Getting started

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



Setting up a new project

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

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Importing sources (i.e. research materials)

Click Internals \rightarrow Right-click anywhere in the Internals box \rightarrow Click Import Internals \rightarrow 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).

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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

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Step 2: Adding a new Free node



Step 3: Name your free node





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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

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	9.10 140.0					~			

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.

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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.

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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** \rightarrow Click the button "**View Colour Stripes**" on the toolbar \rightarrow Choose the items you want (e.g. Selected items: Q 7a, 7b, 7c) \rightarrow 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")

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	(What takes most time, how m	uch time spent on work,	family, leisure etc	2)				
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	than just have dinner and wab	ch IV, such as play tenni	s, go to a restauran	or the pictures. we				
	try to do sometning like this a	t least two of the live wo	rking day evenings	Out often it is less in	an x			
	to my meeting sound of golf	ly morning is reserved to. Phat aratter much takes or	i ule weekly shoppi Soturdor dor On	Seturdar evenings w	1			
	either just staw in and have a r	i nai pretty much rakes up	rith friende – about	50/50 either mon	c			
	Sunday morning is Church an	d then the afternoon is no	etty much just a bit	of relayation - some				
	gardening. TV. reading or jus	t pottering around	inter just a on	of fortunation - John				
	Q.1a Feelings about o	current time use?						
	(How do you feel about your i	time use now? Does it fit	with your goals? A	re there other things				
	you'd like to fit in?)							
	Oh I like to think I've got a pr	etty good balance in life.	I believe in a bala	nced lifestyle – an				
	appropriate amount of time fo	r work, rest and play, as	they say. Although	like everyone else, I				
Sources	guess, I wouldn't mind worki	ng a bit less and having n	nore time for the ot	her stuff. But I can't				
č	complain.							
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0	Please think ahead, to your li	fe ten years from now. H	ow does your use oj	time look then?				
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- Prodess	got it pretty right as far as bal	ance goes.	te sume us now. The	1 July, 11 Conton 1 VC				
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	Q.2a Feelings about 1	uture time use?						
Classifications	Does it fit with your goals? D	o vou expect to have eno	ugh time to do wha	t vou want to do?)				
Polders	Well, because I've got it prett	y right. I don't really hav	e any goal to chang	e my lifestyle much i	n			
- Tolders	that timeframe. Although it w	yould be nice to will the l	ottery and retire fro	m work – but that's				
».	just being greedy.		-					-
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	More Saturday Night (hurch Socials? No, I'm t	oo old for that now –	they are meant for the		ens)	ц р
	younger, single people	Would I do other sorts of	f volunteer work? W	ell, I've never really		ation y	- Q
	thought much about 1t.	lmean, as Isaid, l've g	ot most of my time alr	eady allocated to work, rest		ur tin S	3
	and play. Maybel cou	ld start thinking about gi	ving up a little of my t	ime for something like that			N 02
	Our church does a lot o	i good charity work in th	T 11 - 1	appose I could get involved	1	anka a	ů,
	and the church	in not sure what exactly.	T d be doing sometim	ing good for the community	'		ŏ
	If you mean full-time t	olunteer 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.	winte, i don t annie 50.	Î		
	0.5 What sorts	of people volu	nteer?				
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	Well, I honestly think i	nost volunteers have wh	at I would call "Christ	ian" values. I don't mean		onn	
	they re Christians, just	that they have that sort o	t community-minded	values and etnics. I m sure		unit	
	people of other religion	is nave them too. And I	suppose you need to h	ave a bit of spare time too.		- mir	
	You know if you've a	e a fot of time to volunte	other commitments a	to then where are non		ded	
Sources	going to fit in voluntee	r work?	outer commitments, e	ac, men where are you			
O Nodes	O Fo Tuminol vol	an a					
A Sets	w.Ja Typical VOI	uncer worker?					
	Well as I said someor	<i>icui volunteeri</i> ie with a community-min	ded spirit and plenty :	f spare time. I don't know			
🔎 Queries	of any people who do	olunteer work who are v	zorking full-time. Wh	at with kids and			
	commitments, there ju	t isn't enough time if yo	u're working.				
	(For each "typical", d	o you know anyone like t	hat? What do you thin	k of them?)			
C Links	The only volunteers 11	now are the ones doing o	ommunity work for th	e Church. They are all		onte	
	nousewives. That's no	t very pointically correct,	is it (I mean married	lacues at nome who are not		×	
	Of course there are oth	ican, incy renot paid, th	ey ie just nome, with :	spare ume. 	6		
C Folders	or course mere are oth	ei peopie wno do volunti	er work; students and	so on. they have plenty o	L		
	I don't know anvone w	ho has gone overseas to	do volunteer work. Bu	t vou know. I think that's			
, view of the second se	a doin t Killow allyoffe w	no nas gone overseas to	ao soluniteer work. Du	s you know, I unlik fildt s			
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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 \rightarrow Choose **Chart Document Coding** (this will chart all the codes in the document) \rightarrow the bar chart will appear at the bottom

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

 \rightarrow 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)

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 \rightarrow 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 \rightarrow Choose **Export Chart** \rightarrow 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** \rightarrow Choose **Coding Summary** \rightarrow Select the source (e.g. Fredric) \rightarrow Select the nodes and users required \rightarrow Choose how detail you want \rightarrow 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.

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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.