

ATLAS.ti 6

The New Features

6.0

atlas.ti
the knowledge workbench

Software for qualitative data analysis,
management, and model building.



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If You Can Print It, You Can Use It. PDF Fully Supported.

We're especially excited about the new full native PDF support that will allow you to work with PDF files in their native layout. Other QDA packages make you strip PDFs down to primitive text files, which is hardly an adequate way of working, aside from being tedious and time-consuming to boot.

But with ATLAS.ti 6 you are now able to keep your original PDFs—layout, graphics, tables and all—so your primary data always remains uncorrupted and complete.

Consider the enormous possibilities:

- Work on Web pages saved to PDF, thus securely maintaining their original layout, graphics, and most important all their actual content at the time of visiting.
- Directly access a plethora of digital resources such as e-books, research papers, business reports, conference proceedings, press releases, and so much more. Now it's all at your fingertips without conversion or additional steps of any kind.
- If you work on a Master, Ph.D., or research project, code your literature for themes, types of methodology used, theories, results, explanation of the results, recommended further research, etc. And use ATLAS.ti as a tool to organize your literature and stay on top. New ways of linking your empirical research with the literature become possible.
- Use the output from any of the programs on your computer as a primary document. If you can “print” it (as PDF), you can use it in ATLAS.ti.

You can literally use the output from **any** program that can produce PDF as your primary documents. Even if your program doesn't have a dedicated built-in PDF generator (many do), you can still produce PDF via freely available PDF printer drivers and standalone applications.

The possibilities are truly endless and extremely exciting!

Universal Freedom through a Universal Format

ATLAS.ti's support of PDF makes it possible to use output from practically any computer application as your primary documents!

By quickly “printing” a PDF document you can now directly work on material created in nearly any program on your computer—such as PowerPoint, Open Office, ATLAS.ti itself (go figure!) as well as most graphics, statistics, reporting, authoring, accounting applications—as your primary documents.

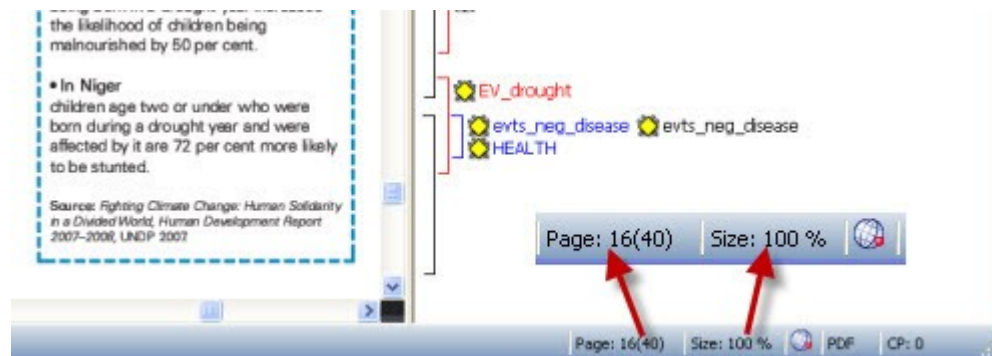
Working with PDF Documents

Display and Navigation

PDF documents are displayed one page at a time. If you increase the size of the editor window, the size of the PDF page is enlarged. You may also zoom the content via the **Zoom PD** button in the vertical tool bar.

- To reset the view to 100%, hold down both **SHIFT+CTRL** key while you click on the **Zoom PD** button.
- To decrease the display size, hold down the **SHIFT** key while clicking the **Zoom PD** button.

In the status bar at the bottom of the screen you see the actual size of the PD. This is also the place where you navigate back and forth in the document. To move one page forward, left click on the Page button. To move backwards, right click the Page button.



NOTE: When you resize the window, it may happen that the margin area does not stick to the primary document. Then simply left click on the frame and move it to the left.



Coding

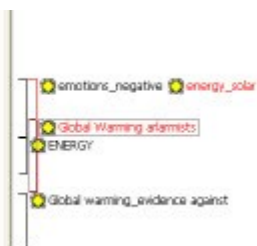
PDF documents allow for various ways of coding. Basically, there are no restrictions, you can code any area within the document. Below you find a number of screen shots demonstrating the various options.

Coding just like you're used to

Of Antarctica and Penguins

Filed under: [Antarctic](#), [Climate Changes](#), [Extinctions](#), [Polar](#) —

Tell us the truth – do the two pictures below really hit home with you? Do they make you want to walk to work, put up solar panels this weekend, and eat lower on the food chain the rest of your life? The images, and literally dozens like them available on the internet, drive home the obvious point that Antarctica is melting, global warming is the cause, and we in the United States are responsible for the demise of the penguins thanks to our appetite for fossil fuels. This type of presentation is very typical of the global warming alarmists – feel free to visit nearly 500,000 web sites dealing with global warming and Antarctica. If you have visited our site before, you would know that the professional scientific literature is full of articles questioning the simplistic statements regarding global warming, Antarctica, and the poor penguins.



(Auto) coding bibliographies

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Coding Images

responsible for the demise of the penguins thanks to... presentation is very typical of the global warming al... sites dealing with global warming and Antarctica. If... know that the professional scientific literature is full... regarding global warming, Antarctica, and the poor p...

only the right hand side of the image is coded

- Global warming_evidence against
- EVENTS_negative
- Global Warming alarmists
- emotions
- Media_role of

And in today's news, there is another tear-jerker about penguins. A new soon-to-be-published study by University of Washington's P. Dee Boersma reports that the world's penguin species are generally in decline. Remember, bad things happen to good species and good things happen to bad species. As the study notes, "The study by Boersma describes the following: '...'

Coding parts of images

only a part of a picture is coded

- Global warming_evidence against

Coding columns of text

ermed "unequiva... nge (PCCI) Data... reveal that 71 of the... 55." December 2006... began."

is in many aspects of... in the extent of human... equity considered, the... early understand and... effect of human activity... a warning at the...

is development... change has given, an... agreement policy debates... sea change will make it... from development... as over the longer term... mostly in developed... in the Earth's... the heart of climate... to some Africa. Rea... daily are considered -... solely organizations - to... case change for the... ky funding and policies.

"... Poor people already live on the front lines of pollution, disease and the degradation of resources and land... For them, adaptation is a matter of sheer survival... The message is clear: Global climate change must take its place alongside those threats - such as poverty, disease, and the proliferation of deadly weapons - that traditionally monopolized first-order political attention. And the United Nations offers the tools the world needs to respond."

UN Secretary-General Ban Ki-Moon, Statement at the UNFCCC 5th Conference of the Parties, November 2006

- EVENTS_negative
- THREATS
- actors_individual level
- Threats_unrelated to climate
- THREATS
- actors_institutional level

Output

When outputting PDF quotations, e.g. all quotations for a selected code, the text is extracted and you can generate a rtf document. The quotation references for textual quotations indicate the page number and the start and end position on the basis of character counts For example: (31:1537-31:1745) means that this quotation is from page 31, starting at character 1537 and ending at character 1745.

The referencing for coded images is a different, but also indicating the position of the quotation in the document: (@422-@618).

Geo-Coding: The World (as viewed through Google Earth™) as Your Primary Document

ATLAS.ti now embeds Google Earth™ (GE) and makes its functionality available from inside the program. This has immense benefits and opens up fantastic new possibilities for your work.

Picture, if you will, the world as your ultimate primary document. Freely move around in it and mark any section that interests you. Then, treat that segment exactly the way you are used to in ATLAS.ti. Code it, comment it, and link it to other objects. Use direct hyperlinks from other primary documents for supporting your arguments and for purposes of evidence or illustration.

It is also possible to create screenshots from any Google Earth™ view and assigns them as graphical primary documents. This "snapshot" helps you save system resources and makes sure that your reference is secured against changes.

All features of Google Earth™ are available (including camera angle and height over ground). The interaction between the two programs is bi-directional, meaning that work done in ATLAS.ti can be directly introduced into Google Earth™. Comment on a marked location in ATLAS.ti, and your comment will be displayed in Google Earth™.

And that's still not all: Leverage the immense power of community as embodied by Google Earth™ layers, and by the possibility to exchange and directly import Google Earth™'s KMZ files (complex community-created "overlays"). If it weren't so tacky, we'd call it "QDA 2.0."

If your work is in or touches on fields such as tourism, geography, urban planning, ethnology, cultural studies, sociology, health, action research, advertising and marketing - or even if you simply like to take virtual trips: you are bound to profit from ATLAS.ti's geo-coding feature.

The World as Primary Document

Even with a non-standard data source as the "World" as seen through Google Earth we still stay within the Primary Document metaphor. Thus, there is only ONE data source worldwide, and all Google Earth PDs created in any HU all refer to the same data source located at the Google servers.

However, you can also use more than one Google Earth PD (even if there is only world...) in order to create distinct sets of locations, to simulate tours, to simply tell different stories.

Note: The prerequisite for use of the features described in this section is that Google Earth is installed on your computer. See <http://earth.google.com/> (or your respective language website) for more detail.

Create a Google Earth (GE) PD

To create a new GE PD, click the drop down arrow beside the Load Document button in the main toolbar and select New GoogleEarth PD:



PD from a KMZ document

You may also create a PD from an existing document of type KML or KMZ (Keyhole Markup Language). Simply use the Assign function and select a file of an appropriate type.

What are KMZ documents?

KMZ files are zipped KML (Keyhole Markup Language) files, which will start Google Earth and fly you to a specified location.

KML, or *Keyhole Markup Language*, is an XML grammar and file format for modeling and storing geographic features such as points, lines, images, polygons, and models for display in Google Earth and Google Maps.

KML is used to share places and information with other users of Google Earth and Google Maps (and now ATLAS.ti). You can find many KML files that describe interesting features and places On the [Google Earth Community](#) site.

Open Google Earth from ATLAS.ti

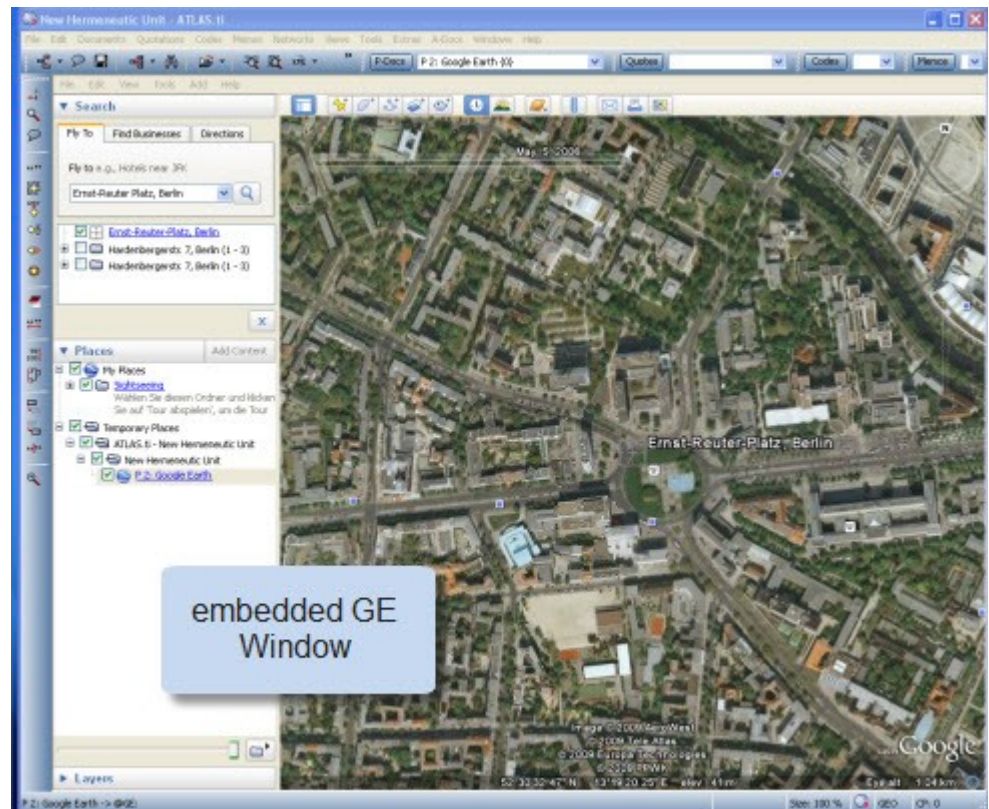
Up to now, you can do all this lightly without starting GE, which--with all due respect--is quite a "memory hog" :-)



By double-clicking the new Google Earth PD in the Primary Document Manager you start the machinery. It takes a while to start, initialize and position the camera in GE. It goes much faster if Google Earth is already running.

The GE window is embedded in the HU Editor (see image below), unless the ATLAS.ti preferences for Google Earth documents are set otherwise (see Preference Settings for Google Earth PDs). This saves space as you do not need to display and manage two large windows.

Note: When closing a GE document (by switching to another PD or closing the HU) the original GE window is restored and you can work with Google Earth independently of ATLAS.ti



Create Quotations

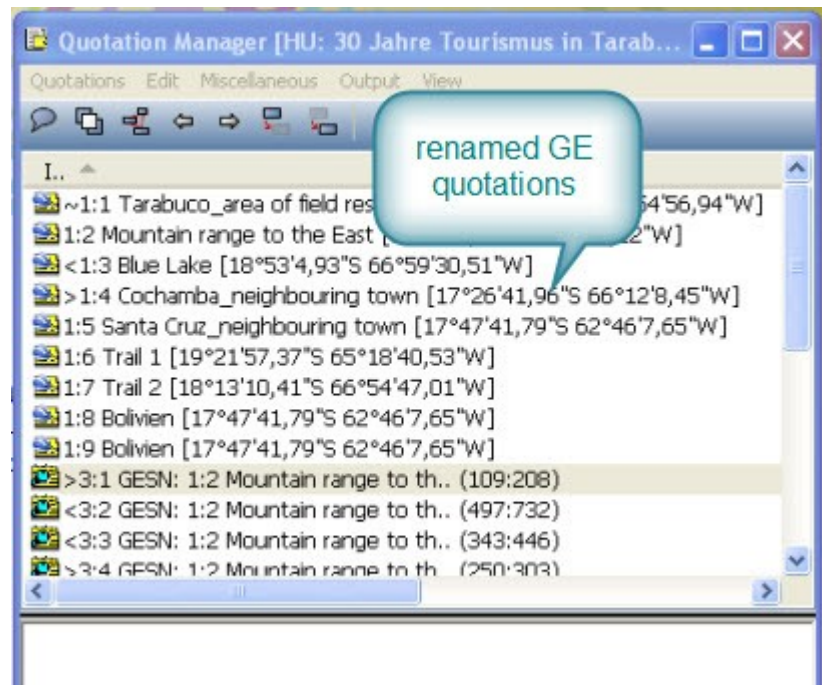
When working with Goggle Earth PDs, it is a good idea to open the Quotation Manager along-side the HU editor.

To create a new quotation,

- Point Google Earth to whatever location you want.
- Double-click to select the place to which the quotation is to be attached.
- Use the usual methods to create a quotation: Click the **FREE QUOTATION** button in the vertical toolbar (to the left of the PD area) or choose **CREATE FREE QUOTATION** from the **QUOTATIONS** menu.



The default name of the quotation is either extracted from the selected feature, or the name of the PD is used. If you did not change the name of the PD, the default is 'Google Earth'. In addition, the geographical reference is provided. Whether the PD name or the feature's name is used, can be set via Preference Settings for Google Earth PDs. Depending on your project needs, you may choose to rename the quotations. In the figure below, quotations 1:1 to 1:7 have been renamed.



Display Quotations in GE

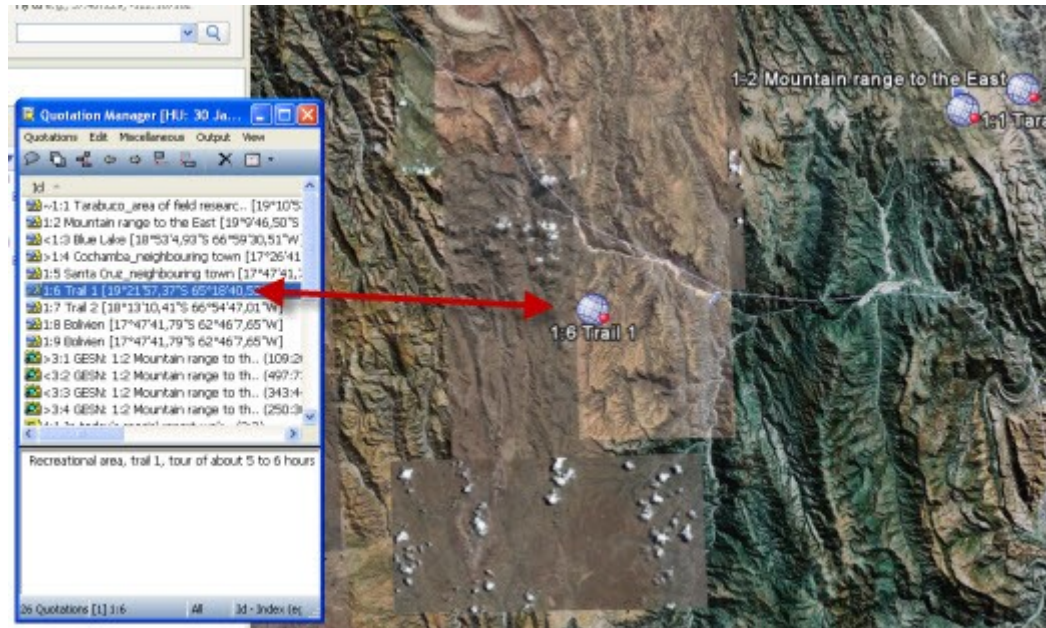
In the first instance, you only see the quotations within the Quotation Manager or in the drop-down list. In order to see the information in Google Earth as well, the information needs to be transferred. Thus, ATLAS.ti GE PD needs to be "injected" into Google Earth. This is easily done by reloading the PD.

The name of the quotation is used as name for the ATLAS.ti placemark in the GE document. In addition, you see the quotations in the Places Panel under Temporary Places on the left side.

To reload a PD,

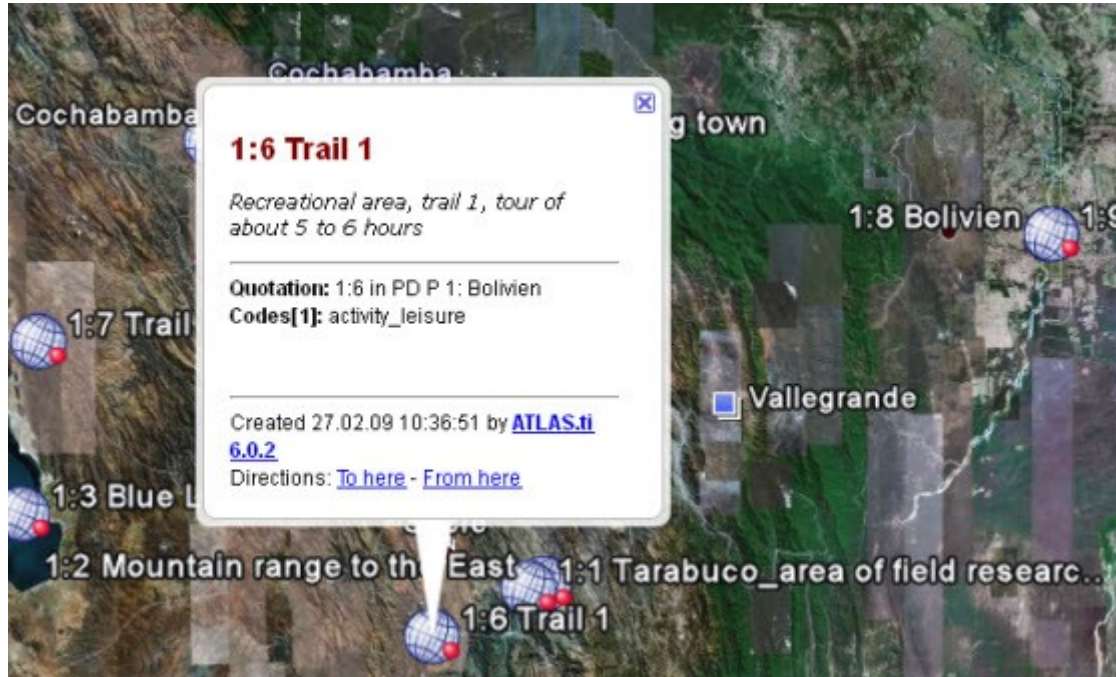
- select it from the drop down list and left click it again
- OR **SHIFT**-click on the button for P-Docs
- OR select the menu option **D**OCUMENTS / **M**ISCELLANEOUS / **E**XPORT **S**PECIAL.

The hierarchy of features in GE resembles the structure of the HU. At the top, you see an ATLAS.ti root folder for each HU in the session. Below this folder, the name of the HU is repeated and all its PDs and quotations are created as GE features. If you write a comment for a PD or quotation, it will be shown as well.



Repeated entries: If you close ATLAS.ti and restart while GE is still open, GE creates a new feature hierarchy for each HU. You can either manually remove the feature tree from the GE places panel or close it and let ATLAS.ti start it for you by loading a Google Earth PD..

You can also display the meta information of a quotation like codes and comments in the GE Window by clicking on the placemark. The type of information that is shown, can be selected via the Preference Settings for Google Earth PDs.



Moving Around

By default, travelling to another quotation is by flying. When you press the SHIFT key during a transfer, you are "teleported" to the new location (= quotation) directly. The default "travel" speed can be set via Preference Settings for Google Earth PDs.

Clicking on a quotation's placemark icon in GE will show a balloon description with meta-information and a comment.

Extrusion – Display Quotations at elevated levels

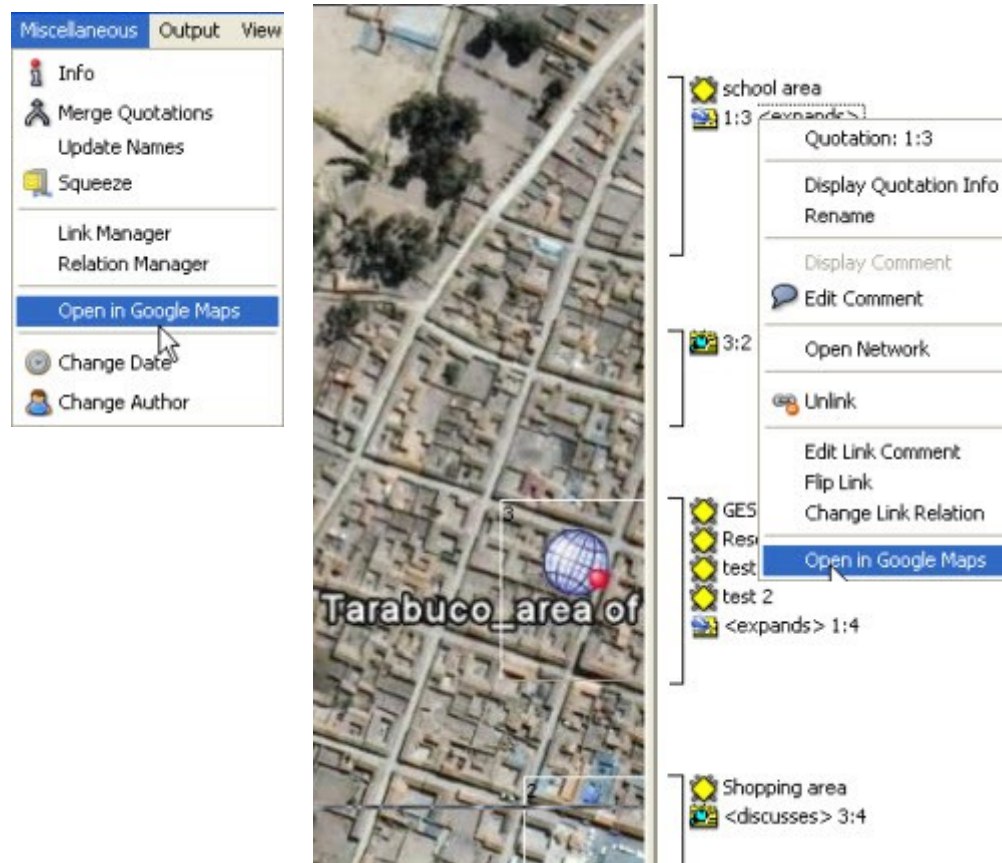
Usually the placemark icons are fixed to the ground. For hilly environments or between large buildings you can raise the icon like a balloon to a predetermined elevation (in meters) above ground. The icon is always tied to the ground with a connecting line. Set extrusion via Preference Settings for Google Earth PDs.



Display a Quotation in Google Maps

If GE is just too “heavy” for your computer, you may open a GE quotation in Google Maps instead.

1. Select a quotation, e.g. in the quotation manager.
2. From the Miscellaneous menu, select **Open in Google Maps**.
3. If you have created hyperlinks to Google Earth quotations, right click on the hyperlink and select the option **Open in Google Maps**.



This opens your Internet browser on the same location. However, you do not have tilt and heading capabilities available. Currently, there is a fixed zoom factor for the Google Map view instead of a more detailed calculation of range and other parameters.

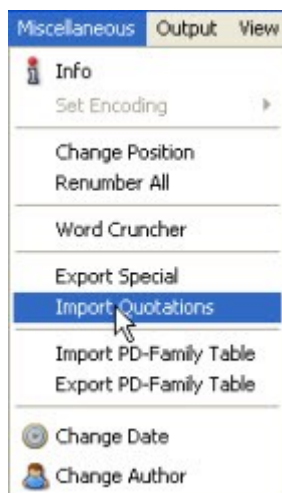
Modify Quotations

To modify a quotation,

1. select it in the quotation manager.
2. Double click on a new location where it should be moved to.
3. Select the “revise quotation” button from the vertical tool bar (see below) or from the **QUOTATIONS** menu the option **MODIFY BOUNDARIES**



Import Quotations



If KM* files include placemark features, these can be imported as quotations. The meta-information that was inserted into the placemark is inserted into the quotation comment field in ATLAS.ti.

Via the GE preference settings, you can select to import placemarks during the process of assigning a KML / KMZ file as primary document. This is the default setting.

- From the main Documents menu or from the PD Manager menu, select **MISCELLANEOUS / IMPORT QUOTATIONS**.

Create Graphical Snapshot PDs

The images provided by Google Earth are not permanent but are replaced over time. When these images are changed is not made known to the regular user. Thus, although positions on earth are stable, the views are not.

A new set of aerial and satellite images may yield a whole different set of details. This makes taking snapshots from a current view a very practical thing. Furthermore, you can code detailed sections within a graphical PD. Such PDs do not require Google Earth to be installed.

Position Google Earth to the desired view either manually or by selecting a GE quotation.

Resize the GE window to the desired size. The content you see will be used for the PD. Only the main area is used, the side bar title etc. are ignored.

Configure all needed layers.

From the drop down Assign button, select **NEW GE SNAPSHOT PD**.



A new PD is created. The naming convention is as follows: When you select a quotation in the ATLAS.ti quotation manager and create a snapshot based on that view, the name for the PD will be Google Earth SN. If you select a quotation from the Google Earth subtree in the Places Panel, the name that is shown there is used with the prefix "GESN:.

Thus, if you have given your quotation a unique name and want to use it as name for your PD snapshot, then it might be preferable to select the quotation from the Places Panel. If you prefer neither of the two standard options, you can always rename the PD.

The source files for the snapshot PDs are jpg; they are stored in the same folder as the HU and their name starts with GES plus a two digit letter/number combination.

NOTE: This feature is only available if GE has already started.

Code GE Quotations

As there is no margin area to code, you code GE quotations similar to audio or video quotations. You have the following options:

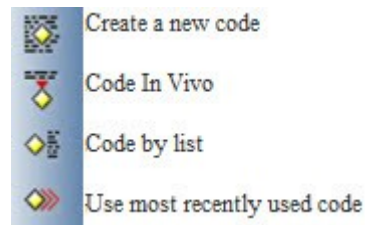
Coding via the menus:

- Right click on a quotation in the quotation manager and select **CODING / OPEN CODING** to create a new code, or **CODE BY LIST** to select an already existing code. Or code via **QUICK CODE** using the most recently used code.

Coding via the vertical toolbar:

- Select the appropriate coding buttons from the vertical toolbar.

Coding via Drag & Drop:

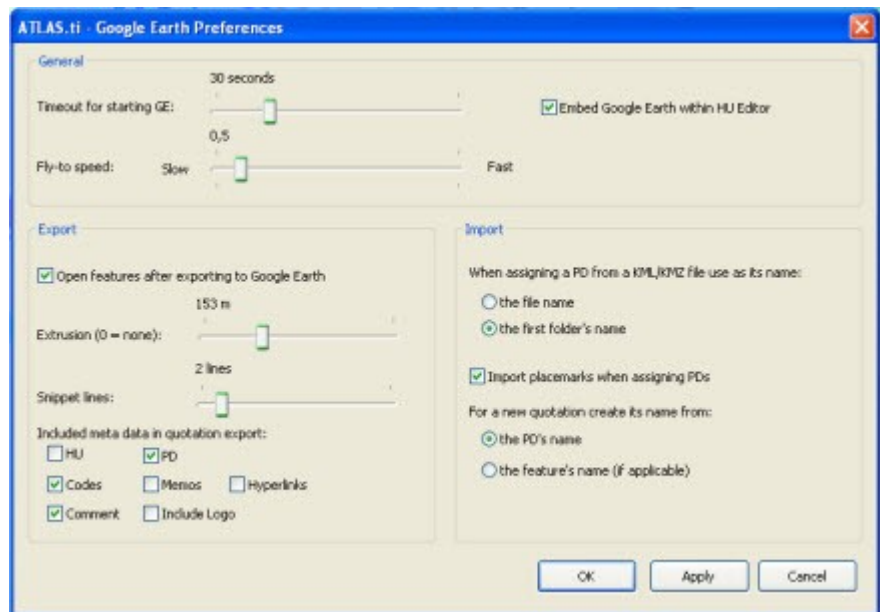


- You can either drag & drop a code from the Code Manager onto a quotation, or vice versa, drag & drop one or more quotation(s) from the Quotation Manager onto a code in the Code Manager.

Preference Settings for Google Earth PDs

A number of parameters can be set for Google Earth PDs.

- To open the preference window, select the Preferences button from the main tool bar **PREFERENCES / GOOGLE EARTH PREFERENCES**.



Timeout for starting: Increase this value if it takes GE a long time to start and ATLAS.ti does not position to a camera view.

Fly-to-speed: Adjust the speed that is used to travel between two quotations.

Extrusion: Set the distance between the placemark icon and the ground (in meters).

Snippet lines: Set the number of lines that are displayed for the quotation comment in the Google Earth places panel.

Include meta data in quotation export: Decide which meta information for a quote should be transferred and displayed in Google Earth.

Import file or folder name for KML / KMZ files: Decide which default PD name should be use for your KML and KMZ files.

Default name for quotation: Decide which default name should be used for the quotations.

Associated Documents: Transcription and Synchronization of Text and Multimedia Files

Synchronization of Text and Multimedia Files

In ATLAS.ti 6, you will find **A-Docs** as new item on the main menu. **A-Docs** stands for “Associated Documents.” This means that you can link two documents with one another; for instance your audio or video recording with the transcript at defined points in the two files.

Through links in the transcribed text you can then listen to or view the associated segments in the multimedia file. Or go the opposite way: As you listen to the audio recording or view the video file, watch the associated text being highlighted in the transcript. Associations also make it easy to quickly locate certain positions in the recording.

To start using of this functionality, your first step is to link two files by creating the so-called associations. This can be done manually, or by importing already associated files from the [transcription software f4audio or f4media](#) (a free transcription software). When you import f4 files, all time markers created there will automatically be converted.

If you set associations manually, you listen to an audio or video file and view the transcript at the same time. While you listen, you manually set markers at the appropriate points in the transcript. This allows for the two documents to be played and displayed in sync. The closer the distance between two timer markers is, the better will be the synchronization. However, it is not required to set time markers at any particular or prescribed intervals (for instance at the end of every line of text). If you mark longer segments, interpolation is used to synchronize the text with the associated multimedia file.

Transcribe your Data in ATLAS.ti

Along with all the “classic” ATLAS.ti functions that you may already be familiar with it is now possible to transcribe your multimedia data using ATLAS.ti. The procedure will be explained in more detail below. Basically, what you need to do is to create a memo or an empty RTF file to hold your transcript, use it as a primary document, and transcribe your audio/video data in edit mode, synchronizing it with your multimedia file as you transcribe. It is really that simple, and even easier than it sounds! ATLAS.ti also supports the use of foot switches.

Creating and Working with Associations

The first step in using A-Docs is to associate two documents with each other. All functions needed for this are available from the Association Editor, some can also be accessed via the main menu **A-Docs**.

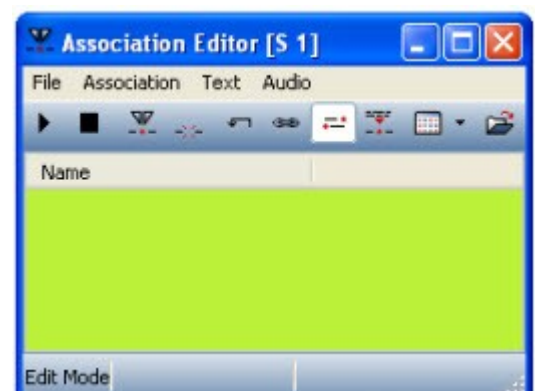
There are two ways to create associations: You can set synchronization anchors manually, or you can import already associated documents from the transcription software f4audio and f3media.

Manual Creation of Associations in the Association Editor

When manually creating associations, you set synchronization anchors at those points in the documents that are to be linked. For instance, you listen to an audio recording, stop it at a certain point, locate the matching text in the transcript, and set an anchor at the end of the matching text passage.

All the options you need for this can be found in the Association Editor. Here you can see, set, name, or even delete anchors. change the synchronization mode, create and name new associations, import and export associations, and the like. Thus, it is a good idea to keep the editor open whenever you work with associated documents.

- To open the Association Editor, select **A-Docs / EDIT ASSOCIATION** from the main menu..



Create and Name a New Association

One Hermeneutic Unit can include as many associations as you like. Currently, one association for each set of associated documents, two documents per set and the following combinations are supported: audio–text and video–text. In order to keep track of your associations, each association has an ID, and a unique name can be given as well.

- To create a new association, select **FILE / NEW** from the Association Editor's menu.

For each new associations an ID and name is automatically created: S 1, S 2, S 3, etc. For a better overview, it is recommended that you replace the default name with a unique name.

- Select **FILE / RENAME** from the Association Editor menu and overwrite the default name. Click OK to confirm.

Deleting Associations

The active association that is shown in the editor can be deleted via the menu **FILE / DELETE**.

Adding Primary Documents to Associations

Before you can manually link documents, you will need to add two primary documents to an association.

Note: Only text, audio and video files are currently allowed to be added to an association. The following combinations are possible: text–audio and text–video. In other words, you cannot associate an audio file with with a video file.

- Select a primary document in the PDoc Manager (typically, a transcript) and then select the menu option **ASSOCIATION / INSERT PRIMARY DOCUMENT**. If no association is active, a new association is created. The same document can only be inserted once into the same association.
- Now select a second primary document in the Primary Document Manager (typically, the matching audio file) and insert it into the association. The two documents are now associated.

Alternatively, you can insert Primary Documents by Drag & Drop from the Primary Document Manager into the Association Editor.

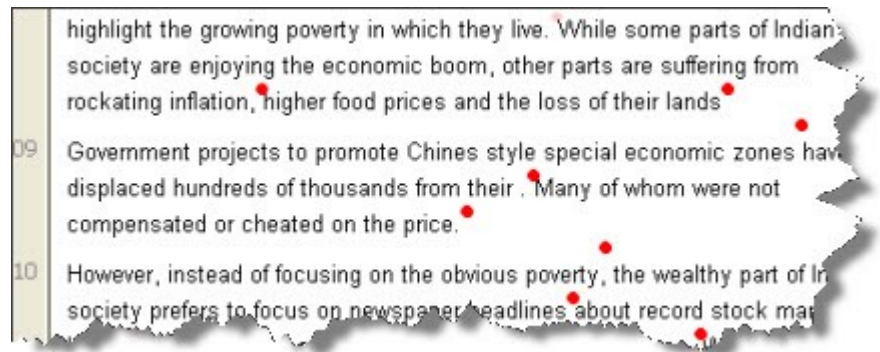
Play and Stop Multimedia Files (F4)

Start and stop the playback of the multimedia files in the active association via the **F4** key.

Set and Delete Association Anchors (F8)

Synchronization anchors link matching parts in the documents. Anchors are set by clicking on the F8 key (alternatively you can use the menu option **ASSOCIATION / INSERT ANCHOR**). The anchor is set at the current position of the cursor and marked by a red dot in the text.

Note: The default setting is for anchors to be always displayed. You can deactivate this option via the main menu **A-DOCS / TEXT / SHOW ANCHORS** or in the Association Editor via the menu **TEXT / SHOW ANCHORS**.



If you set an anchor accidentally, you can correct this by clicking **F8** a second time. Provided you have not moved the cursor yet, clicking the key **F8** again will remove the newly created anchor.

Another way to delete anchors is via the Association Editor: Select an anchor in the editor and then either press the **DEL** key on your keyboard or select the menu option **ASSOCIATION / DELETE ANCHOR**.

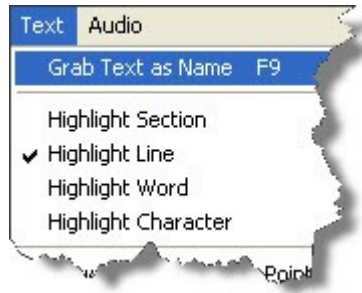
Undo

Setting or deleting an anchor can be reversed via the undo option (**ASSOCIATION / UNDO**).

Naming Anchors (F9)

You can use the list of anchors in the Association Editor to navigate through the associated documents. For this purpose, anchors can be named.

- To name an anchor, select it, click on the name field and enter a name. You can also use the currently highlighted text as name. In order to do this, select the menu option **TEXT / GRAB TEXT AS NAME** or click **F9**.



Importing f4-Documents

f4audio

Transcripts produced with the help of the freely available program f4audio v3.0.3 (manufactured by dr.dresing & pehl GmbH, <http://www.audiotranskription.de/f4.htm>), can be directly imported. Time markers from the transcript are automatically converted to association anchors. Time markers are then removed and a new association is created. Connected audio files are also imported.

To import an f4audio document, select menu item **FILE / IMPORT F4 DOCUMENT**. A file browser opens up from which you can the desired document. Once you confirm the selection, the import starts and ATLAS.ti creates a new memo. The memo contains the content of the f4audio file (minus the time markers) and assigns it as a primary document. Also, ATLAS.ti creates a new association with the PD and the anchors that were generated from the time markers. The audio document is located and also assigned as a PD.

NOTE: In order for the audio document to be assigned successfully, it must be located on your computer either in the location referenced in the transcript or in the same directory as your HU. This will also work if the file is already assigned as a PD and is accessible via the already mentioned paths.

f4media

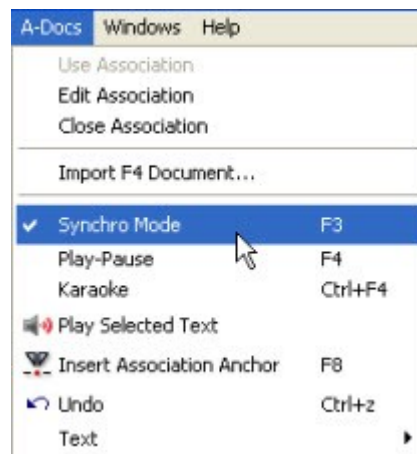
Just like with f4audio, ATLAS.ti also imports f4media directly. f4media's export formats are not supported, however. Unlike f4audio, f4media does not contain references to the original audio or video document. Hence, another browser window is opened after the import which lets you select the pertinent multimedia document. This is then added to the association and assigned as a PD.

ATLAS.ti determines automatically if it is dealing with f4audio or f4media documents.

NOTE: Importing f4media can occasionally produce errors since f4media has not been official released and all tests so far could only be conducted using its beta version.

Working with associated Documents

A-Doc functions can be called either via the **A-Docs** menu or from the Associations Editor.



A Hermeneutic Unit can contain unlimited numbers of associations, but only one can be active at any given time. The active association is selected via menu **A-Docs / USE ASSOCIATION** and closed via **A-Docs / CLOSE ASSOCIATION**. In the Associations Editor, you find these options under the **FILE** menu.

Associations between documents are automatically activated when a document is loaded in the HU Editor. In cases where several associations exist, the first available is automatically selected.

Play Selected Text

Simple selections in the text or quotations can be played via the menu item **A-Docs / PLAY SELECTED TEXT**. The associated video or audio recording will be played back from the correct position. Playback stops at the end of the selection. The accuracy of selected text playback depends on the precision and the number of the available anchors..

Synchronization-Mode (F3)

In non-synchronous mode, the documents are independent from each another. "Moving around" in either one of the documents does not affect the other. When you switch to synchronization mode, associated documents are display *synchronously*, i.e., they are positioned next to each other. Since synchronous playback is not useful or desired in all situations, synchronization mode can be switched on and off.

The non-synchronous mode is particularly important for setting anchor points: In synchronous mode, associated multimedia documents follow the movements of the mouse cursor. This makes positioning anchors accurately fairly difficult. Selecting an anchor in the Association Editor, however, causes the cursor a jump to the selected point even when in non-synchronous mode.

Activating and Deactivation Synchronous Mode

- Synchronous mode can be enabled and disabled via the main menu entry **A-DOCS / SYNCHRO MODE** and via the **F3** key.
- In the Association Editor, synchronous mode can be selected via the menu item **ASSOCIATION** or the pertinent button..

Working with Synchronous Mode

Moving the mouse cursors in the text or clicking a text passage causes associated multimedia documents to be repositioned to the the correct location. Click **F4** to start playback at this position.

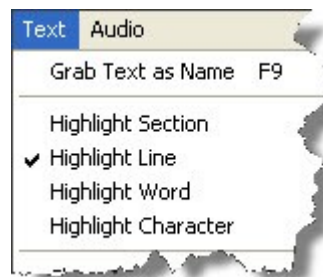
The opposite case—i.e., moving the cursor in the multimedia document—causes no cursor change in the text document by default as this would hamper your text work. However, synchronous display is still possible if you select „Karaoke mode“ (see below).

Tip: When creating associations, it can be helpful to switch to synchronous mode via the **F3** key. Provided you have already set a few anchors, you can then click in the text or move through the text via the arrow keys (left/right, up/down). Your multimedia document will follow along. To set the next anchor via **F8**, now simply switch synchronous mode off (**F3**) and start playback via **F4**.

Karaoke Mode (**CTRL-F4**)

“Karaoke” mode lets you follow multimedia content and text documents at the same time. The multimedia document sets the pace while the current passage is highlighted in the text document. Because of the moving text selection, normal text-work tasks such as creating quotations are not possible in this mode.

There are several types of text highlighting in Karaoke mode. You can set these various highlighting options from the text menu of the Associations Editor and/or via the main menu **A-DOCS / TEXT**:



Highlight Section: Highlights the section between two anchors.

Highlight Line: Highlights the entire line of text that corresponds to the position of the “lead” document.

Highlight Word: Highlights the word that corresponds to the position of the “lead” document.

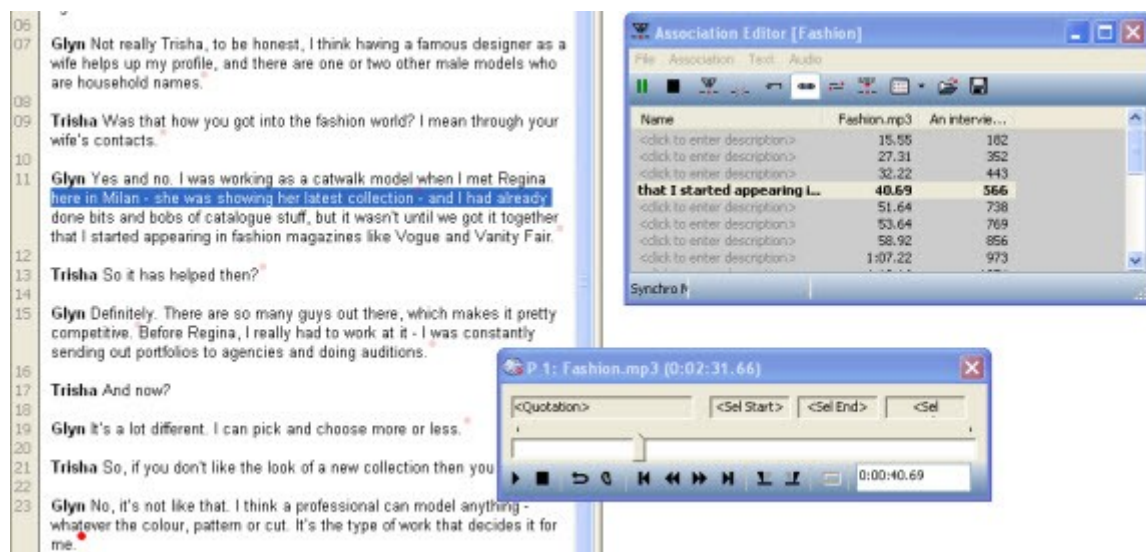
Highlight Character: Highlights the character that corresponds to the position of the “lead” document.

Importing and Exporting Associations

Associations are saved together with the HU and remain affiliated. For exchange between ATLAS.ti projects, they can also be exported and imported as files:

- In the Associations Editor, select menu items **FILE / EXPORT...** and save the file. The active association is saved as a file. This file is in XML format and has the extension “.syn”.

The import function (**FILE / IMPORT...**) lets you open files that were created in the above fashion and activates them as new associations.



How to use ATLAS.ti for Transcribing your Data

In connection with the primary document edit mode and the A-Docs, you can now do your transcription work right inside ATLAS.ti.

You can use the functions keys to start and stop the recordings and to set anchors, but ATLAS.ti also supports the use of a footswitch. It saves about 30% of transcription time (see for example: <http://www.audiotranskription.de/english/>)

For the purpose of the following instructions, we use memos that have been assigned as primary documents to hold the transcript. But you can just as well use an external empty RTF document as the primary document for the transcript.

Step 1: Create a new memo from the Memo Manager. Give it a title and select the desired type (e.g., transcript). Save and close the memo.

Step 2: Select the new memo and, in the **MISCELLANEOUS** menu of the Memo Manager the option **USE AS PRIMARY DOC**.

Step 3: Assign the multimedia document that you wish to transcribe in the HU (**DOCUMENTS / ASSIGN**).

Step 4: Open the Association Editor (**A-DOCS / EDIT ASSOCIATION**) and create a new association. Add both primary documents to the association (see Manual Creation of Associations in the Association Editor)

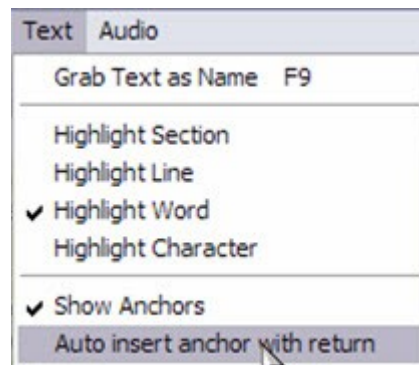


Step 5: Load the transcript (i.e. the still empty document) and switch to edit mode (**EDIT / DOCUMENT ACCESS / ENTER EDIT MODE**) or select the button from toolbar.

Now you're all set to start transcribing.

Step 6: By pressing **F4**, you start and stop playback of the multimedia document. Press **F8** to set the synchronization points (anchors). An anchor that was set erroneously can be erased by pressing **F8** again. For easy navigation in the multimedia document, switch to synchronous mode by pressing **F3**. If you move the mouse pointer in the text document, the multimedia document will follow.

Automatic insertion of anchors: If you activate the option **AUTO INSERT ANCHOR WITH RETURN** from the **TEXT** menu, then with each hard return an anchor is set automatically.



You also have the option to listen the last 1-5 seconds of the recently transcribed text. Simply select the desired rewind time from the **AUDIO** menu of the Association Editors and activate the "rewind" button in the toolbar.



Step 7: It is a very good idea to save your growing transcript somewhat frequently (**EDIT / DOCUMENT ACCESS / SAVE ONLY**, or select the option via the button). When your transcript is finished, or you just want to take a break, select **SAVE AND LEAVE EDIT MODE**. You can set new anchors or delete existing anchors at any time. And of course you can continue your work on the text.

The Co-occurrence Explorer

The standard tool for asking more complex questions has always been the Query Tool. It lets you combine codes in a number of different ways, using a total of 14 operators to look for patterns, overlaps, sequences and the like in your data. The results of a query (provided it yields anything at all) are always quotations.

There are however situations where one would like the software to tell you which codes co-occur, instead of having to decide about possible combinations up front.

This is when the co-occurrence explorer comes in. The Co-occurrence Explorer looks for codes that co-occur in the margin area combining the operators WITHIN, ENCLOSES, OVERLAPS, OVERLAPPED BY and AND.

Understanding Co-occurrence

Scenarios

Let's consider the following example projects:

Example 1

A media analysis focusing the presentation of environmental issues in various European Newspapers and adverts. The coding schema included 21 quality of life indicator codes like health, work, family, power, money, leisure time, adventurous life etc. and 7 codes for various images of nature like mother nature, recreational aspect of nature, nature as threat, etc. A question of interest was to find out which quality of life indicators were coded together with what kind of nature image. This means 21 x 7 queries in the Query Tool, or one look at the Co-occurrence Explorer.

In order to focus the view, all 28 codes of interests were added to a code family. This family was then set as filter before the Co-occurrence Explorer was opened.

Example 2

EU parliamentary debates were coded for different discussion and speaking styles, namely 15 arguing and 15 bargaining styles. The various speakers and types of speakers like foreign ministers, NP, layers, etc. were coded as well. Thus, within each speaker code various style codes were embedded. With the help of the Co-occurrence Explorer it was easy to see which

arguing and bargaining styles were used by which group and person. As in example one, appropriate code families were created and set as filters before running the tool.

Example 3

In an interview study with women that had achieved leadership positions in their careers, a number of barriers were mentioned (11 codes) and also a number of gender issues (10 codes). Similar as in the previous examples, the question was which of the barrier issues and which of the gender issues were raised together in the data. All 21 codes were added to a code family, this family was set as filter and then the Co-occurrence Explorer was opened.

Compared to quantitative analysis procedures, the Co-occurrence Explorer is like a cross-tabulation of variables. When creating cross-tabulations, you usually select a subgroup of variables and do not throw in all variables to see where there might be a correlation. If we were to do that, statistically speaking, we would probably find significant relations. However, some of them will just occur by pure chance. The same applies here. The fact that two codes co-occur in the margin does not provide meaning per se. To obtain meaningful results, you need to select some codes before running the analysis. A basis for such a selection may be a research question or hypothesis you have in mind; some theoretical considerations or previous analysis results may lead you to believe that something interesting is going on at places in the data where certain codes co-occur, etc. As mentioned above, you select sub groups of codes by creating appropriate code families and by setting this family as filter.

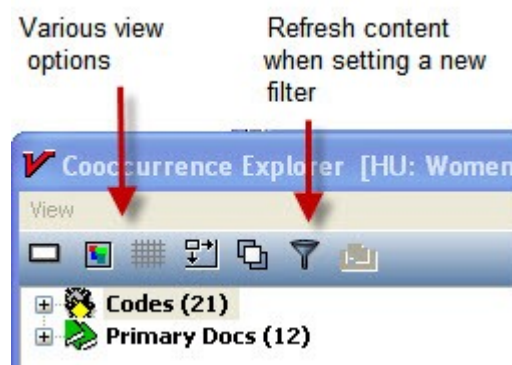
There are two views for the Co-occurrence Explorer, a tree view and a table view.

The Co-occurrence Explorer Tree View

- To open the Co-occurrence Explorer as Tree View, select **TOOLS / COOCCURRENCE EXPLORER / TREE EXPLORER** from the main menu.

As shown in the examples above, it usually is necessary to create a code family including the codes of interest and to set this family as filter via **CODES / FILTER / FAMILY....** You are not likely to yield any meaningful results if you correlate everything with everything else.

The Tree View only shows the root objects when you open it. When you expand the branches, you see which codes co-occur and you see which of these codes occur in which PD. If you expand the branches further, you see the associated quotations. If you click on a quotation, it is loaded and you can view it in context.



Interpreting Co-occurrences

As in the Query Tool, the smallest unit for the results of a query is the coded segment, i.e. the quotation. If two codes co-occur, the output will always show both co-occurring segments. In the example shown below these are the codes: gender equality_problems and barriers_age | barriers_institutional. As the overlapping area is not a quotation., the output gives you the data segment coded with gender equality_problems AND the segment coded with the two barrier codes. The codes co-occur within paragraph 59 (data source: doc file). In terms of counting, here you have only 1 co-occurring event.

This also applies if one of the co-occurring coded segments is embedded within another segment. The output shows two quotations, for one co-occurring event.

The Co-occurrence Explorer Table View (Preview)

In addition to the hierarchical tool for exploring code-code co-occurrences a table based view permits detecting such evidence at a glance.

NOTE: The Co-occurrence Explorer as Table View is disabled when ATLAS.ti 6 first ships but will be provided with one of the next service packs in the very near future.

- To open the Co-occurrence Explorer as Table View, select **Tools / COOCCURRENCE EXPLORER / TABLE EXPLORER** from the main menu. The output looks as follows:

The screenshot shows the ATLAS.ti Code Cooccurrence Table interface. On the left, there are two lists: 'Select Column Codes' and 'Select Row Codes'. A green arrow points to the 'Select Column Codes' list with the text 'Create super codes based on co-occurring events'. Another green arrow points to the 'Select Row Codes' list with the text 'Select codes to be displayed in the table'. The main area is a table with columns for various codes and rows for other codes. The table cells are colored (yellow, blue, green) to indicate co-occurrences.

Coloring helps in detecting co-occurrences. Corresponding quotations can be activated by clicking into the tables cells.

ercome me and so there
 vent. And I must say the
 ne head of school and left
 nterse and I got it right.
 same you were a woman?
 t if the contender or
 ve always wondered about
 er related politics to it I
 etitiveness and jealousy is
 en't mean that there is not
 d have been if there were
 ing... some gender politics
 ying to analyze it. I do
 n there. I think
 mon feature of academic
 s to very senior positions
 A in their class and all

The screenshot shows the ATLAS.ti Code Cooccurrence Table interface with a quotation on the left. The quotation is highlighted in blue. A green arrow points from the 'gender issue' cell in the table to the quotation. Another green arrow points from the 'barriers_access' cell to the quotation. The table shows co-occurrences between codes and the quotation.

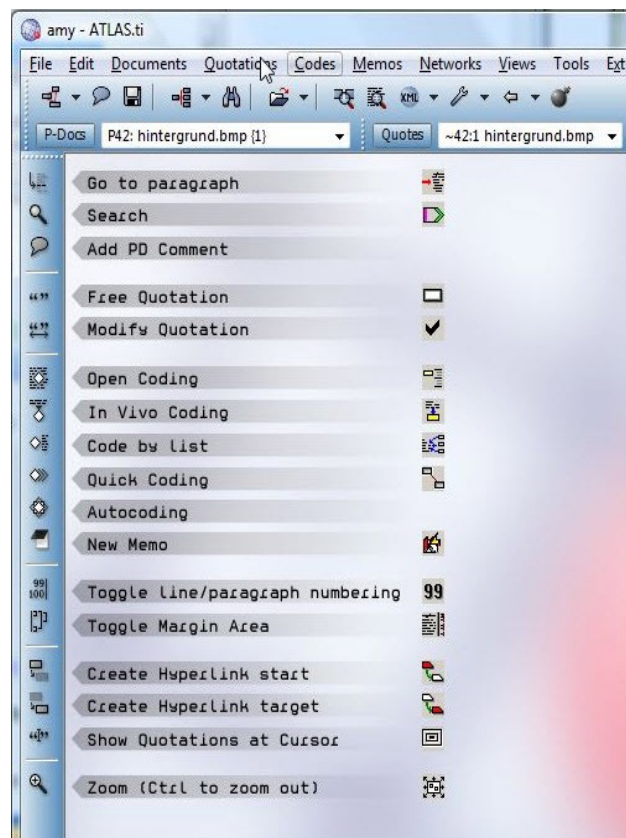
Output in others Formats

The results of a co-occurrence analysis can also be outputted as RTF file. You find this option under **CODES / OUTPUT / PRINT COOCCURRING CODES**. You can output just the codes, or the co-occurring codes including the associated quotations in list form.

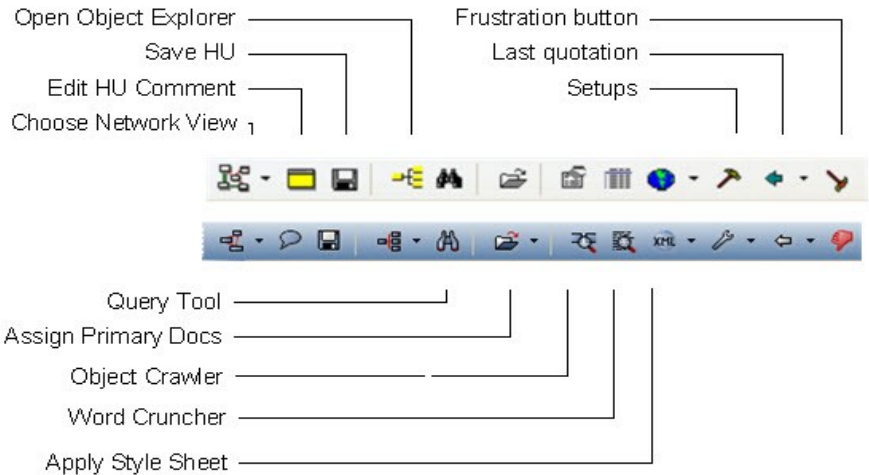
Putting On A New Face: The Revised User Interface

New Tool and Object Icons

When you open ATLAS.ti 6, you will see it right away. The user interface has finally arrived in the 21st century :-). To make it easy for you to adjust to the new buttons, we have created a special wallpaper for you that shows you both old and new buttons next to each other with a brief explanation. The title of the wallpaper is "pdtoolbar."



Below you see the old and new buttons of the main tool bar:

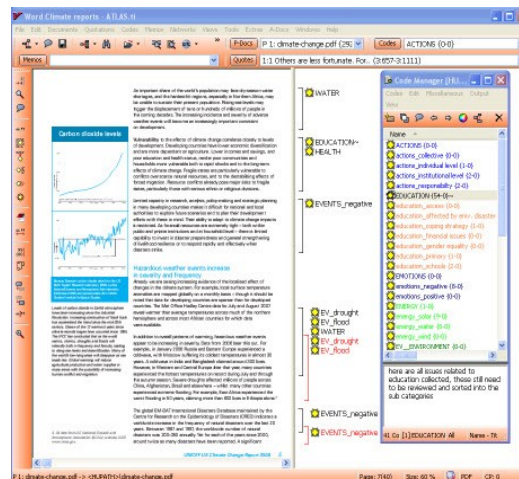


"Skinnable" Toolbars

Skins are customizable or interchangeable graphical templates altering the graphical look of your ATLAS.ti interface. If you prefer another look from the blue default color, select **VIEW / SET TOOLS SCHEME / SET COLOR** from the main toolbar.

NOTE: Your monitor settings should be set to "True Color" and the highest color quality (32 bit). This should be the default setting on most computers, but if ATLAS.ti looks strange to you on your screen, check these system settings first.

If you for example prefer a warmer, more Mediterranean look, you may adjust your screen like this:



Magic Background

Already previewed in version 5.5, we have further perfected the "magic background" of the ATLAS.ti GUI. Your codes can be displayed in a way that is derived from the popular "tag cloud" view typical of Web 2.0 applications. This allows you to get a quick look at your codes in an original but highly intuitive way right on the main screen.

To change to the magic background,



- Right click on the background when no document is loaded. If selected, deactivate the option "Display Wallpaper" and activate the option "Display Codes"

NOTE: If you want to see the wallpaper with the new and old button images, activate the option **DISPLAY WALLPAPER** and then **SELECT WALLPAPER**.

A Few Secrets about the Magic Background

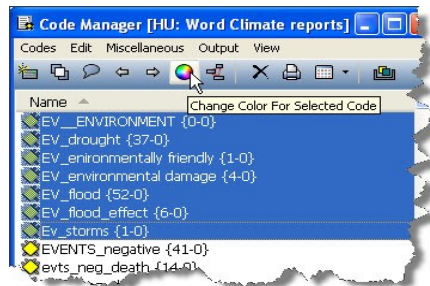
The color of the background is determined at random. If you resize the screen, the color changes. But if you take a closer look, the background tells you the time. The light stripe indicates the next full hour.



If you have to work on weekends, we would like to cheer you up a bit and the background shows two colors :-)

Code Colors

Code colors can now explicitly be assigned by the user. To change the color for a single or a group of codes,



1. Select the code(s) in the Code Manager.
2. Select the menu option Miscellaneous / Change Color or simply click on the Change Color button.
3. Select any of the basic colors offered to you or define your own color.

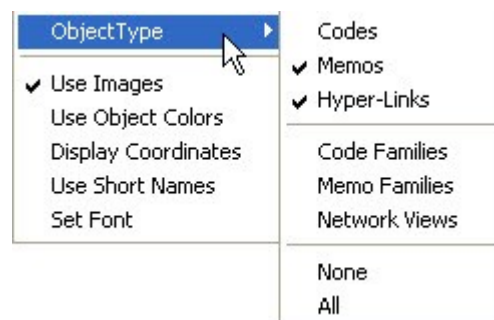
You can also display the personalized code colours in the margin area (see below).

New Options in the Margin Display

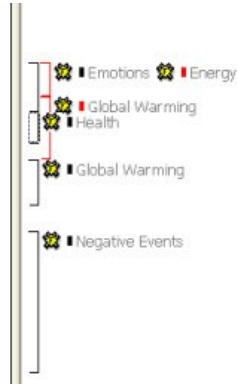
The context menu for the margin area offers a number of new options.

New Object Types

You can display the new object types: Code Families, Memo Families and Network Families. If you deactivate the display of the single items, this allows you an aggregated view onto the data.



In the screen shot below only code families are displayed. They appear in gray.



Personalized Object Colors

You no longer need to live with the default colors generated by the software based on the layers of quotation brackets in the margin. If you select the option “USE OBJECT COLORS” in the margin context menu, the colors that you personally have chosen for your codes are displayed. In order to still see the associations between quotation bracket and code, a small colored square with the bracket color is shown in front of each code.

Now, let your imagination go wild. Select different colors for higher and lower order codes, for various levels of coding, for codes belonging to various different themes, for codes derived from particular theories, for codes emerging from the data, for codes that still needs to be refined, for codes that you want to discuss at the next team meeting, for codes of different coders, etc. etc.

