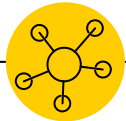


NVivo 14 (Windows)

Part 1: Getting Started



bit.ly/nvivo-w-p1



Rumi Graham
University Copyright Advisor &
Graduate Studies Librarian
library.grad@uleth.ca

The University of Lethbridge is located on traditional Blackfoot Confederacy territory. The University's Blackfoot name, Iniskim, means Sacred Buffalo Stone.

We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our University community.





How To Use NVivo . . .

Part 1: Getting Started

- What is NVivo?
- Access the software
- NVivo projects
- Import data
- Code data
- Simple queries

Part 2: Further Steps

- Passwords, stop words
- Cases & case classifications
- Other queries
- Framework matrices
- Import survey data
- Auto-coding

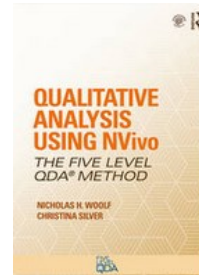


What is NVivo?

- An app to help you analyze unstructured data qualitatively to answer your research questions
- Usable with many research methods



NVivo 14 User Help – Windows



Woolf, N. H., & Silver, C. (2017). *Qualitative analysis using NVivo: The five-level QDA® method*. Routledge. (U of L unlimited-users license)



Access NVivo Software

- Faculty, staff, grad students, post-docs, RAs
 - Contact [IT](#) to request NVivo
 - IT will determine your access mode (MyNVivo license or via a serial number)
- Undergraduates
 - Access NVivo in most [computer labs](#) OR
 - Use Azure Virtual Desktop (see the [AVD](#) site)



NVivo Projects

The screenshot displays the NVivo software interface. On the left is a dark blue sidebar with the NVivo logo and navigation options: 'Recent Projects', 'Open Other Project', 'Cloud Projects', 'Application Options', and 'About NVivo'. The main area has a light grey header with 'FILE' and 'Welcome: R Graham'. Below the header, a 'New Project' button with a plus sign is circled in red. To its right are three buttons: 'Sample Project Multi-method', 'Sample Project Automated Insights', and 'More Sample Projects'. The main content area is divided into three columns: 'Account' (showing user 'R Graham' and account name 'university of lethbridge'), 'Getting Started' (with a tutorial video thumbnail), and 'Learn & Connect' (with links to Customer Hub, NVivo Community, NVivo Academy, Free Transcription, and Request a feature).

FILE Welcome: R Graham

Recent Projects

There are no recent projects to display.

Create a new project or open a sample project with the tiles to the right, or open a saved project with **Open Other Project** below.

- Open Other Project
- Cloud Projects
- Application Options
- About NVivo

New Project

Sample Project Multi-method

Sample Project Automated Insights

More Sample Projects

Account

Logged in as:
R Graham

Account Name
university of lethbridge

Manage Account

Log out

Getting Started

For a quick overview of NVivo click the tutorial below...

Getting Started Tutorial...

Research Ready
Prepare for NVivo.

Help
User help for NVivo Windows

Learn & Connect

- Customer Hub
All you need to succeed with NVivo.
- NVivo Community
Join to connect and learn with fellow researchers.
- NVivo Academy
Online NVivo training.
- Free Transcription
Free transcription credit for new users.
- Request a feature
Request and vote for new NVivo features.



New NVivo Project

NEW PROJECT - STEP 1 of 2

i Projects created in this version of NVivo cannot be opened in any version prior to release 1.7.

Project title

File name **Browse...**

Description

Keep a log of user actions

For text analysis of your data, select the text content language that (most of) your data files will be.

Text content language

Cancel Next

NEW PROJECT - STEP 2 of 2

Project Saving

Autosave the project? (If Yes, Undo is disabled) Yes No

Display save reminders every minutes Yes No

Project Recovery

NVivo can automatically create project recovery files as short-term backups. File creation is triggered by saving. (We recommend you also save backups manually)

Create recovery files

Store the most recent recovery files


Recovery file location **Browse...**

Back Create Project



NVivo Project Layout

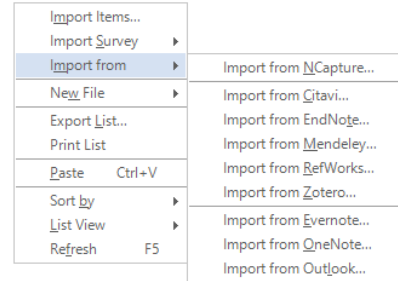
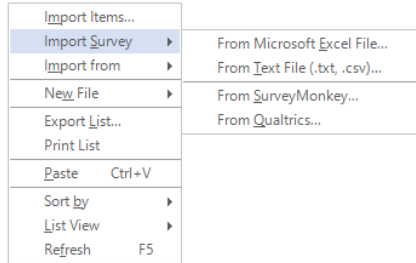
The screenshot displays the NVivo 14 software interface. On the left is a dark blue navigation pane with the following sections: Quick Access, IMPORT, Data (with sub-items: Files, File Classifications, Externals), ORGANIZE, Coding (with sub-items: Codes, Sentiment, Relationships, Relationship Types), Cases, Notes, Sets, EXPLORE (with sub-items: Queries, Visualizations, Reports). A blue box labeled "Navigation View" is positioned at the bottom of this pane. The main workspace area features a ribbon menu at the top with tabs for File, Home, Import, Create, Explore, Share, and Modules. The ribbon contains various icons for actions like Clipboard, Item, Organize, Query, Visualize, Code, Autocode, Range Code, Uncode, Case Classification, File Classification, and Workspace. A blue box labeled "Ribbon" is placed over the ribbon area. Below the ribbon, the "Files" section is visible, showing a table with columns for Name, Codes, References, Modified on, Modified by, and Classification. A blue box labeled "List View" is placed over the table header, and a blue box labeled "Detail View" is placed over the table content. A blue arrow points from the "List View" box to the "Detail View" box. Three red circles highlight the "IMPORT", "ORGANIZE", and "EXPLORE" sections in the navigation pane.

 [More info on NVivo 14 Workspace](#)

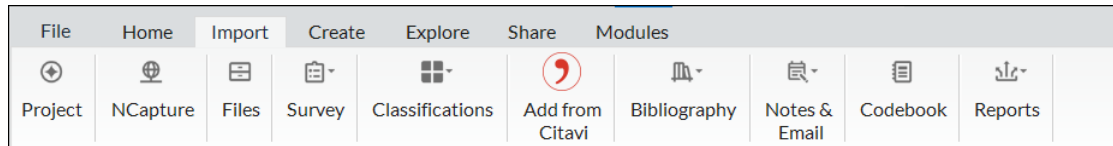


Import Data


Right-click OR



Ribbon: Import OR



Drag & drop

 *More info on File types that may be imported*



Code Your Data

- Coding = making meaning from unstructured data
- Select a piece of data you find meaningful, then
 - Drag onto Codes blank space or create new
 - Drag onto existing code (left or right panel)
 - Right-click: create new or select existing or *Code In Vivo*
 - In Detail View toolbar, choose *Code Panel* (right side)
 - In Ribbon, choose *Code*, *Code In Vivo*, etc.
 - In Quick Coding Bar (below Detail View) choose *Code to*



More info on NVivo
Coding



NVivo Sample Project

The screenshot displays the NVivo software interface. On the left is a dark blue sidebar with the NVivo logo and 'Sample Project 2024.nvp'. Below the logo are sections for 'Recent Projects' (with a message that there are no recent projects), 'Open Other Project', 'Cloud Projects', 'Application Options', and 'About NVivo'. The main area has a top bar with 'FILE' and 'Welcome: R Graham'. Below this are four tiles: 'New Project', 'Sample Project Multi-method' (circled in red), 'Sample Project Automated Insights', and 'More Sample Projects'. The bottom section is divided into three columns: 'Account' (showing 'R Graham' and 'university of lethbridge'), 'Getting Started' (with a tutorial video thumbnail), and 'Learn & Connect' (with links to Customer Hub, NVivo Community, NVivo Academy, Free Transcription, and Request a feature).



Edit Your Coding

- Change the name of a code
- Delete a code
- Move child code to another existing parent code
- Move child code to a new parent code
- Merge two or more codes into a new code
- Change “Aggregate Coding” setting



*More info on editing
your Coding*



View/Review Your Coding

- By default, your coding is not highlighted
- Show highlighting in a coded item
- Show coding stripes in a coded item
 - Sections that have been coded
 - Coding density
 - Most/Least coding (frequency of code use)
 - Recently coded



*More info on Coding
Stripes*



Run Simple Queries

🕒 Explore | Text Search



More info on Text
Search query

🕒 Explore | Word Frequency



More info on Word
Frequency query

🕒 Save

○ Query *results* (snapshot in time)

○ Query *criteria* (rerun in the future)

🕒 Share | Print

🕒 Share | Export



More info on Export
query results



Where to Get Help

[NVivo 14 User Help – Windows](#) (Lumivero)

NVivo Brief Intro Tutorials (Lumivero)

● [What NVivo does](#)

● [Importing data](#)

● [Coding](#)

U of L Library NVivo [guide](#)

U of L Library NVivo support via [email](#)

NVivo user community [forum](#)