


Setup your cover page

To setup the cover page layout and generic fields you have to login to your Popfax account and access the “**Account management**” page.

All the fields are filled by default with the information you have inserted in the “**Customer details**” section, excepting the Header logo, that is **Popfax.com** by default.

Cover Page settings

Header Logo:



(Only GIF, JPG and PNG images are allowed.)

Sender Address:

/ John Smith

Great Britain

Sender Name:

Sender Phone:

**Add a cover page to your fax**

**Insert a cover page from web interface**

To add a cover page to your fax from web, enable the "Insert cover page" check box and type the content in the displayed text area. If the text area is left empty, a default value is inserted.

Select documents to fax

Browse...  
Browse...  
Browse...

Black & white thresholding (improved readability of text pages)  
 Grey and colors dithering (renders gray zones for pictures and logos, reduces readability of text and the page takes longer to transmit, it may be charged as two or more pages)

Insert cover page

Cover page content:

This fax is sent with popfax.com service, leading global provider of professional fax solutions.

Default cover page content

Preview / Send

**Insert a cover page from email application**

To add a cover page to your fax from an email application, create an email to **<fax\_number>@coverpage.popfax.com**, type your **security code** in the **subject**, upload the file with the fax content, and type the cover page content inside the **body** of the email.

Send

To... +441234567890@coverpage.popfax.com

Cc...

Subject: SIDptr8asg25emjyiw

Attached: fax\_content.doc (29 KB)

This fax is sent with popfax.com service, leading global provider of professional fax solutions.

/END

John Smith

An extra tag, **/END**, can be inserted. It will indicate that all content following this tag is ignored.