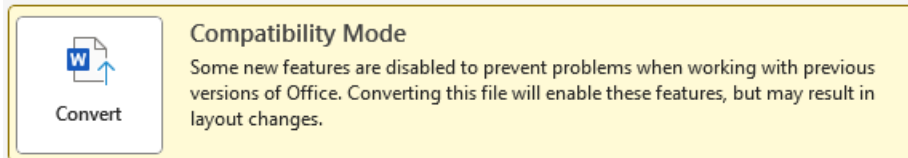


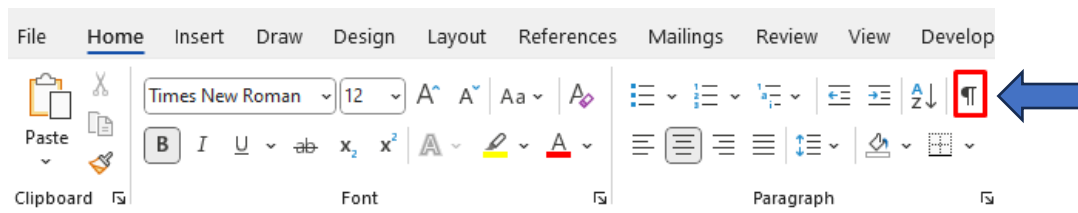
## Trouble Shooting Proposed Orders with Errors

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

Spaces.....¶

Tabs → → ¶

Paragraph markers ¶

.....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 [REDACTED] H. [REDACTED]TH

- 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.

