P3PC-E837-03EN

CardMinder™

User's Guide

FUJITSU

INTRODUCTION

■ About This Manual

This manual describes the use of business card scanning application CardMinder .

1) About CardMinder
(A quick look at CardMinder)
2) Configuring Before Scanning
(Setting options before scanning)
3) Scanning and Exporting Business Card Data
(Basic procedures for common scanning tasks)
4) Business Card Data Handling
(Maintaining and using your Business Card database)
5) Correcting Recognized Character data
(Correcting the recognized data on a Business card)
6) Setting Preferences
(Setting CardMinder preferences)
7) Troubleshooting
(Detecting and fixing CardMinder errors)
8) Index

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Chapter1

About CardMinder

This chapter describes the features and basic operations of CardMinder™.

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1.1 About CardMinder

CardMinder is a business card scanning application for image scanners. CardMinder provides a quick scanning, image recognition and database storage solution for all your office scanning needs. Using an OCR (Optical Character Recognition) engine and sharing recognized data with a PIM (Personal Information Manager), CardMinder is able to...

- Scan business card(s) and save the image data,
- Recognize the characters on the business card and send the character data to a PIM (Personal Information Manager),
- Copy scanned business card data and viewer application to removable media for utilizing the data on other PCs,
- Link other related files to the business card data,
- Easily find data on a business card using simple keyword searches.

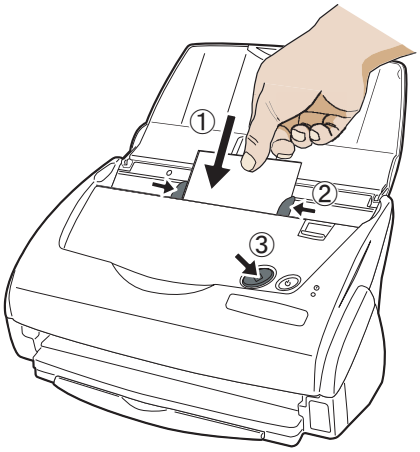
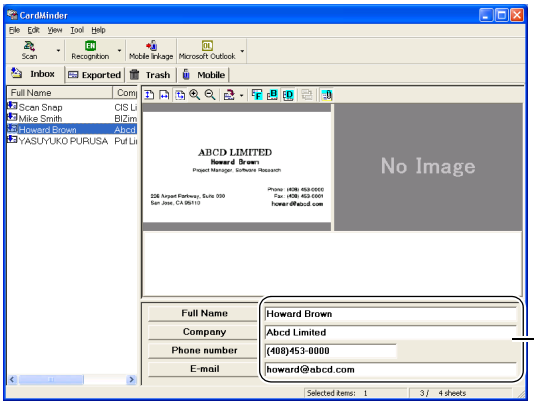


Image data

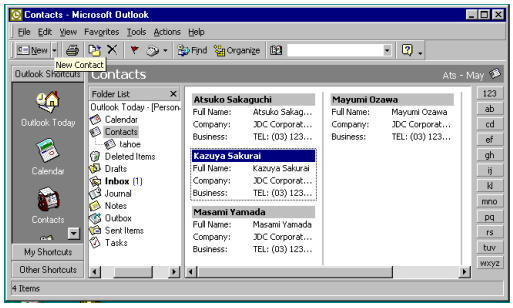
CardMinder window:



Recognized characters

Recognized data

PIM window (Microsoft® Outlook® for example):



■ System Requirement

CardMinder runs on the system of the following environment:

Computer

- Intel® Pentium® II 450MHz or higher (Intel® Pentium® III 1GHz or higher is recommended)
- CD-ROM drive (required for the installation of CardMinder)
- ScanSnap* and scanners that complies to TWAIN standard
- Removable media (required for using Mobile linkage function)
- Keyboard
- Mouse

*"ScanSnap" is a FUJITSU´s compact color scanner . Although it is not compatible with TWAIN standard, this novel scanner can create PDF files directly from scanned images with the touch of a button.
For more details, refer to the following website . -> http://scansnap.fujitsu.com/

Operating system

Either of the following OS is required:

- Windows 98 (*)
- Windows Me
- Windows 2000 (Service Pack 1 or later)
- Windows XP

(*): When you use CardMinder on Windows 98, Microsoft® Internet Explorer 5.0 or later is required.

Memory

- 64M bytes or more (128M bytes or more is recommended)

Disk space

- 120M bytes or more

1.2 Features of CardMinder

CardMinder has the following features:

- Scans front side or both sides of the business cards just by pressing a button on the scanner
- You can capture Memos on business cards to be reviewed later
- Recognizes characters on business cards and creates keywords automatically for fields like Full Name or Company.

  Keywords: Full Name
  Company
  Department
  Job title
  ZIP / Postal codes
  Address
  Phone number
  Fax number
  Mobile phone
  E-mail
  Web site address
  Memo
  Save date

- Exports recognized data to PIMs (Personal Information Manager)

  Supported Applications: Microsoft® Outlook®
  Microsoft® Outlook Express
  ACT!™
  GoldMine®
  CSV (Excel)

- Searches business cards quickly by Full Name or Company

1.3 Operation Flow

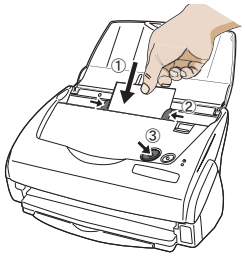
You can start using CardMinder by:

Selecting

- An application where the data is exported to (See Chapter 2).

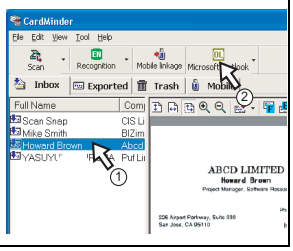
Scanning and recognizing a business card (See Chapter 3)

1. Set the business card(s) onto the scanner.
2. Perform a scanning operation.
3. Scanning is completed, and the recognized data is displayed on the Main window.



Exporting the data (See Chapter 3)

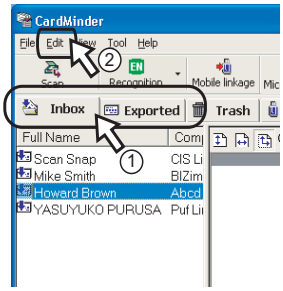
1. Select the data in the [Inbox] tab.
2. Click the Export icon.



Common Daily Tasks

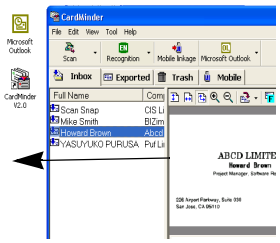
Maintaining the data (See Chapter 4)

1. Select the data in the [Inbox] or [Exported] tab.
2. Click menu to:
   - Search (See Section 4.1)
   - Delete from [Inbox] or [Exported] tabs (See Section 4.2)
   - Delete from [Trash] tab (See Section 4.4)
   - Restore (See Section 4.3)
   - Attach related files to business card data (See Section 4.7)



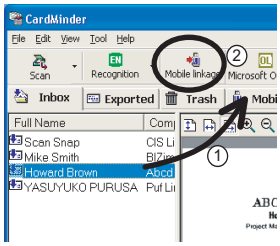
Extracting the data (See Section 4.5)

1. Select data from the [Inbox] or [Exported] tab.
2. Drag and drop the image data to be extracted.



Viewing the data on other PCs (See Section 4.5)

1. Select data from the [Inbox] or [Exported] tab.
2. Drag and drop the image data onto the [Mobile] tab.
3. Set a removable media onto your PC.
4. Click the [Mobile] button.



1.4 Measurement Windows

There are two measurement windows in CardMinder.

■ Main window

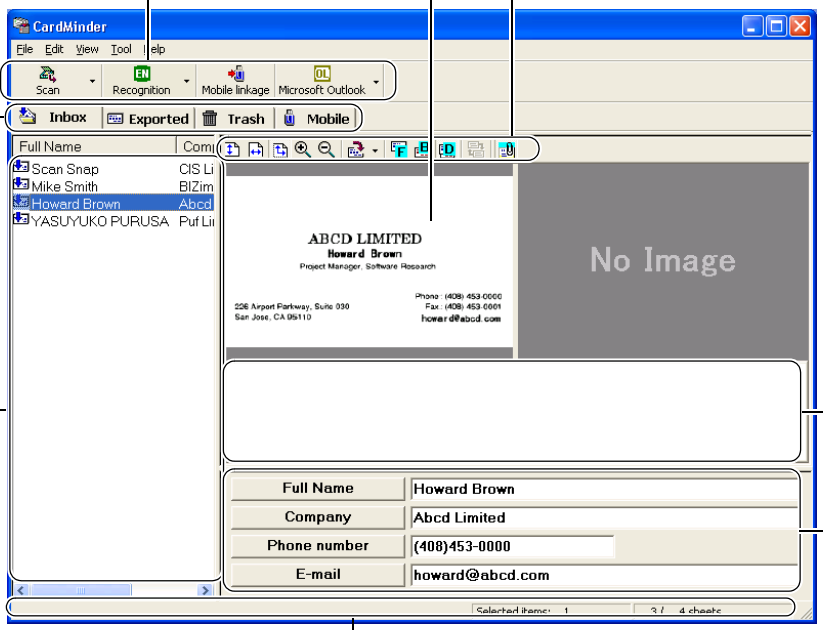
Command Toolbar
Shows icons for often-used commands.

Image Toolbar
Shows the buttons used to adjust the image display in Image View.

Image View
Displays the image of business card selected from the Data List View.

Mode tabs
Displays data in each mode.

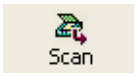
Attachment View
Displays the files attached to the business card data.



Recognition Result / Correction View
Displays recognized data, and is used for the data correction.

Data List View
Lists the business card data

Status bar
Help for menus or buttons.

Icon / Display		Function
Command toolbar		Starts Scanning of business card(s) from the scanner. With the [▼] button, you can change scanning settings (Duplex/ Simplex) and : • For ScanSnap: You can set scanning quality (Normal/Better/Best). • For TWAIN scanners: You can set resolution (150/200/300/400dpi)
		Activates the recognition of the business card selected in the Data List View. Only the characters on the front side of the business card are recognized. The recognition result will be automatically displayed in Recognition / Correction View.
		Copies the business card data in the [Mobile] tab to removable medias so that you can utilize the data on other PCs.
		Exports the business card data to an application. The data is moved from the [Inbox] tab to the [Exported] tab. The icon at the left shows Microsoft Outlook. Refer to Section 2 to specify other applications.
Image toolbar		The height of the image is adjusted to fit the height of the image display view.
		The width of the image is adjusted to fit the width of the image display view.
		The height or width of the image is adjusted to fit the height or width of the image display view.
		The image size is enlarged.
		The image size is reduced.
		Rotates the image 90 degrees clockwise. Clicking the [▼] allows the setting of the rotation angle.
		Displays the front side image.
		Displays the back side image. If a back side image does not exist, [No Image] is shown.
		Displays the front and back side images together. The display method of front and back images can be adjusted by clicking on the [View] menu, [Show duplex image] menu and it's submenus. On the left side (or Upper side) of the Image View, the front side of the business card is shown. On the right side (or Lower side) of the Image View, the back side of the business card is shown. If a back side image does not exit, [No Image] is shown.
		Swaps the front and back side of the image. The same result is obtained by clicking the [View] menu and [Swap data (front and back)] submenu.
		Displays or hides the Attachment View.

Icon / Display		Function
Mode tabs	[Inbox] tab	Data that has been scanned but not been exported to an application displayed in this tab.
	[Exported] tab	Data that has been exported to an application displayed in this tab.
	[Trash] tab	Data that has been sent to the Trash is displayed here.
	[Mobile] tab	Displays data to be copied to removable media.

■ Finder window

This window appears when a data search is activated from an application.

Image Toolbar
Shows buttons to adjust the image display of the Image View.

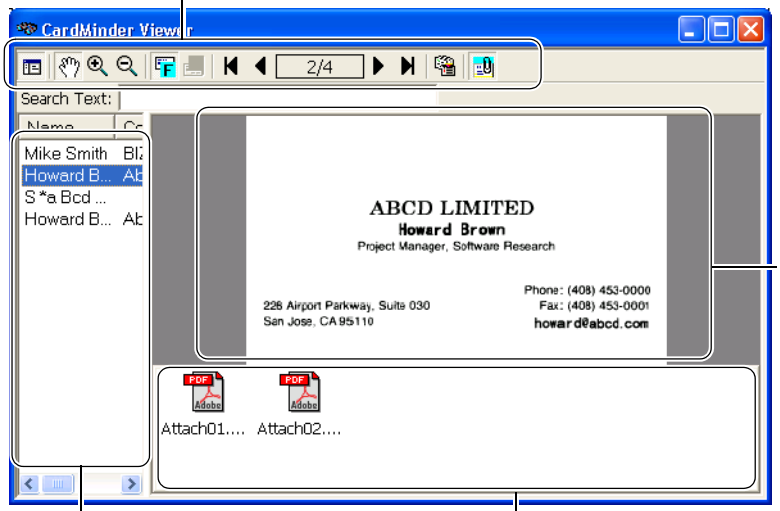


Image View
Displays the image of the business card selected in the Data List View.

Data List View
Lists the searched business card data. This view is not shown when only one item is existing.

Attachment View
Displays files attached to the business card selected in the Data List View.

Icon / Display		Function
Image toolbar		Displays or hides the Data List View.
		Moves an image of a business card when the image is dragged.
		The Image size is enlarged so that the clicked point becomes the center of the expansion.
		Image size is reduced so that the clicked point becomes the center of down scaling.
		Displays the front side image
		Displays the back side image. If a back side image does not exist, this icon is disabled.
		Previous business card is shown.
		Next business card is shown.
		Displays the first business card data
		Displays the last business card data
		The current business card image and the data are shown on the main window.
		Displays or hides the Attachment View.

Chapter2

Configuration Before Scanning

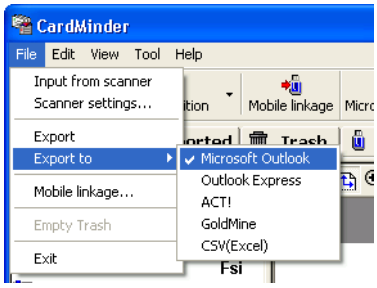
This chapter describes the settings required to use CardMinder™ and how to change the PIM application selection.

1. Click the [Start] button on the desktop. Click [Program], [CardMinder V2.0] and [CardMinder V2.0] again from the submenus.

   ⇒ The main window of CardMinder appears.

2. Click [File] on the menu bar and click [Export to] in the submenu.

   ⇒ A list of PIM applications appears. A check mark next to an item indicates the currently selected application.



3. Click an application to which you want to export the business card data.

HINT

- You can choose only one application. When you change the application, a new icon appears in Main window of CardMinder.
- When you choose CSV (Excel) from the list, also specify the file name and file folder. (See HINT:page 22)

Chapter3

Scanning and Exporting Business Card Data

This chapter describes the procedure for scanning business cards using a scanner, and sending the recognized data from the scanned business cards to an associated application.

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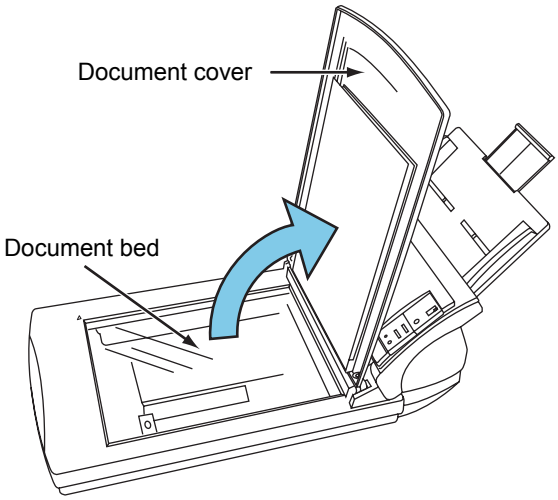
3.1 How to Scan Business Cards

This section describes the business cards scanning using the following types of scanners:

- Flatbed
- ADF (Automatic Document Feeder) (page 17)

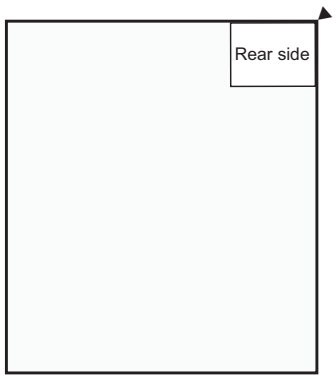
■ Scanning with the Flatbed

1. Open the scanner document cover.

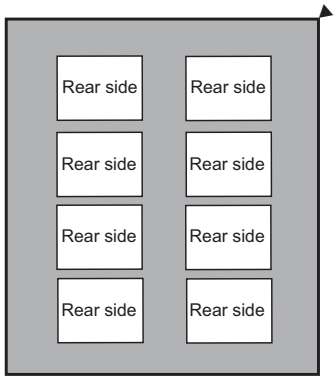


2. Load the business card facing down on the document bed .

1. Scanning one card at a time



2. Scanning multiple cards at a time



Arrange the cards so that they do not stack on top of and do not stick to one another.

ATTENTION

You cannot scan multiple cards at a time if the types of business cards are the following:

- Business cards with a dark-colored line running across the length
- Business cards with a dark-colored edge

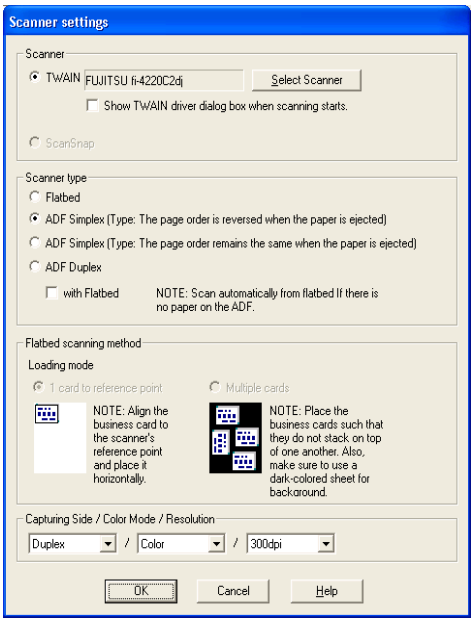
Scan these business cards one at a time.
When you place the business cards one at a time, it is necessary to specify "1 card to reference point" on "Flatbed scanning method" of the [Scan settings] dialog box. Refer to "CardMinder Help" for details on the [Scan settings] dialog box.

3. If you are scanning multiple cards at a time, spread out a dark-colored paper, and place it over the business cards.
   Use a dark-colored paper that covers the entire glass surface of the document bed.

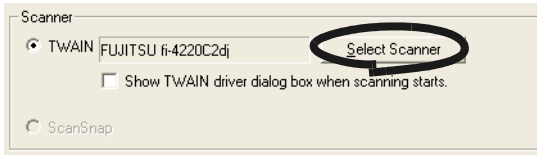
4. Close the scanner document cover.

5. Select [Scan settings] from the [File] menu.

⇒ The following window appears.



6. For TWAIN scanners, click the [Select Scanner] button.

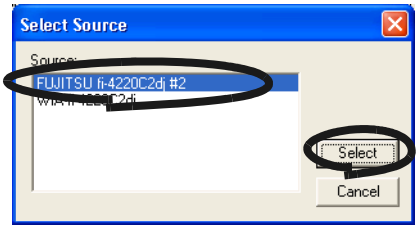


For Scansnap, this step is not required. Go to step 8.

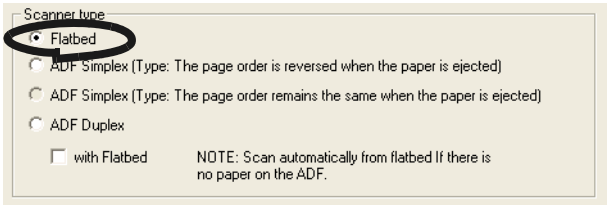
HINT

If you select the check box for "Show TWAIN driver dialog box when scanning starts", the driver dialog box will appear before scanning starts and you will be able to specify scanning settings.

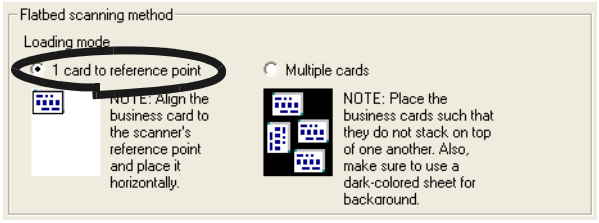
7. Select the scanner to be used, and click the [Select] button.



8. At "Scanner type", select "Flatbed".

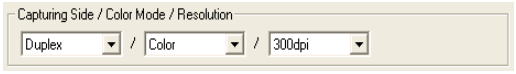


9. At "Flatbed scanning method", specify the "Loading mode" of the business card(s).

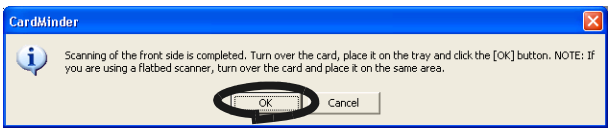


1). To scan one card at a time, select "1 card to reference point".
2). To scan multiple cards at a time, select "Multiple cards".

10. At "Capturing Side / Color Mode / Resolution", specify the scanning settings.



Capturing Side — If the business card is printed on one side, select "Simplex". If it is printed on both sides, select "Duplex". For "Duplex", after the front side is scanned, the rear side will be scanned.
When the message below appears, turn over the business card, and click the [OK] button.



If you click the [Cancel] button, it becomes simplex scanning mode.

Color Mode — Specify the color mode between "B&W" (Black & White) and "Color".

Resolution — Specify the resolution to be used.
For ScanSnap: "Normal", "Better" and "Best".
For TWAIN scanners: 150, 200, 300, and 400dpi .
To scan in color: "Better" or 300dpi is recommended.
To scan in B&W: "Best" or 400dpi is recommended.

11. When the configuration is finished, click the [OK] button to close the [Scan settings] window.

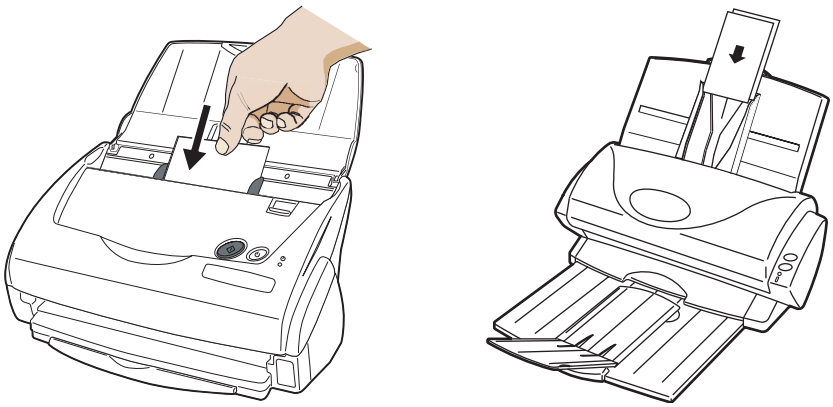
12. Click the [Scan] button on the toolbar.

⇒ When the scanning has been completed, the image of the [Inbox] tab is displayed on the main screen.

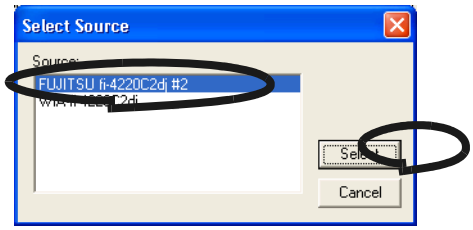
■ Scanning with the ADF (Automatic Document Feeder)

1. Load a business card onto the scanner.

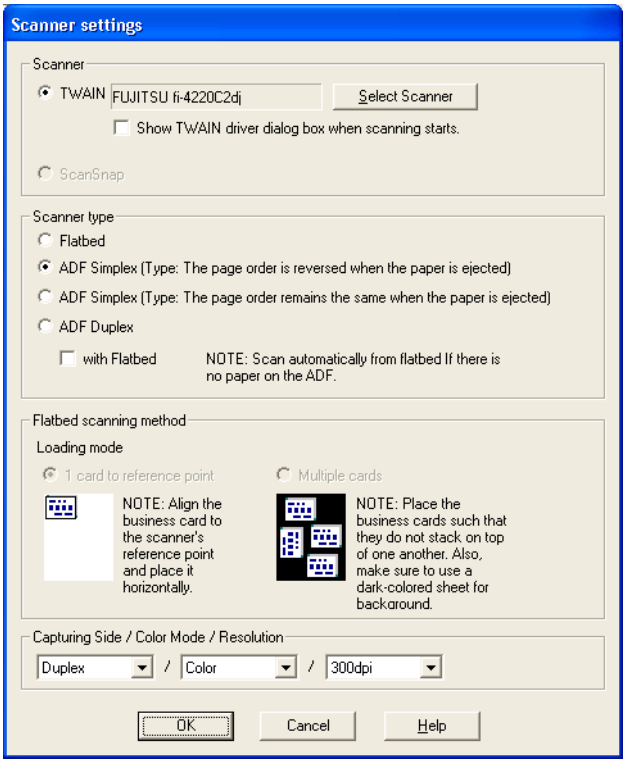
   (To scan multiple cards, stack the cards together and load them.)



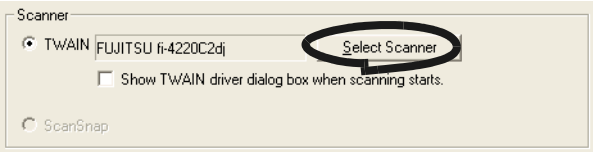
2. Select [Scan settings] from the [File] menu.



⇒ The following window appears.



3. For TWAIN scanners, click the [Select Scanner] button.

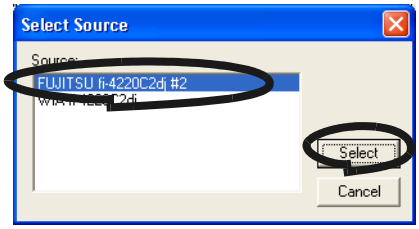


For Scansnap, this step is not required. Go to step 5.

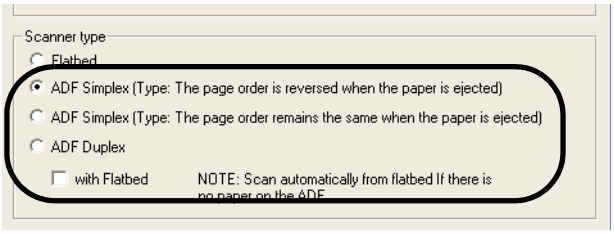
HINT

If you select the check box for "Show TWAIN driver dialog box when scanning starts", the driver dialog box will appear before scanning starts and you will be able to specify the scanning settings.

4. Select the scanner to be used, and click the [Select] button.



5. At "Scanner type", select the scanner type to be used from "ADF Simplex/ADF Duplex".

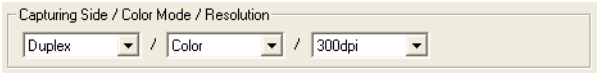


ATTENTION

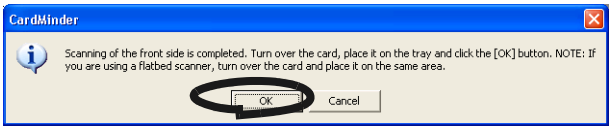
When scanning multiple business cards printed on both sides with ADF simplex-type scanners, the front sides of all the cards are scanned first, then you will be asked to turn over the cards, and the rear sides are scanned next. The front and the rear sides data will be linked together for each card. However the scanned sheet order may change depending on the mechanism of your scanner.
In order to match the linkage of the front and rear sides correctly, be careful when selecting the scanner type:

- Type: The sheet order is reversed when the sheets are ejected
  Front side: scans from the front side of the first sheet.
  Rear side: scans from the rear side of the first sheet.
- Type: The sheet order remains the same when the sheets are ejected
  Front side: scans from the front side of the first sheet.
  Rear side: scans from the rear side of the last sheet.

6. At "Capturing Side / Color Mode / Resolution", specify the scanning settings.



Capturing Side — If the business card is printed on one side, select "Simplex". If it is printed on both sides, select "Duplex". If the scanner is "ADF Simplex", and "Duplex" is selected, after the front side is totally scanned, the rear side will be scanned.
When the message below appears, turn over the business card, and click the [OK] button.



If you click the [Cancel] button, it becomes simplex scanning mode.

Color Mode — Specify the color mode from among "B&W" (Black & White) and "Color".

Resolution — Specify the resolution to be used.
For ScanSnap: "Normal", "Better" and "Best".
For TWAIN scanners: 150, 200, 300, and 400dpi .
To scan in color: "Better" or 300dpi is recommended
To scan in B&W: "Best" or 400dpi is recommended.

7. When the configuration is finished, click the [OK] button to close the [Scan settings] window.

8. Click the [Scan] button on the toolbar.

HINT

For ScanSnap fi-5110EOX, you can also press the [SCAN] button

to scan.

For the ScanSnap fi-4110EOX series, you can also press the

(duplex scan button) or

(simplex scan button) to scan.

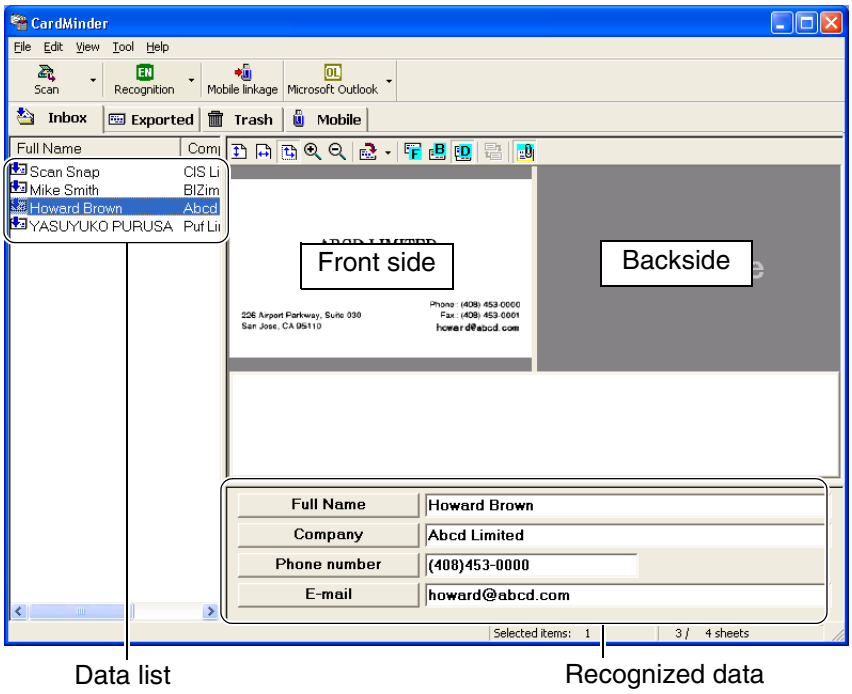
In this case, scanning is done by following the settings of "ScanSnap Manager (or ScanSnap Monitor) - Scan and Save Settings" dialog box.

⇒ When the scanning has been completed, the image of the [Inbox] tab is displayed on the main screen.

3.2 Exporting to Associated Application

1. When scanning is completed, the Main window [Inbox] appears. Click a business card in the Data list and verify the recognized result of the front side image.

   You can correct the recognized data here (See Chapter 5.5).



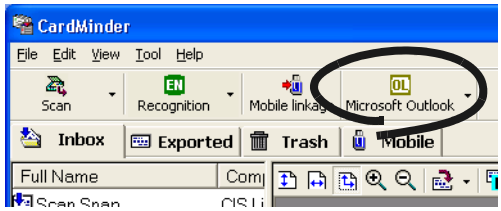
HINT

- This example shows both image sides. (See Section 1.4) The display mode can be adjusted by clicking [View] in menu bar and [Show two sided image] from the submenu.
- If you check the column "Register Card Information automatically" in the preference setting window, you can immediately save the data without confirming the recognized result. (See Section 6.1) <Only for ScanSnap>
- This setting is not recommended because a wrong name or company may be registered in your database without your confirmation.

2. Select the data you wish to export.

   You can add data to the selection by clicking on the item to be added while pressing the [Shift] or [Ctrl] key.

3. The following steps show an example using Microsoft Outlook. Click the [Microsoft Outlook] icon on the toolbar.

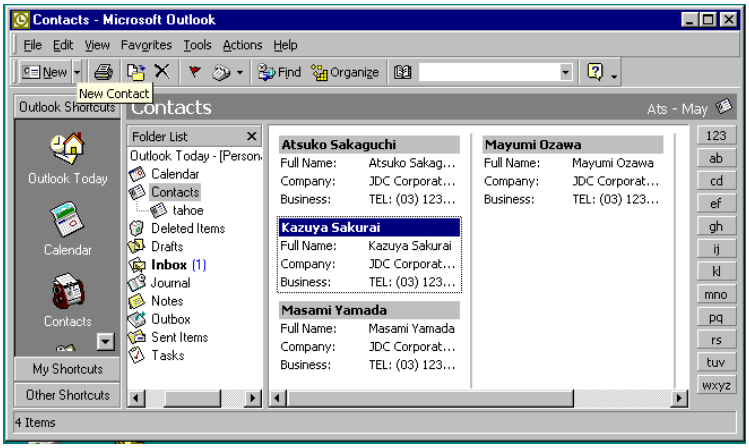


⇒ The data selected in Step 2 is exported to Microsoft Outlook. The data is then erased from the [Inbox] and added to [Exported].

You can confirm the export by activating Microsoft Outlook, and opening the [Contacts] folder as follows.

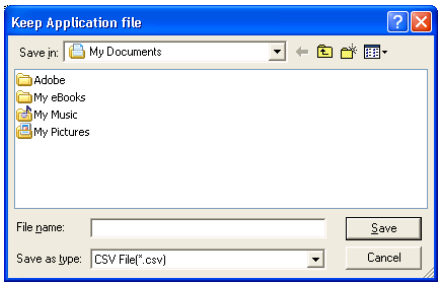
HINT

- Export can also be activated by clicking [File] in menu bar and [Export] in the submenu.
- The items which are displayed in the Recognized data area (except [Memo] and [Save date]) are exported to the application.
  Refer to "6.2 Export item settings" (page. 51) for setting the exported item.



HINT

- For Microsoft® Outlook Express, ACT!™ or GoldMine®, only the Icon changes while the procedure for this operation is exactly the same.
- When exporting data to CSV (Excel), click the [CSV (Excel)] icon and specify a file name and file folder for Excel to save the data.



The items which are displayed in the Recognized data area (including [Memo] and [Save date]) are exported to the application.
Refer to "6.2 Export item settings" (page. 51) for setting the exported item.

Chapter4

Business Card Data Handling

This chapter describes how to search, delete, restore and extract data items from a business card.

4

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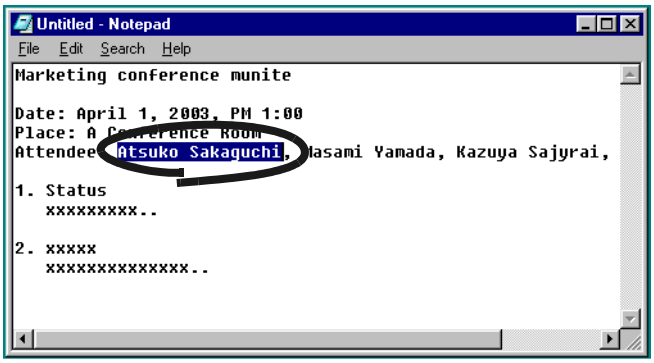
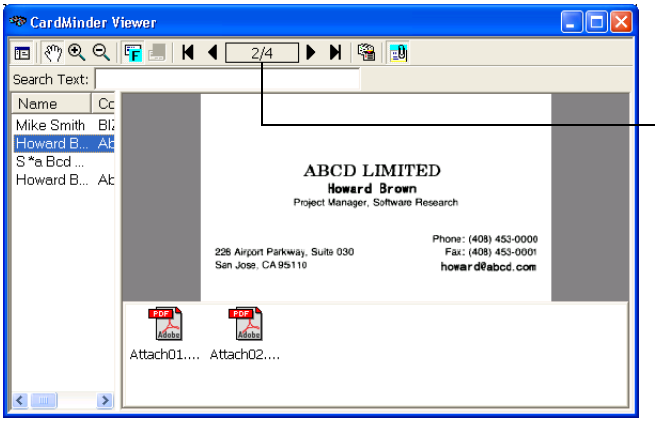
4.1 Data search by character string and hot key

With CardMinder, you can search business card data including a character string on other application windows.

1. Select a character string of a name or a company in any document (e.g. Notepad).



2. Press the hot key (Alt+F3).
   ⇒ CardMinder starts searching automatically.
   ⇒ The Finder window opens if the selected character string matches the CardMinder database.



The number of the card data found by searching is displayed.

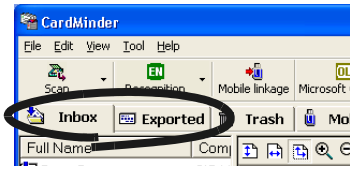
HINT

- Default setting for the hot key is Alt+F3. If you want to change the hot key, refer to Section 6.1.
- Even when the searching failed, the Finder window will be displayed (See setting [Action] in Section 6.1). However, no image will be displayed on the Finder window. You can enter a keyword in the [Search Text:] column and continue searching.

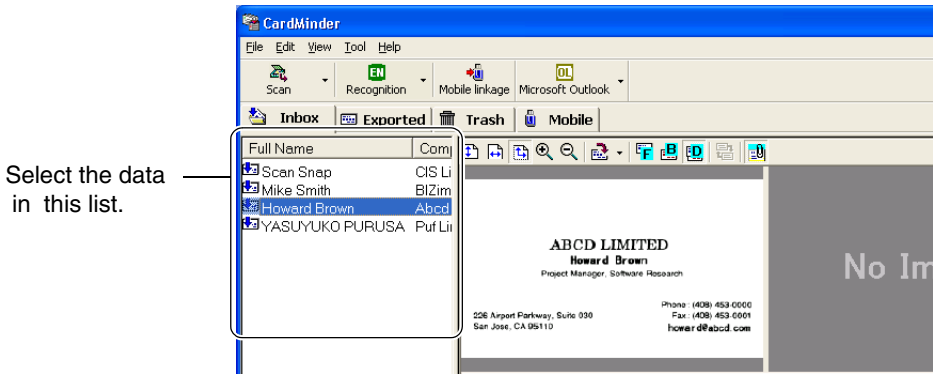
4.2 Deleting the data from the [Inbox] / [Exported] tab

A method to delete the data from the [Inbox] or [Exported] tab is as follows. The data will be sent to [Trash].

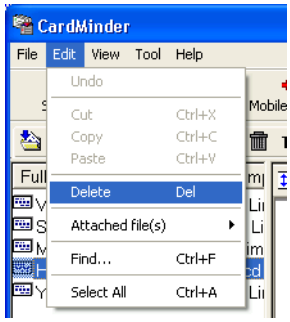
1. Open CardMinder and select the [Inbox] or [Exported] tab.



2. Select the data you want to delete.
   You can add data to the selection by clicking the data while pressing the [Shift] or [Ctrl] key.



3. Click [Delete] in the [Edit] menu bar.



HINT

You can also delete the data by:

- Pressing the [Delete] key on the keyboard,
- Drag&Drop the data to the [Trash] tab,
- Right click the data and select [Delete].

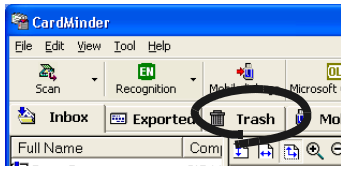
⇒ The Selected data is sent from the [Inbox] or [Exported] to [Trash]. If you want to restore the data from [Trash], see Section 4.3. for further details.

4.3 Restoring data from the [Trash] tab

A method to restore the data from the [Trash] tab is as follows. Restored data will be removed to [Inbox] or [Exported] to their original location.

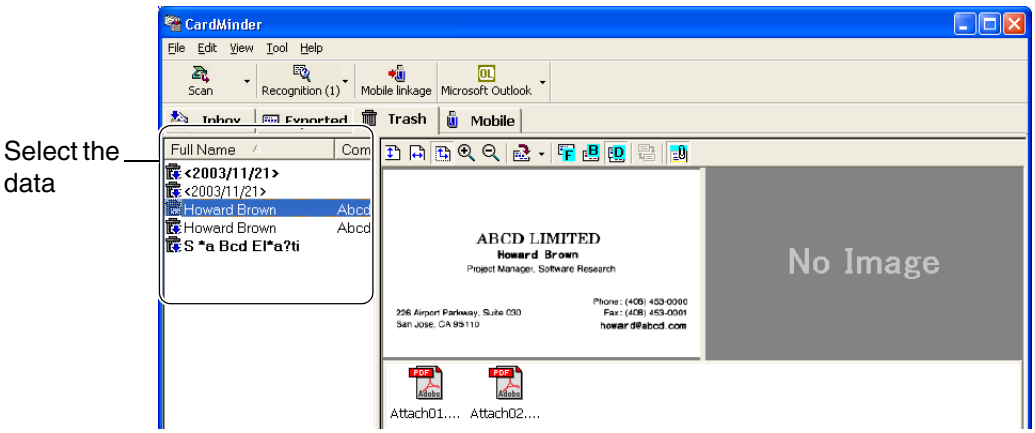
1. Open CardMinder and select the [Trash] tab.

   ⇒ The deleted data is shown on the window.



2. Select the items you wish to restore from the [Trash] tab.

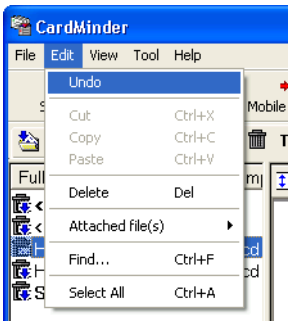
   You can add data to the selection by clicking on the data item while pressing [Shift] or [Ctrl] key.



HINT

Data that was once deleted from the [Trash] tab cannot be restored.

3. Click [Edit] on the menu bar and [Undo] from the submenu.



Otherwise, right click the data and select [Restore] from the menu to restore the selected data.

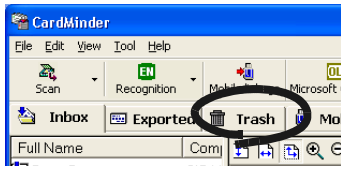
⇒ The elected data moves from [Trash] to the [Inbox] or [Exported] tab.

4.4 Deleting data from the [Trash] tab

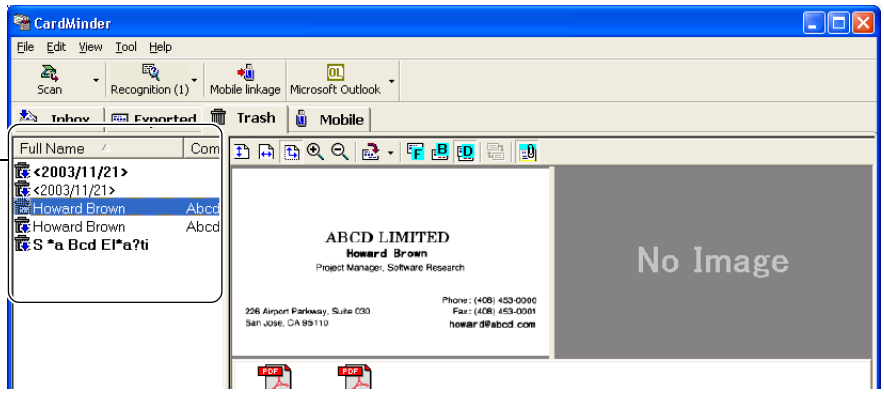
To permanently delete data from the [Trash] tab, follow the procedure given below. The data is permanently deleted and cannot be restored by the procedure described in Section 4.3.

■ Select the data to be deleted

1. Open CardMinder and select the [Trash] tab.



2. Select the data you wish to delete. You can add data to the selection by clicking on the data while pressing the [Shift] or [Ctrl] key.



ATTENTION

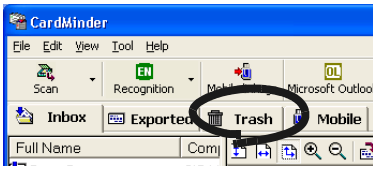
- The data will be permanently deleted by this method.
- The attached files are also deleted with the card data.

3. Press the [Delete] key, or selct [Delete] on the menu bar under [Edit].

⇒ Selected data in the [Trash] tab is deleted from the CardMinder database.

■ Empty [Trash]

1. Start CardMinder and select the [Trash] tab.



2. Select [Empty Trash] from the [File] menu.

ATTENTION

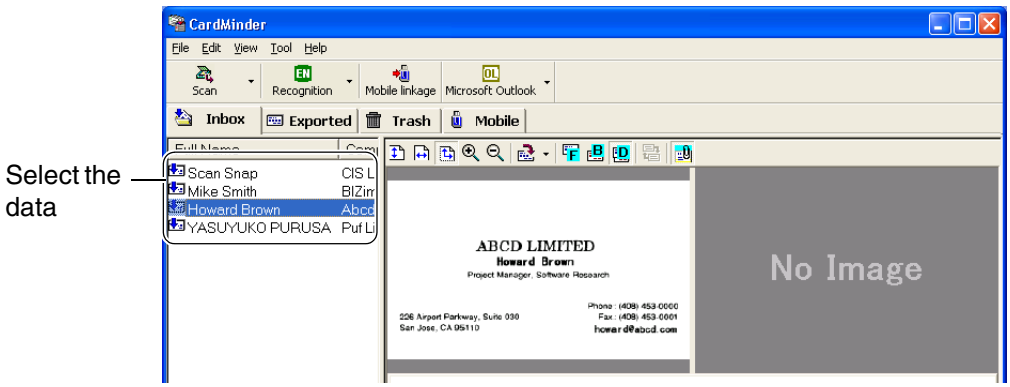
- The data will be permanently deleted by this method.
- The attached files are also deleted with the card data.

⇒ All data in the [Trash] tab will be deleted from the CardMinder database.

4.5 Extracting the image data

You can extract business card data using CardMinder and convert the data into PDF format to attach it to your e-mails as follows.

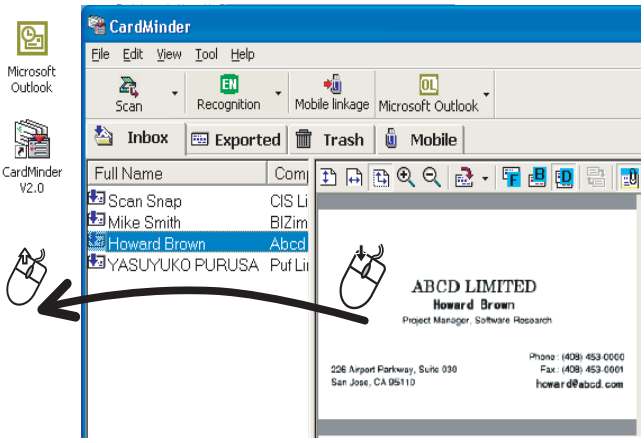
1. Select the data you wish to extract.



2. Drag a business card image from the CardMinder window to any folder in the Explorer or to your Desktop.

HINT

If both sides of the card are displayed, only one side can be dragged at a time



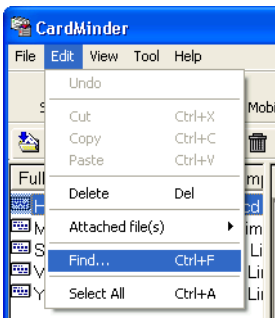
⇒ An image of the business card will be created where you drop it.

3. You can attach the PDF file(s) (image data) to your e-mail using your mailing software.

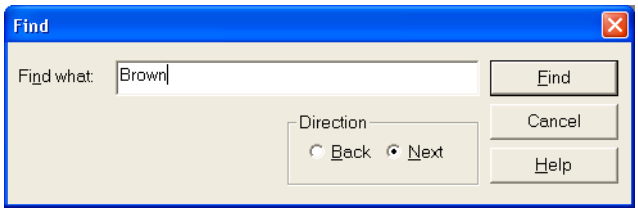
4.6 Data search by entering a keyword

Yiu can search data by entering a keyword using the proceduire given below.

1. Open CardMinder and select [Find] in menu bar under [Edit].



2. The [Find] dialog box will be displayed. Enter a Name or a Company in the column [Find what], then click the [Find] button.



⇒ Searched business card data will be displayed on the Main window. If the searching fails, the message [End of Search] appears on the screen.
The [Find] dialog box will be still displayed on the screen for further searchings.

HINT

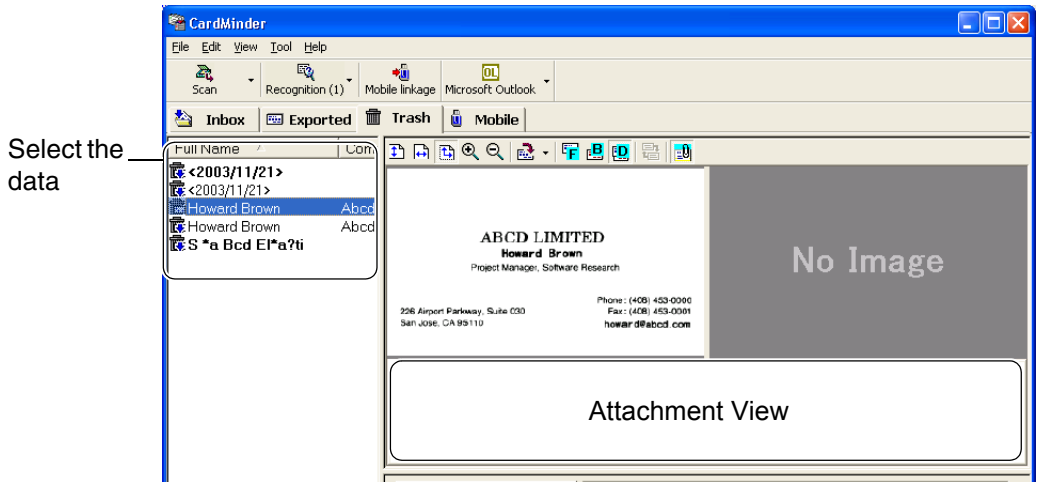
[Direction] setting
Back: Earlier business card data than the currently displayed data is searched.
Front: Later business card data than the currently displayed data is searched.

4.7 Attaching related files to the business card data

You can attach files to the business card data using CardMinder.
For example, mark a business card data by attaching photos or profiles.
Follow the procedure below to attach files to the data.

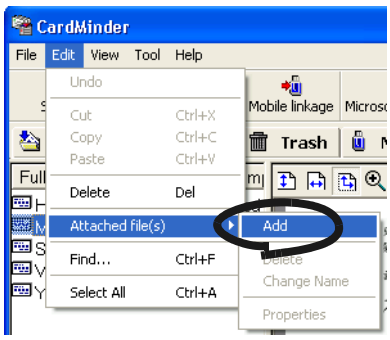
■ Attaching files to the business card data

1. Select the card data you wish to attach files to.



HINT When Attachment View is not displayed, click the icon.

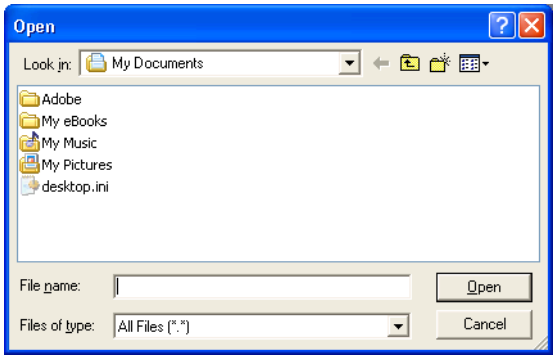
2. Select [Edit] - [Attach files] - [Add] from the menu bar, or right click on Attachment View and select [Add].



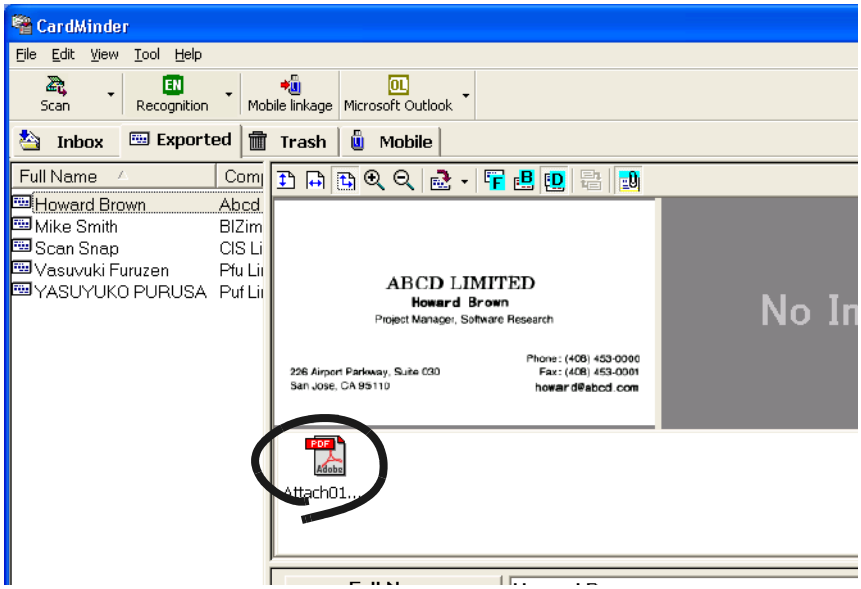
or

⇒ The [Open] window appears.

3. Select a file to attach and click the [Open] button.

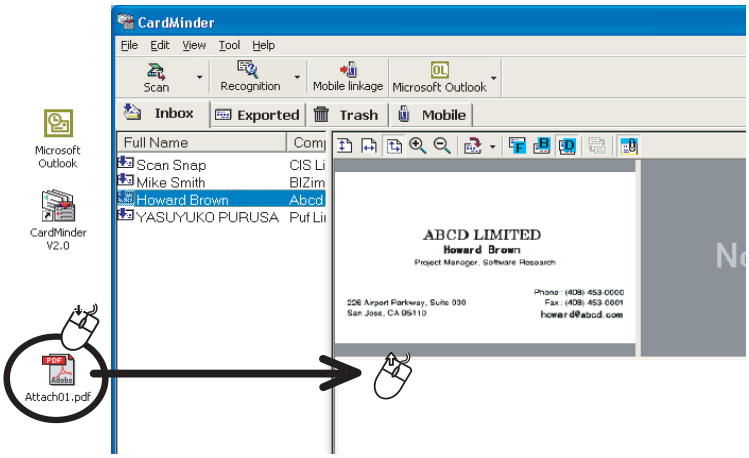


⇒ The selected file is displayed on the Attachment View.



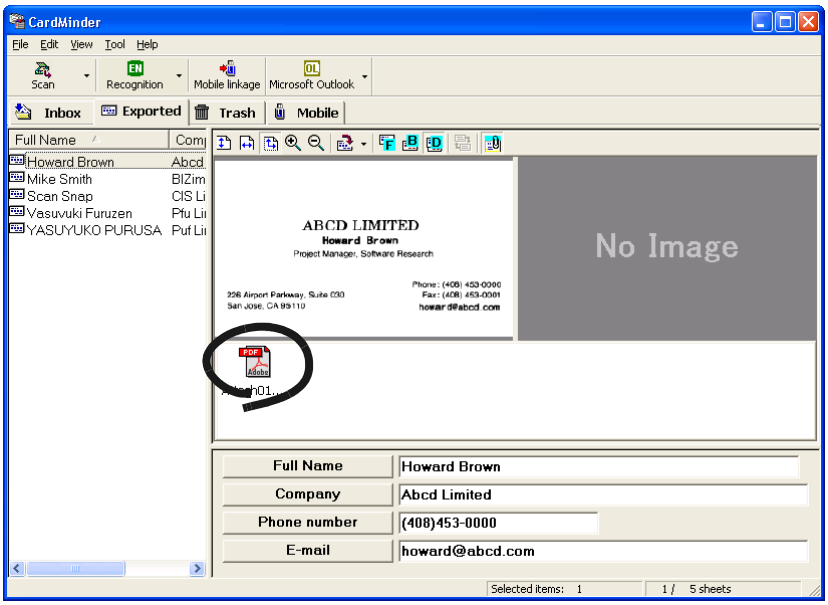
HINT

- You can also attach a file by drag&drop the file onto Attachment View.
- 100 attached files can be registered at the maximam.



■ Opening the attached file

Click the icon of the attached file on Attachment View.



⇒ The application linked to the file starts automatically and the file will be displayed.

■ Deleting the attached file

1. Select the file to be deleted on the Attachment View.
2. Select [Edit] - [Attach files] - [Delete] from the menu bar, or right click on Attachment View and select [Delete].

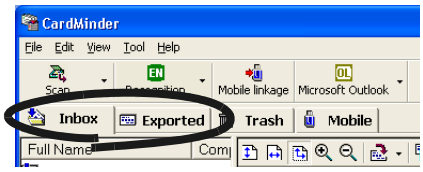
⇒ The attached file selected is deleted from the Attachment View.

4.8 Viewing the business card data on other PCs

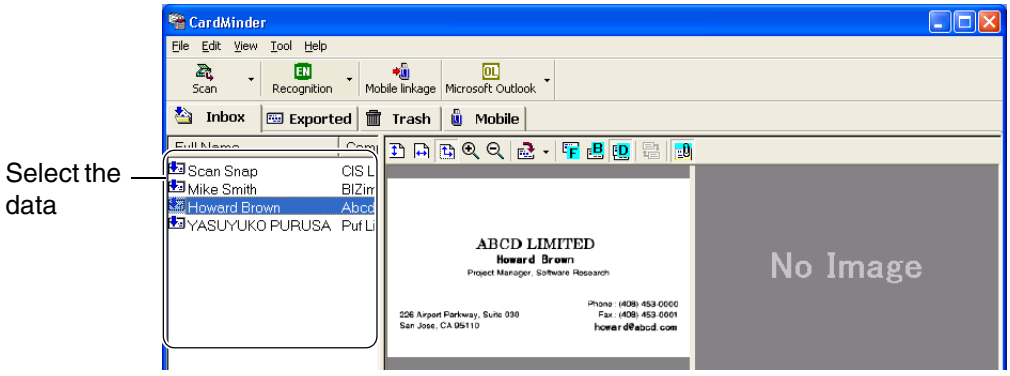
You can copy the business card data and their viewer software to aremovable media for viewing or searching on other PCs.
Follow the procedure below to make copies on removable media.

■ Select the data to copy

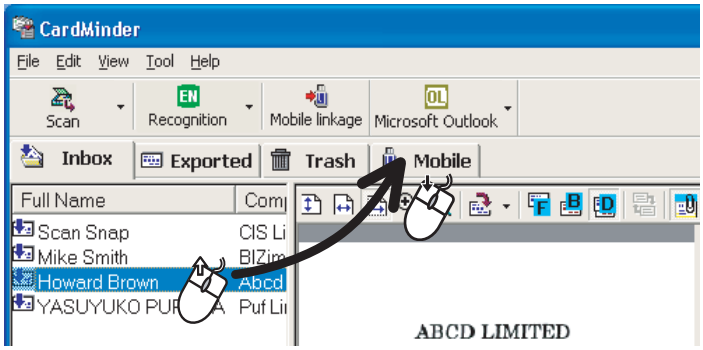
1. Start CardMinder and select the [Inbox] or [Exported] tab.



2. Select the data to copy.
   You can add data to the selection by clicking on the data item while pressing [Shift] or [Ctrl] key.



3. Drag&drop the data onto the [Mobile] tab.

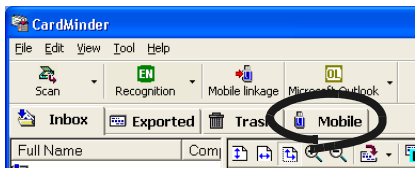


HINT

- If the data to copy are in the [Inbox] tab and [Exported] tab, copy them to a removable media.
- Dropping the data does not move the original data, but copies it to the [Mobile] tab.

■ Copying the business card data to removable media

1. Start CardMinder and select the [Mobile] tab.

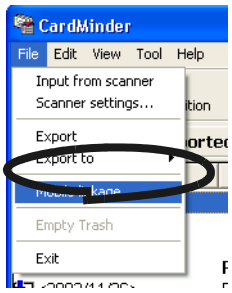


2. Set the removable media to your PC.

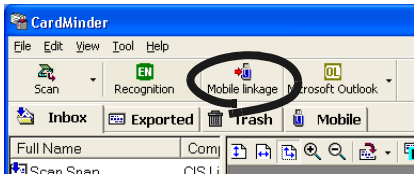
HINT

- Removable media are recording media that can be connected to or disconnected from the PC as needed. Magneto-optic disks, Flash memory devices (for USB interface, etc.) can be used for this function.
  (* CD-R/RW, DVD-R/RW cannot be used.)
- Removable media larger than 64MB is recommended.
  (At least 8MB of memory is required as the space for the business card data and its viewer application.)
- Floppy disks do not have enough space for using this function.

3. Select [File] - [Mobile linkage] or click the [Mobile linkage] icon.

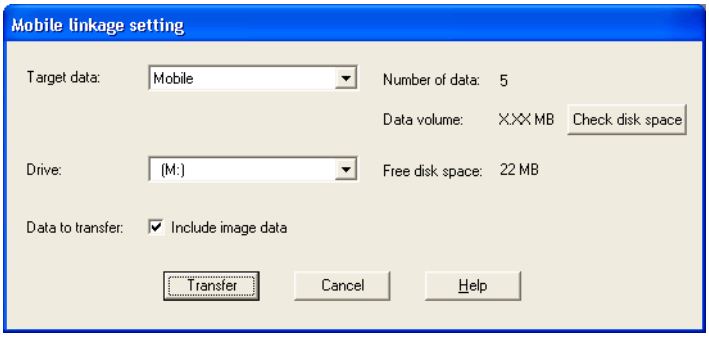


or



⇒ The [Mobile linkage setting] window appears.

4. Configure the settings on the [Mobile linkage setting] window.



Target data:
Select the data from the [Inbox], [Exported] or [Mobile] tabs depending on where the data is stored. All the business card data in the specified tab are copied to the removable media specified at the menu below. Select [Mobile] when copying the data of the [Mobile] tab.

When Some files exist in the [Mobile] tab, the default setting is "Mobile".
When No file exist in the [Mobile] tab, the default setting is "Entire data".

Drive:
Select the drive to where the selected data will be copied to. Clicking the [▼] button , and choose the available removable media from the list.

Data to transfer:
Specify whether or not to include graphic data of business cards in the data to copy.

- File size becomes larger when graphic data of business card are included. When there is not enough space on the removable media, unmark this [Include image data] check box.
- The files linked to the business card data will not be copied.

Number of data:
Indicates how many business card data are selected.

Data volume:
Indicates the size of currently selected business card data.

[Check disk space]
The selected business card data size is calculated, and it displayed on [Data volume:].

Free disk space:
Indicates free space on the removable media on the selected drive.

5. Click the [Transfer] button.
   ⇒ The copying of the selected business card data will be started.

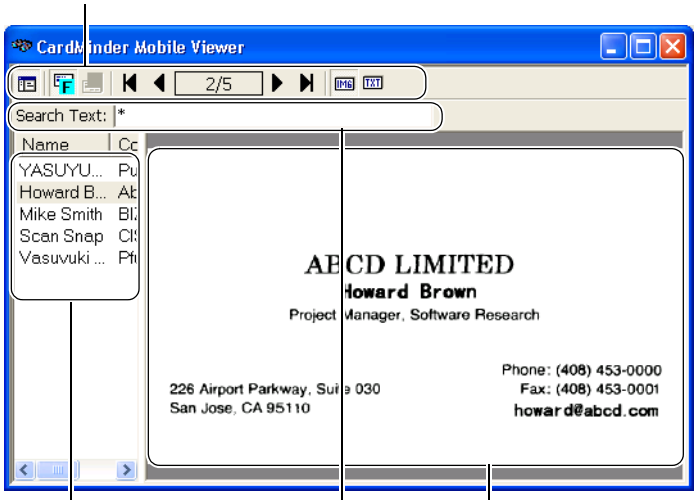
6. When copying operation is completed, click the [OK] button.

7. Remove the removable media from your PC.

■ Utilizing the business card data on removable media

1. Connect the removable media to a PC.
2. Select [My Computer] from the [Start] menu.
3. Select the removable media.
4. Double click [BizCardViewer.exe] icon.
   ⇒ The [CardMinder Viewer] window will be displayed.

Image Toolbar
Shows the buttons used to adjust the image display in the Image View.



Data List View:
Shows the list of searched data. This window is not displayed if the searching result contains only one business card.

Image View
Displays the image of business card selected from the Data List View.

Search:
Enter keywords for searching business card data.

Icon / Display		Function
Image toolbar		Displays or hides the Data List View.
		Displays front side image.
		Displays the back side image. If the back side image does not exists, [No Image] is shown.
		Previous business card is shown.
		Next business card is shown.

Icon / Display		Function
Image toolbar		Displays the first business card data
		Displays the last business card data
		Displays graphic data of the business card. This button is only enabled when the graphic data is copied.
		Displays the character data of the business card.

5. Enter keywords in [Search:] to start searching business card data.
   ⇒ The business cards will be displayed as search results.

- To display all the business card data, enter " * " in [Search:].

■ Deleteing data from removable media

1. Connect the removable media to a PC.
2. Select [My Computer] from the [Start] menu.
3. Select the removable media.
4. Delete the following files and folder.
   Files: BizCardViewer.exe, autorun.inf
   Folder: [BizCardViewer] folder

Chapter5

Correction of Recognized Character Data

As the recognition cannot be perfect for all business cards, a revision of the recognized data is strongly recommended. This chapter describes how to correct the recognition results.

Some notice before data correction:

- If the orientation of the characters in the front side is incorrect, correct the orientation by clicking as shown Section 1.4. Then try again.
- If the front side of the business card is shown on the right side (or lower side) of the Image View window, swap the images by clicking and try the recognizing again (See Section 5.2).
- If photos or logos are very close to characters, miss-recognition may occur. In this case, exclude the image area by using the rectangle selection method (Section 5.3 or 5.4), and try the recognition again.
- If the character recognition does not succeed even after performing the above given procedures, enter the correct character(s) manually.

- The items to be recognized can be changed. See Section 6.2.
- Quality of OCR(Optical Character Recognition) depends on:
  1. Placement of the text on the business card
  2. Font size used for the text.
  3. Style of the used font.
  4. Condition of the business card.
  5. Other factors may also affect the recognition performance.

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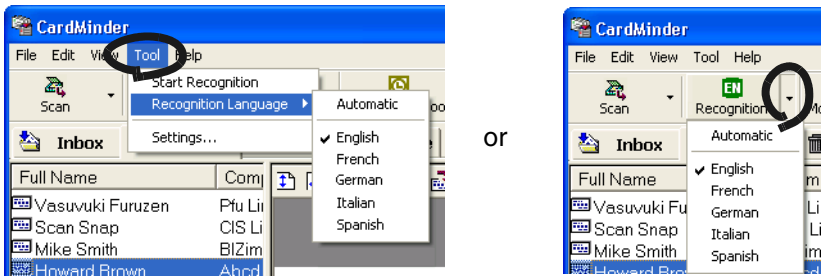
5.1 Selection of language

The character recognition function of CardMinder supports English, German, French, Italian, and Spanish.
When selecting a language manually, select it following the procedure below before recognizing business cards.

1. Select [Tool] - [Recognition Language] or use the [Recognition] icon.



2. Select a language from the following window.

⇒The selected language is marked and the setting is applied to the recognition.

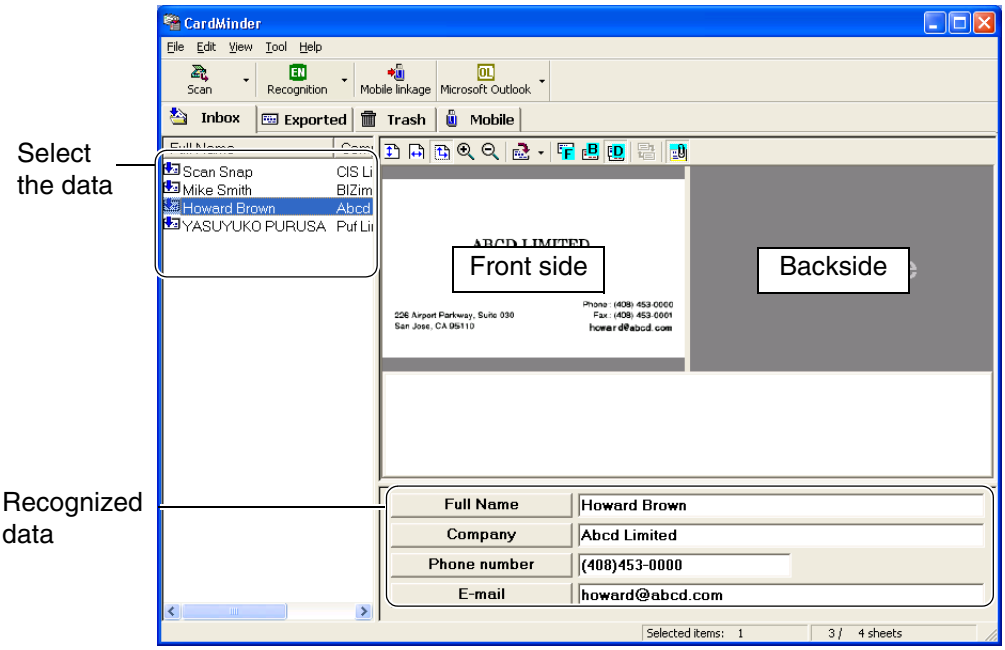
HINT

When selecting "Automatic", CardMinder automatically selects a language according to the scanned business cards.

5.2 Recognition of all characters at once

The data in the [Inbox] and [Exported] tabs can be corrected using the same method. Correction of the data from the [Inbox] is described below.

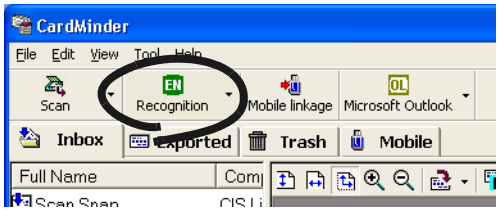
1. Select the items you wish to recognize from the [Inbox] tab.



HINT

Only the front side characters can be recognized.

2. Click the [Recognition] icon on the toolbar.

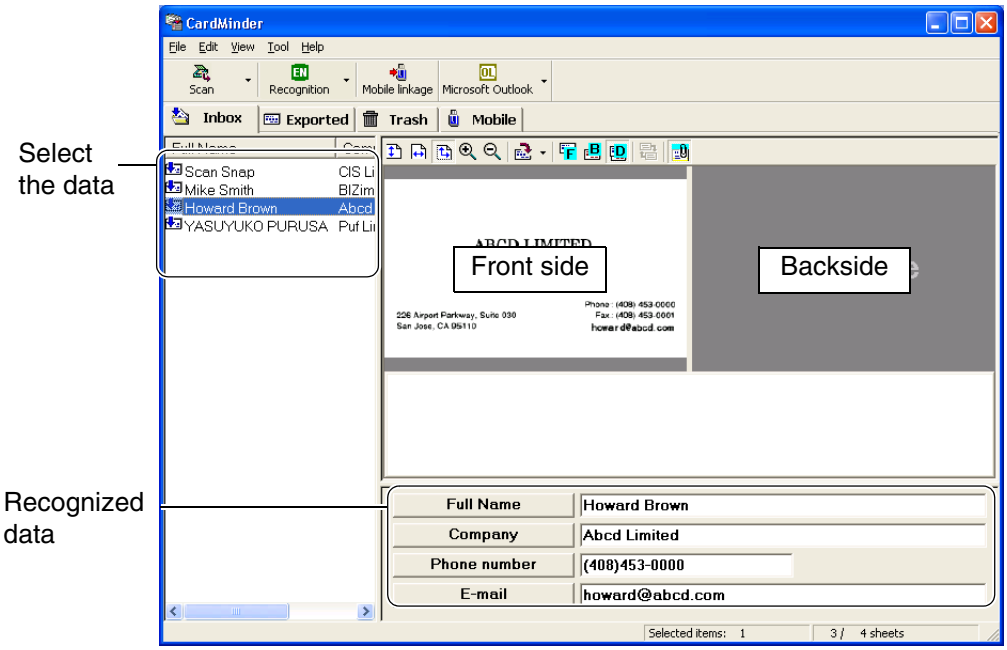


⇒ All characters are recognized. Old recognition data is replaced by the new data.

5.3 Recognition using Rectangle Selection

The data in both the [Inbox] and [Exported] tabs can be corrected using this same method.

1. Select the items that you wish to recognize from the [Inbox] tab.

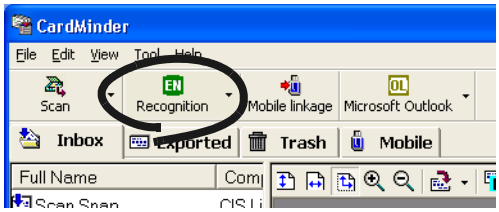


HINT

Only the front side characters can be recognized.

2. Select the area to be recognized on the front side image by using your mouse as shown below.

3. Click the [Recognition] button on the toolbar.

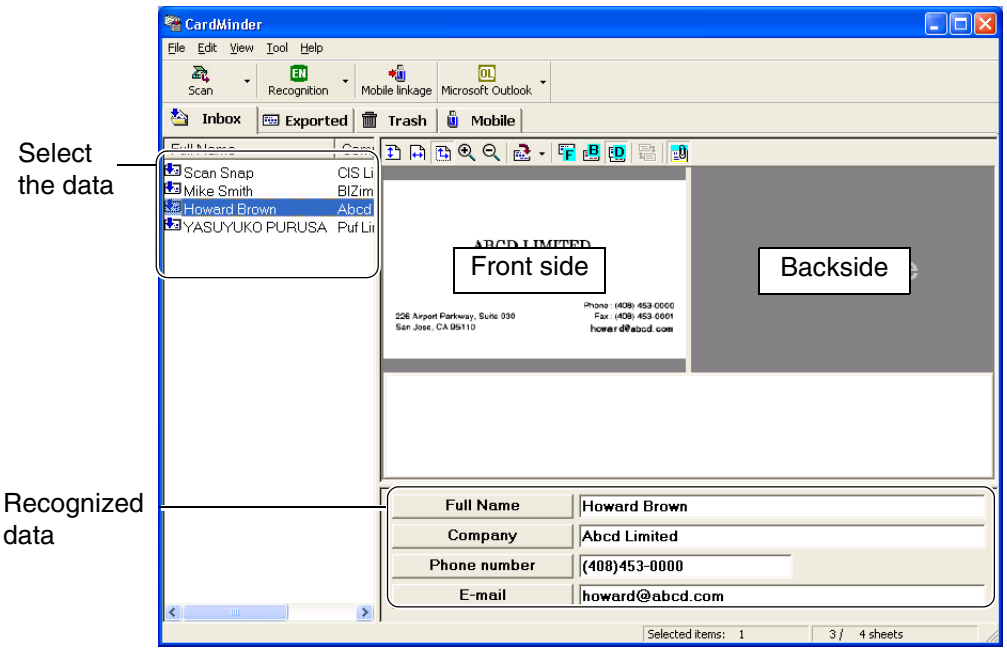


⇒ All characters are recognized. Old recognition data is replaced with the new data.

5.4 Keyword Recognition using Rectangle Area Selection

This Section describes the recognition of selected keywords using a rectangle area.
The data in the [Inbox] and [Exported] tabs can be corrected with the same method.

1. Select the items you want to recognize from the [Inbox] tab.



HINT

Only front side characters can be recognized.

2. Specify the trimming area for the recognition of the front side image with your mouse as shown below. Following is an example for the correction of [Company].

3. Click the [Company] button located in the lower area of the Main window.

⇒ The data of the selected column is recognized. Old recognition data is replaced with the new data.

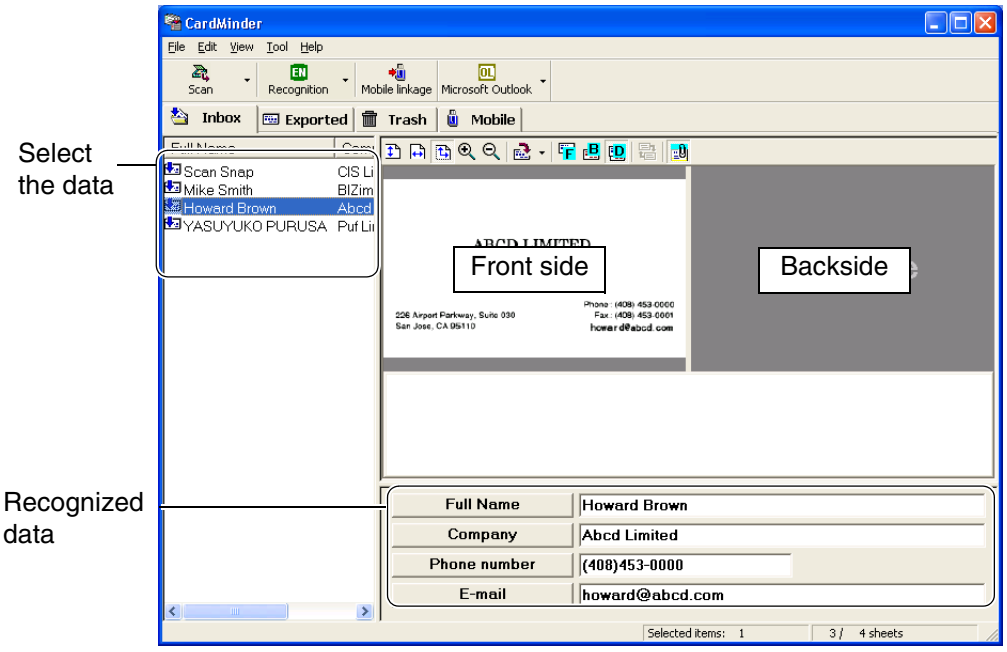
HINT

Columns other than [Company] can be corrected using the method above.
Correctable Item
[Full Name], [Company], [Depertment], [Job title], [ZIP/Postal codes], [Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web site address], [Memo]

5.5 Data Correction by Manual Entry

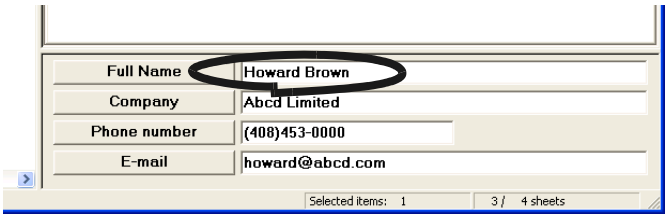
The data in the [Inbox] and [Exported] tabs can be corrected using the same method. Data correction for the [Inbox] tab is described in this example.

1. Select the items you wish to recognize from the [Inbox] tab.



2. Click on the text you wish to correct.

   Following shows an example of the correction of [Full Name].



   ⇒ A cursor appears in the selected column.

HINT

Columns other than [Full Name] can be corrected using a similar method.
Correctable Item
[Full Name], [Company], [Depertment], [Job title], [ZIP/Postal codes], [Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web site address], [Memo]

3. Enter the correct name in the filed [Full Name] manually.

Chapter6

Setting Preferences

This chapter describes how to set CardMinder preferences.

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6.1 Data control settings

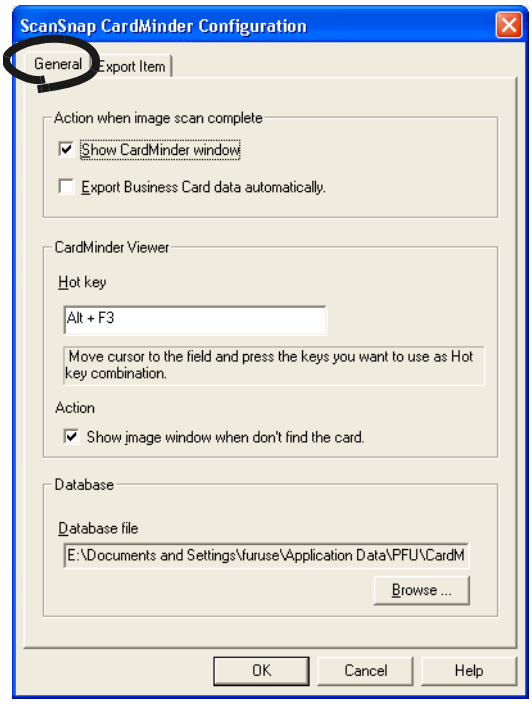
Following preference for the data control can be set in this section.

- Display or not display a confirmation window for the recognition result.
- Hot key setting for searching.
- CardMinder Database file folder path name.

1. In the Main window, click [Tool] on the menu bar and click [Settings...].

⇒ The [Configuration] dialog box will be displayed.

2. Click the [General] tab and specify your preference by referring the following Hints.



- Setting [Action when image scan complete]
  - Shows the CardMinder window
    Displays the result of the character recognition after scanning business cards.
  - Export Business Card data automatically
    The recognized data is immediately saved without displaying the recognized result. This method is not recommended because a wrong name or company can be accidentally registered in your database.
- Setting [CardMinder Viewer]
  - Hot key
    Enter the key name in the column [A] for specifying a hot key to activate searching after selecting a keyword displayed in other application software.
    You can specify key name from [A] to [Z], [0] to [9], [F1] to [F12]. Also, the key(s) [Ctrl], [Shift], [Alt] have to appear in the beginning.
    These keys can be set:
    [Ctrl]+[A], [Shift]+[Alt]+[0], [Ctrl]+[Shift]+[Alt]+[F1]
    These keys cannot be set:
    [9]+[F12], [Ctrl]+[Shift]
  - Action
    This box is checked as default. When checked, the Finder window appears even if the searching does not succeed. In this case no image is shown on the Finder window. However, you can enter a keyword in [Search Text] to continue searching.
- Setting [Database]
  - Database file
    The database file folder (Full path) of CardMinder can be specified using this setting.
    When [Browse] is clicked, you can specify the Data save folder in the [Browse for Folder] dialog box.
    As a default, CardMinder saves data to the C: drive. This setting may be useful when C: drive is nearly full and data saving to another drive is required.
    Default setting of the folder is,
    In case of Windows XP, Windows 2000
    C:\Documents and Settings\<- Log-in User name->\Application Data\PFU\CardMinder\ENTRY\ENTRYDB.BID
    , where <- Log-in User name-> is defined by your network system.
    In case of Windows 98, Windows Me
    C:\Program files\Application Data\PFU\CardMinder\ENTRY\ENTRYDB.BID
    <About backup of the database>
    Copy the following file and folder for backup.
    Files: ENTRYDB.BID
    Folder: [ENTRYDB] folder

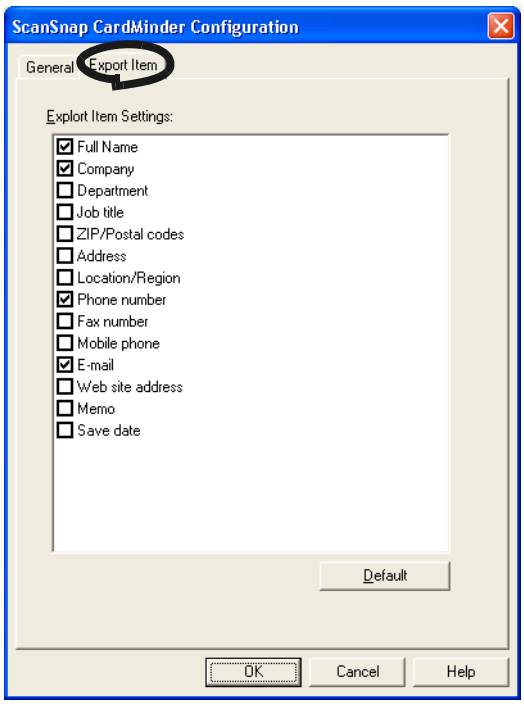
6.2 Export item settings

The items selected in this section are displayed and recognized by the Main window of CardMinder and exported to other application such as Microsoft Outlook.

1. In the Main window, click [Tool] on the menu bar, then select [Settings...].

⇒ The [Configuration] dialog box appears.

2. Click the [Export Item] tab. Then add check marks for the items you wish to export.
[Default] button resets the settings to the default state.



HINT

The items [Memo] and [Save date] are displayed in the Main window, but they won't be exported.

6.3 Updating CardMinder

In an effort to improve the usability and functionality of CardMinder, program updates are carried out timely.
CardMinder can automatically detect whether the latest program (Update Pack) is available and update the program.

HINT

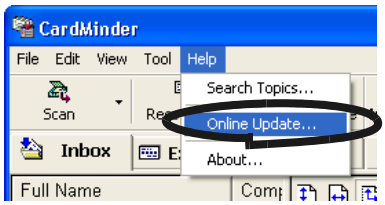
Update Packs are made available without notice. We recommend that you update your program regularly.

When updating CardMinder, follow the instructions below.

ATTENTION

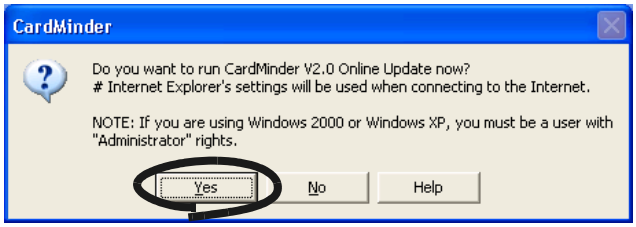
- When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.
- When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.

1. On the [Help] menu, select [Online Update].



⇒ A message window to confirm whether or not to update ScanSnap Organizer appears.

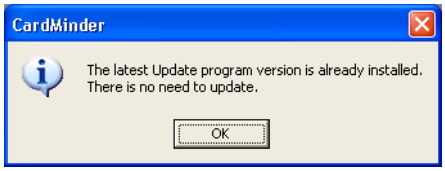
2. Click the [Yes] button.



⇒ If the latest Update program is available, a message window to confirm the download and installation of the program appears.

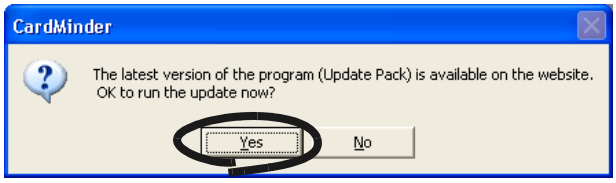
HINT

In case the latest update is already installed, the message below appears.



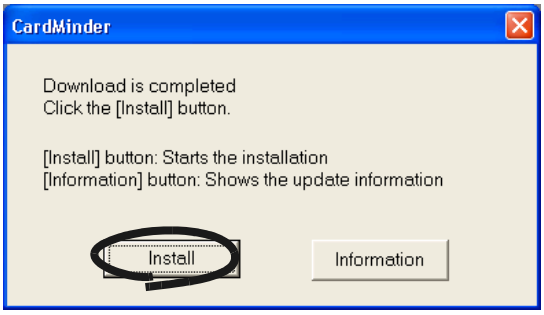
Click the [OK] button to close the message.

3. Click the [Yes] button.



⇒ The program download starts, and the confirmation window appears when it completes.

4. Click the [Install] button.



HINT

When you click the [Information] button, Internet Explorer opens and information about the latest update for CardMinder appears.

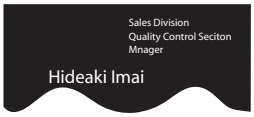
⇒ Installation starts, and the "Welcome to InstallShield Wizard for CardMinder" window appears.
Follow the instructions on the screen to install.

Chapter7

Troubleshooting

This chapter describes the troubleshooting.

No	Phenomena	Please confirm,
1	Scanning does not start	⇒ Please confirm following items When using ScanSnap • Is ScanSnap Manager installed correctly? Refer to Getting Started of ScanSnap and install the ScanSnap Manager correctly. • Is the ScanSnap icon on task bar shown as ? If so, set ScanSnap Manager by referring to the ScanSnap Operator's Guide, so that the icon of ScanSnap Manager changes to . • Is the [ScanSnap Manager...] window opened? Scanning is disabled when the window [ScanSnap Manager...] is opened. Please close the window. • Is the scanner supported by ScanSnap? CardMinder does not support the scanning by scanners other than specified by ScanSnap. When using a TWAIN scanner • Is the scanner driver installed correctly? Refer to the scanner manual. • Does the TWAIN scanner driver window remain on the screen? Close the TWAIN scanner driver window and then scan. • Is the scanner TWAIN-compliant? CardMinder is not compatible with scanners other than ScanSnap and TWAIN-compliant scanners.
2	Scanned image of the business card is not displayed on window.	⇒ Was the business card scanned with it's front side facing up? The side the name is printed on (Front side) should be set downwards, facing the ADF paper chute.

No	Phenomena	Please confirm,
3	The image is scanned, but Full Name or Company etc. does not appear or incorrectly appear on the Main window.	⇒ Review and confirm the following items. • Is the image of the characters aligned horizontally? If not, correct the direction of the image by pressing , and press Recognition on the toolbar. • Are the front and back sides of the image switched? The name should appear on front. Swap the front and back side image by clicking and pressing Recognition on the toolbar. (See Section 1.4 for button functions) Otherwise, try the recognition again by referring to Chapter 5.
4	The recognition of images is not correct.	⇒ Confirm the following • Do the charactor and image touch or approach too much? Those characters cannot be recognized. Please correct the data manually (See Section 5.5). • Is the color of the characters white and the background dark? Those characters cannot be recognized. Please correct the data manually (See Section 5.5).  • Are several phone numbers printed together as shown in the example? These phone numbers cannot be recognized. Please correct the data manually (See Section 5.5).
5	The items you wish to recognize do not appear on the window.	⇒ Click the [Tool] menu and the [Setting..] submenu of the Main window. Then click the [Export Item] tab. Add the checkmark next to the item you wish to recognize and export. (See Section 6.2)

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