

Project Setup (Individual And Team Projects)

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Basics

When you assign documents to a project or "Hermeneutic Unit," these documents do not become part of the HU file, which is your project file in ATLAS.ti. It has the file extension *.hpr6. The HU only stores a reference to your project documents and loads them when needed.

There are different approaches you can use when defining your project's basic administrative structure; HOWEVER, we recommend the following strategy as the easiest and most flexible way to set up your projects:

- Create a single project folder
- Move all documents destined for analysis into the project folder. If you have a large number or variety of documents, you can create subfolders within the project folder to store these documents.
- Open ATLAS.ti and assign your documents (Select Documents / Assign). You also have the option to select all documents in a folder and assign them in a single step.
- Save your ATLAS.ti project file - the Hermeneutic Unit (HU) in your project folder with your other documents! (Select File / Save). This general setup and the relation between the project file and associated documents is called the "HUPATH" (Hermeneutic Unit path).
- IMPORTANT: Do not save the HU file to the default location suggested by ATLAS.ti.

After completing these steps, only work with these files inside ATLAS.ti.

Project Transfer And Backup

The HUPATH setup makes it easy to transfer your projects between computers or to share them with colleagues. Simply copy the entire project folder or zip it from location A, store it on an USB stick or flash drive, and copy or unzip it at location B.

Alternatively, ATLAS.ti provides its own solution for easy data transfer: the copy bundle. This file is similar to a zipped version of your entire project folder. We recommend that you create a copy bundle after every working session and store it in a safe place (just to be on the safe side!)

To create a copy bundle, select the main menu option Tools / Copy Bundle / Create Bundle. Overwrite the copy bundle file after every working session or keep 2 to 3 rolling copies. The copy bundle file is assigned the same name as your HU and carries the file extension .acb (atlas copy bundle).