

WINFAX PRO "Test Drive" Help Index

WINFAX PRO is a fax communications product for Microsoft Windows from Delrina Technology Inc. This "Test Drive" version of WINFAX PRO is designed to give you a preview of the features in the full WINFAX PRO product. You may copy and freely distribute WINFAX PRO "Test Drive".

For more information on WINFAX PRO, contact Delrina Technology:

Phone: 1-800-268-6082

Fax: 1-408-363-2340

All features described in the online help are available in WINFAX PRO, but not all features are functional in this demonstration version of the product. (Refer to the README file on your WINFAX PRO Test Drive diskette for more information on WINFAX PRO.)

Use the following methods to obtain information on WINFAX PRO features:

- ⌘ Hold down the Shift key and press F1. With the question mark pointer, click on a command to obtain specific information about that command.

or

- ⌘ Press F1 or pull down the Help menu and click on *Help Index* to display the main index of help topics.

or

- ⌘ Press F1 while a dialog is displayed to obtain instructions on how you would use that dialog in WINFAX PRO.

Commands

[Fax Menu](#)

[Send Menu](#)

[Receive Menu](#)

[Phonebook Menu](#)

[Help Menu](#)

Fax Menu

Remove pending or received events from the WINFAX Administrator event list (titled "WINFAX PRO Test Drive" in this version). Obtain information about events, and view faxes and fax attachments in the Image Viewer. Make changes to your WINFAX PRO setup.

For more information, select one of the following commands.

Remove Event
Event Information
View
Attachments
Setup
Exit

Send Menu

Send faxes and handle sent and pending events. Change the time and date of an event for delayed delivery. Send a fax directly from WINFAX PRO. Display a log of past events, and resubmit events to be sent again. Create a default fax cover page.

For more information, select one of the following commands.

[Reschedule](#)

[Fax](#)

[Send Log](#)

[Define Cover Page](#)

Receive Menu

Receive faxes and handle receive events. Set up WINFAX PRO to receive faxes automatically while you are working in other applications. Upon receipt of a fax, you can set up WINFAX PRO to notify you, automatically print the fax, or start up the Image Viewer and display the fax. Display a log of past receive events.

For more information, select one of the following commands.

Manual Receive

Receive Setup

Receive Log

Phonebook Menu

Store fax numbers for individuals and broadcast groups in online phonebooks. Import names and fax numbers from ASCII text files to your phonebooks.

For more information, select one of the following commands.

[Phonebook Record](#)

[Phonebook Group](#)

[Import to Phonebook](#)

Help Menu

Obtain online help on how to use WINFAX PRO features. Display a dialog with the product copyright notice, software version number and release date, and other related information about WINFAX PRO.

For more information, select one of the following commands.

[Help Index](#)

[About](#)

Remove Event Command

Use *Remove Event* or the *Remove* button to delete a pending or received fax from the event list.

If the removed event was a scheduled fax, it is registered in the send log with an Error status. You can resubmit it for transmission later.

If the removed event is a received fax, it remains listed in the receive log.

Event Information Command

Obtain information on a fax displayed in the event list, including:

- the name or fax number of the recipient or calling station
- resolution of the fax
- pages sent or received

and

- duration of the event.

Refer also to ...

[Pending Event Information](#)
[Receive Event Information](#)

View Command

Use the WINFAX PRO Image Viewer to ...

- ▣ review outgoing faxes and attachments
- ▣ review received faxes
- ▣ rotate and store received faxes
- ▣ save fax files to graphic image file formats (PCX and TIFF)
- ▣ convert received faxes to a WINFAX file format for sending them again.

Attachments Command

Use *Attachments* to scan fax attachment files. With a file or files selected in the Attachments dialog, you can then view or delete fax attachments.

Refer also to the Show Attachments dialog.

Setup Command

Use *Setup* to change configuration settings for your WINFAX PRO installation, and to modify the way WINFAX PRO sends faxes.

Paper Size - Choose the format in which you will typically send faxes.

Default Resolution

High Resolution gives you optimal quality fax documents.

Low Resolution is suitable if transmission time (cost) is more important than the print quality of the fax at the receiving end.

Orientation - Choose the orientation in which your fax pages will be printed at the receiving end.

Display Call Progress - WINFAX PRO can display status messages while you are sending and receiving faxes.

Dial Prefix - Set a default dial prefix (such as "9" for an outside line) to be used with each transmission. You can also change the dial prefix when you send a fax, from the Fax Send dialog.

Speaker Mode - Set the speaker to always be off or on, or on until WINFAX PRO connects with a sending or receiving fax device.

Modem Setup - Configure your fax/modem to handle the following:

Detect Busy Tone

Detect Dial Tone

Pulse Dial - Select this setting if your telephone system does not support "touch tone" dialing.

Dial Retries - Set the number of times you would like WINFAX PRO to try to send a fax when it encounters a busy signal at the receiving end.

Retry Time - Set the number of seconds between each retry.

Init String - Add special modem settings, if desired.

Maximum Transmission Rate (Max Tx Rate) - Set the maximum rate at which your fax hardware is designed to transmit.

Volume - Choose a low, medium or high volume setting for your fax/modem's speaker.

Fax Header - Create customized and informative fax headers by adding specific words, variables that extract information from your computer system or fax transmission details, or a combination of words and variables.

Station Identifier - Type in your fax number.

Sender Name - Type in your name or company name.

To modify how WINFAX receives faxes, refer to the Receive Setup command.

Exit Command

Use *Exit* to terminate WINFAX PRO Administrator (titled "WINFAX PRO Test Drive" in this version) and return to the Windows desktop.

Note:

If you wish to leave WINFAX PRO Administrator (WINFAX PRO Test Drive) but want to keep it active to receive faxes, minimize it rather than exiting.

Reschedule Command

Use *Reschedule* to change the time and date for a fax to be sent. You can schedule a fax to be sent immediately, or you can delay the send time.

Refer also to the [Reschedule Event dialog](#).

Fax Command

Use *Fax* to send a fax directly from WINFAX PRO Administrator (titled "WINFAX PRO Test Drive" in this version). The other method of sending a fax with WINFAX PRO is with the Print command in any Windows application.

When you click on *Fax*, the Fax Send dialog appears. From this dialog, you specify

- details on how and where to send the fax, including recipient and time to send

and

- the pieces making up the entire fax - a cover page and/or fax attachment files.

The main differences between sending directly from WINFAX PRO, and sending from another application are:

There is no Save to file option when you send from WINFAX PRO.

You will probably use the Cover Page option most frequently when sending from WINFAX PRO.

Send Log Command

Use *Send Log* to display a listing of faxes sent, with the following information about each event:

- date and time when the fax was sent (or a send was attempted)
- destination name or fax number
- event status.

The Send Log dialog includes detailed information about each event, and functions for maintaining the log and further manipulating events.

Define Cover Page Command

Use *Define Cover Page* to create a template for a fax cover sheet. Refer also to ...

Cover Page Setup dialog

Edit Cover Page dialog

Manual Receive Command

If you do not set up WINFAX PRO for automatic reception (refer to the [Receive Setup command](#)), you must use *Manual Receive* to prompt the fax/modem to immediately start receiving a fax using the current connection. You may want to use *Manual Receive* when you have one telephone line for voice and fax transmissions.

Receive Setup Command

From the Receive Setup dialog, select:

- ▣ automatic or manual fax reception
- ▣ handling of receive events, and
- ▣ a printer, if faxes are to be printed upon receipt.

Receive Log Command

Use *Receive Log* to display a listing of past receive events, with the following information about each event:

- date and time when the fax was received
- name or fax number of the calling station
- event status.

The Receive Log dialog includes detailed information about each event, and functions for maintaining the log and further manipulating events.

Phonebook Record Command

Use *Phonebook Record* to add entries to your online fax number phonebooks.

You can gain access to your phonebooks any time you send a fax, by clicking on the Select button in the Fax Send dialog. With phonebooks, you need not retype often used fax recipient names and numbers.

From the Phonebook Record dialog, you can...

- Create new phonebooks. WINFAX PRO starts with one default phonebook, and you can add an unlimited number of new phonebooks.
- Add phonebook records. One phonebook can hold a maximum of 1,000 individual and group entries.
- Delete phonebook records.
- Edit phonebook records. Update fax numbers and modify comments.

Phonebook Group Command

A phonebook group is a distribution list of existing phonebook members who are often sent the same fax.

From the Phonebook Groups dialog, you can ...

- Create new phonebook groups.
- Edit phonebook groups. Add new members or remove members from a group.
- Delete phonebook groups.

Import to Phonebook Command

Use *Import to Phonebook* to transfer appropriately formatted ASCII text files into your phonebooks. In this way, you can create and expand your WINFAX PRO phonebooks with existing lists from other sources. Refer also to the [Import to Phonebook dialog](#).

About Command

Use *About* to display a dialog with the product copyright notice, software version number and release date, and other related information about WINFAX PRO.

File Selector

Select a file to carry out the current WINFAX PRO activity, such as adding a text file to your default cover page.

Import to Phonebook

Transfer appropriately formatted ASCII text files into your phonebooks. In this way, you can create and expand your WINFAX PRO phonebooks with existing lists from other sources.

The file you wish to import into your phonebook must have the following characteristics:

- ASCII text format
- comma field delimiters
- carriage return record delimiters
- text strings in quotes
- 1,000 records or less.

Attachments

Scan a list of fax attachment files available to you.

When you click on a file name, details on the application and file from which the fax attachment was generated are displayed in the Description box. With a file selected, you can then ...

- click on the View button to display the attachment in the Image Viewer

or

- click on the Delete button to erase the file.

Insert Variable

With variables, WINFAX PRO can extract information from the send specifications for the current fax and insert that information in your cover page text and/or fax header.

\$D Current date - taken from your computer date setting

\$T Current time - taken from your computer time setting

\$N Total number of pages in fax

\$S Sender name - taken from your Fax/Modem Setup dialog

\$R Recipient name - taken from the Name field on the Fax Send dialog

\$X Recipient telephone number - taken from the Number field on the Fax Send dialog

Edit Cover Page

Customize your default cover page for the specific fax you are preparing to send.

1. Select a logo, if desired.
2. Change the font setting for the cover page text. Text can be compressed, if desired.
3. If you selected a default text file for your cover pages, the contents of that file are displayed in the Cover Page Text area of this dialog. Modify this text using the following methods.
 - a) Delete all default text.
 - b) Type in new text.
 - c) Delete selected text.
 - d) Import text from an ASCII file.
 - e) Insert variables.
4. When you have customized the cover page for the specific fax you are preparing to send, click on OK. Complete the settings in the Fax Send dialog and click on Send.

View Cover Page

If a selected event in your send log includes a cover page, you can click on the Cover button, and display a dialog showing the following details:

- the file name of the cover page logo, or “No Logo”

and

- the complete cover page text.

You can edit the cover page if you choose to resubmit the event.

Cover Page Setup

WINFAX PRO lets you create a fax cover page on demand. This cover page can automatically extract information from sources such as the following ...

- recipient name from the Name field of the Fax Send dialog, or from a list of names in a phonebook group
- sender name from the Sender Name field of the Fax/Modem Setup dialog
- time and date from your computer settings

... and insert it in the appropriate places on the printed cover page.

You can modify the following features of your default cover page:

Information Block - Enable the default information headings ...

FACSIMILE COVER PAGE

To:

From:

Time:

Date:

Pages (including cover):

... or customize them. If desired, disable this feature.

Logo - If you wish to have a graphic displayed at the top of your cover page, you must first prepare it in a file format suitable for use with WINFAX PRO. Use the Save to file option from the Fax Send dialog.

Font - Enable Use compressed font when you wish to insert a large block of text on your cover page.

Default Text - If you wish to have a standard block of text inserted on your cover pages, select an ASCII text file.

Note:

Logo, font and text selections for the cover page can be changed for a specific fax at send time.

Attach Files

Assemble a list of all the documents to be sent as one fax, and view a list of the available fax files in the WINFAX PRO directory. From this dialog, you can:

- Add saved fax files to the transmission list.
- Remove files from the transmission list.
- Preview fax files before adding them to the transmission list, by clicking on the file name, then clicking on the View button.
- Change the order in which fax files are sent.

Once you have selected the files you wish to attach to your current fax, and set up the order in which the files are to be transmitted, click on OK to accept the settings in the Attach Files dialog and return to the Fax Send dialog.

Fax Send

Fill in the appropriate details to send a fax using WINFAX PRO.

Recipient

To

Type in the intended recipient's name (a person, company or combination of the two). If you select a name from your online phonebook, this field is filled in automatically.

Number

Type in the fax number of the intended recipient. If you select a name from your online phonebook, this field is filled in automatically.

Prefix

The prefix is a digit or digits that must be dialed before the actual fax number. For example, many PBX office systems require that a "9" be dialed to obtain an outside line.

The default value of the dial prefix is set using the Setup command.

Select

Click on Select to view and choose from entries in your online phonebooks. The Phonebook Entries dialog is displayed.

Click on OK when you have selected the desired recipient or group. The To and Number fields are filled in automatically.

Add to phonebook

If you type in recipient information that is not currently stored in a phonebook, you can save it for future use by clicking on Add to phonebook.

Time to Send

This field displays the current time on your computer. If you are sending a fax immediately, do not change the setting. If you wish to send the fax at a different time, click on the hours, minutes or seconds values to modify them.

Hint:

Scheduling faxes to be sent at other times lets you accommodate international time differences and take advantage of lower telephone rates outside of peak hours.

Date to Send

This field displays the current date on your computer. If you are sending a fax immediately, do not change the setting. If you wish to send the fax on a different date, click on the month, day or year value to modify them.

Resolution

Select the resolution, in dots per inch, at which you wish the fax to be transmitted.

Files

Save to file

Save your current document or graphic to a permanent fax file, for future use as an attachment to other faxes, or as a cover page logo.

Attach

Click on Attach to specify additional files to be faxed along with the current document. You can also set the order in which all documents making up the fax will be sent.

Cover Page

Create a fax cover page on demand. To customize the default cover page for the particular fax you are sending, click on the Edit button. The Cover Page dialog appears, in which you can change the logo selection, font compression and specific cover page text.

Send

Click on the Send button to submit the information you have placed in this dialog for processing. If you are saving the document to a file, the Send button changes to Save. Click on the Cancel button if you wish to terminate the fax or save to file request.

After a fax transmission is complete or has been attempted, WINFAX PRO Administrator (titled "WINFAX PRO Test Drive" in this version) stores a synopsis of the event in the send log for your information, confirmation and future use.

Pending Event Information

The Pending Event Information dialog supplies some or all of the following details on the send event you have clicked on in the WINFAX PRO Administrator event list (titled "WINFAX PRO Test Drive" in this version).

Fax Number - This is the number to be dialed when the scheduled send time becomes current.

Resolution - High (200 x 200 dpi) or Low (100 x 200 dpi) appears here, indicating the resolution at which the document and any attachments will be transmitted.

Pages - This shows the total number of pages in the document to be faxed.

Pages Sent - The number displayed here is usually zero, because the pages have not yet been sent.

Identifier - The receiving fax often returns a string of information identifying itself.

Duration - This indicates the length of time, in minutes and seconds, that a call was established between your fax device and the receiving fax.

Port - This indicates the output port on your computer that will be used for transmission.

Retries - The number of times that a call is retried is shown here.

Application - The name of the application used to generate the fax document is shown here.

You can also click on the following buttons:

Files - View a list of fax files attached to the fax.

View - The Image Viewer starts up and displays the first page of the fax. From there, you can page through the rest of the fax if it is more than one page.

Cover - View the logo file, font compression setting and additional text prepared for the cover page for a specific fax.

Received Fax Description

If this box appears blank, you can type in a description of 80 characters or less and click on OK. The description filed here also appears in the receive log and when you click on the Descrip. button in the Receive Event Information dialog.

If you have already created a description for this fax, that description is displayed. You can edit the description, and the edited version will also appear in both the receive log and the Receive Event Information dialog.

Receive Event Information

The Receive Event Information dialog supplies some or all of the following details on the receive event you have clicked on in the WINFAX PRO Administrator event list (titled "WINFAX PRO Test Drive" in this version).

Identifier - The remote device that is sending you a fax often sends a string of information identifying itself.

Resolution - High (200 x 200 dpi) or Low (100 x 200 dpi) appears here, indicating the resolution at which the fax was sent to you.

Pages Received - This shows the number of pages successfully received.

Duration - This indicates the length of time, in minutes and seconds, that a call was established between your fax device and the remote device sending you a fax.

Status - Messages indicating the success or failure of the fax reception are displayed here.

You can also click on the following buttons:

Descrip. - If the Received Fax Description box appears blank, you can type in a description. If you have already created a description for this fax, here or in the receive log, that description is displayed.

View - The Image Viewer starts up and displays the first page of the fax. From there, you can page through the rest of the fax if it is more than one page.

Purge Log

Delete files and/or events from your send log or receive log.

Fax Data Files

All files containing the images of the faxes listed in the send log are deleted.

Failed Events

All events with an “Error” status are deleted.

All Events

All events, regardless of status, are deleted.

Send Log

Send events are logged according to the date and time that they occurred. The list contains the following information about each event:

- date and time when the fax was sent (or a send was attempted)
- destination name or fax number
- event status.

A fax can have a “Complete” or “Error” status. A “Complete” fax event is one in which the entire fax was successfully sent to its destination. An “Error” status message can indicate that:

- the receiving fax device was not available
- the receiving fax device was busy or out of order
- you removed the fax from the event list

or

- your fax device and the receiving fax device could not establish a communications connection.

Expanded information on your fax events includes:

Fax Number - This is the actual number dialed, including prefixes and pauses.

Resolution - High (200 x 200 dpi) or Low (100 x 200 dpi) appears here, indicating the resolution at which the document and any attachments were transmitted.

Pages - This shows the total number of pages in the fax document.

Pages Sent - This indicates the number of pages that were successfully sent.

Identifier - The receiving fax device may return a string of information identifying itself.

Duration - This indicates the length of time, in minutes and seconds, that a call was established between your fax device and the receiving fax device.

Port - This indicates the output port used for transmission.

Retries - The number of times that the call was retried is shown here.

Status - Messages indicating the success or failure of the fax send are displayed here.

Application - The name of the application used to generate the fax is shown here. “Direct Send” indicates that a fax was sent from WINFAX.

You can also click on the following buttons.

Purge - Delete files or events via the Purge Log dialog.

Print Log - Print the contents of the send log. You are first prompted to select a printer.

Resubmit - Submit a successful or failed event for subsequent transmissions from the Resubmit Event dialog.

Delete - Remove an entry or entries from the send log.

Files - Display the names of attached items in a selected fax.

View - The Image Viewer starts up and displays the first page of the selected send event. From there, you can page through the rest of the fax if it is more than one page.

Cover - The View Cover Page dialog is displayed for a selected fax.

Select Printer

Choose the printer on which your send log, receive log or received faxes are to be printed.

Receive Setup

Prepare to receive faxes in WINFAX PRO by selecting and modifying the following options.

Automatic Receive

Automatic Reception Enabled

If you want your fax/modem to automatically handle incoming faxes, without you having to specifically start the receive process, enable automatic reception. Otherwise, you must use the Manual Receive command to immediately begin receiving a fax.

With automatic reception enabled, the WINFAX Administrator (titled "WINFAX PRO Test Drive" in this version) displays a fax/modem icon under the menu headings and to the right of the Resched and Remove buttons.

Number of Rings Till Answer

With automatic reception turned on, you can also specify the number of times the telephone rings before the fax/modem responds.

Receive Options

For every receive option, the Fax Reception Status box appears while the receive event is in progress, as long as you have display call progress enabled.

Normal

No messages or indicators other than the Fax Reception Status box appear in Windows to announce a received fax.

Notify

A message is displayed indicating how many faxes you have received since you last checked WINFAX PRO.

Print on Receive

Faxes are immediately printed upon receipt at the resolution at which they were sent.

View on Receive

The Image Viewer automatically starts up and displays the first page of a received fax. You can page through and review all pages of the fax and perform other activities, such as rotating and converting the received fax to other file formats.

Printer (For Print On Receive)

Choose the appropriate printer on which to print received faxes.

Receive Log

Receive events are logged according to the date and time that they occurred. The list contains the following information about each event:

- date and time when the fax was received
- name or fax number of the calling station
- event status.

A fax can have a "Complete" or "Error" status. A "Complete" fax event is one in which it appears that you received the entire fax. An "Error" status message can indicate situations such as:

- you cancelled the fax reception while it was in progress

or

- your fax device and the remote device sending the fax could not establish a communications connection.

Event Description

If a received fax has been filed with a description, that description is displayed in the Event Description box when you click on the event in the log list.

Event Information

Identifier - The remote device that sent you the fax often sends a string of information identifying itself.

Resolution - High (200 x 200 dpi) or Low (100 x 200 dpi) appears here, indicating the resolution at which the fax was sent to you.

Pages Received - This indicates the number of pages successfully received.

Duration - This indicates the length of time, in minutes and seconds, that a call was established between your fax device and the remote device sending you a fax.

Status - Messages indicating the success or failure of the fax reception are displayed here.

You can also click on the following buttons.

Purge - Delete events via the Purge Log dialog.

Print Log - Print the contents of the receive log. You are first prompted to select a printer.

Description - Catalogue your received faxes with a brief description, using the Received Fax Description dialog.

Delete - Remove an entry or entries from the receive log.

Print Fax - Print the currently selected fax. You are first prompted to select a printer, and all or a range of pages from the fax.

View - When you click on View, the Image Viewer starts up and displays the first page of the selected receive event. From there, you can page through the rest of the fax if it is more than one page.

Reschedule Event

To reschedule a fax event ...

1. Click on and modify the time and/or date.
2. Click on OK. The fax is repositioned in the WINFAX PRO Administrator event list (titled "WINFAX PRO Test Drive" in this version).

Phonebook Groups

To create a phonebook group or work with existing phonebook groups ...

1. Click on Create and type in a new group name.
2. Click on OK. The empty group members list is displayed.
3. Click on Add to obtain a list of fax recipients who can be added to the phonebook group.
4. Click on a name in the Records remaining list, then click on Add. The name is added to the group members list.
5. Repeat steps #3 and #4 to add more group members.
6. When the group member list is complete, click on OK.

Use the Delete button to erase an entire group. Use the Edit button or double click on the group name in the Groups list to make further additions and deletions to a group.

Click on the Expand >> button to display a portion of the dialog that lists the members of the selected phonebook group, and indicates the total number of members in the group.

Edit Phonebook Group

To edit a phonebook group ...

1. Click on Add to obtain a list of fax recipients who can be added to the phonebook group.
2. Click on a name in the Records remaining list, then click on Add. The name is added to the group members list.
3. Repeat steps #1 and #2 to add more group members.
4. To delete a member from the group, click on it in the Group Members list, then click on Remove.
5. When the group member list is complete, click on OK.

Create New Phonebook Group

To create a new phonebook group ...

1. Type in a new group name.
2. Click on OK. The empty group members list is displayed.
3. Click on Add to obtain a list of fax recipients who can be added to the phonebook group.

Add Members to Phonebook Group

To add a member to a phonebook group ...

1. Click on a fax recipient in the Records remaining list.
2. Click on Add to insert the record in the group members list in the Edit Phonebook dialog.
3. Click on Add again to add another group member.
4. Repeat steps #2 and #3 to add more group members.

Phonebook Record

When you first display this dialog, your default phonebook is selected. This and any other phonebooks you create can hold a maximum of 1,000 individual and group entries.

Creating Phonebooks

1. Click on the Create button to the right of the Phonebook list.
2. In the Create a New Phonebook dialog, name your new phonebook and click on OK.
3. The new phonebook name is displayed in the Phonebook list and the Record list is empty.
4. When you enable **Use Partial Matches**, you need only type one or two letters in the To field of the Fax Send dialog to select the nearest record in the current phonebook that matches.

To select other existing phonebooks, click on the down arrow to the right of the name of the currently selected phonebook. Click on another phonebook file.

Adding New Records

1. Click on the Add button. The Add New Phonebook Record dialog displays.
2. When you have finished filling in the new record, click on OK. The new record is added to your currently selected phonebook.
3. Repeat steps #1 and #2 to add more records to your phonebook.

Deleting Records

1. Click on the name of the fax recipient to be deleted from the phonebook.
2. Click on the Delete button. A dialog appears, asking you to confirm that you want to delete the selected record. Click on Yes, and the record is removed from the list.
3. Repeat steps #1 and #2 to remove any other fax recipients.

Editing Records

1. Click on the name of the fax recipient whose information you wish to edit.
2. Click on the Edit button. The Edit Phonebook Record dialog displays.
3. When you have finished editing, click on OK. The record is updated.

Click on the Expand>> button to display a portion of the dialog that shows the fax number and comments fields for a selected record.

Create a New Phonebook

Type in eight characters or less for your new phonebook's file name. The file extension is automatically added when you click on OK.

Edit Phonebook Record

Modify the fax number and/or comments for a phonebook record. When you click on OK, the record is updated.

Add New Phonebook Record

Enter the fax recipient's name (the name of a person or company, as appropriate), fax number and some comments to complete a new phonebook record.

About WINFAX PRO

This dialog displays the product copyright notice, software version number and release date, and other related information about WINFAX PRO.

Resubmit Event

To resubmit a fax event for another send attempt ...

1. Modify the time and date.
2. Select or type in a new destination, as required.
3. Sometimes you must resubmit a send event because it failed part way through a transmission - some, but not all pages were sent successfully. When this is the case, the following selection is included at the bottom of the Resubmit Event dialog:

Send failed pages only

Click in the box next to this heading to display an "X". Successfully sent pages are not sent again when you resubmit the fax.

4. Click on Cover to [edit the cover page](#), if applicable.
5. Click on Send. The event is placed again in the WINFAX PRO Administrator event list (titled "WINFAX PRO Test Drive" in this version).

Phonebook Entries

When your WINFAX PRO phonebooks are set up, the individual recipients and groups of recipients are displayed for the currently selected phonebook. From this dialog, you can view and select the following.

- Select a different phonebook by clicking on the down arrow to the right of the Phonebook field. Click on another phonebook file. The Recipients and Groups lists display different names.
- Select a recipient or group by clicking on the appropriate name. If you want more information on a particular selection, click on Expand >>.

Click on OK when you have selected the desired recipient or group. The To and Number fields in the Fax Send dialog are then filled in automatically.

Show Attachments

This dialog displays a list of the attachments associated with the event you selected in your send log. Click on a file name and information on the application in which the attachment was created is displayed in the File Info box.