# Spotlight Session – Paraphrase or Summarise your data with MAXQDA

# Paraphrasing:

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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.



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## 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 4<sup>th</sup> 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 3<sup>rd</sup> 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 × X Quit 🤕 루 S 🕞 T Y 🔎 0 💿 🖻 🤉 9 paraphrases from 2 documents 5 (2) 🗶 🌖 🕒 녆 Paraphrases Codes 💿 New code (Alt+N) 🜀 Code Sys... Wants to become a TV producer Ambitions Ambitions 2 Kim From Korea and intends to return there to start career Migration Happiness 1 Concey Loved TV, but always studied the way it was made. Took 2 Kim classes and internships. • 💽 Health i... Migration Wanted to live for work, work for a network, maybe start one, Kim so came to get a degree. Ambitions in sports marketing. Internship with prof baseball Ambitions team. Combine sports management with business minor Jack degree. Happiness Loves sports, wants to be happy more than making lots of Jack money, so a career in sport would be good. Money Generally has good health, but had a problem in high school. 💽 Health issues Jack Leads an active life, plays basketball often. Jack Parents are OK but some conflicts over drinking now he is 21. Jack Sister not happy that he dumped her friend Jennifer.

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- You can display just the paraphrases attached to a single code by clicking on the 2<sup>nd</sup> 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.

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# Summarize your Coded Segments:

In contrast to the previous work, the Summary tools are designed to be used <u>after</u> 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.

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George - Parents						Coded segments	Summary	Ę	€ €
Code System ▼ C People C Parents C Partner C Siblings C Friends C Friends	ha			Geor	Vincent	In 1997 my grandmother died. She was so loving and sweet. She loved my brother and 1 and always asked for us. She pretty much raised us when were kids. I woke up to the sound of my mom crying she hung up the phone and informed my of the bad news, I couldn't help but join her in her woe. 40 - 40 (0) My home life situation is rather normal. I am on good terms with my mom and dad. My mom is a loving and caring person that always shows her affection but can be over protective and can baby me. My dad does not show his affection much and goes out to work a lot. I am closer to my mom. My brother is a cool kid. He's not wild or anything he's pretty much lame and funny like I am. I get along with him well most of the time. My family doesn't est together much. Often my brother and I have to go ut to eat. I am pretty satisfied, I do a saking for the impossible if I wanted a perfect family but I think that the fams pretty good as it is. 20 - 20 (0)	On good terms with mom and o loving, caring and shows her aff "can be overprotective and can Closer to mom than dad. Remen "woe" with mom when grandmo	ection but baby me". nbers shar	ring

- 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.

Summary Tables					-	-		×
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Summary Tables	Em	notions, parents & partner						
Day-to-Day Issues		Documents and varia	Emotions	Parents	Partner			
Emotions & interests Emotions, parents & partn People codes	2	New York'Jon Gender: Male Age: 19 or less	Enjoys home life, unhappy away at college before. Getting promoted access to a club makes him happy, Girlfriend's confession made him sad and angry. Satisfaction = 9, "things are looking pretty good for myself in future".	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 looi make himself and girlfriend, Loves his current girlfriend, wants to spend the rest of h her. Has problems with her she is the most important p life. Welcomed into her fam a resentment over an incide her and a previous boyfrier	I happ think is life "often erson ily. Bu	ier. s he with " but in his ut holds	
	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 th turned out badly. Looking fo "not one for one night stanc have a happy memory of a g relationship in 1997.	r long Is". Do	term.	
	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 ladi sophomore year." I was stu going out with a girl that we league physically or going that was not mentally appe has found the perfect comb	ck bet as bel out wi aling.	ween ow my th a girl "Now	
<	5	New York\Vincent	Happiest when his girlfriend accepted	Had a pretty easy life at parents' house.	Happiest day of his life was			

- 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 4<sup>th</sup> 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 2<sup>nd</sup> icon on the Summary Table toolbar. This opens a dialog with 2 tabbed pages (both are shown below).

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Create new summary table			×	Create new summary table	— D
Choose documents and codes Choose variab	les			oose documents and codes	Choose variables
Documents				All variables	Variables for first colum
Only for activated documents	nts			Document group	Gender
Codes				Document name	Age
🗌 🚭 Health			^	Creation date	
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Recreation				Number of memos	
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🗌 🔄 Overall				Life Satisfaction Index	44
🗸 🗌 💽 People				Emotions	
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🗌 🖙 Friends				Partner	Variables in own colum
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C Watch sports					
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- 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.

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