# NVivo quick reference (Windows)

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## 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 **External 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** tab 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, "Including stemmed words", Run
- Select **Reference** to see in context

To save a query, click
- **Add to project**
- enter a name
- click Run instead of OK

Revise saved query by right-clicking and selecting **Query Properties**

# 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
  - if it's a picture, right-click and select **Selection Mode > Region**
  - for audio/video, **Start Selection** when portion begins and **Finish Selection** when it ends
- then 3 ways to code it:
  - 1. *click and drag* it to the node
  - 2. *right-click* on it and select Code at New Node or Code at Existing Node
  - 3. select from Quick Coding Bar at bottom of screen

To see how a passage is coded:
- **View > Coding Stripes > All Nodes Coding**

To code from a text search query:
- **Query > Text Search**
- Enter the topic, "Including stemmed words"
- **Query Options > Create Results as New Node**
  - give it a name
  - save in Nodes instead of results
- important: **Spread Coding**
  - "Narrow Context" = about 5 words in either direction
  - "Broad Context" = about a paragraph
- **Run**

To organize nodes:
- To create new folder, right-click under Nodes
- move nodes with cut and paste (Ctrl+X and Ctrl+V)
- To include coding at child node within a parent node:
  - right-click on node
  - select **Aggregate coding from child nodes** box

# Coding queries

- To make a complex query with logical operators:
  - **Query > Coding**
  - **Advanced tab**
  - to find content coded at a single node:
    - press **Select** (beisde Coded At/All Selected Nodes)
    - choose node
    - **Add to List**
  - to find content coded at multiple possible nodes:
    - choose whether you want to find it coded at **All Selected Nodes** or **Any Selected Nodes**
    - then press **Select**, choose multiple nodes, **Add to List**
  - if you're trying to find multiple conditions at once, choose **AND** or **OR** before selecting the second one

# 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:
  - select the classification
  - **Create > Classifications > 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 **Properties** > **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 Classification Sheet**
- To run queries on classifications:
  - ○ **Query** > **Coding**
  - ○ **Advanced**
  - ○ change All Selected Nodes to **Any Node Where**
  - ○ **Select...** > **Select...** > choose classification > choose attribute
  - ○ select which values you want to search the attribute
  - ○ **OK**, **Add To List**
  - ○ make sure **AND** is selected
  - ○ select a node or nodes as under coding queries above
  - ○ **Run**

# Matrix coding

- **Query** > **Matrix Coding**
- go to **Rows** and **Select...**
  - ○ check each category (eg node, attribute value) you want as a row
  - ○ **OK**, **Add To List**
- go to **Columns** and **Select...**
- same procedure
- **Run**

# 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 **Windows** 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/**