USER GUIDE

Fusion FAX:
Cover Sheet Editor

fusion
c o n n e c t

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Overview

The Cover Sheet Editor offers the possibility of designing your own cover sheets for FusionFAX, and of modifying the existing ones provided with the Fax Server.

With the cover sheet editor, it is possible:

- to draw geometric shapes
- to add text and bitmap images
- to add variables that automatically insert such information as sender name and company, etc.
- to create, import, and link to OLE 2.0 (Object Linking and Embedding) compatible objects within the cover sheet editor
- to set several parameters as the resolution, the page format and the locale (language and date/time format).
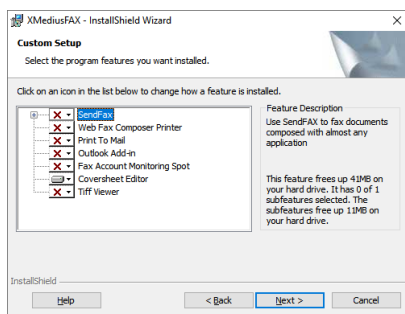
Note: Administrators can decide not to install the cover sheet editor on a user's computer. It is possible therefore that some users cannot access the module.

Installing the Cover Sheet Editor

The cover sheet editor may be downloaded from the Fusion web site (https://www.fusionconnect.com/support).

Click on the link to download the *XmediusFax 8.0.0.334 (Client Redist)* file. This is the installer for the FusionFax cover sheet editor. Once the file has been downloaded, run the file.

1. Select Language
2. From the following screen, select Coversheet Editor

 Note: Other features of the suite are not included with FusionFax at this time and are not supported.
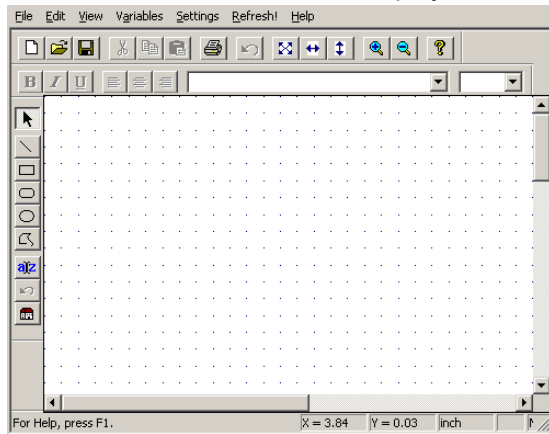
3. Click Next and complete the installation of the Coversheet Editor (a restart may be required)

Note: The Cover Sheet editor is installed as **Xmedius Fax Cover Sheet Editor**

Launching the Cover Sheet Editor

The application can be launched as the **Xmedius Fax Cover Sheet Editor**.
The cover sheet editor will be displayed, as depicted in the following screen view:

Menu Bar Details and Associated Icons

The File Menu

Icon	Function	Description
	New	Allows you to create a new cover sheet.
	Open	Opens a previously saved cover sheet.
	Save	Saves the current cover sheet.
	Save As	Saves your current cover sheet under a different name or in a different location.
	Print	Prints the current cover sheet
	Print Preview	Displays cover sheet as it will look when printed.
	Print Setup	Sets print options.
	Recent File	Displays the filename of recently accessed cover sheet files.
	Exit	Closes the cover sheet editor.

The Edit Menu

Icon	Function	Description
	Undo	Erases the last action.
	Cut	Cuts (removes) the selected objects and puts them to the Clipboard, in order to paste them somewhere else.
	Copy	Copies the selected objects to the Clipboard.
	Paste	Pastes the contents of the clipboard to your cover sheet.
	Delete	Deletes selected objects.
	Insert New Object	Allows you create, import and link to graphics, text, spreadsheets, etc., created with other applications (see Embedding and Linking OLE 2.0 Objects)
	Links	Allows you to edit and update links (only for linked objects; see Managing OLE 2.0 Objects in a Cover Sheet)
	Object	Allows you to manage the selected OLE 2.0 object (see OLE 2.0 compatible objects)

The View Menu

Icon	Function	Description
	Toolbars	Displays the main toolbar, the drawing toolbar, and the text attributes toolbar.
	Status Bar	Enables or disables the status bar at the bottom of the cover sheet editor window.
	Grid	Toggles the display of the grid points on the page.
	Zoom Settings	Allows you to choose a different magnification setting to view your pages. By default, the page is displayed at 100% (actual size).
	Language	Enables the selection of language.

The Variables Menu

There are three categories of variables used in cover sheets:

- General
- Sender
- Recipient

These variables are automatically filled in by FusionFAX at the time of your fax transmission.

The Settings Menu

Icon	Function	Description
	Page Setup	Allows you to choose the page size of the cover sheet (Letter, Legal, A3, B3 or A4) or view the page dimensions by inches, pixels, or millimeters
	Locale	Allows you to set the locale which determines the date format and time that appears on the cover sheet

The Refresh Feature

The Refresh button of the menu allows to refresh the current display of the cover sheet.

Creating a Cover Sheet

1. Open the cover sheet editor.
2. If needed, adjust the page format and locale settings for the current cover page . **NOTE:** Existing cover sheets must be download from the administrator portal.
3. Add and organize the items you wish to see appearing on the cover sheet:
    - For geometric shapes, bitmaps and variables, see [Adding and Editing Items](#).
    - For OLE 2.0 compatible objects, see OLE 2.0 compatible objects.
4. Choose Save As and type the name of your cover sheet. The .cse extension is automatically applied.
    Note: You can save the cover sheet with a specific resolution.

The cover sheet can now be used by the Fax Server.

> **Note:** Administrators are required to add the new cover sheet to the profiles that will be using the cover sheet from within the FusionFax Admin portal.

Adding and Editing Items

It is possible to customize a cover sheet by adding and editing items such as text, lines, shapes and variables through the toolbar:

Icon	Function	Description
a⌡z	Text	Draws a text box on the currently displayed page. Type the text immediately after drawing the box. Text boxes can be resized by clicking them and dragging the handles.
╲	Line	Draws a line on the page.
▭	Rectangle	Draws a rectangle on the page.
▢	Rectangle with rounded corners	Draws a rectangle or square with rounded corners on the page.
◯	Circle or ellipse	Draws a circle or ellipse on the page.
	Variable	Adds a variable on the page. Choose either General, a Sender, or a Recipient variable.
⬠	Polygon	Adds a polygon. Click once and move the cursor to the next corner. **Note:** Double-click to cancel a polygon entry.
▦	Object	Inserts, creates or links an object to the page.

Cover Sheet Variables

There are three categories of variables used in cover sheets:

- General
- Sender
- Recipient

These variables are automatically filled in by FusionFAX at the time of your fax transmission.

General Variables

General variables include:

- Time , Date
- Number of Pages
- Subject
- Commentary
- API tag , API tag 2

Sender Variables

Sender information is defined in the fax sender's Information properties. Sender variables include:

- Dear, Display Name, First Name, Last Name
- Company, Title
- Street, City, State, Country, Zip Code
- Phone, Fax, Cellular, Pager, e-mail
- Billing Code, Sub Billing Code

Recipient Variables

Recipient variables, that is, variables concerning the fax recipient, include four categories:

- Name
- Address
- Destination
- Other

The following table lists the variables offered in each category. Note that Recipient information is defined in the phone book.

Name	Address	Destination	Other
Dear	Street	Destination	Phone
Name	City	Fax	Extension
Last Name	State	Fax 2	Cellular
First Name	Zip Code	Fax 3	Pager
Company	Country	Email	Billing Code
Title		Email 2	Sub-Billing Code
		Email 3	Phone Book Commentary
			User 1
			User 2
			User 3
			User 4

Note: The menu selection Dear receives the value entered in the Salutation field in the phone book.

Setting the Page Format

To access the page format settings dialog, select Settings ➤ Page Setup.

There, you can change:

- The page format of your cover sheet, through the Paper size dropdown list.
  Note: The two dimensions of the selected size are displayed in the right of the dialog (in the measurement unit selected below).
- The measurement unit used for the cover page (Inches, Pixels or Millimeters).
  Note: The cursor's coordinates (in the status bar of the editor) will be displayed in this unit.

Setting the Cover Sheet Locale (Language and Date Format)

You can choose locale settings that will be implemented in the cover sheet definition.

To access the locale settings dialog, select Settings ➤ Locale.
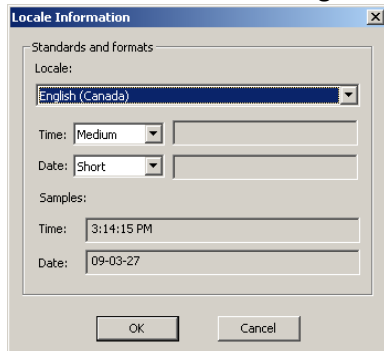
There, you can change:

- The language (and country, with its usual locale settings) used for the current cover sheet, in the Locale dropdown list.
- The Time and Date formats you wish to be used by the time and date variables you may have added to your cover sheet.
  Note: You have access to several predefined formats that you can test by selecting them: the Samples section will simulate the real output format with the current date and time.
  Also, the custom format allows you to enter (in the field beside the dropdown list) your own format, built according to the ICU 4.0 syntax (for more details, please refer to the Web page: http://icu-project.org/apiref/icu4c/classSimpleDateFormat.html, in the Detailed Description section).

Setting the Cover Sheet Resolution

Stand-alone fax machines usually have a lower resolution than laser printers. Your cover sheets may have a slightly coarse appearance when printed by a fax machine.

You can apply a specific resolution to your cover sheet while you save it for the first time (or by selecting File ➤ Save As if the file exists already).

There, you can choose a resolution in the Resolution dropdown box at the bottom. Available choices are:

- **Low resolution** (200 x 100)
- **High resolution** (200 x 200), selected by default
- **Fine resolution** (300 x 300)
- **Ultra Fine resolution** (400 x 400)

Note: Once the file is saved, the resolution is embedded in the cover sheet definition. Therefore, if you wish to use a cover sheet with various resolutions, you must save each instance under a different name. However, If you only need to change the resolution of an existing cover sheet, you must use the Save As option and overwrite the file by using the same name.

OLE 2.0 compatible objects

Because the cover sheet editor is OLE 2.0 compatible, you can create, embed, or link to any OLE 2.0 compatible object created with a wide variety of third-party applications.

How it Works

When you create a new object, the application that is used to generate it is launched within the cover sheet editor. An application window allows you to perform the necessary operations and the application's menus, toolbars, and status bar are integrated into the cover sheet editor window. Clicking outside the window, but within the cover sheet, closes the application.

Examples of Applications

Among many others, objects placed in a cover sheet can be CorelDraw and Corel PhotoPaint graphics, Microsoft Paint graphics, Microsoft PowerPoint slides, Word and WordPerfect documents, etc.

Note: The application to generate the desired object type must be accessible from the computer running the cover sheet editor.

Embedding and Linking OLE 2.0 Objects

With the Cover Sheet Editor, an OLE 2.0 object can be either embedded (physically) in the cover sheet, or linked to it by indicating the path to the object's physical location.

In both cases, you must click the button to start adding an object.

Adding an Embedded Object

When an object is embedded, it can be considered like any other item such as text, a geometric shape, a bitmap image or a variable. However, an embedded object can be updated in the cover sheet editor. The original application that was used to create the object is launched within the cover sheet editor.

When the **Insert Object** dialog opens, you have two choices:

- If you want to create an object from scratch and design it directly in the Cover Sheet Editor:
    1. Select the **Create New** option.
    2. Select the type of object you are going to create, then click **OK**.

The application associated to the type of object selected opens, and you can start designing the object.

> **Note:** When your object is finished, you just need to click in the cover sheet, outside the object.

- If you want to embed an object that already exists:
    1. Select the **Create from File** option.
    2. Browse for the wanted file, then click **OK**.

The object is added (embedded) to the cover sheet.

> **Note:** An embedded object is framed with solid lines.

Adding a Linked Object

When an object is linked, its location path and file name are only referenced from the cover sheet without being physically embedded. Changes made to the linked object – outside the Cover Sheet Editor, using the application that created it – are automatically reflected in the cover sheet.
When the **Insert Object** dialog opens:
    1. Select the Create from File option.
    2. Check the Link box.
    3. Browse for the wanted file, then click OK.

The object is added (linked) to the cover sheet.

> **Note:** A linked object is framed with dashed lines.

Managing OLE 2.0 Objects in a Cover Sheet

Editing an Object in a Cover Sheet

It is possible to edit objects directly from the cover sheet, only by double-clicking them. However, the behavior is slightly different depending on the status (embedded or linked) of the object:

- If the object is embedded:
    1. The application that created it opens inside the Cover Sheet Editor;
    2. When your modification is done, you just need to click in the cover sheet, outside the object.

- If the object is linked:
    1. The application that created it opens independently, outside the Cover Sheet Editor;
    2. When your modification is done, you need to save the object before closing its application.

    Note: In that case, be aware that the source file indicated by the link will be modified (not only in the cover sheet).
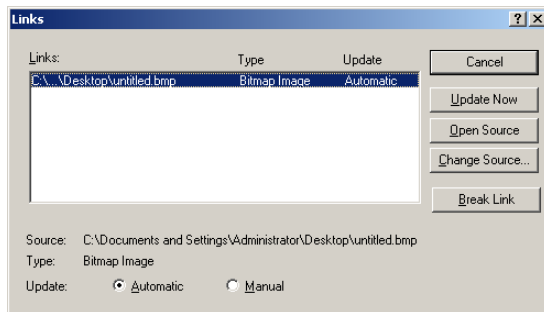
Converting an Object

Depending on the supported formats, you can convert an object to another format.
When an object is selected, just select Edit ➤ Object_Type Object ➤ Convert, then choose the target format for conversion.

> **Note:** Object_Type is the type of the object selected. The possible conversions depend on this object type.

Managing Links (Linked Objects only)

You can access the links management interface by selecting Edit ➤ Links.

All linked objects of the current cover sheet are listed in this interface.

> **Note:** If a linked object was selected when you opened this interface, it will be selected by default in the list. However, once the interface is open, you can select any other object of the list and manage its link settings.

By default, linked objects in a cover sheet are updated automatically (option: **Automatic**). When the object is changed through the application that created it, those changes are reflected immediately and automatically in the cover sheet.

However, updating can be made manual (option: **Manual**). When manual updating is selected, the object remains as it was when you originally linked to it. Changes are only applied to the original object, and not on the object of the cover page. If you need to update the latter, you can use the Update Now.

For example, a logo already used as a linked object in a cover sheet is to be modified. You might change the update from automatic to manual while these changes are being made. When the modifications are finished, you can return to automatic updating, or maintain the manual update in anticipation of further changes.

Through the same interface, you can also:

- Launch the application to edit the linked object (Open Source)
- Transform the linked object to an embedded object by breaking the link (Break Link)
- Change the link to point to another object (Change Source)