When importing formatted documents like Word, HTML or PDF files, images stored in the document may significantly increase the resulting document size and slow down the browsing and text-processing speed of QDA Miner and WordStat. For this reason, the **Remove Images** option has been set by default, resulting in smaller documents. To keep the images in the imported documents, simply disable this option.

If the text formatting of the existing documents such as the font styles and colors or the paragraph formatting are not relevant, one can further reduce the size of the imported documents by selecting the **Remove Text Formatting** option. Enabling this option will convert all documents into plain-text documents without any formatting or images.

#### Some notes about Importing PDF files

The PDF file format is designed to display text in the same way on various platforms. Different strategies have been considered in QDA Miner to support PDF files. They could simply be imported as is and stored in the QDA Miner project, allowing one to view the documents exactly as they appear in Acrobat. One could then code the PDF documents directly. Such an approach has, however, several inconveniences. First, the document might not be edited, preventing one from removing unnecessary information, such as headers and footers, appearing on each page or unrelated information like advertising. Also, PDF files are often created by outputting each page and each line of text separately, often resulting in the loss of the original document structure. Carriage returns will often be inserted at the end of each line, paragraphs spread over two pages remain physically split up, as do hyphenated words. In multi-column documents, lines from different columns may even be mixed up. All these minor imperfections would prevent one from retrieving full sentences and paragraphs in QDA Miner and may reduce recall results when searching for specific words or phrases separated by hyphens, carriage returns or page limitations. Such flaws would also undermine the performance of numerous features of WordStat relying on phrase identification, word co-occurrence analysis or proximity rules.

For all these reasons, we chose to import PDF documents by converting them into editable documents, storing them in rich-text format, just like any other document file type supported by QDA Miner. The conversion engine has been carefully designed to remove hyphens and unnecessary carriage returns, adjust the text flow in multi-column documents, and import tables and images correctly. While headers and footers will still be imported, which will break the flow of text across pages, one may now easily identify those and remove them from the text since the imported document will be fully editable.

Despite all those advanced importation features, some PDF documents may still not be imported properly. Several factors may explain such difficulties. Some PDF files consist of only scanned images of the original document and contain no text at all. These can be easily recognized by the fact that it is not possible to select any text segment or that text searches never return any hits. Other documents may have quite complex layout designs, making their proper importation quite difficult. For those documents, we recommend pre-processing them with full-fledged OCR (Optical Character Recognition) software like Abbyy's FineReader or Nuance's OmniPage or by some PDF to Word conversion utility tools like PDF Transformer by Abbyy. Although the latest version of Acrobat Professional does include some OCR features, its performance was deemed not good enough to preserve the document structure.

We also recommend removing images or scaling down the graphic resolution of images to the lowest setting because images will significantly increase the resulting document size and will slow down the browsing and text-processing speed of QDA Miner and WordStat.

**Atlas.ti hermeneutic unit**

To import an Atlas.ti project, follow these instructions:

1. In Atlas-ti, open the project you want to import into QDA Miner.

2. Run the **XML | EXPORT HU to XML** command from the **TOOLS** menu.

3. When asked when you want to include documents and quotations, click **YES**.

4. Select **FILE** as the output destination and click **OK**. A Save File dialog box will appear.

5. Change the name of the XML file so that it has the same same name as the project file but with an XML file extension (you may need to remove the "hu\_" prefix). Save this file in the same folder as the original .HPR5 or .HPR6 file.

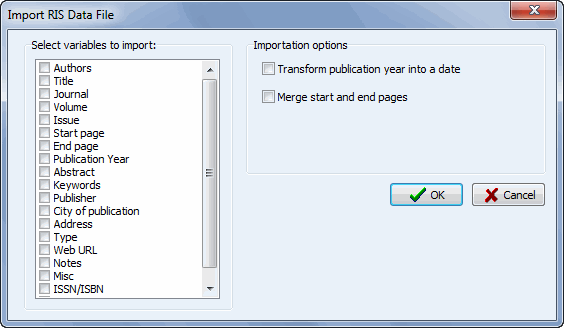
6. Close Atlas-ti.

7. Open QDA Miner, run the QDA Miner importation routine and select either the .HPR5 or .HPR6 file or the newly created .XML file.

**Reference Information System (RIS) data files**

QDA Miner can import data created by reference management software (like EndNote, Reference Manager, ProCite, Zotero), as well as many digital libraries (such as IEEE Xplore, ScienceDirect, SpringerLink). To import data, you need to export from those programs or services the references into an RIS data file. RIS files are plain-text files and have by default a TXT file extension. To import such a file, set the file type list box to Reference Information Management (RIS) and then select the file you wish to import. Another approach is to change the file extension to RIS, and QDA Miner will automatically recognize this file extension and import the references in this file without the need to specify the proper file type.

Once a file has been selected for importation, QDA Miner will display a dialog box similar to this one:



The following importation options are available:

**Select variables to import** - This list box allows you to put check marks beside variables that you want to import. All unchecked items will be ignored.

**Transform publication year into a date** - The publication dates in RIS files can consist of a full date, with days and months, or only the year, or sometimes the publication month and year. By default, QDA Miner will import just the publication year and store it in an integer variable. Choosing this option will store all dates into a DATE variable. If only the year is specified, QDA Miner will set the day and month to January 1. If the publication date consists of a month and a year only, then QDA Miner will set the day to the first day of the month.

**Merge start and end pages -** By default, start-page and end-page numbers are stored in separate variables. Selecting this option will join both numbers with a hyphen character and store those in a single string variable.

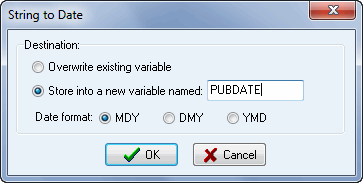
Document -> String

String -> Date

Date -> String

**Transforming Strings Into Dates**

QDA Miner can extract date information from a string and store the date into a new variable. It can recognize in a string various date formats such as 01/05/2011, January 5th, 2011, 5 JAN 2011, or 2011-01-05 and will ignore surrounding text. When this transformation is performed, a dialog box similar to the one shown below will appear:



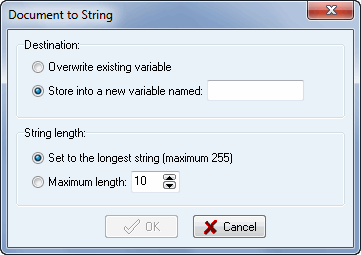
 To change the selected string variable into a date, choose **Overwrite existing variable**. To store the date values that are extracted from the selected variable into a new date variable, choose **Store into a new variable named** and type the name of the new variable in the edit box and then click the **OK** button. If the new variable name already exists, you will be prompted to confirm the overwriting of this variable.

 The **Date Format** option allows you to choose the specific sequence that is used for displaying dates. QDA Miner will recognize only one date sequence format at a time, either month/day/ year (MDY), day/month/year (DMY) or year/month/day (YMD). Select the sequence used in the most common date format. If no date with a specific format is found for a case, the date variable will remain empty.

**Transforming Documents Into Strings**

QDA Miner can transform a document variable into a string with a maximum length of 256 characters. Several situations may justify such a transformation. While documents can be coded, one cannot filter cases based on the content of document variables. Also, case descriptors cannot include text stored in documents, while string variables may be used as part of the case descriptors. When importing several data files, long strings may be imported as document variables even if there was no intention of coding them.

When this transformation is requested, a dialog box similar to the one shown below will appear:

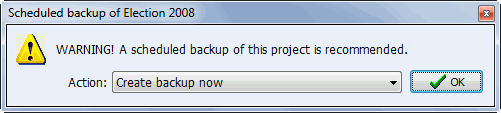


 To change the selected document variable into a string type, choose **Overwrite existing variable**. To store the date values that are extracted from the selected variable into a new date variable, choose **Store into a new variable named** and type the name of the new variable in the edit box. If the new variable name already exists, you will be prompted to confirm the overwriting of this variable.

 One can let QDA Miner set the size of the new string variable automatically by selecting the **Set to the longest string** option. QDA Miner will go through all cases and set the size to the longest string encountered. If a document is longer than 255 characters, the variable size will be set to 255 and the document will be truncated to this length. One can also set the size to a fixed length by setting the **Maximum length** option to the desired length. All documents longer than the set length will be truncated to this length.

**Scheduled Backups**

Even though creating backups can be easy in QDA Miner, sometimes one will fail to perform those backups, forget about them or simply lose track of when a backup on a specific project has last been done. For this reason, we implemented in QDA Miner an automatic backup feature for project files. This backup is set by default to occur one month after the last time a backup was performed, and will be prompted only if some changes have been made to the project. One can set a different time cycle for scheduled backups or disable this feature by accessing the Project Properties dialog box. When QDA Miner detects that a scheduled backup is due to run, a dialog box like the one below will appear:



This dialog box offers a choice among four types of actions:

 Selecting **Create backup now** will institute the backup creation procedure described previously and will require a backup name and location.

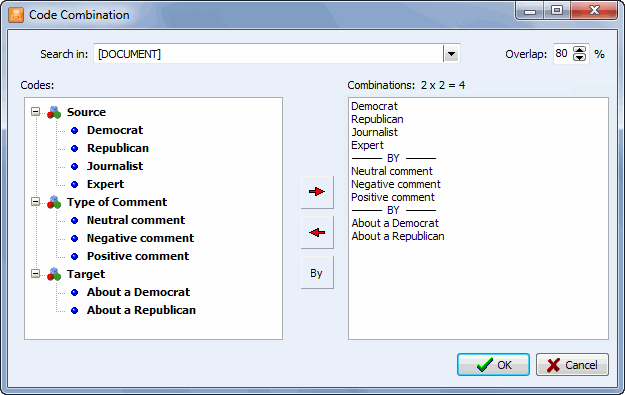
 The **Skip backup** option can be used to ignore the warning and delay the backup until the next time the project is accessed.

 Selecting **Postpone the backup (another cycle)** will also ignore the warning but it will reset the time counter to the current date so that the next request for backup will occur only after the defined time period.

 Finally, **Adjust the scheduled backup** will institute the Project Property dialog box, allowing one to either disable the scheduled backup feature or adjust how often the backup will be prompted.

### Combining Codes

Quite often, a codebook will be multidimensional with several aspects of a phenomenon being coded independently. For example, if you are analyzing communication processes, you may code the source of a comment (the speaker), its target or the specific topic discussed as well as the tone of the message (positive, negative or neutral). In such situations, the main interest lies not in the appearance of a specific code but in the combination of codes from those different dimensions. QDA Miner offers various tools to analyze code co-occurrences and code sequences or to retrieve codes overlapping or close to each other. The CODES | COMBINE command allows one to join codes from multiple dimensions and create new compound codes that combine all those dimensions. The coding is performed using a dialog box similar to the one below:



The left side of the dialog box first shows all current codes in your codebook. To combine those, you select codes associated with the first dimension and then click the button to move them to the right panel.



You then click the button to separate codes that belong to the second dimension and continue until all codes from all the various dimensions have been added. In the example above, codes from three different dimensions were used. The number of compound codes that will be created will be equal to the product of the number of codes in each dimension. In the above example, we combine four source codes by three tones by two target codes to produce a total of 24 new compound codes (4 x 3 x 2). Those new codes will be created and stored in a separate category and will be named by linking the name of their component codes.



In order to be combined in such a way, codes should overlap. The amount of overlap that is used as the criteria for deciding whether they co-occur can be adjusted by setting the **Overlap** option. The **Search In** option can also be used to restrict the combination to specific document variables.

Clicking the **OK** button will add all the compound codes to the codebook and then apply those codes every time every one of their component codes overlap each other.

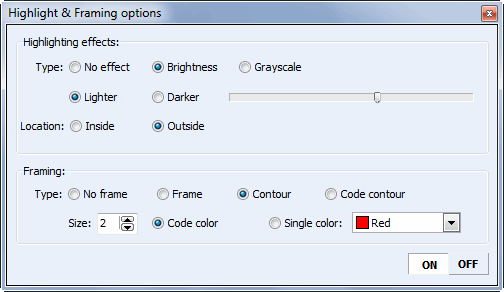
You can choose among six types of comments by clicking one of the color rectangles in the upper-right corner of the dialog box (each color corresponds to a different comment type). The labels associated with those comment types appear in the upper-left corner of this window and may be customized by clicking the button.



**Hiding or highlighting areas in coded images**

Just like the highlighting feature for coded text, it is also possible to dim, mark or highlight specific regions of a coded image associated with specific codes.

To customize the highlighting function, click the Down arrow on the button and select SETTINGS. The following dialog box will appear:



The first group of options at the top allows one to select what highlighting effects to apply, while the second group of options below it let you adjust how coded areas will be framed. The following options are available:

**TYPE** - This set of options allows one to choose whether the selected regions will be made **Lighter** or **Darker** as well as the intensity of this change using the sliding cursor. It also allows you to choose whether only the **Brightness** will be affected or whether the highlighted region should also be transformed into **Grayscale.** Selecting **No effect** will disable those settings. However, such a setting will not affect how coded areas will be framed (see below).

**LOCATION** - This option lets you choose whether the highlighting effect should be applied inside the coded areas or outside it.

The **FRAMING** option box offers various options to control how frames around coded regions will be drawn.

**TYPE** - This option offers four different choices:

|  |  |
| --- | --- |
| **No Frame** | Prevents frames from being displayed around coded regions. |
| **Frame** | Frames will be drawn around each coded region. |
| **Contour** | Frames will be drawn only at the outer edges of all coded areas. If two or more areas are overlapping, lines crossing other coded areas will not be drawn even if their associated codes differ. |
| **Code Contour** | Frames will be drawn at the edges of overlapping areas as long as they are associated with the same code. If two or more of these areas are overlapping, lines crossing those coded areas will not be drawn. |

**SIZE** - This option allows one to change the frame lines width.

**COLOR** - The color option allows one to choose the color for frame lines. If **Code Color** is selected, the color of frames around areas will be set to the color associated with the code. One may also choose a S**ingle Color.** A list box allows one to select any available color.

Hyperlinking

Hyperlinking allows one to attach to a specific text segment or coded segment a link to another part of the project or to some external resources. For example, one may use such a feature to link an example illustrating a fact or an idea to other examples corroborating or contradicting this first example, or to recreate a sequence of events over time by connecting successive events. The QDA Miner hyperlink feature may also be used to associate a coded segment to a specific geographic location or a specific time, allowing one to locate an event both in space and time.

Six types of hyperlinks are available in QDA Miner, allowing one to associate a piece of information with:

1) a web page;

2) a file on your computer system or available on your network;

3) a geographic location (with optional time information);

4) a time tag or time range;

5) another case;

6) a text or a coded segment.

The following actions are available for hyperlinks:

Adding an hyperlink

Editing a hyperlink

Deleting a hyperlink

Following a hyperlink

Retrieving hyperlinks

**To add a hyperlink to a text segment (document variables only)**

 Select the text to which you want to attach a hyperlink.

 Right-click to display the shortcut menu and select the ADD command from the HYPERLINK menu item.

NOTE: Because of the way hyperlinks are stored in the document, they cannot include the start or the end of a coded segment. For this reason, when such a text segment is selected, the command to create a hyperlink is disabled. An alternative solution is to attach the hyperlink to a code rather than to the text itself.

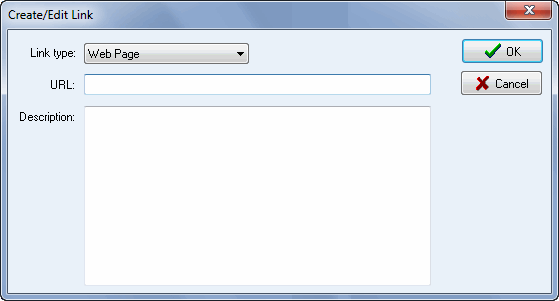
**To add a hyperlink to a coded segment (document and image variables)**

 Select the coded segment to which you want to attach a link by clicking its code mark.

 Click a second time to display the shortcut menu.

 Select the ADD command from the HYPERLINK menu item.

A dialog box like this one will appear:



The **Link Type** list box allows you to specify which type of link to create. While the available options in this dialog box may differ depending on the selected link type, all link types share a common option that allows one to enter a **Description**. This edit box can retain the reasons why such a link was created, specify the nature of the relationship between the source and the target items, or add any comment. One may also type in some keywords that may later be searched for using the Link Retrievalfeature.

The following section describes the specific options and data requirements associated with the different types of links. Geographic links will be discussed in a separate section.

**Web Page**

**URL -** This option lets you specify the URL of the web page you would like to associate with the selected item. In order to be recognized as a web link, the http:// or https:// prefixes should be included. The most convenient way to write a web URL is by opening the desired web page, copying the address from the URL box that appears at the top of the browser, and pasting it into the URL edit box.

**External File**

**File -** This option lets you type in a file name you would like to have associated with the selected item. This file may be a document, an image, a video or any other type of file, including executable applications. Clicking the button allows you to browse through your computer to locate the desired file. Once the file is selected, its full path appears in the edit box. The **OK** button used to confirm the creation of the hyperlink will only be enabled if the typed file name points to an existing file.



**Geographic Location**

See Geo-Tagging Documents and Images

**Time Stamp or Range**

This type of link may be used to attach a specific time tag or time interval to the selected text or coded segment, allowing one to later perform coding retrieval based on dates or create timelines representing a sequence of events over time. The **Label** option may be used to store a single-line description of this event. The **Date** option is used to specify the basic date and time information. To specify a time range rather than a single time point, check the **To** box and then set the ending date and time..

An **Icon** may also be associated with a time stamp or time range. This icon may later be displayed in timelines created by QDA Miner (see Creating and Editing Timelines). You can change the icon of a specific time link by clicking the **Icon** button to the right of the dialog box and by choosing a new icon from a palette. QDA Miner allows one to choose among available Google Earth icons or offers the option to create your own icon (see Attaching an Icon to an Hyperlink).

NOTE: While clicking other types of links causes QDA Miner to move to another location or another application, clicking a time stamp or range link has no effect. Links with dates may, however, be searched based on date intervals (see Link Retrieval) and plotted on a timeline (see Creating and Using Timelines).

**Another Case**

To create a link to another case, you first need to select it by clicking the button. You will be presented with a dialog box showing a list of all cases. Select the case you want to point to and click **OK.** The case description will automatically be stored in the **Case** edit box. This description can be edited to provide additional information.



**Text or Coded Segments**

Creating a link to another text or coded segment is done in a two-step process:

**Step 1. Set the source segment**

 Choose the text or coded segment to which the link should be attached and run the HYPERLINK | ADD command.

 Set the link type to **Text or Coded Segment**.

 Enter a description (optional) and then click **OK**. You will be returned to the main QDA Miner screen.

**Step 2. Set the destination segment**

 Move to the segment where the source segment should point.

 Select it and run the HYPERLINK | SET AS DESTINATION command from the contextual menu.

You will be asked whether you want to create a link back to the source. Selecting **Yes** will attach a second hyperlink to the destination segment that will point to the original segment, allowing you to jump back and forth between the two locations. Selecting **No** will create a single link from the source segment to the destination segment.

**To edit a hyperlink**

 For hyperlinks associated with a coded segment, select its code mark from the right margin of the document (for images, you can also select from the bottom margin). For hyperlinks associated with a text segment, position the editing cursor anywhere within the text.

 Right-click to display the shortcut menu and select the EDIT command from the HYPERLINK menu item. Close the dialog box when finished editing. Note that it is not possible to change the hyperlink type with the EDIT command. To perform such a change, the hyperlink must be deleted and recreated.

**To delete a hyperlink**

 For hyperlinks associated with a coded segment, select its code mark in the right margin of the document. For hyperlinks associated with a text segment, position the editing cursor anywhere within the text.

 Right-click to display the shortcut menu and select the DELETE command from the HYPERLINK menu item.

**To follow a hyperlink**

 Move the mouse cursor over the code mark or the coded segment containing the hyperlink.

 Hold the Control key down and click the link. One may also right-click to display the shortcut menu and select the FOLLOW LINK command from the HYPERLINK menu item.

Geo-tagging of Documents and Images

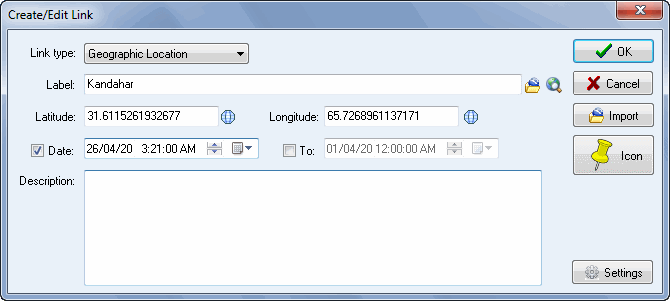
Geographic tagging allows one to associate a specific text or coded segment to a geographic location and, optionally, to a point in time or a time period, allowing one to situate an event both in space and in time. One can enter the coordinates of the geographic location manually in decimal values or in degrees, minutes and seconds, import the coordinates from Google KMZ or KML files or ESRI Shapefiles, or simply copy and paste placemarks from Google Earth.

**To create a geographic tag**

 Select the text or coded segment to which you want to attach such a tag.

 Right-click to display the shortcut menu and select the ADD command from the HYPERLINK menu item.

 Set the Link Type option to **Geographic Location**. A dialog box similar to this one will appear:



The **Label** edit box allows one to add a short description for this geographic tag. Such a label will be used as the placemark name in Google Earth and in other locations to identify these specific coordinates so that you may later retrieve them by name. We recommend entering a concise but unique label. The **Description** edit box could be used to enter a longer description. It may also be used to enter some keywords or key phrases that may later be searched for.

A geographic coordinate can be defined by specifying a **Latitude** and a **Longitude**. There are four ways to specify a geographic coordinate:

1. By entering data manually

You can specify the latitude and longitude manually by either entering the floating-point values associated with the geographic coordinates or by clicking the button and entering the geographic coordinates in degrees, minutes, seconds and cardinal compass point.



2. By importing coordinates from a Google KMZ or KML file

Click the button. An **Open File** dialog box will appear, allowing you to select either a Google KMZ or KML file. If several geographic locations are stored in the selected file, you will be asked to choose which geographic location to import. The placemark label and description (if any) will also be imported.

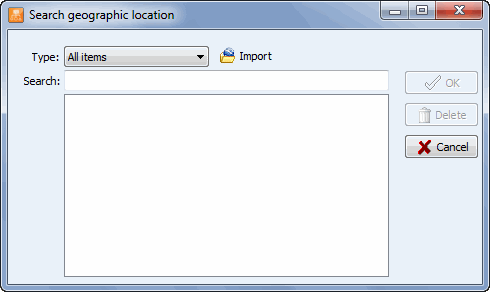


3. By cutting and pasting Google Earth placemarks

One of the easiest methods to identify the geographic coordinates of a specific location and to import these coordinates into QDA Miner is to use Google Earth to find the proper location and create a placemark in Google Earth itself. Once the placemark has been created, select it and press **Ctrl-C** (to copy it to the clipboard) then move back to QDA Miner and paste it (using the **Ctrl-V** key combination).

4. By searching previously entered or imported locations

All geographic coordinates entered by the user in QDA Miner are automatically stored in QDA Miner along with their associated labels allowing one to search previously typed or imported coordinates. To access the search dialog box, click the button located to the right of the **Label** edit box. A dialog box similar to this one will appear:



This dialog box allows one not only to search previously entered geographic locations but also to import geographic coordinates from ESRI Shapefiles or Google Earth KMZ or KML files (see Importing Geographic Coordinates). To select a geographic location, simply locate its label in the main list box, select it, and then click the **OK** button. Listed locations may be limited to those obtained from specific sources by setting the **Type** list box to a desired value. Setting this option to **All** will display coordinates from all sources. One may also filter coordinates by entering a specific keyword or key phase in the **Search** edit box. The list of locations is updated while typing so as to display only those entries with labels containing the typed string (Note that the search is not case sensitive).

A date stamp or range may also be associated with the geographic location by selecting the **Date** check box and by specifying the date and time information. To specify a time range, set the **To** check box and then type the ending date and time.

Google Earth displays placemarks using a set of icons that may be customized by the user. These icons may also be displayed in timelines created by QDA Miner (see Creating and Editing Timelines). You can change the icon of a specific geographic location by clicking the **Icon** button to the right of the dialog box and bychoosing a new icon from a palette. QDA Miner allows one to choose among available Google Earth icons or offers the possibility of creating your own icon (see Attaching an Icon to an Hyperlink)

Once a geographic tag has been added to a text or coded segment, clicking this link while holding the CTRL key creates a temporary KMZ file and opens it using Google Earth or any other application associated with this file type (for example, ArcGIS Explorer).

For more information on how to edit, delete or search hyperlinks, select one of the related topics below.

Editing a hyperlink

Deleting a hyperlink

Following a hyperlink

Retrieving hyperlinks

Exporting and viewing geo-tags in Google Earth

#### Importing Geographic Coordinates

Geographic coordinates may be entered one at a time either by typing those coordinates, by cutting and pasting Google Earth placemarks, or by importing a single geographic coordinate stored in a KMZ or KML file. It is also possible to import multiple coordinates from Google KMZ or KML files or ESRI Shapefiles so that they become readily accessible for searching in QDA Miner. This importing feature of QDA Miner is available through the **Search Geographic Locations** dialog box. This dialog box can be accessed by clicking the button found in the Geographic Hyperlink Editor or in the Link Retrieval dialog box.

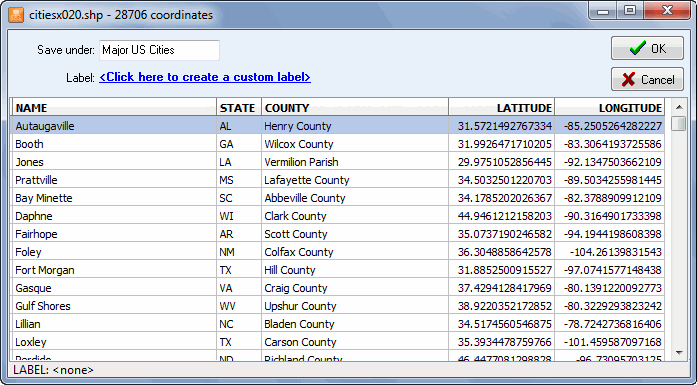


**To import new geographic coordinates:**

 Click the button. An Open File dialog box will appear, allowing you to view all files with a .kml, kmz or .shp file extension.

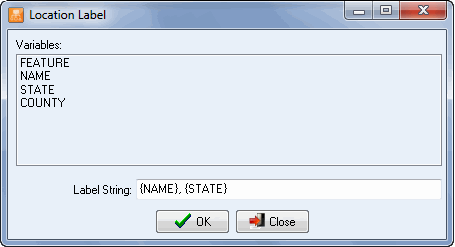


 Select the file containing the coordinates to be imported and click **Open**. QDA Miner will read the selected file and display extracted coordinates and other information about each location in a dialog box similar to this one:



 In the **Save Under** edit box, enter the name of the list in which those locations will be saved. If an existing list name is typed, the new locations and their coordinates will be added to that existing list.

 A **Label** for each location also needs to be specified. This label consists of data from a single column or a combination of several columns. When importing KMZ or KML files, this label is automatically set to the NAME of the placemark. For ESRI Shapefiles containing several text data, one needs to select columns that will be used to construct the label. To build such a label, click the **Click here to create a custom label** link. A dialog box similar to this one will appear:



The label may be changed by editing text in the **Label String** edit box. To insert the value stored in a specific field into the description, simply enter the column name (in uppercase letters) enclosed between braces. Alternatively, you can insert a column name at the current location by clicking the corresponding item in the **Column Names** list located just above the edit box.

If you enter the following string:

{NAME}, {STATE}

The{NAME}and{STATE}strings will be replaced with their corresponding column value for each location.

 To prevent importing of specific locations, simply select those locations and press the **Del** key.

 Once all options have been set, click the **OK** button to proceed with importing.

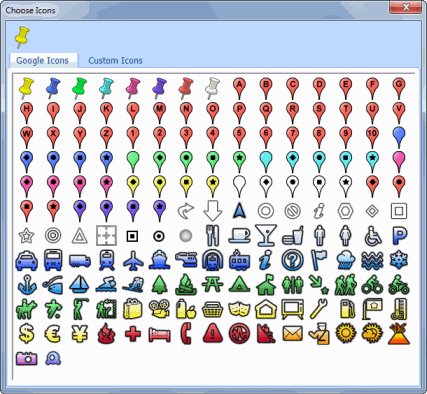
#### Attaching an Icon to an Hyperlink

QDA Miner allows one to customize the icon that will be used to display placemarks in Google Earth as well as icons in timelines.

**To change the icon associated with a geographic or time tag:**

 Select the hyperlink which icon has to be changed, right-click and run the HYPERLINK | EDIT command.

 Click the button. And Icon palette dialog box similar to this one will appear:



 To select an icon from the Google icon collection, simply click the desired icon and close the dialog box.

 To select a custom icon, click the **Custom Icons** tab.



 Click the desired icon and close the dialog box.

 To create a custom icon from an existing image file, click the **Import** button. An **Open File** dialog box will appear, allowing you to select this image file. Once selected, the image will be transformed into an icon, inserted into your list of custom icons and selected.

 To delete a custom icon, click it and then click the **Delete** button.

# Fonction de Recherche

QDA Miner provides several search and retrieval tools to assist in the coding task. These tools may be used to speed up or systematize the coding of documents, ensure coding consistency, or retrieve relevant segments of documents, images or comments.

…

The **Cluster Extraction** tool allows one to quickly identify all similar paragraphs or sentences in a large collection of documents and code them quickly.

The **Code Similarity** retrieval tool quickly identifies sentences or paragraphs that share some similarities with existing coded segments in the current project or those stored in another coded project.

The **List Comments** feature allows one to retrieve comments attached to coded segments.

The **Link Retrieval** tool allows one to obtain a list of all hyperlinks, geographic tags or time tags in a project or to restrict this list to some link types or to those meeting specific search criteria. This dialog box also allows one to create timelines out of time tags as well as geographic maps for all links containing geographic coordinates.

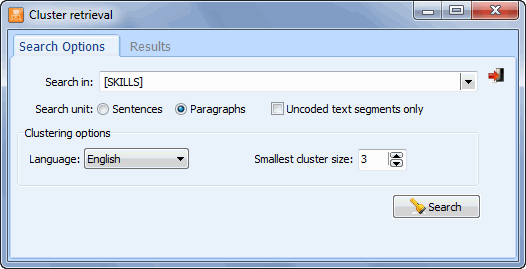
2) Seleccionar **caracter delimitador** permite especificar un caracter constante encontrado al final de una sección. ... ou plusieurs chaînes constantes se retrouvant à la fin d'une section. To enter several string delimiters, type the | character or click the **or** button located at the right of the edit box. Por omisión, la sección recuperada no incluye este delimitador y termina antes de él. Para incluir este delimitador, simplemente haz clic en la etiqueta **antes** para presentar un menú de contexto y selecciona **con**.

## Cluster Extraction

The CLUSTER EXTRACTION tool is a unique retrieval feature that allows one to quickly identify all similar paragraphs or sentences in a large collection of documents. This tool relies on a patent-pending algorithm that can quickly compare up to 32,000 text segments and group the most similar ones into clusters. The amount of items that may be clustered depends on the amount of memory available. If all extracted segments cannot fit into memory, QDA Miner will offer the possibility to select a random sample to be clustered. The grouping performed is resistant to spelling errors and may also bring together various inflected forms of nouns and verbs. Once computed, clusters of items may then be coded or modified using intuitive drag-and-drop operations. Un-clustered items will also be suggested based on their level of similarity to existing clusters.

Such a tool can speed up the coding process of large quantities of open-ended responses, Twitter feeds or short comments by a factor that may vary from two to 50 times faster or more, compared to what someone would achieve by manually coding those responses one at a time.

To start the clustering process, select the CLUSTER EXTRACTION command from the ANALYSIS menu. The following dialog box will appear:



The **Search In** option allows you to specify which document variables to search. If the current project contains more than one document variable, you will have a choice of selecting either one or more, or a combination of them. To select different document variables, click the Down arrow at the right of the list box. You will be presented with a list of all available variables. Select the desired document variables.

The **Search Unit** option determines the search unit on which the clustering will be performed as well as what will be retrieved. You can select two different search units:

 **Paragraphs**, whereQDA Miner will cluster all paragraphs meeting the search condition, and

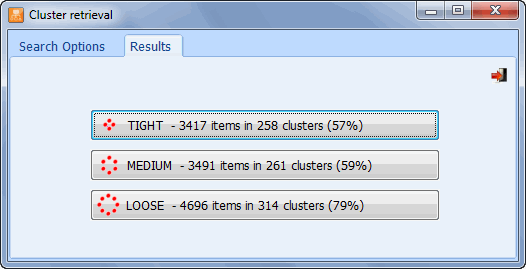
 **Sentences,** to instruct QDA Miner to select sentences meeting the search condition.

One may restrict the retrieved text segments to those that have not been previously coded by enabling the **Uncoded Text Segment Only** check box.

The **Language** option instructs the program to optimize the clustering by taking into account some linguistic features of the language used in the project documents. If the language used is not on the list, simply set this option to **<none>**.

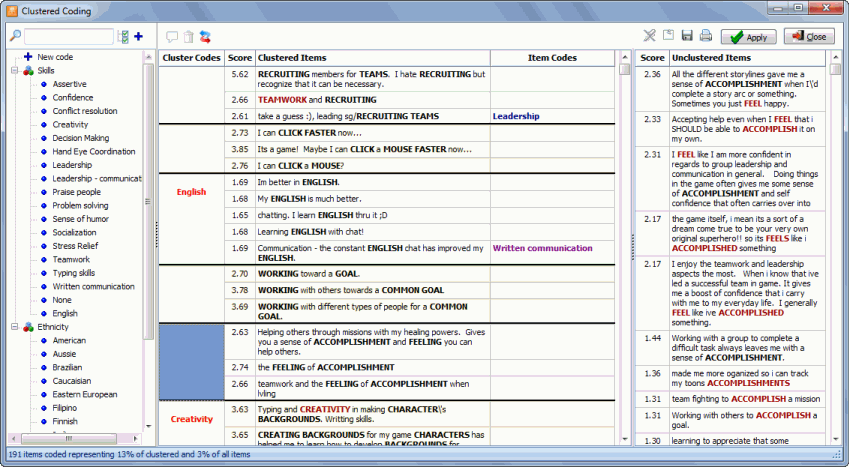
The **Smallest Cluster Size** option may be used to specify the minimum number of items that should be clustered together in order to be retrieved and displayed. The minimum value for this option is 2. Increasing this numeric value reduces the number of clusters retrieved, but allows one to focus on the groups of items that are the most frequent.

When clicking the button, the software splits long documents into either paragraphs or sentences and compares all extracted text segments to each other and then groups together those that are the most similar. It then displays a **Results** page (offering a choice between three solutions) that looks like this:



The **Tight** cluster shows only clusters of items that are very similar to each other. In the above example, such a solution grouped 3,417 items into 258 clusters, representing 57 percent of all items searched. Choosing the **Loose** option typically shows a larger number of items grouped into clusters containing less-similar items. In the above example, a total of 4,696 items grouped into 314 clusters were found, representing 79 percent of all extracted text segments.The **Medium** button gives access to an intermediary solution.

Clicking any one of these buttons presents a coding dialog box similar to this one, allowing one to code and modify a chosen solution:



The dialog box shown above is the main coding tool. It provides numerous possibilities to adjust clusters by adding or removing some text segments, assigning codes to whole clusters or single segments, creating new codes, attaching comments, etc.

The following section provides a detailed description of this dialog box and its different sections:

 The left panel contains all existing codes that may be assigned to clusters and individual items.

 The middle panel contains a large table where all clusters of text segments are displayed. Clusters are delineated by thick horizontal lines that spread across the entire table, while the text segments they contain are delineated by thinner lines, spreading from the second column up to the right edge of the spreadsheet. This table contains four columns:

Column 1 is where codes that apply to the entire cluster can be stored.  
  
Column 2 displays a numerical value that indicates how similar the text segment in this row is to the other text segments in the same cluster. The higher the score, the more representative the associated text segment is to its cluster.

Column 3 contains the text of the clustered item. Keywords that are shared by most of the cluster are in uppercase and bold characters. Related words, including different inflections as well as misspellings, are also highlighted in red.

Column 4 is a placeholder where codes associated to a single item can be viewed or stored.

 The right panel displays a table containing all unclustered items that share some similarities to the currently selected cluster. Like clustered items in the main table, keywords are highlighted. A score displayed on the left of the text segment indicates its level of similarity with items in the selected cluster. Those suggested unclustered items are sorted in descending order of similarity.

**Cluster Editing and Coding Operations**

**To remove an item from its cluster:**

 Select the item to be removed then perform one of the following four actions:

1. Drag and drop the selected row into the unclustered items section

2. Right-click and select the REMOVE command.

3. Click the button located in the top tool bar.



4. Press the CTRL-R key combination.

**To add an unclustered item to a cluster:**

 Select the unclustered items and then perform one of the following actions:

1. Drag them to the destination cluster.

2. Right-click and select MOVE TO CLUSTER.

3. Press the CTRL-M key combination.

Suggested unclustered items are displayed in descending order of similarity to the selected cluster. For this reason, QDA Miner expects the dragged items to be dropped into this selected cluster. If the item is dropped into another cluster, the software will ask you to confirm this move to another cluster.

**To move a clustered item to a different cluster:**

 Select the row to be moved.

 Drag and drop it anywhere in the new cluster.

**To split a cluster in two:**

Sometimes, a cluster contains items that are related to two different topics and need to be coded separately. Because of the hierarchical clustering process, items related to a single topic are often near each other. To split a cluster:

 Select the row where the cluster should be split.

 Right-click then select either the SPLIT ABOVE or SPLIT BELOW command.

**To merge two clusters:**

 Select the first column of the cluster.

 Drag and drop it anywhere on top of the second cluster.

Merging to an adjacent cluster can also be performed by right-clicking to display a pop-up menu and selecting the MERGE WITH PRIOR or MERGE WITH NEXT command. When codes have been associated with either one or both of the clusters, the resulting cluster inherits all the codes.

**To assign a code to a cluster:**

 Select the code in the left panel and drop it anywhere in the first column of the cluster to be coded.

or

 Select the first column of the cluster to be coded, drag it toward the left panel and drop it on the desired code.

**To assign a code to a single text segment:**

 Select the code in the left panel and drop it in the corresponding row (anywhere from the second to the fourth column)

or

 Select the row containing the item to be coded, drag it to the left panel and drop it over the appropriate code.

**To assign a new code to a cluster or segment:**

 Drag the selected cluster or text segment to be coded toward the left panel and drop it on the NEW CODE item located at the top of the section or right-click and choose the ADD TO A NEW CODE command. A code editing box will be displayed with a suggested name.

 Edit the suggested name or type a new name, then click the **OK** button.

Alternatively, one may create the code beforehand by clicking the button and then use previously described methods for assigning existing codes to clusters or single text segments.



**To remove an existing code:**

 Select the text segment or cluster containing the code you would like to remove.

 Click the button located in the toolbar or right-click and select REMOVE. A list of all codes assigned to the current row or cluster will be displayed.



 Select the code that you would like to remove.

**To assign or remove codes using check marks:**

 Click the button to display check boxes.



 Select the text segment or the cluster you would like to code.

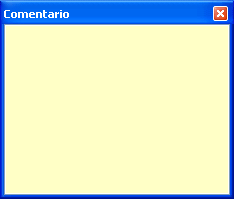
 Click the check boxes beside the codes you would like to assign to the selected row or cluster, or clear any existing check marks beside codes you would like to remove..

**To attach a comment to a coded segment or edit an existing one:**

 Click the button.



 Select the code to which you want to attach a comment. A small window like this will appear:



 Enter the text that you want to associate with the selected code, or edit the existing text.

 Click the **X** button in the upper-right corner to save the comment and to close the window.

When a note has been assigned to a coded segment, an exclamation point between square brackets is displayed on the left of the code name. To edit an existing comment, follow the above steps. To remove a comment, simply open the Note Editor and delete all text in the editing window.

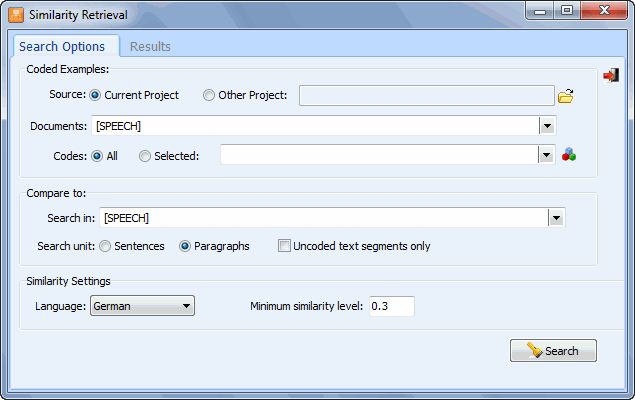
Changes made using the coding table are not implemented immediately but are kept in memory. To implement all changes made, click the button. It is recommended to click this button regularly after making several changes. To close the dialog box and cancel all changes, click the button.



## Code Similarity Retrieval

The Code Similarity tool allows one to quickly identify sentences or paragraphs that share some similarities with existing coded segments in the current project or those stored in another coded project. Such a tool is especially useful on partially coded projects to quickly identify and code text segments in un-coded documents. It may also be useful to improve the consistency of the coding on fully coded projects by identifying items that may have been overlooked. One may also recall all coding performed on another project and identify sentences or paragraphs that are similar to coded segments in this other project, whether or not the associated code exists in the current one. Using an external project as a reference set is especially appropriate when both projects contain similar types of documents to be coded in a similar way.

To use this feature, run the CODE SIMILARITY command from the RETRIEVAL menu. A dialog box similar to this one will appear:



The **Source** option allows you to specify whether the coded examples are in the **Current Project** or consist of coded segments stored in another project. When **Other Project** is selected, an **Open File** dialog box appears, allowing you to browse through your computer to choose another project. The external project may later be changed by clicking the button and choosing another project file.



The **Document** option allows you to specify which document variables to search. If the selected project contains more than one document variable, you will have a choice of selecting one or a combination of more than one of them. To select different document variables, click the down arrow at the right of the list box. A list of all available variables will be displayed. Select the document variables on which you want the search to be performed.

The **Search Unit** option determines the search unit on which the clustering will be performed as well as what will be retrieved. You can select two different search units:

 **Paragraphs** where QDA Miner will extract all paragraphs in the current project; and

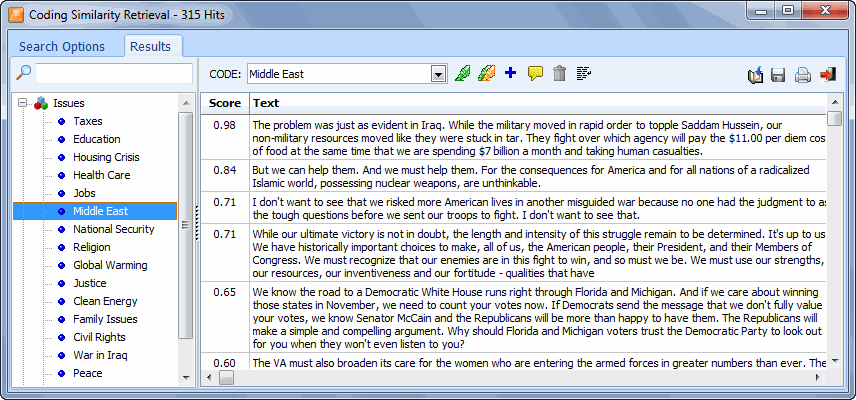
 **Sentences** where QDA Miner will extract sentences rather than paragraphs.

One may restrict the retrieved text segments to those that have not been previously coded by enabling the **Uncoded Text Segment Only** check box.

The **Language** option instructs the program to optimize the code similarity search by taking into account some linguistic features used in the project documents. If the language used is not on the list, simply set this option to **<none>**.

The **Minimum Similarity Level** option can be used to restrict the display of items to text segments with a similarity value equal to or above the specified value. The similarity score may vary from 0, when items are totally different, to 1 when segments are identical. The lowest value that may be set for this option is 0.1.

Once the appropriate options have been set, click the button. QDA Miner will retrieve all coded segments, index those and then retrieve and compare all those to extract text segments. Once completed, QDA Miner will display the results in a dialog box similar to this one:



Shown on the left of the dialog box is the list of all codes in the current or in the other project. In the table to the right is the list of all extracted segments that are somewhat similar to the selected code, shown in descending order of similarity. The similarity scores vary between zero and one. Only those scores meeting the **Minimum Similarity Level** option are displayed. To display text segments similar to another code, simply select this new code from the left panel.

One may also select coded segments stored in an external project by selecting the **Other project** option. Lorsque cette dernière option est sélectionnée,

By default, all types of comments are displayed. To display a single type of comment, set the **TYPE** list box to the desired comment type.

**To edit or delete a comment:**

 Select the row containing the comment you would like to edit.

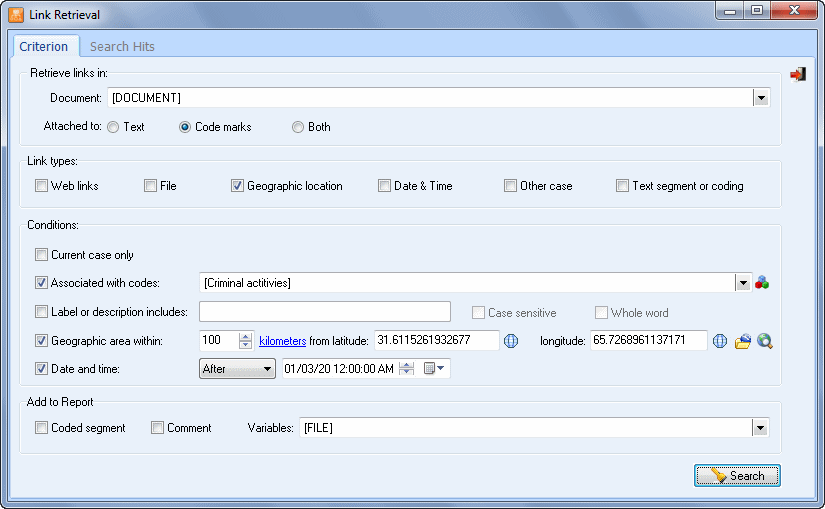
 Click the button and edit the text of the comment. To remove a comment, simply delete all the text.



## Link Retrieval

The LINK RETRIEVAL feature allows you to obtain a list of all hyperlinks in your project, or restrict this list to specific link types or to those meeting specific conditions. For example, one may retrieve links associated with specific codes, or to those containing some keywords or key phrases in their label or description. One may also filter links for events occurring in a specific time period or associated with a specific geographic region. Items with geographic coordinates may then be exported and viewed in Google Earth or ArcView software (with optional time animation) while time-tagged links may be displayed on an interactive timeline display.

To retrieve a list of hyperlinks, choose the LINK RETRIEVAL command from the RETRIEVAL menu. A dialog box similar to this one will appear:



The **Document** option allows you to specify from which document variables to retrieve hyperlinks. If the current project contains more than one document variable, you will have a choice of selecting either one or a combination of them. By default, all document variables are selected. To restrict the analysis to only a few of them, click the Down arrow key at the right of the list box. You will be presented with a list of all available document variables. Select the variables on which you want the search to be performed. One may also retrieve links attached to **Text** segments only, **Code marks** only, or **Both**.

The **Link Type** option box lets you specify which types of links should be retrieved. One may choose any one of the six types available in QDA Miner or a combination thereof.

The **Condition** option box is used to filter links meeting additional conditions. Five types of filters may be applied:

 **Current Cases Only** will restrict the retrieval to links associated with documents or images in the current case.

 The **Associated with Codes** condition allows one to restrict the retrieval of links to those attached to specific codes. When this option is chosen, you will be required to click the down arrow key and select the codes from list. These codes can also be selected from a tree representation of the codebook by clicking the button.



 One may also retrieve only links containing specific keywords or key phrases in their label or description by selecting the **Label or Description Includes** box and entering a search term. The **Case Sensitive** option defines whether the search is case sensitive, while the **Whole Word** box allows you to define whether the typed words or phrases can match part words or only whole words.

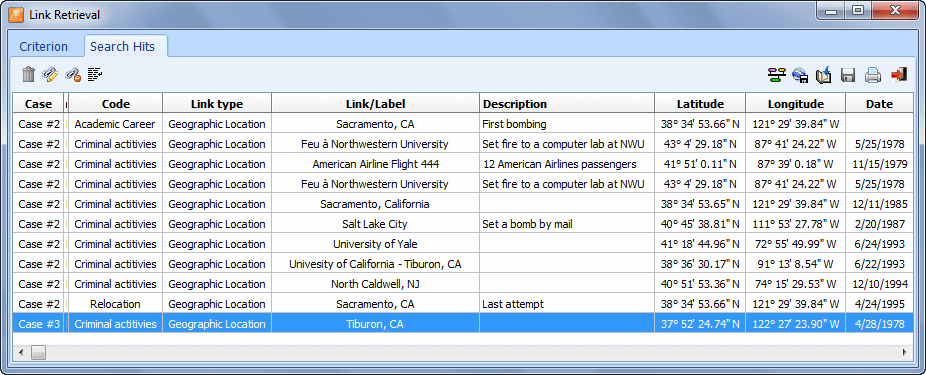
 Geographic tags make it possible to filter those tags based on their distance from a specific geographic location. To enable this feature, the **Geographic Area Within** box should be selected. One then needs to specify a geographic point using its latitude and longitude and the distance either in **miles** or in **kilometers** from this location within which the geographic tag should be located. You may click the button to type the geographic coordinates in degrees, minutes, seconds and cardinal compass point rather than decimal values, or paste the location from Google Earth. You may also import a geographic location from a KMZ or KML file by clicking the button, or search previously entered or imported ones by clicking the button.



 It is possible to filter date and time as well as geographic links with time information by setting the **Date and Time** box. One then needs to select whether the associated dates should occur **Before**, **After,** or **Between** a specific date-and-time range. In the latter case, two dates need to be provided.

The **Add to Report** section allows you to append to the table of retrieved segments additional information such as the text from the original document associated with this link, any comments attached to the coded segment, or any values stored in one or more variable for the specific case from which the links originate.

Once the search conditions have been set, click the button. The results of a search are displayed in a table located on the **Search Hits** page similar to this one:



This table is synchronized with the main window, so moving from one row to another will move you to the case and document/image containing the selected link and will highlight the associated text or image area to which the link has been attached, allowing you to access its full context.

**To remove a link from the list of hits:**

 Click the button. Removing a link using this method does not delete the link itself but simply removes the associated row from the list of hits.



**To edit a link:**

 Click the button. For more information on editing options, see Hyperlinking.



**To delete a link:**

 Click the button. This operation will not only remove the row from the list of hits but will also delete the associated hyperlink.



**To create a timeline of links containing date-and-time information:**

 Click the button. For further information on this feature, see Creating and Editing Timelines.



**To export all geographic tags to a Google Earth KMZ file:**

 Click the button. For further information on this feature, see Displaying Geo-Tags in Google Earth.

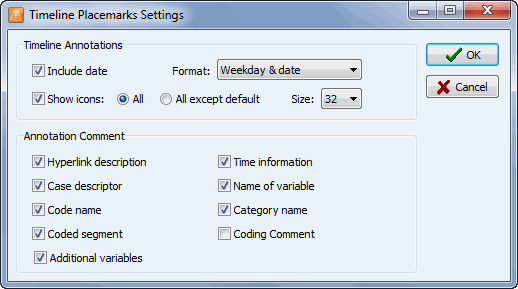


### Creating and Editing Timelines

QDA Miner allows one to associate date-and-time information to specific text segments or code marks. Since such events may not necessarily be presented chronologically in a project’s various documents, the possibility of ordering them can represent a powerful method to identify sequences of related events. A timeline graphic fits this purpose perfectly since it is a visual representation of the sequence of events arranged in chronological order and displayed along a single line.

To create a timeline in QDA Miner, you first need to retrieve links containing time information, by running the LINK RETRIEVAL command from the RETRIEVAL menu (for further To create a timeline in QDA Miner, you first need to retrieve links containing time information by running the LINK RETRIEVAL command from the RETRIEVAL menu (for further information on how to retrieve those links and on how to apply various filtering criteria, see Link Retrieval).

Once links have been retrieved, click the button located in the upper-right corner of the SEARCH HITS page. A dialog box similar to this one will appear:



A timeline in QDA Miner stores text and graphic information in two different locations: the **Timeline Annota­tions** and the **Annotation Comments**.

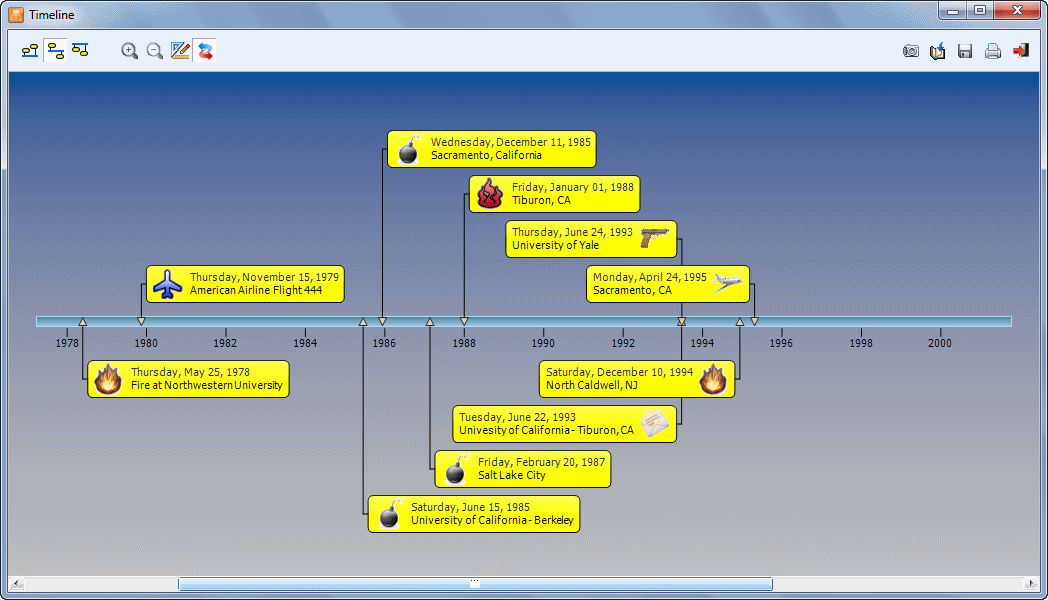
**Timeline Annotations** are small text boxes displayed above and below the timeline. They contain basic information about the event being plotted. By default, this box contains the label used to identify this time-tag or geo-tag. Selecting the **Include Date** option will add the stored date to this label. The **Format** for this date may be adjusted to include the weekday and to use either the short-date or long-date format settings of your Windows system.One may also append to this annotation the associated icon by selecting the **Show Icon** check box. By default, all icons will be shown,but one may instruct QDA Miner to display only icons that have been changed. The icon **Size** may also be adjusted by choosing a value between 8 and 64 pixels.

Each timeline annotation is also associated with a comment box containing more detailed information such as the link description, the associated code and category names, and the underlying text. This comment is displayed when the mouse cursor is moved over the timeline annotation.

The **Annotation Comment** section allows one to choose what information should be displayed in this comment box, such as the **Hyperlink Description**, the **Time Information**, the **Case Descriptor** or the **Name of the Variable** from which this time tag comes.

If the time tag has been attached to a code mark, one may also include the **Code Name**, its **Category** as well as any **Comment** attached to the code mark. If the time tag has been attached to a text segment, either directly or through a code mark, selecting **Coded Segment** will append this coded text segment to the annotation comment. Finally, if variables have been added to the link retrieval table, then selecting **Additional Variables** will retrieve the values of those variables for the containing case and append them to the comment.

Once the options have been set, clicking the **OK** button creates a timeline dialog box similar to this one:



The first three buttons on the top-left of the dialog box allow one to choose the location of the scale line and timeline annotations. Three options are available:

|  |  |
| --- | --- |
|  | Click this button to display the scale line at the bottom of the screen. All timeline annotations will be displayed above this scale line. |
|  | Click this button to vertically centre the scale line and positions the timeline annotations above and below this scale line. The vertical position of those annotations is set automatically. One may, however, override such values by setting the vertical position of specific annotations manually (See below). |
|  | Click this button to display the scale line at the top of the screen and positions all timeline annotations below it. |

By default, the time range of the timeline is spread so that all events can be displayed on the one screen. Click the button to focus on a shorter time period. When zooming in a timeline, only a portion of the entire time period is displayed on-screen. One can adjust the time period displayed by moving the scrollbar located at the bottom of the dialog box. Clicking the button increases the time range, allowing one to obtain a broader view of the sequence of events.



Clicking down the button forces QDA Miner to synchronize the graphic with the main window so that selecting one timeline annotation will cause the main window to display the corresponding case and document from which the selected time tag comes. The corresponding text or image in the original document will also be highlighted allowing one to easily view the full context of the selected event.



Clicking the button brings a dialog box that allows one to customize the physical appearance of various elements of the time line such as the color of the background, the vertical line and the annotation, as well as the font size and style of the date labels and timeline annotation. One may also customize the display of any annotation, by selecting it, right clicking to display a popup menu and selecting the appropriate command. The available commands allow one to either **Remove** this even, change its background **Color** or force its **Position** relative to the timeline so that it will appear above or below it. Please note that this last option is available only when the scale line vertical position is set to be displayed in the middle of the dialog box.



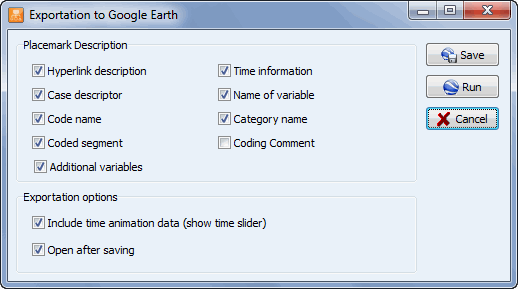
The following table provides a short description of additional buttons:

|  |  |
| --- | --- |
| **Control** | **Description** |
|  | Click this button to create a copy of the timeline to the clipboard. When this button is clicked, a pop-up menu appears, allowing one to select whether the timeline should be copied as a bitmap or as a metafile. |
|  | Click this button to append a copy of the timeline in the Report Manager. A descriptive title will be provided automatically. To edit this title or to enter a new one, hold down the Shift key while clicking this button. |
|  | Click this button to save an image of the timeline on disk. Timelines may be saved in BMP, JPG or PNG graphic file formats. |
|  | Click this button to print a copy of the displayed timeline. |
|  | Click this button to close the timeline dialog box and return to the QDA Miner link-retrieval dialog box. |

### Exporting and Viewing Geo-Tags in Google Earth

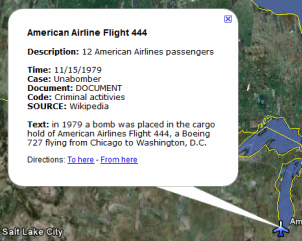
QDA Miner allows one to associate geographic coordinates with specific text segments or coded image areas. To display a specific coordinate, one simply needs to click the code mark or anywhere in the text segments while holding down the Control key. One may, however, retrieve several geographic coordinates and export those into a single KMZ or KML file and display those coordinates in Google Earth or in any other software supporting those file formats, such as ArcGIS Explorer. To create such a list of geographic locations in QDA Miner, you first need to retrieve links containing geographic coordinates by running the LINK RETRIEVAL command from the RETRIEVAL menu. Those coordinates may be filtered based on several criteria, such as their distance from a specific geographic location or their associated date in keywords stored in the label or description (for further information on how to retrieve those links and on how to apply various filtering conditions, see Link Retrieval).

Once links have been retrieved, click the button located in the upper-right corner of the Search Hits pages. A dialog box similar to this one will appear:

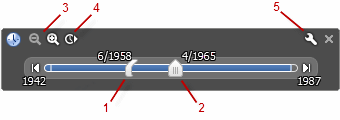


Each placemark is associated with a description that is displayed when clicked. The **Placemark Description** section allows one to choose what information should be displayed in this comment box, such as **Hyperlink Description**, **Time Information**, **Case Descriptor** or **Name of the Variable** from which this time tag comes. If the geographic tag has been attached to a code mark, one may also include the **Code Name**, its containing **Category** and any **Comment** attached to the code mark. If the time tag has been attached to a text segment, either directly or through a code mark, or to a coded area of an image, selecting **Coded Segment** will append this coded text segment or image area to the placemark description window. Finally, if variables have been added to the link-retrieval table, then selecting **Additional Variables** will retrieve the values of those variables for the containing case and append those to the description.

The image below gives an examples of a placemark description containing not only the tag label and its description but also the associated time, the case and the variable from which this information comes, as well as the code name and the coded text segment to which this geo-tag has been attached.



The **Exportation Options** section offers two additional options. The **Include Time Animation Data** option inserts in the exported geographic placemarks their associated time stamp or time range (if any), causing Google Earth to display a time slide control like the one shown below. This slide control may be used to restrict the display of placemarks to those appearing within a specified time period or to create animations showing the change in the spatial distribution of events over time.



This slide control may be used to restrict the display of placemarks to those appearing within a specified time period or to create animations showing the change in the spatial distribution of events over time. Features of the Google Earth time slider include:

1. Drag this range marker to the right or left to re-define the time range of data displayed.

2. Drag this to move the time range earlier or later.

3. Zoom in or out to shorten or lengthen the date range covered by your timeline.

4. Click this to play an animation of a sequence

5. Click this to set options for the time slider, such as the time range, the animation speed or the time format.

Selecting the **Open After Saving** option instructs QDA Miner to run Google Earth and to display the exported data.

Once the option has been set, one can either run Google Earth by clicking or save all placemarks to a specific file by clicking the button.



click down the button.



Selecting the **COVERAGE** option displays two additional columns:

|  |  |
| --- | --- |
|  | The tag cloud shows the relative frequency of each code. This graphic is useful for quickly perceiving the most prominent code. |

You may also select codes based on a minimum frequency criteria by clicking the button.



|  |  |
| --- | --- |
|  | When clustering codes co-occurrences, pressing this button displays bars beside each dendrogram item to represent their relative frequencies. |

|  |  |
| --- | --- |
|  | Pressing down this button creates a bubble plot where the areas of data points are proportional to the relative frequency of those items. This type of display is especially useful when one needs to take into account a third variable, in this specific case the frequency of items, when interpreting the distance between data points. |
|  | | This button is used to create an AVI movie file of the rotating chart. It behaves as both a record and a stop button. To start recording, simply click this button. Click again to stop the recording and to save the AVI movie file to disk. | |

To select a code or a case that will be used as the point of reference, you can choose from the **Target Items** drop-down checklist located at the top of the page. You can also freely browse through different codes or cases by double-clicking the bar in the Proximity Plot. The co-occurrence or similarity to more than one target item may be displayed in a single chart allowing easy comparisons. When several target items are selected, the proximity plot may consist of bars clustered side by side (clustered bars) or stacked (stacked bars), representing either the total amount or the relative distribution of scores (100-percent stacked bars). When two target items are selected, it is also possible to display the bars on both sides of a central axis, like the sample chart shown below (mirrored bars).

By default, the chart displays the proximity of the target items to a maximum of 30 related items. Clicking the button located in the upper left-hand corner of the chart displays a dialog box that allows one to either manually choose items to be plotted or to automatically select a specific number of items.



When looking at code co-occurrences, selecting a bar enables the button. Clicking this button retrieves every pair of coded segments co-occurring, allowing one to further explore the factors that may explain this co-occurrence. Right-clicking any existing bar displays a menu that allows one to remove the selected item, to move it to the list of target items by adding it to the existing bars, or to replace one of them. One may also retrieve documents or text segments using this pop-up menu.

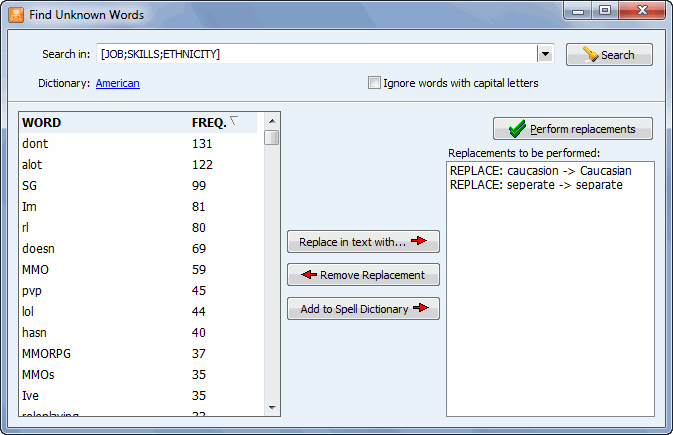


. You may also select codes based on a minimum frequency criteria by clicking the button.



Identifying and Substituting Uknown Words

The Unknown Words feature of QDA Miner provides a way to quickly identify misspelled words by comparing the list of word forms encountered in the entire text collection or in the currently selected cases against a list of common words. By default, the extraction is performed in reference to common English words. To identify unknown words in documents written in another language, click the **Dictionary** link.



Once the various options have been set, click the button to start searching for vocabulary words. The list of words retrieved are then listed in a frequency table on the left of the screen and presented in descending order of frequency. To sort this list in alphabetical order, click the top of the first column.



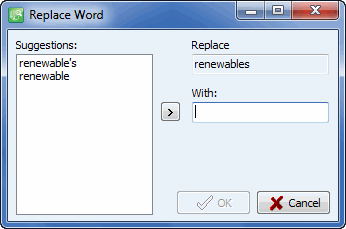
Two types of operations are allowed on these words: 1) You can replace all instances of a selected word in the original document by another word or phrase; or 2) you can add this word to a custom list of valid words causing the program to ignore those words the next time there is a search for vocabulary words

Replacing words in the original documents or adding items to the list of valid words that should, from now on, be ignored are not performed immediately. Instead, they are added to an action list allowing you to review, modify or cancel previously defined actions prior to the application of all the specified changes.

**To replace words in the original documents:**

 Select the word to be replaced.

 Click the button. A dialog box similar to this one will appear:



 Enter the new replacement word or phrase or choose from the **Suggestions** list box on the left side of the dialog box.

 Click the **OK** button to confirm this replacement and add this operation to the list of actions to perform.

**To add a word to the custom list of words to ignore:**

 Select the word you would like to add to the custom dictionary.

 Click the button.



**To remove operations previously defined:**

 Select the operations that you would like to remove.

 Click the button. All words associated with the removed actions are moved back to the list of unknown words and positioned at the bottom of the list.



**To perform all the defined word replacements:**

 Click the button.

