PenPower WorldCard

User Manual

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

Chapter 1 Product Features

Card Reader

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

Intelligent self-learning capability

Software is capable of self-learning to improve recognition results.

Multiple View Modes

Multiple viewers allow you to view and mange business card information and images in the way you are accustomed to.

Multiple Categories and sub-categories

Organize cards and card information into calories and sub-categories the way you want.

Search and Advance Search

Free text search and set up advance search criteria for more accurate and faster search.

Calendar and Reminders

Drag-and-drop business card record to calendar to set up reminders for meetings and events.

Recognize Business Cards in other languages

It can accurately scan and recognize business cards in English, Chinese (in both traditional and simplified forms), Spanish, French, German, Italian and Dutch.

Scan Both sides of a card

Scan both front and back side of business cards into single record (with two passes).

Automatically Identifying field Information

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

Find Duplicates

Find duplicate cards with one click.

Organize cards

The straightforward card control interface allows card info to get organized by sorting, search, add new or delete. Also, you can check duplicate data, edit text info, as well as directly accessing the function list by right-clicking the mouse. The operating steps are very simple and easy to understand.

Icons illustrate card particulars

Various graphic icons appearing in the front of a card list, by which you can recognize at a glance on whether a card contains data on a single/double side; on whether a photograph is attached; or whether a card has been edited or exported.

Edit cards

Instant preview of the edit screen allows you to zoom in the various fields, to edit, change or check card data. You can include personal particulars, or insert photo information, as well as to locate related card data via people-network management.

Pronouncing Cards

You can choose to have card contents read in English.

Print Card Information and Templates

Set up your own templates and print contact information in many format-- address list, list of card images, mailing labels and envelopes.

Exporting Cards Information

Allows cards information to be saved as text files or image files, or to be exported directly into application software such as Excel, Access. You may select specific fields to be exported. WorldCard also supports file formats such as CSV and VCF, etc.

Data Synchronization

Card data can be synchronized from within Outlook, Outlook Express, PocketPC or Palm. When data is modified or deleted in WorldCard, the data in the corresponding software can also be updated simultaneously.

Fully Integrate with Outlook and Outlook Express Interfaces

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

Infrared Transmission

Data can be transmitted to PDAs and supported cell phones via computer infrared (internal or external).

Live Upgrade

WorldCard's live upgrade wizard is an online service which automatically checks information on the WorldCard web site. It also connects to the live upgrade server, downloads the latest WorldCard release and automatically installs it.

WorldCard portable disk

Synchronize card data into a compact and handy portable disk. Simply insert the disk to access the data instantly. You can use it on any computer, and look up any time the card data you want. (Note: Portable disk sold separately.)

CardViewer

This is a mobile card management software which allows you to create a card database in your PDA, view the card data, perform voice searches (PocketPC) and add remarks to the card data.

Chapter 2 System Installation

2.1 System Requirements

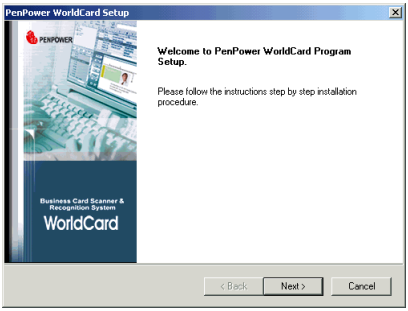
* Pentium 166 PC or higher
* Min. 64 MB memory
* 90 MB of available hard disk space
* Win 2000 / XP

2.2 Installation Penpower WorldCard

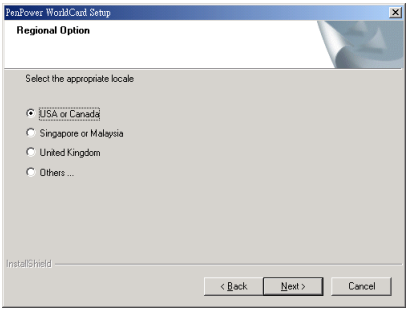
In order to simplify the installation process of WorldCard program, the installations of hardware and software are purposely combined into one single process. Simply launch the installation program directly from the WorldCard CD-ROM disk, the hardware and software can be installed simultaneously.

1. Insert the WorldCard CD-ROM disk into your CD-ROM drive, the systerm will automatically start installation process. Please choose «WorldCard».

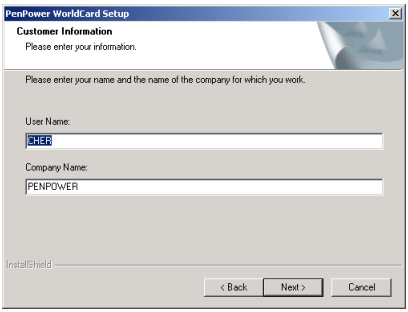
2. Please click «Next».



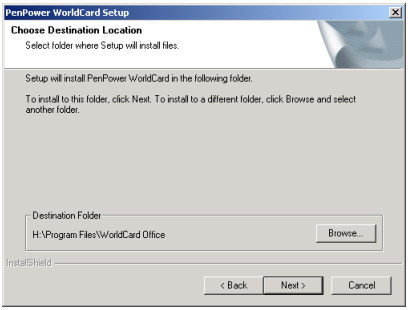
3. Select the appropriate locale, then click «Next».



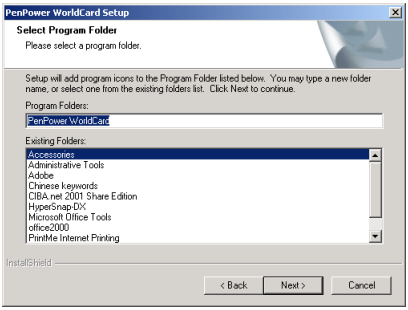
4. Fill in user name and company name.



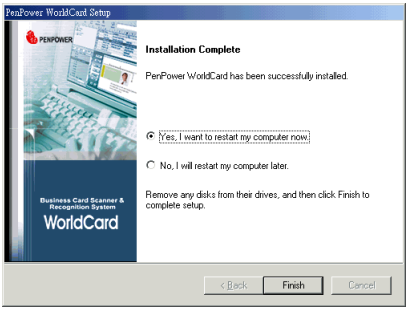
5. Specify installation directory.



6. Select program folder, and then click «Next».



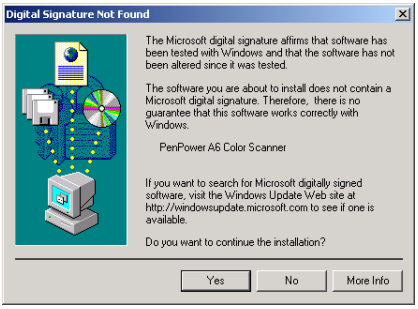
7. Click «Finish», complete the World-Card installation program, and restart the computer.



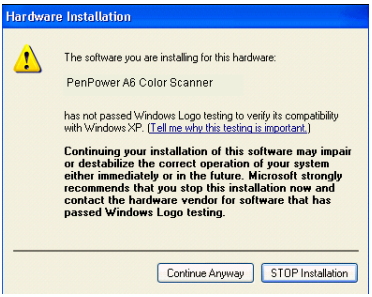
8. Plug the USB connector of Card Reader into the USB port of the computer. The following window will appear on your computer.

Note: Some computers may shut down accidentally due to they cannot provide enough power for several USB devices. Suggest connecting business card scanner and other USB devices to an extra-powered USB hub for avoiding this situation.

(1). In Windows 2000, please click «Yes» to complete the hardware installation of Card Reader.



(2). In Windows XP, If the following screen appears: to confirm that this Driver is Windows XP compatible, please choose «Continue Anyway» to complete the hardware installation of Card Reader.



After the computer has restarted, «WorldCard Manager» will appear on the taskbar.

If «WorldCard Manager» is not started, please check to see if Card Reader is properly connected to the computer, and tighten the USB connection cord in Card Reader.

2.3 Calibration

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

Note: When placing the correct card in the color version of WorldCard, face the blank side up. For all other versions, face the blank side down. Insert as shown by the direction of the arrow.

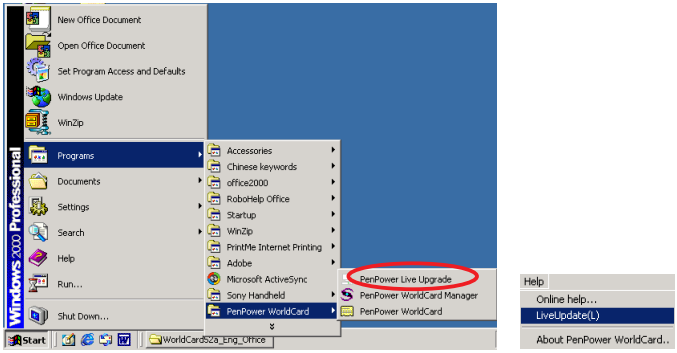
Note: If the calibration card is lost, please use a blank business card to carry out the calibration.

Note: If the scanned image of the scanned graphic is too dark or too light, which may affect the recognition accuracy; please proceed with calibration.

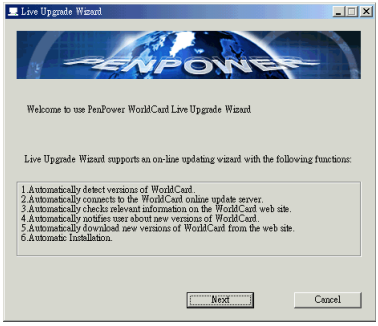
2.4 Live Upgrade Wizard

WorldCard Live Upgrade wizard is an instant online service which automatically checks for relevant information on the WorldCard web site and notifies the user about new available releases. It also connects to Live Upgrade server, downloads the latest version and installs it.

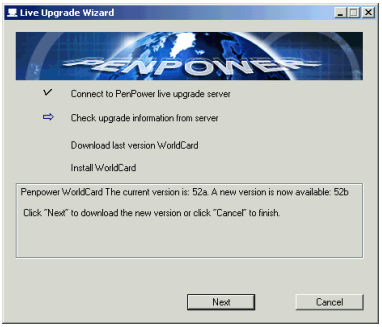
1. Run Start /Programs /Penpower WorldCard /PenPower Live Upgrade or run Help /LiveUpgrade from WorldCard management page to open the Version Update Wizard page.



2. Click «Next» to continue.



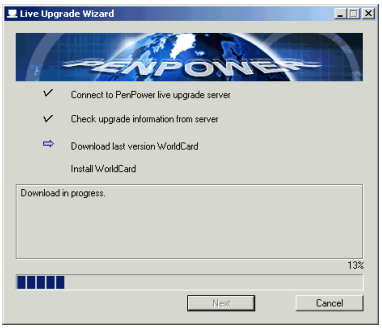
3. If your computer already connects to the Internet, a window as shown to the right, will appear. Click «Next» to continue.



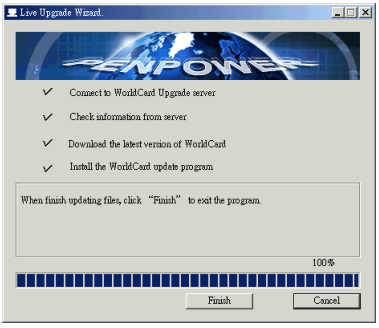
Note: If it shows connection failed, verify the Internet connection or check the firewall settings.

Note: If your WorldCard is already the latest version, click «Cancel» to exit update.

4. If a newer version is available, a «Downloading the last version of WorldCard» progress window will appear. Once downloading has completed, click «Next» to install the new version of WorldCard.



5. Click «Finish» to exit the program.

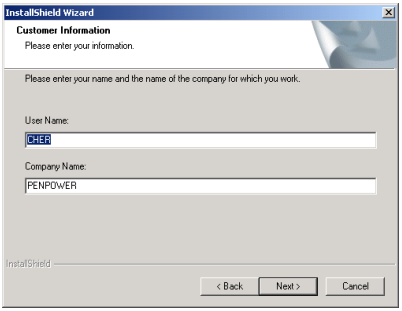


2.5 Install CardViewer for PocketPC

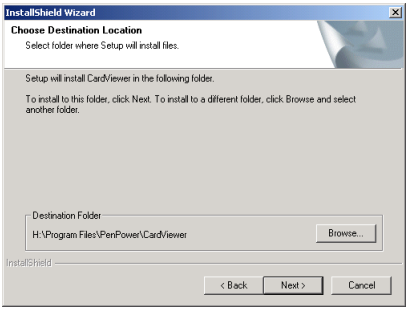
1. Use a USB cable to connect the USB port, at the bottom of your PocketPC, to the computer and then connect the power source. Confirm that PocketPC and the computer are connected. You will see a icon at the bottom right corner of the computer screen.

2. Insert the WorldCard CD-ROM into the CD-ROM drive and the system will automatically install the program. Select «Card Viewer for PocketPC».

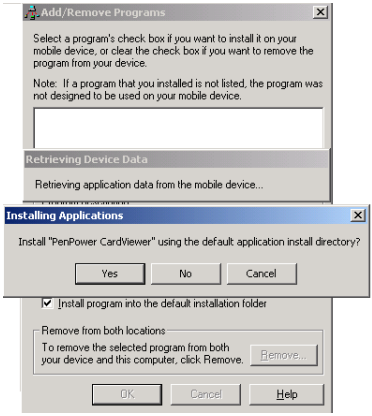
3. Enter company and user names and then click «Next» to continue.



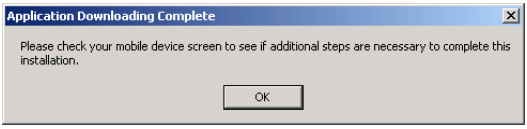
4. Select the folder you want to install WorldCard program and click «Next» to start installation.



5. Click «Yes» to continue installation.



6. View the screen of your handheld device to verify that installation completed successfully. If the figure as shown in step 8 appears, click «OK».

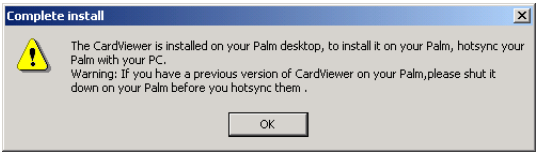


2.6 Install CardViewer for Palm

1. Use a USB cable to connect the USB port, at the bottom of your Palm, to the computer and then connect the power source. Confirm that Palm and the computer are connected.
2. Insert the WorldCard CD-ROM into the CD-ROM drive and the system will automatically install the program. Please select «Card Viewer for Palm».

3. Select a user and then click «Continue».

4. Click the synchronize button on the Palm to synchronize it with the CardViewer program then click «OK» to complete the installation.



Note: If your Palm has an older version of CardViewer installed, exit it first before synchronizing.

Chapter 3 Features

Apart from the scanning recognition of Chinese, English, and main European language cards, PenPower WorldCard has a multi-user card database management system. For the Color and Platinum editions, you can scan color business cards and pictures. Besides, the WorldCard can also be used together with Outlook, Outlook Express, PocketPC, Palm and mobile phone and have card information easily build into a common software, PDA, or mobile phone.

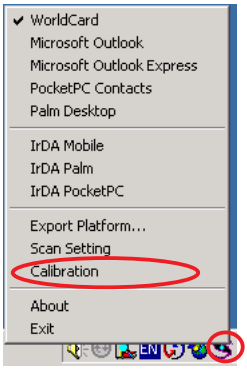
After WorldCard is installed, WorldCard Manager will be automatically activated each time your computer is turned on. icon will also appear on the lower right corner of the taskbar. You can directly scan cards via WorldCard Manager and easily set up a card database.

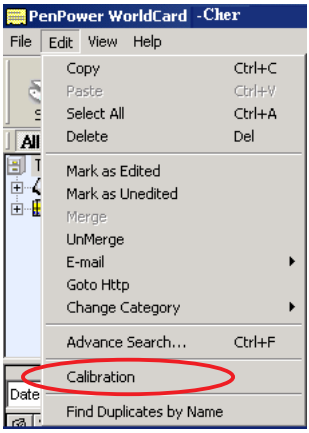
3.1 Preparation for card scan

Calibration

Before you proceed with scanning, please launch calibration first. If it's your first time using WorldCard, the calibration wizard will be automatically launched. You may refer to Chapter 2.3.

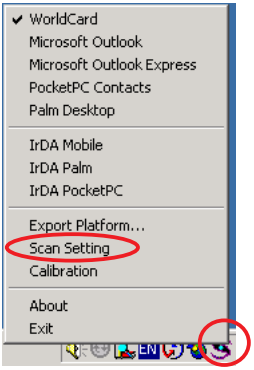
You can also choose «Calibration» from the main function list under «WorldCard Manager», or you can click «Edit / Calibration» on the WorldCard management screen to launch calibration wizard to perform calibration.

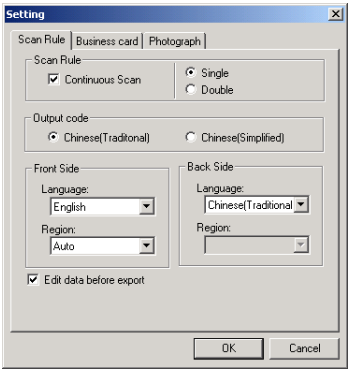




Setting

From the «WorldCard Manager» menu bar, select «Scan Setting» to activate the setting screen.

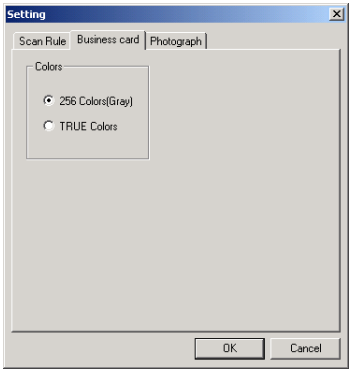


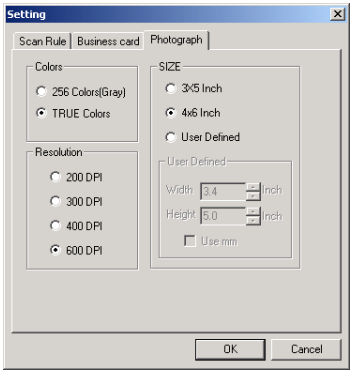


*. Scan Rule: Select «Continuous Scan», that is: after the first scan, put in another card within the next 30 seconds, it will be automatically scanned without you having to click the scan button again. If the cards you multiscan are different cards, select «Single»; where s if the cards you multiscan are the front and back of the same cards, select «Double» so that front-and-back information will be combined and stored as a single card.

*. Recognition: WorldCard can recognize many languages: Chinese, English, German, French, Italian ,Spanish or Dutch. In addition, when you are scanning both sides of a card, you can choose two different languages in order to recognize languages on each side.

*. Edit data before export: if you select this option, that is: after a card is scanned and recognized, an editing screen will appear, so that you can carry out necessary edit or change, before the card is being exported to another application software.



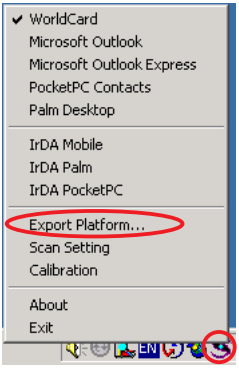


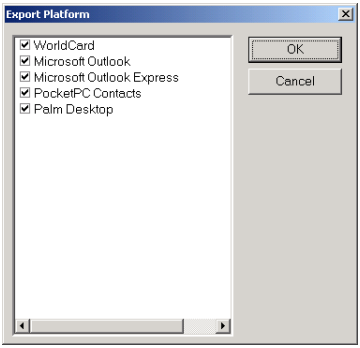
Note: In the «Setup / Business Card» page of the Color and Platinum editions, you can choose whether to scan business cards using grayscale or color mode. In the Picture page, you can set the color, size and resolution of pictures.

3.2 Scan of card with WorldCard Manager

1. WorldCard Manager can store card information directly in many application programs: WorldCard, Outlook, Outlook Express, PocketPC, and Palm, etc. It can also transmit card information to mobile phone and Palm via infrared.

   Before the scan starts, you can Open the «Export Platform» box from the main menu. Check the application or hardware to which you would like to export and select an appropriate port.





2. Under WorldCard Manager active mode, place the card into the Card Reader. After the card is inserted, press the button on the Card Reader to start scanning.

Note: For Color edition, face the side to be scanned up. For other editions, face the side to be scanned down.

Note: For Platinum and Color editions (A6), there are two buttons on the business card machine. The large button is for scanning business cards and the small button is for scanning pictures.

3. When the «Recognizing» process is done, the scanned card information will be automatically stored into the application program you choose.

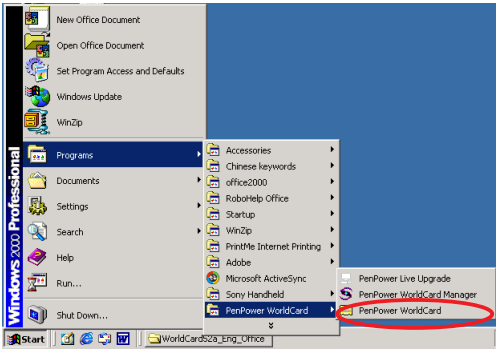
4. If the color of the scanned picture is too dark or too light and thus affects the recognition accuracy, please calibrate the color. Select «Calibration» from the main menu of WorldCard. Insert calibration card and click «OK», the WorldCard will automatically scan white paper and calibrate the color.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

3.3 PenPower WorldCard

The PenPower WorldCard is a supplementary card database management software for WorldCard Manager. In addition to scanning and recognizing cards, it can also categorize, manage, search, add/delete, and check duplicate data.

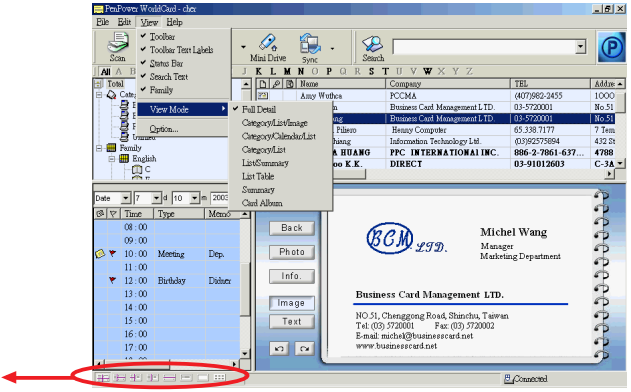
Open PenPower WorldCard

Select «Start / Programs / PenPower WorldCard / PenPower WorldCard», the WorldCard program will start, and then you can login as user.

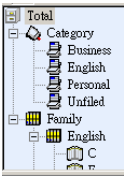


Multifunction Viewing Window

PenPower WorldCard has screens like «View by category», «Card data list», «Scheduler» and «Card graphic view». You can start with «View / View mode», or select the suitable view interface from the bottom-right view-interchange button.



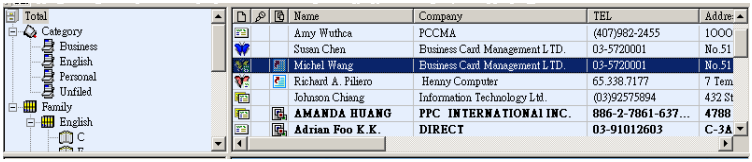
Categorized Viewing Pane



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

Card Information List

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

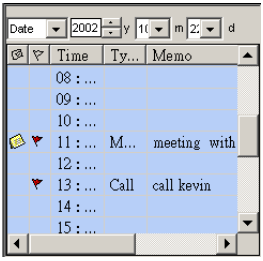


Tip: Click the field title or right click the field, you can rearrange cards in ascending or descending order.

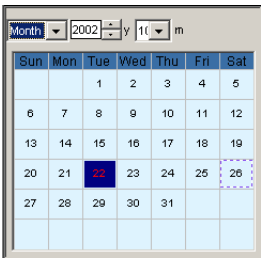
Tip: Hold the left mouse button down on any field, you can drag and drop the field to a new location.

Calendar Management Pane

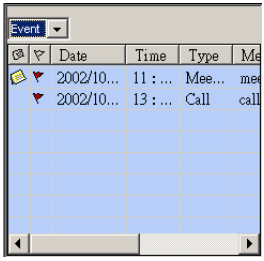
Calendar management area includes three viewing modes: «Daily», «Monthly» and «Events». «Daily calendar» records your daily schedules. «Monthly calendar» displays dates. «Events» lists all the contents.



Daily



Monthly



Events

Card Image Viewing

From the graphic card view, you can click the button to inter-change right/wrong side, photo, or personal particulars; you can also choose to show it in text or image.

You can enlarge the graphic by right-clicking the mouse over the graphic. If you right-click on the enlarged graphic, the enlarge-graphic window will be closed right away.

Inserting Card

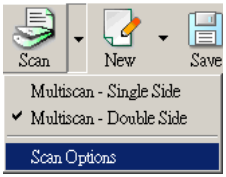
Insert card to your Card Reader then press down the scan button to start scanning. Once it is done, the information will be automatically saved to the fields.

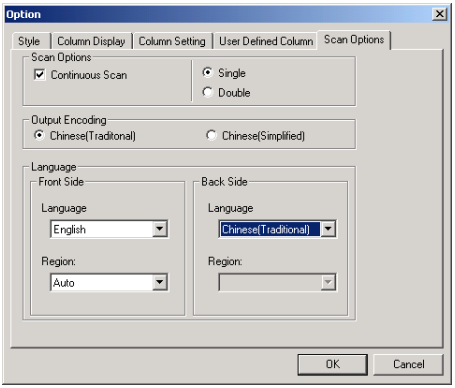
Tip: After inserting the card, you can also click ***to scan.***

Before scanning, if you work to change the way to scan, please refer to Chapter 3.1. Preparation for card scan /settings.

Note: If you are using Platinum or Color editions, you can select grayscale or color methods to scan business card images.

You may also directly click on the pull-down button on the right side of the scanning button to choose «Scan options», launch the «Scan options» dialogue box, and set up the scanning method you need.





Or you may open «View / Option», launch «Option / Scan options» dialogue box, choose the scanning method you need.

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

	Name	Company	TEL
	Amy Wuthca	PCCMA	(407)982-2455
	Susan Chen	Business Card Management LTD.	03-5720001
	Michel Wang	Business Card Management LTD.	03-5720001
	Richard A. Piliero	Henny Computer	65.338.7177
	Johnson Chiang	Information Technology Ltd.	(03)92575894
	AMANDA HUANG	**PPC INTERNATIONAL INC.**	**886-2-7861-637...**
	Adrian Foo K.K.	**DIRECT**	**03-91012603**

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

: indicates that the card consists of card image information.

: Indicate that the card has double-side card imagery data.

: (Blue butterfly) Indicate that the card has photo data.

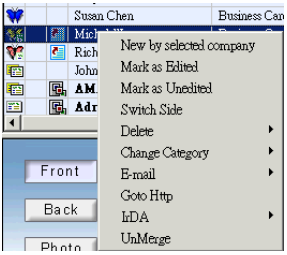
: (Red butterfly)Indicate that the card has single-side card imagery and photo data

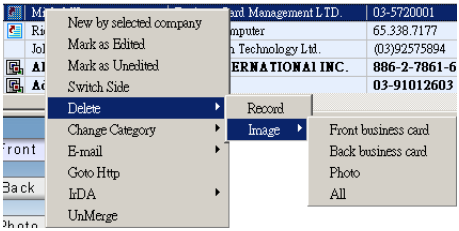
: (Yellow butterfly) Indicate that the card has double-side card imagery and photo data

: Indicate that the card has been exported previously.

On card management screen, click a selection of data, and then right click to open function list, you can add cards that belongs to the same company, inter-change the front / back side, change category, send E-mail, open front page, or delete the selected data.

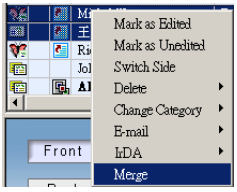
In the delete function, you can choose to delete all record / image data. Inside the imagery data, you can also choose to delete the front / back side of the card, or photo, or all data.



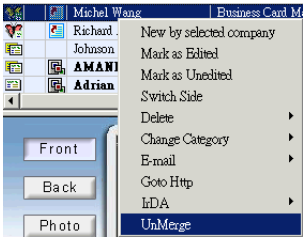


When a mouse is moved over to certain information at certain fields, information content (including both front and back information) from that particular field will be opened up in Tip format. When the mouse moves away, the detailed content will be closed.

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



You may also separate the right/wrong side of the card into two different cards. Choose a card that has data on both the front and back side, right click to choose « UnMerge» to separate the front / back side of the card into two different cards.



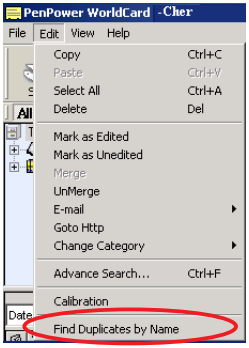
Continuous Double-Side Scanning

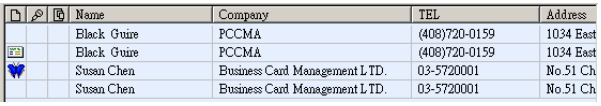
If you want to continue scanning a double-side business card, please remember to select «Continuoues Scan / Double» from the WorldCard Manager setting screen. Insert the front side of the business card into the Card Reader, and after it is scanned and recognized, insert the back side again to continue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

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

Check duplicate card data

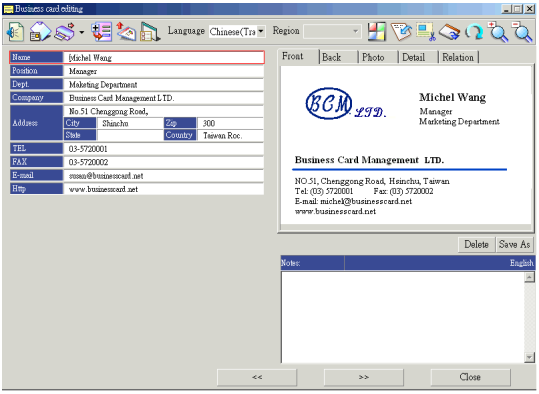
If you have duplicate cards in your card data, you may launch «Edit / Find Duplicates by Name» to list out all cards with duplicate names on your card data index for your easy checking and modification.



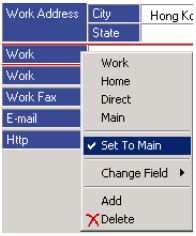


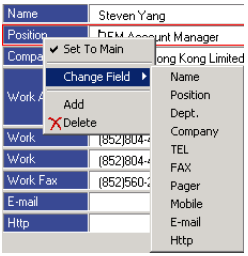
3.4 Editing Cards

On card management screen, double-click from card index the card that you want to change or edit; or double-click to choose the graphic area of a card; in order to enter the edit-card screen.

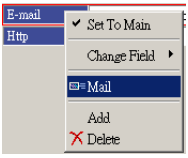


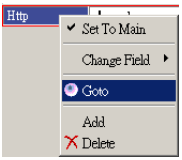
1. On the left side of the data field, click on the field name to select certain data out of a group of data under the same field type, and set it up as primary data. Once the setting is complete, such data field will move up to the very top of the same field type. You may also change field category or add/delete fields.



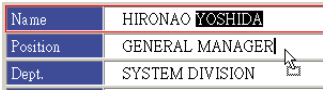


2. Click the left mouse button on «E-mail » or «Website» field title, and you can send e-mails or start the web page.

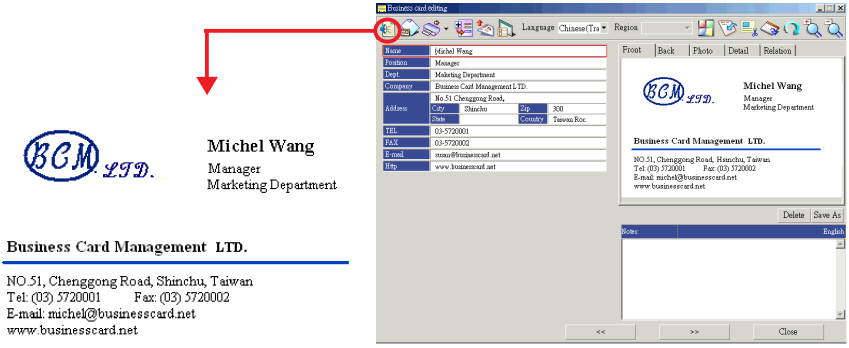




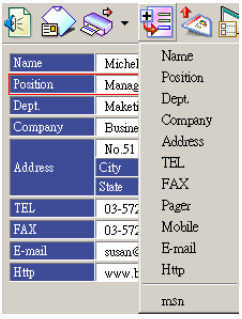
3. You can select some text in one field and drag it to other fields.



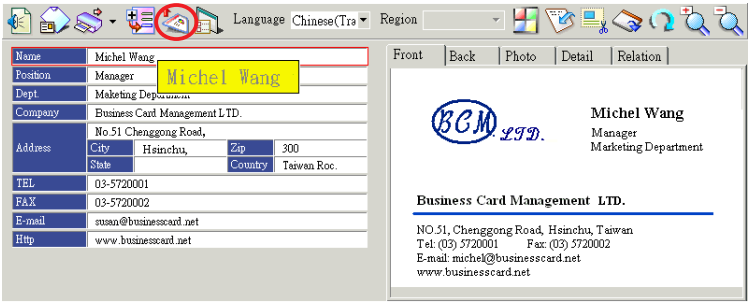
4. Click to view the original image of a card. Click the image to close it.



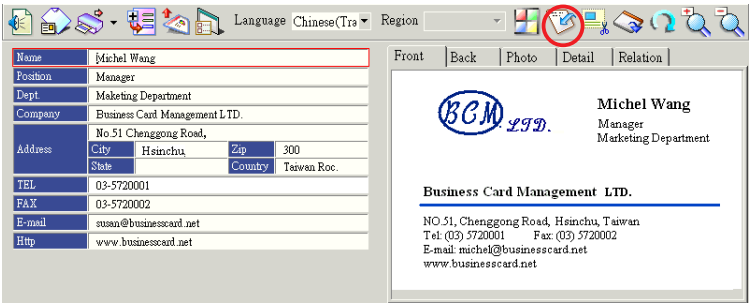
5. Click to add a new field.



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



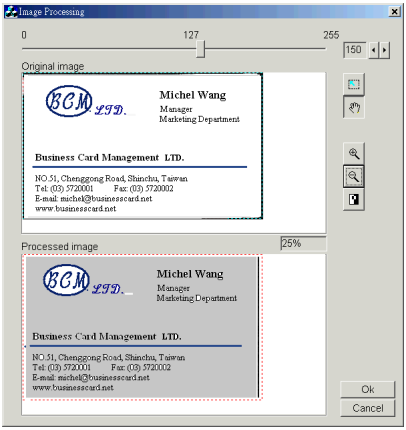
7. When starting the editing window with the back-side card information, you can switch between front and back sides on the image. The left column information will change accordingly. If the «Re-recognition» button is clicked, re-recognition will be done in accordance to the current image.



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

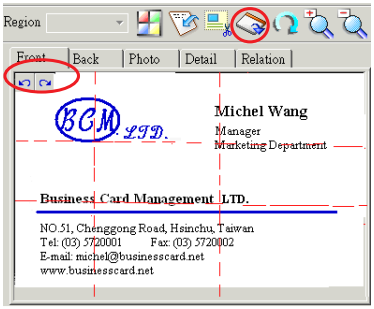
Tip: After pressing the «Image Processing» button , you will see the image-processing window.

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



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

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

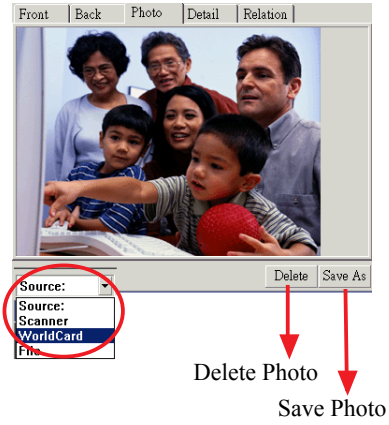


11. If you press down the right mouse button, the curser will change into a hand. Now you can move the image around for better viewing.

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

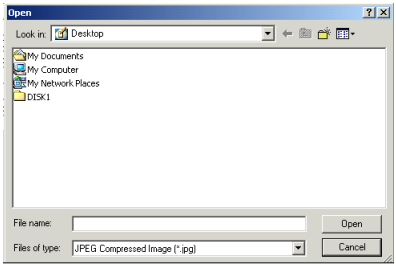
The hand-picked text area is shown in red dotted lines.

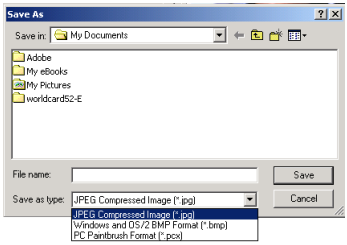
13. On edit-card screen, apart from viewing the front/back side of the cards, you may import photo data. You may scan imported photo from flatbed scanner, or import from the image folder on a computer. You may also delete a picture or save it as a new file.



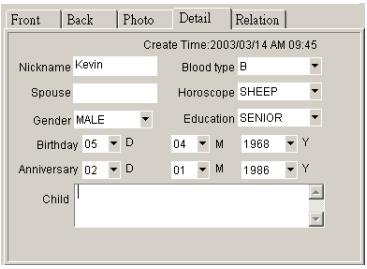
Note: If you use the Color version, you will see a «WorldCard» option listed. You can choose to scan color or grayscale picture directly from the business card machine.

When you choose «File» source, the «Open» dialogue box will pop up, and you can choose photos from the source file. If there is an existing photo file, the «Save as» dialogue box will pop up with only 3 image save formats available: «.jpg» / «.bmp» / «.pcx»

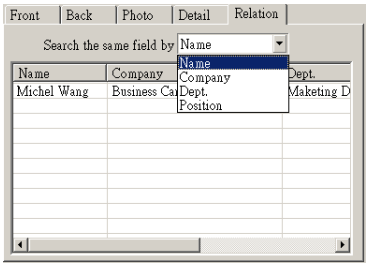


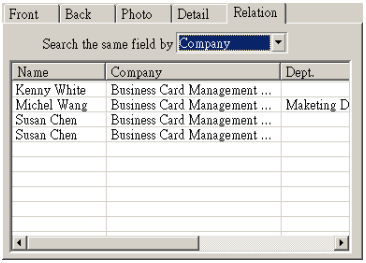


14. In the viewing window of «Detail», you can add personal information to the card database.



15. On «Relation» view screen, out of those «Search the same field by» options such as Name/ Company / Dept. or position, you can check to see all the card data that has information related to the field(s) selected.



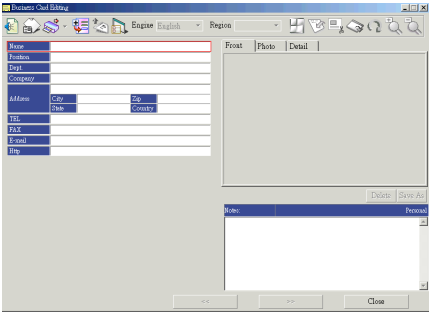


16. If you want to scan the back of a card in the editing window, insert the card into Card Reader and then select «Back» from the scan button . The scanned card will then be recognized as the back of the card in the current editing window. If you only click scan button without selecting «Back», the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

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

Adding New Cards

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



For instance, the field category for «Company», if you key in the first alphabet, a pull down menu will appear, listing out all your card data, which has such an alphabet in their company name. English alphabets will be listed no matter it is in upper/lower case. Move your up-and-down cursor to choose data you need, hit Enter key and the selected data will be inserted into the field.

For example:

If you key in «B» into the Company field, companies with «b»/«B» as the first alphabet will be listed. Continue to key in «u» , all companies with «bu» / «BU» as the first two alphabets will be listed.

Company	b
Address	BCCMA bulding Business Card Management LTD.

After choosing «Business Card Management LTD.,», the system will directly fill the related data from the database onto the field, and leaving the other fields blank to be filled out easily.The items to be filled include: address, registration number, telephone, fax, e-mail address and website.

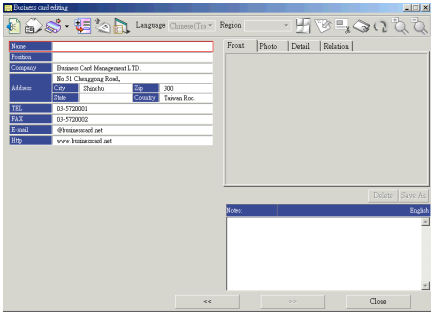
Name				
Position				
Dept.				
Company	Business Card Management LTD.			
Address	No.51 Chenggong Road,			
	City	Shinchu	Zip	300
	State		Country	Taiwan Roc.
TEL	03-5720001			
FAX	03-5720002			
E-mail	@businesscard.net			
Http	www.businesscard.net			

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

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

For example:

From the card list choose a record of information with «Business Card Management LTD.,» as the company name. Click «New» button and select «By Company». In the blank card that is just opened, the information about «Business Card Management LTD.,» is already automatically filled into other fields.



Self-Define field

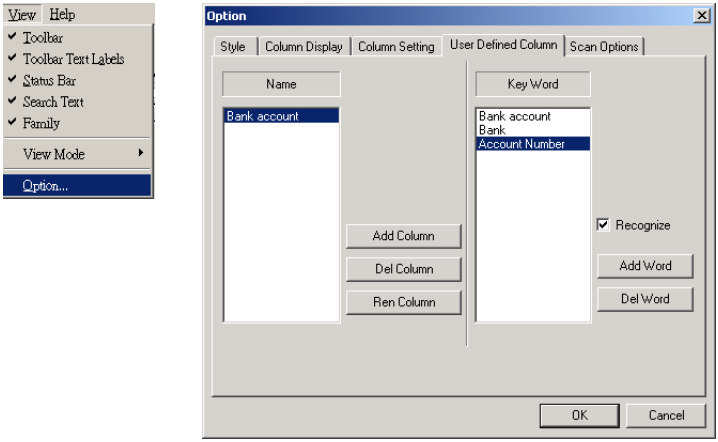
WorldCard allows you to self-define the key words of a field that WorldCard can identify, so as to expand the recognition capability. Choose «View / Option» options in the main menu, and select «User Defined Column» page.

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

For example: (Please refer to the above picture)

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

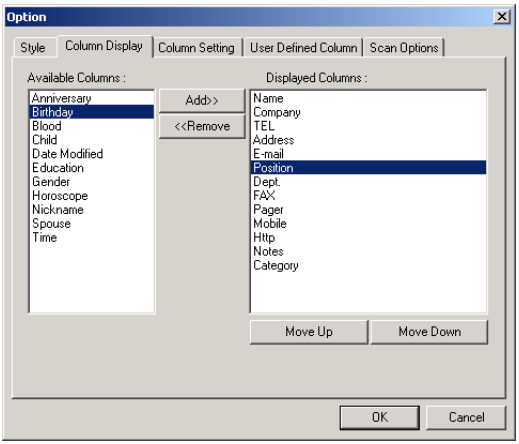
Once the set-up is completed, when you scan cards later on, WorldCard will save it to «Bank account» field as long as there is information about «Account Number, Account, Bank» on the card.



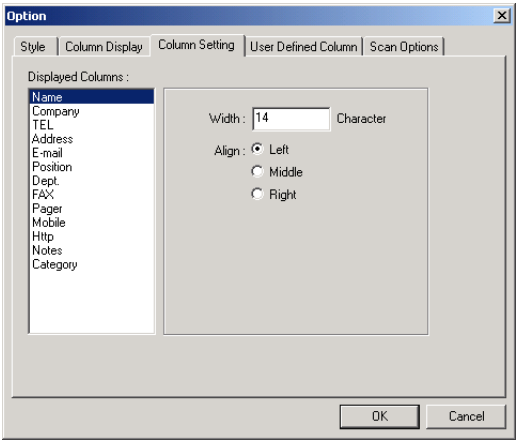
Setting the Fields for Cards

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

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



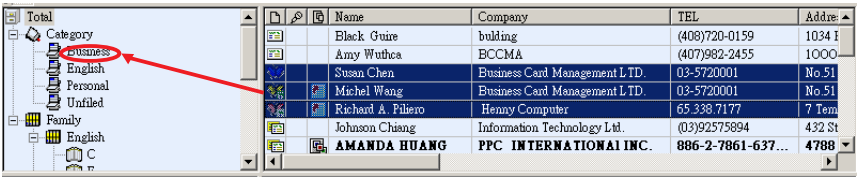
Set up the width and alignment of each field in the card list area.



3.5 Categorizing Cards

Categorize from Management Page

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

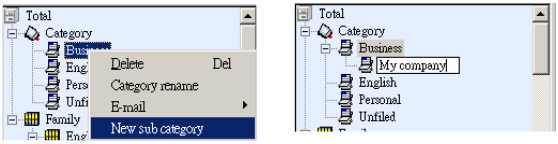


Tip: Card information in each category can be directly moved from one category to another by using «drag and drop».

Apart from the default category types that come with WorldCard: [Business], [Personal] or [Unfiled], you can add new categories on your own. Click the «New» button

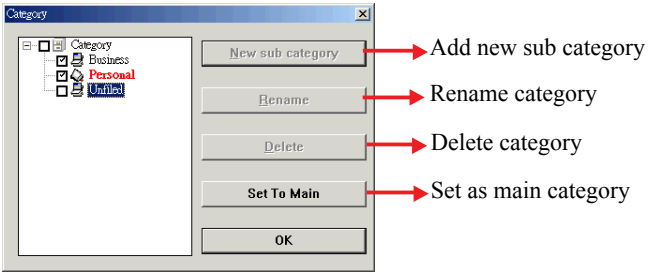
, select «Category», and input the new category name. The new category will then be grouped under the «Category» area.

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



Categorize from Editing Page

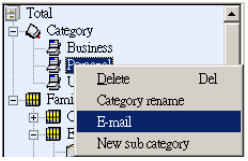
On card editing page, click button, open the editing category dialogue box to perform the categorization. You can select several categories at the same time and determine which one is the main category. The results of such categorization will also appear on the WorldCard application.

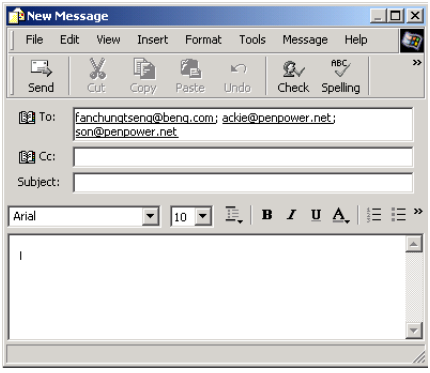


Using the above method of categorization, business cards can be categorized into various category types at the same time. If you use drag and drop to categorize cards on the WorldCard Categorized Viewing Pane, only one category can be set at a time.

Send out E-mail by category

Right click on certain category, choose «E-mail» and the new mail page will be opened. Set all E-mail addresses under such category as recipients, use «;» in-between addresses, you can simultaneously send E-mails to all people of this category.

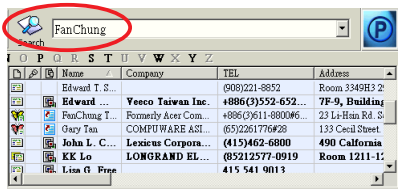


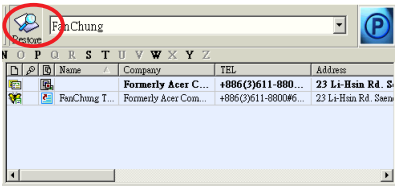


3.6 Searching Cards

Text Search

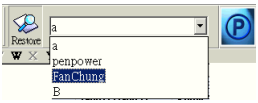
In «Search» field, input the key strings to be searched for and press «Enter». Once any part of the field contents in the card contains these key strings, the search criteria are met. The table will list only the card information that meets the criteria. The «Restore» button is in the depressed status.





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

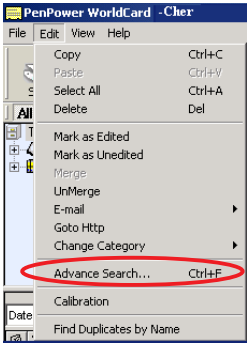
Tip: The used strings will be automatically entered into a history list for future use.

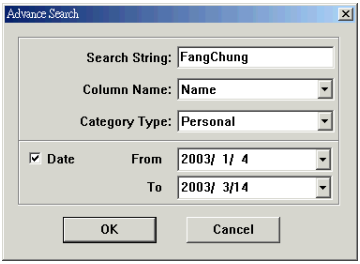


Apart from inputting key words on your own to search for a business card, in fact, the system will categorize the cards automatically by the first letter of last names. You can click the A-Z buttons on the WorldCard management page to quickly search for the card.

Advance Search

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



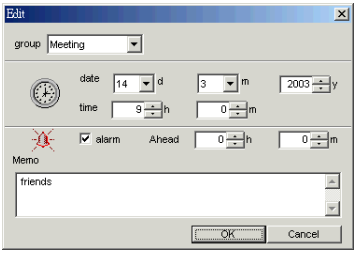


3.7 Calendar

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

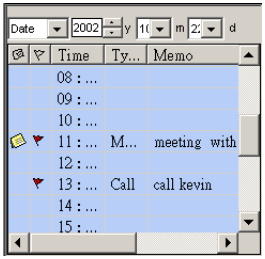
Point to a certain time in the calendar management window and double click to start the calendar-editing dialogue box.

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



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

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



: Indicate that the card has customized ringing alert.

: Indicate that card has data in it. Click on this icon to check out related card data.

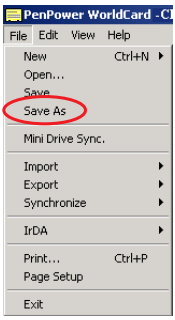
3.8 Save, Save as, Export, Import, Synchronize

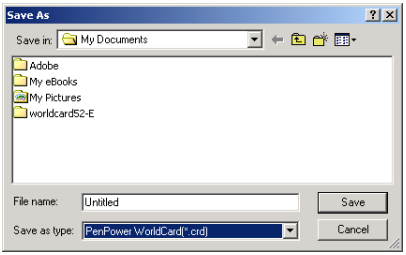
Save

PenPower WorldCard is a card database management system. It will automatically save card data into the WorldCard database after every 10 cards or when the application completes. You may also choose «File / Save» or click the save button from the menu bar any time to do back-up, so as to avoid data loss in case the machine hangs.

Save as

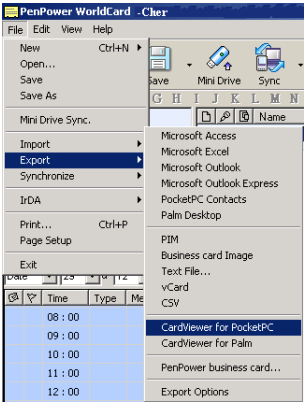
As a card database management software, PenPower WorldCard stores card information into WorldCard database. Select «File / Save As» from the menu bar, you can save the card information into a card document (*.crd). Then take it as a duplicate copy, bring it to another computer, and make use of «File / Import / PenPower Business Card» function on the menu bar to place card information into the current card database.





Export

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



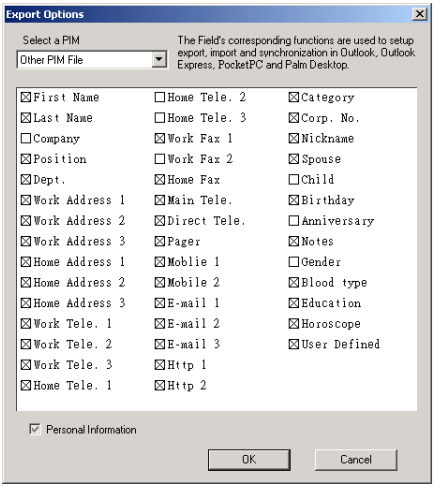
Note: Exporting can only be done in versions over Excel 97, Outlook 97 and Outlook Express 4.0.

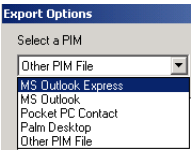
Tip: While exporting out to Excel files, you can transform the various categories into various worksheets.

Export Option

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

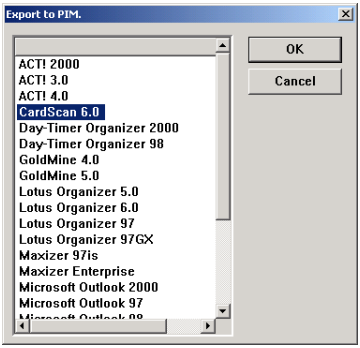
You may select MS Outlook Express, MS Outlook, PocketPC Contact or Palm Desktop from the «Select a PIM» drop-down list, as WorldCard has integrated within it the exportation and synchronization of the above software. For further details on appropriate settings, please refer to the corresponding chapter.





Export out as PIM

Choose «File / Export / PIM», WorldCard supports all types of software platform data applications, you can choose to export card data out in certain software platform data format (*.csv), then launch such application to read the saved CSV file by using «Import» function.



Export out as vCard

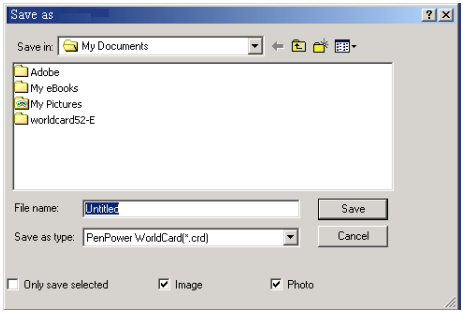
VCard is a small document used to auto-exchange the recorded data on a card. Apart from text, you can also save into a vCard things such as digital picture, company logo, website address, etc.

Choose «File / Export / vCard», to save card data into a vCard, and after that you can use drag-and-drop method to bring such a vCard into other applications (e.g. Outlook Express address book). Card data will be automatically saved into the address book without manual key in.

Export out as PenPower business card

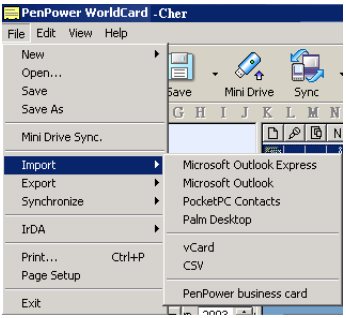
Choose «File / Export / PenPower business card», to save card data format (*.crd).

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



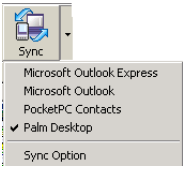
Import

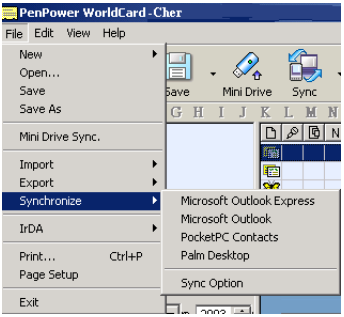
Select «File / Import», you can import card information from Microsoft Outlook Express, Microsoft Outlook, PocketPC Contacts, or Palm Desktop. You can also import card information in CSV and vCard formats.



Synchronize

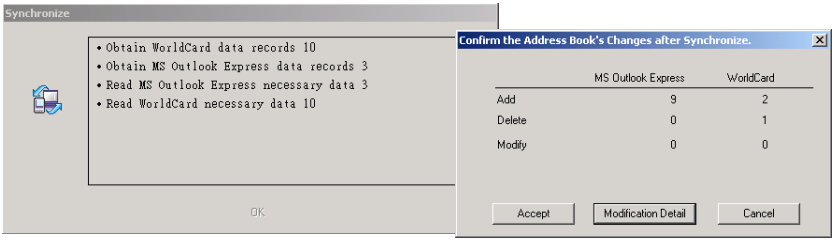
Through File/Synchronize, you can synchronize the data between WorldCard and Microsoft Outlook Express, Microsoft Outlook, PocketPC Contacts or Palm Desktop. You can also click the sync pull-down menu to select the software you want to synchronize.



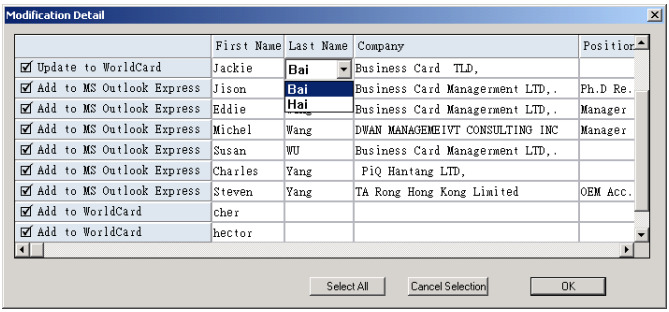


Example: Synchronize data between Microsoft Outlook Express and WorldCard .

Select File / Synchronize / Microsoft Outlook Express, then it will start reading the data in WorldCard and display the number of data records read. A «Confirm the Address Book's Changes after synchronize» dialogue box will appear.

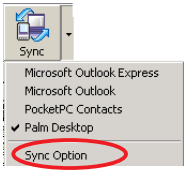


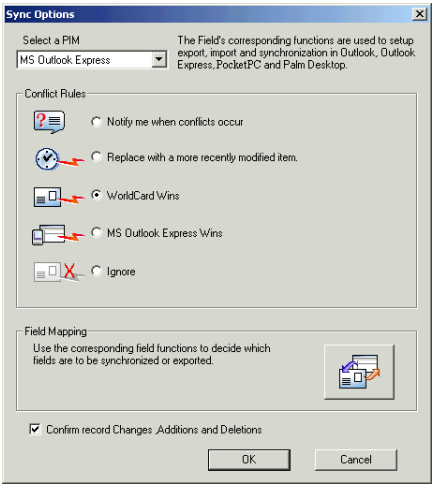
Click «Modification Details » to view the details of the modified data. Red column means there has been a change in the data. By default, the result will show the newer data on both sides. You can select the correct data from the pull-down window. Click «OK» after you finish selecting to close this dialogue box. And then click «Accept» as shown in the figure above to complete the synchronization between Microsoft Outlook Express and WorldCard .



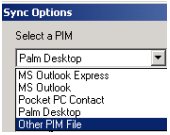
Sync Option

Select «File / Synchronize / Sync Option», or click the drop-down menu of the synchronization button to select «Sync Option» to open the synchronization option dialogue box.



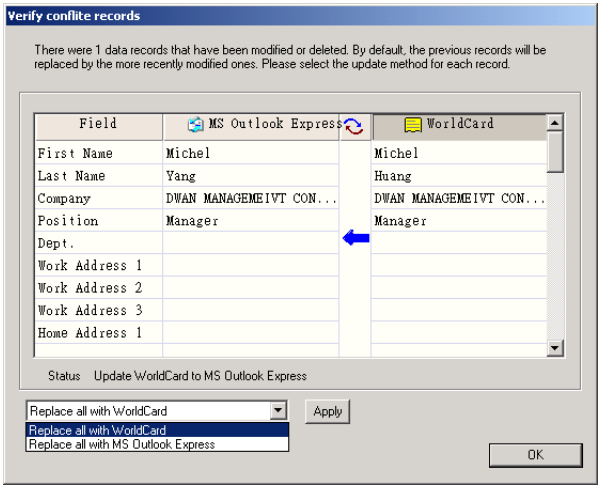


You can select the software you want to synchronize from the «Select a PIM» drop-down menu. If you select «Other PIM File», then you can select the fields to be exported. (Refer to the chapter on Export Options)



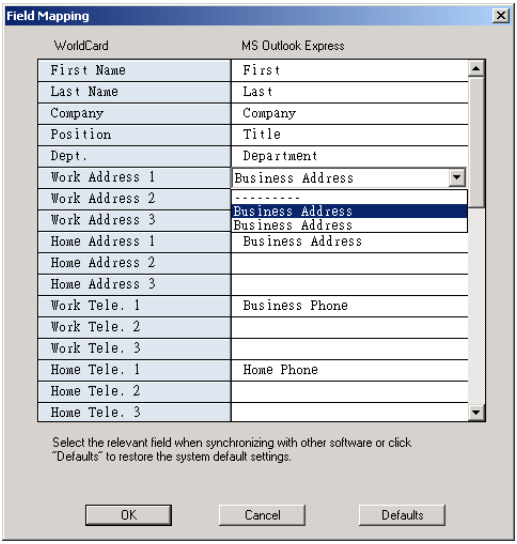
When the data has been modified or deleted on both sides, i.e. there is a data conflict. You can setup data synchronization rules. For example, the data synchronization between WorldCard and MS Outlook Express, if you select:

1. Notify me when conflicts occur: when the data has been modified on both sides, a «Verify conflite records» window appears when you do synchronization. You can adjust each data's update method.



2. Replace with a more recertly modified item: synchronization is based on data with the latest modified time.
3. WorldCard Wins: No matter which side the data has been modified, the synchronization will be based on the data in WorldCard. Make the data in MS Outlook Express the same as WorldCard.
4. MS Outlook Express Wins: No matter which side the data has been modified, the synchronization will be based on MS Outlook Express. Make the data in WorldCard the same as MS Outlook Express.
5. Ignore: Do not change any data.

Click the field-corresponding button in synchronization options dialogue box to open the Field-Corresponding dialogue box. You can setup the field-corresponding conditions between WorldCard and the software you want to synchronize.



Note: Because Palm system takes name as the key value, you can not change the corresponding relations of names in the field-corresponding function. If same names exist, it will cause incorrect results.

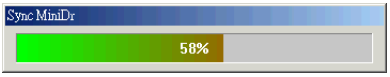
3.9 WorldCard portable disk

Portable disk hardware does not come with the WorldCard, and is sold separately.

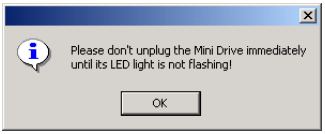
Save card data into a portable disk

Plug a portable disk directly into a computer's USB. On WorldCard Manager page, click MiniDrv button

, depending on what you need, choose disk , click «OK», then can transfer data into your selected disk.



When the transmission is completed, do not unplug the flash memory card immediately. When the LED stops blinking, click «OK» and unplug.

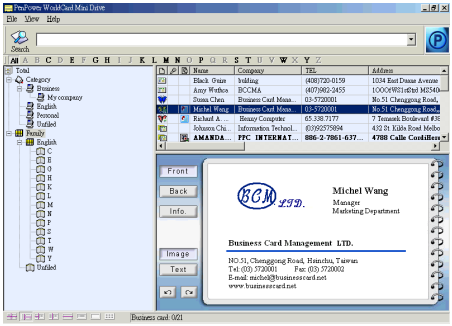


Card data management for portable disk

Insert the portable disk that has card data stored into any computer's USB connector, open «My computer», you will see a newly added removable disk icon. Open the «PPCARD» folder under removable disk icon, launch «MiniCard.exe» application, you can see right away the card data stored in the portable disk.

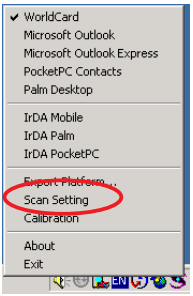
Note: The PenPower MiniDrv only provides search/find function, and is not equipped to change or edit card data.

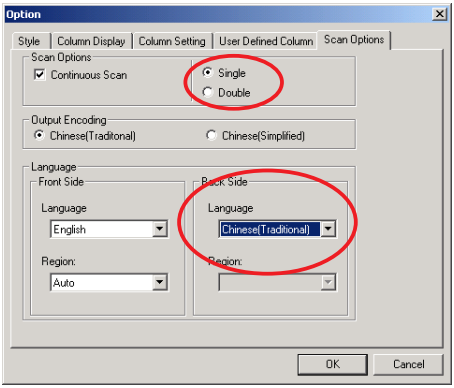
Tip: By copying the «PPCARD» folder (under the portable disk) to the hard disk of the computer you want to save to, you can then transfer the card data to any computer.



3.10 Revise the results of Chinese card recognition

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





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

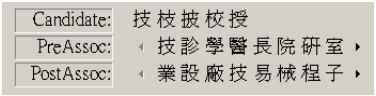
When scanning Chinese business cards, you can make use of the floating window button

on the card editing page to revise the result of characters recognized. Click button, use the mouse to highlight characters that you want to revise, a character revision area will appear.

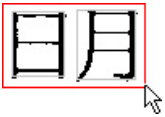
Candidate Characters:Ten approximate results are listed.

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

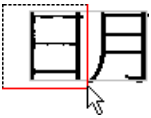
Hind-related:The related two-character word beginning with the character following the character to be modified. For example, the character after the «科» is «技». Thus the hind-related words include «科技», «特技», «球技», «絕技», «慣技» and so on.



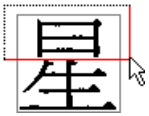
Text Merge:When a character is recognized to be more than one characters, you can combine them into one correct character. For example, «明»is recognized to be «日»and «月» . Press down the left mouse button on the image area, and drag an image block to include these two characters' images. When the rectangular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



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



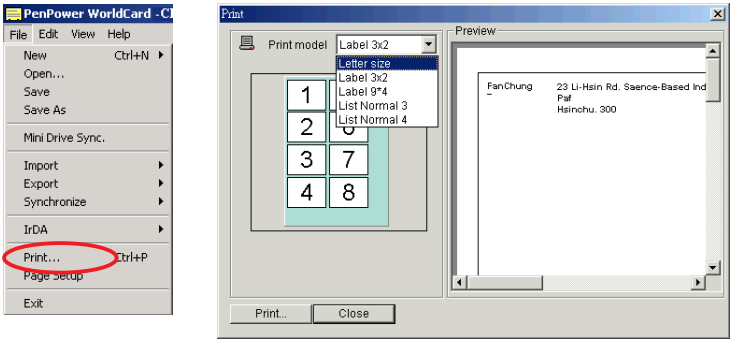
Vertical Cutting Line



Horizontal Cutting Line

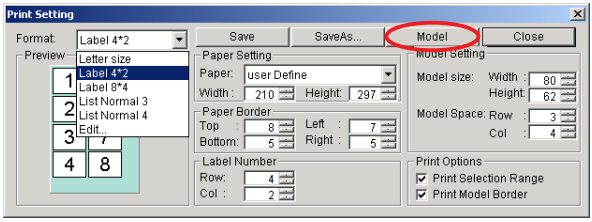
3.11 Printing Cards

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

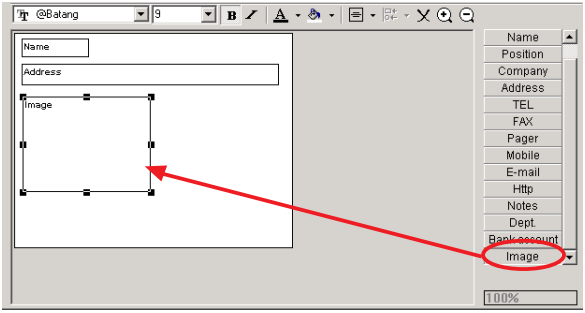


Start Print Setting window from «File / Page Setup».

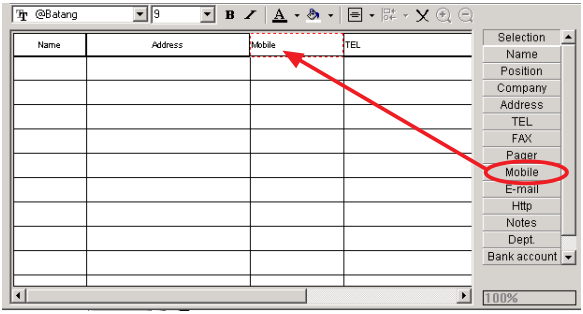
WorldCard comes with 3 kinds of templates: «Label», «List Normal» and «Letter Size».



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



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



Note: Customized fields can be printed.

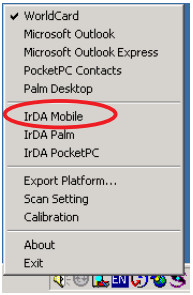
3.12 Infrared Transmission

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

IrDA Mobile

Ways to switch on mobile phone infrared transmission mode are: transfer from World-Card Manager and from PenPowerWorldCard.

**** WorldCard Manager***

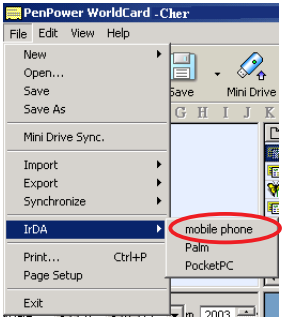


1. Please launch the mobile phone infrared function first, then check to choose «IrDA Mobile» from the menu bar of the WorldCard Manager.
2. Aim the computer's infrared receiver at the mobile phone's infrared, then scan a card with the WorldCard. After the card recognition completes, an edit screen will appear. You can then change the data content and click «OK». The card data will be saved to the mobile phone.

Note: If you don't want edit screen to appear after card recognition is completed, you can choose «Scan Setting» from the menu bar of WorldCard Manager, and unclick «Edit data before export».

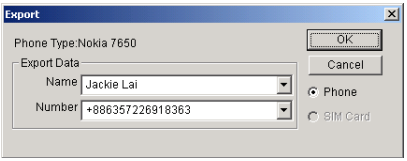
**** PenPower WorldCard***

1. Please launch the mobile phone infrared function first, then choose « File / IrDA / Mobile phone» from the PenPower WorldCard.



2. From the pop-up dialogue box, click «Selected», Only those data you selected from the card list will be exported; click «All», all card data will then be exported.

3. When the following screen appear during transmission, you can choose to export to mobile phone or SIM card. Then click «OK» to export data from mobile phone.



Note: If your mobile phone does not support Chinese SIM card, you cannot key in Chinese in the «Name» field on the screen above, and that data will be automatically chosen to store into your mobile phone.

Note: PenPower WorldCard currently supports the following list of infrared transmission mobile phone models:

Nokia: 3200/3600/3650/3660(3620)/5100/5210/6100/6108/6200/6210/6220/6230/6250/6310(6310i)/6500/6510/6560/6590/6600/6610/6800/6820/7110/7190/7200 /7210/7250/7600/7650/8210/8250/8290/8310/8390/8850/8855/8890/8910/8910i

Motorola: L2000/P7389i/P7689/TIMEPORT

Siemens: 2588(S25)/3568i(S35)/3618(ME45)/6618(S45)/6686(SL42)/6688(SL45)/S55(S57)/SL55(SL5C)/SX1

Ericsson: R320sc/T39mc/T68(T68i)

SonyEricsson: P800(P802)/P900(P910i)/T300(T306)/T310(T312,T316)/T610(T616,T618)/T630(T628,T637)/Z600

Samsung: SGH-A300(A308)/SGH-A400(A408)/SGH-E105/SGH-E700(E708)/SGH-E710(E715)/SGH-P400(P408)/SGH-S500(S508)/SGH-V200(V208,V206)

BenQ: P30/ LG: G7100/ Panasonic: X70/X88

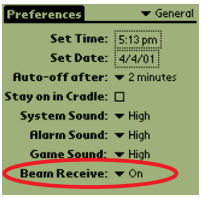
Please check out the PenPower Technology website at http://www.penpower.net for further update.

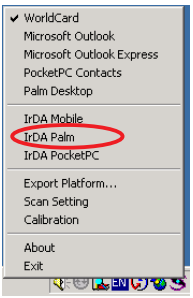
IrDA Palm

Ways to switch on Palm infrared transmission mode are: transfer from WorldCard Manager and from PenPowerWorldCard.

** WorldCard Manager*

1. Please launch the Palm infrared function first, from «Preferences» option list, put «Beam Receive» option settings as «On»; then check to choose «IrDA Palm» from the menu bar of the WorldCard Manager.



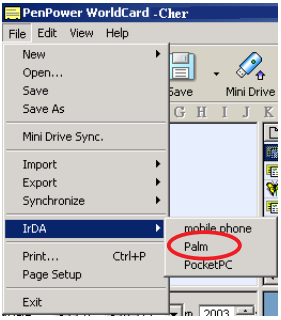


2. Aim the computer's infrared receiver at the Palm's infrared, then scan a card with the card scanner. After the card recognition completes, an edit screen will appear. You can change the data content and click «OK». The card data will then be saved to the Palm.

Note: If you don't want edit screen to appear after card recognition is completed, you can choose «Scan Setting» from the menu bar of WorldCard Manager, and unclick «Edit data before export».

** PenPower WorldCard*

1. Please launch the Palm infrared function first, then choose «File / IrDA / Palm» from the PenPower WorldCard.



2. IrDA beams one contact at a time, please select one contact and click «OK»from the pop-up window to start beaming.

3. After Export completes, message received by infrared will appear on your Palm. Click «Yes» to store card data to Palm's address book.

3.13 Integrating WorldCard with Mail Programs

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

Integrating Outlook Express Interface

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

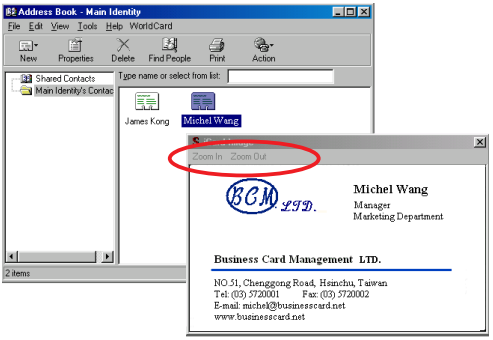
Insert the card into Card Reader and then click «Scan» from the menu to start scanning. After the recognition is done, the result will be automatically stored into the address book.

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

Note: If the editing window is not desired after card recognition, you can select «Scan Setting» from the main menu bar of WorldCard Manager, and uncheck «Edit data before export» option.

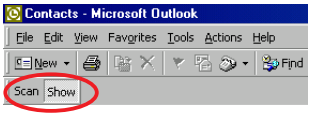
From the address book information input with WorldCard, you can view the card image. Once the name is chosen, the card image will automatically appear. To facilitate viewing, you can select «Zoom in» or «Zoom out», or close the image by clicking the «x» button on the upper right corner.

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



Integrating Microsoft Outlook Interface

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



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

Note: If the editing window is not desired after card recognition, you can select «Setting» from the main menu bar of WorldCard Manager, and uncheck «Edit data before export» option.

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

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

Chapter 4 Penpower Card Viewer

Penpower Card Viewer is a mobile business card management software package. After the data in WorldCard is exported to PocketPC, it can create a mobile business card database in PocketPC. There are three modes to view business card data: list, business card image, and quick note. You can do a voice search on business cards and add a remark for each business card.

Note: Card Viewer only supports the following system:

1. Pocket PC: Pocket PC 2002

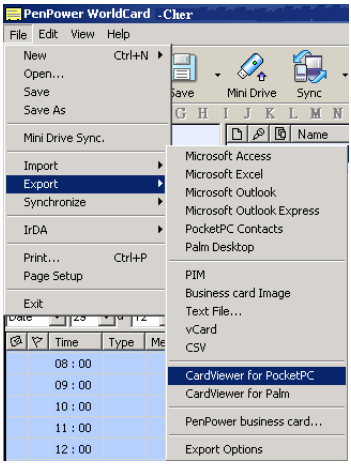
2. Palm: Sony v5.0 and above

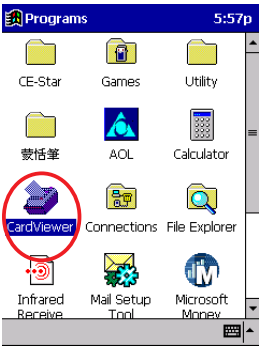
Note: Card Viewer does not support a voice searching function for English.

4.1 Run

Run «File/Export/Ce CardViewer» on the WorldCard management page, you can then export the WorldCard data to the PocketPC Card Viewer.

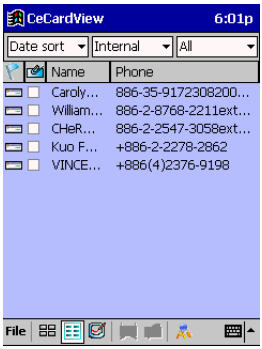
Click the CardViewer icon on the PocketPC main program page, or run «Start / CeCardView» to enter the viewing interface of CardViewer.





4.2 View Page

There are three viewing modes in CardViewer: pure text list, business card image, and handwriting remark. You can use pure text list view button, business card image view button, and quick note view button to switch viewing modes.



Pure Text View

Business Card View

Quick Note View

Viewing Order

There is a viewing method selection area located in the upper left corner of the viewing page. Click the drop-down button to select the sorting method you want.

There are three sorting methods: most recent viewing, frequently used viewing, and date. Most recent viewing displays the 16 most recently used data records.

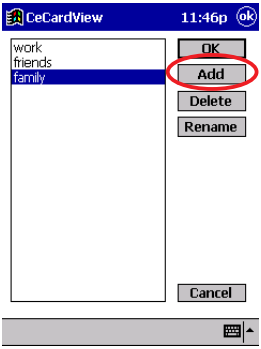
Categorized Viewing

From the category selecting area located in the upper right corner of the viewing page, click the drop-down button to select the category you want to view. You can view the business card data by different categories.

Editing Category

In the category selection area, select editing to open the category editing page. You can add a new category, delete an existing category, or rename a category. After finish editing, click «OK» to return to the viewing page.

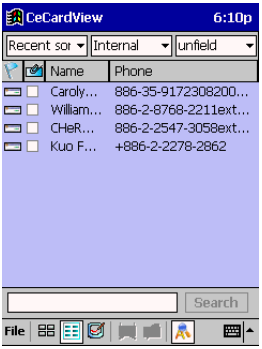
Click «Add» to open the adding category page. Enter the name of the category you want to add and then click «OK».



Tip: You can click the small keyboard *button located in the lower right corner to open the small keyboard and enter text.*

Text Searching

Click the text searching button on the viewing page. Enter a keyword in the searching keyword field. Click «Search» to search the desired business cards.



You can also add new business card from a document, setup version, check version information, and exit CardViewer.

4.3 Editing Page

Click the business card you want to edit to start editing. There are three modes in the editing page: pure text, business card image, and handwriting mode. You can use the text viewing button , business card front image button , business card back image button , and handwriting viewing button to switch between editing pages.

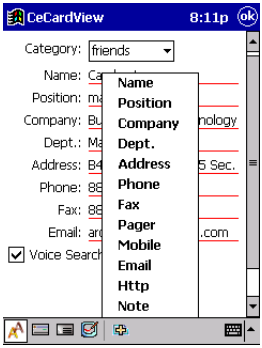
Pure text editing page

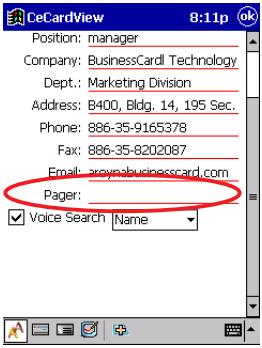
Category

You can select category from the category list drop-down menu. Move the cursor to the text you want to modify to edit the text data.

Add a new field

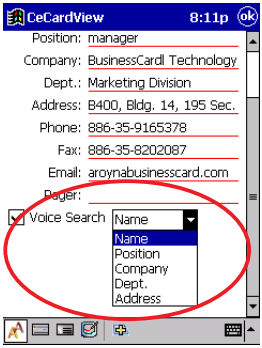
You can click the add button and then select the field name you want to add.





Setup Voice search keyword field

Check the checkbox next to voice keyword and select field name from the drop-down menu. You can then setup the keyword field then do a voice search.



Note: If you setup the name, then when you do a voice search, you need to speak the name to search for the business card correctly. (Refer to 4.4 for voice search description.)

Note: Palm Card Viewer does not support voice search function so there is no voice keyword setup field.

Business Card Editing Page

You can select the front or back sides of the business card to edit. Use the zoom in or zoom out buttons to zoom in or out of the business card. You can also select the display ratio from display percentage list. You can click the «rotate to left 90 degree» button or «rotate to right 90 degree» button to rotate the business card image.

Click handwriting button to open the handwriting tool bar. As shown in the right figure below.

Note: Palm Card Viewer doesn't support image zoom-in and zoom-out functions.

Select Quick Note button , then select handwriting color from color menu. You can then write down color handwriting on the business card image. Click delete button to delete the handwriting remark.

Click frame-select button to select an area on the business card image so as to create a symbol icon for this business card. When you use business card image mode to view business card data, it will display the symbol icon you just selected. When you frame-select a new area, the old symbol will be deleted. You can also click «delete frame-select» button, so the business card will not change.

: ***Palm Card Viewer does not support frame-select image function.***

Quick Note editing Page

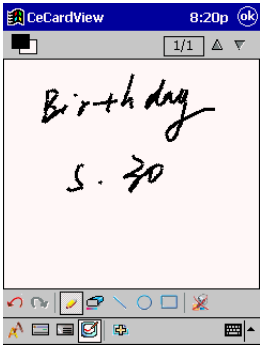
Click quick note viewing button to enter quick note editing page.

Click quick note button to make handwriting remark on the page.

You can use eraser to erase the handwriting. You can select straight line , round , or rectangle to draw on the image. You can also use the cancel button to undo the last action and use the restore button to cancel undo.

You can also use the delete button to delete this page or use add button to add a new page.

: ***You can save more than one handwriting remarks on the same business card data.***



4.4 Voice Searching

Through PocketPC Card Viewer's voice search function, you can quickly find the business card you want to check.

Click PocketPC recording button. A «Please record voice to the microphone» prompt appears on the page. Speak the field name based on the voice searching field you setup to quickly search for the business card you want.

For example: to search for Hai-Hua Wang, since we have already setup the searchable keyword as «name» in section 4.4, all you need to do is read the name «Hai-Hua Wang» to find this business card.

Note: Some PocketPC devices do not have a recording button. You can setup a recording hotkey through the Card Viewer Setting / Voice Command / Setup Recording key function.

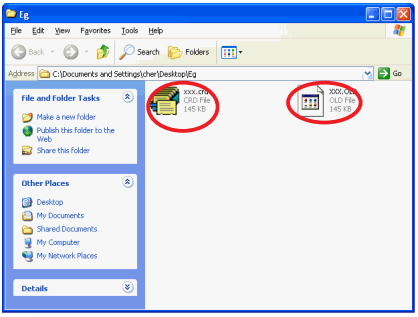
Note: Palm Card Viewer does not support a voice searching function.

Note: Card Viewer does not support a voice searching function for English.

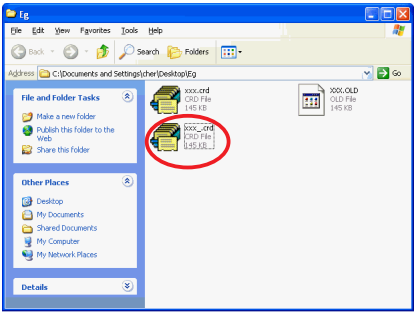
Appendix

File Introduction

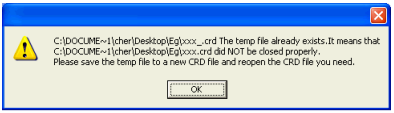
* After scanning and storing the name card, the system will backup the last file saved to the "xxx.OLD" file. As shown in the figure below, "xxx.crd" is the source file while " xxx.old" file is the backup file.



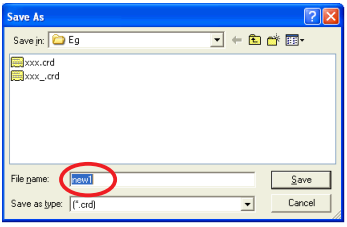
* When you open the "xxx.crd" source file to update, delete or edit, the system will automatically save the modified data to the "xxx.crd" temporary file.



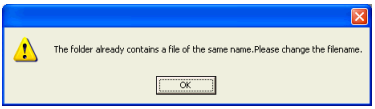
* If the system is terminated abnormally in the event of the computer crashing, a dialog box will appear when you re-open the "xxx.crd" source file. This is to prompt you to save the temporary work file as a new file to prevent data loss due to abnormal system termination.



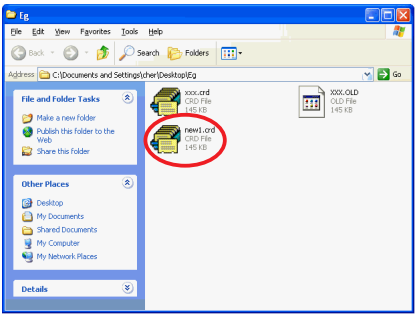
* Please rename and after pressing [OK], the "xxx_.crd" temporary work file will be saved as a new file.



* If the file name already exists, the system will prompt you to use another name.



* After saving, the original “xxx_.crd” will be renamed as the new CRD file.



PenPower WorldCard V5.2 User Manual

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PenPower Technology Ltd.,

Tel:+886-3-572-2691

Fax:+886-3-571-6243

Website: http://www.penpower.net

Technical Support: support@penpower.net

Address: 7F, No.47 Lane 2, Sec. 2, Kuang-Fu Road, Hsin-Chu,Taiwan.