Handbook for using DAILY LIFE 2011
Kajsa Ellegård (kajsa.ellegard@liu.se)

(May 2012)

Contents

I  How to use the software DAILY LIFE 2011

II  The structure of the categorization scheme used

III  Categorization scheme for activities
      Categories and codes for activities

IV  Categorization scheme for places and transportation
    Codes for places
    Codes for transportation

A simple advice:

Code your diaries manually before starting to feed the codes into the software.

It happens that things go wrong when feeding data in and then it is convenient to have the coding procedure safely saved in another format. Otherwise you will have to redo the coding.
I How to use the software DAILY LIFE 2011

Starting to work with the program
1. Open the program by double clicking at the symbol of the program (a diary book symbol in black and white) at your desktop.
2. Choose language, English and Swedish
3. If you want to read some literature about the background of the program you find references at the opening page.
4. Start the program by clicking at the "Start"-button down to the right at the opening page.

Create a new person
5. Now you are inside the program. Start by choosing “New..” in the box having the headline ”Subjects”.
6. Create a new person/diarist (Subject) in the window appearing at the screen. Fill in the relevant information. I suggest that you create a group to the person you have created since the program can use the group to sort the content in your database when you have many subjects. Click OK.
7. The new person you have created will appear in the list in the box having the headline ”Subjects”. Mark the new person.

Create a new day
8. Move the cursor to the box with the headline ”Dates” and choose ”New day...” to feed the coded diary data into the program.
9. Chose a date from the dialogue window called “Enter Day Data”. OBSERVE that you MUST NOT click the OK button now. You have to go on from this dialogue window to feed in all data from your coded raw data. This is to be done by using the flaps on the top of the window where you have chosen the date. (If you click OK here no new diary is created.)

Fill the new day with the activities from the coded diaries
10. Click the flap labeled ”Activities” at the top of the window called “Enter Day Data”. Now a diary is opened showing one (empty) line. You shall fill in the line with the relevant time and the activity codes that you have written down when coding your diary. Tab until the cursor is creates a new line for the next time and its activity. OBSERVE: all days must start at midnight and end the following midnight. The time is to be written like this: 0000 for starting midnight and the next time is perhaps 0700.
11. Fill in the time and code for the activities according to your coding work done on beforehand.
   a. If you have forgotten what code you need, there is a code list under the input window. There you can find the codes to be used by clicking the button “List codes...”
   b. If the code you need is missing in the code list, you can add a new. Then, do like this:
      - Go to the main menu of the program under ”Data” and choose ”Codes”.
      - Go to the end of the list of codes (all codes used in the program are listed here) and find the empty line.
      - At the empty line, write an ”A”, and the program suggests ”Activities”. This is what you want. Move the marker to the box for the code and write the code you have chosen. You cannot choose a code that already is occupied for
another activity. Note that the original codes for activities are grouped according to some specific principles: the activities (and consequently the codes) are grouped first according to what main type of activity they belong to, and second, they are grouped in a hierarchical way (indicating level of detail). There are 7 main categories: Care for oneself (codes 000-099), Care for others (codes 100-249), Household care (codes 250-449), Reflection/recreation (codes 450-549), Transportation (codes 550-649), Procure and prepare food (codes 650-899) and finally Employed work/Education (codes 900-999). There are five levels of detail in the code scheme. Please be careful when adding codes to the program! It can be difficult to interpret your result if you add codes breaking the hierarchical level of the program. The program might refuse to work correctly.

- Click OK, and you will find your new code in the list. You can also find it when you click the “List codes..” button.

- If you want to delete a code you have entered into the list of codes, the procedure is the following. Go to the main menu of the program and choose “Data” and there under you choose “Codes”. The list of codes appears and in this list you look up the one you want to delete, mark the whole line and click at the red cross in the menu. Then a dialogue window opens and asks you if you want to delete the code “XXX”, and you click “OK”. The code will disappear from the code list.

c. If you need more codes then offered within a category (for example in a category where all code numbers are occupied as in the category ”240 HELP/RAISE CHILDREN” which includes the code numbers from 241 to 249 and, hence, all numbers available are used, since the next code is ”250 HOUSEHOLD CARE” which mark the start of another main category. Consequently you cannot put another code for HELP/RAISE CHILDREN into the software (if you need to do so). Then, go to “Data” in the main menu of the program and choose “Codes”. You will see a list with codes and below the the window with the list there is a button with the text “Append “0” to all codes”. Click on the button and the on OK – and suddenly you have created new space to adding codes where you need them (and also where you do not need them just now). Add a new code as described under b. above. OBSERVE that you after this operation cannot make it undone. Therefore, think it over carefully before adding new codes! (However you can go on adding zeros to the codes if you want to expand even more….). Please be careful with the structure that is the base of the categorization scheme (with its 7 main categories and their 4 levels of detail, see above under b.)! If you do not follow the structure it will be much more difficult to interpret the graphs and the statistics that you will get from the software.

**Fill the new day with places and transportations**

12. When you have filled in all the activities – or rather the codes for the activities, it is time to fill in the codes for ”Places and movements” of the person/diarist this date. Chose the flap ”Places and movements” in the top of the ”Enter day data” window.

13. Fill in the data (time and codes) in the same way as you did for the Activities, but now you use the codes for “Places and movements”.

14. There is a function facilitating the filling in of times and codes for ”Places and movements”: you can copy the times already written in the ”Activity” flap, and paste it into the ”Places and movements” flap. Thereby you do not have to fill in all the
times once more. But do check if it corresponds to the time that you want to have! Do only use the times when the person comes to a place and the time for starting a trip since each start of a visit is the end of a trip, and the end of a trip is the start of a visit.

a. So, if there are too many times in the pasted column of times (there usually are), delete the surplus times. Otherwise the program will take all the times written into consideration when it accounts for the statistics, and the result will appear strange. The point is that even if there are many activities performed in a time sequence at a particular place, the person has only been at the place once. The program does not understand this.

b. Delete the surplus times like this:
   - Mark the whole line where the surplus time is written
   - Press the delete-button on the computer (up in the corner to the right, above the erasing button).
   - Then the line will disappear.
   - You can mark several lines and delete all times written there by using the shift-button and use the arrow-buttons. When all times you want to delete are marked, press the delete button.

**Fill the new day with companionship**

15. When you have filled in all the codes for the "Places and movements", it is time to fill in the codes for "Togetherness". Chose the flap in the top of the "Enter day data" window labeled "Togetherness".

16. You can copy the times from the "Activity" flap here too if you do not want to write them again. Use the same procedure as for "Places and movements", in point 14 above to correct the times so they fit the diary entries you want to fill in.

17. There are two big differences between the codes for "Activities" and "Places and movements" compared to "Togetherness". First, the codes for "Activities" and "Places and movements" are in numbers, while the codes for "Togetherness" are not numbers but letters. Second, the codes for "Togetherness" are created by you and are depending on the specific social contacts of the person whose diary you are working with. Do this by going to the main menu of the program under "Data" and choose "Set Codes..." In there you can write what the letters mean in your study. Now, it is said a=Alfa etc. Change the names by marking the field “Description”, get in there and change name. **OBSERVE that you MUST NOT click OK here, because then you will leave the procedure for filling in data and all yours previous work will be destroyed! (and you will be angry).**

**Fill in other coded diary data**

18. Filling in other kinds data related to the diary is done according to the same principle as for "Togetherness" (points 16-17 above), i.e. for example "Mood" or "Physical abilities". Here too the codes are letters, and you have to create the codes yourself.

19. Maybe you would like to create new categories better fit for your study than what are offered by the program? If so, you should go to the main menu under "Data" and "Set Categories...". There you can create your own categories.

20. A new category is created by you writing its label on the empty line marked with a star. Mark with a sign in the box "Standard Input" if you want the label to be shown as a flap in the "Enter Day Data" window. Press OK.

21. Go back the "Enter Day Data" window (easiest way is to mark the person and the date you are working with in the two boxes "Subjects" and "Dates" respectively, and
choose either "New day" or "Edit", depending on if you want to create a new day and make changes to an existing day.

**View the results!**

22. When you have filled in all the data for one day of a person you can immediately have a look at it in terms of “Tables”, “Graphs” and “Statistics”.

a. The **tables** show all the data you have filled in according to your raw data. In the program there is always “Activities”, “Places and movements” and “Togetherness”. In the tables you can read what you have written (giving you a chance to check it) and the also show the duration of all activities, visits at places, transportations and being together with other people. Data is registered by code and in words.

b. The **graphs** show data in continuous lines. The graph for ”Activities” shows how the person/diarist shifts from activity to activity. Each activity is illustrated by a vertical, broad line and the broad lines for each single activity are connected to each other by a thin horizontal line (this helps you read the graph). The graph for ”Places and Movements” shows the geographical movement pattern of the person, from place to place, and very important, also the time spent staying at each place. When a person is staying at a place, the line is vertical, while when the person is moving, the line is drawn with an angle and this line indicates the time spend moving. The graph for “Togetherness” has a different character. It shows the person who has written the diary by an unbroken line all over the day (a vertical line), while the other persons being together with her/him are marked with vertical lines only during the time slots when he/she is together with the diarist.

- The graphs can be displayed with or without explaining text (i.e. the words saying what activity, place, means of transportation, person etc the diarist has experienced). The text in the graphs can be shown (and hidden) by clicking the symbol ”A” in the main menu of the program.

- The graph for ”Activities” can also be modified by choosing level of detail. Sometimes it is good enough to use the least detailed level, detail level 1 (the seven main categories in the code scheme, see point 11b above). Sometimes you want to see a detailed picture of the activities of the day, and then you chose detail level 5. If you do not actively choose the level you want the program to display, it will be shown as entered.

- The graphs for all other categories (like ”Mood”, ”Physical abilities” or other categories you have created yourself) are displayed and will function in the same way as the graph for ”Togetherness”.

c. The **statistics** shows a table and in the headline there are indicated: codes (for ”Activities”, ”Places and movements”, ”Togetherness”, etc), number of occurrences of the period chosen (one or more days), percent of all occurrences, total time used, percent of the total time of the period, minimum duration, mean duration and maximum duration, and how many days (of the total number of days for the person) the code appears.

d. Hence, the statistics can be chosen for the diary data from one or more days of a person. If you want to see statistics for all days, just click the headline “Statistics for all dates” and they will appear without extra work for you.

e. You can choose what categories you want to be displayed in the graph. Maybe it is not always meaningful to show all graphs at the same time (there are lots of data and it can be hard to see and do the analyses). This choice is made in
the main menu of the program where you can find a symbol of a sheet of paper (to the right of the "A" symbol). If you click at the paper sheet symbol, a dialogue window opens and there you change from “Display all” to one of the alternatives (selected categories or standard categories).

**Export data**
23. When you have filled in all data for all persons/diarists and all the dates, you can export data to use them in other programs. Exporting data: in the main menu, choose “File” and “Export data…”, find a place to store the diary data files on your computer. Exporting data can be good if you want to do other types of visualizations or statistics than what the program “Daily Life 2011” offers today.

**The subject box**
24. In the box "Subjects" you can choose what diarists you want to see and work with.
25. In the same box you can make several choices:
   a. You can create a new person/diarist by clicking the button “New..”
   b. You can delete persons/diarists by clicking the button “Delete”
   c. You can change in the persons/diarists background information by clicking the button “Edit..”.
   d. You can import diaries (if you have filled them in another program, or if you for some reason want to import a diary that you have exported) by clicking the button “Import”.
   - When you want to import a diary it is important to check the format of it. It is necessary to use exactly the correct format on the data in the text file. Check it by looking at an exported file (how to export is explained in point 23 above)!
   e. You can see all the persons/diarists in the group you have chosen to work with in the box “Subjects”.

**The dates box**
26. In the box "Dates" you can make several choices:
   a. You can choose one or more dates to work with by marking one or more dates.
   b. You can create a new date by clicking the “New day..” button.
   c. You can delete dates already created by clicking the ”Delete“ button.
   d. You can make changes in diaries for the dates by clicking the “Edit..” button.
   e. You can export diaries/dates you have marked.

I hope this will work as an introduction to start using the program Daily Life 2011. I suppose that if you start working with the program, you will find your own ways to use it!

If you use the program and publish the results, please refer to Daily Life 2011 by Kajsa Ellegård & Kersti Nordell, Technology and Social Change, Linköping University, Linköping.

If you have comments or questions, please send them to me.

Kajsa Ellegård
professor in Technology and Social Change, Linköping University, Sweden
kajsa.ellegard@liu.se
II The structure of the categorization scheme used (activities)

![Diagram showing the categorization scheme]

### III Categorization scheme for activities

Categories and codes for ACTIVITIES

The activity codes are located at different levels of detail, compare the figure at the page above.

**Level:**

**MAIN CATEGORY (SPHERE)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Sort</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>supper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>drink wine, beer, alcohol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>coffea/tea break</td>
<td>coffee/tea break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>coffea/tea break, watch TV</td>
<td>coffee/tea break, watch TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>coffea/tea break, chat</td>
<td>coffee/tea break, chat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**000 CARE FOR ONESELF**

001 EAT

002 meal

003 breakfast
004 lunch
005 snack
006 dinner
007 supper
008 drink wine, beer, alcohol

010 coffea/tea

011 coffea/tea break
012 coffea/tea break
013 coffea/tea break, watch TV
014 coffea/tea break, chat

015 SLEEP

016 sleep

017 go to bed
018 switch of the light
019 fall asleep
020 sleep
022 have sex
025 wake up
026 wake up, get up
027 get dressed
028 lay awake
029 wake oneself up
030 rest
031 a little rest
032 sit idle
033 get drowsy, fall asleep
035 HYGIEN
036 personal hygiene
037 brush teeth
038 wash oneself
039 wash oneself
040 contact lenses
041 make up
043 hair care
044 comb/brush
045 cut
046 wash
047 shaving
048 use toilet
049 change clothing
050 take clothes out
052 physical exercise
053 personal training
054 jogging
055 swimming
056 gymnastics
057 other sport/dancing for training
team exercise

soccer

sun-bath

shower/bath

shower

take a shower

wipe floor

bath

prepare bath

take bath

follow up work

sauna

heat the sauna

sit in sauna

follow up work

treatment

medical treatment

waiting

treatment

dental treatment

waiting

treatment

hair dresser

waiting

hair cut

pedicure

waiting

treatment

optician

waiting

treatment

other treatment

waiting

treatment

personal treatment, taking medicine
LEAVING/RETURNING HOME

returning home

take of outdoor clothes

leave home

get outdoor clothes on
100 CARE FOR OTHERS

101 FEED

102 feed animal

105 feed children
106 give children food
107 breastfeed

110 feed old people

115 CLOTHE

116 dress
117 take someone’s clothes out
118 get someone dressed
119 get someone’s outdoors clothes on

125 undress
126 take off clothes
127 take off outdoor clothes
128 put away clothes

130 HYGIEN

131 wash
132 wash
133 wash hands
134 wash face
135 wash feet
136 dry
140 brush teeth
141 hair care
142 wash hair
143 cut hair
144 comb/brush hair
145 taking care of wounds

150 clean/change diapers
151 change napkin
152 wipe bottom
bring chamber
empty chamber
clean chamber

bath/shower
bath
prepare bath
give bath
follow up work
shower
take shower
wipe up
treatment
childcare clinic
waiting
treatment
dentist
waiting
treatment
doctor
waiting
treatment
other treatments
waiting
treatment

parental visits
kindergarten, nursery school, daycare
school, daycare

PLAY
play with (indoors)
playing games
playing
read for
sing to
watch TV with
playing on the computer/TV-play

babysitting

play, outdoors, playground, garden
games
swing

take part in sport activities

BRING OTHERS TOGETHER
pick up
agree about picking up
pick up
leave
agree about leaving
take home

PUT TO SLEEP
put to bed
put to bed for the night
read
sing
carry, take out in baby carriage
sit by
put to bed for a nap
take out baby in carriage
sit by
go to sleep again during the night
carry the baby to its bed
change to the babys bed

wake up
wake up adults
wake up children

take up baby/ bring over baby
HELP/RAISE

command
comfort
kuddle
look over
find
help with homework
help with other activities
fetch something for somebody
give something to somebody
250 HOUSEHOLD CARE

251 ROOM KEEPING

252 clean

253 clean up on routine
254 sweep
255 vaccum
256 plaindeal floor
257 dust

258 air

260 thorough cleaning
261 sweep
262 vaccum
263 plaindeal floor
264 dust
265 clean windows
266 beat the carpet
267 wash things (not after eating)

270 make the bed

271 make the bed
272 change sheets

275 gather things
276 pick up/put in order

277 taking care of plants
278 water
279 replant

280 CLOTHING CARE

281 doing laundry

282 handwashing
283 machine washing
284 fill up washingmachine
285 empty machine
288 hang up for drying
290 take care of after drying
iron
mangling
iron
iron and watch TV

sort clothes for laundry
gather worn/dirty clothes
fold clean clothes
put clean clothes in closet

readjust clothes
fetch from storage
measure size and adjust for size and season
place in storage

MAINTENACE

renovate and repair
repair textiles

sew
knitt
repair and readjust
equipment in house
rooms inside house
storages inside house
renovate outside house

repair
car maintenance
wash
change tires
leave to / get from service
do maintenance
fill up with gas
boat maintenance
polish up and paint
launch
 scoop
fix with

pull up

bicycle/ moped maintenance

try sizes

repair blowout

oil/fill up gas

clean

inflate tyres

other maintainance

HOUSEHOLD ADMINISTRATION

making household budget

planning

bills

postoffice visits

waiting

service

mailing letters

sort post

bank visits

waiting

service

using cash dispenser

electronic bankvisit

PURCHASES (not food)

furniture

planning

choosing/looking at

buying

clothes

planning

choosing/trying

buying
other purchases

planning
choosing-looking attrying
buying

GARDENING
work with the garden / balcony area
plant plants
choosing, looking at plants
ordering plants
cultivate
dig
seed
plant
water
weed
maintenance outdoors
saw
burn
rake over
cut lawn
cut the hedge
other gardening activities
take a look at garden / balcony area
pick flowers

CREATING
textiles
sew
knit
crochet
creating textiles and watching TV
creating textiles and listen to the radio

woods and metals
carpenting
constructing
painting

wooden-metal constructing and watching TV

wooden-metal constructing and listening to radio

treating/helping animals

preparation

work with/play with

follow up work

veterinary visit
450 REFLECTION/RECREATION

SOCIAL REFLECTION/RECREATION

452 telephoning
453 calling
454 getting called up

455 having guests
456 spontaneously
457 party, social gathering

460 visiting
461 spontaneously
462 party / social gathering
463 pack to go somewhere
464 dance

465 talking/chatting
466 conversating
467 stop and talk
468 socializing

469 religious ceremony

470 saying farewell
471 taking farewell
472 waving
473 saying goodbye

474 take part in games, lotteries

PRIVATE REFLECTION/RECREATION

476 reading
477 newspaper
478 getting newspaper
479 reading newspaper
listening
1. book
2. radio
3. record, tape, CD
4. live music

watching
1. TV
2. movies
3. buying tickets
4. going to the movies
5. theater
6. buying tickets
7. going to the theater
8. art

play music (own practice)
1. video
2. drawing, painting
3. look at photographs
4. computer play/TV-play

writing
1. diary
2. letters
3. write/count on computer

association, league work
1. political work
2. people’s movement work
3. sports
4. other
5. cooperative work

evening school (studying alone or taking classes)

practical activities in associations/leagues
sports association

*ex* acting as judge

wait for somebody

being home, doing nothing particular

cosy activities

snuff, smoke

electronic communication

e-mail

chat

surf

internet-play
TRANSPORTATIONS

TRAVELLING/TRANSPORTATIONS

by car
fetching
packing
loading on
drive
parking
loading off
wait for
pack up

by feet, walking
strolling, walking
taking the dog out
taking the baby out
fetching the newspaper

by bike, bicykling
packing
loading on
cykling
loading off
wait for

by bus/tram/subway
wait for
loading on
ride
loading off

by train
packing
loading on
riding
loading off
wait for

by plane, flying

wait for
fly

by boat

packing
loading on
riding
loading off
wait for

by moped/motorbike

packing
loading on
riding
loading off
wait for

taxi
650 PROCURE AND PREPARE FOOD

651 BUY FOOD

652 grocery shopping
653 planning
654 shopping
655 take out and store groceries
656 order groceries

660 harvest
661 from the forest
662 berries
663 mushrooms
665 from the garden
666 vegetables
667 fruit

670 fish
671 setting net
672 taking net up
673 cleaning net

675 hunt

680 PREPARE

681 meal
682 prepare meal
682 set the table
684 bring out
685 plan meal
686 serve meal

690 making food
691 cooking food
692 waiting for
order food for take away

work after meal

- restore food
- clear the table
- do the dishes in machine
- do the dishes by hand
- dry
- put away dishes

baking

preparing baking

- pick out equipment and groceries
- set the dough

work the dough

- handeling
- wait for

after baking work

- restore gear and groceries
- do the dishes
- dry the dishes

preserve food

prepare preserving

- pick out gear and groceries to be preserved

work

- handle
- wait for

remaining work

- restore gear and groceries
- do the dishes
- dry the dishes

WASTE HANDELING

go out with the garbage

garbage handling

garbage
dustbin

recycling gathering
vegetable waste
paper waste
glass
batteries
leave at recycling point
compost
paper
glas
batteries
leave for picking up garbage
paper
900 EMPLOYED WORK/SCHOOL

950 EDUCATION/SCHOOL
IV Categorization scheme for places and transportation

Codes for places

PLACES
1 the home indoors
2 the home outdoors
3 work
4 kindergarten, daycare
5 nursery school
6 school
7 grocery market
8 furniture store
9 clothes shop
10 postoffice/bank
11 remaining places
12 place for caring, treatment
13 place for meals
14 relatives
15 friends
16 neighbours
17 countryside
18 forest/coast
19 playground
20 leisure
21 workout place
22 childrens friends
23 association, league room
24 waste, garbage point
25 public transportation point
26 church, church yard
27 museum, gallery
Codes for transportation

Transportation codes correspond to the codes in the category Transportation:

556      go by car
566      walking strolling
567      walk the dog
578      go by bike
588      go by bus, tram, subway
598      go by train
607      go by airplane
613      go by boat
623      moped, motorbike
630      go by taxi