

WorldCard Mac

User Manual

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Penpower Technology Ltd.

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The software application may have a newer version at the time when this product was being manufactured and/or packaged. If the content on your application screen differs from your User Manual, please follow the latest application screen upon installation.

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. So you can find your business cards at 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 20 different languages: English, Spanish, French, Japanese, Traditional Chinese, Simplified Chinese, Korean, German, Italian, Dutch, Swedish, Norwegian, Danish, Finnish, Russian, Polish, Turkish, Hungarian, Portuguese and Greek.

Business card management

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

Quick and efficient searching

Quickly and efficiently find your contacts with WorldCard Text Search and Advanced Search Functions.

Direct link to website and online maps

Clicking on the address or website button will link to the map and contact's website directly.

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.



Elegant stylish design

With intelligent mailbox concept of indication light, the business card scanner guides you to scan business cards in the easiest way that you have never experienced.

1.2 Hardware Introduction

1.2.1 Elegant Stylish Design

The intelligent mailbox concept with indication light, guide you to scan business card 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 will blink when a card is inserted
It will blink 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

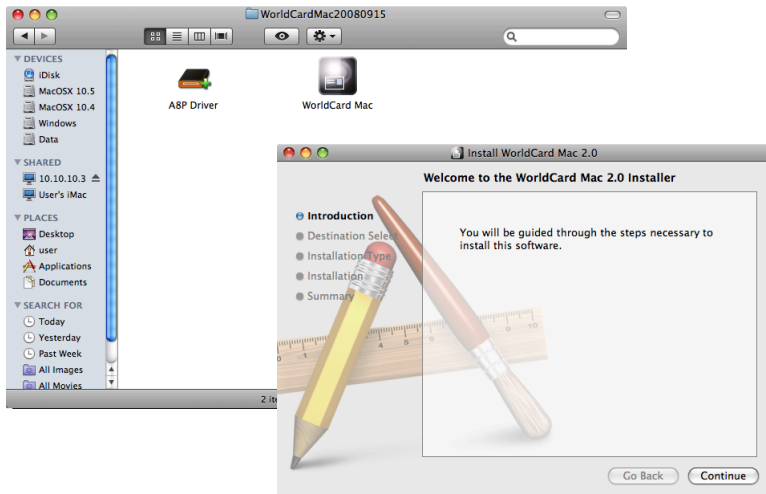
2.1 System Requirements

1. Mac OS X
2. Version 10.4 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.



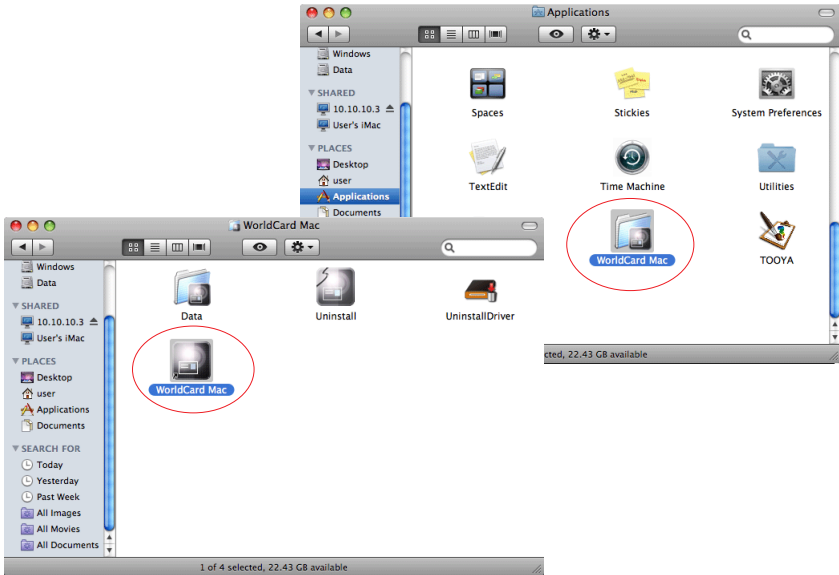
Step3 : Click **A&P Driver**, follow the instructions to install the scanner driver.

Step4 : Connect the scanner to your Mac.



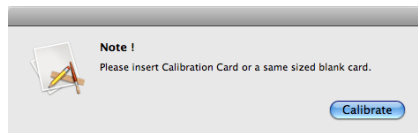
2.3 Starting WorldCard Mac

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



2.4 Calibration

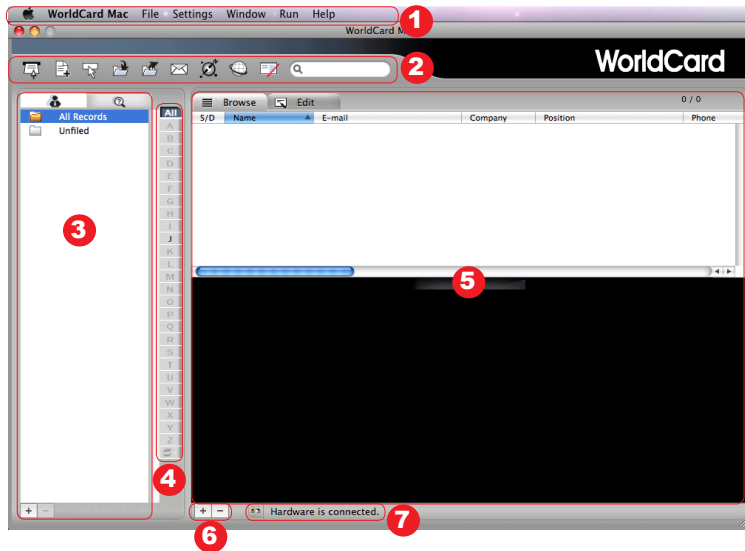
To ensure the perfect results of the colors, when the first time run **WorldCard Mac**, the system will require you to calibrate the scanner. Place the calibration card or the same size blank card into the scanner. Make sure the calibration card is placed face down to the side with the mark. Click **Calibration** to calibrate scanner.









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 selected contact person.
7. Map  : Search the address of the selected contact person from the Internet map service.
8. Web  : Browse the Website of the selected contact person.
9. Delete card  : Delete the selected contact person.
10. Text Search  : Help you to quickly find the specific contacts.


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

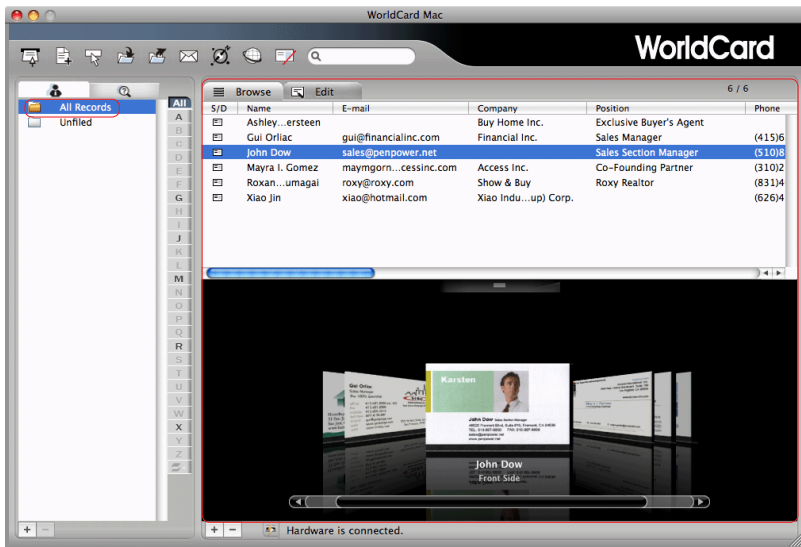
Chapter 4 Scanning Business Cards

4.1 Scanning a Business Card

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

4.2 Browsing Contacts

The scanned business card information is organized into the **Unfiled** category if you did not assign a 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.



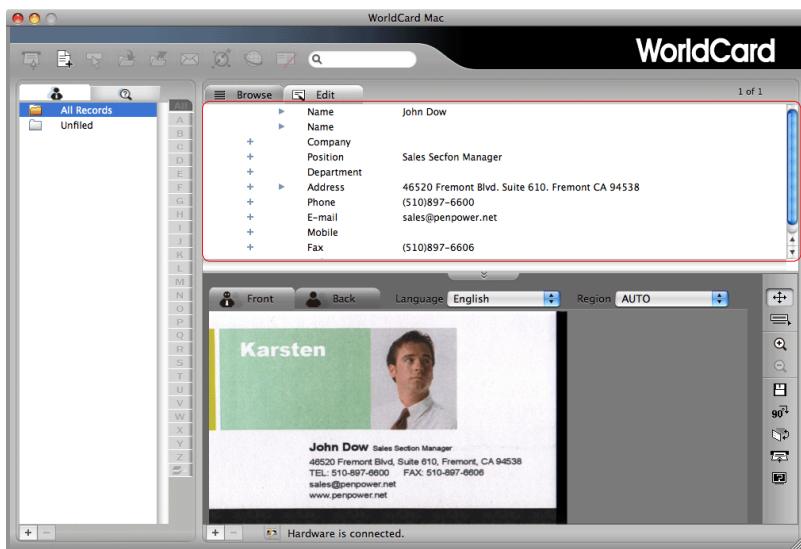
Notice

If you use Mac OS X 10.4, the Browse mode will not display the business card images.




4.3 Editing Contacts

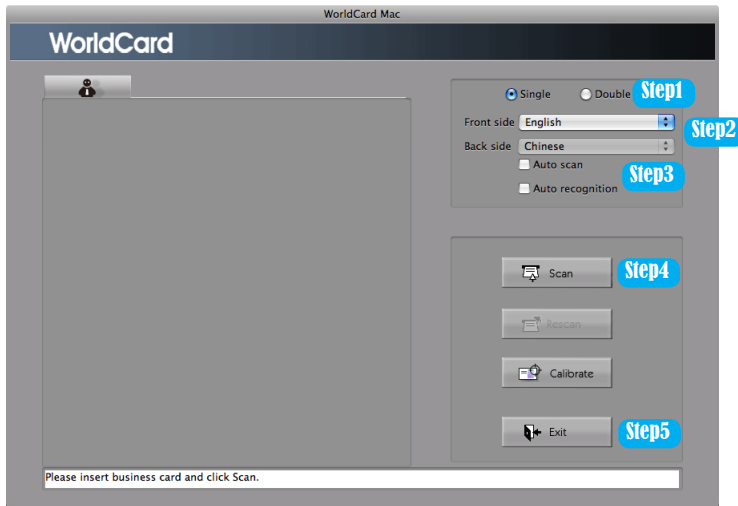
After adding business cards, you may verify the contact information in the **Edit** mode



The information is categorized in fields such as **Name, Company, Position, Department, Address, Phone, Mobile, Fax, Email** 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** side 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**.

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.



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

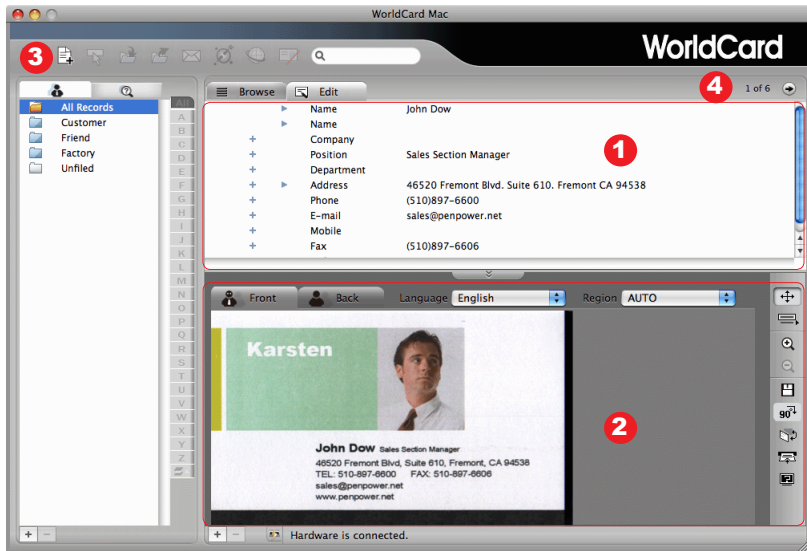
Tips






Chapter 5 Editing Contacts

5.1 Edit Mode

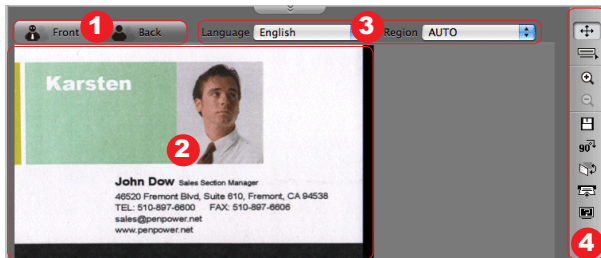
Select one or multi-contacts and click **Edit Mode**  to enter the **Edit Mode**.



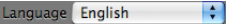
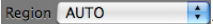


1. Contact information editing area: Provide the information of **Name, Company, Position, Department, Address, Phone, Mobile, Fax, Email and Web Site...**etc. You may edit and verify the contact information in this area. Click **+** to add a field. Click **-** to delete field.
2. Business card image 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.





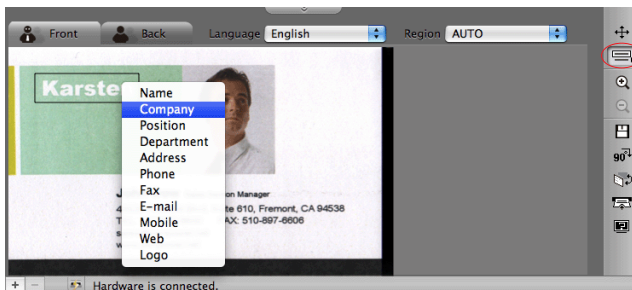
5.2 Business Card Image



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.

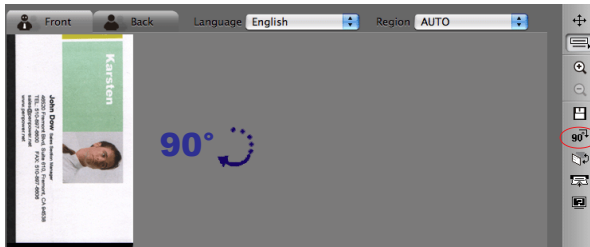









You can click View mode  to view business card image.

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 then rotate to 90°.



7. Exchange card  : Exchange the front side and back side 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 select the correct region for the language. Then proceed with the Recognize again function 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.

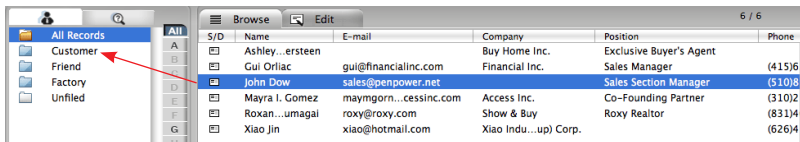


6.1.1 Adding and Deleting Categories

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 scanning business cards into the category.*




6.2 Searching Contacts


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

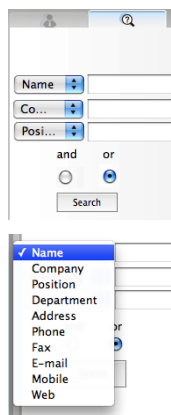
6.2.1 Text Search

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.



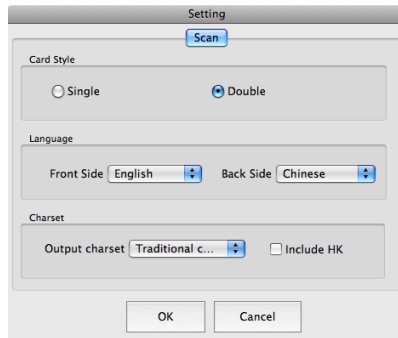
6.3 Adding Cards

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 **Charset**. Click **OK** for the settings to take effect.



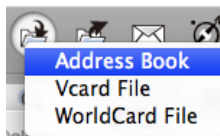
When scanning a Chinese business card, the system will accord with the Output charset to display Chinese character.

Tip

6.5 Importing Contacts

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

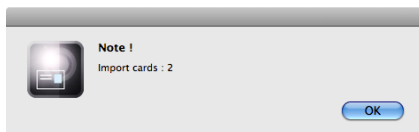
1. Click **Import**  button or **File/Import function** from the menu.



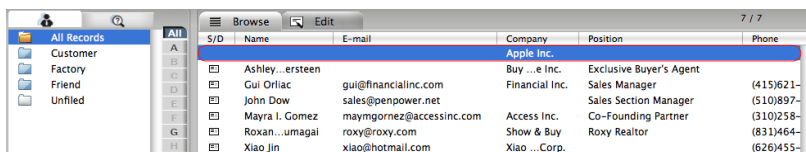
2. Select the import source, the contacts will be imported to **WorldCard Mac**. For example, choose the **Address Book**. A note window will appear to confirm importing all cards. Click **OK** to continue.



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




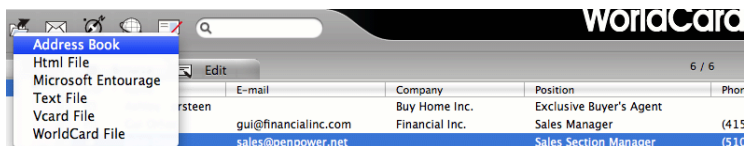
4. The imported contacts will be shown in the **Browse** pane.



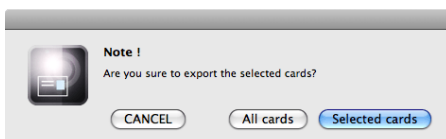
6.6 Exporting Contacts

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**, **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**.



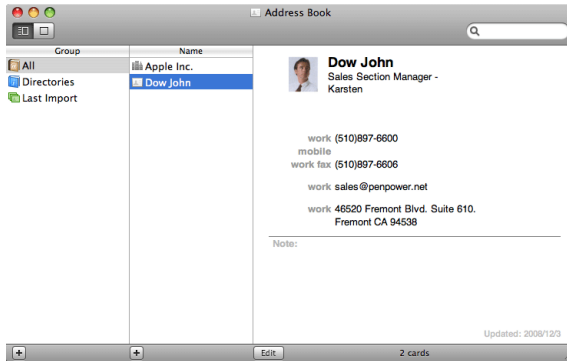
2. Select **All cards** or **Selected cards**.



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:




Tips

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.


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>Email** function from the menu. **WorldCard Mac** will open the Email editing window of your default Email software, and add the Email addresses into the addressee field.

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

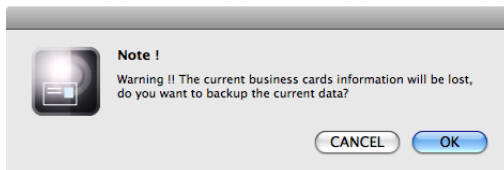
WorldCard Mac offers you online map with a click of your mouse. Select a contact and click **Map**  button or the **Run\Map** function from the menu. **WordCard Mac** will open your default Internet browser and search the address of the contact person from the Internet map service Website.

6-10 Backup Contact Information

The file **Backup** and **Restore** features make it easier for 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.

6-11 Restore Contact Information

You can restore your contact information to the point you backup your contact information by clicking **File\Restore** from the menu. In order to protect your 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 clean 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.*

6-12 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 cleaned after executing the **Create Empty** function.



Attention

The Create Empty function will clean the current contact information, please use it carefully.



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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