

# Importing Associated Documents Transcribed Elsewhere

Currently, ATLAS.ti supports the import of transcripts produced with f4 (Windows), f5 (Mac) and Transana. Time markers from the transcript are automatically converted to association anchors. The connected audio or video file is also imported.

For more information on f4/f5 see:

<http://www.audiotranskription.de/english/f4.htm>

For more information on Transana, see: <http://www.transana.com>

## Preparing Transcripts In F4/F5

When preparing a transcript in f4\_2012, it is possible to change the format for time stamps. However, for import in ATLAS.ti, the default format is needed: 00:00:00-0 (hours:minutes:seconds-milliseconds).



Figure 1: Settings for time stamps in F4\_2012

After preparing and saving the transcript in F4/F5 do not open it in Word and make changes in Word. This may corrupt the recognition of the time stamps in ATLAS.ti. Also do not change the file names of either the transcript or the multimedia file. If you do, open the transcript in f4 and re-associate it with the multimedia file.

## Preparing Transcripts In Transana

When preparing a transcript in Transana, you need to save it as external file (FILE / SAVE TRANSCRIPT AS...). Before you do that you need to **activate the time code values** as shown in Figure 2. Hide the time code indexes (red symbol). You can still import a document that shows indexes, but they will just be displayed as an additional symbol in addition to the red dots that mark the time stamps in ATLAS.ti and thus are more disturbing than helpful.

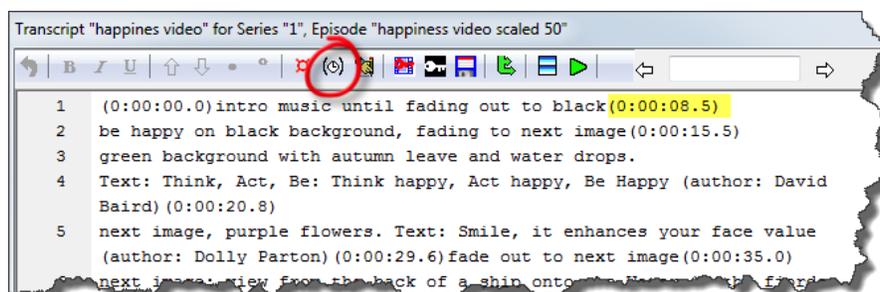


Figure 2: Setting before saving a transcript in Transana

## How To Import Transcripts

- To import a transcript, select the main menu item **DOCUMENTS / NEW / IMPORT TRANSCRIPT**. A file browser opens.
- Browse to the location where the transcript is stored, select it and click on the open button. If the associated multimedia file is not automatically recognized, you will be asked to select it. The file browser opens again and you can select the multimedia file.
- Select whether to import the multimedia file in My Library or the Team Library.

The transcript is added as an internal document. A new association is created in the Association Editor, the two documents are added to this association and the time code values are converted to anchors.