EasyFax 1.0 by LazyMan Software

Welcome to EasyFax 1.0

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Overview

EasyFax is a Word for Windows macro which stores company names, fax numbers and up to 3 contacts for each company in file on your hard drive. This information can then be automatically inserted into a fax cover sheet ready for faxing either through a fax modem or on a regular fax machine after printing.
EasyFax relieves you of having to check the spelling of a company name, look up their fax number or check the spelling of the contacts name.

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Installation

Prior to installing the EasyFax macro you should first read the license agreement at the end of this document.

In order for EasyFax to work correctly after installation please move the file FAXFORM.DOC ,which came with EZFAX1.ZIP, to your C:\WINWORD directory. If EasyFax does not find this file where it expects to it will not work correctly. Having done this you just click on the "Install EasyFax macro" below and EasyFax will be automatically added to your normal.dot template.

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Uninstall:

To remove the EasyFax macro simply click on the uninstall button below.

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Using EasyFax

Before you first run EasyFax please do the following :

Load the document FAXFORM.DOC into Word for Windows. All being well you should be able to find it in the C:\WINWORD directory. Replace the blue text with your own information and then save the document without changing the name. Now you are ready to use EasyFax.

Running EasyFax:

To start the Easyfax macro choose EasyFax from your Word for Windows file menu or type Alt+F then Y.
This brings up a menu dialog box.
Choose the option you want as follows.

Setup: This option is only available to registered users. When you choose Setup a dialog box will appear asking you for the filename for the blank fax sheet that you wish to use. The default entry is the document Faxform.doc supplied with the EasyFax macro. You can change this document to whatever document you wish to use for your faxes. The only things you need to have on your fax sheet for EasyFax to work are the following pieces of text exactly as shown -

        To:
        Att:
        To Fax#
        Date:

Remember this text must be exactly as shown or else EasyFax will not know where to enter the information for the company you want to send the fax to.

Add: This will be your first choice as you have not yet any companies on file. When you choose this option a data entry dialog box comes up. Enter the company name, fax number and the name of any contacts at that company. Enter from one to three contacts per company. These contact do nat have to be people's name. They can just as easily be departments such as customer service etc. When finished choose the OK button. The information you entered will be saved on your hard drive in a file called EasyFax.dat. Do not delete this file. You will then be returned to the main menu dialog box. **Note :** Unregistered users will only be able to have access to 5 companies. Registered users can enter as many as 200.

Edit: Only available to registered users. When you want to edit an entry on file first highlight the entry and then click on the Edit button. An editing dialog box will appear. Make whatever changes you need to and then choose the OK button. The new information will be saved in the EasyFax.dat file. You will then be returned to the main menu dialog box.

Delete: Only available to registered users. When you want to delete a company first highlight the

company name and then click on the delete button. The company will be deleted from the data file and you will be returned to the menu dialog box.

Exit: Use this button to exit the EasyFax macro.

OK: Click on this button when you have highlighted the company you want to send the fax to. If the company you have chosen has more than one contact person you will be asked to choose to whose attention the fax will be sent.

Well that's it, you now know everything you need to use EasyFax. Enjoy.

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Registration:

This macro is Shareware. This means that you can try it out for free and if you don't find it to be of any use to you simply remove it from your system and it hasn't cost you a penny. However if you do choose to keep using this macro you are asked to fill out the registration form and send it with your registration fee to the address shown thereon.
Benefits of registration : When you register you will be sent a registration code by email. You should enter this code when you see the Enter Registration Code option on the Shareware dialog box. This is the box that appears when you try to use one of the options not available in the shareware version and also whenever you exit EasyFax. When you enter your code the following changes in EasyFax will take place -

a) You will be able to access the setup section and choose your own cover sheet to be used whenever EasyFax is run.

b) The Edit and Delete options will be available to you.

c) You will be able to save as many as 200 companies to your hard drive.

d) Those annoying reminders to register will go away.

As a registered user you will be entitled to one free upgrade to the next version of this macro when it becomes available. Finally by registering you will be giving me an incentive to spend more time improving this macro and writing new ones. All registered users are also entitled to unlimited free technical assistance.

Support Shareware - after all it's cheap !

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Technical assistance:

Basically just drop me a line and I will help as much as I can. This goes for unregistered as well as registered users. I can be contacted at concunning@AOL.COM or ccunning@world.std.com. Feel free to send me any suggestions or maybe I could write some custom made macros to suit your requirements.
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