WINFAX PRO 8.0
MACRO INSTALL INSTRUCTIONS

Note: The macros installed from this document are intended for use with English-language versions of Microsoft Windows 95/NT and Microsoft Office 95.

To Install Macros:

Click the **Begin Macro Installation** button at the top of this document. This launches the Installation Wizard. Follow the prompts and complete the necessary information. The modifications made by the Installation Wizard are described in the sections below.

Menus:

File

If the Print2WinFax macro is installed on your system, the File Menu is modified by adding a **WinFax…** command. Selecting the **Winfax…** command executes the Print2WinFax macro. See the Macros section below for a description of the macro.

Styles:

A style is a named collection of attributes that can be applied to the text in a document. The WinFax macros use the styles to search the document for data to be sent to WinFax, such as the recipient's name and fax number. Use the **Style** command on the Format menu or the Style box on the toolbar to apply a WinFax style to the appropriate text in your document. The WfxFaxNum style is installed automatically. The additional styles are optional:

WfxFaxNum	The recipient's fax number. WinFax will dial exactly this data.
WfxRecipient	The name of the recipient.
WfxTime	The time that the fax will be sent.
WfxDate	The date that the fax will be sent.
WfxCompany	The recipient's company name.
WfxSubject	User-definable information.
WfxKeyword	User-definable information.
WfxBillCode	User-definable information.

Note: Since Word styles apply to an entire line or cell, ensure that each piece of information is on a separate line. If desired, the text may be hidden. Use the **Font** command on the Format menu to make the text hidden.

Macros:

Print2WinFax

This macro searches the current document for the WinFax styles, and uses DDE to communicate the data to WinFax. The document is then faxed to the intended recipient. If the styles are not found, then the document is printed using WinFax as the printer driver and the Send dialog appears.

DDEFaxMerge

This macro is to be used with a previously merged document. See the Microsoft Word documentation for help on how to create a mail merge document. When the merge is done, use the **Macro** command on the Tools menu to run the DDEFaxMerge macro. The macro searches the document for the WinFax styles and uses DDE to communicate the data to WinFax. The document is then faxed to each specified recipient.

Test Data:

The following information has had the appropriate styles applied to it. After the macros have been installed, you can use this document to test the macros.

555-1212
Bruce Bancroft
12:00:00
09/19/98
Bancroft Systems
Subject
Keywords
BillCode

MACRO REMOVAL INSTRUCTIONS

To Remove a Macro:

Use the **Macro** command on the Tools menu to access the macros dialog. Select **All Active Templates** under Macros Available in, then delete the macro by selecting it from the list and clicking the Delete button.

Note: When you remove the Print2WinFax macro, you must also remove the **WinFax** command from the File menu. Select **Customize** on the Tools menu and click on the **Menus** tab. Choose **&File** from the drop-down list labeled Change What Menu and **&WinFax…** from the Name On Menu drop-down list. Click on **Remove** and then click **Close** to exit the dialog.