About the online help

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The online help covers all features. You can access the online help in two ways:

From the Help menu in any WinFax program

- The Help Topics dialog is the main entry into the online help, and it contains links to both feature overviews and instructions on how to use WinFax and its related programs. You can display the Help Topics dialog by clicking Help Topics on the Help menu.

The Help Topics dialog is similar to the WinFax User's Guide – complete with a <u>table of contents</u>, an <u>index</u>, and a <u>full-text search engine</u>.

To return to the Help Topics dialog now, click the Help Topics button at the top of this window. For more information about using the Contents, Index, or Find tabs, press F1 now.

In most WinFax dialogs

- Many WinFax dialogs contain a <u>What's This? help button</u> in the upper right corner or a <u>What's This pointer</u> on the toolbar that you can use to display information about on-screen components such as individual fields in dialogs and menu commands.

Contents tab

The Contents tab on the Help Topics dialog (shown below) displays a hierarchical representation of the information in the online help. To view the information in a chapter, double click the sicon. To display the information in an individual topic, click the

icon beside the topic.	
Help Topics: WinFax Online Help	? ×
Contents Index Find	1
Click a book, and then click Open. Or click another tab, such as Index.	
About the online help	_
🔷 Introducing WinFax	
Personalizing Cover Pages and Phonebooks	
🔷 😻 Sending Faxes	
Receiving Faxes	
Checking for New Faxes	
Viewing Faxes	
Printing Faxes	
Generating Fax Reports	
Storing and Deleting Faxes	
🔹 🔖 Using the Fax Sharing feature	
Using WinFax and ACT!	
Troubleshooting WinFax	
<u>O</u> pen <u>P</u> rint Car	icel

Index tab

The Index tab on the Help Topics dialog (shown below) displays an alphabetical list of all subjects covered in the online help. To look up information in the index, type the word or phrase in the field at the top of the Index tab. The index scrolls ahead and displays all entries matching the text you entered.

Help Topics: WinFax Online Help	? ×
Contents Index Find	
1 <u>Type</u> the first few letters of the word you're looking for.	
Faxes 2 <u>Click the index entry you want, and then click Display.</u>	
FaxDDE faxes adding graphics adding text annotating archiving attachments broadcasting canceling canceling changes charging to credit cards cleaning up compressing converting to other graphics formats converting to text cover pages delation	
Display Print.	Cancel

Find tab

The Find tab on the Help Topics dialog (shown below) allows you to search the online help for specific words or combinations of words (for example, "logo" and "cover pages"). To search for text, type the text in the field at the top of the Find tab and click Find.

Help Topics: WinFax Online Help	? ×	
Contents Index Find	1	
1 Type the word(s) you want to find		
Faxing 🗾	Cl <u>e</u> ar	
2 <u>S</u> elect some matching words to narrow your search	Options	
Faxing 📃	Find Si <u>m</u> ilar	
	Eind Now	
	<u>R</u> ebuild	
3 <u>Click</u> a topic, then click Display		
Faxing a cover page with a note on it Faxing a document with letterhead Faxing a scanned document (Twain scanner) Faxing from Viewer Faxing one or more documents (starting from a Windows program) Faxing one or more documents (starting from WinFax) Faxing one or more documents as email (starting from WinFax)		
25 Topics Found All words, Begin, Auto, Pause		
<u>D</u> isplay <u>P</u> rint	Cancel	

What's This Help button

What's This Help pointer



Viewing a fax from Explorer

- 1 Start Windows Explorer.
- 2 Right click the fax you want to view. A menu appears.
- **3** On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

Related Topics

Starting Quick Fax Viewer from Windows

- 1 Start Windows Explorer.
- 2 Right click the fax you want to view. A menu appears.
- **3** On the menu, click Quick View. Quick Fax Viewer starts and displays the first page of the fax.

Related Topics

Starting Fax Viewer from Quick Fax Viewer

On the File menu, click Open Using WinFax Viewer.

Related Topics

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Exiting Quick Fax Viewer

•

On the File menu, click Exit.

Selecting a magnification factor

•

On the View menu, click the appropriate magnification factor.

Browsing through a multiple-page fax

•

On the View menu, click Previous Page or Next Page.

Rotating a fax page

•

On the Rotate menu, click the appropriate rotate option.

Printing a fax

- 1 On the File menu, click Print. The Print dialog appears.
- 2 In the Printer section, click the appropriate printer in the Name drop-down list.
- 3 Select any other appropriate options in the Print dialog.

Note

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You can create fax attachments out of received faxes by selecting the WinFax printer.

Viewing and hiding the toolbar

On the View menu, enable Toolbar.

Note

To hide toolbars, on the View menu, disable Toolbar.

Viewing and hiding the status bar

On the View menu, enable Status Bar.

Note

To hide the status bar, on the View menu, disable Status Bar.

Opening multiple instances of Quick Fax Viewer

On the View menu, disable Replace Window. A new Quick View window will open each time you open a fax file.

Note

To have the Quick Fax Viewer window change to show the new file each time you open a fax, enable Replace Window.