2 Tutorial

This chapter contains some exercises that can be used to familiarize yourself with the iFax system. Each exercise is short and easy to complete in just a few minutes. Be sure that the system has been completely installed before starting the exercises.

We recommend that you spend a little time going through the tutorial. This will be the easiest and fastest method of finding out what the system can do. After that, you can refer to the other chapters for detailed instructions on how everything works.

A sample iFaxFile member, sample text files, and sample images are included with the system for these exercises.

✓ *Note:* Detailed instructions are given to you with a check-mark so that you will not miss any steps. Explanations for what you see or what the program is doing may either precede or follow each instruction.

Starting Fax Communication

Before you can actually send a fax, the Fax system must be started. This can be done using STRFAXCOM (Start Fax Communication) or using KWRKFAXL (Work with Fax Lines) from the menu FCMENU. Either of these programs will start the FAXCOM subsystem, release the FAXCOMx job queues, and vary ON the fax lines among other things. If you try to send a fax before fax communication has been started, your document will simply wait until the system is started.

✓ Display the Fax Communication menu, using GO FCMENU.

✓ Choose item 1 on the menu (Work with Fax Lines).

✓ Select option 1 (Start) for fax line 1 and press the Enter key.

If the system has been installed correctly, the modem's TR LED (Terminal Ready) will light up and in about 15 - 30 seconds the Status for line 1 will change from *Str* to *Rdy*. If it does not, please refer to the trouble shooting section in the Appendix.

✓ Press the Enter key periodically to allow the *Work with Fax Lines* screen to display the current status.

This program allows you to control and track all fax activities on the system. The options listed at the top of the screen make changes to individual fax lines. The function keys listed on the bottom will allow you to display or work with all of the different queues and files that the fax system uses.

✓ When the status changes to *Rdy* you are finished. Press F3 (Exit) to leave the *Work with Fax Lines* program.

Faxing a Spool File

There are several different methods of faxing spooled files. The method you choose will depend on how and when you fax them. For example, if you have an application that will be faxing spooled files, it will either route the spooled files to the FAXCOM output queue or it will call the KFAXSPLF command to fax it. This exercise will show you what happens when you move a spooled file entry into the FAXCOM output queue.

This exercise assumes that the fax communication system has been started. If you try to send a fax before it has been started, the spooled file will simply wait on the output queue until someone properly starts the system.

✔ The first step is to create a simple 1 or 2 page spooled file in one of your output queues that you want to try faxing. If you have no other method, just press the print key to create an entry. Be sure that the output queue that it goes into is stopped or held so that it does not automatically print before you get a chance to work with it.

✔ Display the selected entry in your output queue. You may use IBM's WRKOUTQ (queue-name) command to display the spooled file that you wish to fax.

✔ Type a 2 (Change) in the option column of the desired spool file entry, and press Enter.

✔ Type *FAXCOM* for the Printer parameter.

✔ If your spool file entry is wider than 80 columns, you may want to print it in landscape mode. You can do this by typing *LANDSCAPE* in the Form type parameter. Otherwise, if this is print key output, type *WIDTH 80* in the Form type to tell the system how wide the printed text is.

✔ Press F10 (Additional parameters).

✔ Press Page Down or Roll Up to get to the additional parameters.

✔ Type your fax machine's phone number (not your iSeries' phone number) in the User data parameter.

✔ Press Enter to make these changes and that is all there is to it.

End of the Spool File Exercise

Any spool file entry that is sent to the FAXCOM output queue will be automatically converted to a FAX image and faxed to the phone number that you can supply in the User Data field.

It may take the system 30 to 60 seconds to recognize that you have placed an entry in the output queue, then it will start converting and faxing the document. You can track the progress of the spooled file using item 3 (Work with Fax Queue) from FCMENU.

Faxing a Spool File with a Coversheet

A text editor that can be used to fax quick messages with attachments or to add coversheets to your faxes is included with your system. This exercise will have you fax a spool file with a coversheet using the Message Editor.

✔ As before, prepare a sample spooled file to be faxed, or simply press the print key to create a spooled file entry. Be sure that the output queue that it goes into is stopped or held.

✔ Display the Fax Communication menu (FCMENU), using GO FCMENU.

✔ Choose item 6 on the menu (Fax a Spooled File).

✔ If you created the spooled file, you may simply press the Enter key. Otherwise, key the proper parameters and press the Enter key to find the sample spooled file.

This will start the KWRKOUTQF (Work with Output Queue plus Fax) program. This works very similarly to the IBM WRKOUTQ program except that option 1 allows you to fax one or more of the spooled file.

✔ Type a 1 (Fax) in the option column of the selected spooled file, and press Enter. This starts up the KFAXSPLF (Fax Spool File) program.

✔ Type *FAX* in the Phone number parameter, and *xxxSAMPLE* with xxx as your initials for the Cover page member name parameter. You can change any of the other parameters if you like, then press Enter.

The Message Editor will start and it should notice that xxxSAMPLE does not already exist. At the bottom of the screen it will display the message:

> Member does not exist! Press Enter to create a new member, or F12 to Cancel.

✔ Press Enter to instruct the program to create the new member.

Whenever you create a new message member, you are given a chance to copy another member into the new one to help you prepare the message faster.

✔ Type a description of *Sample fax message*, and type *SAMPLE* in the Copy from member parameter, leaving the other parameters with their default values, then press Enter.

Message member name	xxxSAMPLE
File	COVERFILE
Description of new member .	*Sample fax message*
Copy from member	*SAMPLE*
File	COVERFILE

The program will make a copy of SAMPLE in your new message member xxxSAMPLE in COVERFILE then return you to the Message Editor screen.

The Message Editor Screen

By copying other documents into your new messages, you will not have to retype the transmitters information and any common messages. In this demonstration, all you will have to supply is the recipient information, most importantly the recipient's fax number.

```
 Msg file:    CVRFILE    Member: xxxSAMPLE    Cover
  Header:    SAMPLEFAX/FAXHDR              Footer:
  . -- To: --------------------------------.          . -- From: --------------------------------.
  | Recipient's Name             | Name  |  Your Name                           |
  | Recipient's Company          | Comp  |  Your Company                        |
  | Recipient's Fax #            | Fax#  |  Your Fax Number                     |
  |                              | Ph#   |  Your Phone Number                   |
  |                              | Mail  |  Your E-mail Address                 |
  ----------------------------------------             ---------------------------------------------
       Date:    02/10/02                          Pages:   2
    Message:
  This is just a test fax.  The following page is a spool file that I am
  faxing to see how the iFax Fax¬STM¬S Message Editor works.

  I can have our company logo appear at the top of the page and a footer at
  the bottom.  I can attach other documents to this fax by simply filling
  out the names of each document desired in the Attachments field.

  The message editor can be used to send quick messages, or to create fax
  Attachments:                          OvrTyp   More . .
  1                          2                             3
  4                          5                             6
  F2=Fax Msg     F3=Exit     F4=Adjust     F6=Insert/OvrTyp     F24=More Keys
```

✔ Move the cursor down to the fax number field (the third line of the To: box) and key your fax machine's number in the field, to send yourself a fax.

This message is actually longer than what you see on the first screen. You can use the Page keys to roll down to the second screen to see the rest of the message.

✔ To fax this coversheet along with the spooled file, press F2 (Fax Message).

The system will prepare the spooled file and the coversheet and submit it to an image conversion job queue. Within a minute or two it should start the fax transmission, if the system is running properly.

✔ Press F3 (Exit) to end the *Work with Output Queue (Plus Fax)* program.

Tracking your Faxes

Every time you send a fax, the system will notify you of its progress by sending you messages.

All your faxes are also logged into your Fax Queue. You may watch the activities on the queue using the *Work with Fax Queue* program.   You do this by entering KWRKFAXQ or using item 3 on the Fax Com menu (FCMENU).

From this program you can watch a fax's progress, change some of the fax parameters, hold a fax, or restart one.

Using the HTTP Server

If you have a PC connected to a TCP/IP network and you have purchased the optional PC Fax Tools package, you can access your Fax & Receive Queues from a browser. You will be able to control & view the sample faxes that you sent in the previous exercises. If you do not have a PC, or it is not using TCP/IP to connect to the iSeries, you will have to skip over this exercise. If you have already deleted the faxes from your Fax Queue, you will have to go back and send another fax if you want to view it.

Before you can use the HTTP Server, it has to be running. It can be started as follows:

Starting the HTTP Server

✓ Display the Fax Communication menu, using GO FCMENU.

✓ Choose item 1 on the menu (Work with Fax Lines).

✓ Press F9 to start the HTTP Server.

If the system has been installed correctly, the HTTP Server status should change to *Rdy*, in just a few seconds. You can see the status at the top of the screen.

Connecting to the HTTP Server

✓ Start your PC browser and fill out the address field, as follows:

http://*your-iSeries*:18620/

your-iSeries is the name or IP address of your iSeries. You may use the internal address from inside your network, or the external address from outside your network.

✓ This will ask you to Sign On, using your normal iSeries *User-Id* and *Password*.

Your Fax Queue will be shown to you.
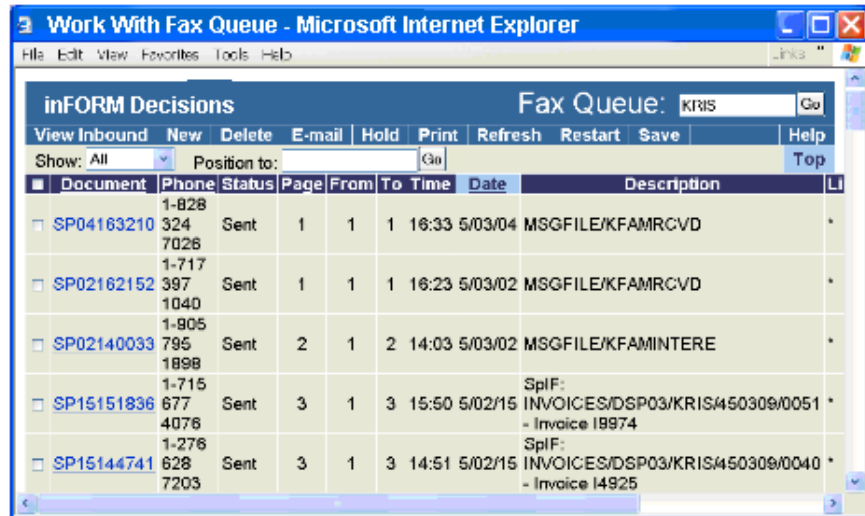
✔ Use the "Add to Favorites" function of the browser (the first time), to save the address for easier connection in the future.

Controlling your Fax documents

The HTTP Server gives you complete control over your Fax documents. To do this, you check one or more of the boxes to the left of the desired documents, then click one of the command buttons at the top (or bottom) of the screen. This will allow you to Delete, E-mail, Hold, Print, Restart, or Save any of the Fax documents.

The View Inbound button is used to show you the inbound Fax documents in your Receive Queue. The New button is used to create a new Fax. You can attach documents created from any application on your PC, when creating a new Fax.

Working with a specific Fax

✔ Click on the name of the document that you would like to Open.
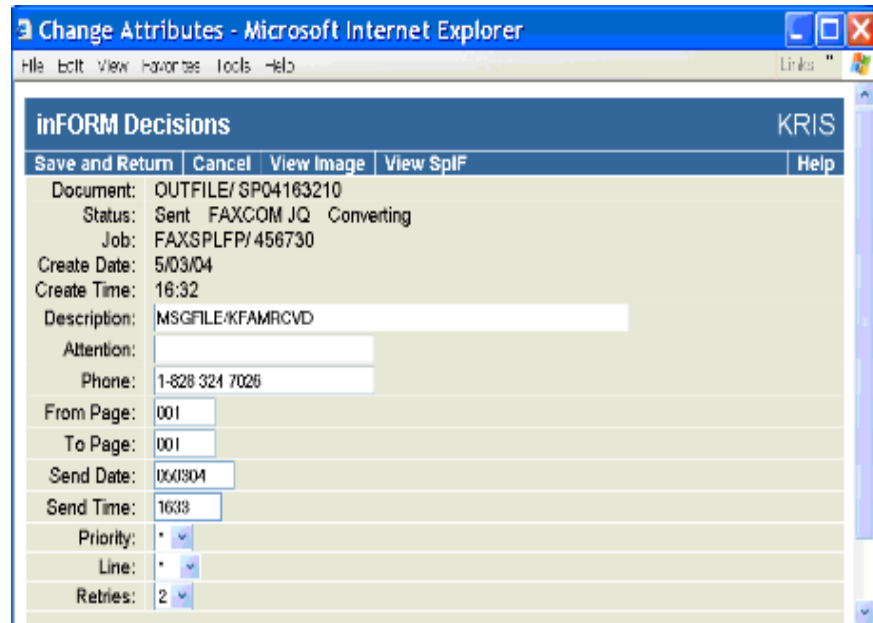
✓ From this screen you can change any of the Fax attributes, view the Fax image or view the original spooled file that created the Fax. The Cancel button leaves this screen without making any changes to the attributes, or you can use the browser's Back button to go back to the previous screen.

Selecting your default Fax Viewer

The following steps only have to be run once, for each PC. It is used to set the default viewer that will be used to display Fax images.

Your PC probably contains multiple programs that can view the Fax images. You will need to select one, the first time you view one of the images.

✓ Click the View Image button.

The Fax image will be sent to your PC as a file with a CK-TIF filename extension. This will not be a known File Type. Windows will ask you if you would like to Save the file.

✓ Click the Save button, on the *File Download* screen.

✓ Click the Save button, on the *Save As* screen.

✓ Click the Open button, on the *Download complete* screen.

Windows will tell you that it cannot open the file, because of the unknown filename extension.

✓ Check the *Select the program from a list* radio button then click the OK button.

The *Open With* screen will show you multiple programs that you can select from. We recommend that you select the "**Windows Picture and Fax Viewer**" program, but you are welcome to try others.

✓ Select the desired program, type in the description field, remove the "Always

use the selected program to open this type of file" option (if you want to try other programs), and press the OK button.

You will be able to repeat the previous steps. When you find the viewer program that you like, select the "Always use the selected program to open this type of file" option.

✔ View another or the same Fax image. This time, on the *File Download* screen, uncheck the "Always ask before opening this type of file" option. This will tell your system to open the CK-TIF images with your selected viewer, without asking you to Save them first.

Using the Print Driver

These instructions assume that you have installed the "KeyesFax Print Driver" on your PC. If not, you will need to go to the PC Tools section and follow the instructions to do this.

✔ Open up any application on your PC that you would like to create a Fax from.

✔ Select the "KeyesFax Print Driver" for this document. This is typically done using the File/Printer setup... menu item.

✔ Print the document to the "KeyesFax Print Driver" which will print a PRN file to your default folder.

It does not matter where the file is located. The default location is dependent on the application that you are printing from. You may name the PRN file anything you want.

Faxing the PC document

From your Fax Queue, using the HTTP Server, you can create new Fax documents and attach any file that you printed using the KeyesFax Print Driver.

✔ From the browser session, press the New command button at the top of the *Fax Queue* screen.

The *Send a fax* screen will be shown to you.

A coversheet will be automatically created for you, named after your User-id. You can switch to a different coversheet by pressing the button to the right of Coversheet: and typing in a different file or member name. Type any information that you want, for your coversheet, or you can choose to not send a coversheet by clearing the Coversheet checkbox at the top of the screen. The last coversheet saved under each name is always given back to you, for each new Fax.

✔ You can add your PC document to this Fax by pressing the PC button to the right of Attachments:

✔ Press the Browse button on the *Attach PC file* screen and select the PRN file that you printed earlier.

✔ Press the OK button on the *Attach PC file* screen. The PC file will be uploaded to the iSeries, converted to a Fax image, and attached to your Fax.

✔ You can browse for the To Name, To Company, and To Fax # fields by pressing the Phonebook button to the right of To Fax #:

✔ Press the Send button to send the Fax.

iFaxFile Information Manager

The following steps will have you open a sample iFaxFile member (called SAMPLE) to see how the information manager works.

✓ Display the iFaxFile menu (KFMENU), using the GO KFMENU command.

You can start the program from this menu, however, most of the time it is easier just to enter a command directly on the command line.

✓ Enter: KF SAMPLE

This will start up the iFaxFile Information Manager showing you the cards in the iFaxFile member called SAMPLE.

The following picture should assist you in finding the different areas on the screen. The program is very sensitive to the location of the cursor. It will perform completely different functions depending on where the cursor is at the time you press a function key.
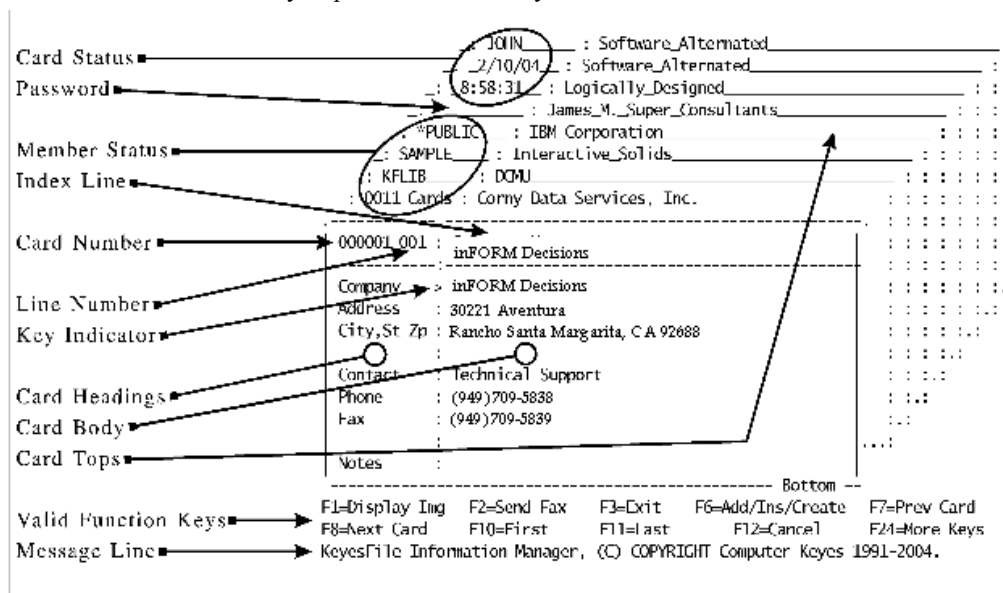
Managing Information

The sample iFaxFile member contains several fictitious names and addresses. We will be using it to demonstrate how you can store and retrieve information in a number of ways.

9 Card Tops show you the index or key to the cards. You can quickly jump to a specific card using the Index line, but before we do that, let's see some of the other ways of moving around.

Scrolling through the cards:

✓ Use F8 and F7 to scroll forwards and backwards through the cards.

11

This is one of the ways of moving around, and is normally used when the card that you seek is only a few cards away, or you want to look at each card in a group. For a faster scroll you can use the Page or Roll keys.

✔ Be sure that the cursor is on the Index line, then use Page Up (or Roll Down) to scroll 8 cards at a time through the file.

There were only 11 cards in this file when we first gave it to you. As you scroll through the file, notice that the program shows you where the bottom of the file is, then starts the list over at the beginning of the file again.

Displaying a particular card:

If you see the top of a card that you want to display, here is another method you can use to get to it.

✔ Move the cursor to one of the Card Tops. Be sure that you have moved the cursor over to the right of the Card and Member Status areas.

✔ Press the Enter key.

The card top that you were on instantly moves to the front.

Jumping to a specific card:

The computer can find a card for you if you give it one or more characters of the key to search for.

✔ Move the cursor to the first character of the Index line.

✔ Type a capital *S* followed by the Field Exit key.

The computer will move the first card with a Company Name that starts with the letter *S* to the front.

Jumping to the first card:

Before we go on to the next step, lets jump to the first card in the file again.

✔ Be sure that the cursor is either on one of the Card Tops or on the Index line of the top card.

✔ Press F10 to jump to the first card.

You now should be on the inFORM Decisions card. If not, use F8 or any other method to position yourself there.

Changing the Index

You have been able to move around in the cards freely looking for different companies. But, what if you were looking for a person instead of a company. iFaxFile allows you to easily switch the key to any of the 999 card lines.

✔ Move the cursor to the Key Indicator column on the Contact line. The cursor should be on the colon in front of the words *Technical Support*.

✔ Press the Enter key.

The Card Top area is now split, showing you both the newly selected key and the primary key to the cards. The cards are instantly shown to you in a new order based on the newly selected key.

```
       _: JOHN_____ : Sam_Searsucker_____:_DOMU_____
        _: _2/10/04__ : Ron_Pidley_____:_Software_Alternated__ :
        _: _8:58:31__ : Jim_Super_____:_James_M._Super_Consul : :
         _: _____ : Becky_Mortis_____:_Interactive_Solids___ : : :
      _: *PUBLIC___ : _____^*^___Bottom___^*^_____ : : : :
    _: SAMPLF____ : Your_Name_____:_Your_Company_Name____ : : : : :
   _: KFLIB_____ : Wayne_Thrusher_____:_Software_Alternated__ : : : : : :
    : 0011 Cards : Tim Revanna          : Software Alternated : : : : : : :
  ,-----------,-----------------------------------------------. : : : : : : :
  | 000001 001 : Technical Support       : inFORM Decisions    : : : : : : :
  -----------:-----------------------------------------------+ : : : : : : :
  Company     : inFORM Decisions                             : : : : : : : :
  Address     : 30221 Aventura                               : : : : : : :.:
  City.St Zp : Rancho Santa Margarita, CA 92688              : : : : : :.:
              :                                              : : : : :.:
  Contact     > Technical Support                            : : :.:
  Phone       : (949)709-5838                                : :.:
  Fax         : (949)709-5839                                :.:
              :                                              ...:
  Notes       :
  --------------------------------------------------- Bottom --
  F1-Display Img  F2-Send Fax  F3-Exit  F6-Add/Ins/Create  F7-Prev Card
  F8=Next Card    F10=First     F11=Last      F12=Cancel    F24=More Keys
```

Searching by the new key:

Searching for cards using a different key is no different than for the primary key except that not all of the cards will necessarily be shown to you. Any card that does not have anything keyed for the selected key is not shown.

For example, there is a card in the file for IBM Corporation. Notice however, that if you scroll through the file, the IBM card is not shown to you. That is because the IBM card does not have anything keyed in the Contact column.

✔ Move the cursor to the first character of the Index line, type a capital *Y*, then press the Field Exit key.

This time the computer moves the first card with a Contact name that starts with the letter *Y* to the front. We are looking for a card with *Your Name* and *Your Company Name* on it.

Editing a Card

We are going to duplicate the *Your Name* card, so that you can change it. This will allow everyone to use the tutorial without things getting confusing.

✔ Put the cursor on the Index line of the *Your Company Name* card.

✔ Press F22 to duplicate the card.

Notice that the message, at the bottom of the screen, tells you that you are looking at the original (not the copy) of the card. The copy should be just behind the original in the file. The original had card number 11. The copy will have a higher card number.

✔ Press F8 to move to the copied card.

Making the copy your own:

The card that you just duplicated is for you, and you alone. You get to make any changes to this card that you want.

✔ Move the cursor down to the Company Name line (not the Index line).

✔ Key in your own company name over the top of *Your Company Name*.

✔ You may move the cursor down to the next line, using the Field Exit key.

✔ Fill in the address, your name, and phone numbers as each line is labeled.

✔ Press the Enter key to update the card and the Index line.

Undoing Changes

Before you press the Enter key, a function key, or a Roll key, any changes to a card are not permanently recorded. You will be able to undo those changes using the Home key (Alt+Home on some terminals). Lets make a change to your card and get the original back to see how it works.

✔ Use the down arrow key to move the cursor down to lets say the Address line.

✔ Type some garbage over the top of the good address line, but do not press the Enter key.

Remember, as long as you do not press the Enter key, a function key, or a Roll key, you can undo the changes that you make to the card.

✔ Press the Home key **twice** to undo the changes.

On some terminals, you must hold down the Alt key to activate the Home key. You will be able to tell when this is necessary, when the word *Home* is written on the front of the key in green.

Scrolling to additional card lines:

There are up to 999 lines of data for each card, but we have only seen 9 lines of the cards so far. Let's move down to the other lines in the cards.

✔ Move the cursor down to any line on the front card, not the Index line.

✔ Press the Page Down or Roll Up key to scroll down to the next 8 card lines.

You should see the Card Heading column change to *Notes* at the top of the column, and the number *009* appear in the Line Number field. If not, you may have pressed the Roll Down instead of the Roll Up key. You should see the following screen.

```
                    : JOHN        : Technical Support    :
                  _: _2/10/04__ : Steve_Vittles_____:_Logically_Designed___ :
                 _: _9:27:28__ : Scott_Pederton_____:_Corny_Data_Services__ : :
               _: _____ : Sam_Searsucker_____:_DCMU_____ : : :
             _: *PUBLIC___ : Ron_Pidley_____:_Software_Alternated__ : : : :
            : SAMPLE     : Jim Super        : James M. Super Consul : : : : :
           _: KFLIB_____ : Becky_Mortis_____:_Interactive_Solids___ : : : : : :
            : 0011 Cards :              ***     Bottom    ***        : : : : : : :
          .------------.---------------------------------------------. : : : : : : :
          | 000011 009 : Your Name               : Your Company Name  | : : : : : : :
          |------------:-----------------------------------------|   : : : : : : :
          | Notes      : Sent Fax about iFax                     :   : : : : : : .
          |            : SampleTxt/Fax0001                       :   : : : : : :.:
          |            : SampleTxt/Fax*                          :   : : : : :.:
          |            :                                        :   : : : :.:
          |            : SampleImg/Plus                         :   : : :.:
          |            : SampleImg/Signature                    :   : :.:
          |            : SampleImg/Invoice                      :   :.:
          |            : SampleImg/?                            ...:
          |            :
          |------------------------------------------------ Bottom --
          F1-Display Img  F2-Send Fax   F3-Exit   F6-Add/Ins/Create  F7-Prev Card
          F8=Next Card    F10=First     F11=Last       F12=Cancel     F24=More Keys
```

We have successfully explored the iFaxFile Information Manager to the point where you should be able to get around in any card file. For additional information please refer to the Information Manager chapter. It will show you how to make subsetted lists, use the search function, add or delete lines, update card headings, use the printing features, etc.

If you wish to end the tutorial now, just press the F3 (Exit) key. But if you stick around a little longer, the following exercises will show you how to use the Fax and Image features of the information manager.

Faxing from the Information Manager

Fax messages can be sent directly from the iFaxFile Information Manager just as they can from one of your own applications (if your programmer adds a call statement to the program). The information manager is an ideal place to send a fax from, because it gives you an easy method of keeping track of all your fax messages, the people you send them to, and their phone numbers.

In this exercise we use IBM's PDM and SEU programs to copy, browse, and edit text files to be faxed. The information manager can do the same tasks with OfficeVision documents or with the Message Editor, but this exercise will show you how to send faxes using a third method. If you are not interested in learning how to send faxes using IBM's PDM and SEU programs, you may want to skip this exercise.

We will start from where you left off from the previous exercise, on your card. If you need to get back to your card, you may do so as follows:

✓ To start the program, enter KF SAMPLE.

✓ Change the key to the Contact name, by moving the cursor to the Key Indicator column at the Contact line and pressing the Enter key.

✓ Find your card, by typing the first few characters of your name on the Index line and pressing the Field Exit key.

✓ Scroll down to the Notes lines, by moving the cursor to the Card Body and pressing Page Down or Roll Up.

Your screen should look similar to the previous picture, listing sample text and sample image documents.

Keeping Track of your Fax Messages

You can type document names, dates, and explanations on the cards. This gives you an easy method of keeping track of your correspondence. Document names are placed anywhere on a card line in the following format:

```
file/member-name
        or
folder/document-name
```

Viewing a previously sent fax message:

You can view any text, message, or image document that is named on the cards using the F1 key (Display Image).

✓ Move the cursor to the *SampleTxt/Fax0001* line. The cursor can be anywhere on the file or member name.

✓ Press the F1 key to display the document.

After a few seconds the program should place you in IBM's SEU program in Browse mode.

✔ Use the Roll keys to read the text document.

✔ Like most documents that you will create, this one has several command lines in it. The command lines start with the negate symbol (¬) and direct the fax program to do various things. The text document that you are looking at produced the fax shown to you below.

✔ When you are finished looking at it, press F12 (Cancel).

From: Way Ahead, Inc.   (949) 555 - 1212   02/10/04   15:20

Way Ahead, Inc.   1234 Desert Way, Sunset, CA 92688   (949) 555 - 1212

Attn: Your Name

Company: Your Company

Fax #:   Your Fax #

From: **inFORM Decisions**

Date: Todays Date

We are transmitting ___1___ pages total (including this page).

This is just a note to tell you something about automated fax. This fax was automatically generated by the **iFax** Fax system.

Please note the following:
* Embedded commands can be used to define the font, start new pages, include other images with the fax, merge other images with the text, and define the margins.
* Your scanned in Letterhead can be included at the top.
* The text portion can be as long or short as desired.
* You can make as many pages as desired.
* You can add signatures, scanned in using the fax machine, cut out with editing programs, and included at the bottom.
* Any image generated on a PC with a graphics program, can be uploaded to the iSeries (AS/400), and included with the fax.
* Other images, such as brochures or price sheets, can be easily scanned in and included as additional pages of the fax.
* The iSeries automatically generates the fax and transmits it without further assistance. You can continue working, without wasting any time at a printer or fax machine.
* You can schedule a fax to be sent later.
* You can send a fax to a list of multiple phone numbers.
* You will be notified when each fax is sent, or if any fail.
* The **iFax** File Information Manager can easily keep track of all your fax messages, and fax phone numbers.

If you would like additional information, please advise.

Sending a Fax using the Message Editor

You can send any text, message, or image document as a fax using the F2 key (Send Fax). You can also select a fax phone number, or create a new fax using the same key.

Selecting a fax phone number:

Before you go off to create a new fax, normally you would want to select the phone number of the destination fax machine. Make sure that your fax machine's number is on your card.

Whenever you fax a message, the system will automatically pick up the phone number that it finds in any line that has the title *Fax*.

If there is more than one fax number to choose from you can select one manually by moving the cursor to the first few digits of the desired number and pressing F2. If you have only one fax number on the card, this will not be necessary.

Creating a new fax message:

If you know what you want to call the next fax that you will be creating, you simply key the file and new member name anywhere on a card line. We will be faxing a message from MSGFILE so:

✔ Move the cursor to an empty line on your card and type *MsgFile/xxxSample* where xxx is your initials.

✔ Put the cursor anywhere on the file or member name and Press F2 (Send Fax).

The Message Editor will start and it should notice that xxxSAMPLE does not already exist in MSGFILE. At the bottom of the screen it will display the message:

> Member does not exist! Press Enter to create a new member, or F12 to Cancel.

✔ Press Enter to instruct the program to create the new member.

Whenever you create a new message member, you are given a chance to copy another member into the new one to help you prepare the message faster.

Notice that the company name field from your card was already copied to the description parameter for you. Type *SAMPLE* in the Copy from member parameter, leaving the other parameters with their default values, then press Enter.

Message member name	xxxSAMPLE
File	MSGFILE
Description of new member .	*Company name*
Copy from member	SAMPLE
File	MSGFILE

The program will make a copy of SAMPLE in your new message member xxxSAMPLE in MSGFILE then return you to the Message Editor screen.

Editing the message:

Notice that the company name, the contact, and the fax number fields from your card are automatically copied to this new message member for you. Also a standard message that you define is copied from the member that you specify (from SAMPLE in this case), so that you will not have to retype the transmitters information and any common messages.

You may change any part of the message at this time, if desired. Here are a few pointers on how this is done.

- Use the Page keys to roll down and view the entire message.
- Type over text to change it.
- Use the Delete key to remove unwanted text.
- Use F6 to toggle between insert and overtype modes.
- Use F4 to adjust lines of a paragraph after inserting or deleting text.
- Use F13 to remove unwanted lines from the message, moving the following lines up.
- Use F17 to search a Phonebook for a new recipient.

  Note: If you started the Message Editor from the iFaxFile Information Manager you cannot use the Phonebook feature, as this would cause the program to call itself recursively.

- Use F22 to copy lines of text.
- Use F23 to start the Spell Checker.

✔ To fax the message, press F2 (Fax Message). Press Enter to confirm that you want it faxed.

The system will prepare the fax and submit it to an image conversion job queue. In a minute or two, it should fax the message.

✔ Press F3 (Exit) to end the Message Editor. You will be returned to the iFaxFile Information Manager right where you left off.

End of Faxing Exercise

You have used the iFaxFile Information Manager to display, edit, and send a fax message. For additional information please refer to the Message Editor chapter. It will show you how to set up your own company logo as a fax header, how to attach other images to your messages, and how to include text commands or attributes in your messages.

If you wish to end the tutorial now, just press the F3 (Exit) key. However, if you have a graphics capable PC, the following exercise will show you how to use the Image features of the information manager.

Message Editor Advanced Features

This exercise will show you some of the advanced features of the Message Editor, such as how to use a Phonebook, copy lines of text, insert text, and how to spell check your messages.

✔ Display the Fax Communication menu, using GO FCMENU.

You can start the Message Editor program by typing in the FAXMSG command or from this menu.

✔ Choose item 9 on the menu (Fax a Message).

✔ Type *xxxSAMPLE*, with xxx as your initials, in the Message member name parameter then press Enter.

        Message member name . . . . xxxSAMPLE

          File . . . . MSGFILE

This member should already exist from a previous exercise. If not, go ahead and create a new member and copy from a member called SAMPLE when the system asks.

Using the Phonebook

We are going to make a new message to a new recipient in this exercise. The first step will be to get new information in the recipient box.

✔ Press F17 (Phonebook) to start up the Phonebook feature.

The iFaxFile Information Manager program will start up showing you one of your card files. The FAXSETUP program can be used to set the default Phonebook member name. If your default Phonebook has been left blank, the system will show you the member called SAMPLE. Also, you can change to any iFaxFile member that you desire by moving the cursor to the member name, activating it, and changing it to a different member. But for this exercise, it does not matter which member you are in.

✔ Select any one of the cards that you want to using the Roll keys, F7 or F8, or you can search for an entry in any of the normal methods.

✔ When you have chosen a recipient make sure that the card has a company name, a contact, and a fax number. If not add this information to the card.

✔ Move the cursor into the card body (not on the Index line) and press F20 (Select) to select the information in that card.

✔ Press F3 (Exit) and you will be returned to the Message Editor screen. The information that you selected should be pasted into the recipient box.

You can go back, using the F17 (Phonebook) key, at any time to change the selected recipient information for a message member.

Creating a new Message

Because this is going to be new, you will want to clear the existing message from the screen.

✔ Press F20 (Clear) and the program will ask you to confirm that you really want to clear the message. Press Enter and the entire message should disappear.

✔ Now move the cursor down to the Message area and type the following

```
Msg file:    MSGFILE   Member: xxxSAMPLE   Cover
 Header:    SAMPLEFAX/FAXHDR            Footer:
 . -- To: --------------------------------.        . -- From: --------------------------------.
 | Recipient's Name              | Name  | Your Name                      |
 | Recipient's Company           | Comp  | Your Company                   |
 | XXX-XXXX                      | Fax#  | (425) 555-1212                 |
 |                               | Ph#   | (425) 555-1234                 |
 |                               | Mail  | name@domain.com                |
  --------------------------------------        --------------------------------------------
      Date:    02/10/02                          Pages:   1
   Message:
 This is just a short message that I will use to see how the Message Editor
 works. I should learn how to use the Phonebook, the spell checker, how
 to copy lines, and how to insert new information.




 Attachments:                                       OvrTyp  More . .
 1                      2                      3
 4                      5                      6
 F2=Fax Msg    F3=Exit    F4=Adjust    F6=Insert/OvrTyp    F24=More Keys
```

paragraph.

While you are typing, the editor will automatically word wrap each time you type past the end of a line.

Inserting some text

To insert text in a paragraph you will use the F6 (Insert/OvrTyp) key. You are going to insert the phrase "how to adjust lines," to the last sentence.

✔ Move the cursor to the beginning of the word "how" on the second to the last line on the far right of the screen. Press the F6 key to toggle the editor into **Insert** mode.

Notice that the rest of the current line is cleared and the word "how" is moved down to the next line.

✔ Type in the missing phrase "how to adjust lines,".

Notice that the word wrapping continues to work as before, except that the rest of the sentence is pushed down while you add more text.

✔ Press F6 again to toggle the editor back into **Over Type** mode. The rest of the text will be automatically adjusted to fill out the remainder of the paragraph.

Spell Checking
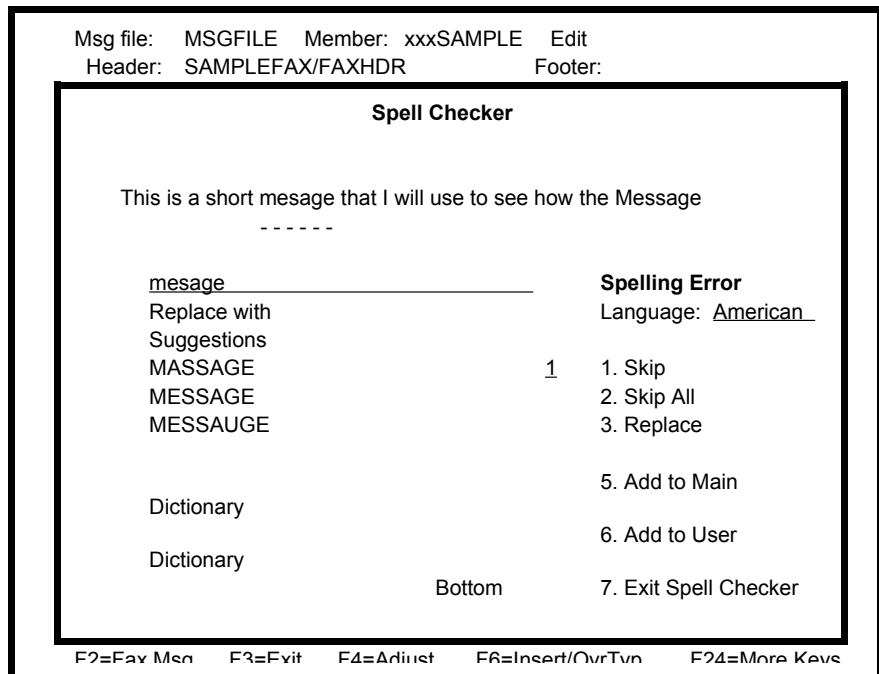
You will use the F23 (Spell Check) key to do spell checking. Before we do that, let's make a misspelled word to be checked.

✔ Move the cursor up to the top message line and change the word "message" to read "mesage" by removing an "s".

The spell checker starts checking for spelling errors, capitalization errors, and for duplicate words from the cursor on. So before we get started, you must move the cursor to the beginning of the message.

✔ Press the F10 (First) key. This moves the cursor to the top of the message. Now press F23 to start the spell checker.

The following window should pop onto the screen:

```
 Msg file:    MSGFILE    Member:  xxxSAMPLE    Edit
   Header:    SAMPLEFAX/FAXHDR              Footer:
 ┌──────────────────────────────────────────────────────────────┐
 │                        Spell Checker                           │
 │                                                                │
 │                                                                │
 │   This is a short mesage that I will use to see how the Message│
 │                    - - - - - -                                 │
 │                                                                │
 │   mesage_____     Spelling Error          │
 │   Replace with                         Language:  American     │
 │   Suggestions                                                  │
 │   MASSAGE                        1     1. Skip                 │
 │   MESSAGE                              2. Skip All             │
 │   MESSAUGE                             3. Replace              │
 │                                                                │
 │                                        5. Add to Main          │
 │   Dictionary                                                   │
 │                                        6. Add to User          │
 │   Dictionary                                                   │
 │                          Bottom        7. Exit Spell Checker   │
 │                                                                │
 └──────────────────────────────────────────────────────────────┘
   F2=Fax Msg    F3=Exit    F4=Adjust    F6=Insert/OvrTyp    F24=More Keys
```

It is showing you that the word "mesage" is misspelled. Notice that the second suggestion does have the correct spelling of the word.

✔ To select the suggested word "message" move the cursor down four lines, then press the Enter key.

The selected suggestion will appear in the *replacement field* and a 3 (Replace) will appear in the *action field*.

✔ To replace the misspelled word you may now press the Enter key.

The spell checker will then try to kick out the word "Phonebook".

✔ You may skip the word, leaving it as is, by pressing the Enter key or by typing the number 1.

When the spell checker has finished the window will disappear, returning you to

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the normal Message Editor screen.

Copying Lines

You may copy individual lines of text or whole paragraphs from any message member to the same member or to a different member using the F22 (Copy lines) key. Let's copy the entire paragraph to see how this works.

✔ First move the cursor to the first line of the paragraph. It does not matter what column the cursor is in, just the line matters.

✔ Press F22 and the line that you were on is highlighted and the cursor moves down a line.

✔ Press F22 two more times to highlight the rest of the paragraph.

You now must move the cursor to a blank area that is big enough to hold all the lines that you have selected.

✔ Move the cursor down an extra line, so that there will be a blank line below the selected paragraph, and press Enter.

A copy of the selected lines will appear at the cursor location.

End of the Message Editor Exercise

You have seen how the Message Editor can interface with a Phonebook of your choice. How it automatically word wraps and adjusts text as you type. You have inserted text, copied a paragraph, and spell checked your message. For additional information about these and other features, please refer to the Message Editor chapter.

✔ When you are finished using the Message Editor press F3 (Exit).