



# Custom Text Tags – Quick Reference

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.

The screenshot shows the 'Digital Close Enterprise' interface. On the left, there is an order summary for '852 Round Road, Dallas, TX 12345'. The main area displays 'Closing' and 'Documents' sections. In the 'Documents' section, there is a table of 'Title Documents' with columns for 'Reviewed', 'Accepted', 'Date Due', and 'Added By'. An 'Edit' button is highlighted with a red box in the top right corner of the document management area.

This panel shows configuration options for a document. It includes fields for 'Audience' (set to 'All') and 'Date Due' (04/04/2023). There are checkboxes for 'Additional Action Required at Closing' and 'Wet Signature Required'. Below these are 'Document Templates' with a dropdown menu. A list of tags is shown with '+ Tag for Signature', '+ Tag for Initials', '+ Tag for Education', '+ Tag for Notary', and '+ Tag for Text'. At the bottom, there is a 'Custom Tags' section with an 'Edit' button and a dropdown menu showing '--Please select--', which is highlighted with a red box.

Select **New**.

The 'Custom Text Tags' management page is shown. It has a 'Back' button and '+ New' and 'Delete' buttons. Below these are tabs for 'Company Tags', 'Agent Tags', and 'Personal Tags'. A table with columns 'Name', 'Content', 'Pinned', and 'Action' is displayed, showing 'There are no items to display.' The '+ New' button is highlighted with a red box.

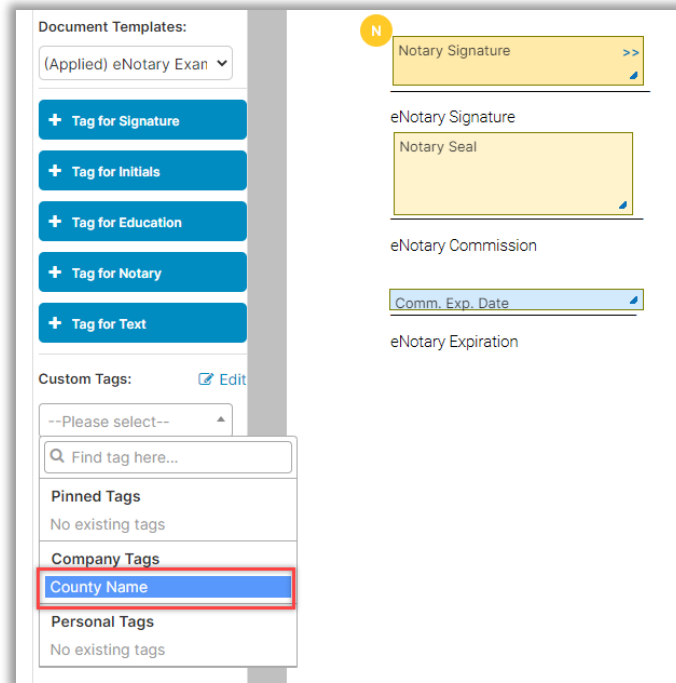
Enter a **Name** for the custom tag and the **Content** for the tag, and select **Save**.

The 'Enter New Company Text Tag' form is shown. It has 'Name (\*)' and 'Content (\*)' input fields. The 'Name' field contains 'County Name' and the 'Content' field contains 'Electronically notarized in Cactus County'. There is a 'Pin tag' checkbox and 'Save' and 'Cancel' buttons at the bottom. The 'Save' button is highlighted with a red box.

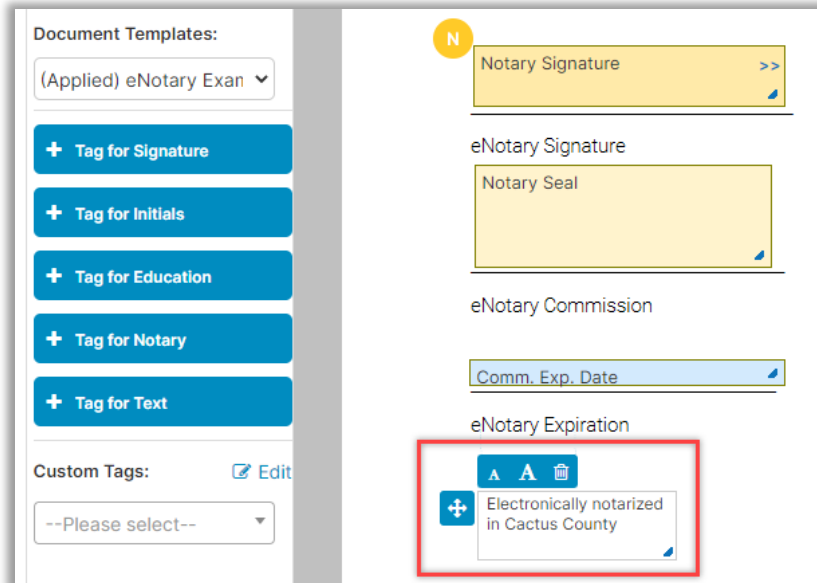


# Custom Text Tags – Quick Reference

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

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: [support@pavaso.com](mailto:support@pavaso.com)

[View Our 24/7 Online Help Library](#)