

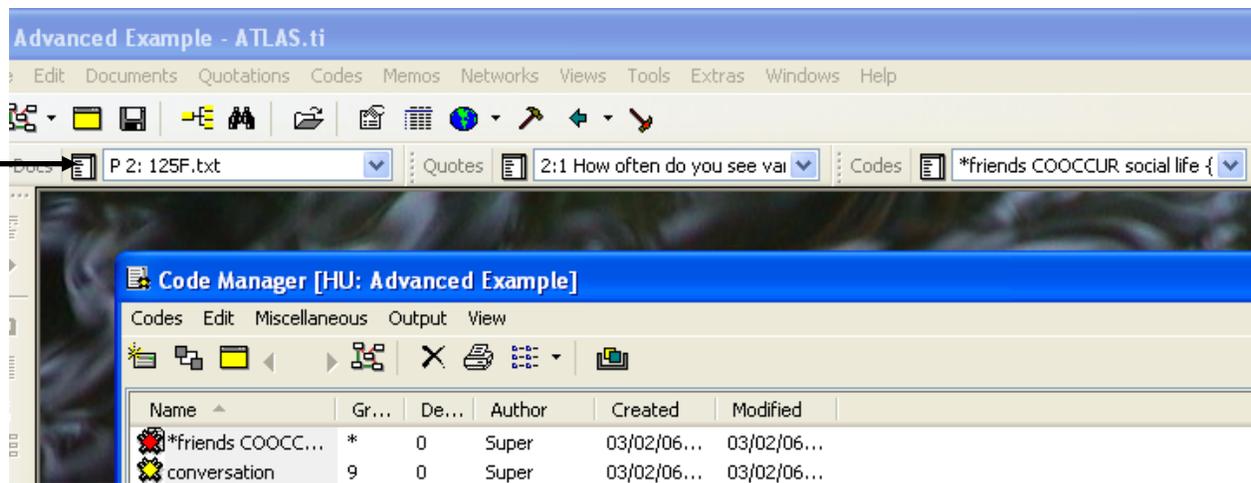
ATLAS.ti 5.5: A Qualitative Data Analysis Tool

Part X: Comments and Memos

Comments and memos are flexible tools that enable a user to have a word-processing tool within the Hermeneutic Unit. The main difference between the two is that comments must be attached to certain objects i.e. codes, quotations, documents. Memos, however, can be free or linked to an object.

To create a comment:

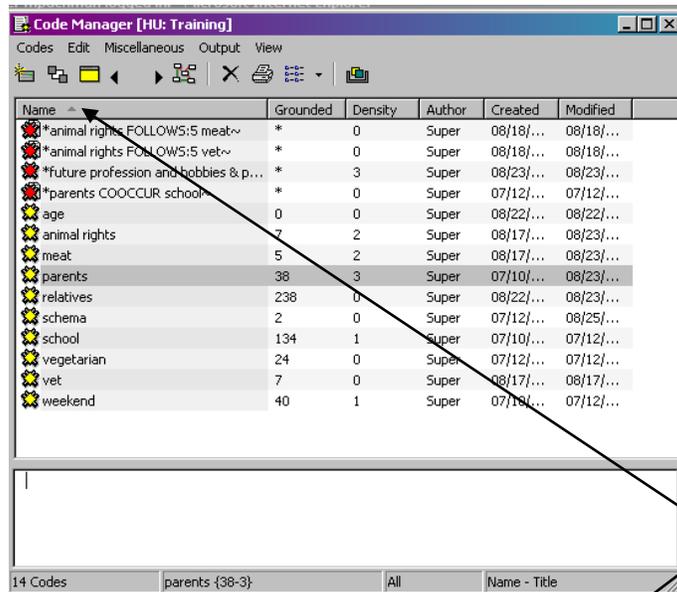
1. Open any object list within your hermeneutic unit by selecting the icon to the left. This will open the manager of that object list.
2. In this example, the **Code Manager** is being opened.



3. The **Code Manager** displays a list of all codes within this project.

⇒ Notice the grey line with white area beneath it. This lower window is a space to add comments or descriptions about a particular object in your project.

4. Highlight the object to which you will add the comment.
5. Place your cursor in the white lower window and begin typing.
6. If your comment is long, you can select the comment



a list

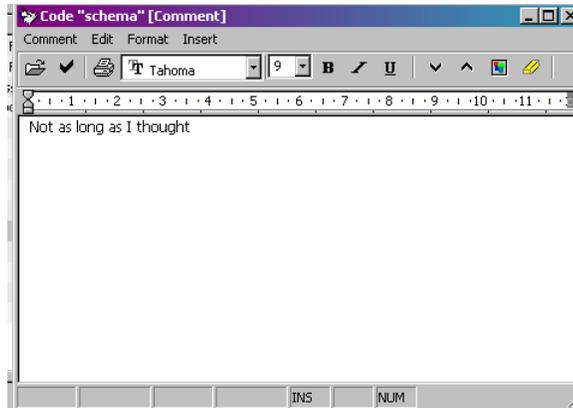
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editor, shown by the arrow above. You will be given a larger space on your desktop.

- When you have completed working on a comment, close the window by selecting the X sign; you will be prompted to save this comment.

If you select another object, the comment is saved automatically.

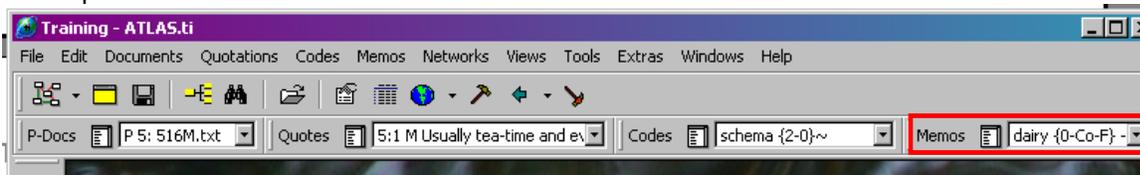
You will know it is saved because a tilde ~ appears next to the object.



Name	Gr...	De...	Author	Created	Modified
*friends COOCCUR social life~	*	0	Super	03/02/06...	03/02/06...
conversation	9	0	Super	03/02/06...	03/02/06...
evening	48	0	Super	03/02/06...	03/02/06...

A little bit more about memos...

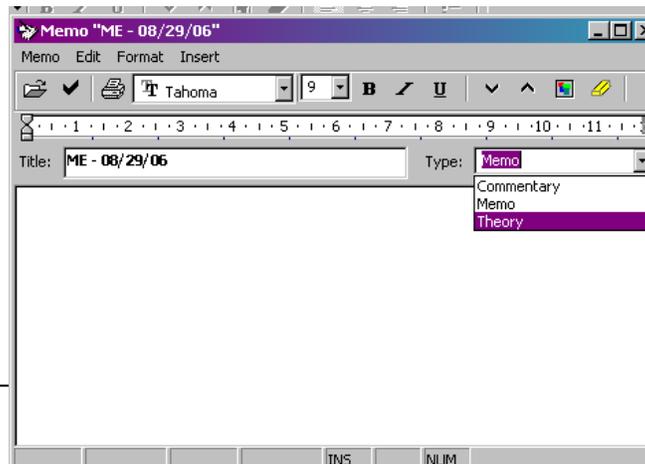
A memo is initially a free comment; it exists as other objects and thus can be named. After it is created, it can remain free or be linked to another object in the hermeneutic unit. Memos are saved and can be accessed from the final dropdown menu in the main workspace.



To create a "free" memo:

- If you have a primary document open, make certain you do not have any text highlighted. If you do, this memo will become attached to it.
- Select the **Memo** on main menu and then **Create free memo** or use the button on Primary Document tool bar.
- You will see a default title for your new memo. You may choose a type of your memo using the **Type:** dropdown menu.

Now, you can begin composing a memo, or close the memo window.

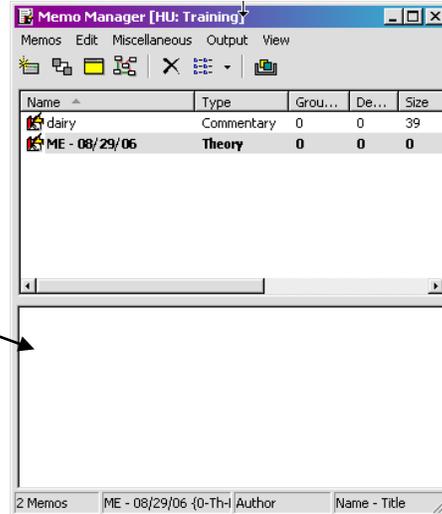


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- Your new memo will be saved automatically and will appear in **Memo Manager**.

To access it and include/ edit the content, select the memo, place your cursor in the white lower window and start typing.

If you have a list of memos, select the memo you wish to compose and begin typing in the white lower window.

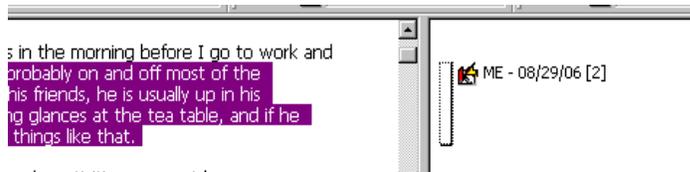


Creating a memo from text:

Attaching a comment and attaching a memo to other objects in you HU is not the same action. When you attach a memo, you will still be allowed to attach that memo to other objects in the future.

- Select a piece of text (or image, video, etc.) for your memo.
- Select the **Memo** main menu and then **Attach memo** or use the  button on the primary document tool bar.
- The Memo window will appear, and memo will be named automatically, you can begin writing.

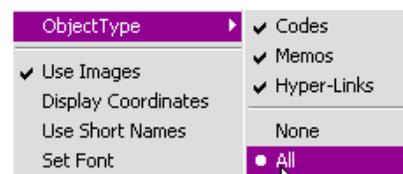
At the same time you will see a memo appearing in the margin area of your PD.



- If the memo does not appear in the margin area, you will need to turn on certain option in ATLAS.ti. To do this:

- ⇒ point your mouse in a blank area of the margin
- ⇒ use a single right click
- ⇒ select **Object Type > All**

- If you want to turn on the icons associated with the various objects, you can also select **Use Images**. You will see an icon appear when you add them to your PD.



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Attach a memo to another object

The benefit of using memos is that you can attach them to any other object in your project.

1. Open the **Memo Manager**.
2. Select the memo you would like to attach to another object.
3. Right-click on the selected memo.
4. Select **Link Memo to**.
5. Depending on what you choose, a list of quotations, codes or memos will pop up.
6. Scroll to the object you want to link the memo to; select OK.

