

MANAGING QUALITATIVE RESEARCH DATA USING NVIVO 12 FOR WINDOWS

PART 4

AGENDA

Part 1

1. Overview

2. Import bibliographic data from EndNote

Exercise and Break

Part 2

3. Import interview transcripts

4. Import survey data

5. Import image, audio and video files

Exercise and Break

Part 3

6. Coding Queries

Exercise and Break

Part 4

7. Reporting

8. Work as a team

7.
REPORTING



File Home Import Create Explore Share

Advanced Find Find Last Run Query Query Wizard Text Search Word Frequency Coding Matrix Coding Crosstab Coding Comparison Compound Group Chart Hierarchy Chart Mind Map Project Map Concept Map Cluster Analysis Comparison Diagram Explorer Diagram

Nodes

| Name | Files | References |
|----------------|-------|------------|
| Attitude | 0 | 0 |
| Balance | 6 | 16 |
| Community c | 18 | 62 |
| Economy | 25 | 486 |
| Infrastructure | 11 | 43 |
| Memorable q | 5 | 16 |
| Natural envir | 24 | 324 |
| Policy, manag | 14 | 38 |
| Real estate de | 27 | 313 |
| Sense of com | 3 | 4 |

Crosstab Query - Results Previ Compared by number of coding r Compared by number of items c Coding Query - Results Preview

Fishing or aquaculture Fishing industry decline

Fishing industry decline

Due to foreign competition Due to regulations

Due to cost of doing ...

development Due to natural variation

Export Codebook

Save As
H:_Research Data Handover_NVivo_NVivo Mac Files Browse...

Automatically select subfolders

Nodes

Include number of files and references

OK Cancel

New Node... Ctrl+Shift+N

Export Codebook...

Export List...

Print List

Paste Ctrl+V

Merge Into New Node...

Sort By

List View

Expand/Collapse

Refresh F5

Environmental Change Down East

Nodes

| Name | Description | Files | References |
|------------------|---|-------|------------|
| Attitude | A person's general feeling of favorableness or unfavorableness. Synonym: affect (Ajzen and Fishbein) Evaluation of people, objects, and ideas (Aronson). A set of beliefs. | 0 | 0 |
| Mixed | A person's statement that they are indecisive as to whether their attitude is positive or negative. If a person states two different views, such as that they are positive about one aspect and negative about another, this is not mixed, but rather multiple, feelings. | 8 | 44 |
| Negative | A negative opinion or a disagreement where an opinion is not shared with someone or with a group. | 14 | 499 |
| Neutral | | 1 | 27 |
| Positive | specifying positive opinion or agreement with other stakeholders or with an idea. A shared opinion | 12 | 421 |
| Balance | | 6 | 16 |
| Community change | Change to the people, culture, or built structures of the communities Down East | 18 | 62 |

Print Coding Stripes

Sample Project (8).nvp - NVivo 12 Pro

Document Tools

File Home Import Create Explore Share Document

Paste Cut Copy Merge Clipboard

Properties Open Memo Link Item

Query Visualize Code

Auto Code Range Code Uncode Coding

Case Classification File

Undock List View Workspace

Navigation Find

Interviews

| Name | Codes | Reference |
|--------------------|-------|-----------|
| Betty and Paul | 14 | 42 |
| Helen | 15 | 55 |
| Ken | 18 | 57 |
| Thomas | 29 | 119 |
| Robert | 32 | 101 |
| Margaret | 36 | 82 |
| Richard and Patric | 36 | 103 |
| Charles | 39 | 141 |
| Dorothy | 40 | 132 |
| Mary and James | 43 | 112 |
| Barbara | 44 | 204 |
| Maria and Daniel | 44 | 158 |
| Susan | 48 | 150 |
| William | 48 | 110 |

Interview with Thomas, on June 4th, 2009, in Harkers Island, North Carolina. Thomas is scientist working at an environmental consulting firm.

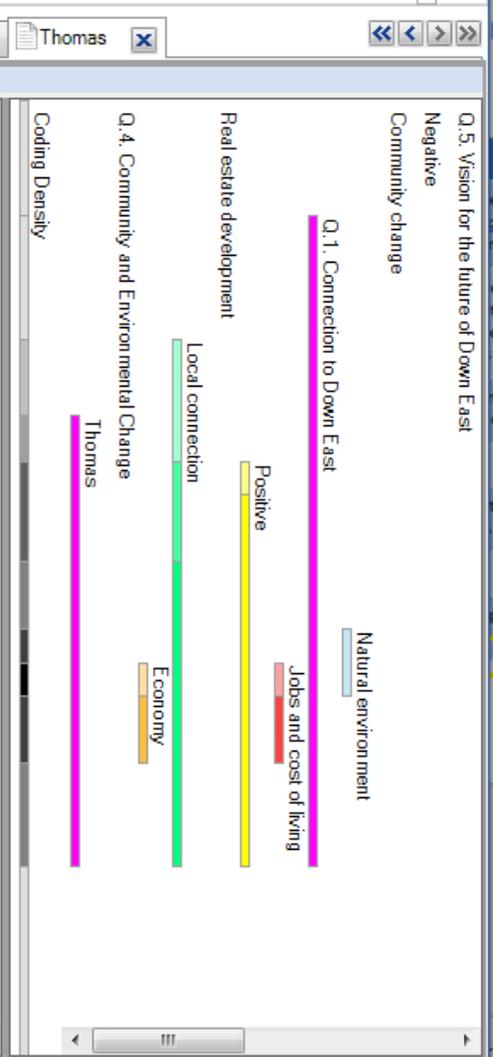
Q.1. Connection to Down East

Henry
What is your c... to be here?

Thomas
I am not a Dow... a dingbatter. That is what I am... d down here for about six or se... you say you want to move to a re... remote. To me it's not that bad... truth. I can understand why Do... e in mine too to some extent. Th... he people. I like the personali... ey are self-starters, they are ha... ey are that kind of people. The... e big attribute that this area ha...

Q.2. Connec... ment

Henry



- Code... Ctrl+F2
- Code to Recent Nodes
- Code In Vivo Ctrl+F8
- Uncode... Ctrl+Shift+F2
- Uncode from Recent Nodes
- New Annotation Ctrl+Shift+A
- Edit Ctrl+E
- Export Document... Ctrl+Shift+E
- Print Ctrl+P**
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste As See Also Link
- Delete Del
- Select All Ctrl+A
- Links
- Document Properties... Ctrl+Shift+P

In Nodes Code At Enter node name (CTRL+Q)

Print Coding Stripes

Sample Project (8).nvp - NVivo 12 Pro

Document Tools

File Home Import Create Explore Share Document

Paste Cut Copy Merge Clipboard

Properties Open Memo Link Item

Query Visualize Explore

Code Auto Code Range Code Uncode Coding

Case Classification File Classification Classification

Undock List View Navigation Find Workspace

| Name | Codes | Reference |
|--------------------|-------|-----------|
| Betty and Paul | 14 | 42 |
| Helen | 15 | 55 |
| Ken | 18 | 57 |
| Thomas | 29 | 119 |
| Robert | 32 | 101 |
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| Mary and James | 43 | 112 |
| Barbara | 44 | 204 |
| Maria and Daniel | 44 | 158 |
| Susan | 48 | 150 |
| William | 48 | 110 |

Print Options

Include

Properties

Name Name Only

Description Other Properties

Related Content

Annotations Relationships

See Also Links Memo Links

Other Options

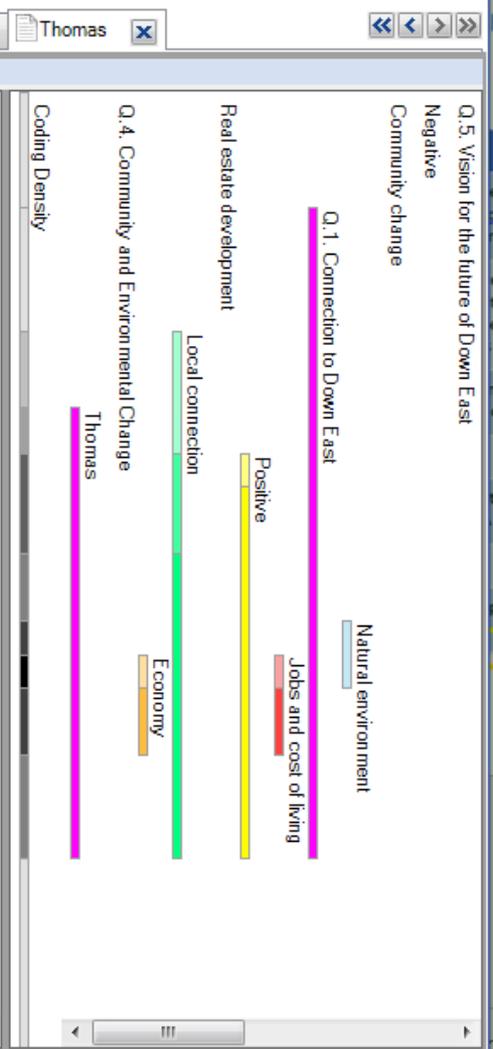
Coding Stripes Print on Same Page

Paragraph Numbers

Classification

Attributes

OK Cancel



Water quality
Harkers Island
Thomas (mentions) Shackleford Banks

Local Identity
Landscape

Due to foreign competition
Due to regulations
Fishing industry decline
Policy, management
Tourism
Balance
Environmental change

Environmental impacts
Q. 6. Barriers to and opportunities for achieving your vision
Q. 5. vision for the future of Down East
Negative
Community change

Q. 1. Connection to Down East
Natural environment
Jobs and cost of living
Positive
Local connection
Economy
Real estate development

Coding Density

Q. 2. Connection to Down East natural environment

Fishing or aquaculture

Q. 4. Community and Environm

Interview with Thomas, on June 4th, 2009, in Harkers Island, North Carolina. Thomas is a soil scientist working at an environmental consulting firm.

Q.1. Connection to Down East

Henry

What is your connection to Down East, how did you come to be here?

Thomas

I am not a Down Easter by generation by any sense. I am a dingbatter. That is what I am. But it is a beautiful area to live. I chose to live here. We've lived down here for about six or seven years now. A lot of people look at you strangely when you say you want to move to a remote area. But to me, there's a lot of beauty in that, of being remote. To me it's not that bad. I can't imagine why anyone would want to leave to tell you the truth. I can understand why Down Easters like living here, it's in their blood. And it might be in mine too to some extent. The main thing, besides the water and the beauty of the areas, is the people. I like the personalities and the character of these people. They are independent, they are self-starters, they are hard workers. They will make it regardless of any recession. They are that kind of people. They are good people that live Down East. And that's probably the big attribute that this area has got.

Q.2. Connection to Down East natural environment

Henry

What appeals to you about the area? And what, as you've gotten to know the area, do you see as unique about Down East?

Thomas

The beauty of the area is the main attraction. I like the remoteness of the area. I like that it's low density. And fishing. I love to flounder gig. That's probably my biggest passion in my life. Nothing commercial. It's just a good place I thought to put roots down and finish up my working years and retire.

Q.4. Community and Environmental Change

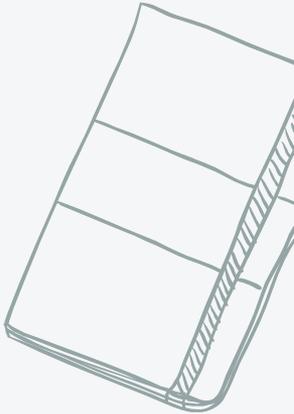
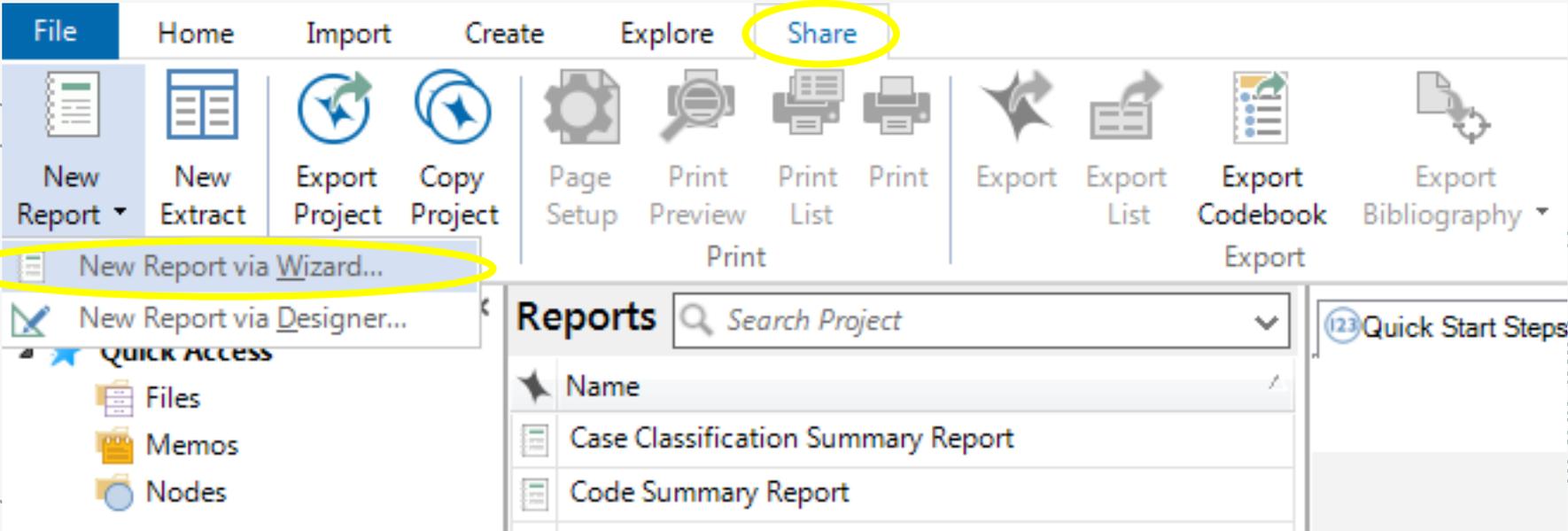
Henry

Since moving here, what changes have you seen?

Print Coding Stripes

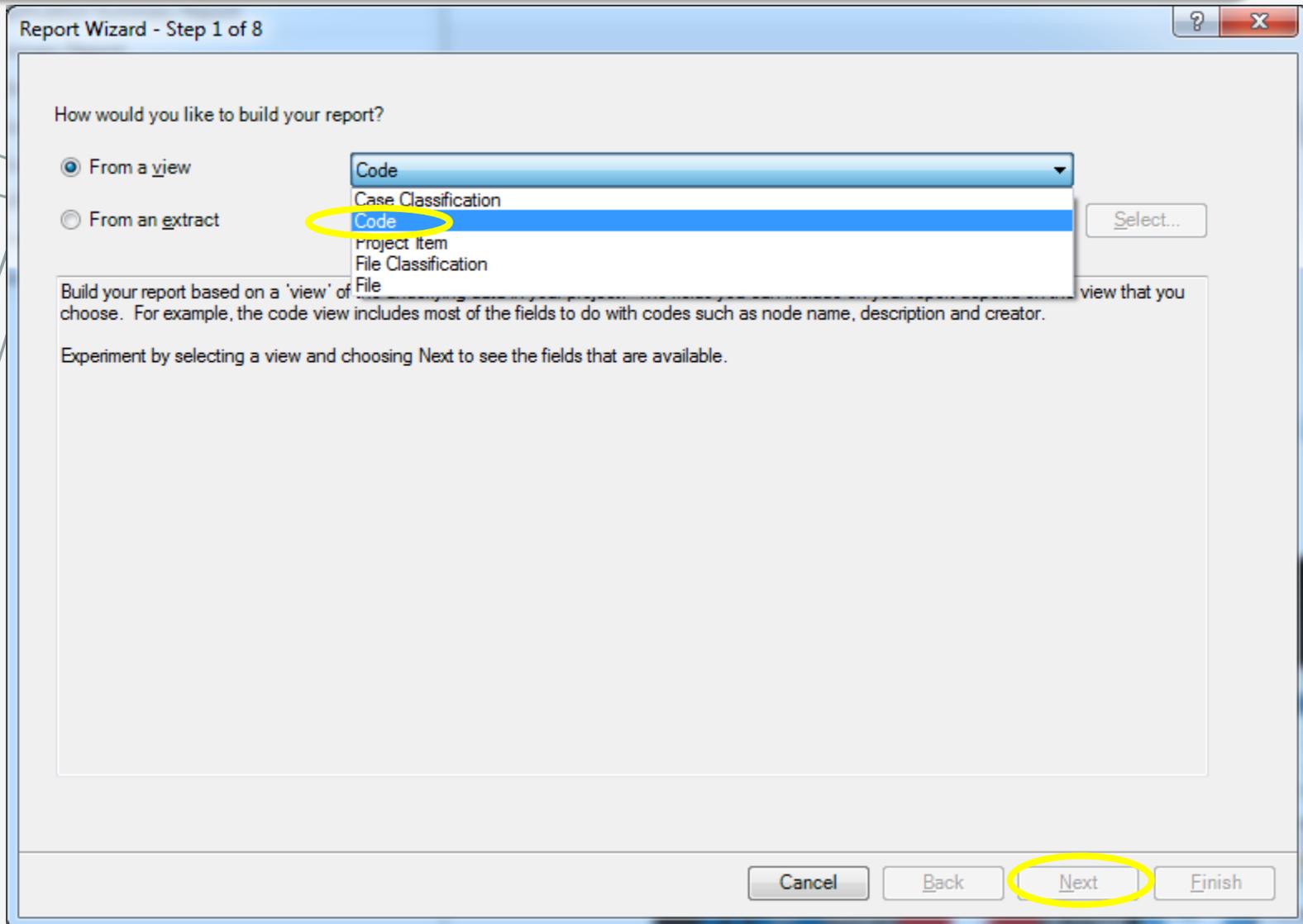
To create custom report with nodes and coded text:

- 1. **Share** (top ribbon) > New Report > New Report via Wizard



To create custom report with nodes and coded text:

2. From a view > Code > Next



Report Wizard - Step 1 of 8

How would you like to build your report?

From a view

From an extract

Code
Case Classification
Code
Project Item
File Classification
File

Select...

Build your report based on a 'view' of [selected view] view that you choose. For example, the code view includes most of the fields to do with codes such as node name, description and creator.

Experiment by selecting a view and choosing Next to see the fields that are available.

Cancel Back Next Finish

3. Select:

Code > Folder Location

Code > Number Of Files Coded

Code > Number Of Coding References

Code.Coded File > Folder Location

Coded File.Coding Reference > Coded Text

Report Wizard - Step 2 of 8

Which fields do you want on your report?

Available fields

- Hierarchical Name
- Coded Words
- Coded Paragraphs
- Coded Duration
- Coded Image Proportion
- Coded File.Coding Reference
 - Reference Number
 - Modified On
 - Coded By Initials
 - Coded By Username
 - Percent Coverage Of File
 - Percent Coverage Of Code
 - Words
 - Paragraphs
 - Region Proportion
 - Duration
- Intersecting Code
 - Name
 - Description
 - Code Type

Selectd fields

- Code.Folder Location
- Code.Number Of Files Coded
- Code.Number Of Coding References
- Code.Coded File.Folder Location
- Coded File.Coding Reference.Coded Text

Summary Options...

Cancel Back **Next** Finish

4. Next

Reporting

Report Wizard - Step 3 of 8

Do you want to filter the fields in your report?

For example, you could choose to include codes created by specific users.

Click Add, choose the field and the filter type. Enter the criteria or click Select to choose specific items.
Leave the criteria blank if you want users to enter this when they run the report.

Add

Remove

Cancel

Back

Next

Finish

5. Select the following fields for groupings:

Code > Folder Location

Code > Number Of Files Coded

Code > Number Of Coding References

> Next

Reporting

Report Wizard - Step 4 of 8

Do you want to add any grouping levels?

Available fields

Code.Coded File.Folder Location
Coded File.Coding Reference.Coded Text

Selected fields

Code.Folder Location
Code.Number Of Files Coded
Code.Number Of Coding References

> <

▲ ▼

Group Options...

Cancel Back **Next** Finish

6. Select Code.Coded File.Folder Location for sort order > Next

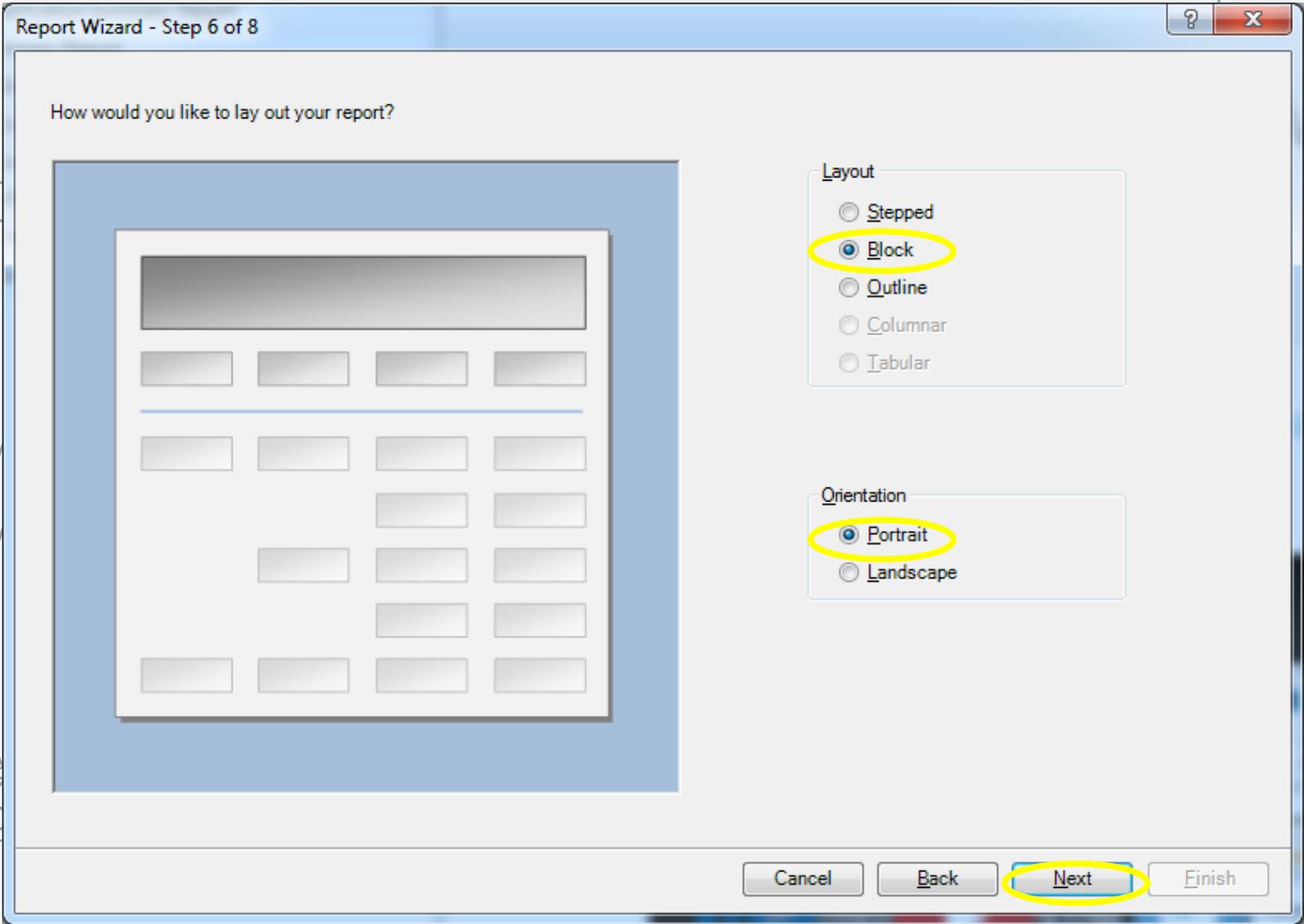
Report Wizard - Step 5 of 8

What sort order do you want for records?

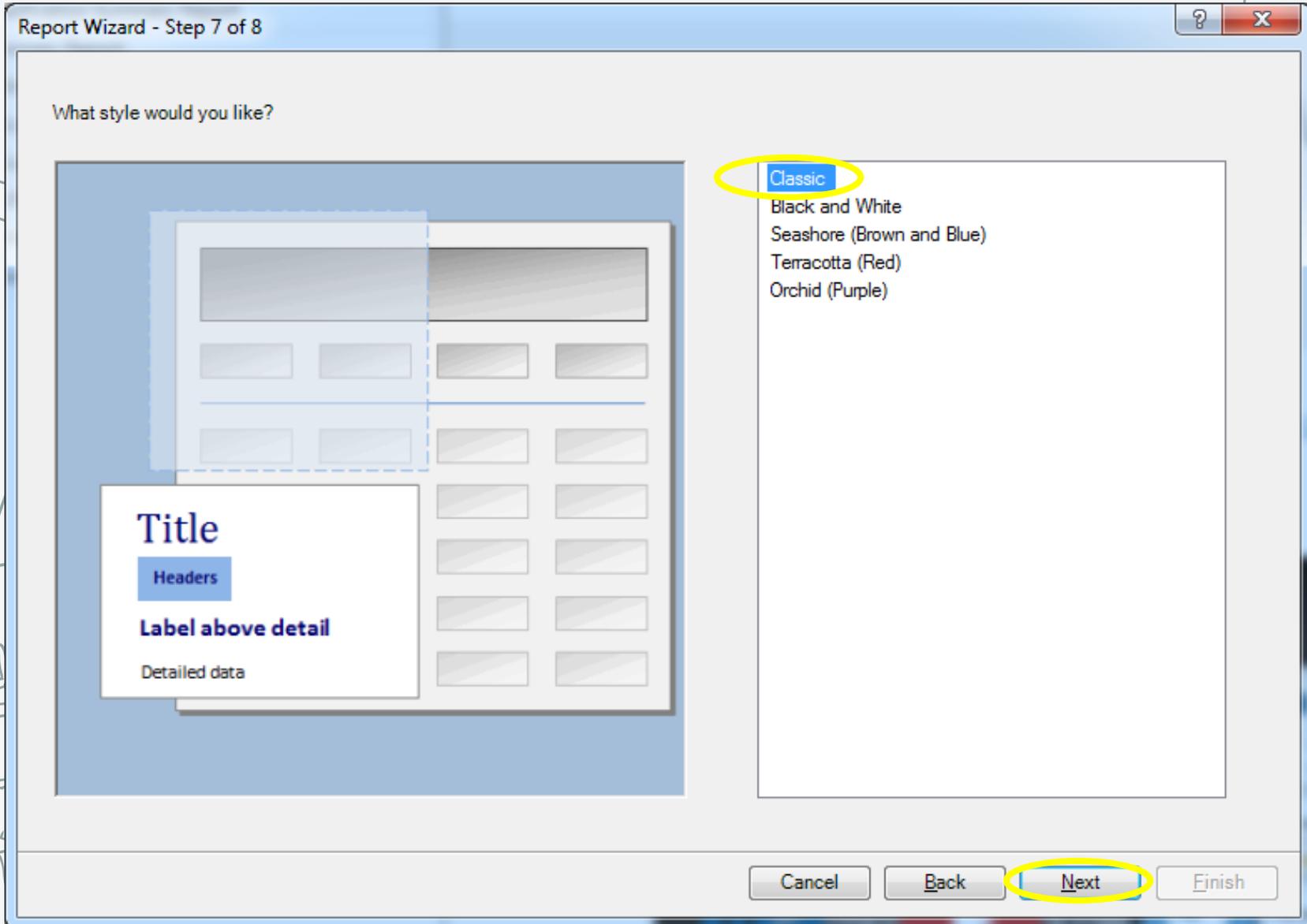
| | | |
|---|---------------------------------|-----------|
| 1 | Code.Coded File.Folder Location | Ascending |
| 2 | | Ascending |
| 3 | | Ascending |
| 4 | | Ascending |

Cancel Back **Next** Finish

7. Select report layout. E.g. Block + Portrait > Next



8. Select style. E.g. Classic > Next



9. Name the report > Finish

Reporting

Report Wizard - Step 8 of 8

What name and description do you want for your report?

Name Coding Report Example

Description Coding Report Example

Location Reports

Title Coding Report Example

Open report in Report Designer

That's all the information the wizard needs to create your report.

Cancel Back Finish

10. Done > Right click to export the report to .doc or .xls files

The screenshot shows the NVivo 12 Pro interface. The 'Report Tools' menu is open, and the 'Export Report Results' option is highlighted with a yellow circle. The main window displays a report titled 'Coding Report Example - Report' with a table of data. The table has the following structure:

| Folder Location | Number Of Files Coded | Number Of Coding References | Folder Location | Coded Text |
|----------------------------|-----------------------|-----------------------------|-------------------|--|
| Nodes\\Autocoded Responses | 10 | 10 | Files\\Interviews | Q.6. Barriers to and opportunities for achieving your vision Henry What do you see as the opportunities for achieving the vision you've described, or obstacles that might get in the way? Barbara There's so much opportunity to make wise choices in planning for the future. In the long-term future I don't know if this whole place might be uninhabitable because of sea level rise. So we might all have to be relocated inland in the longer term. But if that didn't happen or until that happened, I would like to see some planning, like comprehensive planning. I think planning is a good thing. This whole area is unzoned right now. And I think there's a lot to be gained from planning or just like having a vision. Obstacles that get in the way I think are, we have an interesting relationship here |

8.

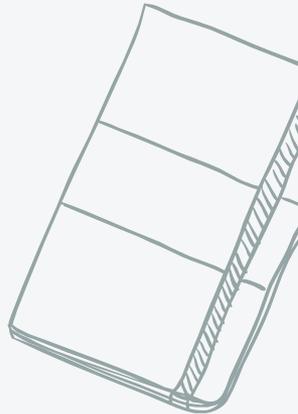
WORK AS A TEAM

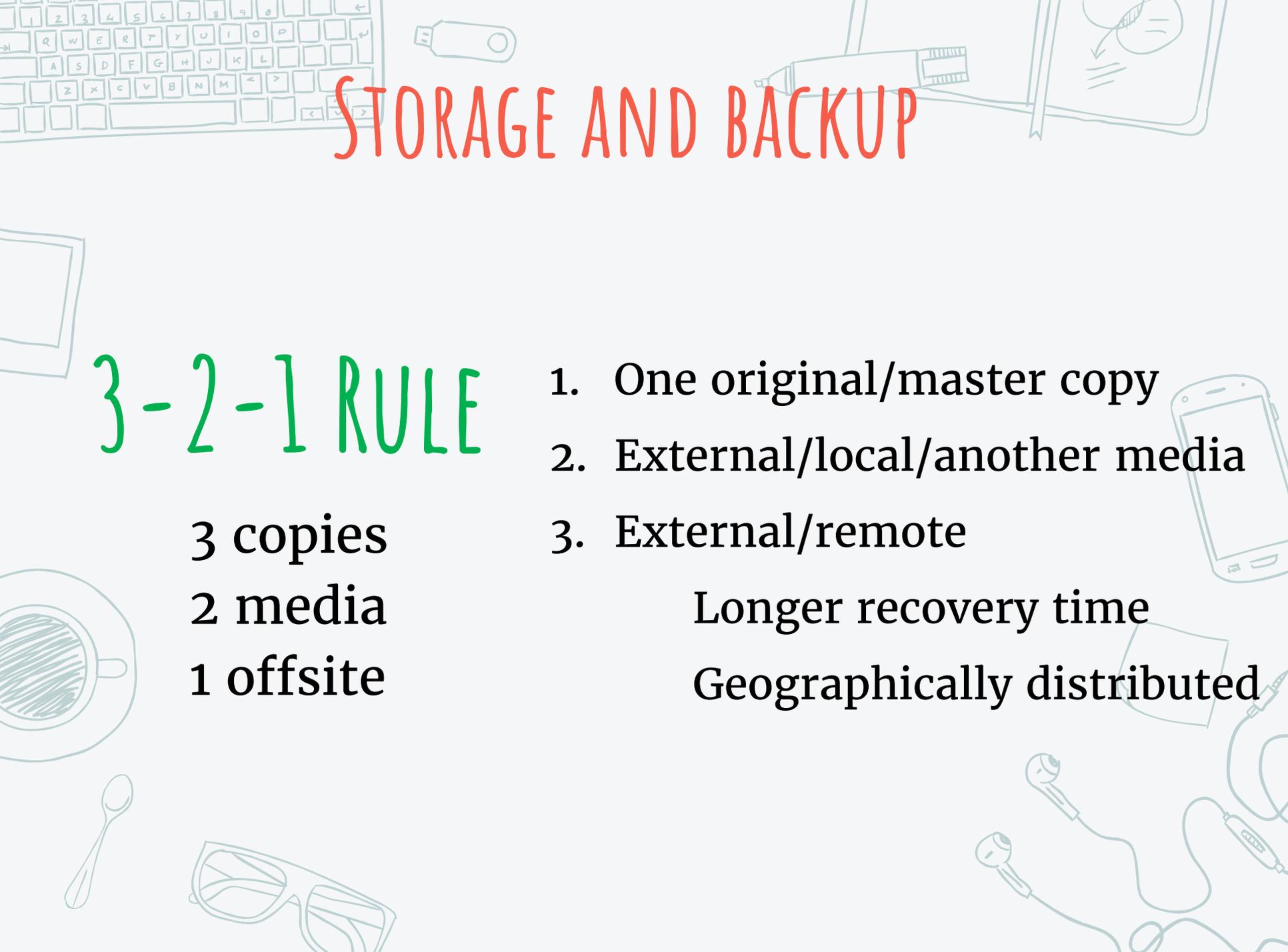




WORK AS A TEAM

- Consistent node, folder structure
- Merge project files
- Division of labour
- Protect privacy information of your subjects





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

Project Information

 Project Properties

 Open Project Event Log

 Clear Project Event Log

To backup/copy a project:
File > Copy Project

Copy Project

Copy

Project

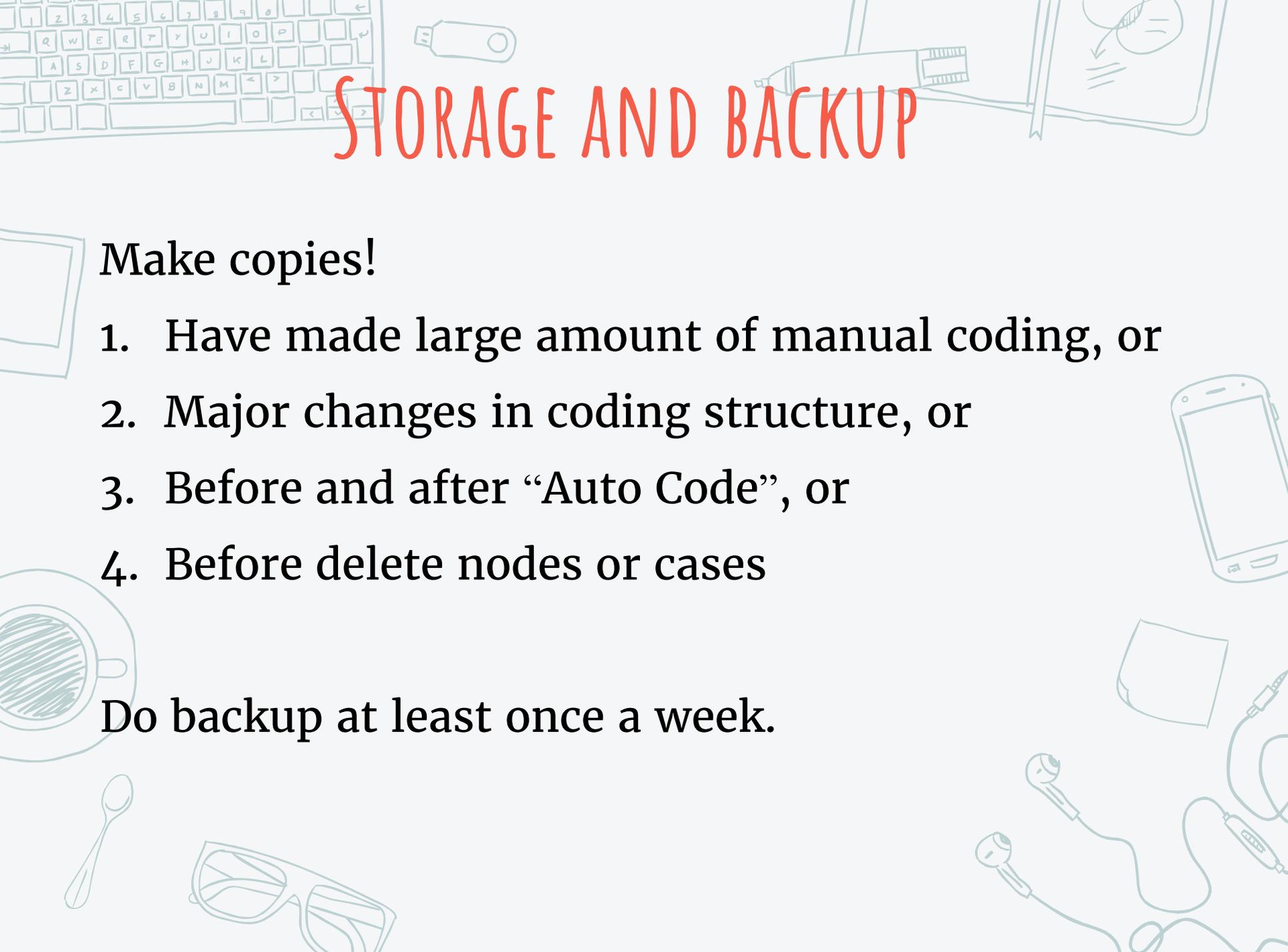
Copy to

NVivo 12 (Windows) project

NVivo 12 (Mac) project

NVivo Server 11 project

Location



STORAGE AND BACKUP

Make copies!

1. Have made large amount of manual coding, or
2. Major changes in coding structure, or
3. Before and after “Auto Code”, or
4. Before delete nodes or cases

Do backup at least once a week.

9.

RESOURCES



NVivo in Campus

Main Library Level 3



NVivo 12 for Windows

What is Level 3? ▶

Main Library Level 3

Computer nos. 58–60

Zones ▶

-Technology ▶

Dental Library

(1 PC)

-Study ▶

-Collaboration ▶

Law Library

Computer no. 1

-Breakout ▶

-Multi-purpose ▶

Music Library

PC 3 (Windows)

Floor Plan ▶

Support ▶

Tin Ka Ping Education Library

Computer no. 3

Opening Ceremony ▶

Book a Space ▶

Yu Chun Keung Medical Library

(1 PC)



Windows PCs in the Learning Commons



Hardware configuration:

| Dell OptiPlex 7450 All-In-One PC | Lenovo ThinkCentre M92z All-In-One PC |
|---|---|
| <ul style="list-style-type: none"> • Intel i5-7500 (3.4 GHz) CPU • 8GB DDR4 RAM x 1 • M.2 256GB Pcle SSD • 23.8" widescreen (resolution: 1920x1080) • DVD writer (Please borrow from 1/F counter near spiral stairs) | <ul style="list-style-type: none"> • Intel i5-3570s (3.1 GHz) CPU, • 4GB RAM x 2, • SATA3 500GB hard disk drive • DVD writer • 20" widescreen (resolution: 1600x900) |

Software configuration:

Operating system: English Windows 10

QSR Nvivo (version 12)

a qualitative research program

Teaching & Learning

- ▶ Teaching Space
- ▼ Learning Space
 - Chi Wah Learning Commons
 - The Oval
 - The Curve
 - The Lounge
 - uPrint Service
 - FAQs on uPrint
 - Rules and Guidelines for Learning Commons Users
- ▶ About Classroom
- ▶ Digital Literacy Laboratory (DLL)



Software available in classrooms CPD-3.41 & KB110 setup with PC facilities

| English Windows 10 with the following software installed | Functions |
|--|---|
| 7-Zip file Manager (version 18.05, 64-bit) | for file compression and uncompression |
| Adobe Acrobat Reader DC | for reading PDF (portable document format) files |
| Adobe Air (version 30.0.0.107) | a cross-platform runtime system for building desktop applications and mobile applications |
| Adobe Bridge CS6 | a digital asset management app |
| Adobe Bridge CS6 (64 Bit) | a digital asset management app |
| Adobe CS6 Design & Web Premium (a maximum of 10 concurrent | for professional design and web development |

QSR Nvivo (version 12)

a qualitative research program

Teaching & Learning

▶ Teaching Space

▶ Learning Space

▼ About Classroom

- Hardware specification of the Teacher PCs in centrally administered classrooms
- Software available at the Teacher PCs in centrally administered classrooms
- Hardware specification of the PCs in CPD-3.41 & KB110
- Software available in classrooms CPD-3.41 & KB110 setup with PC facilities

Digital Literacy Laboratory (DLL)

NVivo Feature Comparison

Explore the features and functionality of [NVivo 12 Mac](#), [NVivo 12 Pro](#) and [NVivo 12 Plus](#) to discover the NVivo that's right for you.

| Compare the NVivo Suite | NVIVO FOR MAC | NVIVO 12 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, WMA, WAV, M4A, MPG, MPE, WMV, AVI, MOV, QT, MP4, 3GP, MTS and M2TS formats; work with editable | | MP3, WAV, M4A, MP4, AVI, MOV; Editable Synchronized Transcripts; | ● |

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- ✓ Cross-tab queries for mixed methods analysis

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- ✓ Cross-tab queries for mixed

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- ✓ Enhanced Navigation View
- ✓ Cross-tab queries for mixed

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Free for 30 days

Introducing NVivo



What's New

Use NVivo for your research

Tips for your trial

Get Started



Get familiar with the workspace

Explore a sample project

Bring in files

Other resources



Quick Steps Tutorial

Customer Success Center

Technical



Release Notes

System Requirements

FREE NVIVO RESOURCES

Discover all the information available to help you

[Home](#) > [NVivo](#) > [Free NVivo Resources](#)

Ensure you're getting the most out of your NVivo software with the help of our free NVivo resources. Whether you're new to NVivo and looking to get up and running, or an expert seeking inspiration or depth of knowledge, you'll find all the help you need right here.

Getting Started with NVivo?

Check out this range of useful resources, including **Getting Started Guides**, that will help you to get up and running in no time. [Go to getting started resources](#)

Tutorials

Our video tutorials are step-by-step demonstrations of how to use NVivo. They're designed to let you work at your own pace, whether you're new to NVivo, or upgrading from a previous version. [View tutorials](#)

<http://www.qsrinternational.com/nvivo/free-nvivo-resources>

Getting Started

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.

Choose your QSR software from the list of products below to access your 'getting started' resources:

Getting Started Resources

NVivo 12 (Windows) >

NVivo 12 Mac >

NVivo for Mac (Version 11) >

NVivo 11 for Windows >

NVivo 10 for Mac >

<https://www.qsrinternational.com/nvivo/free-nvivo-resources/getting-started/> >



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NVivo Transcription overview
910 views • 1 month ago



1:33

NVivo Transcription sneak peek
1.4K views • 1 month ago



47:33

NVivo 12 Pro to Plus
7.1K views • 5 months ago



1:00

Analysis in NVivo 12 (Windows)
20K views • 7 months ago



1:30

Coding in NVivo 12 (Windows)
15K views • 7 months ago



1:02



1:29



0:57



1:19



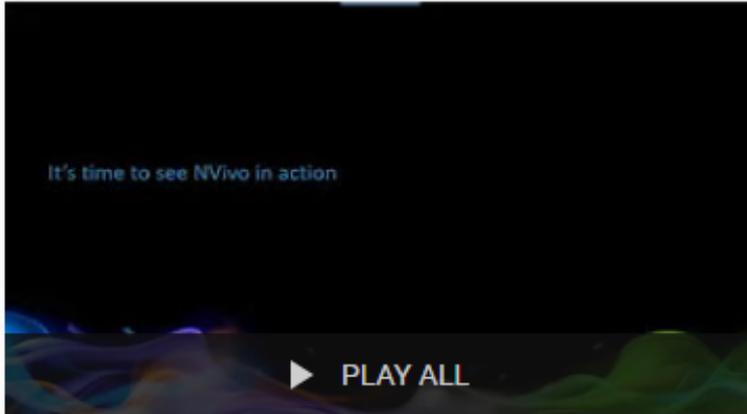
1:27

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



YouTube ^{HK}

Search



NVivo 12 (Windows) Tutorials

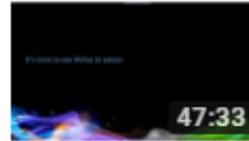
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Analysis in NVivo 12 (Windows)

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Coding in NVivo 12 (Windows)

NVivo by QSR

4



Manage nodes with NVivo 12

NVivo by QSR

5



Importing with NVivo 12 (Windows)

NVivo by QSR

<https://www.youtube.com/playlist?list=PLNjHMRgHS4Fd7g4Q1BQuQgm-gLxy97FqY>

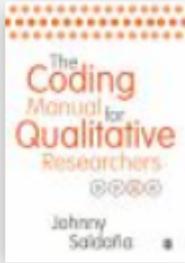




Search



ADVANCED SEARCH



BOOK

The coding manual for qualitative researchers

Saldaña, Johnny,

London ; Los Angeles, Calif. : SAGE 2016 3e.

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TOP

SEND TO

GET IT

DETAILS

LINKS

Send to



EXPORT BIBTEX



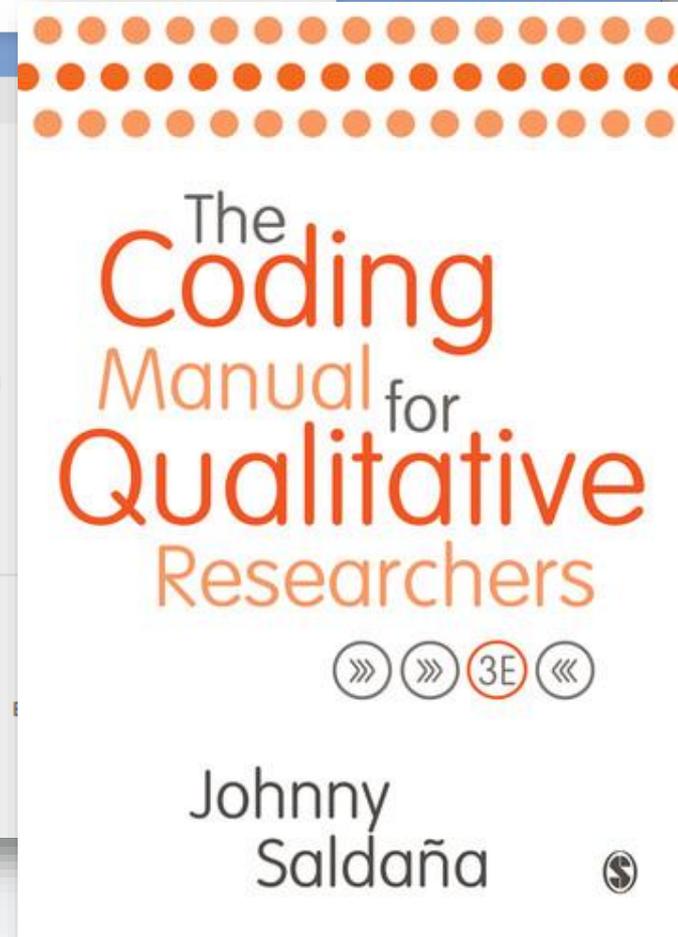
CITATION



PERMALINK



PRINT



The Coding Manual for Qualitative Researchers

»»» 3E «««

Johnny Saldaña



http://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

GET IT

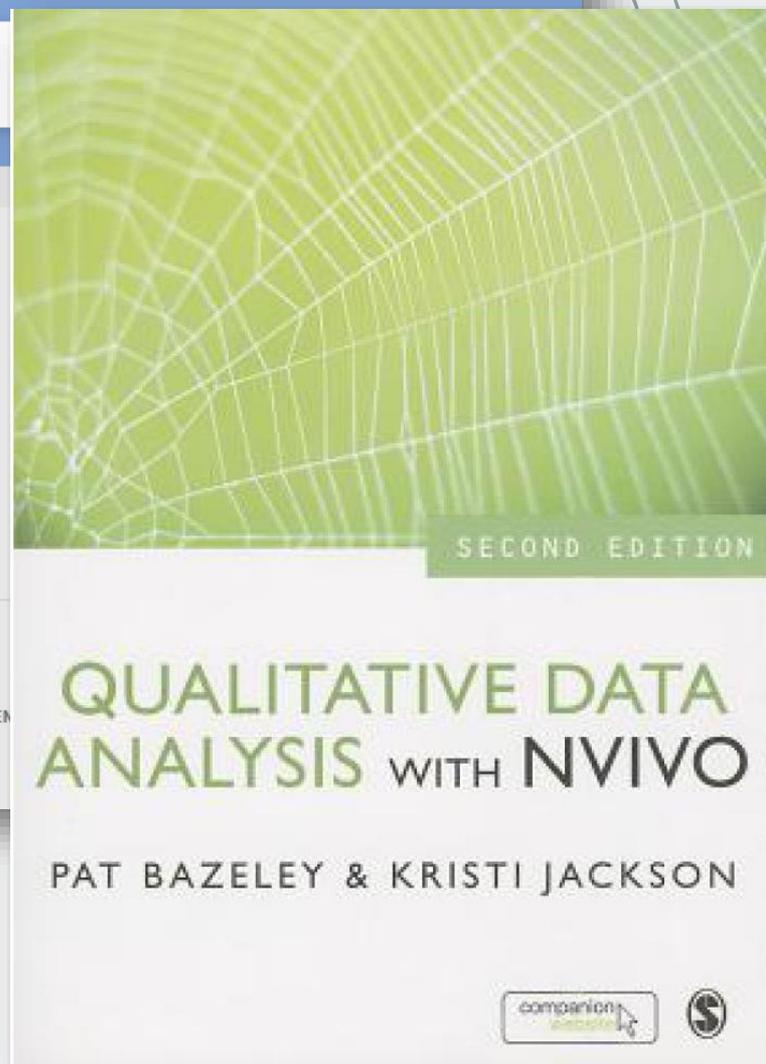
DETAILS

LINKS

Send to



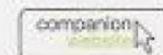
EN



SECOND EDITION

QUALITATIVE DATA ANALYSIS WITH NVIVO

PAT BAZELEY & KRISTI JACKSON



http://find.lib.hku.hk/record=HKU_I221435577770003414



↑
**Using NVivo: An
Unofficial and
Unauthorized Primer**

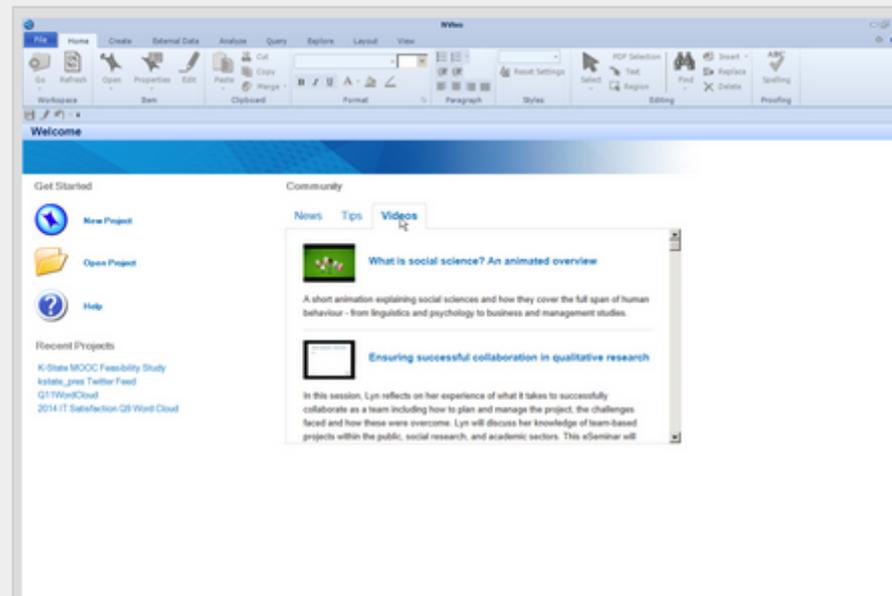
Main menu ▾

1. "Using NVivo" Cover
2. Intro
3. What is NVivo?
4. A Research Workflow with NVivo Integrations
5. Downloading, Installing, and Registering the Software
6. The NVivo User Interface
7. Starting a New NVivo Project
8. Opening (Converting) an Existing NVivo Project
9. Starting a Multilingual Project
10. Research Journaling in NVivo

What is NVivo?

NVivo is a software tool that complements the work of human researchers working on qualitative and mixed methods (and multi-methodology) research. As such, it enables the ingestion of various types of digital data, the coding of that data, and then various types of queries and analyses of that coding and data. The tool may be used for one part or a few discrete parts of a research project, an entire research project, or even multiple research projects (such as with the same dataset). The tool has a wide range of functionalities, but users may select what features they want to use.

What is NVivo?





THANKS!
Any questions?

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