Fax Documentation

The Fax macro retrieves a chart and helps you fill it in. If you have used the letter macro, it "remembers" most of the information that you entered.

The chart, FAXTRAN.CHT, is a regular WordPerfect document with three tables and some text. **The first table identifies the sender's company and you will definitely want to change that to show your own company.** The second table contains To and From information, comments and information on the fax, itself. You will probably want to change some of this information also. The final table contains some self-serving language with little legal effect that you may want to keep or delete, depending on if you mainly handle information for third parties (want to keep it) or information for yourself (want to discard it).

The chart is obviously a derivitive of the sample that comes from WordPerfect for use by all of its licensed users and I disclaim any copyright of it.

An original macro was written by Ginsburg Feldman and Bress for its own use only, but a new one was written in March of 1991 by Gabriel Fineman with a different approach and greatly expanded functionality. Mr. Fineman does not consider his macro to be a derivative work and has designated this macro as FREEWARE.

The macro first picks the correct chart and then goes through the second table, cell by cell, in order, and asks for information it does not know. The macro calls the subroutines Get1 and Get4 to get single lines of information that are terminated with a {Enter}. It uses subroutines Get2 and Get5 for the long comments that must be terminated with a [F7]. If you change any of the cells, you might have to change the macro. See the notes at the end of FAX_H for more details. There are also subroutines to force the date as a code date and to suggest the total number of pages be the current total number of pages in the document that you may want to retain or skip. You will also want to change the {CHAR} prompt that asks which chart you want. It is not to hard - read @EDIT.DOC if you have never done this type of thing before.

The WP manager can disable the option for each user to make and keep her own personal fax chart. See the notes at the end of FAX_H for more information.

Most users just change the top table in the chart and put the other things on a to-do list (see CONTACT.WPM).

On a different topic, If you are using a fax modem, you will want to put a picture of your letterhead at the top of a letter before faxing it. If you have a picture of your letterhead, the PAPER_ macro [Alt P] does this for you if you edit the macro to recognize the name of your pseudo printer for the modem. For how to set up a picture of your letterhead, read @LTRHEAD.DOC.