

Record Keeping Made Simple With a Portable Scanner

You can be confident that your business contacts are safe and secure when you carry a portable scanner with you to trade shows, business and networking meetings and seminars. Have you ever struggled over how to organize all those loose business cards that you acquire during the course of a day. Those cards usually end up stuffed into jacket breast pockets and forgotten until the suit is taken to the cleaners or stuffed into briefcases where they are quickly covered over with papers. A portable scanner simplifies and superbly organizes your contact gathering.

Portable scanners create digital records from business cards scanned by optical character recognition technology. Optical character recognition technology is a data identification and processing technology that enables the scanner to extract images and text from a business card and sort this information into the proper fields in your contacts template. You simply feed the card into the portable scanner, which reads and stores the information into your laptop computer with your other digital contacts via USB cable. This is all accomplished without need of an external power source or additional software.

Scanning new contacts into your laptop with a portable scanner is so much easier when you are on a sales trip or attending a trade show. Trade show exhibitors find portable scanners ideal for compiling and maintaining leads from the many business cards that they receive in the course of their business. Small business owners and freelancers like portable scanners for their simplicity. Portable scanners also help maintain a paperless office by clearing away all those stacks of accumulated business cards.

Deciding on the right portable scanner product can be a bit overwhelming. Just remember the three key words search, compare and buy. You should also assess whether you need a lightweight portable scanner for frequent business trips and whether there is a suitable product within your price range. Business cards are not the only item that can be captured by a portable scanner. A portable scanner is perfect for obtaining copies of client driver licenses, passports, medical insurance cards, checks, photos or other paper forms of identification for your records.

Portable scanners can be a valuable partner in taking your business to the next level. Documents can be downloaded into your computer in the wink of an eye and important business contact information preserved for future use. Your portable scanner could make all the difference in giving you that jump on the competition. See these also [Scanner](#) | [Business card reader](#) | [Business card reader](#) | [Receipt scanner](#) |

About the Author

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