

# **ToDo List**

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**Serac Software**

<http://www.seracsoftware.com/>  
[info@seracsoftware.com](mailto:info@seracsoftware.com)

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# 1 Introduction

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**ToDo List** was designed with a single goal in mind — to provide a convenient, fast and compact way to keep lists of things. It won't schedule your meetings for you or sound an alarm when an event is supposed to happen, but by focusing on a single task, ToDo List is easy to use, small and fast. It uses very little memory, so you can leave it in the background all day.

ToDo List works with System 7.0 or greater (including MacOS 8.6) and is compatible with all Apple Macintosh models. ToDo List is distributed as a “fat application”, which means that the application includes machine instructions to run “native” on both the original 680x0-based Macintoshes and the new Power Macintoshes. If you only have one type of Macintosh and want a smaller application, ToDo List has built-in support for removing either the 68K or Power PC code (see the **About ToDo List...** menuitem.)

With item dates displayed, you can use ToDo List to keep track of future events, or as a handy diary. If you put an alias to ToDo List into the Startup Items folder, in the System Folder, it will run automatically when your Macintosh starts up and always be a mouse click away. Some of the unique features of ToDo List include:

## **Multiple Categories**

ToDo List lets you organize your items into multiple categories by simply creating several documents. The number of ToDo List documents is limited only by available memory. ToDo List can also remember and automatically reopen all documents you had open the last time you used it. The automatic saving of your documents is also available.

## **Dated Items**

ToDo List will organize items by date if desired, and will take care of carrying forward unfinished items automatically. It will also optionally provide a miniature calendar across the top of any window. Dates are displayed using the international facilities built in to the Macintosh, so they should appear correctly for the current country.

## **Import and Export Functionality**

ToDo List lets you: import/export to do items between any application that can work with tab-delimited text files, create a world wide web page and synchronize a ToDo List document to the to do items on a Newton PDA. You can even automatically create a list of visited Web pages.

## **Speech Support**

If the Speech Manager is installed, ToDo List can speak all of the items in a list or just the current day's unfinished items.

## **Recorded Memos**

If you have a microphone, ToDo List will let you record audio memos.

## **Direct Manipulation**

To make maintaining your lists of things to do as easy and fast as possible, ToDo List takes advantage of direct manipulation with the mouse wherever possible. In addition to menu commands for all actions, you can also usually produce the same effect by directly clicking on an item in the list. For instance, to play the sound for an item, just click on the speaker icon.

## **Drag and Drop**

ToDo List also includes full support for Apple's Drag and Drop (part of System 7.5 or later and available for earlier System 7's). You can drag items within a list to change their order, select items and drag them between document windows or to other Drag and Drop-enabled applications. Items can also be dragged to the desktop to make "clippings" files.

## **AppleScript Support**

ToDo List offers extensive AppleScript support. A couple of sample scripts are included to show you how you might use these new events to get ToDo List to read a list of items, and a complete guide to scripting ToDo List can be found in Chapter 6. Since AppleScripts can be placed in your Startup Items folder, you can place a script there that will run ToDo List, open some documents and speak today's items.

## **Balloon Help**

Balloon help is provided for all of the menu items and windows.

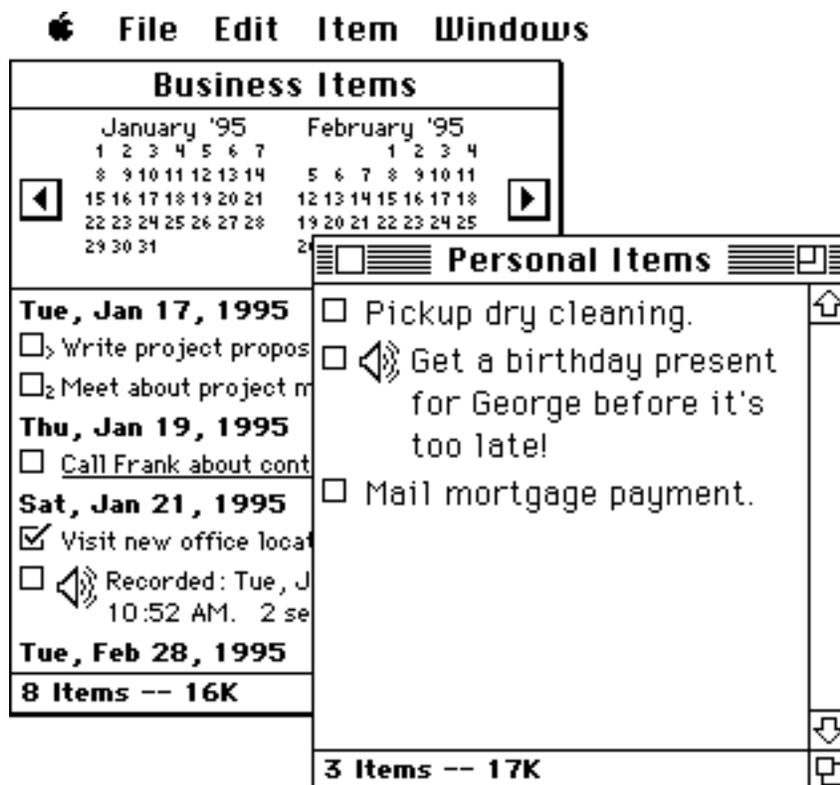
## **Full Undo Support**

ToDo List includes complete support for undo and redo.

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## 2 Using ToDo List

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ToDo List is organized around the notion of **ToDo List documents**, each of which can contain any number of **items**. The number of documents that you can have open at once is limited only by memory.

As a convenience, ToDo List will optionally remember which documents you had open (along with the location and size of their windows) and automatically reopen them each time you launch ToDo List. It will also automatically save changes on a regular interval or when you close the document if desired. See the **Preferences** section for information on how to set these and other preferences.

One of the most convenient ways to use ToDo List is to have it automatically launch when you startup your Macintosh. To do this first make an alias of the ToDo List application. Then place the alias in the **Startup Items** folder inside the **System Folder**.

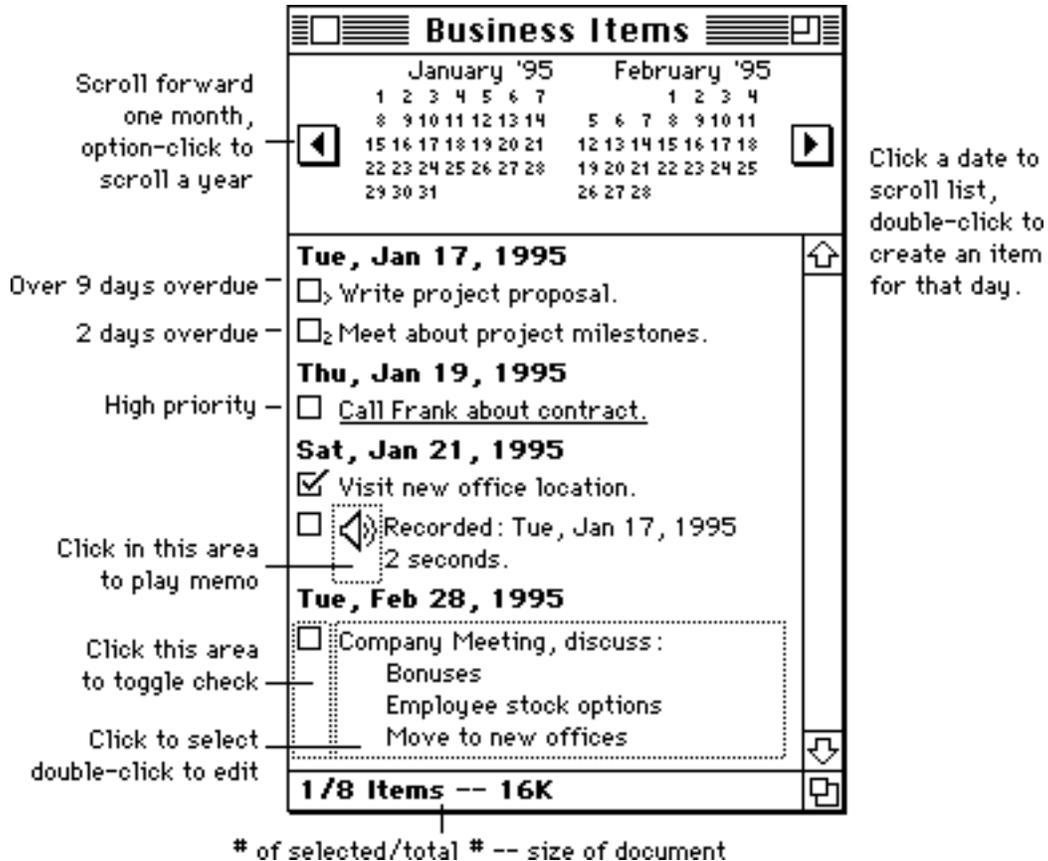
Since ToDo List uses very little memory, and won't slow down other programs while in the background, you can safely choose to leave it open.

## 2.1 The ToDo List Window

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Almost all actions in ToDo List can be invoked from either a menu or directly from the window. This section goes over the window and points out the places that you can click or drag to manipulate the item list.

The exact appearance of each ToDo List window depends on the preferences that have been selected for that document, however here is an example:



The small calendar across the top of the window is optional (see the **Preferences** section).

You can shift the months displayed backward or forward by clicking on the arrows to either side of the calendar. If you hold down the **Option**, **Command**, or **Control** key while clicking, the calendar will shift by one year instead of one month. If you hold the mouse button down on either of the arrow buttons the months will continue to scroll in that direction until the button is released. Initially the calendar begins with the current month, but ToDo List will remember where it was left when the document is closed.

As a short cut, you can double-click on a date in the calendar to create a new item with that date. If the calendar is being displayed, but dates are not being used, in the current

document, a double-click creates a new item with the current date. If you single-click on a date, the item list will be scrolled to the first item that falls on or after that date.

Most of the commands in the **Item** menu apply to the currently selected item in the list. You can select items by clicking on a single item or clicking and dragging to select several items. If you hold down the shift key while clicking, ToDo List will extend the range of items selected. If you hold down the command key ( **⌘** ) while clicking on an item, it is added to the selection (allowing for discontinuous selections). Since all of the selected items might not be visible at one time, ToDo List shows you how many items out of the total number are currently selected (e.g. "1/8 Items").

If you have one or more items selected, you can drag to move them to another location in the list. If you hold the **option** key down you will copy the selections to the new location. As you drag a dark line will follow the mouse indicating where the items will be inserted if you release the mouse. The date and priority of the items will change if necessary to match the new location. Note that the selection you drag can be discontinuous. See **Drag and Drop** below.

If a single item is currently selected, the up and down arrow keys on the keyboard will shift the selection up or down one item, scrolling the list if necessary. The **Page Up** and **Page Down** keys on extended keyboards scroll the list up or down a window at a time. Pressing the **Enter** or **Return** key with exactly one item selected will edit that item. Pressing the Escape (**Esc**) key will cancel the current selection.

When ToDo List is considering a click on an item, the item area is divided up into two or three zones. The full left edge of the item (including the area below the check box for a multi-line item) is the check box area. Clicking in this area reverses (toggles) the current status of the item. Items with a check mark are considered "finished". If there is audio with an item then clicking on the speaker icon will play the sound. If you want to stop playing the sound press command-period ( **⌘** - ). Clicking on the item text selects it; double clicking brings up the Edit Item dialog.

ToDo List windows have no horizontal scroll bar because the program automatically wraps the text of each item to fit the current width. If the text for an item is too long to fit on one line, it is automatically continued on the next. ToDo List uses the international guides built into the Macintosh to determine the word boundaries for breaking lines.

## 2.2 Creating and Editing Items

---

There are five ways to add new items to a ToDo List document: **Insert New Item...**, from the Item menu, **Record New Memo...** from the Sound menu, the **Paste** command from the Edit menu, dragging items between windows and by double clicking in an empty part of the list window. If the list is displaying dates and you double-click on a visible date, the new item dialog will default to that date.

**Insert New Item...** brings up the following dialog box:

**Edit Item**

**Item Text:**  
Write project proposal.

**Due Date:** January 17 1995 Today

**Audio Memo**

Record Play Erase

Finished Item  
 Priority Item

Created: Fri, Feb 24, 1995 12:33 PM  
Last Modified: Fri, Feb 24, 1995 12:33 PM

Cancel OK

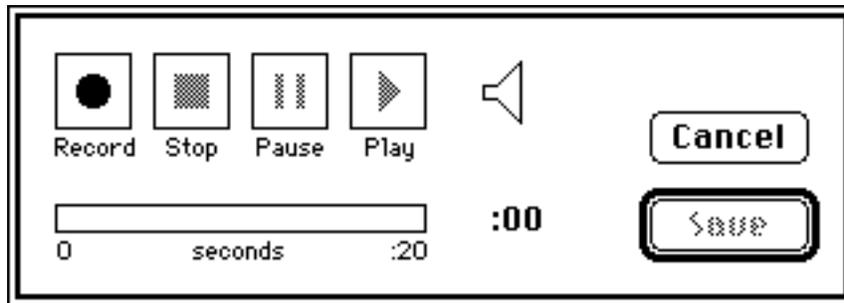
Each item can contain up to 255 characters of text. The text can contain carriage returns to add additional line breaks. By default (see the **Preferences** section) you insert a carriage return in the text by typing **Return** while holding down the **Option**, **Control** or **Shift** key. Pressing **Return** without any of these modifiers is the same as clicking on the OK button. The **OK** button is only enabled when the item isn't empty (e.g. you have a recorded memo or some text in the item).

ToDo List also associates a creation date and last modification date with each item. If dates are being displayed in the document (see **Preferences**), the item is also given a due date. The first time you create an item, the date pop-up menus will default to today's date. After that, they default to the last date used. You can click on the **Today** button at any time to reset the popup menus to today's date. The order of the month, day and year popups in the Edit Item dialog is determined by your System. You can change their order by changing the way dates are displayed in the **Date & Time** control panel.

If you check the **Priority Item** checkbox, the item will be displayed in red and underlined. Priority items are inserted before the non-priority items for the same date. The priority status of an item (or items) can also be changed with the **Toggle Priority Status** menu command.

If you check the **Finished Item** checkbox, the item will be displayed with a checkmark. The finished status can also be changed by clicking the checkbox in the ToDo List window or by the **Toggle Finished Status** command.

You can record a memo to go with the item by clicking on the **Record** button. The standard recording dialog will appear:



The number of seconds you can record is determined by the amount of available memory. If you want to record longer memos, increase the amount of memory allocated to ToDo List (**Get Info...** in the Finder).

If you click on the **Save** button, a new item is created with default text indicating the date and time when the memo was recorded and the length of the recording in seconds. You can edit it like any other item.

You can select one or more items in any ToDo List document and **Cut** or **Copy** them to the clipboard. You can also copy text from any other application to the clipboard for pasting in ToDo List. While most commands in ToDo List work the same way as they do in other applications, the **Paste** command works a little differently and deserves a quick explanation.

In ToDo List the Paste command only inserts the new items even if items are current selected (other applications would replace the selected items), and items in the clipboard are inserted according to their dates, priority and number of days overdue (if they have them) or at the current default date. If dates aren't being displayed in the document, the items get pasted at the end of the other priority items or at the end of the list. The items that were pasted are left selected so as to see where they were inserted.

If the clipboard contains plain text (probably from another application), it is pasted in as a single new non-priority item with the default date. If the text was longer than 255 characters, it is truncated to fit. Similarly, when you cut or copy items in ToDo List and paste them in another application, they paste as plain text. ToDo List does format the text with line breaks and spaces to make it look somewhat like the original items.

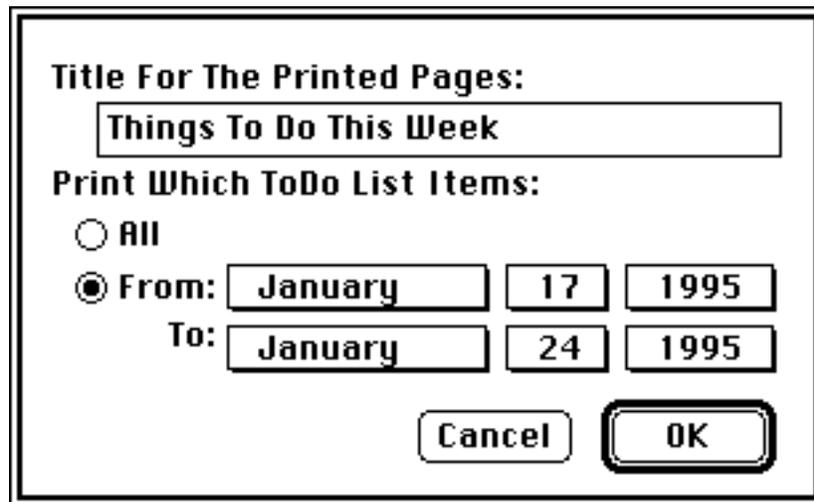
## 2.3 Printing ToDo Lists

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For those occasions when you have to be away from your Macintosh, you can print the contents of any of your ToDo List documents and take them with you. The format of the

printout depends on the current **Page Setup** settings. If it is set up to print a vertical page, ToDo List will print using four mini- pages on each page of paper. If it is set up to print the page horizontally, ToDo List will print two mini-pages of items to a single page of paper.

When you select the **Print** menu command, you'll be presented with the following dialog box:



You can set the title that will be printed at the top of each mini-page (it defaults to the document name) and either print all of the items in the document or only those whose dates are within the given range. Note that even if dates aren't being displayed in the document window, all items still have a date associated with them, and it will be used to determine which items are printed if you select the **From** option.

## 2.4 Audio Memos

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It's important to remember that recorded memos require about 5K of disk space for each second of sound, so they can add significantly to the size of a ToDo List document. In order to limit the amount of memory needed by ToDo List, memos are recorded and played from memory, but are otherwise only stored on disk. Therefore, the ToDo List application only needs enough free memory to hold just the single largest memo, but enough disk space to hold all of the memos in the list. If you plan to make extensive use of memos, you might want to increase ToDo List's memory allocation (Get Info... in the Finder). and make sure that you have lots of disk space available.

Note that since any changes you make to a ToDo List document aren't saved until you select the "Save" menu item, memos are actually stored in an invisible temporary file and automatically copied into the actual ToDo List document only when the document is saved. Therefore, lists with large numbers of memos will take longer to save than lists

without memos. Also, while the document is actually being saved, you'll momentarily need free space on your disk equal to about twice the size of document. When you're playing a memo, you can cancel at anytime by pressing command-period (⌘-). This is especially useful if you mistakenly click on the speaker icon for a long memo item.

## 2.5 Drag and Drop

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ToDo List includes complete support for Apple's Drag Manager. This means that you can drag selected items within a list, between ToDo List document windows, or even to/from other applications that support the Drag Manager (including the desktop). This feature makes it especially easy to keep your lists organized.

Using dragging in ToDo List is a very intuitive way to move items around. First, select the item or items that you want to move (you can select a range of items or even multiple items that aren't next to each other). Then click the mouse while over one of the selected items, drag to the new destination and release. While you're dragging, ToDo List will follow the mouse with a thick black insertion line that indicates where the items will be inserted if you release the mouse button. If you're dragging the items within the list, they will be deleted from their old location(s) and inserted at the new location. If you hold the **Option** key down while dragging within the list, the items will be copied.

When you drag items to a new location in a list, if necessary they will be modified to suit the new location. For instance, if you drag an item from one date to another, it's date is automatically changed. Since priority items must always appear before non-priority items within each date, the priority of a dragged item will also be modified to match its new location (e.g. drag a non-priority item in front of a priority item and it will become a priority item).

If you're dragging items to another list or another application, by default the items are copied and inserted at the new location without changing the source list. If you want to move the items to another list, hold down the command (⌘) key during the drag and the items will be deleted from the source list and inserted into the destination. If you change your mind, dragging can be undone, just select the **Undo Drag Item(s)** menu command from the **Edit** menu when either the source or destination window is active.

If you drag items from ToDo List to another application, the result is the same as if you copied the items and pasted them into the other program. ToDo List automatically converts the items into a plain text representation that closely approximates their appearance in ToDo List. However you may choose to copy just the item text via a setting in the **Document Settings** dialog. Any sounds that were associated with the dragged items are lost when the items are dragged to another application or the desktop.

If you use other applications that also support the Drag Manager, dragging can be a very convenient way to add new items. Just select some text in that application that you want

for a new item, drag it over top of a ToDo List window and drop it into place. You get a new item with nothing more than a quick movement of the mouse! When you drag text from another application into ToDo List, any font styling information will be lost, and the item will be clipped to a maximum of 255 characters.

If you have System 7.5, then the Drag Manager has been automatically installed. If you're using an earlier version of System 7, then you'll need to install the Drag Manager if you want to be able to drag items between windows or to/from other applications. The Drag Manager is available from on-line services that carry Apple's software as well as FTP sites. At the time this was written, it was available on "ftp.support.apple.com" in the directory:

```
pub/Apple SW Updates/US/Macintosh/System Software/Other System
Software/
as the file: Mac Drag and Drop (1.1).hqx
```

This file is a complete development kit for Drag and Drop, so it will include a lot of files that you can simply ignore. If you're running System 7 Pro, you'll only need the extension called **Drag and Drop**. If you're running System 7.0 or System 7.1, you'll also need the extension called **Dragging Enabler** if you want to drag items to/from other applications. Only System 7.5 supports dragging items to the desktop to create clippings files.

## 2.6 Speaking Items

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ToDo List will also speak items from your to do lists for you. This can be a convenient way to review what you have to do for the day while you're moving around your office getting organized. Just select **Read Today's Item(s)** from the **Sound** menu or press **-R** and then you're free to move around while ToDo List tells you what you've got planned for the day. If you want ToDo List to stop speaking, you can abort by pressing command-period ( **-.**) at anytime.

You can select the voice ToDo List uses to speak in the Document Settings dialog. You can choose a different voice for each document to make it easy to distinguish one list from another when you're listening without looking at the screen. You should note that most of the voices provided by Apple require substantially more memory than the default voice when in use. If ToDo List doesn't have enough memory available when you ask it to read the list with a particular voice, it will try to use the default voice.

ToDo List uses the Speech Manager to speak the items in your list, so this feature is only available if it has been installed. If you're running System 7.5, the Speech Manager was automatically installed for you. If you're running an earlier version of System 7, you'll have to install it yourself. The Speech Manager should be available from Apple's FTP sites.

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## 3 Importing and Exporting

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ToDo List lets you: import/export to do items between any application that can work with tab-delimited text files, create a world wide web page and synchronize a ToDo List document to the to do items on a Newton PDA.

### 3.1 Import...

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When you select the **Import...** sub-menu item from the **Import/ Export** menu item, you'll be asked to select a text file for importing.

ToDo List will check to see whether the first line in the file contains labels for the item fields (when it exports a document, ToDo List puts the labels on the first line). If the first line contains labels, it will be ignored. The remainder of the file should contain one to do item per line with each field separated by a single tab. Here is the order ToDo List expects:

1. creation date
2. modification date
3. due date
4. priority (0 - 10)
5. completed status ("Finished" or "Not Finished")
6. number of days overdue (0 - 15)
7. text of the item (carriage returns are replaced with "##")

ToDo List will do its best to translate date/time formats (e.g. "Jan 1, 1996" or "1/1/96"). If an error is detected, the whole import is cancelled and only the items preceding the erroneous one are imported.

Many database applications and other personal information managers can be made to export to do items in the above format.

### 3.2 Export...

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When you select the **Export...** sub-menu item from under the **Import/Export** menu item, you'll be asked to enter a new file name for exporting. ToDo List will write labels for all

of the item fields in the first line. The remainder of the file will contain one to do item per line, tab delimited with the fields in the order described above. If the text of any item contains carriage returns, they will automatically be replaced by "##".

### 3.3 Export HTML...

---

This option provides a convenient way to publish a ToDo List document on the World-Wide Web (part of the internet). If you're unfamiliar with the internet, you can simply ignore this menu command.

When you select the **Export HTML...** sub-menu item from under the **Import/Export** menu item, you'll be asked for a new file name. ToDo List will export all of the items in the file in HTML format. The exported document is given a title and a footnote indicating that the document came from ToDo List. ToDo List creates a **NetScape Navigator** document, but it is actually a plain text file that can be used by any browser application.

If you have **Internet Config** installed on your Macintosh (it ships with many internet applications and is available in archives such as Info-Mac), ToDo List will search for valid URLs. If found, they will be written so that it provides an actual link.

### 3.4 Synchronize Newton...

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This option provides a convenient way to synchronize the to do items on a Newton PDA with the contents of the ToDo List document. If you don't have a Newton, you can simply ignore this menu item.

In order to use this menu command, you will first need to install the **ToDo List Sync** package on your Newton. Since the Newton always carries unfinished items forward to the current date and the to do items in the Newton Date Book always have dates, your ToDo List document will automatically have these options set the first time you synchronize.

To begin synchronizing select the **Synchronize Newton...** menu command on the Macintosh and tap the **ToDo Sync** application in the **Extras Drawer**. You can synchronize with your Newton via the serial port (either Printer or Modem), via an AppleTalk network, or via a modem connection. Make sure you select the same connection method on both the Macintosh and Newton and that they have been properly connected. Tap the **Connect** button on the Newton and click **OK** on the Macintosh to begin the synchronization.

HINT: When you synchronize in the future, if you hold the option key down while selecting the **Synchronize Newton...** menu command, no dialog will appear and the last connection method will be automatically used again.

The first time you synchronize your Newton with a ToDo List document, all of the items in the ToDo List document will be added to the Newton's list and visa versa. Note that ToDo List doesn't make any attempt to actually compare the content of items. If an item on the Macintosh has the same text as an item on the Newton, they are still treated as different and you'll end up with both in each list.

During the first synchronization, ToDo List creates an internal link between each item in the ToDo List document and the corresponding item on the Newton. Each time you synchronize in the future, any changes that were made to items will be copied to the corresponding item on the other side.

**If you change the same item on both the Macintosh and the Newton, the Newton-based change will take priority and the Macintosh change will be lost.**

If you delete an item on the Newton, the corresponding item on the Macintosh will be deleted. Similarly, if you delete an item on the Macintosh, the corresponding item on the Newton is deleted.

It's important to remember the invisible correspondences that were created between corresponding items on the Newton and the Macintosh, independent of their text content. If you completely change the text of an item on the Newton (so that in your mind it's now a new item) and change the corresponding item on the Macintosh so that it also appears to be a different item, the connection between the two still exists. The next time you synchronize the two lists, the change on the Newton will override the change on the Macintosh. As long as you remember to delete items when you're finished with them rather than reuse them, you won't have any problems.

The synchronization information for the corresponding Macintosh ToDo List document is stored on the Newton in a way that actually allows you to keep several Newtons synchronized with each other via a single Macintosh. If you synchronize a Newton with a ToDo List document, synchronize another Newton with the same list and then resynchronize the first Newton again, both Newtons will end up with exactly the same to do items. With a little care, you could use this technique to keep the to do items on several Newtons (for instance, all of your sales force) synchronized so that they can share tasks from day to day.

### 3.5 Collect Browser URLs

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By selecting this menu choice (there must be a checkmark next to the command in order for the option to be active) you will automatically create a list of all the Web pages ("URLs") you visit when using your browser. We can recommend Netscape's Navigator and Microsoft's Explorer as compatible browsers.

This functionality works in the background and requires that you have InternetConfig (which is free and comes with MacOS 8.0 and later) installed. You can stop the collection of Web pages by selecting the command again (this will remove the checkmark in front of the menu item.) This list is also a working bookmark list so that if you command-click a line, you will be taken to that Web page.

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## 4 Menus

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This chapter provides a description of all of the menu items in ToDo List. Use the **Quick Start** chapter to get started with ToDo List and use this chapter as a reference when you need details about a particular command.

### 4.1 The Apple Menu

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The **Apple** menu contains only one item specific to ToDo List:

#### About ToDo List...

If you have not purchased your copy of ToDo List there will be a **Register** button below the Serac Software logo. Clicking this button will step you through the process of buying the software. In the future you may re-register your copy by double-clicking your name. See the last chapter: **Registering**, for additional information on this process.

ToDo List is distributed as a “fat application”, which means that it includes instructions (binary code) for both the original 680x0-based Macintoshes and the new Power Macintoshes. While including the binary code for both machine types makes ToDo List as efficient as possible on either machine, it also makes the application a bit larger.

If you know that you will only ever be using it on one type of Macintosh, you can use the **Remove Unused** button to strip away the code that isn't needed *for the type of Macintosh that ToDo List is currently running on*. This operation cannot be undone – keep a backup copy of the original application. If you have already preformed this step the button will be removed. Also this button will be disabled if the application is locked or is running from a locked volume or a server.

If you want to find out which version of ToDo List you have without launching it, select it in the Finder and choose **Get Info** from the **File** menu. The information window tells you the version number (e.g. 1.0) and whether it is a “Fat” , “680x0” or “Power Mac Only” application.

If you use **Remove Unused** when running on an original 680x0-based Macintosh, it will eliminate the “native” Power Macintosh code. This modified version of ToDo List will still work on Power Macintoshes, it just won't be as efficient as the original. On the other hand, if you use Remove Unused when running on a Power Macintosh, the modified

version *will only work on Power Macintoshes*. If you try to use in on a non-Power Macintosh, you'll get a warning and the application won't launch.

## 4.2 The File Menu

---

The **File** menu contains commands that apply to ToDo List documents:

File	
New	⌘N
Open...	⌘O
-----	
Close	⌘W
Save	⌘S
Save As...	
Revert	
Save All Windows	
-----	
Page Setup...	
Print...	⌘P
-----	
Preferences...	
-----	
Quit	⌘Q

### New...

Use the **New...** command to create a new ToDo List document. A new window will be created with the default name "untitled". If a document with that name is already open, ToDo List will add a number to the end to make a unique name. Any changes you make to the document won't be saved until you select **Save** or **Save As...** from the **File** menu. At that time you'll be presented with a standard file dialog box. A new document's characteristics are set by the Edit menu's "Default Document Settings..." menu item which is available when there are no open documents.

### Open...

The **Open...** menu command lets you open an existing ToDo List document. The contents of the document are displayed in a new window. The location and size of the window are automatically set to be the same as the last time the document was open.

If the "Carry Forward Unfinished Items" preference is set for this document (see the **Preferences** section), then as the document is opened, any items with a date prior to the current date that have not been checked off will be moved to the current date. If the

“Display Overdue Days” preference is set, the number of days each carried forward item was overdue will be displayed next to the item’s checkbox.

## **Close**

Select **Close** to close the active ToDo List document. If there are any changes to the document that haven't been saved yet, you'll be asked if you want to save the changes. If the "Automatically Save Changes At Close/Quit" preference is set, you won't be asked and the changes will just be saved.

This command will close the Find Dialog if it is the currently active window.

## **Save**

Select **Save** to save any changes to the active document. This item is only enabled if you've made changes since opening or last saving the document.

## **Save As...**

Select **Save As...** to save the active document as a new document.

## **Revert**

Selecting **Revert** will cause ToDo List to discard any changes made to the active document since it was opened or the last time it was saved. This operation cannot be undone, so be careful. This command is only enabled if the document currently has unsaved changes.

## **Save All Windows**

Saves changes in all of the open documents. This item is only enabled if you've made changes since opening or last saving at least one document.

## **Page Setup...**

The **Page Setup** command displays the standard page setup dialog for the currently selected printer. If a horizontal page orientation is selected, ToDo List prints two mini-pages of items on a single page. If the vertical page orientation is selected, ToDo list prints four mini-pages of items per page.

## **Print...**

The **Print...** command displays a dialog box asking for the range of items to be printed from the currently active ToDo List document.

You can select "All" or only those items that fall between selected dates. You can also specify a title to appear at the top of each page.

## Preferences...

Selecting "Preferences" displays a dialog box listing all of the current user preferences. These preferences apply to the ToDo List application as a whole. See the **Preferences** section for more details.

## Quit

Select **Quit** to quit from ToDo List. If the "Auto-Open Documents On Startup" preference is set (see the **Preferences** section), ToDo List will remember which documents were open.

If any of the currently open documents have unsaved changes, you'll be asked if you want to save them. If the "Automatically Save at Close/Quit" preference is set, then they will be saved without asking.

## 4.3 The Edit Menu

---



### **Undo** <last-command> or **Redo** <last-command>

Almost all actions in ToDo List can be "undone" and "redone" again if desired. This menu item is constantly updated to indicate what the last action was. This item is only enabled when the last action occurred in the currently active (frontmost) window.

## **Cut**

The currently selected item or items are copied to the clipboard and removed from the list. This menu command is only enabled when one or more items are selected. ToDo List supports command-clicking for discontinuous selections, shift-clicking to extend the selection, etc.

## **Copy**

The currently selected item or items are copied to the clipboard. This menu command is only enabled when one or more items are selected.

## **Paste**

The current contents of the clipboard are inserted into the ToDo List document at the position determined by their date (if dates are displayed), or at the current date (usually the end of the list). If plain text is in the clipboard, a new item is created with the default date and the text is truncated to 255 characters if necessary. Unlike other Macintosh applications, Paste will not replace selected items.

## **Clear**

The currently selected item or items are removed from the list. If the "Confirm Deletes" preference is set, ToDo List will ask you if you're sure you want to delete the item(s) before proceeding.

## **Select All**

This command selects all of the items in the list

## **Select Finished**

This command selects all of the finished items in the list. This is useful if you want to get rid of the finished items in the list, but you still want to keep a copy of them somewhere. Use this command to select all of the finished items. Then use the **Cut** command to copy them to the clipboard and remove them from this list. Finally, switch to another ToDo List document (one you've created just for archiving finished items) and select **Paste**.

## **Import/Export**

The commands under this menu item let you import items from a text file, export items to a text file or HTML (World Wide Web) page, synchronize the ToDo list document with the to do items on a Newton or capture a list of Web page URLs as you visit them in your browser. See the previous section **Importing and Exporting** for complete details.

## **Document Settings...**

This command displays a dialog box that lets you adjust a variety of options for the active (front-most) ToDo List document. For instance, some documents can display dates while others do not. If no ToDo List documents are currently open, then menu command changes to **Default Document Settings...** and it will let you change the default settings for new documents. (see **Preferences & Document Settings**)

## 4.4 The Item Menu

---

Item	
Insert New Item...	⌘I
Edit Item...	⌘E
Toggle Finished Status	⌘T
Toggle Priority Status	⌘H
-----	
Find...	⌘F
Find Again	⌘G
Goto URL...	⌘U
-----	
Remove Selected Finished Item(s)	

### Insert New Item...

A dialog box will appear in which you can type the text of the new item (see the **Creating/Editing Items** section in **Getting Started**). The date defaults to the last date you've used or today's date. To start a new line in the text of the item, hold down the **Option**, **Shift**, or **Control** key while pressing the **Return** key. Just pressing **Return** alone will be treated as a click on the OK button (note that this behavior can be reversed if you frequently use multi-line items -- see **Preferences**).

### Edit Item...

Select this command to change the text or date of an item. A dialog box like the one used by the **New Item...** command will appear. This command is only enabled when only one item is selected (highlighted).

### Toggle Finished Status

This command reverses the "finished" status of the selected item or items. If an item doesn't have a check mark next to it, this command will check it off. If the item is already checked (finished), then this command unchecks it. This menu command is only enabled when one or more items are selected. ToDo List supports command-clicking for discontinuous selections, shift-clicking to extend the selection, etc.

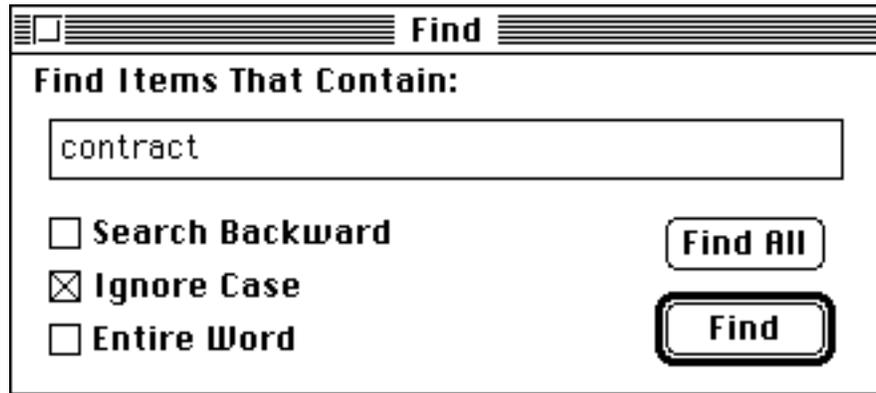
### Toggle Priority Status

This command reverses the priority status of the selected item or items. Priority items selected become non-priority, and any non-priority items selected will become priority items. Note that when the items change priority status, some of them may move up or down in the list so that priority items remain at the top of each day (or the top of the list if dates aren't being displayed). This menu command is only enabled when one or more

items are selected. ToDo List supports command-clicking for discontinuous selections, shift-clicking to extend the selection, etc.

### Find...

To search for some text in the ToDo List window, select the "Find..." command. A dialog like the following will be displayed:



You can leave the Find Dialog displayed while switching between other ToDo List windows. Click the Find button to begin a search or find the next item that matches. The search applies to the ToDo List document that is front-most. If **Search Backward** is set, the search will start at the end of the list and work back to the start of the list. Note that ToDo List currently *does not* include the dates in the search when dates are displayed in the window. Comparisons are made using the international facilities built in to the Macintosh, so they should match correctly for the current country. Click the **Find All** button to have ToDo List go through the entire list of items and select every item that matches the search string.

### Find Again or Find Backward Again

To repeat the previous search, select the "Find Again" command. The next item matching the previous search will be found. This command is only available if you have previously searched for something. It searches in the same direction as the last Find. The search begins where the last search left off, or with the item that was most recently "touched" in the list (e.g. the item that was last edited).

### Goto URL...

This menu command gives you convenient access to the internet from ToDo List. If you aren't familiar with the internet, you can just ignore this command. If **Internet Config** has been installed on your Macintosh, you have exactly one item selected and that item appears to be a valid URL, this menu command will launch the appropriate internet application and go to the URL in the item.

## Remove Finished Item(s) or Remove Selected Finished Item(s)

If no items are currently selected, this command deletes all of the items in the list that are currently checked-off or “finished”. If any items are currently selected, only finished items among the selected items are deleted. This command is disabled if there are no finished items in the selection or complete list. If the **Confirm Before Deleting Item(s)** preference is on, you’ll be warned before the items are deleted.

## 4.5 The Sound Menu

---



### Record New Memo...

This command brings up a recording control panel and creates a new item with the recorded memo and default text indicating the date and time when the memo was recorded and its length in seconds.

### Play Memo

This command plays the audio memo associated with the currently selected item. This menu command is only enabled when exactly one item is currently selected and that item has a recording.

### Erase Memo(s)

This command erases the audio memo associated with the currently selected item or items. This menu command is only enabled when one or more items are currently selected and at least one has a recording.

### Read Today's Items

This command uses the Speech Manager to read all of the unfinished items for the current date. If any of the unfinished items have recordings, the audio is also played. This item isn't enabled if the Speech Manager isn't currently installed (part of System 7.5).

### Read All Items or Read Selected Items

If no items are currently selected, this command uses the Speech Manager to read all of the unfinished items in the list. If any items are currently selected, only unfinished items among the selected items are read. If dates are displayed in the document, then it also

reads the dates. If any of the unfinished items have recordings, the audio is also played. This item isn't enabled if the Speech Manager isn't currently installed.

## **4.6 The Window Menu**

---

This dynamic menu contains one entry for each open ToDo List document. Just select the document's name in the menu to bring that document to the front. The document name's are listed in alphabetical order. The document that is currently frontmost (active) will have a check next to it in the menu.

You can also use the Window menu to check which documents you've changed; documents with changes appear underlined until they are saved.

---

## 5 Preferences and Document Settings

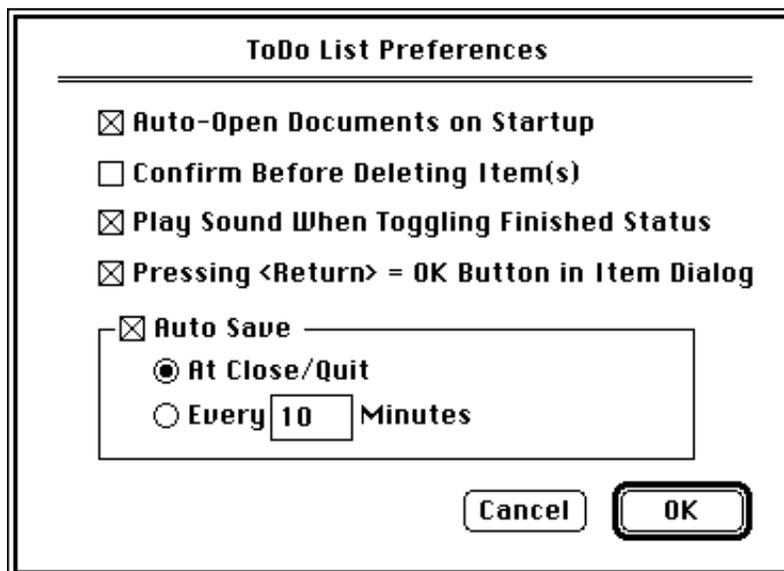
---

You can customize a number of features of ToDo List. **Preferences** are general to the whole application and apply to any and all open ToDo List documents. **Document Settings** are specific to each ToDo List document.

### 5.1 General Preferences

---

To customize ToDo List, select **Preferences** from the **File** menu. A dialog box like the following will appear:



All of these items apply to the ToDo List application in general and will affect every document that you have open.

#### **Auto-Open Documents on Startup**

When this option is checked, each time you open ToDo List, it will automatically reopen any documents that were open the last time you used it.

#### **Confirm Before Deleting Item(s)**

When this option is checked, each time you delete (**Clear** in the **Edit** menu) the selected items, a dialog box will appear asking you if you're sure that you want to delete the

item(s). Until you perform another command, deleted items can be restored by selecting **Undo Clear** from the **Edit** menu, so this option isn't essential and defaults to off. If this option is checked, you'll also get the warning when using the Remove Finished Item(s) command.

### **Play Sound When Toggling Items**

When this checkbox is checked, each time you change the finished state of an item, the sound of a pencil making a check mark on paper is played. Uncheck this if you no longer want to hear the sound.

### **Pressing <Return> in Item Dialog Same as OK**

If this checkbox is checked, when you're editing or creating a ToDo List item, pressing the **Return** key will click the OK button for you. If this is unchecked, then pressing **Return** will insert a new line into the text of the item. Holding down the **Option**, **Control**, or **Shift** keys when pressing **Return** momentarily reverses the setting of this preference.

### **Auto-Save**

If this checkbox is checked, then ToDo List will automatically save changes that you make to open ToDo List documents. Changes can be automatically saved at regular intervals, or just when you close a document or quit.

### **At Close or Quit**

ToDo List normally works like any other application, when you make changes to an open document, the changes aren't actually saved until you select **Save** from the **File** menu. If you have changes pending when you close a window or quit, ToDo List will ask you if you want to save the changes. This preference lets you change this default behavior. If **At Close or Quit** is selected, then ToDo List will automatically save any pending changes when you close a window or quit.

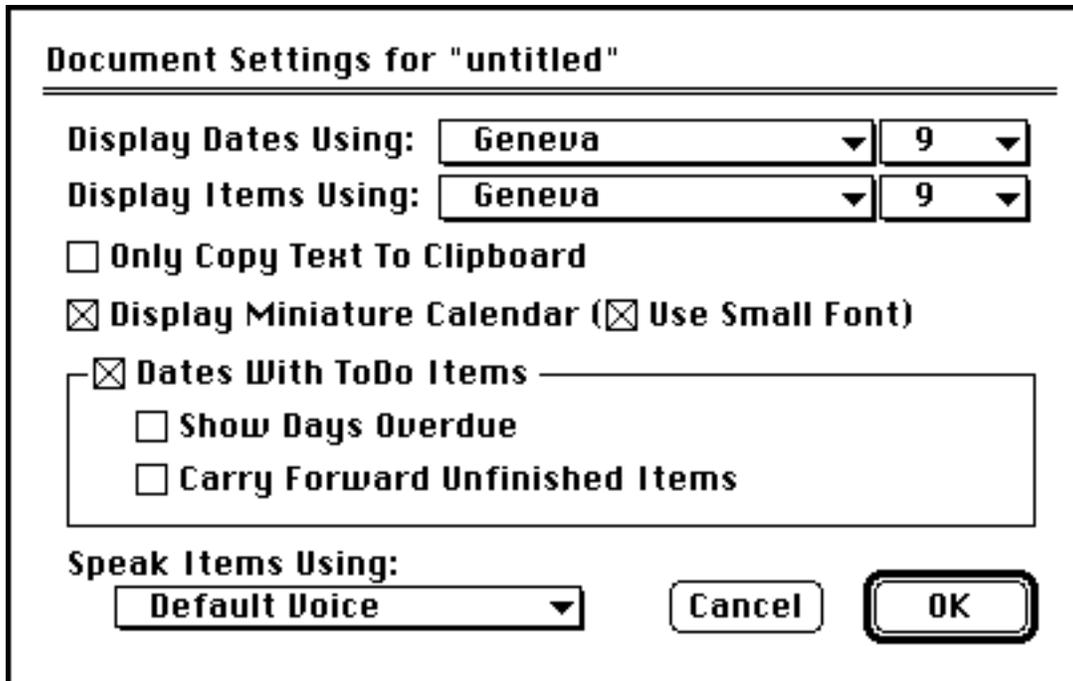
### **Every xx Minutes**

If **Every xx Minutes** is selected, then ToDo list will automatically save any pending changes in all open ToDo List documents at the given interval. For instance, if "Every 10 Minutes" were selected, then once every 10 minutes ToDo List would go through all of the open ToDo List documents and any with pending changes would be automatically saved. New documents are not automatically saved until they have been saved at least once manually (so that they have a name and location on your disk).

## **5.2 Document Settings**

---

These are settings that apply only to the active ToDo List document. To change a ToDo List document click on its window and then select "**Document Settings...**" from the **Edit** Menu.



### **Display Dates Using**

The selected font and size will be used to display the dates in the currently active ToDo List if it is set to display items by date. All fonts in the system and a selection of sizes are displayed. Sizes that don't require scaling are displayed in outline text.

### **Display Items Using**

The selected font and size will be used to display all items in the currently active document. All fonts in the system and a selection of font sizes are displayed. Sizes that don't require scaling are displayed in outline text.

### **Only Copy Text To Clipboard**

If checked only the text of an item when copied or dragged will be transferred (e.g. no checkbox, priority or date.) For example, if you access the Internet and select this setting, you can create a list of URL's and drag one to a compatible browser's window (ie. Netscape) to automatically jump to that WWW page.

### **Display Miniature Calendar (Use Small Font)**

If this checkbox is checked, then a small calendar will be displayed across the top of the ToDo List document. It will display as many months as possible for the current window width. By using the arrows on either side, you can scroll the months displayed. The "Use Small Font" checkbox determines the size of the font used to display the calendar.

A single click on a day in the calendar will scroll the list of items so that the first item on or after that date will be at the top. Double-clicking on a day in the calendar will create a new item.

## **Dates With ToDo Items**

If this box is checked, then ToDo List associates each item in the list with a particular date. When you create a new item ToDo List automatically inserts the default date (today's date or the last date you manually specified). You can also change the date for an item when you edit it, or by dragging it to a new location in the list.

Typically you'll have some lists that include dates (for items that were done or need to be done on a particular day) and other lists without dates (for items that don't easily associate with a particular date, like a grocery list).

## **Show Days Overdue**

If you're displaying dates and items were automatically carried forward, checking this box will cause ToDo List to display a small number to the right of the checkbox that indicates the number of days the item was carried forward. It will display "1" to "9" or ">" for ten or more days.

## **Carry Unfinished Items Forward**

ToDo List can automatically move unfinished items from earlier dates forward to today's date each time the file is opened, or at midnight if ToDo List is still running. Note that items are not immediately carried forward if you create them with an old date. Also there is no **Undo** for the carry-forward action – if you change your mind you'll have to **Revert** the document to the previously saved version.

## **Speak Items Using**

This popup menu lists all voices currently installed in your system along with a special entry: "Default Voice". Select the voice to be used when speaking items in the list. If the selected voice later becomes unavailable or there isn't sufficient memory, ToDo List will use the default voice.

---

## 6 Scripting ToDo List

---

The ToDo List application is fully scriptable – anything that you can do to a document using the keyboard and mouse, can be done by a script using the AppleEvents supported by ToDo List. Using AppleScript (which is available for free on every Macintosh), you can create powerful custom solutions that combine the features of ToDo List with other scriptable applications. For example, you might already be using ToDo List as a convenient place to keep a list of files you plan to download from Info-Mac. With a simple script, you could automatically iterate through all of the items in the list and for each, use Anarchie (which is also scriptable) to download the file to your machine.

This chapter provides an overview of the elements in ToDo List that you can control, and the commands that are available to control them. It assumes that you already have some familiarity with AppleScript.

### 6.1 The ToDo List Elements

---

Scriptable applications are typically made up of a variety of elements that can be specified (the 5th item of the document "Stuff") and a set of actions that can be performed on those elements. ToDo List provides a hierarchy of element types and a variety of ways to refer to them.

At the top of the hierarchy is a single **application**. The application has a number of properties (that correspond to the current preferences) that can be addressed directly:

```
autoOpen boolean -- should ToDo List automatically open your last documents when
launched
confirmDelete boolean -- confirm deletes
play toggle sound boolean -- play sound when toggling items
saveOnClose boolean -- automatically save documents on close
saveInterval integer -- save documents after this number of minutes (0 = don't auto-
save)
returnKeyClicksOK boolean -- <return> same as hitting OK in item dialog
```

You can retrieve or change any of these properties using AppleScript:

```
set areWeAutoOpening to the autoOpen of application "ToDo List"
set the autoOpen of application "ToDo List" to true
```

The application also contains some number of **document** elements (one for each ToDo List document). You can refer to the documents by name or by index:

```
document "Things To Do" of application "ToDo List"
document 3 of application "ToDo List"
```

Each document has several properties that can be addressed directly:

**name** string -- the title of the document  
**show calendar** boolean -- should the calendar be shown across the top of the document  
**use dates** boolean -- should all items have a due date associated with them  
**show overdue** boolean -- show how many days each item is overdue  
**carryforward unfinished** boolean -- should unfinished items be carried forward  
**date font** string -- font to use for displaying dates  
**date size** integer -- size of font for displaying dates  
**item font** string -- font for displaying items  
**item size** integer -- font size for displaying items  
**clipboard text only** boolean -- should copying to the clipboard copy only text  
**voice** string -- voice that should be used for speaking items  
**useSmallCalendarFont** boolean -- if true, then a very small font is used for calendar

You can change these properties using AppleScript:

```

tell application "ToDo List"
    set the date font of document "Important Stuff" to "Times"
    set the show overdue of document 4 to false
end tell
  
```

Documents also contain some number of **item** elements. These elements can be accessed by index:

```
item 5 of document 4
```

If the list is using due dates, then items can also be accessed via the date:

```

item 3 of date "1/13/96" of document 4
item 6 of date "June 1, 1996" of document "Stuff"
  
```

Each item has a number of properties that you can retrieve or set:

**uniqueID** integer [r/o] -- a unique ID for the to do item  
**description** string -- the text of the to do item  
**dueDate** string -- the date the item should be done on  
**completed** boolean -- has the item been completed (true or false)  
**created** string [r/o] -- date and time that the item was created  
**priority** integer -- priority of the item (0 - 10, 0 = none, 1 = highest)  
**modified** string [r/o] -- date and time that the item was last modified  
**selected** boolean -- true if the item is currently selected

You can access these properties from AppleScript by just fully specifying the item and property. For example:

```

tell application "ToDo List"
    -- Check off an item as finished
    set the completed of item 4 of document "Important Stuff" to true
    -- Change the due date of an item
    set the dueDate of item 2 of date "5/16/96" of
        document 3 to "May 20, 1996"
end tell
  
```

You can create new elements using the make command.

## 6.2 AppleScript Commands

---

ToDo List supports the standard **open**, **print**, and **quit** AppleEvents, so you can easily get it to launch and open a set of ToDo List documents. It also lets you save and close documents as needed:

**save: save the document to disk**

```
save document
[in alias] -- file to save the document in
```

**close: close the document's window**

```
close document -- document to close
[saving yes/no/ask] -- should any changes be saved
[saving in alias] -- file to save the document in
```

For example:

```
tell application "ToDo List"
  open alias "My Harddisk:Lists:Stuff To Do"
  set the voice of document "Stuff To Do" to "Victoria"
  save document "Stuff To Do"
  close document "Stuff To Do"
end tell
```

ToDo List also supports several core AppleEvents that let you count, create, delete, etc. the various elements that it defines:

**count: count the number of elements in a class**

```
count reference -- the object whose elements are to be counted
each type class -- the class of the elements to be counted.
```

Result: integer -- the number of elements in the given class

For example:

```
tell application "ToDo List"
  set cnt to count of documents
  set numItems to count of item of document 3
  set dayItems to count each item of date "5/6/96" of document "Stuff"
  set numDates to count each date of document 1
end tell
```

**get: get data for a to do item**

```
get reference -- reference to the item to get
```

Result: anything -- data for the requested to do item

**set: set an item or property of an item to some value**

**set** reference -- *the item or item property to change*  
**to** anything -- *new value for the item or property*

**make: make a new item**

**make**  
**new** type class  
**[at** integer]  
**with** properties record  
**within** reference -- *the document to which the new item should be added*

**Result:** integer -- *index of the new item*

Makes a new item of the given type ("item" or "document"). Any unspecified properties default to the same values as they would if the item were created directly in ToDo List.

For example:

```
tell application "ToDo List"
  -- Note: make new document doesn't support 'with properties'!
  set docNum to make new document
  set docName to get name of document docNum
  set the use dates of document docName to true
  make new item at 1 within document docName
    with properties { description: "testing", priority: 1,
                    dueDate: "Feb 1, 1996"}
  make new item at 9999 within document docName
    with properties { description: "testing", priority: 0,
                    completed: true, dueDate: "Feb 1, 1996"}
end tell
```

**delete: delete an item from the document**

**delete** reference -- *the item to delete*

For example:

```
tell application "ToDo List"
  delete item 1 of document "Stuff"
  delete item 1 of date "5/5/96" of document 2
end tell
```

**move: move the referenced item to a new location, changing its due date and priority if necessary**

**move** reference -- *a reference to the item to be moved*  
**to** integer -- *index of the location the item should be moved to*

Moves an item from one location to another *within the same document*. If necessary, the priority or due date of the item will be modified to match the new location. For example:

```
tell application "ToDo List"
  -- Move the first item to the end of the list
  move item 1 of document "Stuff" to 9999
  -- Swap the first and second items
  move item 1 of document "Stuff" to 2
end tell
```

ToDo List also supports several custom AppleEvents that let you control the special features of the application:

**SpeakItems: Read all of the unfinished items in the list**

**SpeakItems** document -- the ToDo List document to speak items from

**SpeakTodaysItems: Read all of the unfinished items for today**

**SpeakTodaysItems** document -- the ToDo List document to read today's items from

**synchronizeNewton: synchronize the given document with a Newton**

**synchronizeNewton** document -- the ToDo List document to synchronize to

[via serial-modem/serial-printer/modem/AppleTalk]

-- synchronize Newton using this connection (serial, AppleTalk, modem)

[using string] -- option string for the connection

**export: export the selected items (or all if none are selected) in the given ToDo List document to a tab-delimited text file.**

**export** document -- the ToDo List document to export to a text file

[as text/HTML] -- type of document to create (text or HTML).

[in alias] -- the file to export the ToDo List document into

**import: import items from a tab-delimited text file**

**import** document -- the ToDo List document to import the items into

[from alias] -- the tab-delimited text file to import the items from

---

## 7 Registering ToDo List

---

If you have not purchased your copy of ToDo List there will be a "**Registration...**" button in the About Box. (If your copy is already registered, the button will no longer be visible. If you need to reregister with a different name and key, double-click on the "Registered to" information behaves the same as the button.)

ToDo List is only distributed as a full version with no features missing or disabled. However, it will only work for 30 days before requiring you to register your copy (you can of course, register at any time prior to the expiration). ToDo List costs only \$25 and you can easily register on-line by credit card. You can also register by email, fax or mail with a check.

We use the Kagi, Inc. to collect fees for ToDo List. Kagi is a high respected payment service has been in business for several years and currently handles thousands of different products and tens of thousands of transactions per year. By using Kagi we're able to cost effectively accept a wide variety of payment methods. If you have questions about your payment, you can contact Kagi. For all other questions relating to ToDo List, you should contact Serac Software directly (support@seracsoftware.com).

### 7.1 Registration

---

Open the About Box for ToDo List and click the **Registration** button to open a registration dialog box that gives you a choice of registering on-line, registering using the Register ToDo List application, or completing your registration if you've gotten your registration key back.

### 7.2 Registering On-Line

---

If you wish to register on-line, click on the "**Register Online...**" button. This will launch your favorite browser (using Internet Config) and take you to the ToDo List registration web page. If you don't have internet config installed, you can also go directly to the web page:

<http://order.kagi.com/WB?>

Once you've gone to the order web page, follow the instructions to pay for ToDo List. Within 3 business days you'll receive a personal key for your copy of ToDo List. Once that key arrives, you can go back to the About Box, click on the "**Registration...**" button

again and click on the "**Finish Registration...**" button to get to a dialog like the following:

Enter your name exactly the same as you did when you registered. The company name is optional. If you ever move to a new computer you'll need to reenter your personal key, so please make sure that you also write it down and store it someplace safe. After you've entered your key and clicked on the OK button, ToDo List will need to quit in order to complete the registration process.

### **7.3 Registering By E-mail, Fax or Mail**

---

If you wish to order via eMail, Fax or Mail, click the "**Register Other...**" button. This will launch the Register ToDo List application that comes with ToDo List. You can then fill in the form that is displayed. Once you select this option your trial period will be extended by 15 days in order to allow you to continue to use ToDo List until you receive your personal registration key.

### **7.4 Contacting Us**

---

By Email:

[support@seracsoftware.com](mailto:support@seracsoftware.com)

Or on the web at:

<http://www.seracsoftware.com/>

#### **Suggesting New Features**

We encourage you to send feature or interface ideas, please send them to the above address.

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## 8 Software License

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