

Data Management I

You can use cardboard boxes, recipe organizers, post-its, index cards, tape, scissors, file folders, three-ring binders, lots of highlighters and post-its.



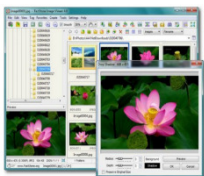
Or . . . why not go with **technology**?!

For the **penurious artist-scholar**

- **Excel** and **Word** are sitting right on your computer. The first has embedded functions like pivot tables and filtering and sorting. The latter has comments and tracking.
- A program such as **InfoRapid Search & Replace** for advanced text retrieval.
 - <http://www.inforapid.de/html/searchreplace.htm>
- A tool like **OpenRefine** for cleaning and "extending" your messy data corpus.
 - <http://openrefine.org/>
- **LimeSurvey** is a platform that is not only full of useful features and secure but also affordable – you only pay for responses. Hosted or downloadable.
 - <https://www.limesurvey.org/>

PLUS a few binders and notebooks and highlighters and glue sticks. Don't discount the efficacy of **handwriting** as a way to keep yourself close to your stories.

- Get **organized** right from the beginning. Stay organized.
- **Name** and **label** everything.
- Keep **backups**.
- **Archive** early versions – you may need to rescue something you discarded.
- **Optical Character Recognition** is your friend. Buy or borrow a scanner.
- Find a good web-based **transcription service**. We like **Rev** <https://www.rev.com/>



Working with images: FastStone Image Viewer

View, edit, correct, re-size, special effects, re-color, masks . . .

<http://www.faststone.org/FSViewerDetail.htm>



Working with PDFs: PDFill PDF Editor 11

An alternative to Adobe Acrobat in a suite of three applications – FREE PDF Tools and FREE PDF and Image Writer – plus an eval copy of PDFillPDF Editor

<http://www.pdfill.com/download.html>

Data Management II

There are also dedicated software packages for managing and analyzing qualitative data – **Computer Assisted/Aided Qualitative Data Analyses Software**, known as **CAQDAS**.

- Some are **free** and **open source**, some very **expensive** and **proprietary**. Most have hefty **learning curves** and were designed for scientific research.
- Examples: **NVivo**, **ATLAS.ti**, **HyperRESEARCH**, **QDA Miner**, and **Dedoose**.

Learn more about CAQDAS

- **Online QDA**, University of Huddersfield, UK
 - <http://onlineqda.hud.ac.uk/index.php>
- **CAQDAS Networking Project**, University of Surrey
 - <http://www.surrey.ac.uk/sociology/research/researchcentres/caqdas/>
- **Forum: Qualitative Social Research**
 - <http://www.qualitative-research.net/index.php/fqs/index>
- **Qualitative Data Analysis Program (QDAP)**
 - <http://www.umass.edu/qdap/index.html>

Free and/or open source

- **Coding Analysis Toolkit (CAT)**
 - <http://cat.texifter.com/>
- **QDA Miner Lite**
 - <https://provalisresearch.com/products/qualitative-data-analysis-software>
- **Weft QDA**
 - <http://www.pressure.to/qda/>
- **RQDA (R package)**
 - <http://rqda.r-forge.r-project.org/>

Lists and reviews

- **Social Science Software**
 - <http://www.sosciso.de/en/software/datenanalyse/qualitativ/>
- **Wikipedia**
 - https://en.wikipedia.org/wiki/Computer-assisted_qualitative_data_analysis_software
- **ReStore**
 - http://www.restore.ac.uk/lboro/research/software/caqdas_comparison.php
- **CAQDAS Networking Project**
 - <http://www.surrey.ac.uk/sociology/research/researchcentres/caqdas/resources/links/>