



How to... Create a Custom Cover Sheet

Introduction:

This document provides information on how to create custom cover sheets.

In order to create a custom cover sheet you will need an application that can save or export to a PICT file format (e.g. Adobe Photoshop). Please check the documentation of your graphics application to ensure that it can do this.

Examining a Cover Sheet

A cover sheet consists of two basic parts. These parts are divided into the background and fields. The background is the portion of your cover sheet that always stays the same with each fax. The fields are the areas that change with each fax that you send. Fields are filled in automatically by your GlobalFax Software, and include information such as the destination, fax number, etc. Therefore, field information changes with each fax that you send.

1. In order to help determine what the content of your background will be, you will want to know what fields GlobalFax will provide and use. Click on the **Apple** menu and select **Global Village Fax Center**. Click on the **Fax** menu and select **Cover Sheets**.
2. Click on the **Memo** cover sheet and then click the **Edit** button. *See Figure 1.* Once the Memo cover sheet is open, expand its window so that you can see most or all of the cover sheet.



Figure 1

3. On the cover sheet you will see text fields with thin grey borders around them. These bordered text fields are the fields that GlobalFax provides and fills in automatically. Click on the **Date** pop-up menu and select **Descriptions**. The text fields should now provide you with a description of what each field would contain if this were an actual cover sheet you were sending. See Figure 2.

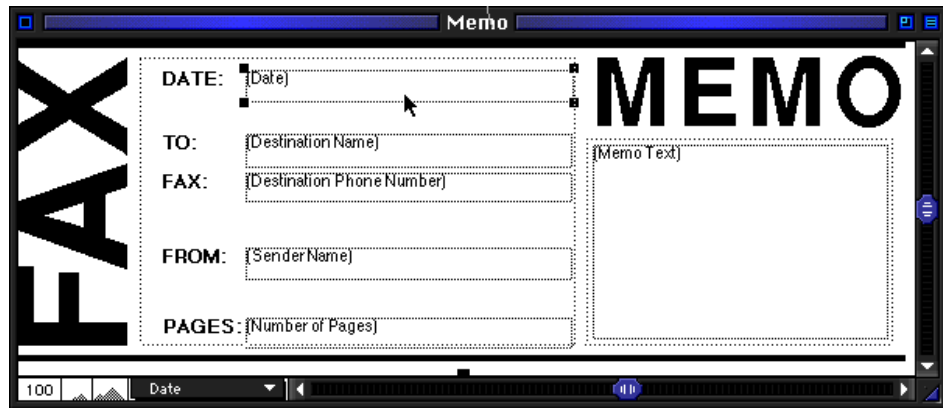


Figure 2

4. You can also move these text fields by clicking on them and dragging them into the desired position. You can expand the size of a particular field by clicking and dragging on one of the resize handles in any corner of the field until you resize the field as desired.

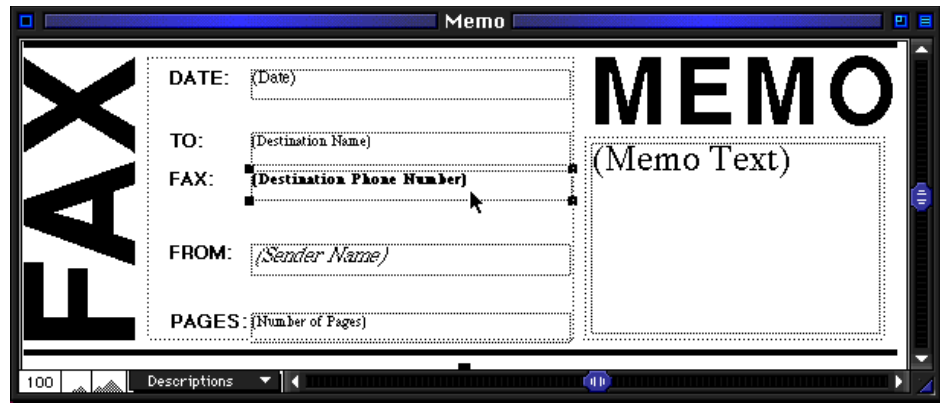


Figure 3

To change the text size, font, etc., double click on the text field you wish to change and a formatting dialog box will come up allowing you to make changes to the text. This allows you to more precisely align the GlobalFax text fields with your background PICT file when creating a custom cover sheet. See Figure 3.

NOTE: GlobalFax does not allow the mixing of fonts on a cover sheet. If you change the font for one line of text GlobalFax will change all of the other fields to match the font you selected.

5. Position the cursor over the first **M** on the large word **MEMO** in the upper right of the cover sheet. Note that the cursor has turned into an open hand. Click on the **M**, hold down, and move the cursor around. Notice that the background of the Memo cover sheet, which includes

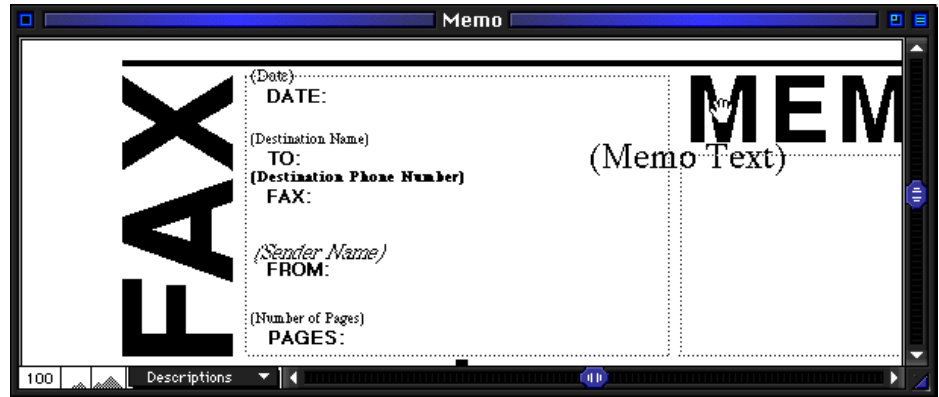


Figure 4

- everything except the text fields, moves as you move the cursor. This allows you to adjust the general placement of your background in relation to the GlobalFax text fields. See Figure 4.
6. Also, just as you can resize text fields, you can resize the background. Do this by clicking and dragging on the resize handle at the bottom middle of the background, until you resize the background as desired.
7. Close the Memo cover sheet window. When prompted to save changes, you may either decide to keep the new version of the this cover sheet (click Yes) or not (click No).

Now that you know the information GlobalFax will put on your cover sheets automatically, and how to edit a cover sheet, you will be better able to create your own background and cover sheets.

Creating a Custom Cover Sheet

1. Open your graphics application and create the background for your custom cover sheet. Here are some things to keep in mind when creating your cover sheet's background:
 - When you first open the application to create your cover sheet background, draw a box surrounding the amount of space you want your cover sheet to include. If you do not want this box to be on the final version of the cover sheet, change its color to white. This allows GlobalFax to better define the size of your cover sheet and helps to avoid any clipping or cropping of your background.

- Do not use page margins less than one half inch all around. This will also help avoid cropping of your background.
- You may want to label some of the fields that GlobalFax uses. For instance, GlobalFax automatically fills in the destination for you. Therefore you may want to have a line of text that reads *Please deliver this fax to:*. Leave ample room to the right of this line of text because that is where you will be placing the GlobalFax **Destination** text field. Another line of text that you may wish to include is *Total number of pages (including this cover sheet):* with the GlobalFax **Pages** text field placed to the right if this line of text. See Figure 5. If you would like to remove any of the GlobalFax text fields, drag them to any part of the grey area that surrounds the cover sheet until they disappear.

Once you have finished creating your background, save the file, then save or export it as a PICT.

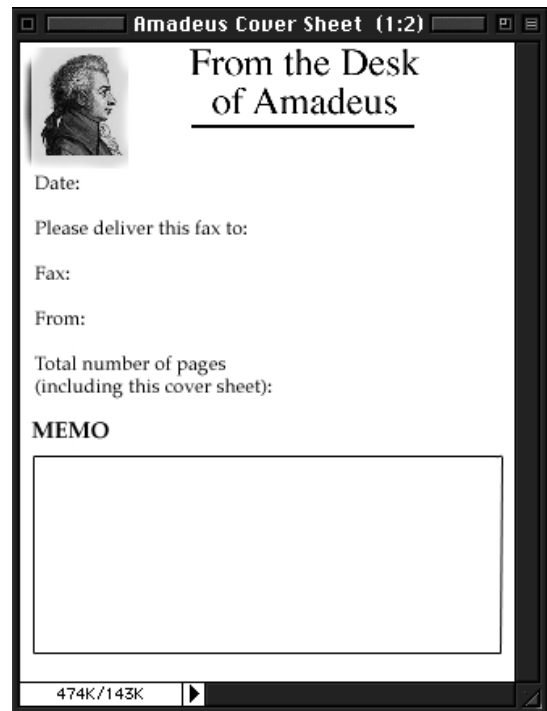


Figure 5

2. From the Global Village Fax Center, click on the **Fax** menu and select **Cover Sheets**. Click on the **New** button, locate your PICT file, select it, and then click the **Open** button. See Figure 6.

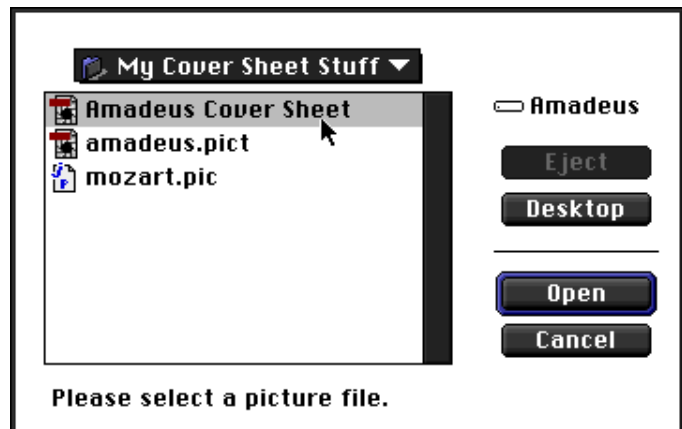



Figure 6

3. Position the GlobalFax text fields and background as desired. *See Figure 7.*
4. Once you have assembled your cover sheet as desired, click on the **File** menu, select **Save As**, assign your new cover sheet a name, and click **Save**. This cover sheet will now be available (alphabetically) with other cover sheets, whether using it with the next fax you send, or whether you would like to edit it again.

Amadeus Cover Sheet (1:2)

 **From the Desk
of Amadeus**

Date: [Date]

Please deliver this fax to: [Destination Name]

Fax: [Destination Phone Number]

From: [Sender Name]

Total number of pages
(including this cover sheet): [Number of Pages]

MEMO

[Memo Text]

474K/143K

Figure 7