

ATLAS.ti 5.5: A Qualitative Data Analysis Tool

Part IV: Optimizing Textual Primary Documents

The majority of your time will be spent working with your primary documents (PDs), whether they be text, audio, graphic, or video. Therefore, it is important to optimize the usefulness of your PDs.

In this most recent version of ATLAS.ti, you do not need to make special preparation to your textual PDs, but there are a few recommendations that will make them more useful and flexible in the program.

⇒ ATLAS.ti 5.2 now supports .doc and .html file types. Earlier versions only supported .rtf and .txt file types.

⇒ You can now edit your PDs within the program. However, .doc or .html PDs are not editable within ATLAS.ti. You will have to make a copy of the original file and save it as .rtf or .txt to access the editing menu.

To save a Word document (.doc) as .rtf:

1. With the file open, select **File – Save As**.
2. In the **Save As type:** drop-down menu, select .rtf (Rich Text Format).
3. You now have an exact copy of the Word file, with the same name (if you did not change the name); the only change is that it has a different file extension, .rtf, which can be edited within the program.

Note:

Editing a textual PD will be covered on page 13 on this document.

