

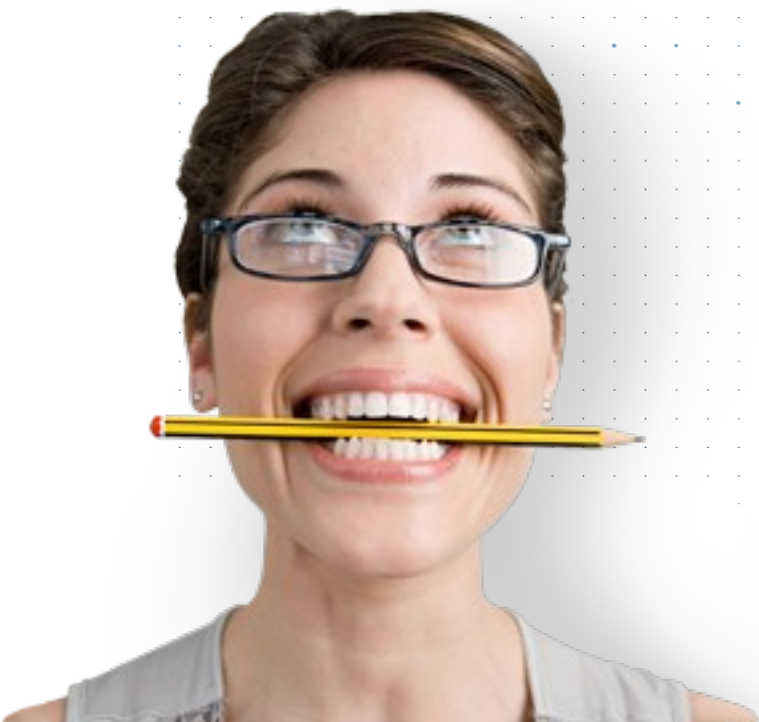
ATLAS.ti 6

Quick Tour



atlas.ti
the knowledge workbench

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



ATLAS.ti 6 Quick Tour

Revision 346

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Objectives

Perhaps you have just downloaded the trial version of ATLAS.ti 6 because you are generally curious about its possibilities. Or you are evaluating software packages for qualitative data analysis. Or maybe you just purchased an ATLAS.ti license and are now eager to take your very first steps with the program.

The *ATLAS.ti 6 Quick Tour* was designed with users like yourself in mind. Its main objectives are to provide an initial orientation for working with our software, quickly acquaint you with its most important features, and demonstrate some of its typical applications.

The tour begins with an overview of the ATLAS.ti user interface and demonstrates typical methods for working with the various file types supported by ATLAS.ti.

We will introduce the essential processes of coding, memo writing, building networks, and data retrieval, and finally get into more advanced territory by showing you how to create and work with variables. Along the way, you will get to know some special options such as transcribing your data directly within the program and learn how to retrieve data in different ways.

For users who want to know more, we recommend *Getting Started With ATLAS.ti 6* (forthcoming online). This tour will provide step-by-step guidance through typical project phases, from project setup to coding, managing, and querying your data.

Basic Concepts

ATLAS.ti – The Knowledge Workbench

The image of our software as a “knowledge workbench” is more than just a lively analogy. Analytical work involves tangible elements: research material requires piecework, assembly, reworking, complex layouts, and some special “tooling”. A well-stocked workbench provides you with the necessary instruments to thoroughly analyze and evaluate, search and query your data, to capture, visualize and share your findings.

Software for Creative Analysis?

Your typical project deals with sifting through large sets of diverse documents, notes, and multi-media files, and examining and comparing such sources with regard to a specific line of inquiry.

While the technical side of selecting and organizing useful portions of your data might seem manageable when dealing with just a handful of source documents, it can tend to become overwhelming as the number of sources mount.

Enter a specialized software package like ATLAS.ti: It lets you extract, categorize, and interlink data segments from a large variety and volume of source documents. Based on your analysis, the software supports you in discovering patterns and testing hypotheses. With numerous output options and collaboration tools, your analysis is easily accessible to yourself and others.

Some Basic Terms and Concepts

To understand how ATLAS.ti handles data, visualize your entire project as an intelligent “container” that keeps track of all of your data. This container is the ATLAS.ti project file, called the **Hermeneutic Unit** or **HU** for short.

The HU maintains the pathways to your source data and stores the codes, code families, network views, etc. that you develop in the course of your work.¹ Opening a HU automatically activates all associated material, thus streamlining your data and enabling you to work with a single entity.

Your source data can comprise **text documents** (such as interviews, articles, reports); **images** (photos, screenshots, diagrams), **audio recordings** (interviews, broadcasts, music), **video clips** (audiovisual material), **PDF files** (papers, brochures, reports), and even **geodata** (locative data using Google Earth).

Once you **assign** a data file to your project, it becomes a **Primary Document** which represents and contains additional information about its source

¹ It may be useful to understand that your source documents are not actually copied or imported into the Hermeneutic Unit. The HU contains only *references* to these files. ATLAS.ti presents a significant advantage over similar products in this regard, as the number and size of the files that can be included in your project is virtually unlimited.

counterpart (i.e. the assigned data file). The paths to your data are maintained as part of your project.

Once your various documents are assigned, your real work can begin. Most commonly, early project stages involve **coding** different data sources.

Coding is the basic activity you engage in when using ATLAS.ti and is the basis of everything else you will do. In practical terms, coding refers to the process of assigning categories, concepts, or “codes” to segments of information that are of interest to your research objectives. We have modeled this function to correspond with the time-honored practice of **marking** (underlining or highlighting) and **annotating** text passages in a book or other documents.

In its conceptual underpinnings, ATLAS.ti has drawn from what might be called an earlier “paper & pencil paradigm.” The user interface is designed accordingly and many of its processes are based on (and thus can be better understood by) this analogy.

Because of this highly intuitive design principle, you will quickly come to appreciate the **margin area** as one of your most central and preferred workspaces—even though ATLAS.ti usually offers a variety of ways to accomplish any given task.

* * *

Equipped with this basic knowledge, you are now definitely ready to get your feet wet and get acquainted with ATLAS.ti.

First Steps

To get acquainted with ATLAS.ti 6 quickly, you will be working with a sample project that we have already created for you to experiment with.

The sample project has already been copied to your computer during program installation and/or with the update to v.6.1.11. However, you can also find it online for download at <http://www.atlasti.com/samples.html>

The Project

Our sample project for this tour contains a variety of data related to the events and persons surrounding the mysterious historical figure of “Jack the Ripper.” Different materials and data sources have been included in order to demonstrate the broad functionality of ATLAS.ti. In the course of this project, you will be introduced to a number of ways in which the program can assist in your research.

The sample consists of two versions of this project. The first is entitled “Jack the Ripper_stage I.” As its name suggests, this sample was created to represent an earlier analytical phase and it contains only a few objects, such as codes or memos. We will work with the stage I project at the outset of our tour. Later, when we move on to the topics of network views and data retrieval, you will be asked to open the file “Jack the Ripper_stage II,” which is already fully coded.

This tour is designed as a hands-on introduction. You’re encouraged to follow along and try all the steps described in these pages for yourself. We hope that this approach will allow you to quickly get a feel for the tools ATLAS.ti places at your disposal, and for the possibilities it opens up for your own work.

And now, prepare to embark on a journey with us back to the foggy streets of London in the year 1888...

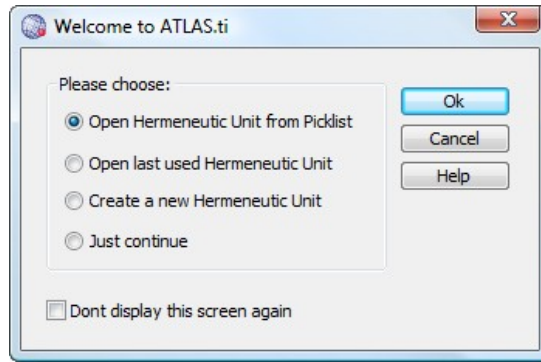
Starting ATLAS.ti



Start ATLAS.ti by going to **START / PROGRAMS** and selecting **SCIENTIFIC SOFTWARE / ATLAS.ti 6**. Or double-click the ATLAS.ti shortcut on your desktop if you selected this option during installation.

Once the program opens, you are greeted by the “Welcome Wizard” (unless you have specifically disabled it—in that case, simply skip the next few steps). In the background, the main working space, the Hermeneutic Unit (HU) Editor, is already visible.

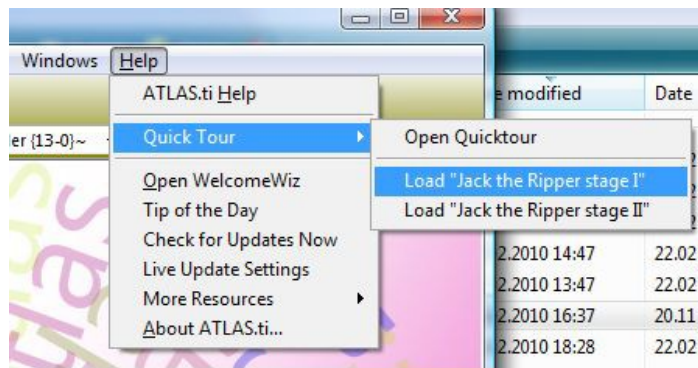
The Wizard offers four options:



Select "Just continue" for now.

Next, the 'Tip of the Day' window will open (unless it has been disabled in **GENERAL PREFERENCES**). After reading the tip, close the window.

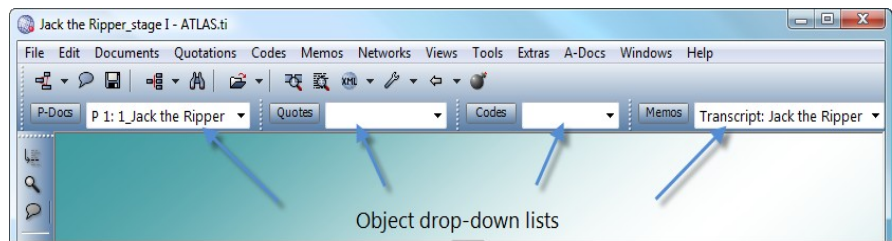
To load the sample project now, go to the **HELP** menu and select **QUICKTOUR / LOAD "JACK THE RIPPER STAGE I"**:



Now, it is time to get acquainted with the ATLAS.ti user interface.

The ATLAS.ti User Interface

The main area of the HU Editor displays the ATLAS.ti logo, a background image, and some licensing information.



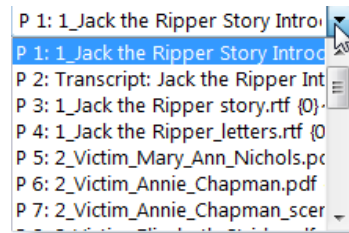
At the top of the screen, you will see the title bar, where the name of the current project is displayed.

Immediately below the title bar are the main menu and the horizontal tool bar, which contains a number of shortcut icons. Below the icons are four drop-down lists for the four main object types in ATLAS.ti (from left to right):

- Primary Documents or P-Docs
- Quotes or Quotations refer to selected data segments
- Codes and
- Memos.

You can view the objects listed in the drop-down lists by clicking on the small arrow to the right of the list. All primary documents are numbered consecutively, i.e.: P1, P2, P3, etc., followed by the name of the document. Clicking on an item in the list will load a document's content into the HU editor.

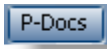
Select "P3: 1_Jack the Ripper Story.rtf" to load it into the HU editor.



To the right of the document, the margin area is visible. For now, the margin is empty; however, it will gradually fill up in the course of your work. To adjust the size of these two main panes (the document pane and the margin area), the window splitter can be moved from right to left as needed.



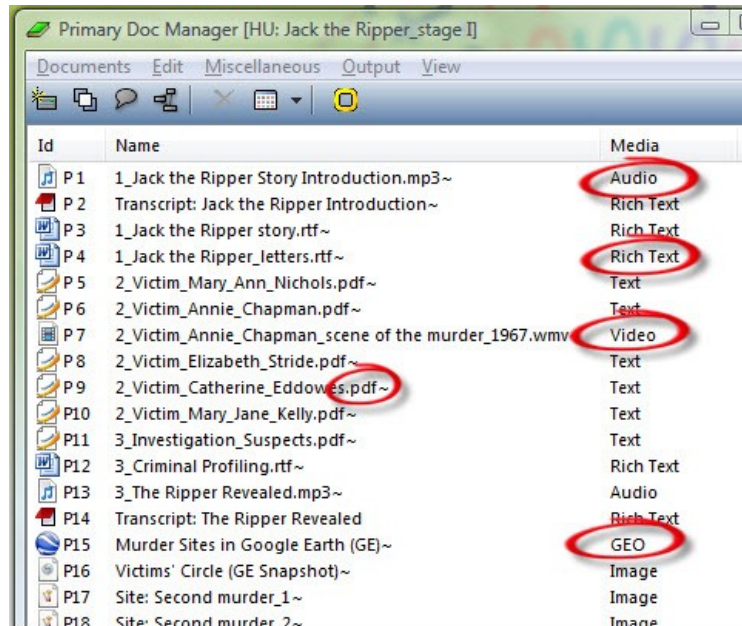
Viewing Your Files – The Primary Document Manager



In addition to the list view introduced above, you can also open a list of all documents in a separate window called the *Primary Document Manager*. This manager contains a number of additional functions.

To open the Primary Document Manager, select the main menu option **DOCUMENTS / PRIMARY DOC MANAGER** or click on the P-Docs button to the left of the drop-down list.

Double-click on P1 to select it from the list. The audio file will be loaded and start to play automatically.



Try loading the other primary documents to become acquainted with the project and, even more importantly, the wide variety of file formats that ATLAS.ti supports: Text files, PDF documents, audio, video and image files, Google Earth and Google Earth snapshots.

Note: P15 is a Google Earth document. To view it, Google Earth must be installed on your computer (<http://earth.google.com>). As an alternative, try P16, the Google Earth snapshot.

Coding

We are now going to code our first document, in this case a text file. But following that we'll also try coding all the other file types that ATLAS.ti supports, and you will see how fast and easy it is.

While the principles of coding are pretty much the same for any type of document type, there are certain techniques and specialities specific to each type that you should be aware of.

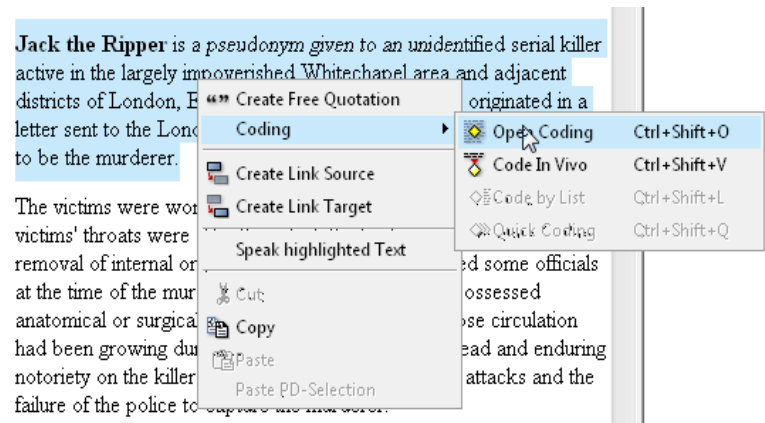
Coding a Text Document

Close the Primary Document Family Manager.

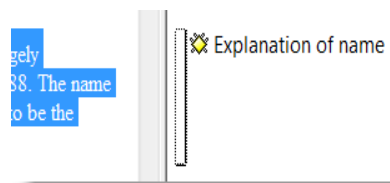
Now load P3 by selecting it from the P-Docs drop-down list.

Use your mouse to highlight the first paragraph beginning with "Jack the Ripper..." and right-click on the selected text.

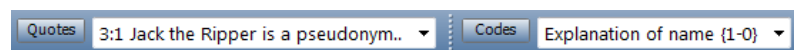
Select **CODING / OPEN CODING** from the context menu.



Enter a code name like "Explanation of name" and click on the OK button. The coded segment is displayed in the margin area. A bracket marks the size of the coded segment (= quotation) and the code name appears next to it.



Now, take a look at the drop-down lists for quotes and codes. A new entry will be visible in each list.



Coding an Image Document

Load an image document (e.g. P19), select a rectangular area and proceed to code it as described above.



Coding an Audio or a Video Document

Load P7, the short video showing the location of the Chapman murder.

Quotes

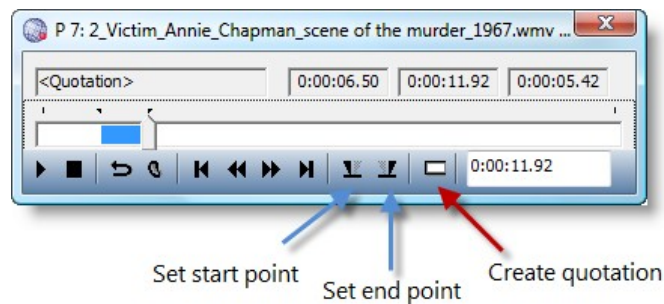
In addition to the Code Manager, open the Quotation Manager by clicking on the Quotes button. Re-size the two windows, so they fit next to each other.

When you coded the text and image documents above, the quotations were created automatically. This is not the case when coding audio and video files. After you mark an audio or video segment (equivalent to highlighting a piece of text), you need to create a quotation before a code can be assigned.

You can mark a segment's boundaries in the Media Control Window:

Move the cursor to the start position on the time line. Click the button "Mark selection start" (see below).

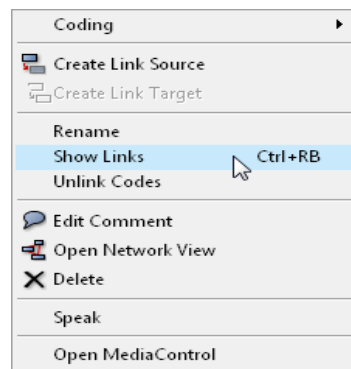
Position the cursor at the end point of the quotation. Click on the "Mark selection end" button. Then click on the "Create Quotation" button.



A new quotation will be listed in the Quotation Manager with the ID 7:1. The default name for audio and video quotations is the document name. Each quotation can, however, be renamed (right click on a quote and select the option **RENAME**).

To code the video quotation, drag and drop a code from the Code Manager onto the quotation in the Quotation Manager (or vice versa). You can also create a new code in the Code Manager (**SELECT CODES / CREATE FREE CODE**). When you apply a code, the quotation count behind the code name will increase by one.

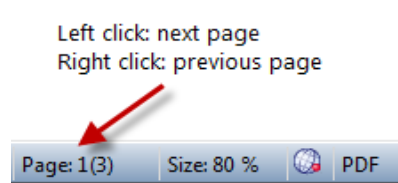
There is not yet a margin area for audio and video files, though this feature is on our list of future improvements. With the current version, you can review video quotations after retrieving them via their codes (i.e., by double-clicking on a code in the Code Manager). Or right click on the black background. There you will find the option: **SHOW LINKS**.



Coding a PDF Document

Load P6 by selecting it from the P-Docs drop-down list.

Because PDF documents have a page-based format, only one page can be viewed at a time in the primary document pane. To navigate between pages:



Click on the Page button at the bottom right of your screen.

To adjust the size of the PDF document, click on the Size button.

Coding a PDF document is essentially the same as coding *.rtf, *.doc or *.txt files. Selecting a text passage in PDF documents does require just a bit more practice, and perhaps finesse. Placing your cursor too far to the left of the text, will result in the selection of a rectangular graphical image instead of the actual text segment. This technique may be useful if you wish to code images or part of an image in a PDF document.

To select a string of text, place the cursor directly to the left of the first letter.

Try coding a few text passages in the PDF file.

Now experiment with selecting a graphical image in the PDF file: Select and code the picture of the victim Mary-Ann Nichols.

Note: It is possible to modify the length or size of each coded segment in all data file formats. You can unlink codes, attach new codes, attach multiple codes to one segment or code overlapping segments. This is explained in the **Getting Started with ATLAS.ti 6** tour.

Assigning Existing Codes

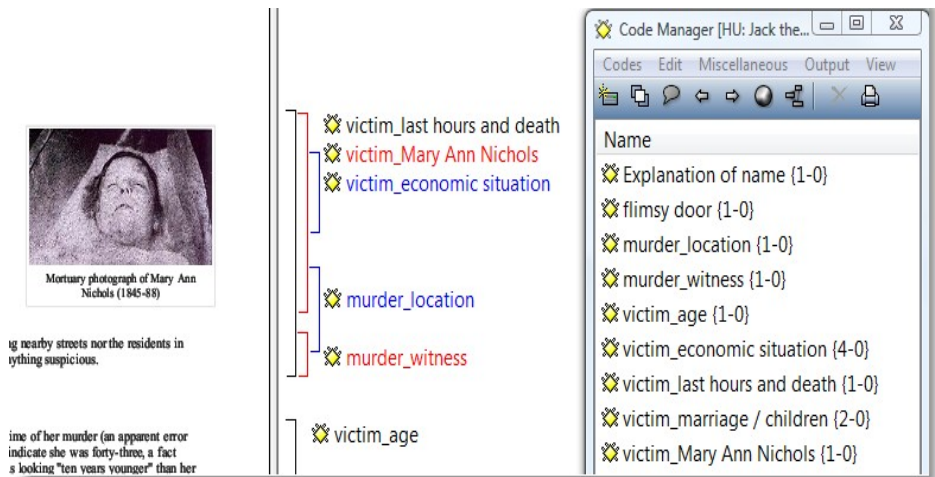
By now you have entered a number of codes and may want to begin to assign some of your codes to other text passages. The easiest way to do this is by using the Code Manager.

Open the Code Manager by selecting **CODES / CODE MANAGER** from the main menu. Or click on the Codes button next to the drop-down list for codes.

In the manager, you will see a list of your existing codes (including your own codes) together with some additional information.

Position the document pane and Code Manager so that the text occupies about one third of the screen. Leave some space at the right to view your codes in the margin area. Position the Code Manager at the far right of your screen.

For the time being, we will work with the Code Manager in single column view: Select the option **VIEW / SINGLE COLUMN**.



In this view, the names of codes are followed by two numbers. The first number tells you how often a code has been applied; the second number refers to the number of links between it and other codes. Linking codes is described in more detail in the section on network views below.

For instance, the code **victim_economic situation {2 - 0}** has been applied to two text passages and is not linked to any other codes (as indicated by the zero).

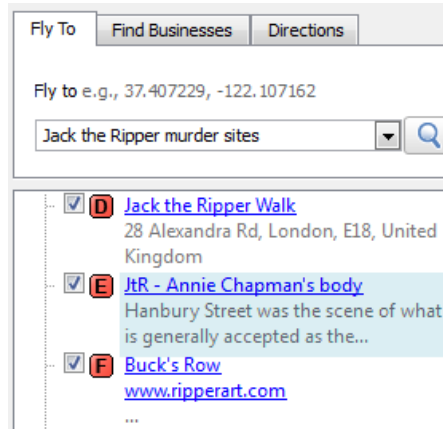
In order to assign an existing code, highlight a piece of text, select the appropriate code in the Code Manager, and drag & drop it into the document pane.

Coding a Google Earth (GE) Document

Load the GE document P15. This may take a while, depending on the speed of your Internet connection.


While working with GE documents, try reducing the main workspace size to leave some space to the right or left for other ATLAS.ti windows.

The managers for quotations and codes should still be open. Position them to right of the GE editor, e.g. stacked on top of each other. Now we are ready to “fly” to a specific location and set ATLAS.ti tags:



In the “Fly To” field, type the following location: “Jack the Ripper murder sites.” A list with links to specific points will appear. Select, for example, the location “JtR – Annie Chapman’s body.”

To set a quotation, double-click a specific point on the map that is not already set as a tag. Then select **QUOTATIONS / CREATE FREE QUOTATION** either from the main menu or from the Quotation Manager menu. Or click on the quotes button in the vertical tool bar (icon at left). The following new entry will appear immediately in the Quotation Manager:

 15:1 Murder Sites in Google Earth (.. [51°31'4,73"N 0°4'50,02"W]

Like with audio and video quotations, the file name becomes the quotation's name. The geographic reference is visible in parentheses.

Now change the name of this quotation, e.g. to “Site of Crime: Annie Chapman”.

In order to view the ATLAS.ti tag and name in the GE editor, the document must be reloaded: Open the drop-down window for P-Docs and click on P15 or hold down the Shift key and click on the P-Docs button. And voilà, the new quotation will appear:



A new entry is also added to the **Places** section of the GE editor in the lower left pane.

To code this new GE quotation, drag & drop a code from the Code Manager onto the quotation in the Quotation Manager (just like you did to code audio and video quotations).

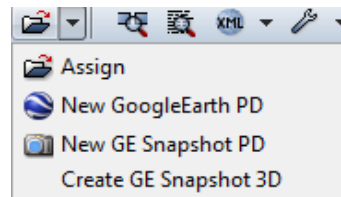


You can also create a quotation and code it directly. Select a point on the map by double-clicking. Then select **CODES / CODING / OPEN CODING OF CODE BY LIST**, depending on whether you would like to enter a new code or assign an existing code. Alternatively, you can use the vertical tool bar buttons shown at the left.

Creating a GE Snapshot

To produce an image document that includes your ATLAS.ti tags:

Click on the arrow next to the folder button in the main/horizontal toolbar and select the option **NEW GE SNAPSHOT PD**.

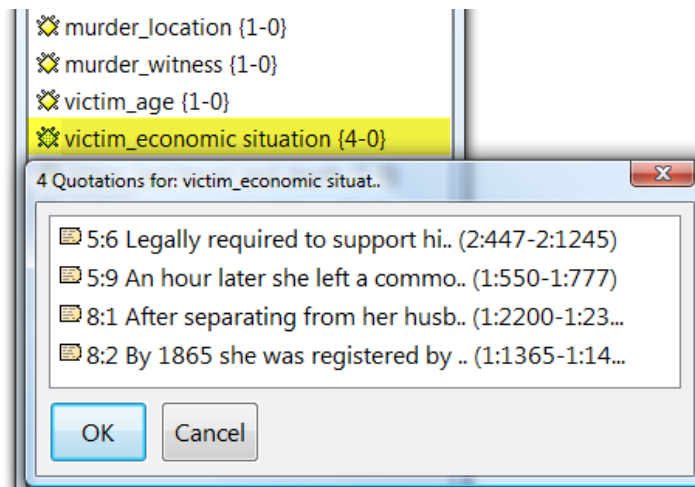


The newly created PD will be immediately added to your project. Open the list of primary documents and find P22.

Note: P16 was first exported as a *.jpg file using the option **CREATE GE SNAPSHOT 3D**. The red circle was added using a different application and the document was then assigned to the project.

Retrieving Coded Data

To retrieve coded quotations, double-click on a code in the code manager that has been applied more than once. A list of the code's quotations will appear and you can browse through the quotations and view them in their respective documents (simply click on a quotation to view it in its original context).



In the example shown above, four quotations are listed, two from P5 (5:5 and 5:9) and two from P8 (8:1 and 8:2).

Note: If a code has been applied only once, the coded passage will immediately appear highlighted in context; audio or video segments will be played automatically.

Comments and Memos

All objects in ATLAS.ti can be commented. As you have probably guessed, a comment is a short note.

Comments are always tied to other objects; they never stand alone. Memos, on the other hand, are independent objects that can be linked to other objects or used as free, stand-alone memos. Memos can also be assigned as primary documents. Given these considerations, you can see that comments and memos serve clearly different purposes. More on memos below.

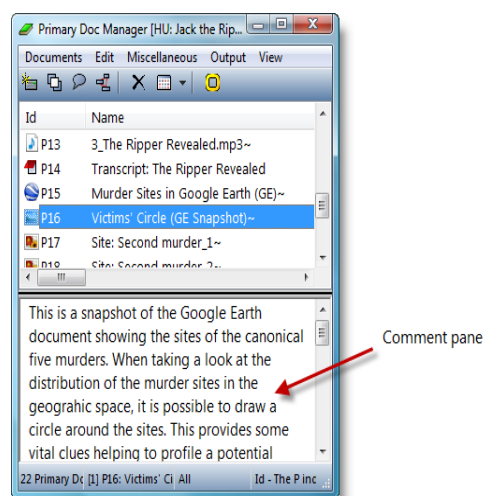
Comments can be written for all object types. Here are the most common types and how you would frequently use comments with them:

- **Comments for P-Docs:** Can include meta information about the document, e.g., a source reference, comments on an interview situation, etc.
- **Comments for quotations:** Notes on a particular quotations, thoughts that occur during analysis, descriptions of video quotations, etc.
- **Comments for codes:** Code definitions, coding criteria for a particular code.
- **Comments for the HU file:** Comments for ATLAS.ti project files can contain project descriptions.
- **Comments for network views:** Network view descriptions.
- **Comments for “families”:** Descriptions of object groups.

Writing Comments

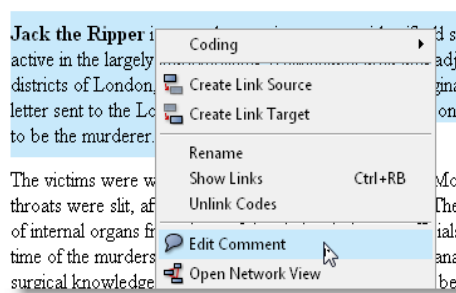
Maximize the HU Editor window. Close the managers for codes and quotes.

Open the P-Docs Manager. There you will see that nearly every document has already been commented. Comments are indicated by the tilde symbol following each object title (~). You can read the comment in the bottom manager pane.



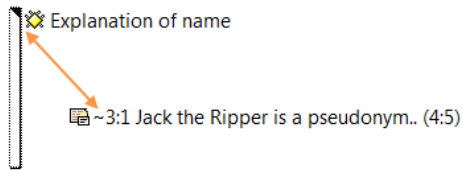
Open the Code Manager, select a code and write a definition for this codes. The comment is automatically saved if you click on another code in the list. Close the Code Manager.

Next, we will see how to write a comment for quotations. Select P3 and click on the code “Explanation of name” in the margin area, this will highlight the corresponding text segment in the primary document. Right-click on the highlighted text and select the option **EDIT COMMENT** from the context menu.



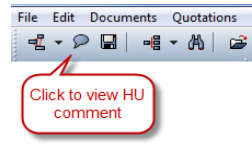
This causes a text editor to appear in which you can enter a comment for the quotation.

Save the comment by pressing Ctrl+S or select **COMMENT / SAVE** from the editor menu and close the window. The quotation bracket in the margin will now appear with a triangle in its upper corner. If you open the Quotation Manager, the quotation's name will be preceded by a tilde symbol.



Note: You can create an output of all commented quotations or include objects' comments in other output forms.

Close the Quotation Manager.



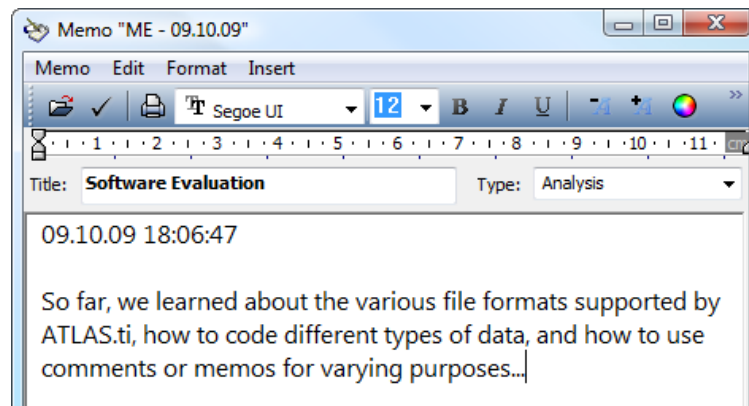
Finally, take a look at the HU comment written for this sample project by clicking on the speech balloon icon in the main tool bar.

Writing Memos

Open the Memo Manager and select the option **MEMOS / CREATE FREE MEMO**, which will cause the Memo Editor to appear.

Enter a concise, useful title in the first entry field to replace the default heading (e.g. Software Evaluation). Select an appropriate memo type in the second entry field, or add a new type as needed, e.g. "Analysis."

To begin this memo, you can enter the current date and time by pressing Ctrl+D. Now, write a few sentences about what you have learned about ATLAS.ti so far:



Save your entry by pressing Ctrl+S or by clicking the Save button.

Now create a second memo. Enter a title such as: "Commonalities of victims" and save the memo.

If this sample project were fully coded, you could call up all text segments pertaining to characteristics of the victims and analyze these commonalities in a memo. Let's pretend that this has already happened; you have written a memo and now want to link it to a quotation that supports your own analysis:

To attach this memo to a coded text segment: Open P6 and click on a code in the margin area to highlight its corresponding quotation. Drag the memo onto the highlighted text just as you did to code data using the Code Manager.



Some Fun (and Useful) Things to Try Out

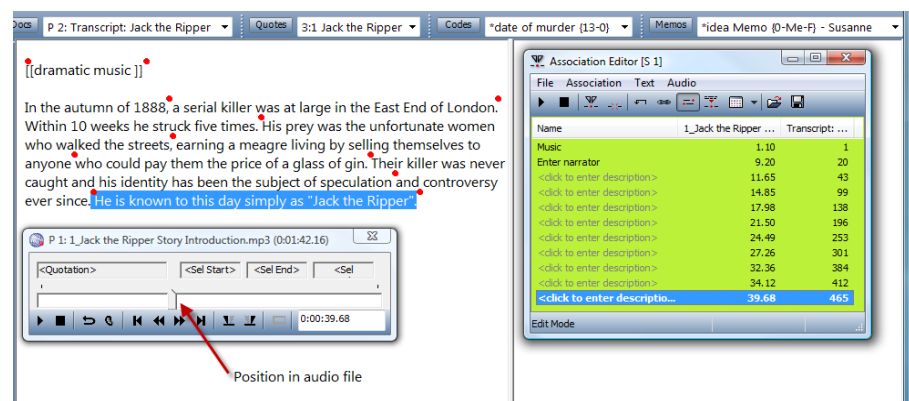
Transcribing Data Inside ATLAS.ti

ATLAS.ti can be used to transcribe your audio and video material. More precisely, the transcribing function is a useful “by-product” of the new “Associated Documents” feature, i.e. the synchronization of a multimedia file with its corresponding text file. To see this feature in action, proceed as follows.

Load “P2: Transcript_Jack the Ripper Introduction” in the HU Editor. This is the transcript of the audio file P1. The red dots are the association points that link the transcript to the audio file.

Close or minimize the Primary Document Manager to optimize the space on your screen.

To view the associations between P1 and P2, open the Association Editor from the main menu **A-DOCS / EDIT ASSOCIATION**.



Double-click on the various association points. This will highlight different segments of the document. Press the F4 button to listen to associated audio segments.

To view the text of the transcript and the audio simultaneously:

In the main menu, select **A-DOCS / SYNCHRO MODE**.

Open the menu again and select **A-DOCS / KARAOKE**. Click on the first association point in the Association Editor, then press F4.

Once you've finished experimenting with this feature, stop the audio file in the Media Control window.

Grouping Documents – Creating Variables

Depending on your data, you may want to include a comparison of different groups based on categories such as gender, profession, age, income, location, as well as data types and sources.

ATLAS.ti offers a feature that allows you to group your documents according to the criteria you specify: the “document family”. In similar programs, this feature goes by the name of “variables” or “data attributes.”

Nevertheless, as we see it, the term “family” is a suitable analogy with regard to this feature’s functionality in ATLAS.ti. As in life, so in ATLAS.ti: complex, multiple memberships are a reality.

Thus, you can group a single document into various families, for instance: “Gender:: female” / “Profession:: teacher” / “Age group:: 31 - 40”, and so on.

Simply follow these steps:

Close the Media Control window and the Association Editor.

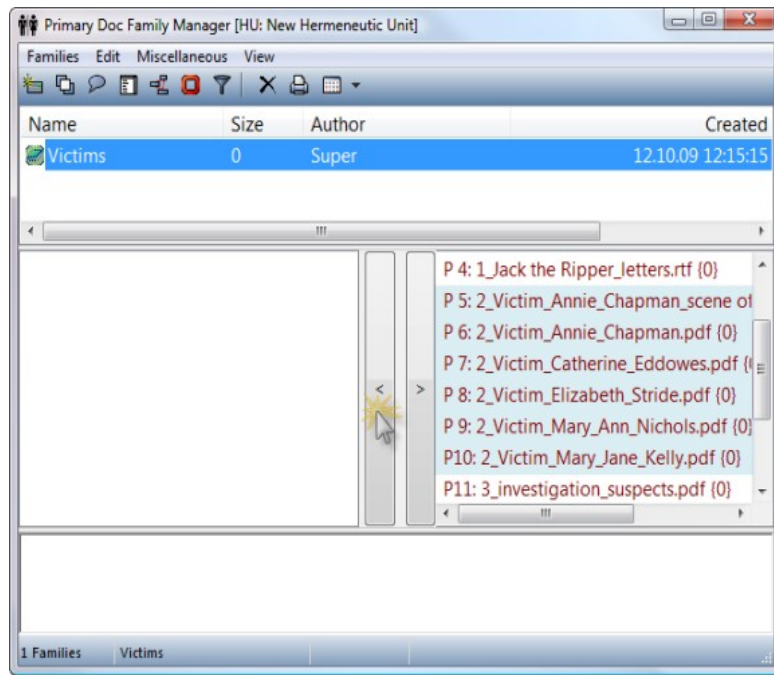
From the main menu select the option **DOCUMENTS / EDIT FAMILIES / OPEN FAMILY MANAGER**.



Create a new family by selecting the option **FAMILIES / NEW FAMILY** or click on the button for creating a new object (see left).

Enter a name of your first ATLAS.ti family; try “Victims” out for starters and to continue with the next step. Click OK.

Highlight the family “Victims.” Then select P5 to P10 at the bottom right of the Family Manager. Now click the button with the arrow pointing to the left. This will add all documents that pertain to Jack the Ripper’s victims to this family.



Document families can be used as filters, for example to create an output of only a particular subset of your data. They are also very useful when used in combination with the query tool to hypothesize about your data. These features will be explained towards the end of this tour.

Note: If you double-click on a family, the family will be set as a filter. Double-click again to remove the filter or select **EXTRAS / RESET ALL FILTERS** from the main menu.

Network Views and Linking

Visualization can be a key element in discovering connections between concepts, interpreting your findings, and effectively communicating your results. Network views in ATLAS.ti allow you to accomplish all three of these important objectives. These small segments of your larger web of analysis are modeled using the Network View Editor, an intuitive workspace that we also like to think is easy on the eye.

Exploring Network Views

The next exercise requires that we work with data in a later stage of analysis, i.e., a project file that contains a few more codes and some network views.

Click **H**ELP on the main menu and select the project "Jack the Ripper_stage II" from the **Q**UICK **T**OUR submenu.

Click on the main menu option **N**ETWORKS / **N**ETWORK **V**IEW **M**ANAGER. Select the Network View "RQ5: Who was Jack the Ripper?".

Network views contain a wide variety of features and options. Here is just a sampling to get you started:

- Move an object by selecting it and dragging it to different locations in the network view. Right-click on a code or a link to view a series of options in the context menu.
- Listen to an audio quotation (indicated by a small loudspeaker icon) by double-clicking on it in the network.
- Explore different **D**ISPLAY options. For instance, select **D**ISPLAY / **S**ET **C**OLORS / **U**SE **C**OLORED **L**ABEL **O**R **U**SE **A**S **N**ODE **C**OLOR .

After you have experimented with some of these features, close the network view. Select **N**o when asked if you would like to save your changes.

Take a look at the other two network views listed in the Network View Manager.

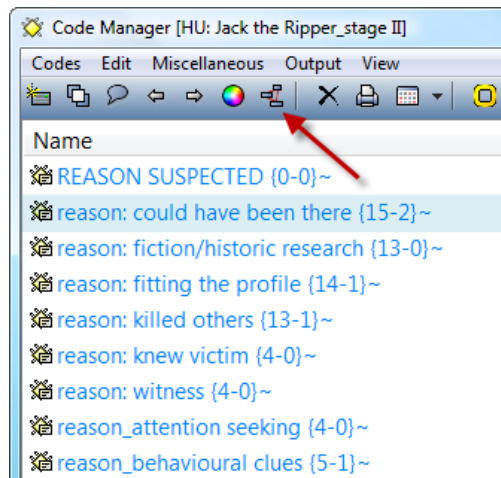
Linking Data

Now we will learn how to create new links between objects.

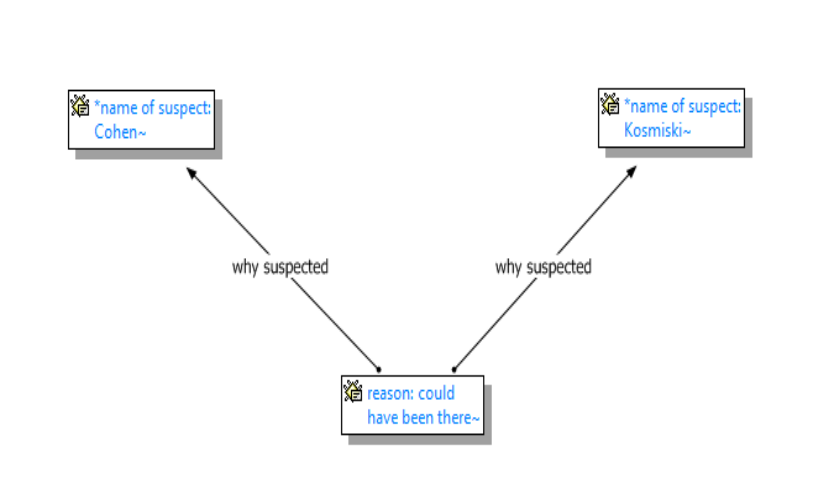
Close the Network View Manager.

Open the Code Manager. Select a code in the Code Manager and then enter the letter **R** to jump to the first code in the list that begins with R. This is the main category code: **REASON RELEASED**. Continue down to the blue category: **REASON SUSPECTED** and select the code: "reason: could have been there {15 – 2}" .

The numbers behind the code tell you that it has been applied 15 times (double-click on the code to see a list of its quotes) and that it has been linked to two other codes. To see these links, select the Network View button in the tool bar of the Code Manager (see image below).



Different display formats are available in network views. If you do not see full text relations as shown below, select the option “Menu label” in the Network View Editor under Display / Link Display

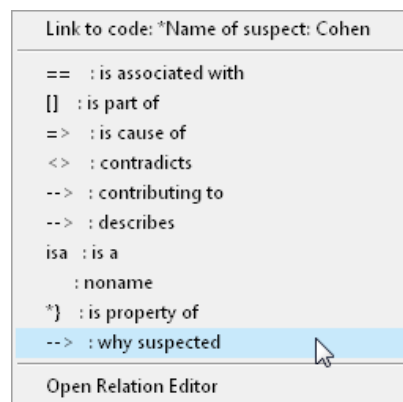


Place the Network View Editor in a convenient working location and add a few codes to this network view by dragging them from the Code Manager into the Network View Editor. If you select a code that has already been linked to one of the codes in the Network View, the link will be shown automatically.



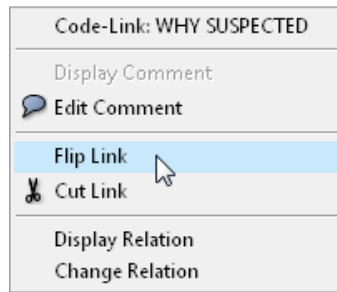
Now select a code and click on the Link button in the toolbar. A red “rubber band” will appear and your cursor will be shown as a cross. Move your cursor onto another code and click on it.

This will open a list of default relations, as well as a few new relations created for this project. Select one of these relations.



Now the two codes are linked.

Right-click on the name of the link to view some additional options. For example, you can add a comment to the relation or flip the direction of the link. This of course only applies to non-symmetrical relations. For symmetrical relations, such as “is associated with,” flipping the link will not make a difference. It is also possible to select a different relation or to cut the link.



Close the window and select **No** when asked if you would like to save the Network View. The new links you have created will be saved, but your changes to the network view will be discarded.

Note: Network Views can be exported as graphic files and inserted into other applications, or you can copy and paste them into Word or PowerPoint files.

You can create any number of new relations and change the properties of the links. The links can be displayed in different colors and widths as those shown in the network view RQ5. The nodes can be displayed with or without bitmaps. In addition, node labels or boxes can be shown in user-defined code colors.

Code colors can be set in the Code Manager.

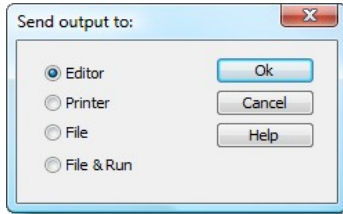
Specific relations with definable properties can be used for code-code links and for quotation-quotation links, i.e. "hyperlinks." All other object relations are simple links with no attributes and are shown as a plain line.



Exploring and Querying Your Data

There are a number of ways to query your data. Four are discussed below. The classic approach is to use the categories created in the course of your analysis: the researcher might formulate different questions or hypotheses pertaining to a specific code.

Simple Retrieval



You are already familiar with this function. Double-click on a code in the Code Manager to call up a list of its quotations.

To output these quotations as rich text document, select **OUTPUT / QUOTATIONS FOR SELECTED CODE** (from the Code Manager menu). Send the output to: **EDITOR**. Review the output content and close the editor.

Close the Code Manager.

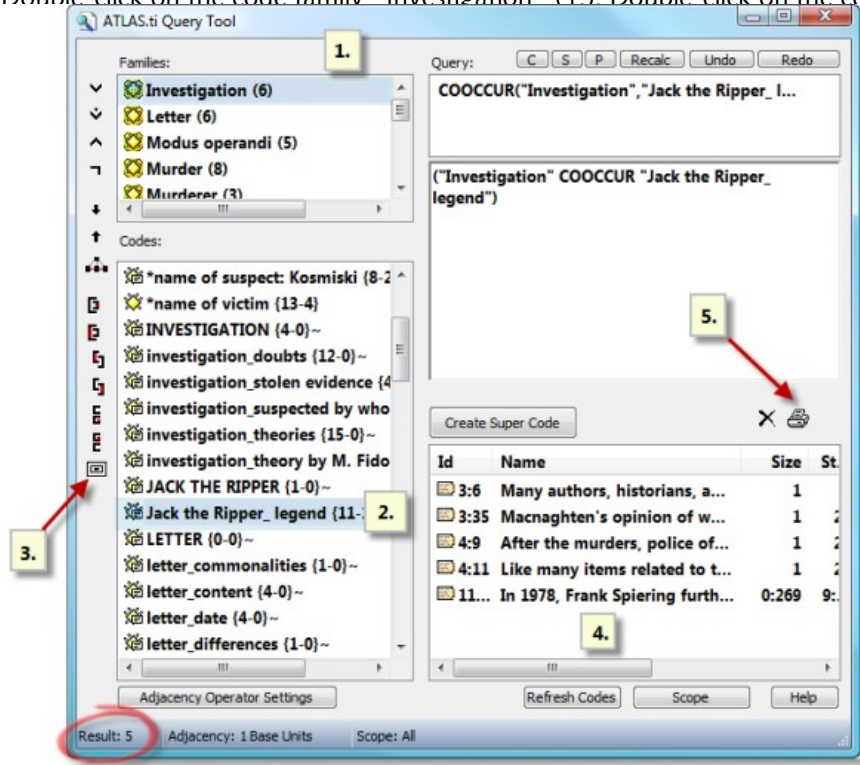
Complex Retrieval

For more complex retrievals based on multiple codes, use the Query Tool.

Select the main menu option **TOOLS / QUERY TOOL**.

For example, we can consider how the police investigation of the White Chapel murders may have contributed to the legendary status of "Jack the Ripper."

Double-click on the code family "Investigation" (1). Double-click on the code



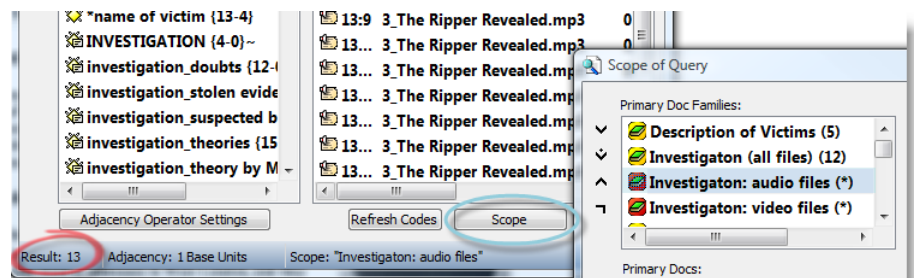
The results for this query are shown in the result pane (4.). The number of results is shown in the bottom left corner of the window. To display the results in context, click on each quotation.

To create an output of these results, click on the printer button (5.). Try experimenting with the different output options.



Let's enter a second query: Click on the button C (CLEAR) at the top of the query tool. Double-click on the code family "Suspects," which will display the 47 quotations in this family.

Then click on the Scope button at the bottom right of the query tool to filter the results for audio quotations. In the "Scope of Query" window, select the primary document family "Investigation: audio files" as your filter.



In the result pane, you will see that 13 of the 47 quotations are audio quotations.

Note: The Scope button in the Query Tool allows you to combine code queries with variables. In a different data set, you might formulate a query to show you all quotation in which females between the ages of 20 and 29 discuss their attitudes towards the environment. Or you might ask ATLAS.ti to give you all quotations from 8th grade boys from school X related to their experiences with a specific computer game.

Cooccurrence Explorer

The Cooccurrence Explorer allows to ask a different type of questions. Using this tool, you can ask ATLAS.ti to show you all codes that co-occur across all of your primary documents. The result is a cross-tabulation of all codes.

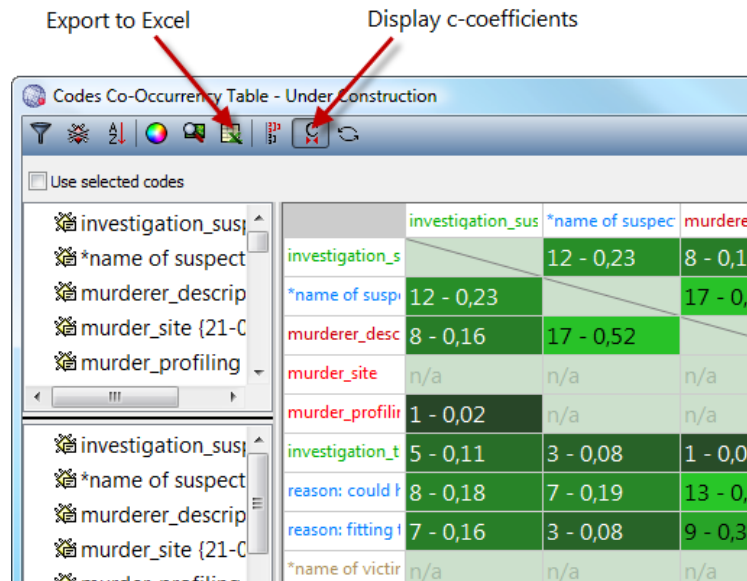
Instead of cross-tabulating all project codes, it is often more meaningful to apply filters for certain codes and documents in order to concentrate on a more specific set of concepts. The output of the Cooccurrence Explorer can be displayed in a tree view or a data matrix.

Let's take a look at the full data matrix for this sample project:

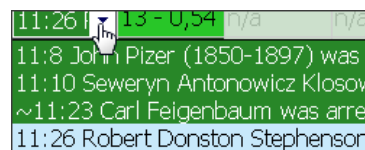
Close the Query Tool window.

Select **TOOLS / COOCCURRENCE TOOLS/ TABLE EXPLORER**. The table shown below displays c-coefficients alongside the co-occurrence frequencies as a measure of the strength between two codes. The coefficient values lie between 0 and 1.

Click on the c-coefficients button to view these values as well.



Click on a cell to view the list of co-occurring quotations. Select a quotation to display it in context.



Quantitative Retrieval in Excel Format

A number of functions offer the option to output your results in an Excel table. Two of them are shown below.

For example, you can export the Cooccurrence Table that you just created to an Excel file.

In the Cooccurrence Table toolbar, click on the button: “Export the table to Excel” shown in the figure above. In the next menu, select the output option **FILE & RUN**. Enter a new file name or use the default title; save the file and wait for it to load.

Another Excel output provided by ATLAS.ti is the Codes-Primary Document table. It lists the frequency of all (or selected codes) by documents (or document groups).

First, select a code group and then a document group before creating this table. Object groups can be created using what we call “families” in ATLAS.ti.

Select the main menu option **CODES / FILTER / FAMILIES / MODUS OPERANDI**. Open up the Code Manager, which now only displays the codes contained in this family.

Select the main menu option **DOCUMENTS / FILTER / FAMILIES / *JACK THE RIPPER_STAGE II**. Now open up the Primary Document Manager. The list has been reduced to the current family filter.

Select **CODES / OUTPUT / CODES-PRIMARY DOCUMENT TABLE**. In the “Send output to:” window, select the option: **FILE AND RUN**. Select a name and location for the Excel file (or use the default settings) and wait for Excel to open.

	modus operandi: differences	modus operandi: similarities	modus operandi_ cut throat
P 3: 1_Jack the Ripper_Story.rtf	6	6	7
P 8: 2_Victim_Elizabeth_Stride.pdf	1	1	0
P 9: 2_Victim_Catherine_Eddowes.pdf	0	1	0
P10: 2_Victim_Mary_Jane_Kelly.pdf	1	0	0
P11: 3_Investigation_Suspects.pdf	0	1	0
P12: 3_Criminal Profiling.rtf	0	1	0

Note: To undo all filters, select **EXTRAS / RESET ALL FILTERS**

And That's a Wrap!

Congratulations, you have now reached the end of the **ATLAS.ti Quick Tour**.

After working through these exercises, you should now have a good grasp of the main functions in ATLAS.ti 6. You should be able to assess how powerful a tool it is, and have a good idea how productively it can be put to use in your day-to-day work.

We thank you for taking the time to get to know our product and hope that this demonstration of its core functionality has convinced you that ATLAS.ti 6 is the right software for your needs.