

EgoNet.QF

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**Software for data collecting
processing and analyzing ego-centric networks**

******draft******

**User's Manual for EgoNet.QF
Version 2.12**

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1. Introduction to EgoNet.QF

Egonet.QF supports the analysis of egocentric network data, collected by means of NETWORK CARDS or DIAGRAMMS.

Egonet.QF is suitable for all sorts of network diagrams which make use of CONCENTRIC CIRCLES: Egonet.QF users can define the number of circles, the content of relations, characteristics of alteri according to their respective research questions and research purposes.

EgoNet.QF offers various options for handling network cards and diagrams:

1. It supports the collection of egocentric network data according to the needs of researchers;
2. It offers various possibilities for data storage and the analysis of network cards;
3. It offers links to other Software-packages used in social network research;
4. It can be used as tool for visualisation and presentation of network cards;
5. Finally, with its interactive features Egonet.QF can also be used for network intervention.

In sum, Egonet.QF is applicable to a wide range of egocentric network types and questions related to egocentric network research: for personal network data as well as for informal networks in organizations or networks between organizations.

2. How to read this manual

This manual describes the functions and concepts of EgoNet.QF. Methodological approaches to qualitative data analysis will not be featured. This manual is organized in the following way: After an introduction on EgoNet.QF, the third chapter outlines the general structure of the software. Following this, the fourth section gives an overview of running EgoNet.QF. This manual then provides a comprehensive step-by-step guide to the individual program modules, with each step described by way of an example.

It is not required that you read the manual sequentially from beginning to end. You may skip sections that describe functions you are already familiar with, or you may jump directly to sections that describe functions you are interested in. For users with no prior knowledge of EgoNet.QF, we do, however, recommend that you especially read through the first part of the manual in order to gain an overview of the available functions.

Throughout this manual, options that must be supplied by the user are indicated as
→Sample

3. System requirements

Personal Computer with Windows OS. EgoNet.QF should also work with Wine (Windows API for Linux).

No installation is required.

4. How to install Egonet?

Before you can start using EgoNet.QF you will first need to download and install it. Visit our website <http://www.pfeffer.at/egonet/> and single-click on Download EgoNet.QF.



Following this, you will see the installation wizard. Select the save button to download the software.

5. General Program Structure

This section gives an overview of the general structure of EgoNet.QF.

5.1. Workspace: The EgoNet.QF Editor

The **EgoNet.QF Editor** is the workspace. It is opened after the start of the program and will be your *home page*.

The EgoNet.QF editor serves as the main editing tool and offers access to all other workbench tools.

Network Card Box (1): The dominant window box in EgoNet.QF is the network card. This box is the central workspace where cards are compiled, edited, processed or analysed.

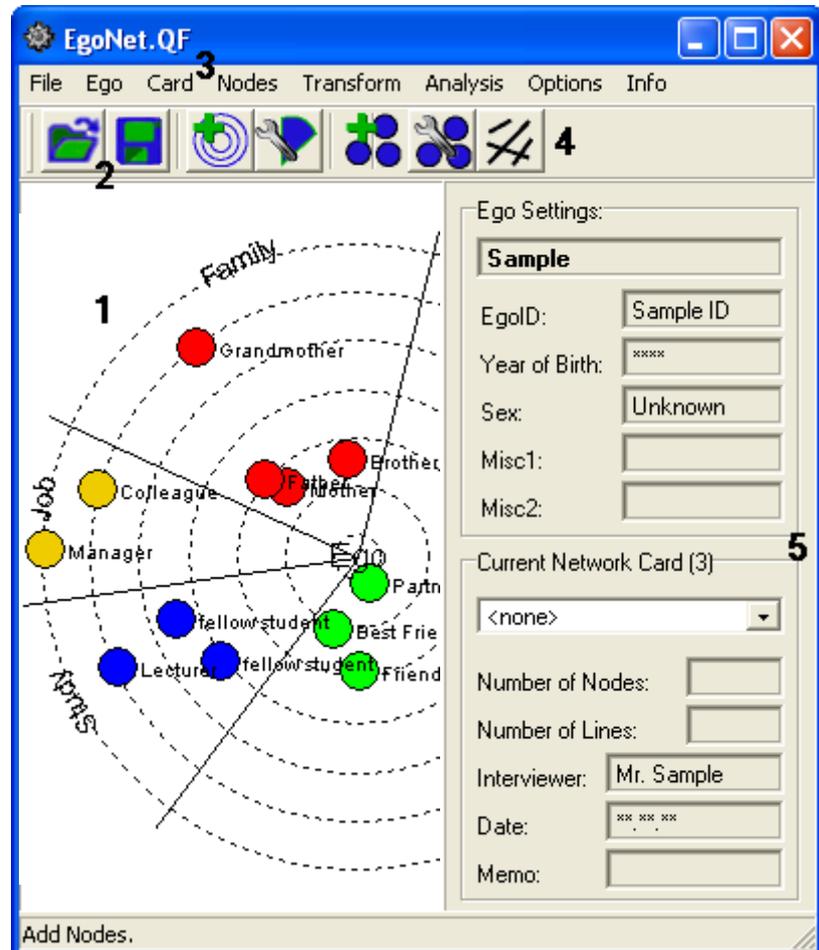
Open/Save Toolbar (2):
Open or save Ego-Unit



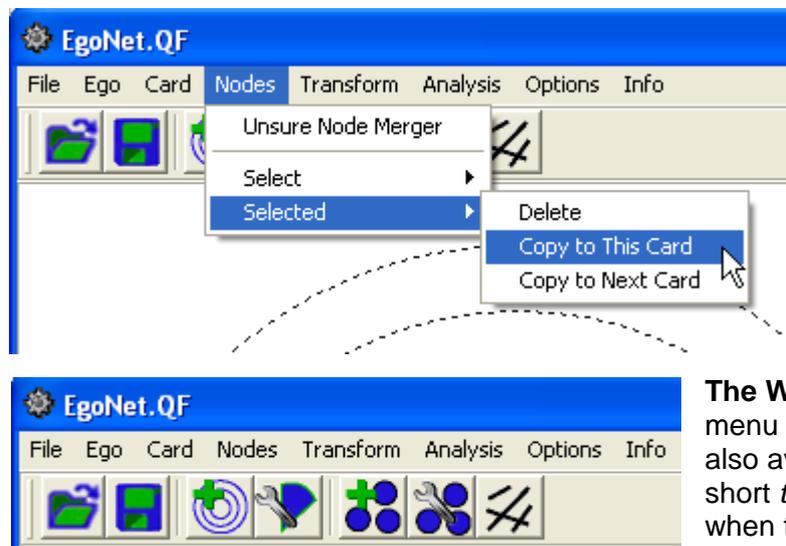
Open Tool



Save Tool



The **Main Menu (3)** is common to all windows and dialog boxes:



Submenus are used for commands that apply to the selected card. A Submenu is activated by a left mouse click at the current location of the mouse pointer.

The Workbench (4) below the main menu offers functions that are partly also available as menu commands. A short *tool tip help text* is displayed when the mouse pointer rests on a modus button. (workbench functions see 5.1-5.4)

Workbench Modes



Add network card



Add or modify Sectors



Add Nodes



Modify Nodes

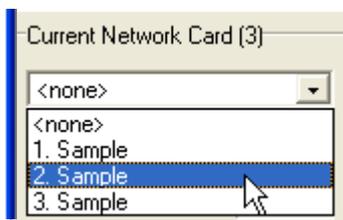


Add or modify Lines

The **Info-Box (5)** on the right offers access to the different kinds of objects that populate an Ego-Unit: ego settings and current network card.

Ego Settings displays the settings of the Ego-Unit that is currently being edited (see 4.2.)

Current Network Card: below the ego settings you find the network card drop-down list that contains the network cards of your current Ego-Unit.



Click into the entry field or the drop down arrow on the right to select requested network card.

Ego Settings:

EgoID:

Year of Birth:

Sex:

Misc1:

Misc2:

Current Network Card (0)

<none>

Number of Nodes:

Number of Lines:

Interviewer:

Date:

Memo:

Node Infos:

ID: 1

Label: Sample

Role: Sample

Number of Nodes: Number of network relationships / alteri

Number of Lines: Number inter node lines and lines between nodes and ego.

Interviewer: Name of interviewer

Date: Date of performed interview

Memo: Free for individual use

Node Infos: Identification number, label und role of node

6. Running EgoNet.QF

This section describes how to start and end an EgoNet.QF session, how to create, open and save a project.

6.1 Starting and Ending EgoNet.QF



EgoNet.QF.exe

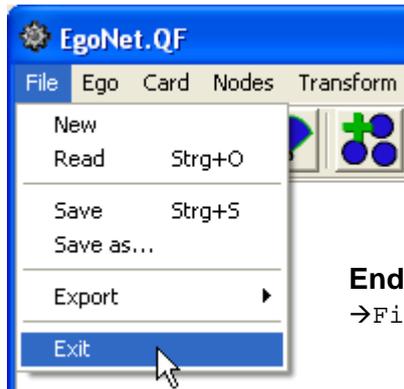
EgoNet.QF can be started like many other Windows applications via the Windows start menu or by clicking on program shortcuts.

If you double-click on the short cut EgoNet.QF you will see the welcome wizard which offers two options to start a session.

In order to start a new project, select the option **Create New Ego**.

Read Ego from File: If you choose this option, you can select from a list of already existing Ego-Units. Each **Ego-Unit** is made up of one case and its corresponding network cards and is stored in a separate file.

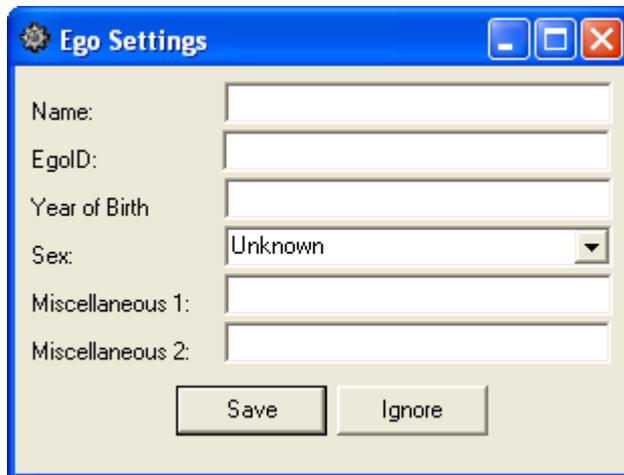
Single-click into one of the two options to start the session.



Ending EgoNet.QF: When you have finished working, select →File/Exit from the main menu to close the session.

6.2. Creating, Opening, and Saving a Ego-Unit

In order to **create a new Ego-Unit** fill in Ego Settings:

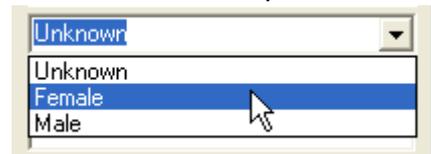


Name: Give each Ego-Unit a name

EgoID: Each Ego-Unit needs a specified identification number

Year of Birth: Fill in egos year of birth

Sex: Select from the drop-down menu



Miscellaneous 1/2: Free for individual use

Name and EgoID indications are obligatory. If you forget to fill in these settings an error wizard will remind you to do so.

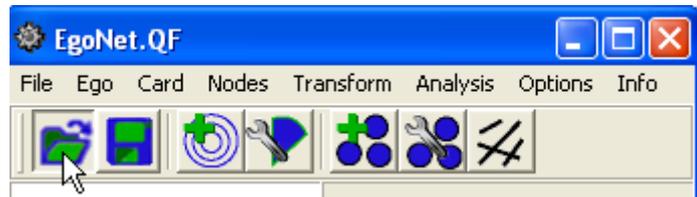
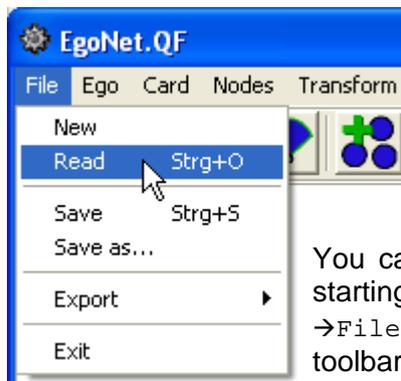
Save your new Ego Settings by single-click on save button. You can start working right away.



It is also possible to edit your Ego Settings by selecting →Ego/EgoSettings of the the main menu.

[Recommendation: Make a habit of systematic indication and memo writing]

Opening a Ego-Unit (using the standard windows file dialog)



You can open an Ego-Unit by selecting **Read Ego** from file while starting EgoNet.QF or throughout the session by selecting →File/Read from the main menu or single-click on open tool from toolbar.

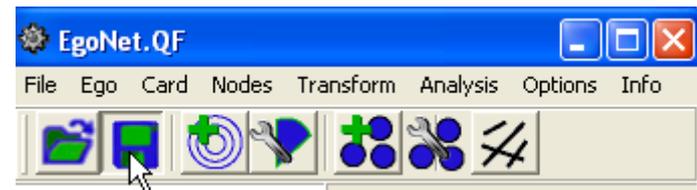
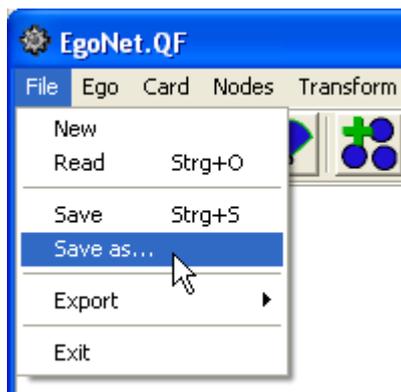
The file dialog appears:



Select requested Ego-Unit and single-click on open button.

Saving a Ego-Unit

If you haven't saved your work already, you will be asked to save the Ego-Unit when you close the EgoNet Editor. If you leave EgoNet.QF, your work during your last session is lost.



In order to save the currently open Ego-Unit select →File/SaveAs... from the main menu or single-click on save tool from the tool bar.

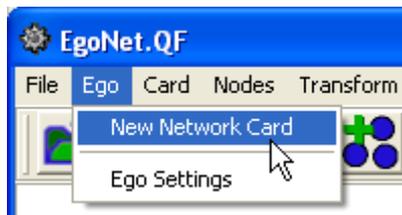
The file dialog opens. Select a folder, enter the name for your Ego-Unit and single-click on save button.



7. Working with EgoNet.QF

Building on the worplace overview the manual then provides a comprehensive step-by-step guide to the individual program modules, with each step described by way of an example.

7.1. Creating and Saving a Network Card



In order to **create (first) Network card** select →Ego/New NetworkCard of the main menu or the Add Network Card workbench modus.



If you single-click on button you will see the Network Card Settings Wizard, wich needs to be filled in:

Card ID: Each file needs a specified identification number

Number of Circles: Select requested number of circles (Interspace: 1-20)

Show Ego as Node:



Only if ego is specified as node, it is possible to color ego or to change its size (The same is true for drawing lines from nodes to ego → 5.5.)

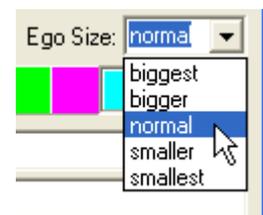
Ego Color: Select requested color

Interviewer: Name of interviewer

Date of Interview: Date of performed Interview

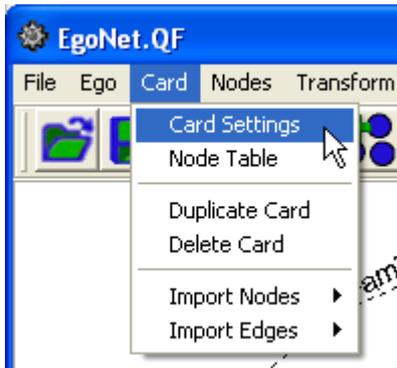
Memo: Free for individual use

Ego Size: Select from the drop-down menu requested size of Ego.



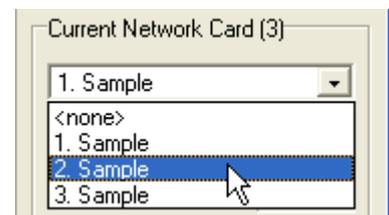
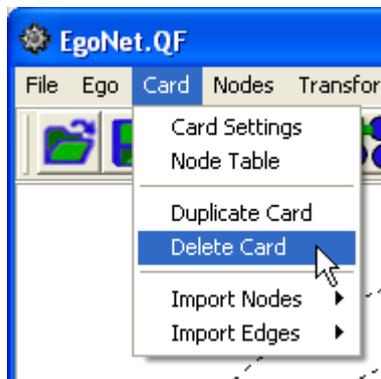
In order to save your settings single-click on the save button.

7.2. Editing, Deleting and Adding a Network Card

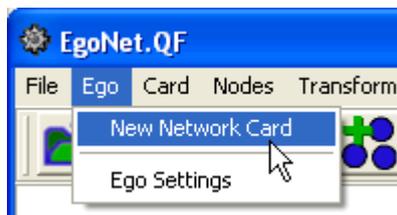


It is also possible to **edit your Network Card** Settings by selecting →Card/CardSettings from the main menu.

In order to **delete a network card** select the requested card of the Info-Box



Following this, select →Card/DeleteCard of the main menu to remove the chosen card from Ego-Unit.



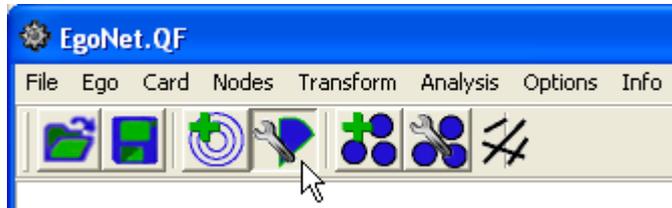
If you want to **add an additional network card** select → Ego/NewNetworkCard of the menu



or single-click on the add network card modus and fill in the additional Network Card Settings.

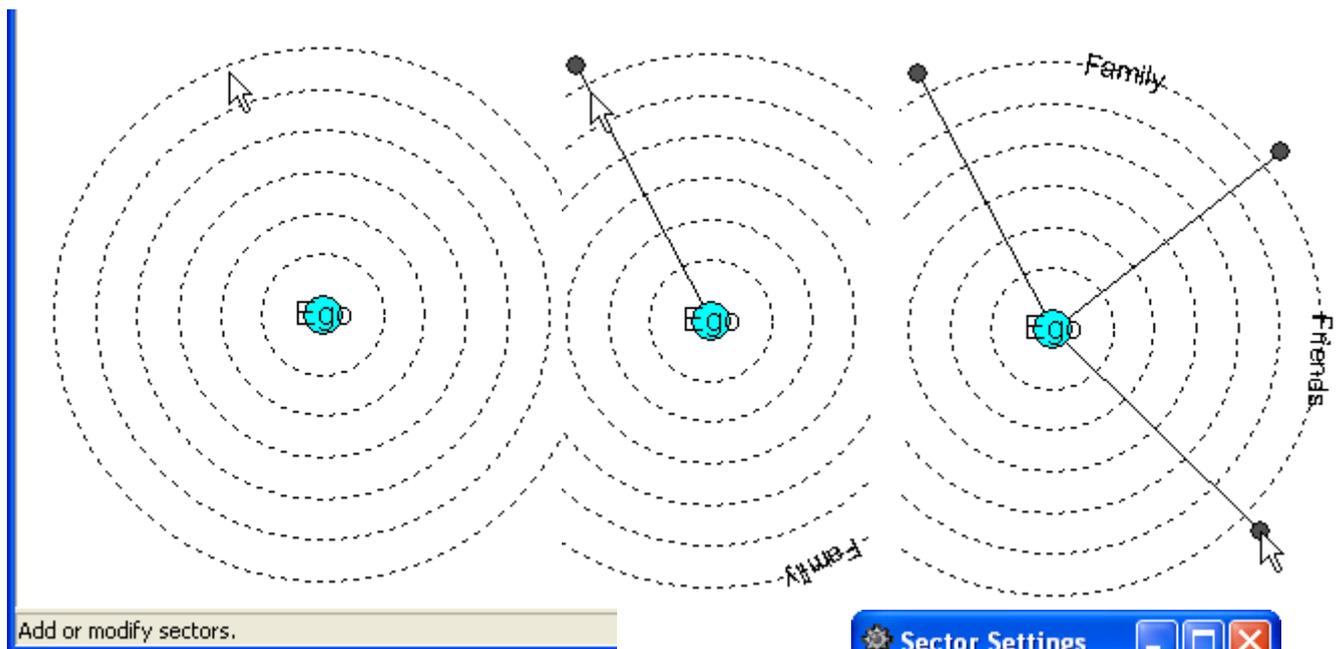
7.3. Creating, Adding, Editing and Deleting Sectors

It is possible to divide the card into different sectors. Each sector can be specified by means of name (e.g. family, friends, Study), color and size. Nodes positioned in these sectors will automatically be associated with the same role and be coloured same way.



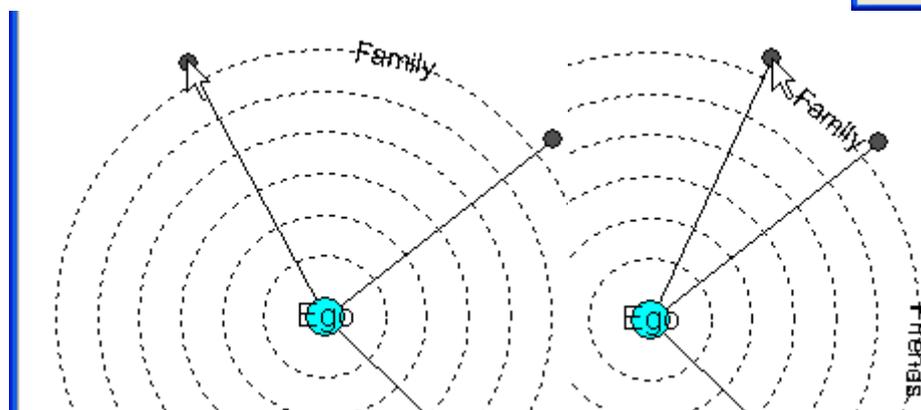
To add a sector single-click on Add Sector modus of workbench.

Following the location of the first sector border is set by a right-mouse click at the requested location.

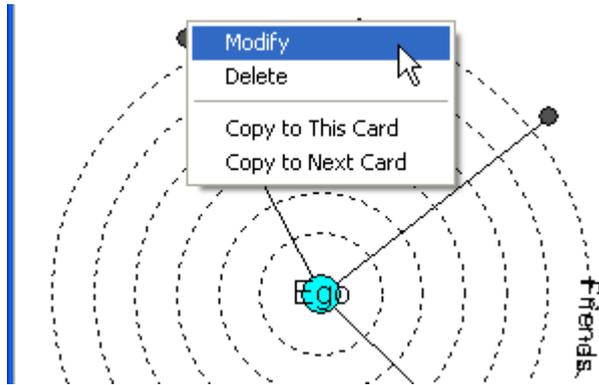


You will see the Sector setting wizard in order to specify name and colour of the sector. Single-click on save button to add the first border.

Always two borders are needed for specifying the first sector. In this way you can add clock-wise the number of sectors desired.



The **Position of the border** can be changed by dragging the sector to a different position of the network card. Left-mouse click on the little grey spot at the rear end of the sector-border to drag-and-drop it to the requested position.

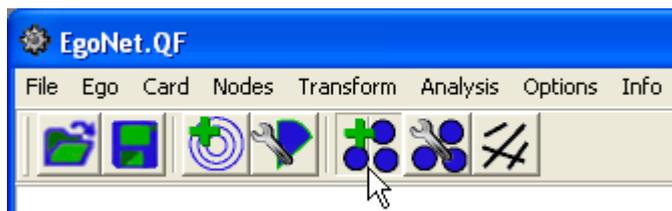


Name and colour of the **sector can be modified** by right-mouse click on the little grey spot at the rear end of the sector-border. Select →Modify of the pop-up menu and change Sector Settings.

Sector can be deleted by right-mouse click on the little grey spot at the rear end of the sector-border. In order to **delete the sector** from (current) network card select →Delete of the pop-up menu.

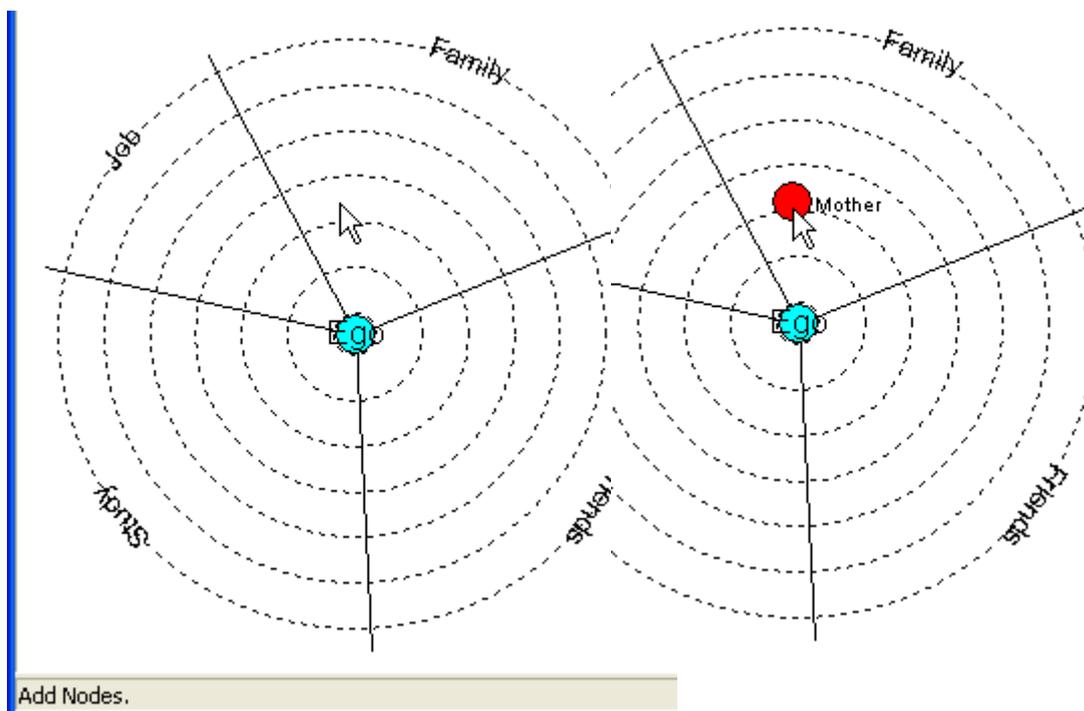
In order to **copy the sector** into the same card, select →CopyToThisCard of the pop-up menu. Beyond that sectors can as well be copied into the next card. Single-click on →CopyToNextCard.

7.4. Creating and Modifying Nodes



To add a **Node** single-click on the Add Node Modus of workbench.

Following this, location of the node is set by a right-mouse click at the requested position.



You will see the node setting wizard in order to specify node settings:

Node ID: Each node needs a specified identification number

Label: Each node needs a specified label (e.g.: name, initials)

Role: Specify alteri relationship to ego (e.g.: mother, family member, friend).

Sex: Select from the drop-down menu requested sex.

Human/Non-Human: Default setting is set on human.

Distance to Ego: On a Scale of 0.0 (Ego) to 1.0 (outside the outermost circle)

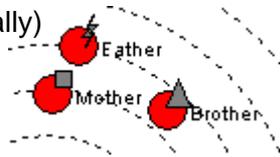
Group: If a node represents more than one individual it can be visually marked as group.



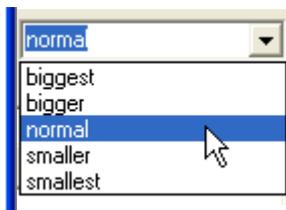
Group Size: Each Group needs a number of members

Color: Each node needs a colour. The default setting is respectively in the colour of the sector.

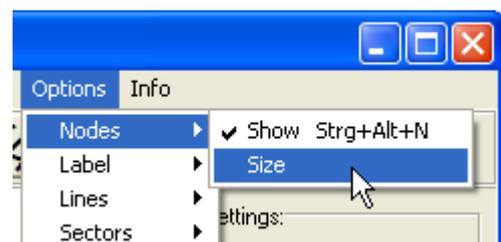
If necessary nodes can be (visually) marked whereby **Symbol** for example as Non-Human. The Symbol visually marks the node on the upper right side.



Node Size: Select from the drop-down menu requested size of Node.

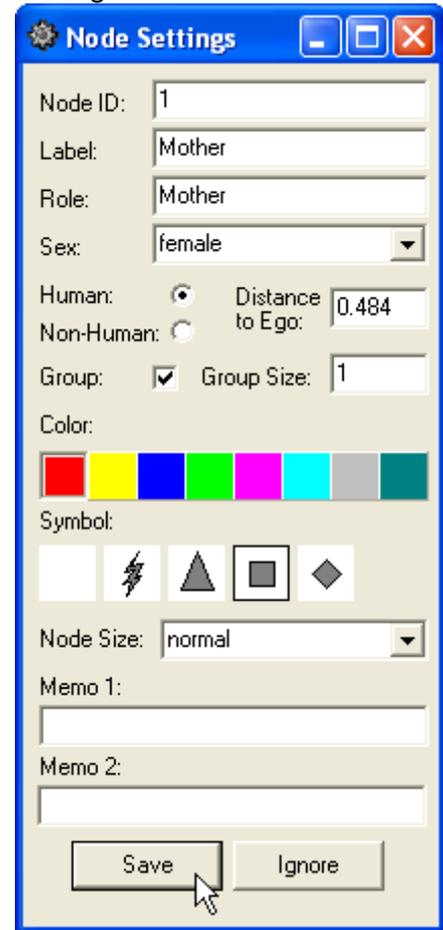
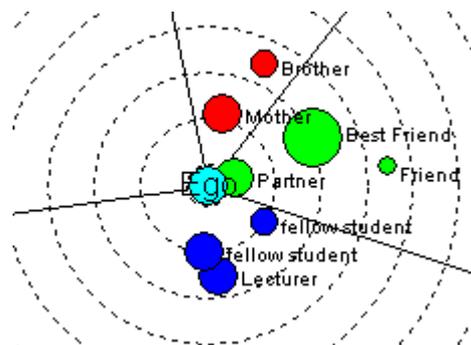


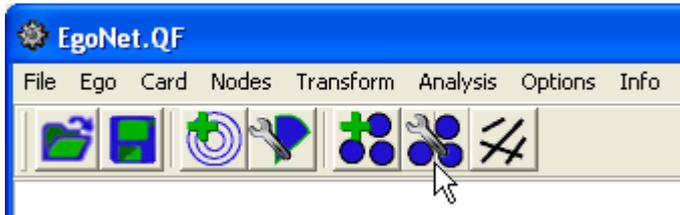
Or select
→Options/Nodes/Size
of the main menu to change
all existing nodes automati-
cally. (e.g. for the purpose of
visualisation)



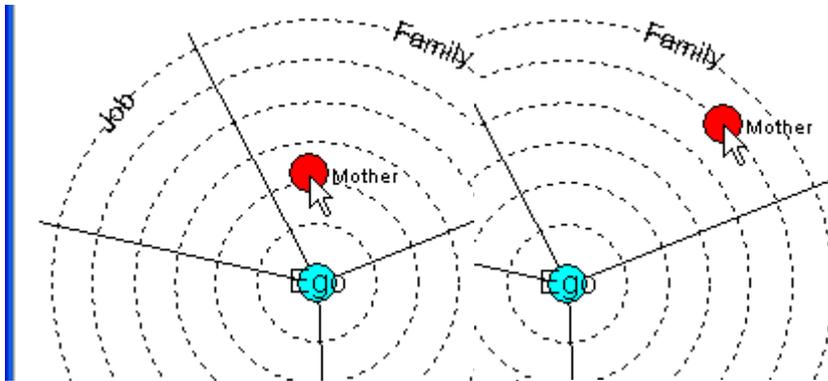
Memo 1/2: Free for Individual use

Single-click on save button
to add the first Node.





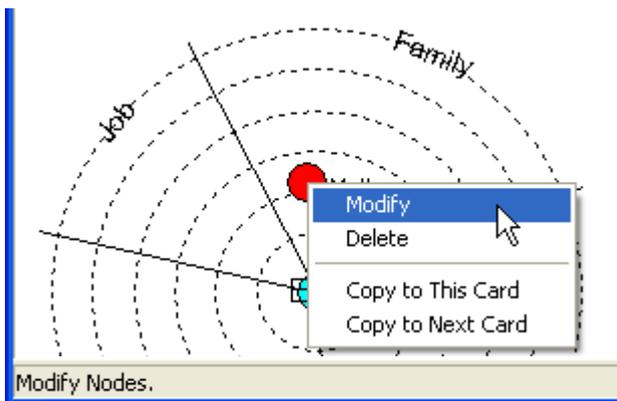
To **modify a node** single-click on Modify Node Modus of workbench.



The Position of the node can be changed by dragging the node to a different position of the network card.

Left-mouse click on node to drag-and-drop it to the requested location.

The **node can be modified** by right-mouse click on node. Select →`modify` of the pop-up menu in order to change Ego Settings.

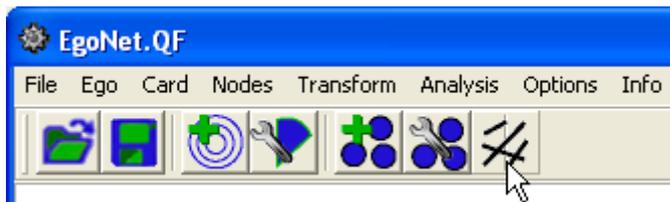


Node can be deleted by right-mouse click on node. Following this single-click on Delete of the pop-up menu, wich removes node from the (current) card.

In order to **copy the node** into the next card, select →`CopyToNextCard` of the pop-up menu. Nodes can only be copied to the following card.¹

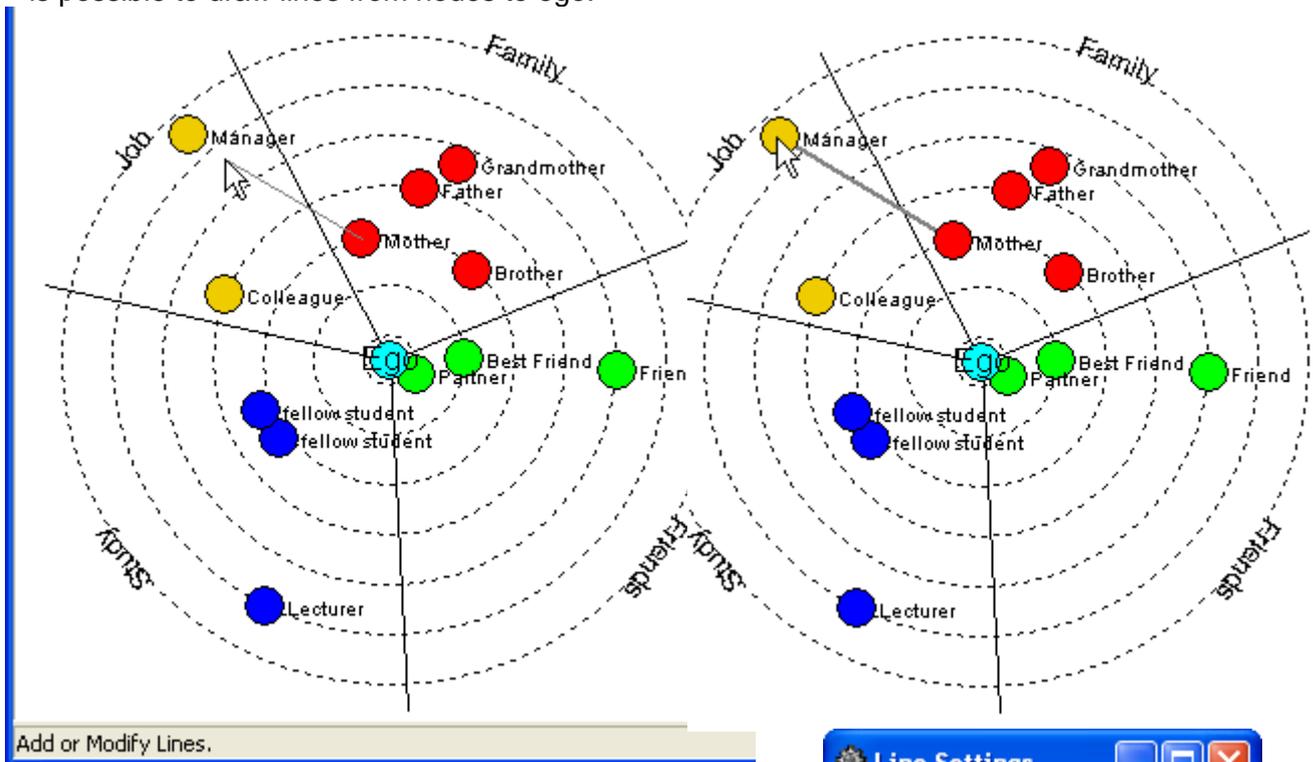
¹ Beyond that nodes can as well be copied into the same card. Single-click on →`CopyToThisCard`.

7.5. Adding and Modifying Lines

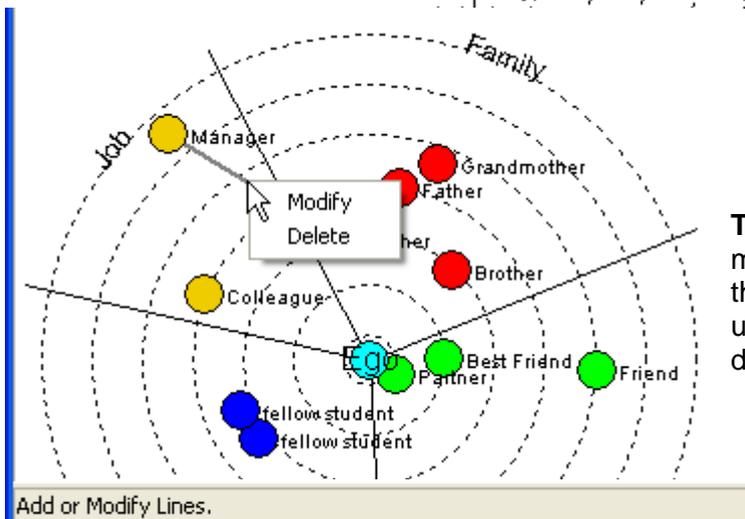
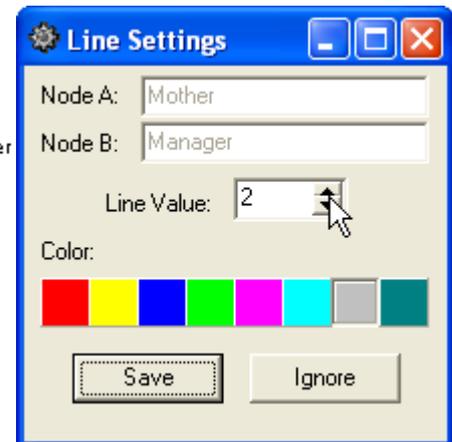
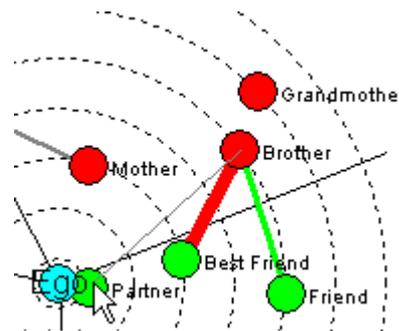


To add a Line single-click on Add Line Modus of workbench.

It is possible to draw lines between two nodes. In order to add a line left-mouse click on node to drag-and-drop the line upon the requested node. Only if ego is specified as node, it is possible to draw lines from nodes to ego.



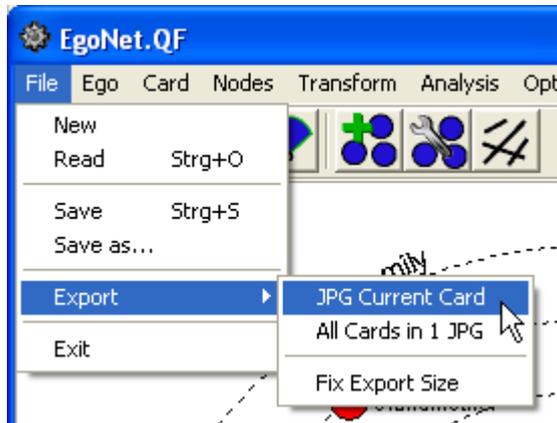
Following this, you will see the Line Settings wizard to specify line value and colour. Single-click on save button to add the line.



To modify a or delete a Line right-mouse click on the line. Following this, either select Modify of the pop-up menu to change the settings or delete the line.

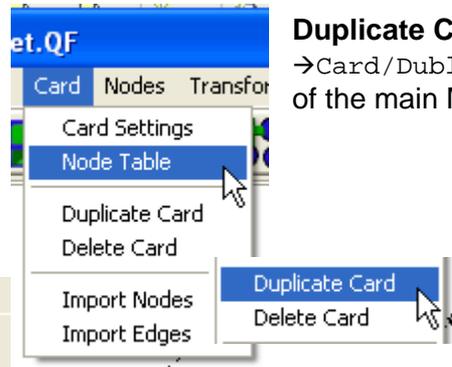
7.6. Some Additional Features:

After the step-by-step guide to the individual program modules, the last section will exemplarily illustrate some additional features of EgoNet.QF.



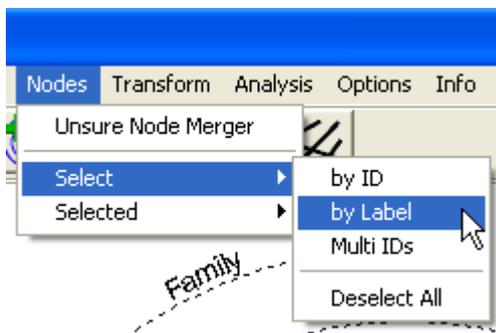
The **network Cards** can be exported as JPGs for further analysis. Select →File/Export/JPG Current Card or All Cards in 1 JPG of the main menu.

It is possible to denote an overview of all drawn nodes. Select →Card/NodeTable of the main menu to **display Node Table**.



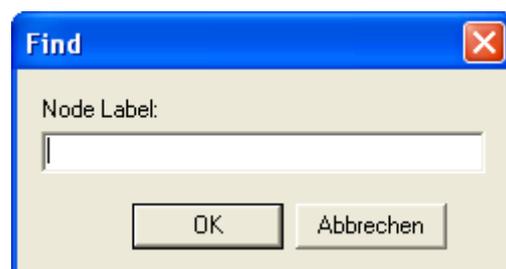
Duplicate Card by selecting →Card/DuplicateCard of the main Menu.

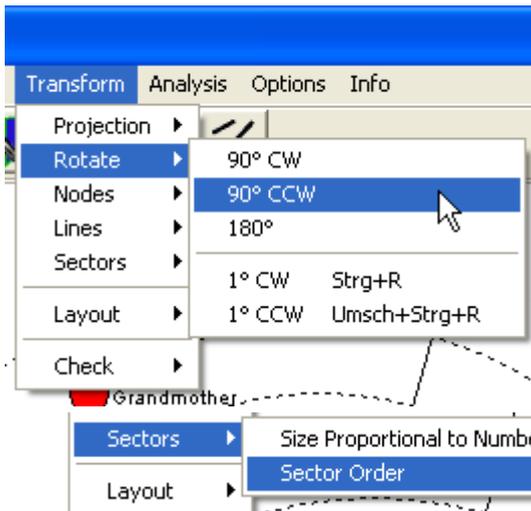
ID	Label	Role	Color	Size	Human	Sector
1	Mother	Familie	1	1	TRUE	Family
2	Father	Familie	1	1	TRUE	Family
3	Brother	Familie	1	1	TRUE	Family
4	Grandmother	Familie	1	1	TRUE	Family



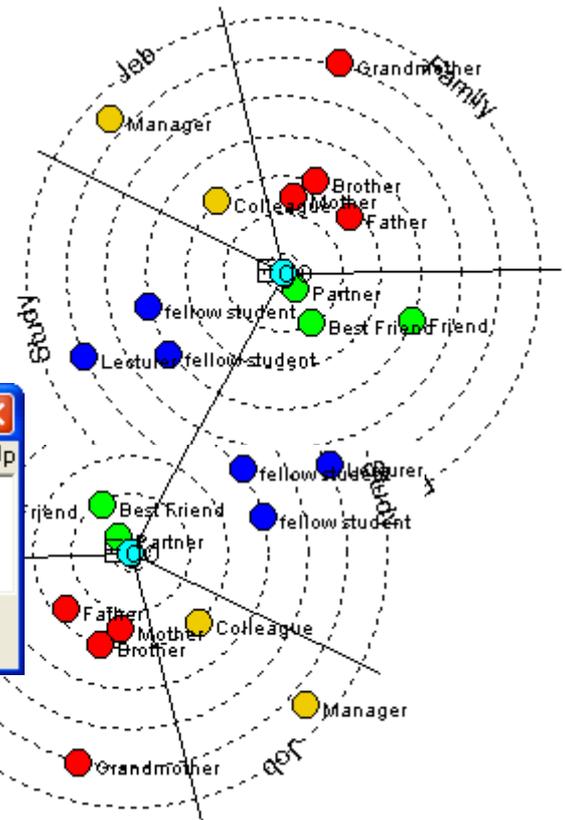
It is possible **to search nodes** by different indications. In order to search node by Label select →Nodes/Select/byLabel of the main menu.

You will see the Find wizard, to fill in label of wanted node. Single-click on ok button to start searching.





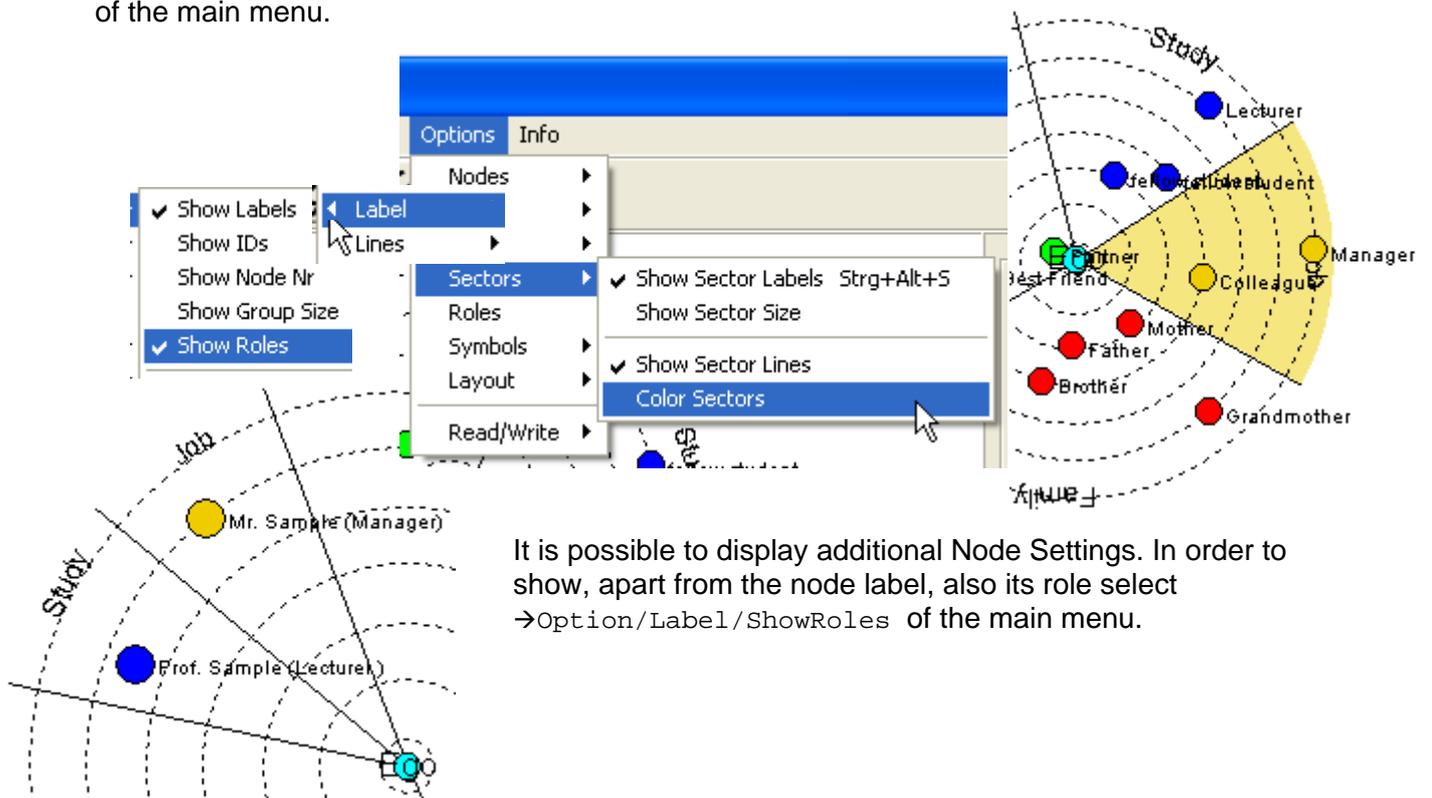
It is possible to rotate network card. In order to rotate network card select
 → Transform/Rotate/180° of the main menu.



To change the sector order select
 → Transform/Sectors/
 SectorOrder of the
 main menu.



If you need to highlight a sector select → Options/Sectors/ColorSectors of the main menu.



It is possible to display additional Node Settings. In order to show, apart from the node label, also its role select
 → Option/Label/ShowRoles of the main menu.

Updating EgoNet.QF

After the installation of EgoNet.QF the online help offers if available upon start-up a modified version:

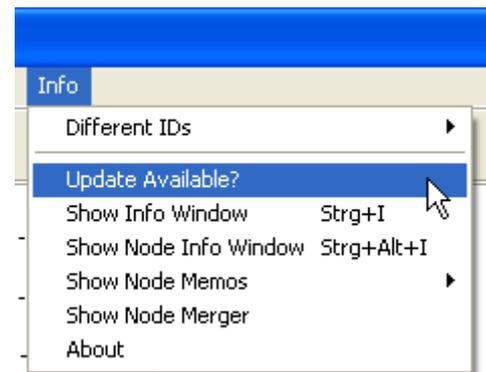


single-click on yes button to install modified version.

Manual updating is accessible via the main menu:

Select →Info/UpdateAvailable? from the main menu. If update is available single-click on yes button to install modified version.

In each release of the software new features are continuative listed to get a detailed understanding of the performed work. In order to read the EgoNet History visit our website <http://www.pfeffer.at/egonet/> or use the short key →Strg+h



Getting support

A primary resource for issues concerning the use of EgoNet.QF should be our website www.pfeffer.at/egonet/. In case of software failure or further questions please contact us by pfeffer@zweipunktnull.at