

## **Microsoft Office Compatible**

Delrina WinFax PRO is a Microsoft Office Compatible product, which means that its toolbars and menus are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in WinFax. Delrina and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products in the United States, call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

## **Delrina WinFax PRO and the Office Compatible Features**

### **Toolbars**

WinFax contains a toolbar which is similar to the ones in Microsoft Office. For example, you can print a received fax just by clicking the "Print" button on the standard toolbar, and you can discover each button's function just by pointing to it with the mouse. This will activate a tooltip that displays the name of the button.

Customize your toolbars to display large or black and white buttons. Add and remove buttons or display multiple toolbars from the Toolbars command on the Setup menu. Drag the toolbar to position it on any side of the WinFax window or as a floating toolbar on the window.

### **Menus**

WinFax uses menus similar to the ones in Microsoft Office. For example, you can open a cover page by clicking the Open command on the File menu in Cover Page Designer.

### **Wizards**

Use WinFax wizards to install WinFax and set up your pager to work with WinFax. After installing, use the Send Fax wizard to send a fax complete with a cover page and attachments.

### **Tip of the Day**

Learn practical tips for using WinFax by reading the Tip of the Day messages displayed at startup.

### **Context Sensitive Help**

Use the What's This button to get context sensitive help on options in dialogs.

## **Using Delrina WinFax PRO with Microsoft Office**

Faxing a document from Word, Excel or any other Windows program is as easy as printing. Print your document to the WinFax PRO on FaxModem printer. When the Delrina WinFax PRO Send dialog appears, you can send the document as a fax or save it as a fax attachment for future use.

