

# **WorldCard Mac**

## **User Manual**

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# **Penpower Technology Ltd.**

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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.

## Chapter 1 Product Introduction

The **WorldCard Mac** provides you a total business card management solution by integrating card recognition, management and transmission functions in a single digitizing unit. You can find your business cards anytime and anywhere when you need them.

### 1.1 Product Features

#### **Digitize business cards in seconds**

WorldCard Mac scans and recognizes business cards, then saves contact information into Address Book or Microsoft Entourage; turns business cards into accurate digital format in a few seconds.

#### **Support multiple languages**

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

#### **Business card management**

Complete sets of management functions, including for editing of information, assigning multiple categories.

#### **Quick and efficient searching**

Find your contacts quickly and efficiently with WorldCard Text Search and Advanced Search Functions.

#### **Direct link to website and online maps**

Clicking the address or website button will link to the map and contact's website directly and search the address of the contact from the internet map service website.

#### **Sending e-mail**

Quickly send e-mail to multiple contacts in one click.

#### **Data exchange**

Export/Import contacts to/from Address Book and export to vCard, Text, Microsoft Entourage, HTML, image file format or import from vCard, WorldCard File.



## 1.2 Hardware Introduction

### 1.2.1 Elegant Stylish Design

The intelligent mailbox concept with indication light, guides you to scan business cards in the easiest way that you have never experienced.



*Tips*

- 1. Business card placement: Insert card with the information side facing up.*
- 2. Intuitive LED indicator: LED indicator blinks when a card is inserted. It blinks faster during scanning.*

### 1.2.2 Specification

1. Dimensions: 106 x 53 x 27 mm
2. Weight: 160 g
3. Resolution: 600 dpi
4. Interface: USB
5. Image: Color

## Chapter 2 Getting Started

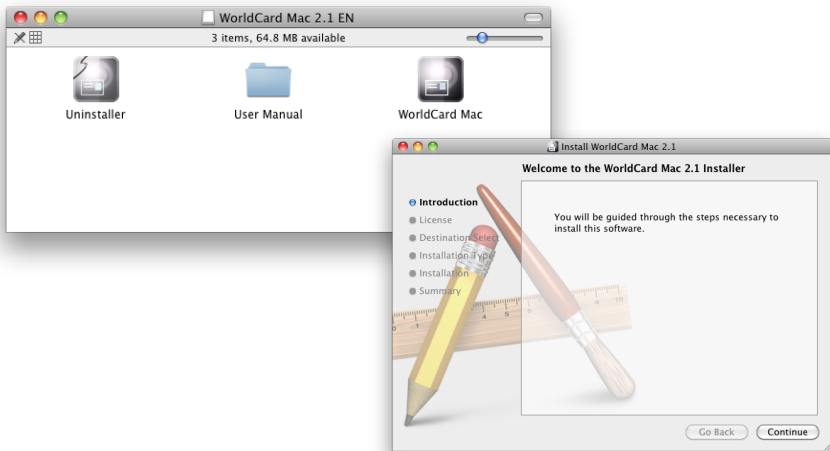
### 2.1 System Requirements

1. Mac OS X
2. Version 10.5 or later
3. Intel based Macintosh

### 2.2 Installation

**Step1** : Insert the software CD.

**Step2** : Click **WorldCard Mac**, follow the instructions to install **WorldCard Mac** software.





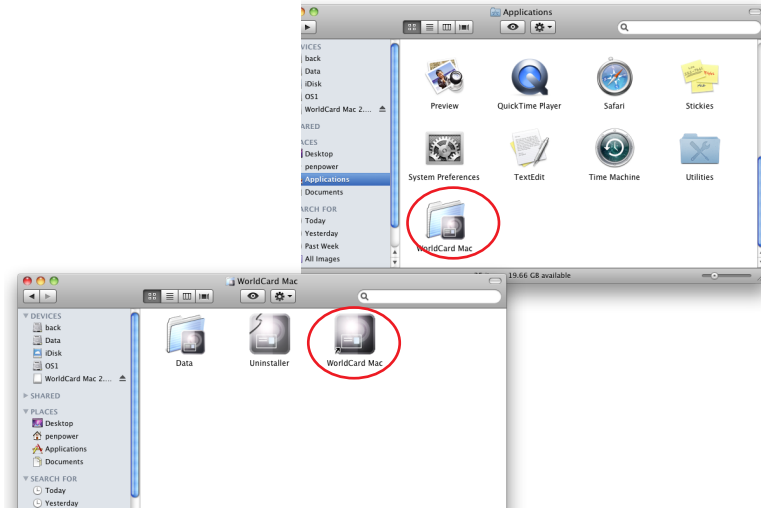
**Step3** : Connect the WorldCard Mac scanner to your Mac.





## 2.3 Starting WorldCard Mac

After installation, you may find  folder under **Applications**. Double click to open the folder. Click  to run **WorldCard Mac**.



## 2.4 Calibration

The WorldCard Mac plus scanner doesn't need initial calibration, but if there is any color indifference, please insert the blank side of the card face up to calibrate it.



**Tip**

*1. In case the calibration card is lost, you can use any same size white card for calibration.*

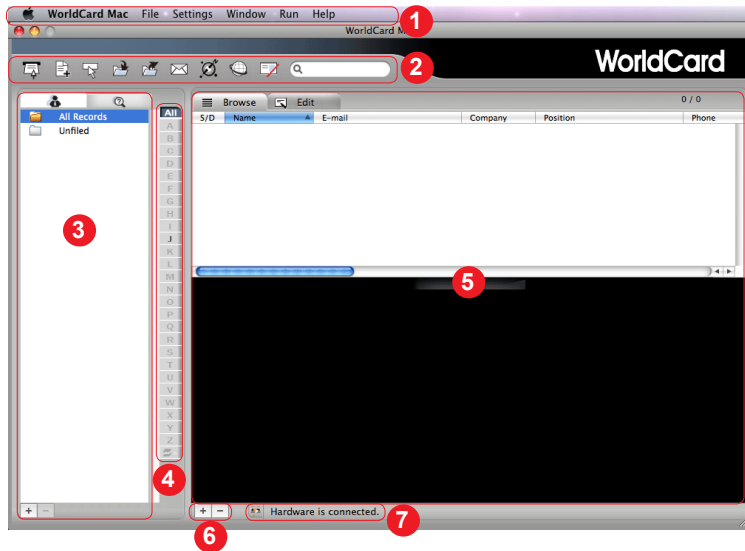
*2. If there is any color indifference after scanning a card, you can calibrate the scanner by clicking Run\Calibration from the menu or the Calibration*









*button on the Scan Wizard.*

## Chapter 3 User Interface

### 3.1 User Interface













1. Menu: Provide **File**, **Edit**, **Settings**, **Window**, **Run** and **Help** menu.
2. Toolbar: Refer to **Chapter 3.2 Toolbar**.
3. Category/Search tab: **Category**  tab helps you to manage your contacts. **Search**  tab provides advanced search function.
4. Alphabet index: Help you to find your contacts by indexing the first letter of their names.
5. Browse/Edit mode: **Browse**  mode lists the contact information and business card image. **Edit**  mode lets you verify and edit the contact information.
6. Add / Delete contact: Click  to add a contact person. Click  to delete a contact person.
7. Hardware connection status: Show the connection status of the scanner.



## 3.2 Toolbar



1. Scan  : Open the Scan Wizard to scan business cards.
2. New card  : Create a new contact.
3. Settings  : Scan settings.
4. Import  : Import contacts from other resources.
5. Export  : Export contacts to other application or other formats.
6. Email  : Send an email to the selected contact.
7. Map  : Search the address of the selected contact from the internet map service and connect the route between two contacts.
8. Web  : Browse the website of the selected contact
9. Delete card  : Delete the selected contact.
10. Text Search  : Help you to quickly find the specific contacts.


Refer to **Chapter 6 Managing Business Cards** for detailed explanation.

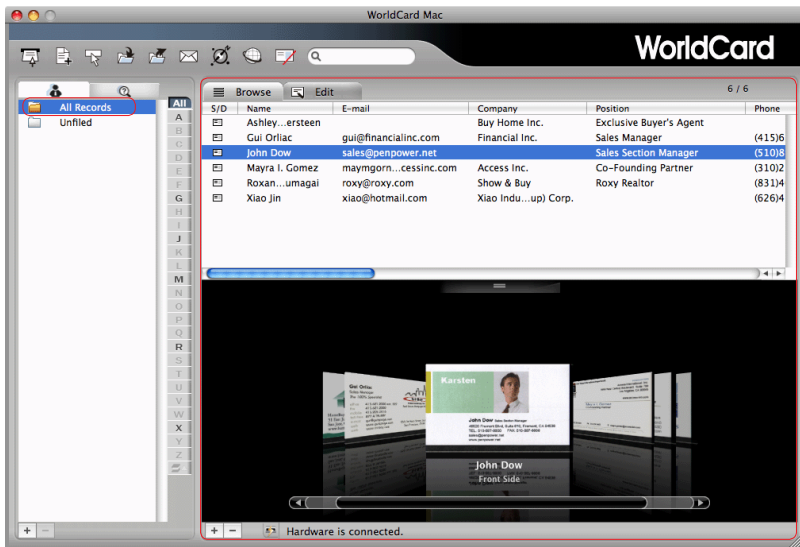
## Chapter 4 Scanning Business Cards

### 4.1 Scanning a Business Card

To scan a business card, insert the business card into your scanner with the card information facing up. The scanner will begin scanning and recognizing the business card after detecting the business card.

### 4.2 Browsing Contacts

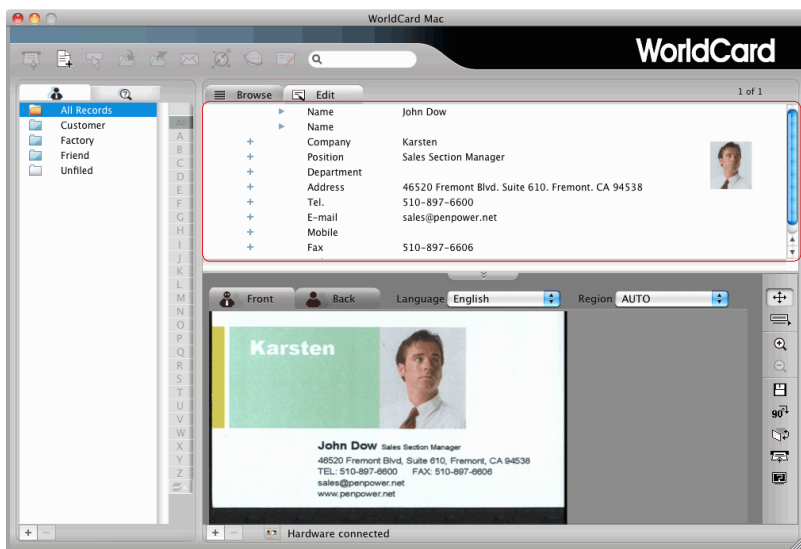
If you did not assign a category, the scanned business card information is organized into the **Unfiled** category. You can also find the scanned business card information in the **All Records**. Click the **Unfiled** category or **All Records** from the left side pane and click the **Browse** mode , the scanned contact information will be listed in the right pane.






## 4.3 Editing Contacts

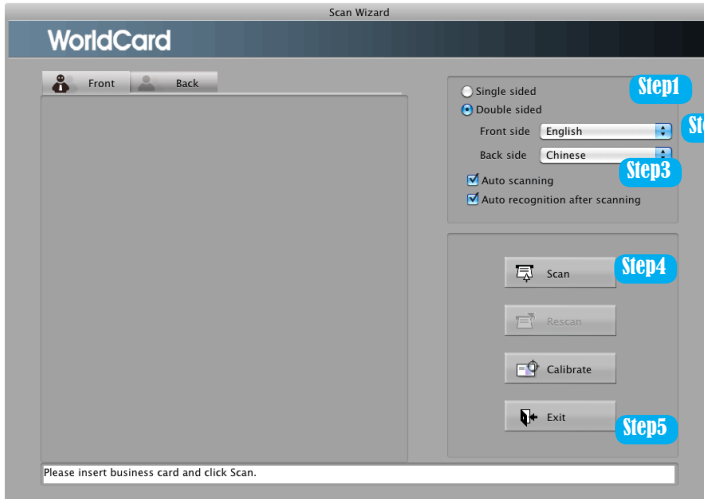
After adding business cards, you may verify the contact information in the **Edit** mode



The information is categorized in fields such as **Name, Company, Position, Department, Address, Tel., E-mail, Mobile, Fax** and **Web Site**...etc. Click the field that you want to correct, and then modify the information manually. Or you can adjust the business card image and recognize again to get the better recognition results. Please refer to **Chapter 5 Editing Contacts** for detailed explanation.

## 4.4 Scan Wizard

If you have various business cards, you can click the **Scan** button  from the toolbar to launch the **Scan Wizard** and follow the steps below to set the parameters and scan business cards.



**Step1** : Select **Single** or **Double sided** business card.

**Step2** : Select the language of the business card. If the business card is double-sided, select the languages of the both sides.

**Step3** : If you want to automatically scan when the business card is inserted, click **Auto Scan**. If you want the business card information to be automatically recognized and added to your file after scanning, click **Auto recognition after scanning**.

**Step4** : Insert the business card into your scanner with the card information face up. Click **Scan** button to begin scanning the business card.

**Step5** : Click **Exit** to exit the scan wizard and see the recognition results.




*Tips*

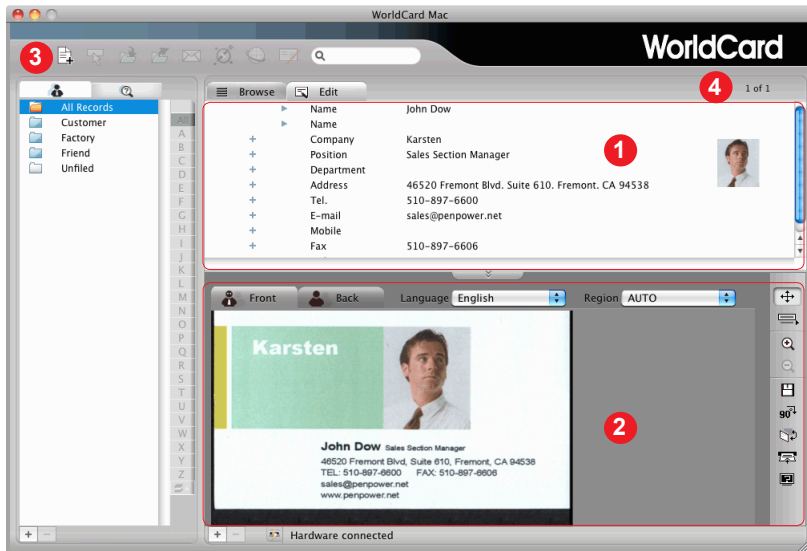
*When you scan Double-sided business card and want to preview the scanned image before recognition, do not select Auto recognition after scanning.*






## Chapter 5 Editing Contacts

### 5.1 Edit Mode

Select one or multi-contacts and click **Edit Mode**  to enter the **Edit Mode**.





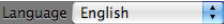
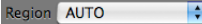
1. Contact information editing area: Provide the information of **Name**, **Company**, **Position**, **Department**, **Address**, **Tel.**, **E-mail**, **Mobile**, **Fax** and **Web Site**...etc. You may edit and verify the contact information in this area. Click **+** to add a field. Click **-** to delete field.
2. Business card image editing area: Provide **View mode**, **Partial recognize**, **Zoom in**, **Zoom out**, **Save picture**, **Rotate**, **Exchange card**, **Rescan** and **Recognize again** functions for editing the business card image.
3. Add contact: Click  to add a new contact person.
4. Previous / Next: Display the order and amount of the selected contacts. If you select more than one contact, the **Previous**  and **Next**  button show up for editing other contacts.







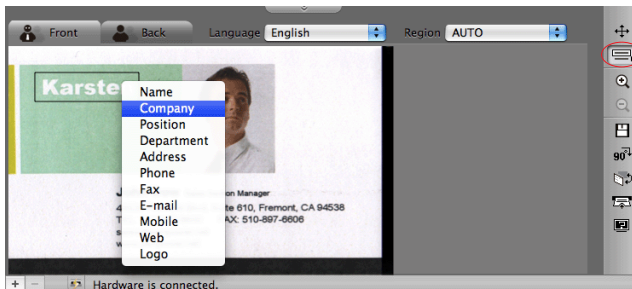
## 5.2 Business Card Image




1. Front side or back side image: Click **Front side**  or **Back side**  to see the different side of scanned business card image.
2. Business card image: Display the scanned business card image.
3. Recognition language and region: Show the recognition language  and region .
4. Toolbar: Provide **View mode**, **Partial recognize**, **Zoom in**, **Zoom out**, **Save picture**, **Rotate**, **Exchange card**, **Rescan** and **Recognize again** functions for editing business card images.

## 5.3 Editing Business Card Images






1. View mode  : View the business card image.
2. Partial recognize  : Partially recognize the selected information. You may select a specific area that contains the correct data, and then select the appropriate field. The information will be recognized to the assigned field directly.










*You can click View mode  to view business card image.*

*Tip*

3. Zoom In  : Zoom in the business card image.
4. Zoom Out  : Zoom out the business card image.
5. Save picture  : Save the business card image to .bmp file.
6. Rotate  : If the business card image shows in an incorrect orientation, you can use the **Rotate** function to properly align the business card orientation. Once you click the **Rotate**  button, the business card image will rotate to 90°.



7. Exchange card  : Exchange the front side and back side of business card image.
8. Rescan  : If the scanned image quality is not good and it influences the recognition result, you can use the Rescan function by clicking on the **Rescan**  button to scan the business card again.
9. Recognize again  : After a card image has been edited, it may be necessary to recognize the card data again. You may select the appropriate language of the business card and the correct region. Then recognize again by clicking on the **Recognize again**  button.



*Attention*

*The existing information will be cleaned when using Recognize again function.*



## Chapter 6 Managing Contacts



The management functions allow you to categorize contacts, search contacts, add new cards, import contacts from other sources, export contacts to other applications, search contacts by various data fields or full text, send e-mail by contacts or group functions, visit web site of contacts and search the address from the internet map...etc.

### 6.1 Categorizing Cards

**WorldCard Mac** allows you to manage your business cards by storing them in the category groups. After installing the **WorldCard Mac**, you will find **All Records** and **Unfiled** category on the left side of the **Category** pane.

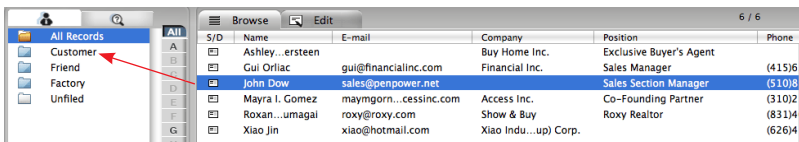


#### 6.1.1 Adding and Deleting Categories

You can add as many user-specified categories as you choose to manage your business cards. Click  from the left side bottom to add a category and type a category name. You can also click  to delete your category.

#### 6.1.2 Categorizing from Browse Mode

From **Browse** mode pane, select the contact you want to categorize, drag it directly into a category on the left side of the **Category** pane.



*Tips*


1. *Contacts in each category can be easily moved from one category to another by dragging.*
2. *Each contact can be set to multi-categories. You can also find it in All Records.*
3. *To save time, you can also select one category and then scan business cards into that category.*
4. *You can also right click on contact and then set the category.*




## 6.2 Searching Contacts


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

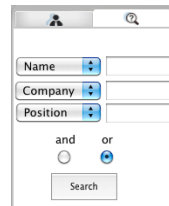
### 6.2.1 Text Search

The **Text Search**  function provides you to quickly find the specific contacts. To use the **Text Search** function, enter a key word in the Text Search box, the system will search the contacts immediately and display the search results in the **Browse** mode pane.

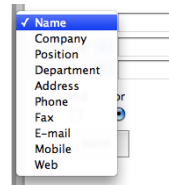
### 6.2.2 Advanced Search

**WorldCard Mac** also offers an **Advanced Search** function for you to search the contacts who match with the specific fields. Click **Advanced Search**  button, the **Advanced Search** pane will appear in the left side pane.

Select the field name that you want to search, and enter a key word in the Search box and click the **Search**  button. The search results will display in the **Browse** mode pane.



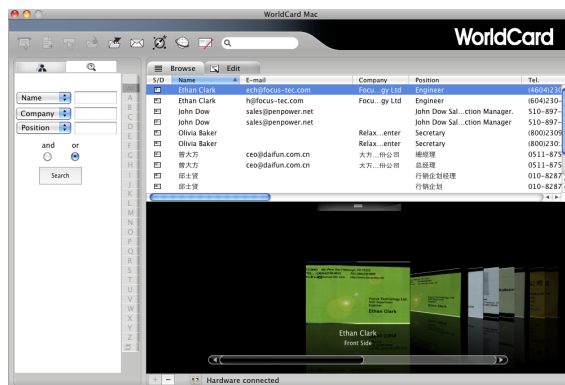
Advanced Search form showing fields for Name, Company, and Position, with 'and' and 'or' options, and a Search button.




Dropdown menu for Advanced Search showing fields: Name, Company, Position, Department, Address, Phone, Fax, E-mail, Mobile, Web.

### 6.2.3 Search for Duplicate Contacts


To find duplicate contacts, you just need to click **Run\Duplicates Data** from the menu. The duplicate contacts will then be listed in the right pane for you to delete or modify.



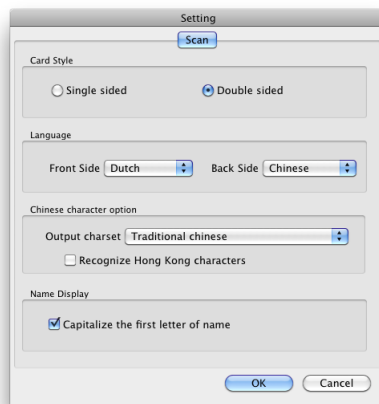
## 6.3 Adding Cards

**WorldCard Mac** offers two methods to adding new contacts. You can add a new contacts by scanning business cards as the explanation of **4.1 Scan a Business Card**. You can also click **New Card**  button to create a new contact manually.

## 6.4 Settings

**WorldCard Mac** provides Settings for configuring the operational functions of Scan options. Click **Settings**  button or **Settings\Scan option** from the menu to open the **Settings**.

The default configuration as seen in the preceding picture, you may define **Card Style**, **Language** and **Chinese character option**. Check **Capitalize the first letter of name** to recognize the first letter of the contact's name to a capital letter. The other letters of the name will be recognized to lowercase letters. Click **OK** for the settings to take effect.




*When scanning a Chinese business card, the system will accord to the Output charset to display Chinese character.*

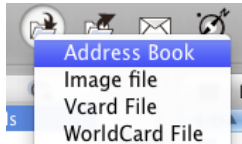
**Tip**



## 6.5 Importing Contacts

WorldCard Mac allows you to import valuable contact information from **Address Book**, **Image File**, **VCard** or **WorldCard** file to **WorldCard Mac** database.

1. Click **Import**  button or **File\Import** function from the menu. You will see the pull-down menu as below.



*The imported image files allow .JPG and .BMP only.*

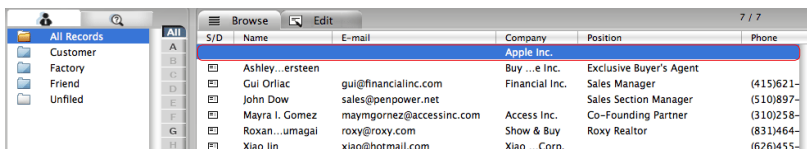
2. Select the import source, the contacts will be imported to **WorldCard Mac**. For example, choose the **Address Book**. A note window will appear to confirm importing all cards. Click **OK** to continue.



3. A note window will appear to show the import results when it is done.




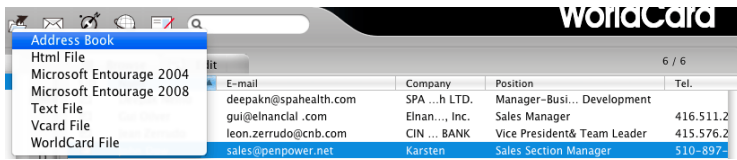
4. The imported contacts will be shown in the **Browse** pane.



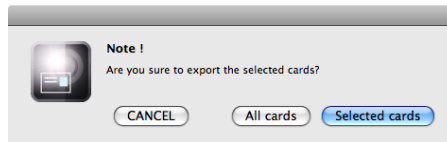
## 6.6 Exporting Contacts

**WorldCard Mac** allows you to export the selected contacts or all records to other application or file formats such as **Address Book**, **Html File**, **Microsoft Entourage 2004**, **Microsoft Entourage 2008**, **Text File**, **VCard File** and **WorldCard File**.

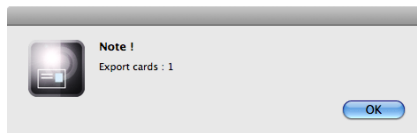
1. Select the contacts which you want to export and click **Export**  button or **File\Export** function from the menu. Select the export application or file format, for example **Address Book**.



2. Select **All cards** or **Selected cards**.



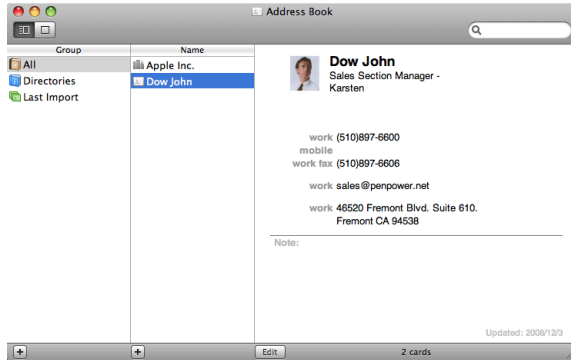
3. A note window will appear to show the export results when it is done.







4. You can find the exported contact information in the **Address Book**.



*Follow the steps below, you can sync. Address Book with your iPhone or iPod:*

- 1. Connect iPhone to your computer, and open iTunes (if it doesn't open automatically).*
- 2. In iTunes, select iPhone or iPod in the sidebar.*
- 3. Configure the sync settings in each of the settings panes.*
- 4. Select "Automatically sync when this iPhone is connected" to have iTunes sync iPhone automatically whenever you connect it to your computer.*




*Tips*

- 5. Click Info pane and check contacts.*

*Please refer to iTunes User Guide for details.*

## 6.7 Sending Emails


To send email to the selected contacts, select the contacts and click the **Email**  button or the **Run\E-mail** function from the menu, or right click on the contact and choose **Send E-mail**. Then choose whether you want to put the contacts into **To**, **From**, **BCC**, or **Attachment** field. **WordCard Mac** will open the Email editing window of your default Email software, and add the Email addresses into the corresponding field.




Note

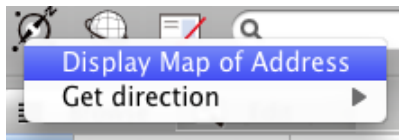
*If you put the contacts into the Attachment field, both the image and the text information of the contact will be included in the mail as attachment.*

## 6.8 Visiting Website

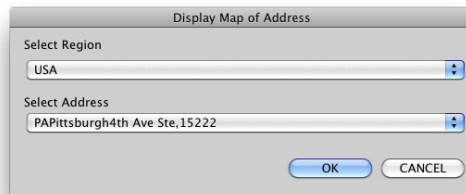
To visit the Website of the selected contact person, select a contact and click the **Web**  button or the **Run\Web** function from the menu. **WordCard Mac** will open your default Internet browser and browse the Website of the contact person.

## 6.9 Online Map

**WorldCard Mac** offers you online map with a click of your mouse. Select a contact and click **Map**  button and select **Display Map of Address** or the **Run\Display Map of Address** function from the menu.



Select the region of the address. If the contact has more than one address, you can select an address of the contact. Click **OK**. **WordCard Mac** will open your default internet browser to search the address of the contact from the Internet map service website.

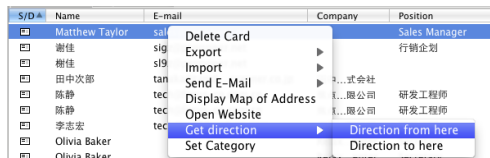




## 6-10 Getting Direction

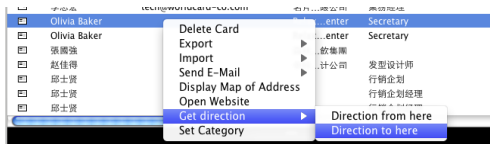
WorldCard provides **Get Direction** function through map service websites for looking up the route between two contacts or between your location and a specific contact address.

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



*You can also click the Map  button to select the **Get direction/Direction from here** function.*

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

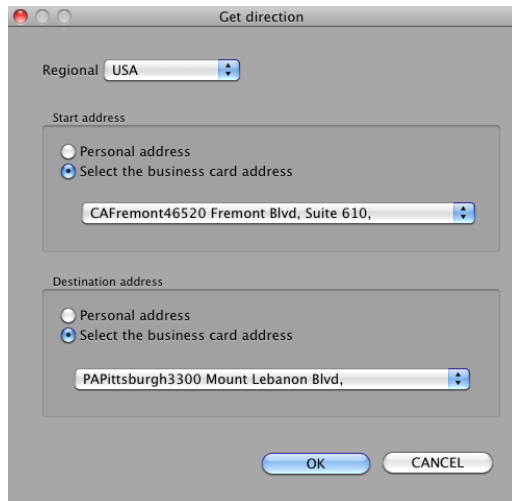


3. After setting the **Direction from here** and **Direction to here**, a **Get Direction** window will pop up. You can also enter your personal address in the the start location or destination.



*Tip*

1. If the contact contains more than one address, you can select the other address from the pulldown menu.
2. You can select **Personal Address** to edit your personl address. WorldCard can save five lists of address.

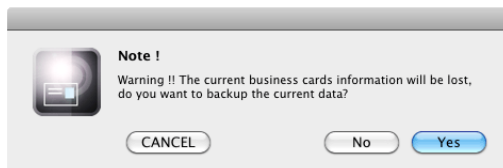


## 6-11 Backup Contact Information

**Backup** and **Restore** features help you to keep your data safe. Click **File\Backup** from the menu, and enter the file name to backup your contact information. The backup file will be saved as .wmf file format.

## 6-12 Restore Contact Information

You can restore your contact information by clicking **File\Restore** from the menu. In order to protect your current data, **WorldCard Mac** will ask you to backup your contact information.





Click **OK** to backup your contact information. Then select a .wmf backup file to restore your contact information.



*Attention*

- 1. The restore function will over write the current contact information, please use it with care.*
- 2. WorldCard Mac saves the database in the Documents/My Business Card. Please do not delete or modify it with other programs.*

## 6-13 Create Empty

If you wish to create a new database, you may backup your current contact information and click **File>Create Empty** from the menu. All the contact information will be deleted after executing the **Create Empty** function.



*Attention*


*The Create Empty function will delete the current contact information. Please use it carefully.*

## WorldCard Mac FAQ


Q: I installed WorldCard Mac, but how to launch it?

A: You may find **WorldCard Mac** folder under Applications. Double click to open the folder. Click **WorldCard Mac** to start **WorldCard Mac**.

Q: How to save business card information to my **Address Book**?

A: You can click the **Export**  button and choose **Address Book** to export the contacts to the **Address Book**.

Q: If some information is not recognized completely, what can I do?

A: You may use the **Partially Select and Recognize** function  in **Edit Window** to select a specific area and assign to the proper field.

Q: Can I sync. contacts with my Palm device?

A: You can use **iSync** and **HotSync** to sync contacts from your **address book** to your **Palm** device. Please visit <http://www.apple.com/support/> for more information.

Q: Can **WorldCard Mac** be used in **Power PC-based Mac**?

A: **WorldCard Mac** only supports Intel-based Mac, and it supports **Mac OS X 10.4** or later version.

Q: When scanning business cards, the scanner makes loud noise.

A: Some of USB ports may result in loud noise with the design of USB port, please try to connect the USB cable of the scanner to another USB port.



*WorldCard Mac*

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## **CE Conformity and FCC Statement**



This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B.



This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Increase the separation between the equipment and receiver
- Move the computer away from the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

## **WorldCard Mac User Manual**

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