



How to... Fax Multiple Documents Together (Enveloping)

Introduction:

This document provides information on how to fax multiple documents together (enveloping). This document assumes that you are generally familiar with how to send faxes. If you need general information on how to send faxes, download document #2000, "How to... Send a Fax."

Enveloping a fax is defined as combining pages from spooled (Scheduled) or received faxes into one outgoing fax. Follow the instructions below on how to envelope faxes.

Enveloping Your Own Original Documents

1. Open the first document you would like to envelope (combine and send with other documents).

2. Hold down the **Option** key, click on the **File** menu and select **Fax** as you normally would. At the bottom of the GlobalFax dialog box, click on the middle pop-up menu and select **Save**. In the top right corner of the dialog box where Send is normally displayed, Save is now displayed. See Figure 1.

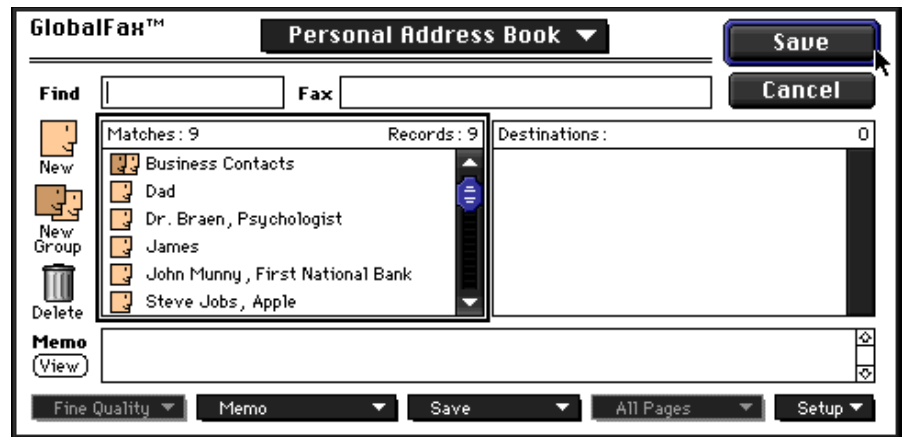


Figure 1

Click **Save**. When prompted, name the document and click **OK**.

3. Repeat step two for each document you wish to include as part of an Envelope.

NOTE: Ensure that you select the same fax quality for enveloped documents. You can only envelope documents that have the same fax quality.

4. Click on the **Apple** menu select **Global Village Fax Center**. With the Fax Center open, click on the **Fax** menu and select **Envelope**. On the left side of the Envelope dialog box, you will see the documents you have saved along with any other faxes in your Scheduled list. See Figure 2 (page 2). In the lower left corner click on the **Quality** pop-up menu, and choose the quality that matches the faxes you would like to envelope.

How to... Fax Multiple Documents Together (Enveloping)
page 2 of 3

5. Drag the documents from the left over to the right side in the order you want them to be faxed. *See Figure 2.* When you drag them over to the right you will see each individual page for each document. If you decide to exclude any page from the Envelope, you can drag that document back to the left side of the Envelope dialog box.

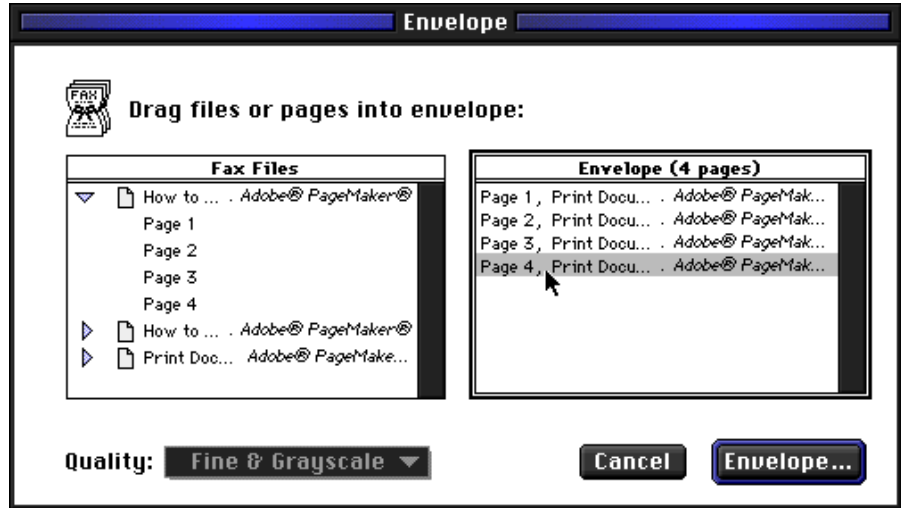


Figure 2

When finished, click **Envelope**. When prompted, assign the Envelope a name and click **OK**.

6. From the GlobalFax dialog box, assign the fax a destination, cover sheet, etc., as you normally would. *See Figure 3.* When you are ready to send your enveloped fax, click **Schedule**. Your combined documents will be sent in one fax.

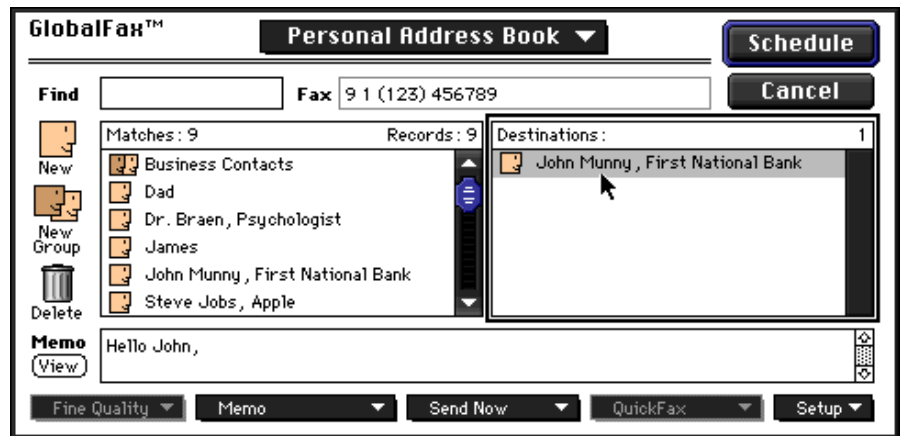


Figure 3

Including a Received Fax in Your Envelope

If you wish to include a received fax in your Envelope, follow the instructions below then proceed with step one at the beginning of this document.

1. Open the received fax you wish to Envelope.
2. Under the **Fax** menu select **Schedule**.
3. Click on the middle pop-up menu on the bottom of the GlobalFax dialog box, and select **Save**.
4. Note in the Quality (bottom left) pop-up menu which quality setting this document is. You must use this setting for any additional documents you will wish to envelope with this document. Once finished, click **Save**.