



Cover Page Editor Guide

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ABOUT THIS GUIDE

This guide covers creating and editing personal cover pages using the Cover Page Editor.

This guide is intended for all users of the CommWorks 8200 IP Fax system and FAXport application.



If release notes are shipped with your product and the information there differs from the information in this guide, follow the instructions in the release notes.

Most user guides and release notes are available in Adobe Acrobat Reader Portable Document Format (PDF) or HTML on the FAXport World Wide Web site:

<http://www.faxport.com/>

Conventions

Table 1 and Table 2 list conventions that are used throughout this guide.

Table 1 Notice Icons

Icon	Notice Type	Description
	Information note	Information that describes important features or instructions
	Caution	Information that alerts you to potential loss of data or potential damage to an application, system, or device

Table 2 Text Conventions

Convention	Description
Screen displays	This typeface represents information as it appears on the screen.
Syntax	The word "syntax" means that you must evaluate the syntax provided and then supply the appropriate values for the placeholders that appear in angle brackets. Example: To enable RIPIP, use the following syntax: <pre>SETDefault !<port> -RIPIP CONTRol = Listen</pre> In this example, you must supply a port number for <port>.
Commands	The word "command" means that you must enter the command exactly as shown and then press Return or Enter. Commands appear in bold. Example: To remove the IP address, enter the following command: <pre>SETDefault !0 -IP NETaddr = 0.0.0.0</pre>

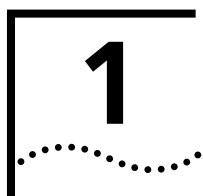
Table 2 Text Conventions (continued)

Convention	Description
The words "enter" and "type"	When you see the word "enter" in this guide, you must type something, and then press Return or Enter. Do not press Return or Enter when an instruction simply says "type."
Keyboard key names	If you must press two or more keys simultaneously, the key names are linked with a plus sign (+). Example: Press Ctrl+Alt+Del
Words in <i>italics</i>	Italics are used to: <ul style="list-style-type: none">■ Emphasize a point.■ Denote a new term at the place where it is defined in the text.■ Identify menu names, menu commands, and software button names. Examples: From the <i>Help</i> menu, select <i>Contents</i>. Click <i>OK</i>.

Year 2000 Compliance

For information on Year 2000 compliance and FAXport products, visit the FAXport Web page:

<http://www.faxport.com>



OVERVIEW OF COVER PAGES

You can send a cover page along with each outbound fax. Using Cover Page Editor allows you to create and edit fax cover pages. Cover Page Editor works only with a 32-bit client.

The FAXport Client Guide discusses viewing and printing faxes in the Fax Image Viewer. This guide discusses the text and graphic tools available in the Cover Page Editor.



The Fax Image Viewer and the Cover Page Editor are identical.

Understanding the Cover Page Editor

The Cover Page Editor allows you to view, send, print and mark up existing faxes. It also allows you to create and modify cover pages. You can do the following in the cover page editor:

- **View Faxes**—Choose from among several views, see FAXport Client Guide.
- **Use Graphics and Text Tools**—Use a variety of graphics tools to create original artwork or insert graphics from another application.
- **Create text boxes** for manual data entry, fields that FAXport fills in automatically and <<Message>> text boxes that can be completed 'on the fly' when adding the cover page during a send.
- **Insert database fields**—Insert placeholder fields that tell FAXport what database information to use when a cover page is sent. For example, when merging a database to personalize communication, the program replaces the Recipient Field <Last Name(R)> with the recipient's actual last name.

Creating and Opening Documents

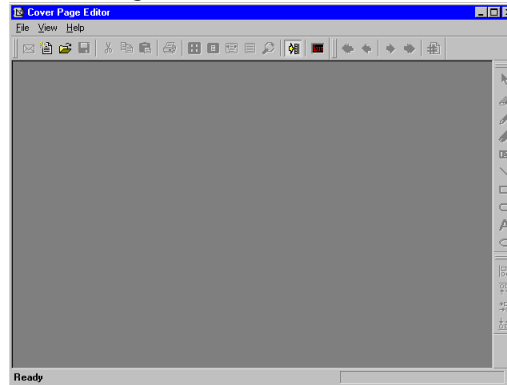
Use the Cover Page Editor to work with cover pages and faxes. To open or create documents in the Cover Page Editor, use the following procedures:

- **View or manipulate a fax:** Select the fax in the Send or Receive Log and click View from the Log menu.
- **Open a fax from the Cover Page Editor:** From the File menu, point to Local Files and click Open Fax Image.
- **Open an existing cover page:** From the File menu, point to a file folder and click Open Cover Page.
- **Create a new cover page:** Select New from the File menu,

Starting Cover Page Editor

- 1 In Windows Explorer (Windows NT 4.0, 95/98), open the folder where FAXport is installed (e.g. Program Files, 3Com Corporation, FAXport) and click COVER.EXE. The Cover Page Editor main screen appears:

Figure 1-1 Cover Page Editor Main Screen



Cover Page Files

The program can send stored cover pages. In a network installment, reference to 'local files' are private to each user.

Storing the Cover Page

Store cover pages in the FAXport folder named 'Cover'.

To save your changes and close the document:

- From the File menu, click Save. When the document finishes saving, click Close from the File menu.

To close the document without saving:

- From the File menu, click Close. The Cover Page Editor asks whether you want to save the document, click No.

To exit the Cover Page Editor:

- From the File menu, click Exit.

Using The Mouse

This section describes some basic actions for handling objects with the mouse pointer.

Graphical Objects (text box, rectangle or circle):

- Move the mouse to the place you want the object to start
- Hold down the left mouse button and drag the mouse to the place where you want the object to end
- Release the mouse button.

Selecting an Object:

- Move the mouse to the edge of the object

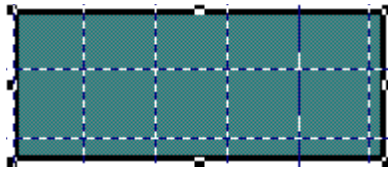
- Click the left mouse button once.
- A selected object will have eight 'nodes' or 'grab boxes' around the perimeter.

Moving an Object:

- Select the object (see above)
- Hold the left mouse button down and drag the object to a new location.
- Release the left button.

Resizing an Object:

- Select the object

Figure 1-2 Sample Object

- When the pointer is placed on one of the grab boxes, it should change to look like a drag-arrow
- Press the left mouse button and drag the grab box to change the size of the object.

2

USING GRAPHIC AND TEXT TOOLS

This chapter covers commands and tools used in creating cover pages.

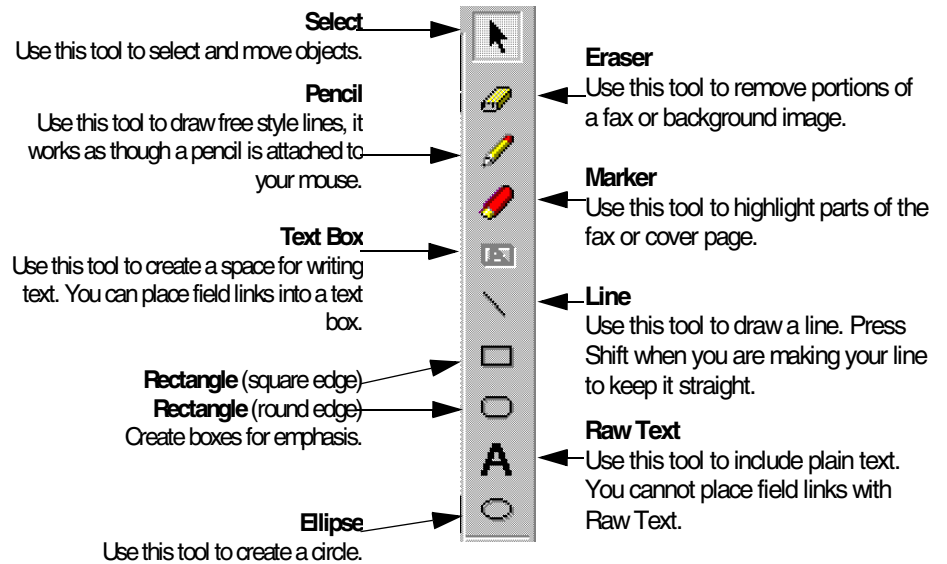
Tool Icons Orientation

A new cover page has many elements.

To create a new cover page, press the New Cover Page icon or select New from the File menu in the Standard Toolbar. The default format for a new cover page is to be able to view everything. The Grid lines will be showing, for example. Gain orientation on the cover page by turning off the Grid lines (in the View menu) and select Fit Entire Page from the View menu.

There are several main graphic and text tools to be used in the Cover Page Editor:

Figure 2-1 Toolbar Detail



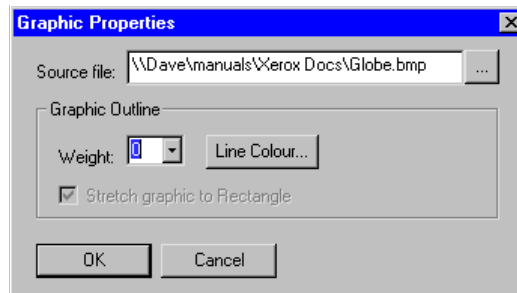
Inserting a Graphic Object

Insert a graphic object to a fax or cover page using the Cover Page Editor. The graphic object you choose to insert must be a file saved as a bitmap graphic (file extension will be.bmp).

Inserting a Graphic

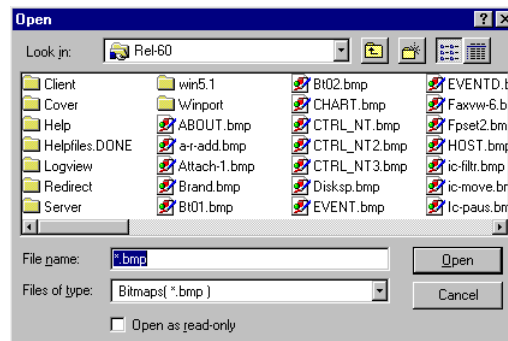
- 1 In the Cover Page Editor, click **Graphic** from the Insert menu. The Graphic Properties dialog appears.

Figure 2-2 Graphic Properties Dialog



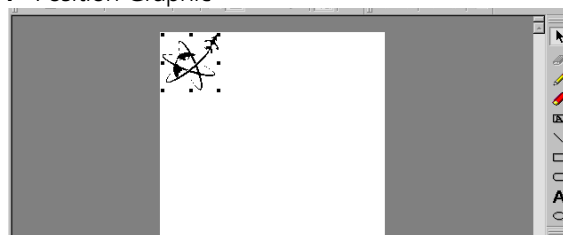
- 2 Select outlining preferences if you want a box drawn around the object. A weight of zero (0) will draw no box. Identify the file and its location in the Source file: field. To browse the directories, press the button with three dots (...). The Open dialog appears

Figure 2-3 Open File Dialog



- 3 Select the file you want and click *Open*. The Graphic Properties dialog reappears with the file name and location. Click *OK* to continue.
- 4 The graphic appears in the top-left corner of your screen. Resize and reposition the graphic using the mouse

Figure 2-4 Position Graphic

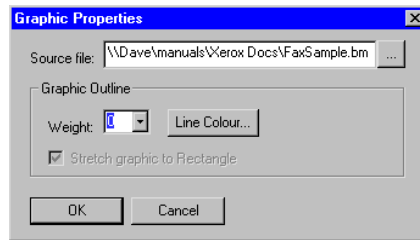


Inserting a Background

Insert a background graphic to your document using the Cover Page Editor.

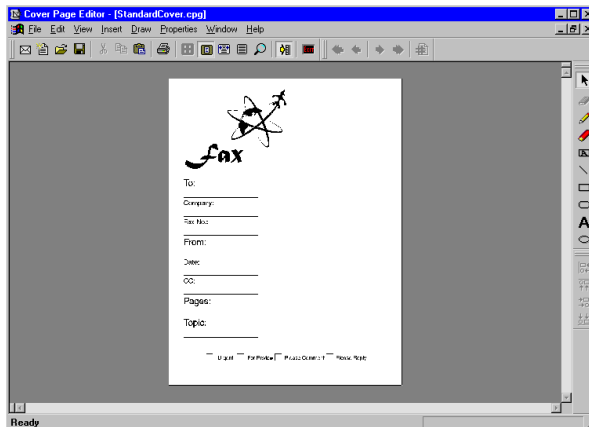
- 1 From the Insert menu, click Background Picture. The Graphic Properties dialog appears:

Figure 2-5 Showing File Identification



- 2 Identify the file and its location in the Source file: field.
- 3 Select the file for background graphic and click Open. The Graphic Properties dialog re-appears with the file name and location. Click *OK* to continue.
- 4 The background image you selected appears behind the established images and text

Figure 2-6 Showing Background Graphic



Defining a Signature

Define your signature at any time. The easiest way to get a good representation of your signature is to fax a paper with your signature to yourself. Isolate your signature and save it as a bitmap graphic.

Your signature can be automatically inserted to documents as a database field using the Cover Page Editor.

Define Your Signature

- 1 Open the document holding your signature in the Cover Page Editor.
- 2 From the Draw menu, click Define a Signature.
- 3 Using the mouse, create a rectangle around the section of the document you want to use as your signature. When you release the mouse, the Signature Image dialog appears

Figure 2-7 Signature Image Screen



- 4 Click Yes. Add your signature to faxes and cover pages using the Cover Page Editor.

FAXport uses this file when inserting a signature to a document.

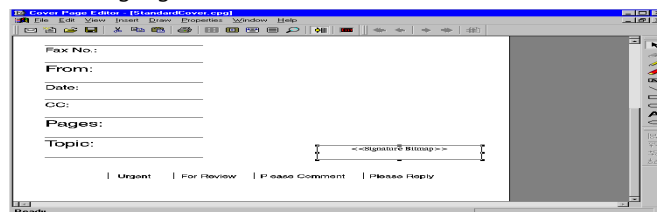
Inserting Signature Field

Insert the signature field into a document using the Cover Page Editor. If you have not yet defined your signature, see the previous procedure.

Insert Signature Field

- 1 Click Signature from the Insert menu. The signature field appears in the top-left corner of your document:

Figure 2-8 Inserting Signature Field



- 2 Resize and move your signature using the mouse.

Free-Style Drawing

Use the two free-style tools, Pencil and Marker, to create hand-drawn images in the Cover Page Editor. The pencil creates free-style lines and the marker works as a highlighter.



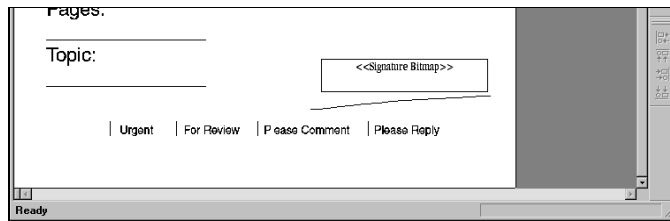
The marker is yellow by default. Change the color by selecting it and opening the Shape Properties dialog.

Draw (Pencil Tool)

Pencil
Icon

- 1 From the Draw menu, click Pencil.
- 2 Draw on your document. Press the left mouse key to leave an impression as the mouse is dragged.
- 3 Move, resize or delete your line by using the Select tool from the Draw menu.

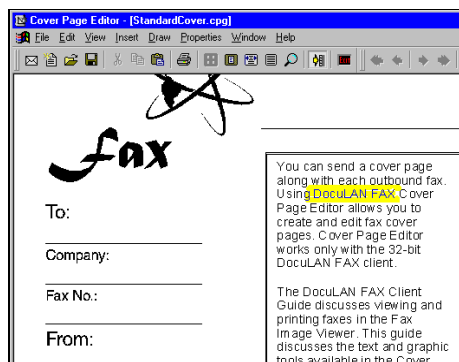
Figure 2-9 Drawn by Pencil Tool

**Highlight (Marker Tool)**

Marker Icon

- 1 From the Draw menu, click Marker.
- 2 Mark up the document.
- 3 Move and delete your lines by using the Select tool from the Draw menu.

Figure 2-10 Drawn by Marker Tool



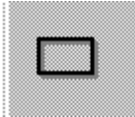
Ellipses and Rectangles

Create three types of geometric shapes: rectangles, round-edge rectangles and ellipses. Incorporate these shapes into your document using the Cover Page Editor.

All shapes created can be moved, resized and deleted using the Select tool in the Draw menu. Adjust line and fill properties with General Properties dialog in the Properties menu. Change the viewing order of the object forward and back using the Move to Front, Move to Back, Move Forward or Move Back commands from the Properties menu.

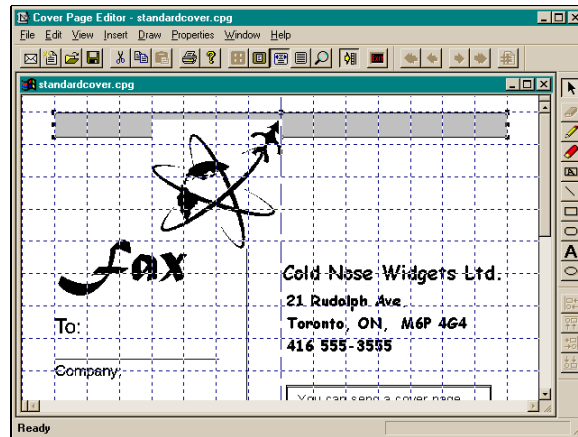
Create a Rectangle

- 1 From the Draw menu, click Rectangle.
- 2 Draw a box shape.
- 3 Practice moving and resizing your rectangle.
- 4 Adjust the outside line width, line color and fill color.



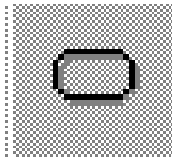
Rectangle
Icon

Figure 2-11 Using Rectangle Tool



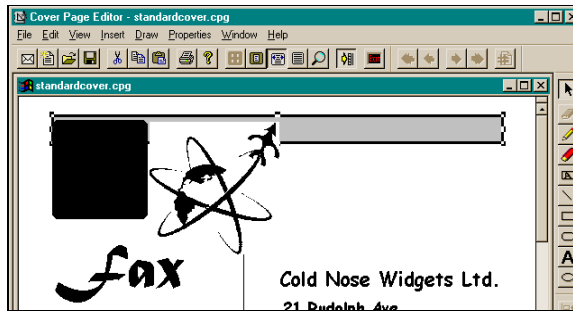
Create a Rounded Rectangle

- 1 From the Draw menu, click Round Rectangle.
- 2 Create a box with rounded corners.
- 3 Move and resize your rectangle.
- 4 Adjust the outside line width, line color and fill color.
- 5 Position the round-corner rectangle so that it overlaps the square-corner rectangle. Change the viewing order of the rectangle forward and back. See section 2.6.2 Layering Objects if you need help.



Rounded
Rectangle Icon

Figure 2-12 Using Rounded Rectangle Tool



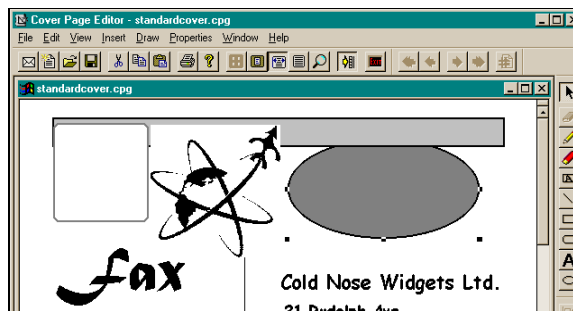
Create an Ellipse



Ellipse Icon

- 1 From the Draw menu, click Ellipse.
- 2 Create your ellipse
- 3 Move, and resize your ellipse.
- 4 Adjust the outside line width, line color and fill color.
- 5 Position the ellipse so that it overlaps the round-corner rectangle and the square-corner rectangle. Change the viewing order of the ellipse forward and back. See section 2.6.2 below for help.

Figure 2-13 Using Ellipse Tool

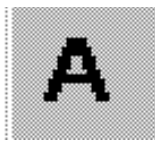


Adding Plain Text and Text Boxes

Add plain text and text boxes to your document. Adjust position and font attributes for the plain text and for text boxes as well. Place fields into a text box. To learn more about text box contents, see “Using FAXport Fields” later in this chapter.

Move and delete text by using the Select tool from the Draw menu. Adjust text and font attributes by clicking General Properties from the Properties menu. Change the viewing order of the text forward and back using the Move to Front, Move to Back, Move Forward or Move Back commands from the Properties menu.

Add Plain Text



Raw Text Icon

- 1 From the Insert menu, click Text.
- 2 Click anywhere on your document. The text cursor appears.
- 3 Type the text you want.
- 4 Move the text.
- 5 Adjust text and font attributes.
- 6 Change the viewing order of the text forward and back.

Figure 2-14 Adding Plain Text



Using Database Fields

If you choose to create your own cover pages, you may enter plain text or database fields.

Database Field Naming Conventions If you are using standard email fields to merge the database for faxing, follow these guidelines:

For Sender Information – Always name a field for the Sender with a “Sender” prefix followed by the name of the field

e.g. SenderFirstName, SenderLastName

For Recipient Information – No prefix is necessary.

e.g. FirstName, LastName



Spaces in the field name will cause confusion when merging.

Use three types of fields in your faxes and cover pages:

- Recipient Fields—Information about the recipient in your document. [recipient name, company, fax number]
- Sender Fields—Information about the sender (you) [sender name, company, fax number]
- Other Fields—Other information [date, time]

Using fields allows you to merge a single cover page with a database full of people. When sending, the information in the database is placed into the areas defined by the fax fields.

List of Database Fields

Some field names are followed by a letter, either an R or an S. With an 'R', the information refers to the Recipient. 'S' information refers to the Sender.

Table 2-1 Database Fields

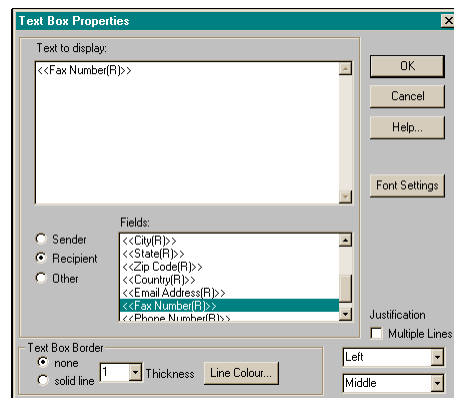
Fields (R/S)	Example
<<Title>>	Mr., Mrs., Ms., Dr., Prof.
<<First Name>>	Person's first name
<<Last Name>>	Person's last name
<<Company>>	Company name
<<Department>>	Sales, A/R, Purchasing, 0102
<<Address 1>>	First line of mailing address
<<Address 2>>	Floor Number, P.O. Box Number
<<City>>	City
<<State>>	State or Province
<<ZIP Code>>	ZIP Code (US) or Postal Code (CAN)
<<Country>>	Country
<<Internet Address>>	mailbox@host.com
<<Email Address>>	Email address, such as Sales
<<Email Type>>	If necessary (e.g. MAPI 3.x)
<<Fax Number>>	area code – exchange – number
<<Other Number1(R)>>	Recipient field only – can be used for voice phone, cell phone, pager, etc.
<<Other Number2(R)>>	Recipient field only – can be used for ext. number, voice phone, cell phone, pager, etc.
<<Other Number3(R)>>	Recipient field only – can be used for ext. number, voice phone, cell phone, pager, etc.
<<Connection Type(R)>>	Recipient field only – type of fax connection
<<CSID(R)>>	Recipient field only – Call Station Identifier, usually the international phone number
<<T30(R)>>	Recipient field only – T30 sub-addressing information
<<Billing Code>>	Billing Code, based on your company's requirements. The program finds the Sender's Billing Code on the FAXport Send dialog. The Recipient's Billing Code is found on their phonebook Recipient Record

Fields (R/S)	Example
<<Notes>>	Any notes defined for phonebook entry
<<Position>>	Buyer, Purchasing Mgr., Sales Agent, etc.
<<Manager>>	FirstName, LastName
<<Assistant>>	FirstName, LastName
<<Alias>>	Snake, Red-eye, Animal, etc.
Other Fields	Example
<<Main Message>>	Text that is common to all recipients.
<<Date>>	mm/dd/yyyy
<<Time>>	hh:mm A.M./P.M
<<Number_Of_Pages>>	Total number of pages in the fax
<<Subject>>	Refers to text in the Subject field on the FAXport Send dialog.

Add a Database Text Box (Fax Fields)

- 1 Open a fax cover page or create a new one.
- 2 From the Draw menu, click Fax Field/Text Box.
- 3 Create a text box by drawing a diagonal line.
- 4 After you create the text box, select it and click General Properties from the Properties menu. The Text Box Properties dialog appears.

Figure 2-15 Text Box Properties Dialog



- 5 Select **Sender** or **Recipient** before choosing what information to put into the text box.
- 6 Establish the **Font Settings** by pressing the button. If you are creating a number of database fields, these settings will be standard. They may be changed, of course, by selecting an established box and choosing Fonts from the Properties menu.
- 7 Select appropriate information from the Fields window in the correct order within the field. Don't forget spaces and punctuation.
- 8 Note that the default setting for box lines is set on solid line. Remove lines if you don't want them.
- 9 Enable Multiple Lines when you want the text to automatically wrap to fit into the text box dimensions.

- 10 Move and resize the text box.

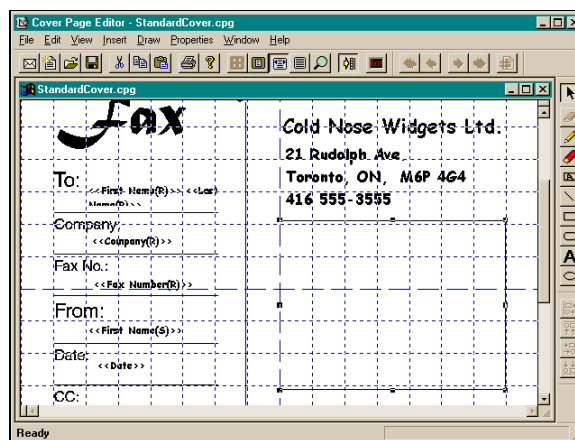
Figure 2-16 Showing Text Box



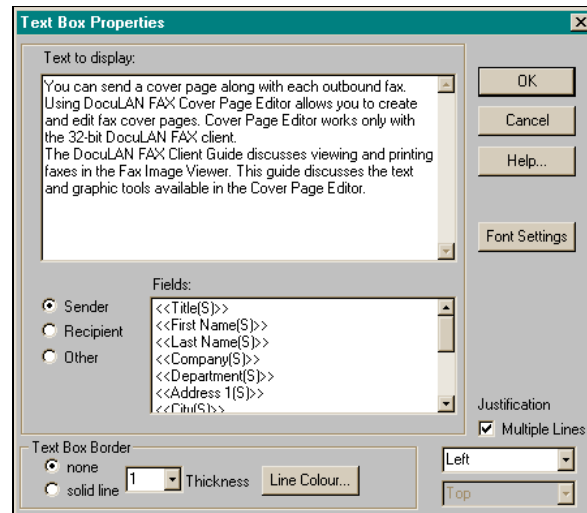
Add a Simple Text Box If you want to add a block of text from a word processor, go to that place and copy it into the Windows Clipboard (Select, Edit, Copy). This section will show you how to paste a block of text into a text box.

- 1 From the Draw menu, click Fax Field/Text Box or choose the Text icon.
- 2 Create a text box by drawing a diagonal line. Turn on the Grid lines to be sure you are aligning the text properly.

Figure 2-17 Turn On Grid Lines



- 3 After you create the text box, select it and click General Properties from the Properties menu. The Text Box Properties dialog appears.

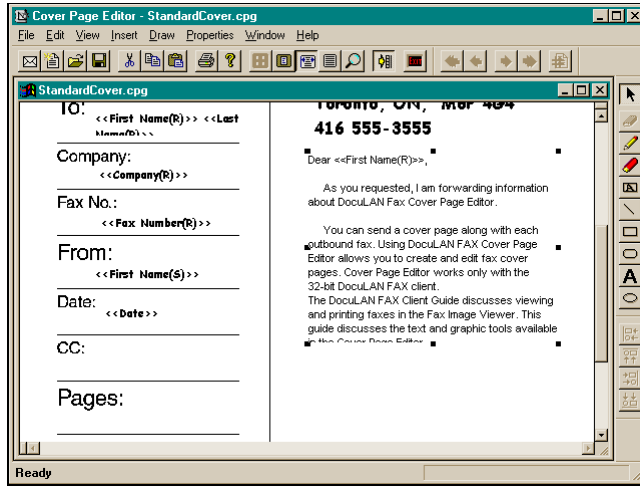
Figure 2-18 Text Box Properties Dialog

- 4 Paste the block of text from the Windows Clipboard into the window.
- 5 Press the **Font Settings** button and set the size and characteristics of the font.
- 6 Note that the default setting for box lines is set on solid line. Remove lines by indicating 'None' if you don't want them.
- 7 Enable Multiple Lines when you want the text to automatically wrap to fit into the text box dimensions.
- 8 Press *OK* to return to the main screen. Move and resize the text box if necessary.

Fax Fields in a Text Box A block of text can be personalized, using valuable information from your client database.

- 1 Create and fill a text box as described above.
- 2 Add a personal statement that will apply to all recipients.
- 3 Select the fields you want to include as described in Fax Fields, above.
- 4 Font settings, line weight, line color, fill color and text justification will remain the same as the original text.
- 5 Press *OK* to return to the main screen. Adjust text box size and location as necessary.

Figure 2-19 Adjusting Size and Location



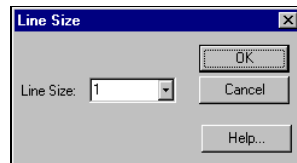
Properties of Graphics

This section discusses changing line, box and text properties. It also explains layering and aligning objects.

Line Size

- 1 From the Properties menu, click Line Size. The Line Size dialog appears.
- 2 Select a point size between 0 and 15. Click OK

Figure 2-20 Line Size Dialog



Fill Color, Line Color

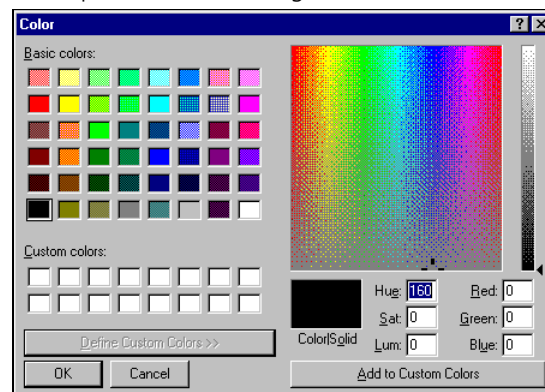
- 1 From the Properties menu, click Line Color or Fill Color. The Color dialog appears.

Figure 2-21 Color Dialog



- 2 Select other colors by clicking the Define Custom Colors button.

Figure 2-22 Expanded Color Dialog



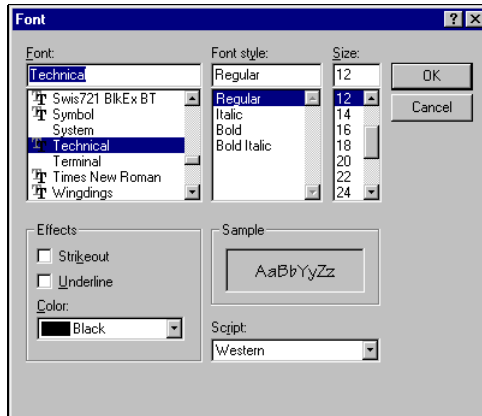
- 3 Click Add to Custom Colors to save a color you create.

- 4 Select a color and click OK.

Fonts

- 1 From the Properties menu, click Font. The Font dialog appears.

Figure 2-23 Font Dialog



- 2 Change the font type, style and size.
- 3 Enable Strikeout or **Underline** effects if desired.
- 4 Change the text color in the Color field. When you finish setting up your font display, click OK.

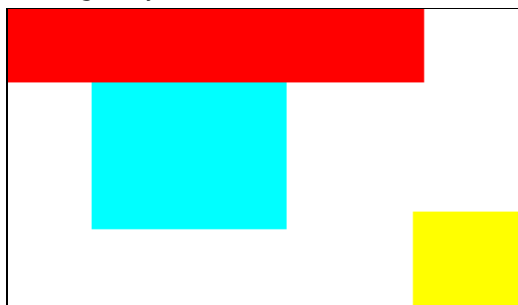
Aligning Graphic Objects

Align the various graphic objects on the cover page. When you align objects you are moving all objects except the one furthest in the indicated direction. For example, if you have three boxes select them (press Shift and use the Select tool to box the objects) and align all three to the top, bottom, left or right.

If you want to align them to the left, the box that is currently furthest to the left become the object to which the rest align.

For example ...

Figure 2-24 Align Objects No. 1

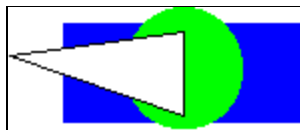


... changes to...

Figure 2-25 Align Objects No. 2

Layering Objects Layer several objects using simple commands. In the following example, we are changing the layer position of the blue box:

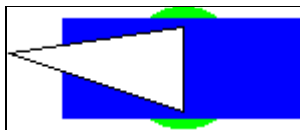
- 1 Move to Back—moves the object all the way to the back.



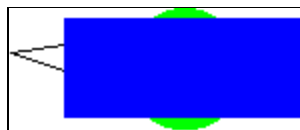
- 2 Move to Front—moves the object all the way to the front.



- 3 Move Back—moves the object back one level.



- 4 Move Forward—moves the object forward one level.



Using the Eraser Tool

Access the Eraser tool from the Draw menu. When you select Eraser, set the Eraser Width to 1, 2, 4 or 8 squared pixels.

Use the Eraser tool on a background image or a fax image. You cannot use it on an object you create in the Cover Page Editor.

To use the Eraser tool

- 1 In the normal view, drag the eraser over your document to 'erase' parts of the background or fax image.



To remove a drawing or text object, simply select it and press the Delete key.

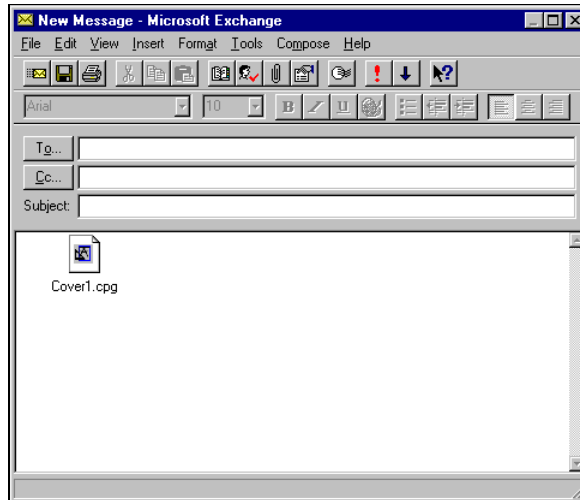
Sending the Document Using Email

Send the cover page or fax you are using in the Cover Page Editor as electronic mail.

To send the document as mail

- 1 In the Cover Page Editor, open the document you wish to send.
- 2 From the File menu, click Send. The electronic mail program you use appears with the cover page as an attachment

Figure 2-26 New Message Screen.



- 3 Address the message as normal. When you finish, click Send.

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