

## Quick parts & ePortal/ICMS Proposed Orders

### What are Quick parts, and how is it relevant to the courts?

Quick parts are a tool in Microsoft Word that will allow you to quickly add full blocks of commonly typed/used text to a document. For the courts, this tool will be demonstrated in a court order that requires modification to adhere to ICMS signature coding.

### Why would my order need ICMS signature coding?

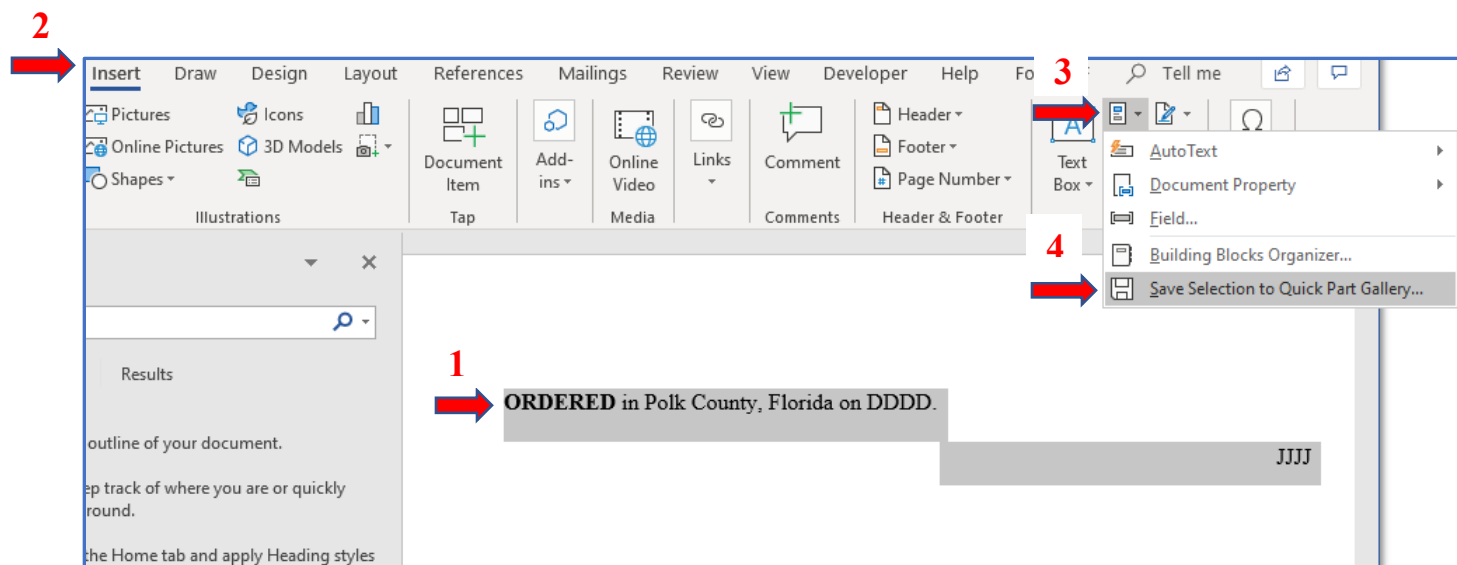
In order to accept and file proposed orders through ICMS, proposed orders must have a specific sequence of letters so ICMS can identify where to place a Judges Signature (JJJJ) and Signature date (DDDD).

**ORDERED** in Polk County, Florida on DDDD.

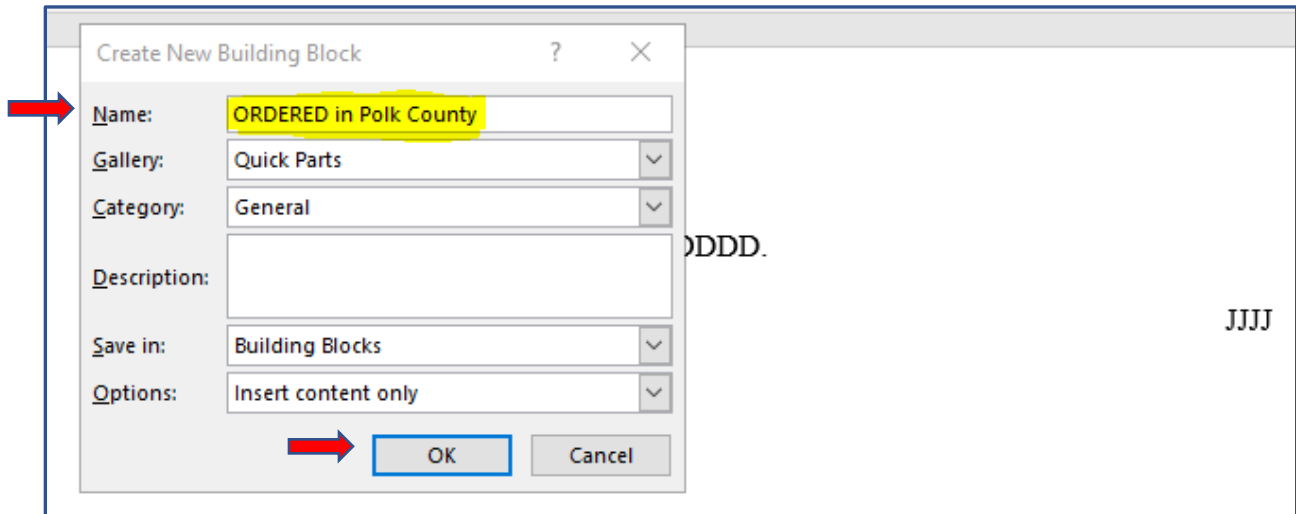
JJJJ

### How do I create a Quick part?

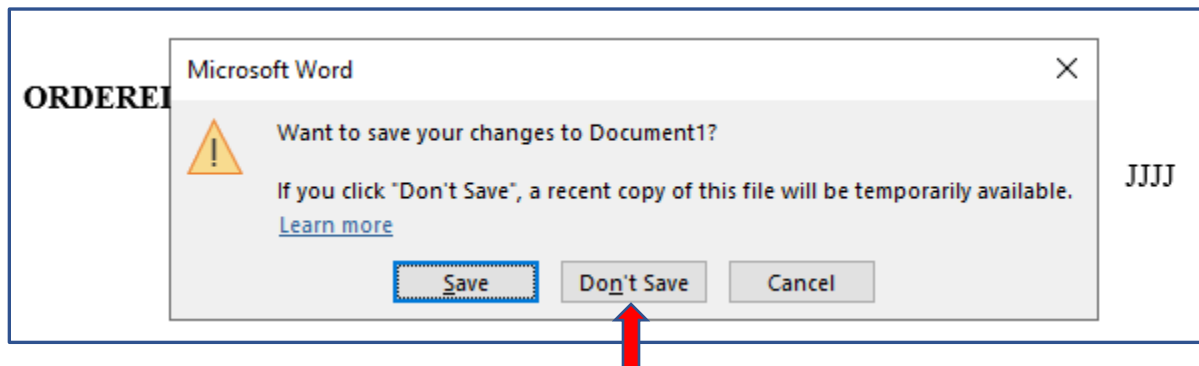
Highlight your **ORDERED** signature coding like you see below, select insert, select the Quick part button, then “Save Selection to Quick Part Gallery”.



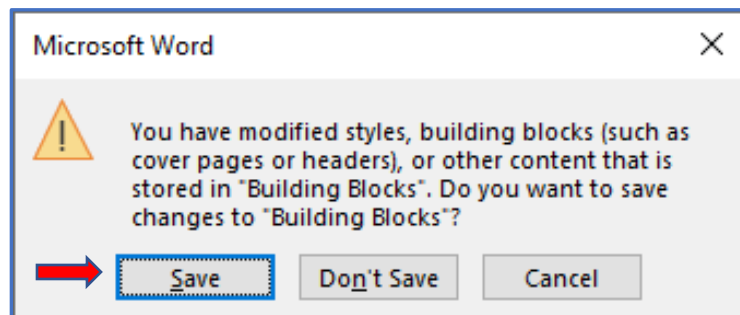
You'll be given a "Create New Building Block" screen. Name the Quick part whatever you want and select "OK".



Exit out of Word and it's going to ask if you want to save changes to document. Select "Don't Save".



It's then going to ask if you want to save changes to Building Blocks and you'll select "Save".



## How do I use Quick parts?

Now, anytime you want to use the Quick part you created it'll be on your Insert tab, select Quick parts, and choose your Quick part from the selection box that populates (see below).

