

# Creating a Fax Cover

The Fax Cover project can be used to produce your choice of attractive Fax Covers.

*All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.*

## Beginning a Fax Cover

The following instructions describe how to create a new Fax Cover project, open an existing Fax Cover project (or template), save a Fax Cover project, and print a Fax Cover project.

1. Click on the **Fax Covers** tab located on the PrintMaster Gold project album to:
  - a. Start a *new* Fax Cover project.
  - b. Open an *existing* Fax Cover project (or template).

PrintMaster Gold provides many different categories of Fax Covers from which you may choose from. To browse a category, simply click on its tab located on the project album.

### To create a new Fax Cover:

1. Click the **Make Your Own Fax Cover** button to start a new Fax Cover project.
2. When creating a new Fax Cover, you will be prompted to select a page layout for your new project. Use your mouse to select the **Fax Cover Size**.
  - The Size option **Tall** (or Portrait) prints text across the short width of the paper.
  - The Size option **Wide** (or Landscape) prints text across the long width of the paper.

### To open an existing Fax Cover:

1. Choose the category to open by clicking on its tab. To open your own saved Fax Cover projects, click the **More** tab and choose the tab labeled: **Your Own**.
2. Highlight a Fax Cover project by clicking on its preview. To see other Fax Cover projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Fax Cover project.

### Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.
2. Select a Fax Cover by clicking on its name in the File Name list—a preview of the highlighted Fax Cover will appear to the right.
3. Click the **Open** button or press **[ENTER]** to open the selected Fax Cover project.

## Fax Cover Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Fax Cover projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

**Select Background** - Click this button to begin working on your Fax Cover's **Background**.

**Select Text** - Click this button to begin working on **Text** for your Fax Cover.

**Select Pictures** - Click this button to begin working on **Pictures** for your Fax Cover.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

See the command reference sections later on in this guide for a complete description of working with backgrounds, text and pictures.

## Save Fax Cover

This command will enable you to save your Fax Cover project with a unique name and description that you provide.

1. Click the **Save Fax Cover** button located on the sidebar menu.

To save an existing Fax Cover project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Fax Cover project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.
3. Your Fax Cover project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.
4. You may also attach a short description to your Fax Cover project by typing it into the **Description** box.
5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.
6. Click **OK** or press **[ENTER]** to save your Fax Cover project.

## Save Picture Files in Project

This function embeds a copy of the picture files used in your Fax Cover within the document itself so that the original picture file is not required the next time you open your Fax Cover.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

## Print Fax Cover

This option brings up the Print dialog enabling you to print your Fax Cover project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1. Click the **Print Fax Cover** button to display the Print dialog box.
2. Click **Print** to begin printing your project.

## Done with Fax Cover

This option closes the Fax Cover project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1. Click the **Done with Fax Cover** button to exit and return to the main menu. If you have not already saved your Fax Cover, you will be prompted to do so at this point.