



## User's Guide

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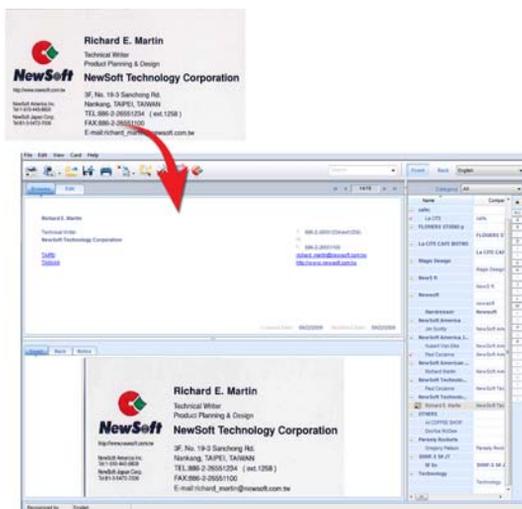
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## Chapter 1

# Welcome to Presto! BizCard

Presto! BizCard keeps track of names, companies, mailing addresses, phone/fax numbers, e-mail addresses, and more. Simply scan, import, or capture your business cards and Presto! BizCard automatically saves the data and image for each card. Different viewing modes are available for easy searching, editing, creating, and sorting. You can share information with desktop organizers, contact managers, personal information managers (PIMs), and personal digital assistants (PDAs). You can also print ID badges, mailing labels, and stickers. You can add cards to BizCard directly from Microsoft Outlook or Act!.



Let's first take a look at these exciting features, system requirements, and start-up procedures.

- Features
- System Requirements
- Installing Presto! BizCard
- Live Update (Optional)

## Features

- Import from file, scan business cards, or capture card images from a webcam to build and maintain a database of all your business contacts. You can add cards to BizCard directly from Microsoft Outlook or Act!.
- Recognize the front and back card images—both in different languages.(For FE version only)
- Share information with applications like Microsoft Excel, Outlook, and Lotus Notes (optional) by exporting the database into compatible formats.
- Synchronize Presto! BizCard contact information with contact managers, PIMs, and export to handheld devices such as Palm or Pocket PC (Windows CE device).
- Use the BizCard Add-In button in Microsoft Outlook to directly acquire images and update the BizCard database together with the Microsoft Outlook contact information. You can also change the BizCard settings from the Microsoft Outlook or Act! BizCard Add-In button.
- Find records accurately. Search for a person's name, job title, or company. (You may use any word and search any field.) For fast searching, use the search input field on the Toolbar.
- Quickly print mailing labels, ID badges, stickers, and envelopes.
- Sort business cards by specified fields like name, company, state, Zip Code, or date of entry. When the database is sorted by the Name column, the information can be grouped by company name. Click the  or  button to expand or collapse each group.
- Link directly from a business card entry to send e-mail, visit the client's website, or pinpoint their location with Google Maps.
- See the program interface in any of these 12 languages.- Dutch, English, French, German, Italian, Japanese, Portuguese, Simplified Chinese, Spanish, Traditional Chinese, Russian, and Polish.
- Recognize the name card in any of these 21 languages - Dutch, English, French, German, Italian, Japanese, Portuguese, Chinese Simplified, Spanish, Chinese Traditional, Russian, Polish, Swedish, Slovakian, Turkish, Norwegian, Hungarian, Danish, Czech, Greek, and Finnish.

## System Requirements

- Operating System: Microsoft Windows 2000 (SP4), Windows XP (32 or 64-bit), Windows Vista (32 or 64-bit) or Windows 7 (32 or 64-bit)
- CPU and Memory for Windows 2000 or XP:  
Pentium II, 450 MHz and 128 MB RAM (Pentium 4, 2 GHz or better with 1 GB RAM is recommended.)
- CPU and Memory for Windows Vista:  
Pentium 4, 2 GHz and 512 RAM (1 GB RAM or more is recommended.)
- Display: SVGA (800 x 600) or better
- One CD ROM Drive
- A Minimum of 270 MB free hard disk space for installing the program
- One free USB port for scanner connection
- (Optional) Webcam with dynamic video pixels, 1280 x 960 or higher resolution (non-interpolated is recommended) plus the following additional minimum requirements
  - A free USB Port: USB 1.1 or USB 2.0
  - DirectX 9.0c
- (Optional) A contact manager or personal information manager like Microsoft Outlook or ACT!



*To recognize Eastern languages, ACT! 2008 or a later version is required.*

- (Optional) Pocket PC (Windows CE device) or Palm PDA



*For BizCard to recognize and display Eastern languages correctly, you may be required to install the associated language package. Please refer to the **Regional and Language Options** setting of your Windows Control Panel.*

## Installing Presto! BizCard

You will need administrator privileges for installation.

1. Insert the Presto! BizCard CD-ROM. The installation program will start automatically. If the installation program does not start automatically, please double-click the Setup.exe file in the CD-ROM.
2. Follow the instructions to complete the installation.

## Live Update (Optional)

The Live Update function allows you to get the latest program. Click



on the toolbar to check the program updates and product news.



*NewSoft Live Update is optional and may not be available in all versions.*

## Chapter 2 Getting Started

In this chapter, we will describe the program screens, buttons, toolbars, and the various options for viewing the database.

- The Workspace
- Quick Tour
- Setting BizCard Preferences

### The Workspace

The first time you run the program, an empty database file (Untitled.mdb) will be opened. The workspace consists of a **Menu bar**, **Toolbar**, **Card Browse and Edit window**, **Contact List windows**, and **Status bar**.



*Images used in this manual are for example only. Depending on the version, there may be slight differences, such as the order of the buttons on the Toolbar.*



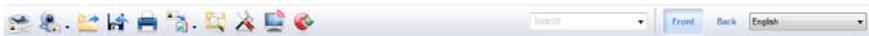
The Workspace

- Menu Bar
- Toolbar
- Card Browse and Edit Window
- Contact List Window
- Status Bar

## Menu Bar

The **Menu** bar provides commands for managing, viewing, and editing business cards. To perform a task, select the proper command from its menu. See the [Menu Commands](#) section for details on menu commands.

## Toolbar



The Toolbar allows quick access to frequently used commands. Just click one to execute the command. Below you will find a description of each tool and the corresponding shortcut key.



Scans business cards. **[Ctrl+S]**



Opens the **Snap One Card and Recognize** or **Snap Cards and Recognize** dialog box to get business cards using a webcam.



Displays the dialog box for importing a card image.



Exports your database in various formats.



Prints data in various layouts.



Export, import, or synchronize data to various contact managers, PIMs, or PDAs. Click the selection arrow to change the active selection.

From the **File** menu, click **Preferences**, and choose the **Synchronization** tab to switch between export, import, or two-way synchronization.



Displays the **Search** dialog box. **[Ctrl+F]**



Displays the **Preferences** dialog box.



Check for product news and program patches. (NewSoft Live Update is optional and may not be available in all versions.)

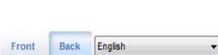


Opens the NewSoft Web page.



Enter a keyword for a quick search of your database.

Choose from a list of languages for recognition. Dutch, English, French, German, Italian, Japanese, Brazilian Portuguese, Simplified Chinese, Spanish, Traditional Chinese, Russian, Polish, Swedish, Slovakian, Turkish, Norwegian, Hungarian, Danish, Czech, Greek, and Finnish.

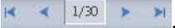


Click **Front** to select the recognition language for the front of the card, or click **Back** to select the recognition language for the back.



*Depending on the version, Auto detect may not be available.*

## Card Browse and Edit Window

This area shows business cards in the selected mode. Click the **Browse** tab or the **Edit** tab to change modes. Use these controls, , for moving between cards.



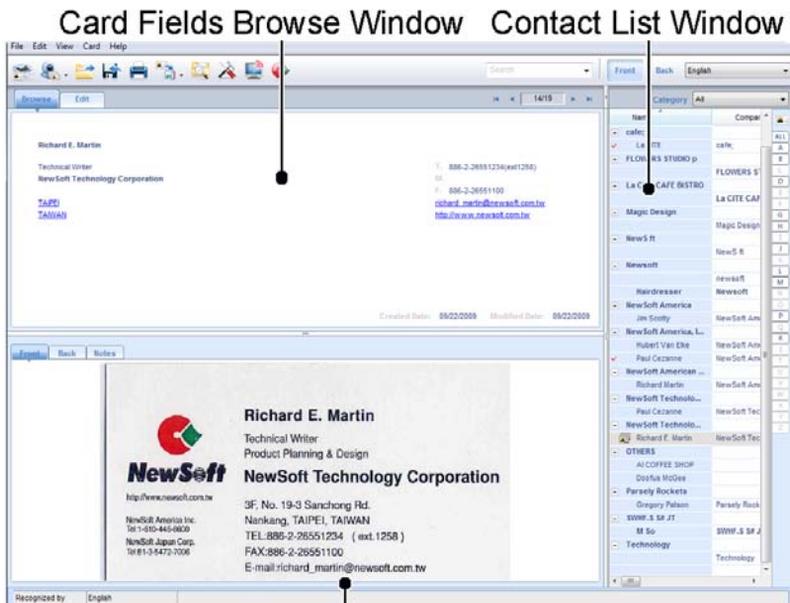
*Browse and Edit Tabs*

- Browse Mode
- Edit Mode

## Browse Mode

BizCard will open the Browse mode by default. The selected card is displayed in the Card Image Browsing window and the labeled information from it at the Card Field Browsing window.

- In the Card Field Browsing window, you can select a field and copy the data onto the clipboard.
- The phone number fields have labels, such as **T**: for Telephone number, **M**: for Mobile phone number, **F**: for Fax number.
- Click an e-mail address, web page address, or street address to open the appropriate e-mail program or browser. Street addresses will link to Google Maps or a similar site.
- At the Browse Card Images window, click the **Note** tab to check notes, or click the **Back** tab to see the reverse side of the card (if available).



*Browse Mode*

## Edit Mode

In Edit mode, you can see the image of the card in the **Card Image** window and the pertinent data in the **Card Fields Edit** window. See [Editing Cards](#) for more information about the tools for editing the card.

Also, in the Card Fields Edit window, right-click an e-mail, Web address, or street address and select **Link to** from the shortcut menu to link to the e-mail address or URL. The street address will link to a website to display a map for the selected address.

### Card Fields Edit Window

The Card Fields Edit window displays the following information for Richard E. Martin:

- Name:** Richard
- Job Title:** Technical Writer
- Company:** NewSoft Technology Corporation
- Department:** Product Planning & Design
- Phone:** 886-2-26551234 (ext1258)
- Mobile Phone:** 1-510-445-8600
- E-mail:** richard\_martin@newssoft.com.tw
- Website:** http://www.newssoft.com.tw
- Address:** 3F, No. 19-3 Sanchong Rd., Nankang, Taipei, TAIWAN
- Created Date:** 09/22/2009
- Modified Date:** 09/22/2009

### Card Image Window

The Card Image window displays a business card for Richard E. Martin, Technical Writer at NewSoft Technology Corporation. The card includes the NewSoft logo, contact information, and a list of other contacts in the background.

Name	Company	Department	Job Title
Hairdresser	Newssoft		HAIRDRESS
NewSoft America	Newssoft America		Technical Di
Jim Scotty	NewSoft America, L.		
Hubert Van Elze	NewSoft America, Inc.		Senior Cons
Paul Cezanne	NewSoft America Inc.		
NewSoft American ...	NewSoft American Inc		Product Mar
Richard Martin	NewSoft American Inc		Product Mar
NewSoft Technolo...	NewSoft Technolo...		Product Mar
Paul Cezanne	NewSoft Technology Ame...		Product Mar
NewSoft Technolo...	NewSoft Technolo...		Product Mar
Richard E. Martin	NewSoft Technology Corp.	Product Planning & Design	Technical W

### Contact List Window

Edit Mode



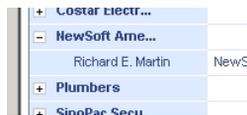
This list, **Category** All, will restrict the view to the selected category of cards. Choose **All** to return to the full list.



These buttons will restrict the view to the cards that begin with the selected letter in the column that the list is sorted by.

In List view you can quickly sort by any column by clicking on the title bar of the column to be sorted. See [Sorting](#) for the details.

Right-click a list entry or a thumbnail, and select **Copy**, **Paste**, or **Delete** from the menu to use these commands on the records.



## Status Bar

Processing data, please wait...

When BizCard is scanning, capturing, importing, or processing images, the Status bar will indicate the progress and current activity. The Status bar will list the languages recognized in the current record.

## Quick Tour

After installation, you can start using the program right away. Here are some useful quick-start procedures.

- [Scanning Business Cards – Quick Start](#)
- [Synchronizing – Quick Start](#)

## Scanning Business Cards – Quick Start

1. Place a card facedown into your scanner.
2. If your scanner has a button, push the button on the scanner. (Alternatively, click  on the Toolbar, or click **Scan Card and Recognize** from the **File** menu). BizCard will begin scanning and will show the recognition progress on the screen.
3. When scanning is complete, you will see the image of the card and all of the categorized information on your BizCard screen. Check the data to see if any information was misread. See the [Scanning Business Cards](#) section for more information.

## Synchronizing – Quick Start

Synchronization involves exchanging data between Presto! BizCard and a PDA, contact manager, or personal information manager. You can exchange information with a PDA such as Palm and Windows CE, or PIMs like Microsoft Outlook and ACT!.

1. From the **List** view, click the contacts that you want to transfer. Use the SHIFT or CTRL keys to select more than one contact.
2. Open the **File** menu, point to **Sync with**, and click the program that you wish to synchronize with. Alternatively, you can choose the button from the Toolbar. A message will appear when synchronization is complete.
3. The default mode is export. If you want to import or synchronize, change the preferences from the **File** menu. See the [Synchronizing](#) section for more information.

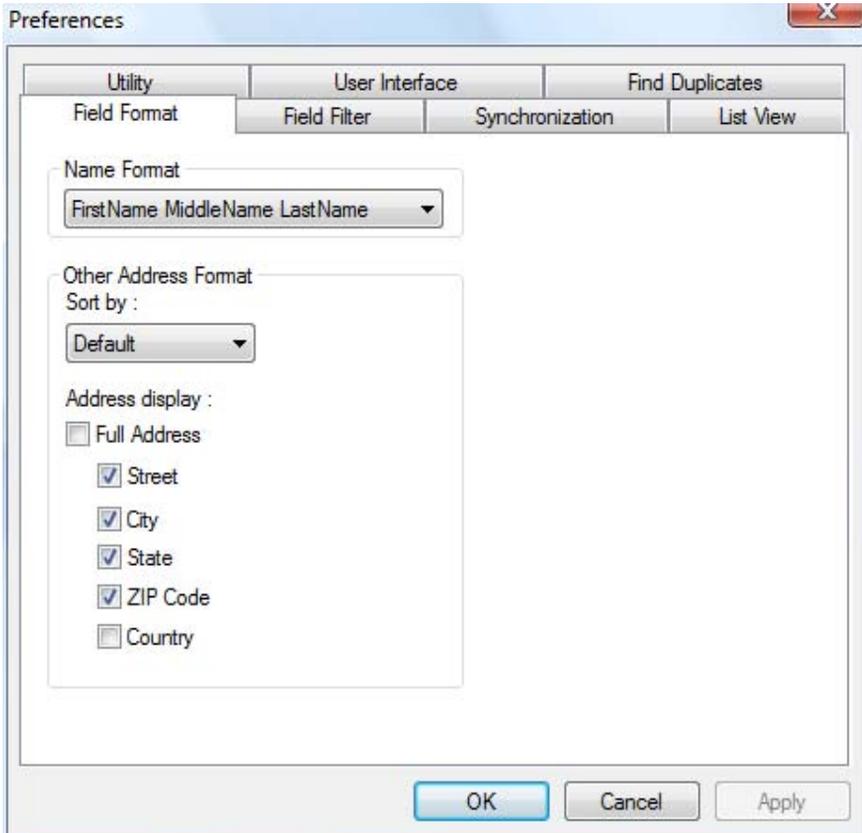
## Setting BizCard Preferences

When you go to the **File** menu and click **Preferences**, you can change some very important features for Presto! BizCard. Here is an overview of the **Preferences** dialog box and an explanation for the options not covered in other sections of this manual.

- [Field Format](#)
- [Field Filter](#)
- [Synchronization](#)
- [List View](#)
- [Utility](#)
- [User Interface](#)
- [Find Duplicates](#)

## Field Format

Click the **Field Format** tab to select some of the various ways that data from your scanned or captured business cards can be displayed.



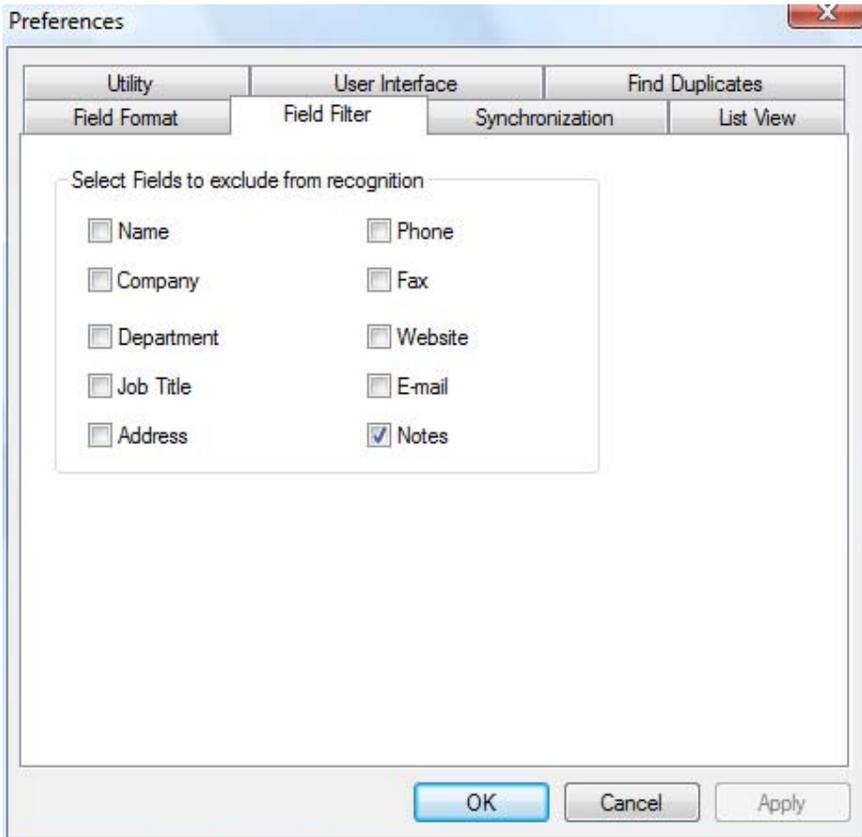
### Name Format

Choose how to show the names from the cards.

### Address Format

Choose how to sort the database when sorting by the address. And choose which address components to display in the list.

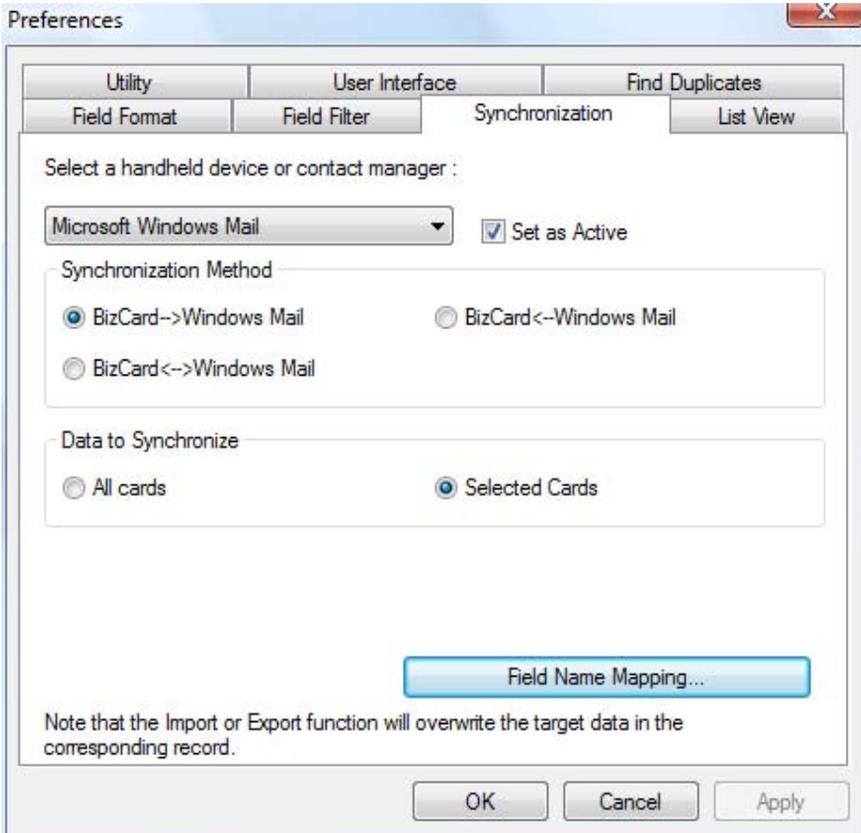
## Field Filter



The **Field Filter** will let you choose data that you do not wish to have recognized. This could save time if there are certain types of data that you do not wish to include in your database.

## Synchronization

This tab will let you specify the program to synchronize and the type of synchronization to perform.



### Select a handheld device or contact manager

Choose from Palm Computing Platform, Microsoft Outlook, Microsoft Outlook Express, Windows CE device, ACT! or Lotus Notes. Select **Set as Active** to have the command displayed as a button on the Toolbar.

### Synchronization Method

Here is a description of the three methods of synchronization. (Substitute xxx with the name of the PDA or PIM your are using.)

**Export (BizCard->xxx)** Sends your data to the device or program while leaving your BizCard file unchanged.

**Import (BizCard<- xxx)** Receives data in your BizCard file while leaving the contact data of the other program or device unchanged.

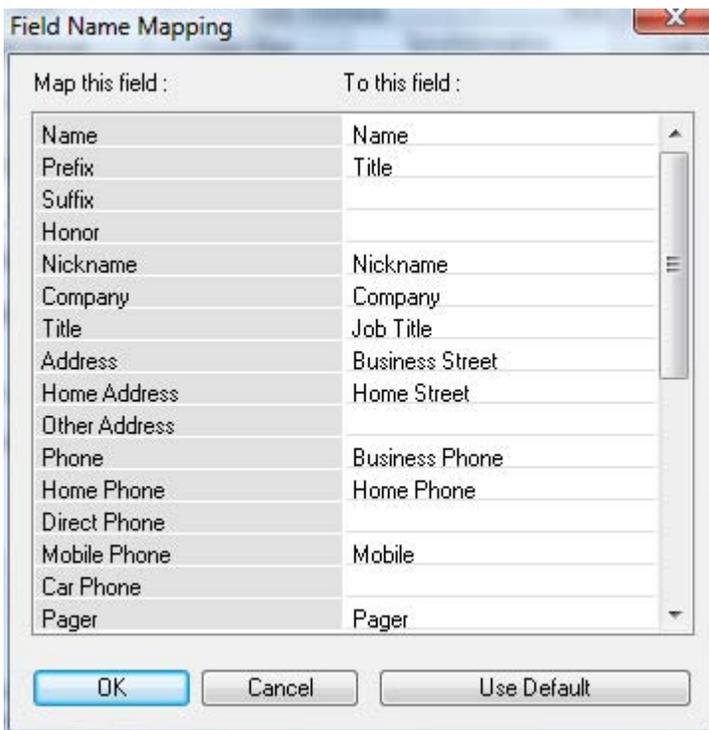
**Synchronize (BizCard<-> xxx)** Synchronizes both databases. This way, both databases will be updated.

### Data to Synchronize

Choose **All Cards** or **Selected Cards** by clicking the appropriate box. The **Selected Cards** option is available only for the **Export (BizCard->xxx)** synchronization method.

### Field Name Mapping

Sometimes, data in separate programs may be identical but labeled differently. If you should find it necessary to change the way the data is transferred, click the **Field Name Mapping** button.



The fields on the left side are the BizCard fields, and on the right are the fields for the program or device you want to synchronize with. If you want to change any field, click the item in the right-hand column adjacent to the BizCard field for which you want to send or receive data. A list will appear. Choose the field to map to by clicking its name. Data for a field that is not mapped will not be transferred.

### Synchronization Target (Palm Computing Platform only)

If you are synchronizing with a Palm device, choose between Palm Handheld Device or Palm Desktop Software.

### Palm User (Palm Computing Platform only)

Select the user name for the Palm platform.

For handheld devices, make sure that you have the correct user name to identify the connected handheld device. If you cannot find the user name for your device, open the Palm Desktop program to create one.

For Palm Desktop software, choose the user name for the account you want to synchronize with.



*Refer to the Palm user's guide or online help for more information about user names.*

### ACT! Database (ACT! only)

If you are synchronizing with the ACT! program, choose the database you want to synchronize with. Click  to browse the ACT! database files.



*For ACT! 2008 or later, BizCard supports synchronization with Eastern-language databases.*

## List View

This tab presents a check box for each of the available BizCard fields. Select the ones that you want to have displayed as a column when in the Card List mode.

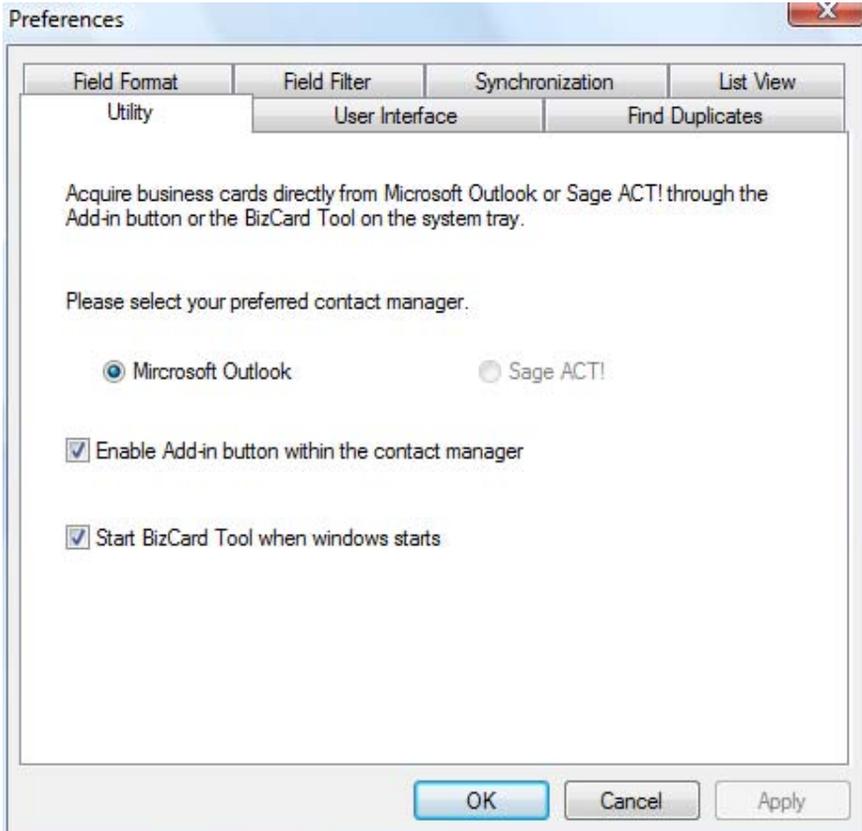
Preferences

Utility		User Interface		Find Duplicates	
Field Format		Field Filter		Synchronization	
				List View	
<input checked="" type="checkbox"/> Prefix	<input type="checkbox"/> Telex	<input type="checkbox"/> Suffix	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Personal E-mail	<input type="checkbox"/> Other E-mail
<input type="checkbox"/> Honor	<input type="checkbox"/> Personal Home Page	<input type="checkbox"/> Nickname	<input type="checkbox"/> Other Web Page	<input checked="" type="checkbox"/> Website	<input type="checkbox"/> FTP Site
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Other FTP Site	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Notes	<input type="checkbox"/> Personal FTP Site	<input type="checkbox"/> Created Date
<input checked="" type="checkbox"/> Job Title	<input type="checkbox"/> Modified Date	<input checked="" type="checkbox"/> Address	<input type="checkbox"/> Met Date	<input type="checkbox"/> Other FTP Site	<input type="checkbox"/> Birthday
<input type="checkbox"/> Home Address	<input type="checkbox"/> Tax ID	<input type="checkbox"/> Other Address		<input type="checkbox"/> Phone	
<input type="checkbox"/> Direct Phone		<input checked="" type="checkbox"/> Phone		<input type="checkbox"/> Direct Phone	
<input type="checkbox"/> Home Phone		<input type="checkbox"/> Home Address		<input type="checkbox"/> Home Phone	
<input type="checkbox"/> Mobile Phone		<input type="checkbox"/> Other Address		<input type="checkbox"/> Mobile Phone	
<input type="checkbox"/> Car Phone		<input checked="" type="checkbox"/> Phone		<input type="checkbox"/> Car Phone	
<input type="checkbox"/> Pager		<input type="checkbox"/> Home Address		<input type="checkbox"/> Pager	
<input type="checkbox"/> Other Phone		<input type="checkbox"/> Other Address		<input type="checkbox"/> Other Phone	
<input checked="" type="checkbox"/> Fax		<input type="checkbox"/> Other Address		<input checked="" type="checkbox"/> Fax	
<input type="checkbox"/> Home Fax		<input type="checkbox"/> Other Address		<input type="checkbox"/> Home Fax	
<input type="checkbox"/> Other Fax		<input type="checkbox"/> Other Address		<input type="checkbox"/> Other Fax	

OK Cancel Apply

## Utility

This tab shows the options to activate the BizCard Tool utility without opening the BizCard program. Select the check box next to the command to enable following options.



### **Please select your preferred contact manager.**

Select either Microsoft Outlook or Act! as your preferred contact manager. Data acquired through the System Tray will be sent to the selected contact manager.

### **Enable Add-in-button within the contact manager**

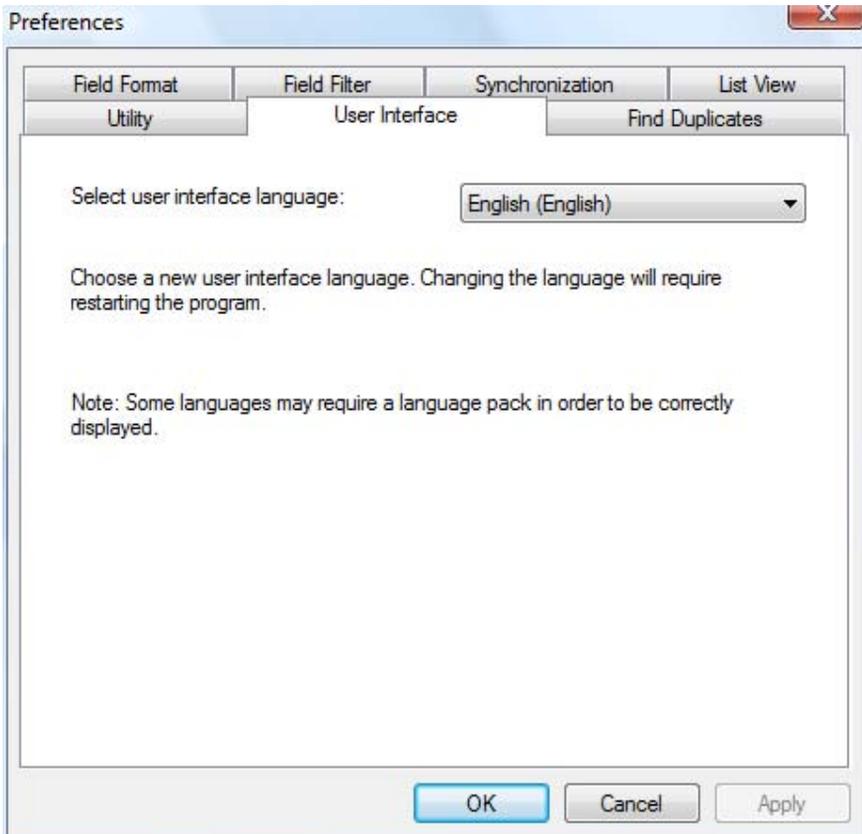
An icon will be added to the toolbar of the selected contact manager. You can click the add-in button to read card information without opening BizCard. See [Using BizCard from the Contact Manager](#) for details.

### Start BizCard Tool when Windows starts

Enable this option to put the BizCard Tool icon on the System Tray when Windows starts. From here, you can acquire images or change preferences. For details, see the [Using BizCard Tool from the System Tray](#) section.

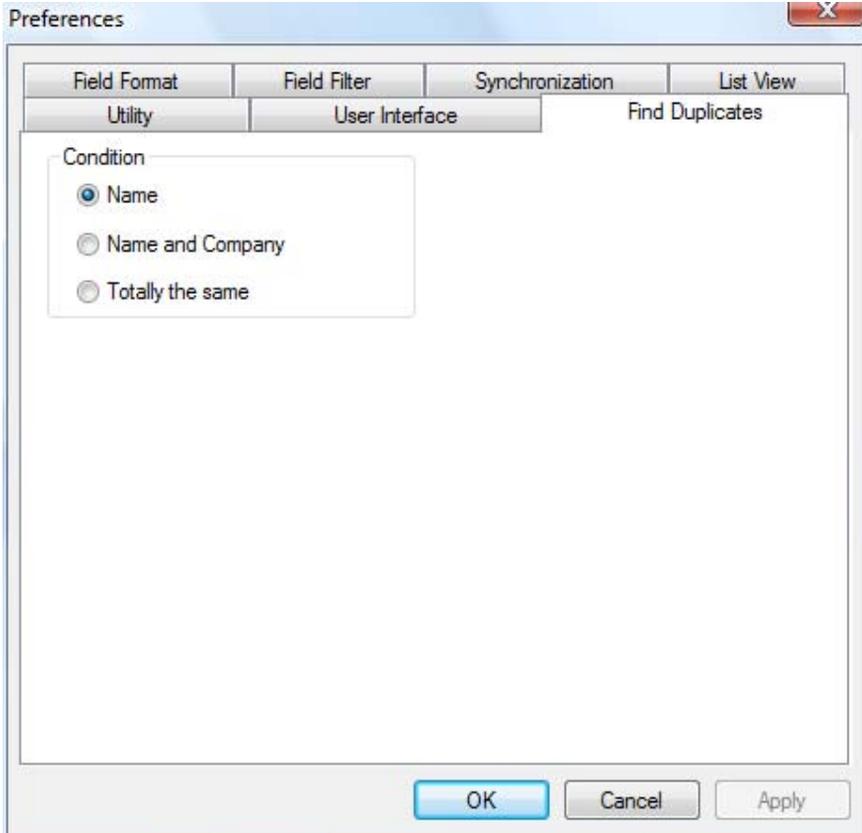
## User Interface

In this tab, you can select the language for display. To apply the changes, BizCard needs to be restarted.



## Find Duplicates

This tab shows the options for the kind of search you want when looking for duplicate cards.



Choose **Name** to find all cards with the same name.

Choose **Name and Company** to find all cards with the same company and from the same person.

Choose **Totally the same** when you want to find cards that exactly match.

## Chapter 3 Working with Business Cards

Now that you have become familiar with the program windows and the Toolbar, you are ready to work with Presto! BizCard. All you have to do is to start scanning, importing, or capturing cards. You will soon realize the benefits of an electronic database. Look at these topics for more details.

- Adding Cards
- Editing Cards
- Working with Double-Sided Cards(For FE only)

### Adding Cards

There are several ways to add business cards into a database: scanning, importing, manually entering information, capturing cards with a webcam, and synchronizing with a handheld device or a database from a program like Microsoft Outlook.

- Scanning Business Cards
- Importing Card Images
- Importing an Image for the Back of a Card
- Importing vCard Data
- Importing CSV Data
- Importing an Outlook Signature
- Creating Business Cards Manually
- Capturing Business Card Images with a Webcam
- Using BizCard from the Contact Manager
- Using BizCard Tool from the System Tray
- Adding Contacts by Synchronizing



*The first time you run Presto! BizCard program, it will open with a temporary database called Untitled.mdb. Afterwards, the program will open with the last database used.*

## Scanning Business Cards

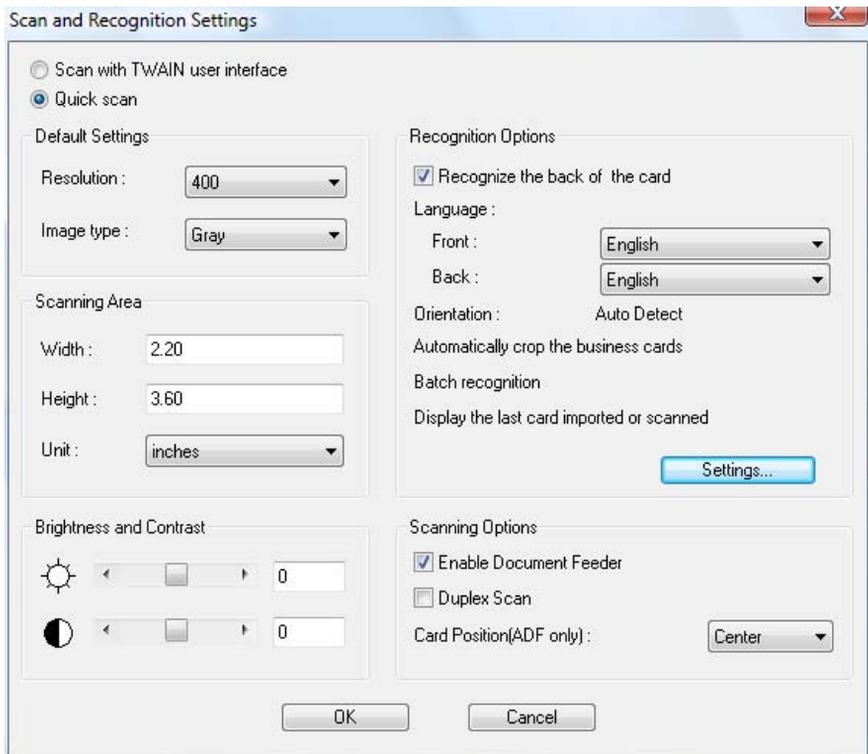
Scanning is the most convenient way to add business cards to a database.

- Defining Scan Options
- Selecting a Scanner
- Scanning a Business Card
- Scanning more than one Business Card at a Time

### Defining Scan Options

Before you start scanning, you need to customize the scan options.

1. Open the **File** menu and select **Scan and Recognition Settings**.



*Scan and Recognition Settings Dialog Box*

2. Choose your preferred scanning style—**Scan with TWAIN user interface** or **Quick scan**, which is the default setting.
  - a. Select **Scan with TWAIN user interface** to see a dialog box for setting the parameters of your scanner whenever you select the **Scan** command.
  - b. Choose **Quick scan** to have scanning begin immediately when you click the Scan command. A Quick Scan will be done with the settings defined in the **Default Settings** section. The other options available are listed here.

The settings under **Default Settings**.

- **Resolution:** 400 dpi (dots per inch) will have the best recognition performance in most cases. Choose 300 dpi or 600 dpi if the characters on the business cards are too large or too small.
- **Image type:** For black and white cards, setting the **Image type** to **Gray** will give you better results in most cases. For color cards, you may choose either **Color** or **Gray**. You can choose **Color** to keep the color image of the card in your database. Saving the color images will occupy more hard disk space, however. Please note that scanning in color is not available for all scanners; please refer to the specifications for your scanner to see if color scanning is available.

Adjust the **Scanning Area** by typing the width, height, and unit of measurement. Adjust the **Brightness and Contrast** by dragging the sliders.

Set the following options under the **Scanning Options**. (These options are for the Document Feeder.)

- Check **Enable Document Feeder** to use an automatic document feeder. To use this option, the selected scanner must have an ADF function. If there is paper in the feeder, the paper will be fed in and scanned. Otherwise, a flatbed scan will be performed.
- Check **Duplex scan** to perform double-sided scanning.
- **Card Position(ADF only):** tells where you have placed the card on the document feeder of the scanner—**Left**, **Right**, or **Center**.

3. Select **Recognize the back of the card** if necessary and click **Settings...** under **Recognition Options**. (For FE version only)
  - a. Choose the recognition language for the front and back of the card. You can choose **Western Auto Detect** if you may have cards in several languages.  
 *The Western Auto detect option is not available in all versions of the program.*
  - b. Choose the **Card Orientation**.
    - **Auto Detect:** Select this option to have BizCard check to see how the card is positioned.
    - **Rotate left 90 degrees**, or **Rotate right 90 degrees**. You might need to use these settings for cards that have the text written from side to side rather than the standard lengthwise style. The scanned business card image will be rotated before recognition.
    - **Rotate 180 degrees**, or **Do not rotate**. If you find your cards being presented upside down, you can choose 180 degrees. The scanned business card image will be rotated before recognition.
  - c. **Automatically crop the business cards**. If you are using a flatbed scanner and want to scan more than one business card at a time, selecting this option will let Presto! BizCard perform the multiple-card boundary analysis. The handheld business card scanner scans one card only at a time; you do not have to enable this option.
  - d. When using an automatic document feeder, select **Batch recognition** to start recognition after all cards are scanned. To use batch recognition, BizCard must be running. If you close the program, the recognition will stop. Deselect this option to import and do the recognition one card at a time..
  - e. **Display the last card imported or scanned**. This option will let you decide which card to display after recognition is complete. Select this option to display the last card imported or scanned. If this option is not checked, the most recently opened card will be displayed

- f. Click **OK** to go back to the **Scan and Recognition Settings** dialog box.
4. Click **OK**.

## Selecting a Scanner

1. Click **Select Scanner** from the **File** menu.
2. Choose the driver for your scanner from the **Select Source** dialog box.

## Scanning a Business Card

1. Insert a card face down on your flatbed scanner. Make sure that the card is at the document set point on the scanning surface before closing the lid. This is the default area for scanning business cards with Presto! BizCard.
2. Click  on the Toolbar or click **Scan Card and Recognize** from the **File** menu.
  - a. If you have selected **Quick Scan** as your scanning preference, then the scanning will begin immediately.
  - b. Otherwise, if you have chosen **Scan with TWAIN user interface**, follow the instructions from the scanner's dialog box. Consult your scanner documentation for further instructions.

After the scan is finished, the program will perform the recognition and return to the screen at which you began the scan with the new cards included. Compare the information from the cards and edit as needed.

## Scanning more than one Business Card at a Time

With a flatbed scanner, you can save time by scanning up to eight cards at each scan.

1. Place the business cards on your scanner in any orientation with minimum of 1.5 cm of space between each card. Make sure that the background (the scanner lid or a covering sheet) is a single color. A non-white background is recommended for better results.



*The orientation of each card can differ, but all the cards have to be placed within the scanning area manually. Do not use a card folder.*

2. Click  on the Toolbar or click **Scan Card and Recognize** from the **File** menu. You must have selected **Scan with TWAIN User Interface** and **Automatically crop the business cards** as your scan preferences to allow BizCard to recognize more than one card at once.

After the scan is finished, the program will perform the recognition and return to the screen at which you began the scan with the new cards included. Compare the information from the cards and edit as needed.



*Since the layouts of business cards vary tremendously, the BizCard software might not be able to correctly identify the information on all cards. For instance, the number 5 might be mistaken for the letter S if the type is not very clear or the card is damaged or dirty. If this happens, go to the **Edit** window and correct any misread words or characters. If you are experiencing many errors due to difficult fonts or unclear prints, you may have to adjust the resolution on your scanner to increase accuracy. See [Appendix 2](#) for more tips on how to improve scanning.*

## Importing Card Images

You can import cards saved as image files.

1. Select **Import Card Images and Recognize** from the **File** menu.
2. In the dialog box, select one or more image files, select a recognition language, and click **Settings** to select more [Recognition Options](#).
3. Click **Open**. Presto! BizCard will process the text and the card data will be added to your file.

## Importing an Image for the Back of a Card

Many cards have two sides. You can put an image on the back so that you can have more information.

1. Select a card.
2. Select **Import Back of Card** from the **File** menu.

3. In the dialog box, select an image file. If you wish to recognize the back image, select the language and click **Recognize the back of the card**. (For FE version only)
4. Click **Settings** to set more recognition settings, and click **Open**. See Recognition Settings for details.

The image will be in the card display section and you can see it by clicking the **Back** tab. The back of the card can also be recognized when **Recognize the back of card** option is selected in the **Scan and Recognition Settings**.

## Importing vCard Data

BizCard can import name card information from vCards.

1. Select **Import vCard File...** from the **File** menu.
2. In the dialog box, select a vCard file (\*.vcf).
3. Click **Open**. The data will be added to the database that is currently open.

## Importing CSV Data

BizCard can import name card information from a CSV file.

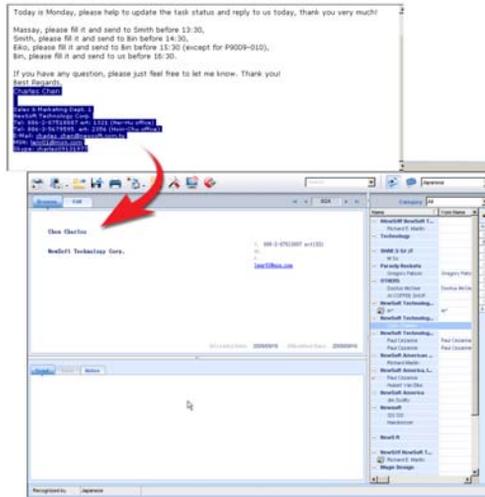
1. Click **Import CSV File...** from the **File** menu.
2. In the dialog box, select a CSV file (\*.csv).
3. Click **Open** and select a file format from the list. Based on the selected file format, the mapped field names will be shown at the right hand side. If you select Auto, you need to map each field. Click on each field and select a field name from the list.
4. After mapping, click **OK** to start importing the data.

## Importing an Outlook Signature

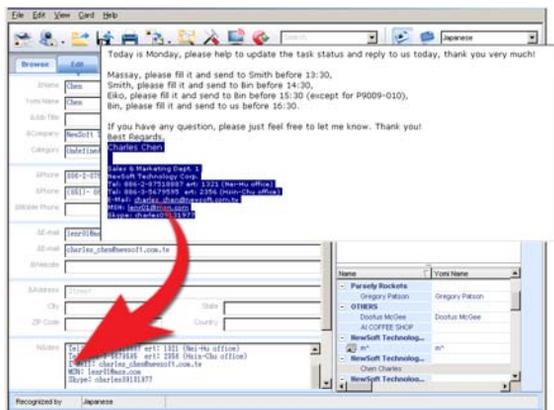
BizCard can import a signature from Microsoft Outlook. To do this, BizCard needs to be started first.

1. Start BizCard.
2. Open Outlook and highlight the signature in the message.

- Switch to the BizCard screen and drag the signature to the any area of the BizCard screen.



- BizCard will create a record for it.
- If you drag the signature to Card Fields Edit window in the Edit mode, the information will be pasted to the selected field, instead of a record being created.



## Creating Business Cards Manually

You can add data to your file without an accompanying business card. If you choose to input business cards this way, only text information can be entered into the database.

1. Click **Type a New Card** from the **Card** menu.
2. A set of empty fields will open in **Edit** mode, allowing you to enter text.
3. Type all the available information in the empty fields.

## Capturing Business Card Images with a Webcam

- [Selecting a Webcam](#)
- [Capturing a Card Image with a Webcam](#)

### Selecting a Webcam

Make sure your webcam is connected and not in use.

1. Click **Select Webcam...** from the **File** menu.
2. Choose the webcam from the **Select Webcam** dialog box and click **OK**.

### Capturing a Card Image with a Webcam

1. Select **Snap One Card and Recognize...** from the **File** menu, or click  on the Toolbar.
2. The dialog box will open. Set the capturing options and recognition options listed below. You can use the slider to adjust the brightness and improve the accuracy. The image outside of the red rectangle will be cropped.
  - **Capture Mode:** Select the capturing method from the list.
  - **Multiple snapshots:** Snap multiple cards. When this option is selected, the dialog box will remain open so that you can capture and recognize more cards.

- **Capture both sides of the card:** Snap the back of the card. When this option is selected, after capturing the front of the card, the dialog box to capture the back of the card will open.
  - **Language:** Select a language to recognize from any of following 21 languages -: Western Auto Detect (only Latin languages), Dutch, English, French, German, Italian, Japanese, Portuguese, Chinese Simplified, Spanish, Chinese Traditional, Russian, Polish, Swedish, Slovakian, Turkish, Norwegian, Hungarian, Danish, Czech, Greek, and Finnish
3. Click **Process** to capture the card image and recognize it, or click **Close** to quit and not add the card.
  4. If you select **Capture both sides of the card**, the **Back** tab dialog box will open after capturing the front image.
    5. To recognize the opposite side of the card, select **Recognize the back of the card** and select the language.
  6. Click **Skip** to ignore the back of the card, click **Process** to get the card image and recognize it, or click **Close** to quit and not add the card.

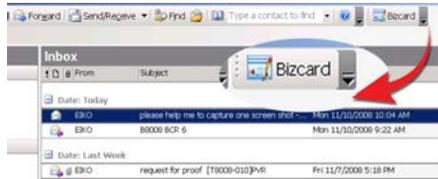
When **Multiple snapshots** is selected, the screen returns to capture another image. If not, the dialog box will close.

The focus index bar appears only when the Capture Method is Handheld, and the camera is set to Macro or AF.

## Using BizCard from the Contact Manager

When you select the **Enable Add-in button within the contact manager** option on the **Preferences** dialog box **Utility** tab, the BizCard icon will appear on the selected contact manager. Here is an example of using the Add-in with Microsoft Outlook.

If you're using Microsoft Outlook 2000 or later, you will see the BizCard icon on the Microsoft Outlook toolbar after installing the program. Use it to acquire cards, edit the data, and update the BizCard database as well as the contact information in Microsoft Outlook. You can also change the BizCard settings from there.



1. Click the **BizCard** icon on the Microsoft Outlook toolbar. Depending on your settings, either card acquisition will commence or the **Scanning** or **Snapping** dialog box will open.

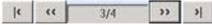
After the card is acquired, it will be recognized and the dialog box will open.

 A screenshot of the 'Edit Recognition Result' dialog box. The dialog has a blue title bar and a toolbar with 'Edit', 'Print', 'Scan', and 'Verified' buttons. The main area contains a form with the following fields:
 

- &Name: Richard
- E: Martin
- &Job Title: Technical Writer
- &Department: Product Planning & Design
- &Company: NewSoft Technology Corporation
- &Company: NewSoft America Inc.
- Category: Undefined
- &Phone: 886-2-26551234(ext1258)
- &Phone: 81-3-5472-7006
- &Phone: 1-510-445-8600
- &Direct Phone:
- &Mobile Phone:
- &Fax: 886-2-26551100
- &E-mail: richard\_martin@newssoft.com.tw
- &Website: http://www.newssoft.com.tw
- &Address:

 Below the form is a preview of a business card for Richard E. Martin, Technical Writer at NewSoft Technology Corporation. The card includes the NewSoft logo and contact information. At the bottom of the dialog are navigation buttons: '<', '<<', '1/1', '>>', '>', 'Transfer Contact', 'Transfer All Contacts', 'Delete', and 'Cancel'.

2. Edit the results. See [Editing Cards](#) for more information.
3. Use the buttons on the bottom to navigate between cards and transfer one or more cards to BizCard and Microsoft Outlook. The dialog box will close when all cards have been transferred. You can click **Cancel** to close it at any time.



This counter will keep track of the cards that you have acquired through Microsoft Outlook. Click the arrow buttons to look at different cards.



Click this button to transfer the currently displayed contact to Microsoft Outlook. The card image will be added as a thumbnail to the notes section of the Microsoft Outlook contact entry; click it to open the image.



Click this button to transfer the all the contacts that were added in this session to Microsoft Outlook and the BizCard database. The **Edit Recognition Results** dialog box will close after the data is transferred.



Click this button to delete the current card from BizCard.



Click this button to close the **Edit Recognition Results** dialog box without transferring any data to Outlook.

To change the BizCard options from Microsoft Outlook or Act!, click the arrow next to the BizCard button and select one of following options.

- **Select Source...:** Click to select a webcam or scanner.
- **Import from Files...:** Acquire cards from images stored on the computer.
- **Change Settings:**

**Capture Business Cards:** Acquire card information from the webcam whenever the BizCard button is clicked. A checkmark will indicate that this is the current selection.

**Scan Business Cards:** Acquire card information from the scanner whenever the BizCard button is clicked. A checkmark will indicate that this is the current selection.

**Scan and Recognition Settings...:** Open the **Scan Settings** dialog box.

**Preferences...:** Open the BizCard **Preferences** dialog box to set the program properties.

## Using BizCard Tool from the System Tray

An icon will be displayed on the System Tray. This icon lets you scan, snap and import cards and also set your preferences.



Right-click the icon on the System Tray to see the **Command** menu.

**Open BizCard:** Start Presto! BizCard.

**Change Settings:** Click to bring up the submenu with the following options.

**Capture Business Cards:** Acquire card information from the webcam whenever **Acquire Business Card** is clicked. A checkmark will indicate that this is the current selection.

**Scan Business Cards:** Acquire card information from the scanner whenever **Acquire Business Card** is clicked. A checkmark will indicate that this is the current selection. **Scan and Recognition Settings...:** Open the BizCard **Scan and Recognition Settings** dialog box.

**Preferences...:** Open the BizCard **Preferences** dialog box to set the program properties.

**Acquire Business Card...:** Acquire cards in accordance with the settings.

**Import from Files:** Acquire cards from images stored on the computer.

**Select Source...:** Click to select a webcam or scanner.

**Exit:** Quit the System Tray program.

## Adding Contacts by Synchronizing

Synchronizing is a way to make sure that the information in your PDA or PIM is the same as your Presto! BizCard files. This is, in effect, a way to import and export information from your BizCard database. See [Synchronizing](#) for more information.

## Editing Cards

Select **Edit Mode** from the **View** menu. You can verify, correct, and add to the information. The screen consists of a Card Fields Edit window, Card Image window, and Contact List window. See below for the details of each pane.

### Card Fields Edit Window

The Card Fields Edit Window displays a form with the following fields:

- Name: Richard
- Job Title: Technical Writer
- Company: NewSoft Technology Corporation
- Category: Undefined
- Phone: 886-2-26551234(ext1256)
- Mobile Phone: 1-510-445-8600
- E-mail: richard\_martin@newssoft.com.tw
- Website: http://www.newssoft.com.tw
- Address: 3F, No. 19-3 Sanzhong Rd., Nankang
- Notes: (empty text area)
- Created Date: 09/22/2009
- Modified Date: 09/22/2009

### Card Image Window

The Card Image Window displays a business card for Richard E. Martin, Technical Writer at NewSoft Technology Corporation. The card includes the NewSoft logo and contact information: 3F, No. 19-3 Sanzhong Rd., Nankang, TAIPEI, TAIWAN. TEL: 886-2-26551234 (ext. 1256), FAX: 886-2-26551100, and E-mail: richard\_martin@newssoft.com.tw.

### Contact List Window

Name	Company	Department	Job Title
Hairstresser	Newssoft		HAIRDRESS
NewSoft America	NewSoft America		
Jim Scotty	NewSoft America		Technical D
NewSoft America, L.	NewSoft America, Inc.		
Hubert Van Elke	NewSoft America, Inc.		Senior Cons
Paul Cezanne	NewSoft America Inc.		
NewSoft American ...	NewSoft American Inc		
Richard Martin	NewSoft American Inc		Product Mar
NewSoft Technolo...	NewSoft Technology Ame...		
Paul Cezanne	NewSoft Technology Ame...		Product Mar
NewSoft Technolo...	NewSoft Technology Corp.	Product Planning & Design	Technical W
Richard E. Martin	NewSoft Technology Corp.	Product Planning & Design	Technical W

- Editing Field Data in the Card Fields Edit Window
- Editing Card Image in the Card Image Window
- Selecting Card Data in the Contact List Window
- Re-recognizing a Card

- Re-recognizing Parts of a Card
- Right-Clicking a Field
- Deleting a Card

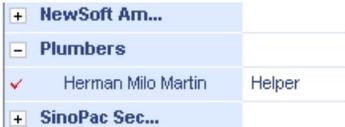
## Editing Field Data in the Card Fields Edit Window

Browse		Edit		Verified	
Name	Richard	E.		Martin	
Job Title	Technical Writer		Department	Product Planning & Design	
Company	WewS#ff NewSoft Technology Corporation				
Company	NewSoft America Inc.				
Category	Undefined				▲▲
Phone	886-2-26551234(ext1258)		Phone	81-3-5472-7006	
Phone	1-510-445-8600		Direct Phone		
Mobile Phone			Fax	886-2-26551100	
E-mail	richard_martin@newsolt.com.tw				
Website	http://www.newsolt.com.tw				
Address	Street				
City	TAIPEI		State		
ZIP Code			Country	TAWAN	
Address	3F, No. 19-3 Sanchong Rd., Nankang				
City			State		
ZIP Code			Country		
Notes					
Created Date	09/21/2009		Modified Date	09/21/2009	
Recognized by	English				

*Card Fields Edit Window*

The Card Fields Edit window shows all the data.

To modify entries, click a field and type in new data.

Restore		Click this button to reverse any previous editing on the selected card and return to the original state.
Insert Field		Click this button, select a field, and a blank field will be added to the Card Fields Edit window at the appropriate place.
Verify	<input type="checkbox"/> Verified	<p>Select this option to signify that you have checked the accuracy and completeness of the information from the card. A check mark will appear next to the entry in List mode.</p> 
Category		<p>Click this button to open the <b>Set Category</b> dialog box and pick one or more categories for the selected card. You can click the <b>Edit</b> button to add a new category or revise the title of a category.</p> 

## Editing Card Images in the Card Image Window

In the Card Image window, you can view the front and back of a card, add an image for the back of a card, crop, rotate, zoom, and recognize sections of the card again. The back image can be rotated before it is recognized.

In the Front tab, the selected field will be shown in the Field image window. Click  to close the Field image window or click  to open it.



Richard E. Martin

Front or Back of Card



Back of Card (Image only)

<b>Swap Front and Back Image</b>		Exchange the front and back images of the card.
<b>Zoom-in, Fit to Window, Zoom-out</b>	  	Enlarge, fit to the width of the window, or reduce the image.
<b>Move</b>		If the card gets too big to fit in the window, drag the card to bring the part you need to look at into the window. Click it again to go back to the regular selection mode.

<p><b>Crop</b></p>		<p>Click this button to select a portion of an image, and when the pointer changes to a scissors icon, double-click it to crop.</p>
<p><b>Deskew</b></p>		<p>If the card image is slanted or distorted, click this button to adjust the image. When this option is selected, a reference scale  will appear.</p>  <p>Drag it to change the angle and click  to apply the change.</p>  
<p><b>Undo</b></p>		<p>Undoes the last operation performed on an image file.</p>

<b>Re-recognize</b>		<p>Select an area of the card and click this button to recognize the area again. See <a href="#">Re-recognizing Parts of a Card</a> for more information.</p> <p> <i>Recognized card only</i></p>
<b>Rotate Left</b>		<p>Rotate an image counterclockwise by 90 degrees.</p> <p> <i>This button is only available for the back image of the card, and when it has not been recognized.</i></p>
<b>Rotate Right</b>		<p>Rotate an image clockwise by 90 degrees.</p> <p> <i>This button is only available for the back image of the card, and when it has not been recognized.</i></p>
<b>Import Back Image</b>		<p>Import an image for the back of a card from a file.</p>
<b>Scan Back Image</b>		<p>Scan an image for the back of a card.</p>
<b>Snap Back Image</b>		<p>Snap an image for the back of a card with the webcam.</p>

## Selecting Card Data in the Contact List Window

Name	Company
<input type="checkbox"/> <b>ADLINK TEC...</b>	
Florence Kuo	ADLINK TECHNOLOGY INC.
<input type="checkbox"/> <b>Costar Elect...</b>	
Frank Lu	Costar Electronics Inc.
<input type="checkbox"/> <b>NewSoft Am...</b>	
Richard E. Martin	NewSoft America, Inc.
<input type="checkbox"/> <b>Plumbers</b>	
<input checked="" type="checkbox"/> Herman Milo Martin	Plumbers
<input type="checkbox"/> <b>SinoPac Sec...</b>	
Joyce Lee	SinoPac Securities Corp.
<input type="checkbox"/> <b>Terminal</b>	
	Terminal

*Database List*

The Contact List window is under the card image. You can use it to select the card to edit. The database can be displayed as thumbnail images by clicking the  button. Also, you can copy or delete records. See details at [Contact List Window](#) section.

## Re-recognizing a Card

This function allows you to re-recognize the entire image.

- Do one of the following:
  - Click **Re-recognize Card** from the **Card** menu.
  - Right-click on the Card Image window and select **Re-recognize Card**. If you right-click the back image, select from **Re-recognize Card**, **Discard Recognition Results** or **Delete Back of Card**.
- In the dialog box, make sure the language and orientation options are correct.
- Click **OK**. The original data will be re-recognized.

## Re-recognizing Parts of a Card

This function allows you to re-recognize parts of the card by selecting the fields.

1. In the Card Fields Edit window, click the field; the corresponding area of the card image will be selected. Alternatively, you can drag on the screen or right-click to select the destination field.
2. In the Card Image window, click  to perform recognition again on the selected field. Data in the field will be updated.

## Right-Clicking a Field

These commands are available in Edit mode when you right-click on a field at the Card Fields Edit window.

<b>Cut, Copy, Paste</b>	Use these commands on the selected information.
<b>Delete Field</b>	Click to remove the selected field.
<b>Set Primary</b>	If a card has more than one field of the same type, you can select one that is most important and then click <b>Set Primary</b> to designate this field as the most important.
<b>Set Attributes</b>	For some fields such as telephone numbers or e-mail addresses, you can use this command to refine the number or address as home, office, or other type. The options will change depending on the field that was clicked.
<b>Linking to...</b>	For some fields such as addresses, e-mail, or website links, you can click here to go to an e-mail address, website URL, or Google Maps webpage. The link will open in your Web browser or e-mail program.

## Deleting a Card

To delete a card, open the **Edit** menu, point to **Delete**, and click **Card**, **Back Card Only**, or **Field**. To delete more than one record, press the CTRL key while selecting records, then press the DELETE key.

## Working with Double-Sided Cards (For FE version only)

Because many cards have two sides, BizCard lets you add the information from the back of the card into the record. There are several ways to combine the information from the front and back of the card. See the following topics for details.

- [Combining Two Records](#)
- [Exchanging the Front and Back of a Card](#)
- [Separating the Front and Back of a Card](#)

## Combining Two Records

You can combine two records into one.

1. In the Contact List window, click two records while holding down the Ctrl key.
2. Select **Combine Front and Back of Card** from the **Card** menu.
3. In the dialog box, select the image for the front side and click **OK**.

The records will be merged into one. Click the **Front** or **Back** tab to check the image and contents.

## Exchanging the Front and Back of a Card

In the Contact List window, records that have information from the back will have  to the left. To swap the information on the front and back of the card, use the steps below.

1. In the Contact List window, click a double-sided record.

2. Select **Exchange the Front and Back of Card** from the **Card** menu.

Alternatively, you can click  on the screen.

The information from the front and back of the card will be swapped. Click the **Front** and **Back** tab to see the content.

## Separating the Front and the Back of a Card

In the Contact List window, double-sided records will have an icon on the left. To separate a record into two, follow the steps below.

1. In the Contact List window, select a double-sided record.
2. Select **Separate Front and Back of Card** from the **Card** menu.

The record will be split into two.

## Chapter 4 Working with the Database

After you acquire the card data into the BizCard database, you can organize, sort, search, share, export, synchronize, and print. Look at these topics in greater detail.

- [Sorting](#)
- [Searching](#)
- [Browsing](#)
- [Exporting](#)
- [Synchronizing](#)
- [Synchronizing with a Third Party](#)
- [Printing](#)
- [Managing the Database](#)

### Sorting

Presto! BizCard will arrange your cards in any order you want. In List view you can quickly sort by any column by clicking on the title bar of the column. Clicking again will reverse the order.



*When the database is sorted by the Name column, the information can be grouped by company name. Click the  or  button to expand or collapse each group.*

## Searching

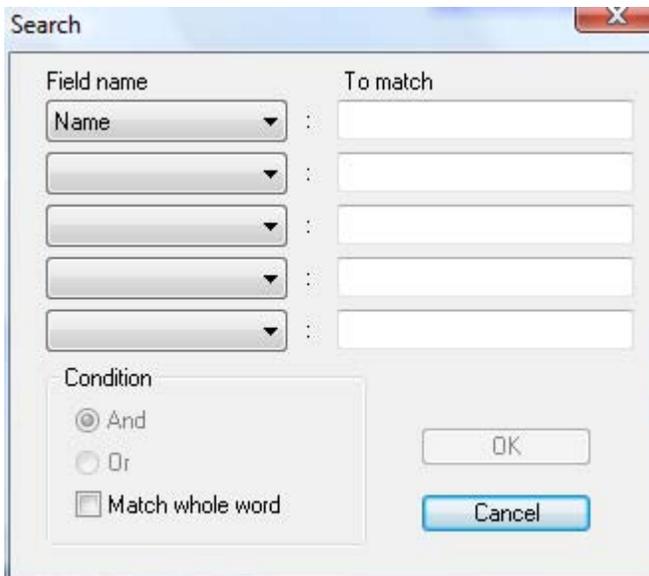
Presto! BizCard offers a quick way to find business cards.

To search the contacts without opening BizCard, click the BizCard Tool icon on the System Tray. Then, a search box will open. Type the word to search for and press Enter. The word will be kept in the dialog box until it is changed. To hide the search box, click the BizCard Tool icon again.

If you've already started BizCard, just type a search term into the blank, , on the Toolbar. Search results will be displayed in a list.

If you need a more refined search, follow the instructions below.

1. Click  on the Toolbar.
2. In the dialog box, choose a field name and type a text string in the box to the right. BizCard will search for records that contain each item you enter. Partial matches are allowed, for example, enter Rich and you will get Richard as well.



Field name	To match
Name	

Condition

And

Or

Match whole word

OK

Cancel

**Search dialog box**

- To narrow your search when you have more than one field selected, choose the **And** condition. The **Or** condition will give more results. Select **Match whole word** to make the criteria even more strict.
- Click **OK** to locate and display the cards. Click  from the Contact List window to return to the entire database list.

## Browsing

You can quickly browse through a database to look at a card on-screen.

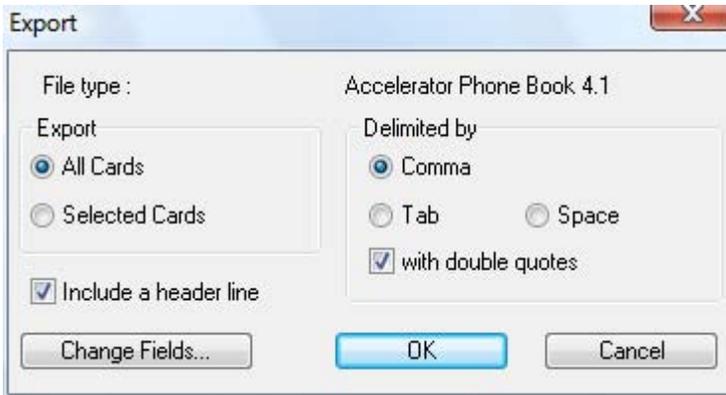
Using:	View:
List the cards in a certain category. Select <b>All</b> for the entire database, <b>Undefined</b> for all the records that have not been assigned a category.	
All records in the selected category.	<input type="button" value="ALL"/>
Cards beginning with a selected letter based of the column in which the list is currently sorted. For example, if the database is sorted by company name, then clicking 'B' will display all items in which the company name begins with a 'B'.	

*Browsing Commands*

## Exporting

You can save your contact information in popular data formats that can be imported by other contact managers or PIMs. Save it as comma-delimited text, tab delimited text, plain text, or in .csv comma separated format compatible with Excel, Outlook, Outlook Express, Palm Desktop, or Lotus Notes. To export a database:

1. Select the cards that you want to export from the list in the Browse Mode or Edit mode.
2. Click  on the **Toolbar**, or select **Export to File** from the **File** menu. The **Save as** dialog box will be displayed.
3. In the **Save as** dialog box, select the location to save the file and type the name of the file. After clicking **Setting**, the **Export** dialog box will be displayed.



*Export dialog box*

4. In the **Export** dialog box, select following options;
  - In the **Export** group, select **All Cards** or **Selected Cards** to control which cards will be exported.
  - **Include a header line** - Select **Include a header line** to have the field names exported.
  - **Delimited by** - Under **Delimited by**, choose **Comma**, **Tab**, or **Space** to choose the character that will separate fields in the exported file.
  - **with double quotes** - Select **with double quotes** to have the information for each field enclosed in quotation marks

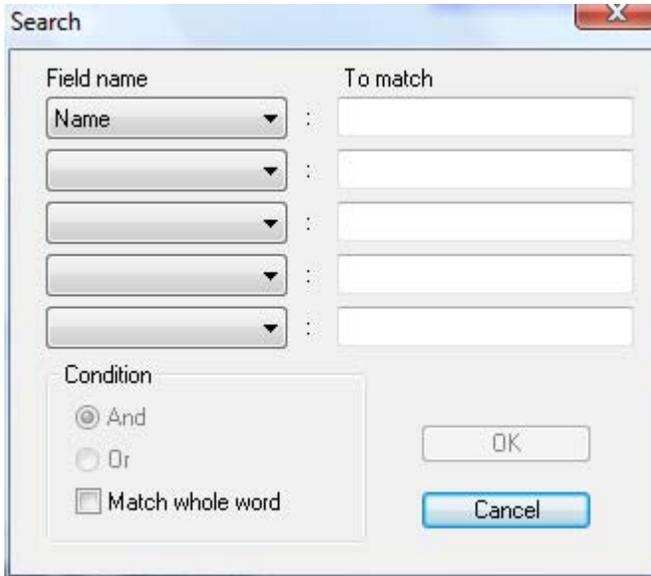


*For vCards, only the options under Export are available.*

- Click **Change Fields** from the **Export** dialog box to control which items will be exported to the mapped fields.

Select a field in the **BizCard fields** and click **Add** to have it exported, or in **Export fields** select a field and click **Remove** if you don't want it exported. You can click **Use Default** to select the most common options.

 *There is a BizCard field that is called <Empty>. This field is included because some programs require an exact mapping of exported fields and may require an empty space in the exported file. See the documentation for the target program for more detailed information about data importing procedures.*



Select a field in the **Export fields** column and click  or  to arrange the fields in the exported file and click **OK** to close the **Select fields** dialog box and go back to the **Export** dialog box.

Click **OK** to close the **Select fields** dialog box and go back to the **Export** dialog box.

- Click **OK**.

## Synchronizing

Synchronizing ensures that the contact information in your PDA or PIM contains the same information as your Presto! BizCard files. You can synchronize your data with the Palm Computing Platform, Windows CE Device, Psion Palmtop (through Microsoft Outlook), ACT! 2008, Lotus Notes (optional), Microsoft Outlook, Microsoft Outlook Express, and Windows Mail (for Windows Vista) to make sure that they contain the most up-to-date information.



*Depending on which PDA you use, make sure that you have installed and activated the appropriate device and its associated software: Hot Sync Manager for Palm Computing devices, Microsoft ActiveSync for Windows CE devices, or Psion Synchronizer for Psion devices. Refer to the user's guide or online help for your PDA for more information.*

After setting your Synchronize Options, you can start to export, import, or synchronize your contact information.

Click the **Synchronize** button on the **Toolbar**. A message will appear when the operation is complete. If you are exporting your contact information to a Palm handheld device, press the button on your Palm handheld device to complete the operation. For more details, see [Setting BizCard Preferences](#).



*When the Palm Desktop software is running, it will lock the active files from being overwritten by other applications. Please close the Palm Desktop software before exporting any contact information to it.*



*Phone or fax numbers transferred to ACT! 2008 may be formatted in sections. Please refer to ACT! 2008 online help for detailed information.*

## Synchronizing with a Third Party

Although the synchronization options for some devices only allow for exporting, there is a way to synchronize your data with these PDAs and Psion Palmtop devices through a third party software.

## For Palm Handheld Devices

Synchronize the BizCard data to your Palm Desktop software. In order to do this, first close the Palm Desktop program and then perform the synchronization through the BizCard software. Then, synchronize the Palm handheld device to the data in the Palm Desktop software.

## For Psion Palmtops

First, synchronize the BizCard data with Microsoft Outlook. Then, synchronize your Psion Palmtop device with Microsoft Outlook.



*Windows CE can also synchronize with BizCard data through Microsoft Outlook.*

Refer to the user's guide and Help for each program involved for more information.

## Printing

You can print the data in a database in a variety of formats. Print them as business cards, stickers, labels, nametags, ID badges, envelopes, and more. Here are some examples.



*When you use the default setting, skip the following steps, and click  on the Toolbar.*

- [How to Print Labels](#)
- [How to Print Card Images \(Optional\)](#)
- [How to Print a Contact List \(Optional\)](#)
- [How to Print Envelopes \(Optional\)](#)

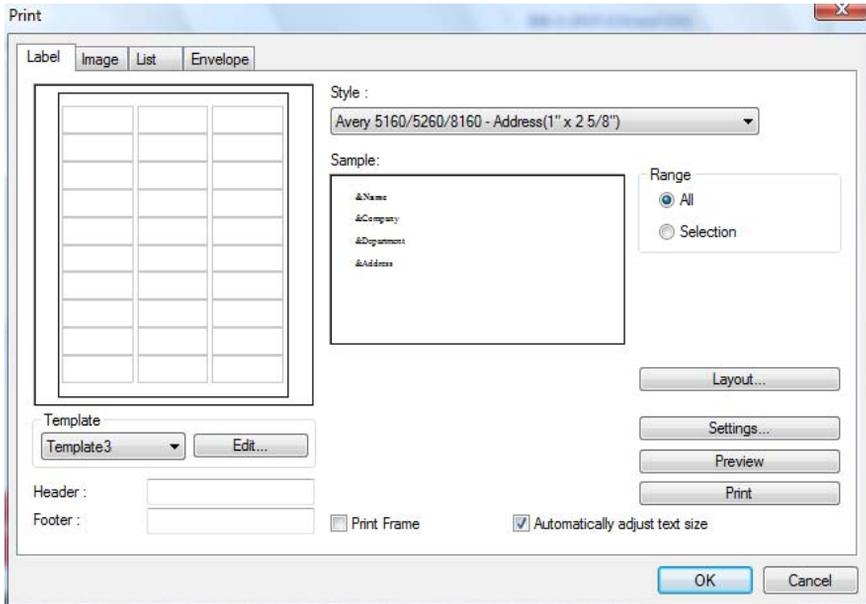
## How to Print Labels

You can use the information in your BizCard database to print convenient labels for addressing envelopes, making nametags, or other purposes.

- [Setting Options for Labels](#)
- [Changing or Creating a Label Page Style](#)
- [Working with Templates](#)

## Setting Options for Labels

1. From the **File** menu, select **Print** and then click the **Label** tab.



*Layout Settings Dialog Box*

2. Select a page style to use for printing. The **Style** list provides a number of selections to control the size and number of the labels on the page. To create new styles, refer to [Changing or Creating a Label Page Style](#).
3. Select data from **All** cards or from **Selection**. For the **Selection** option, you must have selected the cards before clicking the **Print** command.
4. From the **Template** section, click  and select a layout for the information in each label. See [Working with Templates](#) for more information.

 *You can see how the page style and template affect the label design in the Sample window.*

5. Click **Settings...** to select a printer and the relevant options.

- Information entered for **Header** and **Footer** will be printed on the top and bottom of each page. If you want to print outlines for easier cutting, select **Print Frame**. You can also select **Automatically adjust text size** to have the text resized to fit in the allotted space.
- Click **Preview** to see how your labels look, and then adjust the settings as necessary.
- Click **Print**.
- After finish printing, click **OK** to close the dialog box.

## Changing or Creating a Label Page Style

The Page Style will define the size of each label and their distribution on the page.

- Click the **Layout** button to open the dialog box.
- To create a new style, click **Save As** and type a name for the new style. To change a style that you have created, enter new values in the text boxes and click **Update**. Please note that you cannot change the settings for predefined page styles.
- Click **inches** or **mm** under the **Unit** section to change the display unit. The number in the **Height** and the **Width** box will be changed according to the selected unit.



Paper Size

Height :

Width :

inches

mm

- To set the number of records to print on a page, enter the values in the **Layout** section.

Layout...

Top margin :	0.5	inches
Left margin :	0.19	inches
Label height :	1	inches
Label width :	2.63	inches
Number of columns :	3	
Number of rows :	10	
Row gap :	0	inches
Column gap :	0	inches

- Click **Update** to save any changes to the style, and then click **OK** to return to the **Print** dialog box.

## Working with Templates

Templates will control how the information is arranged within each label.

- In the **Template** section, click and select a template.
- Click **Edit**; the **Edit Template** dialog box then appears.

Edit Template

Template1  
Template2  
Template3  
Template4  
Template5

<&Name>  
<&Company>  
<&Address>

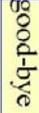
Save As...    Insert Field...    Insert Text...    Change Field...    OK  
Delete    Insert Compound Field...    Delete Field    Cancel

*Edit Template Dialog Box*

3. Select the text fields you want to change. To select two or more text fields, press SHIFT as you click on each text box in the preview pane. To select all text fields, click .

4. To change the font settings of the selected text fields, click the  button.

 After text has been entered, you can click  or  to have the text run from left to right or from top to bottom

like this  or like this .

5. Click one of these buttons to align the text inside each box.



They are: justify left, justify center, or justify right.

6. You can edit fields with the following buttons. Added fields can be moved and resized by dragging.



**Insert Field** Click and choose a field to add to the template.

**Insert Text** Click and type a message that will be added to the template in a new text box.

**Insert Compound Field** Click and add several fields in one line to the template and also type a text message.

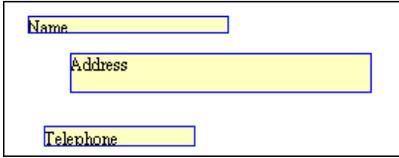
**Change Field** Select a field and click to either edit the text or replace the field.

**Delete Field** Select a field and click to remove it from the template.

7. To align the text fields on the page, use the other buttons in the **Edit Template** dialog box. They are enabled only when you have selected two or more text fields in the preview pane.

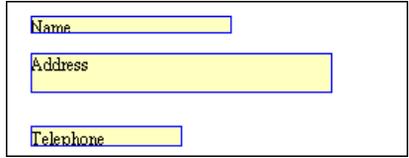
## Vertical Alignment

### Original



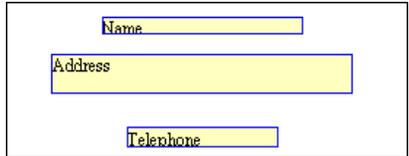
A form with three input fields: 'Name', 'Address', and 'Telephone'. The 'Name' field is at the top left. The 'Address' field is below it, shifted to the right. The 'Telephone' field is at the bottom left.

### Align Left



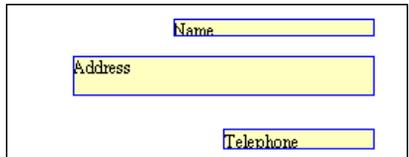
The same form as the original, but the 'Name' and 'Telephone' fields are now aligned to the left edge of the form, while the 'Address' field remains shifted to the right.

### Align Center



The same form as the original, but the 'Name' and 'Telephone' fields are now centered horizontally within the form, while the 'Address' field remains shifted to the right.

### Align Right



The same form as the original, but the 'Name' and 'Telephone' fields are now aligned to the right edge of the form, while the 'Address' field remains shifted to the right.

## Horizontal Alignment

### Original



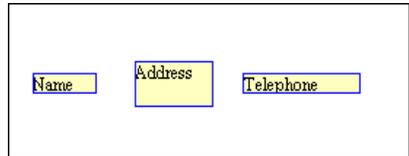
A rectangular box containing three text input fields. The 'Name' field is at the top left. The 'Address' field is positioned below and to the right of the 'Name' field. The 'Telephone' field is at the bottom right, below the 'Address' field.

### Align Top



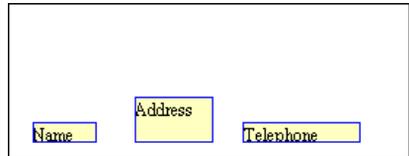
A rectangular box containing three text input fields. The 'Name', 'Address', and 'Telephone' fields are all aligned to the top edge of the box.

### Align Center



A rectangular box containing three text input fields. The 'Name', 'Address', and 'Telephone' fields are all centered horizontally within the box.

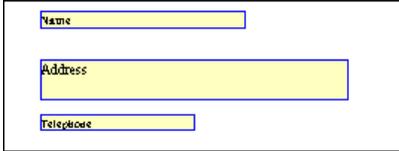
### Align Bottom



A rectangular box containing three text input fields. The 'Name', 'Address', and 'Telephone' fields are all aligned to the bottom edge of the box.

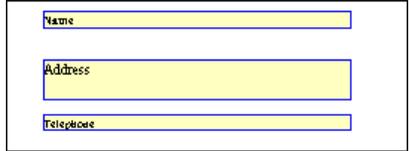
## Field Size

### Original



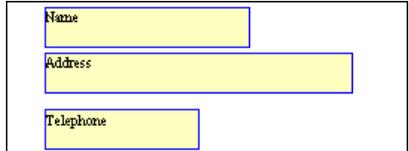
A rectangular container with a black border containing three yellow input fields. The top field is labeled "Name" and is short. The middle field is labeled "Address" and is long. The bottom field is labeled "Telephone" and is short.

### ↔ Equal Width



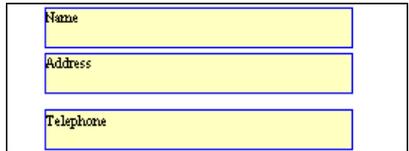
A rectangular container with a black border containing three yellow input fields. All three fields are the same width. The top field is labeled "Name", the middle "Address", and the bottom "Telephone".

### ↕ Equal Height



A rectangular container with a black border containing three yellow input fields. All three fields are the same height. The top field is labeled "Name", the middle "Address", and the bottom "Telephone".

### ↕↔ Equal Width and Height



A rectangular container with a black border containing three yellow input fields. All three fields are the same width and the same height. The top field is labeled "Name", the middle "Address", and the bottom "Telephone".

## Distribution

These buttons are enabled only when three or more fields in the preview pane are selected.

### Original

A rectangular card template with three yellow text input fields. The 'Name' field is at the top, the 'Address' field is in the middle and is wider than the 'Name' field, and the 'Telephone' field is at the bottom and is narrower than the 'Name' field.



### Vertical Spacing

The same card template as 'Original', but with significantly increased vertical spacing between the 'Name', 'Address', and 'Telephone' fields.



### Horizontal Spacing

The same card template as 'Original', but with increased horizontal spacing between the 'Name', 'Address', and 'Telephone' fields, making them appear more spread out.

The same card template as 'Original', but with increased horizontal spacing between the 'Name', 'Address', and 'Telephone' fields, making them appear more spread out.

- Click **OK** to update the template and return to **Layout Settings**, or click **Save As** to create a new template.



*Any text out of the range of printing will be enclosed in a red square when previewed. If this is the case, please adjust the size of the frame.*

## How to Print Card Images (Optional)

Printing card images to be used as an album lets you have a handy reference for your name cards.

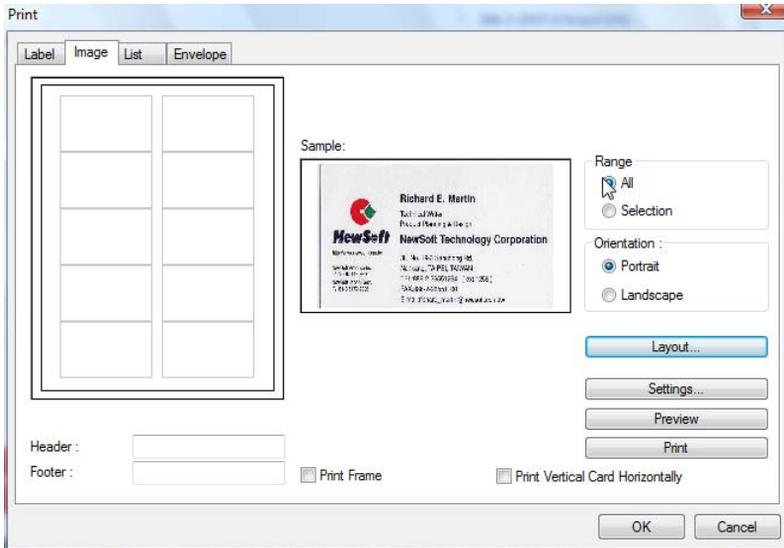


*Print Card Images is optional and may not be available in all versions.*

- [Setting Options for Card Images](#)
- [Changing or Creating a Card Image Page Style](#)

## Setting Options for Card Images

1. From the **File** menu, select **Print** and then click the **Image** tab.



2. Select the orientation of the paper.
  3. Select data from **All** cards or from **Selection**. For the **Selection** option, you must have selected the cards before clicking the **Print** command.
  4. Click **Settings...** to select a printer and the relevant options.
  5. Information for **Header** and **Footer** will be printed at the top and bottom of each page.
  6. If you want to print outlines for easier cutting, select **Print Frame**.
  7. Select **Print Vertical Card Horizontally** to change the print orientation of a vertical card.
  8. Click **Preview** to see how your cards look, and then adjust the settings as necessary.
  9. Click **Print**.
  10. After printing, click **OK** to close the dialog box.
- See [Changing or Creating a Card Image Page Style](#) for more information.

## Changing or Creating a Card Image Page Style

Click the **Layout** button to set the number of records to print on a page by adjusting the values in the **Layout** dialog box.

The screenshot shows a dialog box titled "Layout" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Paper Size" and "Layout..".

**Paper Size:**

- Height: 10.98
- Width: 8.5
- Units:  inches,  mm

**Layout..:**

- Top margin: 0.43 inches
- Left margin: 0.55 inches
- Image height: 2.02 inches
- Image width: 3.7 inches
- Number of columns: 2 (with up/down arrows)
- Number of rows: 5 (with up/down arrows)
- Row gap: 0 inches
- Column gap: 0 inches

On the right side of the dialog, there are two buttons: "OK" and "Cancel".

## How to Print a Contact List (Optional)

Select any fields from your BizCard database and print it out as a list.

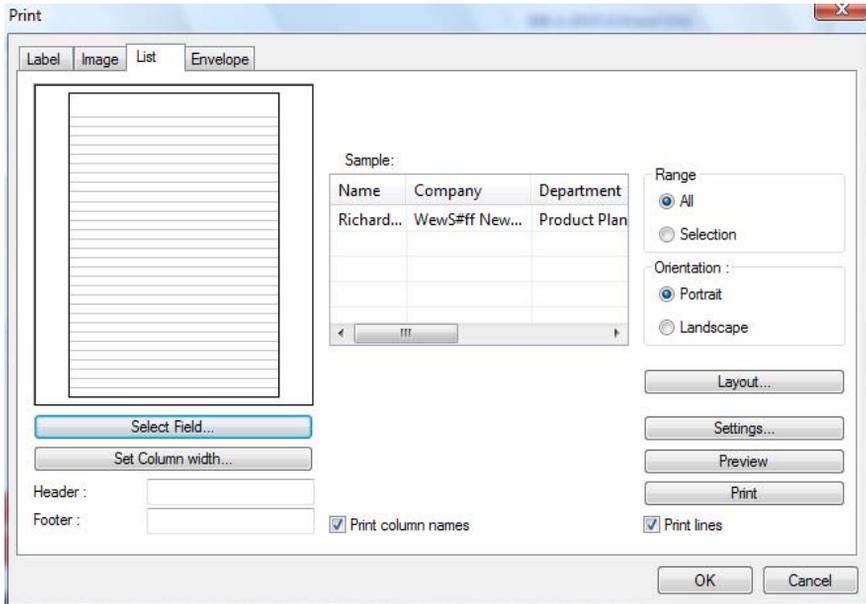


*Print a Contact List is optional and may not be available in all versions.*

- [Setting Options for Contract List](#)
- [Changing or Creating a Contact List Page Style](#)

## Setting Options for Contract List

1. From the **File** menu, select **Print** and then click the **List** tab.



2. Select the orientation of the paper.
3. Select data from **All** cards or from **Selection**. For the **Selection** option, you must have selected the cards before clicking the **Print** command.
4. Click **Settings...** to select a printer and the relevant options.
5. Click **Select Field** to choose and adjust the order of the fields to be printed.
6. Click **Set Column width...** and drag the column header to adjust the width of each field. You can also set the font and change the field here.
7. Information for **Header** and **Footer** will be printed at the top and bottom of each page.
8. If you want to print outlines for easier cutting, select **Print lines**. You can also choose to **Print column names** on the top line of each page.

- Click **Preview** to see how your cards look, and then adjust the settings as necessary.



*Any text out of the range of printing will be enclosed in a red square when previewed. In this case, please adjust the frame.*

- Click **Print**.

- After finish printing, click **OK** to close the dialog box.

See [Changing or Creating a Contact List Page Style](#) for more information.

## Changing or Creating a Contact List Page Style

Click the **Layout** button to define the size of the list and its distribution on the page. To set the number of records to print on a page, enter the values in the **Layout** dialog box.

**Layout**

Paper Size

Height : 297

Width : 210

inches

mm

Layout...

Top margin : 15 mm

Left margin : 0 mm

Row height : 9.09 mm

Row width : 210 mm

Number of columns : 1

Number of rows : 30

Row gap : 0 mm

Column gap : 0 mm

OK

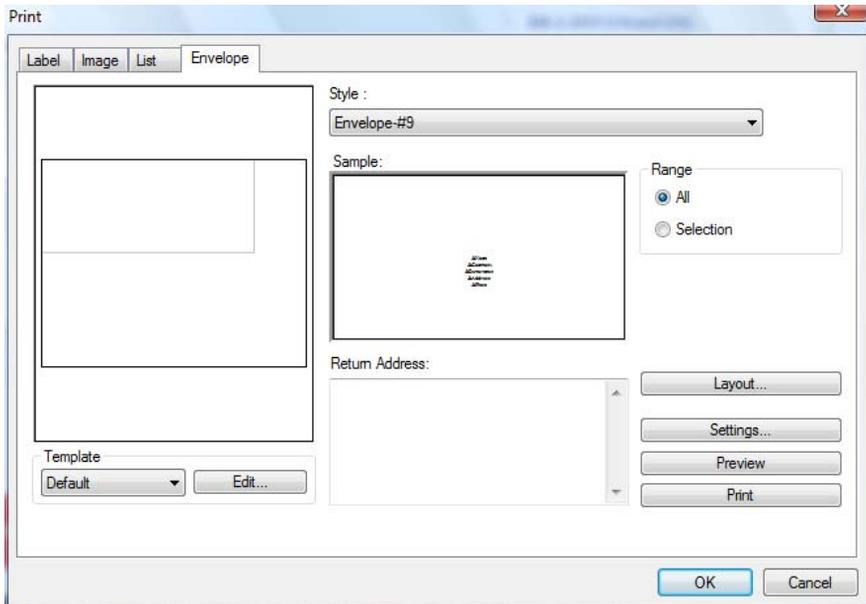
Cancel

## How to Print Envelopes (Optional)

Use the address fields from your BizCard database to quickly print envelopes for your contacts.

 *Printing Envelopes may not be available in all versions.*

1. From the **File** menu, select **Print** and then click the **Envelope** tab.



2. Select data from **All** cards or from **Selection**. For the **Selection** option, you must have selected the cards before clicking the **Print** command.
3. Click **Settings...** to select a printer and the relevant options.
4. To change the default fields in the template, click **Edit** to open the **Select Fields** dialog box and add or remove fields to be printed.
5. Enter the **Return Address** and it will be printed on all envelopes.
6. Click **Preview** to see how your cards look, and then adjust the settings as necessary.
7. Click **Print**.
8. After finish printing, click **OK** to close the dialog box.

## Managing the Database

You can also store your contact information in several databases. Here is how to create and maintain one or more databases.

- [Creating a New Database](#)
- [Opening](#)
- [Copying](#)
- [Saving](#)
- [Setting Password \(Optional\)](#)
- [Compacting a Database](#)
- [Backing Up a Database](#)

### Creating a New Database

To create a new database, open the **File** menu and select **New**. Type a name in the **File name** box and click **Save** to open a new empty database.

### Opening

Use the open command to find another database to work with.



*The ability to open more than one database at a time is optional and may not be available in all versions.*

### Copying

Use this option to copy the records into the same or a different database. In Browse or Edit mode, right-click on an entry at the Data Display window and select **Copy** command from the pop-up menu, right-click on the destination, and click **Paste**.

### Saving

Use this option to save a duplicate of your database with a different name. Choose **Save As** from the file menu, select a location, and type in a file name. Click **Save**.

## Setting Password (Optional)

To prevent unauthorized reading or editing of name cards, you can assign a password. Select **Set Password...** on the **File** menu, and type a combination of letters, numbers, spaces, and symbols. It is case-sensitive and can be up to 16 characters long. Use the same command to change the password.

Write the password down and keep it in a secure place. If you lose it, you will not be able to access the password-protected name database.



*Set Password is optional and may not be available in all versions.*

## Compacting a Database

Use **Compact Database** to permanently eliminate deleted records before saving. To compact a database, follow these steps.

1. Point to **Programs** from the **Start** menu, point to **NewSoft**, then **Presto! BizCard 6**, and then click **Compact Database**.
2. When the **DBCompact** dialog box opens, click  to choose the database and then click **Compact**.



## Backing Up a Database

Scanned, edited, and stored into BizCard, the name card data is a precious asset. To protect this valuable information from accidents, routine backup is very important.

To back up your data, follow the steps below:

1. Click **Back Up...** from the **File Menu** and select the directory that you want to back up.
2. Type the name for a backup file, and click **Save**. The backup file will be created with the \*.mdb file name extension.



*BizCard databases include image files and can become very large. A name card scanned in 400 dpi grayscale is approximately 300 KB. Before backing the database up, check the size of your database file, and make sure you have enough space in the backup directory. See the [Compacting a Database](#) section for information on how to reduce the database file size.*



*To avoid losing both backup data as well as the current data from a crash of the hard disk, we recommend you to back up the data onto a separate hard disk.*

When you copy the database file onto a separate computer, use the backup data to copy the data into the target directory. When you back up the BizCard database file into CD-R or DVD-R, use burning software to write the data into a media.



*Your backup data file in the media is marked as read-only. Remove the read-only attribute after copying the backup file into your computer.*

## Appendix 1 Menu Commands

Here is a handy list and short explanation of all the commands in the BizCard menus.

- File Menu
- Edit Menu
- View Menu
- Card Menu
- Help Menu

### File Menu

<b>New [Ctrl+N]</b>	Opens a new database.
<b>Open [Ctrl+O]</b>	Opens an existing database. If a database from a previous version (BizCard 5.x ) of BizCard is selected, a dialog box will ask whether to convert the database or not. Follow the instructions on the screen.   <i>The ability to open more than one database at a time is optional and may not be available in all versions.</i>
<b>Save As</b>	Saves your database with the file name and location you specify.
<b>Backup</b>	Duplicate the current database and saves it with a different name for backup.
<b>Close</b>	Closes the current database.

<b>Set Password (Optional)</b>	<p>Opens a dialog box for adding or changing a password for the current database.</p> <p> <i>Set Password is optional and may not be available in all versions.</i></p>
<b>Scan Card and Recognize...</b>	<p>Starts the scanning and recognition process.</p>
<b>Scan Back of Card</b>	<p>Scans an image of the reverse side of the card.</p>
<b>Scan and Recognition Settings...</b>	<p>Opens a dialog box for selecting the scanning and recognition options.</p>
<b>Select Scanner...</b>	<p>Opens the <b>Select Source</b> dialog box for choosing a scanner.</p>
<b>Scan with TWAIN user interface (Optional)</b>	<p>Opens the dialog box to calibrate a scanner, customize the settings, or select the language.</p> <p> <i>To always get the best results, we suggest that you recalibrate the scanner once a month or so, depending on how often you use it.</i></p> <p> <i>Scan with TWAIN user interface is optional and may not be available in all versions.</i></p>
<b>Import Card Images and Recognize...</b>	<p>Lets you read and include previously scanned images into your database.</p>
<b>Import Back of Card</b>	<p>Lets you include previously scanned images for the reverse side of the card.</p>
<b>Import vCard File...</b>	<p>Imports contact data in vCard file format.</p>

<b>Import CSV File</b>	Imports contact data in CSV file format.
<b>Export to File...</b>	Exports contact data in commonly used CSV or text file formats.
<b>Export Card Image to File (Optional)</b>	<p>Saves a card as an image file. (JPG, TIF, BMP) Multiple records can be exported at one time. The system will create one image per record, and a sequence number will be added at the end of each file name.</p> <p> <i>Export Card Image to File is optional and may not be available in all versions.</i></p>
<b>Snap One Card and Recognize...</b>	Starts the capturing and recognition process for a card image using a webcam.
<b>Snap Cards and Recognize...</b>	Starts the capturing and recognition process for card images using a webcam. The dialog box will remain open afterwards to allow for adding additional cards.
<b>Snap Back of Card</b>	Starts the capturing process for the reverse side of the card using a webcam.
<b>Select Webcam...</b>	Opens the <b>Select Webcam</b> dialog box for choosing a webcam.
<b>Print... [Ctrl+P]</b>	<p>Prints selected cards.</p> <p>Allows you to specify and preview the print layout for your cards.</p>

	 <i>Any text out of the range of printing will be enclosed in a red square.</i>
<b>Synch with...</b>	Lets you send your card information to handheld devices or to programs, including Palm Computing Platform, Windows CE Device, Microsoft Outlook, Microsoft Outlook Express, ACT! 2008 by Sage, and Lotus Notes (optional).
<b>Preferences...</b>	Allows you to specify settings for scanning, exporting, and transfer.
<b>Exit [Alt+F4]</b>	Closes the program.

## Edit Menu

**Edit** menu commands will operate on the currently selected mode or view. If you are in Edit mode, the command will be performed on the highlighted information; if you click an item in Browse mode, List view, or Thumbnail view the command will be performed on the selected database record.

<b>Cut [Ctrl+X]</b>	Removes the selected item to the Clipboard.
<b>Copy [Ctrl+C]</b>	Duplicates the selected text or records to the Clipboard.
<b>Paste [Ctrl+V]</b>	Pastes records from the Clipboard into the current database in Browse mode. Pastes text from the Clipboard to the current cursor position in Edit mode
<b>Delete</b>	Deletes the selected items. Select from <b>Card</b> , <b>Back Card Only</b> , or <b>Field</b> .
<b>Select All [Ctrl+A]</b>	Selects all cards in the database, or all items in the currently selected card, depending on whether the currently selected item is a field in a card or a card in a database.
<b>Search [Ctrl+F]</b>	Opens the dialog box to quickly find all cards that match your query.
<b>Set Primary</b>	Selects the most important field from a card that has more than one field of the same type. For example: designate one telephone number as primary.

## View Menu

<b>Browse Mode</b> [Ctrl+Shift+1]	You can be in either Browse mode or Edit mode—not both. A checkmark on the menu will indicate the currently selected mode. In both modes you can look at individual cards and the information they contain, but in Edit mode you can change, correct, and update the data.
<b>Edit Mode</b> [Ctrl+Shift+2]	
<b>List View</b> [Ctrl+Shift+3]	Displays cards in a spreadsheet or like a card album. A checkmark will indicate the currently selected view.
<b>Thumbnail View</b> [Ctrl+Shift+4]	
<b>First Card</b> [Ctrl+Home]	Displays the first card in the file.
<b>Last Card</b> [Ctrl+End]	Displays the last card in the file.
<b>Previous Card</b> [PgUp]	Displays the card before the currently selected one.
<b>Next Card</b> [PgDn]	Displays the card after the currently selected one.
<b>Zoom In</b> [Ctrl+F5]	Increases magnification.   <i>Only available in Edit mode.</i>
<b>Zoom Out</b> [Ctrl+F6]	Reduces magnification.   <i>Only available in Edit mode.</i>

<b>Fit into Window</b>	Fits the card to the window in Edit mode.  <i>Not available in Browse mode.</i>
<b>Fit into Width</b>	Fits the card to the width of the window in Edit mode.  <i>Not available in Browse mode.</i>
<b>Thumbnail Size</b>	Changes the size of the images in Thumbnail view. Point at this command and then choose <b>Large</b> , <b>Normal</b> , or <b>Small</b> . A checkmark will indicate the current selection.  <i>Not available in List view.</i>
<b>Sort by</b>	Allows you to choose the field to sort your contact information.
<b>Select Category</b>	Brings up a list of categories and then displays the cards in the chosen one.
<b>Show All Cards</b>	Displays all cards in the database in the current view.
<b>Show Duplicated Cards</b>	Displays records that may have been created twice.
<b>ToolTips</b>	When selected, it enables the display of an explanation of any button the mouse is pointing to.

## Card Menu

<b>Type a New Card [Ctrl+T]</b>	Creates an empty record in Edit mode.
<b>Duplicate Card</b>	Select the data in the Browse Mode or Edit Mode, and then select this command to add a copy of the selected card to a current database. The duplicated card record will have no image.
<b>Exchange Front and Back of Card</b>	Exchange the front and back information on the card.  (For FE version only)
<b>Separate Front and Back of Card</b>	Separate the front and back of a card into two individual card records.  (For FE version only)
<b>Combine Front and Back of Card</b>	Combine two single cards into one double-sided card record.  (For FE version only)
<b>Re-recognize Card</b>	Select the card to re-recognize and then click this command. The original data will be deleted and the re-recognized card will be added at the bottom of the list.
<b>Set Category</b>	Lets you assign a category to the selected card.
<b>Send to Contact's</b>	Opens an e-mail application for sending e-mail.

<b>Email Card as (Optional)</b>	<p>Opens an e-mail application for sending the card by e-mail as an image or as a vCard.</p> <p> <i>E-mail Card as Image is optional and may not be available in all versions.</i></p>
<b>Browse Web</b>	<p>Allows you to connect to a website from the selected card.</p>
<b>Display Map of Address</b>	<p>Opens the Web browser and retrieves a map for the selected address.</p>

## Help Menu

<b>Using Help</b>	<p>Tells how to use Presto! BizCard.</p>
<b>Presto! BizCard on the Web...</b>	<p>Opens the NewSoft information page on the World Wide Web.</p>
<b>Live Update (Optional)</b>	<p>Check for the latest program and product news.</p>
<b>About Presto! BizCard...</b>	<p>Shows copyright information and software version.</p>

## Appendix 2 Scanning Tips

The print quality on business cards affects how the images will turn out. This section will show you what kinds of text produce better results. Tips on how to setup your scanner are also provided.

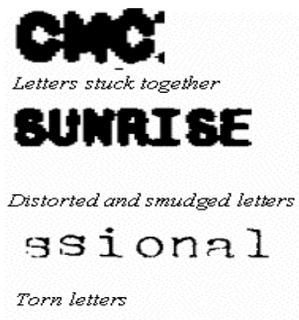
- [Good Cards](#)
- [Bad Cards](#)
- [Scanner Parameters](#)
- [Calibration](#)
- [Importing Images from a Webcam](#)
- [Other Information](#)

### Good Cards

Good quality cards have very few torn, stuck together, smudged, or distorted characters. A person does not have to make a special visual effort to read such texts.

### Bad Cards

“Bad” cards are difficult to read because of low contrast, poor printing, dirty, or otherwise worn paper.



*Samples of poor quality text*

To improve the recognition quality, try to set the scanning brightness correctly. Increase brightness for distorted, smudged and stuck together letters, and decrease it for torn letters.

## Scanner Parameters

Scanners have two main parameters that influence the quality of the recognized results. These are resolution and mode (image type). When you run Presto! BizCard for the first time, the scanning parameters are set automatically to 400 dpi, Grayscale. These settings have been found to give the best quality results in most cases.

If you are using a color scanner, and you want to save business cards in color, change the image type to color. Just remember that color images will take up more of your hard disk space.

To scan text printed with small fonts (8 point and smaller), set the resolution to 600 dpi. Use 300 dpi for cards printed with very large fonts.

## Calibration

If you find that the image quality of the scanned cards is poor, please perform the calibration procedure again.

To always get the best results, we suggest that you recalibrate the scanner once a month or so, depending on how often you use it.

## Importing Images from a Webcam

The quality of webcam images depends on the surrounding conditions. If the room is not bright enough, the image quality may be poor. Make sure to capture images where conditions are good.

## Other Information

BizCard software can be used with the computer's web camera feature and an external scanner. Performance may vary depending on data capture conditions, data format and other factors.

The following conditions may affect the accuracy of the reader.

Data capture conditions such as ambient lighting (brightness), focus, angle, and resolution. Normal or balanced lighting is recommended. Web camera default settings (auto exposure) are usually adequate. The card should not be placed at an inclined, and the best resolution is 1600 x 1200 (RGB-24). The quality of the card itself and the card format, e.g. color of card, card design, and fonts used.

The acceptable font types are:

- European languages: Any normal font used in printing.
- Traditional Chinese:  
明體, 黑體, 楷體, 仿宋, 圓體, 隸書, 綜藝體
- Simplified Chinese:  
宋體(明體), 黑體, 楷體, 仿宋, 圓體, 隸書
- Japanese: Min-cho, Kyoukasho-Tai(Kaisho)



*Certain hand written font styles and /or overly artistic fonts are not easily recognized*



*The best font size for Asian languages is 48 pixels. Less than 38 pixels will result in degraded quality. Poor condition of the business card, e.g. a card that is worn out, has been written on, or is dirty may cause the card not to be recognized.*

If you have a BizCard supported handheld scanner, here are some tips for using it.

- [Calibrating the Scanner](#)
- [Scanning Business Cards with a Handheld Scanner](#)

### Calibrating the Scanner

You can calibrate your handheld business card scanner the first time you use it to insure that you get the best image quality.

1. Click **Select Scanner** from the **File** menu.
2. Choose the driver for your scanner from the **Select Source** dialog box.
3. Insert the calibration card into the scanner. Be sure to follow the instructions on the card.
4. Click **Scan with TWAIN User Interface** from the **File** menu.
5. The dialog box for calibration will appear. For details, please refer to the instructions for the hardware.



*To always get the best results, we suggest that you recalibrate the scanner once a month or so, depending on how often you use it.*

1. *Make sure you have selected **Scan with TWAIN User Interface** as a scan option on the Scan and Recognition Settings dialog box (in the **File** menu).*
2. *Click the **Scan** button and choose the calibration button from the dialog box that opens.*

## Scanning Business Cards with a Handheld Scanner

1. Place a card facedown into your scanner.



2. If your card scanner has a button, push the button on the scanner.

(Alternatively, click  on the Toolbar, or click **Scan Card and Recognize** from the **File** menu). BizCard will begin scanning and will show the recognition progress on the screen.

3. When scanning is complete, you will see the image of the card and all of the categorized information on your BizCard screen. Check the data to see if any information was misread.