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MAXQDA

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MAXQDA is a powerful qualitative data analysis (QDA) software widely used for systematic reviews, literature reviews, and meta-syntheses. It helps researchers organize, code, analyze, and visualize large volumes of textual, audio, video, and mixed-methods data efficiently.

Reasons to use MAXQDA for Systematic Reviews:

- ✓ **Structured Literature Management** – Import and organize PDFs, articles, and references.
- ✓ **Advanced Coding & Categorization** – Tag themes, patterns, and evidence systematically.
- ✓ **AI-Assisted Analysis** – Auto-code text using **Lexical Search** and **Topic Modeling**.
- ✓ **Team Collaboration** – Work with

multiple researchers on the same project.

✓ **Visualization Tools** – Generate word clouds, concept maps, and matrices for synthesis.

✓ **Compatibility** – Works with **Zotero**, **EndNote**, **Citavi**, and reference managers.

◆ Step-by-Step Guide for Systematic Reviews in MAXQDA:

1. Importing Literature

- **Direct PDF Import** – Drag & drop research papers into MAXQDA.
- **Reference Managers** – Sync with **Zotero**, **EndNote**, or **RIS files** for metadata.
- **Web & Database Import** – Scrape data from websites or databases.

2. Organizing Documents

- **Document Groups** – Categorize papers by themes, methods, or research questions.
- **Memo System** – Add notes, comments, and summaries to each document.

3. Coding & Thematic Analysis

- **Manual Coding** – Highlight and tag key passages (e.g., "barriers," "outcomes").
- **Autocoding** – Use **Lexical Search** to find and code recurring terms.

- **AI Topic Modeling** – Automatically detect emerging themes.

4. Data Synthesis & Visualization

- **Code Matrix Browser** – Compare themes across studies.
- **Word Clouds & Frequency Analysis** – Identify dominant terms.
- **Mixed Methods Tools** – Combine qualitative and quantitative findings.

5. Writing the Review

- **Summary Grids** – Export coded data for synthesis tables.
- **Report Generation** – Create structured summaries for manuscripts.

◆ MAXQDA for Systematic Reviews:

| Feature | MAXQDA |
|--------------------|--------|
| AI Auto-Coding | ✓ |
| PDF Annotation | ✓ |
| Mixed Methods | ✓ |
| Team Collaboration | ✓ |
| Visualizations | ✓ |

Getting Started with MAXQDA

- **Free Trial:** [Download from MAXQDA's website](#)
- **Tutorials:** [MAXQDA Academy](#)

Step-by-step guide to working with MAXQDA:

Step 1: Install & Set Up MAXQDA

1. Download & Install

- Get MAXQDA from [the official website](#) (free trial available).
- Choose **MAXQDA Analytics Pro** for advanced features (AI coding, mixed methods).

2. Create a New Project

- Open MAXQDA → Click "New Project" → Name your project

Step 2: Import Your Data

1. Import Documents

For PDFs/Articles:

- Go to "Documents" tab → "Import Documents" → Select files.
- MAXQDA extracts text from PDFs automatically.
- **From Reference Managers:**
 - Sync with **Zotero, EndNote, or RIS files** (File → Import → Bibliographic Data).

2. Organize Documents

- Create **Document Sets** (e.g., "Theoretical Papers," "Empirical Studies").
- Right-click → "Add Document Set".

Step 3: Start Coding & Annotation

1. Manual Coding

- Highlight text → Right-click → "Code" (or press Ctrl+K).

- Create **code categories** (e.g., "Barriers," "Themes," "Methods").

2. Auto-Coding (AI & Lexical Search)

- **Lexical Search:**

Go to "Analysis" → "Lexical Search" → Enter keywords (e.g., "climate change"). MAXQDA auto-codes all matching passages.

- **Topic Modeling (AI):**

"Analysis" → "Topic Modeling" → Let AI detect themes.

3. Add Memos & Notes

- Right-click text → "New Memo" to add comments (e.g., "Important for RQ1").

Step 4: Analyze & Visualize Data

1. Code Matrix Browser

- Compare how often codes appear across documents ("Analysis" → "Code Matrix Browser").

2. Word Clouds & Word Frequencies

- "Analysis" → "Word Frequency" → Generate word clouds.

3. Concept Maps

- "Visual Tools" → "Concept Maps"
Drag codes to show relationships.

Step 5: Synthesize Findings

1. Retrieve Coded Segments

- Go to "Reports" → "Coded Segments" to export quotes by theme.

2. Create Summary Tables

- Use "Summary Grids" ("Analysis" → "Summary Grid") to compare findings.

3. Export for Manuscript Writing

- "Export" → "Summary of Coded Segments" (formatted for Word/Excel).

Step 6: Team Collaboration (Optional)

1. Merge Projects

- Combine team members' work via "Project" → "Merge Projects".

2. Inter-Coder Agreement

- Test reliability with "Analysis" → "Inter-Coder Agreement".

Step 7: Write Your Paper/Thesis

- Use exported **tables, quotes, and visualizations** to structure your:
 - **Results** (Code frequencies, themes).
 - **Discussion** (Concept maps, comparisons).

