FAstFax 4.2 for WinFax PRO User's Guide

Note: There are other versions of *FAstFax* 4.x available. There's *FAstFax* 4.0 for MS At Work Fax, along with other popular faxing programs.

What is FAstFax?

FAstFax 4.2 is an extremely easy and friendly interface program that allows you to fax from Microsoft Word for Windows 6.0 through WinFax PRO, taking full advantage of the latest WinFax 3.0, 4.0 (and WinFax for Networks) technologies.

You can install *FAstFax* in minutes, and have your entire company faxing quickly and easily through WinFax PRO.

FAstFax allows even the most inexperienced computer users to fax confidently. There's little or no training, because users only have to remember one keystroke, and *FAstFax* leads them through the rest.

Here's how:

1. *FAstFax* scans your document, finds the recipient's name and fax number, and (using DDE) automatically passes them over to WinFax PRO—so you no longer have to keep TWO separate phonebooks. If you were tired of typing a person's name and fax number TWICE—once on the document and again before you faxed—you will love *FAstFax*.

2. *FAstFax* shows you a thumbnail page preview of your document—so you'll always fax the correct pages, and be able to check the final look and layout of your fax before sending it off.

3. *FAstFax* automatically sets the fax driver and resets the printer driver for you—so you don't have to think about driver settings again. And no more print jobs accidentally sent to the fax modem!

4. *FAstFax* allows you to "Fax & Print" with one keystroke. For example, it sets your fax driver, faxes your document, then re-sets your printer driver, and prints your document—all automatically, all with one keystroke.

5. *FAstFax* allows you to access the WinFax PRO send screen so you can quickly select File Attachments, Cover Pages, Phonebook entries, etc. You can even

use *FAstFax* to quickly add a person's name and fax number to the WinFax PRO phonebook without having to re-type it.

6. *FAstFax's* Date and Time Scheduling features allow you to send your faxes immediately or schedule them for later. This is especially useful for taking advantage of the cheaper phone rates late at night.

7. *FAstFax* also gives you a Resolution Choice feature that allows you to send "low resolution" or "standard" faxes—yet another way to save on long distance phone costs. This one is great for faxing internationally—saving you money on every fax you deliver before crossing into that costly "second minute."

8. *FAstFax*'s page range settings allow you to easily fax an entire document or just the current page—which is great for those quick 1 page faxes.

9. *FAstFax* also handles all of the following dialing prefixes automatically: Outside line access codes (for example "9"), Local area codes, Long distance access codes, Local long-distance access codes, and 800 prefix access codes.

10. *FAstFax* does all this in 2 keystrokes!

    1. Hit Alt-X and ENTER.
    2. Go get a doughnut.

In fact, once you try *FAstFax* and see how much easier and faster it is, you'll never want to fax the old way again.

Installation and Setup

To setup *FAstFax*, <u>DOUBLE CLICK</u> the "install button." The *FAstFax* Setup dialog box will appear. You can then pick the default settings of your choice, and create your own custom identifiers.

Note: This setup is made to be run again and again, anytime you wish to choose different default settings or re-design your own custom identifiers.

Note also: If you decide after trying *FAstFax* 4.2 that it's not for you, you can easily remove it from your system by following the instructions in *Appendix A: Un-Installing FAstFax 4.2* (at the end of this guide).

This is what the install macro does:
- It copies the FAstFax macro into your NORMAL.DOT template so that it will be available globally.
- It assigns the keyboard shortcut key of Alt-X to the FAstFax macro.

- It adds FAstFax to the menu of your choice.

Important: For *FAstFax* to install properly, all three files (FASTFAX.DOC, FASTFAX.DOT, and FASTFAX.BMP) must be in the same directory (for example C:\ FASTFAX). This is because the installation program looks for FASTFAX.DOT and FASTFAX.BMP in the same directory that you open FASTFAX.DOC.

We recommend you create a directory called C:\FASTFAX to store all of the *FAstFax* files. This way you can re-run the *Install FAstFax* macro any time in the future should you decide to change any of the defaults or re-design your own custom identifiers.

Note: If you are already running, or would like to run, different versions of *FAstFax* 4.x on the same computer, this causes no problems. Just be sure to name the directories something different so that the files for one version do not get overwritten with the files from another. For example, use C:\FASTAW for the At Work version, C:\FASTWFX for the WinFax PRO version, etc.

That's it! Once installed, you can begin using *FAstFax* immediately. To see how it works, skip to the Sample.doc section below.

Important note to WinFax PRO 3.0 Users

WinFax PRO 3.0 users only: You must have updated your version of WinFax PRO 3.0 with Delrina's latest "patches" to be able to use *FAstFax*'s "Show WinFax Send Screen" feature.

This feature will not work with releases of WinFax PRO 3.0 dated before May 17, 1993 because the programming commands used to access this feature only became available in the later releases.

To check the release date of your version, hit Help>About from WinFax PRO. If you have a version of WinFax PRO 3.0 with a release date before April 21, 1993, get the patches WFX304.ZIP and WFX306.ZIP. When you update WinFax PRO using WFX304.ZIP, the program release date changes to April 21, 1993. And when you update WinFax PRO using WFX306.ZIP, the program release date changes to May 17, 1993.

On CompuServe:

1. Go to the Delrina Forum (GO DELRINA).
2. Download filename "WFX304.ZIP" and "WFX306.ZIP".
3. UnZip these files and follow their "readme" instructions.

Tip: It's a good idea to check the Delrina Forum on CompuServe periodically, as Delrina is constantly improving and updating their drivers and .DLL's. If you don't have access to CompuServe, you can find these updates on other on-line services, like America Online, for example. Or you can order them directly from Delrina.

Note: You can still run *FAstFax* 4.2 with releases of WinFax PRO 3.0 dated before May 17, 1993. It works fine. You just will not be able to use the "Show WinFax Send Screen" feature.

Sample.doc

To see a demonstration of *FAstFax* 4.2 in action, we have included a sample mail-merge "main" document (SAMPLE.DOC) attached to a sample "data source" (SAMPDATA.TXT) that contains 5 records.

Note: To better understand merge fields and how they can increase your productivity, see the section later in this manual titled "Using PIMs and Contact Manager Software."

But for now, simply open SAMPLE.DOC and hit Alt-X. That's it! *FAstFax* will automatically switch to the fax driver, scan the document to find the recipient's name and fax number, pass them over to WinFax PRO, "rasterize" (create a fax image .dcx file for) whichever pages you have selected in the page range settings, allow you to select file attachments and cover pages, and finally return you back to Word for Windows after resetting your printer driver back to whichever default printer it was on.

Open sample.doc and check it out!

FAstFax Identifiers: "To:" & "Fax:" or Whatever you want!

FAstFax searches for "To:" and "Fax:" (or any custom identifiers you create) to identify the recipient's name and fax number. If *FAstFax* can't find a "To:", it will put you in the To: field and wait for you to enter the recipient's name manually. If *FAstFax* can't find a "Fax:", it will put you in the Fax: field and wait for you to enter the fax number manually.

Because *FAstFax* scans the entire document, the "To:" and "Fax:" information can be anywhere in your fax. Normally, they will be on the fax cover page, or if you are faxing a one page letter, they will be on that. But the nice thing about *FAstFax* is that they don't have to be. They can be anywhere. And in any order.

For example, they can be on the same line, like this:

> To: Woody Allen Fax: 555-555-5555

Or they can be reversed, like this:

> Fax: 555-555-5555 To: Woody Allen

Or they can be separated by tabs, like this:

> To: Woody Allen

        Fax: 555-555-5555

Or they can have leading text on the same line, like this:

        This message To: Woody Allen

Or they can have following text on the same line (as long as there is a tab or at least two spaces after the name or fax number), like this:

        To: Woody Allen Date: January 20, 1995

In fact, *FAstFax*'s search routines are so smart, they will even work with everything crammed together on one line, like this:

        To:Woody AllenFax:555-555-5555

Note: *FAstFax* always goes to the top of the document and searches down. So if you save many faxes in one file, order them the way you file paper files—i.e. the most recent first. This way *FAstFax* will always find the correct "To:" and "Fax:".

The Big Tip: "Hidden Identifiers"

FAstFax's ability to find "hidden identifiers" gives you complete flexibility in designing your faxes to look exactly the way you want, while at the same time allowing *FAstFax* to find the recipient's name and fax number accurately. To understand how this works, please see the following 3 examples:

Example 1: Hiding the "To:" and/or "Fax:"

If you don't want the "To:" or "Fax:" to show up on your fax, you can make them "hidden identifiers" by selecting them and choosing Format>Font>Hidden text. *FAstFax* will still find the name and fax number, but the hidden "To:" or "Fax:" won't show up on your fax.

For example, you might want to fax a one page letter containing the recipient's name, address, and fax number—but in this case, you wouldn't want the word "To:" to show up. Simply do it like this:

BONZI SoftWare
396 17th St.
Paso Robles, CA 93446
Fax: 805-238-5798

Dear BONZI SoftWare,

I love *FAstFax*! Great work! Kudos!

(Note: there is a hidden "To:" before the name **BONZI SoftWare**. If you cannot see this, hit Tools>Options>View>Nonprinting Characters>Hidden Text. Once you see it, and know it's there, go ahead and hit File>Print Preview to see that it doesn't show up when you print and/or fax.)

Example 2: Using Separate Cells

If you split "To:" and "Woody Allen" into separate cells, *FAstFax* has no way of knowing they are related.

To:	Woody Allen

But not to worry! If you prefer this two-cell method, you can easily make it work with hidden identifiers! One method is to custom design a name identifier (into anything different than "To:". For example, "To>"). Then simply add that "To>" as a hidden identifier. Like this:

To:	Woody Allen

FAstFax will search for "To>" and find Woody Allen!

If you use this method often, we recommend that you store the hidden identifiers "To>" and "Fax>" in Word's AutoCorrect (with "formatted text"). Then all you have to do is hit "t" space, and AutoCorrect will replace the "t" with the hidden "To>". Then simply type the recipient's name like you always do.

Or, here's an even better idea! Just put the hidden identifiers in your fax templates. Then, every new fax document you create will already have them typed in.

Example 3: Skipping over YOUR fax number

If you have a header with YOUR fax number in it, you will want *FAstFax* to skip over your fax number and find the recipient's fax number. You could simply make your fax number identifier anything different—like "Fax" or "(Fax)" or "Fax #", etc. Or, if you want to use the same identifier for both your fax number and the recipient's fax number, you can simply use a hidden identifier (like "Fax>"). Example:

ABC Widget Co.

1225 Main St., Paso Robles, CA 93446
Phone: (805) 222-2222 Fax: (805) 444-4444

To: So-and-so.
Fax: 555-555-5555

Dear So-and-so,

I love your widgets! Great work! Kudos!

However, an even better method is to add a hidden space between "Fax" and the ":" in your letterhead. *FAstFax* will then skip over your fax number and find the recipient's fax number because it is looking for "Fax:" not "Fax(space):". On the screen, your fax number identifier will look like this: "Fax :". But that hidden space won't print, so on the fax, it will look like this: "Fax:". An example of this method is used in the file SAMPLE.DOC.

So you see, with *FAstFax 4.2,* you have complete flexibility in designing your faxes to look exactly the way you want, while at the same time allowing *FAstFax* to find the recipient's name and fax number accurately. And if you prefer, you can even completely hide the "hidden identifiers" by hitting Tools>Options>View>Hidden Text. This turns off the "Show Hidden Text" feature. So you'll never even have to see them on the screen. But *FAstFax* will find them, and pass the necessary information over to WinFax PRO.

Page Range Settings

FAstFax 4.2 gives you the ability to fax specific pages or specific page ranges within a document.

To make this process as fast as it can be, *FAstFax* automatically fills in the page numbers for you, depending on which selection you have chosen. For example, when you select the page range "All Pages," *FAstFax* determines the total number of pages in your document and automatically fills in the page range for you (ex: Page 1 To 16).

When you select the page range "Current Page," *FAstFax* automatically fills in the page number of the current page (for example Page 10 To 10). And, as you move through the *FAstFax* page previewer with the "Next Page" and "Previous Page" buttons, *FAstFax* tells you what page number you are viewing and automatically updates the page range for you as you go.

"Sticky" Default Settings

FAstFax 4.2 allows you to set your favorite default settings from within the *FAstFax* program itself. "Sticky" settings are settings that "stick" to whichever selection you chose the last time you ran the program. Whenever you change a setting, *FAstFax* remembers were you were so that you will be defaulted to that setting the next time you run *FAstFax*.

For example, if you're a person who most often faxes the "Current Page" of your documents, simply select that setting one time and *FAstFax* will always default to that choice. Note: This also works with the other features: Hard Copy, Low Resolution, and Show WinFax Send Screen.

"Fax & Print"

Just select *FAstFax*'s "Hard Copy" checkbox, and you'll really start to appreciate the automation *FAstFax* offers.

This feature is for when you need to print a hard copy of the fax—for example for filing purposes. *FAstFax* 4.2 handles this automatically—allowing you to "Fax & Print" with one keystroke. Here's how: *FAstFax* sets your fax driver, "rasterizes" (creates a fax image .dcx file for) whichever pages you've selected, faxes your document through WinFax PRO, then returns you to Word for Windows 6.0, re-sets your printer driver, and prints out a hard copy of your document on your printer.

Cool! Slick! Neat!

Previewing Faxes

One of *FAstFax*'s nicest features is its thumbnail page previewer. Seeing a thumbnail sketch of your faxes takes away that uneasy "blind" feeling. You can peruse your documents to make sure everything looks right before sending them off, confident and secure that the visual presentation your faxes will make will be sharp and professional-looking.

Plus, the page previewer makes selecting specific pages or page ranges easier. And it's very nice knowing, that the pages you faxed someone, were indeed the exact pages you wanted to fax.

Tip: If you want to see the detailed view of the *actual* graphical image of your fax, just use WinFax PRO's "Preview/Annotate" feature. This is really nice for when you need to knock 'em out with a sharp presentation, because you can view EXACTLY what is going to print out on the recipient's fax machine before you send it off. Here's how:

1) If "Preview/Annotate" is already set to "on", just run *FAstFax* and you'll see the *actual* graphical image of your fax right after you hit the OK button. Zoom in. Zoom out. Check it out. And then, once you're satisfied it's "perfect," you can send it off. Or, you can cancel at this point—which returns you back to Word 6.0, where you can make any necessary changes, and then run *FAstFax* again.

2) If "Preview/Annotate" is set to "off," just select the "Show WinFax Send Screen" checkbox on the *FAstFax* program screen, hit OK, and select the "Preview/Annotate" feature from the WinFax Send Screen. You'll see the *actual* graphical image of your fax, and once you're satisfied with the look and layout of it, simply send it on its way.

Selecting File Attachments

If you have certain "attachments" that you fax out to people often, WinFax PRO 3.0, 4.0, and WinFax PRO for Networks all make it super easy to select any number of them and send them as faxes. WinFax PRO 4.0 even allows you to attach complete files—so you no longer have waste lots of time "pre-rasterizing" and organizing them before sending them off.

Just check the "Show WinFax Send Screen" feature on the *FAstFax* program screen, and *FAstFax* will do all it's usual scanning, passing, and rasterizing, etc. But this time, *FAstFax* will take you into the WinFax PRO send dialog box and wait for you to select any additional files you would like to include with the fax.

Most companies design a professional-looking fax cover page in Word for Windows 6.0 —usually including their letterhead and logo. Then, when they need to fax some specific documents, they quickly fill out the cover page, type a short message describing the contents, and send it off with the attached documents. *FAstFax* makes this process quick and easy:

1. Hit Alt-X and Enter
2. Attach the documents
3. Hit "Send"

That's it! In a matter of seconds, the recipient will receive a professional cover page with one, two, three, or more attached documents.

Accessing the WinFax PRO Phonebook

You don't have to use *FAstFax's* searching and dynamic data exchange features every time. For example, let's say you want to quickly send someone a file without a cover page, or you want to get their name and fax number from the WinFax Phonebook rather than off the fax itself. Well, *FAstFax* 4.2 allows you to access the WinFax phonebook—which means you can use *FAstFax* like any other "driver-switching" macro that takes you straight to the WinFax send screen and allows you to find the person in your phonebook. Just hit Alt-X and Enter, select the recipient in the phonebook, and hit "Send." That's it!

And when you do use *FAstFax's* searching and dynamic data exchange features, note you can add a person's name and fax number to the WinFax PRO phonebook without ever having to re-type it. Just run *FAstFax* with the "Show WinFax Send Screen" on and hit the "Add to phonebook" button. That's it! The name and number are automatically entered into your WinFax Phonebook.

Date and Time Scheduling

FAstFax allows you to send your faxes immediately or schedule them for a later date and time. Just choose the "Scheduled" feature on the *FAstFax* program screen. This is especially useful for taking advantage of the cheaper phone rates late at night.

Many people love this feature, not so much for saving money by faxing late at night, but rather because it allows them to batch their faxes all at one time. If you usually sit there waiting for one fax to be sent before you start working on the next one, just start scheduling your faxes to be sent at some later time. *FAstFax* will queue up all your faxes in WinFax PRO's event list and let you get immediately back to work. Then, after you have written and queued up the last fax in the batch, you can call up WinFax PRO, highlight all the faxes, hit the "Reschedule" button, and fax them all off immediately. With this method, you can prepare a half dozen different faxes and then walk away from the computer while they are all being sent.

When you schedule, remember that WinFax PRO only accepts date and time in the following formats: Date: MM/DD/YY. Time: HH:MM:SS. This is not hard to remember, as *FAstFax* displays the correct formats for you in the date and time fields. Notice, too, that *FAstFax* always defaults to today's date at 11:00pm that night. This is because the lowest phone rates occur in most places between 11:00pm - 8:00am.

Important Note to Intel CAS software users: When scheduling faxes, be aware that an incompatibility appears to exist between WinFax PRO and Intel CAS software. If you schedule a fax for a later date or time, and then delete the pending fax from the WinFax Event List or the WinFax OutBox, the .DCX file that the Intel CAS software creates is NOT deleted by either Delrina or Intel. So you must go to the directory in which the .DCX file is stored (usually c:\winfax\data) and delete it manually. If you forget to do this, and you have scheduled the fax to go at a certain time, we've experienced that the CAS software will send it out (even though it was deleted from the WinFax Event List/OutBox).

Dialing Prefixes

FAstFax handles all of the following dialing prefixes automatically:

- Outside line access codes (for example "9")
- Local area codes
- Long distance access codes
- Local long-distance access codes
- 800 prefix access codes

You'll appreciate how *FAstFax* adds the necessary prefixes and access codes to your fax numbers so you don't have to worry about them or waste time adding them by hand.

Outside line access codes

If you need to dial a prefix to get an outside line (for example "9"), *FAstFax* will automatically add this prefix before each fax number. You can also include commas for necessary delays (each comma = 2 second delay).

Note: *FAstFax* will ALWAYS add the default dialing prefix to EVERY fax number. If you don't use a default dialing prefix, leave this option blank in the *FAstFax* setup.

Local area code

FAstFax automatically recognizes your local area code and avoids dialing it. If you travel, move, or your local area code changes for any other reason, simply enter your new area code in the *FAstFax* installation program, and *FAstFax* will take care of the rest.

Note: The following dialing prefixes (Local area code, Long distance access code, Local long-distance access codes, and 800 prefix access code) may not work in some countries because of non-standard number lengths. *FAstFax* looks for 7 digit numbers (for example 238-5798) and 10 digit numbers (for example 805-238-5798) to determine when local and long distance access codes need to be added.

FAstFax only tests numbers that are 7 or 10 digits long, ignoring all others. To do this, it first strips out all "non-number" characters and symbols, then re-formats the numbers into the North American standard (i.e. 3 digit area code followed by 7 digit number), adding the dashes "-" in between them.

In other words, *FAstFax* must assume that a 7 or 10 digit number falls into the North American standard. If you live in Europe, or you dial many 7 and 10 digit numbers that do not fall into the North American standard (i.e. 3 digit area code followed by 7 digit number), you can **leave the local area code blank** in your *FAstFax* setup to prevent *FAstFax* from testing and re-formatting your 7 and 10 digit numbers. Then see "Not supported: International access and local country codes" below to learn how to set the default cursor location in the "fax number field" so you can quickly enter any necessary numbers before faxing.

Long distance access code

FAstFax will add a long distance dialing prefix to numbers outside of your local area code (usually a "1"). Note: The telephone companies are now in the process of eliminating these long distance access codes. When this change occurs in your area, simply re-run the *FAstFax* installation program and remove the long distance prefix.

Local long-distance access codes

FAstFax will add a dialing prefix to numbers WITHIN your local area code that require a long distance access code (usually "1"). Sometimes referred to as "toll calls," *FAstFax* automatically handles all of these local long distance numbers. Note: The telephone companies are in the process of eliminating these codes, also.

800 prefix access code

FAstFax will also automatically add the dialing prefix required for 800 numbers (usually "1").

Not supported: International access and local country codes

Note: International access codes and local country codes are not supported by *FAstFax* at this time. However, these codes can be handled by using either of the following two methods:

1) Add them to the number on the fax. For example:

Fax: 011-805-238-5798

If you don't like the "011" to show up on your fax, here's a tip: Just as hidden text works nicely for hidden identifiers, the same principle can be applied to numbers, or even text, that you need to pass to WinFax PRO, but that you don't want to show up on the fax. For example:

Fax: 805-238-5798

You won't see the international code "011" on the fax, but *FAstFax* will find it, enter it in the fax number field, and pass it over to WinFax PRO for dialing. (Note: You can even include comma delays if needed.)

2) Simply add them by hand in the *FAstFax* program's fax number field prior to faxing. To speed this even further, we've built in the ability to set the default cursor location in the "fax number field" so you can quickly enter any necessary numbers and be on your way. To setup this feature, simply re-run the *FAstFax* installation program and choose the "fax number field" as your default cursor location. Then, for example, faxing internationally will be as easy as hitting Alt-X, 011, and Enter.

Suggestions

Loading WinFax PRO

The most efficient way to use WinFax PRO and *FAstFax* is to have WinFax PRO already loaded, because this way, when you run *FAstFax*, it will pop right up. But even if WinFax PRO is not already loaded, it's no big deal. It only adds one more keystroke.

When you run *FAstFax* without WinFax PRO already loaded, the following message appears: "The remote data (TRANSMIT) is not accessible. Do you want to start the application FAXMNG?" FAXMNG is the main WinFax PRO program (it stands for "Fax Manager"). This message is Delrina's way of saying, "Do you want to load WinFax PRO?" So simply hit "Yes"—it will quickly load WinFax PRO—and *FAstFax* will take it from there.

Note: If you get an error when answering "yes" to "Do you want to start the application FAXMNG?", it usually means that the directory in which you installed WinFax PRO (usually C:\WINFAX) is not in your path statement in your autoexec.bat file. For WinFax PRO to function properly with DDE, WinFax must be either in your path statement or running when the DDE is initiated.

Assigning *FAstFax* to a toolbar button

If you're a toolbar person, assign *FAstFax* to a toolbar button. The only reason we didn't automatically install it on your toolbar is because monitors that run 640x480 don't have any more room to add toolbar buttons.

There is no *FAstFax* icon. But you can choose any of the custom buttons that come with Word 6.0. Just click tools>customize>toolbars>macros and drag and drop the *FAstFax* macro to your toolbar. Then choose one of the custom buttons, or create a "Text Button," which will say *FAstFax*.

Upgrade from WinFax Lite to WinFax PRO 3.0, 4.0 (or WinFax PRO for Networks)

FAstFax does not work with Delrina's WinFax Lite because WinFax Lite does not support DDE like WinFax PRO 3.0, 4.0 (and WinFax PRO for Networks) does. Therefore, with WinFax Lite, *FAstFax* has nothing to "pass" the information to. If Delrina ever upgrades WinFax Lite to include DDE support, then *FAstFax* should work with it also. But until they do, only WinFax PRO 3.0, 4.0, and Networks users can take advantage of *FAstFax*'s dynamic data exchange.

Print out this *FAstFax 4.2 User's Guide*

We've put everything we could think of into this *FAstFax 4.2 User's Guide*. All of the most common questions and answers, problems and solutions, tips and tricks, etc. You might find this manual easier to read and refer to in printed form. Or, speaking of tips, here's another one: Whenever you need to refer back to something you've read in this manual, the quickest way is to use Word's edit-find command (Alt-E-F) to search for information regarding your question.

Using PIMs and Contact Manager Software

The greatest benefit of *FAstFax* 4.2 is this: *once you've entered a person's contact information into your database ONE TIME, you will never have to re-type it again.*

You can now keep all of your names and fax numbers in a PIM, Contact Manager, or even the Word 6.0 database—and once entered, you will never have to re-type a person's name and fax number again, either in the WinFax phonebook, or on the fax itself. (Even PIMs and Contact Manager software that integrate with the WinFax Phonebook cannot give you this because you'll still find yourself having to type the person's name and fax number on every fax.)

With *FAstFax,* you can take advantage of Word 6.0's merge fields to automatically fill in the information for you. Simply place the identifier "To:" before the <<Full Name>> field, place "Fax:" before the <<Fax Number>> field, and when you press the "view merged data" button, you'll see the merge fields filled in with the recipient's name and fax number. Then, you just hit Alt-X to *FAstFax* the puppy away!

Note: We have included a sample mail-merge "main" document (SAMPLE.DOC) attached to a sample "data source" (SAMPDATA.TXT) that contains 5 records. To see a demonstration of how all this works, open sample.doc.

Note: If you've never used Word 6.0's mail merge, it's a piece of cake learning how to set up a mail merge "main" document and attach a data source to it. All this information is explained clearly in chapter 29 of the Word for Windows 6.0 User's Guide: "Mail Merge: Step by Step." Don't be intimidated. Word for Windows 6.0 has the simplest mail merge setup we've ever seen. You'll be up and rolling in no time.

PIMs like ECCO Professional and Lotus Organizer have "export" features that allow you to export just one data record to a comma field delimited text file. When that text file is chosen as the "data source" for any Word mail-merge document you create, you'll see all the information automatically filled in. Even for faxing just one person, this merge trick is the greatest thing going because it will fill in all the information for you.

Here's how it works. We use a PIM called ECCO Professional that contains all our communications information (phone, faxes, letters, e-mail). With this system, we only have to type in a person's information ONE TIME. Then, after that, it's a piece of cake communicating with them via fax, letter, e-mail, etc.

Here's how to do it: Simply create "Windows Recorder" macros that will repeat the following two steps: 1) From ECCO Professional (or Lotus Organizer, etc.) export the person's name field, fax number field, CompuServe address field, etc. to a comma field delimited text file, and 2) In Word, open one of your Word for Windows mail-merge templates (We have different ones depending on what kind of communication it is: Fax to Business address, Fax to Home address, Letter to Business address, Letter to Home address, New e-mail, E-mail reply, etc.).

That's it! Now each new document you open will have all the person's information already filled in! Name, address, fax number, etc.—it's all right there.

For example, to fax someone at their work address, we simply hit our "Fax to Business Address" macro, and 2 seconds later we are over in Word for Windows—needing only to type the body of the letter. Everything else is automatically filled in: Our letterhead, the date, the recipient's name, the recipient's address, the recipient's fax number, the hidden identifier "To:" before the recipient's name, the "Fax:" before the recipient's fax number, and even the scanned signature down at the bottom of the page.

All you have to do is type the body of the letter and hit Alt-X to *FAstFax* that puppy away! The whole process has three steps:

1. Alt-1
2. Type body of letter
3. Alt-X

You can't get much more automated than that.

Even if you use a PIM that cannot export a single record, you could periodically export your entire database to a comma field delimited text file, and designate that merge file as the data source for all your fax templates. Then, when you open a new file, simply

use Word's database features (i.e. the binocular button) to find the person's record, and within a few seconds, you will have a merge document that contains all the information needed: name, address, fax number, and any other data you choose—all of it already filled in!

We've had people tell us that the value of this information alone was worth registering for *FAstFax*. Which leads us to...

Registration

To receive a permanent license for *FAstFax* 4.2, open the file REGISTER.DOC and E-mail, Fax, or Mail the registration form to:

>**BONZI SoftWare**
>396 17th Street
>Paso Robles, CA 93446
>Fax: 805-238-5798
>CompuServe: 72053,2227
>Internet: 72053.2227@compuserve.com

This version of *FAstFax* 4.2 is distributed as shareware. Unregistered evaluation copies can be shared and distributed freely. However, you may not share the registration key, which is supplied to licensed users only. If you choose to continue using the program and register, that registration key may be used only by the licensee specified in the original order for the license. Licenses are not transferable and may not be modified.

a) **SINGLE LICENSE** for the use of *FAstFax* 4.2: $29
   A *single license* permits you to use one copy of the *FAstFax* software on a single computer.

b) **SITE LICENSE** for the use of *FAstFax* 4.2:
   A *site license* permits you to use *FAstFax* on as many computers as you have licenses. Site license pricing is as follows:

2 to 9 computers	$19 each
10 to 24 computers	$15 each
25 to 49 computers	$13 each
50 to 99 computers	$10 each
100 to 199 computers	$8 each
200 to 500 computers	$6 each

We will send you a personal registration number that will end the trial period and turn your evaluation copy into a licensed version.

We will notify you immediately of future updates (free to licensed users), and you will also receive special offers on future releases.

For quick response, register via Fax or E-mail.

MergeFax 2.0

Also, let us know if our other product *MergeFax* 2.0 sounds like something you might be interested in. *MergeFax* 2.0 is a powerful new program that allows you to mail-merge group fax hundreds of PERSONALIZED faxes with Word for Windows 6.0 and WinFax PRO 3.0, 4.0 (and WinFax PRO for Networks)—all with one simple keystroke.

You can now "touch" all of your customers at the stroke of a key, sending the latest pricing information, special offers, "Thank you" replies, and new product information. Or send customized graphs, charts, letters, and up-to-date sales information to all your sales agents in the field. Imagine this power in your company.

MergeFax is one of those rare programs that will save you and your employees hours of time. Plus, the date and time scheduling features alone will save you big bucks by allowing you to schedule your high volume group faxes late at night when the rates are dirt cheap.

Before the creation of *MergeFax*, the best you could do was "group fax" the same document to everyone. Ex: "Dear Customer, thank you for your interest in Ski Chalet products."

The power of *MergeFax* is that it allows you to use Word for Windows 6.0's awesome mail-merge features to group fax hundreds of faxes that are PERSONALIZED to each individual. Ex: "Dear Jim, thank you for your interest in our winter ski product line." "Dear Joe, thank you for your interest in our arrow ski downhill racers." Etc.

MergeFax-ing is as simple as these 2 steps:
> 1. Set up your mail-merge main document.
> 2. Hit Alt-M and START.

Here's how it works:

1) *MergeFax* automatically merges each data record, scans the document to find the recipient's name and fax number, and then (using DDE) passes this information over to WinFax PRO.

2) *MergeFax* queues up all the faxes in WinFax PRO's event list—either to be sent immediately or scheduled for a later date and time.

3) *MergeFax* automatically sets the fax driver and resets the printer driver for you—so you don't have to fiddle with driver settings. You just hit Alt-M and Start, and *MergeFax* takes care of everything else.

4) *MergeFax* does all this in minutes! On a 486-66 machine, *MergeFax* queues up WinFax PRO's event list with 100 faxes in 5 minutes!

Appendix A: Un-Installing FAstFax 4.2

If you decide after trying *FAstFax* 4.2 that it's not for you, you can easily remove it from your system. Here's how:

1. Delete the [FAstFax] section from your WIN.INI file.

2. Delete all of the *FAstFax* 4.2 files that came in the self-extracting package: FASTFA.EXE, FASTFAX.DOC, FASTFAX.DOT, FASTFAX.BMP, REGISTER.DOC, VENDOR.TXT, FILE_ID.DIZ, README.1ST, SAMPLE.DOC, and SAMPDATA.TXT.

3. Delete the FAstFax macro from your normal.dot (global) template by hitting Tools>Macro>Delete. When you delete the macro, Word 6.0 will automatically remove it from the menu it is installed on, and free up it's Alt-X shortcut key.

4. Delete the file FASTFAX.BMP from your Windows directory.

Thank you for trying *FAstFax* 4.2!

* * * * * * * * * * End of **FAstFax User's Guide** * * * * * * * * * *

* * * * * License Agreement * * * * *

You are encouraged to use this program for 15 faxes prior to obtaining a permanent license. You may share the *FAstFax* files with anyone you choose as long as you do not change them. You may not share the registration key, which is supplied to licensed users only. If you choose to continue using the program and register, that registration key may be used only by the licensee specified in the original order for the license. Licenses are not transferable and may not be modified. A single License permits you to use one copy of the *FAstFax* software on any single computer, provided the *FAstFax* software is in use on only one computer at any time. If you have multiple Licenses for *FAstFax*, then at any time you may have as many copies of *FAstFax* in use as you have Licenses.

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This agreement shall be governed by the laws of the State of California and shall inure to the benefit of BONZI SoftWare and any successors, administrators, heirs and assigns. Any action or proceeding brought by either party against the other arising out of or related to this agreement shall be brought only in a STATE or FEDERAL COURT of competent jurisdiction located in San Luis Obispo County, California. The parties hereby consent to in personam jurisdiction of said courts.

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