



The Athlete's Diary

Windows & Macintosh Users Guide

Version 3.3

October 2001

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Note - this HTML manual is a combined manual for the Macintosh and Windows versions of *The Athlete's Diary*. The features of these two versions are largely the same, so virtually everything you read will apply to both versions, sometimes with minor wording differences (for example, you "Quit" a Macintosh application, but you "Exit" a Windows application). Occasionally in this manual, you will come across a feature marked "Mac only" or "Windows only," and there are several sections where you will find "parallel instructions" where you should obviously read the section that applies to your computer.

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

Windows 95/98/ME/2000/NT Macintosh

Windows 95/98/ME/2000/NT

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.

Windows 3.1

Copy the files from the floppy disk to a folder named **C:\TAD** on your hard drive. Double-click on **TADWIN.EXE** to start the program.

Macintosh

No special installation program is necessary; just select the file or files you want and drag them to your hard disk. To make things even simpler, select the icon of *The Athlete's Diary* floppy disk itself, and drag it to your hard disk; this will create a new folder called **The Athlete's Diary** which will contain within it all the files you need.

To start *The Athlete's Diary*, double-click on its icon, or on any of the icons for any log (such as the sample logs in the **Sample Logs** folder when you're first trying out the software, or your own log once you have created one).

Chapter 2: Setting Up Your Log

Starting a New Log

This chapter tells you how to get started using *The Athlete's Diary*. If you prefer to follow step-by-step instructions, turn to Appendix II first, and then return here for more details. Otherwise, keep reading!

Starting a new log is slightly different in our Macintosh and Windows versions. In both cases start *The Athlete's Diary* as described in [Chapter 1](#), and then do this:

Windows	If you haven't started a log yet, you'll see a menu with only two items in it File and Help . Select New under the File menu to start a new log. If you have previously opened the sample log, it will reopen when you start the program, but it will be automatically closed when you select New .
Macintosh	When you double-click on <i>The Athlete's Diary</i> , a dialog will appear which offers you three choices - Start a new log , Open an existing log , or Quit . Select Start a new log .

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 **File** menu (Windows) or by selecting **Preferences** in the **Window** menu (Macintosh). To set preferences, just click on the desired choices, and then click on the **OK** button (**Done** on the Mac).

The Athlete's Diary: Preferences

☒ Response to Close/Quit with Unsaved Changes
☒ Automatic Save ☐ Request Confirmation

☐ Make Automatic Backup Copy of Log
☐ Yes ☒ No

☐ Distance Conversion to Standard Units
☒ Summaries Only ☐ On Data Entry

☐ Date Format
☒ 3/21/93 ☐ 21/3/93

☐ Start Week On
☒ Monday ☐ Saturday ☐ Sunday

☐ Default Period for Totals and Graphs
☒ Weekly ☐ Monthly

OK Cancel

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). On a Macintosh, your log can have any name you want; the backup copy has the same name, but with the word "Backup" appended to the end. 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.
- **Default Period for Totals & Graphs:** Totals and graphs are displayed and calculated either on a weekly or monthly basis. You can switch between the two, but the first time you display them, it will be in the time interval set by this preference.

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 (Windows) or by selecting **Sports** in the **Window** menu (Macintosh).

The Athlete's Diary: Sports

Sport Walking Aerobics InLine Skating StairClimbing Walking Weights XC Skiing	Abbrev. W P Q U V W X Y Z	Units <input checked="" type="radio"/> Miles (M) <input type="radio"/> Kilometers (K) <input type="radio"/> Yards (Y) <input type="radio"/> meters (m) <input type="radio"/> Units/None	Pace <input checked="" type="radio"/> Min/Mile (mpm) <input type="radio"/> Min/km (mpk) <input type="radio"/> Miles/hour (mph) <input type="radio"/> Km/hour (kmh) <input type="radio"/> None
---	---	---	---

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

Configuring Sports (Windows)

Define New Sport

Sport:
 Abbreviation:
 Distance Units:
 Pace Units:

Current Sports List

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

Configuring Sports (Macintosh)

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 (lower middle on the Mac) 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 (on Windows; with a Mac, you do so yourself), 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).

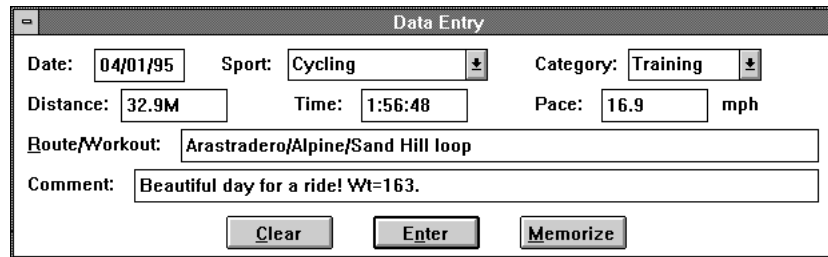


If you participate in a number of sports only occasionally, you might want to select Misc (Miscellaneous) as one of your sports. This will enable you to keep track of your one weekend a year cross-country skiing, or an occasional basketball game, without requiring separate totals for each of these sports.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

Chapter 3: Entering Your Workouts

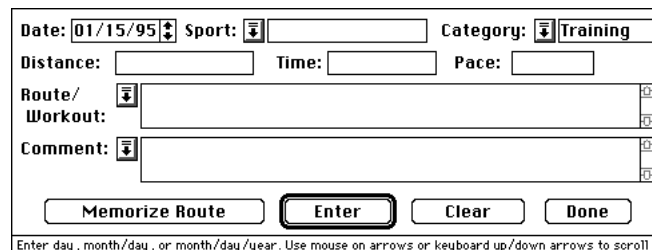
Entering Your Workouts

The Data Entry window always appears on the upper-left of your screen, and 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.



A screenshot of the 'Data Entry' window in Windows. The window has a title bar with a close button. Inside, there are several input fields: 'Date' with '04/01/95', 'Sport' with a dropdown menu showing 'Cycling', 'Category' with a dropdown menu showing 'Training', 'Distance' with '32.9M', 'Time' with '1:56:48', and 'Pace' with '16.9' and 'mph' units. Below these is a 'Route/Workout' text field containing 'Arastradero/Alpine/Sand Hill loop' and a 'Comment' text field containing 'Beautiful day for a ride! Wt=163.'. At the bottom are three buttons: 'Clear', 'Enter', and 'Memorize'.

Data Entry Window (Windows)



A screenshot of the 'Data Entry' window in Macintosh. The window has a title bar with a close button. Inside, there are several input fields: 'Date' with '01/15/95', 'Sport' with a dropdown menu, 'Category' with a dropdown menu showing 'Training', 'Distance', 'Time', and 'Pace' fields. Below these is a 'Route/Workout' text field and a 'Comment' text field. At the bottom are four buttons: 'Memorize Route', 'Enter', 'Clear', and 'Done'. A small note at the bottom reads: 'Enter day, month/day, or month/day/year. Use mouse on arrows or keyboard up/down arrows to scroll'.

Data Entry Window (Macintosh)

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, hit the **Return** or **Enter** key or click on the **Enter** button; the entry will be added to the log (the **Return** key is not active when you are in the Route/Workout or Comment fields; you must use the **Enter** key or **Enter** button).

You can edit information in the fields by selecting text with the mouse, and then using either the **Delete** key on your keyboard, or the **X**, **C**, and **V** keys (for cutting, copying, and pasting). Some of the fields (Sport, Category, Route/Workout, and Comment) have their own pop-up menus, which are activated by the icon shown at the left. The Sport and Category pop-ups can be used simply to enter data in that field; the other two pop-ups serve a more complex role, as will be explained below.



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.

A Help Bar (Mac only) showing context-sensitive help appears along the bottom edge of the window. The Help Bar provides information either about the current field (date, sport, etc.), or, if the cursor is positioned over one of the buttons, the action that will result if that button is pushed.

The Help Bar is primarily designed for new users. You can turn it off by using the **Configure** sub-menu in the **File** menu; use **Save Settings** in the same sub-menu to make this change permanent.

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

- **Date:** The date must be entered in the form **3/21/95** or **21/3/95**, depending on the format you selected in the **Preferences** window. To prevent errors, you will be warned if you enter a date more than three months earlier than the first entry in your log, or more than three months later than the last entry.

If you enter a single number only (e.g., **7**), that number is interpreted as the day, and the current month and year are added when you tab to the next field. If you enter two numbers (e.g., **3/21**), the current year is added

The date defaults to the current day when you first open the program; after that, the default is the day just entered. To increment or decrement the day one or more times, use the mouse to click the up and down arrows to the right of the date field (Mac only), type the character + or , or press the up and down arrow keys (Windows only). If you use the mouse, you can click and hold to produce rapid scrolling.

- **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.
- **Distance:** Enter a number followed by a letter representing units: **M** for miles, **K** for kilometers, **Y** for yards, and **m** or **e** (lower-case) for meters, e.g., **10K**, **1500Y**.

If you don't type any letter, your standard units for the entered sport are assumed and that letter is added. For example, if a sport has miles as its preferred unit, typing **3.5** followed by **Tab** will enter **3.5M** into the distance field. Three miles can be entered either as **3** or **3.0**, as you prefer.

Lower-case **k** or **y** is acceptable and is converted to the corresponding upper-case letter. Lower-case **e** is interpreted as meters. Lower-case **m** is interpreted in a somewhat complicated way:

- Miles if the standard units for the sport are miles
- Meters if the standard units for the sport are meters
- If the standard units for the sport are kilometers or yards, then if the distance is >100, **m** means meters; if the distance is <100, **m** means miles.

If your conversion preference is **On Data Entry**, your entry is immediately converted to your preferred units. For example, if your preferred units are miles and you enter **10K**, as soon as you press the **Tab** key your entry will read **6.2M**.

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, but are excluded when searching for Personal Records (see below).



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 an approximate 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**.

Two more shortcuts for entering time (Mac only) end the entry with **m** for minutes or **h** for hours (only one or the other). Entering **2.5h** and pressing **Tab** will display **2:30:00** (two and a half hours); entering **23m** and pressing **Tab** will display **23:00**.

- **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?

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 either one or two entries, and record times for each set or interval in the Comment field. This will provide you with a record of your splits, but won't do any calculations on them.
- Make a separate entry in the log for each set or interval.

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.

The screenshot shows a 'Data Entry' window with the following fields and options:

- Date:** 07/19/93
- Sport:** [Dropdown arrow]
- Category:** Training [Dropdown arrow]
- Distance:** [Text field]
- Time:** [Text field]
- Pace:** [Text field]
- Route/Workout:** [Dropdown menu]

The 'Route/Workout' dropdown menu is open, showing a list of memorized routes with function key shortcuts (F1-F9):

Commute	F1
Apple loop	F2
Rainbow loop	F3
St. Joseph's loop	F4
Montebello loop	F5
Commute via Montebello	F6
Montebello Rd.	F7
Commute via Elena	F8
1500 Swim	F9
Track & back	
8 440's	
Commute via Arastradero	
Bagel Run	
Mt. Eden/Pierce	
Montebello/Rainbow	
Commute via Sand Hill	

At the bottom right of the window are two buttons: **Enter** and **Memorize**.

Once a workout is memorized (described below in Chapter 4), you can enter that workout quickly and easily using the Route/Workout pop-up menu. First enter the date, then select the workout from the pop-up menu. On Windows, click the mouse down on the Route/Workout label (on Mac, click on the small arrow to the right of the label) and a pop-up list of the memorized routes will appear, as shown above. *Hold the mouse button down*, drag down the list to select the desired workout, then release the mouse button. 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 press **Enter**.



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.

In addition to memorizing workouts for quick entry, you can also save an unlimited number of workouts into separate files called Saved Workouts (described below in Chapter 7). These can be recalled using the **Use Saved Workout** item in the Route/Workout pop-up menu. As with memorized workouts, you then modify the information as appropriate and enter it in your log.

- **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. Finally, the Comment can be used to track equipment use, which is discussed in Chapter 8.

To enter large amounts of information in either the route/workout or comment fields, simply keep typing; the field will auto-wrap (Mac only) and auto-scroll. You cannot use the **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 (Mac only) if you need to scroll backwards or forwards to view or edit the contents of that field. The limit to both fields is 255 characters. you'll hear a beep if you reach the limit, and won't be able to type any more.



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.

Saving Your Log

If you have selected **Automatic Save** as a preference, your log is automatically saved when you select either **Close** or **Quit (Exit on Windows)** from the **File** menu. If you haven't selected Autosave, when you **Close** or **Quit** 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 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!

Revert to Saved and **Quit (Exit) without Saving** provide two different methods to get out of a situation where you changed something in your log (or think you did), but don't want to save your changes. **Revert to Saved** reads back in your original log, while **Quit (Exit) Without Saving** immediately exits without saving any changes you have made. If you *have* made changes, you will be given a chance to confirm your request.

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 press the **Enter** key to add the entry to your log.
8. Press **⌘Q** (Mac) or **Ctrl-Q** (Windows) to exit from the program 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 route from the Routes pop-up menu.
3. Type in the time (e.g., **2720**) and press **Tab** twice.
4. Type in the Comment, then press the **Enter** key to add the entry to your log.
5. Press **⌘Q** (Mac) or **Ctrl-Q** (Windows) to exit from the program. Thats it!

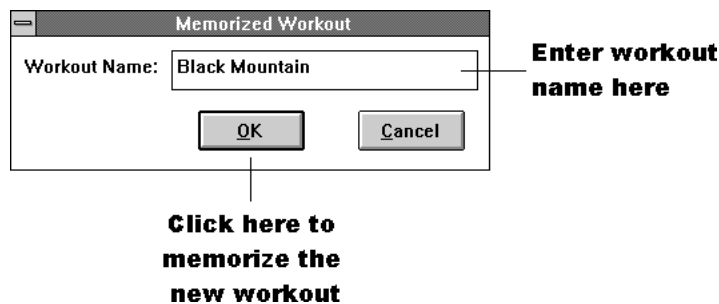
Chapter 4: Data Entry - Special Topics

Memorized 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, click on the **Memorize Route** (Mac) or **Memorize** (Windows) button. A dialog box will appear. Enter the name you want to give to this workout, then click on the **Memorize** 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 programs menus, and should be kept short. The contents of the Route/Workout field is a full description (as long as 255 characters). And the memorized workout itself contains not only the Route/Workout description, but typically the sport, category, and distance.

Memorized 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.

If you make a mistake setting up a workout, you can modify it. **Using Windows:** Select the workout from the Route/Workout pop-up menu in the Data Entry window. Modify the data in the data entry screen as you wish. Now press the **Memorize** button, and, when asked for a name for the route, give it the same name as before. You will see a message reading "That name is already used. Do you want to replace the old data?" Click on Yes if that's what you want to do. **Using Macintosh:** Select the workout from the Route/Workout pop-up menu in the Data Entry window. The button which was labelled **Memorize Route** now reads **Modify/Delete Route**. To modify the workout, first make the changes you want to make, then press the **Modify/Delete Route** button. The Route dialog box appears. If you want to modify the name of the workout, you can do so at this point; when you're ready, press **Modify** (or **Cancel** if you change your mind).

To delete a memorized workout: **Macintosh only:** select the workout from the Route/Workout pop-up menu in the Data Entry window, press the **Modify/Delete Route** button, and then click on

Delete. *Deleting a memorized workout does not affect any entries in the log which used that workout.*

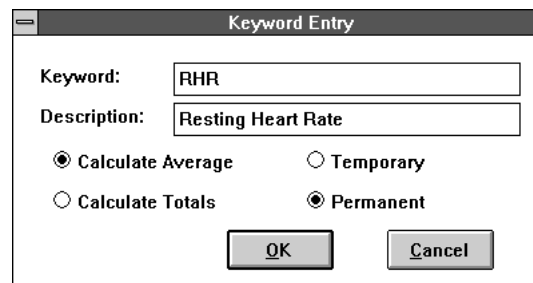
To delete a memorized workout: **Windows or Macintosh:** when you select the route from the Route/Workout pop-up menu, hold down the **Delete** key as you release the mouse. You will be given a chance to change your mind.

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 and add it to the menus in the program, select **New** in the Comment pop-up menu . Enter the Keyword (without an equals sign) in the dialog box, and then enter a more descriptive label which will be used to label your graphs of this quantity.



Memorizing a Keyword

Now select between the two types of Keywords averaged and totalled. 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.

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

To delete a Keyword, select it from the Comment 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!).

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.**

Memorized Keywords also appear in the Comment pop-up menu in the Data Entry window. This makes it easy for you to enter them without having to remember your chosen abbreviation.

When you use the pop-up menu to enter a Keyword in the Comment field, the Keyword (plus an equals sign) 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).

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.

An example of a typical triathlon entry:

Date	S	Dist.	Time	Pace	Route/Workout	Comment
07/17	T	00	2:56:12		Donner Lake Triathlon	Perfect weather, great race. Strong from start to finish. Ruth Patt in
07/17	S	1.5K	39:36	42:29	Swim leg, Donner Lake Triathlon	Felt good, even passed someone from two earlier waves! 17/23 45-59. Co
07/17	C	23.6M	1:21:28	17.4	Bike leg, Donner Lake Triathlon. New course through Tahoe-Donner due to	Climb=1100 ft. T2=0:53. 4/23 45-49!!!
07/17	R	6.5M	51:48	7:58	Run leg, Donner Lake Triathlon	No weak patches. Perfect weather helps! 10/23 45-49. Splits: 8:05, 8:2

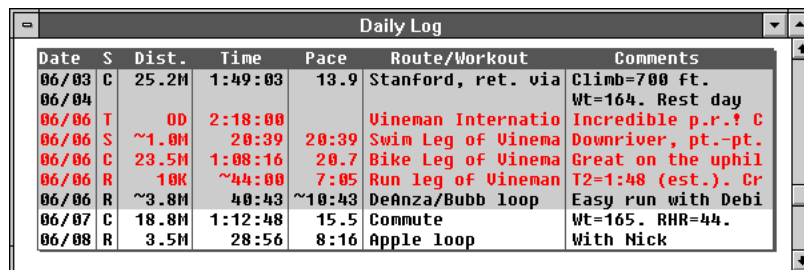
Chapter 5: Displaying Your Log

Displaying Your Log

Once you have entered data into your log, you can view that information in five different ways, using five different windows the Log, Totals, Graph, Daily Journal (Single Entry), and Week-at-a- Glance (Calendar) windows. You can switch between these views of your data using either the **Window** menu, or the Button Bar (Mac only) which appears in the upper left of the screen. You can also activate any of the currently displayed windows simply by clicking on them to bring that window to the front.

The Log (List View)

The Log window provides a columnar list of all your workouts. Alternating weeks are separated by a horizontal line, and, on color or gray-scale screens, by alternating white and light-gray background. Races appear in red on color screens.



Date	S	Dist.	Time	Pace	Route/Workout	Comments
06/03	C	25.2M	1:49:03	13.9	Stanford, ret. via	Climb=700 ft.
06/04						Wt=164. Rest day
06/06	T	0D	2:18:00		Vineman Internatio	Incredible p.r.! C
06/06	S	~1.0M	20:39	20:39	Swim Leg of Vinema	Downriver, pt.-pt.
06/06	C	23.5M	1:08:16	20.7	Bike Leg of Vinema	Great on the uphill
06/06	R	10K	~44:00	7:05	Run leg of Vineman	T2=1:48 (est.). Cr
06/06	R	~3.8M	40:43	~10:43	DeAnza/Bubb loop	Easy run with Debi
06/07	C	18.8M	1:12:48	15.5	Commute	Wt=165. RHR=44.
06/08	R	3.5M	28:56	8:16	Apple loop	With Nick

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; you can also use the up and down arrow keys on the keyboard.

When the Log window is the active window, clicking on any entry in the log brings up the Journal window, 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**, **Duplicate**, and **Delete**, with the following results:

- **View** does the same thing as simply clicking on the entry displays that entry in the Journal 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.
- **Delete** is self-explanatory, but be aware that if you select it, you will be given a chance to confirm your request before the entry is actually deleted.

Across the bottom of the log window (Mac) or in the Display menu (Windows) are menus which let you control the display. These are:

- **#Lines/Entry:** You can choose either one or two lines to be displayed for each log entry. One line per entry shows less of your route and comment, but more entries will be visible;

two lines per entry shows fewer entries but more information per entry. The entire entry is visible in the Daily Journal window (see below), or when you print the Log (or Daily Journal).

- **Display mode:** There are two modes of display which become relevant when you have used the **Select** Menu or the Selection Criteria window to select just certain entries. **Display selected only** does just that other entries do not appear in the log display. **Highlight selected** displays all the entries but uses a yellow highlighter to mark the selected entries (or an inverse video display on monochrome screens).
- **Pace/Calories:** (Mac only) The initial configuration for the log display shows distance, time, and pace, just as they are entered in the log. However, a third menu allows you to replace the pace column with a column showing the estimated calories burned by that activity (for more information on configuring caloric information, and on how to display calories burned in the Windows version, see Chapter 8).

Daily Journal 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 Daily Journal 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 (Mac), or by pressing the left or right arrow on the keyboard, or by clicking on the **Next** or **Previous** buttons (Windows). To move rapidly through the log, click and hold down the mouse, or hold the arrow key down (Mac only).

The screenshot shows a window titled "Daily Journal (Windows)" with a yellow background. On the left side, there is a vertical list of small right-pointing arrows. The main area contains the following text:

Date: Sunday, July 11, 1993
Sport: Cycling
Category: Training
Distance: ~46.5 miles
Time: 3:05:09
Pace: ~15.1 mph
Route: From Lake Cunningham - San Felipe, Metcalf (down!), Bailey, Almaden, Camden, Kennedy, Rt. 9, Quito, Cox

Comment: Volunteering at Danskin - run out timing. Ride home very hot, lot of headwinds - really difficult. Climb=2500 ft.

At the bottom of the window, there are six buttons arranged in two rows: Modify, Duplicate, Delete in the top row, and Previous, OK, Next in the bottom row.

Daily Journal (Windows)

Buttons at the bottom of the window let you **Modify**, **Duplicate**, or **Delete** the displayed entry. These buttons function just like the pop-up menu in the Log window described in the previous section.

Week-at-a-Glance (Calendar) View

A calendar is a familiar way to look at your workouts. It has disadvantages (if you look at a weekly calendar, and its 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 averages, along with the workouts themselves. Different sports are color-coded to help provide visual feedback.

Three pop-up menus at the bottom of the window (Mac) or the **Display** menu (Windows) control the display. The first menu toggles between one-week and four-week views. The second allows you to display all sports, or just a single sport. And the third, identical to one in the Log window, toggles between displaying selected entries only, and always displaying all entries, but highlighting the selected entries.

The entries in the calendar function just like the entries in the Log window. If you click on one, the Daily Journal window appears, displaying that entry in complete detail. If you click and hold the mouse down on a particular entry, you'll cause a pop-up menu to appear, which will allow you to view, modify, duplicate, or delete that entry.

You can enter workouts directly into the Week-at-a-Glance window instead of using the Data Entry window, if you prefer. This feature is primarily designed for use in setting up training plan for yourself, and is described in Chapter 7.

Scroll bars (horizontal for the one-week view, vertical for the four-week view) allow you to flip the pages of your log.

Chapter 6: Analyzing Your Training

Examining Totals

The Totals window displays a list of either weekly or monthly totals, as well as Year-to-Date 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 separated by a horizontal line, and, on color or gray-scale screens, by alternating white and light-gray background. The scroll bar allows you to scroll through your list of totals. Totals are limited to a four-year span from the time of the first selected entry.

Three pop-up menus at the bottom of the window (Mac) or the **Display** menu (Windows) control the display. The first menu alternates between weekly and monthly totals. The second controls which totals are actually displayed in the window all your sports, one sport at a time, total totals (the totals summed for all sports), or any of your keywords. The third pop-up toggles the final column of the display between displaying average pace and displaying an estimate of the calories burned.

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 four pop-up menus at the bottom of the window (Mac) or in the **Display** menu (Windows).

The first menu controls the time period and duration of the graph. You can produce weekly graphs from 13 to 106 weeks, and monthly graphs from 12 to 48 months in duration. If the data in your log

extends for a longer period than the period you display in the graph, you can use the horizontal scroll bar at the lower right of the window to scroll through your log (up to a limit of four years).

The second menu, identical to one in the Totals window, controls what information you are graphing all the sports, just a single sport, or one of your keywords. The third menu controls the type of graph time, distance, (average) pace, or #workouts. And the fourth menu (Mac only) switches between normal graphs (ones which show the values for each week or month on the graph), and cumulative graphs which show your cumulative totals up to that week or month.

Choices which are not relevant are grayed out (inactive). You cannot graph distance or pace for more than one sport at a time. To graph distance or pace, you can first use the **Select** menu to select just a single sport, or you can use the second pop-up menu at the bottom of the Graph window to display just a single sport in the graph.

You cannot graph sports for which the totals are zero, nor pace for a sport that has no units of pace.

And finally, you cannot display cumulative graphs of pace or averaged keywords.

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 on the next page.

Scales for the vertical axis are always automatically selected by the program.

The graph is Hot-linked to the log and calendar. Clicking on any point in the graph brings either the Calendar window (if it is already open) or the Log window (if the Calendar is not open) to the fore, scrolled to the week or month on which you clicked. The program only considers the x-axis position of the mouse click when you do this; the vertical position of the mouse can be anywhere within the graph box.

Selecting Entries

Normally, the Log, Totals, Graph, Daily Journal, and Week-at-a-Glance (Calendar) windows display your entire log. If you wish to view, print, or analyze just part of your log, you can use the **Select** menu to make some quick selections, or the Selection Criteria window to make more complex selections.

In the Select menu:

- **All** clears any current selection and displays all your entries.
- The **By Sport** sub-menu allows you to select all entries for a particular sport.
- **Races Only** selects only your races.
- The **By Route** sub-menu allows you to select all entries which match one of your memorized routes. In addition, you can quickly find workouts which match the one you just did, even if its not one of your regulars, by using **Last Entered** at the top of the **By Route** sub-menu. This choice selects all entries which match the last entry youve made in your log according to Sport, Distance, and the first half of the Route/Workout entry.



If you enter a workout using a memorized route, but then change some aspect of it, such as the distance, that workout will no longer match your memorized route and will not be selected when you select **By Route**; you'll need to use **By Criteria** (see below) to select those entries. You can add to the memorized route (adding a comment, for example, or adding something at the end of the Route/Workout description) and still match when you select **By Route**, but you cannot change something and still match.

Saved Workouts do not appear in the **By Route** menu. To select workouts which match a Saved Workout, use **By Criteria** (see below).

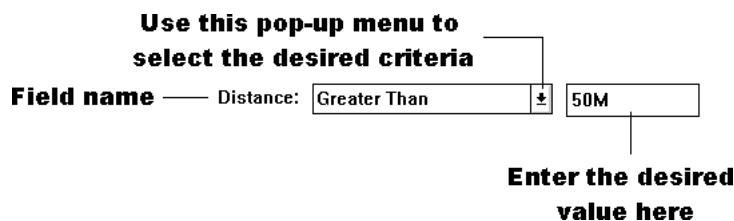
- **Personal Records** (known as personal bests in the U.K. and elsewhere) brings up a dialog box which allows you to choose a sport, and a category. The software then finds all your best times, for all the different distances it finds in your log.
- **By Criteria** displays the Selection Criteria window which allows you to enter one or more criteria for a selection..

Selecting by Criteria

The screenshot shows a dialog box titled "Selection Criteria Entry". It has several input fields with pop-up menus to their right. The fields are: Date (set to "All"), Sport (set to "Cycling"), Category (empty), Distance (set to "Greater Than" with "50M" entered in the adjacent box), Time (empty), Pace (empty), Route (set to "Contains" with "Montebello" entered in the adjacent box), and Comment (set to "Contains" with "climb" entered in the adjacent box). At the bottom of the dialog are three buttons: "Clear", "Select", and "Cancel".

The Criteria 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.



Entering a selection criteria

For the date, 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. Tab to or mouse 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 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.

There are just a few points which won't be completely obvious:

- Distance and pace can only be used once a sport is selected.
- Distances which are alphanumeric (e.g., **OD** for an Olympic Distance triathlon) can be matched, but only exact matching is used.
- The comment pop-up includes the choices Keyword Greater Than and Keyword Less Than. To use these options to select entries based on keyword values, select one of them from the menu, then enter the keyword, an equals sign, and the target value in the field to the right. Thus if you keep track of your climbing (on bike or on foot) with the keyword Ascent, choosing Keyword Greater Than and then entering **Ascent=2000** into the field will find all your rides or runs where the climb exceeded 2000.

There are five buttons at the bottom of the Selection Criteria window which cause something to happen:

- **Select** uses the criteria you have entered and searches the entire log for matches. If you have already done a selection, and haven't yet entered any criteria, this button reads **Select All** and can be used to quickly go back to all the entries.
- **Fewer** only searches through those entries which were already selected by a previous selection. This is equivalent to a logical and function the resulting entries match criteria set #1 *and* set #2.
- **More** selects entries in addition to those already selected by a previous selection. This is equivalent to a logical or function the resulting entries match either criteria set #1 *or* criteria set #2.
- **Clear** clears the criteria you have entered so far if you want to start over.
- **Cancel** allows you to change your mind, leaving the selections unmodified.

Fewer and **More** are only active once an initial selection has been made. After that, they can be used repeatedly to make extremely complex selections from your data.

The number of entries which are currently selected, along with the total number of entries in your log, is always displayed in the lower left of the Log window (Mac) or in the Title Bar (Windows). "56/115," for example, means you have 115 total entries, of which 56 are currently displayed.

Once you have made a selection, the Daily Log and Calendar 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.

Chapter 7: Planning Ahead

Training Plans

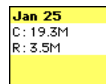
People training for marathons, century bike rides, and many athletic events want to follow training plans (also known as training programs) which have been developed for that purpose. You can find training plans in books, in magazine articles, and now, on computer as well. *The Athlete's Diary* gives 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, but its even simpler to use the Week-at-a-Glance (Calendar). Just click and hold the mouse on a blank area of the day on which you want to do the training (or on the line with the date itself). A pop-up menu will appear, showing your memorized routes, and, at the bottom, **Other** and **Use Saved Workout**.



Click and hold anywhere in the shaded area to enter data into the Calendar view

If you select one of the memorized workouts with the mouse, that workout will be scheduled for that day. you'll notice the totals increase at the same time, so you can see how much training you're planning for yourself!

If you select **Other**, the program takes the date you clicked on, copies it to the Data Entry window, and activates the Data Entry window so you can enter that other workout. When you're finished, click on the calendar (or use the Button Bar) to return to the Week-at-a-Glance if you want to enter more workouts.



The scroll bar in the Week-at-a-Glance window normally stops at the end of the log. However, if you want to enter data for the following week, just click on the down or right arrow, and the calendar will advance one week.

After you actually do the workouts you have entered, you can use the **Modify** function from either the Log, Journal, or Week-at-a-Glance windows to modify that entry and add the appropriate information the actual time, a comment, etc. Of course you can also use **Delete** if you skip that workout.

Use **Select By Criteria**, then select out your future activities by date and you can print out a nice neat training schedule in either the Log or Week-at-a-Glance format.

Saved Workouts

Memorized workouts have two limitations you can have a maximum of 20 of them, and each one consists of only a single workout. Saved Workouts are a second category which allows you to store individual or multiple workouts in separate files (rather than in your log, like memorized workouts), from where they can be recalled and entered into your log in a single step. For example, you might set up a typical week saved workout that includes a masters swim workout Tuesday and Thursday, a track workout Wednesday, bike rides on Monday and Friday, and a long run on Sunday. Now when you're planning your future training you can enter all of these workouts in a single step.

To create a saved workout, enter a workout in your log, only entering information which you will want to recall each time. If the workout is a fixed distance, for example, don't enter the time. The actual date or day of the week doesn't matter, but if you want to save a series of entries as one saved workout, the relative date of each workout is important, so enter the date appropriately.

Unlike creating a memorized workout, to create a saved workout you must actually enter the workout in your log (by clicking on the **Enter** button or pressing the **Enter** key); just entering information in the Data Entry window has no effect.

After entering one or more workouts in your log in this way, use **Select By Criteria** to select just the workout(s) of interest (probably using Date as the criterion for selection). Now use **Save Selected As** in the **File** menu, choose **Save As Training Program**, and save this workout by an appropriate name. We suggest organizing your saved workouts in a folder called *Workouts* in your *Athlete's Diary* folder (or whatever folder the software is stored in). If you have a lot of saved workouts, you might create sub-folders for different sports.

Once you have saved the workouts, you can either delete the entries from your log, or modify the entry (click and hold the mouse button on the entry in the Daily Log or Calendar windows, then select **Modify** from the pop-up menu which appears) to finish entering all the information (e.g., the time and comment) for that workout.

You can recall saved workouts and enter them in your log from either the Data Entry window or the Week-at-a-Glance (Calendar) window. In the Data Entry window, click (and hold) the mouse on the Route/Workout pop-up menu, and your list of memorized workouts will appear; in the Week-at-a-Glance window, click (and hold) the mouse on a blank area on the day on which you want to enter the workout (or the first day if the saved workout file contains more than one day of workouts). At the bottom of the pop-up menu which appears you'll see **Use Saved Workout(s)**. If you drag the mouse down to this item and release the mouse button, a dialog box will appear and give you an opportunity to select a workout file.

There is a major difference between entering saved workouts in the Data Entry and Week-at-a-Glance windows. In the Data Entry window, only the first workout is recalled, even if the saved workout file contains more than one workout. In the Week-at-a-Glance window, *all* the workouts in the file are recalled and entered.

The folder *Workouts* that is included on our disk shows you examples of the kind of saved workouts you can create. Read the file *Workout Info* in the *Workouts* folder to learn about the workouts we have included as samples.

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, lets say you thought you did just the right thing in preparing for last falls marathon, and you want to reproduce the last 12 weeks of training exactly. Open the log containing the relevant training, and use **Select By Criteria** 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 years 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 thats left is to do the training!

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.

Chapter 8: Additional Calculations

Calorie Calculation (Windows)

One of the reasons many of us workout is to burn calories; naturally you want to know how many! While calorie calculation is inexact at best, it can be helpful to have an estimate of these numbers, and the Calorie Calculator does that for you.

Sport			This Week	This Month	This Year
Running	0.653	cal/mi/lb	539	785	330
Cycling	0.28	cal/mi/lb	760	840	677
Swimming	2.93	cal/mi/lb	0	0	29
Misc.	0.2	cal/hr/lb	0	0	0
Total			1300	1625	1037

Calorie Calculation (Windows)

When you select **Calorie Calculator** from the **Special** menu, the window above will appear. Using your weight (in pounds, kilograms, or stone), along with coefficients taken from the literature, the Calorie Calculator calculates the average calories you are burning each day for each sport and for all sports, using your totals for the latest week, the latest month, and for the entire year-to-date. Only workouts which are currently selected are included in the calculation.



Some users call us to report this calculation is in error, because they fail to notice that the numbers shown are the Average Calories Burned PER DAY. That means it is quite possible that the numbers shown for the last month are LESS than the number for the last week. These numbers are not totals, they are averages.

To see the calories burned in a single day or from a single workout, use the **Select By Criteria** function. Set the From and To dates to that single date, and, if you just want a single workout, set the other criteria to select that workout. Now the **Calorie Calculator** will show the calories for that day or workout only in the This Week column.

The coefficients for calories burned are in calories per mile per pound of body weight for distance sports, and calories per hour per pound of body weight for non-distance sports. The initial coefficients for running, cycling, and swimming are reasonably well established, although you can adjust them based on your own reading of books, articles, etc. For other sports, the initial coefficients will have less meaning. Feel free to adjust them based on your reading, or based on your comparison of the effort involved in those sports with running, cycling, and swimming.

The **Print**, **Calculate**, and **Done** buttons should be self-explanatory.

Your weight, weight units, and the coefficients are automatically saved in your preferences file (**TADWIN.INI**) so that you shouldn't need to reenter them (unless two or more people are using the program on one computer). There is only space for one weight, so if your weight has changed during the year, you should just enter an average value.

Calorie Calculation (Macintosh)

Both the Log and Totals windows provide you the opportunity to see estimates of the calories burned during the various workouts in your log. These calories are calculated based on coefficients for each different sport, multiplied by the distance of the activity (for distance-based workouts) or time of the activity (for other workouts), multiplied by your weight.

Your weight is derived in one of two ways, which are controlled by the **Calories** choice in the **Configure** sub-menu of the **File** menu.

If you are tracking your weight in your log using a keyword, then you simply need to tell the software what keyword you are using (e.g., **Wt**), and what units your weight is recorded in (pounds, kilograms, or stone).

Note that you don't have to enter your weight every day if you do this; whenever the program does a calculation, it finds the weight on the nearest day to the activity in question for which you have entered a weight.

If you are not tracking your weight in your log, then you can input a fixed weight which the program will use for the calculations. After you use the **Calories** menu to configure this, be sure to use **Save Settings** to save your information.

The coefficients used for the calorie calculations cannot be modified from within *The Athlete's Diary*, but they are written out in a text format into *The Athlete's Diary Prefs* file in the *Preferences* folder in the *System* folder. If you feel that the calorie estimates do not agree with your own sources of information, you can edit the existing coefficients found in that file, and add your own if you wish. Calorie coefficients are in units of calories/mile/pound for distance sports, and calories/hour/pound for non-distance sports (sports for which the distance measurement is Units/None).

Equipment Use

There are three special features of the software which are contained in the **Special** menu.

The first of these is **Equipment Use**. This feature is designed to track equipment which is used continuously, such as a bike chain, or a pair of running shoes for people who wear only a single pair (for tracking shoe mileage when you alternate pairs of shoes, see below).

To use this feature, as you are entering your workouts put the word **new** plus the name of your equipment into the Comment field on the day you change equipment **new running shoes**, **new chain**, etc.

Now, when you want to see the total usage on that equipment since the day you started using it, select **Equipment Use** in the **Special** menu to bring up this dialog window:

Equipment Use

Type in the name of the equipment you are looking for: **NB 685, running shoes, chain**, etc., and click on **Calculate Equipment Use** (or press **Return**) Starting at the latest entry in your log, the software searches backwards until it finds the phrase in the Comment of one of your entries. Once the latest entry is found, the program identifies the sport associated with that equipment, and then calculates the total time and distance accumulated on the equipment since the date of that entry. **Equipment Use** only totals mileage from currently selected entries. Suppose you keep track of Cycling. You ride your road bike mostly, but when you ride your mountain bike you put **Mtn bike** in the Comment field. If you ask for **Equipment Use** on a new chain, the program will total up mileage on both bikes. But if you first use **Select By Criteria** to select out those workouts with **Mtn bike** in the Comment field, now **Equipment Use** will just show your mountain bike chain mileage.

Equipment Use Multiple Pairs of Shoes

Many people alternate between multiple pairs of shoes. For this situation you will not be able to use the **Equipment Use** feature described above, nor should you use the Keyword feature described in Chapter 4, as some people assume. Instead, here's how to do it:

When you enter your workouts, identify which pair of shoes you wore by entering the name (or an abbreviation) of each pair into the Comment field, e.g., **Nike#2, NB#3**. Now to calculate the mileage on a particular pair, follow this two-step process. First, use **Select By Criteria** (Chapter 6) and set the Comment selection to Contains the appropriate abbreviation. Now display the Totals window, and the total mileage and time shown will include only that pair of shoes. Repeat these two steps for each pair of shoes.

Target Heart Rate

The second feature available in the **Special** menu is **Heart Rate**. Enter your age, your resting heart rate, and your maximum heart rate (if it is not being calculated see next paragraph) in the places provided.

Target Heart Rate Calculator

Age: Resting Heart Rate: Maximum Heart Rate:

Maximum Heart Rate Determination

☐ Use Entered Value
 Male: ☐ 220-Age ☒ 205-Age/2 ☐ 214-0.8*Age
 Female: ☐ 226-Age ☐ 211-Age/2 ☐ 209-0.7*Age

Calculation Method

☐ Percentage of Maximum Heart Rate
☒ Heart Rate Reserve (Corrected for Resting Heart Rate)

Level	Heart Rate	Level	Heart Rate
	10 / 60 sec		10 / 60 sec
55%	19.8 118.7	80%	25.7 154.4
60%	21.0 125.8	85%	26.9 161.6
65%	22.2 132.9	90%	28.1 168.7
70%	23.4 140.1	95%	29.3 175.9
75%	24.5 147.3	100%	30.5 183.0

Target Heart Rate Calculation

The Maximum Heart Rate Determination section provides six common formulae used to approximate your maximum heart rate, as well as the option to enter your own maximum heart rate directly (by selecting **Use Entered Value** instead of one of the formulae).

The Calculation Method section allows you to specify the simple method of calculation (Percentage of Maximum Heart Rate), which does not take into account your resting heart rate, or the more complex (and generally recommended) Heart Rate Reserve method which does correct for your resting heart rate.

The **Calculate**, **Print** and **Done** buttons should be self-explanatory.

Race Calculator

The third feature available in the **Special** menu is **Race Calculator**. Enter the distances you'll be racing (with the appropriate letter for units like **10K** if the units are not your standard ones). Enter your estimated pace in the format matching the displayed pace unit, e.g., **21.3** if your pace is in miles/hour, or **7:35** if your pace is in minutes/mile. When you click on **Calculate**, your total time (not including transitions for multi-sport events) will be calculated. You can change any of the numbers, and click on **Calculate** again. Click on **Done** when done. Of course you don't need to enter all three sports.

Race Calculation

	Sport	Distance	Pace		Time
#1:	<input type="text" value="Swimming"/> <input type="button" value="v"/>	<input type="text" value="1.5K"/>	<input type="text" value="25:00"/> mpm		23:18
#2:	<input type="text" value="Cycling"/> <input type="button" value="v"/>	<input type="text" value="40K"/>	<input type="text" value="22.5"/> mph		1:06:17
#3:	<input type="text" value="Running"/> <input type="button" value="v"/>	<input type="text" value="10K"/>	<input type="text" value="7:30"/> mpm		46:36
Total:					2:16:11

Race Calculator (Windows)

Macintosh:

In the Macintosh version, the three sports are fixed as swim, bike, run; they can't be configured as in the Windows version:

The Athlete's Diary: Race Predictor			
	Distance	Pace	Est. Time
Swim:	<input type="text" value="1.5K"/>	<input type="text" value="28:30"/> mpm	26:34
Bike:	<input type="text" value="40K"/>	<input type="text" value="24.5"/> mph	1:00:52
Run:	<input type="text" value="10K"/>	<input type="text" value="6:45"/> mpm	41:57
Total Time:			2:09:23
<div><input type="button" value="Calculate"/> <input type="button" value="Done"/></div>			

Race Calculator (Macintosh)

Chapter 9: Manipulating Your Log

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.



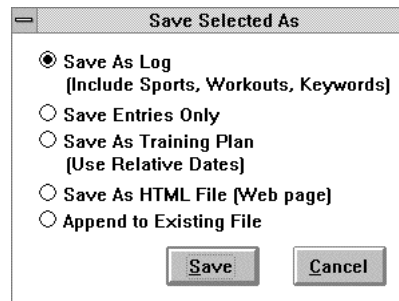
For maximum safety, at least once a month, and better yet once a week, you should copy the log onto a floppy disk, and put that floppy disk in another room or even another place (like at your place of work) from your computer. This protects you against fire, flood, and theft. This may seem like unnecessary 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 Macintosh or 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).

Dividing and Combining Logs

Two choices in the **File** menu provide additional manipulation capabilities for your logs. **Save Selected As** allows you to save as a separate file only the portion of your log which is currently selected.

When you choose **Save Selected As**, you'll see a dialog box giving you a number of choices:



Save Selected As Dialog Box

- **Save As 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.

- **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.
- **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 By Criteria** 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 entries in HTML format for viewing by a Web browser. The next section tells you how to make use of this feature.

Another choice in the **File** menu is **Merge**, which allows you to read in a second log to merge with the one which is already displayed. When you do this, always open the oldest log first, then use **Merge** to add in the more recent log.

Saving and Viewing Logs 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, 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 MacWrite or 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.

The folder *Web* that is included on our disk has sample files which show you how this capability works. From your Web browser, use **Open File** or **Open Local** (depending on browser) to open

the file mylog.html.

Exchanging Data with Other Software

Using the Clipboard

Depending on which window is the active window, the last item in the **Edit** menu will read **Copy Selected Records**, **Copy Totals**, **Copy Graph**, etc. The log entries and totals are copied to the Clipboard as text; graphs, journal pages, and calendar pages are copied in a graphical format.

Full Data Import/Export

In order to allow for both import and export of data from *The Athlete's Diary*, your training log is stored as a simple tab-delimited ASCII text file. Each entry in the log appears on a separate line; individual fields within each entry are separated by tabs. Full specifications for the information in each field are found in the file *Data Conversion Information* in the *Data Conversion* folder on your master disk (FORMAT.TXT in the Windows version). Because of this simple format, your log can be read by virtually every word processing program, page layout program, and database program available; no export function is necessary. You may, however, wish to use the **Save Selected As** menu (with either your entire or just part of your log selected), and choose **Entries Only** so that you export only your log entries themselves, not your sports, preferences, etc.

Using Other Software to Modify Your Log

There may be times when you wish to use other software not to simply read your log, but to modify it. You might, for example, want to make use of the global search-and-replace feature of your favorite word processor. If you open your log with another program and then modify it, be sure to save it as TEXT, not in the native format of the other software.



Macintosh only: After you modify your log with another program, if you double-click on the file to open it, it will open the word processing software, not *The Athlete's Diary*. To re-open the log with *The Athlete's Diary*, you can drag-and-drop (drag the file on top of the icon representing *The Athlete's Diary* and let go), or you can simply open *The Athlete's Diary*, and then use **Open** in the **File** menu to open the log. Once you modify the log and save it, it will once again belong to *The Athlete's Diary* and double-clicking will once again open the correct software.

Chapter 10: Other Topics

Sorting

The Athlete's Diary always maintains its data in chronological fashion, just like a written log. There is no explicit sort feature. Whenever you make an entry to the log, the software inserts it in the log in the correct chronological order.

Travelling

Going on a trip and don't have a portable computer? Try this. Select the last weeks worth of entries, then print from either the Log or Week-at-a-Glance windows. Now you'll have a mostly blank 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

Depending on which window is the active window, the **Print** item in the **File** menu will read either **Print Log**, **Print Totals**, etc. 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, Journal, and Week-at-a-Glance 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 **File** menu (Mac) or by modifying the TADWIN.INI file (Windows). Other windows are printed using pre-selected fonts in pre-selected sizes.



For the remaining subjects in this chapter, Windows and Macintosh sections are totally different.

Windows Topics

Setting up Icons for Logs in Windows 3.1:

1. Find **Program Manager** on your Windows desktop. From its **Windows** menu, select the Group in which you want to put your new icon. The Group is the sub-window within **Program Manager** in which your icons appear, such as Applications or Main or The Athlete's Diary.
2. Select **New** from the **File** menu in **Program Manager**, and click on **Program Item**, then **OK**. A dialog box will appear. Enter a *Description* such as **Nickys 96 Log** or whatever other name you would like to appear under the logs icon. On the command line,

enter **TADWIN** (the name of the program) followed by the ***DOS Filename*** of your log, e.g., **TADWIN NICK96.DAT**. The ***DOS Filename*** of your log is the filename that you assigned to your log when you saved it from within ***The Athlete's Diary***. Enter **C:\TAD** in the Working Directory box (assuming, of course, that you installed the software in a directory named **TAD** on your **C** drive).

3. (Optional) To assign the proper icon to the new log, click on **Change Icon**, then click on **Browse**. In the directory in which you installed the software you'll find an icon file named **TADLOG.ICO**. Click on that, then click on **OK**. Click on **OK** again.
4. Click on **OK**, and the new icon will appear in the **Program Manager** window. When you double-click on this icon, it will start the program and open the corresponding log in a single step
5. Repeat these steps if you want to set up more icons for other logs (logs for different years or different users). Enter a different ***Description*** for each log, and change the last word on the Command Line to be the corresponding ***DOS Filename*** of each log.

Macintosh Topics

Configuring The Software

There are a number of ways in which you are able to configure ***The Athlete's Diary*** as you like it, which are found in the **Configure** sub-menu of the ***File*** menu.

Help Bar turns on or off the Help Bar which appears along the bottom edge of the Data Entry window. After you use ***The Athlete's Diary*** for a little while, the information there won't be very useful to you, so you can turn it off to get a little extra room on your screen for the other windows, such as the Log.

Fonts brings up a small dialog window which allows you to select the monospaced font and character size which is used in the Log and Totals windows (for display and printing). The other windows use fonts which are chosen for you and cannot be changed.

Color turns on or off color display in the various windows. The software will detect if you have a monochrome screen, and automatically turn off color. However, if you have a gray-scale screen (such as that found on most PowerBooks), the software displays in color unless you turn it off. Experiment to find the setting you prefer best.

Calories was discussed in Chapter 7.

Window Sizes and Positions

With the exception of the Data Entry window and the Button Bar, all windows in ***The Athlete's Diary*** can be closed and moved using standard Macintosh window techniques. All but the Journal and Selection windows can also be zoomed or resized. The size and position of each window that has been opened (even if not currently open) is saved when you use **Save Settings** in the **Configure** sub-menu of the **File** menu.

After you've used the program for a while, open each window, position and size it as you prefer it, and then use **Save Settings** to remember your configuration. Note that although you can move or resize a window on top of the Button Bar, when the window is first opened the software will resize it and move it so it does not overlap the Button Bar.

To bring a window to the top (put it in front of other windows), you can either click on any part of that window, click on the icon for that window in the Button Bar, or select that window name from the **Window** menu. The latter two methods will also cause the window to be created if it does not

yet exist.

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 and color, the presence or absence of the Help Bar, and your personal information contained in the Calorie configuration window and the Heart Rate calculator, are all saved when you use **Save Settings** in the **Configure** sub-menu of the **File** menu. These values are recalled each time you run the program. Of course they can be changed, and new values saved, as you wish.

The information is saved in a file named *The Athlete's Diary Prefs* in the *Preferences* folder in your *System Folder*. This file is a simple text (TeachText) file; you can read it and edit it if you like. The only real reason to do so is to modify calorie coefficients, as mentioned in Chapter 8.

How Many Entries in a Log?

How many entries can you make in your log? Select **About The Athlete's Diary** under the **Apple** menu to see our information box. On the bottom line of the box, you'll see your current limit. Click anywhere in the box to dismiss it and return to the application.

What the limit is depends on how much memory is available to *The Athlete's Diary*. Under System 6s Finder (or earlier), this will depend on the memory of your computer; under System 7 (or System 6s Multifinder), it depends on how much memory you allocate to *The Athlete's Diary*. To increase this allocation, select the application icon on your desktop by clicking on it once, then do a **Get Info** (in the Finders **File** menu). Edit the Preferred Size and increase the value, as desired. You can only do this when you are *not* running *The Athlete's Diary*.

Chapter 11: 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. The information below is also found in the TAD/Palm manual:

HotSync

If you want to exchange data with the Macintosh or 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):

Macintosh

```
Macintosh HD
  Palm
    Users
      Nicky
        Athlete's Diary
          Download
          Download (downloaded)
          Palm Log
          Palm Log (previous)
          MergeLog
```

Windows

```
C:
  Palm
    Nicky
      Athlete's Diary
        Download.dat
        Download.bak
        PalmLog.dat
        PalmLog.bak
        MergeLog.txt
```

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) desktop software, the main directory (shown as `Palm` above but this name may vary on your system) will be created, and, on a Macintosh, a sub-directory (or folder) named `Users` will also 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`). Note that on a Macintosh, the user's folder always has the same name as the handheld unit, so for example if the name shown on the Palm is "Bullwinkle" the folder will be called Bullwinkle. On Windows, however, the folder name may be different (for example, it might be "Bullwi"). 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).

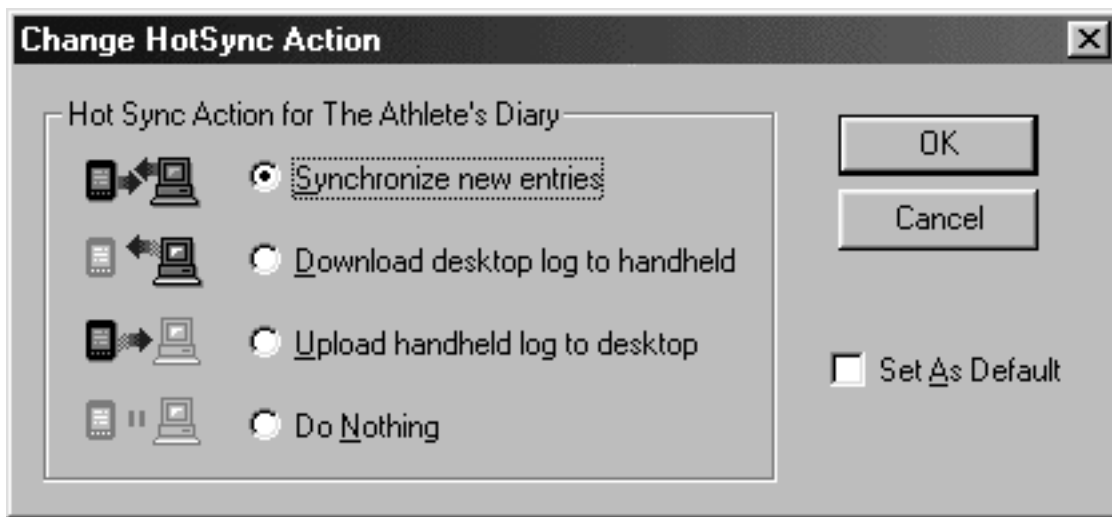
Selecting the Conduit Mode (Macintosh)

To select the action of the conduit, open the HotSync Manager, select **Conduit Settings** from the **HotSync** menu, then select **The Athlete's Diary** conduit from the list which appears and click on the **Conduit Settings** 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.

Selecting the Conduit Mode (Windows)

To select the action of the conduit, click the right mouse button on the HotSync Manager and select **Custom** from the **HotSync** menu. 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 get your software, or perhaps when you're about to leave for a trip, etc.), set the conduit setting to **Download desktop log to handheld** ("Macintosh overwrites handheld" on a Mac). Now make a copy of your log, name it Download (Macintosh) or Download.dat (Windows), and place it 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 or Download.dat file will be written to the handheld unit. After the process is complete, the desktop file will be renamed Download (downloaded) (Macintosh) or Download.bak (Windows) 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 Date & Time Control Panel on a Macintosh or the Regional Settings Control Panel under Windows). 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

Set the conduit setting to **Upload handheld log to desktop** ("Handheld overwrites Macintosh" on a Mac) 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 Palm Log (Macintosh) or PalmLog.dat (Windows) 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, either Palm Log (previous) (Macintosh) or PalmLog.bak (Windows).

Important: If you are not using *The Athlete's Diary* on your desktop, but you do choose to use *The Athlete's Diary* conduit instead of the standard Backup Conduit, this setting is probably the one you'll want to use, so that your log will be regularly backed up to the desktop; otherwise if anything happens to your Palm you will lose all your stored data, not a good thing!

Downloading new or modified entries from the desktop to the handheld

This is the trickiest operation, because, unlike the standard Palm applications, the desktop version of ***The Athlete's Diary*** does not keep track of "dirty" (new or modified) entries. In most cases, however, you'll simply be adding new entries at the "end" (chronologically) of your log, so you can separate out those new entries yourself. Use the **Select By Criteria** feature of your desktop software to select those workouts by date, then use **Save Selected As** in the **File** menu to save just those workouts as Download (Macintosh) or Download.dat (Windows) in your Athlete's Diary folder (the one in the Palm folder shown above, *not* the one in which your log for the desktop version is stored). 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 Palm Log (Macintosh) or PalmLog.dat (Windows) (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 (Windows)

When the data are uploaded, the conduit looks for a text file named MergeLog.txt in your Athlete's Diary folder. 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. The file MergeLog.txt is itself automatically created by the software, and will be filled in with the name of the log last opened by your desktop version of Athlete's Diary. So if you create a log on a desktop, save it, exit the program, then open that log one more time and exit the program, MergeLog.txt will be filled in properly, and you won't need to do anything else for data uploaded from the handheld to be automatically merged into your desktop log (merging new entries from the desktop into the handheld remains a "two-step" process as described above).

You can also change MergeLog.txt yourself to point to any desktop log, by simply editing the contents of the file with an application like NotePad. Note that this feature actually allows multiple Palms to be synchronized using the same computer, to different desktop logs, since each Palm unit has its own Athlete's Diary folder and hence its own unique MergeLog.txt file.

AutoMerge (Mac)

When the data are uploaded, the conduit looks for a file named MergeLog in your Athlete's Diary folder. 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. MergeLog should be a simple text file, which you can create either with a "plain text editor" like SimpleText or Tex-Edit, or with a word processing program like ClarisWorks. In the latter case you must make sure to save the file in "Text" format and not in "ClarisWorks" format. If the contents of MergeLog are a "simple" filename, like "Nicky's Log" (do NOT include the quotes when entering the name), then the software will assume that the file is in the SAME folder as the MergeLog file itself (the Athlete's Diary folder). Alternatively, you can put in a "complete filename", where each "level" of directory is separated by a colon, like this: Macintosh HD:Personal:Logs:Nicky's Log. In this example, you have a hard disk named "Macintosh HD", on that disk is a folder named "Personal", in that folder is a sub-folder named "Logs", and in that folder is your desktop Athlete's Diary log named "Nicky's Log".

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 Palm Log (Mac) (or PalmLog.dat on Windows) 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 (Palm Log (previous) on the Mac or PalmLog.bak on Windows).

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

Appendix I: Using the Sample Log

Using The Sample Log

If you want to get a quick overview of the functioning of *The Athlete's Diary*, just follow these step-by-step instructions (Ignore case. When the instructions say Type R, just type a lower-case r to save effort):

1. Start the program by double-clicking on *The Athlete's Diary* icon in **Program Manager** (Windows 3.1), by selecting *The Athlete's Diary* from the **Start Menu** (Windows 95), or by double-clicking on the program (Macintosh). Use **Open** in the **File** menu to open the file **TESTLOG.DAT** (on, on a Mac, just double-click on the **Sample Log** file).
2. Lets add today's run. Press Tab, then type **R**, and "Running" will appear in the Sport. Press Tab. Press Tab again. Now type **3.5**, then press Tab and **3.5M** will appear in the Distance field. Type **2542**, press Tab, and the Pace (**7:21**) is automatically calculated. Type **Apple loop** as the Route, press Tab, then **Feeling good** as the Comment. Press **Enter** or click on the **Enter** button and your new entry will appear on the bottom of the screen. Use the scroll bar to scroll through the log.
3. "Apple loop" is actually one of our "memorized workouts," so lets enter the data again even quicker. Click and hold the mouse on the word **Route/Workout** in the Data Entry Window. Drag the mouse down the list of memorized workouts until you select **Apple loop**, and then release the mouse button. Now type **2542**, press **Enter**, and the new entry is added.
4. How did today's run compare to previous runs on the same route? Under the **Select** menu, find **By Route** and then select **Apple loop**.
5. Press **Ctrl-A** (Windows) or **⌘A** (Mac) to redisplay all entries. Select **Totals** from the **Window** menu to examine your totals.
6. Select **Week-at-a-Glance** from the **Window** menu to view the Calendar. Use the **Display** menu to switch between the **One Week** and **Four Weeks** views.
7. Select **Graph** in the **Window** menu and a graph of hours/week of activity will appear. Using the **Display** menu, change from **All** to **Running**; a graph of hours/week running will appear. Use the **Graph** menu to change to **Distance**, then **Pace**.
8. Now lets graph a Keyword. Under the **Display** menu, select **Keyword Totals**, and choose **Weight (lbs)**. A graph of weight will appear.
9. Press **Ctrl-Q** (Windows) or **⌘Q** (Mac) to exit the program. you'll find an updated copy of the sample log on your disk (because you made an entry and Automatic Save was selected as a preference), as well as a file named **TESTLOG.BAK** (Windows) or **Sample Log Backup** (Mac) (because Automatic Backup was selected as a preference), which is the log before you made any changes.

Appendix II: Starting Your Own Log

Starting Your Own Log

If you want to start your own log without reading the whole manual, just follow these step-by-step instructions. Ignore case. When the instructions say Type **R**, you should really type a lower-case **r** to save effort.

1. Start the program by double-clicking on *The Athlete's Diary* icon in **Program Manager** (Windows 3.1), by selecting *The Athlete's Diary* from the **Start Menu** (Windows 95/98/2000/ME/NT), or by double-clicking on *The Athlete's Diary* (Mac).
2. Select **New** under the **File** menu.
3. The Preferences window appears. It will be set to default preferences. Feel free to change them, otherwise just click on done.
4. The Sports window will appear, but with no sports entered. Lets add Running and Cycling. Click on Running. The Abbreviation will automatically switch to R (Windows) or enter R (Mac), the Units to miles, and the Pace to Min/Mile (on the Mac you need to select the Units and Pace). Assuming you like these choices, click on the **Add** button to add Running to your list. It will appear at the lower right in the Sports List box. Now click on Cycling. Now Abbrev. will be C and Units will be miles. Click on Miles/hour under Pace, and then click on the **Add** button to add this sport to your list. Now click on the **Done** button to exit and save your sports. Click on **OK** when reminded to send in your registration card (and do it!).
5. you'll now be looking at a log but it will be empty. You probably want to make some entries (maybe all your entries for the year so far, or just this month). Most users start their log on January 1, of course, but the software doesn't require that. If you want your log to start on some other day, thats fine.
6. The date will probably be wrong if you're entering old data. Since the date is selected, just type in the new date and it will replace the displayed one. Assuming the entry is from this year, just type the day and month (e.g., **2/27**) and press **Tab**. Type the sport letter (**R** or **C**), and press **Tab**. Press **Tab** again unless the entry is an interval workout or race. Type the distance (e.g., **7.5**), and press **Tab**. Type the time (e.g., **5523**) and press **Tab**. Type in the Route, press **Tab**, then a Comment if you wish, then press **Enter**. Repeat for all the entries you wish to add.
7. Select **Save** under the **File** menu. The first time you do this, you'll have to type in a filename in the box before clicking on **Save**. you'll need to give your log a filename at this point. If you are using Windows 3.1, this name must conform to DOS conventions and end in the letters **DAT**, like **MYLOG.DAT** (using other versions of Windows or on a Mac you can use any name).



If you are entering dozens of entries (as many people do when they first get the software and are typing in this years training), you should save your log after every dozen or so entries. Better safe than sorry!

8. Select **Exit** under the **File** menu .

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