

## About the online help

The online help covers all features. You can access the online help in two ways:

- **From the Help menu in any WinFax program**

- The Help Topics dialog is the main entry into the online help, and it contains links to both feature overviews and instructions on how to use WinFax and its related programs. You can display the Help Topics dialog by clicking Help Topics on the Help menu.

The Help Topics dialog is similar to the WinFax PRO User's Guide—complete with a [table of contents](#), an [index](#), a [full-text search engine](#), and an automated [answer wizard](#).

To return to the Help Topics dialog now, click the Help Topics button at the top of this window. For more information about using the Contents, Index, or Find tabs, press F1 now.

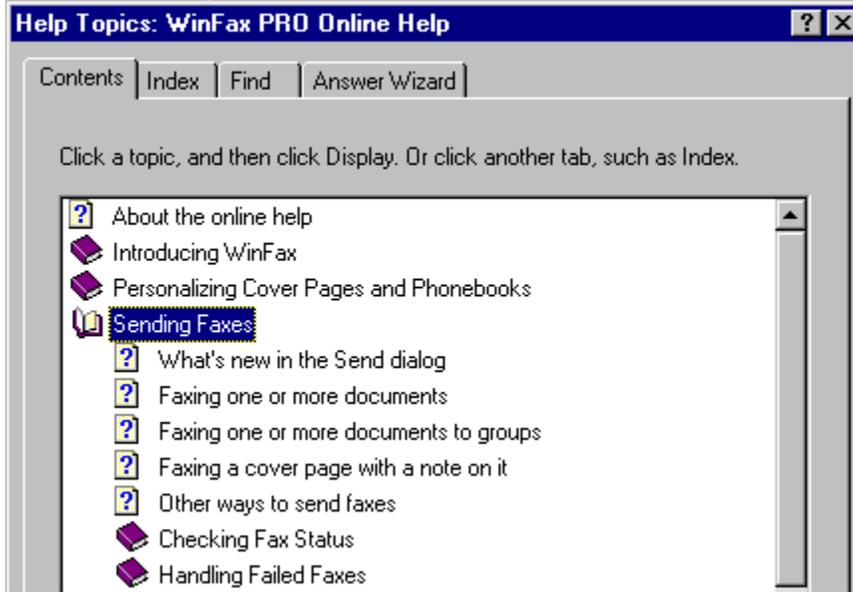
- **In any WinFax PRO dialog**

- All WinFax PRO dialogs contain a [What's This? help button](#) in the upper right corner or a [What's This pointer](#) on the toolbar that you can use to display information about on-screen components such as individual fields in dialogs and menu commands.

## Contents tab

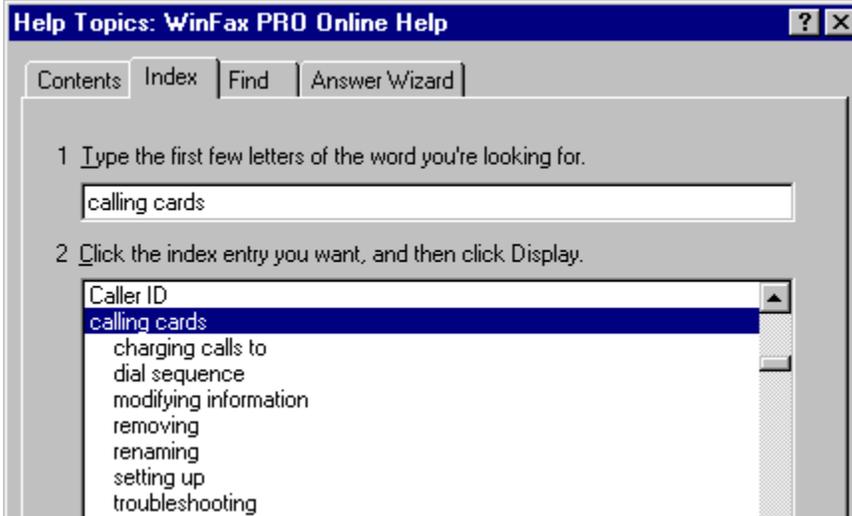
The Contents tab on the Help Topics dialog (shown below) displays a hierarchical representation of the information in the online help. To view the information in a chapter, double click the  icon. To display the information in an individual topic, click the

 icon beside the topic.



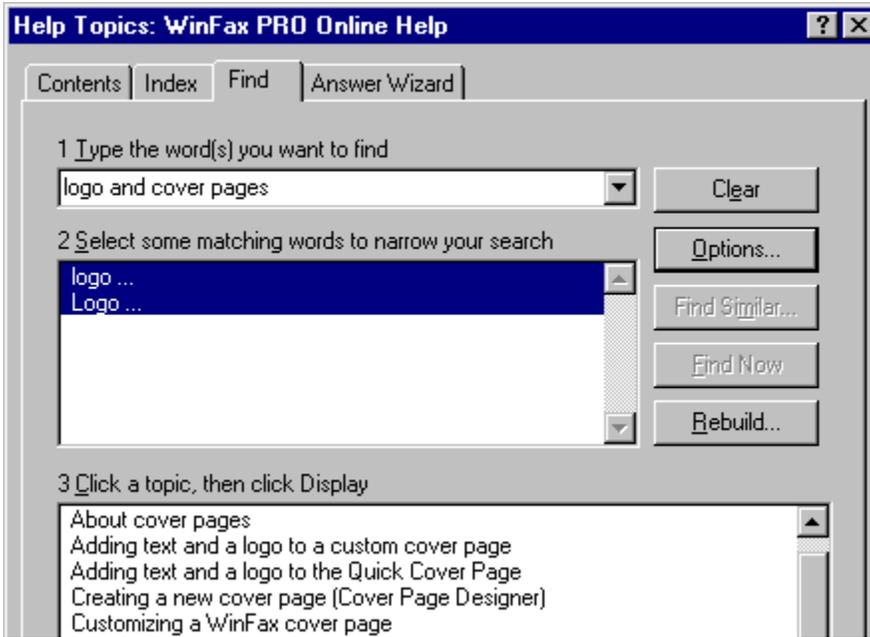
### Index tab

The Index tab on the Help Topics dialog (shown below) displays an alphabetical list of all subjects covered in the online help. To look up information in the index, type the word or phrase in the field at the top of the Index tab. The index scrolls ahead and displays all entries matching the text you entered.



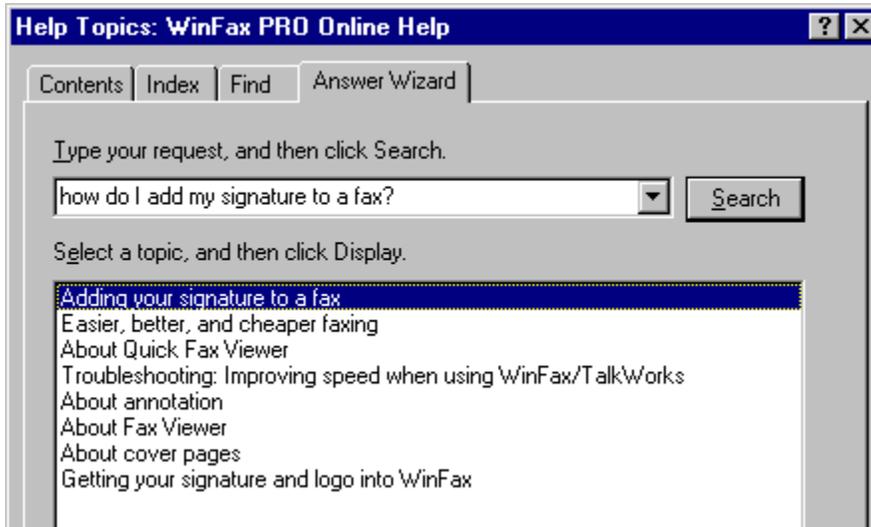
## Find tab

The Find tab on the Help Topics dialog (shown below) allows you to search the online help for specific words or combinations of words (for example, “logo” and “cover pages”). To search for text, type the text in the field at the top of the Find tab and click Find.



### Answer Wizard tab

The Answer Wizard tab on the Help Topics dialog (shown below) allows you to ask questions. To ask a question, type your question in the field at the top of the Answer Wizard tab and click Search.



**What's This Help button**



**What's This Help pointer**





## Viewing a fax from Explorer

- 1 Start Windows Explorer.
- 2 Right click the fax you want to view. A menu appears.
- 3 On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

---

### Related Topics

## #Starting Quick Fax Viewer from Windows

- 1 Start Windows Explorer.
- 2 Right click the fax you want to view. A menu appears.
- 3 On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

---

### Related Topics

## #Starting Fax Viewer from Quick Fax Viewer

- On the File menu, click Open Using WinFax Viewer.

---

### Related Topics

## **#Exiting Quick Fax Viewer**

- On the File menu, click Exit.

### **#Selecting a magnification factor**

- On the View menu, click the appropriate magnification factor.

### **#Browsing through a multiple-page fax**

- On the View menu, click Previous Page or Next Page.

### **#Rotating a fax page**

- On the Rotate menu, click the appropriate rotate option.

## **#Printing a fax**

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

### **Note**

- You can create fax attachments out of received faxes by selecting the WinFax printer.

### **#Viewing and hiding the toolbar**

- On the View menu, enable Toolbar.

#### **Note**

- To hide toolbars, on the View menu, disable Toolbar.

### **#Viewing and hiding the status bar**

- On the View menu, enable Status Bar.

#### **Note**

- To hide the status bar, on the View menu, disable Status Bar.

### **#Opening multiple instances of Quick Fax Viewer**

- On the View menu, disable Replace Window. A new Quick View window will open each time you open a fax file.

#### **Note**

- To have the Quick Fax Viewer window change to show the new file each time you open a fax, enable Replace Window.

