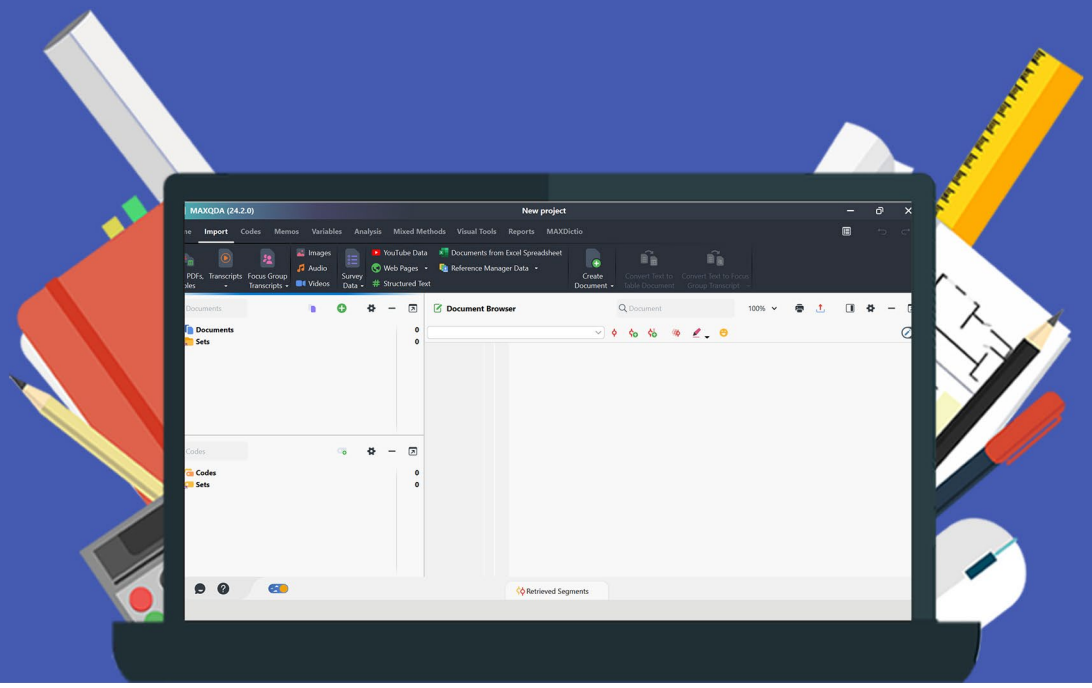
Installation Manual

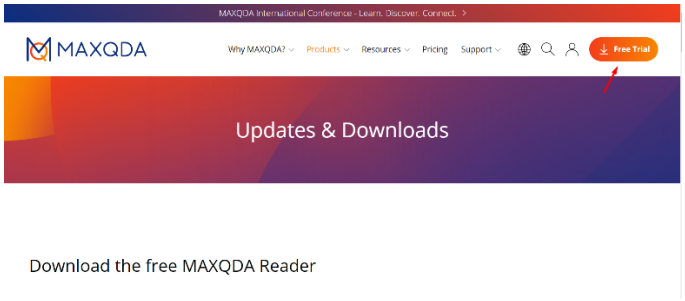


MAXQDA + AI Assist Free

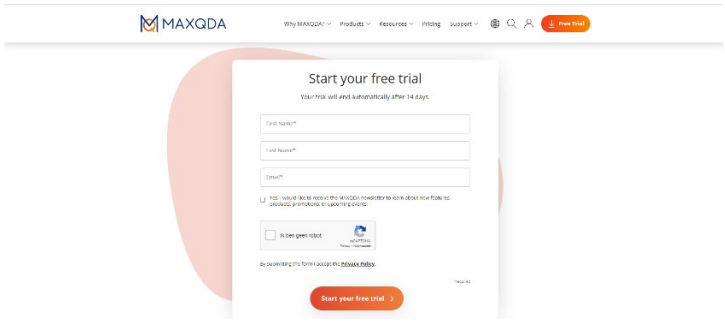
For Windows

Step 1: Order MAXQDA on our website. You can find your download in your account under “Orders”. This is also where you can find your license code.

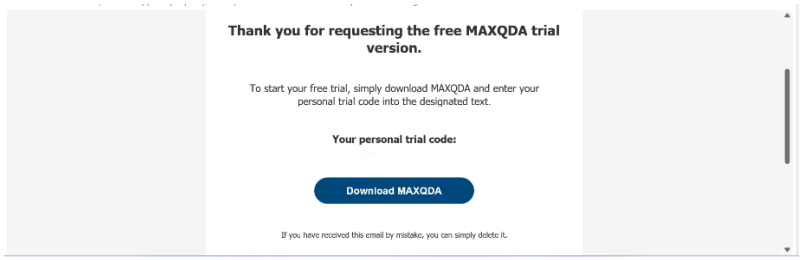
Step 2: Click in your order history on “Download”, you will now be redirected to the MAXQDA website. Click on “Free Trial”.



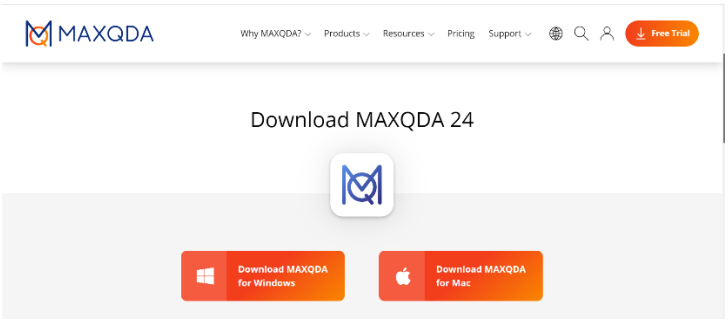
Step 3: Fill in the required fields and check the “I am not a robot” box. Then, click on “Start your free trial”.



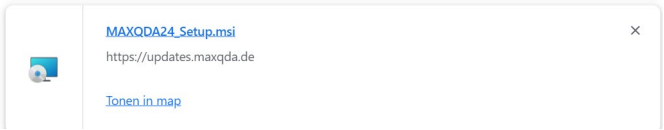
Step 4: You will now receive an email from MAXQDA at the email address provided in the previous step with a download link and a code. **Attention**: you do not need to use the code in this email, this code is for a free trial. Your license is already activated with the code you received with your order .Click on “Download MAXQDA”, you will now be redirected to the page where you can download MAXQDA.



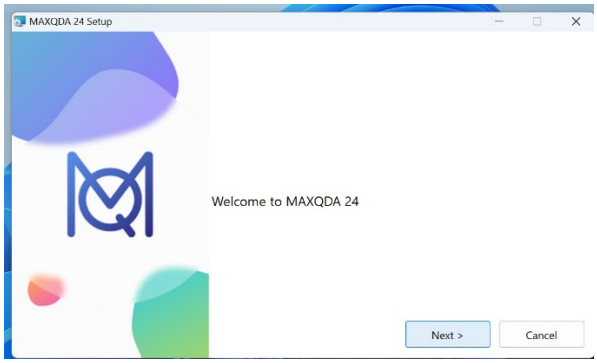
Step 5: Choose the operating system you want to install MAXQDA on, the installation file will now download.



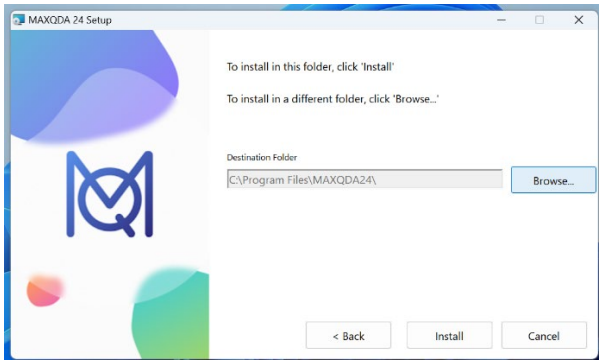
Step 6: Click on the downloaded installation file, the installation will now start.



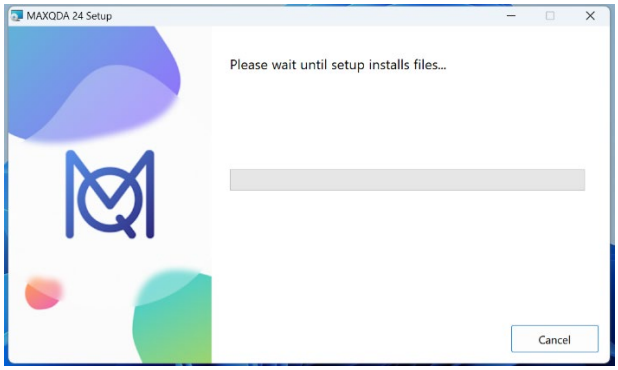
Step 7: The MAXQDA installation will now open. Click on “Next”.



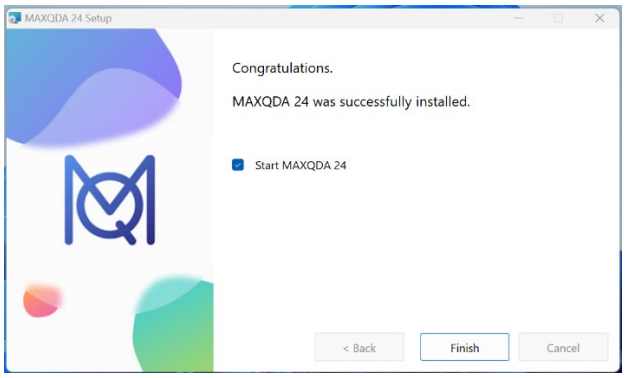
Step 8: Choose the folder you want to install MAXQDA to. If you want to change the folder, click on “Browse…”. Once the right folder is selected, click on “Install”.



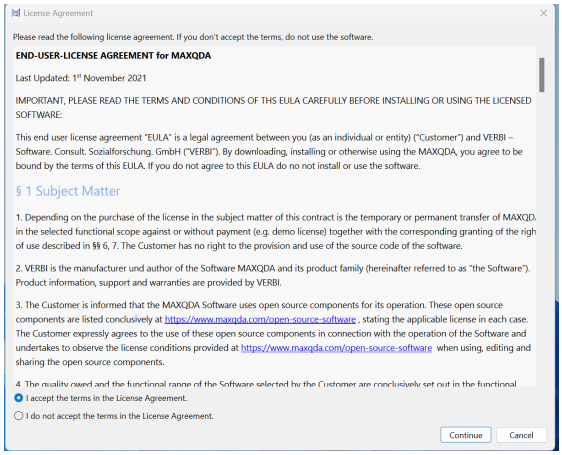
Step 9: MAXQDA will now install.



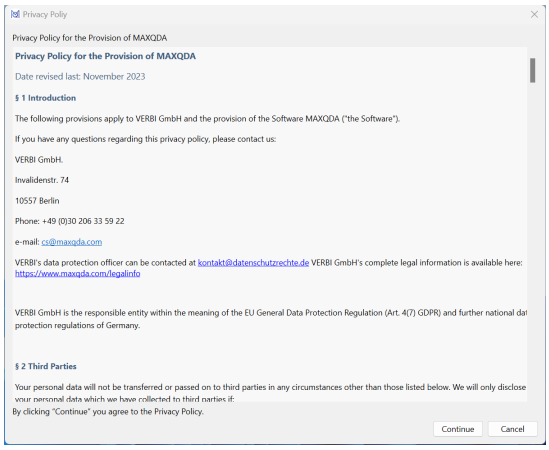
Step 10: You will now get a notification that the installation is complete. Click on “Finish”.



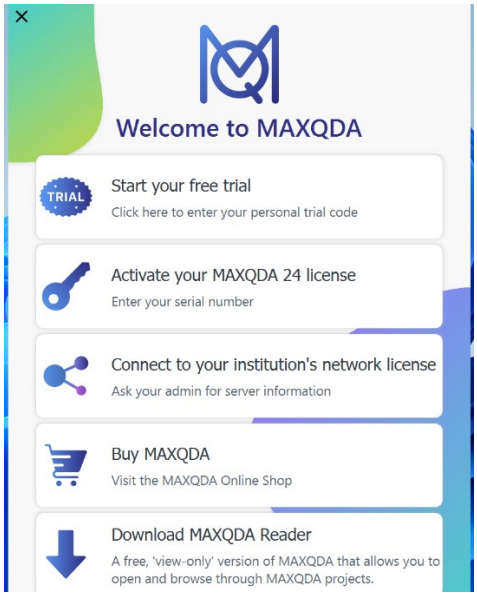
Step 11: Read the License Agreement and select “I accept the terms in the License Agreement.”. Then, click on “Continue”.



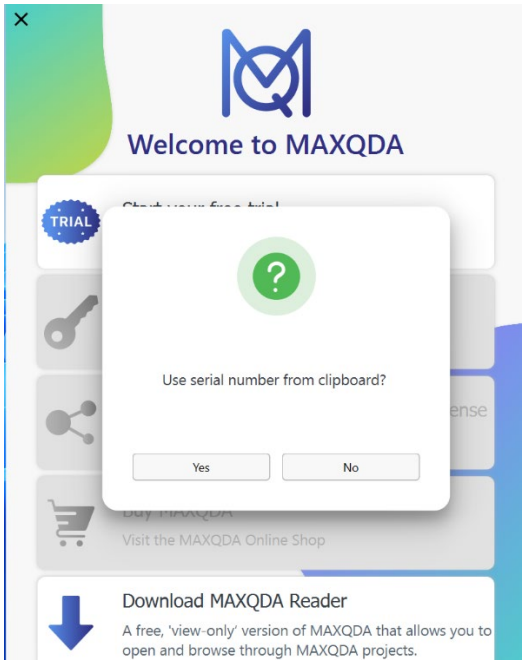
Step 12: Read the Privacy Policy and click on “Continue”.



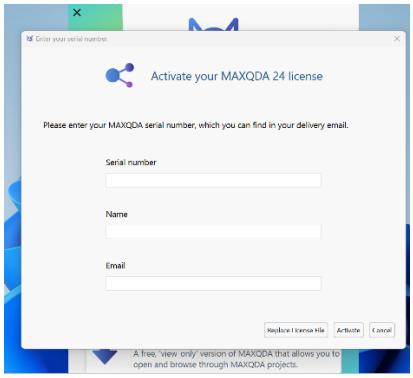
Step 13: Click on “Activate your MAXQDA 24 license”.



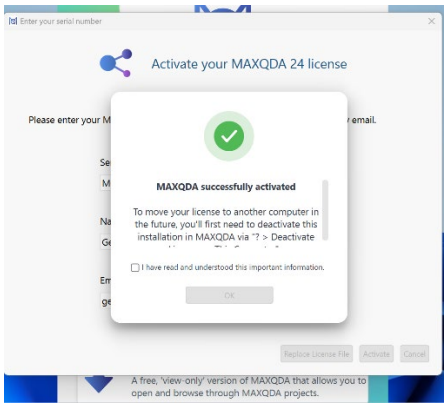
Step 14: If you have already copied the license code, MAXQDA will ask if you would like to use the code from your clipboard. Click on “Yes” and continue to step 18. If you did not copy the code, continue to step 17.



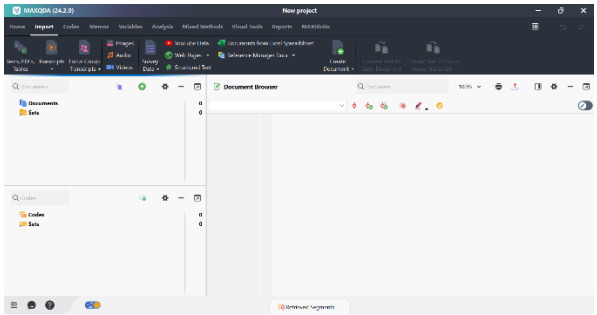
Step 15: In the “Serial number” field, enter your license code. In the “Name” and “Email” fields, enter your name and email address. Then, click on “Activate”.

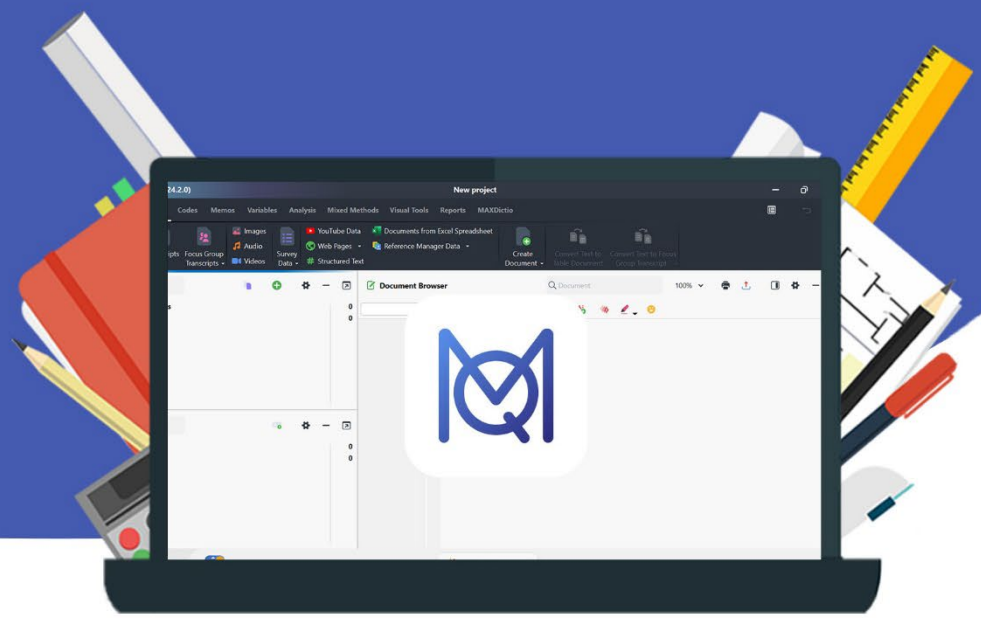


Step 16: You will now get a notification saying MAXQDA is activated. In this screen, you will also find the instructions you'll need if you want to move your MAXQDA license to a new device. Read these instructions carefully and check the "I have read and understood this important information." box. Then, click on "OK".



Step 17: MAXQDA will now open, you can get started with your license!




New project
Codes
Memos
Variables
Analysis
Mixed Methods
Visual Tools
Reports
MAXDictio
Images
Audio
Videos
Focus Group Transcripts
Survey Data
YouTube Data
Web Pages
Structured Text
Documents from Excel Spreadsheet
Reference Manager Data
Create Document
Document Browser
100%