

P2WW-2643-02ENZO

CardMinder

User's Guide

The Fujitsu logo, consisting of the word "FUJITSU" in a bold, sans-serif font, with a stylized infinity symbol above the letter "I".

Introduction



CardMinder is an application that scans business cards with an image scanner, and converts them into address databases.

This manual provides an overview, and describes the windows and functions of CardMinder.

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Manuals

When using CardMinder, read the following manuals as needed.

Manual	Description	Reference Method
ScanSnap Operator's Guide	Read this manual for information about basic operations of ScanSnap, software installation, scanning methods, various settings, and handling of the ScanSnap.	Select the [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Operator's Guide].
CardMinder User's Guide (this manual)	Read this manual when using CardMinder for the first time, or when details about CardMinder features, screens, operating environment and functions are required.	Select the [Start] menu → [All Programs] → [CardMinder] → [Manual].
CardMinder Help	Use the help when questions or problems regarding CardMinder operations (e.g. when setting items) arise. Each help provides an explanation for every operation, window and message.	For information on how to start up the Help, refer to " Appendix A Opening the Help " (page 41).
CardMinder Mobile Viewer Help		

■ About This Manual

Structure of This Manual

This manual consists of the following:

Chapter 1 CardMinder Overview

This chapter provides an overview of CardMinder's features and system requirements, and describes how to start up and close CardMinder.

Chapter 2 CardMinder's Windows

This chapter provides details of CardMinder's windows for operating CardMinder.

Chapter 3 Functions

This chapter explains various functions of CardMinder.

Chapter 4 User Authority

This chapter explains user authority to use CardMinder.

Appendix A Opening the Help

This appendix describes how to open the Help while using CardMinder.

Appendix B Installing and Uninstalling CardMinder

This appendix describes how to install and uninstall CardMinder.

It is recommended to read from Chapter 1 to Chapter 4 in order before using CardMinder.

For details about CardMinder operations, windows, and error messages and their solutions, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select the [Start] menu → [Computer].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product development.

The screenshots used in this manual are of Windows 7.

The actual windows and operations may differ depending on the operating system.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Windows 8	: Windows® 8 operating system, English version Windows® 8 Pro operating system, English version Windows® 8 Enterprise operating system, English version
Windows 7	: Windows® 7 Starter operating system, English version Windows® 7 Home Premium operating system, English version Windows® 7 Professional operating system, English version Windows® 7 Enterprise operating system, English version Windows® 7 Ultimate operating system, English version
Windows Vista	: Windows Vista® Home Basic operating system, English version Windows Vista® Home Premium operating system, English version Windows Vista® Business operating system, English version Windows Vista® Enterprise operating system, English version Windows Vista® Ultimate operating system, English version
Windows XP	: Windows® XP Home Edition operating system, English version Windows® XP Professional operating system, English version
Windows 2000	Windows® 2000 Professional operating system, English version
Windows	: Windows 8, Windows 7, Windows Vista, Windows XP, or Windows 2000
Microsoft Office	: Microsoft® Office
Excel	: Microsoft® Excel® 2010 Microsoft® Office Excel® 2007 Microsoft® Office Excel® 2003 Microsoft® Office Excel® 2002
Internet Explorer	: Windows® Internet Explorer® Microsoft® Internet Explorer®
Windows Mail	: Microsoft® Windows® Mail
Outlook	: Microsoft® Outlook® 2010 Microsoft® Office Outlook® 2007 Microsoft® Office Outlook® 2003 Microsoft® Office Outlook® 2002
ACT!	: ACT!™
GoldMine	: GoldMine®
Outlook Express	: Microsoft® Outlook® Express
ScanSnap	: Color Image Scanner ScanSnap (*)

*: ScanSnap N1800 is not supported.

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Chapter 1



CardMinder Overview

This chapter provides an overview of CardMinder's features and system requirements, and describes how to start up and close CardMinder.

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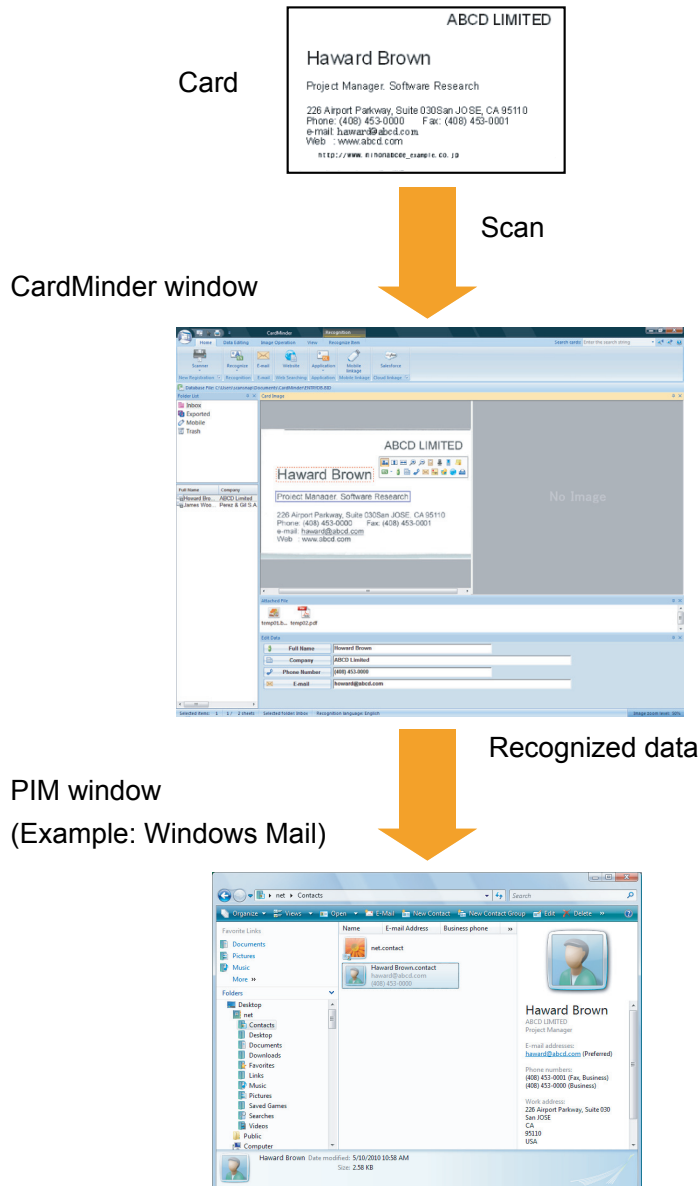
1.1 Outline

CardMinder is an application for scanning business cards.

This application digitalizes large amounts of business cards into images at a high speed and recognizes text on those cards, thus allowing you to search for your clients' business cards from those data quickly, and create your client databases conveniently.

CardMinder uses an Optical Character Recognition (OCR) engine to recognize text on cards and shares the data created with Personal Information Manager (PIM) applications.

CardMinder contains two separate functions: CardMinder Viewer to enable business card data to be quickly searched from other applications, and CardMinder Mobile Viewer to enable scanned business card data to be viewed on other computers not installed with CardMinder.



1.2 Features

CardMinder provides the following features:

- Simplex and duplex scanning with single-button operations (when used with the ScanSnap)
- Text recognition and automatic generation of card databases by keyword items (business contacts items) such as "Full Name" and "Company"
CardMinder can generate the following keyword items automatically:
 - Full Name
 - Company
 - Department
 - Job Title
 - ZIP/Postal Code
 - Address
 - Location/Region
 - Phone Number
 - Fax Number
 - Mobile Phone
 - E-mail
 - Website
 - Save Date
- Combining data of two single-sided card images to create data for one double-sided card
- Management of card images and databases as well as their supplementary information added manually to the [Memo] field
- Exporting of card data to other applications through Personal Information Manager (PIM)
The applications to which card data can be exported to are:
 - Outlook 2002, 2003, 2007, 2010
 - Outlook Express 6.0
 - ACT! Version 6.0, 9.0, 10.0, 11.1, 12.0
 - GoldMine Version 6.0
 - Windows Mail (in Windows Vista)
 - Excel (when the CSV format is used)
- Registering card data in the linked application specified in Cloud linkage and viewing the card information in the website provided with the application
The following application can be specified.
 - Salesforce
- Searching of card data using keyword items such as "Full Name" and "Company"
- Startup of your linked e-mail program to send e-mail to the recognized e-mail address(es)
- Startup of your linked web browser to browse the recognized company's website
- Searching of card data using text in other applications
- CardMinder Mobile Viewer that views card images with a computer not installed with CardMinder

1.3 System Requirements

The system requirements for CardMinder are as follows:

Operating system (*1)(*2)	Windows 8 (*3)	Windows 7	Windows Vista	Windows XP Windows 2000
CPU (*4)	Intel® Pentium® 4 1.8 GHz or higher (Recommended: Intel® Core™ 2 Duo 2.2 GHz or higher)			Intel® Pentium® III 600 MHz or higher (Recommended: Intel® Core™ 2 Duo 2.2 GHz or higher)
Memory (*4)	32-bit: 1 GB or more (Recommended: 4 GB or more) 64-bit: 2 GB or more (Recommended: 4 GB or more)	32-bit: 1 GB or more 64-bit: 2 GB or more	512 MB or more (Recommended: 1 GB or more)	256 MB or more (Recommended: 1 GB or more)
Hard disk space	280 MB or more of free disk space required (*5)			
Display resolution (*6)	1024 × 768 pixels or more required	800 × 600 pixels or more required		
DVD-ROM drive	Required for installation			
Image scanner	ScanSnap (*7) (*8) (*9) or the scanner that complies with TWAIN standards (Required when scanning cards)			
Web browser	Internet Explorer 6.0 or later			
Removable media	8 MB or more of free disk space required (required for Mobile Linkage)			

- *1: It is recommended to use the operating system with the latest Service Pack applied.
- *2: For details about supported operating systems, refer to "System Requirements" in the Operator's Guide of your ScanSnap model.
- *3: CardMinder operates as a desktop application.
- *4: It is recommended to use CardMinder in an environment that meets the scanner system requirements or higher if they are higher than the operating system requirements.
- *5: To save a single card data (when scanned with Duplex, Color, and Best), about 250 KB or more of free disk space is required.
Estimate the required free disk space based on the number of cards to scan.
- *6: When the font size is large, some screens may not be displayed properly.
In that case, use a smaller font size.
- *7: ScanSnap is a color image scanner. For details, please visit our website at:
<http://scansnap.fujitsu.com/g-support/en/>
- *8: ScanSnap N1800 is not supported.
- *9: Scan using a WIA driver is not supported.

ATTENTION

- If the system requirements above are not satisfied, CardMinder may not operate.
- If text is not displayed properly during:
 - Text recognition and display of business cards
 - Salesforce linkage
 change the settings as follows:
 - Windows 2000 (*):
 - Select [Control Panel] → [Regional Options] → [General] tab, and then select [Japanese], [Korean], [Simplified Chinese] and [Traditional Chinese] under [Language settings for the system].
 - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
 - *: The following function is not supported in Windows 2000.
 - Salesforce linkage
 - Windows XP:
 - Select [Control Panel] → [Regional and Language Options] → [Languages] tab, and then select [Install files for East Asian languages] under [Supplemental language support].
 - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
 - Windows Vista or Windows 7:
 - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2003 or later version.

The following card data types are supported:

Data type	Card data created with a ScanSnap or TWAIN-compliant scanner
Paper size	<ul style="list-style-type: none"> ● For ScanSnap scanners A6 size or smaller ● For TWAIN-compliant scanners Depends on the model you are using
Side for text recognition	Front side
Recognizable font size	6 to 24 points

ATTENTION

- Scan using a WIA driver is not supported.



- To recognize text on the back side of a card, click **Swap Images (Front and Back)** in the [Image Operation] tab to switch to the back side before running the recognition process.
- Recognition of handwritten characters is not supported.

1.4 Starting Up and Closing CardMinder

This section describes how to start up and close CardMinder.

■ CardMinder

The procedures for starting up and closing CardMinder are as follows.

Starting up

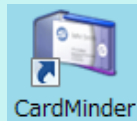
Follow the procedure below:

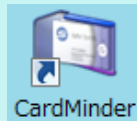

1. Select the [Start] menu → [All Programs] → [CardMinder] → [CardMinder].

⇒ CardMinder is started.

HINT

- You can also start up CardMinder by:



- Double-clicking on the desktop shortcut ()
- Clicking the [Show CardMinder] button () in the Image Toolbar in the CardMinder Viewer window.
- When started up for the first time after installation, CardMinder is defaulted to create a database for each user account at:
 - For Windows 7 or Windows Vista
Drive name: \Users*user name*\Documents\CardMinder\ENTRYDB.BID
 - For Windows XP or Windows 2000
Drive name: \Documents and Settings*user name*\My Documents\CardMinder\ENTRYDB.BID
- From the next time on, CardMinder always starts showing contents of the last-operated CardMinder database in its window.

Closing

Follow the procedure below:

1. Click the [Application Button] ().



⇒ The Application Menu appears.

2. Click the [Exit] button in the Application Menu.

⇒ CardMinder is closed.

HINT

You can also close CardMinder by:

- Clicking the [Close] button () in the title bar
- Double-clicking the [Application Button] ()

■ CardMinder Viewer

The procedures for starting up and closing CardMinder Viewer are as follows.

Starting up



Follow the procedure below:

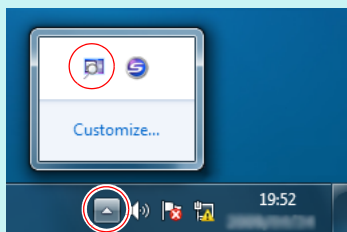
1. Select the [Start] menu → [All Programs] → [CardMinder] → [CardMinder Viewer].


⇒ CardMinder Viewer is started.

HINT



- You can also open the CardMinder Viewer window as follows:

1. The CardMinder Viewer icon () is displayed in the menu that appears when you click  on the taskbar.



(For Windows Vista, Windows XP or Windows 2000, the CardMinder Viewer icon () is displayed on the taskbar.)

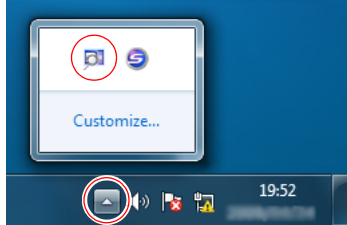
2. Perform one of the following:

- Double-click the [CardMinder Viewer] icon ().
 - Right-click the [CardMinder Viewer] icon () and then select [Show CardMinder Viewer] from the menu that appears.
- When CardMinder Viewer is running, you can use text in another application to search for a particular card data within CardMinder; select a desired text string in the application, and then press the shortcut key ([Alt] + [F3]). Once your search is finished, the CardMinder Viewer window opens, listing the card data that match(es) the search term.

Closing

Follow the procedure below:




1. Click  on the taskbar to show the menu.



2. Right-click the [CardMinder Viewer] icon (), and select [Exit] from the menu that appears.

⇒ CardMinder is closed.

HINT

- If CardMinder Viewer is left unused after its startup, you can make it hidden by:
 - Clicking the [Close] button () in the title bar
 - Double-clicking the  part in the title bar
- For Windows Vista, Windows XP or Windows 2000, the CardMinder Viewer icon () is displayed on the taskbar.
- Once CardMinder Viewer is closed, you can no longer search for card data from another application such as Notepad.

■ CardMinder Mobile Viewer

The procedures for starting up and closing CardMinder Mobile Viewer are as follows.

Starting up

Follow the procedure below:

1. Connect the removable media that contains the card data and the CardMinder Mobile Viewer application to another computer.

HINT

To use CardMinder Mobile Viewer, you first need to export the card data and the application from CardMinder in your computer to another computer. For details, refer to the CardMinder Help.

2. Select the [Start] menu → [Computer].

HINT

For Windows Vista, select the [Start] menu → [Computer].

For Windows XP or Windows 2000, select the [Start] menu → [My Computer].

3. Select the connected removable media.

4. Double-click the [BzCardViewer.exe] icon.

⇒ CardMinder Mobile Viewer is started.

ATTENTION

- CardMinder Mobile Viewer will not be started as long as the [Mobile linkage setting] dialog box is open. Close the [Mobile linkage setting] dialog box first, and then restart CardMinder Mobile Viewer.
- If CardMinder Mobile Viewer is protected with a password, a password entry dialog box appears when you double-click the [BzCardViewer.exe] icon.
To open CardMinder Mobile Viewer, enter a password in the dialog box, and click the [OK] button. Use the password which you specified in the [Mobile linkage setting] dialog box.


Closing

Follow the procedure below:

1. Click the [Close] button () in the title bar.

⇒ CardMinder Mobile Viewer is closed.

HINT

You can also close CardMinder Mobile Viewer by double-clicking the  button in the title bar.

Chapter 2



CardMinder's Windows

This chapter describes the windows of CardMinder.

CardMinder's windows include the CardMinder, CardMinder Viewer, and CardMinder Mobile Viewer windows.

The CardMinder window is used to manage your scanned card data.

The CardMinder Viewer window allows for quick searches for desired card data from other applications.

The CardMinder Mobile Viewer window helps confirm card data on another computer which was not used to scan the actual cards.

For information about CardMinder's functions and their use, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

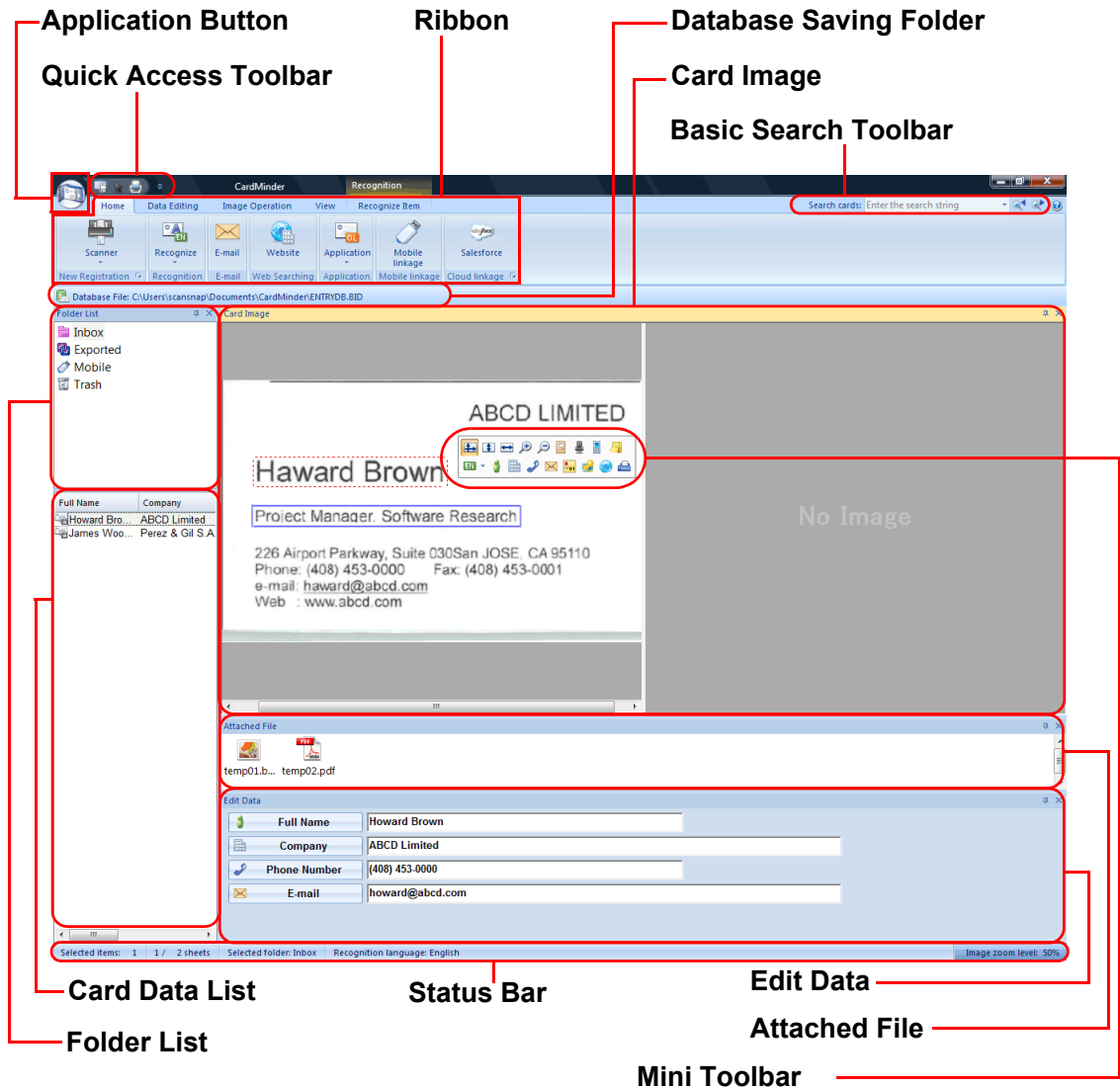
For information on how to open the Help, refer to ["Appendix A Opening the Help \(page 41\)"](#).

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2.1 CardMinder Window

This window is used to manage card data.

The CardMinder window consists of the following:



- **Application Button**
Provides an access to run CardMinder application functions to operate databases, to view or print card data images, to configure optional settings, and to exit CardMinder. Also lists recently-used databases and card data.
- **Quick Access Toolbar**
Contains shortcuts for frequently-used commands in the Ribbon. This toolbar can be customized to include shortcuts for CardMinder's frequently-used commands, and can be arranged above or below the Ribbon.

- **Ribbon**
Organized into tabs, each of which contains functionally-grouped commands. The commands are grouped into one of the following tabs according to the type of operation (e.g., card scanning and card data editing).
 - [Home] tab
 - [Data Editing] tab
 - [Image Operation] tab
 - [View] tab
 - [Recognize Item] tab
- **Basic Search Toolbar**
Searches for card data across the folders that are under the current database. To start a search, type in a search term (e.g., person's name or their company's name) in the corresponding input field (e.g., [Full Name] or [Company]), and press the [Enter] key on your keyboard. If two or more card data are found, click [Find Previous] or [Find Next] to show the previous or next card image on the Card Image pane.
- **Database Saving Folder**
Shows the path for the current database.
- **Folder List**
Lists the following card folders classified for data management purposes.

Folder	Description
Inbox	Stores the card data which are not yet exported to linked applications.
Exported	Stores the card data which have been exported to a linked application.
Mobile	Stores the card data which are to be used on a different computer.
Trash	Keeps the card data which have already been deleted from the [Inbox] or [Exported] folder.



- **Card Data List**
Lists each card data stored in the current folder. To change the sorting order of heading items in the list, drag and drop a heading item to the desired location.
- **Card Image**
Shows the image of the card data currently selected in the Card Data List pane. A Mini Toolbar appears when you right-click the card image or click and drag to select a text range on the card image.
- **Mini Toolbar**
Contains shortcuts for frequently-used commands.
- **Attached File**
Shows files as icons when they are attached to the current card data.

- Edit Data

Outputs the recognized text (e.g., "Full Name" and "Company") in the card image that is currently displayed in the Card Image pane. You can edit or correct these items directly from the keyboard.

When you select the text string in one input field, the corresponding text section on the card image is enclosed in a blue rectangle.

To recognize a search term such as "Full Name" and "Company", for example, enclose the text section in the image, and then retry recognition by clicking the

corresponding button ( **Full Name** or  **Company**).

This recognizes the text in the selected range only, and updates the corresponding input field accordingly.

- Status Bar





Shows the following items. Note you can select to show or hide these items in the Status Bar.



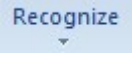












- Number of selected items
- The order of the selected card in the Card Data List/Total cards in the list
- Selected folder
- Recognition language
- Image zoom level (to show the zoom level for the selected card data images)
- Zoom slider (to change the zoom level for the current card images)



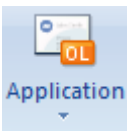

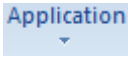







Ribbon Buttons


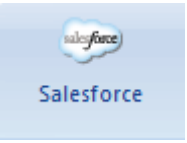
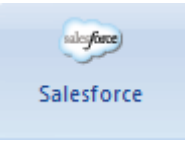
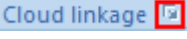
The names and functions of the buttons shown in the Ribbon are as follows:

- [Home] tab

Button	Name	Description
	Scanner	<p>Click  to directly start scanning.</p> <p>Click  to switch scanning mode between Simplex and Duplex.</p> <p>Click  to open the [Scanner settings] dialog box, where you can configure scan settings for cards.</p>

Button	Name	Description
	Recognize	<p>Click  to retry text recognition on the front side of the current card data in the indicated language.</p> <p>Click  to show the list of supported languages. You can select one from the following:</p> <ul style="list-style-type: none"> ● Automatic  ● English  ● French  ● German  ● Italian  ● Spanish  ● Russian  ● Portuguese  ● Japanese  ● Chinese (simplified)  ● Chinese (traditional)  ● Korean 


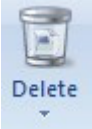








Button	Name	Description
 <p>E-mail</p>	E-mail	<p>Starts up your linked e-mail program to send an e-mail to the recognized e-mail address shown in the Edit Data pane.</p> <p>When two or more cards are selected, CardMinder starts up your e-mail program to send an e-mail with their respective e-mail addresses set as the recipients.</p>
 <p>Website</p>	Website	<p>Starts up your linked web browser to browse the site of the recognized address shown in the Edit Data pane.</p> <p>You can specify only data for a single card at a time.</p>
 <p>Application</p>	Application	<p>Click  to export the recognized text to the selected application.</p> <p>Click  to show the list of supported applications. You can select one from the following:</p> <ul style="list-style-type: none"> ● Excel <ul style="list-style-type: none">  ● Windows Mail <ul style="list-style-type: none">  ● Microsoft Outlook <ul style="list-style-type: none">  ● Outlook Express <ul style="list-style-type: none">  ● ACT! <ul style="list-style-type: none">  ● GoldMine <ul style="list-style-type: none"> 
 <p>Mobile linkage</p>	Mobile linkage	<p>Copies the entire CardMinder Mobile Viewer program and the card data saved in the selected folder to a removable media.</p>

Button	Name	Description
	Cloud linkage (*1)	 Click  to perform Salesforce linkage. Click  to show the [Cloud linkage settings] dialog box, on which the export application and items can be set.




*1: This is shown only when all the following conditions are satisfied.

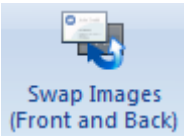
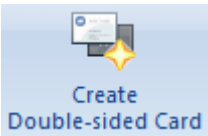
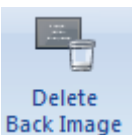
- The operating system is Windows XP or later.
- .NET Framework 3.0 is installed.
 .NET Framework 3.0 is also included in .NET Framework 3.5 (SP1 or later). It is recommended that you perform the latest update for the operating system and that .NET Framework 3.5 (SP1 or later) is used.
 Even if .NET Framework 4 or later is installed, .NET Framework 3.0 must be installed because .NET Framework 4 or later does not include .NET Framework 3.0.

- **[Data Editing] tab**

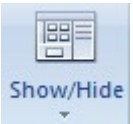








Button	Name	Description
 Select All	Select All	Selects all the card data listed in the Card Data List pane.
 Delete	Delete	Deletes the highlighted text from the Edit Data pane or the selected card data from the Card Data List pane. Click [Clear Text] to clear the selected text. Click [Delete Data] to delete the selected card data.
 Paste	Paste	Pastes the cut or copied text.
 Cut	Cut	Cuts the selected text.
 Copy	Copy	Copies the selected text.
 Undo	Undo	Undoes the last operation (e.g., cut, paste or delete).
 Add	Add	Adds an attachment file to the card data. You can specify only data for a single card at a time.
 Rename File	Rename File	Renames the selected attachment file.
 Delete File	Delete File	Deletes the selected attachment file.
 Properties	Properties	Shows the properties of the selected attachment file.


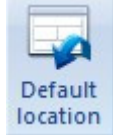
- **[Image Operation] tab**

Button	Name	Description
 Rotate	Rotate	Click  to rotate the front image of the selected card data by 90 degrees. Click  to specify the side and the angle to rotate. You can specify only data for a single card at a time.

Button	Name	Description
	Swap Images (Front and Back)	Swaps between the front and back images of the selected card data. The text on the front side image will be recognized. You can specify only data for a single card at a time.
	Create Double-sided Card	Combines data of two single-sided card images to create data for one double-sided card. You can specify only data for a single card at a time.
	Delete Back Image	Deletes the back image of the selected card data. You can specify only data for a single card at a time.

● **[View] tab**

Button	Name	Description
	Show/Hide	Shows or hides the following panes and the Database Saving Folder bar. <ul style="list-style-type: none"> ● Folder List ● Card Image ● Attached File ● Edit Data
	Zoom	Specifies the level to zoom the card images. The zoom levels include [6%], [12%], [25%], [50%], [75%], [100%], [150%], and [200%]. Specify a zoom level for the current card images. Each time you click [Zoom in], the images are enlarged by one level. Each time you click [Zoom out], the images are shrunk by one level.
	Front image	Shows only the front side image of a card in the Card Image pane.
	Back image	Shows only the back side image of a card in the Card Image pane.
	Auto	Automatically determines to split the Card Image pane vertically or horizontally to view both side images of a card.
	Split View Vertically	Shows both side images of a card by splitting the Card Image pane vertically.
	Split View Horizontally	Shows both side images of a card by splitting the Card Image pane horizontally.
	Fit to Area	Fits the card image to the Card Image pane height and width.
	Fit to Height	Fits the card image to the Card Image pane height.

Button	Name	Description
	Fit to Width	Fits the card image to the Card Image pane width.
	Default location	Resets each pane to its default position and size.

● **[Recognize Item] tab**















Button	Name	Description
	Full Name	Recognizes the full name in the selected area.
	Company	Recognizes the company name in the selected area.
	Department	Recognizes the department name in the selected area.
	Job Title	Recognizes the job title in the selected area.
	ZIP/Postal Code	Recognizes the zip or postal code in the selected area.
	Address	Recognizes the address in the selected area.
	Phone Number	Recognizes the telephone number in the selected area.
	Fax Number	Recognizes the fax number in the selected area.
	Mobile Phone	Recognizes the mobile phone number in the selected area.
	E-mail	Recognizes the e-mail address in the selected area.
	Website	Recognizes the website address in the selected area.
	Memo	Recognizes the memo in the selected area.






















HINT






The [Recognize Item] tab appears only when you click and drag in the current card image to select an area.

Mini Toolbar

The names and functions of the buttons in the Mini Toolbar are as follows:

Item	Name	Description
 (*1) (*2)	Fit to Area	Fits the card image to the Card Image pane height and width.
 (*1) (*2)	Fit to Height	Fits the card image to the Card Image pane height.
 (*1) (*2)	Fit to Width	Fits the card image to the Card Image pane width.
 (*1) (*2)	Zoom In	Enlarges the current card images by one level each time this button is clicked.
 (*1) (*2)	Zoom Out	Shrinks the current card images by one level each time this button is clicked.
 (*2)	Rotate	Rotates the card image by 90 degrees clockwise. Click ▾ to specify the side(s) and the angle to rotate.
 (*2) (*3)	Front image	Shows only the front side image of a card.
 (*2) (*3)	Back image	Shows only the back side image of a card.
 (*2) (*3)	Auto	Automatically determines to split the Card Image pane vertically or horizontally to view both side images of a card.
 (*2) (*3)	Split View Vertically	Shows both side images of a card by splitting the Card Image pane vertically.
 (*2) (*3)	Split View Horizontally	Shows both side images of a card by splitting the Card Image pane horizontally.
 (*2)	Swap Images (Front and Back)	Swaps between the front and back side images of a card.
 (*2)	Create Double-sided Card	Combines data of two single-sided card images to create data for one double-sided card. You can specify only a single card image at a time.
 (*2)	Delete Back Image	Deletes the back image of the selected card data. You can specify only a single card image at a time.

Item	Name	Description
 (*1) (*2)	Recognize	<p>Retrieves text recognition on the front side of the current card data in the indicated language.</p> <p>Click  to show the list of the supported languages. You can select one from the following:</p> <ul style="list-style-type: none"> ● Automatic <ul style="list-style-type: none">  ● English <ul style="list-style-type: none">  ● French <ul style="list-style-type: none">  ● German <ul style="list-style-type: none">  ● Italian <ul style="list-style-type: none">  ● Spanish <ul style="list-style-type: none">  ● Russian <ul style="list-style-type: none">  ● Portuguese <ul style="list-style-type: none">  ● Japanese <ul style="list-style-type: none">  ● Chinese (simplified) <ul style="list-style-type: none">  ● Chinese (traditional) <ul style="list-style-type: none">  ● Korean <ul style="list-style-type: none"> 
 (*1)	Full Name	Recognizes the full name in the selected area.
 (*1)	Company	Recognizes the company name in the selected area.
 (*1)	Department	Recognizes the department name in the selected area.
 (*1)	Job Title	Recognizes the job title in the selected area.
 (*1)	ZIP/Postal Code	Recognizes the zip or postal code in the selected area.
 (*1)	Address	Recognizes the address in the selected area.
 (*1)	Phone Number	Recognizes the telephone number in the selected area.

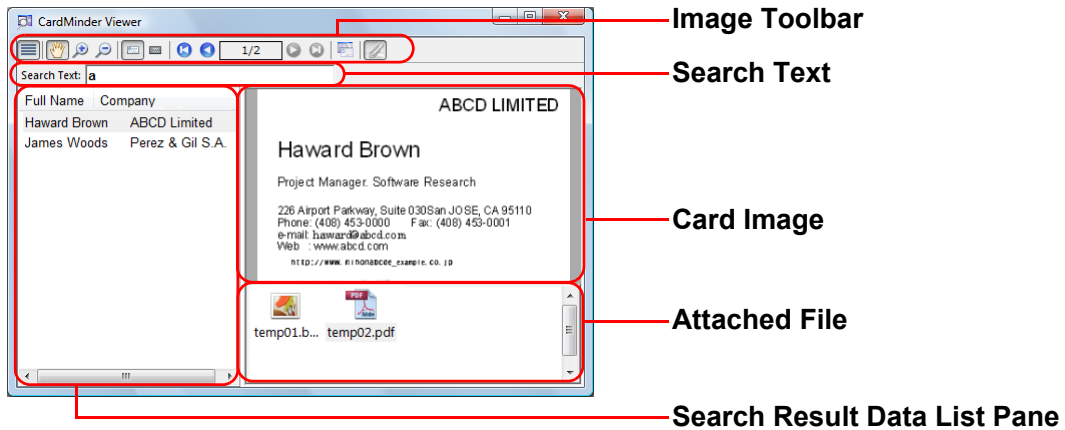
Item	Name	Description
 (*1)	Fax Number	Recognizes the fax number in the selected area.
 (*1)	Mobile Phone	Recognizes the mobile phone number in the selected area.
 (*1)	E-mail	Recognizes the e-mail address in the selected area.
 (*1)	Website	Recognizes the website address in the selected area.
 (*1)	Memo	Recognizes the memo in the selected area.

- *1: Appears when you click and drag in the image to select the text range in the Card Image pane, or when you click and drag in the image and then right-click on it.
- *2: Appears when you right-click on the image with no text range selected in the Card Image pane.
- *3: Appears when you right-click on the area with "No Image" indication in the Card Image pane.

2.2 CardMinder Viewer Window

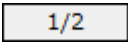




This window is used to search card data quickly.

The CardMinder Viewer window consists of the following:



- **Image Toolbar**
Shows the buttons used for editing card images in the Card Image pane.
The Image Toolbar consists of:

Item	Name	Description
	Show List	Shows or hides the Search Result Data List pane.
	Hand Tool	Use to drag and scroll a card image in the Card Image pane.
	Zoom In Tool	Zooms in at the clicked point in the Card Image pane. When you click this button, the shape of the mouse pointer is changed to .
	Zoom Out Tool	Zooms out at the clicked point in the Card Image pane. When you click this button, the shape of the mouse pointer is changed to .
	Show Front	Shows only the front side image of a card.
	Show Back	Shows only the back side image of a card. This item is enabled when cards are scanned in duplex scan mode.
	Top	Shows the top card image of the search results.
	Previous	Shows the previous card image.

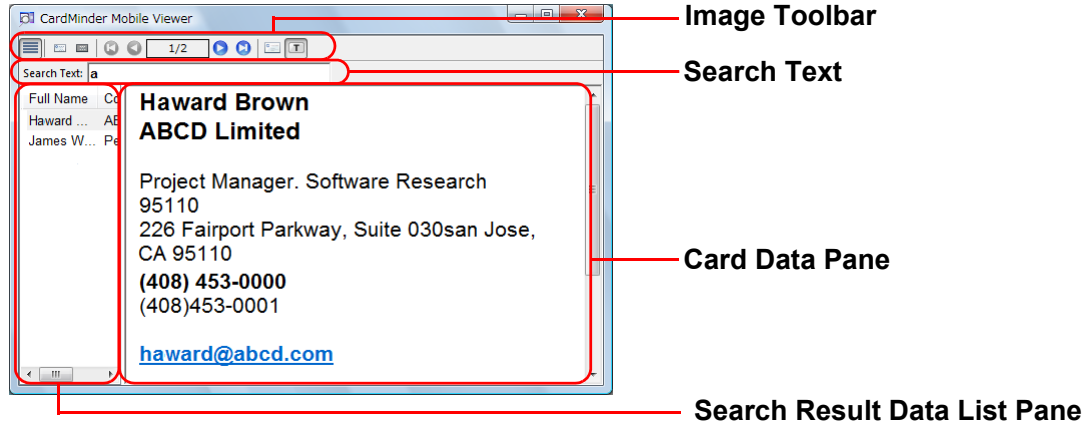
Item	Name	Description
	Show Count of Business Card	Shows the order of the selected card in the Search Result Data List/total cards found.
	Next	Shows the next card image.
	Last	Shows the last card image of the search results.
	Show CardMinder	Shows the selected card data in the CardMinder window.
	Attachment Pane	Shows or hides the Attached File pane.

- **Search Text**
Type in a keyword that is used for "Full Name" or "Company" of the card data that you want to search for. After typing the keyword, press the [Enter] key on the keyboard to start the search.
- **Search Result Data List Pane**
Lists if at least one data is found with [Search Text:].
Click to sort the card data by the full name.
Click to sort the card data by the company name.
- **Card Image**
Shows the image of the card selected in the Search Result Data List pane.
- **Attached File**
Shows icons for files attached to the current card data.

2.3 CardMinder Mobile Viewer Window

This window is used to confirm card data with a computer that is different from your computer where cards were scanned.






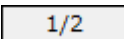



The CardMinder Mobile Viewer window consists of the following:




- Image Toolbar

Shows the items used to operate CardMinder Mobile Viewer.

The Image Toolbar consists of the following:

Item	Name	Description
	Show List	Shows or hides the Search Result Data List.
	Show Front	Shows the front side image of a card. This item is enabled when card images are already exported to a removable media.
	Show Back	Shows the back side image of a card. This item is enabled when card images are already transferred to a removable media on the condition that the cards have been scanned in duplex scan mode.
	Top	Shows the top card image of the search results.
	Previous	Shows the previous card image.
	Show Count of Business Card	Shows the order of the selected card in the Search Result Data List/total cards found.
	Next	Shows the next card image.
	Last	Shows the last card image of the search results.
	Image	Switches to Image view mode. This item is enabled when card images are already exported to a removable media.

Item	Name	Description
	Text	Switches to Text view mode.

- **Search Text**
Type in a keyword that is used for "Full Name" or "Company" of the card data that you want to search for. After typing the keyword, press the [Enter] key on the keyboard to start the search.
- **Search Result Data List Pane**
Lists the card data if at least one data is found with [Search Text:].

Click to sort the card data by the full name.

Click to sort the card data by the company name.
- **Card Data Pane**
Shows the image or text of the card data selected in the Search Result Data List.

Chapter 3



Functions

This chapter describes the functions of CardMinder.

For details about CardMinder's functions and their operations, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

For information on how to open the Help, refer to ["Appendix A Opening the Help \(page 41\)"](#).

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3.3	Databasing Function	39

3.1 Basic Functions

This section explains the basic functions.

For details about CardMinder's features and their operations, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

■ Scanning Cards

CardMinder scans scanner-loaded cards at a high speed.

Scanner settings such as the scanning side, color mode, and resolution can be configured.

■ Recognizing Text on Cards

CardMinder recognizes text on cards in a recognition language, which can be changed for each scan.

After each scan, you can manually retry recognition for a particular part of text on the card image:



- Whole text
Retries recognition for the whole text on the selected card image.
- Selected text range only
Retries recognition for the selected text range only.
- Individual keyword items
Retries recognition separately for individual keyword items such as "Full Name" and "Company".

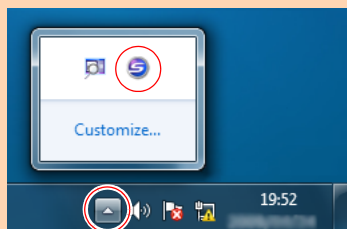
ATTENTION


For text recognition of cards printed in Chinese (simplified or traditional) or Korean, you need to use the ScanSnap. TWAIN-compliant scanners do not support this function.

To scan a card with the ScanSnap, you need to set the ScanSnap ready for scanning. Make sure that the

ScanSnap power is on, and the ScanSnap Manager icon in the menu that appears when you click 

on the taskbar is shown as  or .



For Windows Vista, Windows XP or Windows 2000, the ScanSnap Manager icon () is displayed on the taskbar.

■ Editing Text on Cards

Text on cards can be edited or corrected directly from the keyboard. Its save date can be edited when the card data was saved.

Supplementary information can be added to the [Memo] field.

■ Searching Card Data

Scanned card data can be searched for.

To make a search, you can use either of the following options:

- Basic Search Toolbar (which searches text within the current database file)
Enter a search term such as "Full Name" and "Company" in the Basic Search Toolbar input field, and then start the search.
- Shortcut key (which searches for text within the last-used database file)
Select a text string in another application, and then press the shortcut key ([Alt] + [F3]).

■ Managing Card Data

Files such as photographs or profile files that are related to scanned cards can be attached to card data.

If some of the card data become no longer necessary, you can delete them from CardMinder. Or, you can restore the data to their original folders. However, they cannot be restored once they have been completely deleted from the Trash.

3.2 Advanced Functions

This section explains the advanced functions.

For details about CardMinder's features and their operations, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

■ Utilizing Card Data

Card data can be exported to a linked application, or viewed on another computer.

If your card data includes an e-mail or website address, CardMinder recognizes the address to send an e-mail to the e-mail address or browse the website by linking with your linked e-mail program or web browser.

You can register card data in the linked application specified in Cloud linkage, and can view the card information in the website provided with the application.

ATTENTION

Some linked applications may not display the received card text properly if the text is in a language which is not supported by the operating system (OS).

Example: German card text shown in a Japanese OS
Be sure to export the card data that is in a language supported by the operating system.

■ Manipulating Card Images

Card images can be manipulated easily.

The following functions are available:

- Saving card images
Saves card images in PDF files.
- Editing card images
Swaps the front and back side images of cards, creates double-sided cards, deletes back side images, or rotates images.
- Changing the display settings
Changes the zoom level, and selects the side(s) of the card to be shown in the window.
- Printing card images
Prints card images.

■ Arranging the Window Layout

You can choose whether to show or hide the panes, minimize the Ribbon, and customize the pane arrangement (Folder List, Card Image, Edit Data, and Attached File) as desired to make the window more operable.

■ Changing the Basic Settings

The following items are customizable in CardMinder: the window frame color of CardMinder, the program's action to take when scanning is completed, and the shortcut keys in the Quick Access Toolbar.

The CardMinder Viewer settings can also be changed from your desktop.

■ Online Update

The latest CardMinder program is timely provided on the basis for better usability and functionality.

From the CardMinder window, check if the latest update is issued and perform the program update.

3.3 Databasing Function

This section explains the databasing function.

For details about CardMinder's features and their operations, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

■ Managing Databases

CardMinder allows you to create a database in which card data are to be stored, open or restore existing databases, make their backup copies, protect them with a password, and to confirm the path in which the database was saved.

By utilizing such databases, you can configure another CardMinder environment (database) in another computer by migrating them to that computer.

Chapter 4



User Authority

This chapter describes the user authority to use CardMinder.

- For Windows 7 or Windows Vista
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
- For Windows XP Professional or Windows 2000
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
- For Windows XP Home Edition
You must be authorized as an "administrator" of the computer to log on and use this application.

Appendix A




Opening the Help

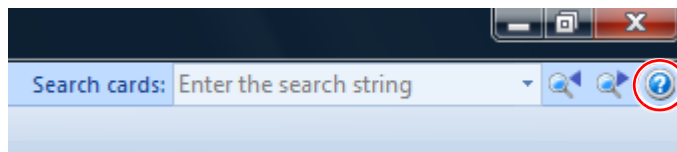
This appendix describes how to open the Help from CardMinder.

■ CardMinder Help

Follow the procedures below.

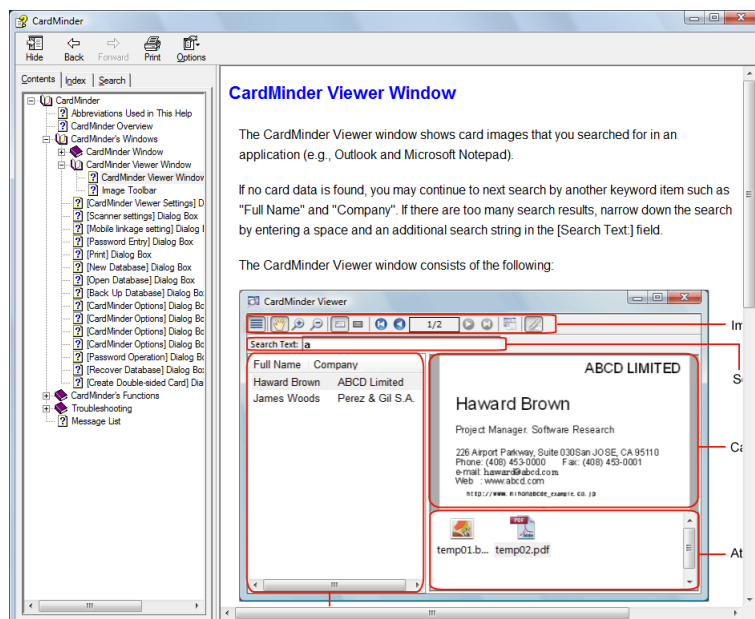
Opening from the CardMinder window

To open the Help while you are using CardMinder, press the [F1] key on the keyboard, or click the [Help] button () next to the Basic Search Toolbar.



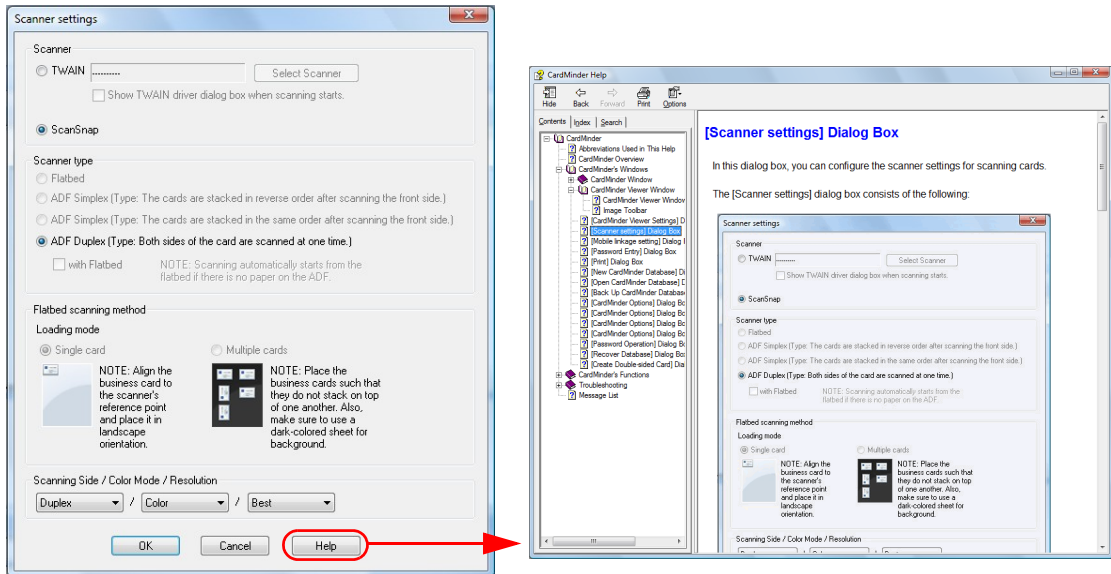
Opening from the CardMinder Viewer window

To open the Help while you are using CardMinder Viewer, just press the [F1] key on the keyboard. This will open the Help, showing the topic about the CardMinder Viewer window.



Opening with the [Help] Button on the Window

To open the Help while you are using CardMinder, press the [Help] button on the current window or dialog box if it has the [Help] button on it. This will open the Help, showing the topic about the currently-displayed window or dialog box. You can also open the Help topic by pressing the [F1] key on the keyboard.

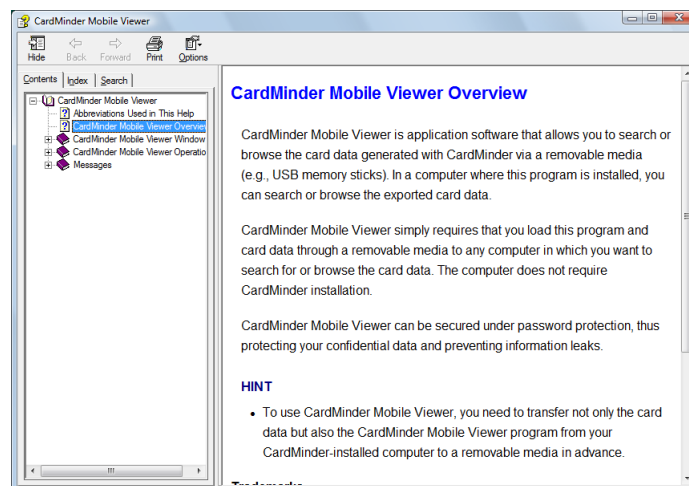


■ CardMinder Mobile Viewer Help

Follow the procedures below.

Opening from the CardMinder Mobile Viewer window

To open the Help while you are using CardMinder Mobile Viewer, just press the [F1] key on the keyboard.



Opening the Help File

To open the Help, double-click on the [MobileViewer.chm] icon included in the connected removable media (e.g., USB memory).

Appendix B



Installing and Uninstalling CardMinder

This appendix describes how to install and uninstall CardMinder.

■ Installing

Install CardMinder from the Setup DVD-ROM provided with the ScanSnap.

Select the [CardMinder] check box on the [Select Features] dialog box.


For details, refer to "Installing the Software" in the Operator's Guide of your ScanSnap.

■ Uninstalling

Uninstall CardMinder on [Programs and Features] of [Control Panel].

For details, refer to "Appendix Uninstalling the Software" in the Operator's Guide of your ScanSnap.

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CardMinder

User's Guide

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