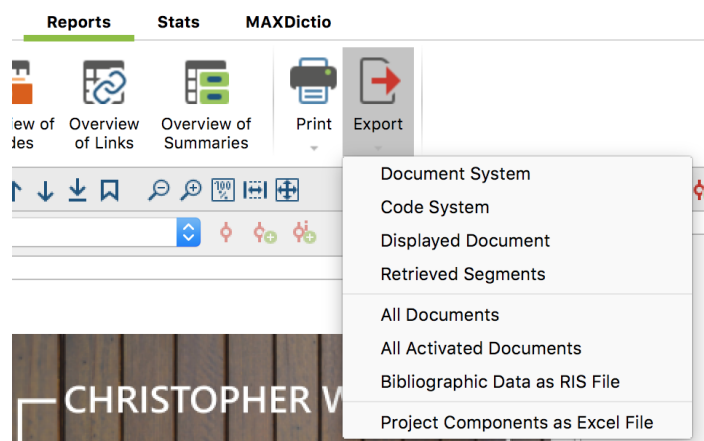# Spotlight Session: Report and Export Tools

Versatile

MAXQDA has several available options for your export requirements and a fully comprehensive reporting tool. Let's start with the Reports>Export tools.

The purpose of the above is to deliver your MAXQDA information in an alternative format such as RIS, excel, word processor or HTML (with associated data depending on the chosen option). Please select 'Project Components as Excel File':

This is the screenshot of the generated Excel file that lists the following contents in the individual tables of an Excel file:

- "Document System" with code frequencies
- "Code System" with code frequencies
- Memos
- Coded segments
- Document Variables and their values
- Code Variables and their values
- Links
- Summaries

Use this function to gain a general overview of your project at a glance

Export coded segments

Further information

- [ ] Memos
- [ ] Comments
- [ ] Area and coverage
- [ ] Duration (for transcripts with timestamp
- [ ] Other codes assigned to segment
  - [ ] Only activated codes
- [ ] Tooltip variable
- [ ] Document variables (0 selected)   [...]

Source information

- [x] Document group
- [x] Document name
- [x] Position
- [x] Weight
- [x] Code
- [x] Code color
- [ ] Code alias
- [ ] Author and creation date

Export type

(●) Text document (RTF)   ( ) Excel document (XLS/X)   ( ) Website (HTML)

[OK]   [Cancel]

Let's now try the 'retrieved segments' export. Let's select the necessary options (based on your requirements) and compare the differences between export types.

First the RTF:

> Completely. Really changed my customer base
>
> Code: ● Q.2. How affected by crisis   Weight score: 0
>
> Survey \RESP003   Position: 1 - 1
>
> [L SEP]
>
> Very much. I had several jobs lined up and half of them have just disappeared
>
> Code: ● Q.2. How affected by crisis   Weight score: 0
> Survey \RESP004   Position: 1 - 1

You get a summary for various pieces of information such as the parent code, the weight, the name of the respondent/document, position of the retrieved text and the actual information attached to that code.

Below is the XLS/X:

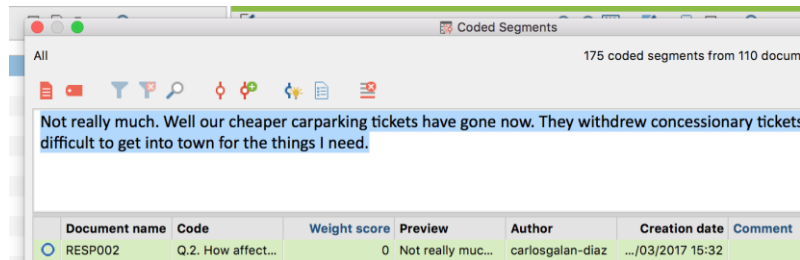| Color	Document name	Code	Weight score	Segment	Document group	Begin	End	Memos	Comment
●	RESP002	Q.2. How affected by crisis	0	Not really much. Well our cheaper carparking tickets have gone now. They withdrew concessionary tickets so now its more difficult to get into town for the things I need.	Survey	1	1		
●	RESP003	Q.2. How affected by crisis	0	Completely. Really changed my customer base	Survey	1	1		
●	RESP004	Q.2. How affected by crisis	0	Very much. I had several jobs lined up and half of them have just disappeared	Survey	1	1		
●	RESP006	Q.2. How affected by crisis	0	Personally no but my family is affected	Survey	1	1		
●	RESP008	Q.2. How affected by crisis	0	Not yet, well a bit insecure and life is harder but around and about you see a lot of aquaintances just losing jobs	Survey	1	1		
●	RESP009	Q.2. How affected by crisis	0	I feel sorry for all those people who've got to work til they drop. I retired at the right time I know I was lucky. I'm not that weel off not as I would have been leastways but at least I've got some time left to enjoy it	Survey	1	1		
●	RESP010	Q.2. How affected by crisis	0	I've got a private pension -lower in value the longer I wait before taking it.	Survey	1	1		
●	RESP011	Q.2. How affected by crisis	0	Mainly I worry about the kids.	Survey	1	1		
●	RESP012	Q.2. How affected by crisis	0	My job is OK - but theres a pay freeze. Pity the rail fares don't freeze as well. I ammore worried about my grownup children and how they will cope	Survey	1	1		
●	RESP015	Q.2. How affected by crisis	0	I got made redundant 6mths ago. That was awful. I am trying to get	Survey	1	1		

You will see we get the same type of information in different files and layouts, below the HTML:

Coded Segments

Color	Document name	Code	Weight score	Segment	Document group	Begin	End	Memos	Comment
●	RESP002	Q.2. How affected by crisis	0	Not really much. Well our cheaper carparking tickets have gone now. They withdrew concessionary tickets so now its more difficult to get into town for the things I need.	Survey	1	1		
●	RESP003	Q.2. How affected by crisis	0	Completely. Really changed my customer base	Survey	1	1		
●	RESP004	Q.2. How affected by crisis	0	Very much. I had several jobs lined up and half of them have just disappeared	Survey	1	1		
●	RESP006	Q.2. How	0	Personally no but my family is affected	Survey	1	1		

The 'documents' options will export the actual file in RTF for texts, XLS/X for tables, PDF for PDF files and original image formats for images.

Another very neat feature of MAXQDA is that you can select segments, text or objects in MAXQDA with **Ctrl** or **cmd** and a mouse click and then select an export variant or copy it with **Ctrl+C** or **cmd+C** to the clipboard. Lets try the cmd+C in the overview of coded segments (Reports > ribbon):

If we highlight and use cmd+C (see left), then paste onto Word we get the following:
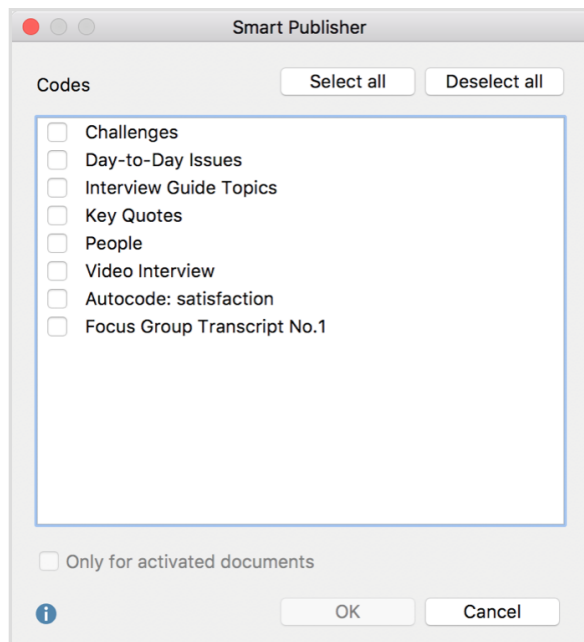
"Not really much. Well our cheaper carparking tickets have gone now. They withdrew concessionary tickets so now its more difficult to get into town for the things I need."

MAXQDA 2018 Coded Segments

Color	Document name	Code	Weight score	Segment	Author	Creation date	Comment	Document group
●	RESP0 02	Q.2. How affect ed by crisis	0	Not really much. Well …	carlos galan- diaz	01/03 /2017 15:32: 00		Survey

If we however select 'RESP002', cmd+C, then paste, we get the following, see left. You could select as many documents and there would be as many rows in the example table.

Comprehensive

MAXQDA includes Smart Publisher, it's report generator. Smart Publisher allows you to export selected retrieved segments in a formatted Word document report, including title page and table of contents. The structure of the report is determined by the "Code System":

- An individual chapter will be created for each top-level code.
- A subchapter will be created for each subcode.
- Coded Segments of each code form the content of each (sub)chapter.

"Export Codebook" function allows you to automatically generate a Codebook. The codebook lists all or selected codes in the order of the Code System and also outputs the associated code memo for each code. The completed Codebook therefore contains the category definition of each individual code, *provided that this was recorded in the code memo*. This saves a lot of work in the creation of the annex for a research report, especially since it provides the opportunity to unify the font for all memo text.

Summaries: create your compiled summaries together, with or without coded segments in a table overview.

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Summaries - LifeSatisfaction modified for advanced workshop.mx18

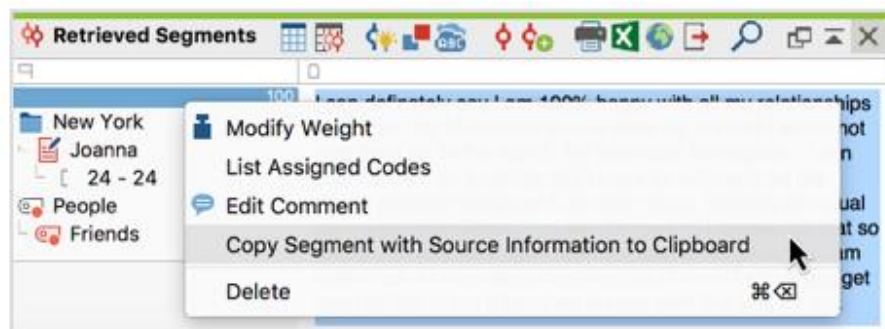| Code	Summary
People\Parents	Parents are great, open relationship, can talk about anything. Tough living at home again, usual parent-daughter fights. "They always want the best for me". New York\Joanna
	Following into mother's career as a guidance counselor, good time off.

With Coded segments:

Summaries with Coded Segments - LifeSatisfaction modified for advanced workshop.mx18

Code	Coded segments	Summary
People\Parents	I'm currently living with my parents, I know I'm WAY TOO OLD to be doing this!! New York\Teresa: 16 - 16 (0)	
	My home life in my dorm was great. I'd give it a 10. I love being on my own. My home life at school, I give a 7. My parents are great. They let me come and go as I please. But just living with my parents after being on my own is tough. I like my privacy, having the place to myself and doing what I please with all my stuff. My parents home is my parents home. I only have control over my room. New York\Joanna: 16 - 16 (0)	Parents are great, open relationship, can talk about anything. Tough living at home again, usual parent-daughter fights. "They always want the best for me". New York\Joanna

Copy segment with source information on clipboard is probably one of the all time favourites. In a research project, citations (such as interview passages) are needed for writing up the findings. In order to keep everything together (source information such as document and paragraph they come from) you can do a **Copy segment with source information to Clipboard** by right-clicking on the source information in the "Retrieved segments" window.

MAXQDA copies the selected segment into the clipboard. Now you can paste the citation into your word processing program by pressing **Ctrl+V** (Windows) **or cmd+V** (Mac). At the end of the citation, the document name from the "Document System," as well as the paragraph, will automatically be inserted. For example:

> *Health:*
> *I am pretty satisfied with my health because I have never been severely ill and I have never broken a bone in my life. What bothers me about my health is my allergies and my asthma. I have terrible allergies and it is rare for me to be able to breath through my nose with ease. My doctor also keeps on prescribing the same medicine and it doesn't see to be working. I will definitely see an allergist this summer. (Indiana\Kelly: 6 - 7)*

Tip: The function can also be opened by right-clicking on a coding stripe or by right-clicking on a row in the "Overview of Retrieved Segments".
These are only a few examples to try whilst you are learning your way around MAXQDA, questions?