

# **CardMinder**

## **User's Guide**

# Introduction

CardMinder is a business card management application for Color Image Scanner ScanSnap (except for ScanSnap Network Scanner).

This manual provides an overview and the basic operations 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.	From the sidebar in Finder, select [Applications] → [ScanSnap] → [Manual], and then double-click [Operator's Guide].
CardMinder User's Guide (this manual)	Read this manual when you need more information in general, on product features and operating environment.	From the sidebar in Finder, select [Applications] → [CardMinder] → [Manual], and then double-click [User's Guide].
CardMinder Help	Read this Help file when questions or problems regarding operations (e.g. when setting items) arise. This provides an explanation for every operation, window and message.	For information on how to open the Help, refer to " <a href="#">1.3 Starting Up and Exiting</a> " (page 11).
ScanSnap Online Update Help	Read this Help file when questions or problems regarding operations arise. This provides an explanation for every operation, window and message.	<ul style="list-style-type: none"> <li>● Click the help button (  ) of the ScanSnap online update.</li> <li>● On the menu bar, select [Help] → [ScanSnap Online Update Help].</li> </ul>

# Structure of This Manual

This manual consists of the following:

## **Chapter 1 CardMinder Overview**

This chapter provides an overview of CardMinder's features and describes how to start up and exit CardMinder.

## **Chapter 2 How to Use CardMinder**

This chapter describes the basic operations of CardMinder.

## **Appendix A Installing and Uninstalling**

This appendix describes system requirements and how to install and uninstall CardMinder.

To learn the basic functions of CardMinder, reading from Chapter 1 to Chapter 2 in this order is recommended.

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

# Arrow Symbols in This Manual

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

Example: Click [Applications] → [CardMinder].

# Screen Examples in This Manual

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

The screen examples used in this manual are of Mac OS X v10.7.

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.

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## Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Abbreviation Used	Name
Mac OS	OS X v10.8, Mac OS X v10.7 and Mac OS X v10.6
ScanSnap	Color Image Scanner ScanSnap (*)

\*: ScanSnap Network Scanner is not included.

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# Chapter 1 CardMinder Overview

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

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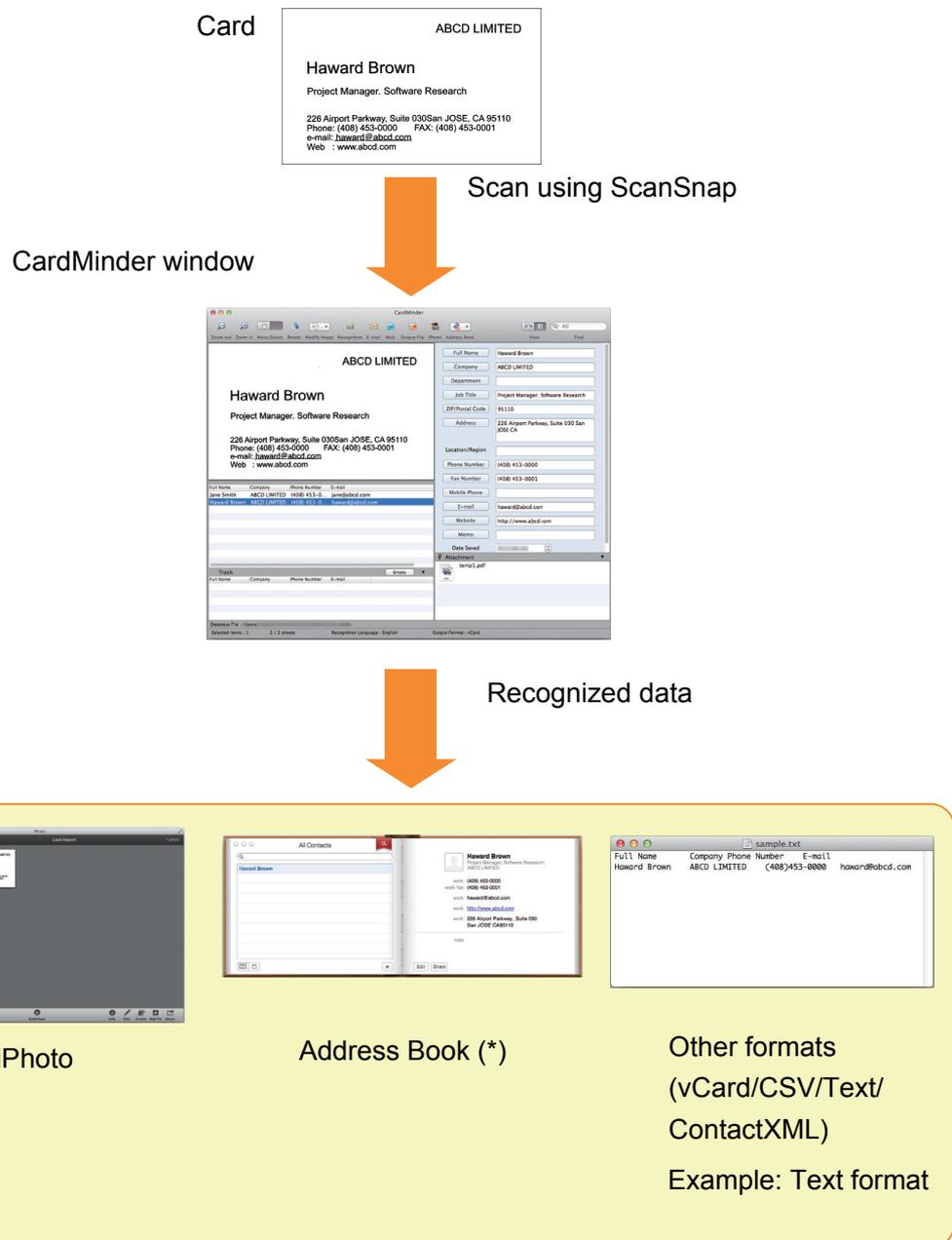
# 1.1 Outline

CardMinder is a business card management application for ScanSnap.

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 conveniently create databases of client information from cards such as name, company name and e-mail address.

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

It also allows for quick searches for desired card data from other applications.



\*: "Contacts" in OS X v10.8 environment.

## 1.2 Features

CardMinder provides the following features:

- Recognizing the character strings on business cards to create character data and keywords
- 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 linkage with Personal Information Manager (PIM) and exporting of card images to other applications

The applications to which card data can be exported are:

- Address Book (\*)
- iPhoto
- Other available applications (you can add an application which allows you to export the card data)
- Linking with Salesforce CRM to register card data in order to view the card information on the website provided by Salesforce CRM
- Outputting card data in other formats such as CSV format  
The following formats are available for output:
  - vCard format (version 3.0)
  - CSV format
  - Text
  - ContactXML format (version 1.1)
- Searching card data for created keywords
- 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
- Synchronizing of card and Address Book (\*) data  
\*: "Contacts" in OS X v10.8 environment.
- Using the CardMinder database for Windows®

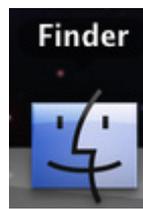
## 1.3 Starting Up and Exiting

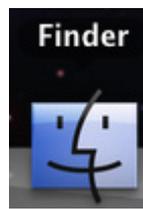
### CardMinder

This section describes how to start up and exit CardMinder.

#### Starting up directly

Follow the procedure below:



1. From Dock, click the Finder icon (  ).
2. Double-click [Applications] → [CardMinder] → [CardMinder].

⇒ CardMinder is started.

#### HINT

- You can also start CardMinder immediately after scanning a card using ScanSnap. For details, refer to the Operator's Guide of your ScanSnap.



- You can also click the registered icon (  ) to start CardMinder if CardMinder is registered in Dock. For registration procedures, refer to CardMinder Help.
- When started up for the first time after installation, a database is created for each user (default storage location is, from the sidebar in Finder, [Documents] → [CardMinder] → [CardMinder DB.cxdb]).
- From the next time on, CardMinder always starts showing contents of the last-operated CardMinder database in its window.

## Using the search function to start

Follow the procedure below:

- 1. Select the character string for searching card data on other applications.**

- 2. Press the keyboard [Command] key + [Shift] key + [&] key.**

⇒ CardMinder is started with the card data containing the search data string being displayed.

### HINT

- CardMinder searches the card data in the database most recently opened.
- The character string selected in another application is shown in Basic Search Toolbar.
- Pressing the [Shift] key is not necessary with some keyboards.
- If the keyboard shortcut does not work, check the shortcut key for [Search Selected Text in CardMinder] by selecting [System Preferences] → [Keyboard] → the [Keyboard Shortcuts] tab → [Services], and then change the keys to the keys you want to use.

## Exiting

The procedure for exiting CardMinder is described below.

- 1. From the [CardMinder] menu, click [Quit CardMinder].**

⇒ CardMinder is exited.

### HINT

- You can also exit CardMinder by clicking the [Close] button (  ) in the title bar.



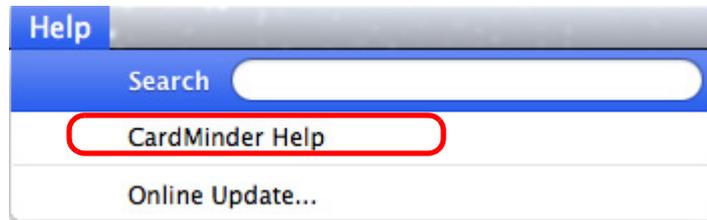
- You can also exit CardMinder by clicking the icon displayed in Dock (  ) while pressing the keyboard [Control] key and then selecting [Quit] from the displayed menu.

---

## CardMinder Help

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

Click [Help] menu → [CardMinder Help].



### HINT

You can also display the [Help] menu by pressing the keyboard [Command] key + [Shift] key + [?] key.

# Chapter 2 How to Use CardMinder

This chapter describes the basic flow of operations from CardMinder startup to reading and saving, as well as how to use the card data.

Follow the procedures described in this chapter to learn the basic functions of CardMinder.

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

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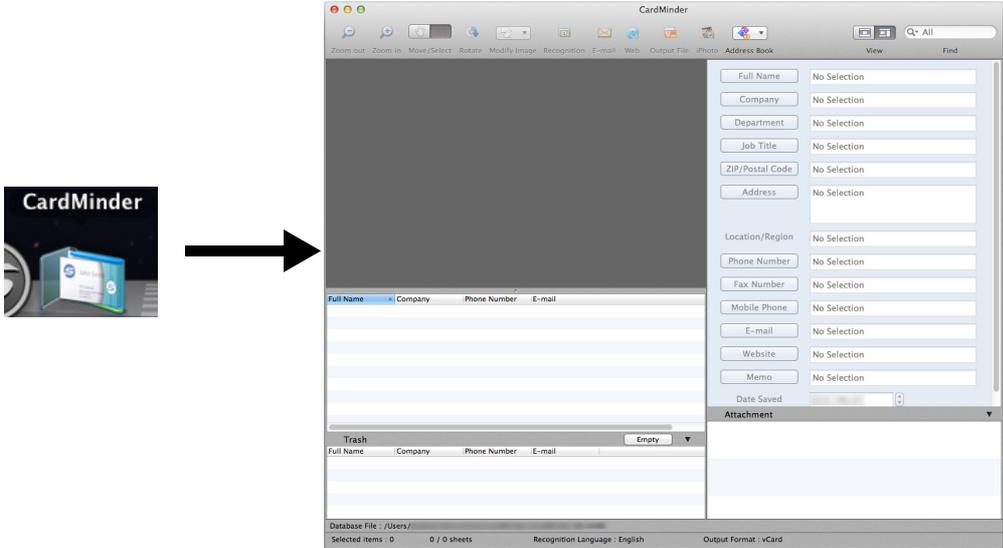
# 2.1 Flow of Operations

## Basic Procedures

This section describes the procedures for using CardMinder, which is already registered in Dock.

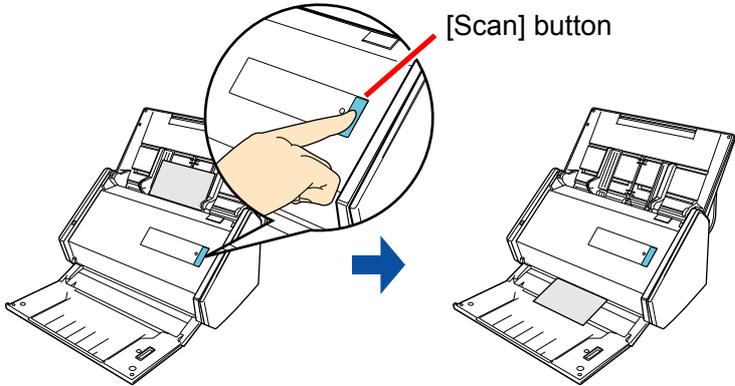
### 1. Start CardMinder.

On Dock, click [CardMinder] to start CardMinder.



### 2. Scan a card using ScanSnap.

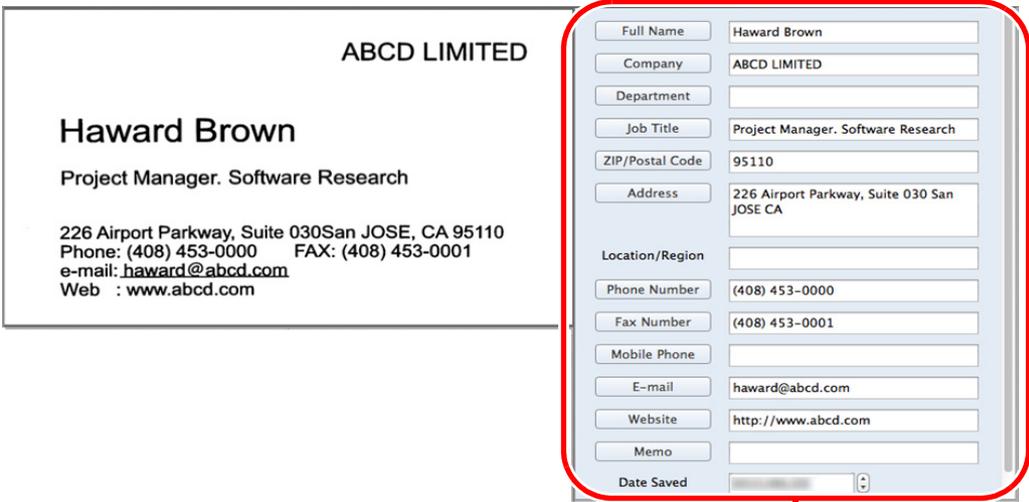
Set a card in ScanSnap and press the [Scan] button to start card scanning.



After scanning is completed, text information on the card such as name and address is automatically recognized as text and displayed in the Card Data Edit view. Image data of the scanned card is displayed in the Card Image view.

**3. Check the card data.**

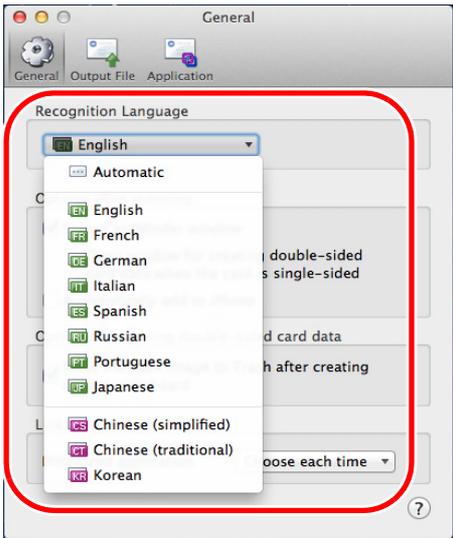
Check that the front/backside card images are correct (not reversed), and that text on the card image is displayed correctly on the Card Data Edit view.



Card Data Edit view

**4. If the recognized language is incorrect, retry text recognition according to the following procedures.**

- 1. Select [CardMinder] menu → [Preferences].  
⇒ The [General] window is displayed.
- 2. Select the language of the recognized character string under [Recognition Language].



⇒ The recognized language is changed.

- 3. Close the [General] window.

4. From the toolbar, click the [Recognition] button again.

⇒ The character string of the card data is recognized as the specified language.

**ATTENTION**

ScanSnap Manager must be installed on your computer when you want to recognize the following languages.

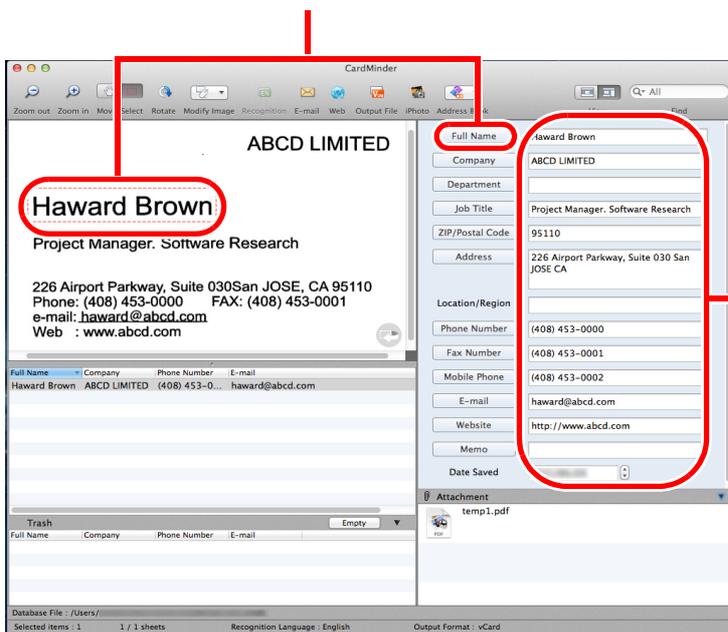
- Chinese (simplified)
- Chinese (traditional)
- Korean

5. Correct the card data if necessary.

Correct the recognition results of the Card Data Edit view and scanned card images. If incorrect text is recognized, retry recognition of the card data, or directly input each item in the Card Data Edit view.

You can also correct slanted card images and incorrectly scanned front/back sides (reversed).

You can select the range of the card data character strings, and then click the corresponding item so that only the selected part is recognized.



You can correct by directly inputting in each entry field of the Card Data Edit view.

**ATTENTION**

ScanSnap Manager must be installed on your computer when you want to recognize the following languages.

- Chinese (simplified)
- Chinese (traditional)
- Korean

## 6. Exit CardMinder.

Click [CardMinder] menu → [Quit CardMinder] to exit CardMinder. When started the next time, the database that was being used before CardMinder was exited will be started up.



## Searching Card Data

Card data can be searched using items such as names and company names.

### Searching using the CardMinder Basic Search Toolbar

To search card data using items such as "Full Name" and "Company", enter the the search data string for those items in Basic Search Toolbar.

Search (Basic Search Toolbar)



### Searching using keyboard shortcut

You can search for card data by selecting the character string used in another application (e.g., TextEdit) even when CardMinder is not activated.

1. **Select the character string for searching card data on other applications.**
2. **Press the keyboard [Command] key + [Shift] key + [&] key.**

CardMinder starts with the Card Data Edit view in a hidden status, and the search begins.

The card data which matches the search condition is displayed in the Card Data List view.

#### HINT

- Pressing the [Shift] key is not necessary with some keyboards.
- If the keyboard shortcut does not work, check the shortcut key for [Search Selected Text in CardMinder] by selecting [System Preferences] → [Keyboard] → the [Keyboard Shortcuts] tab → [Services], and then change the keys to the keys you want to use.

## 2.2 Using Card Data

The card data can be used as follows.  
For operation details, refer to CardMinder Help.

### Using Card Data

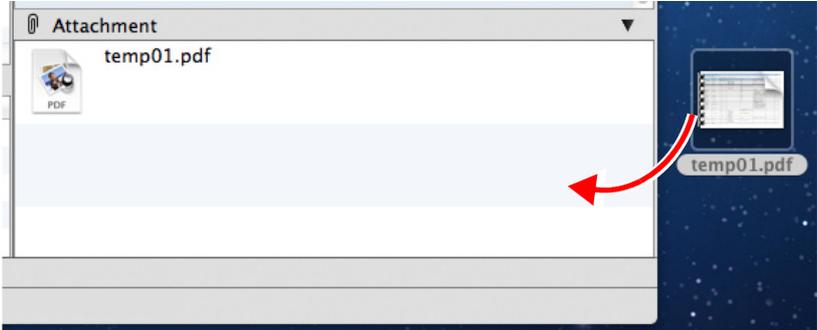
Click the following toolbar buttons to use the card data with various applications.  
This section describes the toolbar with the [Application] button displayed by customizing toolbar as an example.

The screenshot shows the CardMinder toolbar with the following buttons: Image Recognition, E-mail, Web, Output File, iPhoto, Address Book, and Application. Red callout boxes provide details for each button:

- Output File:** Output card data in another format. Card data can be output in other formats such as vCard, CSV, Text and ContactXML formats.
- Web:** Search using the Internet. Use the Internet to open the website of a company of the card data.
- E-mail:** Send via e-mail. After starting your e-mail program, you can send an e-mail to the e-mail address of a card data.
- iPhoto, Address Book, Application:** Link with other applications. Link with other applications such as iPhoto, Address Book (\*) and Salesforce CRM, to use the card data with other applications. \*: "Contacts" in OS X v10.8 environment.

# Attaching a File to Card Data

You can attach a file related to card data easily by dragging and dropping.



# Appendix A Installing and Uninstalling

This appendix describes the CardMinder system requirements, and how to install and uninstall CardMinder.

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# A.1 System Requirements

The system requirements for CardMinder are as follows:

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

<b>Operating system (*1)</b>	OS X v10.8 (Recommended: 10.8.1 or later) Mac OS X v10.7 (Recommended: 10.7.4 or later) Mac OS X v10.6 (Recommended: 10.6.8)
<b>CPU</b>	Intel® Core™2 Duo 2.4 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher)
<b>Memory</b>	2 GB or more (Recommended: 4 GB or more)
<b>Display resolution</b>	1024 × 768 pixels or higher
<b>Hard disk space</b>	600 MB (*2)
<b>DVD-ROM drive</b>	Required for installation
<b>Scanner</b>	ScanSnap (*3)(*4) (Required when scanning cards)

\*1: It is recommended to apply the latest updates to the Mac OS.

\*2: When scanning cards, 512 KB of free disk space is required.

Additionally, to save data for a single card (when scanned with Duplex, Color, and Best), about 200 KB or more of free disk space is required.

Estimate the required free disk space based on the number of cards to scan.

Example: When scanning a single card, 512 KB + (200 KB × 1 card) = 712 KB of free disk space is required.

\*3: For details about ScanSnap, please visit our website at:

<http://scansnap.fujitsu.com/g-support/en/>

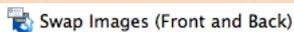
\*4: ScanSnap Network Scanner is not included.

The following card data types are supported:

<b>Data type</b>	Card data scanned using ScanSnap
<b>Paper size</b>	A6 size or smaller
<b>Side for text recognition</b>	Front
<b>Recognizable font size</b>	6 to 24 points

## ATTENTION

- Saved image data cannot be imported using CardMinder.

- To recognize text on the back side of a card, click  Swap Images (Front and Back) from  Modify Image in the toolbar to switch to the back side before running the recognition process.

- Recognition of handwritten characters is not supported.

## A.2 Installing

Install CardMinder from the Setup DVD-ROM provided with the ScanSnap.  
For details, refer to "Installing the Software" in the Operator's Guide of your ScanSnap.

## A.3 Uninstalling

To uninstall, move the [CardMinder] application folder to the trash bin.  
For details, refer to "Appendix Uninstalling the Software" in the Operator's Guide of your ScanSnap.

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