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## Commands

Send Fax

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## Send Fax

To Send FaxMail

This command will summons the Send Fax box from which all the necessary information necessary to transmit your faxmail may be gathered. The Send Fax box contains the following commands:

Recipient

Get File

Add to FaxBook

## **View Fax Window**

To View a Fax Format File

File Menu

Exit

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## NotePad Window

The NotePad Window is a text editor used for creating short correspondence and quick notes for faxmail. Cover Pages may be generated and saved for your fax transmittals also. You may send your faxmail directly from the NotePad Window, as well

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## Events Log Window

So that you may tract faxmail activity, FaxMail includes an Event Log Window which presents a one line display of each transaction.

Like maintaining a journal or log of telephone calls coming into the office, FaxMail allows you to save the Listings in the Event Log Window as a file for historical reference. Invariably you will want to return to a particular piece of correspondence that you sent to or received from a given company or person. Maybe you can't remember the name of the file. Or maybe, the date and time of the correspondence become vital, for business or legal reasons.

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

LogFiles Menu

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## **FaxBook Menu**

The FaxBook menu gives the user access to the system FaxBooks and groups.

Entries

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Groups

## Options Menu

The Options Menu give the user the ability to manage system configurations, view system status and current events in progress.

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## **Quit**

To quit the Control Program Menu

Choosing this command will "unload" the FaxMail Control Program and quit the Control Menu system.

## **Add to FaxBook**

To add a recipient name to the FaxBook

If you are sending to a recipient that is not listed in your FaxBook, you may type the entry into the Send Fax box for speed and add the listing into the FaxBook at the same time. You may want to return to the entry later in the FaxBook Entries box and add additional information to the entry.

Type the name of the company into the Recipient edit box; the person's name into the Person edit box, and the fax number into the Fax Number edit box. Select the Add to FaxBook button and the entries will be added to the current FaxBook.

## **Cancel**

Cancel the Send Fax box and all associated activity

Choose this command if you desire to cancel the Send Fax operation that was begun by opening the Send Fax box. All information in the Send Fax box will remain the same, unless changed elsewhere, should you desire to return to it later.

## **Edit Menu**

The Edit menu gives the user access to a variety of editing commands to edit the text in the NotePad work area. Highlight the text upon which the edit function is to be performed by positioning the mouse cursor at the beginning of the text. Press and hold down the left mouse button and drag the cursor to the end of the text to be blocked.

The blocked text will be displayed in reverse mode, (white text on black background). Select the appropriate edit command.

### **Undo**

To undo the edit command just completed

Choose this command if you desire to reverse the results of any of the other edit commands. The command must be used immediately following the action taken, and the document will be restored to its position prior to the edit command just used.

### **Cut**

To erase a block of text from a document

Choose this command to erase a segment of blocked text from a document. Since the text is written to the Windows clipboard, this command is also used to move text from one location in the document to another. First "CUT" the text from the document at its original location. Position the mouse cursor at the location at which the text is to be moved. Use the "PASTE" command and the text will appear in its new location.

### **Copy**

To copy text from the Windows clipboard

By choosing this command, the user may copy text in the document to another location in the document. When the COPY command is issued on a segment of blocked text, the text is copied to the Windows Clipboard. Position the mouse button at the location to which the text is to be copied and select the PASTE command. The text will be copied to the new location.

### **Paste**

To paste text from the Windows Clipboard

Choose this command in conjunction with the CUT and COPY commands described above. After the CUT or COPY commands have been performed on a segment of blocked text, the PASTE command will position the text at the location of the mouse cursor.

## Entries

Maintain individual entries in a given FaxBook.

Choosing this command will give you access to a listing of individual entries in any given FaxBook. You may add, edit, delete, browse and select entries in FaxBooks.

Selecting this command will summons the FaxBook Entries box which displays all listings in a list window and offers the following command set:

### Add

Add new entries to the current FaxBook

Select this command to add new listings to the current FaxBook. This command will display an Individual Entry box in which the information pertaining to the entrant is typed. Type each piece of information and press the <TAB> key or position the mouse cursor in the next edit field.

Two fields require information entered...Recipient and Fax number. All other fields are optional. Enter all the desired data and save the data to the current FaxBook by selecting the OK button or ADD button. The OK button will return you to the FaxBook Entries box. The ADD button will save the entry but remain in the Individual Entry box, allowing you to add another listing.

### Edit

To Edit listings in a given FaxBook

If you choose to edit information about an entry in a FaxBook, select this command. An Edit Individual Entry box will appear in which all the information fields in a given listing are displayed. Place the mouse cursor on the field you wish to modify and type the new information.

Move to the next information field by pressing the <TAB> key or by positioning the mouse cursor in the desired location. Select OK to confirm and save the modifications.

### Delete

To delete an entry in a given FaxBook

Use this command to delete an individual entry from the current FaxBook. This will also delete the entry from any GroupBooks which have been created within the FaxBook.

A dialog box will appear prompting you to verify the deletion. Select OK to proceed or CANCEL to cancel the delete process and return to the FaxBook Entries Box.

### Make Group

Place selected FaxBook listing(s) into existing or new GroupBook

Choose this command to add one or more selected FaxBook entries to a new or existing GroupBook. A GroupBook is a subgroup of a FaxBook and may contain any number of entries from the FaxBook. The GroupBook is used to send faxmail to multiple parties with a single send command.

Select the desired entries from the FaxBook and each listing will appear in the Select Box below the FaxBook listings. Select the Make Group button and an "Add Entries to Group" box will appear.

To add the new entries to an existing Group, select the existing Group from the Group list box and select the OK button. The entries will be added to the GroupBook and you will be returned to the FaxBook Entries box.

To create a new GroupBook with the selected entries, select the NEW button and a dialog box will appear within which you may enter the name of the new Group. Enter up to eight characters and select the OK button. The new GroupBook will be formed and you will be returned to the FaxBook Entries box.

## Entries

Maintain individual entries in a given FaxBook.

Choosing this command will give you access to a listing of individual entries in any given FaxBook. You may add, edit, delete, browse and select entries in FaxBooks. Selecting this command will summons the FaxBook Entries box which displays all listings in a list window and offers the following command set:

### Add

Add new entries to the current FaxBook

Select this command to add new listings to the current FaxBook. This command will display an Individual Entry box in which the information pertaining to the entrant is typed. Type each piece of information and press the <TAB> key or position the mouse cursor in the next edit field. Two fields require information entered...Recipient and Fax number. All other fields are optional. Enter all the desired data and save the data to the current FaxBook by selecting the OK button or ADD button. The OK button will return you to the FaxBook Entries box. The ADD button will save the entry but remain in the Individual Entry box, allowing you to add another listing.

### Edit

To Edit listings in a given FaxBook

If you choose to edit information about an entry in a FaxBook, select this command. An Edit Individual Entry box will appear in which all the information fields in a given listing are displayed. Place the mouse cursor on the field you wish to modify and type the new information.

Move to the next information field by pressing the <TAB> key or by positioning the mouse cursor in the desired location. Select OK to confirm and save the modifications.

### Delete

To delete an entry in a given FaxBook

Use this command to delete an individual entry from the current FaxBook. This will also delete the entry from any GroupBooks which have been created within the FaxBook. A dialog box will appear prompting you to verify the deletion. Select OK to proceed or CANCEL to cancel the delete process and return to the FaxBook Entries Box.

### Make Group

Place selected FaxBook listing(s) into existing or new GroupBook

Choose this command to add one or more selected FaxBook entries to a new or existing

GroupBook. A GroupBook is a subgroup of a FaxBook and may contain any number of entries from the FaxBook. The GroupBook is used to send faxmail to multiple parties with a single send command.

Select the desired entries from the FaxBook and each listing will appear in the Select Box below the FaxBook listings. Select the Make Group button and an "Add Entries to Group" box will appear.

To add the new entries to an existing Group, select the existing Group from the Group list box and select the OK button. The entries will be added to the GroupBook and you will be returned to the FaxBook Entries box.

To create a new GroupBook with the selected entries, select the NEW button and a dialog box will appear within which you may enter the name of the new Group. Enter up to eight characters and select the OK button. The new GroupBook will be formed and you will be returned to the FaxBook Entries box.



## Event Monitor

To monitor a send or receive event in progress

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

1. Recipient information about the addressee if a sending event or about the sender if a receiving event. In some cases only the fax number of the sender will be available.
2. File name - the unique name of the file, assigned by FaxMail, being sent.
3. Transfer Type - The resolution, (fine or standard mode) will be displayed.
4. File Size - The page number being transmitted and the total number of pages will be displayed.
5. Status - This display will indicate the current state of the fax board operation. Examples of terms displayed are:
  - idle
  - dialing
  - answering
  - sending
  - receiving
6. Time - This display will indicate the elapsed time of the transmission.
7. Errors - This display will indicate the number of transmission errors occurring in a fax. Some fax boards possess error correction capabilities and therefore, will not display errors.
8. Operation Box - the box located at the bottom of the information fields will contain a display of SEND if sending and RECEIVE if receiving.

## **Exit**

To end the viewing session and close the View Window

Choose this command to end the fax file viewing session and close the View Window. You will be returned to the previous program and screen.

## **Events Log**

To summons the Events Log Window

Use this command to open the Events Log Window. This window displays a one line listing of all faxing activity. From this window, an Events Log entry and its associated file may be copied, deleted, viewed, printed or resent.

## **Options Menu**

The Options Menu give the user the ability to manage system configurations, view system status and current events in progress.

## Fax Board Status

To report the status of the fax board by viewing the more useful pieces of information pertaining thereto. Choose this command to view the current status of the fax board and its associated driver software. A dialog box will appear within which the following information will be displayed:

1. **Install Status** The installed status simply tells whether or not the fax board and driver software is properly installed. The driver software must be loaded before the fax board will operate.
2. **AutoReceive (On or Off)** Auto Receive is the general operating state of the fax board. In this state, the fax board detects a ring, answers and receives incoming fax mail. This setting may be changed by clicking on the radio button, which operates as a toggle switch, changing the setting to either On or Off.
3. **Answer on Ring** This number indicates on which telephone ring the fax board is set to answer the incoming call. Change the number of rings by positioning the mouse cursor in the edit box and clicking on the left mouse button. Enter the desired number of rings and select the OK button. You will be returned to the NotePad Window.
4. **Retries** This number indicates the number or retries the system should attempt before giving up on an unsuccessful send operation. A suggested number of retries is three. Change the number by positioning the mouse cursor in the edit box and clicking on the left mouse button. Enter the desired number and select the OK button. You will be returned to the NotePad window.

# FaxBook

To manage and maintain FaxBooks in the System

Choose this command to maintain FaxBooks being used in the system. Upon selection, you will be presented with the Maintain FaxBook box. From this box the following commands may be selected:

## New

Add a new FaxBook to the system

Use this command to add a new FaxBook to the system. Upon selection of this command an edit box will appear in which you may type the name of the new FaxBook. Use up to eight characters of your choice in the name...notice that characters that are illegal in DOS filenames are not allowed. Do not be concerned with an extension...all FaxBooks are automatically assigned an extension of .PBK.

Accept the choice by pressing <Enter> or selecting the OK button.

You will be returned to the Maintain FaxBook box and the new name will be entered alphabetically in the FaxBook list box.

## Copy

To copy a FaxBook file to a file of another name

Select Copy to copy the contents of one FaxBook to a file of another name. An edit box will appear in which you may type in the new name assigned to the copied file. Use up to eight characters for the filename and select OK. You will be returned to the Maintain FaxBook box.

## Delete

To delete a FaxBook and its associated GroupBooks from the system

Use this command to delete a FaxBook and its associated groups from the system. Scroll through listings in the list box with the scroll bar and mouse cursor or with the Up and Dn Arrow keys. With the selected name highlighted, select the Delete button. An edit box will appear asking for a validation of the delete command. Select OK to delete the FaxBook or Cancel not to delete and return to the Maintain FaxBook box.

## OK

To approve and work performed or selection made

Choose this command to approve any work performed or selections made in the Maintain FaxBook box. Upon selection you will be returned to the NotePad Window.

**Cancel**

Cancel the Maintain FaxBook box

Choose this command to cancel any work or selections made in the box and return to the NotePad Window.

## Fields Menu

The Fields Menu gives the user access to a series of Data Fields which are positioned onto the NotePad document for MailMerge features. This is usually associated with creating Fax Cover Pages but may also be used in creating Form Letters with or without the use of a Cover Page.

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

### Date

To insert current date into Cover Page or Document

Choosing this command will cause the current date to be inserted into the Cover Page or Document upon being sent. The <DATE> field will be replaced by the current date taken from the computer's calendar.

Locate the cursor at the position at which the <DATE> field is to be located and select FIELDS, DATE. The Date Field will appear in the document.

### Time

To insert current time into Cover Page or Document

Choosing this command will cause the current time to be inserted into the Cover Page or Document upon being sent. The <TIME> field will be replaced by the current time taken from the computer's clock.

Locate the cursor at the position at which the <TIME> field is to be located and select FIELDS, TIME. The Time Field will appear in the document.

### To: Recipient

To insert the current Recipient's Name into the Cover Page and/or Document

Choosing this command will cause the name of the current Recipient to be inserted into the Cover Page or Document upon being sent. The <RECIPIENT> field will be replaced by the name of the current Recipient taken from FaxMail's FaxBook.

Locate the cursor at the position at which the <RECIPIENT> field is to be located and select FIELDS, TO - RECIPIENT. The Recipient Field will appear in the document.

### To: Name

To insert the current Addresses' Name into the Cover Page and/or Document

Choosing this command will cause the name of the current Addressee to be inserted into the Cover Page or Document upon being sent. The <NAME> field will be replaced by the information in the Name field from FaxMail's FaxBook.

Locate the cursor at the position at which the <NAME> field is to be located and select FIELDS, TO - NAME. The Name field will be appear in the document.

### **To: Position**

To insert the FaxBook Position field into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook POSITION field to be inserted into the Cover Page or Document upon being sent. The <POSITION> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <POSITION> field is to be located and select FIELDS, TO POSITION. The Position Field will appear in the document.

### **Address: Address1**

To insert the Address1 field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook ADDRESS1 field to be inserted into the Cover Page or Document upon being sent. The <ADDRESS1> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <ADDRESS> field is to be located and select FIELDS, ADDRESS - ADDRESS. The Address Field will appear in the document.

### **Address: Address2**

To insert the Address2 field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook ADDRESS2 field to be inserted into the Cover Page or Document upon being sent. The <ADDRESS2> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <ADDRESS2> field is to be located and select FIELDS, ADDRESS - ADDRESS2. The Address2 Field will appear in the document.

### **Address: City**

To insert the City field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook CITY field to be inserted into the Cover Page or Document upon being sent. The <CITY> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <CITY> field is to be located and select



FIELDS, ADDRESS - CITY. The City Field will appear in the document.

### **Address: State**

To insert the State field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook STATE field to be inserted into the Cover Page or Document /upon being sent. The <STATE> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <STATE> field is to be located and select FIELDS, ADDRESS - STATE. The State Field will appear in the document.

### **Address: Zip**

To insert the Zip Code field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the FaxBook ZIP field to be inserted into the Cover Page or Document upon being sent. The <ZIP> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <ZIP> field is to be located and select FIELDS, ADDRESS - ZIP. The Zip Code Field will appear in the document.

### **Phone: Fax Number**

To insert the Recipient's Fax Number field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the Fax Number field from the FaxBook to be inserted into the Cover Page or Document upon being sent. The <FAX NUMBER> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <FAX NUMBER> field is to be located and select FIELDS, PHONE - FAX NUMBER. The Fax Number Field will appear in the document.

### **Phone: Voice Number**

To insert the Recipient's Voice Telephone Number field from the FaxBook into the Cover Page and/or Document

Choosing this command will cause the data in the Voice Number field from the FaxBook to be inserted into the Cover Page or Document upon being sent. The <VOICE NUMBER> field will be replaced by the information in that field in FaxMail's FaxBook.

Locate the cursor at the position at which the <VOICE NUMBER> field is to be located and select FIELDS, PHONE - VOICE NUMBER. The Voice Number Field will appear in the document.

## **Graphic**

To Insert a graphic file into the Cover Page

Choose this command to insert a graphic file onto a Fax Cover Page. A dialog box will appear within which you will choose the desired file to be inserted. The file must be a bitmap file with an extension of (.PCX). Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. A dialog box will appear prompting the user to verify that the file is to be inserted. Select the OK button to insert the graphic file.

The operation may be aborted without the file being selected by clicking on the CANCEL button.

# File Menu

## Open

To Open a Fax Format File for screen viewing

Choose the FILE, OPEN commands to select a fax format file for screen viewing. A Open File dialog box will appear from which you will select the file to be viewed. Only files which possess the extensions of .PCX or .DCX may be viewed as these extensions indicate a file stored in fax format. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. You will be returned to the View File Window with the selected file displayed.

The operation may be aborted without the file being selected by clicking on the CANCEL button.

## To Scroll through a Document Page

Notice that the View Window contains both a vertical and horizontal scroll bar for easy viewing of the full fax document page. Position the mouse button on the arrows at the top or bottom of the scroll bar and press the left mouse button. The displayed page will move in measured increments.

You may also use the "Thumb Button" located within the slide area of the scroll bar to smoothly scroll the page. Position the mouse cursor on the Thumb Button and depress the left mouse button. While holding the mouse button down, slide the Thumb Button in the desired direction.

## **File Menu**

The File menu lists commands which create, open, save, merge, copy, merge, delete, rename, print, and close files. It also contains the exit command for closing the Window.

### **New...(N)**

Create a New Document

Choosing this command displays the NotePad text editor. The mouse cursor is located at the extreme upper left position, ready to begin typing text.

### **Open...(O)**

Open an Existing Document

Choosing this command displays a File Open box within which you may select the file to be opened in the NotePad Window. Drive, path, and file specifications may be selected from the Directories and File list boxes or typed into the Edit box. When the files are listed in the Files List box, use the scroll bar to locate the desired file.

Double click on the file or select by highlighting with the mouse cursor and select OK.

### **Save**

Save the Document to Disk

To save the document to disk under a filename previously assigned to it, use the Save command.

### **Save As...**

Save the document to disk under a new filename.

This command allows the user to save the document to disk under a name different than its current one. A dialog box will be displayed containing an Edit box, Directory List box, and Files List box. Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Select the desired filename by highlighting with the mouse cursor and select OK.

The Drive, Path, and file specification may also be typed directly into the Edit box. When the Edit box contains the proper path and file name, save the file by selecting OK.

The operation may be aborted without the file being saved to disk by selecting the CANCEL button.

## **Merge...**

Import text from another document into the current open document. Use this command when you desire to build a document from the contents of several files previously saved to disk.

Using this command allows the user to build a document which is composed of all or part of more than one document or file. Position the cursor at the location at which you desire to merge the new text. Select the FILE, MERGE commands and a Merge File dialog box will appear within which you will select the desired file to merge into the current document.

Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK.

The operation may be aborted without the file being saved to disk by selecting the CANCEL button.

## **Copy...**

Duplicate a file on disk to another location and/or filename

This command allows the user to manage files on disk from within the NotePad Window. You may copy any file on disk to another location and under another filename.

A dialog box will appear within which you may select the file to be copied and the name to which it is to be copied. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification of the file to be copied into the "Copy File From" edit box. Enter the full File Specification of the new file into the "Copy File To" edit box and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Select the file to be copied by highlighting the filename with the mouse cursor. The filename will appear in the "Copy File From" edit box.

Type the new filename in the "Copy File To" edit box and select the OK button.

The operation may be aborted without the file being saved to disk by selecting the CANCEL button.

## **Delete**

Delete a File from disk

This command allows the user to manage files on disk from within the NotePad Window.

You may delete any file from any disk. A dialog box will appear within which you will choose the desired file to be deleted. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. A dialog box will appear prompting the user to verify that the file is to be deleted. Select the OK button to delete the file.

The operation may be aborted without the file being saved to disk by selecting the CANCEL button.

## **Rename**

To Rename a file on disk

This command allows the user to manage files on disk from within the NotePad Window. You may rename any file on disk to another filename.

A dialog box will appear within which you may select the file to be renamed and its new name. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification of the file to be renamed into the "Rename File From" edit box. Enter the new name in the "Rename File To" edit box and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Select the file to be renamed by highlighting the filename with the mouse cursor. The filename will appear in the "Rename File From" edit box.

Type the new filename in the "Rename File To" edit box and select the OK button.

The operation may be aborted without the file being Renamed by selecting the CANCEL button.

## **Print**

Print the open document

Choose this command to send a document to the station printer. A dialog box will appear indicating the printing operation is in process. To abort the printing operation, select the CANCEL button.

## **Close**

Close the current document in the NotePad Window

Choose this command to close the current document while remaining in the NotePad Window. If the document has been changed since the last time it was Saved, a dialog box will prompt the user whether to save the document. Select YES to save or NO to close without saving the document.

To abort the Close operation, select the CANCEL button.

## **Exit**

End the NotePad session and close the program

Choosing this command ends the FaxMail session and closes the application. If any work has not been saved, a dialog box will prompt the user to save the work. Select YES to save or NO to close without saving the document.

To abort the Exit command, select the CANCEL button.

## Function Buttons

The following operations are accessed from function buttons located at the bottom of the Events Log Window.

### To Copy a File

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

Initiate the event by selecting the OK button. The file will be copied and you will be returned to the Events Log Window. To cancel the event without copying the file, select the CANCEL button.

### To Delete an Event Log Entry and/or Associated File

To perform a delete operation, highlight the desired entry and select the DELETE button 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:

1. **Entry Only** - Only the entry in the Event Log will be deleted.
2. **File Only** - The actual file to which the entry pertains will be deleted.
3. **Entry and File** - Both the Entry and the associated file will be deleted.
4. **Failed Events** - This will delete the Event Log Entries only...those events which were not completed transmissions, either aborted during transmission or those ending in an Error. The files associated with these events will not 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 presented in which you can confirm your intent.

To cancel the delete operation and return to the Events Log Windows without proceeding, select the CANCEL button.

### To Save FaxMail Under another Name

Highlight an entry in the Events Log Window and select the SAVE AS button at the bottom of the screen. You will be presented with a SAVE AS box within which you will enter the file specification under which the faxmail file is to be saved.



You may type the full file specification (including drive, path and filename). Or, if you choose, locate the drive and path in the directory list box, and type only the filename in the edit box.

Initiate the operation by selecting the OK button and you will be returned to the Events Log Window.

To abort and not save the file under another name, select the CANCEL button and you will be returned to the Events Log Window.

## **View**

To View a Fax Format File

The VIEW command is designed to allow you to display a faxformat file. Highlight the fax file which is to be viewed and select the VIEW button at the bottom of the Window. A View Window will appear within which the faxformat will be displayed.

### **To Scroll through a Document Page**

Notice that the View Window contains both a vertical and horizontal scroll bar for easy viewing of the full fax document page. Locate the mouse button on the arrows at the top or bottom of the scroll bar and press the left mouse button. The displayed page will move in measured increments.

You may also use the "Thumb Button" located within the slide area of the scroll bar to smoothly scroll the page. Position the mouse cursor on the Thumb Button and depress the left mouse button. While holding the mouse button down, slide the Thumb Button in the desired direction.

### **To Display Another Page in the Fax Document**

To display another page in a multipage fax document select the PAGE command from the Horizontal Menu Bar. A Page Number box will appear listing the page numbers in the fax document. Select the page number desired to be viewed and press the OK button.

### **To View Another Fax File from the View Window**

Select the FILE, OPEN commands and you will be presented with a File Open Box within which you will select a faxformat file to be displayed. Select the drive and directory from the directory list box and it will be displayed just above the files list box.

Move through the files in the files list box by using the scroll bar and highlight the desired file to be viewed. Select the OK button and the file will be displayed in the View Window.

### **To Close the View Window**

When finished viewing the fax document, you may return to the Events Log Window by

selecting the FILE, EXIT commands. Or you may double clicking on the System Button at the extreme upper left corner of the Window, (grey button with horizontal bar in center).

### **To Re-Send a Fax listed in the Events Log**

You may re-send any fax file directly from the Events Log Window. Simply highlight the entry in the list box and select the SEND FAX button at the bottom of the Window.

Upon selection of the SEND FAX button, the Send Fax box will appear. Select the addressee to whom the fax is being sent by selecting the RECIPIENT button. Select a listing from the FaxBook Box and you will be returned to the Send Fax box.

If you desire to invoke any options in the Send Fax box, do so and select the OK button to send the fax. You will be returned to the Events Log Window.

### **To Re-Send a File listed in the Events Log**

You may re-send any file directly from the Events Log Window. Simply highlight the entry in the list box and select the SEND FILE button at the bottom of the Window. The SEND FILE button will send ALL file formats, including faxformat files (.PCX or .DCX).

Upon selection of the SEND FILE button, the Send File box will appear. Select the addressee to whom the fax is being sent by selecting the RECIPIENT button. Select a listing from the FaxBook Box and you will be returned to the Send Fax box.

If you desire to invoke any options in the Send File box, do so and select the Send Fax button to transfer the file. You will be returned to the Events Log Window.

### **FaxBook Menu**

The FaxBook menu gives the user access to the system FaxBooks and groups.

## **Get Fax**

To send a file directly from disk

Choose this command if you desire to send file directly from disk. Choosing this command displays a Select File box from which you may select a file. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. You will be returned to the Send File box with the selected file displayed in its edit box.

The operation may be aborted without the file being selected by clicking on the CANCEL button.

## Get File

To send a fax-format file directly from disk

Choose this command if you desire to send file directly from disk that is already in the fax format. Choosing this command displays a Select File box from which you may select a faxformat file. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. You will be returned to the Send Fax box with the selected file displayed in its edit box.

The operation may be aborted without the file being selected by clicking on the CANCEL button.

## Groups

To manage the maintain GroupBooks as subdivisions of system FaxBooks

Choose this command to maintain GroupBooks as part of FaxBooks. Upon selecting this command a Maintain Groups box will appear within which GroupBooks may be created, edited, deleted and maintained. From this box the following commands may be selected:

### New

Create a GroupBook under the current FaxBook.

Use this command to create a new GroupBook within the current FaxBook. Upon selection of this command an edit box will appear in which you may type the name of the new Group. Use up to eight characters in the name...notice that characters that are illegal in DOS filenames are not allowed. Do not be concerned with an extension...GroupBook names do not have an extension attached to them.

Accept the choice by selecting the OK button.

You will be returned to the Maintain Group box and the new name will be entered alphabetically in the group list box.

Notice that a zero will occur to the right of the entry, indicating that the group has no entries at this point.

### Copy

To copy the entries in a GroupBook to a group of another name

Select Copy to copy the contents of one GroupBook to a GroupBook of another name. An edit box will appear in which you may enter the new name assigned to the copied group. Use up to eight characters for the name of the group and select the OK button. You will be returned to the Maintain Groups box.

### Edit

To edit listings in a GroupBook

Use this command to edit the listings in a GroupBook, both adding new entries or deleting existing ones. Groups are formed as a subdivision of a FaxBook, therefore, all names in a group are originally in the FaxBook. No name may be in a GroupBook that is not first listed in the current FaxBook.

This command calls an Edit Group box in which these functions are performed. All entries in the FaxBook are listing in the left list box.

If you desire to change the current FaxBook or GroupBook listed in the display boxes, click

on the down arrow in the display box and a list box of names will be displayed. Highlight the desired selection and it will appear in the display box when it returns to a singleentry size. This will pause the listings in the Group to be displayed in the right Group list box on the screen.

### **Add Entries to the GroupBook**

Click on any entry in the FaxBook entries list box (left box) and notice that it will appear in the Group list box (right box). Continue to highlight and move as many entries from the FaxBook as you desire. The entry has been added to the group when you select the OK button and return to the Maintain FaxBook box.

### **Delete Entries from a GroupBook**

Doubleclick on any entry in the Group Members list box (right box) and notice that it will disappear from the Group list box. Continue to highlight and delete as many entries from the GroupBook as you desire. The modifications made to the group will be accepted when you select the OK button.

You will be returned to the Maintain Groups box.

### **Delete**

To delete a GroupBook from a FaxBook

Use this command to delete a GroupBook from a FaxBook. Scroll through the listings in the list box with the scroll bar and mouse cursor or use the Up and Dn arrow keys.

With the selected name highlighted, select the Delete button. An edit box will appear asking for a validation of the delete command. Select OK to delete the group or CANCEL not to delete and return to the Maintain Phonebook Window.

### **OK**

To approve any work performed or selections made

Choose this command to approve any work performed or selections made in the Maintain Group box. Upon selection you will be returned to the NotePad Window.

### **Cancel**

Cancel the Maintain Groups box

Choose this command to cancel any work or selections made in the box and return to the NotePad Window.

# LogFiles Menu

## New

To create a new Events Log

Use this command to begin a new Events Log File. Choosing this command will cause a dialog box to appear prompting the use to name and/or save the existing Events Log if it has not previously been saved to disk.

If the Log File has not been named using the SAVEAS command, you will be prompted to enter an eight character name. Enter the name in the edit box and select the OK button to save the file.

If the Log File has been named but has changed since last saved, a dialog box will appear prompting the user to save the changed file. Select YES to save the file to disk or NO to create a new Log File without saving the file.

The Event Listings in the current log and screen will be erased and the Events Log Window will be blank.

## Open

To Open an existing Events Log

Choosing this command will cause a dialog box to appear within which the user may select a Log File from disk to open and display in the Events Log Window.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. The contents of the Log File will be displayed in the events list box.

The Open File operation may be aborted by selecting the CANCEL button.

## Save As

To Save an Events Log

Choose this command to save the current Events Log File to disk under a prescribed name. A LOG SAVEAS box will appear within which you will enter the name under which you desire to have the Log File saved. Select the Drive letter and Directory from the directory list box and the name of the path will appear just above the files list box.

Place the mouse cursor in the Edit box labeled "Log File Name:" and type the name of the Log File. You may type the entire path specification, here also, if you desire.

Save the file to disk by selecting the OK button. To cancel the operation without saving the Log File, select the Cancel button.

## **Delete**

To Delete a Log File

Choose this command to delete an Events Log File from disk. A dialog box will appear within which you will choose the desired file to be deleted. Drive, path, and file specifications may be typed directly into the Edit box. Enter the full File Specification and select the OK button.

Drive, path, and file specifications may be selected from the Directories and File list boxes. When the files are listed in the Files List box, use the scroll bar to locate the desired file. Double click on the desired filename or select by highlighting the filename with the mouse cursor and select OK. A dialog box will appear prompting the user to verify that the file is to be deleted. Select the OK button to delete the file.

The operation may be aborted without the file being saved to disk by selecting the CANCEL button.

## **Print**

To Print a Log File

Choose this command to sent a Log File to the printer.

## **Exit**

End the Events Log session, closing the Window

Choosing this command ends the work in the Events Log Window and closes the Window.

To abort the Exit command, select the CANCEL button.



## **NotePad**

To summons the NotePad Window

Use this command to open the NotePad Window, a word processor program. From this window, shorts correspondence may be generated, cover pages may be created, files on disk may be maintained.

## **Page**

To Display Another Page in the Fax Document

To display another page in a multipage fax document select the PAGE command from the Horizontal Menu Bar. A Page Number box will appear listing the page numbers in the fax document. Select the page number desired to be viewed and press the OK button.

## Recipient

Select a name and fax number to whom the faxmail is to be transmitted.

Choose this command when you desire to change the name and fax number last selected and shown in the edit box in the Send Fax box. Selecting this command will summons the FaxBook Entries box from which you may select a new recipient for your fax transmission.

The listings in the FaxBook are alphabetically listed. On the left of the Entries list box is an alphabetical index to the FaxBook. For example, click on the letter "M" and the entries in the list box will begin with the "M" listings. Scroll through the listings beginning with "M" until you find the desired recipient.

Highlight the desired recipient and select the OK button. The FaxBook will disappear and you will be returned to the Send Fax box with both name and fax number of the recipient appearing.

## **Scheduled Events**

To display a log of Events in the Send Queue

Choosing this command summons a dialog box within which the user may view a listing of Scheduled Sending Events. The listings will display the file scheduled to be sent, the Recipient to whom it is being sent, and the date and time for which the event is scheduled.

## **Send Menu**

The Send Menu gives the user access to the sending operations. From here you may send correspondence in fax format. All information needed to transmit faxes such as FaxBook entries, are available from this menu item.

## Glossary

The Glossary provides an alphabetical list of the terms in Help. To quickly move to a portion of the glossary, select one of the following letters.

A   B   C   D   E   F   G   H   I  
L   M   N   O   P   Q   R   S   T  
U   V   W

# A

Active

Application

ASCII text

Autoexec.bat

Auto-Print

Auto-Save

# B

Background operation

Binary file

Bitmap

Boot

Broadcasting



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CCITT (Consultive Committee International Telephone and Telegraph)

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WYSIWYF(What You See Is What You Fax)

## **Active**

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

## **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**

The American Standard Code for Information Interchange 8bit 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 file will be saved into the default Incoming directory and named according to a date stamp if it is in fax format.

## **Background operation**

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

## **Binary file**

A file containing characters or codes that are in machinereadable form.

## **Bitmap**

An image file consisting of an array of bits. The fax board reads and transmits these bits. In this manual, bitmap is used interchangeably 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** (Consultive 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.

## **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, pulldown menu items, or command buttons...as in the case of dialog boxes.

## **Cover Page**

A predesigned 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, used as the only page sent, or include distribution lists.

## **Config.Sys**

A configurations file located in the root directory of the computer used to configure the computer's environment during bootup. This file contain information about pertaining to loading the fax/modem board driver.

## **Control Menu**

The main FaxMail menu which is loaded by the Control Program. The menu attaches itself to the pulldown 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 "FaxMail" menu, "Main Menu", or "System" menu.

## **Control Program**

To take full advantage of FaxMail for Windows you should have the Control Program loaded at all times. When you first load it you will notice that the System Button will have the FaxMail for Windows logo on it. If you pull down it's menu the normal menu will have all of the FaxMail for Windows icons appended to it. The upper left hand icon "Send from Windows" will allow you to print anything from any program to anyone's fax machine. The rest of the buttons load the corresponding programs associated with FaxMail for Windows.

If you want to use Fax Mail for Windows from within any Windows application and/or take advantage of ALL of the power FaxMail for Windows has to offer, load the control program, found in the FaxMail for Windows group, before loading any other Windows application.

To toggle between your printer driver and the fax driver click on the System Button and choose the option Fax Driver/Print Driver. When there is a check to the left of the icon the Fax driver is loaded and anything you print will be converted into a fax. When the check is gone your default print driver will be used.



## **Conventional Memory**

The first 640K of memory in MSDOS environment that is used to run applications...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 data is the same but the arrangement different...in this instance, converting a Windows' application file to fax format.

## **Copy files**

To reproduce a second version of a file on the disk, under the same or a different name.

## **Copy item**

To place a copy of selected text or a graphics object onto the Windows clipboard for the purpose of transferring to another location...within the same application or to another application.

## **Current item**

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

## **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.



## **Default**

The condition to which an optional parameter is set each time it is displayed, such as a default directory, printer, file, or configuration setting.

# Desktop

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

## **Dialog box**

A rectangular box which (1) provides information, (2) requests information, or (3) offers commands for actions to be taken.

## **Directories**

A collection of files and/or subdirectories that are stored at the same location on the disk. The name of the directory identifies its location on the disk. Used to organize information stored on the disk. In this manual, the term is used interchangeable with "Path".

## **Disk drive**

A device used to store and retrieve data stored on disk...usually represented by a letter, if it is a floppy, or hard disk in the computer, or represented by an icon in graphical applications. A drive may also be a network drive, CDROM drives, or RAM drives.

## **Documentation**

Refers to any printed or Online material used as a manual, instruction, or tutorial relating to the application.

## **Double-click**

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

## **DPI (Dots per Inch)**

The amount 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 mode if it contains 100 X 200 DPI, or in fine mode 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...relating, in this case, to the fax card.

## **Drop-down list box**

A single line dialog box which drops down to display a list of choices. In this manual, the term is used interchangeably with "Combo box".

## **Edit box**

A box within a dialog box within which information may be typed. The edit box may be blank or contain information when the dialog box appears.

## **Entries**

Refers to individual listings within an item...such as listings in FaxBooks.

## **Error Correction**

A feature or functionality of the fax/modem board which automatically corrects any errors which occur in data transmission during the sending process.

## **Event**

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

## **Event Monitor**

A dialog box which appears after a Send command has been given to transmit a fax or file. Information about the currently active event is displayed.

## **Events Log**

A file which contains listing of all events or transactions in the FaxMail system.



## **Expanded Memory**

Memory, in addition to conventional memory, that is available to applications. Windows will make use of this memory only if loaded using the /R switch at startup.

## **Expansion Memory**

Any memory available above the conventional memory level...available to systems that conform to LIM EMS (LotusIntelMicrosoft Expanded Memory Specification).

## **Extended Memory**

Memory in addition to conventional memory located above the first one megabyte of memory. Windows running in standard or 386 enhanced mode uses extended memory to manage and run applications.

## **Fax**

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

## **Fax Card**

A peripheral device inserted into an expansion slot in the computer, 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.

## **Fax Format Files**

An image file consisting of an array of bits. The fax board reads and transmits these bits. In this manual, the term is used interchangeable with "Bitmap" and "Fax File".

## **Fax Mode**

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.

## **FaxBooks**

A file containing a listing of, and information on, frequently dialed fax machines or fax cards.

## **FaxMail**

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

# **File**

A document or application that has been given a name. All documents are 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.

## **Fonts type**

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 when it is active and interacting with the user. **See also** Background operation.



## **Generating Correspondence**

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

# **Graphic User Interface**

A design in which the application presents the user with a series of graphical objects, representing commands or tasks which the application executes.

## **Groups**

Listings from 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 window that displays the items in a group within the Program Manager.

## **Header**

The information placed at the top of the fax page pertaining to it's point of origin, time and date.

## **Highlighted**

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

## **High memory**

The first 64K of extended memory, used by some applications.

# Icon

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



## **Incoming Directory**

The directory, determined in the Setup Configurations box, which becomes the default directory into which all incoming FaxMail is stored.

## **Install program**

The program residing on the program floppy disks which copies and installs application software to your hard disk.

## List box

Within a dialog box, a box listing available choices...for example, the 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**

The process or command to load a file into a memory area other than in conventional memory.

## **LogFiles**

Files which contain the listing of events having occurred in the FaxMail system. This file is read and displayed in the Events Log Window.

## **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, even when another application is active. Sometimes referred to as TSR software.



# Menu

A list of items representing tasks which the software can perform. The most common form of menus are the horizontal bar menus, pulldown 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.

## **Menu, pulldown**

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

## **Menu, pop-out**

The items of task choices which pop out from items selected from a pulldown menu, when additional choices or selections are in order.

## **Menu, command buttons**

These items occur in a dialog box and are objects representing task choices.

## **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 it's name.

# **Network**

A group of computers connected by cables and using special software that allows them to share peripheral equipment and 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.

## Option

A choice in a dialog box...As option affects the way in which a command is carried out. Dialog boxes have several kinds of options, including mutually exclusive option buttons and nonexclusive check boxes.

## **Option 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.

## **Outgoing directory**

The default directory in which all bitmap files created when sending FaxMail from Windows applications will be stored, unless directed elsewhere by the user.

## **PCX files**

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

## **Parallel port**

A connection on a computer, where you plug in the cable for a parallel printer. Windows supports parallel ports LPT1 through LPT3.

## **Paste**

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



## **Point**

To move the pointer or mouse cursor on the screen until it rests on the desired object to be selected.

## **Port**

A connection on a computer in which the connection to another device is inserted.

## **Printer driver**

Special software that controls how the computer and printer interact. A printerdriver file supplies Windows with information such as the printing interface, descriptions of fonts, special features, and so on. The fax converterdriver interacts with Windows like a printerdriver in its action of converting an application file to a bitmap.

## **PrinttoFaxFile**

The name of the fax converterdriver which builds bitmap files from application files. The PrinttoFaxFile menu item expresses its current state...either Active or Inactive, meaning it is loaded as the active printer driver, or has reloaded the user's printer driver.

## **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, 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 fax board, awaiting execution...in turn. There are two queues: (1) the Send Queue, and (2) the Receive Queue.

## **Quit**

To close all open files and exit a Window in an application, or an application itself.



## **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.

## **Real mode**

The operating mode in which Windows runs to provide maximum compatibility with versions of Windows applications prior to the 3.0 version. Real mode is the only mode available for computers with less than 1MB of extended memory.

## **Receive Queue**

A holding area in which all incoming FaxMail is stored until acted upon. This applies only if the HOLD option is selected as a method of handling incoming FaxMail.

## **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 dots per inch (DPI). Fax files may be transmitted in either standard (100 X 200 DPI) or fine (200 X 200 DPI) resolution. The higher the number of DPI the higher quality the image, 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 bootup.

## **Scheduled Events**

Any task given to the fax board queue to perform...usually associated with having scheduled the event for some future date and time.

## **Screen font**

A raster font designed to duplicate a printer font on the screen.



## **Scroll**

To move text or graphics up or down, or 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.

## **Send Queue**

A holding area in which all sending events scheduled for future transmission are stored, awaiting execution by the fax card, in turn.

## **Serial port**

A connection on a computer, usually COM1, where you plug in the cable for a serial printer or another serial communications device, such as a modem. The fax/modem boards will use a COM port for the modem side of the chip.

## **Soft font**

A font that is downloaded to your printer's memory from a disk.

# **Spool**

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

## Standard Mode

A Windows operating mode that can be used with 80286, 80386, and 80486 computers. This mode provides access to extended memory, and also enables you to switch between nonWindows applications. It does not provide virtual memory or enable nonWindows applications to run in the background, or in a Window. **See also** 386 enhanced mode and Real mode.

## **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 only when your system runs low of memory.

## **System Button**

The small grey button at the extreme upper left of the monitor... contained in the title bar. This button gives access to the Windows system menu and is replaced with the Control Program button when the Control Program is loaded.

## **System Menu**

The Windows system menu which contains menu choices available to all Windows applications. When the Fax Control Program is loaded, FaxMail menu items are appended to the System button menu.

## **Tab Buttons**

A series of buttons marked with the alphabet which serve as an index to entries in the FaxBook list box.

## **Text file**

A file containing only letters, digits and symbols. A text file usually consists of characters from the ASCII character set. Text files are created using the NotePad Window and are transmitted by the fax board without having to first create a bitmap file.

## **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 Control, or System menu button, and the minimize and maximize buttons.

When the FaxMail Control Program is loaded, the Windows System button is replaced with the FaxMail button, indicating that the program is active.

## **User Configurations**

A series of options from which the user may choose, adjusting the application to the habits of the user. These parameters usually set default conditions under which the application will operate.

## **View**

To cause a fax file to be displayed to the 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.

## **Wildcard**

A character that represents another character. In filenames, the asterisk (\*) is used as a wildcard to represent any character or group of characters that might match that position in their filenames.

# **Window**

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

## **Workpad**

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

## **WYSIWYF**(What You See Is What You Fax)

A term applied to the feature in which what is viewed on the screen in your application will be duplicated in the fax image when transmitted.

## Index

The Index provides an alphabetical list of the terms in Help. To quickly move to a portion of the glossary, select one of the following letters.

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## **Sending FaxMail directly from Disk**

You may send a Fax Format file already stored on disk. Summon the Send Fax dialog box by using the **SEND FROM DISK** command. From the Send Fax box, select the GET FAX button and a SELECT FAX box will appear within which you may select a file.

When using this selection, you are choosing a file that is already converted to a FAX FORMAT. Only files with a DCX or PCX extension may be selected from this menu choice.

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 the OK button to return to the Send Fax box. The file selected will be displayed in the Send File edit box.

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



## Send Fax Dialog Box

Immediately upon completion of the conversion process, you will automatically be presented with the Send Fax box. This dialog box presents you with information pertaining to the current sending event, and presents you with a series of options or parameters pertaining to transmitting your FaxMail.

If the sending information and parameter settings are correct, select the OK button and the instruction to send will be transmitted to the fax card.

FaxMail remembers information from your last sending event, displaying it in the appropriate positions when the dialog box is called again. You may also use the **SETUP** command. to select default settings for many of the options involving the sending operation. Set the options to the condition which is most often used, freeing you of the task of setting the parameters each time you send. You then have to deal only with the unusual cases.

The Send Fax dialog box contains the following sending options:

### Recipient

The Recipient's company name, the individual's name, and the fax number to which the FaxMail is being sent appear in an information box labeled Recipient. A button also is labeled Recipient, which is used to call the FaxBook Directory to select the addressee for your FaxMail.

### Send File

In the edit box labeled Send File And, the name of the file to be sent is listed. Two file handling functions are also available; Get File,. which allows you to retrieve a file from disk, and Move As, which allows you to change the directory path and filename in which the newly created file may be stored.

You may choose to SAVE or DELETE the fax format bitmap file after sending.

### Cover Page

The Cover Page information permits two functions to take place. The first is the selection of whether to include a Cover Page with your transmission.. The second allows you to select a particular Cover Page to send, if you have chosen to do so.

### Scheduling

The Schedule Send function affords the ability to schedule your FaxMail for sending at some time in the future You may determine both date and time.

### Fax Mode

The Fax Mode options allow you to determine the resolution of your transmission.. This

setting pertains to the density of the fax image, expressed in DotsperInch DPI.

## **View**

Should you have any questions about the correspondence you are sending, you may view it by selecting the VIEW button and the bitmap file will be displayed.

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## To Select a Recipient:

The fax number and person to whom the correspondence or file is being sent is selected from the FaxBook Directory box. Select the **RECIPIENT** button and the Entries box will appear.

## To Change FaxBooks

You may change the FaxBook which is currently displayed by selecting the down arrow in the FaxBooks dropdown list box at the upper left of the screen. A list box will appear, containing all FaxBooks in the system. Select the desired FaxBook and the dropdown list box will disappear, displaying the chosen FaxBook.

The contents of the selected FaxBook will be displayed in the entries list box. FaxMail will maintain this selection as the Active FaxBook until you change it. The selection will be kept Active even if you reboot your computer and return to the program.

## To Sort FaxBook Listings

Entries in the FaxBook are displayed in the list box, displaying two data fields in each entry:

### Recipient Name

usually the company or organization

### Person's Name

The entries may be sorted on either field. To sort the listings, simply click on the option button in the Sort By box in the upper right hand corner of the window. This will not only resort 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 field for some of your listings.

### Note:

Remember that the Recipient field must contain information before the FaxBook entry can be saved.

## To Select a FaxBook Entry

When you locate the entry of your choice, select the entry and it will be highlighted, reversed video text, white text on black background. Click on the OK button and the entry will be selected. The window will close and you will return to the Send Fax dialog box.

You may also Double-click on the desired entry and it will be selected, closing the Display Entries box, as well.

## **Active Recipient**

Just as a particular FaxBook selected as the Active FaxBook, is remembered by FaxMail, the selected Recipient will become Active, and be retained until another selection is made.

## **Add Entry to FaxBook**

If you are sending correspondence to an addressee for the first time, you must add that entry to the FaxBook. Do so by selecting the ADD button. See Part 5, **FaxBooks**, for a detailed description on adding entries to the FaxBook.

## To View the File being Sent

To view the file before sending, select the **VIEW** button. A full screen display of the bitmap file will appear. View the full page by using the scroll bar. View another page by selecting the PAGE command. A menu of pages will appear, listing each page number in the document.

Select a page for viewing by double-clicking on the page number or selecting the page number and clicking on the OK button.

# To Save or Delete the Bitmap file

## 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. You may then send it directly from disk. See information on Sending from disk later in this section.

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.

## Send and Delete

In sending FaxMail, select the SEND AND DELETE button 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 in the Events Log Window. See Part 8, for more detailed instructions.

# To Rename and Save the Bitmap File

## Fax File Naming Conventions

Since during the process of converting a program file to fax format there is no access to the name of the file through Windows, FaxMail assigns a unique file name to the Fax Format file. The name is a date stamp with an extension of DCX. The naming convention is as follows:

### **MMDD0000.DCX**

#### **Whereas:**

MM is the Month,

DD is the Day of the Month, and

0000 is a four-digit number, counting the FaxMail transactions for that day

If you have chosen to save the bitmap file, renaming the file to a name which is more meaningful, in lieu of the cryptic datestamp, will assist you in managing your FaxMail files. One suggestion is to use the same name as your original file created in your Windows application. Simply use the DCX extension, denoting a fax format.

In this manner, you have created a link between the program file, the Events Log entry, and the bitmap file.

## Select the **MOVE AS** button

Select the MOVE AS button to relocate the file to another directory and under another name. Upon selection, the Move File As dialog box will appear. The name of the Fax File will appear in the Move File From edit box. Notice that the directory in which the outgoing FaxMail is stored is that which was set either at installation of FaxMail or entered as the default Outgoing Directory, using the **SETUP** command.

Type the filename in the Move File As edit box if you are not moving the file to another directory. If you are moving the file, as well as renaming it, then enter the full drive letter, path, and new filename.

Upon completion, select the OK button and you will be returned to the Send Fax dialog box. The new filename specification will appear in the Send File edit box.

# 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.

## The choices for Cover Page action are as follows:

Select the option of your choice by clicking on the appropriate option button. In doing so, the center of the button will be blackened, indicating that choice is active.

### 1. No Cover Page

This selection ignores a Cover Page in the FaxMail sending process. Only the FaxMail file is transmitted.

### 2. Include Cover Page

The Include selection causes the FaxMail transmittal to include a Cover Page. Since more than one Cover Page may be created and saved in the NotePad Window, a listing of Cover Pages will be displayed in the drop-down list box entitled Cover Page:. Click on the Down Arrow button to display a list of Cover Pages in the system.

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

### 3. Cover Page Only

Since the Cover Page can include any text you desire, as well as Field Data to be extracted from the FaxBook, it may be used for sending memos and short correspondence. In this fashion, there is no need to type addresses for Recipients each time. 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 at time of sending.

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

Highlight the Cover Page desired by clicking the left mouse button on the appropriate filename. The list box will close displaying the Cover Page filename selected. The name of the Cover Page will appear in the Send File edit box.



## To Schedule for Future Sending

The current date and time are displayed in the Schedule box at the upper right of the SEND FAX box. If you desire to schedule your FaxMail for sending at a future time, you may do so by changing the date and/or time.

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

To delete all the data in the box, place the cursor to the extreme left of the data, press the left mouse button and drag the cursor to the end of the data. This will highlight all data in the box. Delete the data by pressing the BACKSPACE or DELETE key.

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

**For Date: MM-DD-YY**

**For Time: HOURS:MINUTES**

## To Select Fax Mode

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

### What is Fax Resolution

Fax documents may be sent in either **Standard** or **Fine** Mode. This setting determines the amount of Dots per Inch DPI to be used in constructing the BITMAP fax file that is transmitted by fax.

### Standard Mode

Standard Mode is 100×200 hDPI and will suffice for most communications. Text below eight 8 point in size may become difficult to read. This mode, having fewer dots, has less data to build the FAX FILE, and transfers faster than Fine Mode.

### Fine Mode

Fine Mode is 200×200 DPI. It builds a BITMAP which has twice the amount of dots per square inch than the Standard mode, therefore, creating a finer resolution and clearer image. Since more data is accumulated in building the bitmap file, the file will take longer to transmit.

Use Fine Mode when you desire the best resolution and clarity in your FaxMail.

## **To Initiate the Send**

With the appropriate parameters set in the SEND FAX box as desired, you may send your correspondence by clicking on the OK button. If you desire to cancel the sending operation from the Send Fax dialog box, select the CANCEL button and the dialog box will close without initiating a send command to the fax card.

## **Sending FaxMail from NotePad**

The FaxMail **NotePad Window** is a simple text editor within which short memos and correspondence may be typed. NotePad is also used to create **Cover Pages** for transmittal with your FaxMail.

### **Creating memos in NotePad has Distinct advantages:**

1. NotePad creates files in ASCII text format files are small and do not require much disk space.
2. Most fax boards convert ASCII text files into bitmaps while sending therefore no Bitmap fax file is created to consume disk space or to be managed later.

### **Select Send Command**

Generate a Document in NotePad and save it using the SAVE AS command.

To send a document from the NotePad Window, simply select the **SEND, SEND FAX** commands from the NotePad Window. The **Send Fax dialog box** will appear, from which a Recipient may be selected and sending parameters set. Select the OK button to initiate the send operation.

## Send Queue

When you schedule a transmission for some time in the future, instructions pertaining to that event are placed into a queueing system, awaiting processing. The computer's calendar and clock are checked, and at the specified time, the transaction is processed by the fax card.

This holding area is referred to as the Send Queue. If you are broadcasting FaxMail to a group, multiple transactions are entered into the 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 Send Queue can be accessed and each item in the queue may be acted upon.

[To Manage FaxMail in the Send Queue](#)

## **To Manage FaxMail in the Send Queue**

Display the Send Queue by selecting the Send Queue button to the upper right of the Events Log list box.

A dialog box will appear within which all tasks scheduled for future sending will be displayed.

The following information is displayed for each event in the queue:

Date  
Time  
Mode  
Recipient  
FileName

### **To Select an Event in the Queue**

Scroll through the listings in the list box until the desired entry is located. Highlight the entry and it will be displayed in reversed video. You may now perform any of the provided actions on that event.

### **To Re-Schedule an Event in the Queue**

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

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

### **To Delete an Event in the Queue**

With the desired event highlighted, select the DELETE button. A Deletion Options dialog box will appear. It will present you with two options concerning the deletion process.

#### **Delete Entry**

Only this selection will delete the selected task from the send queue and the sending event will not take place.

#### **Delete Entry and File**

this selection will not only delete the task from the send queue, but will also delete the file bitmap Fax Format file scheduled to be sent.

Make the selection most appropriate and a dialog box will appear, prompting you to confirm the deletion.

Choose the OK button to complete the deletion. To cancel without deleting the event, select the CANCEL button.

### **To View the Bitmap File**

With the event entry selected, choose the VIEW button. A full screen display for the bitmap file will appear. View the full page by using the Scroll bar, or select additional pages, if any, by selecting the PAGE menu command.

Return to the Send Queue dialog box by selecting the QUIT command.

### **To Re-Fresh the Send Queue Box**

Re-freshing the Send Queue may become necessary if sending operations are taking place while you are in the Send Queue dialog box. Selecting the **RE-FRESH** button will cause the list box to be redrawn. The new entries list, of course, be minus any tasks that have been completed.

# **Sending FaxMail from Windows Application**

General Information

Converting a Windows Document to Fax Format

Use SEND FROM WINDOWS command

To Monitor Progress of Outgoing FaxMail



## General Information

This section assumes that you have generated a document or file in a Windows program, named the file and saved it to disk.

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

If you forget to load the Control Program before the application, your document or file will be composed for your printer instead of the Fax Driver. When you then select PrinttoFaxFile driver, 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 scalable or dynamic fonts, you should not experience any difference in the image, whether you compose your document with your printer loaded or the Fax Driver.

## **Use SEND FROM WINDOWS command**

To start the send process, open the FaxMail menu and select the SEND FROM WINDOWS command. The application's normal printer dialog box will appear within which you should insure that the active printer is the PrintToFaxFile driver. 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.

Select the OK button, and as you see the programs normal printing sequence, your file is being converted into a fax format file for sending.

# To Monitor Progress of Outgoing FaxMail

## Event Monitor

The Event Monitor is a dialog box within which information pertaining to a fax transmission in progress is displayed. The dialog box will appear automatically when you are sending FaxMail, or it may be called directly from the Control Menu.

The information in the Event Monitor box describes the current event and its ongoing status.

## The EVENT MONITOR contains the following:

1. Company Name
2. Person's Name
3. Filename
4. Fax Number
5. Transfer Type (the resolution being used)
6. File Size (page number and total number of pages in the document)
7. Status
8. Transfer time
9. Errors
10. Event Box (SEND or RECEIVE)

When sending FaxMail, you may choose to maintain the Event Monitor box throughout the entire sending process, or to watch it just long enough to insure that a connection has been made with the receiving device, and your FaxMail is on its way.

## Closing the Event Monitor

To close the MONITOR EVENT box, select the OK button. When you do so, the dialog box will disappear, and your FaxMail transmission will continue in the background. Most fax cards use a variety of sounds to indicate whether an event was completed successfully or aborted. Depending on which fax card you have installed, you will be notified of the status of the event by the tone.

If you have any questions as to the FaxMail transmission, you may call the Events Monitor from the Control Menu and view the final status of the event. Alternately, you may call the Events Log for a status report of the transmission.

## Aborting an Event

If, for any reason, you choose to interrupt the sending or receiving operation, you may do so by clicking on the **ABORT EVENT** button. This will cause the transmission to be terminated. The entry in the Events Log will display **ABORT**.

## Aborting an Event

If, for any reason, you choose to interrupt the sending or receiving operation, you may do so by clicking on the **ABORT EVENT** button. This will cause the transmission to be terminated. The entry in the Events Log will display **ABORT**.

## 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 simply makes a duplicate copy for fax transmission. Upon transmitting your correspondence, both files, your original file saved by the application program, and the FAX FILE in exist on your hard disk.

FAX 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.

Additionally, these files are easily managed from the EVENT LOG window. You may print, view, rename, or send your saved fax files from this window. If you need continued reference to your fax correspondence, it is recommended that you keep your fax files for some period of time. You may even want to copy them onto a floppy disk or tape drive for archival.

However, if disk space is low and you do not continually refer to your fax correspondence, it is quite acceptable to choose the SEND and DELETE setting as the default All fax files tagged for deletion are then deleted with one command from the Events Log. You can always return to your original file documents for reference.

## **Control Program**

The Control Program has no windows or screens. Operating in the background, it attaches the FaxMail menu to the Windows Control Button and manages the communications between the Windows environment, a Windows application, and the fax functions.

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

To accomplish this integration, the FaxMail Control Program attaches the FaxMail menu to the Windows Control Button, extreme upper left corner of the monitor screen.

For a Detailed Description of the Control Menu items:

[Control Menu](#)

## Converting a Windows Document to Fax Format

Each Windows program creates and saves its files in its own proprietary file format. There are many of these distinct program file formats.

However, in the world of faxes, only one file format PCX or DCX bitmap can be understood and transmitted.

FaxMail uses a MOCK printerdriver to accomplish this process, however, instead of the Fax driver restructuring the information for a printer, it is translating the program's data into fax language, and saving it to disk later to be sent to the fax card for transmission.

### 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 User's Guide** for more detailed information on installing and managing printers from the Windows Control Panel.

The FaxMail PrinttoFaxFile driver is handled as just another printer driver. It is loaded as the active driver when you send FaxMail.

### Coordinating Fax-Converter Driver and Printer Driver

## 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.

For example, you may create separate cover pages for:

1. each department in the company
2. different types of intercompany communications, electronic postit notes
3. a variety of speciality fax cards

[Using Cover Page with FaxMail](#)

[Cover Page Elements](#)

[Create New Cover Page](#)

[Edit a Cover Page](#)



## **Create New Cover Page**

Select NotePad from the Control Menu. This window is a simple ASCII text word processor used for typing short correspondence for FaxMail, and. for creation of Cover Pages. To create a new Cover Page, select the FILE, NEW commands. You will be presented with a clean work area, with the cursor located in the upper left corner.

### **Note:**

In the sample Cover Page shown, the Cover Page itself does not contain any information pertaining to the sender such as a letterhead. This information is contained in the logo file, entitled,. DESKOF.PCX.

## **Edit a Cover Page**

### **Enter Text**

Text is entered into the Cover Page in the same fashion as most Windowsbased text editors or word processors. The text will automatically wrap at the end of a line onto the following line. Use the <Return> or <Enter> key to end a line or paragraph.

### **Erase Text**

#### **Block the text to be erased**

This is a click and drag motion.. Position the mouse cursor at the beginning of the text to be blocked. Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked.

The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

#### **Erase the Text**

Select the EDIT, CUT commands from the menu. The highlighted text will be cut from the workpad and written to the Windows clipboard.

### **Undo**

When text is erased, it is temporarily saved in memory. Doing so, allows the text to be replaced into our document if you choose to reverse an ERASE procedure.

Select the EDIT, UNDO commands and the erased text will be redisplayed into your document.

#### **Erase Text without Blocking**

Text may be erased from the Cover Page by positioning the mouse cursor at the desired location and pressing one of two keys:

#### **BACKSPACE**

Erases text to the left of the cursor position.

#### **DELETE**

Erases text to the right of the cursor position.

### **Move Text**

To move text in Cover Page, select the CUT and PASTE commands.

### **Block the text to be moved**

This is a click and drag motion. Position the mouse cursor at the beginning of the text to be blocked.

Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked. The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

Select the EDIT, CUT commands from the menu and the blocked text will be removed from the NotePad and written to the Windows clipboard.

### **Paste the Text**

Position the mouse cursor at the location where the text is to be moved. Select the EDIT, PASTE commands and the text will be written to the Cover Page.

### **Copy Text**

To copy text on the Cover Page, select the COPY and PASTE commands.

### **Block the text to be copied**

This is a click and drag motion. Position the mouse cursor at the beginning of the text to be blocked. Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked.

The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

### **Copy the Text**

Select the EDIT, COPY commands from the menu and the blocked text in the Cover Page will be written to the Windows clipboard.

### **Paste the Text**

Move the mouse cursor to the position where the copied text is to be located. Select the EDIT, PASTE commands, and the text will be copied to the new location.

## Using Cover Page with FaxMail

You may create as many Cover Pages as you like. Use the SETUP command in the Control Menu to choose a default Cover Page as well as any other options associated with Cover Pages. Any settings which you select as the default configuration may be overridden from the Send Fax box when you are sending FaxMail. Here are the options available to you.

### 1. Send the FaxMail without a Cover Page

Select this option if you do not wish to include a Cover Page with your FaxMail. Your FaxMail document will still include a Facsimile Header at the top of each pageprinting the fax number to which it is sent, the Senders ID, date, time, and page number of total pages.

### 2. Include the Cover Page

Choose this option to include a Cover Page along with your FaxMail. Remember that including a Cover Page offers the added benefit of personalizing your FaxMail document. This is particularly beneficial when transmitting FaxMail to multiple parties by using the Group address books.

### 3. Send the Cover Page Only

This command offers a particularly powerful feature. Use the NotePad Window to compose a form letter including both the desired text and the Data Fields for addressing the letterjust as you would create a MailMerge document in other word processors.

You may then send the Cover Page only as a mass distributed form letter.

### Special Note:

Sending a Cover Page only is a quick method for sending short notes, since you have only to enter your message each time. The Data Fields will do the addressing for you. Additionally, since NotePad is an ASCII text editor, no bitmap fax format file is created, minimizing file management and conserving disk space.

## **Field Data...Fax-Merge**

Field data are those phrases which tell FaxMail which types of information to merge from the FaxBook into your Cover Page. This operation is the same as typical MailMerge functions of most processors.

The actual information printed in these locations will vary and be specific to each recipient for each fax sent. For example, the RECIPIENT data field denotes the name of the person or company to whom the fax is being sent.

Each time a document is sent, the name of the addressee will be pulled from the FaxBook and entered here.

### **The possible choices are:**

1. Logo
2. Date
3. Time
4. Recipient
5. Person
6. Position
7. Address
8. Fax and telephone numbers

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

A data Field is placed onto the Cover Page by locating the mouse cursor at the position where the data is to appear.

Select the FIELD command from the bar menu and select the appropriate data field from the pulldown 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.

### **Edit Field Data**

Edit Data Fields in the same fashion as editing text

### **To Erase a Data. Field**

Highlight the Field Data. by placing the mouse cursor at the beginning of the field and pressing the left mouse button. With the mouse cursor held down, drag the cursor to the end of the field.

Select the EDIT, CUT commands from the menu and the Field data will be erased from the Cover Page.

## **To Move a Data Field**

Moving Field Data is a CUT and PASTE operation Highlight the Field Data by placing the mouse cursor at the beginning of the field and pressing the left mouse button. With the mouse cursor held down, drag the cursor to the end of the field.

Select the EDIT, CUT commands from the menu and the Field data will be erased from the Cover Page Move the mouse cursor to the position where the field data is to be located.

Select the EDIT, PASTE commands and the Field Data will be repositioned on the Cover Page.

## **To Copy a Data Field**

Copying Field Data is a COPY and PASTE operation Highlight the Field Data field by placing the mouse cursor at the beginning of the field and pressing the left mouse button.

With the mouse cursor held down, drag the cursor to the end of the field.

Select the EDIT, COPY commands from the menu and the Field Data from the Cover Page will be written to the Windows clipboard Move the mouse cursor to the position where the Field Data is to copied.

Select the EDIT, PASTE commands and the Merge field will be copied to the new location.

## **Insert Logo onto 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 the FIELDS, LOGO commands and a dialog box will appear, from which you may select the appropriate logo file.

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

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

## **At time of Sending**

At the time of transmission, the logo will be placed at the top of the Cover Page followed by a header placed there by the CAS fax card system.

The header contains the following information:

1. Fax number or ID of the recipient,
2. The name of the sending party
3. The Date
4. The page number and the total pages in the transmission

Open an Existing Cover Page  
Save a Cover Page

## Open an Existing Cover Page

To open an existing Cover Page, use the FILES, OPEN commands. A dialog box will appear within which you will select an existing file from disk.

Notice that the OPEN FILE box includes a Select Button indicating whether the file to be opened is a Cover Page. Select the Open as Cover Sheet select button and the center will be blackened, indicating it is active.

Select the desired disk drive letter and directory from the directories list box, the rightmost list box in the window. The drive and directory to be displayed will be written above the left list box. With the Cover Page button selected, FaxMail will search the directory for Cover Page CVR files and display them in the left files list box.

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



## **Save a Cover Page**

To save your Cover Page, select the FILES, SAVE AS commands from the menu. A SAVE AS box will appear within which you will enter the desired name to save the file to disk.

Notice that the SAVE AS box includes a Select Button indicating whether the file is to be saved as a Cover Page.

Position the mouse cursor in the button and press the left mouse button. This will blacken the center of the button indicating the desire to save the file as a Cover Page.

With the Cover Page button selected, an extension of CVR will be added to the file when it is saved to disk, indicating that it is a Cover Page file.

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 the OK button and the file will be saved to disk.

## **Coordinating Fax-Converter Driver and Printer Driver**

FaxMail assists you in making the switch between the FaxConversion Driver and your printer driver.

### **Simple Default procedure**

You may make either driver the default.

### **Driver Select button**

you may swap between drivers with a single toggle switch.

[To Set Driver as Default  
Swapping Drivers](#)

## **To Set Driver as Default**

Either the FaxConverter Driver or your printer driver may be set as the default driver when FaxMail is loaded. The driver, which is installed at the time you QUIT FaxMail, will be loaded the next time FaxMail is loaded.

So if you print more often than send FaxMail, use your printer driver as the default. If you use FaxMail often, in comparison to the amount of printing, make the Fax Driver the default.

Whenever you close the FaxMail Control program, it will insure that your printer is loaded and active.

## Swapping Drivers

To swap between the Fax Driver and your normal printer driver, use the DRIVER SELECT button in the FaxMail menu. It is simply a toggle switch which loads the driver pictured on the button at that time, meaning that the opposite driver than the one pictured, is active.

Summons the FaxMail menu. If the DRIVER SELECT button displays a picture of a printer driver, accompanied by a check mark to the right, the Fax Driver is loaded, since selecting the button will call the printer driver.

### To print

When the Fax Driver is active, the DRIVER SELECT button displays a Print Driver. To print, just select the DRIVER button when the graphic displays, Print Driver.

The Fax Driver will be unloaded and your printer driver will be made active.

### To Fax

When the Printer Driver is active, the DRIVER command button displays a Fax Driver, since that is what will be called when it is selected. To convert to the Fax Driver, just select the DRIVER button when the graphic displays **Fax Driver**.

The Printer Driver will be un-loaded and the Fax Driver will be made active.

## **Fax Image Quality**

FaxMail is a document transfer system which resides in a neighborly fashion with all your Windows application programs. It affects your normal document generation habits only at the time that you decide to transfer your information by facsimile.

### **As a General Rule:**

When you are creating a document for FaxMail, load the FaxMail Control menu first, then load your Windows application.

### Font Selection

# Font Selection

## Windows 3.1 and True Type Fonts WYSIWYF

Windows 3.1 includes a number of True Type fonts which are installed with the 31 setup program. These True Type fonts give you the exact image on the printed or fax page as on the screen, regardless of font size.

In the applications which come with Windows, Write and Paintbrush True Type fonts appear in the fonts list with a TT symbol next to them. Explore how your favorite application supports True Type fonts. Additional True Type fonts may also be purchased and added to Windows and your applications by using the Fonts option in the Windows Control Panel.

Very good results can be expected from the applications which come with Windows or are produced by Microsoft due to the quality of the True Type font support.

See Page 165, **Using True Type Fonts**, in the Windows 31 **User's Guide** for more detailed information.

## Special Cases:

Also, see the READMETXT file, Information Updates, for information on using FaxMail with specific Windows applications.

## **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 fax card, the Windows environment does not give access to the file name. Data is simply sent to the printer or in this case, to a file on disk.

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 datestamp. The name given to both incoming and outgoing fax files is as follows:

**MMDD0000DCX**

### **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 bitmap

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 it's name.

# Fonts

A font or typeface is a collection of letters, numerals and symbols that have common characteristics. Control of fonts, their characteristics and quality comes from a variety of sources. Microsoft Windows contains and controls a set of fonts. Printers such as laser jet and postscript printers contain fonts. Also cartridge and soft fonts are available from a variety of suppliers.

Windows fonts include raster fonts bit mapped, such as Courier, Helvetica, Symbol and Times Roman. These fonts are provided in a given number of point sizes. Other Windows fonts are vector fonts, such as Modern, Roman, and Script, and are scalable to any point size.

These fonts are created to match the resolution of your display, and do not match the resolution of the fax image, 200×200 DPI. This condition will result in the larger fonts appearing rough and jagged. You may eliminate this condition in a variety of ways:

## 1. Create your own fonts

you may use font software to create fonts which match the resolution of the fax image, 200×200 DPI.

## 2. Use Dynamic fonts

Certain font packages create font sizes on the fly.

## 3. Windows 3.1

Windows, 3.1 version, contains True-Type fonts which create true WYSIWYF conditions.

Windows Fonts and Printer Fonts  
Cartridge and. Soft Fonts



# Windows Fonts and Printer Fonts

Windows supplies several fonts which are installed when you set up Windows on your computer.

## These include:

### 1. Screen Fonts:

Screen fonts are used by Windows to display text that appears in applications and Windows dialog boxes. Screen fonts also print on some printers such as dot matrix printers.

### 2. Plotter Fonts:

These fonts are scalable and are used to display text on the screen and in plotting graphics with pen plotters. Plotter fonts can also be used with some dotmatrix printers.

### 3. Printer Fonts:

These fonts are built into the printer. Some dotmatrix and laser printers include one or two printer fonts. Postscript printers have several fonts.

## Special Note:

Most Windows applications communicate with the active printer driver upon loading, inquiring about the fonts which are supported. Therefore, fonts of varying types will be listed among the available fonts depending upon the application and the printer which is active.

## **Cartridge and Soft Fonts**

Cartridge fonts are those which are contained in a cartridge and installed in the cartridge slot in the printer. You may also need to install them if the support for the fonts is not built into the printer driver.

Soft fonts must be installed by using the installation software that comes with the font package. Bitstream Fontware and Agfa Computgraphic Type Director are soft font packages which allow you to create fonts which match the fax resolution. Bitstream FaceLift and Adobe Type Manager are font packages which provide dynamic scalable fonts which will match the fax resolution.

## Generating Documents in Windows

First, load the FaxMail Control Program so that the FaxMail menu is available to you from the Windows Control button.

Load a Window's word processor or graphics program with which you are familiar. You probably had one in mind when purchasing the fax board system. 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 in size. 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 the fax driver loaded. 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 purposes, you may want to make the Fax Driver 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 Save As or the equivalent command.

### Sending Directly from Application

## **Sending Directly from Application**

To send FaxMail directly from your Windows Program, select the Windows Control button to summons the FaxMail menu. Select the SEND FROM WINDOWS command.

You will be presented with the program's normal printing sequence. Most Windows applications will display the target or selected printer. FaxMail's fax driver will display the text, Print-to-FaxFile on LPT1.

Select any printing options which you desire, such as selected pages, etc, and chose OK. The fax driver will convert you document file into a bitmap, 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 the RECIPIENT button to choose the addressee to whom the FaxMail is to be sent

You will be presented with the FaxBook Directory box Select a new addressee and choose the OK button.

## Logo

The graphics file to be used as your logo must be a bitmap PCX format, 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 in your Microsoft Windows program, it is available to everyone.

[Creating Logo Files in Paintbrush](#)

[Save your Logo file](#)

[Insert Logo onto Cover Page](#)

# Creating Logo Files in Paintbrush

Open the Paintbrush program from the Windows desktop and select the FILE, NEW commands. The size of the bitmap must be specified or when you save the file, it will contain white space larger than the logo graphic itself.

## To Set Image Size

To set the size of the image area, select the OPTIONS, IMAGE ATTRIBUTES commands and a dialog box will appear, within which the width and height may be specified.

## Special Note:

The resolution or density of the bitmap image in Paintbrush contains considerably more dots per inch DPI, in the range of 400 X 400 DPI than a fax image 200×200 DPI in FINE mode. Therefore, the image you will create in.

Paintbrush will be approximately twice as large as the final image on the fax cover page.

Set the image width to twice the standard width of 8 1/2 1733 to be exact if you want the final image to span the entire normal page width. In setting the Paintbrush image height, use the same 2 to 1 formula, with one exception. If you use less than 383 inches, which is the height of the work area on the screen when Paintbrush is maximized, unpredictable proportions other than the 2 to 1 relationship will occur.

## Set Image Color to Black and White

Fax images, being black and white, require bitmap files which are created in black and white mode. A logo file created using the Color setting will result in a transmission error. Select the Black and White option button and close the Image Attributes dialog box by clicking on OK.

A variety of image size templates PCX files have been included with your FaxMail software. They are stored in your main program directory under the following names:

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

Open them in Paintbrush for editing and further use, or create your own, using the templates as models for size alone.

If you are not familiar with Windows Paintbrush, see the detailed instructions in the Windows **User's Guide**. The drawing tools plus the ability to import graphics or clipart 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 CUT and PASTED into Paintbrush.

## **Save 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 NotePad Window.

### **Test Your Results**

After you have saved your logo file, summons the NotePad window and select FILE, LOGO to call the Logo Selections dialog box. Insure that your new file appears in the list box. Select the new logo and send a fax to preview the logo as it appears in the fax image.

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



## **Insert Logo onto 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 the FIELDS, LOGO commands and a dialog box will appear, from which you may select the appropriate logo file.

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

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

### **At time of Sending**

At the time of transmission, the logo will be placed at the top of the Cover Page followed by a header placed there by the CAS fax card system.

The header contains the following information:

1. Fax number or ID of the recipient
2. The name of the sending party
3. The Date
4. The page number and the total pages in the transmission

# Cover Page Elements

## 1. Permanent Text

That information which is fixed and remains consistent on all cover pages you send.

## 2. 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 you choose, to indicate which FaxBook information should be merged.

## 3. 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. For more details on creating logo files in Paintbrush, see the Logo section later in this chapter.

[Create New Cover Page](#)

[Edit a Cover Page](#)

[Field Data...Fax Merge](#)

[Open an Existing Cover Page](#)

[Save a Cover Page](#)

## Monitoring an Active Event

Next, a dialog box will appear, within which the details of a currently active event can be monitored. 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:

1. Type of operation, whether sending or receiving
2. To whom the file is being sent, or from whom received
3. The type of file and its size
4. number of pages if a fax, or the number of bytes received if a file
5. The elapsed time of the connection
6. Number of errors, if any occurred

## NotePad

Quick memos and short documents may be generated using the FaxMail's NotePad Window, a simple text editor within which your correspondence may be typed. NotePad is also used to create Cover Pages for transmittal with your FaxMail.

[ASCII Text Sending without Bitmap file](#)  
[Create a Document in NotePad](#)

## **ASCII Text Sending without Bitmap file**

The FaxMail NotePad, similar to Window's NotePad program, creates and stores text in ASCII format. The benefit of using ASCII text format with fax is that it can be transmitted directly by the fax board not requiring a conversion to a fax bitmap file. For short notes and memos, this saves disk space due to not having to create a fax file.

Further, you may mix Cover Page FaxMerge capabilities with text, speeding up your FaxMemo or FaxNote process. Set up a Cover Page with Field Data, representing information on Date, Time, Recipient, etc and save as a Cover Page. Type your short FaxMemos and FaxNotes in the Cover Page and send as.

select Send Cover Page Only option. You never have to be concerned with typing names and addresses again. See Cover Pages, later in this section, and Part 6, Sending FaxMail, for more detailed information.

### **Templates**

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

NotePad document template SAMPLE.TXT  
Cover Page template SAMPLE.CVR

For more complex manipulation of text, including a variety of fonts, typefaces, and inclusion of graphics, use your favorite Windows application program.

## **Create a Document in NotePad**

The NotePad Window may be called from the Main FaxMail menu or from its own desktop Icon if you selected the Full Install setup. With the Control Program loaded, select the Windows Control button and choose the NOTEPAD command. The NotePad Window will be displayed in its maximized position.

To create a New Document in NotePad, select the FILES, NEW commands. You will be presented with a clean work area, with the cursor located in the upper left corner.

[Editing a NotePad Document](#)

[Save NotePad Document](#)

[Open a NotePad Document](#)

[Print a NotePad Document](#)

[Managing Files from NotePad](#)

[Sending FaxMail from NotePad](#)

# Editing a NotePad Document

## To Enter Text

Text is entered onto the NotePad by typing in the same fashion as most Windowsbased text editors or word processors. The text will automatically wrap at the end of a line onto the following line. Use the RETURN or ENTER key to end a line or paragraph.

## To Erase Text

Block the text to be Erased Blocking text is a click and drag motion. Position the mouse cursor at the beginning of the text to be blocked Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked.

The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

## Erase the Text

Select the EDIT, CUT commands from the menu. The highlighted text will be cut from the workpad and written to the Windows clipboard.

## 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 an ERASE procedure.

Select the EDIT, UNDO commands and the erased text will be redisplayed into your document.

## Erase Text without Blocking

Text may be erased from your document by positioning the mouse cursor at the desired location and pressing one of two keys:

### **BACKSPACE**

Erases the text to the left of the cursor position.

### **DELETE**

Erases text to the right of the cursor position.

## To Move Text

First, block the text to be moved. This is a click and drag motion. Position the mouse cursor at the beginning of the text to be blocked.

Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked. The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

### **Cut the Text**

Select the EDIT, CUT commands from the menu and the blocked text will be removed from the NotePad and written to the Windows clipboard.

### **Paste the Text**

Position the mouse cursor at the location to which the text is to be moved.

Select the EDIT, PASTE commands and the text will be written to the NotePad.

### **To Copy Text**

First, block the text to be copied. This is a click and drag motion. Position the mouse cursor at the beginning of the text to be blocked. Press the left mouse button, and while holding it down, drag the mouse cursor to the end of the text to be blocked. The blocked text will be highlighted in the reversed mode, white text on black background. Release the left mouse button.

### **Block the Text**

Select the EDIT, COPY commands from the menu and the blocked text in the NotePad will be written to the Windows clipboard.

### **Paste the Text**

Position the mouse cursor to the location at which the text is to be copied. Select the EDIT, PASTE commands and the text will be copied to the new location.

### **To Merge a File into NotePad**

To merge a file from a disk into the current NotePad document, place the mouse cursor at the position which the new imported text is to begin. Select the FILE, MERGE commands and the MERGE FILE box will appear.

Make sure that the Cover Page Select button is de-selected.

Select the desired drive letter and directory from the directories list box, which is the right list box in the window. The drive and directory to be displayed will be written above the left files list box.



FaxMail will search the directory chosen for text files TXT and display them in the left list box. Change the wildcard search in the edit box by typing \* and any other extension with you desire the search to be made upon.

Select the desired file in the list box by highlighting the file and selecting the OK button. You may also double-click on the filename.

The MERGE FILE box will disappear and the new file will be imported into or merged with the current document at the position of the cursor.

## Save NotePad Document

Select the FILE, SAVE commands from the menu. A SAVE AS box will appear within which you will enter the desired name to save the file to disk.

Notice that the SAVE AS box includes a Cover Page Select Button, indicating whether the file is to be saved as a Cover Page. Make sure that the button is de-selected.

Place the cursor in the name edit box and enter a name for the file of up to eight characters in length. An extension of TXT will automatically be added onto the filename if you do not enter one.

## Open a NotePad Document

To open an existing file, use the FILE, OPEN commands. A dialog box will appear within which you will select an existing file from disk. Make sure that the Cover Page Select button is de-selected.

Select the desired drive letter and directory from the directories list box, which is the right list box in the window. The drive and directory to be displayed will be written above the left files list box.

FaxMail will search the directory chosen for text files TXT and display them in the left list box. Change the wildcard search in the edit box by typing \* and any other extension with you desire the search to be made upon.

Select the desired file in the list box by highlighting the file and selecting the OK button. 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 NotePad Window.

## **Print a NotePad Document**

To print a document in NotePad, select the FILES, PRINT commands. A dialog box will appear informing you that the file is being directed to the printer. When the printing is completed, you will be returned to the NotePad workpad.

If you choose to stop the printing process, select the Cancel button, and the printing will be halted.

# Managing Files from NotePad

The NotePad Window gives you quick access to a variety of files management routines, preventing the need of returning to Windows File Manager or similar disk management routines.

## The File Manager routines are:

1. Copy
2. Delete
3. Rename

## Copy a File

To copy a file on disk, select the FILE, COPY commands and the Copy File box will appear. The box consists of two edit boxes at the top one for the name of the file to be copied labeled Copy File From: and the other for the name of the new file to which it is copied, labeled Copy File To:

## Select File to Be Copied

Select the desired drive letter and directory from the right list box, the directories list box. The drive and directory selected will be displayed above the left files list box.

FaxMail will search the directory chosen and display all files in the directory in the left box, the files list box. Select the file to be copied by highlighting it with the mouse cursor. The file selected will appear in the upper edit box labeled Copy File From:

If you know all or part of the file specification that you want to copy, you may type in directly into the upper edit box labeled Copy File From:. Wildcards are allowed.

## Enter New Filename

Once the Origination file is selected in the upper box, the mouse cursor will appear in the lower edit box label Copy 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 the <ENTER> key or selecting the OK button.

The original file will be copied to a new file under the designated name and the COPY FILE box will disappear. You will be returned back to the NotePad work area.

## Delete a File

To delete a file from disk, select the FILE, DELETE commands and the DELETE FILE box will appear. The box consists of an edit box at the top, labeled Delete File Name, and two list boxes below the right list box for drives and directories and the left for files.

## Select File to Be Deleted

Select the desired drive letter and directory from the directories list box. The drive and directory selected will be displayed above the files list box.

If you know all or part of the file specification that you want to Delete, you may type directly into the edit box Wildcards are allowed.

FaxMail will search the directory chosen and display all files in the directory in the files list box. Select the file to be deleted by highlighting it with the mouse cursor. The file selected will appear in the edit box above.

You may initiate the delete routine by pressing the <ENTER>key or selecting the OK button. You may also double-click on the filename in the files list box and the delete process will be initiated.

### **Confirm Deletion**

A notification box will appear informing you of the filename being deleted, and asking you to confirm that this operation is correct. To delete the file, select the OK button and the file will be deleted. You will be returned to the NotePad work area.

To cancel the delete process, select the CANCEL button and the file will not be deleted. You will be returned to the NotePad work area.

### **Rename a File**

To rename a file on disk, select the FILE, RENAME commands and the RENAME File box will appear. The box consists of two edit boxes at the top, for the name of the file to be Renamed labeled Old File Name: and the lower box for the new name to be assigned the file, labeled New File Name:

### **Select File to Be Renamed**

Select the desired drive letter and directory from the right list box, the directories list box. The drive and directory selected will be displayed above the left files list box. FaxMail will search the directory chosen and display all files in the directory in the left box, the files list box. Select the file to be renamed by highlighting it with the mouse cursor. The file selected will appear in the upper edit box labeled Old File Name.

If you know all or part of the file specification that you want to Rename, you may type directly into the upper edit box. Wildcards are allowed.

### **Enter New Filename**

Once the Origination file appears in the upper box, the mouse cursor will appear in the lower edit box label New File Name:. Type in the drive, path, and name for which the file is to be Renamed. You may initiate the sequence by pressing the <ENTER> key or selecting the OK button.

The original file will be Renamed to the designated name and the RENAME FILE box will

disappear. You will be returned back to the NotePad work area.

Sending FaxMail from NotePad

## **Sending FaxMail from NotePad**

Create a document or Cover Page in 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 includes your logo file, Data Fields which will automatically fill in information about the party to whom your correspondence is addressed, and sending from 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 the SAVE AS command.

### **Send as Text File**

To send a text file, select the SEND, SEND FAX commands and the Send Fax dialog box will appear. Select a Recipient and make any modifications you desire to the sending parameters and select the OK button.

### **Send as Cover Page**

To send your memo as a Cover Page, select the SEND, SEND FAX commands 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 the OK button.

If you desire to keep a copy of your memo in text file format, simply create your memo as a Cover Page, and using the SAVE AS command, de-select the Save as Cover Page option button. This will save the Cover Page as a text file for your permanent record.



# Receiving FaxMail

## Background Operation

The less expensive fax cards 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 fax/modem card possesses it's 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 Control 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, even when you are in DOS, incoming fax transmissions will be received into your computer, automatically

### Default Setting for Receiving Options

To Hold FaxMail in Receive Queue

To Notify upon Receipt

To Save upon Receipt

To Print upon Receipt

To Monitor Progress of Incoming FaxMail

## Default Setting for Receiving Options

FaxMail offers you a variety of options regarding the handling of incoming correspondence. Select the **SETUP** commands from the FaxMail menu. A dialog box will appear within which you may configure settings for the FaxMail system

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

### 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.

### Notification Options

There are four options pertaining to the handling of incoming FaxMail once it is received into your computer. Select one of the three 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

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.

### Notify

choose this option if you want to be notified when FaxMail is received into your computer. A Notification box will appear, presenting you with several options for managing your correspondence.

### 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

choose this option if you desire to have the file directed to the printer, as well as saved to disk. This option is not available only in conjunction with Auto-Save.

## To Hold FaxMail in Receive Queue

Choose **HOLD** if you want FaxMail to hold all incoming correspondence and not bother you until you choose to deal with your FaxMail. FaxMail stores all incoming correspondence in a queuing system until you are ready, the Receive Queue.

To extract FaxMail out of the Receive Queue, summon the **Event Log** from the FaxMail menu. Select the **RECEIVE QUEUE** button, located in the upper right portion of the screen, in the area entitled Pending Events.

You will be presented with the **Notification Box**, presenting you with options for handling the incoming correspondence. A separate Notification box will appear for each piece of incoming FaxMail held in the Receive Queue.

## To Notify upon Receipt

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. A more detailed discussion will follow later in this chapter, outlining the Notification box features.

Notification Box Options

Hold in Receive Queue

Print

View

Delete

Naming and Saving. Your FaxMail

# 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**

hold this and all future correspondence in the Receive Queue.

## **Print**

print the FaxMail file may print only files which are in fax format.

## **View**

display the FaxMail in the View File Window may display only those files in fax format.

## **Save-As Edit box**

save the file in the directory and under the filename as displayed. This box may be edited so that the file may be saved to disk in any directory and under any name desired.

## **Delete**

Delete the incoming FaxMail file.

# Print

Select the **PRINT** button and a print dialog box will appear. The dialog box will indicate the active printer and the number of pages in the FaxMail document.

## To Select Printer

In the same manner as FaxMail provides a driver swapping routine in its main menu, a check box is provided in the Print Dialog box to swap drivers. If a printer driver is active, the check box will be checked. If the fax driver is active, simply select the check box, and FaxMail will swap drivers, loading your printer.

To select a different printer driver, choose the **PRINTER** button 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 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 to be printed X through Y.

Select the OK button, 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 the Cancel button and the sequence will be halted.

## To Choose 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 multi-tasking 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 the **BACKGROUND** button and the printing process will continue in the background, simultaneously with your other work. By necessity, 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.

## To Cancel 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 appear. Select the **CANCEL** button, and the printing process will be aborted.





## View

By selecting the View button, you may display your fax correspondence in the View Fax Window. Scroll through the page with the horizontal and vertical scroll bars.

To view another page, select **PAGE** from the menu. The total number of pages will be displayed on the pull-down menu. Double click on the desired page number or highlight the page number and select OK.

Close the View Window by selecting. **QUIT** or **FILE, QUIT** and you will be returned to the Notification Box. See Part 9, View Fax for a more detailed explanation of the View Fax Window.

## Delete

If you have viewed or printed your incoming FaxMail and determined that you do not need a permanent copy, you may delete the file by selecting the **DELETE** button. A dialog box will appear prompting you to verify that you choose to delete the file. Select the OK button and the file will be deleted. Choose CANCEL if you wish to return to the Notification box and not delete the file.

### Special Note:

Consideration should be given before deleting a file. Deleting FaxMail means that you no longer have the option of managing that file through the **Events Log** later, should you desire to do so.

# Naming and Saving your FaxMail

## Fax Files

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

Use the **PRINT** or **VIEW** commands to print or view the file. 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. Place the mouse cursor in the edit box and use the Delete or Backspace keys to delete characters. To delete the entire default filename, simply begin typing a new file specification.

Select the OK button 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 the OK button and the file will be stored to disk, overwriting the older one. If you choose not to overwrite an existing file, select the CANCEL button and you will be returned to the Notification Box where you may enter a new file specification.

## 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 View Window to manage your correspondence. Each of these Windows possess the **MOVE AS** commands 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.

## To Save upon Receipt

Select **AUTO-SAVE** 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, as follows:

**MMDD0000DCX**

### Whereas:

MM is the month,  
DD is the day, and  
0000 is a numbering system denoting the number of files received that day

## To Handle 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.

## To Print upon Receipt

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 applies only in conjunction with 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 the CANCEL button.

You may also direct the printing process to be performed in the background, multi-tasked so that you may proceed with the work at hand. To do so, select the BACKGROUND button. 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.

## To Monitor Progress of Incoming FaxMail

Depending upon the fax card installed and its configurations, a tone can be heard when the card begins receiving FaxMail. If you want to inquire as to the sending party or to monitor the progress of the event, you may do so by selecting the Event Monitor.

Choose the **EVENT MONITOR** command from the FaxMail menu and the dialog box will appear.

## View Fax File

FaxMail may be displayed on the screen by selecting the **VIEW** command, and the View Fax Window will appear.

Also, the View Window may be called from a variety of other locations where it may be appropriate to display the contents of a bitmap file, such as the Send Fax dialog box, the NotePad Window, the Receive Notification box, Send Queue dialog box, and Events Log Window.

## Pre-Loaded Files

As information is being collected throughout the system for purposes of sending or receiving FaxMail, FaxMail saves the data in memory, making it available to all functions, screens and windows in the system.

Depending upon the program location from which you call the View Window, FaxMail will preload the Active file and pass that information to the Viewer, displaying it automatically.

[To Open a Fax File](#)

[To View a Fax File](#)

[To Copy a Fax File](#)

[To Move and Rename a Fax File](#)

[To Print a Fax File](#)

[To Delete a Fax File](#)

[To Send FaxMail from View Window](#)

## To Open a Fax File

To open a fax file for viewing, select the **FILE, OPEN** commands. An Open File dialog box will appear, within which a file may be selected.

### Type File Specification

The View Window is specifically designed to display fax format bitmap files. The filename must contain a **PCX or DCX** extension. Type in the complete file specification, including Drive letter, path and filename in the edit box entitled Open File for Viewing or select the file from the list box.

### Use List Boxes

Scroll through the list box using the scroll bar until the desired Drive, Path, and Files List appear.

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

To cancel the Open File dialog box without selecting a file, select the CANCEL button, and you will be returned to the View Window.



## To View a Fax File

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 re-freshed.

## Scroll 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.

## To View Another Page

To view another page, select PAGE from the menu. 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. If you choose to go to the next page, simply select the OK button. To move to any other page in the document, double-click on the page number, or highlight the page number and select the OK button.

## To Close the View Window

Close the View Window by selecting the **QUIT**; or **FILE, QUIT** commands, and you will be returned to your previous program location.

## To Copy a Fax File

To copy a file on disk, select the **FILE, COPY** commands and the Copy File box will appear. The box consists of two edit boxes at the top one for the name of the file to be copied labeled Copy File From: and the other for the name of the new file to which it is copied, labeled Copy File To:

### Select File to Be Copied

Select the desired drive letter and directory from the right list box, the directories list box. The drive and directory selected will be displayed above the left files list box.

FaxMail will search the directory chosen and display all files in the directory in the left box, the files list box. Select the file to be copied by highlighting it with the mouse cursor. The file selected will appear in the upper edit box labeled Copy File From.

If you know all or part of the file specification that you want to copy, you may type it directly into the upper edit box labeled Copy File From:. Wildcards are allowed.

### Enter New Filename

Once the Origination file is selected in the upper box, the mouse cursor will appear in the lower edit box label Copy 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 the <ENTER> key, or selecting the OK button.

The original file will be copied to a new file under the designated name, and the COPY FILE box will disappear. You will be returned back to the NotePad work area.

## To Move and Rename a Fax File

When viewing a file, it may be advantageous to rename and move the file to another location on the disk. Select the **FILE, MOVE AS** commands to summon the Move As dialog box.

The name of the file being moved will be displayed in the top edit box entitled Move File From:. If you are moving this file, type in 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 view 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.

You may selectively display files in the files list box by choosing from the file type buttons at the top of the window. Select one of the file type buttons, and the files having that extension will be displayed in the files list box.

Scroll through the files in the list box by using the scroll bar. Highlight the file to be moved, and the file will be displayed in the Move File From edit box.

In the Move File As edit box, type the drive, path and filename of the new location and select the OK button. The file will be moved and renamed, if directed.

Select the CANCEL button to close the Move As box without moving the file.

## To Print a Fax File

Select the **PRINT** button and a print dialog box will appear. The dialog box will indicate the active printer and the number of pages in the FaxMail document.

### To Load Printer

In the same manner as FaxMail provides a driver swapping routine in its main menu, a check box is provided in the Print Dialog box to swap drivers. If a printer driver is active, the check box will be checked. If the fax driver is active, simply select the check box, and FaxMail will swap drivers, loading your printer.

### To Select Printer

To select a different printer driver, choose the **PRINTER** button 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 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 to be printed X through Y.

Select the OK button, 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 the Cancel button and the sequence will be halted.

### To Choose 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 multi-tasking 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 the **BACKGROUND** button and the printing process will continue in the background, simultaneously with your other work. By necessity, 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.

### To Cancel 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 appear. Select the CANCEL button, and the printing process will be aborted

## To Delete a Fax File

To delete a file from disk, select the **FILE, DELETE** commands and the Delete File dialog box will appear. The box consists of an edit box at the top, labeled Delete File Name, and two list boxes below the right list box for drives and directories and the left for files.

### Select File to Be Deleted

Select the desired drive letter and directory from the directories list box. The drive and directory selected will be displayed above the files list box.

If you know all or part of the file specification that you want to Delete, you may type directly into the edit box. Wildcards are allowed.

FaxMail will search the directory chosen and display all files in the directory in the files list box. Select the file to be deleted by highlighting it with the mouse cursor. The file selected will appear in the edit box above.

You may initiate the delete routine by pressing the <ENTER>key or selecting the OK button. You may also double-click on the filename in the files list box and the delete process will be initiated.

### Confirm Deletion

A notification box will appear informing you of the filename being deleted, and asking you to confirm that this operation is correct. To delete the file, select the **OK** button and the file will be deleted. You will be returned to the View Fax Window.

To cancel the delete process, select the **CANCEL** button and the file will not be deleted. You will be returned to the View Fax Window.

## To Send FaxMail from View Window

You may find it convenient to create fax files for later sending, desire to forward incoming FaxMail to other parties, or simply resend fax files from the View Window. Open a fax file in the View Window and select the **SEND, SEND FAX** commands. The Send Fax dialog box will appear, containing the name of the open file in the Send File box.

Select the new addressee by selecting the **RECIPIENT** button. Change any sending parameters that you desire and select the OK button.

# The Events Log Window

General Information

Relationship between Log Entry and FaxMail

Events Log EntriesCompleted Events

Log Display Options

Operations on Log Entries

To Manage Pending Events

To Manage FaxMail in the Send Queue

To Manage FaxMail in the Receive Queue



## **General Information**

You may summons the Events Log Window from the FaxMail menu. Select the EVENTS LOG command 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**

The main Events Log list box presents a one line display of each past transaction in the FaxMail 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 card, 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.

### **Send Queue**

You may display all events that are currently in the send queue awaiting outgoing transmission.

### **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 **LIVE**, 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:**

#### **1. Entry Only**

The Events Log Entry may be deleted without deleting the transferred file itself.

#### **2. File Only**

The Transferred File may be deleted while saving the Event Log entry.

#### **3. Both**

Both the Entry and the Associated File may be deleted.

# Events Log Entries Completed Events

## 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 **Send Queue** and **Receive Queue**

## Each Log Entry includes the following information:

1. Date
2. Time
3. Type
- 4 Event Status
- 5 Transfer Type
- 6 Recipient
- 7 File Name

# Log Display Options

At times, displaying only portions of the log makes for easier reading. First, you may display all past events, whether the transaction was successfully completed, or failed. Second, you may display only those events which failed to be transmitted. This is particularly useful in determining which transactions need to be retransmitted. Each category has three options from which to choose.

## 1. All Past Events

- a. **All** - display all past events, both completed and failed
- b. **Sends** - display past sending events, both completed and failed
- c. **Receive** - display past received events, both completed and failed

## 2. Failed Events Only

- a. **All** - display all past events which failed to be transmitted, either ended in error or were aborted
- b. **Sends** - display past sending attempts which failed ended in error or were aborted
- c. **Receives** - display incoming attempts which failed ended in error or were aborted

From the Display Format box, upper left of screen, click on the option you desire, and the list box will be refreshed with the selected listings

## 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. Position the mouse cursor to the Log Listing on which you choose to take action, and click on the left mouse button the Listing will be highlighted, reversed videowhite text on black background.

### 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.

#### Move As

To Move the associated file to another location on the disk under the same, or a different name.

#### Delete

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.

[To Copy File](#)

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## **To Copy a File**

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

Initiate the event by selecting the OK button. The file will be copied, and you will be returned to the Events Log Window To cancel the event without copying the file, select the CANCEL button.

## To Delete from the Events Log

To perform a delete operation, highlight the desired entry and select the DELETE button 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:

1. Delete Entry Only - Only the entry in the Events Log will be deleted
2. Delete File Only - The actual file to which the entry pertains will be deleted
3. 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.

To cancel the delete operation and return to the Events Log Windows without proceeding, select the CANCEL button.



## To Move and Rename a File

Highlight the entry and select the **MOVE AS** button to summons the Move As dialog box.

The name of the file being moved will be displayed in the top edit box entitled Move File From:. If you are moving this file, type in 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 view 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.

You may selectively display files in the files list box by choosing from the file type buttons at the top of the window. Select one of the file type buttons and the files having that extension will be displayed in the files list box.

Scroll through the files in the list box by using the scroll bar. Highlight the file to be moved and the file will be displayed in the Move File From edit box.

In the Move File As edit box, type the drive, path and filename of the new location and select the OK button. The file will be moved and renamed, if directed.

Select the CANCEL button to close the Move As box without moving the file.

## To Purge Failed Events

Events which have ended in a failure, such as 1 an Aborted Event, or 2 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 the **PURGE FAILED EVENTS** function button. All failed events will be deleted from the log entries and the log will be refreshed, listing only the successful transactions.

## To Purge 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.

### 1. 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.

### 2. 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.

### 3. 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 simply 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 the **PURGE SEND AND DELETE FILES** function button and the files will be erased from your hard disk.

## To Re-Send FaxMail from Events Log

You may resend any FaxMail file directly from the Events Log Window. Simply highlight the entry in the list box, and select the **RE-SEND** function button. Upon selection, the **Send Fax** dialog box will appear.

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

Select the OK button to send the FaxMail, and the **Event Monitor** dialog box will appear. Select OK to close the Event Monitor box, and you will be returned to the Events Log Window

## To Manage Pending Events

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

### 1. Send

Any sending instruction which has not been transmitted, whether it is set for a future date or is awaiting its turn as part of a broadcast to a group, is stored in the **Send Queue**.

### 2. Receive

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, ie, the transaction has been sent from the 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.

## To Manage FaxMail in the Receive Queue

The Receive Queue contains FaxMail only when you have chosen to HOLD all incoming FaxMail for later handling. See **Configuring for FaxMail**, for more detailed information on configuring Receiving Options.

FaxMail in the Receive Queue is managed from the **Events Log Window**. Select the **RECEIVE QUEUE** button located to the upper right of the list box. 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, simply select the HOLD button and the remainder of the incoming events will remain in the Receive Queue for later handling.

## Maintain FaxBooks

The FaxMail FaxBook system is an extensive Rolladex 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, with each Book 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 is limited only by the amount of disk space in your computer, however the number of listings in a single FaxBook is limited to 1000.

To maintain FaxBooks in the system, choose the FAXBOOKS command from the FaxMail menu, and Maintain FaxBooks dialog box will appear. From this dialog box, you may perform the following operations:

1. create new FaxBooks,
2. delete existing FaxBooks,
3. edit existing ones, and
4. select default or active FaxBook

## To Create a FaxBook

To create a new FaxBook, select the FAXBOOKS menu command. 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 the program.

To create a new FaxBook, select the NEW button and a 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. You do not have to concern yourself with an extension FaxMail will automatically add a three character extension to the filename PBK. Select the OK button and you will be returned to the Maintain FaxBook box.

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



## **To Make a FaxBook Active**

FaxMail must know which FaxBook you are using at any one time. You can make your new FaxBook the Active FaxBook becoming the default book in all displays by highlighting it with the mouse cursor. The new FaxBook name will appear in the upper box on the screen, entitled Active FaxBook.

Close the Maintain FaxBook box by selecting the OK button, and return to your previous position. The ACTIVE FaxBook will become the default book, and will be displayed when the FaxBook Directory box is called. You may change the Active or Default FaxBook in the FaxBook Directory box, as well, by selecting a new one from the FaxBook list box provided.

## **To Delete a FaxBook**

To delete a FaxBook from the system, scroll through the FaxBooks in the list box and highlight the desired entry. Select the DELETE button and a Delete FaxBook box will appear, displaying the name of the FaxBook chosen for deletion.

Approve the deletion by selecting the OK button. The FaxBook will be deleted from the system.

Cancel the operation and return to the Maintain FaxBook box without deleting the FaxBook by selecting the CANCEL button.

## **Maintaining FaxBook Entries**

From the Maintain FaxBooks box, select the EDIT command, and the FaxBook Directory box will appear. From this box, you may maintain entries in your FaxBooks. You may also summons the FaxBook Directory box directly from the FaxMail menu by selecting the ENTRIES command.

To maintain FaxBook entries and to select a Recipient for your FaxMail transmissions, select the ENTRIES command.

## **To Change FaxBooks**

Notice that the FaxBook name selected from the Maintain FaxBook box appears in the upper left portion of the screen. You may change the Active 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 dropdown list box will disappear, displaying the chosen book.

The entries in the selected FaxBook will be displayed in the entries list box. FaxMail will maintain this selection as the default or Active FaxBook until you change it. The selection will be kept Active even when you reboot your computer and return to the program.

## To Sort FaxBook Listings

Listings in the Entries list box are shown displaying two fields:

### 1. Recipient Name

usually the company or organization.

### 2. Person's Name

The entries may be sorted on either field being alphabetized on the first letter of the first word. To sort the listings, simply click on the option button in the Sort By box in the upper right hand corner of the window. 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 field for some of your listings.

### Note:

The Recipient field must contain information before the FaxBook entry can be saved.

## To Locate a Particular Listing

You may locate a specific FaxBook entry in two ways:

### **1. Scrolling:**

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

### **2. 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. Just click on the letter of your choice and list box entries will be re-positioned to that alphabetical listing.

## **To Select a FaxBook Entry**

When you locate the desired entry, highlight the entry it will appear in reverse video by selecting it with the mouse cursor. Click on the OK button and the entry will be selected. The window will close and you will return to your previous operation.

You may also Double-click on the desired entry and it will be selected closing the FaxBooks Directory box, as well.

### **Active Recipient**

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

## To Add Entries To a FaxBook

Add new entries to the FaxBook by selecting the ADD button. In so doing, 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 person's 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 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 mouse cursor or by pressing the TAB button.

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

### Save Button

The Save button will save the FaxBook listing just entered, clear the data in the box, and remain in the Add FaxBook Entries box to input additional listings.

### OK Button

The Ok button also saves the FaxBook listing just entered, but also, closes the Add Entries box and returns you to the FaxBook Directory.

Add several entries or a single entry using the SAVE or OK buttons and return to the FaxBook Entries Directory.

### Note:

If you have SAVED the last entry that you desire to enter, you may close the Add FaxBook Entries box by pressing the CANCEL button.



## **To Edit an Entry in a FaxBook**

To edit an entry, first select a FaxBook Listing, as described above. Select the EDIT button 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 DELETE key.

Type the modifications desired. Move to another information field by using the TAB key or repositioning the mouse cursor. Upon completion of entering your modifications, select the OK button and your changes will be saved. You will then be returned to the FaxBooks Directory box.

## **To Delete a FaxBook Entry**

To delete an entry, first select a listing. With the entry highlighted, select the DELETE button. 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 the OK button and the entry will be deleted. To interrupt the deletion process, select the CANCEL button. You will be returned to the FaxBook Directory box, leaving the entry in the Book.

## **Maintain 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 simply 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 listings in the FaxBook.

When forming a GroupBook within a FaxBook, you are not changing the listings in the FaxBook. Each listing in the FaxBook is merely being tagged as belonging to the particular Group that is being formed.

### **GroupBook 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, MID\_WEST, etc.

## To Create a New Group

From the FaxMail menu, select the GROUPS commands and a Maintain 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 opposite the Group name.

Select the FaxBook from the dropdown 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, indicating the FaxBook selected.

Select the NEW button and a dialog box will appear with an edit box. Enter a name that you want assigned to the Group, using up to 32 charactersspaces are permitted.

Select the OK button and you will be returned to the Maintain 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.

## **To Delete a Group from a FaxBook**

To delete a Group from a FaxBook, select the GROUPS command from the FaxMail menu. The Maintain 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 a FaxBook**

To select another FaxBook, position the mouse cursor on the DOWN arrow button at the right of the Active FaxBook box and click the left mouse button. The dropdown list box will expand downward presenting a list of all FaxBooks in the system.

Select the desired FaxBook by highlighting it with the mouse cursor and the dropdown box will close, listing the selected FaxBook. The names of the GroupBooks formed within that FaxBook will be displayed in the main list box in the window.

### **Select a Group**

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

### **Select the Delete Button**

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

To Delete the Group, select the OK button and you will be returned to the Maintain Groups Box.

To cancel the deletion process and return without deleting the Group, select the CANCEL button and you will be returned to the Maintain Groups Box.

## **To Edit Entries in a Group**

To add entries to a GroupBook, summon the Maintain Groups dialog box. Select the EDIT button and a Maintain Groups 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**

Scroll through the FaxBook entries with the vertical scroll bar to the left of the list box, or click on the alphabetical index buttons to the right of the list box. The index buttons will search the listings and display the entries beginning with the selected letter in the index.

### **To Add Group Entries**

To add FaxBook entries to a Group, highlight the entry and select the ADD button. 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. Do not be concerned if you accidentally select the same entry twice, the Group listings will be purged before FaxMail builds the GroupBook.

### **To Delete Group Entries**

To delete entries from a GroupBook, simply scroll through the listing in the Group Members box and highlight the entry which is to be deleted. Select the Remove button and the entry will be removed from the Group Members box. You may also Double-click on the entry to be removed. The listing will disappear from the GroupBook box.

When you select the OK button, the modified Groupbook will be saved to disk.

## To Send 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, or forwarding correspondence to a distribution list, is efficient and time saving.

### Select the Group

As with sending FaxMail to a single recipient, select the RECIPIENT button from the Send Fax or Send File box and the Display FaxBook Entries box will appear.

In the upper left corner of the screen, two combo boxes exist one displaying the FaxBooks in the system, and the other displaying the GroupBooks created within each Faxbook. Select the FaxBook desired by clicking on the down arrow to the right of the FaxBook list box. A dropdown list of FaxBooks will appear. Highlight the desired FaxBook and the list will disappear displaying the selected FaxBook.

In the same fashion, display the Groups built within the FaxBook by clicking on the down arrow to the right of the Groups list box. Select the desired Group and the dropdown list will close, displaying the chosen Group.

### Send Fax File Dialog Box

Select the OK button and you will be returned to the Send Fax or Send File 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 the OK button, and the sending operation will be performed for each member of the group just as if each had been singularly entered. See Sending FaxMail, for more information on the sending process.

## **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 FaxBook as each new recipient is selected from the GroupBook and sent.

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



## Setup Dialog Box

To configure your FaxMail system to your liking, choose the SETUP command from the FaxMail menu. You will be presented with a dialog box within which you may enter information and set parameters. These system settings become the default parameters.

You may experiment with these settings to determine which represents the most commonly used condition. These settings simply serve to create a default condition which is consistent with the manner in which you most often use your FaxMail system. Each may be overridden, and an alternate option selected at all program locations in which they apply.

# Default Configurations

The following options are available for your configuration:

## Cover Page

With each FaxMail transmission, you may choose to include a Cover Page, not to include a Cover Page, or send the Cover Page only. You may also select a default Cover Page from those in the system.

## Fax Resolution

You may choose the fax resolution as the default setting.

## Sending Options

The sending options allow you to determine the drive and path in which all outgoing FaxMail will be stored. You may also set the default condition to Save or Delete the outgoing bitmap file.

## 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:

Hold in Receive Queue

Notify upon Receipt

Auto-Save upon Receipt

Auto-Print upon Receipt

## ID Name

You may enter the name which you would like to be sent in the fax header, as the sending party

## To Choose 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. You may select from among them, overriding the default condition, at the time correspondence is sent.

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

### Options for the default conditions are as follows:

#### 1. Include Cover Page

This setting will cause a Cover Page to be included with all your FaxMail, unless overridden in the Send Fax Box.

#### 2. No Cover Page

This setting causes no Cover Page to be sent, unless overridden in the Send Fax Box.

#### 3. Cover Page Only

This setting 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.

#### 4. 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.

# To Choose Default Fax Resolution

## What is Fax Resolution

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

## Standard Mode

Standard Mode is 100×200 DPI and will suffice for most communications.. Text below eight point in size may become difficult to read. This mode, having fewer dots, hence less data to build the FAX FILE, transfers faster than Fine Mode.

## Fine Mode

Fine Mode is 200×200 DPI.. It builds a BITMAP which has significantly more dots per square inch than the Standard mode, therefore, creating a finer resolution and clearer image.. Since the amount of data on the page is larger than that of Standard mode, fine mode FaxMail will take longer to transmit.

Select the resolution that you desire to implement in the majority of your FaxMail correspondence.. If most of your correspondence contains only text and limited graphics, standard mode will be sufficient.

Fine mode should be used when high quality, high resolution Fax images are needed, especially those containing graphics or large fonts.

You may want to test for yourself just what the visible differences are on a variety of types of FaxMail.

## To Choose Default Sending Options

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

## **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 of 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 the BACKSPACE or DELETE keys.

Upon saving the configurations box with the OK button, this will become the new default path in which outgoing bitmap files are saved.. You may change the directory path, at the time of sending, in the Send Fax Box by selecting the MOVE AS button.

### **Special Note:**

When you change a directory path in the Setup box, you must reboot your computer before the modification can take place.. Before you re-boot, make sure the new directory path exists on your hard disk.

## To Choose Default Receiving Options

Locate the area of the Setup box entitled Incoming File Management and notice the following options:

Incoming Directory  
Hold in Receive Queue  
Notify upon Receipt  
Auto-Save upon Receipt  
Auto-Print upon Receipt

Modify the edit box marked Incoming Directory or select from among the option buttons.. The Auto-Print selection automatically selects Auto-Save, since these two operations go hand-in-hand.

## **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 for the new directory to take effect.



## Hold in Receive Queue

Choose HOLD if you want FaxMail to hold all incoming correspondence until you choose to deal with your FaxMail. FaxMail 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 the Receive Queue button.. 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-Save 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.

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

**MMDD0000DCX**

### **Whereas:**

MM is the month,  
DD is the day, and  
0000 is a numbering system denoting the number of files  
received that day

## **Auto-Print 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.

### **Special Note:**

If you have changed the default incoming directory, you must reboot your computer before the change becomes effective.. Make sure that the new directory exists on the disk before re-booting.

# **FaxMail Management**

## **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**

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 simply makes a duplicate 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 the new fax information delivery system.

### **Setting Default Directories**

Use the SETUP command 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 the Move As command.. Direct your incoming FaxMail into the desired directory and under any name from the Notification box, when receiving FaxMail.

If you have not saved and named your FaxMail at the time of sending or receiving, you may do so from the Events Log.

## **Managing Fax Format 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 bitmap files under names of your choice.



# Send and Save or Delete

## Send and Delete

In sending FaxMail, select the SEND AND DELETE button 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.

Remember that you have the original program file generated from your application as the source file, and can always open it and send it from the program when needed.

## Special Note:

Since the sending operation may result in an incomplete transmission, or in the case of a group send, the bitmap file must be sent many times, the bitmap file is not deleted immediately after the sending attempt. It is simply tagged for deletion, later. You may delete all files tagged for deletion from the Events Log Window Select the **PURGE SEND+DELETE FILES** button and the files will so tagged will be erased from your hard disk.

## Send and Save

If you choose to save the fax format file, you may want to use the **MOVE AS** command, in the Send Fax box, to rename and/or relocate your FaxMail. If you choose to do so, the new, more meaningful name, other than the cryptic date-stamp will appear in the Events Log and throughout the FaxMail system, greatly simplifying file management.

## Special Note:

One good idea is to rename the file the same name as the original application. file that is being transmitted using the fax file extension of DCX. You might consider saving it in the same directory as the program file. In this manner, you will be able to link the program file, the log entry and the fax format file together.

## Managing Incoming Fax Files

If you have fairly heavy FaxMail traffic, it is recommended that you frequently change the default directory into which incoming files are stored. Remember that Bitmap 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:

### 1. View and Delete

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

### 2. Print and Delete

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

### 3. Backup and Delete

If you find it desirable to retain a permanent copy of incoming correspondence, using File Manager or other means, simply 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 EVENTS LOG from the FaxMail menu. Select Receive for the Display Format and only Incoming FaxMail will be displayed in the entries list box. You may then view, delete, rename, move, and resend your correspondence.

## **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.

### **Move As Command**

Use the Move As command to rename files from the Events Log Window. Again, a good idea is to save the fax files in the same directory as the origination, or source file, and under the same name changing the extension to DCX, denoting that this is the fax format version of the same file.

See *Managing FaxMail with Events Log*, for a full discussion on FaxMail management capabilities from the Events Log Window.

## **Managing FaxMail in View Window**

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