

# Faxing From Your Computer

Carol Warman (assisted by Paul Warman)

February 2008

- **What is a fax**
  - Fax is short for facsimile which is a true copy of a document.
  
- **Why fax from your computer**
  - Since a fax is sent over a telephone line, it is safer than putting sensitive material in your mailbox or transmitting via a non-secure website.
  - It's cheaper than postage for one or two pages!
  - It's way cheaper than taking your documents to a local store that charges for faxing!
  - Most faxing programs inform the sender that the fax was successfully sent.
  - Most legal entities will not accept email instructions. A handwritten signature can be faxed. Some institutions accept signature via fax.
  
- **What equipment is necessary**
  - A modem (separate card or on motherboard)
  - A connection to a telephone line
  
- **Programs to be demonstrated today (“If you can print it, you can fax it!”):**
  - **Windows Fax**
    - Comes with Windows XP Pro and Home, Windows Vista Business, Ultimate and Enterprise versions. See the following Wikipedia article describing Vista version of Windows Fax: [Windows Fax and Scan](#)
    - See <http://tinyurl.com/59zrb> for Microsoft “how to” article.
    - **Configure**
      - Add dial prefix (if necessary) to number or check box to use dialing rules
    - **Send**
      - Send to multiple recipients
    - **Receive (not to be demoed)**

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- **RKS Fax (Available for Windows Vista and XP – For versions of Windows prior to XP, Mighty Fax is still available) – Both programs can be purchased for a reasonable price (\$19.95)**
  - <http://www.rkssoftware.com/rksfax/overview.html>
  - **Configure**
    - **Add any special dialing rules (if necessary) in Preferences | Sending | Item 9 (dialing rules)**
  - **Send to one recipient**
  - **Receive (not to be demoed)**
  
- **“Bells and whistles” – more advanced operations**
  - **Place signatures or pictures on a document to be faxed**
  - **Fill out PDF forms and then fax them, even if you can't save them**