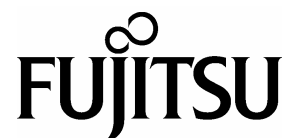


*CardMinder™ for  
ScanSnap!™  
User's Guide*



# 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) Correction of Recognized Character data  
(Correcting the recognized data in a Business card)
- 6) Setting Preferences  
(Setting CardMinder preferences)
- 7) Troubleshooting  
(Detecting and fixing CardMinder errors)
- 8) Index

Additional information about ScanSnap! fi-4110EOX2 can be found in:

- ScanSnap! fi-4110EOX2 Operator's Guide
- ScanSnap! fi-4110EOX2 Getting Started Guide

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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.

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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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# Chapter 1

## About CardMinder

This chapter describes features and basic operations of CardMinder™.

---

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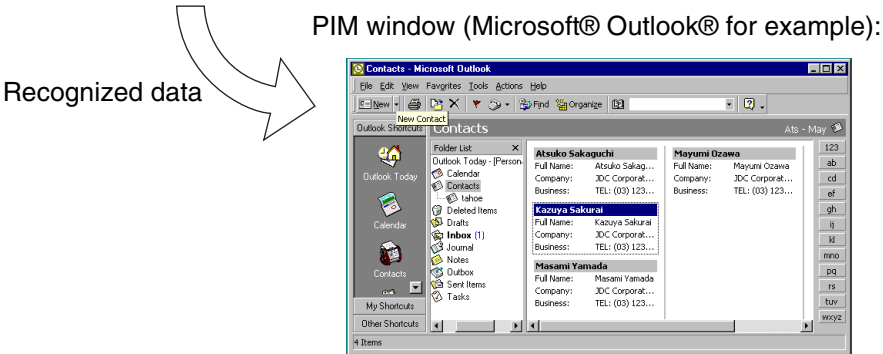
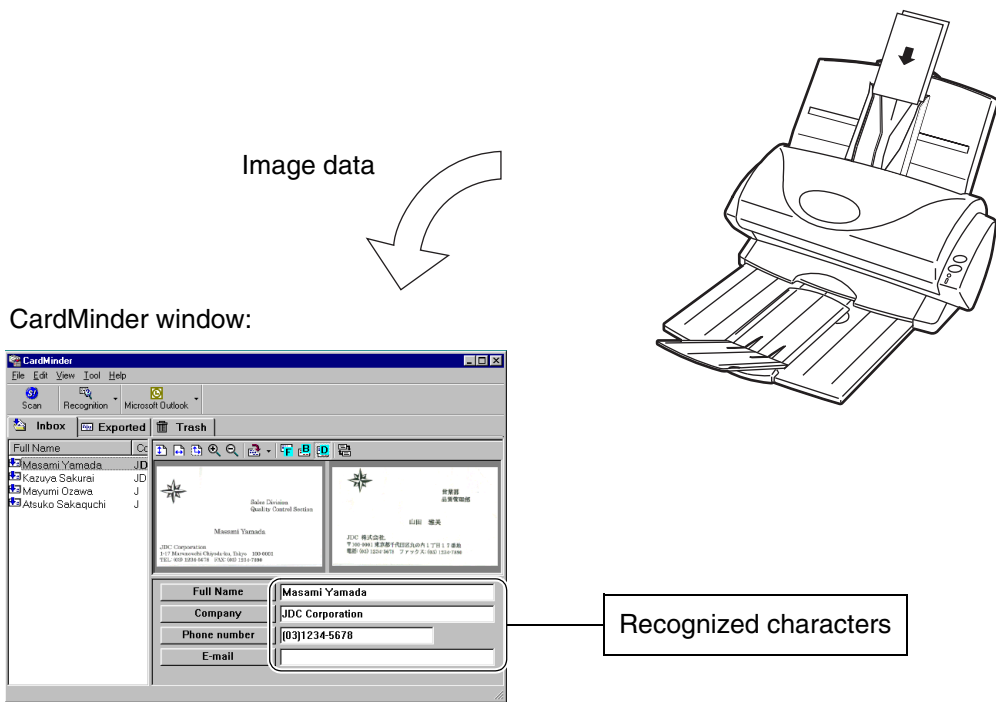
---

# 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 can

- 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).
- Easily find data on a business card using simple keyword searches.

1  
About CardMinder





## 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®
    - Outlook Express
    - ACT!™
    - GoldMine®
    - CSV (Excel)
- Searches business cards quickly by Full Name or Company

## 1.3 Flow of Operation

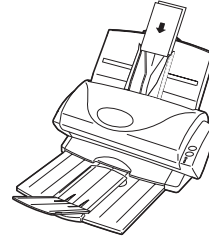
You can start using CardMinder by:

### Selecting

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

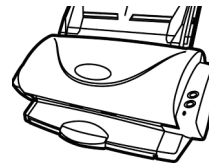
### Scanning and recognizing a business card (See Chapter 3)

- Insert the business card(s) into the ADF Paper Chute.



- Press a button on the scanner.

⇒ Scanned and recognized data will be shown in Main window.



Common  
Daily  
Tasks

### Exporting the data (See Chapter 3)

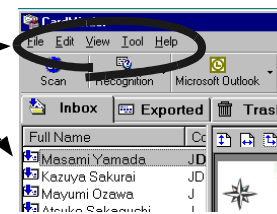
- Select the data in [Inbox] tab.



- Click an icon.

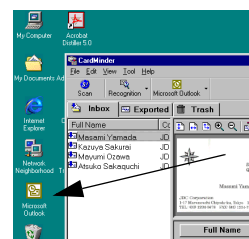
### Maintaining the data (See Chapter 4)

- Select the data in [Inbox] or [Exported] tab.
- Click menu to:
  - Search (See Section 4.1)
  - Delete from [Inbox] or [Exported] tabs (See Section 4.2)
  - Delete from [Trash] tab (See Section 4.3)
  - Restore (See Section 4.4)



### Extracting the data (See Section 4.5)

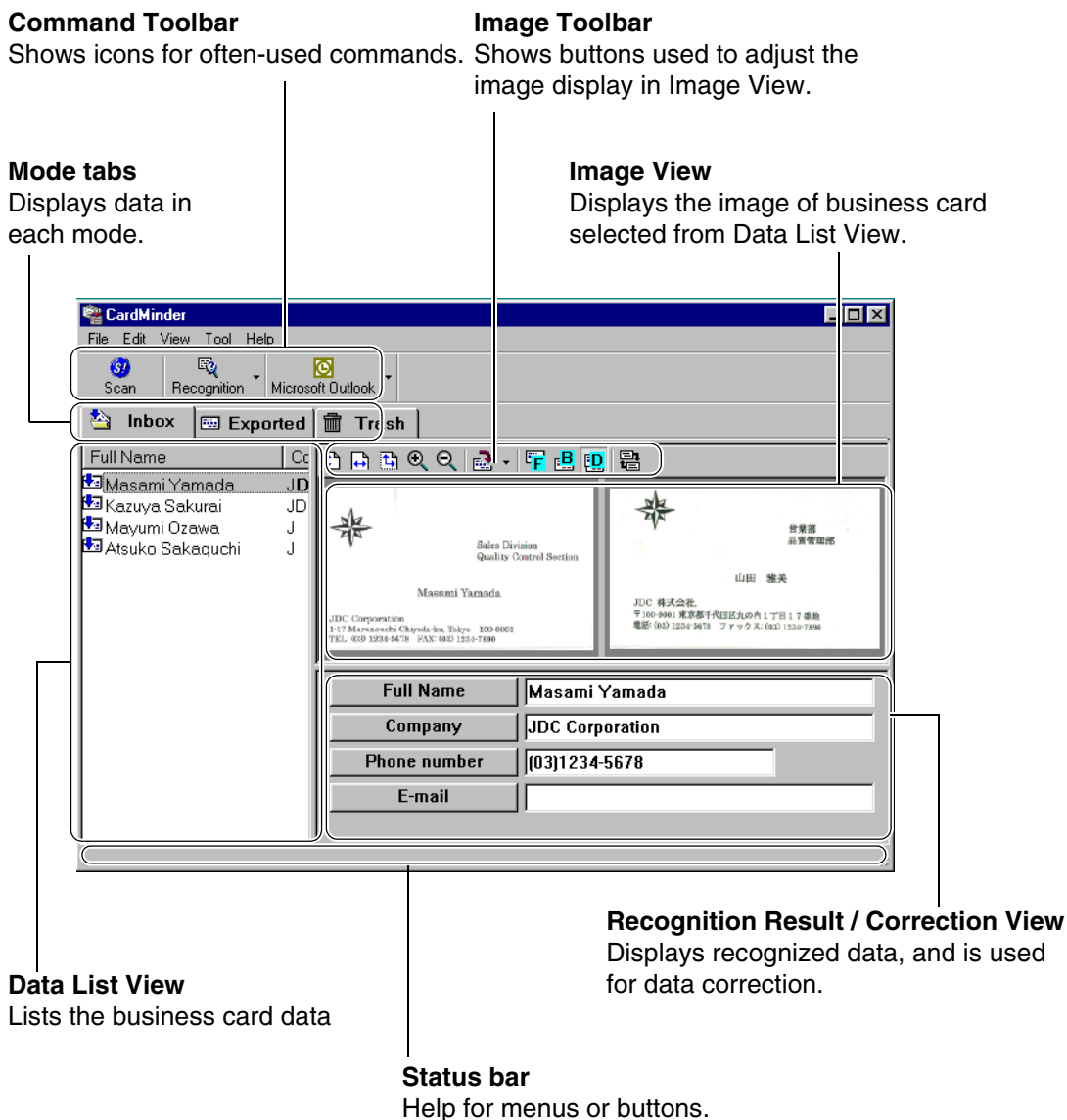
- Select data from [Inbox] or [Exported] tab.
- Drag and drop the image data to extract.
















# 1.4 Measurement Windows

There are two measurement windows in CardMinder.

## ■ Main window



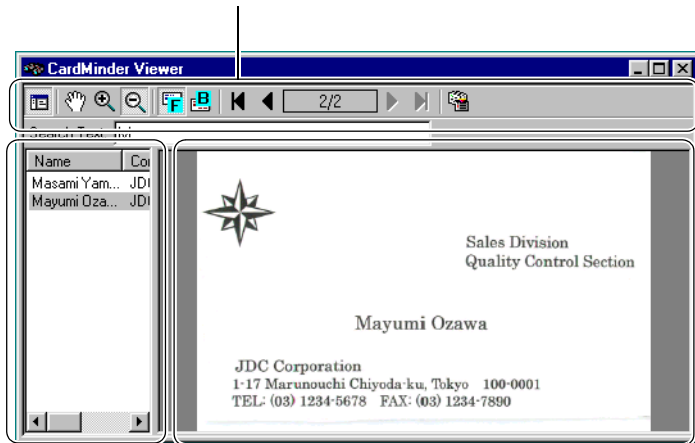
Icon / Display		Function
Command toolbar		Starts Scanning of business card(s) using ScanSnap!
		Activates recognition of the business card selected in Data List View. Only characters on front side of the business card are recognized. Automatically displays the recognition result in Recognition / Correction View.
		Exports the business card data to an application. The data is moved from [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 image display view.
		The width of the image is adjusted to fit the width of image display view.
		The height or width of the image is adjusted to fit the height or width of the image display view.
		Image size is increased.
		Image size is decreased.
		Rotates the image 90 degrees clockwise. Clicking [▼] allows a rotation angle setting.
		Displays front side image
		Displays back side image. If back side image does not exist, [No Image] is shown.
		Displays front and back side images together. The display method of front and back image can be adjusted by clicking [View] menu, [Show duplex image] menu and its submenus. Left side (or Upper side) of the Image View shows front side of the business card. Right side (or Lower side) of the Image View shows back side of the business card. If back side image does not exist, [No Image] is shown.
	Swaps front and back side of Image. The same result is obtained by clicking [View] menu and [Swap data (front and back)] submenu.	
Mode tabs	[Inbox] tab	Data that has been scanned but not exported to an application is displayed in this tab.
	[Exported] tab	Data that has exported to an application is displayed in this tab.
	[Trash] tab	Data that has been sent to the Trash is displayed here.

■ Finder window

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

**Image Toolbar**

Shows buttons to adjust image display in Image View.



**Data List View**

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

**Image View**

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

Icon / Display		Function
Image toolbar		Moves image of business card when the image is dragged.
		Image size is increased so that clicked point is the center of expansion.
		Image size is decreased so that clicked point is the center of scaling down.
		Displays front side image
		Displays back side image. If back side image does not exist, this icon is enabled.
		Previous business card is shown.
		Next business card is shown.
		Displays first business card data
		Displays last business card data
		Current business card image and data are shown on the main window.

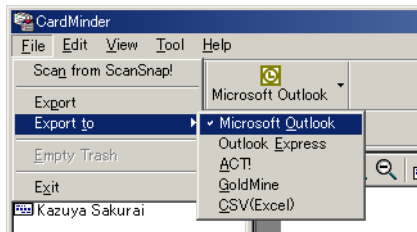
# Chapter2

## Configuring Before Scanning

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

1. Click [Start] in the desktop. Click [Program], [CardMinder] and [CardMinder] again from submenus.  
⇒ Main window of CardMinder appears.
2. Click [File] in menu bar and click [Export to] in submenus.  
⇒ A list of PIM applications appears. A check mark by an item indicates the currently selected of application.

Main window:



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




- You can choose only one application. When you change the application, a new icon appears in Main window of CardMinder.
- If you choose CSV (Excel) from the list, also specify the file name and file folder. (See HINT:page. 14)

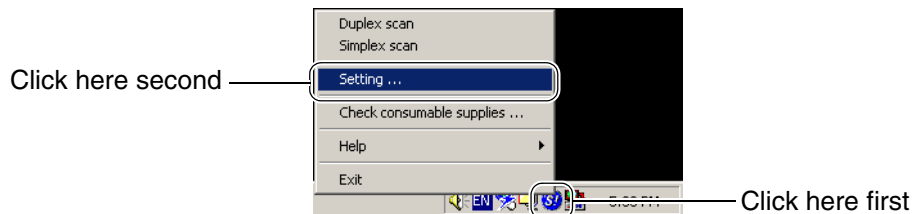
# Chapter3

## Scanning and Exporting the Business Card Data

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

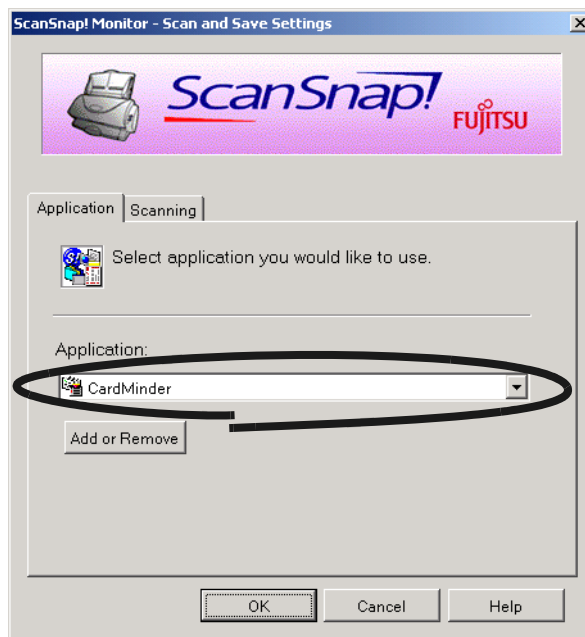
3

1. Right-click an icon  in task bar. And select [Setting...] in menu items.

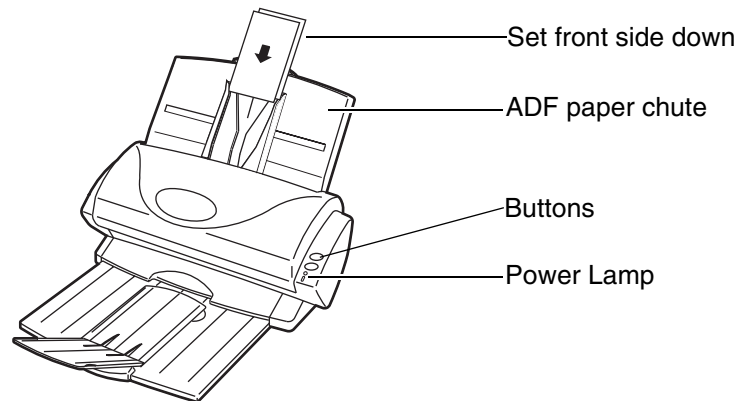




⇒ The window [ScanSnap! Monitor - Scan and Save Settings] opens.

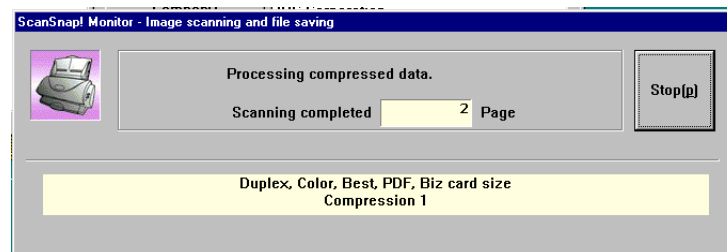
2. Click a tab [Application], find a menu [CardMinder] in a combo box of [Application], then click it.



3. Click [OK] button.  
⇒ The window [ScanSnap! Monitor - Scan and Save Settings] closes.
4. Insert the business card into the ScanSnap! scanner.  
Set card with the short side fed first so that the front of the card is facing the ADF paper chute.  
The front side is the side where the name is printed. Note that you can insert a batch of business cards together.



5. Press  (for Duplex scanning) or  (for Simplex scanning) button on the scanner of ScanSnap!.  
⇒ Scanning starts. The power lamp on the scanner blinks, and the following window opens to show the scanning status.








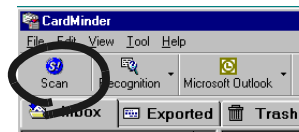
- Instead of pressing above button, you can start scanning by clicking [File] in menu, and clicking [Scan from ScanSnap!].
- The scan settings for CardMinder are same as ScanSnap!. See ScanSnap! fi-4110EOX2 Operator's Guide for these settings.
- You can also start scanning by clicking in Main window of CardMinder. In this case, the following scan setting is applied regardless of the setting in ScanSnap!.

Resolution mode: Best  
Color mode: Color  
Scanning mode: Duplex  
Compression: Low

This method of scanning may be useful when ScanSnap has been configured for documents other than business cards.

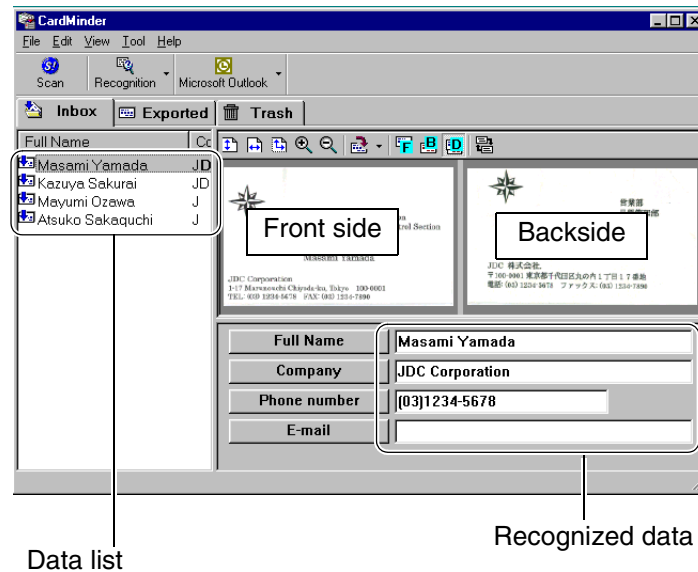
<Procedure>

1. Click [Start] in the desktop and click [Programs], [CardMinder] and [CardMinder] again from submenus.  
⇒ Main window of CardMinder opens.
2. Configure the business card as described in Step 4 above.
3. Click the Scan icon  in a toolbar.  
⇒ Duplex scanning starts.



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

Main window:



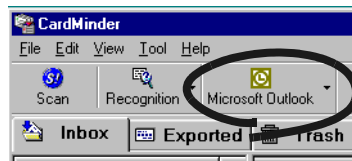
- This example shows both image sides. (See Section 1.4) The display mode can be adjusted by clicking [View] in menu bar, and clicking [Show two sided image] and its submenus.
- If you check the column "Register Card Information automatically" in the preference setting window, you can immediately save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

- Select the data which you want to export.

You can add to the selection by clicking on the item 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.

Main window:

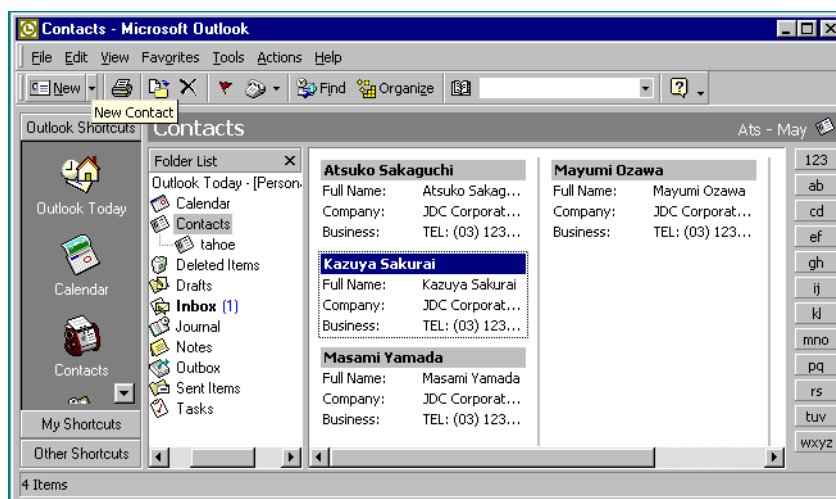


⇒ The data selected in Step 7 is exported to Microsoft® Outlook®. The data is then erased from [Inbox] and added to [Exported].

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

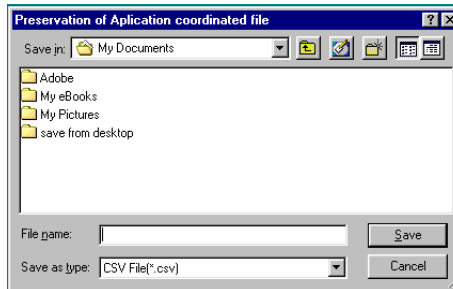


Export can also be activated by clicking [File] in menu bar, and clicking [Export] in submenus.





- For Outlook Express, ACT!™ or GoldMine®, only the Icon changes. The methods are 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 data.



# Chapter4



## Business Card Data Handling

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

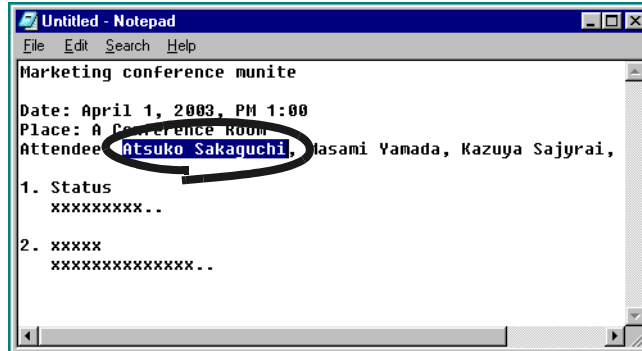
---

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<b>4.2 Deleting the data from [Inbox] / [Exported] tab.....</b>	<b>17</b>
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<b>4.4 Restoring the data from Trash.....</b>	<b>19</b>
<b>4.5 Extracting the image data .....</b>	<b>21</b>
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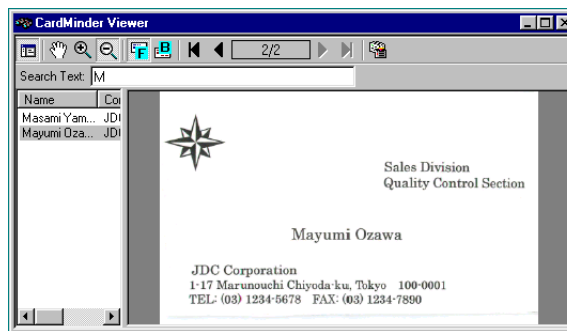
---

## 4.1 Data search by character string and hot key

1. Select a character string of a name or a company in some document, and press the hot key (Alt+F3). CardMinder will then automatically start searching.



⇒ The Finder window opens if the selected character string matches the CardMinder database.



- Default setting for the hot key is Alt+F3. If you want to change the hot key, refer to Section 6.1.
- If the searching fails, Finder window may appear (See setting [Action] in Section 6.1), but no image on it. You can enter a keyword in [Search Text] column, and continue searching.

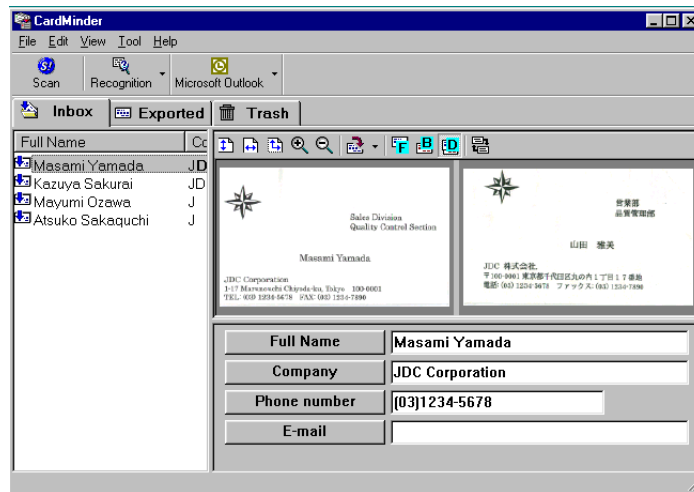
## 4.2 Deleting the data from [Inbox] / [Exported] tab

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

1. Open CardMinder with [Inbox] or [Exported] selected. Select the data which you want to delete.

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

Main window:



2. Press [Delete] key, or click [Edit] in menu bar and then click [Delete].

Main window:



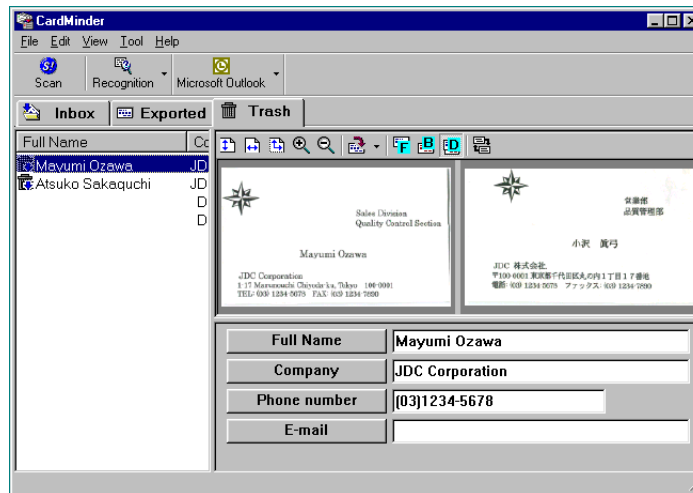
⇒ The Selected data is sent from the [Inbox] or [Exported] tab to the [Trash]. If you want to restore data from the Trash, see Section 4.4.

## 4.3 Deleting data from [Trash]

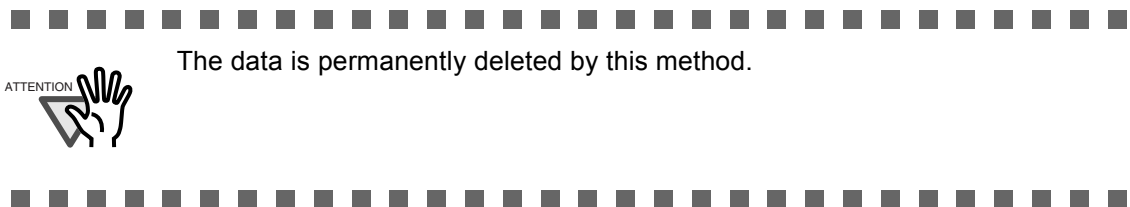
A method to permanently delete data in the Trash follows. The data is permanently deleted and cannot be restored by the procedure in Section 4.4.

1. Open CardMinder with [Trash] tab selected. Select the data which you want to delete. You can add to the selection by clicking on the data while pressing [Shift] or [Ctrl] key.

Main window:



2. Press [Delete] key, or Click [Edit] in menu bar and click [Delete].



Main window:



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



## 4.4 Restoring the data from Trash

A method to restore the data from the [Trash] is as follows. Restored data is moved to [Inbox] or [Exported] to the original location.

1. Open CardMinder with [Trash] tab selected.

⇒ Deleted data is shown in the window.

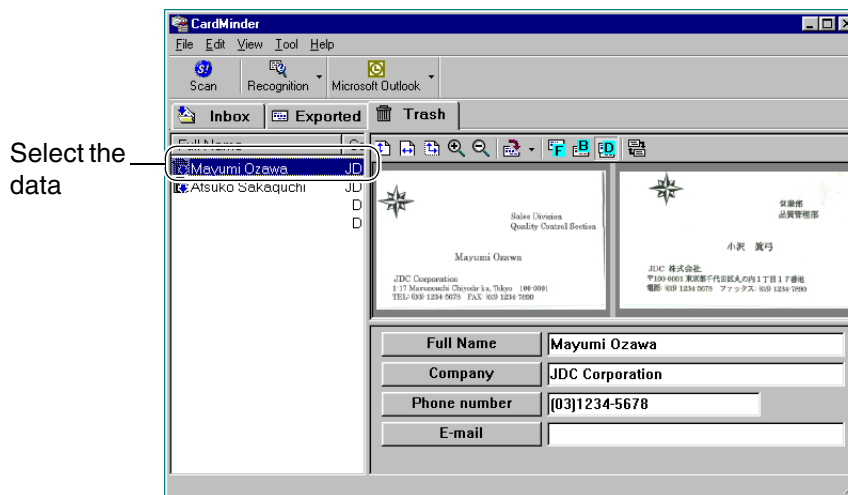
Main window:



2. Select items that you want to restore from [Trash] tab.

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

Main window:



The data deleted from [Trash] tab cannot be restored.

3. Click [Edit] in menu bar, and click [Undo] in submenus.

Main window:



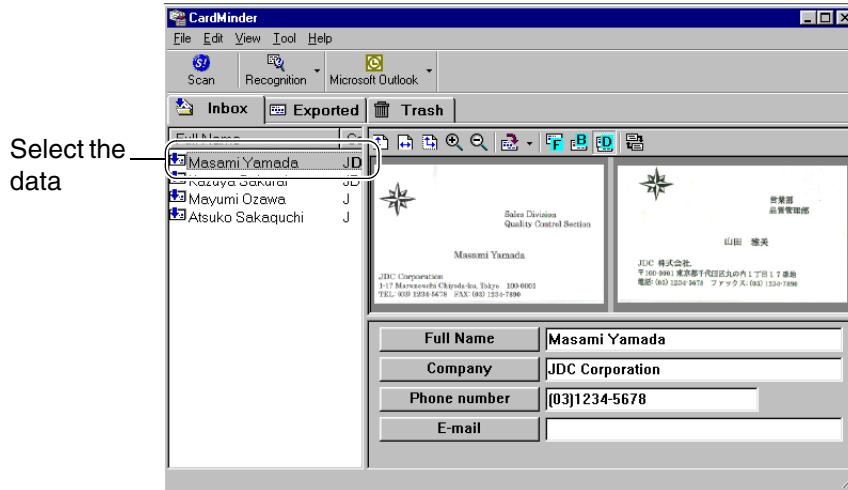
⇒ Selected data moves from [Trash] to [Inbox] or [Exported] tab.

## 4.5 Extracting the image data

You extract a business card image data using CardMinder, and attach it to your e-mails as follows.


1. Select which data you want to extract by using the search method described in Section 4.1.

Main window:

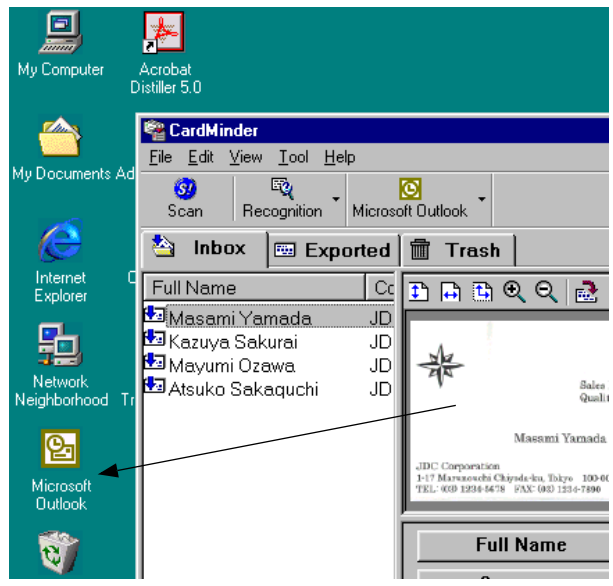


- 2. Drag a business card image from the CardMinder window to any folder in Explorer or to your Desktop.

.....

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

.....



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

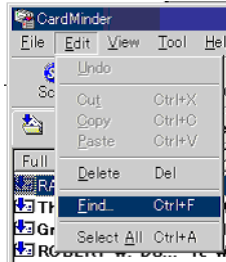
- 3. You can attach the image file(s) to your e-mail using your favorite mailing software.

## 4.6 Data search by entering keyword

A method to search the data by entering a keyword is as follows.

1. Open CardMinder, and click [Edit] in menu bar and then click [Find].

Main window:

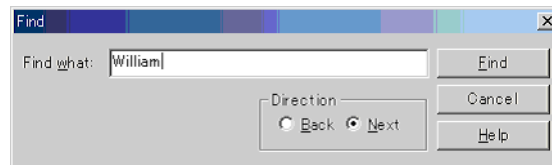


2. Following [Find] dialog box may appear, Enter a Name or a Company in column [Find what], Then click [Find] button.

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

The [Find] dialog box may keep staying on the screen for further searching.

Find dialog box:



[Direction] setting

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

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





# Chapter5

## Correction of Recognized Character Data

As the recognition cannot be perfect for all business cards, some revision of the recognized results may be necessary. This chapter describes how to correct the recognition results.

### Some notice before data correction:

- If the orientation of the characters in the front side are incorrect, correct the orientation by clicking  as shown Section 1.4. Then try again.
- If front side of the business card is shown in right side (or lower side) of the Image View window, swap the images by clicking , and try the recognizing again (See Section 5.1).
- If a photo or logo is near the character a miss-recognition may occur. In this case, exclude the image area by using the rectangle selection method (Section 5.2 or 5.3), and try recognition again.
- If character recognition still does not succeed, enter the correct character(s) manually.



- The items to be recognized can be changed. See Section 6.2.
- Good OCR(Optical Character Recognition) are dependent on:
  1. The placement of the text on the business card
  2. The font size used for the text.
  3. The style of font used.
  4. The condition of the business card.
  5. Other factors may also apply.
- Only English is supported for business card recognition.

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<b>5.4 Data Correction by Manual Entry .....</b>	<b>30</b>

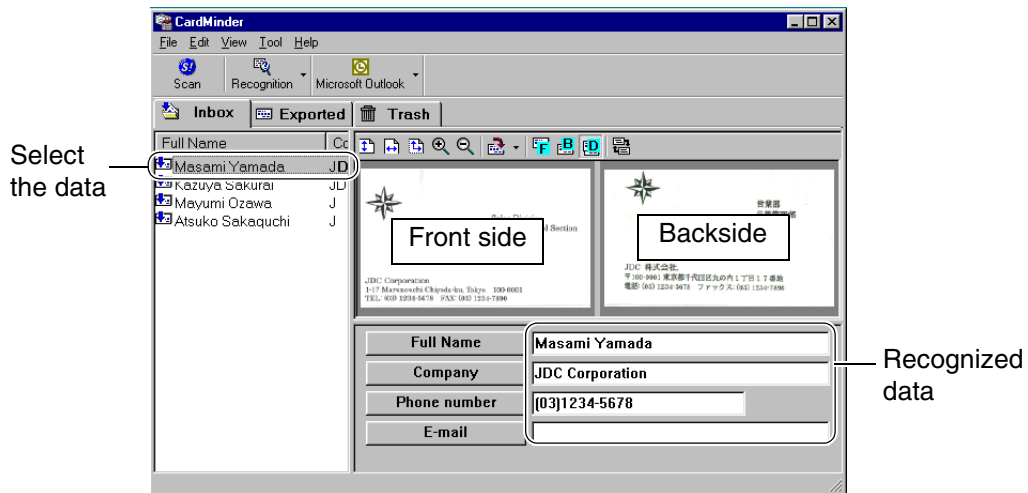
---

## 5.1 Recognition of all characters at once

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

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

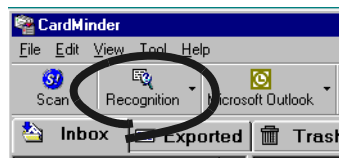
Main window:



Characters only from the front side image can be recognized.

2. Click [Recognition] icon in toolbar.

Main window:



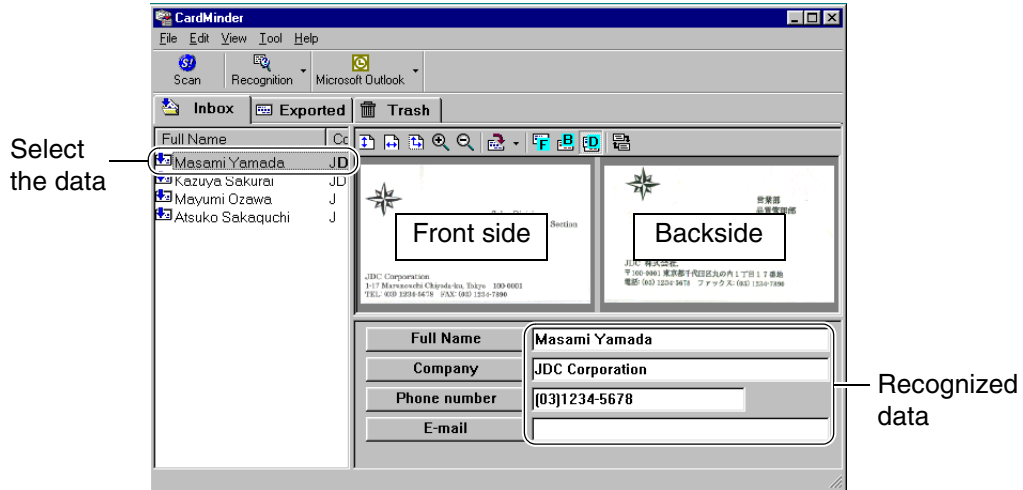
⇒ All characters are recognized. Old recognition data is replaced by the new data.

## 5.2 Recognition using Rectangle Selection

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

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

Main window:



Characters only in front side image can be recognized.

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





3. Click [Recognition] button in toolbar.

Main window:



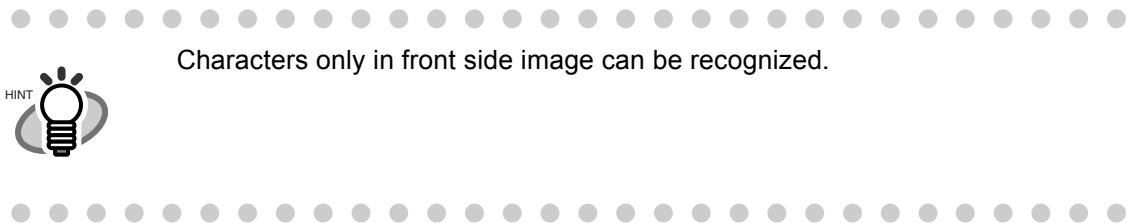
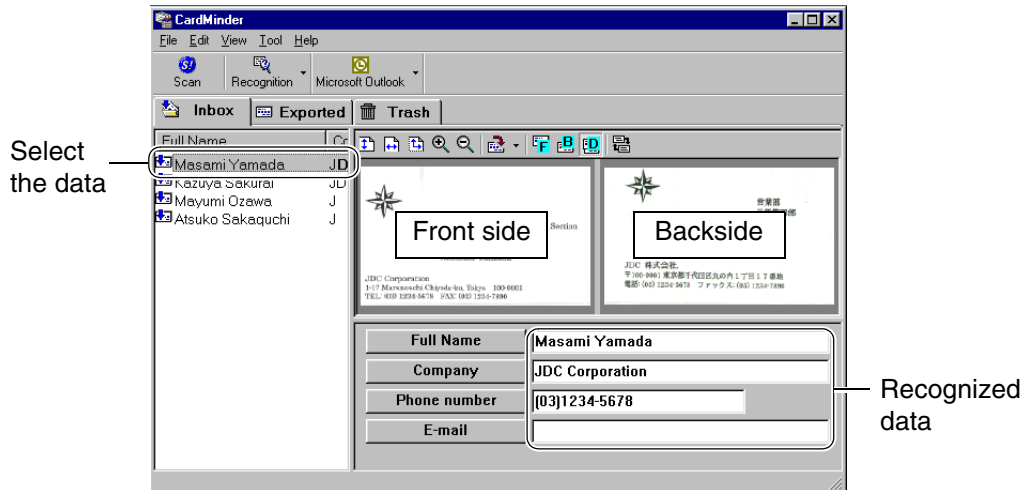
⇒ All characters are recognized. Old recognition data is substituted by the new data.

## 5.3 Keyword Recognition using Rectangle Area Selection

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

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

Main window:



Characters only in front side image can be recognized.

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



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



⇒ The data in a clicked column is recognized. Old recognition data is replaced by the new data.



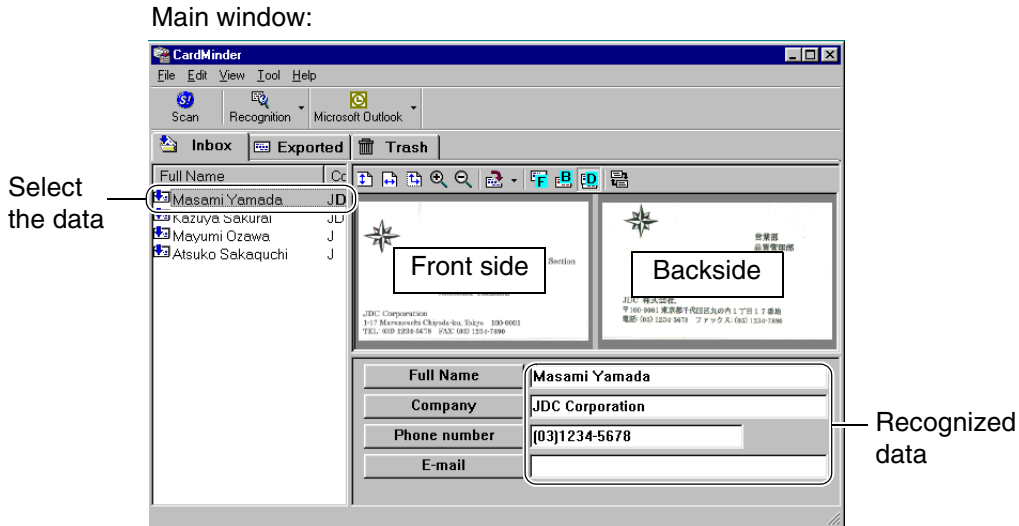
Other columns than [Company] can be corrected using the method above.



## 5.4 Data Correction by Manual Entry

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

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



Characters only in front side image can recognized.

2. Click on the text you want to correct.

Following is an example of Full Name correction.



⇒ A cursor appears in the clicked column.



Other columns than [Full Name] can be corrected using a similar method.

3. Enter correct Full Name from your keyboard.

# Chapter 6



## Setting Preferences

This chapter describes how to set CardMinder™ preferences.

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<b>6.2 Export item settings .....</b>	<b>35</b>
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## 6.1 Data control settings

Following preference for 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.

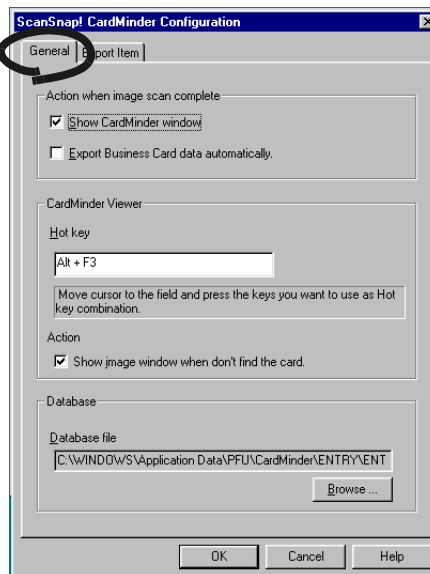
1. In Main window, click [Tool] in a menu bar, and click [Settings...].

Main window:



⇒ [Settings] dialog box appears.

2. Click [General] tab. Then specify your preference by referring the Hints below.





- Setting [Action when image scan complete]
  - Show CardMinder window  
Displays the result of character recognition after scanning the business card.
  - Export Business Card data automatically  
The recognized data is immediately saved without displaying the recognized result. This is not recommended because a wrong name or company can enter your database.
- Setting [CardMinder Viewer]
  - Hot key  
A Hot key to activate searching after selecting a keyword displayed in other application software is specified by entering the key name in the column.  
Specifiable key name is one of the keys, [A] to [Z], [0] to [9], [F1] to [F12]. Also, the key(s) of [Ctrl], [Shift], [Alt] must 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 Finder window. But you can enter a keyword in [Search Text] column, and 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,  
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.



## 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.

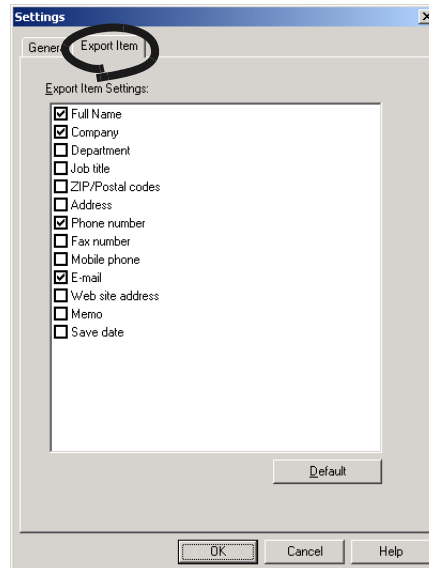
1. In the Main window, click [Tool] in a menu bar, and click [Settings...].

Main window:



⇒ [Settings] dialog box appears.

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










The items, [Memo] and [Save date], are displayed in the Main window but not 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! driver installed correctly? Refer to Getting Started of ScanSnap!, and install the ScanSnap! driver correctly.</li> <li>• Is the icon of ScanSnap! in task bar looks like  ? If so, set ScanSnap! Monitor by referring ScanSnap! Operator's Guide, so that the icon of ScanSnap! Monitor becomes  .</li> <li>• Is the window, [ScanSnap! Monitor...] open? (See Chapter 3. Step 2) Scanning is disabled when the window, [ScanSnap! Monitor...] is open. Close the window.</li> <li>• Is the scanner supported by ScanSnap!? CardMinder does not support the scanning by other scanners than specified by ScanSnap!.</li> </ul>
2	Scanned image of the business card is not displayed in window.	<p>⇒ Is the business card scanned with front side up? The side which has the name printed (Front side) should be set downward facing ADF paper chute.</p>
3	The image is scanned, however Full Name or Company etc. does not appear or incorrectly appear in 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  in a toolbar.</li> <li>• Are front side and back side image switched? The name should appear on front. Swap front and back side image by clicking  , and pressing  in a toolbar. (See Section 1.4 for button functions) Otherwise, try the recognition again by referring Chapter 5.</li> </ul>

No	Phenomena	Please confirm,
4	Items incorrectly recognized.	<p>⇒ Confirm the following</p> <ul style="list-style-type: none"> <li>• Is color of the characters white with a dark background? Those characters cannot be recognized. Manually correct using your keyboard (See Section 5.4).</li> <li>• Are several phone numbers printed together as in the right example? These phone numbers cannot be recognized. Manually correct using your keyboard (See Section 5.4).</li> </ul> <div data-bbox="1129 349 1385 461" style="border: 1px solid black; padding: 5px; width: fit-content;">  <p>Sales Division Quality Control Section Manger Hideaki Imai</p> </div> <div data-bbox="1098 629 1310 680" style="font-size: small;"> <p>1-17 Marunouchi Chiyoda-ku, Tokyo TEL: (03) 1234- Direct: 5678 Main: 1111</p> </div>
5	The items which you want to recognize do not appear in window.	<p>⇒ Click [Tool] menu and [Setting..] submenu in Main window. Then click the [Export Item] tab. Add the checkmark next to the item you want to recognize and export. (See Section 6.2)</p>

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## **CardMinder™ for ScanSnap!™ User's Guide**

**P3PC-E527-02EN**

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