

PDMark vCard Plugin

for Microsoft® Outlook

User's Guide

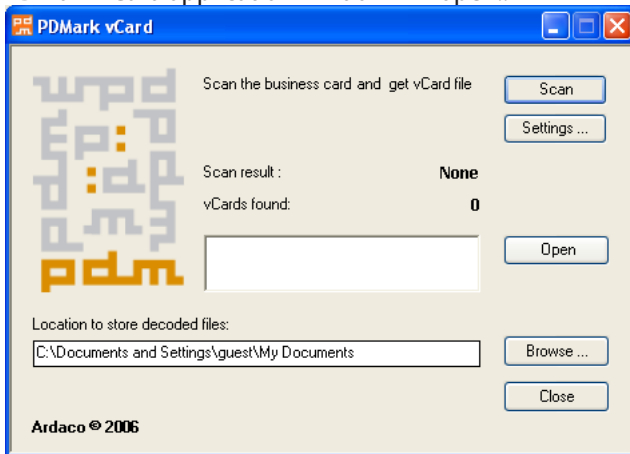


PDMark vCard is an application for decoding visit cards created with PDMark technology that contain a vCard file for Microsoft® Outlook.

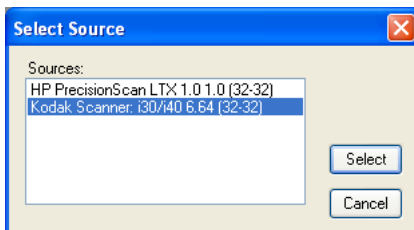
1. Before installing the application, install a scanner first.
2. Launch the application's installation program.
3. Follow on screen instructions.

After successful installation follow next steps:

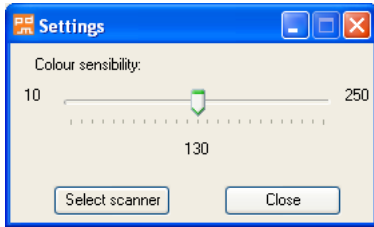
1. Launch Microsoft® Outlook. Click on the PDMark vCard icon on the toolbar. PDMark vCard application window will open..



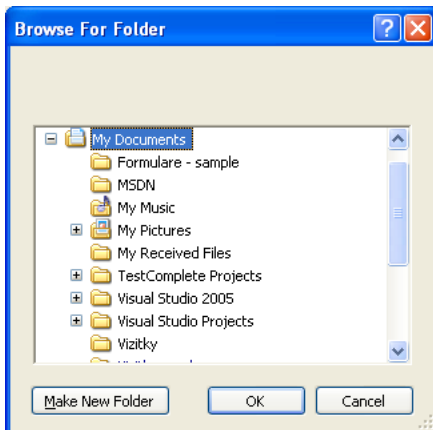
2. Click on Settings to select a scanner and set the sensitivity of scanning.
3. To select a scanner click on Select scanner, choose a scanner from the list of installed scanners, and click on Select.



- The sensitivity of scanning (*Colour sensibility* slider) sets the level for visit card recognition, i.e. which portion of a visit card (visit cards) will be selected. Value 250 means that almost the whole scanned area will be selected. Value 10 means that only darker areas will be selected. The sensitivity of scanning can be adjusted when a visit card cannot be recognized and decoded. In such a case increasing sensitivity may help. The sensitivity of scanning can be set using the *Colour sensibility* slider.

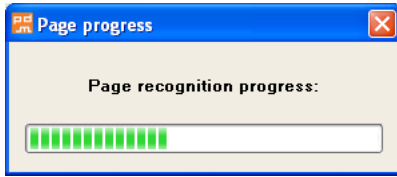


- Click on Close to save your settings.
- In the *Location to store decoded files* field enter the path to the folder where the decoded files from the visit cards are to be saved. Click on Browse ... to navigate the directory tree, and choose a folder or create a new folder.



- Insert a visit card into the scanner with the vCard side turned down and click on Scan. The application can decode several visit cards at the same time. However, the visit cards have to be at least 3-4 cm one from another and

positioned at 90° angles.



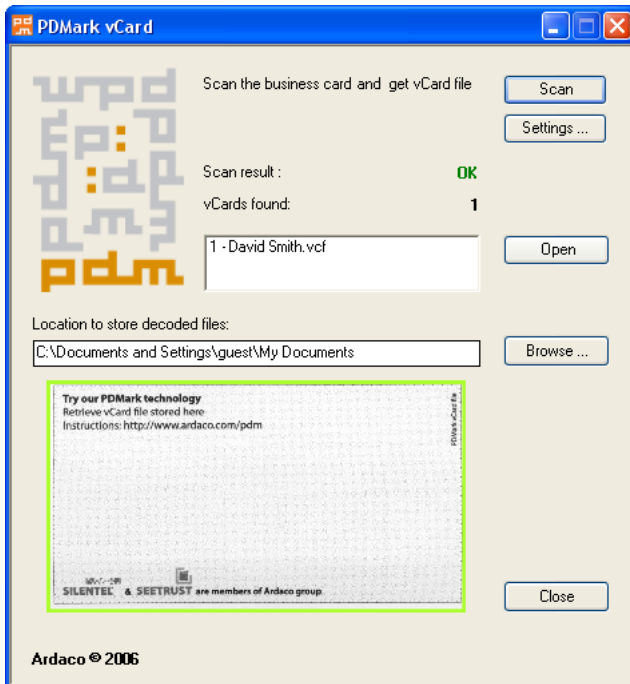
Scan result field informs about the result of scanning:

None – no scanning has taken place

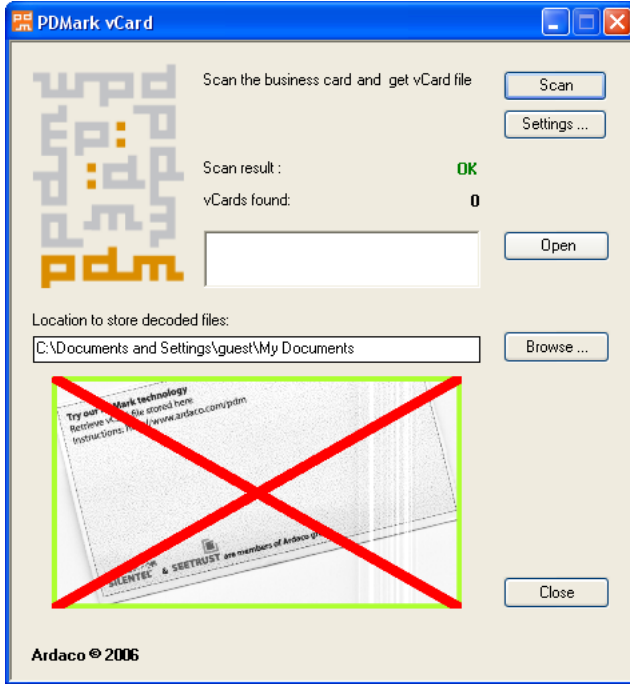
OK – scanning was successful

Failed – scanning was unsuccessful

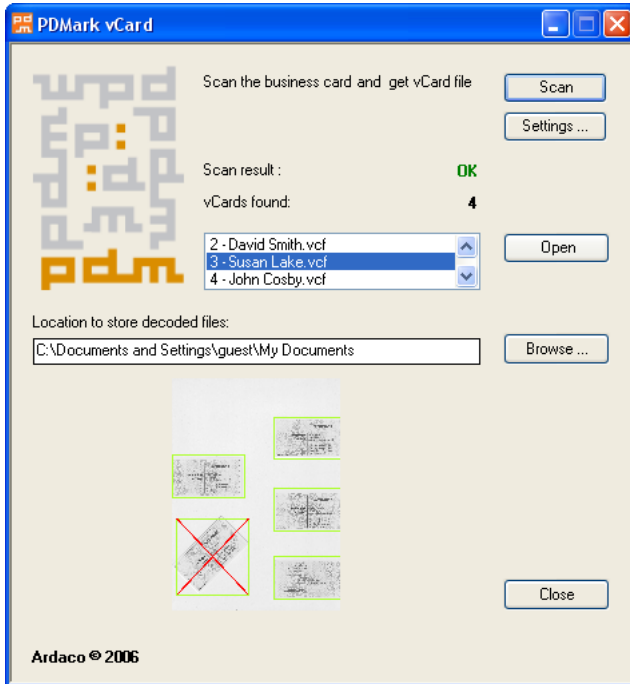
vCards found field informs about the number of successfully decoded visit cards.



Example of a successfully scanned visit card



Example of a visit card that could not be decoded



Example of decoding several visit cards. One of the visit cards is incorrectly positioned and could not be decoded.

8. After the visit card(s) has been scanned and decoded, a list of files with the „.vcf“ extension will appear (Microsoft® Outlook’s vCard file extension). Select a file and click on *Open*. The selected file will be opened. You can then add the file to contacts in Microsoft® Outlook.



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