

RightFAX Send Fax Macro 3.5

As you probably know, RightFAX allows you to fax from within any application without using a TSR (terminate and stay resident) program. RightFAX accomplishes this through the use of *embedded codes*, normal English text delimited by the "<" and ">" characters. These codes are removed from the document by the RightFAX converter before the text is converted to a graphic image, and the information contained in the code is stored along with the fax record.

For example, inserting the code <TO_NAME:Bob Smith> in your document would indicate to RightFAX that you wanted the text "Bob Smith" to appear in the <TO_NAME> field on the fax cover sheet. In addition to text, embedded codes can also indicate to RightFAX that you want to preview your fax before it gets sent, or that you want it to be sent in high resolution (fine mode).

To make inserting these text codes easier, we have provided you with a Microsoft Word macro called "RightFAX." This macro allows you to fill in the necessary cover sheet information in a standard dialog box, and then takes care of inserting the necessary codes and printing your document to the current printer.

To use the macro once it is installed, choose the RightFAX option from the Tools menu, or choose **Run** from the **Macro** menu, and choose **RightFAX**. A dialog box will appear asking you to enter cover sheet information. You must fill in at least the **Name** field, with the name of the fax's recipient, or an ID Code from your RightFAX phone book. Use the Tab key to move between fields, and Enter to accept the information as entered and fax the document. The macro makes changes to your document (inserting and deleting print codes), so if you are asked to save changes to your document but don't remember making any, it could be the RightFAX macro which did so.

Press (double click on) the INSTALL button below to install the RightFAX macro into your global macro file (normal.dot). In doing so, you will make the RightFAX macro available to send a fax from inside of any document. You will be asked if you want to "Save global glossary and command changes," and should answer "yes" in order to save the RightFAX macro you have just installed.

Install