



## How to send a *Personalised* fax Broadcast with Email to Fax

Begin by attaching the desired image or PDF to an email message.

Set the 'TO:' field of the email to [sendfax@fax.tnz.co.nz](mailto:sendfax@fax.tnz.co.nz)

Open your favourite spreadsheet editor (Excel/Openoffice etc) and use the following layout:

The first line of the CSV should have the keywords relating to the content. The second line is where the list of numbers/substitutions begins.

	A	B	C	D	E
1	Fax	Name	Custom1	Custom2	Custom3
2	095556666	John	Payment	\$43.12	#1123
3	091234567	Rebecca	Receipt	\$89.13	#1310
4	098765432	TNZ Group	Receipt	\$46.00	#1100
5	034567890	Nick	Payment	\$12.50	#1520
6	0061285203690	Joel	Payment	\$17.90	#1170
7					

The prefix (*0 or +*) must be seen at the *beginning* of the number but some spreadsheet editors filter these out. To keep these details, set the cell format as "text" rather than a number. Alternatively, put spaces, dashes or brackets around the prefix to preserve them (e.g. 021 123 456 / 021-123456 / (021) 123456).

Once you list is complete, save the spreadsheet in the **\*.CSV (Comma Separated Values)** format and attach to the email.

Often customers like to personalise their broadcasts with additional information, specific to each recipient. This is where *Substitution* comes in...

When creating a list prior to sending a job (whether it is uploaded via the Web Portal or attached to an email), additional information can be added along with each destination address. When each message is sent, our fax servers read through the document and search for any commands, replacing the values with the options specified in your list.

Your fax pages should include the *Substitute* commands in the areas necessary. Our fax server will strip your fax pages, insert the commands and recompile them on-the-fly.

An example of a substitution string in a faxed file:

```
<substitute:"Dear ",name," , ">  
<substitute:"We have received your ",Custom1," of ",Custom2," and applied it to your account  
",Custom3,".">  
Have a great day!
```

Note that all text that is substituted on the same line needs to be in the same substitution session to avoid any formatting issues when the fax is rendered.

This will be received as:

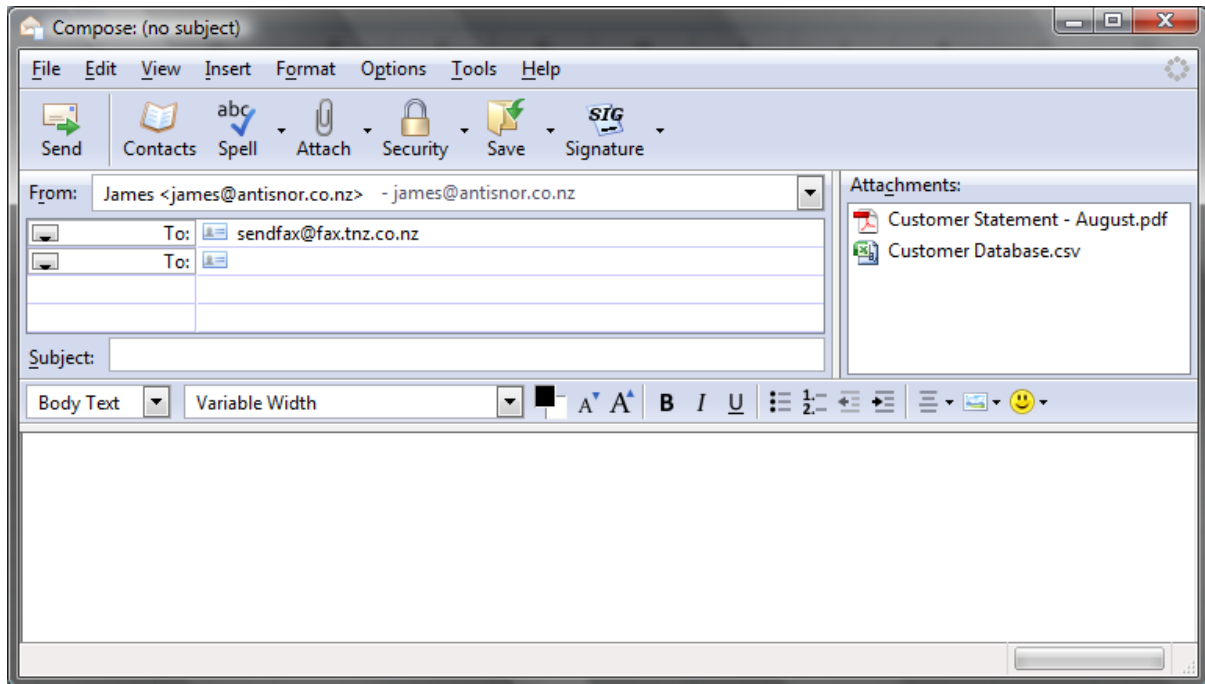
```
Hi John,  
We have received your payment of $43.12 and applied it to your account #1123.  
Have a great day!
```

Formatting can be specified:

Formatting	Command	Example
<b>Align Left (Default)</b>	subl OR substleft	<substleft:Custom1>
<b>Align Right</b>	subr OR substright	<subst:Custom1>
<b>Align Centre</b>	subc OR substcentre	<substcentre:Custom1>

This same method of substitution can be applied to almost all of the TNZ Group messaging suites.

The email layout should be:



Your Fax is ready to be sent!