This document describes in more detail how to send a fax. This document
also describes scheduling fax transmissions, manual dialing, combining
faxes into a single transmissions, mail merge, and inserting graphics,
logos and signatures into your documents.

SUPPORTED FILE FORMATS

BitFax can send files in the following formats:

 ASCII: An ASCII (American Standard Code for Information Interchange)
         file is a text-only, unformatted file that only contains
         keyboard and extended-keyboard characters. Most applications let
         you save documents in the ASCII format. These files typically
         have the TXT extension. To check whether a document is in the
         ASCII format, you can use the DOS TYPE command. If the document
         is test-only, you should not see any strange characters.

   FAX: These are files generated by BitFax when it sends or receives a
         fax. They have the extension BFX.

  TIFF: TIFF (Tagged Image File Format) files are supported by Logitech's
         PaintShow and many other scanners. These files have the
         extension TIF.

   PCX: This is a very popular format that is supported by most graphic
         applications and was developed for ZSoft's PC Paintbrush. These
         files have the extension PCX.

   IMG: This is the standard Bitmap format for Ventura and other GEM
         applications, such as Ventura Publisher. These files have the
         extension IMG.

   DCX: This format, developed by Intel and DCA, are multipage PCX
         graphic files. These files have the extension DXC.

TIFF-F: This is the fax version of the TIFF (Tagged Image File Format)
         This file is in fax format.

NOTE: BitFax can only send black-and-white graphics and graphics with up
       to 16 colors or 16 levels of gray scale.

SUPPORTED WORD PROCESSORS

In addition to the above formats, BitFax also lets you send formatted
documents created by WordPerfect 5.1, MS Word 5.0 and WordStar 2.2 to
4.0.

Before sending formatted files, specify one of the above word processors
in the Word Processor Type field of the Main Configuration Menu. For
example, if you are going to send files created by WordStar, you would
choose WordStar 2.2x -4.0.

NOTE: When BitFax sends a document created by one of the above word
       processors, it first converts the document into a text only file.
       In the process, BitFax strips the document of its formatting.

That means BitFax changes bold, underlined, italicized and other
formatted characters into plain text. To send a document with
it's formatting, you can use BitFax's Print capture utility.
(BitFax for Windows, however, gives you WYSIWYG (what you see is
what you get) faxing directly from Windows applications.

SENDING DOCUMENTS

The following describes how to send a fax from the BitFax Main Menu.

TO SEND A FAX:

1. Select one or more files to send.

    You can type in a file name in the File Name field, or you can press
    [F3] to open the File Selection Menu.

From this File Selection Menu, you can choose up to 18 files. To select a
file, highlight an entry and press [ENTER]. A small triangle will appear
next to the file. To deselect a file, press [ENTER] again. If you want
to view a file before sending it, press [F2]. BitFax can display files in
the following formats: ASCII, PCX, IMG and TIFF.

To select files from another directory, press [F7]. The Directory Tree
Menu will appear.

Use your arrow keys to move to the desired directory and press [ENTER].
To select files in another drive, press [F6], the Change Directory
command.

To see a list of selected files, press [F4], the List Selection command.
A dialog box will appear, showing all the currently selected files.

After choosing which files to send, press [F10] to return to the Main
Menu.

NOTE: BitFax only supports black-and-white graphics and graphics with 16
       colors or 16 levels of gray scale.

2. Enter or select a fax number.

    To select a fax number, press [F4]. The Destination Selection Menu
    will appear. This is BitFax's Phone Book.

    Highlight your selection and press [ENTER]. A small triangle will
    appear next to the record. (You can choose more than one record).
    Press [F10] to return to the Main Menu. If you choose more than one
    entry, the Fax Number Field will show "Multiple Destinations."

3. Press [F2] to start sending.

    The Cover Page Editor will appear.

4. Fill in the Cover Page.

    BitFax will automatically fill in the Date and to fields. If you
    edited the cover page from the System Configuration Menu, the Form,

Fax Phone, voice Phone and Logo File fields might also be filled.
    If not, you can now complete these fields. In the Logo field, you can
    enter the name of a graphic file. BitFax supports the following
    formats: DCX, IMG, PCX, TIFF, TIFF bilevel, and TIFF class F. If the
    logo is not in the BitFax subdirectory, specify the file's full path,
    for example:

    C:\GRAPHIC\LOGO.PCX

In the Message field, you can enter up to three lines of text. To send
the fax without a cover page, press [F5].

5. Press [F2] to send a fax with a cover page or [F5] without.

    If the files(s) you are sending are not in the FAX format, BitFax will
    ask whether you want to view the file(s) after conversion.

    Next, BitFax will test your modem and then start sending.

SCHEDULING A FAX TRANSMISSION

To take advantage of lower phone rates and international time differences,
BitFax lets you schedule fax transmissions. Another advantage of
scheduling transmissions is that you can automatically send a batch of
files. This feature is useful for sending faxes at night.

TO SCHEDULE A FAX TRANSMISSION:

1. Press [F5] in the Main Menu.

    The Schedule Menu will appear.

2. Press [F3].

    The File Selection Menu will appear.

3. Select a file(s) and press [F10].

    You must select a file(s) from the Schedule Menu.

4. Press [F4].

    The Destination Selection Menu will appear.

5. Select a record(s) and press [F10].

    The Schedule Entry dialog box will appear.

NOTE: If the date and time are incorrect, use the DOS commands TIME and
       DATE to change them.

6. Enter the date you want to send the fax(s) and press [ENTER].

    The Schedule Time field will be highlighted.

7. Enter the time you want to send the fax(s) and press [ENTER].

Set the time in the 24-hour format.

NOTE: You must schedule a transmission for at least three minutes after
       the current time.

       The entry you just created will be highlighted in the Schedule Menu,
       with the status message "On Schedule".

8. Press [F10] to return to the Main Menu.

       If you like, you can close BitFax and use other DOS applications.
       Remember not to turn off your computer before BitFax has sent your
       scheduled fax.

To review a scheduled transmission, select an entry and press [F2]. A
dialog box will show the time, date and status of the scheduled
transmission.

To cancel a pending transmission, select the entry you want to remove and
press [F7]. The entry's status will change to Deleted. To undelete an
entry, press [F7] again. When you press [F10] to close the Schedule Menu,
BitFax will ask you to confirm the deletion of any entries.

NOTE: You cannot run Windows 3.0 or later while a scheduled transmission
is pending. To send faxes from the Windows environment, use BitFax for
Windows, available from BIT Software Inc.

MANUAL DIALING

Normally when you send a fax, BitFax automatically does the dialing.
However, this can be a problem, if you need to talk to a person before you
send a fax - for example, if you need to ask an operator to transfer you
to a fax machine.

BitFax's manual-dialing option solves this problem, Instead of dialing
automatically, BitFax lets you pick up your phone, dial a number and talk
to a person, for example, the company's operator. Then when you hear the
high-pitched tone of a fax machine, you can press any key to begin sending
a fax.

The option is especially useful when calling a system that can manually
receive faxes - for example, another PC with BitFax in Manual Receive
Mode. Manual dialing is also useful if you are unsure whether you are
calling a fax machine or a person.

NOTE: Before you can use manual dialing, you must add "ATX3" to the
       Dialing Prefix field in the Main Configuration Menu. Also when
       manually dialing, BitFax will not dial the outside-line numbers
       or credit card numbers that you entered in the Advanced
       Configuration Menu.

TO DIAL MANUALLY:

1. Select a file to send from the Main Menu.

       You can enter a file name or press [F3] to select files from the File
       Selection Menu.

2. Highlight Fax Number field of the Main Menu and type "M".

3. Press [F2].

    The cover Page Editor Menu will appear.

4. Press [F2] to send with the cover page or [F5] without the cover page.

    After BitFax tests your modem and converts the file(s) into the BFX
    format, the following box will appear:

```
┌──────────────────────────────BitFax TR-29  Ver 3.07.05──────────────────────┐
│    Name:                                                                     │
│                                                                              │
│   Phone:  m                                                                  │
│                                                                              │
│    File:                                                                     │
│                                                                              │
│Total Pg:  2                                                                  │
│                                                                              │
│                                                                              │
│  Status:  Start manual dialing now                                           │
│           Press any key when finished                                        │
│──────────────────────────────Press <Esc> to Quit────────────────────────────│
```

5. Pick up your phone's handset and start dialing.

6. When you are ready to send a fax, press any key.

COMBINING FILES INTO A SINGLE FAX

BitFax lets you combine several files into a single fax. For example, you
can combine, or "tag," the files BROUSHER.DOC, PRICELST,TXT and DEMO.PCX
into a single fax transmission.

TO COMBINE FILES:

1. Press [F3] from the Main Menu.

    The File Selection Menu will appear.

2. Select a file and press [Alt-T].

    Do not press [ENTER]. A small triangle will appear next to the file.

    Repeat this process until you have combined all but the last file.
    The order in which you combined these files is the order in which
    BitFax sends them.

3. Select the last file you want to combine and press [ENTER].

    Pressing [ENTER] indicates that this file will be the last to appear
    in the fax.

4. Press [F10] to return to the Main Menu.

The File Name filed will show that "Multiple Files" have been
selected.

MAIL MERGE

BitFax can automatically merge information from your Phone Book into the
fax you are sending. This process, called main merge, can be used to send
personalized form letters to multiple destinations, without creating
separate letters for each person.

PREPARING THE MAIN DOCUMENT

The main document contains the information that will be the same for each
fax. Within this document are special merge fields, which BitFax will
replace with information from your Phone Book. For example, if you
prepare a form letter and you don't want it to start with Dear Sirs,
you can personalize each fax by inserting a name after the word Dear. So
instead of beginning Dear Sirs on fax, it may start with Dear Mr. Brown,
another with Dear Ms. Hammer, and other with Dear Mr. Win, etc. For
example:

        Dear %%FAXNAME%%:

        We plan to have our monthly sales meeting next Friday at 10 am. If
        you cannot attend, please notify me as soon as possible.

As shown in the example above, merge fields are set off by two percentage
signs(%%). There should be no spaces between the field name and the two
percentage signs. The merge field shown above is the Name field of your
Phone Book. BitFax will replace the merge field %%FAXNAME%% with the
corresponding name from you phone book. For example, when you send a
letter to John Libbs, the letter will begin with Dear John Libbs:.

NOTE: The merge field name must be capitalized.

PREPARING THE DATABASE FILE

BitFax uses your Phone Book as your database file. Your Phone Book has
the name FAXBOOK.DBF and is in the dBase format. dBASE is a popular
database management program from Ashton-TATE. Your Phone Book has the
following four fields, as shown in the following example:

FAXNAME	FAX_COMP	FAX_DESCP	FAXTEL
Ted Jones	BB Texel Inc.	Sales Dept.	555-1234
Bill Wilson	Pacific Connection Inc.	Acctg. Dept.	264-5334
Mr. Smith	Harry Shaw Inc.	Marketing	422-9303
John Libbs	Berkerly Printing	Acctg. Dept.	264-5334

Each one of these fields can be used as a merge field. If you want, you
can use a dBASE or compatible program to add additional fields to your
Phone Book. You can then use these fields as merge fields in the main
document. For example, you could add the fields ADDRESS, STATE, and
ZIP_CODE.

MERGING THE PHONE BOOK WITH THE DOCUMENT

The following explains step-by-step how to send a form letter.

TO USE MAIL MERGE:

1. Prepare your Phone Book, noting the field names you want to use in
    your message.

    If you want to include additional merge fields in your message, you
    can use a dBASE or a compatible application to add additional fields
    to your Phone Book file FAXBOOK.DBF.

2. Prepare your message file.

    The message file must be a text-only document. You can use the BitFax
    editor BitEdit. Merged fields must be set off by double percent signs
    (%%) and capitalized.

    If you use a word processor, remember to save the document as a
    text-only (ASCII) file.

3. Press [F3] from the Main Menu.

    The file Selection Menu will appear.

4. Highlight the file you want to send.

    Use the up and down arrow keys until the file you want is highlighted.

5. Press [F9], the Merge command.

    Do not press [ENTER]. A small triangle will appear next to the file.

6. Press [F10] to return to the Main Menu.

7. Press [F4].

    The Destination Selection Menu will appear.

8. Select one or more destinations.

    You can highlight each record and press [ENTER] or you can press [F9]
    to select a distribution list.

NOTE: For mail merge to work correctly, you must use the phone book to
       select the destinations. You cannot manually enter a phone
       number.

9. Press [F10] to return to the Main Menu.

10. Press [F2] to send the merge.

    BitFax will replace the merged files in the text file with the
    information from each selected record in the Phone Book.

INSERTING GRAPHICS INTO A FAX

BitFax lets you insert a graphic in a document using the Include Command.

For example, if you wanted to add your signature (saved as a scanned graphic) to a letter, you might add the following lines:

    Sincerely,

    ##include=C:\BITFAX\SIGNATR.PCX

As shown in the above example, the syntax of the Include Command is:

    ##include=<file name and its full path>

The Include statement must be on its own line and start at the first column. In addition, the Include command must be in lowercase letters, as in the above example. Be sure to include the graphic file's full path name.

NOTE: The graphic can be a graphic file that BitFax supports (PCX, TIFF, DCX and IMG). BitFax can only send black-and-white graphics and graphics with 16 colors or 16 levels of gray scale. If a graphic has more than 16 colors or levels of gray scale, BitFax will not insert it's image.

SENDING A FAX FROM DOS

To save time, BitFax lets you send faxes directly from the DOS prompt. This is a useful feature if you want to send faxes with a batch file.

To send a fax from the DOS prompt, follow the format below:

    BITFAX -F<filename1> -F<filename 2> -P<fax number>

For example, if you wanted to send the document LETTER.DOC to (510) 453-3312, you would enter:

    BITFAX -FLETTER.DOC -P510453312

After BitFax finishes sending a fax file(s), it will return to DOS.

NOTE: To place a pause in the fax number when dialing from the DOS prompt, insert a tilde (~) character, instead of a comma. (For example, BITFAX -FMEMO.DOC -P9-442-3421). When sending faxes from the DOS prompt, the title character represents a pause. When sending faxes from BitFax's Main Menu, however, a comma represents a pause.

TRANSMIT LOG

BitFax's Transmits Logs automatically and keeps a record of each fax you send. The Transmit Log records the time, date, the file name, and the duration of a transmission. It also indicates whether BitFax successfully sent fax.

To open the Transmit Log, press [F9].

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