

Creating a Fax Cover page for INterra Desktop Fax

This process can be used for any Word document or Excel Document that needs to be used as a fax cover sheet.

Any graphics that you would like to be included on your fax cover sheet must be added to the Word or Excel document prior to proceeding with these instructions. (ie logos, partners, OEM agreements, etc.) In following these instructions it will be necessary to use a workstation that has INterra Desktop Fax already installed.

The process of creating a fax cover sheet to be used in INterra Desktop Fax includes making a TIF file, a format commonly used for fax documents, which is used in conjunction with an overlay template of the information that can be included on a cover sheet created in INterra Desktop Fax.

The first step in creating a fax cover sheet for your company is turning your Word or Excel doc, or any other document that you may have to use as a cover sheet, into a TIF file that is needed for this process. In order to make a TIF file, open the document that will be used for the fax cover sheet with its native application. For these instructions it will be assumed that the document being used is a Word doc. Within Word select File > Print from the taskbar and select the INterra Desktop Fax print driver. This will open the INterra login screen asking you to log into a mailbox on the INterra server; this will require Client Support to be enabled on the mailbox to be used. After logging in, the INterra Desktop Fax properties screen will appear giving the option of where to send the fax. Select the INterra Box tab and send the fax to the mailbox you are currently logged into; this will require that the Fax Store and Forward service is enabled within the mailbox properties under the services tab for this mailbox. Once the fax is sent to your mailbox we will need to log into this box using one of the INterra clients available to convert the fax to a TIF format. Follow the instructions below for the client you will be using to do this.

Converting to a TIF file using INterra Desktop Fax

Open INterra Desktop Fax logging into the mailbox used previously and select the fax that you just sent to yourself. On the task bar select Messages > Archive and save the file to your desktop naming Cover Page.FAX. This will save the file in a format we can use, but first we must right-click the file and select rename so that we can make it a TIF file. Once the file has been renamed on your desktop it should now be Cover Page.TIF

Converting to a TIF file using INterra Desktop Fax for Outlook

With Outlook open go into the INterra Message Store for the mailbox used previously and select the fax that you just sent to yourself. Left-click and hold the mouse button to drag the message to your Inbox. Dragging the fax message to your inbox will create an email with the fax document attached as a TIF file. Open the email and right-click the TIF file and select *save as* to save the file to the desktop of your workstation. When saving the attachment rename the file to be Cover Page.TIF.

Converting to a TIF file using INterra Desktop Fax

Open INterraWEB and log into the mailbox used previously. The fax you just sent to yourself will be highlighted. Select the play button to the right opening the view fields for this message at the bottom. Right-click on the “Right Click/Save As to download Tiff File” option and select Save Target As. Save the file to the desktop of your workstation but rename the file to be Cover Page.TIF.

Now that we have the fax cover page in the format that is needed, we need to make a copy of the overlay form and rename it to have the same name as the TIF file we just created. With INterra Desktop Fax loaded, open my computer or explorer and browse to C:\Program Files\InterraClients\ INterra Desktop Fax, which is the default location for the INterra Desktop Fax install. Right-click on the cpletter.cvr file located here and select copy. Minimize the explorer window and right-click on the desktop of your workstation and select past. This will make a copy of the overlay needed for the cover page. With the overlay copied to the desktop, right-click on the file and select rename calling the file now Cover Page.cvr. With both our TIF and CVR files on the desktop, you must now copy these files to C:\Program Files\INterra\InterraClients\INterraFAX. Select both files by holding down the Ctrl key on your keyboard and select both files so they are highlighted, right-click and select copy. Open up explorer once again to C:\Program Files\ INterra\InterraClients\INterraFAX and paste the files in this location.

Double-click the VIEWER32.EXE file and select the Cover Page.cvr we just pasted in this location. This will open the cover page for your company with the overlay included. (If you do not see this read over the instructions once more to make sure you followed all of the steps up to this point.) You may now arrange the various fields of the overlay to the correct locations on your fax cover page to be used when this cover page is selected when faxing out using INterra Desktop Fax. If one of the fields is not used you can delete any of the overlays that you do not need such as the logoxyz.pcs or sigfred.pcx overlays.

Once the fax cover sheet is complete it can be used anytime you send a fax out using INterra Desktop Fax. With the INterra Desktop Fax properties page open, select the check box to include a cover page. (This can only be used when faxing outside to another fax machine) Click on the properties button and in the field for the template files to the end on the location and delete the default template of cpa4.cvr and replace it with the file you have just created (Cover Page.cvr). Your cover page will now be used in place of the default with your company’s information included.