About Fax Viewer

Use Viewer to view received faxes and preview outgoing faxes and attachments.

When you receive a fax, you may want to write notes on it, add standard annotations (such as your signature), or draw attention to certain portions of the image before passing it on. With the annotate toolbar buttons in Viewer, you can do all this on the screen. For example, you can:

- add notes to margins
- circle or highlight important text
- stamp the fax with a predefined graphic or one of the provided designs (for example, "draft", or "confidential")
- add a graphic of your signature

About Quick Fax Viewer

Use Quick Fax Viewer to view and print faxes and attachments (that is all files with .FX* extensions) from Windows Explorer. To view a file in Quick Fax Viewer, right click on it in Explorer and then select Quick View from the menu.

Once you open a fax in Quick Fax Viewer you can easily switch to WinFax Viewer with the Open Using WinFax Viewer command on the File menu. Once the fax is open in WinFax Viewer, you can annotate it and use all the advanced functionality in WinFax Viewer.

In addition to basic viewing and printing functionality, WinFax Viewer includes advanced features you can use to make notes on faxes (annotations), circle or highlight important text, add graphics (such as your signature), clean up fax images, and convert faxes to text you can edit in your word processor (using Optical Character Recognition).

Quick Fax Viewer is not available if you are running WinFax under Windows NT 3.51.

About Cover Page Designer and Filler

When you send a fax, you may want to include a cover page. A cover page can contain the recipient's name and company, your name and company logo, a brief note about the pages that follow and so on.

WinFax provides more than 200 cover pages for you to choose from. At send time, you can select the cover page you want and fill it in Cover Page Filler. Use the Cover Page Filler menus and toolbar buttons to change the font, size and attributes of the text you type.

Add to the cover page selection by modifying and customizing the WinFax cover pages in Cover Page Designer. Use the Cover Page Designer tools to draw objects, add text, stamps and graphics. Alternately, design your own cover page in Cover Page Designer.

You can even design a cover page in another Windows program—a desktop publishing package, a full-featured graphics package, even a spreadsheet—and bring it into WinFax for use as a cover page using the Object Linking and Embedding (OLE) feature in Cover Page Designer.

About the Monitoring Tool

The Monitoring Tool is a utility that works with WinFax when you are running in WinFax PRO for Networks mode. The Monitoring Tool provides information about current activity in your WinFax PRO for Networks workgroup and modem status. If you want to use the Monitoring Tool to monitor modems attached to your own station, disable Workgroup Servers on the Monitor menu.

Typically, you may want to use the Monitoring Tool to find out which modems are available, which stations are fax receptionists for specific modems and what their receive priority is, and who in your workgroup has WinFax running

The Monitoring Tool window uses a graphical representation to show the following information for your WinFax PRO for Networks workgroup:

- **Server stations** – All server stations available for the current workgroup. Server stations are WinFax PRO for Networks stations that are configured to share the modems attached to them.
- **Available modems** – All modems attached to each server station. The Monitoring Tool identifies the modem name, type, function (send only, receive only, or send and receive) as well as its current status (via a status icon). Using the commands on the Monitor menu, you can also identify the active users in your workgroup and a list of fax receptionists for each active modem.

About the TalkWorks AudioEditor

Use TalkWorks AudioEditor to record and modify greetings, voice message and wave files. Create or modify files to be played to callers on hold and system notification wave files. Delete background noise and stretches of silence or change the order of segments of the wave file. Use special effects to create an echo or fade out.