

# ***Welcome To WinCover***

## **If You Send Paper Faxes You Need WinCover!**

WinCover (formerly QFCS) is a useful Shareware program for printing facsimile cover sheets under Windows 3.x. It allows the user to set up default sender information which will load whenever WinCover is started as well as the option to select alternate sender information. It also allows the user to set up a database of frequently used receivers along with their fax numbers. All records in this database may be printed or exported to a delimited ascii file. Fax cover sheets may also be saved to disk for later reference. The user may opt to engage a log file to record details of all printed cover sheets. A system to drag and drop Senders, Receivers, bitmap source files and saved cover sheets insures ease of use. All system fonts are supported. Custom bitmaps may be included on the cover sheet (postscript printers not supported for bitmap printing). Accurate positioning of the bitmap image, font sizing and page alignment is accomplished via a full WYSIWYG page preview. 37 custom bitmaps are included. All user configurable settings are saved in a standard .ini file format in the Windows directory. WinCover requires Windows 3.1 or newer. The TrueType font named Courier New must be installed on your system in order to print a correctly formatted list of all receivers in the database. The TrueType font named WingDings is also required. These fonts are included with Windows 3.1.

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## ***Files Included With WinCover***

These are the files that are included and their functions. An asterisk (\*) indicates that this is a file necessary to the function of the program. A pound symbol (#) indicates that this file is installed by default in the Windows System directory.

- \*WINCOVER.EXE - main program file.
- \*WINCOVER.HLP - this help file.
- \*DEFAULT.DAT - the default sender data file.
- \*RECEIVER.DB - the default receiver database file.
- #\*STATUS.DLL - dynamic link library.
- #\*ENUMFONT.DLL - dynamic link library.
- #\*BTTNCUR.DLL - dynamic link library.
- #\*TOOLBUTT.VBX - custom control.
- #\*3DLABEL.VBX - custom control.
- #\*HMETER.VBX - custom control.
- #\*VBDIA.VBX - custom control.
- SAMPLE.FAX - sample fax cover sheet file.
- ALT1.DAT - an alternate sender example file.
- FAXHIST.LOG - fax history log file.
- README.TXT - initial instructions.
- BASIC(1-6).BMP - six simple bitmap images.
- INSTALL.EXE - installation program.
- INSTALL.INF - standard installation data.
- IMAGES.ZIP - 31 custom bitmaps. See [Installation instructions.](#)
- FILE\_ID.DIZ - Standard BBS description file.

# ***Installation Instructions***

Execute INSTALL.EXE from within Windows. Install will create a sub-directory of your choice, copy all distribution files and create a Program Manager Group for WinCover if you desire OR you may manually copy all distribution files to the directory of your choice & use Windows Program Manager or an equivalent process to install. Requires VBRUN200.DLL, not included - (Can be downloaded from Compuserve, also available from most BBS's).

The file IMAGES.ZIP is an archive file that is placed in the directory where WinCover is installed. It contains 31 custom designed bitmap images for your cover sheets. These bitmap images require approximately 1.4 megabytes of disk space. Please note that all of the images are 300 dpi art converted from vector images and are of very high quality. Some of the grey scale images do not display well in the Preview screen, but print properly. Load the images into Windows Paintbrush or an equivalent program to see the images exactly as they will print.

VBRUN200.DLL is the Visual Basic Runtime Library Version 2.0 and is required to run any Visual Basic 2.0 program. (VBRUN100.DLL was for version 1.0 of Visual Basic and will not function with version 2.0).

## ***Upgrading From A Prior Version***

If you have been using a version of QFCSolder than V2.0, do not use your existing .DAT (Sender) files. A new field was added in V2.0 that provides for a description of the Sender, if you try to load the existing file two error messages will result "Input Past End Of File" & "File Already Open" - You will probably have to re-boot your system at this point so DON'T USE OLD .DAT FILES!. Erase your old .DAT files before installation! The RECEIVER.DB file is still compatible, however due to the file handling structure of V2.0+, no other .DB files other than RECEIVER.DB are usable. If you created other .DB files for different categories of receivers they will no longer be accessible from the program.

When upgrading run install to a new subdirectory and then copy your old RECEIVER.DB into the subdirectory overwriting the new RECEIVER.DB file. Any existing cover sheet .FAX files from version 2.0 may be loaded, however, only the first line of notes text will be loaded since newer versions now have a single multi line text box instead of the previous four single line boxes.

Version 3.0 now requires three .DLL and four .VBX files (STATUS.DLL, ENUMFONT.DLL, BTTNCUR.DLL, TOOLBUTT.VBX, 3DLABEL.VBX, HMETER.VBX & VBDIA.VBX) to function. These are placed in your Windows System directory by the install program. Pre-existing QFCS.INI or QFCSR.INI files may be deleted since, starting with V2.3, a standard .ini file is created in the Windows directory.

WinCover was formerly called QFCS, short for Quick Fax Cover Sheet. It was renamed starting with version 3.0.

## ***Setting Up The Sender Information***

After starting the program for the first time you will want to change the default Sender to match your needs - click CLEAR SENDER. Fill out the Sender fields as you want them to appear each time the program is started. Click SENDER menu and click SAVE CURRENT AS DEFAULT - click Yes on the warning message box. The default Sender has now been saved in a delimited file called DEFAULT.DAT in the same directory as WINCOVER.EXE.

You may save Alternate Senders as follows: Click CLEAR SENDER. Type in the alternate Sender. Click SENDER menu - click ADD SENDER AS ALTERNATE. You will be prompted to enter a file name for this alternate Sender - it must have a .DAT extension! You may also enter a description of the Sender which will appear when you recall an alternate Sender later (useful if many people are using the same Fax machine). Click OK - Repeat for as many Alternate Senders as you like and save each in it's own individual .DAT file. The alternate Sender of your choice may now be recalled at any time by: Clicking the Sender menu, Click SELECT AN ALTERNATE SENDER. Click on the Sender of choice and drag it to the main program window or double click the Sender file of choice - (a sample called ALT1.DAT is included with the program). Senders may be updated and deleted with the appropriate menu choices. The delete dialog box offers the option of dragging the Sender to a graphical trash can which opens for the Sender to be dropped in or you may simply double click or tap the spacebar once the Sender is selected.

You may also initiate the above functions using the appropriate Tool Bar choices.

# ***Setting Up Receivers***

The default Receiver data file, RECEIVER.DB, automatically loads when the program is started and since the database file with the package contains only the Author's fax number, you will want to add your own list of frequently used Receivers. Click CLEAR RECEIVER. Enter your first Receiver - A COMPANY NAME MUST BE ENTERED & EACH FIELD IS LIMITED TO 25 CHARACTERS. You may leave the TO ATTENTION OF field blank if you like but do fill in the RECEIVING FAX NUMBER field. Click ADD. Repeat until you have added all your Receivers. The total number of Receivers is limited to 500.

Use FIND to locate the Receiver of choice - select the Receiver you wish to use from either the Company or Individual lists and then either drag the Receiver of choice to the main program window, double click it or tap the space bar and it will be loaded.

If you want to change a saved Receiver's information, FIND the Receiver you wish to change, type in the changes and click UPDATE. Changes will be written to the database.

Should you wish to delete a Receiver click DELETE. The currently displayed Receiver will be erased from the database.

The entire database of Receivers may be printed or exported to a delimited ascii file using the appropriate choices from the File menu. Printing the Receivers sorts the list by company name and includes the individual, if any, plus the fax number. The font for the title of the print-out is the default font for the cover sheet. The actual list text is pre-set to print using the Courier New TrueType font (included with Windows 3.1). This font must be present on your system for the list to be formatted properly. If you choose to export the Receiver database, a delimited ascii file named EXPORT.TXT is created in the directory where WinCover is installed. This file may be used to export database information to other programs. The format is as follows:

"COMPANY","INDIVIDUAL","FAX NUMBER"



## ***Fax Cover Sheets***

The Fax Cover Sheets menu allows the current fax cover sheet to be saved to disk to a file with a \*.FAX extension. You may enter comments in the SAVE FAX COVER TO DISK dialog box, the current date and time are also saved. Saved fax cover sheets may be recalled or deleted with the appropriate menu choices or the Tool Bar. A sample fax cover sheet, SAMPLE.FAX is included with the package. This feature is not to be confused with the separate feature to automatically create a log file (discussed in the General Configuration section).

## ***The Notes (Message) Field***

The notes multi-line text box will hold up to 15 lines of text. Should you exceed this limit you will be reminded of the limit by a warning message at print time. The text box automatically wraps any text that is entered. Please note that you may not use carriage returns in this section. Carriage returns will cause any text entered to print incorrectly. Please read the additional instructions for proper text width adjustment in the [Print Preview/Bitmap & Page Setup](#) section.

The Notes section can be retracted or extended to reduce the interface size with the blue vertical arrow buttons on the right of the main screen.

# ***General Configuration***

The General Configuration menu provides the following options:

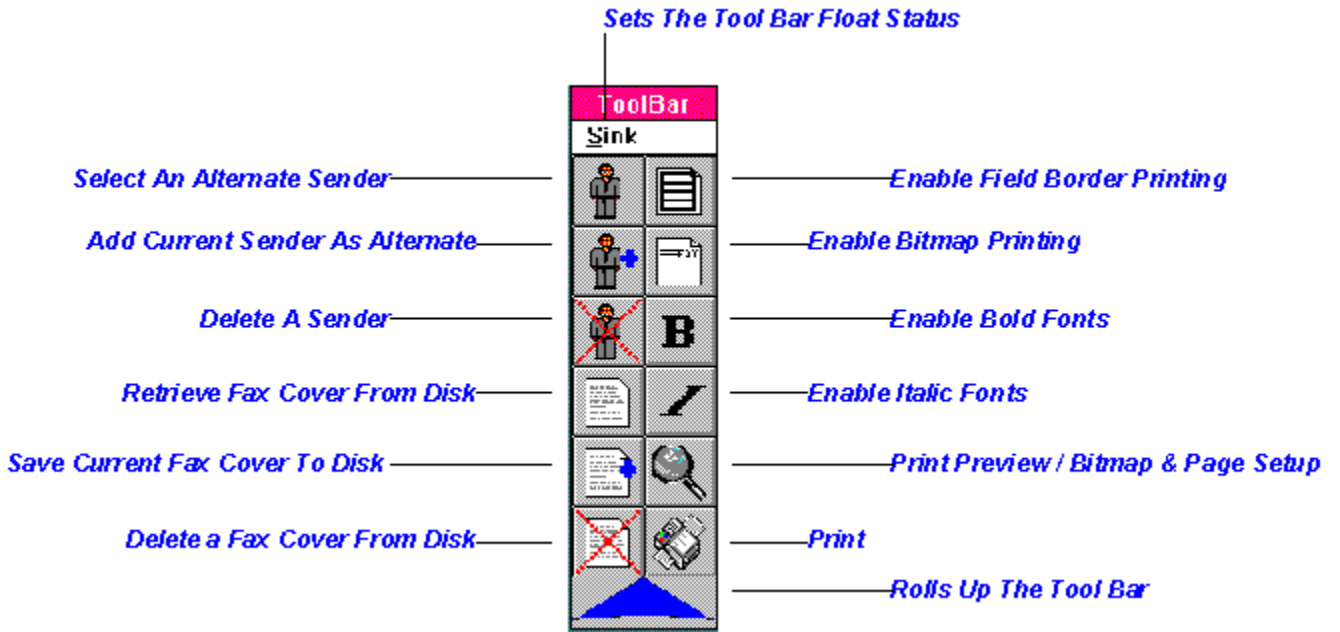
1> All Data Upper Case or All Data Mixed Case. This affects the option of having all data entered into fields converted to upper case regardless of your keyboard caps lock setting.

2> Fax Log File Active or Fax Log File Inactive. This will automatically record key information when printing a cover sheet including date, time, receiving company, receiving individual, fax number, number of pages transmitted and all notes. The resulting file may be viewed or printed via the appropriate selection from the File menu (Windows Notepad must be installed on your system for this feature). This option is in addition to the option to save the entire cover sheet from the Fax Cover Sheets Menu(you will be given the option after printing to save the cover sheet in a .FAX format file whether or not the entry was logged in the FAX.LOG file).

All of the above settings are saved as defaults upon exiting the program.

# The Floating Tool Bar

The Floating Tool Bar performs the following functions:



Some buttons are disabled depending upon which screen you are currently using.

The float status menu is provided so that the user may force the Tool Bar to stop floating. The Tool Bar will automatically sink when the Receiver list is called, if WinCover Help is called and for most program message boxes. This feature is useful if multiple applications or a screen saver are running and you find that the Tool Bar is overlapping them. The float status menu is disabled in the Print Preview/Bitmap & Page Setup screen.

The Tool Bar may be rolled up or down to save screen space using the blue (unrolled) and yellow (rolled) vertical arrows.

# **Print Preview/Bitmap & Page Setup**

This screen provides for all page, font and bitmap settings. Provision is made for margin adjustment, bitmap selection, placement and sizing, font size adjustments for the To/From and Message areas of the cover sheet as well as selection of a text title if no bitmap is to be printed.

Provision can be made for the print alignment of different printers. Adjust the PAGE L (left) and PAGE T (top) controls to your needs. The default at time of installation is .50 inches for both settings. Please note that this adjustment will show immediately in the preview but the actual representation of the margins will vary with different printers. This adjustment is independent of the bitmap size and position settings.

Bitmap source files can be selected via the BITMAP FILES menu. Either drag or double click your choice in the dialog box to load the bitmap. Use the BITMAP T (top), L (left), H (height) and W (width) controls to size and position the bitmap. Please note that you must click the Resize button after making height or width adjustments, whereas top and left adjustments are shown immediately in the preview. These controls are disabled if the ENABLE BITMAP option button on the Tool Bar is not depressed. Please note that printing times will increase substantially when printing bitmap images. Some grey scale bitmaps (including some in the IMAGE.ZIP.archive) do not display well in the preview but do print properly.

You may set the font size of the TO & FROM, MESSAGE and TEXT TITLE sections independently. You will note occasionally that some font size selections will not actually change the size of the displayed fonts. This will vary with different TrueType font names and manufacturers. The actual printed font sizes will be as selected. Please note that the MESSAGE section prints approximately 60 characters across and the font size will have to be adjusted depending on the width of the font selected. The TEXT TITLE controls allow for the user to select a title to be included on the cover if no bitmap is desired. The TEXT TITLE controls are disabled if the ENABLE BITMAP option button on the Button Bar is depressed.

Use the BOLD and ITALIC buttons on the Tool Bar to change the text attributes of the printed page. Due to Visual Basic's TrueType font handling procedures, fonts of less than 17 point in the preview will always be represented as Bold, however, the actual print out will be accurate. Please note that the actual words To:, From:, Message: and all individual field labels are not affected by Bold settings. WinCover has only been tested with Truetype fonts.

You may also disable the FIELD BORDER button on the Tool Bar to eliminate the borders printed around the various fields on the cover sheet. This will substantially reduce print times.

Clicking the Ok button returns you to the main program screen with all changes made to the preview screen being retained. You may choose the Print button on the Tool Bar from either the Preview or Main screens.

All of the above settings are saved as defaults upon exiting the program.

Should you wish to have your company logo digitized, you may order this service from the Author using the ORDER LOGO SCANNING menu selection from the Help menu.

## ***How To Get A Message To The Author***

You may send the Author a fax with your thoughts, suggestions, ideas, complaints, etc. Fax the report to the Author via the number below. Please include a brief description of your system if you have a technical question, problem or bug to report. You may also leave any questions, comments or suggestions for the author on Compuserve:

Michael Haschka - Compuserve 73027,3307 OR Fax (805) 482-6213

# ***Trouble Shooting And Known Bugs***

If the default Sender file is missing you will receive an error message at startup. Simply type in a new default Sender and use the Sender menu to save it as the Default. Should the Receiver database file RECEIVER.DB be missing the program will automatically create a new empty database file at startup. Most other error messages received during usage of WinCover should be fairly self explanatory - if not, refer to the [How To Get A Message To The Author](#) section for ways to reach the author.

Postscript printers are not supported for printing of bitmaps. If you have a Postscript printer, simply select no logo from the print dialog and print your cover sheet with text only. There have been some problems with Norton Desktop reported with this and other Visual Basic programs including WinCover being unable to find the default data files. If using Norton Desktop, you **MUST** select File Properties and then click on Options - set the directory where WinCover and it's data files are located. Failure to do this will cause an error message to be displayed at startup. If you start WinCover and then change printers or page orientation while it is running, you **WILL** encounter problems with the print dialog box not reporting the correct fonts. It is important to select your printer before starting WinCover. **PLEASE** let me know if you encounter any bugs or problems - Send me a fax.

The TrueType font named Courier New must be installed on your system in order to print a correctly formatted list of all receivers in the database. This font is included with Windows 3.1.

WinCover has only been tested extensively with Truetype fonts. Please make the Author aware of any problems with other font types.

## **The following printer drivers/fonts have proven incompatible:**

Panasonic 4450 - TrueType fonts do not print properly, bitmap does not print. Use the HP LaserJet driver instead.

SuperPrint - Large fonts do not print properly, bitmap does not print. Nimbus Q typefaces supplied with package are incompatible.

# ***Acknowledgements***

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Individuals, Shareware distributors and BBS operators may freely distribute WinCover provided the following criteria are met:

**ALL FILES THAT CAME WITH THE DISTRIBUTION DISKETTE OR ARCHIVE MUST REMAIN A PART OF THE PACKAGE.**

Please see [Files Included With WinCover](#) for a complete list.

**IF POSSIBLE, PLEASE MAINTAIN THE FOLLOWING FILE NAME FOR DISTRIBUTION:  
WCV30.ZIP.**

To verify that you have the most recent version or if you have any questions please see [How To Get A Message To The Author](#)

WYSIWYG is an acronym for What You See Is What You Get.

Shareware gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register.



