

TAMS Analyzer Quick Start

- 1) **To add existing or new files to a project:**
Use the add and new buttons on a project window. Always save new projects immediately; TAMS will auto save changes to the project once the project has a file name/location.
- 2) **To open a file in the project.**
Double click the name of the file in the Files list on the project window. **Never open document files directly!**
- 3) **To add a series of new codes to a project:**
Use the code browser. (*Project→Code browser [apple-opt-K]*). Use the Save/Clear button after entering each code and definition.

CODING (DOCUMENT WINDOW) HELP

- 4) **To add a new code while reading a document:**
Select the text you want coded. Type in the code name into the box on the document window and press the *New* button. You'll be prompted for a definition and code color.
- 5) **To code a selection of text with an existing code:**
Select the text you want coded. Double click the code name from the code list on the left of the document window. **If the code is not showing, make sure that you are viewing all codes** (*Project→Code sets→View all codes*)
- 6) **To find a code definition:**
Select the code from the Code list on the document or project window and press the Def button OR select the code in the document and pick *Coding→Code definition from selected text*.
- 7) **To color your tags:**
Pick *TamsAnalyzer→Preferences...* and select the color for tags and metatags

from the Coding tab. The colors of individual codes can be set in the code browser (*Project→Code browser [apple-opt-K]*).

- 8) **To refresh the colors of your tags:**
Turn the document to black by picking *Coding→Decolor tags*, then pick *Coding→Color tags*.
- 9) **To make a document button bar:**
Add at top of document the `!button` metatag. This tag accepts a series of items separated by columns which indicates codes, text, commands, and separator bars, e.g. `{!button opinions>positive,"{!end}", |, cmd::findMate}`. This will add in order a coding button for the code `opinions>positive`, a button to insert the `{!end}` metatag, a separator bar, and a button to find the mate of a tag. Finally, save, close and reopen the document.

- 10) **To move the end (or opening) tag to a new location:**
Click in the tag you want to move. Select *Coding→Find current code [apple-shift-K]*, hold down the mouse button while pointing at the code, drag the code to its new location.

- 11) **To diagnose problems in coding a document:**
Pick *Coding→Check for pairs* and *Coding→Check for nested*.

SEARCHING (PROJECT WINDOW) HELP

- 12) **To indicate which files to search through for themes:**
Select the project window, select the first file you want to search through from file list, use the *Add >* button to add this file to the search list. Repeat for each additional file you want included in the search.

13) To search for all coded passages in your search list:

Select the project window. Check your search list. Press the clear button next to the search field. Select the “simple” search type, and press search.

14) To search for a specific code:

Select the project window. Check your search list. Press the clear button next to the search field. Type in the code you wish to search for in the search field. Select the “simple” search type, and press search.

15) To search for passages coded with two specific codes:

Use the + sign between the codes in your search criteria: codeA+codeB.

16) To search for passages coded with either one code or another code:

Use a comma (,) between the codes in your search criteria: codeA, codeB.

17) To search for a code but not it’s entire family (codeA but not codeA>codeC)

Use a single quote (') before the code when entering your search criteria: 'codeA

18) To look for passages coded with codes that have a certain “phrase” in them:

Use an asterisk (*) before the phrase as your search criteria: *odeA. (This will return passages marked with codeA, modeA, lodeA and codeB>codeA).

19) To look for passages in which a phrase appears at different levels:

Use a greater than mark (>) before the phrase: >codeA. This will return passages marked by codeA, codeB>codeA, but it wont return passages coded with codeB>MycodeA.

RESULTS WINDOW HELP:

20) To find the original context of passage returned from a search:

Double click the row that shows the passage you’re interested in, from the results window.

21) To find which records in a result window contain a certain phrase:

Select the _data column (click the word _data at the top of the column). Pick *Results*→*Select...*, type in the phrase into the dialogue, and press Ok.

22) To select all of the results records:

Select *Results*→*Select all*.

23) To add a comment to the currently selected record:

Select *Results*→*Recode*→*Add comment to current row*.

24) To view comments:

Select *Results*→*Show comment*

25) To sort data:

Select the column to be sorted by clicking on its name. Press the sort button. More refined sorts involving multiple columns can be done through multiple uses of items from the *Results*→*Sort up and* *Results*→*Sort down* menus.

26) To “bookmark” (i.e., name) a group of records that have been selected so you can recall them:

With the selection showing, pick *Results*→*Result sets*→*Create named set...* **WARNING: Named sets are not remembered if you refresh your data. Use autosets to create persistent or project wide versions of named sets.**

27) To copy data from selected records to another program

With the selection showing, pick *File*→*Export Data...* Rearrange the fields (columns) you wish to copy from the selection by dragging the column names. Check the boxes marked “Selected records only” and “Export to clipboard”. Press the export button.