Handbook for using DAILY LIFE 2011

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Contents

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 "Activitites" 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 toady.

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.

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II   The structure of the categorization scheme used (activities)
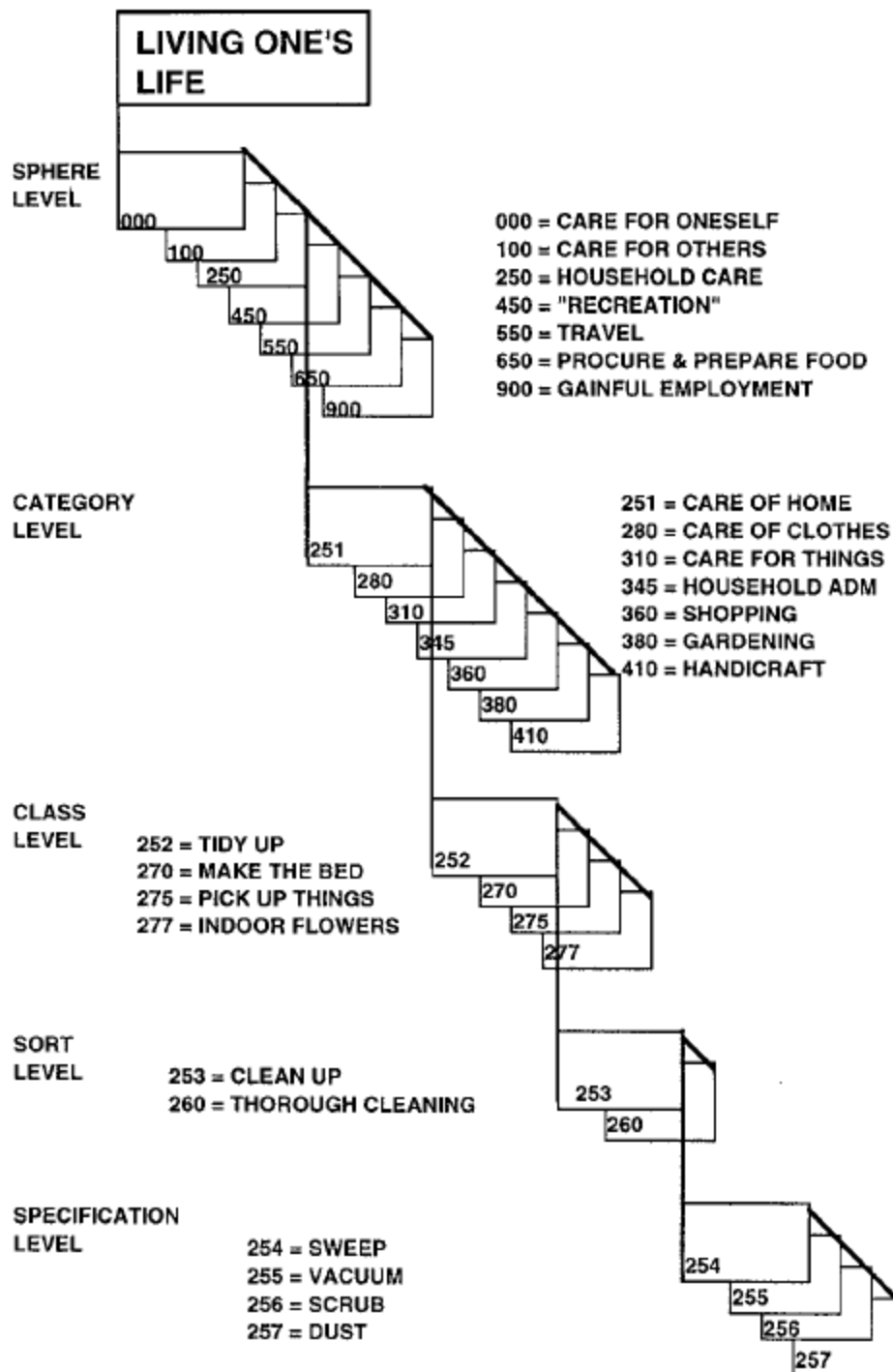
LIVING ONE'S LIFE

SPHERE LEVEL

000
100
250
450
550
650
900

000 = CARE FOR ONESELF
100 = CARE FOR OTHERS
250 = HOUSEHOLD CARE
450 = "RECREATION"
550 = TRAVEL
650 = PROCURE & PREPARE FOOD
900 = GAINFUL EMPLOYMENT

CATEGORY LEVEL

251
280
310
345
360
380
410

251 = CARE OF HOME
280 = CARE OF CLOTHES
310 = CARE FOR THINGS
345 = HOUSEHOLD ADM
360 = SHOPPING
380 = GARDENING
410 = HANDICRAFT

CLASS LEVEL

252 = TIDY UP
270 = MAKE THE BED
275 = PICK UP THINGS
277 = INDOOR FLOWERS

252
270
275
277

SORT LEVEL

253 = CLEAN UP
260 = THOROUGH CLEANING

253
260

SPECIFICATION LEVEL

254 = SWEEP
255 = VACUUM
256 = SCRUB
257 = DUST

254
255
256
257

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)
               CATEGORY
                    class
                        sort
                           specification

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

8

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 drousy, fall asleep*
035	HYGIEN		
036	**personal hygien**		
037		brush teeth	
038		wash oneself	
039			*wash oneself*
040			*contactlenses*
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	

060		team exersice	
061			*soccer*
062	**sun-bath**		
063	**shower/bath**		
064		shower	
065			*take a shower*
066			*wipe floor*
067		bath	
068			*prepare bath*
069			*take bath*
070			*follow up work*
071		sauna	
072			*heat the sauna*
073			*sit in sauna*
074			*follow up work*
075	**treatment**		
076		medical treatment	
077			*waiting*
078			*treatment*
079		dental treatment	
080			*waiting*
081			*treatment*
082		hair dresser	
083			*waiting*
084			*hair cut*
085		pedicure	
087			*waiting*
087			*treatment*
088		optician	
089			*waiting*
090		*treatment*	
091		other treatment	
092			*waiting*
093			*treatment*
094		personal treatment, taking medicine	

095	LEAVING/RETURNING HOME	
096	**returning home**	
097		take of outdoor clothes
098	**leave home**	
099		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

153			bring chamber	
154			empty chamber	
155				*clean chamber*
160		**bath/shower**		
161			bath	
162				*prepare bath*
163				*give bath*
164				*follow up work*
165			shower	
166				*take shower*
167				*wipe up*
170		**treatment**		
171			childcare clinic	
172				*waiting*
173				*treatment*
174			dentist	
175				*waiting*
176				*treatment*
177			doctor	
178				*waiting*
179				*treatment*
180			other treatments	
181				*waiting*
182				*treatment*
185		**parental visits**		
186			kindergarten, nursery school, daycare	
187			school, daycare	
190	PLAY			
191		**play with (indoors)**		
192			playing games	
193			playing	
194				*playing*
195				*read for*
196				*sing to*

197			*watch TV with*
198			*playing on the computer/TV-play*

199	**babysitting**

200	**play, outdoors, playground, garden**
201	games
202	swing

203	**take part in sport activities**

205	BRING OTHERS TOGETHER	
206	**pick up**	
207		agree about picking up
208		pick up
210	**leave**	
211		agree about leaving
212		take home

215	PUT TO SLEEP		
216	**put to bed**		
217		put to bed for the night	
218			*read*
219			*sing*
220			*carry, take out in baby carriage*
221			*sit by*
225		put to bed for a nap	
226			*take out baby in carriage*
227			*sit by*
230		go to sleep again during the night	
231			*carry the baby to its bed*
232			*change to the babys bed*

235	**wake up**	
236		wake up adults
237		wake up children

239	**take up baby/ bring over baby**

240		HELP/RAISE
241		**command**
242		**comfort**
243		**kuddle**
244		**look over**
245		**find**
246		**help with homework**
247		**help with other activities**
248		**fetch something for somebody**
249		**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   thourough cleaning

261   *sweap*

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

295	**iron**	
296		mangling
297		iron
298		*iron and watch TV*
300	**sort clothes for laundry**	
301		gather worn/dirty clothes
302		fold clean clothes
303		put clean clothes in closet
305	**readjust clothes**	
306		fetch from storage
307		measure size and adjust for size and season
308		place in storage
310	MAINTENACE	
311	**renovate and repair**	
312		repair textiles
314		*sew*
315		*knitt*
316		repair and readjust
318		*equipment in house*
319		*rooms inside house*
320		*storages inside house*
321		*renovate outside house*
323	**repair**	
324		car maintenance
325		*wash*
326		*change tires*
327		*leave to / get from service*
328		*do maintenance*
329		*fill up with gas*
330		boat maintenance
331		*polish up and paint*
332		*launch*
333		*scoop*

334		*fix with*
335		*pull up*
338		bicycle/ moped maintenance
339		*try sizes*
340		*repair blowout*
341		*oil/fill up gas*
342		*clean*
343		*inflate tyres*
344		other maintanance
345	HOUSEHOLD ADMINISTRATION	
346	**making household budget**	
347		planning
348		bills
350	**postoffice visits**	
351		waiting
352		service
353		mailing letters
354		sort post
355	**bank visits**	
356		waiting
357		service
358		using cash dispenser
359		electronic bankvisit
360	PURCHASES (not food)	
361	**furniture**	
362		planning
363		choosing/looking at
364		buying
367	**clothes**	
368		planning
369		choosing/trying
370		buying

373	**other purchases**	
374	planning	
375	choosing/looking at/trying	
376	buying	

380	GARDENING	
381	**work with the garden / balcony area**	
382	plant plants	
383		*choosing, looking at plants*
384		*ordering plants*
390	cultivate	
391		*dig*
392		*seed*
393		*plant*
394		*water*
395		*weed*
398	maintenance outdoors	
399		*saw*
400		*burn*
401		*rake over*
402		*cut lawn*
403		*cut the hedge*
404		*other gardening activities*
405	take a look at garden / balcony area	
406		*pick flowers*

410	CREATING	
411	**textiles**	
412	sew	
413	knit	
414	crochet	
415		*creating textiles andwatching TV*
416		*creating textiles and listen to the radio*
420	**woods and metals**	
421	carpenting	
422	constructing	

450 REFLECTION/RECREATION

451   SOCIAL REFLECTION/RECREATION

452   **telephoning**
453   calling
454   getting called up

455   **having guests**
456   spontanously
457   party, social gathering

460   **visiting**
461   spontanously
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

475 PRIVATE REFLECTION/RECREATION

476   **reading**
477   newspaper
478   *getting newspaper*
479   *reading newspaper*

480		book	

481   **listening**
482   radio
483   record, tape, CD
484   live music

485   **watching**
486   TV
486   movies
488   *buying tickets*
489   *going to the movies*
490   theater
491   *buying tickets*
492   *going to the theater*
493   art

495   **play music (own practice)**
496   **video**
497   **drawing, painting**
498   **look at photographs**
499   **computer play/TV-play**

500   **writing**
501   diary
502   letters
503   write/count on computer

505   **association, league work**
506   political work
507   people's movement work
508   *sports*
509   *other*
512   cooperative work

515   **evening school (studying alone or taking classes)**

520   **practical activities in associations/leagues**

521	sports association
522	*f ex act as judge*
525	**wait for somebody**
530	**being home, doing nothing particular**
537	**cosy activities**
540	**snuff, smoke**
541	**electronic communication**
542	e-mail
543	chat
544	surf
545	internet-play

550 TRANSPORTATIONS

551 TRAVELLING/TRANSPORTATIONS

552	**by car**	
553		fetching
554		packing
555		loading on
556		drive
557		parking
558		loading off
559		wait for
560		pack up

565	**by feet, walking**	
566		strolling, walking
567		taking the dog out
568		taking the baby out
569		fetching the newspaper

575	**by bike, bicykling**	
576		packing
577		loading on
578		cykling
579		loading off
580		wait for

585	**by bus/tram/subway**	
586		wait for
587		loading on
588		ride
589		loading off

595	**by train**	
596		packing
597		loading on
598		riding
599		loading off

600		wait for
605	**by plane, flying**	
606		wait for
607		fly
610	**by boat**	
611		packing
612		loading on
613		riding
614		loading off
615		wait for
620	**by moped/motorbike**	
621		packing
622		loading on
623		riding
624		loading off
625		wait for
630	**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 forrest
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*

764			*dustbin*
766	**recycling**		
767		gathering	
768			*vegetable waste*
769			*paper waste*
770			*glass*
771			*batteries*
772		leave at recycling point	
773			*compost*
774			*paper*
775			*glas*
776			*batteries*
777		leave for picking up garbage	
778			*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 forrest/ coast
19 playground
20 leisure
21 workout place
22 childrens friends
23 association, leage 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 air plane
613	go by boat
623	moped, motorbike
630	go by taxi