WORD60.DOC is a template that contains macros for WinFax PRO.

Install Macros   Remove Macros

Print Current Document to WinFax (*Print2WinFax*)
Installing this macro adds **WinFax** to the File menu and also adds the styles **wfxFaxNum** and **wfxRecipient** to Word's global template (*NORMAL.DOT*). If you install the *DDEFaxMerge* macro, all the styles listed below will be available.

To print a document to WinFax:
◆   Select **WinFax** from the File menu. The macro will search the current document for the wfxFaxNum style in an attempt to find a defined fax number.
◆   If the wfxFaxNum style is found, the macro will continue looking for other wfx styles. The WinFax Send dialog appears with the information from the styles already entered in the appropriate fields.
◆   If the wfxFaxNum style is not found, the WinFax Send dialog appears. Select recipients and other options as required.

Note: You do not have to use the styles in order to print a document to WinFax.

Print Merged Document to WinFax (*DDEFaxMerge*)
Installing this macro adds all the **wfx** styles to Word's global template (*NORMAL.DOT*) and allows you to print a properly formatted merged document to WinFax. The wfx styles must be applied to the merge template prior to the actual merge between the template and the imported data. The template and the data must be merged to a new document.

To send the merged document:
◆   Choose **Macro** from the Tools menu.
◆   Select **DDEFaxMerge** from the macro list and click **Run**.
◆   The macro will search for the wfx styles in the order that they are listed below. The wfxRecipient style can exist before the wfxFaxNum, but will be ignored if a fax number is not found.
◆   The macro will create a send event in the WinFax Outbox for each recipient that it locates in the merged document. If the document has a transmit date and time, the event will be scheduled for that date and time. Otherwise, the events will be sent immediately.

Note: No events will be sent until the entire merged document has been processed.
The Preview Option should be turned off in WinFax when using this macro. From the WinFax Send dialog, click **Options** and disable the Preview/Annotate option.

wfx Styles
The WinFax macros use the following styles to copy information into the WinFax Send dialog or the WinFax Outbox.

333 555-1212
Joseph Bancroft
12:00:00
05/04/97
Bancroft Systems
Test fax
Keyword
BAN001

Note: Since Word styles apply to an entire line or table cell, ensure that each piece of information is alone on a separate line or table cell.