

AQUAD and your data should be prepared for your project according to the following principles:

- First you install AQUAD on the harddisk of your computer by activating the program "*aquad6-setup.exe*" (on the CD-ROM).
- If you want to analyze texts as data, which were transcribed, you convert the text files *within your text program* into Rich Text Format (*.rtf; recommended if your texts contain words with accents, Umlaute ä, ö, ü, etc.!) or into the simpler format *.txt (details see chapter 3). Audio files are expected either in the format *.wav or *.mp3, video files in the format *.avi, graphic files in the format *.jpg. More about these latter formats and how to digitalize and convert your original files will be described in chapter 4.
- When you set up your project (see chapter 2, paragraph 2.2), you create a list of files called "file catalog", which contains the names of all those data files you want to analyze later.

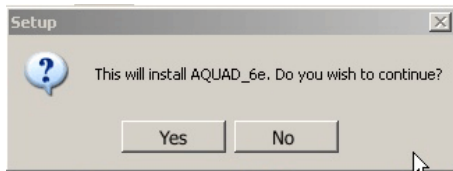
2.1 Installation of AQUAD

AQUAD can not be run from the CD-ROM. First, you have to install it on the hard disk of your PC, from where those program modules later are loaded into the memory as you make your choices from the main menu. This initial storing is called "installation". Installing the software and determining parameters for later use (for instance, the "path" to your stored texts) is fairly simple as AQUAD comes with an installation program that assists you step by step. Here is what should you know before you start the installation:

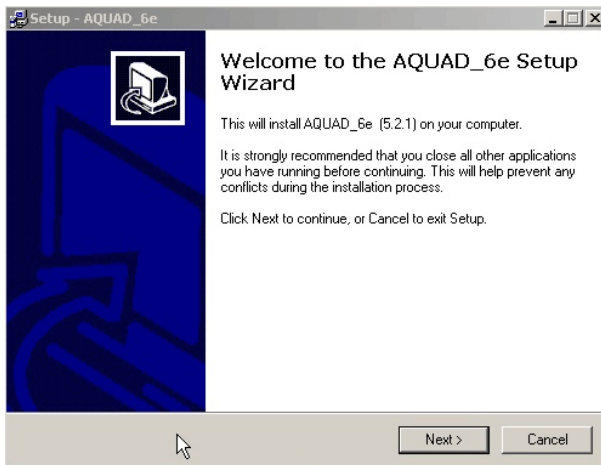
- Your computer must have a hard disk with approximately 90 MBytes free disk space.
- AQUAD must have a chance to access the directory where Microsoft's WINDOWS is installed, because some files are stored there.
- Your computer must have a CD-ROM drive. In the following description we assume this drive is available and addressed as drive J:
- Now you put your AQUAD-CD into drive J: and wait for the installation routine to start. If it does not start automatically, load the "Windows Explorer" and double click on "*aquad6-setup.exe*", the only file name in the list of contents of this CD.

2.1.1 The installation program¹

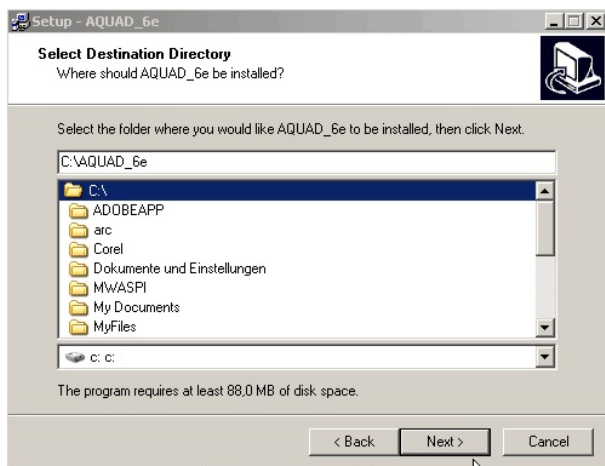
Once the installation program is started, you will see the following window on the screen of your computer:



Of course, you click on the button "Yes" and continue to install AQUAD.

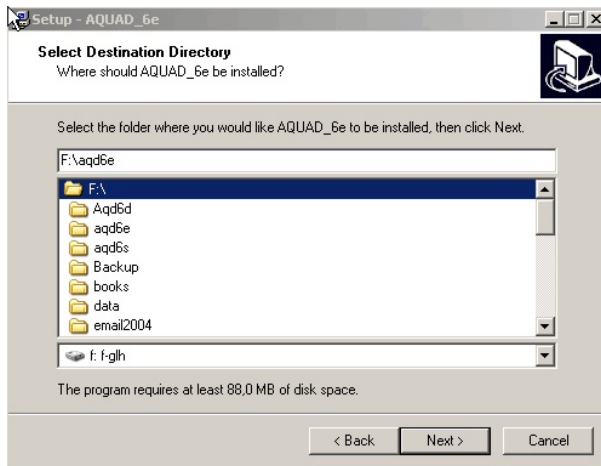


Clicking on "Next >" in this window starts the installation routine:



First you are asked in which directory you want to install AQUAD; as default setting, the program suggests "C:\AQUAD_6e":

¹ The installation is realized by Jordan Russel's "Inno Setup Wizard." We want to thank the author for distributing this excellent, most flexible tool as freeware.



If you want to install AQUAD into another directory, you change the drive (lower slot) and enter another directory by writing in the upper slot (or you select an appropriate directory from the directory window in the middle).

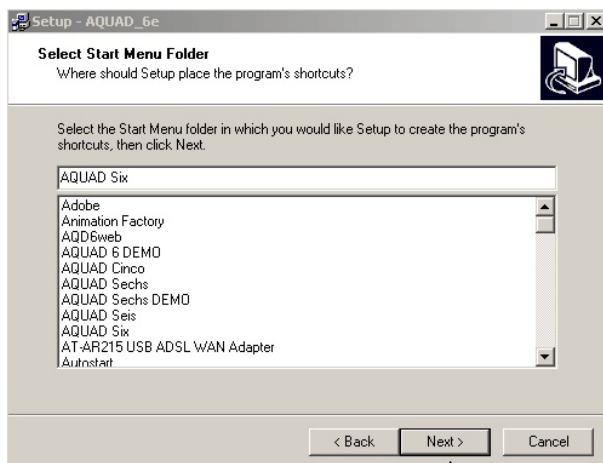
In this example, the hard drive's partition "F:" and there "aqd6_e" were determined as goal directory for the installation procedure.

If you click on the button "Next >" you will be asked, whether the installation routine is allowed to create this directory – in case it does not yet exist.

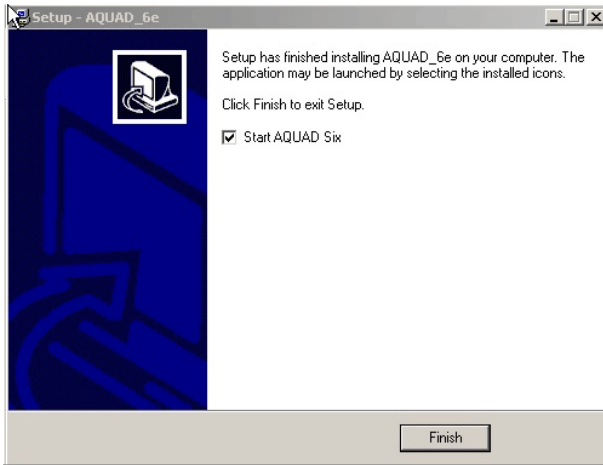
All sub-directories are created automatically by AQUAD:

- **cod** for code files and memos;
- **cod_s** for automatic safety copies of your code files;
- **lit** for the manual;
- **mco** for meta-code files;
- **prg** for the program file and help files;
- **res** for files containing results of various analyses.

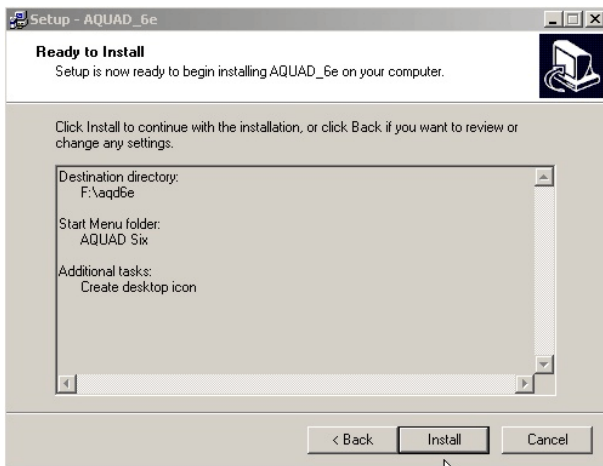
The *data files*, which you are going to analyze in your project, that is transcriptions of texts, audio files, video files or graphic files, should be stored in AQUAD's *root directory*. In the example above, AQUAD expects the data files in "F:\aqd6_e." Of course, you can edit these basic project settings later.



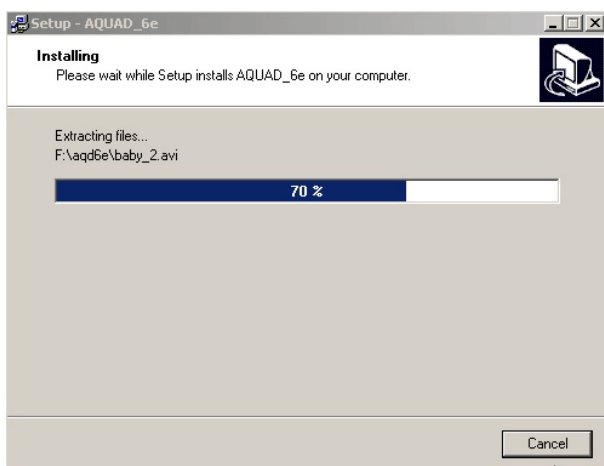
In this next window you confirm the name of the folder, where the components of AQUAD will be stored in the Start Menu of your computer. As default the installation routine suggests "AQUAD Six". If you want to keep this label, just click on "Next >."



If you intend to start AQUAD later directly from the desktop – without searching it in the program directory – you keep the checkbox in this following window marked and continue by clicking on "Next >."



Finally the installation routine offers an overview on all settings. If you click on "Install", all your selections are realized and the actual procedure is started.



A progress bar informs you about the state of the – very fast – installation procedure.

Now you can start AQUAD Six. Just keep the checkbox in this window marked and click on "Finish."

2.1.2 Starting AQUAD for the first time

The installation routine added AQUAD to the list of programs available on your computer. To start the program later, you just look for the desktop icon - if you had the installation routine create one - and double click on it. Alternatively you activate the program list as usual and click once or twice - depending on your WINDOWS installation - on "AQUAD Six" or whatever name you selected for the program group.



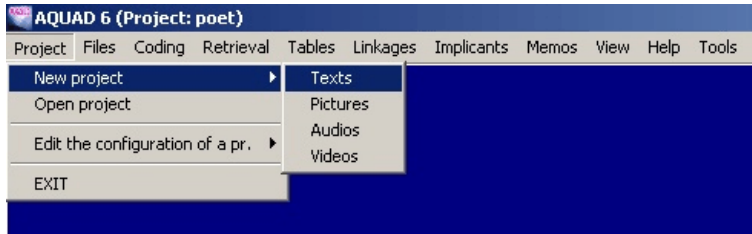
When you run AQUAD for the first time, all example files are installed, but of course the parameters of your research project are not yet defined. We suggest, you try first how to handle AQUAD's functions by creating a "New project" (see paragraph 2.2) named "interview" with the example files "interview_1.rtf" ... "interview_4.rtf."

These files are translations of interviews with four Spanish teachers at the very beginning of their careers. The data were taken from a publication of Marcelo (1991) and "enriched" - in order to enhance the possibilities to work with these examples - by statements of teachers in a study of Zabalza (1991).

Additionally we suggest that you take the manual and try to repeat what is described there with these texts and their corresponding files (codes, memos, code catalogs, etc.). You may explore the possibilities without preoccupations that you change, erase or overwrite anything. All data for these examples are on your CD-ROM and you can restore the original state whenever you want, just install AQUAD anew (by the way, this can be done even when you work with your own data in your project, because the installation will not touch any other files than those with names of the original ones).

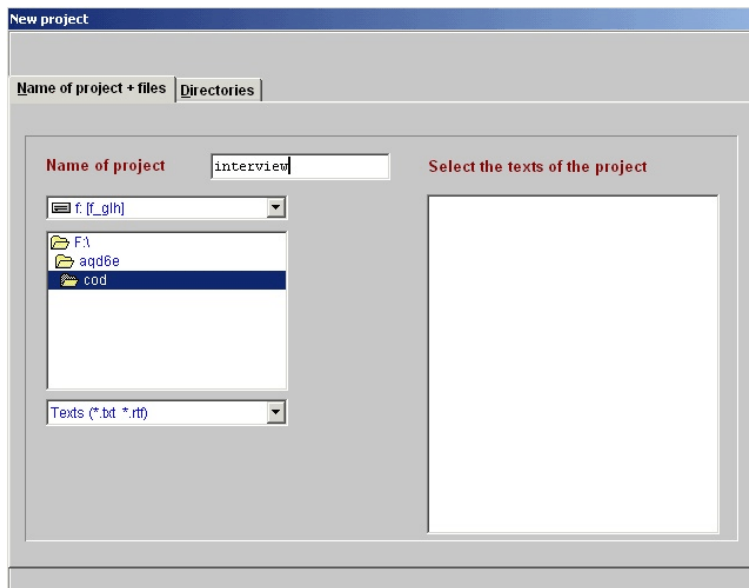
2.2 How to set up a new project

When you activate the set-up routine for a "New project," you have to tell AQUAD, which type of data will be analyzed – texts, pictures, audios (sound files) or videos. In this example we start to work with the interview files described above, therefore we click on "Texts."



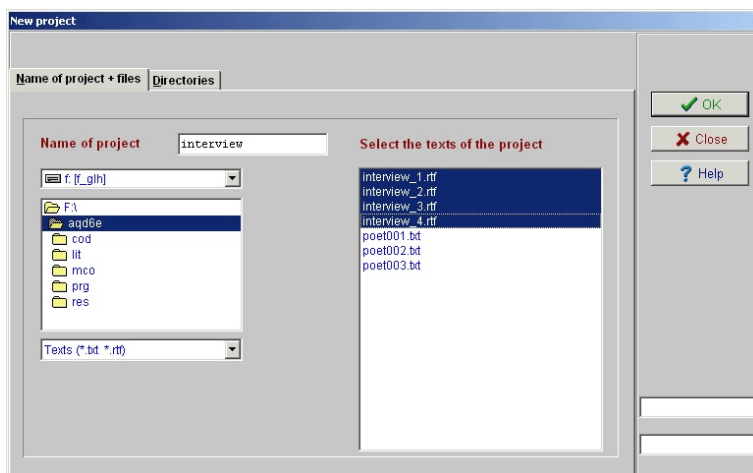
2.2.1 Project name + files

This "click" will open the following window, which shows the settings of the actual project in AQUAD. When you begin to work with AQUAD, these are the settings of the example project "interview" – as you can see in the small box labeled "Name of project" (see below). Double-click on the name and write the name of your own project into this box.



In some cases after activating the function "New project", the drive and the path shown in the white windows on the left do not match the settings determined for AQUAD during installation. Here, for instance, the path is "F:\aqd6e\cod", whereas the data files (here: transcribed interview texts) are expected in AQUAD's root directory "F:\aqd6e" – where the installation routine has placed the data examples. That is why we do not see any names of text files in the right window, where we are supposed to "Select the texts of the project." Sometimes the program even complains by showing an error message "File not found."

This problem can be resolved easily: Just select in the appropriate windows on the left the correct path where the data files are stored. In our example we only have to double-click on the line above the marked sub-directory "cod," that is on "aqd6e" – the root directory of AQUAD. Immediately the right window will show all text files with the extensions *.txt and *.rtf (see figure on the next page). Now we are able to select all texts that belong to the project "interview."



This is no problem, if you work only at one project at a time. In case you keep transcriptions of several projects in the same directory (as in our example above), it is very helpful if you follow the suggestion to use the same name (but differentiating numbers) for all the files of one project.

Make sure you inserted a meaningful project name in the slot after the red label "Name of project". As default, you may find "project1" in this entry field or in cases of path errors just "Error". Then you click on the button "✓OK".

If you followed these instructions, you may be surprised that AQUAD warns you by a red window and the message that there is already a file list with the name of this project (i.e., "interview") and you are about to overwrite it. Of course, the installation routine already has copied this example to your hard disk exactly with the settings we used now to create a "New project." So we will not damage anything, if we overwrite the old settings with identical new ones – just click on the button "✓YES."



2.2.2 Paths

After you have "filled in" the index card "Project name + files", the project settings are ready for use, because the options on the second card "Paths" were already determined automatically by AQUAD (see above paragraph 2.1.1).

If you click anyway on the second tab labeled "Paths" the program shows you, which settings are valid at the moment for this project. Of course, you can change these settings: select from the main menu "Project", then "Edit the configuration of a pr." and modify the path settings according to your needs. In this case, however, you have to take care that all files of your project are copied into the new paths!

Please, make sure that the original data files – in our example the interview texts "interview_1.rtf" ... "interview_4.rtf" are really stored in the directory you determined for your data (first entry in the window of the function "Edit the configuration of a pr."). Two mistakes are quite common:

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- !! If AQUAD complains after you determined the settings of a new project that it is unable to find one of your original transcriptions (text file *.txt or *.rtf), pictures (*.jpg), sound files (*.wav or *.mp3), or videos (*.avi) , then it is most probable that you determined just a new path for these files, but you did not copy the files to this path! Please, change either the path setting for "*Data*" to the path, where you had your word processor store the data files of your project or copy those files to the new path.

 - !! The following is valid only for projects with text files: If an error message tells you that a file with the extension "**.atx*" cannot be found you have not yet imported your plain text files or RTF-files and thus converted them automatically into AQUAD's internal data bank format. Please, activate within the sub-menu "*Files*" the option "*Import text files (*.txt)*" or "*Import text files (*.rtf)*."

2.3 How to change a project's settings

Without repeating the installation process, you have to keep the *program* files exactly in that place on your hard drive which you determined during the initial installation routine (see 2.1). However, you can change all the paths referring to data files and data analysis determined automatically during the installation routine (see 2.2) afterwards separately for each of your *projects* of analysis, that is the paths of

- data files (texts, pictures, audios, videos),
- code files (in this path are also memos, code catalogs, word catalogs, etc.),
- meta-code files, and
- files containing results of your analyses.

The sample texts of the project "interview", that is *interview_1.rtf... interview_4.rtf*, are copied into the path defined during installation, in our example *f:\aqde* (see p. 28). Later, you may wish that your *original data* stay in the directory where they have been stored initially when you converted them into RTF-files. Let us assume this is directory *e:\texts*. In this case, you should change the path for "data" for the actual project from *f:\aqde* to *e:\texts*. If you do so, AQUAD will try from now on to find the texts of this project in the new directory *e:\texts*.

Please, remember: When you decide to use new path declarations, you have to make sure that the all the files can be really found in these locations. Usually, this will not cause trouble, because you would not change the paths somewhere during your work on a project. When you start a new project, the only files which have to be already in the right place (that is, the path determined for data) are your data files (for instance, text files or video files), because at this time you do not yet have code files, memos, etc. However, we observed three common errors when project settings were modified:

!! If AQUAD complains after changes of project settings that it is unable to find particular files, then it is most probable that you have determined a new path for these files, but forgotten to copy or move them from their initial directory to this new location. In this case, you should either correct this path definition or copy the files from the old path into the new one.

!! The following is valid only, if you analyze texts: If an error message tells you that a file with the extension "**.atx*" cannot be found you may have already imported your plain text files and thus converted them automatically into AQUAD's internal data bank format – but they are still stored in the old path (initially *..\cod*) which you changed in the meantime. You have three options to correct this error:

A: Change the modified path back to the original setting *..\cod*;

B: copy the **.atx* files (if already available, copy corresponding **.aco* files, too) from the old path to the new path;

C: repeat the process "*Import text files (*.txt)*" or "*Import text files (*.rtf)*" – see sub-menu "*Files*" – applying now the new path setting.

!! When you continue coding (see chap. 6) after editing your project's settings, you may wonder that the codes and memos are no longer visible, which you already entered *before* you decided to change some path settings. No wonder, if you only changed the path for "Codes" without copying the contents of the old path to the new location! Therefore, it is a good idea, to copy or move all contents of the sub-directory "*..\cod*" to the new location.

As a general conclusion we recommend to use the possibilities of editing the settings of an existing project carefully and only if you have a reliable mental model of what you are doing to your PC's internal file organization.