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## **Glossary**

## **About This Manual**

Buttons

Fax Button

FaxMail, Faxmail and faxmail

Highlighting

Highlighting an Entry in a List Box

Highlighting Text



## **Buttons**

While reading this manual, words in triangle brackets < > will be in reference to <buttons>.

## **Fax Button**

When this manual refers to <Fax>, it is referring to the Toolbar left behind when you tell FaxMail to go background. You will usually use the <Fax> button in the program that you are currently using.

## **FaxMail, Faxmail and faxmail**

FaxMail will refer to FaxMail for Windows.

Faxmail and faxmail will refer to Fax and will be used interchangeably with Fax or fax.

## **Highlighting**

Throughout this manual you will be asked to highlight things.

Highlighting an Entry in a List Box

Highlighting Text

## **Highlighting an Entry in a List Box**

Click the left mouse button on the desired entry.

## **Highlighting Text**

Highlighting text in an Editor and in an Edit Box is a click and drag motion. Position the mouse at the beginning of the text to be highlighted, press the left mouse button, and while holding it down, drag the cursor to the end of the text to be Highlighted and then release the left mouse button.

# Getting Started

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# **Installing FaxMail Network for Windows**

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# **Installing the Registered version**

Installing the Registered version from Windows

## **Installing the Registered version from Windows**

You will find SETUP.EXE on the FaxMail Network for Windows installation diskette. SETUP.EXE must be run from a floppy drive, usually A: or B:.

From the Program Manager, <Run> A:SETUP.EXE.

SETUP.EXE will create a directory called C:\FMNW\_REG and expand the files from the FaxMail Network for Windows installation floppy diskette into C:\FMNW\_REG. Then INSTALL.EXE will create a directory called C:\FAXMAIL and install FaxMail Network for Windows into it. After the installation, you may want to leave C:\FMNW\_REG for several days in case you want to make modifications.

## **Installing the Shareware version**

[Installing the Shareware version from DOS](#)

[Installing the Shareware version from Windows](#)

## **Installing the Shareware version from DOS**

Create a temporary directory, unzip the FaxMail zip file into it, change directory to the temporary directory and type START.BAT <Enter>.

START.BAT is one of the file extracted from the zipped file.

## **Installing the Shareware version from Windows**

Use your favored unzipping tool and unzip the [FaxMail](#) zip [file](#) and run the program called INSTALL.EXE while in Windows.

INSTALL.EXE is one of the file extracted from the zipped file.

## **Date format**

During installation and later in the FaxMail SetUp you will have the opportunity to set the fax header date format to MM/DD/YY - USA, DD.MM.YY - UK or YY-MM-DD - WORLD.

## **Send Fax**

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## **Sending faxmail from existing Fax**

You may send a Fax Format file already stored on disk. Summon the Send Fax dialog box by selecting <Fax>, <Send Fax>. From the Send Fax box, select <Get Fax> and the Select Fax for Sending box will appear within which you may select an existing fax.

When using this selection, you are choosing a fax file that is already converted to a fax format. Only files with a DCX or PCX extension may be selected from this menu choice. Colored PCX files can not be faxed.

Select the desired file by highlighting the drive, path, and file in the list boxes, or type the full file specification in the edit box. Select <Select> to return to the Send Fax box. The file selected will be displayed in the Send fax edit box.

Follow the normal sending operation procedures in the Send Fax box, and select <Send Fax> to send.

Selecting a Recipient

Viewing the Fax being Sent

Saving or Deleting the Bitmap file

Send and Save

Send and Delete



## **Selecting a Recipient**

The fax number and person to whom the correspondence or file is being sent is selected from the FaxBook Entries box. Select <Recipient> and the FaxBooks Entries box will appear.

## **Viewing the Fax being Sent**

To view the fax before sending, select <View Fax>. A full screen display of the bitmap file will appear. View the full page by using the scroll bars. View another page by selecting <Page>. A menu of pages will appear, listing each page number in the document. Click on the page you want to view.

# **Saving or Deleting the Bitmap file**

Send and Save  
Send and Delete

## **Send and Save**

Occasionally it is beneficial to save the bitmap version of your file, if you will be sending it again in the near future.

If disk space is at a premium you may feel free to delete the bitmap file, knowing that you may always send your correspondence again, directly from your original file from the Windows application where it was created, using the FaxMail Convert to Fax command.

## Send and Delete

When sending faxmail , select <Send Fax and: Save Delete> in the Send Fax box to delete the fax file after it has been transmitted. Fax files are large and occupy considerable disk space, so erasing them when they are not needed for sending again, is prudent.

Select the Delete Option button and the bitmap file will be marked for deletion. You may purge the files marked for deletion with <Purge Send + Deletes> from the Events Log Window.

## Cover Page Options

Making selections regarding Cover Page action is a matter of choosing from a series of option buttons. Clicking on the selection will highlight and activate that choice. If you have selected the default Cover Page in the SetUp box, the appropriate selection will already be highlighted. Use the SetUp command to set the default condition for all Cover Page Options.

Since more than one Cover Page may be created and saved in the FaxMail NotePad Window, a listing of Cover Pages will be displayed. Click on the Down Arrow button to display a list of Cover Pages which you have created.

Highlight the desired Cover Page by clicking the left mouse button on the appropriate filename. The list box will close displaying the selected Cover Page filename.

## **Choices for Cover Page action**

No Cover Page

Include Cover Page

Cover Page Only

View Cover Page

## **No Cover Page**

<No Cover Page> ignores a Cover Page in the faxmail sending process. Only the fax is transmitted.



## **Include Cover Page**

< Include Cover Page> causes FaxMail to send the selected Cover Page, followed by the selected fax

## **Cover Page Only**

<☛Cover Page Only> causes FaxMail to send the selected Cover Page and ignore the fax file.

Since the Cover Page can include any text you desire, as well as Field Data to be extracted from the computer and FaxBook, it may be used for sending memos and short correspondence. When sending Cover Page Only, there is no need to type addresses for Recipients each time, as they are included automatically in the sending process.

Another benefit of using the Send Cover Page Only feature is that the Cover Page is created in ASCII text and does not require the generation of a bitmap file on your computer.

## **View Cover Page**

<View Cover Page> will open the default cover page and read the logo, date and time, text, and any FaxBook fields it finds embedded in the text. It will use the results to create a temporary bitmap file that is identical to what the recipient of a fax would see if you send it.

## **Scheduling for Future Sending**

The current date and time are displayed in the Schedule box of the Send Fax box. If you desire to schedule your faxmail for sending at a future time, change the date/time.

Edit the date/time boxes by positioning the cursor in the edit box and use the BACKSPACE key to delete characters to the left of the cursor, the DELETE key to delete characters to the right of the cursor.

With the edit cursor in the box, enter the new data desired, being sure to format the data as it originally appeared:

For Date: MM/DD/YY or DD.MM.YY or YY-MM-DD

For Time: HH:MM:SS (am/pm)

## Selecting Fax Resolution

The Send Fax dialog box presents you with two choices of fax resolution. Select the desired choice by clicking on the appropriate radio button. The center of the radio button will turn black, indicating the choice is active.

What is Fax Resolution  
Standard Fax Resolution  
Fine Fax Resolution

## **What is Fax Resolution**

Fax documents may be sent in either Standard or Fine Resolution. This setting determines the number of DPI to be used in sending the BITMAP file that is transmitted by fax. A higher DPI usually means better quality.

## **Standard Fax Resolution**

Standard Fax Resolution is 100 X 200 DPI. Only every other scan line is sent. The receiving fax machine prints each received line twice. This resolution transfers faster than fine.

## **Fine Fax Resolution**

Fine Fax Resolution is 200 X 200 DPI. All data is sent over the phone line. Use Fine Resolution when you desire the best resolution and clarity in your faxmail .



## **Initiating the Send**

With the appropriate parameters set in the Send Fax box as desired, you may send your correspondence by selecting <Send Fax>. If you desire to cancel the sending operation from the Send Fax dialog box, select <Cancel> and the dialog box will close without sending the Fax.

## **Sending faxmail to a Group**

You may direct faxmail to all entries in a group with a single command, just as you would to a single recipient. Mass broadcasting your faxmail to many recipients.

Selecting the Group

Send Fax File Dialog Box

## Selecting the Group

As with sending faxmail to a single recipient, select <Recipient> from the Send Fax box and the Display FaxBook Entries box will appear.

Two combo boxes exist, one displaying the FaxBooks in the system, and the other displaying the Groups that you created within each FaxBook. Select the desired FaxBook by clicking the down arrow button to the right of the combo list box in the Make and Edit FaxBook, <Make>. A drop-down list of FaxBooks will appear. Highlight the desired FaxBook and the list will disappear displaying the selected FaxBook.

Select the desired Group by clicking the down arrow button to the right of the combo list box in the Make and Edit Group Sends, <Make>. A drop-down list of Group will appear. Highlight the desired Group and the list will disappear displaying the selected Group.

## **Send Fax File Dialog Box**

Select <OK> and you will be returned to the Send Fax box to initiate the send operation. Notice that the Recipient is now the name of the Group to whom you are sending your faxmail .

Select <Send Fax> and the sending operation will be performed for each member of the group just as if each had been singularly entered.

## **Personalizing Group faxmail**

You may individually personalize your Group faxmail by use of a Cover Page with the Group Send. Each Cover Page will be personalized with the information from the individual FaxBook entries as each new recipient is selected from the Make and Edit Group Sends, <Make> and sent.

See Generating Documents and/or Cover Pages, for more detailed information.

# Receiving faxmail

Background Operation

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Incoming Directory

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Saving Fax upon Receipt

Handling Auto Saved Events Later

Naming faxmail Later

Monitoring the progress of incoming faxmail

## **Background Operation**

The less expensive FaxModems have no resources of their own and rely wholly upon the CPU and memory of your PC to perform their tasks. As a result, when an incoming document is being received, all current program operations will be stopped, the PC is needed for the fax operation.

When a FaxModem card possesses its own resources, it will operate in the background, while you are operating your normal software. This full background operation means that your current application is not interrupted upon receipt of incoming faxmail .

When the FaxMail FaxMail Program is loaded, portions are running as a memory resident program and operating in the background. As long as your computer is turned on, regardless of what activity you are engaged in, incoming fax transmissions will be received into your computer, automatically.

## **Default Setting for Receiving Options**

FaxMail offers you a variety of options regarding the handling of incoming correspondence. Select <Fax>, <SetUp>. A dialog box will appear within which you may configure settings for the FaxMail system.

Locate the area of the box entitled Default Receiving Options. You may determine the following settings regarding incoming correspondence.

Incoming Directory

Receiving Options

Hold

Notify

Auto Save

Auto Print



## Incoming Directory

The drive letter and path to the location on your hard disk in which incoming faxmail will be stored. This is the default setting, which you may override from the Notification box.

The incoming directory is the drive and directory path into which you wish to save the incoming files to disk. This is the default path only. If you have selected Auto-Save, the faxmail will be routed into this subdirectory. When you have selected Notify, this path will be presented to you along with the file name for saving. You may route the file into any directory you desire, however, by changing the path and/or filename from the Notification box.

## Receiving Options

There are four options pertaining to the handling of incoming faxmail once it is received into your computer. Select one of the four options by clicking in the appropriate option button. You may return to this Default Configurations box at any time to select a different choice when it best serves your present circumstances.

Hold

Notify

Auto Save

Auto Print

## **Hold**

Selecting this option causes the incoming faxmail to be held in a Receiving Queue. Your current work is not interrupted, and you may handle your faxmail at another time, when it is more convenient to you.

To extract faxmail out of the Receive Queue, summon the Events Log Window by selecting <Fax>, <Events Log>, <Receive Queue>.

If you have faxmail, you will be Notified and presented with options for handling the incoming correspondence. A separate Notification box will appear for each piece of incoming faxmail held in the Receive Queue.

## **Notify**

Select  Notify> if you want FaxMail to notify you each time faxmail is received. When the incoming file is fully received into your computer a Notification dialog box will appear on your screen, regardless of where you are in the Windows environment. The box will inform you of the receipt of faxmail and give you a variety of options for handling the incoming file.

## **Auto Save**

Choose this option if you desire to have all incoming faxmail automatically stored in the default incoming Directory. You are not interrupted by faxmail, and may then manage all incoming correspondence at a more convenient time.

## **Auto Print**

This feature will cause your computer and printer to act like a normal fax machine with the added benefit of improving the quality of your faxmail image, particularly if you are using a laser-jet printer. Select <☒Auto Print> if you choose to have your incoming faxmail automatically sent to the printer upon arrival. Auto Print works, only, in conjunction Auto Save Notice that the Auto-Save option button will be automatically selected when you choose Auto Print. The file is saved to disk, and then printed.

Once the faxmail is received into your computer, the file will be given a date-stamp name and saved to disk in the default incoming directory. Then the document is sent to the printer. A Print Progress dialog box will appear, informing you that the file is received and is printing. Cancel the printing process, if you desire, with <Cancel>.

You may also direct the printing process to be performed in the background, multitasked so that you may proceed with the work at hand. To do so, select <Background>. For more information on this process, see a discussion on Printing from the Notification Box. Use the Events Log to manage files which have been automatically saved to disk upon receipt.

## **Notification Box Options**

When you choose to be notified of incoming faxmail, or you handle correspondence in the Receive Queue, you will be presented with a Notification Box, offering you a variety of options for dealing with each piece of correspondence.

The Notification Box Options are:

Hold All

Print Fax

Fax Viewer

Save Fax

Delete Fax

## **Hold All**

Hold this and all future correspondence in the Receive Queue.

Extract faxmail out of the Receive Queue, by selecting <Fax>, <Events Log>,  
<Receive Queue>.



## **Print Fax**

Print the faxmail file.

## **Fax Viewer**

By selecting <View Fax>, you may display your fax correspondence in the Fax Viewer Window. See Fax Viewer for a more detailed explanation of the Fax Viewer Window.

## **Save Fax**

Save the file in the directory and under the filename as displayed. This box may be edited so that the fax may be saved to disk in any directory and under any name desired, as long as you dont change the file extension.

## **Delete Fax**

If you have viewed or printed your incoming faxmail and determined that you do not need a permanent copy, you may delete the fax by selecting <Delete Fax>. A dialog box will appear prompting you to verify that you choose to delete the fax. Select <OK> and the fax will be deleted. Choose <Cancel> if you wish to return to the Notification box and not delete the fax.

## **Printing a Fax from the Receive Queue**

Select the <Print Fax> and the print fax dialog box will appear. The dialog box will indicate the active printer and the number of pages in the faxmail document.

Selecting a Printer

Printing Selective Pages

Choosing a Printing Method

Canceling Background Printing

## Selecting a Printer

To select a different printer driver, select <Setup Printer> and the Windows Control Panel will be displayed. Select <Printers>, and the Windows Printer Select routine will be activated. Select the desired printer and close the window. You will be returned to the Print Dialog box. See the Windows Users Guide for more information on use of the Printer Selection Routine.

## **Printing Selective Pages**

The Print dialog box will display the number of pages in the document. The default setting for the page(s) to be printed is all page(s). The Print Page(s) selection boxes will display the first and last page number. To print selected page(s) only, change the page numbers in the page edit boxes to those desired.

Select <Print> and a printing progress box will appear while the file is being sent to the printer. This dialog box will display the page number being printed. If for any reason, you choose to abort the printing process, select <Cancel> and the sequence will be aborted.

## Choosing a Printing Method

Since bitmap files contain large amounts of data, printing multiple-page fax can consume time, depending upon the printer and the printer driver being utilized. To make your work more efficient, you may choose to enter into a multitasking mode. This will cause the process of sending data to your printer to occur in the background, allowing you to proceed to other tasks.

Select <Background> and the printing process will continue in the background, simultaneously with your other work. The Print Progress dialog box will disappear, however, to still give you access to canceling the print routine, the Print Progress box will be minimized into an Icon on the Windows desktop.



## **Canceling Background Printing**

To cancel a background printing operation, double-click on the printing Icon on the Windows desktop and the Printing Progress dialog box will reappear. Select <Cancel>, and the print job will be aborted.

# **Naming and Saving your faxmail**

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## **Faxmail Naming Convention**

When using a printer driver, such as FaxMail does, to convert your program file into a format which is understood by the FaxModem, the Windows environment does not give access to the file name.

Also, upon Receiving faxmail, raw data is transported over the telephone lines, from one facsimile device to another, giving no access to a file name.

In the absence of file names for fax format files, FaxMail follows a file naming convention that is based on a date-stamp and the number of transaction for the day. The name given to both incoming and outgoing fax files is as follows:

MMDD0000.DCX

Whereas:

MM is the Month, DD is the Day, 0000 is a counter, numbering the faxmail events that day. DCX is an extension indicating that the file is in fax format.

Names with date stamps give you reference to the time the file was generated, but no reference as to the contents; as would be the case had you determined its name.

## **Fax Files**

Most of the time you will want to rename your faxmail from the cryptic date stamp to a more meaningful name based on your knowledge of whom the file was from, or its contents. If renaming is performed from the Notification box, then the more meaningful name will appear in the Events Log, simplifying fax management later.

Use <Print Fax> or <Fax Viewer> to print or view the fax. With information about the content of the correspondence, name the file accordingly.

The default directory will be displayed with the filename. However, you may edit the drive, directory, and or filename by placing the cursor in the edit box and use the Delete or Backspace keys to delete characters. To delete the entire default filename, begin typing a new file specification.

Select <Save Fax> and the faxmail will be saved to disk as directed. If the filename already exists on your disk, you will be presented with a warning, giving you the opportunity to overwrite the file or not.

If you choose to overwrite the existing file, select <OK> and the file will be stored to disk, overwriting the older one. If you choose not to overwrite an existing file, select <Cancel> and you will be returned to the Notification box where you may enter a new file specification.

## **Saving Fax upon Receipt**

Select <Auto Save> from SetUp if you do not wish to handle your faxmail at the time it arrives. By choosing Auto Save, incoming correspondence will be automatically saved to disk.

All correspondence will be saved in the default incoming Directory and named according to a date stamp

**See:** Faxmail Naming Convention for format.

## **Handling Auto Saved Events Later**

A record of all your transactions will occur in the Events Log Window. From the log, you may view, print, copy, delete, move, or re-send the saved faxmail.

Naming faxmail Later

## **Naming faxmail Later**

When using the Auto-Save feature and handling your faxmail at a later date, you may use either the Events Log Window or Fax Viewer Window to manage your correspondence. Each of these Windows possess the MoveAs command which allows you to view your faxmail and move, as well as rename it, to another directory. You may also delete any unwanted files from these locations.

## **Monitoring the progress of incoming faxmail**

Depending upon the FaxModem installed and its configurations, a tone can be heard when the modem begins Receiving faxmail. If you want to inquire as to the sending party or to monitor the progress of an event, you may do so by selecting <Fax>, <Event Monitor>.



## **Future Send Queue**

When you schedule a transmission for some time in the future, instructions pertaining to that event are placed into a queuing system, awaiting processing. The computers calendar and clock are checked, and at the specified time, the transaction is processed by the FaxModem.

This holding area is referred to as the Future Send Queue. If you are broadcasting faxmail to a group, multiple transactions are entered into the Future Send Queue, one event for each recipient in the group.

At times, it may be necessary to make changes, modifications or deletions from this list. The Future Send Queue can be accessed and each item in the queue may be acted upon.

## **Managing faxmail in the Future Send Queue**

Display the Future Send Queue by selecting <Fax>, <Future Send Queue> and a dialog box will appear within which all tasks scheduled for future sending will be displayed. These are the send fax events that you sent from the Send Fax box using <Schedule>, <Send Fax>, after changing the date or time into the future. The following information is displayed for each event in the queue:

Date, Time, Resolution, Recipient, FileName

## **Selecting an Event in the Future Send Queue**

Scroll through the listings in the list box until the desired entry is located and highlight it. You may now perform any of the provided actions on that event.

## **Re-Scheduling an Event in the Queue**

With the desired event highlighted, select <Re-Schedule>. A dialog box will appear within which you may change the time and date of the transmission. The current time and date will be placed in the appropriate edit boxes. Edit the time/date to your choosing and select <OK>.

To re-schedule an event to be sent immediately, select <OK>. To cancel the Re-Schedule operation without changing the time or date of the event, select <Cancel>.

## **Deleting an Event from the Queue**

With the desired event highlighted, select the <Del> button. A Deletion Options dialog box will appear and present you with two methods of deletion.

## **Delete Entry**

This selection will delete the selected task from the Future Send Queue and the sending event will not take place.

## **Delete Entry and File**

This selection will not only delete the task from the Future Send Queue, but will also delete the Fax file scheduled to be sent.

## **Viewing the Fax**

With the event entry selected, select <View>. A full screen display for the fax will appear. View the full page by using the Scroll bars. View additional pages, if any, by selecting <Page>.

Return to the Future Send Queue dialog box by selecting <Exit>.



## **Refreshing the Future Send Queue Box**

Refreshing the Future Send Queue may become necessary if sending operations are taking place while you are in the Future Send Queue dialog box. Selecting <ReFresh> will update and redrawn the list box, minus any completed events.

## **FaxMail Control Program**

The FaxMail Control Program has a windows that can be minimize or sent background by clicking on the <Go Background>. Operating in the background, FaxMail Network for Windows can be accessed from its toolbar.

FaxMail Network for Windows is designed to integrate faxmail into the entire Windows environment. Fax functionality literally becomes a part of every Windows program, just as if each program was designed with fax functionality initially.

FAX Mode

BBS Mode

General Information

Bitmaps

Generating Documents from Windows

Sending a Fax Directly from an Application

Send Fax Box

CONVERT TO FAX and PRINTER OR FAX TOGGLE

Swapping Drivers

Converting to Fax

Windows and Printer Drivers

## **FAX Mode**

Selecting FAX Mode will re-initialize your FaxModem to FAX Mode, and enable the FaxModem-Driver. If your FaxModem is already in Fax Mode, it will re-initialize it and leave it in the FAX Mode. Use this after calling a BBS such as AOL or CompuServe. There are many ways to switch to FAX Modes.

1. Load the FaxMail Event Monitor and select <FAX Mode>.
2. Use the <Quit>.

## **BBS Mode**

Selecting BBS Mode will initialize your FaxModem to BBS Mode, and disable the FaxModem-Driver, FaxMail for Windows and all programs associated with FaxMail for Windows. If your FaxModem is already in BBS Mode, it will re-initialize it and leave it in the BBS Mode Use this before calling a BBS such as AOL or CompuServe. There are many ways to switch to BBS Mode

1. Select <Fax>, <QUIT>
2. Select <Fax>, <Event Monitor>, < BBS Mode >
3. Load FAX vs BBS from the FaxMail for Windows Group and select <Set FaxModem to BBS Mode>

## General Information

This section assumes that you have generated a document or file in a Windows program.

Most Windows programs (applications), especially the more sophisticated ones, communicate with a Windows message center while loading. The programs asks Windows, not only which printer driver is loaded, but asks for the characteristics of the printer. This communication informs the program of page, fonts, and graphics support.

If you forget to load the FaxMail Program before the application, your document or file will be composed for your printer instead of FaxMail Convert to Fax. When you, then, select FaxMail Convert to Fax, the more sophisticated programs will alert you that the file was not composed for that driver, and will recompose the document for you.

If you have selected a font from the Windows font library, or soft fonts which are scaleable or dynamic fonts, you should not experience any difference in the image, whether you compose your document with your printer loaded or FaxMail Convert to Fax.

## Bitmaps

When you send a document by fax from any Windows program, FaxMail must first convert your document or file into a format which fax technology can transmit. A second file will be created for this purpose. This FAX FILE bitmap will be denoted by the three character extension of DCX.

This file does not interfere with your original document in any way. It makes a compatible copy for fax transmission. Upon transmitting your correspondence your original file saved by the application, and the DCX file both exist on your hard disk.

DCX files are quite large files and when kept, can consume a considerable amount of disk space. If you have plenty of disk space or find it acceptable to occasionally spend time managing these files, you may want to save them.

However, if disk space is low and you do not continually refer to your fax correspondence, it is quite acceptable to choose the <Send Fax and: Delete> setting as the default so all fax files tagged for deletion can be deleted with one command, <Purge Send + Deletes>, from the Events Log. You can always return to your original file documents for reference and re-faxing.

## Generating Documents from Windows

First, load the FaxMail Network for Windows Control Program so that the <Fax> will be available to you from the top left corner of the Program Manager and all your Programs.

Load a Windows word processor or graphics program with which you are familiar. You probably had one in mind when purchasing FaxMail for Windows. If you have no particular program in mind, load Windows Write or Windows Paintbrush from the Windows desktop. Make sure that the screen is maximized. Do so by clicking on the up arrow button in the extreme right corner of the window.

Experiment with your favorite applications, composing a document with your printer driver loaded and another with FaxMail Convert to Fax. This may only be an issue when high precision or quality is required such as in the case of detailed graphics. As a general rule, if you know you are creating a document for faxmail, you may want to make FaxMail Convert to Fax active while the document is being composed.

Also, see the section on font selection later in this chapter for more detailed information on the selection and use of fonts.

Create a document or file in the Windows program you've chosen. Upon completion, save the file as you normally would using the <File>, <SaveAs> or equivalent.

## **Sending a Fax Directly from an Application**

To send faxmail directly from your Windows program (application), select the Windows Control button, now known as <Fax>, to summons the FaxMail for Windows menu. Select <CONVERT TO FAX>.

You will be presented with the programs normal printing sequence. Most Windows applications will display the target or selected printer. The FaxMail fax driver should look like one of these:

FaxMail Convert to Fax on C:\TOFAX  
FaxMail 95 Convert to Fax on C:\TOFAX  
FaxMail NT Convert to Fax on C:\TOFAX

Select any printing options which you desire, such as selected pages, etc., and use your programs Print routine. The FaxMail Convert to Fax will convert your document file into a fax, and save it to the hard disk for transmission.



## **Send Fax Box**

Once the fax file is created, the Send Fax box will appear so that you may determine recipient and sending parameters. Select <Recipient> to choose the addressee to whom the faxmail is to be sent. You will be presented with the FaxBook Entries box. Select a new addressee then select <OK>.

# **CONVERT TO FAX and PRINTER OR FAX TOGGLE**

Swapping Drivers

Converting to Fax

## Swapping Drivers

Before printing to fax, you must select the FaxMail Convert to Fax driver.

To swap between FaxMail Convert to Fax and your normal printer driver, select <File>, <Printer Setup>.

If you plan to send a fax from an application, it is usually best to set the printer driver to FaxMail Convert to Fax.

## **Converting to Fax**

To start the send process Select <File>, <Print>. The applications normal printer dialog box will appear within which you should insure that the active printer is the FaxMail Convert to Fax on C:\TOFAX. You may choose to send all or only a portion of the document pages, just as if you were directing the data to a printer.

Finish the print sequence as if you were printing to your printer.

## **Windows and Printer Drivers**

Windows allows you to install multiple printer drivers, for multiple printers. One of these printers is then selected as the default printer and is automatically loaded and used from each Windows application when you choose to print. See your Windows Users Guide for more detailed information on installing and managing printers from the Windows Control Panel.

The FaxMail Convert to Fax is handled as just another printer driver. It is loaded as the active driver when you print to remote Fax Machine.

## **Event Monitor**

Last or Current Event Monitor

Aborting an Event

Answer Now

Fax On Demand

Monitoring an Active Event

Closing the Event Monitor

## Last or Current Event Monitor

Choose this command to monitor a send/receive event while it is in progress. A dialog box will appear within which you may monitor information being sent from the FaxModem while it is sending or receiving a fax. The following information and more is available:

Remote ID	Information about the remote <u>fax</u> machine. Could be senders name, company ID, phone number, <u>fax</u> number, etc.
File name	The unique name of the <u>file</u> , assigned by <u>FaxMail</u> , being sent.
Fax Number	<u>Fax</u> number of <u>recipient</u> receiving <u>fax</u> .
Transfer Type	The <u>resolution</u> , (fine or standard <u>fax resolution</u> ) will be displayed.
File Size	The page number being transmitted and the total number of pages will be displayed.
Status	This display will indicate the current state of the <u>FaxModem</u> operation. Examples of terms displayed are: No <u>Event</u> Yet Idle... Waiting to be Processed Dialing... Connecting... Sending... Receiving... Successfully Completed <u>Event</u> was Aborted Remote Machine is BUSY NO ANSWER from Remote Machine Transmission Warning
Time	This display will indicate the elapsed time of the transmission.
Soft Errors	This display will indicate the number of transmission errors occurring in a <u>fax</u> . Some <u>FaxModems</u> possess <u>error correction</u> capabilities and therefore, will not display errors. A few error can occur with little harm to the <u>fax</u> .
Fatal Error	If the <u>fax</u> transaction ends without a complete cycle, the fatal error will indicate where the communication breakdown occurred. A list of Fatal Error can be found in the Q and A <u>file</u> .

## **Aborting an Event**

If, for any reason, you choose to interrupt the send/receive operation, you may do so by selecting <Abort Event>. This will cause the transmission to be terminated. The entry in the Events Log will display Abtrd (Event was Aborted).



## **Answer Now**

This option allows you to force FaxMail for Windows to answer the phone immediately and try to receive a fax even if the phone did not ring.

Examples of use:

Set FaxMail for Windows to answer on the twenty-fifth ring. When the phone rings, answer it with the phone. If you here a fax-tone, select <Answer Now>. When you here FaxMail pick up, you hang up the phone. FaxMail will take over and receive the fax.

## Fax On Demand

Receive faxes from Fax On Demand Services.

Format:

**1-222-333-4444,,,,,5,6,,,,,R**

- o Where the **1** represents the long distance access.
- o Where the **222** represents the area code.
- o Where the **333-4444** represents the fax on demand number.
- o Where the **,,,,,** produces a 10 second pause.
- o Where the **5,6** represents the fax selection.
- o Where the **,,,,,** produces a 10 second pause to let the sender prepare to send.
- o Where the **R** will put many modems into the necessary receive mode to receive the Fax On Demand.

Some modems will not go into the receive fax mode after dialing a number even though you add an R to the end of the dial string. With these modems you will need to:

- o Connect a phone to the phone jack on the back of the modem.
- o Using said phone, manually dial.
- o Wait for the remote machine to go into send mode. Usually you will here a beep every three seconds.
- o With the fax number field totally blank, click on **<Get the Fax>**.
- o When you hear your modem go into receive, hang up and let the fax come in.

## Monitoring an Active Event

You may want to watch the Event Monitor at least long enough to ensure that you have made a connection and your faxmail is being delivered.

The Event Monitor will inform you of the following:

- Type of operation, whether sending or receiving

- To whom the fax is being sent, or from whom it is being received

- Resolution of the fax

- Number of pages in the fax

- The elapsed time of the connection

- Number of errors, if any occurred

- Last FaxModem Response

- Session Progress

- You can abort the Event with the <Abort Event> button

- You can do a blind answer by pressing the <Answer Now> button

## **Closing the Event Monitor**

To close the Event Monitor box, select <Close>. When you do so, the dialog box will disappear, and your faxmail transmission will continue in the background. Most FaxModems use a variety of sounds to indicate whether an event was completed successfully or aborted. Depending on which FaxModem you have installed, you will be notified of the status of the event by the sounds. Moreover, FaxMail for Windows makes a happy sound after a successfully completed event or a sad sound upon an event ending with a fatal error.

If you have any questions as to the faxmail transmission, you may call the <Event Monitor> from <Fax> and view the final status of the event. Alternately, you may call the Events Log for a status report of the transmission.

# **FaxMail NotePad**

Quick memos and short documents may be generated using the FaxMail NotePad Window. FaxMail NotePad is also used to create Cover Pages for transmittal with your faxmail. Conversion to Fax will take place at send time directly into your modem.

## Templates

Creating a Document in FaxMail NotePad

Editing a FaxMail NotePad Document

Entering Text

End Page

Insert Text

Overwrite Text

Erasing Text

Erasing Text without Highlighting

Undo

Moving Text

Highlight the Text

Cut the Text

Paste the Text

To Copy Text

Highlight the Text

Copy the Text

Paste the Text

Saving a FaxMail NotePad Document

Opening a FaxMail NotePad Document

Print a FaxMail NotePad Document

Sending faxmail from FaxMail NotePad

Sending a Text File

Sending as a Cover Page

Cover Pages

Creating a New Cover Page

Field Data Fax-Merge

Placing Field Data onto the Cover Page

Erasing a Field Data

Fields Menu

Cover Page Logo

Date

Time

To: Recipient

To: Name

To: Position

Address: Address1

Address: Address2

Address: City

Address: State

Address: Zip

Phone: Fax Number

Phone: Voice Number

Creating Cover Page Logo Files

Method 1, From an Application

Method 2, Copy, Paste, Modify

Method 3, Start from scratch

Saving your Logo file

Test Your Results

Prefixing a Logo to a Cover Page

At the time of Sending

Opening an Existing Cover Page

Saving a Cover Page

Cover Page Elements

Permanent Text

Field Data

Graphic or Logo

## **Templates**

Sample templates are included with the FaxMail program. Located in the program directory, you will find the following:

<u>FaxMail</u> NotePad document template	SAMPLE.TXT
<u>Cover Page</u> template	SAMPLE.CVR

## **Creating a Document in FaxMail NotePad**

The FaxMail NotePad Window may be called from the Main FaxMail menu or from the desktop Icon, located in the FaxMail for Windows Group. With the FaxMail Program loaded, select <Fax> and choose the <Pencil>. The FaxMail NotePad Window will be displayed in its maximized position.

To create a New Document in FaxMail NotePad, select <File>, <New Text File>. You will be presented with a clean work area, with the cursor located in the upper left corner.



# Editing a FaxMail NotePad Document

Entering Text

End Page

Insert Text

Overwrite Text

Erasing Text

Erasing Text without Highlighting

Undo

Moving Text

Highlight the Text

Cut the Text

Paste the Text

To Copy Text

Highlight the Text

Copy the Text

Paste the Text

## **Entering Text**

Text is entered into the FaxMail NotePad work area by typing the same way as most Windows based text editors or word processors. The text will automatically wrap at the end of a line onto the following line. Use <ENTER> to end a line or paragraph.

## **End Page**

If you want to force an end of page, put your cursor where you want the page to end and select <Edit>, <End Page>.

## **Insert Text**

To enter text in FaxMail NotePad without overwriting the existing text, select the Insert/Overwrite button to <Insert>.

## **Overwrite Text**

To enter text in FaxMail NotePad and overwrite the existing text that occurs to the right, select the Insert/Overwrite button to <Overwrite>.

## **Erasing Text**

Highlight the text to be Erased. Highlighting text is a click and drag motion. Position the cursor at the beginning of the text to be Highlighted and press the left mouse button, and while holding it down, drag the cursor to the end of the text to be Highlighted. Release the left mouse button.

Select <Edit>, <Cut>. The highlighted text will be cut from the work pad and written to the Windows clipboard.

## **Erasing Text without Highlighting**

Text may be erased from your document by positioning the cursor at the desired location and pressing the BACKSPACE or DELETE key. The BACKSPACE key will erase the text to the left of the cursor position while the DELETE key will erase text to the right of the cursor position.

## **Undo**

When text is erased, it is temporarily written to the Windows clipboard. Doing so, allows the text to be replaced into your document if you choose to reverse a <Cut> or erase.

Select <Edit>, <Undo> and the erased text will be put back into your document.



## **Moving Text**

Highlight the Text

Cut the Text

Paste the Text

## **Highlight the Text**

Press the left mouse button. While holding it down, use your mouse to drag the cursor to the end of the text to be Highlighted. Then release the left mouse button.

## **Cut the Text**

Select <Edit>, <Cut> and the Highlighted text will be removed from the FaxMail NotePad and written to the Windows clipboard.

## **Paste the Text**

Position the cursor at the location to which the text is to be moved and select <Edit>, <Paste> and the text will be written to the new location.

## **To Copy Text**

Highlight the Text

Copy the Text

Paste the Text

## **Highlight the Text**

Position the cursor at the beginning of the text to be Highlighted. Press the left mouse button, and while holding it down, drag the mouse to the end of the text to be Highlighted, then release the left mouse button.

## **Copy the Text**

Select <Edit>, <Copy> and Highlighted text will be copied to the Windows clipboard.

## **Paste the Text**

Position the cursor where you want the text is to be copied and select <Edit>, <Paste> and the text will be copied to the new location. You can copy text from any Windows programs and paste it in the FaxMail NotePad.



## **Saving a FaxMail NotePad Document**

If the document does not yet have a name, select <File>, <SaveAs>. A Save As box will appear. Type in a document name, up to eight characters. The three character extension will be added for you. If you are editing a file with a name select <File>, <Save>.

## Opening a FaxMail NotePad Document

To open an existing file select <File>, <Open Text File>. A dialog box will appear within which you will select an existing file from disk.

Select the desired drive letter and directory from the directories list box, which is the right list box in the window.

FaxMail will search the directory chosen for text files \*.TXT and display them.

Select the desired file from the list box by highlighting it file and selecting <OK>. You may also double-click on the filename.

The Open File box will disappear and the file will be displayed in the work area of the FaxMail NotePad Window.

## **Print a FaxMail NotePad Document**

Select <File>, <Print> and a dialog box will appear allowing you to print to your printer or fax. When the printing is completed, you will be returned to the FaxMail NotePad work pad. If you choose to stop the printing process select <Cancel> and the printing will be aborted.

## **Sending faxmail from FaxMail NotePad**

Create a document or Cover Page in FaxMail NotePad and save the document. For short memos, you may want to type your correspondence directly into a Cover Page. This is efficient because the Cover Page can include your logo file, Data Fields which will automatically fill in information about the party to whom your correspondence is addressed, and sending from FaxMail NotePad does not create a bitmap fax format file to manage later.

Whether it is a text file or Cover Page, create your document and save it using <File>, <SaveAs>.

Sending a Text File

Sending as a Cover Page

## **Sending a Text File**

Select <Fax>, <CONVERT TO FAX>. The printer box will appear. Select a font and <Print>. After the text is converted to fax, the Send Fax dialog box will appear. Select a Recipient and make any modifications you desire to the sending parameters and select <Send Fax>.

## **Sending as a Cover Page**

Select <Fax>, <Send Fax> and the Send Fax dialog box will appear. Select a Recipient and select <Cover Page Only> from the Cover Page Options. Select the name of the Cover Page from the Cover Page list box. Send your FaxMail by selecting <Send Fax>.

## **Cover Pages**

FaxMail allows you to create and save as many cover pages as you choose, making it possible to use a variety of Cover Pages, selecting that which is most appropriate to the type of correspondence.

[Creating a New Cover Page](#)

## Creating a New Cover Page

Load the Send Fax box by selecting <Fax>, <Send Fax>. When the Send Fax box is loaded, select <Edit Cover Page> and the FaxMail NotePad Window will appear with the default cover page loaded in it. This window is an ASCII text word processor used for typing short correspondence for faxmail, and for creation of Cover Pages. To create a new Cover Page, select <File>, <SaveAs> and save it as MYFILE.CVR. Where MYFILE.CVR is the name you chose. Now you are ready to modify this Cover Page into whatever you want. If you want to include your new Cover Page; from the Send Fax box, select the Cover Page down Arrow and choose the one you want. If you want MYFILE.CVR to become the default Cover Page, go to SetUp and select it as the default.

For more information on the subject of Cover Pages, select any FaxMail for Windows <Help> button and select <Search> and type in: Cover Page. Also, search the FaxMail for Windows Help system for: **Cover Page Logo**.

**Note:** In the sample Cover Page, SAMPLE.CVR, the Cover Page itself does not contain any information pertaining to the sender such as a letterhead. This information is contained in the PCX logo file..



## Field Data Fax-Merge

Field data are those phrases which tell FaxMail which types of information to Mail Merge from the FaxBook and other sources into your Cover Page.

The actual information inserted into these locations will vary and be specific to each recipient for each fax sent. For example, select <Fields>, <To: Recipient>, and <=RECIPIENT=> will appear where your cursor is, denoting the name of the person or company to whom the fax will be sent. Each time a document is sent, the name of the addressee will be copied from the FaxBook RECIPIENT field to the designated place in your cover page.

The possible choices are:

Cover Page Logo

Date

Time

Recipient

Person

Position

Address

Fax and telephone numbers

[Placing Field Data onto the Cover Page](#)

[Erasing a Field Data](#)

## **Placing Field Data onto the Cover Page**

Position the cursor at the location where the data is to appear and select <Fields>, then select the appropriate data field from the pull down menu. The data field will appear on the Cover Page at the location of the cursor, with one exception. The logo field will always appear at the extreme upper left corner of the page.

## **Erasing a Field Data**

Highlight the Field Data by placing the cursor at the beginning of the field and pressing the left mouse button. While holding the left mouse button down, drag it to the end of the field. Select <Edit>, <Cut> and the field data will be deleted. Pressing <Del> will also delete it

## Fields Menu

The Fields Menu gives the user access to a series of Data Fields which are positioned onto the FaxMail NotePad Cover Page Document for Mail Merge.

Each Field represents a specified piece of information which is to be inserted into a Cover Page at the time it is faxed. The <==DATE==> field indicates that the current date should be taken from your computer calendar and inserted in that location. The <=RECIPIENT=> field is replaced with the name to whom the document is being addressed. It is extracted from the FaxBook that you entered it into.

Cover Page Logo

Date

Time

To: Recipient

To: Name

To: Position

Address: Address1

Address: Address2

Address: City

Address: State

Address: Zip

Phone: Fax Number

Phone: Voice Number

## **Cover Page Logo**

To add a Logo file to the Cover Page, select <Fields>, <Logo>. A dialog box will appear within which you will choose the desired PCX file to be prefixed to the cover page. The file must be a black and white bitmap file with the (.PCX) extension and it must be in the FAXMAIL directory. The PCX extension will not show here but will be assumed.

You can only have one Logo and it will be at the top of the Cover Page. You can replace it at will.

## **Date**

Inserting the current date into a Cover Page will cause the current date to be inserted into the Cover Page upon being faxed. The <==DATE==> field will be replaced by the current date taken from the computers calendar.

Position your cursor where the <==DATE==> field is to occur and select <Fields>, <Date>. The Date Field will appear in the document.

## **Time**

Inserting the current time into a Cover Page will cause the current time to be inserted into the Cover Page upon being faxed. The <==TIME==> field will be replaced by the current time taken from the computers clock.

Position your cursor where the <==TIME==> field is to be inserted and select <Fields>, <Time>. The Time Field will appear in the document.

## **To: Recipient**

Inserting the FaxBook <=RECIPIENT=> field into a Cover Page will cause the Recipient information to be inserted into the Cover Page upon being faxed. The <=RECIPIENT=> field will be replaced by the current Recipient taken from the FaxMail FaxBook.

Position your cursor where the <=RECIPIENT=> field is to occur and select <Fields>, <To: Recipient>, and the <=RECIPIENT=> field will appear in the document.



## **To: Name**

Inserting the FaxBook <=ToNAME=> field into a Cover Page will cause the Name information to be inserted into the Cover Page upon being faxed. The <=ToNAME=> field will be replaced by the current Name taken from the FaxMail FaxBook.

Position your cursor where the <=ToNAME=> field is to occur and select <Fields>, <To: Name>, and the <=ToNAME=> field will appear in the document.

## **To: Position**

Inserting the FaxBook <=ToPOSITION=> field into a Cover Page will cause the Position information to be inserted into the Cover Page upon being faxed. The <=ToPOSITION=> field will be replaced by the current Position taken from the FaxMail FaxBook.

Position your cursor where the <=ToPOSITION=> field is to occur and select <Fields>, <To: Position >, and the <=ToPOSITION=> field will appear in the document.

## **Address: Address1**

Inserting the FaxBook <=ToADDR1=> field into a Cover Page will cause the Address1 information to be inserted into the Cover Page upon being faxed. The <=ToADDR1=> field will be replaced by the current Address1 taken from the FaxMail FaxBook.

Position your cursor where the <=ToADDR1=> field is to occur and select <Fields>, <Address: Address1>, and the <=ToADDR1=> field will appear in the document.

## **Address: Address2**

Inserting the FaxBook <=ToADDR2=> field into a Cover Page will cause the Address2 information to be inserted into the Cover Page upon being faxed. The <=ToADDR2=> field will be replaced by the current Address2 taken from the FaxMail FaxBook.

Position your cursor where the <=ToADDR2=> field is to occur and select <Fields>, <Address: Address2>, and the <=ToADDR2=> field will appear in the document.

## **Address: City**

Inserting the FaxBook <==ToCITY==> field into a Cover Page will cause the City information to be inserted into the Cover Page upon being faxed. The <==ToCITY==> field will be replaced by the current City taken from the FaxMail FaxBook.

Position your cursor where the <==ToCITY==> field is to occur and select <Fields>, <Address: City >, and the <==ToCITY==> field will appear in the document.

## **Address: State**

Inserting the FaxBook <==ToSTATE==> field into a Cover Page will cause the State information to be inserted into the Cover Page upon being faxed. The <==ToSTATE==> field will be replaced by the current State taken from the FaxMail FaxBook.

Position your cursor where the <==ToSTATE==> field is to occur and select <Fields>, <Address: State >, and the <==ToSTATE==> field will appear in the document.

## **Address: Zip**

Inserting the FaxBook <==ToZIP==> field into a Cover Page will cause the Zip information to be inserted into the Cover Page upon being faxed. The <==ToZIP==> field will be replaced by the current Zip taken from the FaxMail FaxBook.

Position your cursor where the <==ToZIP==> field is to occur and select <Fields>, <Address: Zip >, and the <==ToZIP==> field will appear in the document.

## **Phone: Fax Number**

Inserting the FaxBook <=ToFaxNUM=> field into a Cover Page will cause the Fax Number information to be inserted into the Cover Page upon being faxed. The <=ToFaxNUM=> field will be replaced by the current Fax Number taken from the FaxMail FaxBook.

Position your cursor where the <=ToFaxNUM=> field is to occur and select <Fields>, <Phone: FaxNumber>, and the <=ToFaxNUM=> field will appear in the document.



## **Phone: Voice Number**

Inserting the FaxBook <=ToVocNUM=> field into a Cover Page will cause the Voice Number information to be inserted into the Cover Page upon being faxed. The <=ToVocNUM=> field will be replaced by the current Voice Number taken from the FaxMail FaxBook.

Position your cursor where the <=ToVocNUM=> field is to occur and select <Fields>, <Phone: VoiceNumber>, and the <=ToVocNUM=> field will appear in the document.

# **Creating Cover Page Logo Files**

[Method 1, From an Application](#)

[Method 2, Copy, Paste, Modify](#)

[Method 3, Start from scratch](#)

[Saving your Logo file](#)

[Test Your Results](#)

## **Method 1, From an Application**

Create a Logo in any Windows Application and print it to the FaxMail Convert to Fax. When FaxMail brings up the Send Fax dialog box, select <View Fax>, <Edit>, <DCX to PCX BreakUp> and do the BreakUp. The resulting PCX file can be used as a Cover Page Logo.

## **Method 2, Copy, Paste, Modify**

Load the FaxMail Network for Windows 'Fax Viewer' program from the FaxMail Network for Windows Group, or <Fax>, <Fax Viewer>. Select <File>, <Open>, <PCX> and from the FAXMAIL directory, open URGENT.PCX and then select <File>, <Copy> whatever you want the new logo to be called.

Load the FaxMail Network for Windows 'Send Fax' program from the FaxMail Network for Windows Group, or <Fax>, <Send Fax>.

Select <Edit Cover Page> and the FaxMail Network for Windows NotePad will load and display the current default Cover Page. Select <Fields>, <Logo> and select the logo that you just created with the 'Fax Viewer' <Copy> command. Save and exit from FaxMail NotePad back to 'Send Fax'.

Select <Edit Cover Page Logo> and the Windows Paintbrush will load and display the current default Cover Page Logo. Delete the image and now you are ready to import graphics and/or draw your own logo. Paintbrush will let you select any font any size you want. Be sure you are in the FAXMAIL directory when you do your final <Save>.

## Method 3, Start from scratch

Load Paintbrush. To set the size of the image area, select <Options>, <Image Attributes...> and a dialog box will appear, within which the width and height may be specified. The width should be set to 1728 pixel wide, and the height to 576 pixels high (give or take). You can vary the height but should not vary the width. Set the color to <Black and White>.

A variety of image template PCX files have been included with your FaxMail for Windows software. They are stored in your FAXMAIL directory with names such as:

FAXCOVER.PCX  
FAXMEMO.PCX  
DESKOF.PCX  
URGENT.PCX

Open them in Paintbrush and use them as templates for size alone. Do not modify and use these, as they will be overwritten when you upgrade.

If you are not familiar with Windows Paintbrush, see the detailed instructions in the Windows Users Guide. The drawing tools plus the ability to import graphics or clip art from other drawing or graphics programs will enable you to produce professional logos for your cover pages.

You may also use a scanner to replicate your logo or letterhead in Paintbrush. Making use of the Windows clipboard will give you access to graphics in other programs and in other formats which can be Copied and Pasted into Paintbrush.

## **Saving your Logo file**

To save your Logo file, first select the PCX extension from the list box of possible file formats. Save your logo under an appropriate name, insuring that it is in the FAXMAIL program directory otherwise it will not be found when possible choices of logos are presented to you in the FaxMail NotePad Window <Fields> pull-down menu.

Test Your Results

## **Test Your Results**

After you have saved your logo file, from the Send Fax box, you can summons the FaxMail NotePad Window with <Edit Cover Page>.and select <Fields>, <Logo> to call the Pick a Logo dialog box to insure that your new file appears in the list box. Select the new logo and then select <File>, <Save>. Exit FaxMail NotePad and from the Send Fax box select <View Cover Page>.

You may need to experiment with your design and sizing until you are pleased with the result.

## **Prefixing a Logo to a Cover Page**

You may determine which graphics logo file you choose to accompany each individual Cover Page. This is accomplished in the same manner as other Field Data is placed on the Cover Page.

Select <Fields>, <Logo> and the Pick a Logo dialog box will appear, from which you may select the appropriate logo file.

The graphics file to be used as your logo must be a black and white bitmap PCX file, which is an acceptable fax format. You may create a logo file in any of several graphics or drawing programs, but since Paintbrush is included with Microsoft Windows, it is available to everyone.

Double-click on the logo file of your choice, or highlight the file, and select <OK>.

The name of the logo selected will appear on the Cover Page at the extreme upper left corner.

At the time of Sending



## **At the time of Sending**

At the time of transmission, the logo will be placed at the top of the Cover Page.

## **Opening an Existing Cover Page**

Load the FaxMail NotePad and open an existing Cover Page by selecting <File>, <Open Cover Page>. A dialog box will appear within which you will select an existing file from the FAXMAIL directory.

Select the desired file to open by highlighting the file in the files list box and selecting the <OK> button, or double-clicking on the filename. The Open File box will disappear and the Cover Page will be displayed in the work area of the FaxMail NotePad Window.

## **Saving a Cover Page**

To save your Cover Page, select <File>, <SaveAs> from the menu. A Save As box will appear within which you will enter the desired name to save the file to disk.

Place the cursor in the name edit box and enter a name for the file of up to eight characters in length. To save the Cover Page select <OK> and the file will be saved to disk.

## **Cover Page Elements**

Permanent Text

Field Data

Graphic or Logo

## **Permanent Text**

That information which is fixed and remains consistent on a cover page.

## **Field Data**

This information assists you in personalizing your faxmail. It consists of data retrieved from the FaxBook and merged onto the cover page at the time the fax is transmitted. Certain Key Phrases are placed onto the Cover Page, located as your choose, to indicate which FaxBook information should be merged.

## **Graphic or Logo**

You may include a graphic PCX file as a logo or header at the top of the cover page. You may create the logo file in any graphics or drawing program which provides the PCX file format, such as Windows Paintbrush.

## **Fax Viewer Program**

Fax Files are bitmap files which are displayed as any other graphics files would be in a variety of graphics programs. The file is displayed on the screen by building it in layers or bands from top to bottom, as data is read. Each time the display is altered, the screen must be re-drawn or refreshed.

Opening a Fax File to View

Type File Specification

Select the File to be Opened

Scrolling Through a Page

Viewing Another Page

Closing the Fax Viewer Window

Copying a Fax File

Select the File to Be Copied

Enter a New FileName

Moving and Renaming a Fax File

Printing a Fax from the Fax Viewer

Selecting a Printer Driver

Printing Selective Pages

Choosing a Printing Method

Deleting a Fax File

Sending faxmail from the Fax Viewer



## **Opening a Fax File to View**

Select <Fax>, <FAX VIEWER> and the Fax Viewer will appear, displaying the default fax file. If you want to view a different fax, select <File>, <Open> and the Open File for Viewing dialog box will appear, within which a file may be selected.

Type File Specification

Select the File to be Opened

## **Type File Specification**

The Fax Viewer Window is specifically designed to display fax format bitmap files. The filename must contain a PCX or DCX extension. Type the complete file specification, including drive letter, path and filename in the edit box or select the file from the list box.

## Select the File to be Opened

Scroll through the list box using the scroll bar until the desired drive, path, and files list appear.

Highlight the desired file and select <View>, or double-click on the desired file in the list box. The Open File for Viewing dialog box will disappear and you will be returned to the Fax Viewer Window, with the file being displayed.

## **Scrolling Through a Page**

Scroll through the page with the horizontal and vertical scroll bars. You may slowly scroll through a page by using the THUMB button of the vertical scroll bar. Select the THUMB button and slowly drag it downward as you view the file. The display will move in measured increments.

## **Viewing Another Page**

To view another page, select <Page>. The total number of pages will be displayed on a pop-up dialog box. The page following the currently viewed page will automatically be highlighted. Click your mouse on the page you want to view or use the arrow keys and <Enter>.

## **Closing the Fax Viewer Window**

Close the Fax Viewer Window by selecting <Exit> or <File>, <Exit> and you will be returned to your previous program location.

## **Copying a Fax File**

To copy a file on disk, select <File>, <Copy> and the Copy Fax File box will appear. The box consists of two edit boxes. One for the name of the file to be copied From, and the other for the name of the new file to which it is copied to.

Select the File to Be Copied

Enter a New FileName

## Select the File to Be Copied

Select the desired drive letter and directory from the list box.

FaxMail will search the directory chosen and display all files in the directory. Select the file to be copied by highlighting it. The file selected will appear in the edit box labeled Copy Fax File From.

If you know all or part of the file specification that you want to copy, you may type it directly into the Copy Fax File From edit box



## **Enter a New FileName**

Once the Origination file is selected in the upper box, the cursor will appear in the lower edit box label Copy Fax File To:. Type in the drive, path, and file name to which the file is to be copied. You may initiate the sequence by pressing <Enter>, or selecting <OK>.

The original file will be copied to a new file under the designated name, and the Copy Fax File box will disappear. You will be returned back to the Fax Viewer.

## **Moving and Renaming a Fax File**

When viewing a file, it may be advantageous to rename and move the file to another location on the disk. Select <File>, <MoveAs> to summon the Move File As dialog box.

The name of the file being moved will be displayed in the top edit box entitled Move File From. Type the drive, path, and filename to which it is being moved into the Move File As edit box. Select <OK> and the file will be moved to the path and filename specified.

## **Printing a Fax from the Fax Viewer**

Select <File>, <Print> and a print dialog box will appear. The dialog box will indicate the active printer and the number of pages in the fax.

Selecting a Printer Driver

Printing Selective Pages

Choosing a Printing Method

## Selecting a Printer Driver

The active printer will be displayed.

To select a different printer driver than displayed, select <Setup Printer> and the Windows Control Panel will be displayed. Select <Printers> and the Windows Printer Select routine will be displayed. Select the desired printer and close the window. You will be returned to the Print Fax Dialog box. See the Windows Users Guide for more information on use of the Printer Selection Routine.

## **Printing Selective Pages**

The Print dialog box will display the number of pages in the document. The default setting for the pages to be printed is all pages. The Print Pages selection boxes will display the first and last page numbers. To print selected pages only, change the page numbers in the page edit boxes to those desired.

Select <Print>, and a printing progress box will appear while the file is being sent to the printer. This dialog box will display the page number being printed. If for any reason, you choose to abort the printing process, select <Cancel> and the sequence will be aborted.

## **Choosing a Printing Method**

Since bitmap files contain large amounts of data, printing multiple-page files can consume time, depending upon the printer and the printer driver being utilized. To make your work more efficient, you may choose to enter into a multitasking mode. This will cause the process of sending data to your printer to occur in the background, allowing you to proceed to other tasks in the foreground.

## **Deleting a Fax File**

To delete a fax from disk, select <File>, <Del> and the Delete File dialog box will appear. Select <Yes> to delete it or <No> to cancel.

## **Sending faxmail from the Fax Viewer**

You may find it convenient to create fax files for later sending, desire to forward incoming faxmail to other parties, or re-send fax files from the Fax Viewer Window. Open a fax file in the Fax Viewer Window and select <Fax>, <Send Fax>.

Select the new addressee by selecting <Recipient>. Change any sending parameters that you desire and select <Send Fax>.



# **OCR (Optical Character Recognition)**

Converting Fax to text

Choosing an OCR compatible font

Krahmer Fax Font

## **Converting Fax to text**

FaxMail for Windows OCR (Optical Character Recognition) will convert DCX and PCX FaxFiles into the TXT format, that can be read by Applications such as Word for Windows, etc. while retaining the original unchanged fax files.

## Choosing an OCR compatible font

Choose a Font that:

is easy to read.

is shaped the way the original founders meant them to be.

will print well on 100x200, 200x200, 300x300 DPI.

is at least two pixels thick.

Avoid Fonts that:

**are fancy.**

have no space between characters and run together.

have too small of a space between characters.

have too large of a space between characters.

havetooallofaspacesbetweenwords.

have too large of a space between words.

## **Krahmer Fax Font**

The Krahmer Fax Font was especially designed to work with Standard Fax 100x200 DPI, Fine Fax 200x200 DPI and 300x300 DPI Printers with no degradation. The Krahmer Fax Font is close to 100% recognizable by OCR.

**Note:** In Standard Fax resolution, every other horizontal scan-line is sent and the next discarded, so fonts that are only one pixel thick, horizontally, will lose an average one half of their definition. To summons OCR select <Fax>, <Fax Viewer>, <Edit>, <OCR (Optical Character Recognition)>.

# **DCX to PCX BreakUp**

Converting a Multiple Page Fax to PCX Files  
Build Fax from PCX file(s)

## Converting a Multiple Page Fax to PCX Files

DCX to PCX BreakUp will take a DCX fax file and break it up into individual pages of PCX that can be imported into most applications for easy editing. To summons DCX to PCX BreakUp, select <Fax>, <Fax Viewer>, <Edit>, <DCX to PCX BreakUp> and the DCX to PCX BreakUp dialog box will appear with the default DCX fax file name displayed.

Type in a one to four letter seed name, select <BreakUp>, and there will be one PCX file created for each page found in the DCX file. Lets assume we have a three page DCX file called **PICTURES.DCX**. If we were to use a seed name of PIC, BreakUp would break it up into the following three PCX files.

**PIC0001.PCX**

**PIC0002.PCX**

**PIC0003.PCX**

To view a PCX file from the Fax Viewer, select <File>, <Open>, <PCX>.

## **Build Fax from PCX file(s)**

Take selected page(s) from a Fax (DCX) file and build another Fax.

1. Load the FaxMail Fax Viewer, select <Edit>, <DCX to PCX BreakUp> and break one or more Fax file(s) into PCX file(s).
2. Select <Edit>, <Build Fax from PCX file(s)> and select the PCX file(s) you want in the new Fax.
3. Select <Build> and the new Fax file will be built, displayed, and will become the default DCX file for sending, viewing, etc.

See: [Fax Viewer Program](#)

# **Zoom/Edit Fax**

Zooming in on a Fax



## **Zooming in on a Fax**

Zoom/Edit Fax lets you make changes to a page in a fax. It extracts a page from the DCX file, converts it to PCX and calls Windows Paintbrush. Upon exiting Paintbrush, Zoom/Edit rebuilds the DCX, replacing the original page with the modified page. To summons Zoom/Edit, select <Fax>, <Fax Viewer>. Select a fax and the page you want to Zoom/Edit and select <Edit>, <Zoom/Edit Fax>.

See: the Windows manual for direction on how to use Windows Paintbrush.

## The Events Log Window

You may summons the Events Log Window from the FaxMail menu by selecting <Fax>, <Events Log> and the Events Log Window will appear. This screen gives you access to the full range of faxmail events, regardless of the current status.

Past Events

Pending Events

Future Send Queue

Receive Queue

Relationship between Log Entry and FaxMail

Events Log Entries Completed Events

Information on each Entry

Move/Save Events Log

Operations on Log Entries

Function Buttons

Copying a File

Moving and Renaming a File

Deleting Entries from the Events Log

Viewing a Fax from the Events Log

Re-Sending faxmail from the Events Log

Purging Failed Events

Purging Send and Delete Files

Managing Pending Events

Send Queue

Receive Queue

Managing faxmail in the Receive Queue

## **Past Events**

The main Events Log list box presents a one line display of each past transaction in the FaxMail for Windows system. You may view both incoming and outgoing transactions, as well as those which were successfully completed and those transactions which failed to transmit.

## **Pending Events**

Pending events represent instructions which have been received by the fax system, but are yet to be acted upon. They are stored in a holding area called a Queue until processed. Pending events are divided into two queues, one for sending and another for receiving.

## **Future Send Queue**

You may display all events that are currently in the Future Send Queue awaiting outgoing transmission.

[Managing faxmail in the Future Send Queue](#)

[Selecting an Event in the Future Send Queue](#)

[Re-Scheduling an Event in the Queue](#)

[Deleting an Event from the Queue](#)

[Delete Entry](#)

[Delete Entry and File](#)

[Viewing the Fax](#)

[Refreshing the Future Send Queue Box](#)

## **Receive Queue**

You may display all incoming faxmail which has been stored in the Receive Queue. The Receive Queue contains faxmail only when you have selected the <Hold> option for managing incoming faxmail.

## Relationship between Log Entry and FaxMail

It is helpful to understand the relationship between an Events Log entry and the actual transferred file to which it pertains. The listings of faxmail events are dynamic, meaning that, not only is each listing a historical statement of the faxmail event, but, for easy management, each event listing is linked to the actual file associated with that entry.

This feature allows you to use the Events Log Window to manipulate your faxmail files. You may highlight an entry in the Events Log and perform several operations on the entry listing itself and/or its associated file.

Caution: Care should be taken when deleting these elements so that you do not mistakenly erase files which you desire to keep.

The following deletion options are available:

**Entry Only** The Events Log Entry will be deleted without deleting the transferred file itself.

**File Only** The Transferred File will be deleted while saving the Events Log entry.

**Both** Both the Entry and the Associated File will be deleted.

# **Events Log Entries Completed Events**

Information on each Entry



## **Information on each Entry**

The main Events Log Window is a display of completed events. See other sections for information on displaying events yet to be completed, those in the Future Send Queue and Receive Queue.

Each Log Entry includes the following information:

Date, Time, Type, Event Status, Transfer Type, Recipient, File Name

## **Move/Save Events Log**

Move/Save Events Log will Open (If it does not exist it will Create) the file called ELOG0001.TXT and append all the Events that are in the current list-box to it.

If ELOG0001.TXT is 25000 bytes or larger, Move/Save Events Log will Open/Create a file called ELOG0002.TXT and use it. Move/Save Events Log will go up to ELOG9999.TXT. That is 9999 files times 25000 bytes each is 249,975,000 bytes of Events Log before running out of space.

## **Operations on Log Entries**

The operations which may be performed on an Events Log Entry are indicated by the function buttons at the bottom of the Events Log Window.

Function Buttons

## Function Buttons

The following operations may be performed upon any entry in the Events Log and/or its associated file.

- <Copy> Copy the associated file to another location on disk.
- <MoveAs> To Move the associated file to another location on the disk under the same, or a different name.
- <Del> Delete an Events Log entry, an associated file, or both.
- <Print> Direct a fax file to the printer.
- <View> View a fax format file.
- <Re-Send> To re-send a file listed in the Events Log.

## **Copying a File**

To copy a file associated with a faxmail event, highlight the desired entry in the Events Log Window and select <Copy>. The Copy File Box will appear within which you will enter the file specification to which you want the file copied.

Select <OK> and the file will be copied, and you will be returned to the Events Log Window.

## **Moving and Renaming a File**

Highlight the entry and select <MoveAs> to summons the Move File As dialog box.

The name of the file being moved will be displayed in the top edit box entitled Move File From:. Type the drive, path, and filename to which it is being moved into the Move File As edit box.

Select <OK> and the file will be moved to the path and filename specified.

If you desire to move a file other than the one displayed in the Fax Viewer Window, you may select the file to be moved using the directory and files list boxes. Select the drive and path from the directory list box and the files contained will be displayed in the files list box.

## Deleting Entries from the Events Log

To perform a delete operation, highlight the desired entry and select <Del> at the bottom of the Window. To protect against the unwanted deletion of information, you will be presented with a variety of options for the deletion process.

The options from which to choose are:

Delete Entry Only      Only the entry in the Events Log will be deleted

Delete File Only      The actual file to which the entry pertains will be deleted

Delete Entry and File      Both the Entry and the associated file will be deleted

Click on the desired operation and the process will be executed. If the deletion request involves a file, a Deletion Verification Box will be displayed in which you can confirm your intent.

## **Viewing a Fax from the Events Log**

Highlight entry with the desired fax to be viewed and select <View> and the Fax Viewer Window will appear within which the fax will be displayed.



## **Re-Sending faxmail from the Events Log**

You may re-send any fax file directly from the Events Log Window by highlighting the entry in the list box, and select <ReSend>. Upon selection, the Send Fax dialog box will appear.

You may modify any data you choose to conform to your original sending parameters.

Select <Send Fax> to send the fax, and the Event Monitor dialog box will appear. Select <Close> to close the Event Monitor box, and you will be returned to the Events Log Window.

## **Purging Failed Events**

Events which have ended in a failure, such as an Aborted Event, or one which ended in a Transmission Error, may be of no value to you in the Events Log, once you have taken appropriate corrective action. You may choose to re-send a failed sending event and, having a record of the completed transaction, desire to delete log entry of the failed attempt.

To delete all failed events from the Events Log, select <Purge Failed Events>. All failed events will be deleted from the log entries and the log will be refreshed, listing only the successful transactions.

## Purging Send and Delete Files

Files which have been marked for deletion in the Send Fax dialog box cannot be deleted immediately upon sending due to a variety of reasons.

- Event Failed      If the attempt to send the file ended in a error and was not transmitted, you may want to attempt to send the file again.
- Aborted Event    If you chose to abort a sending event during the transmission for some reason, you may want the file to be present to re-transmit.
- Group Send        If you schedule a file to be sent to members in a group, the file cannot be deleted at any time during the group, because some of the attempts may have failed.

To avoid the loss of a file at an inappropriate time, the bitmap file is tagged for deletion later. The Purge Send and Delete files provides a method of deleting these files from your hard disk with one command.

To erase all files marked for deletion, select <Purge Send+Deletes> and the files will be erased from your hard disk.

## **Managing Pending Events**

A pending event is any event where an instruction has been received by the fax system, but is yet to be acted upon. There are two types of Pending Events:

Send Queue

Receive Queue

## **Send Queue**

Any future send instruction which has not been transmitted and is awaiting its turn, is stored in the Future Send Queue.

## Receive Queue

Any faxmail which was received during the time that the system was configured to HOLD incoming correspondence. The faxmail in the Receive Queue has not been saved to disk, or acted upon in any way.

Once action has been taken on an event in either of the queues, i.e., the transaction has been sent from the Future Send Queue or you have taken the transaction out of the Receive Queue, an entry of that event will appear in the Past-Events log.

See: The Events Log Window

## **Managing faxmail in the Receive Queue**

The Receive Queue contains faxmail only when you have chosen to HOLD all incoming faxmail for later handling.

Faxmail in the Receive Queue is managed from the Events Log Window. Select <Receive Queue>. Action is taken on faxmail in the Receive Queue through the use of the incoming Notification Box, since it contains options appropriate to incoming correspondence.

You may take any action which you desire from the Notification Box, acting on each piece of faxmail in the Receive Queue, individually, until all have been managed. If you choose to return to the Events Log without acting on all correspondence in the Receive Queue, select <Hold All> and the remainder of the incoming events will remain in the Receive Queue for later handling.

## **FaxBook Entries**

The FaxMail FaxBook system is an extensive Rolodex or Card File System providing a record of all fax numbers that are frequently dialed along with individual profiles of each entry.

The FaxMail FaxBook system allows multiple FaxBooks. Each FaxBook is capable of being divided into multiple Groups as a subgroup of the FaxBook. Each FaxBook and its GroupBooks are assigned names for easy reference. The number of FaxBooks are limited only by the amount of disk space in your computer, however the number of listings in a single FaxBook is limited to 1000 FaxBook Entries including Groups.

To maintain FaxBooks in the system, select <Fax>, <FaxBooks>, and the FaxBook Entries dialog box will appear and you may perform the following operations:

Creating a FaxBook

Creating a Shared FaxBook

Making a FaxBook Active

Deleting a FaxBook

Changing FaxBooks

Sorting FaxBook Entries

Locating a particular FaxBook Entry

Locating a specific FaxBook entry in two ways

Scrolling

Index Buttons

Selecting a FaxBook Entry

Default Recipient

Adding Entries to a FaxBook

Save Button

OK Button

Editing an Entry in a FaxBook

Deleting a FaxBook Entry

Maintaining Groups within a FaxBook

FaxBook Group example

Creating a New Group

Deleting a Group from a FaxBook

Adding Entries to a Group

Scroll Through the FaxBook

Group All

Add Entry

Removing Group Entries From a FaxBook

Importing to FaxBook

Editing FaxBook Entries

Deleting FaxBook Entries

Selecting a Group

Make FaxBook

Repair Book

Selecting a Recipient

Selecting a FaxBook



## Creating a FaxBook

To create a new FaxBook, select [Make and Edit FaxBooks <Make>]. You will be presented with a Maintain FaxBook box which lists all current FaxBooks in the system.

If this is the first time you have performed this function, only one FaxBook will exist, that being the SAMPLE book provided with FaxMail.

To create a new FaxBook, select <New> the Create New FaxBook box will appear within which you may enter the name of the new FaxBook.

In the text edit box, enter a FaxBook name using up to eight characters with no spaces. You do not have to concern yourself with file extension, as FaxMail will automatically add the PBK file extension to your FaxBook filename. Select <OK> and you will be returned to the Maintain FaxBook box.

Notice that your new FaxBook name now appears in the FaxBook drop down list box.

## **Creating a Shared FaxBook**

A FaxBook by the name of **Global** can be shared by all Workstations.

## **Making a FaxBook Active**

FaxMail must know which FaxBook you are using at any given time. You can make your new FaxBook the active one by highlighting it. The new FaxBook name will appear in the Make and Edit FaxBooks drop down list box.

Close the Maintain FaxBook box by selecting <OK>, and return to your previous position. The active FaxBook will become the default FaxBook, and will be displayed when the FaxBook Entries or Send Fax box is called. You may change the Active or Default FaxBook in the FaxBook Entries box.

## **Deleting a FaxBook**

To delete a FaxBook from the system, scroll through the FaxBooks in the list box and highlight the desired entry. Select <Del> and the Delete FaxBook box will appear, displaying the name of the FaxBook chosen for deletion. Select <OK> and the FaxBook will be deleted from the system.

## Changing FaxBooks

Notice that the FaxBook name selected from the FaxBook Entries box appears in the upper left portion of the screen, displaying the default FaxBook. You may change the default FaxBook by selecting the down arrow. This will cause a list box to appear containing all FaxBooks in the system. Select the desired FaxBook and the drop-down list box will disappear, displaying the chosen FaxBook as the default.

The entries in the default FaxBook will be displayed in the entries list box. FaxMail will maintain this selection as the default until you change it. All FaxMail defaults will be kept active even when you reboot your computer.

## Sorting FaxBook Entries

Entries in the Entries list box can be sorted on one of two fields; Recipient (usually the company or organization or Persons Name) or Name.

The entries can be sorted on either field being alphabetized on the first letter of the first word. To sort the listings, click [Sort By < Recipient> or < Name>]. This will not only re-sort the listings, but the field on which the entries are sorted will become the first field in the listings. This will be useful if you choose not to enter any information in the Name.

# **Locating a particular FaxBook Entry**

Locating a specific FaxBook entry in two ways

Scrolling

Index Buttons

# Locating a specific FaxBook entry in two ways

Scrolling

Index Buttons



## **Scrolling**

You may scroll through the entries by using the vertical scroll bar on the right of the FaxBook Entries list box.

## **Index Buttons**

The Alphabet buttons to the left of the Entries list box are used as index tabs to position you at the first entry beginning with that letter of the alphabet. Click on the letter of your choice and the list box entries will be re-positioned to that alphabetical listing.

## Selecting a FaxBook Entry

Locate the desired entry, highlight it and select <OK>. You may also double-click the desired entry. This will select the entry and cause the FaxBook Entries box to close, as well.

Default Recipient

## **Default Recipient**

Just as in the case of a FaxBook being selected as the default FaxBook, and remembered by FaxMail for you, so will the selected Recipient become the default Recipient, and retained until later changed.

## **Adding Entries to a FaxBook**

Select <Add Entry> and the Add FaxBook Entries box will appear.

The Recipient field is intended to represent the name of the company, organization, or institution to which the faxmail is being addressed. The remaining fields are then self explanatory.

If your entry involves an individual and not a company, place the persons name in the Recipient field. You may then use the Name field for notes or brief description, such as: Office Fax Machine, or Home Computer.

**Note:** Recipient and Fax Number fields must contain valid data.

Enter new entries in the Add FaxBook Entries box by positioning the cursor in the desired Edit Box and typing the data. Move from data field to data field by repositioning the cursor with the mouse or by pressing <Tab>.

Complete the data entry for a listing and then select from either of two actions:

Save Button

OK Button

## **Save Button**

The <Save> button will save the FaxBook entry just entered, clear the data in the box, and remain in the Add FaxBook Entries box to input additional Entry.

## **OK Button**

The <OK> button also saves the FaxBook entry just entered, but also, closes the Add Entries box and returns you to the FaxBook Entries box.

## **Editing an Entry in a FaxBook**

To edit an entry, first select a FaxBook entry, as described above. Select <Edit> and the Edit FaxBook Entries box will appear, displaying the full contents of the listing.

By placing the cursor at the beginning of the field that you wish to modify, holding down the left mouse button, and dragging the cursor to the end of the data, you will have highlighted the information. You may then delete the data with the <Del> key.



## **Deleting a FaxBook Entry**

To delete an entry, first select an entry. With the entry highlighted, select <Delete Entry>. The Delete FaxBook Entry box will appear, displaying the Recipient or Company name, along with the entry to be deleted. This allows you to verify that you are deleting the proper entry. Select <OK> to delete the entry or <Cancel> to abort.

## **Maintaining Groups within a FaxBook**

You may send faxmail to a group of recipients with a single command by creating groups of listings within a FaxBook. You may then send faxmail to all members in the group by selecting the Group as the Recipient when you transmit your correspondence.

You may create as many Groups within any single FaxBook as you desire. Each group may contain up to the total number of entries in the FaxBook. You can put up to 999 entries in a FaxBook, create a group and put all 999 in it. It is recommended that you put no more than 500 entries in a FaxBook.

When forming a Group within a FaxBook, you are not changing the entries in the FaxBook. Each entry in the FaxBook is merely being tagged as belonging to the particular Group that is being formed. You can still send a member of a group singularly.

FaxBook Group example

## **FaxBook Group example**

If the FaxBook is entitled CUSTOMER, then Groups might be formed so that information might be sent to each geographical region of the country. The Groups would be entitled, SOUTH, WEST, NORTH, MIDWEST, etc.

## Creating a New Group

From the FaxMail menu, select <FaxBooks>, Make and edit Group Sends <Make> and a Maintain FaxBook Groups box will appear displaying a combo box of FaxBooks in the system and a list box showing the Groups formed within each FaxBook. Notice that the number of entries in the Group is also displayed to the right of the Group name.

Select the FaxBook from the drop-down list box by clicking on the down arrow and a list box will appear displaying the FaxBooks in the system. Highlight the desired FaxBook and the list box will disappear, showing only the FaxBook selected.

Select <New> and a dialog box will appear with an edit box. Enter a name that you want assigned to the Group, using up to 32 characters. Spaces are permitted.

Select <OK> and you will be returned to the Maintain FaxBook Groups box with the new Group displayed. Notice that the number of entries is zero until you edit the Group and place entries into it.

## **Deleting a Group from a FaxBook**

To delete a Group from a FaxBook, select Make and Edit Sends <Make> from the FaxBook Entries box. The Maintain FaxBook Groups box will appear within which are listed all of the Groups in a FaxBook. The system FaxBooks will be listed in the FaxBooks list box at the upper right of the dialog box.

Select the desired FaxBook and the drop-down box will close, showing the selected FaxBook. The names of the GroupBooks formed within that FaxBook will be displayed in the main list box in the window.

Scroll through the Group entries with the scroll bar and click the Group to be deleted.

Select the DELETE button and you will be presented with a Verification box prompting you to confirm the deletion of the GroupBook. Select the OK button and you will be returned to the Maintain Groups Box.

## **Adding Entries to a Group**

Summon the Maintain FaxBook Groups dialog box, highlight the desired Group and select <Edit> and the Edit Group dialog box will appear. The Edit Group box contains two main list boxes. The upper box containing the FaxBook Entries, and the lower box displaying the Group Members.

Scroll Through the FaxBook  
Group All  
Add Entry

## **Scroll Through the FaxBook**

Scroll through the FaxBook Entries, or click on the alphabetical index buttons. The index buttons will search the listing and display the entries beginning with the selected letter in the index.

## **Group All**

Selecting <Group All> will add all of the entries from the current FaxBook (upper box) to the current Group. Choosing a Group as a Recipient will send to all in the group.



## **Add Entry**

Selecting <Add Entry> will add the highlighted FaxBook entries to the Group. You may also Double-click on the entry. In each case, the selected entry will be duplicated in the Group Members list box below.

Select as many entries from the FaxBook as you desire to add to the GroupBook.

## **Removing Group Entries From a FaxBook**

Scroll through the entries in the Group Members list box and highlight the entry which is to be deleted. Select <Remove> and the entry will be removed from the Group Members box. You may also Double-click on the entry to remove it. The entry will disappear from the Group Members list box. Select <Make Group> the modifications will be saved to disk.

## Importing to FaxBook

Most X-Base programs like dBASE, Clipper and Etc. are capable of Exporting Comma-Delimited .TXT files. FaxMail for Windows can Import these Comma-Delimited files. Remember that the data-text itself should not contain double quotes (i.e.: ") because the Importer may consider it to be the end of a field in a record. A field containing , will, for sure, fool the Importer into thinking it should end one field and start another. The fields can vary in length but do have a maximum as shown below. A FaxBook can have up to 1000 Entries and/or Groups.

Definition of one FaxBook Record:

<u>Fields</u>	<u>Maximum</u>	<u>Programmers</u>	
	<u>Field Size</u>	<u>Identity</u>	
Recipient	31	FE2_REC_EB	EQU 1
Name	32	FE2_NAME_EB	EQU 2
Position / Dept.	32	FE2_POS_EB	EQU 3
Fax Number	46	FE2_FAX_NUM_EB	EQU 4
Voice Number	46	FE2_VOICE_NUM_EB	EQU 5
Voice Num Ext	19	FE2_VOICE_NUM_EXT_EB	EQU 6
Address Line 1	58	FE2_ADDR1_EB	EQU 7
Address Line 2	58	FE2_ADDR2_EB	EQU 8
City	58	FE2_CITY_EB	EQU 9
State	19	FE2_ST_EB	EQU 10
Zip Code	58	FE2_ZIP_EB	EQU 11
Comment	58	FE2_COMENT_EB	EQU 12
All fields (w/o commas) 515 Total			

Do not concern yourself with the Programmers Identity as it is only used by our Programmers and included to help you get a perspective.

You do not have to fill in all of the fields, but they must be there. The only two mandatory fields are the Recipient and Fax Number. If you fail to fill these two fields in properly, the Importer will report an error.

Example of a valid minimal entry:

"Jon Krahmer", "", "", "1-281-499-5939", "", "", "", "", "", "", "", "", ""CR LF

Recipient:

One or more valid and unique characters of the alphabet. You can not add two entries with the same Recipient field.

Fax Number:

Must start with a valid number from 0 - 9 and be made up of a valid dialing string.  
-or- Start with an m.

If a field is longer than the above specification, it will be truncated to the specification, thus you will loss some data.

Name for Example:

123456789012345678901234567890123456789012345678901234567890  
Firstnameislong Middlenameislonger Lastnamenamelongest

The above name field will be truncated to:  
Firstnameislong Middlenmaeislon

FaxBook Format (Three Records to End Of File):

```
"First Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice Num  
Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"LF CR  
"Second Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice  
Num Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"LF  
CR  
"Last Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice Num  
Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"LF CR  
EOF
```

**Note:** The three above records occupy more than one lines each in this example, but in actuality, each record is all on the same line even though they may be long.

Values:

CR is Hex 0Dh, Decimal 13, Binary 00001101b  
LF is Hex 0Ah, Decimal 10, Binary 00001010b  
EOF is Hex 1Ah, Decimal 26, Binary 00011010b

Definitions:

CR; Return to the far left.  
LF; Drop down one line.  
EOF; End Of File.

**Note:** The EOF is usually put there by most X-Base programs, but is optional.

From a text-editor, the CR LF pair and EOF will not be visible, but rather they will determine where the line of text breaks and where the file ends. They are not visible because they are control characters. In the examples a space is shown between control characters. This is to help you visualize.

There is no space. In a text-editor a valid record looks like this:

```
"Jon Krahmer", "", "", "1-281-499-5939", "", "", "", "", "", "", "", ""
```

If a field has no data, you may NOT skip it but rather you must leave it empty. Example:

```
"Recipient","Name", "", "Fax Number", "Voice Number", "", "Address Line  
1", "", "City", "State", "Zip Code", ""LF CR
```

## **Editing FaxBook Entries**

To Edit entries in a given FaxBook.

If you choose to edit an entry in a FaxBook, select <Edit Entry>. The Edit FaxBook Entries box will appear in which all the information fields in a given entry are displayed. Place the cursor on the field you wish to modify and type the new information.

Move to the next information field by pressing <Tab> or with the mouse. Select <OK> to confirm and save the modifications.

## **Deleting FaxBook Entries**

To delete an entry in a given FaxBook.

Use this command to delete an individual entry from the current FaxBook.

Highlight an entry in the list box and select <Delete Entry>. A dialog box will appear prompting you to verify the deletion. Select <OK> to delete or <Cancel> to abort.

## Selecting a Group

Click on the arrow to the right of the Make and Edit Group Sends selection box to list all available Groups. Click on the desired Group to be able to send a fax to each recipient in that group.

## **Make FaxBook**

Select [Make and Edit FaxBook <Make>], <New> to create a new FaxBook. Each FaxBook can hold up to 1,000 entries. The FaxBook that comes with FaxMail for Windows is called SAMPLE. Do not use the Sample FaxBook as all of your data in it will be destroyed when you re-install.



## **Repair Book**

Under some conditions a FaxBook may become corrupt and stop functioning properly. Before choosing the Repair Book button you should make a backup of the FaxBook. This function does its best to save all entries that are still valid. All existing group lists will be destroyed and will need to be re-established. You should only use this function as a last resort if nothing else works.

## **Selecting a Recipient**

After highlighting an entry or group (Recipient) Select <OK> to accept it as the default for your next send. The next fax you send will go to this recipient or group of recipients unless you change the default before sending by calling the FaxBook Entries function again.

## **Selecting a FaxBook**

Click on the arrow to the right of the <Make and Edit FaxBooks> selection box to list all available FaxBooks. Click on the desired FaxBook to load it.

## SetUp Dialog Box

To configure your FaxMail system to your liking, select <Fax>, <SetUp>. You will be presented with a dialog box within which you may enter information and set parameters. These system settings become the default or active parameters.

You may experiment with these settings to determine which represents the most commonly used conditions for you. These settings serve to create default conditions which are consistent with the manner in which you most often use FaxMail. Some parameters may be overridden from other places.

FaxModem Initialization String

FaxMail TopMost

Silent Answer

Silent Answer hardware installation

Fax Printing Options

Scaling Factor

Aspect

Dither

Text

Graphics:

Default Sending Options

Outgoing Directory

Send Fax and (Save or Delete)

Default Receiving Options

Incoming Directory

Hold in Receive Queue

Notify upon Receipt

Auto-Saving Fax upon Receipt

Auto-Print Fax upon Receipt

Your Name

Your ID

Default Cover Page Settings

No Cover Page

Include Cover Page

Cover Page Only

Default Cover Page

Default Fax Resolution

Standard Fax Resolution

Fine Fax Resolution

## **FaxModem Initialization String**

The FaxModem Initialization String feature can be used to append commands to the FaxMail for Windows Dynamic All Class FaxModem-Drivers Initialization String.

When one of the real-time FaxModem-Drivers are loaded, this feature will be grayed out and will not work. If you have send/receive problems, you may want to call the manufacturer of your modem and get the best string for your modem and put it here.

## **FaxMail TopMost**

If you want the FaxMail dialog boxes to be TopMost and not fall behind other program windows, select <FaxMail TopMost>. If you want other program windows to be able to cover the FaxMail dialog boxes, unselect <FaxMail TopMost>.

## Silent Answer

Silent Answer requires the support and cooperation of the remote sending FaxModem/Machine with your receiving FaxModem. If the sending FaxModem/Machine does not support Silent Answer by sending the CNG tone, you will lose that Fax! Please read **all** of this area before using Silent Answer. If you still want Silent Answer, here is what it does and how to implement it. If <input type="checkbox"/> Silent Answer> is grayed out in the SetUp dialog box your modem most likely does not support Silent Answer.

Silent answer lets one telephone line be used for two purposes; receiving faxes with the FaxModem, and receiving voice calls with an answering machine or telephone. When set to this mode, the FaxModem lets your answering machine answer all incoming calls. If it detects Fax CNG tones, it routes the call to FaxMail for Windows. Otherwise, it just sits silently on the phone line while you or your answering machine takes the call.

When the phone rings and after the second ring your FaxModem will start monitoring the telephone line. If it detects a Fax tone, it will receive the Fax. If it does not detect a fax tone, it will do nothing.

### Silent Answer hardware installation

## Silent Answer hardware installation

When installing the FaxModem, DO NOT plug the answering machine into the telephone jack on the back of the FaxModem. Instead, do one of the following:

- a. Plug the answering machine and FaxModem into different wall jack (i.e. jacks in different rooms).
- b. Plug the answering machine into a wall jack and the FaxModem into the answering machine.
- c. If your answering machine has some kind of phone-jack switching; use this method. You must locate the two devices on separate extensions to make silent answer work correctly. This means you can not plug the answering machine into the FaxModem or vice versa. You can split a single extension with a duplex jack adapter. Radio Shack commonly carries this part number 279-357 for \$4.49.

Also, if you have an older answering machine that does NOT automatically turn itself off when it detects that a person or the FaxModem has answered the call, you need a \$7.95 adapter from Radio Shack, part#43-107. This adapter disconnects the answering machine from the phone line when the call is answered. It goes between the answering machine and the wall jack.

**Note:** The device that is picking up the line initially, must answer after, and not before, the second ring. This means you should set your answering machine to three rings for best results. If no other device picks up the line by the time the number of rings that FaxMail for Windows is set to is reached, FaxMail for Windows will answer it and process a Fax.

To activate Silent Answer Load the FaxMail for Windows Control program and select <Fax>, <SetUp>, <Silent Answer>. Set <Rings until we answer: [4]> and set your answering-machine to three rings.



# **Fax Printing Options**

Scaling Factor

Aspect

Dither

Text

Graphics:

## Scaling Factor

API:

FaxMail for Windows lets the Windows API (Application Program Interface) deal with the scaling factors. FaxMail for Windows tells the API the size of the Fax and tells it to make it fit on the printer properly. You should choose this option if your printers resolution is anything other than 300 X 300 DPI.

Pre 300 X 300:

FaxMail for Windows converts the image to 300 X 300 DPI before handing it over to the Windows API. Select this option if you know that your printing destination is going to be 300 X 300 DPI.

HP 300 X 300:

FaxMail for Windows converts the image to 300 X 300 DPI before handing it over to the Windows API. This option is like Pre 300 X 300 excepted it was especially made to work on 300 X 300 DPI HP Laserjets and compatibles. Use this only if your printer is set to 300 X 300 mode.

## **Aspect**

A fax machine is capable of reading and writing 8.5 wide. Many printers are not capable of printing to the very edge of the paper. These printers usually print from 7 - 8 wide. For this reason FaxMail for Windows has two aspect ratios.

### **Scale to Printer:**

If printing a fax actual fax size causes you to lose part of the fax on the left or right margin then you will want to use this option to scale the fax to fit in the printers margins. Use this option only when necessary because in the process of scaling the fax there will be some degradation in quality and it will be smaller than the original image.

### **Print Actual FAX size:**

You will usually want to print actual fax size because most Faxes leave a half inch margin on the left and right. The fax will be printed the same size as the original image.

## **Dither**

All Faxes are either 200 X 200 DPI (fine) or 100 X 200 DPI (standard). Most printers do not use these resolutions. For this reason FaxMail for Windows must scale the original Fax image to your printers resolution. In the process of scaling up or down to your printer FaxMail for Windows has to make a decision whether to drop a white dot or black dot.

Text

Graphics:

## **Text**

During the scaling process if FaxMail for Windows is forced to drop a dot it will drop a white one rather than a black one if it has a choice, thus producing brilliant text.

## **Graphics:**

During the scaling process if FaxMail for Windows is forced to drop a dot it will drop a black one rather than a white one as opposed to text dithering where the white dot would be dropped, thus producing shades of gray.

## **Default Sending Options**

In this configuration section, you are configuring your outgoing faxmail. The options include an outgoing directory where all fax files are stored when created due to sending from Windows applications; and the automatic tagging of these fax files for later saving or deleting after the fax has been transmitted.

Outgoing Directory

Send Fax and (Save or Delete)

## Outgoing Directory

First, you may from time to time, wish to change the directory in which outgoing fax files are stored. The default directory, upon installation, is a subdirectory under the program directory entitled, OUTBOX.

The edit box must contain the drive letter and the full path to the directory in which your outgoing files are to be stored. Edit the information by placing the cursor in the box and deleting the current data by using <BACKSPACE> or <Del>.

Upon saving the configurations box with <OK>, this will become the new default path in which outgoing fax files are saved. You may change the directory path, at the time of sending, from the Send Fax box by selecting <MoveAs>.

**Note:** When you change a directory path in the SetUp box you must reboot your computer immediately before the modification can take place.



## Send Fax and (Save or Delete)

Select <Send Fax and  Save

Delete> if you want the fax to stay on your disk after sending or <Send Fax and  Save

Delete> if you want faxes to be deleted after sending. You can override the default at send time from the Send Fax box.

Remember that you have the original program file generated from your application as the source file, and can always open it and Convert it to Fax again.

**Note:** Since the sending operation may result in an incomplete transmission, or in the case of a group send, the fax file must be sent many times, the fax file is not deleted immediately after sending. It is tagged for deletion, later. You may delete all faxes tagged for deletion from the Events Log Window by selecting <Purge Send + Deletes>..

## **Default Receiving Options**

The receiving options allow you to set default conditions for the incoming directory in which inbound faxmail will be stored. You may also choose among the following options for handling incoming correspondence:

Incoming Directory

Hold in Receive Queue

Notify upon Receipt

Auto-Saving Fax upon Receipt

Auto-Print Fax upon Receipt

## **Incoming Directory**

The incoming directory is the drive and directory path into which you wish to save incoming faxmail to disk. This is the default path only; meaning that when you are notified of incoming correspondence, this path will be selected and presented to you along with the file name in the Notification box. However, you may route the file into any directory you desire.

When you modify this path in the Setup dialog box you must re-boot your computer immediately for the new directory to take effect.

## Hold in Receive Queue

Select <Hold> if you want to hold all incoming correspondence until you choose to deal with your faxmail. FaxMail for Windows stores all incoming correspondence in a **Receiving Queue** until you are ready to deal with it.

To handle your faxmail, summon the Events Log Window, and select <Receive Queue> or select <Fax>, <SetUp>, <Notify>. A Notification box will be presented for each piece of faxmail in the queue. Act upon each one as you choose until the queue is empty.

## **Notify upon Receipt**

Select  Notify> if you want FaxMail to notify you each time you receive faxmail. You will be presented with a Notification box informing you of the receipt of faxmail, giving you a variety of options for handling each piece.

## Auto-Saving Fax upon Receipt

Select <Auto Save> if you do not wish to be notified at all of incoming faxmail. By choosing Auto-Save, incoming correspondence will be automatically saved to disk in your INBOX directory (C:\FAXMAIL\INBOX).

This selection can be dangerous because you will receive faxes but you will not be aware that you have received them. If you use auto-save you can use the Events Log or the Fax Viewer to find your faxes in the INBOX.

All correspondence will be saved in the incoming Directory and named according to a date stamp, as follows:

### **MMDD0000.DCX**

Whereas:

**MM** is the month,

**DD** is the day, and

**0000** is a numbering system denoting the number of files received that day

.DCX is a library of .PCX files (fax file)

## **Auto-Print Fax upon Receipt**

Select <Auto Print> if you choose to have your incoming faxmail sent to the printer upon arrival. This feature will cause your computer and printer to act like a normal fax machine with the added benefit of having your faxmail printed on regular bond paper, particularly if you have a laser jet printer. After the fax has been auto-printed it will be saved in your INBOX directory. You will receive no further notification as to where the fax is.

## **Your Name**

Your Name (up to 31 letters) will appear on the fax header of each fax you send unless you deselect <Page Header> to override it from the Send Fax box.



## **Your ID**

Your ID, usually your phone number (up to 20 characters), will appear in the Recipients, Event Monitor identifying you as the remote sender.

## **Default Cover Page Settings**

The Cover Page configuration involves which parameter is to be used as the default condition when sending faxmail. Remember that the Send Fax box contains all Cover Page options too. You may select from among them, overriding the defaults that you set here, at the time you send a fax.

To select the desired default, click in the appropriate option button and the circle will be blackened indicating the selection is made.

No Cover Page

Include Cover Page

Cover Page Only

Default Cover Page

## **No Cover Page**

Selecting < No Cover Page> causes no Cover Page to be sent, unless overridden in the Send Fax box.

## **Include Cover Page**

Selecting < Include Cover Page> will cause a Cover Page to be included with all your faxmail, unless overridden in the Send Fax box.

## **Cover Page Only**

Selecting < Cover Page Only> causes only the Cover Page to be sent unless overridden in the Send Fax box. Since text as well as data fields can be placed onto the Cover Page, this is an efficient way to create and send quick memos and notes.

## **Default Cover Page**

A drop-down list box is provided which lists the Cover Pages present in your system. To display the choices, click on the down arrow and a list box will appear containing the Cover Pages you have created. Select the Cover Page you would like to become the default and the list box will close, displaying your choice.

## **Default Fax Resolution**

Fax documents may be sent in either Standard or Fine Resolution. This setting determines the amount of DPI to be used in constructing the BITMAP fax file that is transmitted by facsimile technology.

Standard Fax Resolution

Fine Fax Resolution

## **Standard Fax Resolution**

Select < Standard (100 X 200)>



## **Fine Fax Resolution**

Select <☑Fine (200 X 200)> Fine Resolution is 200 X 200 DPI. See: What is Fax Resolution

# **Faxmail Management**

Importance of File Management

Files in the System

Application Program Files

Fax Format Bitmap Files

Managing faxmail Directories

Setting Default Directories

Managing Fax Files

Managing incoming Fax Files

View and Delete

Print and Delete

Backup and Delete

Naming incoming faxmail

Managing faxmail with Auto-Save

Managing faxmail from Events Log

Managing faxmail from the Fax Viewer Window

Managing faxmail from Windows File Manager

Viewing a DCX Fax file with Windows File Manager

Printing a DCX Fax file with Windows File Manager

Moving a DCX Fax file with Windows File Manager

## **Importance of File Management**

Managing your faxmail correspondence becomes an important consideration as you rely more heavily on fax technology as a means of document transfer. Much of the file management capability of FaxMail is designed to allow you to not only maintain a record of all faxmail transactions through the Events Log, but to provide a simplified method of managing faxmail.

# **Files in the System**

Application Program Files

Fax Format Bitmap Files

## **Application Program Files**

Your computer generated documents, created in your favorite Windows Programs, are your original documents. Manage them as you have in the past maintaining the directories and subdirectories which make most sense for you. Be sure to continue to make backup copies of all important files for protection. Treat them with the same importance as you would any SOURCE documents in your system.

## **Fax Format Bitmap Files**

When you send a document by fax from any Windows program, FaxMail must first convert your document into a format which fax technology can transmit. A second file, a Bitmap File is created for this purpose. This FAX FILE will be denoted by the three character extension of DCX or PCX.

This file does not interfere with your original document in any way, it makes a converted copy for fax transmission. Upon transmitting your correspondence, both files, your original file saved by the application program, and the FAX FILE as a bitmap, exist on your hard disk.

## **Managing faxmail Directories**

Based upon your industry, and the tasks which you perform with your computer each day, you probably implement a combination or variation of several schemes for organizing information on your disk.

You will find it very useful to generate a philosophy which relates your correspondence, document and file generation habits to fax information delivery system.

## Setting Default Directories

Use <Fax>, <SetUp> to change the name of the directories into which your OutMail and InMail will be directed by default.

You may then route your faxmail to other locations that are appropriate upon sending from the Send Fax box, using <MoveAs>. Direct your incoming faxmail into the desired directory and under any name from the Notification box, when receiving faxmail.

If you have not named and saved your faxmail at the time of sending or receiving, you may do so from the Events Log Window or the Windows File Manager.



## **Managing Fax Files**

As described above, fax files are identified by a Date-Stamp name. In order to make the file name more meaningful, use every opportunity to rename the file.

Throughout FaxMail, there are a variety of opportunities for saving fax files under names of your choice.

## **Managing incoming Fax Files**

If you have fairly heavy faxmail traffic, you can change the default directory into which incoming files are stored. Fax files are large and occupy a considerable amount of disk space.

The Notification box offers you a full range of options for handling incoming files.

If your free disk space is low, you may try one of the following schemes which will provide you with a sufficient level of comfort about deleting the file:

View and Delete

Print and Delete

Backup and Delete

Naming incoming faxmail

## **View and Delete**

After you view incoming faxmail, if you determine that a permanent copy is not needed, delete the file from disk.

## **Print and Delete**

Make a hard copy by printing the faxmail and deleting the file from your hard disk.

## **Backup and Delete**

If you find it desirable to retain a permanent copy of incoming correspondence, using File Manager or other means, copy your faxmail to a floppy or tape drive for archive storage.

## **Naming incoming faxmail**

View the file immediately upon receipt, and if you choose to save it, you may then re-name and save it to the appropriate directory on disk. The new name, which will be more meaningful to you than the cryptic date-stamp name, will appear throughout the FaxMail system, greatly simplifying file management.

In this manner, you will be able to link the program file, the log entry and the fax format file together.

## **Managing faxmail with Auto-Save**

If you prefer Auto-Save to any of the Notification schemes, you may choose to handle your correspondence through the Events Log Window.

Open the Events Log Windows by selecting <Fax>, <Events Log>. You may then delete, rename, move, copy, view, print, and re-send your fax.

## **Managing faxmail from Events Log**

If you have not taken any action on files at the time of sending or receiving your correspondence, the Events Log gives you an opportunity to completely manage your faxmail system.

Information pertaining to each faxmail transaction that you perform is maintained in the Events Log, allowing you a variety of file management options.



## **Managing faxmail from the Fax Viewer Window**

The Fax Viewer Window contains a variety of file management routines. Viewing the fax first will assist in determining how you choose to manage the file. You may then re-name and save, print, copy, or delete them.

## **Managing faxmail from Windows File Manager**

Summons the Windows File Manager and locate the directory where the faxes are and filter out all file except the ones with the extension of DCX. This can be done by selecting <View>, <By File Type> and the By File Type dialog box will appear. In the Name edit box, type \*.DCX and select <OK>.

[Viewing a DCX Fax file with Windows File Manager](#)

[Printing a DCX Fax file with Windows File Manager](#)

[Moving a DCX Fax file with Windows File Manager](#)

## **Viewing a DCX Fax file with Windows File Manager**

Double-click the DCX fax file with your left mouse button and the FaxMail Fax Viewer dialog box will appear displaying the selected fax. See Fax Viewer Program.

## **Printing a DCX Fax file with Windows File Manager**

Double-click the DCX fax file with your left mouse button and the FaxMail Fax Viewer dialog box will appear displaying the selected fax. Select <File>, <Print> and follow the normal FaxMail Print Fax routine. See Printing a Fax

## **Moving a DCX Fax file with Windows File Manager**

To move a DCX fax file, put your mouse on it, press the left mouse button, drag the fax to the directory where you want it and drop it by letting up on the left mouse button.

## Glossary

**Active** Describes the item last selected which becomes the default until another is selected. It applies to FaxBooks, Groups, files, recipients, and directories etc.

**Application** A computer software program which performs a particular task, such as a word processor or spreadsheet. In this manual, the term is used interchangeably with the word program.

**ASCII text** American Standard Code for Information Interchange 8-bit character set. ASCII text files may be transmitted by fax with the need to first be converted to a bitmap.

**AUTOEXEC.BAT** The batch file which resides in the root directory and is executed when the computer is turned on. Its purpose is to (Automatically Execute) a series of commands or automatically load files or programs.

**Auto-Print** To automatically print faxmail upon its arrival into the computer.

**Auto-Save** To automatically save faxmail upon its arrival into the computer. The fax will be saved into the default incoming directory and named according to a date stamp.

**Background operation** The mode in which a program is running when it is operating simultaneously with another program that is usually associated with programs which operate transparent to the user. **See also** Memory-resident.

**Binary file** A file containing characters or codes that are in machine-readable form.

**Bitmap** An image file consisting of an array of bits. The FaxModem reads and transmits these bits. In this manual, bitmap is used interchangeable with Fax File or Fax Format File.

**Boot** To start, or restart your computer, loading the disk operating system (DOS) and configuring it.

**Broadcasting** The term applied to sending a single document to many recipients with a single command.

**CCITT (Consultative Committee International Telephone and Telegraph)** a communications industry trade group, mostly associated with the task of devising and setting standards.

**Check box** A small square box appearing in a dialog box that can be selected or cleared. When the check box is selected, an X appears in the box. The box represents a program option or parameter which can be set.

**Choose** To use a mouse or key combinations to select an item, object or command.

**Clipboard** A temporary storage area used to transfer data within or between applications.

**Close** To remove a document, file, dialog box, or window from an application, or to remove an application from the Windows desktop.

**Command buttons menu** These items occur in a dialog box and are objects representing task choices.

**Commands** An object on the screen, usually associated with a menu, which is used as an instruction to the application to perform a certain task. Program commands may be in the form of a horizontal bar menu item, pull-down menu items, or command buttons as in the case of dialog boxes.

**Cover Page** A pre-designed page accompanying faxmail, detailing information about the sender, recipient, and the document being transmitted. Multiple Cover Pages may be designed and selected for use in the sending event. Information may be automatically merged into the Cover Page during the sending process from

the computer or system FaxBooks. The Cover Page may be included, not included, or used as the only page sent.

**CONFIG.SYS** A configurations file located in the root directory of the computer used to configure the computers environment during boot-up.

**Control Menu** The main FaxMail menu which is loaded by the FaxMail Program. The menu attaches itself to the pull-down menu associated with the Windows system button. Since the Windows system button is available in the Windows environment, through the Main Title Bar, the Control Menu is available to all Windows applications, at all times. In this manual, Control Menu is used interchangeable with <Fax>, FaxMail menu, Main Menu, or System menu.

**Conventional Memory** The first 640K of memory in MS-DOS environment that is used to run applications. It is sometimes referred to as base memory.

**Conversion** The process of reading the structure or arrangement of data in a file and creating a new file wherein the information is the same but is in a different format. In this instance, converting a Windows application file to fax.

**Copy files** To reproduce a second instance of a file on the disk, under the same or a different name.

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**Cut** To move text or a graphic from a current application to the Windows Clipboard. This command removes the item from the program file as opposed to using the Copy command which places a copy of the selected item onto the clipboard but leaves the original item in place.

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**Disk drive** A device used to store and retrieve data stored on disk; usually represented by a letter. A drive may also be a network drive, CD-ROM drives, or RAM drives.

**Documentation** Refers to any printed or On-line material used as a manual, instruction, or tutorial relating to the application.

**Double-click** To press and release the mouse button, two times in rapidly succession, without moving the mouse position. The first click selects the object to which the mouse is pointed, the second click initiates an action. A double-click is

usually done using the left mouse button.

**DPI (Dots Per Inch)** The number of dots included in each square inch of the bitmap file, characterizing the density or resolution of the resulting image. The fax file is defined as being in standard resolution if it contains 100 X 200 DPI, or in fine resolution if the bitmap contains 200 X 200 DPI. The higher the number of Dots Per Inch the higher the quality of the fax image, but also the more time required to transfer the file.

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**Error Correction** A feature or functionality of the FaxModem board which automatically corrects any errors which occur in data transmission during the sending process. For Error Correction to work, both the sending and receiving FaxModem has to support this feature.

**Event** Any instruction given to the FaxMail system initiating a transaction, whether send or receive, whether successfully completed, aborted, or unsuccessful.

**Event Monitor** The dialog box which appears after a Send command has been given to transmit a fax and gives information about the currently active event.

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**Expansion Memory** Any memory available above the conventional memory level available to systems that conform to LIM EMS (Lotus Intel Microsoft Expanded Memory Specification).

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**Fax** A contraction of the word Facsimile. It is used interchangeably with the word Facsimile, and often used as a noun or a verb.

**Fax Button** <Fax> See: System Button.

**FaxModem** A peripheral device inserted into an expansion slot in the computer or plugged into a COM port, giving the computer fax capabilities.

**Fax Converter Driver** A software device driver which mimics a printer driver, and whose purpose is to convert an application file format to a bitmap file for fax transmission, thus allowing you to print on remote fax machines as if they were your printers..

**Fax Format Files** An image file consisting of an array of bits. The FaxModem software reads, processes and transmits these bits. In this manual, the term is used interchangeable with Bitmap and Fax File.

**Fax Resolution** The term applied to the resolution in which the fax file or bitmap is stored and/or transmitted. **See also** DPI and Resolution.

**Fax Server** A computer workstation, usually associated with networks, which is designed to manage fax activity for the network.

**FaxBook** A file containing a listing of, and information on, frequently dialed fax



machines or FaxModems.

**FaxMail** An abbreviation for FaxMail for Windows.

**faxmail** The term applied to the transfer of information using fax technology.

**File** A document or application that has been given a name. Documents are usually stored as files in Windows.

**File format** The structure or arrangement of data stored in a file.

**Fonts** A graphic design applied to all numerals, symbols, and characters in an alphabet. A font usually comes in different sizes and provides different styles for emphasizing text.

**Font types** Fonts are designed to be used on, or with specific, devices, such as screen fonts, printer fonts, soft(ware) fonts, and cartridge fonts.

**Foreground operation** The mode of operating an application is in when it is active and interacting with the user. **See also** Background operation.

**Generating Correspondence** The process of using a Windows application or FaxMail NotePad to create a file or document to be transmitted by fax.

**Graphic User Interface** Also known as **GUI**, is a design in which the application presents the user with a series of graphical objects such as text, icons, etc, representing commands or tasks which the application executes. Windows is a GUI system.

**Groups** A Groups of entries in a FaxBook which may be selected and combined together to form a subset of the FaxBook, for example, within the FaxBook containing all Customers, a group is formed containing names of East Coast Customers. Used to send faxmail to more than one recipient with a single command.

**Group Window** A windows for the purpose of storing a group of icons within the Program Manager.

**GUI** **See** Graphic User Interface.

**Header** The information placed at the top of the fax page pertaining to its point of origin, time and date etc.

**Highlighted** Indicates that an object or text has been selected and may be affected by your next action. Highlighted text may appears in reverse video on monochrome monitors, or in reverse color, or different colors, on color monitors.

**Icon** A graphical representation of various elements in Windows, such as disk drives, files, and applications.

**Incoming Directory** The directory determined at installation or in the SetUp Configurations box, which becomes the default directory into which all incoming faxmail is stored by default when you release it from the Receive Queue.

**Install program** The program that installs application software on your hard disk.

**List box** A box listing available choices. For example, a list of all available files in a directory. If all the choices wont fit, the list box has a vertical scroll bar.

**Load High** Also known as LH; the process or command to load a file into a memory area other than in conventional memory.

**LogFile** A file which contain a listing of events having occurred in the FaxMail system. This file is saved from the Events Log Window with <Move/Save Log>, and can be read and displayed using any text editor or word processor; preferable FaxMail NotePad or Windows Notepad.

**Management, files** Refers to the process of dividing the hard disk into directories and subdirectories in a logical and organized fashion, making information storage and retrieval more efficient.

**Memory** See definitions under Conventional, Expanded and Extended Memory.

**Memory resident software** Software that is loaded into memory and is active in the background, even when another applications are active. Sometimes referred to as TSR (Terminate and Stay Resident) software.

**Menu** A list of items representing tasks which the software can perform. The most common form of menus are the horizontal bar menus, pull-down menus, and command buttons, however, graphic objects such as icons may also represent menus.

**Menu bar** The horizontal bar containing names of all the application menus, located just beneath the title bar.

**Merge** The action of loading the contents of one file into another, usually at a determinable point.

**Move As** The action of moving a file from one location (directory or subdirectory) to another, with the option of simultaneously changing its name.

**Network** Two or more computers connected by cables or other means for the purpose of allowing them to share peripheral equipment and/or to exchange information.

**Notification** The act of being notified by a dialog box upon the arrival of faxmail into the computer.

**Open** To display the contents of a file in a Window, or to enlarge an icon into a Window.

**Outgoing directory** The directory, determined at installation or in the SetUp Configurations box, which becomes the default directory into which all outgoing faxmail is stored, by default, while waiting for an event in the Send Queue to fax it.

**PCX files** A bitmap or fax file format which contains a single page.

**Parallel port** A connection on a computer, where you plug in a cable for a parallel device such as a printer.

**Paste** To transfer the contents of the Clipboard to an application. Many applications have a Paste command that performs this task.

**Pop-out menu** An extended menu which pops out from a pull-down menu, when additional choices or selections are available.

**Printer driver** Software that interfaces a program to a printer. The FaxMail Convert to Fax fax converter driver interacts with Windows like a printer driver in its action of converting an application file to a fax .

**Pull-down menu** The items of task choices which pull down from the menu bar.

**FaxMail Convert to Fax** The name of the fax converter driver which builds bitmap files from application files for the purpose of faxing.

**Protected mode** The operating mode of a computer that is capable of addressing extended memory directly.

**Protocol** A set of rules that define how computers or devices such as FaxModems, designed for communications, talk to each other.

**Queue** A holding area which contains a list of events which have been sent to or received from the FaxModem, awaiting execution, in turn. FaxMail has many queues, including the Future Send Queue and the Receive Queue.

**Quit** To close all open files and exit a window in an application, or an application itself.

**Radio button** A small round button that appears in a dialog box and is used to select an option. Within a group of related option buttons, you can select only one choice. Example:

Not Selected

●Selected

**RAM (Random Access Memory)** The memory that is used to run applications and perform other necessary tasks in the computer. When the computer is turned off, all information in RAM is lost.

**Receive Queue** A holding area in which all incoming faxmail is stored until acted upon.

**Recipient** The selection made from the FaxBook to whom the faxmail transmission is intended.

**Resolution** A measure of quality of the fax image, measured by the number of DPI. Fax files may be transmitted in either standard (100 X 200 DPI) or fine (200 X 200 DPI) resolution. The higher the DPI the higher quality and detail the image is capable of, however, the longer the transmission time.

**Root directory** The highest directory of a disk. The root directory is created when you format a disk, and contains system files needed to configure your computer upon boot-up.

**Scheduled Events** Any task given to the FaxModem queue to perform, usually associated with having scheduled the event for some future date/time.

**Screen font** A roster font designed to duplicate a printer font on the screen.

**Scroll** To move text or graphics up, down, left or right, in order to see parts of the file that cannot be seen on the screen or in the list box.

**Select** To highlight an item by clicking it with the mouse or using key combinations. Selecting does not initiate an action. After selecting an item, you choose the action you want to affect the item.

**Future Send Queue** A holding area in which all Send Fax events scheduled for future transmission are stored, awaiting execution by the FaxModem-Driver, in turn.

**Soft font** A font that is downloaded to your printer from a disk.

**Spool** To print a document or file in the background while working on some other task.

**Subdirectory** A directory contained within another directory. All directories are subdirectories of the root directory.

**Swap Files** An area of your hard disk that is set aside for exclusive use by Windows in 386 enhanced mode. This area is used when your system runs low of memory.

**System Button** The small gray button at the extreme upper left of the monitor, contained in the title bar.

**System Menu** The Windows system menu which contains menu choices available to all Windows applications.

**Tab Buttons** A series of buttons marked with the alphabet which serve as an index to entries in the FaxBook list box. Also the <Tab> key on your computer keyboard.

**Text file** A file containing only letters, digits and symbols. A text file usually consists of characters from the ASCII character set. Text files can be created using the FaxMail NotePad Window.

**Title bar** The horizontal bar located at the top of a window and containing the title of the window. In Windows, the title bar contains the System menu button. When the FaxMail Control Program is loaded, the Windows System button is replaced with the FaxMail button, indicating that the program is active. This FaxMail button is referred to as <Fax> in this manual.

**View** To cause a fax file to be displayed on the monitor screen.

**Virtual machine** An environment created by Windows running in 386 enhanced

mode in which an application can run and behave as if it had an entire machine all to itself. Windows in 386 enhanced mode can have multiple applications running in their own separate virtual machines at the same time.

**Virtual memory** A memory management system used by Windows running in 386 mode, which allows Windows to behave as if there were more memory than is actually present in the system.

**Wild card** A character that represents any character. In a filename, an \* (asterisk) is used as a wild card to represent any character or group of characters that might match that position in the filename.

**Window** A rectangular area of the screen in which you may run an application or view a document.

**Work pad** The area of a window that displays the information contained in a document or file with which you are working.

**WYSIWYF (What You See Is What You Fax)** A term applied to the feature where what is viewed on the screen in your application will be fax just as it appears when you print it to a high quality printer.

**Active** Describes the item last selected which becomes the default until another is selected. It applies to FaxBooks, Groups, files, recipients, and directories etc.

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**Background operation** The mode in which a program is running when it is operating simultaneously with another program that is usually associated with programs which operate transparent to the user. **See also** Memory-resident.

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**Broadcasting** The term applied to sending a single document to many recipients with a single command.

**CCITT (Consultative Committee International Telephone and Telegraph)** a communications industry trade group, mostly associated with the task of devising and setting standards.



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**Choose** To use a mouse or key combinations to select an item, object or command.

**Clipboard** A temporary storage area used to transfer data within or between applications.

**Close** To remove a document, file, dialog box, or window from an application, or to remove an application from the Windows desktop.

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**CONFIG.SYS** A configurations file located in the root directory of the computer used to configure the computers environment during boot-up.

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**Control Menu** The main FaxMail menu which is loaded by the FaxMail Program.

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**Cut** To move text or a graphic from a current application to the Windows Clipboard. This command removes the item from the program file as opposed to using the Copy command which places a copy of the selected item onto the clipboard but leaves the original item in place.

**DCX Files** Bitmap files representing Fax format files which contain multiple pages. The D represents a document as opposed to a single page file.



**Data file** Any file created within, or by, an application such as word processors, spreadsheets, or databases. Also referred to as document, or correspondence, in this manual.

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**Desktop** The main screen for Windows on which the main menu, group boxes, and program icons appear.

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**Double-click** To press and release the mouse button, two times in rapidly succession, without moving the mouse position. The first click selects the object to which the mouse is pointed, the second click initiates an action. A double-click is usually done using the left mouse button.



**DPI (Dots Per Inch)** The number of dots included in each square inch of the bitmap file, characterizing the density or resolution of the resulting image. The fax file is defined as being in standard resolution if it contains 100 X 200 DPI, or in fine resolution if the bitmap contains 200 X 200 DPI. The higher the number of Dots Per Inch the higher the quality of the fax image, but also the more time required to transfer the file.

**Driver** A special program designed usually as an interface between an application and a device of some sort, such as a printer or FaxModem.

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**Group Window** A windows for the purpose of storing a group of icons within the Program Manager.

**GUI (Graphic User Interface)** A **GUI** is a design in which the application presents the user with a series of graphical objects such as text, icons, etc, representing commands or tasks which the application executes. Windows is a GUI system.



**Header** The information placed at the top of the fax page pertaining to its point of origin, time and date etc.

**Highlighted** Indicates that an object or text has been selected and may be affected by your next action. Highlighted text may appear in reverse video on monochrome monitors, or in reverse color, or different colors, on color monitors.

**Icon** A graphical representation of various elements in Windows, such as disk drives, files, and applications.

**Incoming Directory** The directory determined at installation or in the SetUp Configurations box, which becomes the default directory into which all incoming faxmail is stored by default when you release it from the Receive Queue.

**Install program** The program that installs application software on your hard disk.

**List box** A box listing available choices. For example, a list of all available files in a directory. If all the choices won't fit, the list box has a vertical scroll bar.

**Load High** Also known as LH; the process or command to load a file into a memory area other than in conventional memory.

**LogFile** A file which contain a listing of events having occurred in the FaxMail system. This file is saved from the Events Log Window with <Move/Save Log>, and can be read and displayed using any text editor or word processor; preferable FaxMail NotePad or Windows Notepad.



**Management, files** Refers to the process of dividing the hard disk into directories and subdirectories in a logical and organized fashion, making information storage and retrieval more efficient.

**Memory** See definitions under Conventional, Expanded and Extended Memory.

**Memory resident software** Software that is loaded into memory and is active in the background, even when another applications are active. Sometimes referred to as TSR (Terminate and Stay Resident) software.

**Menu** A list of items representing tasks which the software can perform. The most common form of menus are the horizontal bar menus, pull-down menus, and command buttons, however, graphic objects such as icons may also represent menus.

**Menu bar** The horizontal bar containing names of all the application menus, located just beneath the title bar.

**Merge** The action of loading the contents of one file into another, usually at a determinable point.

**Move As** The action of moving a file from one location (directory or subdirectory) to another, with the option of simultaneously changing its name.

**Network** Two or more computers connected by cables or other means for the purpose of allowing them to share peripheral equipment and/or to exchange information.



**Notification** The act of being notified by a dialog box upon the arrival of faxmail into the computer.

**Open** To display the contents of a file in a Window, or to enlarge an icon into a Window.

**Outgoing directory** The directory, determined at installation or in the SetUp Configurations box, which becomes the default directory into which all outgoing faxmail is stored, by default, while waiting for an event in the Send Queue to fax it.

**PCX files** A bitmap or fax file format which contains a single page.

**Parallel port** A connection on a computer, where you plug in a cable for a parallel device such as a printer.

**Paste** To transfer the contents of the Clipboard to an application. Many applications have a Paste command that performs this task.

**Pop-out menu** An extended menu which pops out from a pull-down menu, when additional choices or selections are available.

**Printer driver** Software that interfaces a program to a printer. The FaxMail Convert to Fax fax converter driver interacts with Windows like a printer driver in its action of converting an application file to a fax .



**Pull-down menu** The items of task choices which pull down from the menu bar.

**FaxMail Convert to Fax** The name of the fax converter driver which builds bitmap files from application files for the purpose of faxing.

**Protected mode** The operating mode of a computer that is capable of addressing extended memory directly.

**Protocol** A set of rules that define how computers or devices such as FaxModems, designed for communications, talk to each other.

**Queue** A holding area which contains a list of events which have been sent to or received from the FaxModem, awaiting execution, in turn. FaxMail has many queues, including the Future Send Queue and the Receive Queue.

**Quit** To close all open files and exit a window in an application, or an application itself.

**Radio button** A small round button that appears in a dialog box and is used to select an option. Within a group of related option buttons, you can select only one choice. Example:

Not Selected

Selected

**RAM (Random Access Memory)** The memory that is used to run applications and perform other necessary tasks in the computer. When the computer is turned off, all information in RAM is lost.



**Receive Queue** A holding area in which all incoming faxmail is stored until acted upon.

**Recipient** The selection made from the FaxBook to whom the faxmail transmission is intended.

**Resolution** A measure of quality of the fax image, measured by the number of DPI. Fax files may be transmitted in either standard (100 X 200 DPI) or fine (200 X 200 DPI) resolution. The higher the DPI the higher quality and detail the image is capable of, however, the longer the transmission time.

**Root directory** The highest directory of a disk. The root directory is created when you format a disk, and contains system files needed to configure your computer upon boot-up.

**Scheduled Events** Any task given to the FaxModem queue to perform, usually associated with having scheduled the event for some future date/time.

**Screen font** A roster font designed to duplicate a printer font on the screen.

**Scroll** To move text or graphics up, down, left or right, in order to see parts of the file that cannot be seen on the screen or in the list box.

**Select** To highlight an item by clicking it with the mouse or using key combinations. Selecting does not initiate an action. After selecting an item, you choose the action you want to affect the item.



**Future Send Queue** A holding area in which all Send Fax events scheduled for future transmission are stored, awaiting execution by the FaxModem-Driver, in turn.

**Soft font** A font that is downloaded to your printer from a disk.

**Spool** To print a document or file in the background while working on some other task.

**Subdirectory** A directory contained within another directory. All directories are subdirectories of the root directory.

**Swap Files** An area of your hard disk that is set aside for exclusive use by Windows in 386 enhanced mode. This area is used when your system runs low of memory.

**System Button** The small gray button at the extreme upper left of the monitor, contained in the title bar.

**System Menu** The Windows system menu which contains menu choices available to all Windows applications.

**Tab Buttons** A series of buttons marked with the alphabet which serve as an index to entries in the FaxBook list box. Also the <Tab> key on your computer keyboard.



**Text file** A file containing only letters, digits and symbols. A text file usually consists of characters from the ASCII character set. Text files can be created using the FaxMail NotePad Window.

**Title bar** The horizontal bar located at the top of a window and containing the title of the window. In Windows, the title bar contains the System menu button. When the FaxMail Control Program is loaded, the Windows System button is replaced with the FaxMail button, indicating that the program is active. This FaxMail button is referred to as <Fax> in this manual.

**View** To cause a fax file to be displayed on the monitor screen.

**Virtual machine** An environment created by Windows running in 386 enhanced mode in which an application can run and behave as if it had an entire machine all to itself. Windows in 386 enhanced mode can have multiple applications running in their own separate virtual machines at the same time.

**Virtual memory** A memory management system used by Windows running in 386 mode, which allows Windows to behave as if there were more memory than is actually present in the system.

**Wild card** A character that represents any character. In a filename, an \* (asterisk) is used as a wild card to represent any character or group of characters that might match that position in the filename.

**Window** A rectangular area of the screen in which you may run an application or view a document.

**Work pad** The area of a window that displays the information contained in a document or file with which you are working.



**WYSIWYF (What You See Is What You Fax)** A term applied to the feature where what is viewed on the screen in your application will be faxed just as it appears when you print it to a high quality printer.

