

# FaxMind Cover Page Editor Manual

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Website: <http://www.faxmind.com>

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# 1. Add, Edit, or Delete Cover Pages

To add, edit or delete a cover page

1. Launch **FaxMind Manager**, and log in to FaxMind Server;
2. Navigate to **Settings** tab, click **Cover Pages** in the left of window to display the **Cover Pages** section, and then do one or more of the following:

To	Do this
<b>Create</b> a new cover page	To create a new cover page click the <b>New...</b> button.
<b>Import</b> cover page	Click <b>Import</b> button and select an existing cover page file (.cpt) to import an existing cover page into FaxMind Server.
Cover Page <b>Properties...</b>	Select a cover page template, and then click <b>Properties</b> to change the cover page <b>Name</b> and <b>Abbreviation</b> .
<b>Edit</b> with Cover Page Editor	Open the selected cover page with Cover Page Editor and do the required modification.
<b>Delete</b> an existing cover page	Select a cover page template, and then click <b>Delete</b> .

Note:

- Cover pages must have a **.cpt** file name extension. If you cannot find the cover page you are looking for, make sure it has the correct extension.
- Cover page are stored under **<Data Storage Location>\Cover Pages** (By default: D:\FaxMindData\CoverPages ).

## 2. Fax Macros

The following macros are used in Coverpages, Fax Header string, Notification Emails and SMS messages to display useful fax information.

Macros are case-insensitive and must start with a "{" and end with a "}".

**Recipient's details**

Macros	Description
{Recipient}	Recipient's full name
{Fax}	Recipient's fax number
{Phone}	Recipient's voice phone number
{Email}	Recipient's email address
{Mobile}	Recipient's mobile phone number
{Company}	Recipient's company name
{Address}	Recipient's mail address
{Zip}	Recipient's zip code

**Sender's details**

Macros	Description
{TSID}	Device's transmitting subscriber identification
{FrFullName}	Sender's full name
{FrJobTitle}	Sender's job title
{FrFax}	Sender's fax number
{FrPhone}	Sender's voice phone number
{FrEmail}	Sender's email address
{FrWebsite}	Sender's home page
{FrMobile}	Sender's mobile phone number
{FrCompany}	Sender's company name
{FrAddress}	Sender's mail address
{FrZip}	Sender's zip code

**Fax's details**

Macros	Description
	Show the memo or the email body text.
{Memo}	<p><b>NOTE 1:</b> Ensure enough space is allocated to fit in the email body.</p> <p><b>NOTE 2:</b> Emails normally include plain text and HTML formats for backward compatibility. FaxMind shows the HTML version in plain text format. If the text length is more than 600 bytes, HTML message will be inserted into a new fax page and leave the memo field blank.</p>
{Subject}	Shows the subject.
{Totalpages}	Total number of fax pages, including the coverpage.
{DateTime}	Fax transmission date and time.
{Date}	Fax transmission date.
{Time}	Fax transmission time.

**Additional Fax's details for Notification Emails and SMS messages**

Macros	Description
{FaxID}	Fax/Voice message ID.
{CallerID}	Caller's fax number (Calling Number Display).
{CSID}	Caller's called subscriber identification.
{Duration}	Total length in seconds of the sending/receiving time.
{Submission}	Fax submission date and time.
{StartTime}	Starting date and time for sending/receiving fax.
{EndTime}	Ending date and time for sending/receiving fax.
{Attempts}	How many times FaxMind will try to send out the fax.
{Resolution}	Fax resolution.
{FaxName}	Fax file name.
{FileSize}	Fax file size.

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{PhoneType}	Local, Long-distance, International or Direct-dial calls.
{Status}	Brief description of fax result.
{LastError}	Last error message.

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## 3. FaxMind Cover Page Editor

FaxMind includes a powerful Cover Page Editor application which provides a very high level of custom cover page design and creation capability, richly formatted cover pages are also supported. This section displays all available cover pages that you have created. The default cover page is marked in bold.

Mails often include several formats for backwards compatibility. If there's a Memo/Comments field in a cover page, FaxMind will take the HTML message body and convert it to text, then insert into the cover page. If no HTML message body format is available, it will take the Plain Text body.

For information on specific topics, see:

- [Add, Edit, or Delete Cover Pages](#) (See 1.)
- [Save a Cover Page](#) (See 3.1)
- [Insert Cover Page Information Fields](#)(See 3.2)
- [Add a Picture to a Cover Page](#)(See 3.5)
- [Insert Labels, Lines, Shapes Objects](#)(See 3.6)
- [Change the Layering of Cover Page Items](#)(See 3.7)
- [Grouping Objects](#)(See 3.4)
- [Display or Hide Grid Lines](#)(See 3.3)

### 3.1 Save Cover Page

To save a cover page

1. In **FaxMind Cover Page Editor**, click the **File** menu;
2. To save a cover page with a new name, click **Save as**, and then specify a name;
3. To save a cover page with the existing name, click **Save**. If the cover page has not been saved previously, the default cover page name will appear for you to edit.

**Note:**

- Cover pages must have a **.cpt** file name extension.
- Cover page are stored under **<Data Storage Location>\CoverPages** (By default: D:\FaxMindData\CoverPages ).

## 3.2 Insert Macros into Cover Page

1. Open a cover page template with **FaxMind Cover Page Editor**;
2. On the **Keywords** menu, click the information fields you want to insert, such as **Recipient's Full Name**, **Sender's Full Name** and so on.
3. Move the mouse to the position where you want to insert these information fields. Click the mouse, drag the mouse to adjust the field size and then drop the mouse.
4. Repeat the above steps as needed.

## 3.3 Display or Hide Grid Lines

To display or hide grid lines

1. Open **FaxMind Cover Page Editor**;
2. On the **View** menu, click **Grid Lines**.

A check mark next to **Grid Lines** indicates that grid lines are displayed.

Note:

- To change the size of the grid's cells:  
Open Registry editor: Start -> Run -> Regedit  
Navigate to **HKEY\_CURRENT\_USER\Software\FaxMind\FaxMind Cover Page Editor\Application**, add a new DWord value, rename it as **GridSize**, set the Value you desired, such as: 20 (pixels)
- To change the grid color:  
Open Registry editor: Start -> Run -> Regedit  
Navigate to **HKEY\_CURRENT\_USER\Software\FaxMind\FaxMind Cover Page Editor\Application**, set the **ColorGrid**'s value you desired, such as: c0c0c0

## 3.4 Grouping Objects

1. Open **FaxMind Cover Page Editor**;
2. Click the first object, and then press and hold **CTRL** while you click other objects;
3. Right-click the latest selected object, click **Group** in the content menu.

## 3.5 Add a Picture to a Cover Page

1. Open a cover page template with **FaxMind Cover Page Editor**;
2. On the **Objects** menu, click the **Add picture**; or on the **Drawing** Toolbar, click **Picture** tool directly;
3. Click anywhere in the document, and drag the pointer to insert the picture;
4. Double-click the inserted blank picture, in the **Picture Properties** dialog box, specify a BMP, JPG or PNG file you want to add, and then press **OK** button;
5. Repeat the above steps as needed.

## 3.6 Insert Labels, Lines and Shapes Objects

To insert labels, lines, and shapes objects

1. Open a cover page template with **FaxMind Cover Page Editor**;
2. On the **Objects** menu, click the object you want to insert; or on the **Drawing** Toolbar, click any drawing tool;
3. Click anywhere in the document, and drag the pointer to create a line or a shape, and then click outside the shape to finish;
4. Repeat the above steps as needed.

Note: To draw a perfectly horizontal, vertical line, press and hold SHIFT while drawing a line. To draw a perfect circle or square, press and hold SHIFT while drawing a circle or rectangle.

## 3.7 Change the Layering of Cover Page Items

1. Open **FaxMind Cover Page Editor**;
2. Right-click to select the object you want to bring to front or move to back. Small black boxes on the perimeter of the item indicate that it is selected;
3. Click **Bring Forward**, **Send Backward**, **Bring to Front** or **Send to Back** in the content menu.