

Diet Analysis Plus

I. Entering Your Personal Data – The Profile

- A. The Diet Analysis Plus program opens with a Profile entry menu. Enter your name, and use the Tab key to advance to the next fields.
- B. Enter gender, weight, height and age. Ignore the placeholder entries in some of the fields. Click OK when done. Your Profile of basic daily nutrient requirements will be shown.
- C. For Gender or Activity level, you can also display the choices by pressing the down arrow button at the end of the field. Click on your choice to highlight and select it.
- D. You can also enter Gender by pressing a single letter, i.e., M=Male, F=Female, P=Pregnant, or N=Nursing an infant; or enter an activity by pressing a single letter: S=Sedentary, L=Lightly Active, M=Moderately Active, V=Very Active, E=Extremely Active, and 2=24 hour detail.
CAUTION: DO NOT OVERESTIMATE your level of activity – never confuse being busy with being active. It is not a crime to acknowledge that you are at a low activity level.
- E. For 24 hour activity level, click the 24 hour activity button to open the entry window, and make your entries. Click OK when done. Click OK again to continue to this next window. To enter new Exercises, click the [?] icon for Help, and read the instructions on this subject on-screen.
- F. Entering your class information – enter your student ID and TAB to the next line. Make your entries and click OK when done.
- G. Edits / Changes to Profile? With the profile on-screen, select Personal or Student Information from the Profile menu. If it is not on the menu bar, close any active daily intake or analysis windows first.

II **Entering Daily Intakes**

After entering your Profile, you are ready to enter your first daily intake. Open the Food entry window by clicking on the [1] icon (or from the Tool Bar, select Daily Intake 1 from the Profile menu item).

- A. Enter a food name, or part of a name. The fewer letters, the better. A Selection List of the foods containing the letters you enter will appear in a window. Use arrow keys to highlight the food you want, and press Enter to add the food to the food list.

HINTS: (a) By entering partial names & descriptions, you will shorten your Selection List. For example, entering "rice" will bring up about 23 items; typing "wh rice" will bring up about 5 items. (b) Each food also has a code number in the Food tables in the back of the West text book. As you learn the codes, you can use them instead of the food name for faster lookups.

- B. Enter the amount of the food you ate. **This is entered in two parts** - - the numeric quantity, such as 1 or ½ then press Enter; then the measure, such as Cup, Ounces weight, or Fluid ounces for example, and press Enter.

NOTE: Valid measures for the food will be shown on-screen, and you can type the highlighted letter to select the right measure.

- C. Continue entering foods until your daily intake list is complete.
- D. Save your daily intake. Click the save icon on the tool bar, or click on the close box on the top border of the entry window. Then click Yes, when asked if you want to save your daily record.
- E. Enter additional daily intakes. Close the current daily intake window, if is not already closed, and open the next daily intake icon. Click [2] for day 2, for example, and make your entries. Repeat the process for all additional days.

- F. Edits / Changes to a Daily Intake?

Click the number of the day to change to bring it on-screen ([1] - [7]). Click on the food or amount to change, and make your entries. You can insert a new food by placing your cursor on the line and pressing the Ctrl key and the letter I (for insert). To delete a food, highlight it and press Ctrl-D. Click the save icon when done.

III. Printing Reports - There are Options

1. To Print ALL other Reports, and Combinations
 - a. First close all the daily intake windows and analyses, so that only the Profile is on-screen. The Profile represents the cover page of your record, and a series of available analyses. *NOTE:* You will need to have a Profile and at least one daily intake entered, or this next Print Report window will not appear.
 - b. Click on the Print icon at the tool bar for this **Print Report** selection window. (This window can also be reached from the menu bar by selecting File-Print). *NOTE:* Printing functions are controlled by Windows. This minimizes most difficulties; however, it also means you must refer to your Windows manual for resolution of problems.
2. To Print All Reports at once, click on Print All, then click OK. The number of pages depends on the number of daily intakes you've selected. This command will print the Profile (1 page), the Average (2 pages) and each daily intake (4 pages for each day).