

Can I fax from my computer?

I have been asked this question a lot lately. The answer is:

What version of Windows do you have? If you have Windows 95, 98 or ME, please go out and purchase Winfax Pro or a cheap fax machine. If you have Windows XP, please read on...

Windows XP has fax software built right into it. Actually, other previous versions of Windows did too, but this is the first time, in my opinion, Microsoft "got it right".

To check out the fax software that is built into windows:

Click on **START | ALL PROGRAMS | ACCESSORIES | COMMUNICATIONS** and look for Fax Services. It probably will *not* be there as Windows does not install the Fax Services by default.

Here's how to install it:

Click on **START | CONTROL PANEL | ADD OR REMOVE PROGRAMS | ADD/REMOVE WINDOWS COMPONENTS**. Now you are presented with a list of Windows Components, one of the items on the list is Fax Services, check it off. Click **NEXT**, Windows will start to install the Fax Services component. At one point the Windows program may ask you to insert your original Windows XP CD to copy some files from, so have it ready. Click **FINISH**.

Now go back and check **START | ALL PROGRAMS | ACCESSORIES | COMMUNICATIONS** and you will see a new group called **FAX**.

You can send a new fax from here. A Fax Wizard will you through the steps of sending a fax. My favorite way is to understand that Windows has just installed a "fax printer driver" into your Printers Folder. So anything that you can print, you can now fax. Try it, just open (or create a new) document, click **PRINT**, and then choose, **FAX** from the list of printers. (Even if you only have one printer, you will now have another called Fax.)

Click **OK**, and the Fax Wizard starts. The first time you send a fax it will ask you for Sender information (to attach to the header of your fax,) every other time after that it will only ask you for the recipient's name and fax number. You are given an opportunity to create an Address Book so you don't have to keep typing in the same number(s).

You can setup the program to receive faxes too, if you want, but please remember that your computer has no way of knowing if the call is a phone or a fax call and will try to answer all calls at the set number of rings.

I love faxing with computers, the only drawback is if you have a piece of paper that you want to fax out; unless you have a scanner you will have no way of putting that piece of paper into your computer in preparation to fax back out. But other than that, a computer

is a great way to fax out anything that can be printed. The document will actually come out crisper on the recipient's end than if it is printed and then sent through a traditional fax machine.

“Good Luck with That”

Favorite Bookmark of the Week: www.slipstick.com/addins/services/winxfax.htm