

Including a predefined attachment with a fax

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachment Library section, click the folder containing the predefined attachments you want to include with this fax.
4. In the attachment list, click the attachment you want to include.
5. Click Add To Send List. The attachment appears in the Attachments To Send list. A thumbnail of the selected attachment also appears.
6. Click OK. The Send dialog reappears. In the Attachments section, WinFax displays the number of attachments selected.

Note

- To remove an attachment, click it in the Attachments To Send list and click Remove.

Related Topics

Including an attachment with a fax on the fly

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachments To Send section, click Attach File. The Select Attachment Files dialog appears.
4. Select the file that you want to attach and click Open. The Select Attachments dialog reappears with the selected file in the Attachments To Send list.
5. Click OK. The Send dialog reappears. In the Attachments section, WinFax displays the number of attachments selected.

Notes

- To remove an attachment, click it in the Attachments To Send list and click Remove.
- If you attached a file that is not in WinFax fax-ready image format, a print dialog may appear. From the Print dialog, print the file to the WinFax printer to convert the file to fax-ready image format and continue sending the fax.

Related Topics

Viewing an attachment at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachment Library section or the Attachments To Send section, click the attachment you want to view.
4. Click the View button in the section containing the selected attachment. The attachment appears.


Note

- If the attachment is in WinFax fax-ready image format, Viewer starts and displays the first page of the attachment. If the attachment is not in WinFax image format, WinFax launches the attachment's associated program with the appropriate file loaded.

Viewing predefined attachment information at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachment Library section, click the folder containing the appropriate attachment.
4. In the attachment list, click the attachment whose information you want to view.
5. Click Info. The Attachment Information dialog appears to display additional information about the attachment.

Tip

- For help on an item in the Attachment Information dialog, click  at the top of the dialog and click the item.

Finding a predefined attachment at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachment Library section, click the folder in which you want to search.
4. Click Search. The Search Attachments dialog appears.
5. In the Description, Keywords and File Name fields, type the text for which you want to search.
6. In the Options section, enable the appropriate options.
7. Click Search. WinFax searches the folder and displays all attachments that match the search criteria.

Note

- To display all attachments in the folder after a search, click Restore in the Select Attachments dialog.

[WinFax main window](#)

Opening the Attachments window

- On the Window menu, click Attachments. The Attachments window opens.

Finding an attachment in the Attachments window

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder in which you want to search.
3. On the View menu, click Search. The Search Attachments dialog appears.
4. In the Description, Keywords and File Name fields, type the text for which you want to search.
5. In the Options section, enable the appropriate options.
6. Click Search. WinFax searches the folder and displays all attachments that match the search criteria.

Note

- To display all attachments in the active folder after a search, click Display All on the View menu.

Creating an attachment at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachments To Send section, click Attach File. The Select Attachment Files dialog appears.
4. Select the file you want to attach and click Open. The Select Attachments dialog reappears with the selected file in the Attachments To Send list.
5. Click OK. The Send dialog reappears. In the Attachments section, WinFax displays the number of attachments selected.

Notes

- To remove an attachment, click it in the Attachments To Send List and click Remove.
- If you attached a file that is not in WinFax fax-ready image format, a print dialog may appear. From the Print dialog, print the file to the WinFax printer to convert the file to fax-ready image format and continue sending the fax.

Related Topics

Creating an attachment in another program

1. Start the Windows program, and open or create the document you want to use as an attachment.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Click OK. The WinFax Send dialog appears.
5. Click Make Attachment. The Create Attachment dialog appears.
6. If you want to add the attachment to an existing attachment folder, do the following:
 - Click Add To Attachment List.
 - In the Description and Keywords fields, type text to help you identify this attachment in the future.
 - In the Attachment Folders list, click the attachment folder in which you want to save this attachment.
 - To save the attachment in a directory other than the default directory, click Select, select the appropriate directory and click OK. The Create Attachment dialog reappears.
7. If you want to save the attachment without adding it to an attachment folder, do the following:
 - Click Save In Directory Only.
 - In the File Prefix field, type a name for the file using a maximum of 4 characters. WinFax adds a three digit number ("001" for the first page of the attachment, "002" for the second page, and so on) to the file name.
 - To save the attachment in a directory other than the default directory, click Select, select the appropriate directory and click OK. The Create Attachment dialog reappears.
8. Click OK. WinFax converts the document to a fax-ready image file, and saves it with an .FXS extension.

Tip

- Assign consistent descriptions and keywords to attachments to help make searches more efficient.

Related Topics

Creating a letterhead attachment in another program

1. Start the Windows program, and open or create the document you want to use as an attachment.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Click OK. The WinFax Send dialog appears.
5. Click Make Attachment. The Create Attachment dialog appears.
6. Click Add To Attachment List.
7. Enable Use As Letterhead.
8. In the Description drop-down, do either of the following:
 - If you want this letterhead to appear on the first page of faxes, click Paper1.
 - If you want this letterhead to appear on subsequent pages of faxes, click Paper2.
9. In the Keywords field, type text to help you identify this attachment in the future.
10. If you want to save the attachment in a directory other than the default directory, click Select, select the directory and click OK. The Create Attachment dialog reappears.
11. Click OK. WinFax converts the document to a fax-ready image file, saves it with an .FXS extension and places it in the Letterhead attachment folder.

Tip

- Assign consistent keywords to attachments to help make searches more efficient.

Notes

- Attach a letterhead file to a fax to add your company letterhead to one or more pages of a fax.
- If you want your letterhead to appear in a different position on the first page than on subsequent pages of a fax, create two letterhead attachments—one letterhead positioned as you want it to appear on the first page and one letterhead positioned as you want it to appear on subsequent pages.

Related Topics

Modifying attachment information

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to modify.
3. In the attachment list, click the attachment you want to modify.
4. On the File menu, click Properties. The Attachment Properties dialog appears.
5. In the Description and Keywords fields, edit the text as necessary.

[WinFax main window](#)

Modifying an attachment's description

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to modify.
3. In the attachment list, click the attachment you want to modify.
4. On the File menu, click Properties. The Attachment Properties dialog appears.
5. In the Description field, type a new description for the attachment.

[WinFax main window](#)

Modifying an attachment's keywords

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to modify.
3. In the attachment list, click the attachment you want to modify.
4. On the File menu, click Properties. The Attachment Properties dialog appears.
5. In the Keywords field, type the appropriate keywords for the attachment.

Viewing an attachment from the Attachments window

1. On the Window menu, click Att**achments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to view.
3. In the attachment list, double click the attachment you want to view.

Notes

- If the attachment is a fax-ready image, Viewer starts and opens the file. If the attachment is a binary file and you have set up the proper Windows file association, the attachment's associated program launches with the appropriate file loaded.
- View attachments, attachment thumbnails and attachment information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

Related Topics

Viewing attachment information in the display area

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to view.
3. In the attachment list, click the appropriate attachment.
4. On the View menu, enable Display Information. Information about the attachment appears in the display area at the bottom of the Attachments window.

Tip

- Change the order of the fields in the display area by dragging and dropping them.

▪ Related Topics

Viewing attachment thumbnails in the display area

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to view.
3. In the attachment list, click the appropriate attachment.
4. On the View menu, enable Display Thumbnails. A thumbnail of each page in the attachment appears in the display area at the bottom of the Attachments window.

Related Topics

Viewing an attachment in the display area

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to view.
3. In the attachment list, click the appropriate attachment.
4. On the View menu, enable Display Fax View. The attachment appears in the display area at the bottom of the Attachment window.

Tip

- Change the magnification factor from the right click menu to make the attachment easier to view.

▪ Related Topics

Removing an attachment from an attachment folder

1. On the Window menu, click Attachments. The Attachments window opens.
2. In the folder list, click the folder containing the attachment you want to delete.
3. In the attachment list, click the attachment you want to delete.
4. On the Edit menu, click Remove.
5. If you enabled Confirm All Deletions in the Program Properties dialog, a confirmation dialog appears. Click Yes to confirm the deletion. WinFax deletes the attachment from the folder and places it in the Wastebasket folder.
6. If there are WinFax image format files (.FXS) in the attachment, WinFax prompts you to specify whether you want to delete them. Click Yes or No.

Transferring a data file

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Delivery. The Delivery Properties dialog appears.
4. In the Recipient section, click BFT in the Send By drop-down list and click OK. The Send dialog reappears.
5. Specify the cover page and data file attachments you want to include with the fax.
6. Select any other appropriate options in the Send dialog.
7. Click Send. WinFax begins processing the fax.

Tips

- After specifying the correct transmission type, fill in the remaining fields in the Send dialog just as you would for a conventional fax.
- For help on an item in the Send dialog, click
- at the top of the dialog and click the item.

Notes

- The Compressed BFT transmission type is only available for WinFax to WinFax transfers.
- If you addressed the event to a phonebook recipient, the transmission type may be automatically specified by the information you entered in the phonebook recipient record.
- If the event contains WinFax fax-ready image files only, WinFax sends the event as a fax type.

▪ Related Topics

Adding a data file recipient to a phonebook

1. On the Window menu, click Phonebooks. The Phonebooks window appears.
2. In the phonebooks list, click the phonebook to which you want to add a recipient.
3. If you want to add a recipient to a folder within a phonebook, click the folder.
4. On the File menu, point to New and click Recipient. The New Recipient dialog appears.
5. Click the Name and Number tab. Do the following:
 - Type the new recipient's title, name, company and the primary fax, alternate fax, voice and cellular telephone numbers in the fields.
 - In the Type drop-down list, click the transmission type supported by the recipient. For example, click BFT to indicate the recipient is capable of receiving BFT transmissions.
6. Click the Address tab. Type the recipient's address in the fields.
7. Click the Send By tab. In the When Sending To This Recipient From drop-down list, click the location from which you want to send to this recipient and do the following:
 - Click the appropriate option to indicate how you want WinFax to dial the recipient from the specified location.
 - Enable the appropriate options to indicate whether WinFax should add the area or country code to the dial sequence.
 - In the From This Location, Always Send Using drop-down list, click the transmission type you want to use when sending to this recipient from the specified location.
 - In the Delivery section, click the time when you want to call this recipient.
 - Modify options for other locations as necessary.
8. If you want to make notes about this recipient, click the General tab. Type text in the fields.
9. Click the remaining tabs in the New Recipient dialog and select any other appropriate options.
10. Click the Programs tab. Do the following:
 - In the Recipient's Programs list, select the programs for which you want WinFax to convert the associated files to fax format before sending.
 - Click Remove. The selected programs appear in the Programs On This Computer list. If you now send files associated with that program, WinFax sends them as a conventional fax.
11. To add another recipient to the active phonebook without closing the New Recipient dialog, do one of the following:
 - To clear all fields before adding the new recipient, disable Last Values and click Add. A new blank phonebook record appears. Type the new recipient information.
 - To add a recipient based on the current information in the New Recipient dialog, enable Last Values and click Add. A new phonebook record appears with the most recent information you entered displayed. Modify any fields as necessary.
12. Click OK. WinFax adds the new recipient to the phonebook.

Tip

- For help on an item in the New Recipient dialog, click
- at the top of the dialog and click the item.

Notes

- You can also add recipients to a phonebook at send time.
- The number of records a phonebook or group can contain is limited only by the available disk space.
- You cannot add recipients to a read-only phonebook from within WinFax.

Transferring a fax file

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Delivery. The Delivery Properties dialog appears.
4. In the Recipient section, click Fax in the Send By drop-down list and click OK. The Send dialog reappears.
5. Specify the cover page and attachments that you want to include with the fax.
6. Select any other appropriate options in the Send dialog.
7. Click Send. WinFax begins processing the fax.

Tip

- For help on an item in the Send dialog, click
- at the top of the dialog and click the item.

Related Topics

Including a cover page with a fax

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the Available Cover Pages section, click the folder containing the cover page you want to include.
5. In the cover page list, click the cover page you want to include with the fax. A thumbnail of the cover page appears in the Selected Cover Page section.
6. If you want to make this cover page the default for all faxes you send, enable Set As Default.
7. Click OK. The Send dialog reappears. The name of the selected cover page appears beside the Cover Page check box.
8. Do either of the following:
 - If you selected the Quick Cover Page or a WinFax Cover Page with only one fillable field, type a brief message in the text area below the Cover Page check box.
 - If you selected a WinFax Cover Page with more than one fillable field, or you want to type a message directly on the cover page, click Fill In. Filler starts. Type the appropriate text and click Send Fax on the File menu. The Send dialog reappears.

Tip

- Spell check text you type in the text area of the Send dialog from the right click menu.

Notes

- Automatically include the default cover page with every fax you send by enabling Always Use Cover Page in the Program Properties dialog. On the Setup menu, click Program and click the General tab in the Program Properties dialog.
- When you send the fax, WinFax uses variables to extract event information—such as recipient name and number, date, time and page count—and places it on the cover page automatically.

Related Topics

Sorting cover pages at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the cover page list, CTRL-click the Description column heading. WinFax sorts the cover pages in reverse alphabetical order (from Z to A).

Note

- To return to the original alphabetical sort order (from A to Z), click the Description column heading.

Finding a cover page at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the folder list, click the cover page folder you want to search.
5. Click Search. The Search Cover Pages dialog appears.
6. In the Description field, type the description or name of the cover page.
7. Select any other appropriate options in the Search Cover Pages dialog.
8. Click OK. WinFax searches the folder and displays all cover pages that match the search criteria.

Note

- To display all cover pages in the active folder after a search, click Restore in the Select Cover Page dialog.

Defining a default cover page at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the Available Cover Pages section, click the folder containing the appropriate cover page.
5. In the cover page list, click the cover page you want to use as the default cover page. A thumbnail of the cover page appears in the Selected Cover Page section.
6. Enable Set As Default.
7. Click OK. The Send dialog reappears. The name of the selected cover page appears beside the Cover Page check box.

Note

- There is no thumbnail for the Quick Cover Page.

Viewing a cover page at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the Available Cover Pages section, click the folder containing the cover page you want to view.
5. Click Show All. The Cover Page Thumbnails dialog appears and displays thumbnails of all cover pages in the active folder.
6. Double click the cover page you want to include. The Select Cover Page dialog reappears.
7. Click OK. The Send dialog reappears.

Editing a WinFax cover page at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the folder list, click the folder containing the cover page you want to include.
5. In the cover page list, click the cover page you want to include with the fax.
6. Click Design. Cover Page Designer starts and opens the selected cover page.
7. Use the Cover Page Designer tools to draw objects and add text or graphics to the cover page.
8. On the Cover Page Designer File menu, click Exit. The Select Cover Pages dialog reappears.

Note

- Use the WinFax cover pages as templates to create your own custom cover pages in Cover Page Designer

Filling in the Quick Cover Page

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. Click Quick Cover Page and click OK. The Send dialog reappears.
5. In the text area below the Cover Page check box, type text for the quick cover page.

Tip

- If you want to type text directly on the quick cover page, click Fill In. Filler starts. Type the appropriate text and click Send Fax on the File menu. The Send dialog reappears.

Related Topics

Filling in a WinFax cover page

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the folder list, click the folder containing the cover page you want to include.
5. In the cover page list, click the cover page you want to include with the fax and click OK. The Send dialog reappears.
6. Click Fill In. Filler starts and opens the selected cover page.
7. Fill in the appropriate fields.
8. On the Filler File menu, click Send Fax. The Send dialog reappears.

Tips

- You can also use any of the send variables to add information automatically at the current position in the field.
- To create tabs within a fillable field, use CTRL + TAB.

Note

- To fill in a field in Filler, it must first be designed as a fillable field in Cover Page Designer.

Related Topics

[WinFax main window](#)

Opening the Cover Pages window

- On the Window menu, click Cover Pages. The Cover Pages window opens.

Finding a cover page in the Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder you want to search.
3. On the View menu, click Search. The Search Cover Pages dialog appears.
4. In the Description field, type the description or name of the cover page.
5. In the Options section, enable the appropriate options.
6. Click Search. WinFax searches the specified folders and displays all cover pages that match the search criteria.

Note

- To display all cover pages in the active folder after a search, click Display All on the View menu.

[WinFax main window](#)

Sorting cover pages in the Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the cover page list, click the column heading by which you want to search the cover pages. WinFax sorts the cover pages in alphabetical order (from A to Z) by the column heading you clicked.

Note

- To sort the list in reverse alphabetical order (from Z to A), CTRL-click the appropriate column heading.

[WinFax main window](#)

Viewing a cover page from the Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to view.
3. In the cover page list, double click the cover page you want to view. Cover Page Designer starts and opens the cover page.

Notes

- Double click the quick cover page to display the Quick Cover Page Properties dialog.
- View cover pages, cover page thumbnails and cover page information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

Related Topics

Viewing cover page information in the display area

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to view.
3. In the cover page list, click the cover page you want to view.
4. On the View menu, enable Display Information. The thumbnail and file information for the cover page appear in the display area at the bottom of the Cover Pages window.

Related Topics

[WinFax main window](#)

Viewing thumbnails of all cover pages in a folder

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to view.
3. On the View menu, enable All Thumbnails. The Cover Page Thumbnails dialog appears.

▪ Related Topics

Viewing a cover page in the display area

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to view.
3. In the cover page list, click the cover page you want to view.
4. On the View menu, enable Display Cover Page. The cover page appears in the display area at the bottom of the Cover Pages window.

Related Topics

[WinFax main window](#)

Editing the Quick Cover Page in the Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the cover page list, click Quick Cover Page.
3. On the File menu, click Properties. The Quick Cover Page Properties dialog appears.
4. Edit the quick cover page, as necessary.

▪ Related Topics

Adding a logo to a Quick Cover Page

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
 2. In the cover page list, click Quick Cover Page.
 3. On the File menu, click Properties. The Quick Cover Page Properties dialog appears.
 4. In the Logo section, do one of the following:
 - In the File Name field, type the path and name of the logo file you want to use.
 - If you do not know the name, click Select, select the appropriate .FXS file and click Open.
 - If the logo file is in an attachment folder, click Attachments, select the appropriate .FXS file and click Open.
- A picture of the logo appears in the Quick Cover Page Properties dialog.

Notes

- If you have a Class 2 modem, the image is not displayed and appears only on the sent fax.
- If you have a CAS modem, you must select a .PCX file. CAS modems cannot use .FXS files from an attachment folder.

Related Topics

Creating a logo file

1. Print the logo file to WinFax and save it as a WinFax attachment in .FXS format.
2. On the WinFax Window menu, click Attachments. The Attachments window opens.
3. In the folder list, click the folder containing the appropriate attachment.
4. In the attachments list, double click the appropriate attachment. Viewer starts and opens the selected attachment.
5. On the View menu, disable Annotation.
6. On the toolbar, click the Select Area button.
7. Select the area of the .FXS file you want to use as the logo.

For example, select the 2 inch by 2 inch square section of your corporate letterhead that contains your company logo.

8. On the File menu, click Export. The Export dialog appears.
9. Do the following:
 - In the Format drop-down list, click .FXS (WinFax format).
 - In the Prefix field, type a prefix for the .FXS file (maximum 5 characters).
 - In the Extension field, type a different extension if desired.
 - In the Look In list, select the folder in which you want to save the logo file.
 - In the Options section, click Selected Area.
10. Click Export. WinFax exports the file in .FXS format, using the prefix you specified and the numbers "001" (for example, LOGO001.FXS). Use this .FXS file as the quick cover page logo.

Related Topics

Adding text to a Quick Cover Page

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the cover page list, click Quick Cover Page.
3. On the File menu, click Properties. The Quick Cover Page Properties dialog appears.
4. In the Text section, do one of the following:
 - If you want to include text from a file, click File Name and type the file path and name. If you do not know the file name, click Select, select the appropriate ASCII text file (file name extension .TXT) and click Open. The Quick Cover Page Properties dialog reappears.
 - If you want to type text now, click User-Defined and type the appropriate text in the text box provided.
 - If you want to import text, enable User-Defined and click Import. Select a text file to import with a maximum size of 32 KB and click Open. The Quick Cover Page Properties dialog reappears with the text in the display area. Edit the text in the box provided.

Tips

- Save quick cover page text in a file and use the File Name option to update quick cover page text quickly and easily. To change quick cover page text, edit the text file.
- You can overwrite text when sending the fax by clicking Fill In in the Send dialog and typing new text.

▪ Related Topics

Editing a WinFax cover page from the Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to edit.
3. In the cover page list, click the appropriate cover page.
4. On the File menu, click Properties. The Cover Page Properties dialog appears.
5. In the Description field, edit the text as necessary.
6. Click Edit. Cover Page Designer starts and opens the selected cover page in the workspace.
7. Use the Cover Page Designer tools to draw objects and add text or graphics to the cover page.
8. On the Cover Page Designer File menu, click Exit. The Cover Page Properties dialog reappears.

Note








- Use the WinFax cover pages as templates to create your own custom cover pages in Cover Page Designer.

Removing a cover page from a cover page folder

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the folder containing the cover page you want to delete.
3. In the attachments list, click the cover page you want to delete.
4. On the Edit menu, click Remove.
5. If you enabled Confirm All Deletions in the Program Properties dialog, a confirmation dialog appears. Click Yes to confirm the deletion. WinFax deletes the cover page from the folder and places it in the Wastebasket folder. A dialog appears.
6. Specify whether you want to delete the .CVP file associated with the cover page. Click Yes or No.

Setting email options within WinFax (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Do any of the following:

-  Specify email message forwarding options
-  Specify the font for reply or forwarded email text
-  Specify the font for sent email text
-  Enable email receipt notification
-  Set the default sensitivity of email messages
-  Set the default importance of email messages
-  Save a copy of sent email messages.

Sending an email message from WinFax (Microsoft Exchange)

1. On the Send menu, click New Exchange Email. The New Message - Microsoft Exchange window opens.
2. In the To field, type the names of the recipients you want to send to. Separate multiple names with a semicolon. If you need to look up names in the Address Book, click the To or Cc button.
3. In the Subject field, type text to identify this email message for the recipient and your records.
4. In the message area, type your message.
5. Select any other appropriate options in the New Message - Microsoft Exchange window.
6. On the File menu, click Send.

Notes

- If required, you can also send Exchange email from the WinFax Send dialog to take advantage of other WinFax sending features.
- If you enabled Save A Copy Of The Message In The Sent Items Folder in the Exchange Properties dialog, an event record is created in the Sent Items folder for the message. On the Setup menu, click Exchange and click the Send tab to display the Send property sheet.

Sending an email message from the WinFax Send dialog (Microsoft Exchange)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the email message. Do the following:
 - Select a recipient from your Exchange system address book or select a recipient with a defined Exchange email address from any WinFax phonebook. The To field changes to a drop-down list.
 - Click Add To List. The recipient appears in the Recipient List.
 - Repeat this step for each recipient to whom you want to send this email message.
 - If you want to Cc a recipient, click Cc in the To drop-down list and select the recipients in the manner described above.
3. In the Subject field, type text to identify this email message for the recipients and your records.
4. In the Recipient List, select all email recipients.
5. Click Delivery. The Delivery Properties dialog appears. In the Send By drop-down list, click Exchange and click OK. The Send dialog reappears.
6. In the Cover Page section, type your message in the message area.
7. Specify the attachments you want to include with the email message.
8. Select any other appropriate options in the Send dialog.
9. Click Send. WinFax begins processing the email message.

Tips

- To quickly address your email message, click the Exchange address book in the phonebooks list. Type the recipient names in the To field, separated by semicolons, and press TAB to add the entries to the Recipient List.
- Send email messages from the Send dialog to schedule messages for sending at a future time and date or to combine email messages and other event types—such as Fax or BFT—in the same send.
- After addressing the email message, fill in the remaining fields in the Send dialog just as you would for a conventional fax.
- For help on a item in the Send dialog, click
- at the top of the dialog and click the item.

Addressing an email message in the Send dialog using an address book (Microsoft Exchange)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebooks list, click the Microsoft Exchange address book.
4. In the phonebooks list, click the folder containing the recipient to whom you want to send the email message. The recipients in the folder appear in the recipient list directly below the folder list.
5. Click the appropriate recipient. The Recipient's name appears in the To field. The To field changes to a drop-down list.
6. Click Add To List. The selected recipient appears in the Recipient List.
7. Repeat steps #4 to #6 for each recipient to whom you want to send the email message.
8. If you want to Cc a recipient, click Cc in the To drop-down list and select the recipients in the manner described above.

Tip

- To quickly address your email message, click the Microsoft Exchange address book in the phonebooks list. Type the names of the recipients in the To field, separated by semicolons, and press TAB to add the entries to the recipient list.

Addressing an email message to an email phonebook recipient

1. On the Send menu, click New Fax. The Send dialog appears.
 2. Click Phonebook. The Phonebook panel of the Send dialog appears.
 3. In the phonebooks list, click the phonebook containing the email recipient. The recipients in the folder appear in the recipient list directly below the folder list.
 4. Click the appropriate recipient. The Recipient's name appears in the To field. The To field changes to a drop-down list.
 5. Click Add To List. The selected recipient appears in the Recipient List.
 6. Repeat steps #3 to #5 for each recipient to whom you want to send the email message.
 7. If you want to Cc a recipient, click Cc in the To drop-down list and select the recipients in the manner described above.
 8. In the Recipient List, select all the recipients.
 9. Click Delivery. The Delivery Properties dialog appears.
 10. In the Send By list, do one of the following:
 - If you are using Microsoft Exchange, click Exchange and click OK.
 - If you are using another email system, click Email and click OK.
- The Send dialog reappears.

Including a predefined attachment with an email message

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachment Library section, click the folder containing the predefined attachments you want to include with this email message.
4. In the attachments list, click the attachment you want to include.
5. Click Add To Send List. The attachment appears in the Attachments To Send list. A thumbnail of the selected attachment also appears.
6. Click OK. The Send dialog reappears. In the Attachments section, WinFax displays the number of attachments selected.

Note

- To remove an attachment, click it in the Attachments To Send List and click Remove.

Including an attachment with an email message on the fly

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. In the Attachments To Send section, click Attach File. The Select Attachment Files dialog appears.
4. Select the file you want to attach and click Open. The Select Attachments dialog reappears with the selected file in the Attachments To Send list.
5. Click OK. The Send dialog reappears. In the Attachments section, WinFax displays the number of attachments selected.

Notes

- To remove an attachment, click it in the Attachments To Send List and click Remove.
- If you attached a file that is not in WinFax fax-ready image format, a print dialog may appear. From the Print dialog, print the file to convert it to fax-ready image format and continue sending the fax.

Setting WinFax delivery options for an email message

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the email message.
3. If you are sending this email message to multiple recipients or groups, select the entries in the Recipient List you want to schedule in the same manner. If required, you can schedule the email differently for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Recipient section, do one of the following:
 - If you are using Microsoft Exchange, click Exchange in the Send By drop-down list.
 - If you are using another email system, click Email in the Send By drop-down list.
6. In the Delivery section, do one of the following:
 - If you want to send the email message immediately, click Send Now.
 - If you want to schedule the email message for delivery at a specific time, click Scheduled and click the appropriate Time and Date settings.
 - If you want to hold the email message, click Hold.
 - If you want to schedule this email message to be delivered on a regular basis, click Recurring and then click Modify. The Modify Recurring Event dialog appears. Specify how often you want WinFax to deliver this email message.
 - If you want to cancel delivery after a specific time, enable Cancel By and click the appropriate Time and Date settings.
7. In the Priority section, click the email message priority.
8. In the Other section, do the following:
 - In the Billing Code field, type the appropriate billing information or click a previous billing code in the Billing Code drop-down list.
 - In the Keywords field, type the appropriate keywords or click a previous keyword in the Keywords drop-down list.

Setting WinFax send options for an email message

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the email message.
3. In the Options section, click Options. The Send Options dialog appears.
4. In the Location drop-down list, click your current location. If you want to change the properties associated with this location, click Properties. The Dialing Properties dialog appears. Make any necessary changes.
5. If you want to receive an email notification when the recipient receives the email message, enable Registered Receipt (Email).
6. Select any other appropriate options in the Send Options dialog and click OK. The Send dialog reappears.

[WinFax main window](#)

Resubmitting an email message (Microsoft Exchange)

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.
2. In the folder list, click the Sent Items folder.
3. In the event list, click the email message you want to resubmit.
4. On the Send menu, click Reply.

[WinFax main window](#)

Checking for new email messages (Microsoft Exchange)

- On the Receive menu, click Retrieve Exchange Email. WinFax checks for new email messages and places them in the Microsoft Exchange Inbox folder.

[WinFax main window](#)

Viewing the Microsoft Exchange Inbox in WinFax

- On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.

[WinFax main window](#)

Viewing an email message from the Inbox (Microsoft Exchange)

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.
2. In the folder list, click the folder you want to open.
3. In the event list, double click the email message you want to view. The Microsoft Exchange window opens and displays the message.

Saving email message text and attachments (Microsoft Exchange)

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.
2. In the folder list, click the folder you want to open.
3. In the event list, double click the email message you want to save.
4. On the File menu, click Save As. The Save As dialog appears.
5. Do the following:
 - In the Save In list, select the folder in which you want to save this email message.
 - In the File Name field, type the name of the file.
 - In the Save As Type drop-down list, click the appropriate file format.
 - If you want to save the message text, click Save The Messages(s) Only.
 - If you want to save the attachments, click Save These Attachments Only and select the attachments in the list.

Replying to an email message (Microsoft Exchange)

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.
2. In the folder list, click the Exchange folder you want to open.
3. In the event list, click the email message you want to reply to.
4. On the Send menu, click Reply to reply to the sender of the message or click Reply All to reply to the sender and all recipients of the message. A Microsoft Exchange window appears and displays the original message.
5. In the To field, type the names of the recipients to whom you want to forward the message. Separate multiple names with a semicolon. If you need to look up names in the Address Book, click the To or Cc button.
6. In the message area, type your message.
7. On the File menu, click Send.

Note

- Depending on how you set up Exchange in WinFax, the original text may be included in the reply or may be formatted differently.

Forwarding an email message (Microsoft Exchange)

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Microsoft Exchange message store.
2. In the folder list, click the folder you want to open.
3. In the event list, click the email message you want to forward.
4. On the Send menu, click Reply. A Microsoft Exchange window opens and displays the original message.
5. In the To field, type the names of the recipients to whom you want to forward the message. Separate multiple names with a semicolon. If you need to look up names in the Address Book, click the To or Cc button.
6. In the message area, type your message.
7. On the File menu, click Send.

[WinFax main window](#)

Viewing your address book in the WinFax Send dialog (Microsoft Exchange)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebooks list, click the Microsoft Exchange address book. WinFax displays your Microsoft Exchange Address Book.

[WinFax main window](#)

Viewing your address book in the Phonebooks window (Microsoft Exchange)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the Microsoft Exchange address book. WinFax displays the entries in the Microsoft Exchange Address Book in the recipient list.

Adding an email recipient to a phonebook (Microsoft Exchange)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the WinFax phonebook to which you want to add the recipient.
3. If you want to add a recipient to a folder within a phonebook, click the folder.
4. On the File menu, point to New and click Recipient. The New Recipient dialog appears.
5. Click the Name and Number tab. Type the new recipient's first and last name in the corresponding fields.
6. Click the Exchange tab. In the Alias, Address and Type fields, type the recipient's alias, Exchange address and address type. If you do not know the address, click Select, select the recipient from the Exchange address book and click OK.
7. Click the remaining tabs in the New Recipient dialog and select any other appropriate options.
8. To add another recipient to the active phonebook without closing the New Recipient dialog, do either of the following:
 - To clear all fields before adding the new recipient, disable Last Values and click Add. A new blank phonebook record appears. Type the new recipient information.
 - To add a recipient based on the current information in the New Recipient dialog, enable Last Values and click Add. A new phonebook record appears with the most recent information you entered displayed. Modify any fields as necessary.
9. Click OK. WinFax adds the new recipient to the phonebook.

Tips

- Use this procedure to add groups from your email system phonebook. Each group is saved in WinFax as a single entry.
- For help on an item in the New Recipient dialog, click
- at the top of the dialog and click the item.

Notes

- You can also add recipients to a phonebook in the Phonebooks section of the Send dialog.
- The number of records a phonebook or group can contain is limited only by the available disk space.
- You cannot add recipients to a read-only phonebook from within WinFax.

[WinFax main window](#)

Adding an email entry to the address book (Microsoft Exchange)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the Exchange address book to which you want to add an entry.
3. On the File menu, point to New and click Recipient. The New Entry dialog appears.
4. In the entry type list, click the type of entry you want to add and click OK.
5. Complete the appropriate details to add the entry. For more information, see your Microsoft Exchange documentation.

Adding the email message sender to a phonebook (Microsoft Exchange)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the phonebook to which you want to add the message sender.
3. On the Window menu, click Exchange Inbox. The Logs window opens and displays all folders and messages in your Exchange Inbox.
4. In the folder list, click the folder you want to open.
5. In the event list, click the appropriate email message.
6. On the File menu, click Add To Phonebook. The Select Folder dialog appears.
7. In the folder list, click the folder to which you want to add the message sender and click OK. The New Recipient dialog appears. The recipient's name and email address are filled in automatically.
8. Click the Exchange tab. Verify the recipient's Exchange address.

[WinFax main window](#)

Adding multiple recipients from the address book to a phonebook (Microsoft Exchange)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the phonebook to which you want to add the recipients.
3. On the File menu, point to New and click Recipient From Exchange. The Address Book dialog appears and displays the entries in your Exchange address book.
4. In the list, select the entries you want to add.

Note

- For each recipient you add, WinFax creates a new phonebook entry that specifies the first and last names and email address. If required, you can modify the entries to specify other information, including the fax number, street address and billing code.

[WinFax main window](#)

Setting email options in WinFax (Other email systems)

1. On the Setup menu, click Email. The Email Properties dialog appears.
2. Select the appropriate options.

[WinFax main window](#)

Logging on (Other email systems)

1. On the Tools menu, click the email log on command for your email system.
2. In the fields, type your email system log on name and password.

Note

- Depending on how you set up your WinFax Email Properties, the log on dialog may appear automatically whenever you start WinFax or select an email menu command.

[WinFax main window](#)

Logging off (Other email systems)

- On the Tools menu, click the email log out command for your email system.

Sending an email message from WinFax (Other email systems)

1. On the Send menu, click New *Program* Email. The Compose dialog appears.
2. Address your email message. Do the following:
 - In the To field, type the recipient's name.
 - If you want to carbon copy or blind copy this message to a recipient, type the recipient's name in the Cc field. If you do not know the recipient's email address, click Address, select the recipient to which you want to send this message and click OK. The Compose dialog reappears.
3. In the Subject field, type text to identify this email message for the recipient and your records.
4. In the message area, type your message.
5. Enable Receipt to determine when recipients read this message. Once a recipient reads your message, a registered receipt event appears in your Receive Log.
6. If you want to attach files to the email message, click Attach. The Select Attachments dialog appears. Select the appropriate attachments and click OK. The Compose dialog reappears.
7. Click Send. WinFax processes the message and delivers it to your email system. From this point on, your email system distributes the message to the appropriate recipients.

Note

- If you enable Store Sent Email In Send Log in the WinFax Email Properties dialog, an event record is created in the Send Log for the message.

Sending an email message from the WinFax Send dialog (Other email systems)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the email message. Do the following:
 - Click Email Users and select a recipient from your email system address book or select a recipient with a defined email address from any WinFax phonebook. The To field changes to a drop-down list.
 - Click Add To List. The recipient appears in the Recipient List.
 - Repeat this step for each recipient to whom you want to send this email message.
 - If you want to Cc a recipient, click Cc in the To drop-down list and select the recipients in the manner described above.
3. In the Subject field, type text to identify this email message for the recipients and your records.
4. In the Recipient List, select all email recipients.
5. Click Delivery. The Delivery Properties dialog appears. In the Send By drop-down list, click Email and click OK. The Send dialog reappears.
6. Specify the attachments you want to include with the email message.
7. Select any other appropriate options in the Send dialog.
8. Click Send. WinFax begins processing the email message.

Tips

- To quickly address your email message, click the email system address book in the phonebooks list. Type the recipient names in the To field, separated by semicolons, and press TAB to add the entries to the Recipient List.
- Send email messages from the Send dialog to schedule messages for sending at a future time and date or to combine email messages and other event types—such as Fax or BFT—in the same send.
- After addressing the email message, fill in the remaining fields in the Send dialog just as you would for a conventional fax.
- For help on an item in the Send dialog, click
- at the top of the dialog and click the item.

[WinFax main window](#)

Inserting a variable in an email message (Other email systems)

1. On the Send menu, click New *Program* Email. The Compose dialog appears.
2. In the message area, position the cursor at the point you want to insert the variable.
3. Type the appropriate variable code. When you send the message, WinFax replaces the variables with the relevant details.

Note

- In order to use variables with email messages, you must enable Expand Cover Page Variables When Sending in the Email Properties dialog. On the Setup menu, click *Program* Email to display the Email Properties dialog.

Related Topics

Resubmitting an email message (Other email systems)

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the email message you want to resubmit.
3. On the Send menu, click Reply. The Compose dialog appears. The original recipients and text message appear.
4. In the message area, type any additional information you want to add to the email message, if required.
5. Click Send. WinFax resubmits the message.

Note

- You cannot resubmit an email message as part of a multiple event resubmission. Select a single email message only for resubmitting.

[WinFax main window](#)

Checking for new email messages (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens and displays the Receive Log folder.
2. On the Receive menu, click Retrieve *Program* Email. WinFax checks for new email messages and places them in the Receive Log folder.

Note

- Set up WinFax to check your email system at regular intervals for new messages. On the Send menu, click Email and click the Messages tab to display the Messages property sheet.

Saving email message text and attachments (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the folder list, click the folder containing the email message you want save.
3. In the event list, click the email message that you want to save.
4. On the File menu, click Save Attachment. The Save Attachment dialog appears.
5. Do the following:
 - In the Save In list, select the folder in which you want to save this email message.
 - In the File Name field, type the name of the file.
 - If you want to save the attachments, click Save These Attachments Only and select the attachments in the list.

Replying to an email message (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the folder list, click the folder containing the email message.
3. In the event list, click the email message to which you want to reply.
4. On the Send menu, click Reply to reply to the sender of the message or click Reply All to reply to the sender and all recipients of the message. The Compose dialog appears. The original recipients and text message appear.
5. In the text message area, type your reply.
6. If required, modify the list of recipients or the attached files.
7. Click Send. WinFax sends your reply.

Forwarding an email message (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, click the email message that you want to forward.
3. On the Send menu, click Forward. The Compose dialog appears. The original text message appears.
4. If required, type any additional information you want to add to the forwarded event.
5. Address the message to the appropriate recipients.
6. Click Send. WinFax forwards the email message.

Adding the email message sender to a phonebook (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the folder list, click the folder containing the email message.
3. In the event list, click the appropriate email message.
4. On the File menu, click Add To Phonebook. The Select Folder dialog appears.
5. In the folder list, click the folder to which you want to add the message sender and click OK. The New Recipient dialog appears, and displays the name of the active phonebook in the title bar. The recipient's first and last names and email address are filled in automatically.
6. Fill in the remaining fields of this dialog, as required.
7. Click OK to add the recipient record to the active phonebook.

Tip

- If you want to create an alias for the recipient, edit the first and last names appropriately. When you send a message using an alias, the recipient's name appears in quotes.

[WinFax main window](#)

Addressing an email message in the Send dialog using an address book (Other email systems)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears. The To field changes to a drop-down list.
3. In the phonebooks list, click the Email Users. A dialog appears displaying the contents of your email system address book.
4. Select the recipients to whom you want to send this email message and click OK. The Send dialog reappears. The recipients appear in the Recipient List.

[WinFax main window](#)

Viewing your Exchange folders and email messages in WinFax

1. On the Window menu, click Exchange Inbox. The Logs window opens and displays the folders and messages in your Exchange message store.
2. In the folder list, click the Exchange folder you want to open.
3. In the event list, double click the email message you want to view.

Adding an email recipient to a phonebook (Other email systems)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the WinFax phonebook to which you want to add the recipient.
3. If you want to add a recipient to a folder within a phonebook, click the folder.
4. On the File menu, point to New and click Recipient. The New Recipient dialog appears.
5. Click the Name and Number tab. Type the new recipient's first and last name in the corresponding fields.
6. Click the Email tab. Do the following:
 - In the Send Using drop-down list, click Email.
 - In the Alias, Address and Type fields, type the recipient's alias, email address and address type. If you do not know the address, click Select, select the recipient from the email system address book and click OK.
7. Click the remaining tabs in the New Recipient dialog and select any other appropriate options.
8. To add another recipient to the active phonebook without closing the New Recipient dialog, do either of the following:
 - To clear all fields before adding the new recipient, disable Last Values and click Add. A new blank phonebook record appears. Type the new recipient information.
 - To add a recipient based on the current information in the New Recipient dialog, enable Last Values and click Add. A new phonebook record appears with the most recent information you entered displayed. Modify any fields as necessary.
9. Click OK. WinFax adds the new recipient to the phonebook.

Tips

- Use this procedure to add groups from your email system phonebook. Each group is saved in WinFax as a single entry.
- For help on an item in the New Recipient dialog, click
- at the top of the dialog and click the item.

Notes

- You can also add recipients to a phonebook in the Phonebooks section of the Send dialog.
- The number of records a phonebook or group can contain is limited only by the available disk space.
- You cannot add recipients to a read-only phonebook from within WinFax.

[WinFax main window](#)

Viewing an email message from the Receive Log folder (Other email systems)

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, double click the email message you want to view. The Message Contents dialog appears and displays the email message.

Note

- View email messages, thumbnails and message information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

[WinFax main window](#)

Viewing an email message in the display area

1. Open the log containing the event you want to view.
2. In the event list, click the email message you want to view.
3. On the View menu, enable Display Message. The email message appears in the display area below the folder.

Tip

- You can also view an email message in the Message Contents dialog by double clicking it.

Adding multiple recipients from the address book to a phonebook (Other email systems)

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, click the phonebook to which you want to add the recipients.
3. On the File menu, point to New and click Recipients From Email. The Address Selection dialog appears and displays the entries in your email system address book.
4. In the list, select the entries you want to add.

Note

- For each recipient you add, WinFax creates a new phonebook entry that specifies the first and last names and email address. If required, you can modify the entries to specify other information, including the fax number, street address and billing code.

[WinFax main window](#)

Viewing your address book in the WinFax Send dialog (Other email systems)

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. Click *Program* Mail Users. WinFax displays your email system address book.

[Microsoft Exchange](#)

Adding WinFax to your Exchange profile

1. On the Exchange Tools menu, click Options. The Options dialog appears.
2. Click the Services tab.
3. Click Add. The Add Service To Profile dialog appears.
4. In the list, click Delrina WinFax PRO Logs and click OK. The WinFax provider now appears in the list of service providers for your profile.

Note

- Whenever you start Exchange using this profile, the WinFax logs are integrated with Exchange.

Viewing the WinFax message store from Exchange


1. If the folder list is not displayed in the Exchange window, enable Folders on the View menu.
2. In the folder list, double click the Delrina WinFax Fax Logs folder.
3. In the folder list, double click the WinFax folder you want to open. The events contained in the folder appear in the message list.

[Microsoft Exchange](#)

Viewing an event in a WinFax folder from Exchange

1. If the folder list is not displayed in the Exchange window, enable Folders on the View menu.
2. In the folder list, double click the Delrina WinFax Fax Logs folder.
3. In the folder list, double click the WinFax folder you want to open. The events contained in the folder appear in the message list.
4. In the event list, double click the event you want to view.

Note

- How events appear when you double click them depends on the event type. For more information, click [here](#) .

Sending a fax directly from the WinFax Send dialog in Exchange

1. On the Compose menu, click New WinFax. The WinFax Send dialog appears.
2. Fill in the To, Number and Subject fields.
3. Specify the cover page and attachments you want to include with the fax.
4. Select any other appropriate options in the Send dialog.
5. Click Send. WinFax begins processing the fax.

Tip

- For help on an item in the Send dialog, click
- at the top of the dialog and click the item.

Note

- To access the Send dialog quickly, customize the Exchange toolbar to include the Send Fax toolbar button.

Related Topics

[Microsoft Exchange](#)

Opening the Phonebooks window from Exchange

- On the WinFax menu, click Phonebooks. The Phonebooks window opens.

Note

- To access the Phonebooks window dialog quickly, customize the Exchange toolbar to include the Phonebooks toolbar button.

[Microsoft Exchange](#)

Opening the Cover Pages window from Exchange

- On the WinFax menu, click Cover Pages. The Cover Pages window opens.

Note

- To access the Cover Pages window dialog quickly, customize the Exchange toolbar to include the Cover Pages toolbar button.

[Microsoft Exchange](#)

Opening the Attachments window from Exchange

- On the WinFax menu, click Attachments. The Attachments window opens.

Note

- To access the Attachments window dialog quickly, customize the Exchange toolbar to include the Attachments toolbar button.

[Microsoft Exchange](#)

Viewing WinFax Dialing Properties from Exchange

- On the WinFax menu, click Dialing Properties. The WinFax Dialing Properties dialog appears.

WinFax main window


Viewing a folder

1. On the Window menu, click the WinFax folder you want to view. The Logs window opens to display the selected folder.
2. If you want to view a folder, a subfolder or the Wastebasket folder, click it in the folder list.

Viewing an event in a folder

1. On the Window menu, click the folder containing the event you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, double click the event you want to view. The event appears.

Notes

- How events appear when you double click them depends on the event type. For more information, click here .
- View events, event thumbnails and event information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

Viewing a file attached to an event

1. On the Window menu, click the folder containing the event you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to view.
4. On the View menu, enable Display Thumbnails. Thumbnails appear in the display area for the cover page, each fax page and each attached file.
5. In the display area, double click the attached file you want to view. The program in which the attachment was created is launched with the file loaded.

Tip

- Attached files are marked with a paper clip icon.

Click this folder...

Send Log
Receive Log
Outbox

To see this...

All events you have sent.
All events sent to you.
All scheduled events.

Click this window...

Cover Pages
Attachments
Phonebooks

To see this...

All cover pages and cover page folders.
All attachments and attachment folders.
All phonebook recipients, recipient groups and phonebooks.



Fax
BFT
Email

Double click this event...

Fax
BFT



Other Email



Microsoft Exchange Email



Fax Broadcast



Fax MailBox

This happens...

Viewer starts and loads the selected fax.

The Message Contents dialog appears and displays the text of the message and an icon for each attached file.

The Message Contents dialog opens and displays the selected email message.

Microsoft Exchange opens the selected email message.

Viewer starts and loads the selected fax.

Viewer starts and loads the selected fax.

[WinFax main window](#)

Viewing event information in the display area

1. On the Window menu, click the folder containing the event you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the appropriate event.
4. On the View menu, enable Display Information. Additional event information appears in the display area below the folder list.

Tip

- Change the order of the fields in the display area by dragging and dropping the column headings. Insert blank spaces and separator lines from the right click menu.


Viewing event thumbnails in the display area

1. On the Window menu, click the folder containing the event you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the appropriate event.
4. On the View menu, enable Display Thumbnails. A thumbnail of each page in the event appears in the display area below the folder list.

Viewing an event in the display area

1. On the Window menu, click the folder containing the event you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the appropriate event.
4. On the View menu, enable Display Fax View. The event appears in the display area below the folder list.

Tip


 You can also view an event by double clicking it. How events appear when you double click them depends on the event type. For more information, click [here](#)



Creating a new folder filter

1. On the Window menu, click the folder you want to filter. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate subfolder, if necessary.
3. On the View menu, click Filter. The Filters dialog appears.
4. Click New. The Filter dialog appears.
5. In the Filter Name field, type a name for the new filter.
6. In the Search Criteria section, select the event details for which you want to filter.
7. Click Options. The Search Options dialog appears. Select the appropriate options and click OK. The Filter dialog reappears.

Note

 The name of the filter applied to the active folder appears in the title bar of the Logs window. For example, if you created a filter called “Orders Received (12/11/95 to 12/18/95)” and applied it to the Receive Log, the Logs window title would be “Logs (Receive Log) - [Filter - Orders Received (12/11/95 to 12/18/95)]”.

Applying a filter to a folder

1. On the Window menu, click the folder you want to filter. The Logs window opens to display the selected folder.
2. If you want to filter a folder, click it.
3. On the View menu, click Filter. The Filters dialog appears.
4. In the Available Filters list, click the filter you want to use.
5. Click Set As Active. WinFax applies the filter and the filter name appears in the Active Filter section at the bottom of the dialog.

Notes

- The name of the filter applied to the active folder appears in the title bar of the Logs window. For example, if you created a filter called “Orders Received (12/11/95 to 12/18/95)” and applied it to the Receive Log, the Logs window title would be “Logs (Receive Log) - [Filter - Orders Received (12/11/95 to 12/18/95)]”.
- To turn the filter off and display all events in the active folder, click Reset in the Filters dialog.

[WinFax main window](#)

Modifying a folder filter

1. On the View menu, click Filter. The Filters dialog appears.
2. In the Available Filters list, click the filter you want to modify.
3. Click Properties. The Filter dialog appears.
4. Modify any information in the Search Criteria section.

[WinFax main window](#)

Removing a filter from a folder

1. On the Window menu, click the folder containing the filter. The Logs window opens to display the selected folder.
2. On the View menu, click Filter. The Filters dialog appears.
3. Click Reset.

Note

 To delete the filter definition, click Remove.

[WinFax main window](#)

Viewing the Send Log folder





On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.

[WinFax main window](#)

Viewing a fax or transferred file (BFT) from the Send Log folder

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, double click the event you want to view. The event appears.

Notes

-  How events appear when you double click them depends on the event type. For more information, click [here](#)
-  View events, event thumbnails and event information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

[WinFax main window](#)

Viewing the Receive Log folder






On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.

Viewing a fax or transferred file (BFT) from the Receive Log folder

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, double click the event you want to view. The event appears.

Notes

-  How events appear when you double click them depends on the event type. For more information, click [here](#)
-  View events, event thumbnails and event information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.
-  View events automatically as they arrive or after they have arrived by changing your receive options in the Receive Properties dialog.

Printing a fax or transferred file (BFT) from the Receive Log folder

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, click the event you want to print.
3. On the File menu, click Print Event. The Print Event dialog appears.
4. In the Print Multiple Page Faxes section, specify how you want to print multiple page faxes.
5. If you want to print to a different printer, click Setup, select the printer and click OK. The Print Event dialog reappears.
6. Select any other appropriate options in the Print Event dialog.

[WinFax main window](#)

Viewing the Outbox folder



On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.

[WinFax main window](#)

Viewing Wastebasket folders

1. On the Window menu, click the appropriate folder or window. The selected folder or window opens.
2. In the folder list, click Wastebasket.

Related Topics


Modifying an event

1. On the Window menu, click the folder containing the event you want to modify. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to modify.
4. On the File menu, click Properties.
5. The next step depends on the folder you are viewing.
 - In the Outbox, the Send dialog appears and displays the current send information for the event. Modify the information as necessary.
 - In the Send Log, Receive Log, Wastebasket or a folder, the Event Properties dialog appears. Modify information in the Subject, Keywords and Billing Code fields.

Deleting an event

1. On the Window menu, click the folder containing the event you want to delete. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to delete.
4. On the Edit menu, click Remove.
5. If you enabled Confirm All Deletions in the Program Properties dialog, a confirmation dialog appears. Click Yes to confirm the deletion. WinFax moves the specified file to the Wastebasket folder.

Note



-  If you prefer that WinFax delete the events automatically after a predetermined amount of time, use the Program Properties dialog to define automatic event deletion. On the Setup menu, click Program and click the Event Deletion tab to display the Event Deletion property sheet.

Related Topics



Finding an event

1. On the Window menu, click the folder in which you want to search. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. On the View menu, click Search. The Log Search dialog appears.
4. In the Search Criteria section, select the details for which you want to search.
5. Click Options. The Search Options dialog appears. Select the appropriate options and click OK. The Log Search dialog reappears.
6. Click OK. WinFax searches the folder and displays all events that match the search criteria.


Notes

-  Click Create Filter to save your search criteria as a filter and apply it to the active folder.
-  To display all events in the active folder after a search, click Display All on the View menu.

Sorting events

1. On the Window menu, click the folder that you want to sort. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. On the View menu, click Sort. The Sort dialog appears.
4. In the 1st Key section, do the following:
 -  In the 1st Key drop-down list, click the criterion you want WinFax to use as the primary characteristic.
 -  Click a sort order for the 1st Key.
5. Repeat step #4 for the 2nd and 3rd Key sections.
6. Click Apply to sort the events using the criteria you specified.

Tip

-  To sort the event list alphabetically (from A to Z) by column heading, click the appropriate column heading. To sort in reverse alphabetical order (from Z to A), CTRL-click the appropriate column heading.

Moving an event

1. On the Window menu, click the folder containing the event you want to move. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to move.
4. On the Edit menu, click Move. The Move dialog appears.
5. In the Move To list, click the destination folder.

Copying an event

1. On the Window menu, click the folder containing the event you want to copy. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to copy.
4. On the Edit menu, click Copy. The Copy dialog appears.
5. In the Copy To list, click the destination folder.

Creating a message store

1. On the Window menu, click the appropriate folder. The Logs window opens to display the selected folder.
2. On the File menu, point to New and click Message Store. The New Message Store dialog appears.
3. In the Name field, type the name for the new message store.
4. In the Description field, type text to help you identify this message store in the future.
5. Click Advanced. The Advanced panel of the New Message Store dialog appears.
6. In the Type section, do the following:
 - ☐ Click New WinFax PRO 7.0.
 - ☐ If you want to specify the location of the new message store, click Set Location. The Browse For Folder dialog appears. Select the location and click OK. The New Message Store dialog reappears.
 - ☐ If you want WinFax to automatically compress faxes that you place in this message store, enable Compress Fax Messages.
 - ☐ If you want to make this message store read-only, enable Read-Only.

Note

- ☐ If you plan to import records into this message store, disable the Compress Fax Messages check box.

Using an existing WinFax PRO 7.0 message store

1. On the Window menu, click the appropriate folder. The Logs window opens to display the selected folder.
2. On the File menu, point to New and click Message Store. The New Message Store dialog appears.
3. In the Name field, type the name for the new message store.
4. In the Description field, type text to help you identify this message store in the future.
5. Click Advanced. The Advanced panel of the New Message Store dialog appears.
6. In the Type section, do the following:
 - ☐ Click Use Existing WinFax PRO 7.0.
 - ☐ Click Select. The Open dialog appears. Select the message store you want to use and click Open. The New Message Store dialog reappears.

Creating a folder

1. On the Window menu, click the appropriate folder or window. The selected folder or window opens.
2. On the File menu, point to New and click Folder. The New Folder dialog appears.
3. In the Name field, type a name for the folder.
4. In the Description field, type text to help you identify this folder in the future.
5. In the Subfolder Of list, click the location where you want to create the new folder.

Archiving and compressing events

1. On the Window menu, click the folder containing the event you want to archive. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to archive.
4. Do either of the following:

- ☐ If you want to archive the event, copy or move it to a folder other than the Send Log, Receive Log or Outbox.
- ☐ If you want to compress and archive the event, copy or move it to a folder in a compressed message store you created (that is, not the Default message store).

Notes

- ☐ A compressed message store is a message store you created with the Compress Fax Messages option enabled.
- ☐ Events in the Default message store are not compressed. The Default message store contains the Send Log, Receive Log and Outbox.


Compressing individual pages in a fax

1. On the Window menu, click the folder containing the event you want to archive. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the fax you want to compress.
4. On the View menu, click Pages. The Fax Pages dialog appears.
5. Select the pages you want to compress.
6. Click Compress.

Forwarding a fax

1. On the Window menu, click Receive Log. The Receive Log folder appears.
2. In the event list, click the fax you want to forward.
3. On the Send menu, click Forward. The Forward dialog appears.
4. Select the pages of the fax you want to forward. To forward the entire fax, enable All Pages.
5. In the After Forwarding/Routing section, click the appropriate save option and click OK. The Send dialog appears.
6. Address the fax.
7. Select any other appropriate options in the Send dialog.
8. Click Send. WinFax begins processing the fax.


Note

 You can also set up WinFax to automatically forward faxes upon receipt in the Receive Rules dialog. On the Setup menu, click Receive Rules to display the Receive Rules dialog.

Forwarding a fax or transferred file (BFT)

1. On the Window menu, click Receive Log. The Receive Log folder appears.
2. In the event list, click the event you want to forward.
3. On the Send menu, click Forward. The Forward dialog appears.
4. Select the pages of the event you want to forward. To forward the entire event, enable All Pages.
5. In the After Forwarding/Routing section, click the appropriate save option and click OK. The Send dialog appears.
6. Address the event.
7. Select any other appropriate options in the Send dialog.
8. Click Send. WinFax begins processing the event.

Note

 You can also set up WinFax to automatically forward faxes upon receipt in the Receive Rules dialog. On the Setup menu, click Receive Rules to display the Receive Rules dialog.

Printing a summary of an event folder

1. On the Window menu, click the folder you want to print. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. On the File menu, click Print List. The Print List Options dialog appears. The current printer appears at the bottom of the dialog.
4. To switch to another printer or change printer setup, click Setup, select the appropriate options and click OK. The Print List Options dialog reappears.
5. Select any other appropriate options in the Print List Options dialog.

Printing an event from an event folder

1. On the Window menu, click the folder containing the event you want to print. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the event you want to print.
4. On the File menu, click Print Event. The Print Event dialog appears.
5. In the Print Multiple Page Faxes section, specify how you want to print multiple page events.
6. If you want to print to a different printer, click Setup, select the printer and click OK. The Print Event dialog reappears.
7. Select any other appropriate options in the Print Event dialog.

Exporting log records


1. On the Window menu, click the folder containing the records you want to export. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. On the File menu, click Export. The Export Log Events dialog appears.
4. In the Export To section, do the following:
 - ☐ In the File Name field, type the path and name of the destination export file. If you do not know the file name, click Select, select the appropriate file and click Open.
 - ☐ If required, in the Format drop-down list change the default ASCII file format to dBASE.
5. The next step depends on which export format you selected. Do either of the following:
 - ☐ If you are exporting to an ASCII format file, go to step #6.
 - ☐ If you are exporting to a dBASE format file, you do not need to specify anything further. Click OK to export the log records to the specified destination file.
6. If you do not want to export event information for all WinFax Logs window fields, in the Field List, click the field you want to exclude and click Delete. Repeat for each field you want to exclude.

If you want to add back a deleted field, click Add. The Add Field dialog appears. Click the field name you want to add and click OK.
7. In the Field List, drag the fields into the desired export order.
8. In the Field Delimiter section, click a character to separate the fields of the ASCII export file. If you click Other, type a delimiter character in the Other field.
9. In the Record Delimiter section, click a character to separate the records of the ASCII export file. If you click Other, type a delimiter character in the Other field.
10. Enable Strings In Quotation Marks to export data in quotes (“ ”).
11. Click OK to export the log records to the specified file.

Importing log records

1. On the Window menu, click the folder to which you want to add the events.
2. In the folder list, click the message store, folder or subfolder to which you want to add the events, if necessary.
3. On the File menu, click Import. The Import File Name dialog appears.
4. Type the path and name of the file to import.
5. Click Open. WinFax imports the events into the folder.

Note



 If you want to import records into a message store you created (that is, not the Default message store that contains the Send Log, Receive Log and Outbox), ensure that the Compress Fax Messages option was disabled when you created the message store.

[WinFax main window](#)

Putting a fax or binary file transfer (BFT) on hold

1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the fax or BFT you want to put on hold.
3. On the Send menu, click Hold.

Notes



-  To hold all scheduled events in the event list, click Hold All on the Send menu.
-  Held events are marked with an upheld palm icon in the Outbox.

[WinFax main window](#)

Releasing a held fax or binary file transfer (BFT)

1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the held fax or BFT you want to release.
3. On the Send menu, click Release.


Notes

-  To release all held events in the event list, click Release All on the Send menu.
-  Held events are marked with an upheld palm icon in the Outbox.

Rescheduling a fax or binary file transfer (BFT)

1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the fax or BFT you want to reschedule.
3. On the Send menu, click Modify Delivery. The Modify Delivery dialog appears.
4. In the Delivery section, select the appropriate options.


Note

-  If the newly scheduled send time has already expired, WinFax immediately starts sending the fax.


Resubmitting an entire fax or binary file transfer (BFT)

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax or BFT you want to resubmit.
3. On the Send menu, click Resubmit. The Send dialog appears and is already filled in according to the original event details.
4. Modify the information in the Send dialog, if necessary.
5. Click Send to resubmit the fax.

Tip

-  You can send the fax again to the same recipient or specify another recipient.

Note

-  To quickly resubmit a fax without changing any of the original Send dialog information, click Send Now on the Send menu.

[WinFax main window](#)


Resubmitting a single page of a fax or binary file transfer (BFT)

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax or binary file transfer (BFT) you want to resubmit.
3. On the View menu, click Pages. The Fax Pages dialog appears.
4. Select the pages you want to resubmit and click Resubmit.

Resubmitting failed fax pages

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax or binary file transfer (BFT) you want to resubmit.
3. On the Send menu, click Resubmit. The Send dialog appears and is already filled in according to the original event details.
4. Click Options. The Send Options dialog appears.
5. Click Send Failed Pages Only and click OK. The Send dialog reappears.
6. Modify the information in the Send dialog, if necessary.
7. Click Send to resubmit the fax.


Tip

-  You can send the fax again to the same recipient or specify another recipient.


Resubmitting a failed fax

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax you want to resubmit.
3. On the Send menu, click Resubmit. The Send dialog appears and is already filled in according to the original event details.
4. Modify the information in the Send dialog, if necessary.
5. Click Send to resubmit the event.

Tip

-  You can send the event again to the same recipient or specify another recipient.

Note

-  To quickly resubmit a fax without changing any of the original Send dialog information, click Send Now on the Send menu.

[WinFax main window](#)

Resubmitting a single page of a fax

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax you want to resubmit.
3. On the View menu, click Pages. The Fax Pages dialog appears.
4. Select the pages you want to resubmit and click Resubmit.

WinFax main window

Canceling a failed event

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the event you want to cancel.
3. On the Edit menu, click Remove.

Changing the recipient of a fax

1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the appropriate fax.
3. On the Send menu, click Modify Delivery. The Modify Delivery dialog appears.
4. In the Recipient section, do either of the following:

- ☐ If you know the name and fax number of the new recipient, type them in the To and Number fields, respectively.
- ☐ If you do not know the name and fax number, click Select, select the recipient from your phonebooks and click OK.

Adding a new item to a folder

1. On the Window menu, click the appropriate folder or window. The selected folder or window opens.
2. In the folder list, click the folder to which you want to add the event.
3. On the File menu, point to New and click *Item*. The New *Item* dialog appears.
4. In the text fields, type text to help you identify this item in the future.
5. In the File Name field, type the path and name of the file. If you do not know the file name, click Select, select the appropriate file and click Open.
6. Select any other appropriate options.

Moving an item between folders

1. On the Window menu, click the folder or window containing the item you want to move. The folder or window opens.
2. In the folder list, click the folder containing the item you want to move.
3. In the item list, click the item you want to move.
4. On the Edit menu, click Move. The Move dialog appears.
5. In the Move To list, click the destination folder.

Copying an item from one folder to another

1. On the Window menu, click the folder or window containing the item you want to copy. The folder or window opens.
2. In the folder list, click the folder containing the item you want to move.
3. In the item list, click the item you want to move.
4. On the Edit menu, click Copy. The Copy dialog appears.
5. In the Copy To list, click the destination folder.

Saving fax pages as an attachment

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax you want to make into an attachment.
3. On the View menu, click Pages. The Fax Pages dialog appears.
4. Select the pages you want to make into an attachment and click Save As Attachment. The Create Attachment dialog appears.
5. Specify the location where you want to save the attachment.

WinFax main window



Renaming a message store or folder

1. On the Window menu, click the WinFax folder you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the message store or folder you want to rename, if necessary.
3. On the File menu, click Properties. The Properties dialog appears.
4. In the Name field, type the new name.

Viewing a single page of a fax

1. On the Window menu, click the folder containing the fax you want to view. The Logs window opens to display the selected folder.
2. In the folder list, click the appropriate folder or subfolder, if necessary.
3. In the event list, click the fax you want to view.
4. On the View menu, click Pages. The Fax Pages dialog appears.
5. Select the page you want to view and click View.

Notes



-  How events appear depends on the event type. For more information, click [here](#)
-  View events, event thumbnails and event information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

[WinFax main window](#)

Viewing a fax or transferred file (BFT) from the Outbox folder

1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, double click the event you want to view. The event appears.

Notes

-  How events appear when you double click them depends on the event type. For more information, click [here](#)
-  View events, event thumbnails and event information in the display area directly below the folder list by enabling the appropriate Display command on the View menu.

Copying column heading settings between folders

1. On the Window menu, click Phonebooks, Send Log, Receive Log or Outbox.
2. If you want to apply the column headings to a specific folder, click the folder in the folder list.
3. In the folder list, click the right mouse button. A menu appears.
4. On the menu, click Copy Headings. The Copy Headings dialog appears.
5. In the Selection area, do the following:
 - ☐ Copy Column Headings From Folder.
 - ☐ In the list, click the folder containing the headings you want to copy.
6. In the Apply To section, click the option corresponding to the folder or folders to which you want to copy the headings.

Setting output options

1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the After Recognition tab.
3. Click the option that corresponds to what you want to do after recognition is complete.
4. Select any other related options.

Related Topics

Setting up automatic recognition


1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the General tab.
3. In the Recognition section, click Automatic Recognition.
4. In the Options section, do the following:
 - ☐ In the Language drop-down list, click language of the text you want to recognize.
 - ☐ In the Reject Character field, type the character that you want Viewer to use to represent a character it cannot recognize.

Related Topics

Starting automatic recognition

1. On the WinFax Window menu, click Receive Log. The Receive Log appears.
2. In the event list, double click the fax you want to recognize. Viewer starts, opens the fax and displays the first page.
3. On the View menu, disable Annotation.
4. On the Tools menu, point to OCR and click the option corresponding to the pages you want to recognize. WinFax recognizes the fax based on your OCR properties.

Note

 Recognized text appears in the bottom portion of the window, in a text file or on the Clipboard, depending on how you set up OCR.



Related Topics

Setting up manual recognition



1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the General tab.
3. In the Recognition section, click Manually Select Areas. Enable Apply Selected Areas To All Pages if desired.
4. In the Options section, do the following:
 - ☐ In the Language drop-down list, click language of the text you want to recognize.
 - ☐ In the Reject Character field, type the character that you want Viewer to use to represent a character it cannot recognize.

Related Topics

Starting manual recognition

1. On the WinFax Window menu, click Receive Log. The Receive Log folder appears.
2. In the event list, double click the fax you want to recognize. Viewer starts, opens the fax and displays the first page.
3. On the View menu, disable Annotation.
4. On the Setup menu, click OCR. The OCR Properties dialog appears.
5. In the Recognition section, click Manually Select Areas and click OK.
6. On the Tools menu, point to OCR and click the option corresponding to the pages you want to recognize. The Viewer menus and toolbars change.
7. Select the regions you want to recognize. For more information, click here .
8. Classify the regions you want to recognize. For more information, click here .
9. On the Recognize menu, click Go. WinFax recognizes the selected regions of the fax based on your OCR properties.

Notes



-  To return to Viewer, click Return To Viewer on the File menu.
-  Recognized text appears in the bottom portion of the window, in a text file or on the Clipboard, depending on how you set up OCR.

Related Topics

Selecting the region to recognize

1. Set up and start manual recognition.
2. On the Edit menu, click Select Region.
3. Click at the desired start point and hold the left mouse button down.
4. Drag the mouse to outline the region you want to recognize.
5. Release the mouse button. A box shows the region you have drawn.
6. Repeat steps #1 to #4 for each region you want to recognize.


Notes

-  Size a region by dragging its handles. Move a region by dragging anywhere except the handles.
-  If you select multiple regions, Viewer recognizes regions in the order you selected them.

Related Topics

[Fax Viewer](#)

Classifying region contents


1. Select the region you want to classify. For more information, click here .
2. In the Region Type drop-down list on the toolbar, click the appropriate information type.

Related Topics

Viewing and editing recognized text immediately

1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the After Recognition tab.
3. Click Interactive Text Edit.

Note

 After you convert the text, the screen splits. The original fax image appears in the upper window and the converted text in the lower. Click text in the lower display to move the top view to show the same text. Use the Text and Edit menus to edit the text as you would in a word processor.

Related Topics

Checking recognized text spelling

1. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
2. Click the option corresponding to the text you want to spell check and click OK. The spell check starts.
3. When Viewer locates a word that is not in the selected dictionary, it displays the Spelling dialog. In the Spelling dialog, the current word appears in the Original Word field and all suggested matches appear in the list directly below. The closest suggested spelling appears at the top of this list.
4. Click the appropriate button.

Related Topics

Saving recognized text and viewing it in another program

1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the After Recognition tab.
3. Click Save Text To File.
4. In the File Name field, type the name of the file to which you want to save the recognized text. To select a previous file name, click it in the File Name drop-down list.
5. If you want to open the specified file in a specific program, type the name of the program in the Run Program field. To select a program, click Select, select the program and click Open. The After Recognition tab reappears.
6. In the Format drop-down list, select the appropriate text format.

Note

-  After you convert the text, Viewer automatically saves the recognized text to the specified file.

Related Topics

Copying recognized text to the Clipboard

1. On the Viewer Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the After Recognition tab.
3. Click Copy Text To Clipboard.

Note



- After you convert the text, Viewer automatically copies it to the Clipboard.

■ Related Topics

Adding a recipient to a phonebook at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax by filling in the To and Number fields. (optional)
3. Click Phonebook. The Phonebook panel of the Send dialog appears.
4. In the phonebook list, click the phonebook to which you want to add the recipient.
5. Click Add To Phonebook. The New Recipient dialog appears and displays the information you specified for the new recipient in the Send dialog, if any.
6. Click the Name and Number tab. The name and fax number you typed in the Send dialog appears in the First Name, Last Name and Primary Fax fields, if any.
7. Click the various other tabs and type the appropriate information in the fields.
8. Click OK. WinFax adds the recipient to the selected phonebook. The Send dialog reappears.

Tip


-  For help on an item in the New Recipient dialog, click
-  at the top of the dialog and click the item.

Related Topics

Addressing a fax to a single recipient using a phonebook

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook containing the recipient to which you want to send a fax, if necessary.
4. In the phonebook recipient list, click the appropriate recipient. The recipient's name and fax number appear in the To and Number fields of the Send dialog.

Tip

-  You can also address a fax by filling in the To and Number fields or by using the Recipient List.

Related Topics

[WinFax main window](#)

Viewing a phonebook at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook you want to view.

Viewing a phonebook recipient group at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook containing the group you want to view.
4. In the phonebook recipient list, click the group you want to view.
5. Click Properties. The Edit Group dialog appears and displays the members of the group in the Group Members list.

Tip

- Groups appear bolded in the phonebook recipient list.

Sorting a phonebook at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook recipient list, click the column heading by which you want to sort the list. WinFax sorts the recipients alphabetically (from A to Z) by the column heading you clicked.

Tip





To sort in reverse alphabetical order (from Z to A), CTRL-click the appropriate column heading.

Finding a phonebook recipient at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook you want to search, if necessary.
4. Click Search. The Search dialog appears.
5. Click the Search Options tab. Select the appropriate search options.
6. Click the other tabs on the Search dialog and type the appropriate search text. If a field is inactive, you cannot use it to search this phonebook.
7. Select any other appropriate options in the Search dialog.
8. Click OK. WinFax searches the phonebook and displays all recipients that match the search criteria.

Tip

-  For help on an item in the Search dialog, click
-  at the top of the dialog and click the item.

Note

-  To display all recipients in the active phonebook after a search, click Display All in the Send dialog.

Finding a phonebook recipient group at send time

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to search.
3. On the View menu, click Search. The Search dialog appears.
4. Click the Search Options tab. Select the appropriate search options.
5. Click the Name and Number tab.
6. In the Last Name field, type the name of the group you want to find.
7. Click OK. WinFax searches the phonebook and displays all groups that match the search criteria.



Note

-  To display all recipients in the active phonebook after a search, click Display All in the Send dialog.

Modifying recipient information at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook containing the recipient you want to modify.
4. In the phonebook recipient list, click the recipient you want to modify.
5. Click Properties. The Recipient Properties dialog appears and displays the selected recipient's information.
6. Modify the recipient information, as required, by tabbing through and editing the appropriate fields.
7. Click OK. The Send dialog reappears.

Tip

-  For help on an item in the Recipient Properties dialog, click
-  at the top of the dialog and click the item.

Modifying a phonebook recipient group at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Phonebook. The Phonebook panel of the Send dialog appears.
3. In the phonebook list, click the phonebook containing the recipient you want to modify.
4. In the phonebook recipient list, click the group you want to modify.
5. Click Properties. The Edit Group dialog appears and displays the selected recipient's information.
6. Add or remove group members as required.

Tip

- Groups appear bolded in the phonebook recipient list.

[WinFax main window](#)

Opening the Phonebooks window



On the Window menu, click Phonebooks. The Phonebooks window opens.

[WinFax main window](#)

Viewing a phonebook in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to view.
3. Click the folder you want to view, if necessary.

Related Topics

Viewing a phonebook recipient group in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the group you want to view.
3. In the phonebook recipient list, double click the group you want to view. The Edit Group dialog appears and displays the members of the selected group in the Group Members list.

Tip


- Groups appear bolded in the phonebook recipient list.

Related Topics

Viewing recipient information in the display area

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the recipient you want to view.
3. In the phonebook recipient list, click the appropriate recipient.
4. On the View menu, enable Display Information. Recipient information appears in the display area at the bottom of the Phonebooks window.



Tip

 Change the order of the fields in the display area by dragging and dropping them. Insert blank spaces and separator lines from the right click menu.

Related Topics

Creating a WinFax phonebook

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and click Phonebook. The New Phonebook dialog appears.
3. In the Name field, type a name for the new phonebook.
4. In the Description field, type text to help you identify this phonebook in the future.
5. If you want to set the phonebook location, do the following:


-  Click Advanced. The New Phonebook dialog expands.
-  Click Set Location. The Browse For Folder dialog appears. Click the folder in which you want to create the phonebook and click OK. The New Phonebook dialog reappears.

Note



-  By default, the files required to create the phonebook are stored in the DATA subdirectory of the WinFax directory (for example, C:\PROGRAM FILES\DELRINA\WINFAX\DATA).

Related Topics

Using an existing dBASE file as a phonebook


1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and click Phonebook. The New Phonebook dialog appears.
3. In the Name field, type a name for the new phonebook.
4. In the Description field, type a description to help you identify the phonebook in the future.
5. Click Advanced. The New Phonebook dialog expands.
6. In the Type section, click dBASE.
7. Click Select. The Open dialog appears. Select the dBASE file you want to use and click Open. The New Phonebook dialog reappears.
8. Click Map Fields. The Database Field Assignment dialog appears. Link the appropriate database and phonebook fields. For more information, click here .


Notes


-  This procedure links the original dBASE file to the new WinFax phonebook. Updates to the original dBASE file appear in the linked WinFax phonebook.
-  The new phonebook is a read-only phonebook.

Related Topics


Linking dBASE fields to phonebook fields

1. Follow the procedure “[Using an existing dBASE file as a phonebook](#)” .
2. In the Phonebook Properties list, click the WinFax phonebook field you want to link.
3. In the Database Fields list, click the dBASE file you want to link to the field selected in the Phonebook Properties list.
4. Click Link. WinFax links the fields.
5. Repeat steps #2 to #4 for each field you want to link.
6. If you want to be able to sort the phonebook by name and company, do the following in the Optional Indexes section:


 In the Name field, type the path and name of the dBASE index file (.NDX) that the database uses to index recipient names. If you do not know the name, click Select, select the appropriate index file and click Open.


 In the Company field, type the path and name of the dBASE index file (.NDX) that the database uses to index company names. If you do not know the name, click Select, select the appropriate index file and click Open.

Tip

 For WinFax to expand variables in cover pages and headers for the recipients in a dBASE phonebook, you must specify a name index.

Notes

 To create a valid phonebook, you must link at least one name and one address field — the FirstName, or LastName or Company field and the FaxLocalNumber or MailAddr field.

 To remove a field link, click the linked field and click Unlink.

Related Topics

Using an existing WinFax PRO 3.0/4.0 or 7.0 phonebook



1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and click Phonebook. The New Phonebook dialog appears.
3. In the Name field, type a name for the new phonebook.
4. In the Description field, type a description to help you identify the phonebook in the future.
5. Click Advanced. The New Phonebook dialog expands.
6. In the Type section, click WinFax PRO 3.0/4.0 or WinFax PRO 7.0.
7. Click Select. The Open dialog appears. Select the file you want to use and click Open. The New Phonebook dialog reappears.

Related Topics

Creating a phonebook recipient group in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook in which you want to create the group.
3. On the File menu, point to New and click Group. The Create Group dialog appears.
4. In the Group Name field, type a name for the new group.
5. In the Potential Group Members list, click the recipient or group you want to add to the new group.
6. Click Add. The selected recipient or group appears in the Group Members list.
7. Repeat steps #5 and #6 for each recipient or group you want to add to the new group.

Notes

-  You can create groups in the Send dialog by using the Recipient List.
-  To remove a member from a group, select it in the Group Members list and click Remove.



Modifying a phonebook recipient group in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the group you want to modify.
3. In the phonebook recipient list, click the appropriate group.
4. On the File menu, click Properties. The Edit Group dialog appears and displays the members of the selected group in the Group Members list.
5. Add or remove group members as required.


Tip

- Groups appear bolded in the phonebook recipient list.

Sorting a phonebook in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to sort.
3. On the View menu, click Sort. The Sort dialog appears.
4. In the 1st Key section, do the following:
 -  In the 1st Key drop-down list, click the criterion you want WinFax to use as the primary characteristic.
 -  Click a sort order for the 1st Key.
5. Repeat step #4 for the 2nd and 3rd Key sections.
6. Click Apply. WinFax sorts the recipients using the criteria you specified.



Tip

-  You can also control the sorting of information in the event list by clicking the column heading by which you want to sort. For example, click Company to sort the phonebook by company. To sort in the reverse alphabetical order (from Z to A), CTRL-click the column heading.

Finding a phonebook recipient in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to search.
3. On the View menu, click Search. The Search dialog appears.
4. Click the Search Options tab. Select the appropriate search options.
5. Click the other tabs on the Search dialog and type the appropriate search text. If a field is inactive, you cannot use it to search this phonebook.
6. Select any other appropriate options in the Search dialog.
7. Click OK. WinFax searches the phonebook and displays all recipients that match the search criteria.

Tip

-  For help on an item in the Search dialog, click
-  at the top of the dialog and click the item.

Note

-  To display all recipients in the active phonebook after a search, click Display All on the View menu.

Finding a phonebook recipient group in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to search.
3. On the View menu, click Search. The Search dialog appears.
4. Click the Search Options tab. Select the appropriate search options.
5. Click the Name and Number tab.
6. In the Last Name field, type the name of the group you want to find.
7. Click OK. WinFax searches the phonebook and displays all groups that match the search criteria.

Note

-  To display all recipients in the active phonebook after a search, click Display All on the View menu.

[WinFax main window](#)

Renaming a phonebook


1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to rename.
3. On the File menu, click Properties. The Properties dialog appears.
4. In the Name field, type a new name for the phonebook.

[WinFax main window](#)

Renaming a phonebook recipient group

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the group you want to rename.
3. In the phonebook recipient list, click the group you want to rename.
4. On the File menu, click Properties. The Edit Group dialog appears.
5. In the Group Name field, type a new name for the group.

Tip

 Groups appear bolded in the phonebook recipient list.

[WinFax main window](#)

Deleting a phonebook

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to delete.
3. On the Edit menu, click Remove. A confirmation dialog appears.
4. Click OK to delete the selected phonebook.

Deleting a phonebook recipient group

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the group you want to delete.
3. In the phonebook recipient list, click the group you want to delete.
4. On the Edit menu, click Remove.
5. If you enabled Confirm All Deletions in the Program Properties dialog, a confirmation dialog appears. Click Yes to confirm the deletion. WinFax deletes the group and places it in the Wastebasket folder.

Tip

- Groups appear bolded in the phonebook recipient list.

Moving a phonebook

1. In Explorer, create a new folder for the phonebook.
2. Move the phonebook files from the folder in which you created the phonebook to the new folder.

For example, for a phonebook named “DEFAULT”, move the following files:

DEFAULT.WFF
DEFAULT.WFD
DEFAULT.WFX
DEFAULT.WFB
DEFAULT.WFR
DEFAULT.WFG
DEFAULTS.WFD
DEFAULTS.WFG
DEFAULTS.WFX
DEFAULT2.WFD
DEFAULT2.WFG
DEFAULT2.WFX

3. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
4. In the phonebook list, click the phonebook you just moved.
5. On the Edit menu, click Remove.
6. On the File menu, point to New and click Phonebook. The New Phonebook dialog appears.
7. In the Name field, type a name for the new phonebook.
8. In the Description field, type a description to help you identify the phonebook in the future.
9. Click Advanced. The New Phonebook dialog expands.
10. In the Type section, click Use Existing WinFax PRO 7.0.
11. Click Select. The Select Existing Phonebook appears. Select the .WFF file that corresponds to your phonebook and click Open. The New Phonebook dialog reappears.

For example, for a phonebook named “DEFAULT”, select the file named “DEFAULT.WFF”.

Adding a fax recipient to a phonebook in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook to which you want to add a recipient.
3. If you want to add a recipient to a folder within a phonebook, click the folder.
4. On the File menu, point to New and click Recipient. The New Recipient dialog appears.
5. Click the Name and Number tab. Do the following:
 - ☐ Type the new recipient's title, name, company and the primary fax, alternate fax, voice and cellular telephone numbers in the fields.
 - ☐ In the Type drop-down list, click the transmission type supported by the recipient. For example, click BFT to indicate that the recipient is capable of receiving BFT transmissions.
6. Click the Address tab. Type the recipient's address in the fields.
7. Click the Send By tab. In the When Sending To This Recipient From drop-down list, click the location from which you want to send to this recipient and do the following:
 - ☐ Click the appropriate option to indicate how you want WinFax to dial the recipient from the specified location.
 - ☐ Enable the appropriate options to indicate whether WinFax should add the area or country code to the dial sequence.
 - ☐ In the From This Location, Always Send Using drop-down list, click the transmission type you want to use when sending to this recipient from the specified location.
 - ☐ In the Delivery section, click the time when you want to call this recipient.
 - ☐ Modify options for other locations as necessary.
8. If you want to make notes about this recipient, click the General tab and type the appropriate text.
9. Click the remaining tabs in the New Recipient dialog and select any other appropriate options.
10. To add another recipient to the active phonebook without closing the New Recipient dialog, do one of the following:
 - ☐ To clear all fields before adding the new recipient, disable Last Values and click Add. A new blank phonebook record appears. Type the new recipient information.
 - ☐ To add a recipient based on the current information in the New Recipient dialog, enable Last Values and click Add. A new phonebook record appears with the most recent information you entered displayed. Modify any fields as necessary.
11. Click OK. WinFax adds the new recipient to the phonebook.

Tip

- ☐ For help on an item in the New Recipient dialog, click
- ☐ at the top of the dialog and click the item.


Notes

- ☐ You must at least specify a name and a fax number to send a fax.
- ☐ You can also add recipients to a phonebook in the Phonebooks panel of the Send dialog.
- ☐ The number of records a phonebook or group can contain is limited only by the available disk space.
- ☐ You cannot add recipients to a read-only phonebook from within WinFax.

Removing a recipient or recipient group from a phonebook

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the recipient or group you want to delete.
3. In the phonebook recipient list, click the recipient or group you want to delete.
4. On the Edit menu, click Remove.
5. If you enabled Confirm All Deletions in the Program Properties dialog, a confirmation dialog appears. Click Yes to confirm the deletion. WinFax deletes the recipient from the phonebook and places it in the Wastebasket folder.

Note

 Use this procedure to delete recipients from the active WinFax phonebook. You cannot delete recipients from a read-only phonebook.

Modifying recipient information in the Phonebooks window

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the recipient you want to modify.
3. In the phonebook recipient list, click the recipient you want to modify.
4. On the File menu, click Properties. The Recipient Properties dialog appears and displays the selected recipient's information.
5. Modify the recipient information by tabbing through and editing the appropriate fields.

Tip




If you are in the process of sending a fax, you can modify phonebook recipients from the Send dialog.

[WinFax main window](#)

Copying a recipient or phonebook recipient group

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the recipient or group you want to copy.
3. In the phonebook recipient list, click the recipient or group you want to copy.
4. On the Edit menu, click Copy. The Copy dialog appears.
5. In the Copy To list, click the destination phonebook.

Tip


 Groups appear bolded in the phonebook recipient list.

[WinFax main window](#)

Moving a recipient or phonebook recipient group

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook containing the recipient or group you want to move.
3. In the phonebook recipient list, click the recipient or group you want to move.
4. On the Edit menu, click Move. The Move dialog appears.
5. In the Move To list, click the destination phonebook.

Tip

 Groups appear bolded in the phonebook recipient list.

Importing phonebook recipients

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook or folder into which you want to import the recipient records.
3. On the File menu, click Import. The Import Phone Records dialog appears.
4. In the Import From section, do the following:
 - ☐ In the File Name field, type the path and name of the file you want to import. If you do not know the name, click Select, select the appropriate file and click Open.
 - ☐ In the Format drop-down list, change the default ASCII setting to one of the WinFax file formats.
5. The next step depends on which import format you selected. Do one of the following:
 - ☐ If you are importing an ASCII format file, click here
 - ☐ for more information on setting ASCII import options.
 - ☐ If you are importing an dBASE format file, click here
 - ☐ for more information on setting dBASE import options.
 - ☐ If you are importing a CAS, Lotus Organizer or any WinFax format file, click OK to import the records to the specified WinFax phonebook. A summary screen shows you the results of the file import.

Tips


- ☐ If you are importing a WinFax LITE 4.x phonebook, click the WinFax PRO 4 import format.
- ☐ If you are exporting phonebook records from Lotus Organizer to import into WinFax, select ASCII as the export format, click Windows Default (ANSI) File Translation and disable Field Names As First Record.

Note

- ☐ You can import WinFax PRO, WinFax LITE, WinFax 2.0, DosFax (*.PBK), ASCII (*.*), CAS (*.PB), dBASE III/IV (*.DBF) and Lotus Organizer 1.x for Windows (*.CSV) files.


☐ Related Topics

Setting ASCII import options


1. Follow the instructions in the “Importing Phonebook Recipients” topic. For more information, click here .
2. If you do not want to import recipient information for all WinFax phonebook fields, in the Field List, click the field you want to exclude and click Delete. Repeat for each field you want to exclude.

If you want to add back a deleted field, click Add. The Add Field dialog appears. Click the field name you want to add and click OK.
3. In the Field List section, drag the fields in to the desired import order.
4. In the Field Delimiter section, click the character that separates the fields of the ASCII import file. If you click Other, type the delimiter character in the field.
5. In the Record Delimiter section, click the character that separates the records of the ASCII import file. If you click Other, type the delimiter character in the field.
6. Click OK. WinFax imports the recipient records. A summary screen shows you the results of the file import.

Tip


 For best results, be as accurate as possible when clicking the fields to import, the order of the fields and the import file delimiters. Otherwise, some fields and records might be omitted on import.

Note



 If you import an ASCII record to a WinFax phonebook and the phonebook already contains a recipient record with the same name and company, a duplicate record is created.

Related Topics

Setting dBASE import options

1. Follow the instructions in the “Importing Phonebook Recipients” topic. For more information, click here .
2. In the Import Fields list, click the dBASE field you want to link.
3. In the Phonebook Fields list, click the corresponding WinFax phonebook field.
4. Click Link to link the fields.
5. Repeat steps #2 to #4 for each appropriate field.

Notes

-  To create a valid phonebook, you must link at least one name and one address field—the FirstName, LastName or Company field and the FaxLocalNumber or MailAddr field.
-  To remove a field link you specified incorrectly, click the linked field in the Phonebook Fields list and click Unlink.

Related Topics

Exporting phonebook recipients

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook or folder containing the recipients you want to export.
3. On the File menu, click Export. The Export Phone Records dialog appears.
4. In the Export To section, do the following.
 - ☐ In the File Name field, type the path and name of the destination export file. If you do not know the name, click Select, select the appropriate file and click Open.
 - ☐ In the Format drop-down list, click either ASCII or dBASE.
5. The next step depends on which export format you selected. Do either of the following:
 - ☐ If you are exporting to an ASCII format file, go to step #6.
 - ☐ If you are exporting to a dBASE format file, you do not need to specify anything further. Click OK to export the phonebook records to the specified destination file.
6. If you do not want to import recipient information for all WinFax phonebook fields, in the Field List, click the field you want to exclude and click Delete. Repeat for each field you want to exclude.

If you want to add back a deleted field, click Add. The Add Field dialog appears. Click the field name you want to add and click OK.
7. In the Field List section, drag the fields in to the desired export order.
8. In the Field Delimiter section, click the character that separates the fields of the file. If you click Other, specify the delimiter character.
9. In the Record Delimiter section, click the character that separates the records of the file. If you click Other, specify the delimiter character.
10. Enable Strings In Quotations to export data in quotation marks ("").
11. Click OK. WinFax exports the recipient records. A summary screen shows you the results of the file export.

Note

- ☐ When exporting to ASCII format, group information is not included.

[WinFax main window](#)

Printing a phonebook

1. On the Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebook list, click the phonebook you want to print.
3. On the File menu, click Print List. The Print List Options dialog appears.
4. Select the appropriate options in the Print List Options dialog.

[WinFax main window](#)

Receiving a fax automatically

- On the Receive menu, enable Automatic Receive.

Notes




- With Automatic Receive enabled, WinFax will receive incoming fax events automatically as long as either WinFax or CommBar is running. You can continue to work in any other Windows program.
- You can also enable Automatic Receive in the Receive Properties dialog. On the Setup menu, click Receive and click the General tab to display the General property sheet.

■ Related Topics

Receiving a fax manually

1. On the Receive menu, disable Automatic Receive.
2. When the telephone rings, answer the phone.
3. If you are receiving a fax on a shared voice/fax line, do not hang up the telephone handset right away.
4. Switch to WinFax, if necessary. On the Receive menu, click Manual Receive Now. If WinFax is minimized, on the Control menu, click Manual Receive Now.
5. If you are using a shared voice/fax line, when the WinFax Status dialog displays "Answering..." and you hear the modem pick up the line (go "off hook"), hang up the telephone handset immediately. WinFax prepares the modem for reception and begins to receive the fax.

Notes

-  An event record appears in the Receive Log folder.
-  To receive manually with CommBar, click the Manual Receive button on the CommBar.
-  You can also disable Automatic Receive in the Receive Properties dialog. On the Setup menu, click Receive and click the General tab to display the General property sheet.



Related Topics

[WinFax main window](#)



Displaying call progress with the CommBar

1. Click the right mouse button on the CommBar and click Options. The CommBar Options dialog appears.
2. Click the Status tab.
3. Enable Automatically Display Communications Status.

Retrieving a fax from a remote fax station

1. On the Receive menu, click Remote Fax Retrieval. The Remote Retrieval dialog appears.
2. Identify the remote fax station from which you want to retrieve faxes by doing the following:
 -  In the Name field, type the name of the person at the remote fax station you want to poll.
 -  In the Fax Number field, type the fax number of the remote fax station. If you do not know the number, click Select, select the recipient at the remote fax station from your phonebooks and click OK. The Remote Retrieval dialog reappears.
3. If remote retrieval from the remote fax station is secured, type the password in the Password field.
4. If you only want to retrieve faxes from a specific sender, type the sender's CSID in the Only From CSID field.
5. In the Retrieve section, click Now.
6. In the Location drop-down list, click your current location. If you need to change the properties associated with this location, click Properties. The Dialing Properties dialog appears. Change the properties as necessary and click OK. The Remote Retrieval dialog reappears.
7. Click OK. WinFax polls the remote fax station for messages and delivers them to the Receive Log. The status dialog displays ongoing information so you can monitor the remote retrieval. To stop the retrieval, click Cancel.

Notes

-  Ensure that remote retrieval is enabled on the remote fax station before attempting to retrieve faxes.
-  Some fax machines may use a non-standard method for password protection. If you have problems connecting, try polling the device without specifying a password.

Related Topics

Scheduling remote fax retrieval

1. On the Receive menu, click Remote Fax Retrieval. The Remote Retrieval dialog appears.
2. Identify the remote fax station from which you want to retrieve faxes by doing the following:
 - ☐ In the Name field, type the name of the person at the remote fax station you want to poll.
 - ☐ In the Fax Number field, type the fax number of the remote fax station. If you do not know the number, click Select, select the recipient at the remote fax station from your phonebooks and click OK. The Remote Retrieval dialog reappears.
3. If remote retrieval from the remote fax station is secured, type the password in the Password field.
4. If you only want to retrieve faxes from a specific sender, type the sender's CSID in the Only From CSID field.
5. In the Retrieve section, click either of the following:
 - ☐ Click Scheduled and click the Time and Date that you want WinFax to poll the remote fax station for fax messages.
 - ☐ Click Off-Peak. WinFax polls the fax station during off-peak hours only.
6. In the Location drop-down list, click your current location. If you need to change the properties associated with this location, click Properties. The Dialing Properties dialog appears. Change the properties as necessary and click OK. The Remote Retrieval dialog reappears.
7. Click OK. WinFax polls the remote fax station for messages at the scheduled time and date and delivers them to the Receive Log.

Notes

- ☐ Ensure that remote retrieval is enabled on the remote fax station before attempting to retrieve faxes.
- ☐ Some fax machines may use a non-standard method for password protection. If you have problems connecting, try polling the device without specifying a password.

☐ Related Topics

WinFax main window

Selecting a scanner

1. On the WinFax Setup menu, click Scanner. The Select Source dialog appears.
2. In the list of Twain-compliant scanning programs installed on your computer, click the desired scanning software.

[WinFax main window](#)

Scanning and sending with the Delrina WinFax scanner

1. On the WinFax Tools menu, point to Scan and click Scan And Send. The WinFax Scanner window opens.
2. Insert your document into the scanner, top edge down with the text facing the back of the scanner. Depending on the scanner setup, the Confirm Setup dialog may appear. Confirm your settings and click OK.
3. The WinFax Scanner scans your text pages and returns to the WinFax Scanner window.
4. Click the Return button. The WinFax Send dialog appears.
5. Address the fax and click Send.

Related Topics

Scanning and sending with a Twain scanner

1. Depending on the type of scanner you are using, do one of the following:

- ☐ If you are using a flatbed scanner, place the page you want to scan on the copy glass and close the cover.
- ☐ If you are using a document feeder, place the pages you want to scan in the feeder.
- ☐ If you are using a hand scanner, select the appropriate hardware settings (that is, 200 dpi and B/W) and position the scanner above the image to scan.

2. On the WinFax Tools menu, point to Scan and click Scan And Send. Your scanning software's main window opens.

3. Select the recommended WinFax settings in your software.

- ☐ If you are using a flatbed scanner, click Preview or an equivalent setting. (Your software may do a preview scan automatically.) Status messages may be displayed while your scanner previews the image on the copy glass.

- ☐ If you are using a hand scanner, click Scan or an equivalent command. Drag the scanner over the image to scan.

4. Improve the preview image by adjusting brightness, contrast, size and any other settings.

5. Click Rescan, Final Scan or the equivalent button in your scanning software. Repeat this step for each additional page to scan.

When you complete the final scan and answer No to the Scan Another Page? prompt, the WinFax Send dialog appears.

6. Send the image as a fax.

Note

- ☐ For instructions on enhancing the appearance of scanned images, see your scanning software manual.

☐ Related Topics

[WinFax main window](#)

Scanning and sending with a Non-Twain scanner

1. Scan the document to be faxed using your Windows-compatible scanning software.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Select any other appropriate options in the Print dialog and click OK. The WinFax Send dialog appears.
5. Use the Send dialog to send the image as a fax.

Related Topics

Scanning and sending from DOS

1. Scan the document using your scanning software, and save the file in .PCX (Paintbrush) or .BMP (bitmapped) format.
2. Run Windows Paint, and load the scanned image.
3. On the Paint File menu, click Print. The Print dialog appears.
4. In the Printer section, click the WinFax printer in the Name drop-down list.
5. Click OK to print the scanned image to WinFax. The WinFax Send dialog appears.
6. Send the image as a fax.

Related Topics

Creating an attachment with scanning



1. Set up the scanner as you would when scanning to send.
2. On the WinFax Tools menu, point to Scan and click Scan And File. Your scanning software's main window opens.
3. Select the recommended WinFax settings in your software.
 - If you are using a flatbed scanner, click Preview or an equivalent setting. (Your software may do a preview scan automatically.) Status messages may be displayed while your scanner previews the image on the copy glass.
 - If you are using a hand scanner, click Scan or an equivalent command. Drag the scanner over the image to scan.
4. Improve the preview image by adjusting brightness, contrast, size and any other settings.
5. Click Rescan, Final Scan or the equivalent button in your scanning software. Repeat this step for each additional page to scan.
6. Click Return. The Create Attachment dialog appears.
7. In the Description and Keywords fields, type text to help you identify the attachment in the future.
8. Click Select. Specify the path and name where you want to save the new attachment (.FXS) file.
9. Click the folder in which you want to store your attachment.

■ Related Topics

Sending a fax from WinFax

1. On the Send menu, click New Fax. The Send dialog appears.
2. Fill in the To, Number and Subject fields.
3. Specify the cover page and attachments you want to include with the fax.
4. Select any other appropriate options in the Send dialog.
5. Click Send. WinFax begins processing the fax.

Tip



-  For help on an item in the Send dialog, click
-  at the top of the dialog and click the item.

Related Topics

Sending a fax from another program

1. Start the Windows program, and open or create the document you want to fax.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Select any other appropriate options in the Print dialog and click OK. The WinFax Send dialog appears.
5. Fill in the To, Number and Subject fields.
6. Specify the cover page and attachments you want to include with the fax.
7. Select any other appropriate options in the Send dialog.
8. Click Send. WinFax begins processing the fax.

Tip

-  For help on an item in the Send dialog, click
-  at the top of the dialog and click the item.

Related Topics

Sending a fax with your letterhead on it

1. Start the Windows program, and open or create the document you want to fax.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Click Properties. The WinFax printer driver Properties dialog appears.
5. In the Paper Source drop-down list, click one of the following:
 - ☐ If you want to use the letterhead attachment with the description "Paper1", click the Paper1 option that corresponds to the pages of the fax you want to add the letterhead to.
 - ☐ If you want to use the letterhead attachment with the description "Paper2", click the Paper2 option that corresponds to the pages of the fax you want to add the letterhead to.
 - ☐ If you want to use a different letterhead attachment on the first and subsequent pages of the fax, click Paper1 1st, Then Paper2.Select any other appropriate options and click OK. The Print dialog reappears.
6. Select any other appropriate options in the Print dialog and click OK. The WinFax Send dialog appears.
7. Fill in the To, Number and Subject fields.
8. Specify the cover page and attachments you want to include with the fax.
9. Select any other appropriate options in the Send dialog.
10. Click Send. WinFax searches for the letterhead attachments, merges them with the fax and begins processing the fax.

Tips

- ☐ For help on an item in the Send dialog, click
- ☐ at the top of the dialog and click the item.
- ☐ Preview the fax before sending to ensure your letterhead does not overlap text in the fax.
- ☐ If you want your letterhead to appear in a different position on the first and subsequent pages of a fax, create two letterhead attachments—one letterhead positioned as you want it to appear on the first page and one letterhead positioned as you want it to appear on subsequent pages. Perform the procedure shown above using the Paper1 1st, Then Paper2 option in the Paper Source drop-down list. This applies the Paper1 letterhead to the first page of the fax and the Paper2 letterhead to all subsequent pages of the fax.

☐ **Related Topics**

Printing to the WinFax printer

1. Start the Windows program, and open or create the document you want to fax.
2. On the program's File menu, click Print. The Print dialog appears.
3. In the Printer section, click the WinFax printer in the Name drop-down list.
4. Click Properties. The WinFax printer driver Properties dialog appears.
5. Click the Graphics tab. Do the following to improve the quality of the printed output:
 - ☐ In the Dithering section, click the amount of dithering you want to use. The default setting is Error Diffusion.
 - ☐ In the Intensity section, adjust the slide control to specify how dark to print graphics in your document. The default setting is 100.
6. Click OK. The Print dialog appears.
7. Select any other appropriate options in the Print dialog and click OK. The WinFax Send dialog appears.
8. Send the document immediately or make it into an attachment for future use.

Tips

- ☐ If you experience slow transmission times, try returning to the default Dithering and Intensity settings.
- ☐ To improve output quality, adjust the Intensity to a darker setting when you are forwarding faxes, and to a lighter setting when you are printing from a graphics program.

☐ Related Topics

Addressing a fax to a single recipient manually

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the To field, type the fax recipient's name in either of the following formats:
 - ☐ First Name<space>Last Name
 - ☐ Last Name,<space>First Name.
3. In the Number field, type the recipient's fax number. If you are sending a long distance fax, use the appropriate dialing sequence.

For example, to send a long distance fax overseas from North America, you might type the following:

011-23-789-555-6789

To send a long distance fax within North America, you might type the following:

1-987-555-1234

4. In the Subject field, type appropriate text to identify this fax for the recipient and for your records.

Notes

- ☐ Regardless of which form you use, WinFax records a recipient name as Last Name,<space>First Name when you add it to a phonebook. If you enter a one-word name, WinFax records it as a last name.
- ☐ Alternately, if you enabled Use Partial Matches on the General tab of the Program Properties dialog, you can address the fax by entering a few letters of the recipient name in the To field and pressing the TAB key. WinFax searches the active phonebook for recipient names that match the letters you entered. If a single match is found, WinFax automatically adds the recipient to the Recipient List. If multiple matches are found, a dialog appears from which you can select the appropriate recipient.

☐ Related Topics

[WinFax main window](#)

Addressing a fax to multiple recipients using the Recipient List



1. On the Send menu, click New Fax. The Send dialog appears.
2. Fill in the To and Number fields or select a recipient from a phonebook.
3. Click Add To List. The recipient appears in the Recipient List.
4. Repeat steps #2 and #3 to add other recipients to the Recipient List.

Related Topics

Creating a recipient group at send time

1. In the Recipient List, select the recipients you want in the group.
2. Click Make Group. The Create Group dialog appears.
3. In the Group Name field, type a name for the new group.

Notes

-  To add additional members to the group, click the recipient or group in the Potential Group Members list and click Add. The recipient or group appears in the Group Members list.
-  To remove a group member, click the member in the Group Members list and click Remove.

[WinFax main window](#)

Removing a recipient from the Recipient List



In the Recipient List, click the appropriate recipient or group and click Remove.


Scheduling the date and time of delivery

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List you want to schedule for the same date and time. If required, you can schedule the fax differently for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Delivery section, click Scheduled and click the Time and Date to send the fax.
6. Click OK. The Send dialog reappears.

Tip

-  To select the date from a calendar, double click the Date setting.

Note



-  WinFax stores scheduled events in the Outbox until the specified delivery time. All scheduled events are identified in the Outbox by an hourglass icon.

Related Topics

Scheduling off-peak delivery

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List that you want to schedule for off-peak delivery. If required, you can schedule the fax differently for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Delivery section, click Off-Peak.
6. Click OK. The Send dialog reappears.

Notes


-  WinFax stores scheduled events in the Outbox until the specified delivery time. All scheduled events are identified in the Outbox by an hourglass icon.
-  You can change the off-peak time period. On the Setup menu, click Dialing and click the Off-Peak tab to display the Off-Peak property sheet.

Related Topics

Putting a fax on hold

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List that you want to hold. If required, you can schedule the fax differently for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Delivery section, click Hold.
6. Click OK. The Send dialog reappears.

Note

 WinFax stores scheduled events in the Outbox until the specified delivery time. All held events are identified in the Outbox by an upheld palm icon.

Related Topics

Scheduling recurring delivery

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List that you want to schedule in the same manner. If required, you can schedule the fax differently for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Delivery section, click Recurring.
6. Click Modify. The Modify Recurring Event dialog appears.
7. In the Recurring section, click the time period corresponding to how often you want to deliver this fax. The adjacent section title and settings adjust to reflect the selection in the Recurring section.
For example, to deliver this fax once a month, click Monthly; once a year, click Yearly.
8. In the adjacent section, select the appropriate delivery day.
For example, if you clicked Weekly in the Recurring section, click Thu to deliver this fax every Thursday.
9. In the Duration section, click the appropriate Start Date and End Date for recurring delivery. If you want to attempt delivery during a specific time period (for example, during office hours), click the appropriate Start Time and End Time.
10. Click OK. The Delivery Properties dialog reappears.
11. Click OK. The Send dialog reappears.

Related Topics

Staying on schedule

Review the following check list to make sure that your computer is set up for WinFax to send your scheduled events without interruption.

- ☐ Is your hard disk set to power down?
If you set up your hard disk to power down when inactive, set it to wait at least two minutes before powering down to ensure WinFax is not interrupted while sending faxes.
- ☐ Is ScanDisk set to run automatically?
The Windows 95 ScanDisk utility may interrupt fax transmission. Make sure it is not scheduled for the same time as your fax.
- ☐ Is WinFax or CommBar running at the scheduled time?
At the time and date that the scheduled fax is to be sent, either WinFax or Delrina CommBar must be running. If not, WinFax will send the fax immediately the next time you start the program.
- ☐ Are you running WinFax on a laptop?
If you run WinFax on a laptop or battery operated computer, disable the power down feature when scheduled fax events are pending. Make sure you use the AC power pack instead of the computer's battery.



☐ Related Topics

[WinFax main window](#)

Specifying priority

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Delivery. The Delivery Properties dialog appears.
4. In the Priority section, click High, Normal or Low.
5. Click OK. The Send dialog reappears.


Notes

-  You cannot prioritize delivery to groups.
-  WinFax sends faxes scheduled for the same time according to their priority level.

Specifying the transmission type

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients, select the recipients in the Recipient List you want to send in the same manner. If required, you can use a different transmission type for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Recipient section, click the appropriate transmission type in the Send By drop-down list.
6. Click OK. The Send dialog reappears.


Note

 The transmission types (Fax, BFT, Compressed BFT, Broadcast or Email) available depend on the modem type and the configuration of your computer system.

Specifying a billing code

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List for which you want to specify the same billing code. If required, you can specify a different billing code for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Billing Code field, type the appropriate billing information or click a previous billing code in the Billing Code drop-down list.
6. Click OK. The Send dialog reappears.

Note

 WinFax can automatically prompt you for a billing code when you send a fax. To do this, enable Prompt For Keywords And Billing Code in the Program Properties dialog. On the Setup menu, click Program and click the General tab to display the General property sheet.

Related Topics

Specifying keywords

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. If you are sending this fax to multiple recipients or groups, select the entries in the Recipient List for which you want to specify the same keywords. If required, you can specify different keywords for each recipient.
4. Click Delivery. The Delivery Properties dialog appears.
5. In the Keywords field, type the appropriate keywords or click a previous keyword in the Keywords drop-down list.
6. Click OK. The Send dialog reappears.

Note

- WinFax can automatically prompt you for keywords when you send a fax. To do this, enable Prompt For Keywords And Billing Code in the Program Properties dialog. On the Setup menu, click Program and click the General tab to display the General property sheet.

Related Topics

[WinFax main window](#)

Specifying security

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Delivery. The Delivery Properties dialog appears.
4. Enable Send Secure.
5. In the Send Secure field, type the called station identifier (CSID) of the remote fax device.
6. Click OK. The Send dialog reappears.

Specifying your location and related dialing options at send time

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. In the Options section, click Options. The Send Options dialog appears.
4. In the Location section, click the appropriate location in the drop-down list.
5. Click Properties. The Dialing Properties dialog appears.
6. Click the Dialing tab.
7. Do any of the following:

- ☐ [Set up a new location](#)
- ☐ [Modify an existing location](#)
- ☐ [Remove a location](#)
- ☐ [Change the telephone number associated with a location](#)
- ☐ [Specify a calling prefix](#)
- ☐ [Specify a calling suffix](#)
- ☐ [Bill a fax call to a credit card](#)
- ☐ [Specify pulse or touch tone dialing](#)
- ☐ [Specify a long distance access code](#)
- ☐ [Specify an international access code](#)
- ☐ [Specify the modem you want to use](#)

8. Click OK. The Send Options dialog reappears.

Notes


- ☐ You can also display the Dialing Properties dialog by clicking Dialing on the Setup menu.
- ☐ The appearance of the Dialing Properties dialog varies depending whether you set up WinFax to dial using the Windows (TAPI) dialing method or the Delrina dialing method.

☐ [Related Topics](#)

Specifying fax image resolution

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax and select any other appropriate options in the Send dialog.
3. Click Options. The Send Options dialog appears.
4. In the Send section, click Fine or Standard in the Resolution drop-down list.
5. Click OK. The Send dialog reappears.

Tip

 Click Fine (200 x 200 dpi) for the highest quality faxes. Click Standard (200 x 100 dpi) only if transmission time and cost is more important than the print quality of the fax at the receiving end.

Previewing and annotating (marking up) a fax

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Options. The Send Options dialog appears.
4. In the Send section, enable Preview/Annotate and click OK. The Send dialog reappears.
5. Select any other appropriate options in the Send dialog.
6. Click Send. Viewer starts, opens the fax and displays the first page.
7. View and mark up the fax using Viewer menus and tools.
8. Click Send Fax. WinFax begins processing the fax.


Notes

- You can only preview a fax if you are sending to all recipients using the Fax transmission type.
- If you are sending to multiple recipients, WinFax previews each event in Viewer before sending the fax.

Sending failed pages only

1. On the Window menu, click Send Log. The Logs window opens to display the Send Log folder.
2. In the event list, click the fax you want to resubmit.
3. On the Send menu, click Resubmit. The Send dialog appears.
4. Click Options. The Send Options dialog appears.
5. In the Send section, enable Send Failed Pages Only.
6. Click OK. The Send dialog reappears.
7. Click Send. WinFax begins processing the failed fax pages.

Note

-  This option is available only when you resubmit a failed fax.

Deleting pages after sending

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax and select any other appropriate options in the Send dialog.
3. Click Options. The Send Options dialog appears.
4. In the Send section, enable Delete Pages After Send.
5. Click OK. The Send dialog reappears.

Note

- The event record remains in the Send Log folder, but it cannot be viewed or resubmitted.


Printing confirmation of successful transmission

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax and select any other appropriate options in the Send dialog.
3. Click Options. The Send Options dialog appears.
4. In the Send section, enable Send Confirmation and click Setup. The Send Confirmation Setup dialog appears.
5. Enable Print These Confirmation Details.
6. In the Available list, click the first field you want to print on the confirmation and click Add. The selected field appears in the Printed list. Repeat this step for each field you want to print.
7. Use the Move Up and Move Down buttons to reposition the selected field in the Printed list.
8. In the Printer section, click Setup. The Printer Setup dialog appears. In the Printers list, click the appropriate printer and click OK. The Send Confirmation Setup dialog reappears.
9. Click OK. The Send Options dialog reappears.
10. Click OK. The Send dialog reappears.

Dialing a fax number manually

1. On the Send menu, click New Fax. The Send dialog appears.
2. Leave the To and Number fields blank.
3. Fill in the remaining fields in the Send dialog and select any other appropriate options.
4. Click Send. A dialog box appears.
5. Click Yes to send the fax using the current connection. A dialog box appears.
6. Dial the telephone number and click OK. WinFax begins processing the fax.


Tip

 If this procedure is unsuccessful, disable Detect Dial Tone and Detect Busy Tone in the Dialing Properties dialog, then try to send the fax again. On the Setup menu, click Dialing and click the General tab to display the General property sheet.


Suspending call waiting while faxing

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Options. The Send Options dialog appears.
3. In the Location section, click Properties. The Dialing Properties dialog appears.
4. Click the Dialing tab.
5. In the Dialing section, enable Use Prefix.
6. In the Use Prefix field, add the code that suspends call waiting and a comma to the end of the current entry.
7. Click OK. The Send Options dialog reappears.

Tip

-  If you are dialing manually from a touch tone phone, punch in the code before dialing the fax number.

Note

-  After the fax is sent and the connection ends, call waiting resumes.

Combining touch tone and pulse dialing

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Number field, type the recipient's fax number. Unless you enabled Pulse dialing in the Dialing Properties dialog, WinFax will dial this number using touch tone.
3. In the Number field, position the cursor to the left of the point at which you want to switch to pulse dialing and then type the letter "P". When WinFax dials the number, it will switch to pulse dialing when it encounters the P and then continue dialing the rest of the number.


For example ...

9,444P0333

... causes WinFax to dial the last four digits of the fax number (0333) using pulse dialing.


4. Select any other appropriate options in the Send dialog.

Note


-  To switch back to touch tone dialing, insert the letter "T".

[WinFax main window](#)

Canceling a fax during transmission

-  In the Status dialog, click Cancel.

Note

-  If you did not enable Display Call Progress in the Program Properties dialog, no dialog appears when you send. To monitor the status of a fax check Delrina CommBar or the status bar at the bottom of the main WinFax window.

Changing the destination of a scheduled fax



1. On the Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the fax you want to modify.
3. On the Send menu, click Modify Delivery. The Modify Delivery dialog appears.
4. In the Destination list, do either of the following:

- ☐ If you know the name and fax number of the new recipient, type them in the To and Number fields, respectively.
- ☐ If you do not know the name and fax number, click Select, select the recipient from your phonebooks and click OK.

Saving a send event

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Select the cover page and attachments you want to include with this fax.
4. Select any other options in the Send dialog.
5. Click Create Event. The Save As dialog appears.
6. Select the location in which to save the file.
7. Type a name for the file.

Tips

-  Fill in the Send dialog with the appropriate cover page, attachments, schedule and send options and save it as a send template for sending faxes in the future.
-  If you are saving an event to create a template you will use frequently, place it on your desktop. Double click the event icon to use the template.



Note

-  Saved events have an .FXJ file extension.

Sending a fax from the Windows desktop

1. On the Windows desktop, select the file you want to fax.
2. Right click on the file. A menu appears.
3. On the right click menu, point to Send To and click WinFax PRO 7.0. The WinFax Send dialog appears.
4. Address the fax.
5. Specify the cover page and attachments you want to include with the fax.
6. Select any other appropriate options in the Send dialog.
7. Click Send. WinFax begins processing the fax.

Tip



-  For help on an item in the Send dialog, click
-  at the top of the dialog and click the item.

Related Topics


Opening and sending a previously saved send event (.FXJ file)

1. Double click the .FXJ file you want to send. Depending on where you saved the event, the file may be in a folder or on your Windows desktop. The WinFax Send dialog appears. The fields display all information saved in the file.
2. Fill in any additional information required.
3. Click Send. WinFax begins processing the fax.

Tip

-  For help on an item in the Send dialog, click
-  at the top of the dialog and click the item.

Note

-  To save the current send information, click Create Event in the Send dialog.

Related Topics

[WinFax main window](#)

Identifying yourself

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the User tab.
3. In the User Information section, type your Name, Company, Fax Number, Voice Number and CSID.

[WinFax main window](#)

Setting up your pager for notification

1. On the Setup menu, click Pager. The Pager Setup wizard starts.
2. Follow the instructions provided by the wizard.

Tip






Have your pager access number and PIN ready when you run the Pager Setup wizard.

Displaying call progress with WinFax

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Display Call Progress.

Notes

-  If you enable Display Call Progress, the Status dialog appears when WinFax sends or receives a fax. This dialog displays status information during transmission.
-  If you do not enable Display Call Progress, you can still check the status of the fax as it comes in by watching the status bar at the bottom of the window.
-  To cancel reception, click Cancel in the Status dialog or on the WinFax status bar.

[WinFax main window](#)

Prompting for keywords and the billing code

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Prompt For Keywords And Billing Code.

[WinFax main window](#)

Working in multiple windows

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, disable Keep Only Active Window Open.

Note

-  By default, the Keep Only Active Window Open check box is checked.

[WinFax main window](#)

Saving window states on exit

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Save Window States on Exit.

Note

- ☐ By default, the Save Window States On Exit check box is checked.

☐ **Related Topics**

[WinFax main window](#)

Saving window sizes on exit

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Save Window Sizes On Exit.

Related Topics

[WinFax main window](#)

Always using a cover page

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Always Use Cover Page.

Note

- ☐ By default, the Always Use Cover Page check box is checked.

☐ **Related Topics**

[WinFax main window](#)

Emptying the Wastebaskets when you exit

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, enable Empty Wastebaskets On Exit.


Related Topics

[WinFax main window](#)

Improving performance when printing to WinFax

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the General section, disable Always Launch WinFax When Printing From Another Application.

Note


 When you disable this option, a miniature send-only version of WinFax starts. Disabling this option may improve printing speed. If you want to always work with the complete version of WinFax, enable this option.

[WinFax main window](#)

Enabling searches for partial matches

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the Phonebook section, enable Use Partial Matches.

Note


 When Use Partial Matches is enabled, type the first few letters of the last name or company in the To field and press TAB. WinFax searches your phonebook to find a matching recipient record.

[WinFax main window](#)

Saving last phonebook settings in the Send dialog

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the Phonebook section, enable Save Folder Tree State On Exit.

Note

 Enable this option if you only want WinFax to refresh the last phonebook you accessed in the Phonebook panel of the Send dialog. This may improve the speed at which the Send dialog appears. If you disable this option, WinFax refreshes all existing phonebooks when you display the Send dialog.

[WinFax main window](#)

Updating recipient records for unsupported BFT

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. In the Phonebook section, enable Update Recipient Record For Unsupported BFT.

Changing your WinFax Driver setup

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. Click WinFax Printer Driver. The WinFax printer driver Properties dialog appears.
4. Click the Paper tab. Do any of the following:
 - ☐ In the Paper Size section, click the paper size you want to use.
 - ☐ In the Orientation section, click either Portrait or Landscape.
 - ☐ In the Paper Source drop-down list, click the paper source you want to use.
5. Click the Graphics tab. Do either of the following to improve the quality of the printed output:
 - ☐ In the Dithering section, click the amount of dithering you want to use. The default setting is Error Diffusion.
 - ☐ In the Intensity section, adjust the slide control to specify how dark to print graphics in your document. The default setting is 100.


Tips

- ☐ If you experience slow transmission times, try returning to the default Dithering and Intensity settings.
- ☐ To improve output quality, adjust the Intensity to a darker setting when you are forwarding faxes, and to a lighter setting when you are printing from a graphics program.




Modifying the fax header

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the Header tab.
3. In the Left, Center and Right fields, type the text you want to appear in the corresponding positions within the header.

Tip

-  To send faxes without a fax header, clear the text in the Left, Center and Right fields.

Notes



-  To include any of the standard send variables in a fax header, click Insert Variable.
-  To return the default header, click Default.
-  In the United States, it is unlawful to send a fax that does not identify the sender.

Related Topics

Inserting a variable into a fax header

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the Header tab.
3. In the appropriate field, position the cursor at the desired insertion point.
4. Click Insert Variable. The Insert Variable dialog appears.
5. In the list, click the variable you want to insert and click OK. WinFax inserts the variable at the insertion point.

Notes

-  To return the default header, click Default.
-  You can also include a variable in a fax header by typing the variable code directly into the appropriate field. For example, to insert the Recipient Name, type @R.

Related Topics

Automatically deleting events

1. On the Setup menu, click Program. The Program Properties dialog appears.

2. Click the Event Deletion tab.

3. In the Events section, do the following:

- ☐ Enable Delete Events Automatically.
- ☐ In the After ... Day(s) field, type the number of days you want to keep events in a log folder before deleting them.
- ☐ Click the type of event you want to automatically delete.

☐ Related Topics

[WinFax main window](#)

Confirming deletions

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the Event Deletion tab.
3. In the Options section, enable Confirm All Deletions.


Related Topics

[WinFax main window](#)

Detecting busy signals

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. In the Dialing section, enable Detect Busy Tone.

Note

-  By default, Detect Busy Tone is enabled.

Related Topics

[WinFax main window](#)

Detecting dial tones

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. In the Dialing section, enable Detect Dial Tone.

Note

-  By default, Detect Dial Tone is enabled.

Related Topics

[WinFax main window](#)

Specifying the number of dial retries

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. In the Retries section, type the number of times you want WinFax to try to send a fax before assuming it cannot be delivered in the Number Of Retries field.

Related Topics

[WinFax main window](#)

Specifying the interval between redials

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. In the Retries section, type the number of seconds you want WinFax to wait between retries in the Retry Every field.


Related Topics

[WinFax main window](#)

Specifying the dialing method

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. Click Advanced. The Dialing Method dialog appears.
4. In the Options section, click Delrina or Windows.



Note

-  To view the Windows dialing method, click Windows and click Properties.

Related Topics

Setting up a new location

1. Open the Dialing Properties dialog by doing one of the following:


-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. Click New. The New Location dialog appears.
4. In the Location Name field, type the name of the new location and click OK. The Dialing tab reappears.
5. In the Fax/Data Number section, type the telephone number for the new location in the Country, Area and Local fields.
6. Select any other appropriate options.

Related Topics

Modifying an existing location

1. Open the Dialing Properties dialog by doing one of the following:



-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the location you want to modify. The settings in the Dialing Properties dialog change to reflect the selected location.
4. Make any necessary changes to the settings.

Related Topics

Removing a location

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the location you want to remove. The settings in the Dialing Properties dialog change to reflect the selected location.
4. Click Remove.

Related Topics

Changing the telephone number associated with a location

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.


3. In the Location drop-down list, click the location you want to modify. The settings in the Dialing Properties dialog change to reflect the selected location.

4. In the Fax/Data Number section, make the necessary changes to the fields.

Related Topics


Specifying a calling prefix

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the appropriate location.
4. In the Dialing section, enable Use Prefix and type the appropriate prefix in the Use Prefix field. To use a previous prefix, click the appropriate prefix in the Use Prefix drop-down list.


Note

-  When you send the fax, WinFax saves the prefix you specify in the Use Prefix drop-down list, up to the last 10 entries.

Related Topics


Specifying a calling suffix

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the appropriate location.
4. In the Dialing section, enable Use Suffix and type the appropriate suffix in the Use Suffix field. To use a previous suffix, click the appropriate suffix in the Use Suffix drop-down list.

Note

-  When you send the fax, WinFax saves the suffix you specify in the Use Suffix drop-down list, up to the last 10 entries.

Related Topics

Billing a fax call to a credit card

1. Open the Dialing Properties dialog by doing one of the following:

- ☐ On the Setup menu, click Dialing.
- ☐ On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.

3. In the Location drop-down list, click the appropriate location.

4. In the Dialing section, enable Use Credit Card. In the Use Credit Card drop-down list, click the appropriate credit card name.

Tip

- ☐ If the appropriate credit card does not appear in the drop-down list, click the Credit Cards tab and define your credit card number by selecting the appropriate options. After you are finished, click the Dialing tab. WinFax adds your credit card to the Use Credit Card drop-down list.

Note

- ☐ WinFax dials the fax and credit card numbers according to the sequence you specify in the Dial Sequence Properties dialog. To define a credit card, click the Credit Cards tab and enter your credit card information.

Specifying pulse or touch tone dialing

1. Open the Dialing Properties dialog by doing one of the following:



- ☐ On the Setup menu, click Dialing.
 - ☐ On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.
2. Click the Dialing tab.
 3. In the Location drop-down list, click the appropriate location.
 4. In the Dialing section, enable Pulse Dial to use pulse dialing. To use touch tone dialing, disable Pulse Dial.

Note

- ☐ By default, WinFax uses touch tone dialing.

Specifying a long distance access code

1. Open the Dialing Properties dialog by doing one of the following:


-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the appropriate location.
4. In the Dialing section, type the appropriate code in the Long Distance Access field.

Related Topics

Specifying an international access code

1. Open the Dialing Properties dialog by doing one of the following:



-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Dialing tab.
3. In the Location drop-down list, click the appropriate location.
4. In the Dialing section, type the appropriate code in the International Access field.

Related Topics


Specifying the modem you want to use at a particular location

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.



2. Click the Dialing tab.
3. In the Location drop-down list, click the appropriate location.
4. In the Modem drop-down list, click the modem you want to use.

Note

-  If the appropriate modem does not appear in the drop-down list, add your modem in the Modem Properties dialog. On the Setup menu, click Modem and click the Modems tab to display the Modems property sheet.

Defining a new credit card for use with WinFax

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Current Location section, click Properties.


2. Click the Credit Cards tab.

3. Click New. The New Credit Card dialog appears.

4. In the Credit Card Name field, type a descriptive name for the credit card and click OK. The Credit Cards tab reappears and the new credit card appears in the list.

5. In the Properties section, type the appropriate information in the Credit Card Number, Service Access Number, Long Distance Access and International Access fields.



Note

-  WinFax dials the fax and credit card numbers according to the sequence you specify in the Dial Sequence Properties dialog. To display this dialog, in the Dialing Properties dialog, click the Credit Cards tab and click Dial Sequence.

Related Topics

Modifying credit card information


1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Credit Cards tab.
3. In the credit cards list, click the credit card that you want to modify. The Credit Cards tab changes to display the settings for the selected credit card.
4. Make any necessary changes by typing information in this dialog.

Removing a credit card definition



1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Credit Cards tab.
3. In the credit cards list, click the credit card that you want to remove. The Credit Cards tab changes to display the settings for the selected credit card.
4. Click Remove.

Renaming a credit card definition



1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Credit Cards tab.
3. In the credit cards list, click the credit card that you want to rename. The Credit Cards tab changes to display the settings for the selected credit card.
4. Click Rename. The Rename Credit Card dialog appears.
5. In the Credit Card Name field, type the new name and click OK. The Credit Cards tab reappears.

Setting up credit card dialing sequences

1. Open the Dialing Properties dialog by doing one of the following:

-  On the Setup menu, click Dialing.
-  On the Send dialog, click Options. The Send Options dialog appears. In the Location section, click Properties.

2. Click the Credit Cards tab.
3. In the credit cards list, click the appropriate credit card. The Credit Cards tab changes to display the settings for the selected credit card.
4. Click Dial Sequence. The Dial Sequence Properties dialog appears.
5. In the “1” drop-down list, click the action that you want WinFax to perform immediately after it dials the call prefix (if it is enabled).
6. In the “2” drop-down list, click the next action that you want WinFax to perform.
7. Repeat step #6 for the “3” through “7” drop-down lists.
8. Click OK. The Dialing Properties dialog reappears.

Related Topics

[WinFax main window](#)

Setting up off-peak periods for domestic and international calls

1. On the Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the Off-Peak tab.
3. In the Domestic Calls section, click the appropriate From and To times.
4. In the International Calls section, click the appropriate From and To times.

[WinFax main window](#)

Setting the default reception state

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Automatic Receive section, enable or disable Automatically Answer Incoming Calls.
4. Select any other appropriate options.

Tip

-  Change the reception state on the fly by clicking the appropriate command on the Receive menu.

[WinFax main window](#)

Enabling automatic receive

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Automatic Receive section, enable Automatically Answer Incoming Calls.
4. In the Answer After ... Ring(s) field, type the number of times you want WinFax to let the telephone/modem ring before answering.

Scheduling automatic receipt

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Automatic Receive section, enable Automatically Answer Incoming Calls.
4. In the Answer After ... Ring(s) field, type the number of times you want WinFax to let the line ring before answering.
5. Click Schedule. The Schedule Automatic Receive dialog appears.
6. Click Scheduled to specify when you want to use automatic reception.
7. Click the appropriate From and To times.
8. Click the option corresponding to the days that you want to use automatic reception.
9. Click OK. The General tab reappears.

[WinFax main window](#)

Enabling remote retrieval

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Remote Retrieval section, enable the check box.

Related Topics

Setting up remote retrieval security

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Remote Retrieval section, enable the check box.
4. Click Setup. The Remote Retrieval Properties dialog appears.
5. In the Security section, click Check Caller's Password and type the password that you want to use to retrieve your faxes from a remote fax station in the Check Caller's Password field.
6. Click OK. The General tab reappears.

Related Topics

[WinFax main window](#)

Marking remotely retrieved events as read

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Remote Retrieval section, enable the check box.
4. Click Setup. The Remote Retrieval Properties dialog appears.
5. Enable Mark As “Read” After Retrieval.
6. Click OK. The General tab reappears.


Related Topics

[WinFax main window](#)

Enabling incoming notification

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable Notify.

Note

 By default, WinFax beeps when an event arrives. To change the notification sound, click Sound. The Sound dialog appears. Select the appropriate wave file and click OK to return to the Receive Properties dialog.

[WinFax main window](#)

Viewing a fax automatically after reception


1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable View.

[WinFax main window](#)

Recognizing a fax automatically after reception

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable Recognize.

Note

-  To specify where you want to store recognized text, click Setup.

Related Topics

[WinFax main window](#)

Specifying the destination for converted text

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable Recognize.
4. Click Setup. The Recognize Setup dialog appears.
5. In the Options section, click the option corresponding to where you want WinFax to store the converted text.
6. Select any other related options.


Related Topics

[WinFax main window](#)

Printing a fax automatically after reception

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable Print.

Note

 To specify a printer other than the default printer, click Printer. The Print On Receive dialog appears. In the Printer section, click the appropriate printer in the Name drop-down list and click OK to return to the Receive Properties dialog.

[WinFax main window](#)

Automatically notifying a pager of new received events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the log folder that you want WinFax to monitor for new received events.
4. In the rules list, enable the receive rule that will notify your pager.
5. Click Delivery. The Delivery Properties dialog appears. Click the Frequency tab and specify how often WinFax should notify your pager of new messages.









Related Topics

[WinFax main window](#)



Automatically forwarding new received events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the log folder that you want WinFax to monitor for new received events.
4. In the rules list, enable the receive rule that you want to use to forward the faxes.
5. Click Delivery. The Delivery Properties dialog appears. Click the Frequency tab and specify how often WinFax should forward messages.








Creating a receive rule to forward all received events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the folder that you want WinFax to monitor for new received events.
4. Click Delivery. The Delivery Properties dialog appears. Specify how often WinFax should forward faxes and click OK. For more information, click here .
5. Click New. The New Receive Rule dialog appears.
6. Click the Event tab. Do the following:
 -  In the Description field, type text to help you identify this receive rule in the future.
 -  In the Type section, click All.
 -  In the Received Between section, specify the time period during which you want WinFax to monitor the selected folder for new events, if necessary.
 -  In the Options section, select the appropriate options.
7. Click the Forward To tab. Do the following:
 -  In the Recipient section, specify the recipient to which you want to forward the events.
 -  In the Type section, specify how you want WinFax to forward the events.
 -  In the Options section, select any appropriate options.



Tip

-  For help on an item, click
-  at the top of the dialog and click the item.








Creating a receive rule to forward specific events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the log folder that you want WinFax to monitor for new received events.
4. Click Delivery. The Delivery Properties dialog appears. Specify how often WinFax should forward messages and click OK. For more information, click here .
5. Click New. The New Receive Rule dialog appears.
6. Click the Event tab. Do the following:
 -  In the Description field, type text to help you identify this receive rule in the future.
 -  In the Type section, click Specific and click the type of event in the drop-down list.
 -  In the Received Between section, specify the time period during which you want WinFax to monitor the selected folder for new events, if necessary.
 -  In the Options section, select the appropriate options.
7. Click the Forward To tab. Do the following:
 -  In the Recipient section, specify the recipient to which you want to forward the events.
 -  In the Type section, specify how you want WinFax to forward the events.



Tip

-  For help on an item, click  at the top of the dialog and click the item.






Creating a receive rule to notify a pager of all received events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the folder that you want WinFax to monitor for new received events.
4. Click Delivery. The Delivery Properties dialog appears. Specify how often WinFax should forward messages and click OK. For more information, click here .
5. Click New. The New Receive Rule dialog appears.
6. Click the Event tab. Do the following:
 -  In the Description field, type text to help you identify this receive rule in the future.
 -  In the Type section, click All.
 -  In the Received Between section, specify the time period during which you want WinFax to monitor the selected folder for new events, if necessary.
 -  In the Options section, select the appropriate options.
7. Click the Forward To tab. Do the following:
 -  In the Recipient section, specify the recipient that you want to notify.
 -  In the Type section, click Notify By Pager.



Tip

-  For help on an item, click
-  at the top of the dialog and click the item.

Creating a receive rule to notify a pager of specific events

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the folder that you want WinFax to monitor for new received events.
4. Click Delivery. The Delivery Properties dialog appears. Specify how often WinFax should forward messages and click OK. For more information, click here .
5. Click New. The New Receive Rule dialog appears.
6. Click the Event tab. Do the following:
 -  In the Description field, type text to help you identify this receive rule in the future.
 -  In the Type section, click Specific Received Events and click the type of event in the drop-down list.
 -  In the Received Between section, specify the time period during which you want WinFax to monitor the selected folder for new events, if necessary.
 -  In the Options section, select the appropriate options.
7. Click the Forward To tab. In the Type section, click Notify By Pager.

Tip

-  For help on an item, click
-  at the top of the dialog and click the item.

[WinFax main window](#)

Modifying an existing receive rule

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the rules list, click the rule you want to modify.
4. Click Properties. The Modify Receive Rule dialog appears.
5. Click the various tabs and make the required changes.

[WinFax main window](#)

Applying a receive rule

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the folder list, click the log folder that you want WinFax to monitor for new received events.
4. In the rules list, enable the receive rule that you want to use.

Specifying the type of events to monitor for forwarding/notification

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the rules list, click the rule you want to modify and click Properties, or click New.
4. Click the Event tab.
5. In the Type section, click Specific.
6. In the Specific drop-down list, click the type of event you want the rule to apply to.
7. In the Received Between section, do any of the following:
 - ☐ If you want WinFax to monitor events received on particular days, enable The Dates and click the start and end dates.
 - ☐ If you want WinFax to monitor events received during a particular time period, enable The Hours Of and click the start and end times.
8. In the Options section, select the appropriate options.

Specifying the forwarding recipient

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click the Available Rules tab.
3. In the rules list, click the rule you want to modify and click Properties, or click New.
4. Click the Forward To tab.
5. In the Country Code, Area Code and Phone Number fields, type the phone number to which you want to forward the event. If you do not know the number, click Select, select the appropriate recipient and click OK.
6. In the Type section, click the method you want to use to forward the event.
7. In the Options section, enable Send CSID to confirm the recipient's CSID and type the CSID in the field.

Specifying when to forward events or send notification

1. On the Setup menu, click Receive Rules. The Receive Rules dialog appears.
2. Click Delivery. The Delivery Properties dialog appears.
3. Click the Frequency tab.
4. In the Options section, type the minimum number of messages that WinFax should forward or send notification for at one time in the After Receiving field.
5. Do one of the following:
 - ☐ If you want WinFax to forward/notify you as soon as the minimum number of messages is received, click As Soon As Possible.
 - ☐ If you want WinFax to forward/notify you after a specific number of hours, click Every and click the appropriate number of hours.
 - ☐ If you want WinFax to forward/notify you at a specific time each day, click Daily At and click the appropriate time.

[WinFax main window](#)


Activating a modem

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the Modems Currently Set Up list, click the modem you want to active.
3. Click Set As Active. The selected modem appears in the Active Modem section.

Adding a new modem

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab. A list of installed modems appears.
3. Click Add. The Install New Modem wizard starts.
4. In the Manufacturers list, click the manufacturer of your modem.
5. In the Models list, click the model of your modem.
6. Click Next.
7. In the list, select the port you want to use.
8. Click Finish. The Modem Properties dialog reappears. The new modem appears in the list.

Note

-  Specify the location where you want to use this modem in the Dialing Properties dialog. On the Setup menu, click Dialing and click the Dialing tab.

[WinFax main window](#)

Changing modem setup

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the Modems Currently Set Up list, click the appropriate modem.
3. Click Properties. The Properties dialog for the selected modem appears.
4. Make any necessary changes.

[WinFax main window](#)

Switching to a different modem port

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the General tab.
6. In the Communications Port drop-down list, click the appropriate port.

[WinFax main window](#)

Controlling your PC's speaker volume

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the General tab.
6. In the Volume section, drag the slide control to specify the appropriate volume.
7. Enable On Until Connected, if desired.

Specifying your modem type

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the General tab.
6. In Fax/Modem Type drop-down list, click the appropriate modem type.


Specifying settings for different types of telephone lines

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the Fax tab.
6. In the drop-down list at the top of the dialog, click the type of phone line you are using.
7. Select the appropriate settings for the specified telephone type.

Specifying your modem initialization sequence

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the Fax tab.
6. In the Initialization String Sequence fields, type the appropriate strings.


Note

-  To use the default sequence for your modem, click Default.

Specifying your modem reset string

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for your selected modem appears.
5. Click the Fax tab.
6. In the Reset field, type the appropriate string.

Note

-  To use the default sequence for your modem, click Default.

Using flow control

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for your selected modem appears.
5. Click the Fax tab.
6. If you want to use hardware flow control, do the following:
 - ☐ Enable Use Hardware Flow Control.
 - ☐ Type the hardware flow control string in the Flow Control field.
7. If you want to use software flow control, do the following:
 - ☐ Disable Use Hardware Flow Control.
 - ☐ Type the software flow control string in the Flow Control field.

Specifying the maximum and minimum transmission speed

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for the selected modem appears.
5. Click the Fax tab.
6. In the Transmit Speed section, do the following:

- ☐ In the Maximum drop-down list, click the maximum speed.
- ☐ In the Minimum drop-down list, click the minimum speed.

Note

- ☐ Reducing the maximum transmit speed may help troubleshoot difficult transmissions, such as cellular calls.

[WinFax main window](#)

Enabling ECM (Error Correcting Mode) for receiving

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for your selected modem appears.
5. Click the Fax tab.
6. In the Options section, enable ECM For Receiving.

Note

- ☐ If you disable this option you cannot receive BFT events.

☐ **Related Topics**

[WinFax main window](#)

Using ECM (Error Correcting Mode) for sending

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for your selected modem appears.
5. Click the Fax tab.
6. In the Options section, enable ECM For Sending.

Related Topics

[WinFax main window](#)

Enabling high efficiency compression

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. Click the Modems tab.
3. In the Modems Currently Set Up list, click the appropriate modem.
4. Click Properties. The Properties dialog for your selected modem appears.
5. Click the Fax tab.
6. In the Options section, enable High Speed Compression (2D).

Enabling Exchange in WinFax (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the General tab.
3. Enable Use Microsoft Exchange In WinFax.
4. In the Startup section, do either of the following:
 - ☐ If you want to be prompted for an Exchange profile each time you start WinFax, click Prompt For A Profile To Be Used.
 - ☐ If you want to use the same Exchange profile each time you start WinFax, click Always Use This Profile and click the profile in the drop-down list.
5. Click OK. You must exit and restart WinFax for the change to take effect. Once enabled, Exchange starts each time you start WinFax.

Note

- ☐ Enabling Microsoft Exchange adds menu options to WinFax for sending Exchange email messages, retrieving messages and opening the Exchange InBox.

WinFax main window

Specifying email message reading and review options (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Read tab.
3. In the After Moving Or Deleting An Open Message section, click the appropriate action.

[WinFax main window](#)

Specifying email message reply/forwarding options (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Read tab.
3. In the When Replying To Or Forwarding A Message section, enable the appropriate option.
4. Click Font. The Font dialog appears. Select the font you want to use for reply text and click OK. The Read tab reappears.

[WinFax main window](#)

Specifying the font for reply or forwarded email text (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Read tab.
3. In the When Replying To Or Forwarding A Message section, click Font. The Font dialog appears.
4. Select the font you want to use for text and click OK. The Read tab reappears.

[WinFax main window](#)

Specifying the font for sent email text (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Send tab.
3. In the Options section, click Font. The Font dialog appears.
4. Select the font you want to use for text and click OK. The Send tab reappears.

[WinFax main window](#)

Enabling email receipt notification (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Send tab.
3. In the Request A Receipt After section, enable the appropriate option.

[WinFax main window](#)

Setting the default sensitivity of email messages (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Send tab.
3. In the Sensitivity drop-down list, click the sensitivity you want to assign to all outgoing email. The sensitivity level you assign appears in the Sensitivity column, if the column is displayed.

[WinFax main window](#)

Setting the default importance of email messages (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Send tab.
3. In the Importance section, click the appropriate importance level.

[WinFax main window](#)

Saving a copy of sent email messages in the Sent Items folder (Microsoft Exchange)

1. On the Setup menu, click Exchange. The Exchange Properties dialog appears.
2. Click the Send tab.
3. Enable Save A Copy Of The Message In The Sent Items Folder.

[WinFax main window](#)

Logging on to your email system in WinFax automatically (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Logon tab.
3. In the Startup section, click On WinFax PRO Startup.

Note

-  Use this option carefully. Anyone who starts WinFax has access to your email system, using your name.

[WinFax main window](#)

Logging on to your email system in WinFax manually (Other email systems)


1. On the Tools menu, click the email logon command for your email system. A logon dialog appears.
2. In the fields, type your user name and password.

[WinFax main window](#)

Logging on to your email system only when necessary (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Logon tab.
3. In the Startup section, click Only When Required.

Note

 Whenever you select an email-related command, WinFax displays a logon dialog prompting you to log on to your email system.

Specifying your email user name and password (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Logon tab.
3. In the User Name and Password section, do either of the following:

- ☐ If you want to log on to your email system in WinFax using your existing email user name and password, click Email System Default
- ☐ If you want to log on to your email system in WinFax using another user name and password, click Specified and type the appropriate information in the User Name and Password fields.

Specifying WinFax send and receive capabilities for your email system (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Messages section, do one of the following:

- ☐ If you only want to send email messages from WinFax, click Send Messages Only.
- ☐ If you want to send email messages and receive forwarded faxes, click Send Messages And Receive Forwarded Faxes.
- ☐ If you want to send and receive email messages from WinFax, click Send And Receive All Messages.

[WinFax main window](#)

Specifying how often WinFax checks for new email messages (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Messages section, type how often you want WinFax to check for new email messages (in minutes) in the Check field.

[WinFax main window](#)

Setting WinFax as your universal inbox (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Messages section, enable Delete Received Messages From Email System.

Notes

☐ Enable this option if you want email messages you receive while running WinFax to appear only in your WinFax Receive Log folder. This saves you time since you do not have to delete or file messages in both WinFax and your email system.

☐ If you disable this option, a copy of the received email message appears in both your Receive Log folder and in your email system inbox.

[WinFax main window](#)

Storing a record of sent email messages in your Send Log folder (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Messages section, enable Store Sent Email In Send Log.

[WinFax main window](#)

Specifying how email messages appear in the display area (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Options section, do either of the following:

- ☐ If you want WinFax to scroll the window to the first line of text in the message, enable Scroll Past Message Header.
- ☐ If you want WinFax to position the cursor at the top of the message header, disable Scroll Past Message Header.

Note

- ☐ Enabling this option will increase the amount of message text you can see without scrolling. You can still scroll back to the header, or view the subject, sender name, date and time in your Receive Log.

[WinFax main window](#)

Setting up to use WinFax send variables in email messages (Other email systems)

1. On the Setup menu, click the email command for your email system. The Email Properties dialog appears.
2. Click the Messages tab.
3. In the Options section, enable Expand Cover Page Variables When Sending.

Enabling call discrimination

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. In the Call Discrimination section, enable Direct Data Calls To An Available Data Communications Program.
4. Do the following:
 - ☐ Run or minimize WinComm in host mode.
 - ☐ Run or minimize WinFax with Automatic Receive enabled.

Notes

- ☐ This option is only available if you are using a Class 1, Windows (TAPI) modem that supports call discrimination.
- ☐ For fax and data, call discrimination is automatic when Direct Data Calls To An Available Data Communications Program is enabled.
- ☐ If Voice Answering is enabled in WinFax, the caller must also specify that they want to connect in data mode by adding the suffix: “,,,*,,9*” to their dial string when sending files. If you have multiple mailboxes set up in TalkWorks, insert any valid mailbox number before the 9: “,,,*,,1,,9*”. Each comma represents a two-second pause. You may need to adjust the number of commas.

[Cover Page Designer, Fax Viewer, Filler and WinFax main window](#)

Viewing and hiding toolbars

- On the View menu, enable Toolbars.

Note

- To remove the toolbars from sight, on the View menu, disable Toolbars.


■ Related Topics

[Cover Page Designer, Fax Viewer, Filler and WinFax main window](#)

Viewing multiple toolbars

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, enable the toolbars you want to display.

Note

-  To remove all toolbars from sight, on the View menu, disable Toolbars.

Related Topics

[Cover Page Designer, Fax Viewer, Filler and WinFax main window](#)

Changing the size, color and type of toolbar icons displayed

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. At the bottom of the dialog, enable the appropriate toolbar display options.

Related Topics

[Cover Page Designer, Fax Viewer, Filler and WinFax main window](#)

Enabling tooltips

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. At the bottom of the dialog, enable Show ToolTips.

Related Topics

Adding a toolbar button

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar to which you want to add a button.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the Available Buttons list, click the button you want to add to the toolbar.
5. Click Add. The button appears at the end of the toolbar in the toolbar section.
6. In the toolbar section, click the new button.
7. Drag the button the desired location in the toolbar.
8. In the Button Assignments section, make any necessary changes and click OK. The Toolbar Properties dialog reappears.

Related Topics

Changing the menu item associated with a toolbar button

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the button you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the toolbar section, click the button you want to modify.
5. In the Button Assignments section, click the menu item that you want to execute when you click the selected toolbar button in the Menu Item drop-down list.
6. Click OK. The Toolbar Properties dialog appears.

Related Topics

Changing the toolbar tip for a toolbar button

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the button you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the toolbar section, click the button you want to modify.
5. In the Button Assignments section, type the appropriate text in the ToolTip Text field.

Related Topics

Changing the status bar text for a toolbar button

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the button you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the toolbar section, click the button you want to modify.
5. In the Button Assignments section, type the appropriate text in the Status Bar Text field.

Related Topics

Adding a space between toolbar buttons

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the button you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the Available Buttons list, click the space button.
5. Click Add. The space button appears at the end of the toolbar in the toolbar section.
6. In the toolbar section, click the new button.
7. Drag the button the desired location in the toolbar.

Related Topics

Changing the position of a toolbar button


1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the button you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the toolbar section, click the button you want to reposition.
5. Click Remove. The button disappears from the toolbar section.
6. In the toolbar section, click at the location you want to reposition the button.
7. Add the button.

Related Topics

Removing a toolbar button

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar containing the icon you want to remove.
3. Click Edit. The Toolbar Properties dialog appears.
4. In the toolbar section, click the button you want to remove.
5. Click Remove.

Note

 To disable a toolbar, disable the the corresponding check box in the Toolbar Properties dialog. Use the Remove button to delete the selected toolbar permanently.

Related Topics

Creating a new toolbar

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. Click New. The Toolbar Properties dialog appears.
3. Type the name of the new toolbar.
4. Add buttons to the toolbar.

Editing an existing toolbar

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar you want to modify.
3. Click Edit. The Toolbar Properties dialog appears.
4. If you want to change the name of the toolbar, click its current name. The text changes to an edit field. Change the toolbar title.
5. Add and remove toolbar buttons as desired.

Related Topics

[Cover Page Designer, Fax Viewer, Filler and WinFax main window](#)

Removing a custom toolbar

1. On the Setup menu, click Toolbars. The Toolbar Properties dialog appears.
2. In the Toolbars list, click the toolbar you want to remove.
3. Click Remove.

Starting Viewer from WinFax

1. On the Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, double click the fax you want to view. Viewer starts, opens the fax and displays the first page.

Related Topics

[Fax Viewer](#)

Starting Viewer from Windows


- On the Windows Start menu, point to Programs, then WinFax PRO 7.0 and then click Fax Viewer.

■ Related Topics

Starting Viewer automatically when a fax arrives

1. On the WinFax Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. In the Options section, enable View.

Tip

-  If you want to work undisturbed by incoming faxes, repeat these steps and disable View.

Related Topics

Fax Viewer




Exiting Viewer



On the File menu, click Exit.

Opening a file in Viewer


1. On the File menu, click Open. The Open File For Viewing dialog appears.
2. In the Look In drop-down list, click the folder containing the file you want to open.
3. In the Look In list, double click the appropriate subfolder.
4. Do one of the following:

-  If you know the name of the file you want to open, type it in the File Name field.
-  To specify a file you have opened recently, click the appropriate file in the File Name drop-down list.
-  If you do not know the name of the file, click the appropriate file format (listed below) in the Files Of Type drop-down list. The Look In List displays the files of the specified type. Click the file you want to open.

Format	File Extension
WinFax fax attachment	.FXS
Sent Fax	.FXD
Received Fax	.FXR
All WinFax files	.FX?
Paint files and CAS files	.PCX

5. Enable Preview to check that you have the correct file. A thumbnail of the selected file appears.
6. Click Open. Viewer opens the selected file.

Note

-  You can open several files in Viewer at once. Hold down the SHIFT key and click the files you want to open in the Look In list.

Using settings from the last session


1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Startup tab.
3. Enable Use Settings From Last Session.

Related Topics

Specifying the view size at startup

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Startup tab.
3. Disable Use Settings From Last Session.
4. In the Zoom section, click the appropriate option.

Note


 To change the view size on the fly, on the View menu, point to Zoom and click the appropriate magnification factor.

Related Topics

Specifying display options at startup

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Startup tab.
3. Disable Use Settings From Last Session.
4. In the Display section, enable the appropriate options.

Note


-  To enable a display option on the fly, on the View menu, click the appropriate command.

Related Topics

Specifying the view mode at startup

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Startup tab.
3. Disable Use Settings From Last Session.
4. In the View section, click the appropriate option.

Note

-  To enable a view mode on the fly, on the View menu, click the appropriate command.

Related Topics

Specifying the default font

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Font tab.
3. In the Font drop-down list, click the appropriate font.
4. In the Point Size drop-down list, click the appropriate size.
5. In the Attributes section, enable the appropriate options.
6. In the Alignment section, click the appropriate option.
7. In the Color section, click the appropriate text color.

Related Topics

Specifying the default unit of measure

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the Measure tab.
3. In the Unit section, click the appropriate option.

Related Topics

Changing the page layout

1. On the File menu, click Page Setup. The Page Setup dialog appears.
2. In the Layout section, click Multiple Pages.
3. In the drop-down list, click the appropriate layout. A sample of the layout appears in the Preview section. A description of the layout appears in the Paper section.

Automatically placing a border around the image

1. On the File menu, click Page Setup. The Page Setup dialog appears.
2. In the Layout section, enable Borders Around Images.

Automatically printing annotations

1. On the File menu, click Page Setup. The Page Setup dialog appears.
2. In the Layout section, enable Print Annotations.

[Cover Page Designer, Fax Viewer and Filler](#)

Selecting a magnification factor



On the View menu, point to Zoom and click the appropriate magnification factor.

Fax Viewer

Enlarging a specific area of the fax image



On the toolbar above the status bar, click the Zoom In button.

Dragging objects and images

1. On the toolbar, click the Select button.
2. Click the object or image you want to drag and hold the left mouse button down.
3. Drag the object or image to the appropriate position.
4. Release the mouse button.

Note

-  In Viewer, enable Annotation before attempting this procedure.

Zooming in

- On the toolbar above the status bar, click the Zoom In button to enlarge your view of the fax image.



Note

- To zoom out (reduce) your view of the fax image, click the Zoom Out button.

Using the Miniature View window

1. On the View menu, enable Show Miniature. The Miniature View window opens.
2. Drag the boxed area to view a different part of the page.

Notes

-  The boxed area in the Miniature View window corresponds exactly to the area of the fax page displayed in Viewer.
-  To close the Miniature View window, click the Close button.

[Fax Viewer](#)

Browsing through a multiple page fax



On the View menu, point to Page and click the page you want to view.



Related Topics

Moving to a specific page in a multiple page fax

1. On the View menu, point to Page and click Go To. The Go To Page dialog appears.
2. In the Page field, type the appropriate page number and click OK. The specified page appears in Viewer.

Related Topics

Adding gray areas to a fax image

- On the View menu, enable Enhance View. Viewer restores shaded and bolded areas of the fax image.




Note

- Enhance View does not affect the appearance of the fax as printed.


Cleaning up a fax image

1. On the View menu, disable Annotation.
2. If imperfections are confined to one area of the fax, zoom in on that area, or click it with the Select Area button. Otherwise, select any view of the fax.
3. On the Tools menu, click Cleanup. The Cleanup dialog appears.
4. In the Area section, click the option corresponding to the area of the page you want to clean.
5. In the Degree section, click the appropriate level of cleanup.
6. Click OK. Viewer cleans the fax image.
7. If imperfections are still visible after cleaning, repeat the procedure; you may also want to try a heavier setting.

Tips

-  If you want to clean up and annotate a fax, do the cleanup first.
-  If the cleanup removes portions of the fax image that you want to keep, on the Edit menu, click Undo. Try cleaning the fax at a lighter level.
-  In some cases you may want to clean a fax manually with the Erase button.

Note

-  To use the Selected Area option, you must have already selected the area with the Select Area button.


Retouching a fax image

1. On the View menu, disable Annotation.
2. Zoom in on the area you want to retouch.
3. On the Format menu, point to Line and click the appropriate line style and thickness.
4. Retouch the fax image as required.

Rotating fax pages

1. On the View menu, disable Annotation.
2. On the View menu, point to Rotate All Pages and click the appropriate rotate option.

Note

-  To rotate a specific page, on the View menu, point to Rotate Page and click the appropriate rotate option.

Adding detail to a fax image

1. On the View menu, disable Annotation.
2. Zoom in on the area you want to retouch.
3. On the toolbar, click the Pencil tool.
4. On the Format menu, point to Line and click the appropriate line style and thickness.
5. Add detail to the fax image as required.

Removing detail from a fax image

1. On the View menu, disable Annotation.
2. Zoom in on the area you want to retouch.
3. On the Format menu, point to Eraser and click the appropriate eraser size.
4. Click at the desired start point and hold the left mouse button down.
5. Drag the eraser over the area of the fax image you want to retouch.
6. Release the mouse button as needed to lift the eraser from the page.

Reversing an image

- On the View menu, enable Invert Display. Blacks and whites are reversed in the image.


Tips

- To return the image to its original state, on the View menu, disable Invert Display.
- To reverse a selected area, disable Annotation on the View menu and click the Select Area button. Drag the pointer diagonally across the portion you want to reverse, then on the Edit menu, click Invert. To return to its original state, on the Edit menu, click Invert again.


Notes

- Click Invert Display on the View menu to invert the fax as displayed and as printed. This command does not invert the actual fax image file.
- Click Invert on the Edit menu to invert the image pixel-by-pixel. Use it to save a fax image inverted.

Canceling all changes

 On the File menu, click Revert. Click Yes to cancel all changes and return to the previously saved version of the image.



Tip

 To cancel the last change you made, on the Edit menu, click Undo.

Printing a fax from Viewer

1. On the File menu, click Print. The Print dialog appears.
2. In the Printer section, click the appropriate printer in the Name drop-down list.
3. Select any other appropriate options in the Print dialog.

Notes

-  Customize the appearance of the printed page using the Page Setup command on the File menu.
-  You can create fax attachments out of received faxes by selecting the WinFax printer.

Exporting a fax

1. If you want to export a specific section of a fax image only, use the Select Area button to select the area you want to export.
2. On the File menu, click Export. The Export dialog appears.
3. In the Format drop-down list, click the best file format for your program.

Format	File Extension
Paint or CAS	.PCX
Tagged Image File Format	.TIF
WinFax Format	.FXS
Windows Bitmap	.BMP

4. In the Prefix field, type a name for the file using a maximum of 5 characters. WinFax adds a three digit number ("001" for the first page of the fax, "002" for the second page, and so on).
5. In the Extension field, type the appropriate three character file name extension.
6. Click the option corresponding to the range you want to export.
7. In the Look In drop-down list, click the appropriate location. The \DATA subdirectory of the WinFax directory is the default (for example, C:\PROGRAM FILES\DELRINA\WINFAX\DATA).
8. If you want to merge any annotations with the fax before exporting it, enable Merge Annotation.
9. Click Export. Viewer exports the fax.

Turning on annotate mode

- On the View menu, enable Annotation.


Notes

- When you enable annotate mode, the Annotation button appears as a page with writing on it and additional tools and menus become available. When annotation is disabled, the button appears as a blank page.
- You can enable annotation automatically when Viewer starts. On the Setup menu, click Preferences and click the Startup tab to display the Startup property sheet.




Adding text manually

1. On the toolbar, click the Text Box button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to where you want to add the text. A dashed line outlines the size of the text object you are creating.
4. Release the mouse button. A text box appears with the cursor positioned inside of it.
5. Type the appropriate text.

Tip

-  To create tabs within a text field, use CTRL + TAB.

Notes


-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  If your text is wider than the text box, it wraps around to fill the text object. If your text overflows the text object, enlarge the object as required.
-  You can add or edit text in a text box using the Text button.

Related Topics





Adding text from a file

1. On the toolbar, click the Text Box button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to where you want to add the text. A dashed line outlines the size of the text object you are creating.
4. Release the mouse button. A text box appears with the cursor positioned inside of it.
5. On the Insert menu, click Text File. The Insert Text File dialog appears.
6. Select the appropriate file and click OK. The text appears in the text box.

Tip

-  To create tabs within a text field, use CTRL + TAB.

Notes



-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  If your text is wider than the text box, it wraps around to fill the text object. If your text overflows the text object, enlarge the object as required.
-  You can add or edit text in a text box using the Text button.
-  To embed text created in another program, on the Insert menu, click OLE Object.

Related Topics

Editing text

1. On the toolbar, click the Text button.
2. Select the text you want to change.
3. Edit the text as necessary.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To replace text, select the appropriate text and type the new text.

Related Topics

Deleting text, objects or areas

1. Select the text, object or area you want to delete.
2. On the Edit menu, click Delete.

Note





In Viewer, enable Annotation on the View menu before attempting this procedure.

Copying text, objects or areas

1. Select the text, object or area you want to copy.
2. On the Edit menu, click Copy.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can retrieve copied text, objects or areas into the current document or another document using the Paste command on the Edit menu.

Duplicating text, objects or areas

1. Select the text, object or area you want to duplicate.
2. On the Edit menu, click Duplicate. A duplicate object appears on top of the original.
3. Click and hold down the left mouse button.
4. Drag the duplicate object to the desired position.
5. Release the mouse button.

Note





In Viewer, enable Annotation on the View menu before attempting this procedure.

Cutting text, objects or areas

1. Select the text, object or area you want to cut.
2. On the Edit menu, click Cut.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can retrieve cut text, objects or areas into the current document or another document using the Paste command on the Edit menu.

Pasting text, objects or areas

- On the Edit menu, click Paste.

Notes

- In Viewer, enable Annotation on the View menu before attempting this procedure.
- Pasted objects appear directly on top of the original object. Drag the pasted object to its new location.



Changing text fonts

1. Select the text you want to modify.
2. On the Format menu, click Font. The Properties dialog appears.
3. Click the Font tab.
4. In the Font drop-down list, click the appropriate font.
5. In the Point Size drop-down list, click the appropriate size.

Tip

-  You can also change text fonts using the Font and Point Size drop-down list boxes on the toolbar.

Notes




-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can set a default font. On the Setup menu, click Preferences and click the Font tab to display the Font property sheet.

Related Topics

Changing text justification

1. Select the text you want to modify.
2. On the Format menu, click Font. The Properties dialog appears.
3. Click the Font tab.
4. In the Alignment section, click the appropriate option.

Notes



-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  All text within the object will be justified. You cannot justify portions of text within the same object.
-  You can set a default justification setting. On the Setup menu, click Preferences and click the Font tab to display the Font property sheet.

Related Topics

Changing text attributes

1. Select the text you want to modify.
2. On the Format menu, click Font. The Properties dialog appears.
3. Click the Font tab.
4. In the Attributes section, enable the appropriate options.

Notes




-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can set default text attributes. On the Setup menu, click Preferences and click the Font tab to display the Font property sheet.

Related Topics

Changing text colors

1. Select the text you want to modify.
2. On the Format menu, click Font. The Properties dialog appears.
3. Click the Font tab.
4. In the Color section, click the appropriate text color.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  All text within the object changes color. You cannot change the color of portions of text within the same object.
-  You can set a default color. On the Setup menu, click Preferences and click the Font tab to display the Font property sheet.

Related Topics

Checking text spelling



1. If you want to spell check a specific word or phrase, select it.
2. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
3. Click the option corresponding to the text you want to spell check and click OK. The spell check starts.
4. When Viewer or Cover Page Designer locates a word that is not in the selected dictionary, it displays the Spelling dialog. In the Spelling dialog, the current word appears in the Original Word field and all suggested matches appear in the list directly below. The closest suggested spelling appears at the top of this list.
5. Click the appropriate button.

Related Topics

Drawing a line

1. On the toolbar, click the Line button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer across the page to the desired end point of the line.
4. Release the mouse button. The line appears.

Tips

-  To change the format of the line, on the Format menu, point to Line and click the appropriate line option.
-  To draw a perfectly horizontal or vertical line, hold down the SHIFT key while dragging the pointer.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Drawing an arrow

1. Draw a straight line to start the arrow.
2. Select the line.
3. On the Format menu, point to Line and click the arrow style you want to use.

Note



-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Drawing an oval

1. On the toolbar, click the Oval button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to outline the oval.
4. Release the mouse button. The oval appears.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To draw a perfect circle, hold down the SHIFT key while dragging the pointer.

Related Topics

Drawing a polygon

1. On the toolbar, click the Polygon button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the mouse to outline the first side of the polygon. Click at the desired end point of the first segment.
4. Drag the mouse to outline the second side of the polygon and click at the desired end point of second segment.
5. Repeat step #4 for each side of the polygon you want to draw.
6. When you have completed all sides of the polygon, double click. The end point of the last segment automatically connects to the start point of the first segment to close the polygon.

Note




-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Drawing a rectangle

1. On the toolbar, click the Rectangle button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to outline the rectangle.
4. Release the mouse button. The rectangle appears.

Notes



-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To draw a perfect square, hold down the SHIFT key while dragging the pointer.
-  To draw a box with rounded corners, select the box with the Select button. On the Format menu, point to Border and click Round. The corners of the box become rounded.

Related Topics

Drawing freehand lines and shapes

1. On the toolbar, click the Freehand button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to draw the shape.
4. Release the mouse button. The freehand line or shape appears.

Notes



-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  Select line weight for freehand lines just as for other objects. Freehand drawings can also be scaled and moved like other objects.

Related Topics

Inserting a picture

1. On the toolbar, click the Graphic button.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer to outline the size of the graphic.
4. Release the mouse button. The Properties dialog appears.
5. In the File Name field, type the path and name of the graphic file you want to insert. If you do not know the name, click Select, select the file and click OK. The Properties dialog reappears.
6. In the Scaling section, click the appropriate option.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To embed a picture created in another program, on the Insert menu, click OLE Object.

Related Topics

Inserting a graphic or text object created in another program on the fly

1. On the Insert menu, click OLE Object. The Insert Object dialog appears.
2. Click Create New.
3. In the Object Type list, click the type of object you want to insert.
4. If you want to insert a shortcut icon into your document to represent the object, enable Display As Icon. Otherwise, the actual object will appear.
5. Click OK. The program you need to use to create the specified type of object starts. If you enabled Display As Icon, the program appears as it normally appears when you run it from Windows. If you did not enable Display As Icon, the program opens an embedded window within Viewer and replaces the Viewer menus with its own.
6. Create the object in the program window.
7. When you are finished, to return to Viewer or Cover Page Designer, do either of the following:
 - ☐ If you enabled Display As Icon, on the program's File menu, click Exit & Return To *Attachment File Name* or Exit & Return To Cover Page Designer.
 - ☐ If you did not enable Display As Icon, click anywhere on the cover page outside of the new object.



Notes

- ☐ In Viewer, enable Annotation on the View menu before attempting this procedure.
- ☐ Although the linked object is saved as a WinFax file, it is stored in a format native to its originating (or server) program.

Inserting and linking to a graphic or text file created in another program

1. On the Insert menu, click OLE object. The Insert Object dialog appears.
2. Click Create From File.
3. In the File field, type the path and name of the file you want to insert. If you do not know the name, click Browse, select the file and click Insert.
4. If you want to insert a shortcut icon into your document to represent the object, enable Display As Icon. Otherwise, the actual object will appear.
5. If you want to link the object to your file so that changes to the original file will be reflected in your document, enable Link.
6. Click OK. The object appears on the page.


Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  Although the linked object is saved as a WinFax file, it is stored in a format native to its originating (or server) program.

Modifying embedded graphic and text object properties

1. Select the embedded object.
2. On the Edit menu, point to Object and click the appropriate command.
3. Change the settings as necessary.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Editing embedded OLE graphic and text objects

1. Double click the embedded object. The program in which the object was created starts.

If you enabled Display As Icon, the program appears as it normally appears when you run it from Windows. If you did not enable Display As Icon, the program opens an embedded window on the page and replaces the Viewer or Cover Page Designer menus with its own.

2. Edit the object as necessary.

Note

- In Viewer, enable Annotation on the View menu before attempting this procedure.

Updating links to embedded OLE graphic and text files


1. Start the program in which the linked file was created, edit the source file and save it.
2. Open the WinFax file in which you embedded the file from step #1.
3. Select the embedded file.
4. On the Edit menu, click Links. The source file is checked for changes and the embedded file is updated accordingly.

Note






In Viewer, enable Annotation on the View menu before attempting this procedure.


Speeding up the display of graphics

-  On the View menu, enable Fast Display. The graphic remains visible, but is drawn with less detail.




Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To restore graphics, disable Fast Display on the View menu.
-  You can set the default setting. On the Setup menu, click Preferences and click the Startup tab to display the Startup property sheet.

Hiding graphics for faster display

 On the View menu, disable Show Graphics. A crosshatched box replaces the graphics on your screen, and display may be much quicker.


Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  If your graphics are not showing, you probably have Show Graphics disabled. To see your graphics, enable Show Graphics on the View menu.
-  You can set the default setting in the Preferences dialog. On the Setup menu, click Preferences and click the Startup tab to display the Startup property sheet.

Stamping a page

1. On the Insert menu, click Stamp. The Insert Stamp dialog appears.
2. In the Description list, click the stamp you want to use and click OK.
3. Click at the desired insertion point. The stamp appears.


Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Creating a stamp from an existing file

1. Create and size the graphic in your graphics program, or scan in the image you will use. Save it in any format supported by WinFax.
2. Start Viewer or Cover Page Designer and open the file you want to stamp.
3. In Viewer, enable Annotation on the View menu.
4. On the Insert menu, click Stamp. The Insert Stamp dialog appears.
5. Click New. The Select Graphic dialog appears.
6. In the Description field, type a name for the stamp.
7. In the Look In list, select the file you want to use as a stamp.
8. Click Open. The Insert Stamp dialog reappears, with the new stamp highlighted.
9. Click OK.
10. Click at the desired insertion point. The stamp appears.

Note

-  The stamp remains permanently available for future use.




Creating a stamp from an area of a page

1. On the View menu, disable Annotation.
2. On the toolbar, click the Select Area button.
3. Position the cursor at the desired start point and hold the left mouse button down.
4. Drag the mouse to outline the area you want to use as a stamp.
5. Release the mouse button. A dotted line outlines the selected area.
6. On the Edit menu, click Create Stamp. The Select Graphic dialog appears.
7. In the File Name field, type the path and name for the new stamp.
8. In the Description field, type a description of the new stamp to help you identify it in the future. The stamp is added to the list of available stamps.

Making your signature a WinFax stamp

1. Write your signature clearly with a thick dark pen on a piece of white paper.
2. Have someone fax it to you at high (fine) resolution.
3. Export the signature from Viewer as a TIFF file. Remain in Viewer.
4. On the Insert menu, click Stamp. The Insert Stamp dialog appears.
5. Click New. The Select Graphic dialog appears.
6. In the Description field, type a name for the stamp.
7. In the Look In list, click the file containing your signature.
8. Click Open. The Insert Stamp dialog reappears, with the new stamp highlighted.
9. Click OK.
10. Click at the desired insertion point. The stamp appears.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  The stamp remains permanently available for future use.
-  You can also scan a signature directly into WinFax format or TIFF format.

Modifying a stamp

1. Select the stamp you want to modify.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Graphics tab.
4. In the File Name field, type the path and name of the new stamp file. If you do not know the name, click Select, select the appropriate file and click Open. The Properties dialog reappears.
5. In the Scaling section, click the appropriate option.



Note

- In Viewer, enable Annotation on the View menu before attempting this procedure.

Removing a stamp

1. Select the stamp you want to remove.
2. On the Edit menu, click Delete.


Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  Removing a stamp from the stamp list does not delete the associated graphics file. It is still available to other applications, or for re-creating the stamp at any time.

Displaying object properties

1. Select the object.
2. On the Format menu, click Properties. The Properties dialog appears.


Note

 In Viewer, enable Annotation on the View menu before attempting this procedure.





Selecting an object

1. On the toolbar, click the Select button.
2. Click the object you want to select. Handles appear to show the object is selected.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.



Tips

-  To select several objects together, hold down the SHIFT key while clicking each additional object.
-  To select all objects on the page, click Select All on the Edit menu.
-  To deselect an object, click away from it on a portion of the page with no annotations.
-  To deselect one of several selected objects, hold down the SHIFT key while clicking any part of the object.

Selecting an area

1. On the toolbar, click the Select Area button.
2. Click at the desired start point and hold down the left mouse button.
3. Drag the pointer diagonally across the area of the page you want to edit.
4. Release the mouse button. A box shows the selected area.

Notes

-  In Viewer, disable Annotation on the View menu before attempting this procedure.
-  Click any other part of the page to deselect the area.

Adding borders

1. Select the object to which you want to add borders.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Border tab.
4. Click the type of border you want to add to the object.
5. Enable the check boxes corresponding to the sides of the object where you want to position the border.

Note





In Viewer, enable Annotation on the View menu before attempting this procedure.

Adding shading

1. Select the object you want to shade.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Shade tab.
4. Click the appropriate option.



Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can also add shading by pointing to the Shade command directly on the Format menu and clicking the appropriate option.

Selecting line style and weight

1. Select the object you want to modify.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Line tab.
4. In the Style And Weight drop-down list, click the appropriate option.

Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  You can also select line styles and weight by pointing to the Line command directly on the Format menu and clicking the appropriate option.

Adding drop shadows

1. Select the object you want to modify.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Effects tab.
4. Enable Drop Shadow.
5. In the Thickness drop-down list, click the appropriate thickness.
6. In the drop-down list, click the appropriate location for the drop shadow.


Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.


Layering objects

1. Select the object you want to reposition in the stack of objects.
2. On the Layout menu, click Bring To Front to place it on top of all other objects in the same location or click Send To Back to place it behind all other objects in the same location.

Tip

 Use the layering commands and different shading for objects to create eye-catching effects like drop shadows.



Note

 When you create a new object it is automatically placed in front of all previously created objects.

Grouping objects

1. On the toolbar, click the Select button.
2. Click the first object you want to include in the group.
3. Hold down the SHIFT key and click each additional object you want to include in the group.
4. On the Layout menu, click Make Group. The command name changes to Ungroup.



Notes

-  In Viewer, enable Annotation on the View menu before attempting this procedure.
-  To ungroup objects, on the Layout menu, click Ungroup.


Sizing an object with its handles

1. Select the object you want to resize.
2. Drag a handle towards (to reduce) or away from (to enlarge) the center of the object.

Tips

-  For precision in resizing objects, use the Grid feature.
-  Hold down the SHIFT key while dragging a corner to force an object to a perfect square or circle.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Making multiple objects the same height

1. Hold down the SHIFT key and click each object you want to make the same height. Click the object to which you want to size the others last.
2. On the Layout menu, point to Make Same Size and click Height.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Making multiple objects the same width

1. Hold down the SHIFT key and click each object you want to make the same width. Click the object to which you want to size the others last.
2. On the Layout menu, point to Make Same Size and click Width.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Making multiple objects the same size

1. Hold down the SHIFT key and click each object you want to make the same size. Click the object to which you want to size the others last.
2. On the Layout menu, point to Make Same Size and click Both.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Dragging objects and images

1. On the toolbar, click the Select button.
2. Click the object or image you want to move and hold the left mouse button. Avoid its handles.
3. Drag the object to its new position.
4. Release the mouse button.

Notes

- In Viewer, enable Annotation on the View menu before attempting this procedure.
- If you are working in Viewer, you can move an object to a different page of the document by cutting the object, moving to the desired page and then pasting the object.

Tip

- The status bar at the bottom of the screen shows the type of object, its size and its position for the selected object. Move or resize the object based on the values shown. To change units of measure in the status bar, on the Setup menu, click Preferences and click the Measure tab. Options include inches, millimeters (mm), centimeters (cm), pixels (picture elements) and picas.

Related Topics

Positioning an object exactly using the grid

1. On the Layout menu, enable Snap To Grid.
2. On the View menu, enable Grid.
3. On the toolbar, click the Select button.
4. Click the object you want to position and hold the left mouse button down. Avoid its handles.
5. Drag the object to the appropriate location.
6. Release the mouse button. The object automatically jumps to the nearest grid point, ensuring exact alignment.

Notes

- ☐ In Viewer, enable Annotation on the View menu before attempting this procedure.
- ☐ Lower values here allow more choices in placement; higher values make placement faster and easier. The minimum grid frequency is 10 pixels. Pixels (picture elements) are the smallest graphic units on the screen.
- ☐ If you do not want the grid to be visible even when you are using it, disable the Grid command on the View menu.
- ☐ To turn the grid off, on the Layout menu, disable Snap To Grid. Objects will be positioned at the exact point indicated by the mouse movement.

☐ **Related Topics**

Defining the grid

1. On the Setup menu, click Grid. The Grid Properties dialog appears.
2. Click the General tab.
3. In the Spacing section, click the Horizontal and Vertical settings to the appropriate values.
4. Enable Show Grid and click OK. The grid appears on your screen as dots at the specified intervals.

Notes

- ☐ To view the grid, on the View menu, click Grid. The grid shows on the screen for your convenience while working with objects. You cannot print the grid.
- ☐ While the Snap to Grid command is enabled, all objects you create, move or resize jump to the nearest grid point, ensuring exact alignment.
- ☐ To turn the grid off, on the Layout menu, disable Snap To Grid. With Snap to Grid disabled, objects resize or move to the exact point indicated by the mouse movement.

Tip

- ☐ Use lower values (0.1 per inch) to narrow the grid spacing and allow more choices in placement. Higher values (0.25 per inch) make placement faster and easier but reduce the precision.

☐ Related Topics

Viewing and hiding the grid


- On the View menu, enable or disable Grid.

Note


- You can also enable the grid in the Grid Properties dialog. On the Setup menu, click Grid.

■ Related Topics

Enabling the grid

 On the Layout menu, enable Snap To Grid. Any objects you reposition will automatically snap to the nearest grid intersection.

Note


 Objects snap to the grid regardless of whether the grid is visible or hidden.

Related Topics

Spacing multiple objects evenly horizontally

1. On the toolbar, click the Select button.
2. Position all objects you want to align in a horizontal row.
3. Hold down the SHIFT key and click each object in the row.
4. On the Layout menu, point to Space Evenly and click Across.

Note


-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Spacing multiple objects evenly vertically

1. On the toolbar, click the Select button.
2. Position all objects you want to align in a vertical column.
3. Hold down the SHIFT key and click each object in the column.
4. On the Layout menu, point to Space Evenly and click Down.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Aligning the top of multiple objects

1. On the toolbar, click the Select button.
2. Hold down the SHIFT key and click each object you want to align. Click the object to which you want to align the others last.
3. On the Layout menu, point to Align and click Top.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Aligning the bottom of multiple objects

1. On the toolbar, click the Select button.
2. Hold down the SHIFT key and click each object you want to align. Click the object to which you want to align the others last.
3. On the Layout menu, point to Align and click Bottom.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Aligning the left side of multiple objects

1. On the toolbar, click the Select button.
2. Hold down the SHIFT key and click each object you want to align. Click the object to which you want to align the others last.
3. On the Layout menu, point to Align and click Left.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Aligning the right side of multiple objects

1. On the toolbar, click the Select button.
2. Hold down the SHIFT key and click each object you want to align. Click the object to which you want to align the others last.
3. On the Layout menu, point to Align and click Right.

Note

-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Aligning the center of multiple objects

1. On the toolbar, click the Select button.
2. Hold down the SHIFT key and click each object you want to align. Click the object to which you want to align the others last.
3. On the Layout menu, point to Align and click Center.

Note



-  In Viewer, enable Annotation on the View menu before attempting this procedure.

Related Topics

Saving your work

-  On the File menu, click Save.

Notes

-  To save the file under a new name, on the File menu, click Save As.
-  This saves the original image undisturbed, while also saving the annotations separately.

[Fax Viewer](#)

Merging an annotation with a fax

1. On the File menu, click Merge Annotation. A confirmation dialog appears.
2. Click Yes.

Reverting to the last saved copy

- On the File menu, click Revert. The fax image returns to last saved version.

Note

- Revert also erases any changes made with the image tools (the eraser, the Cleanup command, and so on).

Filler

Typing text

1. Position the cursor in the appropriate field, if necessary.
2. Type your text.

Related Topics

Filler

Bolding text

1. Select the text you want to bold.
2. On the Format menu, click Bold.

Related Topics

Filler

Italicizing text

1. Select the text you want to italicize.
2. On the Format menu, click Italic.

Related Topics

Filler

Underlining text

1. Select the text you want to underline.
2. On the Format menu, click Underline.

Related Topics

Filler

Removing formatting from text

1. Select the text you want to remove formatting from.
2. On the Format menu, click Normal.

Related Topics

Filler

Moving between cover page fields

- On the View menu, click First Field, Next Field, Previous Field or Last Field.

Note

- You can also move between fields by pressing the TAB or SHIFT+TAB keys.


■ **Related Topics**

Filler


Adding text from a file

1. On the Insert menu, click Text File. The Insert Text File dialog appears.
2. Select the appropriate file and click Open. The text appears in the text box.

Note

 If your text is wider than the text box, it wraps around to fill the text object. If your text overflows the text object, enlarge the object as required.

Tip

 To create tabs within a text field, use CTRL + TAB.

Related Topics

Filler

Checking text spelling in Filler

1. If you want to spell check a specific word or phrase, select it.
2. On the Edit menu, click Spelling. The Spelling Selection dialog appears.
3. Click the option corresponding to the text you want to spell check.
4. When Filler locates a word that is not in the selected dictionary, it displays the Spelling dialog. In the Spelling dialog, the current word appears in the Original Word field and all suggested matches appear in the list directly below. The closest suggested spelling appears at the top of this list.
5. Click the appropriate button.

Related Topics

Tell me about WinFax

Whether you are new to WinFax or upgrading from an earlier version, read this topic to learn how you can get the most out of using WinFax.

Sending Faxes

Faxing with WinFax is as easy as printing a document. By following a few simple steps, you can fax a document from a Windows program or send a fax from WinFax. With either method, the information required to send a fax is the same—the recipient's name and fax number, and what you want to send. In addition, there are other options you can use to customize how WinFax sends.

When you send a fax, the components are first converted to fax image files. For example, if you send a four-page document, and include a cover page, WinFax creates and sends five fax image files (one for each fax page).

☐ Faxing a document from a Windows program

If you can print a document from your program, you can fax the same document within WinFax. To do this, select the WinFax printer driver as the current printer, and print your document. WinFax prompts you to address and send the fax. Once you have done this, you can continue to work as the fax is sent.

☐ Sending a fax from WinFax

When you send from WinFax, you select the components to include in your fax. The quickest and simplest way to send a one-page fax is to send a quick cover page from WinFax and include a message in the text area.

Adding Components to Your Faxes

When sending a fax from another program or from WinFax, you can include any of the following components:

☐ WinFax Cover Page

Use a cover page to preface a multi-page fax or to send a quick one-page fax. Cover pages include details about the fax—the recipient's name, subject of the fax, number of pages, and so on—and an area for you to type a message. You can choose from more than 100 cover pages installed with WinFax, or create your own using WinFax Cover Page Designer.

☐ Documents created in other programs

Any document you create using a Windows program can be sent as a fax attachment. You can set up attachments in WinFax in advance and organize them into folders. This is useful for documents that you send repeatedly. While preparing to send, you can also select a file from anywhere on your computer to attach to the fax.

☐ Scanned images

Using Delrina WinFax Scanner™ or any Twain compliant scanner, you can scan documents and save them in WinFax as fax attachments.

Receiving Faxes

You can receive faxes automatically as you continue to work in other programs. As long as WinFax or Delrina CommBar is running, and automatic receive is enabled for both, incoming faxes are received. If you want to start working with received faxes immediately, WinFax can display, print or convert them to editable text automatically upon receipt. You can also choose to receive faxes manually when a fax call comes in.

Viewing Faxes

You can view your sent and received faxes in various ways. Open a fax in WinFax PRO Fax Viewer to view each page, zoom in on a page to see it in greater detail, and rotate pages sideways or upside

down. In the Logs window display area, view details for each fax event, such as the subject, date, time and duration. You can also display thumbnail images of each fax page to quickly identify its contents.

Marking up Faxes

Use the WinFax annotation tools to mark up a fax with your notes, circle important information, stamp the page with a predefined graphic, or add your electronic signature. You can save annotations as a permanent part of the fax or as a separate layer to leave the original fax unchanged.

Managing Fax Events

Customize the look of WinFax windows to display information according to your preferences. For example, you can reorder the columns and sort the item list in a way that is most useful to you.

Create the new folders you need to manage your faxes effectively. When you drag a fax from your Send Log or Receive Log and drop it into a folder, WinFax compresses the fax to save disk space. Use this technique to archive faxes you refer to less frequently.

Other WinFax Features

You can do much more with WinFax than send, receive and manage conventional faxes. The following describes some of the additional WinFax features.

- **Converting faxes to editable text**
The faxes you receive are fax image files. You can convert fax images back to editable text or graphic file formats using Optical Character Recognition (OCR).
- **Binary file transfer**
WinFax offers a type of fax communication known as Binary File Transfer (BFT). Using BFT, rather than converting the pages of a document to fax image files, you send the actual data file. WinFax can process and send BFT events faster, which saves you time and in some cases connection charges. Since you are sending original files, the recipient can edit the files directly. This way, there is no need to use OCR to convert the fax.
- **Retrieving faxes remotely**
You can use WinFax to poll a remote fax device to retrieve faxes. For example, connect to a fax information service to obtain up-to-the-minute international weather forecasts. You can also poll your computer from remote locations to retrieve faxes from your WinFax Receive Log.
- **Email**
If you use Microsoft Exchange or another email system supported by WinFax, you can use WinFax to send and receive email. You simply log in to your email system through WinFax, and use the same messaging features. You can maintain your email messages in both WinFax and your email system, or set up WinFax as the single source to handle all events (faxes, BFT and email).

[Windows Desktop](#)

Starting WinFax

- On the Windows Start menu, point to Programs, then WinFax PRO 7.0 and then click WinFax PRO 7.0.

WinFax main window

Exiting WinFax



On the File menu, click Exit.

System Requirements

The following table outlines the minimum and recommended system configurations necessary to install and run WinFax.

In general, if you have installed Windows correctly, you have a compatible modem and you have enough disk space, you can install and run WinFax.

Equipment	Minimum	Recommended
Computer	Any PC running Windows 95	486 or Pentium
Computer Memory	8 MB	16 MB or more
Modem	Class 1 Class 2 CAS-compatible Worldport HLF SendFax (for sending only)	Class 1 to use features such as binary file transfer, polling and error correction.
Graphics display	VGA	SVGA
Hard disk space	16 MB for the compact installation, additional free space for fax data	26 MB for the typical installation, additional free space for fax data
Printer	Any supported by Windows 95	Laser printer
Mouse	Any supported by Windows 95	Any supported by Windows 95
Scanner	Any Twain compliant	WinFax Scanner
Email system	Microsoft Exchange Lotus Notes 3.0 cc:Mail 1.x (VIM 1.0) cc:Mail 2.x (VIM 2.0) Novell MHS	Microsoft Exchange
Operating system	Windows 95	Windows 95

WinFax file types and extensions

The following table lists all file types created by WinFax and their corresponding file extensions:

File Type	File Extension
Received fax	.FXR
Sent fax	.FXD

WinFax fax attachment	.FXS
All WinFax files	.FX?
Saved fax event	.FXJ
WinFax cover page	.CVP

Delrina Technical Support Policies

Delrina provides technical support to registered customers only. You can register using the convenient online registration provided with WinFax. If you have registered your WinFax package online prior to calling, your name and product information are already on file. Thus, your call is immediately placed in priority sequence in the queue.

If you have not yet registered when you call, the Delrina Technical Support representative will help you do so. However, registering this way increases the length of your call to Technical Support and may cost you additional long distance charges.

The Delrina Technical Support goal is to provide the highest quality support to help you get the most out of your Delrina software products. The following policies are intended to provide all customers with optimal service.

Delrina provides technical support services only on Delrina software licensed under a valid Delrina License Agreement.

Delrina does not provide any technical support services if you have modified or attempted to modify the licensed software without written authorization from Delrina. As well, Delrina does not provide any technical support if you are attempting to use the licensed software with hardware or software (including operating system software) other than those specifically recommended by Delrina.

Delrina does not provide any technical support services on errors or other problems if Delrina determines that the cause of the error is the malfunction or failure of any hardware or software not furnished by Delrina. Where possible, Delrina tries to direct you to other suitable sources of information.

Delrina Technical Support can assist you with specific commands and functions for Delrina products. However, neither product training nor application development is provided for you. Contact the Delrina Sales Department for information on product training programs and for a list of Delrina Value Added Resellers (VARs) in your area who can assist you with application development.

If Delrina Technical Support is unable to get WinFax running successfully on your system, Delrina can refund your purchase under the terms of the 60-day money back guarantee.

For the latest information on contacting Delrina Technical Support, call the Delrina Fax InfoLine and request technical note #9008. Dial the following number:

(416) 443-1614

Note

- All customer and technical support services are subject to change without notice.

Preparing to contact Technical Support

Delrina Technical Support is available to help you get the most out of your Delrina products. The following information explains how to prepare for your call so that your inquiry can be answered promptly.

Gathering information

Take a few minutes before you place your call to gather the information that the Technical Support representative may need to diagnose and solve your problem.

If possible, you should be running WinFax at the time of your call.

You may be asked for the following information about your workstation: computer brand and model name, CPU type and clock speed, modem manufacturer and model name, hardware attached to the other COM ports on your computer.

You should also have the following information available.

Serial number

When your call is connected, you will be asked for your serial number identifying you as a registered purchaser of the software. If you typed your serial number in during the installation, you can get this number while online.

To get the serial number online, on the Help menu click About WinFax. The About WinFax PRO dialog appears with the serial number. The serial number is also found on the title page of the Getting Started guide.

Product date

It is important to give the product date to the Delrina Technical Support representative. To get the product date, on the Help menu, click About WinFax. The About WinFax PRO dialog appears with the product date.

Install Log

The Install Log is a file which is created automatically when you run the Setup program. It contains details about your hardware and software, the choices you made during installation, and the tasks performed by the WinFax Setup program.

To open the Install Log click the Windows button, point to Programs, point to WinFax PRO 7.0 and click WinFax Install Log.

Have the Install Log available during the call for reference.

Documented activities

Make note of any changes you have made to your computer and Windows setup prior to the problem.

If you can reproduce the problem, make note of the steps you take. Also, record any error or other fax status messages that appear on the screen when the problem occurs.

Delrina Technical Support Services

Delrina offers support solutions designed to meet your specific needs.

StandardCare Support

Delrina offers 90-day complimentary StandardCare Support to registered users, beginning with your first call.

StandardCare Support is available weekdays between 10:00 a.m. and 7:00 p.m. (Eastern Standard Time), except statutory holidays. For more information, see your Getting Started guide.

PriorityCare Support

PriorityCare Support is described in detail at the front of your Getting Started guide.

PremiumCare Support

PremiumCare Support is described in detail at the front of your Getting Started guide.

Note

■ For the latest information on PriorityCare and PremiumCare Support, call the Delrina Fax InfoLine at (416) 443-1614 and request technical note #9004.

Contacting Delrina Technical Support Electronically

CompuServe

If you are a CompuServe member, use the Delrina forum to get answers to technical questions, as well as the latest product information and updates. You can also communicate online with Delrina Technical Support representatives.

To use the Delrina forum, connect to CompuServe and type GO SYMANTEC at any prompt to enter the Delrina forum.

Delrina tries to respond within two business days to posted questions and requests.

Delrina Bulletin Board Service

Connect to the Delrina Bulletin Board Service (BBS) to get the latest technical notes, helpful tips and product information. You can also download product updates and maintenance releases.

The Delrina BBS is available 24 hours a day. To connect, set your modem to: Data bits = 8, No parity, Stop bits = 1. You can connect at up to 14.4 baud rate.

To use the Delrina BBS, dial the following number:

(416) 441-2752

This is a download BBS only. You cannot post messages.

Internet

If you have access to the Internet, you can connect to the Delrina Web site and FTP server to find: news about Delrina products and activities, details about current and upcoming products, a full library of technical notes, extensive information about Delrina Technical Support, and useful utilities and product updates.

To access the Delrina Web site, connect to <http://www.delrina.com>. To access the Delrina FTP server, connect to <ftp://ftp.delrina.com>.

Email

Use email to get answers to your technical questions. Send an email to support@delrina.com and you will receive an automated response with detailed information about email addresses for specific Delrina products and other methods of contacting Delrina Technical Support.

Delrina Fax InfoLine

Available 24 hours a day, the Delrina Fax InfoLine is a fax on demand service providing an immediate fax response to your product questions. Catalogs, organized by product, list Delrina technical notes covering all products and releases. Topics range from general product information to performance enhancement tips and techniques, specialized procedures and advanced applications.

Call from any touch tone telephone and follow the voice prompts to make your selection, and the Fax InfoLine sends your documents within minutes. Dial the following number:

(416) 443-1614

TTY Service

Delrina offers 90-day complimentary technical support for customers who are deaf or hearing impaired through TTY (teletype) system.

PriorityCare and PremiumCare Support solutions are also available, and are described in detail at the front of your Getting Started guide.

This service, in English only, is available to any customer worldwide with access to a TTY terminal. Dial the following number:

(416) 446-8772.

Delrina TTY technicians are available to return calls weekdays between 9:00 a.m. and 8:00 p.m. (Eastern Standard Time), except statutory holidays.

To receive detailed instructions on how to use the TTY system, call the Delrina Fax InfoLine and request technical note #9010. Dial the following number:

(416) 443-1614

The TTY service number is a direct dial number. Do not use operator assistance to place this call.

Requesting materials for special needs

Delrina offers versions of the WinFax manuals in ASCII text format, on request, at no extra charge.

To receive a manual, request technical note #9011 from the Delrina Fax InfoLine. This technical note is a form letter that must be signed and returned to the fax number indicated. Dial the following number:

(416) 443-1614

Understanding guarantees

Replacement

Your WinFax CD ROM or disks have a 90-day limited warranty on materials and workmanship. If you find a defect during this period, contact Delrina Customer Service at 1-800-441-7234 to arrange for a replacement.

Delrina does not replace products that are lost, stolen or destroyed. Check your insurance for coverage of software products.




Returns

If you are not satisfied with your WinFax package, contact the dealer or consultant from whom you made the purchase. If you are still not satisfied within 60 days of purchase, contact Delrina Customer Service at 1-800-441-7234 to get a Return Materials Authorization (RMA) number and arrange a return.

Delrina accepts complete product packages with a valid RMA number only.

Getting the latest troubleshooting information

Troubleshooting information is updated on a regular basis through the Delrina technical note library. If you cannot find what you need in the troubleshooting section of the online help, check the Delrina technical note library in one of the following ways:

-  connect to the Delrina Bulletin Board Service (BBS)
-  connect to the Delrina World Wide Web site (WWW)
-  call the Delrina Fax InfoLine

For more information on how to access these services, click here .

Checking the basics first

This topic outlines a basic troubleshooting routine you can try first before looking to other solutions. Sometimes referred to as the Package by Delrina Technical Support representatives, it is designed to address a wide variety of situations that may contribute to system instability, and hence to WinFax problems.

Situation

Any of the following situations occur when sending or receiving faxes: intermittent failures, program failures, system lockups.

Solution

Try the following problem-solving package:

- ☐ checking modem connections
- ☐ deleting Windows temporary files
- ☐ checking your hard disk and repairing file system errors
- ☐ disabling Windows 3.1 version TSRs and other memory-resident programs.

You can try each of these steps individually to solve your problem, or perform the entire procedure to troubleshoot your system.

Checking modem connections

Check the connection between the modem and the phone line. Make sure that the phone line is properly attached to the phone jack on the wall. Also, check that the phone line is connected to the line jack on the modem and not to the extension jack for a telephone. The phone line should come directly from the wall jack and into the modem.

If you have an external modem, turn it off and on again to reset it. If you have an internal modem, you can reset it by exiting Windows and turning off the computer, then waiting ten seconds before turning the computer back on.

Deleting Windows temporary files

Windows 95 and many Windows programs, including WinFax, create temporary files. Sometimes these temporary files can become damaged or they are not deleted when they should be. This often occurs if you reboot or turn off your computer without properly exiting Windows.

To ensure Windows temporary files do not become a problem, you should routinely delete these files as part of your regular system maintenance for Windows 95.

To delete Windows temporary files

1. Close any programs you are running.
2. Click the Windows Start button, then click Shut Down. The Shut Down Windows dialog appears.
3. Click Restart The Computer In MS-DOS Mode.
4. Click Yes. Windows restarts the computer in DOS mode.
5. At the DOS prompt, type SET and press ENTER. The environment variables for your computer system are displayed.
6. Change to the subdirectory identified in the TEMP= line of the environment variable display.
7. To delete all temporary files, type DEL ~*.TMP and press ENTER.

Tip

■ Adding the tilde (~) character to this command ensures that you delete Windows temporary files only.

Checking your hard disk and repairing disk problems

Run the ScanDisk utility to locate and repair file system errors on your hard disk. Before running this utility, check your Windows 95 documentation. This procedure should be part of your regular system maintenance for Windows 95.

If you use a disk compression program, check the program's manual to see if using ScanDisk is recommended.

To run ScanDisk

1. On the Windows desktop, double click My Computer.
2. Select the disk drive you want to scan. Typically, this is your C: drive.
3. On the File menu, click Properties. The Properties dialog appears.
4. Click the Tools tab.
5. In the Error-Checking Status section, click Check Now. The ScanDisk dialog appears.
6. Select the disk drive you want to check.
7. In the Type Of Test section, click Thorough And Enable Automatically Fix Errors.
8. Click Start. ScanDisk checks the disk and repairs any errors.

Disabling Windows 3.1 version TSRs

If you run Windows 3.1 (16-bit) versions of screen savers, anti-virus software or other memory-resident programs, you should disable these programs. These 16-bit programs can interfere with your Windows 95 setup, or in the case of anti-virus programs, they can damage the Windows 95 Registry.

You can disable 16-bit memory-resident programs by editing your Windows 3.1 configuration files AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI. In most cases, the entries in these files are not needed for Windows 95.

If you are connected to a network, check with your network administrator if you are unsure about which TSRs to disable.

To disable 16-bit TSRs

1. Make a backup copy of your AUTOEXEC.BAT, CONFIG.SYS and WIN.INI files.
2. Click the Windows Start button, then click Run. The Run dialog appears.
3. In the Open field, type SYSEDIT and click OK. The System Configuration Editor opens and displays your system configuration files.
4. Click the title bar of the AUTOEXEC.BAT window.
5. In your AUTOEXEC.BAT, disable all 16-bit drivers, programs and TSRs not necessary for the computer to run and log on to your network (if applicable). Type REM at the beginning of the line for each program you want to disable.

This changes the line to a non-executable remark. If required, after you finish testing, you can delete REM to make the line executable again.

6. Click the title bar of the CONFIG.SYS window. Repeat step #5 to disable 16-bit programs and TSRs in this file.
7. Click the title bar of the WIN.INI window. In the [Windows] section of the WIN.INI file, disable the LOAD= line by typing a semicolon (;) at the beginning.
8. On the File menu of the System Configuration Editor, click Save and then Exit.
9. Exit and restart Windows and repeat the steps that produce your problems.

If the problems are corrected, you can restore one of the lines from your AUTOEXEC.BAT file on your computer hard disk (delete the REM at the beginning of the line). Restart your computer, run Windows and repeat the steps that produce the problem. Repeat this sequence, restoring one line at a time from AUTOEXEC.BAT, CONFIG.SYS and WIN.INI until you determine which line is the source of the problems.

Modem Alert dialog

Situation

When running WinFax, a Modem Alert dialog appears saying “17:06:28 TAPI Modem is not accessible. Check the modem installation”.

This dialog may appear when you try to send a fax or start WinFax with automatic reception enabled. The problem occurs because the TAPI modem controls in Windows 95 cannot access the modem. If TAPI cannot access the modem, neither can WinFax.

Solution

Check the following:

- ☐ **Is your external modem turned on and connected?**
If you have an external modem, check that it is turned on. If it is already turned on, turn it off, wait ten seconds, then turn it back on. Check to make sure that the modem cable is connected to your modem and PC.
- ☐ **Is WinFax using the active TAPI modem?**
To communicate with your TAPI modem, WinFax must be using the active modem. To check this, on the Setup menu, click Modem. Select the correct modem in the list of available modems, and click Set as Active.
- ☐ **Is another TAPI compliant program currently using the modem?**
If the modem is in use by another TAPI compliant program, WinFax cannot access the modem. Wait until the other program stops using the modem, or close the other program.

Battery operated modem

Situation

WinFax is not communicating with your battery operated or pocket modem .You have successfully sent or received faxes using WinFax in the past, and you have not made any changes to the setup or configuration of either WinFax or your modem since then.

Solution

Your modem may be deactivated or in deep sleep mode. This is common among battery operated pocket modems. The modem automatically shuts itself down after a certain period of inactivity.

When a modem is deactivated, the first command it receives is used to activate it again. The command itself is lost. When you are ready to send or receive a fax, activate your modem first by sending it one command (Manual Receive Now for example). Cancel the command if necessary.

Communication problems with your PCMCIA modem

Situation

WinFax is unable to communicate with your PCMCIA modem.

Solution

All PCMCIA modems rely on software drivers to operate. Software drivers control how the notebook computer connects to and operates with the PCMCIA modem. Most of the problems that arise with PCMCIA drivers and WinFax have to do with either the driver software itself, or how it is set up and working with the notebook.

Check the following:

- **Is the modem card inserted at startup?**
Ensure that your PCMCIA modem card is inserted into your notebook computer before you switch on the computer. If the PCMCIA card is inserted after you have booted up, the notebook cannot recognize that the PCMCIA modem is available.
- **Do you have the latest driver for the modem?**
Make sure that you have the latest PCMCIA driver software from your notebook manufacturer. Typically, the version number of these drivers can be found on the PCMCIA diskettes that come with the modem or your notebook computer. Call your notebook manufacturer and ask for the date and version of their latest PCMCIA modem driver software.
- **Is your modem configured properly?**
Notebook manufacturers often know the best way to configure PCMCIA cards to work with their notebooks. Check with your notebook manufacturer to see that your PCMCIA modem settings are correct.

Modem is not available to WinFax

Situation

After using a DOS-based communications program, the modem is not available to WinFax.

Solution

Close the DOS-based communications program and exit DOS mode. Unless you exit DOS mode, the modem is not released.

WinFax does not dial the fax number

Situation

When you attempt to send a fax, WinFax does not dial the fax number or send the fax. The event remains in your Outbox. From the Outbox, you cannot release or reschedule the event to send it.

Solution

Check to see that one of your TAPI modems is active. If no modem is active, WinFax cannot send.

To activate the modem

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the list of available modems, select the modem you use with WinFax.
3. Click Set as Active.

Intermittent failed events

Situation

When sending and receiving faxes with WinFax and your CAS modem, events fail intermittently. This situation may be caused by a CAS notification TSR called FAXPOP.

Solution

Open your AUTOEXEC.BAT and disable the FAXPOP line by typing REM at the beginning of the line. For example - REM C:\FAX\FAXPOP.EXE

This procedure does not affect faxing in WinFax or in your CAS fax software. If required, you can run the FAXPOP command from your CAS software directory in DOS mode.

Unrecorded event in Send Log

Situation

When you send a fax in DOS mode using your CAS fax software, the event is not recorded in the WinFax Send Log.

Solution

The CAS fax software records all events sent from DOS in its event log. However, all events received while running only the CAS fax software are logged in both CAS and WinFax.

Storing Logs with a CAS modem

Situation

You are using WinFax with a CAS modem and experience problems storing events in your logs after a certain number of entries are logged.

Solution

The CAS fax software that comes with your modem maintains its own log of send and receive events. If the number of entries in the CAS log exceeds the allowable maximum, error messages such as "CAS DOS Error: Invalid data" appear, and events fail. To handle this problem, run the Setup program for your CAS fax software and increase the allowable number of CAS log entries. To help stay within this limit, delete all unnecessary log entries from WinFax, which also removes the duplicate entries from the CAS log.

Sending with a Class 1 modem

Situation

You are running WinFax with a Class 1 modem, and you experience difficulties sending to certain fax machines.

If you run WinFax with a Class 1 modem, WinFax sends and receives using Error Correction Mode (ECM) by default. This mode eliminates transmission noise and image defects. However, you may encounter problems sending reliably to specific fax machines.

Solution

Try turning off ECM for sending to see if it corrects your problem. However, please note that turning off ECM can increase the file size and transmission time of faxes.

To turn off ECM

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the list of available modems, select the modem you want to use with WinFax.
3. Click Properties. The Properties dialog for your modem appears.
4. Disable ECM For Sending.

Sending binary files

Situation

You want to use WinFax file transfer capabilities to send binary files.

Solution

To send binary files with WinFax, your modem must be one of the following types: Class 1, CAS (with CAS fax software that supports Intel SatisFAXtion file transfer).

Receiving BFT events

Situation

You cannot receive BFT events sent to you.

Solution

Check to see that Error Correction Mode (ECM) is enabled for receiving.

To check the setting

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the list of available modems, select the modem you want to use with WinFax.
3. Click Properties. The Properties dialog for your modem appears.
4. Enable ECM For Receiving. With this option disabled, you cannot receive BFT events.

Transferring files to a WinFax PRO 4 recipients

Situation

When you transfer a file with a long file name to a WinFax PRO 4 recipient, WinFax PRO 4 encounters a General Protection Fault (GPF) if the file is open or viewed.

Solution

Before sending the file, change the file name using the DOS file naming conventions used in Windows 3.1 (up to eight characters and a three character extension).

Transmission errors

Situation

You attempted to send a fax but an error occurred during transmission. Transmission errors are not typically related to the operation of WinFax. Their causes can often be attributed to factors such as: phone line problems, modem problems, protocol problems (incompatible fax devices).

Transmission errors can differ depending on where in the protocol they occur during Phase A (dialing and connecting), during Phase B (negotiating and training), during Phase C (data transmission), during Phase D (acknowledging), or Phase E (call release).

If an error occurs in Phase C, D or E of transmission, it is possible that some pages of your fax have been successfully sent or received. If you decide to resubmit your fax, enable the Send Failed Pages Only feature in the Send Options dialog to ensure that only those pages that failed with the first transmission are sent with the second.

Solution

Try to categorize your problem according to one of the following factors:

- ☐ phone line problems
- ☐ modem problems
- ☐ protocol problems.

Errors in transmission phases

This topic describes the phases a fax goes through during transmission.

Connecting - Phase A

WinFax is connecting with the remote device. This phase is characterized by a tone every three seconds for thirty seconds. Once WinFax has connected successfully with the remote device, it begins negotiating.

Negotiating and Training - Phase B

WinFax begins to communicate with the remote device. During Negotiating, WinFax determines and agrees upon the transmission capabilities of the remote device. It negotiates the transmission parameters -- transmission type, for example.

During training, the program sends out a test string of data, and awaits acknowledgment. Negotiating may be accompanied by several short bursts of sound, and training by a long hissing noise. Once negotiating and training have completed successfully, WinFax begins sending data.

Data Transmission - Phase C

WinFax sends the fax to the remote device one page at a time. Data transmission may be accompanied by a long hissing noise. With each page that it sends, WinFax checks whether it is the last page of the fax. When it reaches the last page, WinFax sends the page, then sends out a string to the remote device and awaits acknowledgment.

If you experience a failure during this transmission phase, it is possible that some or all of your pages were sent successfully. The page numbers that appear in the Status dialog during transmission indicate the pages actually sent. If you enabled Send Failed Pages Only in the Send Options dialog, WinFax sends only those pages that failed when you resubmit the event.

Acknowledgment of Last Page - Phase D

When WinFax reaches the last page of the fax, it sends a string to the remote device, and awaits acknowledgment of the string. Once the remote device acknowledges receipt of the last page of the fax, the transmission is complete, and WinFax disconnects the modem.

If you experience a failure during this transmission phase, you do not need to resubmit the fax. Although the remote device may have failed to acknowledge the last page of the fax, all pages were sent.

Call Release - Phase E

Call release ends the connection and terminates the transmission. Call release is initiated manually by the user, or automatically by the fax device.

If you experience a failure during this transmission phase, you do not need to resubmit the fax. Although the remote device may have failed to acknowledge the last page of the fax, all pages were sent.

Phone line problems

Situation

If you are encountering a transmission error due to a phone line problem, it is probably related to a bad line (noisy, busy, and so on).

Solution

Since the condition causing the problem may be temporary, it is best to allow some time to elapse, then try sending/receiving your fax again. If the line problem persists, contact your local phone company.

Modem problems

Situation

You are encountering a transmission problem related to a modem problem.

Solution

Check that your modem is installed and set up correctly.

Check that your modem is not in use by another communications program that you are running. If it is, disable that programs use of the modem before attempting to send/receive your fax again.

If you have checked both of these factors, but your modem problems persist, contact the modem manufacturer.

Protocol problems

Situation

If your transmission error is related to a protocol problem, it could be due to any of the following: an intermittent line fault, a remote station (your recipients fax machine) that is incompatible with WinFax, having Error Correction Mode (ECM) on for receiving is incompatible with the senders fax device, a remote station that has an error.

Solution

Try the following:

1. Allow some time to elapse, then try sending or receiving your fax again.
2. Contact the recipient or sender of the fax to determine whether their fax machine is functioning normally.
3. If you are having problems receiving, try disabling ECM For Receiving. On the Setup menu, click Modem. The Modem Properties dialog appears. Click Properties and disable ECM For Receiving. With this option disabled, you cannot receive BFT events.
4. If the fax machine of the sender or recipient is an older model, it may be incompatible with WinFax. If this is the case, you cannot exchange faxes between WinFax and that particular fax machine.

Ignored records

Situation

You import records from a database file to a WinFax phonebook. When the operation is complete, the results dialog reports that some records were ignored.

Solution

To create a record from an existing database, you must at least link the following: the FirstName or LastName or Company field and the FaxLocalNumber or MailAddr fields.

Optimizing databases

Situation

You have made major changes to your WinFax logs or phonebooks and you want to optimize the database. This is not mandatory, and it is typically only useful after deleting a large number of database records. Optimizing databases is also known as purging records or packing databases.

Solution

Use the database optimizer/rebuilder utility that comes with WinFax. This utility recovers disk space by removing the database records that are marked for deletion.

To use the database optimizer/rebuilder utility

1. Click the Windows Start button and click Run. The Run dialog appears.
2. Click Browse. The Browse dialog appears.
3. In the folder list, select the location where you installed WinFax.
4. Select the DELFIX.EXE file and click Open. The Run dialog reappears.
5. In the Open field, position the cursor inside the last quotation mark and type the following:

-optimize

For example, if you installed WinFax in the C:\PROGRAM FILES\DELRINA\WINFAX directory, the complete entry should appear as shown below:

“C:\PROGRAM FILES\DELRINA\WINFAX\DELFIX.EXE -OPTIMIZE”

6. Click OK. A dialog appears.
7. In the Files Of Type drop-down list, click the WinFax PRO 7.0 Database Files (*.WFB) entry.
8. In the folder list, browse for and select the database file you want to optimize.
9. Click Open. The utility optimizes the database and displays a summary message.

Corrupt database file

Situation

When you try to open one of your phonebooks or log folders, you get a message saying that the database file is corrupt and the phonebook or folder does not open.

Solution

Try using the database optimizer/rebuilder utility that comes with WinFax to repair and rebuild the database.

To repair a corrupted database using the database optimizer/rebuilder utility

1. Click the Windows Start button and click Run. The Run dialog appears.
2. Click Browse. The Browse dialog appears.
3. In the folder list, select the location where you installed WinFax.
4. Select the DELFIX.EXE file and click Open. The Run dialog reappears.
5. Click OK. A dialog appears.
6. In the Files Of Type drop-down list, select the WinFax PRO 7.0 Database Files (*.WFB) entry.
7. In the folder list, browse for and select the database file you want to repair.
8. Click Open. The utility scans the database. If the utility detects an error, it displays an error message and asks you if want to fix it. Click Yes to fix the error and the utility continues scanning.

Printing with a dot matrix printer

Situation

Received fax images print on half the page when using a dot matrix printer.

Solution

Received faxes sent using high or fine resolution are 200 x 200 dpi graphic images. If they are printed on a printer not set for a square aspect ratio, the image is squeezed onto half the page.

This problem occurs most frequently on dot matrix printers because they can print at a higher resolution horizontally than vertically. To alleviate this problem, set your printer driver for a resolution that is as square as possible (using the Printer option in the Windows Control Panel).

You can try asking the sender to resend you the fax at standard or low resolution (200 x 100 dpi).

Truncated variable text

Situation

You have designed a cover page in Cover Page Designer in which one of the fields contains WinFax variables. When you send or schedule the cover page with a fax, the text that appears in place of the variables is truncated.

Solution

The length of your recipient data is too long to display in the field. You cannot know how long the recipient data is going to be for a particular fax until you send the fax. Therefore, whenever you design a field, you risk the truncation of the expanded text.

To avoid the problem, omit unnecessary text from fields with variables and design the field lengths to be as long as possible. You can also try reducing the point size for the text boxes in Cover Page Designer.

Inserting an “@” Symbol into a Cover Page

Situation

You want the at symbol (@) to appear in your cover pages and fax headers. Normally, the @ symbol is used in WinFax variables to insert descriptive information automatically in the cover page and header.

For example, WinFax replaces @D in the cover page and header with the date that the fax is sent.

Solution

If you want the @ symbol to appear in your cover page and headers, type a space after the symbol (for example, @ D).

If you do not want a space to appear after the @ symbol, you must type the symbol more than once. See the examples that follow.

Type ...	To Generate ...
@@D	12/21/94 (the date that the fax is sent)
@@@D	@D
tech@Delrina	tech12/21/94elrina
tech@@Delrina	tech@Delrina

Low resolution graphic display

Situation

Graphics in Cover Page Designer are not displayed on the screen in as much detail, or at all.

Solution

You can use two different display commands on the View menu that decrease the screen redrawing time when working with complex graphics.

If you enable Fast Display, graphics redraw more quickly but are displayed with less detail.

If you disable Show Graphics, the actual graphic is replaced with a crosshatched box positioned and sized the same as the graphic.

Color graphics

Situation

Color graphics pasted from the Windows Clipboard to WinFax are not displayed, printed or faxed properly. WinFax must convert color graphics to black and white images, which can reduce the image quality.

Solution

Before pasting to WinFax, load a color graphic into its native program or some other appropriate graphics package. Convert the color graphic to a black and white image file and place it on the Clipboard. If the program supports dithering or other enhancements for black and white images, you get the best possible results in WinFax.

[Windows Desktop](#)

Viewing the Read Me file

- On the Windows Start menu, point to Programs, then WinFax PRO 7.0 and then click WinFax Read Me.

Note

- The Read Me file contains important information regarding changes made to the printed documentation since the time it went to press.

[Windows Desktop](#)

Viewing the Install Log

- On the Windows Start menu, point to Programs, then WinFax PRO 7.0 and then click WinFax Install Log.

Note

- The Install Log contains details about your hardware and software, the choices you made during installation, and the tasks performed by the WinFax Setup program.

Unable to receive faxes error

Situation

While attempting to answer an incoming call WinFax displays the error message “Disk is full. Unable to receive faxes.”

Solution

WinFax requires a minimum of 1 MB of disk space to receive faxes. Free up at least 1 MB of disk space, close any other Windows programs and ask the sender to re-send the fax.

Sending grayscale fax images

Situation

When sending a fax containing grayscale images, the fax fails, often between pages or in the middle of the transmission.


Solution

In some cases, sending at 14,400 bps or using 2D compression can cause fax images with lighter shades of gray to fail. To solve this problem, you can limit the transmission speed of your modem or disable 2D compression.

To limit modem transmission speed or disable 2D compression

1. On the Setup menu, click Modem. The Modem Properties dialog appears.
2. In the Modems Currently Set Up list, click the modem you use with WinFax.
3. Click Properties. The properties dialog for your modem appears.
4. Click the Fax tab.
5. In the Transmit Speed section, click 9600 bps in the Maximum drop-down list and click OK.
6. Try resending the fax.
7. If the fax is still unsuccessful, repeat steps #1 to #3 of this procedure, and disable High Efficiency Compression (2D) in the Options section.

Note

 If your computer system meets the minimum requirements only for Windows 95 or WinFax (for example, a 486 processor with 8MB RAM) and not the recommended requirements, disabling High Efficiency Compression (2D) may help you send faxes more reliably in general.

Communications or TAPI port errors

Situation

You receive a communications port or a TAPI port error.

Solution

To resolve the port problem, exit WinFax and Windows, shut your computer off and restart it.

Unable to see the scanning commands on WinFax menus

Situation

You have a Twain-compatible scanner installed but you still cannot see the Scanner command on the WinFax Setup menu.

Solution

1. Make sure that you have software for your Twain-compatible scanner installed on your computer. If WinFax does not detect that Twain-compatible scanner software on your computer it will not display the Scanner command on the WinFax Setup menu.
2. If you still cannot see the Scanner command, make sure that there is a directory named "TWAIN" in your Windows directory. If there is not a TWAIN subdirectory, create one.
3. If you still cannot see the Scanner command, make sure that there is a directory named "TWAIN_32" in your Windows directory. If there is not a TWAIN_32 subdirectory, create one.

Scanning commands on the WinFax Tools menu do not work

Situation

WinFax is unable to find one or all of the following files required to scan:

- TWAIN.DLL (included with Windows 95)
- TWAIN_32.DLL (included with Windows 95)
- WFXTWN16.DLL (included with WinFax PRO 7.0)
- WFXTWN32.DLL (included with WinFax PRO 7.0)

Solution

1. Make sure that you have software for your Twain-compatible scanner installed on your computer.
2. Search for these files on your computer using the Find command on the Windows Start menu.
3. Ensure that TWAIN.DLL and TWAIN_32.DLL are in your Windows directory.
4. Ensure that WFXTWN16.DLL and WFXTWN32.DLL are in your WinFax directory.
5. Put the TWAIN subdirectory of your Windows directory in the PATH statement of your AUTOEXEC.BAT.
6. You may also need to copy files associated with your scanning software with the extension .EXE or .DS into your TWAIN subdirectory.

During credit card dialing WinFax does not wait for the bong

Situation

You have set up a credit card dialing sequence that includes “Wait for bong” but WinFax does not pause.

Solution

Not all modems support the “Wait for bong” functionality. To work around this use the “Wait” option in place of “Wait for bong” and adjust the wait time as required.

Printing to WinFax from graphics programs

Situation

While printing from a graphics or presentation program to WinFax (such as Microsoft PowerPoint), you experience any of the following:

1. your graphics show up completely black
2. printing is extremely slow

Solution

Change your WinFax printer driver settings as follows:

1. To improve output quality, adjust the Intensity to a lighter setting.
2. To speed up the printing process, set Dithering to Error Diffusion.

To change your WinFax printer driver settings

1. On the Setup menu, click Program. The Program Properties dialog appears.
2. Click the General tab.
3. Click WinFax Printer Driver. The WinFax printer driver Properties dialog appears.
4. Click the Graphics tab. Do the following to improve the quality of the printed output:
 - ☐ In the Dithering section, click the amount of dithering you want to use. The default setting is Error Diffusion.
 - ☐ In the Intensity section, adjust the slide control to specify how dark to print graphics in your document. The default setting is 100.

Imported log events cannot be viewed

Situation

You created a new message store in the Logs windows and imported log records into it. You can now see the records in your logs but you cannot view the images associated with them.

Solution

When you create a new message store the Compress Fax Messages option is enabled by default. This can cause problems when you import records. To solve this problem, create a new message store with the Compress Fax Messages option disabled. Then re-import your records.

Sending faxes containing WinFax PRO 4.0 cover pages

Situation

When you try to send a fax containing a WinFax PRO 4.0 cover page, it fails part way through sending the cover page.

Solution

Try the following:

1. Disable High Speed Compression (2D) on the Fax tab of your modem Properties dialog. To display this dialog, click Modem on the Setup menu, select your modem and click Properties.
2. Try using a WinFax PRO 7.0 cover page instead.

Problems viewing faxes in Quick Fax Viewer

Situation

You cannot open a fax file (.FX?) in Explorer from the Quick View command on the right click menu.

Solution


You may not have the Quick View program enabled in Windows 95.

To enable Quick View

1. On the Windows Start menu, point to Settings and click Control Panel. The Control Panel folder opens.
2. Double click Add/Remove Programs. The Add/Remove Programs Properties dialog appears.
3. Click the Windows Setup tab.
4. In the Components list, click Accessories.
5. Click the Details button.
6. In the Components list, enable Quick View and click OK. The Add/Remove Programs Properties dialog reappears.
7. Click OK. You may be prompted for your Windows 95 CD.
8. Follow the instructions on screen.

[Cover Page Designer](#)

Starting Cover Page Designer from Windows

 On the Windows Start menu, point to Programs, then WinFax PRO 7.0 and then click Cover Page Designer. Cover Page Designer starts and opens a blank workspace.

Related Topics

Starting Cover Page Designer from the WinFax Send dialog

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the folder list, click the folder containing the cover page you want to customize.
5. In the cover pages list, click the cover page you want to customize.
6. Click Design. Cover Page Designer starts and opens the selected cover page.

Related Topics

[Cover Page Designer](#)

Starting Cover Page Designer from the WinFax Cover Pages window

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. On the File menu, point to New and click Cover Page. The New Cover Page dialog appears.
3. Click Design. Cover Page Designer starts and opens a blank workspace.

Related Topics

Cover Page Designer

Exiting Cover Page Designer



On the File menu, click Exit.

Checking text spelling in Cover Page Designer

1. If you want to spell check a specific word or phrase, select it.
2. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
3. Click the option corresponding to the text you want to spell check and click OK. The spell check starts.
4. When Cover Page Designer locates a word that is not in the selected dictionary, it displays the Spelling dialog. In the Spelling dialog, the current word appears in the Original Word field and all suggested matches appear in the list directly below. The closest suggested spelling appears at the top of this list.
5. Click the appropriate button.

Opening a file in Cover Page Designer

1. On the File menu, click Open. The Open Cover Page dialog appears.
2. In the Look In drop-down list, click the folder containing the file you want to open. The contents of the folder appear in the list box.
3. In the Look In list, click the appropriate subfolder, if necessary.
4. In the File Name field, type the name of the file you want to open, or click it in the Look In list.
5. Enable Preview to check that you have the file you want. A thumbnail of the selected file appears.
6. Click Open. Cover Page Designer opens the selected file.

[Cover Page Designer, Fax Viewer](#)

Undoing an action



On the Edit menu, click Undo.

Scaling a graphic object

1. Select the graphic object that you want to scale.
2. On the Format menu, click Properties. The Properties dialog appears.
3. Click the Graphics tab.
4. In the Scaling section, click the appropriate option.

Saving a cover page

1. On the File menu, click Save As. The Save As dialog appears.
2. In the Save In drop-down list, click the folder in which you want to save the cover page.
3. In the File Name field, type the name you want to use for the file.
4. In the Save As Type drop-down list, click the .CVP file type.
5. Click Save.

Note



To save an edited cover page, click Save on the File menu. The new image overwrites the old.

Printing a cover page

1. On the File menu, click Print. The Print dialog appears.
2. In the Printer section, click the printer you want to use in the Name drop-down list.
3. Select any other appropriate options in the Print dialog.

Creating a cover page in Cover Page Designer

1. On the File menu, click New. The New Cover Page dialog appears.
2. In the Size and Height drop-down lists, click the appropriate specifications and click OK. Cover Page Designer opens a blank workspace.
3. Use Cover Page Designer menus and tools to create a new cover page.

Related Topics

Embedding a cover page from another program

1. On the Cover Page Designer File menu, click New. The New Cover Page dialog appears.
2. In the Size and Height drop-down lists, click the appropriate specifications and click OK. Cover Page Designer opens a blank workspace.
3. On the Insert menu, click OLE Object. The Insert Object dialog appears.
4. Click Create New.
5. In the Object Type list, click the type of object you want to insert.
6. If you want to insert a shortcut icon into your document which represents the object, enable Display As Icon. Otherwise, the actual object will appear.
7. Click OK. The program you need to use to create the specified type of object starts. If you enabled Display As Icon, the program appears as it normally appears when you run it from Windows. If you did not enable Display As Icon, the program opens an embedded window within Cover Page Designer and replaces the Cover Page Designer menus with its own.
8. Create the object in the program window.
9. When you are finished, to return to Cover Page Designer, do either of the following:
 - ☐ If you enabled Display As Icon, click Exit And Return To *File_Name.CVP* on the program's File menu.
 - ☐ If you did not enable Display As Icon, click anywhere on the cover page outside of the new object.
10. On the Cover Page Designer File menu, click Save As. The Save As dialog appears. In the File Name field, type the name for the new cover page and click Save.

Note

- ☐ Although the linked object is saved as a WinFax cover page, it is stored in a format native to its originating (or server) program.

☐ Related Topics

Linking to a cover page from another program

1. On the Cover Page Designer File menu, click New. The New Cover Page dialog appears.
2. In the Size and Height drop-down lists, click the appropriate specifications and click OK. Cover Page Designer opens a blank workspace.
3. On the Insert menu, click OLE Object. The Insert Object dialog appears.
4. Click Create From File.
5. In the File field, type the path and name of the file that you want to insert. If you do not know the name, click Browse, select the file and then click Insert.
6. If you want to insert a shortcut icon into your document which represents the object, enable Display As Icon. Otherwise, the actual object will appear.
7. If you want to link the object to your file so that changes to the original file will be reflected in your document, enable Link.
8. Click OK.
9. On the File menu, click Save As. The Save As dialog appears. In the File Name field, type the name for the new cover page and click Save.

Note

- Although the linked object is saved as a WinFax cover page, it is stored in a format native to its originating (or server) program.

Related Topics

Editing a cover page created in another program

1. On the Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folder list, click the appropriate cover page folder.
3. In the cover pages list, click the appropriate cover page. Cover Page Designer starts and opens the selected cover page.
4. Double click the embedded object. The program in which the object was originally created starts, either as an embedded window or as it would normally start, depending on how the object was initially inserted.
5. Edit the embedded cover page object as required.
6. When you are finished, to return to Cover Page Designer, do either of the following:
 - ☐ If you enabled Display As Icon, on the program's File menu, click Exit And Return To *Filename.CVP*. Click Yes to save the changes.
 - ☐ If you did not enable Display As Icon, click anywhere on the cover page outside of the new object.

Note

- ☐ If you linked the cover page object and have since edited the original file, click Link on the Edit menu to update the embedded object in Cover Page Designer.

Updating a linked cover page

1. On the Tools menu, click Cover Page Designer. Cover Page Designer starts.
2. On the File menu, click Open. The Open Cover Page dialog appears. Select the cover page you want to open and click Open. Cover Page Designer opens the selected file.
3. Select the embedded cover page object.
4. On the Edit menu, click Links. Cover Page Designer checks the original file for changes and updates the object in Cover Page Designer accordingly.

Creating a fillable text object

1. On the toolbar, click the Fillbox tool.
2. Click at the desired start point and hold the left mouse button down.
3. Drag the pointer diagonally across the page where you want to place your field. A dashed line shows the dimensions of the object you are creating.
4. Release the mouse button. The cursor appears positioned in the fillable text object.


Setting the tab order

1. On the Layout menu, enable Tabbing Order. A number appears in the top left corner of each fillable field.
2. Click the fillable fields in the order you want to tab through them.
3. On the Layout menu, disable Tabbing Order.

Inserting a variable into a fillable field on a cover page

1. Ensure that no objects are selected.
2. Position the cursor in the fillable text object and click.
3. On the Insert menu, point to Recipient, Sender or Details and click the appropriate variable.
4. Select the text object and drag it to the desired position.

Note


 Be careful when inserting recipient variables in a fillable text object with other text. Because these variables may depend on the setup of the recipient's fax device, there may be insufficient room for all information when WinFax replaces the variable code.

Related Topics

Inserting a variable on a cover page

1. On the Insert menu, point to Recipient, Sender or Details and click the appropriate variable. The variable appears in a fillable text object at the top of the window.
2. Select the text object and drag it to the desired position.


Note

 Be careful when inserting recipient variables in a fillable text object with other text. Because these variables may depend on the setup of the recipient's fax device, there may be insufficient room for all information when WinFax replaces the variable code.

Related Topics

Supported Variables

Use variable codes to insert event-specific information on cover pages and events. The table below describes the variables you can use.

If you are using a supported email package, other than Microsoft Exchange, you can also use variables in your messages. Click [here](#)  to scroll through this topic to view the list of supported email variables.

Description	Code	Information Source
Recipient Name (First and Last Name)	@R	To field in Send dialog, or First Name and Last fields in Phonebook record.
Recipient First Name	@F	First Name field in Phonebook record
Recipient Last Name	@L	Last field in Phonebook record
Recipient Title	@E	Title field in Phonebook record
Recipient Fax Number	@X	Number field in Send dialog or Fax Number in Phonebook record
Recipient Company Name	@C	Company field in Phonebook record
Recipient Address 1	@V	Address 1 field in Phonebook record
Recipient Address 2	@W	Address 2 field in Phonebook record
Recipient City	@I	City field in Phonebook record
Recipient State	@J	State field in Phonebook record
Recipient Zip Code	@Z	Zip Code field in Phonebook record
Sender Name	@S	Name field on the User tab of the Program Properties dialog
Sender Company	@Y	Company field on the User tab of the Program Properties dialog
Sender Fax Number	@A	Fax Number field on the User tab of the Program Properties dialog
Sender Voice Number	@H	Voice Number field on the User tab of the Program Properties dialog
Date	@D	Date on sender's computer
Time	@T	Time on sender's computer
Total Number Pages	@N	Count of cover page and all attachments
Subject	@U	Subject field in Send dialog
Notes	@O	Notes field in Phonebook record

Misc	@M	Miscellaneous field in Phonebook record
Billing Code	@B	Billing field in Phonebook record

Email Variables

Description	Code
Recipient Name (First and Last Name)	@R
Recipient Email Address	@X
Recipient Company Name	@C
Sender Name	@S
Sender Company	@Y
Sender Fax Number	@A
Sender Voice Number	@H
Date	@D
Time	@T
Total Number Pages	@N

Tell me about broadcasting faxes

Fax Broadcast is a simple and affordable way to send faxes simultaneously to a handful of people or to hundreds in a single call.

Before you can broadcast your first fax, you must subscribe to the Fax Broadcast service. Approved service users receive a valid account number and Personal Identification Number (PIN) from Delrina Customer Service.

Sending a fax broadcast is similar to sending a conventional fax. From the WinFax Send dialog, select the recipients, cover page and attachments for your broadcast and then select the broadcast transmission type.

After validating your password, WinFax delivers your broadcast to the Fax Broadcast host. The host assigns an identification number (ASN) to the broadcast for tracking purposes and then delivers the broadcast according to your send instructions.

Delivered broadcasts appear in the WinFax Send Log folder marked with their ASN. In the Send Log, the fax broadcast behaves like any other event, except that you cannot view the broadcast cover page. The broadcast cover page (if you included one) is added by the Fax Broadcast host at broadcast time and is not part of the WinFax event.

You can also generate broadcast reports to identify transmission and delivery problems.

The service provider that you use with Fax Broadcast is determined by which country you are in. Certain features behave differently depending on which service provider you use. The service providers are:

- ☐ If you are in Canada, your service provider is TFN.
- ☐ If you are in the United States, your service provider is MCI.
- ☐ If you are in the United Kingdom or Germany, your service provider is Comwave.
- ☐ If you are anywhere else, your service provider is TFN.

Where there is a difference between features provided by the service provider, the heading will indicate MCI, TFN, or Comwave. If there is no indicator, the feature behaves the same for all the service providers.

Fax Broadcast host

The Fax Broadcast host is a computer that takes your fax broadcast request and simultaneously sends it to the recipients you specified in your fax broadcast.

Enabling Fax Broadcast service

1. On the Setup menu, point to Services and click Enable Fax Broadcast Service. The Fax Broadcast dialog appears.
2. In the Country field, type the name of the country in which you reside and click OK. The Registration wizard starts.
3. Fill in the information as prompted and click Next to proceed to the next panel. Be sure to have your credit card number and expiry date available.
4. Click Finish. Delrina Customer Service notifies you of your account number and Personal Identification Number (PIN).

Broadcasting a fax

1. On the Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Delivery. The Delivery Properties dialog appears. Do the following:
 - ☐ In the Send By drop-down list, click the Broadcast transmission type.
 - ☐ In the Delivery section, select the appropriate options to schedule the fax broadcast.
4. In the Cover Page section, enable the Cover Page check box and click Cover. The Select Cover Pages dialog appears. Select the appropriate broadcast cover page from the Services folder and click OK. The Send dialog reappears.
5. Click Options. The Send Options dialog appears. In the Broadcast section, enable the appropriate broadcast options and click OK. The Send dialog reappears.
6. In the Attachments section, click Attach. The Select Attachments dialog appears. Select the appropriate files and click OK. The Send dialog reappears.
7. Click Send. If there are any fillable fields in your cover page and you have not yet filled them in, the WinFax Cover Page Filler dialog appears. Fill in the fields and click Send Broadcast. The Password dialog appears.
8. Type your password and click OK. WinFax begins processing the fax broadcast.
 - ☐ If you enabled Preview/Annotate in the Send Options dialog, Fax Viewer starts, allowing you to preview and mark up the broadcast files to be sent out. This preview does not include the cover page or fax broadcast header. To continue, click Send Fax.
 - ☐ If your cover page graphic is more than 5 inches high, WinFax displays a message to remind you only the top 5 inches of your cover page graphic appears on the cover page of your fax. To continue, click OK.

Tips

- ☐ After specifying the broadcast transmission type, fill in the remaining fields in the Send dialog just as you would for a conventional fax.
- ☐ For help on a item in the Send dialog, click
- ☐ at the top of the dialog, and then click the item.

Notes

- ☐ When delivering to a Recipient List containing different transmission types, "Broadcast" types are sent before other types, regardless of the order in which they appear in the list.
- ☐ If errors occur in your broadcast because a voice answers a call, there is no answer or the line is busy, WinFax notes the errors and continues to broadcast. After broadcasting, WinFax faxes you an Exception Report listing the errors.

Specifying the fax broadcast transmission type

1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Delivery. The Delivery Properties dialog appears.
3. In the Send By drop-down list, click Broadcast.
4. Click OK. The Send reappears with the transmission type listed beside the recipient name in the Recipient List.



Scheduling a fax broadcast

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Recipient List, select the “Broadcast” individuals or groups that you want to schedule in the same manner.
3. Click Delivery. The Delivery Properties dialog appears.
4. In the Delivery section, select the appropriate options to schedule your fax broadcast.
5. Select any other appropriate options in the Delivery Properties dialog.
6. Click OK. The Send dialog reappears.

Including a cover page with a fax broadcast

1. On the Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable the Cover Page check box.
3. Click Cover. The Select Cover Page dialog appears.
4. In the folder list, click the Services folder.
5. In the cover pages list, click the cover page you want to include with the broadcast. A thumbnail of the cover page appears at the bottom of the dialog.
6. Click OK. The Send dialog reappears. The name of the selected cover page appears beside the Cover Page check box.

Notes

-  Only the top 5 inches of a Cover Your Fax cover page or your own cover page design appears in the final broadcast cover page. Check the Status bar area in Cover Page Designer to determine the height of your cover page graphic. You can also use the broadcast cover page template, which is 5 inches high, as a general guide.
-  The Fax Broadcast host does not recognize Recipient variables in your Fax Broadcast cover page.

Resubmitting a fax broadcast

1. On the Window menu, click Send Log. The Log window opens to display the Send Log folder.
2. In the event list, click the broadcast event you want to resubmit.
3. On the Send menu, click Resubmit. The Send dialog appears and is already filled in with the original event details.
4. Modify the information in the Send dialog, if necessary.
5. Click Send to resubmit the fax broadcast. The Personal Identification Number dialog appears.

Notes

- When resubmitting a broadcast, any individual recipients or host list entries appear in the Recipient List of the Send dialog as originally submitted. However, any recipients that were members of a phonebook group in the original broadcast appear for resubmitting as individual recipients.
- If your original broadcast contained a total of more than 110 fax numbers (excluding any fax numbers in host lists), the Send dialog does not appear and WinFax delivers your broadcast exactly as originally submitted. You cannot change your recipients or select other options before resubmitting. If you want to change your original broadcast, you must reassemble it.
- To quickly resubmit a broadcast without changing any of the original Send dialog information, click Send Now on the Send menu.

Tell me about using host lists (TFN and MCI)

If you are using the TFN or MCI service provider, you can organize phonebook recipients into host lists, which act as distribution lists for all host list members. When you send a fax broadcast to a host list, you only have to compose your fax once, and the Fax Broadcast host distributes it to each recipient in the list.

You can create a host list by:

- ☐ using a WinFax phonebook file (*.DBF) as is
- ☐ converting a WinFax phonebook file to an ASCII file
- ☐ creating an ASCII file.

You can use the Host List Manager to add (upload), replace, download or delete lists on the fax broadcast host. If you select multiple operations, the Host List Manager performs the operations in the following order:

- ☐ downloads selected files
- ☐ deletes selected files
- ☐ adds or replaces selected files.

Note

- ☐ Comwave does not support host lists.

Creating a host list from an ASCII file (TFN)

1. Open a new file in a text editor.
2. Enter the following fields from the New Recipient dialog, each separated by a comma:

Field

First Name
Last Name
Company
Address Line 1
Address Line 2
City
State/Country
Zip Code
Notes
Billing
Misc.
Fax Country, Area and Local Number
Voice Country, Local Number and Extension

For example, type the following:

Ollie, Brownstone, Brownstone Bricks, 6 Brick Avenue,, Toronto, Ontario,
M3C 1W3,,,,4165552778,

3. Repeat step #2 for each recipient.
4. Save the file.

Notes

- To skip any of these fields in an ASCII host list file, type “,” (comma) where the field information should be.
- To separate multiple recipients in your host list, press ENTER to start each recipient on a new line.
- Comwave does not support host lists.

Creating a host list from an ASCII file (MCI)

1. Open a new file in a text editor.
2. Enter the following fields, one per line, and press ENTER after each field. To skip a field, leave a blank line by pressing ENTER:

Record Format	Example
Host list number	12345
Fax number	416-555-1234
CSID	Blank
Alternate fax number	Blank
Alternate CSID	Blank
Page Header Text	Blank
Recipient Reference	Brownstone Bricks
To field 1	Brownstone Bricks
To field 2	6 Brick Avenue
To field 3	Anytown, CA
To field 4	99999-1234
Attn field 1	Ollie Brownstone
Attn field 2	416-555-3456
Attn field 3	Blank
Attn field 4	Blank
#	#

3. Repeat step #2 for each recipient.
4. Save the file.

Notes

- ☐ To skip any of these fields in an ASCII host list file, leave a blank line by pressing ENTER.
- ☐ The fields marked "Blank" in the example are fields WinFax does not use. To avoid any problems, leave the CSID and Alternate CSID fields blank.
- ☐ Comwave does not support host lists.

Adding or replacing a host list (MCI, TFN)

1. On the Services menu, click Host List Manager. The Host List Manager dialog appears.
2. In the Add/Replace section, type a three to six digit host list number to add in the Host List Number field.
3. Do either of the following:
 - ☐ If you want to add or replace a file, click File Name. In the File Name field, specify the DOS path and file name of the ASCII file you want to add or replace. Click Browse to view available files.
 - ☐ If you want to add or replace a phonebook, click Phonebook. In the Phonebook field, specify the path and file name of the phonebook that you want to add or replace. Click Select to view available phonebooks in the Phonebooks window.
4. Click Add To List. Your host list number and file name appear in the list to the right.

To remove the host list number and file name from the list, select the host list number and click Remove. This does not delete your host list or file.
5. Repeat steps #2 to #4 for each host list you want to add or replace.
6. If required, select a new location in the Location drop-down list.
7. Click OK. WinFax uploads the selected WinFax phonebook file or ASCII file to the Fax Broadcast host automatically. If the host list number currently exists on the Fax Broadcast host, the host list is replaced automatically.

WinFax verifies all files to be added to the Fax Broadcast host. If an error in a fax number is found, WinFax displays a dialog that describes the error and allows you to correct the information to be added to the host.

Notes

- ☐ The original file is not affected by changes made in this dialog.
- ☐ Comwave does not support host lists.


Deleting a list from the host (MCI, TFN)

1. On the Services menu, click Host List Manager. The Host List Manager dialog appears.
2. In the Delete/Download section, type a three to six digit host list number to delete in the Host List Number field.
3. In the Delete/Download section, enable Delete.
4. Click Add To List. Your host list number appears in the list to the right.

To remove the host list number from the list, select the host list number and click Remove. This does not delete your host list or file.

5. If required, select a new location in the Location drop-down list.
6. Click OK. WinFax deletes the selected WinFax phonebook file or ASCII file from the Fax Broadcast host automatically.

Note

-  Comwave does not support host lists.

Downloading a list from the host (MCI, TFN)

1. On the Services menu, click Host List Manager. The Host List Manager dialog appears.
2. In the Delete/Download section, type a three to six digit host list number to download in the Host List Number field.
3. In the File Name field, specify the path and name of the file where you want the downloaded WinFax phonebook file or ASCII file to be stored.
4. Click Add to List. Your host list number appears in the list to the right.
To remove the host list number from the list, select the host list number and click Remove. This does not delete your host list or file.
5. In the Delete/Download section, enable Download.
6. If required, select a new location in the Location drop-down list.
7. Click OK. WinFax downloads the selected WinFax phonebook file or ASCII file from the Fax Broadcast host automatically and stores it in the specified file location.

Note

-  Comwave does not support host lists.

Tell me about retrieving faxes sent to my Fax MailBox

Fax MailBox is a private messaging center for fax and voice messages. It allows you to receive messages 24 hours a day, 7 days a week, without leaving your PC or fax machine running.

Before you can start using this service, you must be an approved service user and have received a valid account number and Personal Identification Number (PIN) from Customer Service.

[WinFax main window](#)


Enabling Fax MailBox service

1. On the Setup menu, point to Services and click Enable Fax MailBox Service. The Registration wizard starts.
2. Fill in the information as prompted and click Next to proceed to the next panel. Be sure to have your credit card number and expiry date available.
3. Click Finish. Delrina Customer Service notifies you of your Fax MailBox Number and your temporary password or Personal Identification Number (PIN).

Retrieving faxes sent to your Fax MailBox

1. On the Services menu, click Retrieve From MailBox. The Retrieve From MailBox dialog appears.
2. If your Fax MailBox number does not already appear in the MailBox Fax Number field, type your 11 digit fax number.
3. In the Password field, type your password.
4. To change any dialing properties, such as your dial prefix number, click Properties. In the Dialing properties dialog, make your changes and click OK. The Retrieve From MailBox dialog reappears.
5. Click OK. WinFax checks your Fax MailBox for any new faxes and delivers them to your Receive Log.

Note

 WinFax records all retrieval attempts in the Send Log, including the number of faxes found in the Fax MailBox. Each fax retrieved from your Fax MailBox appears as a separate event in your Receive Log.

Using DDE

This section describes the DDE functions supported by Delrina WinFax™ PRO and provides examples and information for integrating WinFax with your application.

This section assumes that you have a general understanding of your application's commands. For instructions on creating procedures in your application, see the appropriate user reference manual.

For WinFax to work properly with DDE, WinFax must be either in your path statement or running when you initiate DDE. Placing WinFax in your path is recommended.

For more information on using WinFax DDE functions, click one of the following topics:

Overview

- [What is DDE?](#)
- [WinFax DDE Support](#)
- [Typical DDE Conversation](#)
- [Following Examples Exactly](#)

DDE Functions

- [DDEAdvise](#)
- [DDEExecute](#)
- [DDEInitiate](#)
- [DDEPoke](#)
- [DDERequest](#)
- [DDETerminate](#)
- [DDEUnadvise](#)

Sample Code

- [Following Examples Exactly](#)
- [Sample FoxPro code](#)
- [Sample Visual Basic code — Send Fax Scenario](#)
- [Sample Visual Basic code — Request Scenario](#)
- [Sample Visual Basic code — Advise and Unadvise Scenario](#)
- [Sample Word Basic code](#)

Troubleshooting with FaxDDE

- [Common Problems](#)
- [What is FaxDDE?](#)
- [Where can I get a copy of FaxDDE?](#)
- [Starting FaxDDE from Windows 3.1](#)
- [Starting FaxDDE from Windows 95](#)
- [Using FaxDDE](#)
- [Clearing messages from the FaxDDE window](#)
- [Setting the FaxDDE state](#)
- [Setting the timeout value](#)
- [Buttons](#)
- [Menus](#)

What Is DDE?

DDE is an acronym for Dynamic Data Exchange.

DDE is an evolving technology in Windows. DDE is not a requirement for Windows applications, although it is supported by most Windows applications.

Use DDE to:

- share and manipulate information that is in a common format between applications
- control the operations of one (server) application from another (the client), based on the needs of the client application, which originated the conversation.

For example, in a Microsoft Excel application, you can write DDE functions in Excel Basic to control the faxing of a spreadsheet using WinFax.

Before You Start

This section assumes that you have a general understanding of your application's commands. For instructions on creating procedures in your application, see the appropriate user reference manual.

For WinFax to work properly with DDE, WinFax must be either in your path statement or running when you initiate DDE. Placing WinFax in your path is recommended.

Components of a DDE Conversation

A DDE conversation is composed of at least two and at most four components:

Application Name or Service Name

The application as it is registered to the Windows environment. This is usually the executable file name without the extension.

Supported in WinFax 7.0:

- FAXMNG32, because the executable file name is FAXMNG32.EXE.
- FAXMNG, for compatibility with previous versions of WinFax.

Topic

Usually a form, spreadsheet or file name that is used by the application.

Supported in WinFax: CONTROL and TRANSMIT.

For example:

- "CONTROL"
- "FORM1.FRP"
- "DOCUMENT1.DOC"

Item

A specific object that is used to transfer or receive information between applications.

For example:

- "sendfax"
- "[A]"

■ “BOOKMARK1”

Data

Typically a text value or instruction that is transferred between the applications

For example:

■ “recipient("555-1212", "22:00:00", 05/04/96,"Raul Cautbien","Delrina (Canada)")”
■ “RecNo”
■ “Test Data”

WinFax DDE Support

Application Name

The application name for WinFax is:

- FAXMNG32. FAXMNG is also acceptable for compatibility with previous versions of WinFax.

Supported Topics

WinFax supports the following topics:

Topic ...	Definition ...	Functions ...
TRANSMIT	Use WinFax send features.	■ <u>DDEPoke</u>
CONTROL	Control WinFax activities and request information on application status.	■ <u>DDEAdvise</u> ■ <u>DDEExecute</u> ■ <u>DDERequest</u> ■ <u>DDEUnadvise</u>

Use the application name and topic to initiate the DDE conversation. For example (in Word Basic):

```
ChanNum = DDEInitiate("FAXMNG32", "CONTROL")
```

Following Examples Exactly

The elements of the string passed to WinFax must be delineated exactly as illustrated, including the quotation marks, commas and parentheses. You may have to add Chr\$(34) – ASCII double quote – values to your string, or double up the quotes ("","").

The WinFax DDE functions are case sensitive. Use the exact combination of uppercase and lowercase letters shown in this section.

A Typical DDE Conversation (in Word Basic)

Initiating a Connection

Perform this action ...	By issuing this data string ...
Initiate the conversation	<code>ChanNum = DDEInitiate("FAXMNG32", "CONTROL")</code>
Request the current status of WinFax	<code>DDERequest(ChanNum, "status")</code>
Instruct WinFax to not accept incoming faxes	<code>DDEExecute(ChanNum, "GoIdle")</code>
Terminate the DDE link	<code>DDETerminate ChanNum</code>

Sending a Fax








Perform this action ...	By issuing this data string ...
Initiate the conversation	<code>ChanNum = DDEInitiate(, "FAXMNG32", "TRANSMIT")</code>
Provide WinFax with the details of the outgoing fax	<code>DDEPoke ChanNum, "sendfax", "recipient("555-1212", "01:12:00", "02/24/96", "John Smith")"</code>
Print the document to WinFax	<code>Document.Print</code>
Instruct WinFax to send the fax	<code>DDEExecute(ChanNum, "GoActive")</code>
Terminate the DDE link	<code>DDETerminate ChanNum</code>

Common Problems

Case Sensitivity

DDE functions are case sensitive. This online help explicitly shows the correct syntax.

Items

This function ...	Requires this item ...
 <u>DDEAdvise</u>	DoneReceivingFax
 <u>DDEExecute</u>	One of: GoActive, Goldle, or ReceiveFaxNow
 <u>DDEInitiate</u>	none
 <u>DDEPoke</u>	sendfax
 <u>DDERequest</u>	One of: NumberFaxesReceived, Status, or TimeUntilNextOutgoing
 <u>DDETerminate</u>	None
 <u>DDEUnadvise</u>	DoneReceivingFax

Syntactic Errors

The most common problem with using DDE is formatting the data string. The data string must include the parameter followed by quote-enclosed, comma-delimited sub-parameters; for example ...

```
recipient("555-1212", "10:35:00", "05/04/1996", "Delrina (Canada)").
```

Most languages strip the quotes from a string before passing the string to WinFax. Because of this, quotes are the most common cause of problems encountered with DDE data strings in WinFax.

The example above would typically be created (in Word Basic, for example) as:

```
"recipient("+Chr$(34)
+"555-1212"+Chr$(34)
+", "+Chr$(34)
+"10:35:00"+Chr$(34)
+", "+Chr$(34)
+"05/04/1996"+Chr$(34)
+", "+Chr$(34)
+"Delrina (Canada)"+Chr$(34)
+") "
```

This allows the quote characters to be transmitted to WinFax.

The method used to embed the quote character is language-specific. Consult the application's manuals for the exact syntax. Some applications use a single quote to enclose a string, others use the hexadecimal value 22, while others allow doubling of the quotes such as ""555-1212"".

DDEAdvise Function

Use `DDEAdvise` to ask WinFax to tell you when a fax is successfully received. In response to this function, WinFax sends a `DDEData` call to the application when a fax is received. The link set up by `DDEAdvise` must be a warm link, so that the application can receive the response from WinFax.

`DDEAdvise` stays active until you send a `DDEUnadvise` data string or close the conversation.

Topic

CONTROL


Item

DoneReceivingFax

Example (in Word Basic)

```
DDEAdvise (ChanNum, "DoneReceivingFax")
```

Contextual Examples

 Visual Basic




DDEExecute Function

Use the `DDEExecute` function to change the operating state—idle or active—of WinFax or to instruct WinFax to receive an incoming fax.

Topic

CONTROL

Items

Use this item ...	To do this ...
 <u>GoActive</u>	Enable Automatic Reception and process pending events. To be used only after using <code>GoIdle</code> .
 <u>GoIdle</u>	Disable Automatic Reception and release the communications port to which WinFax is connected.
 <u>ReceiveFaxNow</u>	Tell WinFax to receive a fax manually.



GoActive Item ([DDEExecute Function](#))

Use the `GoActive` item to enable Automatic Reception and have WinFax send any scheduled events for which the scheduled time and date have elapsed. This item must be preceded by a `GoIdle`.

Example (in Word Basic)

```
DDEExecute (ChanNum, "GoActive")
```

Contextual Examples

-  [Visual Basic](#)
-  [Word Basic](#)

Goldle Item (DDEExecute Function)

Send the `GoIdle` item to disable Automatic Reception. `GoIdle` also releases the communications port. At this point, scheduled faxes are held in your Outbox and any print jobs you submit to WinFax are put on hold. To reactivate WinFax, use `GoActive` or click Automatic Reception from the Receive menu.

Example (in Word Basic)

```
DDEExecute (ChanNum, "GoIdle")
```

Contextual Examples

 Visual Basic

 Word Basic


ReceiveFaxNow Item (DDEExecute Function)

Use the `ReceiveFaxNow` item to tell WinFax to receive a fax manually. An application can send this item if it determines that an incoming call is a fax and WinFax should receive the call.

Example (in Word Basic)

```
DDEExecute (ChanNum, "ReceiveFaxNow")
```

Contextual Examples

 Visual Basic

DDEInitiate Function

Use `DDEInititate` to establish a conversation with WinFax and return a handle for the conversation. `DDEInitiate` must be successful before you can use any other function.

DDEPoke Function

Use `DDEPoke` to send information to WinFax.

If you submit multiple `DDEPoke` functions and one of them fails, you must resubmit all `DDEPoke` functions in the group.

Topic

TRANSMIT

Item

sendfax

Parameters

Use the following parameters with `sendfax`:

Use this parameter ...	To poke this ...
<input type="checkbox"/> <u>attach</u>	Path and file name of the attachments to include with the fax.
<input type="checkbox"/> <u>fillcoverpage</u>	Text message to appear on the cover page (can include WinFax variables).
<input type="checkbox"/> <u>recipient</u>	Recipient details, such as name and fax number. Event details, such as date and time.
<input type="checkbox"/> <u>resolution</u>	Resolution setting for the fax.
<input type="checkbox"/> <u>SendfaxUI</u>	Force WinFax to send an event without printing a document to WinFax.
<input type="checkbox"/> <u>setcoverpage</u>	File name of the cover page to include with the fax.
<input type="checkbox"/> <u>showsendscreen</u>	Request to WinFax to display the Send dialog.

attach Parameter (☐ DDEPoke Function)

Use this parameter to specify the path and file name of the attachment to include with the fax. Send multiple pokes to specify more than one attachment.


Syntax


```
attach("filename")
```

Example (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "attach(" + Chr$(34) + "C:\WINFAX\DATA\ATTACH.FXS" + Chr$(34) + ") "
```

Contextual Examples

 Visual Basic

 Word Basic

fillcoverpage Parameter (▣ DDEPoke Function)

Use this parameter to specify the text message that you want to appear on the cover page. As part of the text, you can include variables to extract information about the recipient or event and place it on the cover page. The text message, including the expanded variables, is limited to 4096 characters.

Use `fillcoverpage` after specifying the cover page with `setcoverpage`. If you do not use `setcoverpage`, WinFax sends the default or quick cover page.

Syntax

```
fillcoverpage ("textmessage")
```

Example (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "fillcoverpage(" + Chr$(34) + "Please send  
comments by Friday noon." + Chr$(34) + ") "
```

Contextual Examples

▣ Visual Basic

▣ Word Basic

recipient Parameter (☐ DDEPoke Function)

Use this parameter to specify recipient and event details.

You can send a fax to multiple recipients, each at different times. To do so, send multiple DDE pokes with different recipient details before printing.

Syntax

```
recipient("Fax Number", "Time", "Date", "Name", "Company", "Subject",  
"Keywords", "Billing Code", "Mode")
```

Sub-parameters

All sub-parameters except `Fax Number` are optional. If both the time and the date are omitted, the fax is sent immediately.


This sub-parameter	Specifies this ...
Fax Number	Full fax number to be dialed (up to 46 characters)
Time	Time to send the fax (hh:mm:ss) If the time is omitted, the fax goes at midnight on the date specified, or whenever WinFax runs after that.
Date	Date to send the fax (mm/dd/yy) If the date is omitted, the fax goes at the next occurrence of the time specified, or whenever WinFax runs after that.
Name	Recipient's name (up to 29 characters)
Company	Recipient's company name (up to 42 characters)
Subject	Subject of the fax (up to 79 characters)
Keywords	Event keywords (up to 33 characters)
Billing Code	Event billing code (up to 26 characters)
Mode	Transmission type for the event: <input type="checkbox"/> BFT (Binary File Transfer) <input type="checkbox"/> Compressed BFT (WinFax to WinFax only) <input type="checkbox"/> Fax (conventional fax) (default) If the <code>Mode</code> sub-parameter is omitted, the event is treated as a conventional fax transmission.


Examples (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "recipient(" + Chr$(34) + "555-1212" + Chr$(34)
+ "," + Chr$(34) + "12:00:00" + Chr$(34) + "," + Chr$(34) + "05/04/97" +
Chr$(34) + "," + Chr$(34) + "Aiden Krup" + Chr$(34) + "," + Chr$(34) + "F.
B. Marketing Co." + Chr$(34) + "," + Chr$(34) + "Sales" + Chr$(34) + "," +
Chr$(34) + "Sales" + Chr$(34) + "," + Chr$(34) + "Billing Code 08" +
Chr$(34) + "," + Chr$(34) + "Fax" + Chr$(34) + ")"
```

```
DDEPoke ChanNum, "sendfax", "recipient(" + Chr$(34) + "1(905)5553545" +
Chr$(34) + ",,," + Chr$(34) + "Cautbien & Sons" + Chr$(34) + "," + Chr$(34)
+ "BFT" + Chr$(34) + ")"
```

Contextual Examples

 Visual Basic

 Word Basic

resolution Parameter (DDEPoke Function)

This parameter sets the resolution to be used for the subsequent transmission. Use this parameter after poking the fax number.

Syntax

```
resolution("setting")
```

Sub-parameters

HIGH – 200 x 200 dpi


LOW – 100 x 200 dpi


Examples (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "resolution(" + Chr$(34) + "HIGH" + Chr$(34) +  
") "
```

```
DDEPoke ChanNum, "sendfax", "resolution(" + Chr$(34) + "LOW" + Chr$(34) +  
") "
```

Contextual Examples

 Visual Basic

 Word Basic

SendfaxUI Parameter (▣ DDEPoke Function)

Use the `SendfaxUI` parameter to force WinFax to send an event without printing a document to WinFax.

For example, use `SendfaxUI` in the following cases:

- ▣ transferring files using WinFax BFT capabilities
- ▣ sending a fax composed of all fax-ready items, such as predefined WinFax cover pages or attachments
- ▣ sending from a Windows application that does not have print capabilities.

Use `SendfaxUI` as the last DDE function before terminating the DDE link.

Example (in Word Basic)

```
DDEPoke (ChanNum, "sendfax", "SendfaxUI")
```

Contextual Examples

- ▣ Visual Basic
- ▣ Word Basic

setcoverpage Parameter (DDEPoke Function)

Use this parameter to specify the cover page to include with the fax. Either type the path and file name (.CVP) of a WinFax cover page or type “Quick Cover Page” to use the quick cover page. If the specified WinFax cover page does not exist or the path is incorrect, WinFax sends the quick cover page.


Syntax


```
setcoverpage("filename")
```

Example (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "setcoverpage(" + Chr$(34) + "C:  
\WINFAX\COVER\MYCOVER.CVP" + Chr$(34) + ") "
```

Contextual Examples

 Visual Basic

 Word Basic

showsendscreen Parameter (DDEPoke Function)

Use this parameter to display the WinFax Send dialog during the fax event. By default, the Send dialog is not displayed. Use this parameter after poking the fax number.

Syntax

```
showsendscreen ("mode")
```

Sub-parameters


0 = No (bypass screen)


1 = Yes (show screen)

Example (in Word Basic)

```
DDEPoke ChanNum, "sendfax", "showsendscreen(" + Chr$(34) + "1" + Chr$(34) +  
") "
```

Contextual Examples

 [Visual Basic](#)

 [Word Basic](#)

DDERequest Function

Use `DDERequest` to query WinFax to determine its operating status, the number of faxes received or the time and date of the next scheduled event.

Topic

CONTROL

Items

- NumberFaxesReceived
- Status
- TimeUntilNextOutgoing

NumberFaxesReceived Item (DDERequest Function)


This item returns a string listing the number of unread fax events logged in the Receive Log. Monitor the number of faxes logged with `NumberFaxesReceived` to determine when new faxes arrived.

The string returned by WinFax contains end of line and return characters (for example, "BUSY\r\n"). Some applications trim these extra characters automatically. You may want to create a procedure to do this for you. For details, see the documentation for your application.

Example (in Word Basic)

```
DDERequest (ChanNum, "NumberFaxesReceived")
```

Contextual Examples

 Visual Basic

Status Item (■ DDERequest Function)

This item returns a DDE string indicating the operating status of WinFax. The status can be any of the following:

This status ...	Means this ...
BUSY	WinFax is currently sending or receiving.
IDLE	WinFax is not monitoring incoming calls; that is, Automatic Reception is disabled or WinFax is inactive after receiving <code>GoIdle</code> .
ACTIVE	Automatic Reception is enabled and no fax event is currently in progress.
REQUEST_ACTIVE	This is returned after a <code>GoIdle</code> if a scheduled fax is due to be sent and WinFax is waiting to receive control so that it can send the fax.

The strings returned by WinFax contain end of line and return characters (for example, "BUSY\r\n"). Some applications trim these extra characters automatically. You may want to create a procedure to do this for you. For details, see the documentation for your application.

Example (in Word Basic)

```
DDERequest (ChanNum, "Status")
```

Contextual Examples

■ Visual Basic

TimeUntilNextOutgoing Item (DDERequest Function)

This item returns a string ("dd-mm-yy hh:mm") listing the time and date for your next scheduled fax in the Outbox.

The strings returned by WinFax contain end of line and return characters (for example, "BUSY\r\n"). Some applications trim these extra characters automatically. You may want to create a procedure to do this for you. For details, see the documentation for your application.

Example (in Word Basic)

```
DDERequest (ChanNum, "TimeUntilNextOutgoing")
```

Contextual Examples

Visual Basic

DDETerminate Function

Use `DDETerminate` to end a DDE conversation.

Topic

CONTROL

DDEUnadvise Function

Use `DDEUnadvise` to tell WinFax to ignore the `DDEAdvise` data string you sent previously.

`DDEUnadvise` does not close the link with WinFax. Use `DDETerminate` to do this.

Topic

CONTROL


Item

DoneReceivingFax

Example (in Word Basic)

```
DDEUnadvise (ChanNum, "DoneReceivingFax")
```

Contextual Examples

 Visual Basic

Sample FoxPro Code – Send Fax Scenario

This sample code shows the DDE functions in the context of a working program. All comments appear in blue text.

```
** This program uses stock variables
** FaxChan and retvar.

** Note that FoxPro requires mixing of
** quote types, as in
** (...'"showsendscreen("0")')

** =====

** First, set the state to CONTROL,
** to set up WinFax.

FaxChan = DDEInitiate("FAXMNG32","CONTROL")

** Set the modem off-line.

retvar=DDEExecute(FaxChan,"GoIdle")

** Set WinFax back to Transmit mode
** to create the queued event.

FaxChan = DDEInitiate("FAXMNG32","TRANSMIT")

** Set up the fax, attachments and
** cover pages:

** setcoverpage

retvar=DDEPoke(FaxChan,"sendfax", 'setcoverpage("C:
\WINFAX\DATA\9886000.CVR") ')

**fillcoverpage

retvar=DDEPoke(FaxChan,"sendfax", 'fillcoverpage("C:
\WINFAX\DATA\TEMP1.TXT") ')

**attach

retvar=DDEPoke(FaxChan,"sendfax", 'attach("C:\WINFAX\DATA\1605002.FXR") ')
```

```

** Set up the destination (recipient)
** information.
** Note that recipient data is sensitive
** to position and to separators.
** However, parameters after the last one
** supplied need not be entered.

retvar=DDEPoke(FaxChan,"sendfax",
'recipient("011444161234","11:11:11","12/12/95","Bob Dobbs","Delta
Creations","Annual Budget","Budget","20321","Fax")')

** Set the resolution

retvar=DDEPoke(FaxChan,"Sendfax",'resolution("HIGH")')

** or
**retvar=DDEPoke(FaxChan,"Sendfax",'resolution("LOW")')

** Turn the modem back on, necessary to send
** the fax.

retvar=DDEExecute(FaxChan,"GoActive")

** Use this line to bypass the Send dialog.
** Change the "0" to "1" to show the Send
** dialog, which would force a manual send.

retvar=DDEPoke(FaxChan,"sendfax",'showsendscreen("0")')

** Finally, send the fax.

retvar=DDEPoke(FaxChan,"sendfax","SendFaxUI")

** Now close the DDE channel to release
** the resource.

retvar=DDETerminate(FaxChan)

```


Sample Visual Basic Code – Send Fax Scenario

This sample code shows the DDE functions that you might use to set up WinFax to send a fax from another application. All comments appear in blue text.

To run this program:

1. Ensure that the path and filenames for the attachments and cover pages in the code below match your setup.
2. Start WinFax.
3. Start Visual Basic for Windows.
4. Create a form called Form1.
5. Create a label called Label1.
6. Create a push button called Command1.
7. In the click event for the Command1 push button, paste the code that appears below.
8. Press F5 to run the program.

```
Sub Command1_Click ()
```

```
FAXNumber$ = "555-1212"
```

```
SendTime$ = "06:00:00"
```

```
SendDate$ = "12/25/96"
```

```
FAXName$ = "Benjamin Smith"
```

```
Company$ = "Data Processing Services"
```

```
Subject$ = "Joy of Faxing"
```

```
Keyword$ = "fax, joy"
```

```
BillingCode$ = "5905-001-xx"
```

```
Mode$ = "Fax"
```

```
CoverPage$ = "C:\DATA\WINFAX\COVERS\GENERAL.CVP"
```

```
CoverText$ = "Do enjoy this seasonal message."
```

```
Attachment$ = "C:\DATA\OTHER\XMASTREE.FXR"
```

```
'This is the start of the DDE to WinFax.
```

```
'Create the link and
```

```
'take WinFax out of auto-receive mode
```

```
Label1.LinkTopic = "FAXMNG32|CONTROL"
```

```
Label1.LinkMode = 2
```

```
Label1.LinkTimeout = -1
```

```
Label1.LinkExecute "GoIdle"
```

```
Label1.LinkMode = 0
```

```
'Create a new link with the TRANSMIT topic
```

```
Label1.LinkTopic = "FAXMNG32|TRANSMIT"
```

```
Label1.LinkMode = 2
```

```
Label1.LinkTimeout = -1
```

```
Label1.LinkItem = "sendfax"
```

```
'Start of DDEPokes to control WinFax
```

```
recip$ = "recipient(" & Chr$(34) & FAXNumber$ & Chr$(34) & "," & Chr$(34) &  
SendTime$ & Chr$(34) & "," & Chr$(34) & SendDate$ & Chr$(34) & ","
```

```
recip$ = recip$ & Chr$(34) & FAXName$ & Chr$(34) & "," & Chr$(34) & Company$  
& Chr$(34) & "," & Chr$(34) & Subject$ & Chr$(34) & ","
```

```
recip$ = recip$ & Chr$(34) & Keyword$ & Chr$(34) & "," & Chr$(34) &  
BillingCode$ & Chr$(34) & "," & Chr$(34) & Mode$ & Chr$(34) & ")"
```

```
Label1.Caption = recip$
```

```
Label1.LinkPoke
```

```
'setcoverpage
```

```
Label1.Caption = "setcoverpage(" & Chr$(34) & CoverPage$ & Chr$(34) & ")"
```

```
Label1.LinkPoke
```

```
'fillcoverpage
```

```
Label1.Caption = "fillcoverpage(" & Chr$(34) & CoverText$ & Chr$(34) & ")"
```

```
Label1.LinkPoke
```

```
'attach
```

```
Label1.Caption = "attach(" & Chr$(34) & Attachment$ & Chr$(34) & ")"
```

```
Label1.LinkPoke
```

```
'showsendscreen
```

```
Label1.Caption = "showsendscreen(" & Chr$(34) & "1" & Chr$(34) & ")"
```

```
Label1.LinkPoke
```

```
'resolution
```

```
Label1.Caption = "resolution(" & Chr$(34) & "HIGH" & Chr$(34) & ")"
```

```
Label1.LinkPoke
```

```
'The SendfaxUI parameter is used  
'when only a cover page and/or attachments  
'are to be sent. It is used INSTEAD of  
'printing to the WinFax print driver  
'from the application.
```

```
Label1.Caption = "SendfaxUI"
```

```
Label1.LinkPoke
```

```
'Tell WinFax to send the fax.
```

```
Label1.LinkTopic = "FAXMNG32|CONTROL"
```

```
Label1.LinkMode = 2
```

```
Label1.LinkTimeout = -1
```

```
Label1.LinkExecute "GoActive"
```

```
'Close the link between programs.
```

```
Label1.LinkMode = 0
```

```
End Sub
```

Sample Visual Basic Code – Request Scenario

This sample code shows DDERequest functions in the context of a working program. All comments appear in blue text.

To run this program:

1. Start WinFax.
2. Start Visual Basic for Windows.
3. Create a form called Form1.
4. Create a label called Label1.
5. Create a push button called Command1.
6. In the click event for the Command1 push button, paste the code between the comments “Step #6 Copy the code starting here” and “Step #6 End” below.
7. Create a push button called Command2.
8. In the click event for the Command2 push button, paste the code between the comments “Step #8 Copy the code starting here” and “Step #8 End” below.
9. Press F5 to run the program.
10. Click the Command1 button to perform the request functions.
11. Click the Command2 button to force WinFax to receive.

'Step #6 - Copy the code starting here.

```
Sub Command1_Click ()
```

```
'Ask WinFax how many faxes have been  
'received and not yet read.
```

```
Label1.Caption = ""
```

```
Label1.LinkTopic = "FAXMNG|CONTROL"
```

```
Label1.LinkMode = 2
```

```
Label1.LinkTimeout = -1
```

```
Label1.LinkItem = "NumberFaxesReceived"
```

```
Label1.LinkRequest
```

```
Label1.LinkMode = 0
```

```
Msg$ = "NumberFaxesReceived:  " & Label1.Caption
```

```
'Ask WinFax the time and date  
for your next scheduled fax in the Outbox.
```

```
Label1.LinkTopic = "FAXMNG|CONTROL"  
Label1.LinkMode = 2  
Label1.LinkTimeout = -1  
Label1.LinkItem = "TimeUntilNextOutgoing"  
Label1.LinkRequest  
Label1.LinkMode = 0
```

```
Msg$ = Msg$ & Chr$(13) & " TimeUntilNextOutgoing:  " & Label1.Caption
```

```
'Ask WinFax its status.
```

```
Label1.LinkTopic = "FAXMNG|CONTROL"  
Label1.LinkMode = 2  
Label1.LinkTimeout = -1  
Label1.LinkItem = "status"  
Label1.LinkRequest  
Label1.LinkMode = 0
```

```
Msg$ = Msg$ & Chr$(13) & "                                status:  " &  
Label1.Caption  
MsgBox Msg$  
End
```

```
End Sub
```

```
'Step #6 - End
```

```
'Step #8 - Copy the code starting here.
```

```
Sub Command2_Click ()
```

```
'Ask WinFax to receive an incoming fax.
```

```
Label1.LinkTopic = "FAXMNG|CONTROL"  
Label1.LinkMode = 2  
Label1.LinkTimeout = -1  
Label1.LinkExecute "ReceiveFaxNow"  
Label1.LinkMode = 0
```

End Sub

'Step #8 - End

Sample Visual Basic Code – Advise and Unadvise Scenario

This sample code shows the `DDEAdvise` and `DDEUnadvise` functions in the context of a working program. All comments appear in blue text.

To run this program:

1. Start WinFax.
2. Start Visual Basic for Windows.
3. Create a form called Form1.
4. Create a label called Label1 and change the caption to read "Advise is OFF".
5. In the linknotify event for the Label1 label, paste the code between the comments “Step #5 Copy the code starting here” and “Step #5 End” below.
6. Create a push button called Command1.
7. In the click event for the Command1 push button, paste the code between the comments “Step #7 Copy the code starting here” and “Step #7 End” below.
8. Press F5 to run the program, and click command1 to start the advise loop.

'Step #5 Copy the code starting here.

```
Sub Label1_LinkNotify ()
```

```
MsgBox "Received Notification from WinFax"
```

```
End Sub
```

'Step #5 End.

'Step #7 Copy the code starting here.

```
'If WinFax.Advise is off,  
'turn it on and  
'ask WinFax to tell you  
'when it receives a fax.
```

```
Sub Command1_Click ()
```

```
If Label1.Caption = "Advise is OFF"
```

```
Then
```

```
Label1.LinkTopic = "FAXMNG|CONTROL"
```

```
Label1.LinkItem = "DoneReceivingFax"
Label1.LinkMode = 3
Label1.LinkTimeout = -1
Label1.Caption = "Advise is ON"

'If WinFax.Advise if on,
'turn it off.

Else
Label1.LinkTopic = "FAXMNG|CONTROL"
Label1.LinkMode = 2
Label1.Caption = "Advise is OFF"

End If

End Sub

'Step #7 End.
```

Note

- When WinFax receives a fax, the LinkNotify event is triggered and the message box is displayed.

Sample Word Basic Code – Send Fax Scenario

This sample code shows the DDE functions in the context of a working program. All comments appear in blue text.

```
Sub DoDDE
```

```
'This is the start of the DDE  
'to WinFax.  
'Create the link and  
'take WinFax out of auto-receive mode
```

```
ChanNum = DDEInitiate("FAXMNG32", "CONTROL")  
DDEExecute(ChanNum, "GoIdle")  
DDETerminate ChanNum
```

```
'Create a new link with the TRANSMIT topic
```

```
ChanNum = DDEInitiate("FAXMNG32", "TRANSMIT")
```

```
'Start of DDEPokes to control WinFax
```

```
DDEPoke ChanNum, "sendfax", "recipient(" + Chr$(34) + "555-1212" + Chr$(34)  
+ "," + Chr$(34) + "12:00:00" + Chr$(34) + "," + Chr$(34) + "05/04/97" +  
Chr$(34) + "," + Chr$(34) + "Aiden Krup" + Chr$(34) + "," + Chr$(34) + "F.  
B. Marketing Co." + Chr$(34) + "," + Chr$(34) + "Sales" + Chr$(34) + "," +  
Chr$(34) + "Sales" + Chr$(34) + "," + Chr$(34) + "Billing Code 08" +  
Chr$(34) + "," + Chr$(34) + "Fax" + Chr$(34) + ")"
```

```
'setcoverpage
```

```
DDEPoke ChanNum, "sendfax", "setcoverpage(" + Chr$(34) + "C:  
\WINFAX\COVER\BASIC1.CVP" + Chr$(34) + ")"
```

```
'fillcoverpage
```

```
DDEPoke ChanNum, "sendfax", "fillcoverpage(" + Chr$(34) + "Please send  
comments by Friday noon." + Chr$(34) + ")"
```

```
'attach
```

```
DDEPoke ChanNum, "sendfax", "attach(" + Chr$(34) + "C:  
\WINFAX\DATA\ATTACH.FXS" + Chr$(34) + ")"
```

```
'showsendscreen
```

```
DDEPoke ChanNum, "sendfax", "showsendscreen(" + Chr$(34) + "0" + Chr$(34) +  
")"
```

```
resolution
```

```
DDEPoke ChanNum, "sendfax", "resolution(" + Chr$(34) + "HIGH" + Chr$(34) +  
")"
```

```
'Tell WinFax to send the fax.
```

```
'The SendfaxUI parameter is used  
'when only a cover page and/or attachments  
'are to be sent. It is used INSTEAD of  
'printing to the WinFax print driver  
'from the application.
```

```
DDEPoke (ChanNum, "sendfax", "SendfaxUI")DDETerminate ChanNum
```

```
ChanNum = DDEInitiate("FAXMNG32", "CONTROL")
```

```
DDEExecute (ChanNum, "GoActive")
```

```
'Close the link between programs.
```

```
DDETerminate ChanNum
```

```
End Sub
```

What is FaxDDE?

FaxDDE is an application debugging utility. Use FaxDDE to check the DDE data strings that your application sends to WinFax.

The most common problem with developing a program to interact with WinFax is structuring the DDEPoke data string correctly. WinFax does not indicate whether the data string has been formatted correctly. FaxDDE provides this checking.

FaxDDE accepts any data string and displays it in the main window, highlighting any existing problem in the string. You can then compare the data string that would be received by WinFax with the data string sent by your application.

For more information, click a topic in the following list:

Troubleshooting with FaxDDE

- [Common Problems](#)
- [What is FaxDDE?](#)
- [Where can I get a copy of FaxDDE?](#)
- [Starting FaxDDE from Windows 3.1](#)
- [Starting FaxDDE from Windows 95](#)
- [Using FaxDDE](#)
- [Clearing messages from the FaxDDE window](#)
- [Setting the FaxDDE state](#)
- [Setting the timeout value](#)
- [Buttons](#)
- [Menus](#)

DDE Overview

- [What is DDE?](#)
- [WinFax DDE Support](#)
- [Following Examples Exactly](#)
- [Typical Conversation](#)

DDE Functions

- [DDEAdvise](#)
- [DDEExecute](#)
- [DDEInitiate](#)
- [DDEPoke](#)
- [DDERequest](#)
- [DDETerminate](#)
- [DDEUnadvise](#)

Sample Code

- [Following Examples Exactly](#)
- [Sample FoxPro code — Send Fax Scenario](#)
- [Sample Visual Basic code — Send Fax Scenario](#)
- [Sample Visual Basic code — Request Scenario](#)
- [Sample Visual Basic code — Advise and Unadvise Scenario](#)
- [Sample Word Basic code](#)

Where can I get a copy of FaxDDE?

FaxDDE is an unsupported debugging utility.

For more information on getting a copy of FaxDDE, contact Delrina Technical Support.

Starting FaxDDE from Windows 3.1

1. On the Program Manager File menu, click Run. The Run dialog appears.
2. In the Run field, type the path and filename required to start FaxDDE or click Browse and select the appropriate file.



For example, type

path\FAXDDE.EXE

where *path* is the drive and directory where the FAXDDE.EXE file is saved.

3. Click OK.
4. If FaxDDE detects that WinFax is running, a dialog appears prompting you to shut down WinFax or to quit FaxDDE. Shut down WinFax. FaxDDE starts and the FaxDDE window opens.

Notes

-  To start FaxDDE from File Manager, double click the FAXDDE.EXE file in the File Manager window.
-  For quick access, install an icon for FaxDDE in the WinFax program group.

Starting FaxDDE from Windows 95

1. On the Windows Start menu, click Run. The Run dialog appears.
2. In the Open field, type the path and filename required to start FaxDDE or click Browse and select the appropriate file.



For example, type

path\FAXDDE.EXE

where *path* is the drive and directory where the FAXDDE.EXE file is saved.

3. Click OK.
4. If FaxDDE detects that WinFax is running, a dialog appears prompting you to shut down WinFax or to quit FaxDDE. Shut down WinFax. FaxDDE starts and the FaxDDE window opens.

Notes

-  To start FaxDDE from Explorer, double click the FAXDDE.EXE file in the Explorer window.
-  For quick access, install a shortcut for FaxDDE on your desktop.

Using FaxDDE

1. Exit WinFax.
2. Start FaxDDE. The FaxDDE window opens.
3. Set up FaxDDE. You may need to do the following:
 - ☐ On the Log menu, click Clear List. FaxDDE clears any text in the DDE Messages list box.
 - ☐ On the Status menu, click the option corresponding to the state under which you want to test your DDE functions.
 - ☐ On the Advise menu, point to Timer Value and click the appropriate timeout value.
4. Do any of the following:
 - ☐ Send a DDE data string supported by WinFax. FaxDDE displays the data string in a list box, showing the syntax as WinFax would receive it.
 - ☐ Highlight a recipient parameter in the list. FaxDDE parses the parameter list as WinFax would. The result appears at the bottom of the information box.
 - ☐ Click on any of the results. FaxDDE validates the information as WinFax would. This may be different from what you thought you poked.

Notes

- ☐ FaxDDE prompts you to close WinFax to eliminate confusion. If WinFax and FaxDDE are running at the same time, both could respond to your DDE data string.
- ☐ FaxDDE accepts only DDE data strings. During development of an application, replace each print command with a DDEPoke function with the SendfaxUI parameter. The SendfaxUI parameter is used for testing purposes or when a print job is not necessary; that is when sending only fax-ready items, such as predefined WinFax cover pages or attachments.
- ☐ FaxDDE does not accept print commands.

Clearing messages from the FaxDDE window



On the Log menu, click Clear List.

Setting the FaxDDE state

- On the State menu, click the appropriate state.

Setting the timeout value

- On the Advise menu, point to Timer Value and click the appropriate timeout value.

FaxDDE Buttons

The toolbar in FaxDDE is displayed for aesthetic reasons only. None of the buttons is functional.

FaxDDE Menus

Click one of the following menu items for further information:

☐ [File menu](#)

☐ [Log menu](#)

☐ [Status menu](#)

☐ [Advise menu](#)

☐ [Help menu](#)

FaxDDE File Menu

The File menu has only one option: Exit.

Use this option to close FaxDDE and terminate all DDE conversations.

FaxDDE Log Menu

The Log menu has only one option: Clear List.

Use this option to remove all items from the DDE Messages list box.

FaxDDE Status Menu

The Status menu has three options: Busy, Idle and Active.

The current state of FaxDDE has a check mark beside it. To change the state of FaxDDE, click a different option.

FaxDDE Advise Menu

The Advise menu has one option: Timer Value.

This option has a flyout menu with five options: 1, 2, 5, 10 and 30.

These options indicate the number of seconds that FaxDDE is to wait before issuing a DDEAdvise notification to the client. This timeout can only be set by using this option.

FaxDDE Help Menu

The Help menu has five options: Introduction, Contents, Buttons, Menus, How to use Help and About FaxDDE.

Each of these options (except About FaxDDE) opens the appropriate .HLP file to the corresponding topics. Click About FaxDDE to open a dialog containing the version information.

Sample code


Click on one of the following topics:

- ☐ [Following Examples Exactly](#)
- ☐ [Sample FoxPro code](#)
- ☐ [Sample Visual Basic code — Send Fax Scenario](#)
- ☐ [Sample Visual Basic code — Request Scenario](#)
- ☐ [Sample Visual Basic code — Advise and Unadvise Scenario](#)
- ☐ [Sample Word Basic code](#)



Setting up Fax Broadcast (Comwave)

1. On the Setup menu, click Fax Broadcast. The Fax Broadcast Setup dialog appears.
2. In the Time Zone drop-down list, click the time zone you are calling from.
3. To specify where your exception report is sent, enable Fax Responses To and type the fax number in the field.
4. Click the Access tab.
5. In the Account Number field, type the six-digit account number assigned to you by Customer Service.
6. Click the Modem tab.
7. To change your Location, either select a location from the Location drop-down list box, or click New and in the New Location dialog, enter a new location name.
8. To change your Modem, either select a modem from the Modem drop-down list box, or click New and use the Install New Modem wizard to install your modem.
9. To use a prefix, enable Use Prefix and select a prefix in the Use Prefix drop-down list box.
10. To use a suffix, enable Use Suffix and select a suffix in the Use Suffix drop-down list box.
11. To use a pulse telephone, enable Pulse Dial.
12. If necessary, select the appropriate Baud Rate (9600 baud maximum), and type initialization strings in the Data Init fields.

Tip

-  To get the fastest response time possible, set your modem to its maximum speed, not exceeding 9600 baud.

Notes

-  On the User tab, the information you entered when you first set up WinFax automatically appears in the Name, Company, and Voice Number fields. Once Customer Service has this information, it is reflected on the broadcasts you send. If you wish to change any of these details, you need to contact Customer Service.
-  On the Access tab, your Fax Broadcast phone number is provided for you in the Access Number field

[WinFax main window](#)

Changing your fax broadcast password (Comwave)

1. On the Services menu, click Change Broadcast Password. The Change Password dialog appears.
2. In the Old Password field, type your current password.
3. In the New Password field, type your new password.
4. In the Retype New Password field, type your new password again.
5. To select a different location, click the new location in the Location drop-down list.
6. Click OK. The Fax Broadcast Status dialog appears displaying the status information of your change request.

[WinFax main window](#)

Specifying your send options (Comwave)


1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Options. The Send Options dialog appears.
3. In the Broadcast section, enable Using Delrina Fax Broadcast.
4. Select any other appropriate options in the Send Options dialog.
5. Click OK. The Send dialog reappears.

[WinFax main window](#)

Canceling a fax broadcast (Comwave)

1. On the Services menu, click Cancel Broadcast. The Cancel Broadcast dialog appears.
2. In the Broadcast ASN field, type the ASN of the fax broadcast you want to cancel.
3. To select a different location, click the new location in the Location drop-down list.
4. Click OK. WinFax cancels your broadcast

Note

 To cancel part of a broadcast, contact Customer Service with the Fax Broadcast ASN and the specific fax destination numbers to be omitted.

Getting Fax Broadcast reports (Comwave)


1. On the Services menu, click Fax Broadcast Report. The Fax Broadcast Report dialog appears.
2. In the Type section, do either of the following:
 - ☐ Click Status to get a status report on a specific broadcast.
 - ☐ Click Failed Events to get the failed events report for a specific broadcast.
3. In the Type section, type the ASN for the fax broadcast for which you want the report in the Broadcast ASN field.
4. In the Destination section, do either of the following:
 - ☐ In the File Name field, type the path and file name to which you want the report to be sent. Your report is sent as an ASCII file that can be read in a text editor.
 - ☐ Click Browse, select the directory and file to which you want the report to be added and then click OK. The Fax Broadcast Report dialog appears.
5. If required, select a new location in the Location drop-down list.
6. Click OK. The Password dialog appears.
7. Type your password and click OK.

The Fax Broadcast Status dialog appears showing the progress of your request. The report you requested is sent to the fax number you specified in the Fax Broadcast Setup dialog when you subscribed.




Setting up Fax Broadcast (MCI)

1. On the Setup menu, click Fax Broadcast. The Fax Broadcast Setup dialog appears.
2. In the Time Zone drop-down list, click the time zone you are calling from.
3. Click the Access tab.
4. In the Account Number field, type the six-digit account number assigned to you by Customer Service.
5. In the Host List Number field, the default phone number is provided. If necessary, change this number.
6. Click the Modem tab.
7. To change your location, either click a location in the Location drop-down list, or click New and in the New Location dialog, enter a new location name.
8. To change your modem, either click a modem from the Modem drop-down list, or click New and use the Install New Modem wizard to install your modem.
9. To use a prefix, enable Use Prefix and click a prefix in the Use Prefix drop-down list.
10. To use a suffix, enable Use Suffix and click a suffix in the Use Suffix drop-down list.
11. To use a pulse telephone, enable Pulse Dial.
12. If necessary, select the appropriate baud rate (9600 baud maximum), and type initialization strings in the Data Init fields.

Tip

-  To get the fastest response time possible, set your modem to its maximum speed, not exceeding 9600 baud.

Notes

-  On the User tab, the information you entered when you first set up WinFax automatically appears in the Name, Company, and Voice Number fields. Once Customer Service has this information, it is reflected on the broadcasts you send. If you wish to change any of these details, you need to contact Customer Service.
-  On the Access tab, your Fax Broadcast phone number is provided for you in the Access Number field. This phone number is toll free in the U.S. and Canada
-  The Host List Number enables you to communicate with the host to add, change or remove host lists.

Specifying your send options (MCI)


1. On the Send menu, click New Fax. The Send dialog appears.
2. Click Options. The Send Options dialog appears.
3. In the Broadcast section, do the following:
 - ☐ Enable Using Delrina Fax Broadcast.
 - ☐ If you want to add an information header to the top of each page you broadcast, enable With Page Header.
4. Select any other appropriate options in the Send Options dialog.
5. Click OK. The Send dialog reappears.

[WinFax main window](#)

Canceling a fax broadcast (MCI)

1. On the Services menu, click Terminate Broadcast. The Terminate Broadcast dialog appears.
2. In the Broadcast ASN field, type the ASN of the fax broadcast you want to cancel.
3. In the Location drop-down list, click your location.
4. Click OK. WinFax cancels your broadcast

Tip

 You can find the ASN of a valid broadcast in the Send Log.

Getting Fax Broadcast reports (MCI)

1. On the Services menu, click Fax Broadcast Report. The Fax Broadcast Report dialog appears.
2. In the Period section, do either of the following:
 - ☐ Click Last 24 Hours to get a detailed activity report on all broadcasts sent in the last 24 hours.
 - ☐ Click Specific Time Period to get a detailed activity report on all broadcasts sent within a specific time period in the last 24 hours. Click the appropriate From and To times.
3. If required, select a new location in the Location drop-down list.
4. Click OK. The Personal Identification Number dialog appears.
5. Type your PIN and click OK.

WinFax sends an activity report for the selected time period to the fax number you specified when you subscribed.

Request a detailed activity report about a particular broadcast for a fee by calling Delrina Customer Service. A customer service representative will take the necessary information from you. Be ready with the ASN from your Send Log and the fax number to which you want the report sent.

Microsoft Office Compatibility

Delrina WinFax PRO™ is a Microsoft Office Compatible product, which means that its toolbars and menus are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in WinFax. Delrina and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products in the United States, call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

Delrina WinFax PRO and the Office Compatible Features

Collectively, the product name WinFax refers to the WinFax main window, Fax Viewer and Cover Page Designer. This section describes how each of these three components conform to Office Compatibility guidelines.

Menus

WinFax uses menus similar to the ones in Microsoft Office. For example, you can open a cover page by clicking the Open command on the File menu in Cover Page Designer.

In the main WinFax window, the following commands work differently than their corresponding Microsoft Office menus:

- The New command displays a flyout menu from which you can create a new attachment, cover page, phonebook, recipient record, group, folder or message store. The items contained on the New flyout menu vary depending on which window you have open.
- The Open command on the File menu displays the selected attachment, cover page, recipient record or event.
- The Save Attachment command on the File menu saves data files (BFT) sent with a fax. This command is only available when you select a BFT event in the Logs window event list. No other saving functionality is required in the WinFax main window.
- The File menu does not contain a Close command. Use the Exit command to close the program.
- The Edit menu does not contain the standard Copy, Cut and Paste commands. This functionality is not required in the WinFax main window.

Toolbars

WinFax contains a toolbar which is similar to the ones in Microsoft Office. For example, you can print a received fax just by clicking the "Print" button on the standard toolbar, and you can discover each button's function just by pointing to it with the mouse. This will activate a ToolTip that displays the name of the button.

In the WinFax main window, the Send Fax button appears in the first position on the toolbar. This varies from other Office programs.

In Fax Viewer and Cover Page Designer, the What's This button appears as the last button on the Command toolbar. At startup, Fax Viewer and Cover Page Designer enable three additional toolbars. Due to the position of the additional toolbars, the What's This button seems to appear in the middle of a toolbar. This varies from other Office programs.

Customize your toolbars to display large or black and white buttons. Add and remove buttons or display multiple toolbars from the Toolbars command on the Setup menu. Drag the toolbar to position it on any side of the WinFax window or as a floating toolbar on the window.

Wizards

Use WinFax wizards to install WinFax and set up your pager to work with WinFax. After installing, use the Send Fax wizard to send a fax complete with a cover page and attachments.

Tip of the Day

Learn practical tips for using WinFax by reading the Tip of the Day messages displayed at startup.

Context Sensitive Help

Use the What's This button to get context sensitive help on options in dialogs.

Using Delrina WinFax PRO with Microsoft Office

Faxing a document from Word, Excel or any other Windows program is as easy as printing. Print your document to the WinFax printer. When the Delrina WinFax PRO Send dialog appears, you can send the document as a fax or save it as a fax attachment for future use.

Do not translate this topic. It is for help project administration only.

Attachments Window

Prefix: H_ATTACH

Included Dialogs:

- Attachment Properties dialog
- New Attachment dialog
- New Attachment Folder dialog
- New Cover Page Folder dialog
- Search Attachments dialog (Attachments Window)
- Create Attachment dialog.

Do not translate this topic. It is for help project administration only.

New Attachment dialog

1. On the WinFax Window menu, click Attachments. The Attachments window opens.
2. On the File menu, click New. The New Attachment dialog appears.

Attachment Properties dialog

1. On the WinFax Window menu, click Attachments. The Attachments window opens.
2. In the attachments list, click the appropriate attachment.
3. On the File menu, click Properties. The Attachment Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type text to help you identify this attachment in the future. Later, you can search for the attachment based on the text in this field.

Type a word or words to help you identify this attachment in the future. Later, you can search for the attachment based on the text in this field.

Type the path and name of the file you want use.

Click this to select the files you want to use from your computer drives and folders.

Enable this option if the new attachment contains multiple files. Enabling this option expands the File Name field to allow for multiple files and activates the Add and Remove buttons.

Removes the selected items.

Do not translate this topic. It is for help project administration only.

New Attachment Folder dialog

1. On the WinFax Window menu, click Attachments. The Attachments window opens.
2. In the folders list, double click New Folder. The New Attachment Folder dialog appears.

New Cover Page Folder dialog

1. On the WinFax Window menu, click Cover Pages. The Cover Pages window opens.
2. In the folders list, double click New Folder. The New Cover Page Folder dialog appears.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

Type the name of the new folder.

[Click this to create a top level folder.](#)

Click this to create a subfolder in the folder selected in the Subfolder Of list.

Lists all folders in which you can create the subfolder. Click the appropriate destination folder.

Do not translate this topic. It is for help project administration only.

Search Attachments dialog (Attachments Window)

1. On the WinFax Window menu, click Attachments. The Attachments window opens.
2. In the attachment folders list, click the folder containing the attachment you want to modify.
3. On the View menu, click Search. The Search Attachments dialog appears.

NOTE: There are two Search Attachments dialog. Another Search Attachments dialog is used when you search for attachments from the Send dialog. That dialog is defined in WFXDLG.HM.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type the description of the item for which you want to search.

Type the keywords of the item for which you want to search.

Type the path and name of the file for which you want to search.

Enable this option to find items based on partial entries in a field. For example, if you are looking for an item with the entry "My resume" in a field, you can type "res" in the field, and WinFax will locate the item.

Enable this option to find items that match the exact combination of upper and lowercase letters in a field. For example, if you type "resume" in a field, WinFax will not locate an item with the entry "Resume" in that field.

Do not translate this topic. It is for help project administration only.

Create Attachment dialog

1. On the program's File menu, click Print.
2. In the printer list, click WinFax and click OK. The Send dialog appears.
3. Click Make Attachment. The Create Attachment dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Click this to add the new attachment to an attachment folder.

Enable this option if you want to use the new attachment as a letterhead.

Click this to select another directory to save the attachment in.

Lists all attachment folders. Click the folder to which you want to add the new attachment.

Click this to save the attachment file in another folder (that is, not in an attachment folder).

Type a name for the attachment file using a maximum of 5 characters. WinFax adds a three digit number ("001" for the first page of the attachment, "002" for the second page, and so on).

Do not translate this topic. It is for help project administration only.

Cover Pages Window

Prefix: H_CP

Included Dialogs:

- Copy To Folder dialog
- Cover Page Properties dialog
- Move To Folder dialog
- New Cover Page dialog
- Quick Cover Page Properties dialog
- Search Cover Pages dialog.

Do not translate this topic. It is for help project administration only.

New Cover Page dialog

1. On the WinFax Window menu, click Cover Pages. The Cover Pages window opens.
2. On the File menu, click New. The New Cover Page dialog appears.

Cover Page Properties dialog

1. On the WinFax Window menu, click Cover Pages. The Cover Pages window opens.
2. In the cover pages list, click a WinFax cover page (that is, not Quick Cover Page).
3. On the File menu, click Properties. The Cover Page Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type text to help you identify this cover page in the future. Later, you can search for the cover page based on the text in this field.

Starts Cover Page Designer and opens the selected cover page for editing or creates a blank workspace in which you can design a new cover page.

Click this to select the file from your computer drives and folders.

Do not translate this topic. It is for help project administration only.

Quick Cover Page Properties dialog

1. On the WinFax Window menu, click Cover Pages. The Cover Pages window opens.
2. In the cover pages list, click Quick Cover Page.
3. On the File menu, click Properties. The Quick Cover Page Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type the path and name of the logo file that you want to use on the quick cover page.

Click this to select the logo file from your computer drives and folders.

Click this to select the file from an attachment folder.

Displays a thumbnail representation of the logo as it will appear on the quick cover page.

Click this to add text from a file to the quick cover page.

Type the path and name of the text file containing the text you want to appear on the quick cover page.

Click this to select the file you want to use from your computer's drives and folders.

Click this to add text you type in the text area or import from a file to the quick cover page.

Type the text that you want to appear on the quick cover page. You can override this text at send time by typing in the text area of the Send dialog.

Click this to select the file you want to import from your computer's drives and folders.

Do not translate this topic. It is for help project administration only.

Copy To Folder dialog

1. On the WinFax Window menu, click Cover Pages or Attachments. The Cover Pages window or the Attachments window opens.
2. On the Edit menu, click Copy. The Copy To Folder dialog appears.

Move To Folder dialog

1. On the WinFax Window menu, click Cover Pages or Attachments. The Cover Pages window or the Attachments window opens.
2. On the Edit menu, click Move. The Move To Folder dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Lists all folders to which you can copy or move the selected item. Click the destination folder.

Do not translate this topic. It is for help project administration only.

Search Cover Pages dialog (Cover Pages Window)

1. On the WinFax Window menu, click Cover Pages. The Cover Pages window opens.
2. On the View menu, click Search. The Search Cover Pages dialog appears.

NOTE: There are two Search Cover Pages dialog. Another Search Cover Pages dialog is used when you search for cover pages from the Send dialog. That dialog is defined in WFXDLG.HM.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type the description of the item for which you want to search.

Enable this option to find items based on a partial entry in a field. For example, if you are looking for an item with the description "Congratulations on your big raise", you can type "raise" in the field, and WinFax will locate the item.

Enable this option to find items that match the exact combination of upper and lowercase letters in a field. For example, if you type "congratulations" in a field, WinFax will not locate an item with an entry of "Congratulations" in that field.

Restores all records in the active folder after a search.

Do not translate this topic. It is for help project administration only.

Cover Page Designer

Prefix: H_CPD

Included Dialogs:

- New Cover Page dialog

Do not translate this topic. It is for help project administration only.

New Cover Page dialog

1. On the Cover Page Designer File menu, click New. The New Cover Page dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Click the size you want to make the new cover page.

Click the height you want to make the new cover page.

Click the measurement unit you want to use for the new cover page.

Do not translate this topic. It is for help project administration only.

Send Log, Receive Log and Outbox

Prefix: H_FOLD

Included Dialogs:

- Copy dialog (Events & Logs)
- Copy Headings dialog
- Event Properties dialog
- Export Log Records dialog
- Fax Pages dialog
- Filters dialog
- Forward dialog
- Log Search dialog
- Message Contents dialog
- Modify Delivery dialog
- Move dialog (Events & Logs)
- New Folder dialog
- New Message Store dialog
- Print List Options dialog
- Save Attachment dialog
- Search Options dialog
- Sort dialog.

Do not translate this topic. It is for help project administration only.

New Message Store dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log, or Outbox). The Logs window opens to display the selected log folder.
2. On the File menu, point to New and then click Message Store. The New Message Store dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

[Click this to set advanced message store options.](#)

Click this to create a new WinFax message store.

Enable this option to compress faxes stored in the new message store.

Click this to make the new message store or phonebook read only.

Click this to add an existing WinFax message store to the Logs window folders list.

[Click this to convert an existing WinFax PRO 4.0 message store so that you can use it with WinFax PRO 7.0.](#)

Click this to select the computer drive and folder in which you want to create the new message store.

Click this to select the existing message store that you want to convert for use with WinFax PRO 7.0.

Do not translate this topic. It is for help project administration only.

New Folder dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the File menu, point to New and then click Folder. The New Folder dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

Type the name of the new folder or message store you want to create. The name can be a combination of any characters and spaces. For example, you could create a folder or message store named “ABC Company”.

The folder or message store name appears in the Logs window folder list.

Type text to help you identify the folder or message store in the future.

Lists the folders in which you can create the new folder. Click the appropriate folder.

Do not translate this topic. It is for help project administration only.

Event Properties dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. In the event list, click the event you want to modify.
3. On the File menu, click Properties. The Event Properties dialog appears.

Displays the resolution of the fax.

Displays the number of pages included in this fax.

Displays the number of times WinFax has tried to send this fax.

Displays thumbnails of each page in this fax.

Do not translate this topic. It is for help project administration only.

Print List Options dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the File menu, click Print List. The Print List Options dialog appears.

Header File: **WFXUTIL.HM**
Alias File: **WFXUTIL.ALI**

Displays the active printer.

Enable this option to draw borders around columns on the print-out for easier reading.

Enable this option to print column headings.

Type the column number of the first column you want to print. The column number corresponds to the order of columns displayed in the item list in the WinFax window. WinFax prints all columns in the specified range.

Type the column number of the last column you want to print. The column number corresponds to the order of columns displayed in the item list in the WinFax window. WinFax prints all columns in the specified range.

Displays the current font.

Enable this option to print the list of items using the current WinFax screen font.

Click this to switch to another printer or to change the active printer's setup.

[Click this to select the font you want to use for printing.](#)

Do not translate this topic. It is for help project administration only.

Export Log Records dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the File menu, click Export. The Export Log Records dialog appears.

Header File: **WFXDATAD.HM**
Alias File: **WFXDATAD.ALI**

Type the name of the file that you want to import records from or to which you want to export records.

Click this to select the file you want to use from your computer's drives and directories.

Click the file format in the drop-down list.

Click this to add a field name that you previously deleted to the Field List.

Deletes the selected field from the Field List.

Click this to use a tab to separate fields.

Click this to use a comma “,” to separate fields.

Click this to use a character, other than a tab or comma “,” to separate fields. Type the character you want to use in the adjacent field.

Type the character that you want to use to separate fields.

Enable this option to put all data strings (such as the Name, Company and so on) in quotations.

Click this to use a return to separate records.

Click this to use a form feed to separate records.

Click this to use a character, other than a return or form feed, to separate records. Type the character you want to use in the adjacent field.

Type the character that you want to use to separate records.

Do not translate this topic. It is for help project administration only.

Copy dialog (Events and Logs)

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the Edit menu, click Copy. The Copy dialog appears.

Move dialog (Events and Logs)

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the Edit menu, click Move. The Move dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

Displays the name of the item to be copied or moved.

Lists all folders to which you can copy or move the selected item. Click the destination folder.

Enable this option to copy the specified folder and all subfolders contained within it.

Lists all folders to which you can copy or move the selected item. Click the destination folder.

Do not translate this topic. It is for help project administration only.

Sort dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.

OR

On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.

2. On the View menu, click Sort. The Sort dialog appears.

Header File: DCCDATAU.HM
Alias File: DCCDATAU.ALI

Specify the primary key by which you want to sort the active message store or phonebook.

Click this to sort the 1st Key in ascending order (that is, from A to Z, or from 0 to 10).

Click this to sort the 1st Key in descending order (that is, from Z to A, or from 10 to 0).

Specify the second key by which you want to sort the active message store or phonebook.

Click this to sort the 2nd Key in ascending order (that is, from A to Z, or from 0 to 10).

Click this to sort the 2nd Key in descending order (that is, from Z to A, or from 10 to 0).

Specify the third key by which you want to sort the active message store or phonebook.

Click this to sort the 3rd Key in ascending order (that is, from A to Z, or from 0 to 10).

Click this to sort the 3rd Key in descending order (that is, from Z to A, or from 10 to 0).

Do not translate this topic. It is for help project administration only.

Log Search dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the View menu, click Search. The Log Search dialog appears.

Header File: **WFXDATAD.HM**
Alias File: **WFXDATAD.ALI**

Type a name for the new filter.

Specify the type of WinFax log you want to search.

Specify the type of event for which you want to search.

Specify whether you want WinFax to search for events received on, before, after or not on the specified date.

Specify the date that you want WinFax to search for events based on the condition in the adjacent field.

Type the name of the sender or recipient for whom you want to search.

Type the sender or recipient fax number you want to search for.

Type the subject of the event you want to find.

Type the keywords of the event you want to find.

Type the billing information of the event you want to find.

Specify the transmission status of the event you want to find.

Click this to create a filter based on the specified search criteria and apply it to the active folder.

Resets the default search criteria.

[Click this to specify advanced search options.](#)

Do not translate this topic. It is for help project administration only.

Search Options dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. On the View menu, click Search. The Log Search dialog appears.
3. Click Options. The Search Options dialog appears.

Header File: **WFXDATAD.HM**
Alias File: **WFXDATAD.ALI**

Enable this option to find items that match all of the specified search criteria.

Enable this option to find items that match **at least one** of the specified search criterion.

Enable this option to find items that match the whole entry specified in the search criteria fields. For example, if you type “ship” in a field, WinFax will not locate an item with an entry in that field of “shipping guidelines”.

Enable this option to find items that match the exact combination of upper and lowercase letters in the search criteria fields. For example, if you type “shipping guidelines” in a field, WinFax will not locate an item with an entry in that field of “Shipping Guidelines”.

Enable this option to save these options as the default search options.

Do not translate this topic. It is for help project administration only.

Fax Pages dialog

1. On the WinFax Window menu, click the appropriate log folder (that is, one of Send Log, Receive Log or Outbox). The Logs window opens to display the selected log folder.
2. In the event list, click the appropriate fax.
3. On the View menu, click Pages. The Fax Pages dialog appears.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

Displays a thumbnail of each page in the event and an icon for each attached file in the event.

Click this to add items.

Removes the selected pages from this event.

Displays the selected pages of the event.

Compresses the selected pages of the event.

Click this to forward the selected pages of the event.

Click this to save the selected pages as an attachment.

Do not translate this topic. It is for help project administration only.

Modify Delivery dialog

1. On the WinFax Window menu, click Outbox. The Logs window opens to display the Outbox folder.
2. In the event list, click the event that you want to modify.
3. On the Send menu, click Modify Delivery. The Modify Delivery dialog appears.

NOTE: This dialog adds on to the Delivery Properties dialog.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Click this to select the recipient from a phonebook.

Do not translate this topic. It is for help project administration only.

Filters dialog

1. On the WinFax Window menu, click Send Log, Receive Log or Outbox. The Logs window opens to display the selected log folder.
2. On the View menu, click Filters. The Filters dialog appears.

Header File: DCCDATAD.HM
Alias File: DCCDATAD.ALI

Lists all existing filters. The name of the active filter appears in the Active Filter section.

Click this to create a new filter.

Removes the selected filter.

Click this to modify the selected filter.

Applies the selected filter to the active folder.

Resets the selected filter.

Displays the name of the active filter.

Do not translate this topic. It is for help project administration only.

Message Contents dialog

1. On the WinFax Window menu, click Send Log, Receive Log, or Outbox. The Logs window opens to display the selected log folder.
2. In the event list, double click a BFT or email message. The Message Contents dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Displays the text portion of the email message or BFT.

Displays the selected attachment.

Do not translate this topic. It is for help project administration only.

Save Attachment dialog

1. On the WinFax Window menu, click Send Log, Receive Log, Outbox or Wastebasket. The Logs window opens to display the selected log folder.
2. In the event list, click a BFT event.
3. On the File menu, click Save Attachment. The Save Attachment dialog appears.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

[Click this to save all attached files.](#)

Click this to save the selected attachment files.

Lists all files attached to the email message or BFT. Select the files you want to save.

Do not translate this topic. It is for help project administration only.

Forward dialog

1. On the WinFax Window menu, click Receive Log. The Logs window opens to display the Receive Log folder.
2. In the event list, click the appropriate event.
3. On the Send menu, click Forward. The Forward dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Click this to save the event and its associated image files.

Click this to save the event and delete the associated image files.

Click this to delete the event and its associated image files.

[Click this to select all pages.](#)

Do not translate this topic. It is for help project administration only.

Copy Headings dialog

1. On the WinFax Window menu, click a log folder or the Phonebook folder.
2. In the folder or phonebook list, click the right mouse button. A menu appears.
3. Click Copy Headings. The Copy Headings dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

Click this to copy column headings from the folder selected in the list.

Lists all folders from which you can copy headings. Click the folder containing the headings you want to copy.

[Click this to use the default WinFax column headings.](#)

Click this to copy the column headings to the current folder.

Click this to copy the column headings to all folders.

Do not translate this topic. It is for help project administration only.

Phonebooks Window

Prefix: H_PHNBK

Included Dialogs:

- Add Field dialog
- Create Group dialog
- Data Field Assignment dialog
- Edit Group dialog
- Export Phone Records dialog
- Import Log Records dialog
- Import Phone Records dialog
- New Phonebook dialog
- New Recipient dialog
- Recipient Properties dialog
- Search Recipient dialog.

Do not translate this topic. It is for help project administration only.

New Phonebook dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and then click Phonebook. The New Phonebook dialog appears.

Header File: DCCDATAD.HM
Alias File: DCCDATAD.ALI

Type a name for the phonebook or folder you want to create.

Type text to help you identify this phonebook or folder in the future.

Click this to specify the phonebook location or to use existing WinFax PRO 3.0/4.0, WinFax PRO 7.0 or dBASE phonebooks.

Creates a new WinFax 7.0 phonebook and adds it to the phonebooks list.

Click this to add an existing WinFax 7.0 phonebook to the phonebooks list.

Click [this](#) to convert an existing WinFax PRO 4.0 phonebook for use with WinFax PRO 7.0 and add it to the phonebooks list.

Click this to use an existing dBASE format phonebook with WinFax PRO 7.0.

[Click this](#) to convert an existing CAS phonebook for use with WinFax PRO 7.0 and add it to the phonebooks list.

[Click this to convert a MAPI addressbook for use with WinFax PRO 7.0 and add it to the phonebooks list.](#)

Click this to select the folder in which you want to create the new phonebook.

Click this to select the existing phonebook that you want use with WinFax PRO 7.0.

Click this to link the fields in the selected dBASE phonebook to the corresponding WinFax phonebook fields.

[Click this to set up your MAPI profile.](#)

Do not translate this topic. It is for help project administration only.

Data Field Assignment dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. In the Type section, click dBASE.
3. Click Select. Select the appropriate file and click OK. The New Phonebook dialog reappears.
4. Click Map Fields. The Data Field Assignment dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

Lists the names of all fields in a WinFax phonebook record. Click the phonebook field you want to link.

Lists the names of all fields in the selected dBASE phonebook file. Click the database field you want to link.

Links the selected database field and the selected phonebook field.

You must link at least one name and one address field -- the Firstname, LastName or Company field and the FaxLocalNumber or MailAddr field.

Removes the link for the selected field.

Type the path and name of the dBASE name index you want to use to sort names in this phonebook.

If you do not specify indices, information displays in the order it was originally entered in the database. Sorting by Name and Company is disabled.

For WinFax to expand variables in cover pages and headers for the recipients in a dBASE phonebook, you must specify a name index.

Click this to select the name index file you want to use from your computer's drives and folders.

Type the path and name of the dBASE company index you want to use to sort names in this phonebook.

If you do not specify indices, information displays in the order it was originally entered in the database. Sorting by Name and Company is disabled.

Click this to select the company index file you want to use from your computer's drives and folders.

Do not translate this topic. It is for help project administration only.

New Recipient dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and then click Recipient. The New Recipient dialog appears.

Recipient Properties dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, double click the phonebook containing the recipient you want to modify.
3. In the phonebook recipient list, click the recipient you want to modify.
4. On the File menu, click Properties. The Recipient Properties dialog appears.

Search Recipient dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, double click the phonebook you want to search.
3. On the View menu, click Find. The Search Recipient dialog appears.

Header File: **WFXDATAD.HM**
Alias File: **WFXDATAD.ALI**

Type the recipient's title (maximum 7 characters) or click the appropriate title in the drop-down list.

Type the recipient's first name (maximum 15 characters). If you are adding the record from the Send dialog, the First Name field contains the name you specified in the To field.

Type the recipient's last name (maximum 31 characters). If you are adding the record from the Send dialog, the Last Name field contains the name you specified in the To field. If you used a one word name only, WinFax records it as a last name.

Type the recipient's company name (maximum 42 characters).

Specify the recipient's transmission type.

Type the country code (maximum 4 characters) that you dial when calling the recipient at the primary fax number. WinFax uses the country code to identify international destinations when you are dialing overseas.

Type the area code or city code (maximum 5 characters) that you dial when calling the recipient at the primary fax number. For overseas destinations, enter the routing code, if applicable.

Type the local number for the recipient's primary fax device (maximum 46 characters). You can use hyphens, spaces or no separators.

For your own records, type the recipient's primary fax extension (maximum 15 characters). WinFax does not include extension numbers as part of the dial string when sending.

Type the country code (maximum 4 characters) that you dial when calling the recipient at the alternate fax number. WinFax uses the country code to identify international destinations when you are dialing overseas.

Type the area code or city code (maximum 5 characters) that you dial when calling the recipient at the alternate fax number. For overseas destinations, enter the routing code, if applicable.

Type the local number for the recipient's alternate fax device (maximum 46 characters). You can use hyphens, spaces or no separators.

For your own records, type the recipient's alternate fax extension (maximum 15 characters). WinFax does not include extension numbers as part of the dial string when sending.

Type the country code (maximum 4 characters) that you dial when calling the recipient at the voice telephone number. The country code identifies international destinations when you are dialing overseas.

Type the area code or city code (maximum 5 characters) that you dial when calling the recipient at the voice telephone number. For overseas destinations, enter the routing code, if applicable.

Type the local number for the recipient's telephone (maximum 46 characters). You can use hyphens, spaces or no separators.

For your own records, type the recipient's telephone extension (maximum 15 characters).

Type the country code (maximum 4 characters) that you dial when calling the recipient at the cellular telephone number. The country code identifies international destinations when you are dialing overseas.

Type the area code or city code (maximum 5 characters) that you dial when calling the recipient at the cellular telephone number.
For overseas destinations, enter the routing code, if applicable.

Type the local number for the recipient's cellular telephone (maximum 46 characters). You can use hyphens, spaces or no separators.

For your own records, type the cellular extension (maximum 15 characters).

Type the recipient's primary fax number. You can specify the fax number using hyphens, spaces or no separators in the number.

Type an alternate fax number for the recipient. You can specify the fax number using hyphens, spaces or no separators in the number.

Type a voice telephone number for the recipient. You can specify the voice number using hyphens, spaces or no separators in the number.

Type a cellular number for the recipient. You can specify the voice number using hyphens, spaces or no separators in the number.

Type the country code you dial when calling the recipient at the primary fax, alternate fax, voice and cellular numbers. The country code identifies international destinations when you are dialing overseas.

Type the area code or city code you dial when calling the recipient at the primary fax, alternate fax, voice and cellular numbers. For overseas destinations, enter the routing code, if applicable.

Type the local number you dial when calling the recipient at the primary fax, alternate fax, voice and cellular numbers.

For your own records, type the extension you dial when calling the recipient at the primary fax, alternate fax, voice and cellular numbers.

Enable this option to create a new phonebook record and copy all of the information you entered for the last recipient you added as a template. Edit the information as necessary.

Creates a new phonebook record. If you enabled Last Values, a copy of all the information you entered for the last recipient appears as a template.

Type the recipient's street address in the two address fields (maximum 60 characters each).

Type the recipient's street address in the two address fields (maximum 60 characters each).

Type the recipient's city (maximum 40 characters).

Type the recipient's state, province or county (maximum 20 characters).

Type the recipient's country (maximum 40 characters).

Type the recipient's zip or postal code (maximum 15 characters).

Type information you may need for billing or tracking purposes (maximum 26 characters).

Consistently enter the same types of information in the Billing field. Later you can accurately search for records based on the contents of this field.

Type any additional information about the recipient (maximum 25 characters).

Consistently enter the same types of information in the Miscellaneous field. Later you can accurately search for records based on the contents of this field.

Type any additional information about the recipient.

Type any additional information about the recipient.

Select the appropriate type.

[Click here to select the recipient from your email system address book.](#)

Type the recipient's email address in the field.

Select the address type.

Type the alias you created for the recipient in your Exchange address book. If the recipient does not have an alias, leave this field blank.

Type the recipient's Exchange email address in this field.

Type the recipient's email address type in this field.

[Click here](#) to select the recipient from your Exchange address book.

Lists all defined locations. To view or change the Send By properties for a specific location, click the location.

Specify the transmission type that you want to use to send to this recipient from this location.

Click this if you want WinFax to dial the recipient using the default settings for this location.

Click this if calling the recipient from this location is a local call.

Click this if calling the recipient from this location is a long distance call.

Enable this option to dial the country code when calling this recipient from this location.

Enable this option to dial the area code when calling this recipient from this location.

Click this option to deliver events to this recipient from this location as soon as possible.

Click this option to deliver events to this recipient from this location during domestic off-peak hours.

Click this option to deliver events to this recipient from this location during international off-peak hours.

Lists all programs for which WinFax will send fax images files to this recipient. If you attach a BFT file created in a program in this list, WinFax converts it to fax image format before sending it.

Lists all programs for which WinFax will send data (binary) files. If you attach a BFT file created in a program in this list, WinFax will send it as a data file. This items in this list should reflect the programs that the recipient has available on their computer.

Adds the program selected in the Programs On This Computer list to the Recipient's Programs list.

Removes the program selected in the Recipient's Programs list.

Removes all programs in the Recipient's Programs list.

Do not translate this topic. It is for help project administration only.

Create Group dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, point to New and then click Group. The Create Group dialog appears.

Edit Group dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, double click the phonebook containing the group you want to modify.
3. In the phonebook recipient list, click the group you want to modify.
4. On the File menu, click Properties. The Edit Group dialog appears.

Header File: **DCCDATAD.HM**
Alias File: **DCCDATAD.ALI**

Type the name of the group.

Adds the recipient or group selected in the Potential Group Members list to the Group Members list.

Removes the recipient or group from the Group Members list.

Lists all phonebooks from which you can select recipients to add to the group. Click a phonebook to display a list of all recipients and groups you can add to the group.

Lists all defined phonebooks.

Lists all recipients and groups in the active phonebook.

Lists all members of this group.

Do not translate this topic. It is for help project administration only.

Import Phone Records dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, click Import. The Import Phone Records dialog appears.

Export Phone Records dialog

Import Log Records dialog

Lists the names of all WinFax phonebook fields.

Lists the names of all fields in the phonebook or log that will be imported or exported in the order they will be processed.

Links the selected phonebook field to the selected import field.

Do not translate this topic. It is for help project administration only.

Add Field dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. On the File menu, click Export. The Export Phone Records dialog appears.
3. Delete a field.
4. Click Add. The Add Field dialog appears.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

Lists all fields.

Do not translate this topic. It is for help project administration only.

Properties dialog

1. On the WinFax Window menu, click Phonebooks. The Phonebooks window opens.
2. In the phonebooks list, double click the phonebook you want to modify.
3. On the File menu, click Properties. The Properties dialog appears.

Displays the name of the selected log, message store or phonebook. If this field is active, you can change the name by typing new text in this field.

Displays a description of the selected log, message store or phonebook. If this field is active, you can change the description by typing new text in this field.

Displays the path where the selected phonebook is saved.

Do not translate this topic. It is for help project administration only.

Entry Type dialog

Select the type of entry you want to create.

Do not translate this topic. It is for help project administration only.

Retrieve Menu

Prefix: H_RR

Included Dialogs:

- Retrieve Remote dialog.

Do not translate this topic. It is for help project administration only.

Retrieve Remote dialog

1. On the WinFax Receive menu, click Remote Fax Retrieval. The Retrieve Remote dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type the name of the person at the remote fax station.

Click this to select the person at the remote fax station from your phonebooks.

Type the fax number of the remote fax station.

If remote retrieval is password-protected, type the password in this field.

Click this to poll the remote fax station for new faxes immediately.

Click this to poll the remote fax station for new faxes at a specific date and time.

Set the time at which WinFax polls the remote fax station for new faxes.

Set the date at which WinFax polls the remote fax station for new faxes.

Click this to poll the remote fax station for new faxes during the domestic off-peak period.

If you only want to retrieve faxes that originated from a specific fax station, type the CSID of the fax station in this field.

Specify your current location.

Click this to change the properties of the current location.

Do not translate this topic. It is for help project administration only.

Send Menu

Prefix: H_SEND

Included Dialogs:

- Attachment Information dialog
- Check Names dialog
- Compose dialog
- Delivery Properties dialog (at send time)
- Modify Recurring Event dialog
- Save As dialog
- Select Attachments dialog
- Select Cover Pages dialog
- Send Confirmation Setup dialog
- Send dialog
- Send Options dialog.

Do not translate this topic. It is for help project administration only.

Send dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Type the fax recipient's name using one of the following formats:



"Last Name,<space>First Name"

WinFax recognizes all characters preceding a comma as a last name; the remaining characters form a first name. If you use more than one first name, all characters before the last space become a first name (for example, "Philip Ross Cardigan" is recorded as "Cardigan, Philip Ross").



"First Name<space>Last Name"

WinFax recognizes all characters from the last character in the name up to the last space in the name as a last name; the remaining characters form a first name.

Regardless of which form you use, WinFax records a recipient name as "Last Name,<space>First Name" when you add it to a phonebook. If you enter only a one-word name, WinFax records it as a last name.

Alternately, if you enabled Use Partial Matches on the General tab of the Program Properties dialog, you can address the fax by entering a few letters of the recipient name in the To field and pressing the TAB key. WinFax searches the active phonebook for recipient names that match the letters you entered. If a single match is found, WinFax automatically adds the recipient to the Recipient List. If multiple matches are found, a dialog appears from which you can select the appropriate recipient.

Type the recipient's fax number. If you are sending a long distance fax, use the appropriate dialing sequence.

For example, in North America you might type ...

011-23-789-555-6789 ... to send a long distance fax overseas.

1-987-555-1234 ... to send a long distance fax in North America.

When adding a recipient to your phonebook, do not use international or long distance access codes. (In the preceding sample fax numbers, these codes are "011" and "1" respectively.) WinFax inserts the proper access code automatically when you select phonebook records. If required, you must still specify the appropriate area and country codes.

Type text to identify this fax for the recipient and your records. Later, you can search for the fax event record based on the text in this field.

Lists all recipients and groups to whom the fax will be sent.

Adds the recipient entered in the To and Number fields to the Recipient List.

Opens and closes the Phonebook panel of the Send dialog.

Adds the recipient entered in the To and Number fields (if any) to the active phonebook.

Click this to select a recipient from your email system address book.

Lists all phonebooks from which you can select a recipient. To view a phonebook, click it in the drop-down list.

Lists all recipients in the active phonebook. Click a record to display additional information about it. Double click a record to add it to the Recipient List.

Click this to open the current recipient record or group in the active phonebook for editing.

[Click this to search the active phonebook for a specific recipient or group based on the search criteria you specify.](#)

Restores the phonebook list to display all records after a search.

Displays information about the current recipient record. Drag and drop the information fields to change their position.

Click this to change the transmission type, schedule delivery, specify keywords and billing codes, and use CSID security to ensure that the fax is sent to the appropriate recipient.

Removes the selected recipients from the Recipient List.

Click this to create a new group in the active phonebook containing the recipients and groups selected in the Recipient List.

Enable this option to include a cover page with your fax.

Lists the name of the cover page that is included with the fax when the Cover Page check box is enabled.

Type the text for your cover page in this area, as an alternative to starting up WinFax Cover Page Filler with the Fill In button. (This is the only area in which you can fill a quick cover page.) Spell check the text you type from the right click menu.

Click this to fill in the fields of the cover page you want to include with your fax.

Click this to select the cover page you want to include with your fax.

[Click this to attach documents to your fax.](#)

Displays the current number of attachments that will be sent with this fax.

Click this to specify your current location, location-related dialing properties, fax resolution and other send options.

Displays a summary of the dial and send options selected in the Send Options dialog.

Click this to save your current document to a permanent fax file for future use as an attachment to other faxes.

Click this to save the current send information in an .FXJ file. To open the Send dialog and display the saved information, double click the file in the folder in which you saved it.

Sends the fax immediately (or at its scheduled send time).

Closes the Send dialog without sending the fax.

Do not translate this topic. It is for help project administration only.

Delivery Properties dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Add To List.
4. Click Delivery. The Delivery Properties dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Displays the name of the recipient to whom this fax is addressed.

Displays the fax number.

In the Send dialog, the fax number belongs to the recipient. In the Logs window, the fax number belongs to the recipient if the event is pending, or to the sender of a received event.

Specify the transmission type you want to use to send this event.

The transmission types available depend on your modem type and the configuration of your computer system. For example, if you are using WinFax with a Class 2 modem on a standalone PC, Fax and Broadcast are the supported transmission types.

Click this to send this fax immediately.

Click this to schedule this fax for delivery at the specified Time and Date.

Set the delivery time.

Set the delivery date. Double click the Date setting to see the calendar view.

[Click this to schedule this fax for delivery during off-peak hours.](#)

Displays the current off-peak hours.

Click this to hold this fax for delivery in the Outbox folder.

Click this to schedule this fax for delivery on a regular basis.

Click this to specify how often you want WinFax to deliver the fax.

Enable this option to cancel event transmission after the specified date and time.

Set the time at which you want to cancel transmission.

Set the date at which you want to cancel transmission.

Click this to specify that if multiple faxes are scheduled for delivery at the same time, WinFax should send this fax first.

Click this to specify that if multiple faxes are scheduled for delivery at the same time, WinFax should send this fax neither first nor last.

Click this to specify that if multiple faxes are scheduled for delivery at the same time, WinFax should send this fax last.

Type billing information in this field to identify how this fax should be billed or click a previous billing code from the drop-down list.
When you send a fax, WinFax saves the billing code you specify. Up to ten entries are saved in the drop-down list of each field.

Type keywords in this field or click previous keywords from the drop-down list.

When you send a fax, WinFax saves the keywords you specify. Up to ten entries are saved in the drop-down list of each field.

Enable this option if you want WinFax to only connect to the fax device at which the identifier -- known as the CSID -- corresponds with what you type in the Send Secure field. If WinFax cannot find a match within a recipient's station identifier, that recipient does not receive the fax.

Type the CSID of the fax station to which you want to send the fax. If WinFax cannot find a match within a recipient's station identifier, that recipient does not receive the fax.

Do not translate this topic. It is for help project administration only.

Modify Recurring Event dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. Address the fax.
3. Click Add To List.
4. Click Delivery. The Schedule/Modify Event dialog appears.
5. Click Recurring.
6. Click Modify. The Modify Recurring Event dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Click this to delivery this fax each day.

Click this to deliver the fax once a week.

Click this to deliver the fax once a month.

Click this to deliver the fax once a year.

Click this to deliver the fax every day of the week.

Click this to deliver the fax each weekday, Monday through Friday.

Enable this option to deliver the fax each Sunday.

Enable this option to deliver the fax each Monday.

Enable this option to deliver the fax each Tuesday.

Enable this option to deliver the fax each Wednesday.

Enable this option to deliver the fax each Thursday.

Enable this option to deliver the fax each Friday.

Enable this option to deliver the fax each Saturday.

Click this to deliver the fax monthly on the first, second, third, fourth or last occurrence of a specific weekday. For example, use this option if you want to deliver a fax on the third Tuesday of each month.

Specify the First, Second, Third, Fourth or Last weekday occurrence in the month to deliver the fax. For example, if you set the weekday to Sunday, click Second in the drop-down list to deliver the fax on the second Sunday of the month.

Specify the weekday on which you want to deliver the fax each month. For example, if you set the occurrence to Last and you click Thursday in this drop-down list, WinFax delivers this fax on the last Thursday of each month.

Click this to deliver the fax on a specific date each month (for example, the 10th, the 23rd and so on).

Type the date in the month on which you want to deliver the fax. For example, to deliver the fax on the 3rd of each month, type “3” in this field.

Click this to deliver the fax once a year on a specific month and day. For example, use this option to deliver a fax each year on January 1st.

Specify the month in which you want WinFax to deliver the fax.

Type the date in the month on which you want to deliver the fax.

Click this to deliver the fax yearly on the first, second, third, fourth or last occurrence of a specific day of a specific month. For example, use this option if you want to deliver a fax on the second Sunday in February each year.

Click the First, Second, Third, Fourth or Last weekday occurrence in the month to deliver the fax. For example, if you set the weekday to Tuesday and the month to October, click Second in the drop-down list to deliver the fax yearly on the second Tuesday in October.

Specify the weekday on which you want to deliver the fax. For example, if you set the occurrence to Third and the month to July, click Wednesday to deliver the fax yearly on the third Wednesday in July.

Specify the month in which you want to deliver the fax each year. For example, if you set the occurrence to First and the day to Saturday, click April to deliver the fax yearly on the first Saturday in April.

Set the starting date for delivery.

Enable this option if you want WinFax to only deliver the fax for a specified period of time.

Set the last day the fax will be delivered.

Enable this option if you want WinFax to start trying to deliver the fax at a specific time.

Set the time at which fax delivery starts.

Enable this option if you want WinFax to stop trying to deliver the fax at a specific time.

Set the time at which fax delivery stops.

Do not translate this topic. It is for help project administration only.

Select Cover Pages dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. In the Cover Page section, enable Cover Page.
3. Click Cover. The Select Cover Pages dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Lists all defined cover page folders. To view the contents of a folder, click it.

Lists the file name of each cover page in the active cover page folder.

Lists a description for each cover page in the active cover page folder.

Lists all cover pages contained in the active cover page folder. To select a cover page, click it.

[Click this to search the active cover page folder for a cover page with a specific description.](#)

Restores the active cover page folder to display all cover pages contained within it after a search.

[Click this to view thumbnails of all cover pages in the active cover page folder.](#)

Starts Cover Page Designer and loads the selected WinFax cover page for editing.

Enable this option to make the selected cover page the default cover page for all faxes.

Displays a thumbnail image of the selected cover page.

Do not translate this topic. It is for help project administration only.

Select Attachments dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.

Header File: WFXDLG.HM
Alias File: WFXDLG.ALI

Lists all defined attachment folders. To view the contents of a folder, click it.

Lists all attachments contained in the active attachment folder. Change the information that appears for the attachments by right clicking the column heading.

Click this to view the selected attachment. If the attachment is in WinFax image format, the Viewer starts and displays the first page of the attachment. If the attachment is not in WinFax image format, WinFax launches the attachment's associated program with the appropriate file loaded.

Click this to search the active attachment folder for an attachment with a specific file name, description or keyword.

Restores the active attachment folder to display all attachments contained within it after a search.

Adds the selected attachment in the Attachment Library section to the Attachments To Send list.

Displays a thumbnail of the attachment.

Lists all attachments that will be sent with the current fax. Change the information that displays for the attachments by right clicking the column heading.

Click this to select a file in a folder other than an attachment folder to send with this fax.

Removes the selected attachment from the Attachments To Send list.

[Click this to display information about the selected attachment.](#)

Do not translate this topic. It is for help project administration only.

Attachment Information dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. In the Attachments section, click Attach. The Select Attachments dialog appears.
3. Click Info. The Attachment Info dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Displays a description of the attachment.

To search for this attachment, type the description in the Search Attachments dialog.

Displays the attachment's keywords.

To search for this attachment, type the keywords in the Search Attachments dialog.

Displays the attachment type.

Displays the number of pages in the selected attachment.

Displays a drop-down list of the files that make up the selected attachment.

Do not translate this topic. It is for help project administration only.

Send Options dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. In the Options section, click Options. The Send Options dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

Specify your current location.

Click this to view and edit the dialing properties associated with your current location.

Specify the resolution at which you want WinFax to send the fax.

Click Fine — 200 x 200 dpi — for the highest quality faxes. Click Standard — 200 x 100 dots per inch (dpi) — only if transmission type (cost) is more important the quality of the fax at the receiving end.

Enable this option if you want to preview and annotate the fax before sending it. When you click Send, Viewer starts and displays the first page in the fax. You can page through a multiple page fax and mark up the pages with the annotation tools.

Enable this option if you want to resubmit only those pages that were unsuccessfully transmitted.

This option is active if you resend a fax event in which not all of the pages were successfully transmitted.

Enable this option to automatically delete fax pages after they have been sent.

The event record remains in the Send Log folder in the Logs window, but it cannot be viewed or resubmitted.

Enable this option if you want to print a confirmation message for each transmission.

[Click this to specify the type of printed confirmation you want.](#)

Enable this option to monitor the delivery of this email message. WinFax sends a reply to the sender when the email message is received and opened.

Enable this option to broadcast this fax to all recipients in your Recipient List (except for any electronic mail recipients).
This option is only available if you subscribe to the Fax Broadcast service.

Enable this option to include a page header, similar to the one shown below, with each broadcast.

AUG 08, '95 15:46 (ET) XYZ Company PAGE 1 of 2

This option is only available if you subscribe to the Fax Broadcast service.

Do not translate this topic. It is for help project administration only.

Send Confirmation Setup dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. In the Options section, click Options. The Send Options dialog appears.
3. Enable Send Confirmation.
4. Click Configure. The Send Confirmation Setup dialog appears.

Header File: **WFXDLG.HM**
Alias File: **WFXDLG.ALI**

[Click this to print a transmission record for this fax.](#)

Lists all fields that you can include on the transmission record

Adds the selected field in the Available list to the Printed list.

Removes the selected field in the Printed list.

Moves the selected field in the Printed list up one position in the list.

Moves the selected field in the Printed list down one position in the list.

Lists all fields that will appear on the transmission record, in the order they will appear.

Enable this option if you only want to print the first page of the fax.

Click this to generate one printed page for each original fax page.

Click this to generate one printed page for each two pages of the original fax. WinFax scales the original fax images so that it is possible to print two fax pages on a single piece of paper.

Click this to generate one printed page for each four pages of the original fax. WinFax scales the original fax images so that it is possible to print four fax pages on a single piece of paper.

[Click this to print transmission information at the top of the page.](#)

[Click this to print the transmission information at the bottom of the page.](#)

Displays a sample of the printed page.

Click this to select the printer to which you want to print the fax.

Displays the current printer.

Do not translate this topic. It is for help project administration only.

Save As dialog

1. On the WinFax Send menu, click New Fax. The Send dialog appears.
2. Click Create Event. The Save As dialog appears.

Header File:

Alias File:

Click this to save this send event on the Windows Start menu.

Click this to save this send event on your desktop or in another folder.

Do not translate this topic. It is for help project administration only.

Check Names dialog

Header File:	DCCDATAD.HM
Alias File:	DCCDATAD.ALI

Lists all names that match the recipient name you typed in the To field. Click the correct recipient name.

[Click this to display all recipients in the active phonebook.](#)

Do not translate this topic. It is for help project administration only.

Compose Mail dialog

1. On the WinFax Send menu, click New *Program* Email. The Compose dialog appears.

Header File:

Alias File:

Sends the email message.

Checks the names entered in the To and Cc fields to make sure they are valid email names.

Click this to select recipients from your email system address book.

Click this to attach a document to your email message.

Type the names of the recipients to whom you want to send this email message. Separate multiple names with a semi colon. Click Address to search for recipients in your email system address book.

Type the names of the recipients whom you want to carbon copy on this email message. Separate multiple names with a semi colon. Click Address to search for recipients in your email system address book.

Type the names of the recipients whom you want to blind copy on this email message. Separate multiple names with a semi colon.
Click Address to search for recipients in your email system address book.

Type text to identify this email message for the recipient and your records. Later, you can search for the email event record based on the text in this field.

Type your message in this area.

Displays the number of files attached to this email message.

Adds the recipient to the Recipient List.

Removes the selected recipient from the Recipient List.

Lists all recipients to whom this email message will be sent.

Do not translate this topic. It is for help project administration only.

Setup Menu

Prefix: H_PROG, H_DIAL, H_MODEM, H_RCV, H_FWD, H_TB, H_EMAIL

Included Dialogs:

- **Cancel button**
- Delivery Properties dialog
- Dial Sequence Properties dialog
- Dialing Method dialog
- Dialing Properties dialog
- Email Properties dialog
- Exchange Properties dialog
- Fax Broadcast dialog
- Insert Variable dialog
- Modem Properties dialog
- Modify Receive Rule dialog
- New Credit Card dialog
- New Location dialog
- New Receive Rule dialog
- **OK button**
- Program Properties dialog
- Properties For ... *modem* ... dialog
- Receive Properties dialog
- Receive Rules dialog
- Recognition Setup dialog
- Remote Retrieval Properties dialog
- Rename Credit Card dialog
- Retrieve From MailBox dialog
- Schedule Automatic Receive dialog
- Select Recipient dialog
- Sound dialog
- Test All Ports dialog
- Tip Of The Day dialog
- Toolbar Properties dialog
- Toolbar Setup dialog.

Do not translate this topic. It is for help project administration only.

Program Properties dialog

1. On the WinFax Setup menu, click Program. The Program Properties dialog appears.
2. Click the appropriate tab.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

Type your name. WinFax prints your name on each outgoing event on which the Sender Name variable is inserted.

Type the name of your company. WinFax prints your company name on each outgoing event on which the Sender Company variable is inserted.

Type your fax number including the area code. WinFax prints your return fax number on each outgoing event on which the Sender Fax Number variable is inserted.

Type your telephone number including the area code. WinFax prints your return phone number on each outgoing event on which the Sender Voice Number variable is inserted.

Type text to identify your computer as a fax station. Most fax machines use the fax number as the Calling Station Identifier (CSID), but your name or company name would also be suitable. You can enter up to 20 alphanumeric characters.

When you are sending a fax, the CSID of the recipient appears in the Status dialog after you make the connection.

WinFax has no restrictions on the characters you can use in your CSID. However, if your CSID contains non-numeric characters, some fax devices may not connect to your modem or may disconnect during transmissions.

When you are being sent a fax, your CSID appears to the sender.

The CSID field is not available with CAS modems. You must use the setup program for your CAS modem to specify the station identifier.

Click this to set up your pager to use the pager notification feature in WinFax.

Displays your pager number, if you set up your pager to work with WinFax.

Enable this option if you want WinFax to display a dialog with status messages on your screen when sending or receiving faxes.

Enable this option if you want WinFax to prompt you to specify keywords and a billing code before sending an event. This would be useful, for example, in a law office, where each sent fax is billed to a particular client.

WinFax displays attachments, cover pages, events and phonebooks in separate windows. You can open and display as many or as few of these windows at one time as you like.

Enable this option to close each window before opening another. This reduces startup time, since WinFax needs to open only one window when you run it.

Enable this option to retain the WinFax windows you have open when you exit the program. For example, if you have the Attachments, Logs and Phonebooks windows open when you exit, they will open again on startup.

For the Attachments, Cover Pages and Phonebooks windows, WinFax also retains the specific folder you last had open.

Enable this option to retain the size and positioning of WinFax windows when you exit the program. WinFax preserves windows that you minimize or maximize, tile or cascade, or otherwise arrange.

Enable this option to always include the default cover page when you send an event. From the Send dialog, you can override this setting if you choose not to include a cover page with your events.

Enable this option to automatically empty the WinFax wastebaskets when you exit.

Enable this option to start the full WinFax program when you print to the WinFax printer from another application. Otherwise, a miniature send-only version of WinFax starts. Disabling this option may improve printing speed.

Enable this option to view attachments and faxes using the Quick Fax Viewer program. Otherwise, WinFax displays attachments and faxes in the Fax Viewer. You cannot view cover pages in Quick Fax Viewer.

Enable this option if you want to be able to search for or retrieve phonebook recipients from the Send dialog by typing the first few characters of a name.

For example, type “smi” in the To field on the Send dialog and press TAB to retrieve “Smith, Janice” from the active phonebook.

Enable this option if you only want WinFax to refresh the last phonebook you accessed in the Phonebook panel of the Send dialog. This may improve the speed at which the Send dialog appears. If you disable this option, WinFax refreshes all existing phonebooks when you display the Send dialog.

If you send a fax as a binary file and the recipient's modem is not capable of receiving it, the event fails.

Enable this option so that WinFax automatically changes the recipient's phonebook record from BFT type to fax, if it determines that the recipient cannot receive a binary file. WinFax will send your next fax to this recipient as a conventional fax image.

If you do not enable this option, WinFax always attempts to send binary files to the recipient.

[Click this to change your WinFax printer driver setup.](#)

Type the text that you want to appear on the left side of fax headers.

To insert a WinFax variable in the header, position the cursor at the desired insertion point, click Insert Variable, click the variable you want to insert and then click OK.

Type the text that you want to appear in the center position of fax headers.

To insert a WinFax variable in the header, position the cursor at the desired insertion point, click Insert Variable, click the variable you want to insert and then click OK.

Type the text that you want to appear on the right side of fax headers.

To insert a WinFax variable in the header, position the cursor at the desired insertion point, click Insert Variable, click the variable you want to insert and then click OK.

Returns the entries in the Left, Center and Right fields to their default entries.

Click this to insert a WinFax variable at the current insertion point.

Enable this option to automatically delete events that meet the criterion specified in this section.

Click this option to automatically delete **all** events that are older than the number of days specified in the After field.

Click this option to automatically delete all **failed** events that are older than the number of days specified in the After field.

Click this option to automatically delete all **completed** events that are older than the number of days specified in the After field.

Type the number of days after which the specified events are to be deleted.

Enable this option to have WinFax prompt you for confirmation when you delete an event or item manually.

If you disable this option, WinFax deletes the event (and its associated files) or item without prompting you for confirmation.

Enable this option to store unsuccessful events in the Outbox instead of the Send Log.

Do not translate this topic. It is for help project administration only.

Insert Variable dialog

1. On the WinFax Setup menu, click Program. The Program Properties dialog appears.
2. Click the Header tab.
3. Click Insert Variable. The Insert Variable dialog appears.

Header File: **FAXMNG.HM**
Alias File: **FAXMNG.ALI**

Lists all WinFax variables that you can insert into a fax header. Click the variable you want to insert.

Do not translate this topic. It is for help project administration only.

Dialing Properties dialog

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the appropriate tab.

General tab & Off-Peak tab

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Dialing tab & Credit Cards tab

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Enable this option if you want WinFax to detect and inform you of a busy signal. If you have the Status dialog displayed, BUSY appears immediately when WinFax encounters a line in use.

Enable this option if you want WinFax to wait for a dial tone before dialing.

Set the number of times you want WinFax to keep trying to send a fax when it encounters a busy signal or other problem at the receiving end.

Set the number of seconds you want WinFax to wait before attempting to send a fax again.

Click this to specify whether you want WinFax to use the Windows (TAPI) dialing method or the WinFax dialing method.

Lists all defined locations and identifies your current location. WinFax uses your location to determine how to dial calls based on the information in this dialog. Select the location you want to modify.

Click this to set up a new location and the dialing instructions you want WinFax to use when calling from the new location.

Removes the location selected in the Location drop-down list. You cannot remove the “Default” location.

Type the country code for this location.

WinFax uses the country code to determine how to dial long distance faxes. For example, in North America the country code is “1”.

Type the area code for this location.

If the number in this field matches the area code identifier on an outgoing fax, WinFax does not dial the area code. If the number in this field does not match the area code on the outgoing fax, WinFax recognizes it as a long distance call and dials the area code.

Type the local fax and data number for this location.

Enable this option if you need to dial a prefix before dialing fax and data numbers from this location.

A dial prefix is a series of up to 24 characters used to get an outside phone line, dialed before the actual fax number. For example, with many office phone systems you must dial "9" to get an outside line.

Type the dial prefix in the field or click a previous prefix in the drop-down list.

A dial prefix is a series of up to 24 characters used to get an outside phone line, dialed before the actual fax number. For example, with many office phone systems you must dial "9" to get an outside line.

Follow the prefix with either a comma (,) or a "W". A comma instructs the modem to pause for a length of time before dialing the number. For most modems, this is two seconds. A "W" instructs the modem to wait until it receives a dial tone.

Enable this option if you need to dial a suffix after dialing fax and data numbers from this location.

Type the dial suffix in the field or click a previous suffix in the drop-down list.

Enable this option to bill calls from this location to a credit card.

Specify the credit card to which you want to bill calls from this location.

Enable this option for pulse dialing from this location.

Type the dial prefix required for long distance calls from this location. For example, in North America, "1" is the code.

Type the dial prefix for international calls from this location. For example, in North America the code is "011".

Specify the modem you want to use when making calls from this location.

Lists all defined credit cards. Select the credit card you want to modify.

[Click this to define a new credit card.](#)

Removes the selected credit card in the list.

Click this to rename the selected credit card in the list.

Type the credit card or calling number against which your faxing charges are to be made. For security, your card number appears on the screen as asterisks.

Some credit cards, such as Sprint and MCI, require a 1-800 dialing prefix or other number. Type this number in the Service Access Number field. You can type up to 29 characters.

If your service does not require a dialing prefix, this field appears blank.

Type the long distance access number for this credit card. In North America, the code is usually 0.

Type the international access number for this credit card. In North America, the code is usually 01.

Click this to specify how to dial numbers billed to this credit card. For the listed credit cards, the defaults are appropriate in most cases.

Set the time at which your long distance carrier starts charging cheaper rates for domestic calls.

Set the time at which your long distance carrier stops charging cheaper rates for domestic calls.

Set the time at which your long distance carrier starts charging cheaper rates for international calls.

Set the time at which your long distance carrier stops charging cheaper rates for international calls.

Do not translate this topic. It is for help project administration only.

Dialing Method

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the General tab.
3. Click Advanced.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Click this to use the dialing options you set up in WinFax to dial fax numbers.

If you often charge fax calls to your credit cards, Delrina dialing provides more features for storing, using and configuring multiple credit cards.

Click [this](#) to use the dialing options you set up in Windows (TAPI) to dial fax numbers.

If you want the convenience of setting up most of your dialing preferences once for all your communications programs, Windows (TAPI) dialing provides a single dialing setup that all TAPI compatible programs (like WinFax) can use. With TAPI dialing enabled, some WinFax features appear differently, such as the Number field in the Send dialog.

Click this to display the dialing properties set up in Windows.

Do not translate this topic. It is for help project administration only.

New Location dialog

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the Dialing tab.
3. Click New. The New Location dialog appears.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Type the name of the new location you want to create.

Do not translate this topic. It is for help project administration only.

New Credit Card dialog

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the Credit Cards tab.
3. Click Add. The New Credit Card dialog appears.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Type the name of the new credit card.

Do not translate this topic. It is for help project administration only.

Rename Credit Card dialog

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the Credit Cards tab.
3. In the credit cards list, click the appropriate credit card.
4. Click Rename

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Type the new name for the credit card.

Do not translate this topic. It is for help project administration only.

Dial Sequence Properties dialog

1. On the WinFax Setup menu, click Dialing. The Dialing Properties dialog appears.
2. Click the Credit Cards tab.
3. Click Dial Sequence. The Dial Sequence Properties dialog appears.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed credit cards, the defaults are appropriate in most cases.

Specify the first action WinFax should perform after dialing the dial prefix, when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the second action WinFax should perform when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the third action WinFax should perform when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the fourth action WinFax should perform when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the fifth action WinFax should perform when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the sixth action WinFax should perform when sending a fax that will be billed to this credit card.

The Dial Sequence section determines the order in which the components that make up the call are dialed. For the listed services, the defaults are appropriate in most cases.

Specify the last action WinFax should perform before dialing the dial suffix, when sending a fax that will be billed to this credit card.

Set the number of seconds you want WinFax to wait before performing the next step in the dialing sequence.

Do not translate this topic. It is for help project administration only.

Modem Properties dialog

1. On the WinFax Setup menu, click Modem. The Modem Properties dialog appears.
2. Click Modems.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Lists all modems set up on your computer. Click the modem you want to modify or activate for use with WinFax.

[Click this to set up a new modem.](#)

Removes the selected modem in the modems list.

Click this to display the properties of the selected modem.

Click this to test all ports on your computer for modems.

Makes the selected modem the active WinFax modem.

Displays the active modem.

Lists the types of modems you can set up to connect via WinFax.

Do not translate this topic. It is for help project administration only.

Properties For ... *modem* dialog

1. On the WinFax Setup menu, click Modem. The Modem Properties dialog appears.
2. In the modem list, click the modem you want to configure.
3. Click Properties. The Properties For ... *modem* ... dialog appears.
4. Click the appropriate tab.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Specify the communications port used by your modem.

Adjust the volume of the modem during calls.

Enable this option if you want to hear the modem dialing until the connection is made.

Specify the modem type.

Select the type of telephone line you are using.

Type each string in the initialization sequence sent to your modem when you start and terminate WinFax. The entry depends on the type of modem you are using.

Returns the entries in the Initialization String Sequence section to the default values for this modem.

Type the flow control string in this field. If you enabled Use Hardware Flow Control, type a hardware flow control string in this field. Otherwise, type a software flow control string.

Enable this option to use hardware flow control. Type the hardware flow control string in the Flow Control field.

Type the reset string sent to your modem when you start and terminate WinFax. The entry depends on the type of modem you are using.

Returns the entry in the Reset String field to the default value for this modem.

Set the maximum speed at which you want to send your fax. Some fax machines may be unable to receive pages at high speed under certain circumstances.

Set the minimum speed at which WinFax sends the fax. When connecting to a remote fax station, your modem and the receiving modem exchange information to determine how fast a fax can be transmitted. If the receiving fax machine is slow, the transmission time and cost of the fax increases. WinFax will not transmit the fax if the remote fax station is incapable of receiving at your minimum speed or higher.

Enable this option to use Error Correcting Mode (ECM) when sending faxes with this modem. This means that WinFax uses ECM whenever possible for sending faxes.

ECM normally provides more reliable, error-free faxing. In some cases, you may have problems sending reliably to a particular fax device with ECM enabled. Try disabling ECM and retry the fax.

By default, this option is enabled if you have a Class 1 modem.

Enable this option to use Error Correcting Mode (ECM) when receiving faxes with this modem. This means that WinFax uses ECM whenever possible for receiving faxes. ECM normally provides more reliable error-free faxing.

If you disable this option, you cannot receive BFT events.

By default, this option is enabled if you have a Class 1 modem.

Enable this option to use high speed compression (2D) with this modem.

2D compression can greatly enhance transmission speed, however you may encounter problems sending with this option enabled, particularly when sending grayscale images. You can disable this option to see if WinFax sends more reliably, but this also disables MMR (Modified Modified Reed) compression, which will result in longer transmission times.

Do not translate this topic. It is for help project administration only.

Receive Properties dialog

1. On the WinFax Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the appropriate tab.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Enable this option to have WinFax automatically receive incoming calls (fax, voice and data), provided you are in Windows and running WinFax or CommBar. With this option enabled you can work in other programs while WinFax takes care of incoming events.

Enabling this option is equivalent to selecting Automatic Receive on the Receive menu. The status bar at the bottom of the screen shows AUTO RCV to indicate that this option is enabled.

[Click this to schedule the time period during which you want WinFax to automatically receive calls.](#)

Type the number of times the telephone rings before the modem responds. By default, this is set to 2. If you use a single phone line for voice and fax, you might want to increase this number to allow yourself time to answer the phone when you receive a voice call.

Enable this option if you want to be able to retrieve faxes on your computer from a remote fax station. Remote Retrieval is only available if you have a Class 1 modem.

When you return to the main WinFax window, the status bar at the bottom of the screen displays REMOTE RTRV to indicate this option is enabled.

[Click this to set remote retrieval options.](#)

Enable this option if you are using a Class 1, Windows (TAPI) modem that supports call discrimination and you want to connect in data mode to a TAPI-compliant program such as WinComm 7.0. To use this feature, you must also run or minimize WinComm in host mode and WinFax with Automatic Receive enabled.

For fax and data, call discrimination is automatic when Direct Data Calls To An Available Data Communications Program is enabled.

If Voice Answering is enabled in WinFax, the caller must also specify that they want to connect in data mode by adding the suffix: “,,,*,,9*” to their dial string when sending files. If you have multiple mailboxes set up in TalkWorks, insert any valid mailbox number before the 9: “,,,*,,1,,9*”. Each comma represents a two-second pause. You may need to adjust the number of commas.

Click this to set up receive rules to automatically forward faxes, binary file transfers and email or notify your pager when you receive new events.

Enable this option to have WinFax alert you when you receive an event. Your computer beeps or chimes to announce a successfully received fax, and WinFax displays the following message: "You have received 1 fax message(s)".

This message increments by one for each received fax. Once you click OK, the received fax counter resets to zero.

Click this to change the notification sound. To use this option, your computer's speaker must be able to play sound files, or you must have a sound card.

Enable this option to start Viewer and display the first page of a received fax as soon as it arrives.

Enable this option to automatically convert the text of received faxes from a fax image into a format suitable for modifying using OCR as soon as they are received

[Click this to set up automatic text conversion.](#)

Enable this option to print a fax immediately after it is received.

Displays the active printer.

Click this to switch printers and change printer setup.

Enable this option to use toll saving features.

Use this option to identify if you have new messages when you call in from an outside line. If there are no new messages, your phone will ring two more times than it normally would if TalkWorks were answering the call, giving you time to hang up.

The toll saver feature only detects new messages in the Receive Log. If you set up a multiple mailbox system, you cannot use the toll saver feature.

Enable this option to use call screening features.

Use this option to hear callers on your speaker phone as they leave voice messages. You can then decide whether to pick up the call or let TalkWorks continue to record the messages.

You can only screen your calls if your hardware supports call screening.

Enable this option to use eavesdropping features with TalkWorks.

When this option is enabled, WinFax detects and takes over an incoming fax call, even if you pick up the handset first.

Do not translate this topic. It is for help project administration only.

Schedule Automatic Receive dialog

1. On the WinFax Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. Enable Automatically Answer Incoming Calls.
4. Click Schedule. The Schedule Automatic Receive dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Click this to automatically receive calls all the time.

Click this to automatically receive calls only during the specified days and times.

Set the time at which you want WinFax to begin automatically receiving calls.

Set the time at which you want WinFax to stop automatically receiving calls.

Click this option to automatically receive calls every day of the week between the specified start and end times.

Click this option to automatically receive calls on weekdays (that is, Monday to Friday) between the specified start and end times.

Click this option to automatically receive calls on weekends (that is, Saturday and Sunday) between the specified start and end times.

Do not translate this topic. It is for help project administration only.

Remove Retrieval Properties dialog

1. On the WinFax Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the General tab.
3. Enable Remote Retrieval.
4. Click Setup. The Remote Retrieval Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Click this option if you want anyone to be able to poll your PC and retrieve faxes.

Click this option if you only want individuals you have authorized to retrieve faxes on your PC.

Type the remote retrieval password.

Enable this option if you want WinFax to mark faxes you retrieve remotely as read in the Receive Log. Unread events are shown in boldface, with a colored event icon. Read events are shown in normal face, and the event icon is gray.

Do not translate this topic. It is for help project administration only.

Sound dialog

1. On the WinFax Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. Enable Notify.
4. Click Sound. The Sound dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Click this if you want WinFax to play the specified Windows wave (.WAV) file when an event is received.

Type the path and name of the wave file you want to play to announce incoming events.

Click this to select the appropriate wave file from your computer drives and folders.

Click this if you want WinFax to play the default WinFax sound when an event is received.

Click this if you want to disable sound notification.

Plays the sound you have selected.

Do not translate this topic. It is for help project administration only.

Recognition Setup dialog

1. On the Setup menu, click Receive. The Receive Properties dialog appears.
2. Click the After Receive tab.
3. Enable Recognize.
4. Click Setup. The Recognition Setup dialog appears.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Click this option to save the recognized text with the original fax image in the Receive Log folder.

Click this option to save the recognized text to a file.

Select the format in which you want to save the recognized text.

Type the path and name of the file to which you want to save the recognized text.

Click this to select the file to which you want to save the recognized text from your computer drives and folders.

Do not translate this topic. It is for help project administration only.

Receive Rules dialog

1. On the WinFax Setup menu, click Receive Rules. The Receive Rule dialog appears.
2. Click the Receive Rules tab.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Lists all log folders you can set up receive rules for.

Lists all existing receive rules. The active rule for the selected log appears checked.

Click this to create a new receive rule.

Removes the selected receive rule.

Displays the properties of the selected receive rule.

Click this to specify the delivery frequency for receive rules.

Do not translate this topic. It is for help project administration only.

New Receive Rule dialog

1. On the WinFax Setup menu, click Receive Rules. The Receive Rule dialog appears.
2. Click the Receive Rules tab.
3. Click New Receive Rule. The New Receive Rule dialog appears.
4. Click the appropriate tab.

Modify Receive Rule dialog

1. On the WinFax Setup menu, click Receive Rules. The Receive Rule dialog appears.
2. Click the Receive Rules tab.
3. In the rules list, click the appropriate rule.
4. Click Properties. The Modify Receive Rule dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Type a description of this receive rule to help you identify it in the future.

Click this to use this rule for all events you receive.

Click this to use this rule for specific types of events you receive.

Specify the type of event you want WinFax to apply this receive rule to.

Enable this option to use this rule for events received between specific dates.

Set the date when you want WinFax to start monitoring for new events.

Set the date when you want WinFax to stop monitoring for new events.

Enable this option to use this rule for events received during a specific time period.

Set the time at which you want WinFax to start monitoring for new events.

Set the time at which you want WinFax to stop monitoring for new events.

Enable this option if you want WinFax to mark forwarded events as read in the Receive Log. Unread events are shown in boldface, with a colored event icon. Read events are shown in normal face, and the event icon is gray.

Type a CSID in this field to only use this receive rule on events received from a particular sender.

Specify the type of BFT events you want to apply this receive rule to.

Type the email address.

Type a subject.

Click this to select an email address from your email system address book.

Type the recognized text you want WinFax to monitor new events for and forward to you.

Type the country code of the recipient to whom you want to forward your received events.

Type the area code of the recipient to whom you want to forward your received events.

Type the telephone number to which you want WinFax to forward your received events.

Click this to select the recipient to whom you want to forward your received events from your phonebooks.

Click this to select the recipient to whom you want to forward from your email system address book.

[Click this to forward events using the transmission type in which they are received.](#)

Click this to forward an event using the specified transmission type.

Specify the transmission type with which you want to forward the event.

Click this to notify your pager when new events are received.

Enable this option to automatically add a quick cover page to each forwarded fax.

Enable this option to have WinFax confirm that it is forwarding to the correct station. This option does not appear if you have a CAS modem.

WinFax will call the number in the Recipient section and check for the CSID you enter in the adjacent field. It will forward received faxes only if the CSIDs match.

Type the CSID of the fax station to which you want to forward the event.

Enable this option to send a notification message to the specified recipient when new events are received.

Enable this option to send the file name with the notification message.

Enable this option to send the sender's name with the notification message.

Enable this option to send the sender's CSID with the notification message.

Enable this option to send converted text with the notification message.

Enable this option to send the event's subject with the notification message.

Do not translate this topic. It is for help project administration only.

Delivery Properties dialog

1. On the WinFax Setup menu, click Receive Rules. The Receive Rule dialog appears.
2. Click the Receive Rules tab.
3. Click Delivery. The Delivery Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Set the number of messages you want WinFax to have before forwarding them to you or notifying you by pager.

Click this to forward messages or notify your pager as soon as you have received the specified number of messages.

Click this to forward messages or notify your pager at regular intervals.

Set the number of hours after which WinFax should forward messages or notify your pager.

Click this option to forward messages or notify your pager at the same time each day. Use this option to take advantage of off-peak phone rates to ensure that messages arrive when you are certain to be available to receive them.

Set the time at which WinFax begins forwarding messages or notifying your pager.

Do not translate this topic. It is for help project administration only.

Select Recipient dialog

1. On the WinFax Setup menu, click Receive Rules. The Receive Rule dialog appears.
2. Click the Available Rules tab.
3. In the rules list, click the appropriate rule.
4. Click Properties. The Modify Receive Rule dialog appears.
5. Click the Forward To tab.
6. Click Select. The Select Recipient dialog appears.

Header File: **WFXDATAD.HM**
Alias File: **WFXDATAD.ALI**

Lists all defined phonebooks.

Lists all recipients in the active phonebook.

Do not translate this topic. It is for help project administration only.

Toolbar Setup dialog

1. On the WinFax Setup menu, click Toolbar. The Toolbar Setup dialog appears.
2. Click the Toolbar tab.

Header File: **DCCSUC.HM**
Alias File: **DCCSUC.ALI**

Lists all defined toolbars. Toolbars currently visible appear checked.

Enable this option to display colored toolbar buttons on the toolbar.

Enable this option to display large toolbar buttons on the toolbar.

Enable this option to display ToolTip messages when you point at a toolbar button with the mouse pointer.

Enable this option to display the classic WinFax PRO 4.0 toolbar buttons on the toolbar.

Click this to edit the selected toolbar.

Click this to create a new toolbar.

Removes the selected toolbar or toolbar button.

Do not translate this topic. It is for help project administration only.

Toolbar Properties dialog

1. On the WinFax Setup menu, click Toolbar. The Toolbar Setup dialog appears.
2. Click the Toolbar tab.
3. Click New. The New Toolbar dialog appears.

Toolbar Properties dialog

1. On the WinFax Setup menu, click Toolbar. The Toolbar Setup dialog appears.
2. Click the Toolbar tab.
3. In the toolbars list, click the toolbar you want to modify.
4. Click Edit. The Edit Toolbar dialog appears.

Header File: **DCCSUC.HM**
Alias File: **DCCSUC.ALI**

Displays the name of the selected toolbar. You can edit the name of custom toolbars.

Displays the buttons on the selected toolbar, in the order in which they appear on the toolbar.

Displays all toolbar buttons that you can add to a toolbar.

Adds the selected button in the Available Buttons list to the toolbar list.

Resets a standard WinFax toolbar to its default buttons.

Specify the menu item that you want to execute when you click the selected button.

Displays the caption for this menu item.

Type the ToolTip message for this toolbar button.

Type the status bar text for this toolbar button.

Do not translate this topic. It is for help project administration only.

Exchange Properties dialog

1. On the WinFax Setup menu, click Exchange. The Exchange Properties dialog appears.

Header File: FAXMNG.HM
Alias File: FAXMNG.ALI

Enable this option to use Microsoft Exchange in WinFax. If you enable this option, you must restart WinFax for the changes to take effect.

Click this if you want WinFax to prompt you for a Microsoft Exchange profile at startup.

Click this if you want WinFax to use the same profile each time it starts Microsoft Exchange.

Select the profile you want WinFax to use.

Enable this option to include the original text message when replying to or forwarding an email message.

Enable this option to indent the original text message when replying to or forwarding an email message.

Enable this option to reply to or forward an email message without including the original text.

[Click this to select the font for reply text in email messages.](#)

Enable this option if you want WinFax to automatically scroll past the header of email messages and display the message starting at the first line of text, when you are viewing messages in the display area of the Logs window.

Click this to select the font for message text you send.

Enable this option if you want WinFax to notify you when the recipient reads the email message.

Enable this option if you want WinFax to notify you when the recipient has received the email message.

Specify the sensitivity of email messages.

[Click here](#) to make all email messages you send High priority, by default.

[Click here](#) to make all email messages you send Normal priority, by default.

[Click here](#) to make all email messages you send Low priority, by default.

Enable this option to save a copy of all messages you send in the Sent Items folder.

Do not translate this topic. It is for help project administration only.

Email Properties dialog

1. On the WinFax Setup menu, click Email. The Email Properties dialog appears.

Header File:	FAXMNG.HM
Alias File:	FAXMNG.ALI

Click this to automatically display your email system's logon dialog when you start WinFax.

Use this option carefully. If you enabled automatic logon, anyone who starts WinFax has access to your email system, using your name.

Click this if you want WinFax to prompt you for your login name and password when you want to compose an email message. To perform other email tasks, you can log on in at any time by clicking the appropriate logon command on the Tools menu.

Click this if you want to use your existing email user name and password to log on to your email system in WinFax.

[Click here](#) if you want to use another user name and password to log on to your email system in WinFax.

Type your WinFax email user name in the field.

Type your WinFax email password in the field.

Click this to send email messages from WinFax.

Click this to send email messages and received forwarded faxes.

Click this to use WinFax to handle all your email system sending and receiving tasks.

Specify how often you want WinFax to check for new received email and update your Receive Log.

Enable this option if you want email messages you receive while running WinFax to appear only in your WinFax Receive Log folder. This saves you time, since you do not have to delete or file messages in both WinFax and your email system.

If you disable this option, a copy of the received email message appears in your Receive Log folder and in your email system inbox.

Enable this option to keep a record in your Send Log folder of the email messages you send from WinFax. Otherwise, only unsuccessfully sent email messages are logged in WinFax.

Enable this option to determine how WinFax displays email messages in the display area when you have the Display Message view selected. If you enable this option, WinFax scrolls the window to the first line of text in the message.

Enabling this option increase the amount of message text you can see without scrolling. You can still scroll back to the header, or view the subject, sender name, date and time in your Receive Log.

If disabled, WinFax displays the message starting at the first line of the header.

Enable this option if you want to include WinFax variables in your email messages.

Do not translate this topic. It is for help project administration only.

Test All Ports dialog

1. On the WinFax Setup menu, click Modem. The Modem Properties dialog appears.
2. Click Test Ports. The Test All Ports dialog appears.

Header File: DCDIALC.HM
Alias File: DCDIALC.ALI

Displays progress messages as WinFax tests the ports.

Displays the results of the test.

Do not translate this topic. It is for help project administration only.

Tip Of The Day

Header File: DCCSUC.HM
Alias File: DCCSUC.ALI

Enable this option to show the Tip Of The Day dialog each time you start WinFax. If you disable this option, click the Tip Of The Day command on the Help menu to display this dialog.

Click this to display the next tip message.

[Click this to display the previous tip message.](#)

Describes useful WinFax features and techniques to help you use WinFax.

Do not translate this topic. It is for help project administration only.

Fax Broadcast dialog

Header File: DCCSUC.HM
Alias File: DCCSUC.ALI

Type your country in the field.

Do not translate this topic. It is for help project administration only.

Retrieve From MailBox dialog

Header File:	DCCSUC.HM
Alias File:	DCCSUC.ALI

Select your current location.

[Click here to see the properties for this location.](#)

Type your Fax MailBox password.

Type your Fax MailBox number.

Closes this dialog box, saves and implements any changes you have made and executes the necessary action (if any).

Closes this dialog box without saving any changes you have made.

Do not translate this topic. It is for help project administration only.

Viewer

Prefix:

Included Dialogs:

- Cleanup dialog
- Export dialog
- Grid Properties dialog
- Insert Picture/Graphic Attributes dialog
- Insert Stamp dialog
- New Cover Page dialog
- New Stamp dialog
- OCR Properties dialog
- Open File For Viewing dialog
- Page Setup dialog
- Preferences dialog
- Properties dialog
- Select Graphic dialog
- Spell Selection dialog
- Spelling dialog
- Spelling Options dialog.

Do not translate this topic. It is for help project administration only.

Open File For Viewing dialog

1. On the Viewer File menu, click Open. The Open File For Viewing dialog appears.

Displays a thumbnail of the selected file.

Enable this option to view a thumbnail of the selected file.

Do not translate this topic. It is for help project administration only.

Page Setup dialog

1. On the File menu, click Page Setup. The Page Setup dialog appears.
2. Click the appropriate tab.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Click this to display page layout options for multiple page faxes.

Enable this option to automatically draw a border around each fax page on the printed page.

Enable this option to print annotations on the fax page.

Displays a summary of the current print orientation, paper size and layout.

Displays a graphic representation of the current options.

Displays the text that appears in the header of all printed pages. If the display area appears grayed, then no header exists.
(NOT USED)

Aligns the header. (NOT USED)

Click this to select the font you want to use in the header. (NOT USED)

Displays the current font and size. (NOT USED)

Removes the header from the page. (NOT USED)

Adds a custom header to the page. Edit the text in the Contents Of Header text area. (NOT USED)

Resets the default header. (NOT USED)

Displays the text that appears in the footer of all printed pages. If the display area appears grayed, then no footer exists.
(NOT USED)

Aligns the footer. (NOT USED)

Click this to select the font you want to use in the footer. (NOT USED)

Displays the current font and size. (NOT USED)

Removes the footer from the page (NOT USED)

Adds a custom footer to the page. Edit the text in the Contents Of Footer text area. (NOT USED)

Resets the default footer. (NOT USED)

Do not translate this topic. It is for help project administration only.

Export dialog

1. On the File menu, click Export. The Export dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Select the format to which you want to export the file.

Type a name for the file. The file name can be up to five characters long. The rest of the file name is a three digit number ("001" for the first page of the fax, "002" for the second page and so on). You do not need to type this portion. WinFax supplies this for you.

Type a file extension for the file. If you do not supply a file extension, WinFax supplies it for you.

[Click this to export all pages of the fax to another file format.](#)

[Click this to export a range of pages to another file format.](#)

Type the number of the first fax page in the range you want to export.

Type the number of the last fax page in the range you want to export.

Click this to export the selected area of the fax to another file format.

Enable this option if you want to merge the annotations with the fax and export the annotations with the fax.

Do not translate this topic. It is for help project administration only.

Properties dialog (Graphic tab)

1. On the toolbar, click the Graphic button. The Graphic tab of the Properties dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Click this to retain the original proportions of the graphic image in the graphic object. The entire graphic may not be visible.

Click this to expand the graphic image to fill the entire graphic object. The image may appear distorted.

Click this to retain the original proportions of the graphic image. The image may not fill the entire graphic object.

Type the path and name of the graphic file you want to insert.

Click this to select the graphic file you want to insert.

Do not translate this topic. It is for help project administration only.

Insert Stamp dialog

1. On the Insert menu, click Stamp. The Stamps dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Lists all defined stamps. Click the stamp that you want to modify, remove from the list or insert on the page.

Displays a thumbnail of the selected stamp.

Enable this option to view a thumbnail of the selected stamp.

Click this to add a graphic file to the list of stamps.

Click this to change the description of the file name of the selected stamp.

Removes the selected stamp from the stamp list.

Do not translate this topic. It is for help project administration only.

Select Graphic dialog

1. On the Insert menu, click Stamp. The Stamps dialog appears.
2. Click New. The Select Graphic dialog appears.

Type text to help you identify this stamp in the future. The description or name is limited to 24 characters.

Do not translate this topic. It is for help project administration only.

New Stamp dialog (really Modify Stamp)

1. On the Insert menu, click Stamp. The Stamps dialog appears.
2. Click Modify. The New Stamp dialog appears.

Type the path and file name of the graphic file you want to use as a stamp.

Click this to select the graphic file you want to use as a stamp from your computer drives and folders.

Do not translate this topic. It is for help project administration only.

Properties dialog

1. On the Format menu, click Properties. The Properties dialog appears.
2. Click the appropriate tab.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Click this to shade the selected object with a clear “see-through” background. The white transparent background shows all objects positioned behind the shaded object.

Click this to shade the selected object with a solid white background. The white background hides all objects behind the shaded object.

Click this to shade the selected object with a black background.

Click this to shade the selected object with a gray background.

Displays a sample of an object with the selected shading option applied.

Click this if you do not want a border around the selected object.

Click this to add a square-cornered border to the selected object.

Click this to add a round-cornered border to the selected object.

Enable this check box to add a border to this side of the object.

Select the style and weight you want to apply to the selected line.

Enable this option to add an arrowhead to the selected line.

Select the arrowhead style you want to apply to the selected line.

Displays a sample line with the selected options applied.

Enable this option to add a 3-D like shadow to the selected object.

Specify the thickness of the drop shadow you want to apply to the selected object.

Specify the position you want to locate the drop shadow on the selected object.

Displays a sample of the drop shadow applied to an object. (NOT USED)

Select the font you want to use for the selected text.

Select the point size of the font you want to use for the selected text.

Enable this option to bold the selected text.

Enable this option to italicize the selected text.

Enable this option to underline the selected text.

Click this to left align the selected text.

Click this to center the selected text.

Click this to right align the selected text.

Displays a sample of the selected font options. (NOT USED)

Click this to color the selected text black. Use black text for objects with a white or gray background.

Click this to color the selected text white. Use white text for objects with a black or gray background.

Do not translate this topic. It is for help project administration only.

Spelling Selection dialog

1. On the Tools menu, click Spelling. The Spelling Selection dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Click this to spell check the entire document. (NOT USED)

[Click this to spell check the current page.](#)

Click this to spell check all annotations. (NOT USED)

Click this to spell check the selected objects.

Click this to spell check the selected text.

Click this to spell check the visible area. (NOT USED)

Do not translate this topic. It is for help project administration only.

Spelling dialog

1. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
2. Select the appropriate option and click OK. The Spelling dialog appears.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Displays the word that was not found in the dictionaries.

Displays the suggested spelling of the original word. If there are no suggested spellings, the original word appears in this field.

Lists additional suggested spellings for the word that was not found in the dictionary. Select the appropriate spelling.

Ignores the spelling of the original word and continues spell checking.

Ignores all occurrences of the original word and continues spell checking.

Changes the original word to the suggested word.

Changes all occurrences of the original word to the suggested word.

Adds the original word to the dictionary.

Checks the spelling of the suggested word.

Updates the list of suggested spellings.

[Click this to select spell checking options.](#)

Cancel the spell check. (NOT USED)

Enable this option to automatically list suggested spellings for words not found in the dictionaries.

Do not translate this topic. It is for help project administration only.

Spelling Options dialog

1. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
2. Select the appropriate selection and click OK. The Spelling dialog appears.
3. Click Options. The Spelling Options dialog appears.
4. Click the appropriate tab.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Displays the type of the selected dictionary in the Dictionaries list. (NOT USED)

Displays the language of the selected dictionary.

Lists all active WinFax dictionaries.

Click this to select another dictionary. (NOT USED)

Closes the active dictionaries and clears the Dictionaries list. (NOT USED)

Enable this option if you want the spell checker to suggest words that are similar to the original word but have different capitalization or accents.

Enable this option if you want the spell checker to suggest words that sound like the original word.

Enable this option if you want the spell checker to suggest words that are similar to the original word but have one different character. For example, if the original word is “fald”, the spell checker suggests “fold”.

Enable this option if you want the spell checker to suggest words that are similar to the original word but have a series of characters transposed. For example, if the original word is “feild”, the spell checker suggests “field”.

Enable this option if you want the spell checker to try to detect if the original word can be split into two separate words. For example, if the original word is “theword”, the spell checker suggests “the word”.

Enable this option if you want the spell checker to search the user defined dictionary for this word.

Enable this option if you want the spell checker to try to match the original word by substituting letters that visually resemble the letters in the original word.

Enable this option if you want the spell checker to try to find words that match a pattern you specify. For example, to find all words beginning with “an”, type “an^” in the original word field.

Enable this option if you want the spell checker to suggest words by rearranging letters in the original word.

Lists all active dictionaries. (NOT USED)

Lists all words in the user dictionary.

Type the word that you want to add to the selected dictionary.

Click this to check the spelling of the new word.

Adds the word in the Word field to the user dictionary.

Removes the selected word from the dictionary.

Do not translate this topic. It is for help project administration only.

Add To Dictionary dialog

1. On the Tools menu, click Spelling. The Spelling Selection dialog appears.
2. Select the appropriate selection and click OK. The Spelling dialog appears.
3. Click Option. The Spelling Options dialog appears.
4. Click the Edit User Dictionary tab.
5. Click Add. The Add To Dictionary dialog appears.

(NOT USED)

Enable this option to always flag this word as misspelled. (NOT USED)

Enable this option if you do not want this word to be suggested as an alternate to another word. (NOT USED)

Enable this option to suggest another word when this word is encountered during a spell check. (NOT USED)

Type the word to suggest when this word is encountered during a spell check. (NOT USED)

Do not translate this topic. It is for help project administration only.

Preferences dialog

1. On the Setup menu, click Preferences. The Preferences dialog appears.
2. Click the appropriate tab.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Enable this option to automatically load the settings from your last session at startup.

Click this option to display the page at a zoom factor of 100% at startup. Viewing a page at a zoom factor of 100% is useful for detailed work, such as the precise placement of a graphic or logo.

Click this option to display the page at a zoom factor of 50% at startup. Viewing a page at a zoom factor of 50% is useful for detailed work, such as typing text.

Click this option to display the page at a zoom factor of 25% at startup. Viewing a page at a zoom factor of 25% is useful for arranging graphic objects.

Click this option to adjust the magnification of the display at startup so the entire width of the page appears in the workspace. The height of the page displayed depends on the page size.

Click this option to adjust the magnification of the display at startup so the entire page appears in the workspace.

Enable this option to display graphics at startup.

It is often unnecessary to have graphics visible and hiding graphics can save you time. When working in a workspace with numerous graphics, a few seconds may elapse while images are processed and redrawn.

Enable the option to enable fast display mode at startup.

This option decreases the time it takes to display graphic images. When working with numerous graphics, a few seconds may elapse while images are processed and redrawn. When this option is enabled, images display more quickly but less accurately.

Enable this option to display any annotations on the fax page at startup.

This option changes the Viewer default menus and commands for annotation. If you are viewing a fax with annotation saved as a layer, this option loads the annotation.

Enable this option to view faxes in standard mode at startup.

Enable this option to improve the display of fax images. Enhance View is most useful for faxed photographs and other pictures that make use of gray scaling. Enhance View is intended for displaying faxes only.

When you enable Enhance View, the fax image gradually appears in the Viewer display area as enhancing takes place. To restore the image to its original black and white display, disable Enhance View on the View menu.

Enable this option to reverse black and white on the fax image at startup. To restore the image back to its original state, click Invert Display on the View menu.

[Click this to measure in inches.](#)

Click this to measure in millimeters.

Click this to measure in centimeters.

Click this to measure in pixels.

Click this to measure in picas.

Do not translate this topic. It is for help project administration only.

OCR Properties dialog

1. On the Setup menu, click OCR. The OCR Properties dialog appears.
2. Click the appropriate tab.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

[Click this to recognize the entire page.](#)

Click this to recognize selected areas of the image.

Enable this option to recognize the same areas on every page of the fax.

Specify the language of the text for recognition. WinFax recognizes, in addition to the standard characters, unique characters of the selected language.

Type the character that you want Viewer to insert when recognition fails to identify or read a character.

The tilde (~) is the default.

Click this to divide the Viewer display area horizontally after recognition and display the recognized text in the lower part ready for editing. The upper part displays a view of the original fax page.

Click this to place the text on the Windows Clipboard after recognition. Text can then be pasted into any Windows program supporting pasting from the Clipboard.

[Click this to save recognized text to a file.](#)

Type the path and file name of the file to which you want to save the recognized text.

Click this to select the file you want to save to.

Type the path and file name of the program you want to use to view the recognized text. After recognition, Viewer runs this program and opens the file containing the recognized text.

Click this to select the program you want to run.

Specify the format in which you want to save the recognized text.

Do not translate this topic. It is for help project administration only.

Select Pages dialog

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

[Click this to recognize all pages.](#)

Click this to recognize the current page.

Type the number of the first page in the range you want to recognize.

Type the number of the first page in the range you want to recognize.

Do not translate this topic. It is for help project administration only.

Grid Properties dialog

1. On the Setup menu, click Grid. The Grid Properties dialog appears.
2. Click the General tab.

Header File: MBVIEW.HM
Alias File: MBVIEW.ALI

Set the horizontal space in inches between grid dots. The minimum and maximum settings appear in the Range section.

Set the vertical space in inches between grid dots. The minimum and maximum settings appear in the Range section.

Enable this option to display the grid.

Do not translate this topic. It is for help project administration only.

Cleanup dialog

1. On the Tools menu, click Cleanup. The Cleanup dialog appears.

Header File:	MBVIEW.HM
Alias File:	MBVIEW.ALI

Click this to clean up the entire page regardless of the zoom factor at which the page is being viewed.

Click this to clean up only that part of the page displayed in Viewer.

Click this to clean up only the area of the page that is selected. To use this option, you must have selected the area with the Select Area button before opening the Cleanup dialog.

Click this to select a light cleanup. This option works best for cleaning up halftones.

Click this to select a medium level cleanup.

Click this to select a heavy level cleanup. Use a heavy cleanup for text blocks.

Do not translate this topic. It is for help project administration only.

New Cover Page dialog

1. On the Cover Page Designer File menu, click New. The New Cover Page dialog appears.

Select the size of the new cover page.

Select the height of the new cover page.

Select the measurement unit you want to use for the new cover page.

Click this to select the printer you want to use.

WinFax Glossary

Click the first letter of the word you want defined.



A

- ☐ [address](#)
- ☐ [alias](#)
- ☐ [American Standard Code for Information Interchange \(ASCII\)](#)
- ☐ [annotation](#)
- ☐ [anti-aliasing](#)
- ☐ [application](#)
- ☐ [Application Program Interface \(API\)](#)
- ☐ [archive folder](#)
- ☐ [ASCII](#)
- ☐ [ASCII phonebook](#)
- ☐ [attachment](#)

B

- ☐ [backup](#)
- ☐ [baud](#)
- ☐ [BFT](#)
- ☐ [binary](#)
- ☐ [binary file](#)
- ☐ [binary file attachment](#)
- ☐ [Binary File Transfer \(BFT\)](#)
- ☐ [bit](#)
- ☐ [bitmap](#)
- ☐ [Bits Per Second \(BPS\)](#)
- ☐ [BPS](#)
- ☐ [broadcast](#)
- ☐ [buffer](#)
- ☐ [byte](#)

C

- ☐ [Called Station Identifier \(CSID\)](#)
- ☐ [Carrier Detect \(CD\) signal](#)
- ☐ [CAS](#)
- ☐ [cascade](#)
- ☐ [CAS file transfer](#)
- ☐ [CD](#)
- ☐ [class 1](#)
- ☐ [class 2](#)
- ☐ [Communicating Applications Specification \(CAS\)](#)
- ☐ [COM port](#)
- ☐ [compressed BFT](#)
- ☐ [COMREC](#)
- ☐ [cover page](#)
- ☐ [CSID](#)

D

- database
- database field
- Data Carrier Detect (DCD) signal
- DCD
- DCN
- DCS
- dBASE
- dBASE phonebook
- decrypt
- deep sleep mode
- DDE
- dial prefix
- DID
- Direct Inward Dialing (DID)
- Data Terminal Ready (DTR) signal
- driver
- DTR
- DTMF
- Dual Tone Multiple Frequency (DTMF)
- Dynamic Data Exchange (DDE)

E

- ECM
- Electronic Mail (email)
- email
- email system
- encrypt
- EOF
- EOM
- EOP
- Error Correction Mode (ECM)
- ethernet
- event
- event transmission types
- external phonebook

F

- fax
- Fax Broadcast
- fax image
- Fax MailBox
- fax/merge
- fax/modem
- fillable fields
- filter
- flow control
- folder
- forwarding
- FTT
- .FX*
- .FXD
- .FXJ
- .FXM
- .FXR
- .FXS

G

- Group 3

H

- handles
- header

I

- Internetwork Packet eXchange (IPX)
- Interrupt Request (IRQ)
- I/O
- IPX
- IRQ

J

- justify

K

- keywords

L

- LAN
- laptop computer
- linking
- Local Area Network (LAN)
- local fax number

M

- MAPI
- Multiple Document Interface (MDI)
- modem
- modem driver
- Modified Huffman compression (MH)
- Modified Modified Reed compression (MMR)
- Modified Reed compression (MR)
- MPS

N

- NetBIOS/NetBEUI
- NetWare
- network device
- network operating system
- node
- notebook computer
- NSF header

O

- Object Linking and Embedding (OLE)
- OCR
- OLE
- Optical Character Recognition (OCR)

- optimizing phonebooks
- Outbox

P

- package
- pager notification
- peer-to-peer network
- pending event
- Personal Information Manager (PIM)
- phonebook
- phonebook group
- pica
- PIM
- pixel
- plug and play
- polling
- port
- prefix
- PRI-Q
- Private Branch Exchange (PBX)
- program

Q

- quick cover page

R

- RAM
- random access memory (RAM)
- Receive Log
- recognition region
- recognizing
- region
- registered receipt
- remote retrieval
- Rich Text Format (RTF)
- right click
- right click menu
- RSPEC
- RTF

S

- scheduled event
- Send Log
- skip and return
- stamps
- station
- subfolder
- system folder

T

- tab order
- TAPI
- TCF

- Terminate but Stay Resident program (TSR)
- thumbnail
- TIFF
- tile
- toolbar
- training
- TSR
- twain

U

There are no glossary terms beginning with the letter “U”.

V

- variable
- voice modem

W

- Wastebasket
- wave file

X

There are no glossary terms beginning with the letter “X”.

Y

There are no glossary terms beginning with the letter “Y”.

Z

- zoom

address

The name and fax number, or email recipient name of a person or group to whom you are sending a fax or an email message.

alias

An alternate name or address. In WinFax phonebooks, a dBASE file field name is an alias for its matching WinFax phonebook field name.

American Standard Code for Information Interchange (ASCII)

A standard code consisting of 7 data bits (or binary values) per character, often abbreviated as ASCII. Letters, numbers, and special characters (for example, \$, ÿ, #, %) are represented by different ASCII codes. The ASCII character set represents 96 printable characters and 32 non-printable control characters.

annotation

Notes on a received fax, such as comments, handling instructions or information about the sender. Received faxes can be annotated in Fax Viewer using the annotation toolbar buttons.

anti-aliasing

The automatic smoothing and blending of jagged (or stair step) lines in computer graphic images achieved by adding grays to give a more natural effect. In WinFax, anti-aliasing is a display-only feature.

application

See program.

Application Program Interface (API)

A set of software calls used by an application to reference underlying network services.

archive folder

A folder you create in the WinFax Logs window to store events and event files in compressed format.

ASCII

See American Standard Code for Information Interchange (ASCII).

ASCII phonebook

A WinFax phonebook that has been converted to ASCII format.

attachment

A file that is sent as a fax or as a component of a fax. An attachment can be a fax image (a file format with an .FXS extension), or a binary file attachment. Attachments may be created in Windows programs or while working in WinFax. You can send and receive binary file attachments only if your modem supports file transfer features.

backup

A copy of a program or data file made for protection in case the original is destroyed.

baud

A unit of transmission speed. The speed in baud represents the number of discrete signaling elements transmitted in one second. Most modern modems transmit at 2400 baud.

BFT

See Binary File Transfer (BFT).

binary

A numbering system that is used by computers for storage of data. Binary numbers are stored as a series of 0s and 1s. Each 0 or 1 is referred to as a bit.

binary file

A file containing data in binary format.

binary file attachment

A data file that is not sent in fax image format.

Binary File Transfer (BFT)

A type of fax communication used to send actual data files to a recipient instead of a fax. Binary file attachments are not converted to fax image format. Instead, files are kept in their native formats, saving processing and connection times.

bit

The smallest unit of information used by computer systems. A bit is either on or off and represents the values 1 or 0, respectively. A series of 8 bits is called a byte. ASCII characters are represented as one byte.

bitmap (.BMP)

An image formed by patterns of small screen dots (pixels).

Bits Per Second (bps)

A measure of data transmission speed.

broadcast

The ability to simultaneously send faxes to large numbers of recipients at once. This feature is available through Delrina's Fax Broadcast service.

buffer

A device for temporary data storage. By offloading data to a buffer, slower devices are still able to accept incoming data.

byte

Eight bits, which are treated as one unit of information. In your computer, numbers and characters are represented as bytes.

Called Station Identifier (CSID)

Information that identifies the sending station to the receiving fax device. This identifier appears on faxes and in the receive logs of the fax devices to which the sending station sends faxes.

Carrier Detect (CD) signal

Carrier Detect (CD) is an RS-232 signal from a modem to a computer, indicating that the modem has made a connection with a remote system. Also known as Data Carrier Detect (DCD).

CAS file transfer

An event transmission type for sending data files between CAS modems.

cascade

To resize and layer open windows so that each title bar is visible.

class 1

A modem standard in which most of the protocol work and image generation must be done by the computer, while the modem handles only the basic modulation and asynchronous data conversion.

class 2

A modem standard in which most of the protocol work is done by the modem while the computer manages the session and provides image data in the appropriate format.

COM port

Serial communications port. A port is the physical connection through which data is transferred to and from a modem. COM1, COM2, COM3 and COM4 are port names used to represent physical devices on your computer.

Communicating Applications Specification (CAS)

An Application Programming Interface (API) for fax devices invented by Intel and DCA and tied to Intel and MS-DOS architecture.

communications port

Also known as a port, serial port, or adapter. A port is the physical connection through which data is transferred into and out of a computer.

compressed BFT

A compressed form of Binary File Transfer (BFT) available when sending to WinFax.

COMREC

Command received.

cover page

The first page of a fax, typically used to identify the sender, recipient, number of pages included in the fax, and brief description of the contents of the fax. WinFax includes a collection of standard business cover pages and humorous cartoon cover pages you can use to preface your faxes. You can also design your own cover pages in Cover Page Designer.

database

A pool of data stored in files or sets of files. Different kinds of databases store data using different data formats. WinFax stores data for phonebooks, message stores and archive files in dBASE format.

database field

The data element within a database file used to store the information for a particular phonebook field.

Data Carrier Detect signal (DCD)

See Carrier Detect signal.

Data Terminal Ready signal (DTR)

Data Terminal Ready (DTR) is an RS-232 signal from a computer to a modem indicating that the data terminal (computer) is ready to receive data. It is used to force the modem to disconnect (hang up) from a remote system.

dBASE

A database management system for personal computers.

dBASE phonebook

An electronic phonebook stored in dBASE format. Using WinFax you can convert dBASE phonebooks to WinFax format. Similarly, you can export WinFax phonebooks to dBASE format.

DCN

Disconnect.

DCS

Digital command signal.

decrypt

To decipher or unlock an encryption so that you can view a fax.

deep sleep mode

A power management feature of some notebook computers, whereby the notebook “awakens” from inactivity to send or receive faxes. After a specified time, the notebook goes back to sleep again.

dial prefix

A series of digits or characters that preface the fax number. For example, with many PBX office systems you must dial the prefix **9** to obtain an outside line.

Direct Inward Dialing (DID)

A local phone company service through which the phone company assigns a block of phone numbers to a small number of phone lines. When the fax sender calls the correct DID number, which is a standard phone number, a central switch at the phone company transparently routes the phone call to the receiving fax server which, in turn, automatically routes the fax to the user.

driver

Software used to control hardware devices such as scanners, printers and modems.

Dual Tone Multiple Frequency (DTMF)

Touch tone dialing. Routing of inbound faxes via DTMF works as follows:

1. The fax sender calls the modem's phone number and waits for the answering modem to issue an audible prompt (for example, a beep).
2. After the prompt, the caller enters the intended fax recipient's routing code using touch tones.
3. The server matches that number to the user with that routing code and immediately routes the incoming fax to the user's event list.

Dynamic Data Exchange (DDE)

The form of interprocess communications used by Microsoft Windows to support command and data exchange between two programs at the same time. Using DDE links, WinFax can communicate and extract information from PIMs.

electronic mail (email)

See email.

encrypt

To encode or lock a fax so that only the intended recipients can view it.

email

Messages sent from one computer to another through telephone lines or a local area network (LAN). Sometimes called electronic mail. Also a supported event transmission type for users running WinFax on a network with Microsoft Exchange or cc:Mail.

email system

A network program that uses electronic communications media to send and receive messages.

EOF

End of file.

EOM

End of message.

EOP

End of procedure.

Error Correction Mode (ECM)

Available only with Class 1 modems, this mode sends and receives perfect faxes by eliminating transmission noise and other image defects. WinFax automatically sends and receives faxes using ECM, if the remote is also an ECM capable device.

ethernet

A local area network standard originally designed by Xerox. Ethernet transfers data at a rate of 10 megabits per second using a baseband communication method.

event

A record or description of a send or receive occurrence, which is successful, unsuccessful or pending. The record or description of the event may include the date and time, identification of the sender or recipient, and other details.

event transmission types

The method or data format of WinFax transmissions. WinFax supports the following transmission types:

- ☐ fax images
- ☐ file transfer (BFT, Compressed BFT, SatisFAXtion, LAN)
- ☐ email
- ☐ pager notification
- ☐ Fax Broadcast.

external phonebook

A read-only phonebook in WinFax that links (using DDE) to recipient records in the address book of a third-party software program.

.FX*

File extensions for images created when you send or receive a fax or print to WinFax.

.FXD

File extension for images created when you send a fax in WinFax.

.FXJ

File extension for saved fax events.

.FXM

File extension for images created when you forward a multiple-page fax using email.

.FXR

File extension for images created when you receive a fax in WinFax.

.FXS

File extension for images created when you generate an attachment by printing to WinFax from another program.

fax

A communication medium employing telephone lines to transmit digitized images.

Fax Broadcast

A WinFax service that supports the delivery of up to one thousand documents on a world-wide basis, with a single toll-free telephone call, initiated from anywhere in the United States and Canada.

fax image

Any image or document that has been prepared for faxing--for example, an attachment that has been saved as a WinFax file, a scheduled fax that has been assembled in the Send dialog but not yet sent, or perhaps a scanned image that has been scanned into WinFax using the Scan menu. WinFax fax images have the following extensions:

- .FXS - WinFax attachment
- .FXD - send fax image
- .FXJ - saved fax job
- .FXR - receive fax image

Fax MailBox

A service where users get a unique, private telephone number where people can send faxes and voice messages. Each Fax MailBox user can call this service from WinFax and receive the faxes directly into their WinFax logs.

fax/modem

A modem that includes the capabilities of a fax machine.

fax/merge

A method of automatically placing the recipient name, address, and fax number on each recipient's cover page when sending a fax to multiple recipients. Insert variables in your cover page that are filled when you send a single fax to a group of recipients.

fillable fields

Empty text boxes in a cover page that are filled in by the user when sending a fax.

filter

A set of criteria that defines which events are displayed in the WinFax Logs window.

folder

A means of organizing send or receive events, cover pages and attachments into a category. System folders contain your send and receive events and archive folders store events in compressed format.

flow control

A means by which a computer or device that is receiving data can command the computer or device that is sending the data to suspend and resume sending. Typical means of flow control are XON/XOFF and hardware handshaking.

forwarding

Sending a fax you have already sent or received to a new recipient.

FTT

Failure to Train.

handles

Small black squares that surround the currently selected object. Handles, sometimes referred to as nubs, appear in groups of eight, marking the four sides and four corners of the area occupied by the object. Handles are used in Viewer and Cover Page Designer.

header

The area at the top of each fax page you send, reserved for information such as the date of transmission, sender's name and number of pages. In WinFax, you can define which information appears in the header using variables. WinFax extracts information automatically from the current fax and your computer, and inserts it into the fax header at send time.

Internetwork Packet Exchange (IPX)

Netware protocol similar to IP (Internet Protocol) that allows communication in a Novell NetWare network.

Interrupt Request (IRQ)

The method by which hardware devices request processor attention when the device is ready to send or receive more data.

I/O

Input/Output.

justify

To align text along the left margin, the right margin or both margins.

keywords

Words you can assign to events and attachments. You can perform searches in WinFax based on keywords to help you locate events or attachments. You can also filter which events are displayed based on keywords.

laptop computer

A portable computer that is small enough and light enough to hold on your lap. Compare to Notebook Computer.

linking

1. Establishing a connection between database phonebook fields and WinFax phonebook fields, so that a change in one is reflected in the other.
2. Establishing a connection between a document embedded in Fax Viewer or Cover Page Designer and the program that created the embedded document, so that changes you make to the document are reflected in the fax or cover page.

Local Area Network (LAN)

Computers and devices connected together to share information and hardware within a limited area, usually a single building.

local fax number

Recipient fax number dialed by WinFax that does not include a country code or area code. For example, 555-2020.

Messaging Application Programming Interface (MAPI)

Microsoft's system for sending email across a local area network.

MDI

An interface in which you can open multiple windows simultaneously within WinFax and switch between or display all open windows.

modem

A device used to convert computer data into a form that can travel through telephone lines (convert digital to analog signals). It is an abbreviation for MODulator - DEModulator.

modem driver

Software used to control a modem.

MPS

Multi-page signal.

NetBIOS/NetBEUI

Software that allows the computer to communicate with other computers and devices on a local area network.

NetWare

A series of network operating systems and related products made by Novell.

network

A computer system in which resources are shared among multiple computers.

network device

A computer, printer, modem, or other physical entity connected to a network.

network operating system

The software used on a local area network that integrates the network's hardware. The network operating system is made up of file server software and workstation software. It establishes and maintains the connections between workstations and servers.

node

Any network device that has an address on the network.

notebook computer

A portable computer that weighs less than six pounds and can fit in a briefcase.

NSF header

Non-standard format header.

Object Linking and Embedding (OLE)

A technology developed by Microsoft to allow Windows users to incorporate text and objects from other programs into their current document. For more information, refer to your Microsoft Windows User's Guide.

Optical Character Recognition (OCR)

Technology that allows conversion of image files to text files. The newly converted text files can be edited in any text editor or word processor.

optimizing phonebooks

To remove phonebook records that are marked for deleting (purge records) and to reindex the records and groups in the phonebook. Indexes increase the speed with which WinFax searches through phonebook records and groups. Optimizing is also referred to as “packing the database”.

Outbox

The WinFax folder for storing and managing scheduled events.

package

The bundle of fax files that make up the fax you forward or receive via electronic mail.

pager notification

The process of sending a notification message via WinFax to a pager.

peer-to-peer network

A local area network that does not have a central server.

pending event

An event scheduled for sending at a future date or time, which has not yet elapsed. Pending events are stored in the Outbox window.

Personal Information Manager (PIM)

A software program used to manage event and contact information. An external phonebook for each PIM on your computer system that supports WinFax is created. In WinFax, you have access to the external phonebooks for sending (addressing) faxes.

phonebook

Online directory of fax, BFT and email recipients. You can access your phonebook(s) from the Send dialog for quick retrieval of information such as names, fax numbers and voice numbers.

phonebook group

A combination of recipients from a phonebook into a single distribution list. This allows you to send -- or to broadcast -- a single fax to a group of recipients.

pica

In typography, a unit of measure that equals approximately one-sixth of an inch or 4.2 millimeters.

pixel

The smallest picture element that can be displayed on your screen.

polling

A method in which WinFax asks or polls a remote fax device to determine whether the device has events to transmit.

prefix

Codes required by your phone system to obtain an outside line. For example, “9,” means dial “9”, and pause for an outside line.

PRI-Q

Procedure interrupt.

program

A computer application you interact with or use to perform a task or function, such as word processing, spreadsheet, accounting, email or fax software.

Private Branch Exchange (PBX)

A telephone system that many offices have, allowing extensions for each telephone, and a connection to the main telephone system.

plug and play

Hardware or software that, after being installed (“plugged in”), can immediately be used (“played with”), as opposed to hardware or software which requires configuration.

pulse dialing

An older form of telephone dialing, utilizing breaks in current to indicate the number dialed. Contrast with tone dialing.

quick cover page

A WinFax cover page on which you can type text when you send a fax, directly from the Send dialog. This is particularly useful when you need to fax a quick note.

Random Access Memory (RAM)

Memory in which data is temporarily stored for processing.

Receive Log

A WinFax system folder used to store received events.

recipients

The names of the people or groups to whom you are sending a fax. You can specify the list of names in your address books or in your email system's address dialog, or type the names yourself.

recognition region

An area on a fax image selected for recognizing.

recognizing

Converting a fax image to editable text files using OCR.

registered receipt

A WinFax feature in which you can tag an email message so that WinFax emails you a notification when the recipient has opened the email message.

Remote Retrieval

Polling remote fax devices to retrieve faxes. For example, you can connect to a fax information service to obtain up-to-the-minute international weather forecasts. You can also poll your computer from remote locations to retrieve faxes from your WinFax Receive Log folder. Password and CSID checks ensure the security of polling. You must have a Class 1 modem to retrieve from a remote location.

Rich Text Format (RTF)

A file format that defines formatting instructions for a document.

right click

To click the right mouse button.

right click menu

A context-sensitive menu in WinFax displayed by placing the mouse pointer on a particular area of the screen and clicking the right mouse button.

RSPEC

Response received.

scheduled event

An event set up for sending at a future date and time. Scheduled events are stored in the Outbox window.

Send Log

A WinFax system folder used to store sent events.

skip and return

A feature for sending to a group of recipients. If a send is unsuccessful (for example, if the recipient's line is busy), WinFax skips to the next recipient in the group. When WinFax has attempted to send to all recipients in the group, WinFax retries the unsuccessful events.

socket

A pairing of an IP address and a port number.

stamps

A graphic used frequently in WinFax, that is converted for quick retrieval. Stamps can be used to indicate approval, confidentiality or significance, or to sign documents automatically using a scanned signature.

station

Computer or workstation.

subfolder

A lower level folder that you create beneath a top-level folder for organizing and storing events, cover pages and attachments.

system folder

Send and Receive Log folders in the WinFax Logs window, used to store sent and received events. Unlike archive folders that you create, the system folders do not compress events.

tab order

The order in which the cursor moves through the fields/controls on a dialog if you press the TAB key repeatedly.

TCF

Training check.

Terminate but Stay Resident program (TSR)

Also known as “memory resident” programs. TSRs always stay in a computer’s memory and can be activated by a keystroke.

Telephony Application Program Interface (TAPI)

A telephone application programming interface used to communicate between software programs and communications hardware.

Depending on how you want to set up your dialing preferences, you can use the Delrina dialing method or Windows 95 (TAPI) dialing.

If you often charge fax calls to your credit cards, Delrina dialing provides more features for storing, using and configuring multiple credit cards. If you want the convenience of setting up most of your dialing preferences once for all your communications programs, TAPI provides a single dialing setup that all TAPI compatible programs (like WinFax) can use. With TAPI dialing enabled, some WinFax features appear differently such as the Number field on the Send dialog.

If you installed WinFax for the first time on this computer, WinFax defaults to using TAPI dialing. If you upgraded from a previous version of WinFax to this version, WinFax defaults to Delrina dialing.

thumbnail

A miniature visual representation of pages in a document, such as cover pages, attachments and faxes.

TIFF

Tagged Image File Format. A bitmapped graphic format used for images.

tile

To resize and arrange all open program windows side by side.

tone dialing

A modern form of telephone dialing, where each number has a distinctive tone. Also known as Dual Tone Multiple Frequency (DTMF).

toolbar

A screen component used to display command icons which activate menu commands, or tool icons which activate individual tools. Tools are used in WinFax Viewer and Cover Page Designer to create and modify graphic and text objects.

training

The process by which a pair of modems determine the relative quality of the telephone connection. The modems reduce speed until the detected error rate falls to an acceptable level.

twain

Twain is the standard for controlling imaging devices such as scanners. Twain-compliant software programs and hardware imaging devices can communicate directly with each other.

variable

A code that you insert in text fields on a fax cover page. When the fax is sent, the variable is replaced by text. For example, the variable @D would expand to the current date the fax is sent. In earlier versions of WinFax and WinFax LITE, variables were referred to as tokens.

voice modem

A modem with built-in voice capabilities.

wave file

Sound files with the extension .WAV. In WinFax, you can use a .WAV file to notify you when you receive a fax.

Wastebasket

A folder used to temporarily store deleted events, attachments and cover pages.

region

See recognition region.

zoom

To enlarge or magnify a fax view so that it fills the screen.

Group 3

A standard for fax machines that specifies the format of images. All fax machines support the sending and receiving of group 3 images.

Modified Huffman compression (MH)

The basic form of group 3 fax image compression. Also known as 1D compression.

Modified Reed compression (MR)

A two-dimensional form of compression for fax images. Also known as 2D compression.

Modified Modified Reed compression (MMR)

A two-dimensional method of fax image compression that compresses whole pages at a time. This method of compression requires ECM to send reliably.

A telephone application programming interface used to communicate between software programs and communications hardware.

Tell me about sending faxes

WinFax makes it easy to send routine faxes. With a few steps, you can send a fax from any Windows program or from within WinFax.

■ **Sending Faxes From Another Program** – If you can print a document from your Windows program—word processor, spreadsheet, desktop publishing package, and so on—it is just as easy to fax the same document. Select the WinFax printer and print your document. WinFax then lets you address and send the fax without ever leaving your original program.

■ **Sending Faxes From WinFax** – Faxing directly from WinFax is just as easy. Open the Send dialog and select the cover page and attachments to include in your fax. Send the fax with a click of your mouse.

When you send a fax, WinFax first converts the components to fax image files. For example, if you send a four-page document from Microsoft Word for Windows and include a WinFax cover page, WinFax creates and sends five individual fax files (one for each page of your fax). You can save documents and scanned images in fax-ready format for easy attaching to any outgoing fax.

Depending on the choices you make in the Send dialog, the following may occur immediately after you click Send.

- If you sent a basic fax, WinFax processes it right away.
- If you specified more than one recipient or a recipient group, WinFax prepares to send the fax to all of the recipients.
- If you sent a fax that included a cover page with fillable text fields, WinFax PRO Filler appears. Type text in the fillable fields of the cover page before sending.
- If you attached a file that is not in fax image format, the file is converted. If a print dialog appears, select the WinFax printer to create fax images and continue sending the fax.
- If you enabled Preview/Annotate in the Send Options dialog, Fax Viewer starts. Preview and mark up the fax before sending.

Since WinFax operates in the background to send the fax image files, you can continue to work in WinFax. You can also switch to other Windows programs, as long as either WinFax or Delrina CommBar is running.

Tell me about attachments

The term attachment, as it applies to WinFax, is familiar to most people who use email. Use multiple attachment files to build a complete set of information for faxing.

Attachment Types

An attachment can be one of two types:

- **WinFax attachment** – Fax-ready image file stored in .FXS format. You can create WinFax attachments by printing documents to WinFax from your Windows programs—Microsoft Word, Microsoft Excel, CorelDRAW, and so on—or by scanning paper documents and saving them as .FXS image files.
- **Binary file attachment** – File in any format other than WinFax image format (.FXS, .FXR, .FXD, and so on). Binary file attachments can be sent as conventional fax images or transferred in their native file format.

Storing Attachments

If you use an attachment on a regular basis, you can add it to your predefined list in the Attachments window. For example, you might want to create a fax-ready attachment of your price list, so it is readily available to fax to customers. You can organize your attachments in folders and subfolders you create. Your predefined attachments can include both WinFax format image files and binary files.

If you require an attachment file for one particular fax event, you can select it from the Send dialog as you compose your fax. This method of attaching files spontaneously is also used in email systems.

Sending Attachments

With a conventional fax, all attachments are sent in WinFax .FXS image format. Any attachments not in .FXS format must be converted. As part of the sending operation, WinFax prints all binary file attachments to convert the files to .FXS format.

If your modem supports the binary file transfer capabilities of WinFax, you can send data files directly to your recipients. In this case, WinFax sends attachments in their native format and does not convert them to WinFax .FXS image format.

Tell me about cover pages

When you send a fax, you may want to include a cover page. A cover page can contain the recipient's name and company, your name and company logo, a brief note about the pages that follow and so on.

Cover Page Types

In WinFax, you can use the following types of cover pages, or create your own:

- **Cover Your Fax** – By default, the WinFax installation program adds a collection of cover page folders containing more than 100 cover pages. If you did not install Cover Your Fax or you have deleted it, you can run the Setup program at any time to add this cover page collection.
- **Quick Cover Page** – Any time you send a fax, you can add a quick cover page including the recipient's name and number, the date and any message you type when sending.
- **OLE Cover Pages** – You can design a cover page in another Windows program and bring it into WinFax. Edit the image in the original program and instantly update the WinFax cover page with your changes.

Storing Cover Pages

The Cover Pages window displays a list of cover page folders and cover pages (that is, the Quick Cover Page and any Cover Your Fax cover pages you installed).

At any time, you can create cover page folders and subfolders to meet your storage requirements. If you create a custom cover page with Cover Page Designer or in another Windows program, be sure to add it as a new cover page in the Cover Pages window.

Tell me about Cover Page Designer

Use Cover Page Designer to view or edit existing cover pages and to create new cover pages.

You can also design a cover page in another Windows program—a desktop publishing package, a full-featured graphics package, even a spreadsheet—and bring it into WinFax for use as a cover page.

You can also edit the image in the original program and update the WinFax cover page with your changes instantly using the Windows Object Linking and Embedding (OLE) feature.

Tell me about the Send Log folder

The Send Log folder provides a location in which to store sent events for short-term reference, modification and reuse.

If you want to keep sent faxes for long-term use, move them into your own custom archive folders. Archive folders offer the same features provided by the Send Log. Archived events occupy less space on your hard drive because they are stored in compressed format.

Tell me about the Receive Log folder

The Receive Log folder provides a location in which to store received events for short-term reference, modification and reuse.

If you want to keep received faxes for long-term use, move them into your own custom archive folders. Archive folders offer the same features provided by the Receive Log. Archived events occupy less space on your hard drive because they are stored in compressed format.





Tell me about the Outbox folder

The Outbox folder provides a location for short-term storage of scheduled and held events.

In the Outbox, you can modify, remove and view scheduled events in the same manner you do in the Send and Receive Logs. You can also hold events, release held events and modify delivery details for a scheduled or held event.

Tell me about Wastebaskets

Wastebasket folders store deleted items. A wastebasket appears in each of the main WinFax windows:

-  the Attachments window
-  the Cover Pages window
-  the Logs window
-  the Phonebooks window

You can permanently delete attachments, cover pages, events and recipients event by selecting them in a wastebasket folder and clicking Remove on the Edit menu. Alternately, set up WinFax to empty the wastebaskets automatically when you exit WinFax.

Tell me about Optical Character Recognition (OCR)

A fax image is like a picture—you can view it, export it as a graphic image file and alter its appearance with the viewing and annotation tools. However, you cannot alter text as you would in a word processor, changing fonts, adding or deleting text and so on.

If you want to edit a fax as if it were an original document or text file, convert it with the OCR capabilities in WinFax. OCR scans the text electronically and converts it to a file that you can open, edit and use with other programs.

In order to recognize text with the highest accuracy rate possible, ask people who are sending you faxes to follow these guidelines:

- Send faxes at fine resolution (200 x 200 dpi).
- Send faxes in portrait rather than landscape orientation. (If you receive a fax in landscape orientation, rotate it before using OCR.)
- Make sure the print is clean and crisp, and without any freehand notes or drawings. If possible, send originals instead of copies.
- Avoid underlining text.
- Use plain, sans serif fonts (for example, Arial or Univers).
- Use a font size of 12 points or larger.

Tell me about phonebooks

Use phonebooks to store important information about the recipients you send to. In the Send dialog, you can then select recipients or groups from your phonebooks to address your faxes quickly.

WinFax phonebooks store the details you would expect to find in any recipient directory: first and last names, title, company, address, fax and telephone numbers, billing codes and notes.

Depending on your hardware/system configuration, you can specify additional details as follows:

- ☐ Select from the available file transfer transmission types to send data files to the recipient instead of faxes. Specify which programs each recipient has, so that WinFax only uses file transfer for those types of files.
- ☐ If you are using WinFax to send and receive messages on your network email system, you can specify the recipient's email address.
- ☐ If you frequently send to the recipient from different locations, specify event transmission types for each location. For example, when you are at the office, you may want to send email messages to the recipient, but from home you can only send faxes.

Adding to WinFax PRO 7.0 Phonebooks

WinFax format provides you with complete WinFax phonebook management capabilities. You can add, modify, delete, sort and search through recipient records, as well as create recipient groups to better organize your phonebooks.

Importing Phonebooks

If you upgrade from a previous WinFax version, the install program offers to update your phonebooks your existing WinFax phonebooks to the current format. If you did not update your phonebooks during installation, you can import the recipient records at any time. You can also add to phonebooks by importing existing recipient records from various other formats, such as dBASE, ASCII and CAS.

Linking to Phonebooks

You can create read-only phonebooks using dBASE files from other versions of WinFax or from other programs. dBASE phonebooks allow you to display, select and, in some cases, search recipient records. Because linked phonebooks stay in the format they were created in, you cannot change recipient records or create groups from WinFax.

You can use dBASE phonebooks to prevent updates to recipient records—in customer or network databases, for example.

From within WinFax, you can access your Personal Information Manager (PIM) programs to address faxes. WinFax creates a read-only phonebook for each PIM on your system that supports WinFax. As with other read-only phonebooks, you cannot maintain the list of recipient records from within WinFax. For example, if you use ACT! to store the names and numbers of clients, you can fax reports using those records.

Setting Up Phonebooks

Some phonebook formats can be imported or linked from WinFax. The following table describes the difference between importing and linking an existing phonebook.

Imported Phonebook Records	Linked Phonebooks
Become WinFax PRO 7.0 format	Stay as source format

Records can be added or changed	Are read only
Can create groups	No recipient groups
Can search and sort records	May be able to search and sort if an index is specified

Tell me about receiving faxes

You can receive faxes in the background while working in other Windows programs. WinFax can receive faxes automatically or allow you to initiate fax reception manually.

Before you can receive faxes, you must have:

- ☐ a modem with send and receive fax capabilities
- ☐ Windows running
- ☐ either WinFax or Delrina CommBar running.

If you use WinFax with a send-only modem, receive functions are disabled.

You can customize your receive options to have WinFax do the following when an event is received:

- ☐ notify you with a sound and display a message on your screen when it receives a fax
- ☐ notify you by sending a message to a pager when it receives a fax
- ☐ start Fax Viewer and display new faxes immediately after receipt
- ☐ print faxes immediately after receipt
- ☐ convert the text of received faxes into a format suitable for editing automatically, using OCR
- ☐ forward received faxes to a specified number automatically

Tell me about remote fax retrieval

If you use WinFax with a Class 1 modem, you can take advantage of the built-in polling features to retrieve faxes from remote fax stations. You can also use a remote station to retrieve faxes from your own computer.

With WinFax running, you can dial any other fax station that supports polling and retrieve faxes. For example, you might connect to a fax information service to obtain up-to-the-minute international weather forecasts.

While away from your computer or office, you can dial your PC from any other fax station that supports polling and then retrieve the unread faxes in your Receive Log. For example, while away on business you might leave WinFax running on your home PC, then retrieve your faxes each day using a laptop computer.

To poll another fax station from your PC and retrieve faxes, the remote fax station must also support polling.

Tell me about scanning

The Delrina WinFax Scanner™ is the final component you need to turn your modem into a fax machine, and your printer into a copier. With the WinFax Scanner, you can scan any piece of paper and send it as a fax or store it as a file. Work from the WinFax Scanner program or create faxes and attachments from WinFax.





Preparing to Scan

WinFax scanning commands appear on the Tools menu if you have WinFax scanner or another Twain scanner and scanning program installed. Check that you have turned on the scanner.

Twain is an industry standard for imaging devices. Your scanner manual should tell you if the scanner is Twain-compliant. WinFax complies fully with Twain, and you can scan without leaving WinFax. However, it is still possible to print images scanned by a non-Twain device to WinFax.

Use Viewer to view received faxes and preview outgoing faxes and attachments.

When you receive a fax, you may want to write notes on it, add standard annotations (such as your signature), or draw attention to certain portions of the image before passing it on. With the annotate toolbar buttons in Viewer, you can do all this on the screen. For example, you can:

-  add notes to margins
-  circle or highlight important text
-  stamp the fax with a predefined graphic or one of the provided designs (for example, “draft” or “confidential”)
-  add a graphic of your signature.

Tell me about transferring files

In order to send a conventional fax, WinFax must first convert the pages of your documents to WinFax format image files. WinFax then sends the images to the recipient using standard fax communications.

If your modem supports file transfer, you can use WinFax to send the actual data files directly to the recipient, without converting the files to fax images. This type of fax communication is known as Binary File Transfer (BFT).

With BFT, WinFax processes and sends events faster to save you time and, in some cases, connection charges. In addition, since your event is not sent as fax images, the recipient does not need to use OCR to work with editable copies of the original files.

To determine if you can transfer files, click the following topics:

- ☐ [How do I determine if my modem supports file transfer?](#)
- ☐ [How do I determine which transmission types the recipient can receive?](#)
- ☐ [How do I determine if the recipient can read or use the files I am sending?](#)

How do I determine if my modem supports file transfer?

If you have a Class 1 or CAS modem, you can transfer binary files. Check the following list for a description of the event transmission types supported by your modem.

Class 1 Modem Support

- **BFT**
When you select BFT (Binary File Transfer), WinFax sends your event using standard CCITT T.434 binary file transfer. The recipient must be using a BFT-capable fax device, such as a Class 1 modem with the appropriate fax software. Some fax machines can also receive BFT events.
- **Compressed BFT**
Compressed BFT provides faster WinFax to WinFax file transfer, because files are sent compressed. The recipient must be running WinFax PRO 4.0 or later with a Class 1 modem.

CAS Modem Support

- CAS modems support the SatisFAXtion event transmission type—a CAS BFT format. Both you and the recipient must be running CAS software and modems that support Intel SatisFAXtion file transfer.

Class 2 Modem Support

- Class 2 modems do not support data file transmissions. With a Class 2 modem, you can send conventional faxes only.

How do I determine which transmission types the recipient can receive?

To ensure successful file transfer with WinFax, you need to know the file transfer capabilities of the recipient in advance.

- Your modem type must be the same as the recipient's; you cannot transfer files between Class 1 and CAS modems. If the modem types are incompatible for file transfer, you can send conventional faxes only to the recipient.
- The recipient's fax software must be capable of receiving binary files. Otherwise, you can send conventional faxes only.

How do I determine if the recipient can read or use the files I am sending?

When you send a fax, the recipient can always rely on receiving the information in a usable format. However, when you transfer a file, the recipient's PC may not be equipped to work with the file once it arrives.

- If the recipient does not have the associated software program for a file you attach, they will not be able to launch and work with that file directly.
- If the recipient does not use WinFax, they will not be able launch and view WinFax image files (.FXS, for example) sent by binary file transfer. For this reason, WinFax cover pages are always sent as fax images when you transfer files.
- You may want to contact the recipient before attaching executable files. Certain recipients may place restrictions on running attached executable files and software received from outside sources because of the risk of such files corrupting or modifying the recipients' documents, data or other materials.

Note

- If you know a recipient does not have certain programs, you can set up their phonebook record so that WinFax always sends the files associated with those programs as a fax.

Which transmission types can I use?

You can set up phonebook records in advance to define a recipient's file transfer type or you can select the BFT types at send time.

Depending on your modem, you can select different transmission types.

Modem Type	Supported Transmission Types
CAS modem (supports Intel file transfer)	<input type="checkbox"/> Fax <input type="checkbox"/> SatisFAXtion
Class 1 modem	<input type="checkbox"/> Fax <input type="checkbox"/> BFT <input type="checkbox"/> Compressed BFT

Tell me how WinFax works with Microsoft Exchange

WinFax is compliant with extended MAPI 1.0 to provide complete access to Exchange features. From within WinFax, you can send and receive email messages, use your Exchange address book and work in the folders of your Exchange message store. To use Exchange in WinFax, you must enable Exchange in your WinFax setup.

From Exchange, you can view your WinFax logs and events, send faxes from the WinFax send dialog and open the Attachments, Cover Pages and Phonebooks windows. To use WinFax in Exchange, add WinFax to your Exchange profile.

If you chose not to install Exchange support when you installed WinFax you can run the WinFax Setup program again and choose the Exchange option in the Custom install.

Tell me how WinFax works with other email systems

In addition to or in place of Exchange, you can use WinFax to send and receive email messages with one of the following email systems:

- ☐ cc:Mail 1.1
- ☐ cc:Mail 2.0
- ☐ Lotus Notes 3.0
- ☐ Novell MHS 1.5.

In most cases, WinFax supports any email system compliant with VIM 1.0, or MHS specifications (for example, Da Vinci eMAIL or BeyondMail).

Email events are logged in your WinFax Receive Log and Send Log just like fax events. You can maintain your email messages in both WinFax and your email system, or set up WinFax as your single source for handling faxes, file transfers and email.

If you chose not to install email system support when you installed WinFax, you can run the WinFax Setup program again and choose the Email option in the Custom install.

Are there any limitations related to my email system?

Refer to this section to review the special considerations and limitations related to using your email system type with WinFax.

cc:Mail 1.1/2.0 (VIM 1.0)

- When selecting recipients from your email system address book, you cannot drag the scroll box along the scroll bar to move to a new position in the list. Instead, click the scroll bar or press the PGUP/PGDN keys or the up and down arrow keys.

Novell MHS 1.5 (examples: Da Vinci eMAIL, BeyondMail)

- When you first log on to email through WinFax, you must specify your user name as well as your password. Afterwards, WinFax retains your user name at logon.
- Messages sent from WinFax will not generate registered receipts, even when the appropriate option is enabled. The MHS email API does not support registered receipts.
- WinFax cannot mark messages as read for MHS email systems, so you receive the same messages over and over again. To solve this problem, you can enable the Delete Received Messages From Email System option in the WinFax Email Properties dialog. However, this means that messages are deleted from your MHS email system once you read them in WinFax.
- Messages created by other programs—for example, BeyondMail—may contain formatting information or garbled characters in the body of the message text.

Lotus Notes 3.0 (VIM 1.0)

- From within WinFax, you must log on as the current Lotus Notes user. If you specify any other user name, the logon fails.
- If you try to read an encrypted message received in WinFax, the message text and attachments will not appear.
- Embedded or OLE objects will not appear when you read a message in WinFax.
- From the Compose dialog, WinFax can only find the first matching recipient entry in the email system address book, even if other matching entries are present.
- When selecting recipients from your email system address book, you cannot drag the scroll box along the scroll bar to move to a new position in the list. Instead, click the scroll bar or press the PGUP/PGDN keys or the up and down arrow keys.

Tell me about managing events


Use the file management features in WinFax to organize events into folders. Manage events at all stages based on event type and status.

Before and after WinFax sends an event, and after WinFax receives an event, you can store, modify and reuse the event. The functions available for managing an event in this way depend on whether it is a fax event, a fax image or another type of event.

An event is a record or description of a sent or received event. The event might include the date and time, identification of the sender or recipient, and other details. An event might have attachment files or fax images associated with it, depending on the status of an event.

Event Types






An event can be any of the following types:

- ☐ Fax
- ☐ Binary File Transfer (BFT)
- ☐ Email
-  Pager Notification.

If you subscribe to the Fax Broadcast or Fax MailBox service, these events are also referred to as fax events.

Event Status

An event can have any of the following states:

- ☐ Successful
-  Unsuccessful
-  Held
-  Pending
-  Recurring
-  In Progress.

Saving Events

You can save events from the Send dialog to create templates for future faxes. Use them to save steps if you frequently send faxes that are similar in nature. You can store them in their own folder, or on your Windows desktop or Start menu for easy access.

Storing Events


Event records are stored in message stores and folders in the WinFax Logs window.

There are two types of folders:

- ☐ **System Folders**—These folders provide a location in which to store events for short-term reference, modification and reuse. There are four system folders:

Folder	Contents
Send Log	All events you have sent.
Receive Log	All events sent to you.
Outbox	All scheduled events.

Wastebasket All deleted events.

 **Archive Folders**—If you want to keep sent and received faxes for long-term use, move them into your own custom archive folders. Archive folders offer the same features provided the system folders. Archived faxes occupy less space on your hard drive because they are stored in compressed format.

What are the operating requirements?

To run OCR, your PC must have the following:

- 8 MB of available memory (for example, 4 MB of RAM and a 4 MB Windows swap file)
- SHARE.EXE loaded.

To reduce recognition errors, ask people sending to follow these guidelines:

- Send faxes at fine resolution (200 x 200 dpi).
- Send faxes in portrait rather than landscape orientation. (If you receive a fax in landscape orientation, rotate it before using OCR.)
- Make sure the print is clean and crisp, and without any freehand notes, lines or marks. When possible, send originals instead of copies.
- Avoid underlining text.
- Use plain, sans serif fonts (for example, Arial or Universe).
- Use a type size of 12 points or larger.

Determining OCR settings

Use manual recognition when you want to:

- ☐ convert only certain portions of the fax image to editable text
- ☐ save recognized text in an order different from that on the fax
- ☐ recognize text from complex page layouts with graphics, columns and so on—such as a magazine article.

With manual recognition you select areas of the page, or regions, to be recognized. You can classify the contents of a region to maximize the quality of recognition and text output. If, for example, you have identified a region type as “Number”, WinFax might recognize an unclear letter as number “1” instead of the letter “l” (L).

Use the following table to determine the OCR settings best suited for recognizing a particular type of fax document.

Page Style	Setup Option	Region Type
Simple—regular, evenly spaced columns, no graphics	Automatic Recognition	n/a
Spreadsheet/Table—regularly spaced columns, no graphics	Automatic Recognition	n/a
Article—multi-column, multi-page, graphics, ads, sidecards	Manually Select Areas	General
Simple Forms—similar text repeated in same areas over multiple pages	Manually Select Areas Apply Selected Areas To All Pages	General
Complex Forms—random placement of numeric fields, text and graphics	Manually Select Areas	Select for each region— Date, Time, General, Number ...

Tell me about viewing and annotating faxes

Use Viewer to view received faxes and preview outgoing faxes and attachments.

When you receive a fax, you may want to write notes on it, add standard annotations (such as your signature), or draw attention to certain portions of the image before passing it on. With the annotate toolbar buttons in Viewer, you can do all this on the screen. For example, you can:

- ☐ add notes to margins
- ☐ circle or highlight important text
- ☐ stamp the fax with a predefined graphic or one of the provided designs (for example, “draft” or “confidential”)
- ☐ add a graphic of your signature.

Do not translate this topic. It is for help project administration only.

WinFax main module

Prefix: H_FM

Do not translate this topic. It is for help project administration only.

File menu

New command (File menu)

Creates a new attachment, cover page, phonebook recipient, phonebook recipient group or folder.

New Attachment command (File menu)

Creates an attachment from an existing file and adds it to the selected attachment folder.

New Cover Page command (File menu)

Creates a cover page from an existing file and adds it to the selected cover page folder.

New Folder command (File menu)

Creates a new attachment, event, cover page or phonebook folder.

New Group command (File menu)

Creates a new phonebook recipient group in the active phonebook.

New Message Store command (File menu)

Creates a new message store.

New Phonebook command (File menu)

Creates a new phonebook.

New Recipient command (File menu)

Creates a new phonebook recipient record in the active WinFax phonebook.

New Recipient From Exchange command (File menu)

Adds a Microsoft Exchange recipient to the active WinFax phonebook.

New Recipient From Email command (File menu)

Adds an email address book recipient to the active WinFax phonebook.

Open command (File menu)

Opens the selected attachment, cover page, event or phonebook record for viewing.

Save Attachment command (File menu)

Saves the attachments of the selected receive event to a file.

Add To Phonebook command (File menu)

Adds the sender of the selected email message to the active WinFax phonebook.

Properties command (File menu)

Displays properties for the selected attachment, cover page, event, phonebook, phonebook group, phonebook recipient, log or folder.

Print Setup command (File menu)

Displays printer options and specifies the default printer.

Print *Item* command (File menu)

Displays printing options and prints the selected attachment, cover page, event or recipient.

Print List command (File menu)

Prints a list of items in the active folder (attachment, cover page or log) or phonebook.

Set As Default command (File menu)

Makes the selected cover page the default cover page for all events you send.

Import command (File menu)

Imports event log or phonebook records into the active log or phonebook for use in WinFax.

Export command (File menu)

Exports the records in the selected event log or phonebook into other file formats for use with other programs.

Start Cyberjack command (File menu)

Starts the Cyberjack program.

Start WinComm PRO command (File menu)

Starts the WinComm PRO program.

Exit command (File menu)

Exits WinFax and returns to your Windows desktop.

Do not translate this topic. It is for help project administration only.

Edit menu

Copy command (Edit menu)

Copies the selected item to another location.

In the Attachments or Cover Pages window, this command copies the selected attachment, cover page or folder to another folder. In the Phonebooks window, this command copies the selected recipient record, group or folder to another phonebook. In the Logs window, this command copies the selected event or log to another log or folder.

Move command (Edit menu)

Moves the selected item to another location.

In the Attachments or Cover Pages window, this command moves the selected attachment, cover page or folder to another folder. In the Phonebooks window, this command moves the selected recipient record, group or folder to another phonebook. In the Logs window, this command moves the selected event or folder to another log or folder.

Paste command (Edit menu)

Inserts a copy of the Clipboard contents at the insertion point or replaces selected text with text on the Clipboard. This command is not available if the Clipboard is empty or if the selected text cannot be replaced.

Remove command (Edit menu)

Removes the selected item.

In the Attachments or Cover Pages window, this command removes the selected attachment, cover page or folder from the active folder. In the Phonebooks window, this command removes the selected recipient record, group or folder from the active phonebook. In the Logs window, this command removes the selected event or folder from the active log or folder.

Do not translate this topic. It is for help project administration only.

[View menu](#)

Toolbar command (View menu)

Toggles the display of the WinFax toolbars in the main WinFax window on and off.

AudioBar command (View menu)

Toggles the display of the TalkWorks AudioBar in the main WinFax window on and off.

Status Bar command (View menu)

Toggles the display of the WinFax status bar in the main WinFax window on and off.

Sort command (View menu)

Sorts items in the active log or phonebook by the sort criteria you specify.

Search command (View menu)

Searches for items based on the search criteria you specify.

In the Attachments or Cover Pages window, this command searches for attachments or cover pages in the active folder. In the Phonebooks window, this command searches for a recipient record or group in the active phonebook. In the Logs window, this command searches for an event in the active folder.

Display All command (View menu)

Displays all items in the active folder, log or phonebook after a search.

Filter command (View menu)

Limits the types of events displayed in the active folder within the Logs window.

Display Information command (View menu)

Displays information about the selected attachment, cover page, event or recipient record in the display area at the bottom of the WinFax window.

Display Thumbnails command (View menu)

Displays miniature (thumbnail) images of the selected item in the display area at the bottom of the WinFax window.

In the Attachments window, this command displays a thumbnail image for each page in the selected attachment. In the Logs window, this command displays a thumbnail image of each page and attached document included in the event.

Display Fax View, Display Cover Page and Display Message commands (View menu)

Displays the selected item in the display area at the bottom of the WinFax window.

In the Attachments window, this command displays the selected attachment in the display area. In the Cover Pages window, this command displays the selected cover page in the display area. In the Logs window, this command displays the selected fax, BFT or email message in the display area.

Zoom - 100% command (View menu)

Displays the page in the display area at actual size when Display Fax View or Display Cover Page is enabled.

Zoom - 50% command (View menu)

Displays the page in the display area at half size for a wider view when Display Fax View or Display Cover Page is enabled.

Zoom - 25% command (View menu)

Displays the page in the display area at one quarter of the actual size when Display Fax View or Display Cover Page is enabled.

Zoom - Page Width command (View menu)

Fits the sides of the page within the display area when Display Fax View or Display Cover Page is enabled.

Zoom - Whole Page command (View menu)

Fits the entire page within the display area when Display Fax View or Display Cover Page is enabled.

Previous Page command (View menu)

Displays the previous page of a fax in the display area when Display Fax View is enabled.

Next Page command (View menu)

Displays the next page of a fax in the display area when Display Fax View is enabled.

Info command (View menu)

Displays a list of all recipients to whom the fax broadcast was sent.

This command is only applicable if you enabled the Fax Broadcast service.

OCR Text command (View menu)

Opens Fax Viewer and displays the selected fax in interactive text edit mode. If you have WinFax set up to recognize received faxes automatically and save the text output files to the Receive Log, you can use this command to view and edit the files.

Pages command and All Thumbnails command (View menu)

Displays thumbnail images.

In the Cover Pages window, this command displays thumbnail images of all cover pages in the active cover page folder. In the Logs window, this command displays a thumbnail of each page in the selected event.

Do not translate this topic. It is for help project administration only.

Tools menu

Cover Page Designer command (Tools menu)

Starts Cover Page Designer.

Fax Viewer command (Tools menu)

Starts Fax Viewer.

Exchange Address Book (Tools menu)

Displays the Exchange address book.

Exchange Remote Email (Tools menu)

Displays your email system address book.

Exchange Login command (Tools menu)

Runs the login prompt for Microsoft Exchange.

Exchange Logout command (Tools menu)

Logs out of Microsoft Exchange.

Email *Program* Login/Logoff command (Tools menu)

Logs in or out of your email system.

Email *Program* Logout command (Tools menu)

Logs out of your email system.

Scan - Scan and File command (Tools menu)

Scans an image into WinFax and saves it as a fax attachment.

Scan - Scan and Send command (Tools menu)

Scans an image into WinFax and sends it.

Do not translate this topic. It is for help project administration only.

Send menu

New Fax command (Send menu)

Creates and sends a new fax.

New *Program* Email command (Send menu)

Composes and sends a new email message.

New Exchange Email (Send menu)

Composes and sends a new Microsoft Exchange email message.

Resubmit/Forward commands (Send menu)

Resends or forwards the selected event.

Reply command (Send menu)

Creates and sends a response to the selected email message.

Reply All command (Send menu)

Creates a response to the selected email message and sends the response to the sender and all recipients of the original message.

Hold command (Send menu)

Suspends delivery of the selected events in the Outbox window. A held event is not sent—even if the scheduled time and date pass—until you release it with the Release, Release All or Send Now command.

Release command (Send menu)

Releases the selected events you have held with the Hold or Hold All command. If the send time and date for a scheduled event have passed, WinFax processes and sends the event immediately.

Hold All command (Send menu)

Suspends delivery of all events in the Outbox window. A held event is not sent—even if the scheduled time and date pass—until you release it with the Release, Release All or Send Now command.

Release All command (Send menu)

Releases all events you have held with the Hold or Hold All command. If the send time and date for a scheduled event have passed, WinFax processes and sends the event immediately.

Send Now command (Send menu)

Processes and sends the selected scheduled or held events immediately, even if the scheduled times and dates have not passed.

Modify Delivery command (Send menu)

Changes the recipient or scheduled delivery date for the selected event.

Do not translate this topic. It is for help project administration only.

Receive menu

Manual Receive Now command (Receive menu)

Enables manual reception. If you do not set up WinFax for automatic reception, use the Manual Receive Now command to receive incoming fax calls.

When WinFax is minimized, access this command from the Control menu.

Automatic Receive command (Receive menu)

Toggles automatic reception on and off. If you enable this command, WinFax answer incoming calls automatically, based on the number of rings in the Receive Properties dialog. If you disable Automatic Receive, you must use the Manual Receive Now command to answer an incoming fax call.

When WinFax is minimized, access this command from the Control menu.

Remote Fax Retrieval command (Receive menu)

Retrieves faxes from a remote fax station.

Retrieve Exchange Email command (Receive menu)

Checks Microsoft Exchange for unread messages and updates the Exchange Inbox in WinFax.

If you are not logged on to Microsoft Exchange when you click this command, a login dialog appears for you to log on.

Retrieve *Program* Email command (Receive menu)

Checks your email system for unread messages and deposits them in the Receive Log folder.

If you are not logged on to your email system when you click this command, a login dialog appears for you to log on.

Do not translate this topic. It is for help project administration only.

TalkWorks menu

Telephone command (TalkWorks menu)

Starts the TalkWorks Telephone.

Answering Machine command (TalkWorks menu)

Starts the TalkWorks Answering Machine

Memo command (TalkWorks menu)

Records a memo in the active mailbox.

Mailbox Wizard command (TalkWorks menu)

Starts the TalkWorks Mailbox wizard.

AudioEditor command (TalkWorks menu)

Starts the TalkWorks AudioEditor.

Do not translate this topic. It is for help project administration only.

Setup menu

Program command (Setup menu)

Defines your WinFax environment and your user profile.

Dialing command (Setup menu)

Sets up dialing instructions for WinFax including credit card billing, location-specific information and off-peak periods.

Modem command (Setup menu)

Sets up your modem to work with WinFax.

Receive command (Setup menu)

Sets up WinFax receive options.

Receive Rules command (Setup menu)

Sets up receive rules to automatically forward received events and notify your pager of new received events.

Pager command (Setup menu)

Sets up your pager to use the pager notification features in WinFax.

***Program* Email command (Setup menu)**

Sets up WinFax to work with your network email system.

Exchange command (Setup menu)

Sets up WinFax to work with Microsoft Exchange.

TalkWorks command (Setup menu)

Sets up voice options for TalkWorks telephony features.

Scanner command (Setup menu)

Lists all Twain compliant scanning software products currently installed on your computer. Select the appropriate scanning software from the list.

Services - Enable Fax Broadcast command (Setup menu)

Enables the Delrina Fax Broadcast capability in WinFax.

Services - Enable Fax Mailbox command (Setup menu)

Enables the Delrina Fax MailBox capability in WinFax.

Fax Broadcast command (Setup menu)

Sets up the Fax Broadcast service.

Toolbar command (Setup menu)

Customizes the WinFax toolbars.

Do not translate this topic. It is for help project administration only.

Services Menu

Fax Broadcast Report command (Services menu)

Produces reports on fax broadcast usage.

Host List Manager command (Services menu)

Adds, uploads, replaces, downloads or deletes host lists on the fax broadcast host.

Terminate Broadcast command (Services menu)

Terminates a specific fax broadcast.

Cancel Broadcast command (Services menu)

Cancels a specific fax broadcast.

Change Broadcast Password command (Services menu)

Changes the fax broadcast password.

Retrieve From MailBox command (Services menu)

Retrieves faxes sent to your through the Fax MailBox service.

Do not translate this topic. It is for help project administration only.

Window menu

Tile Vertically command (Window menu)

Displays multiple windows one above the other so all windows are visible at once.

Tile Horizontally command (Window menu)

Displays multiple windows side by side so that all open windows are visible at once.

Cascade command (Window menu)

Displays all open windows in a cascading or overlapping pattern so you can view the title bars of all open windows, with the most recently opened window in the foreground.

Arrange Icons command (Window menu)

Displays the icons for any minimized WinFax windows in a line starting at the bottom left of the main WinFax window.

Close All command (Window menu)

Closes all open WinFax windows.

Outbox command (Window menu)

Opens the Logs window and displays records of all scheduled and pending events in the Outbox folder.

Receive Log command (Window menu)

Opens the Logs window and displays records of all received events in the Receive Log folder.

Send Log command (Window menu)

Opens the Logs window and displays records of all sent events in the Send Log folder.

Exchange Inbox command (Window menu)

Opens the Logs window and displays your Microsoft Exchange message store and all email messages contained within it.

Cover Pages command (Window menu)

Opens the Cover Pages window and displays all cover page folders and cover pages.

Attachments command (Window menu)

Opens the Attachments window and displays all attachment folders and attachments.

Phonebooks command (Window menu)

Opens the Phonebooks window and displays all phonebooks, phonebook groups and phonebook records.

Open Window list (Window menu)

Displays a list of all open windows. A check mark appears beside the command for the active window. To switch to a window, select it from this list.

Do not translate this topic. It is for help project administration only.

Help menu

Help Topics command (Help menu)

Displays the main WinFax help window.

Use Send Fax Wizard (Help menu)

Enables the Send Fax Wizard. To run the Send Fax Wizard, click the New Fax command on the Send menu.

Tip Of The Day command (Help menu)

Opens the Tip Of The Day dialog for you to view tips.

Register command (Help menu)

Registers your copy of WinFax electronically.

About WinFax command (Help menu)

Displays the product copyright notice, software version number, release date and your serial number. You will be asked to check this information if you contact Delrina Technical Support for assistance.

Do not translate this topic. It is for help project administration only.

Window Components

Folder, Log or Phonebook list

Lists all folders, logs or phonebooks defined in the active window.

If a folder, log or phonebook contains subfolders, a plus (+) sign appears to the immediate left of its name in the folder list. To view the subfolders in the folder, log or phonebook, click the plus sign. The folder expands to display its contents and the plus sign changes to a minus (-) sign to indicate that the folder is expanded. To collapse the folder, click the minus sign.

Item list

Lists all items in the active folder, log or phonebook. For each item, WinFax displays a variety of details as indicated by the column headings at the top of the item list. To change the details displayed, right click on any column heading and select the details you want to display.

To change the display order of columns, drag and drop the column heading into the desired position. To resize the column, drag either edge of the column heading to the desired size.

You can sort the item list alphabetically by clicking one of the column headings. A triangle and the number one appears to the left of the column heading title to indicate that it is the current sort key. To sort the list in reverse alphabetical order, CTRL-click the appropriate column heading. In the Logs and Phonebooks windows, you can specify up to three sort criteria by using the Sort command on the View menu.

Display area

Displays the number of items in the selected folder, log or phonebook and information about the selected item (attachment, cover page, event or phonebook record) in the item list.

The type of information displayed for the selected item depends on the Display command you enabled on the View menu. If Display Information is enabled, the display area contains data fields corresponding to the selected item. The data fields vary depending on the selected item (attachment, cover page, event or phonebook record). If you enabled Display Thumbnails, the display area contains a thumbnail of each page in the item and an icon for each file attached to the item (for events only). If you enabled Display Fax View, Display Cover Page or Display Message, the display area contains the actual item (fax, cover page or email message) selected in the item list.

You can re-position data fields, change the contents of the display area and zoom in/out on items in the display area from the right click menu.

Do not translate this topic. It is for help project administration only.

AudioBar Components (TalkWorks only)

Play New Messages button (AudioBar)

Plays all new voice messages in the selected mailbox.

Play button (AudioBar)

Plays the selected voice message in the event list.

Pause button (AudioBar)

Pauses message playback or recording.

Stop button (AudioBar)

Stops message playback or recording.

Forward button (AudioBar)

Fast forwards the current voice message 4 seconds.

Rewind button (AudioBar)

Rewinds the current voice message 4 seconds.

Previous Message button (AudioBar)

Goes to the previous voice message.

Next Message button (AudioBar)

Goes to the next voice message.

Memo button (AudioBar)

Records a memo in the selected mailbox.

AudioEditor button (AudioBar)

Starts the TalkWorks AudioEditor.

Volume slide control (AudioBar)

Adjusts the volume at which voice messages are played back.

Position slide control (AudioBar)

Moves to a different part of the current voice message.

Speed slide control (AudioBar)

Changes the speed at which the voice message plays.

Delete/Erase button (AudioBar)

Deletes the selected voice message in the event list.

Properties button (AudioBar)

Displays AudioBar Properties for editing.

Do not translate this topic. It is for help project administration only.

Cover Page Designer, Fax Viewer and Filler Menus

Prefix: H_VW

Do not translate this topic. It is for help project administration only.

File menu

Cover Page Designer, Fax Viewer and Filler

New command (File menu)

Opens a blank workspace. If another cover page is open when you select this command, Cover Page Designer prompts you to save it before closing it.

Open command (File menu)

Opens a file for viewing and editing.

Revert command (File menu)

Cancels all changes made since you last saved the fax image and restores the last saved version. Any changes you have made since are lost.

Save command (File menu)

Saves the open file.

Save As command (File menu)

Saves a new file or an existing file with a new name.

Merge Annotation command (File menu)

Merges all annotations on the fax page with the fax image. This makes the annotations part of the actual fax.

Print command (File menu)

Displays printing options and prints the open file.

Print Preview command (File menu)

Displays a preview image of the file as it will appear when it is printed.

Print Setup command (File menu)

Displays printer options and specifies the default printer.

Page Setup command (File menu)

Displays page setup options.

Export command (File menu)

Converts all or the selected pages of a fax image file to a graphic file format for use in other programs.

Recent Files (File menu)

Displays a list of the most recent files you have used.

Exit command (File menu)

Exits the program.

Return To *Program* command (File menu)

Exits and returns to the specified program.

Cancel command (File menu)

Cancels the fax.

Send Fax command (File menu)

Sends the fax.

Save Text command (File menu)

Saves the open recognized text file.

Save Text As command (File menu)

Saves the loaded recognized text in a new file or under a new name.

Do not translate this topic. It is for help project administration only.

Edit menu

Cover Page Designer, Fax Viewer and Filler

Undo command (Edit menu)

Reverses the last editing change.

Cut command and Delete Region command (Edit menu)

Deletes the selected text or object from the page and places it on the Windows Clipboard.

Copy command (Edit menu)

Copies the selected text or object from the page and places it on the Windows Clipboard.

Duplicate command (Edit menu)

Creates a duplicate copy of the selected object and places it directly on top of the original. Move the duplicate to the desired position.

Paste command (Edit menu)

Pastes the contents of the Windows Clipboard on to the page at the insertion point.

Delete command (Edit menu)

Deletes the selected text or object from the page. Deleted objects are removed entirely and cannot be restored.

Select All command (Edit menu)

Selects all objects on the page.

Links command (Edit menu)

Updates links in OLE objects.

Object command (Edit menu)

Formats OLE objects.

Invert command (Edit menu)

Reverses the background color of the selected area. If the selected area is white, the background changes to black. If the selected area is black, the selected background changes to white.

Create Stamp command (Edit menu)

Creates a stamp from the selected area on the page.

Select Region command (Edit menu)

Selects a region on the fax page of text you want to recognize.

Delete Region command (Edit menu)

Deletes the selected region on the fax page.

Do not translate this topic. It is for help project administration only.

View menu

Cover Page Designer, Fax Viewer and Filler

Annotation command (View menu)

Toggles annotation mode on and off. If annotation is enabled, any markups you have added to the fax image file are visible.

Zoom - 100% command (View menu)

Displays the page at actual size for full detail.

Zoom - 25% command (View menu)

Displays the page at one quarter of the actual size.

Zoom - 50% command (View menu)

Displays the page at half size for a wider view.

Zoom - Page Width command (View menu)

Fits the sides of the page within the display area.

Zoom - Whole Page command (View menu)

Fits the entire page within the display area.

Zoom - Zoom In command (View menu)

Zooms in and magnifies the display of the page.

Toolbars command (View menu)

Toggles the display of the toolbars on and off.

Status Bar command (View menu)

Toggles the display of the status bar on and off.

Enhance View command (View menu)

Improves the display of fax images. Enhance View is most useful for faxed photographs and other pictures that make use of gray scaling. Enhance View is intended for displaying faxes only. When you enable Enhance View, the fax image gradually appears in the viewer display area as the enhancing takes place.

Grid command (View menu)

Displays a grid on the screen.

Show Miniature command (View menu)

Displays the Miniature View window.

Page - Next command (View menu)

Displays the next page of the fax.

Page - Previous command (View menu)

Displays the previous page of the fax.

Page - First command (View menu)

Displays the first page of the fax.

Page - Last command (View menu)

Displays the last page of the fax.

Page - Go To command (View menu)

Moves to a specific page in the fax.

Rotate Page - Rotate Right 90 command (View menu)

Rotates the current page clockwise by 90 degrees.

Rotate Page - Flip 180 command (View menu)

Flips the current page by 180 degrees.

Rotate Page - Rotate Left 90 command (View menu)

Rotates the current page counter clockwise by 90 degrees.

Rotate All Pages - Rotate Right 90 command (View menu)

Rotates all pages clockwise by 90 degrees.

Rotate All Pages - Flip 180 command (View menu)

Flips all pages by 180 degrees.

Rotate All Pages - Rotate Left 90 command (View menu)

Rotates all pages counter clockwise by 90 degrees.

All Pages command (View menu)

Displays all or as many pages as possible of a displayed fax at one time. Depending on the resolution of your screen, you can view up to 10 pages at a time. View remaining pages by clicking the down arrow on the vertical scroll bar.

Invert Display command (View menu)

Reverses black and white on the fax image.

Show Graphics command (View menu)

Displays annotation graphics in your workspace.

Fast Display command (View menu)

Decreases the time it takes Fax Viewer to display graphic images you have added as annotations.

First Field command (View menu)

Moves to the first fillable field on the cover page.

Next Field command (View menu)

Moves to the next fillable field on the cover page.

Previous Field command (View menu)

Moves to the previous fillable field on the cover page.

Last Field command (View menu)

Moves to the last fillable field on the cover page.

Margin command (View menu)

Displays the page margins.

Do not translate this topic. It is for help project administration only.

Insert menu

Cover Page Designer, Fax Viewer and Filler

Text File command (Insert menu)

Inserts the contents of a text file on to the page.

Picture command (Insert menu)

Inserts a graphic image on to the page.

OLE Object command (Insert menu)

Inserts text, graphics or objects you create in another program into the document.

Stamp command (Insert menu)

Inserts frequently used graphics that have been converted into WinFax stamps on to the page.

Recipient Name command (Insert menu)

Inserts the WinFax send variable for the fax recipient's first and last names. When you send this fax, the variable expands to display the first and last name you typed in the To field of the Send dialog.

Recipient First Name command (Insert menu)

Inserts the WinFax send variable for the fax recipient's first name. When you send this fax, the variable expands to display the first name you typed in the To field of the Send dialog.

Recipient Last Name command (Insert menu)

Inserts the WinFax send variable for the fax recipient's last name. When you send this fax, the variable expands to display the last name you typed in the To field of the Send dialog.

Recipient Title command (Insert menu)

Inserts the WinFax send variable for the fax recipient's title. When you send this fax, the variable expands to display the recipient's title as it appears in their phonebook record.

Recipient Fax Number command (Insert menu)

Inserts the WinFax send variable for the fax recipient's fax number. When you send this fax, the variable expands to display the fax number you typed in the Number field of the Send dialog.

Recipient Company Name command (Insert menu)

Inserts the WinFax send variable for the fax recipient's company name. When you send this fax, the variable expands to display the recipient's company name as it appears in their phonebook record.

Recipient Address 1 command (Insert menu)

Inserts the WinFax send variable for the fax recipient's address. When you send this fax, the variable expands to display the recipient's address as it appears on the first address line in their phonebook record.

Recipient Address 2 command (Insert menu)

Inserts the WinFax send variable for the fax recipient's address. When you send this fax, the variable expands to display the recipient's address as it appears on the second address line in their phonebook record.

Recipient City command (Insert menu)

Inserts the WinFax send variable for the fax recipient's city. When you send this fax, the variable expands to display the recipient's city as it appears in their phonebook record.

Recipient State command (Insert menu)

Inserts the WinFax send variable for the fax recipient's state. When you send this fax, the variable expands to display the recipient's state as it appears in their phonebook record.

Recipient Zip Code command (Insert menu)

Inserts the WinFax send variable for the fax recipient's zip code. When you send this fax, the variable expands to display the recipient's zip code as it appears in their phonebook record.

Sender Name command (Insert menu)

Inserts the WinFax send variable for the sender's name. When you send this fax, the variable expands to display your name as it appears in the WinFax Program Properties dialog.

Sender Company command (Insert menu)

Inserts the WinFax send variable for the sender's company. When you send this fax, the variable expands to display your company name as it appears in the WinFax Program Properties dialog.

Sender Fax Number command (Insert menu)

Inserts the WinFax send variable for the sender's fax number. When you send this fax, the variable expands to display your fax number as it appears in the WinFax Program Properties dialog.

Sender Voice Number command (Insert menu)

Inserts the WinFax send variable for the sender's voice number. When you send this fax, the variable expands to display your voice number as it appears in the WinFax Program Properties dialog.

Date command (Insert menu)

Inserts the WinFax send variable for the current date. When you send this fax, the variable expands to display the current date on your computer.

Time command (Insert menu)

Inserts the WinFax send variable for the current time. When you send this fax, the variable expands to display the current time on your computer.

Total Number Of Pages command (Insert menu)

Inserts the WinFax send variable for the total number of pages in a fax. When you send this fax, the variable expands to display the actual number of pages in the fax.

Subject command (Insert menu)

Inserts the WinFax send variable for the fax subject. When you send this fax, the variable expands to display the text you typed in the Subject field of the Send dialog.

Notes Field command (Insert menu)

Inserts the WinFax send variable for cover pages notes for the recipient. When you send this fax, the variable expands to display the text you typed in the notes field in their phonebook record.

Misc Field command (Insert menu)

Inserts the WinFax send variable for the miscellaneous notes for the recipient. When you send this fax, the variable expands to display the text you typed in the Miscellaneous field in their phonebook record.

Billing Code command (Insert menu)

Inserts the WinFax send variable for the billing code for the recipient. When you send this fax, the variable expands to display the text you typed in the Billing Code field in their phonebook record.

Do not translate this topic. It is for help project administration only.

Format menu

Cover Page Designer, Fax Viewer and Filler

Properties command (Format menu)

Displays all properties you can modify for the selected object.

Line command (Format menu)

Displays line width and style options you can apply to the selected object. The style applied to the selected object appears checked.

Eraser command (Format menu)

Displays a selection of erasers of different sizes you can use to cleanup your fax image.

Shade command (Format menu)

Displays shading options for objects.

Shade - White Transparent command (Format menu)

Shades the selected object with a clear “see-through” background. The white transparent background shows all objects positioned behind the shaded object.

Shade - White Opaque command (Format menu)

Shades the selected object with a solid white background. The white background hides all objects behind the shaded object.

Shade - Black command (Format menu)

Shades the selected object with a black background.

Shade - Gray command (Format menu)

Shades the selected object with a gray background.

Border command (Format menu)

Displays border options for objects.

Border - None command (Format menu)

Removes all borders from the selected object.

Border - Square command (Format menu)

Adds a square border to the selected object.

Border - Round command (Format menu)

Adds a round border to the selected object.

Effects command (Format menu)

Displays shadowing options you can apply to the selected object. Use this command to give objects a 3D look.

Font command (Format menu)

Displays options you can use to apply different typefaces, attributes, alignment and color to the selected text.

Do not translate this topic. It is for help project administration only.

Tools menu

Cover Page Designer, Fax Viewer and Filler

Spelling command

Checks the spelling of the text in the file.

OCR - Current Page command (Tools menu)

Converts the current page of the fax image to editable text.

OCR - Select Pages command (Tools menu)

Converts selected pages of the fax image to editable text.

Cleanup command (Tools menu)

Cleans up the fax image by removing transmission specks and other imperfections.

Cancel command (Tools menu)

Cancels text recognition.

Do not translate this topic. It is for help project administration only.

Layout menu

Cover Page Designer, Fax Viewer and Filler

Align - Left command (Layout menu)

Aligns the left side of all selected objects to the left side of the last object you selected.

Align - Right command (Layout menu)

Aligns the right side of all selected objects to the right side of the last object you selected.

Align - Top command (Layout menu)

Aligns the top of all selected objects to the top of the last object you selected.

Align - Bottom command (Layout menu)

Aligns the bottom of all selected objects to the bottom of the last object you selected.

Align - Center command (Layout menu)

Aligns the center of all selected objects to the center of the last object you selected.

Make Same Size - Width command (Layout menu)

Sizes all selected objects to the same width as the last object you selected.

Make Same Size - Height command (Layout menu)

Sizes all selected objects to the same height as the last object you selected.

Make Same Size - Both command (Layout menu)

Sizes all selected objects to the same size as the last object you selected.

Space Evenly - Across command (Layout menu)

Positions the selected objects horizontally across the page so that there is an even amount of space between each of the objects.

Space Evenly - Down command (Layout menu)

Positions the selected objects vertically down the page so that there is an even amount of space between each of the objects.

Make Group command (Layout menu)

Makes all selected objects into one object.

Ungroup command (Layout menu)

Breaks a grouped object into its individual objects.

Bring To Front command (Layout menu)

Moves the selected object in front of all other objects on the page. If an object is transparent, you can see another object behind it. If an object is opaque, it can hide objects behind it.

Send To Back command (Layout menu)

Moves the selected object behind all other objects on the page. If an object is transparent, you can see another object behind it. If an object is opaque, it can hide objects behind it.

Snap To Grid command (Layout menu)

Positions all objects you move or resize to the nearest grid point. With grid snap on, you can position and size objects more precisely. When grid snap is off, objects are sized and positioned only according to your mouse movements.

Tabbing Order command (Layout menu)

Displays the current order in which a cover page with fillable fields is filled in for you to view and modify. If your cover page has no fillable fields, Tabbing Order is grayed.

Each fillable text object is given a number—1, 2, 3, and so on—when you create it in Cover Page Designer. When you select this command, the number appears at the top left corner of the field.

Do not translate this topic. It is for help project administration only.

Setup menu

Cover Page Designer, Fax Viewer and Filler

Preferences command (Setup menu)

Sets program preferences for startup view mode, view size and display options, as well as the default font and measurement settings.

Toolbars command (Setup menu)

Customizes the program toolbars.

OCR command (Setup menu)

Sets up Optical Character Recognition and specifies the recognition type and output options.

Grid command (Setup menu)

Controls the size and display of the grid.

Do not translate this topic. It is for help project administration only.

Recognize menu

Fax Viewer

Go command (Recognize menu)

Starts the recognition process.

Cancel command (Recognize menu)

Cancels recognition and returns to Fax Viewer.

Help Topics command (Help menu)

Displays the main Help Topics window.

About *Program* command (Help menu)

Displays the product copyright notice, software version number, release date and your serial number. You will be asked to check this information if you contact Delrina Technical Support for assistance.

Do not translate this topic. It is for help project administration only.

Text menu

Filler

Bold command (Text menu)

Bolds the selected text. For example, “B” becomes “**B**”.

Italic command (Text menu)

Italicizes the selected text. For example, “I” becomes “*I*”.

Underline command (Text menu)

Underlines the selected text. For example, “U” becomes “U”.

Normal command (Text menu)

Removes all formatting from the selected text. For example, “N” becomes “N”.

Font command (Text menu)

Sets font, font size and text alignment options.

Left Justify command (Text menu)

Left justifies the selected text.

Right Justify command (Text menu)

Right justifies the selected text.

Center Justify command (Text menu)

Centers the selected text.

Eraser command (Format menu)

Displays a selection of erasers of different sizes you can use to cleanup your fax image.

Do not translate this topic. It is for help project administration only.

Toolbar

Cover Page Designer, Viewer & Filler

Drag button

Displays an area of the fax page you select.

Select Area button

Selects an area of the fax page.

Pencil button

Draws lines directly on the fax image.

Erase button

Removes areas of the fax image as you drag the mouse over them.

Select button

Selects an object or area.

Text button

Inserts new text or selects existing text.

Text Box button

Creates a text object.

Fillbox button

Creates a fillable field on the cover page.

Freehand button

Draws freehand lines and shapes.

Rectangle button

Draws a rectangle.

Oval button

Draws an oval.

Line button

Draws a straight line.

Polygon button

Draws a multi-sided object.

Graphic button

Inserts a graphic object.

Stamp button

Inserts a stamp.

Align Text Left button

Left aligns the selected text.

Center Text button

Centers the selected text.

Align Text Right button

Right aligns the selected text.

Bold button

Bolds the selected text.

Italic button

Italicizes the selected text.

Underline button

Underlines the selected text.

Zoom In button

Enlarges the page view one level at a time—for example, from 25% to 50%.

Zoom Out button

Reduces the page view one level at a time—for example, from 50% to 25%.

Class 1 and Class 2 modem transmission status messages

Click the first letter of the first word in the message you want explained.



If you need to contact Delrina Technical Support about a transmission problem, provide the Support Representative with the full transmission status message displayed in your Send/Receive Log.

A

There are no status messages beginning with the letter “A”.

B

- ☐ BFT not supported.
- ☐ BFT not supported. Fax sent instead.

C

- ☐ Call canceled.
- ☐ cc:Mail:...
- ☐ Corrupted acknowledgment received.
- ☐ Corrupted fax data received.

D

There are no status messages beginning with the letter “D”.

E

- ☐ Event Fail:
 - ☐ Attachment can't be converted from Group4.
 - ☐ Attachment index is corrupt.
 - ☐ Attachment index is missing.
 - ☐ Attachment index was open.
 - ☐ Attachment missing.
 - ☐ Attachment page cannot be byte count fixed.
 - ☐ Attachment page can't be receive processed.
 - ☐ Attachment print failed.
 - ☐ Attachment rotated.
 - ☐ Attachment was open.
 - ☐ Cover page cannot be byte count fixed.
 - ☐ Cover page can't be converted from Group4.
 - ☐ Cover page logo can't be converted from Group4.
 - ☐ Cover page logo is not a valid .PCX logo.
 - ☐ Cover page logo missing.
 - ☐ Cover page logo rotated.
 - ☐ Cover page logo was open.
 - ☐ Cover page missing.
 - ☐ Cover page rotated.
 - ☐ Cover page was open.
 - ☐ Dial string was too long.
 - ☐ Event type not supported.
 - ☐ Forwarded page can't be receive processed.

- Mail .MSG file corrupt.
 - Mail .MSG file missing.
 - MS At Work .AWM file corrupt.
 - MS At Work .AWM file missing.
 - No pages to send.
 - Printed page cannot be byte count fixed.
 - Printed page can't be converted from Group4.
 - Printed page missing.
- Printed page rotated.
 - Printed page was open.
 - Received page can't be receive processed.
- Error negotiating acknowledgment.
- Error receiving fax data.
- Error sending fax data.
- Error writing data to disk.

F

- Failed to train.

G

There are no status messages beginning with the letter "G".

H

There are no status messages beginning with the letter "H".

I

There are no status messages beginning with the letter "I".

J

There are no status messages beginning with the letter "J".

K

There are no status messages beginning with the letter "K".

L

- Line busy.

M

- Mail:...
- Modem error.
- MS Mail:...
- MS At Work:
 - Error allocating address memory.
 - Error allocating attachment memory.
 - Error allocating body memory.
 - Error allocating header memory.
 - Error creating attachment file.
 - Error creating address file.
 - Error creating body file.
 - Error creating bundle.
 - Error creating header file.

- ☐ Error opening bundler session.
- ☐ Error setting bundler session.
- ☐ Error writing address file.
- ☐ Error writing attachment file.
- ☐ Error writing body file.
- ☐ Error writing header file.
- ☐ MS At Work not supported.
- ☐ MS At Work not supported. Fax sent instead.
- ☐ MS At Work's security not supported.

N

- ☐ No acknowledgment received.
- ☐ No answer.
- ☐ No CSID match.
- ☐ No dial tone.

O

There are no status messages beginning with the letter "O".

P

There are no status messages beginning with the letter "P".

Q

There are no status messages beginning with the letter "Q".

R

- ☐ Remote device issued disconnect signal.
- ☐ Ring detected but no fax calling.

S

There are no status messages beginning with the letter "S".

T

There are no status messages beginning with the letter "T".

U

- ☐ Unable to connect.
- ☐ Unable to connect at the desired minimum send/receive speed.
- ☐ Unable to negotiate connection or train.
- ☐ Unexpected response.
- ☐ Unexpected or no response to training.

V

There are no status messages beginning with the letter "V".

W

- ☐ WinFax to WinFax not supported.
- ☐ WinFax to WinFax not supported. Fax sent instead.

X

There are no status messages beginning with the letter “X”.

Y

There are no status messages beginning with the letter “Y”.

Z

There are no status messages beginning with the letter “Z”.

CAS modem transmission status messages

Click the first letter of the first word in the message you want explained.



If you need to contact Delrina Technical Support about a transmission problem, provide the Support Representative with the full transmission status message displayed in your Send/Receive Log.

This list includes status messages generated by WinFax only. For modem-specific messages -- that is, messages, generated by your modem -- see the file called ERRORS.TXT, included with your CAS software.


A

There are no status messages beginning with the letter "A".

B

There are no status messages beginning with the letter "B".


























C

 [cc:Mail:...](#)

D

There are no status messages beginning with the letter "C".

E

-  [Event Fail:](#)
 -  [Attachment can't be converted from Group4.](#)
 -  [Attachment index is corrupt.](#)
 -  [Attachment index is missing.](#)
 -  [Attachment index was open.](#)
 -  [Attachment missing.](#)
 -  [Attachment page cannot be byte count fixed.](#)
 -  [Attachment page can't be receive processed.](#)
 -  [Attachment print failed.](#)
 -  [Attachment rotated.](#)
 -  [Attachment was open.](#)
 -  [Cover page cannot be byte count fixed.](#)
 -  [Cover page can't be converted from Group4.](#)
 -  [Cover page logo can't be converted from Group4.](#)
 -  [Cover page logo is not a valid .PCX logo.](#)
 -  [Cover page logo missing.](#)
 -  [Cover page logo rotated.](#)
 -  [Cover page logo was open.](#)
 -  [Cover page missing.](#)
 -  [Cover page rotated.](#)
 -  [Cover page was open.](#)
 -  [Dial string was too long.](#)
 -  [Event type not supported.](#)
 -  [Forwarded page can't be receive processed.](#)
 -  [Mail .MSG file corrupt.](#)

- ☐ Mail .MSG file missing.
- ☐ MS At Work .AWM file corrupt.
- ☐ MS At Work .AWM file missing.
- ☐ No pages to send.
- ☐ Printed page cannot be byte count fixed.
- ☐ Printed page can't be converted from Group4.
- ☐ Printed page missing.
- ☐ Printed page rotated.
- ☐ Printed page was open.
- ☐ Received page can't be receive processed.

F

There are no status messages beginning with the letter "F".

G

There are no status messages beginning with the letter "G".

H

There are no status messages beginning with the letter "H".

I

There are no status messages beginning with the letter "I".

J

There are no status messages beginning with the letter "J".

K

There are no status messages beginning with the letter "K".

L

There are no status messages beginning with the letter "L".

M

- ☐ Mail:...
- ☐ MS Mail:...
- ☐ MS At Work:
 - ☐ Error allocating address memory.
 - ☐ Error allocating attachment memory.
 - ☐ Error allocating body memory.
 - ☐ Error allocating header memory.
 - ☐ Error creating attachment file.
 - ☐ Error creating address file.
 - ☐ Error creating body file.
 - ☐ Error creating bundle.
 - ☐ Error creating header file.
 - ☐ Error opening bundler session.
 - ☐ Error setting bundler session.
 - ☐ Error writing address file.
 - ☐ Error writing attachment file.
 - ☐ Error writing body file.
 - ☐ Error writing header file.

N

There are no status messages beginning with the letter “N”.

O

There are no status messages beginning with the letter “O”.

P

There are no status messages beginning with the letter “P”.

Q

There are no status messages beginning with the letter “Q”.

R

There are no status messages beginning with the letter “R”.

S

There are no status messages beginning with the letter “S”.

T

There are no status messages beginning with the letter “T”.

U

There are no status messages beginning with the letter “U”.

V

There are no status messages beginning with the letter “V”.

W

There are no status messages beginning with the letter “W”.

X

There are no status messages beginning with the letter “X”.

Y

There are no status messages beginning with the letter “Y”.

Z

There are no status messages beginning with the letter “Z”.

BFT not supported.

Remote device does not support BFT. WinFax did not send the binary file.

BFT not supported. Fax sent instead.

Remote device does not support BFT. WinFax converted the binary file, and sent it as a fax image instead.

Call canceled.

Sender or recipient canceled the transmission.

cc:Mail...

Messages prefaced with “cc:Mail” come from your mail system. These messages are also followed by one of the following:

- ☐ Reset
- ☐ SetFlag
- ☐ AddRecip
- ☐ SetSubject
- ☐ SetText
- ☐ AddAttach
- ☐ SendMail

If you need to call Delrina Technical Support, provide the Support Representative with the full status message displayed in your Send/Receive Log, indicating which code from the above list follows the message.

Corrupted acknowledgment received.

Remote device responded with corrupted data to a WinFax message. Some or all of the fax data may have been received by the remote device prior to the bad response. Request that the recipient check his or her received pages before you resubmit the fax.

Corrupted fax data received.

Remote device received a corrupted fax image. Resubmit the fax.

Attachment can't be converted from Group4.

Your computer has run out of disk space. Free up some space on your hard drive, then try sending the fax again.

Event Fail

Messages prefaced with “Event Fail” indicate that the fax event was unsuccessful. If you need to call Delrina Technical Support, provide the Support Representative with the full status message displayed in your Send/Receive Log.

Attachment index is corrupt.

The index file used to sort the current attachment's attachment folder is corrupted. Resend the event.

Attachment index is missing.

The index file used to sort the current attachment's attachment folder has been moved or deleted.
Resend the event.

Attachment index was open.

The index file used to sort the current attachment's attachment folder was open when you tried to send the fax. Resend the event.

Attachment missing.

The current attachment file (.FXS) has been moved or deleted. If you have a backup of the *.FXS files in your \WINFAX\DATA directory, load it, and try sending the fax again.

If you do not have a backup, recreate the attachment, then try sending the fax again.

Attachment page cannot be byte count fixed.

Your computer is experiencing hard disk problems. Try freeing up some space on your hard drive, then send the fax again.

Attachment page can't be receive processed.

The attachment cannot be cleaned up for transmission. This is usually due to a lack of disk space. Try freeing up some space on your hard drive, then send the fax again.

Attachment print failed.

The application from which you tried to send does not support the WinFax driver's printing technique.

Attachment rotated.

The attachment you tried to send was rotated. Open the attachment in the Viewer, return it to its original orientation, and save it. Try sending the fax again.

Attachment was open.

The attachment you tried to send was open in either the Viewer, or another Windows application. Check the Windows Taskbar to identify the application in which the attachment is open. Close the attachment file, then try sending the fax again.

Cover page cannot be byte count fixed.

Your computer is experiencing hard disk problems. Try freeing up some space on your hard drive, then send the fax again.

Cover page can't be converted from Group4.

Your computer has run out of disk space. Free up some space on your hard drive, then try sending the fax again.

Cover page logo can't be converted from Group4.

Your computer has run out of disk space. Free up some space on your hard drive, then try sending the fax again.

Cover page logo is not a valid .PCX logo.

The logo included in the quick cover page you are trying to send is not in .PCX format. It must be in .PCX format, and no larger than 800 pixels (high) x 1728 pixels (wide).

Select a graphic in .PCX format for your logo, then try sending the fax again.

Cover page logo missing.

The logo included in the quick cover page you are trying to send has been removed or deleted. If you have a backup of the logo file, load it, then try sending the fax again.

If you do not have a backup, recreate the logo file, or select an alternative file.

Cover page logo rotated.

The logo included on the cover page you tried to send was rotated. Open the logo file in the Viewer, return it to its original orientation, and save it. Try sending the fax again.

Cover page logo was open.

The logo file included on the cover page you tried to send was open in either the Viewer, or in another Windows program. Check the Windows Taskbar to identify the application in which the logo file is open. Close the logo file, then try sending the fax again.

Cover page missing.

The cover page you tried to send has been removed or deleted. If you have a backup of the cover page file, load it, then try sending the fax again.

If you do not have a backup, recreate the cover page, or select an cover page file.

Cover page rotated.

The cover page you tried to send was rotated. Open the cover page in the Viewer, return it to its original orientation, and save it. Try sending the fax again.

Cover page was open.

The cover page you tried to send was open in Cover Page Designer, the Viewer, or in another Windows program. Check the Windows Taskbar to identify the application in which the cover page is open. Close the cover page file, then try sending the fax again.

Dial string was too long.

The combination of dialing prefix and fax number that you entered for the current fax is too long. Dial strings can be a maximum of 78 digits in length.

Event type not supported.

The type of event you tried to send using WinFax's BFT feature is not supported by the remote device.
Try resubmitting the event as a fax.

Forwarded page can't be receive processed.

The fax you are trying to forward cannot be cleaned up for transmission. This is usually due to a lack of disk space. Try freeing up some space on your hard drive, then send the fax again.

Mail .MSG file corrupt.

The mail message you tried to send is corrupt. Resubmit the event.

Mail .MSG file missing.

The mail message you tried to send has been removed or deleted. Resubmit the event.

MS At Work .AWM file corrupt.

The MS At Work file you tried to send is corrupt. Resubmit the event.

MS At Work is not supported in WinFax 7.O PRO.

MS At Work .AWM file missing.

The MS At Work file you tried to send has been removed or deleted. Resubmit the event.

MS At Work is not supported in WinFax 7.O PRO.

No pages to send.

The fax you tried to send had no pages -- cover page or attachments -- to send. Select a cover page and/or one or more attachment files, then resubmit the fax.

Printed page cannot be byte count fixed.

Your computer is experiencing hard disk problems. Try freeing up some space on your hard drive, then send the fax again.

Printed page can't be converted from Group4.

Your computer has run out of disk space. Free up some space on your hard drive, then try sending the fax again.

Printed page missing.

A fax page (.FXS) has been moved or deleted. If you have a backup of the fax files (.FXS, .FXR, .FXD) in your \WINFAX\DATA directory, load it, and try sending/viewing the fax again.

If you do not have a backup, recreate the fax page, then try sending or viewing the fax again.

Printed page rotated.

The fax page file is rotated. Open the fax in the Viewer, return all pages to their original orientations, and save the fax. Try sending the fax again.

Printed page was open.

The fax page was open in the Viewer, or in another Windows program. Check the Windows Taskbar to identify the application in which the page is open. Close the fax page file, then try sending the fax again.

Received page can't be receive processed.

The received fax page cannot be cleaned up for transmission. This is usually due to a lack of disk space. Try freeing up some space on your hard drive, then send the fax again.

Error negotiating acknowledgment.

An error -- possibly a modem error -- caused WinFax to fail while acknowledging a message from the remote device.

Error receiving fax data.

An error -- possibly due to line noise -- occurred while WinFax was receiving the fax. Wait a few minutes, then request that the sender send the fax again.

Error sending fax data.

An error -- possibly due to line noise -- occurred while WinFax was sending the fax. Wait a few minutes, then send the fax again.

Error writing data to disk.

WinFax was unable to write data to your hard disk. Check for hard disk problems, and try freeing up some disk space.

Failed to train.

The transmission failed while sending out a test string of data to the remote device. No fax data was sent

Line busy.

The data line dialed was busy. Wait a few minutes, then resubmit the fax.

Mail...

Messages prefaced with “Mail” come from your mail system. These messages are also followed by one of the following:

- ☐ Reset
- ☐ SetFlag
- ☐ AddRecip
- ☐ SetSubject
- ☐ SetText
- ☐ AddAttach
- ☐ SendMail

If you need to call Delrina Technical Support, provide the Support Representative with the full status message displayed in your Send/Receive Log, indicating which code from the above list follows the message.

Modem error.

WinFax failed while setting the modem.

MS Mail

Messages prefaced with “MS Mail” come from your mail system. These messages are also followed by one of the following:

- ☐ Reset
- ☐ SetFlag
- ☐ AddRecip
- ☐ SetSubject
- ☐ SetText
- ☐ AddAttach
- ☐ SendMail

If you need to call Delrina Technical Support, provide the Support Representative with the full status message displayed in your Send/Receive Log, indicating which code from the above list follows the message.

MS At Work

Messages prefaced with “MS At Work” come from Microsoft At Work. If you need to call Delrina Technical Support, provide the Support Representative with the full status message displayed in your Send/Receive Log.

MS At Work is not supported in WinFax PRO 7.0.

Error allocating address memory.

This is an MS At Work message that indicates your computer has run out of either memory or disk space. Try freeing up some disk space, then resubmit the file.

MS At Work is not supported in WinFax PRO 7.0.

MS At Work not supported.

The remote device does not support MS At Work. WinFax did not send the binary file.

MS At Work is not supported in WinFax PRO 7.0.

MS At Work not supported. Fax sent instead.

Error allocating body memory.

The remote device does not support MS At Work. WinFax converted the binary file, and sent it as a fax image instead.

MS At Work is not supported in WinFax PRO 7.0.

MS At Work's security not supported.

Recipient does not have MS At Work's decryption capability. Resubmit the fax without using MS At Work security.

MS At Work is not supported in WinFax PRO 7.0.

No acknowledgment received.

The remote device failed to respond to a message sent by WinFax. Some or all of the fax data may have been received prior to the error. Request that the recipient check his or her received pages before you resubmit the fax.

No answer.

The remote device did not answer the call. Check that you typed the correct number in the Fax Number field of the Send dialog, then resubmit the fax.

No CSID match.

The recipient's CSID did not match that specified in the Send Secure area of the Delivery Properties dialog. Check the CSID specified, or disable Send Secure, then resubmit the fax.

No dial tone.

WinFax tried to dial the specified fax number, but detected no dial tone. Check that your modem is connected correctly to the back of your computer. Try sending the fax again.

Remote device issued disconnect signal.

The remote device hung up during transmission. Check with the intended recipient that the remote device is turned on. Resubmit the fax.

Ring detected but no fax calling.

WinFax answered the call, but the device at the other end was not a fax device.

Unable to connect.

Your modem was unable to connect with the remote device -- possibly because it is not a modem.

Unable to connect at the desired minimum send/receive speed.

WinFax was unable to connect at the speed specified in the Minimum Transmit Rate field in the Properties dialog for your modem.

Unable to negotiate connection or train.

WinFax failed during either negotiating and training -- possibly because of a bad line, or the remote device.

Unexpected response.

Remote device responded incorrectly to a WinFax message. Check with the intended recipient that the remote device is turned on, then resubmit the fax.

Unexpected or no response to training.

Remote device responded incorrectly -- or not at all -- to a WinFax message. Check with the intended recipient that the remote device is turned on, then resubmit the fax.

WinFax to WinFax not supported.

The remote device does not support Compressed BFT. WinFax did not send the binary file.

WinFax to WinFax not supported. Fax sent instead.

The remote device does not support Compressed BFT. WinFax converted the binary file, and sent it as a fax image instead.

Viewing a fax from Explorer

1. In Windows Explorer, right click the fax you want to view. A menu appears.
2. On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

Related Topics

Starting Quick Fax Viewer from Windows

1. In Windows Explorer, right click the fax you want to view. A menu appears.
2. On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

Related Topics

[Quick Fax Viewer](#)

Starting Fax Viewer from Quick Fax Viewer

 On the File menu, click Open Using WinFax Viewer.

 **Related Topics**

[Quick Fax Viewer](#)

Exiting Quick Fax Viewer



On the File menu, click Exit.

[Quick Fax Viewer](#)

Selecting a magnification factor



On the View menu, click the appropriate magnification factor.

[Quick Fax Viewer](#)

Browsing through a multiple page fax



On the View menu, click Previous Page or Next Page.

[Quick Fax Viewer](#)

Rotating fax pages




On the View menu, click the appropriate rotate option.

Printing a fax

1. On the File menu, click Print. The Print dialog appears.
2. In the Printer section, click the appropriate printer in the Name drop-down list.
3. Select any other appropriate options in the Print dialog.

Note

-  You can create fax attachments out of received faxes by selecting the WinFax printer.

[Quick Fax Viewer](#)

Viewing and hiding the toolbar


- On the View menu, enable Toolbar.

Note

- To remove the toolbars from sight, on the View menu, disable Toolbars.

[Cover Page Designer, Fax Viewer, Filler and Quick Fax Viewer](#)


Viewing and hiding the status bar

-  On the View menu, enable Status Bar.


Note

-  To remove the status bar from sight, on the View menu, disable Status Bar.

Opening multiple instances of Quick Fax Viewer

 On the View menu, disable Replace Window. A new Quick View window will open each time you open a fax file.

Note

 To have the Quick Fax Viewer window change to show the new file each time you open a fax, enable Replace Window.

