PENPOWER WorldCard

User Manual

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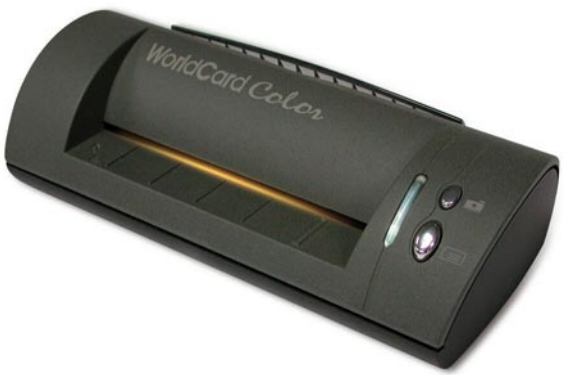
Chapter 1 Product Introduction

The PENPOWER WorldCard provides you with a total business card management solution by integrating card recognition, management, transmission, and printing functions in a single digitized unit. So you can find your business cards at anytime and anywhere when you need them.

1.1 WorldCard Series

1.1.1 WorldCard Color



Color Business Card Scanner & Recognition System

The A6-sized color business card scanner is supported by PENPOWER's BCR technology to ensure quick scan and accurate recognization of information on a color business card. It provides 600 dpi resolution and can be used as an ordinary color scanner to scan 4x6 color photos.

Specification

- •Dimensions: 175x75x45mm
- •Weight: 216g
- •Resolution: 600 dpi
- •Interface: USB
- •Image: Color

Package Includes

- •A6 color business card scanner
- •USB cable
- •Calibration card
- •User manual
- •CD
- •Registration card

1.1.2 WorldCard Office

Business Card Scanner & Recognition System

The A8-sized gray-scale business card scanner is designed based on PENPOWER's kernel technology of character recognition. It ensures users can identify data on a business card, input them to the corresponding field, and create files for management within 5 seconds. With the WorldCard Office, manual key-in or card searching is not required and the management of business cards is more efficient.

Specification

- •Dimensions: 106x53x27mm
- •Weight: 73g
- •Resolution: 600 dpi
- •Interface: USB
- •Image: Gray-scale

Package includes:

- •A8 gray business card scanner
- •USB cable
- •Calibration card
- •User manual
- •CD
- •Registration card

1.1.3 WorldCard Duet

Business Card Recognition System with Webcam

The WorldCard duet is the first device in the world that can capture the image of business cards directly by photographing. The product is designed based on state-of-the-art 3D image reorganization technology to ensure more efficient and accurate business card recogniztion performance. It also provides the function of an ordinary Webcam. You can use it to take quality color pictures and save them as image files.

Specification

- •Dimensions: 115x60x20mm
- •Weight: 75g
- •Resolution: 640x480
- •Sensor: 1/4” Color Progressive CMOS sensor
- •VGA/QVGA Frame Rate: 30 Frames/Second
- •Interface: USB 2.0 Hi-Speed connection
- •Image: Color

Package Includes

- •Web cam
- •USB cable
- •User manual
- •CD
- •Registration card

1.2 Product Feature

Easy Card Reader

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

Organizing Business Card

After scanning or snapping your business cards, WorldCard Manager Software allows you to organize, sort, search, add and delete. Also, you can easily edit and add comments to any business card.

Advanced Search

Full text search to find your contacts easily and conveniently.

Multi-Language Support

Quickly scan or snap and recognize both sides of business cards in English, French, German, Italian, Spanish, Dutch, Turkish, Polish, Hungarian, Traditional Chinese, Simplified Chinese, Japanese and Korean.

Multiple Categories and Sub-categories

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

Print Templates

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

Recognize contact from other resource

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

Data Exchange

Export/Import/Sync contacts to/from/with Outlook, Outlook Express, Palm, Pocket PC and other PIM software.

Unicode

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

Chapter 2 Getting Started

2.1 System Requirements

- Pentium III 800 CPU or above
- 256MB of RAM
- 100MB of available hard disk space
- Windows 2000 / XP
- USB Port

2.2 Installing PenPower WorldCard

To properly use your WorldCard

1. Install the software included on the CD
2. Connect your WorldCard scanner or business card camera to your PC
3. Scan or capture your business cards and enjoy

2.3 Software and Driver Installation

To save time, PENPOWER has combined the installation of the hardware and software into one easy process. To start, insert the CD into your CD/DVD ROM (if the program does not automatically start, simply double click the setup.exe file on the CD).

1. Please click **<<Next>>**.

2. Select **<<I accept the terms of the license agreement>>** to accept the license agreement. Please read licensing agreement completely.

3. Please fill in your name and company name. Click **<<Next>>** to continue.

4. Please follow the on-screen notice. Click **<<Next>>** to continue.

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

6. Click **<<Install>>** to begin installation.

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

2.4 Connecting Hardware

After installing the software, connect the USB connection of your WorldCard scanner or business card camera to the USB port of your computer.

Note: Some computers may shut down accidentally after connection. This is due to lack of power to support several USB devices. To avoid this problem, connect your World-Card scanner/business card camera and other USB devices to an extra-powered USB hub.

2.4.1 WorldCard Color

1. After connecting your device, Windows XP will try to find the matching drivers. Click **<<Next>>** to continue.

2. Windows XP will check for compatibility. If this window appears, just click **<<Next>>**.

3. Once the drivers are installed, click **<<Next>>** to finish.

2.4.2 WorldCard Office

1. After connecting your device, Windows XP will try to find the matching drivers. Click **<<Next>>** to continue.

2. Windows XP will check for compatibility. If this window appears, just click **<<Next>>**.

3. Once the drivers are installed, click **<<Next>>** to finish.

2.4.3 WorldCard Duet

1. After connecting your device, Windows XP will try to find the matching drivers. Click **<<Next>>** to continue.

2. Windows XP will check for compatibility. If this window appears, just click **<<Next>>**.

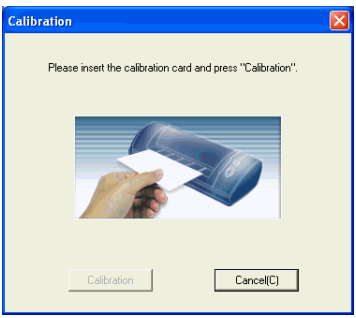
3. Once the drivers are installed, click **<<Next>>** to finish.

2.5 Preparation for Card Scan

2.5.1 Calibration

After installing the software and drivers, your WorldCard scanner must be calibrated in order to ensure perfect results.

Place the calibration card into the scanner. Make sure the calibration card is flushed to the side with the mark.



2.5.2 Start-Up Wizard

Start your WorldCard software by double-clicking the WorldCard icon on your Windows screen. After the WorldCard Application opens, the following screen will appear.

1. To start the wizard, click **<<Next>>**.

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

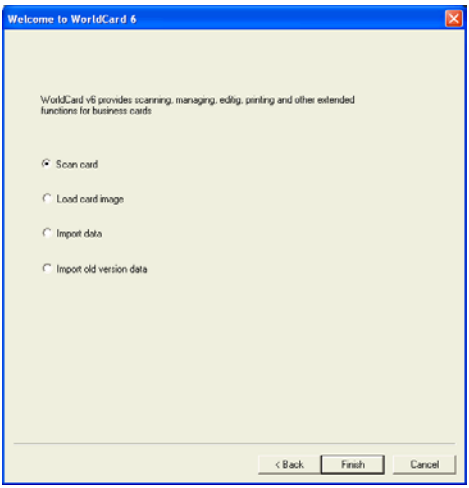
Scan Card: allows you to add a card to your file

Load Card Image: allows you to take an existing picture of a business card and add it to your file

Import data: allows you to import data from sources such as Access, Excel, Outlook/ Outlook Express etc.

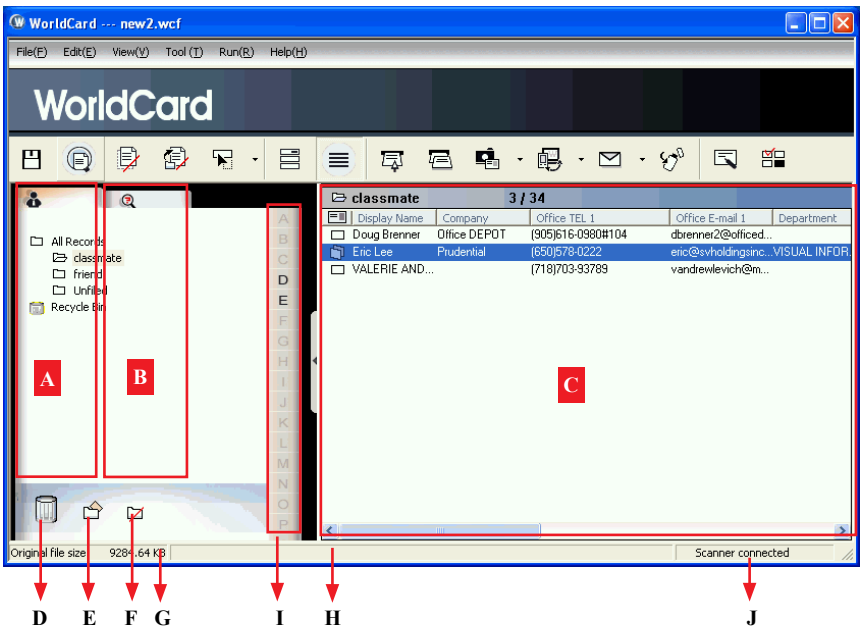
Import Old Version Data: allows you to import the previous version of WorldCard file into your new WorldCard File

You may select a function and click the **<<Finish>>** icon to continue.



Chapter 3 Overview

3.1 User Interface



A: Category tab

B: Search tab

C: Card Window

D: Recycle Bin

E: Add Category

F: Delete Category

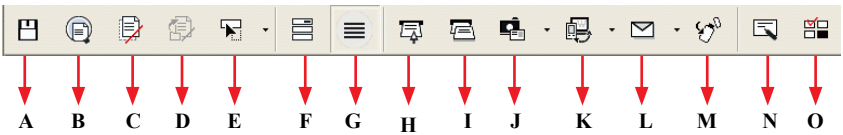
G: Disk space used

H: Status

I: Alphabet

J: Connection Status

Menu Bar



A: Save your Card file

B: Print Preview

C: Delete Card

D: Delete card from Category

E: Settings

F: Label view mode

G: List view mode

H: Scan a new business card

I: Multiple scan business cards

J: Add a new card from another picture source

K: Synchronise with Outlook/PDA/Palm/Lotus notes

L: Send an email to selected person

M: Export all your data and the portable software to selected flash disk or hard drive

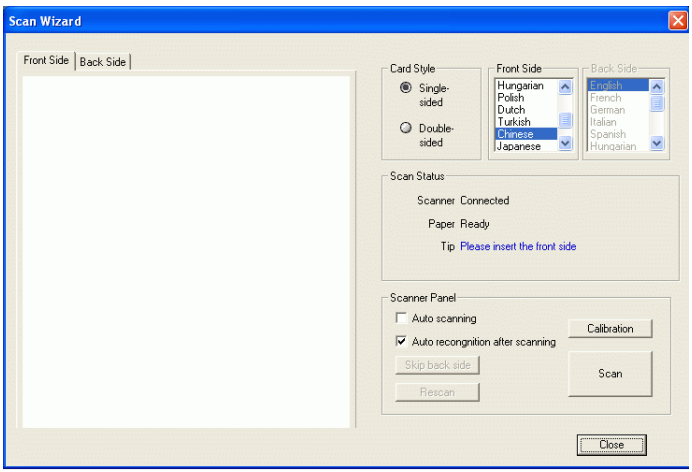
N: Edit Card

O: Edit Print Template

3.2 Scanning Wizard

3.2.1 Scanning Business Cards

To scan business cards, select **Scan** . The wizard will open:



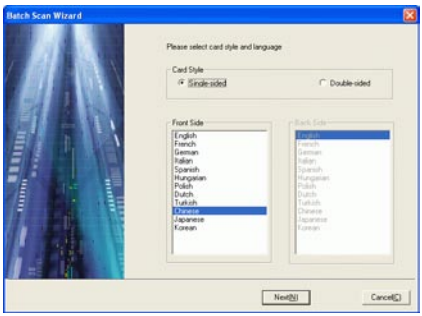
1. Select if the card is single or double sided.
2. Select the language of the card, if the card is double-sided select the language of the both sides.
3. Insert the card into your WorldCard Scanner, placing the card flush with the edge with the symbol. Once inserted, the **Scanner status** frame should say **Ready.**
4. In the **Scanner Panel** frame:

   -Select **Auto Scanning,** if you want the scan to automatically start when the paper is inserted.

   -Select **Auto Recognition after scanning,** if you want the card information to be automatically added to your file. If you want to see the scanned card image before recognition, do not select this.
5. After you recognize the card, the information will automatically go into the **Unfiled** category.

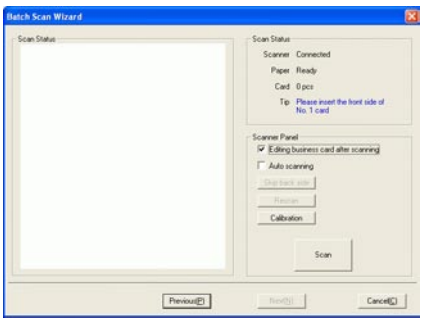
3.2.2 Batch Scanning

To batch scan business cards, select **Batch Scan** .



With this function, you can scan many cards easily, preview them, and then add them to your Card File.

1. Select single or double-sided. Next, select the languages of each side. Please note, you can only multi-scan cards that are in the same language regardless of single or double sided.



2. The **Scan status** frame displays the status of the scanner. Select **Auto scanning** if you want to automatically feed in your cards. If the card does not scan properly, click on the **Rescan** to try again. If you want to return to the previous screen, select **Previous**.

3. This screen will allow you to quickly recognize all the cards scanned during this batch. When you are done, select **Finish**.

3.3 Scan Business Card Directly

To Scan your card directly, click of the Setting icon and select **Scan Option**.

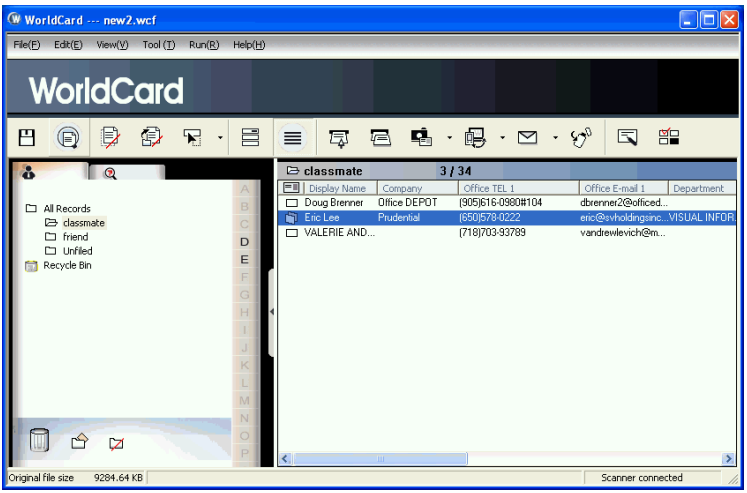
Select Scan card directly of the Scan Method and click **OK.** You may refer to Chapter 5.9 for detailed setting explanation.

3.4 Viewing Contacts

WorldCard provides **List Mode View** and **Label Mode View.** This allows you to manage your business card in the way you want.

3.4.1 List Mode View

List Mode is the default view mode. You may also click on the **List mode** button to select it.



Contact Information List

After scanning business cards, you will see the scanned contact information list on the right side of the management window.

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

To sort the contact information into alphabetical order, you may click on the field name.

Besides the contact information, you can also quickly discriminate the single and double sided card from their different image.

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

Category tab

You can manage your business cards by storing them in category groups. The Category tab is on the left side of the management window. You can find All Records category and Unfiled category as the default. WorldCard allows you to add as many user specified categories and sub-categories to manage your business cards as you chose.

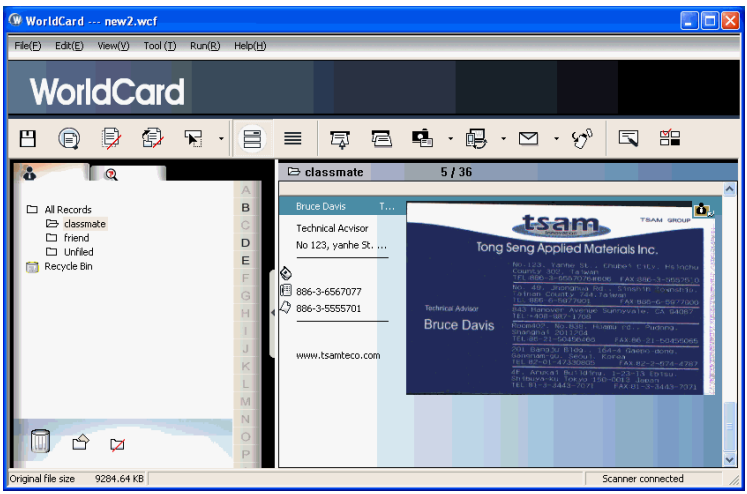
Alphabet

The WorldCard organizes **Display Name** in the **Alphabet**. You may click on the letter of the alphabet for searching contact information.

3.4.2 Label Mode View

Label Mode View displays contact information and business card at the same time. You may click on the **Label mode** button to select **Label Mode View**.

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



This icon means the business card is double sided.

Chapter 4 Editing Cards

4.1 Editing Window Overview

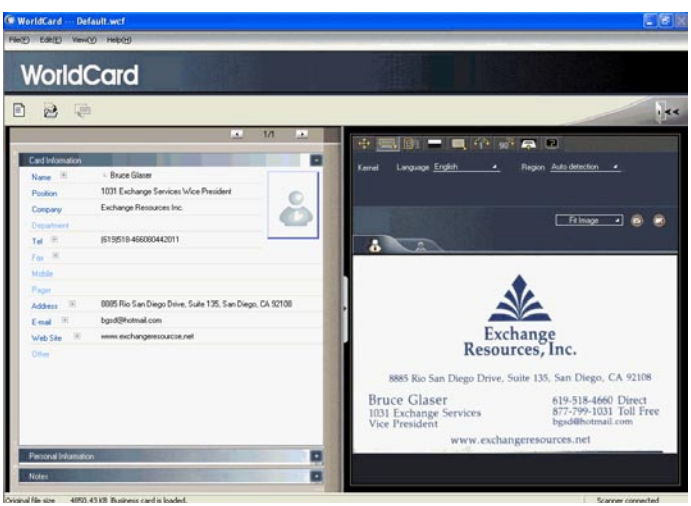
The **WorldCard** Editing window allows you to edit the information of individual business cards.

To select the **WorldCard Editing** window, simply double click on any card record in the list menu of the **WorldCard Management** page. Or, you may click the **Edit Selected Record** icon to the **WorldCard Editing** window and edit the selected records.

You may click a record and press on Ctrl or Shift key of your keyboard, and then click another record for multiple selection.

4.2 Verifying Contacts

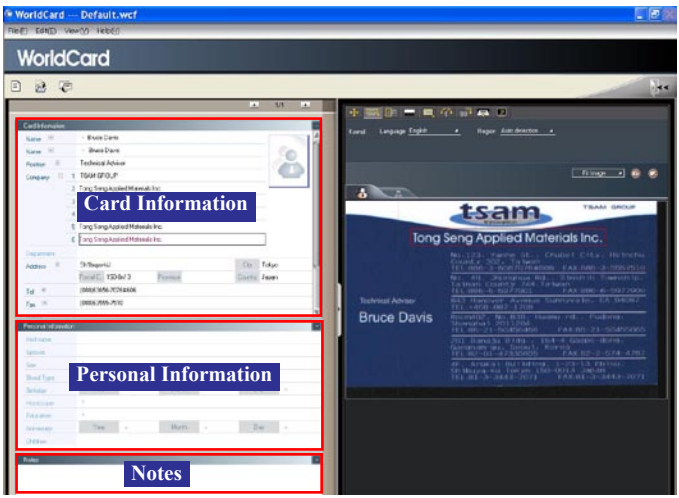
The editing window allows you to verify the individual contact information for any specific business card. Once the editing window is open for a card, the following screen will be presented containing information relevant to the card selected from the **Management** window.



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

4.3 Editing Contacts

WorldCard Editing window has three sub-windows, the **Card Information** window, the **Personal Information** window and the **Notes** window. The **Card Information** window displays all relevant business card data which was retrieved from the card recognition function of **WorldCard** software. See the **Card Information** window as represented in the following picture.



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

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

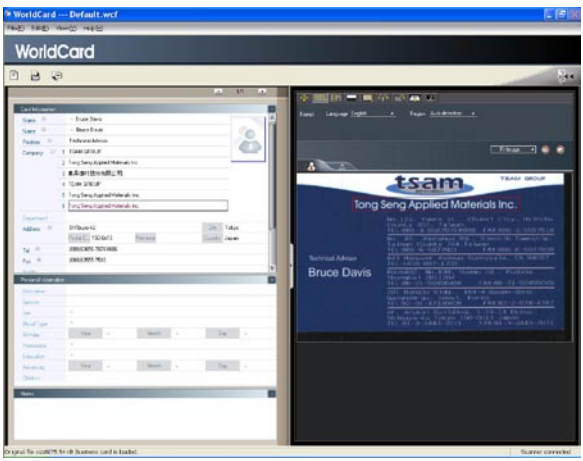
The **Notes** window stores/displays important data from your personal notes about your business contact.

Note: If at any time during the editing mode, an incorrect action is selected. You may reverse the changes by selecting the **Restore Icon** *from the Editing Window. Selecting the* **Restore Icon** *, will delete the last change made and restore the appropriate content of the business card.*

4.3.1 Recognizing Partial Content of a Card Entry

In some cases, the information of a business card may not be completely recognized by the **WorldCard** business card recognition system. You may use the Partially Select and Recognize function of the **WorldCard Editing** Window. To select the Partially Select and Recognize function, press this icon of the Editing Window.

After selecting the Partially Select and Recognize function, you can select the information from the business card that requires correction by using the mouse to select the specific area which contains the correct data.

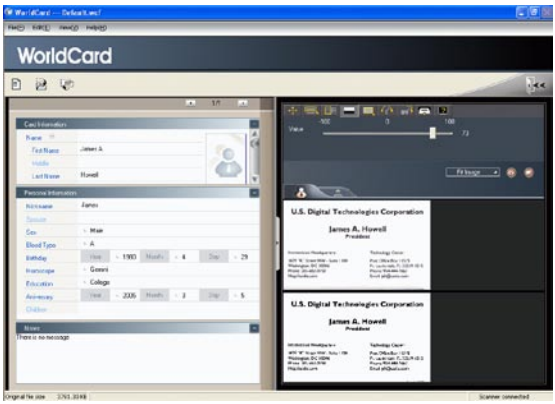


After selecting the area, a pop up window will open. This allows you to select the appropriate category for the information which has been highlighted.

4.3.2 Adjusting Separation Rate

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

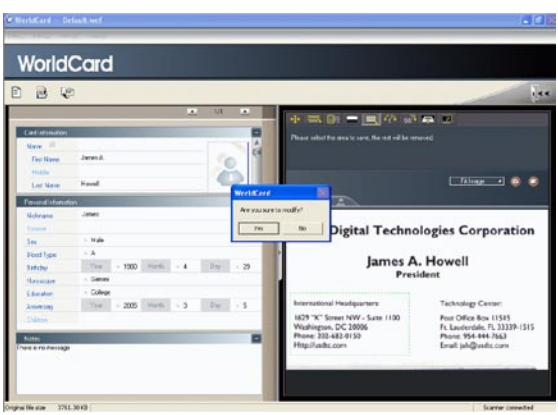
After selecting the **Separation Rate** icon , the following window will appear.



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

4.3.3 Deframing Function

The Deframing Manually function allows you to select a specific area of a business card to save. Once the appropriate area is selected, a box will be drawn around the selected data and the following pop up window will appear.



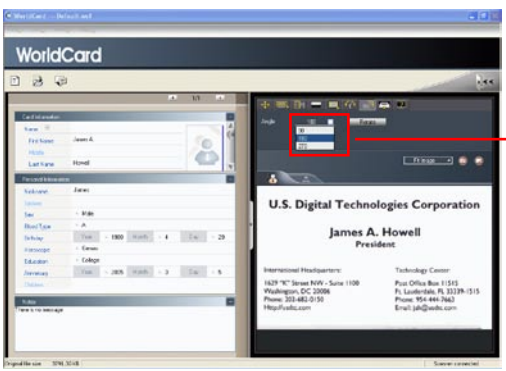
If the data selected to be modified is correct, select **Yes** from the pop up window. The data outside of the selection box will be removed from the card.

4.3.4 Fine Rotate

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

4.3.5 Rotating Card

If the card image shows in an incorrect orientation, you can use the Rotate Card function of the WorldCard Editor to properly align the card orientation. To use the Rotate Card function, select the **Rotate Card** Icon in the WorldCard editor window. Once you select the icon , the following screen will appear.



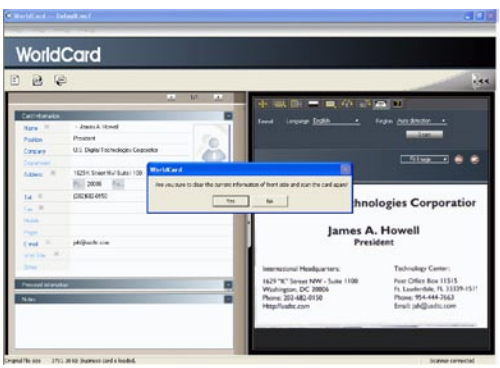
The rotation angle is selectable from a pull down window.

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

4.3.6 Rescanning Card

If a card is scanned inappropriately, you may use the Rescanning function of the WorldCard editor by selecting the **Rescanning Card** icon . After selecting the Rescanning function Icon, the following window will appear.

You may select the appropriate languages from the pull down menus. WorldCard software will display the appropriate language menus for single sided or double sided cards. The menu for a double sided card is as follows:



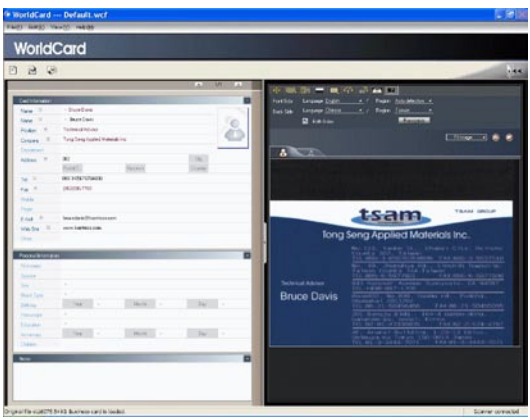
Once you have selected the appropriate language settings, you may click the **Scan** icon

to rescan the business card. The card must then be inserted into the WorldCard scanner as appropriate for the orientation of the languages selected.

4.3.7 Recognize Again

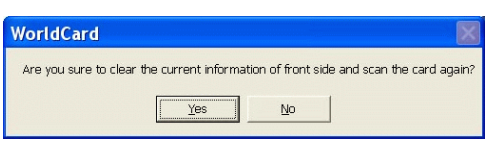
Note: After adjusting a card image with any functions of the* WorldCard Editing *window, you may recognize the business card again to update the WorldCard image processing of your revised card image.

After a card has been edited using the WorldCard Editing window, it may be necessary for the WorldCard character recognition software to re-recognize the card data. This task can be accomplished by selecting the **Recognize again** icon from the WorldCard Editing window.



Select the appropriate language(s) for the front and/or back side of the card. Then, select the correct region for the language. You may select the Auto detection feature in the geographic region selection. If the card is double sided, select the Both Sides function to recognize each side. You may then proceed with the Recognize again function by clicking on the **Recognize again** icon .

Once the Recognize icon is selected, the following prompt will appear in the WorldCard Editing window.

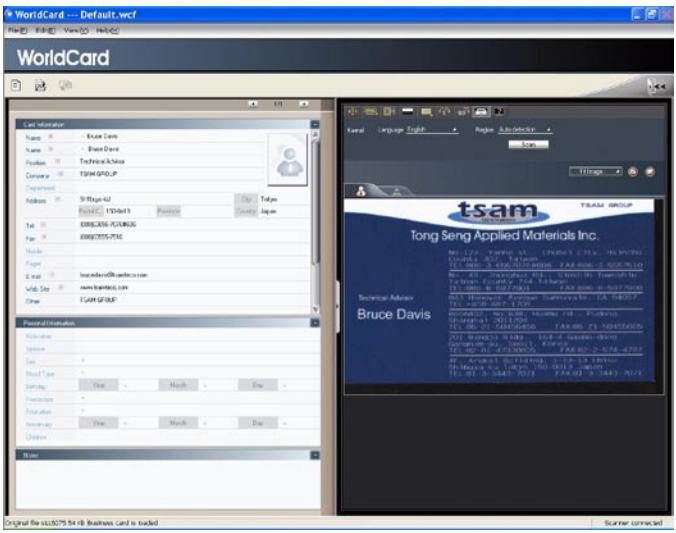


Select Yes to begin the recognition process. Please note that the card information will be clear when you click Yes.

To exit the WorldCard Editing window, right click on the **Exit** icon or select **Exit** from the File menu of the WorldCard Editing window.

4.4 Viewing Cards

Cards are displayed in the WorldCard Editing window after the scanning process. The following window shows a typical display of a card in the editing window.



You may click **Back Side** icon to see the back side image of the business card.

You could click on

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

4.4.1 Saving Card Image

If the displayed card image is clear and the information legible, the card image can be saved as a jpg file to your hard drive by selecting the **Save Card Image** icon .

4.4.2 Deleting Card Image

To delete a card image from the WorldCard Editing window, select the **Delete Card Image** icon with your mouse pointer.

If you have made an error in the Delete Card Image process, the Worldcard Editing window allows you to recover the card image by selecting the **Restore** icon .

Chapter 5 Managing Business Cards

The management functions of your WorldCard allow you to categorize contacts, send e-mail by contact or group functions, add new cards to a group, import cards from other sources, search cards by various data fields, file encryption features to protect your card database, printing cards, exporting database to other applications and synchronization with other software applications.

5.1 Categorizing Cards

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

5.1.1 Categorizing from Management Page

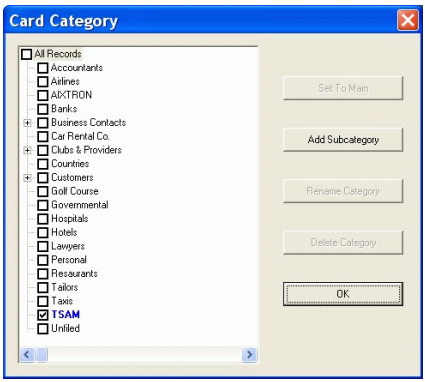
Each card apart from being categorized by last names, can also be categorized with your own individual settings so that you can efficiently manage numerous cards in your WorldCard database. From the WorldCard Management page, highlight the card information you want to categorize, drag and drop it directly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

Tip: Cards in each category can be easily moved from one category to another using the drag and drop feature.

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

5.1.2 Categorizing from Editing Page

WorldCard allows you to categorize a business card directly from the **WorldCard Editing** page. To categorize a card from the editing page, click on the Set Category icon . The **Card Category** pop up window will appear.



Select the category and then click the OK icon from the window. You may also add a Subcategory from this window by clicking the Subcategory icon.

5.1.3 Sending Email by Category

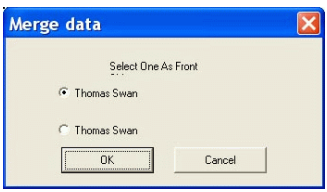
To send Emails to a category group, select the appropriate category group from the management page. Once selected, the category will appear on the right side of the **Management Page**.

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

5.2 Merging and Separating Cards

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

From the Main menu bar of the Editing window, select the **Tool\Merge** and the following window will appear.



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

Separating double sided cards into two distinct card entries may also be accomplished with the WorldCard software package. To separate a double side card into two separate entries, select the appropriate card from the **Management** window. Then, from the **Main** menu bar of the **Management** window, select the **Tool\UnMerge** function. The double side card will then be separated into two separate entries in the appropriate category.

5.3 Adding new Cards

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

5.3.1 Adding an Empty Card

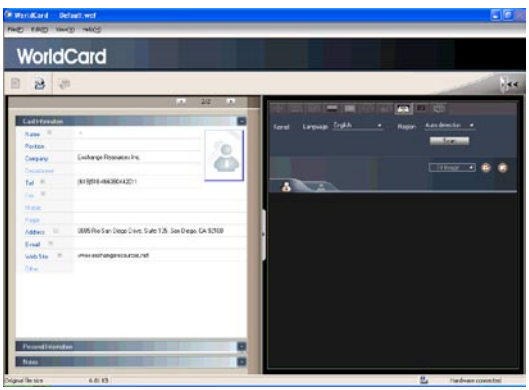
To enter a contact manually without a business card, use the **Management** window. From the **Main** menu bar, select the **File** icon. Then, select **New\Empty Card** from the following options menu. This will open the **WorldCard Editing** window.

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

5.3.2 Adding the Same Company Card

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

Once you have selected the card of one new colleague's coworker, from the **Main Menu** bar of the **Management** window select the **File\New\Same Company Card**. This will open the **WorldCard Editing** window.



On the left side of the **Editing** window, the new colleague's company information will appear in the **Card Information** section of the **Management** window.

5.4 Adding Cards from Other Resources

The **WorldCard** Business Card Scanner and other **WorldCard** recognition products are equipped with a card scanner or camera which are used to capture a card image. However, you may use other hardware resources in conjunction with your **WorldCard** software to process card images.

5.4.1 Photo File

WorldCard can process a business card entry from a photo image in either a bmp format of a jpg format. To use this option of your **WorldCard** software, you must have a picture image of the card on an accessible medium which your computer can access directly, as well as connecting the camera or scanner. To select an alternative image source from the **Image Source** icon . From the pull down menu, select the appropriate image source, (Photo File or Twain Scanner).

5.4.2 Twain Scanner

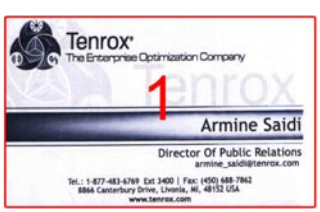
Card entries may also be accomplished through any twain scanner hardware resources. If your scanner is connected, **WorldCard** software will recognize it and add the scanner to the resource list. You may select the **Twain Scanner** option from the **Image Source** icon's pull down menu.

Ensure that the resolution for your scanner is set to at least 300dpi.

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

When the scanning process is completed, the following **Twain Scanner** window will appear.

You may also recognize the cards automatically by selecting the **Clear All Regions** icon . This will remove all red recognition rectangles from your **Twain Scanner** window. Then click the **Auto Select Regions** icon . You will see the recognized cards identified as in the previous display of the **Twain Scanner** window. Recognized cards will appear within red rectangular boxes with their appropriate recognition number also imposed in red. Please see the following example of a correctly recognized card, (number 1.) and so on.



Once the cards have been identified, select the **Recognize** Recognize. When the recognition process is completed, **WorldCard** will return to the **Management** window. You will find that your new card entries will appear at the bottom of your **All Records Category**.

5.5 Searching Contacts

With the **WorldCard** management software, you can quickly and efficiently find your contacts with the **WorldCard Search** functions.

5.5.1 Text Search

The Text Search function of the WorldCard software allows you to quickly find a specific contact. To enter the Text Search function from the WorldCard Management window, you may select the Text Search mode by clicking **View\Search\Text Search**.

After selecting the Text Search function, the Text Search screen will open and appear as follow.

Tip: You may enter the Text Search window directly from the* WolrdCard *Management window by clicking the* Search Window *icon .

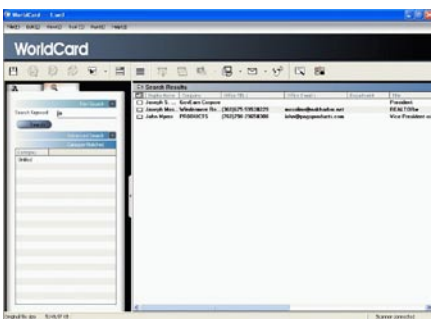
From the Text Search window, you may enter a key word or a group of key words separated by a blank space in the text field window

. After entering your search string click the **Search** icon

. Once the scanning of all records has been completed, the Search window will update with a display of the results found. The display may appear as in the following picture.

On the left side of the window, you will find a list of all categories where the data from your search string was found. The right side is the Search Results that display all of the applicable fields for the cards stored in your WorldCard database.

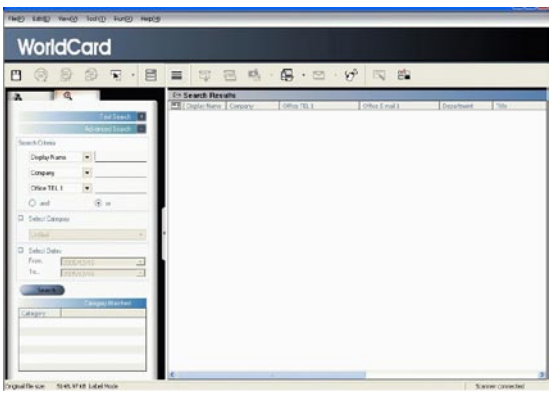
You may double click on any record displayed in the Search Results window to open the card in the Editing window.

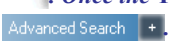


5.5.2 Advanced Search

WorldCard also offers an advanced search function. To use the advanced search function, you may click on the **View\Search\Advanced Search** menu.

After selecting the **Advanced Search** function, the **Advanced Search** screen will open and appear as follow.



Tip: ***You may also enter the*** **Advanced Search** ***window from the*** **WorldCard Management** ***window by clicking the*** **Search Window** ***icon*** . ***Once the*** **Text Search** ***screen appears, click on the*** **Advanced Search** ***"plus" tab*** 

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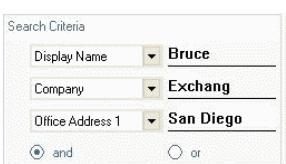
From the **Advanced Search** window, you may enter your search criteria by category . You may select from categories in any one of three option windows. If you have several cards with similar criteria in your database, you may narrow your search further by using more than one of the **Search Criteria**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

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

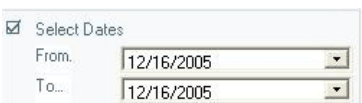


Please also note that the **Search Criteria** options include the **(and)** function and the **(or)** function . You may use these functions to further define your Advanced Search process. The **(and)** function defines that your search results should contain the criteria listed in all three Search Criteria windows to be a valid result. Using the **(or)** function, a valid result must only match one of any of the three fields to be a valid result.

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

You may also define your **Advanced Search** by calendar dates. To define a period for an **Advanced Search** by **Dates**, click on the **Select Dates** icon . This will highlight the selection of the **Select Dates** function by placing a check mark in the box .

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

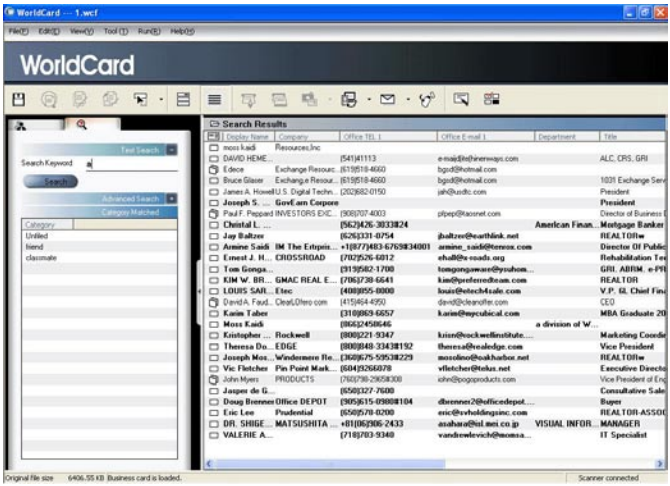


5.5.3 Finding Duplicate Data

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

WorldCard has a built in function for Finding Duplicate Data. To use the Finding Duplicate Data function, select the **Run\Duplicates Data** from the Main Menu.

Once selected, the **Duplicates Data** function will briefly display a progress meter in the middle of the **Management** window showing the percentage of progress for the search function. After all records have been scanned, the **Search** window will open and any duplicate entries will be displayed in the window. The display may appear similar to the following picture.



On the left side of the window, you will find a list of all **Categories** where **Duplicates Data** was found. On the right side of the **Search** window, you will find a list of all duplicate card entries.

5.6 Safeguarding Your Contacts

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

5.6.1 File Introduction

When you open the **"xxx.wcf"** source file to update, delete or edit, the system will automatically backup the original **"xxx.wcf"** file to **"xxx.bak"** file. If the system is terminated abnormally in the event of the computer crash, a dialog box will appear when you re-open **WorldCard**. The system will prompt you to save the temporary work file as a new file to prevent data loss due to abnormal system termination. Please rename the file. After pressing **OK**, the **"xxx_.wcf_"** temporary work file will be saved as a new file. You may also recover your original file by renaming the **"xxx.bak"** file to **"xxx.wcf"** file.

5.6.2 Save

WorldCard is a business card database management system. It will automatically save all changes when exit the system. You may manually save your card database from the **File\ Save** of the Main Menu.

You may also Save your database by selecting the **Save** icon from the **WorldCard Management** page.

5.6.3 Save As

The **WorldCard Save As** function allows you to save your database file to a specified directory for use as a back up file. To use the **Save As** function of **WorldCard**, from the **File\ Save As** of the main menu.

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

5.6.4 File Encryption

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

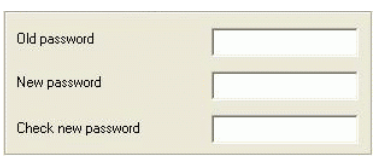
To protect your **WorldCard** database from unauthorized access, **WorldCard** offers you an automatic file encryption with password protection. You can encrypt your **WorldCard** database by the following the procedure below.

From the **WorldCard** Management window, select the **File\File encryption**. Once the File encryption option is selected, the following window will appear.

If you wish to use File encryption, click on the **Use file encryption** button as seen in the following picture from this window.

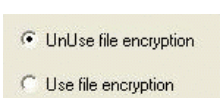
Once the **Use encryption** function is selected, you may use the **File Encryption** option with password protection. The option will be selected when a check mark appears in the option box as depicted in the following picture.

When the **Set Password/Change Password** option is selected, the password option windows will be accessible for you to enter your appropriate password options. The Password options are entered into the following active areas of the window.



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

Tip: If you wish to decrypt the* File encryption*, place the mouse pointer over the selection circle of the* UnUse file encryption *option as seen in the following picture from this window.



5.7 Printing Cards

WorldCard software allows you to print card information into several usable formats. An overview of the **WorldCard** printing functions will be presented in this chapter.

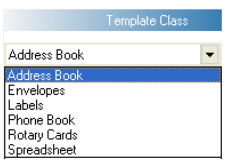
5.7.1 Printing Preview

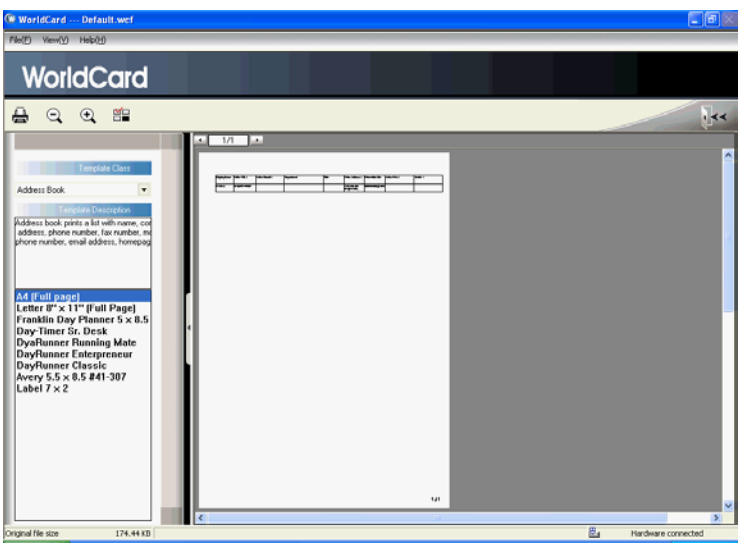
Before printing card information, **WorldCard** allows you to preview your information in the appropriate format for your desired output. To use the Print Preview options of your **WorldCard** software, from the Main Menu bar select the File\Print Preview, and the Print Preview screen will appear as the following window.

From the Print Preview window, you can select several Print Preview Template Classes from the Template Class pull down menu on the left side of the preview window.

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

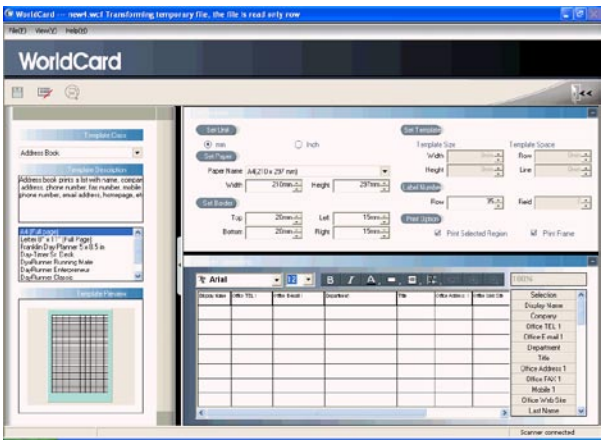
When a Preview option has been defined, it will appear on the right hand side of the Print Preview window.





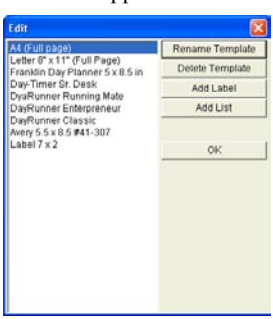
5.7.2 Editing Print Templates

WorldCard allows you to edit templates for printing your cards. Select **File\Print Template Edit** from Main Menu, the following window will appear. You may also click on the **Edit Print Template** icon .



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

WorldCard provides **Add Label** and **Add List** template model for creating your own templates. You may select **Edit…** from the **Template Class** pull down menu, the following window will appear.



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

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

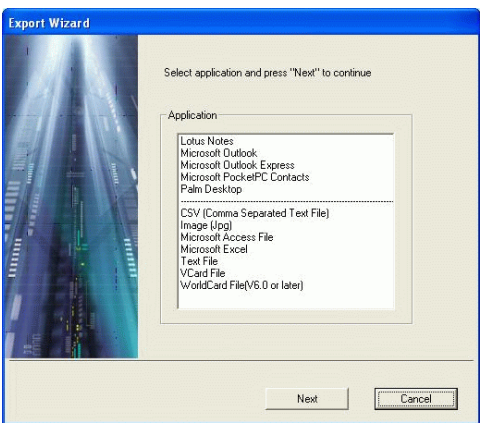
5.8 Exchanging Contacts

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

5.8.1 Export

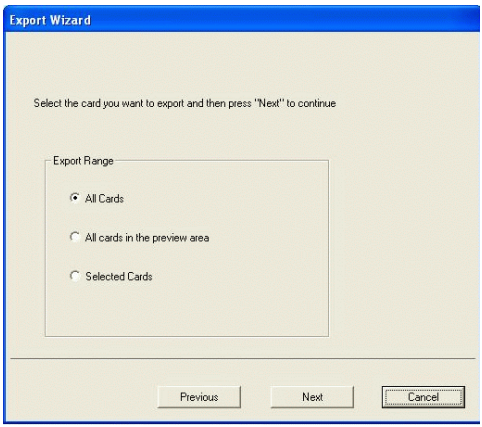
To Export your **WorldCard** database to another application such as Microsoft Office applications, (Word, Excel, Outlook or Outlook Express,) select the Export function from the **File\Export** of the Main Menu.

This will open the **WorldCard Export Wizard** screen and the following window will appear.



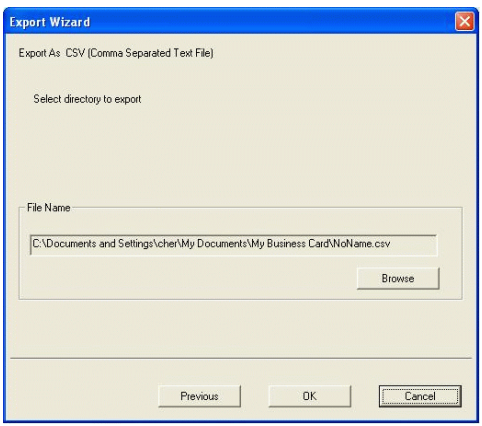
To use the **Export Wizard**, select the type of application to export your **WorldCard** database to or, the file type that you want to create.

Then click on the **Next** icon in the **Wizard** window. This process will open the following Export window.



Follow the instructions listed in the **Export** window to select the cards you want to export. And then click the **Next**.

If you have chosen to continue with the **Export** function, you will find that the following directory selection window has been opened.



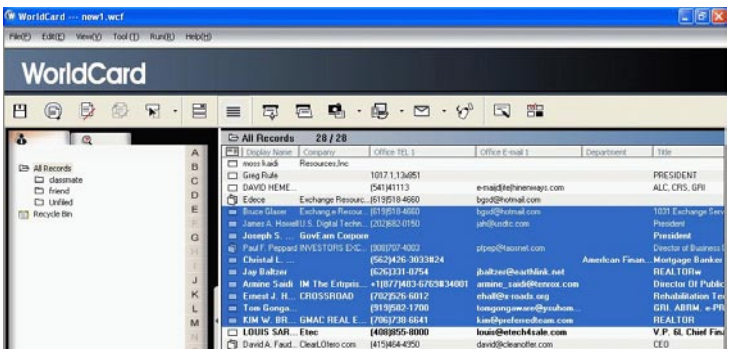
You may select **OK** to export the cards.

To complete the file **Export** procedure, review the information displayed in the **Wizard** window.

When the progress bar reaches 100 percent, the export process is complete. Click on the Finish to close the **Wizard** window.

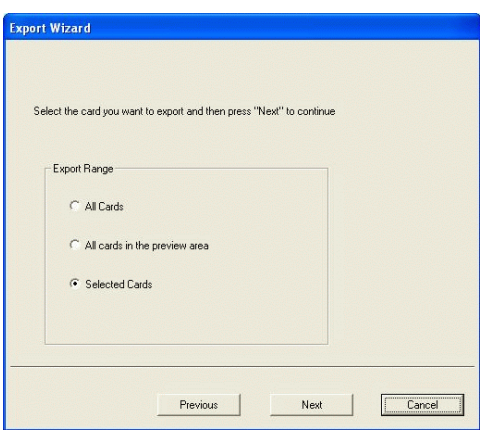
The **Export Wizard** operations are similar for exporting your **WorldCard** database to all application types and will not be individually discussed in this manual. However, a brief overview of the Export of a card to Microsoft Outlook will be present.

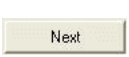
To Export a card to Microsoft Outlook, select a card or a group of card by selecting the specific card/s in the **WorldCard Management** window as shown in the following picture.



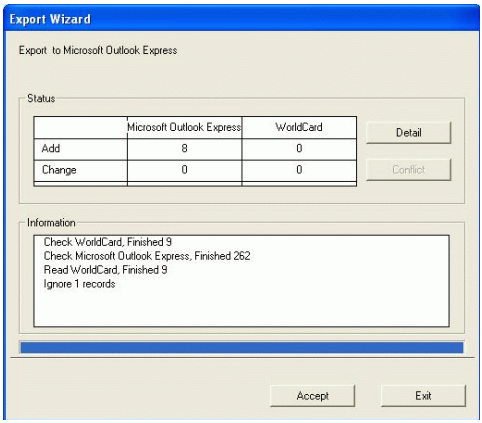
Then, select **File\Export** from the Main Menu.

Once you have selected the Export option, the **Export Wizard** window will open as previously displayed in the section. Select the Microsoft Outlook application from the **Wizard** window and click **Next**. The following **Export Wizard** window will be displayed.

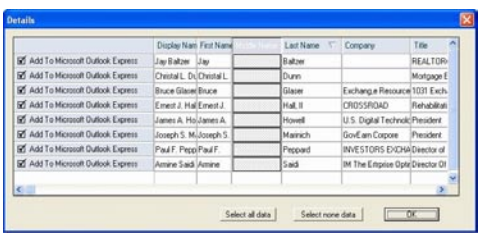


Select the **Selected Cards** option for an **Export Range**. Then press the **Next**  to proceed.

After pressing the **Next** in the previous paragraph the following **Export Wizard** status window will appear.



Once the Export process has been completed, you can view the **Details** page as shown in the following picture by selecting the **Detail** Detail.



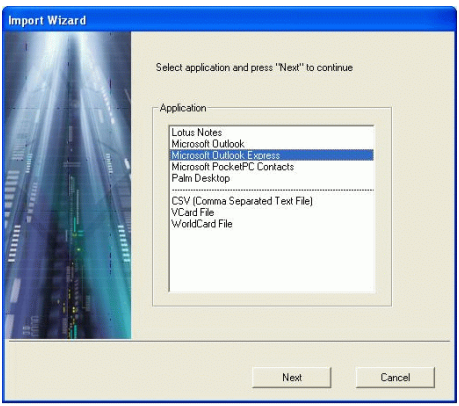
From the **Details** window, you can select to export all details of each card or none. To close the **Details** window and proceed, click the **OK** OK. This will return you to the **Export Wizard** status window as seen previously in this section.

To complete the **Export** process, click on the **Accept** Accept. You may see a suspicious script warning window at this time. Choose the continue option from the warning window to proceed. Your **WorldCard Export Wizard** will now display the completed Status and Information of the exported cards being processed.. To complete the **Export Wizard**, click on the **Finish** Finish. This will close the **Export Wizard** and return to the **WorldCard Management** page.

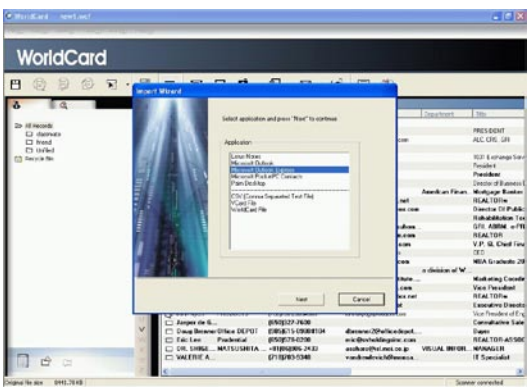
5.8.2 Import

To Import data into your **WorldCard** database from another application such as a Microsoft Office application, (Word, Excel, Outlook or Outlook Express,) select the Import function from the **File\Impor**t Menu.

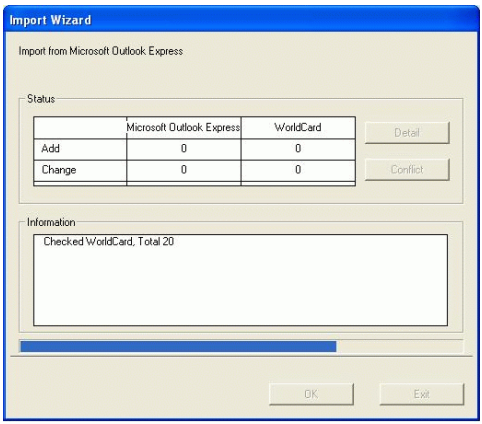
This will open the **WorldCard Import Wizard** screen and the following window will appear.



To use the **Import Wizard** screen, select the type of application source you desire to import into your **WorldCard** database.



Then click on the **Next** in the **Wizard** window. This process will open the following **Import Wizard** window.

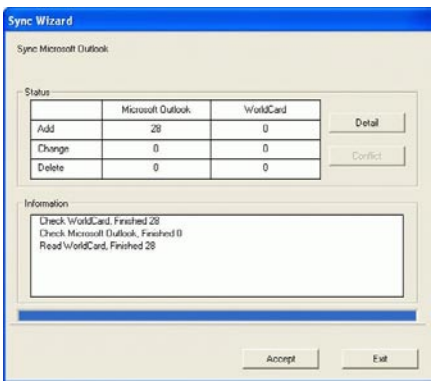


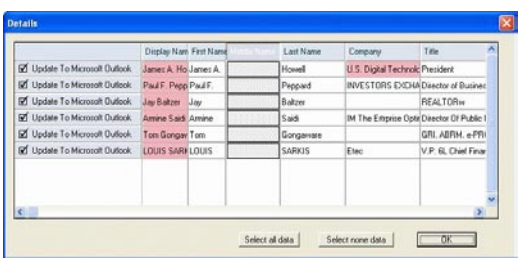
Note: When importing data from a Microsoft Office application such as Microsoft Outlook, you may receive a warning window to advise you that a program is trying to access email addresses information from the application. This warning window may appear similar to the following picture depending on your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

To continue click the **Yes** of the warning window.

While the **Import** function is being processed, you will find that a blue progress bar is active in the **Import Wizard** window. Once the process is completed, the **Import Wizard** window will display Status and Information. The **Import Wizard** window will appear as follow.

You can view the actual information being imported from the **Details** page as shown in the following picture by selecting the **Detail** Detail.





From the **Details** window, you can select to import all details of each card or none. To close the **Details** window and proceed, click the **OK** OK.

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

5.8.3 Synchronize

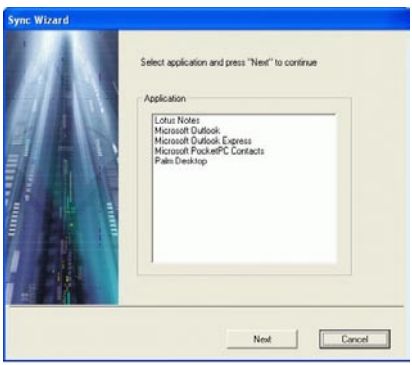
The **WorldCard Synchronize** function allows you to synchronize the data between **WorldCard** and other applications such as Microsoft Outlook Express, Microsoft Outlook, Microsoft PocketPC Contacts, Palm Desktop and Lotus Notes.

To use the Synchronize function, select **File\Sync** from the Main Menu.

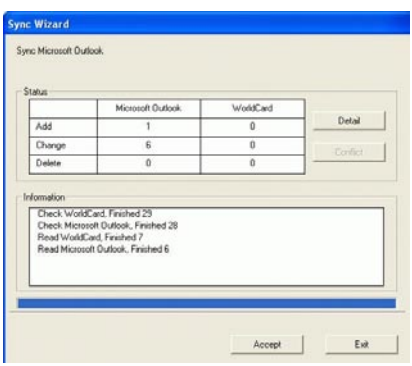
When the **Sync** has been selected, the following **Sync Wizard** window will appear.

Select the application that you desire to synchronize with your **WorldCard** database by clicking on the **Next** Next.

The **Sync Wizard Status** and **Information** window will open. At the same time **WorldCard** will begin to synchronize with the selected application.

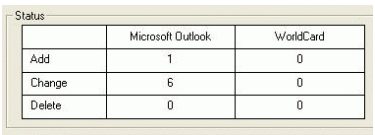


While the **Sync** function is being processed, you will find that a blue progress bar is active in the **Sync Wizard** window. Once the process is completed, the **Sync Wizard** window will display Status and Information data about the records you have synchronize. The **Sync Wizard** window will appear as follow.



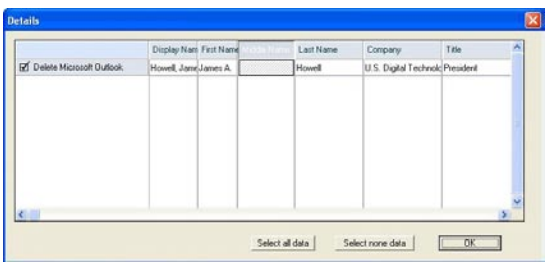
Note: The Sync function will synchronize the Client database with the Host database. In other words, data in the Client database will be change to reflect the data in the Host database. Once you have confirmed the Sync process by clicking the Accept icon in the Sync Wizard window, the Client database will be changed to match the Host. You can not reverse the process after this point. You may select the **WorldCard** *database to act as either the Host or Client database from the settings window discussed in section 5.9 of this manual.*

From the **Sync Wizard Status** window you can see that there is a difference between the Database of Microsoft Outlook and the database of **WorldCard**. Please note the differences in the following picture.



The Information window shows all actions that have been completed at this point. Note the following picture.

You may view the complete details of the actions that will be take to Sync the two databases from **Detail** window. To view the **Detail** window, click on the **Detail** Detail. The following window will appear.



From the Detail window, you may use the **Select all data** icon Select all data to select all actions in the list as acceptable changes.

For this item, the Sync function would **DELETE** the entry from Microsoft Outlook.Or, you may use the **Select none data** icon to de-select all items in the list. After reviewing the Detail list, you may close the Detail window by clicking on the **OK.**

To Accept the actions required to synchronize the two databases, click on the **Accept** Accept. The Sync Wizard will display the updated Status and Information windows. To close the window and complete the Sync process, click on the **Finish**.

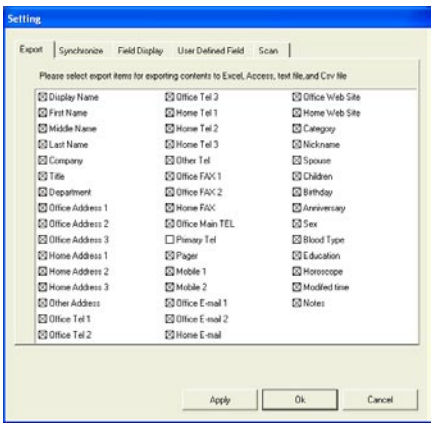
5.9 Settings

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

Open the Setting window from **Tool\Setting** of the Main Menu. Alternatively, you may open the Settings window from the bar.

5.9.1 Export Option

To use the Setting option page to configure the Export options, open the **Setting** page as described in the preceding section of this chapter. The Setting option page will appear as follow.

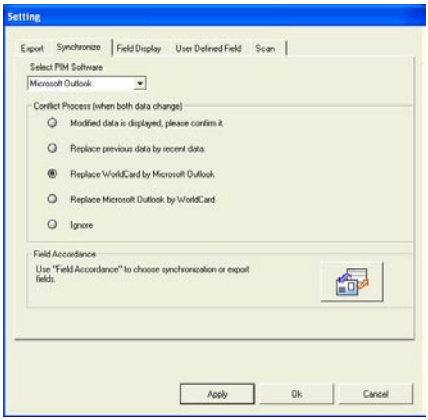


The **Setting Export** option page will open with ALL options selected as a default configuration. To modify the selected options, click on any available option to de-select or select an option that has been previously changed. Once the modifications are completed, click on the **OK** to accept the changes and close the window.

5.9.2 Synchronize Option

To use the **Setting** option page to configure the **Synchronize** options, open the **Setting** page as described in the preceding sections of this chapter. The **Setting** option page will appear as follow.

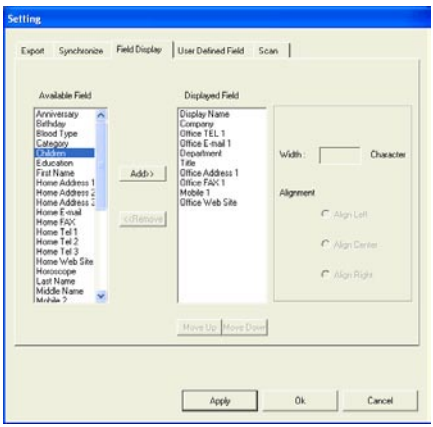
The **Settings Synchronize** option page will open with Microsoft Outlook as the selected PIM stands for **Protocol Information Management** software. You may change the PIM according to your desired function. The Conflict Process option may be set to manage any conflicts which may occur during the Sync operation.



5.9.3 Field Display

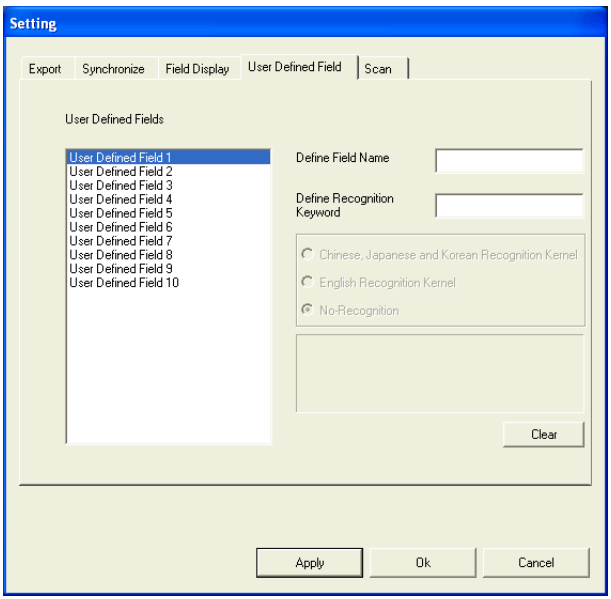
To use the **Setting** option page to configure the **Field Display** options of the List Mode, open the **Setting** page as described in the preceding section of this chapter. The Setting option page will appear as follow.

The **Setting Field Display** option page will open with a default configuration as displayed in the above window. To modify the selected options, click on any available Field to select an available field from the menu on the left side of the window. Once a field is selected, click on the **Add** icon to add it to the **Displayed Field** list. The selected field will be added to the applicable windows of your **WorldCard** screens. To remove a field for your **WorldCard** screens, click on the desired field in the **Displayed Field** window. Then select the Remove icon to delete the field from your **WorldCard** screen displays. You may also set field option from the available options on the right side of the **Field Display** window. Once you have completed your changes, click the **Apply** to apply any changes.



5.9.4 User Define Field

To use the **Setting** option page to configure the **User Defined Field** options, open the **Setting** page as described in the preceding section of this chapter. The **Setting** option page will appear as follow.

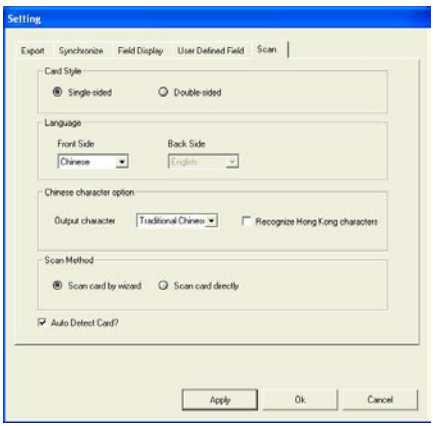


The Setting **User Defined Field** option page will open in the default configuration as seen in the preceding picture. You may define up to ten User specified fields to be displayed in your **WorldCard** screens. To define a field, select a **User Defined Field** from the available fields on the left side of the window. Then, assign the **Defined Field Name** in the appropriate window. **Define a Recognition Keyword** in the appropriate window. Set the language recognition option and click the **Apply**.

5.9.5 Scan Option

To use the **Setting** option page to configure the **Scan** options, open the **Setting** page as described in the preceding section of this chapter. The Setting option page will appear as follow.

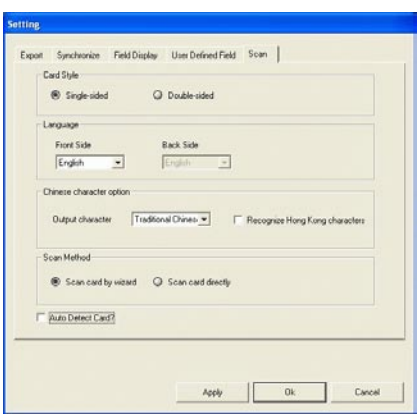
The Settings Scan option page will open in the default configuration as seen in the preceding picture. You may define **Card Style**, **Language**, Chinese Character options and Scanning method from the Scan Settings option menu. You may also select **Auto Detection** from the Scan option window. Once you have completed your Scan option settings in the Scan option window, you may close the window by clicking the **Apply** to complete the process.



5.9.6 Revising the Results of Chinese Card Recognition

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

To optimize the settings for recognition of a Chinese language card, from the Setting window, under the Chinese character option settings, you may select the Traditional Chinese character set or the Simplified Chinese character set from the Output character pull down menu as shown in the following picture.



Under the Chinese character option section, you may also highlight the selection box for Recognize Hong Kong characters if you are scanning cards from Hong Kong. The character set for Hong Kong is slightly different than the Traditional or Simplified Chinese character sets. To highlight the Hong Kong characters option, click on the selection box. A check mark will appear in the box.

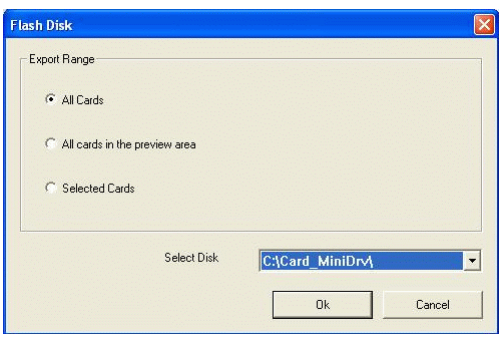
5.10 WorldCard Portable Disk

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

5.10.1 Saving Card Data to a Portable Disk

Note:* WorldCard *does not come with a flash disk. Flash disk must be purchased separately.

To save your **WorldCard** database to a portable disk, from the Management screen select the **Export to Flash Disk** icon . This will open the Flash Disk window on top of the Management screen.



From the **Flash Disk** window, you can select an **Export Range**. Setting the range to the **Selected Cards** option exports only the cards that have been highlighted in the **Management** window.

After you have set the **Export Range**, select a **Flash Disk** drive from the **Select Drive** pull down window for available flash drives on your system.

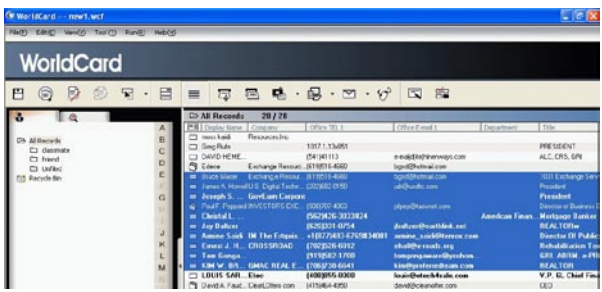
Once you have selected the correct **Flash Disk** drive, click on the **OK**.

5.10.2 Card Data Management for Portable Disk

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

And double click the **Card_MiniDrv** folder, the following directory of icons will appear.

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



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

Chapter 6 WorldCard Duet

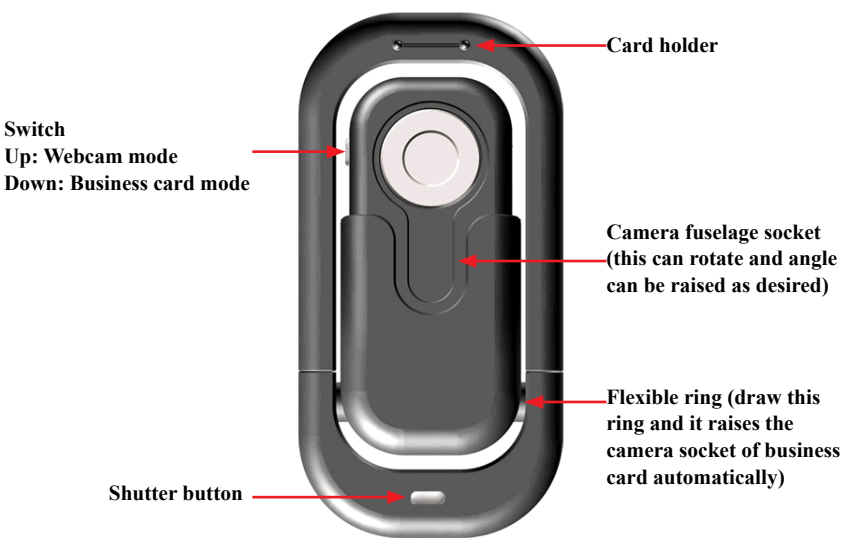
6.1 Introduction

WorldCard supports three kinds of hardware. Office and Color are business card scanner and recognition system. WorldCard duet is a business card camera , as well as a webcam. It has dual functions. First, it can take pictures of business cards. Second, it can serve as a webcam for conferences. WorldCard duet is a new system that breaks through the traditional scanning. It takes a shoot of the business card, and converts the image to your computer in a digital form. This innovative procedure allows you to differentiate and manage business card materials in a convenient and efficient manner.

Note: The PenPower WorldCard duet package includes the full version of WorldCard card management software on the CD in the duet package, the duet Capture Camera, camera mount, a USB cable to connect the duet camera to your computer and the WorldCard installation manual.

6.1.1 Hardware Introduction

Front view of WorldCard duet



Rear view of WorldCard duet

6.2 Installation

The procedure to install PenPower WorldCard software package for duet is the same as the installation procedure for any other WorldCard package. The software installation for WorldCard has been presented in previous sections of this manual. As a brief introduction to the duet package, please refer to chapter 2 for the software installation procedure.

6.3 Connecting Hardware

Note: After installing WorldCard, you must reboot your computer, connect your hardware and restart your computer. Connect the WorldCard duet cable to the duet camera and a USB port on your computer. It's that simple. Then restart your computer and you may see the following Windows New Hardware Wizard.

Select the **Yes this time only** circle to allow Windows to find the correct driver for your duet camera and press the **Next** icon with the left mouse button. Windows will find the WorldCard driver automatically. This completes the installation of your WorldCard duet package.

6.4 Using Hardware

To use WorldCard duet as a business card camera:

1. Draw the flexible ring. The camera socket of business card and business card camera fuselage are raised to the position of 80 degrees automatically.
2. Slip downward the camera function of the business card switch, this establishes it as shooting function.
3. Insert the business card on the business card holder.

To use WorldCard duet as a webcam:

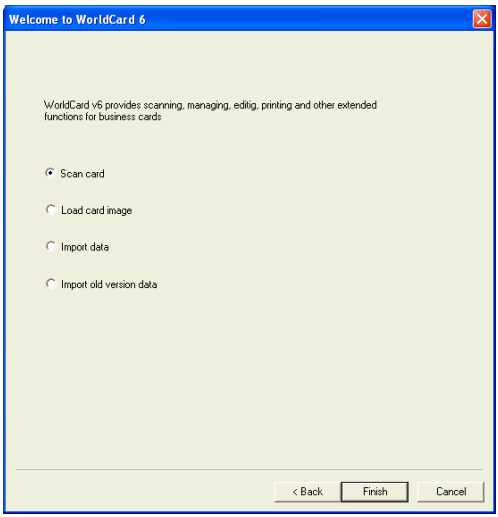
1. Draw the flexible ring, raise the business card camera fuselage
2. Take the camera fuselage out by detaching it from its frame
3. Connect USB cable below the business card camera and a computer USB port directly
4. Clip the fuselage to Notebook screen to use as a webcam

6.5 Capturing Business Cards

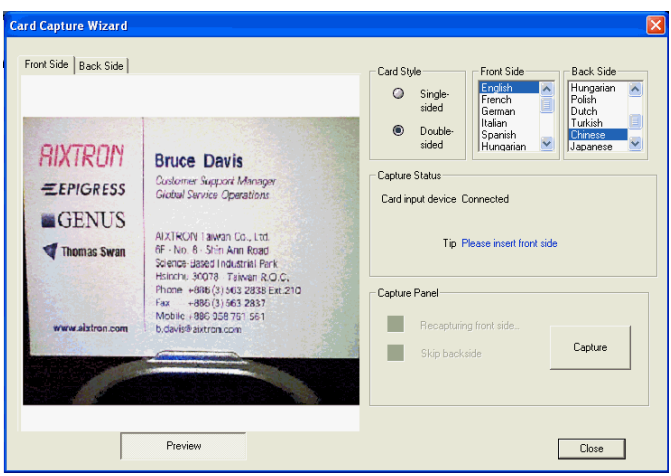
To capture a business card with your WorldCard duet camera, ensure that the camera is in the business card capture mode by placing the camera mode selection switch in the down position, card mode.

Start your WorldCard software by clicking the left mouse button twice over the WorldCard icon on your Windows screen. After the WorldCard Application opens, the following screen will appear.

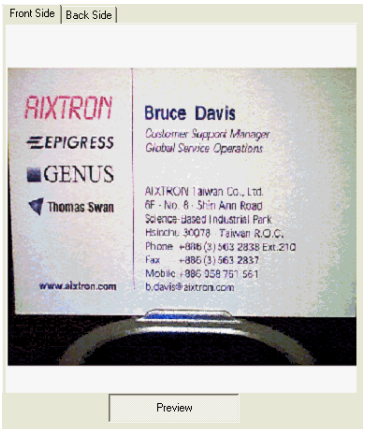
Click the **Next** icon to continue and the following window will open.



Note: The* Capture Card *option is selected by default. To continue and capture a business card, click the Finish icon with the left mouse button and the capture window will appear.



To capture a card, place your card in the duet card holder. Once a card is placed in the duet holder, you will see the card in the Capture window as the Capture screen shot above. You may need to shift the card right or left to have a uniform alignment as the preview screen below.

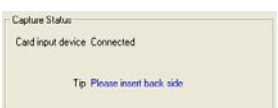


Once the card is properly positioned, you may proceed by selecting the appropriate **Card Style** and language options from the Capture window. Use the left mouse button to select your desired options.

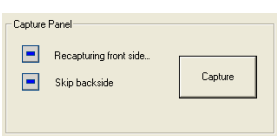
Once the correct options have been selected, capture the card by pressing the **Capture** icon

with the left mouse button.

If the double sided card option has been selected, WorldCard duet will prompt you to insert the back side of the card by a tip in the Capture Status window as shown in the following picture.

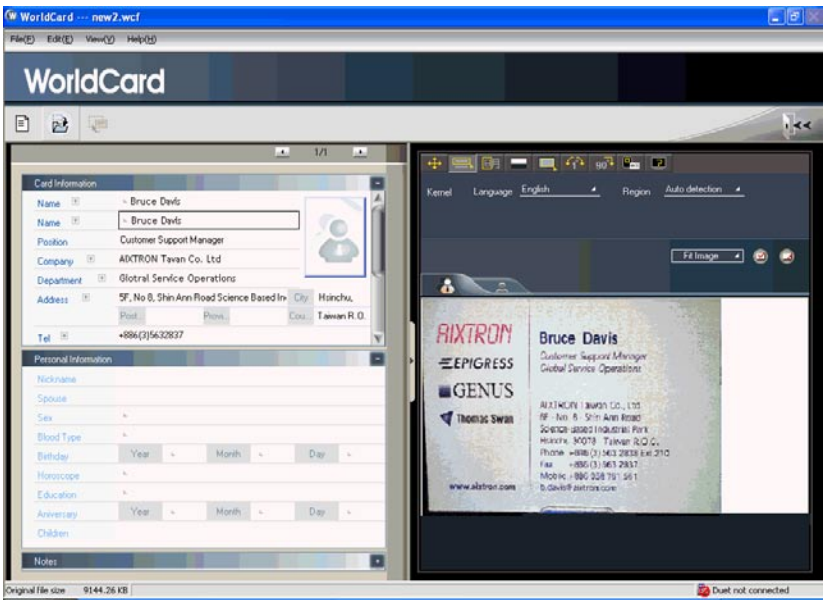


Rotate your card in the duet holder and press the **Capture** icon again to capture the back side of you card. You will see some active scanning process in the Preview window during the capture operation. You also have the option from the **Capture Panel** below to recapture the front side, skip backside or press the **Capture** icon.



Once you have captured the applicable side or sides of your card, click on the Close icon. This will close the Capture window and add your newly captured card to your Management window.

To Recognize your new card in the Editing window, place the mouse pointer on the new card in the Management window and double click it with the left mouse button. The World-Card Editing window will open with your new card displayed as shown below.

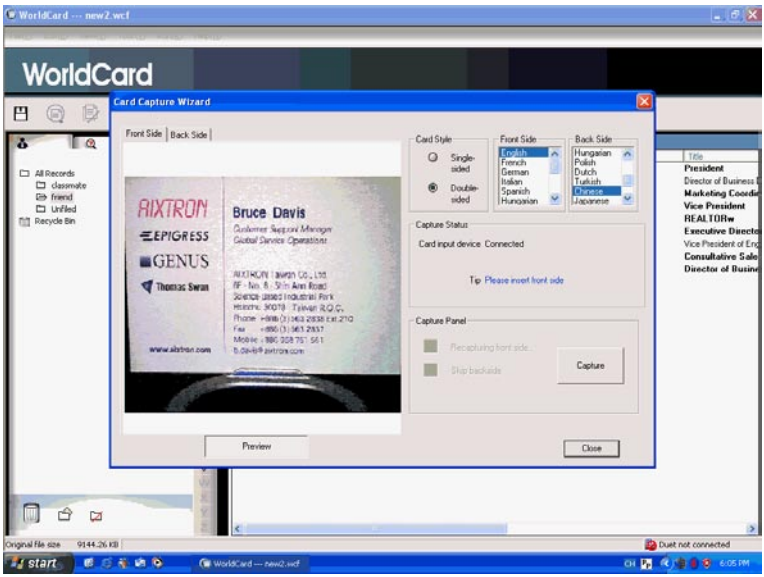


The functions of the Editing window for duet are the same as with the WorldCard Color scanner discussed previously in this manual. Please refer to **Chapter 4** for details.

6.6 Capture Option

To select the Capture option from the **WorldCard Management** screen, select Run\Capture from the Main Menu.

Once you have selected the **Capture**, the Capture screen will be displayed as in the following screen shot.



The Capture window functions are as previously discussed in this Chapter.

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