



Apple Fax



User's Guide

Apple Computer, Inc.

© 1996 Apple Computer, Inc. and its licensors. All rights reserved.

© 1996 AirGo Communications, Inc. and Dayna Communications, Inc. All rights reserved.

Under the copyright laws, this manual may not be copied, in whole or part, without the written consent of Apple. Your rights to the software are governed by the accompanying software license agreement.

The Apple logo is a trademark of Apple Computer, Inc., registered in the U.S. and other countries. Use of the "keyboard" Apple logo (Option-Shift-K) for commercial purposes without the prior written consent of Apple may constitute trademark infringement and unfair competition in violation of federal and state laws.

Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

© 1996 Apple Computer, Inc.

1 Infinite Loop
Cupertino, CA 95014-6299
(408) 996-1010

Apple, the Apple logo, AppleScript, GeoPort, Macintosh, the Mac OS logo, PowerTalk, PlainTalk and Power Macintosh are trademarks of Apple Computer, Inc., registered in the U.S.A. and other countries.

Finder, the GeoPort logo, Mac, and System 7 are trademarks of Apple Computer, Inc.

Adobe, Acrobat, the Acrobat logo, Adobe Illustrator, Adobe Photoshop, and PostScript are trademarks of Adobe Systems Incorporated or its subsidiaries and may be registered in certain jurisdictions.

EasyReader, the Optical Character Recognition (OCR) software application included with Apple Fax, uses a neural network recognition system developed by Mimetics. Additional language dictionaries can be obtained by contacting Mimetics at the following address:

Mimetics
5, Central Park
Avenue Sully Prud'homme
92298 Châtenay-Malabry
France

FastPrint is a trademark of Mimetics.

Hayes is a trademark of Hayes Microcomputer Products, Inc.

QuarkXPress is a registered trademark of Quark, Inc.

Touch-Tone is a trademark of Western Electric.

Simultaneously published in the United States and Canada.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.

C O N T E N T S

.....

Preface How to use This Book xi

Part I

Chapter 1 Apple Fax Quick Start 1

Sending a fax	2
Faxing is like printing	2
Preparing your document	2
Setting preferences	3
Choosing Fax Sender or Fax Sender GX	6
Addressing your fax	7
Cover page information	9
Previewing your fax	10
Sending your fax	11
Monitoring the status of your fax	11
Apple Fax status information	11
Apple Telecom Status program	12
Fax log information	13
Receiving a fax	14
Preparing to receive faxes	14
Checking for received faxes	15
Viewing and printing a fax	15
Opening fax for viewing	16
Printing a fax	16

Quick Fax	17
Sending a single sheet Quick Fax	17
Adding enclosures	19
Addressing a Quick Fax	20
Chapter 2 Apple Fax Main Window	23
Accessing Apple Fax	24
Apple Fax main window	24
Outgoing view	25
Understanding the display information	25
Viewing recipient information	27
Deleting a fax that has been sent	28
Sorting faxes that have been sent	29
Readdress, Resend, and Merge	29
Opening and viewing a fax that has been sent	31
Incoming view	32
Understanding the display information	32
Editing the name of a received fax	33
Sorting faxes that have been received	33
Forwarding a fax that has been received	33
Deleting a fax that has been received	34
Opening and viewing a fax that has been received	35
Using the button bar	36
Quick Fax	37
Address Book	38
Log	39
Apple Telecom Status	40
Preferences	41

Part II

Chapter 3 Fax Send Advanced Options 45

Sending faxes using Fax Sender	46
Choosing Fax Sender	46
Fax Sender Page Setup	48
Entering cover page information	50
Selecting a cover page	52
Preview options	53
Fax Sender Options	54
Setting send time	54
Setting your location	56
Using manual dialing	58
Sending faxes using Fax Sender GX	60
Choosing Fax Sender GX	60
Fax Sender GX Page Setup	61
Print dialog options	62
Addressing your fax	63
Print time and send time	64
Drag and drop fax send	64
Using Fax Sender GX on an AppleTalk network	65
Sharing a fax server	65
Sending a fax from a network client	66
Recipients and recipient lists	67

Chapter 4 Fax Receive Advanced Options 71

- Receiving a fax 72
 - Setting Apple Fax to receive 72
 - Checking for received faxes 73
 - Receiving manually 74
- Opening a received fax document 75
- Forwarding received faxes 76
 - Forwarding multiple faxes using Merge 77

Chapter 5 Viewing, Editing, and Printing Faxes 79

- Opening a fax 80
- Viewing a fax 81
 - Moving around a document 81
 - Changing the page orientation 82
 - Scaling the view 83
- Printing a fax 83
 - FastPrint 83
- Editing a fax 84
 - Copying, cutting, or clearing a page 84
 - Pasting a page 85
 - Selecting a portion of a page 86
- Converting a fax to a PICT file 87

Optical Character Recognition	88
OCR Dictionaries	88
OCR tips	89
Working with OCR	89
Converting part of a document to text	90
Converting a page of a document to text	91
Converting a whole document to text	92

Chapter 6 Creating and Managing Cover Pages 93

Customizing cover pages	94
Cover page fields and labels	94
Creating a new cover page	95
Using the tool bar	96
The Selection tool	96
The Text tool	96
The Field tool	96
The Scale tools	97
The Graphic tool	97
Customizing fields	98
Positioning and resizing fields	98
Modifying fields	99
Using the grid and aligning fields	100
Creating fields	103
Editing label text	104
Adding graphics	105
Installing cover pages	106
Removing cover pages	106

Chapter 7 Using the Apple Fax Log 107

- Viewing the fax log 108
 - Fax log information 109
- Printing the fax log 109
- Saving the fax log 110
- Clearing the fax log 111

Chapter 8 Apple Fax Preferences 113

- Apple Fax Preferences 114
 - Accessing preferences 114
 - Notification preferences 115
 - Modem preferences 116
 - Log preferences 119
 - OCR preferences 121
 - Personal preferences 123
 - Reverting and saving preferences 124

Chapter 9 Using Apple Fax Gateway 125

- About Apple Fax Gateway 126
- Configuring Apple Fax Gateway 127
 - Adding fax services to your Key Chain 127
 - Configuring fax services 128
- Using Apple Fax Gateway 129
 - Sending fax documents 129
 - Adding fax addresses to your PowerTalk information cards 130
- Receiving fax documents with PowerTalk 132
 - Opening received fax documents 132
- Problem alerts 133

Index 135

P R E F A C E

How to Use This Book

This manual provides complete information for operating Apple Fax.

It is assumed that you are familiar with basic Macintosh desktop operations. If not, refer to the Macintosh Guide in the Guide menu (the Guide menu is the one with the question mark icon), or the documentation that came with your computer.

Part I

- **Chapter 1** introduces the software for sending, receiving, and managing faxes with your Macintosh computer. It guides you through the steps for sending your first fax, getting ready to receive faxes, and using the QuickFax feature. Everything you need to get started is included in this chapter.
- **Chapter 2** provides more complete information on the Apple Fax main window. It explains in detail all of the interface elements of the main window and how they pertain to managing faxes and accessing important parts of Apple Fax and related programs.

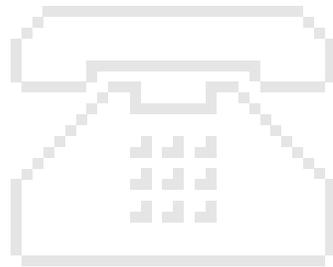
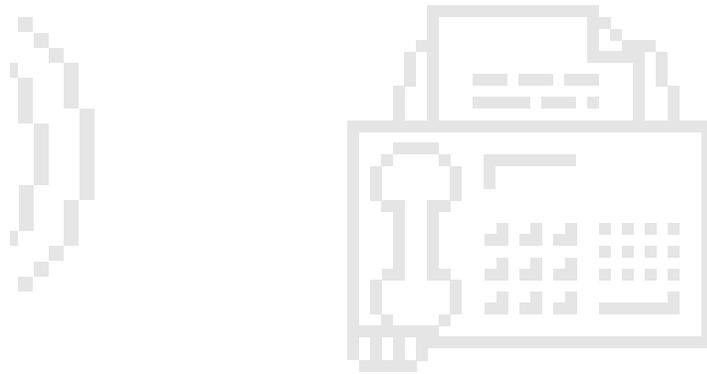
Part II

- **Chapter 3** covers fax send advanced features using Fax Sender and Fax Sender GX, as well as managing recipients and recipient lists using Apple Address Book.
- **Chapter 4** covers fax receive advanced features.
- **Chapter 5** covers viewing, editing, and printing faxes. It also explains the use of the OCR (Optical Character Recognition) feature for converting all or part of a received fax to text.
- **Chapter 6** covers creating and managing customized fax cover pages.
- **Chapter 7** covers the log of incoming and outgoing faxes that Apple Fax maintains.
- **Chapter 8** covers all of the Preferences settings and options of the Apple Fax program.
- **Chapter 9** covers the use of Apple Fax Gateway for PowerTalk.

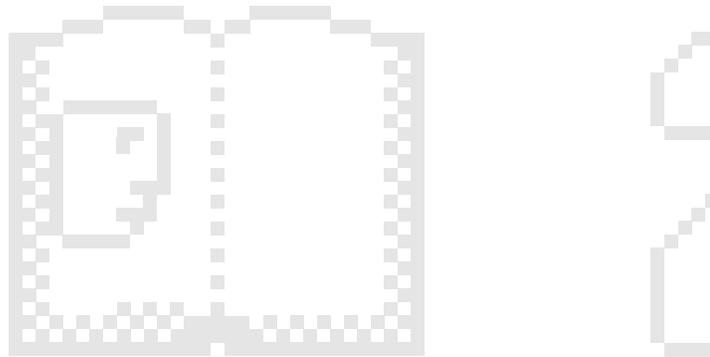
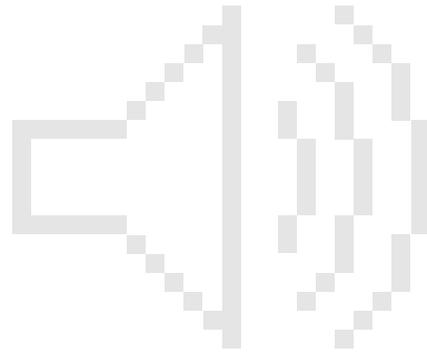
What You Need

To use Apple Fax you need

- System 7.1 or later
 - a communications device compatible with Apple Fax
- To use the drag and drop capabilities in Apple Phone you also need
- System 7.5 or later, or the Macintosh Drag & Drop extension for System 7.1.1 or 7.1.2
- To send faxes to address book entries using Apple Fax you also need
- Apple Address Book



Part I



Apple Fax Quick Start

In this chapter

This chapter introduces you to the basic operation of Apple Fax. It gives you step-by-step instructions for the most commonly used functions, including

- sending a fax
- receiving and printing a fax
- using Quick Fax

Before you begin

Please make sure that your modem hardware is properly installed. Depending on your configuration, installation may need to be done by your Apple-authorized service provider. You must also install the software before using it.

To understand the information presented in this chapter, you should be familiar with the basic operation of your Macintosh and should know how to print a document. Refer to the Macintosh Guide in the Guide menu (the one with the question mark) or the documentation that came with your computer if you need help with these basic functions.

Sending a fax

This section introduces Apple Fax and guides you through the steps for sending a fax. If you follow these steps, you will learn everything you need to know about basic fax send. Advanced fax send features are covered in Chapter 4, “Fax Send Advanced Options.”

Faxing is like printing

You can think of sending a fax as printing to a printer that is connected to your computer by a telephone line. Any document or window that can be printed by a program or by the system can be sent as a fax. To send a document as a fax you follow all of the same steps that you would to print it, plus the additional step of identifying the recipient or recipients and their fax numbers.

Preparing your document

Before sending a document as a fax, prepare it as you would prepare it to print. You can use any program that prints, such as a word processor, spreadsheet, or drawing program. For your convenience, a sample document in SimpleText format, named “My First Fax”, has been provided for you in the Fax Folder inside the Telecom Applications folder on your hard disk.

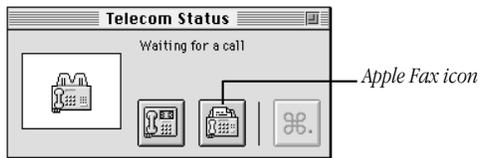
- 1 Open the Telecom Applications folder, then open the Fax Folder, then open “My First Fax” by double-clicking it. It opens as a SimpleText document.

Setting preferences

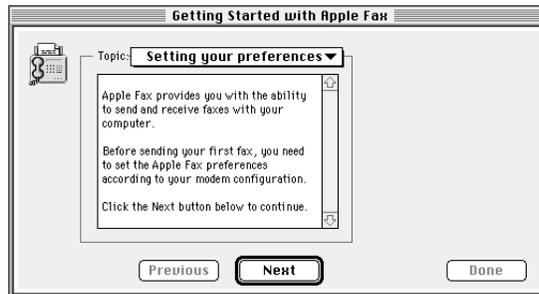
Before sending your first fax, you need to configure Apple Fax for your modem. Once this is done, you won't have to worry about the basic modem preferences again unless your modem configuration changes. The first time you run Apple Fax a setup window automatically opens for you to configure your modem.

To start Apple Fax

- 1 Choose Apple Telecom Status from the Apple () menu.
Apple Telecom Status opens.

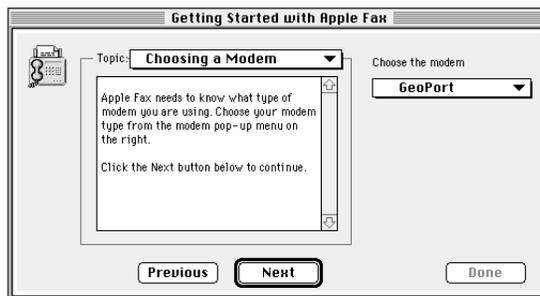


- 2 Click the Apple Fax icon, or choose Open Apple Fax from the File menu.
Apple Fax opens and presents the setup window.



- 3 Read the introductory text, then click Next or select “Choosing a Modem” from the Topics pop-up menu.

The “Choosing a Modem” panel appears

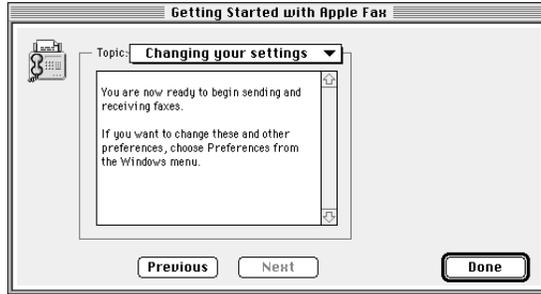


- 4 Choose your modem type from the modem pop-up menu, then click Next.

Important If you choose a modem type that attaches to an external serial port or PC card slot, be sure to set the port or slot correctly in the control panel provided with your modem (the Apple Serial Modem control panel, for example). Unless the port is set correctly, Apple Fax will not be able to communicate with your modem.

If you have an internal modem or a GeoPort Telecom Adapter, there is no choice to make.

The “Changing your settings” panel appears.



- 5 The descriptive text explains how to change these and other settings. Read it, then click Done to confirm your settings and close the setup window.

These are the basic settings that you must make before you can use Apple Fax to send and receive faxes.

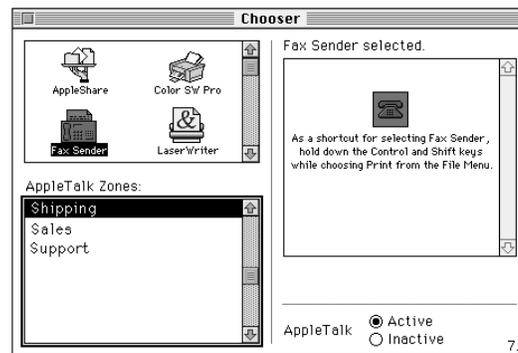
See also: Chapter 8, “Apple Fax Preferences” for a complete explanation of these and other preference options.

Choosing Fax Sender or Fax Sender GX

Before sending your fax, you need to choose either Fax Sender or Fax Sender GX, depending on your configuration, to image and transmit your fax. Choosing Fax Sender or Fax Sender GX is like choosing a printer.

- 1 Open the Chooser from the Apple () menu.

The Chooser appears.



- 2 From the panel on the left, select Fax Sender GX if you have QuickDraw GX installed as part of your system. Otherwise, select Fax Sender.
- 3 If you selected Fax Sender GX in step 2, click Create. This creates a desktop printer icon for Fax Sender GX. You can send documents as faxes by dragging and dropping them on this icon.

See also: Chapter 4, "Fax Send Advanced Options" for a complete explanation of this feature.

- 4 Close the Chooser. Fax Sender or Fax Sender GX is now selected so that you can use the Print command to send faxes.

Important As an alternative to the above method of selecting Fax Sender, hold down the Control and Shift keys while choosing Print from the File menu. This shortcut does not deselect your regular printer; you return automatically to your previous printer settings for printing after the fax is sent. This shortcut works with Fax Sender in conjunction with all other programs. It does not work for Fax Sender GX; for Fax Sender GX, create a desktop printer icon instead.

- 5 Return to SimpleText to send the document “My First Fax”.

Addressing your fax

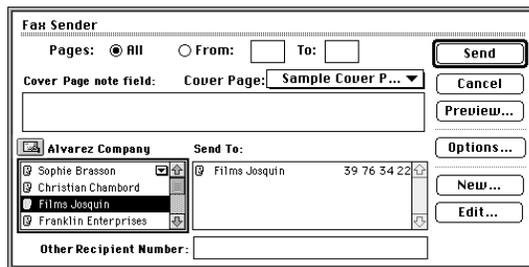
You can send a fax to one or more recipients. Using the Apple Address Book program, you can create entries for individuals, companies and groups. For example, if you have a group of colleagues to whom you regularly send the same faxes, you can create a distribution list (a group of individual and company entries) and send a fax to everyone in the list in a single step.

See also: Chapter 4, “Fax Send Advanced Options” and the *Apple Address Book User’s Guide* for a complete explanation of recipients, distribution lists, and interaction between Apple Fax and the Apple Address Book.

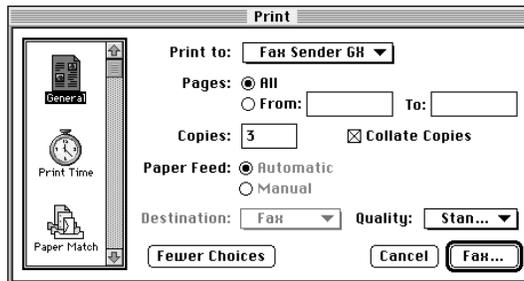
You can also send a fax to a recipient who does not have an address book entry simply by typing the fax number into the “Other Recipient Number” field of the Fax Sender print dialog box. This is the method used in this example.

- 1 Choose Print from your program’s File menu.

The Fax Sender or Fax Sender GX print dialog box appears. Both dialogs are shown below. If you are using Fax Sender, skip ahead to step 3.



The Fax Sender print dialog box



The Fax Sender GX print dialog box

- 2 Make sure that Fax Sender GX is shown in the “Print To” pop-up menu. If not, select it from the pop-up menu. For now, just accept the default settings and click Fax.

The Fax Sender print dialog box appears.

See also: “Sending faxes using Fax Sender GX” in Chapter 3, “Fax Send Advanced Options” for a complete explanation of Page Setup and Print dialog box options.

- 3 Type the fax number of your recipient into the “Other Recipient Number” field.

Cover page information

If you wish, you can include a cover page for your fax. Several sample cover pages are automatically installed for you when you install Apple Fax. You can create and install your own customized cover pages if you wish. The cover page information for the recipient is filled in automatically from the recipient entries in the Apple Address Book. Information about you, the sender, is filled in from the Apple Fax Personal preferences.

See also: Chapter 3, “Fax Send Advanced Options” and Chapter 6, “Creating and Managing Cover Pages” for a complete explanation of cover page options and Chapter 8, “Apple Fax Preferences” for an explanation of how to enter the information about yourself.

- 1 If you want a cover page, select a cover page from the Cover Page pop-up menu.
- 2 If you wish to include a note on the cover page, enter its text in the Cover Page note field.

Cover pages may include a Note field for a brief (up to 255 characters), descriptive note about the contents of the fax.

Previewing your fax

Before sending, you can preview your fax as it will appear on your recipient's fax machine.

- 1 Click the Preview button in the Fax Sender print dialog box.



You can preview your fax, move through the pages, and change the scale according to your wishes.

See also: "Preview options" in Chapter 3, "Fax Send Advanced Options" for more information on fax preview options.

Sending your fax

You can send your fax from the preview dialog box or from the Fax Sender print dialog box.

- 1 Click Send in either the preview dialog box or the Fax Sender print dialog box.

Your fax, including the cover page, if any, is imaged. Then, the recipient's number is dialed and your fax is transmitted when the remote fax machine answers.

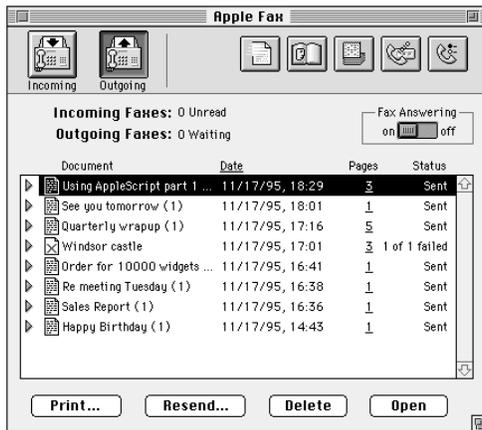
Monitoring the status of your fax

Once you have initiated the sending of your fax, you can monitor its progress.

Apple Fax status information

Status information about sent faxes is given in Outgoing view.

- 1 Click the Outgoing button in the main window to display Outgoing view.



You should see the fax you just sent at the top of the list. (Faxes are normally displayed most recent first. You can choose to display them according to other criteria, if you like. See “Sorting faxes that have been sent” in Chapter 2.) You can view its status in the Status column on the right side of the window. The status is shown as either Sent or Failed upon completion.

Apple Telecom Status program

If you wish to monitor the status of the modem in more detail as it sends your fax, you can do so by opening and viewing the Apple Telecom Status program.

- 1 Click the Telecom Status icon in the button bar in the Apple Fax main window.



The Apple Telecom Status program appears.



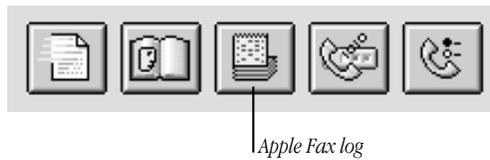
The information about your fax transmission is updated at each stage of the process. The Apple Telecom Status program and Apple Fax are designed to work together. You can keep both of them open at the same time if you like.

Fax log information

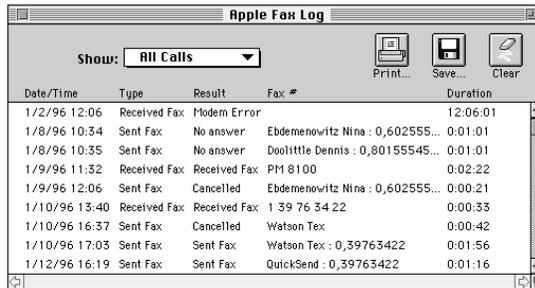
You can access detailed information about sent and received faxes using the fax log. Information about each transmission or reception is stored in the fax log file.

To view the log information once your fax has been sent

- 1 Click the Log icon in the button bar in the Apple Fax window.



The fax log appears.



Date/Time	Type	Result	Fax #	Duration
1/2/96 12:06	Received Fax	Modem Error		12:06:01
1/8/96 10:34	Sent Fax	No answer	Ebdemenowitz Nina : 0,602555...	0:01:01
1/8/96 10:35	Sent Fax	No answer	Doolittle Dennis : 0,80155545...	0:01:01
1/9/96 11:32	Received Fax	Received Fax	PM 8100	0:02:22
1/9/96 12:06	Sent Fax	Cancelled	Ebdemenowitz Nina : 0,602555...	0:00:21
1/10/96 13:40	Received Fax	Received Fax	1 39 76 34 22	0:00:33
1/10/96 16:37	Sent Fax	Cancelled	Watson Tex	0:00:42
1/10/96 17:03	Sent Fax	Sent Fax	Watson Tex : 0,39763422	0:01:56
1/12/96 16:19	Sent Fax	Sent Fax	QuickSend : 0,39763422	0:01:16

The information for the fax you just sent appears at the top of the list.

See also: Chapter 7, “Using the Apple Fax Log” for more information on the log, and “Log preferences” in Chapter 8, “Apple Fax Preferences” for more information on fax log preference options.

Receiving a fax

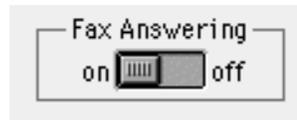
You can receive, view, edit, and print faxes using Apple Fax. This section explains how to set your environment up for receiving, how to check for received faxes, and how to open and print a received fax.

Preparing to receive faxes

In order to receive a fax, you must either set Apple Fax and your modem to answer incoming calls automatically (auto-answer) or carry out the steps to receive a fax manually. This section explains how to receive faxes automatically, as this is by far the most common method.

To have incoming fax calls answered automatically

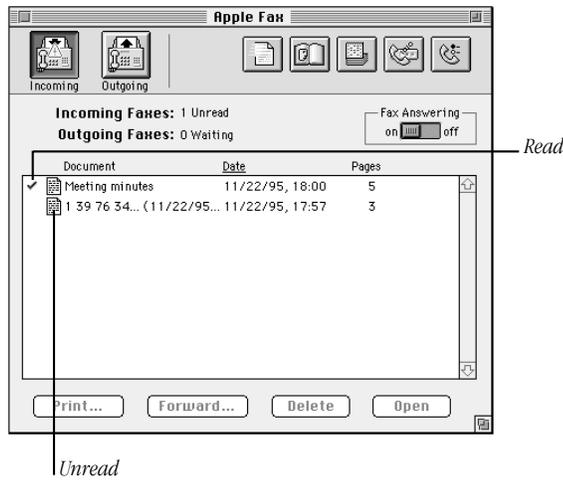
- 1 Click the Incoming button to display Incoming view.
- 2 Set the Fax Answering button to on.



Incoming fax calls will now be handled automatically by Apple Fax. Reception happens in the background, so the Apple Fax window does not have to be in front, or even open, in order to receive a fax.

Checking for received faxes

When you look at Incoming view, received faxes are displayed in the order in which they were received, with the most recent at the top of the list. Faxes with a checkmark to the left of their name have been read; those with no checkmark are unread.



Viewing and printing a fax

The Apple Fax main window is for managing sent and received faxes. To view, edit, or print a received fax, open it in a fax view window.

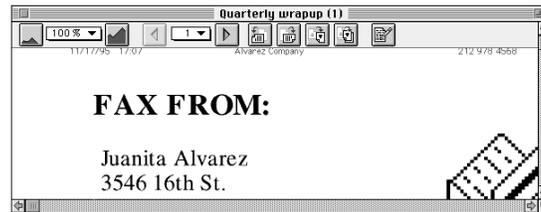
Opening a fax for viewing

To open and view a received (or sent) fax

- 1 Select the fax you want to read from the list of received (or sent) faxes.
- 2 Click Open.

You can also double-click the icon of the fax you want to view.

The fax appears in a fax view window.



See also: Chapter 5, "Viewing, Editing, and Printing Faxes" for a complete explanation of fax view windows and options.

Printing a fax

You can print a fax from the fax view window.

To print a fax that you have opened in a fax view window

- 1 Make sure that you have selected a printer in the Chooser (not Fax Sender or Fax Sender GX).
- 2 Select Print from the File menu.

Quick Fax

In many cases you may want to send a quick note or memo, essentially a cover sheet with some additional information in the Note field. Quick Fax allows you to send a fax of this type without preparing a document beforehand in a program such as a word processor.

You can also add other documents as enclosures and send them with your Quick Fax without opening the program that created them (although it must be installed on your hard disk). Sending a Quick Fax with an enclosure is the fastest way to send a document when the program that created it is not open.

Both of these types of Quick Fax are explained in the following sections.

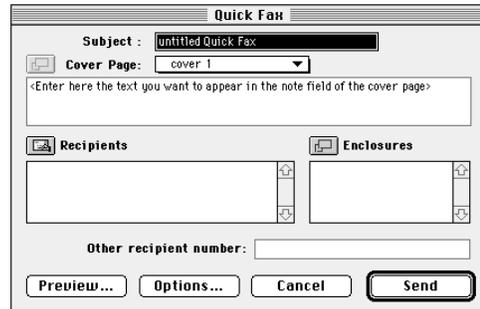
Sending a single sheet Quick Fax

To send a single sheet Quick Fax

- 1 Click the Quick Fax button in the Apple Fax window. (Quick Fax is available in both the Outgoing and Incoming views.)



The Quick Fax window appears.



- 2 Enter the text you want to appear in the Subject field of the cover page.

The Subject text you enter is also used to identify the fax in Outgoing view in the Apple Fax main window.

- 3 Select the cover page you want to use for your Quick Fax from the Cover Page pop-up menu.
- 4 Enter the fax number of your recipient in the “Other recipient number” field if you don’t have an address book entry for your recipient.

Addressing a Quick Fax to one or more recipients for whom you have address book entries is discussed later in the section “Addressing a Quick Fax”.

- 5 Enter the note or memo text that you want to appear in the Note field of the cover page in the text field.
- 6 Click Send.

These are the only steps you need in order to send a single sheet Quick Fax with your text in the Note field.

Adding enclosures

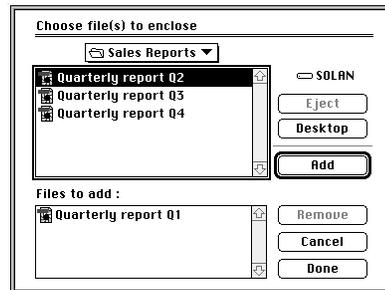
You can add documents created by a program such as a word processor or paint program as enclosures to a Quick Fax. When you enclose a document in a Quick Fax, Apple Fax tells the program that created it to open it and print (fax) it during the send process. You must have the program installed on your hard disk in order to send its documents as enclosures.

Quick Fax enclosures work with any program that supports printing through the Print Apple Event. Most programs that print support the Print Apple Event.

To add one or more enclosures to a Quick Fax

- 1 Click the Enclosures button in the Quick Fax window.

The file selection dialog box appears.



- 2 Navigate to the folder that contains the document you want to enclose, if necessary.
- 3 Double-click the file that you want to enclose, or select it, then click Add.

You can repeat these steps for as many enclosures as you wish. Each time you add a file, its name appears in the enclosures list. To remove a file from the list, select it, then click Remove.

The Quick Fax file selection dialog box supports Drag and Drop. You can drag files from the Finder into the “Files to add” field as an alternative to steps two and three.

- 4 When you have finished adding enclosures, click Done.

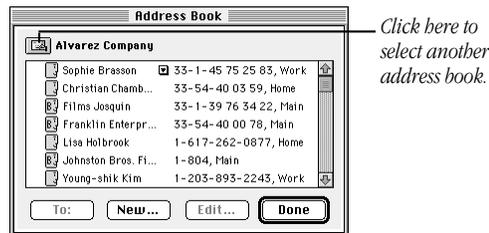
Addressing a Quick Fax

If you want to send a Quick Fax to a recipient or list of recipients for whom you already have entries in your address book, you can choose them from the recipients dialog box instead of typing a number into the “Other recipient number” field.

To address a Quick Fax to recipients from one or more address books

- 1 Click the Recipients button in the Quick Fax window.

The Address Book dialog box appears.



- 2 If necessary, select the address book you want to use by clicking the icon and choosing from the list of registered address books.

- 3 For each recipient, select the corresponding entry in the scrolling list, then click To.
- 4 When you have added all recipients to the list, click Done.
You can add new entries to the current address book by clicking New; you can edit an existing entry by selecting it and clicking Edit.

The screenshot shows a window titled "Holbrook" containing an address card. The card has the following fields and values:

- Name: Mrs. Lisa Holbrook (with a suffix field containing "<Suffix>")
- Title: <Title>
- Company: <Company>
- Home Address: 19 Hemenway, Boston, MA 02131, United States
- Phone 1: Work (with dropdown menus for Country, Area, Number, and Ext)
- Phone 2: Work (with dropdown menus for Country, Area, Number, and Ext)

At the bottom of the window are three buttons: "More Choices", "Cancel", and "OK".

See also: *Apple Address Book User's Guide* for a complete explanation of creating, editing, and managing address books.

Apple Fax Main Window

In this chapter

This chapter covers the Apple Fax main window, which serves as a central location for displaying information about faxes you send and receive, managing faxes, and accessing frequently used features of Apple Fax and related programs.

- Apple Fax main window
- Outgoing fax view
- Incoming fax view
- Managing faxes
- Using the button bar to access features of the Apple Fax program and related programs

Accessing Apple Fax

When you install the Apple Telecom software, the Installer places Apple Fax in Fax Folder in the Telecom Applications folder on your hard disk. You can start Apple Fax by double-clicking its icon.

Apple Fax is also available from the Apple Telecom Status program. For your convenience, Apple Telecom Status is installed in the Apple (🍏) menu.

To access Apple Fax

- 1 Choose Apple Telecom Status from the Apple (🍏) menu.
- 2 Click the fax machine icon or choose Open Apple Fax from the File menu.

Apple Fax main window

The Apple Fax main window presents two different views—Outgoing and Incoming. You can switch between them by clicking the Outgoing and Incoming buttons in the main window. Depending on the view you choose, the buttons and options available in the main window change. In either view information about sent or received faxes is displayed. The following sections cover both views, first Outgoing, then Incoming.

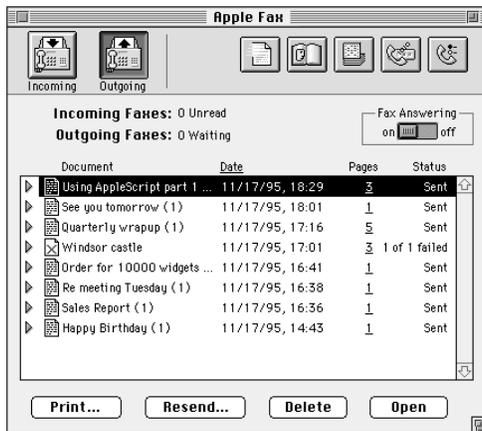
You can resize the main window in the vertical direction, by dragging the grow box in the lower right corner. Clicking the zoom box in the upper right corner toggles the window size between full screen and the smallest size you have used. Clicking the close box in the upper left corner closes Apple Fax main window. You can reopen it by selecting Apple Fax from the Windows menu.

Outgoing view

Outgoing view shows you information about faxes you have sent or those waiting to be sent. You can also access information of about the recipient or recipients of any fax.

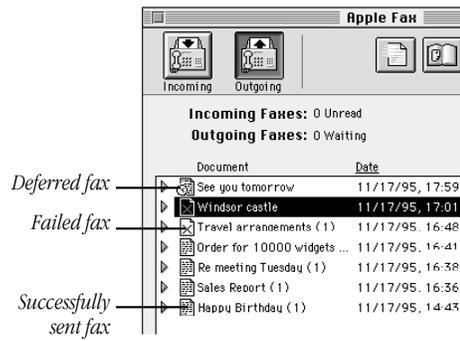
Understanding the display information

Faxes that have been sent or are waiting to be sent are shown in the order that they were sent or are scheduled to be sent, with the most recent first. You can view them in reverse order, oldest first, if you wish. See “Sorting faxes that have been sent” later in this chapter.



Apple Fax shows you the name, date and time, number of pages, and status of each fax. The name, which you can edit if you like, is the name of the document as it was sent with Fax Sender or Fax Sender GX, or the text you entered in the Subject field of a Quick Fax.

The status of a fax is Sent for a fax that has been sent successfully, Deferred for a fax that is waiting to be sent at a later time, or Failed, if the fax could not be sent for some reason. For a Failed fax, Apple Fax shows you the number of recipients to whom the fax could not be sent. For example, Apple Fax shows a status of “1 of 3 failed” for a fax that you sent to three recipients and was sent successfully to two of them. In addition, the icon at the far left of the display is different depending on the status.



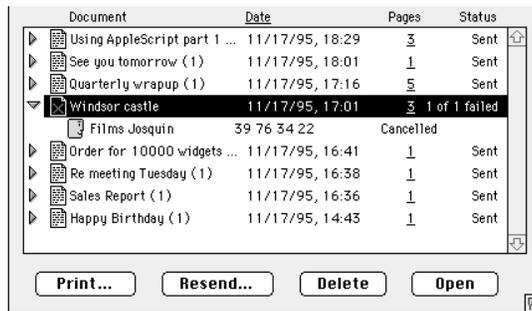
Viewing recipient information

In order to keep the status information from becoming cluttered, information about the recipient or recipients is hidden by default and shown only when you specifically choose to do so.

To display recipient information about a fax in the list

- 1 Click on the small triangle to the left of the fax icon.

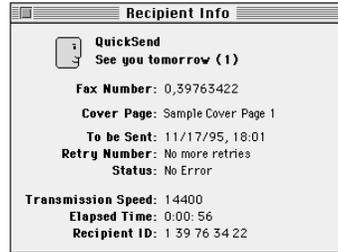
The recipient list for the fax opens and each recipient or group of recipients to whom the fax was addressed is shown.



Apple Fax shows the name, fax number, and status for each recipient on a separate line.

- 2 For a recipient that is a distribution list entry, click on the small triangle to the left of the name to display each recipient in the group individually.
- 3 To get more information about a recipient, double-click the recipient, or select the recipient, then choose Recipient Info from the Fax menu or click the Open button.

A recipient Info window appears.



For a fax that is waiting to be sent, you can edit the fax number or the send time. You cannot change this information for faxes that have already been sent.

Deleting a fax that has been sent

Fax documents that you send and receive are saved in a special fax image format. You can keep as many sent and received fax documents as you have disk space to hold. However, you might want to delete faxes that you no longer need.

To delete faxes from the list

- 1** Select the faxes you want to delete. You can select multiple faxes by shift-clicking (hold down the Shift key as you click).
- 2** Click Delete.
A dialog box asks you to confirm.
- 3** Click OK.

The selected faxes are deleted. You can also delete a fax by dragging it from the main window to the trash.

Sorting faxes that have been sent

You can sort the list of sent faxes by document name, date, number of pages, or status. Date is the default sort criterion and it is the one that you will likely use most of the time.

To choose a sort criterion

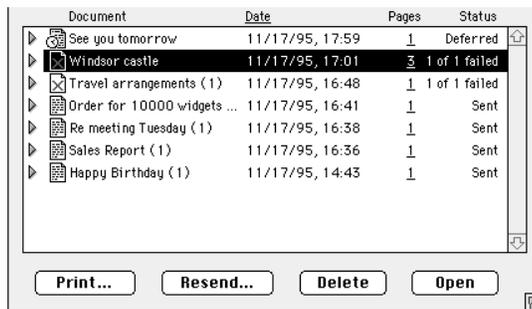
- 1 Click on a column name (Document, Date, Pages, or Status) to sort the list by that criterion. To sort in reverse order, from the end of the alphabet or oldest fax, for example, option-click the appropriate column.

Readdress, Resend, and Merge

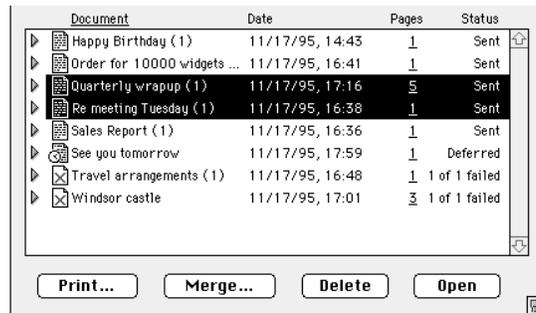
In Outgoing fax view, the button next to the Print button is named Readdress, Resend, or Merge, depending on the faxes selected from the list.

If you select a fax that is waiting to be sent, the button is named Readdress. It lets you modify the recipient list for the waiting fax before it is sent.

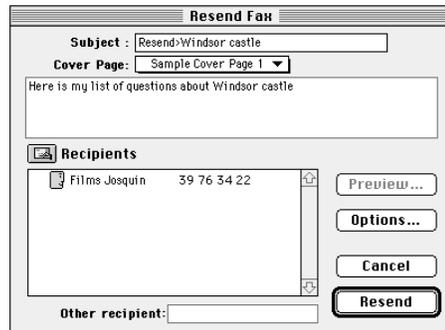
If you select a fax that has already been sent, the button is named Resend. It lets you resend the fax to the same or different recipients.



If you select multiple faxes, the button is named Merge. It lets you combine several faxes into a single fax and send the combined document to one or more recipients.



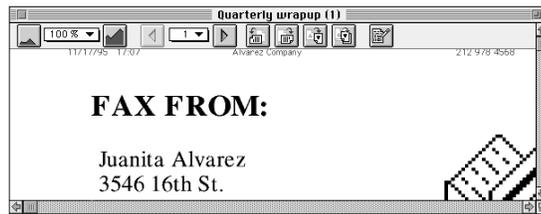
When you select one or more faxes and click Resend, Readdress, or Merge, a window similar to the Quick Fax window appears.



You can fill in or change the various options and then click Resend, Readdress, or Merge.

Opening and viewing a fax that has been sent

You can open a sent fax into a fax view window for editing or printing by selecting it and clicking Open or by double-clicking it.



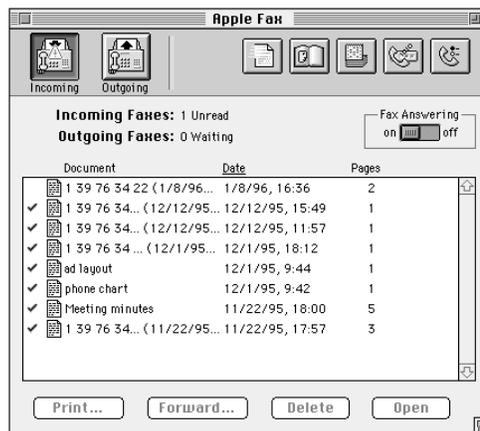
See also: Chapter 5, "Viewing, Editing, and Printing Faxes" for more information.

Incoming view

Incoming view shows you information about faxes that you have received.

Understanding the display information

Received faxes are shown in the order that they were received, most recent first. You can view them in reverse order, oldest first, if you wish. Apple Fax shows you the document name, the date and time of reception, and the number of pages for each received fax. Apple Fax names received faxes using the sender information (provided by the sending machine, also called station ID by some fax machines) and the date.



Editing the name of a received fax

You can edit the name of a received fax by selecting the text you want to edit and then typing the new information. Since the sender information is often a phone number, this allows you to change it to something more easily identifiable.

Sorting faxes that have been received

You can sort the list of received faxes by document name, date received, or number of pages. Date is the default sort criterion and it is the one that you will likely use most of the time.

To choose a sort criterion

- 1 Click on a column name (Document, Date, or Pages) to sort the list by that criterion. To sort in reverse order, option-click the appropriate column.

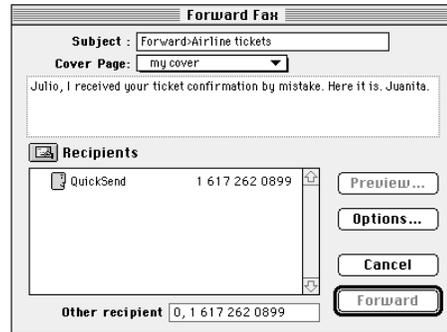
Forwarding a fax that has been received

You can forward a fax that you have received by selecting it and clicking Forward. The Forward button functions in a similar manner to the Readdress, Resend, and Merge buttons discussed in the section on Outgoing fax view.

To forward a fax

- 1 Select the fax you want to forward, then click Forward.

The Forward Fax window appears.



- 2 Enter the information you want, then click Forward.

Deleting a fax that has been received

Deleting received faxes works in the same way as deleting sent faxes.

To delete faxes from the list

- 1 Select the faxes you want to delete. You can select multiple faxes by shift-clicking (hold down the Shift key as you click).
- 2 Click Delete.

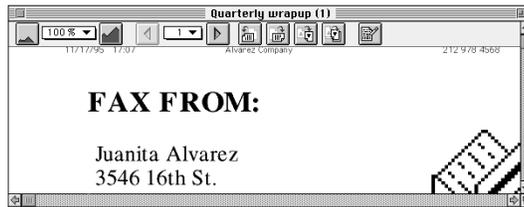
A dialog box asks you to confirm.

- 3 Click OK.

The selected faxes are deleted. You can also delete a fax by dragging it from the main window to the trash.

Opening and viewing a fax that has been received

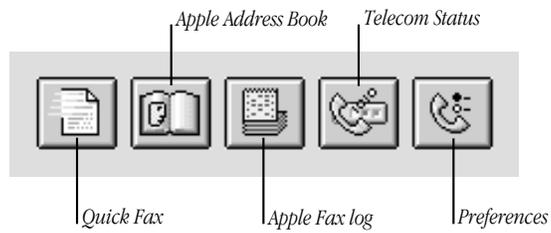
You can open a received fax into a fax view window for editing or printing by selecting it and clicking Open or by double-clicking it.



See also: Chapter 5, "Viewing, Editing, and Printing Faxes" for more information.

Using the button bar

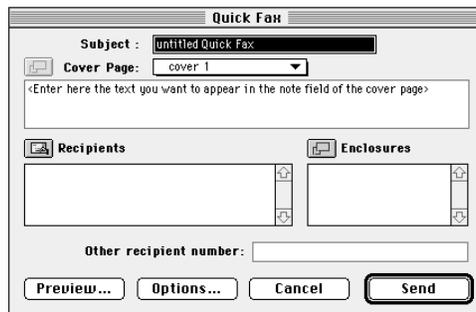
The Apple Fax main window contains a button bar that lets you navigate easily to other parts of the program and links Apple Fax to closely related programs, such as Apple Address Book and Apple Telecom Status. It gives you a visual reminder of several key fax-related functions and makes them quickly accessible.



Each of the buttons in the button bar is explained in the following sections.

Quick Fax

The Quick Fax button opens the Quick Fax window.

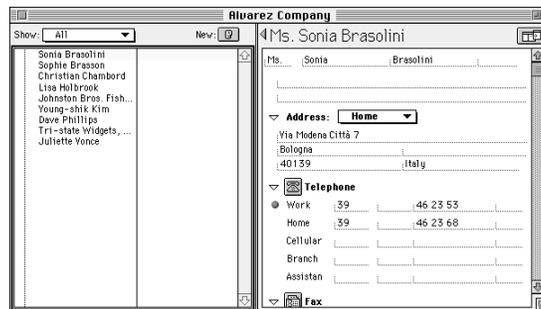


See also: Chapter 1, "Apple Fax Quick Start" for a step-by-step tutorial on sending a Quick Fax, with or without enclosures.

Address Book

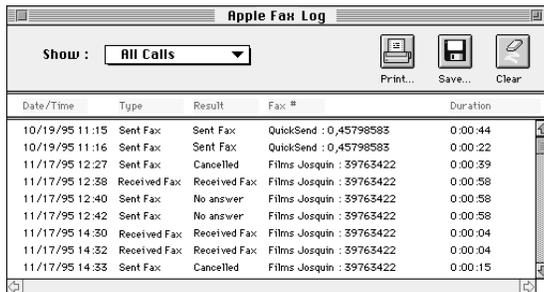
The Address Book button in the button bar opens the Apple Address Book program, if it is not already open, and brings it to the front. The Apple Address Book program allows you to create entries for individuals, companies, and distribution lists. It stores all of the necessary address, phone, and fax information about them in a single place that can be accessed by several different programs, including Apple Fax.

See the *Apple Address Book User's Guide* for a complete explanation of all of the Address Book editing and management options.



Log

The Log button lets you access the Apple Fax log. All outgoing and incoming fax transmissions have entries in the fax log.



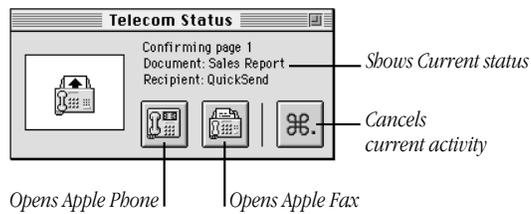
The screenshot shows the 'Apple Fax Log' window. At the top, there is a 'Show:' dropdown menu set to 'All Calls'. To the right of the dropdown are three icons: a printer icon labeled 'Print...', a floppy disk icon labeled 'Save...', and an eraser icon labeled 'Clear'. Below these controls is a table with the following columns: 'Date/Time', 'Type', 'Result', 'Fax #', and 'Duration'. The table contains ten rows of data representing individual fax transmissions.

Date/Time	Type	Result	Fax #	Duration
10/19/95 11:15	Sent Fax	Sent Fax	QuickSend : 0,45798583	0:00:44
10/19/95 11:16	Sent Fax	Sent Fax	QuickSend : 0,45798583	0:00:22
11/17/95 12:27	Sent Fax	Cancelled	Films Josquin : 39763422	0:00:39
11/17/95 12:38	Received Fax	Received Fax	Films Josquin : 39763422	0:00:58
11/17/95 12:40	Sent Fax	No answer	Films Josquin : 39763422	0:00:58
11/17/95 12:42	Sent Fax	No answer	Films Josquin : 39763422	0:00:58
11/17/95 14:30	Received Fax	Received Fax	Films Josquin : 39763422	0:00:04
11/17/95 14:32	Received Fax	Received Fax	Films Josquin : 39763422	0:00:04
11/17/95 14:33	Sent Fax	Cancelled	Films Josquin : 39763422	0:00:15

See also: Chapter 7, “Apple Fax Log” for a complete explanation of fax log options, and “Log preferences” in Chapter 8, “Apple Fax Preferences” for more information on setting log preferences.

Apple Telecom Status

The Apple Telecom Status button in the button bar opens the Apple Telecom Status program, if it is not already open, and brings it to the front. It gives detailed status information about modem activity, which is updated continuously according to the action in progress.



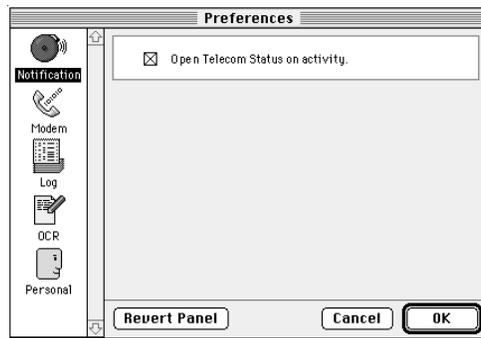
Apple Telecom Status is a separate program. It is not part of Apple Fax. You can leave it open even when the Apple Fax main window is not open. This can save screen space; the Apple Telecom Status program lets you check on fax activity, so that you only open the Apple Fax main window when needed. You can use Apple Telecom Status to open Apple Fax or Apple Phone, or to cancel the current activity.

The Apple Telecom Status window can be shown in expanded or collapsed view. To expand or collapse it, click the zoom box in the upper right corner.

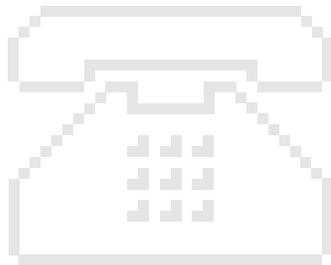
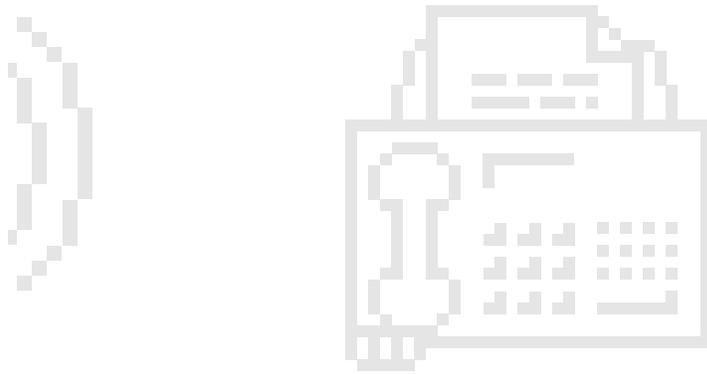


Preferences

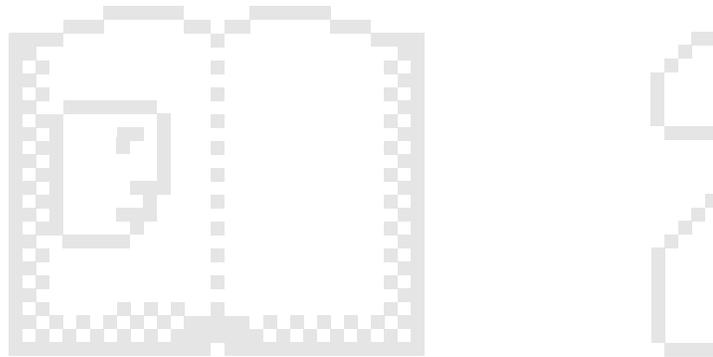
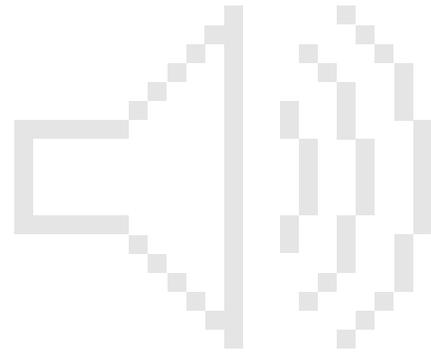
The Preferences button lets you access the Preferences window. You can use the preference settings to configure Apple Fax for your particular environment and preferred way of working.



See also: Chapter 8, “Apple Fax Preferences” for more information on setting preferences.



Part II



Fax Send Advanced Options

In this chapter

Apple Fax contains many advanced features for sending faxes using Fax Sender and Fax Sender GX. These features are covered in this chapter, including

- sending faxes using Fax Sender
- sending faxes using Fax Sender GX
- recipients and recipient lists

Sending faxes using Fax Sender

You can send any document that can be printed as a fax using either Fax Sender or Fax Sender GX, depending on your system configuration. If you have QuickDraw GX installed as part of your system, you will send faxes using Fax Sender GX, which is covered later in this chapter. Otherwise, you will use Fax Sender, which is covered in this section. Fax Sender and Fax Sender GX are system software that allow you to send faxes, in the same way that you print documents, from any program that supports printing.

Choosing Fax Sender

Before sending a fax using Fax Sender, you need to select Fax Sender to image your document, just as you would a printer. There are two ways to select Fax Sender.

To select Fax Sender temporarily (just for imaging and transmitting the current document) without changing anything in the Chooser

- 1** Hold down the Control and Shift keys while choosing Page Setup or Print from the File menu of your program.

The Fax Sender page setup or print dialog box appears. When you finish sending your fax, the printer or other device that was previously selected in the Chooser remains selected and will be used for subsequent printing.

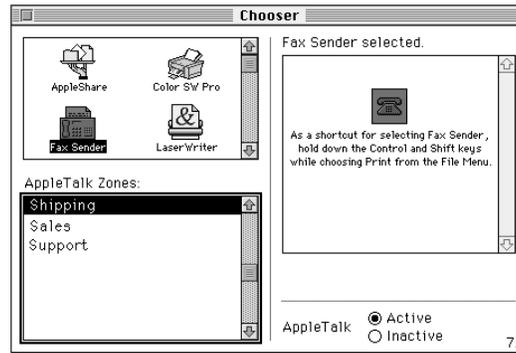
Important This shortcut works only with Fax Sender. It does not work with Fax Sender GX; to use Fax Sender GX, create a desktop printer icon instead.

You can also make Fax Sender the selected output device, just as you might select a printer. When Fax Sender is the selected output device, each time you print from a program or from the system your document is sent as a fax instead of being printed.

To make Fax Sender the selected output device

- 1 Open the Chooser from the Apple () menu.

The Chooser appears.



- 2 Select Fax Sender from the upper left panel.

- 3 Close the Chooser.

Fax Sender remains selected until you choose another device in the Chooser.

Note: If you plan to print to a printer and only occasionally send faxes, you should leave your printer selected in the Chooser and use the Control-Shift shortcut for selecting Fax Sender when you want to send a fax.

Fax Sender Page Setup

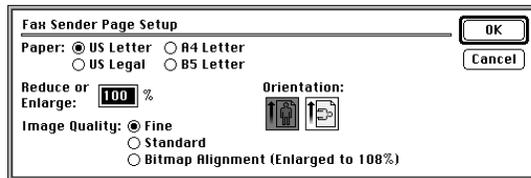
You select the options that are specific to imaging your document as a fax, such as page size, orientation, and quality, from the Fax Sender Page Setup dialog box.

To access the Fax Sender Page Setup dialog box

- 1 Make sure that Fax Sender is selected in the Chooser.
- 2 Select Page Setup from the File menu of your program.

As a shortcut for steps 1 and 2, hold down the Control and Shift keys while choosing Page Setup from the File menu.

The Fax Sender Page Setup dialog box appears.



The page setup options are explained in Table 3-1.

Table 3-1 Fax Sender Page Setup options

OPTION	RESULT
<i>Orientation</i>	
Portrait	Transmits the fax vertically.
Landscape	Transmits the fax horizontally.
<i>Reduce or Enlarge</i>	
	Reduces or enlarges the fax by the percentage you indicate.
<i>Image Quality</i>	
Fine	Highest image quality, but longest to send.
Standard	Normal image quality. Fastest to send.
Bitmap Alignment	Scales the Macintosh 72 dpi image so that every pixel is matched evenly to the fax machine resolution. Produces the best quality image for bitmapped documents, but enlarges the printed image to 108% of actual size.

Entering cover page information

You can include information about yourself, the sender, along with the recipient information on the cover pages of the faxes that you send. This information can include your name, address, voice and fax numbers, fax header, subject, and a text note for your fax. The fax header information, sometimes referred to as the station ID, can be up to 20 characters long. It appears on each page of the faxes that you send to fax machines or fax modems that support this feature.

The information about you for cover pages is entered and managed in the Apple Fax Personal preferences.

To enter cover page information

- 1 Choose Preferences from the Edit menu or the Windows menu or click the Preferences button in the button bar.

The Preferences window appears.

- 2 Click Personal in the panel on the left to select the Personal preferences.

The Personal preferences panel appears.

Cover Page Information

First Name : Juanita

Last Name : Alvarez

Address : 3546 16th St.
NY, NY
10001

Phone number : 212 978 4567

Fax number : 212 978 4568

- 3** Enter the information about yourself as you would like it to appear on the cover page of faxes you send.
- 4** Click OK to confirm your settings and close the Preferences window.

The information that you enter here is automatically filled in by Fax Sender or Fax Sender GX when you send faxes that have cover pages.

Note: If you have already entered your personal information into the Personal preferences of Apple Address Book, you do not need to reenter it in the Apple Fax Personal preferences. Apple Fax will use the information from the Apple Address Book preferences. When you change the information in one place, it is updated in the other.

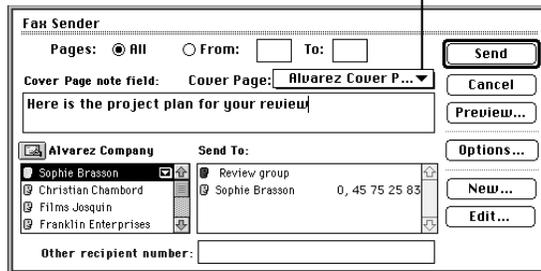
Selecting a cover page

You can choose a cover page to be sent with your fax, or you can choose to have no cover page. Several sample cover pages are provided for you; they are installed when you install the Apple Fax program. In addition, you can create and install as many customized cover pages as you like.

See also: Chapter 6, “Creating and Managing Cover Pages” for a complete explanation of creating and managing cover pages.

You can select a cover page from the Fax Sender dialog box or Quick Fax window that appears whenever you send, readdress, resend, merge, or forward fax documents.

*Choose cover page
from this pop-up menu.*



To select a cover page for a fax document from the Fax Sender dialog box or Quick Fax window

- 1 Select the cover page (or None, if you don't want any cover page) from the Cover Page pop-up menu.

All installed cover pages appear in the pop-up menu.

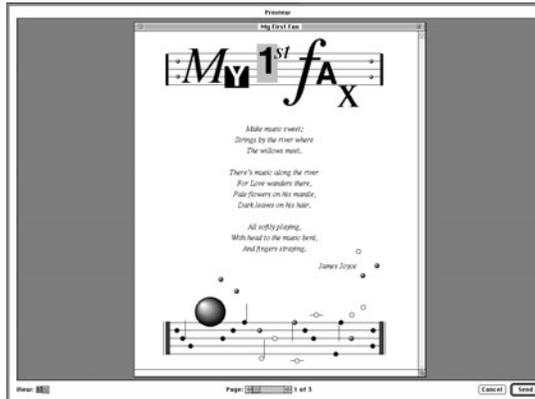
Preview options

You can preview any fax or Quick Fax document to see how it will appear to the recipient when you send it.

To preview a fax from the Fax Sender dialog box or Quick Fax window

- 1 Click Preview.

Your fax is imaged and displayed as it will appear when you send it.



- 2 Use the scroll bar to navigate from page to page.

Page:  1 of 3

- 3 Use the Scale icons in the lower left corner to set the display size.

View: 

- 4 When you have finished previewing your fax, click Send to send it as it is, or click Cancel.

Important If you click Cancel from a Quick Fax preview, you return to the Quick Fax window. If you click Cancel from a Fax Sender preview, you return to the program that created the document you were previewing. You do not return to the Fax Sender print dialog box.

Fax Sender Options

If you want to send your fax at a later time, you can set the send time in the Fax Sender Options dialog box.

Setting send time

Fax Sender can send your fax immediately or at a later time and date you specify. Send Immediately is the default since you will probably most often want to send faxes immediately once they are prepared and addressed. However, you may want to set a specific send time if your recipient is in another time zone or if you want to take advantage of reduced long-distance toll charges during certain hours.

To set the send time for a fax from the Fax Sender dialog box or Quick Fax window

- 1 Click Options.

The Options dialog box appears.



- 2 Click the Send At radio button.
- 3 Set the time and date you want by selecting what you want to change and using the up and down arrows.

The time and date you set must be later than the current time and date.

- 4 Click OK.

The Options dialog box closes and you return to the Fax Sender dialog box or Quick Fax window.

- 5 Click Send.

Your fax is imaged when you click Send and placed into the Waiting to be Sent folder. You can see in the main window Outgoing fax view that your fax has a status of Deferred. At the time you selected, the modem dials your recipient and transmits your fax.

Important Your computer must be on at the specified time.

Setting your location

Apple Fax uses the Location preferences settings in Apple Address Book to take into account where you are “dialing from” when you make an outgoing call.

Let’s assume, for example, that you are sending a fax to a number in New York City that is stored in your address book as 1-212-324-1005. If you set your location to New York, Apple Fax knows that the “1” and the “212” area code are unnecessary and dials only the local number (324-1005). If you are in New Orleans, Apple Fax dials “1”, then the “212” area code for New York, then the local number. By the same token, if you store a number in Paris as 33-1-45 75 09 85, this entire number is dialed when your location is set to New York. But, if you are in Paris (and set your location to Paris in the address book), Apple Fax dials only the local number (45 75 09 85).

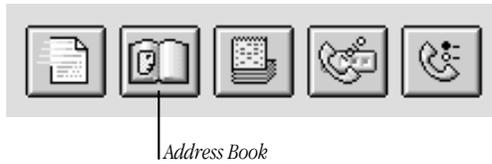
The location feature lets you keep all necessary information for each entry in your address book and uses intelligence about your current location to dial only the numbers necessary for a given call.

You could also create a location that has a special prefix, such as 0 or 9, to get an outside line from an office.

You set your location in the Apple Address Book Preferences. Apple Fax only uses the information stored there.

To set your location

- 1 Click the Address Book button to open Apple Address Book.



- 2 Choose Preferences from the Edit menu.
- 3 Click Locations to display the Locations panel.
- 4 Enter the desired location information.
- 5 Select your current location, then click Current.
- 6 Click OK to confirm your settings.

You need to remember to change the location when you move from place to place in order to take advantage of intelligent dialing.

Numbers that you type into the Other Recipient Number field are dialed exactly as you enter them, regardless of the location setting.

Important Changing your location for intelligent dialing purposes does not change the settings or capabilities of your modem. The country configuration of your modem is dependent on the hardware, not on your location setting.

See also: [Apple Address Book User's Guide](#) for more information about setting the Location preferences.

Using manual dialing

Apple Fax can send faxes using either automatic or manual dialing. Most dedicated fax machines use automatic dialing. This is the default method, since it is the setting you will probably use most of the time. Automatic dialing offers the convenience of using Apple Address Book and all of the recipient and distribution list features of Apple Fax. When you use manual dialing, you dial your recipient's fax number yourself using your handset.

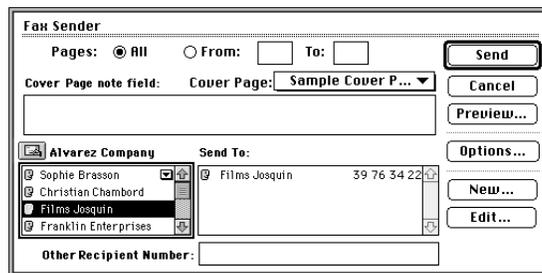
You set the default dialing method in the Personal preferences.

See also: Chapter 8, "Apple Fax Preferences" for a description of how to set the Personal preferences.

Note: Manual dialing may not be available in certain hardware configurations and in certain countries. To send a fax using manual dial

- 1 Make sure that you have chosen Manual as the default dialing method in the Personal Preferences.
- 2 Choose Print from the File menu.

The Fax Sender dialog box appears.



3 Choose a recipient or type a number in the “Other Recipient Number” field.

4 Click Send.

After Fax Sender has prepared your fax for sending, a beep and a blinking icon notifies you that your fax can now be sent by dialing manually.

5 Select Apple Telecom Status from the Application menu.

The Manual Dial dialog box appears.



6 Follow the instructions in the Manual Dial dialog box.

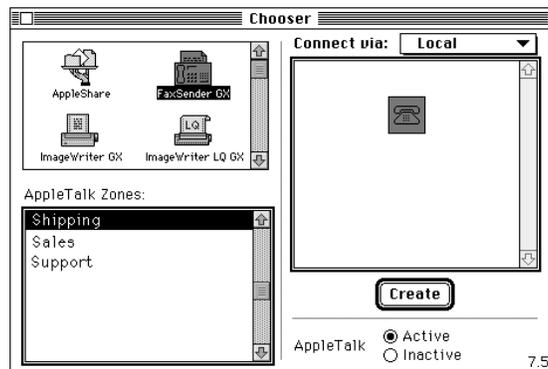
- Dial your recipient’s fax number from your handset.
- Click Send when you hear your recipient’s fax tone.

Sending faxes using Fax Sender GX

Choosing Fax Sender GX

- 1 Select Chooser from the Apple (🍏) menu.

The Chooser dialog appears.



- 2 Scroll, if necessary, in the upper left panel until Fax Sender GX is visible.

- 3 Click the Fax Sender GX icon to select it.

- 4 Click the Create button in the lower right corner.

This creates a desktop printer icon for Fax Sender GX. Using desktop printer icons for drag-and-drop printing is discussed later in this chapter.

- 5 Click the close box in the upper left corner to close the Chooser.

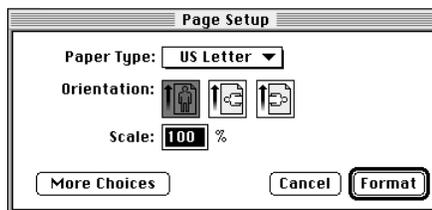
Documents printed by programs will now be sent as faxes by Fax Sender GX.

Fax Sender GX Page Setup

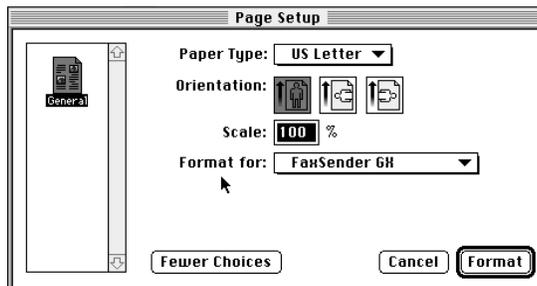
Before sending your document, you need to select the appropriate Page Setup options.

- 1 Select Page Setup from the File menu.

The Fax Sender GX Page Setup dialog box appears.



- 2 To see more options, click More Choices.



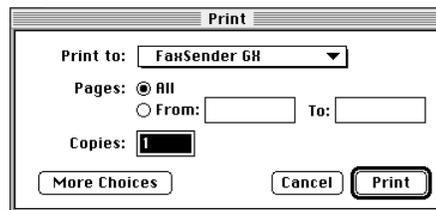
- 3 Select the Paper Type, Orientation, and Scale settings you want. Be sure that Fax Sender GX is selected in the “Format for” pop-up menu.
- 4 Click Format.

Print dialog box options

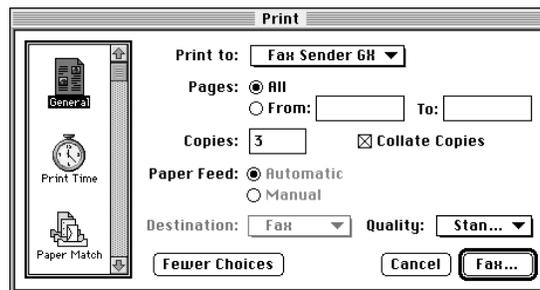
You are now ready to send your fax.

- 1 Select Print from the File menu.

The Fax Sender GX print dialog box appears.



- 2 To see more options, click More Choices.



- 3 Select the General print icon in the upper left corner if it is not already selected.
- 4 Be sure that Fax Sender GX is selected in the "Print to" pop-up menu.

- 5 Select the fax quality (Fine, Standard, or Bitmap Alignment) you want from the Quality pop-up menu.

See also: “Fax Sender Page Setup” earlier in this chapter for an explanation of the quality settings.

- 6 Click Fax.

Fax Sender GX images your fax. When imaging is complete, the Fax Sender print dialog box appears.

You still need to set the transmission options, such as the recipient’s fax number and cover information.

Addressing your fax

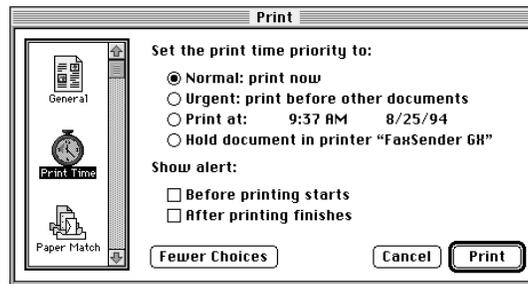
- 1 Choose recipients, fill in cover information, and select transmission time, if you want to send your fax at a later time.

- 2 Once you have addressed your fax, Click Send.

If you have selected Send Immediately (the default setting) in the Fax Sender Options dialog box, your modem dials and transmits your fax.

Print time and send time

QuickDraw GX allows you to set the print time by selecting the Print Time panel in the Print dialog box. This feature is more useful for printing than for faxing, since Fax Sender already allows you to specify the send time.



The time you set here is the time at which your document is passed to Fax Sender GX for processing. The send time that you set in the Fax Sender Options dialog box is the time at which the modem dials your recipient's fax number and transmits your fax over the phone line.

Important If you want to send your fax at a specified time, you should set the time in the Fax Sender Options dialog box rather than in the Print dialog box. Leave Print Now set in the Print Time panel of the print dialog box.

Drag-and-drop fax send

One of the most powerful features of QuickDraw GX is drag-and-drop printing. You create a desktop printer icon for a printing device, then simply drag documents and drop them onto the icon for printing. You can send faxes the same way using Fax Sender GX.

If you followed the steps at the beginning of this chapter, you have already created a desktop printer icon for Fax Sender GX. Once you have created a desktop printer icon for Fax Sender GX, you can simply drag a document and drop it onto the Fax Sender GX icon to send the document as a fax.

Sending a fax is just like printing, except that when you use drag and drop to send a fax there is one additional step—addressing your fax. When you drop a document onto the Fax Sender GX desktop printer icon, the Fax Sender dialog box appears, so that you can choose your recipient or recipients just as you would ordinarily.

Using Fax Sender GX on an AppleTalk network

Using Fax Sender GX, you can set up one machine on an AppleTalk network to be a central server for sending faxes. Other users on the network can then send faxes without having the modem hardware installed in their computers.

In order to do this, the server must have the appropriate modem hardware installed. Both the server and client machines must have the Apple Fax software installed.

Sharing a fax server

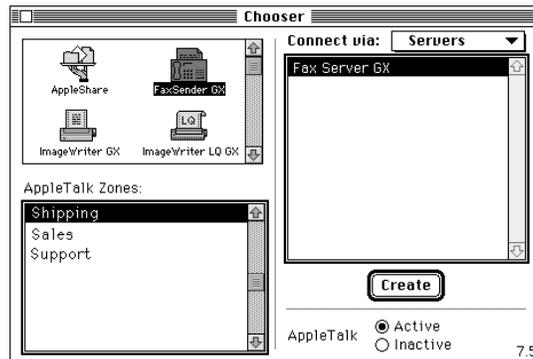
Once you have created a desktop printer icon for Fax Sender GX on the server, you can share access to it across the AppleTalk network just as you might share a hard disk or CD-ROM drive. See your Macintosh documentation for details on the sharing process.

If you are sharing your modem on an AppleTalk network, try to minimize the time you spend previewing faxes. While you are previewing, remote Fax Sender GX users are temporarily blocked.

Sending a fax from a network client

Once a fax send server has been created and shared on your AppleTalk network, other users on the network can access it as a client, provided that they have the necessary access privileges.

When these conditions are met, sending a fax as a network client is no different from sending a fax from your local Macintosh. The only exception is that you must select Servers in the “Connect via” pop-up menu in the Chooser dialog.



Important When a transmission problem occurs, the error is reported on the server, that is, the Macintosh that has the modem hardware installed. Therefore, if you send faxes as a network client, you should check the fax log of the server frequently to verify that your faxes have been sent correctly.

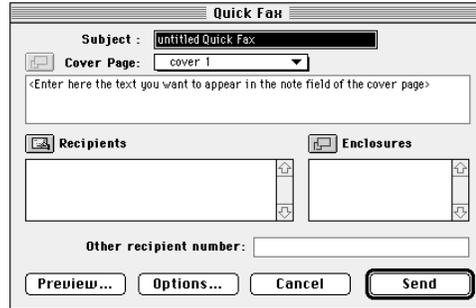
Recipients and recipient lists

Apple Fax offers a rich variety of features for sending faxes to individuals and groups. If you frequently send faxes to the same group of recipients, you can create a distribution list entry that contains all of the individual or company entries in the list and send a fax to all of them simply by dragging the distribution list to the Recipients field of the Fax Sender print dialog or Quick Fax window. You can also send the same fax to individuals, companies, and distribution lists in any combination by dragging their address book entries to the Recipients field.

To address a fax to a list of individual, company, and distribution list recipients

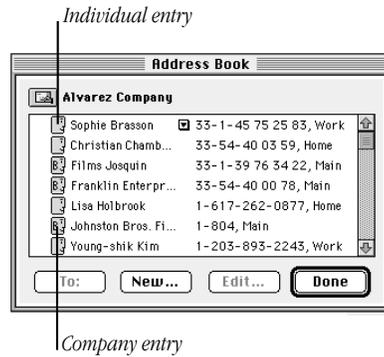
- 1 Prepare to send your fax by clicking the Quick Fax button or by choosing Print from the File menu of another program. Fax Sender or Fax Sender GX must be selected in the Chooser, or you can hold down Control-Shift while choosing Print if you are using Fax Sender.

The Fax Sender or Quick Fax print dialog appears.



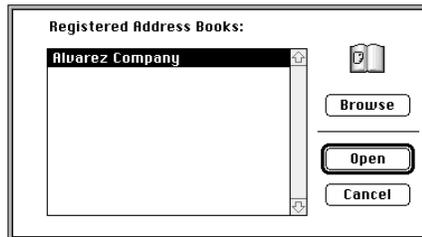
2 Click the Recipients button.

An Address Book dialog box appears, showing you a scrolling list of the entries in the current address book.



- 3 To choose a different address book, click the icon to the left of the current address book name.

A file selection dialog box opens showing the last folder selected.



- 4 Choose the address book that you want to use if it is shown. Otherwise, click Browse to locate it in another folder.
- 5 For each individual, company, or distribution list entry you want to receive your fax, either drag the entry from the address book to the Recipients field of the print dialog box, or select the entry, then click To.

You can also add new entries by clicking New and entering the information for a new entry, and you can edit an entry by selecting the entry and clicking Edit. Although the address book entries are managed by the Apple Address Book program, changes you make within Apple Fax are reflected the next time you open the address book with the Apple Address Book program.

Important Address books may be used by other programs. Remember that any modification that you make will affect other programs that share the address book you are editing.

- 6 When you have added all of your recipients to the Recipients field, click Done.

Your fax is now ready to send to each recipient, including all of the entries that make up a distribution list entry, when you click Send.

See also: Apple Address Book User's Guide for a complete explanation of creating, editing, and managing the address books that are used by Apple Fax and other programs.

Fax Receive Advanced Options

In this chapter

This chapter introduces you to the advanced options for fax reception, including

- setting up to receive faxes automatically
- checking for received faxes
- receiving a fax manually
- opening a received fax document
- forwarding a received fax to another recipient

Before you begin

This chapter expands on the material presented in Chapter 1, “Apple Fax Quick Start”, and introduces some additional options for receiving faxes. In order to understand the material presented in this chapter, you should already be familiar with Chapter 1.

Receiving a fax

Apple Fax allows you to receive faxes automatically or manually, as well as to view, edit, and print them. You can also convert a received fax document to text using optical character recognition (OCR), and forward a received fax to one or more recipients.

Setting Apple Fax to receive

You will probably most often want to receive faxes automatically. When set to receive automatically, Apple Fax functions like a dedicated fax machine as long as your computer is turned on. You can receive faxes unattended while you are away from your computer, and you can receive them in the background while you are doing other work. The Apple Fax window does not have to be in front, or even open, in order to receive a fax.

In order to receive a fax automatically, you need to set Apple Fax to answer incoming calls automatically (Fax Answering on).

To set Apple Fax to receive faxes automatically

- 1 Click the Fax Answering button in the main window so that it moves to the “on” position.

Apple Fax will now receive incoming faxes automatically, even if the Apple Fax main window is not open or if you quit the program.

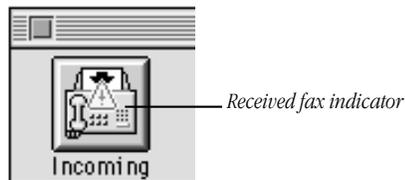
Checking for received faxes

You can choose what Apple Fax does when you receive a fax. According to the choice you make in the Notification Preferences, Apple Fax can open the Apple Telecom Status program when you receive a fax.

See also: “Notification preferences” in Chapter 8 for an explanation of this option.

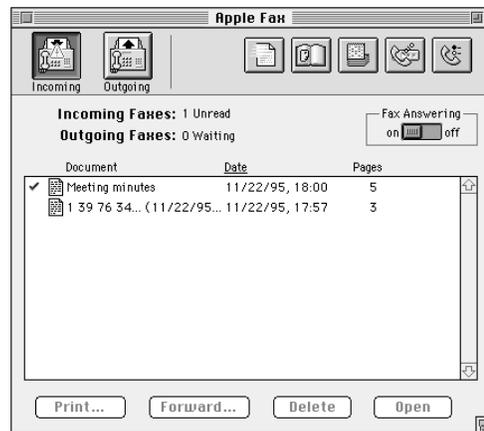
Even if you choose to have no notification for incoming faxes, you can easily check to see if any have been received. To check for received faxes

- 1 Click the Incoming button in the Apple Fax main window to display Incoming view.



A blinking indicator in the Incoming button tells you that you have received one or more new faxes.

Received faxes are displayed in a scrolling list, sorted according to the criterion you choose. If you leave the default, Date, your faxes are displayed in the order they were received, most recent first. You can easily distinguished new, unread faxes from faxes you have read because a checkmark appears to the left of the icon of all faxes that have been read.



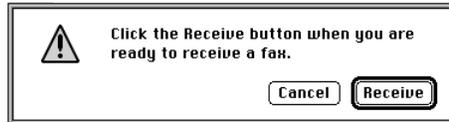
Receiving manually

Apple Fax allows you to receive faxes manually if you need to do so. Although you will ordinarily want to receive faxes automatically, there may be circumstances that necessitate receiving manually, such as if your telephone and computer share the same line. In that case, you will want to answer incoming calls yourself using the handset and receive manually once you determine that the incoming call is a fax. Manual reception is only available when Fax Answering is set to off in the main window.

To receive a fax manually

- 1** Make sure that Fax Answering is set to off.
- 2** Answer the incoming call using the handset.
- 3** When your correspondent is ready to send you a fax, choose Receive Manually from the Fax menu.

The Receive Fax dialog box appears.



- 4** When you hear the fax tone, click Receive.
When reception is complete, the fax appears in the list of received faxes.

Opening a received fax document

To open a received fax document for viewing, editing, or printing

- 1** Make sure you are viewing the main window display in Incoming fax view (click Incoming, if necessary).
- 2** Select the fax you want to open from the list, then click Open; or, double-click the fax you want to view.

The fax opens in a fax view window.

See also: Chapter 5, "Viewing, editing, and printing faxes" for a complete explanation of all of the features available in fax view windows.

Forwarding received faxes

You can easily forward a fax you have received to one or more recipients. You can also merge several fax documents and forward them as a single document. When you forward faxes, they do not need to be imaged since they are already in fax format. This makes forwarding a relatively quick operation, certainly quicker than sending the document from the program that created it.

To forward a received fax

- 1 Make sure you are viewing the main window display in Incoming fax view (click Incoming, if necessary).
- 2 Select the fax you want to forward from the list, then click Forward.

The Forward Fax window appears.

The screenshot shows a dialog box titled "Forward Fax". At the top, there is a "Subject" field containing "Forward>Airline tickets" and a "Cover Page" dropdown menu set to "my cover". Below these is a text area containing the message: "Julio, I received your ticket confirmation by mistake. Here it is. Juanita." Underneath the message is a "Recipients" list with one entry: "QuickSend" followed by the number "1 617 262 0899". To the right of the list are buttons for "Preview...", "Options...", "Cancel", and "Forward". At the bottom of the dialog, there is an "Other recipient" field with the number "0, 1 617 262 0899".

The options for forwarding a fax (cover information, recipients, etc.) are the same as for sending a fax.

See also: Chapter 1, “Apple Fax Quick Start” and Chapter 4, “Fax Send Advanced Options” for a complete explanation of all of the features related to fax send (and fax forward).

Forwarding multiple faxes using Merge

If you select multiple received faxes in the main window list by shift-clicking or command-clicking, the Forward button becomes Merge. Merge works the same in Incoming fax view as it does in Outgoing fax view. The documents you select are merged into a single document and are forwarded to the recipient or recipients you choose. Merge works just the same as Forward, except that it combines multiple documents.

Note: Forward and Merge forward the document or documents you select with their original cover pages as well as whatever new cover you choose in the Forward Fax or Merge Fax window. If you want to forward or merge received faxes without their original covers, remove the cover pages by cutting or clearing them in a fax view window and saving the documents before forwarding or merging them.

See also: Chapter 5, “Viewing, Editing, and Printing Faxes” for an explanation of cutting and clearing pages from a fax.

Viewing, Editing, and Printing Faxes

In this chapter

This chapter introduces you to the options for viewing and editing fax documents that you receive, including

- opening a fax
- viewing a fax
- printing a fax
- editing the pages of a fax
- selecting part of a fax to paste into a graphics document
- converting a fax to PICT format
- Optical Character Recognition (OCR)

Before you begin

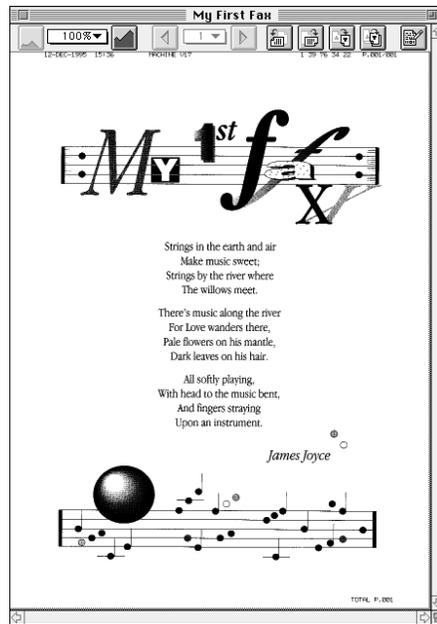
You should be familiar with the information in Chapters 1 and 4 on receiving faxes.

Opening a fax

You can open a fax for viewing, editing, or printing in a fax view window. Ordinarily you will want to view and print received faxes, but all of the operations described here can apply to sent faxes as well. You can open as many documents as memory allows and move among them using the Windows menu. Each document that you open appears as an item in the Windows menu.

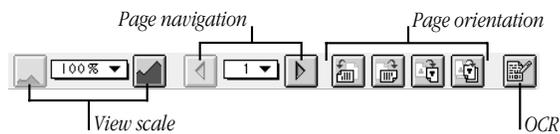
To open a fax document

- 1 Select the document in the list of faxes in the Apple Fax main window, then click Open; or double-click the document.



Viewing a fax

Once you have opened a document, you can view it in several different resolutions and in several orientations, as well as navigate from page to page. Most of the operations for changing the view are available from both the tool bar at the top of the fax view window and from the FaxView menu.



Moving around a document

Use the scroll bars to position a page in the window and to navigate between pages of a fax.

- To examine undisplayed portions of a page, use the vertical and horizontal scroll bars at the right and bottom of the Fax View window.
- To scroll pages, use the Next Page and Previous Page buttons on the right side of the tool bar. The current page number is shown as a pop-up menu between these buttons. Use the buttons to move from page to page; use the pop-up menu to go to a particular page.



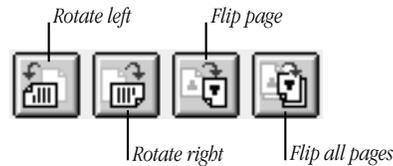
In addition to the paging buttons, the FaxView menu offers commands for changing pages

- **Previous Page** allows you to move backward one page.
- **Next Page** allows you to move forward one page.
- **Go To Page** displays a dialog box for moving to a specific page.

Changing the page orientation

The options in the tool bar and in the FaxView menu allow you to view your fax in whatever orientation you prefer.

The four orientation tools in the tool bar have the same functions as the orientation items in the FaxView menu.



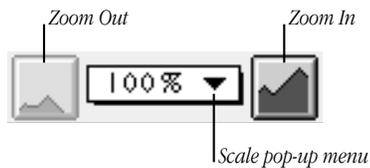
To change the orientation, either click the appropriate tool or choose the appropriate command from the FaxView menu.

- **Rotate left** turns the current page 90 degrees counterclockwise. (Option-click the tool to rotate all pages.)
- **Rotate right** turns the current page 90 degrees clockwise. (Option-click the tool to rotate all pages.)
- **Flip page** rotates the current page 180 degrees.
- **Flip All pages** rotates all pages 180 degrees.

Your last orientation operation can be undone using the Undo command in the Edit menu.

Scaling the view

You can view the currently displayed page at several different scale settings—100%, 200%, 400%, and 800% of the actual size—using the Zoom In and Zoom Out buttons in the tool bar. The current scale is shown in a pop-up menu. Use the Zoom In and Zoom Out buttons to go to the next larger or smaller scale; use the pop-up menu to go directly to a particular scale.



Printing a fax

You print a fax the same way you print any document. See “Print a Document” and “Printing Your Work” in the Macintosh Guide in the Guide menu or the documentation that came with your computer. Make sure the printer is selected in the Chooser.

FastPrint

Apple Fax includes a FastPrint feature for printing fax documents more quickly on PostScript printers. The speed of printing can be significantly improved, but FastPrint requires more memory (at least 1.5 Mb of additional memory). You may need to increase the memory size allocated to Apple Fax.

To increase the Apple Fax memory partition

- 1 Select Apple Fax in the Finder.
- 2 Choose Get Info from the File menu (⌘-I).
- 3 Increase the number in the Preferred size field by at least 1500 K.

To enable FastPrint

- 1 Check the FastPrint checkbox in the Apple Fax print dialog box.

Important FastPrint only works with PostScript printers.

Editing a fax

You may need to record pages, eliminate pages, or combine pages from several faxes. Editing in fax view windows is similar to editing in other applications such as paint programs. Generally, edit operations in Apple Fax fax view windows affect an entire page. The page is the basic unit in a fax document. Because a fax is a graphic image, you cannot edit the text as you can in a word processor.

Copying, cutting, or clearing a page

Entire pages can be copied or cut to the clipboard for later use, or cleared from the document.

To copy, cut, or clear a page

- 1 Make sure you're viewing the page you wish to work on.
- 2 Choose Copy (⌘-C), Cut (⌘-X), or Clear from the Edit menu.

Copy places the current page on the clipboard. Cut places the current page on the clipboard, removes it from the document, and decreases the page count by one. Clear removes the current page and decreases the page count by one.

The clipboard holds one page at a time. Be sure to paste the page into a Apple Fax or paint program document before copying or cutting another page.

Pasting a page

You can paste a cut or copied fax page into any Apple Fax or paint program document.

To paste a page

- 1** Select the page you want and cut or copy it to the clipboard.
- 2** Display the page that will follow the page you want to paste in.
- 3** Choose Paste (**⌘-V**) from the Edit menu.

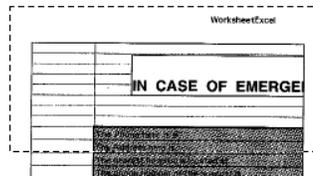
Notice that the page count increases by one page and that Apple Fax places the page in front of the one previously displayed.

Selecting a portion of a page

Paste operations in Apple Fax only operate on entire pages. However, you can select a portion of a page for pasting into a document created by another graphics program. Apple Fax provides a selection rectangle tool for selecting and copying portions of documents.

- 1 Select the page you wish to copy from.
- 2 Move the pointer over the page.
Notice that the arrow pointer becomes a crosshair. It now functions as a selection rectangle tool for selecting rectangular areas.
- 3 Drag the selection rectangle tool across the image from the upper left to the lower right, releasing the trackball or mouse button when the image is enclosed.

A moving dashed line encloses the selected image.



- 4 Choose Copy Selection from the Edit menu.
Apple Fax places the selected image at current resolution in PICT format in the clipboard.
- 5 Make your graphics program document the active window, then choose Paste from the File menu.
The selected image appears in your document.

Converting a fax to a PICT file

Apple Fax allows you to save a fax in Apple Fax or in PICT file format using the Save As command. Apple Fax documents can be opened only by the Apple Fax program. PICT files can be opened by many graphics programs. In other words, the Save As command acts as a conversion tool for fax documents.

- 1 Choose Save As from the File menu.

The Save As dialog box appears. Notice the Format pop-up menu at the bottom of the dialog box.



- 2 Change the document type using the Format pop-up menu.
- 3 Rename the document if you wish, then click Save.

The current page is converted to PICT format and saved.

CONVERSION FILE FORMATS USE

Apple Fax	Can only be opened by Apple Fax
PICT 72 dpi	Standard PICT format
PICT 200 dpi	High definition PICT format
Text (OCR)	Text format

Optical Character Recognition (OCR)

A fax is transmitted as graphic information. A received fax document cannot be opened with a word processor or edited as text. The Apple Fax OCR feature allows you to scan a fax and convert its graphic pixels to text. You can convert all or part of a document to text.

OCR converts only printed characters in a fax document to text format. Character recognition is not the same as handwriting recognition; OCR cannot recognize and convert handwriting into text.

OCR Dictionaries

When you install Apple Fax, the Installer places some items related to OCR in a Mimetics folder in your System Folder. Some of these items are language-specific dictionaries needed to recognize the words in the document target language. Dictionaries exist in several languages. You can obtain dictionaries for other languages by writing to Mimetics at the address on page ii (copyright page) of this manual.

To install other dictionaries, simply drag them into the Mimetics folder. Choose the current dictionary in the OCR preferences panel.

See also: “OCR preferences” in Chapter 8, “Apple Fax Preferences” for an explanation of OCR preference options.

OCR tips

You can increase the chance of successful character recognition by taking the following precautions. Ask the originating fax to

- send documents in High Resolution Mode—200 dpi, sometimes called Fine resolution
- use characters between 10 and 30 points in size. OCR interprets larger or smaller characters as graphics.
- use outline fonts or TrueType fonts instead of bitmapped fonts
- insert the document at a right angle (vertically or horizontally). It must have no more than a 7% slant

OCR works with Apple Fax documents only.

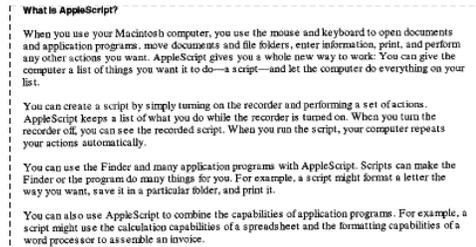
Working with OCR

The OCR process performs the following steps on a selected portion of a page, on a single page, or on every page of the entire document.

- **Prepares the data** OCR finds pictures and removes them.
- **Analyzes the page** OCR locates the columns of text.
- **Processes the page** OCR searches the target language dictionary for the word closest to the recognized pattern and places it in text format in the clipboard.

Converting part of a document to text

- 1 Open an Apple Fax document, then select the text you want with the selection rectangle tool.



- 2 Click the OCR Selection tool in the tool bar.



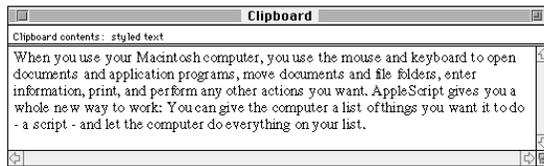
OCR scans the selected text, then places the results in the clipboard in text format. You can paste the text into SimpleText, a word processor, or any other program that supports pasting text. Depending on the OCR preference settings, you may be presented with a dialog asking you to identify characters that cannot be determined by the analysis process. The OCR process maintains character attributes and page layout as much as possible.

See also: “OCR preferences” in Chapter 8, “Apple Fax Preferences” for an explanation of all OCR preference options.

The OCR process shows you status messages that let you know about the progress of the text conversion. When the conversion is complete, the status message indicates “OCR is finished - the recognized text has been placed into the Clipboard”.

3 Switch to the Finder.

4 Choose Show Clipboard from the Edit menu.



The text is displayed and you can paste it into another program.

Converting a page of a document to text

1 Open an Apple Fax document and go to the page you want to convert to text.

2 Click the OCR tool.

When there is no selection, the OCR process works on the entire current page. The text is stored in the clipboard and you can paste it into another program.

Converting an entire document to text

- 1** Open an Apple Fax document.
- 2** Choose Save As from the File menu, then select “Text only” in the Format pop-up menu.
- 3** Rename the document or accept the file extension “Text” that Apple Fax appends to the default file name.

Apple Fax saves your text in SimpleText format. You can open it with SimpleText or a word processor.

Creating and Managing Cover Pages

In this chapter

This chapter explains the functions for creating and managing cover pages, including

- customizing cover pages
- positioning and resizing fields
- using the grid and aligning fields
- adding graphics
- installing and removing cover pages

Customizing cover pages

Apple Fax includes a complete set of tools for creating and managing customized cover pages for your faxes. Several example cover pages are provided for you. You can modify these to suit your needs, or you can create your own cover pages. You can create and install as many cover pages as you like.

Apple Fax cover editor windows have a lot in common with many painting and drawing programs. If you have used a program of this type, you should have no trouble using cover editor features of Apple Fax.

Cover page fields and labels

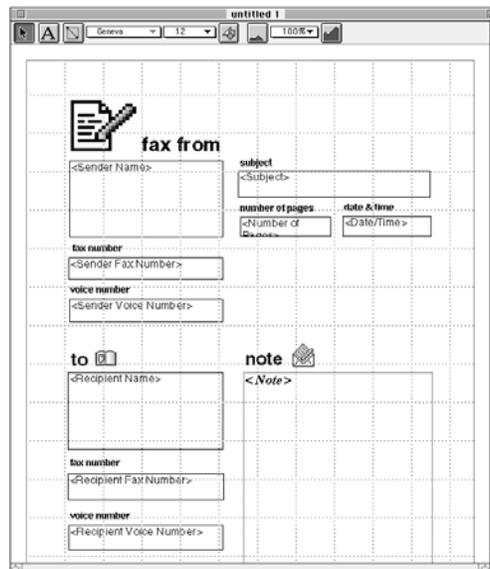
Most of the information on your cover page is contained in fields. The fields that you design are filled in automatically at the time you send a fax. For example, if you have a Name field on your cover page, your recipient's name is automatically put into it when your fax is sent. You can add labels for the fields if you like. For example, you might have the label "Name:" next to the name field. Labels remain the same for every fax, whereas fields are filled in differently for every fax from the information in the address book entries of your recipients and from the information about you in the Personal preferences.

Creating a new cover page

To create a new cover page

- 1 Choose New Cover Page from the File menu. If you prefer to modify an existing cover page, choose Open from the File menu and select a cover page.

A new, untitled cover page appears.



Since most users will probably never want to create a cover page completely from scratch, Apple Fax provides a template when you create a new cover page. You can move, change, or delete the fields and labels provided in the template and add graphics to customize the cover page according to your needs.

Using the tool bar

Most of the operations you perform as you customize your cover page are done with the tools in the tool bar. The tool bar makes it easy to access everything you need in order to control the position and appearance of the elements on your page.



The Selection tool

You use the selection tool to select, resize, move, or delete a field or graphic.



The Text tool

You use the text tool to create and edit labels associated with the fields on your cover page.



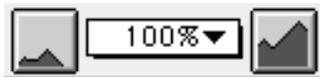
The Field tool

You use the field tool to add new fields to your cover page. The field tool is the default tool that is selected when you create a new cover page.



The Scale tools

You can scale the view of a cover editor window using the Zoom In and Zoom Out tools on the right-hand side of the tool bar, or you can choose a particular scale from the pop-up menu.



By using the view scale icons and the scroll bars, you can make the window contents show whatever part of your cover page you want at whatever size you want.

The Graphic tool

You can include a graphic image on your cover page by importing a PICT file using the Graphic tool.



Customizing fields

You start designing a cover page by placing the fields and their labels on your cover page.

You can control nearly all aspects of a field's appearance on the page, including its size and shape as well as the font, size, and style used to fill in its text at send time.

Positioning and resizing fields

You can position fields anywhere on the page and resize them to any size you want.

To position a field on the page

- 1** Select the Selection tool in the tool bar.
- 2** Click anywhere in the field you want to move and drag it to a new position on the page.
- 3** Release the mouse when the field is where you want it.

To resize a field

- 1** Select the Selection tool in the tool bar.
- 2** Click anywhere in the field you want to resize.
Handles appear on the corners of the selected field.
- 3** Click on one of the handles and drag to resize the field.
- 4** Release the mouse when the field is the size you want.

If you shift-click and drag one of the handles, the resizing is constrained either vertically or horizontally, depending on which direction you first move the mouse.

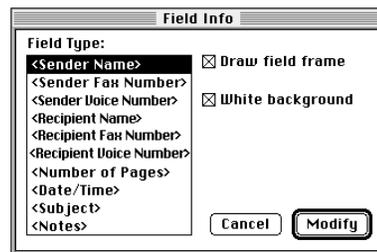
Modifying fields

Once you have placed a field on your cover page, you can modify its assignment from the predefined list of fields. For example, you might decide to change the <Sender Name> field to <Number of Pages>.

To reassign a field that you have placed

- 1 Double-click the field that you want to reassign.

The list of fields appears



- 2 Select the field type that you want.
- 3 Check “Draw field frame” if you want a border drawn around the field.
- 4 Check “White background” if you want the field to be on an opaque white background. If you want the field information to appear on a transparent background (over a graphic, for example) uncheck “White background”.
- 5 Click Modify.

The field changes according to your settings.

Using the grid and aligning fields

The cover editor includes a grid to help you align elements on the page. You can choose to turn the grid on or off and to show or hide the grid lines, depending on your preference. When the grid is on, objects snap to the nearest grid location whether the grid lines are visible or not. Ordinarily if you are using the grid, you will want to show the grid lines.

To turn the grid on

- 1 Choose “Turn Grid On” from the Cover Page menu.

When the grid is on, the menu choice becomes “Turn Grid Off”.

To show the grid lines

- 1 Choose “Show Grid Lines” from the Cover Page menu.

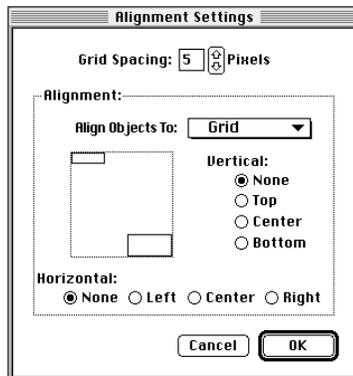
When the grid lines are shown, the menu choice becomes “Hide Grid Lines”.

You can align elements on the page to the grid or to each other.

To align fields to the grid

- 1 Choose Set Alignment from the Cover Page menu.

The Alignment Settings dialog appears.



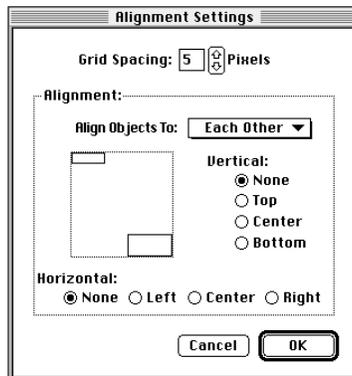
- 2 Set the Grid Spacing you want (in pixels) by typing into the text box or by using the up and down arrows.
- 3 Choose Grid from the “Align Objects to” pop-up menu.
- 4 Choose the alignment you want—vertical, horizontal, or both.
- 5 Click OK.
- 6 Choose the Selection tool in the tool bar.
- 7 Shift-click to select the fields you want to align.
- 8 Choose Align from the Cover Page menu.

The selected fields are aligned to the grid according to the settings you chose in the Set Alignment dialog box.

To align fields to each other

- 1 Choose Set Alignment from the Cover Page menu.

The Set Alignment dialog appears.



- 2 Choose Each Other from the “Align Objects to” pop-up menu.
- 3 Choose the alignment you want—vertical, horizontal, or both.
- 4 Click OK.
- 5 Choose the Selection tool in the tool bar.
- 6 Shift-click to select the fields you want to align.
- 7 Choose Align from the Cover Page menu.

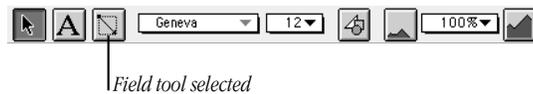
The selected fields are aligned to each other according to the settings you chose in the Set Alignment dialog box.

Creating fields

Apple Fax places some fields on the new cover page template when you create it. You can also delete and create fields, although each field type can only appear once on a cover page.

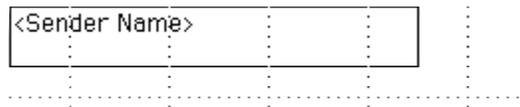
To add a new field to your cover page

- 1 Select the Field tool in the tool bar.



- 2 Click in the approximate position you want for your field and drag the mouse diagonally to create a rectangle approximately the size you want your field to be.
- 3 Release the mouse button.

The field you created appears with its type enclosed in brackets.



The brackets indicate that the information will be filled in from the recipient information when you send a fax using this cover page.

The field types come from a built-in list and are entered in order as you create fields. You can modify which fields are associated with which field types later if you wish.

The list of types includes recipient information from the address book entry, sender information from the Personal preferences, and information about a particular fax, such as the number of pages. You can use as many or as few fields as you like, but you can only use each field type once on any given cover page.

- 4 Create the remaining fields for your cover page by repeating steps 2 and 3 for each field.

Editing label text

You can add text anywhere on your cover page. You may wish to add text labels to the fields that you create. For example, you might want the text "From:" to appear above the <Sender name> field to identify the field.

To add a text label

- 1 Choose the Text tool in the tool bar.



- 2 Click where you want the text to appear
A text box appears with the cursor blinking inside it.
- 3 Type the text.
- 4 While the text is selected, change the font, size, and style using the pop-up menus in the tool bar or the Font, Size, and Style menus.

Adding graphics

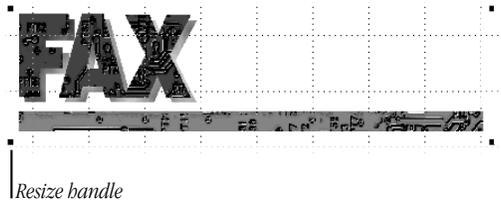
You can add a graphic to your cover page in the form of a PICT file. Most graphics programs allow you to save your work in PICT file format and thousands of PICT files are available from clip art vendors.

To add a PICT file graphic to your cover page

- 1 Choose Import PICT from the file menu.
- 2 Navigate to the folder that contains your PICT file, if necessary, then click Import.

The PICT file you choose is pasted into the middle of your cover page. You can resize it and move it to any location on the page you like.

- 3 Resize the PICT by dragging the handles. Move it by clicking inside it and dragging.



Installing cover pages

While editing, you can save your customized cover pages to any location you like using the Save and Save As commands in the File menu. However, in order to use the cover pages you create, you must install them. Only cover pages you install appear in the Cover Page pop-up menu in the Quick Fax or Fax Sender print dialogs. You can install and use as many cover pages as you like.

To install a custom cover page you have created

- 1** Open the cover page you want to install, if it is not already open.
- 2** Choose Install Cover Page from the Cover Page menu.

Once installed, your cover page will be available in the Cover Page pop-up menu in the Fax Sender and Quick Fax dialogs until you remove it.

Removing cover pages

You can remove any cover pages that you no longer use so that they no longer appear in the Cover Page pop-up menu in the Fax Sender print dialog.

To remove a cover page

- 1** Choose Remove Cover Page from the File menu.
A list of installed cover pages appears.
- 2** Scroll to the cover page you wish to remove and select it.
- 3** Click Remove.

The cover page is removed from the list of installed cover pages, but it still exists as a cover page and you can always reinstall it.

Using the Apple Fax Log

In this chapter

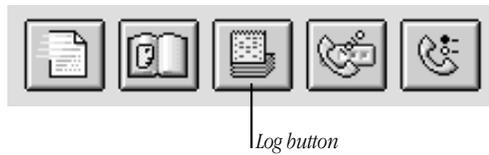
Apple Fax maintains a log of all outgoing and incoming faxes. This chapter explains the log functions, including

- viewing the fax log
- saving the fax log
- printing the fax log
- clearing the fax log

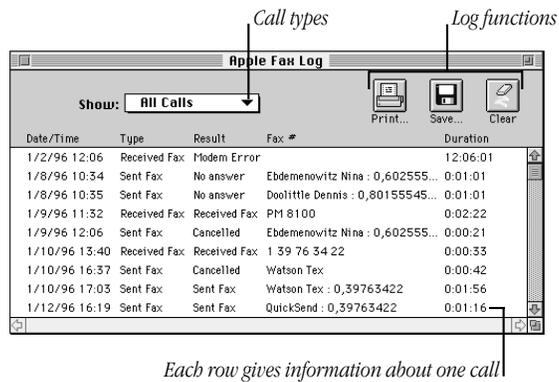
Viewing the fax log

The fax log keeps valuable information on all outgoing and incoming faxes. This information is kept in an internal log file. To view the fax log

- 1 Click the Log button in the button bar.



The fax log appears.



Fax log information

The fax log gives you information for outgoing and incoming faxes. The information includes

- date and time the fax was sent or received
- type (status) of the fax—Sent, Received, or an error type
- phone number (not always known for received faxes)
- duration (hours:minutes:seconds)

Printing the fax log

You can print the fax log at any time by opening the Log window and choosing Print from the File menu or by clicking the Print button in the Log window.

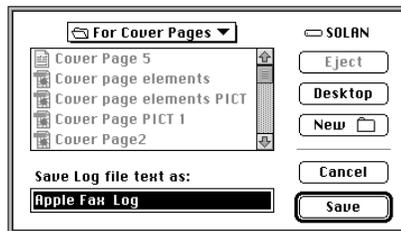
Saving the fax log

You may want to save the fax log from time to time for archival and record-keeping purposes. The log file is a text file, and therefore it doesn't take up much disk space, but you may still want to save and then clear the log on a regular basis.

To save the fax log to a tab-delimited text file that can be opened by a word processor, spreadsheet, or database program

- 1 Click the Save button in the log window.

The standard file dialog appears.



- 2 Navigate to the disk and folder where you want to save the log file.
- 3 Type the name you want for the saved file.
- 4 Click Save.

The fax log is now saved as a file. You can clear the existing log entries to make room for new entries.

Clearing the fax log

To make room for new entries and to make the information in the fax log easier to scan quickly and understand, you should clear the log from time to time, after saving it to a file if you wish.

To clear the fax log

- 1** Open the fax log by clicking the Log button in the main window.
- 2** Click the Clear button in the log window or choose Clear from the Edit menu.

A dialog asks you to confirm clearing the log.

- 3** Click OK.

The fax log is cleared. As new entries arrive, they appear in order with newest entries at the top.

You can choose to limit the size of the log, either by setting a maximum number of entries or by setting a maximum time limit for entries to be kept. These choices are available in the Log Preferences.

See also: Chapter 8, “Apple Fax Preferences” for a complete explanation of Log preference options.

Apple Fax Preferences

In this chapter

This chapter explains all of Apple Fax's preference settings, including

- notification preferences
- modem preferences
- log preferences
- OCR preferences
- personal preferences

Apple Fax Preferences

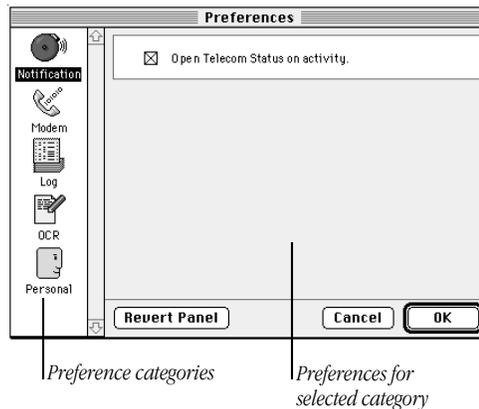
Apple Fax allows you to set up your fax environment according to your needs and preferred way of working. Your settings are saved in a preferences file. Each time you open Apple Fax, your settings are restored from the preferences file so that your fax environment is just as it was the last time you used the program.

Accessing preferences

To open the Apple Fax preferences window

- 1 Choose Preferences from the Edit menu or click the Preferences button in the button bar.

The Preferences window appears.



The Preferences window is divided into two parts. On the left is a panel of icons for choosing a category of preferences. The large panel to the right contains all of the settings for the currently selected preference category. There are five categories of preferences—Notification, Modem, Log, OCR, and Personal. Each of these is described in detail in the following sections.

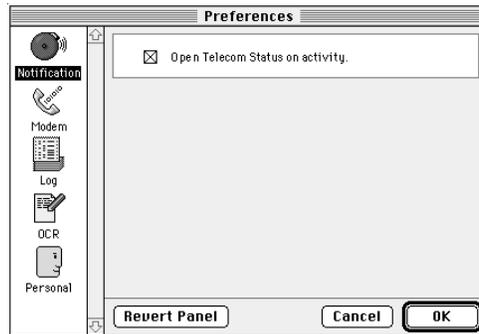
Notification preferences

The Notification preferences settings determine whether or not Apple Telecom Status opens during fax activity.

To set Notification preferences

- 1 Click the Notification icon in the panel on the left side of the Preferences window.

The Notification preferences settings appear.



Check the box to have Apple Fax open the Apple Telecom Status program during fax transmission and reception. If you leave this box unchecked, you can still access Apple Telecom Status at any time to monitor fax activity.

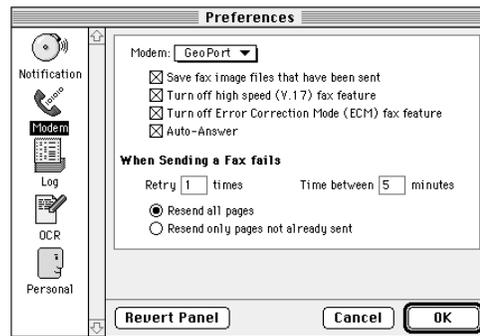
Modem preferences

You need to set certain modem preferences so that Apple Fax can communicate correctly with your particular modem hardware configuration.

To set the Modem preferences

- 1 Click the Modem icon in the panel on the left side of the Preferences window.

The Modem preferences settings appear.



The options in the modem preferences panel are explained in Table 9-1.

Table 9-1 Apple Fax Modem Preferences

PREFERENCE FIELDS	RESULT
<i>Modem choice pop-up menu</i>	Choose the type that corresponds to your modem. (If you have an external modem or a PC card modem, use the control panel that came with your modem to choose the port to which your external modem is connected or the slot that contains your PC card.)
<i>Save fax image files</i>	Faxes are transmitted and received as image files. This checkbox enables saving sent fax image files. Fax image files take up disk space and the files can always be re-imaged if you need to resend them. So, unless you frequently resend or forward sent faxes, you may want to disable saving image files.
<i>Turn off V.17</i>	V.17 is currently the highest speed standard available for fax transmission. Many older fax machines do not support it. In some cases, enabling V.17 may interfere with transmission to older fax machines that don't support it. If you know that the fax machine you are calling supports V.17, you may turn it on.

Apple Fax Modem Preferences (continued)

PREFERENCE FIELDS	RESULT
<i>Turn off ECM</i>	Some fax machines support the Error Correction Mode (ECM) of transmission. In some cases, enabling ECM may interfere with transmission to older fax machines that don't support it. If you know that the fax machine you are calling supports ECM, you may turn it on.
<i>Auto-answer</i>	Check this box if you want incoming calls to be answered automatically. You can also use the Fax Answering button in the main window to do the same thing. If you change the setting here, your change is reflected in the main window and vice-versa.
<i>When sending fails</i>	
Retry	Sets the number of retries.
Time between tries	Sets the time between tries.
Resend all pages	Resends the entire fax if transmission fails.
Resend only those pages not already sent	Sends only the pages that failed to transmit.

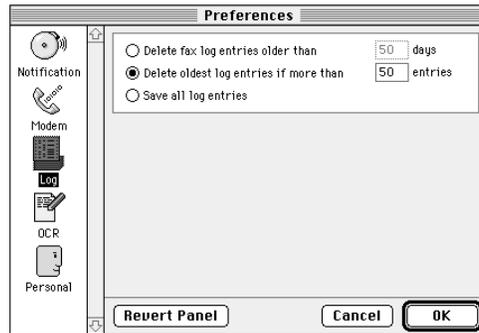
Log preferences

The Apple Fax log keeps track of all fax transmissions and receptions. You can set preferences to limit the size of the log by number of entries or by date.

To set the Log Preferences

- 1 Click the Log icon in the panel on the left side of the Preferences window.

The Log preferences settings appear.



You can limit the size of the log by date, number of entries, or not at all.

The options are

- **Delete fax log entries older than [value] days** Log entries older than the number of days that you enter in the value field are deleted.

- **Delete oldest log entries if more than [value] entries**

When the size of the log reaches the number you enter in the value field, the oldest entry is deleted each time a new entry arrives.

- **Save all log entries** No log entries are automatically deleted, regardless of the size of the log. If you choose this option, it is up to you to clear the log manually from time to time so that it doesn't grow too large and take up too much disk space.

See also: Chapter 7, "Using the Apple Fax Log" for a complete explanation of archiving the log to a file and clearing the log.

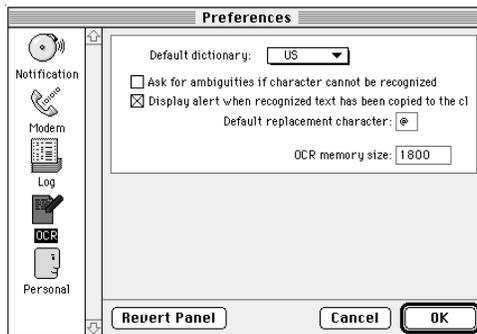
OCR preferences

The OCR preferences control the behavior of the OCR process of converting received fax documents to text.

To set OCR preferences

- 1 Click the OCR icon in the panel on the left side of the Preferences window.

The OCR preferences settings appear.



The options are

■ Default dictionary

Choose the dictionary for the appropriate language from this pop-up menu. Additional dictionaries may be obtained from Mimetics by writing to the address given on the copyright page (ii) of this manual. To install additional dictionaries, place them in the Mimetics folder inside the System Folder.

- **Ask for ambiguities if character cannot be recognized** Check this box if you want Apple Fax to ask you to resolve ambiguities each time it encounters an unrecognizable character in the text. If the box is not checked, unrecognizable characters are replaced by the default replacement character.
- **Display alert after copying recognized text to clipboard** Check this box if you want Apple Fax to put up an alert message to let you know when it has completed the OCR process and the recognized text has been copied to the clipboard.
- **Default replacement character** If you leave “Ask for ambiguities unchecked”, Apple Fax replaces all unrecognizable characters with the default replacement character. Enter the character you want to be used as a replacement. You should use a character that does not appear in the text very often, like ‘@’, which is the default.
- **OCR memory size** The more memory you allocate to the OCR process, the longer and more complex documents you will be able to scan. If you get an out of memory message during the scanning process, increase this value and try again.

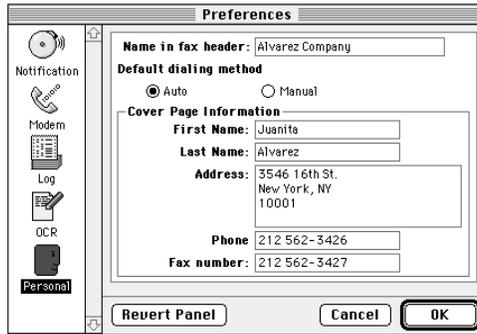
Personal preferences

Additional settings are grouped in the Personal preferences category—fax header, fax cover page information, and default dialing method.

To set the Personal Preferences

- 1 Click the Personal icon in the panel on the left side of the Preferences window.

The Personal preferences settings appear.



You can enter up to 20 characters and numbers in the fax header field. The text you enter will appear at the top of each page of each fax you send, if the recipient's fax machine supports the fax header feature. Fill in the other information (name, address, etc.) about yourself as you want it to appear on cover pages.

You can choose either auto or manual as the default dialing method. You will normally want to choose automatic dialing unless you have a specific reason not to do so.

See also: Chapter 4, "Advanced Fax Send Options" for a complete explanation of manual dialing.

Reverting and saving preferences

There are three buttons at the bottom of the Preferences window—Revert Panel, Cancel, and OK.

- **Revert Panel** restores the previously saved settings for the currently displayed preferences category.
- **Cancel** closes the Preferences window without saving any changes that have been made to the settings.
- **OK** closes the Preferences window and saves the current settings to the preferences file. The new settings take effect immediately and remain in effect until you change them again.

Using Apple Fax Gateway

In this chapter

Apple Fax Gateway allows you to add fax services to your PowerTalk Key Chain. This chapter explains the features of Apple Fax Gateway, including

- configuring Apple Fax Gateway
- adding fax services to your Key Chain
- configuring fax services
- using Apple Fax Gateway
- problem alerts

About Apple Fax Gateway

Apple Fax Gateway adds fax services to PowerTalk when used with the appropriate modem hardware. Once you have installed and configured the software and hardware, you can send documents to fax recipients, along with other e-mail recipients, from programs that support the PowerTalk Mailer. You can also send faxes from the desktop by dropping printable documents onto PowerTalk information cards that contain fax addresses. Most importantly, your received faxes are presented in the PowerTalk Universal Mailbox along with the rest of your electronic correspondence. Received faxes appear in your In Tray and can be opened, viewed, edited, and printed using Apple Fax.

PowerTalk 1.1 or later must be installed in your system before you can take advantage of the Apple Fax Gateway features. PowerTalk 1.1 is included with System 7.5.

Configuring Apple Fax Gateway

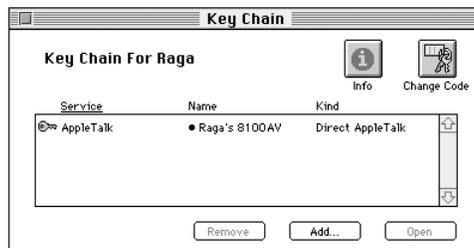
You need to configure Apple Fax Gateway before you can use fax services.

Adding fax services to your Key Chain

Before you can send and receive faxes, you must add fax services to your Key Chain.

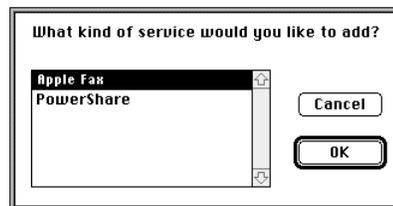
- 1 Select Key Chain from the Mail and Catalogs sub-menu in the Apple () Menu.

The Key Chain window appears.



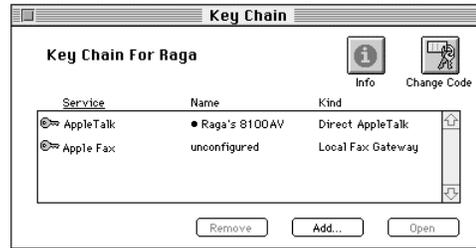
- 2 Click Add.

The Add Service dialog box appears.



- 3 Select Apple Fax if it is not already selected, then click OK.

You return to the Key Chain window. Fax services have been added, but they are not yet configured.

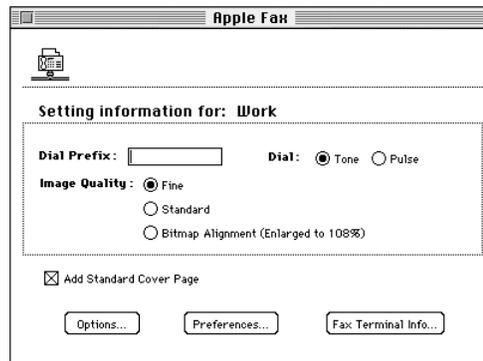


Configuring fax services

To configure fax services

- 1 Select Apple Fax in the Key Chain window, then click Open.

The Apple Fax configuration window appears.



All of the features in the Apple Fax configuration window, as well as those that are accessed by the Options, Preferences, and Apple Fax Info buttons, work just like their counterparts in Apple Fax. These are covered in detail in the earlier chapters of this guide.

Using Apple Fax Gateway

Sending fax documents

You can send fax documents from any application that supports the PowerTalk Mailer by including the fax addresses of one or more recipients. Fax addresses can be selected from catalog entries or can be typed in using the PowerTalk Mailer's Type-In addressing feature. The subject that you specify in the Mailer appears on the fax cover sheet, if you checked "Add Standard Cover Page" when setting up the fax gateway software.

You can add documents created by a program such as a word processor or paint program as enclosures. You can enclose any document that can be printed. Note that you cannot send other types of information, such as sounds, as faxes. To send fax documents from other programs that support the PowerTalk Mailer, be sure to choose either AppleMail or Snapshot format. Refer to the documentation that came with your program for more information.

If you are using System 7.5 or later, see the step-by-step help in the AppleMail Guide and PowerTalk Guide in the Guide menu for detailed instructions on using the Mailer and information cards.

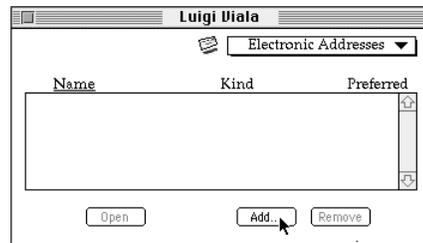
Another way to send a document is to drag it onto an information card, if you have designated the fax address as the “preferred” electronic address. Adding fax addresses is explained in the following section.

Adding fax addresses to your PowerTalk information cards

To add a fax address to a PowerTalk information card

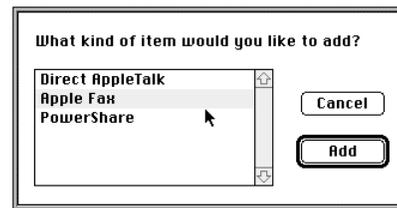
- 1 Open an information card and select Electronic Addresses from the pop-up menu.

The Electronic Addresses for the card are displayed.



If you want to create a new information card, open your personal catalog, select New User from the Catalog menu, and type in the name for the card.

- 2 Click Add.



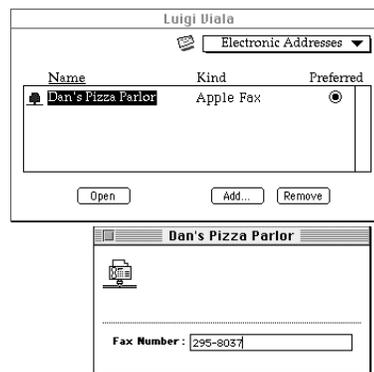
- 3 Select Apple Fax, then click OK.

A new, untitled fax address appears.

- 4 Select the untitled user name and type the name of your recipient.

- 5 Select the user name, then click Open, or double-click the user name.

The Fax Number window appears.



- 6 Click in the Fax Number field and enter the user's fax number, then click the close box.

- 7 If you leave "Preferred" selected, the fax address is the preferred electronic address. Whenever you select this user in the addressing panel or drag a document onto the user's information card, the fax address is used.

Receiving fax documents with PowerTalk

You can receive faxes from any fax machine or fax modem. When you receive a fax, it appears in your In Tray just like any other incoming mail.

In Tray for Raga					
2 items					
✓	Subject	Sender	Date Sent	Location	Priority
✓	Fax (4 pages)	325 3089	11/28/94, 15:44	local	normal
✓	hello	Chandrika	11/28/94, 12:06	local	normal

Opening received fax documents

To open a received fax from your In Tray

- 1 Double-click the document.

Apple Fax opens it in a fax view window. You can view, edit, and print it.

See also: Chapter 5, “Viewing, Editing, and Printing faxes” for complete information about these features.

Problem alerts

If an error occurs while sending or receiving a fax, you will get a problem alert in your Out Tray or In Tray.

To see and resolve a problem alert

- 1 Click the Problem Alert icon in your In Tray or Out Tray.



The Problem Alert appears with an explanation of the problem.

- 2 Click Resolve to remove the alert, or simply close the window to leave it unresolved.

Some of the more common Problem Alerts are

**Some of the enclosure files have been ignored.
Only printable documents can be converted to the
fax format.**

You get this message if you enclose a file that cannot be printed, such as a sound or a program.

**The generated fax document is empty and will not
be sent.**

You get this message if

- all of your enclosures are of the wrong type (not printable) and your document itself is empty
- you drag an unprintable document onto an information card that has fax as its preferred electronic address
- the program that created an enclosed document cannot be found or cannot be opened for lack of memory
- the program that created an enclosed document cannot be opened due to insufficient memory

**The System Extension 'Fax Extension' is not
present in the System Folder.**

Apple Fax Gateway requires that the Fax Extension be in the Extensions folder within the System Folder in order to work. It is placed there by the Installer program when you install Apple Fax. If the file subsequently gets moved, deleted, or damaged, you will need to reinstall it.

I N D E X

A

Address Book button 38
Address
 Fax Sender GX 63
Align fields 101
Apple Address Book 57
Apple Fax Main Window 24
Apple Fax
 Personal preferences 50
 Preferences 114
AppleMail 129
Apple menu 47,127
Apple Telecom Status 12
 button 40
AppleTalk 65
 network 65
Application menu 59
Auto-answer 118

B

Bitmap Alignment 49
Bitmapped fonts 89

C

Changing page
 orientation 82
Chooser
 Fax Sender GX 60
Conversion formats 87
Cover page 9,50-52
 creating fields 103
 customizing fields 98
 modifying fields 99
 note 9
Create new cover page 95

D

Delete 28,34
Desktop printer icon 60
Dialing
 manually 59
Distribution List 67
Drag and drop
 fax send 64

E

Editing a fax 84
Enclosures 19
Error Correction
 Mode (ECM) 118

F

FastPrint 83
Fax
 addressing 9,63
 converting to text 88,90
 cover page 9
 note 9
 deleting 28
 editing 84
 forwarding 33
 gateway 126
 incoming 14
 opening 80
 previewing 10
 printing 16,83
 receiving 14
 PowerTalk 132
 sending 8
 PowerTalk 129
 setting send time 64

- status information 11
- viewing 16,81
- Fax Answering button 14
- Fax Cover 45
- Fax log 13
 - clearing 111
 - saving 110
 - viewing 108
- Fax Sender 6,46,59
 - addressing 63
 - AppleTalk network 65
 - choosing 60
 - page setup 48-49,61
 - print 62
 - sending from a network client 66
 - sharing a fax server 65
- Fax Sender GX 6,60
- Fax Sender Options 54
- Fax Terminal
 - accessing 59
 - preferences 118
- Fax Viewer 81-82,84
- Fine (image quality setting) 49
- Fields
 - create 103
- Field tool 96
- Forward a received fax 76

G

- Graphic tool 97
- Grid lines 100

I

- Image Quality 49
- Incoming view 32
- Increase memory
 - partition 84
- Information card 130
- Install a custom cover
 - page 106
- In Tray 126,132-133

K

- Key Chain 127-128

L

- Landscape 49
- Location
 - setting 57
- Location preferences
 - bypassing 57
 - Dialing from feature 56
- Log button 39
- Log Preferences 119

M

- Mail and Catalogs 127
- Mailer 129
- Manual Dial 58-59
- Manual Receive 74
- Merge 30,77
- Mimetics folder 88
- Modem
 - preferences 4,116
 - status 12

N

Network client 66
Notification
 preferences 115

O

Open a received fax 75,80
Optical Character
 Recognition
 (OCR) 72,88-89
 dictionaries 88
 preferences 88,121
 working with 89
Outgoing View 25
Out Tray 133

P

Page orientation
 change 82
Page Setup 49
 Fax Sender GX 61
Personal preferences 123
PICT file
 converting a fax to 87
 enclosure 126
Preference button 41
Preferences 3
 changing settings 5
 Fax Terminal 117-118
 modem 4
 OCR 88,121
 port 5
Preview 10,53
Print 16
Portrait 49
PowerTalk 127-133
 mailer 129
 Universal Mailbox 126

Print 62-63
 Fax Sender GX 62
Print Time 64
Problem Alert 133

Q

QuickDraw GX
 and fax send 60,62-65
Quick Fax 17
 addressing 20
 enclosures 19
 note 18
Quick Fax button 37

R

Readdress 30
Recipient information 27
Recipients list 67
Received fax
 editing 84
 manually 74
 opening 80
 printing 83
 viewing 81
Receiving faxes 132
Remove Cover Page 106
Resend 30

S

- Scaling the view 83
- Scaling tools 97
- Selection tool 96
- Sent faxes
 - sort 29
- Set Location 57
- SimpleText 92
- Sort 33
- Standard (image quality setting) 49
- Status
 - deferred 26
 - failed 26
 - sent 26
- System 7.5 or later 126,129

T

- Text labels 104
- Text tool 96
- Tool bar 96
- TrueType fonts 89

V

- Viewing a fax 16,81

W

- Working with OCR 89



Apple Computer, Inc.
1 Infinite Loop
Cupertino, California 95014-2084
408.996.1010

030-7366-A
Printed in USA