Trouble Shooting Proposed Orders with Errors

1. Click on File\Info

- a. Confirm it is a **.docx**
- b. Check for Compatibility Mode If this appears, click on Convert



This will finish a Save from an older version of Word to .docx

- c. Confirm the Document is not "Read Only"
- 2. Click on the **Show/Hide** symbol



This will **reveal hidden formatting** such as spaces, Tabs, Paragraph markers, page breaks



Page Break

Right Justification for Signature Codes: JJJJ

3. The Word Document looks fine, but when uploaded into ICMS it inserts numbers in strange places:

1ORDER ADMITTING WILL TO PROBATE

The writing presented to this court as the last will of **1** R**C H**.

- a. Click in the body of the document and hold down the Ctrl key + A to highlight entire document.
- b. Right click in the shaded area and see if it has Toggle Field Codes, that will cause problems.

witnesses, ' each · made · before · an · officer · authorized · to · admin	X Cut	by∙ the∙
officer's certificate attached to or following the will in the form		jection
having been made to its probate, and the court finding that the d	Paste Options:	, 2020,∙
it-is¶	Lpdate Field	
→ ADJUDGED that the will <u>dated</u> July 30, 2000, and atte		ıd∙Nina∙
XXXXas subscribing and attesting witnesses, is admitted to p	A <u>Font</u>	the∙last∙
will of the decedent.¶	Solution Block Authors	
······DONE AND ORDERED in Ocala, Marion County, Flo	orida this DDDD.¶	