Creating PDF cover pages

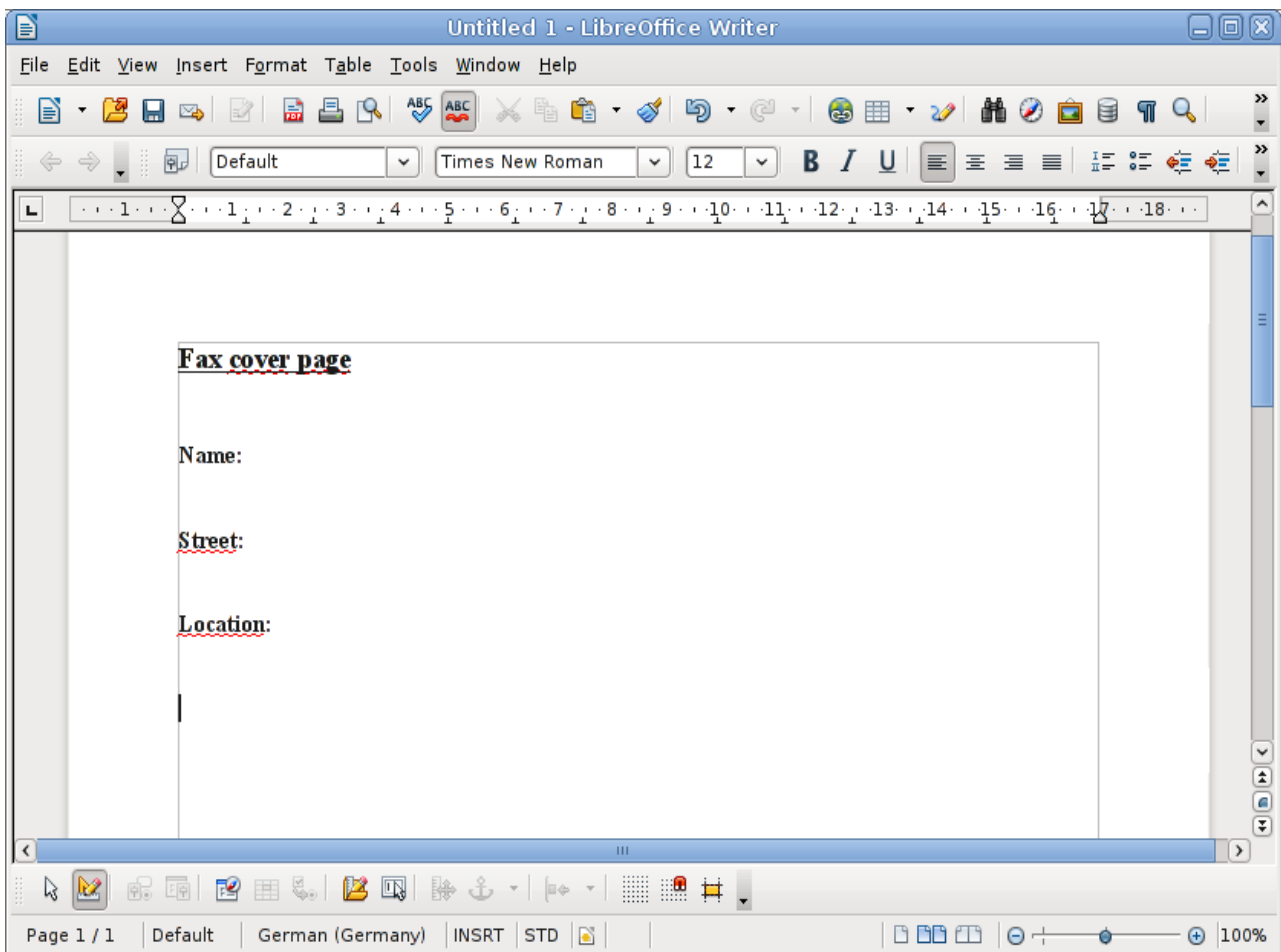This guide describes how you can create PDF cover pages for YajHFC.

To enable PDF cover page support in YajHFC, you will first have to install the YajHFC pdf plugin (it is already included in the default Windows installation for YajHFC 0.5.2 and up).

Due to limitations of the PDF format, you will have to create PDF forms where the cover page values are put into the form fields.
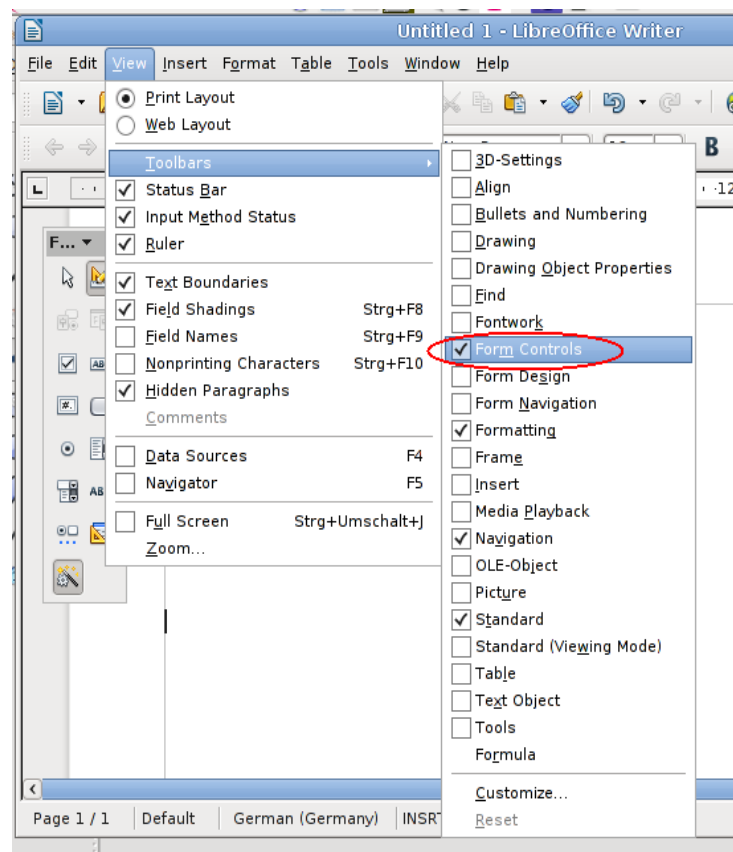
In this guide the cover page is created using LibreOffice / OpenOffice because it has built-in PDF support and is freely available for all platforms YajHFC supports from http://www.libreoffice.org/ PDF forms created using other utilities should also work well, however.

Step-by-step guide

1. Start LibreOffice Writer
2. Enter and format the static text (i.e. the text that should not be replaced with cover page information as you would normally do):
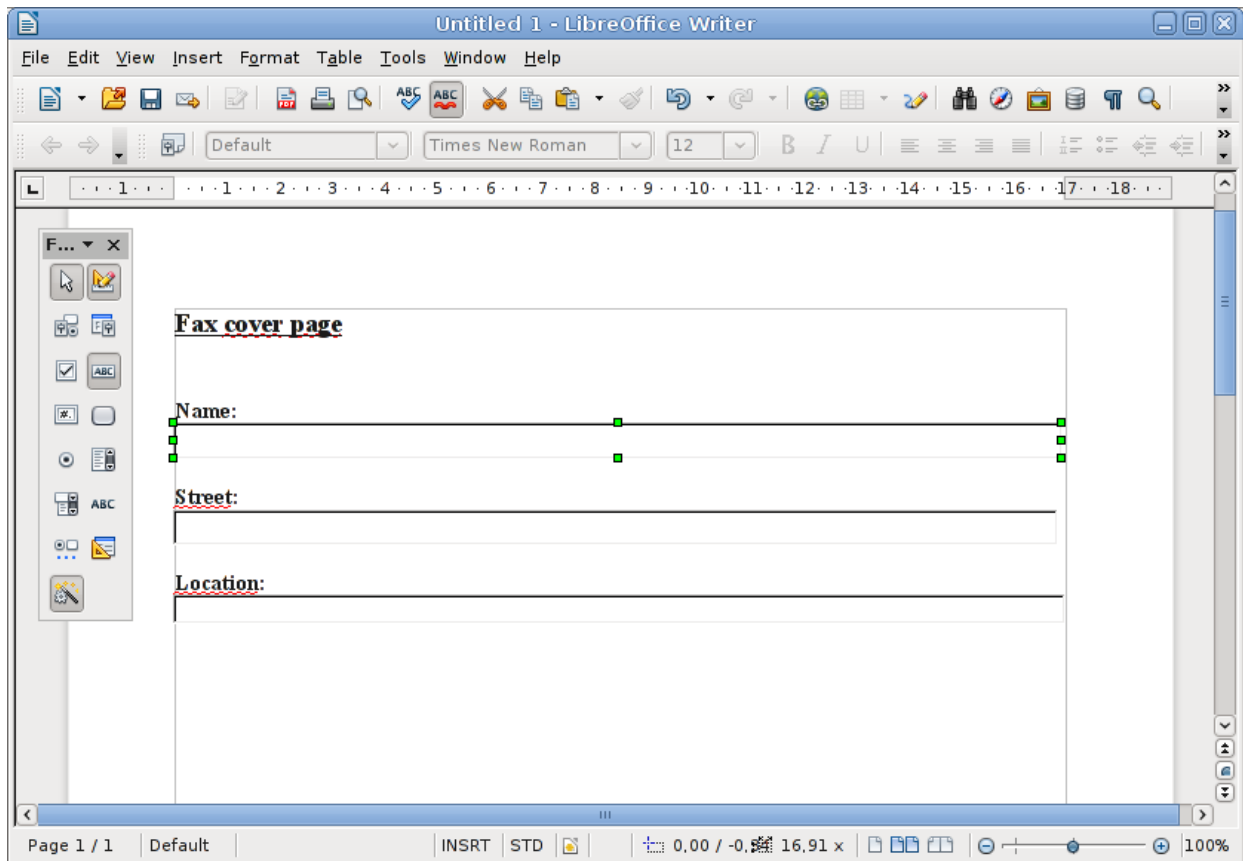
3. If not already visible, display the *Form Controls* toolbar:

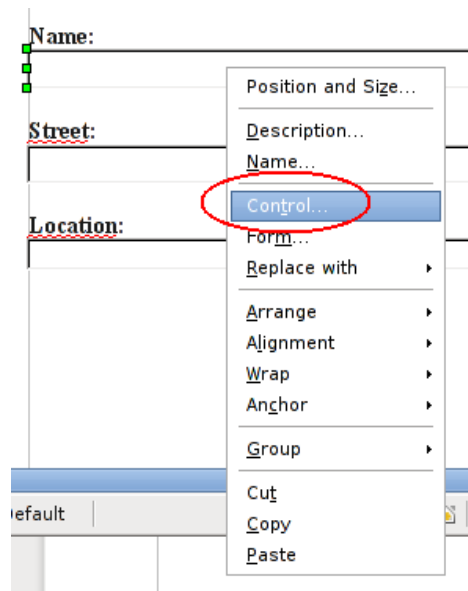4. In the Form Controls toolbar, select the *Text Box* tool:

5. Draw a text box for each field you want to add (Name, Street and Location in the example):

6. For each text box, modify its properties:

    a) From the right-click context-menu, select *Control...*
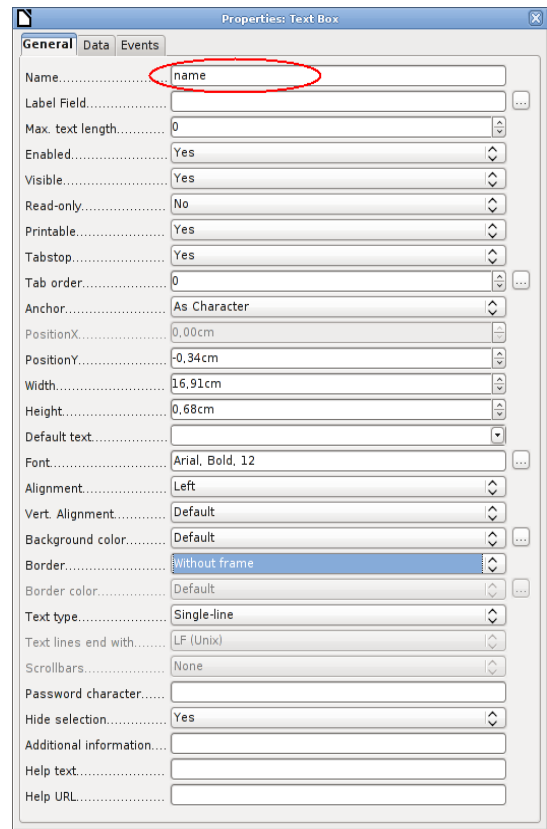
b) Set the property *Name* to the name of the desired cover page field.

In the example:

- ○ set the Name of the "Name" field to `name`

- ○ set the Name of the "Street" field to `street`

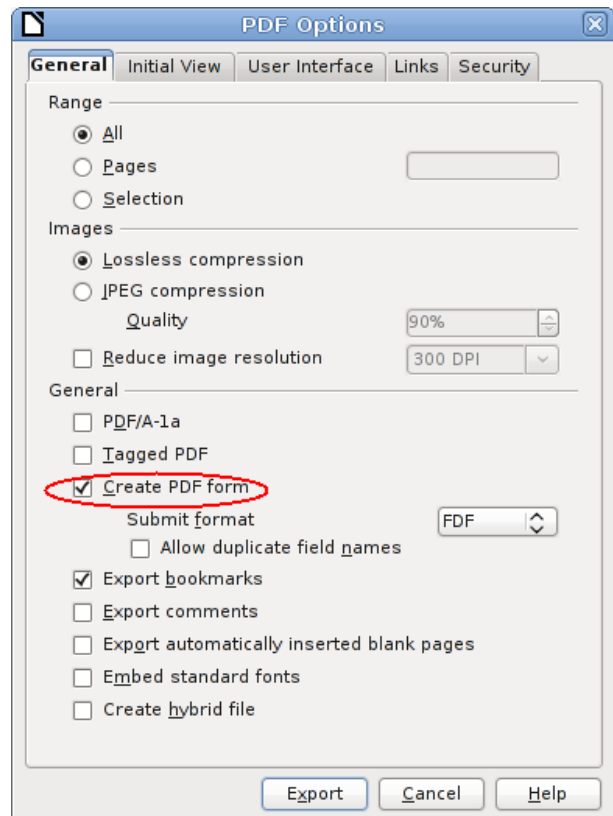- ○ set the Name of the "Location" field to `location`

For a list of available cover page fields, please see the [table at the end of this document](#)
It is probably also a good idea to set the *Border* to `Without Frame` and the *Font* to the font you would like to use, although this is not required for the cover page to work
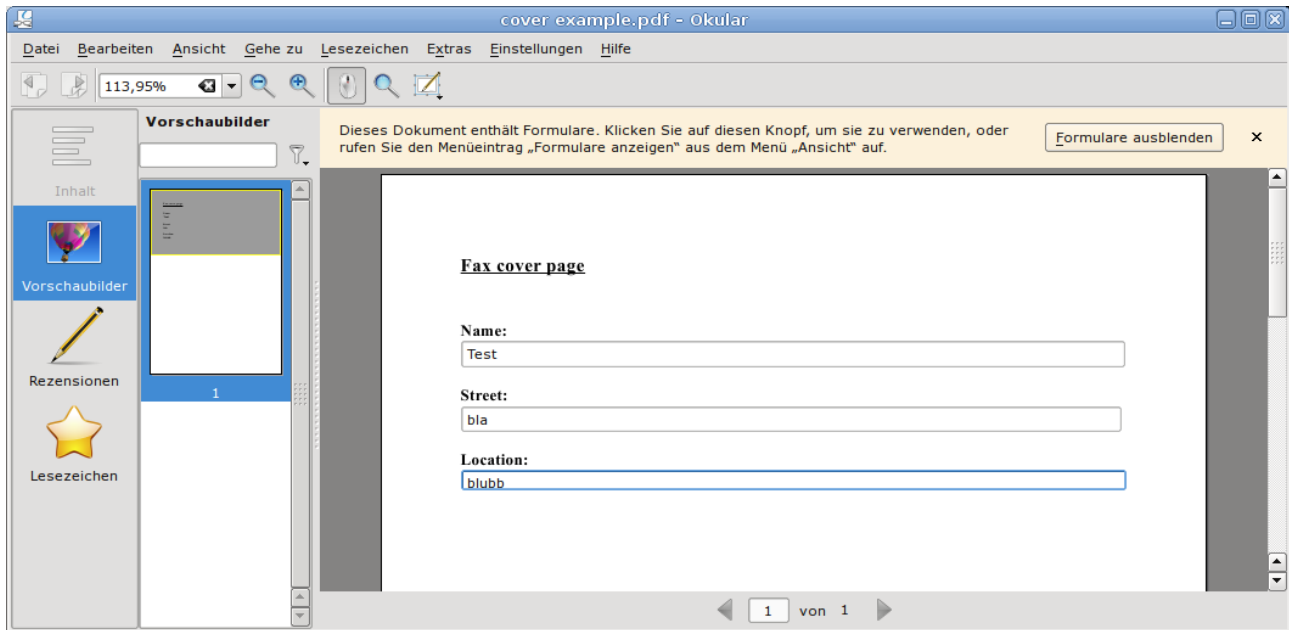
7. When you are done with modifying the control properties, select *File→ Export as PDF*.
In the export dialog make sure the *Create PDF form* option is checked.
The rest of the options are not important and can be set as you prefer.

8. If you want, you can verify that the form works as intended using a PDF reader:

9. Test the cover page in YajHFC:

   a) Open the send dialog

   b) Add an recipient

   c) Check *Use cover page*

   d) Check *Use custom cover page,* click the browse button and select the PDF file you created in step 8

   e) Click *Preview.* In the started PDF viewer you should be able to see the filled out cover page.

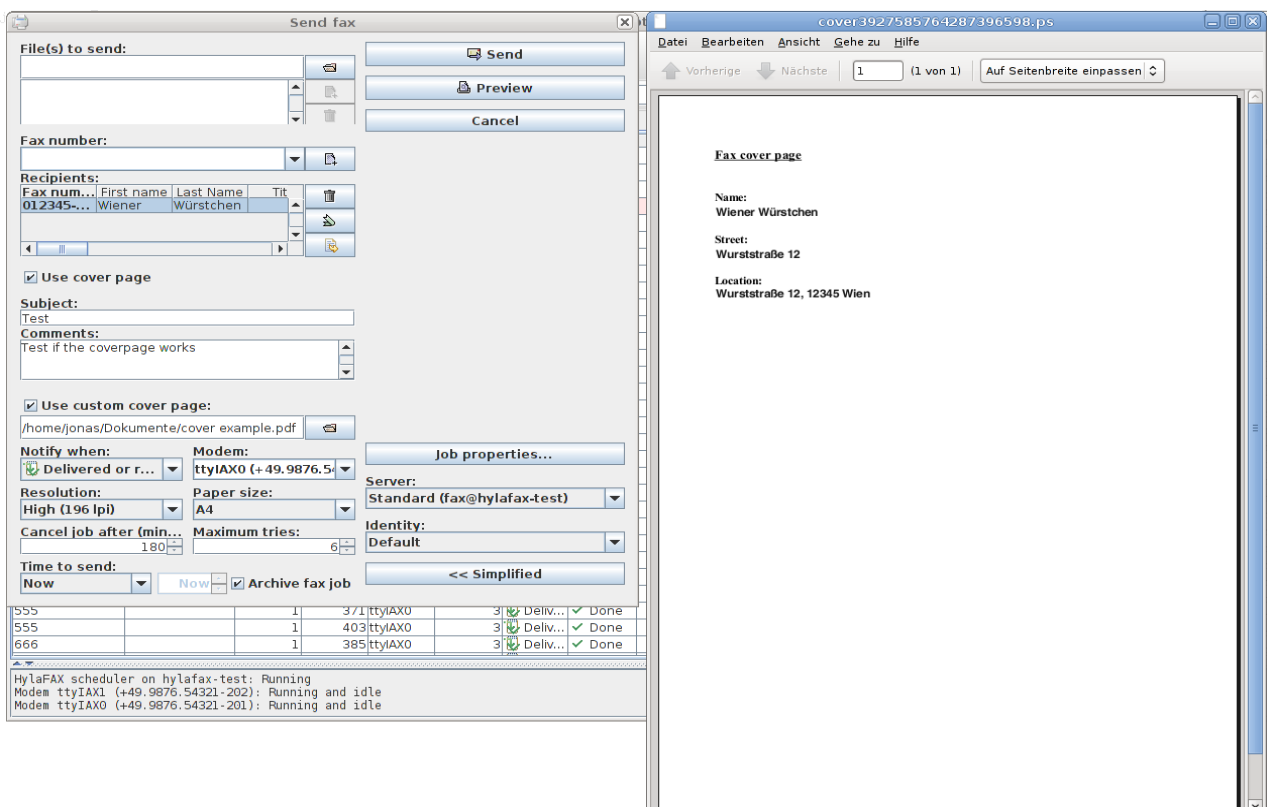10. If the cover page looks as you want, you are ready. Else repeat the steps until it looks right.

You can find an larger example with more fields as `cover-src.odt` and `cover.pdf` in the `examples` subdirectory of the YajHFC distribution.

Available cover page fields

The following form field names are recognized by YajHFC (case insensitively). Fields with names not in this table will be ignored.

Field	Meaning
Name	The recipient's name
Company	The recipient's company
Location	The recipient's location
Faxnumber	The recipient's fax number
Voicenumber	The recipient's voice number
FromName	The sender's name
FromCompany	The sender's company
FromLocation	The sender's location
FromFaxnumber	The sender's fax number
FromVoicenumber	The sender's voice number
FromEMail	The sender's e-mail address
Subject	The fax's subject
Date	Today's date
PageCount	The number of pages excluding the cover page
Comments	The comments entered for this fax
Surname	The recipient's surname (resent faxes: the same as `Name`)
GivenName	The recipient's given name
Title	The recipient's title
Position	The recipient's position
Department	The recipient's department
CompanyName	The recipient's company name (without department) (resent faxes: the same as `Company`)
Street	The recipient's street name
Place	The recipient's location (without street or ZIP code) (resent faxes: the same as `Location`)
ZIPCode	The recipient's ZIP Code
State	The recipient's state
Country	The recipient's country
EMail	The recipient's e-mail address
WebSite	The recipient's website

FromSurname	The sender's surname
FromGivenName	The sender's given name
FromTitle	The sender's title
FromPosition	The sender's position
FromDepartment	The sender's department
FromCompanyName	The sender's company name (without department)
FromStreet	The sender's street name
FromPlace	The sender's location (without street or ZIP code)
FromZIPCode	The sender's ZIP Code
FromState	The sender's state
FromCountry	The sender's country
FromEMail	The sender's e-mail address
FromWebSite	The sender's website
TotalPageCount	The number of pages including the cover page
CCNameAndFax	The names and fax numbers of the other recipients of this fax in the format Name1 <faxnumber1>; Name2 <faxnumber2>; ...