Creating a Page in the Page Editor

Log in to your FormWeb Editor > Pages > Click on +Add a new page

Home   Drugs   News   Boards   **Pages**   Files   Styles   Options   Reports   Notices
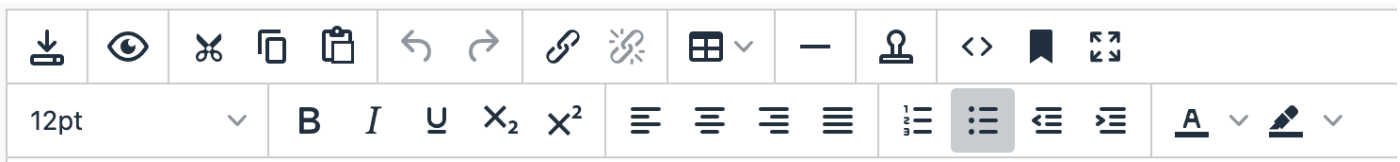
Pages

+ Add a new page
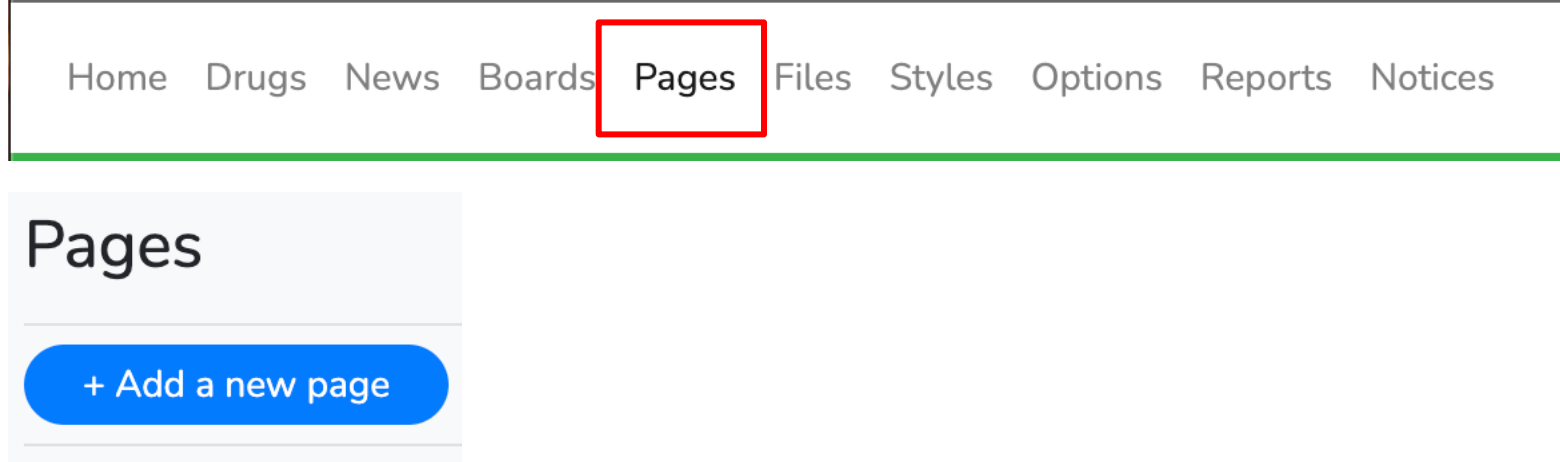
Type in the Visual Editor just as you would in a word processing software (i.e, MS Word, or Pages).
You may also copy/paste from a document you've already created in another software.

Tips: COPY: CTRL+C ⋮ CUT: CTRL+X ⋮ PASTE: CTRL+V ⋮ SELECT ALL: CTRL+A

Save

Preview

Cut

Copy
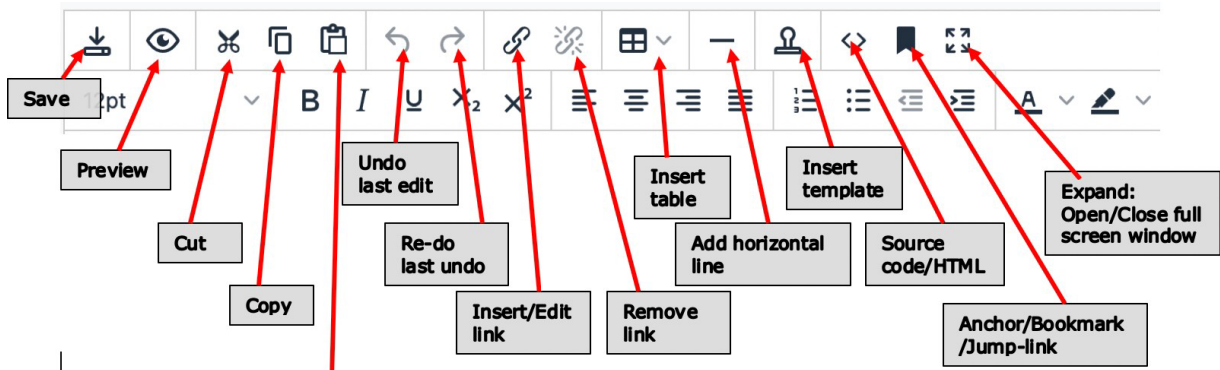
Paste   NOTE: If you get this message, use keys CTRL+V to paste

Undo
last edit

Re-do
last undo

Insert/Edit
link

Remove
link

Insert
table

Add horizontal
line

Insert
template

Source
code/HTML

Anchor/Bookmark
/Jump-link

Expand:
Open/Close full
screen window

Your browser doesn't support direct access to the clipboard.

You can't change the font selection, but you can change the size, bold, italicize, underline, subscript, and superscript the text of your page.

Another option for sharing information is to save a Word document as a PDF file. That file can be uploaded to our server or to your intranet, then linked to from a document or withina drug.

1. Uploading a PDF file and linking to is covered in another document.

2. Creating a page that is formatted in tables is covered in another document.