

## Preparing An Internal Document (Using Memos As PDs)

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Memos can be used as internal documents (i.e. as Primary Documents or PDs). This may be useful, for example, when you would like to transcribe an audio or video file while working inside ATLAS.ti.

To assign Primary Document status to a memo:

- Open the Memo Manager (Memos / Memo Manager)
- Create a new memo (Memos / Create a free memo)
- Enter an appropriate title and memo type
- Save the Memo (Memo / Save or Ctrl + s)
- Single-click on the new memo to highlight it in the Memo Manager; select Miscellaneous / Use as primary document