

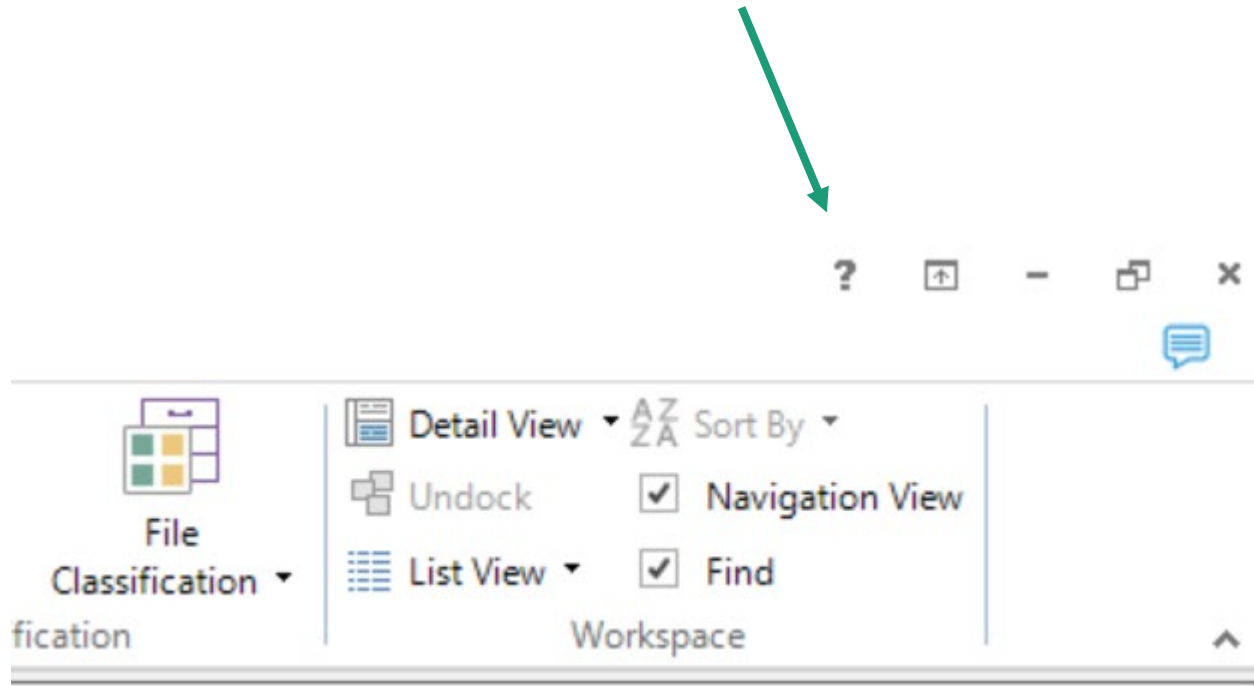
NVivo to analyse qualitative data - projects and files

© Dr Rachel Shanks, University of
Aberdeen

School uniform, dress code and appearance policies – project design framework

Data types	Unit(s) of analysis or observation	Variables (attributes)	Longitudinal or snapshot	Thematic framework
School uniform policies School handbooks Communications to parents Photos of uniform Local authority information	Schools Local authorities	Size of school Denominational or non-denominational Mixed or single sex Ties Jeans banned	Scotland – mainly May 2019 Post-Covid 2021	Content analysis (e.g. reasons for school uniform and sub-codes) and then more in-depth discourse analysis (e.g. in the coding for reasons for school uniform - employability and sub-coding)

Not sure what to do? Click on the help button – top right hand corner - ?



NVivo help box and also NVivo support materials

NVIVO
Windows (Release 1)

Search

NVivo User Help – Windows

Complete user help for NVivo (Release 1) Windows including NCapture and NVivo modules
(or do you want [NVivo User Help - Mac](#)? Please [check the installed NVivo version](#). If you are using NVivo 12, go to [Windows help](#) or [Mac help](#).)

TOP LINKS

- About NVivo
- What's new
- myNVivo
- Installing NVivo

GETTING STARTED

- Getting started basics
- Getting started tutorials (YouTube)
- Sample projects
- Collaboration Cloud

OTHER RESOURCES

- NVivo customer hub
- Customer support
- Help for other NVivo versions
- IT administrators

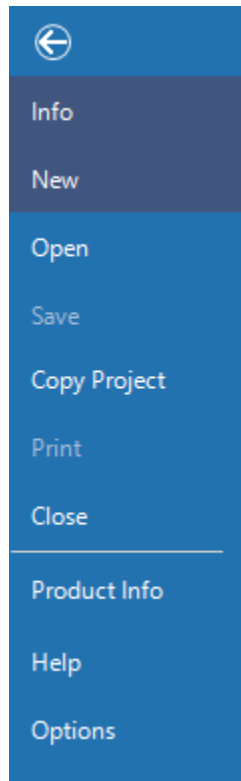
QSR International
Copyright © 2020

Twitter Facebook LinkedIn YouTube


Remember to go to the overview materials – Workflow overview, Getting started, Files, Coding, Cases, Visualizations, Queries, – today and afterwards



Creating a project

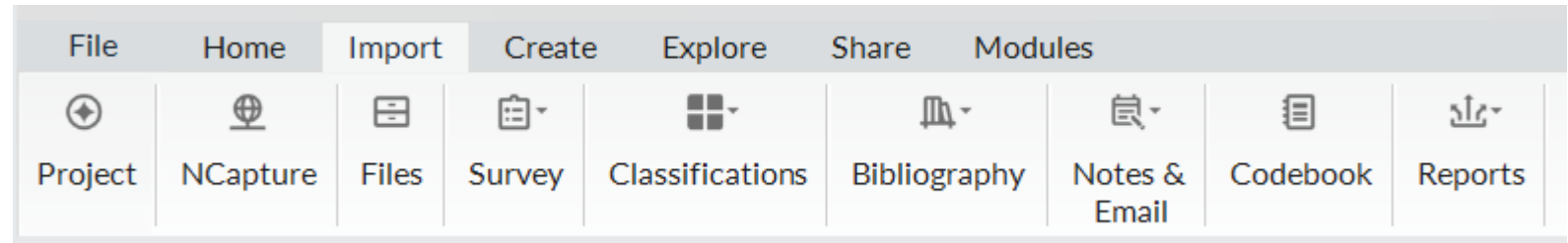
- Go to the File tab and click on New
- You will be asked for a name and description
- Always include a description



Project Information

-  Project Properties

-  Open Project Event Log
-  Clear Project Event Log



Importing/ uploading your data

1. In Navigation View, click the name of the files folder that you want to import the document into.
2. On the **Import** tab, click **Files**.
3. Browse for and select the file you want to import.
4. Click the **Open** button.
5. Click **OK**. The Document or PDF Properties dialog box opens.
6. (Optional) Change the name or description of the new file.
7. Click **OK**.

Text files that can be imported

- Word documents (or text files)—these might be interview transcripts, field notes or group discussions
- PDF files—these might be published reports, articles, or a collection of scanned documents

Can create new, empty documents in NVivo and type up your content - e.g., your field notes.

If you import content from OneNote, Evernote, or EndNote, then document or PDF files may be created in the process.

You can use NCapture to gather files from the web and then bring the web content into NVivo as PDFs. The captured web content is stored in an NCapture file (.nvcx) on your computer and is converted to a PDF when you import it into NVivo.

Media formats that can be imported in Windows and Mac

Windows

Audio

- MPEG-1 Audio Layer 3 format (mp3)
- MPEG-4 audio format (m4a)
- Microsoft Windows Media formats (wma, wav)

Video

- MPEG formats (mpg, mpeg, mpe, mp4)
- Windows Media formats (avi, wmv)
- QuickTime formats (mov, qt)
- 3G Mobile Phone format (3gp)
- AVCHD High Definition Video formats (mts, m2ts)

Mac

Audio

- M4A format that was exported from QuickTime on a Mac (OS X 10.7.5 and later)
- MP3 format
- WAV format

Video

- MOV format that was recorded on mobile iOS devices (such as an iPad or iPhone)
- MP4 format that was recorded on Android or Windows Mobile 8 phones
- MOV format that was exported from QuickTime on a Mac (OS X 10.7.5 and later)

Storage of audio and video files

- Very small audio and video files can be imported into your NVivo project. These are called 'embedded sources'.
- Default is set so that audio/video files are embedded if <20 MB. You can increase the size to a maximum of 40 MB for standalone projects. Recommended not to embed files over 20 MB in size.
- Larger media content can be stored outside of the project on your computer or network.
- NOTE - If you subsequently move the media file to another location on your computer or network, you will need to re-link it.
- Coding, linking and annotating is the same whether the media file is embedded or stored outside the project.

To store a media file outside the project

- Open the file that contains the media file.
- In the NVivo on the Home tab, in the Item group, click Properties.
- Click the Audio or Video tab.
- Under Media, click Not Embedded - file location, then click Browse to specify the location for the stored media file and click OK.

Reference data from Citavi, Endnote, Mendeley, refworks or zotero

