

NVivo quick reference (Mac)

Boston University Educational Technology, Training and Outreach

Help

There are two places to go to for help with NVivo.

The quickest is the extensive online help that comes with NVivo: just push the ? button in the upper right corner of the application and browse or search for what you need.

You can also get personalized help from BU by emailing the IT Help Center at ithelp@bu.edu. You can also call us at **617-353-HELP (4357)**.

The NVivo interface

The icons at the top of your screen make up the **ribbon**, which has different sets of *commands* — things you can do. Above the ribbon is a menu of different ribbons with different commands. You can use most of NVivo's functions by selecting a ribbon from the menu and a command from that ribbon.

The left side of your screen is the **sidebar**, which guides you through your actual *data* — different ways of organizing it. Your data "lives" in **Internals**; everything else is a link to that.

To add your own data, go to **Data > Import**.

Quick queries

A *word frequency query* gives you a quick grasp on your project. To perform it:

- **Query > Word Frequency**
- Run
- Select **Word Cloud** to visualize

A *text search query* allows you to find every data source that talks about a particular topic. To do it:

- **Query > Text Search**
- enter the topic, "With stemmed words", Run Query
- Select **Reference** to see in context

To save a query, click **Save Query** and give it a name

Coding

Nodes are the concepts or topics with which you want to organize your data.

To create a node:

- **Create > Nodes > Node**

To code a node:

- first select the portion you want to code
 - for audio/video, **Start Selection** when portion begins and **Finish Selection** when it ends
- then 2 ways to code it:
 - 1. *click and drag* it to the node
 - 2. *right-click* (secondary click) on it and select Code at New Node or Code at Existing Node
 - can set up secondary click in System Preferences > Trackpad or Mouse

To see how a passage is coded:

- **View > Coding Stripes > All Nodes Coding** or **Nodes Recently Coding**

To code from a text search query:

- **Query > Text Search**
- Enter the topic, "With stemmed words"
- **Save Results... > Create Results as New Node**
 - give it a name
 - save in Nodes instead of results

To organize nodes:

- To create new folder, right-click on the root (main) Nodes folder
- move nodes with cut and paste (Cmd-X and Cmd-V)
- To include coding at child node within a parent node:
 - right-click on node
 - check **Aggregate coding from child nodes**

Coding queries

- To do a query for multiple nodes:
 - **Query > Coding**
 - to find content coded at one or more nodes:
 - press the arrow beside “no selected nodes” **Select** (beside Coded At/All Selected Nodes)
 - choose node(s)
 - **Select**
 - choose whether to look for **all of these nodes** or **any of these nodes**
 - **Run Query**
 - to add additional criteria:
 - press the + button to the right of the “Coded at” line and **Select**
 - choose whether you want **all** or **any** of your criteria to be true
 - **Run Query**

Classifications and attributes

- To create a classification:
 - **Create > Classification**
 - choose **Source Classification** or **Node Classification** depending on whether you want to classify sources (where the data comes from) or nodes (categories for coding)
 - give classification a name
- To add an attribute to a classification:
 - right-click on the classification
 - **New Attribute**
 - select type of attribute
 - optionally, pre-assign possible attribute values
- To classify your sources or nodes and give them attributes:
 - right-click on the source or node you want to classify
 - select **Get Info > Attribute Values**
- To show a table of all attribute values for a classification:
 - **Classifications** in sidebar > go to list of source or node classifications
 - right-click on the classification and select **Open**

- To run queries on classifications:
 - **Query > Coding Query**
 - change All Selected Nodes to **Any Node Where**
 - **Select...** > choose classification > choose attribute
 - select “equals value” or alternative
 - select which values of the attribute you want, in the bar to the right of “equals value”
 - **OK, Add To List**
 - make sure **All of the following are true** is selected
 - add a criterion using the + button
 - select a node or nodes as under coding queries above
 - **Run Query**

Matrix coding

- **Query > Matrix Coding**
- go to **Rows** and press +
 - **Select Attribute Values...**
 - decide whether you want items (e.g. nodes) or attribute values as rows
 - select them
 - **Select**
- go to **Columns** and press +
 - same procedure
- **Run Query**

How to get NVivo

- To download the software:
 - Go to <http://www.bu.edu/tech/support/desktop/distribution/nvivo/>
 - or just Google "bu nvivo"
 - Press **Mac** and download it
 - You will get the software and a licence key to activate it on your computer
 - Go to the same place to get another licence key when this one expires
- We hope this has been helpful.
 - Please give us feedback:
 - www.bu.edu/phpbin/training/myschedule/