WinCover 3.2a

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Files Included With WinCover

These are the files that are included and their functions. An asterisk (*) indicates that this is a file necessary to the function of the program. A pound symbol (#) indicates that this file is installed by default in the Windows System directory.

*WINCOVER.EXE - main program file.
*WINCOVER.HLP - this help file.
*DEFAULT.SND - the default sender data file.
*RECEIVER.DB - the default receiver database file.
#*STATUS.DLL - dynamic link library.
#*PPFONT.DLL - dynamic link library.
#*COMMDLG.DLL - dynamic link library.
#*BTTNCUR.DLL - dynamic link library.
#*DISKSTAT.DLL - dynamic link library.
#*TOOLBUTT.VBX - custom control.
#*CMDIALOG.VBX - custom control.
#*3DLABEL.VBX - custom control.
#*HMETER.VBX - custom control.
#*VBDIA.VBX - custom control.
#*BALLOON.VBX - custom control.
#*SPIN.VBX - custom control.
SAMPLE.FCS - sample fax cover sheet file.
ALT1.SND - an alternate sender example file.
FAXHIST.LOG - fax history log file.
README.TXT - initial instructions.
SITE.WRI - corporate site agreement and order form.
BASIC(1-6).BMP - six simple bitmap images.
INSTALL.EXE - installation program.
INSTALL.INF - standard installation data.
1 - install disk identifier. Must be present to run install.
VBINST.DLL - dynamic link library for install program.
CONVERT.EXE - a utlity for converting Sender and Fax data from WinCover 3.0.
FILE_ID.DIZ - Standard BBS description file.
VENDOR.DOC - Instructions for BBS operators and disk vendors
DESC.SDI - description file used by some BBS's.

Installation Instructions, Balloon Help

Running Install

Execute INSTALL.EXE from within Windows. Install will create a sub-directory of your choice, copy all distribution files and create a Program Manager Group for WinCover if you desire. Requires VBRUN300.DLL, not included - (Can be downloaded from Compuserve, also available from most BBS's). 29 custom bitmaps for cover sheet use may be obtained separately as WCVPIX.ZIP. If you are upgrading from a prior version, please see the Upgrading from a prior version section.

Balloon Help

The balloon help feature is enabled by clicking on the Enable Balloon Help menu selection of the main help menu or by clicking on the small buttons with the white balloon shapes available throughout the program. When enabled, moving the mouse over any enabled button, text box, etc. will display a small box with an explanation of that control. Clicking once with the left mouse button discontinues the balloon help session.

VBRUN300.DLL is the Visual Basic Runtime Library Version 3.0 and is required to run any Visual Basic 3.0 program. (VBRUN100.DLL and VBRUN200.DLL were for version 1.0 and 2.0 respectively).

Upgrading From A Prior Version

WHEN UPGRADING (numbers in parenthesis are your old version number):

1> (3.0) Copy VBRUN300.DLL to your Windows System directory. VBRUN300.DLL is available from Compuserve, AOL and most BBS's.

2> (3.0 & 3.1 & 3.2) When prompted, choose NOT to overwrite the following files during install:

FAXHIST.LOG   RECEIVER.DB   DEFAULT.SND

If you overwrite these files, your existing data will be lost!

If you install to a different directory than your existing installation, change the LogoFile= entry in your WINCOVER.INI file to reflect the new directory path. Failing to change this path information will cause an error message! (WINCOVER.INI is in your windows directory)

3> (3.0) run convert.exe in the directory to convert to the new Sender and Fax file formats. See the Help menu of CONVERT.EXE for further instructions. You must convert your old data to use this version.

IF YOU ARE UPGRADING FROM VERSION 3.1 (not 3.1a through 3.1e)

Starting with version 3.1a there was a change of data sequencing in all .FCS (saved fax files). A bug in version 3.1 caused improper data sequencing in .FCS files if carriage returns were added to the notes section. This has been fixed in 3.1a or newer. Any .FCS files saved with version 3.1 will no longer be fully readable with 3.1a or newer with comments, date and notes entries out of sequence. The only way to recover these files is to manually re-sequence the data, which is actually quite easy. IF YOU MUST RECOVER THESE DATA FILES, CONTACT THE AUTHOR FOR INSTRUCTIONS.

Setting Up The Sender Information

After starting the program for the first time you will want to change the default Sender to match your needs - click the clear Sender button. Fill out the Sender fields as you want them to appear each time the program is started. Click SENDER menu and click SAVE CURRENT AS DEFAULT - click Yes on the warning message box. The default Sender has now been saved in a file called DEFAULT.SND in the same directory as WINCOVER.EXE.

You may save Alternate Senders as follows: Click the clear Sender button. Type in the alternate Sender. Click SENDER menu - click ADD SENDER AS ALTERNATE. You will be prompted to enter a file name for this alternate Sender - it must have a .SND extension! You may also enter a description of the Sender which will appear when you recall an alternate Sender later (useful if many people are using the same Fax machine). Click OK - Repeat for as many Alternate Senders as you like and save each in it's own individual .SND file. The alternate Sender of your choice may now be recalled at any time by: Clicking the Sender menu, Click SELECT AN ALTERNATE SENDER. Click on the Sender of choice and drag it to the main program window or double click the Sender file of choice - (a sample called ALT1.SND is included with the program). Senders may be updated and deleted with the appropriate menu choices. The delete dialog box offers the option of dragging the Sender to a graphical trash can which opens for the Sender to be dropped in or you may simply double click or tap the spacebar once the Sender is selected.

You may also initiate the above functions using the appropriate <u>Tool Bar</u>choices. Engage the <u>Balloon Help</u>to find out what each graphical button does.

Setting Up Receivers

The default Receiver data file, RECEIVER.DB, automatically loads when the program is started and since the database file with the package contains only the Author's fax number, you will want to add your own list of frequently used Receivers. Click the clear button (engage the Balloon Help to find out what each graphical button does) . Enter your first Receiver - A COMPANY NAME MUST BE ENTERED & EACH FIELD IS LIMITED TO 25 CHARACTERS. You may leave the TO ATTENTION OF field blank if you like but do fill in the RECEIVING FAX NUMBER field. Click the add button. Repeat until you have added all your Receivers. The total number of Receivers is limited to 500.

Use the find button to locate the Receiver of choice - select the Receiver you wish to use from either the Company or Individual lists and then either drag the Receiver of choice to the main program window, double click it or tap the space bar and it will be loaded.

If you want to change a saved Receiver's information, find the Receiver you wish to change, type in the changes and click the update button. Changes will be written to the database.

Should you wish to delete a Receiver click the delete button. The currently displayed Receiver will be erased from the database.

The entire database of Receivers may be printed or exported to a delimited ascii file using the appropriate choices from the File menu. Printing the Receivers sorts the list by company name and includes the individual, if any, plus the fax number. The font for the title of the print-out is the default font for the cover sheet. The actual list text is pre-set to print using the Courier New TrueType font (included with Windows 3.1). This font must be present on your system for the list to be formatted properly. If you choose to export the Receiver database, a delimited ascii file named EXPORT.TXT is created in the directory where WinCover is installed. This file may be used to export database information to other programs. The format is as follows:

"COMPANY","INDIVIDUAL","FAX NUMBER"

Fax Cover Sheets

The Fax Cover Sheets menu allows the current fax cover sheet to be saved to disk to a file with a *.FCS extension. You may enter comments in the SAVE FAX COVER TO DISK dialog box, the current date and time are also saved. Saved fax cover sheets may be recalled or deleted with the appropriate menu choices or the Tool Bar. A sample fax cover sheet, SAMPLE.FCS is included with the package. This feature is not to be confused with the separate feature to automatically create a log file (discussed in the General Configuration section).

The Notes (Message) Field

The notes multi-line text box will hold up to 15 lines of text. Should you exceed this limit you will be reminded of the limit by a warning message at print time. The text box automatically wraps any text that is entered. Please read the additional instructions for proper text width adjustment in the <u>Print Preview/Bitmap & Page Setup</u>section.

The Notes section can be retracted or extended to reduce the interface size with the blue vertical arrow buttons on the right of the main screen.

General Configuration

The Configure and File menus provides the following options:

All Data Upper Case or All Data Mixed Case

This affects the option of having all data entered into fields converted to upper case regardless of your keyboard caps lock setting.

Fax Log File Active or Fax Log File Inactive

This will automatically record key information when printing a cover sheet including date, time, receiving company, receiving individual, fax number, number of pages transmitted and all notes. The resulting file may be viewed, edited, printed or deleted via the appropriate selection from the File menu (Windows Notepad must be installed on your system for this feature). This option is in addition to the option to save the entire cover sheet from the Fax Cover Sheets Menu(you will be given the option after printing to save the cover sheet in a .FCS format file whether or not the entry was logged in the FAX.LOG file).

Date Format

Presents you with a sub-menu of two date formats for use by the program. MM/DD/YY or DD/MM/YY. This was incorporated due to many requests from users in countries that use the DD/MM/YY format.

Enable ToolBar

This selection enables or disables the ToolBar in the Main view. Corresponding menu items exist for the ToolBar buttons that are enabled in this view. The ToolBar will always be visible in the Preview/Bitmap & Page Setup view regardless of this setting.

Enable ToolBar Auto Positioning

This selection enables or disables the ToolBar auto positioning feature. When this is enabled, the ToolBar will always maintain it's relative position to the main window.

Include Date And Time On Cover Sheet

When this selection is enabled, the date and time are printed on the cover sheet. Disabling this feature is useful should you wish to print batches of cover sheets with the date and time to be filled in at the time of their use.

Printer Setup

The File menu contains an option for changing the default system printer and it's setup. There is also a menu choice for this option in the preview and order form screens. When you print the cover sheet this dialog box will also appear first.

C O L O R S

WinCover's color defaults are those as set for your system in Windows Control Panel.

All of the above settings are saved as defaults upon exiting the program.

Using WinCover With A Fax Modem

WinFax Pro 3.0 or newer most be installed on your system to use the built in DDE support (WINFAX LITE IS NOT SUPPORTED). If WinFax is not installed, the Fax Modem menu selection in the main and preview screens will be disabled. You can use the Printer Setup menu selection to change the default printer to your fax driver. Consult your software documantation on proper procedure for creating an attachment file.

Print Message Direct To WinFax Pro

This is useful if you want to compose a quick message and send it as a single page. When you click Print Direct To WinFax Pro, your default system printer is automatically changed to WinFax and this dialog box will appear. You may now edit the destination telephone number, transmission date & time, subject of the fax and the fax resolution. Click Send Fax and your message will be sent and your original default printer driver will be restored.

Create Attachment File For WinFax Pro

This feature allows you to create cover sheets for use with WinFax. When you click this menu selection a dialog box will appear giving you the option of restoring your default printer driver when the attachment printing is complete. When the WinFax dialog box appears choose SAVE TO FILE under ATTACHMENTS. Refer to your WinFax documentation for instructions on how to attach the cover sheet to other transmissions.

Print Preview/Bitmap & Page Setup

To facilitate quick familiarization with the controls available on this screen, enable the Balloon Helpfeature. This screen provides for all page, font and bitmap settings. Provision is made for margin adjustment, bitmap selection, placement and sizing, font size adjustments for the To/From and Message areas of the cover sheet as well as selection of a text title if no bitmap is to be printed.

Alignment

Provision can be made for the print alignment of different printers. Adjust the PAGE L (left) and PAGE T (top) controls to your needs. Please note that this adjustment will show immediately in the preview but the actual representation of the margins will vary with different printers. This adjustment is independent of the bitmap size and position settings.

Bitmaps

Bitmap source files can be selected via the BITMAP FILES menu. A thumbnail preview of the selected image is provided in this dialog box. Drag and drop or double click your choice in the dialog box to load the bitmap. Use the BITMAP T (top), L (left), H (height) and W (width) controls to size and position the bitmap. Please note that you must click the Resize button after making height or width adjustments, whereas top and left adjustments are shown immediately in the preview. The BITMAP FILES menu and these controls are disabled if the ENABLE BITMAP PRINTING option button on the Tool Baris not depressed. If a bitmap is selected, a thumbnail image of the current image is displayed in the main screen (you may double click it to load the preview screen). Please note that printing times will increase substantially when printing bitmap images. Some grey scale bitmaps (including some in the WCVPIX.ZIP. archive, available separately) do not display well in the preview but do print properly.

Fonts & Text

You may set the font size of the TO & FROM, MESSAGE and TEXT TITLE sections independently. You will note occasionally that some font size selections will not actually change the size of the displayed fonts in the preview. This will vary with different TrueType font names and manufacturers and is due to the way Windows handles small fonts. The actual printed font sizes will be as selected. Please note that the MESSAGE section prints approximately 60 characters across and the font size will have to be adjusted depending on the width of the font selected. The TEXT TITLE controls allow for the user to select a title to be included on the cover if no bitmap is desired. The TEXT TITLE controls are disabled if the ENABLE BITMAP PRINTING option button on the Tool Baris depressed. If no bitmap is selected, the current title (Caption) is displayed in the main screen (you may double click it to load the preview screen).

Use the BOLD and ITALIC buttons on the Tool Bar to change the text attributes of the printed page. Due to Visual Basic's TrueType font handling procedures, fonts of less than 17 point in the preview will always be represented as Bold, however, the actual printed page will be accurate. Please note that the actual words To:, From:, Message: and all individual field labels are not affected by Bold settings. WinCover has only been tested with Truetype fonts.

Border

You may click the FIELD BORDER button on the Tool Barto eliminate the borders printed around the various fields on the cover sheet. This may help to reduce print times.

Clicking the Ok button returns you to the main program screen with all changes made to the preview screen being retained. You may choose the Print button on the Tool Bar from either the Preview or Main screens.

All of the above settings are saved as defaults upon exiting the program.

Should you wish to have your company logo digitized, you may order this service from the Author using the ORDER LOGO SCANNING menu selection from the Help menu.

How To Get A Message To The Author

You may send the Author a fax with your thoughts, suggestions, ideas, complaints, etc. Fax the report to the Author via the number below. Please include a brief description of your system if you have a technical question, problem or bug to report. You may also leave any questions, comments or suggestions for the author on Compuserve or America Online:

Graphic Impact,   Michael Haschka - Compuserve 73027,3307   OR   America Online at MikeH1259   OR   Fax (805) 482-6213

The author's mailing address is:

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Camarillo, CA   93012-5425   U.S.A.

Trouble Shooting And Known Bugs

If you install an upgrade to a different directory than your existing installation, change the LogoFile= entry in your WINCOVER.INI file to reflect the new directory path. Failing to change this path information will cause an error message! (WINCOVER.INI is in your windows directory)

If the default Sender file is missing you will receive an error message at startup. Simply type in a new default Sender and use the Sender menu to save it as the Default. Should the Receiver database file RECEIVER.DB be missing the program will automatically create a new empty database file at startup.

There have been some problems with Norton Desktop reported with this and other Visual Basic programs including WinCover being unable to find the default data files. If using Norton Desktop, you MUST select File Properties and then click on Options - set the directory where WinCover and it's data files are located. Failure to do this will cause an error message to be displayed at startup.

If you attempt to print to a printer driver that does not support TrueType fonts (Generic Text driver for example), you will generate a warning message "Invalid Property Value". If this occurs, you will have to exit WinCover, switch printers and restart WinCover.

Postscript printers are not supported for printing of bitmaps. If you have a Postscript printer, simply select no logo from the print dialog and print your cover sheet with text only.

Most other error messages received during usage of WinCover should be fairly self explanatory - if not, refer to the How To Get A Message To The Authorsection for ways to reach the author.

PLEASE let me know if you encounter any bugs or problems - Send me a fax.

The TrueType font named Courier New must be installed on your system in order to print a correctly formatted list of all receivers in the database. The TrueType font Wingdings must also be installed to correctly display several of the control captions in the main screen. These fonts are included with Windows 3.1.

WinCover has only been tested extensively with Truetype fonts. Please make the Author aware of any problems with other font types.

The following printer drivers/fonts have proven incompatible as of 02/93:

Panasonic 4450 - TrueType fonts do not print properly, bitmap does not print. Use the HP LaserJet driver instead.

SuperPrint - Large fonts do not print properly, bitmap does not print. Nimbus Q typefaces supplied with package are incompatible.

Acknowledgements

Warranties And Legal

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Shareware Distribution

PLEASE SEE VENDOR.DOC (INCLUDED WITH PROGRAM)

All Other Countries Including U.S.

WinCover is not PUBLIC DOMAIN NOR FREE SOFTWARE! It is provided for limited use for the purpose of evaluation only. Non-registered users of this software are granted a limited license to use an evaluation copy for trial use on a private non-commercial basis for the expressed purpose of determining whether WinCover is suitable for their needs. At the end of the 30 day trial period you must register your copy or discontinue using this product. When you register, you will receive a version of WinCover which omits the shareware notices, technical support, a free upgrade to the newest version and automatic notification of future releases.

The registration fee is a very nominal $20 plus shipping for single users. You may register via Compuserve, America Online, by mail or fax (credit card orders only via AOL & fax). We accept VISA and MasterCard. To register by mail or fax use the Order option from the Help menu and choose United States And All Other Countries. To register on Compuserve (no shipping charges) type GO SWREG and search on #987. The registration fee will be charged to your Compuserve account.

 AS A BONUS WHEN YOU REGISTER: If you register via the mail or fax (i.e. not on CompuServe) we will send you a certificate for a discount on a great collection of shareware on CD-ROM. This certificate entitles you to one issue of the 'JCSM Shareware Collection' for $9.95 plus shipping ($2 in the US, $3 in Canada, $5 elsewhere).   This is a great price on a great collection of shareware!

The prices for network or multi user site versions are as follows:

   2 to 9 computers .... at $15 each

   10 to 24 computers ...... at $13 each

   25 to 49 computers ...... at $12 each

   50 to 99 computers ...... at $10 each

   100 or more computers .... $1000 one time fee

A corporate site license order form and agreement is included in the archive as SITE.WRI.

If you have any questions please see How To Get A Message To The Author

French Speaking Europe

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The registration fee is a very nominal 275 FF for single users. We accept credit cards. To register by mail or fax use the Order option from the Help menu and choose French Speaking Europe.

Please contact us for French European network or multi user site pricing:

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Minitel 3615 WinShare

If you have any questions for the author please see How To Get A Message To The Author

WinCover Description

If You Send Paper Faxes Or Own A Fax Modem, You Need WinCover!

WinCover is a useful <u>Shareware</u>program for printing facsimile cover sheets under Windows 3.1 or newer. It allows the user to set up default sender information which will load whenever WinCover is started as well as the option to select alternate sender information. It also allows the user to set up a database of frequently used receivers along with their fax numbers. All records in this database may be printed or exported to a delimited ascii file. Fax cover sheets may also be saved to disk for later reference. The user may opt to engage a log file to record details of all printed cover sheets. A system to drag and drop Senders, Receivers, bitmap source files and saved cover sheets insures ease of use. All system fonts are supported. Custom bitmaps may be included on the cover sheet (postcript printers not supported for bitmap printing). Accurate positioning of the bitmap image, font sizing and page alignment is accomplished via a full <u>WYSIWYG</u>page preview. A special balloon help feature will, when enabled, display an explanation of each control when the mouse is moved over it. All user configurable settings are saved in a standard .ini file format in the Windows directory. The TrueType font named Courier New must be installed on your system in order to print a correctly formatted list of all receivers in the database. The TrueType font named WingDings is also required. These fonts are included with Windows 3.1. Support is also included for WinFax Pro 3.0 or newer. You may print direct to WinFax as a means of exchanging quick messages or you may use WinCover to generate an attachment file for use as a cover page with WinFax. 29 custom bitmaps for cover sheet use may be obtained separately as WCVPIX.ZIP.

WYSIWYG is an acronym for What You See Is What You Get.

Shareware gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register.

The Floating Tool Bar

Click on each button for an explanation:

You may enable or disable display of the ToolBar and ToolBar Auto Positioning from the <u>Configure Menu.</u>

Select an alternate Sender.

Add current Sender as an alternate.

Delete an alternate Sender.

Retrieve saved fax cover from disk.

Save current fax cover to disk.

Delete a saved fax cover.

Enable/disable field border printing (button enabled in preview mode only).

Enable/disable bitmap usage (button enabled in preview mode only).

Enable/disable bold fonts (button enabled in preview mode only).

Enable/disable italic fonts (button enabled in preview mode only).

Print preview/bitmap & page setup.

Print cover sheet.