

ATLAS.ti 5.5: A Qualitative Data Analysis Tool

Part VI: Reports in ATLAS.ti

There are many report options, depending on the object (PD, quotation, code, or memo) you are choosing to output.

PD Reports

Go to **Documents** -> **Output** and pick the desirable option

List	The list of the PDs in a hermeneutic unit and where ATLAS.ti expects them to be located.
Hierarchy	An outline of quotations and codes associated with an open PD. Includes just quotation numbers and code name but not text.
Quotations	Provides a list of all quotations and associated codes in an open PD. The list includes the text of quotations/codes, memos in the order they were created.
Print w/Margin	Prints open PD with margin area and line numbers, if turned on. Essentially gives an exact replica of an open PD's workspace, including codes, memos, etc. Color will be replicated if using a color printer.

Quotation Reports

Selected Quotation	Outputs the full text of a selected quotation with associated codes. This option will only be available when a specific quotation is selected in an open PD.
All Quotations	Outputs the full text of ALL quotations in ALL PDs. The output also includes the location of the quotation within a PD and any associated codes.
All Quotations (List)	List the first line of each quotation in ALL PDS. If there are attached comments, they will be added. Codes, however, are not.

Code Reports *(you may chose to include or exclude quotations option)*

Quotations for selected code	The first code listed in the dropdown menu is the "selected" code. This report will generate the full text of each quotation and memo related to that code within each PD as well as any other codes related with the quotation.
Quotation List	A list of quotations (first line only) for the selected code. Comments can be added but no codes associated with the quotations will be given.
Includes subterms	Essentially the same report as quotations for selected code but will also include quotations for any sub-codes related to code (through network connections).
Query Tool	Sends you to the query tool (discussed in this document).
Code List	Lists all codes in the project.

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Code Hierarchy	Lists all codes in the project in a hierarchy established in a network diagram.
Code Neighbors	Lists all codes and any codes associated with them.
Code-Primary Documents Table:	<p>Options within the Report</p> <p>Quotation Count Report Quotation Count (Excel) Word Count Report Word Count (Excel)</p> <p>Lists all codes and the number of quotations or words related to this code in each PD. Essentially this report creates a frequency table. By default is saved as CMP (Atlas) file or in Excel.</p>
Quotation References	Lists the start and end lines of each quotation for each code by PD.
All Codes with Quotations	Generates the same type of report as quotations for selected code but does so for all codes in the project.
Print Codes with Comments Print Co-occurring Codes	Generates a list of all codes with comments. In addition, the report includes the date of the code's creation and any dates of modification. Generates a list of all co-occurring codes with quotations (if you choose this option). Also includes all the codes contained in this cooccurrence (in case of codes family).

Memo Reports

List of Memos	Generates a list of all memos in the project. Includes any attached quotations, codes, and memos and text of each memo (optional).
Selected Memo	The memo listed first in the dropdown menu for memos is the "selected" memo. This report generates a list of quotations, codes, and memos associated with the memo. Includes text of memo.
Selected Memo with Quotations	Includes the same information as selected memo but also generates the text for all quotations associated with the memo.

Generating reports

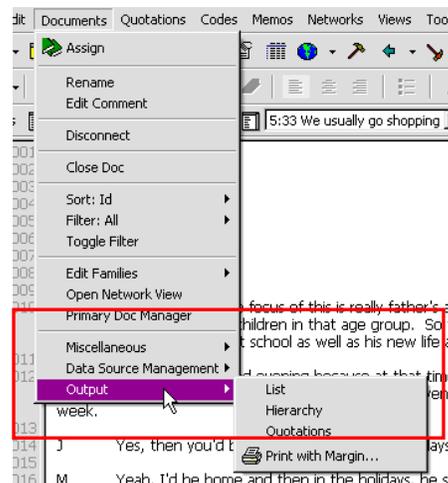
ATLAS.ti has a variety of options for outputting data. All objects –PDs, quotations, memos, and codes – can be outputted in Rich Text or Plain Text format. Both can be read by word processing programs or as syntax in SPSS.

- There are two ways to access the output options for ATLAS.ti objects:

Option 1: The main menu for each object

Note:

Some report options are only available in the **Miscellaneous** menu, pictured right. This is available through an object's menu in the main menu bar.



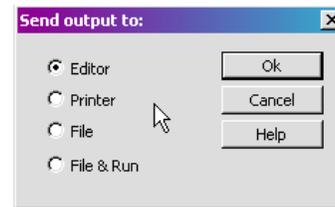
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2. Select the type of output you would like.

3. If you have comments attached to a particular object, you will get a dialog window that asks if you would like the comments attached.



4. In the **Send output to:** window, you can choose to preview the output in the **Editor**, send it to the **Printer** immediately, or save it as a file. If you are open the output immediately you may want to save file and run.



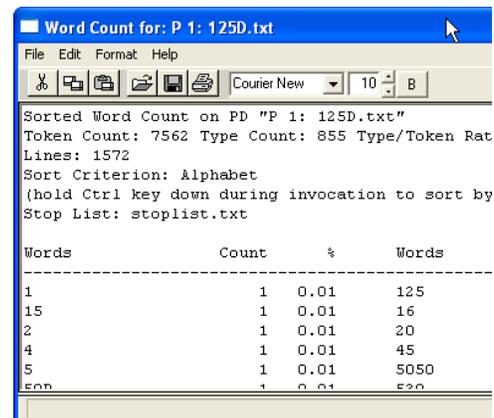
going to it as a

It is a good idea to preview it in the **Editor**, pictured right, which will give you some editing capability.

Moreover, you can save this file in **Rich Text Format (.rtf)**, which will enable you to open it in MS Word.

5. Go to **File** from the main menu; select **Save As**.

6. ATLAS.ti will automatically try to save the document as .txt. You can open this document in MS Word.



If you save the document as Rich Text Format, it will automatically be saved as a Word document.