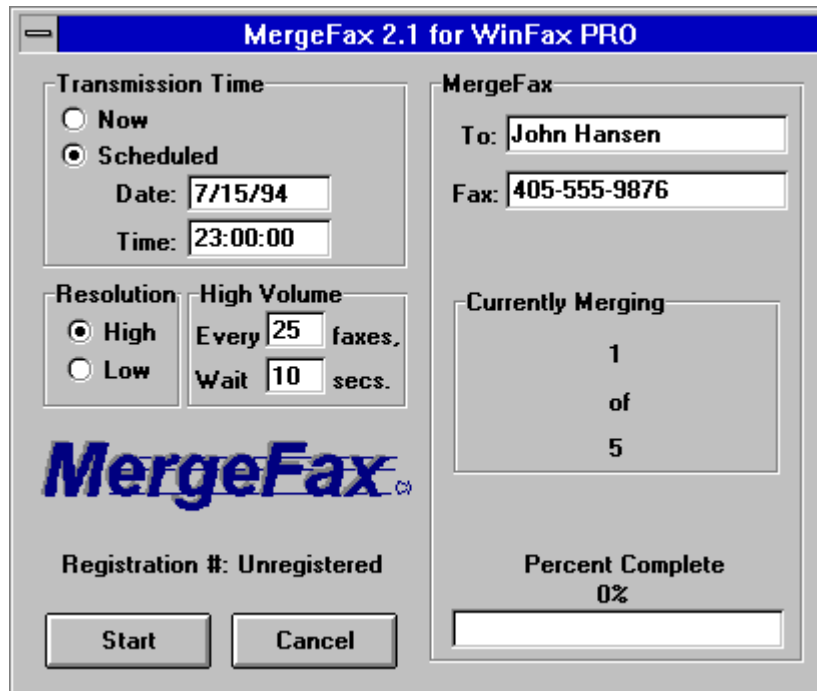


MergeFax 2.1 for WinFax PRO

User's Guide



What is MergeFax?

MergeFax 2.1 is an add-on program that allows you to "mail-merge" group fax THOUSANDS of PERSONALIZED faxes with Word for Windows 6.0 and WinFax PRO 3.0, 4.0, and WinFax PRO for Networks.

Quickly "touch" all of your customers—locally and world-wide—with the stroke of a single key. On a 486-66 machine, MergeFax queues up WinFax PRO's Out Box with 100 faxes in 5 minutes!

Send price lists, special offers, or new product announcements to all your customers. Send sales and marketing information to your distribution and sales staff. Send press releases, newsletters, event announcements, itineraries, investment updates, etc.—each one personally written to each individual.

MergeFax is far more effective than sending "junk mail" and "broadcast faxes" because people receive PERSONALIZED messages, INDIVIDUALIZED communications—with detailed information so fine, so specific, you are only limited by your "data source" and your use of Word 6.0's powerful mail merge features.

Here's how it works:

1. *MergeFax* automatically merges each data record, scans the document to find the recipient's name and fax number, and then (using DDE) passes them over to WinFax PRO.
2. *MergeFax* queues up all the faxes in WinFax PRO's Out Box—either to be sent immediately or scheduled for a later date and time.
3. *MergeFax* automatically sets the fax driver and resets the printer driver for you—so you don't have to fiddle with driver settings. You just run *MergeFax*, and it automatically switches to the fax driver, merges each data record, scans each merged document to find the recipient's name and fax number, passes them over to WinFax PRO, queues up all the faxes in WinFax's Out Box with their pending date and times, and finally returns you back to Word for Windows after resetting your printer driver back to whichever default printer it was on.
4. *MergeFax* does all this in minutes! For example, on a 486-66 machine, *MergeFax* queues up WinFax PRO's "event list" with 100 faxes in 5 minutes!
5. It's as easy as these 2 steps:
 1. Set up your mail-merge main document.
 2. Hit Alt-M and START.

Installation and Setup

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

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

Note also: If you decide after trying *MergeFax* 2.1 that it's not for you, you can easily remove it from your system by following the instructions in *Appendix A: Un-Installing MergeFax 2.1* (at the end of this guide).

This is what the install macro does:

- It copies the *MergeFax* macro into your NORMAL.DOT template so that it will be available globally.
- It assigns the keyboard shortcut key of Alt-M to the *MergeFax* macro.
- It adds MergeFax to the menu of your choice.

Note: If you get an error when you first try to run *MergeFax*, it usually means that the directory in which you installed WinFax PRO (usually C:\WINFAX) is not in your path

statement in your autoexec.bat file. For WinFax to function properly with DDE, WinFax must be either in your path statement or running when the DDE is initiated. **If C:\WINFAX is not in your PATH statement in your autoexec.bat file, simply add it and reboot your computer.**

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

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

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

Sample.doc

To see a demonstration of *MergeFax* 2.1 in action, we have included a sample mail-merge "main" document (SAMPLE.DOC) attached to a sample "data source" (SAMPDATA.TXT) that contains 5 records.

Simply open SAMPLE.DOC and hit Alt-M and Start. That's it! *MergeFax* will automatically switch to the fax driver, merge each data record, scan each merged document to find the recipient's name and fax number, pass them over to WinFax PRO, queue up all the faxes in WinFax's Out Box with their pending date and times, and finally return you back to Word for Windows after resetting your printer driver back to whichever default printer it was on.

Open SAMPLE.DOC and check it out!

Understanding "Data Sources"

If you are unfamiliar with the term "Data Source," this is just the general term used to describe a database or any other repository of information — such as names, addresses, and fax numbers — which can then be used to PERSONALIZE a form letter or INDIVIDUALIZE any other kind of merge document.

If this concept is new to you, and you're thinking, "I don't have any data sources," in fact, you most likely do. There are many kinds of programs you can use directly, or indirectly, as data sources:

1. Database Programs such as Microsoft Access, Paradox, FoxPro, dBASE, etc.

2. PIMs and Contact Manager Software such as ECCO, Organizer, Commence, ACT!, etc.
3. The WinFax PRO "phonebook" itself is a data source! Not many people know you can use this as a data source to send personalized merge faxes, but you can. Just attach the file DEFAULT.DBF (usually found in your C:\WINFAX\DATA directory) to your mail-merge main document, and you will be able to create personalized merge faxes that contain each person's name, address, fax number, etc.—automatically filled in!
4. You can even create a new data source with just Word for Windows 6.0. Word 6.0 has a "Database toolbar" that allows you to easily add, delete, search, and sort data fields. And you could use this simple database to keep all of your contact names, addresses, and phone numbers.

For more information on this 4th option, see the Word 6.0 User's Guide chapter 29 "Creating a New Data Source" (pages 642-645).

Some of these data sources — such as Microsoft Access for example — can be "linked" or "attached" directly to your mail-merge main document. Others require the extra step of exporting your data into a format that Word 6.0 can read.

For example, the sample data source included in the *MergeFax* package (SAMPDATA.TXT) is in the form of a "comma field delimited text file." Most PIMs and Contact Manager software allow you to export your data into this format so that Word 6.0 can read it.

For more information on Data Sources, see the Word 6.0 User's Guide chapter 30 "Using a Data Source from Another Application" (pages 676-679) and "Planning and Organizing a Data Source" (pages 680-685).

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

MergeFax searches for "To:" and "Fax:" (or any custom identifiers you create) to identify the recipient's name and fax number.

MergeFax allows you to create any custom identifiers you wish! For example, if you prefer "Fax #:", or "Fax No.:", or "Fax Number:", etc., simply re-run the *MergeFax Installation* to make the identifiers anything you want.

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

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

To: Woody Allen Fax: 555-555-5555

Or they can be reversed, like this:

Fax: 555-555-5555 To: Woody Allen

Or they can be separated by tabs, like this:

To: Woody Allen
Fax: 555-555-5555

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

This message To: Woody Allen

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

To: Woody Allen Date: January 20, 1995

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

To:Woody AllenFax:555-555-5555

Note: *MergeFax* always goes to the top of the document and searches down. So, if there is more than one identical identifier in a document, it always finds the first one.

The Big Tip: "Hidden Identifiers"

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

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

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

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

BONZI Software
396 17th St.
Paso Robles, CA 93446

Fax: 805-238-5798

Dear BONZI Software,

I love *MergeFax*! Great work! Kudos!

(Note: there is a hidden "To:" before the name **BONZI Software**. If you cannot see this, hit Tools>Options>View>Nonprinting Characters>Hidden Text. Once you see it, and know it's there, go ahead and hit File>Print Preview to see that it doesn't show up when you print and/or fax. Note: If it does show up, your printer options are probably set to "Include Hidden Text with Document" under Tools>Options>Print. Simply uncheck this setting to achieve the results you want.)

Example 2: Using Separate Cells

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

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

To:	Woody Allen
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MergeFax will search for "To>" and find Woody Allen!

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

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

Example 3: Skipping over YOUR fax number

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

ABC Widget Co.

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

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

Dear So-and-so,

I love your widgets! Great work! Kudos!

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

So you see, with *MergeFax* 2.1, you have complete flexibility in designing your faxes to look exactly the way you want, while at the same time allowing *MergeFax* to find the recipient's name and fax number accurately. And if you prefer, you can even completely hide the "hidden identifiers" by hitting Tools>Options>View>Hidden Text. This turns off the "Show Hidden Text" feature. So you'll never even have to see them on the screen. But *MergeFax* will find them, and pass the necessary information over to WinFax PRO.

Date and Time Scheduling

MergeFax allows you to send your faxes immediately or schedule them for a later date and time.

When you choose "Now", *MergeFax* queues up the faxes in WinFax PRO's Out Box at the same time that WinFax PRO is sending them in the background. When you choose "Scheduled", you can set the faxes for any future date and time. This is especially useful for taking advantage of the cheaper phone rates late at night.

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

Some people like to run *MergeFax* with the "Now" setting and walk away from their computers. This method works fine, but there are some advantages to "scheduling" the transmission time for a later date and time — even if it's only to queue up all the faxes in WinFax PRO's Out Box before letting them go:

Advantages of Scheduling:

1. The biggest advantage is you can double-check your faxes before sending them out by using WinFax PRO's viewer to look at the *actual* graphical images of each fax. This is the best place to double-check your faxes to make sure your data and document have merged correctly, because you

see EXACTLY what is going to print out on the recipient's fax machine before you send it off. Once you're satisfied with the look and layout of your faxes, you can either immediately send them all off (by selecting them, hitting WinFax PRO's "Reschedule" button, and choosing "Now") or you can "Reschedule" them for the best future time.

2. Another advantage of scheduling is you can cancel or delete any faxes that have merged incorrectly because of incomplete data or incorrect merge fields.
3. Another advantage of scheduling is, as we said above, you can take advantage of lower telephone rates outside of peak hours.
4. Another advantage is that if a problem occurs halfway through the fax merge, you won't have to determine and filter out those people who have already received their faxes, and those who haven't.
5. And the last advantage is that when you have queued up all the faxes in WinFax PRO's Out Box, you can confidently walk out for the night because WinFax PRO will handle all of the transmitting and logging — so that when you come back in the morning, you'll be able to quickly see any faxes that didn't correctly reach their destination and why: Busy signal, no fax machine response, etc.

Important Note to Intel CAS software users: When scheduling faxes, be aware that an incompatibility appears to exist between WinFax PRO and Intel CAS software. If you schedule a fax for a later date or time, and then delete the pending fax from the WinFax Event List or the WinFax OutBox, the .DCX file that the Intel CAS software creates is NOT deleted by either Delrina or Intel. So you must go to the directory in which the .DCX file is stored (usually c:\winfax\data) and delete it manually.

High Volume MergeFax-ing

To maintain maximum system memory during high volume *MergeFax-ing*, *MergeFax* periodically pauses to allow WinFax PRO to finish processing the faxes it is holding in memory.

To determine the best settings for high volume *MergeFax-ing*, take into consideration the following:

1. **The version of WinFax PRO you are using** — because WinFax PRO 4.0 processes much more *up-front* than WinFax PRO 3.0 does. This makes 3.0's *perceived speed* faster than 4.0's (because it goes onto the next fax more quickly by storing more unfinished work in memory), when in fact their *actual speeds* are about the same (if anything, 4.0 is a little faster). But the point here is this: WinFax PRO 4.0 does much more foreground processing — which means it doesn't need as long a "wait time" to process unfinished faxes in memory. WinFax PRO 3.0 does

much more background processing — which means you'll want to set longer "wait times" to allow for this.

2. **The size (page length) and graphical "weight" of each fax** — because longer and more graphically intense faxes take longer to process than short 1-page letters containing no graphics.
3. **The total volume you will be sending** — because it takes progressively longer to process and index each fax in the WinFax Outbox as the volume climbs into the thousands.
4. **The amount of system resources you have (RAM and virtual memory)** — because the more you have, the more unfinished faxes WinFax PRO can hold in memory.

For example, for volumes of 1 to 500 single page faxes, we recommend the following settings (on a 486-66 with 16 Megs of RAM and 20 Megs of virtual memory).

- Using WinFax PRO 3.0: Every 10 faxes, wait 30 secs.
- Using WinFax PRO 4.0: Every 25 faxes, wait 10 secs (the default).

You'll want to increase the wait time as your volume increases into the thousands. And the nice thing about *MergeFax* 2.1 is that it gives you complete control to "tune it" for your unique system.

Note: These settings cannot be changed in the middle of a *MergeFax* session — i.e. once *MergeFax* is running. So, if you think you'll need to change these high volume settings, be sure to "tune it" before hitting the "start" button.

Note, also: If you encounter an "out of memory" message during a high volume *MergeFax*, it is because Word 6.0 and WinFax PRO have run out of room to process anymore faxes. Make sure you close all unnecessary applications when *MergeFax-ing* to give Word 6.0 and WinFax PRO maximum space to work in. It's important to keep your resources to a maximum because, as Microsoft explains:

Even though a computer may have a large amount of memory (either RAM or virtual memory), the computer may still run out of resources. This is because Windows 3.1 and Windows for Workgroups allocate a subset of the total memory for system operations, and each application consumes a portion of this memory subset. When multiple applications are running, the memory used for system operations may be entirely consumed, causing Windows to display an "out of memory" message, even though there is plenty of available RAM. Windows NT, however, does not have this limitation.

If after closing all other applications, you still encounter "out of memory," you may need to close out of Windows and come back in fresh to free up your system's resources. This is because many applications do not release system resources when you close them. And so, if you have opened and closed many applications throughout the workday, you will not have as much memory available as when you first came into

Windows fresh. This is why it's a good idea to periodically close out of windows and come back in fresh. You'll regain any lost resources.

If that doesn't do it, and you still encounter "out of memory," it most likely means you are running some other program that "leaks" resources. *MergeFax* does not leak resources at all. We have tested *MergeFax* by processing 2,010 faxes. The system resources did not drop a single percent throughout the entire process. In fact, *MergeFax*'s only limitation is your available hard disk space (for storing all the faxes).

You can check your "system resources" with a program like Norton Utilities' "System Watch" or viewing the Help>About Program Manager screen. If your system resources continually decrease when running *MergeFax*, then some other program is causing them to "leak." Ironically, it has been reported that two "system resource monitoring programs" leak resources with WinFax PRO 4.0. They are SYSMETER and SMARTMON.

Checking to make sure data is merging correctly

There are two ways to confirm that your data is merging correctly.

1. **BEFORE you run *MergeFax*.** With the "View Merged Data" button on, you can click the "Next Record" (red arrow >) button to jump from record to record and see how each record is merging with the document. You'll know immediately if there are any changes you need to make to your data source before running *MergeFax*. (Or, you could also merge to a temporary document and browse it).
2. **AFTER you run *MergeFax*.** With all the faxes scheduled and queued up in the WinFax event list, you can view and peruse the graphical fax pages to make sure they were merged properly. What you see at this point is exactly what will be sent, so you can be confident in the knowledge that everything is "perfect" before sending them out.

Data merges correctly because of 1) complete data and 2) correct merge fields. Whenever you find incomplete data in your data source—for example, a blank fax number field—the most effective method is to correct it immediately so that you will never have to deal with that record again.

Note: Earlier versions of *MergeFax* received the "WinFax PRO DDE Error: No Fax Number Supplied" if any of your records contained a blank fax number. Users quickly learned to "query out" all of their records containing no fax numbers—as this DDE Error would halt the *MergeFax*-ing process.

MergeFax 2.1 now quickly checks each fax number before passing it over to WinFax PRO, and if it finds a blank fax number, it replaces it with the phone number 555-5555. This insures that the *MergeFax*-ing process will no longer be halted by the "No Fax

Number Supplied" error. And it makes it easy to spot any of these empty fax number fields in your database.

You can either scan your WinFax PRO Out Box for 555-5555 before sending the faxes out, or you can send them all out and let WinFax PRO log any that were not completed successfully. Because 555-5555 is a non-existent number (that's why you see it used a lot in television and movies), your send log will show and X-mark next to each one that could not be delivered successfully.

Dialing Prefixes

MergeFax handles all of the following dialing prefixes automatically:

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

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

Outside line access codes

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

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

Local area code

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

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

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

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

Long distance access code

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

Local long-distance access codes

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

During the *MergeFax Installation*, you are asked to list all of the "LOCAL TOLL FREE PREFIXES" in your area code that you can call without a long distance access code. Separate each prefix with a comma. Ex: 238,239,466,etc.

Tip: You will usually find a list of these numbers in the first few pages of your local phonebook. It's usually under a section titled "Local Calling" or the like. And it usually says something like this: "If the first three digits of the telephone number you are calling from are: 227,237,238,239,434, you may call telephone numbers beginning with the first three digits listed below at the local rate by dialing the seven digit number."

Note: You do not have to use this feature, or any of the dialing prefix features, if your data already contains all of the correct dialing prefixes and access codes needed for dialing. *MergeFax* simply offers you these dialing prefix and access codes as an option to find the quickest and easiest method to send thousands of merge faxes.

800 prefix access code

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

Not supported: International access and local country codes

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

- 1) Simply include the codes needed for each fax number in your database. This is probably the simplest method, unless you already have a very

large database that does not contain the proper dialing codes. In that case, you can —

- 2) Create a query that filters out all international numbers and then send them as a batch. For example, to dial the prefix "011" before every phone number, simply add it to your main mail-merge document before the fax number field like this:

Fax: 011<<Fax Number>>

Tip: Just as hidden text works nicely for hidden identifiers, the same principle can be applied to numbers, or even text, that you need to pass to WinFax PRO, but that you don't want to show up on the fax. For example:

Fax: 805-238-5798

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

Suggestions

Read chapter 29 ("Mail Merge: Step by Step") in Word 6.0 User's Guide

If you already know how to mail merge, there is nothing more for you to learn to run *MergeFax* because *MergeFax* simply takes advantage of Word for Windows 6.0's awesome mail-merge features.

If you don't know how to mail merge, you'll need to learn how to set up a mail merge "main" document and attach a data source to it, etc. All this information is explained clearly in chapter 29 of the Word for Windows 6.0 User's Guide. Don't be intimidated. Word for Windows 6.0 has the simplest mail merge setup we've ever seen. You'll be up and rolling in no time.

Loading WinFax PRO

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

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

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

WinFax PRO's Preview/Annotate feature

Note: We've found that *MergeFax* does not work with WinFax PRO's "Preview/Annotate" feature turned on. We have encountered strange behavior—sometimes even General Protection Faults—by running *MergeFax* with Preview/Annotate turned on. For some reason WinFax PRO cannot handle it. So we recommend you turn off "Preview/Annotate" before running *MergeFax*.

Assigning *MergeFax* to a toolbar button

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

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

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

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

Print out this *MergeFax 2.1 User's Guide*

We've put everything we could think of into this *MergeFax 2.1 User's Guide*. All of the most common questions and answers, problems and solutions, tips and tricks, etc. You might find this manual easier to read and refer to in printed form.

Prices for Registering MergeFax 2.1

This version of *MergeFax 2.1* is distributed as "shareware" or "try-it-before-you-buy-it" software. Unregistered evaluation copies can be shared and distributed freely.

However, you may not share the registration key, which is supplied to licensed users only. If you choose to continue using the program and register, that registration key may be used only by the licensee specified in the original order for the license. Licenses are not transferable and may not be modified.

a) **SINGLE LICENSE** for the use of *MergeFax* 2.1:

A *single license* permits you to use one copy of the *MergeFax* software on a single computer.

Single License	Price
1 computer	\$55

b) **SITE LICENSE** for the use of *MergeFax* 2.1:

A *site license* permits you to use *MergeFax* on as many computers as you have licenses.

Site License	Price
2 to 9 computers	\$42 each
10 to 24 computers	\$32 each
25 to 49 computers	\$26 each
50 to 99 computers	\$19 each

As a licensed *MergeFax* user, you will receive the following:

- A **permanent license** and **set of registration numbers** that will end the trial period and turn your evaluation copies of *MergeFax* into licensed versions.
- Unlimited free **Technical Support** via electronic mail and a 24-hour fax line.
- **Special offers on future releases.**
- **Influence on future development.** We welcome your ideas, thoughts, and suggestions for making *MergeFax* more useful. In fact, we'll add them to our "Future Projects List" (large outlines that we use to guide a product's development by breaking it down into goals and sub-goals, features and functions, and other important information). This allows us to, not only *remember* your suggestions, but to *consider them in the right place and time* during the development process.
- **Free updates, patches, and "bug fixes" with same-day notification!** Every time we release new updates, patches, and "bug fixes," we will send you written instructions explaining exactly where to go on-line in order to search for, download, and install these latest and best-performing versions. Updates are free to licensed users, and one of the nicest things is that we notify you *immediately* — via electronic mail or fax — *the very same day* they become available on CompuServe and the other on-line services. This way you'll always have the latest versions within *hours* after we've finished them — red-hot off the presses! In fact, electronic distribution is so fast and slick, you'll be running *MergeFax's* latest versions long before most SysOps have even put them up.

Methods for Registering MergeFax 2.1

To receive a permanent license for *MergeFax 2.1*, open the file REGISTER.DOC and E-mail, Fax, or Mail the registration form to:

E-mail: **BONZI Software**
Attn: Registration Processing
CompuServe: 72053,2227
or Internet: 72053.2227@compuserve.com

Fax: **BONZI Software**
Attn: Registration Processing
396 17th Street
Paso Robles, CA 93446
Fax: 805-238-5798

Mail: **BONZI Software**
Attn: Registration Processing
396 17th Street
Paso Robles, CA 93446
U.S.A.

Note: If you have a technical question at the time of registration, please send a separate message to "Attn: Technical Support."

For quickest response, register electronically via E-mail. We are setup to process your registration, enter you into our database of licensed users, and send you your license and registration number(s) rapidly.

Note: Please do not send the *actual* file REGISTER.DOC in "binary" format. Rather, the best method is to copy and paste the first page into an e-mail.

For non-credit card orders, please register via regular mail with a check or money order made payable to: **BONZI Software**.

Contacting Technical Support

If you have a question about *MergeFax*, and you cannot find the answer in the printed documentation, feel free to contact us at:

E-mail: **BONZI Software**
Attn: Technical Support
CompuServe: 72053,2227
or Internet: 72053.2227@compuserve.com

Fax: **BONZI Software**
Attn: Technical Support
396 17th Street
Paso Robles, CA 93446
Fax: 805-238-5798

Mail: **BONZI Software**
Attn: Technical Support
396 17th Street
Paso Robles, CA 93446
U.S.A.

For quickest response, contact us electronically via [E-mail](#).

Other BONZI Software products

BONZI Software also offers these other Word 6.0 add-on programs:

- *FAstFax* 4.2 for WinFax PRO
- *FAstFax* 4.1 for At Work Fax
- *FAstFax* 4.0 for Eclipse FAX

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

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

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

Here's how:

1. *FAstFax* scans your document, finds the recipient's name and fax number, and (using DDE) automatically passes them over to WinFax PRO—so you no longer have to keep TWO separate phonebooks. If you were tired of typing a person's name and fax number TWICE—once on the document and again before you faxed—you will love *FAstFax*.
2. *FAstFax* shows you a thumbnail page preview of your document—so you'll always fax the correct pages, and be able to check the final look and layout of your fax before sending it off.

3. *FAstFax* automatically sets the fax driver and resets the printer driver for you—so you don't have to think about driver settings again. And no more print jobs accidentally sent to the fax modem!
4. *FAstFax* allows you to "Fax & Print" with one keystroke. For example, it sets your fax driver, faxes your document, then re-sets your printer driver, and prints your document—all automatically, all with one keystroke.
5. *FAstFax* allows you to access the WinFax PRO send screen so you can quickly select File Attachments, Cover Pages, Phonebook entries, etc. You can even use *FAstFax* to quickly add a person's name and fax number to the WinFax PRO phonebook without having to re-type it.
6. *FAstFax*'s Date and Time Scheduling features allow you to send your faxes immediately or schedule them for later. This is especially useful for taking advantage of the cheaper phone rates late at night.
7. *FAstFax* also gives you a Resolution Choice feature that allows you to send "low resolution" or "standard" faxes—yet another way to save on long distance phone costs. This one is great for faxing internationally—saving you money on every fax you deliver before crossing into that costly "second minute."
8. *FAstFax*'s page range settings allow you to easily fax an entire document or just the current page—which is great for those quick 1 page faxes.
9. *FAstFax* also handles all of the following dialing prefixes automatically: Outside line access codes (for example "9"), Local area codes, Long distance access codes, Local long-distance access codes, and 800 prefix access codes.
10. *FAstFax* does all this in 2 keystrokes!
 1. Hit Alt-X and ENTER.
 2. Go get a doughnut.

You'll find *FAstFax* available on CompuServe and the other on-line services. To try *FAstFax* for WinFax PRO, search for and download the self-extracting file named FASTFA.EXE. To try *FAstFax* for At Work Fax, search for and download the self-extracting file named FASTAW.EXE. To try *FAstFax* for Eclipse FAX, search for and download the self-extracting file named FASTEF.EXE.

Appendix A: Un-Installing MergeFax 2.1

If you decide after trying *MergeFax 2.1* that it's not for you, you can easily remove it from your system. Here's how:

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

2. Delete all of the *MergeFax* 2.1 files that came in the self-extracting package: MRGFAX.EXE, MERGEFAX.DOC, MERGEFAX.DOT, MERGEFAX.BMP, REGISTER.DOC, VENDOR.TXT, FILE_ID.DIZ, README.1ST, SAMPLE.DOC, and SAMPDATA.TXT.
3. Delete the MergeFax macro from your normal.dot (global) template by hitting Tools>Macro>Delete. When you delete the macro, Word 6.0 will automatically remove it from the menu it is installed on, and free up it's Alt-M shortcut key.
4. Delete the file MERGEFAX.BMP from your Windows directory.

Thank you for trying *MergeFax* 2.1!

***** End of *MergeFax* User's Guide *****

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

You are encouraged to use this program for 7 sessions prior to obtaining a permanent license. You may share the files MERGEFAX.DOC, MERGEFAX.DOT, and MERGEFAX.BMP with anyone you choose as long as you do not change them. You may not share the registration key, which is supplied to licensed users only. If you choose to continue using the program and register, that registration key may be used only by the licensee specified in the original order for the license. Licenses are not transferable and may not be modified. A single License permits you to use one copy of the *MergeFax* software on any single computer, provided the *MergeFax* software is in use on only one computer at any time. If you have multiple Licenses for *MergeFax*, then at any time you may have as many copies of *MergeFax* in use as you have Licenses.

It is your responsibility to determine if the program will work reliably on your equipment and for your particular business environment. BONZI SOFTWARE DISCLAIMS ALL WARRANTIES RELATING TO THIS SOFTWARE, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL SUCH WARRANTIES ARE EXPRESSLY AND SPECIFICALLY DISCLAIMED. NEITHER BONZI SOFTWARE NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS SOFTWARE SHALL BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE SUCH SOFTWARE EVEN IF BONZI SOFTWARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIMS. IN NO EVENT SHALL BONZI SOFTWARE'S LIABILITY FOR ANY DAMAGES EVER EXCEED THE PRICE PAID FOR THE LICENSE TO USE THE SOFTWARE, REGARDLESS OF THE FORM OF CLAIM. THE PERSON USING THE SOFTWARE BEARS ALL RISKS AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE. Some states do not allow the exclusion of the limit of liability for consequential or incidental damages, so the above limitation may not apply to you.

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

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