



The Athlete's Diary

Windows Users Guide

Version 4.1/XP
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- Chapter 1: Software Installation and Program Overview
- Chapter 2: Setting Up Your Log
- Chapter 3: Entering Workouts
- Chapter 4: Data Entry - Special Topics
- Chapter 5: Displaying Your Log
- Chapter 6: Analyzing Your Training
- Chapter 7: Planning Ahead
- Chapter 8: Other Topics
- Chapter 9: Menu Reference
- Chapter 10: HotSync'ing with Palm
- Contacting Stevens Creek Software

As you read the manual, you will see two icons:



This "Advice" icon gives you tips on using the software effectively.



This "warning" icon lets you know about very important things which you should pay special attention to. It often calls attention to common mistakes which some of our users make; we hope you'll avoid them!

Chapter 1: Software Installation & Program Overview

Software Installation

To install *The Athlete's Diary* on your hard disk, first insert the diskette with *The Athlete's Diary* into your PC. Double-click on the `install.exe` program. Follow the on-screen instructions given to you by *The Athlete's Diary* Installer program; explanations are provided at each step of the process.

To start *The Athlete's Diary*, double-click on its icon, select it from the **Start Menu** (if you chose during the installation process to have it added to the **Start Menu**), or double-click on any of the icons for any log (if you chose during the installation process to configure your system so that ".DAT" files automatically are known to be *Athlete's Diary* logs). If you open the program itself (rather than a log), the first time you'll be asked to either start a new log or open an existing one. If this is your first experience with *The Athlete's Diary*, you might want to open one of the sample logs first and "play around with it" before starting your own log by selecting **New** from the **File** menu.

Palm Software Installation

If you are also installing and using the Palm version of *The Athlete's Diary*, you can install it at the same time by running the separate `install.exe` program that accompanies the Palm software. This program will not only install *The Athlete's Diary* software itself into your handheld unit, but will also install the conduit which transfers information between the desktop and Palm versions of *The Athlete's Diary*.

If you are using both versions, there are several possibilities:

1. **You have been using the Palm version of the software and are now starting to use the Windows version.** In this case, the first thing you should do is to upload the entire contents of your log from your Palm to your desktop, and rename that file to become your standard desktop log. Uploading the log is accomplished by temporarily setting the conduit to "Handheld overwrites desktop", as described in Chapter 10 of this manual.
2. **You have been using the Windows version, and are now starting to use the Palm version.** In this case, you'll want to start by downloading your log from the desktop into the Palm, as described in Chapter 10.
3. **You are starting fresh with both versions.** In this case, we recommend first starting your new log on the desktop, since data entry is obviously accomplished more quickly and easily on the desktop. After you configure your log by entering your sports and preferences, and after you have entered as many past workouts as you want to, then download the desktop log into your Palm, as described in Chapter 10. Now you can use both versions simultaneously.

Program Overview

The Athlete's Diary - SLP Log, 1184/1184 entries

File Edit Select Special Help

Data Entry Log Day Week Totals Graph Select

Date: 9/24/2002 Sport: Running Category: Training

Distance: miles Time: Pace: mpm

Route/Workout: Autofill

Comment: Keyword

Clear Save

Recent Entries:

09/15/02	R	20.2M	4:08:42	12:18.7	Skyline Ridge to Rapley Ranch Rd	Wt=173. Ascent=2600 (approx).
09/16/02	C	20.1M	1:20:36	15.0	To Los Gatos via Stelling, Argue	Climb=600 ft. 39:35 to turnaround
09/17/02	S	1500Y	34:51	40:53.4	1x1500 Freestyle	1st 250=5:32. Remainder: 5:48,
09/18/02	R	9.1M	1:44:27	11:28.7	Fremont Older/Stevens Creek Rese	Wt=173.5. Ascent=1200 ft. Spli
09/19/02	R	9.9M	1:43:54	10:29.7	Rancho: Horse Trailer Hill, Coyo	Wt=173.5. Ascent=1525. Tried t

The Initial Screen

When the program starts, you'll see a screen like the one above. *The Athlete's Diary* consists of a series of "tabs" which activate the different functions of the software, along with a series of menus.

- **Data Entry**, which is the default view displayed when the program starts, includes a series of fields (date, sport, category, distance, time, pace, route/workout, and comment) into which you enter data, and also displays on the bottom a smaller screen of your most recent entries, which allows you to see where you "left off" when you open the program to enter new workouts.
- **Log** displays your complete log in a scrolling list.
- **Day** displays one workout at a time in full-screen view.
- **Week** displays either one- or four-week views of your log.
- **Totals** displays weekly, monthly, or yearly totals of your workouts in numeric format.
- **Graph** displays various aspects of your data in graphical format.
- **Select** allows you to select portions of your workout via various criteria, so that the other tabs (**Log**, **Day**, **Week**, **Totals**, and **Graph**) will display only those portions of your log rather than the complete log.

To switch between the various views, simply click on the corresponding tab.

The menus in the program provide access to functions which are typically used less often:

- **File** allows you to start new logs, open existing ones, save data, and print information from your log.
- **Edit** is used to cut, copy, and paste text into the various editable fields, primarily on the **Data Entry** screen.
- **Select** allows you one-step access to some of the functions that are also found on the **Select** tab screen.
- **Special** provides access to certain special functions. A **Configure** sub-menu allows you to configure various aspects of the program, while a **Palm** sub-menu configures the interaction with the Palm version of the software, if you are using that.
- **Help** tells you what version of the software you are using, and is also used to enter your serial number to license your software.

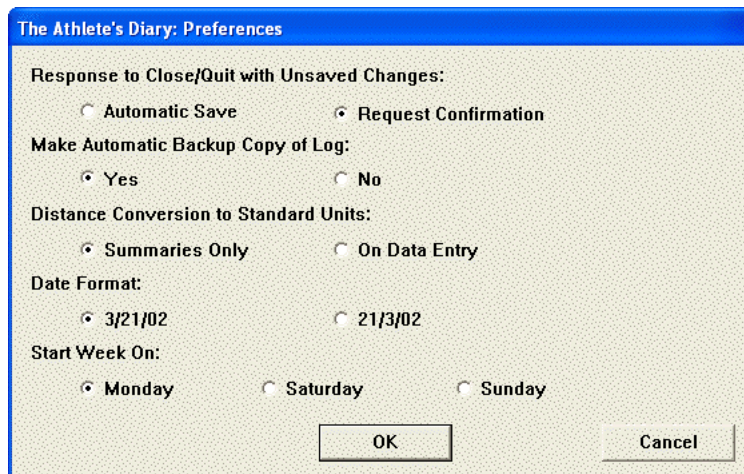
Chapter 2: Setting Up Your Log

Starting a New Log

Select **New** under the **File** menu to start a new log. When you do, you will be asked to set up your preferences and sports (see next two sections). If you have a log open at the time you create a new log, you will be asked if you want to retain your existing sports, preferences, etc. If the log was your own log, most likely you'll want to answer "Yes"; if you had one of the sample logs open, you should probably answer "No" so that you can make your own choices "from scratch."

Setting Your Preferences

The Athlete's Diary offers you a number of customization options, which you will be asked to set up whenever you start a new log. These preferences are saved with your log, and can be changed at any time by selecting **User Preferences** under the **Configure** sub-menu of the **Special** menu. To set preferences, just click on the desired choices, and then click on the **OK** button.



Configuring Preferences

The options you have are these:

- **Response to Close/Quit With Unsaved Changes:** If you modify your data, and then attempt to either close the file or exit the program, there are two possibilities. Selecting **Automatic Save** (Autosave) will automatically save your data; **Request Confirmation** will show a dialog window that allows you to choose whether or not to save the data.
- **Make Automatic Backup Copy of Log:** Whenever you make changes to the log and save the new copy (either automatically or manually), if **Automatic Backup** is selected the previously saved version of your log is renamed *XXX.BAK* (where *XXX.DAT* is the name of your regular log). Automatic backup provides an extra level of protection. For example, if you accidentally delete an entry from your log, your backup copy is unaffected. If you have your own automatic backup system, such as software which copies new or modified files to tape every night, the automatic backup feature within *The Athlete's Diary* is probably not needed; otherwise, we *strongly* suggest that you leave this feature enabled. Logs are fairly small (<100K); having two copies on your disk will not take up significant room.

- **Distance Conversion to Standard Units:** When you enter distances in units other than your preferred units (see next section), those distances can be immediately converted to the preferred units (e.g., **10K** becomes **6.2M**) if you select **On Data Entry**. If you select **Summaries Only**, distances are entered in your log as you enter them, and implicitly converted when the distances are totalled.
- **Date Format:** There are two date formats: American-style, with month first (**3/21/95**), and the rest-of-the-world-style, with day first (**21/3/95**). This preference cannot be changed after there are entries in the log.
- **Start Week On:** Weeks can start on Monday, Saturday, or Sunday. This affects the way data are grouped into weeks for totals, and also the way entries in your log are divided by weeks for display and printing.

Setting Up Your Sports

The Athlete's Diary allows you to track up to eight different sports or fitness activities, each with its own units of distance and pace, as well as a unique one-letter abbreviation. When you start a new log, you will be asked to set up your Sports List. This list is saved and can be modified at any time by selecting **Sports** under the **Configure** sub-menu of the **File** menu.

The Athlete's Diary: Sports

Sport

Aerobics
Inline Skating
Stairs
Walking
Weights
XC Skiing

Abbrev.

A
D
E
F
G
H
I
J
K
L

Distance Units

☒ Miles [M]
☐ Kilometers [K]
☐ Yards [Y]
☐ meters [m]
☐ Units/None

Pace Units

☒ Min/Mile [mpm]
☐ Min/km [mpk]
☐ Miles/hour [mph]
☐ Km/hour [kph]
☐ None

Select or type in a sport above, select an abbreviation, distance, and pace units, and tap on "Add"

Add Delete

Done

Sports List

Running	R	M	mpm
Cycling	C	M	mph
Swimming	S	Y	mpm
Triathlon	T		
Biathlon	B		
Misc.	M		

SetColor

Configuring Sports

The name of the sport, the abbreviation, and the pace units are irrevocable choices you cannot change them once you have started a log. Because of this, be sure to give thought to your choices when you start your log.

The first time you run the program, the Sports List box at the lower right of the screen will be empty; as you add sports it will fill up with your information.

Select a sport from the scrolling list provided, or simply type in the name of any other sport not on the list, or if you just want to use a different name (Biking instead of Cycling, for example). The program will choose an abbreviation for you, which will be used in entering and identifying that sport. You can change it if you want to. No two sports can have the same abbreviation, so if you select both Weights and Walking, for example, one of them must be represented by a letter other than

W.

Next, select a unit of measurement for the distances for that sport miles, kilometers, yards, meters, and Units/None. Units/None is provided for activities like Aerobics in which no distances are involved, or for sports in which you wish to record the distance in other units, like stairs climbed, calories burned, weight lifted, etc. You should also select Units/None for sports with multiple distances like duathlon and triathlon.

Finally, select pace units in which your speed for that sport will be calculated. Your choices are minutes per mile, minutes per kilometer, miles per hour, km per hour, or None (for non-distance activities).

After you have made your selections for a sport, click on the **Add** button to add it to your list - *don't forget this step!* Up to eight sports can be added to your Sports List in this way. When you are done adding sports, click on the **Done** button. If you make a mistake while entering a sport, click on the name of the sport in the Sports List box, and then click on the **Delete** button (and then re-enter it correctly, if that's what you want).

Once a sport is entered, you can set the color for that sport which will be used for display purposes on the **Week** and **Graph** screens. Select the sport by tapping on it on the Sports List screen, then tap the **Set Color** button.



If you participate in a number of sports only occasionally, you might want to select Misc (Miscellaneous) as one of your sports. This will enable you to keep track of your one weekend a year cross-country skiing, or an occasional basketball game, without requiring separate totals for each of these sports. The usual units for Misc is None, since the only common denominator for the various sports is time.

Chapter 3: Entering Your Workouts

Entering Your Workouts

The Data Entry window presents you with a series of fields into which information is entered. *The Athlete's Diary* provides you a place to record the date, sport, category (training, intervals, or race), distance, time, and pace of your workout, along with a description of the route or workout, and a comment as well. If there is anything else you want to keep track of your weight or your heart rate, for example you can do so in the comment field using the Keyword feature, which you'll read about in the next chapter.

The Athlete's Diary - SLP Log, 1181/1181 entries

File Edit Select Help

Data Entry Log Day Week Totals Graph Select

Date: 9/18/2002 Sport: Running Category: Training

Distance: miles Time: Pace: mpm

Route/Workout:
Autofill

Comment:
Keyword

Clear Save

Recent Entries:

09/13/02	R	14.5M	2:48:48	11:38.5	Rancho: Black Mtn. via High Mea	Wt=175. 49:25 to Vista Pt., 1
09/15/02	R	20.2M	4:08:42	12:18.7	Skyline Ridge to Rapley Ranch R	Wt=173. Ascent=2600 (approx).
09/16/02	C	20.1M	1:20:36	15.0	To Los Gatos via Stelling, Argu	Climb=600 ft. 39:35 to turnar
09/17/02	S	1500Y	34:51	40:53.4	1x1500 Freestyle	1st 250=5:32. Remainder: 5:48
09/18/02	R	9.1M	1:44:27	11:28.7	Fremont Older/Stevens Creek Res	Wt=173.5. Ascent=1200 ft. Spl

Data Entry Window

Use the **Tab** key to move between fields (or use the mouse to click on each field into which you want to enter data). You can also use **Shift-Tab** (hold down the **Shift** key while pressing **Tab**) to move backwards from field to field. When you have filled in the desired fields, click on the **Save** button (or press the **Enter** key); the entry will be added to the log.



It is not necessary to fill in all fields for every entry; only the date must be filled in. If you are sick, for example, you might just put "Weak from the flu" in the comment, and enter that.

Here are the details about entering information in the various fields:

- **Date:** The date must be entered in the form **3/21/02** or **21/3/02**, depending on the format you selected in the **Preferences** window. You can enter dates simply by typing (e.g., "3/21/02"), by tapping the down arrow to the right of the field to activate a standard Windows "date selector" from which you select the date, or by moving from month to day to year (or day to month to year) by using the left and right arrow keys on your keyboard, and then either typing numbers for that part of the date, or using the up and down arrow keys on your keyboard to increment or decrement that part of the date.
- **Sport:** You can either enter a single letter (your chosen abbreviation) or select the sport from the pop-up menu. If you enter a single letter, either lower-case or upper-case will do. You cannot enter a sport not in your list, but you can leave the Sport blank if you want to make an entry without a sport (like a rest day). If there is only one sport in your Sports List, that sport is automatically filled in, but you can delete it.
- **Category:** You can either enter a single letter (**T**, **I**, or **R** for Training, Intervals, or Race) or select the Category from the pop-up menu. If you enter a single letter, either lower-case or upper-case will do. The Category selections are not "editable" - there are only the three choices.
- **Distance:** Enter a number for the distance, and select the units (if they are other than your "standard" units for that sport from the drop-down menu to the right of the distance field. If your conversion preference is **On Data Entry**, your entry is converted to your preferred units once you add this entry to your log.

For sports for which Units/None has been selected as the units, you can enter anything you like in the distance column, or leave it blank. If you enter a number, you will be able to total and graph the sum of the values you enter, which might represent weight lifted, stairs climbed, calories consumed, or any other numerical value you want to use to measure a particular activity. In other cases, you might want to enter letters, like **OD** for Olympic Distance triathlon, or **HIM** for Half Ironman.

The distance can be marked as an estimate by preceding it with the approximate sign, ~, e.g., ~**10.4M**. Estimates are treated normally for the purpose of calculating totals.



If you don't know the distance, you don't need to estimate it yourself. Instead, enter your time and estimated pace, and the program will come back and fill in the distance for you (marked with an ~ since it will be an estimate). Most people can estimate their own pace much better than they can estimate distances.

The program will not let you enter a distance unless you have entered a sport.

- **Time:** Entered in the form Hours:Minutes:Seconds, e.g., **1:03:43**, or Minutes:Seconds, e.g., **42:17**. Times greater than one hour but less than 100 minutes can also be entered simply as minutes, e.g., **63:43**. **1:03** means one minute, three seconds, and *not* one hour,

three minutes. Using the approximate sign ~ makes this an estimated time, e.g., ~**34:30**.

Entering colons (:) in the time is optional. A 3- or 4-digit number is assumed to be Minutes:Seconds (e.g., **2325** becomes **23:25** after you press **Tab**), while a 5- or 6-digit number is assumed to be Hours:Minutes:Seconds. If you enter a 1- or 2-digit number, the program assumes this is a number of *minutes*, not seconds. In other words, enter **15** and after you press **Tab** the value will read **15:00**.

Fractions of seconds (tenths and hundredths) can be entered, either with or without colons, e.g., **4512.3** or **45:12.3**, **537.18** or **5:37.18**.

- **Pace:** Normally, you will not enter a value into the Pace (speed) column; rather, the program will calculate it in for you after you have entered your sport, distance, and time. It is possible, however, to reverse the process. If you exercise over an unknown distance, enter a time and an estimated pace, and the program will calculate the approximate distance. If you exercise for a known distance but don't have an accurate time, just enter the distance and an estimated pace, and the program will calculate the approximate time.

The program knows that if you are entering pace it must be an estimate, so don't put a ~ when you enter it. The program will place a ~ in front of the data it has estimated (time or distance).

If you enter a pace, it must be in the relevant format. If the pace for that sport is a speed (miles per hour or kilometers per hour), the entry will look like a simple number, e.g., **21.3**. If the pace is in minutes per mile or kilometer, pace must be entered in the time format, e.g., **7:45** (again, you can leave out the colon if you wish).



Some people prefer to enter just the time for their workouts, even for sports like running. This is permissible, but your totals and averages will be more useful if you enter a pace estimate and let the program calculate your estimated distance. Most people can easily estimate their pace to within 15%, and isn't that better than no estimate at all?

The program will not let you enter a pace unless you have entered a sport.

- **Route/Workout:** This is a free-form entry where you can describe the route you took, the workout you did, or the name of the race you participated in.

The Athlete's Diary will memorize up to twenty of your common workouts not only the route/workout description, but also the sport, distance, category, and any other fields that you wish to memorize.

Route/Workout:

Autofill

1500 Swini
Track back
8-440's
Mt. Eden/Pierce
Bogel Run
Stevens Creek Park
Apple loop (short)
Rainbow Loop
Rancho via bike
Rogue Valley/Charisse Loop
Sand Hill Loop
Los Gallos Ride
Mog Trainer
Mission Round Trip
Montebello Rd. from home
Steven Cym Ride
SC Reservoir loop
Memories Info

Comment:

Keywords:

Once a workout is memorized (described below in Chapter 4), you can enter that workout quickly and easily using the Autofill pop-up menu located just below the Route/Workout label. First enter the date, then select the workout from the pop-up menu. Now click the mouse down on Autofill popup and a pop-up list of the memorized routes will appear, as shown above. Select the desired workout from the list. The memorized information is filled in, and the cursor moves to the first blank field (most often the Time). Enter the time, modify other fields (like the Comment) as appropriate, and click on **Save**.



Using memorized workouts to enter data in your log is just a starting point. If today's workout varied in some way, feel free to change the appropriate part of the entry.

- **Comment:** A free-form entry where you can describe the weather, your feelings, who you ran with, or anything else. The Comment can also be used to track other numeric quantities, such as weight, resting heart rate, etc. This is done using Keywords, which you'll read about in the next chapter.

To enter large amounts of information in either the Route/Workout or Comment fields, simply keep typing; the field will auto-wrap and auto-scroll. You cannot use the **Enter (Return)** key to insert a new line; both fields are essentially one long, continuous line of text.

Use the small scroll bars at the right edge of each field if you need to scroll backwards or forwards to view or edit the contents of that field. The limit to both fields is 511 characters, or 255 characters if you want to maintain compatibility with the Palm version of the software.



As you enter the Route/Workout and Comment, bear in mind that these fields can be used for selecting entries (Chapter 6). For example if your dog's name is Nicky and you always enter **with Nicky** in the comment when you run with him, you'll be able to look at all the runs you've done with him, and even total up his mileage as well as your own! Try to be consistent. In this example, if you wrote **with the dog** in the comment one day, that run wouldnt be included in Nicky's totals.



Note that, although the Route/Workout and Comment fields can contain more text than can fit on a single line, they are still effectively "single-line" fields, that is, you cannot have a "new line" in the middle of your route/workout or comment entry. Pressing the **Enter** (**Return**) key is the same as clicking on the **Save** button, that is, it adds the current entry into your log.

Saving Your Log

If you have selected **Automatic Save** as a preference, your log is automatically saved when you select **Exit** from the **File** menu. If you haven't selected Autosave, when you **Exit** you'll be asked if you want to save the changes you have made; click on **Save** if you do. You can also select **Save** in the **File** menu at any time to update your current file.



If, like many people, you start using **The Athlete's Diary** by entering many months' worth of data from your written log, you should save your work frequently don't leave yourself at the mercy of a computer crash!

Quick and Easy Daily Entry

Here is a step-by-step example of data entry:

1. Double-click on your log which will start the program and have it bring up your log.
2. Assuming you are entering data on the day of the activity, the date will be correct, so press **Tab**.
3. Type in the code letter for the sport (e.g., **r** for Running) and press **Tab**. Using lower-case will save you the step of using the Shift key.
4. Assuming the category is Training, press **Tab** again.
5. Type in the distance, and unless it was in units other than your normal ones, omit the letter. Thus if you ran 3.5 miles, type **3.5** and press **Tab**.
6. Type in the time (e.g., **2720**) and press **Tab**. The pace will be automatically calculated.
7. Type in the route, then press **Tab**, then your comment, then click **Save** (or press **Enter**) to add the entry to your log.
8. Tap on the "Close Box" (the "X" in the upper right hand corner of the window) to exit from the program (or press **Ctrl+Q** for quit) and (assuming you have Autosave turned on) save your data automatically (if you don't use Autosave you'll have to click on **Save** when asked).

If you have done one of your memorized workouts, the process is even easier:

1. Double-click on your log which will start the program and have it bring up your log.
2. Select the workout from the Autofill pop-up menu.
3. Type in the time (e.g., **2720**) and press **Tab** twice.
4. Type in the comment, then click **Save** (or press **Enter**) to add the entry to your log.
5. Tap on the "Close Box" (the "X" in the upper right hand corner of the window) to exit from the program (or press **Ctrl+Q** for quit). That's it!

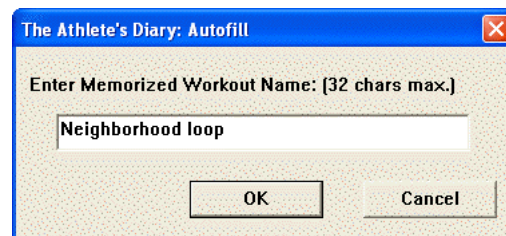
Chapter 4: Data Entry - Special Topics

Memorized (AutoFill) Workouts

It is the rare athlete who doesn't repeat certain workouts. *The Athlete's Diary* allows you to memorize up to twenty of your most common workouts, and then lets you enter those workouts into the log with a single menu choice. you'll see later that you can also display or graph just those workouts with a single menu selection.

A memorized workout consists of the route or workout description itself, as well as the sport, distance, category, and any other fields that you wish to memorize.

To memorize a workout, fill in the Data Entry window as if you were making a normal entry (don't worry about the date; it will be ignored). When you have entered the information that you want to memorize, select **Memorize Info** from the bottom of the **Autofill** popup menu. A dialog box will appear. Enter the name you want to give to this workout, then click on the **OK** button to add the workout to your list (or click on **Cancel** if you change your mind).



Many people confuse the name of the workout with the contents of the Route/Workout field, or with the memorized workout itself. The name of the workout appears in the popup menu, and should be kept short. The contents of the Route/Workout field is a full description (as long as 255 characters). And the memorized (Autofill) workout itself contains not only the Route/Workout description, but typically the sport, category, and distance.

Memorized (Autofill) workouts, like Preferences and Sports, are stored with the log. This means that different logs (i.e., different people or different years) can have different memorized workouts.

To delete a memorized workout: : when you select the route from the Route/Workout pop-up menu, hold down the **Delete** key as you release the mouse. You will be given a chance to change your mind. *Deleting a memorized workout does not affect any entries in the log which used that workout.* You can't modify an Autofill workout; instead, simply delete it as just described and then re-enter it, correctly.

Memorized workouts appear in the menu in the order in which you create them, so its a good idea to enter your most popular workouts first, so they will appear at the top of the menu.

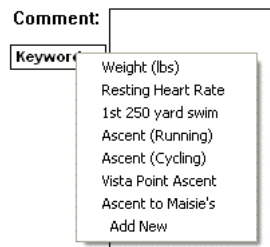
Keywords

The standard numerical information entered and tracked in *The Athlete's Diary* is time, distance, and pace. But there are other things you may wish to keep track of in your log your weight, your resting heart rate, the time you spend in your target heart zone, and so on. *The Athlete's Diary*

uses Keywords to let you track this kind of information in the Comment field of your log.

A Keyword is simply an abbreviation that you pick (like **Wt** to track your weight), and then use to enter numerical information as part of the comment field, e.g., **Ran well today. Wt=164**. Once you do this, the Keyword information can be extracted, totalled, and graphed by the program.

To memorize a Keyword, select **Add New** from the Keyword pop-up menu which appears below the Comment label:



Adding a Keyword

This screen will appear:

A screenshot of a dialog box titled 'The Athlete's Diary: Add Keyword'. It has a blue title bar with a close button. The dialog contains two text input fields: 'Keyword abbreviation: [16 chars max.]' with 'Wt' entered, and 'Keyword label: [32 chars max.]' with 'Weight (in lbs)' entered. Below these is a section titled 'Keyword Values' with three radio buttons: 'Compute Average' (selected), 'Compute Total', and 'Non-numeric'. At the bottom are 'OK' and 'Cancel' buttons.

Enter the Keyword (without an equals sign) in the Keyword abbreviation box, and then enter a more descriptive label which will be used to label your graphs of this quantity. For weight, for example, the Keyword abbreviation might be "Wt", while the Keyword label might be "Weight in pounds" or "Weight (lbs)".

Now select between the three types of Keywords. An averaged Keyword is something like weight. If you enter it twice a week in your log, you don't want to see the total (!), you want to see the *average* of those two entries. A totalled Keyword might be something like ascent, where you are keeping track of how much climbing you do on your bicycle (or on foot). Here, of course, you *do* want to add entries together, just like totals of distance or time, rather than average them. A non-numeric Keyword is one you will be using simply for selection. For example, you can set the enter the name of a particular pair of running shoes as a keyword, so that later on it will be easy to select only workouts done with those shoes to total mileage on that pair.

Click on **OK**, and your Keyword will be memorized.

To delete a Keyword, select it from the Keyword pop-up menu in the Data Entry window, but hold the **Delete** key on the keyboard down as you release the mouse (you will be given a chance to change your mind!). As with Autofill workouts, this will delete the Keyword from the menu, but *it*

will not affect any of the data in your log.

Entering Keyword Data

Keyword values are entered into the Comment field. Enter the Keyword, being sure to always use the same spelling, followed by an equals sign (=), followed by the Keyword value. don't use spaces around the equals sign.

More than one Keyword can be entered in the same comment. For example, your comment might read: **Great workout. Wt=165, RHR=42.**

You can enter the Keyword simply by typing it in, but the recommended method is to simply use the Keyword popup menu; this automatically adds the keyword (and an equals sign for averaged or totalled keywords) so that you won't have to remember the abbreviation you are using. The Keyword is added at the current insertion point; it does not replace the entire comment.

The numbers you enter with your Keywords can be simple numbers (like **160**), times (like **34:50**), or percentages (like **75%**). You might use a time Keyword to track the time you spent in your target heart zone, or to track particular splits of your workouts. If you have a hill climb that is part of a regular bike route, for example, you might enter **Hill climb=41:30** in your comment each time you do that route. Now you'll be able to graph the average time per week it takes you to do the hill climb.

When you use a percentage keyword, the entry is treated as the percentage of the time found in the Time field. If you spend 75% of a particular workout in your target heart zone, for example, you might enter **THZ=75%** in your comment field. If you do this for every workout, you'll then be able to graph time per week or month of exercise in the target heart zone.

Keywords are stored with the log. This means that different logs (i.e., different people or different years) can have different keywords.

Weight Training and Exercise Machines

Weight training and exercise machines are not ideally characterized by time, distance, and pace. Nevertheless, *The Athlete's Diary* can easily be used to keep track of these activities. How you do so depends on what you want to keep track of, and what kind of calculations that you want to do (if any).

If you set the distance units for the activity to Units/None when you set up your Sports List, you can total or graph any number you put in the distance field. You might want to keep track of the total weight you lift, or the number of sets times the number of reps per set, for example.

You may also want to use the Keyword feature described in the previous section to track various numerical aspects of your training with weights or machines.

If you work with different kinds of machines, or different kinds of weights, there are two ways to keep them separate:

- Create separate sports for each activity, e.g., Stairclimbing, Rowing, NordicTrack, or abs, lats, etc.
- Put all the different activities into a single sport, but note in the Route/Workout field which machine or which muscle group you were working. This will enable you to select out all the workouts of a particular type (selection is described in Chapter 6).

Interval Workouts

Swim sets, track workouts, etc., can't be described by a single pace. Perhaps you run 440s with a warm-up/cool-down and jogging between intervals. There are four ways to enter workouts like this:

- Make two entries in the log, one for the fast part of the workout, and another for the rest.
- Make a single entry for the total workout, and just accept the fact that the pace displayed is an average pace for the whole workout and not a real pace.
- Make a separate entry in the log for each set or interval.

If you use one of the first two methods (the first is probably the most commonly used), then you can record times for each set or interval in the Comment field. The program won't do any calculations on those splits, but you have a record of your splits, which is probably the main thing you want.

Multi-sport Events

Multi-sport events (duathlons, triathlons, etc.) should be entered in a particular manner. First, enter the event as a Duathlon (Biathlon) or Triathlon, with your total time for the entire race. For the distance you might enter **OD** for example, for Olympic Distance, or **HIM** for Half-Ironman (or just leave it blank). You can also enter the distance in the Route/Workout field, where you have more room. This entry is for informational purposes only; neither the time nor the distance(s) which are part of this log entry will be included in your totals.

In order to calculate your pace for the individual segments of the race, and also to have your time and distances included in your totals, you now add a second, third, and possibly fourth entry into the log, one for each segment, with the individual sport entered as appropriate for that segment. Of course if you didn't get exact splits for this race, you'll have to use estimates. Use the Comment field to record your transition times.

Equipment Use

The comment field is used to track equipment use, in two different ways. The first applies to equipment which is changed, and then remains in use. An example would be a new bike tire, or a new pair of running shoes for a person who only wears one pair at a time. In this situation, the first time you start using the new equipment, just enter a phrase in your comment field like "New front tire" or "New Adidas" or something like that.

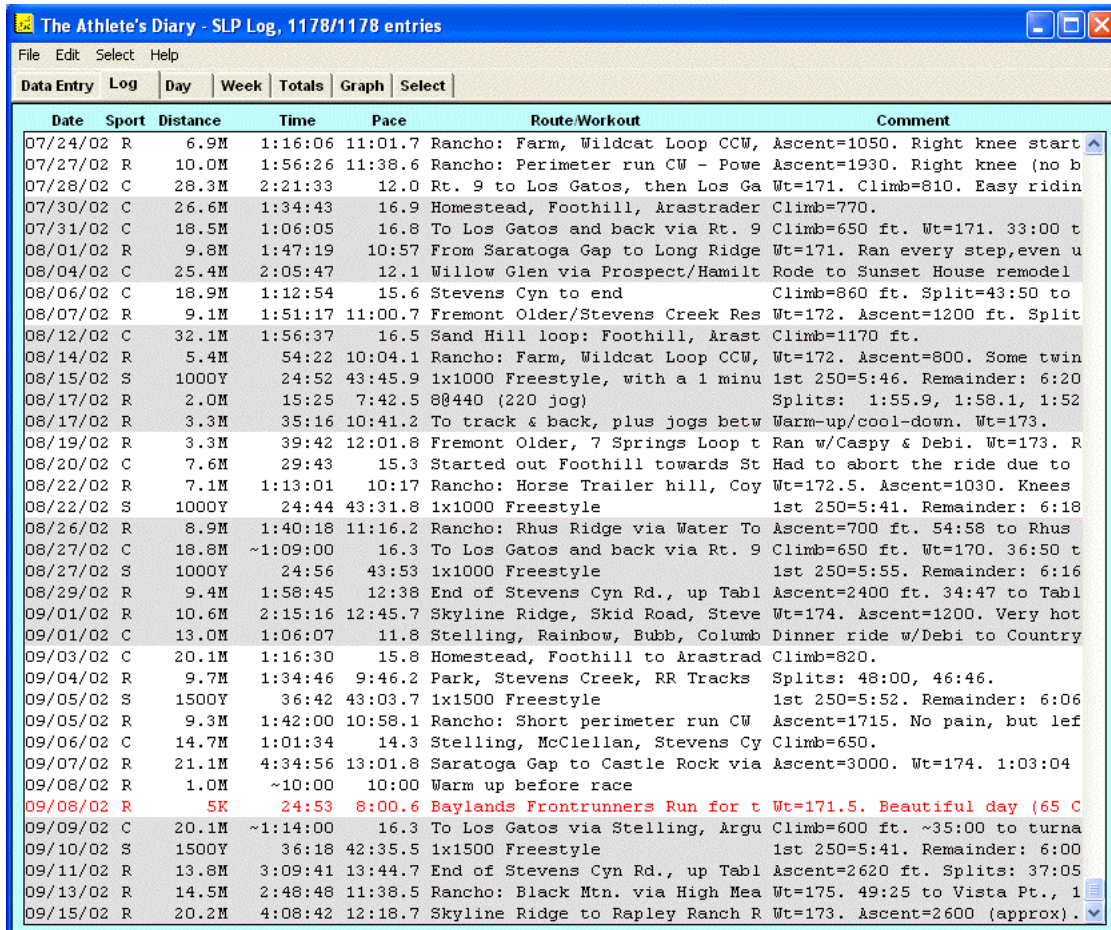
The second type of equipment use applies to situations where you are alternating equipment with each workout. The typical example of this is people who alternate between two or three pairs of running shoes. For this type of equipment use, you'll need to enter something in the comment field for each workout, like "Asics#1" or "Asics#2" to show which pair of shoes was worn for that workout. To expedite this, and to make sure you enter the abbreviation consistently each time, you should create a "non-numeric keyword" (see above) containing that abbreviation. Now you can just select the appropriate keyword from the popup list to enter it for each workout. When you retire that pair of shoes, you can simply delete it from the keyword list.

In Chapter 6, you'll read about how to use the information you have entered in order to total up your equipment use.

Chapter 5: Displaying Your Log

The Log (List View)

The Log window provides a columnar list of all your workouts. Alternating weeks are displayed using alternating white and light-gray background. Races appear in red.



Date	Sport	Distance	Time	Pace	Route/Workout	Comment
07/24/02	R	6.9M	1:16:06	11:01.7	Rancho: Farm, Wildcat Loop CCW,	Ascent=1050. Right knee start
07/27/02	R	10.0M	1:56:26	11:38.6	Rancho: Perimeter run CW - Powe	Ascent=1930. Right knee (no b
07/28/02	C	28.3M	2:21:33	12.0	Rt. 9 to Los Gatos, then Los Ga	Wt=171. Climb=810. Easy ridin
07/30/02	C	26.6M	1:34:43	16.9	Homestead, Foothill, Arastrader	Climb=770.
07/31/02	C	18.5M	1:06:05	16.8	To Los Gatos and back via Rt. 9	Climb=650 ft. Wt=171. 33:00 t
08/01/02	R	9.8M	1:47:19	10:57	From Saratoga Gap to Long Ridge	Wt=171. Ran every step, even u
08/04/02	C	25.4M	2:05:47	12.1	Willow Glen via Prospect/Hamilt	Rode to Sunset House remodel
08/06/02	C	18.9M	1:12:54	15.6	Stevens Cyn to end	Climb=860 ft. Split=43:50 to
08/07/02	R	9.1M	1:51:17	11:00.7	Fremont Older/Stevens Creek Res	Wt=172. Ascent=1200 ft. Split
08/12/02	C	32.1M	1:56:37	16.5	Sand Hill loop: Foothill, Arastr	Climb=1170 ft.
08/14/02	R	5.4M	54:22	10:04.1	Rancho: Farm, Wildcat Loop CCW,	Wt=172. Ascent=800. Some twin
08/15/02	R	1000Y	24:52	43:45.9	1x1000 Freestyle, with a 1 minu	1st 250=5:46. Remainder: 6:20
08/17/02	R	2.0M	15:25	7:42.5	80440 (220 jog)	Splits: 1:55.9, 1:58.1, 1:52
08/17/02	R	3.3M	35:16	10:41.2	To track & back, plus jogs betw	Warm-up/cool-down. Wt=173.
08/19/02	R	3.3M	39:42	12:01.8	Fremont Older, 7 Springs Loop t	Ran w/Caspy & Debi. Wt=173. R
08/20/02	C	7.6M	29:43	15.3	Started out Foothill towards St	Had to abort the ride due to
08/22/02	R	7.1M	1:13:01	10:17	Rancho: Horse Trailer hill, Coy	Wt=172.5. Ascent=1030. Knees
08/22/02	S	1000Y	24:44	43:31.8	1x1000 Freestyle	1st 250=5:41. Remainder: 6:18
08/26/02	R	8.9M	1:40:18	11:16.2	Rancho: Rhus Ridge via Water To	Ascent=700 ft. 54:58 to Rhus
08/27/02	C	18.8M	~1:09:00	16.3	To Los Gatos and back via Rt. 9	Climb=650 ft. Wt=170. 36:50 t
08/27/02	S	1000Y	24:56	43:53	1x1000 Freestyle	1st 250=5:55. Remainder: 6:16
08/29/02	R	9.4M	1:58:45	12:38	End of Stevens Cyn Rd., up Tabl	Ascent=2400 ft. 34:47 to Tabl
09/01/02	R	10.6M	2:15:16	12:45.7	Skyline Ridge, Skid Road, Steve	Wt=174. Ascent=1200. Very hot
09/01/02	C	13.0M	1:06:07	11.8	Stelling, Rainbow, Bubb, Columb	Dinner ride w/Debi to Country
09/03/02	C	20.1M	1:16:30	15.8	Homestead, Foothill to Arastrad	Climb=820.
09/04/02	R	9.7M	1:34:46	9:46.2	Park, Stevens Creek, RR Tracks	Splits: 48:00, 46:46.
09/05/02	S	1500Y	36:42	43:03.7	1x1500 Freestyle	1st 250=5:52. Remainder: 6:06
09/05/02	R	9.3M	1:42:00	10:58.1	Rancho: Short perimeter run CW	Ascent=1715. No pain, but lef
09/06/02	C	14.7M	1:01:34	14.3	Stelling, McClellan, Stevens Cy	Climb=650.
09/07/02	R	21.1M	4:34:56	13:01.8	Saratoga Gap to Castle Rock via	Ascent=3000. Wt=174. 1:03:04
09/08/02	R	1.0M	~10:00	10:00	Warm up before race	
09/08/02	R	SK	24:53	8:00.6	Baylands Frontrunners Run for t	Wt=171.5. Beautiful day (65 C
09/09/02	C	20.1M	~1:14:00	16.3	To Los Gatos via Stelling, Argu	Climb=600 ft. ~35:00 to turna
09/10/02	S	1500Y	36:18	42:35.5	1x1500 Freestyle	1st 250=5:41. Remainder: 6:00
09/11/02	R	13.8M	3:09:41	13:44.7	End of Stevens Cyn Rd., up Tabl	Ascent=2620 ft. Splits: 37:05
09/13/02	R	14.5M	2:48:48	11:38.5	Rancho: Black Mtn. via High Mea	Wt=175. 49:25 to Vista Pt., 1
09/15/02	R	20.2M	4:08:42	12:18.7	Skyline Ridge to Rapley Ranch R	Wt=173. Ascent=2600 (approx).

The Daily Log

Like a written log, entries always appear in chronological order. If you add a new entry which is out of place, it is automatically sorted into the correct position. When the log is first opened, the scroll bar is positioned so that the most recent entries (usually the ones of most interest) are shown. To scroll the log, use the scroll bar in the usual way.

When the Log window is the active window, double-clicking on any entry in the log brings up the Day view, displaying that entry in full detail. Clicking and holding the mouse down on any entry in the Log causes a pop-up menu to appear on the screen, with four choices **View**, **Modify**, and **Duplicate**, with the following results:

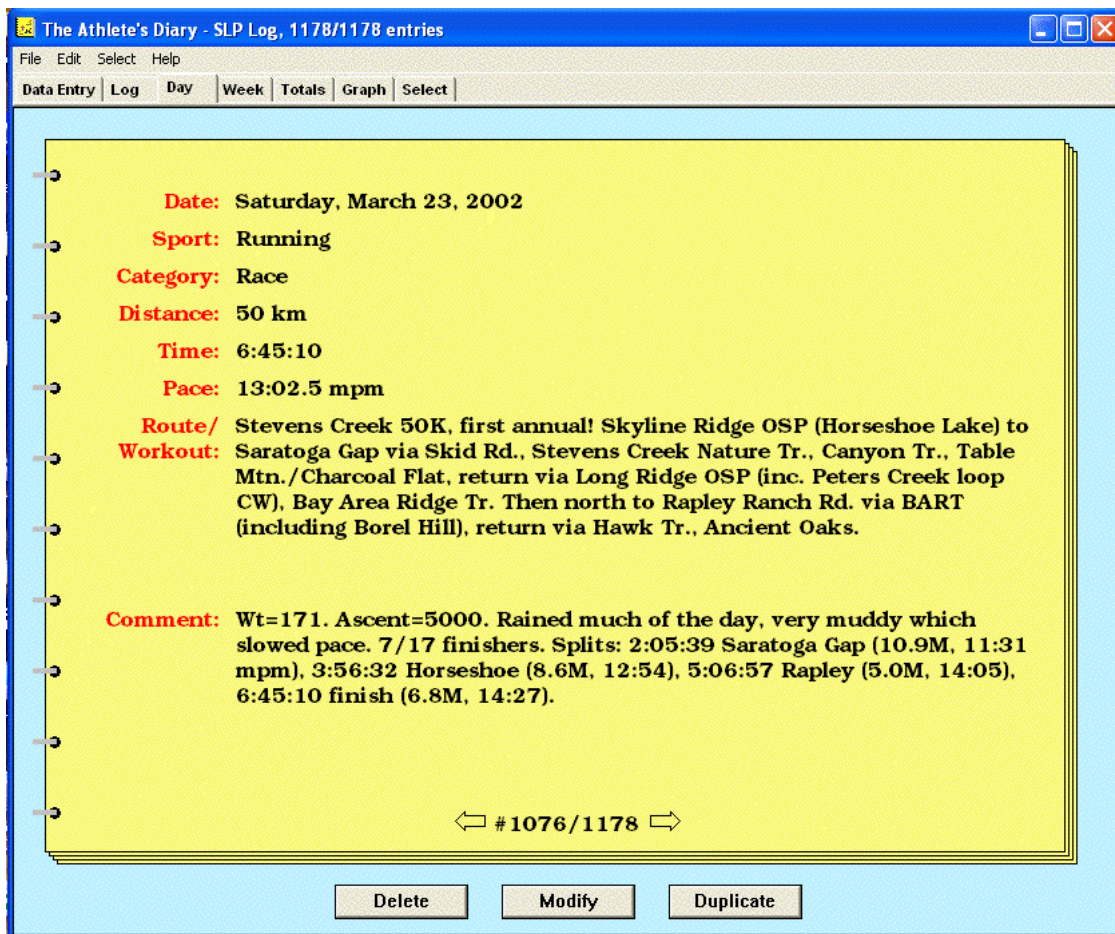
- **View** does the same thing as double-clicking on the entry, i.e., displays that entry in the Day window.
- **Modify** copies that entry to the Data Entry window, where it can be modified.
- **Duplicate** also copies that entry to the Data Entry window, but changes the date to the current default date. Making changes and entering that data leaves the original entry

unchanged.

At the bottom of the **Data Entry** screen, the **Recent Entries** list always contains your last 10 entries. This mechanism described above works there too, that is, if you click and hold the mouse on any entry, you'll be able to **View**, **Modify**, or **Duplicate** that entry without having to go to the **Log** screen.

Day View

The **Log** window shows many entries, but some of the information is shown in an abbreviated format. To see complete details of a single entry, use the **Day** window. You can turn the pages of the journal forward or backward one entry at a time by clicking on the left and right arrows in the display.



Daily Journal

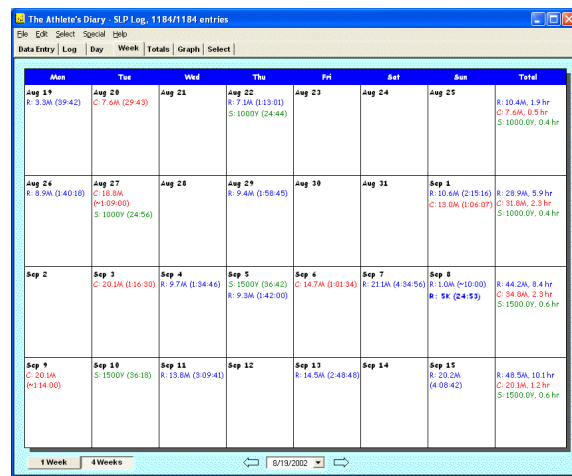
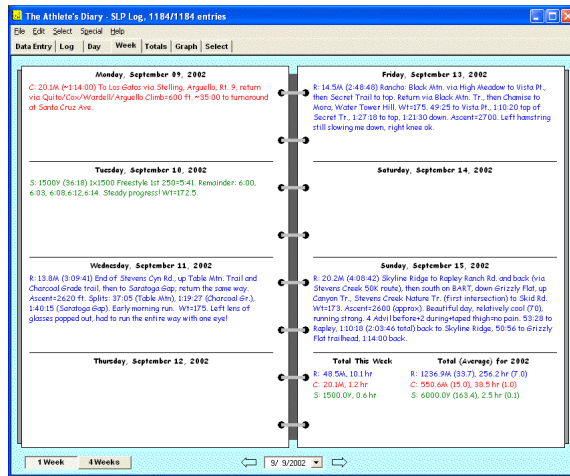
Buttons at the bottom of the window let you **Modify**, **Duplicate**, or **Delete** the displayed entry. **Modify** and **Duplicate** function like the same items in the popup menu on the Log screen; **Delete** is the only way to delete an entry from your log (you will be asked to confirm your selection if you choose this).

Week View

A calendar is a familiar way to look at your workouts. It has disadvantages (if you look at a weekly

calendar, and it's the first day of the week, you don't see much!), but it has the big advantage that it provides graphical feedback of certain aspects of your training, how often you're swimming, when your last long run was, etc.

The Athlete's Diary provides two different calendars. One shows one week at a time; the other shows four weeks (an "athlete's month"). The single week view shows more information for each workout, but fewer workouts; the four-week view shows more workouts, but less information per workout.



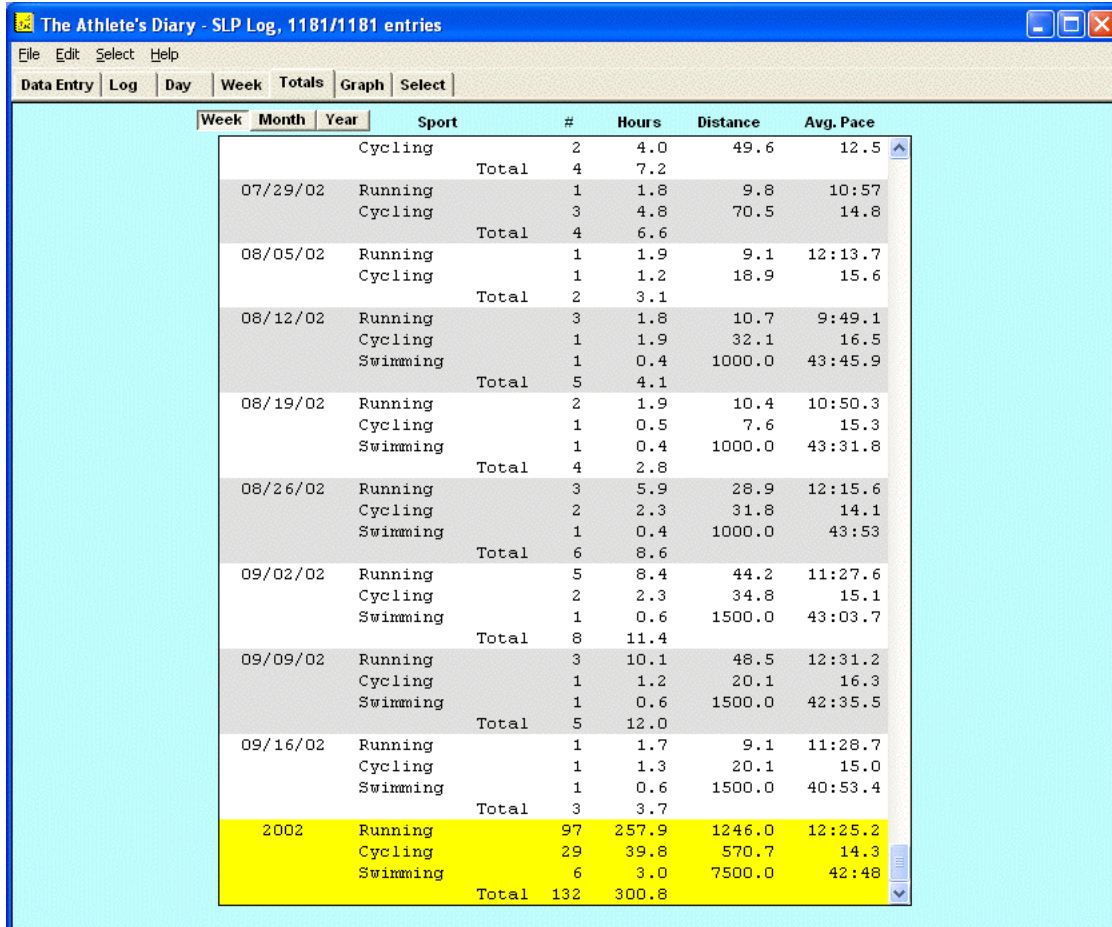
Both views shows totals and the one-week view shows averages as well, along with the workouts themselves. Different sports are color-coded to help provide visual feedback.

To change the week (or weeks) viewed, you can either use the left and right arrow buttons to move backwards or forwards in your log, or you can enter the date of the desired week (or the first week of four) into the date selector in the same way that you enter dates on the Data Entry screen.

Chapter 6: Analyzing Your Training

Examining Totals

The **Totals** window displays a list of either weekly, monthly, or yearly totals, for each of your sports, as well as the totals summed for all sports. The number of times you did a particular sport, the total hours and distance, and the average pace are all calculated and displayed. Alternating weeks or months are displayed as alternating white and light-gray background. The scroll bar allows you to scroll through your list of totals.



Week	Month	Year	Sport	#	Hours	Distance	Avg. Pace
			Cycling	2	4.0	49.6	12.5
			Total	4	7.2		
07/29/02			Running	1	1.8	9.8	10:57
			Cycling	3	4.8	70.5	14.8
			Total	4	6.6		
08/05/02			Running	1	1.9	9.1	12:13.7
			Cycling	1	1.2	18.9	15.6
			Total	2	3.1		
08/12/02			Running	3	1.8	10.7	9:49.1
			Cycling	1	1.9	32.1	16.5
			Swimming	1	0.4	1000.0	43:45.9
			Total	5	4.1		
08/19/02			Running	2	1.9	10.4	10:50.3
			Cycling	1	0.5	7.6	15.3
			Swimming	1	0.4	1000.0	43:31.8
			Total	4	2.8		
08/26/02			Running	3	5.9	28.9	12:15.6
			Cycling	2	2.3	31.8	14.1
			Swimming	1	0.4	1000.0	43:53
			Total	6	8.6		
09/02/02			Running	5	8.4	44.2	11:27.6
			Cycling	2	2.3	34.8	15.1
			Swimming	1	0.6	1500.0	43:03.7
			Total	8	11.4		
09/09/02			Running	3	10.1	48.5	12:31.2
			Cycling	1	1.2	20.1	16.3
			Swimming	1	0.6	1500.0	42:35.5
			Total	5	12.0		
09/16/02			Running	1	1.7	9.1	11:28.7
			Cycling	1	1.3	20.1	15.0
			Swimming	1	0.6	1500.0	40:53.4
			Total	3	3.7		
2002			Running	97	257.9	1246.0	12:25.2
			Cycling	29	39.8	570.7	14.3
			Swimming	6	3.0	7500.0	42:48
			Total	132	300.8		

How Calculations Are Done

The number of workouts is calculated from only those entries in which *either* the distance *or* the time is entered. Average pace is calculated from only those entries in which *both* distance *and* time are entered. If you put entries in your log with just a time (or just a distance), the time (or distance) will be added to the total time (or distance), but will not affect the calculation of the average pace.

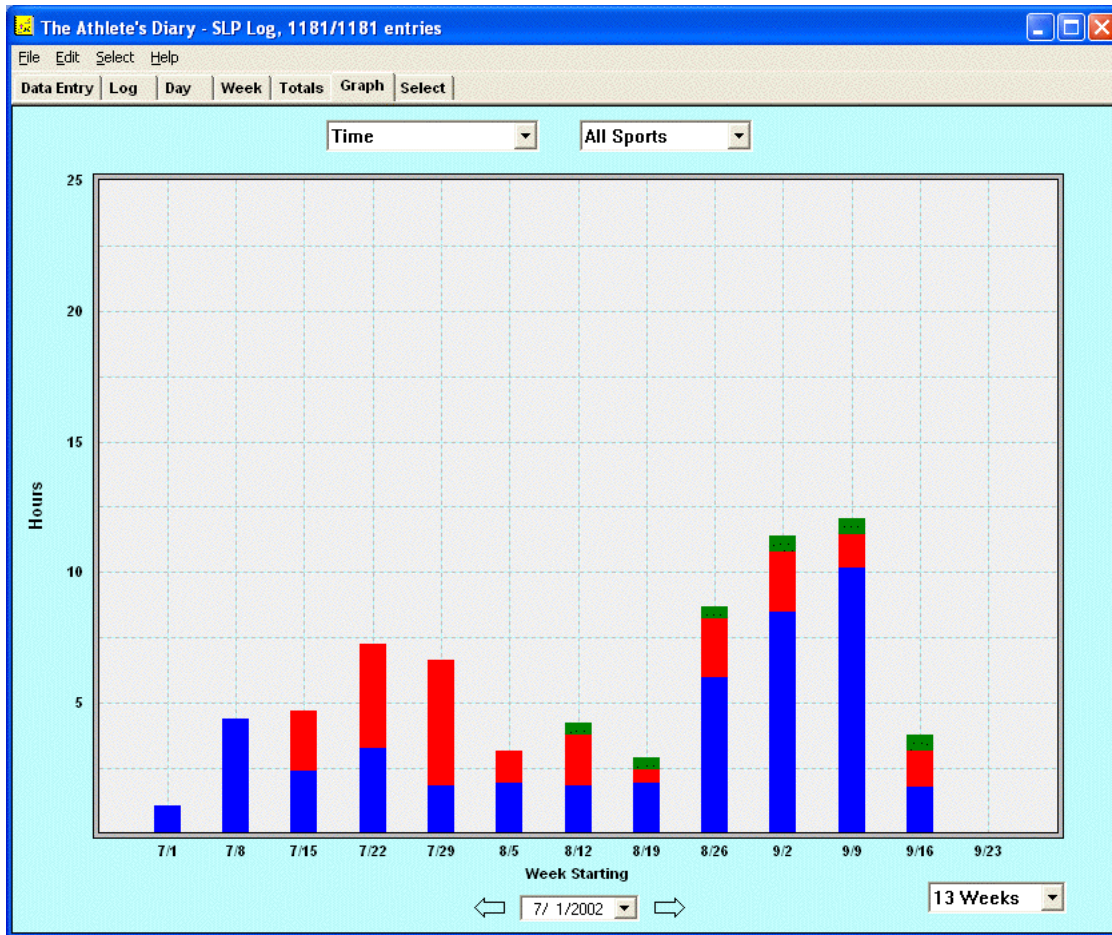
Totals are calculated using only currently selected log entries (see Selecting Entries at the end of this chapter). This allows you to calculate, for example, the total mileage you have ridden your bike commuting to work, the distance you have run on hot days, etc.

Sports in which the distance units are Units/None are totalled according to the numerical values in the Distance field, allowing you to total up stairs climbed, calories consumed, or whatever else you wish to measure. Average pace is not calculated in this situation.

Totals are not calculated for multisport events including Triathlon, Duathlon, or any sport ending in the letters *athlon* or *atlon* (which covers a number of non-English languages). This is to prevent duplication, since the run, bike, and swim legs of those sports were also entered (and totalled) separately.

Graphing

The Graph window allows you to display in a graphical format all of the information which is displayed in the Totals window. What you see on the graph is controlled by the two pop-up menus at the top of the window, as well as the date and time period selections at the bottom of the screen.



The first menu, the graph type menu, controls the content of the graph, and provides standard choices of time, distance, pace, #workouts, and calories burned, along with the various "keywords" (see above) that you have set up. The second menu controls the sport or sports which are displayed in the graph.



The one "tricky" thing about the graph type menu is that distance and pace can only be chosen if you first choose a particular sport. In other words, while you can select Time or #workouts or calories burned for running or cycling or running and cycling combined, if you want to graph pace (or distance), you must first select running (or cycling or anything other than "All Sports") and then select pace (or distance).

The time period for the graph is controlled by the popup menu in the lower right, and the starting point of the graph is controlled by the date selector in the bottom middle of the screen. As with the Week view, you can move forward or backward using the arrow buttons, or just enter the desired starting date for the graph using the date selector. Scales for the vertical axis are always automatically

selected by the program.

All graphs, including keyword graphs, can include data from all your workouts, or from just selected entries. For example, you can graph your Average Heart Rate (AHR) for all your workouts, or you can select a particular interval workout and see a graph of your AHR during just that workout. you'll read more about selection in the next section.

Selecting Entries

Normally, the Log, Totals, Graph, Day, and Week windows display your entire log. If you wish to view, print, or analyze just part of your log, you can use the **Select** screen to select just a portion of your log.

The screenshot shows a software window titled "The Athlete's Diary - SLP Log, 1191/1191 entries". The menu bar includes "File", "Edit", "Select", "Special", and "Help". The window has several tabs: "Data Entry", "Log", "Day", "Week", "Totals", "Graph", and "Select", with "Select" currently active. The main area contains the following fields and controls:

- Date:** Two date pickers showing "1/ 4/1996" and "10/ 5/2002" with a "to" label between them.
- Sport:** A dropdown menu.
- Category:** A dropdown menu.
- Distance:** A label with no input field.
- Time:** A dropdown menu and an empty text box.
- Pace:** A label with no input field.
- Route:** A dropdown menu and an empty text box.
- Comment:** A dropdown menu and an empty text box.
- Keyword:** A dropdown menu.
- Autofill:** A dropdown menu.
- At the bottom, there are two buttons: "Show Selected Only" and "Show All, Highlight Selected".
- At the very bottom, there are two buttons: "Clear" and "Select".

The Selection Window

The Selection Criteria window displays each of the fields, with a pop-up menu to its right that contains a series of appropriate modifiers for that field. For example, the distance pop-up has Equal To, Approximately Equal To, Greater Than, Less Than, and From(/To) choices.

For the distance, time, pace, route, and comment fields, if you select one of the choices from the pop-up menu, one or two (as appropriate) data entry fields will appear on the right of the window. Click on that field and then enter the desired selection criteria. Note that some fields will not appear at first until they are relevant so your screen will not appear exactly like that shown above. For example, until you enter a sport, the Pace field will not be displayed, since it isn't appropriate without a sport.

The date shows a starting and ending date. When you first display the screen, these will be filled in with the earliest and latest dates in your log, in other words, the dates appropriate for selecting your entire log. To display only entries after a certain date, just change the starting date to the desired day; to display only entries before a certain date, just change the ending date.

The rules for entering values in the fields are similar to making an entry in your log: times don't require colons when entered, distances don't require distance units if they are your default units, and

so on.

When you first use the Select screen (at a time when all entries are "selected"), there will be just two buttons on the bottom of the screen - **Select** and **Clear** (there is no "Cancel"; if you change your mind about wanting to make a selection, just click on another tab to return to another screen). Once you make a selection, the selection will be reflected on the top line (the "Title Bar") of the window, right after the name of your log. There you will see something like "545/545 entries" (if all entries are selected), or "123/545 entries" (if a selection you have made includes 123 of the entries).

If you have made a selection, if you return to the Select screen, you will now see four new buttons. Five buttons are now labelled "Select":

- **Select** uses the criteria you have entered and searches the entire log for matches.
- **Select Fewer** only searches through those entries which were already selected by a previous selection. This is equivalent to a "logical and" function, that is, the resulting entries match criteria set #1 *and* set #2.
- **Select More** selects entries *in addition to* those already selected by a previous selection. This is equivalent to a "logical or" function, that is, the resulting entries match either criteria set #1 *or* criteria set #2.
- **Select All** selects all entries. The **Select** menu also includes this identical option, for quicker access.
- **Select Reverse** starts with the workouts that were selected by the previous selection, "unselects" them, and instead selects all the other workouts (the ones which *didn't* match the entered criteria).

Once you have made a selection, the **Log** and **Week** windows can be set to display only the selected workouts, or to display all the workouts but with the selected ones highlighted. The second mode lets you see your selected workouts in the context of your entire log, so, for example, you can see what you did on the days before and after the selected workouts. You do this by choosing either the **Show Selected Only** or **Show All, Highlight Selected** toggle button on the Select window, or making the identical choice from the Select menu. The value of this probably won't be obvious to you at first, so just try it so you can see the difference between the two "modes."

To quickly return to viewing all your entries without having to return to the Select tab, choose **Select All** from the **Select** menu, or, equivalently, press **Ctrl+A**.

Tracking Equipment Use

In Chapter 4 you learned how to enter information in the Comment field in order to track equipment use. It is on the Select Criteria window where you then use that information in order to total up the usage (distance and time) for that equipment. The two situations discussed there are analyzed differently. In situation one, you entered "New front tire" (or something like that) on the day you mounted a new front tire on your bike. To find out how many miles you now have on that tire, in the **Comment** popup select **Since**, and then enter "New front tire" in the comment field, so that the screen reads "Comment since new front tire". Now, when you press **Select**, the software will first search your log (from the most recent entry backwards) until it finds the requested phrase. If the phrase is found, the date of that workout will be substituted for the start date.

For the second kind of equipment use, like multiple running shoes, you do something different. From the **Keyword** popup menu, select the keyword for that equipment. When you do so, the keyword abbreviation will be inserted in the **Comment** field, and the **Comment** popup will be set to **Contains**. Now when you press **Select**, all workouts containing that equipment will be selected.

In both cases, when you press **Select**, you will be taken to the Totals window to see your usage.

Chapter 7: Planning Ahead

Training Plans

People training for marathons, century bike rides, and many athletic events want to follow training plans (also known as training programs) which have been developed for that purpose. You can find training plans in books, in magazine articles, and now, on computer as well. *The Athlete's Diary* gives you the ability to create your own training plans from scratch, to enter them yourself from magazine articles, to create them by duplicating some of your own previous training, or by using a training plan obtained from Stevens Creek Software.



The usual disclaimer applies do not embark on any training program without the advice of your physician.

Setting up a Training Schedule

You can enter future workouts using the Data Entry window just like actual workouts. Typically, you might enter just the planned time, or the planned distance, but not both (although you can). Then, when you actually do the workout, simply select that workout to modify (as described above), then modify the values as appropriate, and save it back into your log.

Planned vs. Actual Training

Some people like to be able to compare the training they planned, vs. the training they actually did. *The Athlete's Diary* is designed to have only a single time, distance, and pace for each entry. Nevertheless, there are several different ways you might use the software to track actual versus planned:

- Keep two logs, one with your planned training, the other with your actual, so you can print out graphs and totals from the two separately and compare them.
- Keep two separate sports, for example, Running and Planned Runs.
- Just record one sport, and when your actual training deviates from your plans, just make a note of that in the comment.

Using a Training Plan from Disk

The Athlete's Diary can also use training plans which are already prepared on disk. To *The Athlete's Diary*, a training plan is similar to a log, but the entries are given relative dates instead of actual dates. That is, the last date of the training plan (usually the day of the race on which the plan culminates) is given a date of 0, the previous date is called -1, and so on.

To use a training plan, first open your own log (or start a new one). Now use **Merge** in the **File** menu and select a training plan. The software recognizes that the file you are attempting to merge is a training plan, and asks you for the date of the race for which you are training (the last entry in the

training plan is assumed to be the race; if this is not the case, just enter the date you want the training plan to end, rather than a race day). Enter the date, and the training plan will be merged into your log, ending on the day of the race.

If the training plan is, say, 112 days long, and the race is only 100 days away, somethings got to give! If the software detects such a situation, it will give you three choices forget the whole thing, read in only the last 100 days of the training plan, or read in the whole training plan (even though you've already missed the first 12 days). Select one of these choices.

Creating Your Own Training Plan

You can create your own training plans in two ways. First, let's say you thought you did just the right thing in preparing for last fall's marathon, and you want to reproduce the last 12 weeks of training exactly. Open the log containing the relevant training, and use the **Select** window to select out the 12 weeks (or whatever) prior to and including the race. Now choose **Save Selected As** from the **File** menu, and select the choice which reads **Save as Training Program**. Now you can open this year's log, and merge in that training plan as described above. Of course, as you do the training you'll be modifying each entry to reflect your actual training.

The second way to create your own training plan is from scratch. Lets say you read a magazine article entitled 60 days to your first century (100-mile bike ride) and want to do that. Start a new log, and just enter those 60 days of training, starting the first entry on any day you like (it won't matter at all). Some published training plans of this type will include only a distance for each days workout. Others will include only a time. Some may include both. All of these methods are perfectly acceptable to the software. Now, once you have the training entered, use **Save Selected As** and choose **Save as Training Program**. Now open your real log, use **Merge** to read in the training plan, and tell the computer what day you'll be doing your century (or marathon or 10K or whatever), and you'll be all set. All that's left is to do the training!

Chapter 8: Other Topics

Backing Up Your Log

The Athlete's Diary maintains a very important document the record of hours of your hard work. *you'll be very upset if you lose this data!* The Automatic Backup preference allows you to automatically make a copy of your log whenever you save a new copy. This means you'll have two files on your disk (one of them will be one day out of date), so you'll have twice as much protection. This isn't enough, though.



For maximum safety, at least once a month, and better yet once a week, you should copy the log onto a floppy disk, and put that floppy disk in another room or even another place (like at your place of work) from your computer. This protects you against fire, flood, and theft. This may seem like unnecessary effort when nothing happens. It won't when something does! If you aren't sure how to do this, please consult the manuals that came with your computer - this is an aspect of using a Windows computer, and one you should be familiar with.

It's also a good idea to make a hard copy on a once/month basis at least. As you start into a new month, you might select the previous month using the selection criteria, and then print out only those entries, so that all the entries for that month will appear on the same page(s).

Travelling

Going on a trip and don't have a portable computer or the Palm version of **The Athlete's Diary**? Try this. Go to the Week view, select the 1-week view, and **Print** the log. Now you'll have a blank calendar page with nice neat columns or boxes. Jot down your training as you travel, and then enter it into your computer when you return.

Printing

The **Print** item in the **File** menu will print the log, totals, daily or weekly view, or graph, depending on which screen is active when you select **Print**. The function of the Page Selection portion of the Print Dialog box depends on the window. For the Log and Totals windows, All prints the entire (or selected portion of) the log; From and To print just the page range indicated. For the Graph and Journal windows, All prints just the displayed graph or journal page. To print more than one journal page, set the From and To fields in the Print Dialog to the number of the first and last pages that you wish to print (the page number of any entry is displayed in the bottom of the Journal, between the two arrows).

Both portrait and landscape printing are supported; experiment to find which you prefer for the different types of output. Windows which are printed as graphics (the Graph, Day, and Week windows) are automatically expanded, holding the aspect ratio constant, to fill as much of the printed page as possible.

The Log and Totals windows are printed (and displayed) in a monospaced font, which can be changed by selecting **Font** in the **Configure** sub-menu of the **Special** menu. Other windows are printed using pre-selected fonts in pre-selected sizes.

Saving your log in HTML format

If you use **Save Selected As** in the **File** menu to save your whole log or selected portions of it as an HTML file, your log can be viewed by Web browsers such as Netscape, Mosaic, Microsoft Internet Explorer, Firefox, Safari, etc.

Just viewing your existing log with a browser gives you one feature not present in **The Athlete's Diary** - your entire Route/Workout and Comment will show in each entry (compared to viewing your log in the Daily Log window, where just the first one or two lines are displayed). You can get additional functionality by using two features of HTML embedded images and links. Embedded images might be race photos, heart rate charts, etc., which you have scanned or otherwise have on your computer as either a GIF or a JPG file. To have the picture displayed in your log, simply put something like the following in either the Route/Workout or Comment field of an entry in your log:

```
<IMG SRC="MyPhoto.gif">
```

(where `MyPhoto.gif` is the filename of your photo, and we are assuming that the file is in the same folder as your log itself). You'll find that this will only really work well if you keep your pictures fairly small.

A link might point to a Web page you have prepared yourself, or simply a text file which might be a copy of an e-mail you sent to friends describing one of your races. In the second case, save the file with a `.TXT` extension, and be sure to save it as a simple text file, not in some other format such as Microsoft Word. Now in the Route/Workout or Comment field, put something like this:

```
<A HREF="MYRACE.TXT">Race report</A>
```

The `<A . . . >` and `` sections should bracket a word or phrase which will become a link to your race report. The referenced file can also be a photo:

```
<A HREF="MYPHOTO.JPG">Race photo</A>
```

You'll probably find that this method of including photos as links (rather than directly as described above) will be more suitable for large photos.

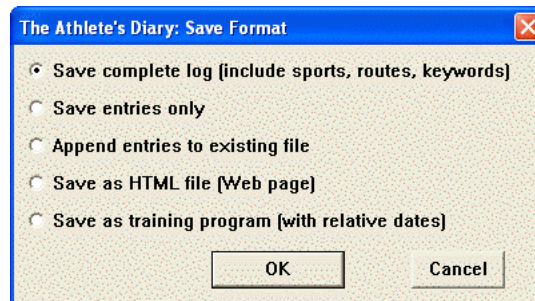
Saving Your Settings

The current value of almost all pop-up menus, the size and position of each window that has been opened, the current choices for font, are all saved automatically when you exit the program, and are recalled each time you run the program.

Chapter 9: Menu Reference

File Menu

- **New** begins a new log.
- **Open** opens an existing log.
- **Merge** reads an additional log and merges it into the currently open log. This can be used to combine multiple logs, to manually add workouts that were added on a Palm into the desktop log (this can also be done automatically as described in the next chapter), or to read in training plans.
- **Revert to Saved** will discard any changes you have made since opening the log. It is useful if you think you did something irretrievable, such as deleting a workout you didn't mean to delete.
- **Save** saves the current log using the current name.
- **Save Selected As** saves either the entire current log (if all entries are selected), or a portion of that log (if selection has been used to select just certain workouts) into a separate file. When you choose **Save Selected As**, you'll see a dialog box giving you a number of choices:



Save Selected As Dialog Box

- **Save complete log** saves the data as a normal *Athlete's Diary* log, complete with all information about your sports, preferences, routes, and keywords. You can use this to save your races in a separate file, for example.
- **Save entries only** saves just your log entries (in our standard tab-delimited ASCII format), without the sports, etc. you'll find this useful if you want to export some or all of your entries to another program
- **Append To Existing File** is designed to assist in keeping a separate race log. If you want to do this, after you have entered your latest race in your regular log, use **Select** to select just that entry. Now select **Save Selected As** and choose **Append to Existing File** and that single entry will be appended to the end of the file you select (such as a lifetime race log). Note: this command will append your entry to *any* text file you select. It does not check to see that the file is actually a file created by *The Athlete's Diary*.
- **Save as HTML file (Web page)** saves the selected log entries in the form of a web page (".htm" extension) which can be viewed by a web browser.
- **Save As Training Program** saves your log with relative dates (dates in which the last date is set to 0, the day before that is -1, and so on). Training plans (or programs) were described in the previous chapter.
- **Archive** is an option which allows you, when your log is getting too big, to "archive" the older entries into a separate log. When you select **Archive** you'll see this screen



Select a starting and ending date, click **OK**, and you'll save the chosen entries into a separate file. If you check the "Remove archived records" box, then, after those entries are saved into a separate file, they will be removed from the current one. The limit to the number of entries in one log is 10,000, but you may find that you want to archive old entries long before you reach that limit. Previous versions of *The Athlete's Diary* were limited to a maximum of four years' worth of entries in one log; that is no longer a limitation.

- **Print** prints the currently active view of the log. From either the **Data Entry** or the **Log** tabs, it prints the **Log**. From the **Day**, **Week**, **Totals**, or **Graph** tab, it prints the corresponding data.
- **Exit** exits the program and, if Autosave is active, automatically saves your log. If Autosave is not active, and you haven't chosen Save yourself, you'll be asked if you want to save your new entries (if their were any). Pressing **Ctrl+Q** (for Quit) is the equivalent of selecting the **Exit** menu.
- **Exit Without Saving** lets you exit the program and deliberately, for whatever reason, NOT save any changes you have made (perhaps you were just "fooling around" demonstrating the program to a friend).

Edit Menu

- **Undo** undoes the last editing operation in an active edit field. It does NOT undo other actions, such as saving an entry, deleting an entry, etc.
- **Cut** cuts (removes) the currently selected text from an active edit field.
- **Copy** copies the currently selected text from an active edit field to the "clipboard" from where it can be pasted into other fields or other applications.
- **Paste** pastes the current contents of the clipboard into the active edit field.

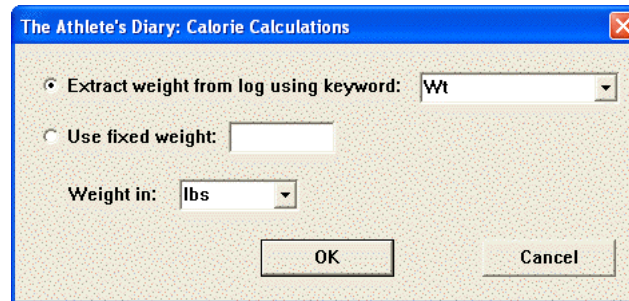
Select Menu

- **Select All** makes sure that all entries in the log are currently "selected" (and hence displayed, totalled, graphed, etc.). Pressing **Ctrl+A** is the equivalent of selecting the **Select All** menu.
- **Show Selected Only** displays only selected entries on the Log and Week screens.
- **Show All, Highlight Selected** displays all entries on the Log and Week screens, but highlights the selected entries in yellow highlight.

Special Menu

- **Sort Entries** sorts the log chronologically. In principal, the log should ALWAYS be sorted chronologically, and this should never be needed. However, if anything goes wrong, and the log does get "out of order" entries, this can seriously affect the way the software displays data on the **Week**, **Totals**, and **Graph** screens in particular, so this menu is provided just in case something does go wrong.
- **Configure** is a sub-menu with four choices:

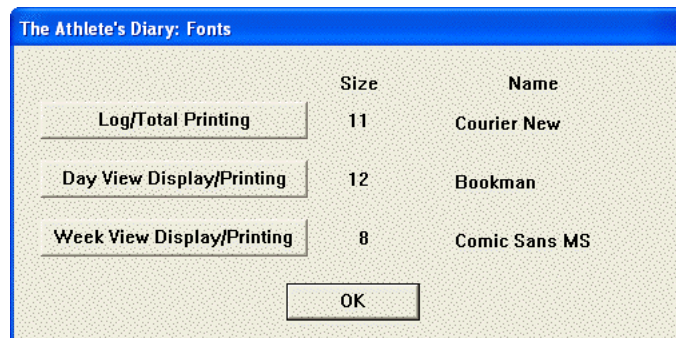
- **Preferences** lets you change the log preferences (described above).
- **Sports** lets you enter or modify your log's "Sports List"
- **Calories** lets you configure the information used to extract your weight, which is used in the calorie calculations on the Graph screen. The following screen is displayed:



Configuring Calorie Calculations

To calculate calories burned, you can either enter a fixed weight (in pounds, kilograms, or stone) to be used for the calculation, or you can instruct the software to use a particular "Keyword" in your log (such as "Wt") to extract the weight from your log (which will therefore adjust the calorie calculations for your changing weight over the months or years).

- **Fonts** lets you adjust the fonts used for the printing of the Log and Totals screens (which must be a "monospaced" font such as Courier), and the fonts used for the display and printing of the day and week view screens. You'll see a screen that looks like this:



Configuring Fonts

To configure one or another font, tap on the corresponding button along the left side of the window.

- **Log** is a sub-menu with two choices:
 - **Make Default Log** makes the currently active log your default log. This log is the one which is automatically opened if you run *The Athlete's Diary* program, and is also the one, if you are HotSync'ing data from your Palm, into which new data entered on the Palm is automatically merged after being uploaded from the Palm. You can change the default log at any time, simply by opening any log and making it the default log. To deactivate the default log feature (i.e., to make no log the default log), you need to start a new log using the **File New** menu, then immediately hit **Cancel** when asked to name the new log, and then, at a time when no log is open, select **Make Default Log**.
 - **Add to Start Menu** adds the currently open log into an **Athlete's Diary** folder

in your **Start Menu**, so that you can open that particular log simply by choosing it from the **Start Menu**.

- **Palm** is a sub-menu with two choices:
 - **Make Palm Upload (Merge) Log** makes the currently active log the log into which new data entered on the Palm is automatically merged after being uploaded from the Palm. Under virtually all foreseeable circumstances, this will be the same as the default log, so after using the **Make Default Log** menu, this menu shouldn't be necessary. Only if for some unknown reason you want your Palm entries merged into a *different* log does this become relevant. If so, make sure you use **Make Palm Upload (Merge) Log** after using **Make Default Log**. You can change the Palm merge log at any time, simply by opening any log and making it the Palm merge log. To deactivate the merge log feature (i.e., to deactivate automatic merging from the Palm), you need to start a new log using the **File New** menu, then immediately hit **Cancel** when asked to name the new log, and then, at a time when no log is open, select **Make Palm Upload (Merge) Log**. Note: setting the Palm "merge log" in this way is superceded (i.e., non-functional) if you have a file named `MergeLog.txt` in your Palm upload folder. See the discussion of "AutoMerge" in the next chapter for more about this.
 - **Set Palm Download Folder** lets you select file folder which is used to download data into your Palm. Using the example in Chapter 10 below, this would be `C:\Palm\Nicky\Athlete's Diary`. If this folder is configured, then all new entries you make into the desktop file are automatically saved into a file named `Downlaod.dat` in the designated folder, from where they are automatically HotSync'd into your Palm (assuming you have the Palm conduit set to "Synchronize"). This eliminates the necessity of you performing that step manually.

Help Menu

- **About** displays the current version of the software, and also provides a place for you to enter your serial number (registration number) which fully licenses the software (not functional in the beta version, which is fully active regardless of licensing).

Chapter 10: HotSync'ing with Palm

If you have the Palm version of **The Athlete's Diary**, you'll be interested in HotSync'ing information between your desktop copy and the Palm version.

HotSync

If you want to exchange data with the Windows desktop versions of **The Athlete's Diary**, you'll be using the HotSync feature to accomplish one or more of these four functions:

1. Download an entire log from your desktop computer to your handheld unit.
2. Upload an entire log from your handheld unit to your desktop computer.
3. Download new (or modified) entries from your desktop to your handheld.
4. Upload new (or modified) entries from your handheld to your desktop.

We'll discuss each of these functions in turn, but first we'll discuss the one thing they have in common - the Athlete's Diary folder in which data must be placed to be downloaded, and in which data will appear after being uploaded. This location of this folder and the files it may contain will vary from system to system, but a typical setup is shown here, in a case where we are assuming that the handheld unit (your Palm) has the name "Nicky" (folder or directory names are shown in black, and file names in red):

```
C:
Palm
  Nicky
    HotSync.Log
    Athlete's Diary
      Download.dat
      Download.bak
      PalmLog.dat
      PalmLog.bak
```

You won't need to create any of these folders (shown in black) yourself. When you install your Palm (or related, e.g., IBM, Franklin, Symbol, Sony) desktop software, the main directory (shown as Palm above but this name may vary on your system) will be created. Whenever you HotSync a handheld unit to that desktop computer for the first time, a new sub-folder is then created (shown here as Nicky). The folder name may be different than that of your Palm itself if the Palm name contains spaces or is longer than 6 letters (for example, it might be "Bullwi" if your Palm name is "Bullwinkle", or "SmithT" if your Palm name is "Tom Smith"). And finally, the first time you perform a HotSync after installing **The Athlete's Diary** conduit, the Athlete's Diary folder will be automatically created. The only thing you as a user will need to be concerned with are the files in that folder (shown in red).

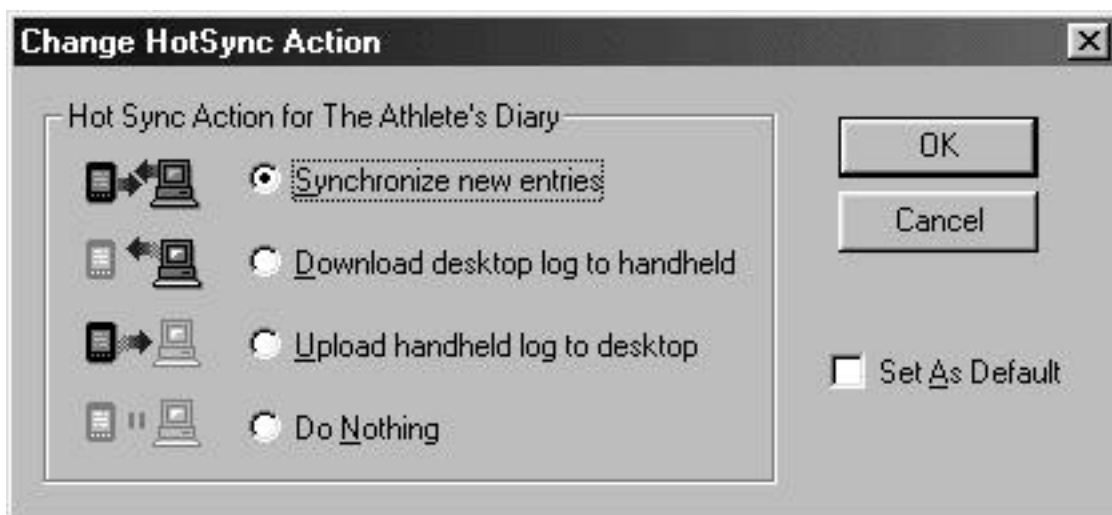
The file HotSync.Log, which is a standard file created by the Palm HotSync software, is an important one for two reasons. First, because some people have trouble locating their "user folder" (C:\Palm\Nicky in this example). If you do, use the "Find Files" feature of your operating system to search for the file HotSync.Log. If you find more than one, open each one in turn (using the NotePad application) and read the information in it, which includes the date and time of the last HotSync. You should be able to recognize the "active" file by noting which one has the most recent date and time. Secondly, the HotSync.Log file is important because everything that happens during the HotSync is noted in that file. **The Athlete's Diary** conduit in particular will write such things as "uploaded 2 new entries" into that file. So if something seems to be going wrong with

HotSync'ing, the very first thing to do is to read the `HotSync.Log` file and see what it tells you.

Selecting the Conduit Mode

To select the action of the conduit, click the right mouse button on the HotSync Manager and select **Custom** from the **HotSync** menu. Note: if **The Athlete's Diary** does not appear on the list of conduits, then the conduit is not installed; consult the installation instructions for the Palm version of **The Athlete's Diary** in its manual. You will need to run or re-run the `Install.exe` program that came with your TAD/Palm software in order to activate the conduit.

Assuming **The Athlete's Diary** *does* appear, select **The Athlete's Diary** conduit from the list which appears and click on the **Change** button. A dialog box will appear with the four possible choices, allowing you to select the HotSync action for the next HotSync and the default action for all other HotSyncs.



Downloading your log from the desktop to the handheld

When you want to install a complete log from your desktop software into your handheld version (either when you first start using the Palm version of the software after having already set up a desktop log, or perhaps when you're about to leave for a trip, etc.), set the conduit setting to **Download desktop log to handheld**. Now from within the desktop version of **The Athlete's Diary**, select **Save Selected As** from the **File** menu, choose **Save complete log** from the choices which are presented, and save the file by the name `Download.dat` in the **Athlete's Diary** folder. Note that the file must have *exactly* this name to be recognized by the conduit. When you HotSync, any data (including not only workouts but also memorized "AutoFill" workouts, keywords, and sports information) will first be deleted from the handheld unit, and then the corresponding information contained in the `Download.dat` file will be written to the handheld unit. After the process is complete, the desktop file will be renamed `Download.bak` to provide an indication to you that that data has now been installed into your handheld unit.

A note on non-American-style dates: **The Athlete's Diary** on the desktop and in the Palm support two date styles: Month/Day/Year and Day/Month/Year. In the desktop versions, this setting is controlled by a preference setting within the software itself. On the handheld unit, the setting is controlled by the Palm's system preferences. When you are downloading data from the desktop to the handheld unit using The Athlete's Diary conduit, however, the date style is controlled by the system-wide setting in your desktop operating system (the Regional and Language Options Control Panel). This means that if you want to download data from your desktop to the handheld unit (using

either this setting of the conduit, or the **Synchronize** setting described below, you must have all three settings in agreement - desktop operating system setting, the Palm operating system setting, and the preference within the desktop version of **The Athlete's Diary**.

Uploading your log from the handheld to the desktop

If you have been using the Palm version of the software and now are beginning to use the desktop version, you'll want to start by uploading the complete log from Palm to desktop. Set the conduit setting to **Upload handheld log to desktop** and perform a HotSync. When you HotSync, all data (including workouts, memorized "AutoFill" workouts, keywords, and sports information) is written to the desktop to a file named `PalmLog.dat` in the Athlete's Diary folder. This file is a complete log, identical in format to logs which are created by the desktop version of the software, and can be immediately opened and used by the desktop software. When these files are created on the desktop, any previous version is renamed `PalmLog.bak` (Windows). Now you can use the **File Open** menu to open that log from your desktop Athlete's Diary. Next use **File Save Selected As** (selecting **Save complete log**) to save it into a separate file by a different name, because the `PalmLog.dat` name is a "reserved name" used to upload data from the Palm; it shouldn't be used as the name of your log. You can save the log in the special Palm Athlete's Diary folder, or you can save it in the folder in which your TADXP software is located; the choice is yours. Now use **Open** from the **File** menu to open the file you just saved, and then use **Make Default Log** from the **Log** sub-menu of the **Special** menu to make this new log your default log.

Downloading new or modified entries from the desktop to the handheld

If you have used the **Configure** menu to configure the Download folder (see below in the Menu Reference section), then all new entries made on the desktop are automatically added to a `Download.dat` file in the correct folder. Alternatively, you can use the Select screen of your desktop Athlete's Diary to select just those entries to be downloaded into the Palm, and then use **Save Selected As** in the **File** menu to save just those workouts as `Download.dat` in your Athlete's Diary folder. Now set the conduit setting to **Synchronize**, and when you HotSync, the new workouts are downloaded to the handheld unit and appended to the existing workouts (and automatically sorted into place chronologically).

Uploading new or modified entries from the handheld to the desktop

Set the conduit setting to **Synchronize**, and when you HotSync, any "dirty" (new or modified) entries on the handheld unit are uploaded to the desktop in your Athlete's Diary folder, to a file named `PalmLog.dat` (with previous files being renamed as noted above). These files are *not* "complete" Athlete's Diary logs but contain *only* new or modified *workouts* which have been entered on the handheld (changes to sports, keywords, and AutoFill workouts are not included). After the data are uploaded, they must be merged into your desktop log. This can happen in one of two ways:

AutoMerge

When the data are uploaded, the conduit checks to see if you have set a desktop "merge log" using **Make Palm Upload (Merge) Log** from the **Log** sub-menu of the **Special** menu. If you have, the data are immediately merged into that log.

If you have two different Palms (e.g., two members of a family) being HotSync'd to the same desktop, and want to merge the data from each Palm into a *different* desktop log, then you need to override the standard mechanism for merging by creating a text file named `MergeLog.txt` in your Athlete's Diary folder (and, if you are indeed HotSync'ing two different Palms, then each Palm will have its own Athlete's Diary folder and can have its own, independent, `MergeLog.txt` file. If such a file exists, the contents of that file are read and interpreted as the

name of the desktop log file into which the uploaded data will be merged. So for example if the file named MergeLog.txt contains a single line of text reading as follows: C:\TAD\MyLog.DAT, then after new workouts are uploaded into the PalmLog.dat file, they will then be automatically merged into C:\TAD\MyLog.DAT. To create this MergeLog.txt file, use a simple text editor such as NotePad.

Manual Merge

If you don't want to use the automatic method, or for some reason it doesn't appear to be working, you can use the manual method. After performing the HotSync, open your desktop log with the desktop version of the software, select **Merge** from the **File** menu and read in the PalmLog.dat file containing the uploaded data. **Make sure you do this *before* the next HotSync, before you lose the data in in your Palm Log file.** If you make a mistake and do perform another HotSync before opening your desktop **Athlete's Diary** and using **Merge**, you'll still be able to **Merge** the data, but it will now be in the renamed file (PalmLog.bak).

And finally, setting the conduit setting to **Do nothing**...does nothing.

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