

R. JAMES FRITH & ASSOCIATES INC.

---

Palm Handheld Software Applications

# Birding Checklist User's Guide

Version 2.0

PALM HANDHELD SOFTWARE APPLICATIONS

# **Birding Checklist**

**Version 2.0**

---

© R. James Frith & Associates Inc.  
P.O. Box 23 Essex, Ontario Canada  
Email: [sales@rjamesfrith.com](mailto:sales@rjamesfrith.com)

---

**March 2003**

# Table of Contents

|  |           |
|--|-----------|
| <b>INTRODUCTION.....</b>                             | <b>3</b>  |
| <b>INSTALLATION .....</b>                            | <b>4</b>  |
| <b>GETTING STARTED .....</b>                         | <b>5</b>  |
| CREATING A MASTER LIST.....                          | 5         |
| <i>Select Species for Master Regional List .....</i> | <i>5</i>  |
| <i>Create New Master Regional List.....</i>          | <i>6</i>  |
| <i>Clear Sighted Species From List .....</i>         | <i>7</i>  |
| <i>Clear or Delete Original List.....</i>            | <i>8</i>  |
| CREATING A FIELD TRIP LIST.....                      | 9         |
| <i>Create a Field Trip List .....</i>                | <i>9</i>  |
| <b>RECORDING SIGHTINGS .....</b>                     | <b>11</b> |
| SIMPLE LISTS & SIGHTING DETAILS .....                | 11        |
| <i>Display the Species List .....</i>                | <i>11</i> |
| <i>Position to Species Name.....</i>                 | <i>12</i> |
| <i>Add a new Species.....</i>                        | <i>13</i> |
| <i>Recording a Sighting.....</i>                     | <i>13</i> |
| <i>Recording Sighting Details .....</i>              | <i>13</i> |
| REVIEWING THE SIGHTINGS .....                        | 14        |
| <i>List Format.....</i>                              | <i>14</i> |
| <i>Number of Species Sighted .....</i>               | <i>15</i> |
| MAINTAINING THE LIST .....                           | 16        |
| <i>Adding a Species Name.....</i>                    | <i>16</i> |
| <i>Deleting a Species Name .....</i>                 | <i>16</i> |
| <b>ORGANIZING CHECKLISTS.....</b>                    | <b>18</b> |
| BASICS .....   | 18        |
| <i>Adding a Checklist .....</i>                      | <i>18</i> |
| <i>Deleting a Checklist.....</i>                     | <i>20</i> |
| <b>MORE CHECKLIST FUNCTIONS.....</b>                 | <b>21</b> |
| <i>Accessing the Checklist Maintenance Form.....</i> | <i>21</i> |
| CLEARING SPECIES & SIGHTINGS .....                   | 22        |
| <i>Removing “Not Sighted” Species .....</i>          | <i>22</i> |
| <i>Clearing Sightings .....</i>                      | <i>23</i> |
| MERGING .....  | 23        |
| <i>Copying Species /Sightings From a List.....</i>   | <i>23</i> |
| IMPORTING AND EXPORTING.....                         | 25        |
| <i>Importing From the Memo Pad .....</i>             | <i>25</i> |
| <i>Exporting To the Memo Pad.....</i>                | <i>26</i> |

## Introduction

**T**he Birding Checklist is the perfect way for you to keep track of both field trip sightings and life lists. Easy to use copy functions allow you to merge or create new lists based on previous sightings or customized master lists.

In its simplest form, check boxes on the Species List allow for fast updating of sightings in the field. If you prefer to keep more detailed information, the Sightings Detail form contains drop down lists that standardize wording and greatly reduce typing. In addition, notes can be entered at the List level and Species level in condensed or full screen format.

Positioning to a species name has been enhanced in Version 2. Simply enter a couple of characters in the “family” portion of the **position-to field**. The lists will be redisplayed as you enter. Once you are positioned to the “family”, enter a couple of characters in the “species” portion of the position-to field to quickly locate the desired species name. The page up and down buttons will also allow you to scroll through the species listing.

Another new feature in Version 2 is the ability to **import lists** from, and **export lists** to, the Palm Handheld Memo Pad. These lists can be transferred to and from other applications using the Palm Desktop that comes with your handheld device.

Version 2 also provides a count of sighted species.

The application also now includes a species checklist created from the **Official North American checklist** reproduced with permission from the **American Ornithologists' Union**.

## Installation

To install the Birding Checklist application, the file “Bird Check.prc” must be copied onto your Palm device.

For **new installs**, the Lists file “BCLists-JFB3.pdb” and the Species List file “BCChkLst-JFB3.pdb” must also be copied.

Use the Palm Desktop Install Tool to select these two files from the directory where these files were unzipped.

### Note to Users of Previous Versions:

Users of previous versions of the Birding Checklist **are strongly urged to backup the data their files** prior to installing the new version. After a HotSync, these files can be found in the backup folder for your Palm device. For example: “C:\palm\user\_id\backup” where “user\_id” is the user name for the Palm device.

The following files should be saved in a separate folder:

BCChkLst-JFB3.pdb

BCLists-JFB3.pdb

BCPref-JFB3.pdb

If you have any questions, please email us at [support@rjamesfrith.com](mailto:support@rjamesfrith.com) or visit our web site [www.rjamesfrith.com](http://www.rjamesfrith.com).

## Getting Started

### Creating a Master List

The Birding Checklist application allows you to keep multiple lists on your Palm device. Version 2 of the software is shipped with the Official North American checklist from the A.O.U. This is a comprehensive list, currently containing just over 2000 species, and for daily field trip purposes may be more extensive than you require. Using the list copy functions, a subset of this list can be created for birds in your specific area. This regional “Master” list can then be copied and used for subsequent field trips. If desired, the A.O.U. List can be removed from your Palm device to save storage space.

#### Select Species for Master Regional List

1. On the Lists form select the A.O.U. list, then tap the “Sightings” button



2. On the Sightings form check the Species names that you wish to retain in your “Master” list.

The Page Up and Page Down buttons, or the Scroll Button can be used to move up and down in the list.

When all of your selections have been made, tap the “Back” Button



**Create New Master Regional List**

- On the Lists form, tap the “New” button

The screenshot shows a mobile application interface titled "Birding Check Lists". Below the title bar, there is a list containing one item: "A.O.U. Check List". At the bottom of the screen, there are three buttons: "New", "Edit", and "Sightings", followed by a small diamond-shaped navigation icon.

- On the List Details form, enter a Description (name) for the new list.

Additional information can be entered into the Notes field.

Leave the Copy From checkbox checked

Tap the “OK” button

The screenshot shows a form titled "List - Details". It has two main sections: "Description:" and "Notes:". The "Description:" field contains the text "My Master List". Below the "Notes:" field, there is a checkbox labeled "Copy From Existing List" which is checked. At the bottom of the form, there are "OK" and "Cancel" buttons.

- On the Copy Options form, change the Species To Be Copied to “Sighted” to indicate that only those species that were checked on the original list are to be copied to the new list.

Tap the “Copy From List Title” select box to display the Checklist Select form.

The screenshot shows a form titled "Copy Options". It has two sections: "Species To Be Copied" and "Copy Sighting Details". Under "Species To Be Copied", there are three options: "All" (unchecked), "Sighted" (checked), and "Not Sighted" (unchecked). Under "Copy Sighting Details", there are two options: "Yes" (unchecked) and "No" (checked). Below these sections, there is a field labeled "Copy From List Title" with a dotted border. At the bottom, there are "OK" and "Cancel" buttons.

- On the Checklist Selection form, select the A.O.U. Checklist and then tap the “Select” button.

The Copy Options form will be redisplayed with the Copy From List Title filled in.

The screenshot shows the "Birding Check Lists" form again. The list now contains two items: "A.O.U. Check List" and "My Master List". The "My Master List" item is highlighted with a dark background. At the bottom, there are "Select" and "Cancel" buttons, and the diamond-shaped navigation icon.

## GETTING STARTED

7. On the Copy Options form, tap the “OK” button.

The species names will be displayed as they are processed. Only “checked” (Sighted) Species names will be copied. Depending on the Palm handheld device being used, and the size of the list being copied from, this may take several seconds. (Note: The A.O.U. list for example contains just over 2000 species names)

The Lists form will be redisplayed.

The screenshot shows a dialog box titled "Copy Options". It has three sections: "Species To Be Copied" with radio buttons for "All", "Sighted" (checked), and "Not Sighted"; "Copy Sighting Details" with radio buttons for "Yes" and "No" (checked); and "Copy From List Title" with a text field containing "A.O.U. Check List". At the bottom are "OK" and "Cancel" buttons.

### Clear Sighted Species From List

8. On the Lists form select the new list, then tap on the “Edit” button

The screenshot shows a list titled "Birding Check Lists". It contains two entries: "A.O.U. Check List" and "My Master List", with the latter highlighted. At the bottom are buttons for "New", "Edit", and "Sightings", along with a scroll indicator.

9. On the List Details form, tap the “More” options button.

The screenshot shows a form titled "List - Details". It has a "Description:" field with "My Master List" entered, and a "Notes:" field with several lines of dotted lines for text entry. At the bottom are buttons for "OK", "Cancel", "Delete", and "More ...".

## GETTING STARTED

10. On the Lists Options form, tap on the “Clear Sightings” button.

A confirmation message will be displayed, tap “OK” to continue. This process will remove the “checkmarks” from your new Master Regional List so it will be ready for use.



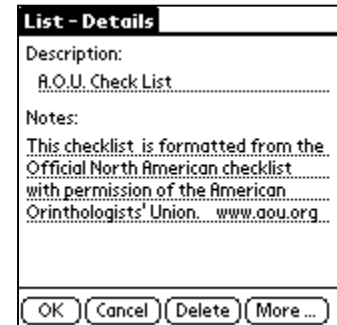
### Clear or Delete Original List

11. On the Lists form select the original list that the species were copied from, then tap on the “Edit” button



12. To retain the original list on the Palm device, on the List Details form, tap the “More” options button then tap the “Clear Sightings” button as in Step 10 above.

To remove the original list, in order to save space on the palm device, tap the “Delete” button. A confirmation message will be displayed, tap “OK” to continue removing the list.



## Creating a Field Trip List

Now that you have created a Regional Master List, you can use it for setting up lists for your field trips. Simply create a new list and copy the species from the regional list into it.

### Create a Field Trip List

1. On the Lists form, tap the “New” button

**Birding Check Lists**

R.O.U. Check List  
My Master List

New Edit Sightings

2. On the List Details form, enter a Description (name) for the new list.

Additional information can be entered into the Notes field.

Leave the Copy From checkbox checked

Tap the “OK” button

**List - Details**

Description:  
2003-05-02 Point Pelee

Notes:  
Point Pelee National Park

Copy From Existing List

OK Cancel

3. On the Copy Options form, tap the “Copy From List Title” select box. to display the Checklist Select form.

**Copy Options**

**Species To Be Copied**  
 All  Sighted  Not Sighted

**Copy Sighting Details**  
 Yes  No

**Copy From List Title**

OK Cancel

## GETTING STARTED

4. On the Checklist Selection form, select the regional Master list, then tap the "Select" button.

The Copy Options form will be redisplayed with the Copy From List Title filled in.



5. On the Copy Options form, tap the "OK" button.

The species names will be displayed as they are processed. Depending on the Palm handheld device being used, and the size of the list being copied from, this may take several seconds.

The Lists form will be redisplayed with your new field trip list ready for use.



## Recording Sightings

### Simple Lists & Sighting Details

In its simplest form, the Birding Checklist application allows you to keep record sightings by simply tapping the checkbox next to the species name. The position to fields, page up & page down buttons, or the scroll button can be used to locate the species name. Tapping the “Show” button will allow you to set the list display options; The list can be filtered to show all species or only those sighted; The date sighted can also be displayed which is helpful when viewing combined (merged) lists.

If desired, additional details such as numbers, sex, time, and location can be entered. A sighted date can also be entered. This is useful if you will be merging lists or if the checklist is used for recording sightings for multiple dates. Notes can also be entered on the sighting details form in full screen mode.

#### Display the Species List

1. On the Lists form select the checklist to be used, then tap the “Sightings” button to display the species list.



## RECORDING SIGHTINGS

### Position to Species Name

- The Species List form displays the species in the selected checklist. The “Page Up” & “Page Down” buttons or the scroll button can be used to move up and down in the list.

To locate a species name quickly, the “Position to” fields can be used.

**2003-05-12 Point Pelee**

- Blackbird, Red-winged
- Blackbird, Rusty
- Blackbird, Yellow-headed
- Bluebird, Easter
- Bobolink
- Bufflehead
- Bunting, Indigo
- Bunting, Snow
- Canvasback

Pos to: \_\_\_\_\_

New Edit # Show Back

- For example, to position to Magnolia Warbler, enter a “W” in the first Position-to field. This field positions within “family” names to the left of the comma.

The list will be repositioned as you enter characters. Enter as many characters as you need to display the “family” name on the top of the form.

**2003-05-12 Point Pelee**

- Warbler, Bay-breasted
- Warbler, Black-and-white
- Warbler, Black-throated Blue
- Warbler, Black-throated Green
- Warbler, Blackburnian
- Warbler, Blackpoll
- Warbler, Blue-winged
- Warbler, Canada
- Warbler, Cape May

Pos to: W \_\_\_\_\_

New Edit # Show Back

- Once the “family” name has been located, the second position-to field can be used to locate the “species” name, located to the right of the comma.

In this example, entering an “M” in the second Position-to field will list the species names beginning with “M” within the “Warbler” family.

To begin a new search, tap the “Erase” button to clear the position to fields and enter new search characters.

**2003-05-12 Point Pelee**

- Warbler, Magnolia
- Warbler, Mourning
- Warbler, Nashville
- Warbler, Orange-crowned
- Warbler, Palm
- Warbler, Pine
- Warbler, Prairie
- Warbler, Prothonotary
- Warbler, Tennessee

Pos to: W \_\_\_\_\_ M \_\_\_\_\_

New Edit # Show Back

## RECORDING SIGHTINGS

### Add a new Species

5. If the species is not in your list, tap on the “New” button to display the Sighting Details form.

Enter the name in the species field.

Formatting the name by “family” followed by a comma and then the “species” name will allow the sorting and positioning fields to display your list in the proper sequence. E.g. Warbler, Magnolia

If desired, sighting details can also be entered at this time.

Tap the “OK” button to add the name to your list.

The screenshot shows a form titled "Sighting Details". It contains the following fields: "Species:" with a dotted line for input; "Sex:" with a dropdown arrow and "No:" with a dotted line; "Sighted:" with a checkbox and "Date:" with a text box containing "05/12/2003"; "Time:" with a dropdown arrow; "Location:" with a dotted line; and "Notes:" with a text box and a vertical scroll bar. At the bottom are three buttons: "OK", "Cancel", and "Delete".

### Recording a Sighting

6. To record a sighting, tap the checkbox next to the species name.

The screenshot shows a list titled "2003-05-12 Point Pelee". The list contains several species names, each with a checkbox: "Warbler, Magnolia" (checked), "Warbler, Mourning", "Warbler, Nashville", "Warbler, Orange-crowned", "Warbler, Palm", "Warbler, Pine", "Warbler, Prairie", "Warbler, Prothonotary", and "Warbler, Tennessee". Below the list is a "Pos to:" field with "W" and "M" and a scroll arrow. At the bottom are five buttons: "New", "Edit", "#", "Show", and "Back".

### Recording Sighting Details

7. To enter or change sighting details, select the species by tapping on the species name, then tap the “Edit” button.

The Sighting Details form will be displayed

This screenshot is identical to the one above, showing the "2003-05-12 Point Pelee" list with "Warbler, Magnolia" selected and the "Edit" button highlighted.

## RECORDING SIGHTINGS

- To enter sighting details,

Tap the dropdown buttons for the Sex and Time fields.


Tap on the Date to display the Date Selection Calendar

Tap on Notes label to display the full screen Notes form.

Tap the “OK” button to save your changes and return to the Species List form.

**Note: Tapping the “Delete” button will remove a species name from the list. A confirmation message will be displayed.**

Tip: The “Shortcuts” function on your Palm device can be very helpful for entering locations that you visit often.




The screenshot shows a form titled "Sighting Details". It contains the following fields and controls:

- Species: Warbler, Magnolia
- Sex: [dropdown arrow]
- No: [text field]
- Sighted:  Date: 03/13/2003
- Time: [dropdown arrow]
- Location: [text field]
- Notes: [text field with a vertical scrollbar]
- Buttons: OK, Cancel, Delete

## Reviewing the Sightings

### List Format

- The Species List Display Options form will be displayed when you tap the “Show” button.



The screenshot shows a form titled "2003-05-12 Point Pelee". It contains the following elements:

- A list of species names with checkboxes: Warbler, Magnolia (checked), Warbler, Mourning, Warbler, Nashville, Warbler, Orange-crowned, Warbler, Palm, Warbler, Pine, Warbler, Prairie, Warbler, Prothonotary, Warbler, Tennessee.
- Pos to: W, M, [dropdown arrow]
- Buttons: New, Edit, #, Show, Back

**RECORDING SIGHTINGS**

- To display only sighted species, change the Species checkbox from “All” to “Checked”.

To display the Date on the Species List form, check “Yes” in the date checkbox

Tap “OK”

- The Species List form will be displayed using the new formatting options.

**Number of Species Sighted**

- To get a count of the number of sighted species tap the “Count” (#) button.

- The Species Count form will be displayed  
Tap “OK” to return to the Species List form.

## Maintaining the List

### Adding a Species Name

1. To add a species name to the checklist, Tap on the “New” button.

The Sighting Details form will be displayed

2. Enter the name in the species field.

Formatting the name by “family” followed by a comma and then the “species” name will allow the sorting and positioning fields to display your list in the proper sequence.

Tap the “OK” button

The species name will be added and the Species List form will be re-displayed.

### Deleting a Species Name

1. To delete a species name from the checklist, select the species by tapping on the species name, then tap the “Edit” button.

The Sighting Details form will be displayed


## RECORDING SIGHTINGS

2. Tap the “Delete” button.

A confirmation message will be displayed.

Tap “OK”

The species name will be deleted and the Species List form will be re-displayed.



**Sighting Details**

Species: Warbler, Magnolia

Sex: ▾ No: .....

Sighted:  Date: 03/13/2003

Time: ▾

Location: .....

Notes: .....

OK Cancel Delete

# Organizing Checklists

## Basics

### Adding a Checklist

1. On the Lists form, tap the “New” button

2. On the List Details form, enter a Description (name) for the new list.

Additional information can be entered into the Notes field.

If you wish to create the new list based on the species from an existing list, leave the Copy From Existing List checkbox as checked.

Tap the “OK” button

If records are to be copied from an existing list, the Copy Options form will be displayed (see Step 3), otherwise, an empty list will be created and the Checklist Selection form will be displayed.

## ORGANIZING CHECKLISTS

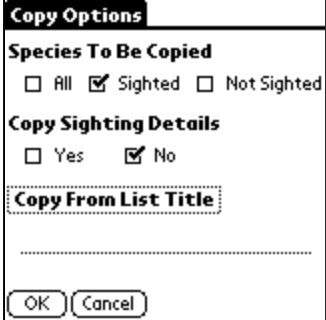
3. The Copy Options form is used to specify which records are to be copied to the new list.

The Species To Be Copied checkboxes allow for selection of all species, only those species that have been Sighted (or checked) or only those species that were not marked as sighted.

The Copy Sightings Details checkboxes are used to specify whether or not the sighting details are to be copied as well.

The name of the list containing the records to be copied can be entered in the Copy From List Title text field. However it will generally be easier to select the list title using the Checklist Select form. If the name has been entered, proceed to Step 5.

To select a name, tap on the “Copy From List Title” select box. The Checklist Selection form will be displayed.



The screenshot shows a form titled "Copy Options". It has three sections: "Species To Be Copied" with checkboxes for "All", "Sighted" (checked), and "Not Sighted"; "Copy Sighting Details" with checkboxes for "Yes" and "No" (checked); and "Copy From List Title" which is a dotted-line text field. At the bottom are "OK" and "Cancel" buttons.

4. On the Checklist Selection form, select the list to be used and then tap the “Select” button.

The Copy Options form will be redisplayed with the Copy From List Title filled in.




The screenshot shows a form titled "Birding Check Lists". It has a list box containing "A.O.U. Check List" and "My Master List". At the bottom are "Select" and "Cancel" buttons, and a scroll arrow on the right.

5. On the Copy Options form, tap the “OK” button.

The species names will be displayed as they are processed. Only those species selected on the Copy Options form will be copied to the new list.

Depending on the Palm handheld device that you have, and the size of the list being copied from, this may take several seconds.

Upon completion, The Lists form will be redisplayed.



The screenshot shows the "Copy Options" form again. The "Copy From List Title" field now contains "A.O.U. Check List". The "OK" and "Cancel" buttons are at the bottom.

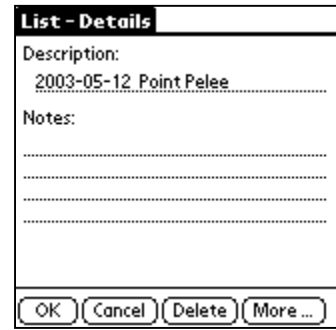
**Deleting a Checklist**

1. On the Lists form select the checklist to be used, then tap the “Edit” button to display the List Details form.



2. On the List Details form tap the “Delete” button.  
A confirmation message will be displayed. Tap the “OK” button to proceed.

The species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.

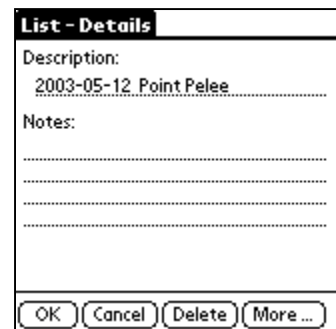


## More Checklist Functions

The Birding application provides several ways to organize your checklists. Lists can be copied to new lists or merged with existing lists. Species that were not sighted can be removed from lists. A new feature in Version 2 allows for importing and exporting lists to your Palm desktop via the Palm memo pad. The Checklist Maintenance form is displayed by tapping on the “More” button on the List Details form.

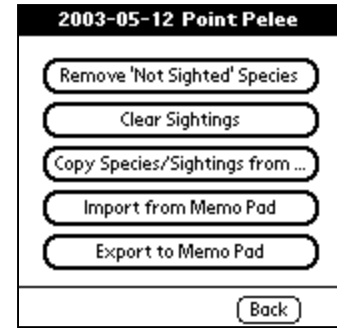
### Accessing the Checklist Maintenance Form

1. On the Lists form select the checklist to be used, then tap the “Edit” button to display the List Details form.
2. On the List Details form tap the “More” button.



## MORE CHECKLIST FUNCTIONS

3. The Checklist Maintenance form will be displayed.



## Clearing Species & Sightings

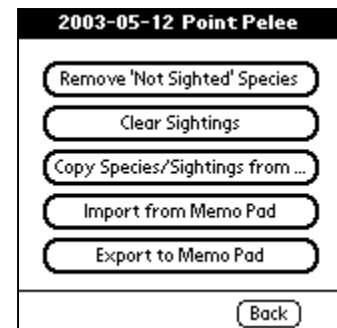
### Removing "Not Sighted" Species

1. In order to reduce the amount of space used on the Palm handheld device, the names of species that were not sighted on a field trip can be removed.

To remove these species names, tap on the "Remove 'Not Sighted' Species" button.

A confirmation message will be displayed. Tap the "OK" button to proceed.

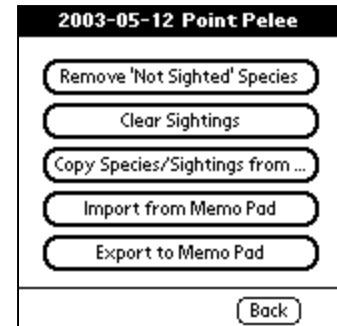
The species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.



## MORE CHECKLIST FUNCTIONS

### Clearing Sightings

1. The Clear Sightings function removes the sighting information from a list while retaining the species name. This function is very useful when building new lists from existing lists. Species can be selected on one list, the selected species copied to a new list and then the selected species “cleared” on the source list to return it to its original state. (For a detailed example of this, refer to “Creating a Field Trip List” in the Getting Started chapter.)



This function is also useful if you wish to reuse a list rather than retaining the sighting information

To clear the sighting information, tap on the “Clear Sightings” button.

A confirmation message will be displayed. Tap the “OK” button to proceed.

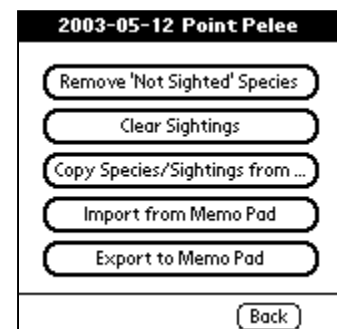
The species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.

## Merging

### Copying Species /Sightings From a List

1. The Copy Species/Sightings From function can be used to add species names to new lists. It can also be used to merge the species names from one list with another which is useful when creating seasonal or life lists.

Tap the “Copy Species/Sightings from ...” button; the copy options form will be displayed.



## MORE CHECKLIST FUNCTIONS

3. The Copy Options form is used to specify which records are to be copied to the new list.

The Species To Be Copied checkboxes allow for selection of all species, only those species that have been Sighted (or checked) or only those species that were not marked as sighted.

The Copy Sightings Details checkboxes are used to specify whether or not the sighting details are to be copied as well.

The name of the list containing the records to be copied can be entered in Copy From List Title text field. However it will generally be easier to select the list title using the Checklist Select form. If the name has been entered, proceed to Step 5.

To select a name, tap on the “Copy From List Title” select box. The Checklist Selection form will be displayed.

The screenshot shows a dialog box titled "Copy Options". It has three sections: "Species To Be Copied" with checkboxes for "All", "Sighted" (checked), and "Not Sighted"; "Copy Sighting Details" with checkboxes for "Yes" and "No" (checked); and "Copy From List Title" which is a dotted-line text field. At the bottom are "OK" and "Cancel" buttons.

4. On the Checklist Selection form, select the list to be used and then tap the “Select” button.

The Copy Options form will be redisplayed with the Copy From List Title filled in.

The screenshot shows a list titled "Birding Check Lists". It contains three entries: "2003-05-12 Point Pelee", "2003-05-18 Hillman Marsh" (which is highlighted), and "Point Pelee & Vicinity". At the bottom are "Select" and "Cancel" buttons and a scroll indicator.

5. On the Copy Options form, tap the “OK” button.

If All or Sighted species have been selected to be copied, a prompt will be displayed on how duplicate sighting records should be handled.

The screenshot shows the "Copy Options" dialog box again. The "Copy From List Title" field now contains the text "2003-05-18 Hillman Marsh". The "Copy Sighting Details" section now has "Yes" checked and "No" unchecked. The "OK" and "Cancel" buttons are at the bottom.

## MORE CHECKLIST FUNCTIONS

- When copying sighting records, there is a possibility that a sighting will exist in both lists for the same species name.

If the sighting from the original list is to be kept, tap on the “Keep” button.

If the sighting from the “copy from” file is to be used, tap the “Replace” button.

For example, in a seasonal or life list, the sighting with the earliest date would most likely be retained. If the life list is selected as the original, and the last field trip list is selected as the “copy from”, the “Keep” button should be tapped. In the case of a species sighting being in both lists, the sighting from the life list would be retained. If the field trip list contained a sighting for a species that did not have sighting information in the life list, the sighting would be added to the life list.

To build a “Last Sighted” list, tap the “Replace” button. This option will replace sighting information in the original list with the sighting in the field trip list when duplicates are encountered.

Upon tapping on the “Keep” or “Replace” button, the species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.

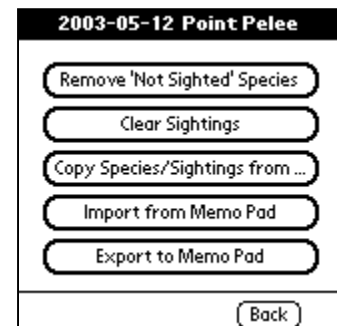


## Importing and Exporting

### Importing From the Memo Pad

- To import species names from the memo pad, tap the “Import from Memo Pad” button.

Note: The species names will be added to the list that you selected for editing. If you wanted the names in a new list, create the empty list first, select the new list for editing, then proceed with the import function.



## MORE CHECKLIST FUNCTIONS

2. On the Import from Memo Pad form, enter the name of the memo containing the species names. This name is the first line of the memo.

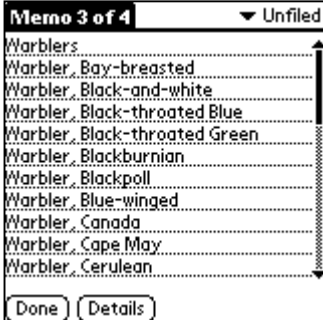
Tap the “OK” button to proceed.

The species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.



### Memo Structure


The Memo must be structured as shown in the example on the right. The first line is the memo title. The species names to be imported must each appear on a separate line.



### Exporting To the Memo Pad

1. To export species names to the memo pad, tap the “Export to Memo Pad” button.

The Export Options form will be displayed.



**MORE CHECKLIST FUNCTIONS**

2. On the Export to Memo Pad form, select the species names to be exported . Use the Details to be Exported checkboxes to specify which fields from the sightings information you would like to have exported as well.

Tap the “OK” button to proceed.

The species names will be displayed as a progress maker. Upon completion, the Lists form will be redisplayed.

**Export List to Memo Pad**

**Species To Be Exported**  
 All  Sighted  Not Sighted

**Details To Be Exported**  
 Sighted  Date  
 Sex  No  
 Time  Location  
 Notes

OK Cancel

**Memo Structure**

The Memo added to you Palm Memo Pad will be structured as shown on the right.

**Memo 3 of 3** Unfiled

2003-05-12 Point Pelee

Blackbird, Red-winged  
Sighted 03/17/03

Chickadee, Black-capped  
Sighted 03/17/03

Cowbird, Brown-headed  
Sighted 03/17/03

Dove, Mourning  
Sighted 03/17/03

Done Details