Quick Tour Guide

Quick Tour Basic
Hands on: Create a Project, Code Data Files, Edit Code Book, Do Searches

Quick Tour Advanced
Guided Free Play: Coding, Code Book, Memos, Search, etc

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The Ethnograph: QuickTour Guide

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Part I

QuickTour Overview
Quick Tour Overview

Quick Tour Intro

Recommendations

- Start with Quick Tour Basic
  
  if you want to learn the basics of creating projects, adding data files to projects, coding data files and doing a simple search

- Start with Quick Tour Advanced
  
  if you want to get a general overview and feel for using the program.

Quick Tour Basic

Quick Tour Basic shows you the core features of Ethnograph. For many of you, this is all you need to learn to use Ethnograph. You

- create a project,
- import the two sample data files into the project,
- code the data files,
- edit the code book,
- do a single code search.

Quick Tour Advanced

Quick Tour Advanced uses an existing data set that lets you explore and play with all the feature of the Ethnograph. You

- find an old project,
- explore Code a Data File,
- explore the Code book
- explore Search - Single Code
- explore Memo writing.
Quick Tour Basic: The Sample Data Files

Sample Data Files

In these exercises you work with two data files that already exist:

- GROUP1.doc.
- GROUP2.doc.
- These files are located in a folder called SAMPLES.
- The location of SAMPLES is ...

![Location of Sample Data Files Diagram]
Before you begin the exercise, take a minute to look at Group1.

Identifiers: Every paragraph in Group 1 starts with an Identifier.

- The first identifier is Note:
  It was inserted by the researcher to give some information about the data file. You do not need a Note: in your own data files. It may or may not be a useful practice for you.

- The rest of the identifiers (J:, M1-4:, W:, M1:, M2:, M3:) indicate the speaker of the text that follows the identifier.
Now take a minute to look at Group2.

**Identifiers: One paragraph does not begin with an identifier.**

In GROUP2 one paragraph does not begin with an Identifier. It begins with a period (.)

- In an interview transcript *most paragraphs usually start with an Identifier.*

- *Sometimes* a paragraph might not start with an Identifier.

  For example, a speaker can have a long, uninterrupted speech. When this happens it can be a good idea to break the speech into two or more paragraphs, as shown in the example below.

**GROUP2 - Sample Data File**

```
Note: Throughout the transcript, the female geologist is identified by W; the four males as M1, M2, M3, M4; the interviewers as B and J.

W: There's a lot of weeding out, um, in the sciences. You know you get people in there that uh, would probably do well if they were given half a chance, but there's so much competition and there's not a heck of a lot of help.

M1: Well, the professors aren't much help because they realize this high attrition rate and they uh, I mean they're not gonna take somebody under their wing who has a very good probability of quitting.

W: There's no help, there's no encouragement and it's - it's really - it's this uh, kind of attitude of "If you don't have it, get out."

M2: And as well as, "I had to go through hell and you do too, so there."

M3: Yeah, I've seen that too.

B: Slightly punitive?

W: Very punitive! (Laughter) High attrition rate and they uh, I mean they're not gonna take somebody under their wing who has a very good probability of quitting
```

**Assumptions About Paragraphs**

- The Ethnograph assumes that every paragraph starts with an Identifier. True for GROUP1. Not true for GROUP2.

**Marking exceptions**

- Putting a period (.) at the start of a paragraph marks a paragraph as an exception, that it does not start with an identifier.

**Changing the Paragraph Assumptions**

- Some types of data (field notes, documents, etc.) may use few or no Identifiers. For these types of data files you can change the assumptions that Ethnograph makes about paragraphs.
Part II
Quick Tour Basic
EX 1: Create a Project

In order to use The Ethnograph, you first need to create a project. In this exercise you create a project named E6DEMO.

1. Open Ethnograph.
2. Click Project Manager.
3. Click New Project.
4. Type E6DEMO.
5. Click OK.
6. Close Project Manager.
7. Minimize Ethnograph.

EX 2: Copy and Paste GROUP1 from Your Word Processor

1. Open GROUP1 in your word processor
   1. Open your word processor.
   2. Click File\Open.
   3. Open GROUP1.doc.
   - The sample data file, GROUP1.doc is in ...
     \My Documents\E6Projects\Samples (XP)
     \Documents\E6Projects\Samples (Vista)
   4. Click Edit\SelectAll.
   5. Click Edit\Copy.
   6. Minimize, or Close, your word processor.

2. Paste GROUP1 into the Ethnograph editor
   1. Maximize (or Open) Ethnograph.
   2. Click Project Manager.
   3. Click Editor.
   4. Click Paste.
3. Reformat GROUP1

1. Click Reformat.
   - Remember, every paragraph in GROUP1 starts with an Identifier.

2. Click Reformat Option #1

3. Click OK.
   - GROUP1 now looks like the figure to the right.

4. Save GROUP1 to Project

   1. Click Save to Project.
   2. Type Group1.
   3. Click OK.
   4. Minimize the Ethnograph Editor.
EX 3: Copy and Paste GROUP2 from your Word Processor

1. Open GROUP2.doc in Your Word Processor

1. Open (or Maximize) your word processor.
2. Click File\Open.
3. Open GROUP2.doc.
   - The sample data file, GROUP2.doc is in \My Documents\E6Projects\Samples (XP) \Documents\E6Projects\Samples (Vista)
4. Put a period (.) at the beginning of the paragraph "And so either you already..."
   - This paragraph does not start with an Identifier.
5. Click Edit/Select All.
6. Click Edit/Copy.
7. Close your word processor.

2. Paste Group2 into the Ethnograph Editor

1. Maximize (or Open) Ethnograph.
2. Click Project Manager.
3. Click Editor.
4. Click Paste.

Data File in Word

Editor Data Not Reformatted
3. Reformat GROUP2

1. Click Reformat.
   - Remember there is a "non-Identifier" paragraph in Group2.

2. Click Reformat Option #4.

3. Click OK.

4. Save GROUP2 to Project

1. Click Save to Project.

2. Type GROUP2.

3. Click OK.

4. Close the Editor.

5. Close the Project Manager.
EX 4: Attach Code Words GROUP1

Coding GROUP1

Coding data is

- highlighting lines of text with the mouse.
- attaching a code word to that segment of text.

In this exercise you code the sample data file, GROUP1, as shown in the Code Map on the next page. The result should look like the the Coded Data File on page 13.

NOTE: The colors shown in the example will not necessarily match the colors on your screen. Colors depend on the order in which code words are assigned. Do not worry if colors do not match. What matters is that the code words are attached to the appropriate lines of data.

1. Open GROUP1

   1. Click Code Data File.
   2. Double-click GROUP1 in the Data Files list.

2. Highlight Lines of Text

   1. Highlight lines 6-15 using the Mouse.

3. Attach Code Word: NETWORK

   1. Click Code List.
   2. Type NETWORK in the Code Word: edit box.
   3. Click OK.

   - The code word NETWORK and its boundary appears in the margin.
   - NETWORK also appears in the Code List dialog.

   Code Word Displayed in Code Margin
4. Attach Code Word: EXPLORE

1. Highlight lines 17-25 using the Mouse.
   - The Code List should already be open.
2. Type EXPLORE in the Code Word edit box.
3. Click OK.
   - The code word EXPLORE and its boundary appears in the margin.

5. Finish Coding GROUP 1

For the remaining code words do the following:

1. Highlight the lines of text for each code word.
2. Click the Code List Button (if Code List is not open).
3. Type the Code Word (or select it from the list).
4. Click the OK button.

When you are done, close Code Data file.

The Remaining Code Words, start and stop lines are:
- NOHELP 25-29
- PSYCH 31-42
- NOHELP 39-42
- DARWIN 44-48
EX 5: Editing the Code Book

The Code Book

- A blank Code Book is generated each time you create a Project.
- As you attach code words to lines of text, the code words are automatically added to the Code Book.
- Within the Code Book you can
  - add definitions for the code words,
  - add new code word directly into the Code Book,
  - organize them into code groups.

1. Open the Code Book

   1. Click the Code Book Button.
   2. NOTE: If the Code Book does not look like the image to the right then:
      1. Click View CBK.
      2. Click Code Book Only.

2. Define a Code Word

   1. Double click DARWIN.
   2. Click in the Definition box.
   3. Type **Survival of the fittest.** *Every person for themselves. Little or no comradery or help from others because of the competitive nature of the science fields.*
   4. Click OK.
3. Short or Long view of the Definition

- **Def Short**
  The Code Book displays a short version of the definition when the Def Short button is bold.

- **Def Long**
  To see the entire definition click Def Long.

4. Add a Code Word to the Code Book: NONURTUR

1. Click New Code.
2. Type NONURTUR in the New Code Word edit box.
3. Click OK.

5. Create a Code Group

1. Click View CBK.
2. Click Code Book+Tree.
3. In the tree, Click NONURTUR and drag it onto DARWIN.

6. Close Code Book

1. Click Close.
EX 6 Attach Code Words GROUP2

1. Open Group 2
   1. Click Code Data File.
   2. Double-click "GROUP2" in the Data Files list.

2. Attach Code Word NONURTUR to a Segment of Data
   1. Highlight lines 6-43 using the Mouse.
   2. Click Code List.
   3. Click NONURTUR in the Code List.
   4. Click OK.
      • The code word NONURTUR and its boundary appears in the margin.

3. Attach Code Word YSWITCH to a Segment of Data
   NOTE: YSWITCH defines the same lines of text as NONURTUR (8-46). These should still be highlighted, and the Code List should still be on the screen. If not, highlight the lines again and click Code List.
   1. Type YSWITCH in the Code Word: edit box.
   2. Click OK.
      • The code word YSWITCH appears in the margin. It has the same boundary as NONURTUR.
4. Finish Coding GROUP2

For the remaining code words do the following:

1. Highlight the lines of text for each code word.
2. Click Code List.
3. Type the Code Word (or select it from the list).
4. Click OK.

The Remaining Code Words, start and stop lines are:
- DARWIN 6-17
- NOHELP 20-43
- FACATT 20-43
- DARWIN 26-35

When you are done, close Code Data file.
EX 7: Single Code Search

1. Click Search.
   • You see the Single Code Search screen.

1. Select One Code Word
   1. Double-click DARWIN.
      • DARWIN appears in the List of Selected Code Words.

2. Select All Code Words
   1. Click Select All.
      2. Click Add to Search.
      • All Code Words appear in the List of Selected Code Words.

3. Start a Search
   1. Click Search.
      • You see the Segment Output screen.
      • You see the List of Segments Found on the left side.
      • You see the first Segment on the right side.

4. View Another Segment
   1. Double Click on a white line in the List of Segments to see another Segment.
      2. Click the navigation arrows to browse Segments one at a time.
5. View Multiple Segments

1. Click View Multiple Segments (upper right of Segment List).

- Now Segments stay on the screen when you view another Segment. View up to 12 Segments at one time.

6. Switch to the Frequency Table Output Screen

1. Click Frequency Table.

- You see a Frequency Table with Code Words by Data Files.

7. View Segments from Frequency Output

1. Double Click on a cell in the Frequency Table.

- You see all the Segments (up to 12) for that cell.

8. View Memos

1. Click Memo Output.

- You see an empty Memo List.
  - No Text Memos have been written for this Project.
  - If Text Memos had been written, they would appear in this list.

2. Close Memo Output.

3. Click Search Codes.
EX 8: Linked Code Search

1. Start a Linked Codes Search

1. Click Search.

2. Click Linked Codes Search.
   - You see the Linked Codes Table.
   - The table has lines for 10 Linked Code Search Strings.
   - Each String can Link up to 5 Code Words with "and" (+) and "not" (-).
   - You can save linked code search strings for later use.

2. Create a Linked Codes Search String

In the Select Code Words List

1. Double-click on DARWIN.
   - It appears in Row 1, Column 1, in the table.
   - It has a plus (+) sign.
   - The first Code Word in a Linked Code Search String always has a plus (+).

2. Double-click on NOHELP.
   - It appears in Row 1, Column 2, in the table.
   - It has a plus (+) sign.
   - You have now created a Linked Code Search String that searches for all Segments defined by both DARWIN and NOHELP.

   +DARWIN +NOHELP
3. Create another Linked Codes Search String

1. Click Row 2, Column 1, in the Linked Codes Table.
2. Double-click DARWIN in the Code Words List.
   - DARWIN appears in the Row 2 Column 1 in the table.
   - It has a plus (+) sign.
   - The first Code Word in a Linked Code Search String always has a plus (+).
3. Single-click NOHELP.
4. Click the Not button.
   - NOHELP appears in Row 2 Column 2 in the table.
   - It has a minus (-) sign.
   - You have created a Linked Code Search String that searches for all Segments defined by DARWIN but not NOHELP.
   - +DARWIN -NOHELP

4. Save the Linked Codes Table

   - If you compose complicated Linked Codes Table, you can save it. Later you can reuse or revise the Codes and Links in the Table.
1. Type a name in the Saved Link Codes Tables edit box.
2. Click Save.
   - Now you can retrieve this Linked Codes Table for future use.

5. Start a Search

   - Click Search and view the Search Results.
   - Click Search Codes to Return to the Search Codes Screen. It is to the left of the Close button.
EX 9: Identifier Search

- An Identifier Search lets you find every time a person talked during a transcript.
  - If you have multiple speakers in a transcript, you can search for every time “JOE” spoke. You can then examine what JOE said, and how JOE said it, over the length of the interview, or across interviews.
  - If your Identifiers mark “sections” in a data file you can find all of the sections in your data files. For example, if your data are short answer items on a questionnaire, your identifiers might be Q1:, Q2, etc. You can do a search for all answers to Q1:

1. Start an Identifier Search

   1. Click Search.
   2. Click Identifiers as Codes Search.

      - You see the Identifier as Search Codes screen. This screen works the same as the Single Code Search screen.

2. Select One Identifier Word

   1. Double-click W.

      - W appears in the List of Selected Code Words.
3. Segment Output for an Identifier Search

1. Click Search.

- You have a list of every time a woman (W:) spoke in a focus group.
- You see the
  - Segment Output screen.
  - List of Identifier Segments Found on the left side.
  - First Segment on the right side.
Quick Tour Basic

What Now?

You are now done with the Quick Tour Basic.

Depending on your comfort level you can do the following:

1. Start the Quick Tour Advanced.
   - This is a guided exploration that encourages free play.
   - You work with a fully coded project with 18 data files.
   - It takes you a few steps beyond the basics you have just learned.
   - It introduces you to the Memo capabilities of Ethnograph.

2. Repeat the Quick Tour Basic with Your Own Data Files
   - Create your own project.
   - Copy and paste two of your own data files into the project.
   - Practice Coding your data, using the Code Book, and doing some Searches.

   Be playful rather than serious. The purpose is to become more comfortable with Ethnograph rather than jumping directly into the hard work of thinking about your data.
Part III

QuickTour Advanced
The Life Satisfaction Data Set

Life Satisfaction is a data set that:

- has already been converted into an Ethnograph project.
- It has 18 data Files that vary from about 200 to 300 lines long.
- Each data file is already coded.
- Each data file has one or more memo's attached to it.

The Ethnograph does not yet recognize Life Satisfaction as a project.

- In the next step you use Find Old Project to add Life Satisfaction to the Project Manager.

The Life Satisfaction data set is located in `\E6Projects\Life Satisfaction`.

NOTE: Life Satisfaction is a Data Set created by Research Talk (www.ResearchTalk.com) and adapted for use in training seminars for several QDA software programs. The data was originally collected by Ray Maietta, president of Research Talk. It is used here with Research Talk's permission.

Add the Life Satisfaction Project to Ethnograph

1. Start Ethnograph.
2. Open Project Manager.
3. Click Find Old Project.
5. Click OK.

Life Satisfaction is now a Project in Ethnograph.

Tip - Convert v5 Projects

The above also process works for Converting your old v5 Projects.

- Copy your v5 Project folder to the E6Projects folder. (see the Location Diagram above).
- Repeat steps 1-5 above, this time selecting your v5 Project Folder.
- The v5 Project is automatically detected and converted to a v6 Project.
- A v5 version of Life Satisfaction is located in E6Projects for you to practice.
Tip - Make a Copy of Life Satisfaction

- WHY?  If you inadvertently mess up the original Life Satisfaction project, you can switch to a fresh copy.

1. In the Project Manager, click Copy project.
2. Type in Life Satisfaction 2
3. Click OK.

Tip - Make a Backup of Life Satisfaction

Backup is your friend!

- It protects you against the catastrophe of a hard disk crash.
- In combination with Restore, it makes it easy to move your project from one computer to another.

1. Attach a "thumb drive" or "usb drive" or other type of backup drive to your computer.

In the Project Manager

1. Click Life Satisfaction in the Project List.
2. Click Backup Project.
3. Click the drive letter for the backup drive.
4. Click Backup.
   - Backup will store your project in a folder called E6Back on your backup drive.
   - \<d:\E6Back\Life Satisfaction.

Close the Project Manager

1. Click Life Satisfaction in the Project List.
2. Click Close.
Explore Code a Data File

1. Open a Data File

1. Open Code a Data File.

2. Open BETTY by double-clicking on BETTY.

- The Data for BETTY is Displayed on the left. Code Words and Segment Boundaries are displayed on the right.

2. Clickable Code Words

1. Click the code word EDUCATION.

- Both EDUCATION, and the text associated with EDUCATION, are highlighted.

2. Right-click EDUCATION.

- You see a popup menu displaying several options.
3. Popup Segments

First Popup Segment

1. Click Popup Segment.
   - The segment defined as EDUCATION now appears in a separate Popup Box.
   Move the Popup Box a little to the right.

Second Popup Segment

1. Click DAY-TO-DAY.
2. Right-click DAY-TO-DAY.
3. Click Popup Segment.
   - The segment defined as DAY-TO-DAY now appears in a separate Popup Box.
4. Close both Popup Boxes by clicking on the X in the upper right corner.

4. The Code Count List

1. Click Code Counts/List.
2. Click Code Counts.
   - On the right edge of the screen you see a list of the code words used to define segments of text in BETTY.
   - You also see the number of times each code word has been used in BETTY.
3. In the Code Count List, double-click EDUCATION.
   - The two segments defined as EDUCATION now appear as Popup Segments.
5. Reformat a Popup Segment

1. In the Popup Segment BETTY::EDUCATION 133-141 click the button.
   - The text is now reformatted as Generic Text.

6. Copy a Popup Segment

1. Right-click in the BETTY::EDUCATION 133-141 Popup Segment.
   - You see a popup menu.
2. Click Copy to Clip Board.
   - You can now paste the segment into your word processor.

7. Write a Memo on the Popup Segment

1. Right-click the BETTY::EDUCATION 133-141 Popup Segment again.
2. Click Memo.
   - You can now write a memo about this segment.
3. Close the Memo window.
4. Close the two Popup Segments.
8. Customize Layout: Make Code Count List permanent

The Code Count List is currently only displayed for BETTY.

1. In the upper left corner click Next.
   - You now see the data file ERICA. You do not see the Code Count List.

2. Click Customize Layout in the upper right corner.
   - You now see the Code Preferences dialog.

3. In the Display Summary Lists box click Code Counts. Click OK.
   - You now see the Code Count List. The list is now permanent. Every time you open a file you see the Code Count List.

NOTE: Customize Layout also lets you modify many other features of the Ethnograph to suit your tastes. Look for the Customize Layout button as you work through the program.

9. Explore on your own

- Click various buttons to see what they can do.
- Don't worry about messing up. (Assuming of course you made a Copy of Life Satisfaction, or did a Backup.)
- When you are done exploring Code a Data File, close the Code a Data File window.
Explore the Code Book

1. View the Code Book

1. Open the Code Book. You see a list of code words, and the first few words of the definitions for each code word.

2. View Long Definitions

1. In the upper left corner click Def Long. You see the full definition for each code word.

3. Sort Code Book by Parent Codes

1. Click By Parent. The Code Book now appears as an expandable Tree List.
4. Expand Parent Codes

1. Click Expand.

- The Tree List expands and you see the code words for each group.

5. View Code Book and Code Group Tree

1. Click View, and then

- You now see the Code Tree on the right side of the Code Book.

2. Click the Expand button above the Code Tree to open all the Code Groups in the Tree.

6. Create a Code Group

Code Groups are created by clicking and dragging code words in the Code Tree. For example, find STRATEGY in the Code Tree. It is part of the CHALLENGE group.

1. Click STRATEGY and drag it on to SELF.

- You have just created a new code group called SELF that has one member: STRATEGY. (Note: Self is still part of the CHALLENGE group.)

2. Now click STRATEGY and drag it to CHALLENGE.

- You have just removed STRATEGY from SELF and put it back to its previous position.

7. Explore on your own.

- Click various buttons to see what they can do. When you are done close the Code Book.
In this section you explore a Single Code Search and three types of Search Output.

1. Do a Single Code Search

   1. Click Search.

      • You see the Single Code Search form with three columns. The first column is a list of all code words.

2. Segment List Output.

   On the left side of the Segment List Output screen you see a list of all the segments defined by CHALLENGE.

   • The list is sorted by Codes and then by Files.
   • CHALLENGE was found 39 times.
   • CHALLENGE was found 4 times in BETTY, 2 times in ERICA, and so on.

   In the middle of the screen the first segment for BETTY is displayed.
3. View Multiple Segments:
1. At the top right of the List of Segments click View Mult.
2. In the List of Segments, double-click the next CHALLENGE segment for BETTY, (Start 92, Stop 111)
   - You now see the first two CHALLENGE segments on the screen.

Explore the various button in Segment List Output.

4. Frequency Table Output
1. Click Freq Table in the upper left of the screen.
   - You now see the frequency table for the search results. It shows 4 CHALLENGE segments for BETTY.
2. Click the CHALLENGE cell for BETTY.
   - You see the four CHALLENGE segments for BETTY.

Explore the various buttons in Frequency Output.

5. Memo Output
1. Click the Memo Output button in the upper left of the screen.
   - You now see all memos written to segments defined as CHALLENGE.
   - The Memo Output screen is almost identical to the Memo List view. The difference is:
     o The Memo List displays all memos.
     o Memo Output only displays Text Memos attached to Segments found during a Search

Because of the similarity of the Memo List and Memo Output, we not discuss Memo Output any further. See Memo List in the next section.

6. Close Search Output
1. Click Search Codes to return to the main Search Screen.
2. Click Close to return to the main Ethnograph Screen.
Explore Memo List

You can access Memo List from almost anywhere. Just look for the Memo List button on the screen.

1. Open Memo List

   1. Click Memo List.
      
      - You see a list of all Memos. This list displays the first few words of a memo.

   ![Memo List - Short Memos](image)

2. View Long Memo

   1. Click Long Memo.
      
      - You see the same list. This time you see the entire text of each memo.

   ![Memo List - Long Memos](image)

2. Click Short Memo.
3. Create a Memo Tree View

1. Look at Sort By.
   - The first list box is None. This means that the Memo List is not sorted.

2. Click the drop down arrow, and then click File Name.
   - The Memo List now has a tree structure and is sorted by File Name.

3. Click Expand.
   - You now see the list of memos for each data file.

4. Select and View a Group of Memos

1. Select all the Memos for Betty by doing one of the following
   - Click the first memo for Betty.
   - Move the cursor to the last memo for BETTY.
   - Press Shift and then Click.

   NOTE: Alternatively you can Right-click each Memo.

2. Click View Selected.
   - All of the memos for Betty appear on the screen.

   NOTE: A maximum of 12 memos is displayed at one time. If you select more than 12, only the first 12 are displayed.
5. Display a Text Memo's Data
   1. On the any Text memo click the Display Data button.
      - You now see the data to which the memo refers.
      
      NOTE: Only Text Memos are linked to specific lines of text data.

Viewing Data Attached to a Text Memo

6. Close all Memos
   1. Click Close then Close All.
      - All the Memos are now closed.

7. Return to a Plain memo List
   1. Click the Sort By drop down arrow and then click None.
      - The Memo List now displays the plain list of Memos.

8. Sort the Memo List by a Column Header
   1. Click the column Header Memo Type.
      - The Memo List is now sorted by Memo Type. Some Memos do not have a type. Other Memos are labeled Comments, Theory, Methods.
      - NOTE: Every column header can be clicked to sort the Memo list.
      - NOTE: You can create your own memo types. Click

9. Explore Memo List
   1. There are many additional options and features to explore. These include
      - Arrange Memos
      - Memo Size
      - Rollup/Down
      - Filter List by a Column Header
      - Customize the Memo List Display.

10. Close the Memo List
    - Close the Memo List.
Explore Memo - Write a Memo

Click Code Data File and open the data file BETTY

1. Write a Text Memo about lines 10 - 15 in BETTY.

2. Right-click highlighted text.
3. Click Memo.

You see a Memo Form.

4. These properties are automatically filled in.
   - Attach to = Text.
   - Memo Type = Comments.
   - Date and Time are the current date/time.
   - From and To are line numbers 10 and 15
     - The letter A is assigned to the memo. You can have 26 memos (A to Z) that start on line 10.
   - File Name = Betty.

5. Fill in the Memo form as follows:
   - By = your initials (e.g. JVS). This field is optional.
   - Topic = "Text Memo Example".
   - Memo = "This is an example of a memo attached to lines 10-15 of Data File Betty."

6. Click Close.
   - You see the Save dialogue.

7. Click Yes.
2. Memo Flags

The existence of a Memo is flagged by a green 'm' next to a line number.

- There is at least one memo attached to that line.
- Scroll down the file and notice other lines marked with 'm'. Memos are attached to these lines.
- Clicking the 'm' symbol is discussed in the next exercise.

3. Write a File Memo about BETTY

1. Click Memo (at the top of the screen).
   - You see a File Memo form
   - Since you are viewing the Data File BETTY, Attach To: is File, and the File: is BETTY.
   - The To: box tells you that this is the nth File written about BETTY.
2. Fill in the memo form as shown in the example.
3. Close and save the File Memo.

Write a Project Memo about Life Satisfaction

1. Click Memo (at the top of the screen).
   - You see a File Memo form.
2. Click the Attach To: drop down arrow.
3. Click Project.
   - You now have a Project Memo. Note that the File box is grayed out.
4. Fill in the memo form as shown in the example.
5. Close and save the Project Memo.
In Code Data File, open the data file BETTY

Open an existing Text Memo

1. Scroll down until you see line 0061m.
   - The m means that one or more memos are written about text starting at line 0061.

2. Double-click 0061m.
   - You see a list of memos about the text that start on line 0061. You also see the first memo on this list.
   - This is a small version of the Memo List.
   - This Memo List only displays Text Memos attached to a specific line of text in the data file.
   - The visible buttons function as they do in the general Memo List.
   - Sometimes memos hide behind the Memo List. If this happens click Bring to Front.