

## **Instructions for using the *Word* Template to create a Code Document (Code Document Template.doc)**

The file, “Code Document Template.Doc”, is a fully functioning *Word* file that you will need to modify to suit the needs of your research project.

1. Download the file, Code Document Template.Doc, from [www.qrtips.com/chapter6](http://www.qrtips.com/chapter6) and save it in a location that you can remember.
2. Open *Word*, and then open the downloaded file. *From the menu select File►Open, and then navigate to the directory where you saved the file. See pages 38 - 41 to review directory structures if you have problems finding the downloaded file. The interface of My Documents is similar to the interface used to open files.*
3. It is quite likely that your screen resolution will be different than the screen resolution used on the computer that created the template. Change font sizes and column widths (See page 207) to suit your screen resolution.
4. Save the code document using a new name that is appropriate for your project. *File►Save As...*
5. Chapter 6, starting on page 86, is essential to the understanding of code documents. It is recommended that this chapter be read before proceeding.
6. There are three primary ways to use the Code Document Template.
  - a. (Recommended) Delete the entire three column table that starts on page 2 of the template, and then rebuild the table from your raw transcript or text data, e.g. field notes.
    - i. In place of the sample table you deleted, paste in an entire transcript/text data segment, even if it is very large. Follow the directions for “Converting the transcript to a code document” that start at the bottom of page 87.
    - ii. Follow the directions for formatting the code document, as is described starting on page 89.
    - iii. By using the template you preserve the pre-formatted Table of Contents and Table of Codes. Directions relating to the Table of Contents and Table of Codes start on page 97.
  - b. The 2<sup>nd</sup> way to use the Code Document Template is to keep the table that starts on page 2 of the Code Document Template, and fill in the rows with data from your raw transcript/text data. This is a more tedious option, especially if you have a large amount of data.
    - i. To delete the sample data, select all of the data in the two columns on the right hand side of the table. To do this, highlight the two right columns in any row, and then from the menu select **Table►Select►Column**. After the two columns are selected, press Delete.