

*CardMinder™ for  
ScanSnap™  
User's Guide*

# INTRODUCTION



## ■ About This Manual

This manual describes the use of CardMinder for ScanSnap application as follows.

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

Additional information about ScanSnap fi-5110EOX can be found in:

- ScanSnap fi-5110EOX Operator's Guide
- ScanSnap fi-5110EOX Getting Started Guide

## ■ Note, Liability

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Color image scanner ScanSnap is abbreviated as ScanSnap.

CardMinder for ScanSnap application is abbreviated as CardMinder.

References to operating systems (OS) are indicated as follows:

Windows 98: Refers to Microsoft® Windows® 98 operating system.

Windows Me: Refers to Refers to Microsoft® Windows® Millennium Edition operating system.

Windows 2000: Refers to Microsoft® Windows® 2000 Professional operating

Windows XP: Refers to Microsoft® Windows® XP Professional operating system, and Microsoft® Windows® XP Home Edition operating system.

Where there is no distinction between the different versions of the above operating system, the general term "Windows®" is used.

- |   |
|---|
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# CONTENTS



<b>INTRODUCTION .....</b>	<b>i</b>
■ <b>About This Manual .....</b>	<b>i</b>
■ <b>Note, Liability .....</b>	<b>i</b>
■ <b>Trademarks .....</b>	<b>ii</b>
<b>Chapter1    About CardMinder .....</b>	<b>1</b>
<b>1.1 About CardMinder .....</b>	<b>2</b>
System Requirement .....	3
<b>1.2 Features of CardMinder .....</b>	<b>4</b>
<b>1.3 Operation Flow.....</b>	<b>5</b>
<b>1.4 Measurement Windows.....</b>	<b>7</b>
Main window .....	7
Finder window.....	9
<b>Chapter2    Configuration Before Scanning .....</b>	<b>11</b>
<b>Chapter3    Scanning and Exporting Business Card Data .....</b>	<b>12</b>
<b>Chapter4    Business Card Data Handling .....</b>	<b>17</b>
<b>4.1 Data search by character string and hot key .....</b>	<b>18</b>
<b>4.2 Deleting the data from the [Inbox] / [Exported] tab .....</b>	<b>19</b>
<b>4.3 Restoring data from the [Trash] tab.....</b>	<b>20</b>

---

<b>4.4</b>	<b>Deleting data from the [Trash] tab .....</b>	<b>22</b>
	Select the data to be deleted .....	22
	Empty [Trash].....	23
<b>4.5</b>	<b>Extracting the image data .....</b>	<b>24</b>
<b>4.6</b>	<b>Data search by entering a keyword .....</b>	<b>25</b>
<b>4.7</b>	<b>Attaching related files to the business card data.....</b>	<b>26</b>
	Attaching files to the business card data .....	26
	Opening the attached file .....	28
	Deleting the attached file .....	28
<b>4.8</b>	<b>Viewing the business card data on other PCs.....</b>	<b>29</b>
	Select the data to copy .....	29
	Copying the business card data to removable media .....	30
	Utilizing the business card data on removable media.....	32
	Deleteing data from removable media .....	33
<b>Chapter5</b>	<b>Correction of Recognized Character Data .....</b>	<b>34</b>
<b>5.1</b>	<b>Selection of language.....</b>	<b>35</b>
<b>5.2</b>	<b>Recognition of all characters at once.....</b>	<b>36</b>
<b>5.3</b>	<b>Recognition using Rectangle Selection .....</b>	<b>37</b>
<b>5.4</b>	<b>Keyword Recognition using Rectangle Area Selection.....</b>	<b>39</b>
<b>5.5</b>	<b>Data Correction by Manual Entry .....</b>	<b>41</b>
<b>Chapter6</b>	<b>Setting Preferences.....</b>	<b>42</b>
<b>6.1</b>	<b>Data control settings .....</b>	<b>43</b>
<b>6.2</b>	<b>Export item settings .....</b>	<b>45</b>

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<b>Chapter7</b>	<b>Troubleshooting .....</b>	<b>46</b>
<b>INDEX .....</b>		<b>48</b>

# Chapter 1



## About CardMinder

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

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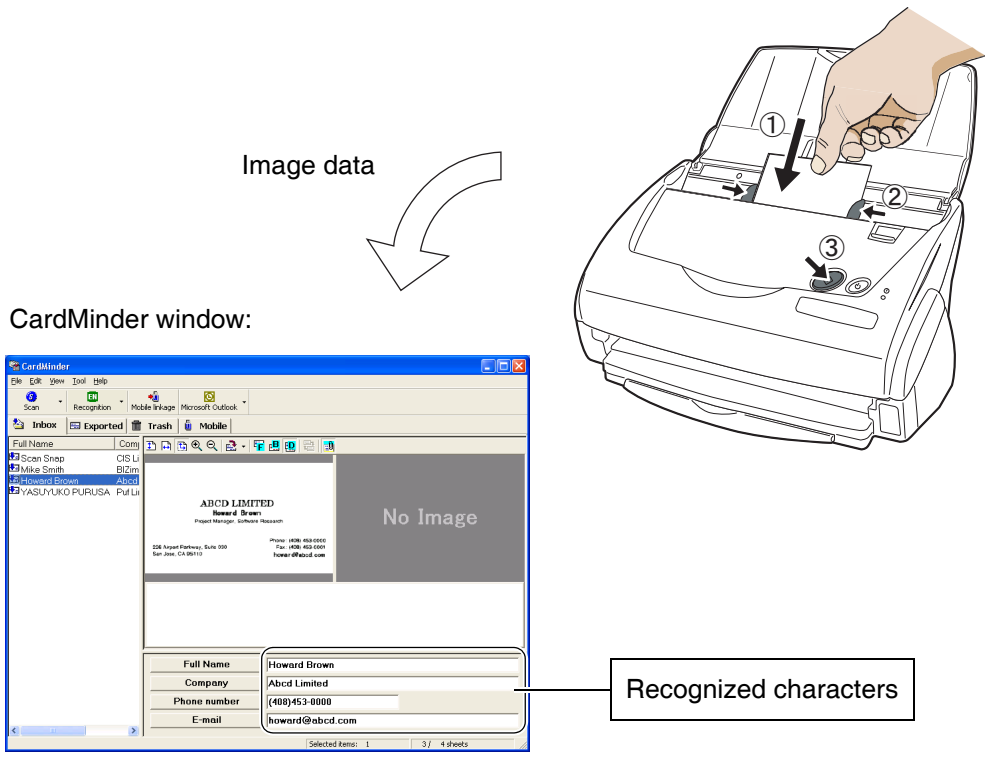
<b>1.1 About CardMinder</b> .....	<b>2</b>
<hr/>	
<b>1.2 Features of CardMinder</b> .....	<b>4</b>
<hr/>	
<b>1.3 Operation Flow</b> .....	<b>5</b>
<hr/>	
<b>1.4 Measurement Windows</b> .....	<b>7</b>
Main window .....	7
Finder window.....	9



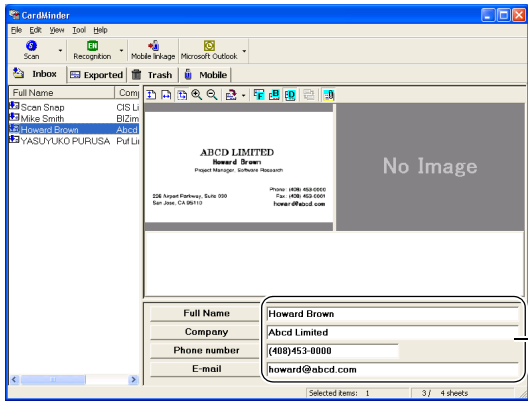
# 1.1 About CardMinder

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

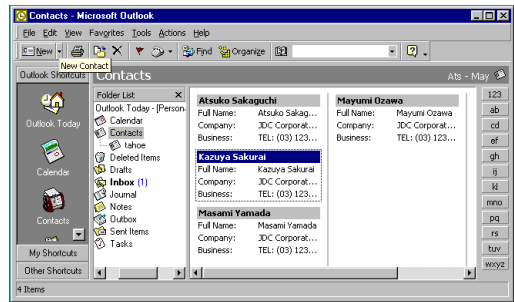
- Scan business card(s) and save the image data,
- Recognize the characters on the business card and send the character data to a PIM (Personal Information Manager),
- Copy scanned business card data and viewer application to removable media for utilizing the data on other PCs,
- Link other related files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



CardMinder window:



PIM window (Microsoft® Outlook® for example):



## ■ System Requirement

CardMinder runs on the system of the following environment:

### Computer

- Intel® Pentium® II 450MHz or higher (Intel® Pentium® III 1GHz or higher is recommended)
- CD-ROM drive (required for the installation of CardMinder)
- ScanSnap fi-5110EOX (required for scanning business cards)
- Removable media (required for using Mobile linkage function)
- Keyboard
- Mouse

### Operating system

Either of the following OS is required:

- Windows 98 (\*)
- Windows Me
- Windows 2000 (Service Pack 1 or later)
- Windows XP
- (\*): When you use CardMinder on Windows 98, Microsoft® Internet Explorer 5.0 or later is required.

### Memory

- 64M bytes or more (128M bytes or more is recommended)
- Disk space
- 120M bytes or more

## 1.2 Features of CardMinder

---

CardMinder has the following features:

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

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

- Exports recognized data to PIMs (Personal Information Manager)
  - Supported Applications: Microsoft® Outlook®  
Microsoft® Outlook Express  
ACT!™  
GoldMine®  
CSV (Excel)
- Searches business cards quickly by Full Name or Company

## 1.3 Operation Flow

You can start using CardMinder by:

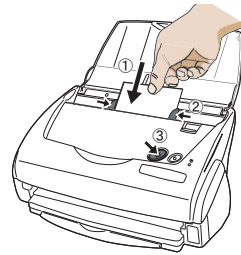
### Selecting

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



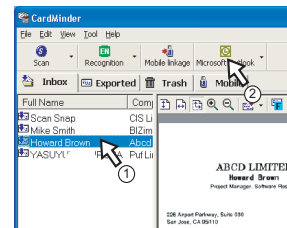
### Scanning and recognizing a business card (See Chapter 3)

1. Insert the business card(s) into the ADF Paper Chute.
2. Adjust the Side guide to fit the business card width.
3. Press the [SCAN] button on the scanner.  
⇒ Scanned and recognized data will be shown on the Main window.



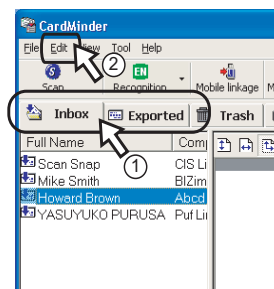
### Exporting the data (See Chapter 3)

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



### Maintaining the data (See Chapter 4)

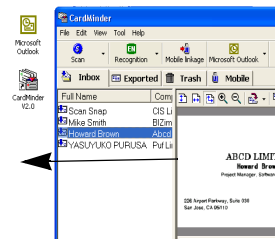
1. Select the data in the [Inbox] or [Exported] tab.
2. Click menu to:
  - Search (See Section 4.1)
  - Delete from [Inbox] or [Exported] tabs (See Section 4.2)
  - Delete from [Trash] tab (See Section 4.4)
  - Restore (See Section 4.3)
  - Attach related files to business card data (See Section 4.7)



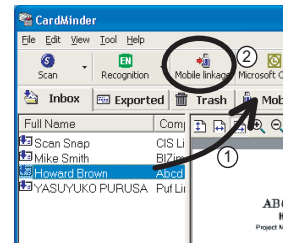
Common  
Daily  
Tasks

**Extracting the data (See Section 4.5)**

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

**Viewing the data on other PCs (See Section 4.5)**

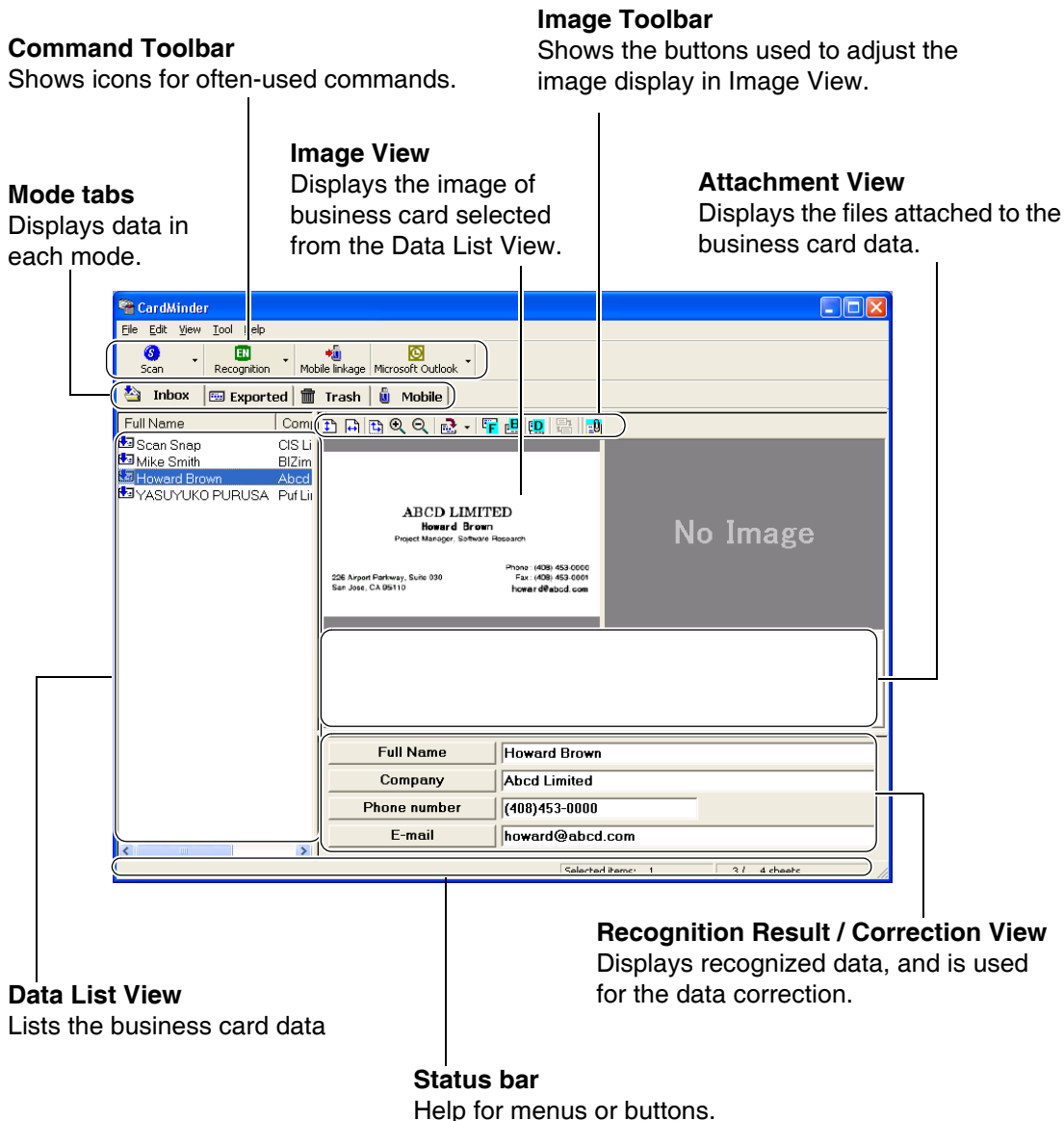
1. Select data from the [Inbox] or [Exported] tab.
2. Drag and drop the image data onto the [Mobile] tab.
3. Set a removable media onto your PC.
4. Click the [Mobile] button.


















# 1.4 Measurement Windows

There are two measurement windows in CardMinder.

## ■ Main window



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

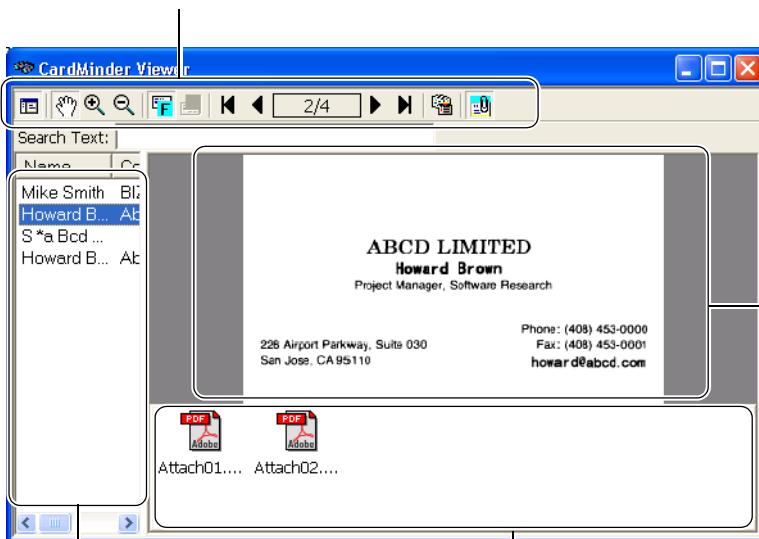
Icon / Display		Function
Mode tabs	[Inbox] tab	Data that has been scanned but not been exported to an application displayed in this tab.
	[Exported] tab	Data that has been exported to an application displayed in this tab.
	[Trash] tab	Data that has been sent to the Trash is displayed here.
	[Mobile]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

■ **Finder window**

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

**Image Toolbar**

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



**Image View**

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













**Data List View**

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

**Attachment View**

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



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

# Chapter2


## Configuration Before Scanning

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

1. Click the [Start] button on the desktop. Click [Program], [CardMinder V2.0] and [Card-Minder V2.0] again from the submenus.  
⇒ The main window of CardMinder appears.
2. Click [File] on the menu bar and click [Export to] in the submenu.  
⇒ A list of PIM applications appears. A check mark next to an item indicates the currently selected application.



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

HINT 

- You can choose only one application. When you change the application, a new icon appears in Main window of CardMinder.
- When you choose CSV (Excel) from the list, also specify the file name and file folder. (See HINT:page 16)

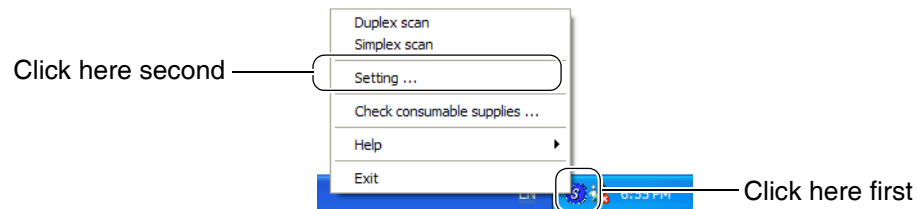
# Chapter3

## Scanning and Exporting Business Card Data

This chapter describes the procedures for scanning and exporting data business card data. If you are sure that Step 1 to Step 3 are correct, you can immediately proceed to Step 4.

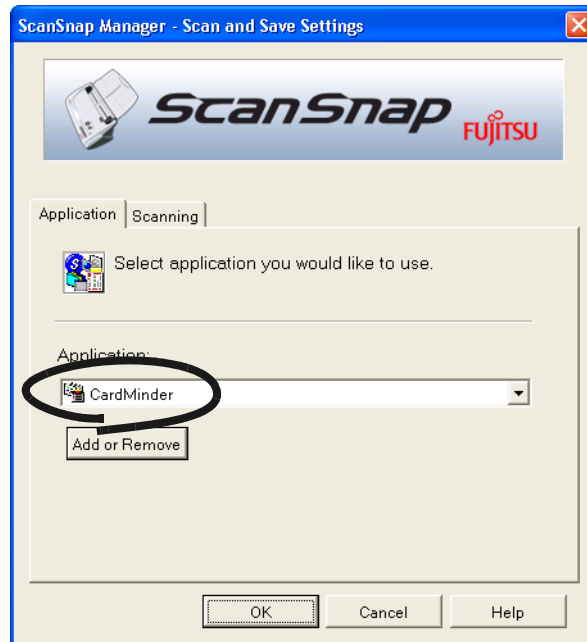
3

1. Right-click the **S** icon on the task bar and select [Setting...] from the menu.



⇒ The window [ScanSnap Manager - Scan and Save Settings] opens.

2. Click the [Application] tab, then click on [CardMinder] under [Application].



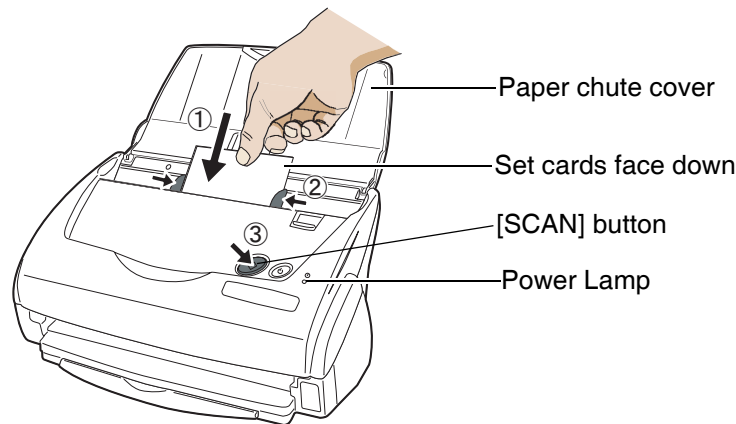
3. Click the [OK] button.

⇒ The [ScanSnap Manager - Scan and Save Settings] window will be closed.

#### 4. Load the business card onto ScanSnap.

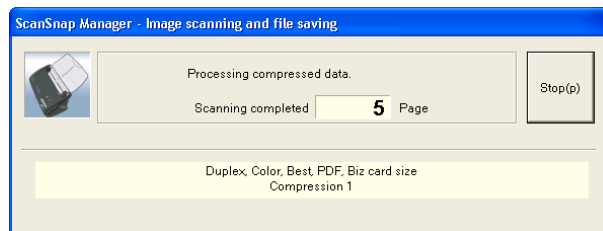
Set the business cards face down onto the scanner.

The front side is where the name is printed on. Note that you can insert a batch of business cards together.



#### 5. Press the [SCAN] button on the scanner.

⇒ Scanning starts. The power lamp on the scanner blinks, and the following window opens to show the scanning status.



- Instead of pressing the [SCAN] button, you can start scanning by clicking [Scan from ScanSnap] in the [File] menu.
- The scan settings for CardMinder are the same as for ScanSnap. See the ScanSnap fi-5110EOX Operator's Guide for these settings.
- You can also start scanning in the Main window of CardMinder. In this case, the following scan settings are applied regardless of the settings in ScanSnap.


Color mode: Color

Compression: 1

This method of scanning can be useful when ScanSnap is configured to scan documents other than business cards.

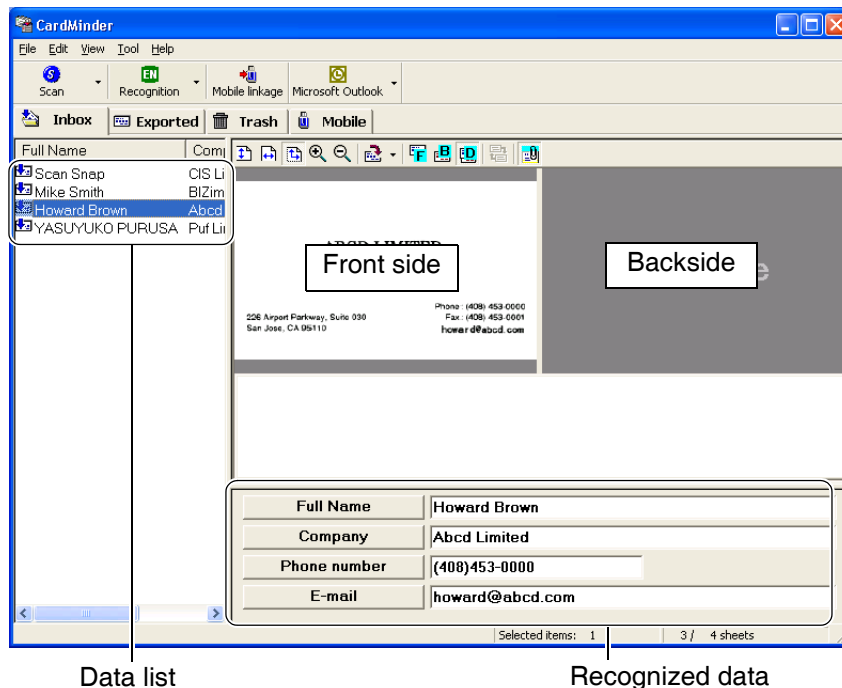
<Procedure>

1. From the [Start] menu of the desktop, click [Programs], [CardMinder V2.0] and [CardMinder V2.0] again from the submenu.  
⇒ The main window of CardMinder will be displayed.
2. Set the business card onto the scanner as described in Step 4 above.

- Click the Scan icon  on the toolbar.  
⇒ Duplex scanning starts.



- When scanning is completed, the Main window [Inbox] appears. Click a business card in the Data list and verify the recognized result of the front side image.  
You can correct the recognized data here (See Chapter 5).



Data list

Recognized data

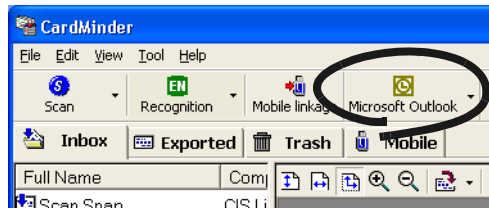


- This example shows both image sides. (See Section 1.4) The display mode can be adjusted by clicking [View] in menu bar and [Show two sided image] from the submenu.
- If you check the column "Register Card Information automatically" in the preference setting window, you can immediately save the data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

- Select the data you wish to export.

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

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

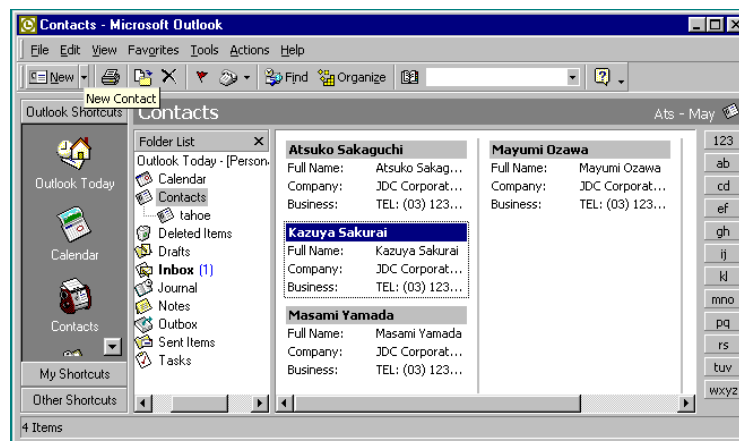


⇒ The data selected in Step 7 is exported to Microsoft Outlook. The data is then erased from the [Inbox] and added to [Exported].

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

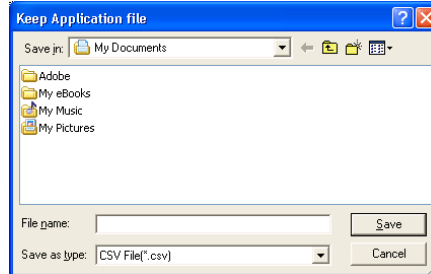


- Export can also be activated by clicking [File] in menu bar and [Export] in the submenu.
- The items which are displayed in the Recognized data area (except [Memo] and [Save date]) are exported to the application. Refer to "6.2 Export item settings" (page. 45) for setting the exported item.





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



The items which are displayed in the Recognized data area (including [Memo] and [Save date]) are exported to the application.  
Refer to "6.2 Export item settings" (page. 45) for setting the exported item.

# Chapter4



## Business Card Data Handling

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

---

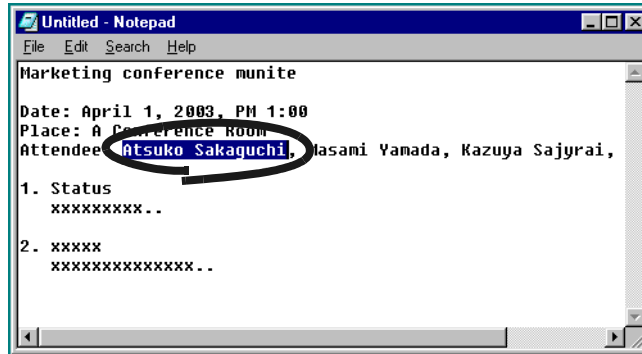
<b>4.1 Data search by character string and hot key .....</b>	<b>18</b>
<b>4.2 Deleting the data from the [Inbox] / [Exported] tab .....</b>	<b>19</b>
<b>4.3 Restoring data from the [Trash] tab.....</b>	<b>20</b>
<b>4.4 Deleting data from the [Trash] tab .....</b>	<b>22</b>
<b>4.5 Extracting the image data .....</b>	<b>24</b>
<b>4.6 Data search by entering a keyword.....</b>	<b>25</b>
<b>4.7 Attaching related files to the business card data .....</b>	<b>26</b>
<b>4.8 Viewing the business card data on other PCs .....</b>	<b>29</b>



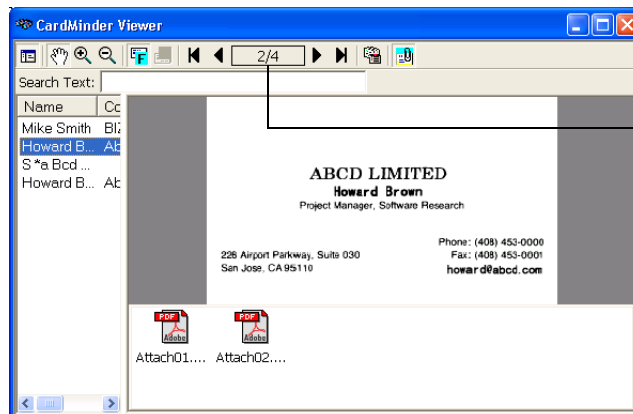
## 4.1 Data search by character string and hot key

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

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



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



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



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

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

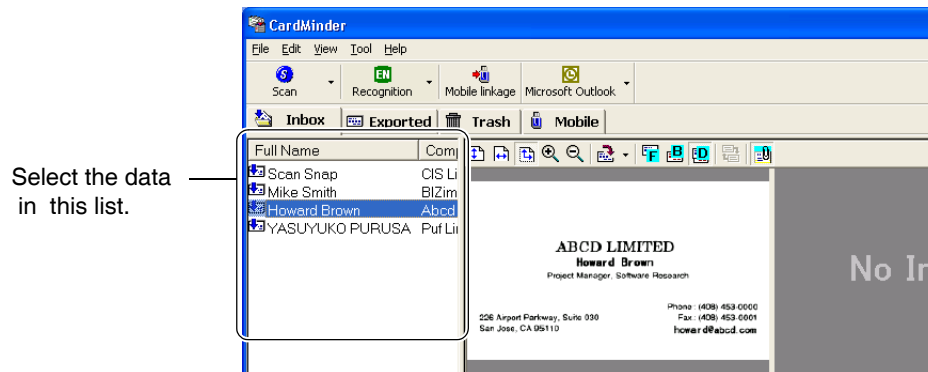
A method to delete the data from the [Inbox] or [Exported] tab is as follows. The data will be sent to [Trash].

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

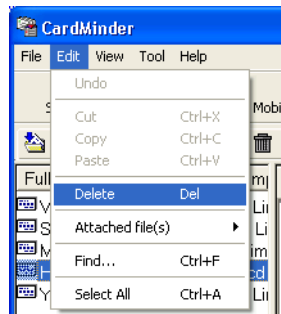


2. Select the data you want to delete.

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



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



You can also delete the data by:

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

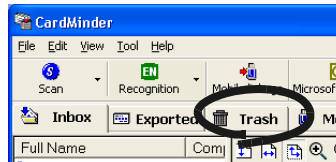
⇒ The Selected data is sent from the [Inbox] or [Exported] to [Trash]. If you want to restore the data from [Trash], see Section 4.3. for further details.

## 4.3 Restoring data from the [Trash] tab

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

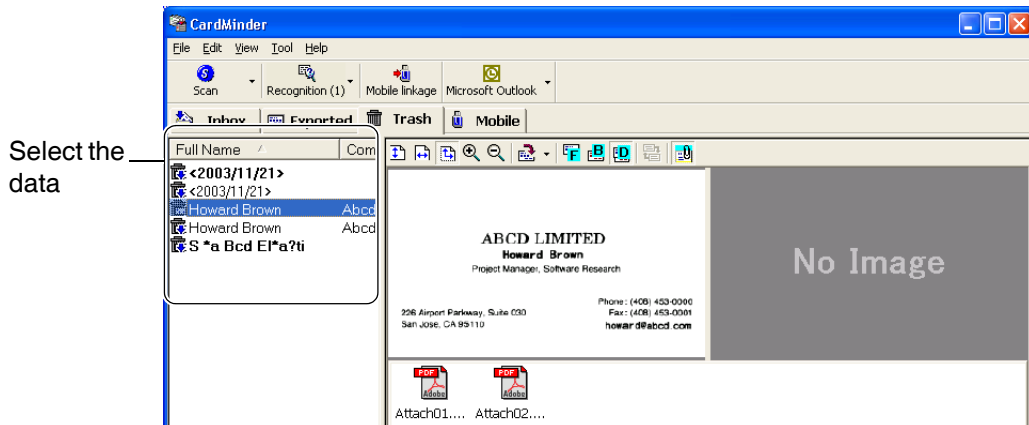
1. Open CardMinder and select the [Trash] tab.

⇒ The deleted data is shown on the window.



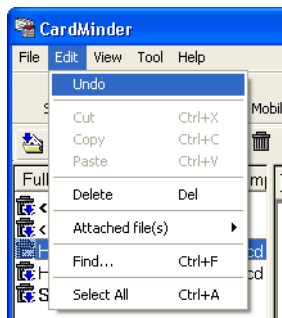
2. Select the items you wish to restore from the [Trash] tab.

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



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

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





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

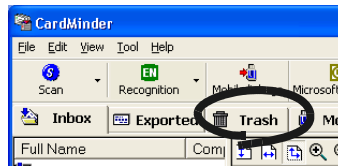
⇒ The elected data moves from [Trash] to the [Inbox] or [Exported] tab.

## 4.4 Deleting data from the [Trash] tab

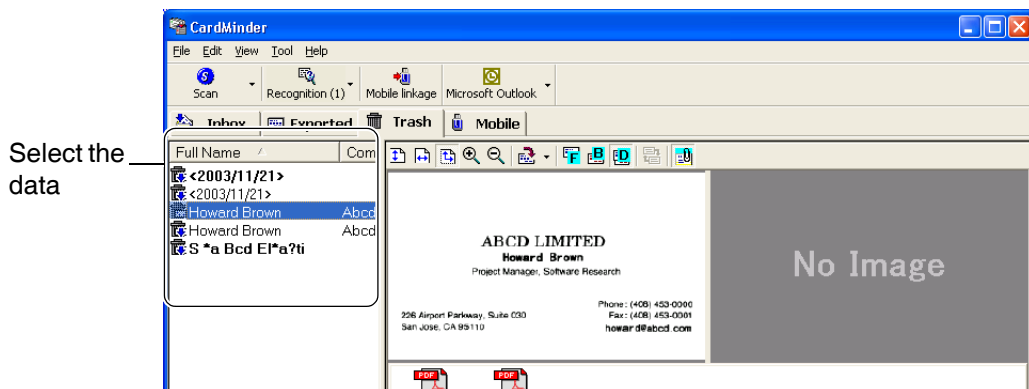
To permanently delete data from the [Trash] tab, follow the procedure given below. The data is permanently deleted and cannot be restored by the procedure described in Section 4.3.

### ■ Select the data to be deleted

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



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



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

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



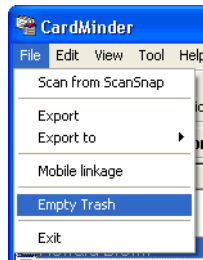
⇒ Selected data in the [Trash] tab is deleted from the CardMinder database.

## ■ Empty [Trash]

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



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



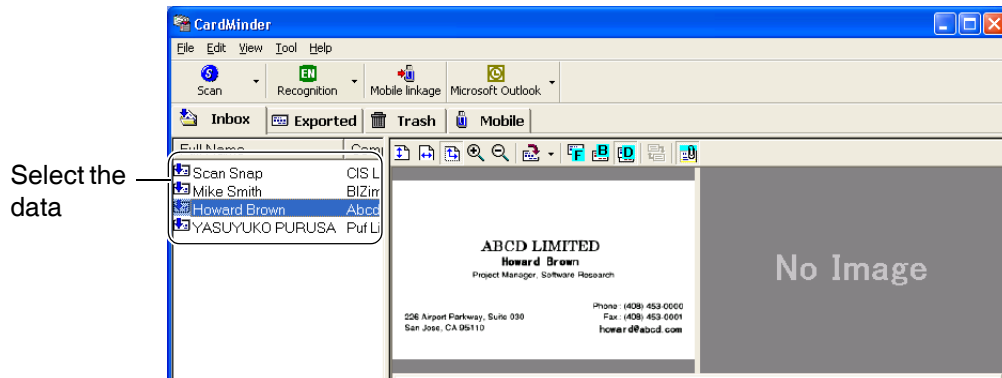
- The data will be permanently deleted by this method.
- The attached files are also deleted with the card data.

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

## 4.5 Extracting the image data

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

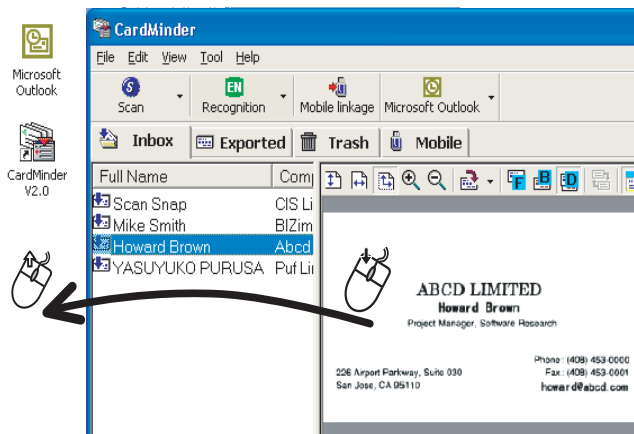
1. Select the data you wish to extract.



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



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



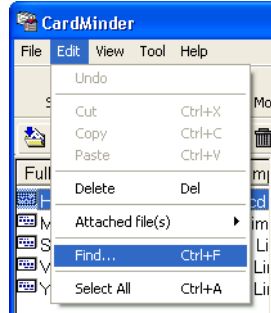
⇒ An image of the business card will be created where you drop it.

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

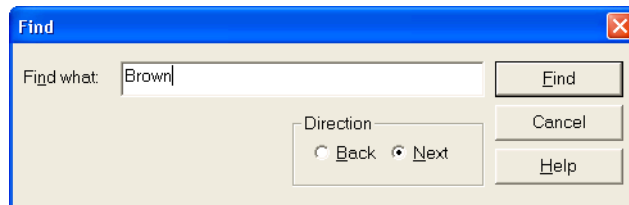
## 4.6 Data search by entering a keyword

You can search data by entering a keyword using the procedure given below.

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



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



⇒ Searched business card data will be displayed on the Main window. If the searching fails, the message [End of Search] appears on the screen.

The [Find] dialog box will be still displayed on the screen for further searchings.



[Direction] setting

Back: Earlier business card data than the currently displayed data is searched.

Front: Later business card data than the currently displayed data is searched.

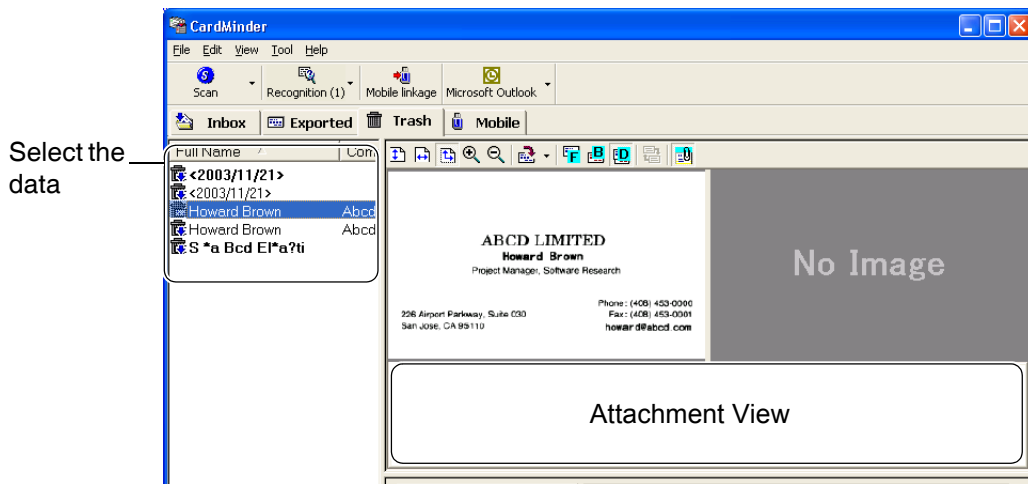



## 4.7 Attaching related files to the business card data

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

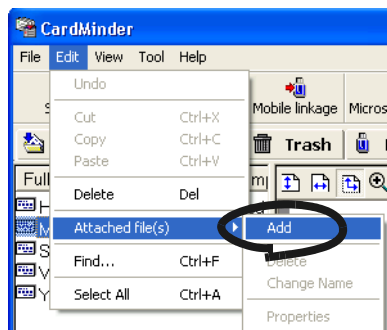
### ■ Attaching files to the business card data

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



When Attachment View is not displayed, click the  icon.

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

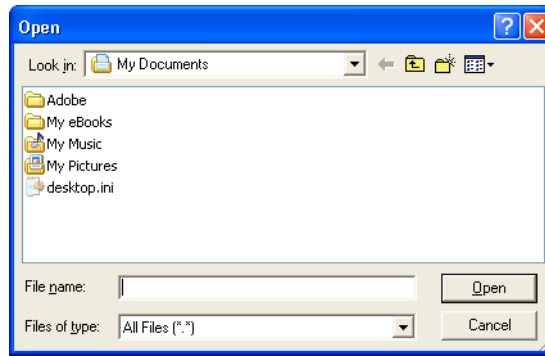


or

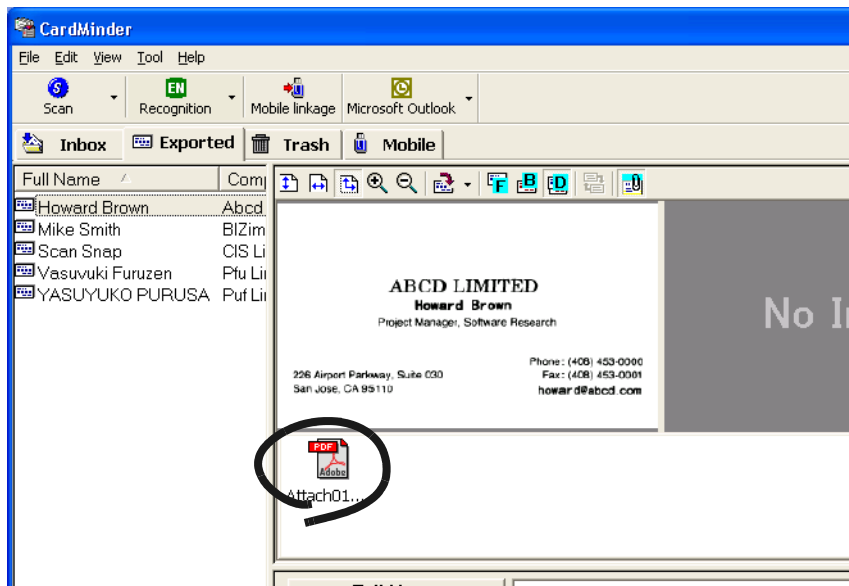


⇒ The [Open] window appears.

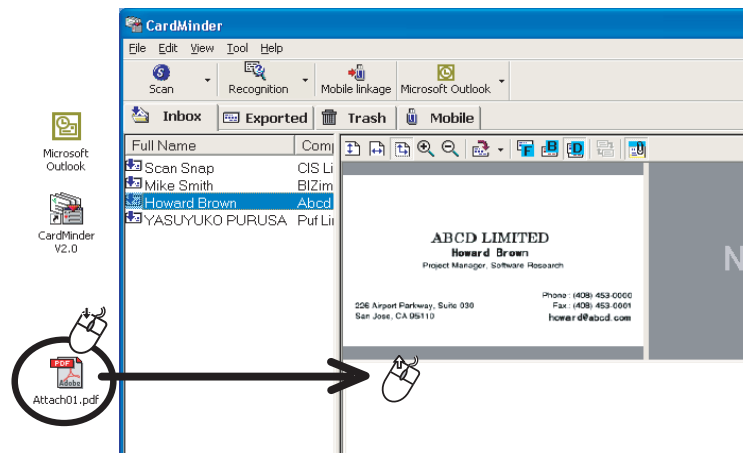
3. Select a file to attach and click the [Open] button.



⇒ The selected file is displayed on the Attachment View.

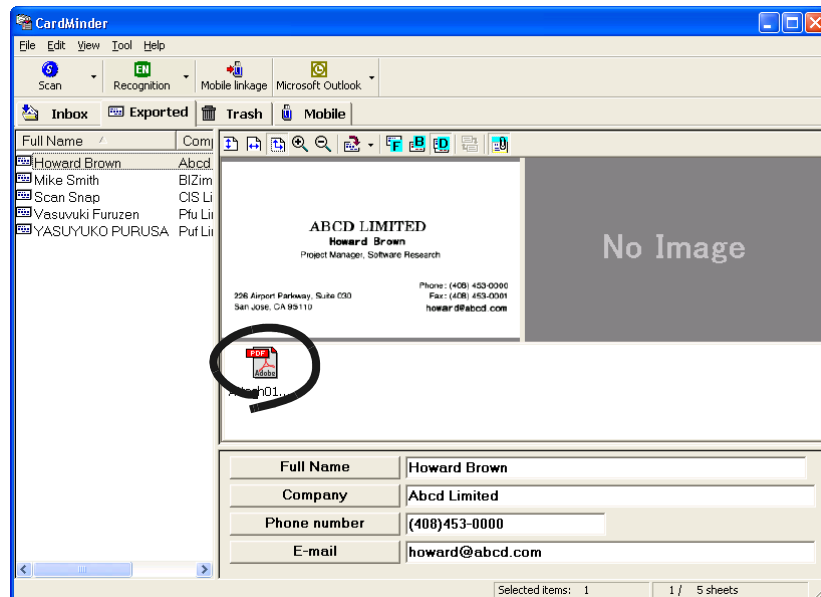


- You can also attach a file by drag&drop the file onto Attachment View.
- 100 attached files can be registered at the maximum.



## ■ Opening the attached file

Click the icon of the attached file on Attachment View.



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

## ■ Deleting the attached file

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

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

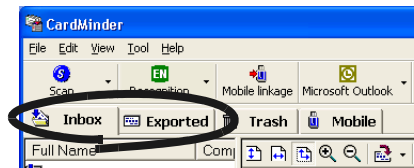
## 4.8 Viewing the business card data on other PCs

You can copy the business card data and their viewer software to removable media for viewing or searching on other PCs.

Follow the procedure below to make copies on removable media.

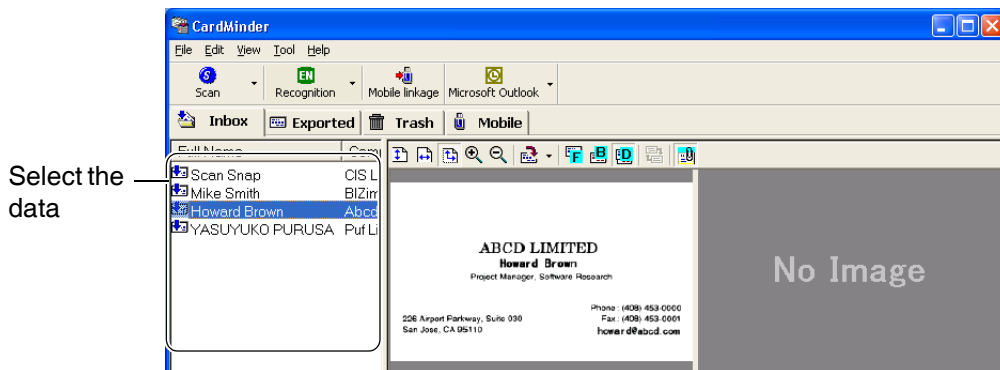
### ■ Select the data to copy

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

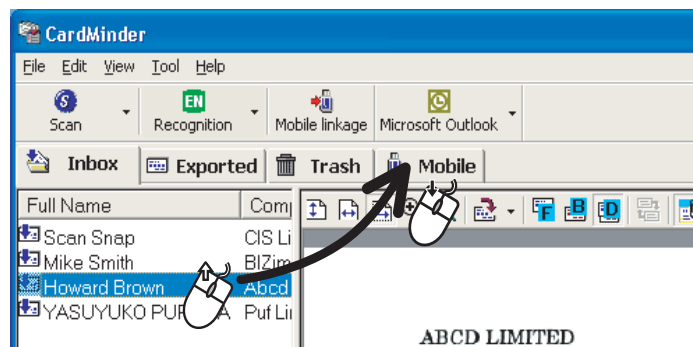


2. Select the data to copy.

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



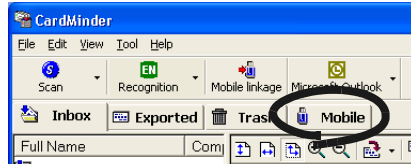
3. Drag&drop the data onto the [Mobile] tab.



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

## ■ Copying the business card data to removable media

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

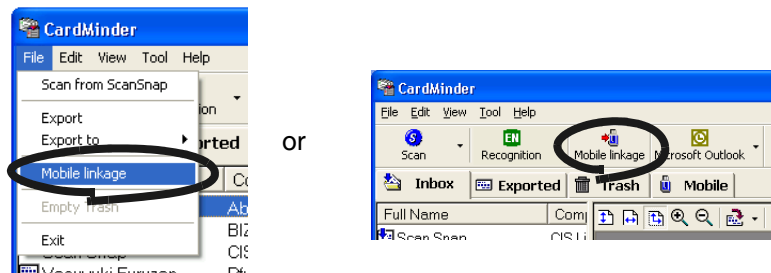


2. Set the removable media to your PC.



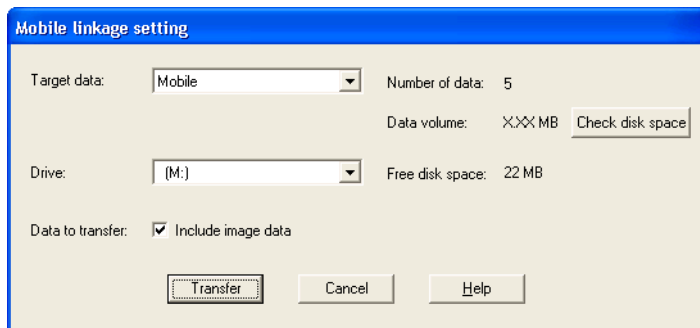
- Removable media are recording media that can be connected to or disconnected from the PC as needed. Magneto-optic disks, Flash memory devices (for USB interface, etc.) can be used for this function. (\* CD-R/RW, DVD-R/RW cannot be used.)
- Removable media larger than 64MB is recommended. (At least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

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



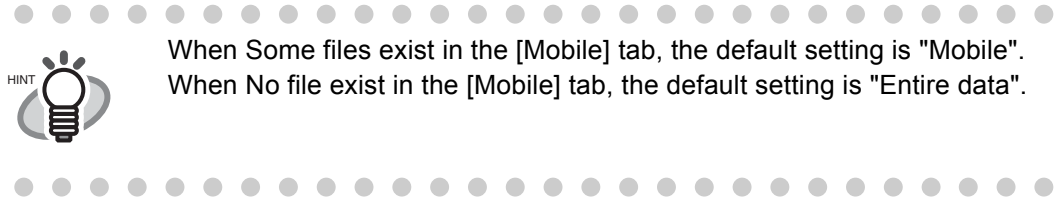
⇒ The [Mobile linkage setting] window appears.

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



**Target data:**

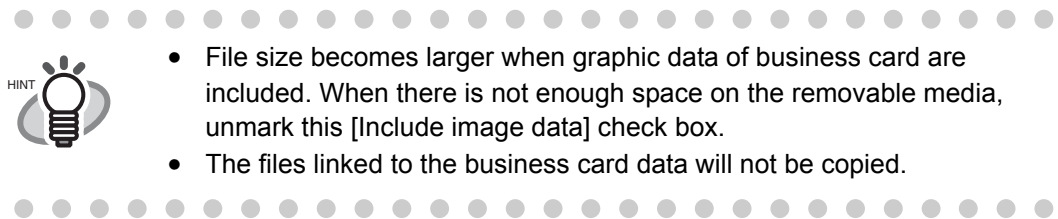
Select the data from the [Inbox], [Exported] or [Mobile] tabs depending on where the data is stored. All the business card data in the specified tab are copied to the removable media specified at the menu below. Select [Mobile] when copying the data of the [Mobile] tab.

**Drive:**

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

**Data to transfer:**

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

**Number of data:**

Indicates how many business card data are selected.

**Data volume:**

Indicates the size of currently selected business card data.

**[Check disk space]**

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

**Free disk space:**

Indicates free space on the removable media on the selected drive.

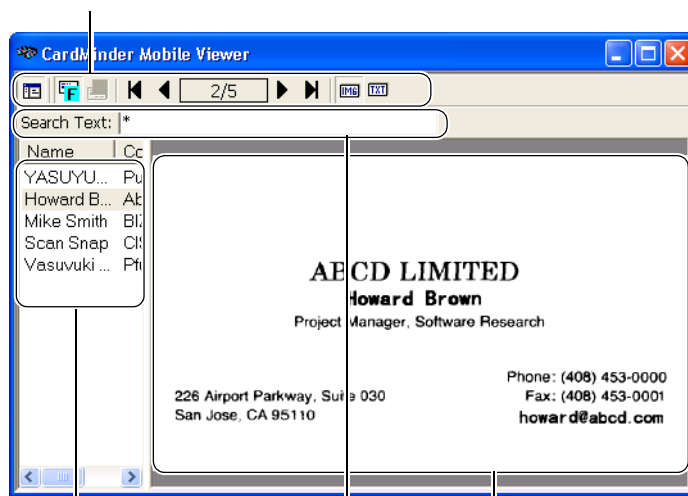
5. Click the [Transfer] button.  
⇒ The copying of the selected business card data will be started.
6. When copying operation is completed, click the [OK] button.
7. Remove the removable media from your PC.

■ Utilizing the business card data on removable media

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

Image Toolbar

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







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

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


**Search:**  
Enter keywords for searching business card data.

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

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

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

.....



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

.....

### ■ Deleting data from removable media

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





# Chapter 5



## Correction of Recognized Character Data

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

### Some notice before data correction:

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



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



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<b>5.1 Selection of language .....</b>	<b>35</b>
<b>5.2 Recognition of all characters at once .....</b>	<b>36</b>
<b>5.3 Recognition using Rectangle Selection.....</b>	<b>37</b>
<b>5.4 Keyword Recognition using Rectangle Area Selection .....</b>	<b>39</b>
<b>5.5 Data Correction by Manual Entry .....</b>	<b>41</b>

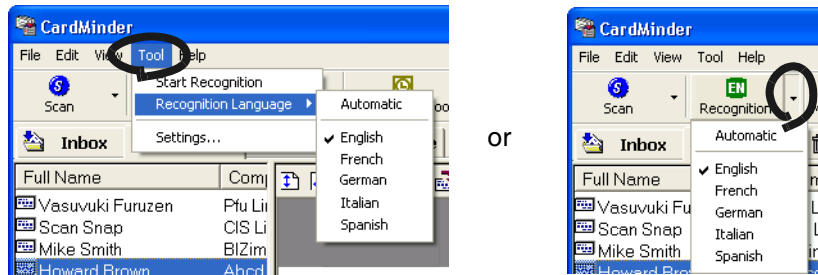
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## 5.1 Selection of language

The character recognition function of CardMinder supports English, German, French, Italian, and Spanish.

When selecting a language manually, select it following the procedure below before recognizing business cards.

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



2. Select a language from the following window.



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

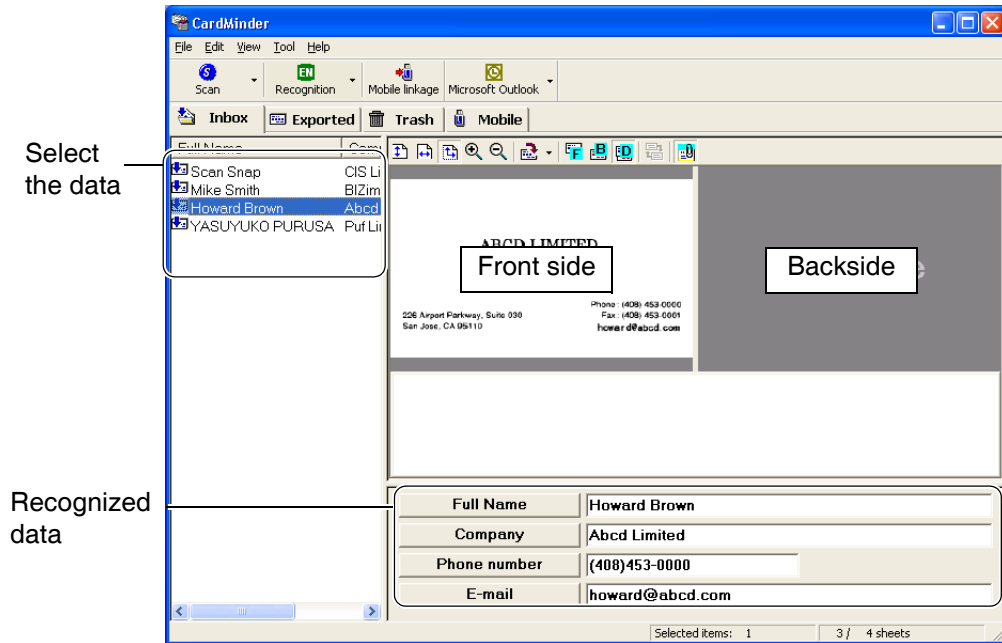


When selecting "Automatic", CardMinder automatically selects a language according to the scanned business cards.

## 5.2 Recognition of all characters at once

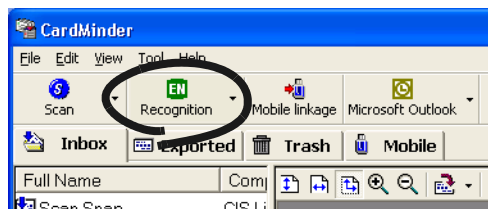
The data in the [Inbox] and [Exported] tabs can be corrected using the same method. Correction of the data from the [Inbox] is described below.

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



Only the front side characters can be recognized.

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

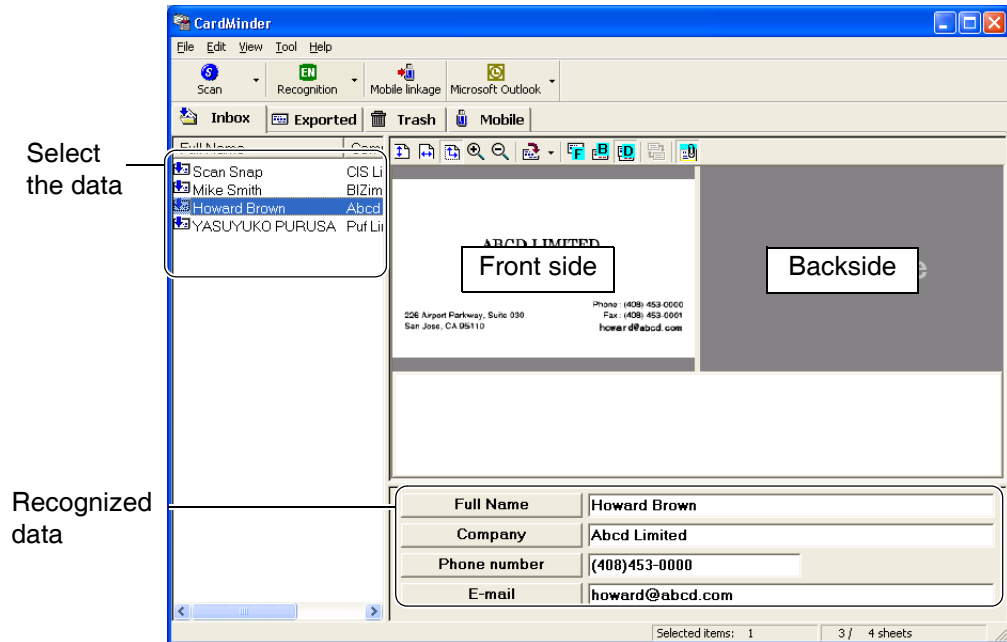


⇒ All characters are recognized. Old recognition data is replaced by the new data.

## 5.3 Recognition using Rectangle Selection

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

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

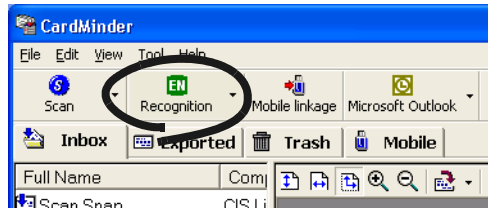


Only the front side characters can be recognized.

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



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

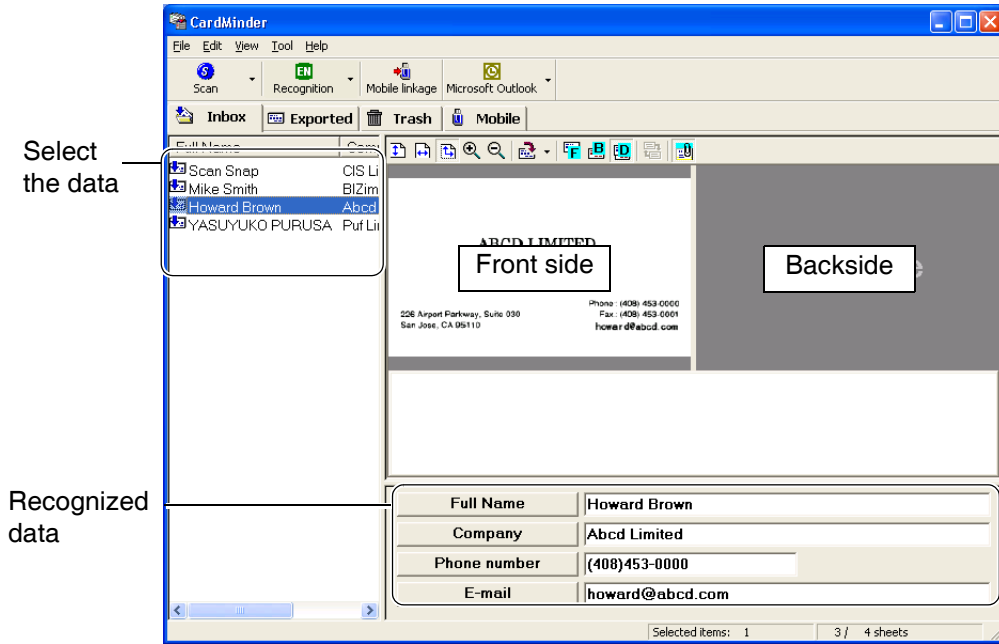


⇒ All characters are recognized. Old recognition data is replaced with the new data.


## 5.4 Keyword Recognition using Rectangle Area Selection

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

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



.....



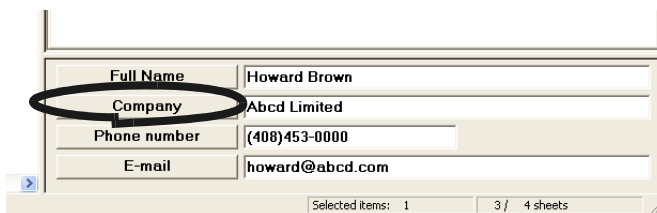
Only front side characters can be recognized.

.....

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




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



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

.....

 Columns other than [Company] can be corrected using the method above.

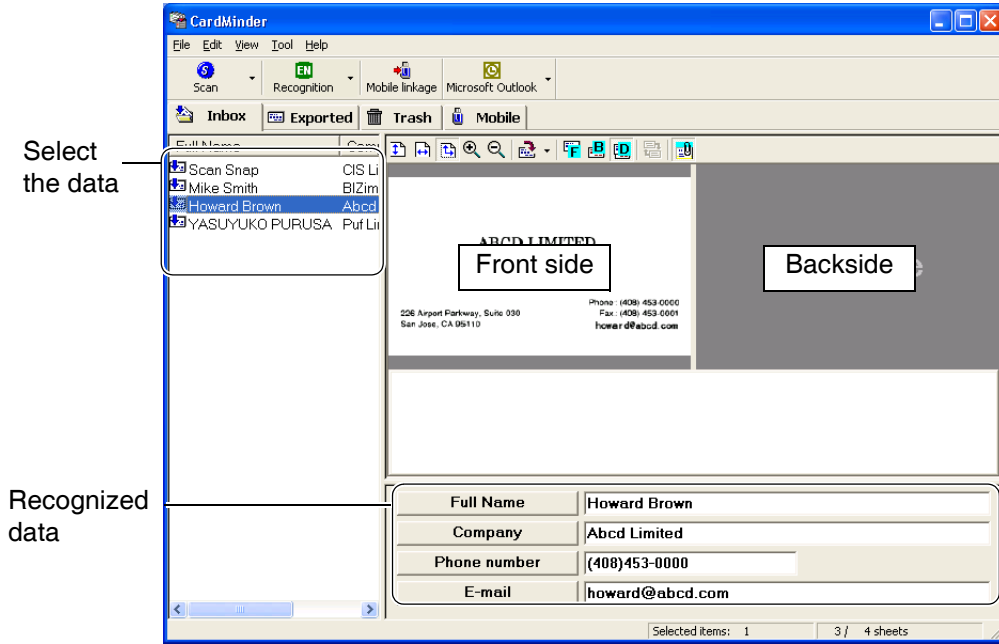
Correctable Item  
[Full Name], [Company], [Department], [Job title], [ZIP/Postal codes],  
[Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web  
site address], [Memo]

.....

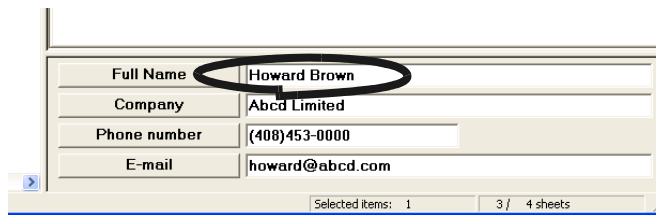
## 5.5 Data Correction by Manual Entry

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


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



2. Click on the text you wish to correct.  
Following shows an example of the correction of [Full Name].



⇒ A cursor appears in the selected column.

**HINT**  Columns other than [Full Name] can be corrected using a similar method.

Correctable Item  
 [Full Name], [Company], [Department], [Job title], [ZIP/Postal codes],  
 [Address], [Phone number], [Fax number], [Mobile phone], [E-mail], [Web  
 site address], [Memo]

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



# Chapter 6



## Setting Preferences

This chapter describes how to set CardMinder preferences.

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<b>6.1 Data control settings .....</b>	<b>43</b>
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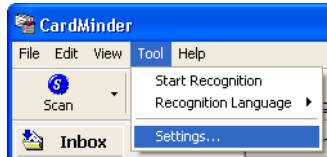
<b>6.2 Export item settings .....</b>	<b>45</b>
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## 6.1 Data control settings

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

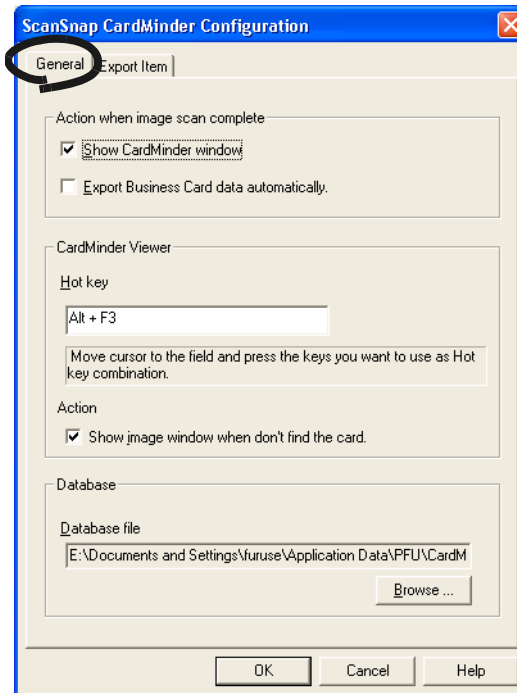
- Display or not display a confirmation window for the recognition result.
- Hot key setting for searching.
- CardMinder Database file folder path name.

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



⇒ The [Configuration] dialog box will be displayed.

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





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

## 6.2 Export item settings

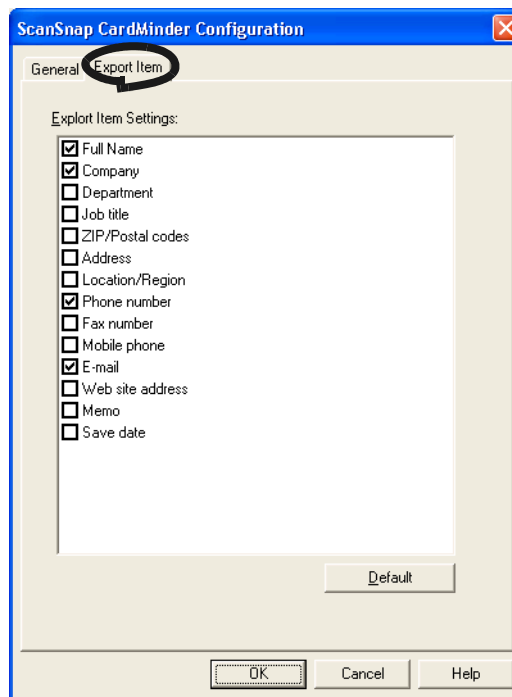
The items selected in this section are displayed and recognized by the Main window of CardMinder and exported to other application such as Microsoft Outlook.

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



⇒ The [Configuration] dialog box appears.

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









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

# Chapter7

## Troubleshooting

This chapter describes the troubleshooting.

No	Phenomena	Please confirm,
1	Scanning does not start	<p>⇒ Please confirm following items</p> <ul style="list-style-type: none"> <li>• Is ScanSnap Manager installed correctly? Refer to Getting Started of ScanSnap and install the ScanSnap Manager correctly.</li> <li>• Is the ScanSnap icon on task bar shown as  ? If so, set ScanSnap Manager by referring to the ScanSnap Operator's Guide, so that the icon of ScanSnap Manager changes to .</li> <li>• Is the [ScanSnap Manager...] window opened? (See Chapter 3. Step 2) Scanning is disabled when the window [ScanSnap Manager...] is opened. Please close the window.</li> <li>• Is the scanner supported by ScanSnap? CardMinder does not support the scanning by scanners other than specified by ScanSnap.</li> </ul>
2	Scanned image of the business card is not displayed on window.	<p>⇒ Was the business card scanned with it's front side facing up? The side the name is printed on (Front side) should be set downwards, facing the ADF paper chute.</p>
3	The image is scanned, but Full Name or Company etc. does not appear or incorrectly appear on the Main window.	<p>⇒ Review and confirm the following items.</p> <ul style="list-style-type: none"> <li>• Is the image of the characters aligned horizontally? If not, correct the direction of the image by pressing  , and press  on the toolbar.</li> <li>• Are the front and back sides of the image switched? The name should appear on front. Swap the front and back side image by clicking  and pressing  on the toolbar. (See Section 1.4 for button functions) Otherwise, try the recognition again by referring to Chapter 5.</li> </ul>

No	Phenomena	Please confirm,
4	The recognition of images is not correct.	<p>⇒ Confirm the following</p> <p>Do the character and image touch or approach too much? Those characters cannot be recognized. Please correct the data manually (See Section 5.5).</p> <p>• Is the color of the characters white and the background dark? Those characters cannot be recognized. Please correct the data manually (See Section 5.5).</p> <p>• Are several phone numbers printed together as shown in the example? These phone numbers cannot be recognized. Please correct the data manually (See Section 5.5).</p>
5	The items you wish to recognize do not appear on the window.	<p>⇒ Click the [Tool] menu and the [Setting..] submenu of the Main window. Then click the [Export Item] tab. Add the checkmark next to the item you wish to recognize and export. (See Section 6.2)</p>



# INDEX



## A

Action when image scan complete .....	44
Add selection .....	14, 19, 20, 26, 35, 36
ADF paper chute .....	13
Alt+F3 .....	18
Application .....	11
Attaching files .....	26
Automatic (recognition language) .....	35

## B

Button .....	13
--------------	----

## C

CardMinder .....	2
CardMinder Viewer .....	32, 44
Character direction .....	46
Check disk space .....	31
Command toolbar .....	7
Configuring CardMinder .....	11
Confirmation window .....	43
Confirming data in application .....	15
Correction by manual entry .....	41
CSV (Excel) .....	11, 16

## D

Data correction .....	34
Data list view .....	7, 9
Data search by entering keyword .....	25
Data to transfer .....	31
Data volume .....	31

Database .....	44
Database file folder .....	43
Default .....	18, 45
Deleteing data from removable media ....	33
Deleting data permanently .....	22
Deleting data temporarily .....	19
Deleting the attached file .....	28
Displayed item .....	45
Drag .....	24
Drive .....	31
Drop .....	24

## E

Export Item .....	45
Export item .....	45
Exported .....	8, 9
Exporting data .....	15
Extracting image data .....	24

## F

Finder window .....	18
Free disk space .....	31
Front side .....	13, 34, 46

## G

Getting Started Guide .....	i, 46
-----------------------------	-------

## H

Hot key .....	18, 43
---------------	--------

<b>I</b>	
Image data not displayed .....	46
Image toolbar .....	7, 9
Image view .....	7, 9
Inbox .....	9

<b>K</b>	
Keyword .....	4

<b>M</b>	
Main window .....	7
Mobile linkage setting .....	30
Mode tab .....	7

<b>N</b>	
Number of data .....	31

<b>O</b>	
OCR .....	2
Operator's Guide .....	i
Orientation of card .....	34

<b>P</b>	
pening the attached file .....	28
PIM .....	2
Power Lamp .....	13
Preferences .....	42

<b>R</b>	
Recognition .....	36, 38
Recognition at once .....	35, 36
Recognition item .....	45
Recognition item not shown .....	47
Recognition Language .....	35

Recognition of an item .....	39
Recognition result/Correction view .....	7
Recognition using rectangle selection .....	37
Recognized result not displayed .....	46
Rectangle Selection .....	37
Rectangle selection method .....	34
Removable media .....	30
Restoring data .....	20

<b>S</b>	
SCAN .....	13
Scanning .....	12
Scanning not start .....	46
ScanSnap! .....	2
ScanSnap! driver .....	46
ScanSnap! icon .....	46
ScanSnap! Monitor .....	12, 46
ScanSnap! scanner .....	13, 46
Search .....	18, 25
Selection .....	22
Selection of language .....	35
Setting ScanSnap! .....	12
Status bar .....	7
Swapping images .....	34
Swapping sides .....	46

<b>T</b>	
Target data .....	31
Transfer .....	31
Trash .....	9
Trimming .....	37, 39

<b>U</b>	
Utilizing the business card data on removable media .....	32



---

## V

Viewing the business card data on other PCs .....	29
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## **CardMinder for ScanSnap User's Guide**

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