

Instructions for using the Access Template for Level 2, 3, and 4 Coding (QR_Database.mdb)

1. The file, “QR_Database.mdb”, is a fully functioning *Access* file. The template may be used as-is, or you may modify it to suit the needs of your research project.
2. Chapter 7, starting on page 111, is essential to the understanding of the *Access* template. It is recommended that this chapter be read before proceeding.
3. Download the file, QR_Database.mdb, from www.qrtips.com/chapter7 and save it in a location that you can remember.
4. Save the *Access* template (.mdb file) using a new name that is appropriate for your project. *Access uses File ► Save As... to create duplicates of specific database objects such as Forms, Tables, and Queries. Therefore, a different procedure must be used to duplicate the entire Access project (.mdb file) and assign it a new name.* Use “My Documents” to copy the QR_Database.mdb file and paste it into the directory of your choice with a new file name (See pages 41-44 for copy and paste instructions).
5. Open *Access*, and then open the .mdb file from the directory you selected.
6. You are likely to get security warning messages when you open the *Access* template (and all other *Access* files you might attempt to open). The template was created on a stand-alone security-protected computer and the file has been scanned by multiple security systems. The file is considered safe to open. If you want to be absolutely sure, scan the file with your security software before you open it the first time.
7. The template is programmed to open to the Qualitative Research Control Panel form. The “database window” is hidden behind the form. You must minimize the Qualitative Research Control Panel form if you want to use other database objects such as tables and queries.
8. Instructions for doing Level 2 coding using the Qualitative Research Control Panel start on page 121.
9. After opening QR_Database.mdb, scroll through the sample records to get an idea of the functionality of the Qualitative Research Control Panel. See page 127 for instructions on the use of the record navigation toolbar.
 - a. Records 1, 2, 9, and 10 contain important instructional material in the large white field called Raw Data Field.
 - b. Explore the drop down lists under the Level 1, 2, 3, and 4 fields. Instructions for the use of these “combo boxes” are on pages 125-26. *The sample records are too abridged to provide a guide to higher level coding concepts. The Level 2, 3, and 4 codes shown only make sense in the context of the entire study.*
 - c. When you explore the drop down lists notice the one-to-many relationship between the different levels of codes. Compare the number of Level 1 codes to the number of Level 4-Theoretical Concepts. (See the bottom of