

The work is done!

Creating exports & reports with MAXQDA

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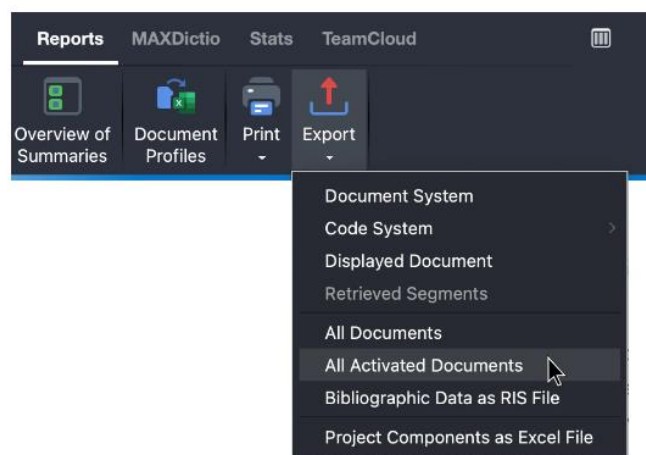
Overview:

We can differentiate three types of use cases for MAXQDA's reports and exports.

1. Exporting single MAXQDA elements for printing, exchange or continued work
2. Creating well-structured reports for your final paper or thesis
3. Converting the entire MAXQDA project file for archiving data or continued work with other programs

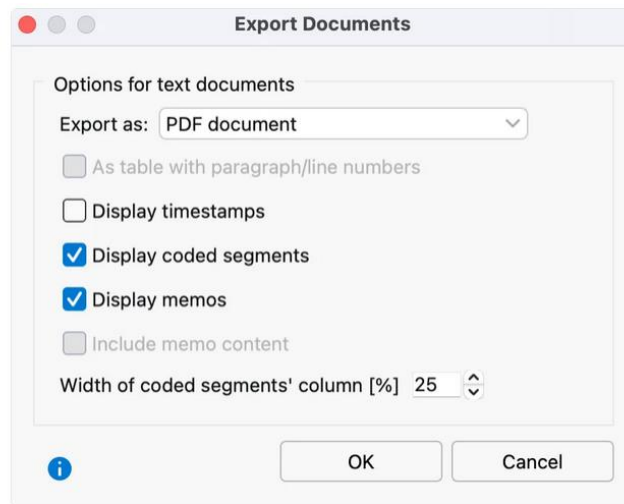
1. Exporting MAXQDA elements

We can export various kinds of data from MAXQDA including documents, Codes, Coded Segments, Summaries and more.



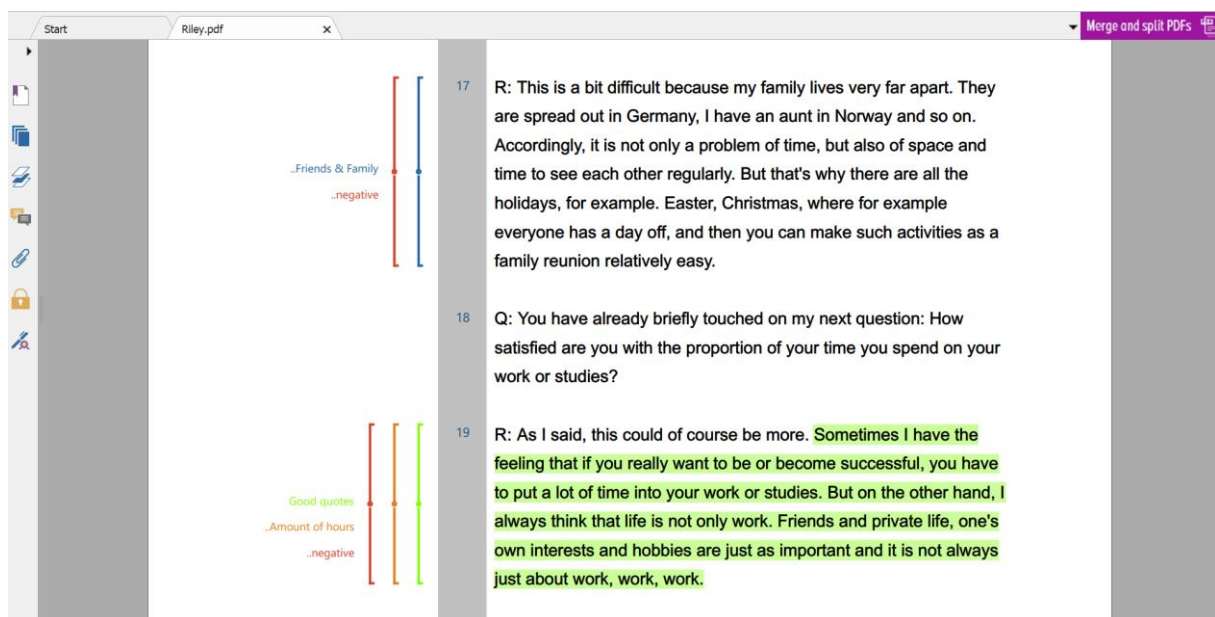
Export options in the „Reports“ menu

Most importantly, we can import coded documents and visualize their coded segments. To export individual documents, right-click them in the "Document System" and select **Export Document** from the context menu.



Transcript export options

This will result in a PDF Document with coding stripes visualized on the left:



You can read more about this feature in the online manual:

<https://www.maxqda.com/help-mx24/report-and-export/export-documents>

2. Creating Reports

We can use the “Reports > **Codebook**” feature to automatically generate a Codebook that lists all selected codes and their associated code memos

1 Good quotes

Good quotes to cite in the paper!

2 Work-life balance

Code definition
This code contains sub-codes related to what the respondents are spending their time on.

2.1 Typical workday

Code Definition
Interviewee's description of a typical workday. Answers the question: "How would you describe a typical workday in your life?"

Example
"So a typical working day looks like this: I get up at about 5:30 am, I get ready, take a shower, get dressed, prepare breakfast together with my wife. Then we also prepare sandwiches for our daughter, who is already going to school.(...) (Interviews\Selim: 3 - 3)

Coding comment
Only contains the description of a typical workday, not wishes or suggestions.

Example from a Codebook Export

You can read more about this feature here: <https://www.maxqda.com/help-mx24/report-and-export/creating-a-codebook-with-category-definitions>

We can use the “Reports > **Smart Publisher**” feature to export coded segments in a well-formatted Word document.

MAXQDA Smart Publisher Report Example

2. Education

Education

Created: Max, 03.11.23 14:19 Modified: Max, 03.11.23 14:31

Code summary

1.

"I am considering studying economics at the university next year."

Code: • Education Weight score: 50
Interviews > Berlin > Mateo, 23 - 23
Created: 07.09.23 13:43 by Max, Modified: 11.10.23 11:43 by Max
Area: 64 1,16% Duration: 0:05:20.2 - 0:05:27.7 [0:00:07.5]
Favorite variables: Civil Status: In partnership/married # of children: 0 Highest level of education: Bachelor degree Employment: Self-Employed Age: 25 Location: Berlin

2.

"I wouldn't plan. I'm somehow used to working and studying at the same time, but I would definitely yeah, I would definitely consider reorganizing my priorities."

Code: • Education Weight score: 50
Interviews > Berlin > Mateo, 27 - 27
Created: 08.09.23 15:57 by Max, Modified: 25.10.23 11:29 by Max
Area: 160 2,91% Duration: 0:05:52.4 - 0:06:06.5 [0:00:14.1]
Other codes assigned to segment:
Work situation > Amount of hours (Weight: 50)
Satisfaction > positive (Weight: 50)
Favorite variables: Civil Status: In partnership/married # of children: 0 Highest level of education: Bachelor degree Employment: Self-Employed Age: 25 Location: Berlin

Example from a Smart Publisher export

You can read more about this feature here: <https://www.maxqda.com/help-mx24/report-and-export/smart-publisher>

Finally, we can use “Analysis > QTT: Questions – Themes – Theories” to gather our findings and export them in a well-structured report. It allows us to keep our interpretations about visual tools or tables always close to the data.

Subject **Work-life Balance and Cognitive Well-being**

Research Question(s) How does the separation between work and free time contribute to cognitive well-being?

Related Codes & Themes | Important Segments | Summary Tables | Related Memos | Visuals & Statistics | Concept Maps | Integration of Insights

Related Codes & Themes

Add Codes by drag & drop or by clicking "Add Elements".

<p>Good quotes</p> <p>Coded Segments</p>	<p>Well-being assessment</p> <p>Coded Segments</p>
<p>Work-life balance</p> <p>Coded Segments</p>	<p>Work Situation</p> <p>Coded Segments</p>
<p>Satisfaction</p> <p>Coded Segments</p>	<p>Wishes for the Future</p> <p>Coded Segments</p>

Insights

Academy E 11 B I U S A v A v

The code "Well-being assessment" contains segments regarding the self-assessed wellbeing of the interviewees. The code "Work-life balance" includes seven undercodes corresponding to different fields of life. These contain statements regarding what and how the respondents spend they time and how a typical workday looks like for them.

"Work situation" refers to different aspects of work life, regarding the career plans of respondents, their options for working from home and their salary. The interviews concentrated on the question of flexibility, how far the interviewees are able to flexibly adjust their schedule and to what extent that makes them more satisfied with their work-life balance. The code "Satisfaction" contains two sub-codes: "positive" and "negative" that were

Example from the QTT worksheet

You can read more about it here: <https://www.maxqda.com/help-mx24/questions-themes-theories/the-idea-behind-questions-themes-theories>

3. Converting the project file

For exporting the entire project file, we have the following options:

1. We can export the entire project components as an Excel file under “Reports > Export > Project Components as Excel file”

2. We can store our data in an open format to archive it under “Home > Archive Data”
3. We can export our format by saving the project file as a QDPX file. It can be opened with many other QDA software programs.

Advice on making the most out of your reports:

- Consider the length of your coded segments during coding
- Use segment comments to your advantage
- Keep all your notes organized as Memos inside MAXQDA

Contact to your Trainer

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