

# **PenPower WorldCard Mac User Manual**

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

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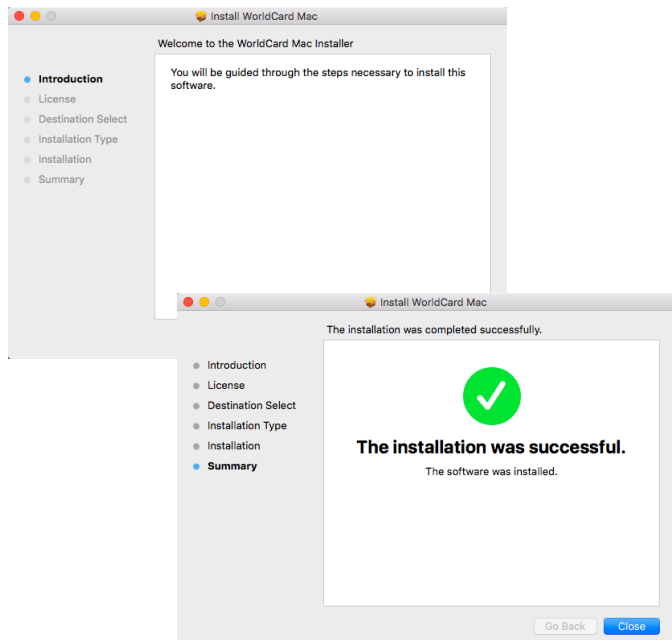
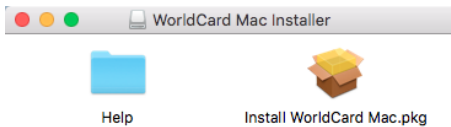
# Chapter 1 Getting Started

## 1.1 Software Installation

Step1: Insert the software CD.

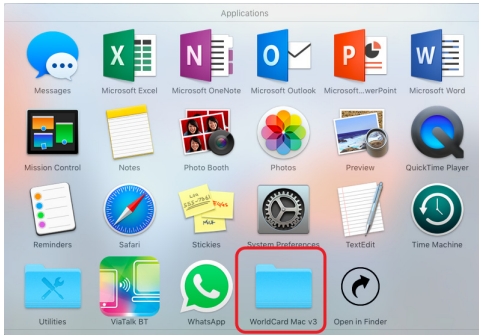
*Note: If you don't have CD-ROM drive, or you lost your CD-ROM disc, please go to Pen-Power's website (<http://www.penpower.net>) and choose your country/ region site to download the software.*

Step2: Click [Install WorldCard Mac], follow the instructions to install WorldCard Mac software.



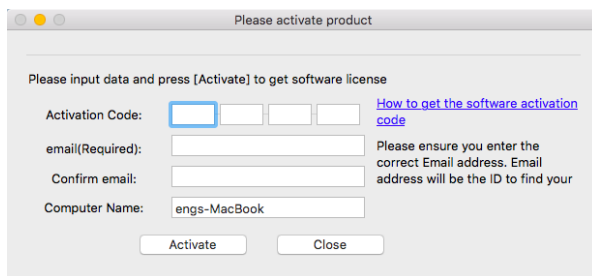
## 1.2 Launch WorldCard Mac

After installation, you may find WorldCard Mac folder under Applications. Double click to open the folder, and click [WorldCard Mac] to run.



## 1.3 Software Activation

You can find an activation code in the package. Please activate the software with this Mac version activation code to obtain a license. Enter the activation code and required information, and then you can start to use WorldCard Mac.



### How to get the software activation code

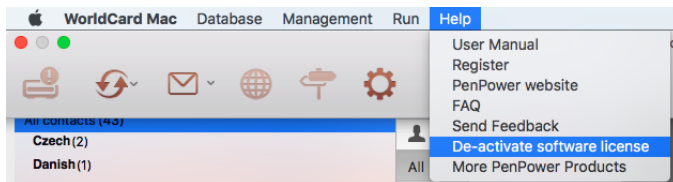
Please click [How to get the software activation code](#) if you did not find the activation code in the package, or forgot your activation code, or want to buy more activation codes.



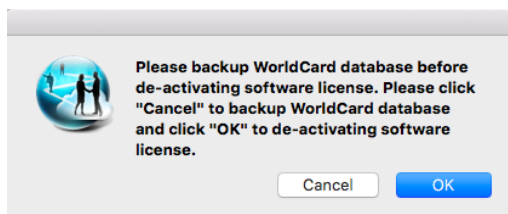
## 1.4 Software Deactivation

When you need to transfer the license to another computer, you have to deactivate from the current computer first, and then you will be able to use the same code to activate on the new computer.

1. Please click [Help] / [Deactivate Software License] when you need to transfer the software license.



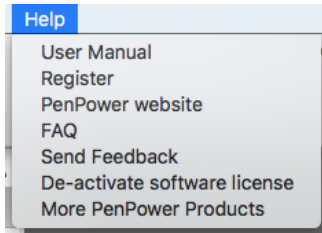
2. At this time, the software will remind you to backup card information, if you click [No], the backup window will appear for you to backup; if you don't need to backup, just click [Yes] to open the deactivate web page, please enter the activation code and follow the instruction to deactivate.



## 1.5 Online help

WorldCard Mac provides excellent online help info:

1. Click [Help/User Manual] to find the user manual.



2. If you have some problem in using WorldCard Mac, you can refer to [Help/FAQ] to eliminate your problems or click [Help/About/customer mail box] to email problem descriptions or your opinions to PenPower Customer Service. It will launch your email software and fill in related environment information in the email to help us to fix your problems.

3. Click [Help/Register] to register for receiving the warranty service.

## Chapter 2 Add Contacts

### 2.1 Using scanner

#### 2.1.1 Scan the Card to Add Contacts

WorldCard Mac works with WorldCard scanner. About how to operate the scanner, please refer to the following explanations.



Please plug the USB connector of the scanner into the USB port on the computer. Put the card into the scanner with the text facing up, the light will continually blink during scanning. When the light stops blinking, you can proceed to scan the back of the card. Or just click [Skip Back] and continue to scan the next card.


**Tip:** Click [Preference]/ [Scan Option] to set the recognition language or other settings.

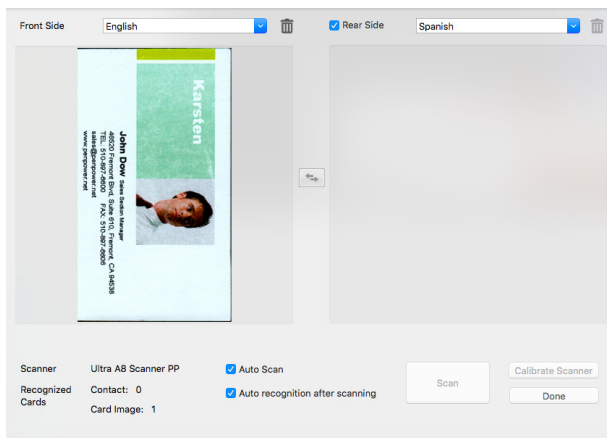


**Before using, please open the card scanner, then put the business card. When not in use, you can close the cards scanner to prevent dust to scratches the sensing element.**



## 2.1.2 Add Contacts via the Scan Wizard

You can scan the card via the Scan Wizard. WorldCard Mac will recognize the text on the card to transform your cards into digital data.

Click  on the regular bar and select the front side recognition language of the card, if you'd like to scan the back of the card, please check [Rear Side] and select the back side recognition language of the card. Start to scan the front side and then the back side of the card. Click [Finish] and you will see the contacts you just scanned showing in the contact list.



### Tips:

1. **Auto Scan:** When you open the scan wizard you can begin to scan the card immediately, it will automatically recognize the card after scanning. If [Auto Scan] is unchecked, you need to trigger the scanner by clicking the [Scan] button.
2. **Auto recognition after scanning:** It will automatically recognize the card after scanning. When [Auto recognition after scanning] is unchecked, you can review the image to see if it's clear or not. If it's unclear, you can scan again and then click [Finish], the application will recognize your card.
3. If you don't like the card image, you can click  to delete it.
4. You can click  in the middle to exchange the front side and the back side of the card.
5. You can also execute [Run]/ [Scan] to open the scan wizard.

### **2.1.3 Calibration**

Click [Run]/ [Calibrate Scanner] to calibrate the scanner to eliminate unclear image or inaccurate color. Place the calibration card with the blank face down, and follow the arrow to insert the calibration card.

## **2.2 Add Contact Manually**

On the main screen, click [Management] / [Contact] / [Add a Contact - Manually] to add a contact manually. A blank Editing Page will be opened. You can add contact information into the empty fields.

## **2.3 Add Contact from Same Company**

When you want to add a contact who is from the same company as another contact, you can first select the existing contact and then click [Management] / [Contact] / [Add a Contact - From Same Company]. The company name, address, phone number, fax number and website link will already be filled in. You only need to fill in other personal information.

## **2.4 Shift from WorldCard Mac v2.3 to v3**

Through the WorldCard Data Exchange File (\*.wxf), you can move contacts from WorldCard Mac v2.3 to WorldCard Mac v3 and manage contacts in WorldCard Mac v3.

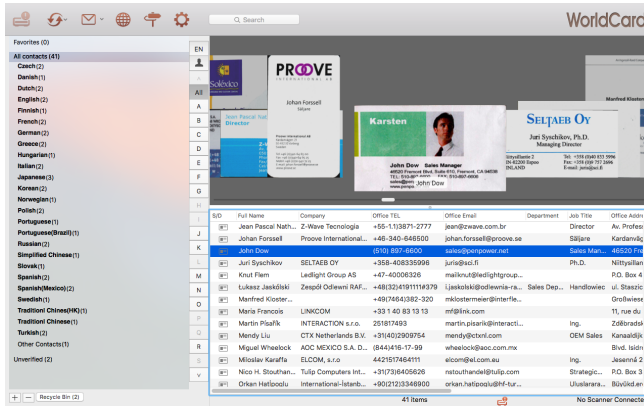
### **Export Contacts as a wxf file from WorldCard Mac v2.3**

1. Execute [File]/ [Export] in WorldCard Mac v2.3, select [WorldCard Data Exchange File (\*.wxf)] from the [Export Wizard] and click [Next].
2. Select which cards you'd like to export.
3. Click [Browse] to select where you'd like to save the .wxf file and input the file name, then click [OK] to export.
4. After exporting is completed, click [Finish] to close Export Wizard.

About how to import the wxf file into WorldCard Mac v3, please refer to chapter 6.2.

# Chapter 3 Edit Contacts

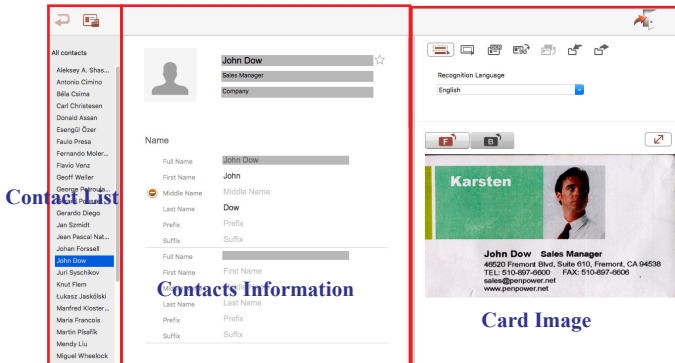
If you'd like to fill in more information or modify the recognition result, you can choose a contact on the main screen and double-click to open the edit window.




**Tip:** Click [Management]/[Contact] in the drop-down main menu, you can merge two contacts into one, or divide one contact into two contacts.




## 3.1 Editing Page

The editing page is divided into three regions: [Contact List], [Contact Information] and [Card image].






Click [Contact] / [Add a Contact - manually], you can create a new contact in this group. To add a contact who is in the same company, please click  or [Contact]/[Add a Contact - from the same company], the application will add a new contact with the company name, address, phone number automatically filled in.

Click  after modification to exist the editing page, it will automatically save what you edited. If you'd like to undo what you edited, please click  or click [Edit]/[Undo]. Click [Contact]/ [Add a Contact - Manually] to add a contact by yourself in the group. Click  to save manually.

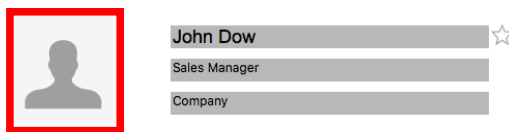
### 3.1.1 Contact List


The contact list shows you contacts in the same group to let you quickly switch between contacts. When you click another contact, it will automatically save the modified contact. If you'd like to modify again, please click  before switch to another contact.

### 3.1.2 Edit the Contact

In the contact information area, you can modify any columns you want, and there are also other functions:



**Add a Photo:** Click the photo icon next to the name column. To change or delete the photo, click the photo again.



**Arrange the column order:** If there are more than one name or company information, click  to arrange the order.

**Change how the address displays:** Click the drop-down menu of the address column to choose different format for address display.




**Using the contact information:** If there's an icon showing next to the column, you can click the icon to call or send the email to the contact. You can also link to the contact's website.


**Favorites:** In the card image area, you can click  to add the contact into the [Favorites] group. Click  again to remove the contact from the [Favorites] group.

### 3.1.3 Edit the Card Image

If the contact has a card image, you can see it in the right down corner of the edit page. You can execute functions below:

Click  and  to view the front and back side of the card.

Click  to expand the card image, click  to zoom in and click  to zoom out the card image.


Click  to rotate the card image to 90 degrees.

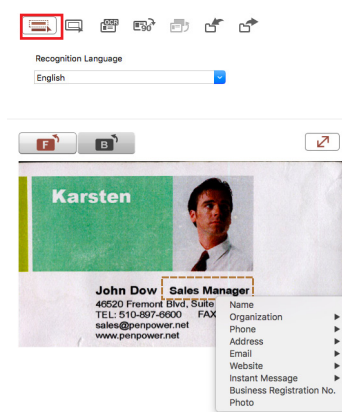
Click  to save the card image. If there's no card image, click  to add one.

Click  to exchange front and back side of the card.


For more functions, please refer the explanations below:

#### Recognizing Partial Content of a Card Entry

In some cases, the information of a business card may not be completely recognized. You may use the Partially Select and Recognize command of the Edit window. To select partially select and recognize, click this icon . After clicking the partially select and recognize, you can use the mouse to select the specific area that contains the correct data. After selecting the area, select the appropriate field for the information which has been highlighted.



#### Reframing Command


The reframing manually command  allows you to select a specific area of a business card to save. After the appropriate area is selected, a box will be drawn around the selected data. If the data selected to be modified is correct, click [Yes] in the dialog box. The data outside of the selection box will be cut off.



Please select the area to save, the rest will be removed.



### Recognizing Again

Select the appropriate language(s) for the front and/or back side of the card. Then, select the recognition language. You may then proceed with the recognize again command by clicking  or [Edit]/[Recognize]. If the card is double-sided, check [Both Sides] to recognize each side and click [OK]. Note that the card information will be cleared when you recognize the card again.



Language of Front Side

Language of Rear Side

Both Sides



## **3.2 Deleting/Restoring Contacts**

Right click on a contact and then select [Delete] from the pop-up menu if you want to delete the selected contact. The contact will be moved to [Recycle Bin] in the left down corner of the screen. The deleted contacts will also be moved to [Recycle Bin] during the sync process.

Click [Recycle Bin] button to view the contacts which have been deleted. You can delete the contacts permanently by right-clicking on the contacts and select [Delete] or restore the contacts by select [Undo].



## Chapter 4 Manage Groups

You can manage contacts by categorizing them into different groups. Each contact can be categorized into only one or more than one group.

### 4.1 Default Groups

WorldCard is designed with several default groups, including [All contacts], [Unverified], [Favorites], [Other Contacts] and [Google's Default Groups]. These default groups can't be deleted or renamed.

**Unverified:** Contacts that have not been manually checked are automatically categorized into this group.

**Favorites:** You can click , located above the card image, to add the contact into the [Favorites] group. Click  again to remove the contact from the group.

**Other Contacts:** A contact without any group information is automatically categorized in the [Other Contacts] group.

**Google Default Groups:** After synchronizing with Google, Google's default groups, such as My Contacts, Family, Friends, and Coworkers, will be added as default groups.

### 4.2 Add New Group

1. To add a new group, you can click [Management] / [Group] / [New Group].
2. Type the group name in the Groups Pane on the main screen's left side.

**Note:** A new group cannot have the same name as an existing group

**Tip:** Click the  can also new a group.

#### 4.2.3 Delete Groups

Select the group you want to delete, and click [Management] / [Group] / [Delete group].

**Note:**

1. After you delete a group, if a contact in the deleted group also belongs to another group, then you can find the contact in the other group. If a contact in the deleted group doesn't

belong to any other group, then the contact will be move to the [Unfiled] group.

2. Click  at the lower left corner can delete the group, too.

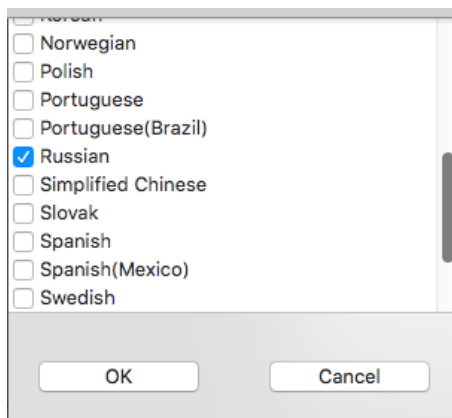
## 4.4 Change the Group Name

Click [Management]/ [Group]/ [Rename group], and enter the new name for this group.

*Note: The renamed group name can't be the same as the existed groups.*


## 4.5 Setting Groups for the Contact

To set groups for the contact, please select a contact, and execute [Management] / [Contact] / [Setting Group] or right-click and select [Setting Group], check the groups you'd like to set for the contact on the Group Management dialogue window, then click [OK].



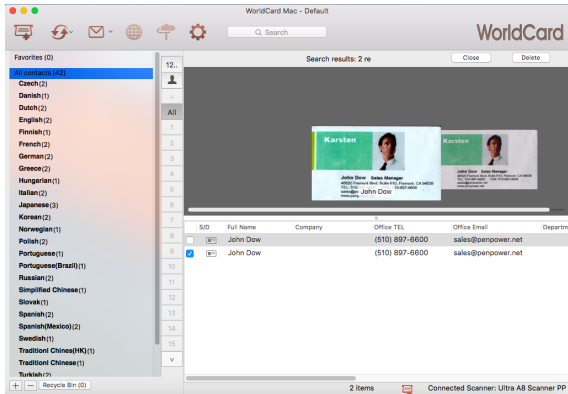
# Chapter 5 Search Contacts

## 5.1 Quick Search

You can conduct a quick search by entering a keyword into the search field  on the main screen and press [Enter]. Click  icon to clear the keyword, and click [Close] button to go back main screen.

## 5.2 Find Duplicates

Click [Run]/[Find Duplicates] or [Find Contacts of Same Name] to filter duplicates. If you wish to delete duplicates, click [Delete]. Only one contact will remain for each set of duplicated contacts. If you wish to manually choose which duplicated contacts to delete, right-click the contact and select [Delete]. Click [Close] on the top of the list to go back to the view.




## Chapter 6 Sync/Import/Export with Other Contact Management System

The functions of Import/Export/Sync help you to use the contact information in other applications.

For example, if you usually add information on WorldCard Mac, and only want to use these data in Outlook, then you can just export data from WorldCard Mac to Outlook; if you'd like to add/delete/edit information on both sides, then you can sync WorldCard Mac and Outlook to keep them updated.

### 6.1 Relevant Settings

Before syncing, you have to first connect to an account by inputting account ID and password. To do so, you can click [Settings] in the drop-down main menu, or click  on the Quick Tool Bar.

#### Gmail Contacts

**Set ID:** Click [Set up account] to enter your Google account and password. After the confirmation, you can start to sync your data with Gmail Contacts.

**Sync Record:** Once you synchronize, a relationship is established, the data on both sides will be the same every time you synchronize. For example, if you clear all the contacts in one side, next time synchronization will remove all the contacts in another side as well. Therefore, if you want to synchronize the contacts on both side but don't want to delete contacts, you can click [Delete Sync Record]. When you reset sync relationship, next time your synchronization will be a new initial synchronization to merge the data in WorldCard Mac and Gmail Contacts. Please note that it may result in duplicate.

- System Contacts

**Sync Record:** Once you synchronize, a relationship is established, the data on both sides will be the same every time you synchronize. For example, if you clear all the contacts in one side, next time synchronization will remove all the contacts in another side as well. Therefore, if you want to synchronize the contacts on both side but don't want to delete contacts, you can click [Delete Sync Record]. When you reset sync relationship, next time your synchronization will be a new initial synchronization to merge the data in WorldCard Mac and system contacts. Please note that it may result in duplicate.



**Keep original group (Import):** If you want to keep the original group of System Contact, please check [Keep original group].

- WorldCard Data Exchange File (.wxf)

**Filter Duplicated Contacts:** Check [Filter Duplicated Contacts], when you import the duplicated contacts, the application will automatically keep the latest contacts and filter the same or older contacts.

- CSV File

**Export:** Check the columns you'd like to display from Available Fields. Click the item in Displayed Field, you can click [Move Up] and [Move Down] to arrange the display order. Click [Remove] to remove the displayed column. Click [Default] to restore to the original settings.

- Txt File

**Export:** Check the columns you'd like to display from Available Fields. Click the item in Displayed Field, you can click [Move Up] and [Move Down] to arrange the display order. Click [Remove] to remove the displayed column. Click [Default] to restore to the original settings.

- Dropbox

**Set ID:** Click [Set up account] to enter your Google account and password. After the confirmation, you can start to sync your data with Dropbox.


**Filter Duplicated Contacts:** Check [Filter Duplicated Contacts], when you import the duplicated contacts, the application will automatically keep the latest contacts and filter the same or older contacts.

## 6.2 Import

WorldCard Mac supports many import sources, including System Contact, WorldCard Data Exchange File (\*.wxf), card image file, Dropbox Space, CSV File (\*.csv) and vCard File (\*.vcf). You can import these files and manage contacts in WorldCard.

## ***Chapter 6 Sync/Import/Export with Other Contact Management System***

---

To start importing, click [Management]/[Import] or  on the Quick Tool Bar. Then select one of the following import sources:

- System Contacts

Select [System Conyacts] and click [Next]. Choose the import file and the recognition language. After import, you can find the imported contacts in the groups, [All Contacts] or [Unfiled].

- WorldCard Data Exchange File(\*.wxf)

WorldCard Data Exchange File helps you manage contacts on different platforms of PenPower's products. WorldCard Data Exchange File is the best option for those products that do not support Google sync function.

Select WoldrCard Data Exchange File and choose the file to import. You can find the imported contacts added into the group [All Contacts].

- Image Files (\*.jpeg)

Select [Image Files] and click [Next]. Choose the import file and the recognition language. After import, you can find the imported contacts in the groups, [All Contacts] or [Unfiled].

- vCard File (\*.vcf)

Select vCard File and click [Next]. Select the file you want to import and click [OK] to start the import process. You can find the imported contacts in the groups, [All Contacts] or [Unfiled].

**Note: The format that WorldCard supports are vCard v2.1/3.0.**

- CSV File (\*.csv)


Select CSV File and click [Next]. Choose the file you want to import and click [OK]. Then, you will see many fields with [Ignore] on them. Open the drop-down menu and choose the title that fits with your contacts' information below the fields. When you are done with the fields' format, please click [OK] to start the import process. You can find the imported contacts in the groups, [All Contacts] or [Unfiled].

**Tip: After finishing editing the fields' format, you can click [Save As] to save the template so you won't have to reset the format again.**

**Note: If the first line of your CSV file includes contacts' information you want to import, please check [Import first row data].**

- Dropbox Space

Select Dropbox Space and click [Next]. Log in to the account and choose the wcxfile you want to import, then, click [OK] to start the import process. You can find the imported contacts in the groups, [All Contacts] or [Unfiled].

**Tip: Check [Keep Original Group], imported contacts will remain its group information and import these groups into WorldCard. You can also click [  ] next to the file to delete the wcxfile you don't need.**

## 6.3 Export

Export contacts of WorldCard Mac in different scopes and different file formats. Select [WorldCard Mac] data range, all of contacts in WorldCard Mac will be exported. Select [All cards in the preview area] data range, contacts in the view you saw will be exported. Select [Selected Record] data range, contacts you selected will be exported.

Execute [Management]/[Export] or  on the tool bar and select one of the following ways:

- System Contacts

Select System Contacts and click [Next], then you will be able to see the exported contacts in your contacts.

- WorldCard Data Exchange File(\*.wxcfile)/Image Files(\*.jpeg)/Microsoft Excel/Text Files(\*.txt)/CSV Files(\*.csv)

Select one of the ways above and the data range, and specify the export file folder and you can see the files in the folder.

**Tip: When export to CSV files, you can choose ANSI(default) or Unicode to encode files.**

- Dropbox Space

Select Dropbox Space and click [Next]. Choose the data range and click [Next] again. Then, log in to the account and click [OK] to export the wcxfile. You can find the exported wcxfile in your Dropbox Space.

- vCard File (\*.vcf)

Select vCard File and the data range and select. Specify the export database path. You can see the contacts you exported in the database path.

**Note:** vCard v3.0 provides two encode format to support the export process: Google Contacts/Mac Contacts vCard(Unicode) and MS Outlook vCard(ANSI).

### **6.4 Sync**

You can sync contacts between WorldCard Mac and System Contacts or Gmail Contacts, it helps you manage your contacts.

The moment when you synchronize WorldCard with a Gmail account, data on both sides will be the same. For example, if you clear all the contacts on one side, the next synchronization will remove all the contacts on the other side as well.

To start synchronization, click [Management]/[Synchronize] or click  on the Quick Tool Bar. Then select one of the following sync options:

- System Contacts

1. Select [System Contacts].
2. You can see the results after syncing, and WorldCard Mac will tell you how many contacts will be added, modified or deleted. If the changes are correct, click [synchronize] to start.

- Google Contacts

1. Select [Gmail Contacts]
2. Enter the account and password of Gmail to access the contacts data.
3. Click [log in], and WorldCard Mac need s to be authorized to use some functions, click [OK] to start.
4. You can see the results after synchronizing, and WorldCard Mac will tell you how many contacts will be added, modified or deleted. If you'd like to sync again, please click [Sync], you can also click [Cancel] to close the dialogue window.

**Tip:** If you don't have Gmail account, please click [Create Account] button to open the web page to apply.

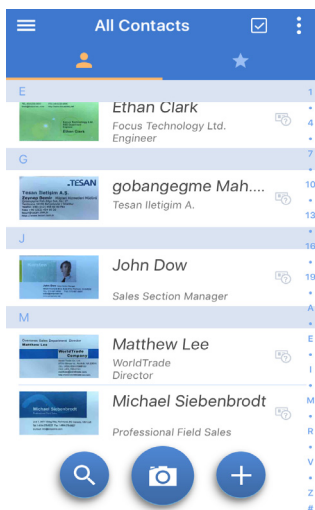
# Chapter 7 Sync/Import/Export With Mobile Devices

You can sync WorldCard contacts with your mobile devices (via WorldCard Mobile app on iPhone and Android) through the sync function of Google Contacts. You can also use WorldCard Data Exchange File (\*.wxf) to share your contacts.


**Note:** See Chapter 6 for more information about how to sync/import/export on your computer.

## 7.1 iPhone

If you have iPhone, you can search for “WorldCard Mobile” app on APP Store to download it. Tap on the app to open WorldCard Mobile’s main page.



### 7.1.1 Sync

1. Tap the  icon on the main screen to open the menu, and tap [Sign In] to enter your Gmail account/password, and then accept the authorizations that WorldCard Mobile asked for.

2. Before having the first synchronization, please tap [Auto Sync] to choose to let WorldCard Mobile sync with Gmail contacts automatically when there is Wi-Fi or mobile network connected, or when only Wi-Fi connected can do the synchronization.
3. After setting, tap [Sync] or drag down the screen when in the contacts list, the WorldCard Mobile will start to sync.

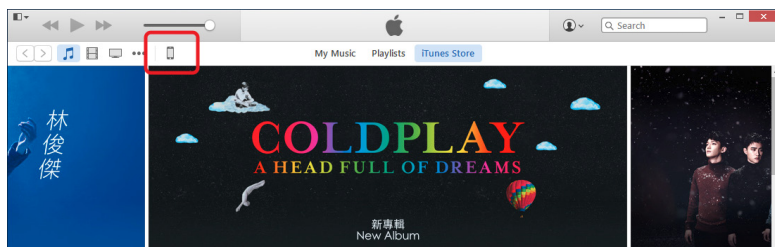
**Note:** After first syncing, the category list will be added a few default categories that belongs to Gmail contacts, please note these categories are not able to be deleted.

## 7.1.2 Import

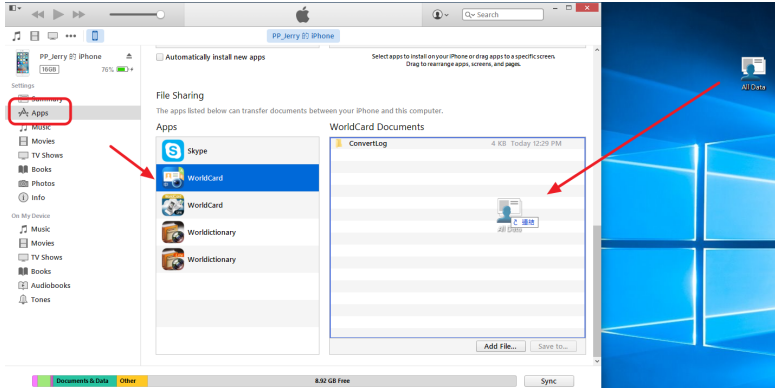
### Import wcx, vcf, csv file from computer


If you want to import the exported wcx, vcf, csv file into iPhone's WorldCard Mobile, you have to import it via iTunes. The following steps are the instructions for importing wcx file into iPhone:

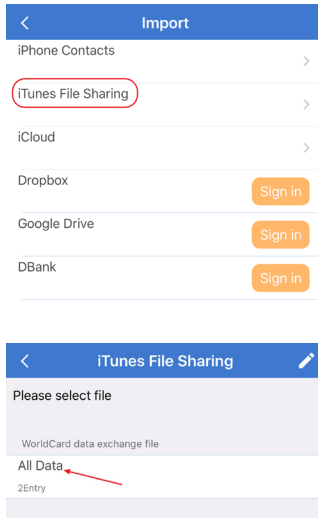
1. Please connect your iPhone with the computer and open iTunes. Then, tap the iPhone device button.




2. When you enter the summary page, please tap [Apps] to switch to app page, and go to File Sharing section to search for WorldCard app and click it. You will see all the files of WorldCard in the document storage area. Select and drag the exported wcx file into the document storage area.





- Open WorldCard Mobile, and then tap the  icon on the main screen, and choose [Import], and choose [iTunes File Sharing], then you will see the file you just dragged in.





- After confirming the file name, please tap  to start importing.
- When the import progress is done, you can find the imported contacts' information in WorldCard Mobile's contact list.

### **Import wexf, vcf, csv file from Cloud storage**

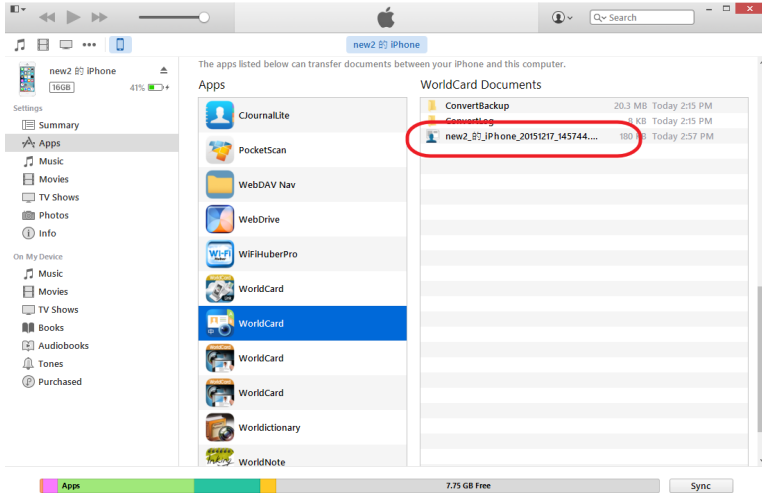
1. Tap the  icon on the main screen, and choose [Import] to choose to import the contacts from cloud storage. Tap  to start importing after you select the files.
2. The file formats that WorldCard Mobile supported are: WorldCard Exchange File (\*.wexf) and vCard file(\*.vcf). When you choose to import from cloud storage, WorldCard Mobile will search and list all the usable files. Moreover, the first time you choose to import from cloud storage, it will ask you to enter the account/password of the cloud storage to access.

## **7.1.3 Export**

### **Export wexf, vcf, csv file to computer**

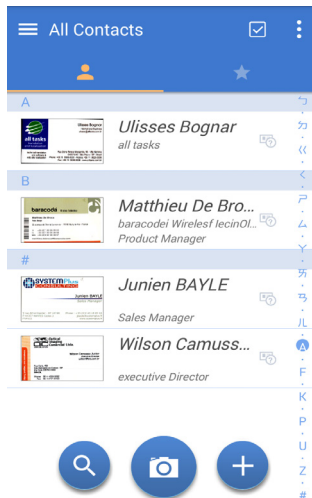
1. Tap  icon on the main page to select the contacts which you want to export.
2. Tap  icon to open the menu and choose [Export].
3. Choose the location to save the exported file, E.g. Dropbox, then you can decide to export the contacts into WorldCard Exchange File (\*.wexf), vCard file(\*.vcf) or CSV file(\*.csv).
4. When the export success message pops out, you can connect your phone and the computer to find the exported file. Open iTunes and tap the iPhone device button.
5. When you enter the summary page, please tap [Apps] to switch to app page.
6. Go to File Sharing section to search for WorldCard app and tap it. You will see all the exported files of WorldCard in the document storage area. Select the file you want to export and tap [Save to...]. Then, you can save the exported file to the computer and open it with WorldCard software.






## 7.2 Android

If you have Android phone, you can search for “WorldCard Mobile” app in Google Play and download it. Tap on the app and open WorldCard Mobile’s main page.





## 7.2.1 Synchronize Gmail Contacts

1. Tap the  icon on the main screen to open the menu, and tap [Sign In] to enter your Gmail account/password, and then accept the authorizations that WorldCard Mobile asked for.
2. Before having the first synchronization, please tap [Auto Sync] to choose to let WorldCard Mobile sync with Gmail contacts automatically when there is Wi-Fi or mobile network connected, or when only Wi-Fi connected can do the synchronization.
3. After setting, tap [Sync] or drag down the screen when in the contacts list, the WorldCard Mobile will start to sync.

**Note:** After first syncing, the category list will be added a few default categories that belongs to Gmail contacts, please note these categories are not able to be deleted.



## 7.2.2 Import

### Import Contact File

3. Tap the  icon on the main screen, and choose [Import File] to choose to import the contacts in the phone, or import the contact files from the local storage or cloud storage. Tap  to start importing after you select the files.
4. The file formats that WorldCard Mobile supported are: WorldCard Exchange File (\*.wexf) and vCard file (\*.vcf). When you choose to import from local storage, WorldCard Mobile will search and list all the usable files. Moreover, the first time you choose to import from cloud storage, it will ask you to enter the account/password of the cloud storage to access.

## 7.2.3 Export


### Export wexf, vcf, csv file to computer

1. Tap  icon on the main page to select the contacts which you want to export.
2. Tap  icon to open the menu and choose [Export].



3. Choose the location to save the exported file, E.g. Dropbox, then you can decide to export the contacts into WorldCard Exchange File (\*.wexf), vCard file(\*.vcf) or CSV file(\*.csv).
4. Connect the phone with your computer then open the folder of WorldCard Mobile in the phone's memory card and you can find the exported file.

## Chapter 8 Direct Actions to Contact

### 8.1 Send E-mail

To send email to the contacts, right-click and select [Send email] or click the Email button  and select [To], [CC], [BOC], or [Attachment]. WorldCard Mac will add the email addresses of the selected contacts into your default email software.

### 8.2 Open Website and Display Map of Address

If there is any URL in the contact information, you can right-click on the contact and select [Open Website], or click  button to open this website. Right-click on a contact and select [Display Map of Address] or click  button to view the address information for the selected contact on the Google Map.

### 8.3 Route Planning

WorldCard Mac's [Route Planning] function allows you to query the route planning of several contacts' address via Google Map or Baidu Map.

1. Click several contacts and right-click, then click [Route Planning].
2. Select the specific contacts' addresses or click [Select All]. Then click [Next]. You can also edit [My Address] and add it into your route planning.
3. You will see the route-planning window. Please make sure of the area, starting location and destination before clicking [OK]. You can use [Move Up] and [Move Down] buttons on the upper right screen to change the order of the addresses.
4. WorldCard Mac will open the default browser and show you the route planning result in either Google Map or Baidu Map.


**Tip:** WorldCard will automatically save the address you type in [My Address]. Next time, you only need to open the drop down Main Menu and select the address.

## 8.4 Search Contact on Social Networks

You can right-click on a contact and click [Social Network] to search for the select contact on Facebook, Twitter, LinkedIn or Weibo. The searches on these social platforms utilize all names and E-mail addresses as keywords.

## Chapter 9 Settings

WorldCard has many setting options that could make the application more applicable to your use. There are six categories of Settings: General, Scanning Options , Sync/Import/Export , Field Display, User Defined Fields and Auto Update Setting. For information regarding Sync/Import/Export settings, see Chapter 6.

To access the Settings dialogue window, click [Settings] in the drop-down main menu. Or you can also click  on the Quick Tool Bar.

### 9.1 General

**Name display:** Set name display sequence for Asian characters (Chinese, Japanese and Korean) and non-Asian characters.

**Address Display:** Zip code and country information display.

**Font Size:** Adjust the arrow to set the desirable font size.

**Display map of Address:** Set the electronic map you want to use for viewing contacts' addresses. You can choose Auto, Baidu Map or Google Map.

1. Auto: WorldCard determines which electronic map to use based on the country code of the address. For example, addresses in China are displayed via Baidu Map, whereas other countries' addresses are displayed via Google Map.
2. Baidu Map: All addresses are viewed via Baidu Map.
3. Google Map: All addresses are viewed via Google Map.

### 9.2 Field Display

You can change what columns to display in the main screen by using the [Field Display] page of the Settings dialogue window. You can check or uncheck the display columns in the Available Field box. You can also modify column width and alignment to change the List View Mode main screen. Lastly, to arrange the column order in the Displayed Field Box, you can click [Move Up] and [Move Down].

### 9.3 Sync / Import / Export

Please refer to Chapter 6.

## 9.4 Scanning Options

You can change card style, recognition language, Chinese output characters or name capitalization.

## 9.5 Auto Update Setting

The Auto Update function is default been checked, when an update is released, you will be informed to install the update, if you don't want to receive the notification, you can uncheck it.

## Chapter 10 Manage Database

### 10.1 Create New Database

You can create different databases for your contacts based on different organizational purposes.

1. Click [Database] / [Create a New Database].
2. Enter the stored path of the database and its name. You can also set a Password if you wish.
3. Click [OK] to create the database.

#### Tips:

1. Set a password to protect the database from unauthorized access. Please check [Password for accessing this database] and enter your password.
2. You can find the database file via the saved path and name you gave.

Please fill the following fields:

Location

Database Name

Set password to access database

Password

Confirm password

### 10.2 Open Existing Database

1. Click [Database] / [Open Existing Database].
2. Find your database file (\*.wrp format) and click [Open].
3. If required, enter your password to gain access to the database.

**Tip:** There is a list of recently accessed databases in the drop-down main menu. Click [Database].



## 10.3 Save Database as New File

You can save the database as a new file to distinguish from the original database.

1. Click [Database] / [Save Database as].
2. Select a folder where you wish to save the new database in.
3. Click [Save].

## 10.4 Rename Database

To rename a database, you simply have to open the database you wish to rename. Then follow the steps:

1. Click [Database]/[Rename Database].
2. Enter a new database name.
3. Click [OK].

## 10.5 Set / Change Password to Database

1. Click [Database] / [Set Password].
2. Select [Cancel Password] or [Set Password] to set up the password.
3. Click [OK] to change the password setting.

## 10.6 Create a Restore Point

To prevent unexpected loss when the application encounters errors, you are recommended to manually set restore points to backup your process. In the event that the application crashes, you can restore your database from the backup restore point.

1. Click [Database]/[Create a Restore Point].
2. Enter a restore point name.
3. Click [Backup]. You can find the backup file in the [BackupFile] folder.

## **10.7 Restore Database**

To utilize the restore point, you can follow the steps:

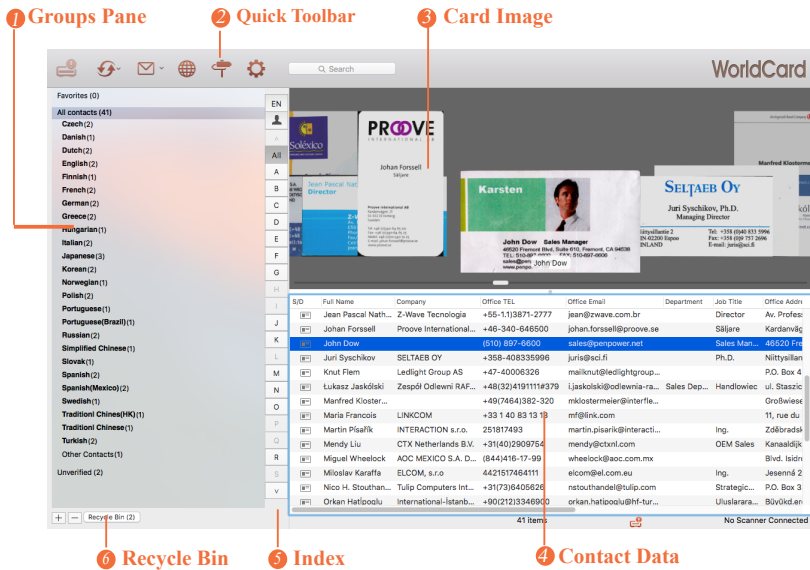
1. Click [Database]/[Restore]
2. Select the restore point. You can also click [Browse Files] to select the backup file
3. Click [Restore]

**Tip:** If you are currently working on or editing a database, restoring a backup file will clear your currently opened database. If you do not wish your current database to be overwritten by the back up file, please save the database as another file before you click [Restore].

# Appendix - User Interface Introduction

WorldCard Mac allows you to categorize contacts, send email by contact, add new contacts to a group, delete contacts, merge and separate contacts, search contacts by various data fields, import/ export/ synchronize contact information, and etc. Moreover, you can synchronize the data in WorldCard Mac with System Contacts, Gmail Contacts.

## 1. User Interface Overview





1	Group Pane	The groups can be freely created, deleted, renamed, view contacts in a specific group, and so on.
2	Regular Toolbar	Provides the easy way to use the functions, such as Sync, Send Email, Open website, find address on maps, Import/Export and Settings
3	Card Image	Show the business card image if there is any.
4	Contact Information	View contact information or click any contact to edit. Refer to Chapter 3.1.
5	Index	Click <b>EN</b> button to set the index as 注(Chinese ZhuYin), 拼(Chinese Hanpin), 12...(Chinese Stroke), EN(English Alphabet), 日(Japanese Phonetic), or 한글(Korean Phonetic).
6	Recycle Bin	Collect deleted data and you can return them from here. Refer to Chapter 3.2.

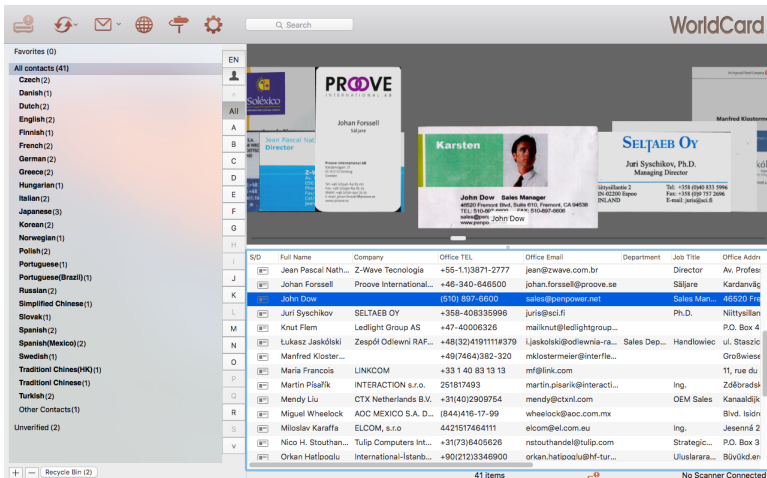
## 2. Regular Toolbar



1	Scan Wizard	Scan the cards, refer to Chapter 2.1.2.
2	Sync/Import/Export	Exchange contacts with much software, refer to Chapter 6.
3	Send Email	Send Emails to contacts, WorldCard Mac will open the default Email software and fill in the address or attach the contact information as a file for you, refer to Chapter 8.1.
4	Website of contact	Refer to Chapter 8.2.
5	Map of contact	Open Google Map or Baidu Map to see the contact's location, refer to Chapter 8.2.
6	Settings	Scanner or account settings refer to Chapter 9.
7	Search contacts	Type keywords in the search field to find the contact, refer to Chapter 5.

## 3. Contact Information

The contact information displays in different columns; click the contact to edit the contact information. If the contact has a card image, it shows the contact list below. Before the Name field, there's an icon to show you if the contact has one-sided  or double-sided card . You can change the field display in the [Settings]/[Field Display].









The screenshot shows the WorldCard Mac interface. On the left is a sidebar with language filters. The main area displays contact information for 'John Dow', including a photo, name, title, and company details. Below this is a table of contacts.

S/O	Full Name	Company	Office TEL	Office Email	Department	Job Title	Office Addr
J	Jean Pascal Nath...	Z-Wave Technologia	+55-113371-2777	jean@zwave.com.br		Director	Air. Profesi...
J	Johan Forszell	Provee International...	+48-240-646500	johan.forszell@provee.se		Säljare	Kartlandic
K	John Dow		(010) 837-6600	sales@penpower.net		Sales Man...	46230 FA
L	Juri Sytschkov	SELTAEB OY	+358-408335996	juris@sol.fi		Ph.D.	Nittyaniva
M	Knut Flem	Ledlight Group AS	+47-40006326	mailnut@ledlightgroup...			P.O. Box 4
N	Lukasz Jaskólski	Zespół Odlewni RAF...	+48(32)4191118370	ljaskolski@odlewnia-ra...	Sales Dep...	Handlowiec	ul. Staszic
O	Manfred Klooster...		+49(746)4382-320	marklostermeier@interf...			Großwiest
P	Maria Francis	LINKCOM	+33 1 40 83 13 13	mf@link.com			11, rue du
P	Martin Pipalik	INTERACTION s.r.o.	25167493	martin.pipalik@interact...		Ing.	Zokbradec
R	Mandy Liu	CTK Netherlands B.V.	+31(40)2909754	mandy@ctk.com		DEM Sales	Kanaalijk
R	Miguel Hinealock	AOC MEXICO S.A. D...	(844)416-17-99	whinealock@aoc.mx			Bvd. Isiri
S	Miloslaw Karafka	ELCOM, s.r.o	442165746411	elcom@el.com.au		Ing.	Jesenná 2
S	Nico H. Stouthan...	Tulp Computers int...	+31(73)6405626	ntouchandel@tulp.com		Strategic...	P.O. Box 3
V	Orkan Hatibolu	International-Istanb...	+90(212)3346900	orkan.hatibolu@iM-tur...			Uslularara... Bilyikd an

**Tip:** To modify the display of contact information, click [Settings]/[Field Display].

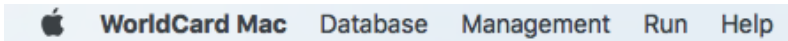
## 4. Index

There are several indexes you can use to organize contacts. Click  to change categorization to 注 (Chinese ZhuYin), 拼 (Chinese Hanpin), 12..(Chinese Stroke), EN(English Alphabet), 日 (Japanese Phonetic) or 韓(Korean Phonetic).

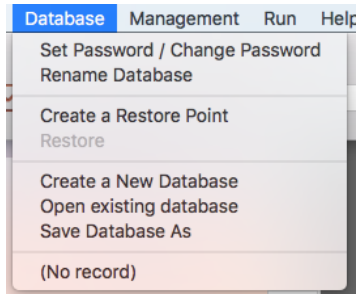
On index bar, you can choose to sort contacts by Name  or Company . When Name  is selected, contacts are sorted by contact's name. When Company  is selected, contacts are sorted by company name. Those that cannot be sorted into the index are placed in the  group.

## 5. Main Menu

The main menu of WorldCard Mac, appearing at the top of the screen: [Database], [Management], [Run], and [Help].

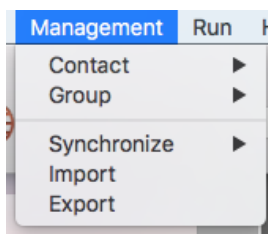


### ○ Database



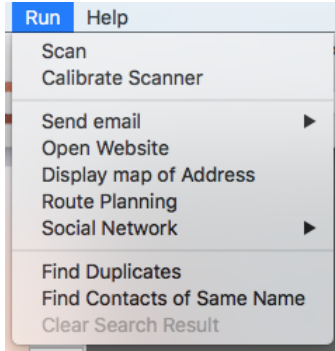
Set Password/Change Password	Set a password to protect your contacts from anyone accessing it. Everytime you open the database, you need to enter the password you set.
Rename Database	Change the database name.
Create a Restore Point	Create a restore point for saving the loss when the application encounters an error.
Restore	Restore the database from a backup file.
Create a New Database	Create a new database for contacts on different management purpose.
Open existing database	Open an existing database.
Save Database AS	Save the current database as another one.
Open Records	Show you the latest three database you accessed to let you quickly switch to another database.

## ⦿ Management



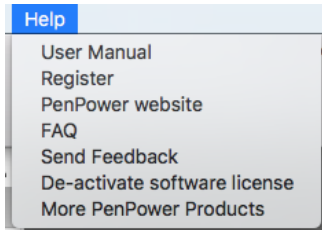
<b>Contact</b>	Add contacts [Manually] or [From the Same Company]. You can also merge two single-sided card images into one entry, or separate contact with double-sided images into two entries. Click [Setting group] to manage groups.
<b>Group</b>	Add [New Group], [Delete Group] and [Rename Group].
<b>Synchronize</b>	Synchronize data with System Contacts or Gmail Contacts.
<b>Import</b>	Import data from [System Contacts], [WorldCard Data Exchange File], [Image Files], [Dropbox], [CSV Files] or [vCard Files].
<b>Export</b>	Export data to [Microsoft Outlook], [System Contacts], [WorldCard Data Exchange File], [Dropbox Space], [Image Files], [Text File], [CSV File] or [vCard Files].

○ Run



Scan	Scan a new card.
Calibrate Scanner	Calibrate the scanner to eliminate unclear image or inaccurate color by inserting a blank piece of paper.
Send E-mail	Send e-mail, carbon copy, blind carbon copy to the selected contact, or attach the contact information as a file in e-mail.
Open Website	Open the website on contact information.
Display Map of Address	Display location of the contact via Google Map or Baidu Map.
Route Planning	Planning the route via Google Map or Baidu Map.
Social Network	Search contacts on the social networking: Facebook, LinkedIn, Twitter or Weibo.
Find Duplicated	Search and display the duplicated contacts.
Find Contacts of Same Name	Search and display the contacts with the same name.
Clear Search Result	Clear the search result in the view.

⊙ **Help**



User Manual	Open user manual.
Register	Register to receive warranty service.
PenPower Web Site	Gp to PenPower's Website.
FAQ	Open the FAQ page.
Send Feedback	Send your feedback to Customer Service.
Deactivate Software Licence	Open the license deactivate web page.
More PenPower Products	Open PenPower's website.



# **PenPower WorldCard Mac User Manual**

Version: v3.2

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