CardMinder™

User's Guide

FUJITSU

INTRODUCTION

■ About This Manual

This document describes the use of CardMinder, a business card scanning application.

1) About CardMinder
   (A quick look at CardMinder)

2) Configuring Before Scanning
   (Setting options before scanning)

3) Scanning and Synchronizing Business Card Data
   (Basic procedures for common scanning tasks)

4) Business Card Data Handling
   (Maintaining and using your Business Card database)

5) Correcting Recognized Character data
   (Correcting the recognized data on a Business card)

6) Setting Preferences
   (Setting CardMinder preferences)

7) Online Update of CardMinder
   (CardMinder Online Update)

8) Troubleshooting
   (Detecting and fixing CardMinder errors)

Symbols Used In This Manual

This manual uses the following symbols in explanations.

ATTENTION This symbol alerts operators to particularly important information. Be sure to read this information.

HINT This symbol alerts operators to helpful advice regarding operation.

Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
The screenshots used in the examples in this manual were taken with Windows XP.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed.

■ Note, Liability

READ ALL OF THIS MANUAL AND RELATED MANUAL CAREFULLY BEFORE USING THIS PRODUCT.
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Other product names referred to in this manual are registered trademarks or trademarks of respective companies.

How Trademarks and Product Names are indicated in this Manual

In this document, the following product names are abbreviated as follows:

ScanSnap: Color image scanner ScanSnap^{TM}
CardMinder: CardMinder^{TM} application for ScanSnap
Windows 98:   Microsoft® Windows® 98 operating system
                               Microsoft® Windows® 98 Second Edition operating system
Windows Me: Microsoft® Windows® Millennium Edition operating system
Windows 2000:   Microsoft® Windows® 2000 Professional operating system
Windows XP: Microsoft® Windows® XP Professional operating system
                               Microsoft® Windows® XP Home Edition operating system
Microsoft Outlook:Microsoft® Outlook®

Where there is no need to distinguish one of the above operating systems from other ones, the general term "Windows" is used.
In addition, "® (registered trademark)" and "^{TM} (trademark)" are omitted in this document.

■ Manufacturer

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CONTENTS

Chapter 1

About CardMinder

1

This chapter describes the features and basic operations of CardMinder^{TM}.

1.1 About CardMinder

CardMinder is a business card scanning application for image scanners.
CardMinder provides 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 is able to...

- Scan business cards and save the business card data
- Recognize the characters on the business card and send the character data to a PIM (Personal Information Manager)
- Copy scanned business card data and the viewer application to removable media for utilizing the data on other personal computers
- Link other related files to the business card data
- Easily find data on a business card using simple keyword searches
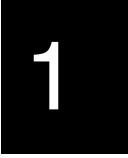
Business card data
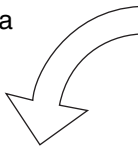
CardMinder window:
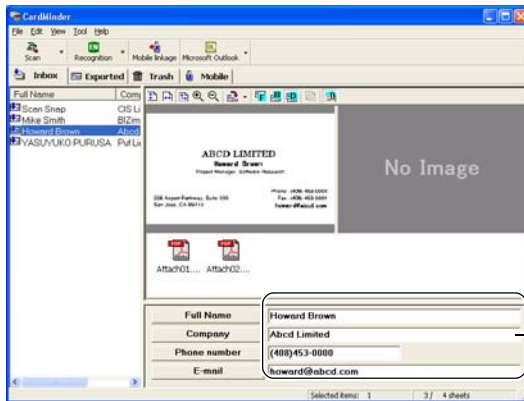
Recognized characters

PIM window (Microsoft® Outlook® for example):

Recognized data

■ System Requirements

CardMinder runs on the system of the following environment:

Computer:

- Intel Pentium II 450MHz or higher
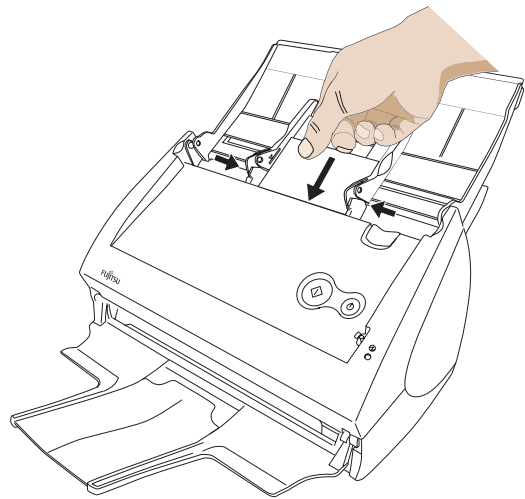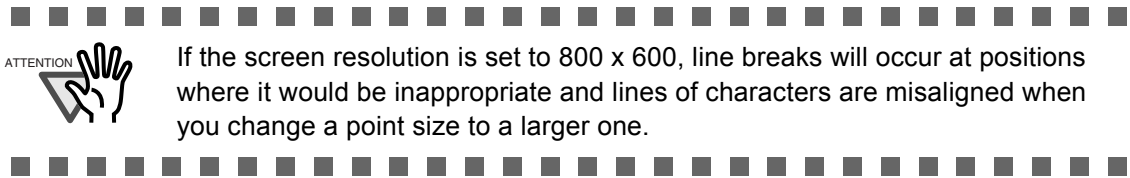 (Intel Pentium III 1GHz or higher is recommended)
- CD-ROM drive (required for the installation of CardMinder)
- ScanSnap* and scanners that comply to TWAIN Standard
- Removable media (8MB or more free space is required for using Mobile linkage function)
- Keyboard
- Mouse

*"ScanSnap" is a FUJITSU compact color scanner. Although it is not compatible with TWAIN Standard, this novel scanner can create PDF files directly from scanned images with the touch of a button.

For more details, visit our website at: http://scansnap.fujitsu.com

ATTENTION
If the screen resolution is set to 800 x 600, line breaks will occur at positions where it would be inappropriate and lines of characters are misaligned when you change a point size to a larger one.
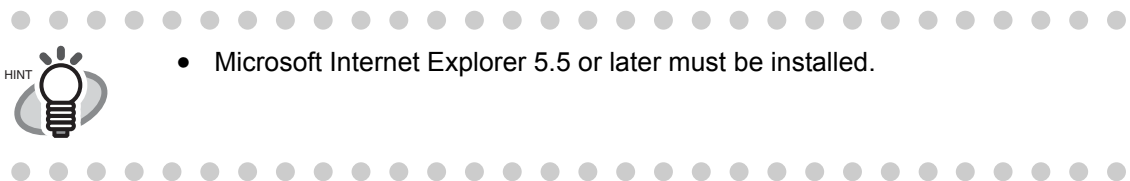
Operating system:

One of the following is required:

- Windows 98
- Windows Me
- Windows 2000
- Windows XP

It is recommended to use the operating system with the latest Service Pack applied.

HINT
- Microsoft Internet Explorer 5.5 or later must be installed.

Memory:
- 128M bytes or more

Disk space:
- 150M bytes or more

About CardMinder

1

HINT

To save the data of one business card (Duplex, Color, and Best image quality scanning), 250K bytes of disk space is required.
Estimate the total amount of necessary disk space according to the number of business cards you are to scan.

ATTENTION

- When recognizing and viewing Japanese and Chinese business cards, use Windows 2000 or Windows XP. These functions are not supported in Windows 98, Windows 98SE, and Windows Me.
- To recognize and view Japanese and Chinese business cards, change the settings as follows:
  Windows 2000: Select "Control Panel," -> "Regional Options," -> the "General" tab. Check "Japanese," "Simplified Chinese," or "Traditional Chinese" under "Language settings for the system."
  Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
  Windows XP: Select "Control Panel," -> "Regional and Language Options, " -> the "Languages" tab. Check "Install files for East Asian languages" under "Supplemental Language support."
  Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later.
- Business cards written in Chinese cannot be recognized with scanners that support the TWAIN driver.
- To text-recognize a business card written in Chinese with CardMinder, ScanSnap must be ready to scan. Make sure that ScanSnap is powered on and the ScanSnap icon on the task bar is in ready Ⓢ state.
- CardMinder can interact with other applications. However, characters written on business cards may not be displayed properly in the interacting application.

1

About CardMinder

1.2　Features of CardMinder

The features of CardMinder are as follows:

- Scan one or both sides of the business cards just at the touch of the button on the scanner. (ScanSnap).
- Capture memo written on business cards and create a database.
- Recognize characters on business cards and automatically create keywords such as Full Name and Company.

> The following can be Keywords:
>> Full Name
>> Company
>> Department
>> Job title
>> ZIP / Postal codes
>> Address
>> Location / Region
>> Phone number
>> Fax number
>> Mobile phone
>> E-mail
>> Web site address
>> Memo
>> Save date

- Export recognized data to PIMs (Personal Information Manager)

> Supported Applications: Microsoft® Outlook® 6.0 and later
>> Microsoft® Outlook Express
>> ACT!™
>> GoldMine®
>> Microsoft® Excel (when the CSV format is used)

- Search business cards quickly by Full Name or Company

1

About CardMinder

1.3 Operation Flow
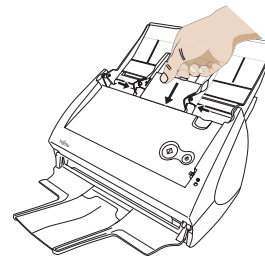
You can operate CardMinder by doing the following:

Selecting (See Chapter 2)
- An application to which the data is exported.

▼

Scanning and recognizing a business card (See Section 3.1)

1. Set business card(s) onto the scanner.
2. Scan the business card(s).
3. After scanning is complete, the recognized data is displayed in the Main window.

▼

Exporting the data (See Section 3.2)

1. Select the data you want to export on the [Inbox] tab.
2. Click the [Export] button.

— Common Daily Tasks

▼
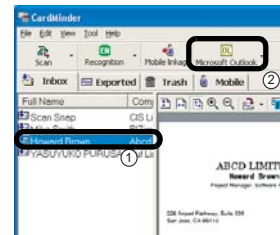
Maintaining the data (See Chapter 4)

1. Select the data on the [Inbox] tab or the [Exported] tab.
2. From the [Edit] menu, do the following:
- Delete the business card data. (See Section 4.2 or Section 4.5.)
- Delete the business card data from the [Trash] tab. (See Section 4.4.)
- Restore the business card data. (See Section 4.3.)
- Attach related files. (See Section 4.8.)

▼
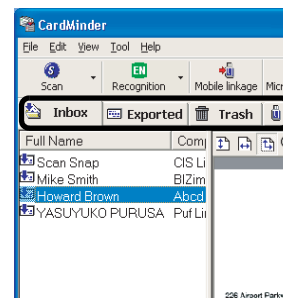
Recognizing the data anew (See Chapter 5)

1. Select [Tool] on the menu bar -> [Recognition Language], or click [▼] on the right side of the [Recognition] button and then select a language to use from the list. (See Section 5.1.)
2. Select the data on the [Inbox] tab or the [Exported] tab.
3. Recognize the data anew.

- Recognize business cards anew. (See Section 5.2.)
- Recognize data selected in the rectangular area. (See Section 5.3.)
- Recognize by keyword in the rectangular area. (See Section 5.4.)
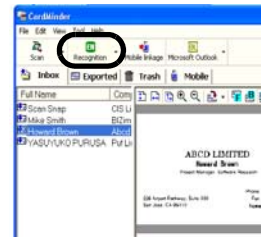
**Correcting Recognized data (See Section 5.5)**

1. Select the data on the [Inbox] tab or the [Exported] tab.
2. Correct the character strings.

Extracting the data (See Section 4.6)

1. Select the data from the [Inbox] tab or the [Exported] tab.
2. Drag and drop the business card image you want to extract onto Desktop.
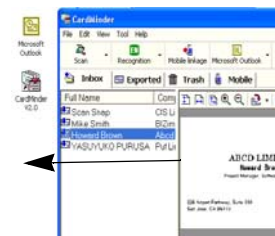
Viewing the data on other PCs (See Section 4.9)

1. Select the data from the [Inbox] tab or the [Exported] tab.
2. Drag and drop the image data onto the [Mobile] tab.
3. Set the removable media onto your personal computer.
4. Click the [Mobile Linkage] button.
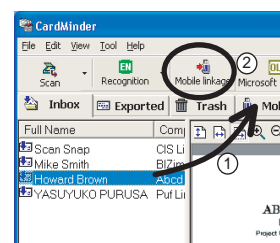
Sending e-mail (See Section 4.10)

1. Select the data on the [Inbox] tab, the Exported] tab, the [Trash] tab, or the [Mobile] tab.
2. Select [Tool] on the menu bar -> [E-mail], or right-click on the data listed and select [E-mail] from the menu.

1

About CardMinder
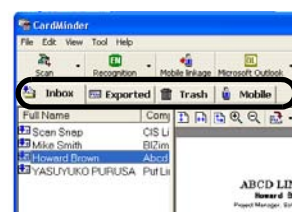
**Displaying the Web browser (SeeSection 4.11)**

1. Select the data on the [Inbox] tab, the [Exported] tab, the [Trash] tab, or the [Mobile] tab.
2. Select [Tool] on the menu bar -> [Web page browse], or right-click on the data listed and select [Web page browse] from the menu.
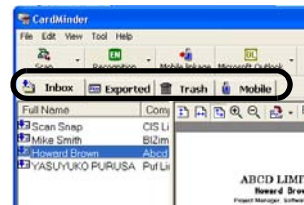
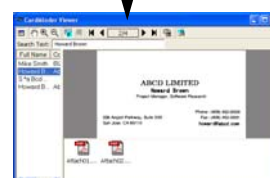**Searching data (1) (See Section 4.1)**

1. In another application (Microsoft Notepad etc.), select character strings you want to find (Full Name or Company).
2. Press the F3 and Alt keys simultaneously on your keyboard.
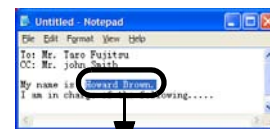
Searching data (2) (See Section 4.7)

1. Activate CardMinder.
2. Select [Edit] on the menu bar -> [Find...].
3. On the [Find] window, enter the character string you want to find (Full Name or Company) in the [Find what:] box and click the [Find] button.
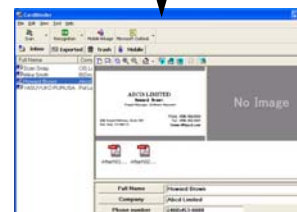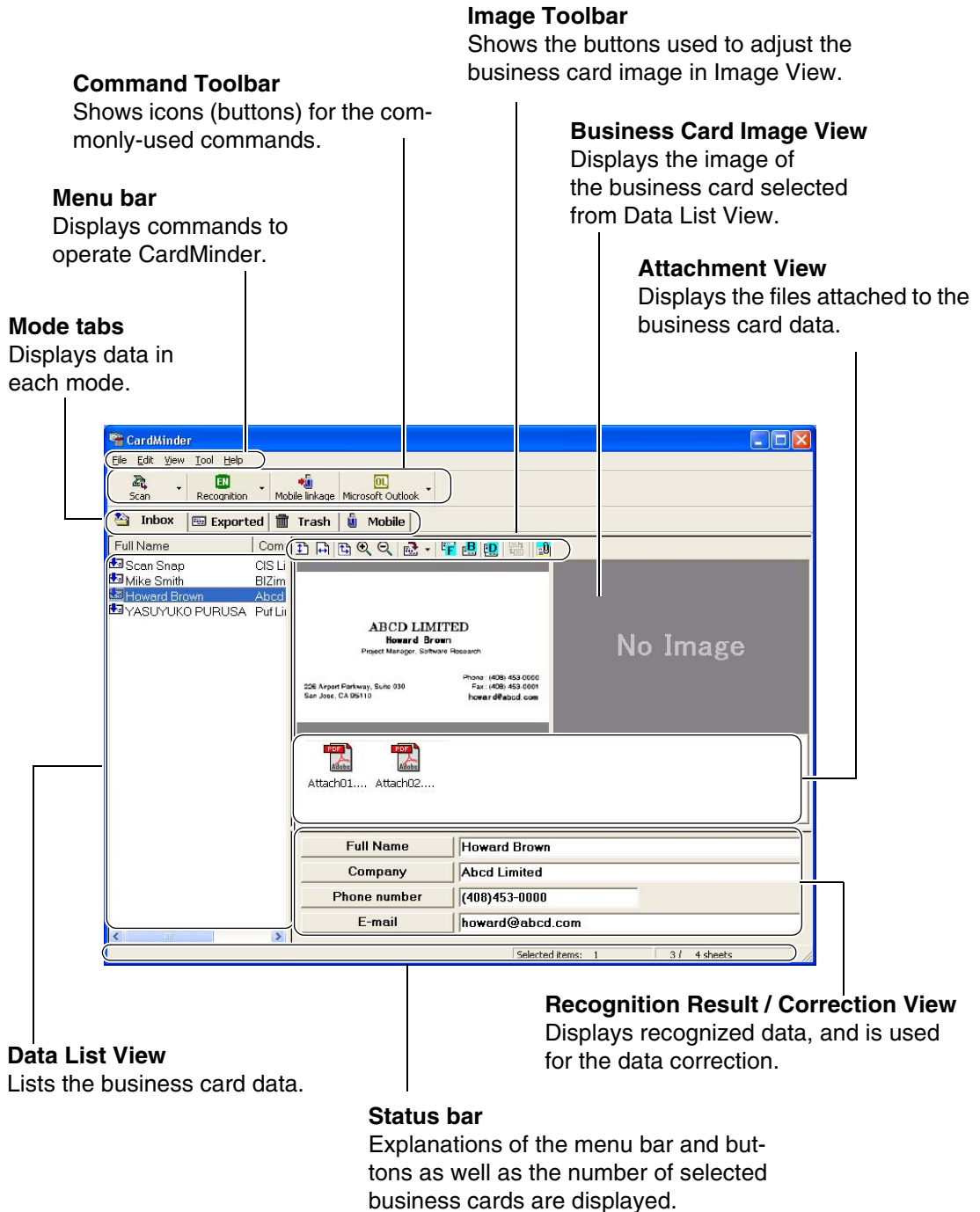
Searching data (3) (See Section 4.7)

1. Open CardMinder Viewer.
2. Enter character strings you want to find (Full Name or Company) in the [Search Text:] box and press the [Enter] key.

1

About CardMinder

1.4 Operation Windows

There are two types of operation windows in CardMinder.

■ Main window

Image Toolbar
Shows the buttons used to adjust the business card image in Image View.

Command Toolbar
Shows icons (buttons) for the commonly-used commands.

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

Menu bar
Displays commands to operate CardMinder.

Attachment View
Displays the files attached to the business card data.

Mode tabs
Displays data in each mode.

Recognition Result / Correction View
Displays recognized data, and is used for the data correction.

Data List View
Lists the business card data.

Status bar
Explanations of the menu bar and buttons as well as the number of selected business cards are displayed.

Icon / Display		Function
Command toolbar	**Scan**	Starts scanning of business card(s). With the [▼] button, you can change scanning settings (Duplex/Simplex) and: • <u>For ScanSnap:</u> You can set scanning quality (Normal/Better/Best). • <u>For TWAIN scanners</u>: You can set resolution (150/200/300/400dpi)
	EN Recognition	Recognizes the business card selected in the Data List View. Only the characters on the front side of the business card are recognized. The recognition result will automatically be displayed in Recognition / Correction View. With the [▼] button, you can select the language for recognition.
	Mobile linkage	Copies the business card data on the [Mobile] tab to removable media and then you can utilize the data on other personal computers.
	OL Microsoft Outlook	Exports the business card data to another application. The data on any tabs can be exported to the application specified. In addition, the data on the [Inbox] tab is moved to the [Exported] tab. The icon at the left shows that the destination is Microsoft Outlook. Refer to Section 2 to select different applications.

1

About CardMinder

Icon / Display		Function
Image toolbar	↕ icon	The height of the business card image is adjusted to Image Display View.
	↔ icon	The width of the business card image is adjusted to Image Display View.
	⤢ icon	The height and width of the business card image is adjusted to the image display view.
	🔍+ icon	The business card image size is enlarged.
	🔍- icon	The business card image size is reduced.
	rotate icon ▼	Rotates the business card image 90 degrees clockwise. Click the [▼] button to change the rotation angle and plane.
	F icon	Displays the front side image of the business card. If no image exists, [No Image] is shown instead.
	B icon	Displays the back side image of the business card. If no back side image exists, [No Image] is shown instead.
	D icon	Displays both the front and back side images together. You can specify how to display the business card image by selecting [View] on the menu bar -> [Show duplex image] -> [Split view window vertically] /[Split view window horizontally]. On the left side (or Upper side) of the Business Card Image View, the front side of the business card is shown. On the right side (or Lower side) of the Business Card Image View, the back side of the business card is shown. If you select [Auto] from the [Show duplex image] submenu using the [View] menu, CardMinder automatically selects either of view types (splitting vertically or horizontally) based on the front side image of the business card, so that the images can be displayed in their maximum size. If no back side image exists, [No Image] is shown.
	swap icon	Swaps the front and back side of the business card image. The same result is obtained by clicking the [View] menu and the [Swap data (front and back)] command.
	attachment icon	Displays or hides the Attachment View.
Mode tabs	[Inbox] tab	Data that has been scanned but not been exported to an application displayed in this tab.
	[Exported] tab	Data that has been exported to an application displayed in this tab.
	[Trash] tab	Data that has been sent to the Trash is displayed here.
	[Mobile] tab	Displays data to be copied to removable media.

1

About CardMinder

Icon / Display		Function
Data list view	Full Name	Clicking the heading [Full Name] sorts names in alphabetical order. On the heading clicked for sorting, the [△] mark or the [▽] mark appears. Note that if names are listed in the order scanned (the top of the list is the latest), no marks appears.
	Company	Clicking the heading [Company] sorts company names in alphabetical order. On the heading clicked for sorting, the [△] mark or the [▽] mark appears. Note that if names are listed in the order scanned (the top of the list is the latest), no marks appears.

■ CardMinder Viewer

You can open this screen by doing any one of the following:

- Search words in another application such as Microsoft Notepad and so on.

- From the [Start] menu on the Desktop, select [All Programs] -> [CardMinder V3.0] -> [CardMinder Viewer].

- Double-click the [🐾] icon on the task bar, which is present when CardMinder Viewer is active.

Image Toolbar
Shows buttons to adjust the business card image display of the Image View.

Business Card Image View
Displays the image of the business card selected in Data List View.
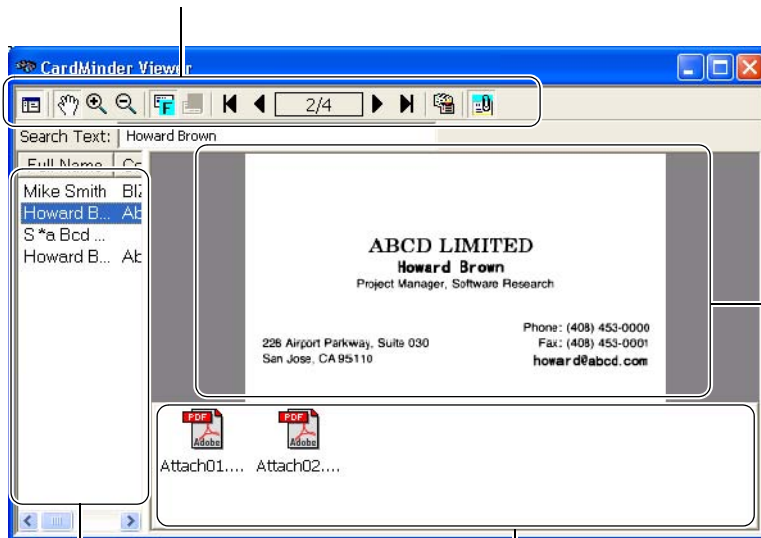
Data List View
Lists the searched business card data.

Attachment View
Displays files attached to the business card selected in the Data List View.

Icon / Display		Function
Image toolbar		Displays or hides the Data List View.
		Moves an image of a business card, dragging the image.
		The image size is enlarged so that the clicked point becomes the center of the expansion.
		Image size is reduced so that the clicked point becomes the center of down scaling.
		Displays the front side image of the business card.
		Displays the back side image of the business card. If no back side image exists, this icon is disabled.
		Previous business card is shown.
		Next business card is shown.
		Displays the first business card data
		Displays the last business card data
		The current business card image and the data are shown on the main window.
		Displays or hides the Attachment View.
Data list view	Full Name	Clicking the heading Full Name sorts names in alphabetical order.
	Company	Clicking the heading Company sorts company names in alphabetical order.

1

About CardMinder
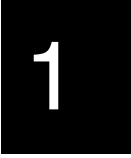
1.5   User Authority

The user authority to use CardMinder is as follows:

- •If your operating system is Microsoft® Windows® 2000 Professional operating system or Microsoft® Windows® XP Professional operating system, you must be authorized as Standard User (Power Users group) or higher levels of user to logon and use this software.

- •If your operating system is Microsoft® Windows® XP Home Edition operating system, you must be authorized as the computer administrator to logon and use this software.

1

About CardMinder

Chapter 2

Configuration Before Scanning

This chapter describes how to select a PIM application used with CardMinder.
For information about how to configure advanced settings for CardMinder, refer to Chapter 6.

1. From the [Start] menu on the desktop, select [All Programs] -> [CardMinder V3.0] ->
    [CardMinder V3.0].

    ⇒ The main window of CardMinder appears.

2. Select [File] -> [Export to].
    ⇒ A list of PIM applications appears. The marked application is the currently selected one.
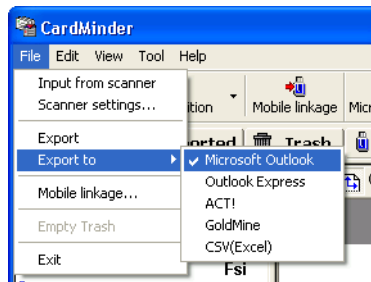
3. Click an application to which you want to export the business card data.

    HINT
    • You can choose only one application. When you change the application, a new
      icon appears in the main window of CardMinder.
    • When CSV (Excel) is selected from the list, clicking the [CSV (Excel)] icon or
      selecting [Export] from the [File] menu displays the following window. Specify a
      file name and destination folder to save the Excel file.
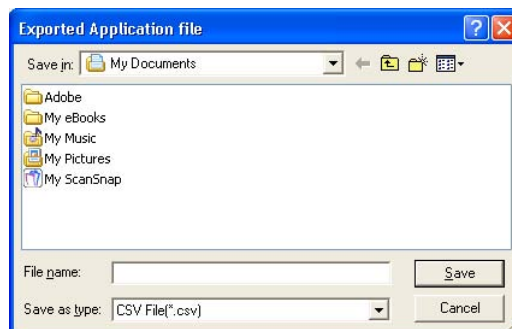
Chapter 3

Scanning and Exporting Business Card Data

This chapter describes the procedure for scanning business cards with a scanner.
There are two ways of scanning; they are, Flatbed scanning and ADF (Auto Document Feeder) scanning. Further information on both ways are described in this chapter.

3

3.1 How to Scan Business Cards

This section describes the business card scanning using the following methods:

- •Flatbed
- •ADF (Automatic Document Feeder)

■ Scanning with the Flatbed

1. Open the scanner document cover.

Document cover ———
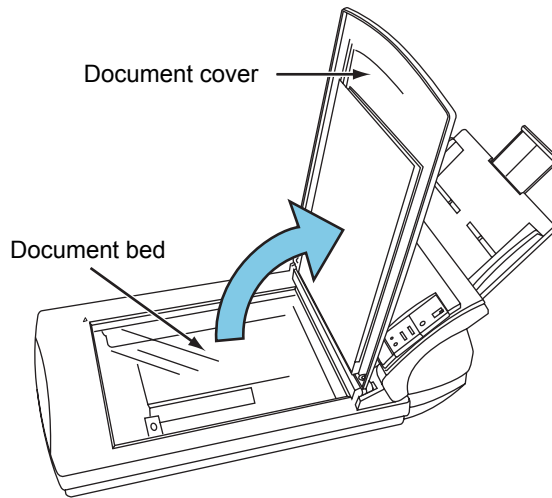
Document bed

2. Place a business card with its face down on the document bed.

1. Scanning one card

Back side

2. Scanning multiple cards

Back side	Back side
Back side	Back side
Back side	Back side
Back side	Back side
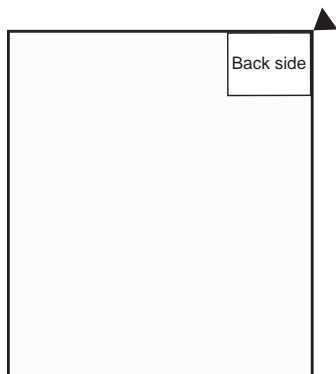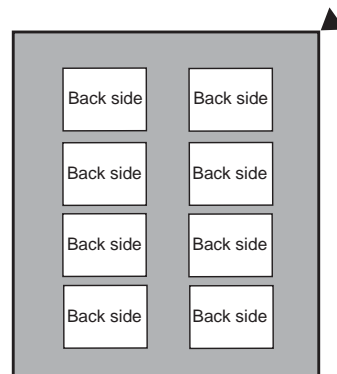
Arrange the cards so that they do not overlap each other, keeping enough distance between them.

3

Scanning and Exporting Business Card Data

ATTENTION

You cannot scan multiple cards at a time if the types of business cards are the following:

- Business cards with a dark-colored line running across the length
- Business cards with its edge dark-colored

Scan these business cards one-by-one.

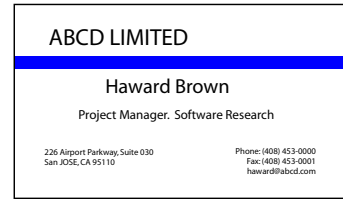When you scan only one business card, it is necessary to select "1 card to reference point" on "Flatbed scanning method" of the [Scanner settings] window. Refer to Step 9 for details on the [Scanner settings] window.

ABCD LIMITED

Haward Brown

Project Manager. Software Research

226 Airport Parkway, Suite 030   Phone: (408) 453-0000
San JOSE, CA 95110   Fax: (408) 453-0001
                                         haward@abcd.com

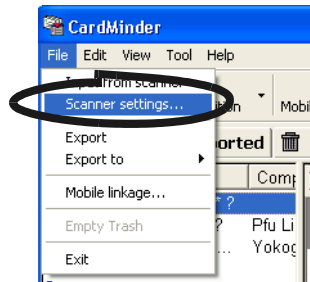
3. If you are scanning multiple cards per scan, spread out dark-colored paper, and place it over the business cards.
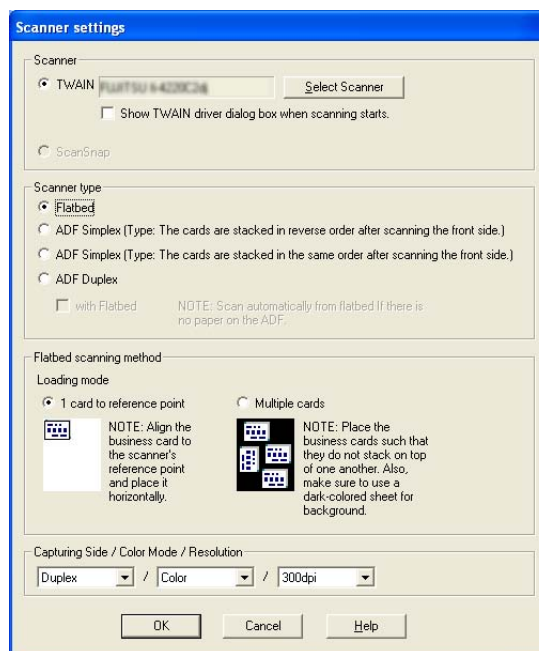
   Use dark-colored paper that covers the entire glass surface of the document bed.

4. Close the scanner document cover.

5. Select [File] on the menu bar -> [Scanner settings].

⇒ The following window appears.

3

Scanning and Exporting Business Card Data

6. <u>For TWAIN scanners</u>, click the [Select Scanner] button.
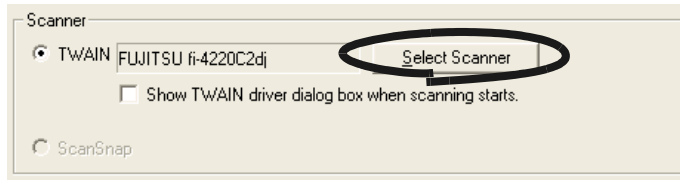
HINT If you mark the "Show TWAIN driver dialog box when scanning starts" check-box, the driver dialog box will appear before scanning, and you will be able to specify scanning settings. Note that the settings configured in the TWAIN driver dialog box is valid only for the scanning of this time.

7. Select the scanner to use, and then click the [Select] button.
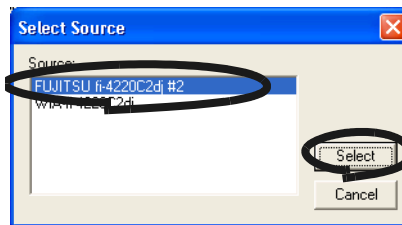
8. For the "Scanner type," select "Flatbed."
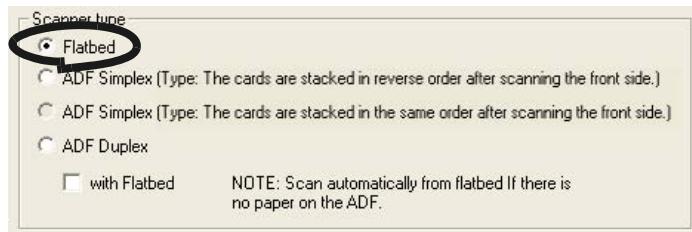
9. For the "Flatbed scanning method," specify the "Loading mode" of the business card(s).
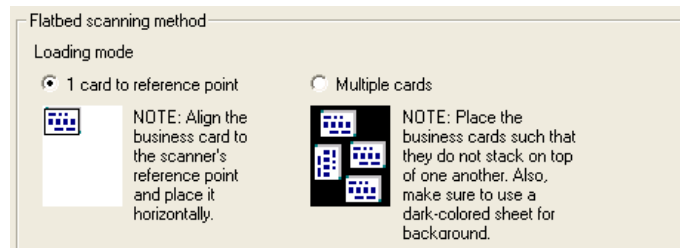
   1) To scan one card per scan, select "1 card to reference point."
   2) To scan multiple cards per scan, select "Multiple cards."

3

Scanning and Exporting Business Card Data

10. For the "Capturing Side/Color Mode/Resolution," specify the scanning settings.

Capturing Side / Color Mode / Resolution
Duplex ▼ / Color ▼ / 300dpi ▼
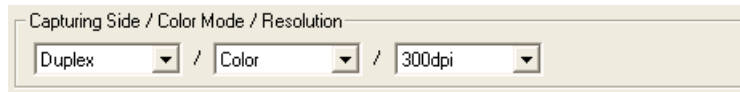
Capturing Side   If the business card is printed on one side, select "Simplex." If it is printed on both sides, select "Duplex." For "Duplex," after the front side is scanned, the back side will be scanned.
When the message below appears, turn over the business card, and click the [OK] button.

CardMinder
ⓘ Front side scan is completed. Turn over the stack of cards. Place it on the tray and click the [OK] button.
NOTE: If you are using a flatbed scanner, turn over the card and place it on the same area.

[OK]   [Cancel]

If you click the [Cancel] button, scanning mode is switched to Simplex.

Color Mode   Specify the color mode, "B&W" (Black & White) or "Color."

Resolution   Specify the resolution to be used.
For TWAIN scanners: 150, 200, 300, and 400dpi.
To scan in color: "Best" or 300dpi is recommended.
To scan in B&W: "Best" or 400dpi is recommended.

11. When the configuration is finished, click the [OK] button to close the [Scanner settings] window.

12. Click the [Scan] button on the toolbar.

⇒ When the scanning is complete, the scanned images of the business cards are displayed on the [Inbox] tab of the main screen.

ATTENTION 🖐   You may see the scanner driver dialog box (TWAIN dialog box) when scanning business cards.
If this is the case, specify the following and proceed with operation.
• Recommended resolution
    Color mode: 300 dpi
    Black and White mode: 400 dpi
• Scanning size
    Flatbed: A4

3

Scanning and Exporting Business Card Data

■ **Scanning with the ADF (Automatic Document Feeder)**

1. Load a business card onto the scanner.

   (To scan multiple cards, stack the cards together and load them.)
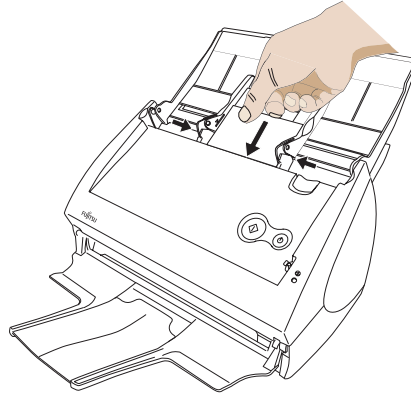
2. Select [File] on the menu bar -> [Scanner settings].

   ⇒ The following window appears.

3

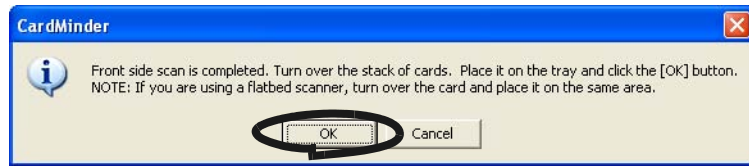Scanning and Exporting Business Card Data
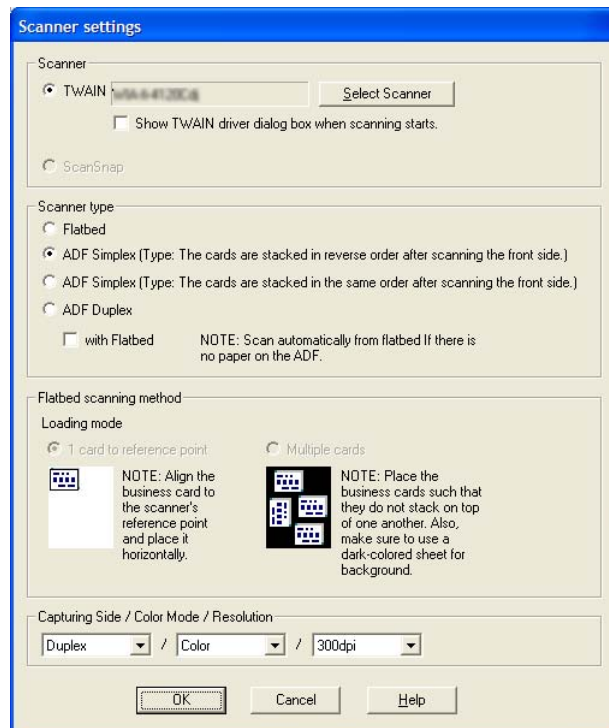
3. <u>For TWAIN scanners</u>, click the [Select Scanner] button.
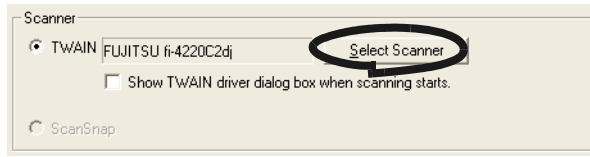
For Scansnap, this step is not required. Go to <u>step 5</u>.

HINT

If you mark the "Show TWAIN driver dialog box when scanning starts" check-box, the driver dialog box will appear before scanning starts and you will be able to specify the scanning settings. Note that the settings configured in the TWAIN driver dialog box is valid only for the scanning of this time.
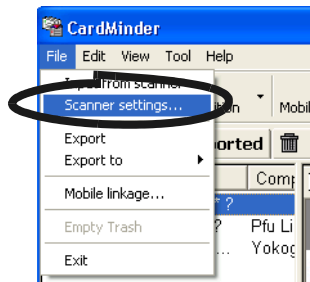
4. Select the scanner to be used, and click the [Select] button.
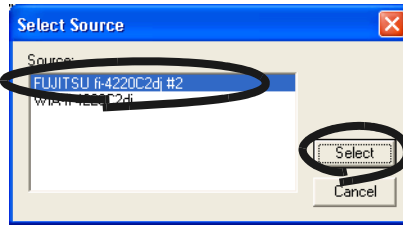
5. Under "Scanner type," select "ADF Simplex" or "ADF Duplex" to scan.

3

Scanning and Exporting Business Card Data

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

ATTENTION
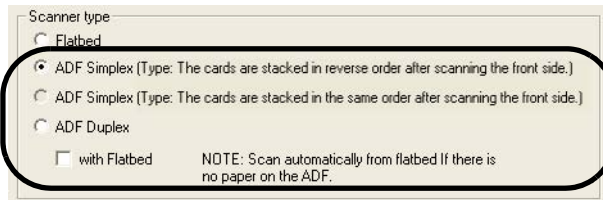
When scanning multiple two-sided business cards with a ADF simplex-type scanner, first scan the front side of all cards, and then scan the back side of the cards. The front and back sides of each individual business card will be combined.

Note that the scanning order may change depending on the Scanner type selected, which is described in the previous page. The way of combining both sides differs between the two Scanner types.

Be careful not to select the wrong Scanner type; the front and back sides of the same business card will not be combined if you select the wrong type.

- The cards are stacked in reverse order after scanning the front side.

    Front side: Scanning starts with the first sheet.

    Back side: Scanning starts with the first sheet.

- The cards are stacked in the same order after scanning the front side.

    Front side: Scanning starts with the first sheet.

    Back side: Scanning starts with the last sheet.

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

6. At "Capturing Side/Color Mode/Resolution," specify the scanning settings.

Capturing Side / Color Mode / Resolution		
Duplex ▼ /	Color ▼ /	300dpi ▼
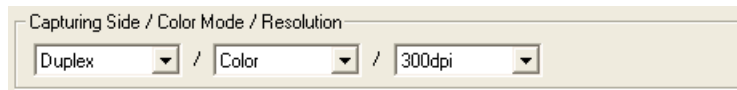
Capturing Side If the business card is one-sided printed, select "Simplex." If it is two-sided printed, select "Duplex." If the scanner is "ADF Simplex," and "Duplex" is selected, after the front side scan is completed, start the back side scan.

When the message below appears, turn over the business card, and click the [OK] button.

CardMinder

ℹ️ Front side scan is completed. Turn over the stack of cards. Place it on the tray and click the [OK] button.
NOTE: If you are using a flatbed scanner, turn over the card and place it on the same area.

[OK]   [Cancel]

If you click the [Cancel] button, it becomes simplex scanning mode.

Color Mode Specify the color mode, "B&W" (Black & White) or "Color."

Resolution Specify the resolution.
For ScanSnap: "Normal," "Better" and "Best."
For TWAIN scanners: 150, 200, 300, and 400dpi.
To scan in color: "Best" or 300dpi is recommended
To scan in B&W: "Best" or 400dpi is recommended.

7. When the configuration is finished, click the [OK] button to close the [Scanner settings] window.

8. Click the [Scan] button on the toolbar.

3

Scanning and Exporting Business Card Data

ATTENTION

You may see the scanner driver dialog box (TWAIN dialog box) when scanning business cards.
If this is the case, specify the following and proceed with operation.

- Recommended resolution
  Color mode: 300 dpi
  Black and White mode: 400 dpi
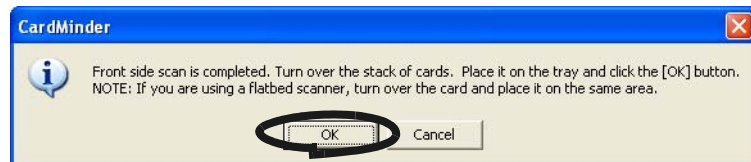- Scanning size
  Flatbed: A4

If you are using the ADF Simplex type scanner, you will see a message that asks you to load business cards to scan the back side of the cards after the front side of the cards are scanned.
When you see this message, load the business cards so that the back side of the cards are scanned, and then click the [OK] button.

HINT

With ScanSnap S500 Series or ScanSnap fi-5110EOX, you can also perform

scanning by pressing the [SCAN] button .
For the ScanSnap fi-4110EOX series, you can also perform scanning by

pressing the (duplex scan button) or (simplex scan button).

In this case, scanning is performed according to the settings of "S ScanSnap Manager (or ScanSnap Monitor) - Scan and Save Settings" window.

⇒ When the scanning is completed, the scanned images of the business cards are displayed on the [Inbox] tab of the main screen.

3

Scanning and Exporting Business Card Data

3.2   Exporting to Associated Application

This section describes how to export data to another application linked with.

1. When scanning is completed, the [Inbox] tab is displayed in the Main window. Click a business card in the Data list and visually check the recognized result of the front side image.

    You can correct the recognized data in this window. (See Chapter 5.)
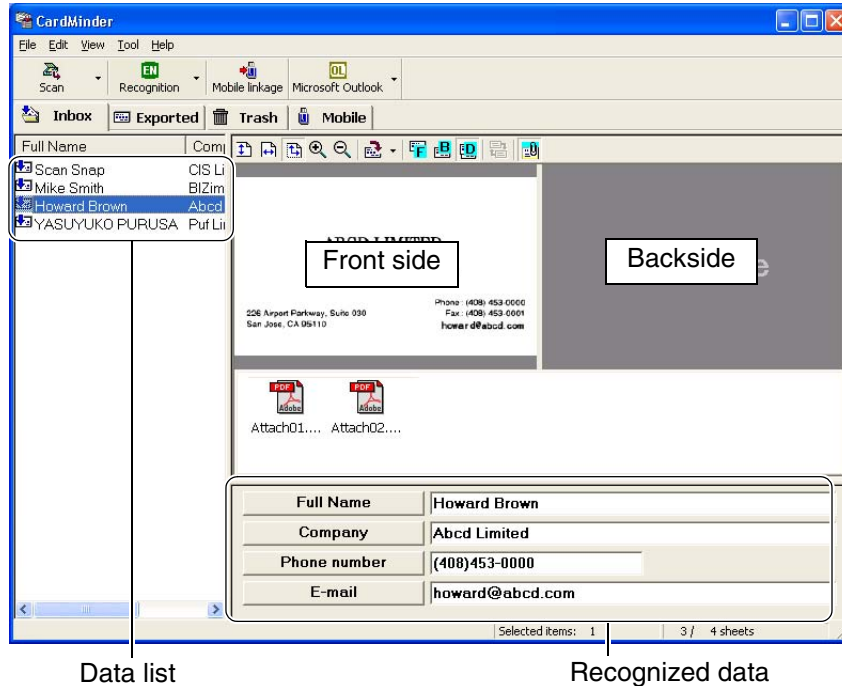

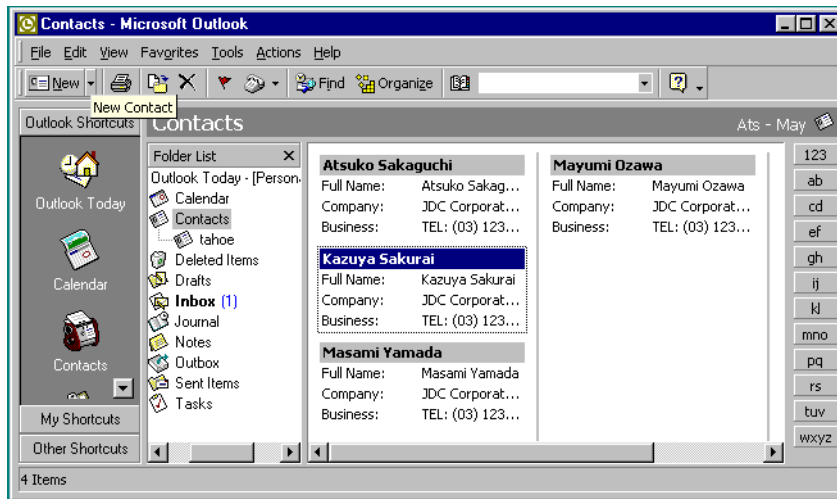Data list   Recognized data

---

HINT

- From the menu bar, select [View], and then select [Show duplex image] to change the display mode.
- On the [General] tab of the [Settings] window, if you clear the "Show CardMinder window" checkbox under "Action when image scan" and perform a scan using the [SCAN] button without starting CardMinder, the data is immediately saved without being displayed in the CardMinder window. (See Section 6.1) To display the "Settings" window, select [Tool] on the menu bar -> [Settings].<Only for ScanSnap>
  When you use the [SCAN] button to scan documents, you must select "CardMinder" from the [Application:] pull-down list on the [Application] tab of Ⓢ "ScanSnap Manager" (or ScanSnap Monitor) in advance.
- Even if the name of persons and/or companies are not scanned correctly, those are stored in the database as they are. Please make sure that they are recognized correctly after scanning.

3

Scanning and Exporting Business Card Data

2. Select the business card data you wish to export.

    Select multiple records by following the procedures below.
    - If they are contiguous and you want to add them at one time:
      Select the records, while holding down the [Shift] key.
    - If you want to add records one-by-one:
      Select them, while holding down the [Ctrl] key.

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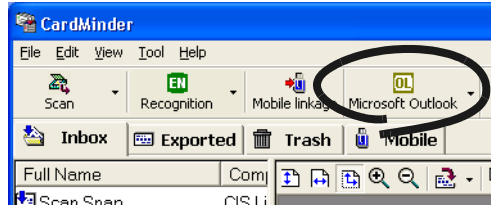

⇒ The data selected in Step 2 is exported to Microsoft Outlook. The data is then moved from the [Inbox] tab to the [Exported] tab.

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

3

Scanning and Exporting Business Card Data

CardMinder User's Guide | 26

HINT

- Data can also be exported by selecting [File] on the menu bar -> [Export].
- The set Export items of displayed items in the Recognized data area (except [Memo] and [Save date]) are exported to the linked application.
  Refer to Section 6.2 for setting the Export item.
- You can drag and drop data on the [Exported] tab to the [Inbox] tab while holding down the [Shift] key. You can, in turn, drag and drop data on the [Inbox] tab to the [Exported] tab while holding down the [Shift] key.
- For Microsoft® Outlook Express, ACT!™ or GoldMine®, only the Icon changes while the procedure for this operation is exactly the same.
  Exported data is stored in Addresses.
- When exporting data in the CSV (Excel) format, click the [CSV (Excel)] icon and specify a file name and folder to save Excel data.
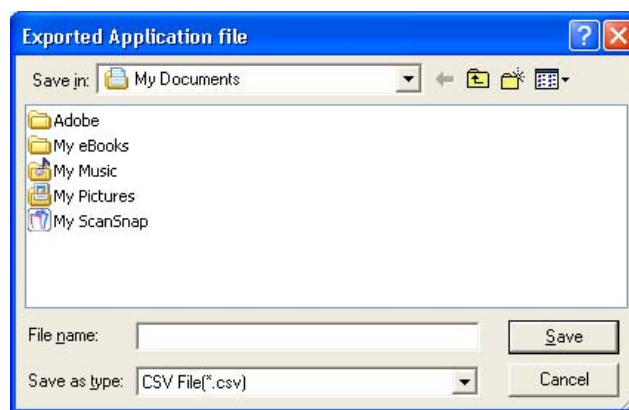
The exported data is displayed on a sheet of the specified Excel data.

ATTENTION

- If data in languages that the operating system does not support is exported, characters may be displayed improperly.
  e.g.) When attempting to display German in the Japanese operating system.
  To avoid this, export data in languages supported by the operating system.
- If there is exactly the same name exists in the linked application, the following message appears.
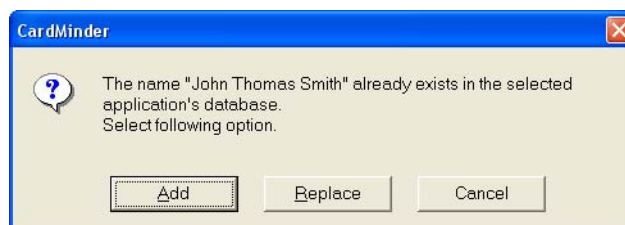
If you want to add it, click the [Add] button.
If you want to replace it, click the [Replace] button.
If you want to cancel exportation, click the [Cancel] button.

3

Scanning and Exporting Business Card Data

Chapter 4

Business Card Data Handling

This chapter describes how to search, delete, restore and extract data items from a business card.
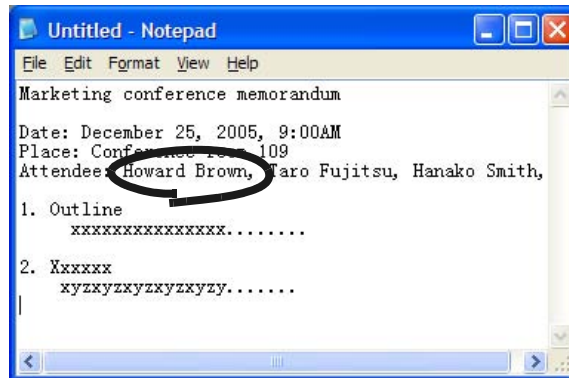
4

4.1 Data search by hot key

With CardMinder, you can search business card data including a character string on other application (such as Microsoft Notepad) windows.
Follow the following procedures.

1. Select a character string of a name or a company in any document (e.g. Microsoft Notepad).

2. Press the hot key (Alt+F3).

    ⇒ CardMinder starts searching automatically.

    ⇒ After searching, the CardMinder window opens and displays the business card data including selected character strings.
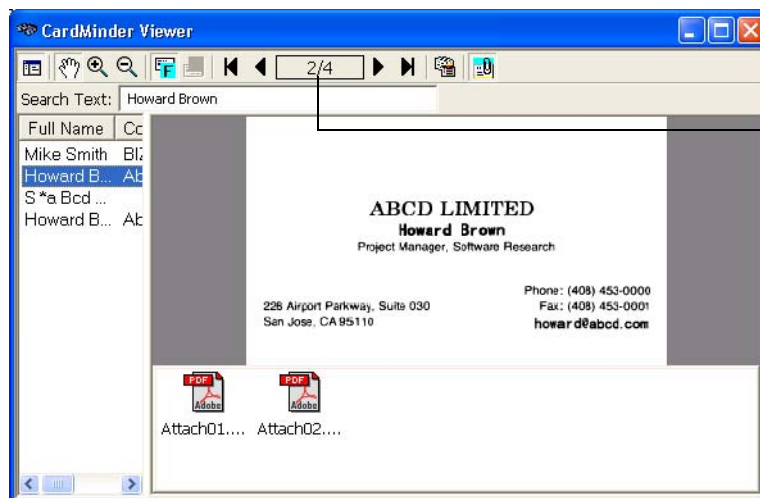
The number of the card data found by searching is displayed.

4

Business Card Data Handling

. . . .

HINT

- Default setting for the hot key is Alt+F3. If you want to change the hot key, refer to Section 6.1.
- By default, even when there is no matching character strings, "CardMinder Viewer" will be activated. In this case, no image will be displayed on the Card-Minder Viewer, but you can continue searching by entering a keyword in the [Search Text:] box.
  If you do not want to activate "CardMinder Viewer" when there is no matching character strings, change settings. For information on how to change settings, see Section 6.1, and how to search with "CardMinder Viewer," see Section 4.7.
- Data on the all tabs; namely the [Inbox], [Exported], [Trash], and [Mobile] tabs, are targeted for searching.

. . . .

4

Business Card Data Handling

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

To delete unnecessary business card data from the [Inbox] or [Exported] tab, follow the following procedures. The deleted data will be sent to the [Trash] tab.
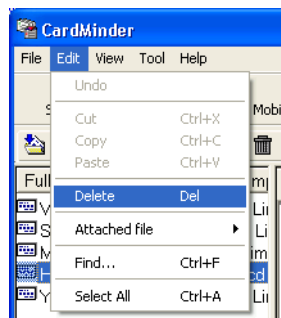
1. Open CardMinder and select the [Inbox] or [Exported] tab.
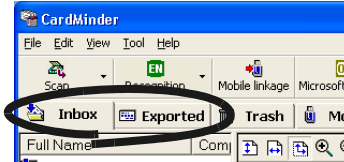
2. Select the data you want to delete.
   You can make multiple selection by clicking the data while holding down the [Shift] or [Ctrl] key.

   Select the data in this list.
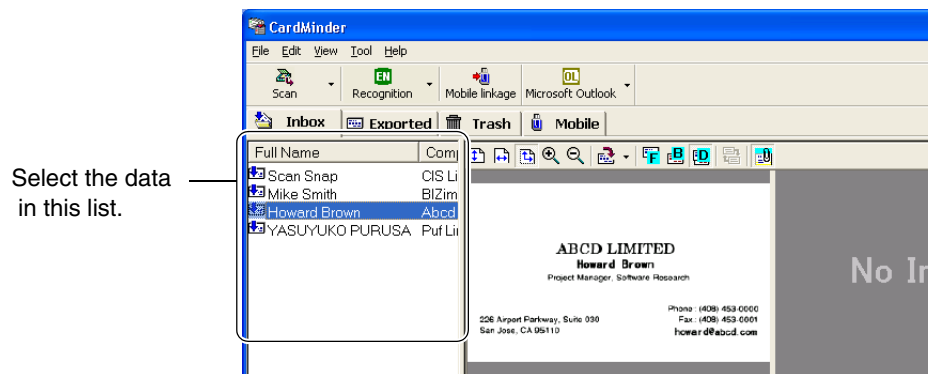
3. Select [Edit] on the menu bar -> [Delete].

> **HINT**
>
> You can also delete entries by:
> - Pressing the [Delete] key on the keyboard,
> - Drag&Drop the data to the [Trash] tab,
> - Right-click on the selected data and select [Delete].

⇒ The selected data is sent from the [Inbox] tab or the [Exported] tab to the [Trash] tab. If you want to restore the data from the [Trash] tab, see Section 4.3 for further details.
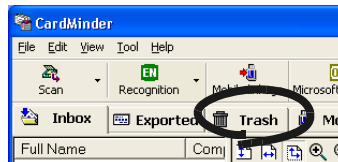
4

Business Card Data Handling

4.3   Restoring data from the [Trash] tab

To restore the data from the [Trash] tab, follow the following procedures.
Restored data will be returned to their original location on the [Inbox] tab or the [Exported] tab.
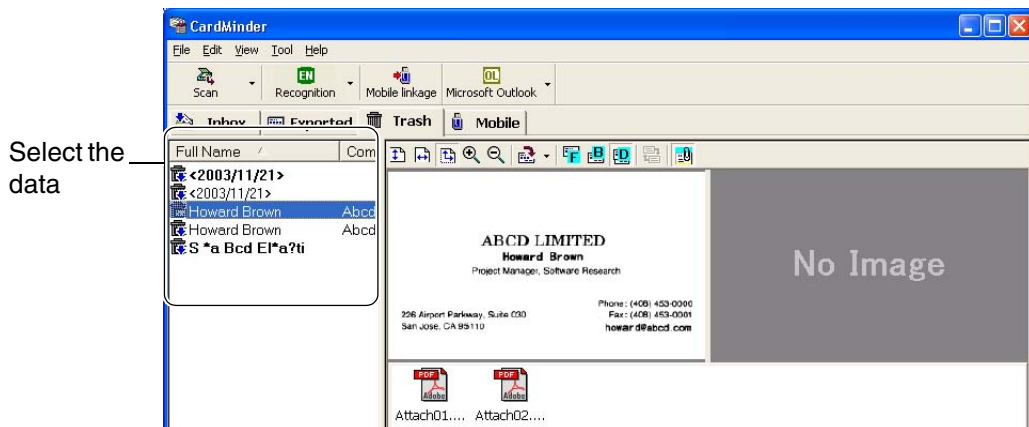
1. Open CardMinder, and then select the [Trash] tab.

   ⇒ The deleted data is shown on the window.

2. Select items you wish to restore from the [Trash] tab.
    You can add data to the selection by clicking on the data item while holding down the [Shift]
    or [Ctrl] key.

> ATTENTION
> Data that was once deleted from the [Trash] tab cannot be restored.
> For information on how to delete data from the [Trash] tab, see Section 4.4.

3. Select [Edit] on the menu bar -> [Undo].

4

Business Card Data Handling

HINT
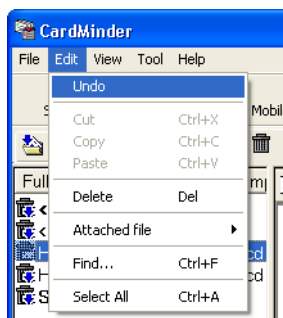
Otherwise, right-click on the selected data and select [Undo] from the menu to restore the selected data.

⇒ The selected data moves from the [Trash] tab to the [Inbox] or [Exported] tab.

4

Business Card Data Handling

4.4   Deleting data from the [Trash] tab

To permanently delete data from the [Trash] tab, follow the procedure given below. The data is permanently deleted and cannot be restored by the procedure described in Section 4.3.
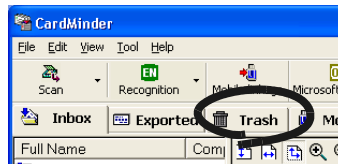
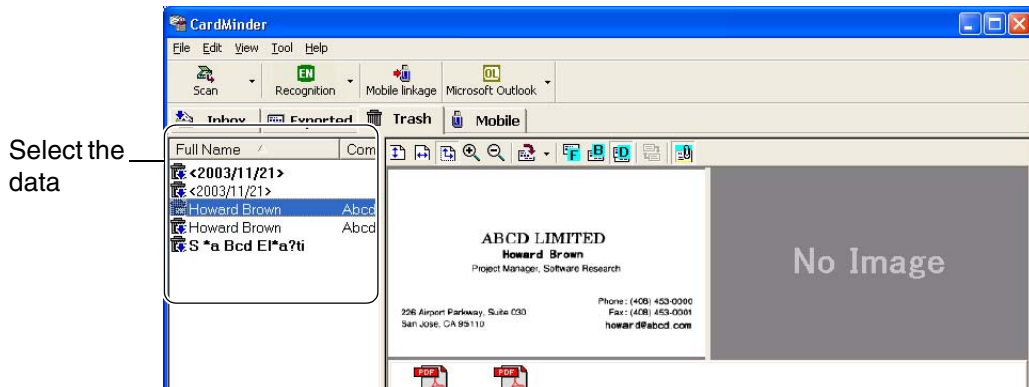## ■ Select the data to be deleted

> ATTENTION
> The deleted data from the [Trash] tab is completely deleted from the CardMinder database.
> Be careful not to delete necessary data because data deleted from the [Trash] tab cannot be restored

1. Open CardMinder and select the [Trash] tab.

2. Select the data you wish to delete. You can add data to the selection by clicking on the data while pressing the [Shift] or [Ctrl] key.

Select the data

> ATTENTION
> • The data will be permanently deleted by this method.
> • The attached files are also deleted with the card data.

4

Business Card Data Handling

3. Select [Edit] on the menu bar, and then select [Delete].

HINT

You can also delete data as follows:
*   Press the [Delete] key on your keyboard.
*   Right-click on the selected business card data, and then select "Delete."

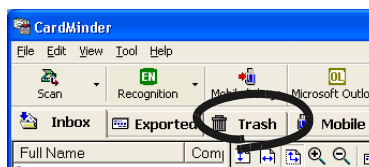4. A confirmation message appears. Click on the [Yes] button.

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

■ **Empty [Trash]**

ATTENTION

If you empty the [Trash] tab, all data is completely deleted from the CardMinder database.
Be careful not to delete necessary data because data deleted from the [Trash] tab cannot be restored.

---

1. Start CardMinder and select the [Trash] tab.

2. Select [File] on the menu bar, and then select [Empty Trash].

3. A confirmation message appears. Click the [Yes] button.

    ⇒ All data in the [Trash] tab will be deleted from the CardMinder database.
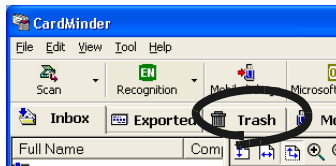
4

Business Card Data Handling

4.5   Deleting data from the [Mobile] tab

If you want to delete unnecessary business card data in the [Mobile] tab, follow the following procedures to delete them.
By performing the procedures, the data is deleted from the [Mobile] tab.
For information on how to use the [Mobile] tab, see Section 4.9.

1. Open CardMinder and select the [Mobile] tab.

2. Select the data you wish to delete.
    Select multiple records by following the procedures below.
    - If they are contiguous and you want to add them at one time:
                Select them, while holding down the [Shift] key.
    - If you want to add records one-by-one:
                Select them, while holding down the [Ctrl] key.

Select the data

4

Business Card Data Handling

3. Select [Edit] on the menu bar -> [Delete].


HINT
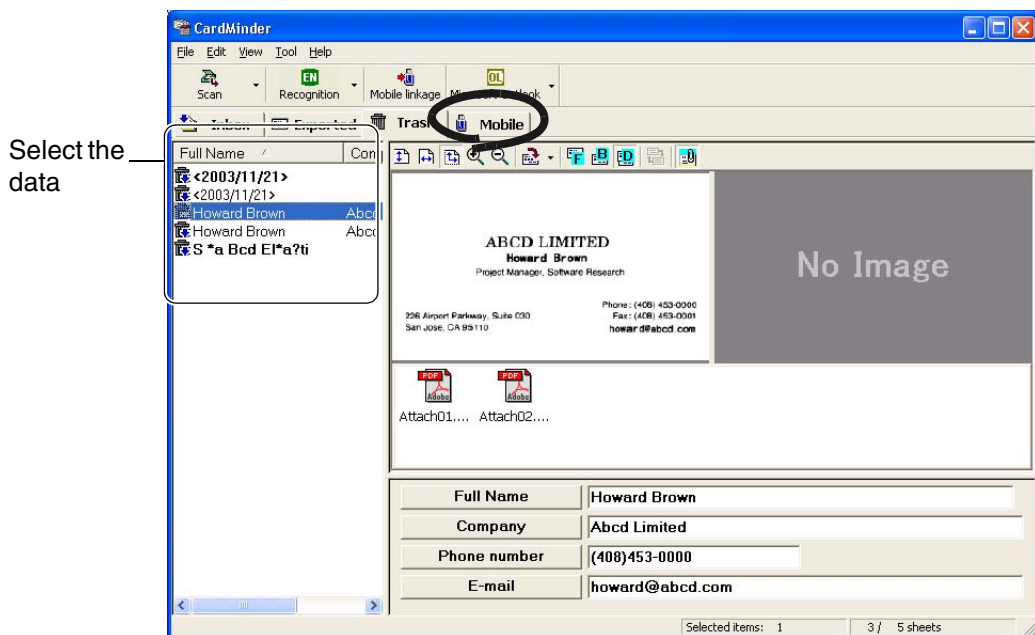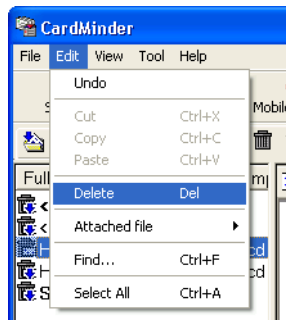
You can also delete data as follows:
- Press the [Delete] key on your keyboard.
- Right-click on the selected business card data, and select "Delete."

⇒ The selected data is deleted from the [Mobile] tab.
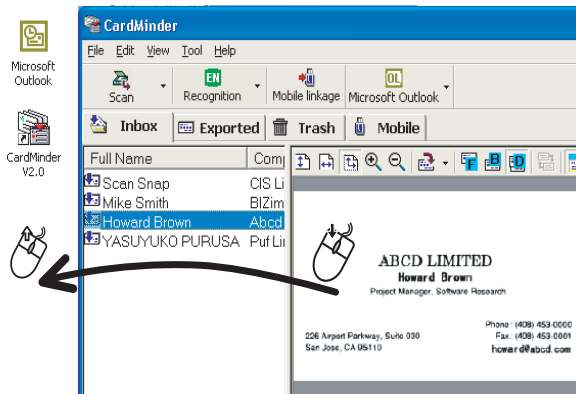
4

Business Card Data Handling

4.6 Extracting the business card image data

Business card images scanned with CardMinder are stored as the PDF files, and therefore, you can extract them to attach to e-mail as follows:
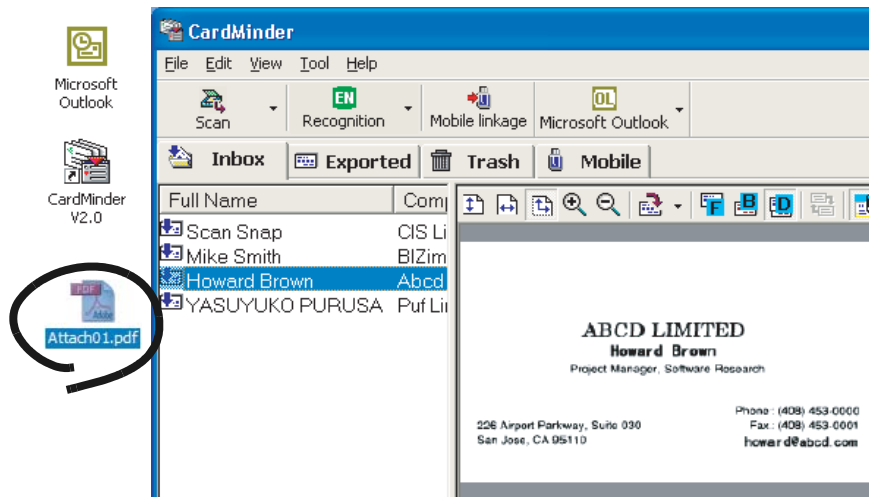
1. Select the data you wish to extract.
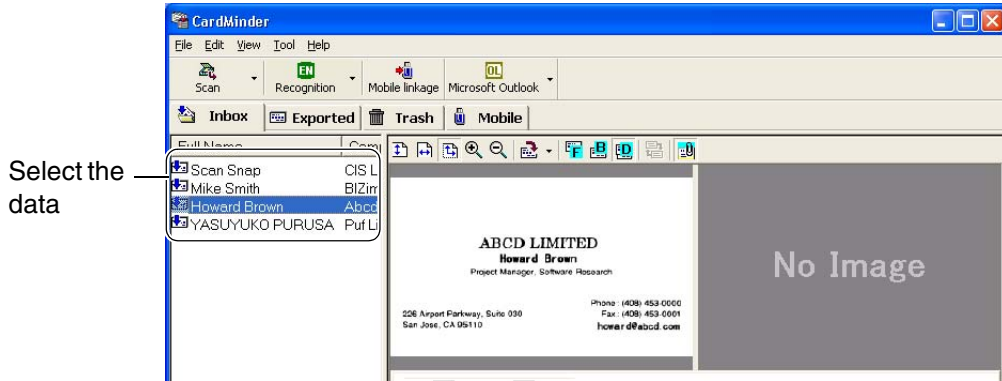
2. Drag and drop a business card image from the CardMinder window to any folder in the Explorer or to your Desktop.

$\Rightarrow$ An image of the business card will be created where you drop it.

4

Business Card Data Handling

. . . .

HINT

- If the both sides of the business card are displayed, only one side can be dragged at a time.
- The file name created will be "name(front/back).pdf." If the name is not specified, it will be "untitled.pdf."
  However, if character(s) that cannot be used for the file name (\, /, :, *, ?, ", <, >) are included in the name, those characters are converted into "_ (underbar)."
 e.g.) When the name specified is "Howard *Brown," the PDF file name will be "Howard _Brown."

. . . .

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

4

Business Card Data Handling
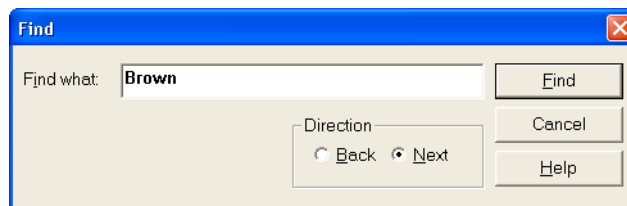
4.7 Data search by keyword input

With CardMinder or CardMinder Viewer, you can search business card data by entering a keyword(s) using the procedure given below.

■ Searching business card data in CardMinder

1. Open CardMinder and select [Find] on the [Edit] menu.
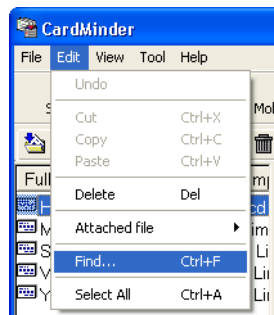
2. The [Find] window appears. Enter a Name or a Company in the [Find what:] field, then click the [Find] button.

⇒ The search result of the business card data will be displayed on the Main window. If there is no matching data, the [End of Search] message appears on the screen.
For further reaching, re-enter another name or company on the [Find] window.

4

Business Card Data Handling

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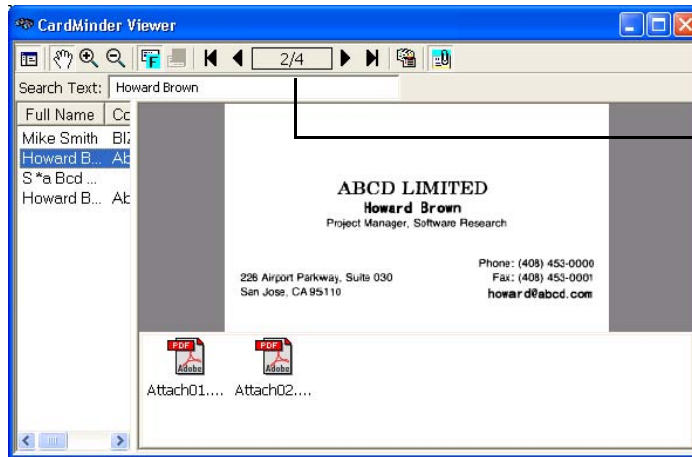
HINT

- You can use the following characters in the [Find what:] box.
  - You can use wildcard characters "*" and/or "?"
  - You can do AND-search by using one-byte space instead of "AND."
  - You cannot use the characters in the following parentheses in the search term. (\, /, :, *, ?, ", <, >)
    These characters, if used, will be converted to a wildcard character "?" automatically for searching the search term.
- [Direction] setting
  Back: Data List will be searched backward from the current record.
  Next: Data List will be searched forward from the current record.
- You can search for all data including the search term you enter. Both the Name and Company on the business card are targeted for searching, and the results will be either Name(s) or Company(-ies) that meets your search term.
- Search targets are the whole data on the [Inbox], [Exported], [Trash], and [Mobile] tabs.

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■ Searching business card data in CardMinder Viewer

1. Open CardMinder Viewer, enter a Name or a Company in the [Search Text:] box, and press the [Enter] key.
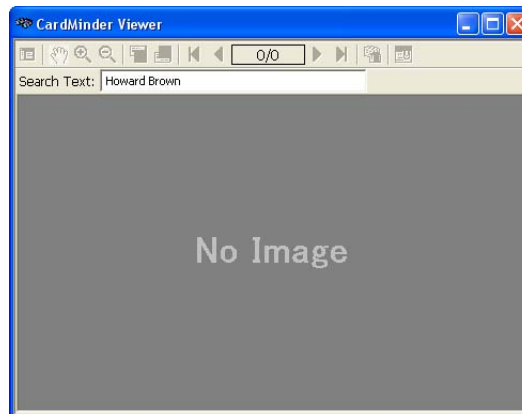
⇒ Searching is started.

⇒ After searching, the business card data including a Name and/or Company you entered is displayed.

The number of results that match your search term is displayed.

HINT

- You can use the following characters in the [Find what:] box.
  - You can use wildcard characters "*" and/or "?"
  - You can do AND-search by using one-byte space instead of "AND."
  - You cannot use the characters in the following parentheses in the search term. (\, /, :, *, ?, ", <, >)
    These characters, if used, will be converted to a wildcard character "?" automatically for searching the search term.
- You can search for all data including the search term you enter. Both the Name and Company on the business card are targeted for searching, and the results will be either Name(s) or Company(-ies) that matches your search term.
- Search targets are the whole data on the [Inbox], [Exported], [Trash], and [Mobile] tabs.

4

Business Card Data Handling

# 4.8 Attaching related files to the business card data

You can attach files to the business card data using CardMinder.
For example, mark a business card record by attaching photos or profiles.
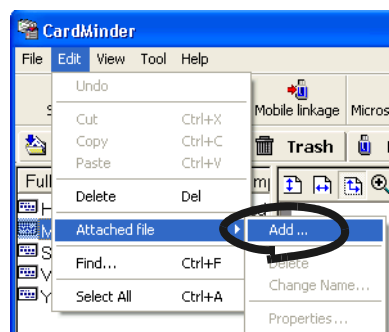Follow the procedure below to attach files to the data.

■ Attaching files to the business card record

1. Select the card record you wish to attach files.

Select the record

Attachment View
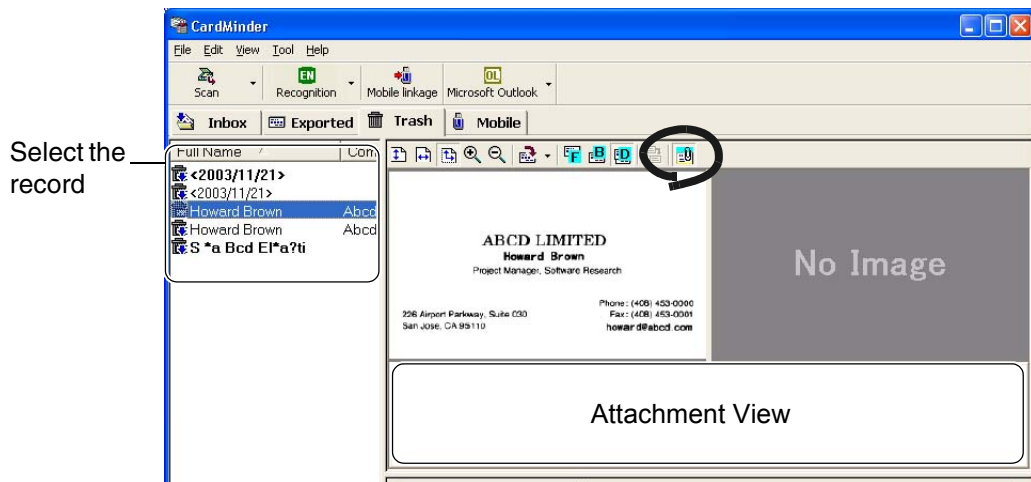
HINT When Attachment View is not displayed, click the 🖳 icon.

2. From the [Edit] menu, select [Attached file] -> [Add], or right-click on Attachment View and then select [Add].
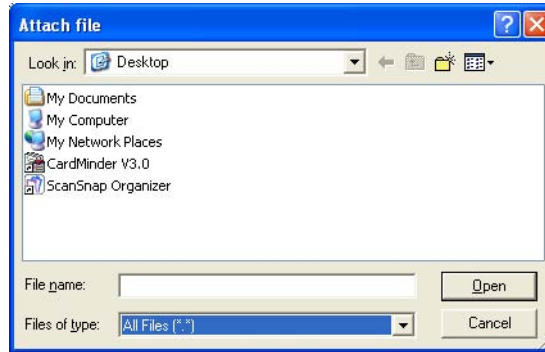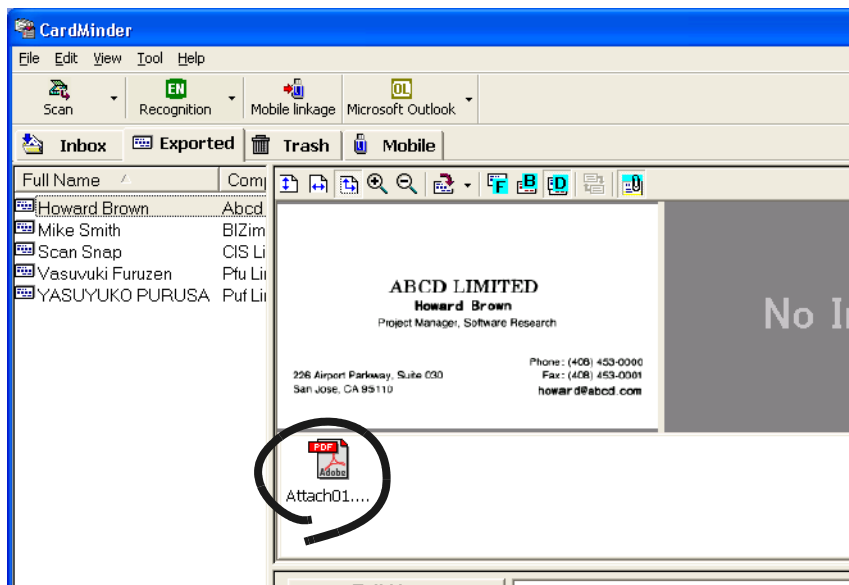

or

⇒ The [Open] window appears.

4

Business Card Data Handling

3. Select a file to attach and then click the [Open] button.

⇒ The selected file is displayed on the Attachment View.

4

Business Card Data Handling

- You can also drag and drop files onto Attachment View to attach to the business card data.
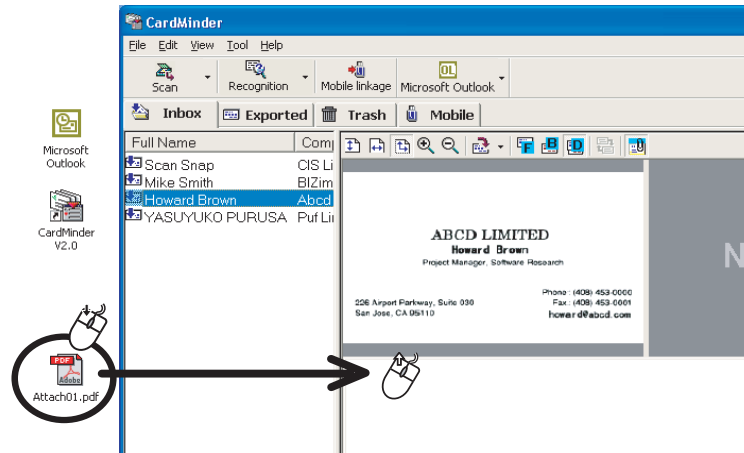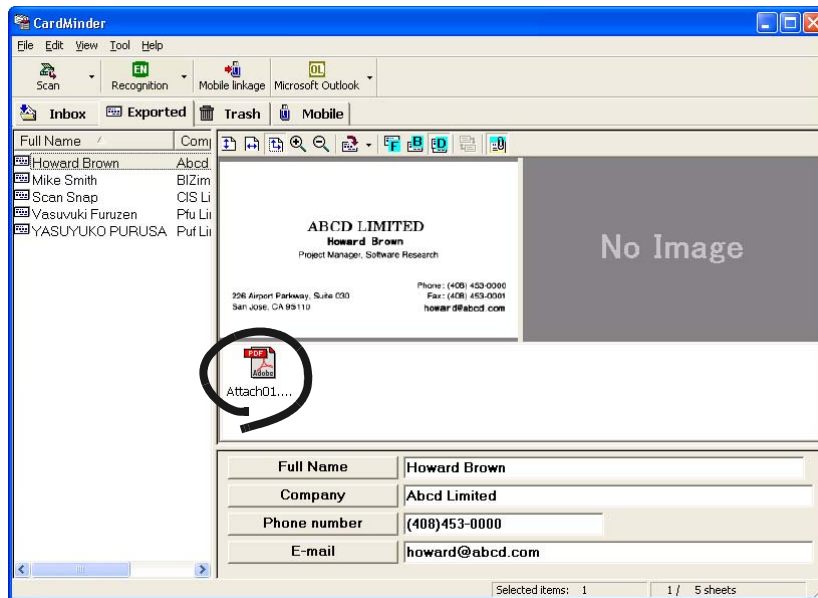

- You cannot attach any folders to the Attachment View.
- Up to 100 files can be attached.

■ Opening the attached file

Double click the icon of the attached file on Attachment View.

⇒ The application linked to the file starts running automatically and the file will be opened.

4

Business Card Data Handling

■ **Deleting the attached file**

1. Select the file to be deleted on the Attachment View.

2. From the [Edit] menu, select [Attached file] -> [Delete], or right-click on the file in the Attachment View and then select [Delete].

⇒ The attached file selected is deleted from the Attachment View.

HINT

You can also delete attached files by doing the following.
- Press the [Delete] key on your keyboard.

4

Business Card Data Handling

4.9 Viewing the business card data on other PCs

You can copy the business card data and the viewer software to a removable media for viewing or searching on other personal computers.

Follow the procedure below to make copies on removable media such as MO (Magnetooptical disk) and USB memory.
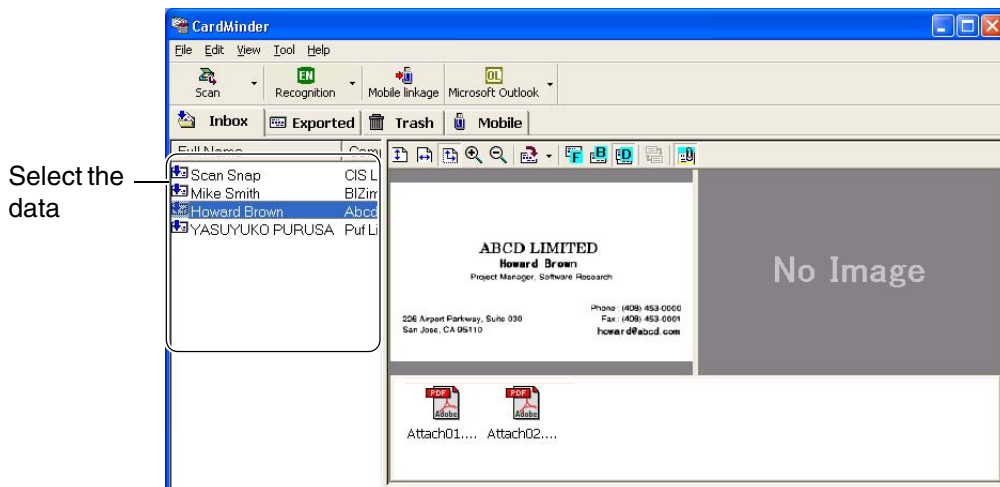
■ Select the data to copy

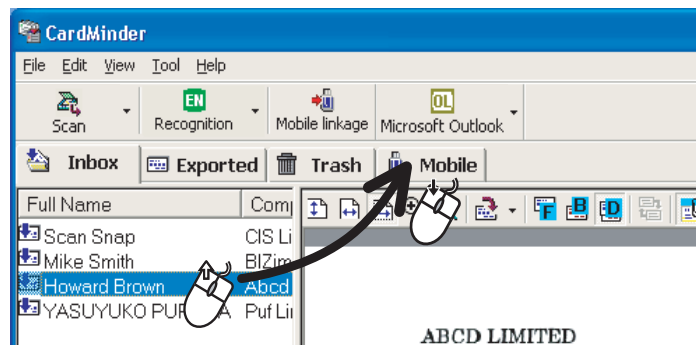1. Start CardMinder and select the [Inbox] or [Exported] tab.
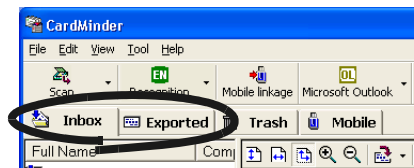
2. Select the data to copy.

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

Select the data

3. Drag and drop the data onto the [Mobile] tab.

4

Business Card Data Handling

> **HINT**
> - Data in the [Inbox] tab and data in the [Exported] tab cannot be copied at one time. First, copy one of the tab's data into a removable media, then copy the data of the other tab.
> - Dragging and dropping the data into the [Mobile] tab does not move the original data. Data in the [Mobile] tab is the link of the original business card data in the [Inbox] and/or [Exported] tabs.
> - Data in the [Mobile] tab is the link of the original business card data in the [Inbox] and/or [Exported] tabs. Therefore, the data stored in the [Mobile] tab will automatically be updated when the original data is modified. When the original data is deleted from the [Trash] tab, the link remains in the [Mobile] tab; when the [Trash] tab is emptied, the link is finally deleted from the [Mobile] tab.

■ Copying the business card data to removable media

1. Start CardMinder and select the [Mobile] tab.
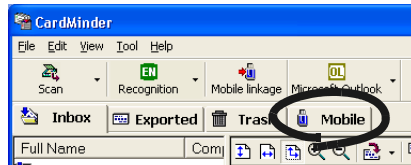
2. Set the removable media to your personal computer.

> **HINT**
> - Removable media is used to save data, and it can be connected to or disconnected from the personal computer as needed. Magneto-optic disks, Flash memory devices (for USB interface, etc.) can be used for this function.
>   (* CD-R/RW, DVD-R/RW cannot be used.)
> - Removable media larger than 64MB is recommended.
>   (At least 8MB of memory is required as the space for the business card data and its viewer application.)
> - Floppy disks do not have enough space for using this function.

3. From the [File] menu, select [Mobile linkage] or click the [Mobile linkage] icon.
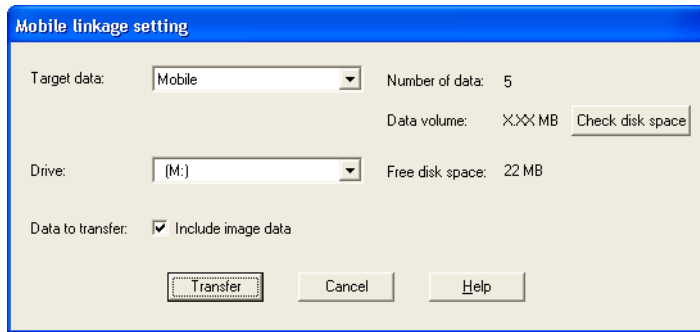

or

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Business Card Data Handling
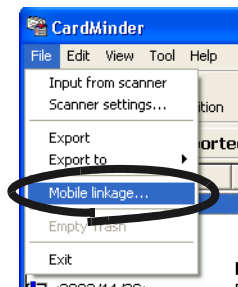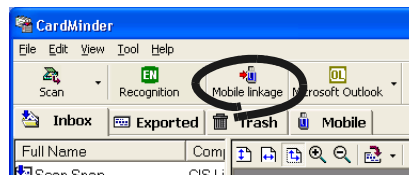
⇒ The [Mobile linkage setting] window appears.

4. Configure the settings on the [Mobile linkage setting] window.

Target data:
Select [Entire data], [Inbox], [Exported], or [Mobile], where the data you want to select is stored. All the business card data in the specified tab is copied to the removable media specified by following the procedures below.
Select [Mobile] to copy the data of the [Mobile] tab.

HINT
When any files exist in the [Mobile] tab, the default setting is "Mobile."
When no file exist in the [Mobile] tab, the default setting is "Entire data."

Drive:
Select the drive to which the selected data will be copied. Click the [▼] button to show the list, and then choose the available removable media.

Data to transfer:
Specify whether or not to include business card images in the data to copy.

HINT
• File size will increase when graphic data of business card is included. When there is not enough space on the removable media, unmark this [Include image data] checkbox.
• The attached files of the business card data will not be copied.

Number of data:
Indicates how many business card data are selected.

Data volume:
When the [Check disk space] button is clicked, the size of currently selected business card data is presented.

[Check disk space]
The selected business card data size is calculated, and it is displayed on [Data volume:].

4

Business Card Data Handling

Free disk space:
Indicates free space in the removable media in the selected drive.
When the [Check disk space] button is clicked, free space in the removable media is presented, calculating it based on the size of currently selected business card data.

5. Click the [Transfer] button.
    ⇒ The copying of the selected business card data is started.

6. When copying operation is completed, a confirmation message will appear.
    Click the [OK] button.

7. Remove the removable media from your personal computer.

4

Business Card Data Handling

■ Utilizing the business card data on removable media

1. Connect the removable media to a personal computer.

2. From the [Start] menu, select [My Computer].

3. Select the removable media.

4. Double-click the [⚙ BzCardViewer.exe] icon.

⇒ The [CardMinder Mobile Viewer] window will be displayed.

Image Toolbar
Shows the buttons used to adjust the image display in the Image View.
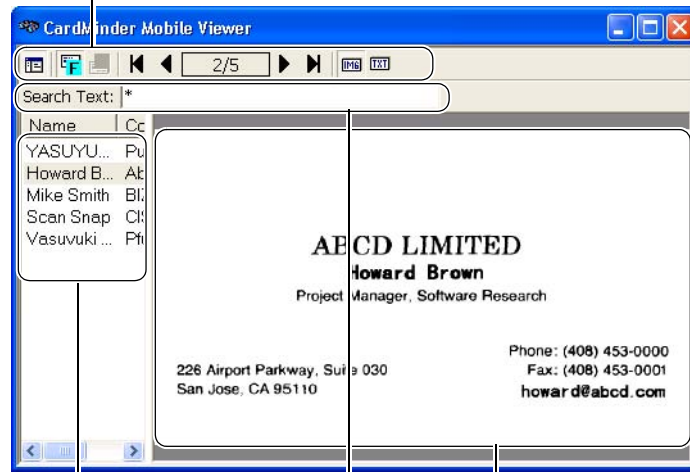
Data List View
Shows the list of searched data.
This window is not displayed if
the searching result contains
only one business card.

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

Search tex:
Enter keywords for searching business card data.

4

Business Card Data Handling

Icon / Display		Function
Image toolbar	🔲	Displays or hides the Data List View.
	🅵	Displays the front side image of the business card.
	🅱	Displays the back side image of the business card. If no back side image exists, this icon is disabled..
	◀	Previous business card is shown.
	▶	Next business card is shown.
Image toolbar	⏮	Displays the first business card data
	⏭	Displays the last business card data
	IMG	Displays image data of the business card. This button is only enabled when the "Include image data" checkbox is marked on the "Mobile Linkage Setting."
	TXT	Displays the character data of the business card.

5. Enter keywords in [Search text:] to start searching business card data.

⇒ The business cards will be displayed as search results.

- -

HINT

- You can use the following characters in the [Search Text] field.
  - You can use wildcard characters "*" and/or "?"
  - You can do AND-search by using one-byte space instead of "AND."
  - You cannot use the characters in the following parentheses in the search term. (\, /, :, *, ?, ", <, >)
    These characters, if used, will be converted to a wildcard character "?" automatically for searching the search term.
- You can search for all data including the search term you enter. Both the Name and Company on the business card are targeted for searching, and the results will be either Name(s) or Company(-ies) that matches your search term.
- Search targets are the data in the [BzCardViewr] folder.

- -

4

Business Card Data Handling

■ **Deleting data from removable media**

1. Connect the removable media to a personal computer.

2. From the [Start] menu, select [My Computer].

3. Select the removable media.

4. Delete the following files and folder.
Files: BzCardViewer.exe, autorun.inf
Folder: [BzCardViewer] folder

4

Business Card Data Handling

4.10 Sending e-mail

If a e-mail address is written on the business card scanned with CardMinder, you can send e-mail to that address.
Follow the procedure below to send e-mail.

1. Select a person to whom you want to send e-mail from the data list of the business card.

Select data. —

. . . .
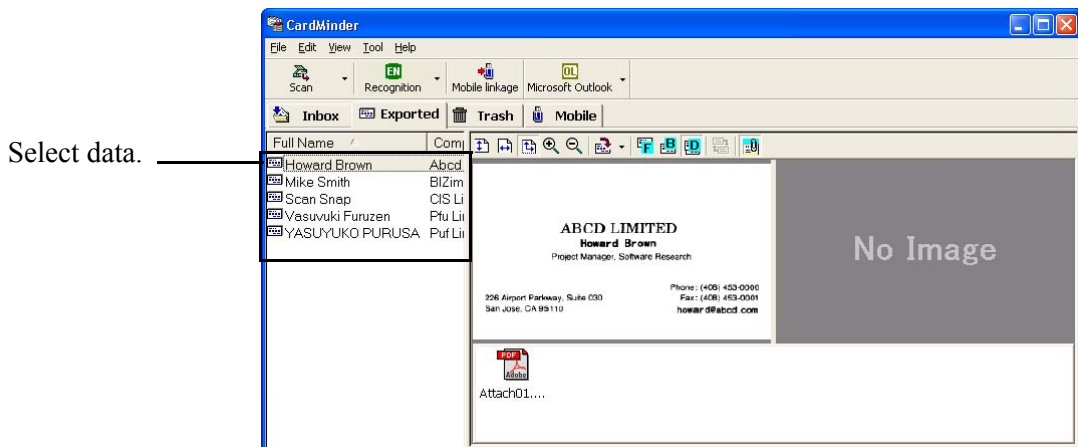
HINT   The e-mail address must be presented in the E-mail field.

. . . .

2. Select [Tool] on the menu bar -> [E-mail], or right-click on the data in the Data List View and select [E-mail].

    ⇒ The [New Message] window of the mailer (E-mail program) installed in your computer pops up.

. . . .

HINT   The mailer or the E-mail program that automatically used is the one specified in Microsoft Internet Explorer.
To specify an E-mail program in Microsoft Internet Explorer, select [Tools] -> [Internet Options] -> the [Programs] tab, and then select the desired program from the "E-mail" drop-down list.

. . . .

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Business Card Data Handling

4.11 Activating Web Browser

If URL (Uniform Resource Locator) or the web site address is written on the business card scanned with CardMinder, you can connect to the URL with the Web browser.
Follow the procedure below to activate the Web browser.

1. Select data including the web site address you want to connect to with the browser.

Select data.
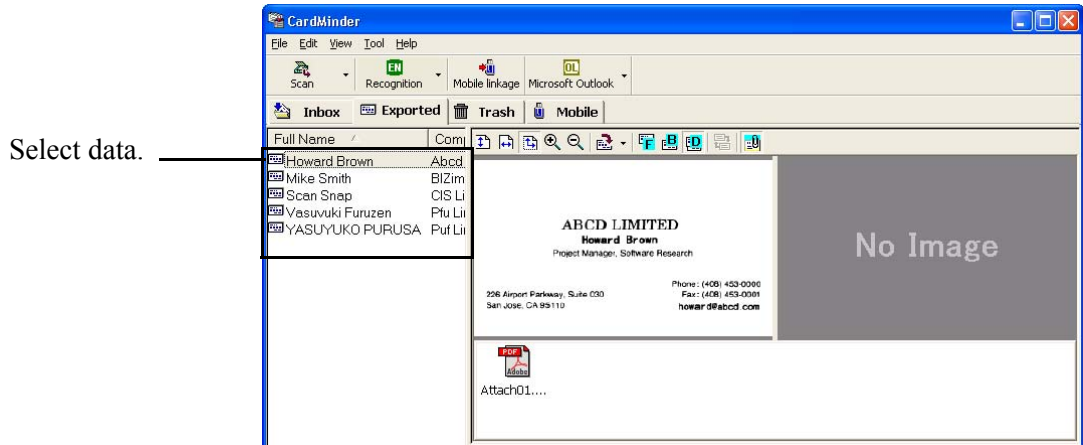
You have to enter the web site address in the "Web site address" field.

Full Name	Howard Brown
Company	Abcd Limited
Phone number	(408)453-0000
E-mail	howard@abcd.com
Web site address	http://www.abcd.com/

Selected items: 1   3 / 3 sheets

2. Select [Tool] on the menu bar -> [Web page browse], or right-click on the data in the Data List View and select [Web page browse].

⇒ The browser installed in your computer is activated and the page is displayed.

4

Business Card Data Handling

Chapter 5

Correction of Recognized Character Data

As the recognition cannot be perfect for all business cards, corrections may be needed for some recognized data. This chapter describes how to correct the recognition results.

Check the following before doing data correction:

- If the orientation of the characters in the front side is incorrect, correct the orientation by click-ing the Rotate icon 📇 ▾ as shown Section 1.4. Then try again.
- If the front side of the business card is shown on the right side (or lower side) of the Image View window, swap the images by clicking the Swap Images icon 🖼 and try the recognizing again (See Section 5.2).
- If photos or logos are very close to characters, incorrect recognition may occur. In this case, exclude the image area by using the rectangle selection method (Section 5.3 or 5.4), and try the recognition again.
- In the case other than those above, enter the correct character(s) manually.

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ATTENTION 🖐 Quality of character recognition depends on:
- Placement of the text on the business card
- Font size used for the text.
- Style of the used font.
- Condition of the business card.
- Other factors may also affect the recognition performance.

▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

5.1 Selection of language

The character recognition function of CardMinder supports English, German, French, Italian, Spanish, Chinese (Simplified/Traditional) and Japanese.
When selecting a language manually, select it following the procedure below before recognizing business cards.

1. Select [Tool] - [Recognition Language] or use the [Recognition] icon.

or
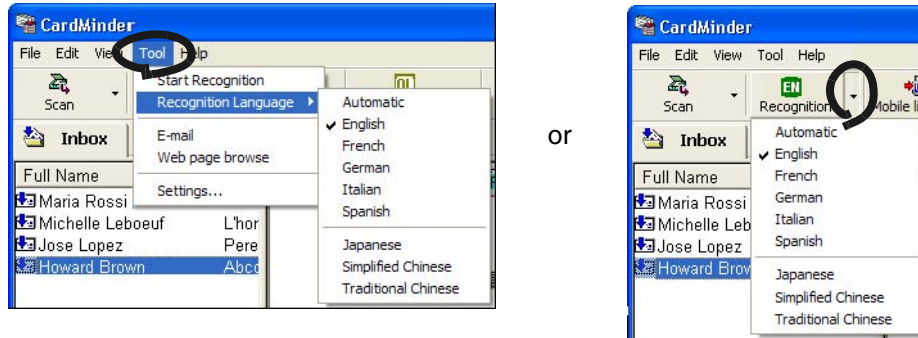
2. Select a language from the following window.
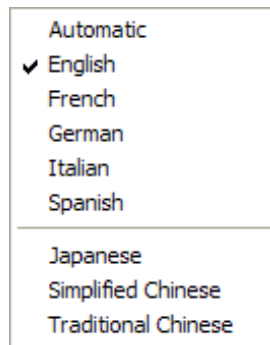
⇒ The selected language is marked and the setting is applied to the recognition.

HINT When "Automatic" is selected, CardMinder automatically selects a language from English, Germany, French, Italian and Spanish acceding to the scanned business card.

ATTENTION
- Business cards written in Chinese cannot be recognized with the scanner that supports the TWAIN driver.
- When CardMinder recognizes a Chinese business card, the ScanSnap needs to be ready to scan. Be sure the ScanSnap is powered on and the ScanSnap icon on the task bar is in the ready S state.

5

Correction of Recognized Character Data

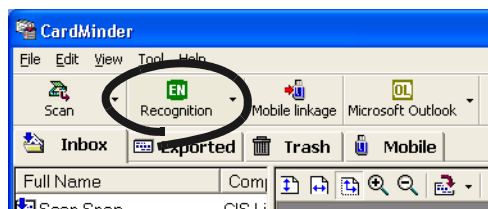# 5.2 Recognition of all characters at once

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

1. Select the items you wish to recognize from the [Inbox] tab.
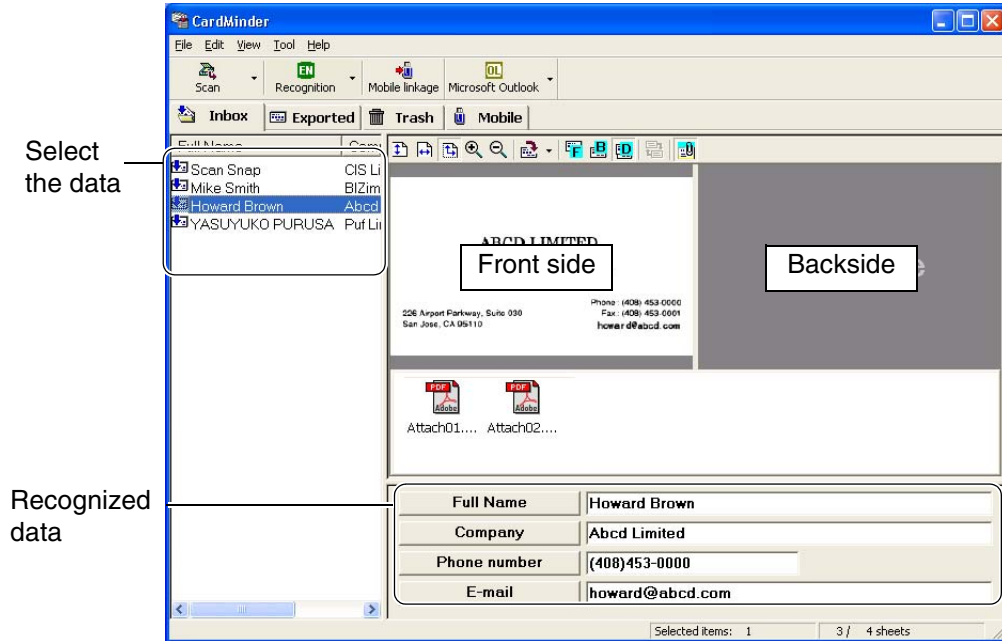
> **HINT** Only the front side image of the business card can be recognized.
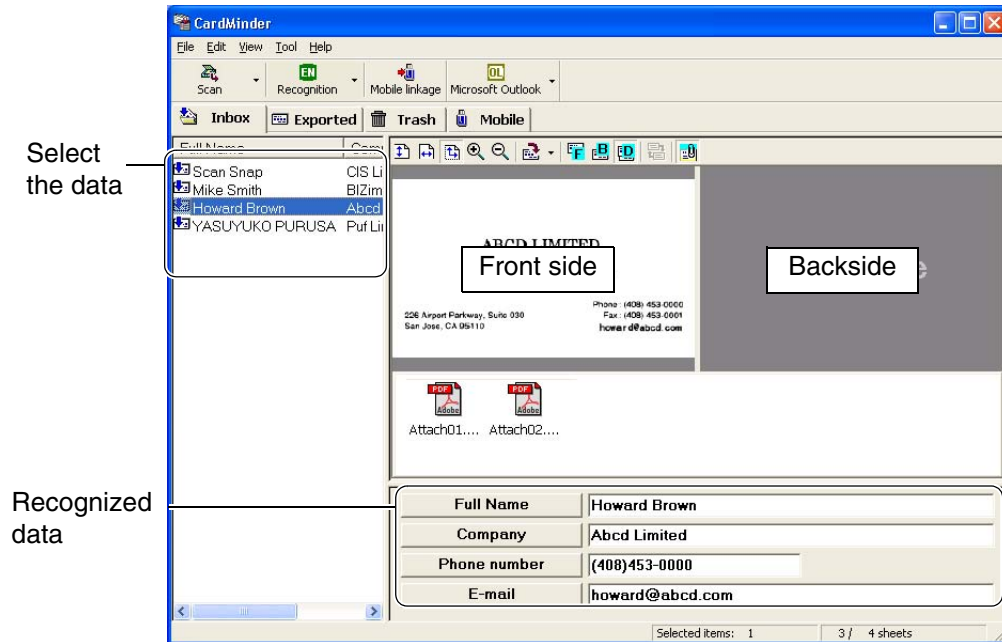
2. Click the [Recognition] icon on the toolbar.

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

5

Correction of Recognized Character Data

5.3   Recognition using Rectangle Selection

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

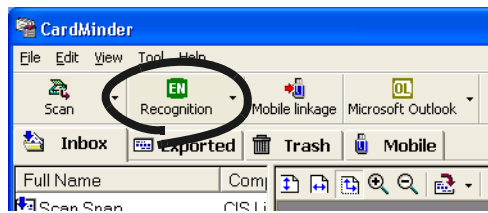1. Select the items that you wish to recognize from the [Inbox] tab.

| HINT | Only the selected area on the front or back side image of the business card can be recognized. |

2. Select the area to be recognized on the front side image of the business card by using your mouse as shown below.

3. Click the [Recognition] button on the toolbar.

⇒ All characters of the selected area are recognized. Old recognition data is replaced with the new data.

5

Correction of Recognized Character Data

5.4 Keyword Recognition using Rectangle Area Selection

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

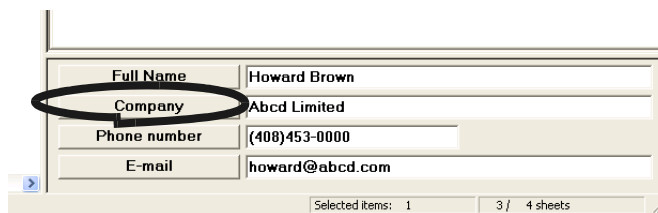1. Select the items you want to recognize from the [Inbox] tab.
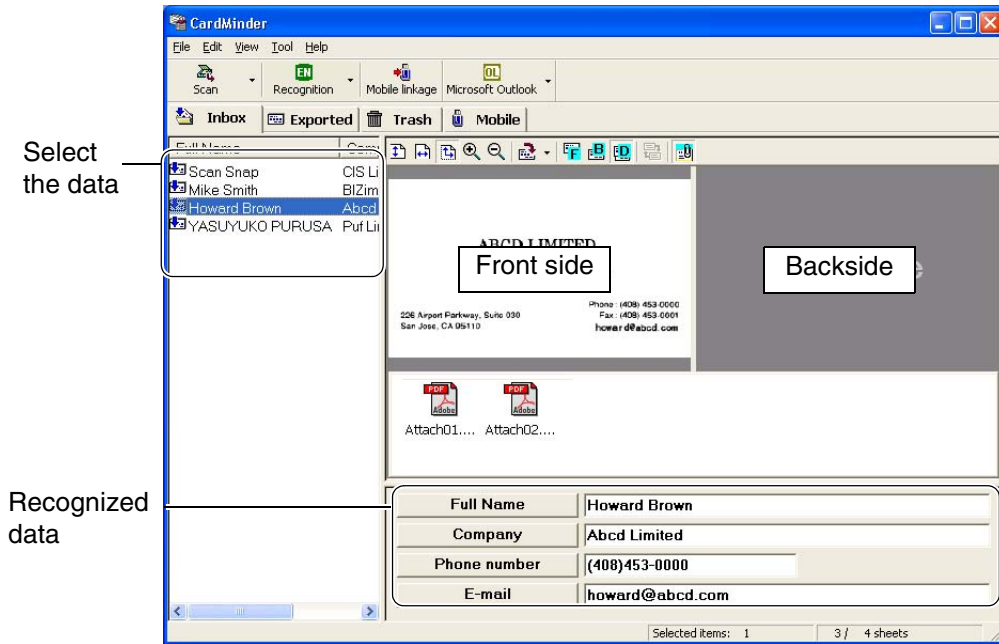
Select the data

Recognized data

HINT: Only the selected area on the front or back side image of the business card can be recognized.

---

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

5

Correction of Recognized Character Data

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

Full Name	Howard Brown
Company	Abcd Limited
Phone number	(408)453-0000
E-mail	howard@abcd.com

Selected items: 1   3 / 4 sheets

⇒ The recognized data is reflected to the selected item. Old recognition data is replaced with the new one.

● ●

HINT

Data in fields other than [Company] can be corrected using the method above.
Correctable Items are:
[Full Name], [Company], [Department], [Job title], [ZIP/Postal codes], [Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web site address], and [Memo].
You can use up to 60 two-byte characters or 120 one-byte characters in [Memo].

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5

Correction of Recognized Character Data

5.5   Data Correction by Manual Entry

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

1. Select the items you wish to correct from the [Inbox] tab.
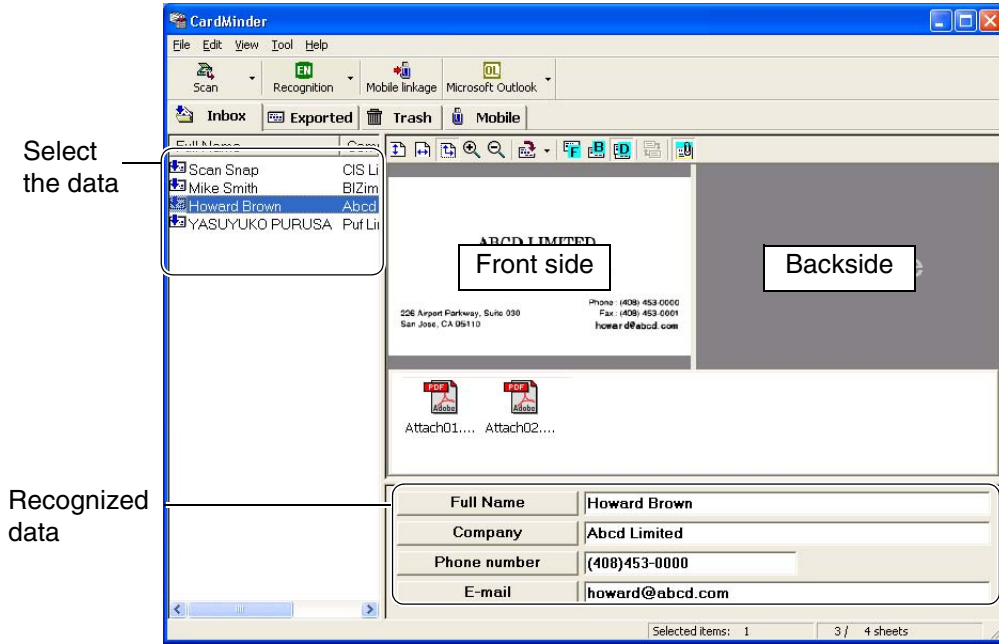
2. Click on the text you wish to correct.
    Following shows an example of the correction of [Full Name].
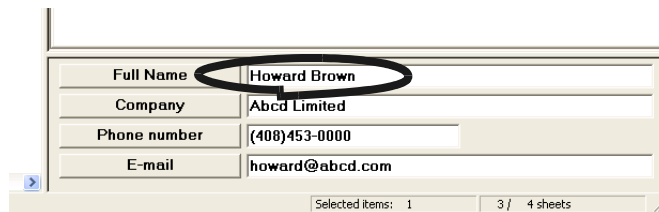
    ⇒ A cursor appears in the selected column.

3. Enter the correct name in the field [Full Name] manually.

HINT
*   Columns other than [Full Name] can be corrected using a similar method.
    Correctable Item
*   [Full Name], [Company], [Department], [Job title], [ZIP/Postal codes], [Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web site address], [Memo]

5

Correction of Recognized Character Data

Chapter 6

Setting Preferences

This chapter describes how to set CardMinder preferences.

6

6.1　General settings of CardMinder

The general settings of CardMinder described in this chapter are as follows:
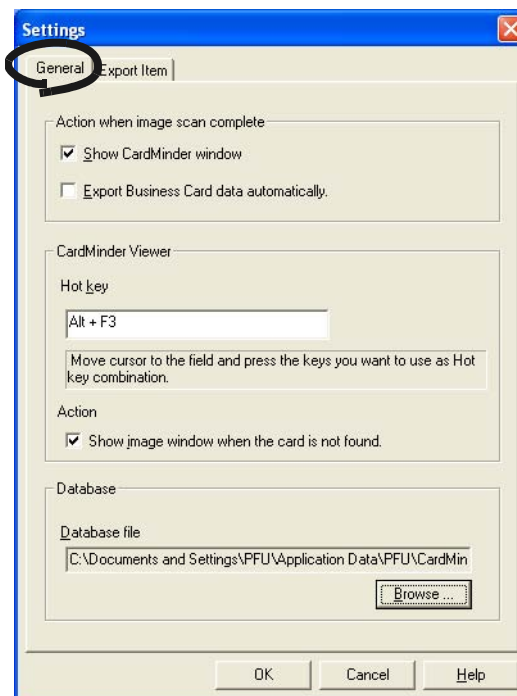
- Action when image scan complete
- CardMinder Viewer
- Database file (specifying the database file of CardMinder)

1. Select [Tool] on the menu bar -> [Settings].
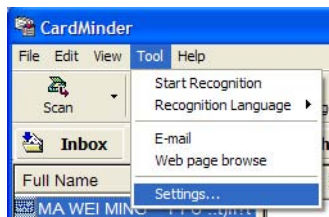
   ⇒ The [Settings] window will appear.

2. Select the [General] tab.
   You can configure various settings on this tab.

   Action when image scan is complete
   - Show CardMinder window
     Display the Main window and recognition result after the [SCAN] button is pressed on ScanSnap.

6

Setting Preferences

- Export Business Card data automatically

The recognized data is added to the database of CardMinder, and, at the same time, Card-Minder is linked with another application to which data is exported. The wrong names of persons or companies can be accidentally stored in your database. This method is not recommended unless you check that the correct data is stored.

On the Main window, by selecting [File] on the menu bar and [Export to] from the [File] menu, you can see which application is linked with CardMinder on the submenu. The currently selected application is marked.

CardMinder Viewer

- Hot key

You use the hot key when performing automatic search with a keyword selected. To set a hot key, on your keyboard, press the key that you want to use as the hot key.

You can designate the key from [A] to [Z], [0] to [9], and [F2] to [F12]. Also, such key(s) as [Ctrl], [Shift], and [Alt] have to be followed by those keys.

Do not use the combinations of hot keys that are used for Windows as standard, such as [Alt] + [F4].

For example, the following combinations can be used:

    [Ctrl]+[A], [Shift]+[Alt]+[0], [Ctrl]+[Shift]+[Alt]+[F2]

The combinations below and similar cannot be set as the hot key.

    [9]+[F12], [Ctrl]+[Shift]

- Action

[Show image window when the card is not found] checkbox is marked by default. While it is checked, the CardMinder Viewer window becomes active even if there is no matching data. In this case no image of the business card is shown, but you can continue searching, entering a keyword in the [Search Text] box.

While the checkbox is cleared, the CardMinder Viewer window will not be opened if there is no results.

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] window.

By 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,

If the operating system is Windows XP or Windows 2000

      C:\Documents and Settings\<- Log-in User name->\Application Data\PFU\Card-Minder\ENTRY\ENTRYDB.BID

      <- Log-in User name-> is defined according to the current user.

If the operating system is Windows 98 or Windows Me

      C:\Program files\Application Data\PFU\CardMinder\ENTRY\ ENTRYDB.BID

You do not have to change the folder to save the database under normal circumstances.

However, if there is not enough space in the C: drive, change this setting to save the data in another drive.

6

Setting Preferences

HINT

- To make a backup copy of the database in CardMinder, exit CardMinder and then copy the following file and folder to the folder designated to store the "Database file" as described above.
  File to be copied: **ENTRYDB.BID**
 Folder to be copied: **[ENTRYDB] folder**
- Uninstalling CardMinder does not delete its database. However, it is recommended to make backup copies on a routine basis.

6

Setting Preferences

6.2   Export item settings

The Export item settings described in this section are linked with the following settings.

- ●Settings of Recognition Result/Correction View
  Export items checked on the [Settings] window are displayed on the Recognition Result/Correction View.

- ●Settings of data items to be exported to another application linked with CardMinder.
  The data of export items checked on the [Settings] window are exported to another application.

1. In the Main window, Select [Tool] on the menu bar -> [Settings].
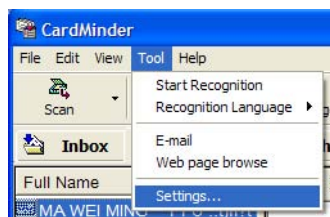
⇒ The [Settings] window appears.

2. Select the [Export Item] tab, and then mark the items you wish to export.
   Clicking the [Default] button resets the settings to the default.
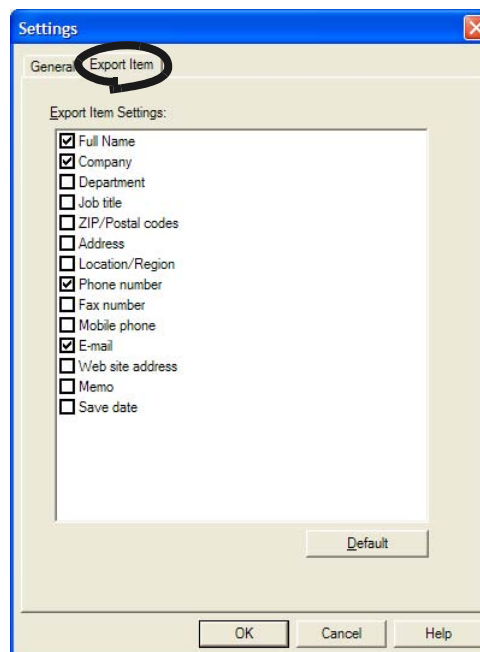
- • The items [Memo] and [Save date] are displayed in the Main window, but they will not be exported.
- • The default items [Full Name], [Company], [Phone number] and [E-mail] cannot be unchecked.

6

Setting Preferences

Updating CardMinder Online

In this chapter, how to update CardMinder online is described.

In an effort to improve the usability and functionality of CardMinder, program updates are carried out timely.

On the Main window, CardMinder can check if the latest program (Update Pack) is available and update the program.

ATTENTION

- When updating, it is essential that Internet Explorer 5.5 or later is installed in a system which can access the Internet.
- For Windows XP or Windows 2000, you must logon as an administrator.

HINT

We recommend that you update your program on a regular basis.

When updating CardMinder, follow the instructions below.

1. On the [Help] menu, select [Online Update].
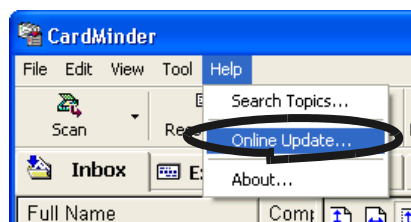
⇒ A message window to confirm whether or not to update CardMinder online appears.

2. Click the [Yes] button.
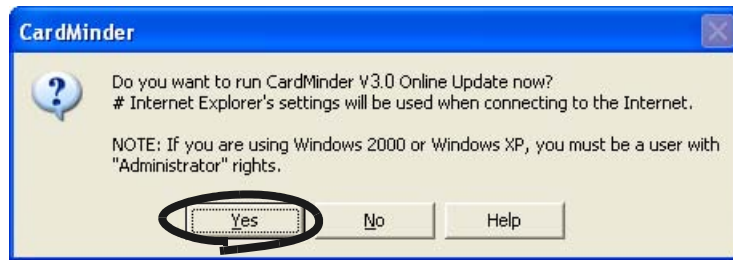
⇒ If the latest Update program is available, a message window that asks you whether you want to download and install the program online appears.

ATTENTION After an online update interruption, if you retry the online update immediately, a message "File downloading has failed" appears and the operation may not be possible. This is because it takes some time to delete the half-downloaded file.
Wait for a while and retry the online update.

HINT In the case where the latest update is already installed, the message below appears.
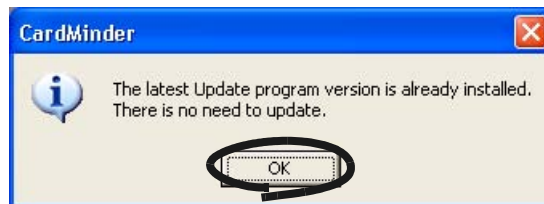
Click the [OK] button to close the message.

3. Click the [Yes] button.
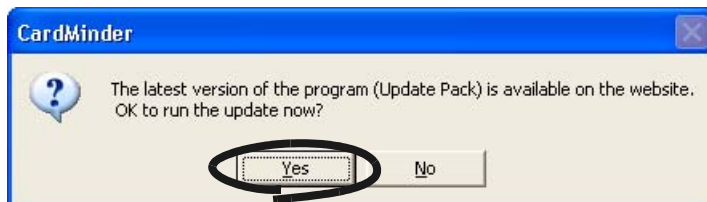
⇒ The program download starts, and the confirmation window appears when it completes.

7

Updating CardMinder Online

4. Click the [Install] button.

HINT
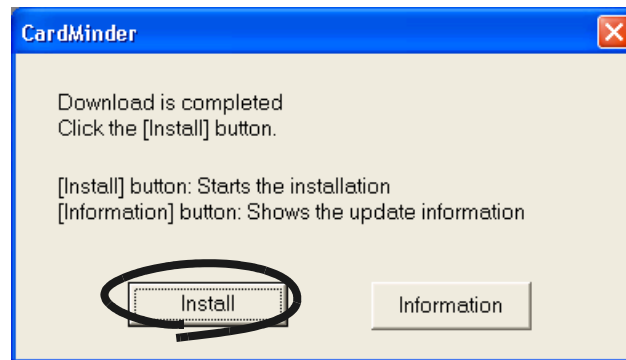
When you click the [Information] button, Microsoft Internet Explorer 5.5 or later opens and information about the latest update for CardMinder appears.

⇒ Installation starts, and the "Welcome to InstallShield Wizard for CardMinder" window appears.

Follow the instructions on the screen to install.

Troubleshooting

8

This chapter describes the troubleshooting.

No	Phenomena	Recommendation
1	Scanning does not start	⟹ Check the following items **When using ScanSnap** • Is ScanSnap Manager installed correctly? Refer to Getting Started of ScanSnap and install the ScanSnap Manager correctly. • Is the ScanSnap icon on task bar shown as 🌐 ? If so, set ScanSnap Manager by referring to the ScanSnap Operator's Guide, so that the icon of ScanSnap Manager changes to ⓢ . • Is the [ScanSnap Manager...] window opened? Scanning is disabled when the window [ScanSnap Manager...] is opened. Close the window. • Is the scanner supported by ScanSnap? CardMinder does not support the scanning by scanners other than specified by ScanSnap. **When using a TWAIN scanner** • Is the scanner driver installed correctly? Refer to the scanner manual. • Does the TWAIN scanner driver window remain on the screen? Close the TWAIN scanner driver window and then scan. • Is the scanner TWAIN-compliant? CardMinder is not compatible with scanners other than ScanSnap and TWAIN-compliant scanners.
2	The scanned business card image is not displayed on the window.	⟹ Did you scan the business card with the front side (the name is printed on) toward the ADF paper chute? Follow the instructions in the scanner manual to set the card properly.

No	Phenomena	Recommendation
3	The image is scanned, but Full Name or Company does not appear or appear incorrectly on the Main window.	⇒ Check the following items. • Is the image of the characters aligned horizontally? If not, correct the direction of the business card image by pressing ⬛▾ , and press ⬛ Recognition on the toolbar. • Are the front and back sides of the image switched? The name should appear on the front side. Swap the front and back side images of the business card by clicking ⬛ and pressing ⬛ Recognition on the toolbar. (See Section 1.4 for button functions) Otherwise, try recognition again by referring to Section 5.1.
4	The recognition of images is not correct.	⇒ Check the following • Do the characters and image contact with each other or aren't they too close to each other? Such characters cannot be recognized. Correct the data manually. (See Section 5.5.) Sales Division Quality Control Section Manger — Hideaki Imai • Is the color of the characters white and the background dark? Those characters cannot be recognized. Correct the data manually. (See Section 5.5.) Sales Division Quality Control Seciton Mnager — Hideaki Imai • Are several phone numbers printed together as shown in the example? These phone numbers cannot be recognized. Please correct the data manually. (See Section 5.5.) 1-17 Marunouchi Chiyoda-ku, Tokyo TEL: (03) 1234 ⌐Direct: 5678 ⌐Main: 1111
5	The items you wish to recognize do not appear on the window.	⇒ Select [Tool] on the menu bar -> [Settings] in the Main window. Then select the [Export Item] tab. Add the check mark next to the item you wish to recognize and export. (See Section 6.2.)
6	The original file is not modified even if the file attached to the business card data is modified.	⇒ When attached files are included in the business card data, they are copied and added to the database of CardMinder. Therefore, modifications made on the original file do not affect the attached file.

No	Phenomena	Recommendation

7	Characters on the scanned business card is not text-recognized correctly.	⇒ Verify the following:
		
		• Aren't many handwritten characters on the card?
		  If there are many handwritten characters on the card, the card is prone to incorrect recognition. Recognize each item separately using the [Recognition] button after selecting the incorrectly scanned part. Otherwise, correct the characters by directly typing in with the keyboard.
		• Aren't the background or the patterns overlapped?
		  If the background or patterns overlap with the name or the address on the business card, the card is prone to incorrect recognition. Recognize each item separately using the [Recognition] button after selecting the incorrectly scanned part. Otherwise, correct the characters by directly typing in with the keyboard.

8

Troubleshooting

INDEX

CardMinder™ User's Guide

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