

Atlas-ti 5.2 Worksheet
7/10/06

Step 1: Creating a text file using basic text format in Micro Soft Word

- A. Start from a word document with interview.
- B. “File” → “Save as”
- C. Determine where you want to save document.
- D. Rename file: File name
- E. Save as “plain text” document: “Save as type”
- F. “Insert line breaks”: Options → “OK”
- G. “Edit” → “Select all”
- H. Bring right arrow at top of page over to 4.5 inches.
- I. “Save”
- J. Click “Yes” → text document will appear.

Step 2: Put created text file document in created folder

- A. You should always back up your text files in another location.

Step 3: Create a New Hermeneutic Unit (HU) for text file

- A. Right click on the start menu and locate Atlas-ti to open program.
- B. Go to upper left hand tool bar and locate “File”
- C. Click “New Hermeneutic Unit”
- D. “File”→ “Save As”
- E. Type in name of HU and click “OK”

Step 4: Assigning Path Name

- A. Go to upper left hand tool bar and locate “Documents”.
- B. Click on “Assign”.
- C. Locate the newly created text document and double click.
- D. P1=Primary Document number #1 and if is different than the interview number.

Step 5: To Import Code List in Atlas-ti

- A. “Tools”→Open text editor
- B. Type out code list.
- C. “File” → “Save As”
- D. Save as “Plain Text” document.
- E. Go to where you saved the document and change “.txt” to “.cod”.
- F. Go back to HU and click “Codes” tab→ Miscellaneous→ “Import Code list”.

Step 6: Add free codes to created code list

- A. Click “Codes” at top of screen.
- B. Click “Create Free Code”
- C. Use the symbol | (Shift + \ key) to add more than one code at a time.

Step 7: Coding

- A. Highlight text that you wish to code.
- B. Click on the code that corresponds to text.
- C. Drag code to text.

Step 8: Save and close HU

- A. “File” → “Save As” or “File”→ “Save”
- B. Close out of document by clicking on the “close box” in the right hand corner of the screen. When you save your HU, a back up file will appear. This is a safe guard against losing codes or the file. It is the same exact HU as the one you are working with.
- C. Re-open HU.
- D. It is important to save periodically while you are coding.

Step 9: Search for Codes

- A. Click “code icon”.
- B. Double click on what code you want to search for.

Step 10: Text or Word Search

- A. Click Text Search icon to the left of the primary document pane (green and pink arrow)
- B. Click “Previous” or “Next” to search.