WorldCard Mac

User Manual

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Penpower Technology Ltd.

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Contents

Chapter 1 Product Introduction 1-1

1.1 Product Features ..... 1 - 1

1.2 Hardware Introduction ..... 1 - 2

1.2.1 Elegant Stylish Design ..... 1 - 2

1.2.2 Specification ..... 1 - 2

Chapter 2 Getting Started 2-1

2.1 System Requirements ..... 2 - 1

2.2 Installation ..... 2 - 1

2.3 Starting WorldCard Mac ..... 2 - 2

2.5 Registration ..... 2 - 2

2.5 Calibration ..... 2 - 3

Chapter 3 User Interface 3-1

3.1 User Interface ..... 3 - 1

3.2 Toolbar ..... 3 - 2

Chapter 4 Scanning Business Cards 4-1

4.1 Scanning a Business Card ..... 4 - 1

4.2 Browsing Contacts ..... 4 - 1

4.3 Editing Contacts ..... 4 - 2

4.4 Scan Wizard ..... 4 - 2

Chapter 5 Editing Contacts 5-1

5.1 Edit Mode ..... 5 - 1

5.2 Business Card Image ..... 5 - 2

5.3 Editing Business Card Images .....5 - 2

Chapter 6 Managing Contacts 6-1

6.1 Categorizing Cards.....6 - 1
6.1.1 Adding and Deleting Categories .....6 - 1
6.1.2 Categorizing from Browse Mode.....6 - 1
6.2 Searching Contacts.....6 - 2
6.2.1 Text Search.....6 - 2
6.2.2 Advanced Search.....6 - 2
6.2.3 Search for Duplicate Contacts .....6 - 2
6.3 Adding Cards .....6 - 3
6.4 Settings.....6 - 3
6.5 Importing Contacts.....6 - 4
6.6 Exporting Contacts.....6 - 5
6.7 Exchange Contacts with WorldCard Series products .....6 - 7
6.7.1 Import contacts from other WorldCard Series products .....6 - 7
6.7.2 Export contacts from other WorldCard Series products .....6 - 8
6.8 Sending Emails .....6 - 11
6.9 Visiting Website .....6 - 11
6.10 Online Map .....6 - 11
6-11 Getting Direction .....6 - 12
6-12 Backup Contact Information .....6 - 13
6-13 Restore Contact Information .....6 - 13
6-14 Create Empty .....6 - 14

WorldCard Mac FAQ FAQ-1

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

Exchange data with Address Book, vCard, Text, Microsoft Entourage, Microsoft Outlook, HTML, image file format, and WorldCard series, such as WorldCard windows versions, WorldCard Mobile versions (WorldCArd Mobile and WorldCard Contacs).

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.

Hardware Operation

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.

> ***Tip***
>
> ***WorldCard Mac plus has the new open/close design. Be sure to open the WorldCard Mac plus card scanner, before you start to scan. When the scanner is not used, please close it to avoid dust getting into it.***

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

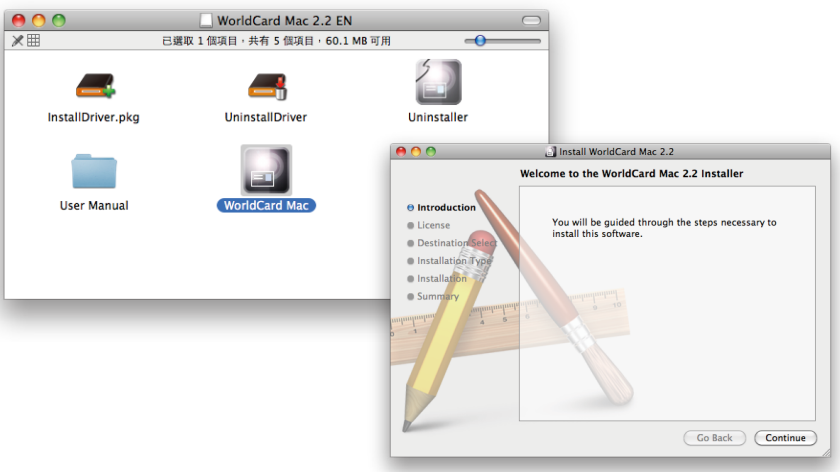
2.1 System Requirements

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.



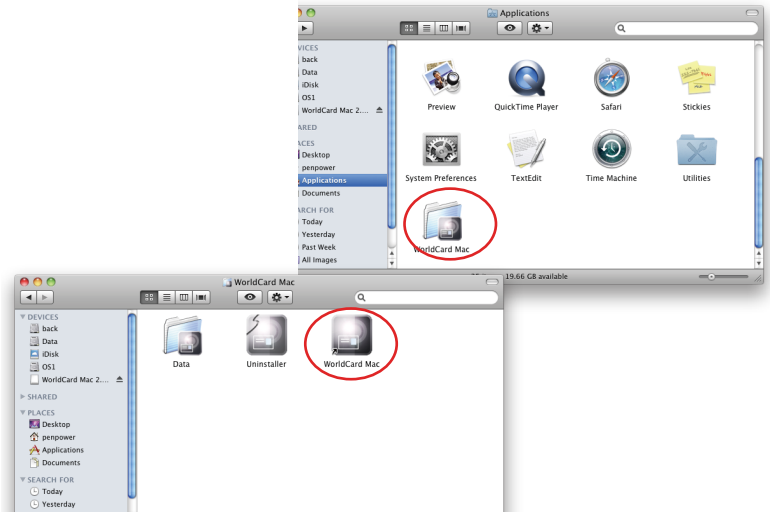
Step3 : Connect the WorldCard Mac scanner to your Mac.

2.3 Starting WorldCard Mac

After installation, you may find

folder under **Applications**. Double click to open the folder. Click

to run **WorldCard Mac**.



2.5 Registration

When you first time run the **WorldCard Mac**, a registration reminder will appear. Please click on **[Register Now]** to register and ensure the warranty service. You can also click **[Register Later]** to close the reminder. When you need to register, click **[Help]** on the toolbar and select **[Registration]** from the toolbar to register. If you have registered, please tap **[Registered, skip it]**.

***Tip: If you do not need to be reminded again, you can check* [Never display the registering window in future].**

2.5 Calibration

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

Tip

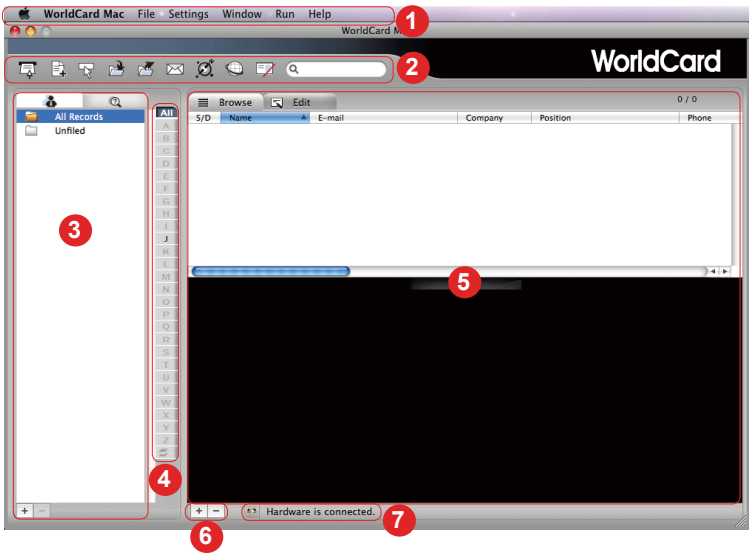
1. In case the calibration card is lost, you can use any same size white card for calibration.

***2. If there is any color distortion 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** Browse mode lists the contact information and business card image. **Edit** 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.

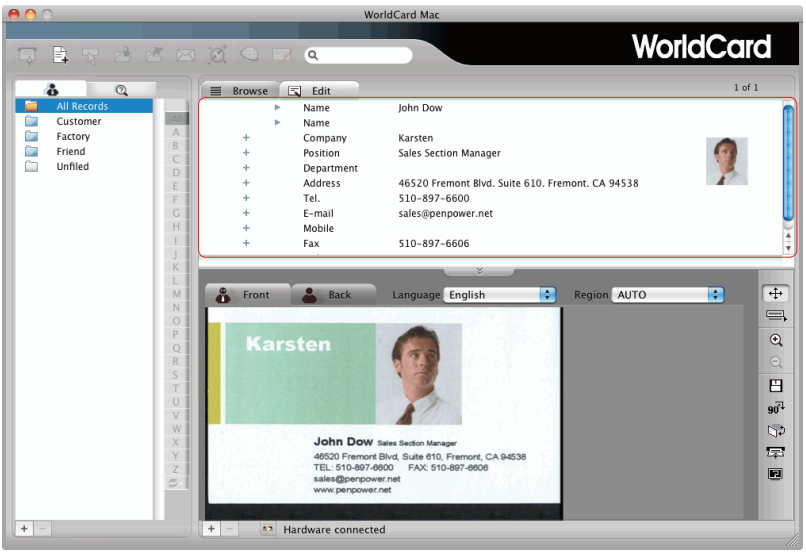
4.2 Browsing Contacts

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

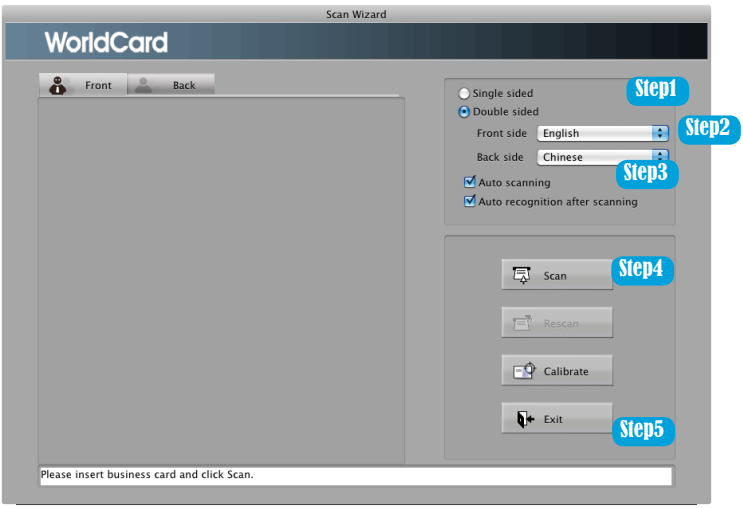
After adding business cards, you may verify the contact information in the **Edit** mode Edit.



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.

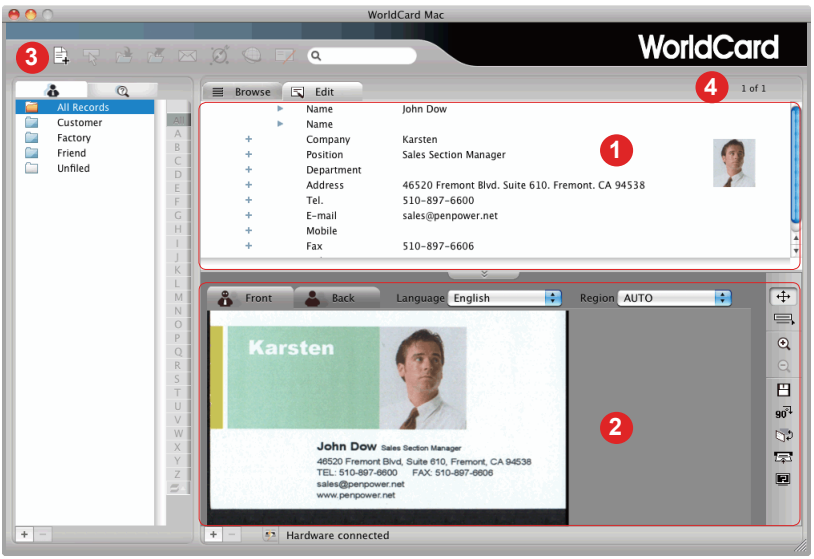
Step5 : Click **Exit** to exit the scan wizard and see the recognition results.

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** Edit to enter the **Edit Mode**.



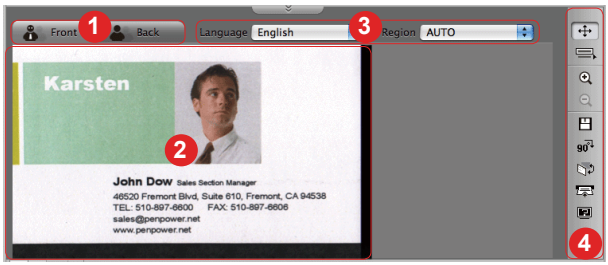
1. Contact information editing area: Provide the information of **Name**, **Company**, **Position**, **Department**, **Address**, **Tel.**, **E-mail**, **Mobile**, **Fax** and **Web Site**...etc. You may edit and verify the contact information in this area. Click + to add a field. Click − to delete field.

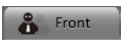
2. Business card image editing area: Provide **View mode**, **Partial recognize**, **Zoom in**, **Zoom out**, **Save picture**, **Rotate**, **Exchange card**, **Rescan** and **Recognize again** functions for editing the business card image.

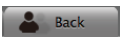
3. Add contact: Click to add a new contact person.

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

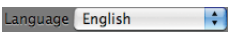


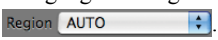
1. Front side or back side image: Click **Front side** 

or **Back side** 

icon 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.

Tip

You can click View mode to view business card image.

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.

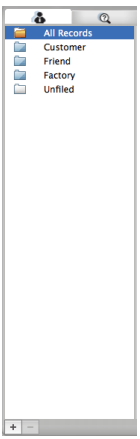
Attention

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



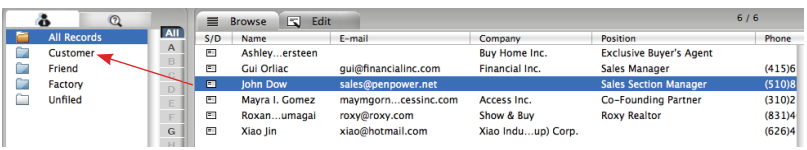
WorldCard Mac allows you to manage your business cards by storing them in the category groups. After installing the **WorldCard Mac**, you will find **All Records** and **Unfiled** category on the left side of the **Category** pane.

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

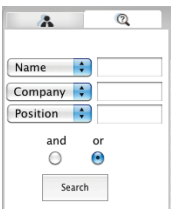
You can quickly and efficiently find your contacts with **Text Search** and **Advanced Search** features.

6.2.1 Text Search

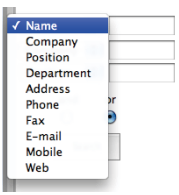
The **Text Search** function provides you to quickly find the specific contacts. To use the **Text Search** function, enter a key word in the Text Search box, the system will search the contacts immediately and display the search results in the **Browse** mode pane.

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.

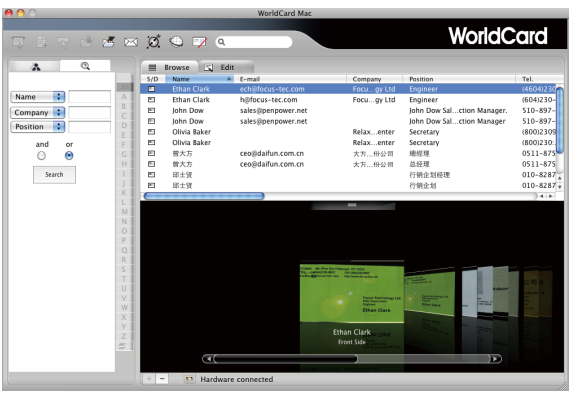


Select the field name that you want to search, and enter a key word in the Search box and click the **Search** button. The search results will display in the **Browse** mode pane.



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.



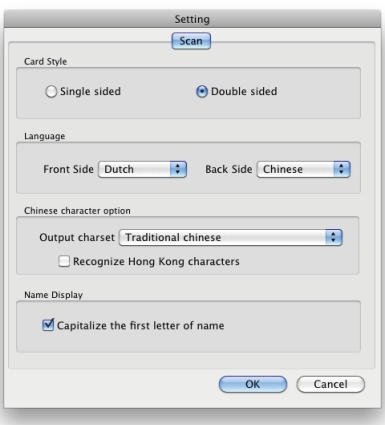
6.3 Adding Cards

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.



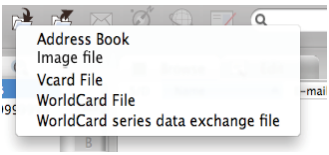
Tip

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

6.5 Importing Contacts

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



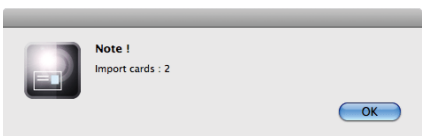
Note

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

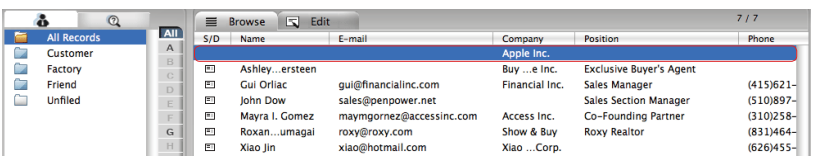
2. To learn how to use WorldCard series data exchange file, please refer Setcion 6.7 for further information.

2. Select the import source, the contacts will be imported to **WorldCard Mac**. For example, choose **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.



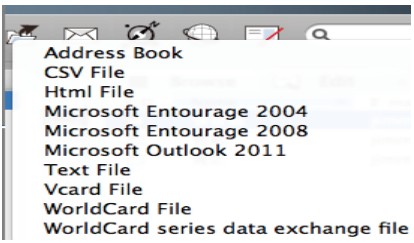
4. The imported contacts will be shown in the **Browse** pane.



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**, V**card File**, **WorldCard File**, and **WorldCard series data exchange file**.

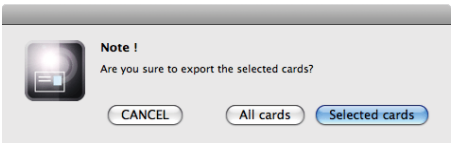
1. Select the contacts which you want to export and click **Export** button or **File**\ **Export** function from the menu. Select the export application or file format, for example **Address Book**.



Note

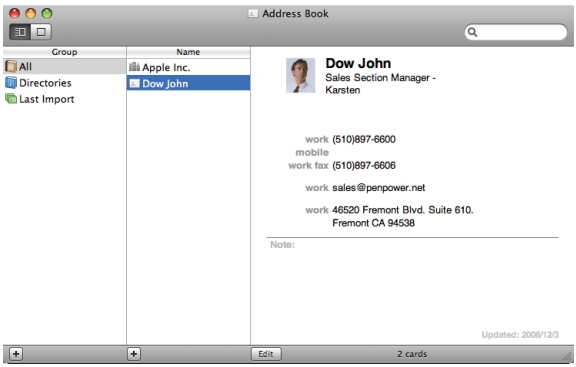
To learn how to export contacts as WorldCard series data exchange file, please refer Setcion 6.7 for further information.

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 inforamtion 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.*
5. *Click Info pane and check contacts.*

Tips

Please refer to iTunes User Guide for details.

6.7 Exchange Contacts with WorldCard Series products

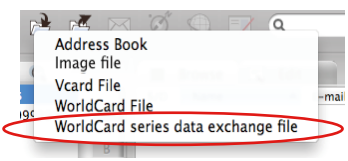
The new data exchanging function in WorldCard Mac allows you to export contacts to another WorldCard series product, such as **WorldCard Mobile**, and import them from any other WorldCard series product, such as **WorldCard Contacts**. WorldCard Mac will convert the selected contacts in the WorldCard Mac to a new **WCXF** format, whicn is compatible with all WorldCard Series products.

Notes

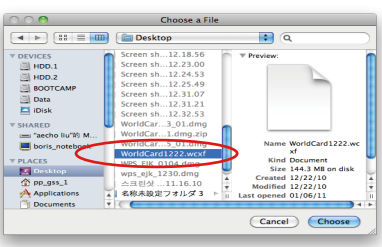
1. Only WorldCard Mobile 3.1.0 or later supports the WCXF format.
2. Only WorldCard Contacts 2.3.0 or later supports the WCXF format.

6.7.1 Import contacts from other WorldCard Series products

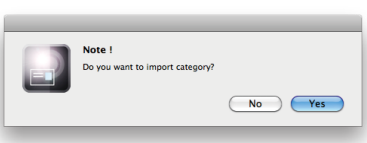
1. Click **Import** button or **File\ Import function** from the menu. Select **WorldCard series data exchange file** from the drop-down menu.



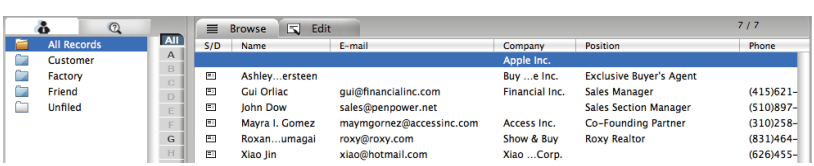
2. Locate the WCXF contact file you want to import, and then click **Choose** button.



3. A note window will appear to ask whether you want to import category or not. Click **Yes** to import categories or vice versa.



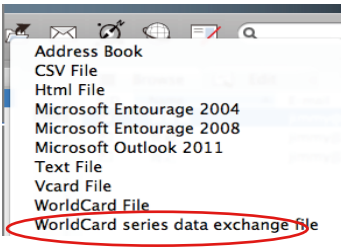
4. The new contacts should appear in the **Browse** pane.



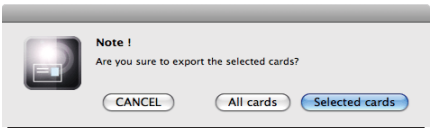
6.7.2 Export contacts from other WorldCard Series products

You need to export contacts from WorldCard Mac first before you share them. These contacts will be bundled and saved as WCXF format, which can be shared by all WorldCard Series products via email or iTunes File Sharing.

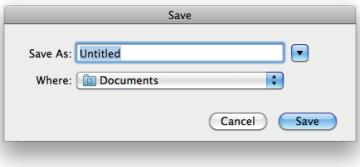
1. Select the contacts which you want to export and click **Export** button or **File\Export** function from the menu. Select **WorldCard series data exchange file**.



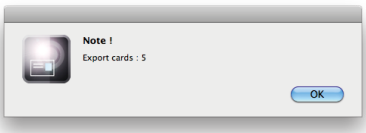
2. Select **All cards** or **Selected cards**.



3. Input the file name of the exporting file and where you want to save the exporitng file.



4. A note window will appear telling you that the export process has completed. Click OK to close.



5. You can share the WCXF ontact file by attaching it to an email message and then share the WCXF file with other WorldCard series prducts.

To share the WCXF file with WorldCard(PC or Mac Version), please follow the steps below:

Step1 Open email with a WCXF file. Then save the WCXF file to your computer.

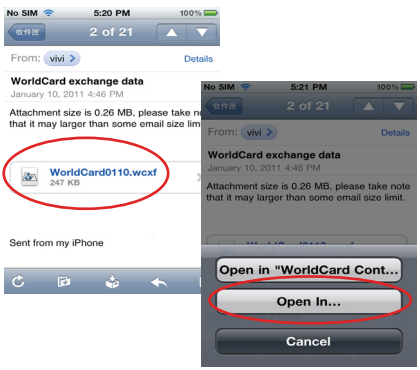
Step2 Lauch WorldCard.

Step3 Click the import button of on the toolbar.

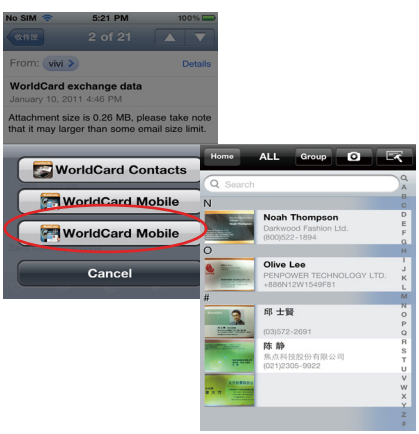
Step4 Select WorldCard series data exchange files and follow the importing process to import the WCXF file into WorldCard.

To share the WCXF file with WorldCard Mobile or WorldCard Contacts, please follow the steps below:

Step1 Open email with a WCXF file and tap the WCXF file.



Step2 Select Open In and then select the App that you want to share the WCXF with. Then contacts int the app will open instantly and the contacts in the WCXF file will be imported into the app at the same time.

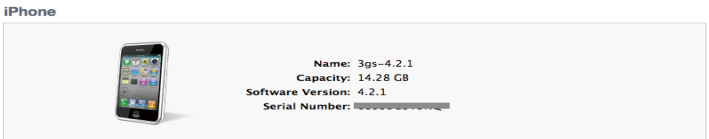


6. You can share the WCXF ontact file by attaching it to an email message or share the WCXF file with **WorldCard Mobile** or **WorldCard Contacts** on your iPhone via **iTunes File Sharing**.

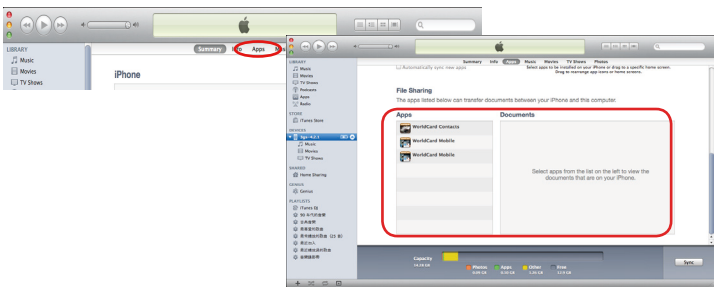
Notes

iTunes File Sharing requires:
1. iTunes version 9.1 or later.
2. Mac OS version 10.5.8 or later.
3. iPhone iOS version 4 or later.

step 1 Connect your iPhone to your computer, launching **iTunes** on your computer, and then selecting your iPhone from the **Device** section of iTunes

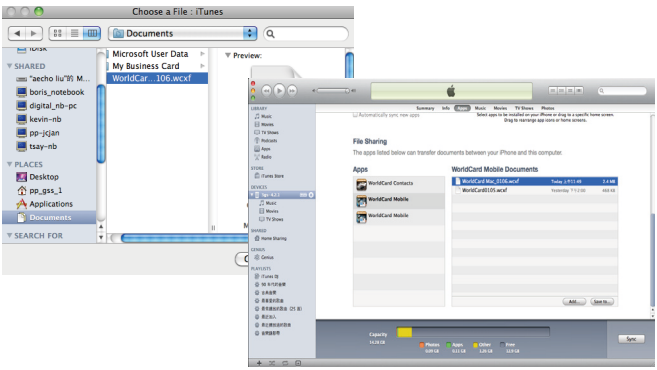


step 2 Select **Apps** tab and scroll down to the bottom of the page. You will see the File Sharing section.



step 3 You will find a list of apps that are installed on your iPhone that supports File Sharing function. Select the app that you want to share the WCXF contact file with. Take **WorldCard Mobile** for example. You will find the right Document area lists the file that can share with your computer.

step 4 Please click **Add...** and locate the WCXF file that you want to copy from your computer and click **Choose**. This WCXF file wiill be copied in the Documents sharing area immediately.

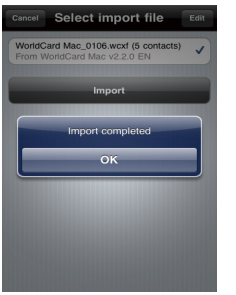


Tip

You can click [Add ...] to add the file in the document file to your computer.

step 5 Return to your iPhone. Choose **WorldCard Mobile** on your iPhone and select **Settings\Import from iTunes file sharing**.

step 6 Tap WCXF file that you want to import into WorldCard Mobile and then tap **Import**. The contacts in the WCXF file will then be imported into Card Holer of WorldCard Mobile.



6.8 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 to put the contacts into **To**, **From**, **BCC**, or **Attatchment** 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 filed, both the image and the text information of the contact will be included in the mail as attachment.

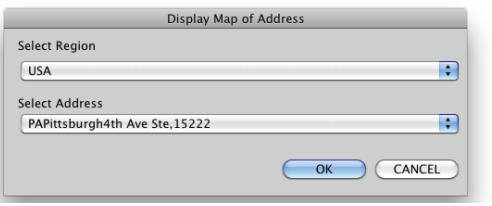
6.9 Visiting Website

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.

6.10 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.

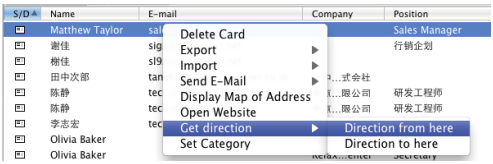
Select the region of the address. If the contact has more than one address, you can select an address of the contact. Click **OK**. **WordCard Mac** will open your default internet browser to search the address of the contact from the Internet map service website.



6-11 Getting Direction

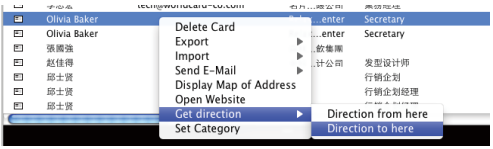
WorldCard provides **Get Direction** function through map service websites for looking up the route between two contacts or between your location and a specific contact address.

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



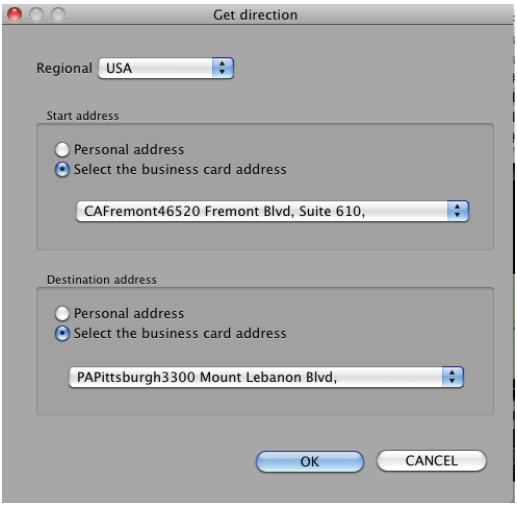
> ***Tip***
>
> ***You can also click the Map button to selct the Get direction/Direction from here function.***

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.***

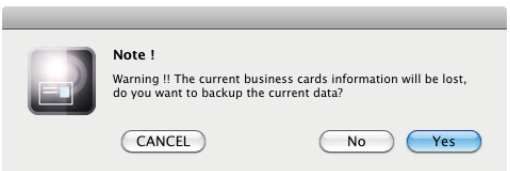


6-12 Backup Contact Information

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.

6-13 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.***

6-14 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.

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

Manufacturer: Penpower Technology Ltd.
Release: January, 2011
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Edition: 1