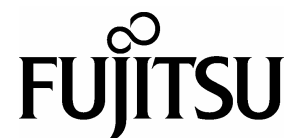


*CardMinder™ for
ScanSnap!™
User's Guide*



INTRODUCTION



■ About This Manual

This manual describes the use of CardMinder for ScanSnap! application as follows.

- 1) About CardMinder
(A quick look at CardMinder)
- 2) Configuring Before Scanning
(Setting options before scanning)
- 3) Scanning and Exporting Business Card Data
(Basic procedures for common scanning tasks)
- 4) Business Card Data Handling
(Maintaining and using your Business Card database)
- 5) Correction of Recognized Character data
(Correcting the recognized data in a Business card)
- 6) Setting Preferences
(Setting CardMinder preferences)
- 7) Troubleshooting
(Detecting and fixing CardMinder errors)
- 8) Index

Additional information about ScanSnap! fi-4110EOX2 can be found in:

ScanSnap! fi-4110EOX2 Operator's Guide
ScanSnap! fi-4110EOX2 Getting Started Guide

■ Note, Liability

READ ALL OF THIS MANUAL AND RELATED MANUAL CAREFULLY BEFORE USING THIS PRODUCT.

IF NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU LIMITED assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU LIMITED further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU LIMITED disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

PFU LIMITED reserves the right to make changes to any products herein, to improve reliability, function, or design, without further notice and without obligation.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve serious danger to life and health when an extremely high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product without adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

■ Trademarks

PFU is a registered trademark of PFU Limited.

ScanSnap! and CardMinder are trademarks of PFU LIMITED.

Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation of the United States and/or other countries.

ISIS is a registered trademark of Pixel Translations, A Division of Actionpoint Inc.

Adobe and the Adobe logo as well as Acrobat and the Acrobat Logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Other product names referred to in this manual are registered trademarks or trademarks of respective companies.

How Trademarks Are Indicated In This Manual

CardMinder for ScanSnap! application is abbreviated as CardMinder.

References to operating systems (OS) are indicated as follows:

Windows 98: Refers to Microsoft® Windows® 98 operating system.

Windows Me: Refers to Refers to Microsoft® Windows® Millennium Edition operating system.

Windows 2000: Refers to Microsoft® Windows® 2000 Professional operating

Windows XP: Refers to Microsoft® Windows® XP Professional operating system, and Microsoft® Windows® XP Home Edition operating system.

Where there is no distinction between the different versions of the above operating system, the general term "Windows® is used.

- | |
|---|
| <ul style="list-style-type: none">• The contents of this manual may be revised without prior notice.• We are unaccountable for any damages or passive damages from the use of this equipment or this manual and any compensation of third party. |
|---|

All Rights Reserved, Copyright(c) PFU LIMITED 2003.

The Proximity / Merriam Webster Linguibase

Copyright 1984 All rights reserved

Proximity Technology Inc.

Copyright 1984 All rights reserved

Merriam Webster Inc.

The Proximity / Merriam Webster Linguibase

Copyright 1984 All rights reserved

Proximity Technology Inc.

Copyright 1984 All rights reserved

Williams Collins Sons & Co. Ltd.

No part of this manual may be reproduced in any form without permission.

CONTENTS

INTRODUCTION	i
■ About This Manual	i
■ Note, Liability	i
■ Trademarks	ii
 Chapter1 About CardMinder	1
1.1 About CardMinder	2
1.2 Features of CardMinder	3
1.3 Flow of Operation	4
1.4 Measurement Windows.....	5
Main window	5
Finder window.....	7
 Chapter2 Configuring Before Scanning	8
 Chapter3 Scanning and Exporting the Business Card Data	9
 Chapter4 Business Card Data Handling	15
4.1 Data search by character string and hot key	16
4.2 Deleting the data from [Inbox] / [Exported] tab	17
4.3 Deleting data from [Trash]	18

4.4	Restoring the data from Trash	19
4.5	Extracting the image data	21
4.6	Data search by entering keyword	23
Chapter5	Correction of Recognized Character Data	24
5.1	Recognition of all characters at once.....	25
5.2	Recognition using Rectangle Selection	26
5.3	Keyword Recognition using Rectangle Area Selection	28
5.4	Data Correction by Manual Entry	30
Chapter6	Setting Preferences.....	32
6.1	Data control settings	33
6.2	Export item settings	35
Chapter7	Troubleshooting	36
INDEX	38

Chapter1

1

About CardMinder

This chapter describes features and basic operations of CardMinder™.

1.1 About CardMinder.....	2
----------------------------------	----------

1.2 Features of CardMinder.....	3
--	----------

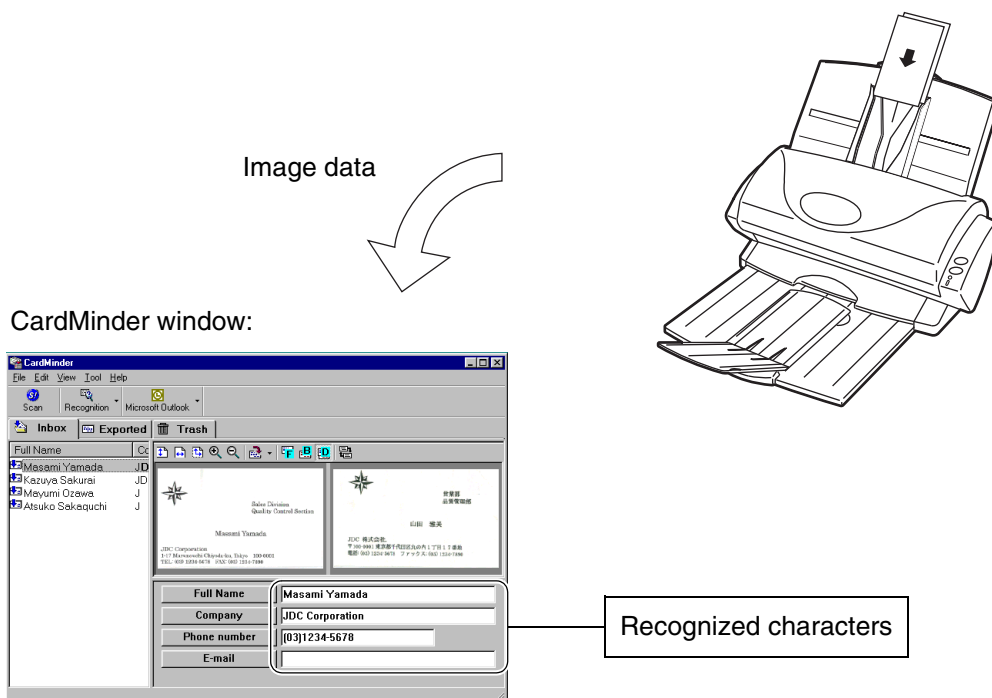
1.3 Flow of Operation	4
------------------------------------	----------

1.4 Measurement Windows	5
Main window	5
Finder window.....	7

1.1 About CardMinder

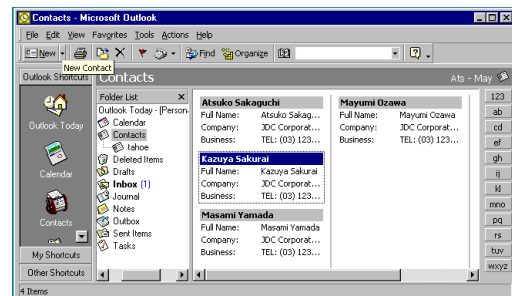
CardMinder is included with your ScanSnap! color duplex scanner. CardMinder provides a quick scanning, image recognition and database storage solution for all your office scanning needs. Using an OCR (Optical Character Recognition) engine and sharing recognized data with a PIM (Personal Information Manager), CardMinder can

- Scan business card(s) and save the image data.
- Recognize the characters on the business card, and send the character data to a PIM (Personal Information Manager).
- Easily find data on a business card using simple keyword searches.



Recognized data

PIM window (Microsoft® Outlook® for example):



1.2 Features of CardMinder

CardMinder has the following features.

- Scans front side or both sides of the business cards just by pressing a button on the scanner
- You can capture Memos on business cards to be reviewed later
- Recognizes characters on business cards and creates keywords automatically for fields like Full Name or Company.

Keywords: Full Name
Company
Department
Job title
ZIP / Postal codes
Address
Phone number
Fax number
Mobile phone
E-mail
Web site address
Memo
Save date

- Exports recognized data to PIMs (Personal Information Manager)
Supported Applications: Microsoft® Outlook®
Outlook Express
ACT!™
GoldMine®
CSV (Excel)
- Searches business cards quickly by Full Name or Company

1.3 Flow of Operation

You can start using CardMinder by:

Selecting

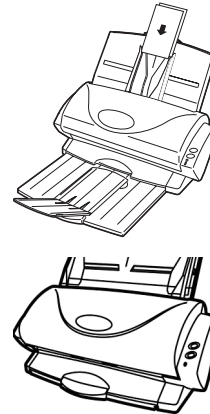
- An application where the data is to be exported (See Chapter 2)

Scanning and recognizing a business card (See Chapter 3)

- Insert the business card(s) into the ADF Paper Chute.

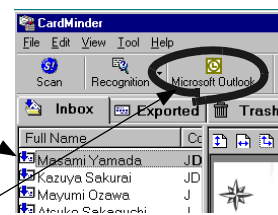
- Press a button on the scanner.

⇒ Scanned and recognized data will be shown in Main window.



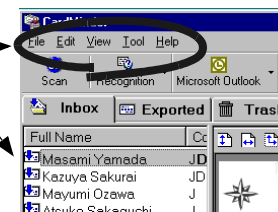
Exporting the data (See Chapter 3)

- Select the data in [Inbox] tab.
- Click an icon.



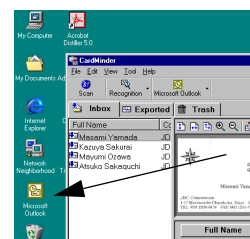
Maintaining the data (See Chapter 4)

- Select the data in [Inbox] or [Exported] tab.
- Click menu to:
 - Search (See Section 4.1)
 - Delete from [Inbox] or [Exported] tabs (See Section 4.2)
 - Delete from [Trash] tab (See Section 4.3)
 - Restore (See Section 4.4)



Extracting the data (See Section 4.5)

- Select data from [Inbox] or [Exported] tab.
- Drag and drop the image data to extract.



1.4 Measurement Windows

There are two measurement windows in CardMinder.

■ Main window

Command Toolbar

Shows icons for often-used commands.

Image Toolbar

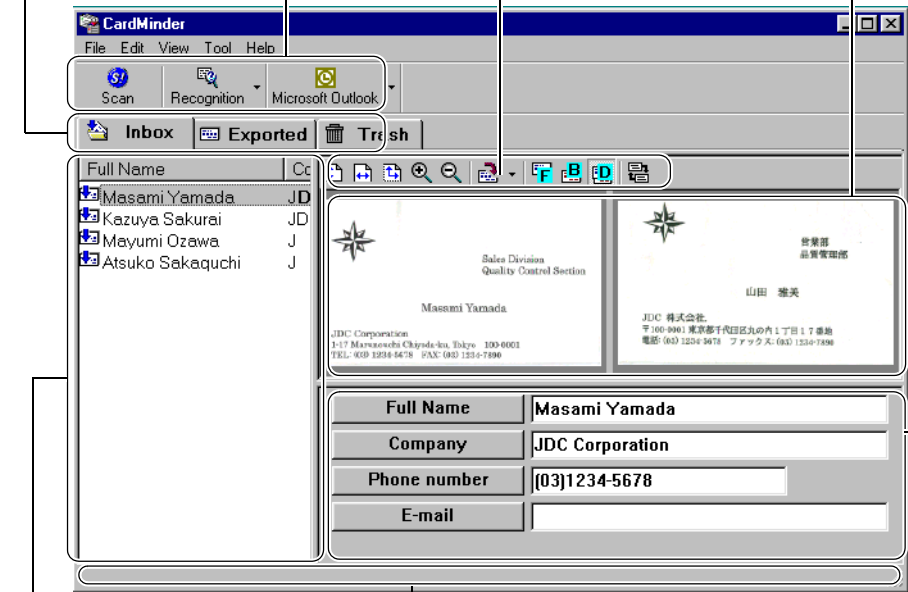
Shows buttons used to adjust the image display in Image View.

Mode tabs

Displays data in each mode.

Image View

Displays the image of business card selected from Data List View.



Data List View














Lists the business card data

Recognition Result / Correction View

Displays recognized data, and is used for data correction.

Status bar

Help for menus or buttons.

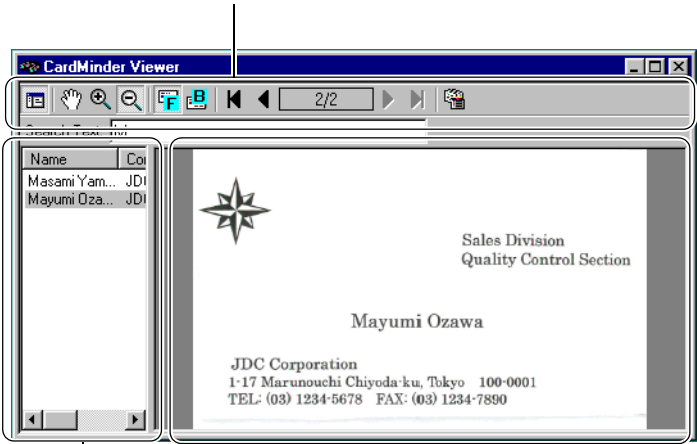
Icon / Display		Function
Command toolbar		Starts Scanning of business card(s) using ScanSnap!.
		Activates recognition of the business card selected in Data List View. Only characters on front side of the business card are recognized. Automatically displays the recognition result in Recognition / Correction View.
		Exports the business card data to an application. The data is moved from [Inbox] tab to the [Exported] tab. The icon at the left shows Microsoft Outlook. Refer to Section 2 to specify other applications.
Image toolbar		The height of the image is adjusted to fit the height of image display view.
		The width of the image is adjusted to fit the width of image display view.
		The height or width of the image is adjusted to fit the height or width of the image display view.
		Image size is increased.
		Image size is decreased.
		Rotates the image 90 degrees clockwise. Clicking [▼] allows a rotation angle setting.
		Displays front side image
		Displays back side image. If back side image does not exist, [No Image] is shown.
		Displays front and back side images together. The display method of front and back image can be adjusted by clicking [View] menu, [Show duplex image] menu and its submenus. Left side (or Upper side) of the Image View shows front side of the business card. Right side (or Lower side) of the Image View shows back side of the business card. If back side image does not exist, [No Image] is shown.
		Swaps front and back side of Image. The same result is obtained by clicking [View] menu and [Swap data (front and back)] submenu.
Mode tabs	[Inbox] tab	Data that has been scanned but not exported to an application is displayed in this tab.
	[Exported] tab	Data that has exported to an application is displayed in this tab.
	[Trash] tab	Data that has been sent to the Trash is displayed here.

■ Finder window

This window appears when a data search is activated from an application.

Image Toolbar

Shows buttons to adjust image display in Image View.













Data List View

Lists searched business card data.
This view is not shown when there is only one item.

Image View

Displays the image of the business card selected in Data List View.

Icon / Display		Function
Image toolbar		Moves image of business card when the image is dragged.
		Image size is increased so that clicked point is the center of expansion.
		Image size is decreased so that clicked point is the center of scaling down.
		Displays front side image
		Displays back side image. If back side image does not exist, this icon is enabled.
		Previous business card is shown.
		Next business card is shown.
		Displays first business card data
		Displays last business card data
		Current business card image and data are shown on the main window.

Chapter2

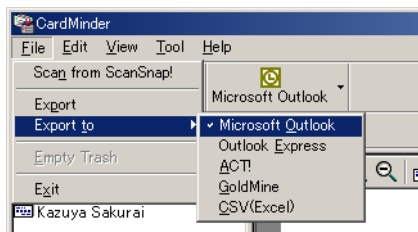
Configuring Before Scanning

2

This chapter describes the settings required to use CardMinder™ and how to change the PIM application selection.

1. Click [Start] in the desktop. Click [Program], [CardMinder] and [CardMinder] again from submenus.
⇒ Main window of CardMinder appears.
2. Click [File] in menu bar and click [Export to] in submenus.
⇒ A list of PIM applications appears. A check mark by an item indicates the currently selected of application.

Main window:



3. Click an application to which you want to export business card data.




- You can choose only one application. When you change the application, a new icon appears in Main window of CardMinder.
- If you choose CSV (Excel) from the list, also specify the file name and file folder. (See HINT:page. 14)

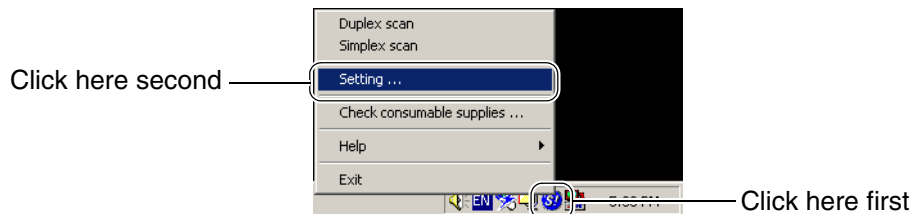
Chapter3

Scanning and Exporting the Business Card Data

This chapter describes the procedures for scanning and exporting the data. If you are sure that Step 1 to Step 3 are correct, you can start from Step 4 immediately.

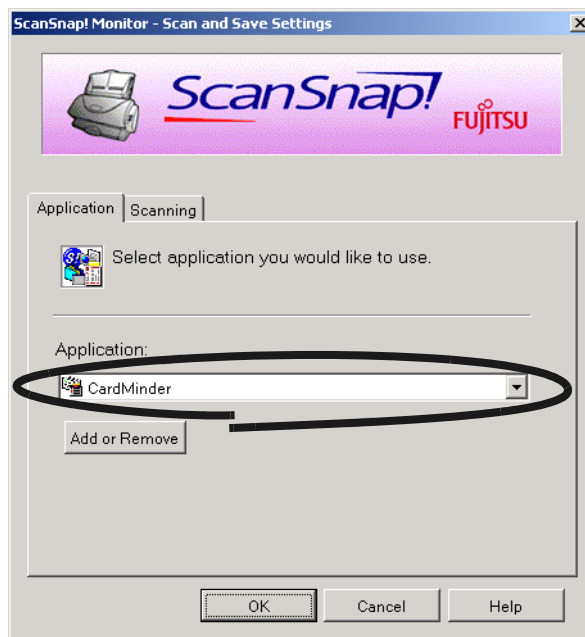
3

1. Right-click an icon  in task bar. And select [Setting...] in menu items.



⇒ The window [ScanSnap! Monitor - Scan and Save Settings] opens.

2. Click a tab [Application], find a menu [CardMinder] in a combo box of [Application], then click it.



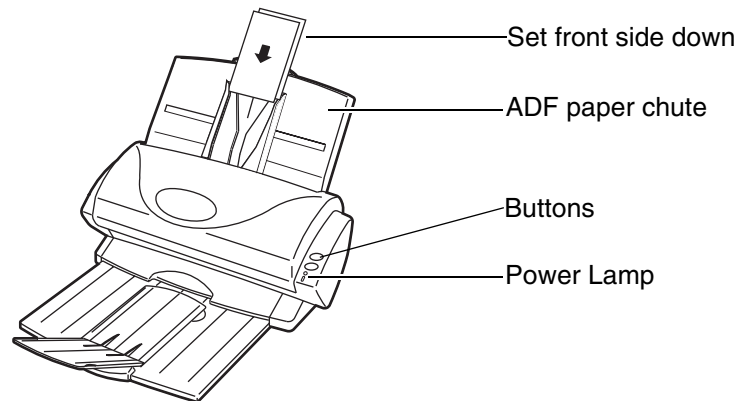
3. Click [OK] button.



⇒ The window [ScanSnap! Monitor - Scan and Save Settings] closes.

4. Insert the business card into the ScanSnap! scanner.

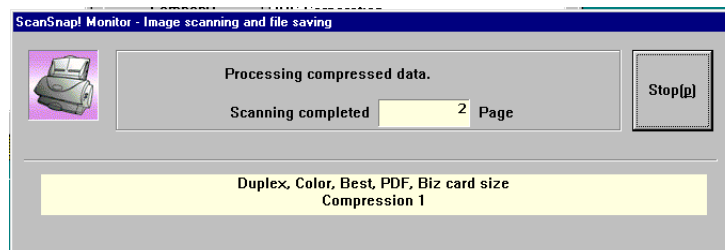
Set card with the short side fed first so that the front of the card is facing the ADF paper chute.

The front side is the side where the name is printed. Note that you can insert a batch of business cards together.



5. Press  (for Duplex scanning) or  (for Simplex scanning) button on the scanner of ScanSnap!.

⇒ Scanning starts. The power lamp on the scanner blinks, and the following window opens to show the scanning status.






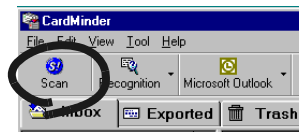
- Instead of pressing above button, you can start scanning by clicking [File] in menu, and clicking [Scan from ScanSnap!].
- The scan settings for CardMinder are same as ScanSnap!. See ScanSnap! fi-4110EOX2 Operator's Guide for these settings.
- You can also start scanning by clicking in Main window of CardMinder. In this case, the following scan setting is applied regardless of the setting in ScanSnap!.

Resolution mode: Best
 Color mode: Color
 Scanning mode: Duplex
 Compression: Low

This method of scanning may be useful when ScanSnap has been configured for documents other than business cards.

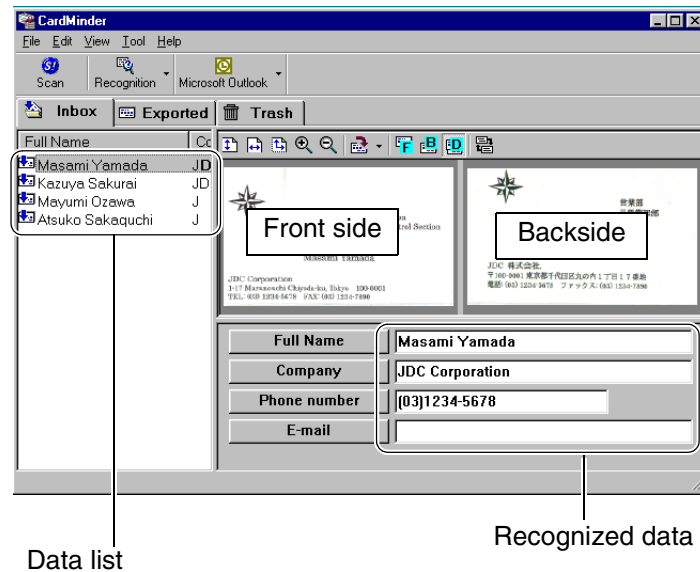
<Procedure>

1. Click [Start] in the desktop and click [Programs], [CardMinder] and [CardMinder] again from submenus.
 ⇒ Main window of CardMinder opens.
2. Configure the business card as described in Step 4 above.
3. Click the Scan icon  in a toolbar.
 ⇒ Duplex scanning starts.



- After scanning, the Main window [Inbox] appears. Click on a business card in the Data list and verify the recognized result for the front image. You can correct recognized data here (See Chapter 5).

Main window:



Data list

Recognized data



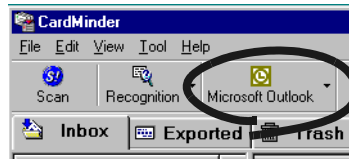
- This example shows both image sides. (See Section 1.4) The display mode can be adjusted by clicking [View] in menu bar, and clicking [Show two sided image] and its submenus.
- If you check the column "Register Card Information automatically" in the preference setting window, you can immediately save the data without confirming the recognized result. (See Section 6.1)
This setting is not recommended because a wrong name or company can enter your database without confirmation.

- Select the data which you want to export.

You can add to the selection by clicking on the item while pressing the [Shift] or [Ctrl] key.

8. The following steps show an example using Microsoft® Outlook®. Click the [Microsoft Outlook] icon on the toolbar.

Main window:

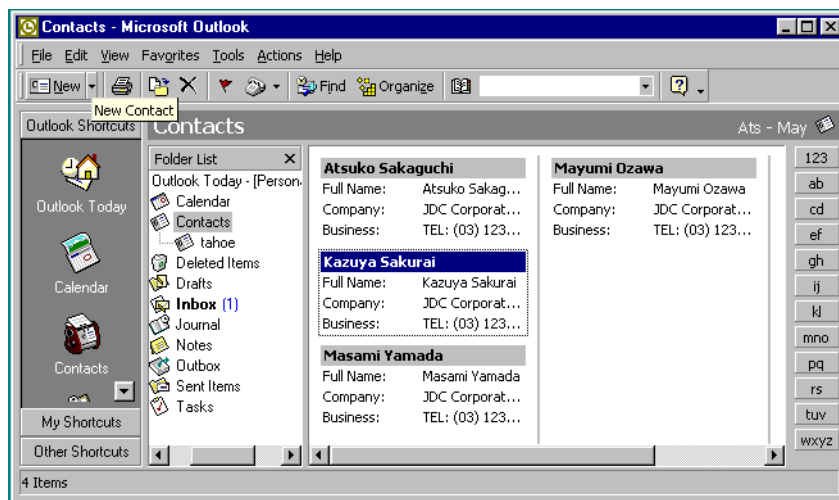


⇒ The data selected in Step 7 is exported to Microsoft® Outlook®. The data is then erased from [Inbox] and added to [Exported].

You can confirm the export by activating Microsoft® Outlook®, and opening [Contacts] folder as follows.

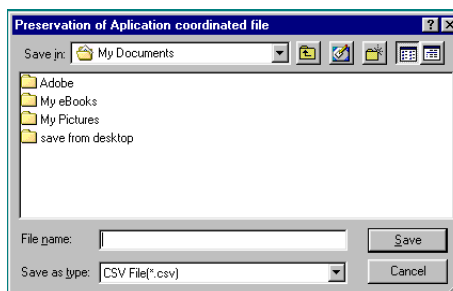


Export can also be activated by clicking [File] in menu bar, and clicking [Export] in submenus.





- For Outlook Express, ACT!™ or GoldMine®, only the Icon changes. The methods are the same.
- When exporting data to CSV (Excel), click the [CSV (Excel)] icon and specify a file name and file folder for Excel to save data.



Chapter4



Business Card Data Handling

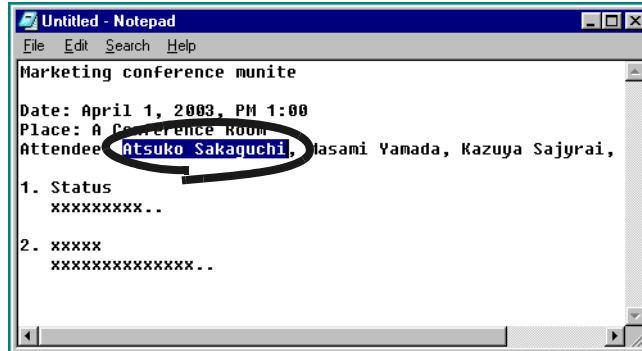
This chapter describes how to search, delete, restore and extract data items from a business card.

4

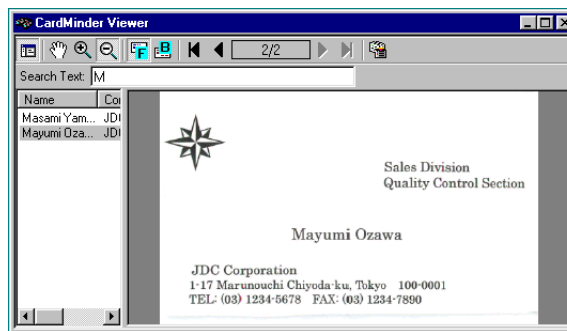
4.1 Data search by character string and hot key	16
4.2 Deleting the data from [Inbox] / [Exported] tab.....	17
4.3 Deleting data from [Trash]	18
4.4 Restoring the data from Trash.....	19
4.5 Extracting the image data	21
4.6 Data search by entering keyword.....	23

4.1 Data search by character string and hot key

1. Select a character string of a name or a company in some document, and press the hot key (Alt+F3). CardMinder will then automatically start searching.



⇒ The Finder window opens if the selected character string matches the CardMinder database.



- Default setting for the hot key is Alt+F3. If you want to change the hot key, refer to Section 6.1.
- If the searching fails, Finder window may appear (See setting [Action] in Section 6.1), but no image on it. You can enter a keyword in [Search Text] column, and continue searching.

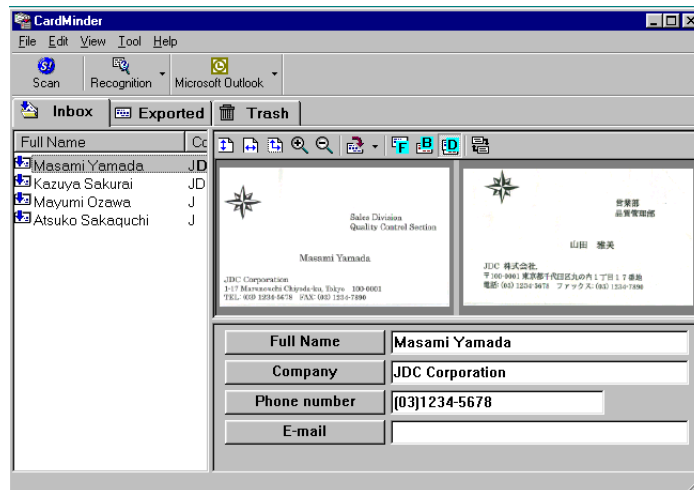
4.2 Deleting the data from [Inbox] / [Exported] tab

A method to delete the data from [Inbox] or [Exported] tab is as follows. The data is sent to [Trash].

1. Open CardMinder with [Inbox] or [Exported] selected. Select the data which you want to delete.

You can add to the selection by clicking the data while pressing the [Shift] or [Ctrl] key.

Main window:



2. Press [Delete] key, or click [Edit] in menu bar and then click [Delete].

Main window:



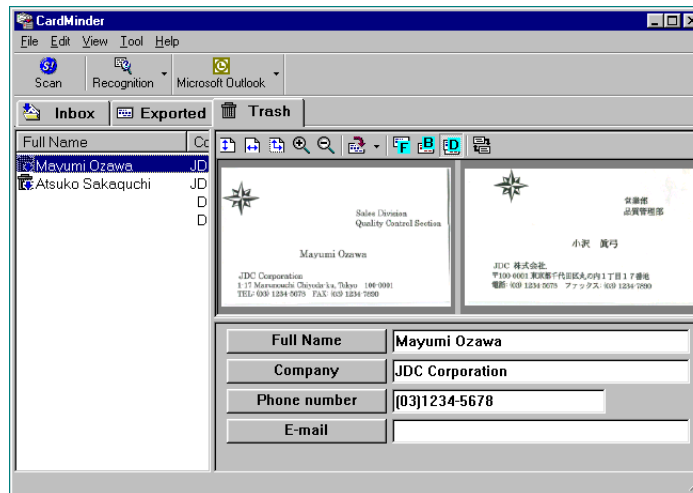
⇒ The Selected data is sent from the [Inbox] or [Exported] tab to the [Trash]. If you want to restore data from the Trash, see Section 4.4.

4.3 Deleting data from [Trash]

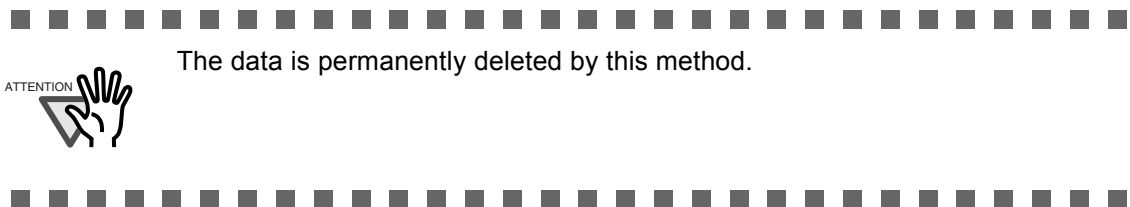
A method to permanently delete data in the Trash follows. The data is permanently deleted and cannot be restored by the procedure in Section 4.4.

1. Open CardMinder with [Trash] tab selected. Select the data which you want to delete. You can add to the selection by clicking on the data while pressing [Shift] or [Ctrl] key.

Main window:



2. Press [Delete] key, or Click [Edit] in menu bar and click [Delete].



Main window:



⇒ All data in [Trash] tab is deleted from the CardMinder database.

4.4 Restoring the data from Trash

A method to restore the data from the [Trash] is as follows. Restored data is moved to [Inbox] or [Exported] to the original location.

1. Open CardMinder with [Trash] tab selected.

⇒ Deleted data is shown in the window.

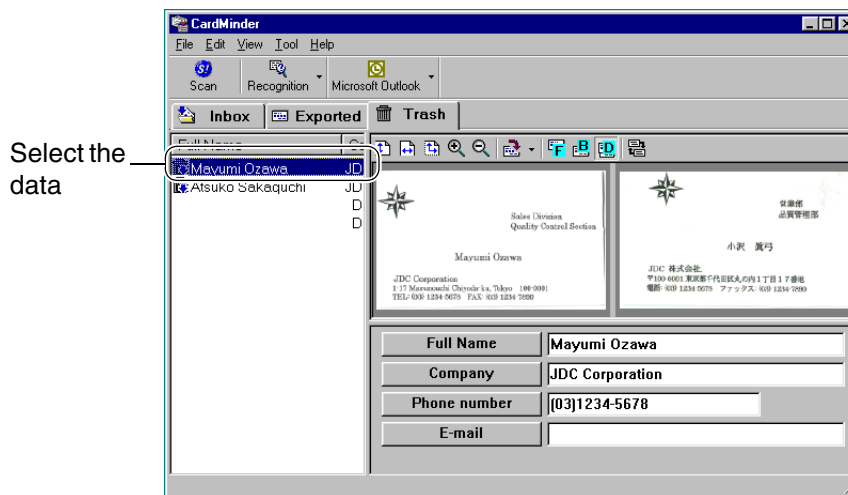
Main window:



2. Select items that you want to restore from [Trash] tab.

You can add to the selection by clicking on the data item while pressing [Shift] or [Ctrl] key.

Main window:



The data deleted from [Trash] tab cannot be restored.

3. Click [Edit] in menu bar, and click [Undo] in submenus.

Main window:



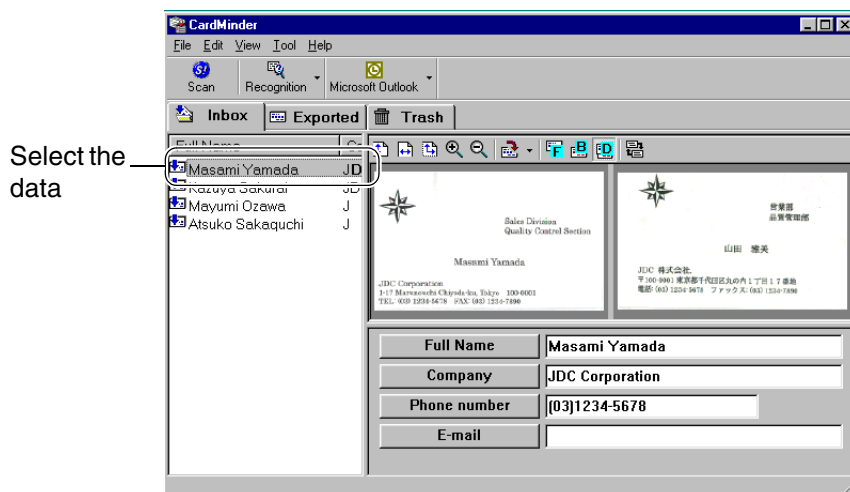
⇒ Selected data moves from [Trash] to [Inbox] or [Exported] tab.

4.5 Extracting the image data

You extract a business card image data using CardMinder, and attach it to your e-mails as follows.

1. Select which data you want to extract by using the search method described in Section 4.1.

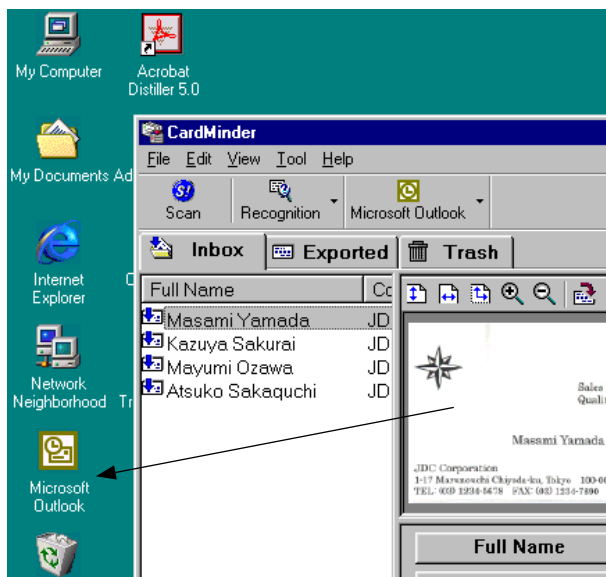
Main window:



2. Drag a business card image from the CardMinder window to any folder in Explorer or to your Desktop.



If both sides of the card are displayed, only one side can be dragged at a time



⇒ An image of the business card is created where you drop it.

3. You can attach the image file(s) to your e-mail using your favorite mailing software.

4.6 Data search by entering keyword

A method to search the data by entering a keyword is as follows.

1. Open CardMinder, and click [Edit] in menu bar and then click [Find].

Main window:

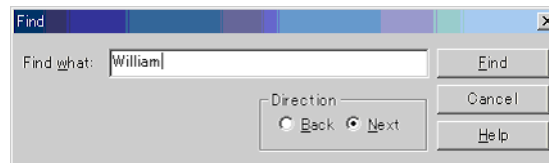


2. Following [Find] dialog box may appear, Enter a Name or a Company in column [Find what], Then click [Find] button.

⇒ Searched business card data will be displayed on Main window. If searching fails, a message [End of SEarch] appears on the screen.

The [Find] dialog box may keep staying on the screen for further searching.

Find dialog box:



[Direction] setting

Back: Earlier business card data than currently displayed data is searched.

Front: Later business card data than currently displayed data is searched.





Chapter5

Correction of Recognized Character Data

As the recognition cannot be perfect for all business cards, some revision of the recognized results may be necessary. This chapter describes how to correct the recognition results.

Some notice before data correction:

- If the orientation of the characters in the front side are incorrect, correct the orientation by clicking  as shown Section 1.4. Then try again.
- If front side of the business card is shown in right side (or lower side) of the Image View window, swap the images by clicking , and try the recognizing again (See Section 5.1).
- If a photo or logo is near the character a miss-recognition may occur. In this case, exclude the image area by using the rectangle selection method (Section 5.2 or 5.3), and try recognition again.
- If character recognition still does not succeed, enter the correct character(s) manually.



- The items to be recognized can be changed. See Section 6.2.
- Good OCR(Optical Character Recognition) are dependent on:
 1. The placement of the text on the business card
 2. The font size used for the text.
 3. The style of font used.
 4. The condition of the business card.
 5. Other factors may also apply.
- Only English is supported for business card recognition.

5.1 Recognition of all characters at once	25
---	----

5.2 Recognition using Rectangle Selection	26
---	----

5.3 Keyword Recognition using Rectangle Area Selection	28
--	----

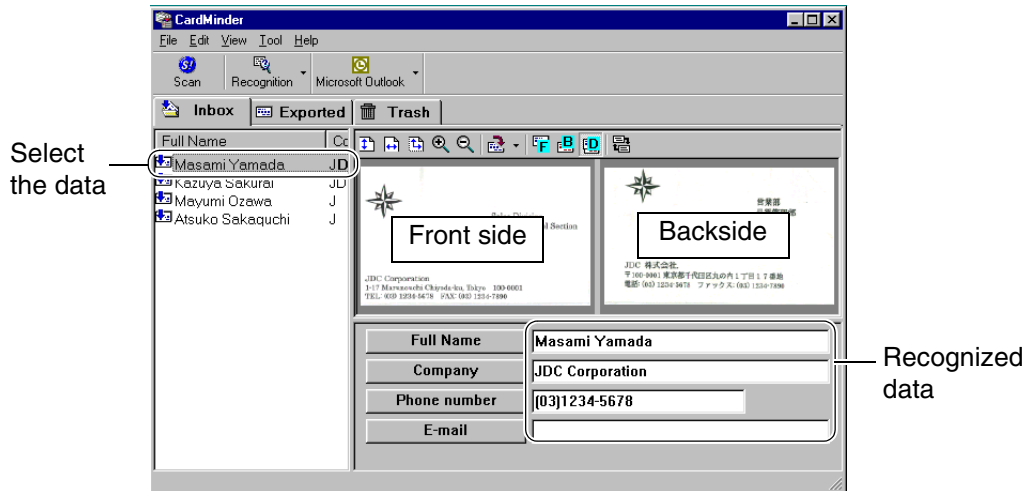
5.4 Data Correction by Manual Entry	30
---	----

5.1 Recognition of all characters at once

The data in [Inbox] and [Exported] tabs can be corrected using the same method. Correction of data from the [Inbox] is described below.

1. Select items that you want to recognize from [Inbox] tab.

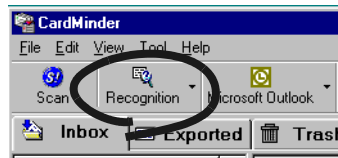
Main window:



Characters only from the front side image can be recognized.

2. Click [Recognition] icon in toolbar.

Main window:



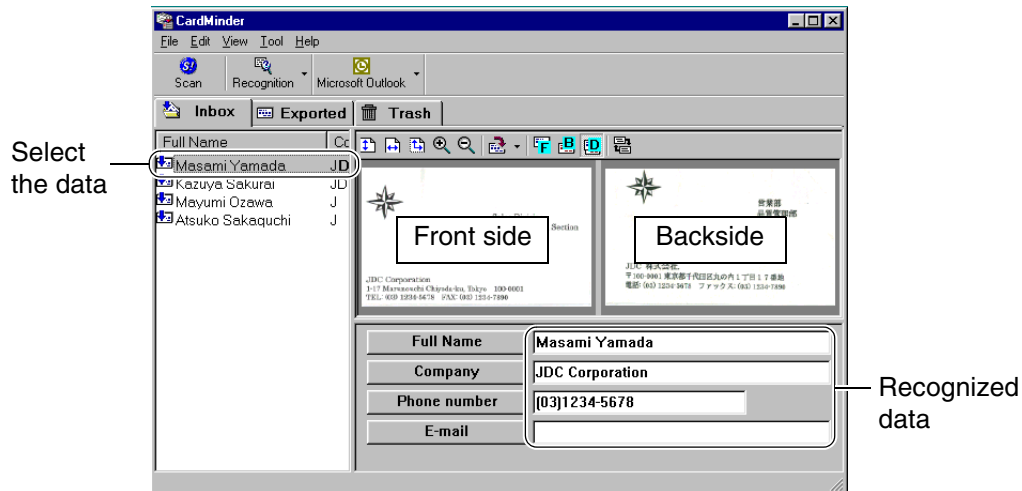
⇒ All characters are recognized. Old recognition data is replaced by the new data.

5.2 Recognition using Rectangle Selection

The data in both the [Inbox] and [Exported] tabs can be corrected using this same method.

1. Select items that you want to recognize from [Inbox] tab.

Main window:



Characters only in front side image can be recognized.

2. Select the area to recognize on the front side image by using your mouse as shown below.



3. Click [Recognition] button in toolbar.

Main window:



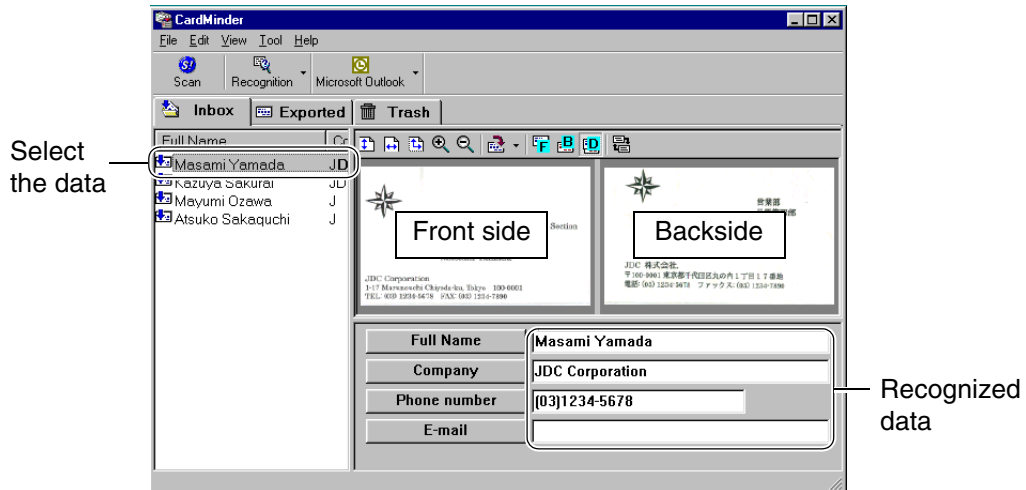
⇒ All characters are recognized. Old recognition data is substituted by the new data.

5.3 Keyword Recognition using Rectangle Area Selection

This Section describes the recognition of keywords selected using a rectangle area. The data in [Inbox] and [Exported] tabs can be corrected in the same method.

1. Select items that you want to recognize from [Inbox] tab.

Main window:



Characters only in front side image can be recognized.

2. Specify the trimming area for recognition of front side image by mouse as shown below. Following is an example of [Company] correction.



3. Click the [Company] button located in the lower area of Main window.



TEL: 030 1234-5678 FAX: 030 1234-7899

Displayed item export.

Full Name	Atsuko Sakaguchi
Company	ABC Corporation
Phone number	TEL: (03) 1234-5678
E-mail	

⇒ The data in a clicked column is recognized. Old recognition data is replaced by the new data.



Other columns than [Company] can be corrected using the method above.

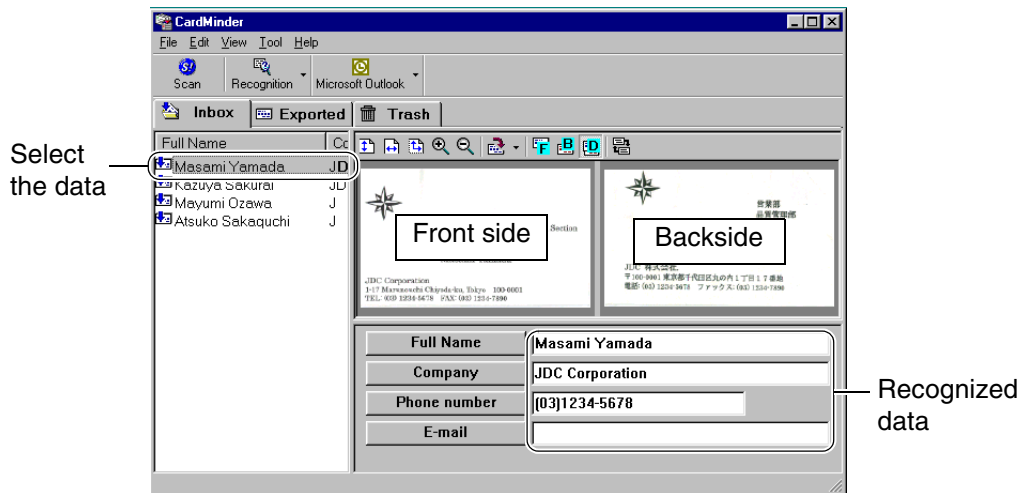


5.4 Data Correction by Manual Entry

The data in [Inbox] and [Exported] tabs can be corrected using the same method. Data correction for [Inbox] tab is described in this example.

1. Select items that you want to recognize from [Inbox] tab.

Main window:



Characters only in front side image can be recognized.

2. Click on the text you want to correct.

Following is an example of Full Name correction.



⇒ A cursor appears in the clicked column.



Other columns than [Full Name] can be corrected using a similar method.



- 3. Enter correct Full Name from your keyboard.

Chapter6



Setting Preferences

This chapter describes how to set CardMinder™ preferences.

6

6.1 Data control settings	33
--	-----------

6.2 Export item settings	35
---------------------------------------	-----------

6.1 Data control settings

Following preference for data control can be set in this Section.

- Display or not display a confirmation window for the recognition result.
- Hot key setting for searching.
- CardMinder Database file folder path name.

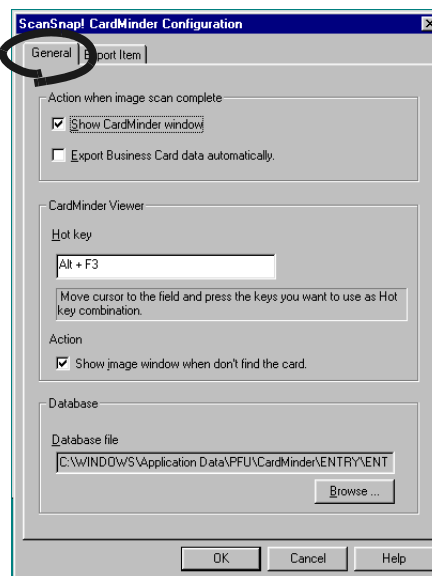
1. In Main window, click [Tool] in a menu bar, and click [Settings...].

Main window:



⇒ [Settings] dialog box appears.

2. Click [General] tab. Then specify your preference by referring the Hints below.





- Setting [Action when image scan complete]
 - Show CardMinder window
Displays the result of character recognition after scanning the business card.
 - Export Business Card data automatically
The recognized data is immediately saved without displaying the recognized result. This is not recommended because a wrong name or company can enter your database.
- Setting [CardMinder Viewer]
 - Hot key
A Hot key to activate searching after selecting a keyword displayed in other application software is specified by entering the key name in the column.
Specifiable key name is one of the keys, [A] to [Z], [0] to [9], [F1] to [F12]. Also, the key(s) of [Ctrl], [Shift], [Alt] must appear in the beginning.
These keys can be set:
[Ctrl]+[A], [Shift]+[Alt]+[0], [Ctrl]+[Shift]+[Alt]+[F1]
These keys cannot be set:
[9]+[F12], [Ctrl]+[Shift]
 - Action
This box is checked as default. When checked, the Finder window appears even if the searching does not succeed. In this case no image is shown on Finder window. But you can enter a keyword in [Search Text] column, and continue searching.
- Setting [Database]
 - Database file
The database file folder (Full path) of CardMinder can be specified using this setting.
When [Browse] is clicked, you can specify the Data save folder in the [Browse for Folder] dialog box.
As a default, CardMinder saves data to the C: drive. This setting may be useful when C: drive is nearly full and data saving to another drive is required.
Default setting of the folder is,
C:\Documents and Settings\<- Log-in User name->\Application Data\PFU\CardMinder\ENTRY\ENTRYDB.BID
, where <- Log-in User name-> is defined by your network system.

6.2 Export item settings

The items selected in this section are displayed and recognized by the Main window of CardMiner, and exported to other application such as Microsoft Outlook.

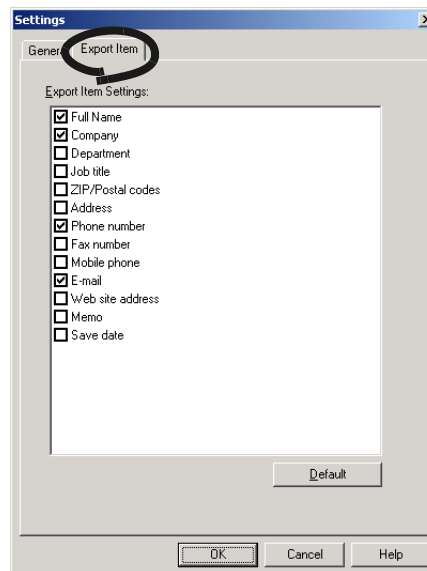
1. In the Main window, click [Tool] in a menu bar, and click [Settings...].

Main window:



⇒ [Settings] dialog box appears.

2. Click [Export Item] tab. Then add check marks for the items you wish to export. [Default] button resets the settings to default state.









The items, [Memo] and [Save date], are displayed in the Main window but not exported.

Chapter7

Troubleshooting

This chapter describes the troubleshooting.

No	Phenomena	Please confirm,
1	Scanning does not start	<p>⇒ Please confirm following items</p> <ul style="list-style-type: none"> Is ScanSnap! driver installed correctly? Refer to Getting Started of ScanSnap!, and install the ScanSnap! driver correctly. Is the icon of ScanSnap! in task bar looks like  ? If so, set ScanSnap! Monitor by referring ScanSnap! Operator's Guide, so that the icon of ScanSnap! Monitor becomes  . Is the window, [ScanSnap! Monitor...] open? (See Chapter 3. Step 2) Scanning is disabled when the window, [ScanSnap! Monitor...] is open. Close the window. Is the scanner supported by ScanSnap!? CardMinder does not support the scanning by other scanners than specified by ScanSnap!.
2	Scanned image of the business card is not displayed in window.	<p>⇒ Is the business card scanned with front side up? The side which has the name printed (Front side) should be set downward facing ADF paper chute.</p>
3	The image is scanned, however Full Name or Company etc. does not appear or incorrectly appear in Main window.	<p>⇒ Review and confirm the following items.</p> <ul style="list-style-type: none"> Is the image of the characters aligned horizontally? If not, correct the direction of the image by pressing  , and press  in a toolbar. Are front side and back side image switched? The name should appear on front. Swap front and back side image by clicking  , and pressing  in a toolbar. (See Section 1.4 for button functions) Otherwise, try the recognition again by referring Chapter 5.

No	Phenomena	Please confirm,
4	Items incorrectly recognized.	<p>⇒ Confirm the following</p> <ul style="list-style-type: none"> Is color of the characters white with a dark background? Those characters cannot be recognized. Manually correct using your keyboard (See Section 5.4). Are several phone numbers printed together as in the right example? These phone numbers cannot be recognized. Manually correct using your keyboard (See Section 5.4).
5	The items which you want to recognize do not appear in window.	<p>⇒ Click [Tool] menu and [Setting..] submenu in Main window. Then click the [Export Item] tab. Add the checkmark next to the item you want to recognize and export. (See Section 6.2)</p>



1-17 Marunouchi Chiyoda-ku, Tokyo
TEL: (03) 1234- Direct: 5678
Main: 1111

INDEX

A

[Action when image scan complete]	34
Add selection	12, 17, 19, 25
ADF paper chute	10
Alt+F3	16
Application	8

B

Browse	34
Button	10

C

CardMinder	2
Character direction	36
Color	10
Command toolbar	5
Configuring CardMinder	8
Confirmation window	33
Confirming data in application	13
Confirming recognition result	12
Correction by manual entry	30
CSV (Excel)	8, 14

D

Data correction	24
Data list	12
Data list view	5, 7
Data search by entering keyword	23
[Database]	34
Database file folder	33, 34

[Default]	35
Default	16, 34
Deleting data permanently	18
Deleting data temporarily	17
Displayed item	35
Displays result of recognition	34
Drag	22
Drop	22

E

[Export] icon	6
[Export item]	35
Export item	35
[Exported] tab	6
Exporting data	13
Extracting image data	21

F

[Find]	34
Finder window	16
Front side	10, 24, 36
Full Path	34

G

Getting Started Guide	i, 36
-----------------------	-------

H

Hot key	16, 33, 34
---------	------------

I	
Image data not displayed	36
Image toolbar	5, 7
Image view	5, 7
[Inbox] tab	6

K	
Keyword	3

M	
Main window	5
Mode tab	5

O	
OCR	2
Operator's Guide	i
Orientation of card	24

P	
PIM	2
Power Lamp	10
Preferences	32

R	
Recognition at once	25
[Recognition] icon	6, 25, 27
Recognition item	35
Recognition item not shown	37
Recognition not correct	37
Recognition of an item	28
Recognition result/Correction view	5
Recognition using rectangle selection	26
Recognized result	12
Recognized result not displayed	36

Rectangle selection method	24
[Register Card Information automatically] ..	12
Resolution mode	10
Restoring data	19

S	
Save data without confirming	34
[Scan] icon	6, 10
Scan setting	10
Scanning	9
Scanning not start	36
ScanSnap!	2
ScanSnap! driver	36
ScanSnap! icon	36
ScanSnap! Monitor	9, 36
ScanSnap! scanner	10, 36
Search	16, 23
Selection	18
Setting ScanSnap!	9
[Show two sided image]	12
Start scanning	10
Status bar	5
Super fine	10
Swapping images	24
Swapping sides	36

T	
[Trash] tab	6
Trimming	26, 28

W	
White character on black background	37
Wrong character	37
Wrong Phone number	37

CardMinder™ for ScanSnap!™ User's Guide

P3PC-E527-02EN

Date of issuance: June, 2003

Issuance responsibility: PFU LIMITED

-
- The contents of this manual are subject to change without notice.
 - PFU LIMITED assumes no liability for incidental or consequential damages arising from the use of this Product, and any claims by a third party.
 - Copying of the contents of this manual in whole or in part and copying of the scanner application is forbidden under the copyright law.