

Atlas.ti Training Manual

Part 3: Quotations



PART 3: QUOTATIONS

- What is a Quotation?
- A Quotation (or Quote) is a phrase that has a common meaning
- A Quotation is a piece of text that will share a Code because it has a theme

How long should a Quotation be?

- This is a very difficult question! The dilemma is including irrelevant information versus making a Quotation too short to make sense.
- If you want to Code the answer to a question, start the Quotation at the beginning of the interviewer's question.

Length of quotations (2)

- If you got a short answer to a question and then changed subject, the Quote might be just the question and the answer, but where possible a Quote should be several sentences in order to put it in context.
- In practice, a Quotation will usually be several sentences, a paragraph or several paragraphs.
- In order to be BOTH manageable AND useful for analysis and reference, a Quotation should NEITHER be as short as a couple of words NOR several pages long.

How to create a Free Quotation

- DOUBLE-CLICK to select a word
- DOUBLE-CLICK again to select a clause
- DOUBLE-CLICK again to select paragraph
- DOUBLE-CLICK again to select whole PD
- DOUBLE-CLICK again if you change your mind and don't want that Quotation!

Why use Double-Click?

The advantage of this selection technique is that you can be sure that a paragraph is selected in a pure way, i.e. not a space is missing, and no extra period is selected. This facilitates comparability for those working in teams.

How to create a Quote manually

1. Move the mouse pointer to the beginning of the text you want to select.
 2. Drag the mouse cursor (click and hold the left mouse button, then move it) to the end of the intended selection and release the mouse button.
- NB You can also use the standard keyboard based selection techniques for text applications.

How to change the size of a Quote

If you want to change the size of an existing Quote (e.g. to include more text):

- Reselect the text that you want to use for the Quotation, then either:
- Go to QUOTATION and click on MODIFY BOUNDARY, or
- Click the REVISE QUOTATION SIZE button on the left (it looks like a tick)

How to attach a Code to a Quote

1. Select your Quotation
2. Go to QUOTATIONS, CODING, and CODE BY LIST to select Code, or
3. Click CODE BY LIST button on the left (it looks like a network)
4. Find the Code that links to this Quotation, and click on it
5. The Code will then appear on the right hand side of the screen
6. Click on it to select the Quotation

How to attach Codes to a Quote

1. If you want to attach several Codes to the same Quotation, click on the first code, then hold down the control (Ctrl) key on the keyboard while you click all the other codes you want to add.
2. All of the Codes attached to the same Quotation will appear in the same colour text in a list on the right of the screen.
3. Click on any Code name in the list to select the Quotation.

How to retrieve Coded Quotes

- To review Quotations coded by a particular Code word, double-click on a Code word in the Code Manager.
- If only one quotation is coded with this code, this segment is displayed in context.
- If the code is associated with more than one quotation, then you are offered a list from which to choose.

How to detach a Code from a Quote

1. In the list of Codes on the right hand side of the screen, right-click on the Code you would like to detach from the Quotation
2. Select UNLINK
3. The Code name will disappear

How to delete a Quotation

Without deleting the whole Code

- If you attach the wrong Code to a Quote, right-click on the Code name in the right-hand margin and click to UNLINK the Code from the Quote
- This does not delete the Quote, so you can attach the correct Code to that Quote
- But if you don't want to use that Quote at all, right-click on the icon and select DELETE
- **NB NEVER click DELETE before you UNLINK the Code from the Quote because this will delete the whole Code rather than the Quote, which is a disaster. If you do this by accident, close ATLAS.ti immediately without saving changes.**

How to attach a Comment to a Quote

- NB Make sure you select the Quotation (i.e. the black line) not the Code (i.e. the coloured icon or text) otherwise you will attach the Comment to the whole Code
- Right-click on the Quotation
- Pull down the menu and select EDIT COMMENT
- Type text and SAVE

What is a Memo?

- A Memo can be attached to a Quote to keep a record of a decision, e.g. an explanation of why you attached a Quote to a particular Code.
- You can also use a Memo to remind you of patterns, contrasts, or exceptions you want to keep track of, e.g. contradictions within interviews or families.
- Memos are essential if you are working in a team and sharing the coding of the data so colleagues know why you have coded the data in that way.

How to attach a Memo to a Quote

1. Highlight the Quotation
2. Go to MEMO and click ATTACH MEMO
3. Type Memo text: reminder of something interesting or explanation of decision
4. Include your name so that other users of the HU will know who created the Memo
5. Give the Memo a memorable title in the TITLE box and SAVE

What is an Output?

An Output is a collection of all the Quotations assigned to a Code (or to a combination of Codes)

NB You can decide whether or not to include Comments and Memos in any Output of selected Codes

How to create an Output

How to create an Output of Quotations for selected Code

- Select the relevant Code from the drop-down list
- Go to CODES, then OUTPUT, then QUOTATIONS FOR SELECTED CODE
- You will be asked if you want to SEND OUTPUT TO EDITOR. Click OK

How to save and print Output

- You have already made a Output for your chosen Code
 1. Go to FILE and SAVE AS...
 2. Name it after that Code and save it in your preferred format in the relevant folder
 3. Go to FILE and PRINT... to print the Output from a Code