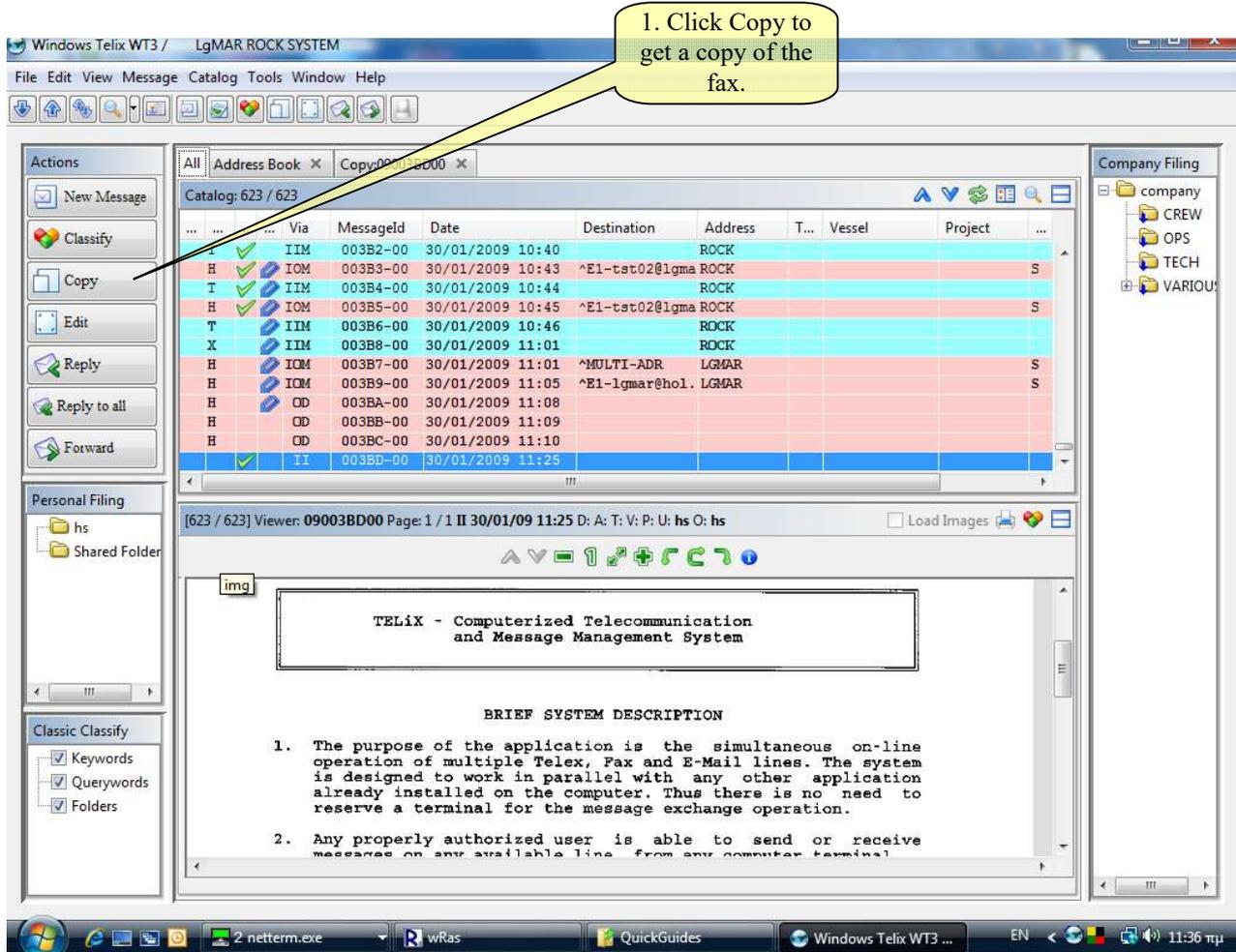## How to edit an incoming fax

Incoming fax can be edited in order to be sent either directly as a fax or as an attachment to any email message.

STEP 1

1. Click Copy to get a copy of the fax.

Explanation:

1.	Click on Copy button to get a copy of the incoming fax on a new tab where editing is possible (It is not allowed to edit the original incoming fax).

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STEP 2
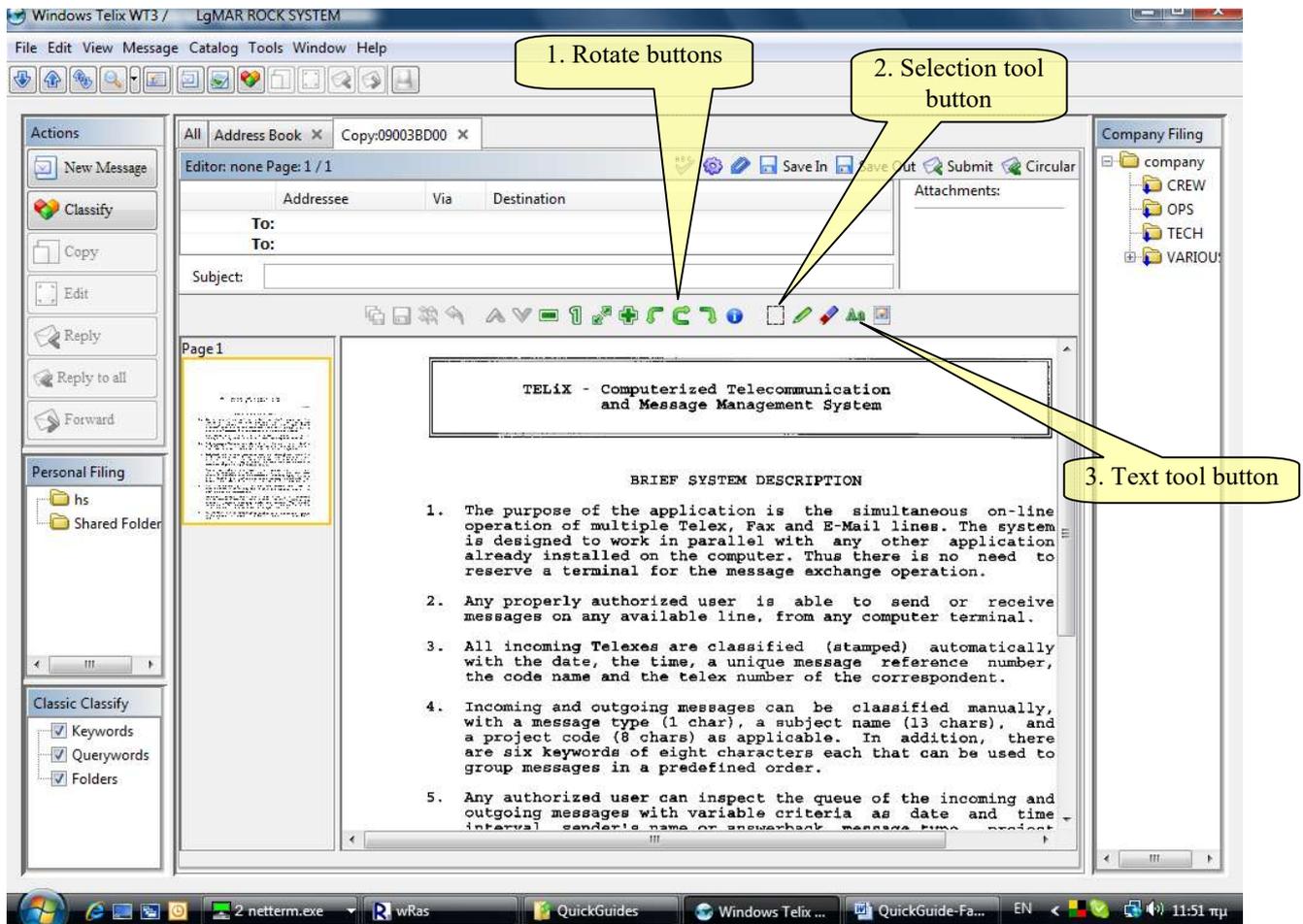
Explanation:

1.	Use the rotate buttons if the fax is upside down.
2.	Press the selection tool button in order to select an area which can be cut or copied.
3.	Press the text tool button in order to type text on the fax.