



Spotlight Session – Paraphrase or Summarise your data with MAXQDA

Paraphrasing:

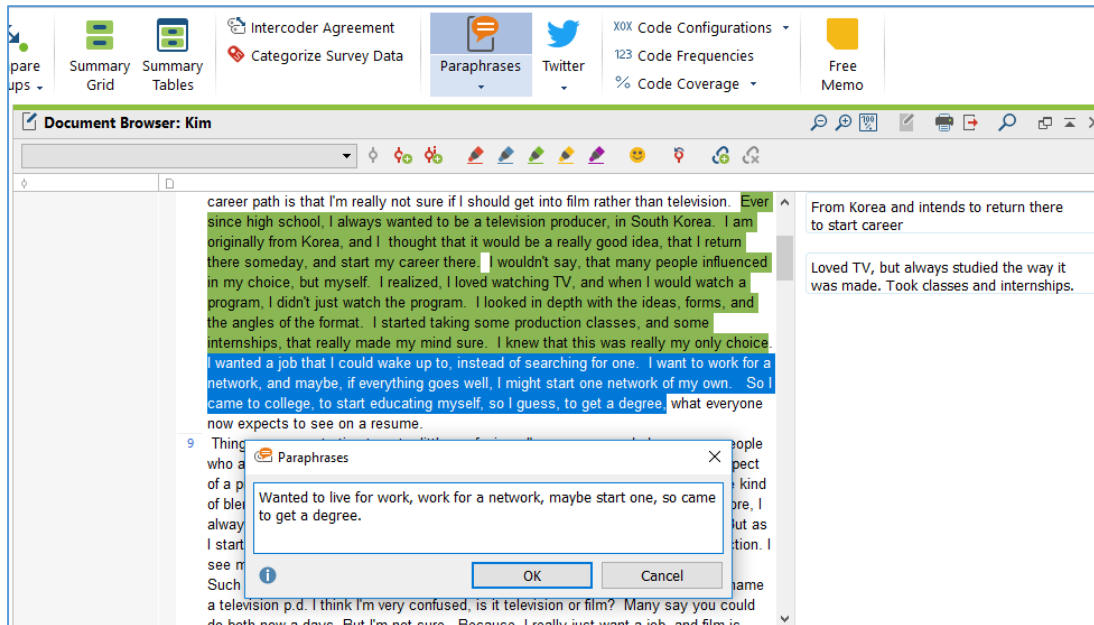
The Paraphrases function is a useful tool for initial data review and reduction:

- Develop very brief summaries of data segments prior to coding.
- Identify new codes/categories by reviewing Paraphrases.
- Review Paraphrases and their associated text by codes/categories.

This might be very useful if you want to use an inductive approach.

Working steps to create paraphrases:

- Select a document which has not yet been coded and open it.
- Use the menu option **Analysis > Paraphrases > Paraphrase text** to start the routine.
- Select a passage of text with the mouse, the paraphrasing dialog window opens immediately.
- Type in a brief summary of the selected text in your own words (Note, there is a limit of 255 characters).
- Click on the "OK" button to save the paraphrase and clear the dialog.
- The paraphrased text is highlighted in green. No character can be included in more than one paraphrase, so you cannot have overlapping segments, but you may leave gaps between paraphrased segments.
- You can edit or delete a paraphrase directly in the right-hand panel.



Categorize your paraphrases:

- Activate all your paraphrased documents (or those you want to work with).
- Use the menu option **Analysis > Paraphrases > Categorize Paraphrases** to start the routine. (Click on the 4th icon to restrict the display to “Only activated documents” if too many items have appeared).
- Create new codes within the Categorize Paraphrases window with the 3rd icon. They will also appear in the main “Code System” window, but you can only apply them to paraphrases within this window.
- To apply a code, select the paraphrase and drag it onto the required code in the left-hand panel. When you release the mouse button the code name will be displayed in the column to the right of the paraphrase.
- You can apply multiple codes to each paraphrase.
- You can delete a code from a paraphrase by pointing at the “Codes” column for that row and clicking on the “X” beside the relevant code name.
- You can also create a new code and apply it to a selected paraphrase by using the context menu for that item.



Categorize Paraphrases			
9 paraphrases from 2 documents			
		Paraphrases	Codes
	New code (Alt+N)	Wants to become a TV producer	Abilities
2	Kim	From Korea and intends to return there to start career	Migration
1			
2	Kim	Loved TV, but always studied the way it was made. Took classes and internships.	
1			
1	Kim	Wanted to live for work, work for a network, maybe start one, so came to get a degree.	
	Jack	Ambitions in sports marketing. Internship with prof baseball team. Combine sports management with business minor degree.	Abilities
	Jack	Loves sports, wants to be happy more than making lots of money, so a career in sport would be good.	Happiness Money
	Jack	Generally has good health, but had a problem in high school. Leads an active life, plays basketball often.	Health issues
	Jack	Parents are OK but some conflicts over drinking now he is 21.	Money
	Jack	Sister not happy that he dumped her friend Jennifer.	

- You can display just the paraphrases attached to a single code by clicking on the 2nd icon and selecting the required code. This should assist with refining your newly created codes or categories.
- You can use the normal procedures for re-ordering the codes inside this window, including making some codes sub-codes of others, or you might later use the **Codes > Creative Coding** function to restructure your new codes as you develop your inductive code scheme.
- Click on the “Quit” button in the toolbar to save all of your changes and close the window.

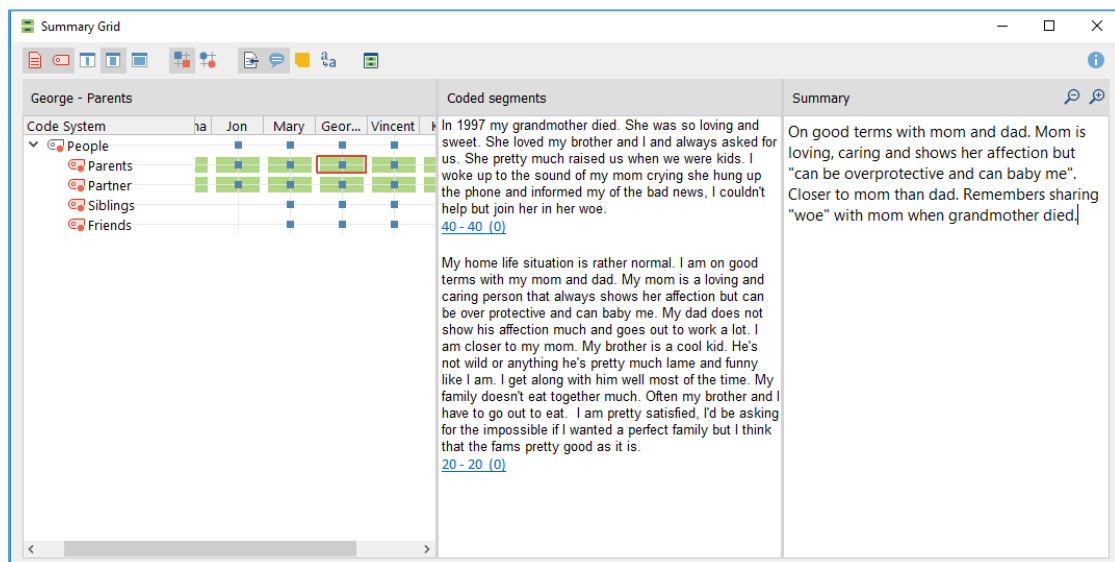


Summarize your Coded Segments:

In contrast to the previous work, the Summary tools are designed to be used after you have done most of your coding. Once again, this is about data reduction whilst staying firmly in the qualitative paradigm. There are 2 stages; first, you can create summaries of coded segments and then you can display these in tables of selected documents and codes. This process helps to identify patterns across documents or to identify “key types” of cases.

Working steps to create Summaries:

- Activate the required documents and codes with which you want to work.
- Use the menu option **Analysis > Summary Grid** to open a new window.



- The left panel is similar to MAXQDA’s Code Matrix Browser and shows where relevant coded segments exist. The middle panel displays all of the segments for a selected code and document (the red box on the left). The right-hand panel is the space where you can type in your summary of all the content in the middle panel. There is one summary for each cell in the left panel, no matter how many segments are coded there.
- In the left panel, a green box indicates that a summary has been created, a white space indicates that no data has been coded to that theme in that document.
- In the next step, the summary you created on the right will be used in place of all of the original text from the middle panel.



Working steps to create a Summary Table:

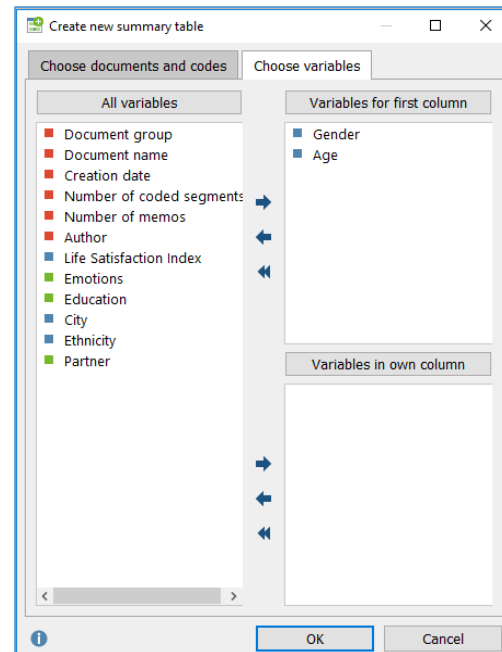
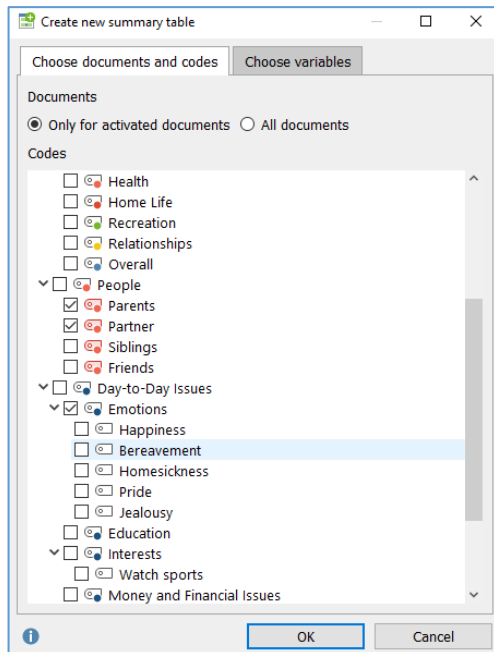
- Either click on the last icon in the Summary Grid toolbar (if it is open) or use the menu option **Analysis > Summary Tables** to start this function.
- The program will display the last Summary Table that was used, and a list of tables that have been set up so far in the current project.

 Following into mother's career as a guidance counselor, good time off. Was homesick away at college, now is "pretty happy at home". | Wishes he had a better looking body to make himself and girlfriend happier. Loves his current girlfriend, thinks he wants to spend the rest of his life with her. Has problems with her "often" but she is the most important person in his life. Welcomed into her family. But holds a resentment over an incident between her and a previous boyfriend. || 3 New York\Mary Gender: Female Age: 19 or less | Proud of a good grade recently. Happy in past with a good relationship when liked classes. Sad after a fight with a roommate while stressed. Currently mixed feelings, family and college life good, no boyfriend and academic stress bad, "but overall, I am happy with the way things are going". | Gets on pretty well with parents but resents being treated like a child. Gets a lot of support from the family. | Not many romances, and they have turned out badly. Looking for long term. "not one for one night stands". Does have a happy memory of a great relationship in 1997. |
| 4 New York\George Gender: Male Age: 19 or less | Happiness when a movie he had made was well received at school. "I was riding on the high of being rewarded for my work". Sad when Grandmother died. | On good terms with mom and dad. Mom is loving, caring and shows her affection but "can be overprotective and can baby me". Closer to mom than dad. Remembers sharing "woe" with mom when grandmother died. | Very critical of the "hot ladies" in sophomore year. "I was stuck between going out with a girl that was below my league physically or going out with a girl that was not mentally appealing." Now has found the perfect combination. |
| 5 New York\Vincent | Happiest when his girlfriend accepted | Had a pretty easy life at parents' house. | Happiest day of his life was when |

- By default, the selected documents appear as rows in the table and the selected codes appear as columns. Variable data for the documents can also be shown.
- The cells in the main part of the table display the summaries created in the previous step (see George's comments about his parents, as highlighted above).
- The first column shows the document name and selected variable data for each document.
- Note that you can rearrange the columns by dragging the column header (code name) across the header bar.
- By reading the cells along a row, you can think about a single document (which may also be a case).
- By reading the cells down a column, you can think about a single theme or category.
- You can transpose the rows and columns with the 4th icon.
- You can still edit the contents of any summary cell in the table and this will be reflected in the Summary Grid if you go back to it.



- To create a new table, use the 2nd icon on the Summary Table toolbar. This opens a dialog with 2 tabbed pages (both are shown below).



- Select the documents with activation before starting the function, and then use the radio button near the top of the first dialog page.
- Select the codes with ticks in the first dialog page.
- Select document variable information to be displayed with the second dialog page. Note that using a separate column for a variable has an impact on the remaining screen space available for the summary data.
- Be careful not to select too many documents and codes or your tables will get very large and cumbersome to read.
- When the table is displayed you can edit its name directly in the left-hand panel of the Summary Tables dialog window so that it can be called up easily in the future.