

Fax Editor for FaxMind Manual

(Version 1.0, build 3/8/2013)

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

Table of Contents

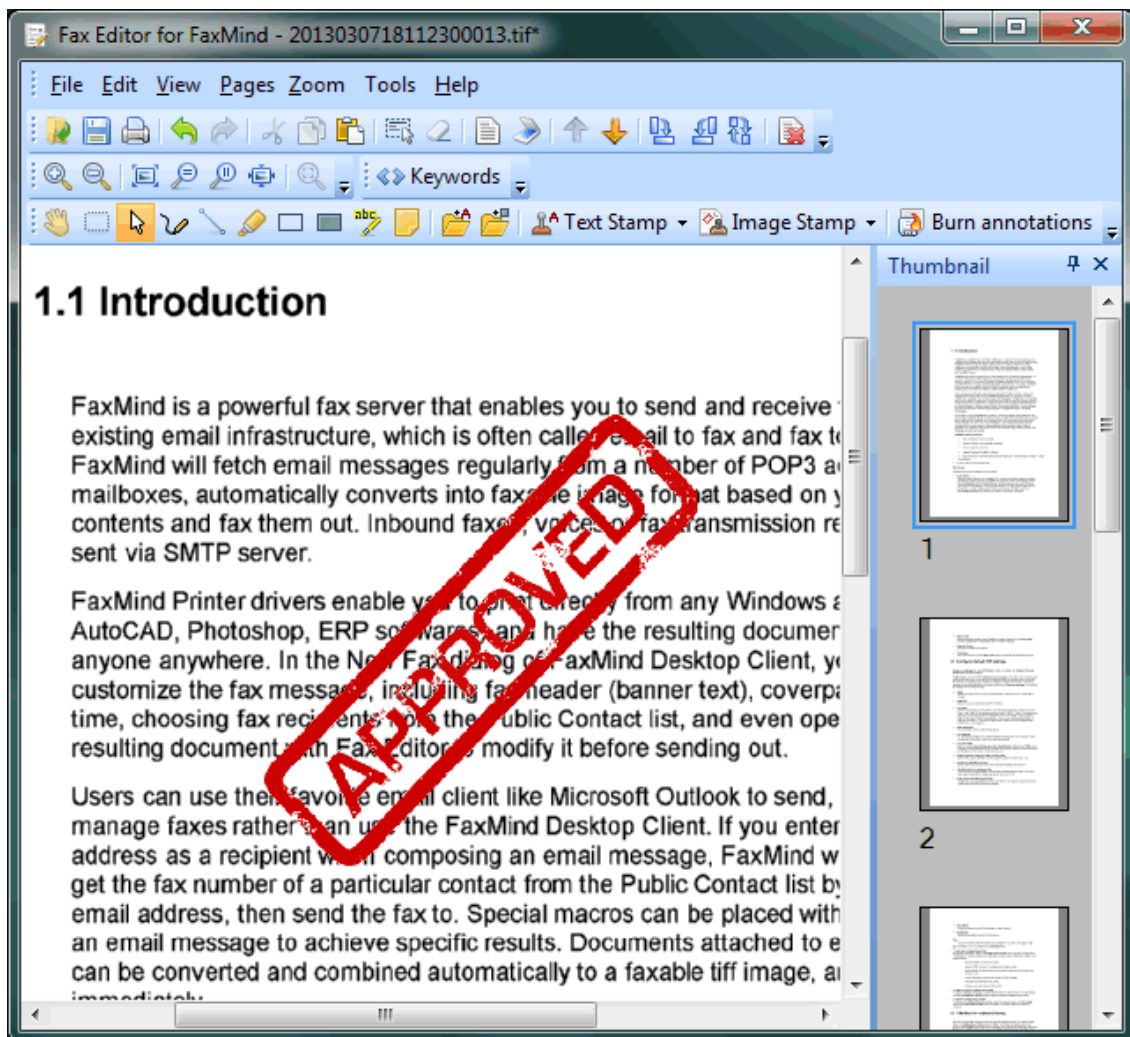
1. Fax Editor	2
2. Menu bar.....	3
3. Drawing Toolbar.....	5
4. Using Drawing Tools	5
4.1 Text Stamp.....	7
4.2 Image Stamp	8
5. Tips	11
5.1 Flexible Use of Selection Rectangle	11
5.2 Password Protects Image Stamp.....	11
5.3 Insert Fax Pages from a Scanner	12
5.4 Save the Fax Message as PDF format.....	12

1. Fax Editor

Fax Editor is an application that allows users to view and edit fax message.

To open the Fax Editor

In FaxMind Manager main interface, double-click a fax item, and then the **Fax Editor** will be displayed.








































The main window contains four basic parts:

- At the top of the window is the **Menu Bar**, **Tool Bars** and **Drawing Toolbar**.
- View area is the largest area of the window, it displays the fax message.
- At the right side of the window is the **Thumbnail**.
- At the bottom of the windows is the **Status Bar**.

2. Menu bar

The menu bar commands are described in the table below.

Menu	Icon	Command	Shortcut	Description	
File		Open	Ctrl+O	Display the Open file dialog box to open a tiff file	
		Close		Close the current file	
		Save	Ctrl+S	Save the current fax message with the changes	
		Save page as		Save the current page of the fax message	
		Save as...		Save the fax message as other formats, such as PDF and bmp	
		Print setup		Display the Print Setup dialog box	
		Print	Ctrl+P	Print current fax message	
		Exit	Esc	Close Fax Editor	
	Edit		Undo		Cancel the last operation
			Redo		Recover the last operation
		Cut		Cut the selected area	
		Copy		Copy the selected area	
		Paste		Paste the copied content	
		Select all		Select all the contents	
		Clear selections		Clear the selected annotation and the selected file area	
View			Thumbnail		Show or hide the Thumbnail of the fax message
		Tool bar		Show or hide the Tool bar	
		Drawing toolbar		Show or hide the Drawing toolbar	
		Zoom toolbar		Show or hide the Zoom toolbar	
		Status bar		Show or hide the Status bar	
		Grayscale image		Show fax image in grayscale mode	
	Pages		New blank		Add a new blank page to the current fax file or

		page		replace the current page
		Import from file		Insert a selected tiff file into current fax file
		Scan pages		Add a new scan page
		Delete		Delete the current page
		First page	Ctrl+Home	Move to the first page
		Pre page	PageUp	Move to the previous page
		Next page	PageDown	Move to the next page
		Last page	Ctrl+End	Move to the last page
		Rotate 90 CW	Ctrl+Right Arrow	Rotate the fax by 90 degrees counter-clockwise
		Rotate 90 CCW	Ctrl+Left Arrow	Rotate the fax by 90 degrees clockwise
		Flip Horizontal		Flip horizontal current page
Zoom		Zoom in	Num +	Enlarge the displayed fax message
		Zoom out	Num -	Reduce the displayed fax message
		Actual size	F4	Display the image without scaling
		Fit to width	Ctrl+W	Reduce or enlarge the image to fit into the window's width
		Fit to height	Ctrl+H	Reduce or enlarge the image to fit into the window's height
		Best fit	Ctrl+F	Reduce or enlarge the image to fit into the window's current size
		Zoom selection		Enlarge the selected area
Tools		Text Stamp		Add a text stamp
		Image Stamp		Add a image stamp
		Burn annotations		Burn annotations onto current page, causing them to be permanently incorporated into the fax
Help		Contents	F1	Display the help contents
		About		Display the information about Fax Editor

3. Drawing Toolbar

Icon	Command	Description
	Move	Pan fax page
	Selection Rectangle	Select rectangular regions of the fax for functions like copy and cut
	Selection	Select a annotation to handle such as, "Freehand Line", "Rectangle" and so on
	Freehand Line	Select freehand Line tool
	Line	Draw a Line
	Highlighter	Mark an important part of the fax message
	Hollow Rectangle	Select a wanted file area with a hollow rectangle
	Filled Rectangle	Select a wanted file area with a filled rectangle
	Text	Add text onto the fax document
	Attach-a-note	Attach a note which has colourful background
	Text from file	Add the content of a file onto the fax document
	Image from file	Insert an image stamp to the fax document
	Text Stamp	Add a text stamp
	Image Stamp	Add a image stamp
	Burn annotations	Burn annotations onto current page, causing them to be permanently incorporated into the fax

4. Using Drawing Tools

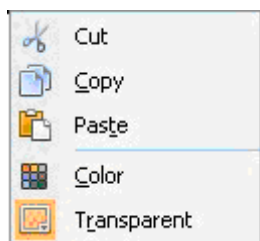
Drawing Tools take a great part in the fax editing.

Freehand Line

To add a freehand line, please take these steps:

1. Select the **Freehand line** tool.

2. Click and hold down your mouse button while dragging the mouse.
3. Release the mouse button to end the line.
4. You can also change its color or make it transparent by right-clicking the line.

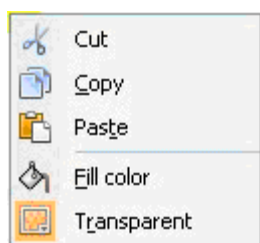


Highlighter

It is like the Fluorescence Pen in the actual life and you can use it to highlight the important part of the fax message.

To highlight some contents of the fax document

1. Click the **Highlighter** button.
2. Click and hold down your mouse button while dragging the mouse.
3. Release the mouse to highlight the selected area.
4. You can right-click the highlighted content to change its background colour or make it transparent.

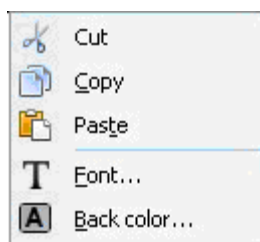


Attach-a-note:

To attach a note in the fax document

1. Click the **Attach-a-note** button.
2. Move the mouse to where you want to place the note and press the mouse.
3. Input text in the note.

4. You can right-click the added message to change its font and background colour.

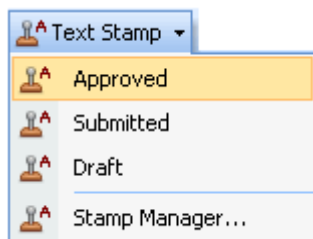


4.1 Text Stamp

Text Stamp

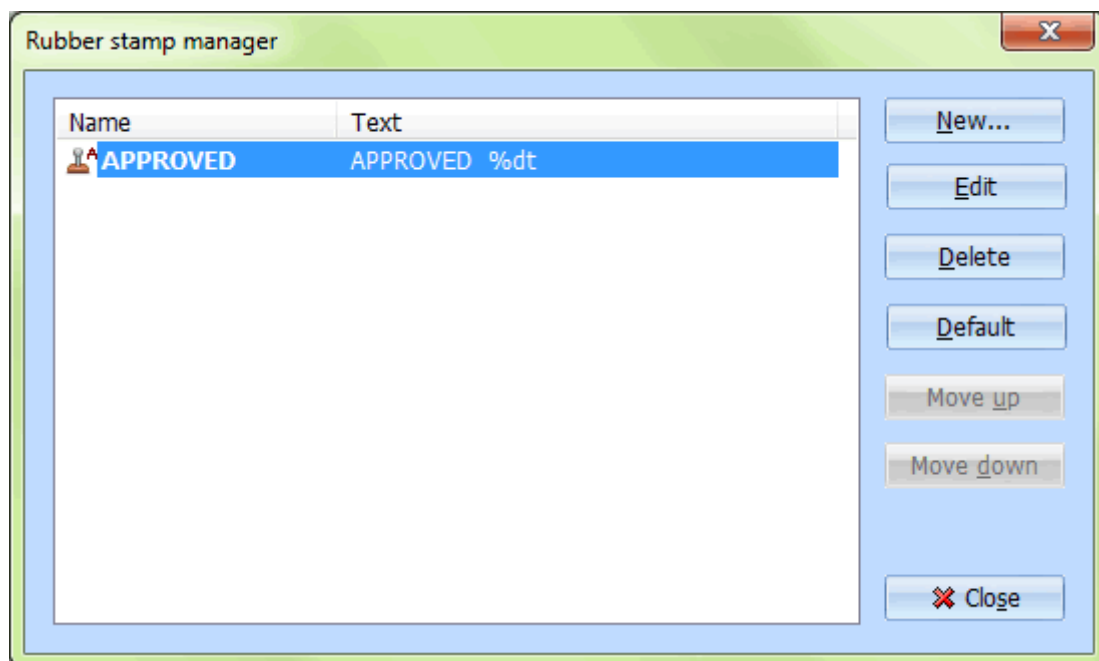
1. Adding an existing Text Stamp.

- 1) To add an existing Text Stamp, please click the **Text Stamp** tool and then select an existing Text Stamp.
- 2) After adding a Text Stamp in the fax message, you can right-click the text stamp to change its font and colour.

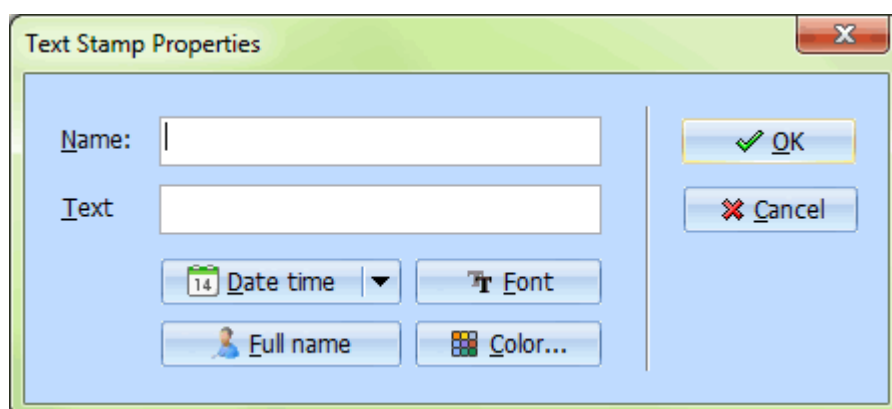


2. Customise the Text Stamp

- 1) Please open the Stamp Manager, and double-click an existing Text Stamp to make the modification.



2) Click the **New** button to add a new Text Stamp.



Name: Enter the Name for the Text Stamp.

Text: Enter the Text as the content of the Text Stamp.

Variable Value: Add Variable value such as: **Date** and **Time** in the Text Stamp.

Font: Specify the font of the Text Stamp.

Color: Choose the colour for the Text Stamp.

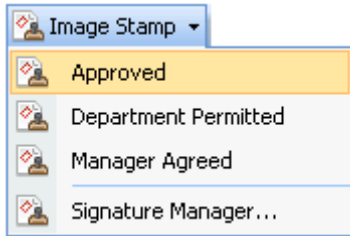
At last, click **OK** to save the new Text Stamp.

4.2 Image Stamp

Image Stamp

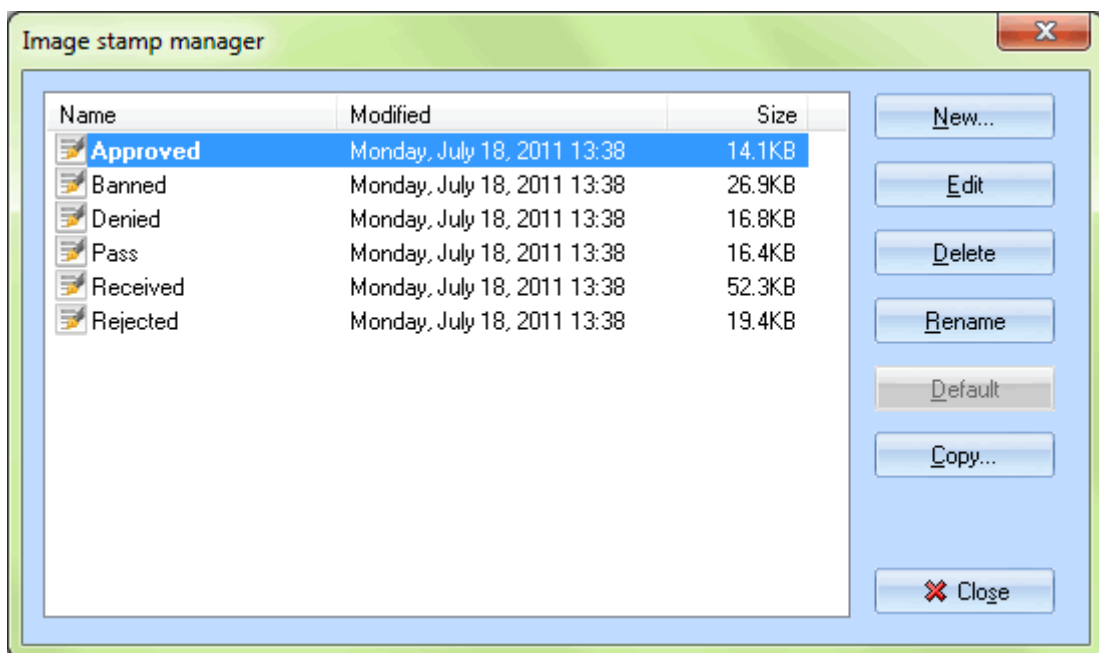
1. Adding an existing Image Stamp

- 1) To add an existing Image Stamp, please click the **Image Stamp** tool and then select an existing Image Stamp.
- 2) After adding a Image Stamp in the fax message, you can right-click the image stamp to cut or copy it.

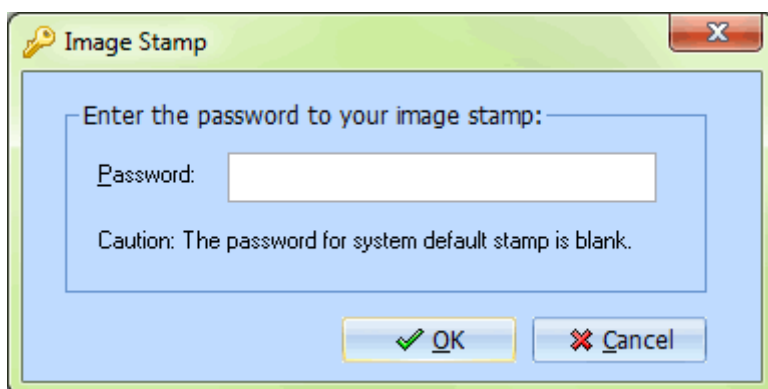


2. Customise the Image Stamp

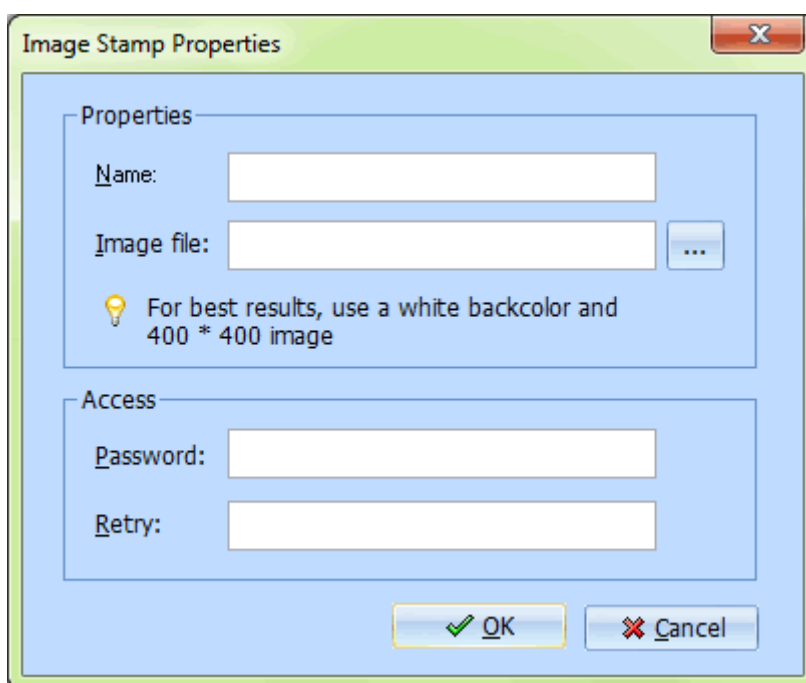
- 1) Please open the Signature Manager, and double-click the existing Image Stamp to make the modification.



Note: If a window pops up asking the password, if there is any, just enter the password, if not, leave it **as blank** and click **OK**.



2) Click the **New** button to add a new Image Stamp.



Name: Enter the Name for the Image Stamp.


Image file: Import the image from the local path. For best results, please use a white bgcolor and 400*400 image.

Access: Setup the Password to limit the use of the Image Stamp.

At last, click **OK** to save the new Image Stamp.

5. Tips

5.1 Flexible Use of Selection Rectangle

 Selection Rectangle is used to select rectangular regions of the fax for functions like copy and cut. Also, you can make good use of this Selection Rectangle tool.

1. To change the position of some paragraph of the fax

- 1) Click the **Selection Rectangle** tool, and select a rectangular region of the fax message.
- 2) Press the shortcut key "**Ctrl+X**".
- 3) Move the mouse to a position of the fax message where you want to place that selected rectangular region, and click the mouse.
- 4) Press the shortcut key "**Ctrl+V**".

2. To delete some paragraph of the fax

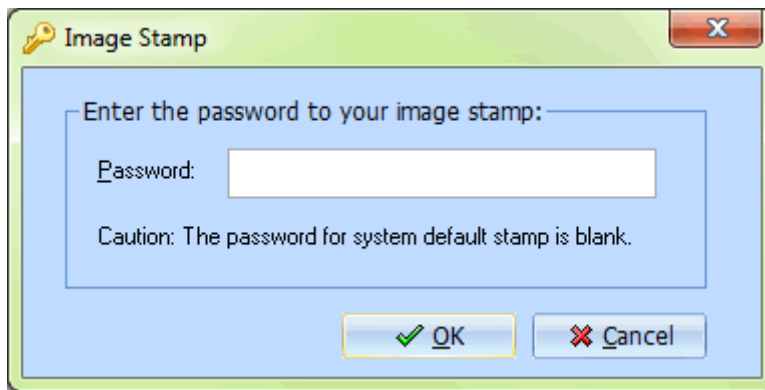
- 1) Click the **Selection Rectangle** tool, and select a rectangular region of the fax message.
- 2) Click the "**Delete**" button on your keyboard.

5.2 Password Protects Image Stamp

In order to protect Image Stamp, you can setup the password for the Image Stamp.

Specific steps are showed below:

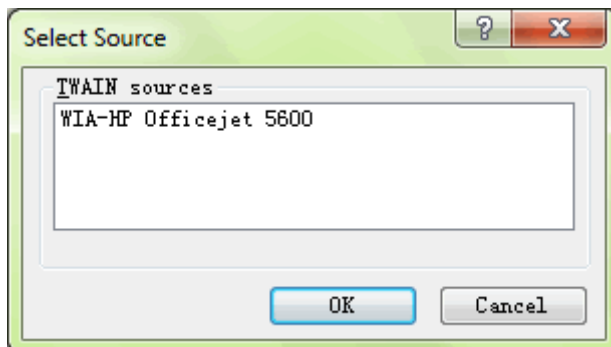
1. Open the **Signature Manager** of Image Stamp.
2. Select an existing image stamp and double-click it to show the **Image Stamp Properties** dialog.
3. Go to the **Access** section and then specify the **Password**. At last, click **OK** to save the modification.
4. Next time when you want to use this Image Stamp, it will pop up a dialog asking you to enter the **Password**.



Note: If you don't set up the password for that specific Image Stamp, just leave the box as blank and click **OK**.

5.3 Insert Fax Pages from a Scanner

1. Click the **Pages** menu, select **Scan pages**, and then a dialog will pop up for you to select the scanner.



2. Please select a scanner and click **OK**, and then the pages from the scanner will be inserted at the end of the current document.

5.4 Save the Fax Message as PDF format

1.To save the whole file as PDF format

- 1) Click the **File** menu, select **Save as**.
- 2) In the pop-up window, you can choose the **PDF format** to save the whole fax file.

2.To save the current page as PDF format

- 1) Click the **File** menu, select **Save page as**.
- 2) In the pop-up window, you can choose the **PDF format** to save the current fax page.