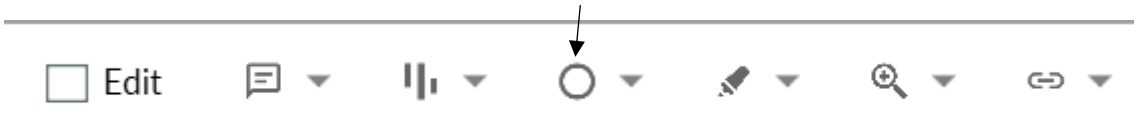
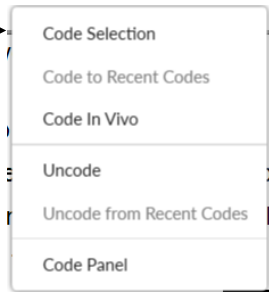
Coding in Three Steps

Once you have opened the resource that you wish to code:

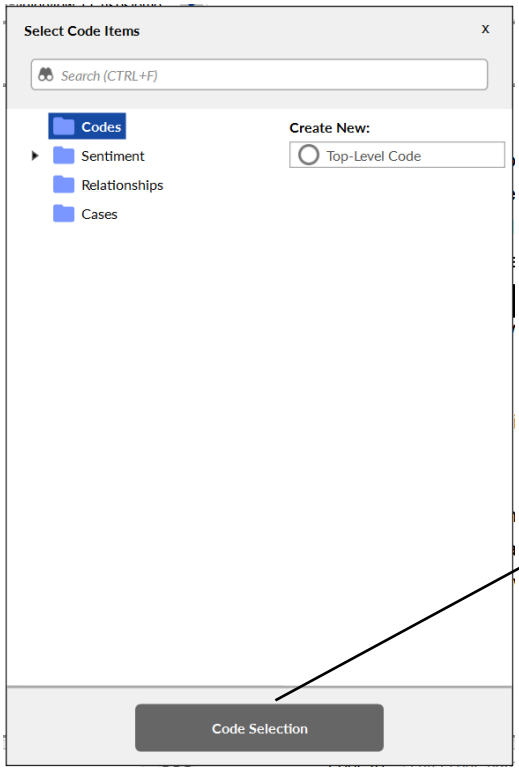
1. Highlight the portion of text that you want to organise to your code
2. Look for the circle…



…or right click and select “Code Selection” from the drop down menu



3. Select or search for an existing code, or create your new code by selecting “Create New: Top Level Code” and typing in the name of your new code.



Click ‘Code Selection’ to complete

NB: Once you have some codes created, you can use the toolbar at the bottom of the screen too. Select the code from the drop down list and (again) look for the circle.