PENPOWER WorldCard

User Manual

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Penpower Technology Ltd.

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Contents

Chapter 1 Product Introduction 1-1

1.1 WorldocScan Pro Scanner 1-1

1.2 Product Feature 1-3

1.3 Scan with Scanner 1-4

1.3.1 Scan Directly and Offline 1-4

1.3.2 Calibrate The Scanner 1-4

1.3.3 Save contacts to WorldCard 1-4

Chapter 2 Getting Started 2-1

2.1 Install Software 2-1

2.1.1 Software Requirement 2-1

2.1.2 Software Installation 2-1

2.2 Launch WorldCard 2-3

2.3 Batch Loading Images from Scanner 2-5

2.4 Online Help 2-6

Chapter 3 Overview 3-1

3.1 User Interface 3-1

3.1.1 Toolbar 3-2

3.1.2 Alphabet Index 3-2

3.2 Viewing Contacts 3-3

3.2.1 List Mode View 3-3

3.2.2 Label Mode 3-4

3.2.3 Image Mode 3-5

3.2.4 Dual Mode 3-6

3.4.5 Hide WorldCard Banner 3-6

Chapter 4 Edit Cards 4-1

4.1 Edit Window Overview 4-1

4.2 Verify Contacts 4-1

4.3 Edit Contacts 4-3

4.3.1 Recognizing Partial Content of a Card Entry 4-4
4.3.2 Adjusting the Separation Rate 4-5
4.3.3 Reframing Command 4-6
4.3.4 Fine Rotating 4-6
4.3.5 Rotating Card 4-7
4.3.6 Recognizing Again 4-8
4.3.7 Exchanging Front and Back Side Card Image 4-8
4.4 Viewing Cards 4-9
4.4.1 Saving Card Image 4-9
4.4.2 Deleting Card Image 4-9
Chapter 5 Manage Business Cards 5-1
5.1 Categorize Cards 5-1
5.1.1 Categorize from Management Page 5-1
5.1.2 Categorize from Editing Page 5-2
5.1.3 Send Email by Category 5-2
5.2 Merge and Separating Cards 5-3
5.3 Add New Cards manually 5-4
5.3.1 Add an Empty Card 5-4
5.3.2 Add the Same Company Card 5-4
5.4 Add Cards from Other Resources 5-5
5.4.1 Load Image File 5-5
5.4.2 Twain Scanner 5-5
5.4.3 Drag in the Signature Information 5-6
5.5 Deleting/Restoring Contacts 5-6
5.6 Search Contacts 5-7
5.6.1 Text Search 5-7
5.6.2 Advanced Search 5-8
5.6.3 Finding Duplicate Data 5-9
5.7 Safeguard your Contacts 5-10
5.7.1 Save 5-10
5.7.2 Backup your contacts 5-10
5.7.3 File Encryption 5-10

5.8 Print Cards 5-12
5.8.1 Print Preview 5-12
5.8.2 Edit Print Templates 5-13
5.9 Exchange Contacts 5-14
5.9.1 Export 5-14
5.9.2 Import 5-22
5.9.3 Sync 5-26
5.9.4 WorldCard Data Exchange Compatibility List 5-29
5.10 Settings 5-31
5.10.1 Export Option 5-31
5.10.2 Synchronize Option 5-32
5.10.3 Field Display 5-33
5.10.4 User Define Field 5-33
5.10.5 Recognition Option 5-34
5.10.6 Personal Setting 5-35
5.11 Online Map 5-37
5.12 Getting Direction 5-38
5.13 WorldCard Portable Disk 5-39
5.13.1 Saving Card Data to a Portable Disk 5-39
5.13.2 Card Data Management for Portable Disk 5-40
FAQ FAQ-1

There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

Chapter 1 Product Introduction

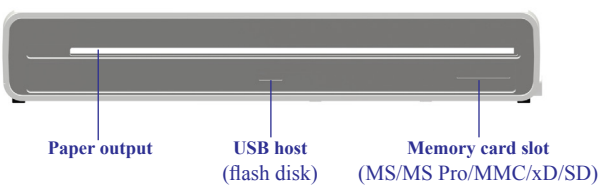
Penpower WorldCard provides a total business card management solution by integrating card recognition, management, and printing functions in a single digitizing unit to find your business cards at any given time.

1.1 WorldocScan Pro Scanner

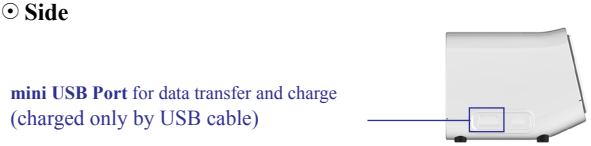
WorldocScan Pro Scanner is a cordless scanner, allowing you to scan anywhere. No computer connection is needed to scan. Simply charge it up and then insert your document to scan.

⊙ **Front**

⊙ **Back**



⊙ **Side**



Tips

- Paper Feed Slot: Insert a card with the information side facing up and make sure the card placed against to the left-hand side.
- Status Light: Scanner scans at two resolution modes: 300dpi (default; status light white) and 600dpi (status light blue).
- Power button: Click lightly to boot, and then click to switch between 300/600 dpi. Long press to shutdown.
- mini USB Port : Scanner has built-in battery, which needs to charge up before using the scanner for the first time and is charged over USB and takes around 2.5 hours to fully charged.

Specification

- Dimensions: Optical Resolution: 300 x 300 dpi (defaul); 600 x 600 dpi
- Scan Modes: Color, 24 bits (R/G/B)
- Scanner size(D x W x H): 58 x 269.3 x 47.2mm
- Scanner weight(approximately): 425.5g
- Page Size: up to 8.5” x 12”
- Memory card slot: MS / MS Pro / MMC / xD / SD
- File format: JPEG
- Internal flash memory: 512 MB
- Operating Temperature: 15 ~ 35°C
- Operating Relative Humidity: 20%~70% RH
- Storage Temperature: -20°C~60°C
- Storage Relative Humidity: 10%~90% RH

1.2 Product Feature

- **Easy Card Reader**

  Scanning or capturing your business cards has never been quicker or easier.

- **Organize Business Cards**

  After scanning or capturing your business cards, WorldCard software can organize, sort, search, add and delete any entries. Also, you can easily edit and add notes to any business card.

- **Advanced Search**

  Full text search to find your contacts easily and conveniently.

- **Support multiple languages**

  Recognize business cards in different languages, including English, French, German, Italian, Dutch, Swedish, Norwegian, Danish, Finnish, Russian, Polish, Turkish, Hungarian, Spanish(Spain and Mexico) Portuguese(Portugal and Brazil), Greek, Czech, Slovak, Traditional Chinese, Simplified Chinese, Japanese, Korean and many more to come.

- **Multiple Categories and Sub-Categories**

  Organize card information into categories and sub-categories in any way you want.

- **Print Templates**

  WorldCard provides various print templates. You can also easily create your own templates and print contact information in different formats.

- **Recognize Contacts from Other Sources**

  Recognize business card image files taken by digital cameras or advanced mobile phones. It can also work with the flatbed scanner.

- **Data Exchange**

  Support synchronization/importing/exporting for Outlook, Outlook Express, Lotus Notes, Palm, Windows Mobile, ACT! by Sage, Goldmine, Salesforce, PIM software, and WorldCard series, such as WorldCard Mac, or WorldCard Mobile versions (WorldCard Mobile and WorldCard Contacs).

- **Unicode**

  Unicode makes it possible to display various languages of business cards at the same time.

1.3 Scan with Scanner

1.3.1 Scan Directly and Offline

WorldocScan Pro Scanner is a cordless scanner, allowing you to scan anywhere. No computer connection is needed to scan. Simply charge it up and then insert your card to scan. The scanner scans the card and save the image into the inner flash immediately.

Note: Please disconnect the scanner to your PC when you scan the business cards.

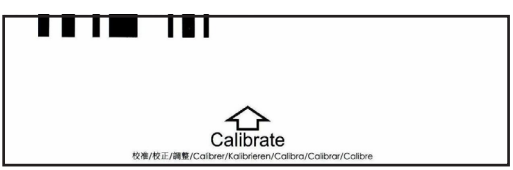
1. Insert the memory card or connect the USB flash drive if you need it.
2. Turn on the scanner power. When the scanner is ready, the status light will stop blinks.
3. Press the power button to select a scanning resolution mode of 300dpi(White) or 600dpi(Blue).
4. Insert your card in face up, straight, aligned to the left into the Paper Feed Slot.
5. The scanner will detect, feed and scan the page automatically.
6. When scanning is completed, the scanned image will be saved to JPG format in either a USB flash drive, memory card, or the scanner's internal memory.

Note: The scanner will detect and use only one destination to store the scanned document. The storage preference is USB flash drive > memory card > scanner's internal memory.

1.3.2 Calibrate the Scanner

Scanner occasionallly needs calibration to perform at its best. If the scans are showing lines or black dots, please calibrate your scanner.

Please turn on the scanner and insert the calibration sheet (provided by Penpower) to start automatic calibration.



1.3.3 Save contacts to WorldCard

Connect the scanner to your PC and load scanned image and recognize them. Refer to Chapter 2.3 for more detailed explanation.

Chapter 2 Getting Started

Please follow the steps to add new contacts in WorldCard from your scanner.

1. Scan your business cards with the scanner.
2. Launch WorldCard software(if it is not installed, please execute Setup.exe in the CD).
3. Connect the scanner to your PC.
4. Load scanned image and recognize them.

2.1 Install Software

2.1.1 Software Requirement

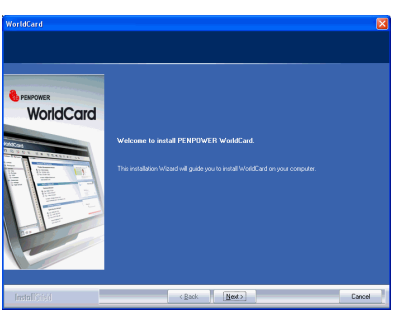
- 512MB of RAM
- 500MB of available hard disk space
- Windows 7/Vista /XP
- USB Port

2.1.2 Software Installation

To start, insert the CD into your CD/DVD ROM (if the installation program does not start automatically, please double-click the setup.exe file on the CD).

1. Click **Install WorldCard**.

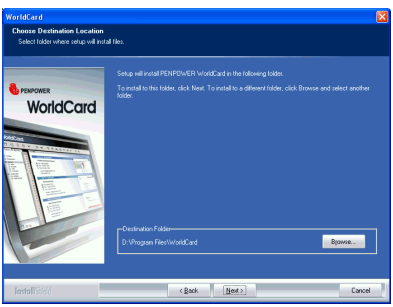
2. Click **Next**.



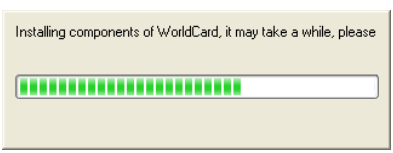
3. Select **I accept the terms of the license agreement** to accept the license agreement. Please read the license agreement completely.

4. Please follow the instructions in the on-screen notice. Click **Next** to continue.

5. Please select the location to install the program. The default location is c:\ Program Files\WorldCard. Click **Next** to continue.



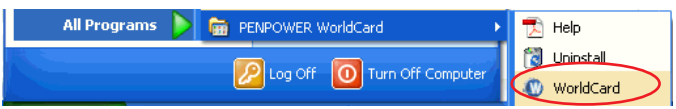
Note: It may take a while to install some WorldCard components. Please wait.



6. Click **Finish** to complete installation. If you do not want to restart now, click **No, I will restart my computer later**.

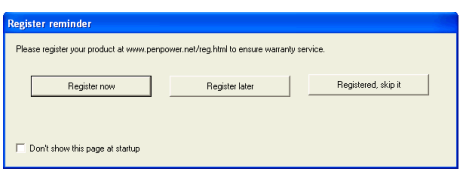
2.2 Launch WorldCard

After installation, please launch the WorldCard application by running the application software under **Start / All Programs /PENPOWER WorldCard / WorldCard**.



⊙ Registration

System will ask you to register for warranty at your first run. Please click **Register now** to start registration or click **Register later** to skip this procedure. You can register later on from **Help**/**Register**. If you want to choose **Register later** and do not need to be reminded again, you can check **Don't show this page at startup**. If you have already registered, please click **Registered, skip it**.

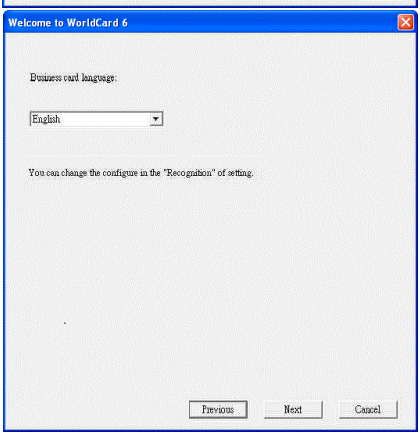


⊙ Wizard Guide

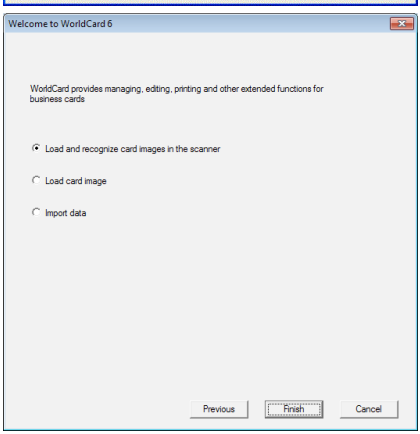
1. After the WorldCard application starts, the following screen will appear.

The Current business card language will appear in the first screen for reference.To start the wizard, click **Next**.

2. This screen can help you to choose Business card language and you can change the configure in the item "Recognition" of Setting later.



3. The Wizard can help you quickly choose what you want to do:



Load and recognize card image in the scanner: add new contacts from the scanner.

Load card Image: Take an existing picture of a business card from Hard drives and add it to your file.

Import data: Import data from sources such as Lotus Notes, Microsoft Outlook and Outlook Express, ACT! by Sage, Salesforce, or WorldCard exchange files.

Note: Refer to Chapter 5.9.2 for more detailed explanation.

Notes: The Windows Vista version does not support importing data from Windows Contacts, Pocket PC and Goldmine.

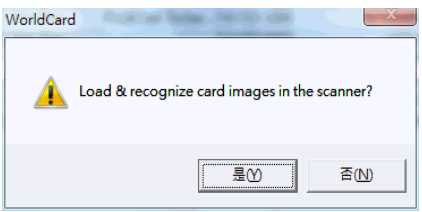
Import old version data: Import the previous WorldCard file formats into your new WorldCard File. You can select a command and click **Finish** to continue.

2.3 Batch Loading Images from Scanner

1. Please turn on your scanner and connect it to your PC.

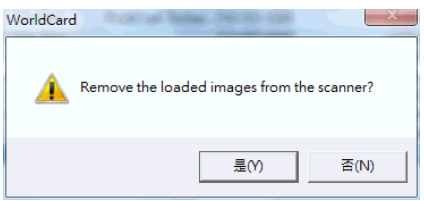
Note: ***You can see the info "Hardware connected: WorldocScan Pro Scanner" in the Scan status pane on the right buttom.***

2. Choose **Yes** to "Load & recognize images in the scanner" or **No** to cancel the action.



Note: ***Only the scanned business card images will be loaded into your WorldocScan and be recognized automatically.***

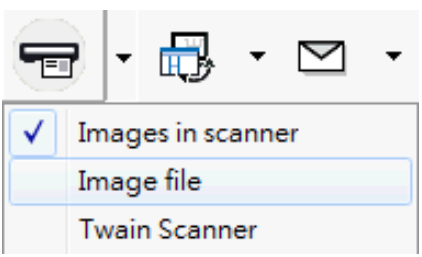
3. If you want to remove the loaded images from the scanner, click **Yes** at this dialog box.



Note: ***If the recognition language isn't correct, your can recognize it again in Edit mode. Refer to Chapter 4.3.6 for more detailed explanation.***

Tips:

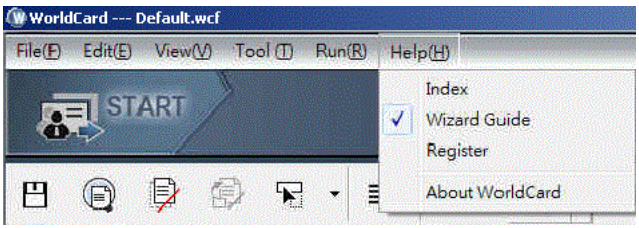
To batch load business cards images, you can select ***or*** ***from the toolbar.***



2.4 Online Help

WorldCard provides excellent online help info:

1. Click **Help/Index** to find the user manual.

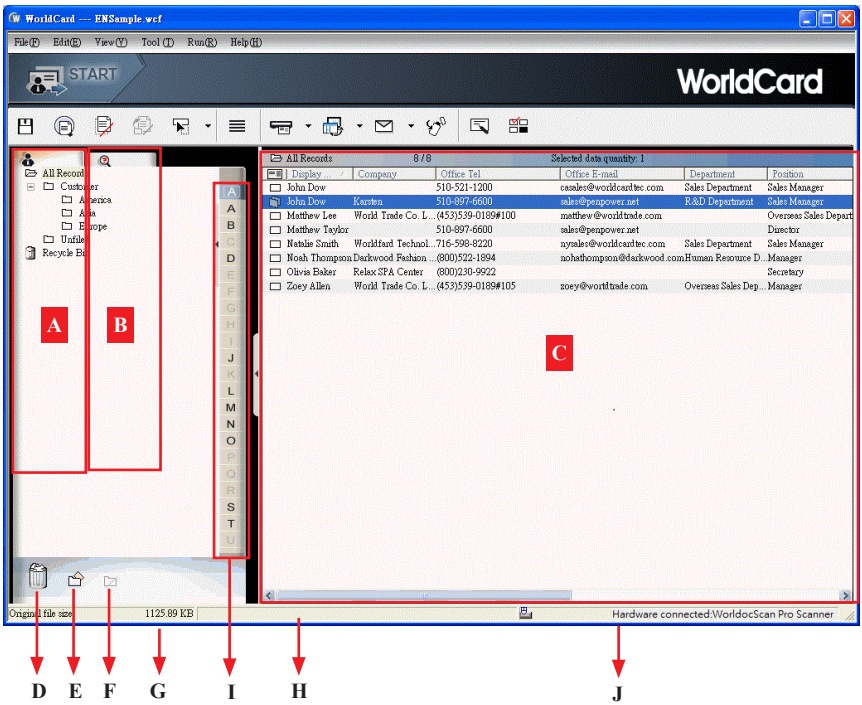


2. Click **About WorldCard**, you can go to Penpower Technology Ltd. official website at the left side to get more information; the hardware information is shown at the right side.

3. Also you can send e-mail to our customer service contact by pressing **Send Email** at the bottom. You can open your favorite email client, copy and paste hardware information and email to us.

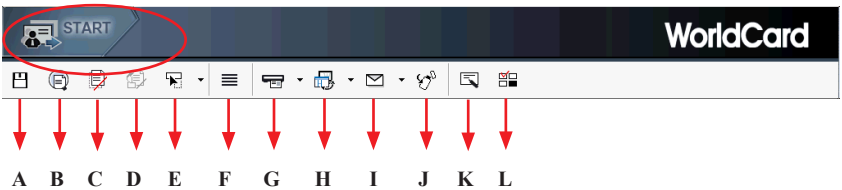
Chapter 3 Overview

3.1 User Interface



A: Category tab
B: Search tab
C: Card Window
D: Recycle bin
E: Add Category
F: Delete Category
G: Disk space used
H: Status
I: Alphabet Index
J: Connection status

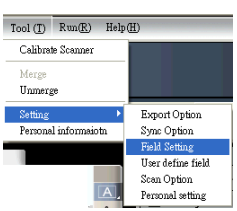
3.1.1 Toolbar

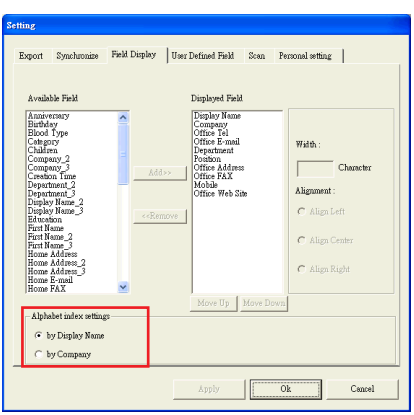


A: Save Your Card File
B: Print Preview
C: Delete Card
D: Delete Card from Category
E: Settings
F: View Mode
G: Add New Cards from Scanner
H: Synchronize with Outlook/Lotus notes/...
I: Send Email
J: Export Your Data to the Selected Flash Disk or Hard Drive
K: Edit Card
L: Edit Print Template

3.1.2 Alphabet Index

To choose to sort contacts by **Display Name** or **Company**, please go to **Setting** on the **Tool** menu and select **Field Setting**. In the **Alphabet Index settings** section, you can choose by **Display Name** or **Company**.



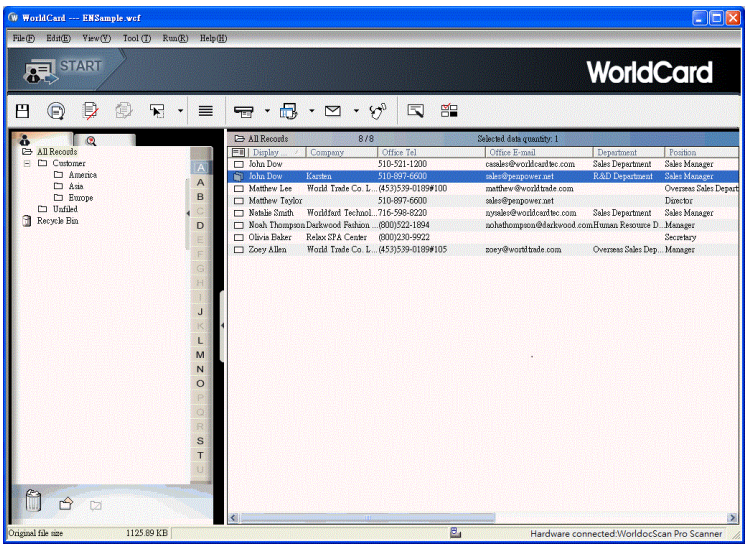


When **by Display Name** is selected, the contacts will be sorted by display name. When **by Company** is selected, the contacts will be sorted by company name. If the display name or company name is not English, the contact will be put in the group.

3.2 Viewing Contacts

WorldCard provides several ways to view your contacts: **List Mode**, **Label Mode**, **Image Mode** and **Dual Mode**. The default setting is **List mode**. **List Mode** is the default mode view. To select a mode, please click **View Mode** on the **View** menu or click the **Mode** arrow from the toolbar.

3.2.1 List Mode View



Contact Information List

After scanning business cards, you will see the scanned contact information list in the right pane of the card window.

At the top of the pane, you can quickly see how many cards are in each category. For easy organization, the dark-highlighted entries indicate cards that have not been edited or verified yet.

Click the field name to sort the contact information alphabetically,

Besides the contact information, you can also quickly discriminate the single ▭ and double sided card ▭▭ by their different icons.

Tip: You may select the displayed fields from the Tool menu by choosing Field Setting/ Setting.

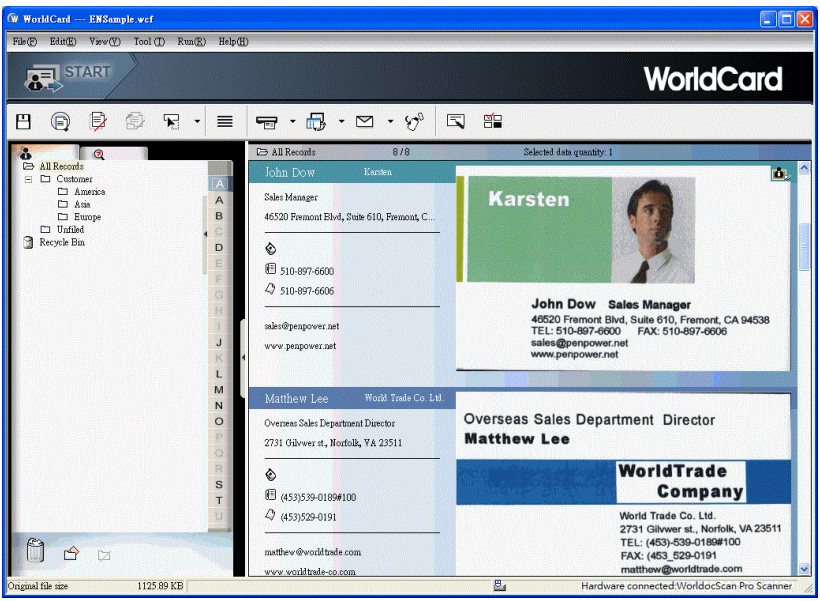
Category tab

You can manage your business cards by storing them into category groups. The **Category** tab is in the left pane of the card window. The **All Records** category and the **Unfiled** category are the preset categories. WorldCard allows you to add as many user-specified categories and sub-categories to manage your business cards as you choose.

3.2.2 Label Mode

Label Mode displays contact information and business card at the same time.

The contact information shows display name, company, title, office address, mobile phone number , office telephone number , office fax number , Email address and website.

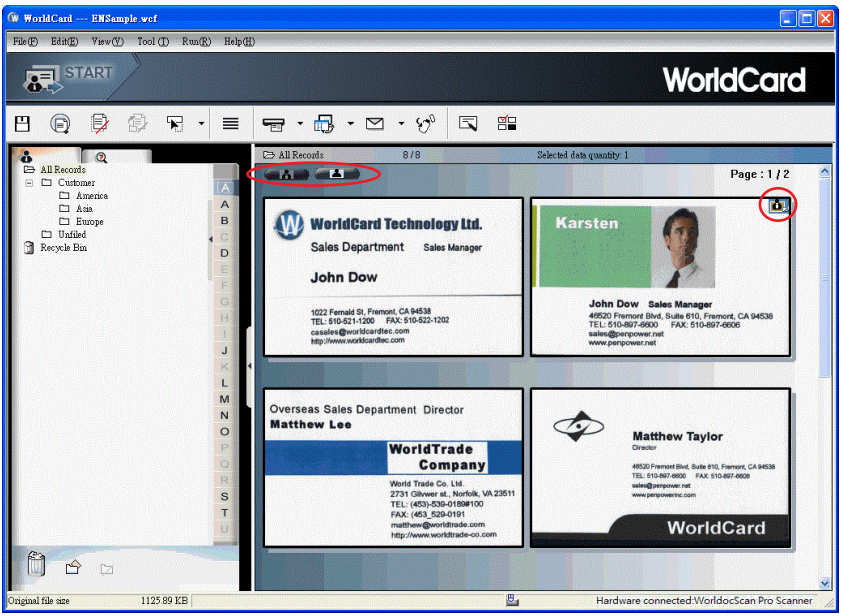


When the icon appears in the right-top corner, it means the contact has a double-sided business card image. You can click the icon to see the other side of business card image.

3.2.3 Image Mode

Click the button to view the front sides of all business cards. Click the button to view the back side of all business cards.

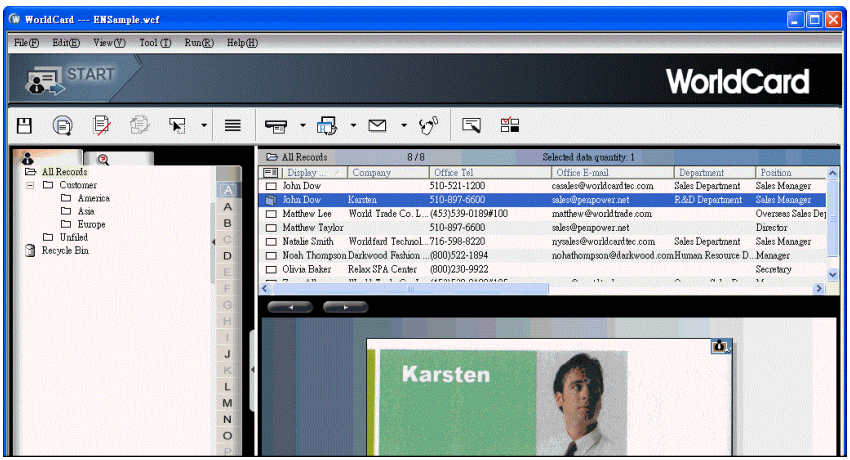
When the icon appears in the right-top corner, it means the contact has a double-sided business card image. You can click the icon to see the other side of the business card image.



3.2.4 Dual Mode

Dual Mode lists the scanned contact information in the upper right management pane and displays the front and back side images of the business card in the lower right pane. You can click the front or back side icon of the card to magnify it.

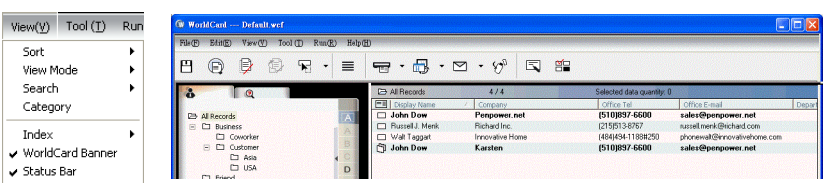
When the icon appears in the right top corner, it means the contact has double-sided business card image. You can click the icon to see the other side of business card image.



Tip: Drag the business card image from the view modes (except List Mode) to other applications such as Microsoft Word, Excel etc.

3.4.5 Hide WorldCard Banner

To hind WorldCard Banner and can extend the management area, please click **View/ WorldCard Banner**.



Chapter 4 Edit Cards

4.1 Edit Window Overview

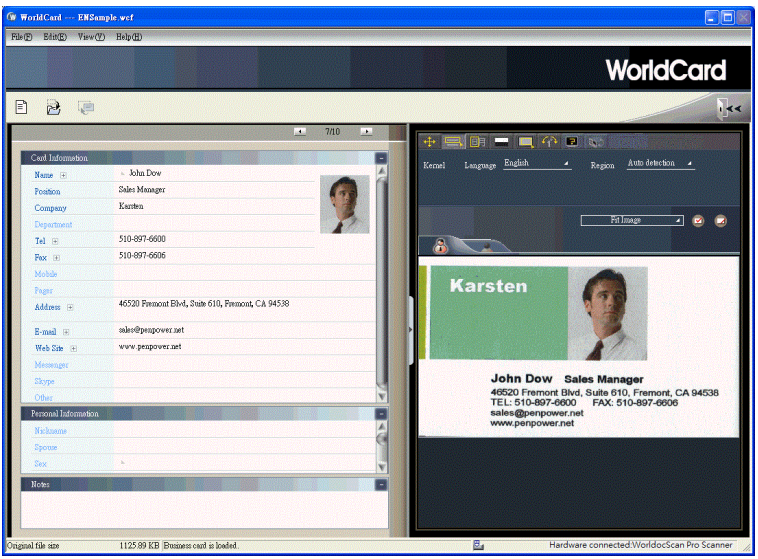
The **Edit** window allows you to edit the information of individual business cards.

Double-click any card record in the list menu of the management pane or click the **Edit Selected Record** button on the **Edit** toolbar to select the **Edit** window, .

You may click a record and press CTRL or SHIFT key on your keyboard, and then click another record for multiple selection.

4.2 Verify Contacts

The **Edit** window allows you to verify the contact information for any specific business card. When the editing window is open for a card, the following screen will be presented containing information relevant to the card selected from the **Management** window.

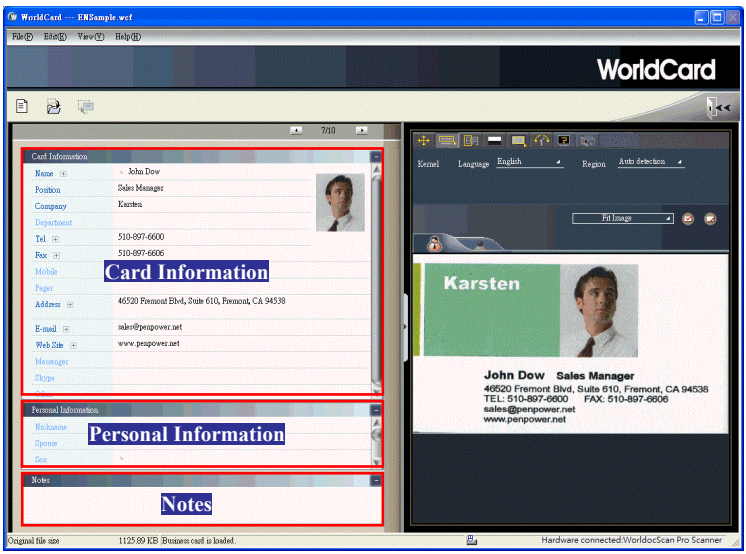


The **Edit** window may be used to edit any information on a business card and to correct or update information as necessary for future changes of an individual contact. The features and functions of this window are described below

Note: You can double-click on the business card image to see a bigger image or back to original view.

4.3 Edit Contacts

The WorldCard **Edit** window has three panes: the **Card Information** pane, the **Personal Information** pane and the **Notes** pane. The **Card Information** pane displays all relevant business card data retrieving from the card. The **Card Information** pane is shown in the following picture.



The information in the **Card Information** pane is categorized in fields such as Name, Position, Company, Address, Telephone/Fax numbers, Email address and Web Site. Additional categories are also available.

The **Personal Information** pane displays personal information about your contact which is not retrieved from your contacts business card.

The **Notes** pane stores/displays important data from your personal notes about your business contacts.

Note: If, at any time during the editing mode, an incorrect action is selected, you can reverse the changes by clicking the Restore button from the Editing window. Clicking the Restore Icon restore the changs of the current content of the business card.

To exit the **Edit** window, right-click the **Exit** button or select **Exit** from the **File** menu of the **Edit** window toolbar.

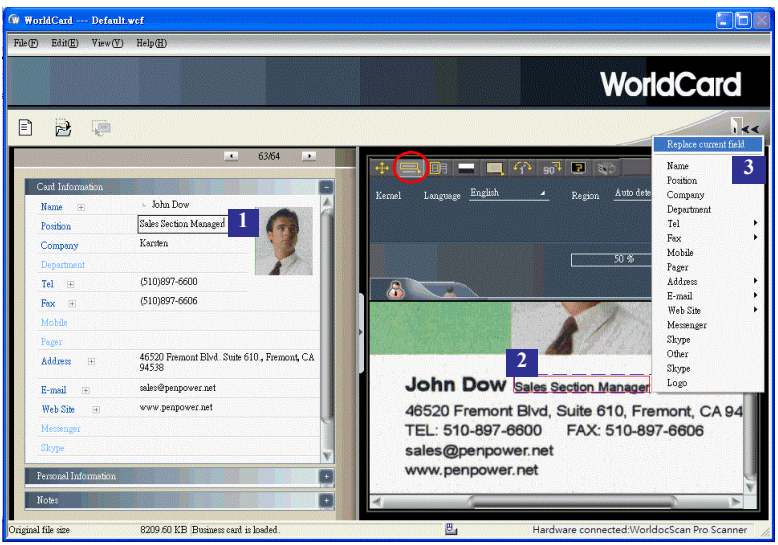
4.3.1 Recognizing Partial Content of a Card Entry

In some cases, the information of a business card may not be completely recognized. You may use the **Partially Select and Recognize** command of the **Edit** window. To select **Partially Select and Recognize**, click this icon .

After clicking the **Partially Select and Recognize**, you can use the mouse to select the specific area that contains the correct data.

After selecting the area, select the appropriate field for the information which has been highlighted.

Besides, WorldCard allows you partial replacement to the filed you want to replace at the left pane directly. Click the field you want to replace, select the area in the name card image, then click **Replace current field**. The replacement will be done.



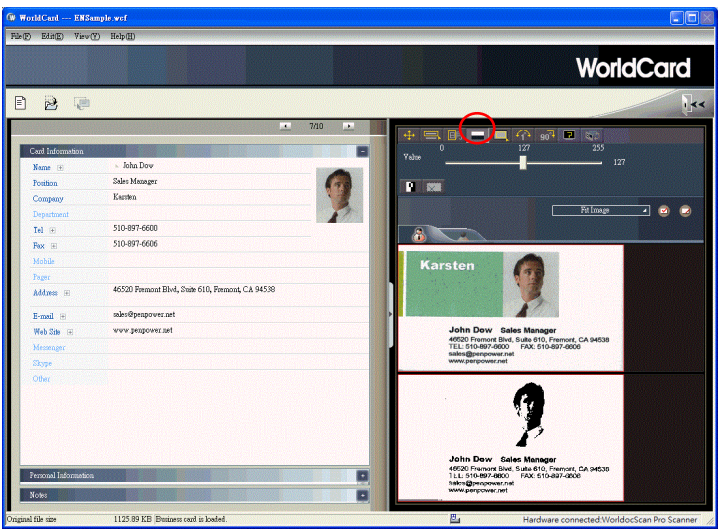
4.3.2 Adjusting the Separation Rate

The **Separation Rate** is the rate of separation between the color of the card background and the color of the text data contained on the business card.

After clicking the **Separation Rate** button , the following window appears.

You can move the slider to achieve the clearest contrast between the background colors of the business card and the text on the card. This adjustment is useful when the business card image is blurred, or the contrast between the text and the background of the card is not sufficient for correct recognition of the card information.

You may also adjust the separation rate by area. On the top business card image, select a specific area, and move the slider to achieve the clearest contrast between the background and text of the selected area. You can adjust multiple areas, each area with its own separation rate. Click the button to remove selected area. Click the button to reverse selected area.

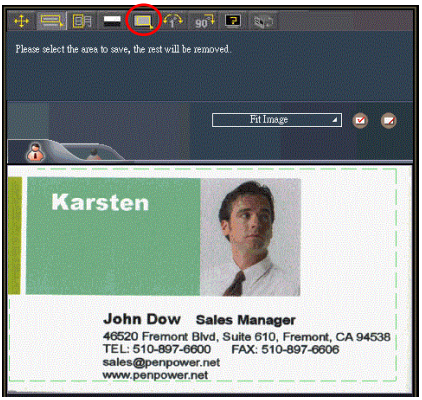


4.3.3 Reframing Command

The **Reframing Manually** command allows you to select a specific area of a business card to save. After the appropriate area is selected, a box will be drawn around the selected data.

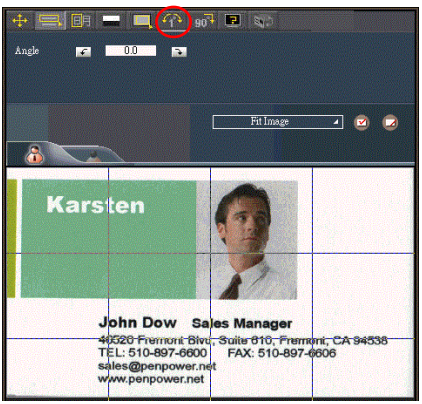
If the data selected to be modified is correct, click **Yes** in the dialog box.

The data outside of the selection box will be changed to white.



4.3.4 Fine Rotating

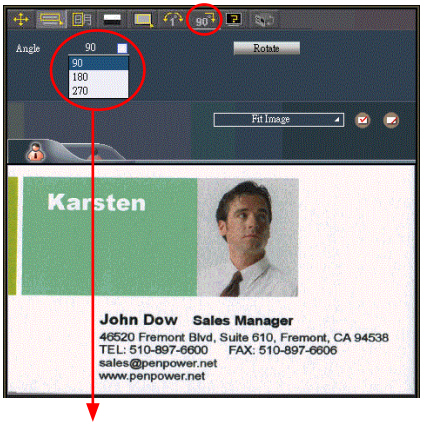
The **Fine Rotate** command is used to correct the horizontal positioning of a card after it has been scanned. This is sometimes necessary if a card has been inserted into the scanner incorrectly and the resulting scan is skewed in the horizontal plane. An indication of a card that has been improperly scanned is as follows:



4.3.5 Rotating Card

If the card image shows an incorrect orientation, you can use the **Rotate Card** command of the WorldCard editor to properly align the card orientation. To use the **Rotate Card** command, click the **Rotate Card** button in the **Editor** window. After you click the button , the rotation angle options will appear.

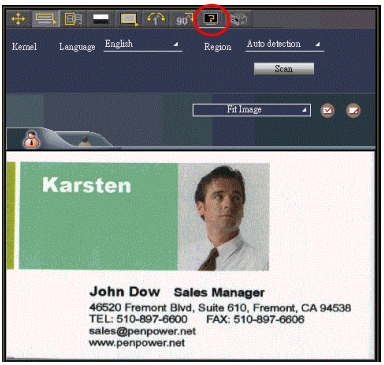
Select the appropriate angle of rotation and then click the **Rotate** button . The card image will then rotate to the selected orientation. Should you need additional fine adjustment of the card image, click the **Fine Rotate** button required.



The rotation angle is selectable from a pulldown menu.

4.3.6 Recognizing Again

After adjusting a card image with any commands of the **Editing** window, you can recognize the business card again to update the image processing of your revised card image.



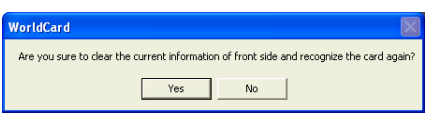
This task can be accomplished by clicking the **Recognize again** icon from the **Editing** window.

Select the appropriate language(s) for the front and/or back side of the card. Then, select the correct region for the language.

You may use the **Auto detection** feature in the geographic region selection. If the card is double-sided, select the **Both Sides** command to recognize each side. You may then proceed with the **Recognize again** command by clicking the **Recognize** button Recognize.

After clicking the Recognize icon is selected, the following prompt appears in the **Editing** window.

Click **Yes** to begin the recognition process. Note that the card information will be cleared when you click **Yes**.

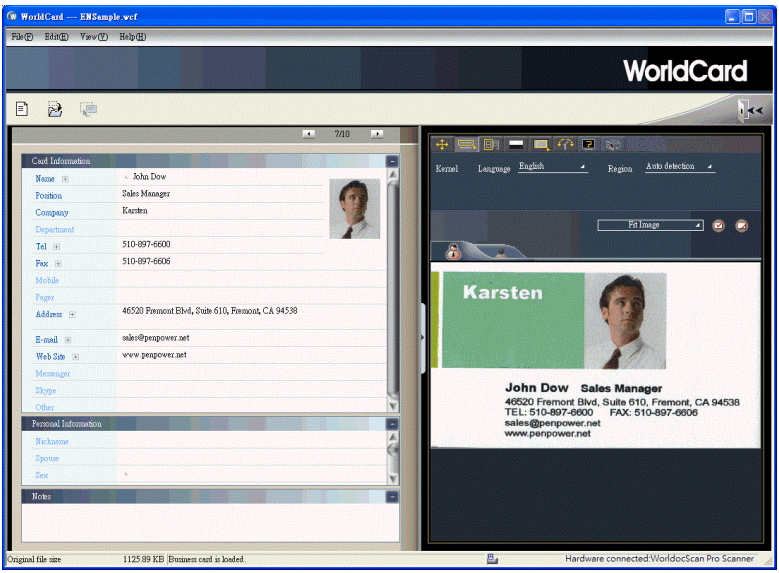


4.3.7 Exchanging Front and Back Side Card Image

Click to exchange the front side and back side images of the business card.

4.4 Viewing Cards

Cards are displayed in the **Editing** window. The following window shows a typical display of a card in the Editing window.



You can click **Back Side** button to see the back side image of the business card.

You can click

to select the different display percentage of the business card image.

4.4.1 Saving Card Image

If the displayed card image is clear and the information legible, the card image can be saved as a .jpg file by clicking the **Save Card Image** button .

4.4.2 Deleting Card Image

To delete a card image from the **Editing** window, click the **Delete Card Image** button with your mouse pointer.

If you have made an error in deleting a card image, the **Editing** window allows you to recover the card image by clicking the **Restore** button .

Chapter 5 Manage Business Cards

The management functions of WorldCard allow you to categorize contacts, send e-mail by contact or group functions, add new cards to a group, import cards from other sources, search cards by various data fields, encrypt files to protect your card database, print cards, export the database to other applications and synchronize your card information with other software applications.

5.1 Categorize Cards

The WorldCard software allows you to manage your business cards by storing them in the category groups. After installing your WorldCard software, you will find two default categories on the management page: the **All Records** category and **Unfiled** category. You can add as many user-specified categories and sub-categories as you choose to manage your business cards.

Note

WorldCard Mobile and WorldCard Contacts don't support multi-layer category structures. If you export contacts to WorldCard Mobile or WorldCard Contacts, only root categories will be imported. The subcategories won't be imported.

5.1.1 Categorize from Management Page

Each card, in addition to being categorized by last name, can also be categorized with our own individual settings so that you can efficiently manage numerous cards in your WorldCard database. From the WorldCard **Management** pane, highlight the card information you want to categorize, drag it directly into a specific category type under the **Category** list on the left side of the management window.

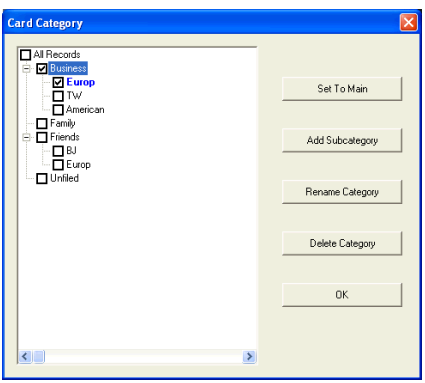
Tips:

1. Cards in each category can be easily moved from one category to another by dragging.

2. Each card can belong to a main category and numerous sub-categories. For example, Bruce is a vendor of your company and your classmate. You can drag his card into vendor category and then, drag his card into the classmate category from the **All Records** *category. The first category you drag Bruce's card to will become the main category for his card entry.*

5.1.2 Categorize from Editing Page

WorldCard allows you to categorize a business card directly from the **Editing** pane. To categorize a card from the editing page, click on the **Set Category** button . The **Card Category** dialog box appears. Select the category and then click **OK**. You may also add a subcategory from this window by clicking the **Subcategory** button.



5.1.3 Send Email by Category

To send email to a category group, select the appropriate category group from the management page. Once selected, the category will appear in the right pane of the **Management** window.

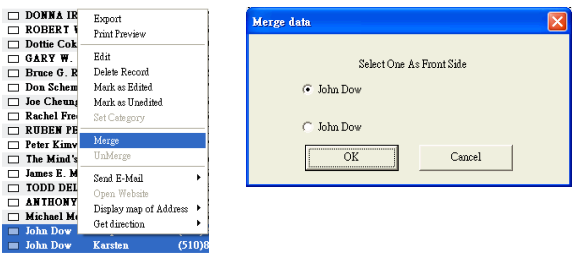
To send email to the group, click the **Email** button . WordCard will add the email addresses of the group members into your default email software. Also the **Email editing** window will then open with the appropriate contact list.

5.2 Merge and Separating Cards

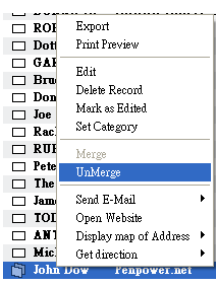
WorldCard allows you to merge two business cards into one card entry. To merge two cards into one, select two cards in the **Management** window.

On the **Tool** menu on the **Editing** window, click **Merge** and the following dialog box appears.

Select the appropriate card as the front side of the merged card entry and press **OK**. This action will merge the cards into one entry.



Separating double-sided cards into two distinct card entries can also be accomplished with WorldCard. To separate a double-sided card into two separate entries, select the appropriate card from the **Management** window. Then, on the **Tool** menu click **UnMerge**. The double-side card is separated into two separate entries in the appropriate category.



5.3 Add New Cards manually

You may add contacts to your WorldCard database by scanning their business card or by manually entering the contact information. If you do not have a card from a new contact, you can enter the contact information of a new business contact into your WorldCard database manually.

5.3.1 Add an Empty Card

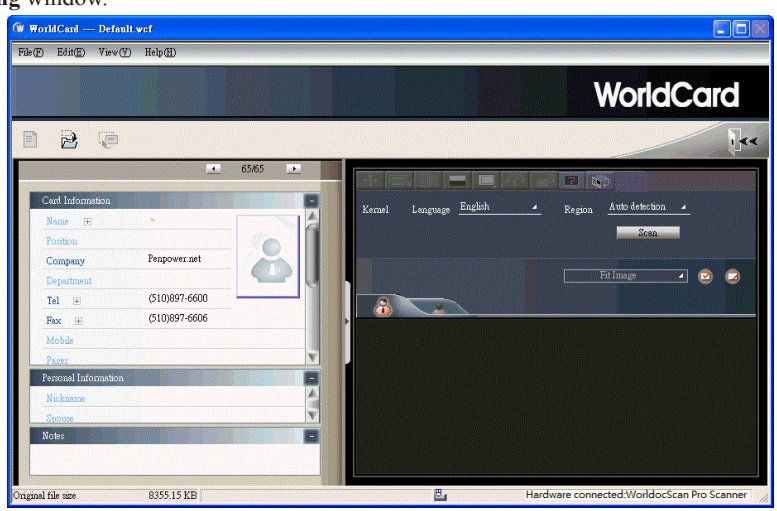
To enter a contact manually without a business card, on the **File** menu in the **Management** window, click **New Empty Card**. This will open the **Editing** window.

In the **Editing** window, manually select each category for your new contact. Then, scan or type your new contacts information into the field.

5.3.2 Add the Same Company Card

WorldCard allows you to add contact information for a new colleague from a company that is already in your database without scanning the actual business card. To add a new colleague of a company already on file, in the **Management** window, select a card from the new colleague's company.

After you have selected the card of the new colleague's coworker, on the **File** menu in the **Management** window select the **File\New Same Company Card**. This will open the **Editing** window.



On the left side of the **Editing** window, the new colleague's company information will appear in the **Card Information** pane of the **Management** window. You can scan or type your new contacts information into the field.

5.4 Add Cards from Other Resources

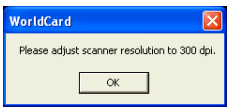
5.4.1 Load Image File

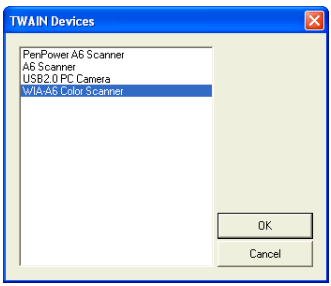
Please click **Run/ Images source/ Image file,** choose the recognition language and then pick up the business card images you want to recognize.

5.4.2 Twain Scanner

Card entries may also be uploaded through any TWAIN-compliant scanner. If your scanner is connected, **WorldCard** software will recognize it and add the scanner to the resource list. Click the **Image Source** arrow and click **Twain Scanner**.

Ensure the resolution for your scanner is set to at least 300dpi and select a Twain device.



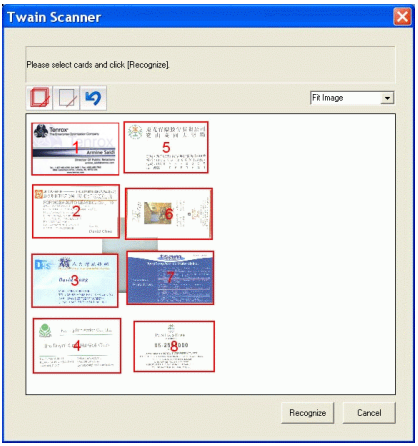


You may scan up to 8 cards at one time with an A4 size flatbed scanner. Place the card on the bed of your scanner with some separation between the card edges to clearly distinguish each individual card. You may also use an A4-size white paper to cover the business cards for recognizing regions of business cards properly.

When the scanning process is completed, the following **TWAIN Scanner** dialog box appears.

The system will identify the business card area automatically. Recognized cards will appear within red rectangular boxes with their corresponding recognition number superimposed in red. You can also click the **Clear All Regions** button to identify the cards manually by drawing the business card area one by one.

Click the **Auto Select Regions** button can identifie the cards as in the previous display of the **TWAIN Scanner** dialog box.



After the cards have been identified, click **Recognize**. In the **Language settings** dialog box you can select the language to use to recognize the business cards. When the recognition process is completed, you will be returned to the Management window. Your new card entries appear at the bottom of the contacts**.**

5.4.3 Drag in the Signature Information

You can add the signature information to the contacts by selecting the signature or business card information in e-mail or a Word file. Then drag it directly to the WorldCard Management window. WorldCard will automatically add a contact and recognize the information into appropriate fields.

5.5 Deleting/Restoring Contacts

Right click on a contact and then select **Delete** from the pop-up menu or select a contact and then click **Delete** button , if you want to delete the selected contact.

Click **Recycle Bin** button to view the contacts which have been deleted. You can delete the contacts permanently by clicking the **Delete** button or resotre the contacts by clicking the **Restore** button.

5.6 Search Contacts

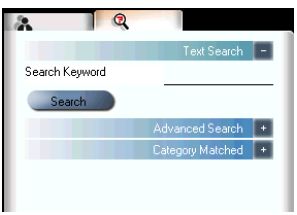
You can quickly and efficiently find your contacts with WorldCard **Search** features.

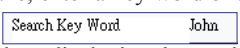
5.6.1 Text Search

The **Text Search** command of the WorldCard software allows you to quickly find a specific contact. To use **Text Search** in the WorldCard **Management** window, on the **View** menu point to **Search**, and click **Text Search**.

The **Text Search** pane appears as follows:

Tip: You may enter the* Text Search *window directly from the* WorldCard Management *window by clicking the* Search *button .



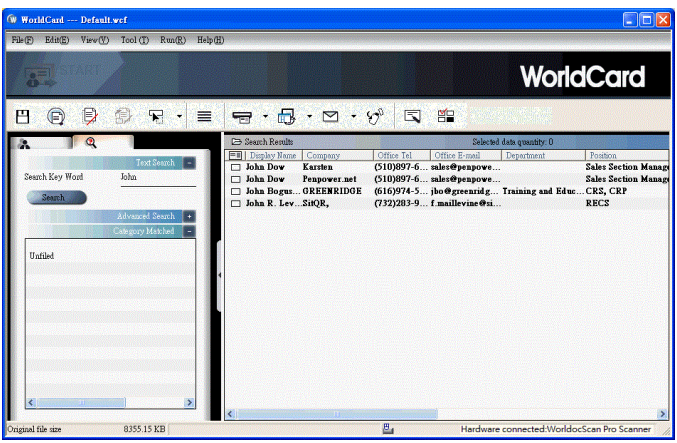
In the **Text Search** pane, enter a key word or a group of key words separated by a blank space in the **Search** box 

and click the **Search** button

. The **Search** pane will update, displaying the results as in the following picture.

In the left pane, there is a list of all categories where the data from your search string was found. The right pane shows the search results that display all of the applicable fields for the cards stored in your WorldCard database.

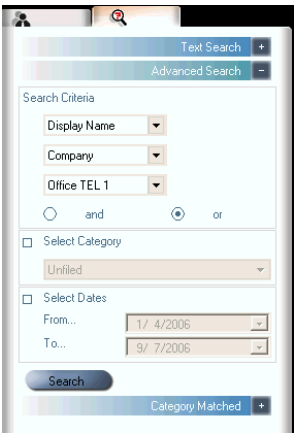
You can double-click on any record displayed in the **Search Results** pane to open the card in the **Editing** window.

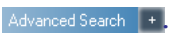


5.6.2 Advanced Search

WorldCard also offers an advanced search function. To use the advanced search function, on the **View** menu, point to **Search** and click **Advanced Search**.

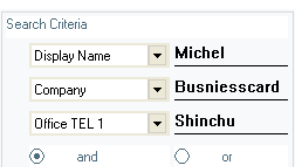
The **Advanced Search** pane will open and appear as right.



Tip: You may also open the **Advanced Search** *pane from the* **WorldCard Management** *window by clicking the* **Search** *button* *. When the* **Text Search** *pane appears, click on the* **Advanced Search** *button*  .

In the **Advanced Search** pane, you can enter your search criteria by category. You may select from categories in any one of three option windows. If you have several cards with similar criteria in your database, you may narrow your search further by using more than one of the **Search Criteria** menus.

After a **Category** for your **Advanced Search** is selected from one or all three **Category** options, you may enter an appropriate search string in the text field of each **Category**. A completed search will appear.

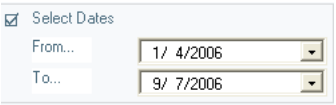


Please also note that the **Search Criteria** options include the **AND** operator and the **OR** operator . You may use these operators to further define your Advanced Search. The **AND** operator defines that your search results contain the criteria listed in all three search fields. Using the **OR** operator, a valid result must only match one of any of the three fields to be a valid result.

You can further define your **Advance Search Criteria** by using a specified **Category.** To select a specific category, select **Select Category** and specify a category.

You may also define your **Advanced Search** by calendar dates. To define a period for an **Advanced Search** by **Dates**, select **Select Dates** icon and make date selection available.

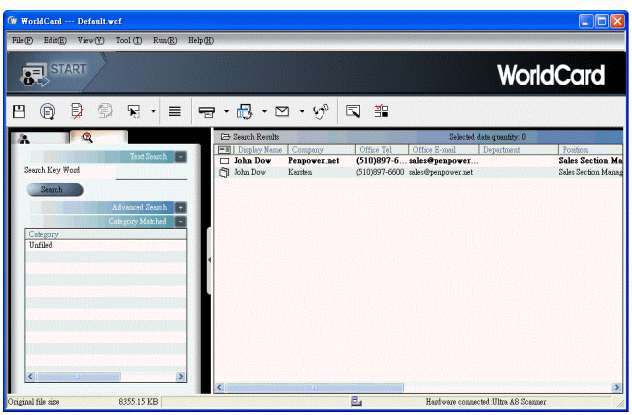
After selecting search by date, you may use the **From** and **To** date options to specify a period for your search criteria. The **From** and **To** options appear as in the right picture.



5.6.3 Finding Duplicate Data

Over a period of time, you may find that you have received a business card from the same individual on more than one occasion.

WorldCard has a built-in feature for finding duplicate data. To use **Finding Duplicate Data**, click **Run** on the **Main Menu** and then **Duplicates Data**. A progress meter briefly displays in the middle of the **Management** window showing the progress of the search. After all records have been scanned, the **Search Results** pane displays the same display name entries as shown.



In the pane on the left side, there is a list of all **Categories** where **Duplicates Data** was found. In the **Search Results** pane on the right side, there is a list of all duplicate card entries.

5.7 Safeguard your Contacts

Information is a valuable resource to any business. WorldCard recognizes the intangible value of your business card contacts and has built-in features to help you safeguard that data.

5.7.1 Save

WorldCard is a business card database management system. It automatically saves all changes when exit the system. You can manually save your card database by on the **File** menu click **Save**.

You can also save your database by clicking the **Save** button on the WorldCard **Management** window.

5.7.2 Backup your contacts

You can save your database file to a specified directory for use as a backup file by using **Save as**. On the **File** menu, click **Save As**.

WorldCard database files are stored in the .wcf format. No other format options are available. After you have named your file accordingly, click **Save** to complete this operation.

5.7.3 File Encryption

Protecting sensitive contact information is important in the business environment. The WorldCard software recognizes the importance of sensitive data and allows you to protect that data from unauthorized access.

To protect your WorldCard database from unauthorized access, WorldCard offers you an automatic file encryption with password protection. You can encrypt your WorldCard database by the following procedure.

On the **File** menu, click **File encryption**. The **File encryption** dialog box appears.

If you wish to use **File encryption**, select **Use file encryption**.

With **Use file encryption** selected, you may use the **File Encryption** option with password protection.

When the **Set Password/Change Password** option is selected, the password option is available for you to enter your appropriate password options.

Note: Protect and safeguard your password.* WorldCard *does not offer a password recovery option. If you forget your password, your database is inaccessible.

Tip: If you wish to decrypt the* File encryption*, place the mouse pointer over the selection circle of the* UnUse file encryption *option.

5.8 Print Cards

WorldCard software allows you to print card information in several usable formats. An overview of the WorldCard printing features is presented in this chapter.

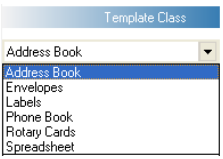
5.8.1 Print Preview

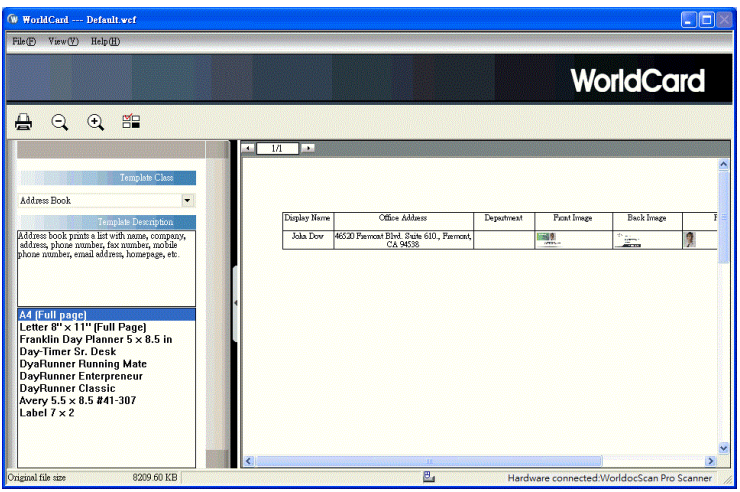
Before printing card information, WorldCard allows you to preview your information in the appropriate format for your desired output. To use the **Print Preview** options of your **WorldCard** software, on the **File** menu click **Print Preview**. and the **Print Preview** pane appears.

At the **Print Preview** pane, you can select several **Print Preview Template Classes** from the **Template Class** menu to the left of the **Print preview** pane.

After the applicable Template is selected, you may further define your printing preview by selecting the available options in the selected Template. A similar **Print Preview** option list will appear depending on your selected **Template Class**.

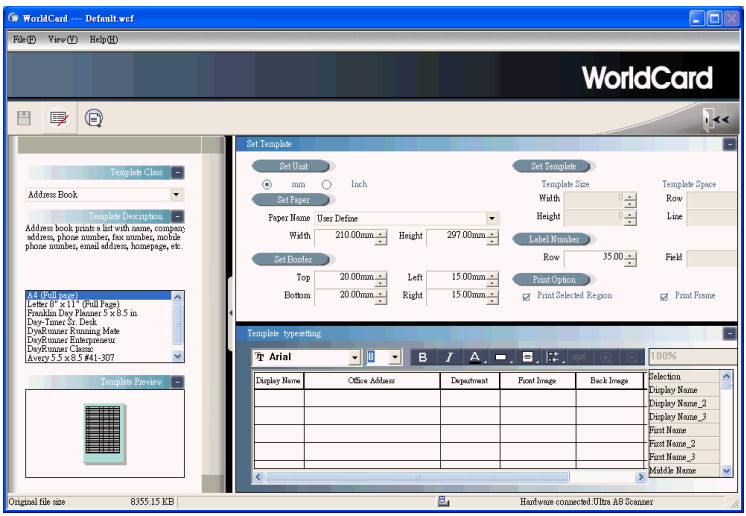
When a **Preview** option has been selected, the **Print Preview** pane reflects that change on the right side.





5.8.2 Edit Print Templates

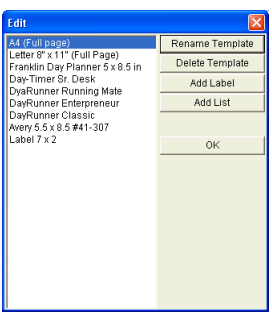
WorldCard allows you to edit templates for printing your cards. On **File** menu click **Print Template Edit**, the following pane appears. You may also click the **Edit Print Template** icon .



To edit the Print Template, you may select a **Template Class** and **Template** from the left pane. Then adjust the settings of the print paper from the pane on the upper right. If you wish to choose print fields, you can drag the field into the template editing area.

Note: WorldCard's attentive categorizing function makes it flexible on Editing Print Templates, such as you can add City, Zip Code under Address column

WorldCard provides **Add Label** and **Add List** template model for creating your own templates. On the Template **Class** menu, click **Edit**. The **Edit** dialog box appears.



To add a new print template, click **Add Label** or **Add List**, and then enter the template name. Click **OK** to return to the **Print Template Edit** pane for editing the new print template.

Note: You may also rename or delete templates with the* Edit *function.

5.9 Exchange Contacts

WorldCard software allows you to exchange valuable contact information with other applications through the use of the **Import, Export** and **Synchronize** commands.

5.9.1 Export

To select export fields, you may refer to **5.10.1 Export Option** for a detailed explanation.

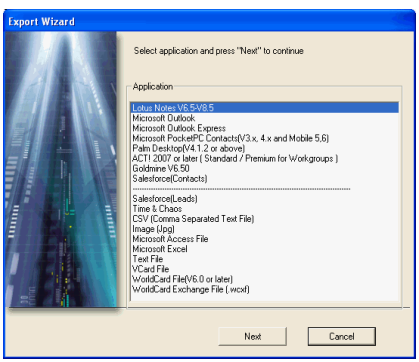
1. To export your **WorldCard** database to another application such as Microsoft Excel, Access, Outlook, Outlook Express, Lotus Notes, PocketPC, Palm, ACT!, Goldmine, Salesforce(Contacts), Salesforce(Leads), CSV, VCard, or WorldCard series, such as WorldCard Windows versions, WorldCard Mac version, WorldCard Mobile versions (WorldCard Mobile for iPhone and WorldCard Contacs for iPhone), on the **File** menu click **Export**.
   This will open the **WorldCard Export Wizard** screen and the following dialog box appears. For the supported software, please refer **5.9.4 WorldCard Data Exchange Compatibility List**. Select the type of application for the file type that you want to create.

Tips:

1. Export Text File allows you to export all fields.

2. Export function supports on Excel 97, Outlook 97 and Outlook Express 4.0 version and higher.

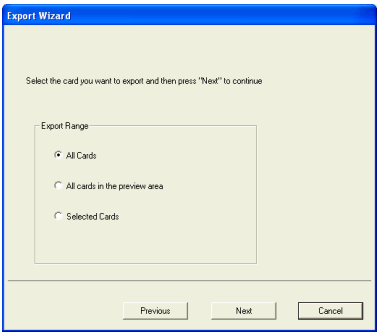
3. Export Wizard will compress the file . It makes your filing and mailing easier by producing a smaller file.



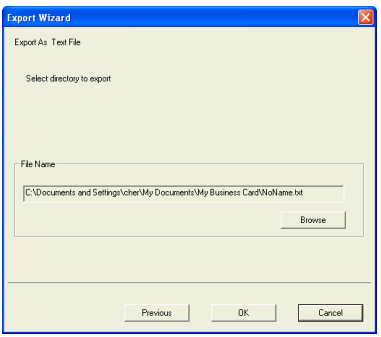
Warnning: Because of the compliance between unicode and ANSI code, you might export unreadable characters to Palm Desktop, CSV or Vcard file in cases you exportChinese, Japanese, Korean....from a single-byte language character based computer (such like English, German, French and so on) to a double-byte language character based computer (Such like Chinese, Japanese, Korean and so on).

2. Click **Next**. The next **Export Wizard** dialog box displays.

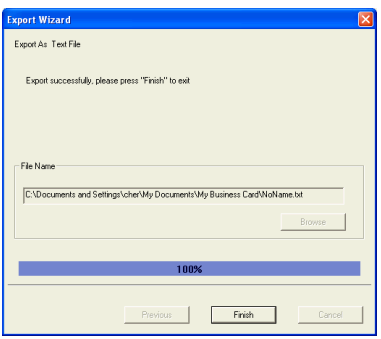
3. Follow the instructions given in the **Export Wizard** dialog box to select which cards you want to export. And then click **Next**.



4. If you have chosen to continue with the **Export** function, choose the directory to export the files to. Click **OK** to export the cards. To complete exporting the files, review the information displayed in the **Export Wizard** window.



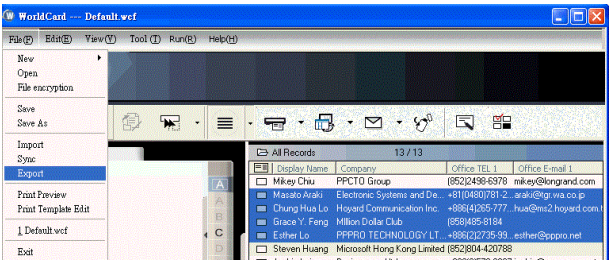
5. After exporting is completed, click **Finish** to close the **Export Wizard** dialog box.



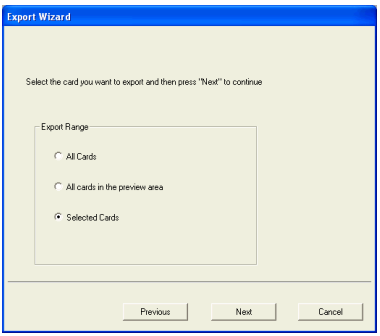
6. The **Export Wizard** operations for exporting your WorldCard database to all application types are similar and will not be discussed individually in this manual. However, a brief overview of the Export of a card to Microsoft Outlook will be presented.

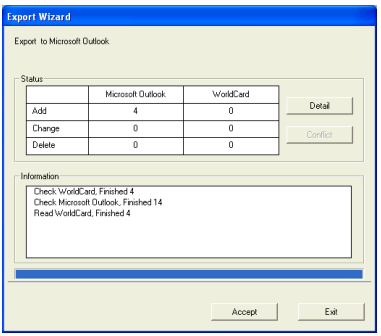
To export a card to Microsoft Outlook:

1. select a card or a group of cards by selecting the specific card(s) in the **WorldCard Management** window as shown in the following picture.

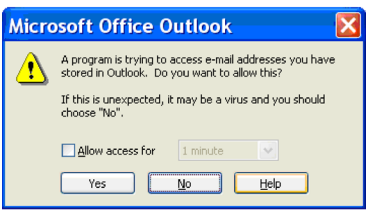


2. On the **File** menu, click **Export**. The **Export Wizard** dialog box appears, as previously displayed in the section. Select the Microsoft Outlook application from the **Application** pane in **Export Wizard** dialog box and click **Next**. The next step is displayed in the **Export Wizard** dialog box.
3. Select **Selected Cards** in the **Export Range**. Click **Next**.
4. The following **Export Wizard** status dialog box appears.

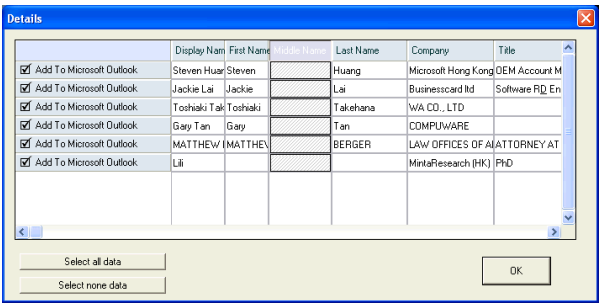




Note: When exporting data to a Microsoft Office application such as Microsoft Outlook, you may receive a warning message to advise you that a program is trying to access email address information from the application. This warning message may appear similar to the following picture depending on your version of Microsoft Office. To continue, click Yes.



5. When the Export process is completed, you can view the **Details** page as shown in the following picture by clicking **Detail**.



6. From the **Details** dialog box, you can choose to export all details of each card or none. To close the **Details** dialog box, click **OK**. This will return you to the **Export Wizard** status dialog box as seen previously in this section.
7. To complete the **Export** process, click **Accept**. You may see a suspicious script warning message at this time. Click **Continue** on the warning dialog box to proceed. The **Export Wizard** will now display the completed **Status** and **Information** of the exported cards being processed.. To exit the **Export Wizard**, click **Finish**.

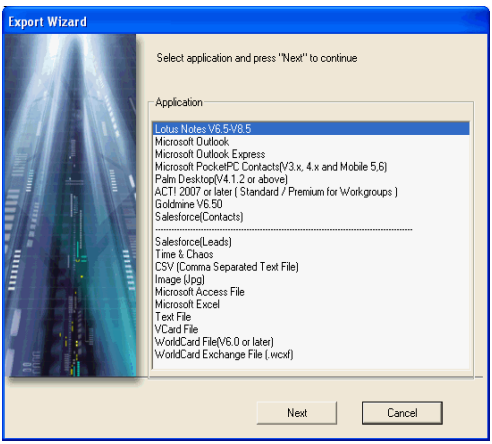
Export contacts to other WorldCard Series products

You need to export contacts from WorldCard first before you share them. These contacts will be bundled and saved as .wcxf format, which can be shared by all WorldCard Series products via email or iTunes File Sharing.

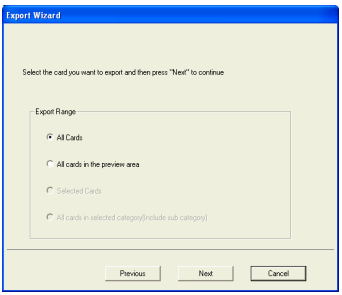
Notes

1. Only WorldCard Mobile 3.1.0 or later supports the .wcxf format.
2. Only WorldCard Contacts 2.3.0 or later supports the .wcxf format.

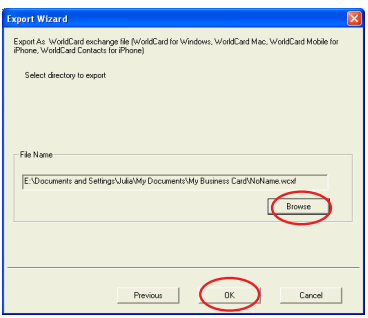
1. Select the contacts which you want to export. Click **File\Export** function from the menu. Select **WorldCard Exchange File (.wcxf)**.

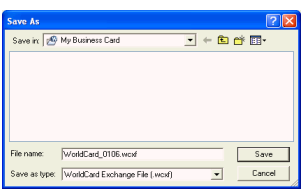


2. Follow the instructions given in the **Export Wizard** dialog box to select which cards you want to export. And then click **Next**.

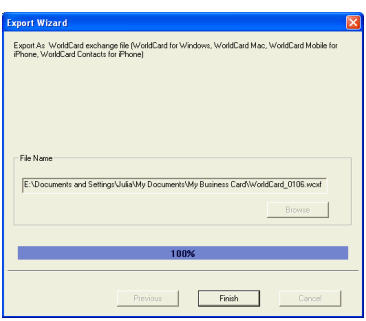


3. If you have chosen to continue with the **Export** function, choose the directory to export the files to. Click **OK** to export the cards. To complete exporting the files, review the information displayed in the **Export Wizard** window.





4. After exporting is completed, click **Finish** to close the **Export Wizard** dialog box.



5. You can share the .wcxf contact file by attaching it to an email message and then share the .wcxf file with other WorldCard series prducts.

To share the .wcxf file with WorldCard(PC or Mac Version), please follow the steps below:

Step1 Open email with a .wcxf file. Then save the .wcxf file to your computer.

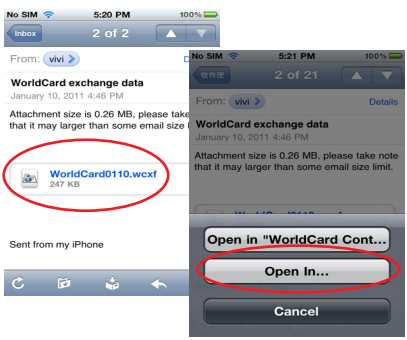
Step2 Lauch WorldCard.

Step3 Click the import button of on the toolbar.

Step4 Select WorldCard series data exchange files and follow the importing process to import the .wcxf file into WorldCard.

To share the .wcxf file with WorldCard Mobile or WorldCard Contacts, please follow the steps below:

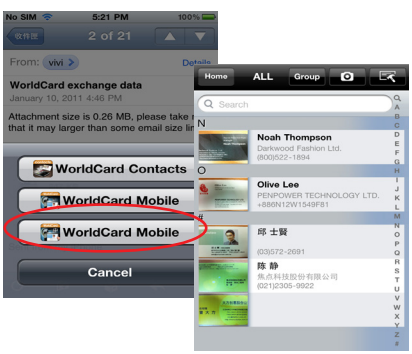
Step1 Open email with a .wcxf file and tap the .wcxf file. Select **Open In.**



Notes

Please open the .wcxf file with iPhone's built-in Mail application . The .wcxf file cannot be opened in web-mail service.

Step2 Select the App that you want to share the .wcxf with. Then contacts in the app will open instantly and the contacts in the .wcxf file will be imported into the app at the same time.

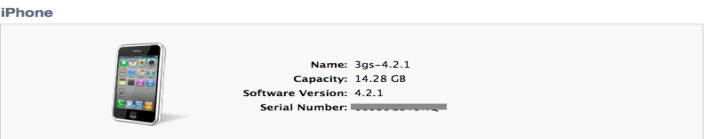


6. You can share the .wcxf contact file by attaching it to an email message or share the .wcxf file with **WorldCard Mobile** or **WorldCard Contacts** on your iPhone via **iTunes File Sharing**.

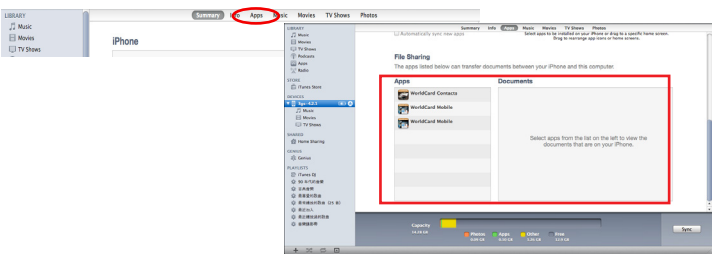
Notes

iTunes File Sharing requires:
1. iTunes version 9.1 or later.
2. Mac OS version 10.5.8 or later.
3. iPhone iOS version 4 or later.

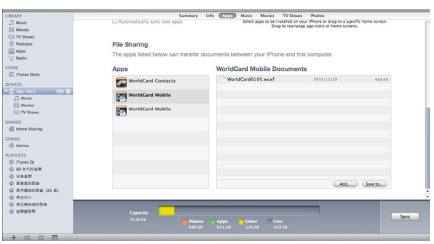
step 1 Connect your iPhone to your computer, launching **iTunes** on your computer, and then selecting your iPhone from the **Device** section of iTunes



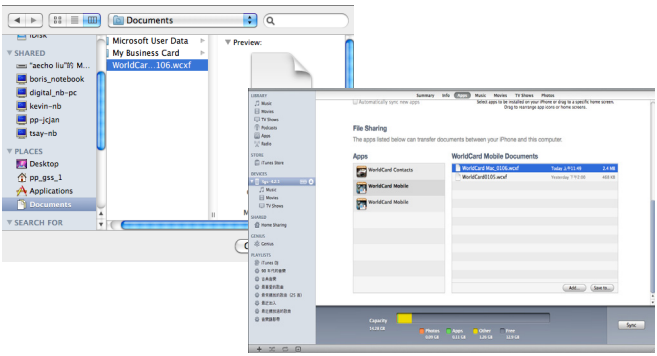
step 2 Select the **Apps** tab and scroll down to the bottom of the page. You will see the File Sharing section.



step 3 You will find a list of apps that are installed on your iPhone that supports File Sharing function. Select the app that you want to share the .wcxf contact file with. Take **WorldCard Mobile** for example. You will find the right Document area lists the file that can share with your computer.



step 4 Please click **Add...** and locate the .wcxf file that you want to copy from your computer and click **Choose**. This .wcxf file will be copied into the Documents sharing area immediately.



Tip

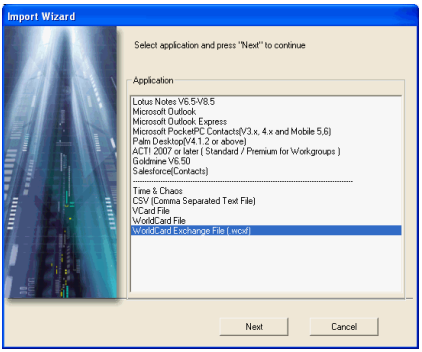
You can click [Save to] to save the file in the Apps to your computer.

step 5 Return to your iPhone. Choose **WorldCard Mobile** on your iPhone and select **Settings\Import from iTunes file sharing**.

step 6 Tap .wcxf file that you want to import into WorldCard Mobile and then tap **Import**. The contacts in the .wcxf file will then be imported into Card Holer of WorldCard Mobile.

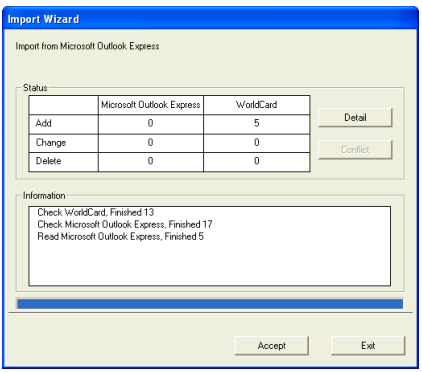
5.9.2 Import

To import data into your WorldCard database from another application such as Microsoft Outlook, Outlook Express, PocketPC, Palm, ACT!, Goldmine, Salesforce(Contacts), CSV, VCard, WorldCard Mac, WorldCard Mobile for iPhone, WorldCard Contacts for iPhone, and etc:



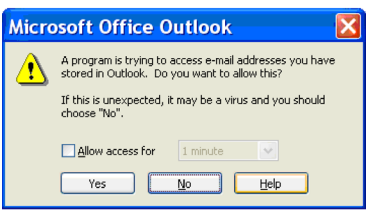
1. Click **Import** on the **File** menu. The **Import Wizard** dialog box appears.
2. Select the type of application source to import into your WorldCard database.

Note: The example displays import data from Microsoft Outlook Express using Windows XP.

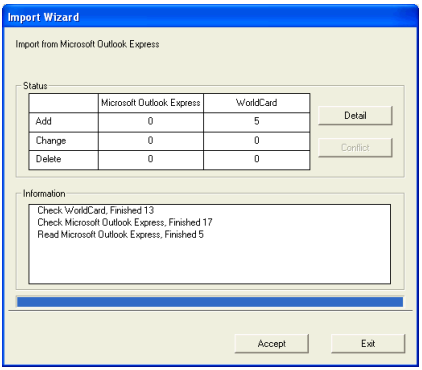


3. Click **Next** in the **Import Wizard** dialog box. The next dialog box appears. For the supported software, please refer **5.9.4 WorldCard Data Exchange Compatibility List**.

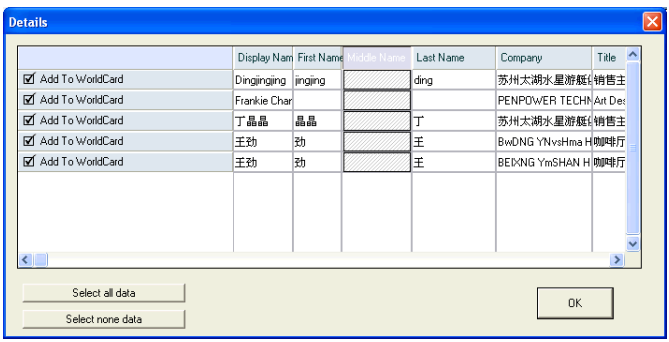
Note: When importing data from a Microsoft Office application such as Microsoft Outlook, you may receive a warning message to advise you that a program is trying to access email address information from the application. This warning message may appear similar to the following picture depending on your version of Microsoft Office. To continue, click **Yes.**



4. While your files are being imported, a blue progress bar displays. After the process is completed, the **Import Wizard** dialog box displays **Status** and **Information**.



5. You can view the actual information being imported by clicking **Detail**. The **Details** dialog box displays. In the **Details** dialog box, you can select to import all details of each card or none and then click the **OK.**

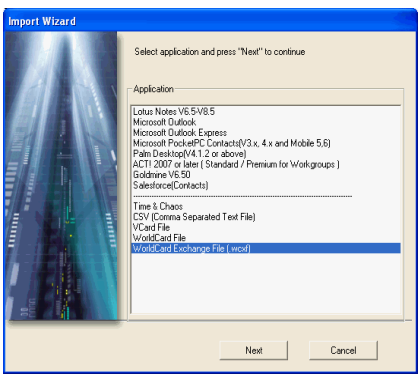


6. To complete the Import process, click **Accept**. The **Import Wizard** dialog box will update the **Status** and **Information** fields for the data accepted. When the update is completed, click **Finish** to close the **Import Wizard**. You will find that your imported records have been added to the bottom of the cards listed in **All Records** category.

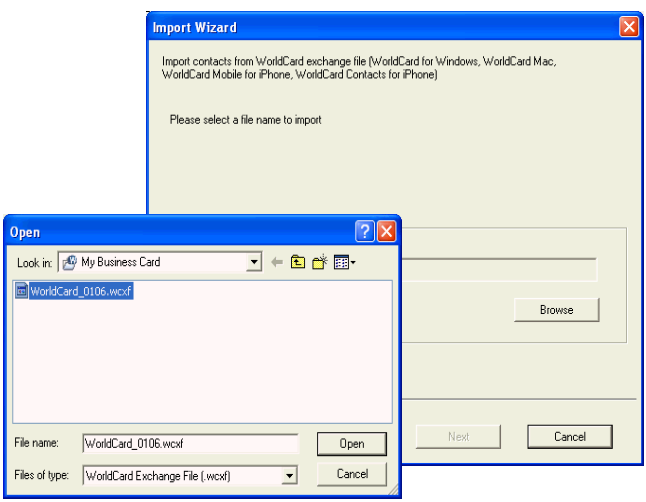
Import contacts from other WorldCard Series products

The new data exchanging function in WorldCard allows you to import contacts from another WorldCard series product, such as WorldCard Mobile for iPhone or WorldCard Contacts for iPhone. WorldCard will import the .wcxf file, whicn is compatible with all WorldCard Series products.

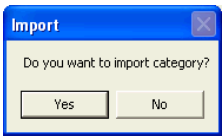
1. Click **Import** on the **File** menu. The **Import Wizard** dialog box appears. Select **WorldCard Exchanged File**.



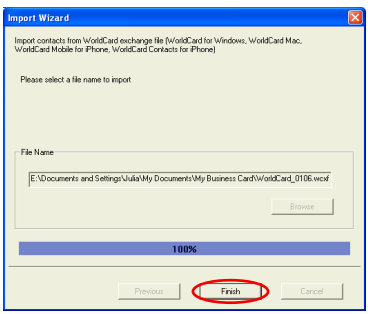
2. Click **Browse** to select a **.wcxf** file in your computer and click **Next** to continue the importing process.



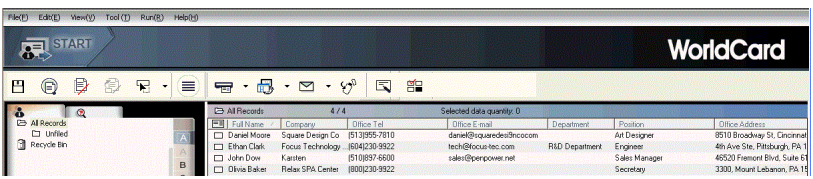
3. A note window will appear to ask whether you want to import category or not. Click **Yes** to import categories or vice versa.



4. Please click **Finish** to complete the importing process.



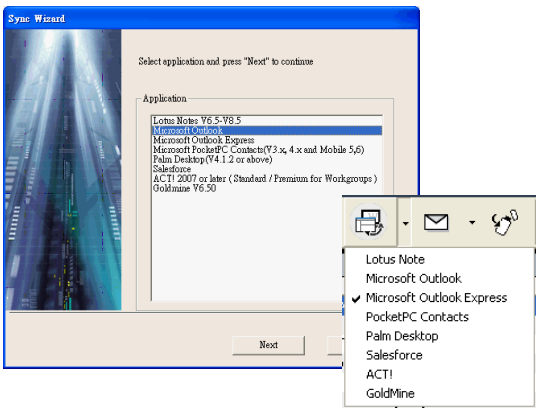
5. The new contacts should appear in the **Browse** pane.



5.9.3 Sync

The **WorldCard Synchronize** function allows you to synchronize the data between **WorldCard** and other applications such as Microsoft Outlook Express, Microsoft Outlook, Lotus Notes, PocketPC Contacts, Palm Desktop, ACT! by Sage, Goldmine and Salesforce(Contacts).

1. To use the **Synchronize** function, on the **File** menu, click **Sync**. The **Sync Wizard** dialog box appears. For the supported software, please refer **5.9.4 WorldCard Data Exchange Compatibility List**.
2. Select the application that you desire to synchronize with your WorldCard database by clicking **Next**. The **Sync Wizard Status** and **Information** dialog box will open. At the same time WorldCard will begin to synchronize with the selected application.

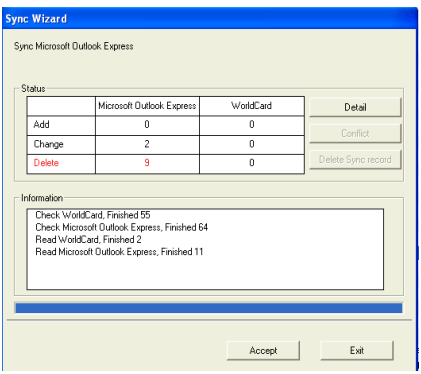


Note: If you are synchronizing with Outlook Exrpess and there are contacts whose name fields are empty, a message dialogue will pop up to warn you that those contacts will not be synched with. If you agree with it, then you can click Yes to continue the synchronization.

Note: You can refer Secion 5.10.2 to adjust the setting of synchronization.

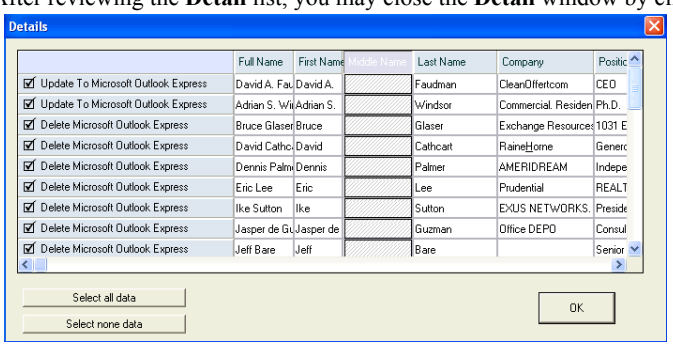
3. While synchronization occurs, a blue progress bar displays. Once the process is completed, the **Sync Wizard** window will display **Status** and **Information** data about the records you have synchronize. In the **Status** pane you can see that there is a difference between the Microsoft Outlook database and the **WorldCard** database. The **Information** pane shows all actions that have been completed at this point.

Note: When syncing data to Microsoft Office application such as Microsoft Outlook, you may receive a warning message to advise you that a program is trying to access email address information from the application. This warning message may appear similar to the following picture depending on your version of Microsoft Office. To continue, click Yes.



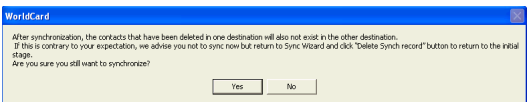
4. You can view the complete details of the actions that will be taken to synchronize the two databases from the **Details** dialog box. To view the **Details** dialog box, click **Detail**. The **Details** dialog box appears. From the **Details** dialog box, you can click **Select all data** to accept all data in the list as acceptable changes.

   For this item, the Sync function would **DELETE** the entry from Microsoft Outlook. Alternatively, you can use the **Select none data** icon to clear the selection of all items in the list. After reviewing the **Detail** list, you may close the **Detail** window by clicking **OK**.



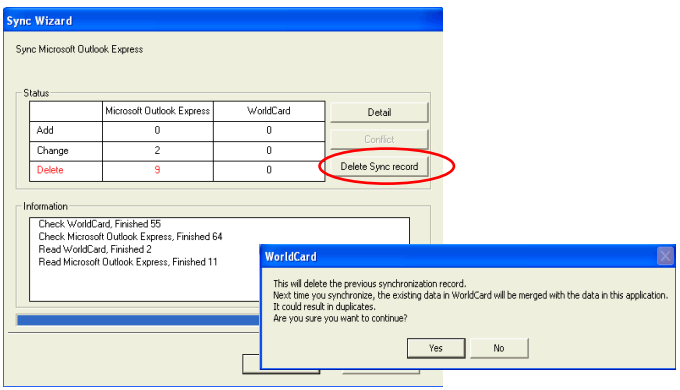
5. To accept the actions required to synchronize the two databases, click **Accept**. The **Details** dialog box will display the updated **Status** and **Information** panes. To close the dialog box and complete the Sync process, click **Exit**.

Note: The **Sync** *function synchronizes the Client database with the Host database. In other words, data in the* **Client** *database is changed to reflect the data in the* **Host** *database. After clicking* **Accept**, *the Client database is to match the Host database. After this point you cannot reverse the process. After you click Accept, a message window will pop up to ask you whether you are sure to synchronize now. If you are sure to synchronize now, please click Yes.*



If you want to synchronize the contacts on both side but don't want to delete contacts, please click No to return to the Sync Wizard. In Sync Wizard, please click [Delete Sync record]. This will delete the previous synchronization record. Next time you synchronize, the existing data in WorldCard will be merged with the data in this application. It could result in duplicates. If you want to contiue, please click Yes. Otherwise, simply tap No to return to the Sync Wizard.

Tip: You can refer Secion 5.6.3 to apply the Finding Duplicate Data function to remove the duplicates.



5.9.4 WorldCard Data Exchange Compatibility List

WorldCard supports the following synchronization, exporting, importing contact managers or personal information managers (PIMs).

WorldCard Synchronization

Item	Windows XP	Windows 7/ Vista 32	Windows 7/ Vista 64
Lotus Notes v6.5-v8.5	v	v	v
Microsoft Outlook	v	v	v
Microsoft Outlook Express	v		
Microsoft Pocket PC Contacts (v3.x, v4.x and Mobile 5, 6)	v	v	
Palm Desktop v4.1.2 or later	v	v	v
Salesforce	v	v	v
ACT! 2007 or later (Standard/ Premium for Workgroups)	v	v	ACT! 2009 or later
Goldmine v6.50	v		

WorldCard Export

Item	Windows XP	Windows 7/ Vista 32	Windows 7/ Vista 64
Lotus Notes v6.5-v8.5	v	v	v
Microsoft Outlook	v	v	v
Microsoft Outlook Express	v		
Microsoft Pocket PC Contacts (v3.x, v4.x and Mobile 5, 6)	v	v	
Palm Desktop v4.1.2 or later	v	v	v
Salesforce	v	v	v
ACT! 2007 or later (Standard/ Premium for Workgroups)	v	v	ACT! 2009 or later
Goldmine v6.50	v		
Time & Chaos	v	v	v
CSV (Comma Separated Text File)	v	v	v
Image (Jpg)	v	v	v
Microsoft Access File	v	v	v
Microsoft Excel File	v	v	v
Microsoft Windows Contacts		v	v
Text File	v	v	v
VCard File	v	v	v
WorldCard File (v6.0 or later)	v	v	v
WorldCard Exchange File (.wcxf)	v	v	v

WorldCard Import

Import contact data from the following products to WorldCard:

Item	Windows XP	Windows 7/ Vista 32	Windows 7/ Vista 64
Lotus Notes v6.5-v8.5	v	v	v
Microsoft Outlook	v	v	v
Microsoft Outlook Express	v		
Microsoft Pocket PC Contacts (v3.x, v4.x and Mobile 5, 6)	v	v	
Palm Desktop v4.1.2 or later	v	v	v
Salesforce	v	v	v
ACT! 2007 or later (Standard/ Premium for Workgroups)	v	v	ACT! 2009 or later
Goldmine v6.50	v		
Time & Chaos	v	v	v
CSV (Comma Separated Text File)	v	v	v
VCard File	v	v	v
WorldCard File (v5.0 or later)	v	v	v
WorldCard Exchange File (.wcxf)	v	v	v

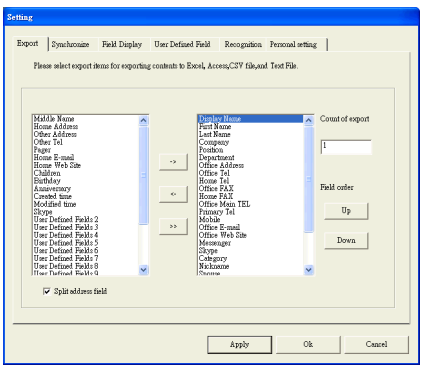
5.10 Settings

WorldCard has many selectable **Setting** options to allow you to configure the operational functions of **Export, Synchronize, Field Display, User Define Field**, **Scan** and **Personal setting** options. To set your WorldCard options, use the procedures outlined in this chapter.

On the **Tool** menu, point to **Setting** and click any of the options. Alternatively, on the main toolbar click the **Setting** button .

5.10.1 Export Option

To configure the **Export** options, open the **Setting** dialog box page as described in the preceding section of this chapter.

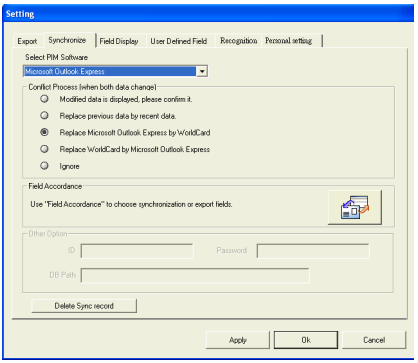


The **Setting Export** dialog box displays with ALL options selected as a default configuration. The fields on the right will be exported to Excel, Access, CSV files and Text file. To add another field, select a field from the left side and click the **[->]** button. Click **[>>]** button to export all fields. You can set the number of fields with the same name to export (up to 10).

Select **Split address field** to export address detail to different fields. After you've selected the options you want, click **OK** to accept the changes.

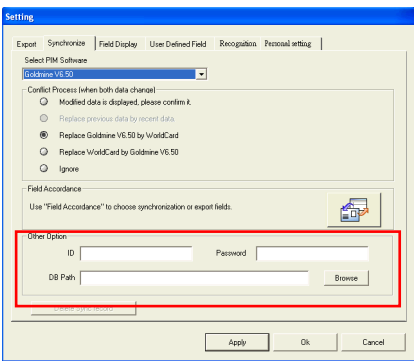
5.10.2 Synchronize Option

To set the **Synchronize** options, open the **Setting** dialog box as described in the preceding section of this chapter.



The **Synchronize** tab of the **Setting** dialog box appears with Microsoft Outlook as the selected PIM. PIM stands for **Protocol Information Management** software. Change the PIM as desired. The **Conflict Process** option can be set to manage any conflicts which may occur during the Sync operation.

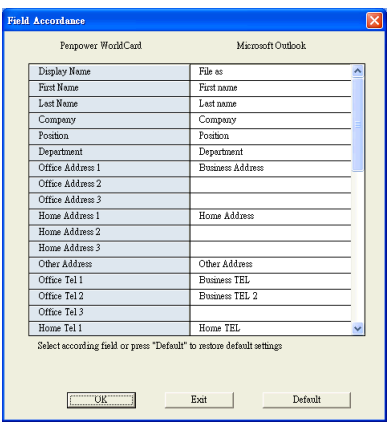
Note: Conflict means after previous Synchronization, the contact information has been changed in both PIM software and WorldCard which causes Conflict.



ACT! and Goldmine require a **user ID, Password** and **DB Path**. Before synchronizing with above applications, you may input this information into the boxes in the **Other Options** area.

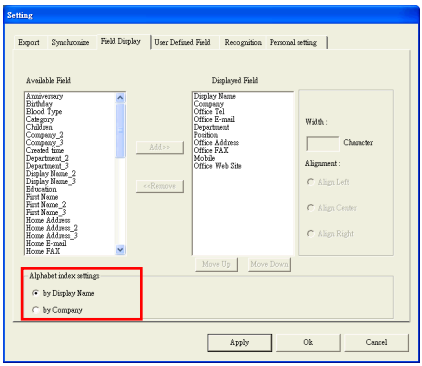
Salesforce requires a **user ID, Password** and **Security Token**. Before synchronizing with above applications, you may input this information into the boxes in the **Other Options** area.

Under **Select PIM software**, you will find **Field Accordance**. You may click to set the field accordance between WorldCard and PIM software for importing, exporting and synchronizing.



5.10.3 Field Display

To set the **Field Display** options of the List Mode and Duel mode, open the **Setting** dialog box as described in the preceding section of this chapter.



The **Field Display** tab of the **Setting** dialog box appears with a default configuration as displayed in the above window. To modify the selected options, click any available field from the **Available Field** menu on the left side of the dialog box. After a field is selected, click **Add** to add it to the **Displayed Field** list. The selected field will be added to the applicable **WorldCard** screens.

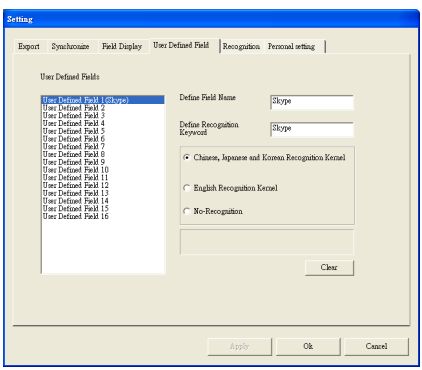
To remove a field, click the desired field in the **Displayed Field** list. Then click **Remove** to delete the field from your WorldCard screen views. You may also set field options from the available options on the right side of the **Field Display** window. Once you have completed your changes, click **Apply** to apply any changes.

The **Alphabet index** can be indexed **by Display Name** or **by Company.** Please refer to **Chapter 3.1.**

5.10.4 User Define Field

To configure the **User Defined Field** options, open the **Setting** dialog box as described in the preceding section of this chapter.

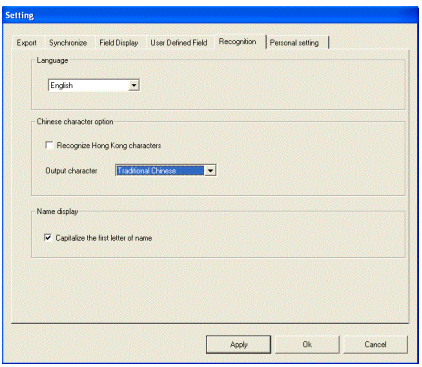
The **User Defined Field** tab displays the default configuration as seen in the preceding picture. You may define up to ten user-specified fields to be displayed in your **WorldCard** screens. To define a field, select a **User Defined Field** from the available fields on the left side of the dialog box. Then, assign the **Defined Field Name** and **Define a Recognition Keyword** in the text box. Set the language recognition option and click **Apply.**



5.10.5 Recognition Option

To configure the **Recognition** options, open the **Setting** dialog box as described in the preceding section of this chapter.

The **Recognition** tab displays the default configuration as seen in the preceding picture. You may define **Language, Chinese character** options and **Name display** method.

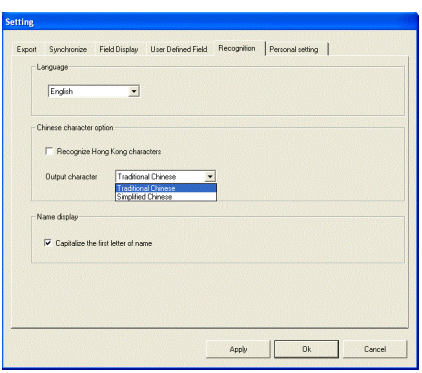


Check **Capitalize the first letter of name** to recognize the first letter of the contact's name to a capital letter. The other letters of the name will be recognized to lowercase letters.

WorldCard software has optical character recognition (OCR) capabilities designed to work specifically with Chinese characters.

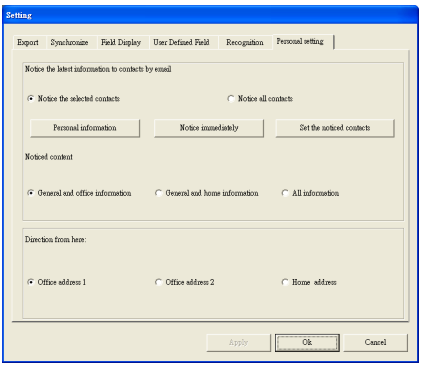
Under the **Chinese character option** area, you can select **Recognize Hong Kong characters** if you are scanning cards from **Hong Kong**. The character set for Hong Kong is slightly different than the Traditional or Simplified Chinese character sets.

After recognizing Chinese business cards, you can choose Output character to save them as the characters which you are familiar with. Such as **Traditional Chinese** or **Simplified Chinese**.



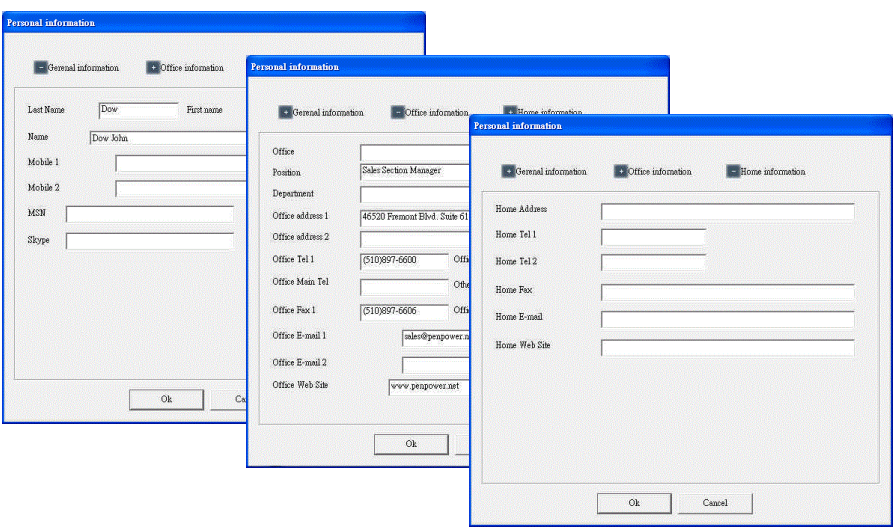
5.10.6 Personal Setting

The **Personal Setting** can let you setup your presonal inforamtion, notify contacts, set notice contacts and set the start address of the direction function. To setup the **Personal Setting** options, open the **Setting** dialog box, and then click the **Personal Setting** tab.



Personal Information

Click the **Personal Information** button to input General Information, Office information and Home inforamtion. You can fill the information by typing your own business card information.



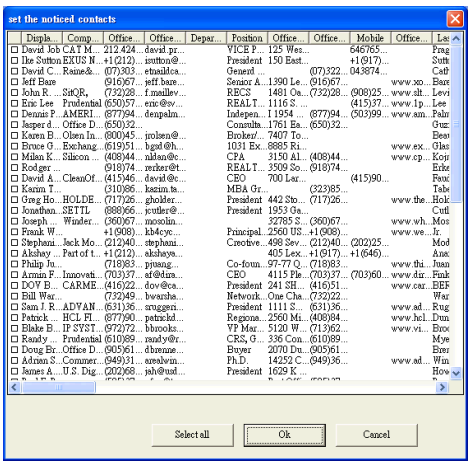
Notify Immediately

After setting your presonal information, you can notify related contacts immediately. Click the **Notify Immediately** button to send your presonal information with VCard and html file by the default email application.

If you set the notice contacts already, the system will add the email addresses of the contacts to the receivers.

Set the Notice Contacts

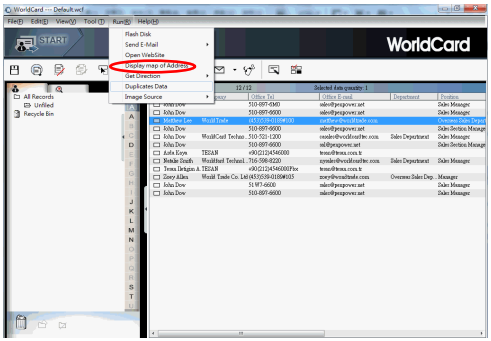
Click the **Set the Notice Contacts** button to select the contacts which you want to notify your presonal information. When you click the **Notify Immediately** button, the system will add the email addresses of the selected contacts to the receivers.



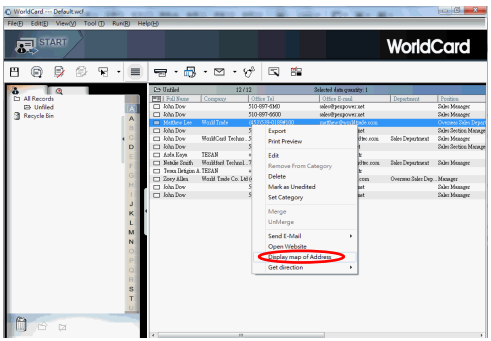
5.11 Online Map

WorldCard offers you online map with a click of your mouse.

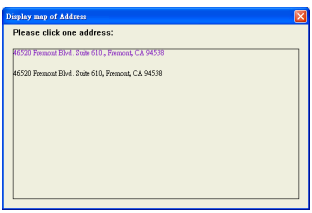
1. Select the contact, then click **Run / Display map of Address**.



2. You can also right-click on the contact, then click **Display map of Address.**



3. If address searching you selected is more than one contact, the Display map of Address menu will appear. Click on the address you want search will lead you to online map automatically.



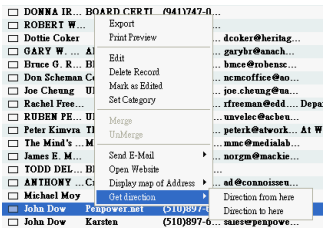
5.12 Getting Direction

WorldCard provides **Get Direction** function through internet service websites for looking up the route between two contacts or between your location and a specific contact.

1. Right click on a contact and select **Get direction**/**Direction from here** from the pop-up menu.

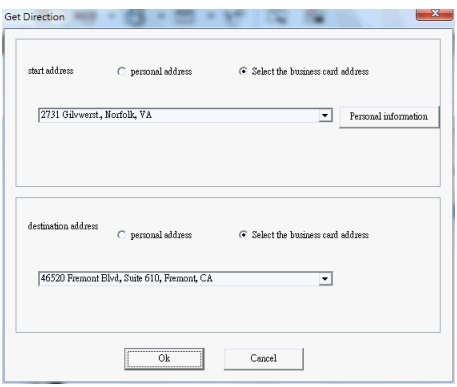
Tip: If you want to set your address as the start location, you can preset your address in the* Personal Settings *and skip step 1. Please refer to 5.10.7 Personal Setting for details.

2. Right click on another contact and select **Get direction**/**Direction to here**.



3. After setting the **Direction from here** and **Direction to here**, a **Get Direction** window will pop up. You can select the start location or destination to your personal address.

Tip: If the contact you selected has more than two addresses, you can choose an address by clicking the pull-down menu.



5.13 WorldCard Portable Disk

With Penpower WorldCard, you have a new traveling companion and all the flexibility you need for a successful business trip. You can quickly store your WorldCard Portable software and database on any USB flash disk and access them from the USB port of any available computer.

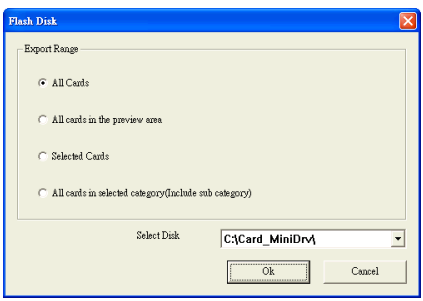
5.13.1 Saving Card Data to a Portable Disk

Note: WorldCard does not provide a flash disk.

To save your WorldCard database to a portable disk, at the **Management** window click the **Export to Flash Disk** button . The **Flash Dis**k dialog box displays.

In the **Flash Disk** dialog box, select an **Export Range**. Setting the range to the **Selected Cards** option exports only the cards that have been selected in the **Management** window.

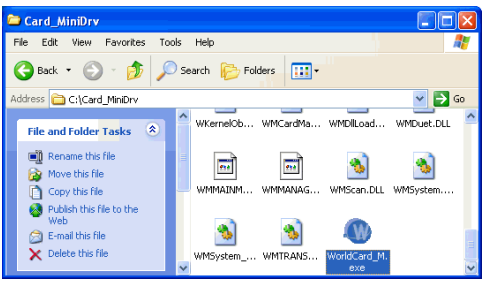
After you have set the **Export Range**, select a **Flash Disk drive** from the **Select Drive** list for available flash drives on your system. After you have selected the correct flash disk drive, click **OK**.



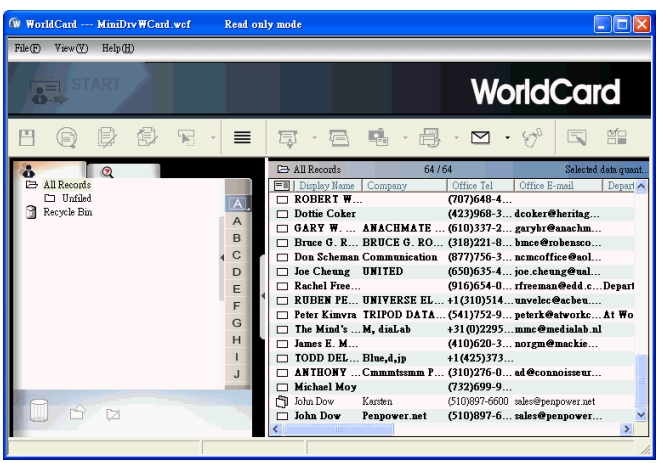
5.13.2 Card Data Management for Portable Disk

To use the card data stored on a flash disk, plug the flash disk into the USB port of any computer. Using the My Computer directory of Microsoft Windows, locate the **Flash Disk**.

In the flash disk directory, locate the **Card_MiniDrv** folder. Double-click the **Card_MiniDrv** folder. The following directory appears.



Double-click on the **WorldCard_M** application as highlighted in the above. WorldCard will display the **MiniDrvWCard.wcf Read only mode** as shown in the picture below.



In the **Mini_Drv mode** you can view cards in **List** , **Label**, **Image** or **Dual** mode. You can use WorldCard search functions and send email using the same procedures as the standard WorldCard database in the office. For instructions on using any of these available features, see the previous sections of this manual for complete operational instructions.

FAQ

Q: How can I convert the files in earlier version to v6.X format?

A: WorldCard v6.x can convert your v5.x version files and import them in v6.x format. (For v3.0, v4.0 CRD format, support is not available at this moment.) On the **File** menu, click **Import** and then **WorldCard file** to convert the files to v6.x format. You can also use the **Start-Up Wizard** to accomplish this task.

Q: Why are there dark lines on the scanned pictures of business cards, or all scanned pictures turn out blank?

A: Scanner occasionallly needs calibration to perform at its best. If the scans are showing lines or black dots, please calibrate your scanner. Please turn on the scanner and insert the calibration sheet (provided by Penpower) to start automatic calibration.

Q: How do I backup business card files?

A: On the **File** menu, click **Export** and click **WorldCard files** (v6.0 or later) to back up files.

Q: How can I protect my business card files from being opened by other persons without my permission?

A: On the **File** menu, click **File encryption** to encrypt files. Other persons have to type in your predefined password to open the encrypted files.

Q: How do I combine two pieces of business card data into one?

A: Hold down CTRL and click the left mouse button to select two single-sided business card picture files or the image-less data of the card. Then right-click, click **Combine**, and set either one to be the front side of the data combined.

Q: How do I separate a single picture file with data including the business card information of front and rear sides into two separate data files?

A: Select the data including the business card information of front and rear sides, right-click, then click **UnMerge**.

Q: How do I add the signature information in e-mails to the business card files?

A: Select the signature or business card information in e-mail or a Word file. Then drag it directly to the main management window to add a contact.

Penpower WorldCard User Manual

Manufacturer: Penpower Technology Ltd.
Version: 6.5f for WDS Pro
Release: March, 2012