

GET WITH the PROGRAM!

Version 1.0

Users Guide

Disclaimer:

The information given with this software is designed to help you make informed decisions about your health. It is not intended as a substitute or extension to the advise or treatment prescribed by your physician. You are solely responsible for the way that this information is prescribed and utilized. In no way will the authors of this product be responsible for any problems that might occur due to the use of this product or the information contained within.

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Product Overview

The GET WITH the PROGRAM software is committed to providing easy-to-use software tools that help you manage your daily nutrition, exercise, and health. Our personal healthcare products help you achieve your fitness and weight loss objectives by giving you the tools necessary to monitor and analyze your nutrition and exercise data.

- ❑ Establish a weight loss program by setting a weight loss goal, target date, and monitor progress with historical charts and graphs. A calorie calculator automatically calculates the calories you need to remove from your diet in order to reach your weight loss goals.
- ❑ Track your nutrition by monitoring calories, carbohydrates, protein, fiber, fat, and saturated fat. A large food database with over 5,000 items is available with all of the nutrient information to make tracking your nutrition easy. The food database is totally configurable; you can add, delete, or modify any food item in the database. The nutritional information label on the back of most products contains all of the information you need to add a food item to the food database.
- ❑ Quickly toggle between nutrient totals and the percent of calories from each nutrient. Nutrient information is totaled daily and easily available on the Food Summary screen.
- ❑ Find food items easily with the new search feature. The food database has been re-structured for maximum look-up performance. Search the entire food database, or configure your search parameters to make the lookup even faster.
- ❑ Automatically convert the serving size of all food items and drinks to any of the standard cooking units: pinch, teaspoon, tablespoon, cup, pint, quart, gallon, liters, milliliters, fluid ounces, grams, pounds, etc.
- ❑ Input your personal information (height, weight, age, gender, and activity level), and the software will automatically calculate the calories you burn during the day. The software supports both U.S. units and metric units of measure.
- ❑ Track your exercise by selecting an activity from a large exercise database. Input the minutes spent exercising, and the software will automatically calculate the calories you burned based on your personal information. If an exercise is not in the database, you can log your own user-defined exercises.
- ❑ Use the Logbook to quickly summarize the calories you have consumed from food and subtract the calories you lost through exercise, at work, and while resting. The total is then conveniently compared to your goal for the day.
- ❑ Use the Daily Journal to input any notes you wish: blood pressure, individual nutrient goals, body fat, etc.
- ❑ Track water intake by using the water counter.
- ❑ The desktop version supports multiple users with or without a handheld device.
- ❑ Support for standard desktop features such as Print and Print Preview. Print options are now configurable. Print data from the Food Log, Exercise Log, Daily Journal, Summary Table, and Historic Weight chart.

System Requirements

System Requirements for Palm OS®

You will need a handheld device running Palm OS® version 3.1 or later. This includes, but is not limited to, handheld devices produced by the following manufacturers:

- Handspring
- Palm
- Sony
- IBM
- Handera
- Kyocera
- Samsung

System Requirements for Pocket PC 2002®

You will need a handheld device running Pocket PC 2002® operating system. This includes, but is not limited to, handheld devices produced by the following manufacturers:

- Compaq
- Hewlett Packard
- Toshiba
- Dell

System Requirements for Windows PC

You will need a computer with Windows 95, 98, NT, 2000, Me, or XP operating system. The desktop version is fully functional without a handheld device. If you own a handheld device please install one of the two products based on your handheld operating system to take advantage of mobile computing.

HotSync® Manager V3.1.2 or later must be installed to synchronize your data from the handheld to the desktop. To determine your HotSync® version, right-click on the red-blue HotSync® icon located in the lower right by the clock. Select the 'About' menu item to see the HotSync® Manager version number. Palm™, Handspring™, and all handheld manufacturers offer free downloads to upgrade your HotSync® Manager.

Installation

The following steps describe how to download and install the product.

1. When downloading software from the Internet, select Save rather than Open. After download completes, you will have a single file setup.exe.
2. Double click on the file setup.exe to install the Windows OS® product. Follow the simple directions in the installation screens.
3. NOTE! You must reboot your computer to register the HotSync® conduits and complete the installation.
4. A desktop icon (GET WITH the PROGRAM!) is created to run the program. A Start menu item (GET WITH the PROGRAM!) is also created to run the program.
5. Run the program by double-clicking on the desktop icon. Create a new user or if you own a Palm OS® handheld device, select the HotSync® user name assigned to your device.

If you own a handheld device:

6. Connect the handheld device to your computer. If you own a Pocket PC® device, start a Microsoft ActiveSync session.
7. From the desktop application select the menu item Options->Install Handheld Software or use the corresponding toolbar button.
8. Select the type of handheld device you have Palm OS® or Pocket PC® and click the Install button. For Palm OS® handheld devices make sure you select the user name assigned to the handheld and initiate a HotSync® operation by pressing the button on the cradle. Pocket PC® installations will start automatically.

Troubleshooting Palm OS® Installation

If you experience problems installing the handheld software:

1. Please install to main handheld memory. Memory cards are not supported at this time.
2. Make sure the User name selected matches the name assigned by the HotSync® Manager to the handheld device.
3. It is recommended that you have at least 0.8M (800K) of free space on your handheld device in order to install and run the software. To check the available memory, select the handheld menu item Apps->Delete. The available memory will be listed at the top of the screen. You can delete applications from this screen to free up memory.

Alternately you can install the four program files to your handheld device by using the Palm Desktop Software. The four Palm OS® files are located in:

C:\Program Files\Keyoe\GET WITH the PROGRAM\Desktop\Palm OS

Troubleshooting Pocket PC 2002® Installation

If you experience problems installing the handheld software:

1. You must reboot your computer after installing the Pocket PC application. This will register the conduit with the ActiveSync® Manager.
2. Please install to main handheld memory. Memory cards are not supported at this time.
3. Your handheld device must be compatible with StrongARM or IntelXScale processors.

Technical Notes

The following two sections help you troubleshoot and understand a HotSync® or ActiveSync® connection.

HotSync® Technical Notes

After installing the desktop and handheld software two HotSync® conduits are registered with the HotSync® Manager; Bob Greene and Bob Greene Foods. The default installation for the two HotSync® conduits is to synchronize data between your desktop and handheld device. To change this setting:

1. Right-click on the red-blue HotSync® icon located in the lower right by the clock. Select the 'Custom' menu item to see the list of conduits.
2. Select either Bob Greene or Bob Greene Foods and click the Change button to change the synchronization setting. Bob Greene Foods is the conduit for the food database and Bob Greene is the conduit for your user data.
3. If you wish to make the conduit setting a permanent selection click the Set as Default option before closing the dialog. Otherwise the setting will last one HotSync® operation.

HotSync® Manager V3.1.2 or later must be installed to synchronize your data from the handheld to the desktop. To determine your HotSync® version, right-click on the red-blue HotSync® icon located in the lower right by the clock. Select the 'About' menu item to see the HotSync® Manager version number. Palm™, Handspring™, and all handheld manufacturers offer a free download to upgrade your HotSync® Manager.

Technical Note 1

If the two HotSync® conduits are not listed try using Add/Remove Programs to uninstall GET WITH the PROGRAM and then try re-installing. Remember to reboot after installation, this will register the HotSync® conduits. If the conduits are still not listed you will need to upgrade your HotSync® Manager. Palm™, Handspring™, and all handheld manufacturers offer a free download to upgrade your HotSync® Manager. After installing the upgrade, uninstall and re-install "GET WITH the PROGRAM!" to register the HotSync® conduits.

Technical Note 2

You must close the desktop "GET WITH the PROGRAM!" application before running a HotSync® session. The desktop application can not be running in order to save information to the database files.

Technical Note 3

You can only synchronize to one desktop computer. If you HotSync® to multiple desktop computers you will lose data. Do not install "GET WITH the PROGRAM" on multiple desktop computers.

Technical Note 4

For proper software operation you must set the "System" conduit to handheld overwrites desktop. This is the default setting from Palm, Inc. To change this setting:

1. Right-click on the red-blue HotSync® icon located in the lower right by the clock. Select the 'Custom' menu item to see the list of conduits.
2. Select the "System" conduit and click the Change button to change the synchronization setting. Select handheld overwrites desktop.
3. You must make the conduit setting a permanent selection by clicking the Set as Default option before closing the dialog. Otherwise the setting will last one HotSync® operation.

ActiveSync® Technical Notes

The Bob Greene “GET WITH the PROGRAM!” conduit will run once per ActiveSync® session. You must turn off your handheld or unplug it from the cradle to establish a new ActiveSync® session. By default the conduit will be set to Synchronize. Under this setting, data from both the handheld and desktop will be merged (synchronized) together. To change this setting:

1. Right-click on the ActiveSync icon at the bottom right of your desktop.
2. Select “Open Microsoft ActiveSync”.
3. From the ActiveSync dialog right-click on the Bob Greene entry.
4. Select the menu item “Settings”.
5. Select the option that applies to your requirements.
6. Select OK.

Technical Note 1

You must close the desktop “GET WITH the PROGRAM!” application before running an ActiveSync® session. The desktop application can not be running in order to save information back to the files.

Technical Note 2

You can only synchronize to one desktop computer. If you ActiveSync® to multiple desktop computers you will lose data. Do not install “GET WITH the PROGRAM” on multiple desktop computers.

Technical Note 3

On the first ActiveSync® operation the desktop user is assigned to the handheld. This can not be changed. If you wish to assign the handheld to a different desktop user then select the user in the desktop application and set the ActiveSync® conduit to either: handheld overwrites desktop or desktop overwrites handheld depending on your requirements. The handheld will then be assigned to the new user

Healthy Dieting

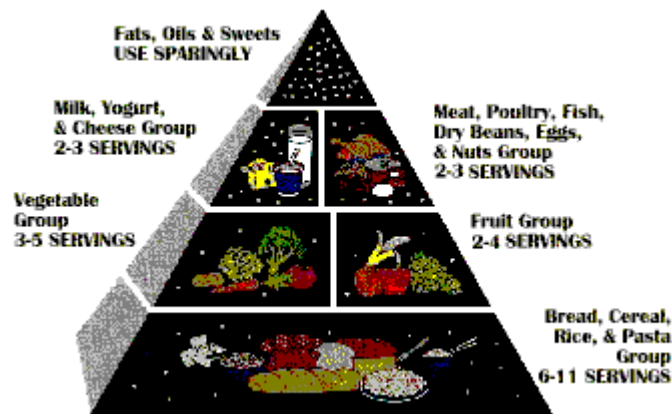
A “diet” includes everything that is consumed. A well-balanced diet is based on scientific principles to provide sound nutrition, adequate intake of nutrients, and to promote optimal health.

Warning! Safe weight loss is considered to be no more than 1-2 pounds per week. It is usually not considered safe to eat less than 1,200 calories per day, unless advised to do so by your physician. Please consult your doctor before beginning any diet or exercise program.

Food Guide Pyramid

The “Food Guide Pyramid” illustrates the relative proportions of different foods that make up a nutritious, well-balanced diet. The Pyramid is an outline from the USDA of what to eat each day. GET WITH the PROGRAM will help you eat a well balanced diet by tracking your daily caloric intake based on the six food groups of the Food Guide Pyramid.

Each of the food groups provides some, but not all, of the nutrients you need. Foods in one group can't replace those in another, and no one-food group is more important than any other. For a healthy diet, you need foods from all groups.



Group 1: Fats, Oils, and Sweets

The tip of the Pyramid represents fats, oils, and sweets. These foods include: salad dressing, oils, butter, margarine, sugars, soft drinks, candies, deserts, etc. These foods provide calories and little nutritional value. Most people should use them sparingly.

Group 2: Milk, Yogurt, and Cheese

Group 3: Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts

This level includes two groups of foods that come mostly from animals. These foods provide protein, calcium, iron, and zinc. Depending on how many calories you need, you should eat 2 to 3 servings per day from this group. Because these foods come mostly from animals, they typically are higher in fat. If you are trying to lose weight, you should try to consume low-fat dairy products and lean meats.

Group 4: Vegetables

Group 5: Fruit

This level includes foods that come mainly from plants, vegetables, and fruit. Most people need to eat more of these foods for the vitamins, minerals, and fiber they supply. Depending on how many calories you need, you should eat 3 to 5 servings per day from the Vegetable group and 2 to 4 servings from the Fruits group.

Group 6: Bread, Cereal, Rice, and Pasta

At the base of the Pyramid are grains: bread, cereal, rice, and pasta. Depending on how many calories you need, you should eat 6 to 11 servings per day from this group of foods.

Serving Size

What is a serving and how much do I need? The number of servings that is right for you depends on your Basal Metabolic Rate (BMR). BMR is a mathematical equation to approximate your caloric needs per day. GET WITH the PROGRAM will automatically calculate your caloric needs (BMR), based on the personal information and exercise you enter into the program.

Group	Description	1,600 cal	2,200 cal	2,600 cal
2	Milk, Yogurt, Cheese	2-3	2-3	2-3
3	Meat, Poultry, Fish, Dry Beans, Eggs, Nuts	2-3	2-3	2-3
4	Vegetables	3	4	5
5	Fruits	2	3	4
6	Bread, Cereal, Rice, Pasta	6	9	11

What Counts as a Serving?

Use the following information as a general guide. You do not have to measure servings precisely in order to ensure that you receive a well-balanced diet.

- One serving in the Daily group equals 1 cup of milk or 2 oz of cheese.
- One serving in the Meat group equals a 3 oz portion.
- One serving in the Vegetable group equals 1 cup of raw leafy vegetables or $\frac{1}{2}$ cup of cooked vegetables.
- One serving in the Fruit group equals 1 medium apple, $\frac{1}{2}$ cup of canned fruit, or $\frac{3}{4}$ cup of fruit juice.
- One serving in the Bread group equals 1 slice of bread, 1 oz of cereal, or $\frac{1}{2}$ cup of cooked rice or pasta.

Food Nutritional Information

Values in the food database are based on publications issued by the U.S. Department of Agriculture (USDA) and on the data published by manufacturers and restaurants. The U.S. Department of Agriculture issues basic tables on food composition for use in the United States. The commercial products from USDA publications represent average values obtained on the products of more than one company. Data on commercial products listed by brand name are based on values published by manufacturers for their own individual products. Data on the food composition of items sold at restaurants was obtained from their respective Web sites or literature obtained from the restaurant.

None of the companies listed in the food database has any association with this software product or endorses its contents.

Using the Software

The next several chapters describe how to use and get the most out of your software. The following diagram summarizes the sequence of steps that you should take.

Step 1 GET WITH the PROGRAM!

Begin by reading the information on GET WITH the PROGRAM! You should consult your doctor before beginning any diet or exercise program.

Step 2 Personal Information

The software will automatically calculate the calories you burn at rest and while exercising. You can customize the software's calorie calculator for your body type by inputting the following information:

- Name: Your Name
- Height: 6 ft. 0 in.
- Age: 37
- Gender: Male

Note: You have the option of configuring the software for using U.S. units or metric units of measure.

Step 3 Goals

Establish a weight loss program by setting your target weight and date you would like to be at your new weight. The software will automatically calculate the calories you need to remove from your diet each day in order to reach your new weight.

- Start: 210 lbs.
Monday July 1, 2002
- Goal: 180 lbs.
Friday January 31, 2003

Step 4 Logbook

Use the Logbook every day to track your weight, nutrition, and exercise.

- Input your weight each day and the software will calculate BMR, the calories you burn while at rest.
- Log the food items you eat by selecting from a large food database, or input your own food items. The six nutrients tracked by the software are standard, they can be found on the labels of most food items.
- Log exercise items by selecting from a large exercise database or by inputting your own exercises. For standard exercises, the software will calculate the calories you burn based on the time you spent exercising.
- Input daily notes such as blood pressure, medication, or any other notes you wish in the daily journal.
- Use the summary table and weight charts to track progress against your goals.

Handheld Main Screen

Using GET WITH the PROGRAM is easy. Simply follow these steps and you will be setting goals and tracking your diet in minutes. The handheld version is designed for ease-of-use, focusing on fast data entry and convenient summaries. The main screen is designed to walk you through the steps to using the software.

1. Begin by reading information about GET WITH the PROGRAM!
2. Enter your personal information.
3. Set your weight loss goals.
4. Use the Logbook every day to track your weight, meals, and exercise.



Desktop Main Screen

Like the handheld version, the desktop is designed for ease-of-use, focusing on fast data entry and convenient summaries, while still providing standard desktop power features. The main screen of the desktop version is shown below.

The screenshot shows the desktop application interface for 'GET WITH the PROGRAM!'. The window title is 'GET WITH the PROGRAM!' and the user is 'PocketTestPerson'. The interface is divided into several sections:

- Left Sidebar:** A 'Beer' database tree with various beer brands like Anheuser, Black Label, Blatz, Bud Dry, Bud Ice, Budweiser, Busch, Coors, etc.
- Central Logbook:** Titled 'Monday May 26, 2003'. It displays:
 - Weight:** Current Weight: 210 lbs, Target Weight: 180 lbs, Target Date: Saturday November 1, 2003.
 - Meals:** Calories In: 1061 cal. To achieve the goals you have set, your food budget is: 2404 cal. Food Budget = BMR + Exercise - Goal.
 - BMR:** Calories Out: 2428 cal, Activity Level: Light : Sitting. The calories you burned during the day through work and at rest.
 - Exercise:** Calories Out: 628 cal. The calories you burn during the day through exercise.
 - Goals:** Total Calories: -1995 cal. To lose 30 lbs in 161 days, you will need to eat 652 fewer calories per day than your body burns.
- Right Sidebar:**
 - Calendar:** Shows May 2003 and June 2003. The date 26 is highlighted in May.
 - Navigation:** Personal, Goals, Weight, BMR, Exercise tabs.
 - Exercise Section:** Includes dropdowns for 'Aerobics', 'General', and 'Low Impact'. Fields for 'Minutes' and 'Calories' are present, along with 'Calories' and 'Log' buttons.
 - Table:** A table with columns 'Exercise', 'Cal', and 'Min'. It lists:

	Exercise	Cal	Min
1	Aerobics	276	30
2	Bicycling	352	30
3			
4			
5			
6			
7			
8			
9			
10			
 - Bottom:** A status bar showing 'Ready', '1061 cal', 'Carb: 37.7%', 'Prot: 29.9%', 'Fat: 22.6%', 'Goal: -652 cal', 'Record: 3 of 3', and 'MOD'.

First, familiarize yourself with the following areas on the main screen:

1. The Food Database tree along the left allows you to drag and drop any food item into the Food Log. Double-click on a food item to edit it, or use the right mouse menu to manipulate the database any way you wish.
2. The Calendar control on the upper right is used to navigate between days.
3. Above the Calendar control, you select or set up a new user. If you own a Palm OS handheld, select the name of the handheld to which you want to establish a HotSync® connection. The desktop version supports multiple users, with or without handheld devices. If you own a Pocket PC handheld, the user name is not used during an ActiveSync connection.

4. On the bottom right is a series of buttons that allow you to perform the following actions:
 - ✓ Select between U.S. and metric units
 - ✓ Enter your personal information
 - ✓ Set your weight loss goals
 - ✓ Enter your daily weight and chart your weight against norms or on a historical basis
 - ✓ Change your Basal Metabolic Rate (BMR)
 - ✓ Input exercise data

5. At the bottom is a series of tabs. These tabs allow you to navigate between the following:
 - ✓ GET WITH the PROGRAM: to read information on Bob Greene's program
 - ✓ Logbook: to summarize your daily data and goals
 - ✓ Food Log: to log your food items for the day
 - ✓ Daily Journal: to input notes such as blood pressure, etc.
 - ✓ Summary Table: to review your daily data for all days

Entering Personal Information

Please make sure you enter all of the Personal Information required. Personal information is used to calculate BMR and plot your current and desired weight against what is considered normal for your age, height, and gender.

The handheld allows you to enter your name. This field remains for backward compatibility, but the desktop is now based on the HotSync® user name. Do not mistake the handheld HotSync® user name with the name field in GET WITH the PROGRAM. For HotSync® to work, the handheld device name must match the user name selected in the desktop software.

Follow these steps to enter your personal information:

1. Input your name (handheld only).
2. Select your choice of units, U.S. or metric units.
3. Input your height.
4. Input your age.
5. Select your gender.
6. On the handheld, tap the back arrow button at the top of the screen to return to the main screen. On the desktop, this is not necessary.



Get with the Program! ◀

Personal Information

Name: Your Name

Units: ▾ lbs-inches

Height: 6 ft 0 in

Age: 37

Gender: ▾ Male



Personal Information

Units: lbs - inches ▾

Height: 6 ▾ ft 0 ▾ in

Age: 37

Gender: Male ▾

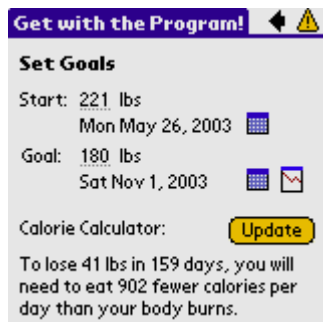
Setting Goals

Please make sure you enter your initial weight and the date you wish to begin tracking your diet. Once you specify the starting information, set your target weight and the date you would like to reach your new weight. Use the Calorie Calculator to determine the number of calories you will need to eliminate from your diet per day in order to reach your goal. You can continue to set and reset your goals as needed.

Warning! Safe weight loss is considered to be no more than 1-2 pounds per week. It is usually not considered safe to eat less than 1,200 calories per day unless advised to do so by your physician. Please consult your doctor before beginning any diet or exercise program.

Follow these steps to enter your weight loss goals:

1. Input your current (starting) weight.
2. Input the date you wish to begin your diet.
3. Input your target or desired weight.
4. Input the date you wish to reach your desired weight.
5. Use the Calorie Calculator to determine the number of calories you will need to eliminate from your diet per day in order to reach your goal.
6. Chart your current and desired weight based on what is considered normal for your age, height, and gender.
7. On the handheld, tap the back arrow button at the top of the screen to return to the main screen. On the desktop, this is not necessary.



Get with the Program! ◀ ⚠

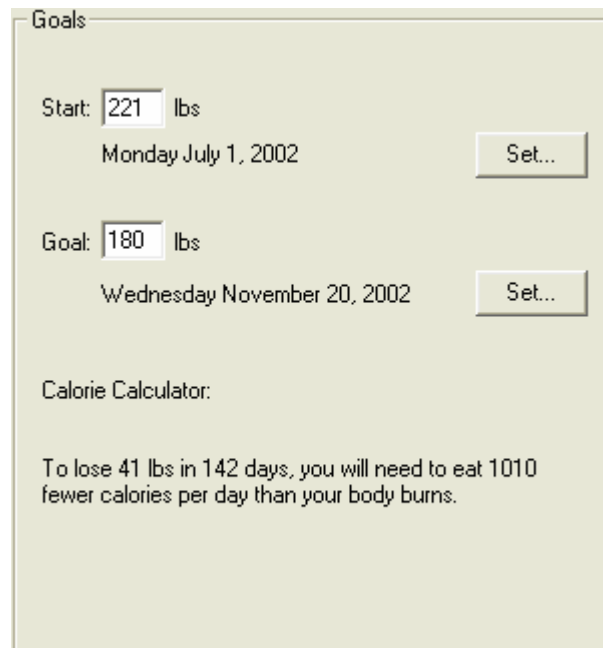
Set Goals

Start: 221 lbs
Mon May 26, 2003

Goal: 180 lbs
Sat Nov 1, 2003

Calorie Calculator: [Update](#)

To lose 41 lbs in 159 days, you will need to eat 902 fewer calories per day than your body burns.



Goals

Start: 221 lbs
Monday July 1, 2002 [Set...](#)

Goal: 180 lbs
Wednesday November 20, 2002 [Set...](#)

Calorie Calculator:

To lose 41 lbs in 142 days, you will need to eat 1010 fewer calories per day than your body burns.

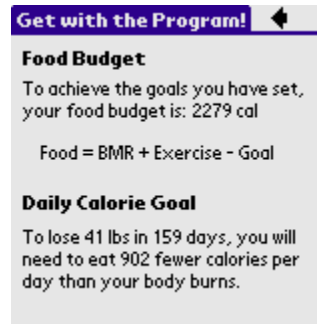
Using the Logbook

Both the handheld and desktop applications have a quick calorie summary screen. This is the main screen of the Logbook and is used to navigate to the Food Log and Exercise Log screens. The desktop has more space; therefore, it supports additional information and data.

Daily Steps

Each day you should log the following information:

1. Input your weight.
2. Configure your BMR calculation based on your activity level, excluding exercise. For example, on weekends you may not be working and therefore may use the weekend primarily for rest. If this is the case, lower your BMR selection for a more accurate calorie estimation. On the other hand, you may have an office job during the week and use the weekend for working outside in your yard. In this case, you may want to increase your BMR calorie calculation.
3. Input the foods you eat.
4. Input the exercises and activities you perform each day.
5. Monitor your total calories for the day against your goals.
6. Input daily notes, such as blood pressure, in the daily journal (optional).
7. Log your water intake using the water counter.



How to Read the Calorie Totals

Total Calories = Meals – BMR – Exercise

- Meals: Total number of calories consumed during the day.
BMR: Total number of calories expended in one day excluding exercise
Exercise: Total number of calories expended in one day through exercise

A negative number represents an overall calorie deficit. A positive number represents an overall calorie surplus. Exercise and BMR are calories expended; therefore, they are negative numbers. Meals represent calories consumed, a positive number. To lose weight, you must expend more calories than you consume. Your daily goal is a negative number, a calorie deficit that you must obtain each day in order to achieve your weight loss goals.

If you have a calorie deficit each day that is equal to or less than your daily goal, then you will reach your weight loss objectives. As long as you run a calorie deficit each day, you will lose weight.

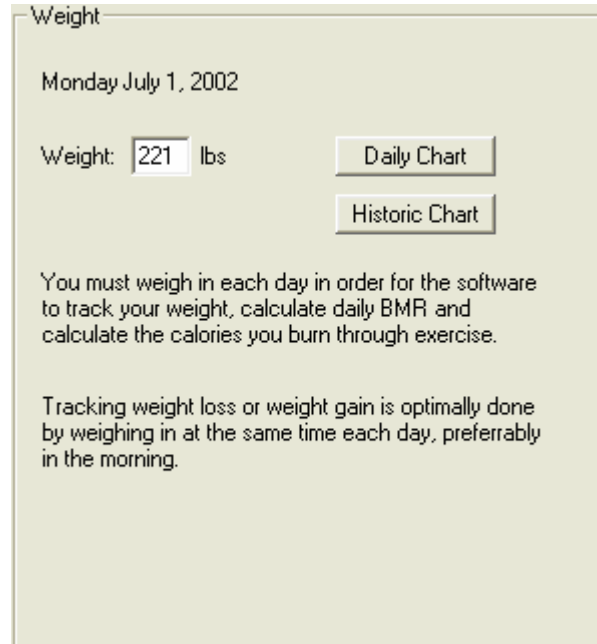
-500 calories per day = -1lb per week

Weighing In

Each day, you should weigh in. Tracking weight loss or weight gain is optimally done by weighing in at the same time each day, preferably in the morning immediately after you wake up.

Follow these steps to weigh in each day:

1. On the handheld, tap the Scale icon to enter your weight. On the desktop, select the Weight button.
2. The calories you burn per day (BMR) are automatically calculated once you weigh in. Therefore, you must weigh in each day.



Charting Your Weight

Anytime you wish, you can chart your weight by tapping the Weight Chart icon on your handheld. The desktop version has the same feature: press the Daily Chart button.

In addition to the daily chart, the desktop version offers a historical weight chart. The historical weight chart offers the following chart options: a 7 days, 14 days, 1 month, 3 months, 6 months, 1 year, and 5 years.

Daily Weight Chart Key

Un: Underweight

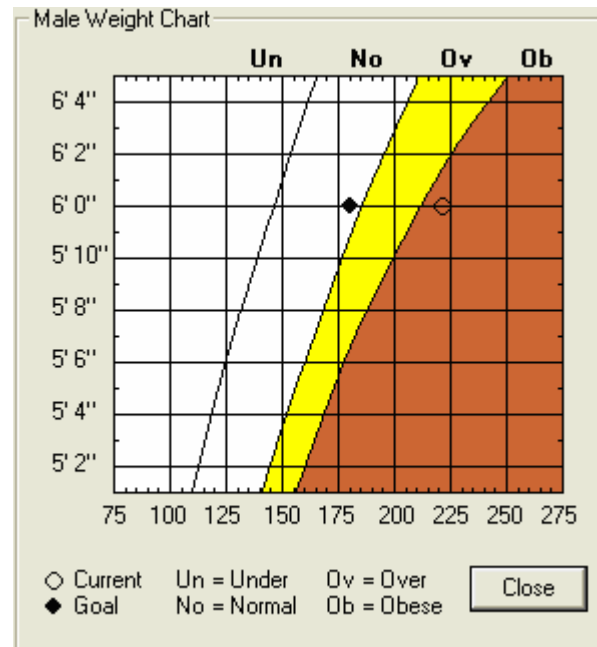
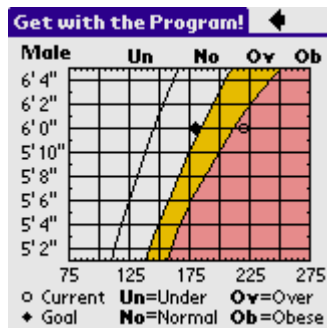
No: Normal weight for your height and gender

Ov: Overweight

Ob: Obese

◆ Target Weight

○ Current Weight



Basal Metabolic Rate (BMR)

Basal Metabolic Rate (BMR) is a mathematical equation to approximate your caloric needs per day to maintain your current weight. Basal metabolism is affected by many factors: body composition, gender, age, height, stress, smoking, caffeine, etc.

Body Composition. The most effective strategy for increasing basal metabolism is to decrease body fat and increase lean body mass. A healthy diet and daily exercise will positively change your body composition and increase BMR.

- Gender:** Males will typically have a higher resting BMR than females.
- Age:** As you get older, lean body mass typically decreases, thus lowering BMR.
- Height:** Taller, thinner people typically have a higher BMR.
- Stress:** Psychological and physiological stress can raise BMR.
- Smoking:** Nicotine in cigarettes increases BMR.
- Caffeine:** As a stimulant, caffeine increases energy expenditure, thus increasing BMR.

Since most people spend a majority of their day at work, GET WITH the PROGRAM allows you to configure your work activity level. If you do not work in an office environment (the default setting), you will need to select a different work activity level. Do not use this option as a way to compensate for exercising during the day. GET WITH the PROGRAM allows you to enter exercise separately.

If you have a hardware device capable of measuring your metabolic rate, the software can be configured to accept any BMR value. Simply select the "Other" BMR option and enter the value.

Basal Metabolic Rate

Excluding exercise, how would you describe your activity level today?

None : Bed
 Light : Sitting
 Moderate : Standing
 Heavy : Walking-Lifting
 Other : Manual Input of BMR

BMR: 2519 cal

OK Set as Daily Default

Basal Metabolic Rate (BMR)

Excluding exercise, how would you describe your activity level today?

None : Bed
 Light : Sitting
 Moderate : Standing
 Heavy : Walking - Lifting
 Other : Manual Input of BMR

BMR: 2519 calories

BMR options are available when you input personal information and enter a daily weight.

Set as Daily Default

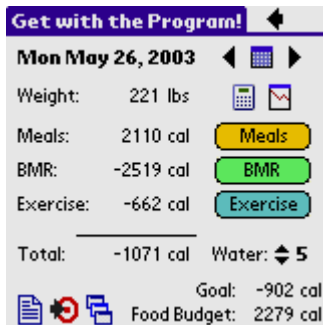
Food Log

Every time you eat a food item, you should enter it into the Logbook. GET WITH the PROGRAM comes with a very large food database. You can select from thousands of standard food items or enter your own items if they do not exist in the food database. The nutrient information tracked can be found on any food product label. There are numerous books and web sites that provide food nutrient information free-of-charge or for a very small fee.

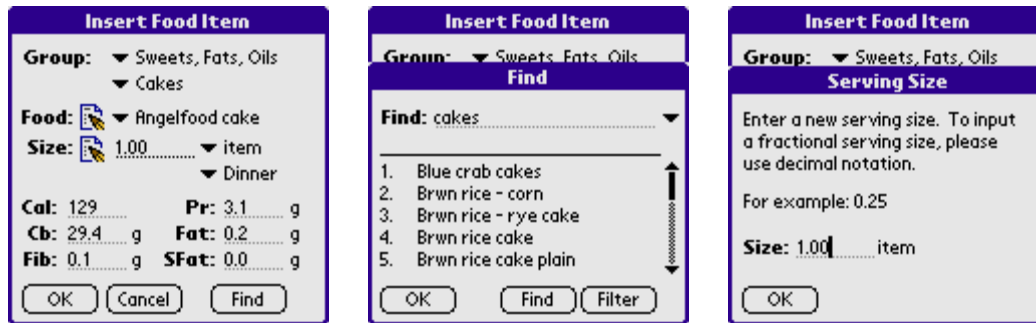
Logging Foods in the Handheld

Follow these steps to log a food item, including all nutrient values:

1. From the Logbook screen, tap the Meals button.
2. Select the Food group icon that applies to the food you ate or select the Summary icon at the bottom of the screen. Food items are logged based on their USDA food group. To view a summary of all logged food items, select the "Summary" icon at the bottom.
3. The Food Log screen is now displayed. The default list will be loaded based on the food group you selected. To view a summary of all logged food items, select the "Summary (All Foods)" option.
4. The 'A' button sorts the Food Log list either by meal type (Breakfast, Lunch, Dinner, Snack) or alphabetically. When the 'A' is highlighted the list is sorted alphabetically.
5. Use the buttons or menu items along the bottom of the screen to Insert, Delete, Edit, Cut, Copy, or Paste a food item. To log a new food, select the Insert option.



6. Browse the food database by using the drop down lists at the top of the Insert Food dialog. An alternative to browsing the food database is to use the Find button at the bottom to search for a food item.
7. If a food item is not in the database, you can input a User-Defined food item by tapping the Edit icon next to the label "Food:" You can also add food items using the Food Database handheld application.
8. Once you have found the food item you wish to log or have input your own, you can change the serving size units. For example, you can change the serving size units from ounces (oz) to grams (g). The software will convert all nutrient values automatically as you change the units and serving size.
9. Use the Serving Size field to edit the portion size. For example, if you drank 2 Bud Lite beers, instead of logging two 12 oz beers, you can change the serving size to 24 oz. The option is yours; select the option that is convenient for you. A serving size of 1.00 item represents one entity of that particular food item. For example, 1 item is a generic way of saying 1 egg, 1 slice of bacon, or 1 piece of pie. Conversion from items to either volume or weight unit is not possible.
10. Serving size is completely configurable; you should rarely need to change the nutrient values by hand. However, this feature is supported, so you can freely change any nutrient values as you wish. Unless you are editing a food item in the database, any change to the nutrients when inserting a food item will not change the database.

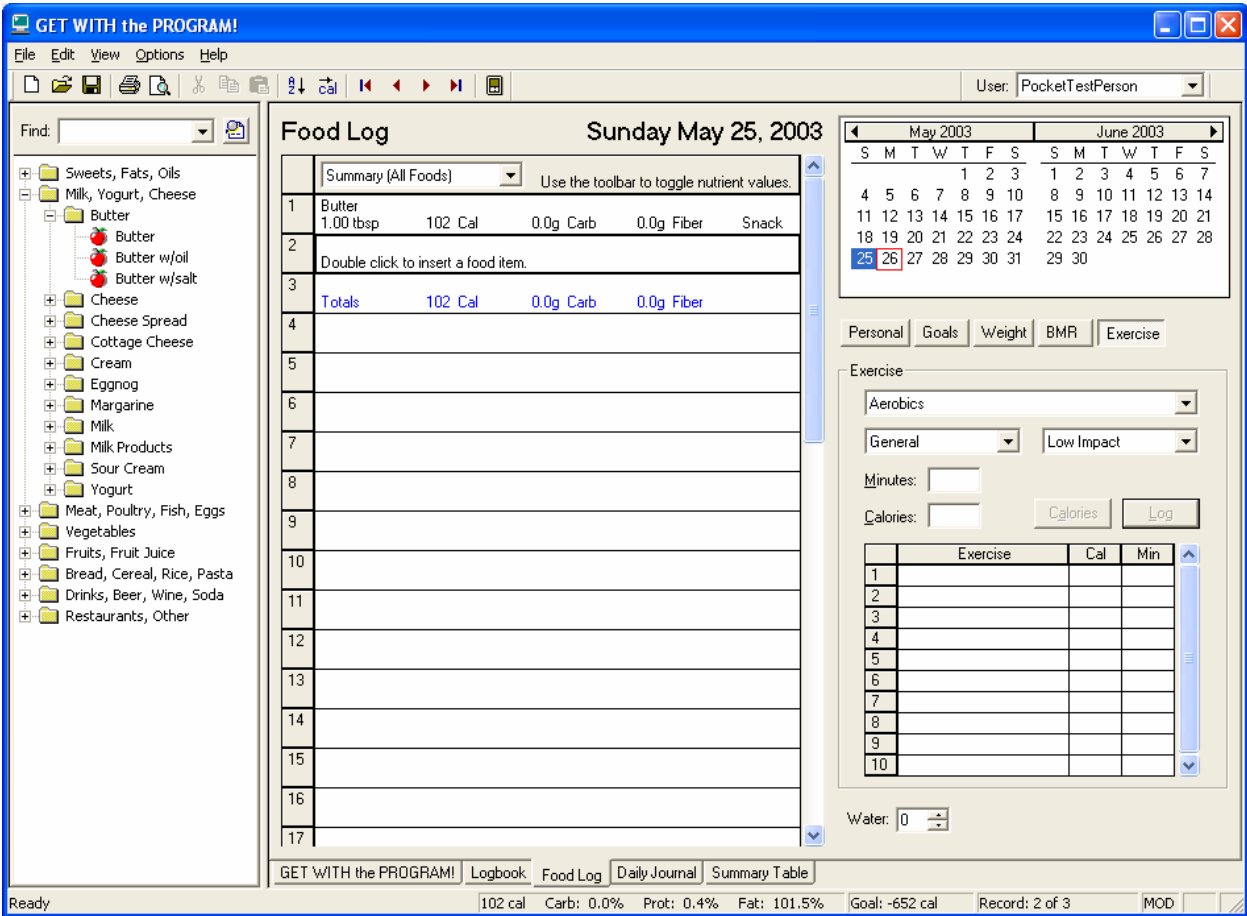


To Delete, Edit, Cut, Copy, or Paste a food item, highlight the food item by tapping and select the button or menu option.

Logging Foods in the Desktop

Follow these steps to log a food item including all nutrient values:

1. Select the "Food Log" tab along the bottom.
2. Browse the food database using the Food tree or use the Find Food option at the top of the Food tree to look up the food you ate.
3. If a food item is not in the database, you can input a User-Defined food item by right mouse-click in the Food tree.
4. To insert the food item, drag and drop it from the tree into the Food Log. Double clicking on the food item in the tree edits the food database; this action does not log a food item.
5. After dragging and dropping a food item from the Food tree, a dialog will be displayed. You can change the serving size units from this dialog. For example, you can change the serving size units from ounces (oz) to grams (g). The software will convert all nutrient values automatically as you change the units and serving size.
6. Use the Serving Size field to edit portion size. For example, if you drank 2 Bud Lite beers, instead of logging two 12 oz beers, you can change the serving size to 24 oz. The option is yours; select the option that is convenient for you. A serving size of 1.00 item represents one entity of that particular food item. For example, 1 item is a generic way of saying 1 egg, 1 slice of bacon, or 1 piece of pie. Conversion from items to either volume or weight unit is not possible.
7. Serving size is completely configurable; you should rarely need to change the nutrient values by hand. However, this feature is supported, so you can freely change any nutrient values as you wish. Unless you are editing a food item in the database, any change to the nutrients when inserting a food item will not change the database.



To edit or delete a logged food item:

1. Highlight the food item(s) by left mouse-clicking.
2. Use the right-mouse menu to edit or delete the food item. You can use the Delete key to delete a food item.
3. You can also edit a food item by double-click on a food item.

To cut, copy, or paste a logged food item:

1. Highlight the food item(s) by left mouse-clicking.
2. Use the right-mouse menu or main toolbar to cut, copy, or paste the food item(s).

Note: cut, copy, and paste functions are available for one or more items in the desktop version.

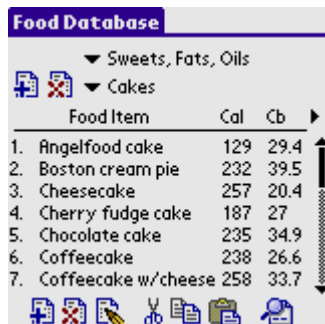
Editing the Food Database

The handheld has a separate application specifically designed for editing the food database. This application is a companion to GET WITH the PROGRAM. The Food Database companion is shipped free with GET WITH the PROGRAM. All changes made in the Food Database editor are automatically viewable in GET WITH the PROGRAM.

On the desktop, you edit the food database through the Food tree.

Using the Food Database Handheld Application

Use the buttons or menu items along the bottom of the screen to Insert, Delete, Edit, Cut, Copy, Paste, or Find a food item. To add a new food, select the Insert option.



The screenshot shows the 'Food Database' application interface. At the top, there are two dropdown menus: 'Sweets, Fats, Oils' and 'Cakes'. Below these is a table with three columns: 'Food Item', 'Cal', and 'Cb'. The table contains seven rows of data. At the bottom of the screen, there are several icons for editing: a plus sign, a minus sign, a pencil, a pair of scissors, a document, a folder, and a printer.

Food Item	Cal	Cb
1. Angelfood cake	129	29.4
2. Boston cream pie	232	39.5
3. Cheesecake	257	20.4
4. Cherry fudge cake	187	27
5. Chocolate cake	235	34.9
6. Coffeecake	238	26.6
7. Coffeecake w/cheese	258	33.7

Adding Foods in the Handheld

Follow these steps to add a new food item:

1. Tap the Insert button or use the menu to insert a food item.
2. Input the name of the food item.
3. Input the serving size and units.
4. Input the nutrient information.
5. Select the OK button.



The screenshot shows the 'New Food Item' application form. It has a title bar 'New Food Item'. Below the title bar, there are two dropdown menus: 'Group: Sweets, Fats, Oils' and 'Cakes'. Below these, there is a 'Food:' label followed by a text input field. Below that, there is a 'Size: 1.00' label followed by a dropdown menu showing 'cup'. Below that, there are four nutrient input fields: 'Cal: 0', 'Pr: 0.0 g', 'Cb: 0.0 g', and 'Fat: 0.0 g'. Below these, there are two more nutrient input fields: 'Fib: 0.0 g' and 'SFat: 0.0 g'. At the bottom, there are two buttons: 'OK' and 'Cancel', and an upward-pointing arrow icon.

Editing the Food Database in the Desktop

On the desktop, you edit the food database through the Food tree. The new food database tree offers the following features and enhancements:

1. Place your cursor over a food item, and a tool tip displays the serving size and nutrient information.
2. Re-arrange the food database by dragging and dropping food items from one category to another.
3. Log food items by dragging and dropping them from the Food Tree view into the Food Log.
4. Cut, copy, and paste food items or entire categories of foods from one food group to another.
5. Rename the food item or category just like you rename a file using the Windows Explorer.
6. You can select a food item or category and easily delete it by using the Delete key.
7. Use the right-mouse menu to easily insert a food item into the database.
8. Double-click on a food item in the Food Tree to edit the food database.

Edit Food Item

Enter a food name:
Butter

Nutrient Information

Serving Size: 1.00 tbsp

Cal: 102 Carb: 0.0 grams
Fiber: 0.0 grams
Prot: 0.1 grams
Fat: 11.5 grams
S. Fat: 7.2 grams

OK Cancel

New Food Item

Select a food group:
Milk, Yogurt, Cheese

Select a category:
Butter New...

Enter a food name:
[Empty]

Nutrient Information

Serving Size: 1.00 cup

Cal: 0 Carb: 0.0 grams
Fiber: 0.0 grams
Prot: 0.0 grams
Fat: 0.0 grams
SFat: 0.0 grams

OK Cancel

Exercise Log

Every time you exercise, you should log your activity into the Exercise Log. GET WITH the PROGRAM comes with a large exercise database. Simply select the exercise that applies to you, enter the minutes you spend exercising, and the calories you burn are calculated automatically for you.

You can enter your own exercise by selecting the User Defined Exercise option from the exercise drop-down list. You will need to know the calories you burn for a user-defined exercise.

Logging Exercises in the Handheld

Follow these steps to log an exercise:

1. From the Main Logbook screen, tap the Exercise button. The Exercise Log screen is now displayed.
2. Use the buttons or menu items along the bottom of the screen to Insert, Delete, Edit, Cut, Copy, or Paste an exercise item. To log a new exercise, select the Insert option.
3. Select the exercise.
4. Select the intensity, if applicable.
5. Input the minutes spent exercising.
6. Tap the Calorie Calculator icon.
7. Log the exercise item by selecting the OK button.

Item	Min	Cal
1. Aerobics	30	291
2. Bicycling	30	371

Total: 60 662

Exercise: [dropdown]
▼ Aerobics
▼ General
▼ Low Impact

Time: 30 minutes
Calories: 291

OK Cancel

Exercise: [dropdown]
▼ User Defined Exercise

Name: [text input]
Time: [text input] minutes
Calories: [text input]

OK Cancel

To Delete, Edit, Cut, Copy, or Paste an exercise item, highlight the exercise item row and tap the corresponding button.

To input your own user defined exercise, tap the icon next to the "Exercise:" text.

Logging Exercises in the Desktop

Follow these steps to log an exercise:

1. Press the Exercise button on the right-hand side of the main screen.
2. Select the exercise.
3. Select the intensity, if applicable.
4. Input the minutes spent exercising.
5. Select the Calorie Calculator button.
6. Log the exercise item by taping the OK button.

Exercise

Aerobics

General Low Impact

Minutes:

Calories:

	Exercise	Cal	Min
1	Bicycling	371	30
2	Walking	212	30
3			
4			
5			
6			
7			
8			
9			
10			

Application Preferences

The following section describes the available application preferences.

Automatic Deletion of Old Records

Handheld memory is a precious resource. You can configure GET WITH the PROGRAM to automatically delete daily data older than a specified date. Based on your handheld's time, the software will automatically delete database records that are older than the number of days specified. For example, if you specify 10 days in the Preferences dialog and the current date is January 24, 2003, then all records prior to and including January 14, 2003 will automatically be deleted.

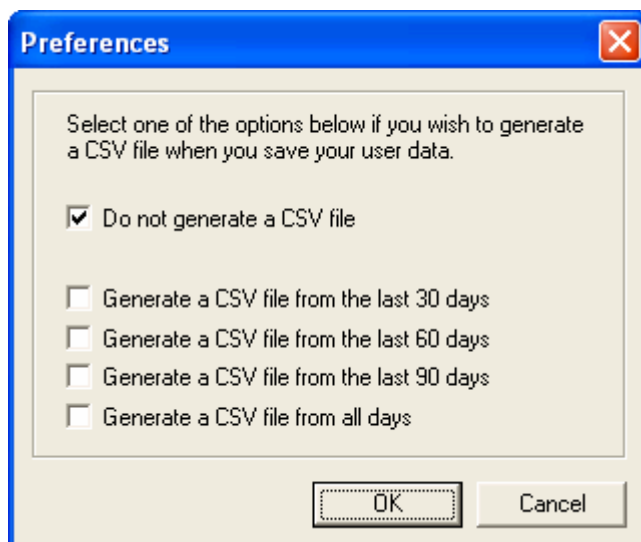
Record deletion occurs when you exit the application. Powering off while still in GET WITH the PROGRAM is not considered exiting the application. This feature only applies to the handheld application.



Automatic Creation of a CSV File on Save

The desktop application was created to store your data, offer more comprehensive data analysis, and offer the convenience of printing your data. Features will be added to the desktop version over time that will allow you to create more comprehensive charts and graphs. In case the desktop version is missing something you need, you can use the application preferences and have GET WITH the PROGRAM create a CSV file on save. This file can be loaded into Excel for a more comprehensive set of graphing and charting tools.

This feature is only available on the desktop application.



Desktop Menus and Toolbar

The menu system and toolbar offer similar functions. The following is a list of features available from the menu or Toolbar.

[New User]	Creates a new user
[Open User]	Opens an existing user
[Save User]	Saves the daily data and food database changes
[Import]	Import new food database categories from .csv file
[Export]	Export food database categories to .csv file
[Print]	Prints the daily data
[Print Preview]	Previews the print job
[Page Setup]	Set up the printed page
[Cut]	Cuts a selection of food or exercise items
[Copy]	Copies a selection of food or exercise items
[Paste]	Pastes the clipboard contents
[Insert]	Insert a food item or category
[Delete]	Delete a food item or category
[Delete]	Delete the current day, range of days, or all days of data
[Reset]	Goals or Personal Information
[Sort]	Sorts the visible food list by meal type or alphabetically
[Nutrient Toggle]	Toggles the nutrients.
[First Day]	Jump, to the first day with data
[Previous Day]	Jump, to the previous day
[Next Day]	Jump, to the next day
[Last Day]	Jump, to the last day with data
[Install]	Installs the handheld software (Professional Version Only)
[User Guide]	Read the manual
[About]	Check product version numbers