

A new file is saved as Mason Fax in the Tutorial.01\Case3 folder

The document is created using the Equity Fax template

# FAX

"Robert Mason" is entered in the To: area

The student's first and last name is entered in the From: area

**To:** Robert Mason      **From:** Student Name  
**Fax:** (555) 555-5555      **Pages:** 4  
**Phone:** (333) 333-3333      **Date:** 12.10.2010  
**Re:**      **CC:**

A 4 is in the Pages: area, and the date is 12.10.2010

For Review     Please Comment     Please Reply     Please Recycle

The Fax and Phone numbers are as shown, and the Re: and CC: areas are blank

There is an X in the Please Reply box

**Comments:**

Here are the latest drawings, created for you by Matt Xio. After you review them, please call Matt on his cell phone to discuss the next phase of this project. Thank you very much.

The text in the Comments section is as shown

The document does not contain any spelling or grammar errors