

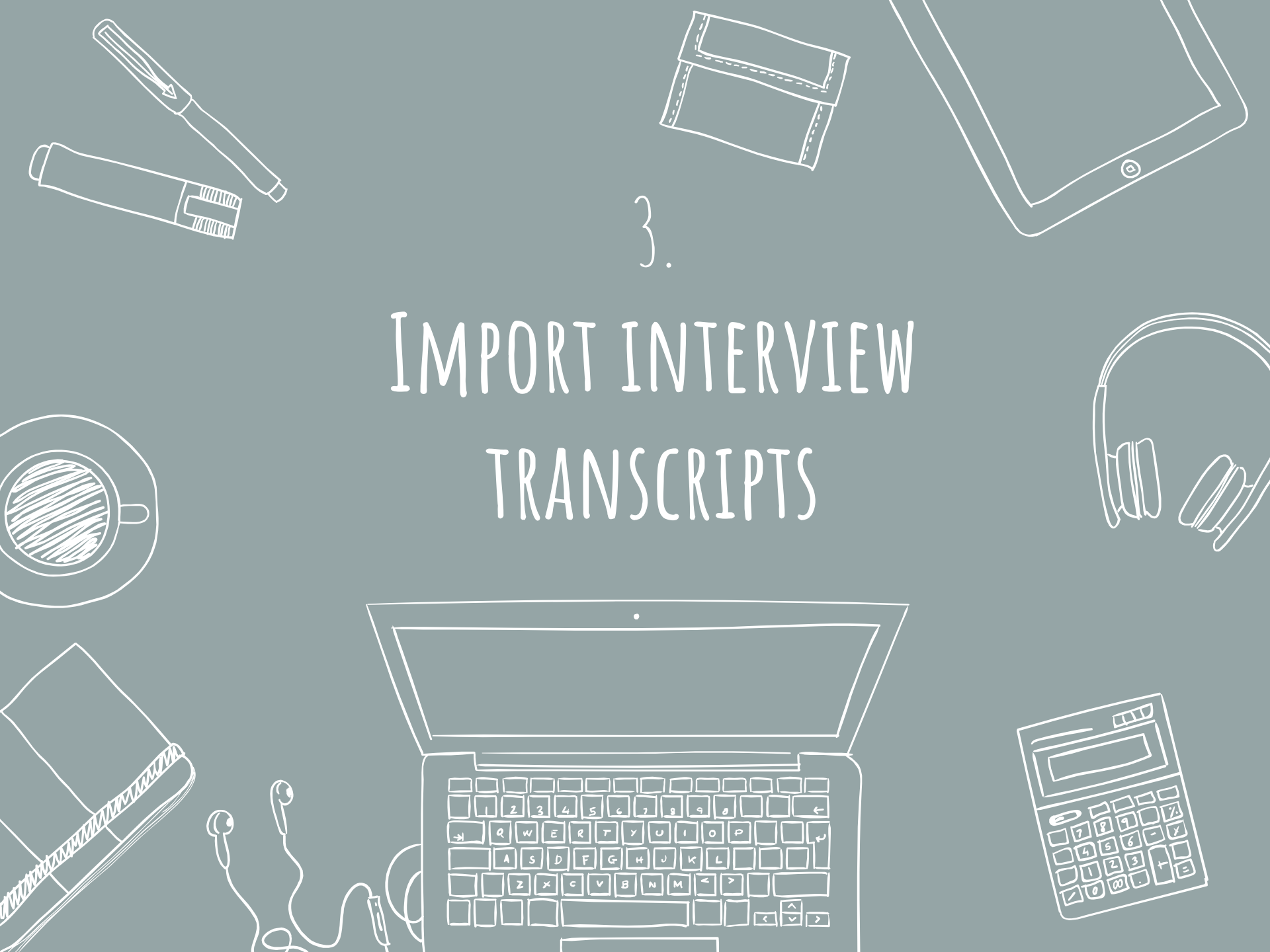
# MANAGING QUALITATIVE RESEARCH DATA USING NVIVO 12 FOR WINDOWS PART 2

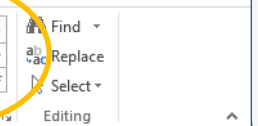
# AGENDA

<b>Part 1</b>	1. Overview
	2. Import bibliographic data from EndNote
	Exercise and Break
<b>Part 2</b>	3. Import interview transcripts
	4. Import survey data
	5. Import image, audio and video files
	Exercise and Break
<b>Part 3</b>	6. Coding Queries
	Exercise and Break
<b>Part 4</b>	7. Reporting
	8. Work as a team

3.

# IMPORT INTERVIEW TRANSCRIPTS





- Q.6. Barriers to and opportunities...

*So what attracted you to return to this area?*

# Import transcript

### Q.1. Connection to Down East

Henry

*Tell me about your personal and family history in Down East. How long have you or your family been living Down East full time or part time?*

**Barbara**

My family moved here when I was two years old in 1969. My parents still live here. They live down in Gloucester. But I was raised in Beaufort, in town, and went to Beaufort Elementary and middle school and high school, then moved away for college. So I've lived here most of my life although I've moved away.

**Henry**

*And you've lived Down East how long?*

**Barbara**

Since '96. My husband and I bought this little cottage in '96.

**Henry**

*And have you lived here full time since then or is it a part time – seasonal?*

**Barbara**

It's part time. It was full time, but then in 2000 he got a job up North. And so since then we've been here on a very sporadic schedule. Sometimes full time but not always, because of my work down here – I was doing some environmental fieldwork down here that's kept me down here while he was up there.

**Henry**

*I see. So – but you were not born in Carteret County, but you lived most of your life one way or the other there –*

**Barbara**

Yeah. And I'm definitely not considered a local. Even though I feel kind of like a local.

*Henry*

*So what attracted you to return to this area?*

**Barbara**

At that time I thought I'd like to have kids and I wanted to raise them in a place that had this strong community that I enjoyed growing up. And I wanted him to see this particular area – I wanted him to see this. I've always thought it was some of the most beautiful beaches and just water anywhere. So I brought him back initially just to show him this area. And then he fell in love with it and we stayed.

*Henry*

With your familiarity with Down East and having lived here now for awhile, what is it about Down East that to you makes it unique or different from other places in your experience?

**Barbara**

I think it is just how distinct the different communities are because of the geographical isolation and that – all the different accents from Harkers Island compared to Cedar Island and Stacy and everything was so distinct. And I just find the language so colorful, the cadence and the phrases and just so much about the language and the culture.

## Q.2. Connection to Down East natural environment

*Henry*

*What do you value about the environment Down East?*

**Barbara**

How close the people are to the cycles of the – to the environment, people intimate with the environment which I appreciate, the knowledge of the water and the weather.

I enjoy the weather. It's so nice and mild. And I like hot summers. I like hot, humid summer on the water. I think it's a beautiful environment and beautiful landscape. It's not dramatic. I also love the Utah deserts and California. But I like this subtle, sublime sort of beauty here – the environment here.

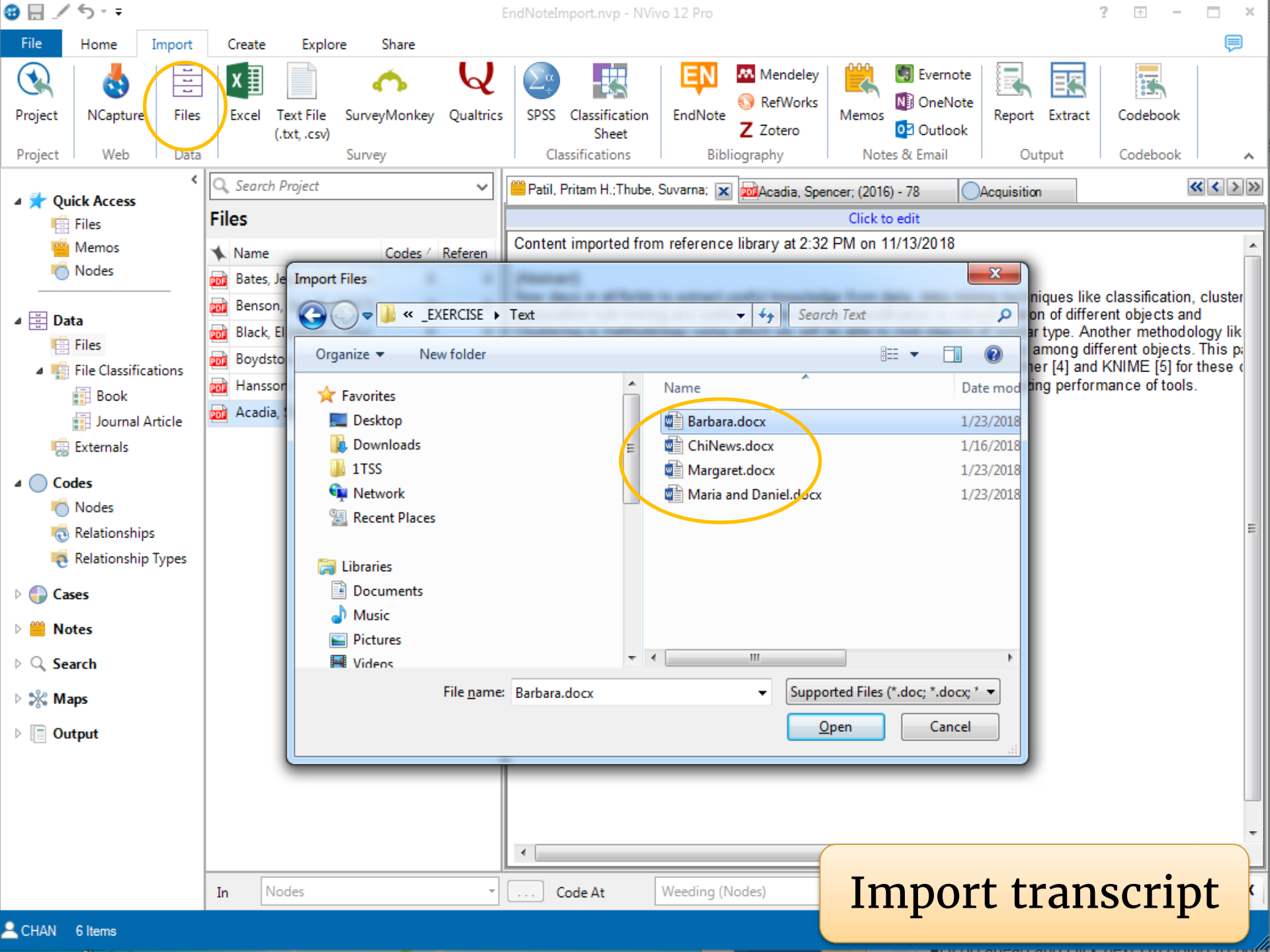
I particularly enjoy being out on the water Down East. And my – he's not really my uncle, but a friend who I call an uncle – I just help him set his flounder nets and things like that. He does fishing, commercial fishing, but actually he's not commercial, just for his own freezer. And he knows everything about the water and just living off of the land – the seafood here.

### Q.3. Professional perspective on Down East

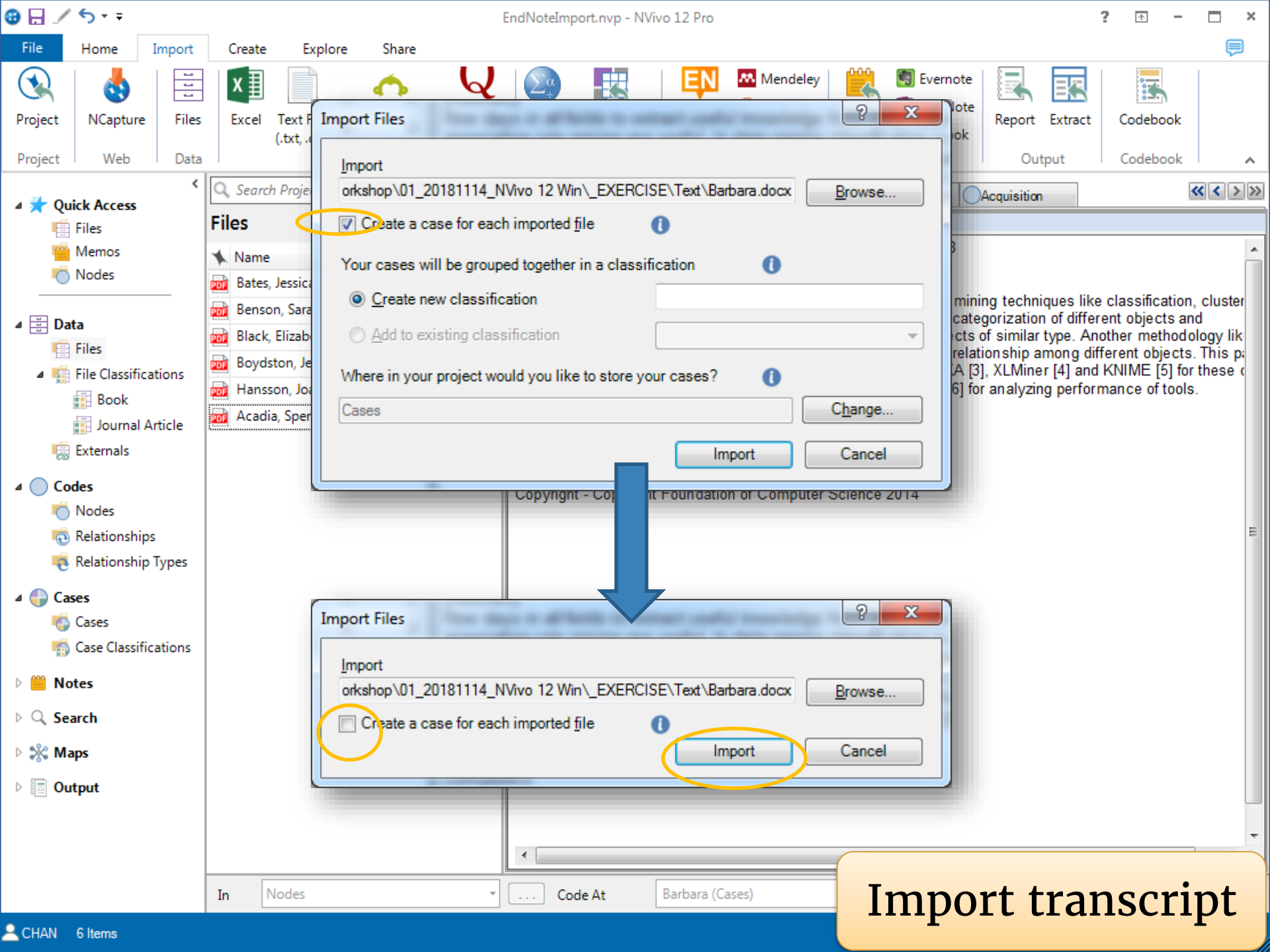
*Henry*

So how did you end up doing the work that you do? I'm particularly interested in – since this is an interview focused on your work, I'm particularly interested in – to the environment and

# Import transcript



Import transcript



## Import Files

Import

orkshop\01\_20181114\_NVivo 12 Win\\_EXERCISE\Text\Barbara.docx

Browse...

☒ Create a case for each imported file

Your cases will be grouped together in a classification

☒ Create new classification☐ Add to existing classification

Where in your project would you like to store your cases?

Cases

Change...

Import

Cancel

## Import Files

Import

orkshop\01\_20181114\_NVivo 12 Win\\_EXERCISE\Text\Barbara.docx

Browse...

☐ Create a case for each imported file

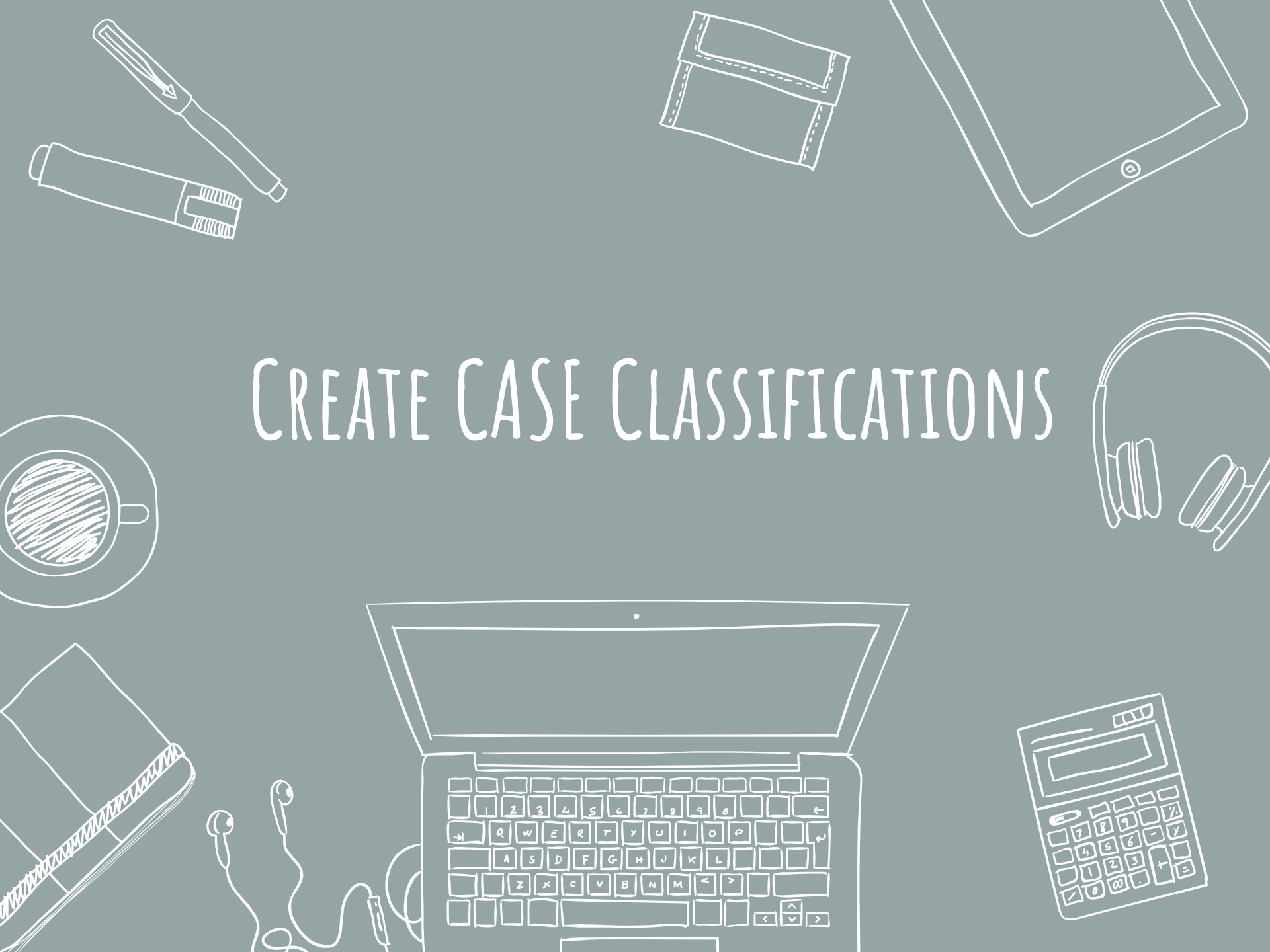
Import

Cancel

Import transcript



# CREATE CASE CLASSIFICATIONS





ImportCases.nvp - NVivo 12 Pro

FileHomeImportCreateExploreShare

ProjectNCaptureFilesExcelText File (.txt, .csv)SurveyMonkeyQualtricsSPSSClassification SheetEndNoteMendeleyRefWorksZoteroMemosOneNoteOutlookReportExtractCodebook

ProjectWebDataSurveyClassificationsBibliographyNotes & EmailOutputCodebook

Quick Access

FilesMemosNodes

Data

FilesFile ClassificationsExternals

Codes

NodesRelationshipsRelationship Types

Cases

CasesCase Classifications

Notes

Search

Maps

Output

Case Classifications

Search Project

Name	Created On	Created By	Modified On	Modified By
------	------------	------------	-------------	-------------

New Classification...Ctrl+Shift+N

Import Classification Sheets...

Import from SPSS...

Export List...

Print List

PasteCtrl+V

Merge Into New Classification

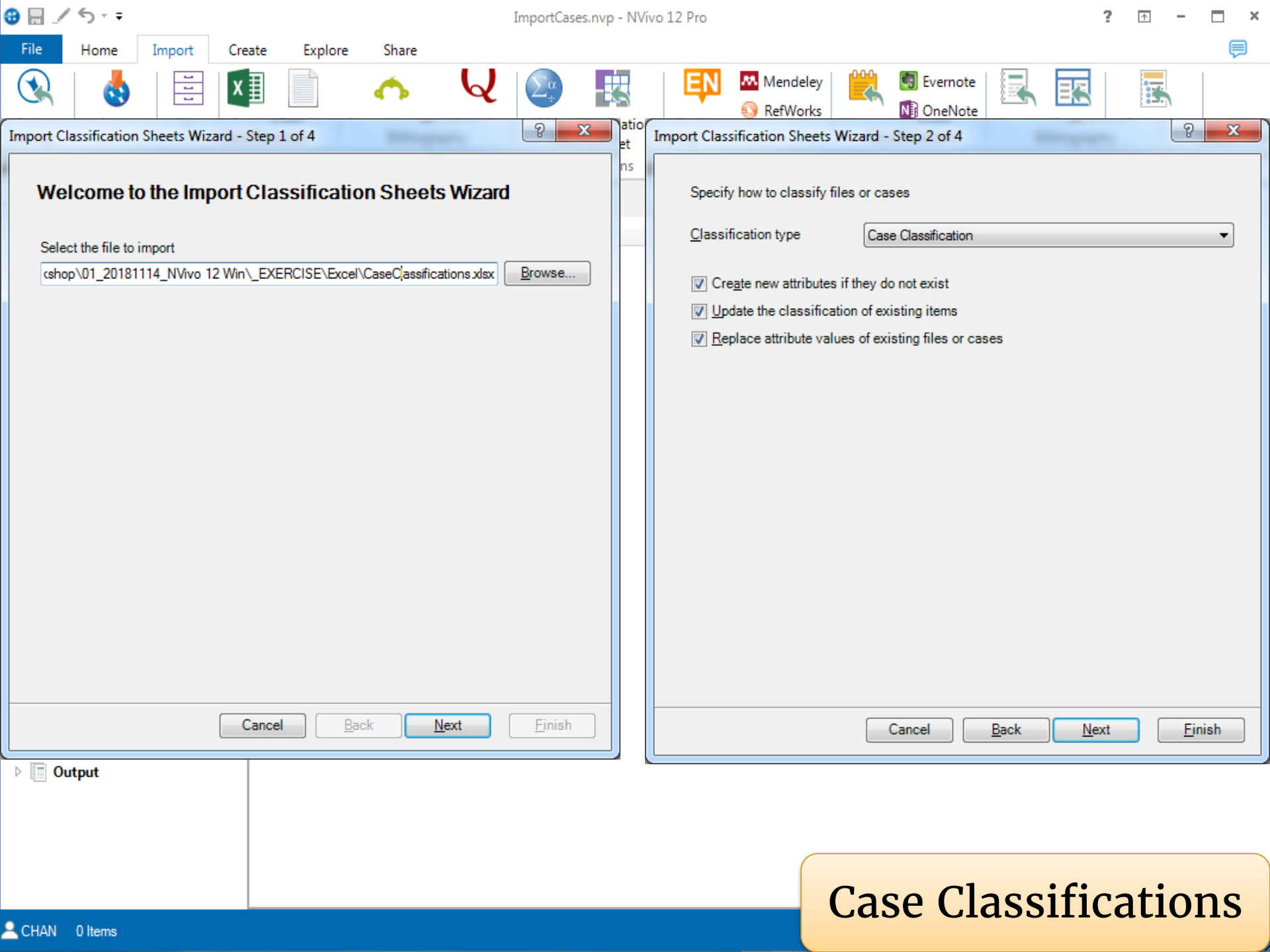
Sort By

List View

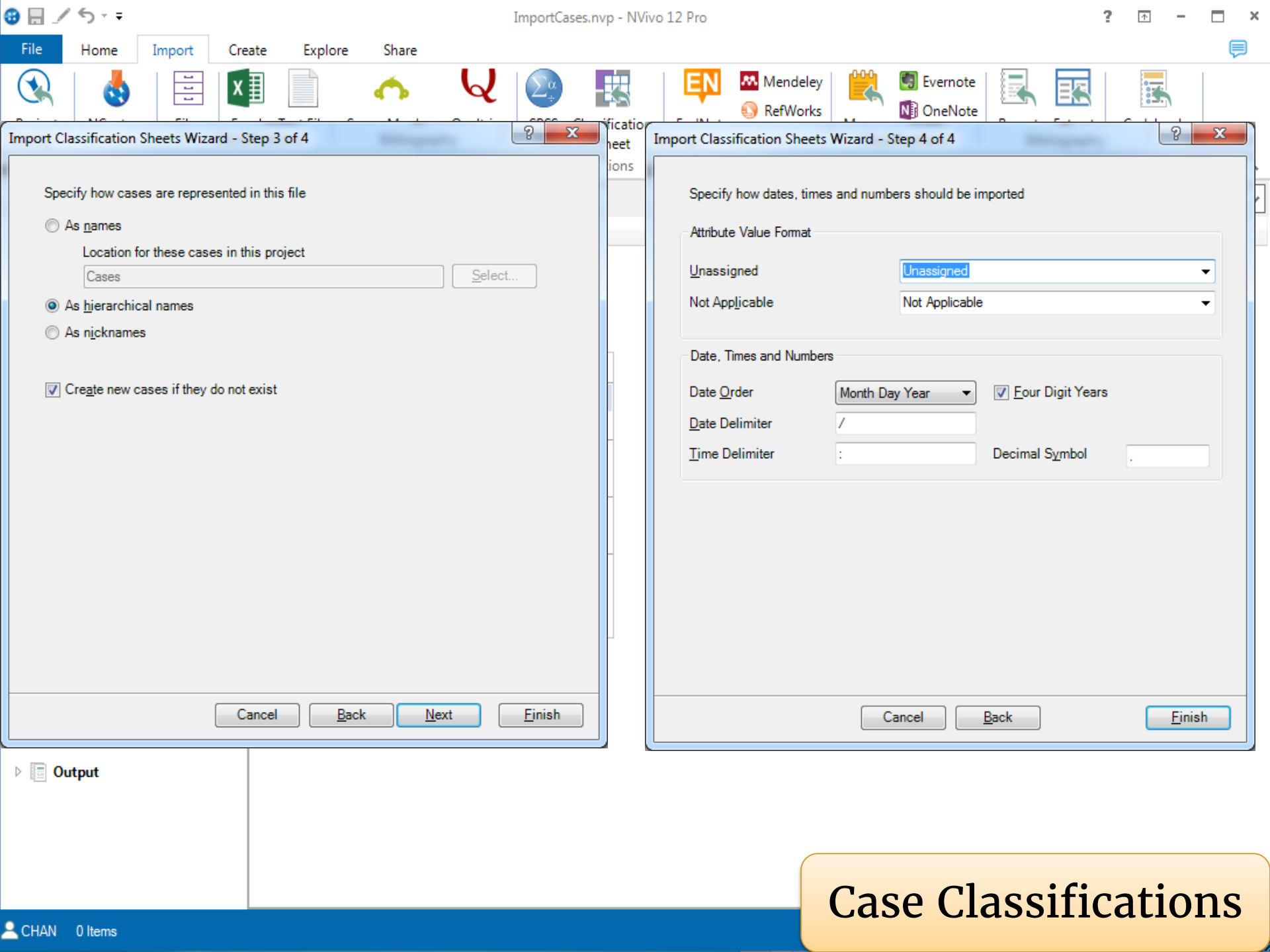
RefreshF5

# Case Classifications

CHAN 0 Items



Case Classifications



Case Classifications

ImportCases.nvp - NVivo 12 Pro

FileHomeImportCreateExploreShareClassification

Name

Hierarchical Name  
Label Format

Nickname

Transpose

Move Column Left

Move Column Right  
View

Hide & Unhide

Sort & Filter

Reset Settings

New Attribute  
Attribute

Quick Access

Files

Memos

Nodes

Data

File Classifications

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Respondent

Notes

Search

Maps

Output

Search Project

Case Classifications

Name

Respondent

Name

Age

Gender

Education Level

Township

Community

Respondent

	A : Age	B : Gender	C : Education Level	D : Townsh
1 : Barbara	61	Female	Completed high school	Straits
2 : Margaret	62	Female	Some trade school/commun	Harkers Island
3 : Robert	42	Male	Completed undergraduate c	Straits
4 : Susan	51	Female	Some undergraduate colleg	Marshallberg
5 : Thomas	63	Male	Completed high school	Straits
6 : William	54	Male	Some trade school/commun	Straits

CHAN1 ItemUnfiltered

Case Classifications

FileHomeImportCreateExploreShare

ProjectNCaptureFilesExcelText File (.txt, .csv)SurveyMonkeyQualtricsSPSSClassification SheetEndNoteMendeleyRefWorksZoteroMemosEvernoteOneNoteOutlookReportExtractCodebook

ProjectWebDataSurveyClassificationsBibliographyNotes & EmailOutputCodebook

Quick Access

Files

Memos

Nodes

Data

Files

File Classifications

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Notes

Search

Maps

Output

Files

Import source materials into the project.

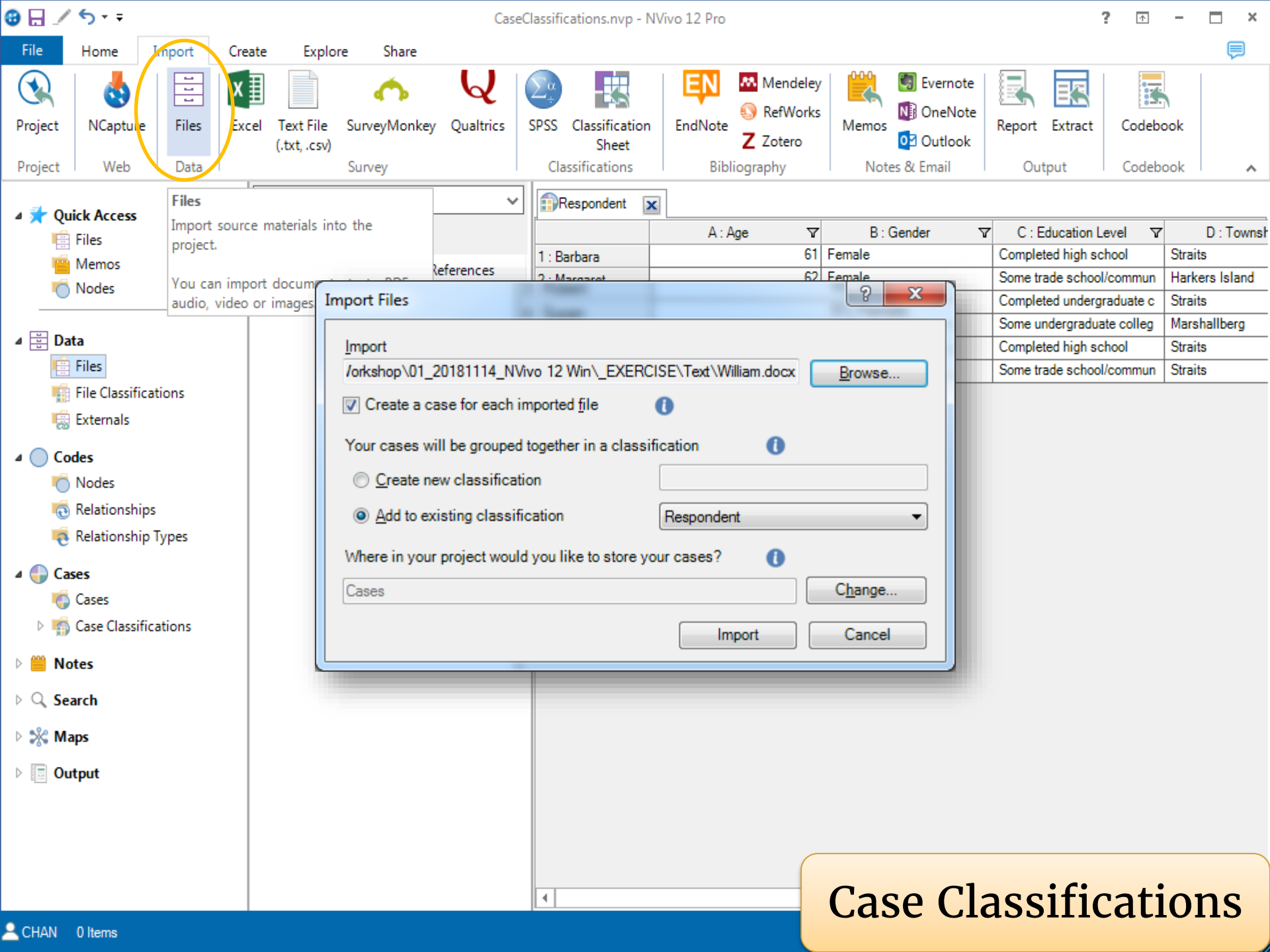
You can import documents, texts, PDFs, audio, video or images.

Respondent

	A : Age	B : Gender	C : Education Level	D : Townsh
1 : Barbara	61	Female	Completed high school	Straits
2 : Margaret	62	Female	Some trade school/commun	Harkers Island
3 : Robert	42	Male	Completed undergraduate c	Straits
4 : Susan	51	Female	Some undergraduate colleg	Marshallberg
5 : Thomas	63	Male	Completed high school	Straits
6 : William	54	Male	Some trade school/commun	Straits

CHAN0 Items

Case Classifications



Case Classifications

FileHomeImportCreateExploreShare

CutCopyMerge

Paste

PropertiesAdd To Set

OpenCreate As Code

Memo Link

Create As Cases

Query

Visualize

Code

Auto Code

Range Code

Unicode

Case Classification

File Classification

Detail View

Sort By

Undo

Navigation View

List View

Find

ClipboardItemExploreCodingClassificationWorkspace

Quick Access

Files

Memos

Nodes

Data

Files

File Classifications

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Respondent

Notes

Search

Maps

Output

Search Project

Cases

Name	Files	References
Barbara	1	1
Margaret	1	1
Robert	1	1
Susan	1	1
Thomas	1	1
William	1	1

Drag selection here to code to a new case

RespondentBarbaraMargaretRobert

<Files\\Robert> - 1 reference coded [100.00% Coverage]

Reference 1 - 100.00% Coverage

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 Ori  
Went down there a lot. Then I started going to Atlantic Beach as a teenager, college studer  
And gradually worked my way over to Harkers Island. We bought a house there in May of 2

Henry

And how often do you get to spend time down there?

Robert

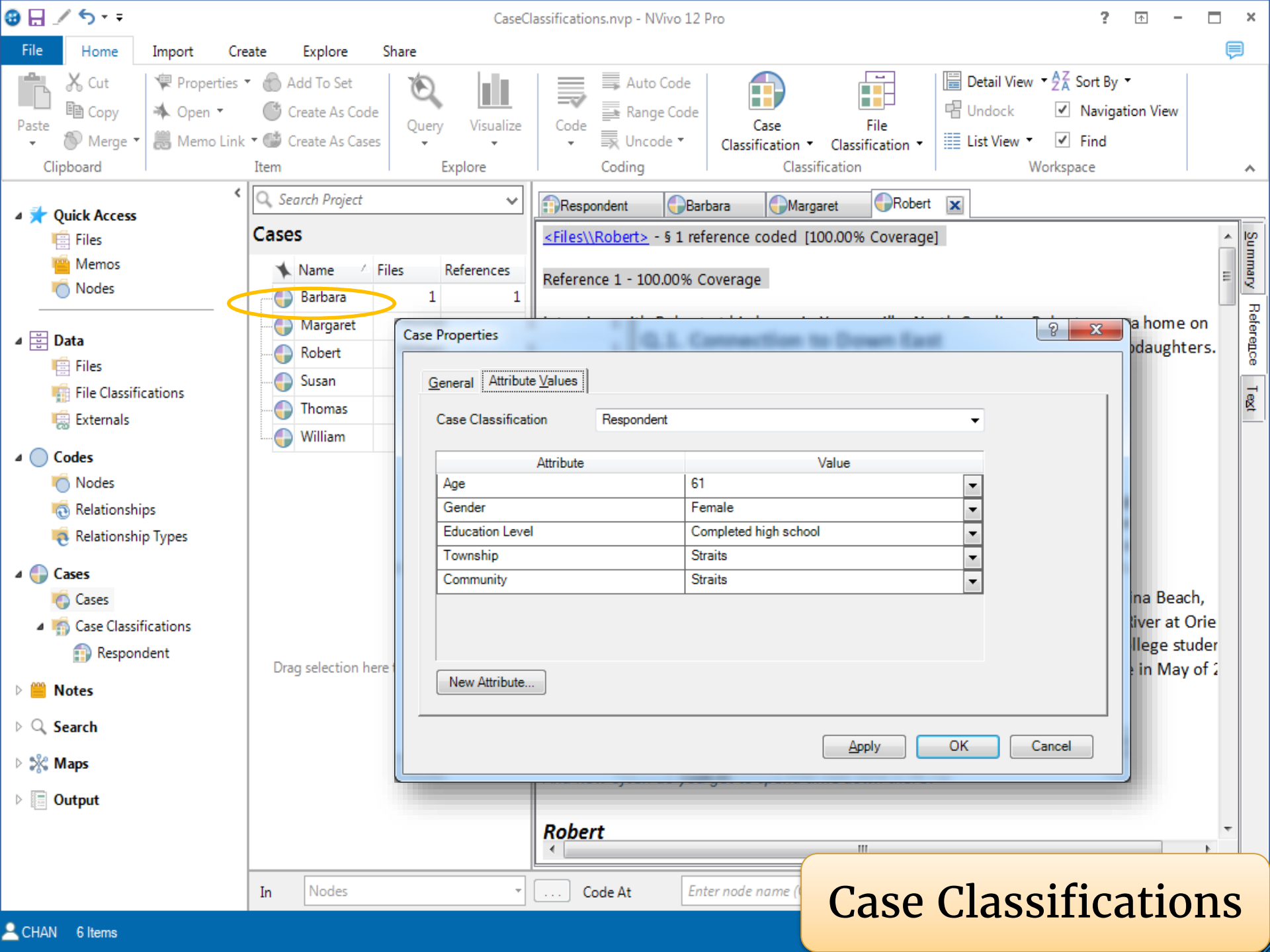
InNodesCode AtEnter node name (

SummaryReferenceText

Case Classifications

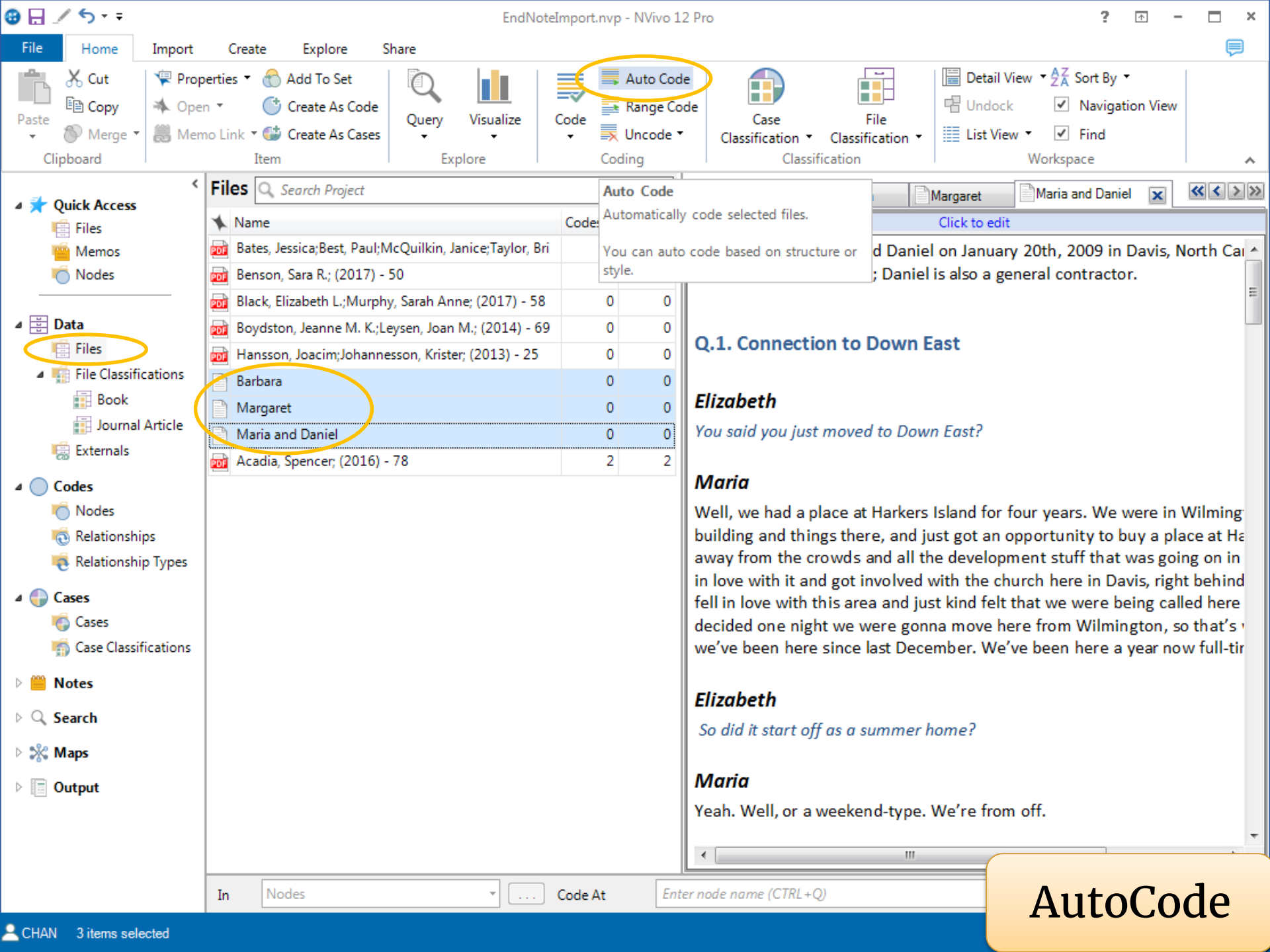
CHAN6 Items

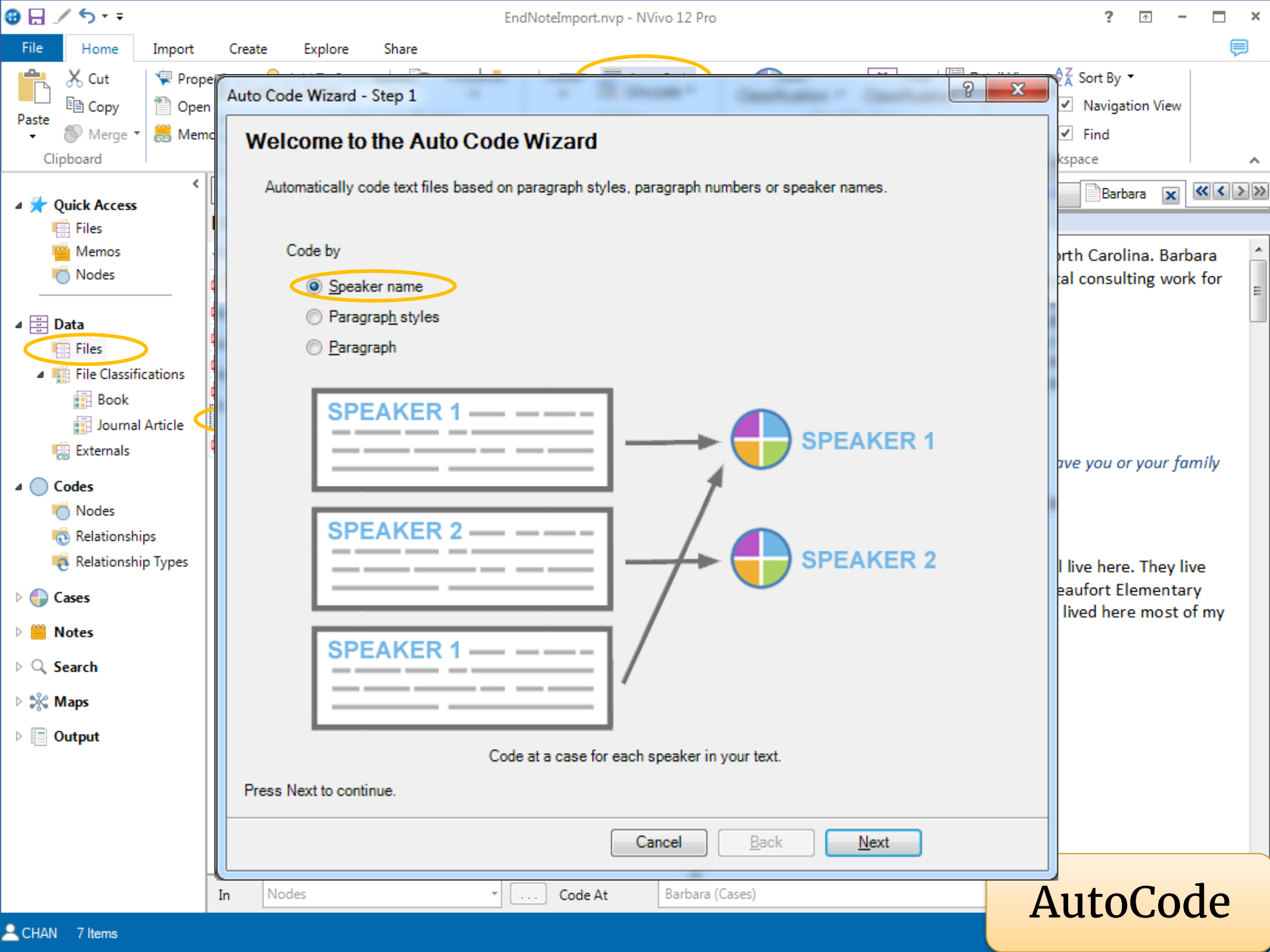




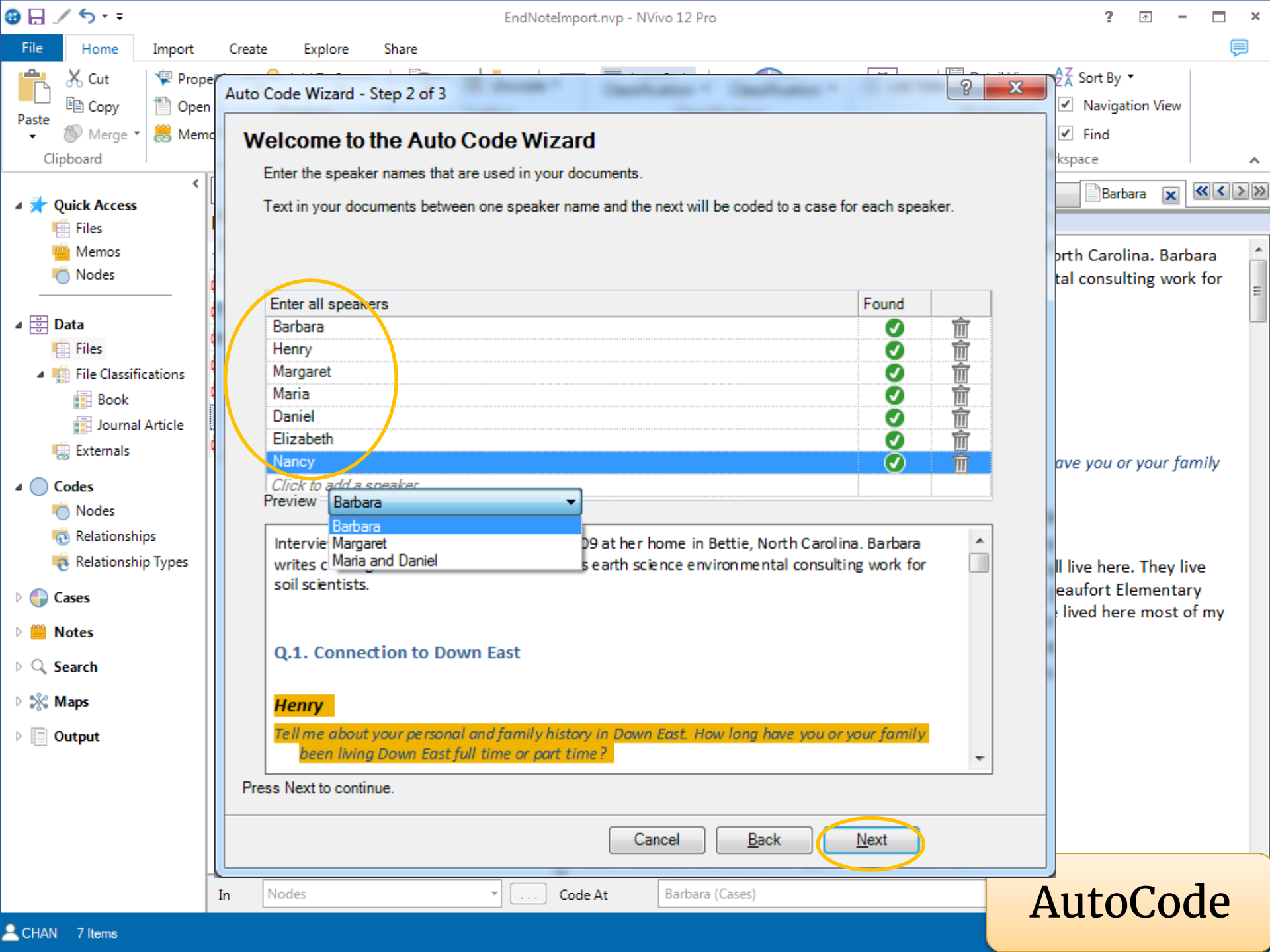
# AUTOCODE

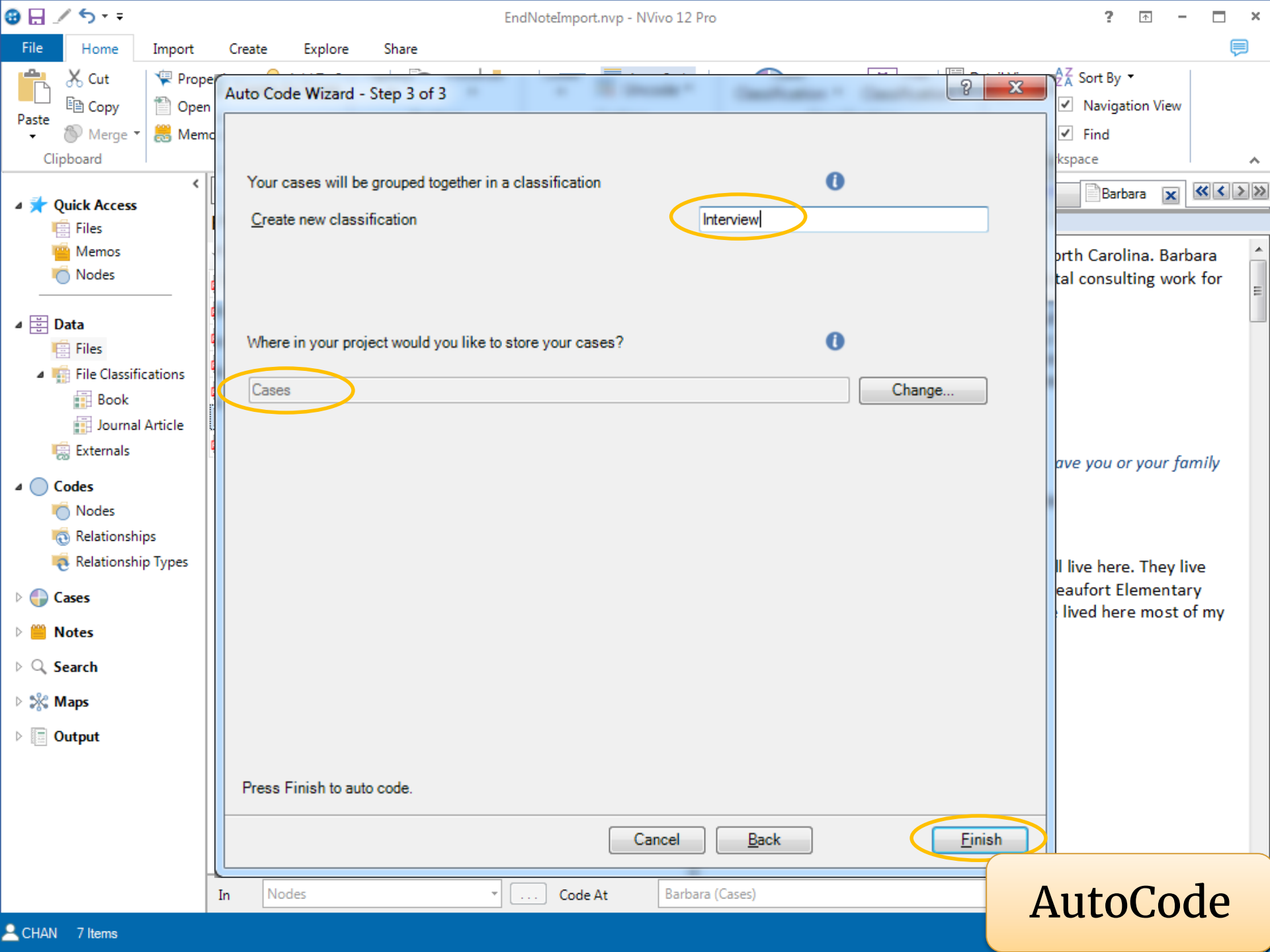




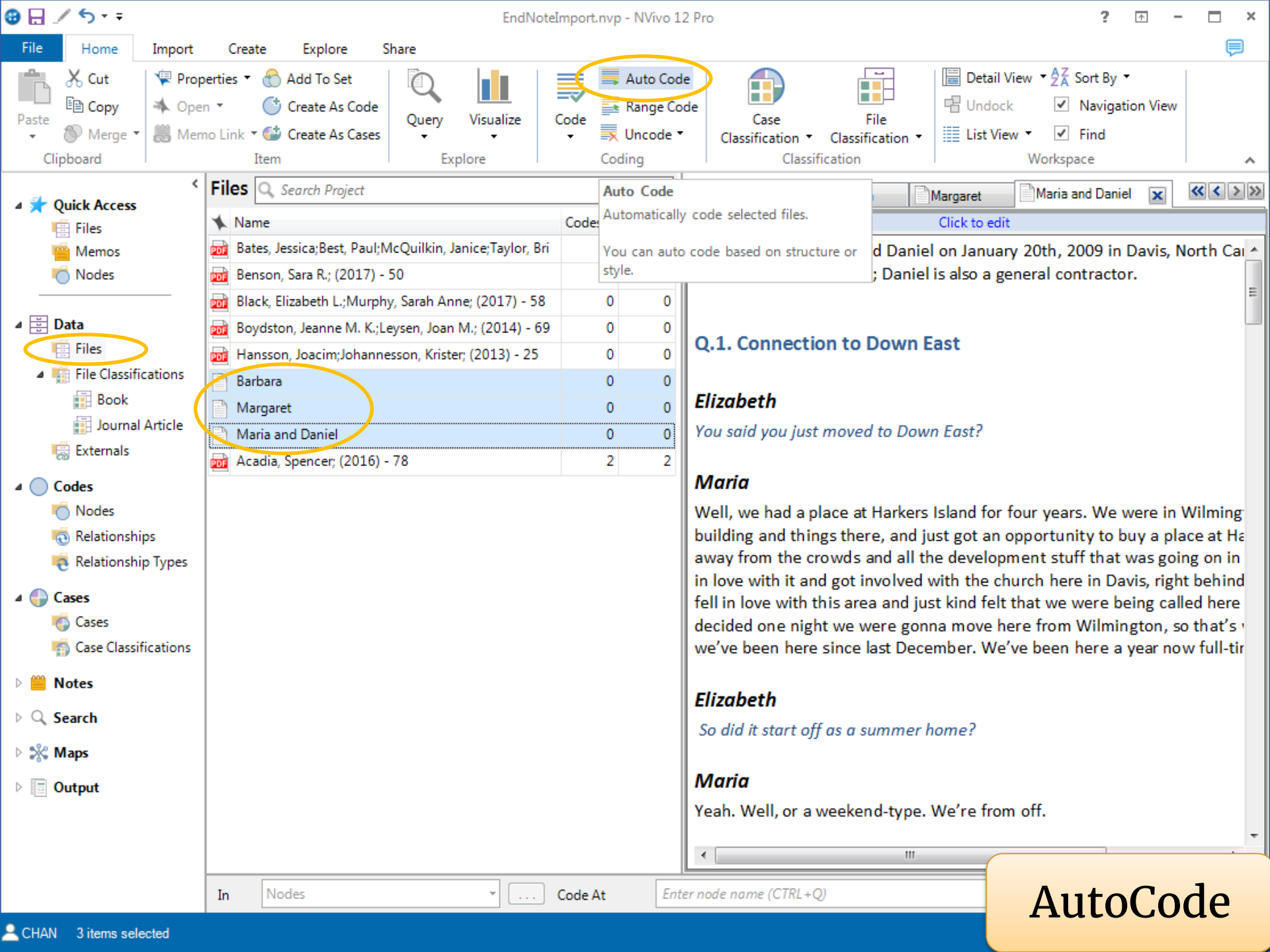


AutoCode

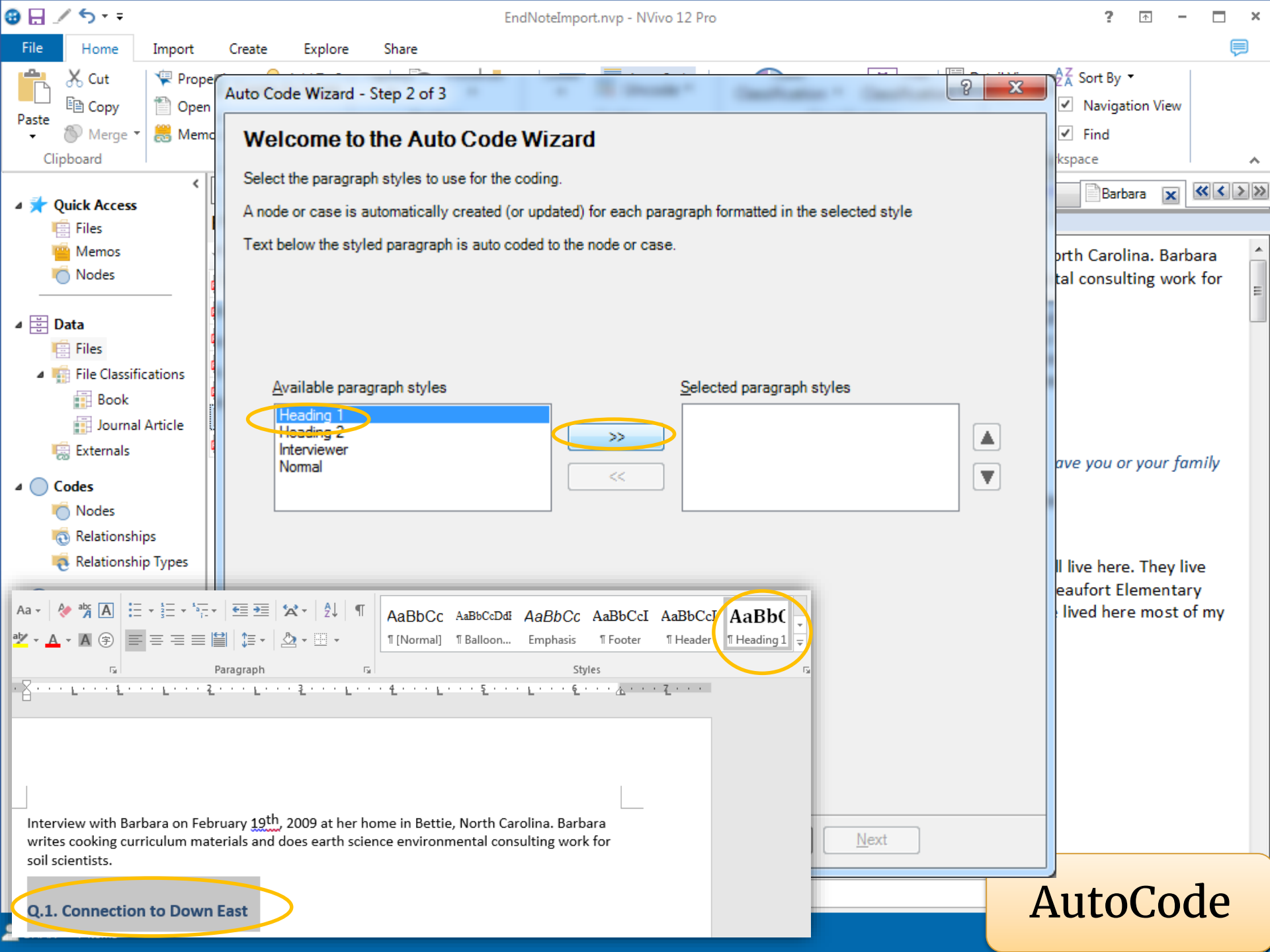




AutoCode







## Auto Code Wizard - Step 2 of 3

## Welcome to the Auto Code Wizard

Select the paragraph styles to use for the coding.

A node or case is automatically created (or updated) for each paragraph formatted in the selected style

Text below the styled paragraph is auto coded to the node or case.

## Available paragraph styles

Heading 1  
Heading 2  
Interviewer  
Normal

&gt;&gt;

&lt;&lt;

## Selected paragraph styles

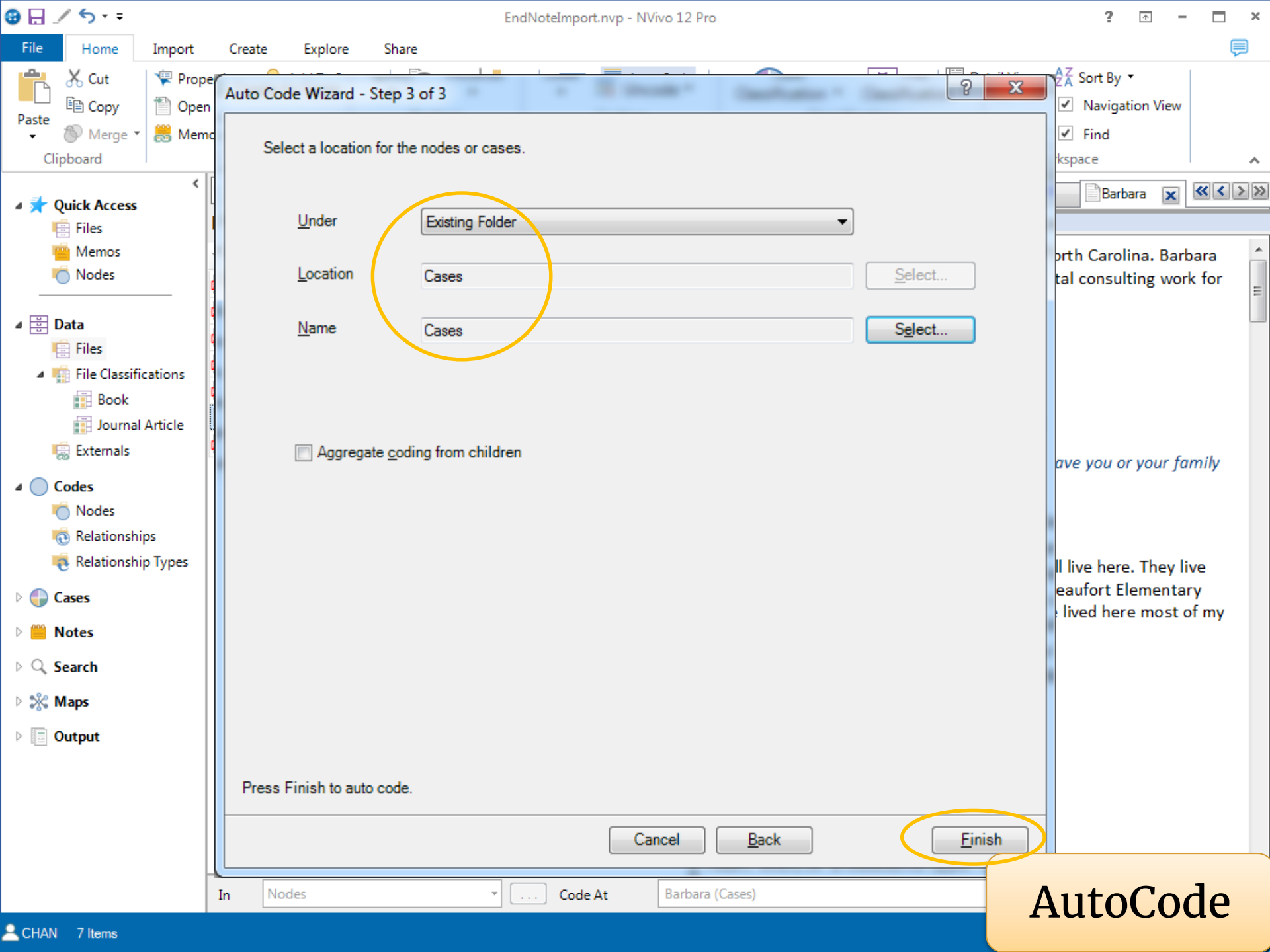


Next

Interview with Barbara on February 19<sup>th</sup>, 2009 at her home in Bettie, North Carolina. Barbara writes cooking curriculum materials and does earth science environmental consulting work for soil scientists.

Q.1. Connection to Down East

AutoCode



Auto Code Wizard - Step 3 of 3

Select a location for the nodes or cases.

Under

Existing Folder

Location

Cases

Select...

Name

Cases

Select...

☐ Aggregate coding from children

Press Finish to auto code.

Cancel

Back

Finish

AutoCode

- ★

Quick Access

  - Files
  - Memos
  - Nodes
- 📁

Data

  - Files
  - 📁

File Classifications

    - Book
    - Journal Article
  - Externals
- 🌐

Codes

  - Nodes
  - Relationships
  - Relationship Types
- 👤

Cases

  - Cases
  - 📁

Case Classifications

    - Interview
- Notes
- Search
- Maps
- Output

## Cases

▼

Name	Files	References
Barbara	1	16
Daniel	1	11
Elizabeth	1	11
Henry	1	16
Margaret	1	10
Maria	1	8
Nancy	1	10
Q.1. Connection to Down East	3	3
Q.2. Connection to Down East natural environm	3	3
Q.3. Professional perspective on Down East	3	3
Q.4. Community and Environmental Change	3	3
Q.5. Vision for the future of Down East	3	3
Q.6. Barriers to and opportunities for achieving	2	2

Drag selection here to code to a new case

In

Nodes

...

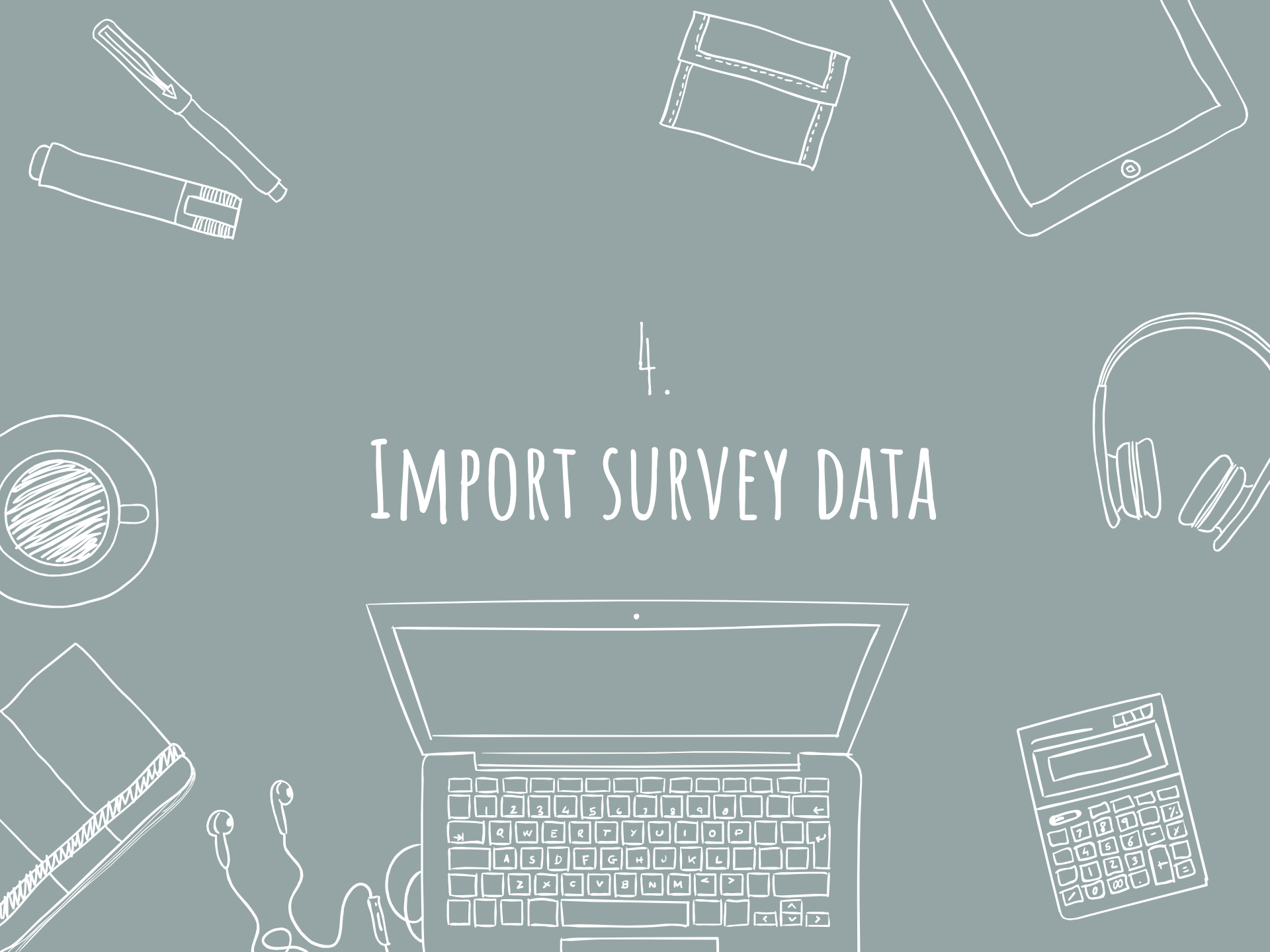
Code At

E

It's a lot more laid back than Wilmington. We don't have the headache wonderful thing. *(Laughter)* There is a big family cohesiveness down here in a lot of areas.

4.

# IMPORT SURVEY DATA



# Import Survey

The screenshot shows the NVivo 12 Pro interface. The 'Import' ribbon is active, and the 'Excel' option is highlighted. A 'Survey Import' dialog box is open, displaying a file list. The file 'SurveyResponsesNVivo12.xlsx' is selected. The 'Open' button is highlighted. The background shows a project view with nodes and text excerpts.

**Survey Import Dialog Box:**

- Path: << \_EXERCISE >> Excel
- File list:

Name	Date modified
Survey Responses.xlsx	1/23/2018
<b>SurveyResponsesNVivo12.xlsx</b>	11/13/2018
Word Frequency Query Results.xlsx	1/23/2018

- File name: SurveyResponsesNVivo12.xlsx
- File type: Excel Files (\*.xls, \*.xlsx)
- Buttons: Open, Cancel

**Background Text Excerpts:**

- think that now th  
option. And I kno  
ber that being so  
that I think is ver  
ality and also the  
hat are factors.
- sea-side restaura  
urants have local  
ing backbreaking
- Yeah. So it's a combination of environmental factors and market forces
- Barbara**

# Import Survey

## Survey Import Wizard - Step 1

### Welcome to the Survey Import Wizard

NVivo will import your survey as a dataset, and create cases, nodes and attributes in your project.



Your respondents will be stored as [cases](#).

For each respondent, you'll be able to open their corresponding case to see all of their responses.



[Closed-ended questions](#) are created as case [attributes](#).

You'll be able to compare your respondents by demographic or other values.



[Open-ended questions](#) are created as [nodes](#).

All of the responses to a question will be grouped together under a single node.



The Wizard will let you identify the closed and open-ended questions in your survey.

Press Next to continue

Cancel

Next

Codebook

Codebook

Summary

Reference

Text

think that now th  
option. And I kno  
ber that being so  
that I think is ver  
ality and also the  
hat are factors.

sea-side restaurar  
urants have local  
ing backbreaking

and market forces

# Import Survey

## Survey Import Wizard - Step 2

### Check your data format

How many rows are used for your question headers?

1

What order are your dates in?

Month Day Year

Respondent	Age	Gender	Education Level	The natural environment Down East is	Th
Barbara	61	Female	Completed high s	beautiful	gc
Margaret	62	Female	Some trade scho	good	gc
Maria	51	Female	Some undergradu	peaceful, beautiful serene -	m
Daniel	42	Male	Completed under	an important part of the area	ex
James	63	Male	Completed high s	good	gc
Peggy	53	Female	Completed trade	perfect!	gc
Alex	54	Male	Some trade scho	beautiful	gc
Josephine	64	Female	Completed high s	needed to keep the natural look of the a	ge
Vivian	65	Female	Some undergradu	worth preserving	nc
Kitty	55	Female	Completed trade	as good as when I was a kid	pr
Stella	66	Female	Completed trade	fragile	de
Matthew	56	Male	Completed high s	in need of good stewards	gc
Joseph	67	Male	Completed trade	threatened	ve
Jack	68	Male	Some undergradu	Priceless	Ca
Andy	75	Male	Some graduate s	splendid.	a
Sunny	57	Male	Some trade scho	beautiful	ge
Wendy	33	Female	Completed trade	not like it used to be without the support	su
Ben	58	Male	Completed trade	going to be destroyed if something is n	ve

Press Next to continue

Cancel

Back

Next

think that now th  
e option. And I kno  
ber that being so  
g that I think is ver  
quality and also the  
that are factors.

sea-side restaurar  
aurants have local  
ding backbreaking

and market forces



# Import Survey

## Survey Import Wizard - Step 3

### Manage your survey respondents

NVivo will create a case for each respondent to collect their answers.

Where in your project would you like to store your cases?

Cases

Change Location

Select a unique ID for each of your cases

Respondent

Your cases will be grouped together in a classification

Create new classification

Survey Respondent

Press Next to continue

Cancel

Back

Next

# Import Survey

## Survey Import Wizard - Step 4

### Identify open-ended and closed-ended questions.

Closed-ended questions are used to create [attributes](#), open-ended questions are used to create [nodes](#).

Select your closed-ended and open-ended questions that you would like to import.

< Respondent 1 of 18 >

Question (editable)	Preview	Closed Ended	Open Ended	Don't Import
Respondent	Barbara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Age	61	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	Female	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Level	Completed high school	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The natural environment Down East is	beautiful	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The water quality Down East is	good	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Commercial fishing Down East is	good	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Township	Straits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community	Straits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Generations Down East	none	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial Fishing	False	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational Fishing	False	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income tied to resources	no, never	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pace of development	undecided	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The types of development I would like to see	more	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The types of development I would not like to see	more growth	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ReturnDate	12/14/2004 12:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Press Next to continue

Cancel

Back

Finish

think that now th  
e option. And I kno  
ber that being so  
g that I think is ver  
quality and also the  
that are factors.

sea-side restaurar  
aurants have local  
ding backbreaking

and market forces

# Import Survey

## Survey Import Wizard - Processing survey

- ✓ Import Survey
- ✓ Creating cases for survey respondents
- ✓ Creating case attributes for closed-ended questions
- ✓ Creating nodes for open-ended questions



Press Close to see the results.

Cancel

Back

Close

think that now th  
e option. And I kno  
nber that being soi  
g that I think is ver  
quality and also the  
that are factors.

sea-side restaurar  
aurants have local  
ding backbreaking

and market forces

# Import Survey

File Home Import Create Explore Share

Paste Cut Copy Open Memo Link Merge Add To Set Create As Code Create As Cases Item

Query Visualize Code Auto Code Range Code Uncode Explore Coding

Case Classification File Classification Workspace

Undock Navigation View List View Find

Search Project

## Survey Respondent

Name	Files	References
Barbara	2	21

Attribute	Value
Age	61
Gender	Female
Education Level	Completed high school
Township	Straits
Community	Straits
Generations Do	none
Commercial Fis	No
Recreational Fis	No
Income tied to r	no, never
Pace of develop	undecided
ReturnDate	12/14/2004 12:00:00 AM
New Attribute	

ID	Respondent	Age	Gender	Education Level
1	Barbara	61	Female	Completed hi school
2	Margaret	62	Female	Some trade school/comm y college
3	Maria	51	Female	Some undergraduat college
4	Daniel	42	Male	Completed undergraduat college
5	James	63	Male	Completed hi school
6	Peggy	53	Female	Completed tr: school/comm y college
7	Alex	54	Male	Some trade school/comm y college
8	Josephine	64	Female	Completed hi school

Record 1 of 18

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

FileHomeImportCreateExploreShareDataset

Memo Link

See Also Link

Column

Sort & Filter

Reset Settings

Quick Coding

Annotations

See Also Links

Relationships

Coding Stripes

Highlight

Code

Code In Vivo

Auto Code

Uncode

New Annotation

Word Cloud

Query This Dataset

Find

LinksView

EndNoteImport.nvp - NVivo 12 Pro

Dataset Tools

Import Survey

Quick Access

Files

Memos

Nodes

Data

Files

File Classifications

Book

Journal Article

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Survey Respond

Notes

Search

Maps

Output

Cases

Search Project

Name	Files	Referen
Alex	1	5
Andy	1	5
Barbara	2	21
Ben	1	5
Daniel	2	16
Elizabeth	1	11
Henry	1	16
Jack	1	5
James	1	5
Joseph	1	5
Josephine	1	5
Kitty	1	5
Margaret	2	15
Maria	2	13
Matthew	1	5
Nancy	1	10
Peggy	1	5
Q.1. Connection to Down East	3	3
Q.2. Connection to Down East natural enviro	3	3
Q.3. Professional perspective on Down East	3	3
Q.4. Community and Environmental Change	3	3
Q.5. Vision for the future of Down East	3	3
Q.6. Barriers to and opportunities for achievi	2	2
Stella	1	5

SurveyResponsesNVivo12

Barbara

ID	Respondent	The natural environment Down East is	The water
1	Barbara	beautiful	good
2	Margaret	good	
3	Maria	peaceful,	
4	Daniel	an import	
5	James	good	good
6	Peggy	perfect!	good
7	Alex	beautiful	good
8	Josephine	needed to keep the natural look of the area.	getting w on with n

Record 1 of 18

In

Nodes

Code At

Enter node name (CTRL+Q)

Code...

Code to Recent Nodes

Code In Vivo

Uncode...

Uncode from Recent Nodes

New Annotation

Copy

Paste As See Also Link

Links

CHAN

27 Items

Codes: 23

References: 179

Read-Only

Unfiltered

Row: 1

Column: 3

# Import Survey

File Home Import Create Explore Share

Clipboard: Cut, Copy, Paste, Merge

Item: Properties, Open, Memo Link, Add To Set, Create As Code, Create As Cases

Explore: Query, Visualize

Coding: Auto Code, Range Code, Uncode

Classification: Case Classification, File Classification

Workspace: Undock, List View, Navigation View, Find

**Cases** Search Project

Name: Interviewee, Alex, Andy, Barbara, Ben, Daniel, Jack, James, Joseph, Josephine, Kitty, Margaret, Maria, Matthew, Peggy, Stella, Sunny, Vivian, Wendy, Interviewer, Elizabeth, Henry

**Quick Access**: Files, Memos, Nodes

**Data**: Files, File Classifications (Book, Journal Article, Externals), Codes (Nodes, Relationships, Relationship Types), Cases (Cases, Case Classifications, Survey Respond)

**Notes**, **Search**, **Maps**, **Output**

SurveyResponsesNVivo12 | Barbara

ID	Respondent	The natural environment Down East is	The water
	Barbara	beautiful	good
	Margaret	good	good
	Maria	peaceful, beautiful serene -	most imp
	Daniel	an important part of the area	excellent
	James	good	good
	Peggy	perfect!	good
	Alex	beautiful	good
	Josephine	needed to keep the natural look of the area.	getting w on with n

Record 1 of 18

Aggregate Coding from Children

Node name (CTRL+Q)

CHAN 29 Items

- 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.



2.



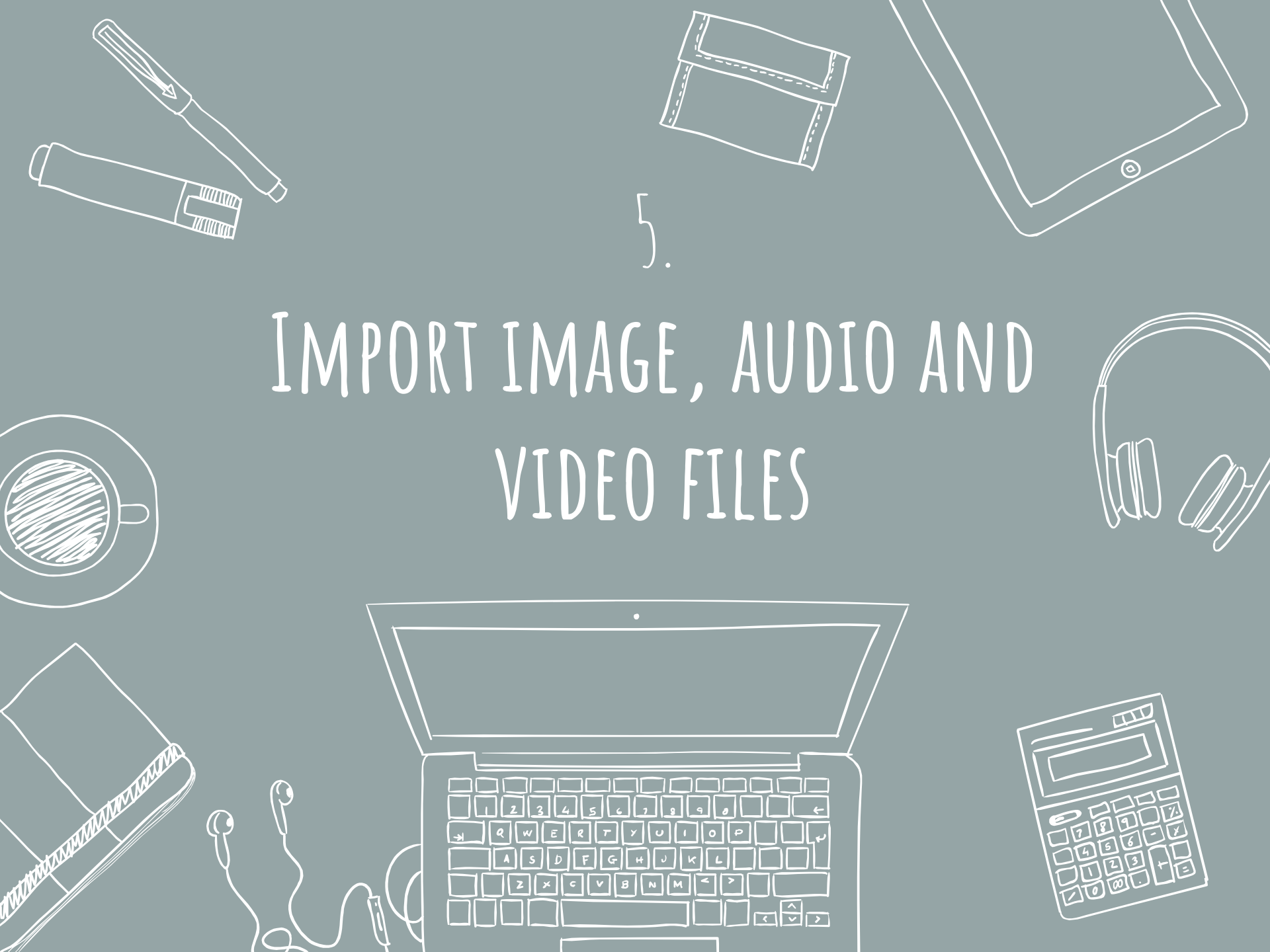
Import survey data  
AutoCode nodes and cases

5 minutes



5.

# IMPORT IMAGE, AUDIO AND VIDEO FILES



# Import Video

The screenshot shows the NVivo 12 Pro interface with the **Import** tab selected in the top ribbon. The **Import Files** dialog box is open, displaying the file **Ben.wmv** in the **Video** folder. The **Import** button is highlighted.

The **Import Files** dialog box shows the file **Ben.wmv** selected in the **Video** folder. The **Import** button is highlighted.

The **Import** dialog box is open, showing the file **Workshop\01\_20181114\_NVivo 12 Win\\_EXERCISE\Video\Ben.wmv** selected. The **Create a case for each imported file** checkbox is checked. The **Add to existing classification** radio button is selected, and the **Survey Respondent** classification is chosen from the dropdown menu. The **Import** button is highlighted.

The **Import** dialog box shows the file **Workshop\01\_20181114\_NVivo 12 Win\\_EXERCISE\Video\Ben.wmv** selected. The **Create a case for each imported file** checkbox is checked. The **Add to existing classification** radio button is selected, and the **Survey Respondent** classification is chosen from the dropdown menu. The **Import** button is highlighted.

File

Home

Import

Create

Explore

Share

Video

Edit

Clipboard

Format

Quick Access

Data

Codes

Cases

Notes

Search

Maps

Output

Files

Memos

Nodes

File Classifications

Externals

Nodes

Relationships

Relationship Types

Cases

Case Classifications

Survey Respond

EndNoteImport.nvp - NVivo 12 Pro

Video Tools

Play Mode

Play / Pause

Start Selection

Finish Selection

Stop

Loop

Playback

Insert Row

Assign Timespan to Rows

Merge Rows

Import Rows

Insert

Spelling

Search Project

Files

Name	Codes	Referen
Bates, Jessica;Best,	0	0
Benson, Sara R.; (2	0	0
Black, Elizabeth L;	0	0
Boydston, Jeanne	0	0
Hansson, Joacim;Jo	0	0
Acadia, Spencer; (2	2	2
Ben	3	3
Margaret	7	25
Barbara	8	38
Maria and Daniel	9	36
SurveyResponsesN	23	179

SurveyResponsesNVi

Play / Pause (F4)

Play or pause the media player.

0:00.0

0:10.0

0:20.0

0:30.0

0:40.0

0:50.0

1:00.0

1:10.0

1:20.0

1:30.0

1:40.0

Ben

Timespan

Content

In

Nodes

Code At

Ben (2) (Cases)

11 Items

Codes: 3

References: 3

Editable

Unfiltered

0:00.0/1:42.2

1:42.2

Import Video

Play / Pause = F4

## Import Video

**Transcribe mode**

**Transcribe**  
When you start playing the media, a blank entry is automatically added to the transcript.  
Each time you stop and restart the media a blank entry is added.

	Timespan	Content
1	0:00.1 - 0:00.1	for your favourite places downeast
*		

CHN 11 Items Codes: 3 References: 6 Editable 1:42.2



# Import Audio

The screenshot displays the NVivo 12 Pro interface. The 'Import' tab is active in the top ribbon, and the 'Files' icon is circled in yellow. The 'Import Files' dialog box is open, showing the file explorer view with 'Helen.mp3' selected and circled in yellow. The 'Import' button at the bottom of the dialog is also circled in yellow. The dialog box contains the following options:

- Import** path: Workshop\01\_20181114\_NVivo 12 Win\\_EXERCISE\Audio\Helen.mp3
- ☒ **Create a case for each imported file**
- Your cases will be grouped together in a classification**
- ☐ **Create new classification**
- ☒ **Add to existing classification** (Survey Respondent)
- Where in your project would you like to store your cases?** (Cases)
- Import** button (circled in yellow)
- Cancel** button

The background shows the NVivo project structure with 'Quick Access', 'Data', 'Codes', 'Cases', 'Notes', 'Search', 'Maps', and 'Output' sections. The 'Output' section is visible on the right, showing a list of cases with names like 'Wendy', 'Interviewer', 'Elizabeth', and 'Henry'.

FileHomeImportCreateExploreShareAudioTools

Memo Link

See Also Link

Annotations

See Also Links

Coding Stripes

Highlight

Waveform

Relationships

View

Play Mode

Loop

Stop

Play / Pause

Playback

Import Audio

CodingAnnotationsVisualizeQueryEdit

Quick Access

Files

Memos

Nodes

Data

Files

File Classifications

Book

Journal Article

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Survey Respond

Notes

Search

Maps

Output

Search Project

Files

Name	Codes	Referen
Bates, Jessica;Best,	0	0
Benson, Sara R.; (2	0	0
Black, Elizabeth L;	0	0
Boydston, Jeanne	0	0
Hansson, Joacim;Jo	0	0
Helen	1	1
Acadia, Spencer; (2	2	2
Ben	3	6
Margaret	7	25
Barbara	8	38
Maria and Daniel	9	36
SurveyResponsesN	23	179

SurveyResponsesNVivo12

Barbara

Ben

Ben

Helen

Click to edit

0:00.0 0:10.0 0:20.0 0:30.0 0:40.0 0:50.0 1:00.0 1:10.0 1:20.0 1:30.0 1:40.0 1:50.0 2:00.0 2:10.0 2:20.0 2:30.0 2:40.0

Timespan

Content

Code...Ctrl+F2

Code to Recent Nodes

Unicode...Ctrl+Shift+F2

Unicode from Recent Nodes

New AnnotationCtrl+Shift+A

EditCtrl+E

Insert RowCtrl+Ins

Play Selected Rows

Assign Timespan to Rows

NVivo Transcription

Export Audio/Transcript...Ctrl+Shift+E

PrintCtrl+P

CutCtrl+X

CopyCtrl+C

PasteCtrl+V

DeleteDel

Select AllCtrl+A

Links

Row

Column

Merge

InNodesCode AtHe

CHAN12 ItemsCodes: 1References: 1Read-OnlyUnfiltered0:00.0/2:41.7

EndNoteImport.nvp - NVivo 12 Pro

File

Home

Import

Create

Explore

Share

Audio

Edit

Paste

Cut

Copy

Clipboard

Calibri

12

Format

Play Mode

Loop

Playback

Play / Pause

Start Selection

Finish Selection

Stop

Insert Row

Assign Timespan to Rows

Merge Rows

Import Rows

Insert

Spelling

Transcript

Editing

Quick Access

Files

Memos

Nodes

Data

Files

File Classifications

Book

Journal Article

Externals

Codes

Nodes

Relationships

Relationship Types

Cases

Cases

Case Classifications

Survey Respond

Notes

Search

Maps

Output

Search Project

Files

Name	Codes	Referen
Bates, Jessica;Best,	0	0
Benson, Sara R.; (2	0	0
Black, Elizabeth L.;	0	0
Boydston, Jeanne	0	0
Hansson, Joacim;Jo	0	0
Helen	1	2
Acadia, Spencer; (2	2	2
Ben	3	6
Margaret	7	25
Barbara	8	38
Maria and Daniel	9	36
SurveyResponsesN	23	179

SurveyResponsesNVivo12

Barbara

Ben

Ben

Helen

0:00.0

0:10.0

0:20.0

0:30.0

0:40.0

0:50.0

1:00.0

1:10.0

1:20.0

1:30.0

1:40.0

1:50.0

2:00.0

2:10.0

2:20.0

2:30.0

2:40.0

Timespan

Content

1

0:00.0 -

the people for the

\*

In

Nodes

Code At

Helen (Cases)

CHAN

12 Items

Codes: 1

References: 2

Editable

Unfiltered

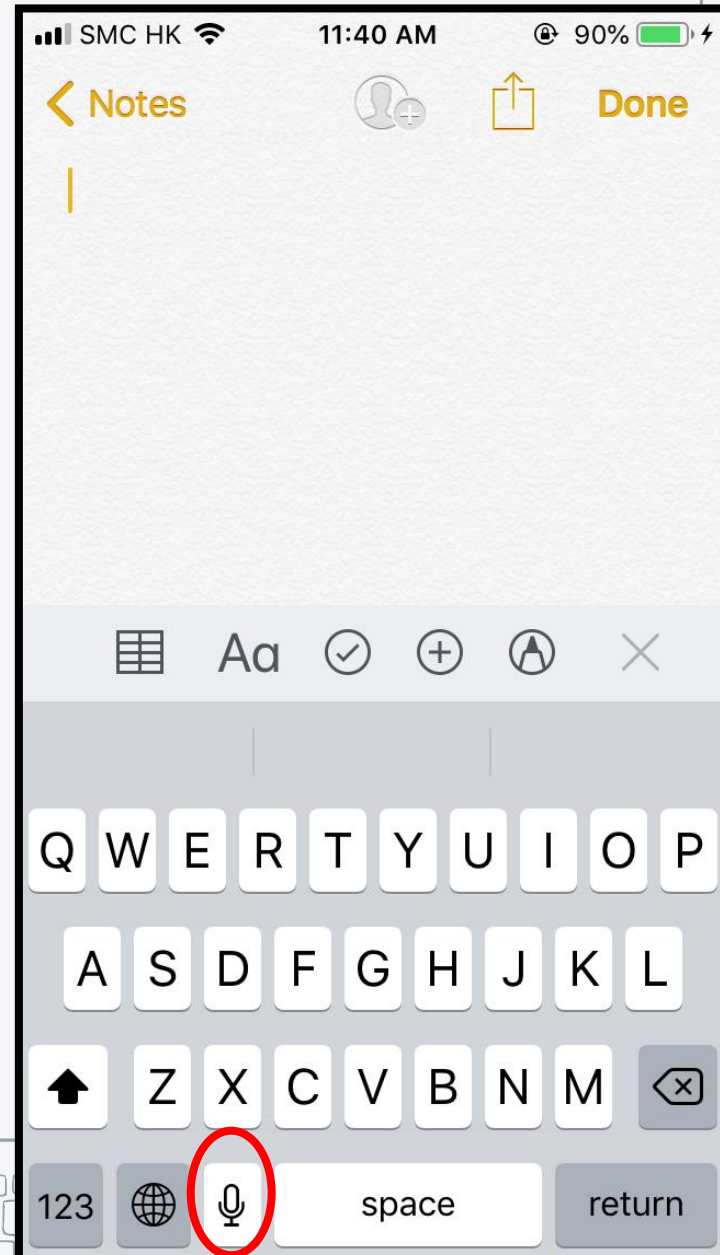
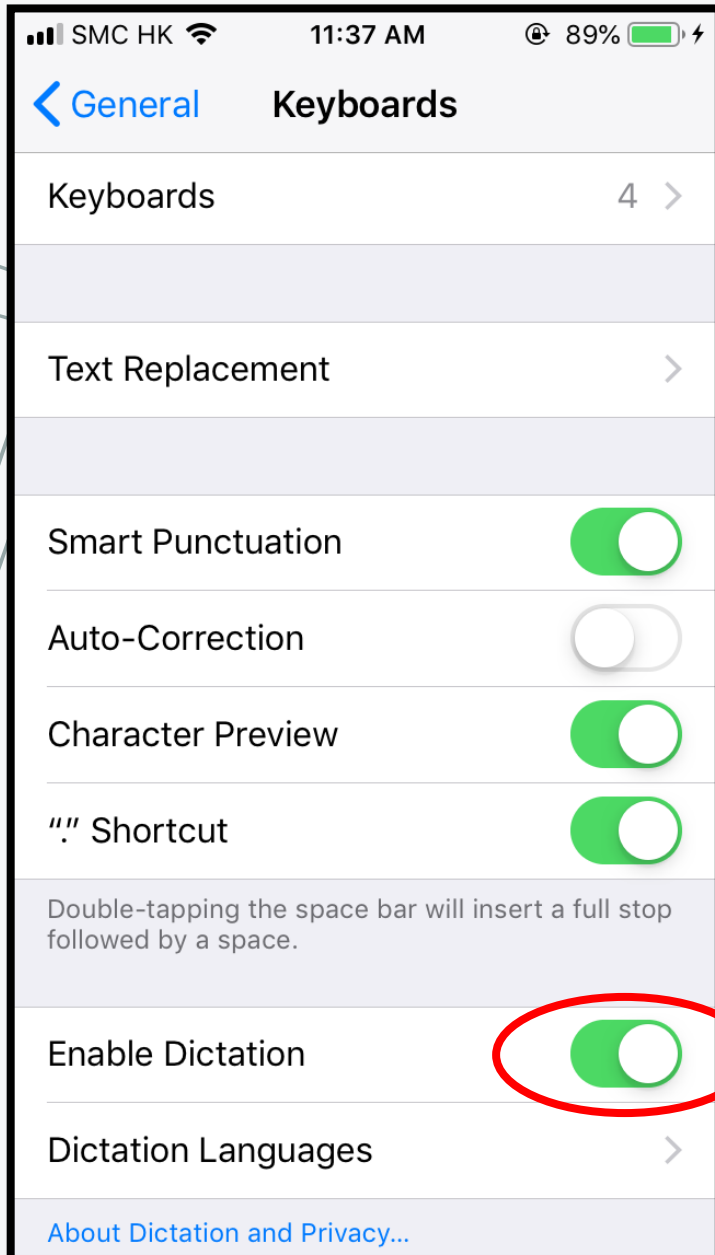
0:05.7/2:41.7

2:41.7

Import Audio

Get the **voice to text** to work on iphone

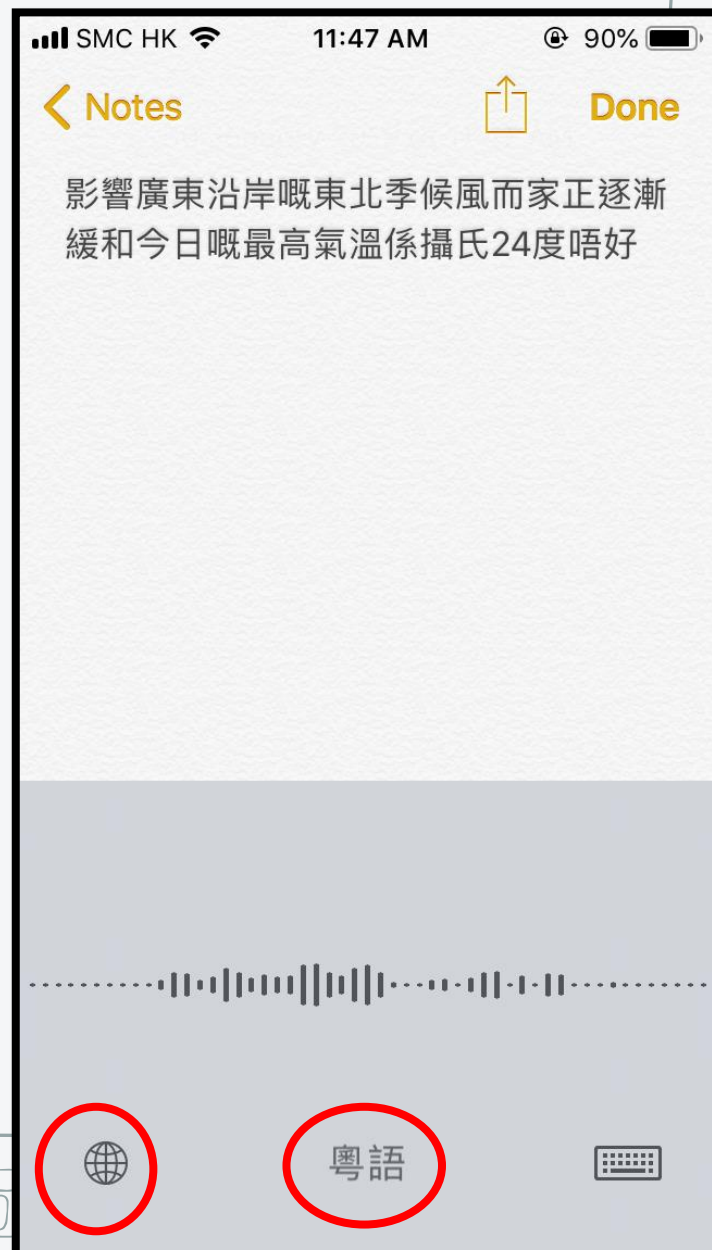
Settings>> General>> Keyboards>> Enable dictation.... turn on





# Get the voice to text to work on iphone

Settings>> General>> Keyboards>> Enable dictation.... turn on





## Title

Aerial view of Central District

## Description

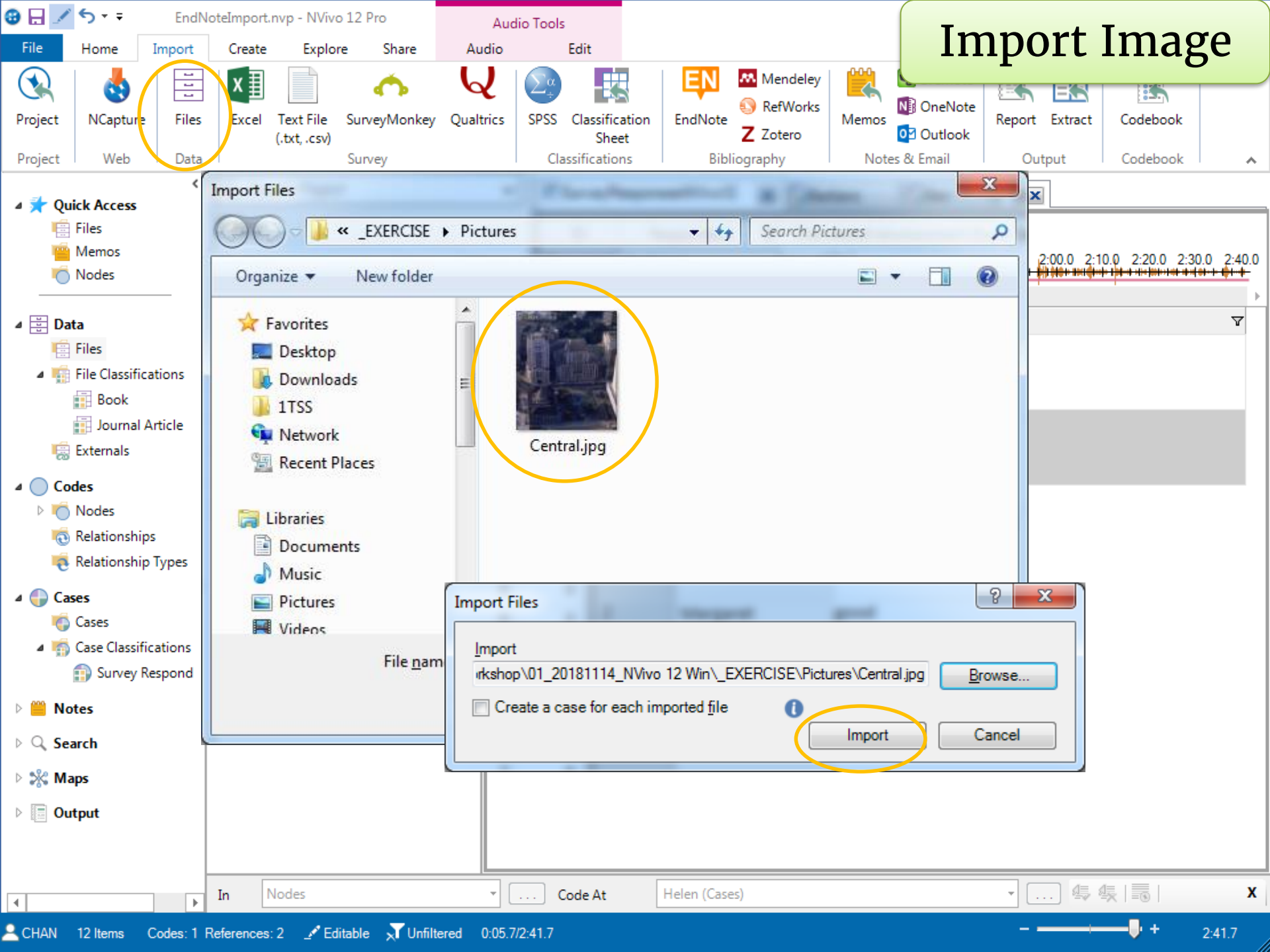
The Bank of China Building and the Hongkong and Shanghai Bank Building can be seen on the top. The Supreme Court and the Statue Square are in the foreground.

## Date

1980

## Place

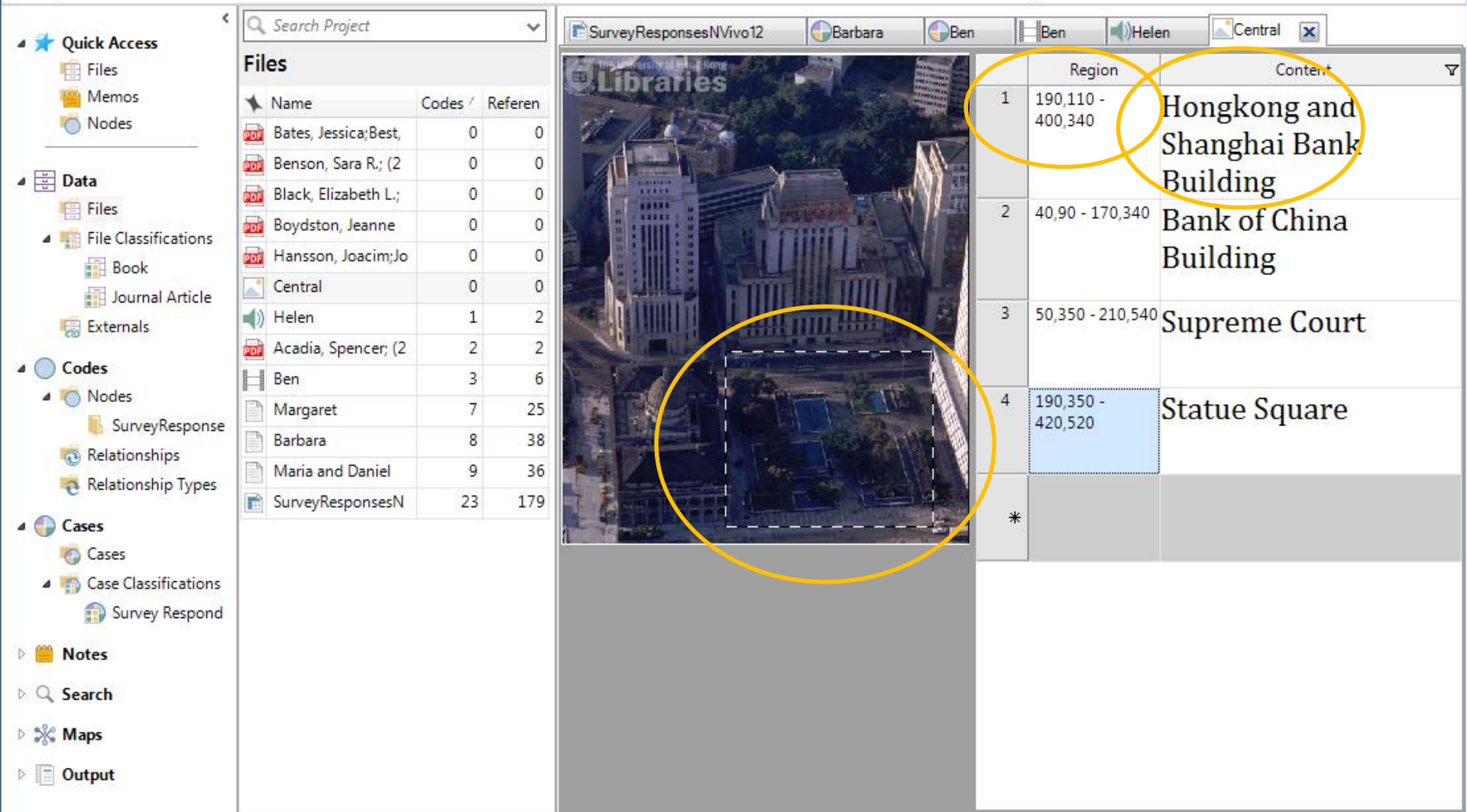
Central District  
Bank of China Building  
Hongkong and Shanghai Bank Building  
Supreme Court  
Statue Square



# Import Image



Import Image



# Import Image

File Home Import Create Explore Share

Paste Cut Copy Merge Clipboard

Properties Add To Set Open Memo Link Create As Code Create As Cases Item

Query Visualize Explore

Code Auto Code Range Code Uncode Coding

Case Classification File Classification Classification

Undo List View Navigation View Find Workspace

Search Project

**Nodes**

Name	Files	References
Acquisition	1	1
Storage	1	4
Collabo	0	0
Weeding	1	1

Drag selection here to code to a new node

SurveyResponsesNVivo12 Barbara Ben Ben Helen Central Storage

	Region	Content
1	190,110 - 400,340	Hongkong and Shanghai Bank Building
2	40,90 - 170,340	Bank of China Building
3	50,350 - 210,540	Supreme Court
4	190,350 - 420,520	Statue Square
*		

In Nodes Code At Storage (Nodes)

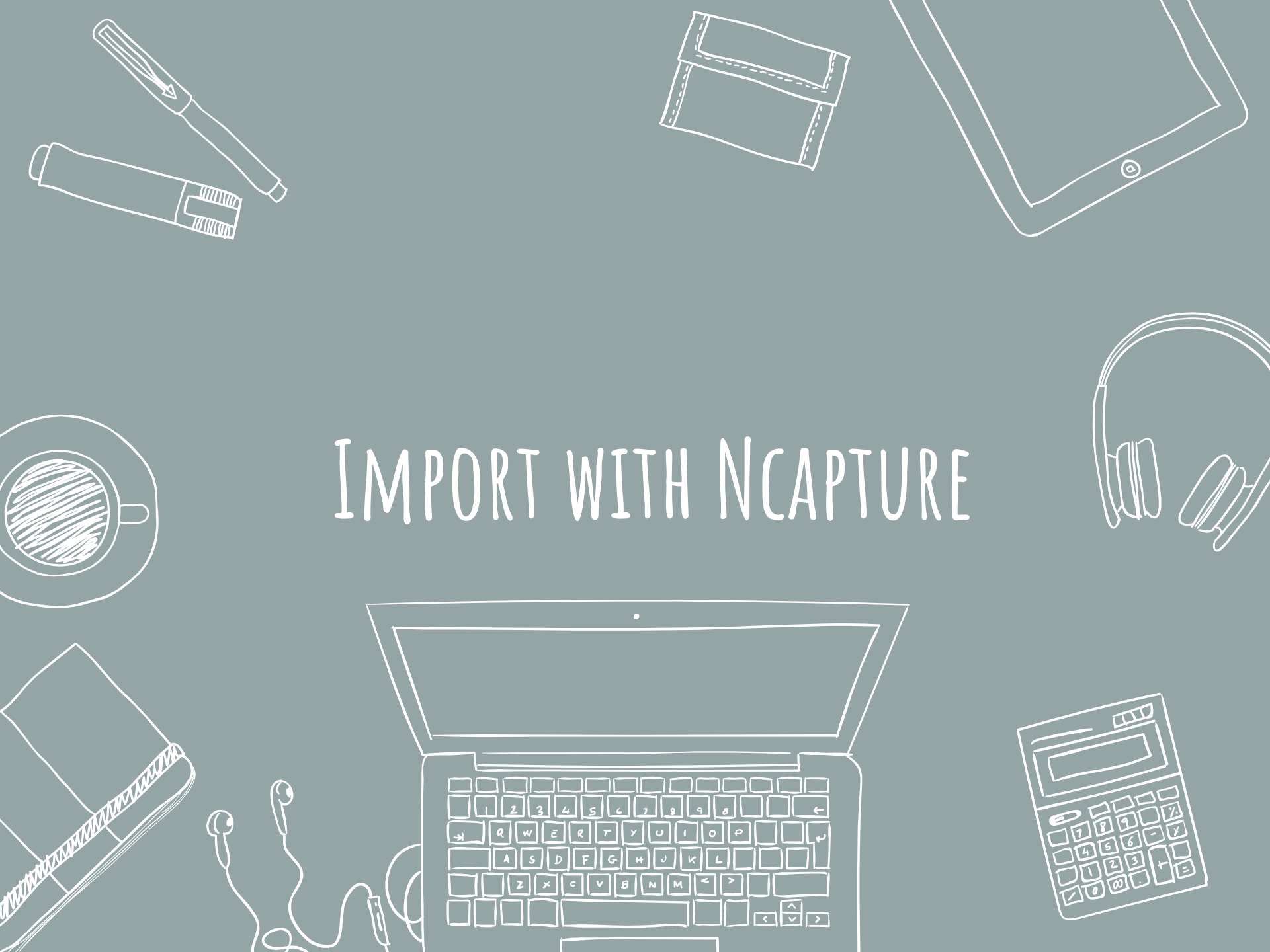
3.



Import an image file and input  
image log

5 minutes

# IMPORT WITH NCAPTURE





# NCapture help

NCapture is a free web browser extension, developed by QS  
NVivo. You can use NCapture to collect a range of content—  
content from Facebook, Twitter and YouTube.

## Install NCapture for NVivo

To import captured content into your project, you need one of the following:

- NVivo 12 (Windows), NVivo 11 for Windows, NVivo 10 for Windows
- NVivo 12 (Mac), NVivo for Mac (Version 11, Version 10.1 or later)


## Install NCapture for Chrome

If NCapture for Chrome is not installed, you can install it from the Chrome Web Store.

1. Go to [NCapture for Chrome](#) in the Chrome Web Store.
2. Click the **Add to Chrome** button. The **Confirm New Extension** dialog box opens.
3. Click **Add**.

 [Top of Page](#)

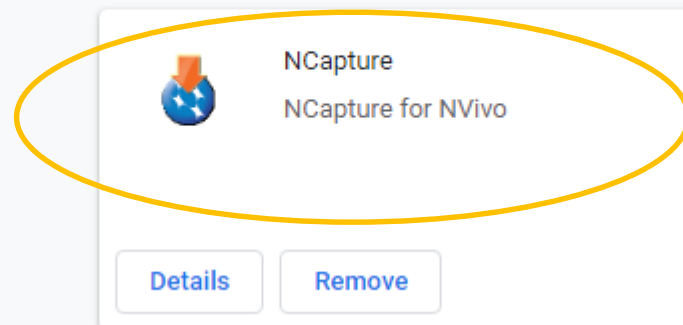
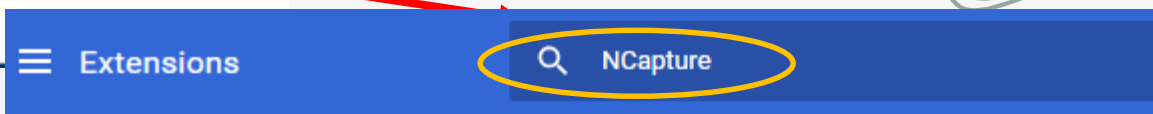
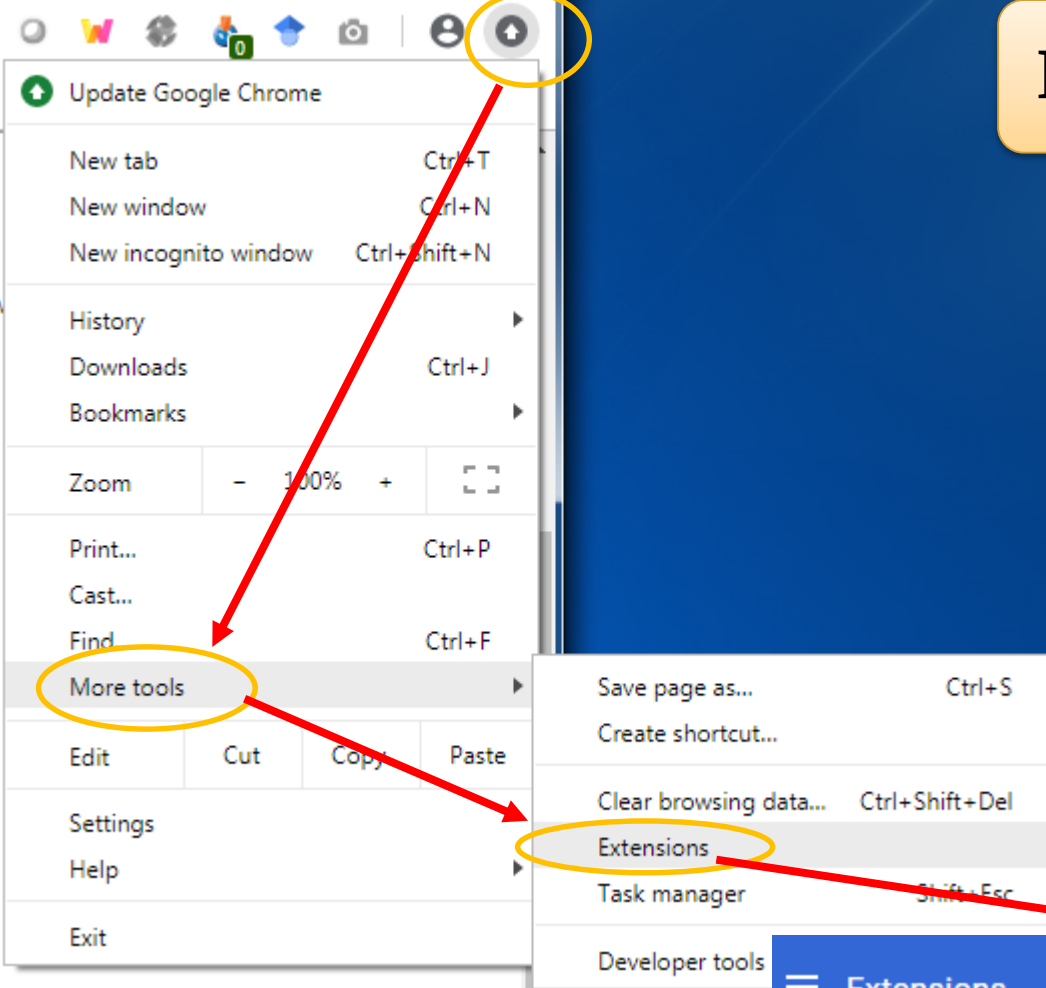
## Show the NCapture icon at the top of the Chrome window

After you install NCapture, the NCapture icon  should be visible on the browser toolbar at the top of your Google Chrome window.






# Install NCapture for NVivo



## Capture web pages

To capture a web page and import it into NVivo:

1. In your browser, display the web page that you want to capture.
2. Click the NCapture button  at the top of your browser. You can choose how you want to capture the web page and provide additional information about the captured content.



[http://help-ncapture.qsrinternational.com/desktop/topics/capture\\_web\\_pages.htm](http://help-ncapture.qsrinternational.com/desktop/topics/capture_web_pages.htm)

**a** Select a **Source type**. You can choose to capture the full web page as a PDF or just the main article on the page as a PDF. The 'Article as PDF' option is designed for pages that contain one large block of text, such as a news article or blog post.

**NOTE** If you cannot see the option to capture the article as PDF, you should make sure that you have the latest version of NCapture installed in your browser.

**b** Review the default **Source name**. This will be the name of the source once it is imported into NVivo. If you want, you can change the name.

**c** You can enter a short **Description** or a **Memo**:

- The description could describe what you are capturing—it becomes one of the source's properties.
- The memo could record your reasons for capturing this data and how it relates to your research. It becomes a linked memo when the source is imported.

**d** In the **Code at nodes** box, you can enter one or more nodes that you want to code the content to. Then, when you import the content into NVivo, the entire source is coded at the nodes you entered.

If you enter a node that does not exist in your project—or incorrectly type the name of a node—a new node will be created during import. If you want to code to an existing node in your project (for example, a child node in a hierarchy), you can enter the hierarchical node name—for example, *economy/tourism*.

**e** Click **Capture**. The captured content is saved as an NCapture file which you can import into your NVivo project. For more information on importing web pages, refer to one of the following:

# NCapture for NVivo

1. On the **Data** tab, in the **Import** group, click **From Other Sources**, and then click **From Other Sources**.



The **Import from NCapture** dialog box opens displaying the default folder location and any NCapture files that are stored at that location. If you want, you can import NCapture files from a different location—click **Browse**, and then change the folder location.

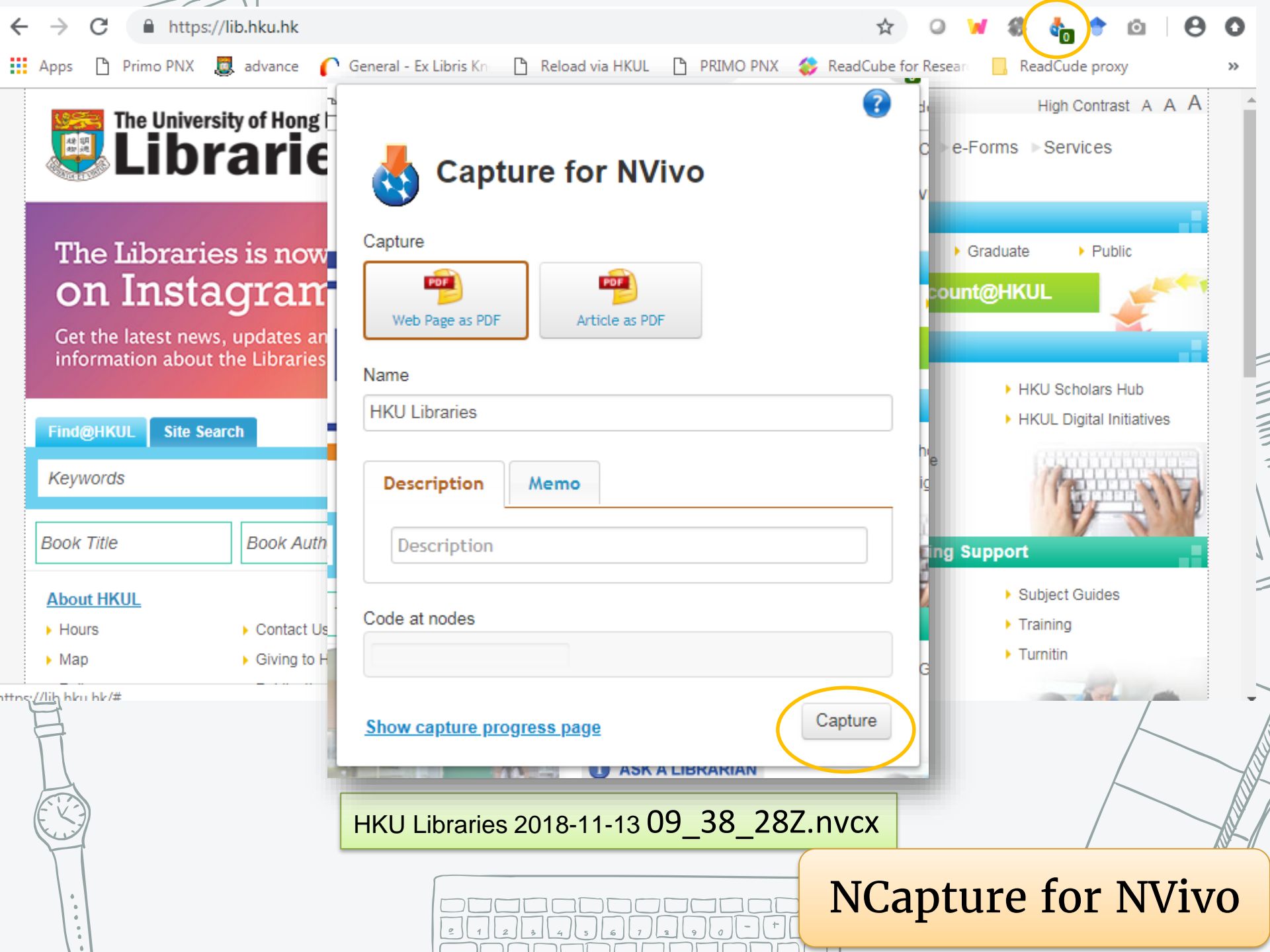
2. Select one of the following options:

- **All captures not previously imported** Selects all NCapture files in the current location that have not been previously imported into your project.
- **All captures** Selects all NCapture files in the current location.
- **Selected captures** Allows you to choose which NCapture files you want to import. Select or clear the check boxes as required.

3. Click **Import**. The NCapture files are imported into the current folder location in your project.

## NOTE

- If a source with the same name already exists in the folder in your project, a number is appended to the name to make it unique—for example, *Effects of Climate Change on Marine Life* would become *Effects of Climate Change on Marine Life (2)*.
- If you specified nodes at the time of capture, the [entire source is coded](#) at these nodes.
- Any hyperlinks from the original web page are retained in the source and you can click on a hyperlink to follow it.
- Files imported from NCapture are automatically classified with the source classification 'Reference'. Information about the web page (metadata)—for example, URL and Access Date—is stored as attribute values for the source.



The Libraries is now  
on Instagram

Get the latest news, updates and  
information about the Libraries

Find@HKUL

Site Search

Keywords

Book Title

Book Author

About HKUL

Hours

Map

Contact Us

Giving to HKU



## Capture for NVivo

Capture



Web Page as PDF



Article as PDF

Name

HKU Libraries

Description

Memo

Description

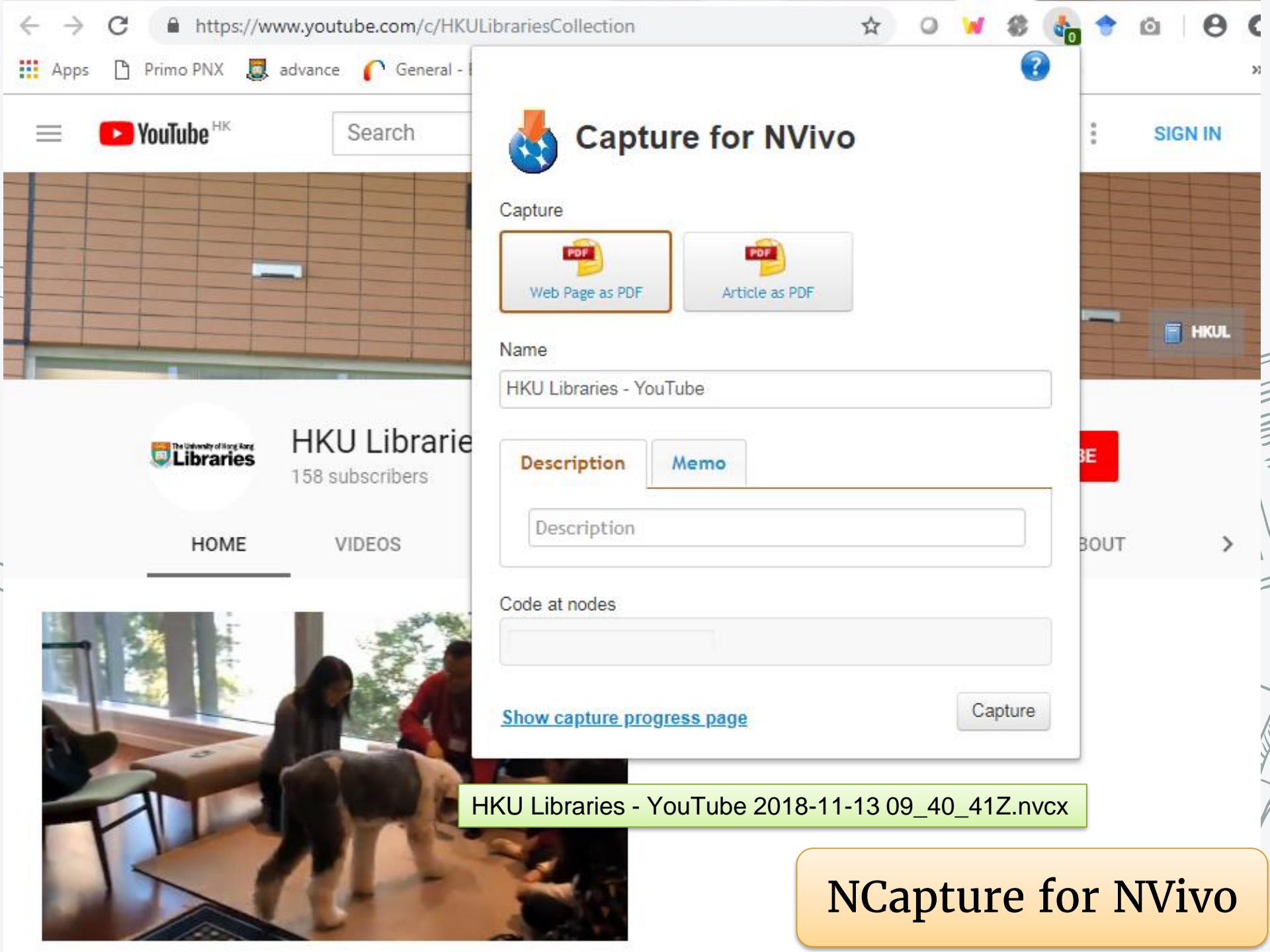
Code at nodes

[Show capture progress page](#)

Capture

HKU Libraries 2018-11-13 09\_38\_28Z.nvcx

NCapture for NVivo



# Capture for NVivo

## Capture



Web Page as PDF



Article as PDF

## Name

HKU Libraries - YouTube

## Description

## Memo

Description

## Code at nodes

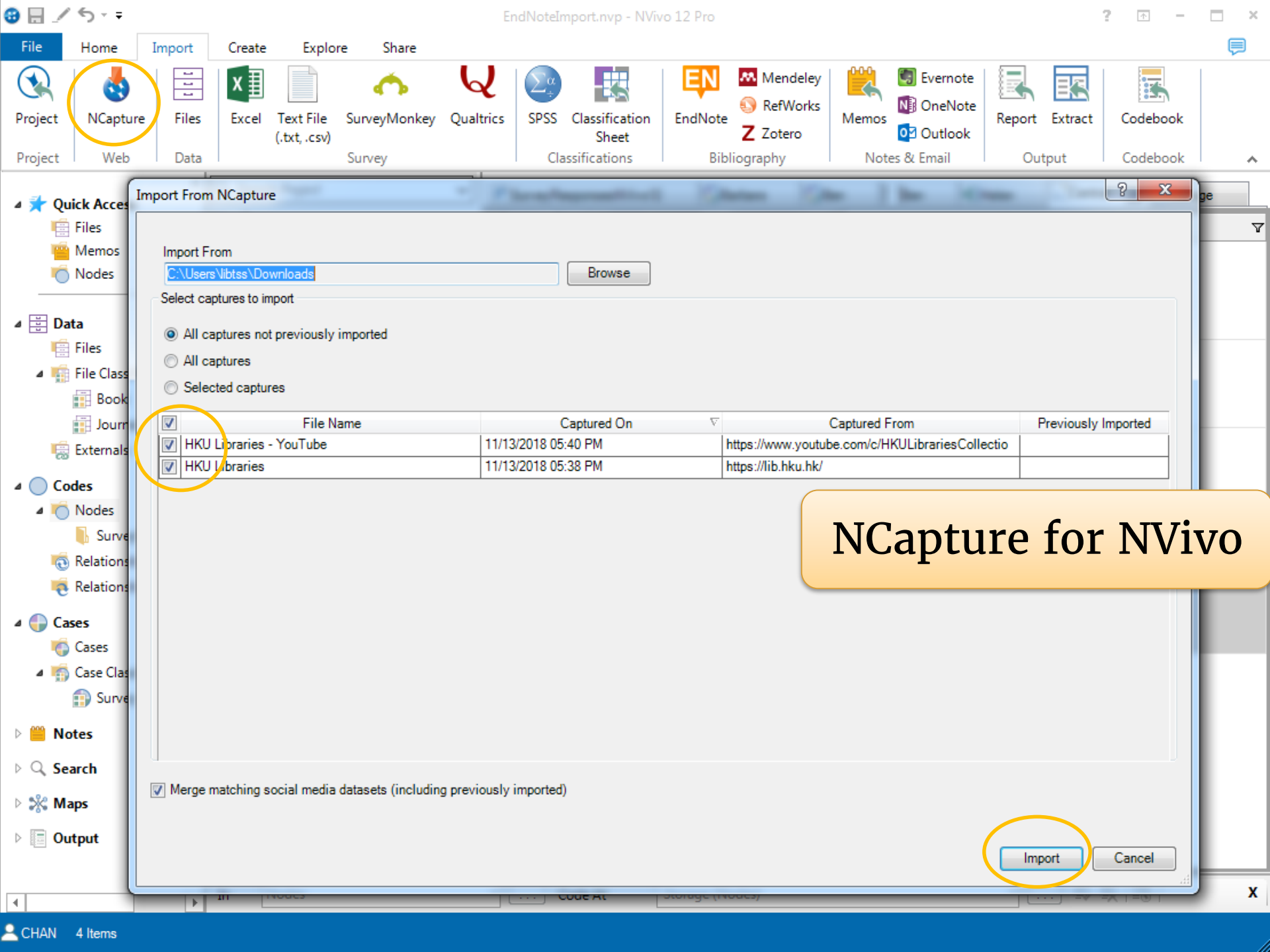
[Show capture progress page](#)

Capture

HKU Libraries - YouTube 2018-11-13 09\_40\_41Z.nvcx

NCapture for NVivo





File

Home

Import

Create

Explore

Share

Project

NCapture

Files

Excel

Text File  
(.txt, .csv)

SurveyMonkey

Qualtrics

SPSS

Classification  
Sheet

EndNote

Mendeley

RefWorks

Zotero

Memos

Evernote

OneNote

Outlook

Report

Extract

Codebook

Project

Web

Data

Survey

Classifications

Bibliography

Notes & Email

Output

Codebook

Quick Access

Files

Memos

Nodes

Data

File Class

Book

Journal

External

Codes

Nodes

Survey

Relations

Relations

Cases

Cases

Case Class

Survey

Notes

Search

Maps

Output

Import From NCapture

Import From

C:\Users\libtss\Downloads

Browse

Select captures to import

☒ All captures not previously imported

☐ All captures

☐ Selected captures

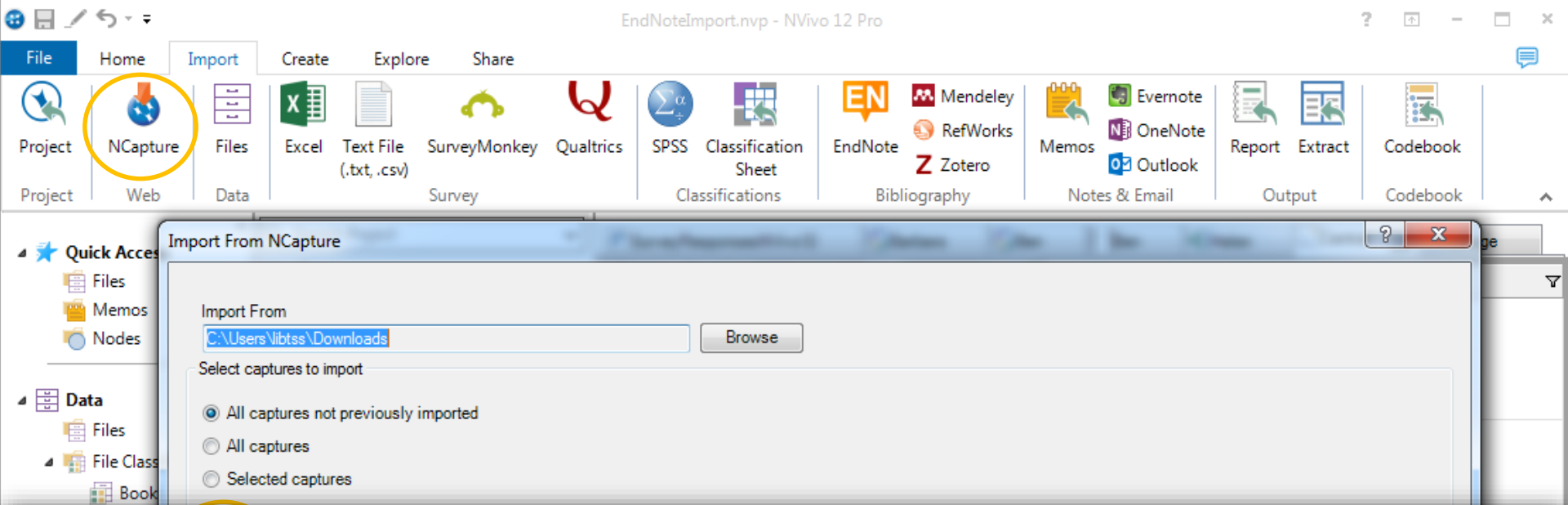
<input checked="" type="checkbox"/>	File Name	Captured On	Captured From	Previously Imported
<input checked="" type="checkbox"/>	HKU Libraries - YouTube	11/13/2018 05:40 PM	<a href="https://www.youtube.com/c/HKULibrariesCollectio">https://www.youtube.com/c/HKULibrariesCollectio</a>	
<input checked="" type="checkbox"/>	HKU Libraries	11/13/2018 05:38 PM	<a href="https://lib.hku.hk/">https://lib.hku.hk/</a>	

☒ Merge matching social media datasets (including previously imported)

Import

Cancel

NCapture for NVivo



## Understand how YouTube content is imported

When you capture a YouTube video and then import the NCapture file, a video source is created that contains a link to the original video on YouTube. You can work with the YouTube video—for example, play, transcribe, or code—in the same way as other videos. You need an internet connection, Internet Explorer 10 (or later) to play YouTube videos in NVivo.

The YouTube video is not imported in your NVivo project, and it is not stored on your computer or network. It is important to realize that the author of the YouTube video can modify or remove the video. If the video is removed from YouTube, you will not be able to play it in your project. As a precaution, we recommend that you [create a transcript of the video](#) before you begin coding.

If you capture the comments (as well as the video), a dataset source is created. The video and dataset sources are created together in a folder.

Information you provided at the time of capture is imported as follows:

- Your description becomes the description of the video (and dataset).
- Your memo becomes a memo linked to the video source.
- If you specified nodes at the time of capture, these nodes are created (unless they already exist). The entire video (and dataset) is coded at these nodes. Refer to [About coding \(Coding entire sources to a node\)](#) for more information.

Video (and dataset) sources are automatically classified with the source classification 'YouTube'. Information about the video (for example, Title and Author) is stored as attribute values for the source.



HKU Research Data Services: Research Data Management

187 views



TELI

Published on Sep 18, 2017

What is Research Data Management (RDM)?

RDM is a general term covering how you organize, structure, store, and care for the

SHOW MORE

SUBSCRIBE

Report

Open transcript

Add translations

Up next

AUTOPLAY



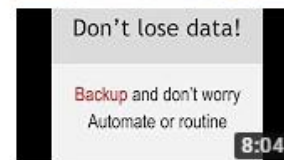
An introduction to Research Data Management

OU Library Research Support  
376 views



HKU MBA Full-time, Class of 2017 - Rosa Yoon

HKU MBA  
471 views



Don't lose data!

Backup and don't worry  
Automate or routine

Introduction to...Research Data Management

Graduate School Reading Room, De  
1.8K views



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TEDx Talks  
27M views



Master of Social Sciences (Behavioral Health) - HKUSWSA

HKU SWSA  
2.3K views



Decision-Making and Analytics

SAS Software  
618 views



Managing your research data

Utrecht University  
362 views

<https://youtu.be/aVZaBxqGMgw>



Collect →  
Create →

Research Data

### Transcript

00:12 hello professor bacon show I'm Rachel  
00:15 I'm just starting my research force  
00:17 graduate study here at IU and heard  
00:19 about research data management what is  
00:21 it  
00:22 hi Rachel first you need to know what we

English (auto-generated)

## HKU Research Data Services: Research Data Management

187 views



SHARE



TELI

Published on Sep 18, 2017

SUBSCRIBE 351

What is Research Data Management (RDM)?

RDM is a general term covering how you organize, structure, store, and care for the

SHOW MORE

### Up next

AUTOPLAY



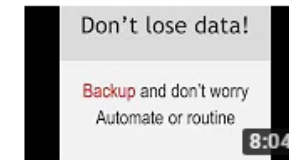
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376 views



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471 views



#### Introduction to...Research Data Management

Graduate School Reading Room, De  
1.8K views

<https://youtu.be/aVZaBxqGMgw>



# AGENDA

<b>Part 1</b>	1. Overview
	2. Import bibliographic data from EndNote
	Exercise and Break
<b>Part 2</b>	3. Import interview transcripts
	4. Import survey data
	5. Import image, audio and video files
	Exercise and Break
<b>Part 3</b>	6. Coding Queries
	Exercise and Break
<b>Part 4</b>	7. Reporting
	8. Work as a team