

# ATLAS.ti 5.5: A Qualitative Data Analysis Tool

## Part IX: Modifying quotations and codes

There are a variety of reasons you may need to modify quotations or codes. Sometimes you will make mistakes, and other times you will simply need to change your analysis. Again, ATLAS.ti responds to the nature of qualitative research.

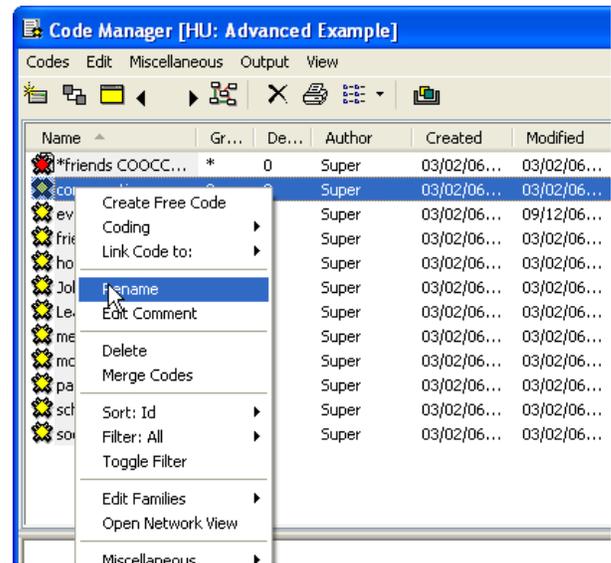
### To correct a quotation:

1. Select the quotation (highlight it completely) or select the bar in the margin to ensure you get the entire quotation.
2. Select the text you would like to make the quotation reflect your analysis.
3. Select the **Correct quotation** icon (checkmark) from the tool bar.
4. The corrected quotation will appear.



### To rename a code:

1. Open the **Code Manager** by selecting the list icon to the left of the drop-down menu.
2. Select the code you wish to rename.
3. **Right-click** on the highlighted code. Select **Rename** from the drop-down menu.
4. The code will become a typeable region where you can rename it.

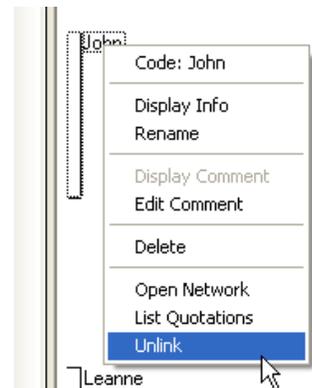
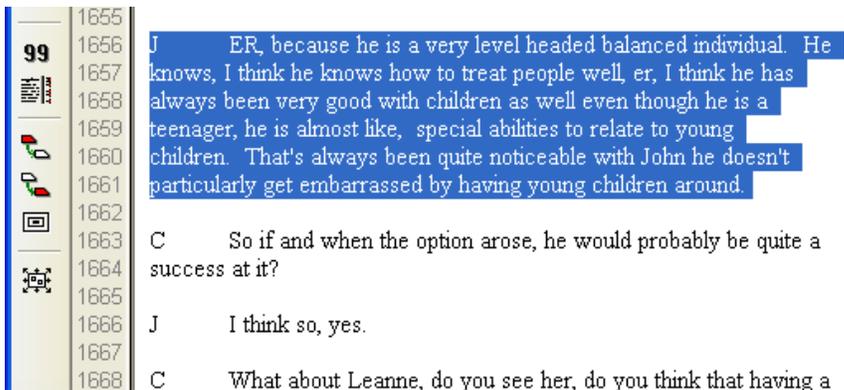


Name	Gr...	De...	Author
*friends COOCC...	*	0	Super
conversation	9	0	Super
evening	43	0	Super
friends	37	0	Super
homework	11	0	Super
John	88	0	Super
Leanne	78	0	Super

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### Unlink a quotation (separate it from a code):

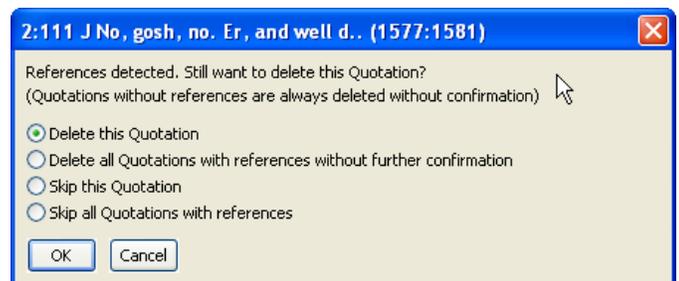
1. Select the quotation by double-clicking the code associated with that quotation in the margin. You will notice that the quotation will become highlighted in the text when it is selected.
2. Right-click the code.
3. Select **Unlink** from the drop-down menu.



### Delete a quotation:

1. Select the quotation by double-clicking it.
2. Right-click on the selected quotation.
3. Select **Delete** from the drop-down menu.
4. If you have no codes connected to this quotation, the program will execute the action.

However, if you have codes linked to the quotation, the program will give you this message:



References refer to codes; so if you delete the quotation, you are simply deleting its association to a particular code, not the code itself.

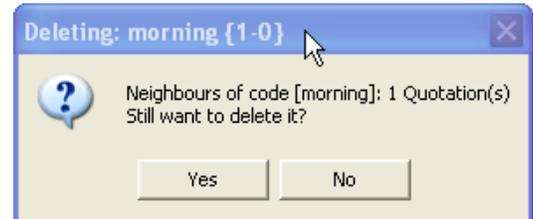
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### Delete a code:

1. Open the code list window (to the left of your code drop-down list).
2. Select the code from the Code Manager to delete.
3. Right-click the code, and select **Delete** from the menu.



4. If there are no quotations linked to this code, then the program will execute the action. If there are quotations linked to the code, the program will ask you if you want to continue. If you select **Yes**, you will then be prompted to make a decision about whether you want the quotations deleted as well.



5. If you select **No**, then the program will delete the code and leave all linked quotations as free quotations. If you select **Yes**, the quotation (if it is not related to other codes) AND the code will both be deleted.

