**Introductory NVivo Workshop Cheat Sheet**

Library Guide for this workshop: <http://campusguides.lib.utah.edu/nvivo>

What you can do in NVivo

* Import, analyze and manage data
* Code and organize nodes (themes)
* Run queries on data
* Use visualizations to show data connections
* Import and export bibliographic data
* Share projects and data
* Export data and import into other programs

Overview of the NVivo Workspace

* Ribbon (commands organized in groups)
* Navigation view (view to organize folders and access different NVvio components)
  + Can customize view (I like vertical view of nodes and detail pane when coding)
  + The items available in Navigation View include:
    - Sources—the collective term for your research materials including documents, PDFs, datasets (for example, spreadsheets), audio, video and pictures.
    - Nodes—containers that let you gather related material in one place so that you can look for emerging patterns and ideas. You can create and organize nodes for themes, people, organizations or other cases. You can also create nodes to gather evidence about the relationships between items in your project.
    - Classifications—descriptive information about your sources, nodes and relationships.
    - Collections—views (or groupings) of project items that are stored elsewhere in your project—for example a set made up of sources you need to review or Search Folders for frequently used searches.
    - Queries—search criteria that can help you to find and explore patterns in source text or coding. You can save queries and rerun them as your project progresses.
    - Reports—reports and extracts that you can use to track your progress or make your data available for use in other applications.
    - Models—shapes and connectors that provide a way of visually exploring or presenting the data in your project.
* Detail View (shows what you click on in navigation view)
* Status Bar (shows what you are doing)

Process:

1. Create a new file (button on bottom left of screen (creates a single file .npv) – this is a container for all of your research “sources”

* Don’t store too much in this file – it gets too big and more likely to crash
* You can link resources
* Backup copies of this file often – make a \_BU with date file

1. Import sources (some default folders there cannot be changed but you can add more folders and subfolders)
   1. Internal (word transcripts, spreadsheets, PDFs (can convert webpages and PowerPoints to PDFs), audio, video, pictures)
      1. To make subfolders (CREATE – COLLECTIONS – FOLDER)
      2. Can right click and add as well
   2. External (cannot physically be imported such as books and research references)
      1. Can import from Endnote, Zotero or Refworks
   3. Memos – for notes and insights
      1. Can import or just create new as you code
2. Creating Nodes (containers for gathering related materials or a collection of “references” you get by coding)
   1. Under Nodes you have
      1. Nodes
      2. Relationships
      3. Node Matrices
   2. You can set up a hierarchy of codes (parent to children)

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