Adobe Fax Cover Page Creation Overview

Illustrated using FaxFinder F.W - 2.1.8(FFx30)/1.3.9.15(FFx40) and Adobe Acrobat Pro 10
FFx30 series FaxFinders include FF130, FF230, FF430, and FF830
FFx40 series FaxFinders include FF240-IP, FF240, FF440 and FF840
Resolution # 5026696

Adobe Acrobat Professional is an application which can be used to create a cover page with for the FaxFinder FFx30 series and FaxFinder FFx40 series. This document illustrates how to create a cover page for the FaxFinder originating from a Microsoft Word document.

Your cover page could be converted from applications other than Microsoft Word or scanned into the computer on your scanner and then converted to PDF by Adobe Acrobat Pro. If you already have an existing cover page then you can use your current document for base document to build your FaxFinder Cover Page.

The steps in this document outline creation of a cover page using a combination of Microsoft Word 2007 and Adobe Acrobat Professional Pro 10.0.1 software.

Text Field Names and Descriptions
Below are the field names recognized by the FaxFinder FFx30 series products. If one of the field names below appears in the form the FaxFinder will populate the form field. Please note: Some fields may not be populated if the "User" who sends the document does not have the information specified in their user account. Some fields may not be populated if the information is not specified for the "Contact" the fax is being sent to.

Field Names	Description/Purpose
• date	(Date and time now)
• rcpt_name	(Name of recipient)
• rcpt_fax	(Fax number of recipient)
• rcpt_phone	(Phone number of recipient)
• rcpt_org	(Organization of recipient)
• sender_name	(Sender name)
• sender_org	(Organization of sender)
• sender_fax	(Fax number of sender)
• sender_phone	(Phone number of sender)
• sender_email	(Email address of sender)
• pages	(Number of pages without cover page)
• pages_with_cover	(Number of pages with cover page)
• pages_without_cover	(Number of pages without cover page)
• subject	(Subject of fax)
• comments	(Extra comments)
• optout_fax	(Opt-out notice fax number)
• optout_phone	(Opt-out notice phone number)
• optout_costfree	(Opt-out notice email or toll free number or Website)

1. Layout your cover page using a Microsoft Word fax template. Modify the Word document by adding a custom image and text.   Once you have your document laid out save the document in a Word .DOC format and then close the document. Do not save as a .DOCX document. Close document.

2. Open Adobe Acrobat Pro. Select "Create PDF" from the Getting Started Menu
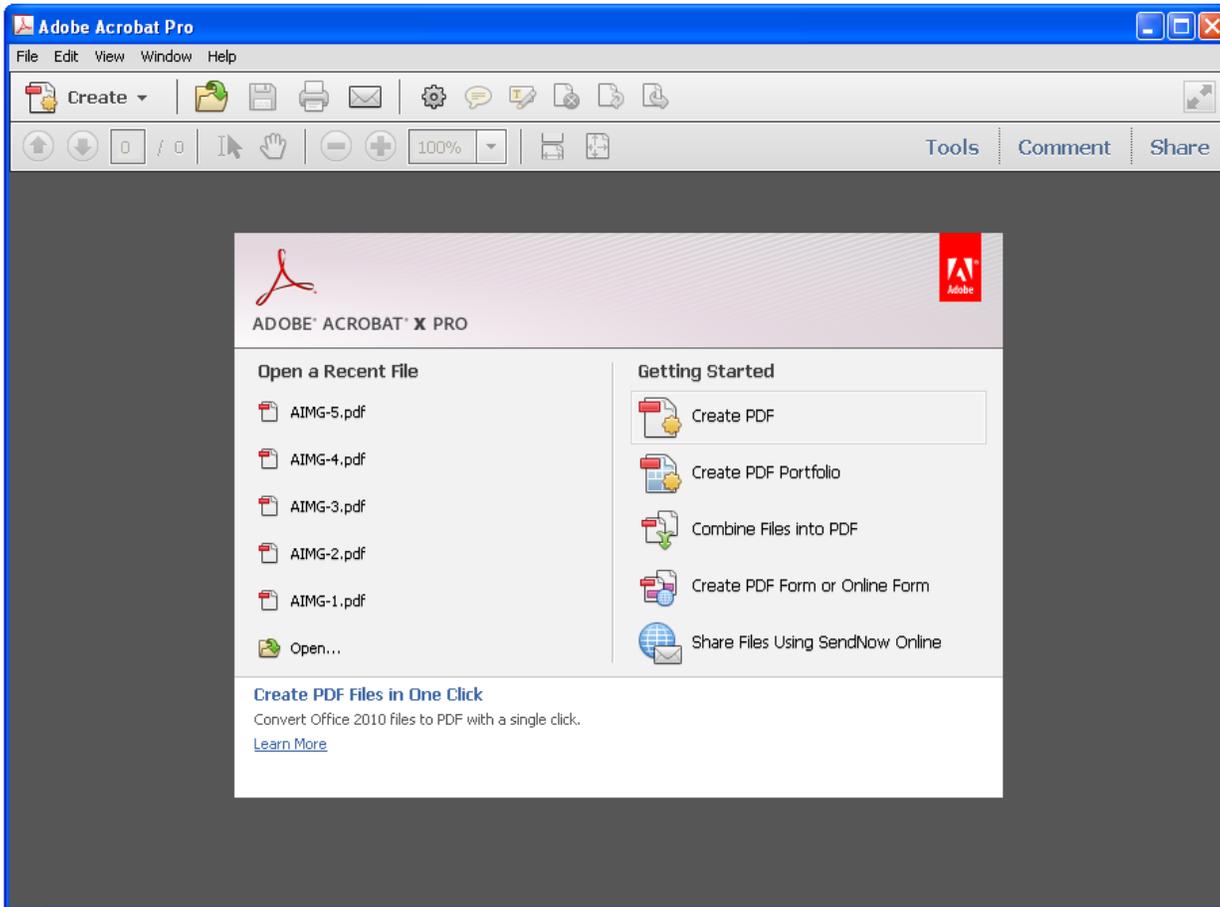
3. Navigate to the location on your PC containing the Microsoft Word document you used to create the cover page. Select "Open." Adobe Acrobat Pro will open the document in the original application and create a PDF file.
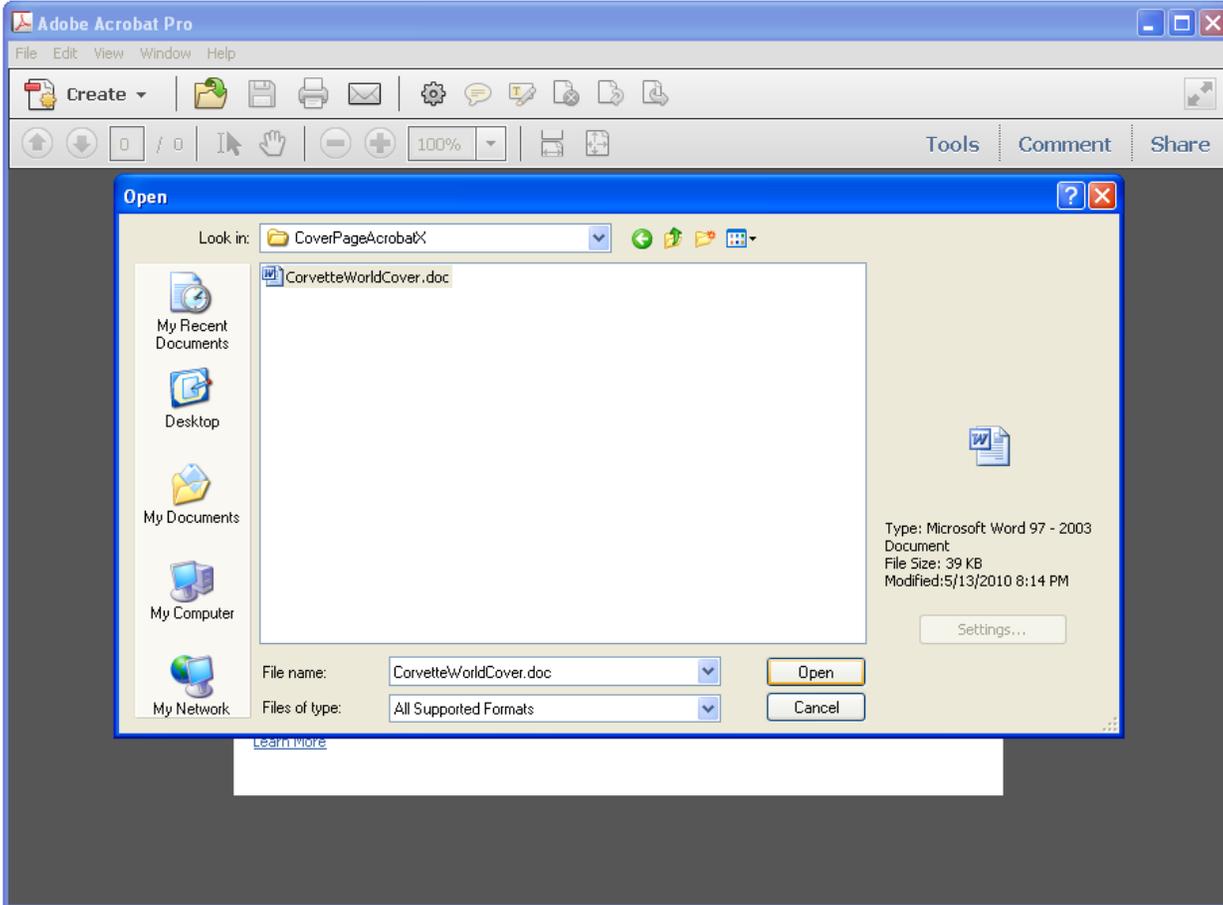
4. Select "Tools" from the Menu to view tools if the Adobe Tools section is not visible.

5. Select "Forms" to view "Forms" options and then select "Edit"

6. When asked if you want Acrobat to detect form files for you select "Yes."
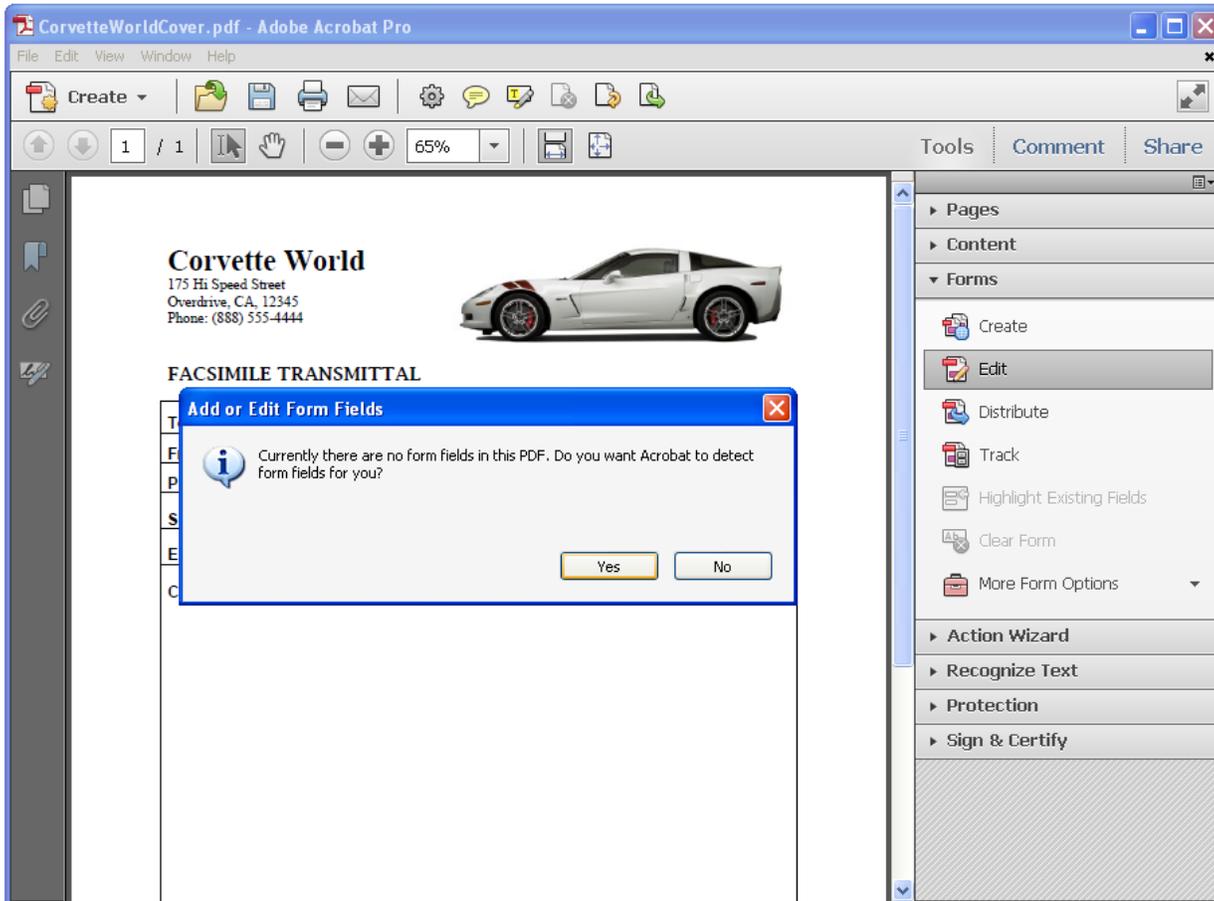
7. When prompted to save changes you made select "Save."
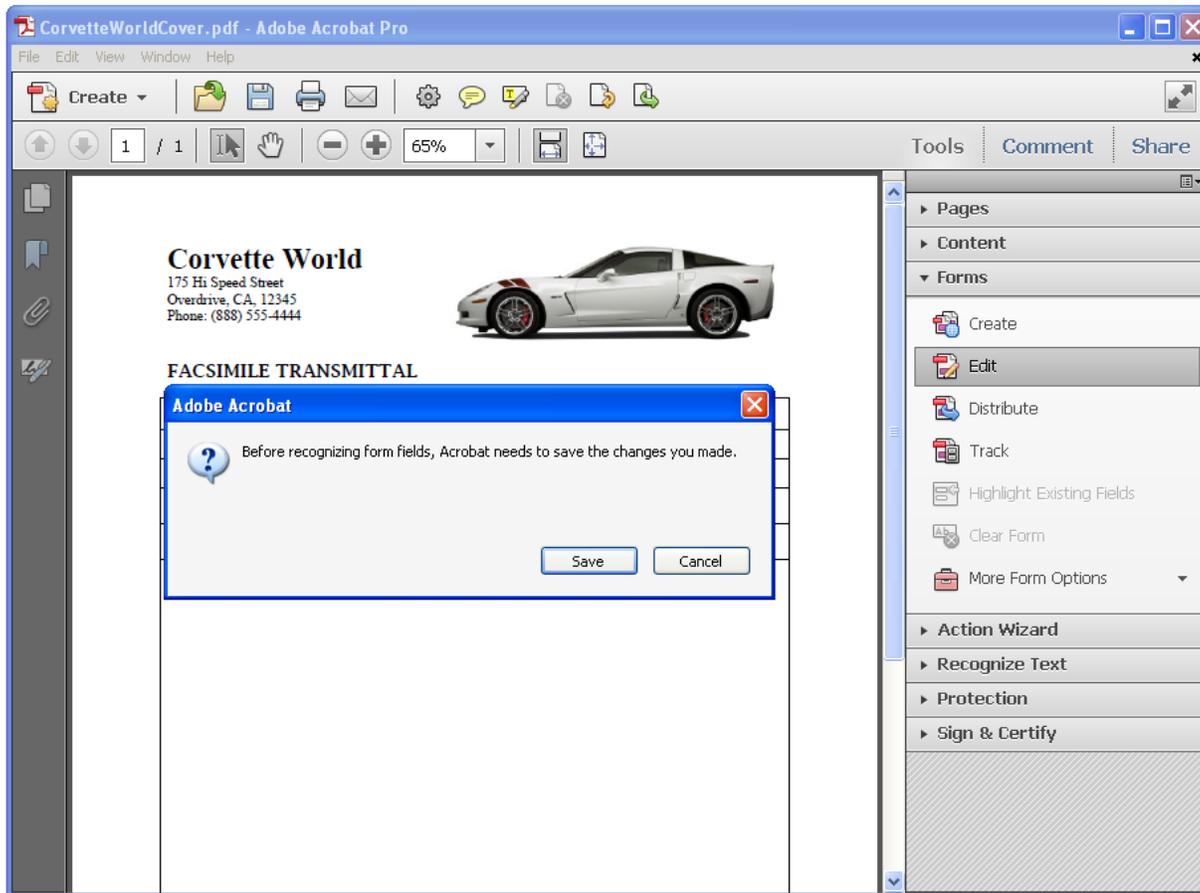
8. When prompted select a name for the cover page and select "Save"
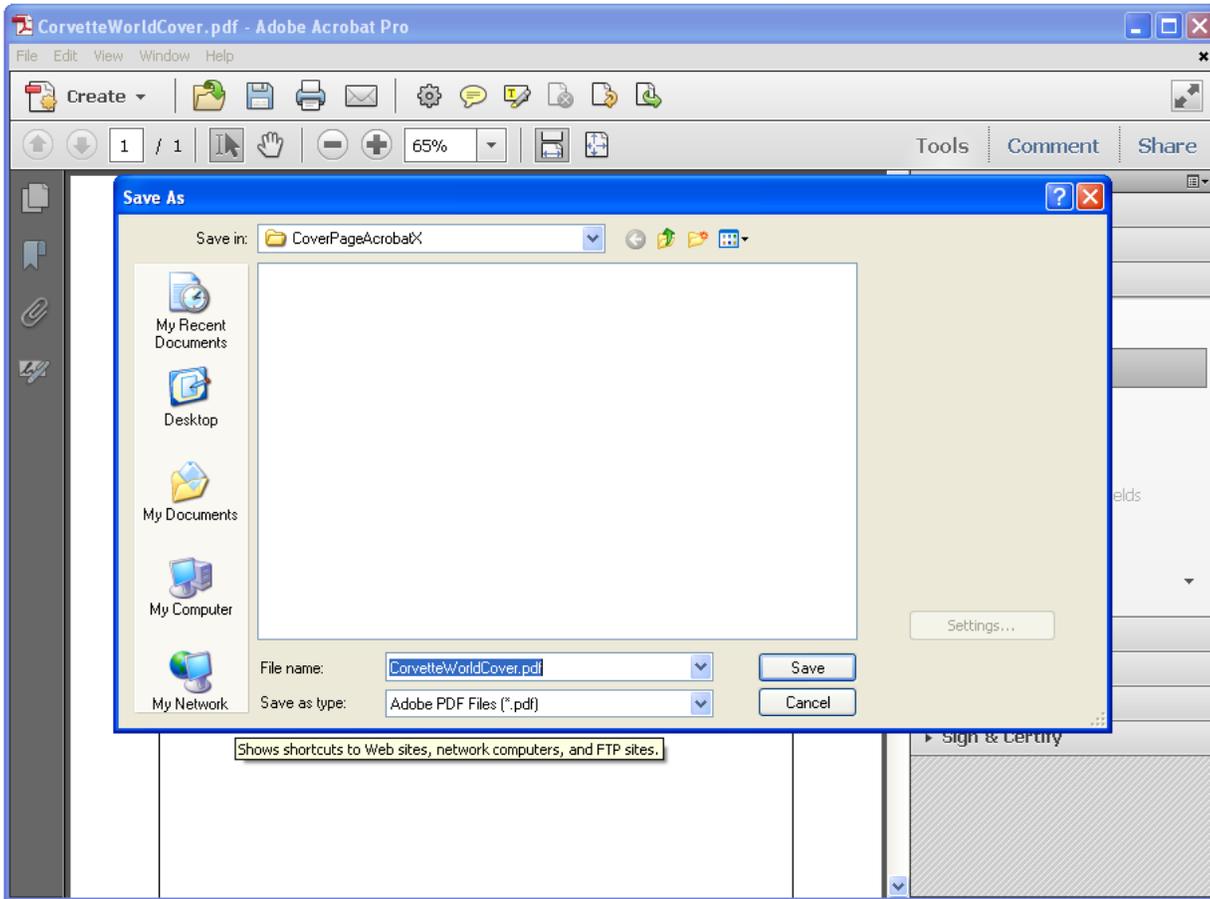
9. Adobe Acrobat X Pro will automatically create the form fields and will give names to the form fields.

10. Edit each form field to change form field properties. To edit a form field you must right click on a form field and select "properties."

11. Select the General tab. Change the field name and tooltip name to indicate the correct field names the FaxFinder is looking (see page 1 of this document.) In this example the To: form field was changed to indicate "rcpt_name." This will cause the FaxFinder to input the Recipient's name into the rcpt_name form field.

12. Next select the "Appearance" tab and modify the Font Style and Font Size values.

Font Style:
Specify a font style. You may notice when faxing the documents some font styles will appear more clearly when the fax is received. If having issues reading text on a received fax come back to this area and try different font style.

Font Size:
You must specify a fixed font size such as 10 or 12 or size of your choosing. If font size is left to "Auto" not text will appear on your cover page in the form fields.
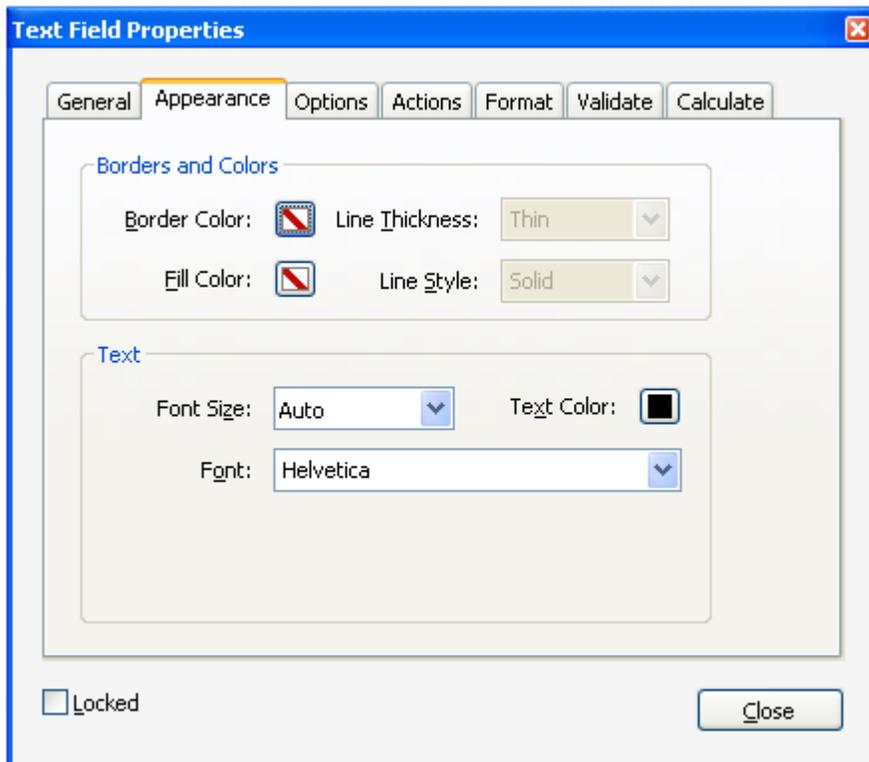
13. Select the "Options" tab and uncheck all boxes on this tab. Note: when editing the "comments" form field you should check the "Multi-line" box to allow text to fill multiple lines within the comments form field.

Once you have edited the General, Appearance, and Options tabs select "Close"
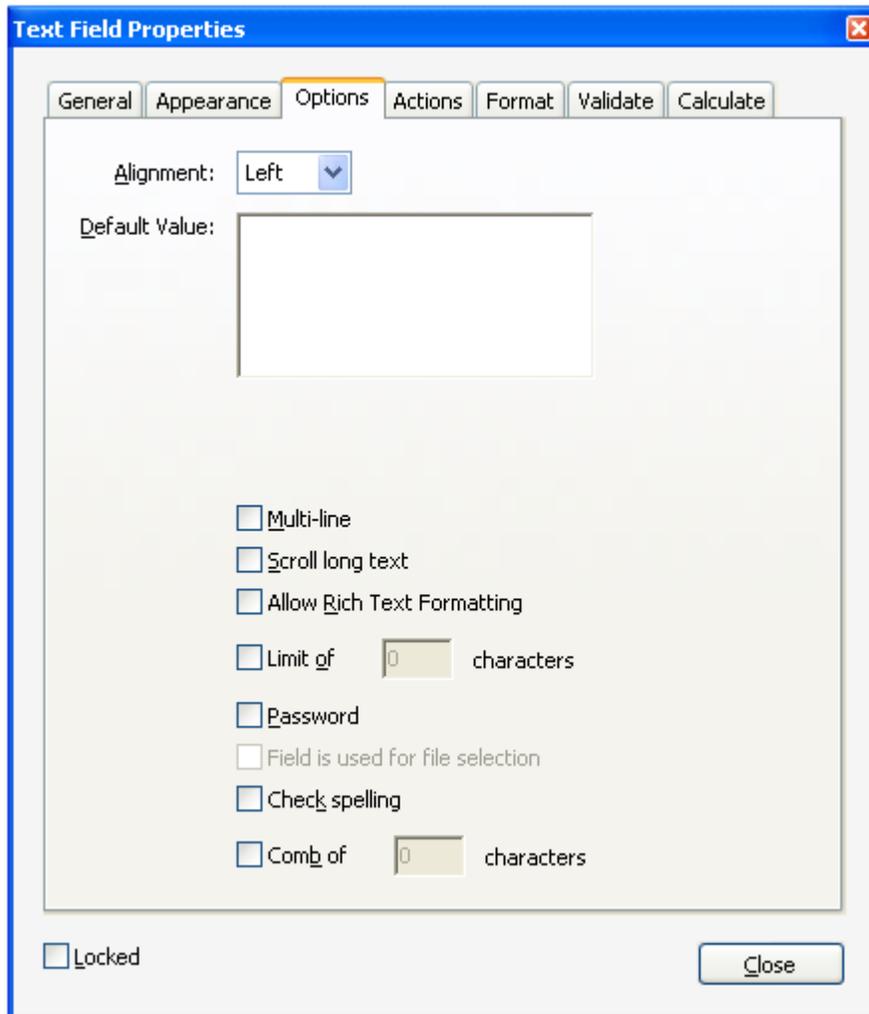
14. Repeat steps 10 through 13 for the remaining form fields. As indicated in step 13 when editing the "comments" form field select "Multi-line" which will allow text to wrap onto additional lines.

Once all form fields have been correctly defined and formatted as outlined in steps 10-13 select the "Preview" button to preview the form fields.

15. In preview mode type text into all each of the form fields. This will allow you to view text placement. After typing text into each field click the edit button to return to editing mode.

16. In editing mode reposition the form field boxes as needed. To reposition all form fields at same time you can hit "Control+A" keys on your keyboard to select all fields. To reposition a single form field select a field with your left mouse button. Once a form field or form fields are selected move the arrow keys on your keyboard up/down left/right to reposition the form fields. For additonal information about positioning form fields please refer to Adobe Acrobat Pro X documents.

17. You may desire to toggle back and forth between "Edit" and "Preview" mode as needed until you are satisfied with how the text appears on the page. You may find it easier to preview text alignment in preview mode and then go back to edit mode to reposition the form fields.

18. Once satisfied with the position of form fields while in preview mode remove all of the text from the form fields. Once all text is removed switch back to edit mode.

19. When you are done editing select "Close Form Editing" from the tasks menu.

20. Prior to saving the document verify you are no longer in form editing mode. From the Acrobat Pro X menu select "File," then select "Save As," then select "Optimized PDF"
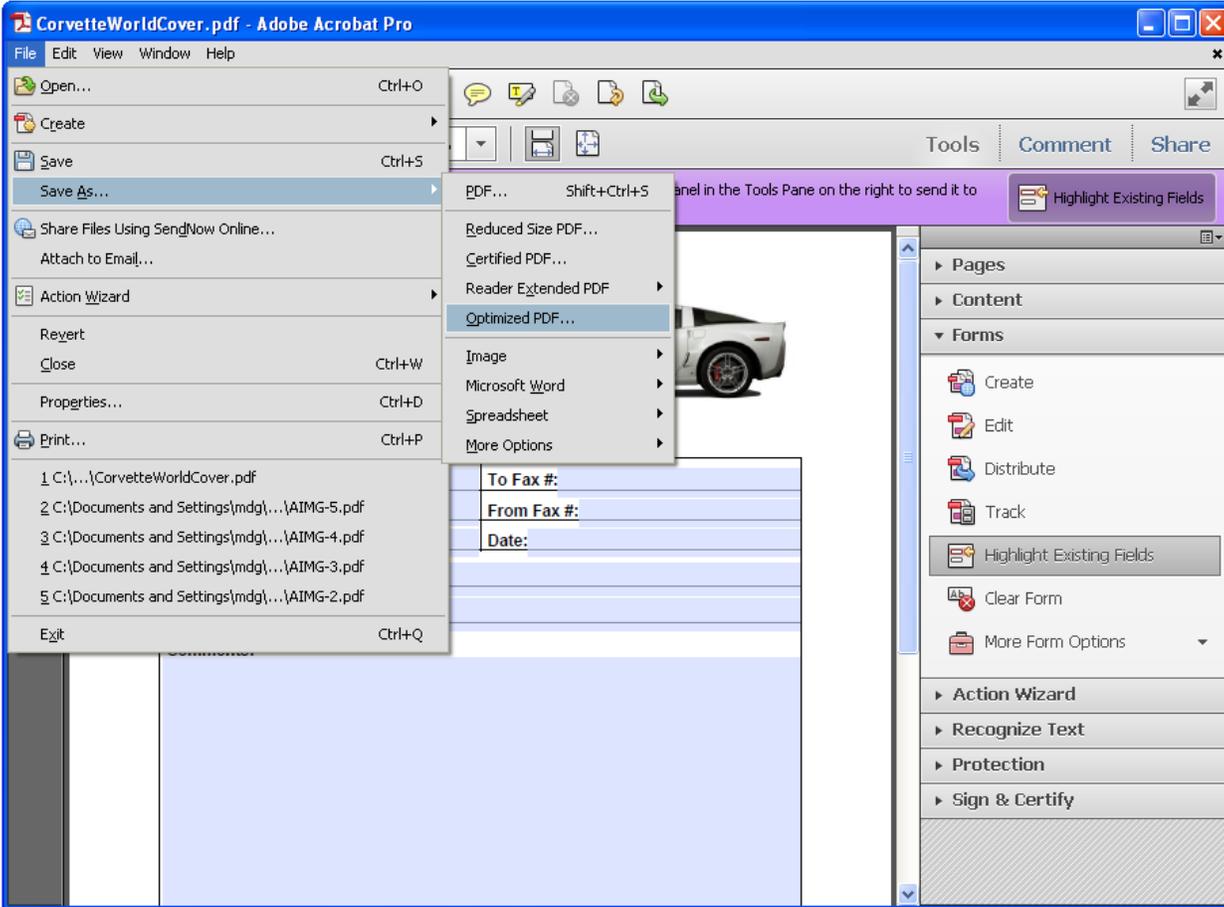
21. When prompted to save document select Yes
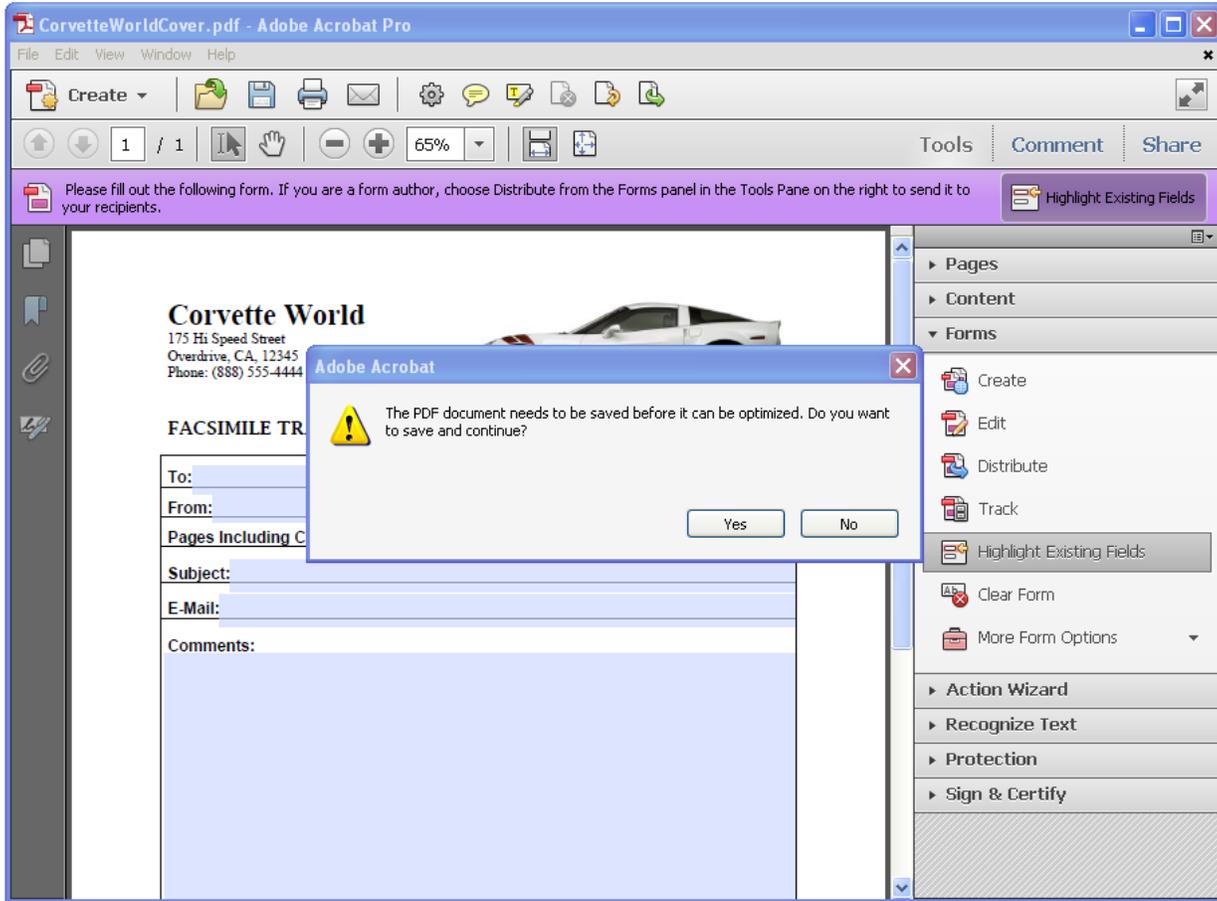
22. Within the PDF optimizer screen under "Make Compatible With" you must select "Adobe Acrobat 5.0 and later." Then select "OK"
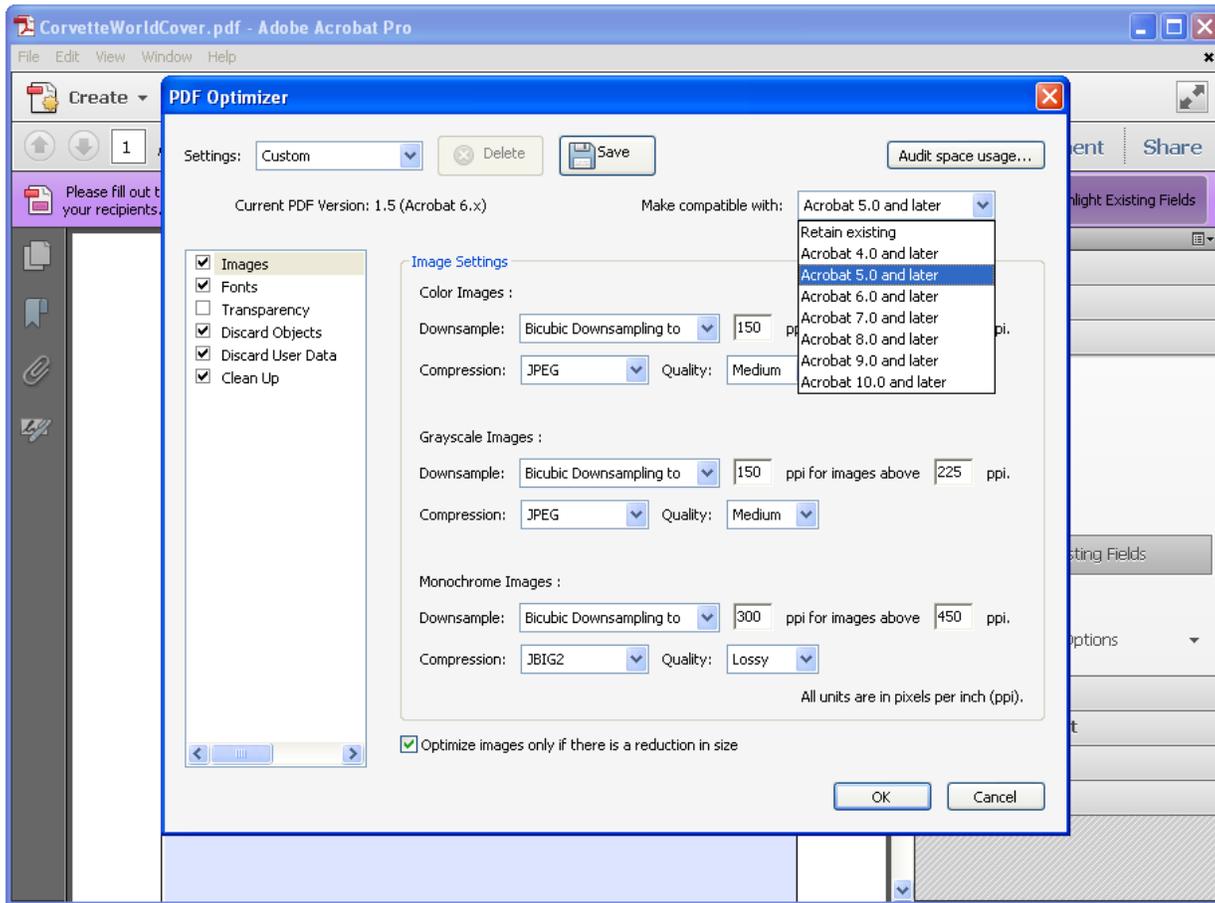
23. When prompted to save the document select "Save." , You also have the option of renaming the document if desired prior to saving.
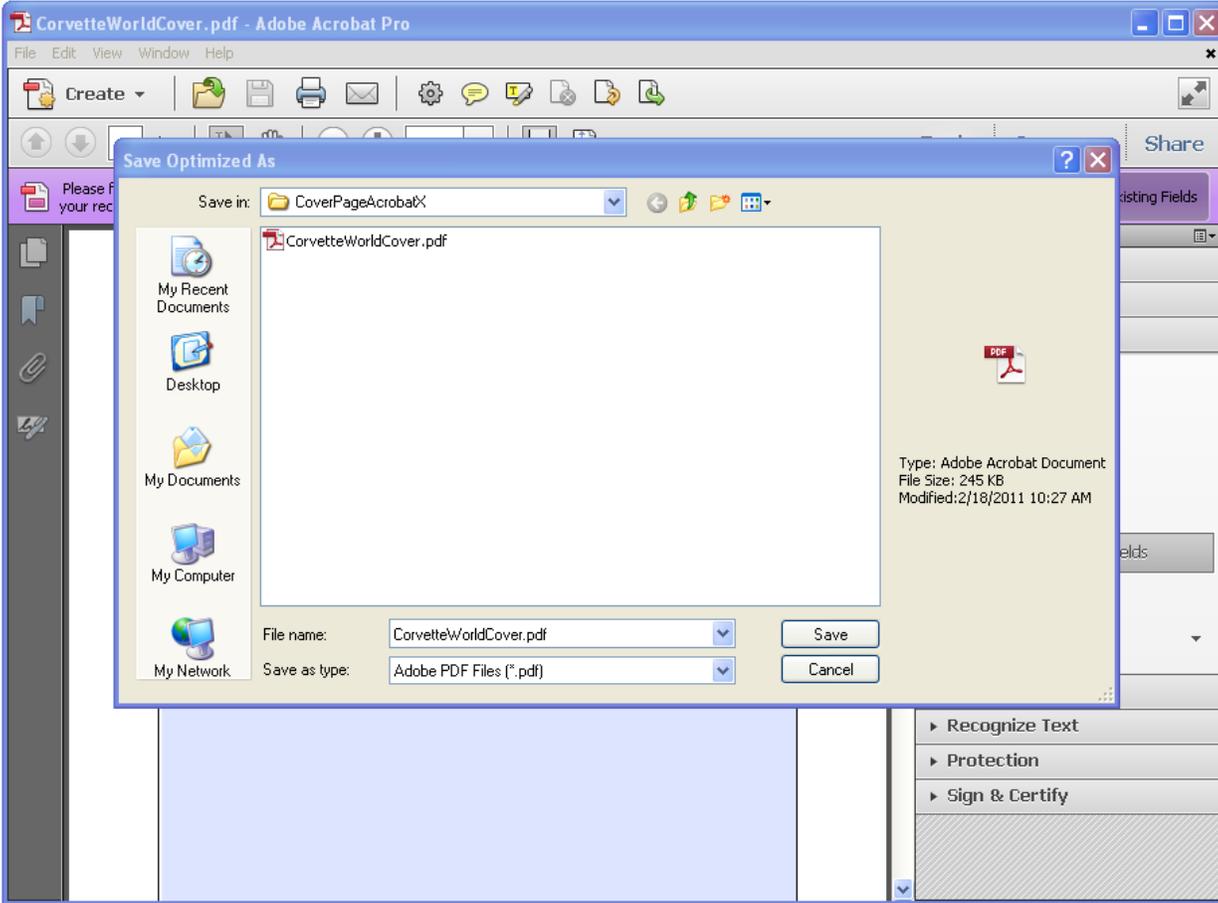
24. If selecting the same file name when saving select "Yes" when prompted to overwrite the previous file.
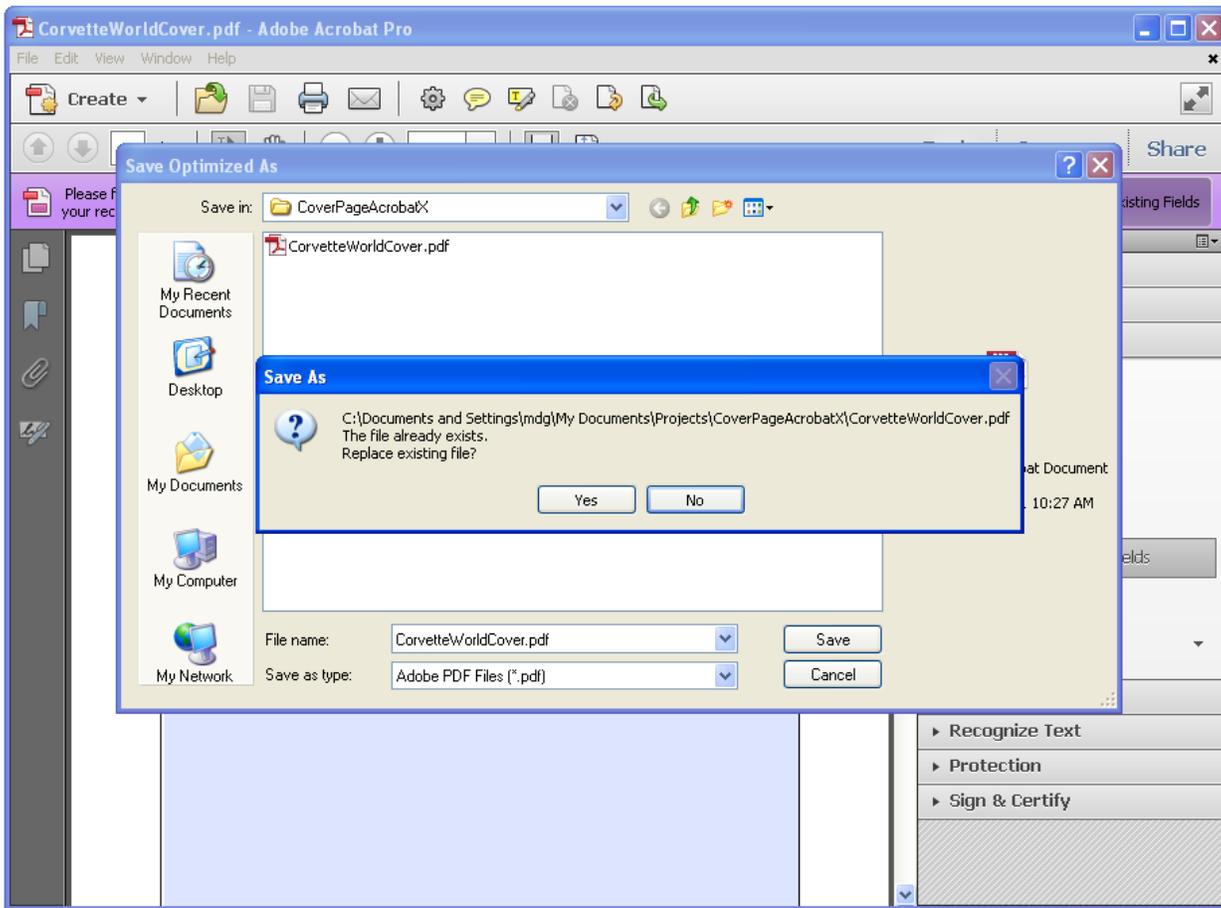
25. Any time you modify this PDF file save the document by following steps 20-24

26. Upload your PDF file into your FaxFinder. Log into the FaxFinder web interface. Select "Fax Configuration" from the top menu. Select "Cover Pages" from the left menu. Select "Add."
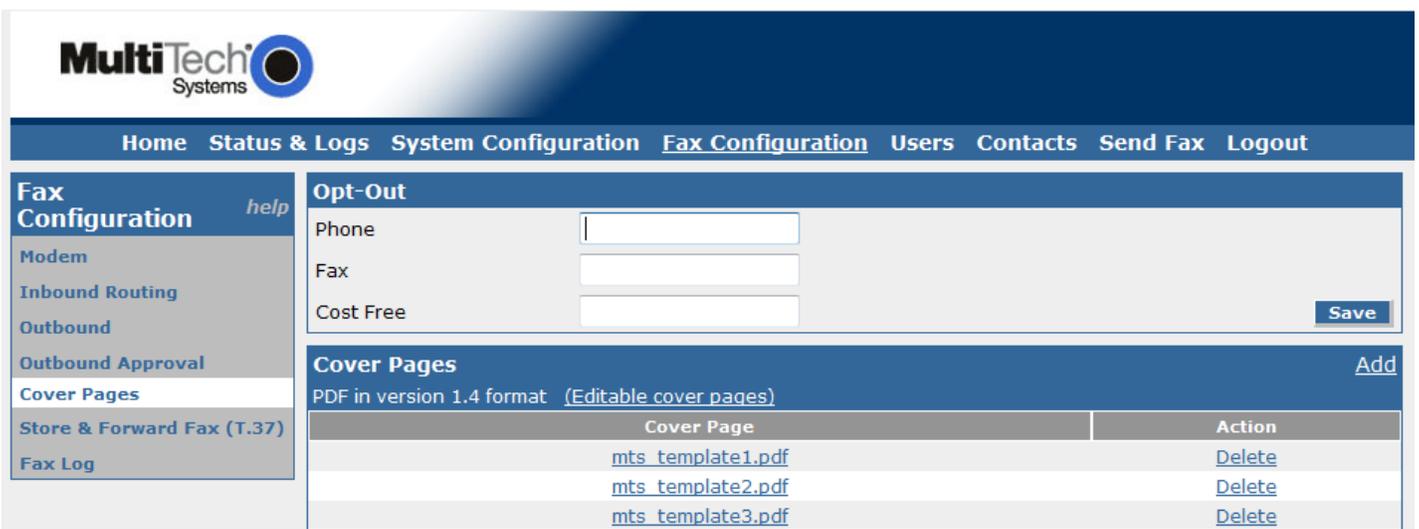
27. Select "Browse" .
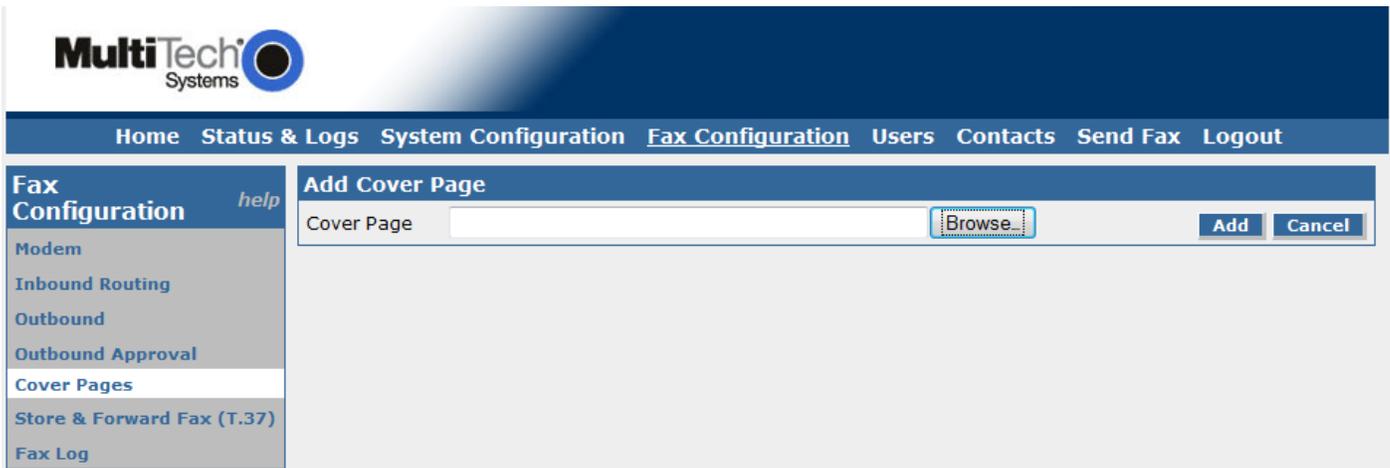
28. Browse to the location of your cover page and select it with mouse. Select "Open."
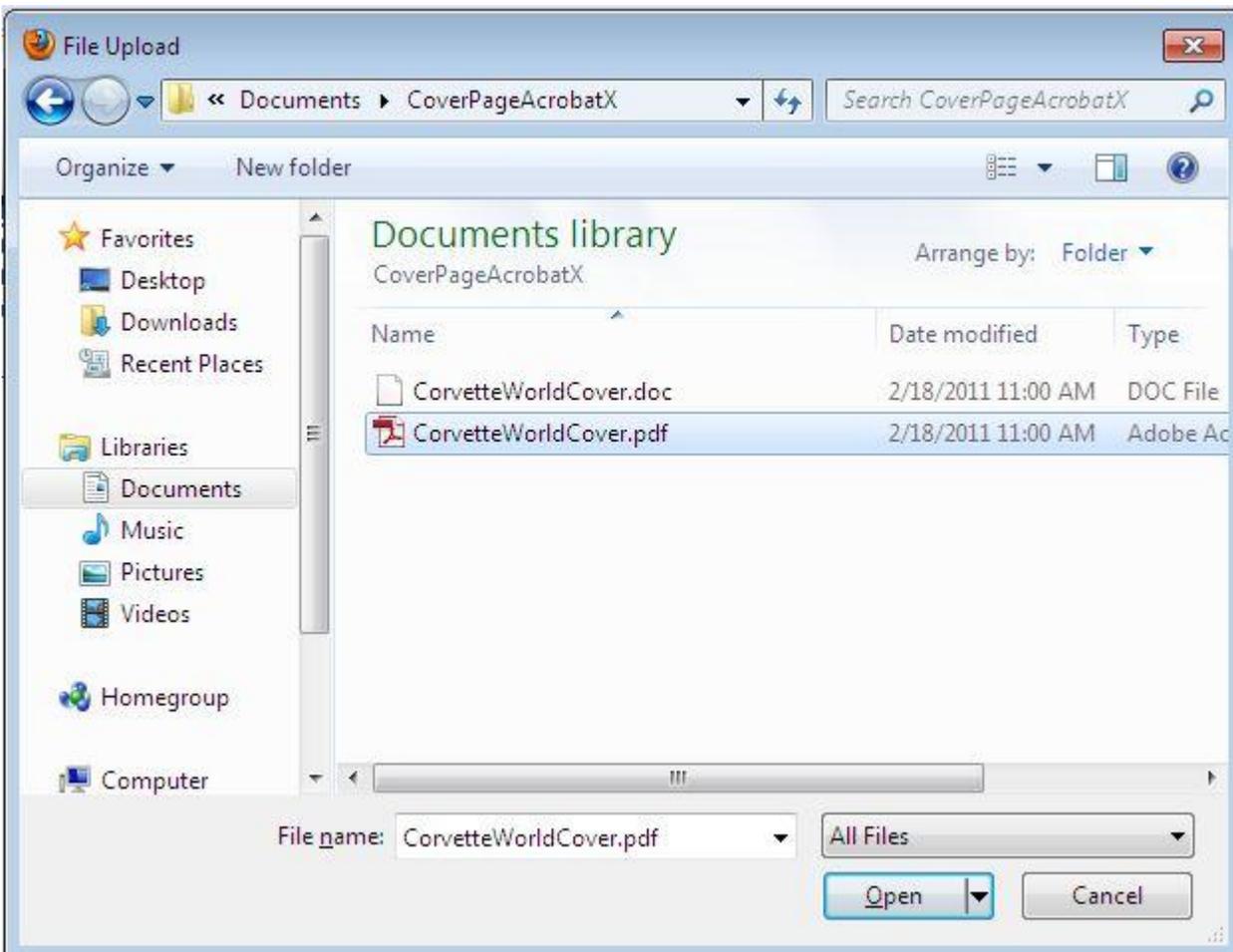
29. Select "Add" to upload the cover page to the FaxFinder.

30. The Cover Page should be listed in the FaxFinder menu. If you receive a warning indicated the document must be in PDF version 1.4/Adobe 5.0 review steps 18-21 to verify you are saving document in correct manner.

31. Test your cover page by sending a fax and specifying the cover page. When the fax is received the form fields should be filled in. If they are not filled in, or fax is not sent at all when cover page is selected review troubleshooting information below. Below is a sample of the received cover page in the document created earlier.

Troubleshooting:

1. Verify original Word document was saved using a .DOC format s .DOCX format. Files saved in a .DOCX format and converted to PDF may have additional code embedded which may result in cover page creation failures.

2. Verify every time you modify the cover page in Adobe Acrobat and saved the changes you selected "Save As" and select File type of "Adobe PDF Optimized "and then saved document as Acrobat Version 5.0.

3. Verify the Text Field fonts are all a fixed font size (vs set to auto.)

4. Verify all form fields are named correctly with names specified on page 1 of this document

5. Verify "Spellcheck" option is turned off on each form field.

6. If the received fax has empty form fields try different font style

7. If the received fax has some empty form fields verify the sending "User" has the information specified in his user settings and the contact has the information specified. For example if the "From Fax" field is blank make sure the user account sending fax has a Fax # listed in his user information.

8. To rule out an issue related to Word document formatting: Start with blank Word document saved in .doc format. Repeat cover page creation process by adding only form fields to a blank white page. If this works then your issue may related to Word document font, Word document format/ code, Word document image.

9. Below are complete screenshots of all optimized settings. From default Adobe Acrobat Pro X installation the only optimized setting which needs to be changed when saving the document is the "Make Compatible with" setting. The images below are listed for reference purposes only so you can see how they were set when the document in this example was created. If you are having issues perhaps confirm when you are saving your document your Optimize settings are similar to the settings in images below.

CorvetteWorldCover.pdf - Adobe Acrobat Pro

File   Edit   View   Window   Help

Create ▼

1

Please fill out t
your recipients.

PDF Optimizer

Settings: Custom ▼   ⊗ Delete   💾 Save   Audit space usage...

Current PDF Version: 1.4 (Acrobat 5.x)   Make compatible with: Acrobat 5.0 and later ▼

☑ Images
☑ Fonts
☐ Transparency
☑ Discard Objects
☑ Discard User Data
☑ Clean Up

Font Unembedding Settings

☐ Do not unembed any font.

Embedded fonts: Fonts to unembed:

LucidaFax-Demi (Subset)

[Unembed >>]

[<< Retain]

💡 The fonts listed above are currently embedded in the PDF file. To unembed a
    font, move it to the right pane. Fonts listed in the left pane will remain
    embedded.

☑ Subset all embedded fonts.

                                    [OK]   [Cancel]

CorvetteWorldCover.pdf - Adobe Acrobat Pro

File   Edit   View   Window   Help

Create ▼

1

Please fill out t
your recipients.

PDF Optimizer

Settings: Custom ▼   ⊗ Delete   💾 Save   Audit space usage...

Current PDF Version: 1.4 (Acrobat 5.x)   Make compatible with: Acrobat 5.0 and later ▼

☑ Images
☑ Fonts
☐ Transparency
☑ Discard Objects
☑ Discard User Data
☑ Clean Up

Preset:

[Low Resolution]
[Medium Resolution]
[High Resolution]

[Edit]

Preset Settings:

Transparency level: 100
Line Art and Text: 1200
Gradient and Meshes: 300
Convert All Text to Outlines: False
Convert All Strokes to Outlines: False
Clip Complex Regions: True
Preserve Overprint: True

                                    [OK]   [Cancel]

Screenshot 1 — PDF Optimizer (Discard Objects Settings)

CorvetteWorldCover.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

PDF Optimizer

Settings: Custom   Delete   Save   Audit space usage...

Current PDF Version: 1.4 (Acrobat 5.x)   Make compatible with: Acrobat 5.0 and later

☑ Images
☑ Fonts
☐ Transparency
☑ Discard Objects
☑ Discard User Data
☑ Clean Up

Discard Objects Settings

☐ Discard all form submission, import and reset actions
☐ Flatten form fields
☐ Discard all JavaScript actions
☑ Discard all alternate images
☐ Discard embedded page thumbnails
☐ Discard document tags
☐ Convert smooth lines to curves
☐ Detect and merge image fragments
☑ Discard embedded print settings
☐ Discard embedded search index
☐ Discard bookmarks

OK   Cancel

Please fill out
your recipients.   ...light Existing Fields

Screenshot 2 — PDF Optimizer (Discard user related information)

CorvetteWorldCover.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

PDF Optimizer

Settings: Custom   Delete   Save   Audit space usage...

Current PDF Version: 1.4 (Acrobat 5.x)   Make compatible with: Acrobat 5.0 and later

☑ Images
☑ Fonts
☐ Transparency
☑ Discard Objects
☑ Discard User Data
☑ Clean Up

Discard user related information

☐ Discard all comments, forms and multimedia
☐ Discard document information and metadata
☐ Discard all object data
☐ Discard file attachments
☐ Discard external cross references
☐ Discard private data of other applications
☑ Discard hidden layer content and flatten visible layers

OK   Cancel

Please fill out
your recipients.   ...light Existing Fields

CorvetteWorldCover.pdf - Adobe Acrobat Pro

File   Edit   View   Window   Help

Create ▾

1

Please fill out t
your recipients.

PDF Optimizer

Settings: Custom ▾   Delete   💾 Save   Audit space usage...

Current PDF Version: 1.4 (Acrobat 5.x)   Make compatible with: Acrobat 5.0 and later ▾

☑ Images
☑ Fonts
☐ Transparency
☑ Discard Objects
☑ Discard User Data
☑ Clean Up

Clean Up Settings

Object compression options: Compress document structure ▾

☑ Use Flate to encode streams that are not encoded
☑ In streams that use LZW encoding, use Flate instead
☑ Discard invalid bookmarks
☑ Discard invalid links
☐ Discard unreferenced named destinations
☑ Optimize page content
☑ Optimize the PDF for fast web view

OK   Cancel

light Existing Fields

sting Fields

ptions ▾