



Research Data Management (RDM) WORKSHOP for Research Postgraduate Students –

Manage Qualitative Research Data Using NVivo 11 for MAC

Part 3



Agenda

Part 1	1. Overview	40 min.
	2. Import bibliographic data from EndNote	
	Exercise and Break	
Part 2	3. Coding Queries	40 min.
	Exercise and Break	10 min.
Part 3	4. Import survey data	30 min.
	Exercise and Break	10 min.
Round up	5. Import document, image, audio and video files	20 min.
	6. Backup your project file & other resources	5 min.
	Q&A	5 min.

170 min.

4.1.

Import survey data



Working with consistently formatted interviews or survey data



Create memos to record your discoveries and ideas.

Explore each interview and code at emerging themes.

Import documents

Setup case nodes

Code themes

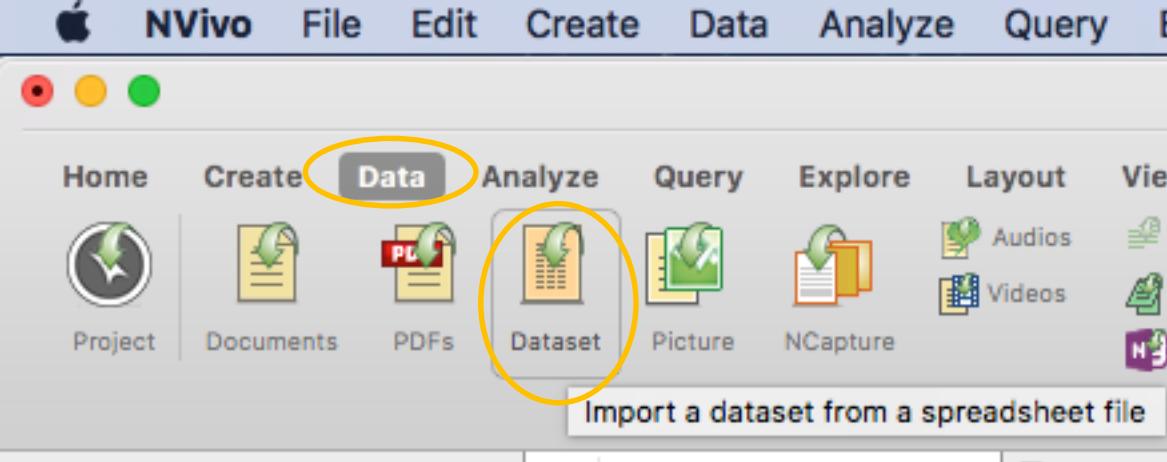
Query

Memo

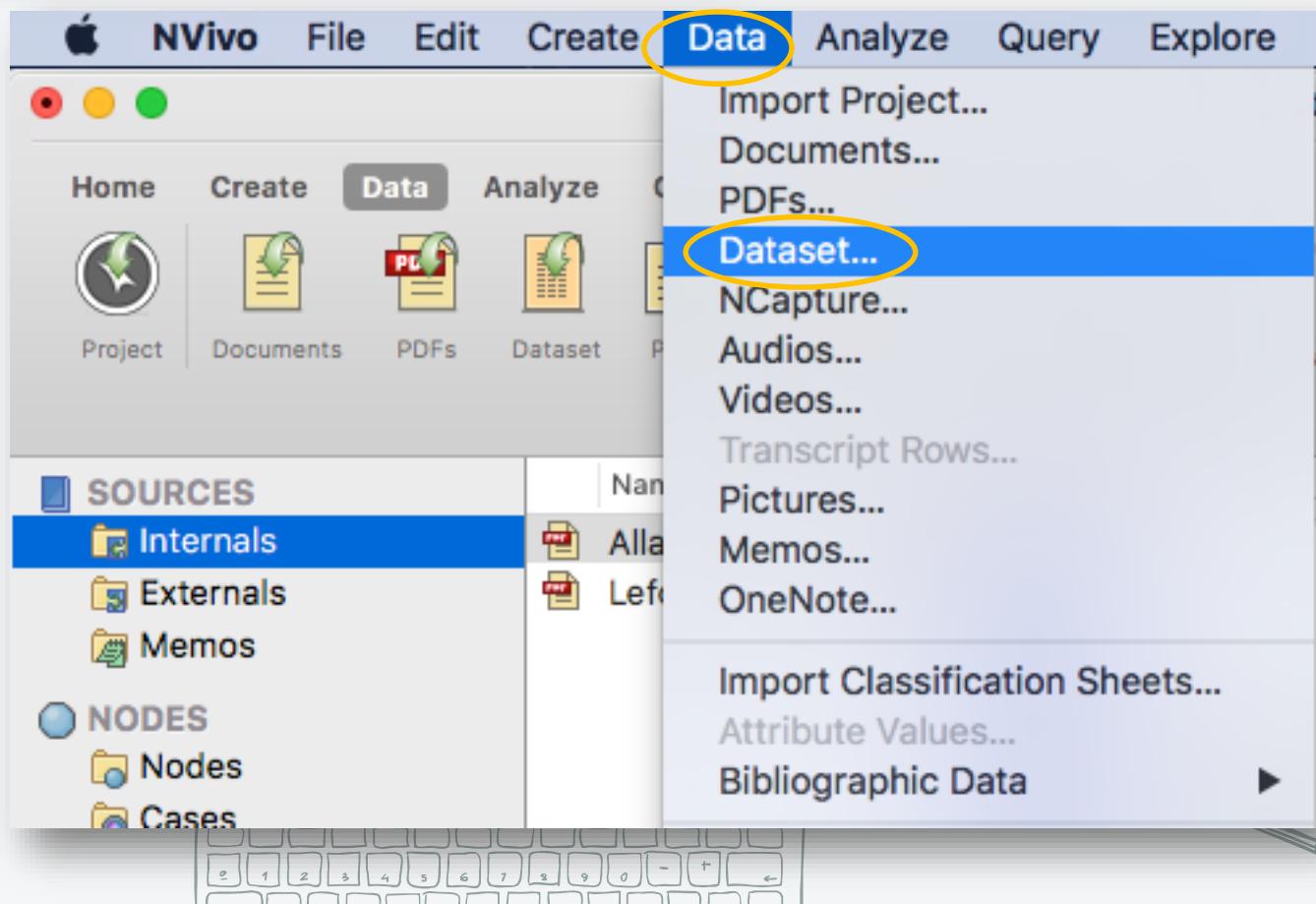
Gather everything a participant says in a case node and assign attributes like age and gender.

Use a query to gather attitudes based on demographic attributes or to explore the connections between themes.





Import Survey

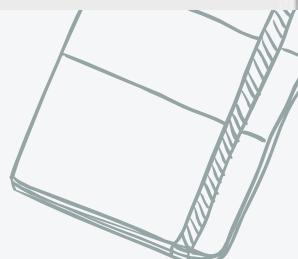


Import Survey

Documents

Name	Date Modified		
clip art	Today, 7:22 PM	--	Fo
EndnoteX8...nual2017.pdf	26 Feb 2018, 9:26 AM	2.2 MB	PD
Literature R...w copy.nvpx	Today, 8:36 PM	6.3 MB	NV
Literature Re...copy.nvpx~	Today, 8:36 PM	6 MB	NV
Literature R...Project.nvpx	Today, 8:35 PM	103 MB	NV
Literature Review.nvpx	Today, 8:36 PM	6.2 MB	NV
Microsoft User Data	5 Dec 2016, 12:09 PM	--	Fo
misc	Today, 12:06 PM	--	Fo
NViyoEndN...Library.Data	Today, 5:38 PM	--	Fo
NViyoEndNote Library.enl	Today, 8:22 PM	21 KB	Do
NViyoEndN...e Library.xml	Today, 5:39 PM	20 KB	XM
Sample Project 1.nvpx	26 Feb 2018, 5:38 PM	103 MB	NV
Sample Project2.nvpx	Today, 4:45 PM	103 MB	NV
Survey Responses.xlsx	23 Jan 2018, 3:06 PM	24 KB	Mi
Terminal Saved Output	8 Mar 2017, 2:00 PM	20 KB	Te
x Endnote library	Today, 7:24 PM	--	Fo

Cancel Open



You can specify how NVivo should interpret any dates, times and numbers in your data.

Time Delimiter: :

Date Delimiter: /

Date Format ✓ DMY

Four digit years

DYM

MDY

2018 20:37:06

Decimal Symbol

MYD

YDM

YMD

NVivo can use your column headings for your dataset. Does the first row contain column headings?

First row contains field names

Preview

Row ID	Respondent	ReturnDate	The natural environment Down East is	The water quality D
1	DE001	12/14/2004 1...	beautiful	good
2	DE002	12/17/2004 12...	good	good
3	DE003	12/11/2004 12...	peaceful, beautiful serene -	most important to
4	DE004	12/16/2004 1...	becoming poorer with pollution d...	being reduced by
5	DE005	12/4/2004 12:...	an important part of the area	excellent
6	DE006	12/7/2004 12:...	good	good



Cancel

Next

You can specify information about each of the fields you are importing. Select the fields in the data preview area below. You can then modify field information in the "Field Options" area.

Field Selection:

Preview

Row ID (Integer)	Respondent (Text)	ReturnDate (Text)	The natural environment Down East is (Codable Text)	The water quality D (Codable T)
1	DE001	12/14/2004 1...	beautiful	good
2	DE002	12/17/2004 12...	good	good
3	DE003	12/11/2004 12...	peaceful, beautiful serene -	most important to
4	DE004	12/16/2004 1...	becoming poorer with pollution d...	being reduced by
5	DE005	12/4/2004 12:...	an important part of the area	excellent
6	DE006	12/7/2004 12:...	good	good
7	DE007	12/9/2004 12:...	perfect!	good

Field Options

Field Name: Township Import Field

Analysis Type: Classifying Field

Data Type: Text



Cancel

Back

Next

That is all information the assistant needs to import your data.

Name:	<input type="text" value="Survey Responses"/>
Description:	<input type="text"/>



Cancel

Back

Import

Import Survey

Data

Import

Name	Nodes	Referen...	Created On	Created By	Modified On	Modified By	Color
Allaire, Maura, Wu, Haow...	4	6	Today, 5:40 PM	EC	Today, 5:40 PM	EC	
Lefcheck, Jonathan S., Or...	1	2	Today, 5:40 PM	EC	Today, 5:40 PM	EC	
Survey Responses	0	0	Today, 8:39 PM	EC	Today, 8:39 PM	EC	

Export

Survey Responses						Code
ID	Respondent	ReturnDate	The natural environment Down East is	The water quality Down East is	Commercial fishing Down East is	Townshi
1	DE001	12/14/2004 12:00:00 AM	beautiful	good	good	Straits
2	DE002	12/17/2004 12:00:00 AM	good	good	in trouble	Harker
3	DE003	12/11/2004 12:00:00 AM	peaceful, beautiful serene -	most important to maintain	important to an area	Marsha

OPEN ITEMS

Survey Responses

Columns

SOURCES > Internals > Survey Responses



Import Survey

Row Visibility: Show Hide

Filter Rule:

contains value Female

Age	Gender	Education L...
61	Female	Completed high school
62	Female	Some trade school/ community college
51	Female	Some undergraduate college



4.2.

Autocoding survey data

AutoCoding - nodes

The screenshot shows the NVivo application window with the following details:

- Top Bar:** NVivo, File, Edit, Create, Data, Analyze, Query, Explore.
- Submenu Headers:** Home, Create, Data, Analyze, Query, Explore, Layout, View.
- Code Selection At:** New Node, Existing Nodes.
- Code Sources At:** New Node, Existing Nodes.
- Explore:** Code In Vivo, Spread Coding.
- Layout:** Auto Code.
- View:** Uncode Selection At, This Node, Existing Nodes.

A yellow circle highlights the **Analyze** button in the top bar. A larger yellow circle highlights the **Auto Code** option in the **Layout** submenu. A tooltip for the **Auto Code** option states: "Automatically code and optionally classify selected dataset".

SOURCES panel (left):

- Internals
- Externals
- Memos

NODES panel (bottom-left):

- Nodes
- Cases

Bottom Bar: SOURCES, Name, NODES, References, Created On.

Submenu Options (Analyze dropdown):

- Code Selection
- Code Sources
- Quick Code Selection... $\text{⌘}/$
- Code In Vivo $\text{⌥⌘}9$
- Auto Code...** (highlighted with a blue oval)
- Spread Coding
- Uncode Selection
- Uncode Sources
- Memo Link
- Hyperlink
- Annotation
- Media

Use this assistant to create and code at nodes based on the column names or row values in your dataset.

Code at nodes for selected columns

For example, you could create a node for each question in a survey and code the response at each node

Code at cases for each value in a column

For example, you could make a case for each respondent and code the responses at the case. You can use this option if you have a single row per respondent, or multiple rows per respondent. You can also classify these cases, assigning attribute values from the classifying columns.

Respondent	Sex	Age	Natural Environment	Water Quality	
DE001	male	52	Becoming poorer with pollution	Important to marine nurseries	Node Coded text
DE002	female	35	Priceless and vulnerable to pollution	Good for now but needs to be monitored	



Cancel

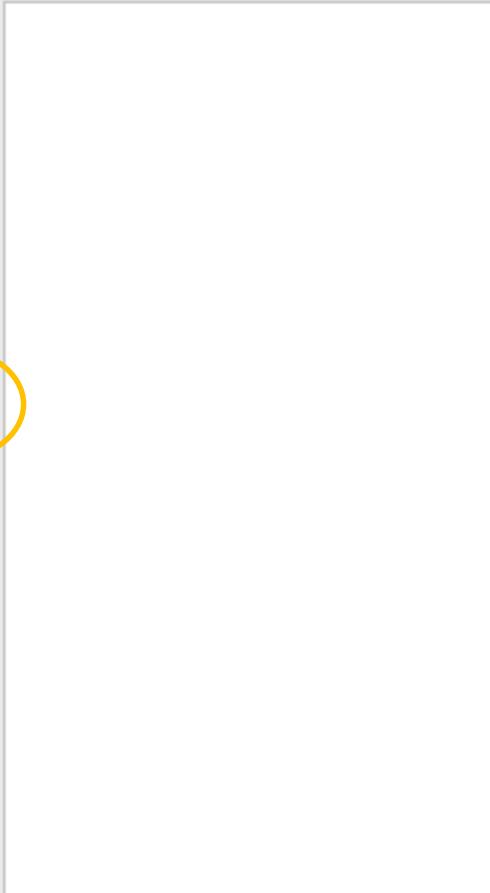
Next

Select the columns you would like to create as nodes

Available Columns

The natural environment Do...
The water quality Down East is
Commercial fishing Down Ea...
The types of development I...
The types of development I...

Selected Columns

**Preview**

Code the content using this node structure

▼ Nodes

[NodeName]

Select the columns you would like to create as nodes**Available Columns****Selected Columns**

The natural environment Do...
The water quality Down East is
Commercial fishing Down Ea...
The types of development I...
The types of development I...

**Preview**

Code the content using this
node structure

▼ Nodes

▼ [NodeName]

The natural environ...
The water quality D...
Commercial fishing...
The types of develo...
The types of develo...



Cancel

Auto Code

Back

Next

Select the autocoding location

Under: New Node

Location: Nodes

Name: Survey Responses

 Aggregate coding from child node**Preview**

Code the content using this node structure

▼ Nodes

▼ [NodeName]

The natural environme...

The water quality Dow...

Commercial fishing D...

The types of develop...

The types of develop...



Cancel

Back

Auto Code

AutoCoding - nodes

NVivo File Edit Create Data Analyze Query Explore Layout View Window Help

Literature Review copy

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At

Uncode Selection At Uncode Sources At

New Node Existing Nodes

Coding Uncoding Links

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes** (highlighted with a yellow circle)
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

Name	Sources	References
Safe drink water	1	2
Survey Responses (highlighted with a yellow circle)	0	0
Commercial fishing Down East is	1	104
The natural environment Down East is	1	104
The types of development I would like to see	1	104
The types of development I would not like to see	1	104
The water quality Down East is	1	104
Water quality (highlighted with a yellow circle)	1	1
Quality monitoring	2	3
Quality violations	1	2

AutoCoding - nodes

Literature Review C

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At

New Node Existing Nodes New Node Existing Nodes

Code In Vivo Spread Coding Auto Code

Uncode Selection At Uncode Source

This Node Existing Nodes Hyperlink Delete Annotation

Existing Nodes

Coding Uncoding Links Annotations

SOURCES

- Internals
- Externals
- Memos

NODES Hide

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries
- Results

MAPS

- Maps

OPEN ITEMS

Survey Responses

Commercial fishing Down East is

Name

Name	Sources	Referenc...	Created On	Created...	Modified
Safe drink water	1	2	Today, 6:10 PM	EC	Today,
Survey Responses	0	0	Today, 9:03 PM	EC	Today,
Commercial fishing Down East is	1	104	Today, 9:03 PM	EC	Today,
The natural environment Down East is	1	104	Today, 9:03 PM	EC	Today,
The types of development I would like to see	1	104	Today, 9:03 PM	EC	Today,
The types of development I would not like to see	1	104	Today, 9:03 PM	EC	Today,
The water quality Down East is	1	104	Today, 9:03 PM	EC	Today,
Water quality	1	1	Today, 6:08 PM	EC	Today,
Quality monitoring	2	3	Today, 6:13 PM	EC	Today,
Quality violations	1	2	Today, 6:15 PM	EC	Today,

The types of development I would not like to see

Summary Reference

Like the farms that have polluted the land & water.

hog industry Reference 5: 0.19% coverage

banks, drug stores, food stores (food lion example), auto parts Reference 6: 0.19% coverage

Large subdivisions with big expensive houses. Reference 7: 0.19% coverage

condos Reference 8: 0.19% coverage

development that will meet the needs of our children in years to come. Reference 9: 0.19% coverage

AutoCoding - nodes

Literature Review copy

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At

New Node Existing Nodes

New Node Existing Nodes

Code In Vivo Spread Coding Auto Code

Uncode Selection At Uncode Source

This Node Existing Nodes

Hyperlink Delete Annotation

Coding Uncoding Links Annotations

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries
- Results

MAPS

- Maps

OPEN ITEMS

- Survey Responses
- Commercial fishing Down East is
- The types of development I would not...
- The types of development I would like...
- The natural environment Down East is

Name

Name	Sources	Referenc...	Created On
Safe drink water	1	2	Today, 6:10 PM
Survey Responses	0	0	Today, 9:03 PM
Commercial fishing Down East is	1	104	Today, 9:03 PM
The natural environment Down East is	1	104	Today, 9:03 PM
The types of development I would like to see	1	104	Today, 9:03 PM
The types of development I would not like to see	1	104	Today, 9:03 PM
The water quality Down East is	1	104	Today, 9:03 PM
Water quality	1	1	Today, 6:08 PM
Quality monitoring	2	3	Today, 6:13 PM
Quality violations	1	2	Today, 6:15 PM

The natural environment Down East is

Summary Reference

pristine + should be p
the most beautiful lan
beautiful and being d
threatened by the loc
decades dumped was
being destroyed due t

Get Info

Export...

Print...

Copy

Select All

New Annotation ⌘A

Open Referenced Source

Code Selection

Quick Code Selection... ⌘I

Code In Vivo...

At Existing Nodes or Cases...

At New Node...

At New Case...

Literature Review copy

AutoCoding - nodes

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At

New Node Existing Nodes

New Node Existing Nodes

Code In Vivo Spread Coding Auto Code

Uncode Selection At Uncode

This Node Existing Nodes

Existing Nodes

Coding Uncoding Links Annotations

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries
- Results

MAPS

- Maps

OPEN ITEMS

- Survey Responses
- Commercial fishing Down East is
- The types of development I would not...
- The types of development I would like...

Name

Name	Sources	Referenc...	Created On
Safe drink water	1	2	Today, 6:10 PM
Sentiment	1	1	Today, 9:11 PM
Negative	1	4	Today, 9:12 PM
Neutral	0	0	Today, 9:13 PM
Positive	1	2	Today, 9:12 PM
Survey Responses	0	0	Today, 9:03 PM
Commercial fishing Down East is	1	104	Today, 9:03 PM
The natural environment Down East is	1	104	Today, 9:03 PM
The types of development I would like to see	1	104	Today, 9:03 PM
The types of development I would not like to see	1	104	Today, 9:03 PM

The natural environment Down East is

Summary Reference

good, but not as good as it was

Reference 76: 0.19% coverage

endangered by development inland from us.

Reference 77: 0.19% coverage

beautiful but fragile.

Reference 78: 0.19% coverage

beautiful, we need to maintain this natural beauty - salt marshes need to be protected.

Reference 79: 0.19% coverage

beautiful, but we need to pay better attention to deforestation or we won't recognize it anymore

AutoCoding - Cases

Literature Review copy

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At
New Node ▾ New Node ▾ This Node
Existing Nodes ▾ Existing Nodes ▾ Existing Nodes ▾

Uncode Selection At Uncode Sources At
Existing Nodes ▾ Existing Nodes ▾ Hyperlink ▾
New Annotation Delete Annotation

Coding Uncoding Links Annotations

SOURCES
Internals (circled)
Externals
Memos

NODES
Nodes
Cases
Node Matrices

CLASSIFICATIONS
Source Classifications
Case Classifications

COLLECTIONS
Sets
Memo Links
Annotations

QUERIES
Queries
Results

MAPS
Maps

Name Nodes Referen... Created On Created By Modified On

Name	Nodes	Referen...	Created On	Created By	Modified On
Allaire, Maura, Wu, Haow...	4	6	Today, 5:40 PM	EC	Today, 5:40 PM
Lefcheck, Jonathan S., Or...	1	2	Today, 5:40 PM	EC	Today, 5:40 PM
Survey Responses (circled)	8	527	Today, 8:39 PM	EC	Today, 8:39 PM

Survey Responses

Pace of development	The types of development I would like to see	The types of development I would not like to see	Age
undecided	more	more growth	61
too fast	doctor, drug store, people to relate Harkers Island to Cape Lookout	condos, housing projects	62

Use this assistant to create and code at nodes based on the column names or row values in your dataset.

- Code at nodes for selected columns

For example, you could create a node for each question in a survey and code the response at each node.

- Code at cases for each value in a column

For example, you could make a case for each respondent and code the responses at the case. You can use this option if you have a single row per respondent, or multiple rows per respondent. You can also classify these cases, assigning attribute values from the classifying columns.

Respondent	Sex	Age	Natural Environment	Water Quality
DE001	male	52	Becoming poorer with pollution	Important to marine nurseries
DE002	female	35	Priceless and vulnerable to pollution	Good for now but needs to be monitored

Choose the column that contains the case names

Respondent

ReturnDate

Township

Community

Generations Down East

Commercial Fishing

Recreational Fishing

Income tied to resources

Pace of development

Age

Gender

Education Level

Preview

Code the content using this
case structure



Cancel

Auto Code

Back

Next

Choose the column that contains the case names

Respondent



Preview

Code the content using this
case structure

▼ Cases

▼ Survey Responses

DE001
DE002
DE003
DE004
DE005
DE006
DE007
DE008

...



Cancel

Auto Code

Back

Next

Choose the columns that contain the content you want to code at each case

Available Columns

Selected Columns

The natural environment Do...
The water quality Down East is
Commercial fishing Down Ea...
The types of development I...
The types of development I...



Preview

Code the content using this case structure

▼ Cases

▼ Survey Responses

DE001
DE002
DE003
DE004
DE005
DE006
DE007
DE008
...



Cancel

Auto Code

Back

Next

Select the autocoding location

Under: New Case

Location: Cases

Name: Survey Respondents

 Aggregate coding from child case **Classify cases from classifying columns** Create new classification

Survey Responses

 Use existing classification

Attributes: Respondent, ReturnDate, Township, Community, G...

 Update classification and attribute value assignment
of existing cases**Preview**

Code the content using this case structure

▼ Cases

▼ Survey Responses

DE001

DE002

DE003

DE004

DE005

DE006

DE007

DE008

...

Cancel

Back

Auto Code

Select the autocoding location

Under: New Case

Location: Cases

Name: Survey Respondents

 Aggregate coding from child case **Classify cases from classifying columns** Create new classification

Survey Responses

 Use existing classification

Survey Responses

Attributes: Respondent, ReturnDate, Township, Community, G...

 Update classification and attribute value assignment
of existing cases

Cancel

Back

Auto Code

Preview

Code the content using this case structure

▼ Cases
 ▼ Survey Respondents
 DE001
 DE002

Dataset Column Name

- Respondent
- ReturnDate
- Township
- Community
- Generations Down East
- Commercial Fishing
- Recreational Fishing
- Income tied to resources
- Pace of development

Select All Select None Cases Done

Literature Review copy S

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At

Uncode Selection At Uncode Sources At

This Node Existing Nodes

Coding Uncoding Links Annotations

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes
- Cases **(highlighted)**
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries

OPEN ITEMS

- Commercial fishing Down East is
- The types of development I would n...
- The types of development I would li...
- The natural environment Down East...
- DE001

Name

Name	Sources	Referenc...	Created On
Survey Respondents	0	0	Today, 9:27 PM
DE001	1	5	Today, 9:27 PM
DE002	1	5	Today, 9:27 PM
DE003	1	5	Today, 9:27 PM
DE004	1	5	Today, 9:27 PM
DE005	1	5	Today, 9:27 PM
DE006	1	5	Today, 9:27 PM
DE007	1	5	Today, 9:27 PM
DE008	1	5	Today, 9:27 PM
DE009	1	5	Today, 9:27 PM

DE001

Code Anno

Summary Reference

Internals\Survey Responses
5 references coded, 0.96% coverage

beautiful Reference 1: 0.19% coverage

good Reference 2: 0.19% coverage

good Reference 3: 0.19% coverage

AutoCoding - Cases

The screenshot shows the N6 software interface with the following details:

- Top Bar:** Home, Create, Data, **Analyze**, Query, Explore, Layout, View.
- Code Selection At:** New Node, Existing Nodes.
- Code Sources At:** New Node, Existing Nodes.
- Coding Tools:** Code In Vivo, Spread Coding, Auto Code.
- Uncoding Tools:** Uncode Selection At, This Node, Existing Nodes.
- Left Sidebar:** SOURCES (Internals, Externals, Memos), NODES (Nodes, Cases, Node Matrices), CLASSIFICATIONS (Source Classifications, Case Classifications), COLLECTIONS (Sets, Memo Links, Annotations), QUERIES (Queries).
- Central Area:** A list of nodes under "Survey Respondents". The node "DE001" is selected and has a context menu open. The menu items are: Open, Get Info (highlighted with a yellow oval), Export..., Print..., Copy, Paste, Move To Top Level, Merge Into Selected Case..., Merge Into New Child Case..., Delete, Memo Link, Create As, Add To Set..., Visualize, New Case..., Expand/Collapse, Move Up, Move Down.
- Bottom Area:** OPEN ITEMS (Commercial fishing Down East is, The types of development I would n...).

AutoCoding - Cases

Literature Review cop

Home Create Data Analyze Query Explore Layout View

Code Selection At Code Sources At

New Node Existing Nodes New Node Existing Nodes

Code In Vivo Spread Coding Auto Code

Coding Uncoding Links

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries

OPEN ITEMS

- Commercial fishing Down East is
- The types of development I would n...
- The types of development I would li...
- The natural environment Down East...

DE001

Survey Respondents

- DE001
- DE002
- DE003
- DE004
- DE005
- DE006
- DE007
- DE008
- DE009
- DE010

Case Properties

General

Name: DE001

Description:

Aggregate coding from child nodes

Color: ●

Location: Cases\Survey Respondents

Attribute Values

Attribute	Value
Classification	Survey Responses
Community	Straits
Education Level	Completed high school
Gender	Female
Generations Do...	none
Income tied to r...	no, never

Summary Reference

beautiful

good

good

NODES > Cases > Survey Respondents

AutoCoding - Cases

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Sources At Uncode Selection At Uncode Sources At

New Node ▾ New Node ▾ This Node Existing Nodes ▾

Existing Nodes ▾ Existing Nodes ▾ Existing Nodes ▾

Code In Vivo Spread Coding Auto Code

Coding Uncoding

SOURCES

- Internals
- Externals
- Memos

NODES

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

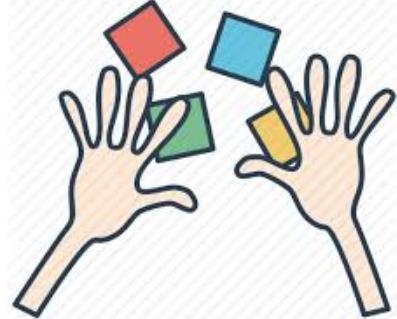
- Source Classifications
- Case Classifications

Name	Type	Created On
Survey Responses		Today, 9:27 PM
Age	Integer	Today, 9:27 PM
Commercial Fishing	Boolean	Today, 9:27 PM
Community	Text	Today, 9:27 PM
Education Level	Text	Today, 9:27 PM
Gender	Text	Today, 9:27 PM
Generations Down East	Text	Today, 9:27 PM
Income tied to resources	Text	Today, 9:27 PM
Pace of development	Text	Today, 9:27 PM
Recreational Fishing	Boolean	Today, 9:27 PM

- Consider how you are going to use or analyze your data.
- Clean up your data before import. You cannot edit the contents of a dataset once it is imported.



4.



Import survey data
AutoCode nodes and cases

5 minutes



Agenda

Part 1	1. Overview	40 min.
	2. Import bibliographic data from EndNote	
	Exercise and Break	
Part 2	3. Coding Queries	40 min.
	Exercise and Break	10 min.
Part 3	4. Import survey data	30 min.
	Exercise and Break	10 min.
Round up	5. Import document, image, audio and video files	20 min.
	6. Backup your project file & other resources	5 min.
	Q&A	5 min.

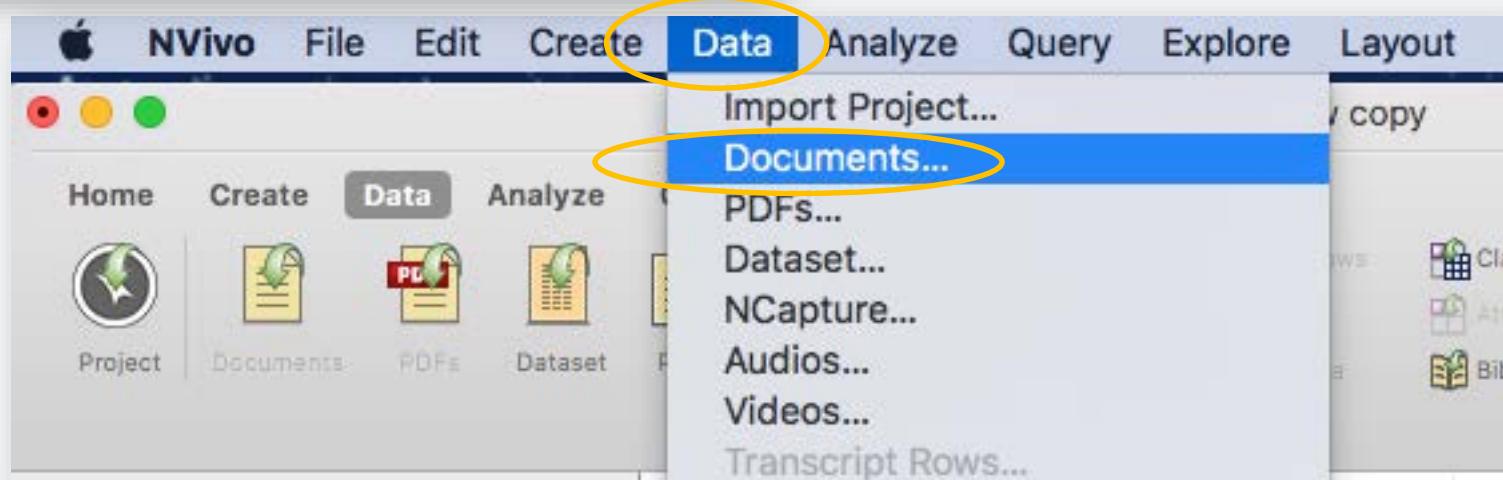
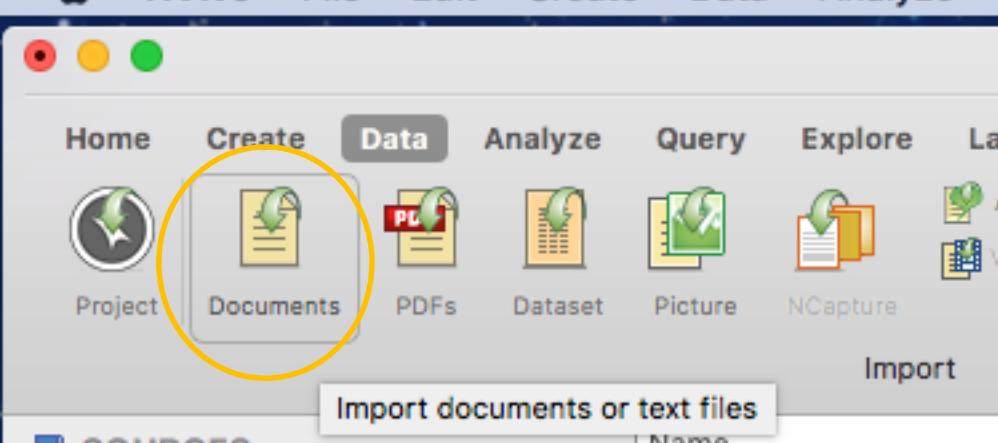
170 min.

5.

Import document,
image, audio and

video files

Import document file





Import document file

Literature Review copy

NVivo Mac Demo

Search

Favorites

- Recents
- All My Files
- Applications
- Desktop
- Documents
- Downloads

Devices

- NVivo

Shared

- 65rahzig0y9dhiq
- asus-pc
- desktop-t64eblp

Name	Date Modified	Size	Kind
Analyzing vi...ollution.pdf	Yesterday, 5:36 PM	1.5 MB	PDF
central.jpg	Yesterday, 12:11 PM	556 KB	JPEG
Helen.mp3	23 Jan 2018, 3:07 PM	5.2 MB	MP3
Ken vdo transcript.docx	Yesterday, 11:59 AM	6 KB	Micro
Ken-vdo.mp4	Yesterday, 12:04 PM	20.8 MB	MPEG
Literature R...Project.nvpx	Yesterday, 8:35 PM	103 MB	NVivi
Long-term...ductions.pdf	Yesterday, 5:37 PM	965 KB	PDF
National tre...iolations.pdf	Yesterday, 5:37 PM	1 MB	PDF
NVivoEndNote Library.enl	Yesterday, 8:22 PM	21 KB	Docu
NVivoEndN...e Library.xml	Yesterday, 5:39 PM	20 KB	XML
NVivoMacPart1.pdf	Yesterday, 9:54 PM	39.5 MB	PDF
NVivoMacPart2.pdf	Today, 8:36 AM	30.7 MB	PDF
NVivoMacPart3.pdf	Today, 8:35 AM	27.9 MB	PDF
Robert.docx	23 Jan 2018, 4:26 PM	10 KB	Micro
Survey Responses.xlsx	23 Jan 2018, 3:06 PM	24 KB	Micro

Cancel Import



Import document file

SOURCES
Internals
Externals

Document Properties

General

Name: Robert

Description: interview transcript

Location: Internals

Size: 56 KB

Color:

Attribute Values

Classification: No Value

Attribute	Value
-----------	-------

Modification History

Cancel Done

NVivo

Literature Review copy

Import document file

Home Create Data Analyze Query Explore Layout View

Project Documents PDFs Dataset Picture NCapture Audios Videos Memos OneNote Data Bibliographic Data

Items List Classification Sheets

SOURCES

- Internals (highlighted)
- Externals
- Memos

NODES

- Nodes
- Cases
- Node Matrices

CLASSIFICATIONS

COLLECTIONS

- Sets
- Memo Links
- Annotations

QUERIES

- Queries
- Results

MAPS

- Maps

OPEN ITEMS

Robert

Import Export

Name	Nodes	Refer...	Created On	Created By	Modified On
Allaire, Maura, Wu, Haow...	6	20	Yesterday, 5:40 PM	EC	Yesterday, 5:40 PM
Lefcheck, Jonathan S., Or...	3	10	Yesterday, 5:40 PM	EC	Yesterday, 5:40 PM
Robert	0	0	Today, 11:12 AM	EC	Today, 11:12 AM
Survey Responses	114	1,132	Yesterday, 8:39 PM	EC	Yesterday, 8:39 PM

Robert

Code Annotations Edit

Interview with Robert at his home in Youngsville, North Carolina. Robert owns a home on Harkers Island, North Carolina. Robert is 62, married with one son and two stepdaughters. He lost his job earlier this year, he was in the insurance business.

Q.1. Connection to Down East

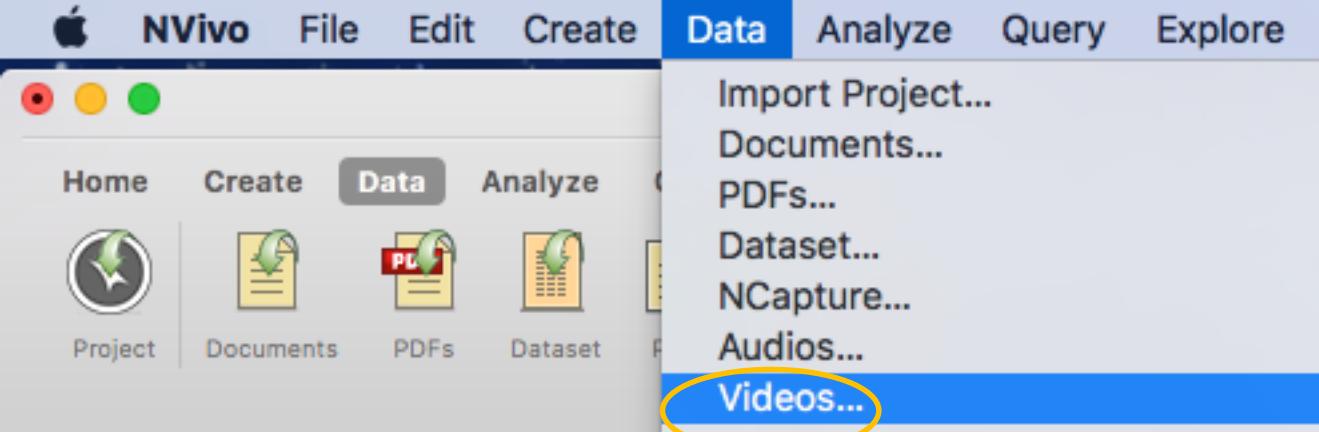
Henry

So tell me about your connection to Down East.

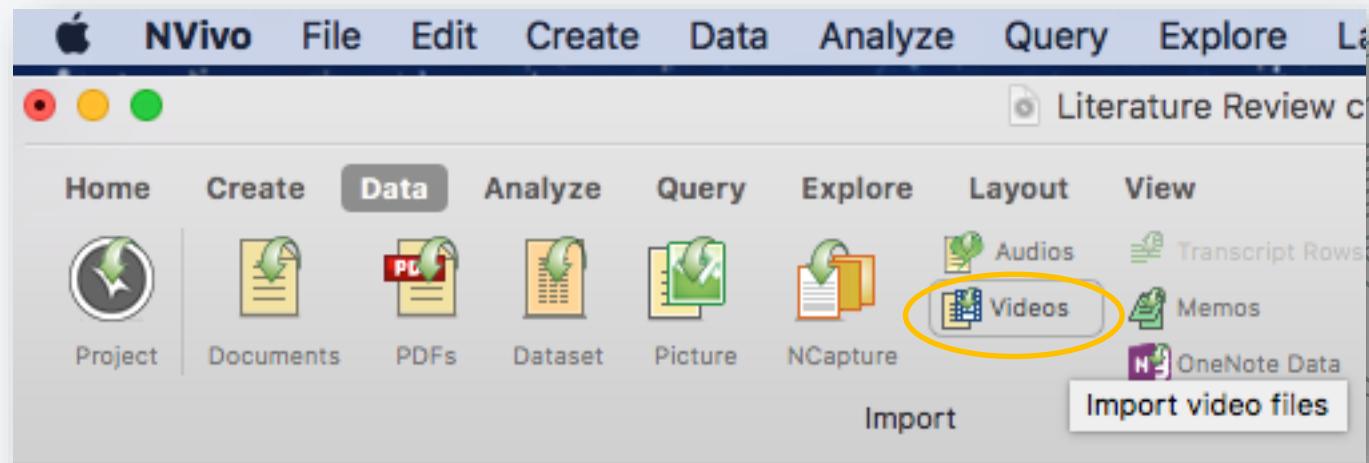
Robert

Well I've been going down there pretty much all my life. Started going to Carolina Beach, Wrightsville Beach, Oriental. I had an uncle who bought a cabin on the Neuse River at C

SOURCES > Internals > Robert



Import Video



Import Video

The screenshot shows the N6 software interface with the following elements:

- Top Bar:** Home, Create, Data (selected), Analyze, Query, Explore, Layout, View.
- Left Sidebar:**
 - SOURCES:
 - Internals
 - Area and Township
 - Interviews
 - Literature
 - News Articles
 - Social Media
 - Survey
 - Externals
 - Memos
 - NODES:
 - Nodes
 - Autocoded Responses
 - Autocoded Social Media
 - Cases
 - Node Matrices
 - CLASSIFICATIONS:
 - Source Classifications
 - Case Classifications
 - COLLECTIONS:
 - Sets
 - Memo Links
 - Annotations
 - QUERIES:
 - OPEN ITEMS
- Central Area:**
 - Import:** Project, Documents, PDFs, Dataset, Picture, NCapture, Audios, Videos, Transcript Rows, Classification Sheets, Memos, Attribute Values, OneNote Data, Bibliographic Data.
 - Export:** Items, List, Classification Sheets.
 - Video Preview:** Shows a video frame of a man named Ken wearing sunglasses and a red plaid shirt, sitting outdoors near a body of water.
 - Control Buttons:** Loop, back, forward, play, stop, Speed slider.
 - Timeline:** 00:00:15.0, 00:00:45.0, 00:01:15.0.
 - Transcript Table:**

Start Time	End Time	Transcript	Speaker
00:00:00.1	00:00:02.9	What are your favorite places?	Henry
00:00:02.9	00:00:13.3	Down East? I'd say [Cedar Island] of course. That's where I always grew up, and that's where I live at. That...	Ken
00:00:13.3	00:00:15.3	Home	Henry
00:00:15.3	00:00:17.2	Home. It's my home. I've been here all my life.	Ken
00:00:17.2	00:00:23.9	This area...this particular spot in particular? This is a nice spot. It'd be easy to see...	Henry
00:00:23.9	00:00:23.9	Like I say, got a good access to the water.	Ken
 - Bottom Control Buttons:** +, -, E, [+, +], E, S, Synchronize.

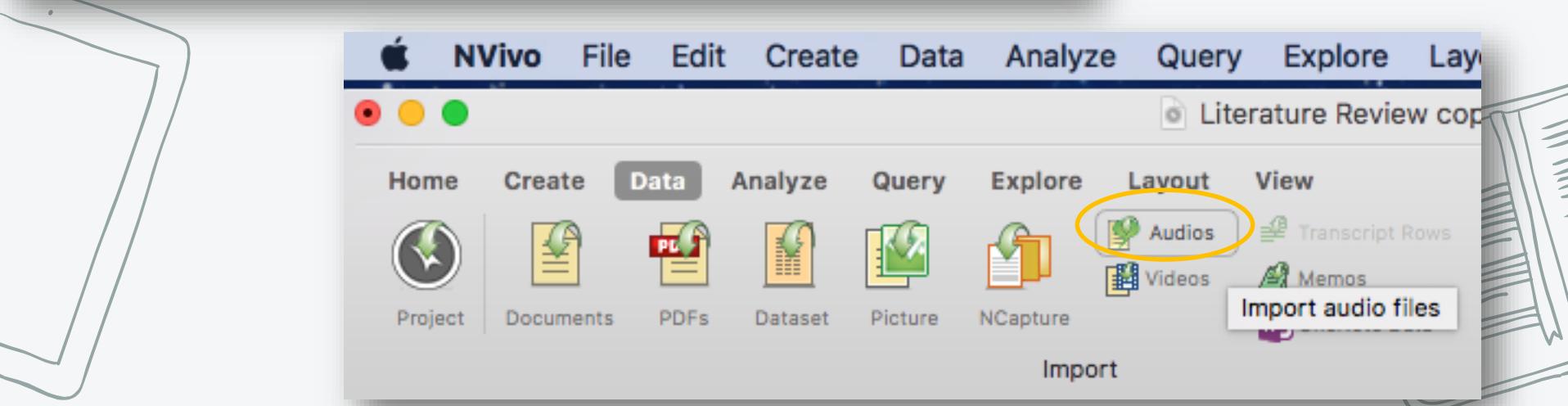
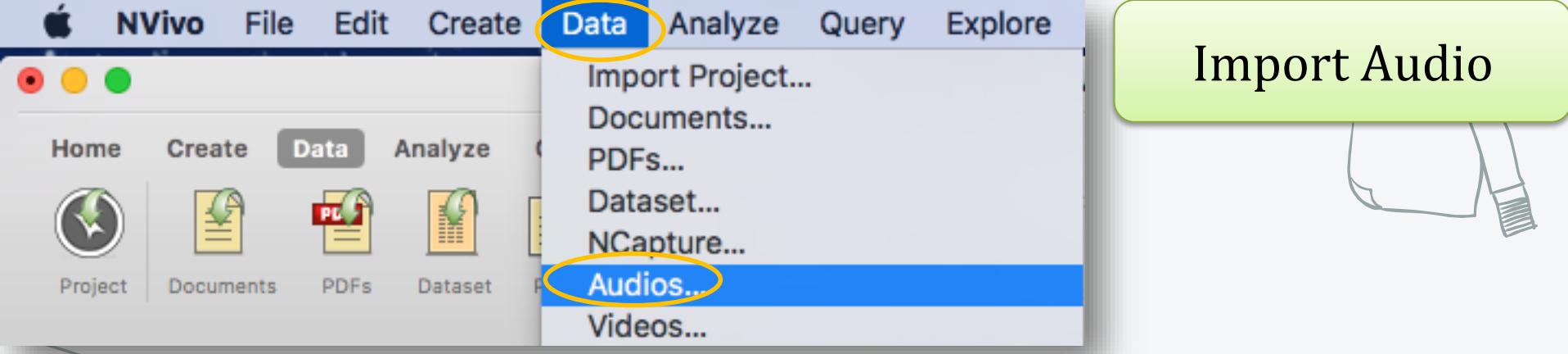
Shortcuts for playing audio or video

You can play your media files using the controls at the bottom of the media player.

You can also use the following keyboard shortcuts.

*You may need to press Fn in addition to the indicated key—for example press Fn+F7 to skip back.

To do this	Press
Play / pause.	F8* If your keyboard has media keys, you can use the Play/Pause key
Skip back.	F7* If your keyboard has media keys, you can use the Previous track key
Skip forward.	F9* If your keyboard has media keys, you can use the Next track key



Import Audio

Data

Import

Export

SOURCES

- Internals
 - Area and Township
 - Interviews
 - Literature
 - News Articles
 - Social Media
 - Survey
- Externals
- Memos

NODES

- Nodes
 - Autocoded Responses
 - Autocoded Social Media
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

COLLECTIONS

- Sets
- Memo Links
- Annotations

OPEN ITEMS

Ken

Helen

Sample Project Mac

Name

Helen

Barbara
Betty and Paul
Charles
Dorothy
Helen
Ken
Margaret
Maria and Daniel
Mary and James
Richard and Patricia
Robert
Susan
Thomas
William

Start Time | End Time | Transcript | Speaker

00:00:00.0	00:00:30.0	Henry asks what is Helen's vision for the landscape Down East. She responds that she doesn't want to sacrifice the environment to gain affordable housing.	
00:00:30.0	00:01:00.0	She thinks that a balance is achievable between environmental quality and development. She describes the natural environment Down East in terms of its natural beauty and its importance to ecosystem services (nursery grounds).	
00:01:00.0	00:01:30.0	Helen says that Down East needs to have both environmental quality and economic growth. Henry asks Helen what she thinks are some aspects that make her optimistic that such a balance could be achieved, and what are some barriers or problems that cause her concern that	

Edit

Export... (highlighted with a yellow circle)

Cut
Copy
Paste
Delete

Code Selection
Quick Code Selection... ⌘/

Code In Vivo...
Uncode Selection

Insert Row
Delete Row
Play Transcript Media
Assign Timespan To Rows



Import Image

Title

Aerial view of Central District

Description

The Bank of China Building and the Hongkong and Shanghai Bank Building can be seen on the top. The Supreme Court and the Statue Square are in the foreground.

Date

1980

Place

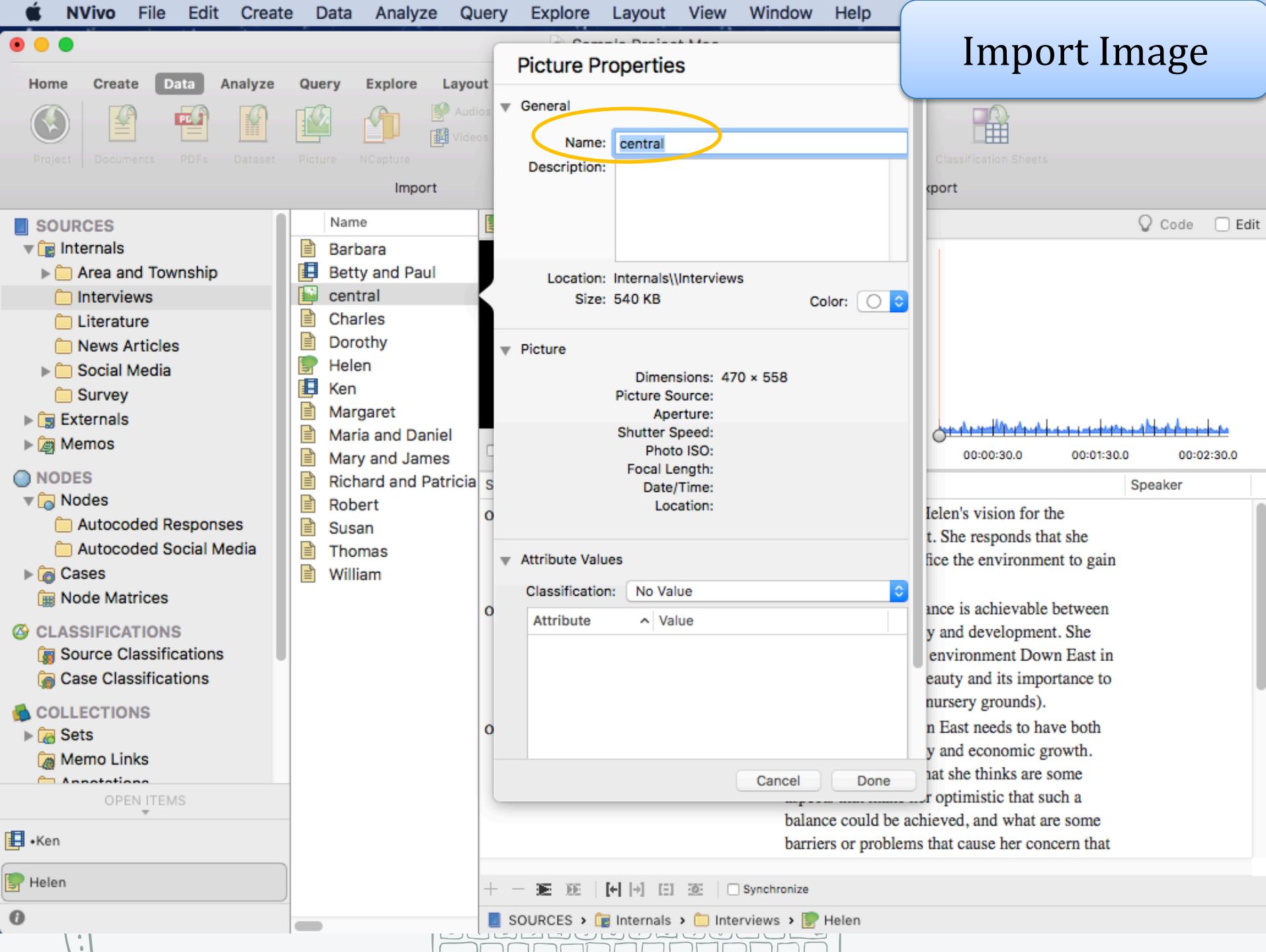
Central District

Bank of China Building

Hongkong and Shanghai Bank Building

Supreme Court

Statue Square



Import Image

The screenshot shows the NVivo interface with the "Data" tab selected. A blue callout box highlights the "Import" section of the ribbon.

SOURCES

- Internals
 - Area and Township
 - Interviews
 - Literature
 - News Articles
 - Social Media
 - Survey
- Externals
- Memos

NODES

- Nodes
 - Autocoded Responses
 - Autocoded Social Media
- Cases
- Node Matrices

CLASSIFICATIONS

- Source Classifications
- Case Classifications

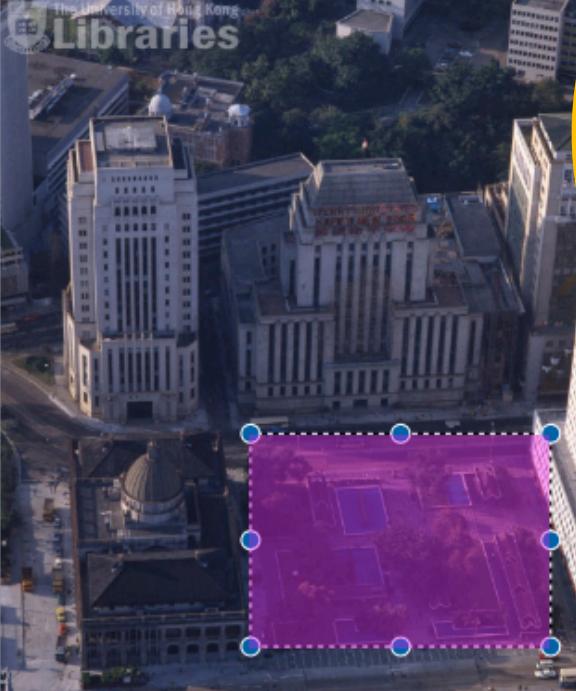
COLLECTIONS

- Sets

OPEN ITEMS

- Ken
- Helen
- central

Import

Name	Region	Content
*central		Statue Square
		Supreme Court
		Bank of China Building
		Hongkong and Shanghai Bank

Export

Code Edit

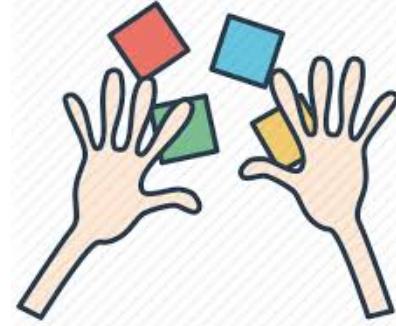
Import documents or text files

SOURCES > Internals > Interviews > central

5.

Import an image file and input
image log

5 minutes



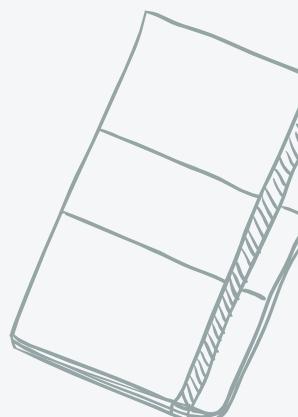
6.

Backup your project file





To backup/copy a project:
Copy and paste file in your folder



A screenshot of a Mac OS X Finder window titled "Documents". The sidebar on the left shows "Favorites" with icons for AirDrop, All My Files, Applications, Desktop, Documents (which is selected and highlighted in blue), and Downloads. The main pane displays a list of files in the "Documents" folder:

Name	Kind	Date Modified	Size
Literature Review 20180305.nvpx	NVivo Project	Yesterday, 8:36 PM	6.2 MB
Literature Review copy.nvpx	NVivo Project	Today, 11:30 AM	7.5 MB
Literature Review Project.nvpx	NVivo Project	Yesterday, 8:35 PM	103 MB
Literature Review.nvpx	NVivo Project	Yesterday, 8:36 PM	6.2 MB
Sample Project 1.nvpx	NVivo Project	26 Feb 2018, 5:38 PM	103 MB
Sample Project Mac.nvpx	NVivo Project	Today, 11:43 AM	104.1 MB
Sample Project2.nvpx	NVivo Project	Yesterday, 4:45 PM	103 MB
HKU Libraries 2...02_48_05Z.nvcx	NVivo...re Data	Today, 10:48 AM	5.1 MB
Survey Responses.xlsx	Micros...rkbook	23 Jan 2018, 3:06 PM	24 KB
NVivoEndNote Library.enl	DocumentType	Yesterday, 8:22 PM	21 KB

Storage and backup

3-2-1 Rule

3 copies

2 media

1 offsite

1. One original/master copy
2. External/local/another media
3. External/remote

Longer recovery time

Geographically distributed

Storage and backup

Make copies!

- Have made large amount of manual coding, or
- Major changes in coding structure, or
- Before and after “Auto Code”, or
- Before delete nodes or cases
- Before you upgrade to a new version

Do backup at least once a week.

Export data and documentation for archiving

UK Data Archive preferred formats for data and documentation export for archiving

Textual data	.rtf, .txt, html
Tabular data	.xls, .txt
Image	.jpg (not ideal – keep preservation copies of images separate from NVivo in. tiff format, if available)
Audio	.wav, .mp3
Video	.mp4
Textual documentation	.rtf, .txt, .xml, .pdf, html
Tabular documentation	.xls, .txt

7. Resources





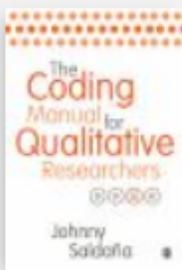
Search



ADVANCED SEARCH



BOOK

The coding manual for qualitative researchersSaldaña, Johnny,
London ; Los Angeles, Calif. : SAGE 2016 3e.Checked out from **Main Library** Main Library Books (300.72 S16)

TOP

SEND TO

Send to

GET IT

DETAILS

LINKS

EXPORT BIBTEX

CITATION

PERMALINK

PRINT

The Coding Manual for Qualitative Researchers

Johnny
Saldañahttp://find.lib.hku.hk/record=HKU_IZ21384766390003414



Search



BOOK

Qualitative data analysis with NVivo

Bazeley, Patricia.

London : SAGE c2013 2nd ed.

Checked out from Main Library Main Library Books (001.4220285 B36)

TOP

SEND TO

Send to

GET IT

DETAILS

LINKS

EXPORT BIBTEX

CITATION

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<https://mantra.edina.ac.uk/softwarepracticals.html>

Data handling tutorials

Data handling in SPSS 23

SPSS tutorial, December 2017, by Bob Sanders, Diarmuid McDonnell and Pauline Ward

Data handling in NVivo 9

NVivo tutorial version 4, August 2011 by Dr. Aikaterini Chatsiou (UK Data Archive)

[NVivo Practical Exercise - Introduction \[PDF\]](#) (9 pages).

[NVivo Practical Exercise - Unit 1: Preparing your Qualitative data for use in NVivo9 \[PDF\]](#) (19 pages).

[NVivo Practical Exercise - Unit 2: Managing your data when working in NVivo 9\[PDF\]](#) (19 pages).

[NVivo Practical Exercise - Unit 3: Managing your data at the end of your project \[PDF\]](#) (16 pages).

[Zipped data files](#) for tutorial (13.1 MB expands to 32.2 MB unzipped)

[Zipped data files and script files](#) for tutorial

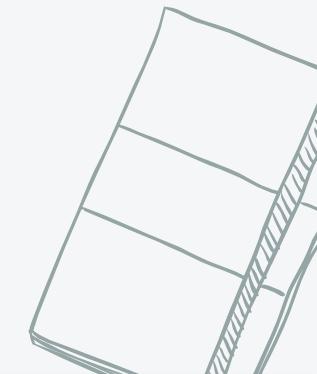
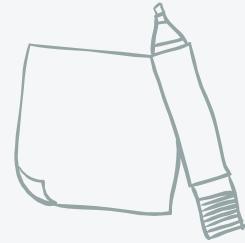
Data handling in ArcGIS 10.2





Data Management with NVivo 9 Checklist

General and NVivo 9-particular Data Management Checklist	Notes
Consent	
Will you be collecting personal, confidential or sensitive information?	
Are you gaining informed consent for participation from research participants?	
Are you discussing data sharing or archiving with the informants from whom you collect the data?	
Are you gaining consent from informants to share data beyond your research?	
Are you asking for written or verbal consent?	
Have you explained the data sharing benefits to participants?	
Have you avoided uploading signed consent forms as internals to NVivo 9 project file?	
Have you recorded consent status as an additional attribute in the classification sheet?	
Anonymisation	
Do you need to anonymise data e.g. to remove identifying information or personal data? You will need to think about when this will be done and how.	
Have you removed all sensitive material and replaced them with pseudonyms before import to NVivo9?	
Have you created a backup copy of your originals in a secure storage space before anonymising them?	
Copyright	
If you are purchasing or re-using someone else's data sources have you considered how that data will be shareable?	
Have you established who owns the copyright of your data? Might there be joint copyright?	
Before archiving your data, have you ensured that all sources to be distributed to third parties have cleared copyright?	
Documentation	
How will you label and organise your data and files?	
Are your data self-explanatory in terms of variable names, codes and abbreviations used?	
Would someone else be able to understand your data?	
Do you have documentation which explains what your data means or gives context to your data?	





Sources

- Internals
 - Audio
 - 1.Master_copies
 - 2.Enhanced
 - 3.Anonymised
 - 4.Coded
 - Pictures
 - 1.Master_copies
 - 2.Enhanced
 - 3.Anonymised
 - 4.Coded
 - Text
 - Face-to-face_interview_transcripts
 - 1.Master_copies
 - 2.Formatted
 - 3.Anonymised
 - 4.Coded
 - Focus_group_transcripts
 - 1.Master_copies
 - 2.Formatted
 - 3.Anonymised
 - 4.Coded
 - Video
 - 1.Master_copies
 - 2.Enhanced
 - 3.Anonymised
 - 4.Coded

Sample folder Structure in NVivo

- Externals
 - Bibliography
 - Datasets
- Documentation
 - Codebook
 - Consent_form_samples
 - Grant_Applications
 - Interview_Material
 - Progress_Reports
 - Literature
- Memos
 - Fieldwork_Journal
- Project administration
 - Consent_form_samples
 - Project_communications
 - Project_meetings
 - Research_Journal



NVivo Feature Comparison

Explore the features and functionality of [NVivo for Mac](#), [NVivo 11 Starter for Windows](#), [NVivo 11 Pro for Windows](#) and [NVivo 11 Plus for Windows](#) to discover the NVivo that's right for you.

Compare the NVivo Suite

NVIVO FOR MAC

NVIVO STARTER

NVivo 11 for Windows

NVIVO PRO

NVIVO PLUS

Data Sources

TEXT DOCUMENTS

Collect and import text documents in TXT, RTF, DOC, DOCX and PDF formats; Supports Editable Text.

IMAGES

Collect and import images such as photos and scanned documents in BMP, GIF, JPG, TIF and PNG formats; Use the picture log to make notes and comments.

AUDIO & VIDEO

Collect and import audio and video recordings in MP3,

MP3, WAV, M4A, MP4,
AVI, MOV; Editable

[What Is NVivo](#)[Product range](#)[Who uses NVivo](#)[Community](#)[Support](#)[Training & Resources](#)[TRIAL](#)[BUY](#)

Getting Started with NVivo for Mac (Version 11)

When you're working with new software, we understand that getting started is often the hardest part. That's why we've provided an extensive range of resources to help you do just that.

We provide a wide range of resources so you can select the materials and formats that work best for you.

RESOURCES	DESCRIPTION
Getting Started Guide	<p>The will get you up and running with NVivo for Mac. It introduces the workspace, provides steps for starting a new project and includes strategies that can help you to analyze your material.</p> <p>View the Getting Started guide in the following languages:</p> <p>English Deutsch Français Español</p>
Tutorials	<p>Tutorial videos walk you through the software's features and demonstrate how to use them.</p>
Online Help	<p>Your software's 'Help' section contains an overview and detailed step-by-step 'how to' instructions for working with your</p>

[http://www.qsrinternational.com/nvivo/free-nvivo-resources/getting-started/nvivo-for-mac-\(version-11\)](http://www.qsrinternational.com/nvivo/free-nvivo-resources/getting-started/nvivo-for-mac-(version-11))



NVivo by QSR

9,440 subscribers

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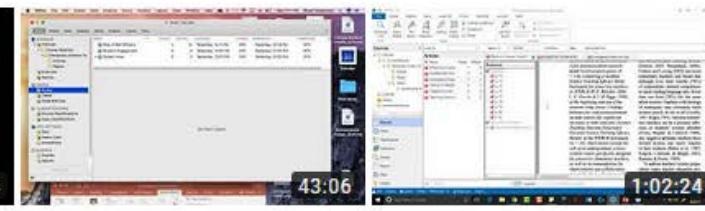


Conducting Integrated Mixed
Methods Research and

671 views • 3 months ago

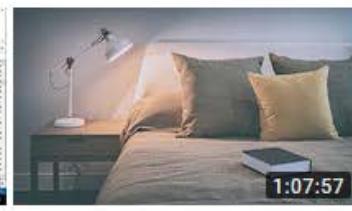
A Change of View: Image
Analysis Made Easy Using

995 views • 3 months ago



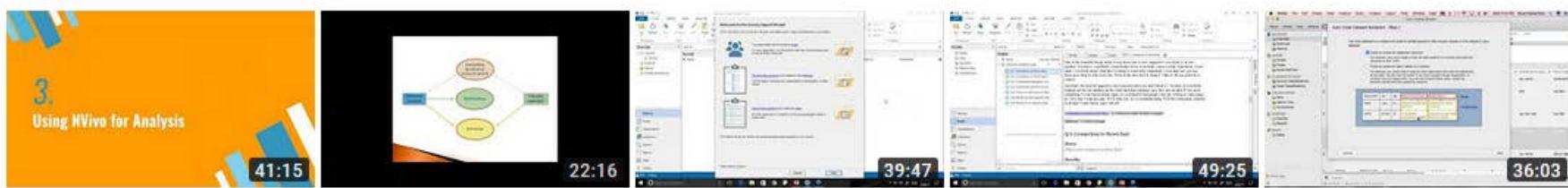
The Sleepless Student: How
To Manage Your Data and

180 views • 4 months ago



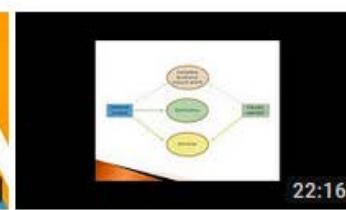
The Sleepless Student
Webinar: How To Manage

297 views • 6 months ago



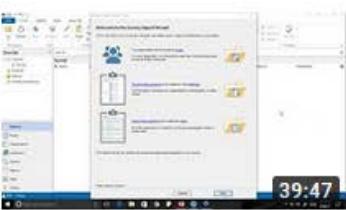
Developing a Workplace
Health and Safety Action

405 views • 7 months ago



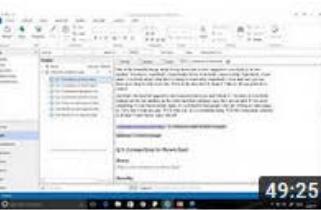
NVivo and Your Dissertation
Defense

1.1K views • 8 months ago



Take Control of Your Survey
Data with NVivo 11 for

1.4K views • 8 months ago



Automatic Coding
Techniques with NVivo 11 for

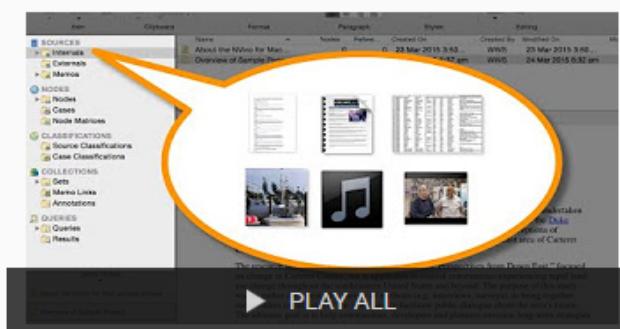
4.6K views • 8 months ago



Automatic Coding
Techniques with NVivo for

802 views • 8 months ago

<https://www.youtube.com/user/QSRIInternational/videos>



NVivo for Mac (Version 11)

16 videos • 154,423 views • Last updated on Jun 15, 2016



NVivo by QSR

SUBSCRIBE



Explore NVivo for Mac

NVivo by QSR



Import documents

NVivo by QSR



Understand nodes and cases in NVivo for Mac

NVivo by QSR



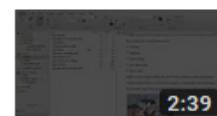
Code documents

NVivo by QSR



Review your coding

NVivo by QSR



Create memos

NVivo by QSR



Organize your nodes

NVivo by QSR



Organize your demographic data

<https://www.youtube.com/playlist?list=PLNjHMRgHS4FfTN-GoztTaPLshavAb0NxR>

[? Welcome](#)[? Use the NVivo Help](#)[? What's new in NVivo for Mac](#)[? Get started](#)[? Concepts, strategies and techniques](#)[? The NVivo work area](#)[? Projects](#)[? Teamwork and project users](#)[? Sources](#)[? Nodes](#)[? Classifications](#)[? Collections](#)[? Coding](#)[? Memos](#)[? Annotations](#)[? Links](#)

NVivo for Mac Help

Version 11

Introducing NVivo

- ▶ Using NVivo for qualitative research
- ▶ Understand the key concepts
- ▶ Use this NVivo Help

Get up and running

- ▶ Get familiar with the work area
- ▶ Explore the sample project
- ▶ Create a new project
- ▶ Bring in sources and get organized

Analyze your source material

- ▶ Code sources and manage nodes
- ▶ Handle your ideas
- ▶ Query and visualize
- ▶ Strategies for teamwork

What's new in NVivo for Mac?

- ▶ New features and enhancements

Other resources

- ▶ Getting Started Guide
- ▶ Video tutorials
- ▶ Support and FAQs
- ▶ Training

Join the conversation

- ▶ Connect with the NVivo community