



Manage Document Content

Documents are compiled referring to a Document design that contains Document Content (text) properties and other things. The text of a document includes content like a document title, headings, subheadings, fixed text and text which appears in specified circumstances. Document content is often split into small pieces like headings and information.

An example of document content in the CLP Safety Data Sheet is the document code 'clp.title7' = "Section 7. Handling and storage".

It is possible to change the headings and other text by modifying the appropriate Document Content in the application. This kind of document content can be found and modified in the application using 'Manage Document Content'

To View Document Content and Document Code

1. Go to **Manage Document Content**
2. You can search using any of the fields. Here are 2 examples:

Here we are searching using **Document Design**, select the required document and click **Search**

This will display all the Document Content within the document.

Code	Description	Content
clp.dom		DOM:
clp.gross		Gross:
clp.nett		Nett:
clp.packGroup		Packing Group
clp.tare		Tare:
clp.ufi		UFI:

Here we are searching for 'rinse mouth' using **Content**, click **Search**

Manage Document Content Search Reset Add a New Content View Edit Print Export Cancel Help

On this page you can search for document content by specified conditions, or add new document content.

Manage Document Content

Code

Description

Content **rinse mouth**

Document Design ---All---

Prevent Batch Update ---Any---

Creator

Created Date ~ E.g. d/m/yyyy

Last Modifier

Last Modified Date ~ E.g. d/m/yyyy

Code Description Content

This will display all the Document Content that contains 'rinse mouth'.

Manage Document Content Search Reset Add a New Content View Edit Print Export Cancel Help

On this page you can search for document content by specified conditions, or add new document content.

Manage Document Content

Code	Description	Content
clp.4.info4		Rinse mouth with water and obtain medical attention.
ecds.4.info4		Rinse mouth with water and obtain medical attention.
ghs.4.info4		Rinse mouth with water and obtain medical attention.
osha.ghs.sds.4.info4		Rinse mouth with water and obtain medical attention.
oshasds.4.info1		Rinse mouth with water and obtain medical attention.

10

To Change Document Content

1. Go to **Manage Document Content** and search for your criteria
2. Select content to be edited - Select **Edit**

Manage Document Content Search Reset Add a New Content View **Edit** Print

On this page you can search for document content by specified conditions, or add new document content.

Manage Document Content

Code	Description	Content
clp.dom		DOM:
clp.gross		Gross:
clp.nett		Nett:
clp.packGroup		Packing Group
clp.tare		Tare:
clp.ufi		UFI:

3. Edit content, select **Prevent Batch Update** to prevent a future update overwriting your changes and click **Save**

The new content will be shown when you next print the document.

BEWARE! Existing document content may have associated translations. If you change the English document content but do not change the content for the other languages, then the same document, when displayed in different languages, will show something different. You can find help to update translations in [Entering and Modifying Translations](#)

Examples of Document Content to Manage:

The address bar which appears on the footer of documents such as Safety Data Sheets can be modified: Find and modify document content 'bottomCompany.'

Recommended Uses which appears on Safety Data Sheets can be added individually to items as properties, or there can be a standard phrase which appears by default. The standard phrase is document content. To add a general phrase to appear on these documents enter a value for document content 'sds.productuses.generic'.

Mini Tip

To prevent the product code from printing on a document:

1. Go to **Manage Application Settings**
2. Select '**Category Documents**' from the drop-down list
3. Select '**No**' option for Include Code in Documents

4. Click **Save**

To see previous 'Tip of the Month' articles, please see [here](#).

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:

- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link:
https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our **Support Team** are available:

Monday - Thursday: 8:30 - 17:00 (GMT)

Friday: 8:30 - 16:00(GMT)

Email: support@formpak-software.com

Telephone: +44 (0) 1235 250 020

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak

<https://www.youtube.com/user/FormpakSoftware/videos>