SPECIAL OCCASION FAX

More Fun Than A "Real" Fax!

This is the **TRY-BEFORE-YOU-BUY** version. It does not include all of the occasions, graphics, and sound effects that are provided in the retail version. It will also identify each "fax" it produces as being printed by the TRY-BEFORE-YOU-BUY version. This message can be immediately removed by calling PSG-HomeCraft Software directly to purchase a registered copy of this software. You will be given a registration code that converts the software to its fully registered version and eliminates the TRY-BEFORE-YOU-BUY messages.   This code is not available by calling the "800" number as the people at the "800" number are just an order processing service. For immediate registration call or fax any of the following:

PSG-HomeCraft Software (U.S. and Canada):

> Voice Phone: 1-503-692-3732
> Fax Phone: 1-503-692-0382
> Email: 71450.254@compuser.com

Testware Publishing (United Kingdom):

> Voice Phone: 01423 886415
> Fax Phone: 01423 889728

When you register, in additional to the removal of the TRY-BEFORE-YOU-BUY messages, you will also receive an update that provides 100 occasions with graphics, additional sound effects, a printed manual, updated software, and information describing how to create your own occasions for use with *Special Occasion Fax*.

Additional ordering information is available in the ORDER.FRM file.

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U S E R   L I C E N S E   A G R E E M E N T

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Special Occasion Fax - Introduction

Special Occasion Fax is a unique and special way to send a greeting to someone who is important to you--in a way they won't forget. A greeting that will surprise and delight them.

Your special person will be having a normal day when suddenly their computer starts ringing like a telephone. It may not even be connected to a phone line, but after a ring or two they'll hear it make a connection and a "fax" starts to arrive--printing itself on their printer! It's a fax from you with a special, personal greeting.

Or it might be a Christmas fax from Santa for your children.

Or special birthday greetings for your spouse, or a faxed birthday game for your children.

And what's amazing is that you do not need to have a fax machine, or fax card! Or even have your computer connected to a phone line! Special Occasion Fax sends personalized "fax" greetings, at the time and date you specify, using just your computer and printer!

When your computer delivers (prints) a fax, you will hear the phone ringing, and then hear the electronic tones as the simulated phone connection is completed. Your printer will then start to print the arriving fax--and in some cases an accompanying verbal message, music, or sounds.

It is a fun and unique way to send an unforgettable greeting, provide entertainment at a party, or just to play a game!

This Manual

This manual describes how to install and use the Special Occasion Fax software. There are two sections. The first section describes how the software functions. The second section provides suggestions for using the Special Occasion Fax software.

Section One
Software Installation, Features, And Use

Installation

1) Run Windows.

2) Put the floppy disk in the floppy drive in your computer. For these instructions we are assuming the floppy disk is in your "A" drive. If it is in the "B" drive, substitute "B:" for the "A:" throughout these instructions.

3) In Program Manager, click on the "Files" menu. Then click on the "Run" option.

4) In the "Command Line" box enter A:\SETUP and push ENTER.

5) The installation utility will ask you to confirm the location of the floppy disk and the drive and directory into which the software should be installed. Change these settings if they are not the settings you want. Then click on the "OK" button.

The installation utility will copy of the Special Occasion Fax files to the specified directory on your hard disk. It will also create a program group and install icons in that program group.

The first time you start the software you may need to enter your name and registration number. You will not need to enter them again.

Uninstalling

You can remove Special Occasion Fax just by deleting all the files from the directory where Special Occasion Fax was installed. Use File Manager to do this. Special Occasion Fax does not install extra files in your Windows/System directory and thus is very easy to remove from your hard disk without affecting other programs.

Then delete the Special Occasion Fax icons and program group.

Automatic Fax Printing - The Startup Group

Windows Program Manager should have a program group called StartUp. Any icon placed in this program group will automatically start when Windows is started. If you'd like Special Occasion Fax to always be ready to print any faxes you create, move the "Fax Printer" icon from the Special Occasion Fax program group to the StartUp program group.

To move an icon put your mouse cursor on the icon. Push and hold down the left mouse key and drag the icon so that it is inside the program group where you'd like it to be located. When you release the left mouse button, the icon will be set into place.

Software Setup - Help Notes

Help notes are information messages that appear when you leave the cursor on a button or box for more than a few seconds. They help explain the function of each button and box.

The Help notes can be turned on by going to the Help Menu, and clicking on "Options". This will display the Options Box. Click on the small box next to the words "Help Notes" to toggle the Help Notes on or off. When there is an "X" in this box, as shown in figure 3, the Help Notes are on.

Starting & Using The Software

There are two parts of the Special Occasion Fax software: the software used to create "faxed" messages; and the software used to send them, called the fax printer. The fax printer has no controls or options. Once you start it, it runs in the background and prints the selected faxes at the selected times.

Click on the "Setup "Special" Faxes icon to create messages to be "faxed".

Setup (Create) Faxes

There are three screens used to setup the information you want printed in a fax, or series of faxes:

1) The opening screen. This screen is used to select a header for your fax and for selecting the messages to be created, edited or sent.

2) The Message screen, used to type in your fax message.

3) The "Load Special Occasion" screen is used to load faxes into the fax printer.

Opening Screen - Special Occasion List Box

The Opening Screen is the first screen you see when you start the software. The "Special Occasion" drop down list box, in the upper left section of the screen, is used to select the graphic that will be printed at the top of the page as the header on your fax. Headers are identified by the name of the occasion and are displayed in the box to the right of the "Special Occasion" drop-down list box

Click on the down arrow to display the list of occasions. Then click on the name of the occasion you want to use as the header for your fax.

Opening Screen - The "Ear"

When the computer starts "receiving a fax", you will hear a phone ringing and the fax being received. As the fax is being received you may hear a voice, music, or sound effects. Unique sound effects may be associated with some individual occasions. Click on the "ear" button on this screen to preview the sounds you'll hear as faxes created for this occasion arrive.

Opening Screen - Messages

To send faxes, or a series of faxes, you first need to create the message to be faxed. As you create "fax" messages, they will be listed in the "Messages" box located in the lower half of the screen. You can create up to 25 faxes to be sent as part of a single series of faxes. The only restriction is that each fax must be set to be sent at a different time.

To create a new fax message, click on the "Add" button. This will display the "Message" screen. We'll describe the Message screen in a moment.

On the Opening Screen the "Edit" button let's you change an existing message. First click on the message you want to edit. This will highlight that message. Then click on the "Edit" button. You'll then be at the same Message screen used to originally create the message.

Messages can be deleted by first clicking on the message to highlight it, and then clicking on the "Delete" button.

Message Screen

Typing a "fax" message involves just filling in the blanks in four areas on the Special Occasion Message screen (or the Message screen for short):

The selected occasion is shown in a box in the upper right corner of this screen.

Subject: Enter a short, one to five word description of this "fax" message.

Message: Type the message you want to send in this box. You may enter anything from one word to several paragraphs. The only limit is based on the amount of information you can fit on one page, which varies depending on the font you've selected.

Examples of several types of messages are provided in the next section.

From: Enter the name of the person (real of imaginary) who is sending this fax. If you are sending a fax from Santa to your children, then enter "Santa Claus" or "Santa". If the fax is from you to the special person in your life, put your name in this box.

To: Enter the name of the person who is to receive this "fax".

Messages - Fonts

You can use any of the fonts available to Windows. The name of the currently selected font is shown in the box to the right of the Font button. To select a different font, click on the "Font" button and then select the type, style, and font size you want to use.

We recommend that you not use fonts larger than 14 point. Larger fonts may create lines that are too long to fit within the width of the paper.

Messages - Date / Time To Print

The final step is to set the date and time you want the fax to print. You can set the fax to print at any date and time in the future--even several years into the future.

When you click on the "Date" button a calendar for the current month appears. The scroll bars at the top of the "Pick Date" window are used to change the month and year. Once the calendar page for the desired month and year is displayed, click on the date you want to send the fax. Then click on the "OK" button.

Faxes can be sent at ten minute intervals. You can not, however, set a fax to print at a date and time for which another fax is already scheduled to print.

Messages - OK

When you have completed setting up the "fax" message, click on the "OK" button. The fax you just typed will appear in the "Messages" box on the Fax Generator screen.

Note: The occasion setting (that sets the graphic to be printed as a header) can not be changed while you are in the process of creating a set of fax messages.

If you wish to create fax messages for a different occasion, save the current set of messages and start a new set for the new occasion.

Sending Faxes

Once you have created all of the faxes you want to send, you'll first need to save them. Faxes can not be printed until they have been saved. To save the fax, or set of faxes, you just created, click on the "File" menu and then on the "Save As..." option.   This will display a window that is similar to Windows' standard "Save File" window. In the "File Name" box type the name you want to use for this fax, or set of faxes. Names may be up to eight characters, and may not include spaces or punctuation. The software will automatically add a filename extension of "OFX".

You can use an existing filename by double clicking on it.

Sending Your Faxes

Once you have saved the new fax (or set of faxes) you can load it into the fax printer. The fax printer runs in the background while Windows or Windows programs are running. It checks the time and the list of faxes to be printed at regular intervals. When it finds that the time and date on a fax matches the current time and date, it prints that fax.

The fax printer also checks for faxes that should have been printer, but were not. For example, if your computer is off when the time and date to print a fax occurs, the Fax Printer will print that fax as soon as the fax printer software is started.
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To "send" the faxes click on the "File" menu and then on the "Load Messages Into Fax Executor" option.

This will display a message box that says, "Occasion Files loaded into executor program. Ready to FAX!"

When you click on the "OK" button a window displaying a list of the faxes to be printed will be displayed. This gives you a chance to review the complete list of faxes.

You may delete faxes from the list by clicking on the fax to be deleted, which will highlight that fax, then clicking on the "Delete" button.

The "Reload" button will load all of the faxes currently shown in the "Messages" window into the Fax Printer. When this window first appears, all of those faxes are automatically loaded. If you click on the "Reload" button at that point, each fax will be loaded twice, and thus will print twice. The "Reload". You would use the "Reload" button if, for example, you had deleted some faxes by mistake and wanted to put them back on the list of faxes to be printed.

If you make any changes on this screen, you must click on the "Save" button to save them before clicking on the "OK" button.

You may load multiple sets of faxes to be sent, up to a total of 25 fax messages. Each set can be set up for a different occasion and have a different graphic as the header.

The Fax Printer (Fax Executor)

The Fax Printer is a memory resident program that regularly checks the time and then determines whether there are any "faxes" to be printed. It runs in the background while Windows is running.

There are two ways to run the fax executor:

1) Click on its icon to run it just when you need it. This option let's you create a fax and then click on the Fax Printer to print it--usually in the near future. You then must leave your computer turned on, and Windows running, until the fax is printed.

This option is normally used when you want to quickly create a fax and have it printed.

2) Put the Fax Printer icon in your startup group. This will cause the Fax Printer software to run in the background whenever Windows is running. This is the best option, because you know that the Fax Printer is always running and your faxes will always be printed at the right time. Even if there is a power failure, when power is restored and your computer starts up again, the Fax Printer will be running and your faxes will be printed.

The Fax Printer icon can be moved out of the startup group when you do not want it running.

If your computer is turned off, it will not print faxes. As soon as you turn it on and start Windows, the fax printer will check the list of faxes and print all of them that should have been sent during the time the computer was off.

SECTION TWO
USING SPECIAL OCCASION FAX

This section provides suggestions for ways the Special Occasion Fax can be used at various times of the year. Of course, you are not limited to these suggestions and please keep in mind that many times a simple little note is as good as a complex story or scenario. Using Special Occasion Fax to sent a note to your spouse that simply says, I LOVE YOU is more important than not sending anything while you try to think of the best way to surprise her (or him).

Be Sure The Computer Is On

One problem you could encounter is that you may leave your computer turned on, while you go to work. It's all set to print a special message to your spouse at precisely the perfect time. But your spouse notices the computer is turned on, and turns it off as a favor to you. Before you leave you might tell your spouse that you are running a test program on your computer, and you need to leave it turned on all day. You could also use PSG-HomeCraft's I'M OUT Screen Saver (the only screen saver that's also a message center) to leave a "DO NOT TURN OFF" message on your computer's screen.

Christmas:

If you have children, Christmas is an excellent time to use Special Occasion Fax. You can use it to send them special messages from "Santa" or from yourself. Or you can use it to play games.

Christmas - Fax From Santa:

Create a "fax" from Santa that wishes each of your children a Merry Christmas and invites them to send their Christmas lists. Then have your children type their lists using your computer (a great way for young children to practice writing letters), print them, and give them to you for "transmittal" to Santa. You might, for example, take them to work so you can send them. Meanwhile, set up your computer so that it delivers, while you are away at work or running an errand, another fax responding to the letters your children wrote.

Another type of message from Santa you could send would be on on Christmas eve that tells you child, "I haven't forgotten you. I'll be there tonight and there will be lots of wonder toys under your Christmas tree in the morning."

Christmas - Clumsy Santa

Another game you can play is a variation on the "fax from Santa" theme. Set your computer up so that, after the Christmas presents have been opened, a fax from Santa arrives. It says something similar to the following:

Dear Johnny:

Ho! Ho! Ho! Merry Christmas.

I hope you enjoyed the _____ I brought you this year.

II don't normally contact children after Christmas. 'm sending this fax for a very important reason. Something very unusual happened to Santa this year.

When I returned to the North Pole and checked my inventory list I found I was missing a present. I think I may have dropped it at your house. If you find it, you may keep it.

I think I dropped it near your front door, possibly under the bush.

Santa Claus

The should be something for your child, or a box of candy or food that everyone in the family can enjoy. (Get something for the entire family will help small children learn about sharing).

Christmas - Present Search / Puzzle

If you have several children you can send a multi-part message from Santa. The first might to one child, asking that child to get the family together for a special fax from Santa that will be arriving in ten minutes. And the second provides instructions describing how to find the missing present.

If you'd like, you can set up this game so it takes longer to find the missing present. For example, instead of having a present hidden where Santa's fax said it would be, leave a note the kids can find that provides a clue that leads to another location where either there is another note, or the present is hidden.

Or in the first hiding place you can put a piece of a puzzle you've created, and then later have Santa fax another piece that completes the puzzle. A good puzzle is to write a note describing the location of a hidden present, but only put every other word in the note the children find. The missing words are supplied in a second fax from Santa.

Christmas - Candy Search

Another option is to hide small candies throughout the house, and send your children a series of faxes. Each fax provides a set of clues describing how to find candy in one area of your house.

Christmas - Learning The Meaning Of

Special Occasion Fax can also be used to help your children learn more about Christmas. For example, you can set your computer to deliver a fax at a specific time each evening. Each fax tells another part of the Christmas story. As each "fax" arrives, sit down with your family and have one of your children read the fax that just arrived. (Or if they are too young, you read it to them).

Birthdays

Birthdays are another great time to use Special Occasion Fax--in particular if you have to be at work on your child's birthday.   You can send birthday greetings or play games that leave hints leading to hidden presents in a similar way to what was described for Christmas.

Birthday - Hidden Present

A variation on the hidden gift game is that you could set up a series of faxes that give hints about a present, but that do not give away its location until the last fax. Here's a list of possible themes for a series of four faxes:

Fax 1) Happy birthday! I bought you a present, but I don't know if I should tell you about it now, or wait till I get home.

Fax 2) I've decided to wait until later to give it to you. Whatever you do, do not go into the dining room.

Fax 3) Ok, I've changed my mind. I'll tell you were you can find your present. Did you go in the dining room. I hope not. Your present is not hidden there. It is hidden.....   Oh, I seem to have forgotten where I put it. I've got to run off to a meeting. Bye for now, and Happy Birthday!

Fax 4) Now I remember. It's hidden in the bottom of the clothes hamper in the bathroom.

Birthday - Happy Birthday Wishes

Everyone appreciates it when you remember their birthday. It doesn't take an elaborate game or puzzle to thrill someone with a surprise happy birthday wish. Write a short note expressing exactly what you feel. Don't try to be a great writer, or worry about writing with perfect style. Say what you feel.

Birthday / General - Scavenger Hunt

This idea can be used during nearly any type of celebration. Hide various items in your home, yard, city park, etc. Then have the computer deliver a fax that announces a scavenger hunt. The first fax just lists all of the items to be found and the rules for finding them (ie. don't dig up the neighbor's yard). Subsequent faxes provide additional clues to help find some of the items.

Romantic - Love Notes

It's fun to use Special Occasion Fax when it is not a day that has a specific special meaning. For no particular reason send your spouse a "fax" telling them how much you love them, or how much you appreciate the favor they did for you yesterday. Or you might send them a dinner invitation, a "coupon" good for a "special hug", or even a marriage proposal.

Father's Day / Mother's Day / Grandparents

Buy a copy of Special Occasion Fax as a gift for your parents or grandparents, and install it on their computer without telling them. Set up a fax to be printed on their birthday. When their birthday comes, at about the time you've set the fax to print, ask them to type a note for you. Or come up with some other excuse to get them to turn on their computer and run Windows, if their computer is not already on.

They'll be surprised when their computer suddenly starts receiving and printing a "fax" with a birthday greeting from you!

Job Promotion

If your spouse just received a promotion, set up your copy of Special Occasion Fax to deliver congratulation "faxes" from various world leaders, prominent business leaders, or political leaders (the governor, senators, congressmen, etc.)

General

The most common use for Special Occasion Fax is to surprise someone with a "faxed" greeting. You do not have to create a game, or do something surprising, humorous, or unique. The most important part of a special greeting is that you remembered the occasion (and Special Occasion Fax helps with that because you can set up your greeting in advance, at the time you remembered that a special occasion is getting near). The next import part is your expression of why you wanted to send a greeting at this time. A simple I LOVE YOU says much more than an elaborate game that never includes the words "I LOVE YOU".

Practical Jokes

Yes, Special Occasion Fax can even be used to play practical jokes. Buy a copy of Special Occasion Fax for a co-worker's computer and install it without them knowing. You can then put a surprise "fax" message in their computer reminding them about a meeting, a lunch appointment, or something they needed to do.

I'll leave other suggestions in this area to your creativity.

Reminder Notes

Part of what makes Special Occasion Fax fun and interesting is that it is unique and it makes your computer act in a surprising manner--it delivers faxes without being connected to a phone line. But it also can be used in other ways, such as for reminding yourself about appointments, dates, and things you need to do

For example, even though the dentist calls the day before to remind me that I have an appointment, I tend to forget. Special Occasion Fax works superbly to remind me, just before I need to leave for my appointment, that I have to be at the dentist's.

At home you can use Special Occasion Fax to remind your children (or spouse) about chores or other things they need to do. Or use it to print a "to do" list when you turn on your computer in the morning. Or even use it to leave messages for others while you're away on a trip.

It also is ideal at work for reminding you about meetings and appointments. You can set up Special Occasion Fax to deliver a message reminding you about a meeting, and print a checklist of the things you need to bring to the meeting.

You can use it to create daily "to do" lists, punch lists for projects, or call-back lists giving the names and phone numbers of people you need to call on a certain day.

Other Occasions

There are many other occasions Special Occasion Fax can be used with, including, weddings, engagements, baby showers, New Year's eve, Halloween, your child's first time riding a bicycle, graduation, and just to say hello. The registered version includes 100 occasions (some holidays, such as Christmas, have multiple occasion settings) for more fun and surprises.