

### **To insert a fax cover page information field**

- 1 On the Insert menu, point to Recipient, Sender, or Message.
- 2 On the menu that appears, click the field you want to insert.
- 3 To add more fax information fields, repeat steps 1 and 2.

#### **Tips**

- Cover Page Editor fills in Sender fields with your information from the User tab in Fax Setup. It fills in Recipient fields with data from your address book.
- At a minimum, you should include the Sender Name, Sender Fax #, and Recipient Name information fields in your cover page.

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{button ,AL("Adding cover page text")} [Related Topics](#)

**To insert a graphic**

- 1 On the Insert menu, click Object.
- 2 Click Create From File.
- 3 Click Browse, find the document that contains the graphic you want, and then double-click it.

**Tip**

- If you want to insert a new graphic, in step 2 click Create New, click a program, and then click OK. Create your object. When you are finished, click the File menu, and then click Exit And Return To CPE.

### To add cover page text

- 1 On the toolbar, click **abl**.
- 2 Click anywhere in the document, and then drag the pointer to create a text frame.
- 3 In the text frame, type the text that you want to appear on the cover page.
- 4 Click outside the text frame.

#### Tips

- If you don't see the toolbar at the top of your screen, click the View menu, and then click Drawing Toolbar.
- To change the font or size of text, select the text, click the Format menu, and then click Font.
- To add a border around the text frame, use the Line, Fill, And Color command on the Format menu.

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{button ,AL("Inserting a fax cover page information field")} [Related Topics](#)

**To align text and objects**

- 1 Click at the upper left of the group of text frames or objects you want to align.
- 2 Drag the pointer diagonally to create a temporary box around the group.
- 3 On the Layout menu, point to Align Objects, and then click Left, Right, Top, or Bottom.

**Tip**

- To align text within a text frame, first select the text. On the Format menu, click Align Text, and then click the alignment you want.

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{button ,AL("Changing the spacing of cover page items")} [Related Topics](#)

**To change the spacing of cover page items**

- 1 Click at the upper left of the group of text frames or objects.
- 2 Drag diagonally to create a temporary box around the group.
- 3 On the Layout menu, point to Space Evenly, and then click Across or Down.

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{button ,AL("Aligning text and objects")} [Related Topics](#)

**Line, Fill, And Color dialog box:**

Specifies that you want to draw a border or line around the selected text frames, graphics, or objects.

Specifies the thickness of the border around selected items. For the thinnest line, click 1.



Specifies the color of the border.

These options determine whether the selected items have a fill (background) color.

Specifies that you don't want the background of selected items to be filled with a color.

Specifies that you want to use a background fill color for selected items. Click the color you want in the list.

Specifies the background fill color for the selected items.

Specifies the color of text for the selected text frames. If you specify a fill color for the text frames, make sure you select a different color for the text.

