

CONTENTS

Chapter 1 Product Features	1-1
Chapter 2 System Installation	2-1
2.1 System Requirements	2-1
2.2 Hardware Diagram	2-1
2.3 Installation	2-1
2.4 Color Calibration	2-7
Chapter 3 Features	3-1
3.1 Set Up	3-1
Multi-users	3-1
3.2 Preparation for card scan	3-2
Colour Calibration	3-2
Setting	3-2
3.3 Scan of card with WorldCard Manager	3-4
3.4 PenPower WorldCard	3-5
Open PenPower WorldCard	3-5
Multifunction Viewing Window	3-5
Inserting Card	3-7
Continuous Double-Side Scanning	3-9
3.5 Editing Cards	3-10
Adding New Cards	3-17
Self-Define field	3-19
Setting the Fields for Cards	3-20
3.6 Categorizing Cards	3-21
Categorize from Management Page	3-21
Categorize from Editing Page	3-22
3.7 Searching Cards	3-23
Advance Search	3-23
3.8 Calendar	3-24
Two Ways of Creating Calendars	3-24
3.9 Save as / Export / Import	3-25
Save as	3-25
Import	3-25
Export	3-26

3.10 Recognizing Chinese Business Cards	3-28
Revise the results of card recognizing	3-29
3.11 Printing Cards	3-30
3.12 Infrared Transmission	3-32
3.13 Integrating WorldCard with Mail Programs	3-34
Integrating Outlook Express Interface	3-34
Integrating Microsoft Outlook Interface	3-36

The software application may have newer version at the time when this product is being manufactured and/or packaged. If the content on your application screen differs from that of your User's Guide, please follow the latest application screen upon installation.

Chapter 1 Product Features

Card Reader

With PenPower WorldCard, texts can be quickly scanned and input, thus avoiding the complicated operation procedures common to most scanners.

Artificial Intelligence Self-Learning Function

You can self-define the recognition label. The artificial intelligence Self-Learning function can improve the recognition capability.

Multiple Viewing Interface

The multiple viewing modes allow you to look up card information, calendar, images and texts. You can also use the drag-and-drop function to move the card to a category or put into the calendar.

Organizing Cards by Category

Can categorize cards into multiple types, as well as automatically sort them by last name in alphabetical order. Such multiple viewing modes of categories make managing cards easier for you.

Intelligent Card Search

Can type in several keywords at a time to do a card search, as well as specify search criteria such as date and field, etc. WorldCard can precisely and quickly locate cards information that matches with the set criteria.

Integrating Personal Calendar

The drag-and-drop function can link cards to their related calendar and set up alarm reminder. There are three display modes for calendar: daily, monthly and events.

Printing Card Template

You can edit printing templates of cards. The data of cards can be printed in various formats such as envelopes, labels or address books.

Multi-users Management

Supports multi-users. Each user can set up and manage his/her card database.

Multi-scan

A card with two sides can be scanned continuously. Dynamic switch between both sides is also possible in managing and editing windows.

Automatically Identifying field Information

After automatically identified, the data is stored by the property of each field, such as name, title, company, telephone, fax and address and so on.

**Managing Cards**

With easy-to-use card management interface, card information can be managed, searched, added and deleted according to categories. Function menu can be started with a right click of your mouse. The operation procedures are simple and clear.

Editing Cards

The editing window, which enables instant preview of a card, allows you to edit and re-recognition based on various fields. Personal information and photo can be added into cards.

Exporting Cards Information

Allows cards information to be saved as text files or image files, or to be exported directly into application software such as Outlook, Outlook Express, Excel, Access, Win CE or Palm. You may select specific fields to be exported. Information on both (front and back) sides of the card can be exported simultaneously. WorldCard also supports file formats such as CSV and VCF, etc.

Fully Integrate with Outlook and Outlook Express Interfaces

The program interfaces with Outlook and Outlook Express are fully integrated. You can directly scan, edit, modify card's information in the program and add it to address book. You can preview your scanned originals.

Infrared Transmission

With infrared transmission function, card data can be exported to cell phone and Palm, forming convenient link with your mobile communications database.

Pronouncing Cards

You can choose to have card contents read in English.

Chapter 2 System Installation

2.1 System Requirements

- * Pentium 166 PC or higher
- * Min. 64 MB memory
- * 90 MB of available hard disk space
- * Win 98 / Me / 2000 / XP

2.2 Hardware Diagram



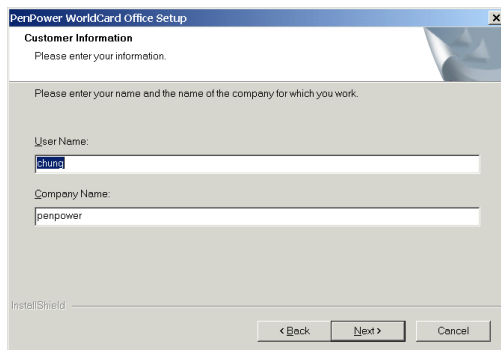
2.3 Installation

In order to simplify the installation process of WorldCard program, the installations of hardware and software are purposely combined into one single process. Simply launch the installation program directly from the WorldCard CD-ROM disk, the hardware and software can be installed simultaneously.

1. Insert the WorldCard CD-ROM disk into your CD-ROM drive, the system will automatically start installation process. Please click "Next".



2. Fill in user name and company name.



PenPower WorldCard Office Setup

Customer Information
Please enter your information.

Please enter your name and the name of the company for which you work.

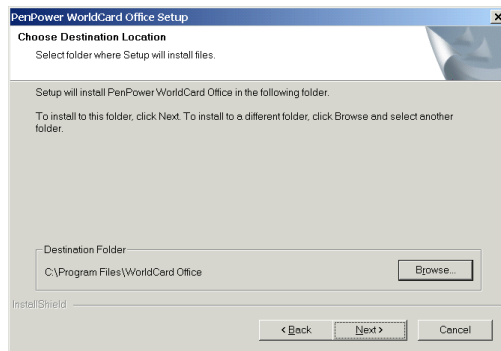
User Name:

Company Name:

InstallShield

< Back Next > Cancel

3. Specify installation directory.



PenPower WorldCard Office Setup

Choose Destination Location
Select folder where Setup will install files.

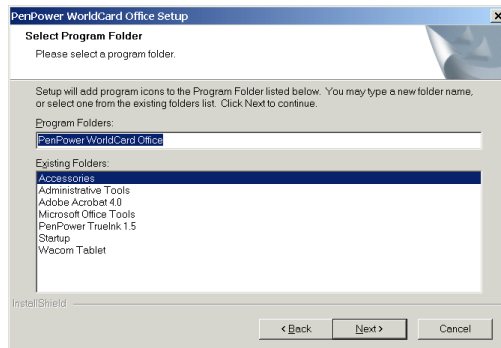
Setup will install PenPower WorldCard Office in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder:

InstallShield

< Back Next > Cancel

4. Select program folder, and then click "Next".



PenPower WorldCard Office Setup

Select Program Folder
Please select a program folder.

Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.

Program Folders:

Existing Folders:

- Accessories
- Administrative Tools
- Adobe Acrobat 4.0
- Microsoft Office Tools
- PenPower TrueLink 1.5
- Startup
- Wacom Tablet

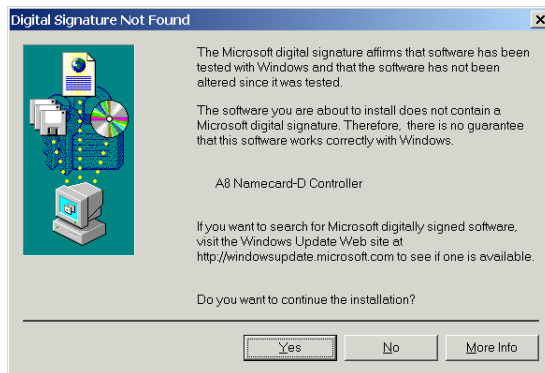
InstallShield

< Back Next > Cancel

5. Click "Finish", complete the WorldCard installation program, and restart the computer.



6. Plug the USB connector of Card Reader into the USB port of the computer. The following window will appear on your computer, please click "Yes" to complete the hardware installation of Card Reader.



After the computer has restarted, "WorldCard Manager" will appear on the taskbar. If "WorldCard Manager" is not started, please check to see if Card Reader is properly connected to the computer, and tighten the USB connection cord in Card Reader.

Install hardware first

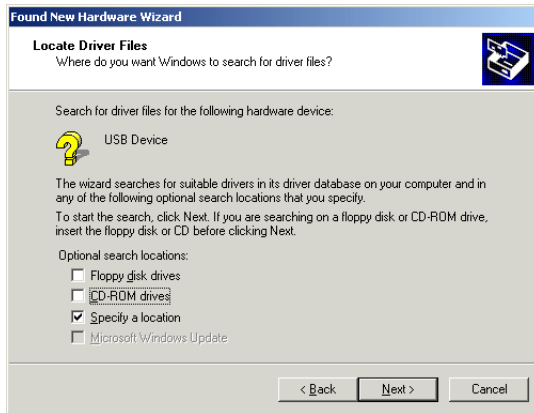
1. If you want to install hardware first, please plug the USB connector of Card Reader into the USB port of the computer. The following window will appear, please click the "Next" button.



2. Choose the first option, and allow the system to automatically search for a suitable driver. Please click the "Next" button.



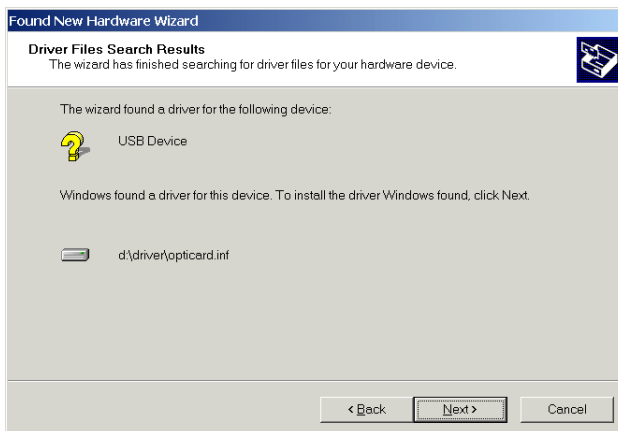
3. Select the "Specify a location" option, and click "Next".



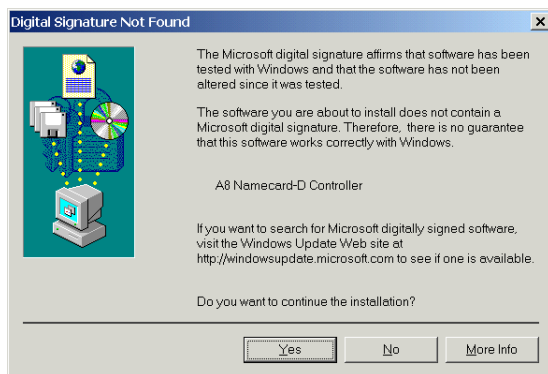
4. Insert the WorldCard CD-ROM disk into your CD-ROM drive, direct the file path to the "Driver" folder of the CD-ROM drive, and click "OK".



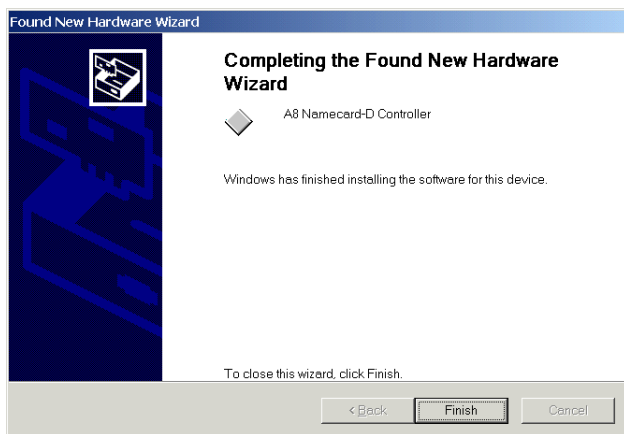
5. Please click "Next" to start installing the WorldCard driver.



6. Please click "Yes".



7. Please click "Finish" to end the driver installation.






8. When you have finished the installation of the Card Reader hardware driver, please launch the "Setup.exe" from the Card Reader floppy disk to continue installing the WorldCard software.

2.4 Color Calibration

When WorldCard is run for the first time, calibration wizard will appear. Insert the calibration card that comes with your WorldCard and click "OK". WorldCard will scan the white paper and calibrate colors. This will enhance color differentiation to ensure high recognition accuracy.




-  Tip: When inserting the calibration card, place the blank side down and insert it in the direction of the arrow.
-  Note: If the calibration card is lost, please use a blank business card to carry out the calibration.
-  Note: If the colour of the scanned graphic is too dark or too light, which may affect the recognition accuracy; please proceed with colour calibration.

Chapter 3 Features

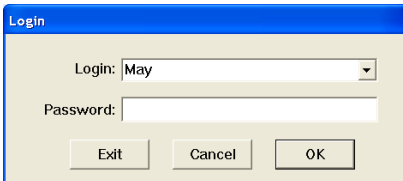
PenPower WorldCard, in addition to the scanning recognition of Chinese or English business cards, also provides a card database management system for multi-users. Each user can categorize, manage, search, add or delete cards, and thus set up his or her own card information database. Besides, the WorldCard can also be used together with Outlook, Outlook Express, Win CE, Palm and mobile phone and have card information easily build into commonly-used application software, PDA, and mobile phones.

3.1 Set Up

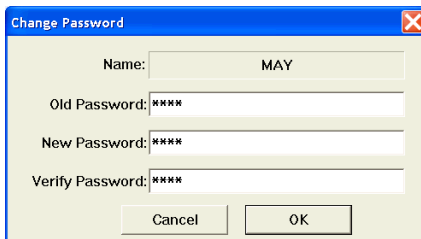
After WorldCard is installed, WorldCard Manager will be automatically activated each time your computer is turned on.  icon will also appear on the lower right corner of the taskbar. You can directly scan cards via WorldCard Manager and easily set up a card database.

Multi-users

WorldCard provides multi-users function. Each user can set up and manage his or her own card database. After WorldCard is launched, a login dialogue box will appear. The pre-set login name is the name of your computer, but there is no pre-set password, you can click "OK" to login to the WorldCard application.

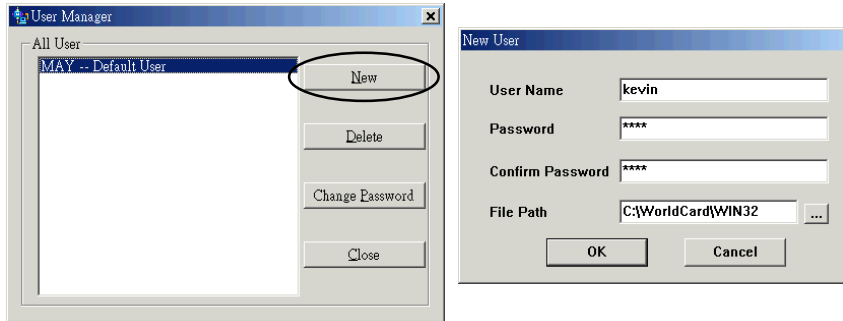


If you want to change the password, please select "File"/"Change Password". After inputting the new password, the change is done.





To set up multi-users, please select "File"/ "User Manager", click "New", input new user's name and password, and choose the file path for the new card database.



In the User Manager dialogue box, you can delete users or change password. However, default user's information cannot be deleted or changed.

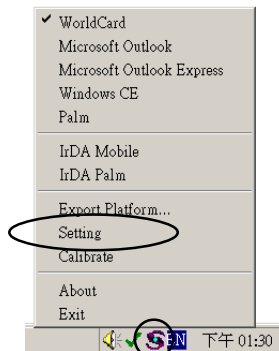
3.2 Preparation for card scan

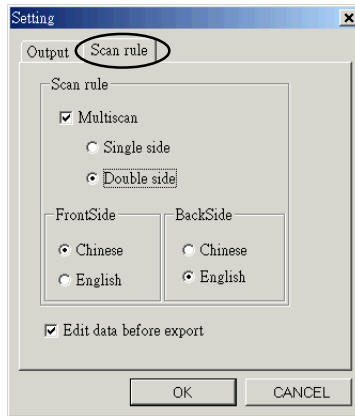
Colour Calibration

Before you start scanning cards, please perform colour calibration. Please refer to the previous chapter regarding calibration methods.

Setting

From the "WorldCard Manager" menu bar, select "Setting" to activate the setting screen.






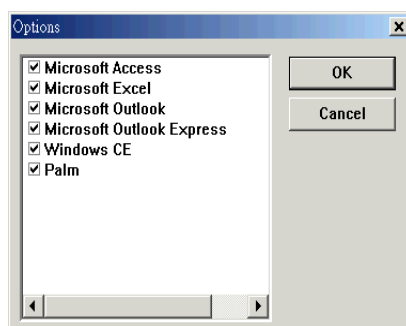
- * Scan rule: Select "Multiscan", that is: after the first scan, put in another card within the next 30 minutes, it will be automatically scanned without you having to click the scan button again. If the cards you multiscan are different cards, select "Single Side"; whereas if the cards you multiscan are the front and back of the same cards, select "Double Side" so that front-and-back information will be combined and stored as a single card.
- * Edit data before export: if you select this option, that is: after a card is scanned and recognized, an editing screen will appear, so that you can carry out necessary edit or change, before the card is being exported to another application software,

3.3 Scan of card with WorldCard Manager

1. WorldCard Manager can store card information directly in many application programs: WorldCard, Outlook, Outlook Express, Win CE, and Palm, etc. It can also transmit card information to mobile phone and Palm via infrared. Before the scan starts, you can select one application program from the main menu of WorldCard.
2. Under WorldCard Manager active mode, place the card into the Card Reader. After the card is inserted, press the button on the Card Reader to start scanning.
3. When the "Recognizing" process is done, the scanned card information will be automatically stored into the application program you choose.



 **Tip:** You can open the "Export Platform" dialogue box from the main menu of WorldCard, and select the application program or hardware you want to export to.



4. If the color of the scanned picture is too dark or too light and thus affects the recognition accuracy, please calibrate the color. Select "Calibrate" from the main menu of WorldCard. Insert calibration card and click "OK", the WorldCard will automatically scan white paper and calibrate the color. In subsequent scanning, the differentiation in color will not occur.

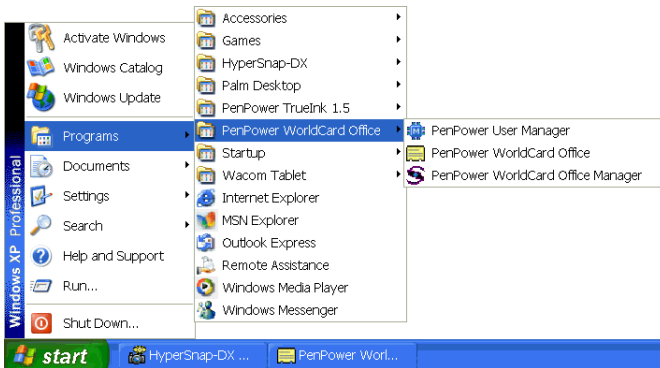


3.4 PenPower WorldCard

As a card database management software, PenPower WorldCard comes with WorldCard Manager. Apart from scanning and recognizing business cards, it can also categorize, search, add or delete cards.

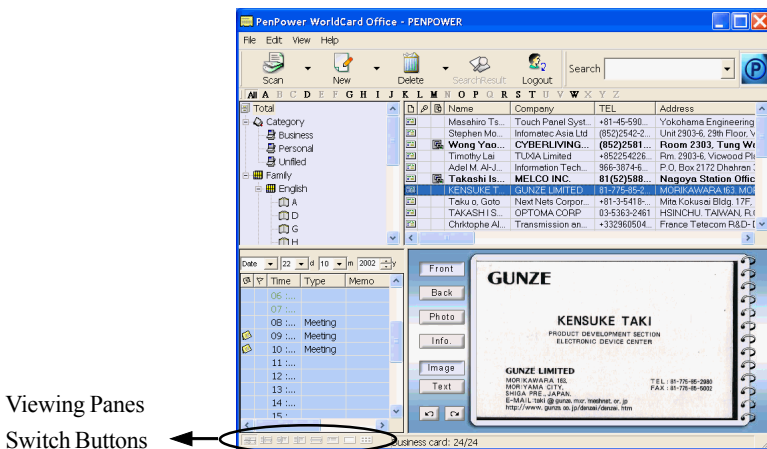
Open PenPower WorldCard

Select "Start" / "Programs" / "PenPower WorldCard" / "PenPower WorldCard Office Manager", the WorldCard Management program will start, and then you can login as user.



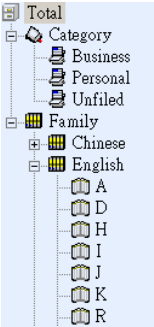
Multifunction Viewing Window

PenPower WorldCard includes "Category", "Card Information List", "Calendar Management" and "Card Image". You can select appropriate viewing panes through the layout switch buttons on the lower left side.



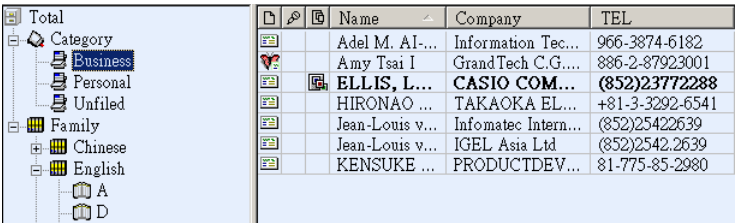
Categorized Viewing Pane

List all the categories and surnames so you can directly choose and view. For each newly added card, it will be moved automatically into the category according to the surname.





Card Information List

The card information list displays card information in the category which you have selected in the categorized viewing pane.

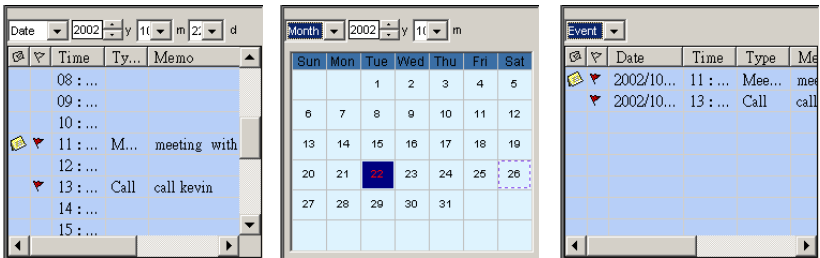


	Name	Company	TEL
	Adel M. Al-...	Information Tec...	966-3874-6182
	Amy Tsai I	GrandTech C.G....	886-2-87923001
	ELLIS, L...	CASIO COM...	(852)23772288
	HIRONAO ...	TAKAOKA EL...	+81-3-3292-6541
	Jean-Louis v...	Infomatec Intern...	(852)25422639
	Jean-Louis v...	IGEL Asia Ltd	(852)2542.2639
	KENSUKE ...	PRODUCTDEV...	81-775-85-2980

-  Tip: Click the field title or right click the field, you can rearrange cards in ascending or descending order.
-  Tip: Hold the left mouse button down on any field, you can drag and drop the field to a new location.

Calendar Management Pane

Calendar management area includes three viewing modes: "Daily", "Monthly" and "Events". "Daily calendar" records your daily schedules. "Monthly calendar" displays dates. "Events" lists all the contents.



Daily

Monthly

Events

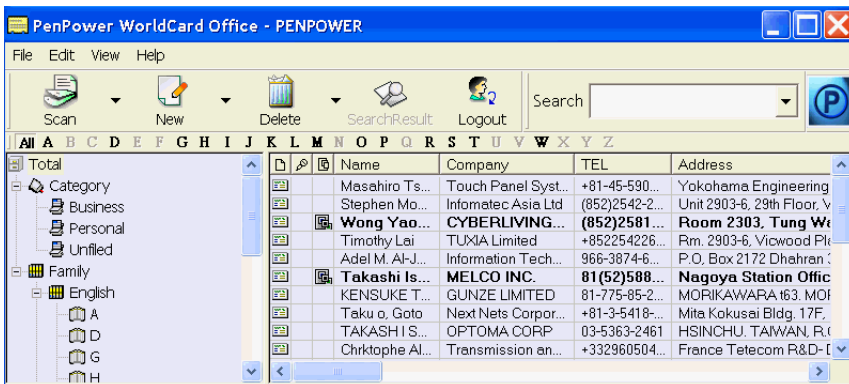
Card Image Viewing



In card image viewing area, you can view the front/back, photo or personal information and choose to display all these data in image or text format.



Inserting Card






Insert card to your Card Reader then press down the scan button to start scanning. Once it is done, the information will be automatically saved to the fields.



 Tip: After inserting the card, you can also click  to scan.



Those unedited cards will appear in bold face in the above-mentioned card management window. "Unedited" tag will appear in front of the record.

	Name
	SHUNJI KOIKE
	Reuven Regev
	Amy Tsai I
	May Tsay
	Jean-Louis van derVelde

Unedited tag

Image tag



: "Unedited" tag, indicates that the card is being stored directly to the management screen after scanning, without being edited.



: indicates that the card consists of card image information.



: indicates that the card consists of photo information.



: indicates that the card consists of both card and photo information.

On the card management window, select one piece of information and then click the right mouse button to start the function menu. You can then add cards from the same company, alter category, send E-mail, start home page or delete this information.

DANIEL D. MILLER	
KOICHI TSUKIZOE	
Masahiro Tsumura	
Timothy Lai	

- By Company
- Mark as Edited
- Mark as Unedited
- Delete
- Change Category
- E-mail
- Goto Http
- IrDA
- UnMerge

When a mouse is moved over to certain information at certain fields, information content (including both front and back information) from that particular field will be opened up in Tip format. When the mouse moves away, the detailed content will be closed.

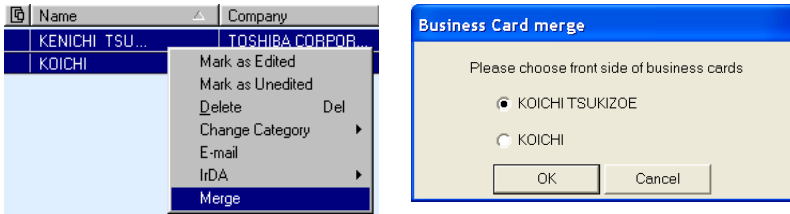
Name	Company	TEL	Address
YUJI KAMIYA	OPTOMA JAP...	03-5363-2461	OSAKA BRANCH 27
SHUNJI KOIKE	GUNZE LIMIT...	81-771-24-3...	10, AMARUBE-CHC

Company: GUNZE LIMITED

Company: PRODUCTS DEVELOPMENT

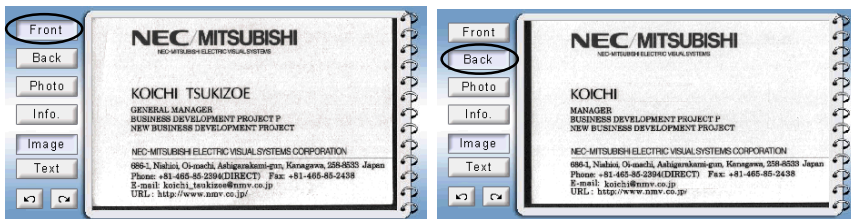
Company: ELECTRONIC COMPONENTS DIVISION

You can select two cards with only front side information and click the right mouse button to choose "Merge". Select one of the cards from the popped-up dialogue box as the front side and click "OK". The two pieces of information will be combined as the front and back sides of one card.



Continuous Double-Side Scanning

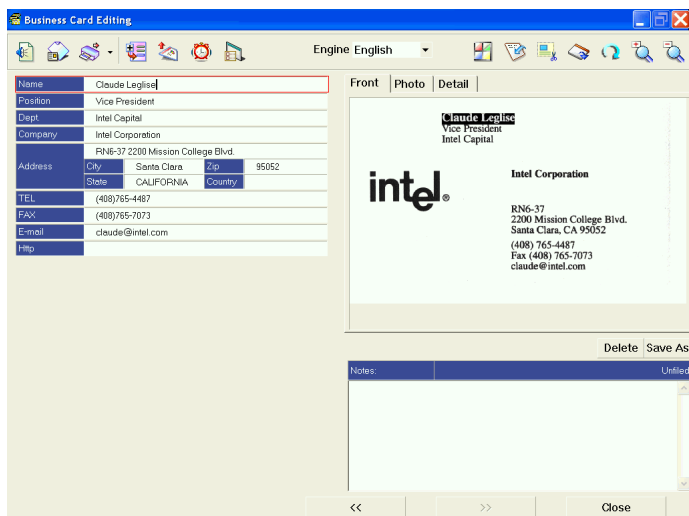
If you want to continue scanning a double-side business card, please remember to select "Multiscan" / "Double Side" from the WorldCard Manager setting screen. Insert the front side of the business card into the Card Reader, and after it is scanned and recognized, insert the back side again to continue scanning. Information on both the front and back side will be stored together when recognizing is completed. You can switch between "Front/Back" image from the image area.



When you are multi-scanning the front and back, and if you wish to continue to scan another front side right after scanning one front side, please press the button on the Card Reader to start scanning on the front again. Otherwise, it will be scanned as though it is the back side of your last scan.

3.5 Editing Cards

On card management window, double click the card you want to modified or edited in the list, and enter the card editing window.



Business Card Editing

Engine English

Name: Claude Leglise

Position: Vice President

Dept: Intel Capital

Company: Intel Corporation

Address: Rm6-37 2200 Mission College Blvd.

City: Santa Clara State: CALIFORNIA Zip: 95052 Country:

TEL: (408)765-4487

FAX: (408)765-7073

E-mail: claudel@intel.com

Http:

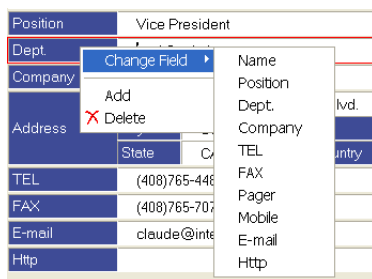
Front Photo Detail

Delete Save As

Notes: Untitled

<< >> Close

1. In the left side, you can click the left mouse button on the field title to alter the properties of the column.



Position: Vice President

Dept: Intel Capital

Company: Intel Corporation

Address: Rm6-37 2200 Mission College Blvd.

City: Santa Clara State: CALIFORNIA Zip: 95052 Country:

TEL: (408)765-4487

FAX: (408)765-7073

E-mail: claudel@intel.com

Http:

Change Field

Add

Delete

Name

Position

Dept.

Company

TEL

FAX

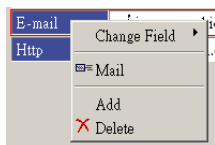
Pager

Mobile

E-mail

Http

2. Click the left mouse button on "E-mail" or "Website" field title, and you can send e-mails or start the web page.



E-mail: claudel@intel.com

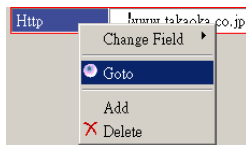
Http:

Change Field

Mail

Add

Delete



Http: http://www.intel.com

Change Field






Goto



Add

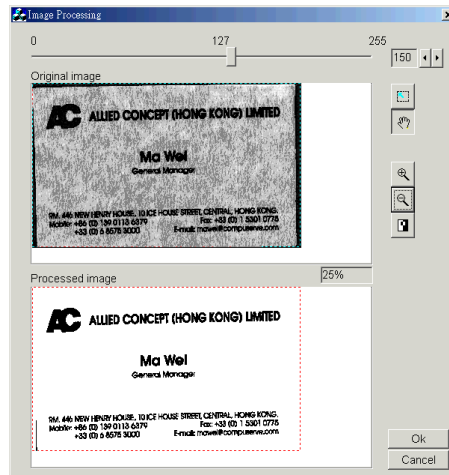
Delete



3. You can select some text in one field and drag it to other fields.


Name	HIRONAO YOSHIDA
Position	GENERAL MANAGER
Dept.	SYSTEM DIVISION

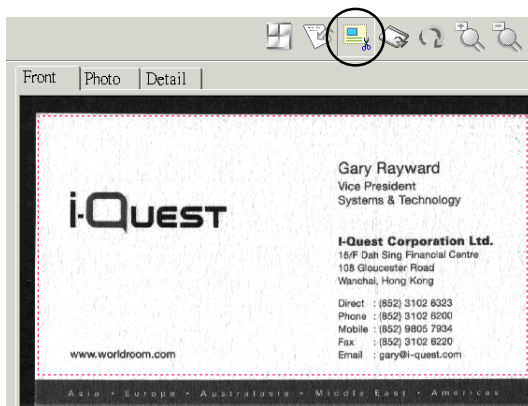
4. To better view the image, you can click "Zoom in" , "Zoom out"  and "Rotate"  buttons on the upper right corner. You can also click the "Image Processing" button  to make adjustment to the original image. Then press the "Re-recognition"  button for re-recognition of the image so as to improve the recognition accuracy.





 Tip: After pressing the "Image Processing" button , you will see the image-processing window.

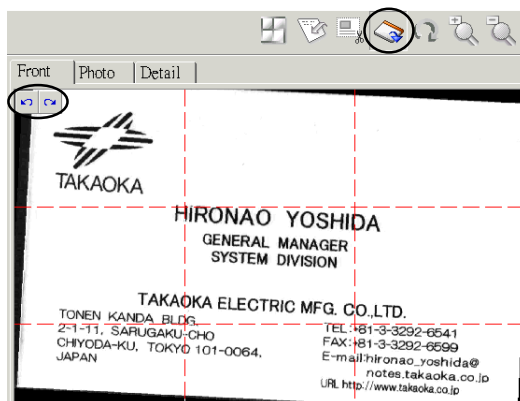


On the window, the upper card is the original image, the lower one is the adjusted image. You can use the sliding bar to fine-tune the contrast. You can click this button  to select an area. Click the reverse button  to reverse the color of the selected area. When the image is adjusted to the optimal condition, click "OK". The system will ask if you would like to have another recognizing action. Click "OK" to re-recognize this card.

5. If you want to remove the card border, click , the button will appear in a sunken mode. Then use the mouse to drag and mark the card area you want to keep, the excess border will be deleted automatically.



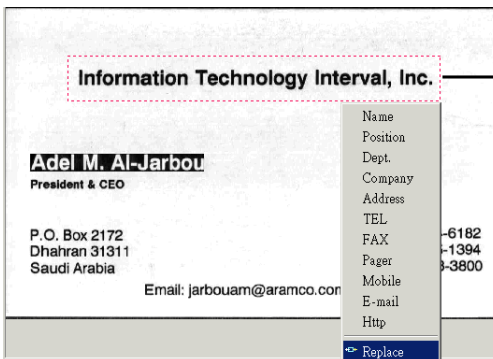
6. If the card tilts to one side when scanned, use this  button to adjust the angle of the image card slightly. Click  and turn it into a sunken mode, then use  /  to slightly adjust the angle.




7. If you press down the right mouse button, the cursor will change into a hand. Now you can move the image around for better viewing.

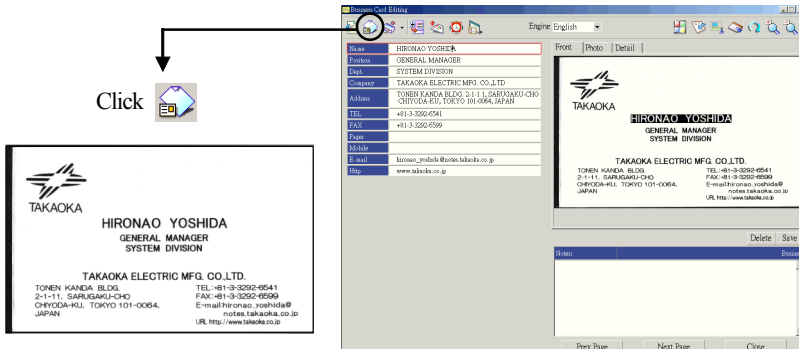



8. On the card image, you can press down the left mouse button to drag out a text area. Add this text to a certain field on the popped-up menu, or replace the currently selected field.

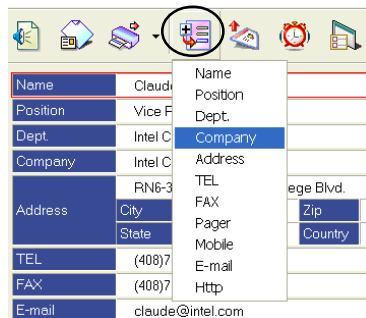



The hand-picked text area is shown in red dotted lines.

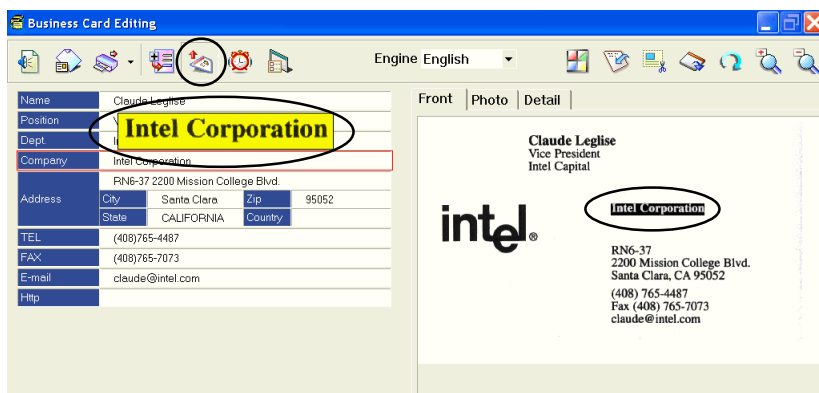
9. Click  to view the original image of a card. Click the image to close it.




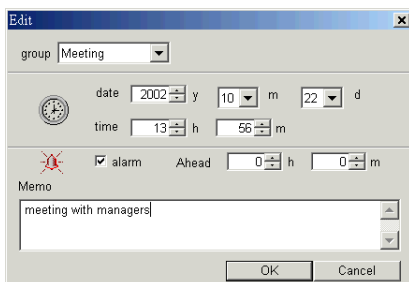
10. Click  to add a new field.



11. Click , then click the field text and the floating image will appear. The text area in the right-side image will also automatically correspond to the field text as selected.



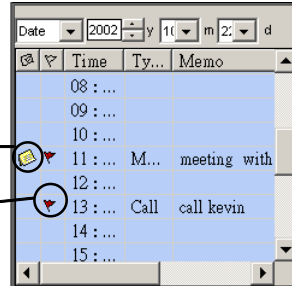
12. Click  to start the dialogue box for editing the calendar. You can set up the category, time, contents and alarm time in relation to the card information. The system will remind you with the alarm at the preset time, and also show the contents of the calendar.




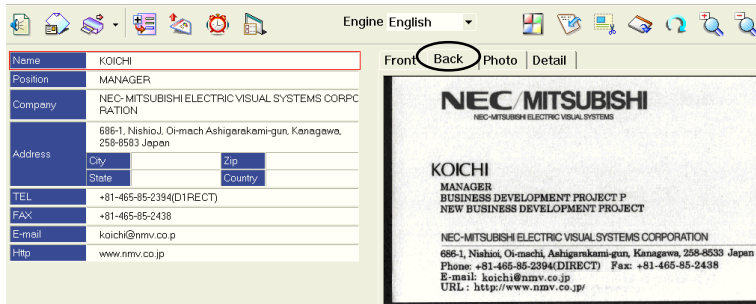


Tip: The card information with the alarm function will automatically record the contents of the calendar in the management window. With different attributes on the window, you can review related card information or start the contents of the calendar.

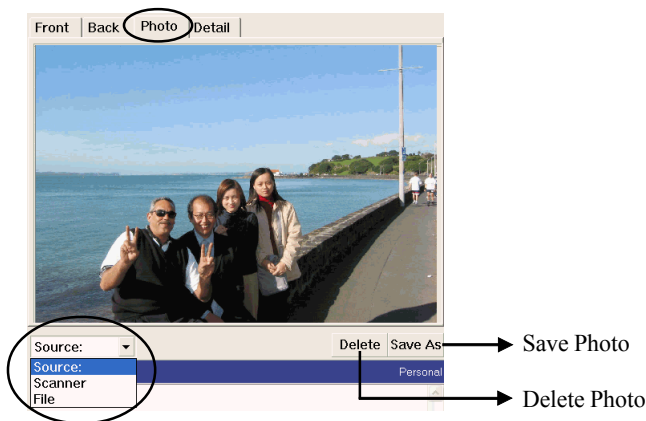
- * Double click this icon to display related card information on the card list.
- * Double click this icon to open the contents of the calendar.



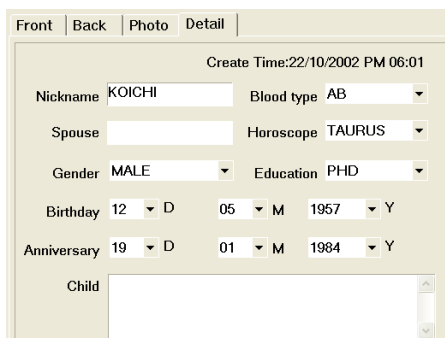
13. When starting the editing window with the back-side card information, you can switch between front and back sides on the image. The left column information will change accordingly. If the "Re-recognition" button  is clicked, re-recognition will be done in accordance to the current image.




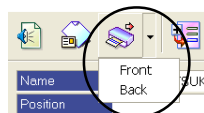
14. In the editing window, apart from viewing the front/back sides of a card, you can also directly scan color photos into WorldCard.




15. In the viewing window of "Personal Data", you can add personal information to the card.



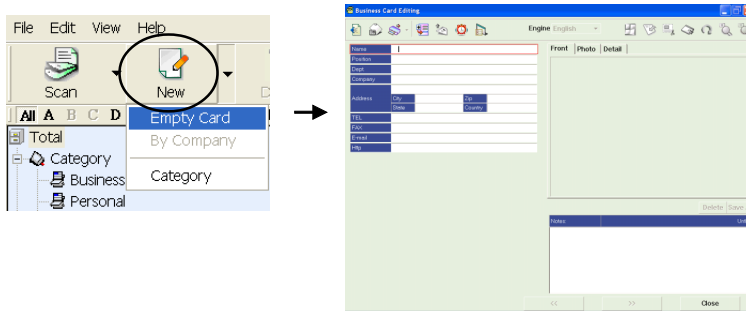
16. If you want to scan the back of a card in the editing window, insert the card into Card Reader and then select "Back" from the scan button . The scanned card will then be recognized as the back of the card in the current editing window. If you only click scan button without selecting "Back", the scanned card will be treated as a new card.



17. Click  button, the content of the card will be read out. If there are Chinese characters on the card, traditional Chinese will be read out.

Adding New Cards

1. In addition to scanning cards with Card Reader, you can also click the arrow next to the "New" button in the WorldCard management window. Select "Empty Card" and start the editing window. Then scan the card or directly key in card information.



Based on the company field, when you key in the first character, there will appear a list of all companies in your card data that contain this character. You can select the information you want and the system will automatically fill in the field with the information related to this company.


For example, key in "I" in the company column and there will be a list of companies starting with the character "I". Go on and key in "intel", and there will be a list of companies starting with "Intel Corporation".

Dept.	
Company	I
Address	IGEL Asia Ltd Infomatec Asia Ltd Information Technology Interval, Inc.
TEL	Intel Corporation

When "Intel Corporation" is selected, the system will directly fill in the field with their related information that already exists in the database.

The items to be filled include: address, registration number, telephone, fax, e-mail address and website.

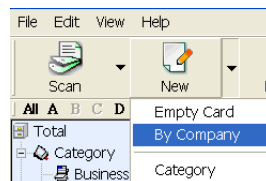
Name	I
Position	
Dept.	
Company	Intel Corporation
Address	RN6-37 2200 Mission College Blvd
City	Santa Clara
State	C. A.
Zip	95052
Country	
TEL	(408)765-4487
FAX	(408)765-7073
E-mail	@intel.com

 Tip: If the information you want does not appear in the scroll-down list, you can press Esc to cancel.

- Choose a record of information from the card list and click "New" button. After "By Company" is chosen, a blank card will be opened. Based on the company name, the information you have chosen will be automatically filled into other fields.

For example, from the card list choose a record of information with "Intel Corporation" as the company name. Click "New" button and select "By Company". In the blank card that is just opened, the information about "Intel Corporation" is already automatically filled into other fields.

	Name	Company	TEL
	Masahiro Ts...	Touch Panel Syst...	+81-45-590...
	Claude Legli...	Intel Corporation	(408)765-44...
	Timothy Lai	TUXIA Limited	+852254226...
	Chrktophe Al...	Transmission an...	+332960504...



Business Card Editing

Engine: English

Front | Photo | Detail

Name: _____

Position: _____

Dept: _____

Company: Intel Corporation

Address: RN6-37 2200 Mission College Blvd.

City: Santa Clara Zip: 95052

State: CALIFORNIA Country: _____

TEL: (408)765-4487

FAX: (408)765-7073

E-mail: @intel.com

Http: _____

Notes: _____

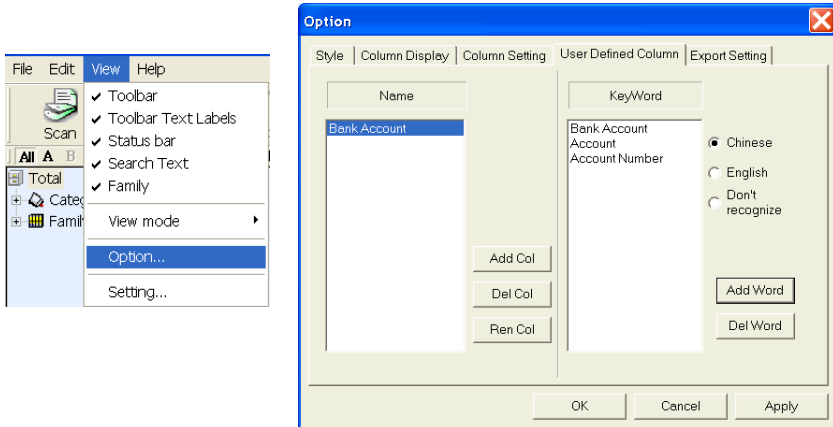
Unfiled

<< >> Close

Self-Define field

WorldCard allows you to self-define the key words of a field that WorldCard can identify, so as to expand the recognition capability. Choose "View"/"Option" options in the main menu, and select "UserDefined Columns" page.

You can add a column and set up the recognition label for this field. Later when cards are scanned, any recognition label that matches what you have set up will automatically go to this userdefined field.



For example: (Please refer to the above picture)

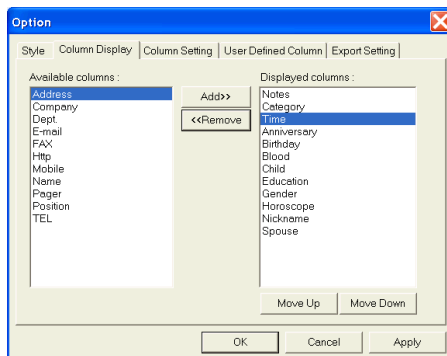
There is "Bank account" information on your card. Yet there is no such item in the preset field of WorldCard. You can start "UserDefined Columns" dialogue box, add a field name (Bank account). You can then add recognition label (the key words on the card that are related to bank account) and set up the language to be recognized to Chinese or English.

Once the set-up is completed, when you scan cards later on, WorldCard will save it to "Bank account" field as long as there is information about "Account Number, Account, Bank" on the card.

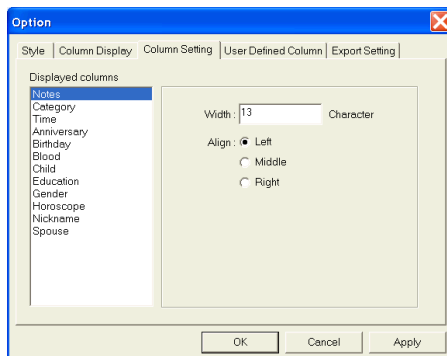
Setting the Fields for Cards

Select "View"/ "Option" from the menu bar and open the setting dialogue box.

Set up the fields to be shown in the card list area. Use "Add"/"Remove" button to add or delete fields. Use "Move Up"/"Move Down" buttons to alter the order of the field in the list.



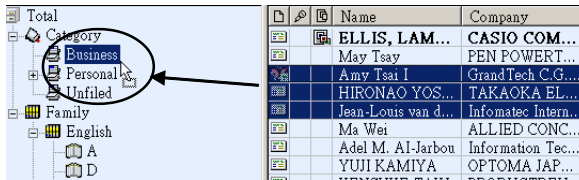
Set up the width and alignment of each field in the card list area.




3.6 Categorizing Cards

Categorize from Management Page

Each card, apart from being automatically categorized by last names, it can also be categorized with your own settings so that you can manage numerous cards. On WorldCard management page, highlight the card information you want to categorize, drag and drop it directly into a specific category type under Category.




Apart from the default category types that come with WorldCard: [Business], [Personal] or [Unfiled], you can add new categories on your own. Click the "New" button , select "Category", and input the new category name. The new category will then be grouped under the "Category" area.




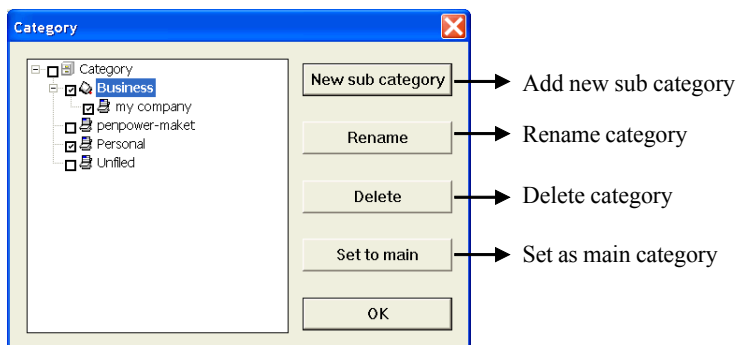
If you want to further break down into other sub category, please right click directly from the category type it belongs, select "New sub category" and input sub category name accordingly.



 **Tip:** Card information in each category can be directly moved from one category to another by using "drag and drop".

Categorize from Editing Page

On card editing page, click  button, open the editing category dialogue box to perform the categorization. You can select several categories at the same time and determine which one is the main category. The results of such categorization will also appear on the WorldCard application.

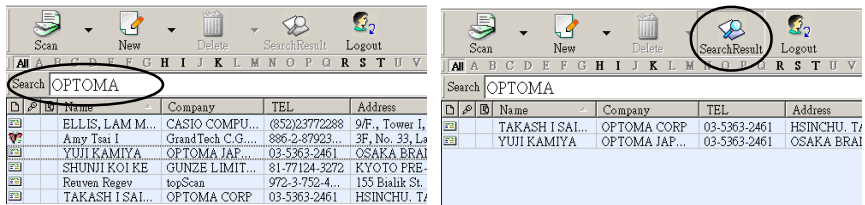


Using the above method of categorization, business cards can be categorized into various category types at the same time. If you use drag and drop to categorize cards on the WorldCard Categorized Viewing Pane, only one category can be set at a time.

3.7 Searching Cards

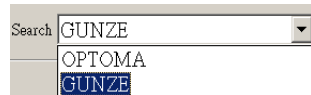
Text Search

In "Search" field, input the key strings to be searched for and press "Enter". Once any part of the field contents in the card contains these key strings, the search criteria are met. The table will list only the card information that meets the criteria. The "Search Result" button is in the depressed status.



Tip: Can input several key words at one time. Each key word is separated by a [blank space].

Tip: The used strings will be automatically entered into a history list for future use.

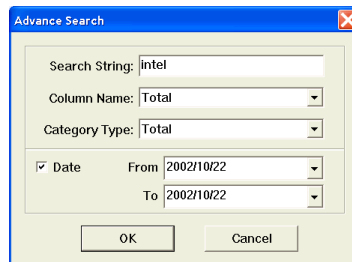


Apart from inputting key words on your own to search for a business card, in fact, the system will categorize the cards automatically by the first letter of last names. You can click the A-Z buttons on the WorldCard management page to quickly search for the card.



Advance Search


Select "Edit" / "Advance Search", you can input search key words as well as set up search criteria such as field, category or date, etc. to perform more precise card search.



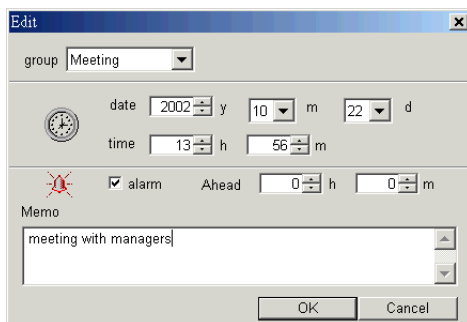
3.8 Calendar


WorldCard integrates the functions of personal calendars and establishes relevant calendars or memo based on cards.


Two Ways of Creating Calendars

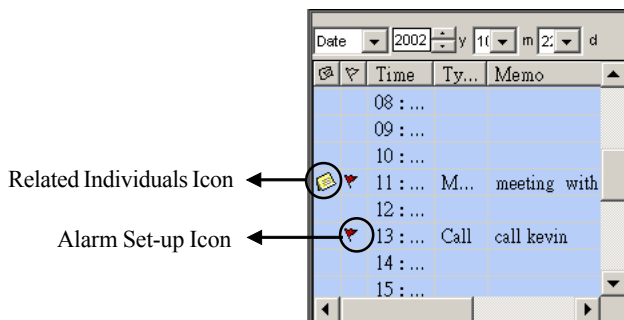
1. Click  button in the editing window to start the calendar-editing dialogue box.
2. Point to a certain time in the calendar management window and double click to start the calendar-editing dialogue box.

In the calendar dialogue box, you can set up the category, time, contents and alarm time of the calendar. The system will remind you with the alarm at the preset time and display the contents of the calendar.



In the card management window, you can just drag the related card record from the card list then drop to the preset calendar. A  icon will appear.

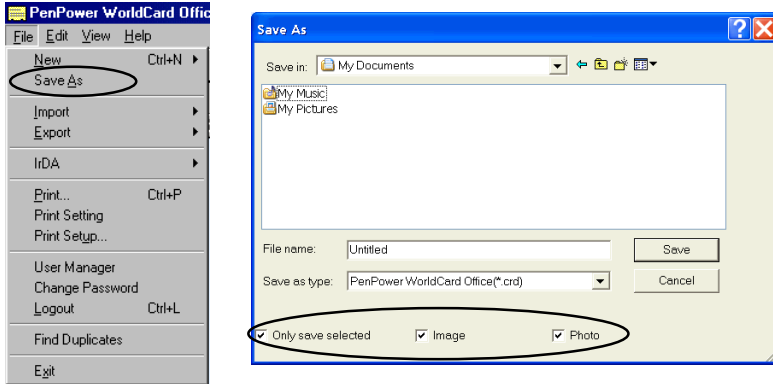
If you wish to view the individuals in relation to the calendar, you can click  button. The card list will only display those whom have been dragged to this calendar.



3.9 Save as / Export / Import

Save as

As a card database management software, PenPower WorldCard stores card information into WorldCard database. Select "File" / "Save As" from the menu bar, you can save the card information into a card document (*.crd).

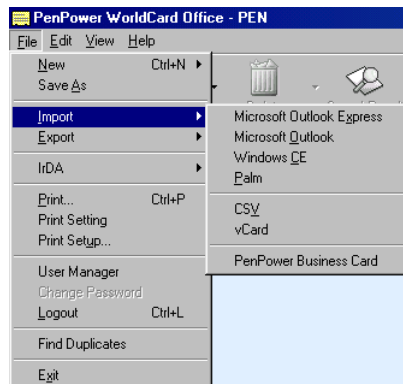


On "File" / "Save As" dialogue box, if you select "Only save selected", that way only those information selected will be saved. If you do not select any boxes, that way all sorts of information on the card list will be saved together. If select "Image" or "Photo", only those card image and photo will be saved together.

You can save card information as *.crd document. Take it as a duplicate copy, bring it to another computer, and make use of "File" / "Import" / "PenPower Business Card" function on the menu bar to place card information into the current card database.

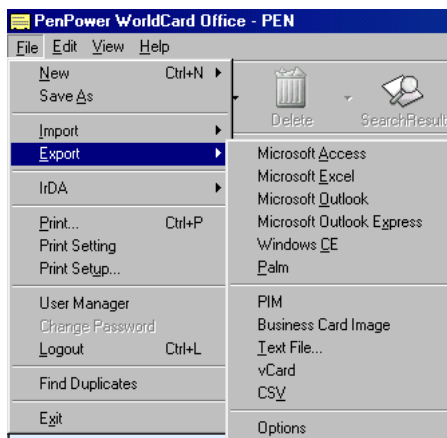
Import

Select "File" / "Import", you can import card information from Outlook Express, Outlook, Windows CE, or Palm. You can also import card information in CSV and vCard formats.

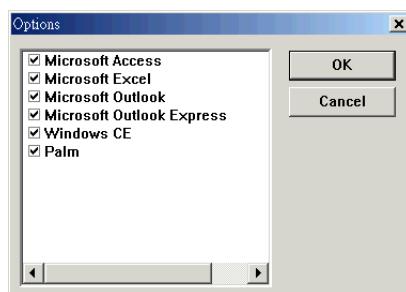



Export


Select "File" / "Export", you can export card information to Excel, Outlook, Outlook Express, Windows CE or Palm, etc, using various methods to export. You can also export only card image or text file.



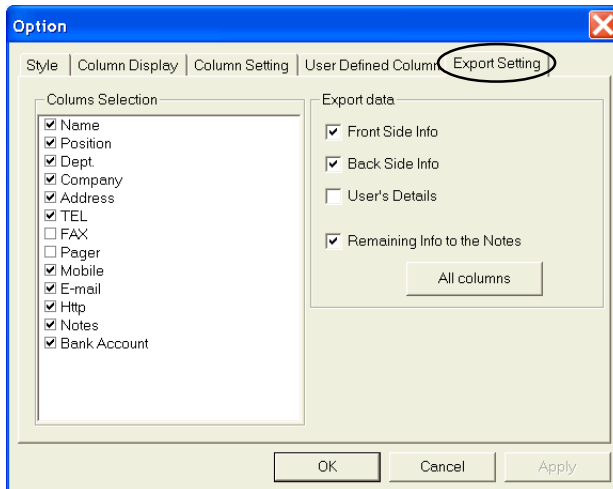
Select "File" / "Export" / "Options" to open the Export Platform list, you can select options according to your needs. Hence, only those options you select will appear on the export menu bar.



 Note: Exporting can only be done in versions over Excel 97, Outlook 97 and Outlook Express 4.0.

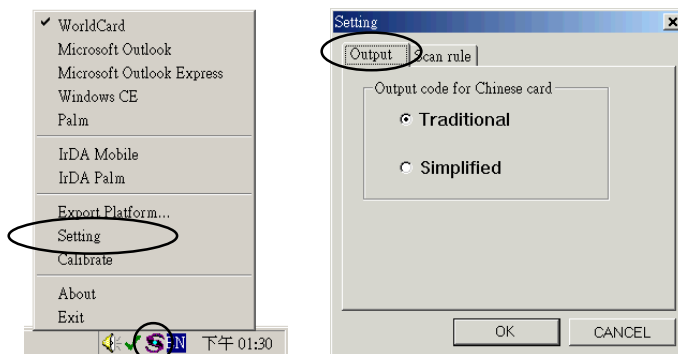
 Tip: While exporting out to Excel files, you can transform the various categories into various worksheets.

Before exporting card information, select "View" / "Option" to open export setting dialogue box. You may select the information fields you want to export, and also to include front- and back-side information as well as userdata.

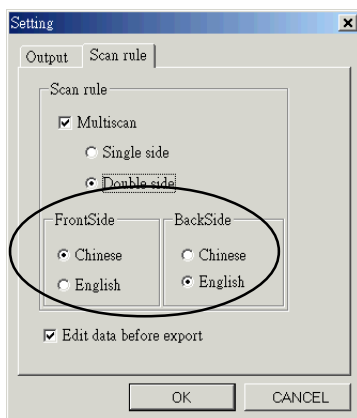


3.10 Recognizing Chinese Business Cards


If you want to use the WorldCard to scan Chinese business card, please select "Setting" from the main function list of the WorldCard Manager first. Open the "Setting" screen, specify the Chinese card output code you want: traditional or simplified.




If you scan single-sided business card, please select "FrontSide/Chinese" on the "Scan rule" page. If you scan double-sided business card using "Multiscan", you can specify both front and back side and indicate whether it is in Chinese or English. This way, you can improve the rate of recognizing.



Revise the results of card recognizing

When scanning Chinese business cards, you can make use of the floating window button  on the card editing page to revise the result of characters recognized.

Click  button, use the mouse to highlight characters that you want to revise, a character revision area will appear.

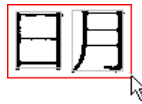
Candidate Characters: Ten approximate results are listed.

Fore-related: The related two-character word beginning with the character prior to the character to be modified. For example, the character prior to "科" is "恬". Thus the fore-related words include "恬淡", "恬澹" and "恬靜".

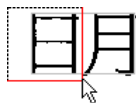
Hind-related: The related two-character word beginning with the character following the character to be modified. For example, the character after the "科" is "技". Thus the hind-related words include "科技", "特技", "球技", "絕技", "慣技" and so on.

Candidate:	技 枝 披 校 授
PreAssoc:	◁ 技 診 學 醫 長 院 研 室 ▷
PostAssoc:	◁ 業 設 廠 技 易 械 程 子 ▷

Text Merge: When a character is recognized to be more than one characters, you can combine them into one correct character. For example, "明" is recognized to be "日" and "月". Press down the left mouse button on the image area, and drag an image block to include these two characters' images. When the rectangular box matches the two characters and when the dotted line becomes solid line, release the left mouse button.



Text Split: When two characters are recognized as one, you can split it into two correct characters. For example, "日" and "月" are identified as "明". Press down the left mouse button in the image area. Using the vertical solid line or horizontal solid line that intersects with the cursor of the mouse as the cutting lines, drag the image to the location where cutting is desired and release the left mouse button. Two characters will be formed from the line of cut.



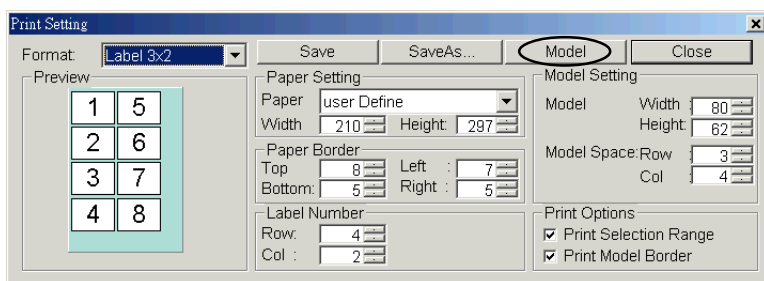
Vertical Cutting Line Horizontal Cutting Line

3.11 Printing Cards

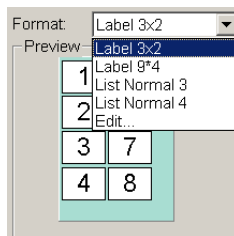
WorldCard allows you to edit templates for printing your cards. Card information can be printed in forms of envelopes, labels or directory.



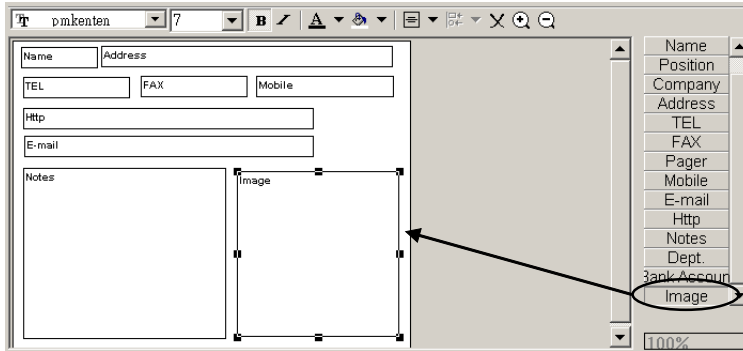
Start Printing Setup window from "File/Print Setting".



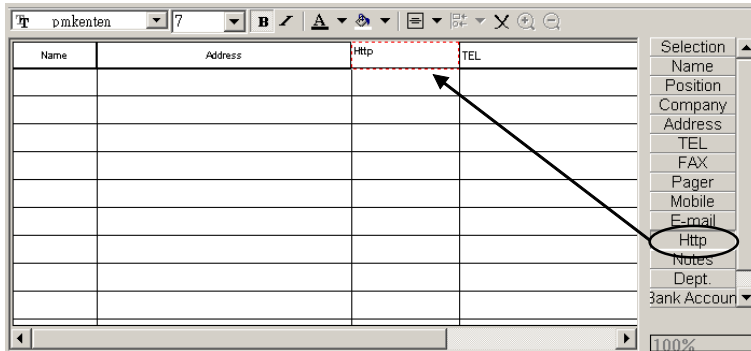
There are two kind of templates of Label and List Normal.



In the "Label" template, you can click "Model" to start model-editing window. Click the field title on the right, place it to the editing area on the left and adjust its location and size. You can also set up the properties of the printing text. After the model is adjusted, save it as your specific template for immediate use in the future.



If the List Normal template is chosen, you can only add field titles to list and adjust field width in the model-editing window, without being able to edit the layout.





3.12 Infrared Transmission

WorldCard can use infrared to transmit - exporting card information to mobile phones or palm products.

If the [IrDA Mobile] or [IrDA Palm] export options of the WorldCard Manager is selected, please open up the infrared function on your mobile phone or palm first. Also, make sure that it's infrared outlet is beamed right on the computer's infrared receiver. This way, scanned card information and recognized results can be transmitted via infrared directly into your mobile phone or palm products.

If transmitting to mobile phone, the following diagram will appear. You can select to export it to "Phone" or "SIM Card". If mobile phone is selected, you may switch to the "More" page, on which more detailed information is available to choose from, depending on the model number of your mobile phone.



Note: If your mobile phone does not support Chinese SIM card, Chinese characters cannot be inputted into the [Name] field on the diagram above. And instead, the information will be automatically saved to [Phone].

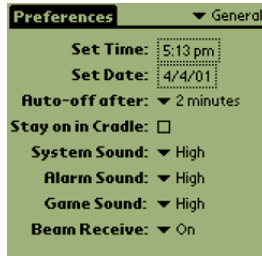


Note: Currently PenPower WorldCard supports the following models of mobile phone for infrared transmission: Nokia 6210/6250/7110/8210/8850/8250/5210/8855/8310/6500/6510/8910/8290/7190/8390/8890; Siemens 2588(S25)/3568i(S35)/6688(SL45)/6618(S45)/3618(ME45)/6686; Motorola P7689/P7389i/L2000/TIMEPORT/A6288/388; Ericsson R320sc/R380sc/T39/T68/T68i; Samsung A300/A400/A408/A308...

For updates, please check out the PenPower Technology website: <http://www.penpower.net>.



Tip: How to launch the infrared function of Palm: please switch "ON" the [Beam Receive] setting from Palm "Preferences" option list.



3.13 Integrating WorldCard with Mail Programs

In addition to exporting information to Excel, Outlook, Outlook Express, Windows CE and Palm, WorldCard also integrates with the interfaces of Outlook and Outlook Express. Thus you can directly scan card information in the mail programs and add it into their address book.

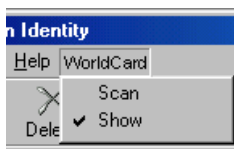
Integrating Outlook Express Interface

After WorldCard is installed, "WorldCard" item will be added to the menu bar of Outlook Express's address book.



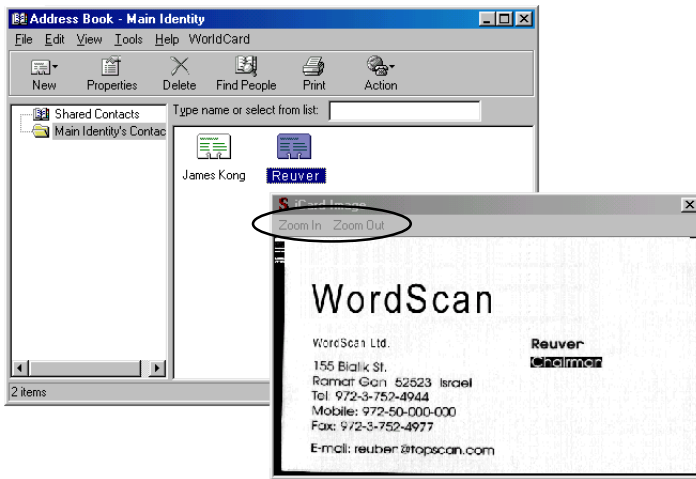
Note: The integrating function of WorldCard in Outlook Express only works when WorldCard Manager is started.

Insert the card into Card Reader and then click "Scan" from the menu to start scanning. After the recognition is done, the result will be automatically stored into the address book.



Note: If the editing window is not desired after card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

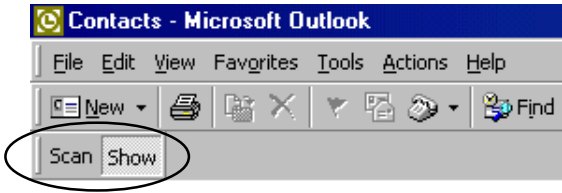
From the address book information input with WorldCard, you can view the card image. Once the name is chosen, the card image will automatically appear. To facilitate viewing, you can select "Zoom in" or "Zoom out", or close the image by clicking the "x" button on the upper right corner.




Tip: The information input by way of WorldCard scanning will be stored in the "Shared Contacts" folder in the Outlook Express address book.

Integrating Microsoft Outlook Interface

After WorldCard is installed, an integrating tool bar will be added to the Microsoft Outlook program.



Insert the card into Card Reader and then click "Scan" from the menu to start scanning. After the recognition is done, the result will be automatically stored into the "Contacts".

 Note: If the editing window is not desired after card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

From the contact information input with WorldCard, you can view the card image. You can double click the name, the card image will automatically appear. To facilitate viewing, you can select "Zoom in" or "Zoom out", or close the image by clicking the "x" button on the upper right corner.

 Tip: WorldCard function in the Microsoft Outlook program can only be used with Office 2000 Version.

PenPower WorldCard Office V4.0 User Manual

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PenPower Technology Ltd., Inc.

Tel: +886-3-572-2691

Fax: +886-3-571-6243

Website: <http://www.penpower.net>

Technical Support: support@penpower.net

Address: Floor 7, No.47 Alley 2, Section 2 of Kuang-Fu Road, Hsin-Chu

Hotline Service

Canada

ACCA Computers Inc.

Tel: +1-604-278-6227

Fax: +1-604-278-8627

E-mail: info@pen-power.com

Address: Unit 8, 3671 Viking Way, Richmond, B.C. V6V 2J5, Canada

United States of America

Alestron, Inc.

Tel: +1-650-969-8535

Fax: +1-650-969-8545

E-mail: penpower@alestron.com

Address: 2158 Old Middlefield Way, Mountain View, CA 94034 U.S.A

Singapore

Longrand Electronics (S) Pte Ltd.

Tel: +65-63423466

Fax: +65-63420577

E-mail: tech@longrand.com.hk

Address: 150, Kampong Ampat, #04-04A KA Centre, Singapore 368324

Malaysia

Compusonic Computer Center

Tel: +60-4-2827268, 2827269

Fax: +60-4-2825258

E-mail: wyleng@pc.jaring.my

Address: 106-B, Tan Sri The Ewe Lim Road, 11600 Penang, Malaysia

PenPower Technology Ltd., Inc. has engaged the undersigned to be permanent counsel. The Company shall receive legal protection from the undersigned should any party infringe upon the Company's copyright, credit or any other legal interest.

Kuei-Ming Li, Lawyer
International Tung-Shang Law Firm