



RQDA GUI Action Steps

Start your Project:

- Click the "New Project" button, name and save the project or click the "Open Project" button to open an already created project.
- Click on the "Settings" button and enter your name to set the name of the coder and press OK. This allows for coding from different people to be distinguishable.

Import Files:

- Click the "Files" tab and then the "Import" button, locate and select your plain text file and click OK.
- To read your file within the RQDA program, select the file and click on the "Open" button or double-click on the file you want to open.
- To show a subset of files, such as all uncoded files, right-click on a file in the RQDA "Files" tab and scroll down to the "Show" button on the drop down menu. Click on the "Show Uncoded Files Sorted by Imported Time" option. This is useful to quickly filter your files so that you know which you still need to code.

Coding Files:

- Open the file you wish to code and click on the "Codes" tab.
- Click on the "Add" button to add new code names and press OK.
- Highlight a text segment in your file, select the code you wish to use in the "Codes" tab and press the "Mark" button to code a segment of your interview.
- Double-click on a code to retrieve all of the text associated with a code.
- Undo the coding by highlighting a coded segment of text and pressing the "Unmark" button.
- Note: Coding can also be used to reformat your files by coding the response to each interview question as distinct question themes (e.g. Question1, Question2, etc.). By double-clicking on the question theme of interest you can display all responses to the same question and screen for overarching themes or code your interviews by question instead of by participant without permanently reformatting your original transcripts.

Add Code Categories:

- Click on the "Code Categories" tab and click the "Add" button, type in the new code category name and press OK.
- To add codes to your code category press the "Add to" button and select the code you want to add. This can help with theory building or filtering your codes so that you can display specific types of codes together.

Add Cases to your File:

- Add new case names in the same manner that you added the names of new code categories and codes.
- Right click on the case, click on "Add files," and then select the desired file to add to link to the case.

- Cases represent your unit of analysis. In the webinar example, the cases are participants. This is a helpful feature because you can then attach attributes to participants and conduct a qualitative comparative analysis using another R package.
- Note: RQDA will link a case to a subset of a file. For example, it can link the case “Participant 1” to all of the text associated with the first participant in a focus group file. However, RQDA has had some errors in this feature and should not be used until they are resolved.

Add Attributes to your Cases:

- An attribute can be thought of as a variable (numeric or categorical).
- Add new attribute names in the same manner that you added the names of new code categories, codes, and cases.
- To attach an attribute to a specific case select the “Cases” tab, right-click on the case of interest, click on “Add/Modify Attributes,” enter the variable value, click on the white space beneath the value so that the row highlights blue and press Save and Close.
- This is useful because coding can be retrieved for comparison by attribute or qualitative comparative analyses can be conducted using R syntax.

Add File Categories:

- Add new file category names in the same manner that you added the names of new code categories, new codes, cases, and attributes.
- Select the file category you wish to populate with files, click on the “Add To” button and select the files you want to add to it and press OK.

Writing Memos:

- To attach memos to a Project or any of its associated components (e.g., Files, Codes, Code Categories, etc.) press the “Memo” button in the associated tab.
- The only tab that does not include the “Memo” button is the “Cases” tab, and you can right-click on the case and select “Case Memo” to add a memo about your cases.