Step by step guide - Preparing your data for computational analysis

HCE LAB
25 / 09 / 2024

In this guide, we walk you through the process of **preparing your interview data** for analysing. This process will be similar to what you will encounter when using **TUT, the text-analysis tool.**

While our example focuses on interview data, this exercise can be applied to any sample of text, such as abstracts or articles.

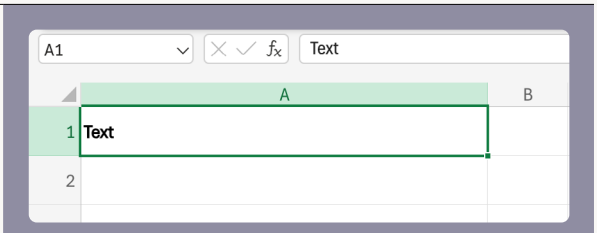
Legend:

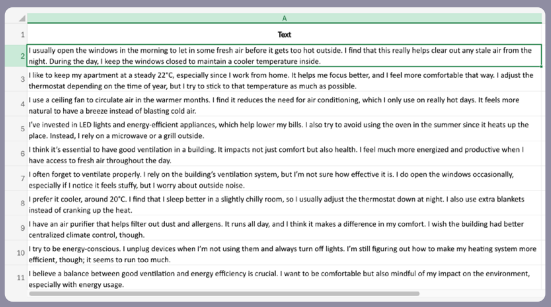
- ● Action
- Input
- Output

1. Prepare your data file

Preparing your data is essential for ensuring it is ready for processing. It enables the analysis to distinguish between different sections in your documents, such as different answers in an interview.

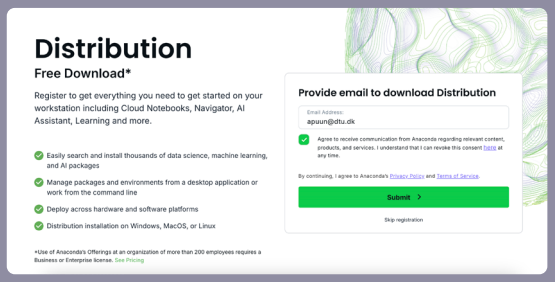
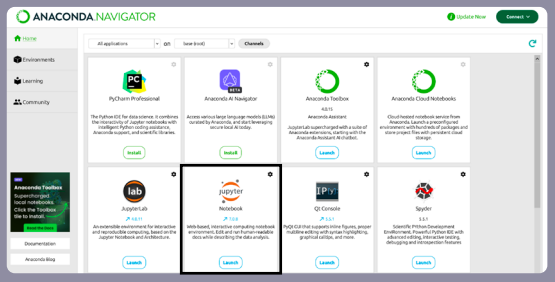
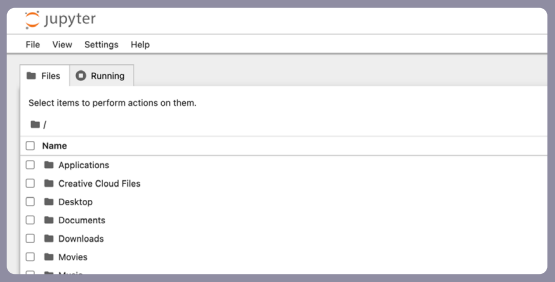
●	1.1 Open a blank Excel file (or any spreadsheet software you prefer).	Excel
●	1.2 Label the first column “Text” in the header row. This is where you’ll enter each interview response.	Excel
Input	1.3 Manually copy and paste each participant’s responses into the cells under the “Text” column. Note: Each response should have a minimum of 60 words. If a response exceeds one page of text, break it into multiple cells. This ensures that the data remains manageable for the analysis.	Excel
●	1.4 Give the file a clear and descriptive name that’s easy to identify (e.g., “Project Name_Data_Interviews”).	Excel
Output	1.5 Once all responses are inputted, export the file as a CSV or XLSX file. This format is essential for the coding script to read the data.	.csv .xlsx





2. Tool download & setup

For data analysis we need a software called Jupyter Notebook that allows you to run Python on your computer. To comply with GDPR, we will run software locally to protect sensitive information. We will use Anaconda for managing the download. Jupyter Notebook is an interactive environment to write and execute Python code.

2.1 Head to https://anaconda.org/, and follow the download and installation steps.	Website	
2.2 Once you have gone through the installation process, you can open Anaconda in your computer.	Desktop app	
2.3 After installing Anaconda, launch Jupyter Notebook from the Anaconda Navigator. This will be the environment for our workshop, where we'll use a pre-made script to assist in analyzing the data.	Website Jupyter	

3. Ready for visualisation and analysis

At this stage, your data is structured, and you have a working environment set up to analyze it.

On October 2nd, we will cover how to code the analysis, with a focus on extracting insights from your interview data.

See you soon!