

## Addendum Page - How to Identify and Remove

**PROBLEM:** Extra Addendum Pages are printed when printing a form

**CAUSE:** EIMMIGRATION forms allow users to type as much data as they want into the fields. The excess data that did not fit on the field goes into an addendum page. On screen, user sees all the data in one field. When the form is printed the extra Addendum Pages print.

**SOLUTION:** User needs to identify which fields have the excess data and reduce the amount of data so they do not end up in an Addendum Page.

Follow these steps:

1) Go to **Home** then click **User Preferences**.



