32bit Fax Help

FaxBook Entries

Glossary

About This Manual

Buttons

While reading this manual, words in triangle brackets [ ] will be in reference to [buttons].

Fax Button

When this manual refers to [Fax], it is referring to the Toolbar left behind when you tell 32BF to go background.   You will usually use the [Fax] button in the program that you are currently using.

32BF, Faxmail and faxmail

32BF will refer to 32bit Fax.

Faxmail and faxmail will refer to Fax and will be used interchangeably with Fax or fax.

Highlighting

Throughout this manual you will be asked to highlight things.

Highlighting an Entry in a List Box

Click the left mouse button on the desired entry.

Highlighting Text

Highlighting text in an Editor and in an <u>Edit Box</u> is a click and drag motion.   Position the mouse at the beginning of the text to be <u>highlighted</u>, press the left mouse button, and while holding it down, drag the cursor to the end of the text to be <u>Highlighted</u> and then release the left mouse button.

Getting Started

Installing 32bit Fax

Installing the Registered version

Installing the Registered version from Windows

Installing the Registered version from Windows

You will find SETUP.EXE on the 32bit Fax installation diskette.   SETUP.EXE must be run from a floppy drive, usually A: or B:.

From the Program Manager, [Run] A:SETUP.EXE.

SETUP.EXE will create a directory called C:\32BF_REG and expand the files from the 32bit Fax installation floppy diskette into C:\32BF_REG.   Then INSTALL.EXE will create a directory called C:\32BITFAX and install 32bit Fax into it.   After the installation, you may want to leave C:\32BF_REG for several days in case you want to make modifications.

Installing the Shareware version

Installing the Shareware version from DOS
Installing the Shareware version from Windows

Installing the Shareware version from DOS

Create a temporary directory, unzip the 32BF zip file into it, change directory to the temporary directory and type START.BAT [Enter].

START.BAT is one of the file extracted from the zipped file.

Installing the Shareware version from Windows

Use your favored unzipping tool and unzip the 32BF zip file and run the program called INSTALL.EXE while in Windows.

INSTALL.EXE is one of the file extracted from the zipped file.

Date format

During installation and later in the 32BF SetUp you will have the opportunity to set the fax header date format to MM/DD/YYYY - USA, DD.MM.YYYY - UK   or YYYY-MM-DD - WORLD.

Send Fax

Sending faxmail from existing Fax

You may send a <u>Fax</u> Format <u>file</u> already stored on disk.   Summon the Send Fax <u>dialog box</u> by selecting <u>[Fax]</u>, [Send Fax].   From the Send Fax box, <u>select</u> [Get Fax] and the Select Fax for Sending box will appear within which you may select an existing fax.

When using this selection, you are choosing a fax file that is already converted to a fax format. Only files with a DCX or PCX extension may be selected from this <u>menu</u> choice.   Colored <u>PCX files</u> can not be faxed.

Select the desired file by highlighting the drive, path, and file in the <u>list boxes</u>, or type the full <u>file</u> specification in the <u>edit box</u>.   Select [Select] to return to the Send Fax box.   The file selected will be displayed in the Send fax <u>edit box</u>.

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

Using Your Program's FaxBook system
You will need a comma delimited file called:
?:\32BITFAX\SEND2FAX.DEL
Where the ? is the drive that you installed 32bit Fax on.

SEND2FAX.DEL Format
3 or 6 field comma delimited file with the following format:
"Header(at top of fax)Y/N","Recipient","FaxNumber"
or:
"Header(at top of fax)Y/N","Recipient","FaxNumber","Scheduled Date","Scheduled Time","Subject"
HeaderYN:
A 1 character field consisting of either Y or N
Recipient:
A 31 character field consisting of the Recipient
FaxNumber:
A 46 character field consisting of a Fax Number
The next 3 fields are optional...
Scheduled Date:
A 10 character field consisting of the day to send the Fax
Scheduled Time:
A 10 character field consisting of the time to send the Fax
Subject
A 20 character field consisting of a Subject
Example:
"Y","Jon Krahmer","1-281-499-5939"
or:
"Y","Jon Krahmer","1-281-499-5939","07-15-2001","10:30:00am","Subject"

32BF must be running in the background.   The ?:\32BITFAX\SEND2FAX.DEL file must be create in the 32BITFAX directory.   Print to the 32BF Convert to Fax.   The 32BF Convert to Fax will create a ?:\TOFAX file. 32BF will see this file, convert it to a fax and call the Send Fax box. The Send Fax will see the ?:\32BITFAX\SEND2FAX.DEL file and instead of it's normal routine, it will work invisibly to send the fax as per the ?:\32BITFAX\SEND2FAX.DEL file and then

delete ?:\32BITFAX\SEND2FAX.DEL. The next time you load the Send Fax box, it will work as normal unless you do as described above.

Code example:
TOP:
 o Put the SEND2FAX.DEL file
 o Print document to: 32BF Convert to Fax
 o Wait for SEND2FAX.DEL to disappear
 o If done EXIT else back to TOP
EXIT:

Selecting a Recipient
Viewing the Fax being Sent
Saving or Deleting the Bitmap file
   Send and Save
   Send and Delete

Selecting a Recipient

The <u>fax</u> number and person to whom the correspondence or <u>file</u> is being sent is selected from the <u>FaxBook</u> <u>Entries</u> box.   <u>Select</u> [<u>Recipient</u>] and the FaxBooks <u>Entries</u> box will appear.

Viewing the Fax being Sent

To view the fax before sending, select [View Fax].   A full screen display of the bitmap file will appear.   View the full page by using the scroll bars.   View another page by selecting [Page].   A menu of pages will appear, listing each page number in the document.   Click on the page you want to view.

Saving or Deleting the Bitmap file

Send and Save
Send and Delete

Send and Save

Occasionally it is beneficial to save the <u>bitmap</u> version of your <u>file</u>, if you will be sending it again in the near future.

If disk space is at a premium you may feel free to delete the <u>bitmap</u> <u>file</u>, knowing that you may always send your correspondence again, directly from your original <u>file</u> from the Windows <u>application</u> where it was created, using the <u>32BF</u> Convert to <u>Fax</u> command.

Send and Delete

When sending <u>faxmail</u> , <u>select</u> [Send <u>Fax</u> and: ○Save ◉Delete]   in the Send Fax box to delete the <u>fax</u> <u>file</u> after it has been transmitted.   <u>Fax</u> files are large and occupy considerable disk space, so erasing them when they are not needed for sending again, is prudent.

<u>Select</u> the Delete Option button and the <u>bitmap</u> <u>file</u> will be marked for deletion.   You may purge the files marked for deletion with [Purge Send + Deletes] from the <u>Events Log Window</u>.

Cover Page Options

Making selections regarding <u>Cover Page</u> action is a matter of choosing from a series of option buttons.   Clicking on the selection will highlight and activate that choice.   If you have selected the <u>default</u> <u>Cover Page</u> in the SetUp box, the appropriate selection will already be <u>highlighted</u>. Use the SetUp command to set the <u>default</u> condition for all <u>Cover Page</u> Options.

Since more than one <u>Cover Page</u> may be created and saved in the <u>32BF</u> NotePad Window, a listing of <u>Cover Pages</u> will be displayed.   Click on the Down Arrow button to display a list of <u>Cover Pages</u> which you have created.

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

Choices for Cover Page action

No Cover Page
Include Cover Page
Cover Page Only
View Cover Page

No Cover Page

[◉No Cover Page] ignores a Cover Page in the faxmail sending process.   Only the fax is transmitted.

Include Cover Page

[◉Include <u>Cover Page</u>] causes <u>32BF</u> to send the selected <u>Cover Page</u>, followed by the selected <u>fax</u>

Cover Page Only

[◉Cover Page Only] causes 32BF to send the selected Cover Page and ignore the fax file.

Since the Cover Page can include any text you desire, as well as Field Data to be extracted from the computer and FaxBook, it may be used for sending memos and short correspondence. When sending Cover Page Only, there is no need to type addresses for Recipients each time, as they are included automatically in the sending process.

Another benefit of using the Send Cover Page Only feature is that the Cover Page is created in ASCII text and does not require the generation of a bitmap file on your computer.

View Cover Page

[View Cover Page] will open the default cover page and read the logo, date and time, text, and any FaxBook fields it finds embedded in the text.   It will use the results to create a temporary bitmap file that is identical to what the recipient of a fax would see if you send it.

Scheduling for Future Sending

The current date and time are displayed in the Schedule box of the Send <u>Fax</u> box.   If you desire to schedule your <u>faxmail</u> for sending at a future time, change the date/time.

Edit the date/time boxes by positioning the cursor in the <u>edit box</u> and use the BACKSPACE key to delete characters to the left of the cursor, the DELETE key to delete characters to the right of the cursor.

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

For Date: MM/DD/YYYY or DD.MM.YYYY or YYYY-MM-DD
For Time: HH:MM:SS (am/pm)

Selecting Fax Resolution

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

<u>What is Fax Resolution</u>
<u>Standard Fax Resolution</u>
<u>Fine Fax Resolution</u>

What is Fax Resolution

<u>Fax</u> documents may be sent in either Standard or Fine <u>Resolution</u> This setting determines the number of <u>DPI</u> to be used in sending the <u>BITMAP</u> <u>file</u> that is transmitted by <u>fax</u>.   A higher <u>DPI</u> usually means better quality.

Standard Fax Resolution

Standard <u>Fax</u> <u>Resolution</u> is 100 X 200 <u>DPI</u>.   Only every other scan line is sent.   The receiving <u>fax</u> machine prints each received line twice.   This <u>resolution</u> transfers faster than fine.

Fine Fax Resolution

Fine <u>Fax</u> <u>Resolution</u>   is 200 X 200 <u>DPI</u>.   All data is sent over the phone line.   Use Fine <u>Resolution</u> when you desire the best <u>resolution</u> and clarity in your <u>faxmail</u> .

Initiating the Send

With the appropriate parameters set in the Send Fax box as desired, you may send your correspondence by selecting [Send Fax].   If you desire to cancel the sending operation from the Send Fax dialog box, select [Cancel] and the dialog box will close without sending the Fax.

Sending faxmail to a Group

You may direct <u>faxmail</u> to all <u>entries</u> in a group with a single command, just as you would to a single recipient.   Mass broadcasting your <u>faxmail</u> to many recipients.

<u>Selecting the Group</u>
<u>Send Fax File Dialog Box</u>

Selecting the Group

As with sending <u>faxmail</u> to a single recipient, <u>select</u> [<u>Recipient</u>] from the Send Fax box and the Display <u>FaxBook</u> Entries box will appear.

Two combo boxes exist, one displaying the FaxBooks in the system, and the other displaying the <u>Groups</u> that you created within each <u>FaxBook</u>.   <u>Select</u> the desired <u>FaxBook</u> by clicking the down arrow button to the right of the combo <u>list box</u> in the Make and Edit <u>FaxBook</u>, [Make].   A drop-down list of FaxBooks will appear.   Highlight the desired <u>FaxBook</u> and the list will disappear displaying the selected <u>FaxBook</u>.

<u>Select</u> the desired Group by clicking the down arrow button to the right of the combo <u>list box</u> in the Make and Edit Group Sends, [Make].   A drop-down list of Group will appear.   Highlight the desired Group and the list will disappear displaying the selected Group.

Send Fax File Dialog Box

Select [OK] and you will be returned to the Send Fax box to initiate the send operation.   Notice that the Recipient is now the name of the Group to whom your are sending your faxmail .

Select [Send Fax] and the sending operation will be performed for each member of the group just as if each had been singularly entered.

Personalizing Group faxmail

You may individually personalize your Group <u>faxmail</u> by use of a <u>Cover Page</u> with the Group Send.   Each <u>Cover Page</u> will be personalized with the information from the individual <u>FaxBook entries</u> as each new recipient is selected from the Make and Edit Group Sends, [Make] and sent.

See Generating Documents and/or <u>Cover Pages</u>, for more detailed information.

Receiving faxmail

Background Operation

The less expensive <u>FaxModems</u> have no resources of their own and rely wholly upon the CPU and memory of your PC to perform their tasks.   As a result, when an incoming document is being received, all current program operations will be stopped, the PC is needed for the <u>fax</u> operation.

When a <u>FaxModem</u> card possesses its own resources, it will operate in the background, while you are operating your normal software.   This full <u>background operation</u> means that your current application is not interrupted upon receipt of incoming <u>faxmail</u> .

When the <u>32BF</u> <u>32BF</u> Program is loaded, portions are running as a memory resident program and operating in the background.   As long as your computer is turned on, regardless of what activity you are engaged in, incoming <u>fax</u> transmissions will be received into your computer, automatically.

Default Setting for Receiving Options

Incoming Directory

The drive letter and path to the location on your hard disk in which incoming <u>faxmail</u> will be stored.   This is the <u>default</u> setting, which you may override from the Notification box.

The <u>incoming directory</u> is the drive and directory path into which you wish to save the incoming files to disk.   This is the <u>default</u> path   only.   If you have selected <u>Auto-Save</u>, the <u>faxmail</u> will be routed into this subdirectory.   When you have selected Notify, this path will be presented to you along with the <u>file</u> name for saving.   You may route the <u>file</u> into any directory you desire, however, by changing the path and/or filename from the <u>Notification</u> box.

Receiving Options

There are four options pertaining to the handling of incoming <u>faxmail</u> once it is received into your computer.   <u>Select</u> one of the four options by clicking in the appropriate option button.   You may return to this <u>Default</u> Configurations box at any time to <u>select</u> a different choice when it best serves your present circumstances.

<u>Hold</u>
<u>Notify</u>
<u>Auto Save</u>
<u>Auto Print</u>

Hold

Selecting this option causes the incoming faxmail to be held in a Receiving Queue.   Your current work is not interrupted, and you may handle your faxmail at another time, when it is more convenient to you.

To extract faxmail out of the Receive Queue, summon the Events Log Window by selecting [Fax], [Events Log], [Receive Queue].

If you have faxmail, you will be Notified and presented with options for handling the incoming correspondence.   A separate Notification box will appear for each piece of incoming faxmail held in the Receive Queue.

Notify

Select [◉Notify] if you want 32BF to notify you each time faxmail is received.   When the incoming file is fully received into your computer a Notification dialog box will appear on your screen, regardless of where you are in the Windows environment.   The box will inform you of the receipt of faxmail and give you a variety of options for handling the incoming file.

Auto Save

Choose this option if you desire to have all incoming faxmail automatically stored in the default incoming Directory.   You are not interrupted by faxmail, and may then manage all incoming correspondence at a more convenient time.

Auto Print

This feature will cause your computer and printer to act like a normal <u>fax</u> machine with the added benefit of improving the quality of your <u>faxmail</u> image, particularly if you are using a laser-jet printer.   <u>Select</u> [⊠Auto Print] if you <u>choose</u> to have your incoming <u>faxmail</u> automatically sent to the printer upon arrival.   Auto Print works, only, in conjunction Auto Save Notice that the <u>Auto-Save</u> option button will be automatically selected when you <u>choose</u> Auto Print.   The <u>file</u> is saved to disk, and then printed.

Once the <u>faxmail</u> is received into your computer, the <u>file</u> will be given a date-stamp name and saved to disk in the <u>default</u> <u>incoming directory</u>.   Then the document is sent to the printer.   A Print Progress <u>dialog box</u> will appear, informing you that the <u>file</u> is received and is printing. Cancel the printing process, if you desire, with [Cancel].

You may also direct the printing process to be performed in the background, multitasked so that you may proceed with the work at hand.   To do so, <u>select</u> [Background].   For more information on this process, see a discussion on Printing from the Notification Box.   Use the <u>Events Log</u> to manage files which have been automatically saved to disk upon receipt.

Notification Box Options

When you <u>choose</u> to be notified of incoming <u>faxmail</u>, or you handle correspondence in the <u>Receive Queue</u>, you will be presented with a <u>Notification</u> Box, offering you a variety of options for dealing with each piece of correspondence.

The <u>Notification</u> Box Options are:

<u>Hold All</u>
<u>Print Fax</u>
<u>Fax Viewer</u>
<u>Save Fax</u>
<u>Delete Fax</u>

Hold All

Hold this and all future correspondence in the Receive <u>Queue</u>.

Extract <u>faxmail</u> out of the Receive <u>Queue</u>, by selecting [<u>Fax</u>],[<u>Events Log</u>], [Receive <u>Queue</u>].

Print Fax

Print the faxmail file.

Fax Viewer

By selecting [View Fax], you may display your <u>fax</u> correspondence in the Fax Viewer <u>Window</u>. See Fax Viewer for a more detailed explanation of the Fax Viewer <u>Window</u>.

Save Fax

Save the <u>file</u> in the directory and under the filename as displayed.   This box may be edited so that the <u>fax</u> may be saved to disk in any directory and under any name desired, as long as you dont change the <u>file</u> extension.

Delete Fax

If you have viewed or printed your incoming faxmail and determined that you do not need a permanent copy, you may delete the fax by selecting [Delete Fax]. A dialog box will appear prompting you to verify that you choose to delete the fax. Select [OK] and the fax will be deleted. Choose [Cancel] if you wish to return to the Notification box and not delete the fax.

Printing a Fax from the Receive Queue

Select the [Print Fax] and the print fax dialog box will appear.   The dialog box will indicate the active printer and the number of pages in the faxmail document.

Selecting a Printer
Printing Selective Pages
Choosing a Printing Method
Canceling Background Printing

Selecting a Printer

To <u>select</u> a different <u>printer driver</u>, <u>select</u> [Setup Printer] and the Windows Control Panel will be displayed.   <u>Select</u> [Printers], and the Windows Printer <u>Select</u> routine will be activated.   <u>Select</u> the desired printer and <u>close</u> the <u>window</u>.   You will be returned to the Print <u>Dialog box</u>.   See the Windows Users Guide for more information on use of the Printer Selection Routine.

Printing Selective Pages

The Print <u>dialog box</u> will display the number of pages in the document.   The <u>default</u> setting for the page(s) to be printed is all page(s).   The Print Page(s) selection boxes will display the first and last page number.   To print selected page(s) only, change the page numbers in the page <u>edit boxes</u> to those desired.

<u>Select</u> [Print] and a printing progress box will appear while the <u>file</u> is being sent to the printer. This <u>dialog box</u> will display the page number being printed.   If for any reason, you <u>choose</u> to abort the printing process, <u>select</u> [Cancel] and the sequence will be aborted.

Choosing a Printing Method

Since <u>bitmap</u> files contain large amounts of data, printing multiple-page <u>fax</u> can consume time, depending upon the printer and the <u>printer driver</u> being utilized.   To make your work more efficient, you may <u>choose</u> to enter into a multitasking mode.   This will cause the process of sending data to your printer to occur in the background, allowing you to proceed to other tasks.

<u>Select</u> [Background] and the printing process will continue in the background, simultaneously with your other work.   The Print Progress <u>dialog box</u> will disappear, however, to still give you access to canceling the print routine, the Print Progress box will be minimized into an <u>Icon</u> on the Windows <u>desktop</u>.

Canceling Background Printing

To cancel a background printing operation, <u>double-click</u> on the printing <u>Icon</u> on the Windows <u>desktop</u> and the Printing Progress <u>dialog box</u> will reappear.   <u>Select</u> [Cancel], and the print job will be aborted.

Naming and Saving your faxmail

Faxmail Naming Convention

When using a <u>printer driver</u>, such as <u>32BF</u> does, to convert your program <u>file</u> into a format which is understood by the <u>FaxModem</u>, the Windows environment does not give access to the <u>file</u> name.

Also, upon Receiving <u>faxmail</u>, raw data is transported over the telephone lines, from one facsimile device to another, giving no access to a <u>file</u> name.

In the absence of <u>file</u> names for <u>fax</u> format files, <u>32BF</u> follows a <u>file</u> naming convention that is based on a date-stamp and the number of transaction for the day.   The name given to both incoming and outgoing <u>fax</u> files is as follows:

MMDD0000.DCX

Whereas:

MM is the Month, DD is the Day, 0000 is a counter, numbering the <u>faxmail</u> events that day. DCX is an extension indicating that the <u>file</u> is in <u>fax</u> format.

Names with date stamps give you reference to the time the <u>file</u> was generated, but no reference as to the contents; as would be the case had you determined its name.

Fax Files

Most of the time you will want to rename your <u>faxmail</u> from the cryptic date stamp to a more meaningful name based on your knowledge of whom the <u>file</u> was from, or its contents.   If renaming is performed from the Notification box, then the more meaningful name will appear in the <u>Events Log</u>, simplifying <u>fax</u> management later.

Use [Print <u>Fax</u>] or [Fax Viewer] to print or <u>view</u> the <u>fax</u>.   With information about the content of the correspondence, name the <u>file</u> accordingly.

The <u>default</u> directory will be displayed with the filename.   However, you may edit the drive, directory, and or filename by placing the cursor in the <u>edit box</u> and use the Delete or Backspace keys to delete characters.   To delete the entire <u>default</u> filename, begin typing a new <u>file</u> specification.

<u>Select</u> [Save <u>Fax</u>] and the <u>faxmail</u> will be saved to disk as directed.   If the filename already exists on your disk, you will be presented with a warning, giving you the opportunity to overwrite the <u>file</u> or not.

If you <u>choose</u> to overwrite the existing <u>file</u>, <u>select</u> [OK] and the <u>file</u> will be stored to disk, overwriting the older one.   If you <u>choose</u> not to overwrite an existing <u>file</u>, <u>select</u> [Cancel] and you will be returned to the Notification box where you may enter a new <u>file</u> specification.

Saving Fax upon Receipt

Select [◉Auto Save] from SetUp if you do not wish to handle your faxmail at the time it arrives. By choosing Auto Save, incoming correspondence will be automatically saved to disk.

All correspondence will be saved in the default incoming Directory and named according to a date stamp

See: Faxmail Naming Convention for format.

Handling Auto Saved Events Later

A record of all your transactions will occur in the <u>Events Log</u> Window.   From the log, you may <u>view</u>, print, copy, delete, move, or re-send the saved <u>faxmail</u>.

<u>Naming faxmail Later</u>

Naming faxmail Later

When using the <u>Auto-Save</u> feature and handling your <u>faxmail</u> at a later date, you may use either the <u>Events Log Window</u> or Fax Viewer <u>Window</u> to manage your correspondence.   Each of these Windows possess the MoveAs command which allows you to <u>view</u> your <u>faxmail</u> and move, as well as rename it, to another directory.   You may also delete any unwanted files from these locations.

Monitoring the progress of incoming faxmail

Depending upon the <u>FaxModem</u> installed and its configurations, a tone can be heard when the modem begins Receiving <u>faxmail</u>.   If you want to inquire as to the sending party or to monitor the progress of an <u>event</u>, you may do so by selecting [<u>Fax</u>], [<u>Event</u> Monitor].

Future Send Queue

When you schedule a transmission for some time in the future, instructions pertaining to that event are placed into a queuing system, awaiting processing.   The computers calendar and clock are checked, and at the specified time, the transaction is processed by the FaxModem.

This holding area is referred to as the Future Send Queue.   If you are broadcasting faxmail to a group, multiple transactions are entered into the Future Send Queue, one event for each recipient in the group.

At times, it may be necessary to make changes, modifications or deletions from this list.   The Future Send Queue can be accessed and each item in the queue may be acted upon.

Managing faxmail in the Future Send Queue

Display the Future Send <u>Queue</u> by selecting <u>[Fax]</u>, [Future Send <u>Queue</u>] and a <u>dialog box</u> will appear within which all tasks scheduled for future sending will be displayed.   These are the send <u>fax</u> events that you sent form the Send <u>Fax</u> box using [Schedule], [Send <u>Fax</u>], after changing the date or time into the future.   The following information is displayed for each <u>event</u> in the <u>queue</u>:

Date, Time, <u>Resolution</u>, <u>Recipient</u>, FileName

Selecting an Event in the Future Send Queue

Scroll through the listings in the list box until the desired entry is located and highlight it. You may now perform any of the provided actions on that event.

Re-Scheduling an Event in the Queue

With the desired <u>event</u> <u>highlighted</u>, <u>select</u> [Re-Schedule].   A <u>dialog box</u> will appear within which you may change the time and date of the transmission.   The current time and date will be placed in the appropriate <u>edit boxes</u>.   Edit the time/date to your choosing and select [OK].

To re-schedule an <u>event</u> to be sent immediately, select [OK].   To cancel the Re-Schedule operation without changing the time or date of the event, select [Cancel].

Deleting an Event from the Queue

With the desired <u>event</u> <u>highlighted</u>, <u>select</u> the [Del] button.   A Deletion Options <u>dialog box</u> will appear and present you with two methods of deletion.

Delete Entry

This selection will delete the selected task from the Future Send Queue and the sending event will not take place.

Delete Entry and File

This selection will not only delete the task from the Future Send <u>Queue</u>, but will also delete the <u>Fax</u> <u>file</u> scheduled to be sent.

Viewing the Fax

With the <u>event</u> entry selected, <u>select</u> [<u>View</u>].   A full screen display for the <u>fax</u> will appear.   <u>View</u> the full page by using the <u>Scroll</u> bars. <u>View</u> additional pages, if any, by selecting [Page].

Return to the Future Send <u>Queue</u> <u>dialog box</u> by selecting [Exit].

Refreshing the Future Send Queue Box

Refreshing the Future Send <u>Queue</u> may become necessary if sending operations are taking place while you are in the Future Send <u>Queue</u> <u>dialog box</u>.   Selecting [ReFresh] will update and redrawn the <u>list box</u>, minus any completed events.

32BF Control Program

The 32BF Control Program has a windows that can be minimize or sent background by clicking on the [Go Background].   Operating in the background, 32bit Fax can be accessed from its toolbar.

 32bit Fax is designed to integrate faxmail into the entire Windows environment.   Fax functionality literally becomes a part of every Windows program, just as if each program was designed with fax functionality initially.

FAX Mode

Selecting FAX Mode will re-initialize your FaxModem to FAX Mode, and enable the FaxModem-Driver.   If your FaxModem is already in Fax Mode, it will re-initialize it and leave it in the FAX Mode.   Use this after calling a BBS such as AOL or CompuServe.   There are many ways to switch to FAX Modes.

1. Load the 32BF Event Monitor and select [FAX Mode].

2. Use the [Quit].

BBS Mode

Selecting BBS Mode will initialize your <u>FaxModem</u> to BBS Mode, and disable the <u>FaxModem-Driver</u>, 32bit Fax all programs associated with 32bit Fax .   If your <u>FaxModem</u> is already in BBS Mode, it will re-initialize it and leave it in the BBS Mode   Use this before calling a BBS such as AOL or CompuServe.   There are many ways to switch to BBS Mode

1. <u>Select</u> [<u>Fax</u>], [<u>QUIT</u>]

2. <u>Select</u> [<u>Fax</u>], [<u>Event</u> Monitor], [BBS Mode]

3. Load <u>FAX</u> vs BBS from the 32bit Fax Group and <u>select</u> [Set <u>FaxModem</u> to BBS Mode]

General Information

This section assumes that you have generated a document or <u>file</u> in a Windows program.

Most Windows programs (applications), especially the more sophisticated ones, communicate with a Windows message center while loading.   The programs asks Windows, not only which <u>printer driver</u> is loaded, but asks for the characteristics of the printer.   This communication informs the program of page, fonts, and graphics support.

If you forget to load the 32BF Program before the <u>application</u>, your document or <u>file</u> will be composed for your printer instead of <u>32BF</u> Convert to Fax.   When you, then, <u>select</u> <u>32BF</u> Convert to Fax, the more sophisticated programs will alert you that the <u>file</u> was not composed for that <u>driver</u>, and will recompose the document for you.

If you have selected a font from the Windows font library, or <u>soft font</u>s which are scaleable or dynamic <u>fonts</u>, you should not experience any difference in the image, whether you compose your document with your printer loaded or <u>32BF</u> Convert to <u>Fax</u>.

Bitmaps

When you send a document by fax from any Windows program, 32BF must first convert your document or file into a format which fax technology can transmit.   A second file will be created for this purpose.   This FAX FILE bitmap will be denoted by the three character extension of DCX.

This file does not interfere with your original document in any way.   It makes a compatible copy for fax transmission.   Upon transmitting your correspondence your original file saved by the application, and the DCX file both exist on your hard disk.

DCX files are quite large files and when kept, can consume a considerable amount of disk space.   If you have plenty of disk space or find it acceptable to occasionally spend time managing these files, you may want to save them.

However, if disk space is low and you do not continually refer to your fax correspondence, it is quite acceptable to choose the [Send Fax and: ◉Delete] setting as the default so all fax files tagged for deletion can be deleted with one command, [Purge Send + Deletes], from the Events Log.   You can always return to your original file documents for reference and re-faxing.

Generating Documents from Windows

First, load the 32BF Control Program so that the [Fax] will be available to you from the top left corner of the Program Manager and all your Programs.

Load a Windows word processor or graphics program with which you are familiar.   You probably had one in mind when purchasing 32bit Fax.   If you have no particular program in mind, load Windows Write or Windows Paintbrush from the Windows desktop.   Make sure that the screen is maximized.   Do so by clicking on the up arrow button in the extreme right corner of the window.

Experiment with your favorite applications, composing a document with your printer driver loaded and another with 32BF Convert to Fax.   This may only be an issue when high precision or quality is required such as in the case of detailed graphics.   As a general rule, if you know you are creating a document for faxmail, you may want to make 32BF Convert to Fax active while the document is being composed.

Also, see the section on font selection later in this chapter for more detailed information on the selection and use of fonts.

Create a document or file in the Windows program youve chosen.   Upon completion, save the file as you normally would using the [File], [SaveAs] or equivalent.

Sending a Fax Directly from an Application

To send faxmail directly from your Windows program (application), select the Windows Control button, now known as [Fax], to summons the 32bit Fax menu.   Select [CONVERT TO FAX].

You will be presented with the programs normal printing sequence.   Most Windows applications will display the target or selected printer.   The 32BF fax driver should look like one of these:

32BF Convert to Fax on C:\TOFAX
32BF 95 Convert to Fax on C:\TOFAX
32BF NT Convert to Fax on C:\TOFAX

Select any printing options which you desire, such as selected pages, etc., and use your programs Print routine.   The 32BF Convert to Fax will convert your document file into a fax, and save it to the hard disk for transmission.

Send Fax Box

Once the fax file is created, the Send Fax box will appear so that you may determine recipient and sending parameters.   Select [Recipient] to choose the addressee to whom the faxmail is to be sent.   You will be presented with the FaxBook Entries box.   Select a new addressee then select [OK].

CONVERT TO FAX and PRINTER OR FAX TOGGLE

Swapping Drivers
Converting to Fax

Swapping Drivers

Before printing to fax, you must select the 32BF Convert to Fax driver.

To swap between 32BF Convert to Fax and your normal printer driver, select [File], [Printer Setup].

If you plan to send a <u>fax</u> from an <u>application</u>, it is usually best to set the printer driver to 32BF Convert to Fax.

Converting to Fax

To start the send process Select [File], [Print].   The applications normal printer dialog box will appear within which you should insure that the active printer is the 32BF Convert to Fax on C:\TOFAX.   You may choose to send all or only a portion of the document pages, just as if you were directing the data to a printer.

Finish the print sequence as if you were printing to your printer.

Windows and Printer Drivers

Windows allows you to install multiple printer drivers, for multiple printers.   One of these printers is then selected as the default printer and is automatically loaded and used from each Windows application when you choose to print.   See your Windows Users Guide for more detailed information on installing and managing printers from the Windows Control Panel.

The 32BF Convert to Fax is handled as just another printer driver.   It is loaded as the active driver when you print to remote Fax Machine.

Event Monitor

Last or Current Event Monitor

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

Remote ID   Information about the remote fax machine.   Could be senders name, company ID, phone number, fax number, etc.
File name   The unique name of the file, assigned by 32BF, being sent.
Fax Number   Fax number of recipient receiving fax.
Transfer Type   The resolution, (fine or standard fax resolution) will be displayed.
Number of Page   The page number being transmitted and the total number of pages will be displayed.
Page Size   Page length in inches.
Status   This display will indicate the current state of the FaxModem operation.
        Examples of terms displayed are:
        No Event Yet
        Idle...
        Waiting to be Processed
        Dialing...
        Connecting...
        Sending...
        Receiving...
        Successfully Completed
        Event was Aborted
        Remote Machine is BUSY
        NO ANSWER from Remote Machine
        Transmission Warning
Time   This display will indicate the elapsed time of the transmission.
Number of Errors This display will indicate the number of transmission errors occurring in a fax. Some FaxModemspossess error correction capabilities and therefore, will not display errors.   A few error can occur with little harm to the fax.
Fatal Error   If the fax transaction ends without a complete cycle, the fatal error will indicate where the communication breakdown occurred.   A list of Fatal Error can be found in the Q and A file.

Aborting an Event

If, for any reason, you <u>choose</u> to interrupt the send/receive operation, you may do so by selecting [Abort <u>Event</u>].   This will cause the transmission to be terminated.   The entry in the <u>Events Log</u> will display Abrtd (<u>Event</u> was Aborted).

Answer Now

This option allows you to force 32BF to answer the phone immediately and try to receive a fax even if the phone did not ring.

Examples of use:

Set 32BF to answer on the twenty-fifth ring.   When the   phone rings, answer it with the phone. If you here a fax-tone, select [Answer Now].   When you here 32BF pick up, you hang up the phone.   32BF will take over and receive the fax.

Fax On Demand

Receive faxes from Fax On Demand Services.

Format:
1-222-333-4444,,,,,5,6,,,,,R

  o Where the **1** represents the long distance access.
  o Where the **222** represents the area code.
  o Where the **333-4444** represents the fax on demand number.
  o Where the **,,,,,** produces a 10 second pause.
  o Where the **5,6** represents the fax selection.
  o Where the **,,,,,** produces a 10 second pause to let the sender prepare to send.
  o Where the **R** will put many modems into the necessary receive mode to receive the Fax On Demand.

Remember that before you dial the number, you need to know their access or selection code, represented above by the **5,6**.   This code will very in digits and number of digits depending on the service you call.

Some modems will not go into the receive fax mode after dialing a number even though you add an R to the end of the dial string.   With these modems you will need to:
  o Connect a phone to the phone jack on the back of the modem.
  o Using said phone, manually dial.
  o Wait for the remote machine to go into send mode.   Usually you will here a beep every three seconds.
  o With the fax number field totally blank, click on **[Get the Fax]**.
  o When you hear your modem go into receive, hang up and let the fax come in.

Monitoring an Active Event

You may want to watch the <u>Event</u> Monitor at least long enough to ensure that you have made a connection and your <u>faxmail</u> is being delivered.

The <u>Event</u> Monitor will inform you of the following:

Type of operation, whether sending or receiving
To whom the <u>fax</u> is being sent, or from whom it is being received
<u>Resolution</u> of the <u>fax</u>
Number of pages in the <u>fax</u>
The elapsed time of the connection
Number of errors, if any occurred
Last <u>FaxModem</u> Response
Session Progress
You can abort the <u>Event</u> with the [Abort <u>Event</u>] button
You can do a blind answer by pressing the [Answer Now] button

Closing the Event Monitor

To <u>close</u> the <u>Event</u> Monitor box, <u>select</u> [<u>Close</u>].   When you do so, the <u>dialog box</u> will disappear, and your <u>faxmail</u> transmission will continue in the background.   Most <u>FaxModems</u> use a variety of sounds to indicate whether an <u>event</u> was completed successfully or aborted.   Depending on which <u>FaxModem</u> you have installed, you will be notified of the status of the <u>event</u> by the sounds.   Moreover, 32bit Fax makes a happy sound after a successfully completed <u>event</u> or a sad sound upon an <u>event</u> ending with a fatal error.

If you have any questions as to the <u>faxmail</u> transmission, you may call the [<u>Event</u> Monitor] from [<u>Fax</u>] and <u>view</u> the final status of the <u>event</u>.   Alternately, you may call the <u>Events Log</u> for a status report of the transmission.

32BF NotePad

Quick memos and short documents may be generated using the <u>32BF</u> NotePad Window   <u>32BF</u> NotePad is also used to create <u>Cover Pages</u> for transmittal with your <u>faxmail</u>.   <u>Conversion</u> to <u>Fax</u> will take place at send time directly into your modem.

Templates

Sample templates are included with the 32BF program.   Located in the program directory, you will find the following:

32BF NotePad document template   SAMPLE.TXT
Cover Page template   SAMPLE.CVR

Creating a Document in 32BF NotePad

The 32BF NotePad Window may be called from the Main 32BF menu or from the desktop Icon, located in the 32bit Fax Group.   With the 32BF Program loaded, select [Fax] and choose the [Pencil].   The 32BF NotePad Window will be displayed in its maximized position.

To create a New Document in 32BF NotePad, select [File], [New Text File].   You will be presented with a clean work area, with the cursor located in the upper left corner.

Editing a 32BF NotePad Document

Entering Text

Text is entered into the <u>32BF</u> NotePad work area by typing the same way as most Windows based text editors or word processors.   The text will automatically wrap at the end of a line onto the following line.   Use [ENTER] to end a line or paragraph.

End Page

If you want to force an end of page, put your cursor where you want the page to end and <u>select</u> [Edit], [End Page].

Insert Text

To enter text in 32BF NotePad without overwriting the existing text, select the Insert/Overwrite button to [Insert].

Overwrite Text

To enter text in <u>32BF</u> NotePad and overwrite the existing text that occurs to the right, <u>select</u> the Insert/Overwrite button to [Overwrite].

Erasing Text

Highlight the text to be Erased. Highlighting text is a click and drag motion.   Position the cursor at the beginning of the text to be <u>Highlighted</u> and press the left mouse button, and while holding it down, drag the cursor to the end of the text to be <u>Highlighted</u>.   Release the left mouse button.

<u>Select</u> [Edit], [<u>Cut</u>].   The <u>highlighted</u> text will be cut from the <u>work pad</u> and written to the Windows clipboard.

Erasing Text without Highlighting

Text may be erased from your document by positioning the cursor at the desired location and pressing the BACKSPACE or DELETE key.   The BACKSPACE key will erases the text to the left of the cursor position while the DELETE key will erases text to the right of the cursor position.

Undo

When text is erased, it is temporarily written to the Windows clipboard.   Doing so, allows the text to be replaced into your document if you <u>choose</u> to reverse a [<u>Cut</u>] or erase.

<u>Select</u> [Edit], [Undo] and the erased text will be put back into your document.

Moving Text

[Highlight the Text](#)
[Cut the Text](#)
[Paste the Text](#)

Highlight the Text

Press the left mouse button.   While holding it down, use your mouse to drag the cursor to the end of the text to be <u>Highlighted</u>.   Then release the left mouse button.

Cut the Text

<u>Select</u> [Edit], [<u>Cut</u>] and the <u>Highlighted</u> text will be removed from the <u>32BF</u> NotePad and written to the Windows clipboard.

Paste the Text

Position the cursor at the location to which the text is to be moved and <u>select</u> [Edit], [<u>Paste</u>] and the text will be written to the new location.

To Copy Text

Highlight the Text

Copy the Text

Paste the Text

Highlight the Text

Position the cursor at the beginning of the text to be <u>Highlighted</u>.   Press the left mouse button, and while holding it down, drag the mouse to the end of the text to be <u>Highlighted</u>, then release the left mouse button.

Copy the Text

Select [Edit], [Copy] and Highlighted text will be copied to the Windows clipboard.

Paste the Text

Position the cursor where you want the text is to be copied and <u>select</u> [Edit], [<u>Paste</u>] and the text will be copied to the new location.   You can copy text from any Windows programs and <u>paste</u> it in the <u>32BF</u> NotePad.

Saving a 32BF NotePad Document

If the document does not yet have a name, <u>select</u> [<u>File</u>], [SaveAs].   A Save As box will appear. Type in a document name, up to eight characters.   The three character extension will be added for you.   If you are editing a <u>file</u> with a name <u>select</u> [<u>File</u>], [Save].

Opening a 32BF NotePad Document

To open an existing file select [File], [Open] Text File.   A dialog box will appear within which you will select an existing file from disk.

Select the desired drive letter and directory from the directories list box, which is the right list box in the window.

32BF will search the directory chosen for text files *.TXT and display them.

Select the desired file from the list box by highlighting it file and selecting [OK].   You may also double-click on the filename.

The Open File box will disappear and the file will be displayed in the work area of the 32BF NotePad Window.

Print a 32BF NotePad Document

Select [File], [Print] and a dialog box will appear allowing you to print to your printer or fax. When the printing is completed, you will be returned to the 32BF NotePad work pad.   If you choose to stop the printing process select [Cancel] and the printing will be aborted.

Sending faxmail from 32BF NotePad

Create a document or Cover Page in 32BF NotePad and save the document.   For short memos, you may want to type your correspondence directly into a Cover Page.   This is efficient because the Cover Page can includes your logo file, Data Fields which will automatically fill in information about the party to whom your correspondence is addressed, and sending from 32BF NotePad does not create a bitmap fax format file to manage later.

Whether it is a text file or Cover Page, create your document and save it using [File], [SaveAs].

Sending a Text File
Sending as a Cover Page

Sending a Text File

Select [Fax], [CONVERT TO FAX].   The printer box will appear.   Select a font and [Print]. After the text is converted to fax, the Send Fax dialog box will appear.   Select a Recipient and make any modifications you desire to the sending parameters and select [Send Fax].

Sending as a Cover Page

Select [Fax], [Send Fax] and the Send Fax dialog box will appear.   Select a Recipient and select [⦿Cover Page Only] from the Cover Page Options.   Select the name of the Cover Page from the Cover Page list box.   Send your 32BF by selecting [Send Fax].

Cover Pages

32BF allows you to create and save as many cover pages as you choose, making it possible to use a variety of Cover Pages, selecting that which is most appropriate to the type of correspondence.

Creating a New Cover Page

Creating a New Cover Page

Load the Send <u>Fax</u> box by selecting [<u>Fax</u>], [Send <u>Fax</u>].   When the Send <u>Fax</u> box is loaded, <u>select</u> [Edit <u>Cover Page</u>] and the <u>32BF</u> NotePad <u>Window</u> will appear with the <u>default</u> <u>cover page</u> loaded in it.   This <u>window</u> is an <u>ASCII text</u> word processor used for typing short correspondence for <u>faxmail</u>, and for creation of <u>Cover Pages</u>.   To create a new <u>Cover Page</u>, <u>select</u> [<u>File</u>], [SaveAs] and save it as MYFILE.CVR.   Where MYFILE.CVR is the name you chose.   Now you are ready to modify this <u>Cover Page</u> into whatever you want.   If you want to include your new <u>Cover Page</u>; from the Send <u>Fax</u> box, <u>select</u> the <u>Cover Page</u> down Arrow and <u>choose</u> the one you want.   If you want MYFILE.CVR to become the <u>default</u> <u>Cover Page</u>, go to SetUp and <u>select</u> it as the <u>default</u>.

For more information on the subject of <u>Cover Pages</u>, <u>select</u> any 32bit Fax [Help] button and <u>select</u> [Search] and type in: <u>Cover Page</u>.   Also, search the 32bit Fax Help system for: **Cover Page Logo**.

Note: In the sample <u>Cover Page</u>, SAMPLE.CVR, the <u>Cover Page</u> itself does not contain any information pertaining to the sender such as a letterhead.   This information is contained in the PCX logo <u>file</u>..

Field Data Fax-Merge

Field data are those phrases which tell <u>32BF</u> which types of information to Mail Merge from the <u>FaxBook</u> and other sources into your <u>Cover Page</u>.

The actual information inserted into these locations will vary and be specific to each recipient for each <u>fax</u> sent.   For example, <u>select</u> [Fields], [To: <u>Recipient</u>], and [=<u>RECIPIENT</u>=] will appear where your cursor is, denoting the name of the person or company to whom the <u>fax</u> will be sent. Each time a document is sent, the name of the addressee will be copied from the <u>FaxBook</u> <u>RECIPIENT</u> field to the designated place in your <u>cover page</u>.

The possible choices are:

Cover Page Logo
Date
Time
Recipient
Person
Position
Address
<u>Fax</u> and telephone numbers
Comment
Pages In Fax

<u>Placing Field Data onto the Cover Page</u>
<u>Erasing a Field Data</u>

Placing Field Data onto the Cover Page

Position the cursor at the location where the data is to appear and <u>select</u> [Fields], then <u>select</u> the appropriate data field from the pull down <u>menu</u>.   The data field will appear on the <u>Cover Page</u> at the location of the cursor, with one exception.   The logo field will always appear at the extreme upper left corner of the page.

Erasing a Field Data

Highlight the Field Data by placing the cursor at the beginning of the field and pressing the left mouse button.   While holding the left mouse button down, drag it to the end of the field.   <u>Select</u> [Edit], [<u>Cut</u>] and the field data will be deleted.   Pressing [Del] will also delete it

Fields Menu

The Fields Menu gives the user access to a series of Data Fields which are positioned onto the 32BF NotePad Cover Page Document for Mail Merge.

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

> Cover Page Logo
> Date
> Time
> To: Recipient
> To: Name
> To: Position
> Address: Address1
> Address: Address2
> Address: City
> Address: State
> Address: Zip
> Phone: Fax Number
> Phone: Voice Number
> Comment
> Pages In Fax

Cover Page Logo

To add a Logo file to the Cover Page, select [Fields], [Logo].   A dialog box will appear within which you will choose the desired PCX file to be prefixed to the cover page.   The file must be a black and white bitmap file with the (.PCX) extension and it must be in the 32BITFAX directory. The PCX extension will not show here but will be assumed.

You can only have one Logo and it will be at the top of the Cover Page.   You can replace it at will.

Date

Inserting the current date into a <u>Cover Page</u> will cause the current date to be inserted into the <u>Cover Page</u> upon being faxed.   The [==DATE==] field will be replaced by the current date taken from the computers calendar.

Position your cursor where the [==DATE==] field is to occur and <u>select</u> [Fields], [Date].   The Date Field will appear in the document.

Time

Inserting the current time into a <u>Cover Page</u> will cause the current time to be inserted into the <u>Cover Page</u> upon being faxed.   The [==TIME==] field will be replaced by the current time taken from the computers clock.

Position your cursor where the [==TIME==] field is to be inserted and <u>select</u> [Fields], [Time]. The Time Field will appear in the document.

To: Recipient

Inserting the FaxBook [=RECIPIENT=] field into a Cover Page will cause the Recipient information to be inserted into the Cover Page upon being faxed.   The [=RECIPIENT=] field will be replaced by the current Recipient taken from the 32BF FaxBook.

Position your cursor where the [=RECIPIENT=] field is to occur and select [Fields], [To: Recipient], and the [=RECIPIENT=] field will appear in the document.

To: Name

Inserting the FaxBook [=ToNAME=] field into a Cover Page will cause the Name information to be inserted into the Cover Page upon being faxed.   The [=ToNAME=] field will be replaced by the current Name taken from the 32BF FaxBook.

Position your cursor where the [=ToNAME=] field is to occur and select [Fields], [To: Name], and the [=ToNAME=] field will appear in the document.

To: Position

Inserting the <u>FaxBook</u> [=ToPOSITION=] field into a <u>Cover Page</u> will cause the Position information to be inserted into the <u>Cover Page</u> upon being faxed.   The [=ToPOSITION=] field will be replaced by the current Position taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [=ToPOSITION=] field is to occur and <u>select</u> [Fields], [To: Position], and the [=ToPOSITION=] field will appear in the document.

Address: Address1

Inserting the <u>FaxBook</u> [=ToADDR1=] field into a <u>Cover Page</u> will cause the Address1 information to be inserted into the <u>Cover Page</u> upon being faxed.   The [=ToADDR1=] field will be replaced by the current Address1 taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [=ToADDR1=] field is to occur and <u>select</u> [Fields], [Address: Address1], and the [=ToADDR1=] field will appear in the document.

Address: Address2

Inserting the <u>FaxBook</u> [=ToADDR2=] field into a <u>Cover Page</u> will cause the Address2 information to be inserted into the <u>Cover Page</u> upon being faxed.   The [=ToADDR2=] field will be replaced by the current Address2 taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [=ToADDR2=] field is to occur and <u>select</u> [Fields], [Address: Address2], and the [=ToADDR2=] field will appear in the document.

Address: City

Inserting the FaxBook [==ToCITY==] field into a Cover Page will cause the City information to be inserted into the Cover Page upon being faxed.   The [==ToCITY==] field will be replaced by the current City taken from the 32BF FaxBook.

Position your cursor where the [==ToCITY==] field is to occur and select [Fields], [Address: City], and the [==ToCITY==] field will appear in the document.

Address: State

Inserting the <u>FaxBook</u> [==ToSTATE==] field into a <u>Cover Page</u> will cause the State information to be inserted into the <u>Cover Page</u> upon being faxed.   The [==ToSTATE==] field will be replaced by the current State taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [==ToSTATE==] field is to occur and <u>select</u> [Fields], [Address: State], and the [==ToSTATE==] field will appear in the document.

Address: Zip

Inserting the <u>FaxBook</u> [==ToZIP==] field into a <u>Cover Page</u> will cause the Zip information to be inserted into the <u>Cover Page</u> upon being faxed.   The [==ToZIP==] field will be replaced by the current Zip taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [==ToZIP==] field is to occur and <u>select</u> [Fields], [Address: Zip], and the [==ToZIP==] field will appear in the document.

Phone: Fax Number

Inserting the FaxBook [=ToFaxNUM=] field into a Cover Page will cause the Fax Number information to be inserted into the Cover Page upon being faxed.   The [=ToFaxNUM=] field will be replaced by the current Fax Number taken from the 32BF FaxBook.

Position your cursor where the [=ToFaxNUM=] field is to occur and select [Fields], [Phone: FaxNumber], and the [=ToFaxNUM=] field will appear in the document.

Phone: Voice Number

Inserting the <u>FaxBook</u> [=ToVocNUM=] field into a <u>Cover Page</u> will cause the Voice Number information to be inserted into the Cover Page upon being faxed.   The [=ToVocNUM=] field will be replaced by the current Voice Number taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [=ToVocNUM=] field is to occur and <u>select</u> [Fields], [Phone: VoiceNumber], and the [=ToVocNUM=] field will appear in the document.

Comment

Inserting the <u>FaxBook</u> [=ToComment=] field into a <u>Cover Page</u> will cause the Comment information to be inserted into the Cover Page upon being faxed.   The [=ToComment=] field will be replaced by the current Comment taken from the <u>32BF</u> <u>FaxBook</u>.

Position your cursor where the [=ToComment=] field is to occur and <u>select</u> [Fields], [Comment], and the [=ToComment=] field will appear in the document.

Pages In Fax

Inserting the [=PagesInFax=] field into a <u>Cover Page</u> will cause the Number of pages in fax information to be inserted into the Cover Page upon being faxed. The [=PagesInFax=] field will be replaced by the number of pages to follow the Cover Page.

Position your cursor where the [=PagesInFax=] field is to occur and <u>select</u> [Fields], [Pages in fax], and the [=PagesInFax=] field will appear in the document.

Creating Cover Page Logo Files

Method 1, From an Application

Create a Logo in any Windows Application and print it to the 32BF Convert to Fax.   When 32BF brings up the Send Fax dialog box, select [View Fax], [Edit], [DCX to PCX BreakUp] and do the BreakUp.   The resulting PCX file can be used as a Cover Page Logo.

Method 2, Copy, Paste, Modify

Load the 32bit Fax 'Fax Viewer' program from the 32bit Fax Group, or [Fax], [Fax Viewer]. Select [File], [Open], [PCX] and from the 32BITFAX directory, open URGENT.PCX and then select [File], [Copy] whatever you want the new logo to be called.

Load the 32bit Fax 'Send Fax' program from the 32bit Fax Group, or [Fax], [Send Fax].

Select [Edit Cover Page] and the 32bit Fax NotePad will load and display the current default Cover Page.   Select [Fields], [Logo] and select the logo that you just created with the 'Fax Viewer' [Copy] command.   Save and exit from 32BF NotePad back to 'Send Fax'.

Select [Edit Cover Page Logo] and the Windows Paintbrush will load and display the current default Cover Page Logo.   Delete the image and now you are ready to import graphics and/or draw your own logo.   Paintbrush will let you select any font any size you want.   Be sure you are in the 32BITFAX directory when you do your final [Save].

Method 3, Start from scratch

Load Paintbrush.   To set the size of the image area, <u>select</u> [Options], [Image Attributes...] and a <u>dialog box</u> will appear, within which the width and height may be specified.   The width should be set to 1728 pixel wide, and the height to 576 pixels high (give or take).   You can vary the height but should not vary the width.   Set the color to [Black and White].

A variety of image template <u>PCX files</u> have been included with your 32bit Fax software.   They are stored in your 32BITFAX directory with names such as:

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

<u>Open</u> them in Paintbrush and use them as templates for size alone.   Do not modify and use these, as they will be overwritten when you upgrade.

If you are not familiar with Windows Paintbrush, see the detailed instructions in the Windows Users Guide.   The drawing tools plus the ability to import graphics or clip art from other drawing or graphics programs will enable you to produce professional logos for your <u>cover pages</u>.

You may also use a scanner to replicate your logo or letterhead in Paintbrush.   Making use of the Windows clipboard will give you access to graphics in other programs and in other formats which can be Copied and Pasted into Paintbrush.

Saving your Logo file

To save your Logo file, first select the PCX extension from the list box of possible file formats. Save your logo under an appropriate name, insuring that it is in the 32BITFAX program directory otherwise it will not be found when possible choices of logos are presented to you in the 32BF NotePad Window [Fields] pull-down menu.

Test Your Results

Test Your Results

After you have saved your logo <u>file</u>, from the Send <u>Fax</u> box, you can summons the <u>32BF</u> NotePad <u>Window</u> with [Edit <u>Cover Page</u>].and <u>select</u> [Fields], [Logo] to call the Pick a Logo <u>dialog box</u> to insure that your new <u>file</u> appears in the <u>list box</u>.   <u>Select</u> the new logo and then <u>select</u> [<u>File</u>], [Save].   Exit <u>32BF</u> NotePad and from the Send <u>Fax</u> box <u>select</u> [<u>View</u> <u>Cover Page</u>].

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

Prefixing a Logo to a Cover Page

You may determine which graphics logo file you choose to accompany each individual Cover Page.   This is accomplished in the same manner as other Field Data is placed on the Cover Page.

Select [Fields], [Logo] and the Pick a Logo dialog box will appear, from which you may select the appropriate logo file.

The graphics file to be used as your logo must be a black and white bitmap PCX file, which is an acceptable fax format.   You may create a logo file in any of several graphics or drawing programs, but since Paintbrush is included with Microsoft Windows, it is available to everyone.

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

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

At the time of Sending

At the time of Sending

At the time of transmission, the logo will be placed at the top of the Cover Page.

Opening an Existing Cover Page

Load the 32BF NotePad and open an existing Cover Page by selecting [File], [Open Cover Page].   A dialog box will appear within which you will select an existing file from the 32BITFAX directory.

Select the desired file to open by highlighting the file in the files list box and selecting the [OK] button, or double-clicking on the filename.   The Open File box will disappear and the Cover Page will be displayed in the work area of the 32BF NotePad Window.

Saving a Cover Page

To save your Cover Page, select [File], [SaveAs] from the menu.   A Save As box will appear within which you will enter the desired name to save the file to disk.

Place the cursor in the name edit box and enter a name for the file of up to eight characters in length.   To save the Cover Page select [OK] and the file will be saved to disk.

Cover Page Elements

Permanent Text
Field Data
Graphic or Logo

Permanent Text

That information which is fixed and remains consistent on a <u>cover page</u>.

Field Data

This information assists you in personalizing your <u>faxmail</u>.   It consists of data retrieved from the <u>FaxBook</u> and merged onto the <u>cover page</u> at the time the <u>fax</u> is transmitted.   Certain Key Phrases are placed onto the <u>Cover Page</u>, located as your <u>choose</u>, to indicate which <u>FaxBook</u> information should be merged.

Graphic or Logo

You may include a graphic PCX <u>file</u> as a logo or <u>header</u> at the top of the <u>cover page</u>.   You may create the logo <u>file</u> in any graphics or drawing program which provides the PCX <u>file</u> format, such as Windows Paintbrush.

Fax Viewer Program

Fax Files are bitmap files which are displayed as any other graphics files would be in a variety of graphics programs.   The file is displayed on the screen by building it in layers or bands from top to bottom, as data is read.   Each time the display is altered, the screen must be re-drawn or refreshed.

Opening a Fax File to View
   Type File Specification
   Select the File to be Opened
Scrolling Through a Page
Viewing Another Page
Closing the Fax Viewer Window
Copying a Fax File
   Select the File to Be Copied
   Enter a New FileName
Moving and Renaming a Fax File
Printing a Fax from the Fax Viewer
   Selecting a Printer Driver
   Printing Selective Pages
   Choosing a Printing Method
Deleting a Fax File
Sending faxmail from the Fax Viewer

Opening a Fax File to View

Select [Fax], [FAX VIEWER] and the Fax Viewer will appear, displaying the default fax file.   If you want to view a different fax, select [File], [Open] and the Open File for Viewing dialog box will appear, within which a file may be selected.

Type File Specification
Select the File to be Opened

Type File Specification

The Fax Viewer Window is specifically designed to display fax format bitmap files.   The filename must contain a PCX or DCX extension.   Type the complete file specification, including drive letter, path and filename in the edit box or select the file from the list box.

Select the File to be Opened

Scroll through the list box using the scroll bar until the desired drive, path, and files list appear.

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

Scrolling Through a Page

Scroll through the page with the horizontal and vertical scroll bars.   You may slowly scroll through a page by using the THUMB button of the vertical scroll bar.   Select the THUMB button and slowly drag it downward as you view the file.   The display will move in measured increments.

Viewing Another Page

To <u>view</u> another page, <u>select</u> [Page].   The total number of pages will be displayed on a pop-up <u>dialog box</u>.   The page following the currently viewed page will automatically be <u>highlighted</u>. Click your mouse on the page you want to <u>view</u> or use the arrow keys and [Enter].

Closing the Fax Viewer Window

Close the Fax Viewer Window by selecting [Exit] or [File], [Exit] and you will be returned to your previous program location.

Copying a Fax File

To copy a file on disk, <u>select</u> [<u>File</u>], [Copy] and the Copy <u>Fax</u> <u>File</u> box will appear.   The box consists of two <u>edit boxes</u>.   One for the name of the <u>file</u> to be copied From, and the other for the name of the new <u>file</u> to which it is copied to.

<u>Select the File to Be Copied</u>
<u>Enter a New FileName</u>

Select the File to Be Copied

Select the desired drive letter and directory from the list box.

32BF will search the directory chosen and display all files in the directory.   Select the file to be copied by highlighting it.   The file selected will appear in the edit box labeled Copy Fax File From.

If you know all or part of the file specification that you want to copy, you may type it directly into the Copy Fax File From edit box

Enter a New FileName

Once the Origination <u>file</u> is selected in the upper box, the cursor will appear in the lower <u>edit box</u> label Copy <u>Fax</u> <u>File</u> To:.   Type in the drive, path, and <u>file</u> name to which the <u>file</u> is to be copied. You may initiate the sequence by pressing [Enter], or selecting [OK].

The original <u>file</u> will be copied to a new <u>file</u> under the designated name, and the Copy <u>Fax</u> <u>File</u> box will disappear.   You will be returned back to the <u>Fax</u> Viewer.

Moving and Renaming a Fax File

When viewing a <u>file</u>, it may be advantageous to rename and move the <u>file</u> to another location on the disk. <u>Select</u> [<u>File</u>], [MoveAs] to summon the Move <u>File</u> As <u>dialog box</u>.

The name of the <u>file</u> being moved will be displayed in the top <u>edit box</u> entitled Move <u>File</u> From. Type the drive, path, and filename to which it is being moved into the Move <u>File</u> As <u>edit box</u>. <u>Select</u> [OK] and the <u>file</u> will be moved to the path and filename specified.

Printing a Fax from the Fax Viewer

Select [File], [Print] and a print dialog box will appear.   The dialog box will indicate the active printer and the number of pages in the fax.

Selecting a Printer Driver
Printing Selective Pages
Choosing a Printing Method

Selecting a Printer Driver

The <u>active</u> printer will be displayed.

To <u>select</u> a different printer <u>driver</u> than displayed, <u>select</u> [Setup Printer] and the Windows Control Panel will be displayed.   <u>Select</u> [Printers] and the Windows Printer <u>Select</u> routine will be displayed.   <u>Select</u> the desired printer and <u>close</u> the <u>window</u>.   You will be returned to the Print Fax <u>Dialog box</u>.   See the Windows Users Guide for more information on use of the Printer Selection Routine.

Printing Selective Pages

The Print <u>dialog box</u> will display the number of pages in the document.   The <u>default</u> setting for the pages to be printed is all pages.   The Print Pages selection boxes will display the first and last page numbers.   To print selected pages only, change the page numbers in the page <u>edit boxes</u> to those desired.

<u>Select</u> [Print], and a printing progress box will appear while the <u>file</u> is being sent to the printer. This <u>dialog box</u> will display the page number being printed.   If for any reason, you <u>choose</u> to abort the printing process, <u>select</u> [Cancel] and the sequence will be aborted.

Choosing a Printing Method

Since <u>bitmap</u> files contain large amounts of data, printing multiple-page files can consume time, depending upon the printer and the printer <u>driver</u> being utilized.   To make your work more efficient, you may <u>choose</u> to enter into a multitasking mode.   This will cause the process of sending data to your printer to occur in the background, allowing you to proceed to other tasks in the foreground.

Deleting a Fax File

To delete a fax from disk, select [File], [Del] and the Delete File dialog box will appear.   Select [Yes] to delete it or [No] to cancel.

Sending faxmail from the Fax Viewer

You may find it convenient to create <u>fax</u> files for later sending, desire to forward incoming <u>faxmail</u> to other parties, or re-send <u>fax</u> files from the Fax Viewer <u>Window</u>.   <u>Open</u> a <u>fax</u> <u>file</u> in the Fax Viewer <u>Window</u> and <u>select</u> [<u>Fax</u>], [Send <u>Fax</u>].

<u>Select</u> the new addressee by selecting [<u>Recipient</u>].   Change any sending parameters that you desire and <u>select</u> [Send <u>Fax</u>].

OCR (Optical Character Recognition)

Converting Fax to text

Choosing an OCR compatible font

Krahmer Fax Font

Converting Fax to text

32bit Fax OCR (Optical Character Recognition) will convert DCX and PCX FaxFiles into the TXT format, that can be read by Applications such as Word for Windows, etc. while retaining the original unchanged fax files.

Choosing an OCR compatible font

<u>Choose</u> a Font that:

is easy to read.

is shaped the way the original founders meant them to be.

will print well on 100x200, 200x200, 300x300 <u>DPI</u>.

is at least two pixels thick.

Avoid Fonts that:

are fancy.

have no space between characters and run together.

have too small of a space between characters.

have too large of a space between characters.

havetoosmallofaspacebetweenwords.

have   too   large   of   a   space   between   words.

Krahmer Fax Font

The Krahmer <u>Fax</u> Font was especially designed to work with Standard <u>Fax</u> 100x200 <u>DPI</u>, Fine <u>Fax</u> 200x200 <u>DPI</u> and 300x300 <u>DPI</u> Printers with no degradation.   The Krahmer <u>Fax</u> Font is <u>close</u> to 100% recognizable by OCR.

Note: In Standard <u>Fax</u> resolution, every other horizontal scan-line is sent and the next discarded, so fonts that are only one pixel thick, horizontally, will lose an average one half of their definition.   To summons OCR <u>select</u> [<u>Fax</u>], [Fax Viewer], [Edit], [OCR (Optical Character Recognition)].

DCX to PCX BreakUp

Converting a Multiple Page Fax to PCX Files

Converting Multiple Faxes into One Fax

Build Fax from PCX file(s)

Converting a Multiple Page Fax to PCX Files

DCX to PCX BreakUp will take a DCX fax file and break it up into individual pages of PCX that can be imported into most applications for easy editing.   To summons DCX to PCX BreakUp, select [Fax], [Fax Viewer], [Edit], [DCX to PCX BreakUp] and the DCX to PCX BreakUp dialog box will appear with the default DCX fax file name displayed.

Type in a one to four letter seed name, select [BreakUp], and there will be one PCX file created for each page found in the DCX file.   Lets assume we have a three page DCX file called **PICTURES.DCX.**   If we were to use a seed name of PIC, BreakUp would break it up into the following three PCX files.

PIC0001.PCX
PIC0002.PCX
PIC0003.PCX

To view a PCX file from the Fax Viewer, select [File], [Open], [PCX].

Converting Multiple Faxes into One Fax

You can not fax a file.   You have to convert it to a fax first, by printing it to ElectraSoft's [Convert to Fax].

Print to fax

If you can print it to your printer, you can print it to ElectraSoft's [Convert to Fax] and fax it.

While in a program that has printing capabilities,such as Excel, MS-Word, etc; select ElectraSoft's [Convert to Fax] as your printer, and print to it.   The [Send Fax] box will appear, allowing you to fax it wherever you want to.

All the Fax Machines in the world are your printers with ElectraSoft's fax software.

If you want to Scan and fax, load your [scanner copy to printer] utility and select our Convert to Fax as your printer.

Build Multiple Faxes into Multiple Page Faxes

Create the two or more faxes separately and combine them using ElectraSoft's fax software.

With ElectraSoft's fax software, instead of sending the fax, do a [View], [Edit], [BreakUp] from *.DCX to *.PCX on any fax you create or receive.   Then you can use the [View], [Edit], [Build] command to build a *.DCX fax up to 1023 pages from these pages you broke out; or use the *.PCX files as you see fit.

These PCX files can also be used as logo files for your cover pages:-)

See:
  Build Fax from PCX file(s)

Build Fax from PCX file(s)

Take selected page(s) form a Fax (DCX) file and build another Fax.

1. Load the 32BF Fax Viewer, select [Edit], [DCX to PCX BreakUp] and break one or more Fax file(s) into PCX file(s).

2. Select [Edit], [Build Fax from PCX file(s)] and select the PCX file(s) you want in the new Fax.

3. Select [Build] and the new Fax file will be built, displayed, and will become the default DCX file for sending, viewing, etc.

See: Fax Viewer Program

Zoom/Edit Fax

Zooming   in on a Fax

Zooming   in on a Fax

Zoom/Edit <u>Fax</u> lets you make changes to a page in a <u>fax</u>.   It extracts a page from the DCX <u>file</u>, converts it to PCX and calls Windows Paintbrush.   Upon exiting Paintbrush, Zoom/Edit rebuilds the DCX, replacing the original page with the modified page.   To summons Zoom/Edit, <u>select</u> [<u>Fax</u>], [Fax Viewer].   <u>Select</u> a <u>fax</u> and the page you want to Zoom/Edit and <u>select</u> [Edit], [Zoom/Edit <u>Fax</u>].

See: the Windows manual for direction on how to use Windows Paintbrush.

The Events Log Window

You may summons the Events Log Window from the 32BF menu by selecting [Fax], [Events Log] and the Events Log Window will appear.   This screen gives you access to the full range of faxmail events, regardless of the current status.

Past Events
Pending Events
Future Send Queue
Receive Queue
Relationship between Log Entry and 32BF
Events Log Entries Completed Events
   Information on each Entry
Move/Save Events Log
Operations on Log Entries
   Function Buttons
Copying a File
Moving and Renaming a File
Deleting Entries from the Events Log
Viewing a Fax from the Events Log
Re-Sending faxmail from the Events Log
Purging Failed Events
Purging Send and Delete Files
Managing Pending Events
   Send Queue
   Receive Queue
Managing faxmail in the Receive Queue

Past Events

The main <u>Events Log</u> <u>list box</u> presents a one line display of each past transaction in the 32bit Fax system.   You may <u>view</u> both incoming and outgoing transactions, as well as those which were successfully completed and those transactions which failed to transmit.

Pending Events

Pending events represent instructions which have been received by the <u>fax</u> system, but are yet to be acted upon.   They are stored in a holding area called a Queue until processed.   Pending events are divided into two queues, one for sending and another for receiving.

Future Send Queue

You may display all events that are currently in the Future Send <u>Queue</u> awaiting outgoing transmission.

Receive Queue

You may display all incoming <u>faxmail</u> which has been stored in the Receive <u>Queue</u>.   The Receive <u>Queue</u> contains <u>faxmail</u> only when you have selected the [Hold] option for managing incoming <u>faxmail</u>.

Relationship between Log Entry and 32BF

It is helpful to understand the relationship between an <u>Events Log</u> entry and the actual transferred <u>file</u> to which it pertains.   The listings of <u>faxmail</u> events are dynamic, meaning that, not only is each listing a historical statement of the <u>faxmail</u> <u>event</u>, but, for easy management, each <u>event</u> listing is linked to the actual <u>file</u> associated with that entry.

This feature allows you to use the <u>Events Log</u> Window to manipulate your <u>faxmail</u> files.   You may highlight an entry in the <u>Events Log</u> and perform several operations on the entry listing itself and/or its associated <u>file</u>.

Caution: Care should be taken when deleting these elements so that you do not mistakenly erase files which you desire to keep.

The following deletion options are available:
Entry Only   The <u>Events Log</u> Entry will be deleted without deleting the transferred <u>file</u> itself.
File Only   The Transferred <u>File</u> will be deleted while saving the <u>Events Log</u> entry.
Both   Both the Entry and the Associated <u>File</u> will be deleted.

Events Log Entries Completed Events

<u>Information on each Entry</u>

Information on each Entry

The main <u>Events Log Window</u> is a display of completed events.   See other sections for information on displaying events yet to be completed, those in the <u>Future Send Queue</u> and Receive <u>Queue</u>.

Each Log Entry includes the following information:
Sort Date, Sort Time, Date, Time, Type, Event Status, Fatal Error, Connect Status, Transfer Type, Workstation, Recipient/Remote ID, Subject, Concluded Date and Time, Queue File, Fax File,

Sort Date:

Sort Time:

Date: Event Date

Time: Event Time

Type:
Snd == Send fax
Rcv == Receive fax

Event Status:
Cmplt == Successfully Completed
Waitg == Waiting to be Processed
InPrg == In Progress
Abrtd == User Aborted
Error == Completed but with some kind of Error

Fatal Error: See bottom of FaxMail Q and A file for details

Connect Status: How the Remote Phone Responded (your modems interpretation)
FCON == FCON, (fax connect, CLASS 2/2.0)
CONN == CONNECT, (fax connect, CLASS 1)
NOCA == NO CARRIER, (not a fax modem/machine)
NODI == NO DIALTONE, (your phone line may not be working)
BUSY == BUSY, (remote fax modem/machine is busy)
OK   == OK, (a modem with out fax capabilities)

Transfer Type:
Fin == Fin Fax Mode
Std == Standard Fax Mode

Workstation: Number of the Workstation that created the Event

Recipient/Remote ID: Information about the Remote Correspondent
If sending: Recipient's name
If receiving: Remote ID

Subject: Information about Event

Concluded Date and Time: When Event was Concluded

Queue File:

Fax File: The Fax File that was Sent or Received

Move/Save Events Log

Move/Save <u>Events Log</u> will <u>Open</u> (If it does not exist it will Create) the <u>file</u> called ELOG0001.TXT and append all the Events that are in the current list-box to it.

If ELOG0001.TXT is 25000 bytes or larger, Move/Save <u>Events Log</u> will <u>Open</u>/Create a <u>file</u> called ELOG0002.TXT and use it.   Move/Save <u>Events Log</u> will go up to ELOG9999.TXT.   That is 9999 files times 25000 bytes each is 249,975,000 bytes of <u>Events Log</u> before running out of space.

Operations on Log Entries

The operations which may be performed on an <u>Events Log</u> Entry are indicated by the function buttons at the bottom of the <u>Events Log Window</u>.

> <u>Function Buttons</u>

Function Buttons

The following operations may be performed upon any entry in the <u>Events Log</u> and/or its associated <u>file</u>.

[Copy]	Copy the associated <u>file</u> to another location on disk.
[MoveAs]	To Move the associated <u>file</u> to another location on the disk under the same, or a different name.
[Del]	Delete an <u>Events Log</u> entry, an associated <u>file</u>, or both.
[Print]	Direct a <u>fax</u> <u>file</u> to the printer.
[<u>View</u>]	<u>View</u> a <u>fax</u> format <u>file</u>.
[Re-Send]	To re-send a <u>file</u> listed in the <u>Events Log</u>.

Copying a File

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

Select [OK] and the file will be copied, and you will be returned to the Events Log Window.

Moving and Renaming a File

Highlight the entry and <u>select</u> [MoveAs] to summons the Move <u>File</u> As <u>dialog box</u>.

The name of the <u>file</u> being moved will be displayed in the top <u>edit box</u> entitled Move <u>File</u> From:. Type the drive, path, and filename to which it is being moved into the Move <u>File</u> As <u>edit box</u>.

<u>Select</u> [OK] and the <u>file</u> will be moved to the path and filename specified.

If you desire to move a <u>file</u> other than the one displayed in the Fax Viewer <u>Window</u>, you may <u>select</u> the <u>file</u> to be moved using the directory and files <u>list boxes</u>.   <u>Select</u> the drive and path from the directory <u>list box</u> and the files contained will be displayed in the files <u>list box</u>.

Deleting Entries from the Events Log

To perform a delete operation, highlight the desired entry and <u>select</u> [Del] at the bottom of the <u>Window</u>.   To protect against the unwanted deletion of information, you will be presented with a variety of options for the deletion process.

The options from which to <u>choose</u> are:

Delete Entry Only   Only the entry in the <u>Events Log</u> will be deleted
Delete <u>File</u> Only   The actual <u>file</u> to which the entry pertains will be deleted
Delete Entry and <u>File</u>   Both the Entry and the associated <u>file</u> will be deleted

Click on the desired operation and the process will be executed.   If the deletion request involves a <u>file</u>, a Deletion Verification Box will be displayed in which you can confirm your intent.

Viewing a Fax from the Events Log

Highlight entry with the desired fax to be viewed and select [View] and the Fax Viewer Window will appear within which the fax will be displayed.

Re-Sending faxmail from the Events Log

You may re-send any fax file directly from the Events Log Window by highlighting the entry in the list box, and select [ReSend].   Upon selection, the Send Fax dialog box will appear.

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

Select [Send Fax] to send the fax, and the Event Monitor dialog box will appear.   Select [Close] to close the Event Monitor box, and you will be returned to the Events Log Window.

Purging Failed Events

Events which have ended in a failure, such as an Aborted <u>Event</u>, or one which ended in a Transmission Error, may be of no value to you in the <u>Events Log</u>, once you have taken appropriate corrective action. You may <u>choose</u> to re-send a failed sending <u>event</u> and, having a record of the completed transaction, desire to delete log entry of the failed attempt.

To delete all failed events from the <u>Events Log</u>, <u>select</u> [Purge Failed Events]. All failed events will be deleted from the log <u>entries</u> and the log will be refreshed, listing only the successful transactions.

Purging Send and Delete Files

Files which have been marked for deletion in the Send <u>Fax</u> <u>dialog box</u> cannot be deleted immediately upon sending due to a variety of reasons.

<u>Event</u> Failed If the attempt to send the <u>file</u> ended in a error and was not transmitted, you may want to attempt to send the <u>file</u> again.

Aborted <u>Event</u> If you chose to abort a sending <u>event</u> during the transmission for some reason, you may want the <u>file</u> to be present to re-transmit.

Group Send If you schedule a <u>file</u> to be sent to members in a group, the <u>file</u> cannot be deleted at any time during the group, because some of the attempts may have failed.

To avoid the loss of a <u>file</u> at an inappropriate time, the <u>bitmap</u> <u>file</u> is tagged for deletion later. The Purge Send and Delete files provides a method of deleting these files from your hard disk with one command.

To erase all files marked for deletion, <u>select</u> [Purge Send+Deletes] and the files will be erased from your hard disk.

Managing Pending Events

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

<u>Send Queue</u>
<u>Receive Queue</u>

Send Queue

Any future send instruction which has not been transmitted and is awaiting its turn, is stored in the Future Send Queue.

Receive Queue

Any faxmail which was received during the time that the system was configured to HOLD incoming correspondence.   The faxmail in the Receive Queue has not been saved to disk, or acted upon in any way.

Once action has been taken on an event in either of the queues, i.e., the transaction has been sent from the Future Send Queue or you have taken the transaction out of the Receive Queue, an entry of that event will appear in the Past-Events log.

See: The Events Log Window

Managing faxmail in the Receive Queue

The Receive Queue contains faxmail only when you have chosen to HOLD all incoming faxmail for later handling.

Faxmail in the Receive Queue is managed from the Events Log Window.   Select [Receive Queue].   Action is taken on faxmail in the Receive Queue through the use of the incoming Notification Box, since it contains options appropriate to incoming correspondence.

You may take any action which you desire from the Notification Box, acting on each piece of faxmail in the Receive Queue, individually, until all have been managed.   If you choose to return to the Events Log without acting on all correspondence in the Receive Queue, select [Hold All] and the remainder of the incoming events will remain in the Receive Queue for later handling.

FaxBook Entries

The 32BF FaxBook system is an extensive Rolodex or Card File System providing a record of all fax numbers that are frequently dialed along with individual profiles of each entry.

The 32BF FaxBook system allows multiple FaxBooks.   Each FaxBook is capable of being divided into multiple Groups as a subgroup of the FaxBook.   Each FaxBook and its GroupBooks are assigned names for easy reference.   The number of FaxBooks are limited only by the amount of disk space in your computer, however the number of listings in a single FaxBook is limited to 1000 FaxBook Entries including Groups.

To maintain FaxBooks in the system, select [Fax], [FaxBooks], and the FaxBook Entries dialog box will appear and you may perform the following operations:

Creating a FaxBook

To create a new <u>FaxBook</u>, <u>select</u> [Make and Edit FaxBooks [Make]].   You will be presented with a Maintain <u>FaxBook</u> box which lists all current FaxBooks in the system.

If this is the first time you have performed this function, only one <u>FaxBook</u> will exist, that being the SAMPLE book provided with <u>32BF</u>.

To create a new <u>FaxBook</u>, <u>select</u> [New] the Create New <u>FaxBook</u> box will appear within which you may enter the name of the new <u>FaxBook</u>.

In the text <u>edit box</u>, enter a <u>FaxBook</u> name using up to eight characters with no spaces.   You do not have to concern yourself with <u>file</u> extension, as <u>32BF</u> will automatically add the PBK <u>file</u> extension to your <u>FaxBook</u> filename.   <u>Select</u> [OK] and you will be returned to the Maintain <u>FaxBook</u> box.

Notice that your new <u>FaxBook</u> name now appears in the <u>FaxBook</u> drop down <u>list box</u>.

Creating a Shared FaxBook

A FaxBook by the name of GlobalXX can be shared by all Workstations.
Where XX can be any characters from A to Z or 0 to 9.   Example:
GLOBAL
GLOBAL1
GLOBAL01
...
GLOBAL99
GLOBALAA
...
GLOBALZZ

All GLOBALXX FaxBooks must be on the [Server HardDrive] to be invisible.
They will be placed there by the FaxBook system.

Note: If you, for instance, set [This Computers HardDrive] to C: and the
[Server HardDrive] to C:, create a FaxBook called GLOBAL, then change the
[Server HardDrive] to D:, the GLOBAL FaxBook in C: will become invisible.
This is because a GLOBAL FaxBook MUST be on the [Server HardDrive] to be
invisible. You will need to manually move the C:\32BITFAX\GLOBAL.PBK to
D:\32BITFAX\GLOBAL.PBK.

Making a FaxBook Active

32BF must know which FaxBook you are using at any given time.   You can make your new FaxBook the active one by highlighting it.   The new FaxBook name will appear in the Make and Edit FaxBooks drop down list box.

Close the Maintain FaxBook box by selecting [OK], and return to your previous position.   The active FaxBook will become the default FaxBook, and will be displayed when the FaxBook Entries or Send Fax box is called.   You may change the Active or Default FaxBook in the FaxBook Entries box.

Deleting a FaxBook

To delete a FaxBook from the system, scroll through the FaxBooks in the list box and highlight the desired entry.   Select [Del] and the Delete FaxBook box will appear, displaying the name of the FaxBook chosen for deletion.   Select [OK] and the FaxBook will be deleted from the system.

Changing FaxBooks

Notice that the FaxBook name selected from the FaxBook Entries box appears in the upper left portion of the screen, displaying the default FaxBook.   You may change the default FaxBook by selecting the down arrow.   This will cause a   list box to appear containing all FaxBooks in the system.   Select the desired FaxBook and the drop-down list box will disappear, displaying the chosen FaxBook as the default.

The entries in the default FaxBook will be displayed in the entries list box.   32BF will maintain this selection as the default until you change it.   All 32BF defaults will be kept active even when you reboot your computer.

Sorting FaxBook Entries

Entries in the Entries list box can be sorted on one of two fields; Recipient (usually the company or organization or Persons Name) or Name.

The entries can be sorted on either field being alphabetized on the first letter of the first word. To sort the listings, click [Sort By [◉Recipient] or [
◉Name]].   This will not only re-sort the listings, but the field on which the entries are sorted will become the first field in the listings.   This will be useful if you choose not to enter any information in the Name.

Locating a particular FaxBook Entry

Locating a specific FaxBook entry in two ways

Scrolling
Index Buttons

Scrolling

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

Index Buttons

The Alphabet buttons to the left of the Entries list box are used as index tabs to position you at the first entry beginning with that letter of the alphabet.   Click on the letter of your choice and the list box entries will be re-positioned to that alphabetical listing.

Selecting a FaxBook Entry

Locate the desired entry, highlight it and <u>select</u> [OK].   You may also <u>double-click</u> the desired entry.   This will <u>select</u> the entry and cause the <u>FaxBook</u> <u>Entries</u> box to <u>close</u>, as well.

<u>Default Recipient</u>

Default Recipient

Just as in the case of a <u>FaxBook</u> being selected as the <u>default</u> <u>FaxBook</u>, and remembered by <u>32BF</u> for you, so will the selected <u>Recipient</u> become the <u>default</u> <u>Recipient</u>, and retained until later changed.

Adding Entries to a FaxBook

Select [Add Entry] and the Add FaxBook Entries box will appear.

The Recipient field is intended to represent the name of the company, organization, or institution to which the faxmail is being addressed.   The remaining fields are then self explanatory.

If your entry involves an individual and not a company, place the persons name in the Recipient field.   You may then use the Name field for notes or brief description, such as: Office Fax Machine, or Home Computer.

Note: Recipient and Fax Number fields must contain valid data.

Enter new entries in the Add FaxBook Entries box by positioning the cursor in the desired Edit Box and typing the data.   Move from data field to data field by repositioning the cursor with the mouse or by pressing [Tab].

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

    Save/Exit Button
    Save/Edit Button
    Save/Clear Button

Save/Exit Button

Save the FaxBook entry just entered, closes the Add Entries box and returns you to the FaxBook Entries box.

Save/Edit Button

Save the FaxBook entry just entered and remain in the Add FaxBook Entries box so you can modify the form to make a new entry.

Save/Clear Button

Save the FaxBook entry just entered, clear the data in the box, and remain in the Add FaxBook Entries box to input additional Entry.

Editing an Entry in a FaxBook

To edit an entry, first <u>select</u> a <u>FaxBook</u> entry, as described above.   <u>Select</u> [Edit] and the Edit <u>FaxBook</u> <u>Entries</u> box will appear, displaying the full contents of the listing.

By placing the cursor at the beginning of the field that you wish to modify, holding down the left mouse button, and dragging the cursor to the end of the data, you will have <u>highlighted</u> the information.   You may then delete the data with the [Del] key.

Deleting a FaxBook Entry

To delete an entry, first <u>select</u> an entry.   With the entry <u>highlighted</u>, <u>select</u> [Delete Entry].   The Delete <u>FaxBook</u> Entry box will appear, displaying the <u>Recipient</u> or Company name, along with the entry to be deleted.   This allows you to verify that you are deleting the proper entry.   <u>Select</u> [OK] to delete the entry or [Cancel] to abort.

Maintaining Groups within a FaxBook

You may send <u>faxmail</u> to a group of recipients with a single command by creating <u>groups</u> of listings within a <u>FaxBook</u>.   You may then send <u>faxmail</u> to all members in the group by selecting the Group as the Recipient when you transmit your correspondence.

You may create as many <u>Groups</u> within any single <u>FaxBook</u> as you desire.   Each group may contain up to the total number of <u>entries</u> in the <u>FaxBook</u>.   You can put up to 999 <u>entries</u> in a <u>FaxBook</u>, create a group and put all 999 in it.   It is recommended that you put no more than 500 <u>entries</u> in a <u>FaxBook</u>.

When forming a Group within a <u>FaxBook</u>, you are not changing the <u>entries</u> in the <u>FaxBook</u>. Each entry in the <u>FaxBook</u> is merely being tagged as belonging to the particular Group that is being formed.   You can still send a member of a group singularly.

<u>FaxBook Group example</u>

FaxBook Group example

If the <u>FaxBook</u> is entitled CUSTOMER, then Groups might be formed so that information might be sent to each geographical region of the country.   The <u>Groups</u> would be entitled, SOUTH, WEST, NORTH, MIDWEST, etc.

Creating a New Group

From the 32BF menu, select [FaxBooks], Make and edit Group Sends [Make] and a Maintain FaxBook Groups box will appear displaying a combo box of FaxBooks in the system and a list box showing the Groups formed within each FaxBook.   Notice that the number of entries in the Group is also displayed to the right of the Group name.

Select the FaxBook from the drop-down list box by clicking on the down arrow and a list box will appear displaying the FaxBooks in the system.   Highlight the desired FaxBook and the list box will disappear, showing only the FaxBook selected.

Select [New] and a dialog box will appear with an edit box.   Enter a name that you want assigned to the Group, using up to 32 characters.   Spaces are permitted.

Select [OK] and you will be returned to the Maintain FaxBook Groups box with the new Group displayed.   Notice that the number of entries is zero until you edit the Group and place entries into it.

Deleting a Group from a FaxBook

To delete a Group from a FaxBook, select Make and Edit Sends [Make] from the FaxBook Entries box.   The Maintain FaxBook Groups box will appear within which are listed all of the Groups in a FaxBook.   The system FaxBooks will be listed in the FaxBooks list box at the upper right of the dialog box.

Select the desired FaxBook and the drop-down box will close, showing the selected FaxBook. The names of the GroupBooks formed within that FaxBook will be displayed in the main list box in the window.

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

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

Adding Entries to a Group

Summon the Maintain FaxBook Groups dialog box, highlight the desired Group and select [Edit] and the Edit Group dialog box will appear.   The Edit Group box contains two main list boxes. The upper box containing the FaxBook Entries, and the lower box displaying the Group Members.

Scroll Through the FaxBook
Group All
Add Entry

Scroll Through the FaxBook

<u>Scroll</u> through the <u>FaxBook</u> <u>Entries</u>, or click on the alphabetical index buttons.   The index buttons will search the listing and display the <u>entries</u> beginning with the selected letter in the index.

Group All

Selecting [Group All] will add all of the <u>entries</u> from the current <u>FaxBook</u> (upper box) to the current Group.   Choosing a Group as a Recipient will send to all in the group.

Add Entry

Selecting [Add Entry] will add the <u>highlighted</u> <u>FaxBook</u> <u>entries</u> to the Group.   You may also <u>Double-click</u> on the entry.   In each case, the selected entry will be duplicated in the Group Members <u>list box</u> below.

<u>Select</u> as many <u>entries</u> from the <u>FaxBook</u> as you desire to add to the GroupBook.

Removing Group Entries From a FaxBook

Scroll through the entries in the Group Members list box and highlight the entry which is to be deleted.   Select [Remove] and the entry will be removed from the Group Members box.   You may also Double-click on the entry to remove it.   The entry will disappear from the Group Members list box.   Select [Make Group] the modifications will be saved to disk.

Importing to FaxBook

Most X-Base programs like Microsoft Access, dBASE, Clipper and Etc. are capable of Exporting Comma-Delimited .TXT files. 32bit Fax can Import these Comma-Delimited files. Remember that the data-text itself should not contain double quotes (i.e.: ") because the Importer may consider it to be the end of a field in a record. A field containing , will, for sure, fool the Importer into thinking it should end one field and start another. The fields can vary in length but do have a maximum as shown below. A FaxBook can have up to 1000 Entries and/or Groups.

Definition of one FaxBook Record:

Field Name	Maximum Field Size	Programmers Identity	
Recipient	31	FE2_REC_EB	EQU 1
Name	32	FE2_NAME_EB	EQU 2
Position / Dept.	32	FE2_POS_EB	EQU 3
Fax Number	46	FE2_FAX_NUM_EB	EQU 4
Voice Number	46	FE2_VOICE_NUM_EB	EQU 5
Voice Num Ext	19	FE2_VOICE_NUM_EXT_EB	EQU 6
Address Line 1	58	FE2_ADDR1_EB	EQU 7
Address Line 2	58	FE2_ADDR2_EB	EQU 8
City	58	FE2_CITY_EB	EQU 9
State	19	FE2_ST_EB	EQU 10
Zip Code	58	FE2_ZIP_EB	EQU 11
Comment	58	FE2_COMENT_EB	EQU 12

All fields (w/o commas) 515 Total

Do not concern yourself with the Programmers Identity as it is only used by our Programmers and included to help you get a perspective.

You do not have to fill in all of the fields, but they must be there. The only two mandatory fields are the Recipient and Fax Number. If you fail to fill these two fields in properly, the Importer will report an error.

Example of a valid minimal entry:
"Jon Krahmer","","","1-281-499-5939","","","","","","","",""
"Bill Krahmer","","","1-281-499-5939","","","","","","","",""
"Roxie Krahmer","","","1-281-499-5939","","","","","","","",""
If you crate a text file called import.txt and paste only these three line into if, you will be able to import these three entries.

You can also import a list of fax numbers. Each fax number must be on a line by itself. You can not skip a space. The number found on each line will be put in the [Recipient] field and the [Fax Number] field. For example if you import a file with the following line...
1-123-456-0001
...it will be the same as importing:
"1-123-456-0001","","","1-123-456-0001","","","","","","","",""

The Import function has some error-correction capability. For example the following 10 records will import with no problem:

"Recipient 1","","","1-123-123-1234","","","","","","","",""
"Recipient 2",,,"1-123-123-1235",,,,,,,,
"Recipient 3","","","1-123-123-1234","","","","","","",,
"Recipient 4","","","1-123-123-1234","","","","","","","",
"Recipient 5","","","1-123-123-1237","","","","","","","",""
"Recipient 6","",,"1-123-123-1239","","","",,,"","","",
1-123-456-0001
1-123-456-0002
1-123-456-0003
1-123-456-0004

Recipient:
One or more valid and unique characters of the alphabet.   You can not add two entries with the
same Recipient field.

Fax Number:
Must start with a valid number from 0 - 9 and be made up of a valid dialing string.   -or-   Start
with an m.

If a field is longer than the above specification, it will be truncated to the specification, thus you
will loss some data.

Name for example having a 31 character maximum length:
   1234567890123456789012345678901234567890123456789012345678901234567890
   Firstnameislong Middlenameislonger Lastnamenameislongest

The above name field will be truncated to:
   Firstnameislong Middlenmaeislon

FaxBook Format (Three Records to End Of File):

"First Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice Num
Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"
"Second Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice Num
Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"
"Last Recipient","Name","Position / Dept","Fax Number","Voice Number","Voice Num
Ext","Address Line 1","Address Line 2","City","State","Zip Code","Comment"

Note: The three above records occupy more than one lines each in this example, but in
actuality, each record is all on the same line even though they may be long.

Programmers Notes:
"Jon Krahmer","","","1-281-499-5939","","","","","","","",""LF CR
"Bill Krahmer","","","1-281-499-5939","","","","","","","",""LF CR
EOF

Values:
CR   is Hex 0Dh, Decimal 13, Binary 00001101b
LF   is Hex 0Ah, Decimal 10, Binary 00001010b
EOF is Hex 1Ah, Decimal 26, Binary 00011010b

Definitions:
CR;   Return to the far left.
LF;   Drop down one line.
EOF; End Of File.

Note: The EOF is usually put there by most X-Base programs, but is optional.

From a text-editor, the CR LF pair and EOF will not be visible, but rather they will determine where the line of text breaks and where the <u>file</u> ends.   They are not visible because they are control characters.   In the examples a space is shown between control characters.   This is to help you visualize.

There are no spaces in a record except between words.   In a text-editor a valid record looks like this:
"Jon Krahmer","","","1-281-499-5939","","","","","","","",""

If a field has no data, you may NOT skip it but rather you must leave it empty.   Example:
"Recipient","Name","","Fax Number","Voice Number","","Address Line 1","","City","State","Zip Code",""LF CR

Editing FaxBook Entries

To Edit entries in a given FaxBook.

If you choose to edit an entry in a FaxBook, select [Edit Entry].   The Edit FaxBook Entries box will appear in which all the information fields in a given entry are displayed.   Place the cursor on the field you wish to modify and type the new information.

Move to the next information field by pressing [Tab] or with the mouse.   Select [OK] to confirm and save the modifications.

Deleting FaxBook Entries

To delete an entry in a given <u>FaxBook</u>.

Use this command to delete an individual entry from the current <u>FaxBook</u>.

Highlight an entry in the <u>list box</u> and <u>select</u> [Delete Entry].   A <u>dialog box</u> will appear prompting you to verify the deletion.   <u>Select</u> [OK] to delete or [Cancel] to abort.

Selecting a Group

Click on the arrow to the right of the Make and Edit Group Sends selection box to list all available Groups.   Click on the desired Group to be able to send a <u>fax</u> to each recipient in that group.

Make FaxBook

Select [Make and Edit FaxBook [Make]], [New] to create a new FaxBook.   Each FaxBook can hold up to 1,000 entries.   The FaxBook that comes with 32bit Fax is called SAMPLE.   Do not use the Sample FaxBook as all of your data in it will be destroyed when you re-install.

Repair Book

Under some conditions a <u>FaxBook</u> may become corrupt and stop functioning properly.   Before choosing the Repair Book button you should make a backup of the <u>FaxBook</u>.   This function does its best to save all <u>entries</u> that are still valid.   All existing group lists will be destroyed and will need to be re-established.   You should only use this function as a last resort if nothing else works.

Selecting a Recipient

After highlighting an entry or group (<u>Recipient</u>) <u>Select</u> [OK] to accept it as the default for your next send.   The next <u>fax</u> you send will go to this recipient or group of recipients unless you change the <u>default</u> before sending by calling the <u>FaxBook</u> Entries function again.

Selecting a FaxBook

Click on the arrow to the right of the [Make and Edit FaxBooks] selection box to list all available FaxBooks.   Click on the desired FaxBook to load it.

SetUp Dialog Box

To configure your 32BF system to your liking, select [Fax], [SetUp].   You will be presented with a dialog box within which you may enter information and set parameters.   These system settings become the default or active parameters.

You may experiment with these settings to determine which represents the most commonly used conditions for you.   These settings serve to create default conditions which are consistent with the manner in which you most often use 32BF.   Some parameters may be overridden from other places.

FaxModem Initialization String
Exit String
Class Override
32bit Fax TopMost
Silent Answer
   Silent Answer hardware installation
Distinctive Ring
Fax Printing Options
   Scaling Factor
   Aspect
   Dither
      Text
      Graphics:
Send Fax and (Save or Delete)
Default Receiving Options
   Incoming Directory
   Hold in Receive Queue
   Notify upon Receipt
   Auto-Saving Fax upon Receipt
   Auto-Print Fax upon Receipt
Running as an NT Service
Your Name
Your ID
Default Cover Page Settings
   No Cover Page
   Include Cover Page
   Cover Page Only
   Default Cover Page
Default Fax Resolution
   Standard Fax Resolution
   Fine Fax Resolution

FaxModem Initialization String

Selecting an initialization-strings for your modem from the 32BF list.   Do not use any initialization-string except one from the 32BF list.   Let 32BF set the [Flow Control] for you. Never set the flow control yourself.   This initialization-string command tells the modem what flow control to run.   The [Flow Control] command that 32BF selects for you tells Windows what flow control to run.   As you can see, it is important that they (modem and Windows) both use the same flow control, either Rts/Cts or Xon/Xoff.

The only difference between the strings are the flow control characters. If you can not find your modem in this strings list, look in your modem manual under [AT COMMAND] and find the flow control characters. Then select a string from this list that contains these characters.

This software supports class 1, class 2 and class 2.0.   If you do not know what class your modem is running, load the 32BF Event Monitor and look.

Note: If you have distorted fax or part of the fax is missing, you most likely selected the wrong string or the wrong flow control.

Exit String

Upon exiting this fax program, a de-initialization string is sent to your modem. This exit string is **AT+FCLASS=0 ATZ AT&F**. If you want to override this exit string with one of your own, put it in the **Exit String** edit box. Otherwise leave this field blank.

Class Override

If your FaxModem supports more than one class, the highest class will usually give the highest performance.

The 32BF [Class Override] command which is found in the 32BF Setup/Configuration has several selections including [Dynamic], [Class 1], [Class 2] and [Class 2.0]. If you select [Dynamic], 32BF will interrogate your modem and set the modem to the highest class that it supports.

Many modems, including some Practical Peripherals and some USRobotics, support class 1 and class 2/2.0, but one of their classes is defective. If your modem is experiencing more errors than you think it should, and it supports more than one class, try doing a [Class Override] to a lower class.

If you do a class override, be sure to select the appropriate 32BF initialization-strings.

To do a Class Override to class 1, go to the 32BF Setup/Configuration and click the [Class Override] pulldown menu and select [Class 1].

Usually a modem that supports class 1 or class 2 is not as good as one that supports class 1 and class 2.

32bit Fax TopMost

If you want the 32bit Fax dialog boxes to be TopMost and not fall behind other program windows, select [☒32bit Fax TopMost].   If you want other program windows to be able to cover the 32bit Fax dialog boxes, unselect [
☐32bit Fax TopMost].

Silent Answer

Silent Answer requires the support and cooperation of the remote sending FaxModem/Machine with your receiving FaxModem.   If the sending FaxModem/Machine does not support Silent Answer by sending the CNG tone, you will lose that Fax!   Please read **all** of this area before using Silent Answer.   If you still want Silent Answer, here is what it does and how to implement it.   If [☐Silent Answer] is grayed out in the SetUp dialog box your modem most likely does not support Silent Answer.

Silent answer lets one telephone line be used for two purposes; receiving faxes with the FaxModem, and receiving voice calls with an answering machine or telephone.   When set to this mode, the FaxModem lets your answering machine answer all incoming calls.   If it detects Fax CNG tones, it routes the call to 32bit Fax.   Otherwise, it just sits silently on the phone line while you or your answering machine takes the call.

When the phone rings and after the second ring your FaxModem will start monitoring the telephone line.   If it detects a Fax tone, it will receive the Fax.   If it does not detect a fax tone, it will do nothing.

Silent Answer hardware installation

Silent Answer hardware installation

When installing the FaxModem, DO NOT plug the answering machine into the telephone jack on the back of the FaxModem.   Instead, do one of the following:

a. Plug the answering machine and FaxModem into different wall jack (i.e. jacks in different rooms).

b. Plug the answering machine into a wall jack and the FaxModem into the answering machine.

c. If your answering machine has some kind of phone-jack switching; use this method.   You must locate the two devices on separate extensions to make silent answer work correctly.   This means you can not plug the answering machine into the FaxModem or vise versa.   You can split a single extension with a duplex jack adapter.   Radio Shack commonly carries this part number 279-357 for $4.49.

Also, if you have an older answering machine that does NOT automatically turn itself off when it detects that a person or the FaxModem has answered the call, you need a $7.95 adapter from Radio Shack, part#43-107.   This adapter disconnects the answering machine from the phone line when the call is answered.   It goes between the answering machine and the wall jack.

Note: The device that is picking up the line initially, must answer after, and not before, the second ring.   This means you should set your answering machine to three rings for best results.   If no other device picks up the line by the time the number of rings that 32bit Fax is set to is reached, 32bit Fax will answer it and process a Fax.

To activate Silent Answer Load the 32bit Fax Control program and select [Fax], [SetUp], [⊠Silent Answer].   Set [Rings until we answer: [4]] and set your answering-machine to three rings.

Distinctive Ring
Setting fax software to answer Distinctive Ring

Go to [Configure], Configure [Modem]

Method 1:
If your phone sends one long RING for regular rings and two short RINGs for Distinctive Ring, and if your modem passes the RINGs through to the fax software, then set [Type of RINGs to Answer] to [⦿Distinctive Ring].

Method 2:
Some modems converts the two short RINGs for Distinctive Ring into one RING before passing it to the fax software. In this case, you need to set [Type of RINGs to Answer] to [⦿All Rings] and configure your modem to pass only Distinctive Rings to the fax software. This may be as simple as adding something the fax software's [FaxModem Initialization String]. Contact the manufacturer of your modem for a solution.

Fax Printing Options

Scaling Factor
Aspect
Dither
Text
Graphics:

Scaling Factor

API:
32bit Fax lets the Windows API (Application Program Interface) deal with the scaling factors. 32bit Fax tells the API the size of the Fax and tells it to make it fit on the printer properly.   You should choose this option if your printers resolution is anything other than 300 X 300 DPI.

Pre 300 X 300:
32bit Fax converts the image to 300 X 300 DPI before handing it over to the Windows API. Select this option if you know that your printing destination is going to be 300 X 300 DPI.

HP 300 X 300:
32bit Fax converts the image to 300 X 300 DPI before handing it over to the Windows API. This option is like Pre 300 X 300 excepted it was especially made to work on 300 X 300 DPI HP LaserJets and compatibles.   Use this only if your printer is set to 300 X 300 mode.

Aspect

A fax machine is capable of reading and writing 8.5 wide.   Many printers are not capable of printing to the very edge of the paper.   These printers usually print from 7 - 8 wide.   For this reason 32bit Fax has two aspect ratios.

Scale to Printer:

If printing a fax actual fax size causes you to lose part of the fax on the left or right margin then you will want to use this option to scale the fax to fit in the printers margins.   Use this option only when necessary because in the process of scaling the fax there will be some degradation in quality and it will be smaller than the original image.

Print Actual FAX size:

You will usually want to print actual fax size because most Faxes leave a half inch margin on the left and right.   The fax will be printed the same size as the original image.

Dither

All Faxes are either 200 X 200 <u>DPI</u> (fine) or 100 X 200 <u>DPI</u> (standard).   Most printers do not use these resolutions.   For this reason 32bit Fax Windows must scale the original <u>Fax</u> image to your printers <u>resolution</u>.   In the process of scaling up or down to your printer 32bit Fax has to make a decision whether to drop a white dot or black dot.

<u>Text</u>
<u>Graphics:</u>

Text

During the scaling process if 32bit Fax is forced to drop a dot it will drop a white one rather than a black one if it has a choice, thus producing brilliant text.

Graphics:

During the scaling process if 32bit Fax is forced to drop a dot it will drop a black one rather than a white one as opposed to text dithering where the white dot would be dropped, thus producing shades of gray.

Send Fax and (Save or Delete)

Select [Send Fax and ◉Save ○Delete] if you want the fax to stay on your disk after sending or [Send Fax and ○Save ◉Delete] if you want faxes to be deleted after sending.   You can override the default at send time from the Send Fax box.

Remember that you have the original program file generated from your application as the source file, and can always open it and Convert it to Fax again.

Note: Since the sending operation may result in an incomplete transmission, or in the case of a group send, the fax file must be sent many times, the fax file is not deleted immediately after sending.   It is tagged for deletion, later.   You may delete all faxes tagged for deletion from the Events Log Window by selecting [Purge Send + Deletes]..

Default Receiving Options

The receiving options allow you to set <u>default</u> conditions for the <u>incoming directory</u> in which inbound <u>faxmail</u> will be stored.   You may also <u>choose</u> among the following options for handling incoming correspondence:

> <u>Incoming Directory</u>
> <u>Hold in Receive Queue</u>
> <u>Notify upon Receipt</u>
> <u>Auto-Saving Fax upon Receipt</u>
> <u>Auto-Print Fax upon Receipt</u>

Incoming Directory

The <u>incoming directory</u> is the drive and directory path into which you wish to save incoming <u>faxmail</u> to disk.   This is the <u>default</u> path only; meaning that when you are notified of incoming correspondence, this path will be selected and presented to you along with the <u>file</u> name in the <u>Notification</u> box.   However, you may route the <u>file</u> into any directory you desire.

Hold in Receive Queue

Select [◉Hold] if you want to hold all incoming correspondence until you choose to deal with your faxmail.   32bit Fax stores all incoming correspondence in a **Receiving Queue** until you are ready to deal with it.

To handle your faxmail, summon the Events Log Window, and select [Receive Queue] or select [Fax], [SetUp], [◉Notify].   A Notification box will be presented for each piece of faxmail in the queue.   Act upon each one as you choose until the queue is empty.

Notify upon Receipt

Select [⦿Notify] if you want 32BF to notify you each time you receive faxmail.   You will be presented with a Notification box informing you of the receipt of faxmail, giving you a variety of options for handling each piece.

Auto-Saving Fax upon Receipt

Select [◉Auto Save] if you do not wish to be notified at all of incoming faxmail.   By choosing Auto-Save, incoming correspondence will be automatically saved to disk in your INBOX directory (C:\32BITFAX\INBOX).

This selection can be dangerous because you will receive faxes but you will not be aware that you have received them.   If you use auto-save you can use the Events Log or the Fax Viewer to find your faxes in the INBOX.

All correspondence will be saved in the incoming Directory and named according to a date stamp, as follows:

MMDD0000.DCX

Whereas:
MM   is the month,
DD   is the day, and
0000   is a numbering system denoting the number of files received that day
.DCX   is a library of .PCX files (fax file)

Auto-Print Fax upon Receipt

Select [⊠Auto Print] if you choose to have your incoming faxmail sent to the printer upon arrival. This feature will cause your computer and printer to act like a normal fax machine with the added benefit of having your faxmail printed on regular bond paper, particularly if you have a laser jet printer.   After the fax has been auto-printed it will be saved in your INBOX directory. You will receive no further notification as to where the fax is.

Running as an NT Service

If you are running 32bit Fax as an NT Service, check:
☒**Running as an NT Service - Do not close at: [OnEndSession]**

Running 32bit Fax as a Windows NT Service will allow 32bit Fax to be active when there is no one logged on. People can log in and out of NT without interrupting the sending and receiving of faxes.

To learn how to run 32bit Fax as an NT Srevice, go to:
http://www.ElectraSoft.com/srvany/srvany.htm

Your Name

Your Name (up to 31 letters) will appear on the <u>fax</u> <u>header</u> of each <u>fax</u> you send unless you deselect [☐Page <u>Header</u>] to override it from the Send <u>Fax</u> box.

Your ID

Your ID, usually your phone number (up to 20 characters), will appear in the Recipients, <u>Event</u> Monitor identifying you as the remote sender.

Default Cover Page Settings

The <u>Cover Page</u> configuration involves which parameter is to be used as the <u>default</u> condition when sending <u>faxmail</u>.   Remember that the Send <u>Fax</u> box contains all <u>Cover Page</u> options too. You may <u>select</u> from among them, overriding the defaults that you set here, at the time you send a <u>fax</u>.

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

<u>No Cover Page</u>
<u>Include Cover Page</u>
<u>Cover Page Only</u>
<u>Default Cover Page</u>

No Cover Page

Selecting [◉No Cover Page] causes no Cover Page to be sent, unless overridden in the Send Fax box.

Include Cover Page

Selecting [◉Include <u>Cover Page</u>] will cause a <u>Cover Page</u> to be included with all your <u>faxmail</u>, unless overridden in the Send <u>Fax</u> box.

Cover Page Only

Selecting [⦿Cover Page Only] causes only the Cover Page to be sent unless overridden in the Send Fax box.   Since text as well as data fields can be placed onto the Cover Page, this is an efficient way to create and send quick memos and notes.

Default Cover Page

A <u>drop-down list box</u> is provided which lists the <u>Cover Pages</u> present in your system.   To display the choices, click on the down arrow and a <u>list box</u> will appear containing the <u>Cover Pages</u> you have created.   <u>Select</u> the <u>Cover Page</u> you would like to become the <u>default</u> and the <u>list box</u> will <u>close</u>, displaying your choice.

Default Fax Resolution

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

Standard Fax Resolution
Fine Fax Resolution

Standard Fax Resolution

Select [◉Standard (100 X 200)]

Fine Fax Resolution

Select [◉Fine (200 X 200)] Fine Resolution is 200 X 200 DPI.   See: What is Fax Resolution

Faxmail Management

Importance of File Management

Managing your <u>faxmail</u> correspondence becomes an important consideration as you rely more heavily on <u>fax</u> technology as a means of document transfer.   Much of the <u>file</u> management capability of <u>32BF</u> is designed to allow you to not only maintain a record of all <u>faxmail</u> transactions through the <u>Events Log</u>, but to provide a simplified method of managing <u>faxmail</u>.

Files in the System

Application Program Files

Fax Format Bitmap Files

Application Program Files

Your computer generated documents, created in your favorite Windows Programs, are your original documents.   Manage them as you have in the past maintaining the directories and subdirectories which make most sense for you.   Be sure to continue to make backup copies of all important files for protection.   Treat them with the same importance as you would any SOURCE documents in your system.

Fax Format Bitmap Files

When you send a document by <u>fax</u> from any Windows program, <u>32BF</u> must first convert your document into a format which <u>fax</u> technology can transmit.   A second <u>file</u>, a <u>Bitmap</u> <u>File</u> is created for this purpose.   This <u>FAX</u> <u>FILE</u> will be denoted by the three character extension of DCX or PCX.

This <u>file</u> does not interfere with your original document in any way, it makes a converted copy for <u>fax</u> transmission.   Upon transmitting your correspondence, both files, your original <u>file</u> saved by the <u>application</u> program, and the <u>FAX</u> <u>FILE</u> as a <u>bitmap</u>, exist on your hard disk.

Managing faxmail Directories

Based upon your industry, and the tasks which you perform with your computer each day, you probably implement a combination or variation of several schemes for organizing information on your disk.

You will find it very useful to generate a philosophy which relates your correspondence, document and <u>file</u> generation habits to <u>fax</u> information delivery system.

Route Your Faxmail

You may route your <u>faxmail</u> to other locations that are appropriate upon sending from the Send <u>Fax</u> box, using [MoveAs].   Direct your incoming <u>faxmail</u> into the desired directory and under any name from the <u>Notification</u> box, when receiving <u>faxmail</u>.

If you have not named and saved your <u>faxmail</u> at the time of sending or receiving, you may do so from the <u>Events Log Window</u> or the Windows <u>File</u> Manager.

Managing Fax Files

As described above, <u>fax</u> files are identified by a Date-Stamp name.   In order to make the <u>file</u> name more meaningful, use every opportunity to rename the <u>file</u>.

Throughout <u>32BF</u>, there are a variety of opportunities for saving <u>fax</u> files under names of your choice.

Managing incoming Fax Files

The <u>Notification</u> box offers you a full range of options for handling incoming files.

If your free disk space is low, you may try one of the following schemes which will provide you with a sufficient level of comfort about deleting the <u>file</u>:

<u>View and Delete</u>
<u>Print and Delete</u>
<u>Backup and Delete</u>
<u>Naming incoming faxmail</u>

View and Delete

After you <u>view</u> incoming <u>faxmail</u>, if you determine that a permanent copy is not needed, delete the <u>file</u> from disk.

Print and Delete

Make a hard copy by printing the <u>faxmail</u> and deleting the <u>file</u> from your hard disk.

Backup and Delete

If you find it desirable to retain a permanent copy of incoming correspondence, using <u>File</u> Manager or other means, copy your <u>faxmail</u> to a floppy or tape drive for archive storage.

Naming incoming faxmail

<u>View</u> the <u>file</u> immediately upon receipt, and if you <u>choose</u> to save it, you may then re-name and save it to the appropriate directory on disk.   The new name, which will be more meaningful to you than the cryptic date-stamp name, will appear throughout the <u>32BF</u> system, greatly simplifying <u>file</u> management.

In this manner, you will be able to link the program <u>file</u>, the log entry and the <u>fax</u> format <u>file</u> together.

Managing faxmail with Auto-Save

If you prefer Auto-Save to any of the Notification schemes, you may choose to handle your correspondence through the Events Log Window.

Open the Events Log Windows by selecting [Fax], [Events Log].   You may then delete, rename, move, copy, view, print, and re-send your fax.

Managing faxmail from Events Log

If you have not taken any action on files at the time of sending or receiving your correspondence, the Events Log gives you an opportunity to completely manage your faxmail system.

Information pertaining to each faxmail transaction that you perform is maintained in the Events Log, allowing you a variety of file management options.

Managing faxmail from the Fax Viewer Window

The <u>Fax</u> Viewer <u>Window</u> contains a variety of <u>file</u> management routines.   Viewing the <u>fax</u> first will assist in determining how you <u>choose</u> to manage the <u>file</u>.   You may then re-name and save, print, copy, or delete them.

Managing faxmail from Windows File Manager

Summons the Windows <u>File</u> Manager and locate the directory where the faxes are and filter out all <u>file</u> except the ones with the extension of DCX.   This can be done by selecting [<u>View</u>], [By <u>File</u> Type] and the By <u>File</u> Type <u>dialog box</u> will appear.   In the Name <u>edit box</u>, type *.DCX and <u>select</u> [OK].

<u>Viewing a DCX Fax file with Windows File Manager</u>
<u>Printing a DCX Fax file with Windows File Manager</u>
<u>Moving a DCX Fax file with Windows File Manager</u>

Viewing a DCX Fax file with Windows File Manager

Double-click the DCX fax file with your left mouse button and the 32BF Fax Viewer dialog box will appear displaying the selected fax.   See Fax Viewer Program.

Printing a DCX Fax file with Windows File Manager

Double-click the DCX fax file with your left mouse button and the 32BF Fax Viewer dialog box will appear displaying the selected fax.   Select [File], [Print] and follow the normal 32BF Print Fax routine.   See Printing a Fax

Moving a DCX Fax file with Windows File Manager

To move a DCX <u>fax</u> <u>file</u>, put your mouse on it, press the left mouse button, drag the <u>fax</u> to the directory where you want it and drop it by letting up on the left mouse button.

Glossary

Active   Describes the item last selected which becomes the <u>default</u> until another is selected. It applies to FaxBooks, <u>Groups</u>, files, recipients, and <u>directories</u> etc.

Application   A computer software program which performs a particular task, such as a word processor or spreadsheet.   In this manual, the term is used interchangeably with the word program.

ASCII text   American Standard Code for Information Interchange 8-bit character set.   <u>ASCII text</u> files may be transmitted by <u>fax</u> with the need to first be converted to a <u>bitmap</u>.

AUTOEXEC.BAT   The batch <u>file</u> which resides in the <u>root directory</u> and is executed when the computer is turned on.   Its purpose is to (Automatically Execute) a series of <u>commands</u> or automatically load files or programs.

Auto-Print   To automatically print <u>faxmail</u> upon its arrival into the computer.

Auto-Save   To automatically save <u>faxmail</u> upon its arrival into the computer.   The <u>fax</u> will be saved into the <u>default</u> <u>incoming directory</u> and named according to a date stamp.

Background operation   The mode in which a program is running when it is operating simultaneously with another program that is usually associated with programs which operate transparent to the user. **See also** <u>Memory</u>-resident.

Binary file   A <u>file</u> containing characters or codes that are in machine-readable form.

Bitmap   An image <u>file</u> consisting of an array of bits.   The <u>FaxModem</u> reads and transmits these bits.   In this manual, <u>bitmap</u> is used interchangeable with <u>Fax</u> <u>File</u> or <u>Fax</u> Format <u>File</u>.

Boot   To start, or restart your computer, loading the disk operating system (DOS) and configuring it.

Broadcasting   The term applied to sending a single document to many recipients with a single command.

CCITT (Consultative Committee International Telephone and Telegraph)   a communications industry trade group, mostly associated with the task of devising and setting standards.

Check box   A small square box appearing in a <u>dialog box</u> that can be selected or cleared. When the <u>check box</u> is selected, an X appears in the box.   The box represents a program option or parameter which can be set.

Choose   To use a mouse or key combinations to <u>select</u> an item, object or command.

Clipboard   A temporary storage area used to transfer data within or between applications.

Close   To remove a document, <u>file</u>, <u>dialog box</u>, or <u>window</u> from an <u>application</u>, or to remove an <u>application</u> from the Windows <u>desktop</u>.

Command buttons menu   These items occur in a <u>dialog box</u> and are objects representing task choices.

Commands   An object on the screen, usually associated with a <u>menu</u>, which is used as an instruction to the <u>application</u> to perform a certain task.   Program <u>commands</u> may be in the form of a horizontal bar <u>menu</u> item, <u>pull-down menu</u> items, or command buttons as in the case of <u>dialog boxes</u>.

Cover Page   A pre-designed page accompanying <u>faxmail</u>, detailing information about the sender, <u>recipient</u>, and the document being transmitted.   Multiple <u>Cover Pages</u> may be designed and selected for use in the sending <u>event</u>.   Information may be automatically merged into the <u>Cover Page</u> during the sending process from the computer or system FaxBooks.   The <u>Cover Page</u> may be included, not included, or used as the only page sent.

CONFIG.SYS   A configurations <u>file</u> located in the <u>root directory</u> of the computer used to configure the computers environment during <u>boot</u>-up.

Control Menu   The main <u>32BF</u> <u>menu</u> which is loaded by the 32BF Program.   The <u>menu</u> attaches itself to the <u>pull-down menu</u> associated with the Windows <u>system button</u>.   Since the Windows <u>system button</u> is available in the Windows environment, through the Main <u>Title Bar</u>,

the Control Menu is available to all Windows applications, at all times.   In this manual, Control Menu is used interchangeable with [Fax], 32BF menu, Main Menu, or System menu.

Conventional Memory   The first 640K of memory in MS-DOS environment that is used to run applications.   It is sometimes referred to as base memory.

Conversion   The process of reading the structure or arrangement of data in a file and creating a new file wherein the information is the same but is in a different format.   In this instance, converting a Windows application file to fax.

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

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

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

Cut   To move text or a graphic from a current application to the Windows Clipboard.   This command removes the item from the program file as opposed to using the Copy command which places a copy of the selected item onto the clipboard but leaves the original item in place.

DCX Files   Bitmap files representing Fax format files which contain multiple pages.   The D represents a document as opposed to a single page file.

Data file   Any file created within, or by, an application such as word processors, spreadsheets, or databases.   Also referred to as document, or correspondence, in this manual.

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

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

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

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

Disk drive   A device used to store and retrieve data stored on disk; usually represented by a letter.   A drive may also be a network drive, CD-ROM drives, or RAM drives.

Documentation   Refers to any printed or On-line material used as a manual, instruction, or tutorial relating to the application.

Double-click   To press and release the mouse button, two times in rapidly succession, without moving the mouse position.   The first click selects the object to which the mouse is pointed, the second click initiates an action.   A double-click is usually done using the left mouse button.

DPI (Dots Per Inch)   The number of dots included in each square inch of the bitmap file, characterizing the density or resolution of the resulting image.   The fax file is defined as being in standard resolution if it contains 100 X 200 DPI, or in fine resolution if the bitmap contains 200 X 200 DPI.   The higher the number of Dots Per Inch the higher the quality of the fax image, but also the more time required to transfer the file.

Driver   A special program designed usually as an interface between an application and a device of some sort, such as a printer or FaxModem.

Drop-down list box   A single line dialog box which, when you select its down arrow, drops down to display a list of choices.   In this manual, the term in used interchangeable with Combo box.

Edit box   A box where information may be typed.   The edit box may be blank or contain information, that you can edit, when it appears.

Entries   Refers to an individual entry within an item, such as entries in the FaxBook list box.

Error Correction   A feature or functionality of the FaxModem board which automatically corrects any errors which occur in data transmission during the sending process.   For Error Correction to work, both the sending and receiving FaxModem has to support this feature.

Event   Any instruction given to the 32BF system initiating a transaction, whether send or receive, whether successfully completed, aborted, or unsuccessful.

Event Monitor   The dialog box which appears after a Send command has been given to transmit a fax and gives information about the currently active event.

Events Log   A file which contains listing of events or transactions in the 32BF system.

Expanded Memory   Memory, in addition to conventional memory, that is available to applications.

Expansion Memory   Any memory available above the conventional memory level available to systems that conform to LIM EMS (Lotus Intel Microsoft Expanded Memory Specification).

Extended Memory   Memory in addition to conventional memory located above the first one megabyte of memory.

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

Fax Button   [Fax] See: System Button.

FaxModem   A peripheral device inserted into an expansion slot in the computer or plugged into a COM port, giving the computer fax capabilities.

Fax Converter Driver   A software device driver which mimics a printer driver, and whose purpose is to convert an application file format to a bitmap file for fax transmission, thus allowing you to print on remote fax machines as if they were your printers..

Fax Format Files   An image file consisting of an array of bits.   The FaxModem software reads, processes and transmits these bits.   In this manual, the term is used interchangeable with Bitmap and Fax File.

Fax Resolution   The term applied to the resolution in which the fax file or bitmap is stored and/or transmitted.   **See also** DPI and Resolution.

Fax Server   A computer workstation, usually associated with networks, which is designed to manage fax activity for the network.

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

32BF   An abbreviation for 32bit Fax.

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

File   A document or application that has been given a name.   Documents are usually stored as files in Windows.

File format   The structure or arrangement of data stored in a file.

Fonts   A graphic design applied to all numerals, symbols, and characters in an alphabet.   A font usually comes in different sizes and provides different styles for emphasizing text.

Font types   Fonts are designed to be used on, or with specific, devices, such as screen fonts, printer fonts, soft(ware) fonts, and cartridge fonts.

Foreground operation   The mode of operating an application is in when it is active and interacting with the user.   **See also** Background operation.

Generating Correspondence   The process of using a Windows application or 32BF NotePad to create a file or document to be transmitted by fax.

Graphic User Interface   Also known as **GUI,** is a   design in which the application presents the user with a series of graphical objects such as text, icons, etc, representing commands or tasks which the application executes.   Windows is a GUI system.

Groups   A Groups of entries in a FaxBook which may be selected and combined together to form a subset of the FaxBook, for example, within the FaxBook containing all Customers, a group is formed containing names of East Coast Customers.   Used to send faxmail to more than one recipient with a single command.

Group Window   A windows for the purpose of storing a group of icons within the Program Manager.

GUI   See Graphic User Interface.

Header   The information placed at the top of the fax page pertaining to its point of origin, time and date etc.

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

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

Incoming Directory   The directory determined at installation or in the SetUp Configurations box, which becomes the default directory into which all incoming faxmail is stored by default when you release it from the Receive Queue.

Install program   The program that installs application software on your hard disk.

List box   A box listing available choices.   For example, a list of all available files in a directory.   If all the choices wont fit, the list box has a vertical scroll bar.

Load High   Also known as LH; the process or command to load a file into a memory area other than in conventional memory.

LogFile   A file which contain a listing of events having occurred in the 32BF system.   This file is saved from the Events Log Window with [Move/Save Log], and can be read and displayed using any text editor or word processor; preferable 32BF NotePad or Windows Notepad.

Management, files   Refers to the process of dividing the hard disk into directories and subdirectories in a logical and organized fashion, making information storage and retrieval more efficient.

Memory   See definitions under Conventional, Expanded and Extended Memory.

Memory resident software   Software that is loaded into memory and is active in the background, even when another applications are active.   Sometimes referred to as TSR (Terminate and Stay Resident) software.

Menu   A list of items representing tasks which the software can perform.   The most common form of menus are the horizontal bar menus, pull-down menus, and command buttons, however, graphic objects such as icons may also represent menus.

Menu bar   The horizontal bar containing names of all the application menus, located just beneath the title bar.

Merge   The action of loading the contents of one file into another, usually at a determinable point.

Move As   The action of moving a file from one location (directory or subdirectory) to another, with the option of simultaneously changing its name.

Network   Two or more computers connected by cables or other means for the purpose of allowing them to share peripheral equipment and/or to exchange information.

Notification   The act of being notified by a dialog box upon the arrival of faxmail into the computer.

Open   To display the contents of a file in a Window, or to enlarge an icon into a Window.

Outgoing directory   The directory, determined at installation or in the SetUp Configurations box, which becomes the default directory into which all outgoing faxmail is stored, by default, while waiting for an event in the Send Queue to fax it.

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

Parallel port   A connection on a computer, where you plug in a cable for a parallel device such as a printer.

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

Pop-out menu   An extended menu which pops out from a pull-down menu, when additional

choices or selections are available.

Printer driver   Software that interfaces a program to a printer.   The 32BF Convert to Fax fax converter driver interacts with Windows like a printer driver in its action of converting an application file to a fax .

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

32BF Convert to Fax   The name of the fax converter driver which builds bitmap files from application files for the purpose of faxing.

Protected mode   The operating mode of a computer that is capable of addressing extended memory directly.

Protocol   A set of rules that define how computers or devices such as FaxModems, designed for communications, talk to each other.

Queue   A holding area which contains a list of events which have been sent to or received from the FaxModem, awaiting execution, in turn.   32BF has many queues, including the Future Send Queue and the Receive Queue.

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

Radio button   A small round button that appears in a dialog box and is used to select an option.   Within a group of related option buttons, you can select only one choice.   Example:
◯Not Selected
◉Selected

RAM (Random Access Memory)   The memory that is used to run applications and perform other necessary tasks in the computer.   When the computer is turned off, all information in RAM is lost.

Receive Queue   A holding area in which all incoming faxmail is stored until acted upon.

Recipient   The selection made from the FaxBook to whom the faxmail transmission is intended.

Resolution   A measure of quality of the fax image, measured by the number of DPI. Fax files may be transmitted in either standard (100 X 200 DPI) or fine (200 X 200 DPI) resolution.   The higher the DPI the higher quality and detail the image is capable of, however, the longer the transmission time.

Root directory   The highest directory of a disk.   The root directory is created when you format a disk, and contains system files needed to configure your computer upon boot-up.

Scheduled Events   Any task given to the FaxModem queue to perform, usually associated with having scheduled the event for some future date/time.

Screen font   A roster font designed to duplicate a printer font on the screen.

Scroll   To move text or graphics up, down, left or right, in order to see parts of the file that cannot be seen on the screen or in the list box.

Select   To highlight an item by clicking it with the mouse or using key combinations.   Selecting does not initiate an action.   After selecting an item, you choose the action you want to affect the item.

Future Send Queue   A holding area in which all Send Fax events scheduled for future transmission are stored, awaiting execution by the FaxModem-Driver, in turn.

Soft font   A font that is downloaded to your printer from a disk.

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

Subdirectory   A directory contained within another directory.   All directories are subdirectories of the root directory.

Swap Files   An area of your hard disk that is set aside for exclusive use by Windows in 386 enhanced mode.   This area is used when your system runs low of memory.

System Button   The small gray button at the extreme upper left of the monitor, contained in the title bar.

System Menu   The Windows system menu which contains menu choices available to all Windows applications.

Tab Buttons   A series of buttons marked with the alphabet which serve as an index to <u>entries</u> in the <u>FaxBook</u> <u>list box</u>.   Also the [Tab] key on your computer keyboard.

Text file   A <u>file</u> containing only letters, digits and symbols.   A text <u>file</u> usually consists of characters from the ASCII character set.   <u>Text files</u> can be created using the <u>32BF</u> NotePad <u>Window</u>.

Title bar   The horizontal bar located at the top of a <u>window</u> and containing the title of the <u>window</u>.   In Windows, the <u>title bar</u> contains the System <u>menu</u> button.   When the <u>32BF</u> Control Program is loaded, the Windows <u>System button</u> is replaced with the <u>32BF</u> button, indicating that the program is <u>active</u>.   This <u>32BF</u> button is referred to as <u>[Fax]</u> in this manual.

View   To cause a <u>fax</u> <u>file</u> to be displayed on the monitor screen.

Virtual machine   An environment created by Windows running in 386 enhanced mode in which an <u>application</u> can run and behave as if it had an entire machine all to itself.   Windows in 386 enhanced mode can have multiple applications running in their own separate <u>virtual machines</u> at the same time.

Virtual memory   A <u>memory</u> management system used by Windows running in 386 mode, which allows Windows to behave as if there were more <u>memory</u> than is actually present in the system.

Wild card   A character that represents any character.   In   a filename, an * (asterisk) is used as a <u>wild card</u> to represent any character or group of characters that might match that position in the filename.

Window   A rectangular area of the screen in which you may run an <u>application</u> or <u>view</u> a document.

Work pad   The area of a <u>window</u> that displays the information contained in a document or <u>file</u> with which you are working.

WYSIWYF (What You See Is What You Fax)   A term applied to the feature where what is viewed on the screen in your <u>application</u> will be <u>fax</u> just as it appears when you print it to a high quality printer.

Active   Describes the item last selected which becomes the <u>default</u> until another is selected. It applies to FaxBooks, <u>Groups</u>, files, recipients, and <u>directories</u> etc.

Application   A computer software program which performs a particular task, such as a word processor or spreadsheet.   In this manual, the term is used interchangeably with the word program.

ASCII text   American Standard Code for Information Interchange 8-bit character set.   <u>ASCII text</u> files may be transmitted by <u>fax</u> with the need to first be converted to a <u>bitmap</u>.

AUTOEXEC.BAT   The batch <u>file</u> which resides in the <u>root directory</u> and is executed when the computer is turned on.   Its purpose is to (Automatically Execute) a series of <u>commands</u> or automatically load files or programs.

Auto-Print   To automatically print <u>faxmail</u> upon its arrival into the computer.

Auto-Save   To automatically save <u>faxmail</u> upon its arrival into the computer.   The <u>fax</u> will be saved into the <u>default</u> <u>incoming directory</u> and named according to a date stamp.

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

Binary file   A <u>file</u> containing characters or codes that are in machine-readable form.

Bitmap   An image <u>file</u> consisting of an array of bits.   The <u>FaxModem</u> reads and transmits these bits.   In this manual, <u>bitmap</u> is used interchangeable with <u>Fax</u> <u>File</u> or <u>Fax</u> Format <u>File</u>.

Boot   To start, or restart your computer, loading the disk operating system (DOS) and configuring it.

Broadcasting   The term applied to sending a single document to many recipients with a single command.

CCITT (Consultative Committee International Telephone and Telegraph) a communications industry trade group, mostly associated with the task of devising and setting standards.

Check box   A small square box appearing in a <u>dialog box</u> that can be selected or cleared. When the <u>check box</u> is selected, an X appears in the box.   The box represents a program option or parameter which can be set.

Choose   To use a mouse or key combinations to <u>select</u> an item, object or command.

Clipboard   A temporary storage area used to transfer data within or between applications.

Close   To remove a document, <u>file</u>, <u>dialog box</u>, or <u>window</u> from an <u>application</u>, or to remove an <u>application</u> from the Windows <u>desktop</u>.

Commands   An object on the screen, usually associated with a <u>menu</u>, which is used as an instruction to the <u>application</u> to perform a certain task.   Program <u>commands</u> may be in the form of a horizontal bar <u>menu</u> item, <u>pull-down menu</u> items, or command buttons as in the case of <u>dialog boxes</u>.

Cover Page   A pre-designed page accompanying <u>faxmail</u>, detailing information about the sender, <u>recipient</u>, and the document being transmitted.   Multiple <u>Cover Pages</u> may be designed and selected for use in the sending <u>event</u>.   Information may be automatically merged into the <u>Cover Page</u> during the sending process from the computer or system FaxBooks.   The <u>Cover Page</u> may be included, not included, or used as the only page sent.

CONFIG.SYS   A configurations <u>file</u> located in the <u>root directory</u> of the computer used to configure the computers environment during <u>boot</u>-up.

Command buttons menu   These items occur in a <u>dialog box</u> and are objects representing task choices.

Control Menu   The main <u>32BF</u> <u>menu</u> which is loaded by the 32BF Program.

Conventional Memory   The first 640K of <u>memory</u> in MS-DOS environment that is used to run applications.   It is sometimes referred to as base <u>memory</u>.

Conversion   The process of reading the structure or arrangement of data in a <u>file</u> and creating a new <u>file</u> wherein the information is the same but is in a different format.   In this instance, converting a Windows <u>application</u> <u>file</u> to <u>fax</u>.

Copy files   To reproduce a second instance of a <u>file</u> on the disk, under the same or a different name.

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

Current item   Describes the item last selected which becomes the <u>default</u> until another is selected.   In this manual it applies to FaxBooks, <u>Groups</u>, files, recipients, and <u>directories</u>.

Cut   To move text or a graphic from a current <u>application</u> to the Windows <u>Clipboard</u>.   This command removes the item from the program <u>file</u> as opposed to using the Copy command which places a copy of the selected item onto the <u>clipboard</u> but leaves the original item in place.

DCX Files   Bitmap files representing Fax format files which contain multiple pages.   The D represents a document as opposed to a single page file.

Data file   Any <u>file</u> created within, or by, an <u>application</u> such as word processors, spreadsheets, or databases.   Also referred to as document, or correspondence, in this manual.

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

Desktop   The main screen for Windows on which the main <u>menu</u>, group boxes, and program icons appear.

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

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

Disk drive   A device used to store and retrieve data stored on disk; usually represented by a letter.   A drive may also be a <u>network</u> drive, CD-ROM drives, or RAM drives.

Documentation   Refers to any printed or On-line material used as a manual, instruction, or tutorial relating to the <u>application</u>.

Double-click   To press and release the mouse button, two times in rapidly succession, without moving the mouse position.   The first click selects the object to which the mouse is pointed, the second click initiates an action.   A <u>double-click</u> is usually done using the left mouse button.

DPI (Dots Per Inch)   The number of dots included in each square inch of the <u>bitmap</u> <u>file</u>, characterizing the density or <u>resolution</u> of the resulting image.   The <u>fax</u> <u>file</u> is defined as being in standard <u>resolution</u> if it contains 100 X 200 <u>DPI</u>, or in fine <u>resolution</u> if the <u>bitmap</u> contains 200 X 200 <u>DPI</u>.   The higher the number of Dots Per Inch the higher the quality of the <u>fax</u> image, but also the more time required to transfer the <u>file</u>.

Driver   A special program designed usually as an interface between an <u>application</u> and a device of some sort, such as a printer or <u>FaxModem</u>.

Drop-down list box   A single line <u>dialog box</u> which, when you <u>select</u> its down arrow, drops down to display a list of choices.   In this manual, the term in used interchangeable with Combo box.

Edit box   A box where information may be typed.   The <u>edit box</u> may be blank or contain information, that you can edit, when it appears.

Entries   Refers to an individual entry within an item, such as <u>entries</u> in the <u>FaxBook</u> <u>list box</u>.

Error Correction　A feature or functionality of the FaxModem board which automatically corrects any errors which occur in data transmission during the sending process.　For Error Correction to work, both the sending and receiving FaxModem has to support this feature.

Event   Any instruction given to the <u>32BF</u> system initiating a transaction, whether send or receive, whether successfully completed, aborted, or unsuccessful.

Event Monitor   The <u>dialog box</u> which appears after a Send command has been given to transmit a <u>fax</u> and gives information about the currently <u>active</u> <u>event</u>.

Events Log   A <u>file</u> which contains listing of events or transactions in the <u>32BF</u> system.

Expanded Memory   <u>Memory</u>, in addition to <u>conventional memory</u>, that is available to applications.

Expansion Memory   Any <u>memory</u> available above the <u>conventional memory</u> level available to systems that conform to LIM EMS (Lotus Intel Microsoft <u>Expanded Memory</u> Specification).

Extended Memory   Memory in addition to conventional memory located above the first one megabyte of memory.

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

Fax Button   [Fax] See: <u>System Button</u>.

FaxModem   A peripheral device inserted into an expansion slot in the computer or plugged into a COM port, giving the computer <u>fax</u> capabilities.

Fax Converter Driver   A software device <u>driver</u> which mimics a printer <u>driver</u>, and whose purpose is to convert an <u>application</u> <u>file</u> format to a <u>bitmap</u> <u>file</u> for <u>fax</u> transmission, thus allowing you to print on remote <u>fax</u> machines as if they were your printers..

Fax Format Files   An image <u>file</u> consisting of an array of bits.   The <u>FaxModem</u> software reads, processes and transmits these bits.   In this manual, the term is used interchangeable with <u>Bitmap</u> and <u>Fax</u> <u>File</u>.

Fax Resolution   The term applied to the <u>resolution</u> in which the <u>fax</u> <u>file</u> or <u>bitmap</u> is stored and/or transmitted.   **See also** <u>DPI</u> and <u>Resolution</u>.

Fax Server   A computer workstation, usually associated with networks, which is designed to manage <u>fax</u> activity for the <u>network</u>.

FaxBook   A <u>file</u> containing a listing of, and information on, frequently dialed <u>fax</u> machines or <u>FaxModems</u>.

32BF   An abbreviation for 32bit Fax.

faxmail   The term applied to the transfer of information using <u>fax</u> technology.

File   A document or <u>application</u> that has been given a name.   Documents are usually stored as files in Windows.

File format   The structure or arrangement of data stored in a <u>file</u>.

Fonts   A graphic design applied to all numerals, symbols, and characters in an alphabet.   A font usually comes in different sizes and provides different styles for emphasizing text.

Font types   Fonts are designed to be used on, or with specific, devices, such as screen fonts, printer fonts, soft(ware) fonts, and cartridge fonts.

Foreground operation   The mode of operating an <u>application</u> is in when it is <u>active</u> and interacting with the user.   **See also** <u>Background operation</u>.

Generating Correspondence   The process of using a Windows <u>application</u> or <u>32BF</u> NotePad to create a <u>file</u> or document to be transmitted by <u>fax</u>.

Graphic User Interface   Also known as **GUI,** is a   design in which the <u>application</u> presents the user with a series of graphical objects such as text, icons, etc, representing <u>commands</u> or tasks which the <u>application</u> executes.   Windows is a GUI system.

Groups   A <u>Groups</u> of <u>entries</u> in a <u>FaxBook</u> which may be selected and combined together to form a subset of the <u>FaxBook</u>, for example, within the <u>FaxBook</u> containing all Customers, a group is formed containing names of East Coast Customers.   Used to send <u>faxmail</u> to more than one <u>recipient</u> with a single command.

Group Window   A windows for the purpose of storing a group of icons within the Program Manager.

GUI (Graphic User Interface)   A **GUI** is a design in which the <u>application</u> presents the user with a series of graphical objects such as text, icons, etc, representing <u>commands</u> or tasks which the <u>application</u> executes.   Windows is a GUI system.

Header The information placed at the top of the <u>fax</u> page pertaining to its point of origin, time and date etc.

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

Icon   A graphical representation of various elements in Windows, such as <u>disk drives</u>, files, and applications.

Incoming Directory   The directory determined at installation or in the SetUp Configurations box, which becomes the <u>default</u> directory into which all incoming <u>faxmail</u> is stored by <u>default</u> when you release it from the Receive <u>Queue</u>.

Install program   The program that installs <u>application</u> software on your hard disk.

List box   A box listing available choices.   For example, a list of all available files in a directory.   If all the choices wont fit, the <u>list box</u> has a vertical <u>scroll</u> bar.

Load High   Also known as LH; the process or command to load a <u>file</u> into a <u>memory</u> area other than in <u>conventional memory</u>.

LogFile   A file which contain a listing of events having occurred in the 32BF system.   This file is saved from the Events Log Window with [Move/Save Log], and can be read and displayed using any text editor or word processor; preferable 32BF NotePad or Windows Notepad.

Management, files   Refers to the process of dividing the hard disk into <u>directories</u> and subdirectories in a logical and organized fashion, making information storage and retrieval more efficient.

Memory   See definitions under Conventional, Expanded and <u>Extended Memory</u>.

Memory resident software   Software that is loaded into <u>memory</u> and is <u>active</u> in the background, even when another applications are <u>active</u>.   Sometimes referred to as TSR (Terminate and Stay Resident) software.

Menu   A list of items representing tasks which the software can perform.   The most common form of menus are the horizontal bar menus, <u>pull-down menus</u>, and command buttons, however, graphic objects such as icons may also represent menus.

Menu bar   The horizontal bar containing names of all the <u>application</u> menus, located just beneath the <u>title bar</u>.

Merge   The action of loading the contents of one <u>file</u> into another, usually at a determinable point.

Move As   The action of moving a <u>file</u> from one location (directory or <u>subdirectory</u>) to another, with the option of simultaneously changing its name.

Network   Two or more computers connected by cables or other means for the purpose of allowing them to share peripheral equipment and/or to exchange information.

Notification   The act of being notified by a <u>dialog box</u> upon the arrival of <u>faxmail</u> into the computer.

Open   To display the contents of a <u>file</u> in a <u>Window</u>, or to enlarge an <u>icon</u> into a <u>Window</u>.

Outgoing directory   The directory, determined at installation or in the SetUp Configurations box, which becomes the <u>default</u> directory into which all outgoing <u>faxmail</u> is stored, by <u>default</u>, while waiting for an <u>event</u> in the Send <u>Queue</u> to <u>fax</u> it.

PCX files   A <u>bitmap</u> or <u>fax</u> <u>file</u> format which contains a single page.

Parallel port   A connection on a computer, where you plug in a cable for a parallel device such as a printer.

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

Pop-out menu   An extended <u>menu</u> which pops out from a <u>pull-down menu</u>, when additional choices or selections are available.

Printer driver   Software that interfaces a program to a printer.   The <u>32BF</u> Convert to Fax <u>fax</u> converter <u>driver</u> interacts with Windows like a printer <u>driver</u> in its action of converting an <u>application</u> <u>file</u> to a <u>fax</u> .

Pull-down menu   The items of task choices which pull down from the <u>menu bar</u>.

32BF Convert to Fax   The name of the <u>fax</u> converter <u>driver</u> which builds <u>bitmap</u> files from <u>application</u> files for the purpose of faxing.

Protected mode 	The operating mode of a computer that is capable of addressing <u>extended memory</u> directly.

Protocol   A set of rules that define how computers or devices such as <u>FaxModems</u>, designed for communications, talk to each other.

Queue   A holding area which contains a list of events which have been sent to or received from the FaxModem, awaiting execution, in turn.   32BF has many queues, including the Future Send Queue and the Receive Queue.

Quit   To <u>close</u> all <u>open</u> files and exit a <u>window</u> in an <u>application</u>, or an <u>application</u> itself.

Radio button   A small round button that appears in a <u>dialog box</u> and is used to <u>select</u> an option.   Within a group of related option buttons, you can <u>select</u> only one choice.   Example:
○Not Selected
◉Selected

RAM (Random Access Memory)   The <u>memory</u> that is used to run applications and perform other necessary tasks in the computer.   When the computer is turned off, all information in RAM is lost.

Receive Queue   A holding area in which all incoming <u>faxmail</u> is stored until acted upon.

Recipient   The selection made from the <u>FaxBook</u> to whom the <u>faxmail</u> transmission is intended.

Resolution   A measure of quality of the <u>fax</u> image, measured by the number of <u>DPI</u>. <u>Fax</u> files may be transmitted in either standard (100 X 200 <u>DPI</u>) or fine (200 X 200 <u>DPI</u>) <u>resolution</u>.   The higher the <u>DPI</u> the higher quality and detail the image is capable of, however, the longer the transmission time.

Root directory   The highest directory of a disk.   The <u>root directory</u> is created when you format a disk, and contains system files needed to configure your computer upon <u>boot</u>-up.

Scheduled Events   Any task given to the <u>FaxModem</u> <u>queue</u> to perform, usually associated with having scheduled the <u>event</u> for some future date/time.

Screen font   A roster font designed to duplicate a printer font on the screen.

Scroll   To move text or graphics up, down, left or right, in order to see parts of the <u>file</u> that cannot be seen on the screen or in the <u>list box</u>.

Select   To highlight an item by clicking it with the mouse or using key combinations. Selecting does not initiate an action.   After selecting an item, you <u>choose</u> the action you want to affect the item.

Future Send Queue   A holding area in which all Send Fax events scheduled for future transmission are stored, awaiting execution by the FaxModem-Driver, in turn.

Soft font   A font that is downloaded to your printer from a disk.

Spool   To print a document or <u>file</u> in the background while working on some other task.

Subdirectory   A directory contained within another directory.   All <u>directories</u> are subdirectories of the <u>root directory</u>.

Swap Files   An area of your hard disk that is set aside for exclusive use by Windows in 386 enhanced mode.   This area is used when your system runs low of <u>memory</u>.

System Button   The small gray button at the extreme upper left of the monitor, contained in the <u>title bar</u>.

System Menu   The Windows system <u>menu</u> which contains <u>menu</u> choices available to all Windows applications.

Tab Buttons   A series of buttons marked with the alphabet which serve as an index to <u>entries</u> in the <u>FaxBook</u> <u>list box</u>.   Also the [Tab] key on your computer keyboard.

Text file   A <u>file</u> containing only letters, digits and symbols.   A text <u>file</u> usually consists of characters from the ASCII character set.   <u>Text files</u> can be created using the <u>32BF</u> NotePad <u>Window</u>.

Title bar   The horizontal bar located at the top of a <u>window</u> and containing the title of the <u>window</u>.   In Windows, the <u>title bar</u> contains the System <u>menu</u> button.   When the <u>32BF</u> Control Program is loaded, the Windows <u>System button</u> is replaced with the <u>32BF</u> button, indicating that the program is <u>active</u>.   This <u>32BF</u> button is referred to as <u>[Fax]</u> in this manual.

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