Introduction

Excess weight or overweight occurs when too few calories are expended and too many consumed for individual metabolic requirements. If you eat more than you need, the surplus energy is stored in your body as fat. When the amount of your body fat is excessive and unsightly, you are overweight. More specifically, if your weight exceeds the desirable weight by 20% or more, you are considered obese. The extraordinarily high prevalence of obesity in the United States -- *one-fourth of American adults are overweight and nearly one-tenth are severely overweight* -- coupled with its role as a risk factor for diabetes, hypertension, coronary artery disease and stroke, gallbladder disease, and some types of cancer, suggests that a reduction in the average weight of the general population would improve the Nation's health.

Americans, in general, would benefit from a lifestyle that includes more physical activity and a diet containing fewer calories and less fat.

Treatment of Obesity

To lose weight, one must decrease caloric intake, increase caloric expenditure, or do both. Thus, the chief approaches to weight reduction involve behavior change related to diet and exercise, drugs to decrease hunger or increase satiety, and surgical or mechanical intervention designed to reduce food intake.

Thus far, no drug therapy has induced long-term weight loss. Drugs are aimed at decreasing hunger or increasing satiety, usually by mimicking certain neurotransmitters or hormones that play a physiologic role in feeding behavior. One problem is that weight lost with drug therapy is more often regained than with other methods, suggesting that appetite-suppressant drugs lower the set point level at which body weight is regulated and only secondarily suppress appetite. Regardless, weight loss would be expected to occur only during the period of drug therapy, suggesting the need for chronic treatment.

Surgical intervention appears appropriate only for selected persons with massive obesity or with its severe complications who have not responded to more conservative treatment. Jejunoileal bypass has been largely abandoned because of unfavorable side effects. Other procedures such as gastric balloons and gastric surgery, which reportedly cause substantial weight loss -- although rarely to ideal weight -- in morbidly obese persons, require further study before their long-term effects are known.

Weight loss reduces health risks in the obese. A combination of diet and exercise seems to be the most sensible approach to treatment. However, fad weight loss regimens of unscientific merit have been estimated, in 1981, to cost consumers $5 billion annually. While such diets attract many people's attention they may be dangerous, especially when they provide less than the full complement of essential nutrients.

"**NutriSoft Weight Perfect**" is based on the US Surgeon General's Report on Nutrition and Health and dietary guidelines for weight reduction and prevention of obesity. It is an excellent tool to help you analyze your food intake and obtain a more desirable weight. This program allows you to enjoy varied, balanced, flexible, healthful and pleasant meals while you are on a weight loss diet. NutriSoft Weight Perfect can be used by itself, or in conjunction with diet programs from your favorite authors. Whether you are vegetarian, or follow a macrobiotic diet, or enroll in a weight-loss club, etc., you will find that NutriSoft Weight Perfect gives you better insight into your diet and helps you make informed dietary decisions.

"Four of the six leading causes of death
-- diabetes, heart disease, cancer and obesity -- are related to nutrition
... [but] many doctors don't ask questions about diet
until the patient has a heart attack."
Dr. Steve Zeisel,
Chairman, Nutrition Department, University of North Carolina
(Associated Press)

Dietary Guidelines

To lose weight, one must decrease caloric intake, increase caloric expenditure, or do both.

Because <u>fat</u> contains more than twice the caloric value per gram of either protein or carbohydrate, the general public would benefit from reduced fat intake. The Food and Nutrition Board's Committee on Diet and Health recommended that the fat content of the U.S. diet not exceed 30% of caloric intake. NutriSoft Weight Perfect calculates and displays graphic analysis of fat content for every food entry (approximately 10,000 items in our database and also those from user's database) as well as for your daily food consumption. The program also lets you set a <u>fat warning level</u> to easily identify high-fat foods: when the specified percentage of energy from fat is exceeded, a <u>red icon</u> is displayed and associated with a food item.

Sugar and alcohol provide calories from <u>carbohydrate</u> but no other nutrients, individuals seeking to attain and maintain desirable body weight should use these substances sparingly. NutriSoft Weight Perfect separates these items into their own <u>food groups</u> for easy identification and avoidance.

In addition, extremely low calorie diets (300 to 400 kcal per day) should be avoided because it may be difficult to meet essential vitamin and mineral requirements on low-calorie diets. Crash diets seldom work if your objective is to lose weight permanently. First, when the weight you lose is mostly body water, it will come back when you return to your normal routines. Second, severely restrictive diets are not sustainable for most people on a long-term basis. NutriSoft Weight Perfect helps you identify inadequate diets. It also helps you design those that are healthy, varied and balanced because the program lets you choose wisely from thousands of foods.

Evidence indicates that exercise burns calories, increases the proportion of lean to fat body mass, and, therefore, raises the metabolic rate. Increased levels of physical activity are important for attaining desirable body weights among the general population. The rule regarding exercising is to go slow and steady. NutriSoft Weight Perfect provides a convenient utility to help you determine how much energy you expend through common activities and exercises. As a result, you can identify those activities that may be ineffective or those that are too strenuous. In consultation with your physician, you can devise an exercise program that is suitable to your physical condition.

When you design a diet for yourself, make sure that it is varied and balanced. You should choose the foods that you like so long as they are low in fat. Diet doesn't mean deprivation. The one simple adjustment you most likely need to make is: reduce fat intake.

It is better to have several small meals than few big ones. People who have large, infrequent meals tend to gain more weight than those who eat smaller quantities (but the same total) at regular intervals. NutriSoft Weight Perfect graphic analysis allows you to inspect and distribute your nutrient intake evenly throughout the day as desired.

Important: The dietary guidelines contained in this program are derived from research published by US government agencies and by private non-profit health organizations. The nutritional guidelines in this section are for your information only. Before adopting any diet, please obtain approval from your physician.

Disclaimer

The <u>data</u> and <u>nutritional guidelines</u> contained in this program are derived from research published by US government agencies and by private non-profit health organizations. The data and guidelines are compiled for your information only and may not be construed as medical advice or instruction. Before adopting any diet or exercise program, please discuss your condition with your doctor and obtain his/her approval.

New Features

Starting with version 3.x of all NutriSoft software products, we introduce these new features:

- professional food database containing approximately 10,000 food items (registered version),
- more sophisticated food search capability: 'not' and 'and' Boolean search; global and local search,
- quick serving amount data entry,
- quick find: locate food consumed that is highest or lowest in a particular nutrient.
- copy, cut and paste meals: editing food data is easier and easier because you can conveniently reuse previously edited meals.
- portable file format: NutriSoft 3.x files can be read by any NutriSoft 3.x programs; e.g., files created from 'NutriSoft Reduce Cancer Risk 3.0' can be read by 'NutriSoft Weight Perfect 3.x'.

All previously available features are retained or improved:
- user's food database support,
- printer font selection
- screen color selection,
- graphic analysis of nutrients,
- RDA analysis,
- context sensitive help,
- set fat warning level
- sorting based on nutrient contents, etc.

About NutriSoft food database

The registered version of the food database contains approximately 10,000 food items divided into 50 or so <u>food groups</u>. You can expect to find from the most common items to the more exotic foods. The shareware version of the database gives you a sample of the range of foods contained in the registered database.

<u>Abbreviations</u>:
To conserve space and to make the display of food names less cluttered, we have adopted a few abbreviations.

NFS	not further specified
ckd	cooked
ckg	cooking
incl	include / including
excl	exclude / excluding
w/	with
w/o	without

<u>Note</u>:
Food items containing a general or nonspecific description, for example, "Beef, not further specified" have been assigned nutrient values for a commonly eaten form of the food or for a composite of several forms. Values for most items containing two or more ingredients were calculated from ingredient data using representative recipes.

Nutrient values associated with specific brand named products were supplied by the companies in most cases. When not supplied by companies, values were estimated. Estimates are based on product ingredient lists, or on values for similar products.

Mention of commercial products in this database is solely for identification purposes and does not constitute endorsement over other products not mentioned.

Main Uses of the Program

"NutriSoft Weight Perfect" can do many useful things for you:

At the simplest level, it can determine your <u>ideal weight</u> and recommend the most <u>healthful levels of nutrient and caloric intake</u> to you. You can browse through the extensive <u>food database</u> and select the foods that provide the nutrients you need and avoid those that have too much fat, for example. You can view and print graphic analysis of your diet.

However, the two of the more important uses of "NutriSoft Weight Perfect" are to analyze your current diet and to establish a weight control plan.

A typical scenario for the former case: you record the foods you eat at each meal during the day, then print out the analysis to see if your current diet is too high in fat, deficient in carbohydrate, etc.   You can also determine if your caloric intake is spread out rather evenly throughout the day or heavily concentrated at a particular meal. [Some weight control plans recommend that the caloric intake is spread out evenly throughout the day.] Using the caloric analysis dialog box, you can also determine if too many calories in your diet come from protein or fat and modify your diet accordingly. Make sure you print out a hard copy of the analysis for a comprehensive view of your day diet. Each day's food consumption can be saved for future use. You can save the files as Mon, Tue, Wed or 0925 (for September 25th) or day1, day2, etc., the program will automatically add in the file extension. Use whatever file names that you can easily remember.

To establish a diet plan to lose or gain weight, you prepare the menu for each day by recording the foods you are going to eat for each meal. For simplicity, let's assume you are going to repeat the menu cycle every week. In this case, you will prepare 7 files (naming them Sun, Mon, Tue, Wed, Thu, Fri and Sat) and record the foods you plan to eat for each meal in these files. Once these files are saved, you bring up the <u>Weight Control Plan</u> dialog box. The files should show up in the right list box. You then add all 7 files to your plan. After adjusting your weight and activity level, you will have an accurate picture of how much weight you will gain or lose when you follow this plan of diet. You can go back and adjust the food data in the files if you find that you are eating more or less than what is required to achieve your weight goal.

RDA Analysis

The RDA figures are for the average normal and healthy people in the United States under usual environment stresses. Your optimal personal requirements may be different. In addition, diets should be based on a variety of common foods to provide other nutrients for which human requirements have been less well defined.

The RDA analysis is color coded as follows:

- yellow   : below RDA   i.e., too little
- green   : within RDA   i.e., just about right (91 - 110 %)
- magenta : above RDA   i.e., more than enough
- red   : well-above RDA   i.e., much more than needed

In general, you should strive to achieve a balanced diet which is reflected by the green bars the analysis displays. Excessive consumption of certain nutrients is not desirable.

You can set your own preferred nutrient intake levels and the analysis colors are modified accordingly: a yellow bar is displayed when the current intake is below your desired range; green when within range; magenta when moderately above range and red when much higher than your preferred range.

Strictly speaking, there is no RDA for carbohydrates. However, the Food and Nutrition Board of the National Academy of Sciences recommends that more than half the energy requirement beyond infancy be provided by carbohydrates.

Modifying the Daily Food Consumption

To modify a daily food consumption document, you first select a meal you want to record the data for. There are 6 meals in a day: Breakfast, Morning Snack, Lunch, Afternoon Snack, Dinner and Evening Snack. Select one from the left pull-down list box.

Then you select a food group from the right hand side pull-down list box. (There are approximately 50 food groups.) It is easy to get to the food group you want: once the input focus is at the food group combo box (by tabbing to or clicking the mouse on this control), you can type just the first letter of the food group and the next group name starting with that letter will be displayed. Repeating a character will cycle all the group names with that starting character through the combo box.

displays food group names in normal order.

displays food group names in reverse order.

[Alternatively, instead of the Food Group mode, you can specify the Search mode from the Options menu. Or you can use your own food database.]

Select a food item in the right listbox, click on the 'I Eat' button. This item will be recorded in the meal you selected.

Starting with version 2.3 of our software, you can sort the food list on any individual nutrients. Select either the ascending or descending order via the blue or red triangular sort icons near the lower right corner of the food list box, a floating menu will appear inside the listbox, you can then select the nutrient you would like to sort on. Once the list box is sorted, you can single click on a food item to review its nutrient's content. Please note that from version 3.0, the nutrient contents sorted on are normalized to be based on each 100g of food item; this makes direct comparison between food items easier. A sort is valid only for the current content of the list box, this means if you move to another food group or do another food search, the new content will be listed in alphabetical order (except for the search content). When the list box is sorted, a small square appears inside a sort icon to indicate which sort sequence is in effect.

If necessary, you can adjust the amount consumed for this food item by typing the desired amount in the edit control above the 'Am(oun)t. OK' button. Once the right amount has been typed in, click on 'Amt. OK' to confirm and record this value. (*Hint*: Click left or right mouse button on the window's background to select a standard food amount for fast adjustment of quantity.)

If a food item is not what you intended to add to a meal, you can highlight it and then click on the 'Delete' button to remove it from your meal.

You can display the graphic caloric analysis of a food item in a meal by selecting an entry in your meal food consumption then click on the graph icon. A graph will appear to show you the percentages of calories of this food item that come from fat, protein and carbohydrate. To review the caloric analysis of your day food consumption, select the 'Caloric analysis...' menu item from the 'View' menu.

Repeat the food selection process for each meal, omitting the meals where you don't eat any food.

When you are done, you can save the day food consumption data for later review or for use in your weight control planning.

Hint:
- You can use 'Copy Meal' and 'Paste Meal' buttons on the toolbar for fast entry of food data when the

same foods are eaten at different meals.
- Use 'Find Max' and 'Find Min' buttons to quicky identify foods eaten that are high in fat or low in carbohydrate, etc.

Edit meals

If you would like to reuse a meal (or repeat a few food items) in your diet, here is a convenient way to do so: prepare the meal (or the food items) you plan to reuse. Copy or cut it to the clipboard; then go to another meal or open another day's file and paste to a new meal! The serving information is retained, not just the food name. When you insert a meal into a partially planned meal, the inserted food items will appear immediately below the currently selected food item in the receiving meal.
You can also delete all food items from a meal by using the Edit Clear All command or the Clear All icon.

Food Groups Mode

In this mode, the default mode, you will see a pull down listbox that contains approximately 50 <u>food groups</u> such as "Cookies", "Oils", "Beef", etc. By selecting any of these food groups, the food items belong to the group will be displayed in the list box immediately below. This mode is useful when you want to browse through the standard database, or when you want to do your menu planning which requires selection of foods from different food groups.

Since there are about 50 food groups and the average screen can display only 30 or so food groups at a time in a drop down list box, there are 2 <u>icons</u> to facilitate your viewing of the food groups. By alternating between these 2 icons, you can see the complete list of food groups in the drop down list box. You can also select a food group by typing the first character of its name when this list box has the focus.

displays food groups in normal order in drop down list box.

displays food groups in reverse order in drop down list box.

Food groups

The food groups in the standard database are:

1. MILK, Milk Drinks
2. CREAM, Cream Substitutes
3. MILK DESSERTS, SAUCES, GRAVIES
4. CHEESES
5. BEEF
6. PORK
7. LAMB, VEAL, GAME
8. POULTRY
9. ORGAN MEATS
10. SAUSAGES, LUNCH MEATS
11. FISH, SHELLFISH
12. MIXED DISHES w/ sauce
13. MIXED DISHES w/ starch
14. MIXED DISHES w/ starch and vegetables
15. MIXED DISHES w/ vegetables
16. SANDWICHES
17. FROZEN MEALS, w/ meat, poultry, fish base
18. EGGS, EGG PRODUCTS
19. LEGUMES
20. NUTS, SEEDS
21. BREADS (yeast), ROLLS, FLOUR
22. BREADS, QUICK
23. CAKES
24. COOKIES
25. PIES, PASTRIES
26. CRACKERS, SNACKS from grain products
27. PANCAKES, other grain products
28. PASTAS, COOKED CEREALS, RICE
29. CEREALS not cooked or NS
30. GRAIN MIXTURES DISHES
31. GRAIN MIXTURES, Frozen Meals
32. GRAIN MIXTURES, Soups
33. FRUITS, citrus, juices
34. FRUITS, dried
35. FRUITS, other
36. FRUIT JUICES, Nectars (non-citrus)
37. VEGETABLES, starchy
38. VEGETABLES, dark green
39. VEGETABLES, deep yellow
40. TOMATOES, tomato mixtures
41. VEGETABLES, other, raw
42. VEGETABLES, other, cooked
43. PICKLES, RELISHES, OLIVES
44. VEGETABLE SOUPS
45. VEGETABLES w/ meat, poultry, fish
46. FATS
47. OILS
48. SALAD DRESSINGS
49. SUGARS, SWEETS
50. BEVERAGES, non-alcoholic

51. BEVERAGES, alcoholic

Search mode

This is one of the most convenient features of NutriSoft programs. It allows you to find any particular food items from the standard and user databases without your having to browse through different categories of food groups.

When this mode is selected, an edit control is displayed in place of the Food Group combo box and 2 search icons are shown. You type in the name of the food item you want to find, for example "apple", then click on one of the search icons. The list box will be filled with all food items containing "apple". You don't need to type in a complete word: "app" will suffice. On the other hand, when there are too many matching food items, you might want to restrict the match by specifying longer name such as "apple juice" or do a local search after having the result of the global search. The search is not case sensitive: you can use lower or upper case letters and this won't affect the result.

To **exclude** food items, use **!** (the *exclamation point*) before the text string. Search on **!spinach** will display all items that do <u>not</u> have **'spinach'** in their names.

The program will look for matching entries not only in the standard food database that comes with your software but also in your own personal food database.

The matched food items displayed in the list box can be selected as those in any other mode.

In the registered version of the software, there is no restriction on the size of the user database on which the search will be performed. However, memory limitation of your system might prevent the display of all matched entries in the list box. In this case, a message box will appear to alert you of this situation.

In the shareware version, search will be performed on the abbreviated standard database and on the first several records of the user database.

Global search: searches both the NutriSoft and user databases for a food item containing or not containing a text string. On a 486-33 system, a global search takes just under 5 seconds.

Local search: searches only the listbox's content for food items containing or not containing a text string. This is convenient for pruning down a previous search result which might contains hundreds of food items.

<u>**Tip**</u>:
After entering the text to be searched, you can use Alt-G to do a global search or Alt-L to do a local search without having to use the mouse to click on a search icon.

Personal Food Database

Occasionally you may not find a food item in the standard database. What do you do when you've just eaten a serving of Haagen-Dazs ice cream? Or want to include a favorite ethnic TV dinner in your weekly plan? Most of these items do have nutritional information on their packaging. NutriSoft Weight Perfect can access and use their nutritional information once you've entered the data into your personal food database. *The registered version of the software does not set an upper limit on the number of food items in the user's personal database.*

Choosing Personal Food Database from the Options menu will display all food items from your   database in the listbox. This mode is convenient when your diet consists mainly of special food items or when you just want to browse the contents of your data.

The user food database is a file named '**userfood.txt**'. The file can be edited using any plain text editor such as the Windows's *notepad* program. You can also use a database program such as Access, FoxPro, or Paradox, etc. or any spreadsheet program such as Excel or Lotus 1-2-3 to create this database and export/save the database to/in the plain text format.

The format of each record (entry, line) in this database is:
- food name in double quotes (e.g., "Quarter Pounder with Cheese")
- weight of food in grams (e.g., 250)
- calories from food in Kcalories (e.g., 300)
- protein from food in grams (e.g., 30)
- carbohydrate from food in grams (e.g., 150)
- total fat from food in grams (e.g., 50)

Each food item must be stored on a single line and each nutrient information is separated from one another by a comma so the above food item is recorded as:
"Quarter Pounder with Cheese", 250, 300, 30, 150, 50
Space(s) before or after the commas is optional.

Hint:
Please print out the file **'userfood.txt'** for sample entries.

Serving amount

If necessary, you can adjust the amount consumed for a food item by typing the desired amount in grams in the edit control above the 'Am(oun)t. OK' button. Once the right amount has been typed in, click on **'Amt. OK'** to confirm and record this value.

For your convenience, we have provided 2 popup menus which you can use to quickly adjust the amount of servings:

- a left mouse button click anywhere on the background of the document window will display a selection of common serving sizes. If the serving size is 1 cup (the serving size or **unit** is enclosed in square brackets, for example, **[1 cup]**), selecting .5 indicates that you consume half a cup of a particular food item. How much half a cup weighs and the nutrient contents of this amount of food are adjusted and recorded automatically for you.

- a right mouse button click will display a selection of common servings in grams or ounces. When you release the mouse button after selecting an amount, the amount in the edit box and other data will be updated automatically.

Quick Serving Entry in Ounces

This option allows you to hold down the right mouse button on the main window's background and select one of the standard serving sizes in **ounces** for quick data input.

Quick Serving Entry in Grams

This option allows you to hold down the right mouse button on the main window's background and select one of the standard serving sizes in **grams** for quick data input.

Sorting:

You can quickly identify food items high or low in certain nutrients by sorting them. Since the nutrient values are those contained in 100g of each food item, you can directly compare different items and easily select the appropriate foods to meet your dietary requirement.

clicks this icon to sort the items in the listbox in ascending order. A selection menu will appear to let you specify which particular nutrient you want to sort on.

clicks this icon to sort the food items in descending order.

indicates the food items are sorted in ascending order, click on a food item in the listbox to see the nutrient's value.

indicates the food items are sorted in descending order, you can click on a food item to view the particular nutrient's content.

Desirable Weight

This utility calculates the desirable weight based on a person's height, sex and frame. The desirable weight is that associated with lowest mortality.

To plan your weight loss use Weight Control Plan.

Use the spin controls in the dialog box to specify your height (without shoes) and frame. Specify your sex by selecting the appropriate radio button.

If you close the dialog box by clicking the OK button, the information will be saved and redisplayed next time you invoke the dialog box. Use the Esc key to close the dialog box without saving.

Set Fat Warning Level

"Because fat contains more than twice the caloric value per gram of either protein or carbohydrate, the general public would benefit from reduced fat intake."
U.S. Surgeon General

Is this food too fatty? Use this dialog box to set the threshold when the program should warn you when a food item exceeds the limit. A <u>green or red symbol</u> is displayed appropriately. You can click on the symbol to invoke the dialog box.

When you print out your nutritional analysis of your diet, each fatty food will also be marked with an asterisk for easy recognition.

Caloric Need and Nutrient Requirements

This dialog box calculates your daily caloric need and recommended intakes of important nutrients according to your age, ideal weight, activity level.

Specify your age, ideal weight and activity level using the spin buttons. Activity level ranges from 1 (sedentary) to 10 (strenuous).

Suggested total fat intake is based on the American Heart Association's and the Food and Nutrition Board's recommendation that no more than 30% of your calories come from fat.

Recommended intakes of other nutrients are based on the Surgeon General's recommendation and on the National Research Council's data.

To leave the dialog box, click on the OK button or select Close from the dialog box's system menu or hit Esc. If you click OK, the current information is saved for next time you invoke the dialog box.

The dialog box must be filled out at least once: when you run the application for the first time, the dialog box is automatically presented to obtain your individual information. You can revise the information anytime.

Weight Control Plan

It's hard to achieve your weight goal without planning. This utility allows you to establish a plan and estimate precisely how much weight you will gain or lose when you follow this plan.

NutriSoft weight control plan is truly flexible: you can set a food plan to be repeat every week, every 3 days or every 10.

Once an entry is added into your plan, you can select it then click on the 'chart' button to review its nutritional content. Please note that you must have previously saved some files before you can use this dialog box. Or you can try out the sample daily food consumption files we provide.

In general, you should not try to achieve significant weight loss in just a few days. Please consult your physician regarding your weight loss goal. Even an energy deficit of just 500 kcal a day should result in a loss of approximately 1 pound per week or 50 pounds a year!

After setting up your plan, print out a report to keep track of your food intake and to motivate yourself to achieve your goal.

Nutrient Analysis

Do you know which meal provides you with the most protein in your diet? With the most fat? This graph displays the percentage of each nutrient consumed during each meal of the day.

Select 'Protein' from the combobox and the graph shows the percentage of protein that comes from breakfast, morning snack, lunch, afternoon snack, dinner and evening snack in counter clockwise order.

The analyses are provided for weight, calories, protein, carbohydrate, fat, and other essential nutrients when available. These analyses are very convenient when you want to spread out your energy intake throughout the day instead of concentrate your food consumption in infrequent big meals.

To leave the dialog box, click on the OK button or select Close from the dialog box's system menu or hit Esc. If you click OK, the currently selected nutrient will also be initially selected next time you invoke the dialog box.

Caloric Analysis

These 2 graphs provide information about the nutrient contents of your food intake for the current day or for that previously saved in a file.

The left graph shows the weight in grams of protein, carbohydrate and fat in the day's food consumption. The right graph shows the day's caloric intake and a pie chart depicting the percentages of calories from protein, carbohydrate and fat in counter clockwise order. Each nutrient is color coded for easy idenfication.

You should pay particular attention to the percentage of calories from fat. The American Heart Association recommends that your total fat intake be no more than 30 percent of your total calories.

To leave the graphs click the mouse anywhere inside them or hit the escape key.

Set Fat Warning Level

This option allows you to specify the percentage of calories from fat above which you want to be alerted. For example, if you want to identify foods that has more than 50% of their calories derived from fat, you should set this value through the Set Fat Warning Level dialog box. From then on, each time a food item is consumed, a green or red symbol will be displayed to indicate whether its fat content is below or above the limit you set. When you print out your nutritional report, each food item exceeding this limit is also flagged with an asterisk before its name.

indicates food item does not exceed user-specified percentage of calories from fat.

indicates food item exceeds user-specified percentage of calories from fat.

Set Nutrient Intake Preference

How much of each nutrient do you want to consume each day? The color of the RDA analysis bars will reflect your preference. The bars are green when you consumption is within your preferred range, yellow when you are not having enough of a nutrient, magenta when your intake is somewhat above the optimal range, and red when the consumption is considerably higher than desired.

Click on the Use RDA button if you want the Recommended Daily Allowance value for any particular nutrient. Please note that the RDA values are for an average individual. You might need to adjust your optimal intake accordingly.

Caloric Analysis

Do you need a more healthful diet? This menu item displays a graph showing the number of calories in your diet that comes from protein, carbohydrate or fat.

Nutrient Analysis

Are you eating too much at dinner and not enough at breakfast? Check out the relative nutrient intakes of all your daily meals.

Weight Control Plan

It is now so easy to establish a sensible plan to control your weight. Your plan can be set for any number of days. Find out how much weight you will gain or lose in a week, a month or a year; and whether you are consuming too much fat in your plan.

Caloric Need

Find out how many calories you need a day based on your age, desirable weight and activity level. The dialog box also shows the maximum recommended fat consumption in your diet.

Desirable Weight

This menu item displays a dialog box which allows you to determine your ideal weight based on your sex, height and body frame.

Find Food Item with Lowest Content of a Nutrient

Click this button to search for food item in your day consumption that has the lowest amount of a particular nutrient. The food item is highlighted and the meal where it is consumed is selected. This is useful when you want to keep the consumption of a particular nutrient low. For example, you can find food items with lowest fat content and consume more of these items without worrying about quickly increasing your fat intake. If your day's consumption has several items with the same low fat content in different meals, the program cycles through these items each time you click on this button.

Find Food Item with Highest Content of a Nutrient

Click this button to search for food item in your day consumption that has the highest amount of a particular nutrient. The food item is highlighted and the meal where it is consumed is selected. This is very useful when you want to quickly lower or raise the consumption of a nutrient. For example, your day consumption is too high in fat. You can use this button to identify the food item that most contributes to the high fat content and adjust your consumption of this item accordingly.

Choose Printer Font

Use this option to select the printer font for your Nutritional Analysis Report and Weight Planning Report.

Choose Screen Color

Some monitors flicker noticeably when certain colors are displayed. Use this option to select the most pleasing color for your screen background.

Body Mass Index

Are you thin, or are you overweight? This dialog box uses the Body Mass Index (BMI) which is derived from your height (without shoes) and weight (without clothes) to chart your precise standing. Compare your BMI with that of an average person, or an obese individual.

Caloric Expenditure of Common Activities

This utility allows you to calculate how many calories you burn by exercising or by doing many of the usual daily activities. The registered database contains information on 130 common activities. You should select an activity and set it (via the 'Set Favorite Activity' button) as your favorite activity. Once this has been set, each time you consume a food item its caloric equivalence in terms of your favorite activity is calculated and displayed on the status bar at the bottom of your screen. For example, you set Tennis as your favorite activity and you weigh 160 lbs.; when you drink a cup of milk, the caloric equivalence of this food item is 18 minutes of Tennis. This means it takes you 18 minutes of playing tennis to burn away the calories contained in one cup of milk!

Another interesting piece of information the Caloric Expenditure dialog box provides is how much exercise it takes to lose one pound of weight. Let's say you weigh 155 lbs. and usually play tennis for an hour each time you get to play. The dialog box figures out you need to repeat this activity (an hour of tennis) 7 times to burn away one pound of weight, everything else being equal. Please note that this is <u>not</u> an advice for you to go out and play tennis 7 times to achieve this weight reduction! The information is presented so that you can have another measure of the relationship between weight loss and physical exercise. Before embarking on any excercise program, you should obtain approval from your doctor.

Dialog Boxes

Set Fat Warning Level
Establish Weight Reduction Plan
Choose Screen Color
Choose Printer Font
Set Nutrient Intake Preference
Find Desirable Weight
Find Caloric and Nutrient Requirements
Caloric Analysis
Nutrient Analysis
Body Mass Index
Caloric Expenditure

Glossary

Carbohydrate: One of the three nutrients that supply calories (energy) to the body. Carbohydrate provides 4 calories per gram -- the same number of calories as pure protein and less than half the calories of fat. Carbohydrate is essential for normal body function. There are two basic kinds of carbohydrate -- simple carbohydrate (or sugars) and complex carbohydrate (starches and fiber). In nature, both the simple sugars and the complex starches come packaged in foods like oranges, apples, corn, wheat, and milk. Refined or processed carbohydrates are found in cookies, cakes, and pies, etc.

Fat: One of the three nutrients that supply calories to the body. Fat provides 9 calories per gram, more than twice the number provided by carbohydrate or protein. In addition to providing calories, fat helps in the absorption of certain vitamins. Small amount of fat are necessary for normal body function.

Total fat: The sum of saturated, monounsaturated, and polyunsaturated fats present in food. A mixture of all three in varying amounts is found in most foods.

Gram: A unit of weight. There are about 28 grams in 1 ounce. Dietary fat, protein, and carbohydrate are measured in grams.

Protein: One of the three nutrients that supply calories to the body. Protein provides 4 calories per gram, which is less than half the calories of fat. Protein is an essential nutrient that becomes a component of many parts of the body, including muscle, bone, skin, and blood.

Recommended Dietary Allowances (RDAs): the levels of intake of essential nutrients that, on the basis of scientific knowledge, are judged by the Food and Nutrition Board to be adequate to meet the known nutrient needs of practically all healthy persons. [Individuals with special nutritional needs are not covered by the RDAs.]

Questions and Answers

Q. What are the benefits of registering this software?
A.

1. Registered users receive an upgraded diskette having an expanded database containing approximately 10,000 food items. The shareware version has a smaller database, approximately 800 items.

2. To reduce the download time from BBS and other online services, a full User's Guide (about 30 pages) in the Windows *write* format is sent only to registered users.

3. The registered version of the software processes all food items in the user's personal database. In the shareware version, you can prepare as large a personal food database as you have data for but the program makes use of (sorts, searches or displays) only the first 10 entries in this database.

4. In addition to free technical support, registered users receive deep discount on future registrations of NutriSoft products. Fee for upgrading to later version of the same program is also minimal.

Q. How much does it cost to upgrade to newer versions of NutriSoft products?
A. Registered users automatically receive a free upgrade when there is a minor revision of a product. For example, users of Control Hypertension 2.2 automatically receive a free copy of Control Hypertension 2.3. When there is a major new release, the standard upgrade cost is 20% of the registration fee. For example, registered users of Weight Perfect 2.0 can upgrade to Weight Perfect 3.0 for $7 which is 20% of the $35 registration fee of this product.

Q. Is there printed manual for this product?
A. Because of frequent updates to our programs, we provide only online documentation: this help file (and the file *manual.wri* to registered users). While reading this help file you can print out any topic as needed via the 'Print topic' command from the 'File' pull-down menu. Registered users can also use Windows *write* to print out the manual.

Q. Where can I obtain other NutriSoft shareware products for evaluation?
A. We encourage you to obtain other NutriSoft products from your current shareware distributor or BBS. A complete selection of our software can also be downloaded from:

    1. the Windows Shareware Forum and Health and Fitness Forum on CompuServe (please search on contributor: 71563,124)

    2. the Windows Forum on America Online (please search on keyword: NutriSoft)

    3. the Center for Innovative Computer Applications ftp site of Indiana University: ftp.cica.indiana.edu (in directory pub/pc/win3/misc)

About NutriSoft

NutriSoft was established by a group of Stanford University researchers to provide consumers with quality software to help them achieve better health. Your suggestions and comments on our products are much appreciated. Please write to us at the following addresses:

US Mail: P.O. Box 8226, Stanford, CA 94309
America Online: NutriSoft
Internet: NutriSoft@aol.com

We welcome inquiry from authors, institutions, and publishers who would like to distribute our products or license our software to use with their own nutritional data.

List of software products released by NutriSoft as of June, 1994:

Fat and Cholesterol Counter for Windows, v. 1.1 ($19)
This program is a perfect companion to American Heart Association's Fat and Cholesterol Counter, a guide for everyone who wants a more healthful diet.

Control Diabetes for Windows, v. 1.2 ($29)
Essential tool for accurate monitoring of diabetic diet.

NutriSoft Pregnancy Nutrition for Windows, v. 2.1 ($39)
The program, developed from the latest findings of the American Academy of Pediatrics and the National Academy of Sciences, is the best nutrition software for a mother's health and that of her child.

NutriSoft Control Hypertension for Windows, v. 2.3 ($39)
The program is based on the report of the Joint National Committee on Detection, Evaluation, and Treatment of High Blood Pressure. An excellent nondrug approach to treatment for and prevention of high blood pressure.

NutriSoft Heart Perfect for Windows, v. 2.3 ($39)
The most effective dietary strategy to reduce heart disease risk.

NutriSoft Reduce Cancer Risk for Windows, v. 3.0 ($39)
Based on studies of the National Cancer Institute and US Surgeon General's dietary guidelines, this program can help you lower the risk of cancer from diet. The latest generation of nutrition software.

NutriSoft Weight Perfect for Windows, v. 3.0 ($35)
Indispensable to anyone who wants to achieve a more desirable weight.
[Registered users of NutriSoft Weight Perfect version 2.0 can upgrade to this version for $7.]

Registration Form

[This form can be printed by selecting 'Print topic' from the File pull-down menu.]

Please indicate which software product(s):

1. Fat and Cholesterol Counter *for Windows*   v. 1.1   ($19)

2. Control Diabetes *for Windows*   v. 1.2   ($29)

3. NutriSoft Weight Perfect *for Windows*   v. 3.0   ($35)

4. NutriSoft Pregnancy Nutrition *for Windows*   v. 2.1   ($39)

5. NutriSoft Control Hypertension *for Windows*   v. 2.3   ($39)

6. NutriSoft Heart Perfect *for Windows*   v. 2.3   ($39)

7. NutriSoft Reduce Cancer Risk *for Windows*   v. 3.0   ($39)

Name:

Address:

City: **State:**   **Zip:**

How did you obtain this NutriSoft shareware?   _____

Your email address, if available: _____

Comments and suggestions:

Please send check or money order to

NutriSoft
P.O. Box 8226
Stanford, CA 94309

International order: please remit in U.S. currency and add $1 for airmail postage. Because of high processing fee from our bank, we can no longer accept **personal** check from a **non-US** bank. Please use money order from your bank or post office.

NutriSoft "Weight Perfect" Help Index

General Information

Registration

Commands

You can obtain specific help for the current task by pressing F1 at any window or dialog box.
To obtain a hard-copy of a help topic, choose '**Print topic**' from the **File** pull-down menu.

Program's Icons and Buttons

Fat content:

indicates food item does not exceed user-specified percentage of calories from fat.

indicates food item exceeds user-specified percentage of calories from fat.

Click on either of these icons to specify the fat percentage where you want to be warned when exceeded.

Caloric analysis:

clicks this icon to see graphic analysis of calories from fat, protein and carbohydrate for selected food item.

Sorting:
Nutrients are sorted based on values in 100g of food.

clicks this icon to sort the items in the listbox in ascending order.

clicks this icon to sort the food items in descending order.

indicates the food items are sorted in ascending order, click on a food item in the listbox to see the nutrient's value.

indicates the food items are sorted in descending order.

Food groups viewing:
Since there are more than 50 food groups in our database and an average screen can display only about 30 food groups at a time, these buttons make it more convenient to view the food groups (when you hold down the mouse on the drop down listbox) by displaying them in normal order (first group first) or reverse order (last group first). You can select a food group by the mouse or by typing in the first letter of the food group's name.

displays food groups in normal order in drop down list box. Instead of clicking on this icon, you can use alt-n (Normal).

displays food groups in reverse order in drop down list box. Instead of clicking on this icon, you can use alt-r (Reverse).

indicates food groups are displayed in normal order.

indicates food groups are displayed in reverse order.

Searching:
Since there are approximately 10,000 food items in our <u>standard database</u> in addition to other items in <u>user's database</u>, this search facility makes it easy for you to locate any particular food by name. You can do a global or a local search. You can specify that the result include or exclude certain food items. <u>Example</u>: to find all foods containing 'yogurt', you type this string (without the quotes) into the edit control and click the global search icon. [*If you don't see the search icons, you need to select Options then Search mode from the main menu first.*] The result is displayed in the listbox below when the search is completed. To exclude all vanilla yogurt, you type the string '!vanilla' (without the quotes) into the edit control and click the local search icon. [*Don't leave a space before your search text or after the exclamation point because blank space is significant in the search.*] To narrow the result further, you can do another local search on the non-vanilla yogurt items; or you can proceed to another global search.

Global search: searches both the NutriSoft and user databases for a food item containing or not containing a text string. You can use alt-g (<u>G</u>lobal) instead of clicking on this icon.

Local search: searches only the listbox's content for food items containing or not containing a text string. This is convenient for pruning down a previous search result which might contains hundreds of food items. You can use alt-l (<u>L</u>ocal) instead of clicking on this icon.

Quick Find:
If your current day's diet is too high in fat, for example, you can use this feature to quickly locate the item most contribute to this problem and adjust your consumption accordingly.

locates the food item in the current day's consumption that has the highest content of a particular nutrient.

locates the food item in the current day's consumption that has the lowest content of a particular nutrient.

View menu commands

The View menu offers the following commands:

Caloric Analysis	Shows graphic analysis of percentage of calories from protein, carbohydrate and fat.
Nutrient Analysis	Shows graphic analysis of the individual nutrient contents from your daily food consumption.
Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.

Tools menu commands

The Tools menu offers the following commands:

Weight Control Plan	Use this dialog box to set short and long-term plan for weight control.
Desirable Weight	Determine your ideal weight based on your sex, height and body frame.
Caloric Need	Find out your daily caloric need.

Options menu commands

The Options menu offers the following commands:

<u>Search Mode</u>	Allow you to search for any specific food from the standard and personal food databases.
<u>Food Groups Mode</u>	Display food items according to food groups.
<u>Personal Food Database</u>	Display food items from your personal food database.
<u>Choose Printer Font</u>	Select your favorite printer font for your nutritional and weight planning report.
<u>Choose Screen Color</u>	Select your favorite color for your screen background.
<u>Set Nutrient Intake Preference</u>	Set your preferred ranges of nutrient intakes. The color of the RDA analysis bars will reflect your preference.
<u>Set Fat Warning Level</u>	Set threshold beyond which you are alerted when a food item has more than certain percentage of calories from fat.
<u>Grams Quick Input Mode</u>	Hold down the right mouse button on the window background will display serving amount in **grams** for quick selection.
<u>Ounces Quick Input Mode</u>	Hold down the right mouse button on the window background will display serving amount in **ounces** for quick selection.

File menu commands

The File menu offers the following commands:

New	Creates a new document.
Open	Opens an existing document.
Close	Closes an opened document.
Save	Saves an opened document using the same file name.
Save As	Saves an opened document to a specified file name.
Print	Prints a document.
Print Setup	Selects a printer and printer connection.
Exit	Exits program.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Window 1, 2, ...</u>	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index   Offers you an index to topics on which you can get help.
Using   Provides general instructions on using help.
Help
About   Displays the version number of this application.

New command (File menu)

Use this command to create a new document (file) in "Reduce Cancer Risk". A document (file) contains all the information regarding the foods you consume during a day. You can open an existing document with the Open command.

Shortcuts

Toolbar:
Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document in a new window.   You can open multiple documents at once.   Use the Window menu to switch among the multiple open documents.   See <u>Window 1, 2, ... command</u>.

You can create new documents with the <u>New command</u>.

Shortcuts

Toolbar:

Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open.

Drives

Select the drive in which "Reduce Cancer Risk" stores the file that you want to open.

Directories

Select the directory in which "Reduce Cancer Risk" stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close all windows containing the active document.   "Reduce Cancer Risk" suggests that you save changes to your document before you close it.   If you close a document without saving, you lose all changes made since the last time you saved it.   Before closing an untitled document, "Reduce Cancer Risk" displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:

Save command (File menu)

Use this command to save the active document to its current name and directory.   When you save a document for the first time, "Reduce Cancer Risk" displays the <u>Save As dialog box</u> so you can name your document.   If you want to change the name and directory of an existing document before you save it, choose the <u>Save As command</u>.

Shortcuts

Toolbar:
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document.   "Reduce Cancer Risk" displays the <u>Save As dialog box</u> so you can name your document.

<u>**Important:**</u>
You should save all your files in the directory where you install "Reduce Cancer Risk". The Weigh Control planner will look for them in this directory.

To save a document with its existing name and directory, use the <u>Save command</u>.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name
  Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   "Reduce Cancer Risk" adds the extension you specify in the Save File As Type box.

Drives
  Select the drive in which you want to store the document.

Directories
  Select the directory in which you want to store the document.

Important:
You should save all your files in the directory where you install "Reduce Cancer Risk". The Weigh Control planner will look for them in this directory.

Network...
  Choose this button to connect to a network location, assigning it a new drive letter.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.   Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your "Reduce Cancer Risk" session.   You can also use the Close command on the application Control menu.   "Reduce Cancer Risk" prompts you to save documents with unsaved changes.

Shortcuts
Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in "Reduce Cancer Risk", such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many tools used in "Reduce Cancer Risk",

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
	Open a new document.
	Open an existing document. "Reduce Cancer Risk" displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document or template with its current name. If you have not named the document, "Reduce Cancer Risk" displays the Save As dialog box.
	Print the active document.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status Bar

		CAP		

The status bar is displayed at the bottom of the "Reduce Cancer Risk" window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window.   If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

"Reduce Cancer Risk" displays a list of currently open document windows at the bottom of the Window menu.   A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using "Reduce Cancer Risk" and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

Context Help command

Use the Context Help command to obtain help on some portion of "Reduce Cancer Risk".   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the "Reduce Cancer Risk" window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
    Keys: SHIFT+F1

Title Bar

The title bar is located along the top of a window.   It contains the name of the application and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:
- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
    Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
   Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the "Reduce Cancer Risk" window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

    Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window.   "Reduce Cancer Risk" determines which window is next according to the order in which you opened the windows.

Shortcut
Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window.   "Reduce Cancer Risk" determines which window is previous according to the order in which you opened the windows.

Shortcut
   Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.   You can close all windows at once with the Close command on the File menu.

Shortcuts
   Keys: CTRL+F4 closes a document window
                 ALT+F4 closes the window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
    Keys: CTRL+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
    Select the application you want to switch to or close.

Switch To
    Makes the selected application active.

End Task
    Closes the selected application.

Cancel
    Closes the Task List box.

Cascade
    Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
    Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
    Arranges the icons of all minimized applications across the bottom of the screen.

Choose Font dialog box

Select your favorite font for printed report of nutritional analysis or weight control plan.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document.   This command presents a <u>Print dialog box</u>, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
    This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup
    Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range
    Specify the pages you want to print:

All	Prints the entire document.
Selection	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To boxes.

Copies
    Specify the number of copies you want to print for the above page range.

Collate Copies
    Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
    Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Setup command (File menu)

Use this command to select a printer and a printer connection.   This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
Choose Portrait or Landscape.

Paper Size
Select the size of paper that the document is to be printed on.

Paper Source
Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>