

FAstFax 3.0 User's Guide

Created by Joe and Jay Bonzi

New features in FAstFax 3.0

For people already using *FAstFax*, here's what's new:

FAstFax 2.0 required the identifiers "To" and "Fax" each followed by a ":" to find the recipient's name and fax number. With *FAstFax 3.0*, **you can now create any custom identifiers you wish!** For example, if you prefer "Fax #:", or "Fax No.:", or "Fax Number:", etc., simply run the new setup program, and make the identifiers anything you want.

New Thumbnail Page Previewer that shows your page against a shaded background. Looks beautiful, and, is far superior to the old one.

For office users who need to dial a prefix number (like 9) to get an outside line, or people who need to dial long distance codes, or Lawyers who must enter billing codes before each call, *FAstFax 3.0* now offers another time-saving feature. **You now have the option to default the insertion point in any field you choose**—so that you can quickly enter the required codes, and be on your way! Plus, you can also add commas for those PBX systems that require a few seconds delay.

For people who mostly fax 1 page faxes, **you now have the option to default the page range to "current page"**—so you can continue to take advantage of *FAstFax's* 2 keystroke action.

FAstFax 2.0 did not work in Word table cells. ***FAstFax 3.0* now works with any combination of table cells you choose!**

What is FAstFax?

FAstFax is a utility that makes faxing with Microsoft Word for Windows 6 and Delrina WinFax PRO 3 (and WinFax PRO for Networks) lightning fast by cutting 17+ keystrokes down to 2.

Here's how:

- 1) *FAstFax* scans your document, finds the recipient's name and fax number, and (using DDE) automatically passes this information over to WinFax PRO—so you no longer have to enter and maintain TWO separate phonebooks. If you're tired

of typing a person's name and fax number TWICE—once on the document and again in the WinFax Phonebook—you will love *FAstFax*.

- 2) *FAstFax* gives 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 letting that puppy fly.
- 3) *FAstFax* allows you to easily fax an entire document or just the current page—which is great for those quick 1 page faxes.
- 4) *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!
- 5) *FAstFax* does all this in 2 keystrokes!

Before the creation of *FAstFax*, here's how many keystrokes it took (and, incredibly, this was when the person's name and fax number was already in your WinFax phonebook!):

1. Hit alt-file-print.
2. Hit the "printer" button to open the "printer setup" dialog box.
3. Select the WinFax driver.
4. Hit "Set as default printer."
5. Hit OK.
6. Set the "page range."
7. Hit OK.
8. In the WinFax phonebook, hit the "search" button.
9. Type the person's name.
10. Hit OK.
11. Click on the person's name in the phone list to get his name and fax number into the "To" and "Fax" fields. (Or, if the person isn't already in your WinFax phonebook, manually type this information in.)
12. Click "send."
13. Hit alt-file-print.
14. Hit the "printer" button to open the "printer setup" dialog box.
15. Select your printer driver.
16. Hit "Set as default printer."
17. Hit OK.

Now, the steps with *FAstFax*...

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.

Check out *FAstFax* now

Let's say you wanted to fax this *FAstFax User's Guide* to Woody Allen at 555-555-5555. As long as your fax contains:

To: Woody Allen
Fax: 555-555-5555

anywhere in it, *FAstFax* will automatically grab the name and fax number and pass it over to WinFax PRO.

Check it out now. Simply hit Alt-X and *FAstFax* will appear with the name and fax number fields *already filled in*. Play with *FAstFax's* page preview. And notice how the page range is automatically filled in for you every time you change pages in the thumbnail page preview or switch between "All Pages" and "Current Page." When you're done checking it out, hit CANCEL (rather than ENTER) to avoid actually faxing the Wood-man.

Installation and Setup

To setup *FAstFax*, DOUBLE CLICK 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: 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 install macro 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 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.

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 EastFax to the bottom of your Tools menu.

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.

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:

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

Dear Jay,

I love *FAstFax*! Great work! Kudos!

(Note: there is a hidden “To:” before the name Jay Bonzi. 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
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But not to worry! If you prefer this two-cell method, you can easily make it work with hidden identifiers! Simply custom design a name identifier (into anything different than "To:". For example, I use "To>"). Then simply add that "To>" as a hidden identifier. Like this:

To:	Woody Allen
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FAstFax will search for "To>" and find Woody Allen! (Notice, too, that my hidden identifier "To>" is in a tiny 8 point font so that it is nearly unnoticeable on the screen.)

If you use this method often, I 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!

Or, another way is to simply 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:".

So you see, with *FAstFax 3.0*, 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.

Suggestions

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 (control) 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.

If you're a person who enjoys Delrina's preview/annotate feature, *FAstFax* supports this. Simply set the "preview/annotate" feature to on, and *FAstFax* will allow you to preview/annotate prior to faxing.

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.

Registration

FAstFax 3.0 is Shareware. You are encouraged to use this program for 30 days prior to obtaining a permanent license.

If you use *FAstFax* regularly, it should save you a great deal of time and trouble. For this we ask just \$20.

You'll notice that every feature in *FAstFax* is fully functional; nothing is disabled or "crippled"; and there are no registration warnings, naggings, or threats. We believe true Shareware is based on the principle of honesty. So we give you a fully functional version of our program, and simply trust you to register it if you find it of value and continue to use it.

Registered users of *FAstFax 2.0* can upgrade to *FAstFax 3.0* for free. It costs you absolutely nothing. This is our way of saying "Thank you!" for your ideas, feedback, and support.

Unregistered users of *FAstFax* can register by sending a check or money order for the total number of copies you wish to register to:

Jay Bonzi
396 17th Street
Paso Robles, CA 93446

Or you can register quickly by Fax or E-mail, with a charge card (Visa, MasterCard, or Discover). Simply include the name as it appears on the card, type of card (Visa, MasterCard, or Discover), the card number, and expiration date. Send to either:

Jay Bonzi, Fax: (805) 238-5798
Jay Bonzi, CompuServe: 72053,2227

I will send you a personal registration number, along with any other timely information regarding *FAstFax*. I will also enter you into our database of registered users, so that we can notify you immediately of future versions and updates. I'll also tell you about any new *FAstFax* features we are in the process of adding to the program. (For example, we're now developing the following: mail-merge group faxing, date and time scheduling, automated cover sheets, date & time stamps, and file attachments. Of those, we're most excited about the mail-merge group faxing. The ability to do *personalized* group faxing is going to be truly awesome.) So whichever way you decide to register, be sure to include your fax number, E-mail address, or regular mail address—and we'll notify you the minute *FAstFax 4.0* is ready!

Also, give us your suggestions and ideas! Joe and I are proud of *FAstFax*. And what we love most is the process of making it slicker. That's where all the fun is. So send us your suggestions and ideas!

Other FAst Programs

Also, let us know if one of our other programs sounds like something you might be interested in, and we'll notify you when they're finished:

FAstDial

Much like *FAstFax*, *FAstDial* will scan any Microsoft Word document and use your modem to dial whichever telephone number you desire.

FAstPage

When you are away from the home or office, and someone leaves a message on your answering machine, *FAstPage* will immediately call your cellular phone or pager and let you know—so you no longer have to call your machine every few hours to check your messages. You'll always know immediately when someone is trying to reach you.

Turns your cellular phone into a pager—at no additional cost (because it only rings once, and as long as you don't answer it, you get charged nothing.)

You can use it every time you go out, or just when you're expecting Steven Spielberg to call.

If you have any questions at all...

Hi. This is Joe. Feel free to fax me at 805-239-5670 any time, day or night. (Note: That's my home computer. And I work from 9:00am - 6:00pm Pacific time, so I'll be able to fax you back that evening, or early the next morning. No matter what, I promise I'll get back to you within 24 hrs.)

Hi. This is Jay. If you have any questions at all, feel free to fax me at 805-238-5798 any time, day or night. (That's my home computer also. So I'm able to reply before work (9:30am), or after work (5:30pm), or oftentimes, even during the day (because I often work at home).) Or you can E-mail me on CompuServe at 72053,2227. I check my E-mailbox frequently, and if you're having problems, I'll get right back to you!

Closing Statements

Hope you enjoy *FAstFax*!



Don't eat too many doughnuts...



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

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

You are encouraged to use this program for 30 days prior to obtaining a permanent license. You may share the files FASTFAX.DOC, FASTFAX.DOT, and FASTFAX.BMP 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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