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Macintosh Performa: Editing Received Faxes (1/96)

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TOPIC -----

I am using the Global Village software that was included with my Macintosh Performa computer to receive faxes. However, I am not sure how to edit them once I receive them. How can I do this?

DISCUSSION -----

Saved faxes are stored as PICT documents, which are pictures containing a bitmap of the received fax. Although you may see letters and words when you view the fax, you are really just seeing a picture of a collection of dots. You cannot edit a PICT document using a word processing program. Instead, you must edit the fax as you would a picture or other graphic.

If you use the Global Village Fax Center to save the fax, you can modify the fax using a graphic application, such as the paint module in ClarisWorks, Microsoft Works, or WordPerfect Works.

Additionally, you could purchase optical character recognition (OCR) software which could convert an incoming fax into text, which you could then edit in a word processing application. Contact Global Village for additional information about OCR software.

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