

9-MAKING "FAX CONFIRMATION REPORTS" IN "WINDOWS FAX AND SCAN"

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SUMMARY

- When faxing legal documents or medical forms and records, it is best to create a "fax conformation report" if you are using "Windows Fax and Scan".

FAX CONFIRMATION REPORTS

- To make yourself a "fax confirmation report" for a sent or received fax:
 - Start "Windows Fax and Scan"
 - Click on "Tools" in the "Menu bar"
 - Click on "Fax Status Monitor"
 - Use "Print Screen" or shift + "Print Screen" or "Snipping Tool" to save the relevant "events" to a .PNG file to an empty .DOC or .RFT document in "Word", "Wordpad", or "Wordperfect"

