

Part 3: Basic Software Features

- Getting Started with MAXQDA: Overview of Layout & Basic Functions
 - [Video Tutorial](#)
 - Demonstration of Document Organization Functions
 - Importing & Organizing Documents
 - Adding Document Variables

- Coding & Organizing the Code System
 - [Video Tutorial 1](#) & [Video Tutorial 2](#)
 - Demonstration of Coding Functions
 - Creating & Applying Codes
 - Creating Subcodes
 - Coloring Codes
 - Sorting Codes
 - Copying Subcodes
 - Creating Code Sets
 - Coding with Multiple Codes
 - Emoticoning
 - Color Coding (Highlighting)

- Lexical Search
 - [Video Tutorial](#)
 - Demonstration of Lexical Search
 - Simple Search Function
 - Lexical Search
(singular & combined)
 - Extended Lexical Search
(synonyms, exclusions, etc.)
 - Autocoding

References

- [MAXQDA 2018 Manual](#)
- [MAXQDA 2018 Video Tutorial Library](#)