

# HOW TO

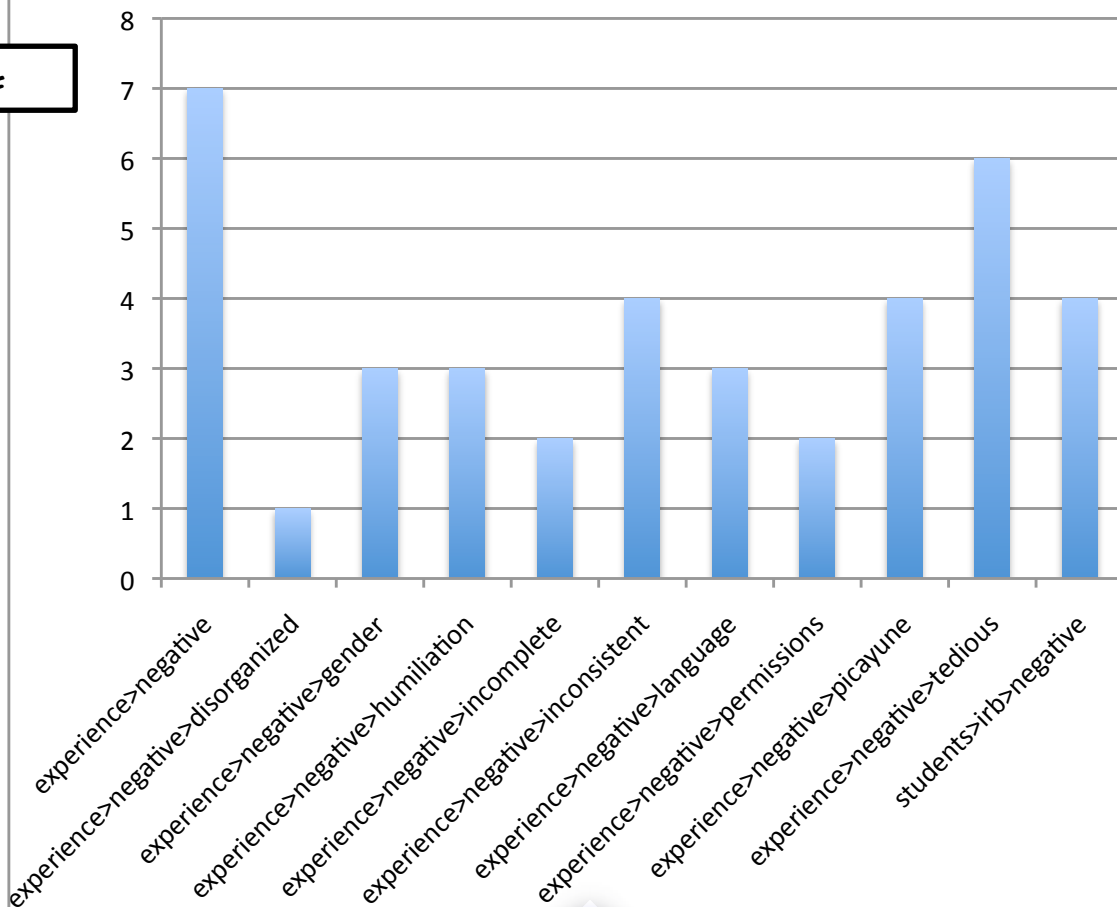
# MAKE A CODE FREQUENCY TABLE (USING TAMS AND EXCEL™)

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LIKE THIS:



1.

Info Files Search Define codes Tags & Sets

Name:  Add/Update

Hot code set:

Select:

Exact  Regex

Code sets

- border procedures
- ethics entree
- extra1
- key code set
- neg
- neg3
- neg4

Code list:

- change
- compliance
- date
- details>quantity
- ethics
- ethics>access
- ethics>authority
- ethics>coercion
- ethics>computers
- ethics>deception
- ethics>discomfort
- ethics>disjoint
- ethics>national
- ethics>perception>counselling
- ethics>physical
- ethics>pressure
- ethics>profit
- ethics>quality
- ethics>race
- ethics>respect>time
- ethics>ventriloquate

Buttons: Add >, Add all >>, < Remove, << Remove all

Code sets table:

border procedures	
ethics entree	
extra1	
key code set	
neg	
neg3	
neg4	
positive	
11	

Selected codes

2.

THIS IS THE WORKBENCH

START BY MAKING A CODE SET OF THE CODES YOU WANT A FREQUENCY TABLE OF...

ADD THE CODES TO THE BOTTOM RIGHT PANE WITH THE ADD BUTTON, THEN FILL IN A NAME AT THE TOP AND CLICK ADD/UPDATE

3.

Named search:

Search:

Coder IDs:

Raw  Empty

Simple

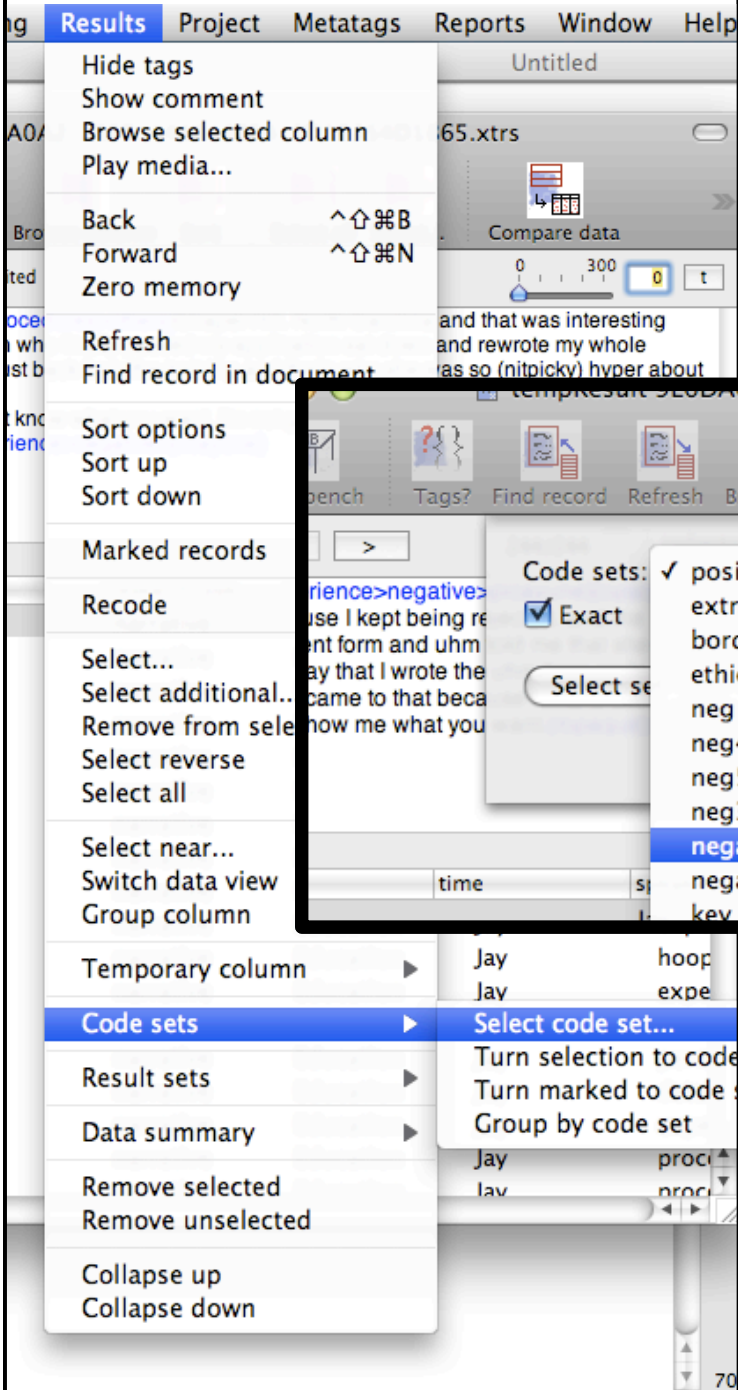
THEN DO A SIMPLE, UNLIMITED SEARCH (I.E., NOTHING IN THE SEARCH BOX)

HERE IS WHERE YOU INDICATE IT'S SIMPLE

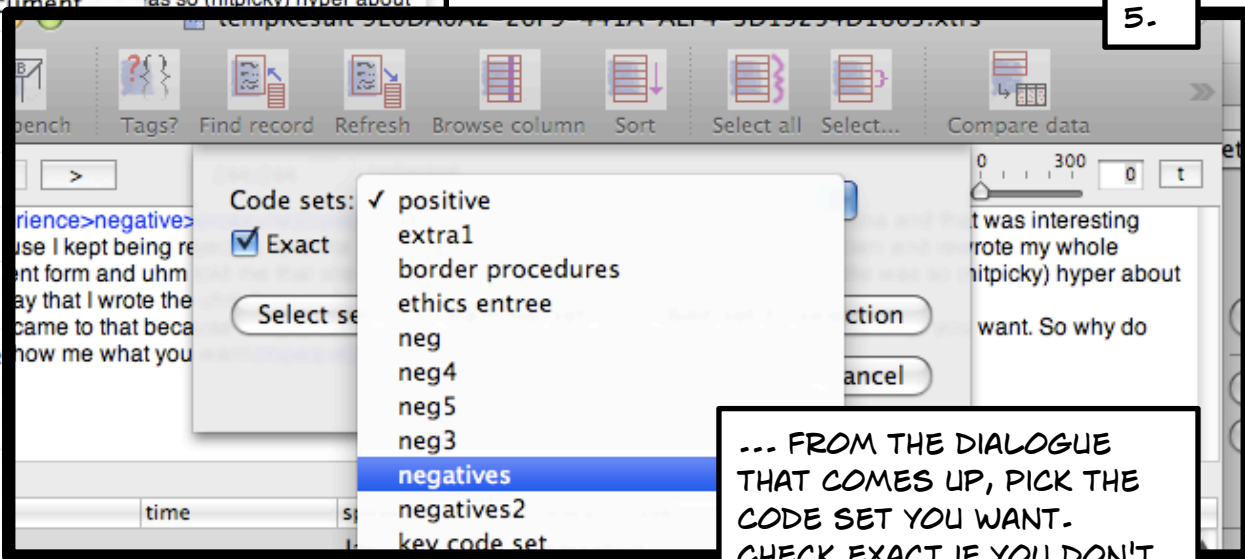
4.

THE RESULTS WINDOW HAS ALL OF YOUR CODES, SO NOW WE HAVE TO PICK JUST THE CODE SET YOU'RE INTERESTED IN...

PICK RESULTS->CODE SETS->SELECT CODE SET...

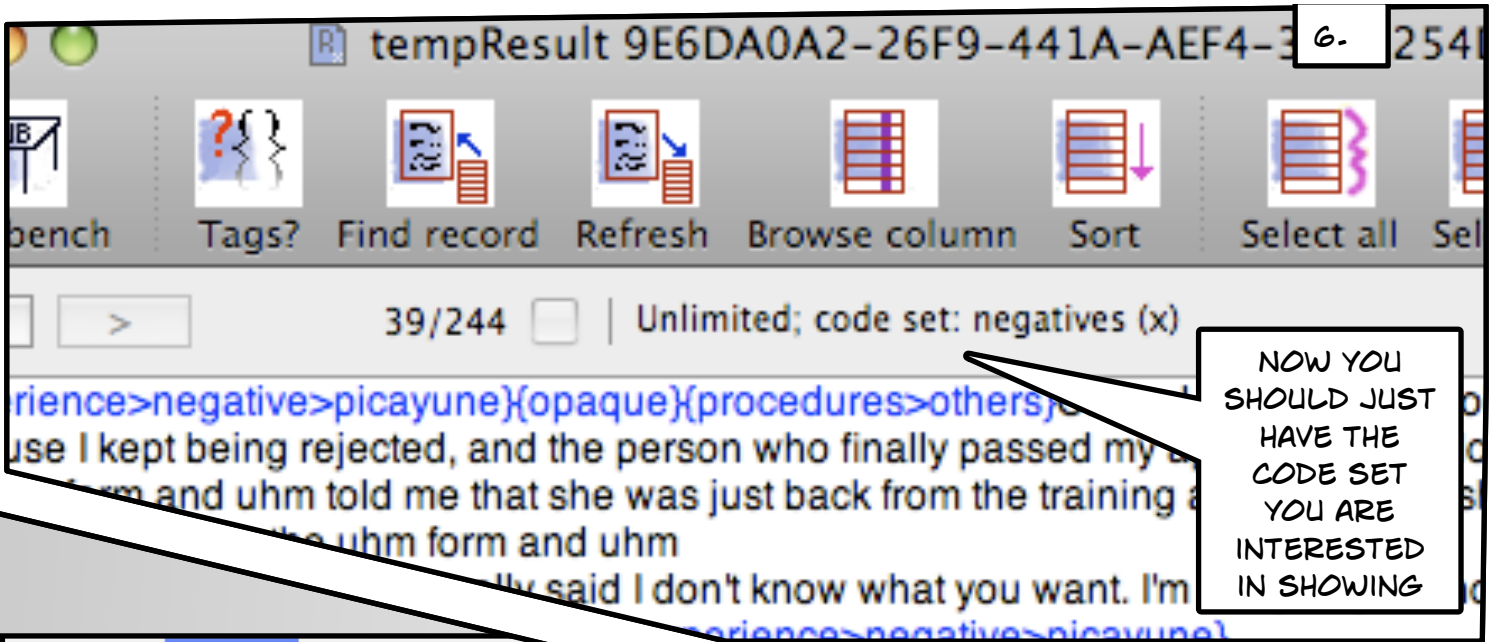


5.

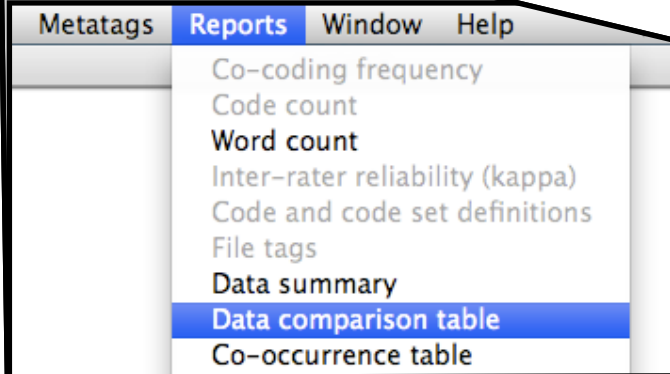


... FROM THE DIALOGUE THAT COMES UP, PICK THE CODE SET YOU WANT. CHECK EXACT IF YOU DON'T WANT SUBCODES OF THE CODES IN YOUR SET INCLUDED. THEN CLICK THE SELECT SET BUTTON.

3



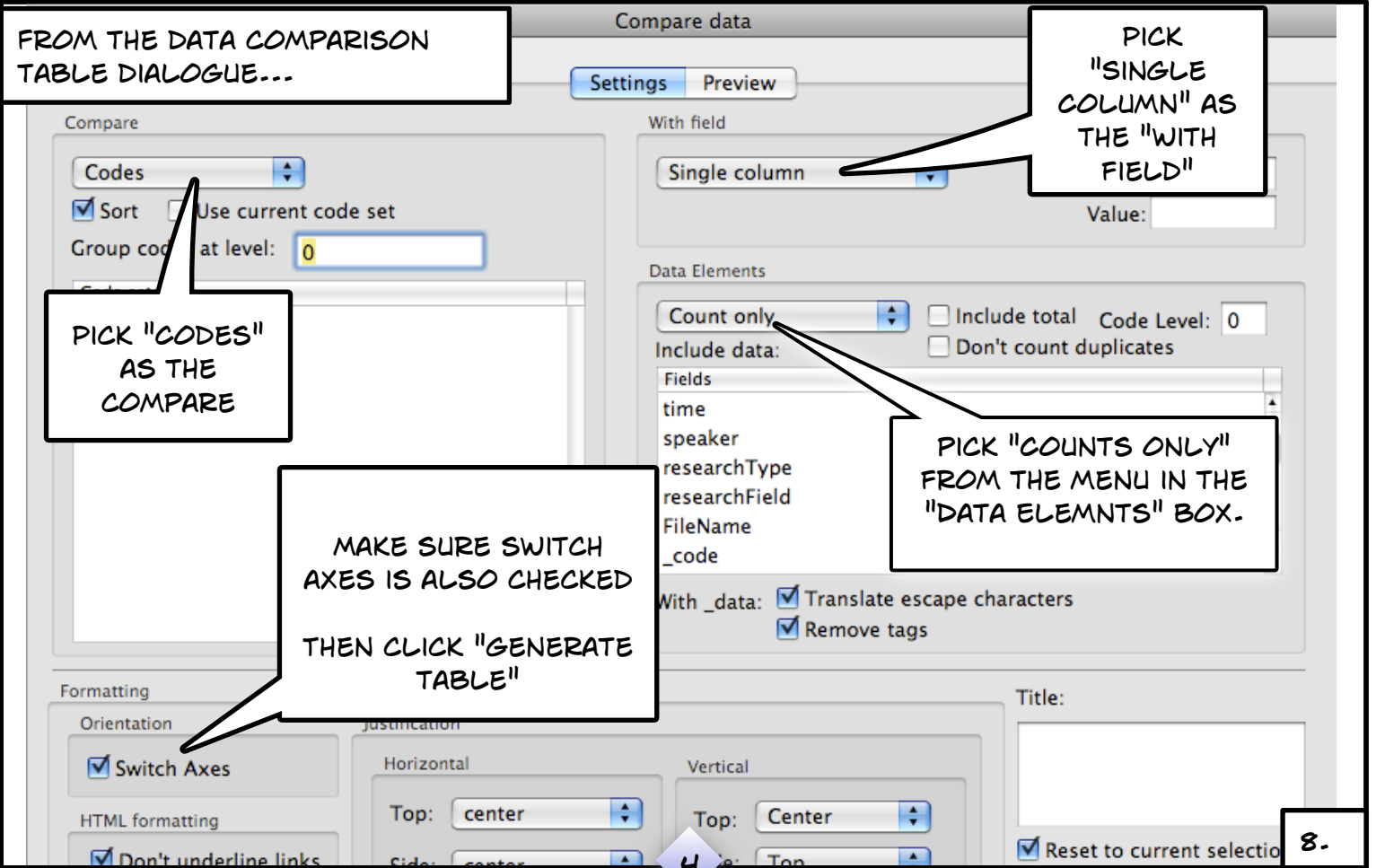
NOW YOU SHOULD JUST HAVE THE CODE SET YOU ARE INTERESTED IN SHOWING



PICK REPORTS->DATA COMPARISON TABLE

7.

FROM THE DATA COMPARISON TABLE DIALOGUE...



PICK "CODES" AS THE COMPARE

PICK "SINGLE COLUMN" AS THE "WITH FIELD"

PICK "COUNTS ONLY" FROM THE MENU IN THE "DATA ELEMNTS" BOX.

MAKE SURE SWITCH AXES IS ALSO CHECKED THEN CLICK "GENERATE TABLE"

4

8.

IF ALL HAS GONE WELL, YOU WILL HAVE A TABLE OF THE CODES AND THEIR FREQUENCY.

SELECT THE TABLE WITH YOUR MOUSE.

AS SHOWN HERE, I JUST SELECT THE CODES THEMSELVES NOT THE TABLE HEADERS.

COPY THIS TO THE CLIPBOARD.

NOW SWITCH TO EXCEL

9.

### "Codes" compared against "All"

Codes	All
experience>negative	7
experience>negative>disorganized	1
experience>negative>gender	3
experience>negative>humiliation	3
experience>negative>incomplete	2
experience>negative>inconsistent	4
experience>negative>language	3
experience>negative>permissions	2
experience>negative>picayune	4
experience>negative>tedious	6
students>irb>negative	4

JUST CLICK THE TOP LEFT CELL OF YOUR EXCEL™ TABLE AND PICK PASTE

THAT SHOULD FILL YOUR DATA INTO THE TABLE

10.

experience>negative	7
experience>negative>disorganized	1
experience>negative>gender	3
experience>negative>humiliation	3
experience>negative>incomplete	2
experience>negative>inconsistent	4
experience>negative>language	3
experience>negative>permissions	2
experience>negative>picayune	4
experience>negative>tedious	6
students>irb>negative	4

11.



YOUR DATA'S ALREADY SELECTED; JUST PICK THE APPROPRIATE CHART AND VOILA! A FREQUENCY GRAPH OF YOUR CODES!

THIS IS THE ICON OF A CHART THAT PLOTS A "COUNT" IN EXCEL™

