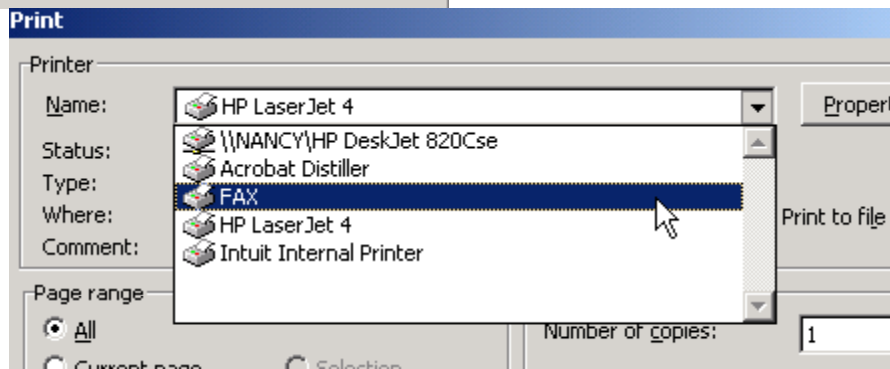


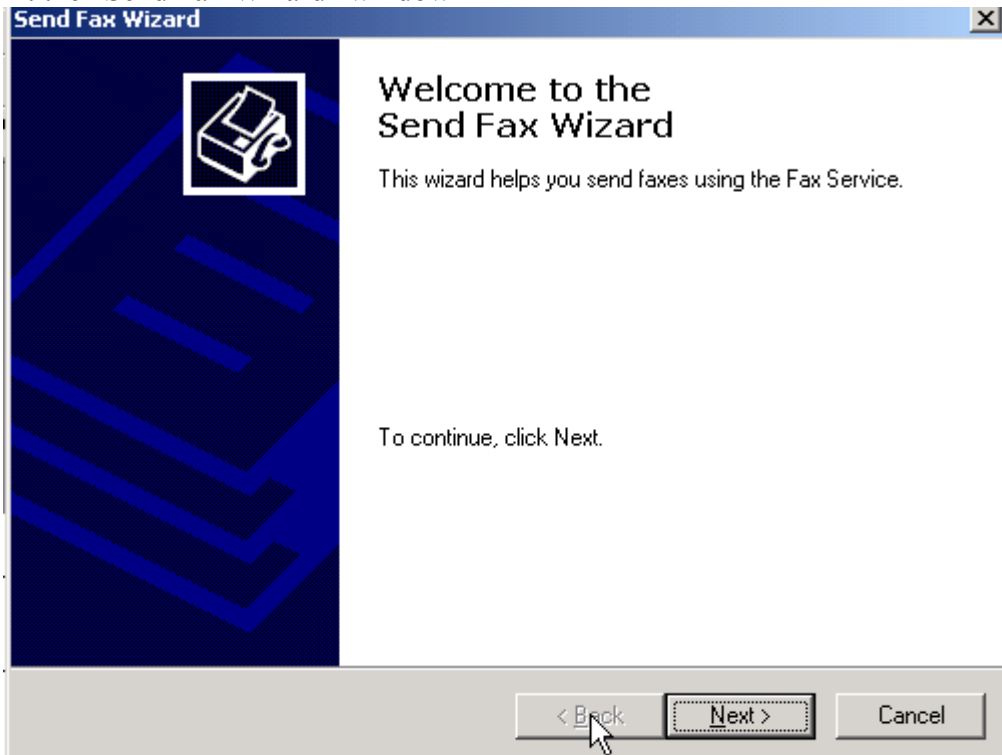
How to send a FAX  
(If you have a fax modem)

1. Turn on your computer
2. Open your document editor
  - a. Word
  - b. Works
  - c. Note Pad
  - d. Word Pad
  - e. Etc
3. Type your letter. (as long or as short as you'd like)
4. When you think your ready to send your fax, click on File and choose print



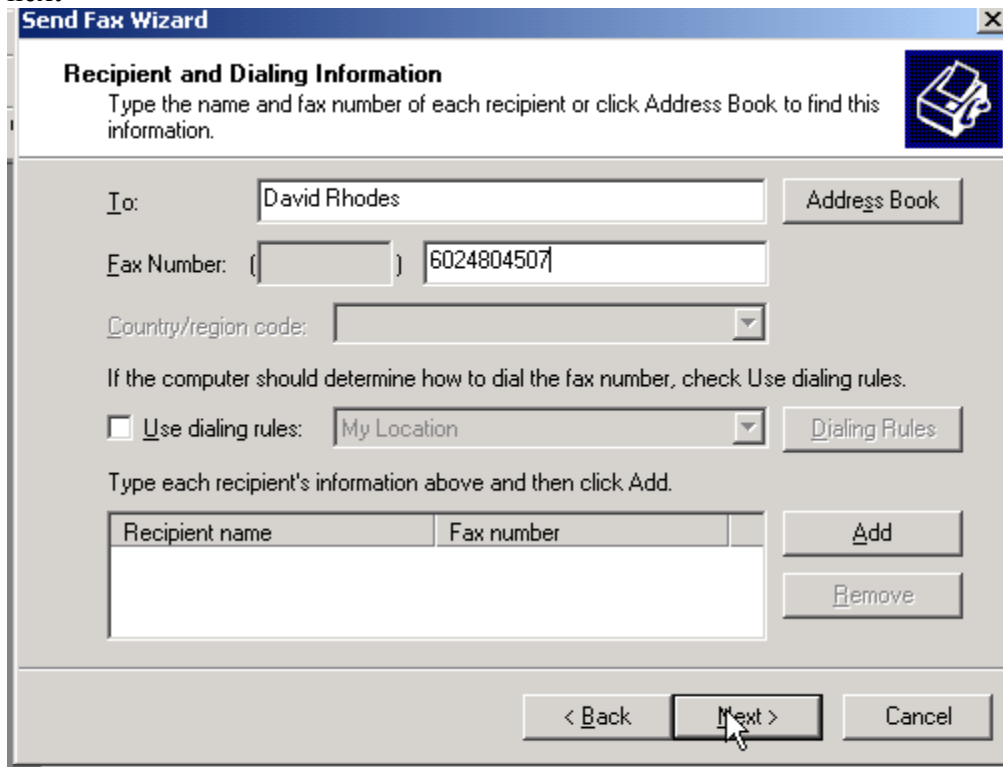
- 5.
6. Choose FAX from the drop down list
7. Click OK

8. At the “Send Fax Wizard” window

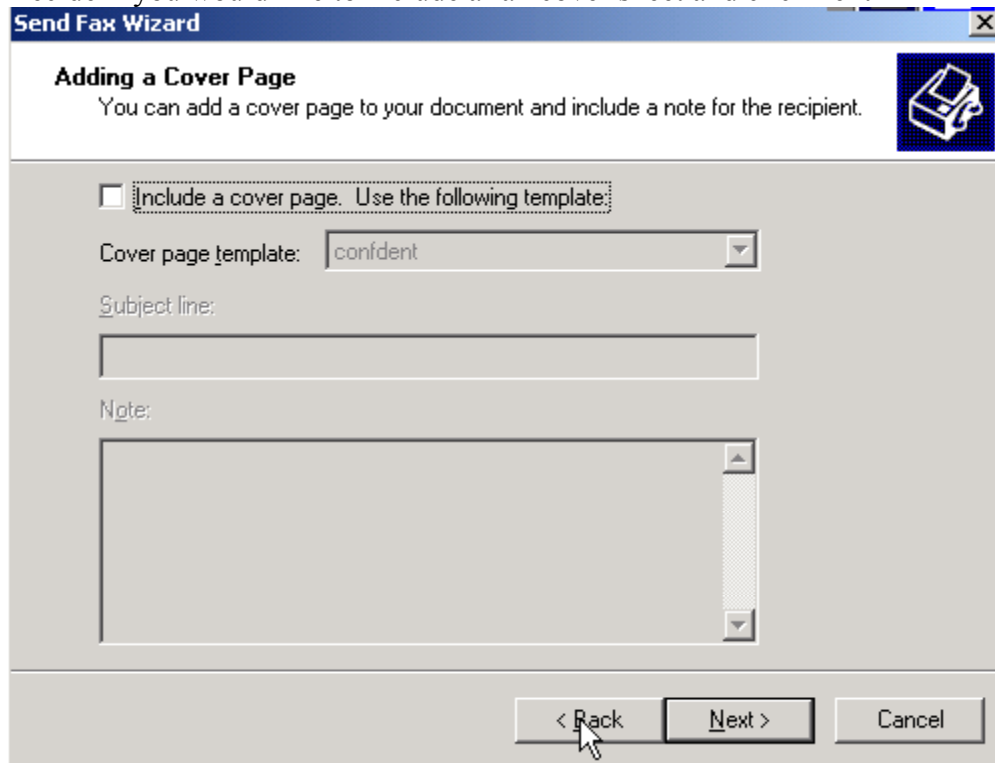


Click Next

9. Complete the information within the text boxes and click next

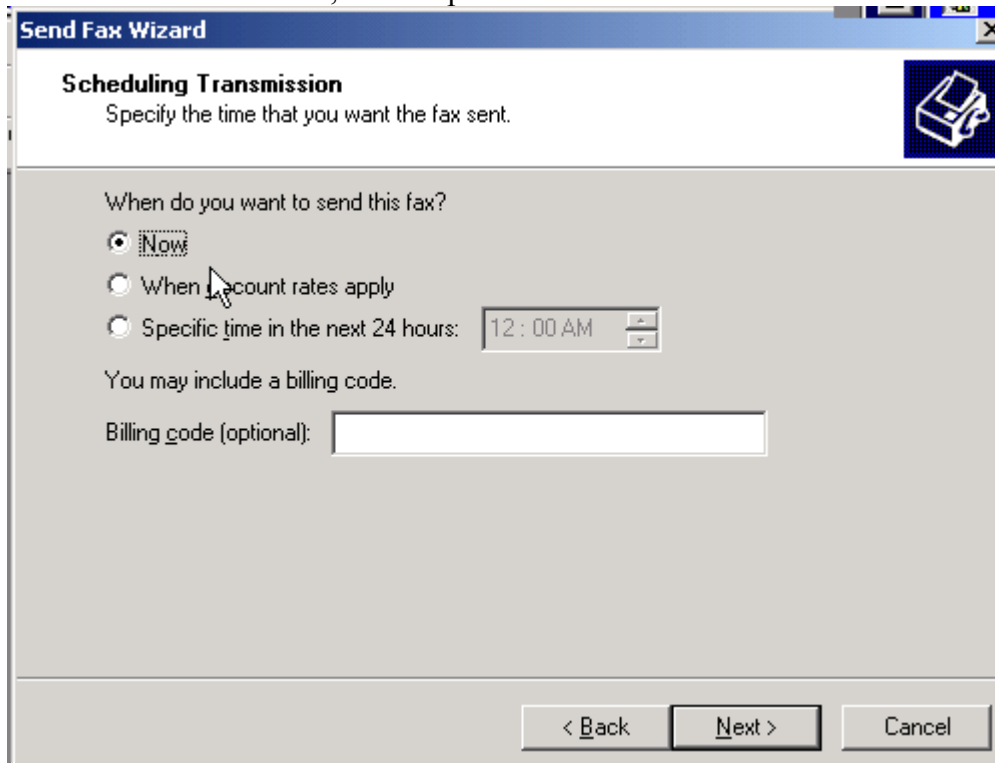


10. Decide if you would like to include a fax cover sheet and click next



The screenshot shows the 'Send Fax Wizard' dialog box with the title bar 'Send Fax Wizard'. The main heading is 'Adding a Cover Page' with a sub-heading 'You can add a cover page to your document and include a note for the recipient.' and a fax machine icon. There is a checkbox labeled 'Include a cover page. Use the following template:' which is currently unchecked. Below it is a dropdown menu for 'Cover page template:' with 'confident' selected. There is a text field for 'Subject line:' and a larger text area for 'Note:'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the '< Back' button.

11. Decide if you want to send the fax now or later and click next. Remember, if you want to send the fax later, the computer must be on.



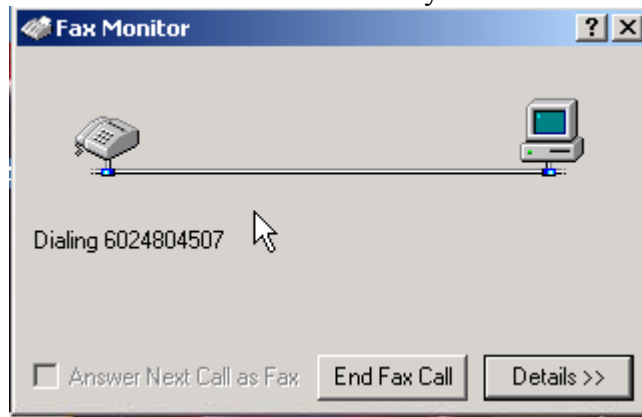
The screenshot shows the 'Send Fax Wizard' dialog box with the title bar 'Send Fax Wizard'. The main heading is 'Scheduling Transmission' with a sub-heading 'Specify the time that you want the fax sent.' and a fax machine icon. The question 'When do you want to send this fax?' is followed by three radio button options: 'Now' (which is selected), 'When account rates apply', and 'Specific time in the next 24 hours:'. The 'Specific time' option has a time selection field showing '12:00 AM'. Below this is the text 'You may include a billing code.' and a text field for 'Billing code (optional):'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

12. Review the information. If it is correct click finish. If it is not, click the back button until the window which will allow you to change the information is

displayed.

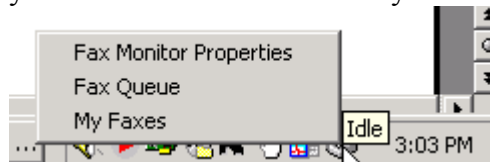


13. Once the fax has started to send you will see

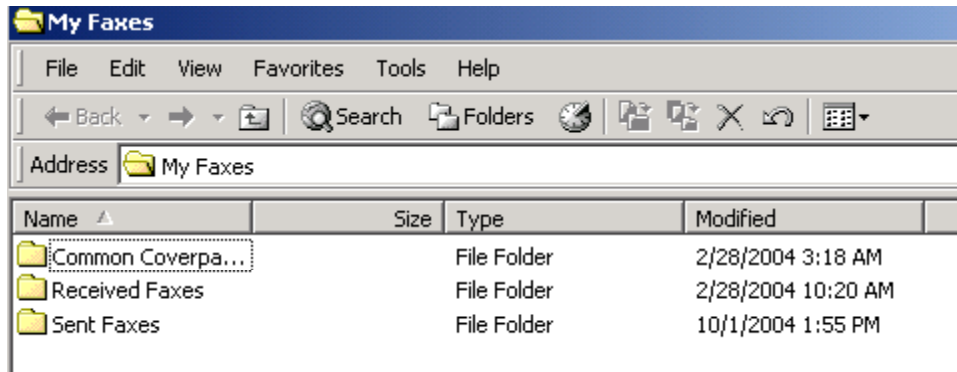


14. You may click on details to watch the details. Or you may cancel the fax by clicking on the "End Fax Call" button.

15. In the lower right corner of your screen (down by the clock) you will see a new icon. By right clicking on this new icon and choosing left clicking on My Faxes, you can review the faxes that you have sent.



16. Double left click on the folder titled Sent Faxes, you can review the exact fax which was sent.



17. Remember, a sent fax is saved as a picture in a TIF format. You will not be able to edit the sent fax. But it will contain the information as to when the fax was

The screenshot shows a list of files in a folder, likely 'Sent Faxes'. The files are TIF format images:

Name	Size	Type	Modified
bud bowlin.tif	24 KB	Micrografx Picture P...	9/21/2004 5:15 PM
Easleys inv384.tif	23 KB	Micrografx Picture P...	9/15/2004 9:37 PM
john einshower...	18 KB	Micrografx Picture P...	8/26/2004 4:08 PM
Judi 10-01-04.tif	18 KB	Micrografx Picture P...	10/1/2004 1:53 PM
snells body shop ...	21 KB	Micrografx Picture P...	9/9/2004 3:02 PM
snells body shop.tif	19 KB	Micrografx Picture P...	8/26/2004 4:04 PM

sent.