Custom Text Tags allow you and your company to create pre-filled text tags to be placed on any document. These tags can be made available to any user throughout your company.

From within an order, select **Edit** and **Custom Tags**.
Note: If you do not see this option, contact your company administrator.

Select **New**.

Enter a **Name** for the custom tag and the **Content** for the tag, and select **Save**.
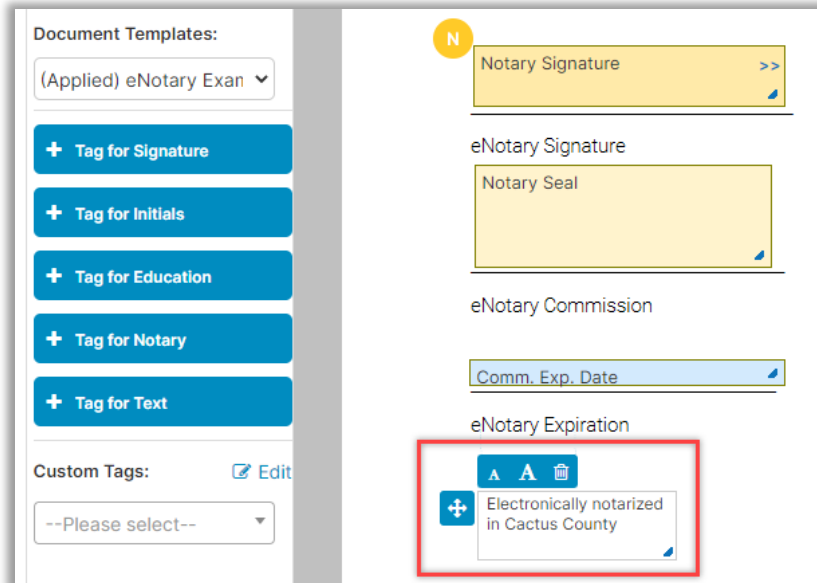
The tag now appears within Edit mode and can be placed on a document.
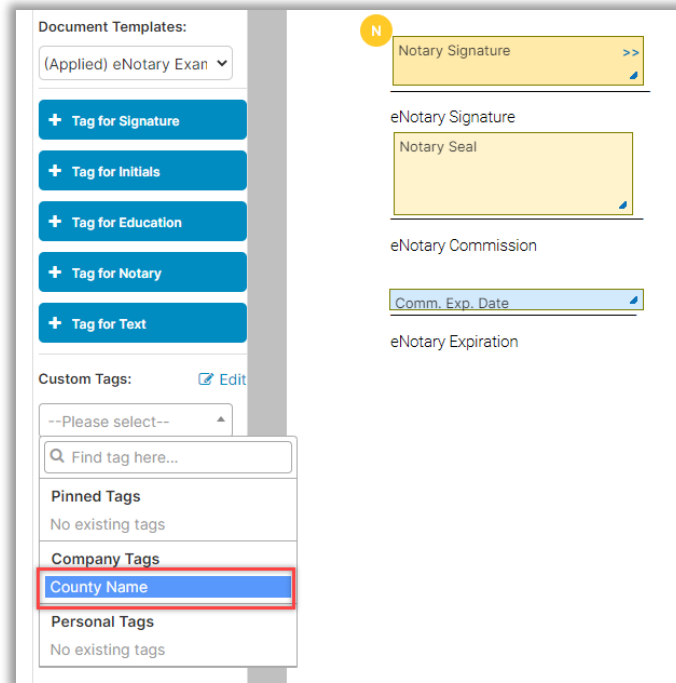
The tag can be moved or deleted, and font size can be increased or decreased.

Pavaso Support

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