

# The Facsimile Template of Charlie

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The standard Facsimile form is intended to be used with Winfax™ by Delrina. It will allow you to design a standard fax form, for use under Word for Windows™, for sending documents as faxes.

The fax.dot template - as it is filled in now - is an example of how to use this form. All the variables like address, and .Aanspreek. Are special fields which are used by the MCSAddress macro (under the µ § button ). The address data is transferred from your Packrat™ files to the standard form. Within this process all these special fields are used. For a description, see the text within normal.doc, which the macro's who are globally available.

After starting this form, by opening a new document using the fax template, the form will be initialized with all data necessary for the later use of Winfax™ & Packrat™. If you want to change the lay-out of the form you use as standard form then change "fax.dot", and all changes will implemented in your fax forms.

*N.B. If you are working in the HP - New Wave™ environment, the macro will notice this, and adapt accordingly. However, if you change the fax.dot template you have to re-install it as master in New Wave™.*

After you document is initialized, you can type in the name & address of the recipient. If you have Packrat™ just type in part of the name, and press the pack-rat button (µ §), the address will be filled in automatically. Also in this case all will be prepared for automatic transmission to the recipient if you have his fax-number in your Packrat™ Phone Book. A detailed description of how this address is constructed can be found in the normal.doc documentation for your global macro's.

After you have filled in the text of the message You can use the Winfax™ button (µ §) to send your fax. If the address was produced via the Packrat™ function this will be done totally automatic. You will be given the chance to determine when the fax should be send.

If You want to print your document first use the Print button (µ §) to accomplish this. In this way you wont be bothered with resetting your printer afterwards.

The fax you produced will have a name that's automatic generated, and will be know to you under the title you gave the document. When you came from New Wave™ this is done within new wave, otherwise it's done via the start-up macro. Any way the fax will be accessible always via it's title. or it's generated name. In each phase of it's construction (startup, name from packrat, send) it will be automatically saved to the document file.

The Logo in the Form is taken from a Global Glossary entry called "CompanyLogo", as is the signature ("Signature"), If you change these global entry's the form will adjust accordingly.