



MAXQDA

The Art of Text Analysis

10 STEPS - From Interview to Coding

1



Record your (single-, group-, focus-) interview(s) with a digital recorder (e.g. Olympus DS-30) and transfer them onto your Computer.



2



Install the cost free transcription software F4 from www.auditranscription.us and load your interview file. Automatic rewind function and time „stamps“ can be set by the researcher.

3



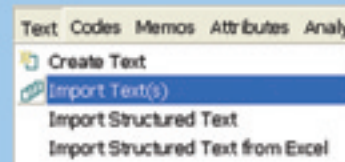
Start your transcription. Control it with the F4 key or – much easier – plug in the USB-Footswitch f-pro and begin typing.

4

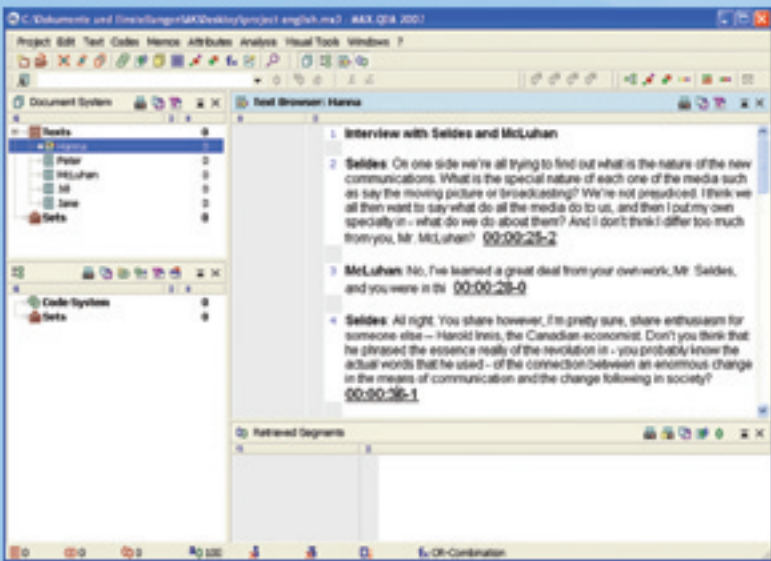


Save your transcript as an .rtf file (rich text format).

5



Open MAXQDA and import your text file(s) by choosing „Import Text (s)“. All time stamps will be visible throughout the text.



Steps 6-10



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