

Print and FAX

Faxing requires a FAX machine or a FAX modem and FAX software installed.

When you select the print button in the toolbar or select <File> <Print Options>, the Print Preview window is displayed.

To use your FAX modem, install your FAX software into Windows, then when you select Printer Setup here, select the FAX modem as your printer. That's all there is to it.

Desk Top Publishing requires very clean looking text. Work with 850x1100 page size and remember to make allowances for printer margins. You should not resize a page with text on it using the print previewer.

Printing Pages

You can then adjust the size of the image on the page, or adjust the position of the image on the page.

The page size is the standard 8 1/2 x 11 inches. You can select Landscape and orient the page sideways, however, you need to instruct the printer that you are using Landscape orientation as well.

By selecting the Printer Setup button, you can set your page size using your printer configuration. You can also adjust the printing by clicking on the <options> button that usually appears beside your default printer when you select Print.

In Windows, printing configuration is usually handled by your printer software.

If you want to print in Landscape orientation, set that page orientation using your printer options when the Windows printer dialog is displayed just prior to printing.

Using FAX Master Plus

If you have a FAX modem, you can select the drop down box and choose a style of dither to convert your page into 2 colors prior to FAXing. FAX is in only 2 colors, black and white. By using the dither styles, you can

preserve the image quality when FAXing.

The preview of the prepared FAX image may not look correct when half size view is active, but will be correct when FAXed. Be sure to set the image size before preping for FAX. Once you have dithered the image, you cannot change the size. To resize, you will need to cancel the print process and reload the print previewer.

All printing and FAX are configured for a standard page size. You can use your FAX options to change some options when your FAX software prepares to send the FAX.

If you have a FAX machine, you will need to first print the page, then FAX as you would usually.

Handy Tip

Here is an effect that you can take advantage of.

Prepare to print an image.
Prepare to FAX by applying a dither filter.

Then instead of FAXing or printing, use the Copy to Clipboard button.

Now close the Printer Window and <paste> the dithered image over the original.

Then select the Emboss button (at the bottom of the paste positioning bar) and you can add dither to a color image.