

# Importing and Exporting Code Lists: ATLAS.ti 8 Mac



### **Importing and Exporting Code Lists - ATLAS.ti 8 Windows**

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Author: Dr. Susanne Friese (QuaRC)  
Production: [hypertext.com](http://hypertext.com)/Dr. Thomas G. Ringmayr

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## Importing A List Of Codes

You can prepare a list of codes including code descriptions, code groups and colors in Excel and import the Excel file. This is how you need to prepare the Excel file:

You can enter headings like Code, Code Definition, Code Group 1, Code Group 2, but you do not have to. If you do not enter headings, the columns are interpreted in the following order:

- column 1: code name
- column 2: code description (comment)
- column 3: code group
- column 4: code group
- all subsequent columns: further code groups

Code	Code Definition	Code Group 1	Code Group 2
D_DEFINITION HAPPINESS	respondents ways of defining happiness for themselves	Definition happiness	
def happiness: a feeling	something that cannot be define precisely	Definition happiness	
def happiness: a state of mind	feelings of happiness are related to attitude	Definition happiness	
def happiness: fulfilment	defines also in contrast to being happy and happiness	Definition happiness	
def happiness: is subjective	something different for everybody	Definition happiness	
def happiness: long term view	being happy is short-term / happiness is long term	Definition happiness	
EFFECTS NEG	statements that deal with negative effects parenting has on one personally or on one's life	Effects parenting negative	Effects of parenting
effects neg: less fun/ satisfaction	fun aduct activities need to be reduced	Effects parenting negative	Effects of parenting
effects neg: loss of freedom	parenting experienced as burden as ones action radius is diminished	Effects parenting negative	Effects of parenting
effects neg: more worries/stress	more worries, more stress / less burdened before, more chaos	Effects parenting negative	Effects of parenting
effects neg: on career	negative effects on professional life due to being a parent	Effects parenting negative	Effects of parenting
effects neg: on financial issues	higher expenses, loss of income	Effects parenting negative	Effects of parenting
effects neg: on relationships	relationships suffer	Effects parenting negative	Effects of parenting

Figure 1: This is how you should prepare your code list in Excel

If you color the code names, this color is used in ATLAS.ti as code color.

To import the Excel file, from the main menu select **CODE / IMPORT CODE LIST**.

You have the following three options:

Ignore header (first row) during import  Update existing codes  Keep existing codes

Figure 2 Ignore header

If you have added header information like code, code definition, group, etc., activate the first option **Ignore header (first row) during import**.

Select **Update existing codes**, if the project already contains codes that have the same name as already existing codes.

Select **Keep existing codes**, if you want to add all codes from the Excel file to the already existing list of codes.

## Exporting A Code List For Use In Another Project

To export the list of codes including comments and groups, from the main menu select **CODES / EXPORT CODE LIST**.

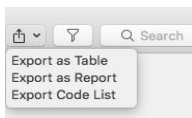
The Excel table you get using this option is not meant to look pretty. Its purpose is to be used to import it into another project. If you want to generate a report, we recommend to use the Excel export option in the Code Manager (see next).

### Creating A Report Of Your Code List / Preparing A Code Book

To export the list of codes as you see them in the Code Manager,

Open the Code Manager and click on the Export button.

The drop down menu offers three options: Select **EXPORT AS TABLE**.



You currently cannot choose what you want to be included in the table. The report will give you the full information that you also see in the Code Manager.

Color	Name	Groundedness	Density	Groups	Number of Groups	Comment
●	C_CHILDREN	0	2		0	
●	children: < happiness	18	1	*What children give + Evaluation of parenthood + Effe., Children	2	statements that indicate that children lower levels of happiness
●	children: = level of happiness	18	2	*What children give + Evaluation of parenthood + Effe., Children	2	statements that express that there is no difference in well-being / happiness, if children enter into the equation
●	children: > happiness	24	2	*What children give + Evaluation of parenthood + Effe., Children	2	statements that express the opinion or belief that children add to happiness
●	children: unrelated to personal happiness	13	1	*What children give + Evaluation of parenthood + Effe., Children	2	statements that express that children and happiness are not related at all and that's why it does not make any sense to ask this question in the first place comment: maybe merge with "asking the wrong question"
●	D_DEFINITION HAPPINESS	2	0	Def Happiness pos and neg eval	1	respondents ways of defining happiness for themselves
●	def happiness: is subjective	2	1	*Sources of happiness + Definition Happiness, def happiness + attribute codes, Def Happiness pos and neg eval, Definition Happiness	4	different things to different people
●	def happiness: long term view	6	14	*Sources of happiness + Definition Happiness, def happiness + attribute codes, Def Happiness pos and neg eval, Definition Happiness	4	being happy is short-term happiness is long term

Figure 3: Code list exported as Table

There are a few more columns to the right, which are not shown in figure 3 above due to space limitations. The columns are: creator, creation date, modifier, modification date. If you do not need this information, delete the columns from the table.

You also find the **EXPORT CODE LIST** option here. This is the same option as in the main menu. If you use this option, the table will not be formatted. The purpose of this export is create a file that can be used for import in another project.