

FaxNow!

Fax Viewer

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Viewer keyboard interface

Key(s)	Function
Right Arrow	Scrolls window right a small amount
Left Arrow	Scrolls window left a small amount
Down Arrow	Scrolls window down a small amount
Up Arrow	Scrolls window up a small amount
Page Down	Scrolls window down a larger amount
Page Up	Scrolls window up a larger amount
Ctrl+Page Down	Scrolls window right a larger amount
Ctrl+Page Up	Scrolls window left a larger amount
Shift+Page Down	Moves to next page in multi page fax
Shift+Page Up	Moves to previous page in multi page fax
Shift+End	Moves to last page in multi page fax
Shift+Home	Moves to first page in multi page fax
Ctrl+X	Cuts current page to clipboard as a bitmap
Ctrl+C	Copies current page to clipboard as a bitmap
Ctrl+V	Pastes clipboard bitmap over current page

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File menu commands

New...

Creates a new empty fax document.

Open...

Opens a new fax document for viewing (read only) or for viewing and editing.

Reopen for Edit

Allows a document currently open for read only access to be reopened for editing.

Save

Saves the current fax document if it has been changed.

Save As...

Allows the current document to be saved under a new name.

Mail...

This option allows the fax to be forwarded as mail.

Mail System

This allows the mail system which the view should search for to be specified.

Fax...

This option allows the fax to be forwarded to another fax machine.

Print...

Prints the current fax on the printer selected in the Printer Setup... dialog box.

Printer Setup...

Selects the required printer. The default selection is the last printer used by viewer.

Exit

Quits the Viewer program.

Edit menu commands

Cut Page

Places the current page into the Windows clipboard as a bitmap then deletes the page.

Copy

Copies the current page (or selected area) into the Windows clipboard as a bitmap.

Paste Page

Inserts the bitmap in the Windows clipboard as a new page in the fax document.

Copy Page To...

Exports the current page as a bitmap file.

Paste Page From...

Inserts a bitmap file as a new page in the fax document.

Delete Page

Removes the current page from the document. The last page may not be removed.

Split Page...

Allows a long fax page to be split into one or more shorter pages.

Rotate Page

Allows the current fax page to be rotated by a quarter or half turn.

Options which modify the fax require that the document be open for editing.

View menu commands

Full Page

Scales the fax page to fit the screen (or window) while maintaining aspect ratio.

Standard

Scales the fax page to fit the width of the screen (or window) while maintaining aspect ratio.

One to One

Displays one pixel of the fax page as one screen pixel.

Scale to fit screen

Forces full page and standard scaling modes to scale to the full screen size.

Scale to fit window

Forces full page and standard scaling modes to scale to the current Viewer window size.

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Editing a fax

Viewer may be used to create a new fax by pasting bitmaps from the Windows clipboard or by directly importing bitmap files into the current document.

Viewer may be used to create composite faxes by pasting pages from one document into another document via the Windows clipboard or file import menu. Separate copies of Viewer may be run simultaneously on different fax documents to make these operations convenient.

A fax must be opened for read write (i.e. the Read Only check box in the open dialog should not be checked) before it may be edited. The Open for Edit command on the edit menu may be used to reopen a read only file for editing. Please refer to the manual for more detail on clipboard usage and limitations.

Mailing a fax

You may forward the current fax as a mail message. Select the File, Mail... menu item and you will be presented with the standard mail dialogs. If mail is not running, you will be asked to log on first, if mail is running you will go straight to the send mail dialog. A fax document must be loaded before the mail command can be used.

The mail system which will be used is specified by the Mail System menu.
See Mail System

Mail Systems

The Viewer supports the following mail systems

<u>System</u>	<u>Applications</u>
MAPI	Microsoft Mail and Groupwise
VIM	Lotus ccMail and Lotus Notes (16bit)
VIM32	Lotus ccMail and Lotus Notes (32bit)

If a mail system is checked under the Mail Systems menu then the Viewer will check for the installed mail system. If it is found then when a fax is mailed, the mail system will be used to send the fax.

Printing a fax

A fax document loaded into Viewer may be printed on any Windows printer supporting bitmaps. Supported printers include HP LaserJet printers, Postscript printers and most Epson compatible dot matrix printers. Options are available to print in Portrait and Landscape, to print specified page ranges and to scale or clip the fax page to the printer page.

Documents to be printed are first loaded into Viewer. The required printer is selected using the File, Printer Setup... menu item and the document is printed with the File, Print... menu item.

Relaying a fax

A received fax may be relayed to another fax machine by faxing it directly from Viewer. The File, Fax... dialog is selected. **FaxNow!!** will prompt for the destination number and format the fax for transmission via Fax Manager. The operation is similar to the print option but with the Fax Printer pre-selected as the target printer.

Viewing a fax

To view a fax it must first be loaded into Viewer using the File Open... command. A fax may also be loaded directly from Fax Manager (see Fax Manager help). Once loaded the fax may be viewed in one of three scaling modes selected from the View menu. The mouse may be used to scroll around each fax page by clicking on the vertical and horizontal scroll bars. Fax pages are selected by clicking on the required page icon in the bottom left hand corner of Viewer's window. In addition a wide range of keyboard accelerators are available to duplicate the mouse commands.

Viewing TIFF files

Since **FaxNow!!** uses the TIFF file format to store fax documents, Viewer may be used to view TIFF files generated by other applications. The [Viewing a fax](#) section provides an overview of the options available. The TIFF specification is a large standard and many programs support only a small subsection of it.

FaxNow!! supports the TIFF B (bilevel) sub class which covers multi page monochrome (not grey scale) documents. Uncompressed, packbits compression and CCITT compression schemes are all supported by the **FaxNow!!** Viewer.

RedRock on the World Wide Web

If you have any issue with your FaxNow software, take a few moments to read the manual supplied. There are pages that offer advice and tips on how to solve some of the most common questions that users have.

Alternatively, if you have access to the world wide web, you can find the same information and much much more on our web site at **<http://www.redrock.co.uk>**.

