

Customer Tips

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... for the user

Customizing the PCL Fax Cover Page for Windows 95/98/ME using HTML

Purpose

This document provides instructions for customizing a PCL fax cover page in a Windows 95/98/ME environment using HTML. Another related document, *Customizing the PCL Fax Cover Page for Windows 95/98/ME* is located at this address:

<http://www.xerox.com/DocumentCentreFamily/Tips>.

The XFAXCVR.HTM file that accompanies this document is an HTML file you can modify to create a customized fax cover sheet template. To do so you must be familiar with Windows 95/98/ME, and HTML editing.

The PCL Fax Cover Page

The fax cover page is a full page PCL file inserted as the first page of a faxed document. The fax cover page includes important information about both the originator and recipient of the fax (for example, name, telephone numbers, and e-mail addresses).

PCL Print/Fax Driver

The DC 230/220/340/332 and DC 440/432/425/420 Windows 95/98 PCL Print/Fax drivers (hereafter referred to as the print driver) is responsible for inserting the fax cover page into the fax job.

The print driver generates a dynamic cover page by using the data entered in the fields of the LanFax Setup window that appears after your click OK in a Print dialog box. The cover page consists of information indicated by field markers in the PCL code applied to a format. A field marker starts with two "@" symbols followed by a "^", "\$", or "%" then a number or letter. For example, when a fax cover page is generated, a field marker "@@^0" in the PCL code is replaced by the text "FAX Cover Page."

This document applies to these Xerox products:

	WC Pro 32/40 Color
	WC Pro 65/75/90
	WC Pro 35/45/55
	WC M35/M45/M55
	DC 555/545/535
	DC 490/480/470/460
x	DC 440/432/425/420
x	DC 332/340
	DC 265/255/240
x	DC 220/230
	DCCS 50

Example of the PCL code before and after the fax is sent:

```
... PCL Code found in the PCL cover page...
364Y@@^0_%1
... More Code...
```

Example of the PCL code after data has been merged with the cover page:

```
... PCL Code found in the fax job...
364YFAX Cover Page_%1
... More Code...
```

The template for the default fax cover page is a PCL print-ready file `XDCS30LF.CVR`, located in the Windows system directory installed by the print driver. In most cases, the path is `C:\Windows\System\XDCS30LF.CVR`. To create a customized cover page template, modify the `XFAXCVR.HTM` document, create a new print-ready file and save it as `XDCS30LF.CVR`.

After you create the print-ready cover page, multiple individuals may use it by sharing the print driver or copying over the existing cover page.

What Can You Customize?

You can customize any part of the fax cover page (`XFAXCVR.HTM`), by adding graphics or changing the static text. Table 1 shows all field markers that indicate text you can customize. There are two types of field markers, static and dynamic. You can change the font and size of the text indicated by both the static and dynamic field markers.

Static Field Markers

Static field markers are markers that represent text that doesn't change. For example, title of the cover page, organization name etc. You can choose any text to replace the static text.

Dynamic Field Markers

Dynamic field markers are markers that represent text that is different for every cover page, for example, the recipient's data. You can delete dynamic text but cannot change or replace it.

Static Text		Dynamic Text	
Print-ready file	After merge	Print-ready file	After merge
@@^0	FAX Cover Page	@@#1	Recipient's Name
@@^1	To:	@@#2	Recipient's Organization
@@^2	From:	@@#3	Recipient's Voice No.
@@^3	Name:	@@#4	Recipient's Fax No.
@@^4	Organization:	@@\$1	Sender's Name
@@^5	Voice:	@@\$2	Sender's Organization
@@^6	Fax:	@@\$3	Sender's Voice No.
@@^7	Date:	@@\$4	Sender's Fax No.
@@^8	Pages:	@@\$7	Sender's E-mail Address
@@^9	(including cover page)	@@\$5	Date and Time
@@^A	Note:	@@\$6	Total number of pages
@@^B	E-Mail	@@%0	Note (line 1)
		@@%1	Note (line 2)
		@@%2	Note (line 3)
		@@%3	Note (line 4)
		@@%4	Note (line 5)
		@@%5	Note (line 6)
		@@%6	Note (line 7)
		@@%7	Note (line 8)
		@@%8	Note (line 9)
		@@%9	Note (line 10)
		@@%A	Note (line 11)
		@@%B	Note (line 12)
		@@%C	Note (line 13)
		@@%D	Note (line 14)
		@@%E	Note (line 15)
		@@%F	Note (line 16)

Table 1: Field Markers

In addition to changing any of the static text fields, you may also add graphics to the file, by placing the graphic wherever there is space (such as in the header or bottom right of page). See Figure 1 and Figure 2.

Try to use tables wherever possible to help keep text lined up and prevent the possibility of overlapping text.

Figure 1: Cover Page Before Editing

Figure 2: Cover Page After Editing

NOTE: Prior to printing a new custom fax cover page, verify the file contains a one-page document. Otherwise extra blank pages print after every fax cover page.

Requirements

- HTML editor, such as WordPad or any third-party HTML editor
- DC 220/230/332/340 and DC 440/432/425/420 Windows PCL print/fax drivers, see <http://www.xerox.com>.
- XFAXCVR.HTM. (accompanies this document)
- Binary Editor. If your DOS editor does not support binary edit then you can download an editor from <http://www.shareware.com>. Search for "Hex Editor" or "Binary Editor."

Procedure

To create a customized fax cover page use the procedures in the following sections:

Verify that the Current Fax Cover Page Works

1. Select a test document to fax.
2. In most applications select [**File: Print**] and select the print driver.
3. Be sure that "Print to File" is **NOT** checked.
4. Select [**Setup**] or [**Properties**] and then select [**Paper/Output**] tab.
5. Select [**Fax**] from the Print/Fax Job Type pull-down menu.
6. Select [**OK**]. When the Fax program loads, add a number by filling in the appropriate text box or choose an existing one from the Recipient List then select [**OK**].
7. Select [**Options**] and enter all information.
8. Check the [**Cover Page**] tab.
9. Select the [**Cover Page**] tab and fill in all information.
10. Select [**OK**].

If there is an error in the fax output, the initial driver installation may have failed. Reinstall the print driver. See the *Centroware Admin Services Guide: Installing and Using Admin, Print and Fax Services*.

Backup Original Fax Cover Page

Use Windows Explorer to backup the original fax cover page.

1. Go to the Windows\System directory.
2. Locate one of the files in the following list and right-click it:
 - For the DC 220/230/332/340, the XDCS30LF.CVR file
 - For the DC 440/432/425/420, the XDC440FL.CRV file
3. Click on [**Rename**] and type XDCS30LF.OLD or XDCS440LF.OLD respectively.
4. In the dialog that appears, click [**Yes**] to accept the name change.

Customize the Fax Cover Page

1. Open the Microsoft Word document XFAXCVR.HTM.
2. Edit the file as necessary. You can make cosmetic changes, change fonts and font sizes, insert logos, etc. without disturbing the process. You can even reorder items. Be careful to maintain enough space for the driver to paste in the actual text – there is no word-wrap capability. Large images make the print-ready file large, which could cause the fax job to fail.
3. Save the file.

NOTE: Remember the following HTML tips:

- When creating the HTML file, keep enough room for the dynamic text and anticipate the possibility for large amount of data.
- GIFs and JPGs are the only two image formats allowed in HTML.

Print the Customized Document to File Using the Print Driver

NOTE: Remove the header and footer by going to **[File: Page Setup]** (in your browser) and remove all information in those fields.

1. Select **[File: Print]** and select the print driver.
2. Select **[Setup]** or **[Properties]**.
3. Select **[Default All]**.
4. Select the **[Image Quality]** tab and in the Resolution box, select the radio button **[400 DPI]** then select **[OK]**.

NOTE: You must select 400 DPI for the fax cover page.

5. Ensure that the **[Print to File]** check box is checked and select **[OK]**.
6. When prompted, type in a filename (in our example we use: c:\faxpcl.prn), then select **[OK]**.

Edit the PCL File

1. At a DOS prompt, type:
EDIT/70 C:\FAXPCL.PRN
Press <Enter>.
2. Scroll to the bottom of the file, and from the second to the last line remove the following text:
←%-12345X@PJL COMMENT EOJ=Internet Explorer - XFAXCVR.HTM←%-
12345X

NOTE: Left arrow could vary depending on the editor used. Common characters are left arrow and □.

"XFAXCVR.HTM" could vary depending on the name of the document.

Print the Document to Verify the Procedure Worked Correctly

Place the print-ready file (`faxpcl.prn`) in the printer queue using one of the methods described in the following paragraphs.

- Web interface (if installed):
 1. Enter the IP address of a Document Centre in a Web browser to access the Document Centre's home page and select the **Services** link.
 2. In the right-middle frame, scroll to the bottom, and in the **[File Name]** text box click on the **[Browse]** button.
 3. Locate and select the `faxpcl.prn` file and click **[Open]**, or type `c:\faxpcl.prn` in the **[File Name]** textbox.
 4. Click the green **[Start]** button.

-or-

- Novell NetWare environment:
 1. At the DOS prompt, type one of the following commands:
`NPRINT C:\FAXPCL.PRN Q={Queue Name} S={Server name}`
or
`PCONSOLE.`
 2. Press **<Enter>**.

Ensure that the cover page is correct before going on to the next section.

Read the "Troubleshooting" section of this document if the printout generates an error.

Copy to Windows\System Directory

1. Select the file `FAXPCL.PRN` in the C drive. Right click on the file and select **[Copy]**.
2. Go to the `Windows\System` directory and click on **[Edit: Paste]** from the toolbar.
3. Right-click the file and select **[Rename]**. Rename the file to `XDCS30LF.CVR` or `XDCS440LF.CVR` respectively. If you get an "Error Renaming File" dialog, make sure you backed up the original file.

Send a Test Fax from the Print Driver

Repeat the first step of the procedure in the section "Verify that the Current Fax Cover Page Works," to reconfirm that you are able to fax with the customized cover page. If this fails, refer to the "Troubleshooting" section in this document.

Caveats/Problems

- Be careful when removing any of the "@@x", "@@%x" or "@@#x" fields, as the fax cover page data may not print correctly. Figures 1 and 2 show where the data you enter in the LanFax Setup window appears on the fax cover page.
- Sixteen lines of text are allowed on the fax cover page: @@%0 through @@%F. You can increase the area available for a bitmap image by changing the point size or removing lines starting with the last.

Troubleshooting

Problem	Possible Cause	Action
Job is sitting in the queue at the DC 220/230/332/340 UI.	The custom fax cover page used 600 dpi when printing to file.	Reboot the DC 220/230/332/340 until the fax is no longer in the queue. Then recreate the fax cover page, making sure you select 400 dpi when you print it to file.
Cover page and/or fax job did not print.	The Cover Page option was not selected in the LANFax Setup window.	Ensure that [Cover Page Option] is selected in the Fax LANFax Setup window.
	The new cover page is not in the C:\Windows\System directory.	Verify that the new file C:\Windows\System\XDCS30LF.CVR or C:\Windows\System\XDCS440LF.CVR exists.
	The wrong version of the driver was used to create the new cover page.	Verify that the print driver is the validated version. 1. Select [Start: Settings: Printers] . 2. Right-click the printer and select [Properties] . 3. Then select [Help: About] to determine the driver version - it should be v. 3.01.14 or v.3.01.17. If you have the wrong driver version, install the new driver.
	The new Cover Page does not have the correct version or name, for example, XDCS30LF.CVR.PRN or XDCS30LF.PRN	If the file XDCS30LF or XDCS440LF has a .PRN extension change it to a .CVR extension.
	The print-ready file is too large, perhaps because of a large bitmap.	Shrink the size of the image, either by dimension or image quality.
Only the cover page prints.	The PCL file was not edited correctly.	Create a print-ready file again and remove the line of PCL code specified in the section "Edit the PCL File," earlier in this document. Be sure to include the escape characters and include the "X" at the end of the line.
Blank page prints after cover page.	If the updated XFAXCVR.DOC document was more than one page, an extra page prints after the cover page.	Ensure that the Cover Page fits onto one page before you print to file.

Problem	Possible Cause	Action
Unable to print the new cover page using PCONSOLE.	Unfamiliar with PCONSOLE.	Perform the following steps: <ol style="list-style-type: none"> 1. At the DOS prompt, type PCONSOLE. If you get an error message, change directory to \PUBLIC where PCONSOLE resides. 2. Select [PRINT QUEUE INFORMATION]. 3. Select the print queue to print to and press <Enter>. 4. Select [CURRENT PRINT JOB ENTRIES] and press <Enter>. 5. Press the <Insert> key and type the location of the file, e.g., C:\ 6. Select the file to print (faxpcl.prn) and press <Enter>. 7. Select [PCONSOLE DEFAULTS] and press <Enter>. 8. Press <Esc> and choose [SAVE CHANGES]. The file should print.

Additional Information

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>.

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.xerox.com/DocumentCentreFamily/Tips>.

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