ATLAS.ti 8 Windows Importing and Exporting Code Lists

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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, select the IMPORT / EXPORT tab and next the *Import Codes button* (the one with the down arrow).

The following dialogue opens:

Import Codes

Import Codes from Excel Spreadsheet

☑ My data contains headers

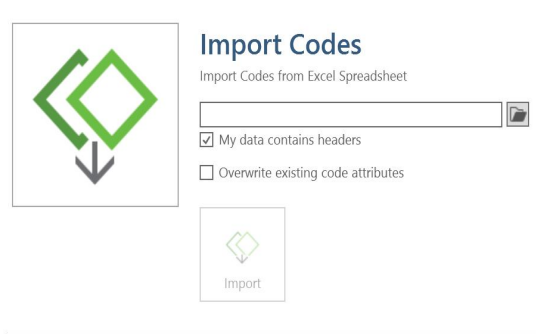☐ Overwrite existing code attributes

Import

Figure 2: Import Codes dialogue

Select the Excel file you prepared. If the Excel table contains headers, check the box 'My data contains headers'.

Select **Overwrite existing code attributes**, if the project already contains codes that have the same name as already existing codes – but they may have a different color as the code in the Excel table.

After you made your selections, click IMPORT.

Exporting A Code List For Use in another Project

Codes

To export the list of codes including comments and groups, select the IMPORT / EXPORT tab and next the EXPORT CODES *button* (the one with the up arrow).

> The Excel table you get using this option is not meant to look pretty. It 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 Code Manager,

Open the Code Manager and select EXCEL EXPORT on the ribbon.

In the following dialog, select **All items** and activate the options **Code** and **Grounded**. 'Grounded' displays the frequency count for each code. 'Density' shows the number of links between codes. If you have linked some codes already, you can also activate this option. If you have written code comments, also select this option
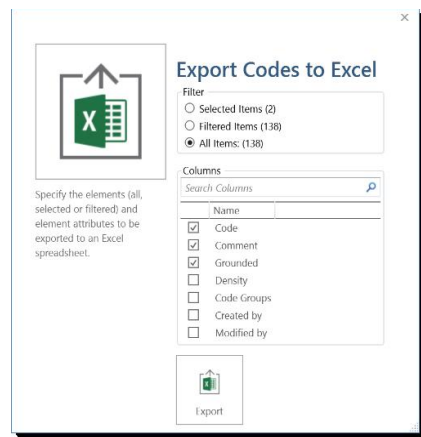

Figure 3: Exporting codes and related information to Excel

The report looks like this:

	Code	Comment	Grounded	Code Groups
🔴	C_CHILDREN & HAPPINESS		0	
🔴	children: < happiness	statements that indicate that children lower	18	relation btw happiness and children
🔴	children: = level of happiness	statements that express that there is no difference in well-being / happiness, if children enter into the equation	18	relation btw happiness and children
🔴	children: > happiness	statements that express the opinion or belief that children add to happiness	24	relation btw happiness and children
🔴	children: unrelated to personal happiness	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	13	relation btw happiness and children
🟢	D_DEFINITION HAPPINESS	respondents ways of defining happiness for	2	definition happiness
🟢	def happiness: a feeling		2	definition happiness
🟢	def happiness: a state of		2	definition happiness
🟢	def happiness: fulfilment		11	definition happiness
🟢	def happiness: is subjective	different things to different people	2	definition happiness
🟢	def happiness: long term view	being happy is short-term Happiness is long term	6	definition happiness

Figure 4: Exporting the list of codes in report format