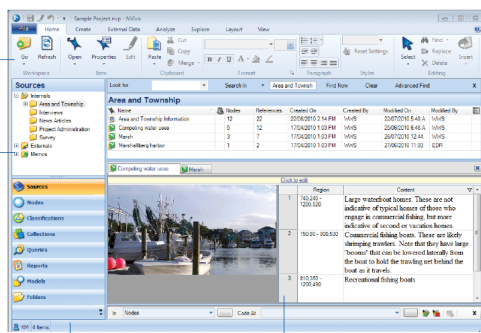


NVivo Interface: Quick Reference

The ribbon helps you to locate all NVivo commands

Navigation View lets you organize your material into folders



Access Help

See the contents of a folder in List View

Check the status bar to see what is happening in your project

Work with your sources, nodes or other project items in Detail View. Undock Detail View to work in a separate window

Navigation View: This allows you to organise and access project items.

List View: This displays the content of folders selected in Navigation View. List View also allows the addition of new items plus the opening/editing of existing items.

Detail View: This displays the contents of opened items (e.g. documents and nodes).

Please Note

- This guide is intended as a 'reminder' following attendance at a training course - it is not intended as a replacement for thorough training.
- There are multiple methods for performing all the above tasks - only one is mentioned.
- For further information regarding NVivo, visit: <http://www.qsrinternational.com>.

Transcription Services

- High quality, verbatim transcripts, suitable for research purposes.
- Fully compatible with QSR NVivo.
- In-house quality control - all transcripts are checked by a second staff member.
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QSR NVivo 9

Quick Start Guide



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Creating an NVivo Project

An NVivo project is where all your data, coding, models etc. will be stored.

1. Open the NVivo software.
2. Click the **New Project** button at the bottom left of your screen.
3. In the dialogue box that appears, name your project.
4. By default your project will save to 'My Documents' or 'Documents'. If you wish to change this, click the **Browse** button, choose a new location, and then click **Save**.
5. Click **OK** to open and begin working in your project.

Creating Folders

Folders can be created within 'Sources', 'Nodes', 'Queries', and 'Models'. They are a useful way to organise project items.

1. Select the 'top-level' folder you wish to create a folder from e.g. 'Internals' within 'Sources'.
2. Right-click your mouse button and choose **New Folder**.
3. In the dialogue box that appears, name your folder and then click **OK**.

Preparing Sources

Data can be prepared outside of NVivo and then imported into your project. NVivo accepts MS Word (*.doc/*.docx), PDF, and common audio, video, image, and spreadsheet files. See the help files for further information.

Importing Sources

1. Choose 'Sources' from the *Navigation View*, and select the folder you wish to import into from 'Internals'.
2. Right-click in *List View* and from the menu that appears, select 'Import Internals' followed by the type of internal you require.
3. In the dialogue box that appears, click the **Browse** button and move to the location where your data is saved.
4. Select the file(s) to import and click **Open**.
5. Select any other options required in the import dialogue box and then click **OK**.

Creating Memos

1. Choose 'Sources' from the *Navigation View* and select the 'Memos' folder.
2. Right-click in *List View* and from the menu that appears, select 'New Memo'.
3. Name and describe your memo (if required) and click **OK**.

Creating Nodes

1. Choose 'Nodes' from the *Navigation View*, followed by the 'Nodes' folder.
2. Right-click in *List View* and from the menu that appears, select 'New Node'.
3. Name and describe your node and click **OK**.

Note: When creating parent nodes, right-clicking in the white space will create a 'parent' node. To create a 'child' node, right-click directly on the parent.

Coding Sources

1. Open the source that you wish to code so that it can be viewed in *Detail View*.
2. Create the nodes you require and ensure you can see them in the *List View*.
3. Select the section of your source that you wish to code.
4. 'Drag' the selection to the node it belongs to and 'drop' it there (immediately on top).

Tip 1: This technique is easier if *Detail View* is on the right-hand side. Choose the **View** tab, followed by **Detail View -> Right**.

Tip 2: You may also find it useful to code with the 'Coding Density Bar' turned on. To do so, from the **View** tab, choose **Coding Stripes -> Coding Density Only**). This allows you to see what you've coded easily.

Working with Project Items

The tips below refer to 'project items' - sources, nodes, memos, models, queries etc.

- To open a project item, double-click on its icon in the *List View*.
- To delete a project item, right-click it in *List View* and choose **Delete**.
- To move a project item, 'cut' and 'paste' it to its new location.
- To change the name or add a description for a project item, select it in *List View* and press **Ctrl + Shift + P**.
- To close a project item in the *Detail View*, right-click on its tab and choose 'Close'.