

# Exporting and Reporting Data from a MAXQDA Project

MAXQDA has numerous export and report options for different purposes. You might want to export certain elements from the MAXQDA project to present them to others, like the code system, or data coded with a specific code.

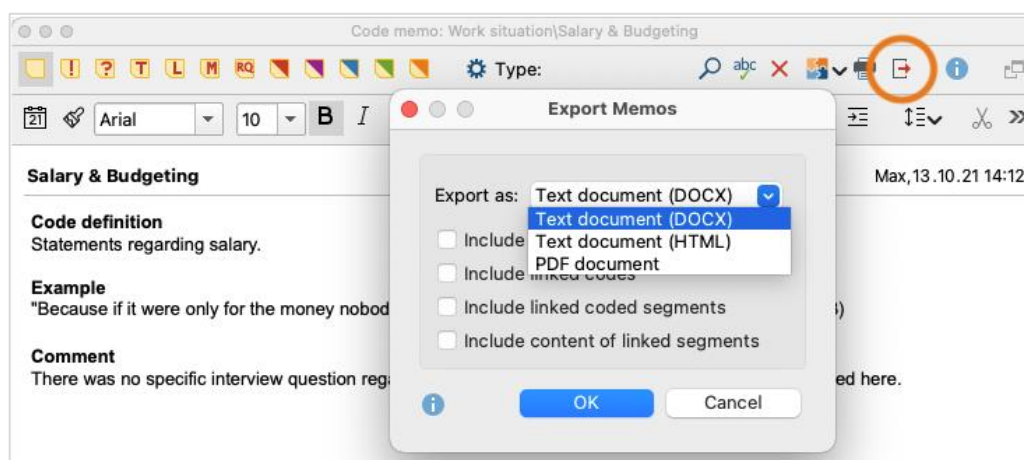
Another goal might be to export all of the project data for an archive or the appendix of a thesis. Or you want to export elements from one MAXQDA project and import them into another MAXQDA projects.

## Export Data as Word, Excel, or Images

In almost every window of MAXQDA you will find several export options in the top right corner of the window. These icons send the displayed data to your printer, to a Word or Excel file. Often you will also see a snapshot icon that copies a screenshot of the displayed data to your clipboard.

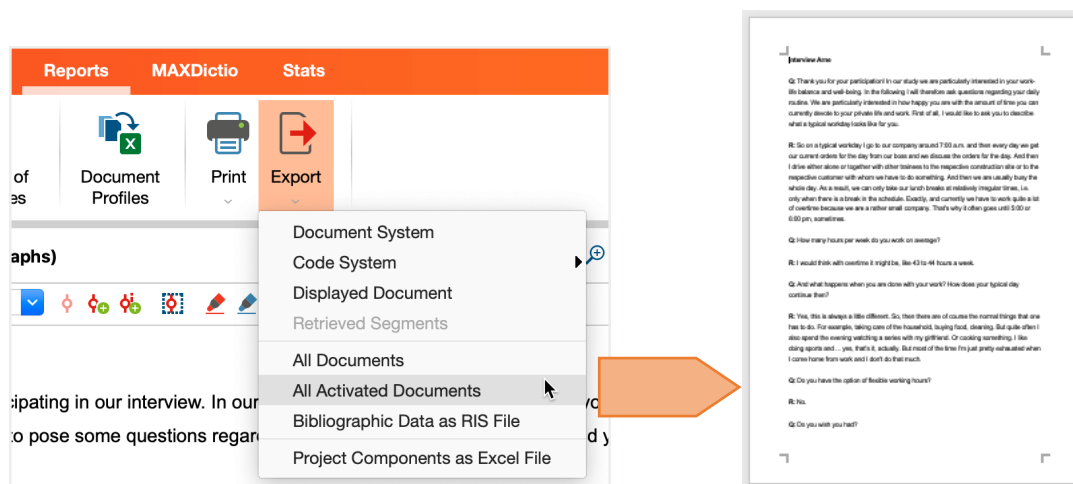


The last icon opens up an export dialogue with additional option. For example this memo export dialogue that where you can use which elements to include.

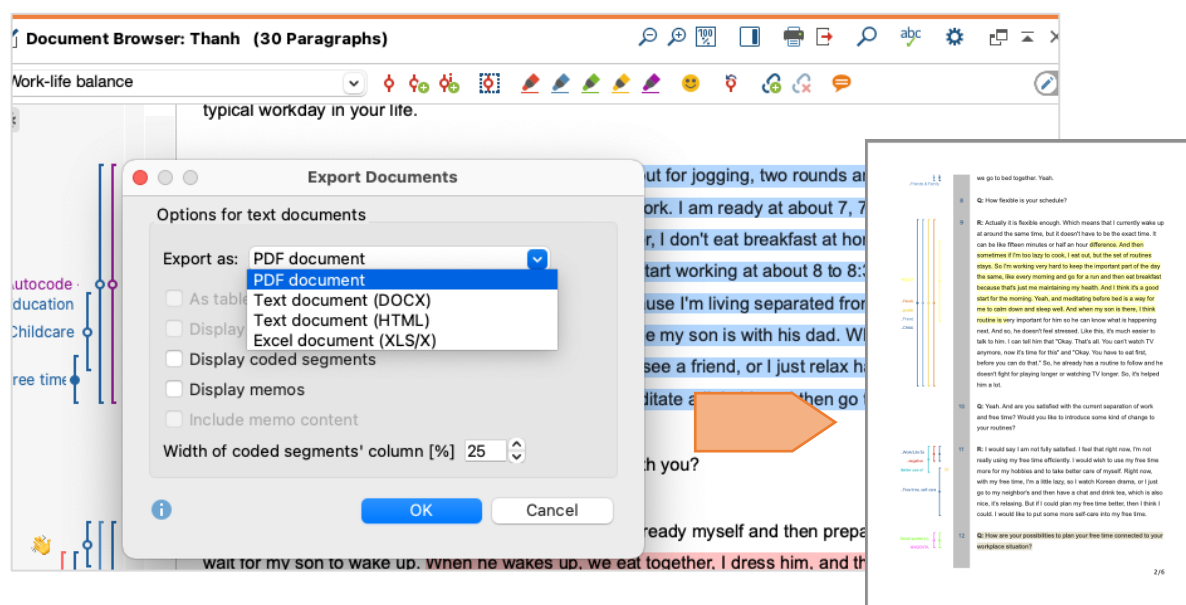


## Export Documents

To export all – or a selection - of documents from a MAXQDA project, go to the **Reports** menu and open **Export > All Documents / All Activated Documents**. This action creates Word documents with the same content as the documents in MAXQDA.



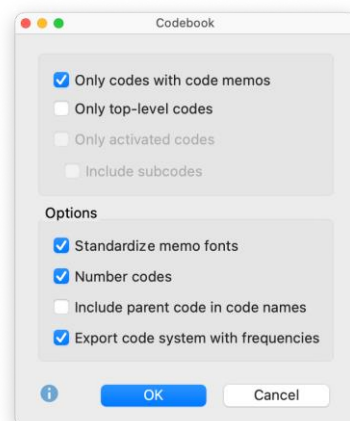
If you want to include additional information with the exported documents, for example coding stripes, timestamps, or memos, click on the export icon in the Document Browser window.



## Export Codes

### Codebook Export

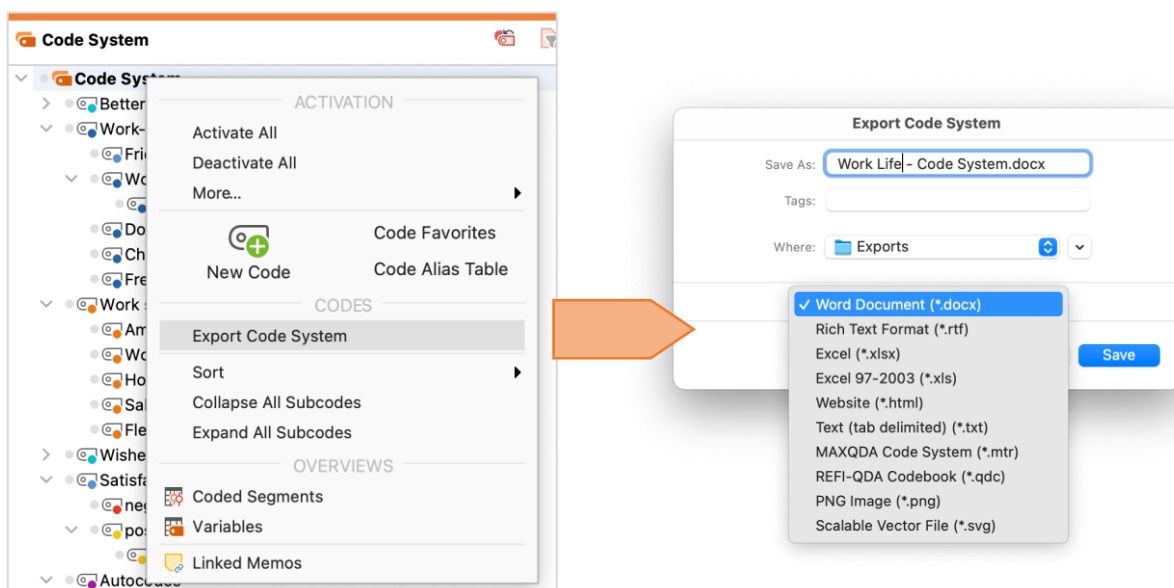
The Codebook is available in the **Reports** menu. It lists all or selected codes in the order of the Code System and optionally includes the associated code memo for each code. The codebook therefore contains the category definition of each individual code, provided that this was recorded in the code memo.



### Code System Export

The Code System can be exported in multiple file formats for different purposes:

- Word / Excel / HTML / TXT exports the list into an easy-to-read format of your choosing
- MAXQDA Code System (\*.mtr) creates an export file that can be imported into another MAXQDA project to insert an (empty) copy of the code system
- REFI-QDA Codebook (\*.qdc) is a cross-software format and can be imported into other QDA software tools that support this format
- PNG Image: Creates an image of the complete code system you can include in a presentation or poster



## Overview of Codes

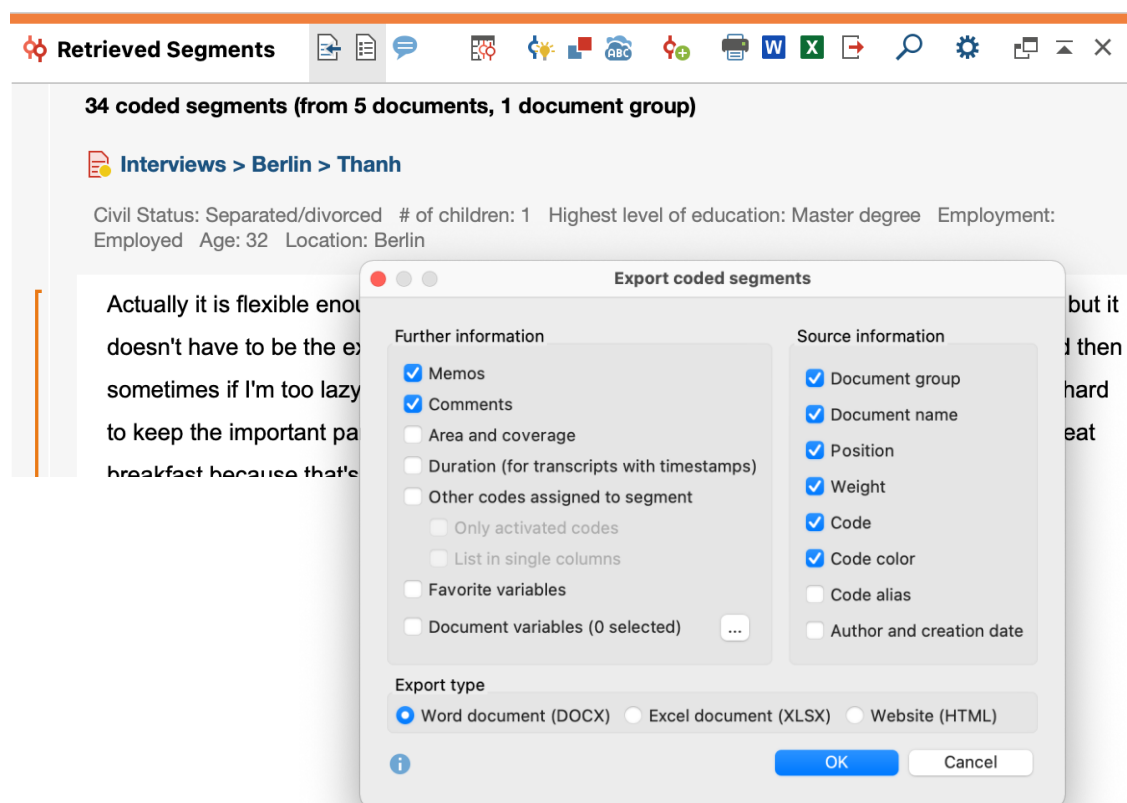
For a more quantitative code export go to **Reports > Overview of Codes**. This generates a table with information about the usage of each code that can be exported as an Excel file.

## Export Coded Data

### Retrieved Segments Window / Overview of Coded Segments

The Retrieved Segments window displays those segments that you have searched for by activating documents / codes – or by running a Complex Coding Query. A click on the Word or Excel icons creates files with a simple list of the segments, accompanied by different types of information. You can select which information to include by clicking the export icon.

The same export options are available from the Overview of Coded Segments table.



## Smart Publisher Report

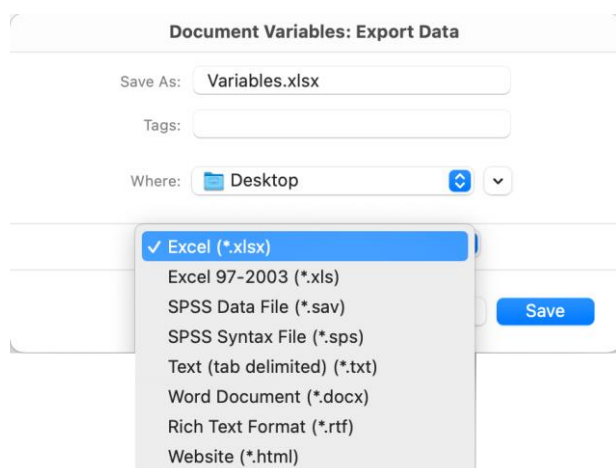
The Smart Publisher creates a formatted Word document for selected topics (codes). After selecting which codes to include, you can select which additional information to include in the report. What sets this export apart from the other export options is that you can modify a title page, the header/footer, and even include a logo.



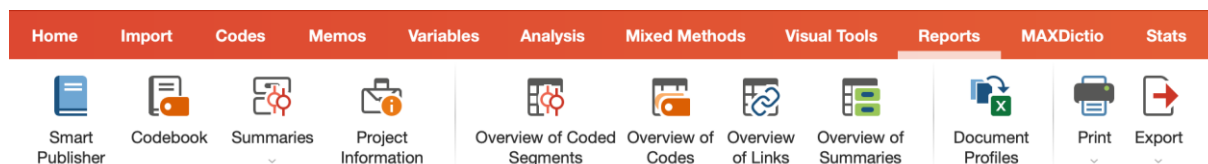
## Variables

Document Variables, Code Variables, and Focus Group Speaker Variables can be exported by using the Export options in the **Variables** menu. Smart Publisher creates a formatted Word document for selected topics (codes).

Besides the usual export options, you will also find SPSS Data or Syntax Files. This makes it easy to continue a statistical analysis of the variables in another software tool.



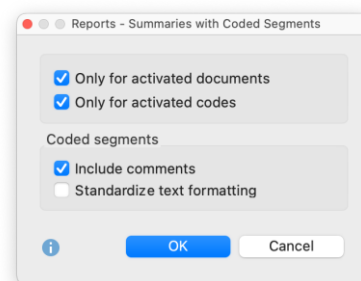
## The Reports Menu



You can find even more export options in the **Reports** menu ribbon.

**Summaries:** Exports your summaries (optionally filtered by activated documents and/or codes). You can choose to export just the summaries, or add the coded segments to the export.

**Project Information:** Displays central facts about your project that you can copy to the clipboard and paste into any other software tool.

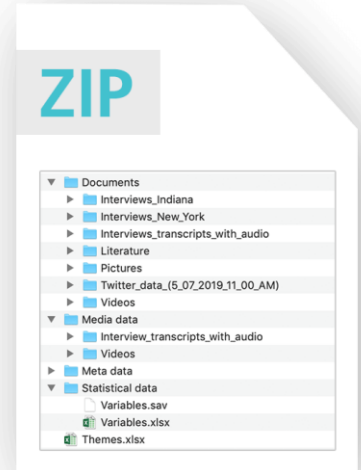


**Document Profiles:** This export generates an excel file where each row list information about one document. You can select how to populate the columns of the table by selecting the document memo, codes, and/or variables.

	A	B	C	D	E	F	G	H	I	J	K
	Document group	Document name	Document memo	Civil Status	# of children	Highest level of education	Employment	Age	Location	Work situation/Amount	Work situation/Workplac
1	Interviews\Berlin	Thanh	I met Thanh at a cafe for this interview on a Tuesday afternoon.	Separated/divorced	1	Master degree	Employed	32	Berlin	1	1
2	Interviews\Berlin	Mateo	The interview with Mateo took place in his home on a Monday afternoon.	In partnership/married	0	Bachelor degree	Self-Employed	25	Berlin	2	1
3	Interviews\Berlin	Selim	The interview took place in Selims home on a Saturday.	In partnership/married	3	Trade school or other professional training	Employed	46	Berlin	3	1
4	Interviews\Berlin	Riley	The interview with Riley took place on her university campus. After showing r	Single	0	Master degree	Student	27	Berlin	4	4
5	Interviews\Berlin	Chris		Single	0	Secondary school	Student	22	Berlin	1	2
6	Interviews\Hamburg	Ame		In partnership/married		Secondary school	Employed	28	Hamburg	4	3
7	Interviews\Hamburg	Kazumi		In partnership/married	1	Master degree	Employed	31	Hamburg	4	1
8	Interviews\Hamburg	Amadi		Single		Master degree	Employed	37	Hamburg	2	1
9	Interviews\Hamburg	Tatjana		Separated/divorced	1	Trade school or other professional training	Employed	35	Hamburg	3	1
10	Interviews\Hamburg	David		In partnership/married	2	Master degree	Employed	42	Hamburg	2	3
11	Interviews\Hamburg										

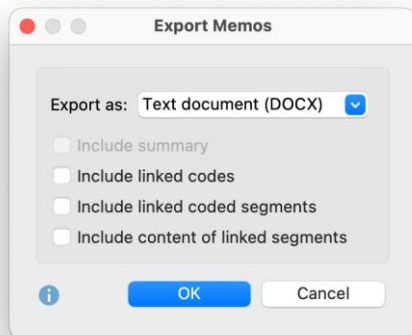
## Archive Data

Using **Home > Archive Data** exports your project data in a clear and simple to understand folder and file structure – optionally also as a compressed ZIP file. In addition to the original data sources, archives can also include statistical data, media data, memos, and your code system.

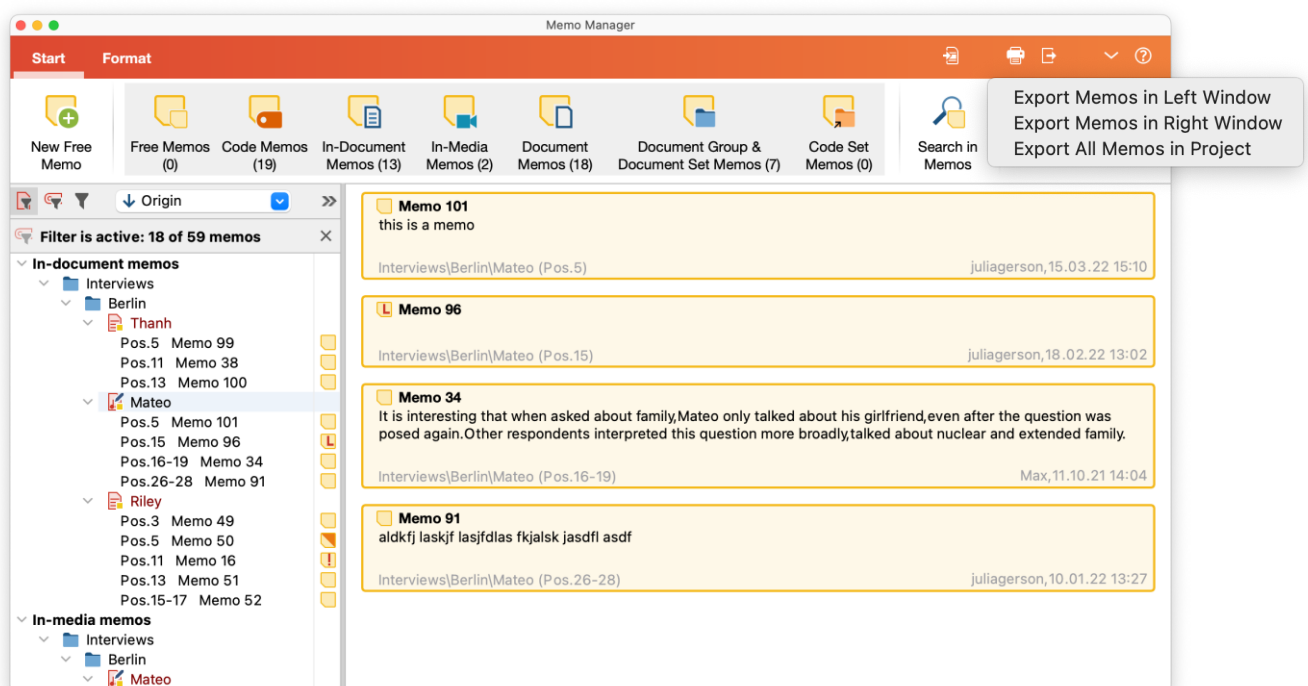


## Memos

To export a single memo, just click the export icon in the Memo Editor window. While exporting memos, you can select if you want to include document / code summaries and/or linked elements of the memo.



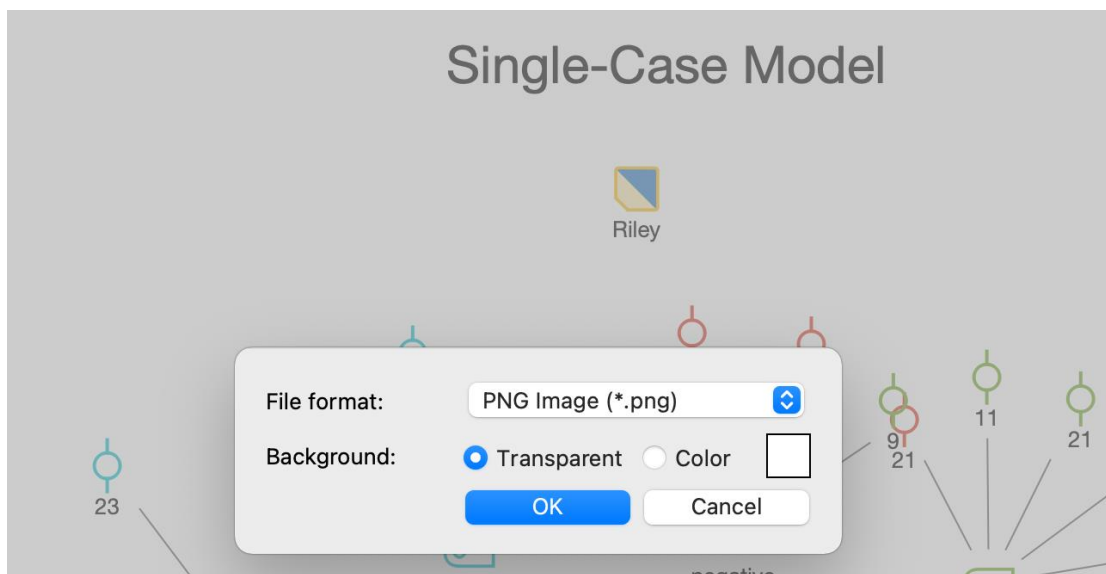
The Memo Manager is the best option to export multiple memos at once. The filter option helps you select only those memos that are important and the export options let you export all of the memos displayed in the left, all the memos displayed in the right window – or all of the memos in your project at once.



## MAXMaps

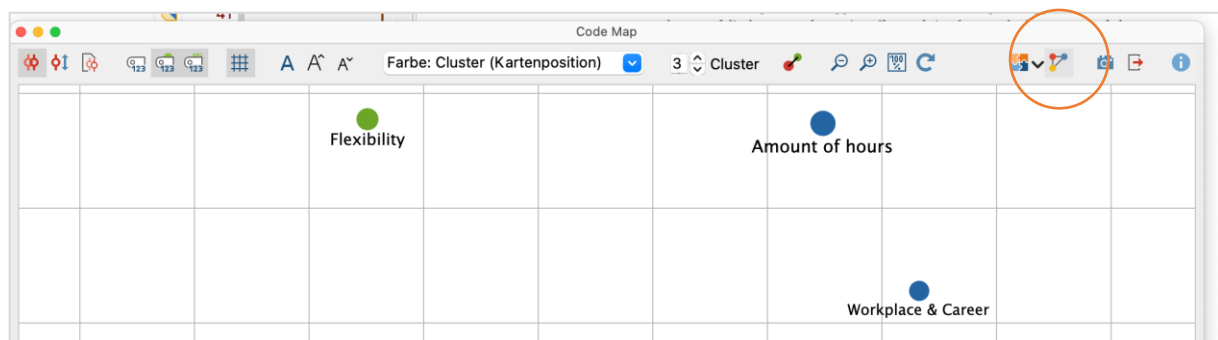
### Export a Map

You can export a map in MAXMaps as an image file if you want to use it in presentation, a poster, or a report. The export options are PNG, JPG, and SVG. You can also select if the background should be transparent or select a background color.



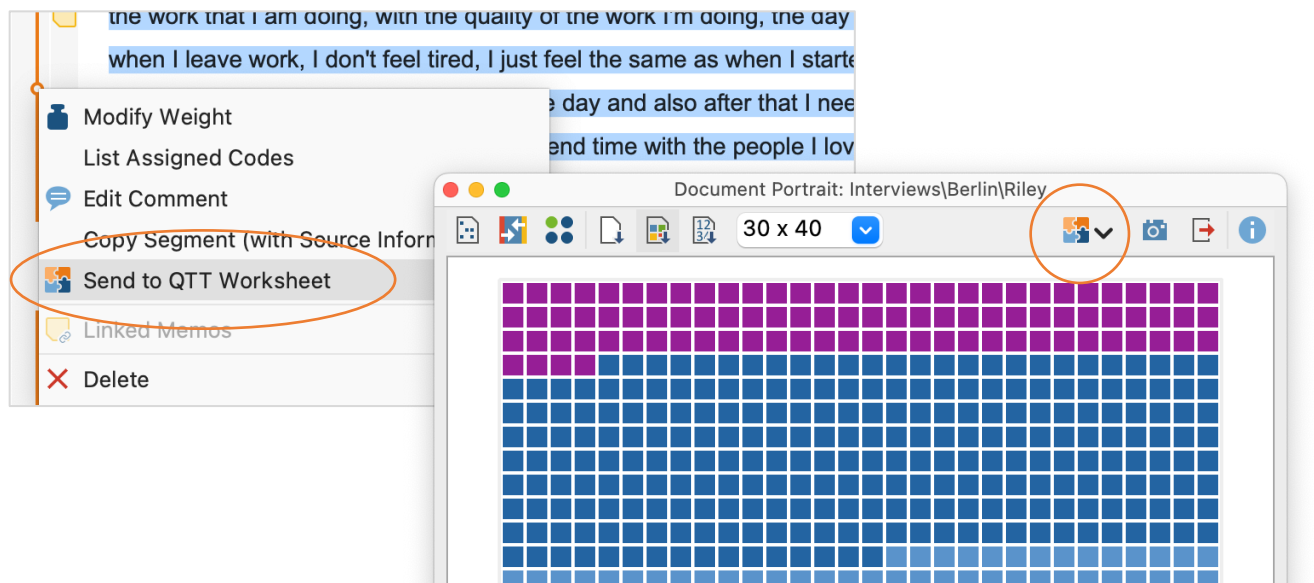
### Send from Visual Tool to MAXMaps

Some Visual Tools, like the Code Map or the Document Map, can be saved as a map in MAXMaps. Click on the MAXMaps icon to open the same view as a map.

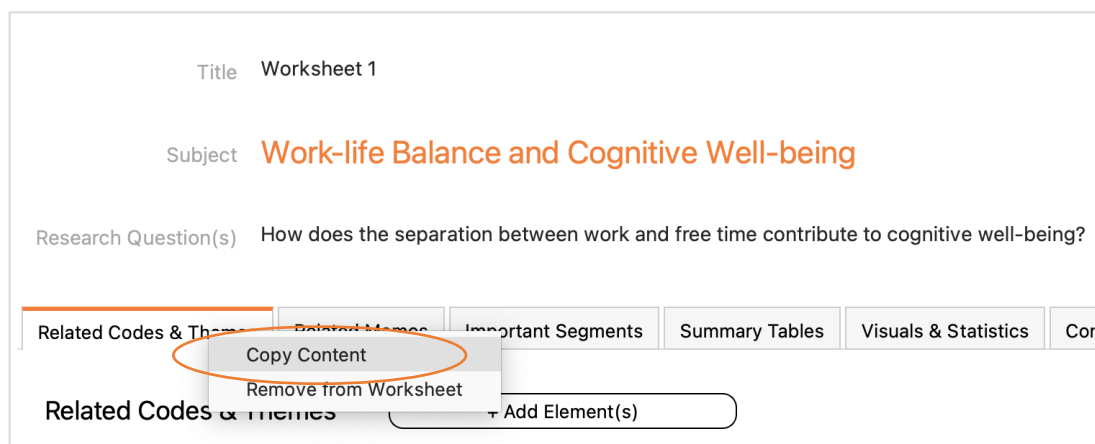


## Export from QTT / Send to QTT

The Questions – Themes – Theories (QTT) workspace is a new tool in MAXQDA 2022 where you can collect analytical results and annotate them with insights and conclusions. You can send segments, codes, memos, visual tools, charts, summary tables, and maps to a QTT worksheet. Look out for the QTT icon in most windows, or in the context menu of an element.

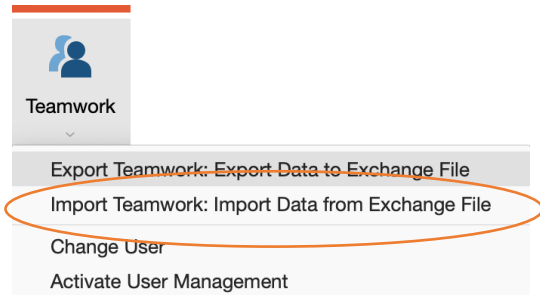


Each QTT section can be copied to the clipboard, and the export icon in the main ribbon exports all sections and insights into a formatted Word report.



## Export for Teamwork

It is also possible to export selected elements from one MAXQDA project and import them into another MAXQDA project. This is especially useful if you are working in a team.



Click on **Home > Teamwork > Export Teamwork: Export Data to Exchange File** to open the selection dialogue. In the next steps you can select which documents and which codes to include in the exchange file. MAXQDA then creates a MEX file, that only includes the selected elements. Your team members can then import this file and add the codes and documents to their project file.

