Figure 44: Lists all objects with pending changes

Before taking any further action you can inspect any pending changes in their respective editors simply by double-clicking an item in the list.

Preparing Primary Documents

Primary Documents (PDs) play a major role in ATLAS.ti's framework. They are the interface between a Hermeneutic Unit (HU) and the data. They provide access to data sources, which are usually files stored on the disks of your computer or a network drive. This chapter outlines the steps needed to create, select, and prepare documents so that they will be suitable to use in ATLAS.ti.

Supported Formats

In principle, most textual, graphical, and multimedia formats are supported by ATLAS.ti. For some formats, their suitability depends on the state of your Windows system, particularly in regard to what other software is already installed. Before deciding to use an exotic data format, you should check if this format is available and if it is sufficiently supported by your Windows system.

For a list of formats that are currently supported as primary documents choose DOCUMENTS / NEW / ADD DOCUMENTS ... from the main menu and click the File Type drop-down list that appears at the bottom left of the window (see " Documents via the File Dialog" on page 70). Only the formats listed in the drop-down list are supported by ATLAS.ti. To ensure that files are compatible with your system, assign a few of your documents as PDs. They should loaded and display (or play, when the source is multimedia) correctly.

Files that might prove problematic are multimedia files using exotic "codecs" (software that enables playing of a certain multimedia file format on your computer) and files that rely on RTF converters like doc and docx files.

However, ATLAS.ti does provide a file quality check when adding document to a project (see "File Quality Check" on page 72).

Language Settings

ATLAS.ti can handle documents in pretty much ANY language and character set, although the program interface is, of course, in English only.

Requirements

A first requirement is that language-specific fonts are installed on the computer. If you use special regional languages, this might require that you install an appropriate language pack on your computer.

Next, make sure that the correct language is set in the **Language** tab at the bottom right of the ATLAS.ti window. It is set to *Default* if nothing else is selected.

Figure 45: Bosnian (Cyrillic) is selected as language in this case

After you have selected a specific language that is not the default language on your computer, a two letter abbreviation is displayed in the language tab.

Font Settings

If characters are not displayed properly in all windows and lists, you may need to adjust the font settings:

▌ Select **TOOLS / PREFERENCES / GENERAL PREFERENCES** and then the Font tab.

In order to reduce the list of displayed fonts, select only those that are compatible with the language you are using:

Figure 46: Selecting language compatible fonts

▌ Select one or more or all object types for which you want to change the font.
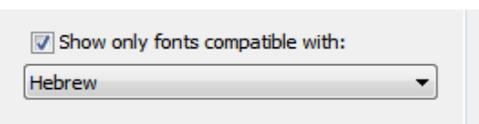
> Select a font and appearance (bold, italic) for these object types.

> If you have projects in different languages, you can specify different font themes (see top of tab).

Figure 47: Creating new font themes

InVivo Code Settings

> First check whether the appropriate language is set in the language tab (see above).

> Then select TOOLS / PREFERENCES / GENERAL PREFERENCES and then the TEXT EDITOR tab.
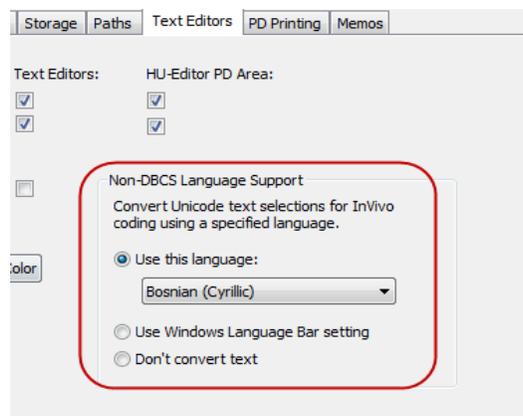
> Select the desired language:

Figure 48: Language setting for InVivo coding

System Settings For Thai And Asian Language Support On Western European And US Windows Systems

In case you are working with Thai and Asian languages on non-Asian systems such as U.S. or Western European Windows, the appropriate language pack needs to be installed on your computer.

> Log in to your computer with full administrative rights.

> Select START / CONTROL PANELS / REGIONAL AND LANGUAGE OPTIONS.

> Select the **Languages** tab and then the option to install the language files that you need.

> Under the **Advance** tab, select the language in the field "Language for non-Unicode programs".

Size Restrictions

Theoretically, size restrictions do not play a major role due to the way ATLAS.ti handles documents. However, you should bear in mind that your computer's processing speed and storage capacity affect the performance. Excessively large documents can be uncomfortable to work with, even when you have an excellently equipped computer. The crucial issue is not always the file size, but rather, in the case of multimedia files, the length of playing time. For textual documents, the number and size of embedded objects may cause extraordinarily long load times. There is a high likelihood that if a textual document loads slowly in ATLAS.ti, it would also load slowly in WORD or WordPad.

For very long texts or multimedia files, navigation can be severely handicapped, e. g., scrolling to exact positions.

<div style="background:yellow">Make your data sources as small as possible but as large as necessary.</div>

We recommend making data sources as small as possible but as large as necessary without breaking passages that belong together. Even with many smaller documents, ATLAS.ti supports unified processing and fast navigation.

Preparing Textual Documents

Supported Formats

ATLAS.ti 6 principally handles documents in plain and Rich Text Format (RTF).

WORD DOC AND DOCX FILES

For your convenience we also support the inclusion of documents that are not RTF. ATLAS.ti converts these documents for you and -if you work with managed documents- stores the RTF version in the library. Thus, conversion takes only place one time.

ATLAS.ti uses converters installed on your system (as part of the basic Windows or Office installation). In case ATLAS.ti informs you that it cannot add a doc or docx file to your project, you need to download the latest doc(x) – rtf conversion pack and install it. You find conversion packs online, free of charge.

RICH TEXT

<div style="background:yellow">Rich Text supports character- and paragraph-related formatting. Data from other applications can be embedded</div>

RTF (Rich Text Format) is a proprietary text data format developed and propagated by Microsoft, and intended as an industry standard for exchanging documents between different applications. It supports such extensions as character formatting (bold, italic, color, etc.) with different fonts and sizes, paragraph formatting (bullets, indentation, alignment, etc.), embedded objects (graphics, tables, video, etc). and more.

All textual documents are displayed on the basis of Rich Text within ATLAS.ti.

Saving documents as rich text is a standard feature that can be found in most word processing programs. In Word, for instance, this is an option that can be

selected in the data type field when saving documents under a different name ("Save as"). We recommend storing documents as "rich text" right away even if they are currently "plain text" and do not contain any formatting.

However, no miracles should be expected from a conversion into RTF. The success of the conversion heavily depends on the characteristics of the converter used. Bear in mind that the quality of such conversions usually does not reach the richness in appearance and procedures of the original (Word, etc.) documents (e. g., multiple lines in tables from a Word document are not displayed identically within ATLAS.ti).

PLAIN TEXT

Of course, plain (unformatted) text documents can always be used, including documents using Unicode. In the course of editing plain text documents within ATLAS.ti, they can be "enriched" and saved with all added formatting.

Preparing PDF Files

In general it is useful to have an understanding what PDF is—and what it is not.

When PDF was invented, it was never meant to be a text format. Its goal was to preserve the same layout for onscreen display and in print. Thus, PDF is perfect if you need the original layout.

When preparing PDFs, you need to pay attention that you prepare a text PDF file and not a graphic PDF. If you do the latter, then ATLAS.ti treats it as a graphic file and you cannot search it or retrieve text.

When scanning a text from paper, you need to use character recognition software (OCR, frequently provided with your scanner) in order to create a text PDF file.

Another issue that needs to be pointed out is that you can retrieve text, e. g. from a coded segment, but the output will be in rich text. Thus, you may loose the original layout. This is due to the nature of PDF as mentioned above. It is a layout format and not really meant for text processing.

File Converter Service

File Convert Service offers a convenient way to batch converts Word document to PDF files and Word DOC(X) files to rtf files.
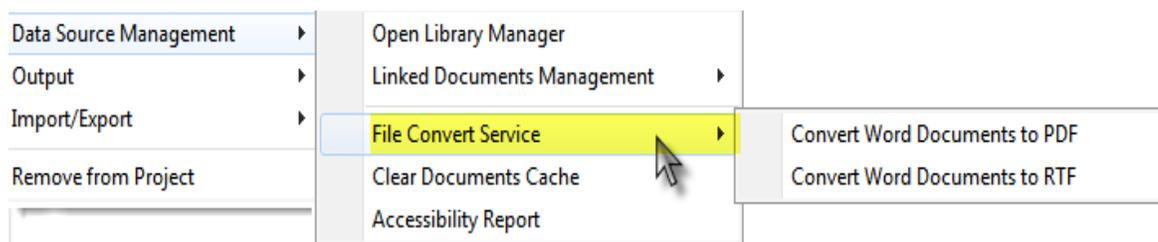
Figure 49: File Convert Service

To use this service, select DOCUMENTS / DATA SOURCE MANAGEMENT / FILE CONVERT SERVICE.

The File Explorer opens. Select for instance a few DOC files that you want to convert and click OPEN.

ATLAS.ti converts the files for you. The converted versions, e.g. the RTF files, will be stored in the same folder as the DOC files that were converted.

Preparing Graphical Documents

Supported Formats

More than twenty graphic file formats are accepted by ATLAS.ti as valid data sources for PDs, including BMP, JPEG, and TIFF. Scanners often produce TIFF and digital cameras usually create JPEG images. Multipage TIFF files are also supported. They need to prepared in an image editing software that supports such an option.

Size Recommendations

Digital cameras and scanners often create images with a resolution that significantly exceeds the screen's resolution. When preparing a graphic file for use with ATLAS.ti, use image-processing software to reduce the size so that the graphics are comfortably displayed on your computer's screen. If an image does not fit into the primary pane, you may need to use the zoom function available via the mouse wheel or the zoom button when displaying the image using ATLAS.ti.

Preparing Audio- And Video Documents

Audio And Video Files

ATLAS.ti's multimedia capabilities are built upon directX technology. Both MCI and DirectShow are available to use virtually all files that can be played on your computer. While drivers for AVI and WAV files are installed in any basic Windows system, formats like MOV, QT, AU, SND, MPG, and MP3 may require a dedicated driver.

Check the Multimedia section in **Help / Tech Support Info / System Report** for a complete list of supported media types.

In case you have problems playing a video file, the likely cause is a missing codec. Codec is an artifical blend of two words, **coder** and **decoder**. Thus, a codec is capable of encoding and/or decoding a digital data stream or signal. When creating a video file, a certain codec is used to encode it; when you want to play it, you need the same codec to decode it. But if this codec is not available on your computer, the file cannot be played. The solution is to go online and to search for a codec package. They are available in a number of languages and are usually available free of charge.

> Detailed instructions for preparing video files for use in ATLAS.ti are available from http://www.atlasti.com/uploads/media/video_formats.pdf

Preparing Google Earth Documents

Even with a non-standard data source as the "World" (as seen through Google Earth) we still remain within the Primary Document metaphor. Thus, there is only ONE data source worldwide, and all Google Earth PDs created in any HU all refer to the same data source located at the Google servers.

However, you can also use more than one Google Earth PD (even if there is only world...) in order to create distinct sets of locations, to simulate tours, to simply tell different stories.

> The prerequisite for use of the features described in this section is that Google Earth is installed on your computer. See http://earth.google.com/ (or your respective language website) for more detail.

KMZ And KML Documents

KMZ files are zipped KML (Keyhole Markup Language) files, which will start Google Earth and fly you to a specified location.

KML, or *Keyhole Markup Language*, is an XML grammar and file format for modeling and storing geographic features such as points, lines, images, polygons, and models for display in Google Earth and Google Maps.

KML is used to share places and information with other users of Google Earth and Google Maps (and now ATLAS.ti). You can find many KML files that describe interesting features and places On the Google Earth Community site.