

Module 4.4 Nvivo Instructions

FIRST STEPS

If you have images or texts that you would like to use, follow the steps in the next sections


1. Use Google Chrome to navigate to <http://aadhum.mith.us/labor.html> **or**
 - a. Additionally, visit <http://go.umd.edu/AADHumLearning>. If you choose files from ELMS, navigate to Modules tab, then scroll to Module 4, Session 4 and download files.
2. Click 'Add Item'
3. Browse the collections
 - a. Click on a title of collections to explore items within that section
 - b. Use keywords in 'filter objects' search bar to pull a specific collection.
 - i. *Example: Type 'Martin' in search bar*
4. Choose one of each of the following types of content a
 - a. A letter of any type of correspondence
 - b. Any photo (most will be inserted into pamphlets, newspapers, or other text-documents)
5. To save as image
 - a. Right click on your image and choose save as. Make sure the file format is .jpg
6. (Optional) To save as PDF
 - a. Open the jpg file in your default photo software
 - b. Click Save As... choose PDF if optional
 - c. Click Print... choose Print to PDF
7. Import files into Nvivo
 - a. Go to Import tab. Click 'Files' and then Import both the PDF and jpg
 - b. If you are using a Mac, go to 'Data' and then choose either PDF or jpg depending on your file type. Select the files you saved to import them.

Coding Your Photo and Letter

1. Double click on the jpg or PDF you'll be coding
2. Identify an area of the image you would like to code
3. Use your mouse to select the area and drag your cursor. A highlighted box will appear.
4. Study your photo/letter. Identify possible elements to code
 - a. *Image* - Portrait? Candid? Who is in the image? Black & White/Color? Etc.
 - b. *Letter* - To? From? Date Sent? Address? Letterhead? Etc.
5. Right click on the box and choose 'Code'
 - a. You can also use the 'Picture Tools' bar and select 'Code'

- b. A window titled 'Select Code Items' will pop up. Choose 'Nodes' folder and click 'New Node'
 - c. Provide a name for this node
- 6. Repeat steps 2 - 4. If you want to using existing codes by highlighting them in the 'Select Code Items' window before clicking OK.
- 7. If you prefer, you can assign colors to codes in order to distinguish the content by color. This is helpful when you look at the Coding Stripes on a particular document.
 - a. Go to Codes, then Nodes, and select the node you'd like to color. Right click on the node and scroll to 'Color.' Choose any hue.
 - b. Go to the nodes section of your workspace and look to the right of the 'Modified By' Column to confirm the color has been chosen.

Autocoding

Wizard step	Description
Choose how you would like to auto code	<p>Click Identify themes.</p>  <p>You may be prompted to download and install additional files. Make sure your project <u>text content language</u> is set to the language of the sources you are analyzing.</p>
Identifying themes	<p>NVivo analyzes your files for commonly occurring themes. The identified themes are grouped into proposed nodes and child nodes, and sorted according to number of mentions in the files. Click the Expand buttons to view the child nodes for each theme.</p> <p>Choose the nodes you want to create—by default, all nodes are selected. Clear the checkboxes for the nodes you don't want created. You can merge and delete nodes later. i Reorder and organize nodes</p>
Select how your text passages will be coded	<p>Choose how finely NVivo should code text passages:</p> <ul style="list-style-type: none"> • Code sentences if you want individual sentences to be coded. • Code paragraphs if you want entire paragraphs to be coded • Code entire cell for datasets, transcripts and logs if you want entire cells to be coded for datasets, transcripts and picture logs. For other file types, entire paragraphs are coded. <p>The results are displayed as a node matrix in Detail View—and saved in the Node Matrices folder.</p> <p>The created nodes are stored in a folder called Autocoded Themes under the Nodes folder.</p>
Specify a location for the results	<p>The wizard displays your existing node structure. Select a location in the structure to place the auto created theme nodes.</p> <p>Click Create folder or Create node to create a new location.</p>

NVivo provides tools that help you to create theme nodes automatically.

Create nodes from...	Description
Importing files	<p>Create theme nodes automatically and code the entire files to the nodes when you import files.</p> <ul style="list-style-type: none">• An NCapture file—specify theme nodes to code to when you use NCapture to gather web pages and social media data.
Query results	<p>When you setup a Text Search or Coding query you can choose to save the results as a new node. For example, you could</p> <ul style="list-style-type: none">• Run a Text Search query looking for the terms <i>farming</i> and <i>cultivation</i> and code all occurrences at a new node called <i>agriculture</i>.• Run a Coding query to find all content coded at <i>wind power</i> and <i>solar power</i> and gather it into a new node called <i>alternative energy</i>.
Mind Map	<p>You can create theme nodes automatically after you have built a mind map. The node hierarchy matches the mind map structure.</p>
Auto coding	<p>You can auto code datasets based on structure. For example, if you are working with a dataset containing survey responses, you can use the Auto Code Dataset Assistant to make a node for each survey question. Automatic coding in datasets</p>

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