NVivo

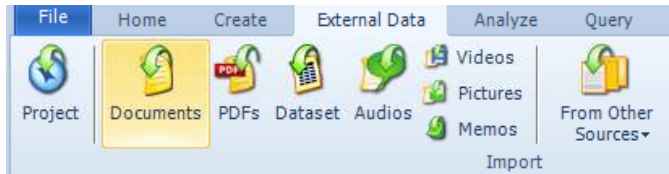### Task 1: New Project

The first thing you see when you open NVivo is a list of recent projects you have worked with. Today we create a new project.
Click on New Project at the bottom.
Give the project a title and choose where to save the project by clicking Browse ...

Task 2: Retrieving the sources

Click on the 'External data' tab
Choose Documents

You will see a regular explorer window where you can find the text file to work with.
Once you've found the file, click 'OK' twice.
In the window you will now see that you have a list of 'Internals' where there is a row. You can see that the document has 0 nodes and 0 references, it is created and modified by you today.
Double-click on the row to open the text.

Task 3: Create nodes (categories)

You can begin to code without having created the categories first, but now we're going to create the categories first.

A node in NVivo is the same as a category that you tag on.
Click on the 'Create tab'
Click on the Node button
Give the new node the name 'We doctors' and click on 'OK'
Repeat the process and create a node called 'We the organization', and one called 'We leaders'

Task 4: Code text

What you should do is go through the text and code every time you see the word 'we'. You must see from the context what the informant meant by 'We', the 'we leaders', 'we doctors' or 'we the organization'?

If you work with your own source files, choose your own appropriate node/categories .

Select the word 'we' in the text and select the 'Code' on the top menu
Select on 'Code selection' and 'The Existing Node'
Choose the desired tab click 'ok'
Go to the next occurrence of 'we' and repeat the process
Encode all instances of the word 'we' into existing categories

Alternative ways to code

Once you have marked the text 'we' you can also open the code window by clicking ctrl + F2.

You can also code by right clicking on the text to be encoded and select 'Code selection' and 'At existing nodes'.

Another option for how to code is to drag the selected text to the category. When all the categories to be created.

You can also code by using the autocode option.

Task 5: See encodings under different categories

After encoding the text you want to see what is encoded in the various categories.
- Click on the 'Nodes' in the 'Sources'
- Under the 'free nodes' you will get an overview of the categories you've created during the encoding
- For each category, you will see how many times it has been encoded
- Double click on one of the categories
- You will se a list of references
- At the right of your screen you see Summary - Reference - Text
- Click on the 'Text'
- Double-click on the image of the source text
- Then you see the source text with text that is encoded highlighted
- You can move between the text and tags by clicking on the various tabs

Free Nodes

	Name △	Sources	References	Created On	Modified On
○	leger	1	3	16.02.2009 14:31	16.02.2009 1
○	sosialv	1	1	16.02.2009 14:27	16.02.2009 1
○	vi	1	23	16.02.2009 14:26	16.02.2009 1
○	Vi lege	1	3	16.02.2009 14:35	16.02.2009 1

kildetekst   ○ vi   ○ Vi leger   Faner

Hovedsorteringen innenfor skaden er brukket eller blør det innenfor skaden - ikke sant - det er det første som kommer inn. Der er en del av Ullevål sykehus og er sånn som Legevakta starta for 105 år siden - altså en skade poliklinikk.

Task 5: Creating hierarchical code structure

Until now you have created free nodes - the categories are independent. One of the advantages of NVivo is that you have the ability to create a hierarchy of categories. You can do this by using drag and drop or by cutting and pasting categories over an other node
- Make a new node with the name 'We'
- Click on the blue icon to the left of the name of 'We doctors' and drag it over to the 'We' node
- Do the same for the rest
- Click on the 'We' node, you can now see an overview of all categories of underlying tree nodes

You will see that the categories are still unstructured, but that they are under the tree node 'We'.
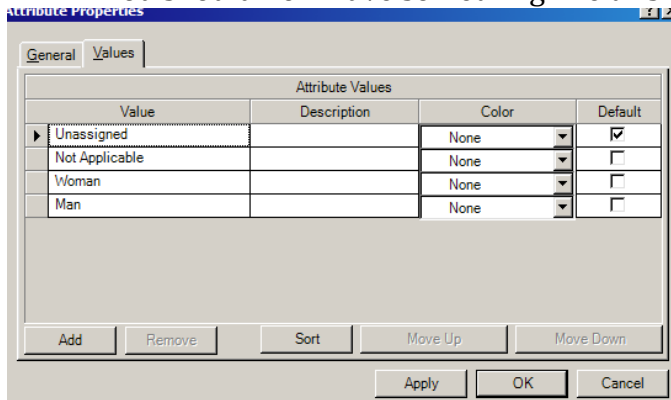
When you subsequently create new categories such as tree nodes so you can determine where in the hierarchy they belong. You see this in the 'Hierarchial name'.

	Name △	Sources	References	Created On	Created By
○	We	0	0	19.09.2013 11:32	BKE
○	We doctors	0	0	19.09.2013 11:22	BKE
○	We leaders	0	0	19.09.2013 11:32	BKE
○	We organisati	0	0	19.09.2013 11:32	BKE

Task 6: Classifications

Classifications are used for people or institutions or other devices that can be demographic data or other attributes. Use classifications if you want to say something about the informants in relation to the code performance (for example, are older people more positive than younger, do men speak more than women?) In this case, it is very simple; we only have an informant and one source file that is a transcription of the interview with the informant. We add attributes first, and create the classification afterwards.

- Click on the 'Create' tab and choose 'Source Classification'
- Give the Classification the name 'Background'
- Right-click on the Classification and choose 'New Attribute'
- Give the attribute the name 'Gender'
- Click on the value tab and choose 'Add'
- Write 'Woman'
- Repeat the process and write 'Man' and click OK
- You should now have something like this:

- Click on the 'Home' tab
- Click once on your source file
- While the source file is selected, choose Properties > Classifications > Gender
- While the source file still is selected, choose Open > Classification Sheet' and give the source file the attribute 'Woman'