

- To make corrections to the data, double tap on a field or click on the Edit View button in the view tools.

The Edit view displays.



Deck view Edit view

If you do not see the field that is to be corrected, tap on the Fields tool and select the field from the list.




- When done, tap on the Deck view button to return to that view.
- Use File > Save As from the menu to save the database.

#### To delete a card:

- Display it in Deck view.
- From the menu, tap on Edit > Delete > Card.

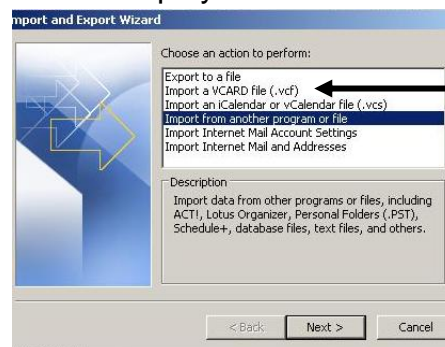
#### To export data to Outlook Contacts:

- In the List view, select the card (s) to export.  
TIP: To select more than one card, hold down the CTRL key and tap on each card.
- Click on the Save As tool  in the toolbar or File > Export to File from the menu. The Save as dialog box displays.

- In the Save as dialog box:
  - Select the location in which to save the file.
  - Type a name for the file.
  - Select vCard (\*.vcf) from the list at “save as type.”
  - Tap on the Setting button. The Export box displays.



- Choose All or selected cards.
  - Tap on OK. The Save as dialog box displays.
  - Tap on Save. The data is saved.
- In Outlook, select File > Import and Export. The Import and Export Wizard displays.



- Select Import a VCARD file (.vcf)
- Click on Next.
- Locate the file and click on Open. The contact card is created.

## Using Presto BizCard 5 on the HP 2710p Tablet PC



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## Discussion

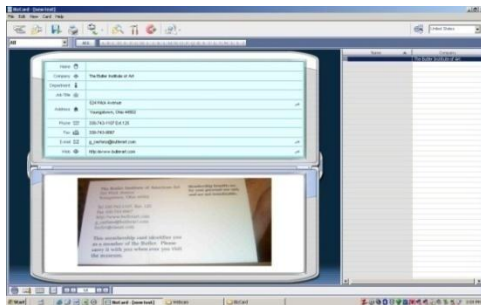
The Presto BizCard 5 program is used to scan business cards or snap pictures of business cards. Optical Character Recognition is used to “read” the data on the card. The data then is entered into a card file (database).

This card file may be used and viewed within BizCard or the data may be exported to Outlook.

### To create a database of data from business cards

1. Open Presto BizCard 5 from Start > All Programs.

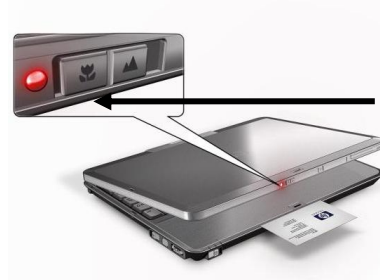
If this is the first time that you are using the program, a blank card file displays. If you used the program previously, the last card file that you used is opened.




2. From the menu, tap on Help > WebCam demo.

A short video illustrates the process of snapping a business card. The basic steps are:

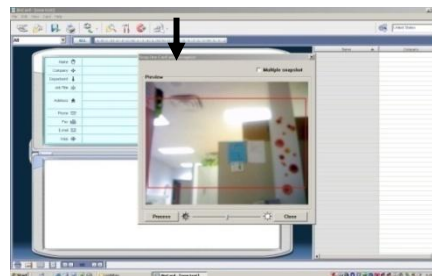
- a. Place the business card in the small slot under the front latch.



- b. Move the button with the flower and mountain icons (see arrow) to the left. The flower will be close to the light. This is **Macro Mode** for the camera lens.

- c. In the toolbar, tap on the Snap Cards and Recognize tool 

or from the menu, select File > Snap One Card and Recognize. The Webcam window displays.



**TIP:** Use your hand to support the business card, so that it remains level with the keyboard. This will result in a clearer photo and thus better Optical Character Recognition.

- d. Slowly lower the display screen. When there is a beeping sound, watch the light next to the flower and mountain icons. When the light is a solid red, stop.
- e. In a few seconds, you will hear the snap to indicate that the photo was taken. There is a flash, as well. The light will no longer be red. It will be off.
- f. Raise the display screen. In the status bar, the word Recognition and a blue bar will appear. This indicates that the OCR is working. When it is done, a photo of the card will be visible and the fields of the database will populate with data.

