

## ***ACCELA PA Tech Workshops Using HyperResearch for Qualitative Data Analysis***

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### **Coding Source Material**

To code source material with HyperRESEARCH, first make sure you're at the Case Card for the case you wish to code to. Then open your source file with the Open Source command in the Sources Menu. Select the source material you wish to code, and assign one or more code names to it. The assigned code names and their references (detailing the source type, source file, and selection position within the file) will be listed on the index card for the current case.

Note that you can have only one source file window of each type (Text, Image, Movie) open at a given time. You can, however, have source files of differing types open simultaneously.

### **Coding Text**

To open a text file for coding, choose **Text** from the **Open Source** menu within the **Sources** menu.

This will open the standard file selection dialog for your operating system, which will let you locate and open the text file you wish to work with. (Refer to the instructions that come with your computer if you're not sure how to open files.) The first page of the source file will appear in the Source File Window (Text).

To select text for coding, click and drag the cursor over the passage you wish to code. When you have the exact passage selected, choose **Encode** from the **Codes** menu, or press Enter or Return to open the Code List Editor window. (If you've chosen the On Selection coding option with the Options...command, the Code List Editor will appear automatically when you've selected a passage.)

In the Code List Editor you can select one or more codes from your Master Code List and click the Apply button. HyperRESEARCH will add the code name and source reference to the current Case Card in the Study. You may then select more text to code.

If the Code List Editor is already open when you've selected a passage, pressing the Enter or Return key will trigger the Apply button so you can apply the code in one step. See the **Code List Editor** topic for tips on coding.

Your text source file may be paginated (see Preparing Source Material). Click on the right- or left-arrows to either side of the page number (in the upper left corner of the text source file window) to move from one page to another within the source file.

### **Autocode**

The Autocode feature will search text source files for specified words or phrases and assign a specified code or codes to the found text.

When you choose **Autocode** from the **Codes** menu HyperRESEARCH brings up the

Autocode window. There are three tabbed panels of this window that allow you to specify which text **sources** to search, which **phrases** to look for and what **code** or codes to assign to the found text.

### **Sources**

The Sources tab displays the currently selected cases in your study, and allows you to assign text source files to each case.

If the case selection is not exactly what you want, cancel out of the Autocode dialog box, choose Select Cases to revise your case selection, then return to Autocode. Once the proper cases are showing in the Sources tab of the Autocode Window, double-click on a case to assign a source file to that case. You may assign more than once source file to a case. You may also assign the same source file to more than one case.

### **Phrases**

The Phrases tab lets you to specify the words or phrases (the **search string**) you wish HyperRESEARCH to search for and select.

To enter a search string, choose **Word or Phrase...** from the **Selection Criteria** pull-down menu. Enter any phrase you wish HyperRESEARCH to search for. (Please note that HyperRESEARCH will find only exact matches.) You may enter multiple search strings; each passage of source material that matches any of the search strings will be selected for Autocoding. You may also instruct HyperRESEARCH to include a specified number of characters, words, or lines before and after the found phrase in the source material selection. If you make a mistake with your phrases, choose **Clear Criteria** from the **Selection Criteria** pull-down menu, and enter them again.

### **Code**

The Code tab lets you to specify the code or codes you wish assigned to the passages specified in the **Phrases** window. Click on the **Select Codes** button to access your Master Code List. You may select multiple codes; each selected code will be assigned to every selection of source material as specified in the Phrases window. Click **Clear** to clear the selected codes if you make a mistake.

When you've specified the desired cases and corresponding source files, the target words or phrases, and the codes to assign, click **Autocode**. HyperRESEARCH will open each specified source material in turn, search for the given phrases, select the appropriate chunk of source material (including any characters, words, or lines previous to or following the found phrase, as specified in the **Phrases** window), and assign the specified codes to that chunk. The code references for the source material will be added to the index cards of the cases as specified in the **Sources** window. The Autocode feature may take some time, especially when dealing with multiple and/or extensive source files.

### **Coding Graphics**

To open a text file for coding, choose **Image** from the **Open Source** menu within the **Sources** menu.

Click and drag the cursor to create a selection rectangle over the area of the image you wish to code. Then choose **Encode** from the **Codes** menu, or press Enter or Return to open the Code List Editor. (If you've chosen the On Selection coding option with the Options... command, the Code List Editor will open automatically when you release the mouse button.)

In the Code List Editor, you can select one or more codes from your Master Code List and then click the Apply button. HyperRESEARCH will add the code name and source reference to the current Case Card. You may then select another area of the image to code.

If the Code List Editor is already open when you've selected a passage, pressing the Enter or Return key will trigger the Apply button so you can apply the code in one step. See the **Code List Editor** topic for tips on coding.

If the image is larger than the current window size, you may need to resize the window or use the scroll bars to access other portions of the image.

### **Coding Audio or Video**

To open a text file for coding, choose **Movie** from the **Open Source** menu within the **Sources** menu.

The Movie Source File Window controls at the bottom of the window allow you to adjust the volume; play the movie; and step forward or backward one frame at time through the movie. You may also adjust your position within the movie file by dragging the slider along the movie controller.

To select a section of the movie, position the slider until you're at the beginning point of the movie segment you wish to code. Hold down the **shift** key while you drag the slider to the endpoint of the desired movie segment. Hitting the play button now will play **ONLY** the selected portion of the movie.

To fine tune your selection here are several techniques

#### **Action**

#### **Windows**

#### **Mac OS**

Jump to the beginning of the selection

Alt-Step Left

Option-Step Left

Jump to the end of the selection

Alt-Step Right

Option-Step Right

Add frames to the beginning of the selection

- 1) Alt-Step Left
- 2) Shift-Step Right

- 1) Option-Step Left
- 2) Shift-Step Right

Add frames to the end of the selection

- 1) Alt-Step Right
- 2) Shift-Step Right

- 1) Option-Step Right
- 2) Shift-Step Right

Remove frames from the beginning of the selection

- 1) Alt-Step Left
- 2) Shift-Step Right

- 1) Option-Step Left
- 2) Shift-Step Right

Remove frames from the end of the selection

- 1) Alt-Step Right
- 2) Shift-Step Left

- 1) Option-Step Right
- 2) Shift-Step Left

Select while playing

Shift-Play

Shift-Play

Scrub\*

Alt-Step

Ctrl-Step

\* This is a strange but useful feature once you get use to it. Hold the Alt key (Windows) or Command key (Mac), then click and hold down between the Step buttons. You can let go of the Alt key and now when you slide the mouse to the left or right, you will be viewing your movie reverse or forward and at a speed determined by how far to the left or right you move the mouse. If you hold the shift key down during this, you will be selecting material as you scrub. If you have a portion of the movie selected when you begin scrubbing, the scrubbing

range will be limited to the selection. Once scrubbing begins, you can release the mouse from the scrubbing control and the movie will continue to play at the current scrubbing speed. To stop scrubbing, click in the movie's content area or click the Pause button.

**??Note for Windows Users:** You must hold the **Ctrl** key down while clicking the play button to play ONLY the selection. This also serves to record the selection and is required before choosing **Encode** from the **Codes** menu. This step is not necessary in Mac OS.

When you have the proper segment selected, choose **Encode** from the **Codes** menu or press Enter or Return to open the Code List Editor. (If you've chosen the On Selection coding option with the Options... command, the Code List Editor will open automatically when you release the mouse button.)

In the Code List Editor, you can select one or more codes from your Master Code List and then click the Apply button. HyperRESEARCH will add the code name and source reference to the current Case Card. You may then select another area of the image to code.

If the Code List Editor is already open when you've selected a passage, pressing the Enter or Return key will trigger the Apply button so you can apply the code in one step. See the **Code List Editor** topic for tips on coding.

Audio files are handled the same way, except there is no image involved.