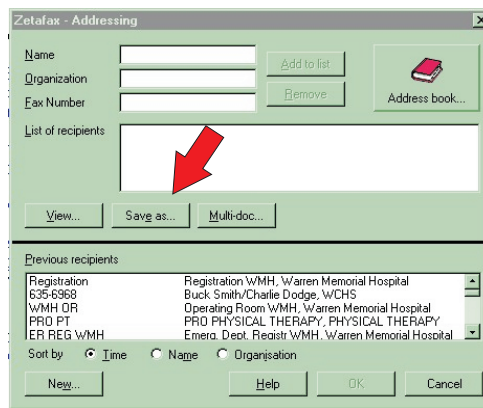


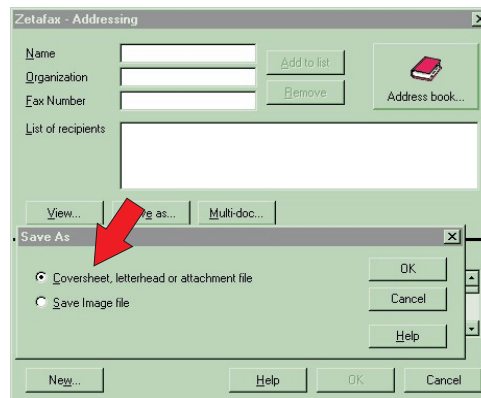
## Making "letterhead" for ZETAFOX

The Zetafax documentation is somewhat scanty on how to create "Letterhead" which is the process that you use to create a file (your signature) which will be merged with prescriptions and other documents.

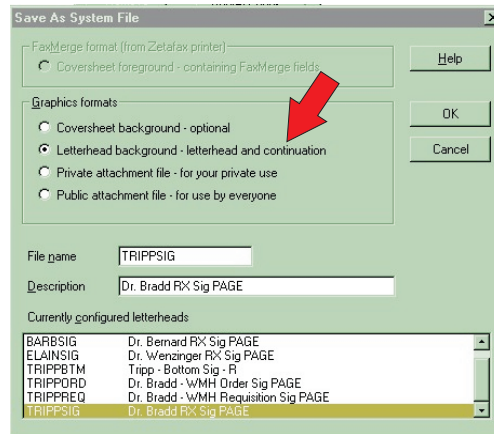
1. Make sure ZETAFOX CLIENT installed on the same workstation you are going to do the work (and of course the ZETAFOX SERVER is installed - since the LETTERHEAD is saved there)
2. Scan a signature on a blank piece of paper - save the image (I like jpeg format) (you'll want to crop this to a size that just includes the signature with an image processing program such as MGI Photosuite, Adobe Photoshop or Micrografix Photo Publisher). TIP: Use a felt tip pen since a fine point pen tends to make the signature too fine.
3. Open Word or WordPerfect and insert the signature image on the page in the position where you would like it to be (say, for a signed RX) (save the file for future use)
4. Print the document to ZETAFOX printer
5. The first window in Zetafax will have a tab for <Save As...> [in the middle of the window]



6. Choose "Save as a Coversheet, Letterhead, or Attachment file"



7. Choose "Letterhead background - letterhead and continuation"



8. Put in the File Name you want to save as - i.e. "SigKathy" (you have 8 characters) and then fill in the Description - Then click "OK" to save the file (Letterhead)
9. You are now ready to use the Letterhead.
10. Send a test fax to your incoming fax to see how it looks with the merged letterhead (signature).
11. You may have to go back to the original Word/WordPerfect document to change size and location of the signature so the signature will merge in the correct location. You can overwrite the letterhead file with the new changes so the signature is where it is supposed to be (using the above steps all over again).
12. Voila' - You are done.

You can create signatures (letterheads) for each doctor and as will be noted below, for each form that requires a signature.

We have hospital requisitions (templates) and hospital order forms with signatures. We just created other letterhead files for these signatures (since the signature is just a different location on a 8.5 x 11 piece of paper [as faxed]).

Using Zetafax to create letterhead can allow you to very easily automate many of your daily functions.