File management on ATLAS.ti desktop / laptop versions

Making a backup

To use an ATLAS.ti project on another computer, it must be exported. The same operations are performed to create a backup. This is important before performing an update or changing settings. Regularly making a backup (e.g. after every work session) prevents data loss. It is simple: from an open project, go to File \rightarrow Export \rightarrow Project bundle. Save a copy of the file (with extension .atlproj) at a safe location, e.g. OneDrive, Research Drive or on a secure USB stick.

Change storage locations ATLAS.ti projects and other files (if necessary)

The work file with the ATLAS.ti projects ("library") should <u>not</u> be stored in the cloud or on a network drive. With desktops and laptops, this can cause problems if the Internet connection to the network environment is less stable. The following is an explanation of how to change the storage locations.

Explanation

A The ATLAS.ti Library Location is where projects are stored. The default storage location of the Library is locally (C: drive) in the application folder on your computer, in the subfolder Scientific Software. For user "Mary" this would be: C:\Users\Mary\AppData\Roaming\Scientific Software\ATLASti.9

NB: this location must be an empty folder, it must not contain any other files or folders.

B The ATLAS.ti **Default File Location** is where **other files** are kept such as stop word lists and output in various formats such as reports, code books, statistical data and images. By default this is a subfolder within your Documents folder.

Instruction

Start ATLAS.ti, click Options. Make sure you do not have a project open. Look at Application Preferences:

3	Application Preferences	General Preferences for All Projects				
-		Display Options				
□ _	Project Preferences	Display Language Automatic 💌 🕜				
~		Color I neme Operating system * 1				
Q	ATLAS.ti	Zoom Automatic (100%) 🔻 🛈				
		Display embedded message ③				
	Welcome Window					
		\checkmark Open the Welcome Window after closing the last project. $\textcircled{0}$				
	Α	ATLAS.ti Library Location				
		The ATLAS.ti Library Location is where ATLAS.ti stores your projects and documents.				
		Current Location:				
		H:\AtlasTi_bundlle_backup folder				
		Switch Library				
	D					
	В	ATLAS.ti Default File Location				
		File Location: H:\Mijn Documenten\Scientific Software\ATLASti.22				
		Text Analysis Directory: C:\Users\faaizzo\AppData\Roaming\Scientific Software\ATLASti.22\TextAnalysis 🗅 🖸 💿				
		Download or remove models Manage Models ()				

A. If the ATLAS.ti Library Location Current Location is not: Default but for example:
H:\AtlasTi_bundle_backup folder, carry out the following steps.

1. Click on the button: Switch Library... and then click on Next >

Switch Library	×
The ATLAS.ti Library is the storage location for your documents and project data. This wizard will help you choose a new location for the ATLAS.ti Library. You should only change your library location if the default location fails to meet your requirements – for example, if your project requires more space or multi-computer access. Current location: H:\AtlasTi_bundlle_backup folder	
< Back Next > Cancel	

2	Select.	Move	the	library	to a	different	location	and	click on	Next >
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	Switch Library	×
•	Choose an action: O Open an existing library Move the library to a different location Create a new empty library	
		< Back Next > Cancel

3. Select: Default Library Location and check: Keep a copy of the library in the current location. Then click on Next >

	Curitab Library	×
	Switch Library	
	Move current library to a new location	
<u> </u>	Choose a location for the library:	
	Oefault Library Location	
	O Choose Library Location	
	Keep a copy of the library in the current location.	
	< Back Next > Cancel]

4. Click on Finish

		×
	Switch Library	
	Confirm the library location.	
Q	Please confirm library switch.	
	Copy current library from:	
	H:\AtlasTi_bundlle_backup folder	
	to:	
	Default Library Location	
	< Back Finish Cancel	

5. ATLAS.ti is busy for a few moments:



Then click on the cogwheel at the bottom left.

6. And this is the result.

3	Application	General Preferences for All Projects
	Preferences	Display Options
	Project Preferences	Display Language Automatic 💌 🛈
		Color Theme Operating System 💌 🛈
Q	ATLAS.ti	Zoom Automatic (100%) 🔻 🛈
		Display embedded message ③
		Welcome Window
		✓ Open the Welcome Window after closing the last project. ①
		ATLAS.ti Library Location
		The ATLAS.ti Library Location is where ATLAS.ti stores your projects and documents.
		Current Location
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		File Location: C:\Users\faaizzo\OneDrive - De Haagse Hogeschool\Documenten
		Text Analysis Directory: C:\Users\faaizzo\AppData\Roaming\Scientific Software\ATLASti.22\TextAnalysis 🗅 🕜 🕕
		Download or remove models Manage Models 3
		Preview and Beta Features
		You can enable some ATLAS.ti features that are currently in development. These features are not fully tested, may be redesigned and may even be removed during the evaluation process. Feel free to try them and give uns feedback.
		Delete items in the document margin using drag and drop ①

At ATLAS.ti Library Location the Current Location is now changed to: Default Library Location.

B. Changing the Default File Location

As you can see in the image above, you can click on the folders to set the default storage location for these files. It is less crucial to change this, because when you export files, you will also be asked to specify the desired storage location.