

THE COMPLETE MULTIMEDIA GUIDE TO

WORKING  
OUT IN  
THE GYM

# HELP MANUAL

Yigal Pinchas Ph.D.  
Larry Katz Ph.D.



## Table of Contents

What This Program Contains.....	1
Main Window .....	2
Menus.....	3
Education .....	4
Education: Education Videos.....	5
Anatomy.....	6
Anatomy: Body Parts.....	7
Anatomy: Movement Joints.....	8
Anatomy: Terminology.....	9
Stretches.....	10
Stretches: Education.....	11
Stretches: Stretch Videos .....	12
Stretches: Glossary.....	13
Exercises .....	14
Exercises: Education.....	15
Exercises: Exercise Videos .....	16
Exercises: Glossary.....	17
Personal Program .....	18
Personal Program: Education.....	19
Side Menus.....	20
Video Controls .....	21

## What This Program Contains

*The Complete Multimedia Guide to Working Out in the Gym* contains the materials you need to plan and follow a personal training program for working out. These include videos, interactive graphics, glossaries, and printable pdf files to use in your program planning.

The program materials are organized in five sections:

**Education**, which contains video clips that introduce the program, provide background information on the other sections, and explain the process of planning a personal program;

**Anatomy**, which contains video clips and interactive graphics to help you learn about the body's muscles, bones and joints and their function;

**Stretches**, which contains video clips about stretching, a library of stretch videos and information for different areas of the body, and a glossary of stretch-related terms;

**Exercises**, which contains video clips on where, when and how to exercise; a library of exercises for specific areas of the body, and an extensive glossary of terminology related to exercising;

**Personal Program**, which contains video clips explaining how to develop a personal program for working out, and printable pdf documents that you can use as you develop your own program

All five sections of the program – and the materials they contain – can be accessed both from the icons on the program's main window and from the menus available at the top of every window of the program.



See also  
[Main Window](#)  
[Menus](#)

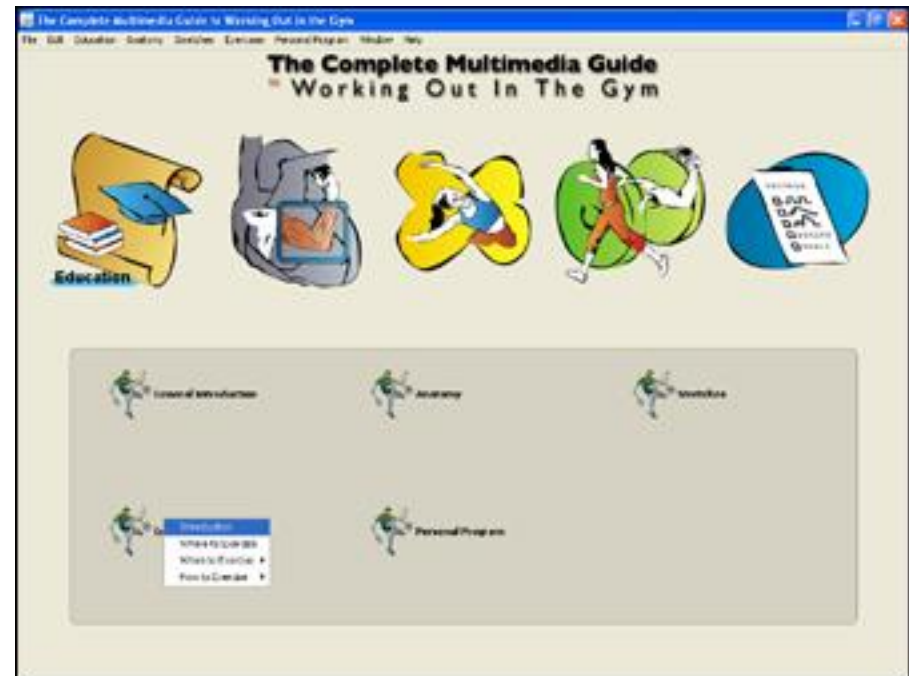
## Main Window

The main window is the “desktop” of the program. The five section icons across the top of the window provide access to the five sections of the program and the materials they contain.

Hold the mouse over any of the section icons to view the name of that section. Click on any of the icons to display the options for that section in the gray area across the bottom of the screen. Once you have selected a section, it will remain open, with its label displayed and marked with a blue stripe, until you choose another section.

Some of the options in the five sections will immediately open program materials. Others will open menus of additional options, as shown in the picture at the right. Some of these additional options will be marked with triangles; clicking on one of these options will open an additional menu. For more information on the options available in each of the five sections, see the help screens for these sections.

You can also access the five sections of the program through the menus available at the top of each window in the program. These menus contain all of the options available in the sections, organized in the same way as they are on the main window.



See also

[What This Program Contains](#)

[Menus](#)

[Education](#)

[Anatomy](#)

[Stretches](#)

[Exercises](#)

[Personal Program](#)

## Menus

Each window in the program has a set of menus at the top of the window. These menus allow you to access the information in the five sections of the program: **Education**, **Anatomy**, **Stretches**, **Exercises**, and **Personal Program**.

These sections are organized in the same way as they are on the main window. (For a description of what these sections contain, see the What This Program Contains section of this document.)

In addition to the items for the five sections, the menu system includes four additional menus:

**File** allows you to

- Print from the Stretches or Exercises glossaries
- Quit the program

**Edit** provides the basic text editing functions: Cut, Copy, Paste, and Select All

**Window** allows you to

- Bring all the open windows of the program to the front of your display
- Bring the main window to the front of the display
- Bring any one of the program's open windows to the front of the display

**Help** provides access to

- This help file
- The credits for the program
- The version information for the program

Click on any of the menus to display the list of options for that menu. Some of the options in the menus are marked with triangles. These marked options will open menus of additional options, as shown in the picture at the right. Options that are not marked with triangles will immediately open program materials.



**See also**

[What This Program Contains](#)

[Main Window](#)

[Education](#)

[Anatomy](#)

[Stretches](#)

[Exercises](#)

[Personal Program](#)



## Education

The five options in the Education section allow you to access a variety of introductory and instructional videos.

### General Introduction

This video introduces the program and its five main sections.

### Anatomy

The Introduction video in this section introduces the Anatomy section of the program.

### Stretches

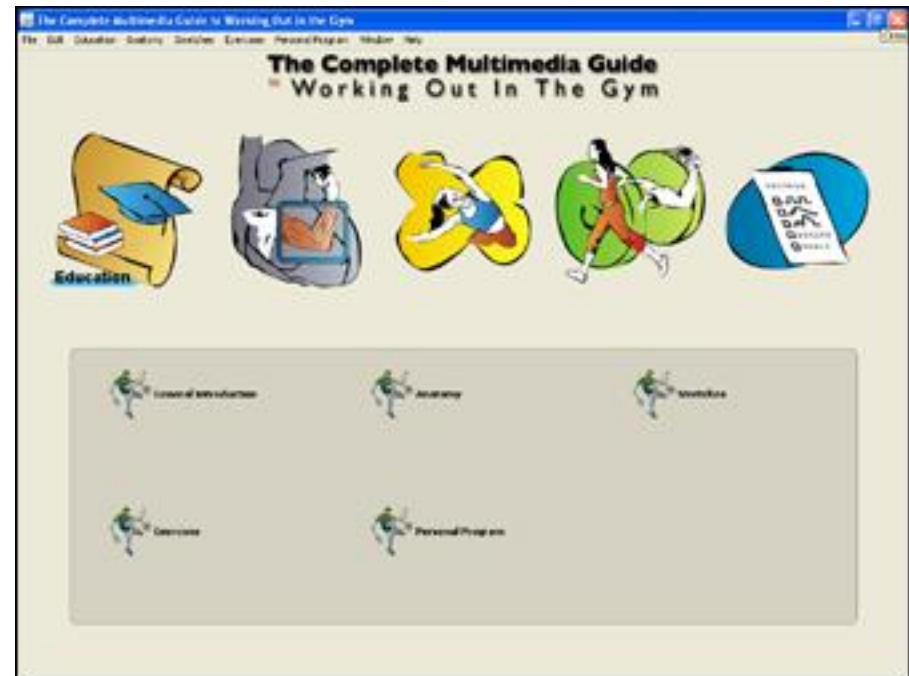
The five videos in this section provide the background and introductory material needed to stretch safely and effectively. These videos should be viewed before attempting the individual stretches contained in the Stretches section of the program.

### Exercises

The twelve videos in this section provide background information and advice on where, when, and how to exercise for a safe and effective workout. You should view these videos before planning your personal program, or attempting the individual exercises contained in the Exercises section of the program.

### Personal Program

The twelve videos in this section provide the base for planning a personal training program. These videos explain the variables that must be considered when developing a personal exercise program, and their effect on the final program.



### See also

[Education: Education Videos](#)

[Anatomy](#)

[Stretches](#)

[Exercises](#)

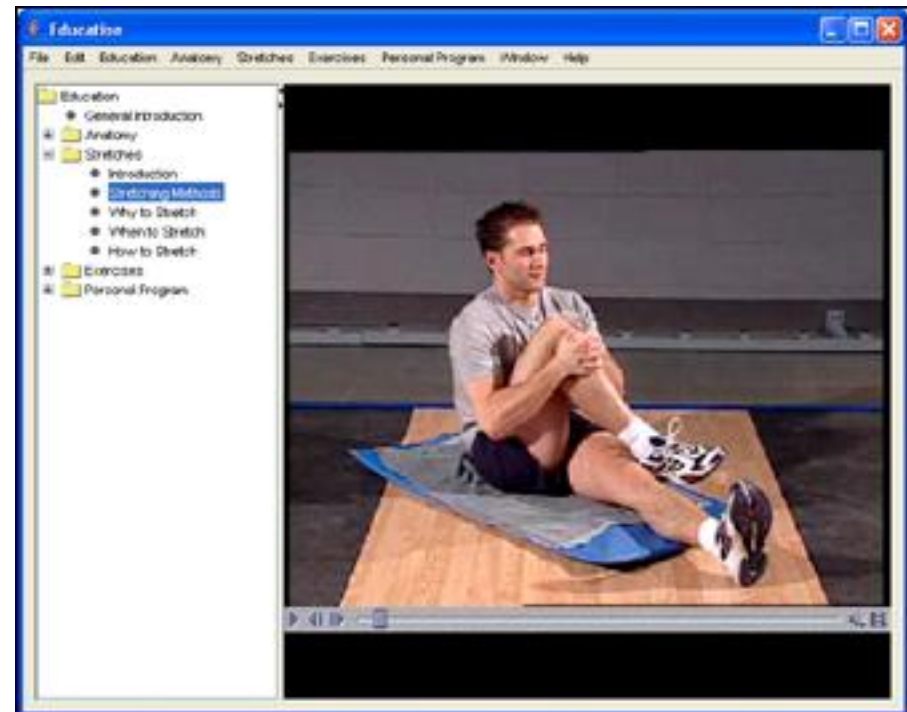
[Personal Program](#)

## Education: Education Videos

When you select a video from the Education section, it is opened in the Education window. Besides the video and the video controls, the Education window contains a menu, on the left side, of all the materials in the Education section. You can use this window to browse through the videos contained in the Education section of the program. If you click on any of the videos in this menu, that video will replace the current video in the Education window.

If you are unsure how to use this side menu, check the section in this document on Side Menus, which explains, in detail, how to use the side menus in the program.

A full set of program menus is available at the top of the Education window. You can use these to open materials from other sections of the program or to access other program functions. If you do open materials from other sections, these will open in a new window, without affecting the Education display.



See also  
[Education](#)  
[Video Controls](#)  
[Side Menus](#)  
[Menus](#)

## Anatomy

The Anatomy section of the program contains videos and interactive graphics that provide detailed information on the bones, muscles, joints, and organs of the body.

In addition to the introductory video, the Anatomy section contains information on

### Body Parts

These interactive graphics allow you to browse through coordinated views of the surface, bones, muscles or organs of the human body.

### Movement Joints

The twenty-nine movement joint videos show the movement of the different joints of the human body. The transparent view shows both the external surface and the bones of the joint, providing a clear picture of the operation of each joint in its various types of movement.

### Terminology

Twenty-two videos provide detailed explanations of terminology related to joints, muscle function, and movement.

For more information on these different types of anatomical presentations, see the sections of this document for these presentations.



### See also

[Anatomy: Body Parts](#)

[Anatomy: Movement Joints](#)

[Anatomy: Terminology](#)



## Anatomy: Body Parts

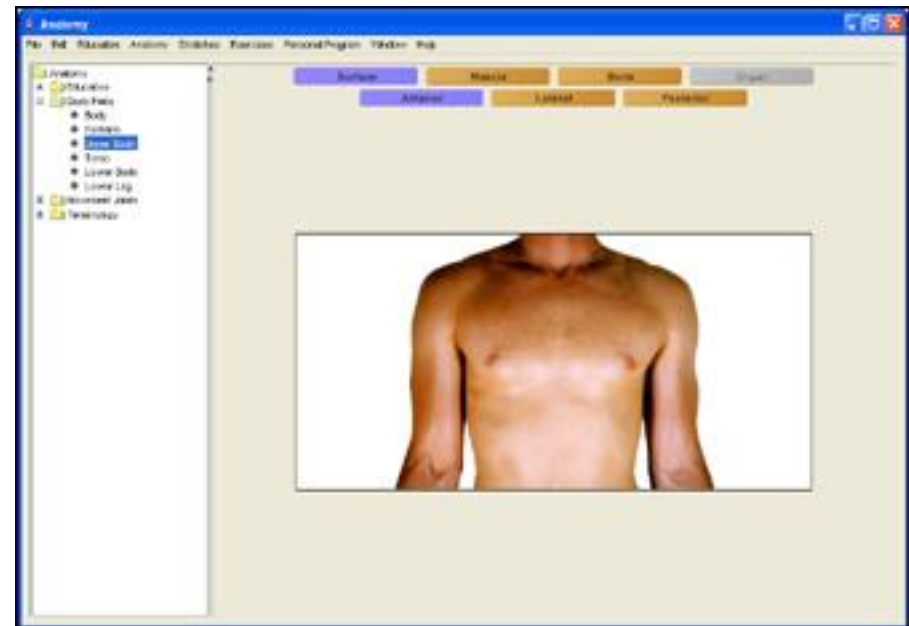
When you select one of the body areas from the Anatomy section of the program, it is opened in the Anatomy window.

When the Anatomy window is used for the body parts display, the main area of this window contains both the display of the selected body area, and, at the top of the display area, two rows of buttons that allow you to control the display. The top row of buttons allows you to move between views of the surface, muscles, bones, and organs of the body area displayed. The second row of buttons allows you to rotate the display to show the anterior, lateral or posterior view. In both rows, the current selection is displayed in blue; other available options are displayed in gold. If a particular option is not applicable to the body area being displayed, it is deactivated and displayed in grey.

In addition to the main display area, the Anatomy window contains a menu, on the left side, of all the materials in the Anatomy section. You can use this window to browse through the body parts displays, or through the videos contained in the other parts of the program's Anatomy section. If you click on any of the items in this menu, that graphic or video display will replace the current display in the Anatomy window.

If you are unsure how to use this side menu, check the section in this document on Side Menus, which explains in detail, how to use the side menus in the program.

A full set of program menus is available at the top of the Anatomy window. You can use these to open materials from other sections of the program or to access other program functions. If you do open materials from other sections, these will open in a new window, without affecting the Anatomy display.



**See also**  
[Anatomy](#)  
[Side Menus](#)  
[Menus](#)

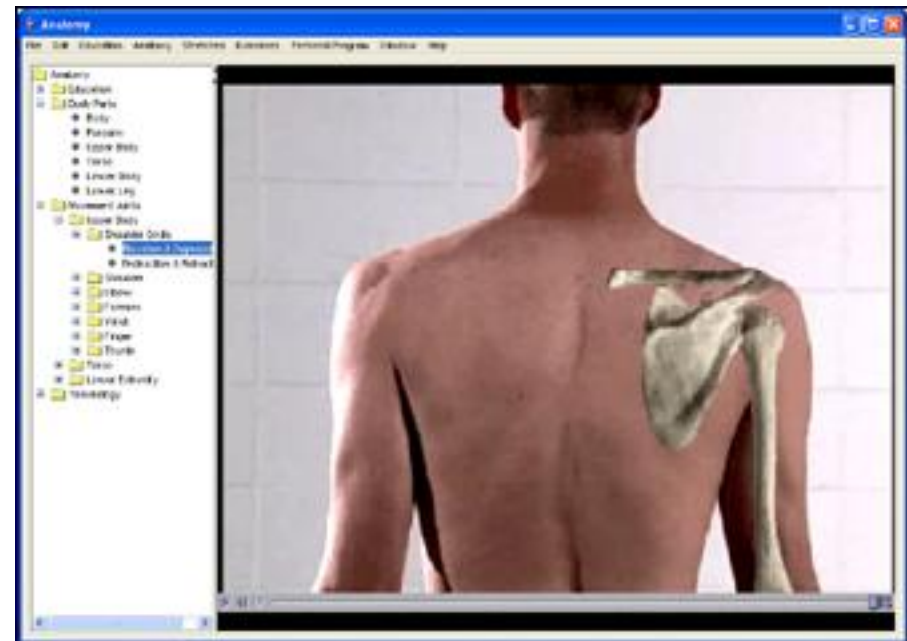
## Anatomy: Movement Joints

When you select one of the movement joints videos in the Anatomy section of the program, the video is opened in the Anatomy window. The main display area of the Anatomy window will contain the movement joints video you have selected, and the controls for that video.

To the left of the main display area, the Anatomy window will display a menu of all the materials in the Anatomy section. You can use this window to browse through the videos and interactive graphic displays contained in the Anatomy section of the program. If you click on any of the items in this menu, the display for that item will replace the current video in the Anatomy window.

More information on the side menu is available in the section of this document on Side Menus, which explains, in detail, how to use this menu.

As in all of the windows, a full set of program menus is available at the top of the Anatomy window. Use these to open materials from other sections of the program or to access other program functions. If you do open materials from other sections, these will open in a new window, without affecting the Anatomy display.



See also  
[Anatomy](#)  
[Video Controls](#)  
[Side Menus](#)  
[Menus](#)

## Anatomy: Terminology

When you select a terminology video either from the program's main window, or from one of the program's menus, the video is opened in the Anatomy window.

When used to display Terminology videos, the main display area of the Anatomy window will contain the selected video and the controls for that video. To the left of the main display area, the Anatomy window will display a menu of all the materials in the Anatomy section. This menu can be used to browse through all the videos and interactive graphic displays contained in the Anatomy section of the program. If you click on any of the items in this menu, the display for that item will replace the current Terminology video in the display area of the Anatomy window.

For more information on the side menu, see the section of this document on Side Menus, which explains in detail, how to use this menu.

The full set of program menus is available at the top of the Anatomy window. These can be used to open materials from other sections of the program or to access the other functions of the program. If you use the menus to open materials from other sections, these will open in a new window. The Anatomy display will not be affected.



See also  
[Anatomy](#)  
[Video Controls](#)  
[Side Menus](#)  
[Menus](#)

## Stretches

The major component of the Stretches section of the program is a set of thirty-four different stretches, demonstrated in videos and described in text, with additional information on their use. These are organized into nine groups, according to the part of the body they are intended to stretch. To access the stretches, select the part of the body you want to stretch, and then select a specific stretch from the list of the available stretches. The stretch video and information will be opened in the program's Stretches window.

In addition to the stretches themselves, the Stretches section includes a set of educational videos on how to stretch effectively and safely, and a glossary of stretch terminology. To access these items, select the Education option or the Glossary option, either from the main window, or from the program menus. The selected item will be opened in its own window.



See also

[Stretches: Education](#)

[Stretches: Stretch Videos](#)

[Stretches: Glossary](#)

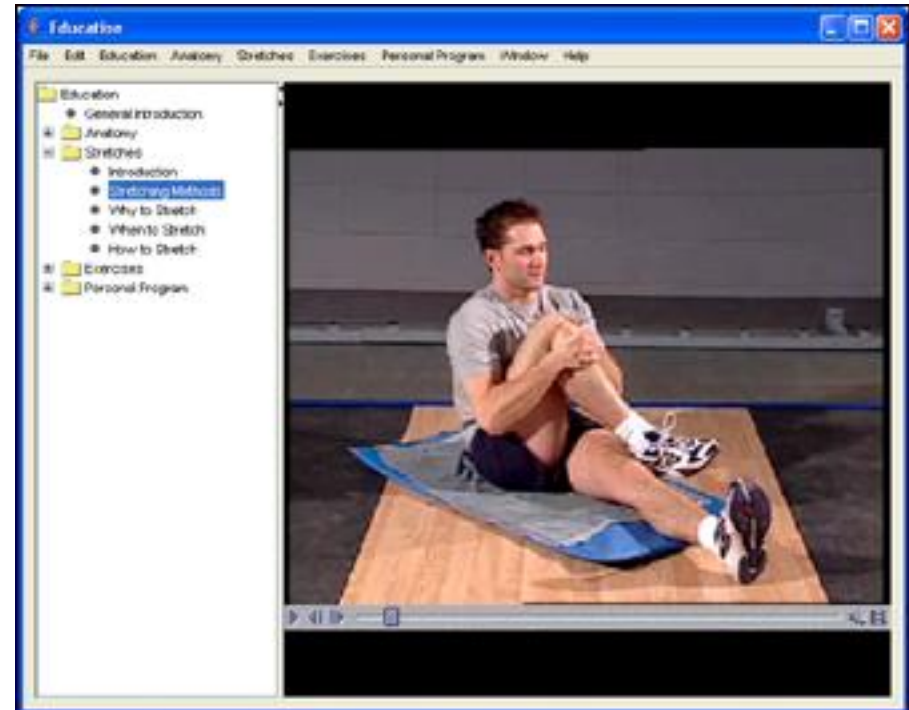
## Stretches: Education

The Education item in the Stretches section of the program allows you to access videos on why, when and how to stretch. When you select one of the options in the Education item, the video you select will open in the Education window. The main display area of this window will contain the video you have selected, and the controls for that video.

To the left of the main display area, the Education window will display a menu of all the materials in the Education section. You can use this window to browse through the Education videos. If you click on any of the videos in this menu, the display for that item will replace the current video in the Education window.

For a more detailed explanation of how to use this side menu see the section of this document on Side Menus.

The Education window includes a full set of program menus at the top of the window. Use these to open materials from other sections of the program or to access other program functions.



See also

[Stretches](#)

[Education](#)

[Video Controls](#)

[Side Menus](#)

[Menus](#)

## Stretches: Stretch Videos

When you select a video from one of the nine body areas available in the Stretches section of the program, the video will open in the Stretches window.

The main display area of the Stretches window will contain the video demonstrating the stretch, the controls for the video, buttons for moving forward and backward through the entire list of stretches, and information about the stretch. This information includes a description of the stretch, its purpose, the range of motion involved, and tips on performing the stretch safely and effectively.

Use the two buttons below the video controls to move back or forward through the full list of stretches.

The Stretch window includes the program menus at the top of the window. These menus allow you to open materials from other sections of the program or to access other program functions. If you do open materials from other sections, these will open in a new window; the Stretch window will not be affected.



See also  
[Stretches](#)  
[Video Controls](#)  
[Menus](#)



## Stretches: Glossary

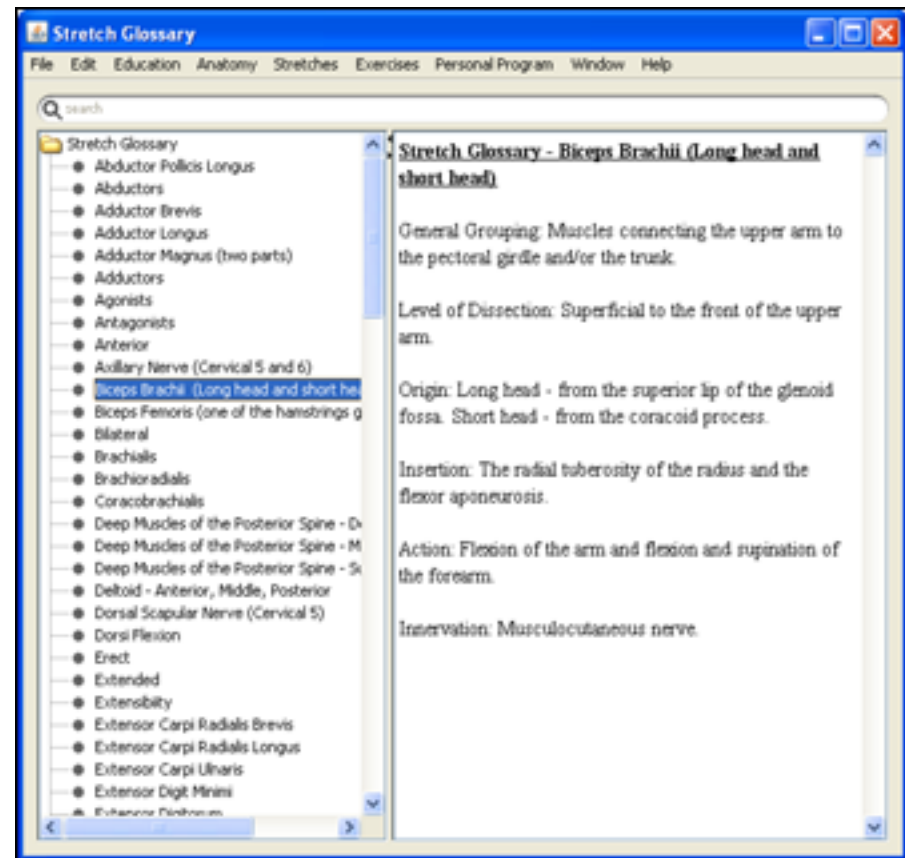
Select the Glossary item in the Stretches section of the main window or program menus to open the Stretches glossary in its own window.

When the glossary opens, the display area will be blank, but the menu on the left side of the window will show a list of all the terms in the glossary. Click on any of the terms to display that term in the display area.

Use the search box located near the top of the glossary window to locate a specific word or phrase in the glossary. Type the word or phrase into the search box; a list of glossary entries that contain the word or phrase will replace the stretch glossary menu at the left side of the window. This list will be continuously updated as you type.

The program menus are available at the top of the Stretch Glossary window. Use these to open materials from other sections of the program or to access the other functions of the program. If you use the menus to open materials from other sections, these will open in a new window. The Stretches Glossary display will not be affected.

When you select the Print option from the File menu at the top of the Stretches Glossary window, the currently displayed term will be printed.



See also  
[Stretches](#)  
[Menus](#)

## Exercises

Most of the items in the Exercises section provide access to the program's eighty-two exercise videos. Each exercise is demonstrated in video and described in text, with additional information on its use. The exercises are organized into eight groups according to the part of the body for which they are intended.

To access the exercises, select a part of the body from the main window or the program menus. Then select a specific exercise from the list of the available exercises. The exercise video and information will be opened in the program's Exercises window.

In addition to the exercises themselves, the Exercises section includes a set of educational videos on where, when, and how to exercise safely and effectively and a glossary of terminology related to the exercises. To access these items, select the Education option or the Glossary option, either from the main window, or from the program menus. The selected item will be opened in a new window.



### See also

[Exercises: Education](#)

[Exercises: Exercise Videos](#)

[Exercises: Glossary](#)

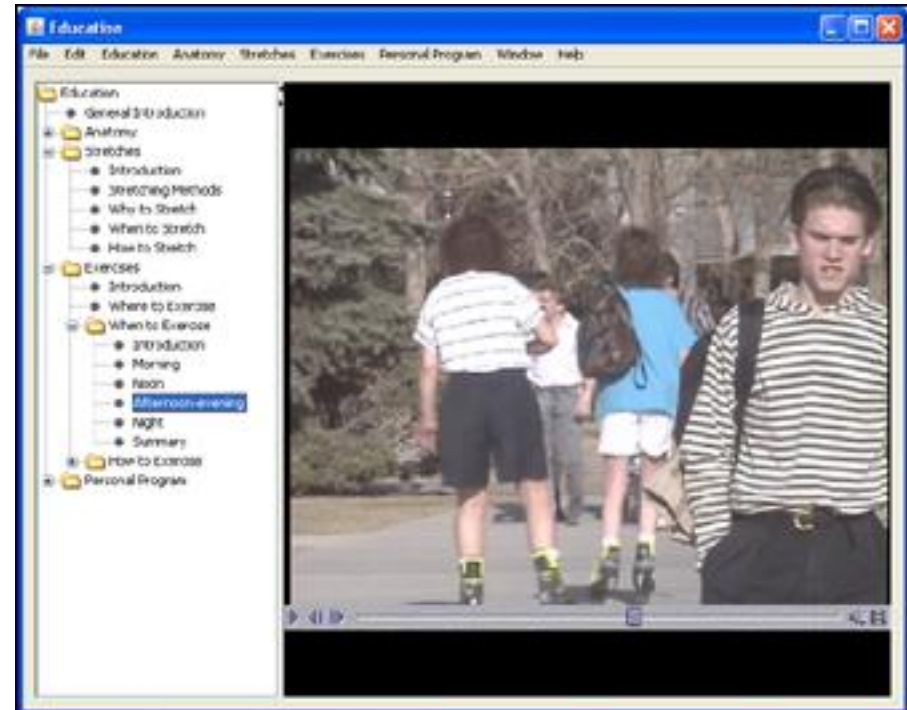
## Exercises: Education

The Education item in the Exercises section of the program allows you to access videos on why, when and how to stretch. Select one of the options in the Education item to open the selected video in the Education window. The main display area of this window will contain the video you have selected, and the controls for that video.

In addition to the main display area, the Education window will display a menu of all the materials in the Education section at the left side of the Education window. Use this menu to browse through the Education videos. Click on any of the videos in this menu to replace the current video in the Education window with the new selection.

For a more detailed explanation of how to use this side menu see the section of this document on Side Menus.

The Education window includes a full set of program menus at the top of the window. Use these menus to open materials from other sections of the program or to access other program functions.



See also  
[Exercises](#)  
[Education](#)  
[Video Controls](#)  
[Side Menus](#)  
[Menus](#)

## Exercises: Exercise Videos

When you select a video from one of the eight body areas available in the Exercises section of the program, the video will open in the Exercises window.

The Exercises window will display the video demonstrating the exercise, the controls for the video, buttons for moving forward and backward through the entire list of exercises, and information about the current exercise.

The exercise information is organized in three panels. The first panel, General, provides the muscle group being exercised, a description of the exercise, a movement analysis of the exercise, and the purpose of the exercise. The second panel, Stretches, lists stretches for the muscles that are targeted by the exercise. Click on any of the listed stretches to open the video and text information for the stretch. Opening a stretch will not affect the Exercises window. The stretch will open in the Stretches window. The third panel, Anatomy, lists the areas of the body involved in the exercise. Click on any of the listed areas to open the movement joints video for the selected area. This will not affect the Exercises window. The movement joints video will open in the Anatomy window.

Use the two buttons below the video controls to move back or forward through the full list of exercises.

The Exercises window includes the program menus at the top of the window. Use these menus to open materials from other sections of the program or to access the other program functions. Opening materials from another section will not affect the Exercises display. The selected materials will be opened in their own window.



See also

[Exercises](#)

[Stretches: Stretch Videos](#)

[Anatomy: Movement Joints](#)

[Video Controls](#)

[Menus](#)

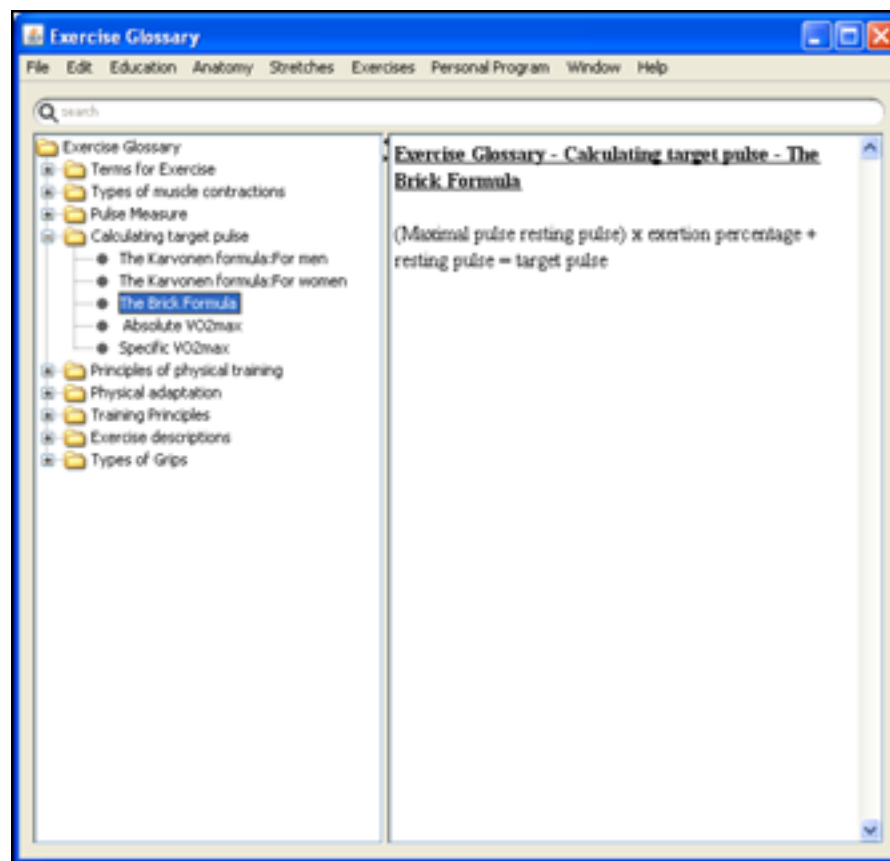
## Exercises: Glossary

The Glossary item in the Exercises section of the main window or program menus will open the Exercises glossary in its own window.

When the glossary opens, the display area will be blank, but the menu on the left side of the window will show a list of the categories in which the terms are organized. Double-click on a category, or click the plus (+) mark beside the category to display the terms in that category. Click on any of the terms to display that term in the display area.

Use the search box located near the top of the glossary window to locate a specific word or phrase in the glossary. Type the word or phrase into the search box; a list of glossary entries that contain the word or phrase will replace the exercise glossary menu at the left side of the window. This list will be continuously updated as you type.

The Exercise Glossary window includes the program menus at the top of the window. You can use these to open materials from other sections of the program or to access the other program functions. One of the functions you might want to access when in the Exercises Glossary is the Print option from the File menu. This will print out the term that is currently displayed in the glossary. If you use the menus to open materials from other sections, these will open in a new window. The Exercises Glossary display will not be affected.



See also  
[Exercises](#)  
[Menus](#)



## Personal Program

The Personal Program section contains resource documents, sample documents, and forms (in .pdf format) that can be used in the development of a personal training program. These include:

### Resources

Cardiovascular Exercise Training Methods  
Training Aims and Main Training Variables  
Repetitions/Power Relationships for Maximal Resistance  
Exertion Factors with Basic and Integrated Fitness Components

### Sample Documents

Personal Training Program for Adults Sample  
Personal Training Program for Children Sample  
Personal Training Program Followup Card

### Forms

Personal Questionnaire

Click on any of these options to open the selected form in Acrobat Reader.

In addition, the Personal Program section includes a set of educational videos on how to use these resources to develop a personal training program. To view these, select the Education option, either from the main window or from the program menus, and then select the video you wish to view. The selected video will be opened in a new window.



See also

[Personal Program: Education](#)



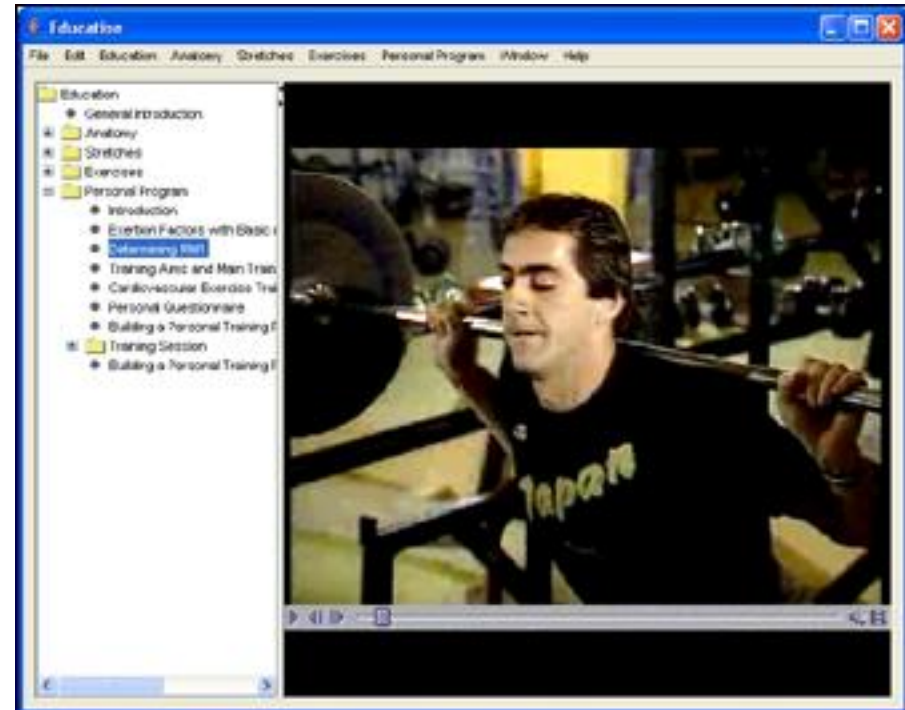
## Personal Program: Education

The Education item in the Personal Program section of the program allows you to view videos on using the Personal Program documents and to assist you in planning a personal training program. Select one of the videos in the Education item to open the selected video in the Education window. The main display area of this window will contain the video you have selected, and the controls for that video.

In addition to the main display area, the Education window will display, at the left side of the window, a menu of all the materials in the Education section of the program. Use this menu to browse through the Education videos. Click on any of the videos in this menu to replace the current video in the Education window with the new selection.

For a more detailed explanation of how to use this side menu see the section of this document on Side Menus.

The Education window includes a full set of program menus at the top of the window. Use these menus to open materials from other sections of the program or to access other program functions.



See also  
[Personal Program](#)  
[Education](#)  
[Video Controls](#)  
[Side Menus](#)  
[Menus](#)

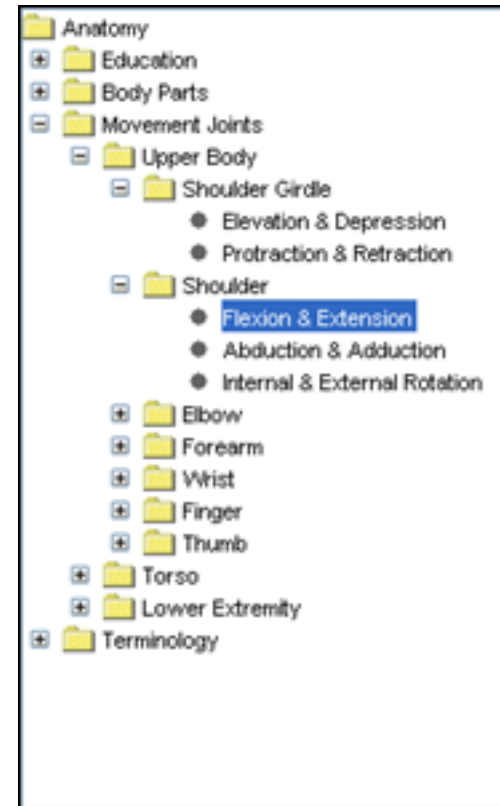
## Side Menus

Most of the windows in the program are displayed with a menu on the left side of the window. This menu allows you to browse through all of the materials in the section of the program from which the window was opened.

The actual section materials are organized into a series of folders (marked with the yellow folder icon). To view the contents of a folder, double-click on the folder icon or the name of the folder, or click on the small plus (+) mark beside the folder. A list of the folder's contents will be displayed beneath the folder.

To close an opened folder, double-click again on the folder icon or the name of the folder, or single click on the small minus (-) sign beside the folder.

Actual program materials are marked with a small grey dot. Single click on any of these materials to open them in the current window.



**See also**

[What This Program Contains](#)

[Menus](#)

[Education](#)

[Anatomy](#)

[Stretches](#)

[Exercises](#)

[Personal Program](#)

## Video Controls

When a video is displayed in one of the program windows, the controls for the video will be displayed immediately beneath the video. These controls are the same for all videos in the program.

### Play/Pause

The play/pause button changes its display and function depending on whether the video is currently playing. If the video is playing, the play/pause button is displayed in its pause mode. Clicking on the pause button will stop the video in its current location, and the play/pause button will change to its play mode. If the video is not playing, the play/pause button is displayed in its play mode. Clicking on the play button will start the video from its current location, and the play/pause button will change to its pause mode. If the video is stopped at its end, clicking on the play button will restart the video from its beginning.

### Frame reverse

Clicking on the frame reverse button will move the video back one frame. Hold the mouse button down on this button to move the video continuously backward, one frame at a time.

### Frame forward

Clicking on the frame forward button will move the video forward one frame. Hold the mouse button down on this button to move the video continuously forward, one frame at a time.

### Video slider

Click and drag this slider to move the video to a specific frame.

### Audio off/on

If the video has an audio track, the audio off/on button will be displayed. Click on the audio off button to turn off the audio for the video. A bar will be displayed across the audio icon to show that the audio is off. Click on the audio off/on button again to turn the audio back on

