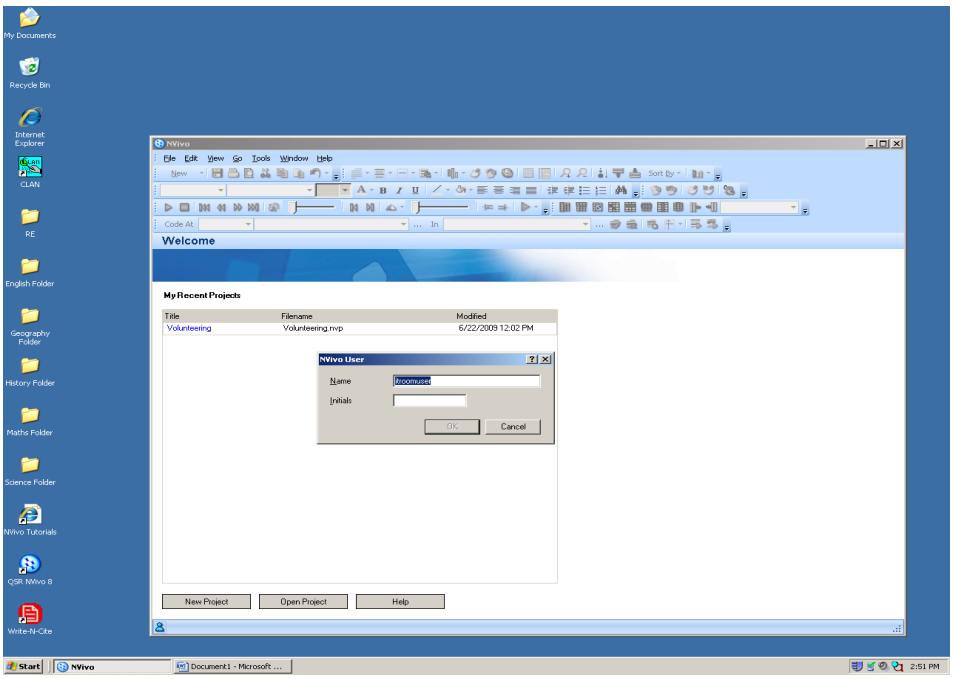
Mairin Hennebry, Yuen-Yi Lo & Vivienne Rogers

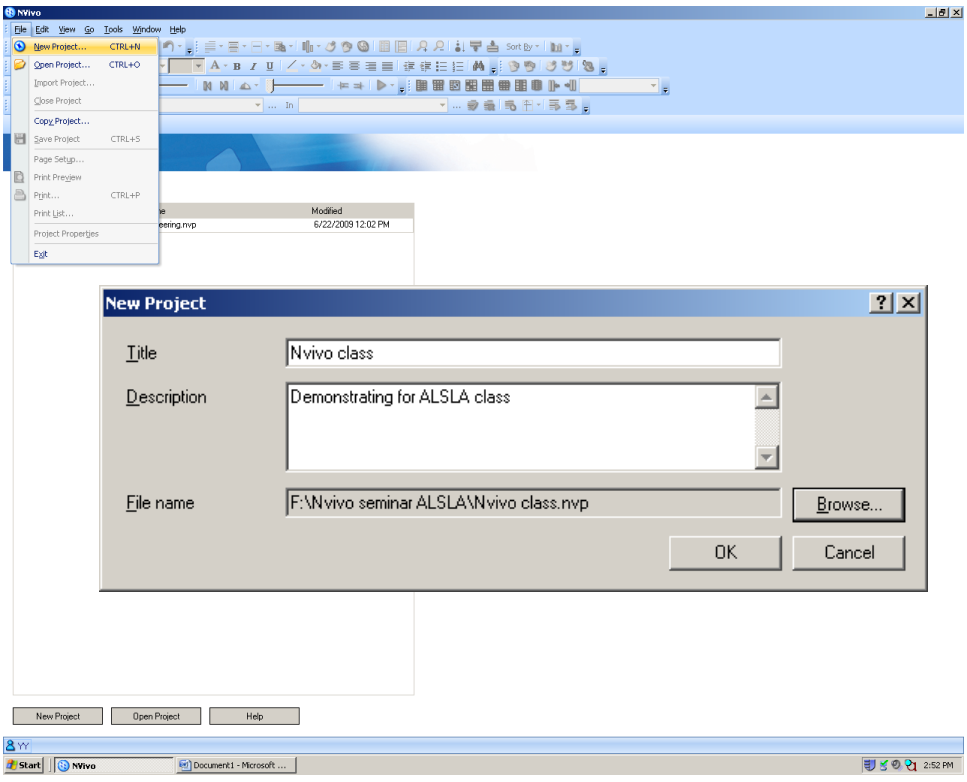
Getting started

When you start the Nvivo programme, you are asked for the username. This will be useful for establishing inter-coder reliability, if you need any.



Setting up a new project

Go to **File** → Click **New Project** → Enter the **Title** of the project and choose the location you want to save the project in the pop up box.

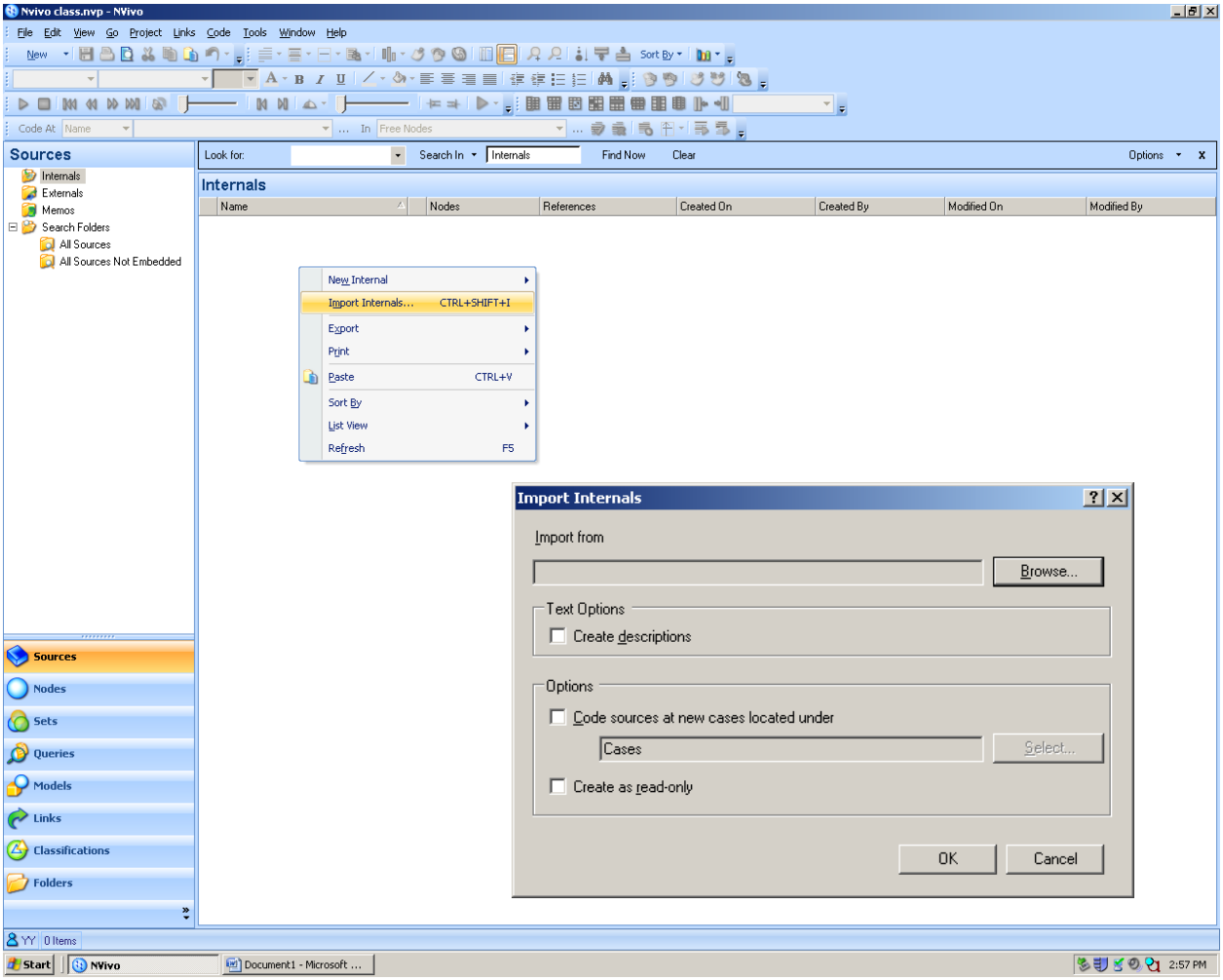


Importing sources (i.e. research materials)

Click **Internals** → Right-click anywhere in the Internals box → Click **Import Internals** → Click **Browse** to choose the file you want to import

Differences between Internals and Externals:

- **Internals** are materials that can be imported into Nvivo (e.g. transcripts, audio interviews, video clips).
- **Externals** are sources of materials that cannot be imported into Nvivo (e.g. web pages, newspaper articles).



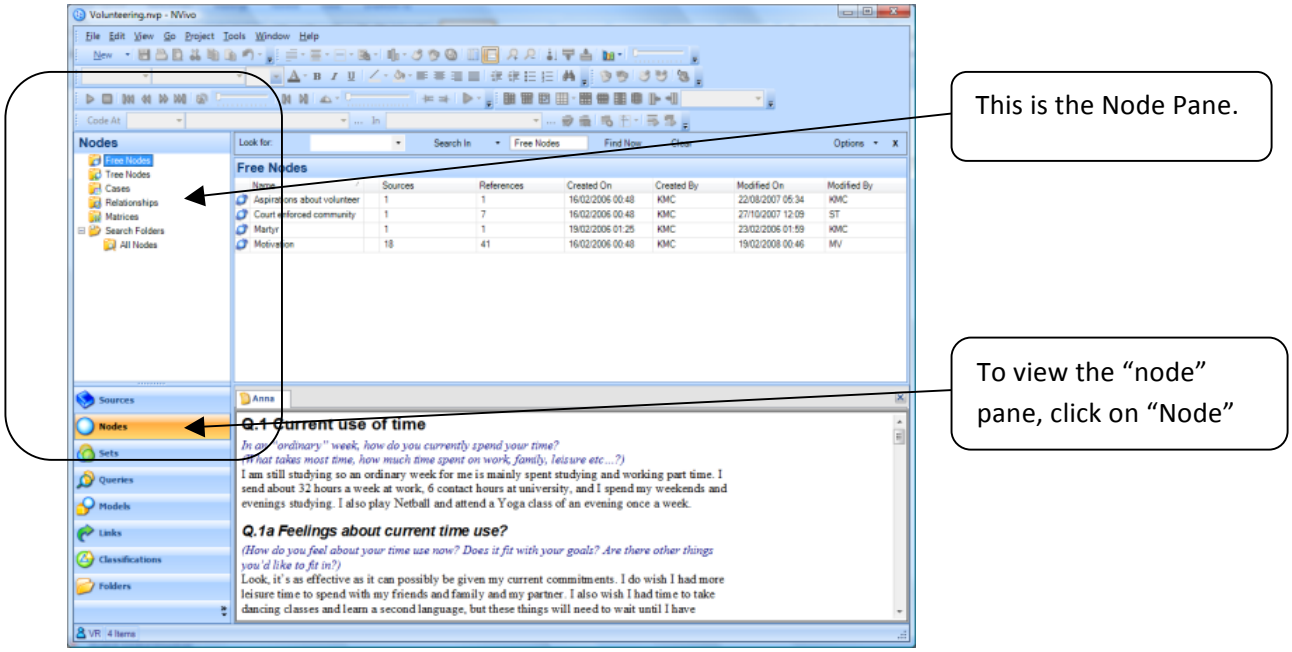
Exercise

1. Create a new project named “ALSLA”. Import TWO word documents (anything in your laptop) as sources in Internals, one as “Read-only” and the other not. Explore the differences between the two sources.

Coding

What is a node?

A node is a label for categories in your project, ideas or topics you are interested in. They can store references to data segments about any topic or concept. So they do what for most researchers is a most basic task of all qualitative projects – bringing together the relevant data content for a question or reflection.



What is the difference between a free node and a tree node?

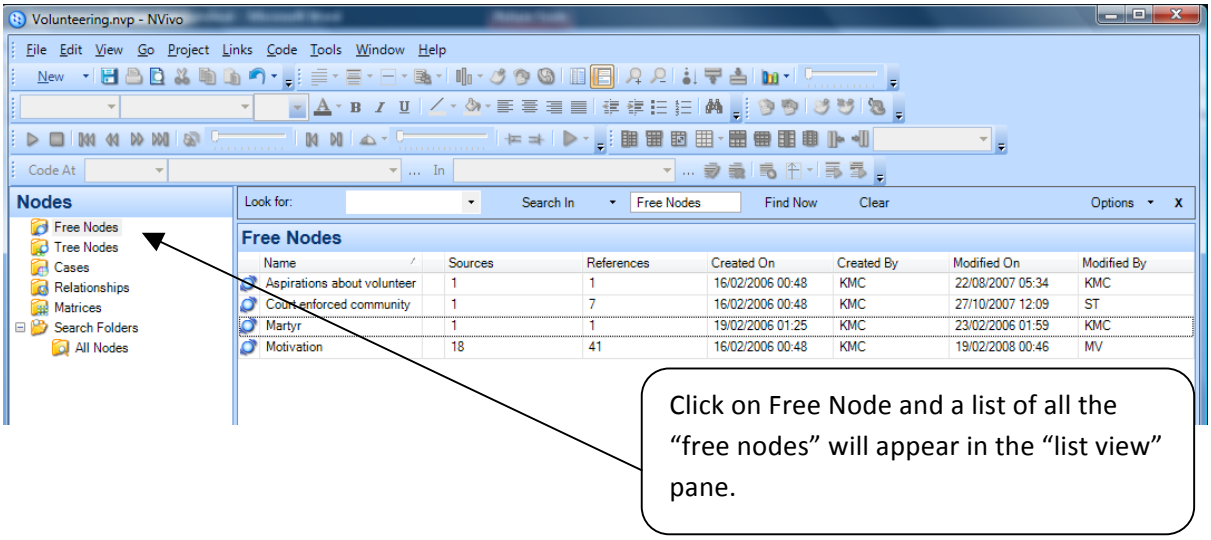
Free node: is independent category. It has no dependent nodes (category).

Tree node: has structure – the "parent" is subdivided into different "child" nodes, e.g. the parent node "hobbies" could have "child" nodes of "sports", "boardgames" and "knitting".

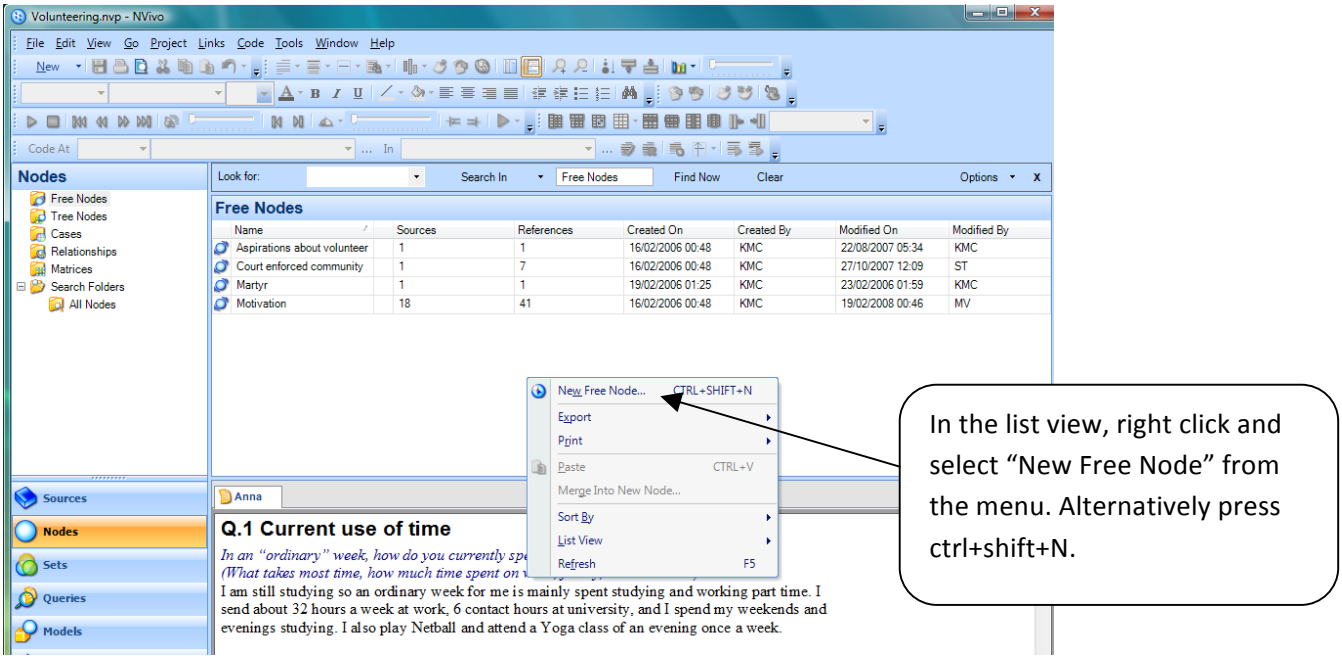
How to make a free node?

Tip: when you start coding your data, create all codes as free nodes. When you see structures start to emerge then move the free nodes to tree nodes.

Step 1: View the list of free nodes

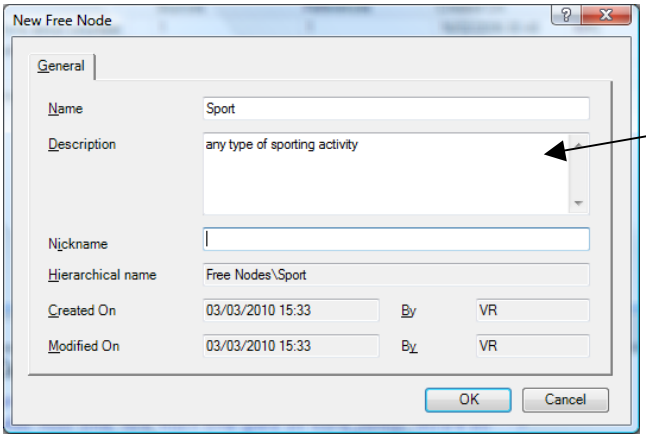


Step 2: Adding a new Free node



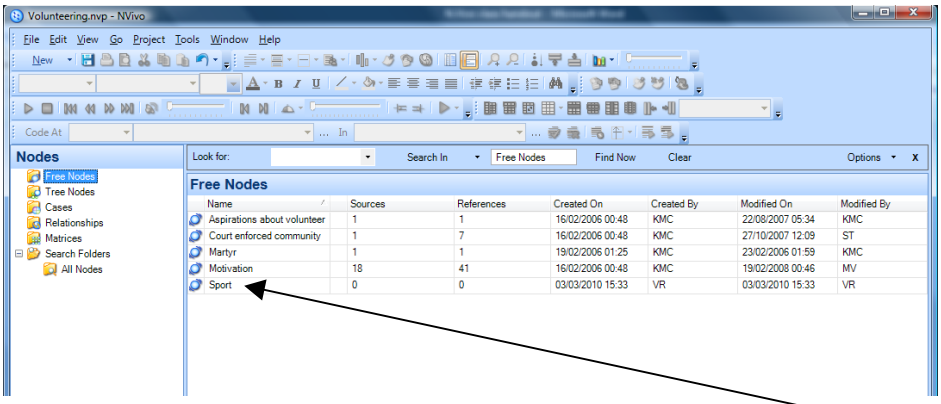
In the list view, right click and select “New Free Node” from the menu. Alternatively press ctrl+shift+N.

Step 3: Name your free node



Give the new free node a name and description, then click OK.

Step 4: You will see the new free node “Sport” has come up in the list view.

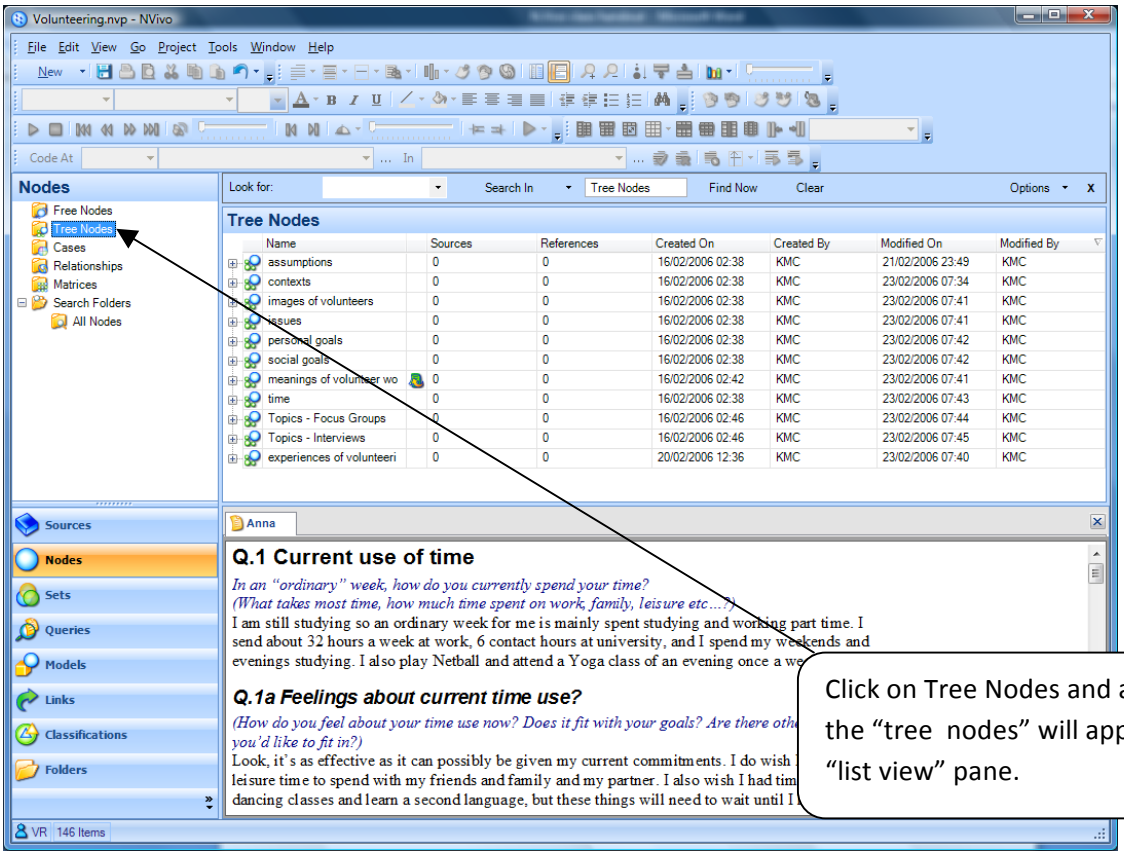


New free node “Sport”

How to make a tree node?

Follow the same steps as above except in step 1 click on “Tree nodes” instead of “Free nodes”.

Step 1: Select Tree nodes

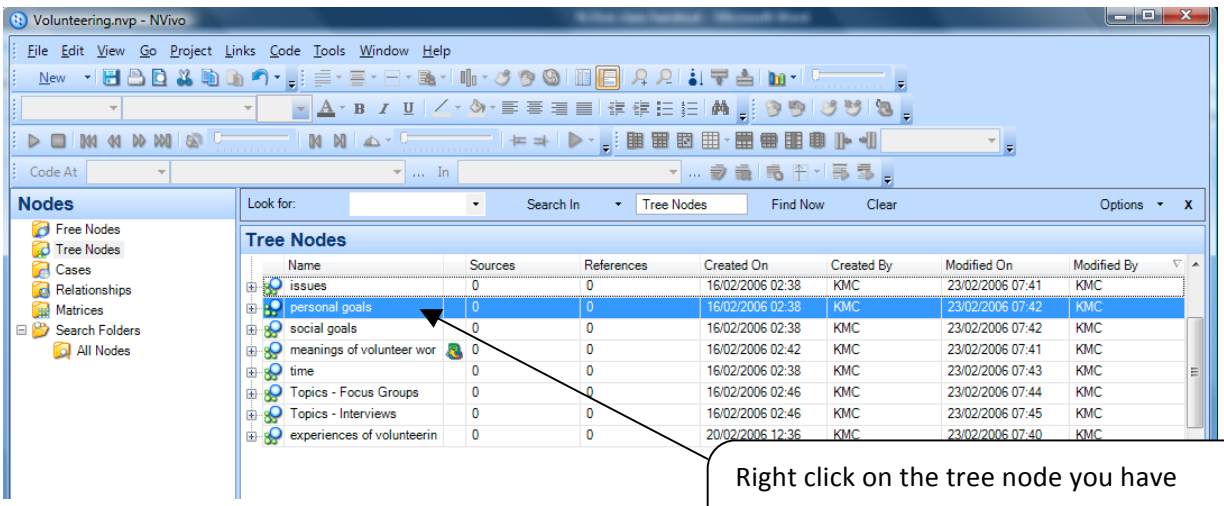


Follow steps 2 to 4 as outlined above.

How to make a “child” tree node?

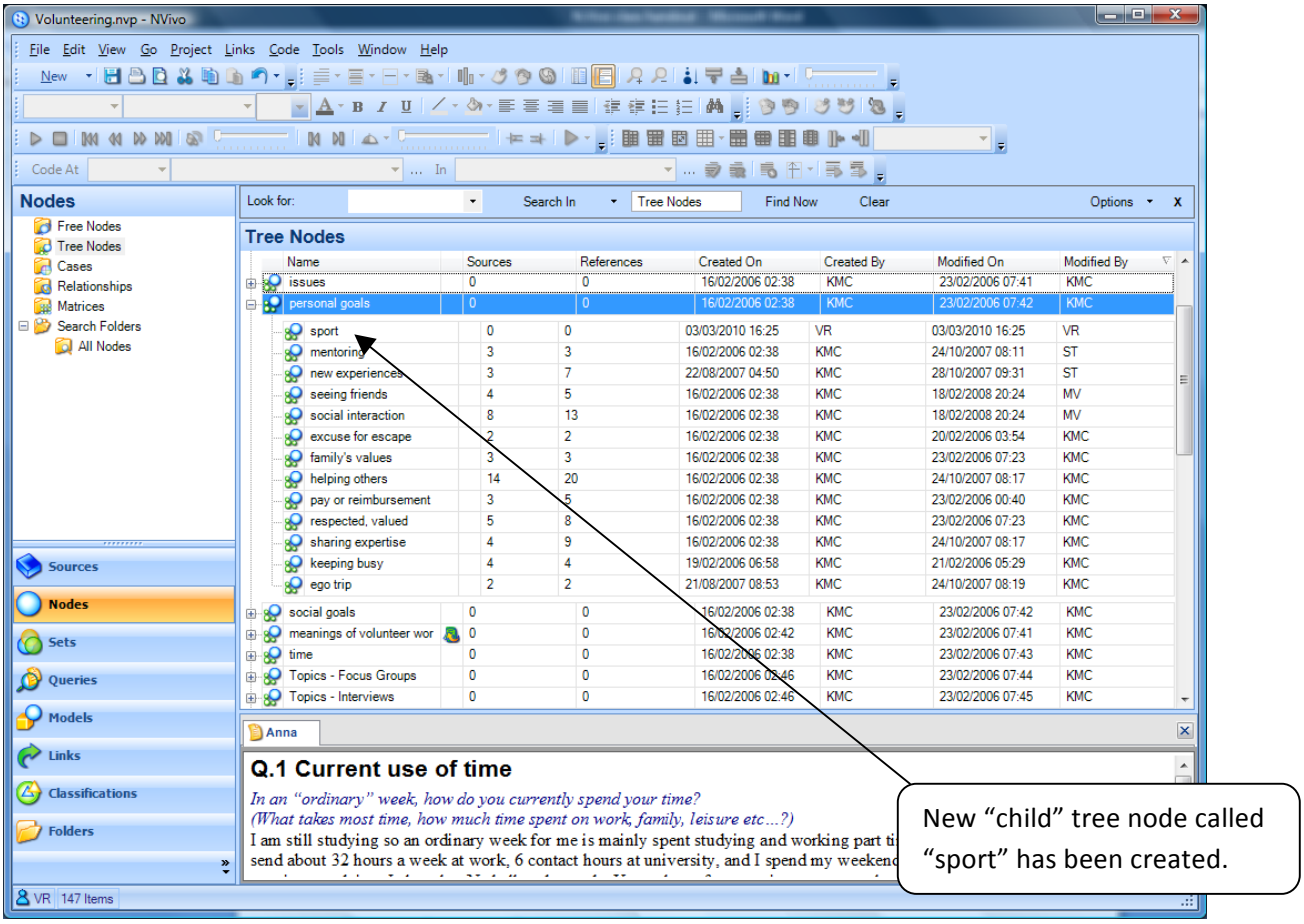
Step 1: as step 1 above, select “Tree nodes” from the Nodes list.

Step 2: Select the tree node (personal goals) you want to make a “child node” under.



Step 3: as for free nodes

Step 4: the new “child” tree node called “sport” as been created.



Exercises

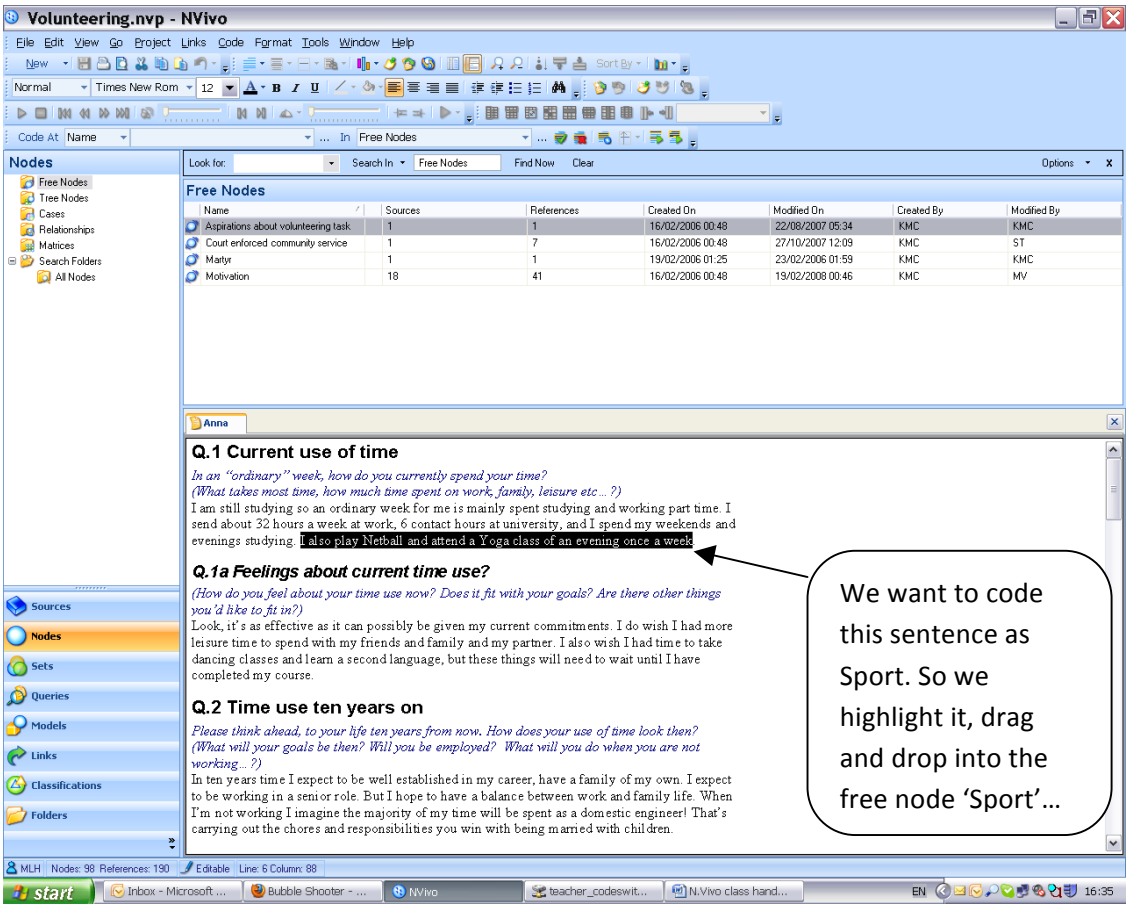
1. Add in the following free nodes: Activities; Training
2. Add in the following tree nodes: Parent node – The Future

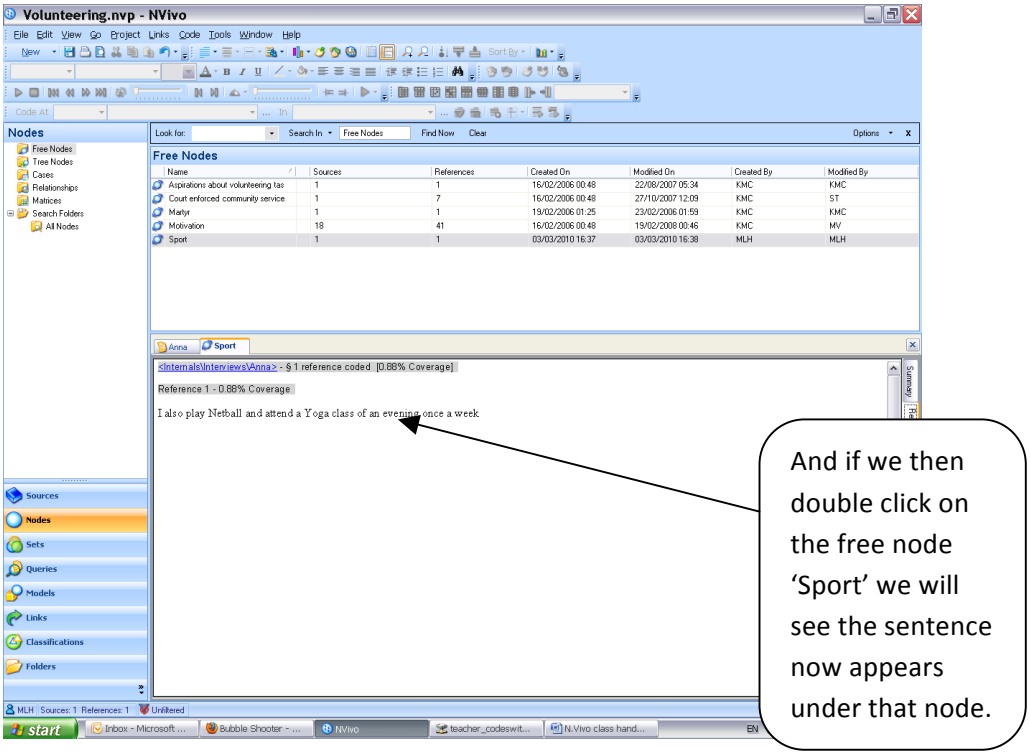
   Child nodes – career; family; volunteering

How to code your text?

Drag and drop method

Highlight the text you wish to code, drag it and drop it onto the appropriate node.





Exercise

1. Code the text 'Anna' for Sport.
2. Code the text 'Anna' for - The Future – career; family; volunteering.

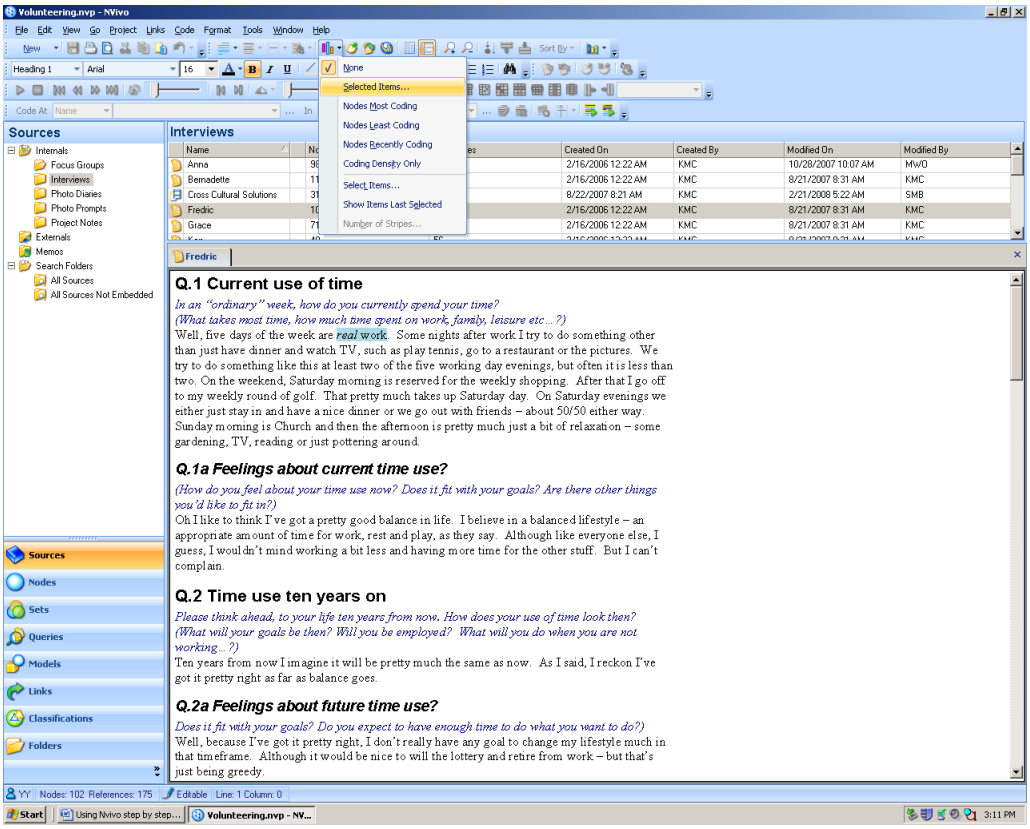
Output

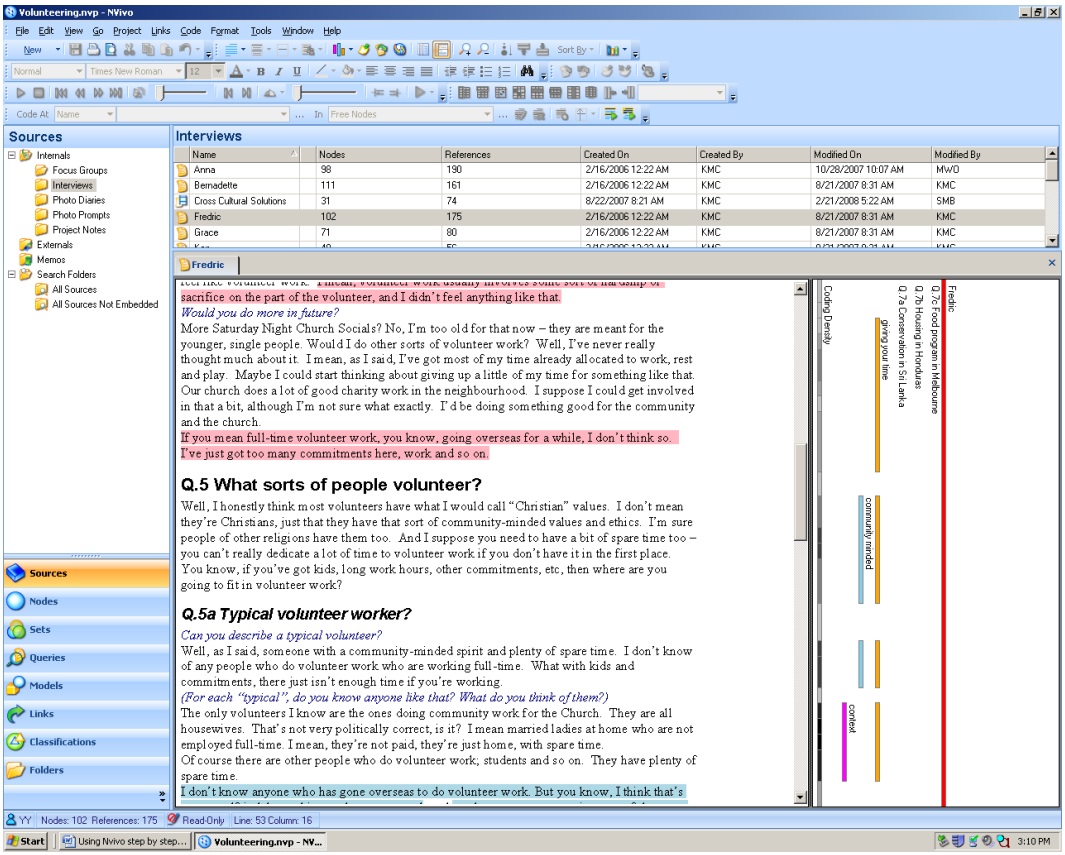
A. Colour Stripes

For example, we would like to see the distribution of coding for Fredric.

Open the Internals **Fredric** → Click the button "**View Colour Stripes**" on the toolbar → Choose the items you want (e.g. Selected items: Q 7a, 7b, 7c) → the colour stripes will appear on the right

(if you do not want the stripes anymore, just click None under the button "View Colour Stripes")


Volunteering.nvp - NVivo
File Edit View Go Project Links Code Format Tools Window Help
None
Selected Items...
Nodes Most Coding
Nodes Least Coding
Nodes Recently Coding
Coding Density Only
Select Items...
Show Items Last Selected
Number of Stripes...
Sources
Internals
Focus Groups
Interviews
Photo Diaries
Photo Prompts
Project Notes
Externals
Memos
Search Folders
All Sources
All Sources Not Embedded
Interviews
Name
Created On
Created By
Modified On
Modified By
Anna
Bernadette
Cross Cultural Solutions
Fredric
Grace
Fredric
Q.1 Current use of time
In an "ordinary" week, how do you currently spend your time?
(What takes most time, how much time spent on work, family, leisure etc... ?)
Well, five days of the week are real work. Some nights after work I try to do something other than just have dinner and watch TV, such as play tennis, go to a restaurant or the pictures. We try to do something like this at least two of the five working day evenings, but often it is less than two. On the weekend, Saturday morning is reserved for the weekly shopping. After that I go off to my weekly round of golf. That pretty much takes up Saturday day. On Saturday evenings we either just stay in and have a nice dinner or we go out with friends – about 50/50 either way. Sunday morning is Church and then the afternoon is pretty much just a bit of relaxation – some gardening, TV, reading or just pottering around.
Q.1a Feelings about current time use?
(How do you feel about your time use now? Does it fit with your goals? Are there other things you'd like to fit in?)
Oh I like to think I've got a pretty good balance in life. I believe in a balanced lifestyle – an appropriate amount of time for work, rest and play, as they say. Although like everyone else, I guess, I would n't mind working a bit less and having more time for the other stuff. But I can't complain.
Q.2 Time use ten years on
Please think ahead, to your life ten years from now. How does your use of time look then?
(What will your goals be then? Will you be employed? What will you do when you are not working... ?)
Ten years from now I imagine it will be pretty much the same as now. As I said, I reckon I've got it pretty right as far as balance goes.
Q.2a Feelings about future time use?
Does it fit with your goals? Do you expect to have enough time to do what you want to do?)
Well, because I've got it pretty right, I don't really have any goal to change my lifestyle much in that timeframe. Although it would be nice to will the lottery and retire from work – but that's just being greedy.
Sources
Nodes
Sets
Queries
Models
Links
Classifications
Folders
Nodes: 102 References: 175
Editable Line: 1 Column: 0
Start
Using Nvivo step by step...
Volunteering.nvp - NV...
3:11 PM


Volunteering.nvp - NVivo
File Edit View Go Project Links Code Format Tools Window Help
Sources
Internals
Focus Groups
Interviews
Photo Diaries
Photo Prompts
Project Notes
Externals
Memos
Search Folders
All Sources
All Sources Not Embedded
Interviews
Name
Nodes
References
Created On
Created By
Modified On
Modified By
Anna 98 190 2/16/2006 12:22 AM KMC 10/28/2007 10:07 AM MWO
Bernadette 111 161 2/16/2006 12:22 AM KMC 8/21/2007 8:31 AM KMC
Cross Cultural Solutions 31 74 8/22/2007 8:21 AM KMC 2/21/2008 5:22 AM SMB
Fredric 102 175 2/16/2006 12:22 AM KMC 8/21/2007 8:31 AM KMC
Grace 71 80 2/16/2006 12:22 AM KMC 8/21/2007 8:31 AM KMC
Fredric
sacrifice on the part of the volunteer, and I didn't feel anything like that.
Would you do more in future?
More Saturday Night Church Socials? No, I'm too old for that now – they are meant for the younger, single people. Would I do other sorts of volunteer work? Well, I've never really thought much about it. I mean, as I said, I've got most of my time already allocated to work, rest and play. Maybe I could start thinking about giving up a little of my time for something like that. Our church does a lot of good charity work in the neighbourhood. I suppose I could get involved in that a bit, although I'm not sure what exactly. I'd be doing something good for the community and the church.
If you mean full-time volunteer work, you know, going overseas for a while, I don't think so. I've just got too many commitments here, work and so on.
Q.5 What sorts of people volunteer?
Well, I honestly think most volunteers have what I would call "Christian" values. I don't mean they're Christians, just that they have that sort of community-minded values and ethics. I'm sure people of other religions have them too. And I suppose you need to have a bit of spare time too – you can't really dedicate a lot of time to volunteer work if you don't have it in the first place. You know, if you've got kids, long work hours, other commitments, etc, then where are you going to fit in volunteer work?
Q.5a Typical volunteer worker?
Can you describe a typical volunteer?
Well, as I said, someone with a community-minded spirit and plenty of spare time. I don't know of any people who do volunteer work who are working full-time. What with kids and commitments, there just isn't enough time if you're working.
(For each "typical", do you know anyone like that? What do you think of them?)
The only volunteers I know are the ones doing community work for the Church. They are all housewives. That's not very politically correct, is it? I mean married ladies at home who are not employed full-time. I mean, they're not paid, they're just home, with spare time.
Of course there are other people who do volunteer work; students and so on. They have plenty of spare time.
I don't know anyone who has gone overseas to do volunteer work. But you know, I think that's
Coding Density
Q.7a Conservation in Sri Lanka
Q.7b Housing in Honduras
Q.7c Food program in Melbourne
Fredric
giving your time
community minded
courtesy
Sources
Nodes
Sets
Queries
Models
Links
Classifications
Folders
Nodes: 102 References: 175
Read-Only Line: 53 Column: 16
Start
Using Nvivo step by step...
Volunteering.nvp - NV...
3:10 PM

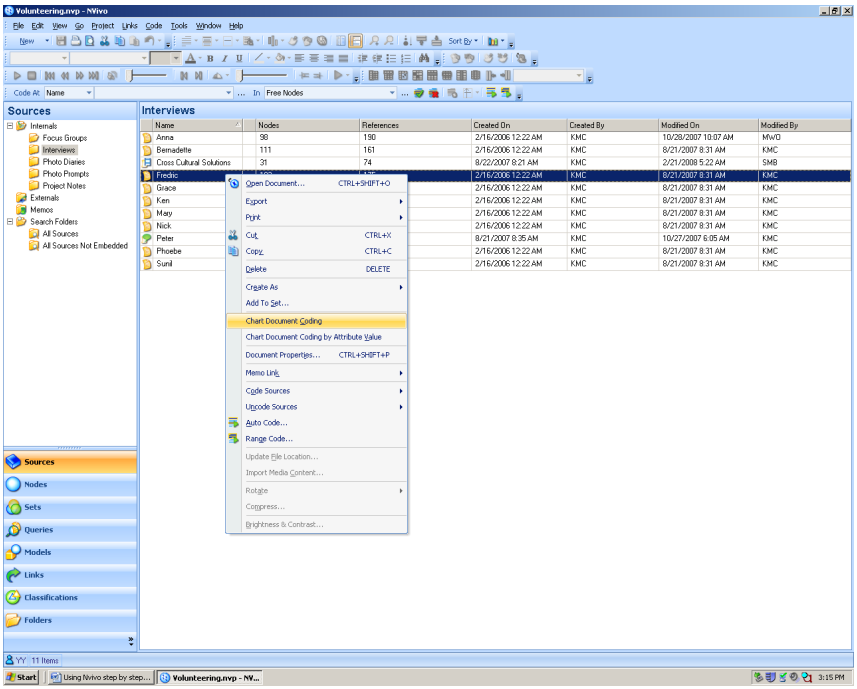
Exercise

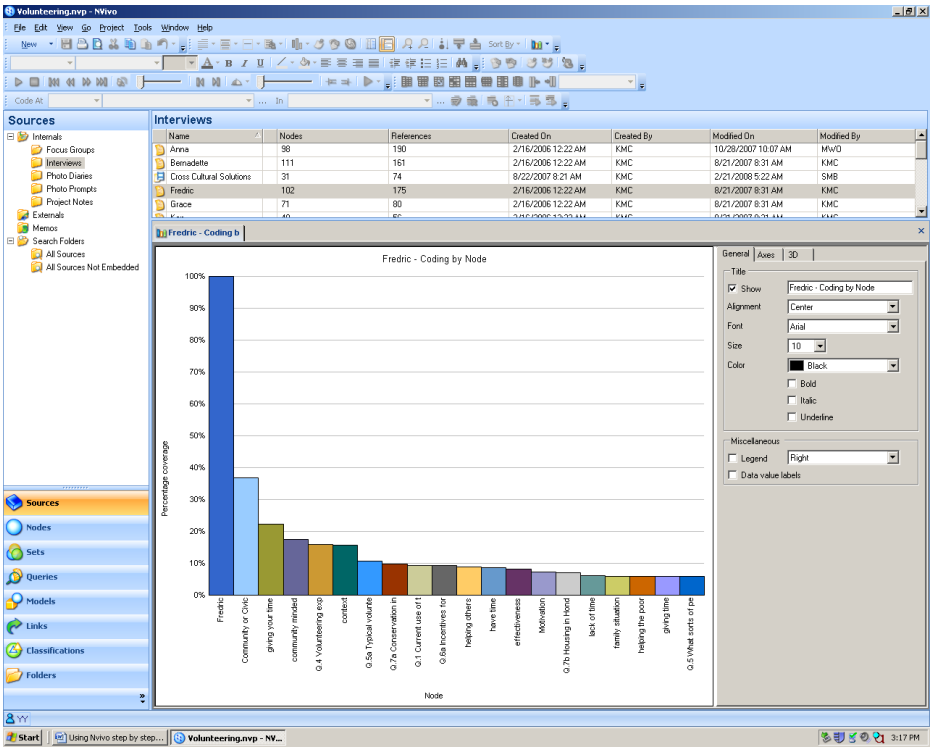
1. View the colour stripes of 'Nodes most coding' for the source 'Anna'.

B. Charts

For example, we would like to create a chart for the coding of Fredric. We can do this in two ways:

(i) Right click Fredric → Choose **Chart Document Coding** (this will chart all the codes in the document) → the bar chart will appear at the bottom

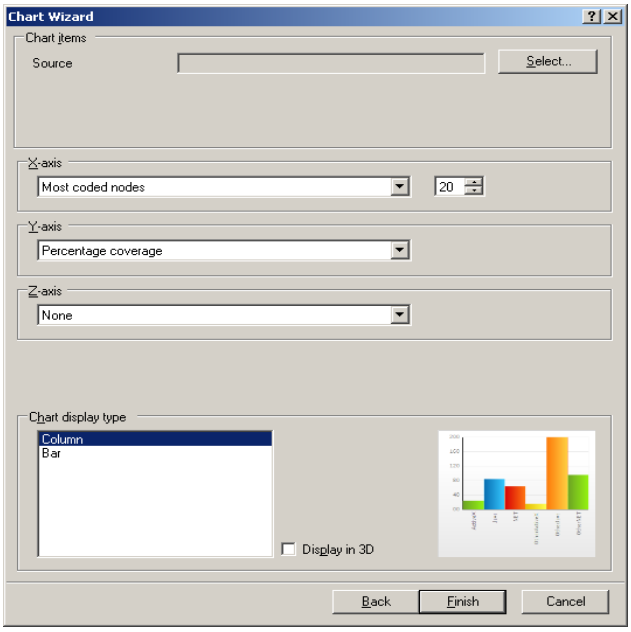




(ii) Click **Charts** under **Tools** (or the **Charts button** on the toolbar)

→ Choose the appropriate item (e.g. **Coding for a soucre**) in the Charts Wizard

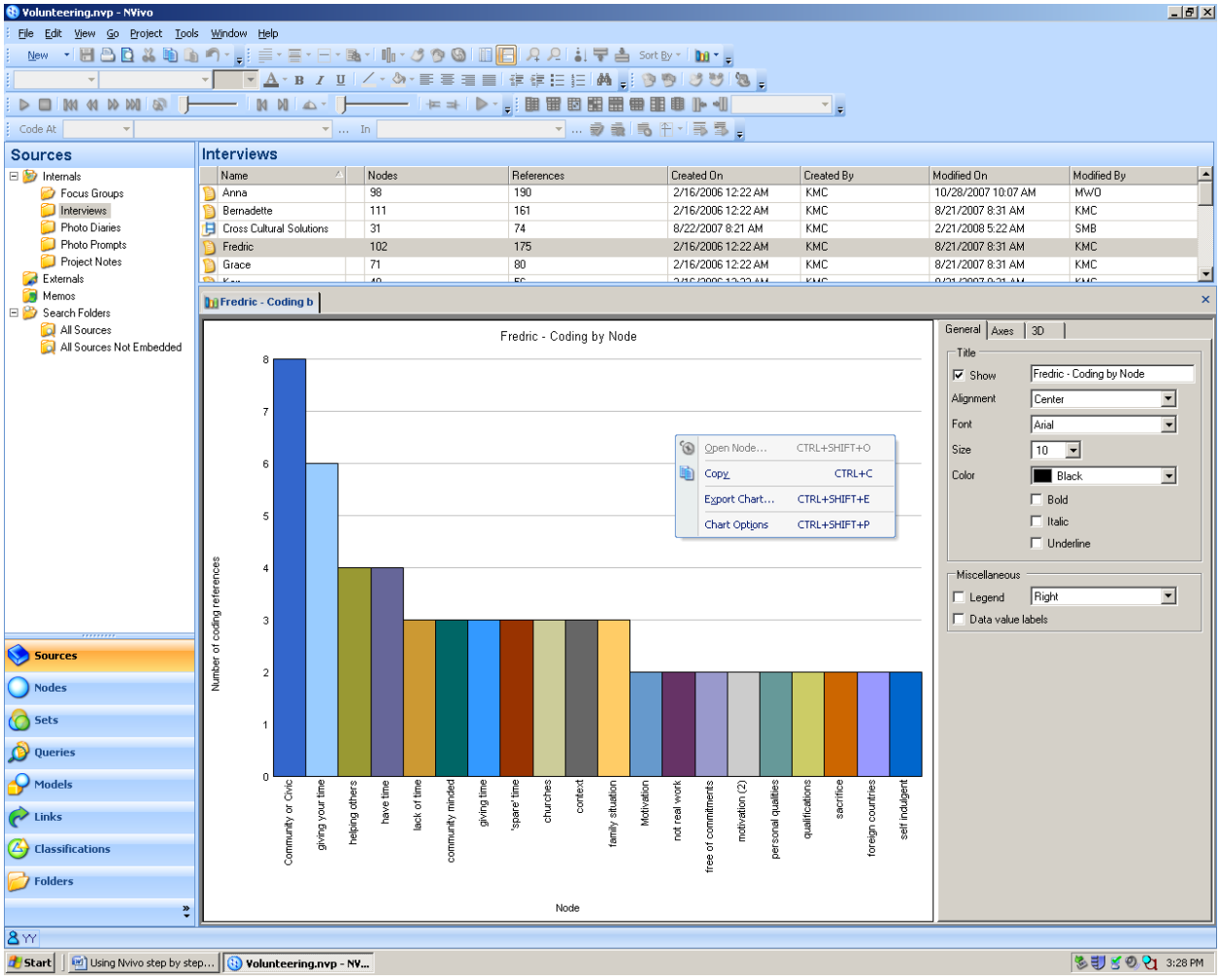
→ Select the details under each item (e.g. Source: Fredric; X-axis: Most coded nodes; Y-axis: Number of references coded)



→ the chart will appear

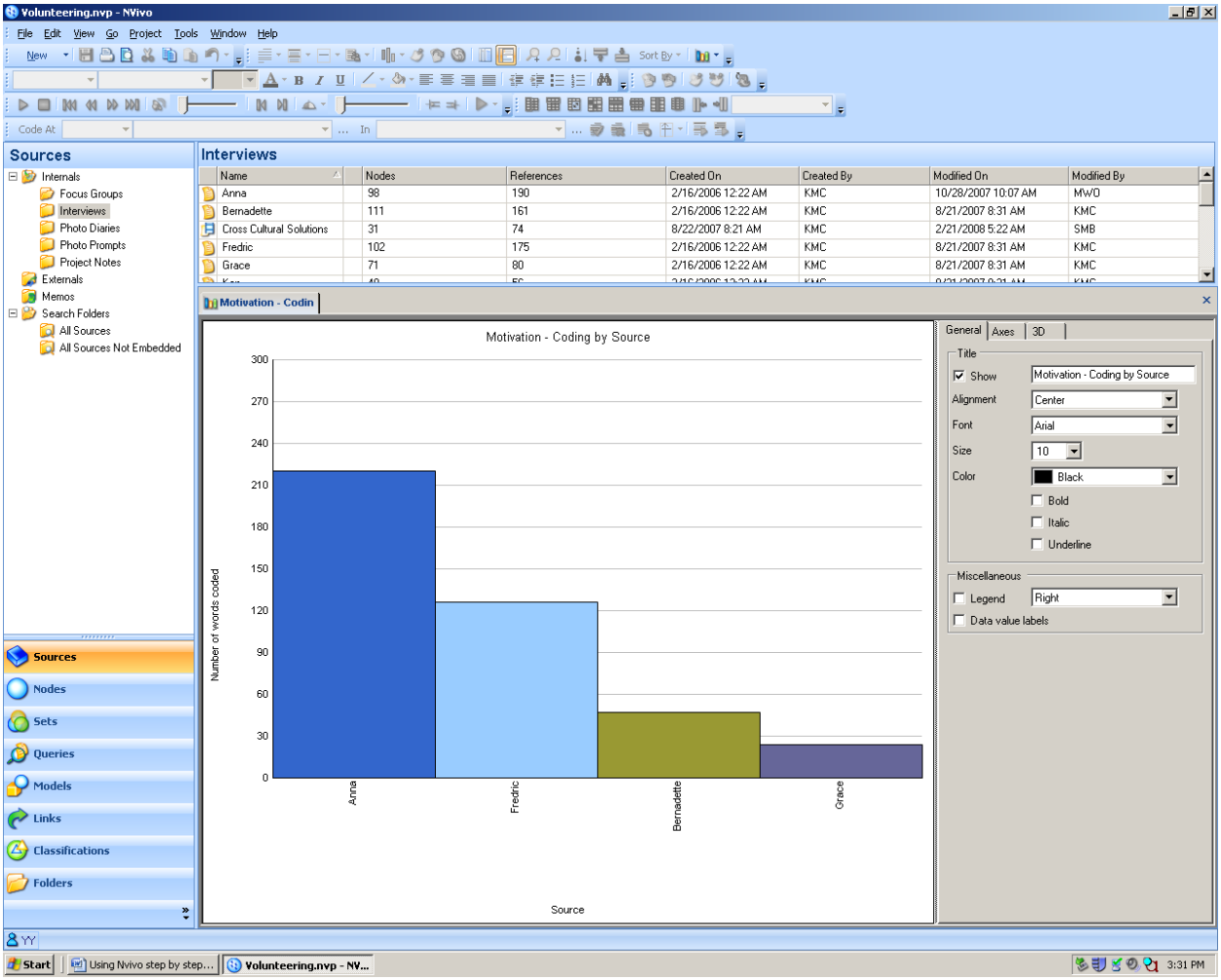
This way of creating a chart is useful when you only want to create a chart for particular nodes, or when you want to create a chart for a node across documents.

To export chart: Right click on the chart → Choose **Export Chart** → Choose the location



Another example of chart:

Selected node “Motivation” + Selected sources + Number of words coded



Exercise

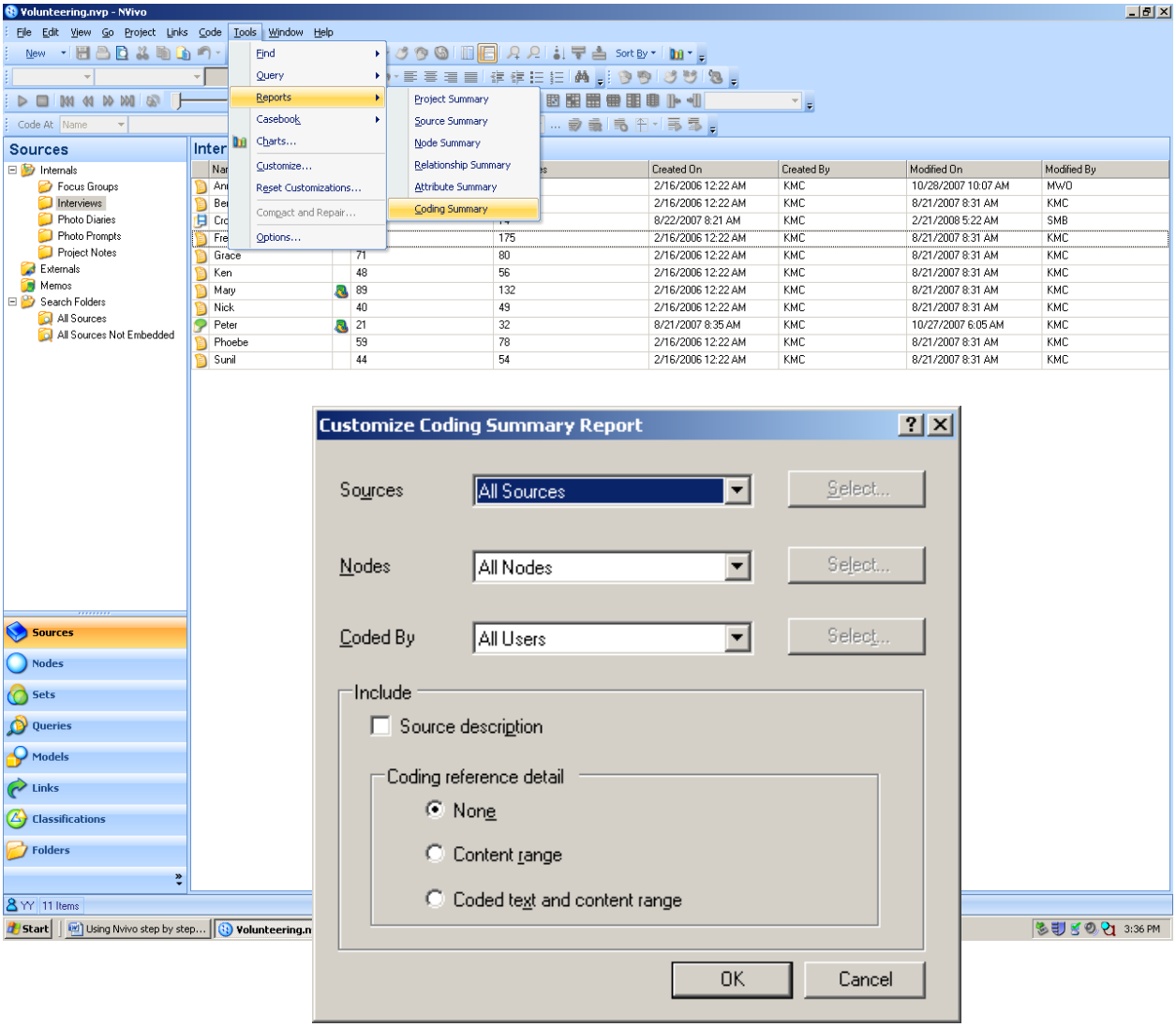
1. Create a chart for the source ‘Anna’, with the X-axis representing ‘Most coded nodes’ and the Y-axis representing ‘Number of coding references’.

C. Producing reports/ summaries

For example, we would like to produce a report of coding of Fredric

Click **Reports** under **Tools** → Choose **Coding Summary** → Select the source (e.g. Fredric) → Select the nodes and users required → Choose how detail you want → The report will be produced in another window

You can export the report by clicking the "**Export report**" button on the top left-hand corner.



Exercises

1. Produce the coding summary report of 'All Nodes' in the source 'Anna', **without** any coded text or content rage.
2. Export the report to anywhere in your laptop.