

Business card readers: Keeping yourself organized

Do you travel a lot for business? Are you constantly receiving business cards from potential vendors, or customers? Are you tired of spending hours inputting the information from these cards onto your computer by hand, or worse are you stuck using a rolodex? If you answered yes to any of these then you really need to consider investing in a business card reader. A business card reader will save you hours of time versus inputting business card data by hand and will keep you more organized so you can focus on more important tasks.

Think of a business card reader as your own personal, portable stenographer. The device itself is usually the size of a large envelope and weighs nearly nothing, meaning that it is portable and easy to take with you on business trips, and since most readers have universal USB connectivity they are easy to use as well.

A business card reader works very much like a [scanner](#). You slide the business card through the machine and the reader uploads it onto your computer. Once on the computer the business card reader will organize your various contacts by company name, an individual's first or last name, address, or even e-mail. Now you can quickly and easily find any contact you're looking for in seconds.

A quality business card reader can range anywhere from seventy to two hundred dollars but more important than the price or the brand is the features.

Make sure that the business card reader you select can recognize color as well as black and white and gray scale, this will ensure that the business card remains on the computer the way you remember receiving it. You should also make sure that whatever interface your business card reader uses is simple and easy for you to follow. There's nothing worse than buying a time saving device only to find that it wastes more of your time!

A business card reader is a must for the busy professional who wants to stay on top of his or her game. Give one a try and you'll wonder how you ever did business without one.

About the Author

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