

Supplement 3: Coding and Uncoding Alternatives

In Chapter 3, we provide the most commonly used tactics for coding data as you interactively work with your material, primarily by highlighting text and dragging it to one or more Nodes. We will borrow a few figures from Chapter 3 and augment them with additional figures and clicking instructions to show you some alternatives for coding and uncoding. Although this supplement uses text data as an example, you will find that the alternatives can be easily adapted to audio, video, pictures, open-ended survey data, etc. You will find it helpful to view the accompanying videos, “Coding and uncoding alternatives in Windows” and “Coding and uncoding alternatives in Mac.”

Figures S3.1 (Windows) and S3.2 (Mac) show three locations on the screen that provide alternatives. Following the instructions for each of these, we conclude with the In Vivo coding tool.

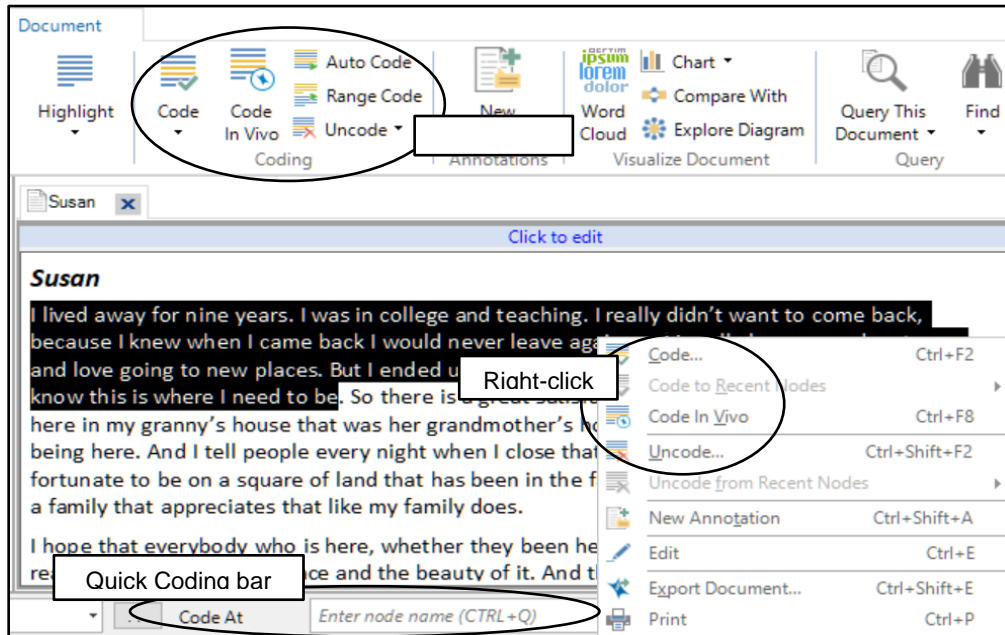


Figure S3.1 Coding and uncoding alternatives: *Ribbon*, right-click, Quick Coding bar (Windows)

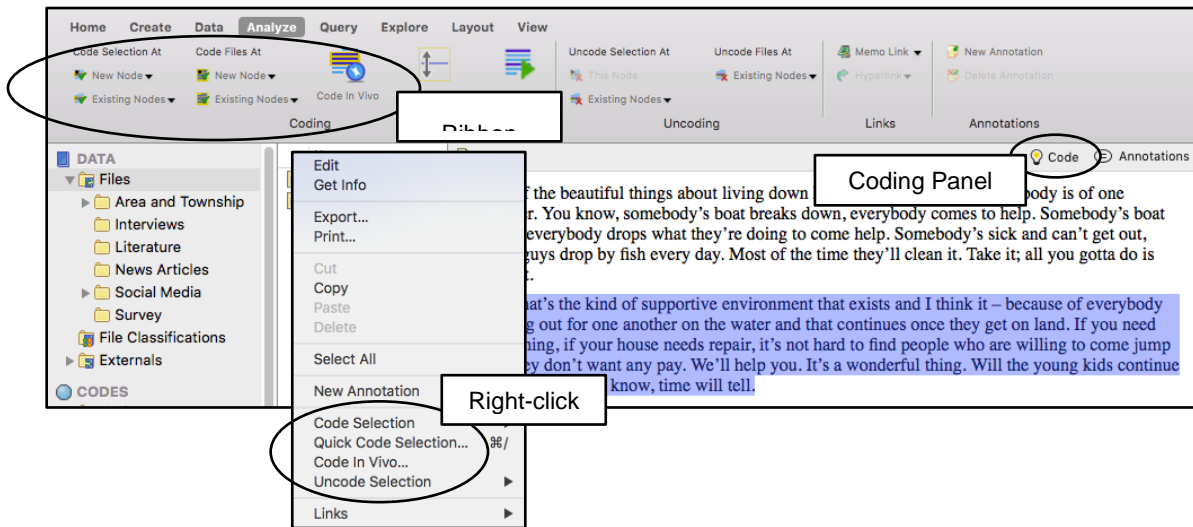


Figure S3.2 Coding and uncoding alternatives: *Ribbon*, right-click, Quick Coding Panel (Mac)

Font colour for these instructions parallels the conventions we use in the book:

1. Black font indicates universal instructions.
2. Blue font indicates an instruction for Windows users. Therefore, Windows users should simply ignore all of the grey font.
3. Grey font indicates an instruction for Mac users. Therefore, Mac users should simply ignore all of the blue font.

Alternatives for coding

Coding with the Ribbon

- *Detail View*: With a File open, select a passage.
- *Ribbon*: **Document > Code / Analyze / Code Selection At**
- Choose one of the following options:
 - To select a single Node: **Select a Node > OK** / Existing Nodes > tick the desired box > Select; **or**
 - To select multiple Nodes: **Ctrl + click > OK** / tick multiple boxes > **Select; or**
 - To create a new Node and simultaneously code to it: Select **New Node / Code Selection At > New Node > Name** the Node > **OK / Done**.

Coding with a Right-click to new or existing Nodes

- *Detail View*: With a File open, **Select** a passage > **Right-click** on the highlighted area > **Code / Code Selection** > choose one of the following options:
 - To select a single Node: Select **a Node > OK** / **At Existing Nodes or Cases** > tick the desired box > Select; **or**
 - To select multiple Nodes: **Ctrl + click > OK** / tick multiple boxes > **Select; or**

- To create a new Node and simultaneously code to it: Select **New Node / Code Selection > At New Node > Name** the Node > **OK / Done**.

Coding with a Right-click to recent Nodes

- *Detail View:* With a File open, **Select** a passage > **Right-click** on the highlighted area > **Code to Recent Nodes:**
 - Select a **Node**.

Coding with the Quick Coding bar (Windows only)

- *Detail View:* With a File open, Select a passage > Use the **Quick Coding bar** at the bottom of the screen (Figure S3.3), to choose one of the following options:
 - Click on the **drop-down arrow** and select a recently used **Node** > Click on the **icon with the green tick mark** in it, to the right of the Node name; **or**
 - Use the three dots to the right of the Node name (**. . .**) to select one or more **Nodes** > **OK** > click on the **icon with the green tick mark**.

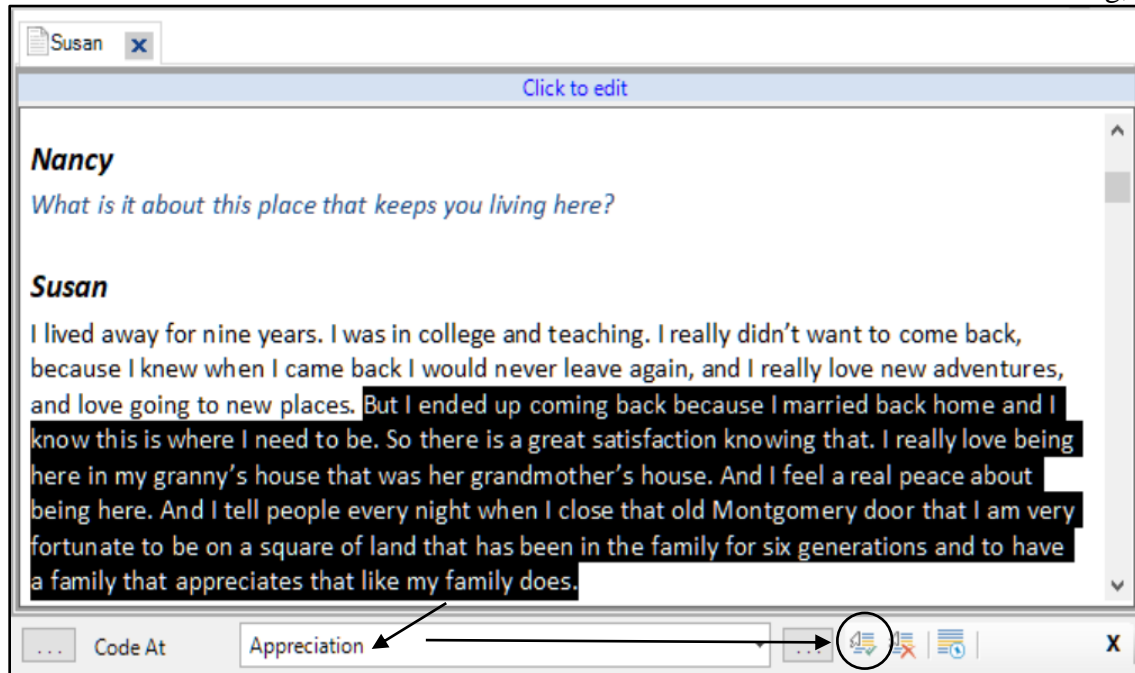


Figure S3.3 Using the Quick Coding bar to create a Node and code simultaneously (Windows)

The Coding Panel (Mac only)

- *Detail View*: With a File open, Select a passage
 - **Highlight text** > at the top of the *Detail View* select **Code** (Figure S3.4)
 - In the popup window > **Code at New** > **Node**.
 - Enter a **Name** and **Description** > **Done**.

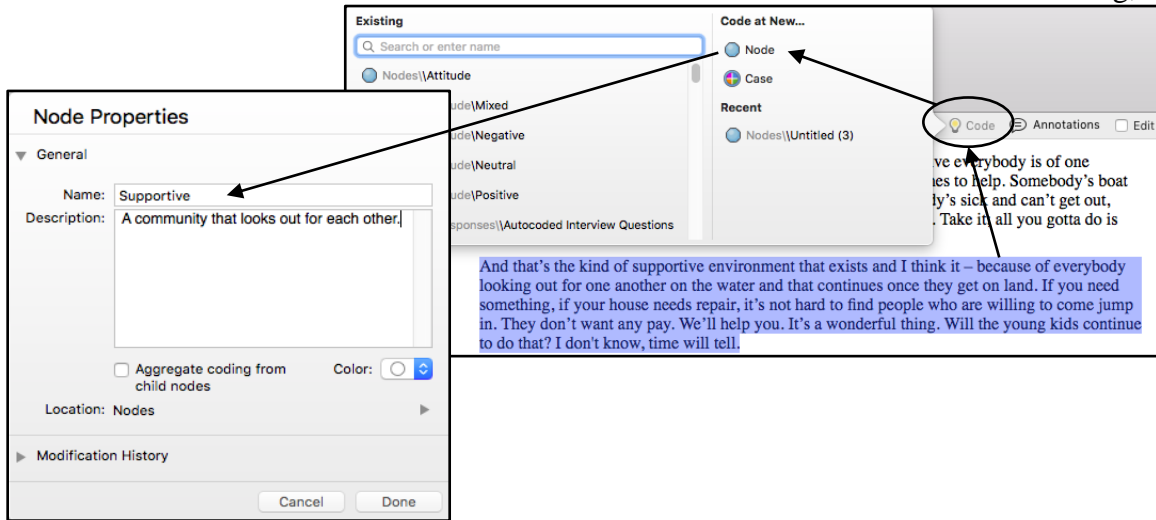


Figure 3S.4 Using the Coding Panel to create a Node and code simultaneously (Mac)

In Vivo Coding

While this option creates a Node for you, it only codes the single word or phrase at the same time.

- **Detail View:** With a File open, **Select** a word or phrase and choose one of the following two options:
 - **Right-click > Code In Vivo** (Figure 3S.5); **or**
 - **Ribbon: Document / Analyze > Code In Vivo.**

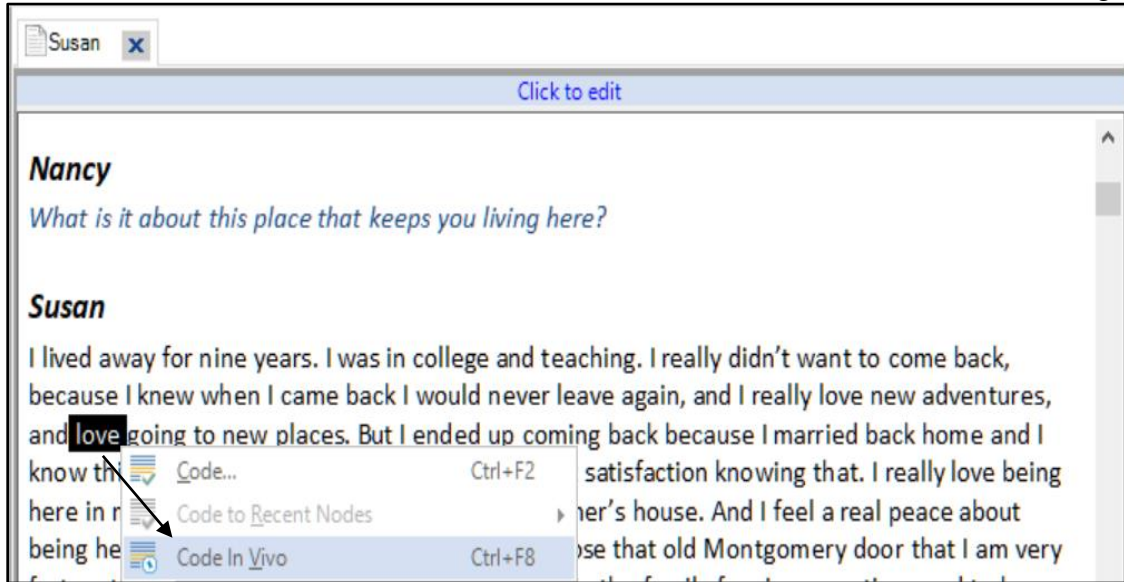


Figure 3S.5 Creating an In Vivo Node with a Right-click

Consider including additional coding by dragging more text to the new Node or through one of the coding tactics described above.

Alternatives for uncoding

With the exception of the Coding Panel (Mac) and the In Vivo tool (Windows and Mac), you can use the same pathways to uncode with minor differences. Practice on a Node called *Test* and choose to Uncode instead of Code when following the prior instructions.