



Hermeneutic Units

Create a new HU	Open Atlas → <i>File</i> → <i>New Hermeneutic Unit</i> → Label the HU
Merging HU's	Open the file that will contain the end product (must be one of the two files being merger) → <i>Extras</i> → <i>Merge with HU</i> → Select the file that will be imported (called the "source" file by Atlas) → Click "Next" → Select "Same PDs and Codes" under Stock Strategies heading → Select "Unify" for all objects → Click "Next"






Primary Documents

Import New Primary Documents into a hermeneutic unit	<i>Documents</i> → <i>Assign</i> → Pick the documents to be used (they must be in text format)
Disconnect a Primary Document	Select the Primary Document to be disconnected so it is open in the HU editor then <i>Documents</i> → <i>Disconnect</i>
View, Use, or Analyse only Some Primary documents (i.e. only work on one family)	This is only possible with previously defined families (see below). <i>Documents</i> → <i>Filter</i> → <i>Family</i> → Pick the family from the provided pick list. Any output or analysis will only encompass those selected.
Create Families 	<i>Documents</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Select the Create New Family Icon (see left) → Enter the Family Name → Select the Primary Documents (i.e. participants) that are to be part of the family by highlighting the document then clicking the icon with the left pointing arrow
Change the location of Primary Documents	<i>Documents</i> → <i>Miscellaneous</i> → <i>Change Path</i> → enter the new path for the HU Editor to find the PD's
Import a Primary Document Family into a Network	<i>Documents</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Highlight the family to be imported into a network → <i>Open Network</i>






Quotations

Select a Section of Text to be Quoted	Highlight the text as one would in any word processor.
Go to an already coded quotation 	Click on the icon next to the code list for a list of codes (see left) → Double click on the quotation from the list
Search for a phrase or word	<i>Documents</i> → <i>Search</i> → Enter the search word or phrase





Codes

<p>Creating New Codes</p> 	<p>Highlight the text that you want to code → right click on the mouse → <i>Coding</i> → <i>Open Coding</i> → Enter the name of code. Following this</p> <ol style="list-style-type: none"> 1. select the code list icon (see left) at the top of the screen 2. highlight the new code 3. write a description of what this code entails in the yellow space below the code list 4. close code list window 5. save the changes.
<p>Coding By A ready Defined List</p>	<p>Highlight the text that you want to code → right click on the mouse → <i>Coding</i> → <i>Code By List</i> → Pick the code that applies</p>
<p>Coding in By Word form the text</p>	<p>Highlight the word → Right click on the mouse → <i>Coding</i> → <i>Code in Vivo</i></p>
<p>Rename or Delete a Code</p> 	<p>Select the code list icon (see left) at the top of the screen → Select the appropriate code → Right click the mouse → <i>Renam e/Delete</i></p>
<p>View or Use only Some select codes (i.e. only work on one family)</p>	<p><i>Codes</i> → <i>Filter</i> → Select the sorting qualities that apply (e.g. by family, co-authors' code(s) etc.)</p>
<p>Create Families</p>  	<p><i>Codes</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Select the Create New Family Icon (see left) → Enter the Family Name → Select the Codes that are to be part of the family by highlighting the code then clicking the icon with the left pointing arrow (see left)</p>
<p>Output of Quotations for a Specific Code</p>	<p>Select the code for the output by highlighting it on the Code List then <i>Codes</i> → <i>Output</i> → <i>Quotations for Selected Code</i> → Select <i>Yes</i> to include comments → select Editor/Printer.</p>
<p>Modify a Coded quotation</p> 	<p>Click on the bracket in the right hand margarine so the coded quotation is highlighted, click on the check mark icon (see left) on the left hand side, hold the shift key and click where you would like coded quotation to stop.</p>
<p>Decode a selection</p>	<p>Click on the bracket in the right hand margarine so the coded quotation is highlighted then right click and select <i>Delete</i>.</p>
<p>Converging a code from across primary documents into a single new primary document</p>	<ul style="list-style-type: none"> • Select the documents to be used by filtering them under the primary documents menu option. • Select the code for the output by highlighting it on the Code List then <i>Codes</i> → <i>Output</i> → <i>Quotations for Selected Code</i> → Select <i>Yes</i> to include comments → select Editor. • In the output file select <i>File</i> → <i>Save As</i> → Enter the file name and save the file with the rest of the primary documents for the hermeneutic unit in question. Close the output file. • <i>Documents</i> → <i>Assign</i> → Pick the documents just saved (Atlas.ti output is automatically in text format).




Memos

<p>Create a free standing Memo</p> 	<p>Click on the memo icon on the left side of the editor (see left) → Name the memo → Open the memo list by pressing the memo list icon (see left) → Write a description of what this memo entails in the yellow space below the memo list → Close memo list window → Save the changes.</p>
<p>Create a Memo linked to a Coded Quotation</p> 	<p>Code the quotation as normal → Click on the memo icon (see left) → Name the memo → Open the memo list by pressing the memo list icon (see left) → Write a description of what this memo entails in the yellow space below the memo list → Close memo list window → Save the changes.</p>
<p>Create a Memo linked to a code in general</p> 	<p>Click on the memo button left side of the screen (see left) → name the memo → Click the memo list icon(see left) → write a description of what this memo entails in the yellow space below the code list → select the new memo → right click → <i>Link Memo To Codes</i> → select the code from the pick list.</p>
<p>Rename or Delete a Memo</p> 	<p>Select the memo list icon at the top of the screen → Select the appropriate memo → Right click the mouse → <i>Renam e/Delete</i></p>
<p>Create Families</p> 	<p><i>Memos</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Select the Create New Family Icon (see left) → Enter the Family Name → Select the Memos that are to be part of the family by highlighting the code then clicking the icon with the left pointing arrow (see left)</p>







Hypertext

<p>Create a link between 2 quotations using a predefined relationship</p>  	<p>Select the initial quotation to be the “start anchor” → Click on the Start Anchor icon at the left of the editor (see left) → Select the second quotation → Click on the Target Anchor Icon (see left) → Choose the type of relationship → Select <i>Hyper text</i>.</p>
<p>Create a chain of links of 2 or more quotations using a predefined relationship. Or Create a star of links related to 1 quotation using a predefined relationship</p>  	<p>Select the initial quotation to be the “start anchor” → Click on the Start Anchor icon at the left of the editor (see left) → Select the next quotation → Click on the Target Anchor Icon (see left) → Choose the type of relationship → Select <i>Chain</i> or <i>Star</i> → Repeat at step 3 until chain is completed → Press <i>Fini</i></p>
<p>Creating a User Defined Relationship</p>	<p>The process is the same as above except when choosing the type of relation select <i>User Defined Relationship</i> → Enter a unique identifier for the new relation (this is for internal purposes only and does not appear at the user interface) → Enter the "Link Label". This is the name displayed as describing the nature of the relationship (e.g. “Contradicts”). → Enter an alternative “symbol” → Specify the item to be displayed in the menu of existing relations (e.g., "contra") → click <i>Yes</i> for connection line width" → choose transitive, symmetric, or asymmetric → Select the type of link. → Follow the steps above</p>

Networks

<p>Open a new network</p> 	<p><i>Networks</i> → <i>Open Network Browser</i> → Click in the new network icon (see left). → Name the network (at this point the new network window is automatically opened)</p>
<p>Create new nodes within a network</p>	<p>Once in the network window → <i>Nodes</i> → <i>Import Nodes</i> → Select the object you would like to import (code - includes supercodes, primary document, quotation, or memo). The nodes can be moved by clicking and dragging.</p>
<p>Link Nodes using program defined relationships</p>	<p>Click on the initial node so it is highlighted → press the and hold the shift key → click on the initial node again → move the mouse pointer to the target node → release the shift key then the mouse button → select the type of relationship</p>
<p>Link nodes using personally defined linkages</p>	<ul style="list-style-type: none"> • Click on the initial node so it is highlighted → press the and hold the shift key → click on the initial node again → move the mouse pointer to the target node → release the shift key then the mouse button → <i>User defined relation</i> • Enter a unique identifier for the new relation (this is for internal purposes only and does not appear at the user interface) → Enter the "Link Label". This is the name displayed by default along with the connecting line between two nodes using this link. → Enter an alternative "symbol" → Specify the item to be displayed in the menu of existing relations (e.g., "is-cause-of") → click <i>Yes</i> for connection line width" → choose "formal property" (transitive, symmetric, or asymmetric).
<p>Cut or Flip links</p>	<p>Click on the symbol between the two nodes → right click → <i>Cut Link</i> or <i>Flip Link</i></p>
<p>Create a network beginning with a primary document family</p>	<p><i>Documents</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Highlight the family to be used in the network → right click → <i>Open Network</i></p>
<p>Create a network beginning with a code family</p>	<p><i>Codes</i> → <i>Edit Families</i> → <i>Open Family Browser</i> → Highlight the family to be used in the network → right click → <i>Open Network</i></p>
<p>Create network beginning with a memo</p> 	<p>Click on the memo list icon (see left) → highlight the memo to be used → right click → <i>Open family browser</i></p>
<p>Create a network beginning with a code</p> 	<p>Click on the code list icon (see left) → highlight the code to be used → right click → <i>Open family browser</i></p>

Query Tool

<p>Access the Query Tool</p> 	<p>Click on the button located at the top of the editor with the binoculars on it (see left).</p>
<p>Select Specific Primary Documents or Families for search</p>	<p>Access the query tool → Click “Textbase Selection” (bottom of query window → Double Click on the Family or Primary document to be used → Close the window. Multiple combinations of primary documents and families can be used using the operands at the right of the screen (“or”, ‘exclusive or”, “and”, or “non”).</p>
<p>Operation Icons: OR</p>	
<p>Operation Icons: AND</p>	
<p>Operation Icons: None</p>	
<p>Generate Super Codes</p>	<p>Select the texts to be used → Double click on the code or code family to be used → Apply operations as required → <i>Super Code</i> → Enter the name of the code → Close the query tool and open the code list → Describe the code in yellow comments section.</p>
<p>Correct an immediate mistake</p> 	<p>Click the button labelled “Undo” at the top right of the screen</p>
<p>Clear a set of selections and operations</p> 	<p>Click on the button labelled “C” at the top right of the screen.</p>