# An introduction to NVivo 10 - workshop worksheet.

1. Navigate to StudentCentral, and **download the two example transcripts** we will use for this session. These are in the SS511 area of StudentCentral, under "Study materials", "Semester 2 - Qualitative research in psychology" "Week 11: Introduction to Qualitative Analysis Software (Nvivo)" "Materials for NVIVO workshop". Please download the files called **Alexander** and **Shazia** to an appropriate area.

2. **Launch NVivo**. Upon launch, you will see the NVivo start screen.
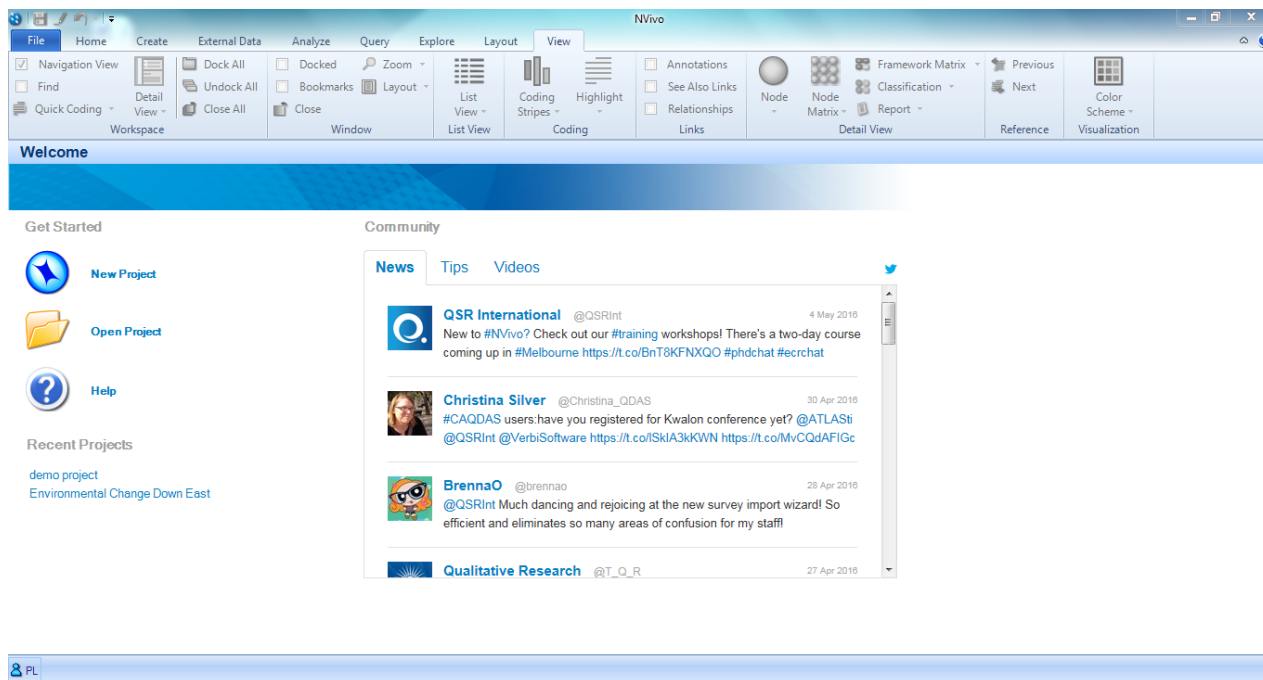
The "Help" button is very useful and links to a number of video tutorials that are available on YouTube. The tutorials are very good so you can literally see how to navigate NVivo.

3. Click on **New Project**. The "New Project Wizard" opens. Today, we'll set up a typical project so give the project an appropriate name. You can use the "Browse" option to select an appropriate folder. Then, you should see this – the main screen:
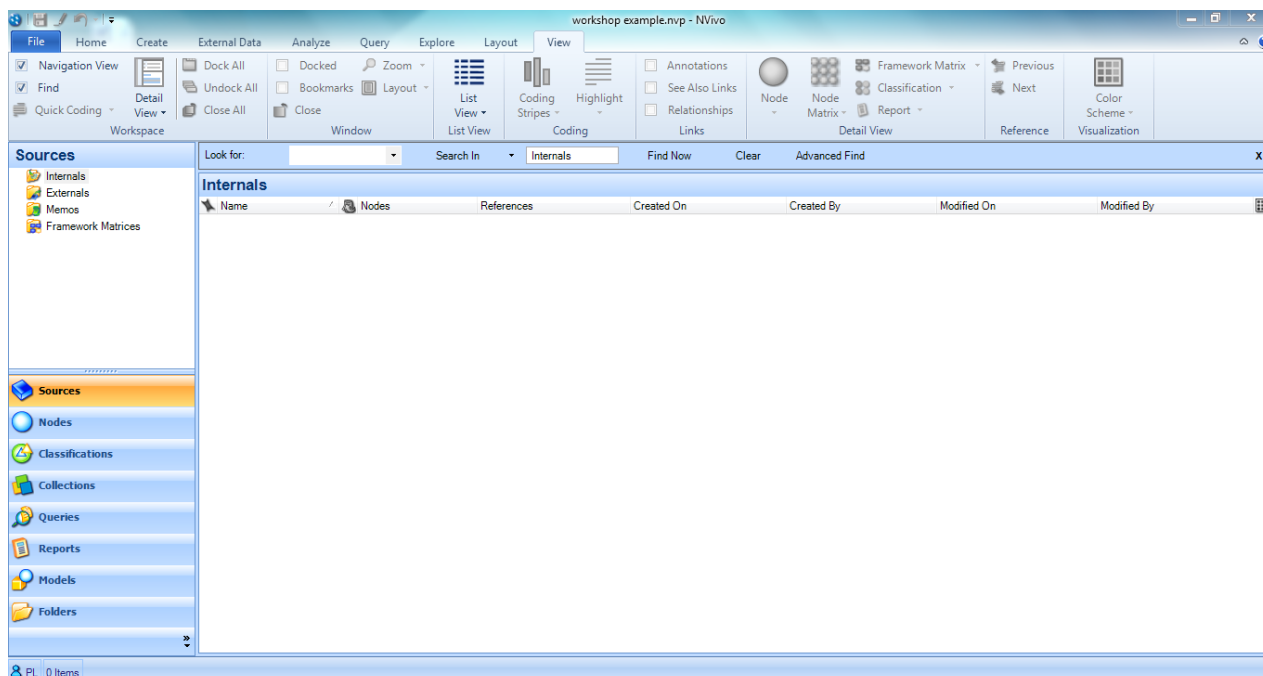
4. If you **right click in the white area under "Internals"**, you should have the following menu appear. Select "Import" and "Import Documents…" as shown. NVivo supports four different source document files: Word files (.doc and .docx), Text (.txt), PDF (.pdf) and rich text format (.rtf).
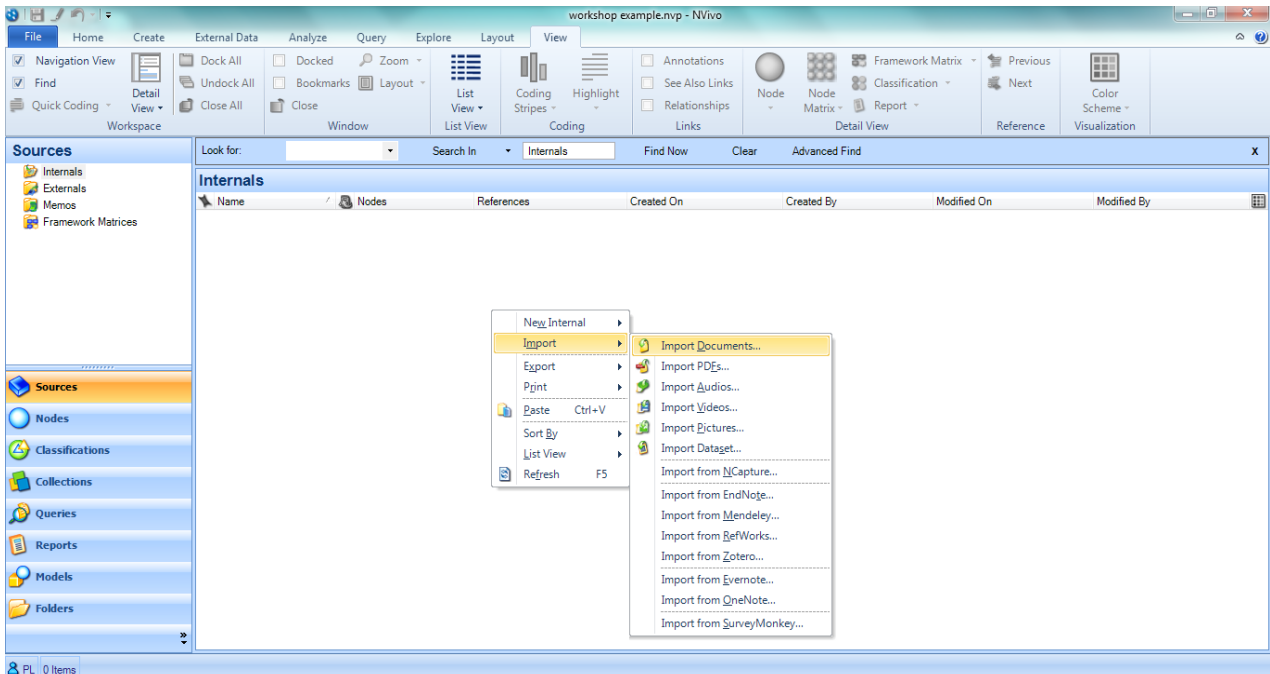
5. If you click on "Browse", the standard Windows "Open File" dialogue box appears so you need to **navigate to where you saved the two files**. You can select them both by clicking on the first one and holding down the "SHIFT" key and clicking on the final one. All the files should be highlighted. Then click on "Open" and then "OK". You should then see a screen like the one below:
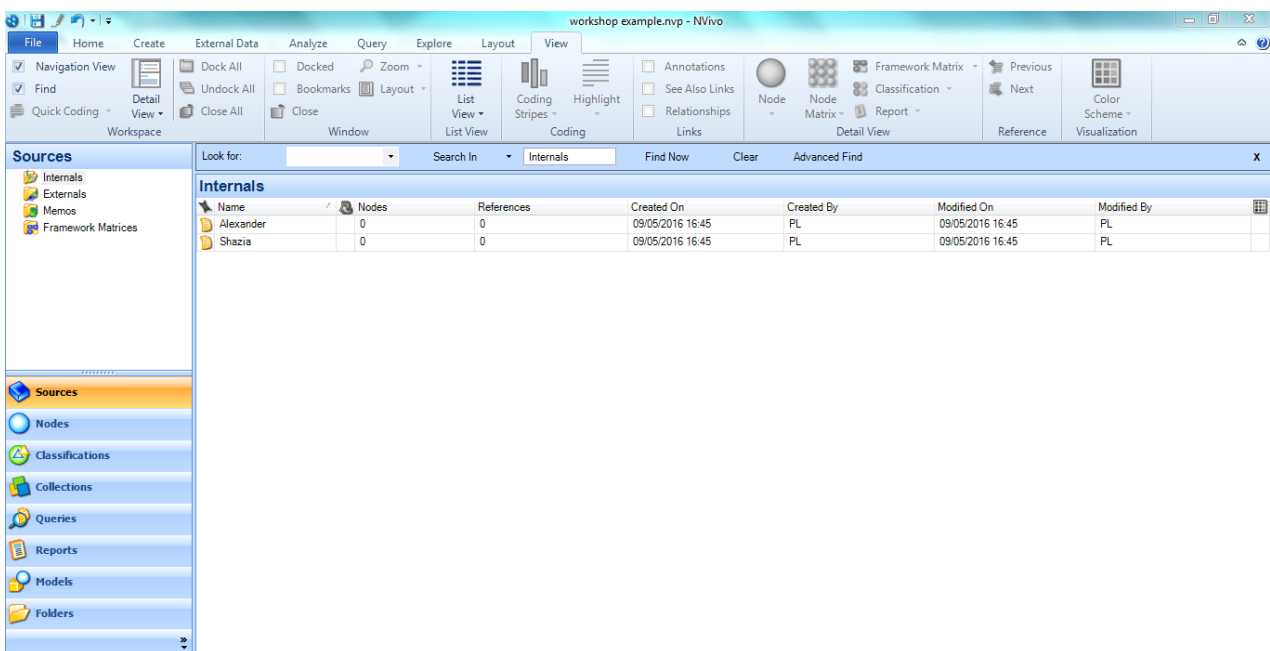

6. If you **double-click on one of the files**, you will open it so you can see the contents as shown over the page. Close the open file by clicking on the box with the cross at the right-hand side.
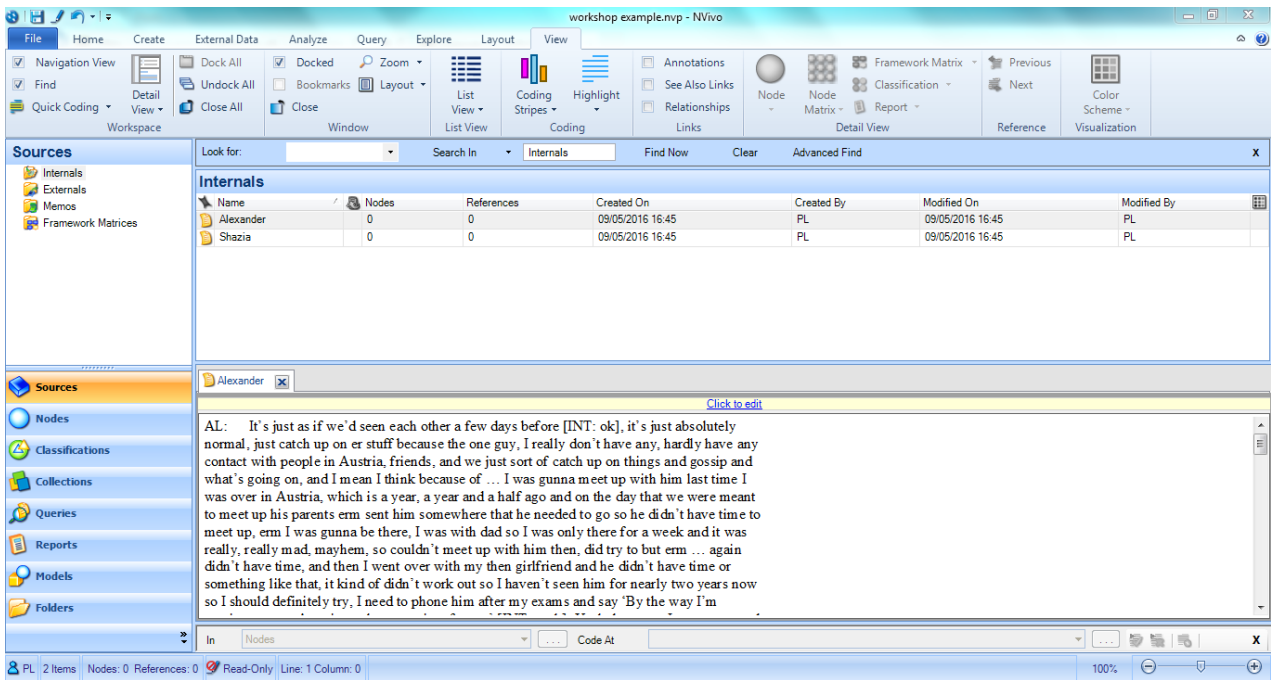
In NVivo, coding can be done in a variety of different ways. The method chosen for coding is normally dictated by the approach being used for the analysis. At one extreme, you may be theoretically driven and could identify your codes before data collection begins. For example, you might be extending published work and want to use a similar coding system. At the other extreme, you might want to code without any 'baggage' so you might code as you go along. Researchers sometimes talk about coding 'down' from their research question or 'up' from their data.

CODING YOUR DATA

7. In NVivo, you can create nodes in a variety of different ways. Open the Shazia transcript. Select some text and right click. Select "Code Selection" and **"Code Selection At New Node…"**. A new window opens and you could enter "**proximity, place of residence**" as the name of the node and click "OK".

8. Next open the Alexander transcript, and select some text to code. Note that the **'coding bar'** has lit up and has the last node listed so you can click on the green tick to code at the same node.
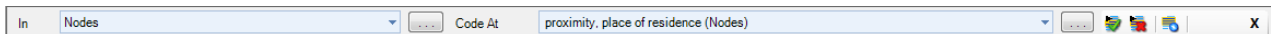
9. **Click on the Nodes button**. Select some more text that would be appropriate for proximity, place of residence and **hold down the left-button and move the cursor over the Nodes list letting the button go when the cursor is on "proximity, place of residence"**. Note that the "Sources" and "References" increase by one when you let go.

10. Double-click on the proximity, place of residence node and it opens up. Check out all three tabs at the right- hand side of that window.

11. **You can code at multiple nodes at the same time** by selecting text, right clicking, selecting "Code Selection at Existing Nodes…" and checking the box next to the appropriate nodes.

12. Now… Spend some time practicing coding. In particular, try to explore and see the different ways that you can code. Don't worry about making a mistake – this is a workshop and not a test!

13. You can see what you've coded using **coding stripes**. You can now see colour coded coding stripes and an indication of the coding density. If you click on a coding stripe, the coded text will be highlighted. Double-click one of your nodes and you can see the coded text for that node in a new window.

14. You can **highlight** the coding in the documents you are looking at.

15. Double-click one of your nodes and you can see the coded text for that node in a new window, and right click, click **"Open referenced source"** to see the node in situ.

Coding is not a simple linear process, but will require you to go back over what you have already coded adding nodes, organising your nodes into tree nodes and child nodes. Importantly, with real data your coding will be purposive; you are coding to address your research question. Indeed, you might even be coding and then adding more interview transcripts and that can make you revisit your earlier coding. It is useful to sketch out your nodes and their structure to enable you to reflect on the structure you have identified. Doing so can also help you to discuss your analysis with someone else as they may be able to give you further insights. As your coding continues, you will need to review that structure and you can do this in the **Node window**.

Nodes express your growing understanding of the concepts and ideas within your data. Of course, your understanding of the nodes in your project may change over the course of your analysis. You can represent this change within your project using any of the following functionality:

Changing a node's type: This can be especially useful for nodes that were created when they had no logical place in a hierarchy of nodes until later in the project.

Changing the node's position in a hierarchy: A node's position in a hierarchy is a significant indicator of its relations to other categories. As you explore data and create categories, you may wish to adjust its position in its hierarchy or move it into another hierarchy.

Merging nodes: If you find nodes which have the same meaning and you wish to simplify the system by combining them, they can be merged.

Deleting nodes: You may have created a node early in your project for a category or theme which you thought might be important, only to find out as you work through your sources that it wasn't. This node could be deleted to simplify your nodes.

Changing a node's name: As you work through your data, you may want to change the names of your nodes to reflect changing understanding of its category or theme. If you do this, consider whether you also need to revise its coding.

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