

Contents

About the author	xiv
Preface to second edition	xv
 Introduction	 1
1 NCT – A method for computer-assisted qualitative data analysis	12
Introduction	12
Noticing things	13
Collecting things	13
Thinking about things	14
Projecting the NCT model onto computer-assisted qualitative data analysis	15
Variations of the three notes: noticing, collecting, thinking	15
The two phases of analysis	17
Descriptive-level analysis	17
Conceptual-level analysis	18
The use of the NCT method in the context of a larger methodological framework	18
Further reading	21
 2 Getting to know ATLAS.ti	 23
Some basic terms and concepts	23
Starting the program	24
Opening the sample project	25
Skills training 2.1: getting to know the user interface	25
The drop-down menus and object managers	26
Multi-region	29
Fly-out window	30
Skills training 2.2: handling the code list	30
Skills training 2.3: previewing the network view function and the query tool	33
A preview of the network view function	33
A preview of the query tool	33
Skills training 2.4: finding your way around the main menu	35
The main menu	35
The toolbars	35

Summary	36
Review questions	36
Glossary of terms	36
Solutions to the 'survival' exercise	38
3 Data and project management	39
Data preparation	39
Supported file formats	39
Preparing documents	40
Text documents	40
PDF files	41
Choosing between different text formats	41
Audio and video files	42
Image files	42
Excel files (survey import, P-Docs Family Table import)	42
For Mac users	42
Size	43
Language support	43
Font settings	43
System settings for Thai and Asian language support on Western European and US Windows systems	43
User-interface language	44
Transcription	44
Transcription guidelines	44
Skills training 3.1: auto coding	46
Best practice rules and solutions in a nutshell	47
Collecting data with the ATLAS.ti mobile app	47
Project management in ATLAS.ti	48
What you need to know before setting up a project	49
Data handling in ATLAS.ti	50
About 'good' data file names	52
Setting up a project	54
Description of the sample data set	54
Skills training 3.2: setting up a single user project	55
Project setup	55
Skills training 3.3: working with transcripts and synchronized media files	58
Seeing how the association works	59
Skills training 3.4: working with survey data	60
Preparing survey data	61
Importing survey data	62
Team project setup	62
Commonalities of team projects	62
Skills training 3.5: creating user accounts	63
Skills training 3.6: merging projects	64

Skills training 3.7: creating backups and transferring a project (also applies to single user projects)	66
Creating a copy bundle file	66
Unpacking a copy bundle file	67
Data source modification in team projects	69
Various team project scenarios	70
Scenario 1 – analyzing a common set of documents	70
Project setup	71
Continuous project work	72
Scenario 2 – distributed team work	73
Project setup	73
Continuous project work	74
Scenario 3 – server-based setup	74
Project setup	75
Continuous project work	76
Working with large-sized data sets	76
Skills training 3.8: creating partial bundle files	77
Setting up a project with externally linked files	78
Project setup	78
Project backup and transfer	78
Summary	79
Review questions	79
Glossary of terms	80
4 Technical aspects of coding	82
Variants of coding	83
Skills training 4.1: coding with a new code	83
Quotation references	85
Code reference	87
Skills training 4.2: coding via drag and drop	87
Changing a code	89
Skills training 4.3: modifying the length of a quotation	89
To decrease the size of a segment	90
Skills training 4.4: writing code definitions	91
Skills training 4.5: coding with in-vivo codes	92
Skills training 4.6: further coding-related options	93
Creating a new code	93
Renaming codes	94
Coloring codes	94
Deleting codes (and other objects)	94
Merging codes	95
Writing code definitions	96
Handling other media types	98
Skills training 4.7: coding a PDF document	98
Skills training 4.8: coding an image	99

Skills training 4.9: working with audio and video files	99
The video interface	99
Display of video quotations	102
Adding codes	102
First steps in analyzing video data	103
Making use of quotation names	103
Making use of quotation comments	104
Associating a text document with a video	106
Skills training 4.10: working with Google Earth	
documents	108
Adding a Google Earth PD	109
Creating a GE quotation	109
Summary	110
Review questions	111
Glossary of terms	112
 5 Embarking on a journey – getting ready and coding the data material	 113
The puzzle analogy	114
Getting ready for the journey	118
Skills training 5.1: organizing documents	118
Exporting and importing information on document groups	120
Skills training 5.2: commenting your data and keeping track of analytic thoughts	121
Comments and memos in ATLAS.ti	122
Memos in the early stages of analysis	123
Skills training 5.3: creating a new memo	124
The journey begins: noticing things and collecting them	125
Feedback session: what did you find?	126
How to add more structure to your exploration	128
Thoughts on inter-coder reliability	133
More on code word labels, quotations and numbers	135
Developing a code list in teams	139
Building an efficient code system	140
Skills training 5.4: developing subcategories	141
Importing a list of existing codes	143
Skills training 5.5: building categories from the bottom up	145
Applying the NCT process once again	146
Skills training 5.6: rules for hierarchical coding schemes	149
Advantages of well-sorted and structured code lists	152
Summary: moving on	156
List of research questions to be explored in Chapter 6	157

Review questions	157
Glossary of terms	158
Further reading	160
6 Further steps in the data analysis process	163
Writing up analysis	164
Linked memos	165
Theory or literature memos	166
Research question memos	167
Skills training 6.1: creating research question memos	168
Linking a memo to a quotation	170
Creating output	170
Quoting data segments in reports	172
Recommendations for organizing research question memos	172
Querying the data	173
Skills training 6.2: getting to know the query tool	173
The retrieval language	176
The three sets of operators	176
Finding quotations within a set distance	183
Finding quotations that occur together	185
Miscellaneous useful query tool functions	185
Exploring the data terrain further – the journey continues	187
Skills training 6.3: getting to know the Codes Co-Occurrence Table	188
Exporting results	191
Clustering	191
Skills training 6.4: getting to know the Codes-Primary Documents Table	193
Skills training 6.5: code queries in combination with document attributes (working with PD families and super families)	197
Creating super PD families	201
Skills training 6.6: saving a query for later reference (or working with super codes)	202
Properties of super codes	203
Miscellaneous: editing supercode queries	206
Skills training 6.7: climbing the hills and clicking on more complex queries	206
On the use of code families	210
On the use of numbers and how perfect does the code system need to be?	212
Summary	213
Review questions	213
Glossary of terms	214
Further reading	215

On memos and writing	215
On querying data	216
Solutions	216
A reminder of set theory for understanding Boolean operators	216
Step-by-step instruction to answer RQ8	217
7 Working with network views	219
Skills training 7.1: learning terminology	221
Skills training 7.2: using network views for conceptual-level analysis	223
Exploring code-cooccurrences in network views	223
Case-based analysis in network views	228
Using network views to discuss findings with your adviser or colleague(s)	230
Using network views to present findings	230
Using network views in publications	233
Skills training 7.3: using network views to pimp your code book	233
How to open a network view on a code family	233
How to insert a network view into Word or any other application	233
How to create reports based on XML style sheets	236
Skills training 7.4: creating network views	239
Learning how to link	239
Exploring the links	240
Linking multiple nodes simultaneously	241
Importing nodes	241
Removing nodes	241
Moving nodes	242
Layout options	243
Display menu	243
Preference settings	244
Code colors in network views	244
Network view preview images	245
Skills training 7.5: working with the Relations Editor	245
Explaining the Code-Code-Relations Editor	246
Modifying an existing relation	248
Creating a new relation	249
Skills training 7.6: saving and exporting network views	249
Saving network views	249
Exporting network views	250
Dealing with case-based network views	250
On the use of network views for structural purposes	252
Hyperlinks in ATLAS.ti	256
Examples of using hyperlinks	256
Skills training 7.7: working with hyperlinks	257
Linking quotations	258
Linking across document regions	259

CONTENTS

xiii

Browsing hyperlinks	260
Visualizing hyperlinks in network views	261
Overview of all code–code links and hyperlinks	261
Summary	261
Review questions	262
Glossary of terms	262
Further reading	263
Bringing it all together: writing your research report	265
Epilogue	268
References	270
Index	275