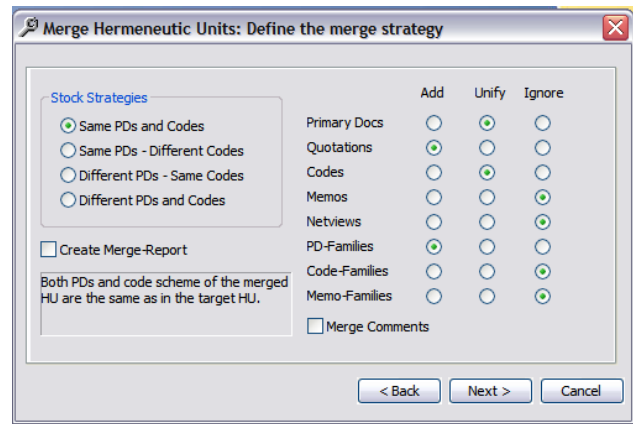
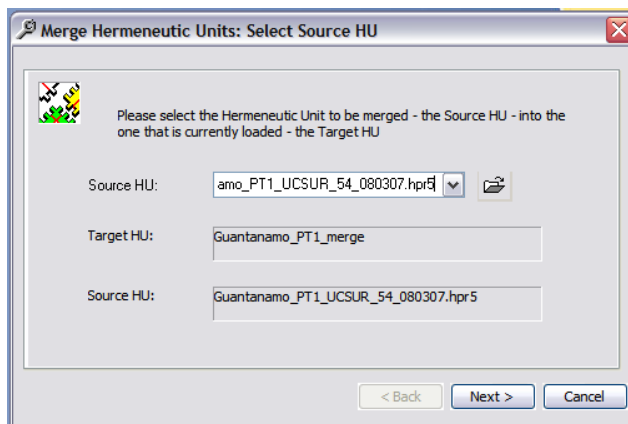


Merging Two or More HUs in ATLAS.ti to Generate Output for Upload to the Coding Analysis Toolkit

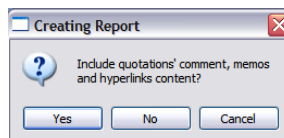
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August 8, 2008

1. Start out with a master copy of an HU with the documents assigned and the codes created.
2. Create two or more copies of the HU with unique file names including the creation date.
3. Have the coders create a unique login name within ATLAS.
4. Have the coders login with their unique user name (**not Super, Guest, or Admin**) and open their HU.
5. Each coder annotates their HU and then will "Save As" with the addition of "_complete" to the file name.
6. Coders then create a copy bundle and send it to the Project Manager for check-in.
7. Project manager checks to make sure the coders followed steps 3 & 4 (if not, change "Authors" as needed).
8. Project manager opens one of the HUs (call it HU_1 for now) and notes in a tally sheet which one.
9. With HU_1 open, "Save As" HU_1 to create an exact copy called HU_Merge.
10. Select "Tools" >> "Merge with HU"



11. Browse to HU-2 and click next.
12. Select the stock strategy "Same PDs and Codes" **but** change "Quotations" and "Families" from "Unify" to "Add".
13. To generate the output, select "Quotations" >> "Output" >> "All Quotations".
14. Answer "No" to this Dialogue Box.



15. ATLAS will grind through all the documents and generate a report (open in the Editor).
16. "Save As" a "Plain ASCII Text" (.txt) file
17. This is a file that can be uploaded to CAT
18. Select "Datasets" >> "Upload New Coded Dataset"

