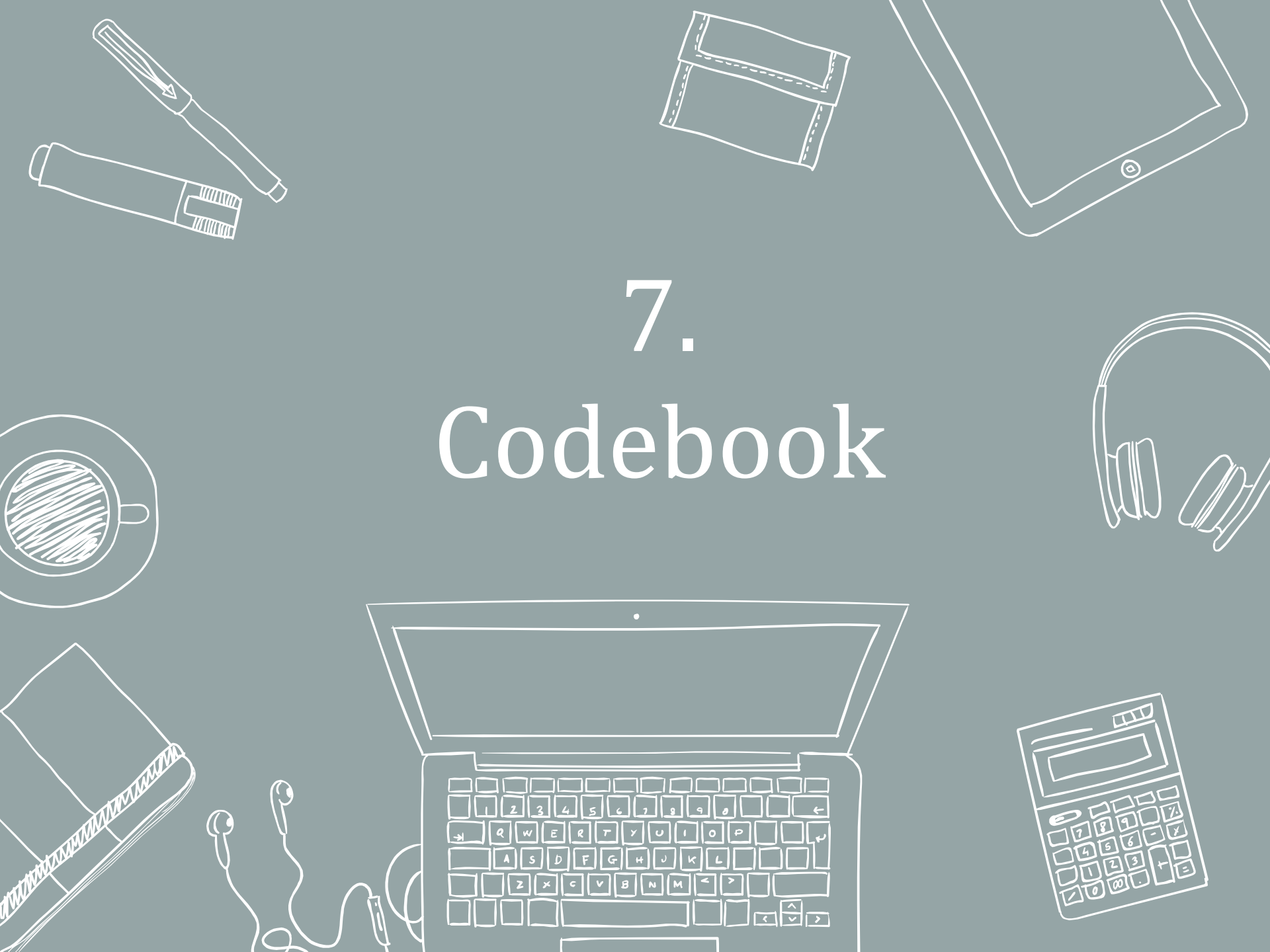



The background is a solid dark red color. It features several white line-art illustrations of research-related items: a laptop at the top, a camera on the left, a smartphone on the right, a book with glasses on the bottom left, a keyboard and mouse at the bottom center, and a tablet at the bottom right.





# Managing Qualitative Research Data Using NVivo 12 for Mac Part 4


# 7. Codebook








Home Create Data Analyze Query Explore Layout View

 Open  
 Get Info  
 Edit

 Paste  
 Cut  
 Copy  
 Merge

B I U Text: 

 Paragraph  
 Styles

 Select  
 Find  
 Delete

**DATA**

- Files
  - Area and Township
  - Interviews
  - Literature
  - News Articles
  - Social Media
  - Survey
- File Classifications
- Externals

**CODES**

- Nodes**
  - Autocoded Responses
  - Autocoded Social Media

**CASES**

**NOTES**

**SEARCH**

**MAPS**

OPEN ITEMS

Mixed

Name

- Mixed
  - Attitude
    - Mixed
    - Negative
    - Neutral
    - Positive
    - Balance
    - Community change
  - Economy
  - Infrastructure
  - Memorable quotes
  - Natural environment
  - Policy, management
  - Real estate development
  - Sense of community Dow...

- New Top Level Node...
- Export Codebook...**
- Export List...
- Print List...
- Paste
- Merge Into New Node...
- Sort By
- Expand/Collapse

Mixed

Summary Reference

[Files\\Interviews\\Barbara](#)  
1 reference coded, 1.69% coverage

Reference 1: 1.69% coverage

But it's interesting. Sometimes it's tough when people can't build the house on their land that they inherited or can't do anything with their land, but I understand the limitations al

[Files\\Interviews\\Betty and Paul](#)  
2 references coded, 69.48% coverage

Reference 1: 20.64% coverage

Reference 2: 69.48% coverage

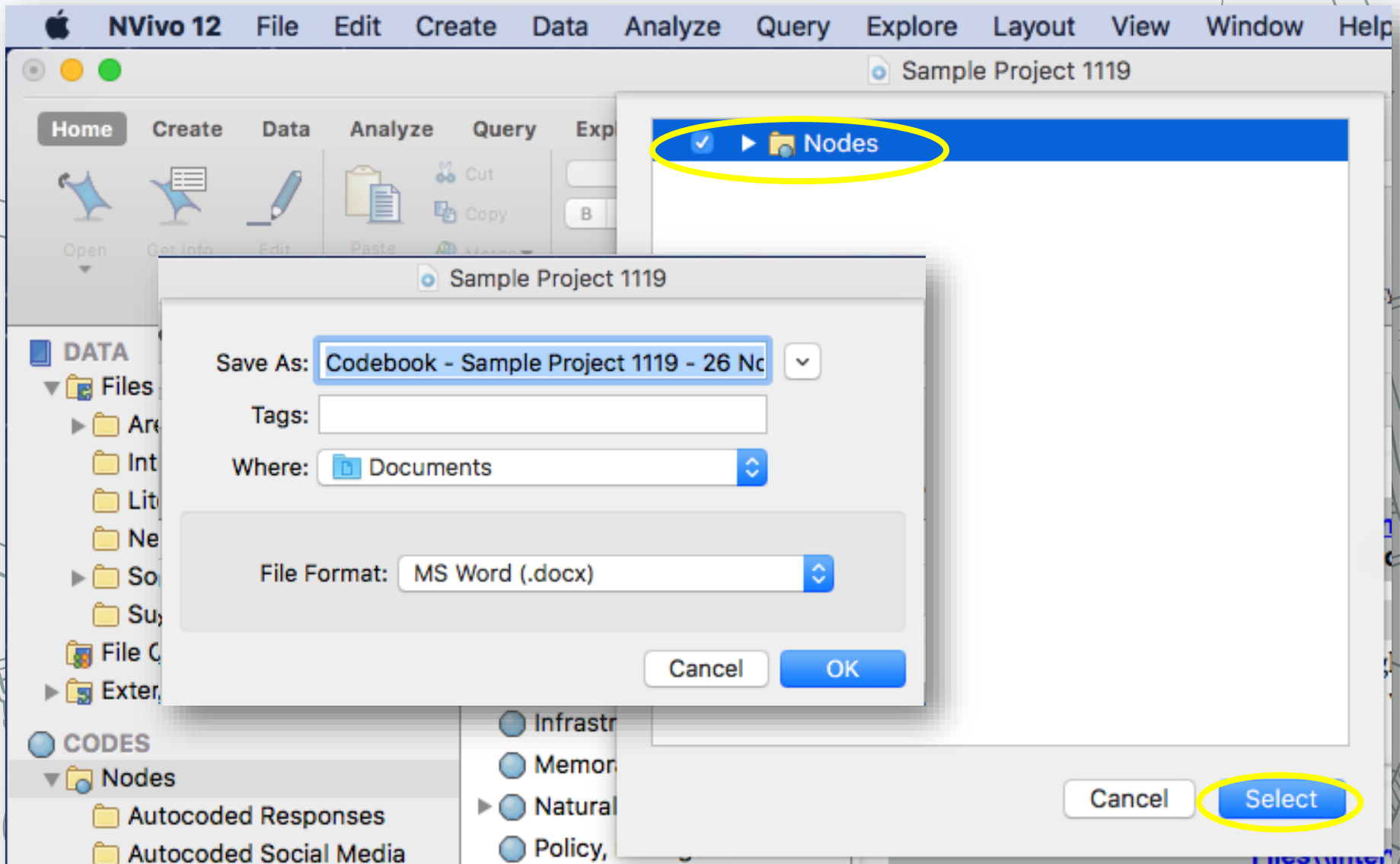
kind of mixed feelings about that in terms of....

[Files\\Interviews\\Dorothy](#)  
1 reference coded, 2.84% coverage

Reference 1: 2.84% coverage

CODES > Nodes > Attitude > Mixed

## Export Codebook



Helvetica Neue

28

A

A

Aa

Ab

B

I

U

ABC

A<sup>2</sup>A<sub>2</sub>

A

ABC

A

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

AaBbCcDdEe

Caption

Text Box

Themes

Themes

# Environmental Change Down East

## Nodes

Name	Description	Files	References
Attitude	A person's general feeling of favorableness or <del>unfavorableness</del> . Synonym: affect (Ajzen and Fishbein) Evaluation of people, objects, and ideas (Aronson). A set of beliefs.	0	0
Mixed	A person's statement that they are indecisive as to whether their attitude is positive or negative. If a person states two different views, such as that they are positive about one aspect and negative about another, this is not mixed, but rather multiple, feelings.	8	44
Negative	A negative opinion or a disagreement where an opinion is not shared with someone or with a group.	14	500
Neutral		1	27
Positive	<del>specifying</del> positive opinion <del>on</del> agreement with other stakeholders or with an idea. A shared opinion	12	422
Balance		6	16
Community change	Change to the people, culture, or built structures of the communities Down East	18	62
Economy	Text coded around issues of economy, jobs, livelihood, cost of living, etc.	24	302
Agriculture		8	20
Fishing or aquaculture	Harvesting of wild seafood is termed commercial fishing. <del>Aquaculture</del> is growing and harvesting freshwater and/or saltwater organisms under controlled circumstances. Some times people doing aquaculture are actually called "farmers" as opposed to "fishers."	19	184
Fishing industry decline		14	184

# Print Coding Stripes

The screenshot displays the NVivo 12 software interface. The top menu bar includes File, Edit, Create, Data, Analyze, Query, Explore, Layout, View, Window, and Help. The main toolbar features icons for Close All, Close, Zoom, Detail View, Coding Stripes, Highlight, Node, Node Matrix, and Classification. The left sidebar shows a hierarchical view of the project data, with 'DATA' expanded to show 'Files' and 'Interviews'. The 'Interviews' folder is selected, and a list of interview names is displayed. The 'Barbara' interview is highlighted with a yellow circle. A context menu is open over the 'Barbara' interview, with the 'Print...' option highlighted by a yellow circle. The main window displays the text of the 'Barbara' interview, with coding stripes visible on the right side. The bottom status bar shows the current path: DATA > Files > Interviews > Barbara.

Sample Project 1119

Home Create Data Analyze Query Explore Layout View

Close All Close Zoom Detail View Coding Stripes Highlight Node Node Matrix Classification

Application Window Coding Detail View

DATA

Files

Area and Township

Interviews

Literature

News Articles

Social Media

Survey

File Classifications

Externals

CODES

Nodes

Autocoded Responses

Autocoded Social Media

CASES

NOTES

SEARCH

MAPS

OPEN ITEMS

Mixed

Barbara

Name

Barbara

Betty and Paul

Charles

Dorothy

Helen

Ken

Margaret

Maria and Daniel

Mary and James

Richard and Patricia

Robert

Susan

Thomas

William

Barbara

Interview with Barbara on February 19th, 2011

materials and documents

Down East

and family history

full time or part time

I was two years old when I was raised in Berkeley, then moved to San Francisco.

how long?

Since '96. My husband and I bought this little house in San Francisco.

Coding Density

Annotations

Edit

Get Info

Export...

Print...

Cut

Copy

Paste

Delete

Select All

New Annotation ⌘%A

Code Selection ▶

Quick Code Selection... ⌘%/

Code In Vivo...

Uncode Selection ▶

Links ▶

Q.1. Connection to Down East

Local connection

Q.3. Professional perspective on Down East

Economy

Q.4. Community and Environmental Change

Natural environment

Real estate development



# Print Coding Stripes

Apple NVivo 12 File Edit Create Data Analyze Query Explore Layout View Window

Sample Project 1119

Home Create Data Analyze Qu

Close All Close Zoom Detail View

Application Window

**DATA**

- Files
  - Area and Township
  - Interviews
  - Literature
  - News Articles
  - Social Media
  - Survey
- File Classifications
- Externals

**CODES**

- Nodes
  - Autocoded Responses
  - Autocoded Social Media

**CASES**

**NOTES**

**SEARCH**

**MAPS**

OPEN ITEMS

Mixed



Printer: main-L3-7.lib.hku.hk

Presets: Default Settings


Copies: 1 ☒ Two-Sided

Pages: ☒ All  
☐ From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:  

NVivo 12



☒ Coding Stripes  
☐ Highlighting

Detailed Preview

<< < > >>

[Learn more...](#)

? PDF Hide Details Cancel Print

Water quality

Harkers Island

Thomas (mentions) Shackleford Banks

Due to foreign competition

Due to regulations

Fishing industry decline

Policy, management

Tourism

Balance

Environmental change

Environmental impacts

Q. 6. Barriers to and opportunities for achieving your vision

Q. 5. Vision for the future of Down East

Negative

Community change

Q. 1. Connection to Down East

Real estate development

Local connection

Positive

Jobs and cost of living

Economy

Thomas

Natural environment

Landscape

Local identity

Q. 2. Connection to Down East natural environment

Fishing or aquaculture

Q. 4. Community and Environment

Coding Density

Interview with Thomas, on June 4<sup>th</sup>, 2009, in Harkers Island, North Carolina. Thomas is a soil scientist working at an environmental consulting firm.

## Q.1. Connection to Down East

**Henry**

*What is your connection to Down East, how did you come to be here?*

**Thomas**

I am not a Down Easter by generation by any sense. I am a dingbatter. That is what I am. But it is a beautiful area to live. I chose to live here. We've lived down here for about six or seven years now. A lot of people look at you strangely when you say you want to move to a remote area. But to me, there's a lot of beauty in that, of being remote. To me it's not that bad. I can't imagine why anyone would want to leave to tell you the truth. I can understand why Down Easters like living here, it's in their blood. And it might be in mine too to some extent. The main thing, besides the water and the beauty of the areas, is the people. I like the personalities and the character of these people. They are independent, they are self-starters, they are hard workers. They will make it regardless of any recession. They are that kind of people. They are good people that live Down East. And that's probably the big attribute that this area has got.

## Q.2. Connection to Down East natural environment

**Henry**

*What appeals to you about the area? And what, as you've gotten to know the area, do you see as unique about Down East?*

**Thomas**

The beauty of the area is the main attraction. I like the remoteness of the area. I like that it's low density. And fishing. I love to flounder gig. That's probably my biggest passion in my life. Nothing commercial. It's just a good place I thought to put roots down and finish up my working years and retire.

## Q.4. Community and Environmental Change

**Henry**

*Since moving here, what changes have you seen?*

Print Coding Stripes





8.

Work as a team



# Work as a team

- Consistent node, folder structure
- Merge project files
- Division of labour
- Protect privacy information of your subjects

## Sources

- Internals
  - Audio
    - 1.Master\_copies
    - 2.Enhanced
    - 3.Anonymised
    - 4.Coded
  - Pictures
    - 1.Master\_copies
    - 2.Enhanced
    - 3.Anonymised
    - 4.Coded
  - Text
    - Face-to-face\_interview\_transcripts
      - 1.Master\_copies
      - 2.Formatted
      - 3.Anonymised
      - 4.Coded
    - Focus\_group\_transcripts
      - 1.Master\_copies
      - 2.Formatted
      - 3.Anonymised
      - 4.Coded
  - Video
    - 1.Master\_copies
    - 2.Enhanced
    - 3.Anonymised
    - 4.Coded

## *Sample folder Structure in NVivo*

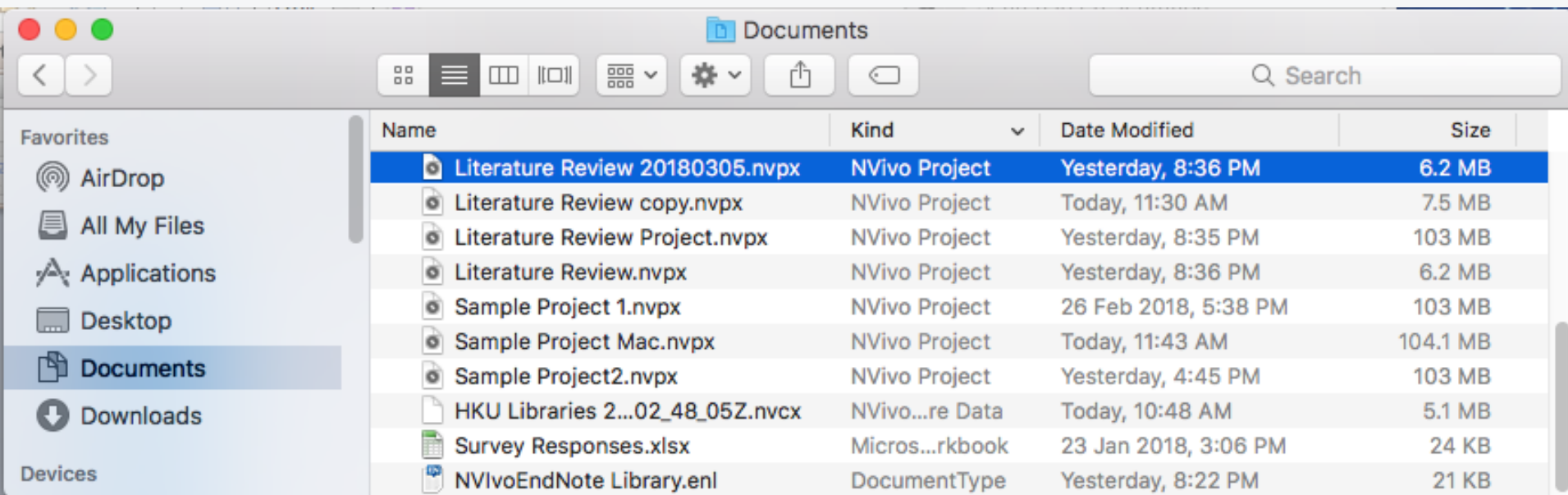
- Externals
  - Bibliography
  - Datasets
  - Documentation
    - Codebook
    - Consent\_form\_samples
    - Grant\_Applications
    - Interview\_Material
    - Progress\_Reports
  - Literature
- Memos
  - Fieldwork Journal
  - Project administration
    - Consent\_form\_samples
    - Project communications
    - Project meetings
  - Research Journal



9.

Backup your  
project file

To backup/copy a project:  
Copy and paste file in your folder





# Storage and backup

## 3-2-1 Rule

3 copies

2 media

1 offsite

1. One original/master copy
2. External/local/another media
3. External/remote

Longer recovery time

Geographically distributed





# Storage and backup

## Make copies!

- Have made large amount of manual coding, or
- Major changes in coding structure, or
- Before and after “Auto Code”, or
- Before delete nodes or cases
- Before you upgrade to a new version

## Do backup at least once a week.

# Export data and documentation for archiving

## UK Data Archive preferred formats for data and documentation export for archiving

<b>Textual data</b>	.rtf, .txt, html
<b>Tabular data</b>	.xls, .txt
<b>Image</b>	.jpg (not ideal – keep preservation copies of images separate from NVivo in. tiff format, if available)
<b>Audio</b>	.wav, .mp3
<b>Video</b>	.mp4
<b>Textual documentation</b>	.rtf, .txt, .xml, .pdf, html
<b>Tabular documentation</b>	.xls, .txt

# 10. Resources



# NVivo in Campus

## Main Library Level 3



## NVivo 12 for Windows

What is Level 3?



Main Library Level 3

Computer nos. 58-60

Zones



-Technology



Dental Library

(1 PC)

-Study



-Collaboration



Law Library

Computer no. 1

-Breakout



-Multi-purpose



Music Library

PC 3 (Windows)

Floor Plan



Support



Tin Ka Ping Education Library

Computer no. 3

Opening Ceremony



Book a Space



Yu Chun Keung Medical Library

(1 PC)



## Windows PCs in the Learning Commons



### Hardware configuration:

Dell OptiPlex 7450 All-In-One PC	Lenovo ThinkCentre M92z All-In-One PC
<ul style="list-style-type: none"><li>• Intel i5-7500 (3.4 GHz) CPU</li><li>• 8GB DDR4 RAM x 1</li><li>• M.2 256GB PCIe SSD</li><li>• 23.8" widescreen (resolution: 1920x1080)</li><li>• DVD writer (Please borrow from 1/F counter near spiral stairs)</li></ul>	<ul style="list-style-type: none"><li>• Intel i5-3570s (3.1 GHz) CPU,</li><li>• 4GB RAM x 2,</li><li>• SATA3 500GB hard disk drive</li><li>• DVD writer</li><li>• 20" widescreen (resolution: 1600x900)</li></ul>

### Software configuration:

Operating system: English Windows 10

QSR Nvivo (version 12)

a qualitative research program

### Teaching & Learning

► Teaching Space

▼ Learning Space

- Chi Wah Learning Commons
- The Oval
- The Curve
- The Lounge
- uPrint Service
- FAQs on uPrint
- Rules and Guidelines for Learning Commons Users

► About Classroom

► Digital Literacy Laboratory (DLL)



## Software available in classrooms CPD-3.41 & KB110 setup with PC facilities

English Windows 10 with the following software installed

Functions

7-Zip file Manager (version 18.05, 64-bit)

for file compression and uncompression

Adobe Acrobat Reader DC

for reading PDF (portable document format) files

Adobe Air (version 30.0.0.107)

a cross-platform runtime system for building desktop applications and mobile applications

Adobe Bridge CS6

a digital asset management app

Adobe Bridge CS6 (64 Bit)

a digital asset management app

Adobe CS6 Design & Web Premium (a maximum of 10 concurrent

for professional design and web development

QSR Nvivo (version 12)

a qualitative research program

### Teaching & Learning

▶ Teaching Space

▶ Learning Space

▼ About Classroom

- Hardware specification of the Teacher PCs in centrally administered classrooms
- Software available at the Teacher PCs in centrally administered classrooms
- Hardware specification of the PCs in CPD-3.41 & KB110
- Software available in classrooms CPD-3.41 & KB110 setup with PC facilities

Digital Literacy Laboratory (DLL)

<http://www.les.hku.hk/teaching-learning/about-classroom/software-available-in-classrooms-cpd-3-41-kb110-setup-with-pc-facilities>



# NVivo Feature Comparison

Explore the features and functionality of [NVivo 12 Mac](#), [NVivo 12 Pro](#) and [NVivo 12 Plus](#) to discover the NVivo that's right for you.

## NVivo 12 for Windows

## Compare the NVivo Suite

### NVIVO FOR MAC

### NVIVO PRO

### NVIVO PLUS

## Data Sources

### TEXT DOCUMENTS

Collect and import text documents in TXT, RTF, DOC, DOCX and PDF formats; Supports Editable Text.



### IMAGES

Collect and import images such as photos and scanned documents in BMP, GIF, JPG, TIF and PNG formats; Use the picture log to make notes and comments.



### AUDIO & VIDEO

Collect and import audio and video recordings in MP3, WMA, WAV, M4A, MPG, MPE, WMV, AVI, MOV, QT, MP4, 3GP, MTS and M2TS formats; work with editable

MP3, WAV, M4A, MP4, AVI, MOV;  
Editable Synchronized Transcripts;



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- ✓ Cross-tab queries for mixed

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- ✓ Cross-tab queries for mixed

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## NVIVO 12 MAC

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- ✓ Cross-tab queries for mixed

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- ✓ Upload to the online platform from your computer (Windows or Mac) or mobile device in a variety



## Introducing NVivo



### What's New

Use NVivo for your  
research

Understand key  
concepts

## Get Started



Get familiar with the  
work area

Explore a sample  
project

Bring in files

## Other resources



Quick Steps Tutorial

Customer Success  
Center

Support and FAQs

## Technical



Release Notes

System Requirements

Tech Resource Center

## FREE NVIVO RESOURCES

Discover all the information available to help you

[Home](#) > [NVivo](#) > [Free NVivo Resources](#)

Ensure you're getting the most out of your NVivo software with the help of our free NVivo resources. Whether you're new to NVivo and looking to get up and running, or an expert seeking inspiration or depth of knowledge, you'll find all the help you need right here.

### Getting Started with NVivo?

Check out this range of useful resources, including **Getting Started Guides**, that will help you to get up and running in no time. [Go to getting started resources](#)

### Tutorials

Our video tutorials are step-by-step demonstrations of how to use NVivo. They're designed to let you work at your own pace, whether you're new to NVivo, or upgrading from a previous version. [View tutorials](#)

<http://www.qsrinternational.com/nvivo/free-nvivo-resources>

# Getting Started

When you're working with new software, we understand that getting started is often the hardest part. That's why we've provided an extensive range of resources to help you do just that.

Choose your QSR software from the list of products below to access your 'getting started' resources:

## Getting Started Resources

[NVivo 12 \(Windows\)](#)[NVivo 12 Mac](#)[NVivo for Mac \(Version 11\)](#)[NVivo 11 for Windows](#)[NVivo 10 for Mac](#)





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NVivo Transcription overview

910 views • 1 month ago



1:33

NVivo Transcription sneak peek

1.4K views • 1 month ago



47:33

NVivo 12 Pro to Plus

7.1K views • 5 months ago

NVIVO

1:00

Analysis in NVivo 12 (Windows)

20K views • 7 months ago

NVIVO

1:30

Coding in NVivo 12 (Windows)

15K views • 7 months ago

NVIVO

NVIVO

NVIVO

NVIVO

NVIVO

1:03

1:39

0:57

1:19

1:27

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(Window<https://www.youtube.com/user/QSRInternational/videos>

p 12





PLAY ALL

## NVivo 12 for Mac Tutorials

4 videos • 5,574 views • Last updated on May 28, 2018



NVivo by QSR

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1



0:57

### Analysis in NVivo 12 Mac

NVivo by QSR

2



1:19

### Coding in NVivo 12 Mac

NVivo by QSR

3



1:27

### Manage nodes with NVivo 12 Mac

NVivo by QSR

4




0:47

### Importing with NVivo 12 Mac

NVivo by QSR

[https://www.youtube.com/playlist?list=PLNjHMRgHS4Ff1Pb5Ca\\_6pe-FbSMbOVCZz](https://www.youtube.com/playlist?list=PLNjHMRgHS4Ff1Pb5Ca_6pe-FbSMbOVCZz)



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ADVANCED SEARCH




BOOK

**The coding manual for qualitative researchers**

Saldaña, Johnny,

London ; Los Angeles, Calif. : SAGE 2016 3e.

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TOP


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DETAILS


LINKS

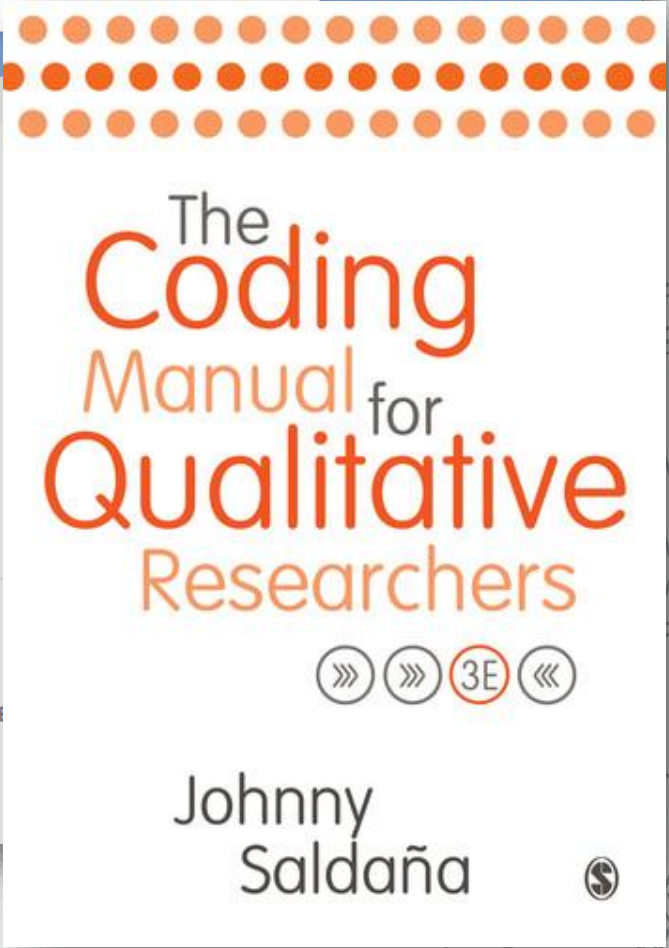
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 PERMALINK

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BOOK

**Qualitative data analysis with NVivo**

Bazeley, Patricia.

London : SAGE c2013 2nd ed.

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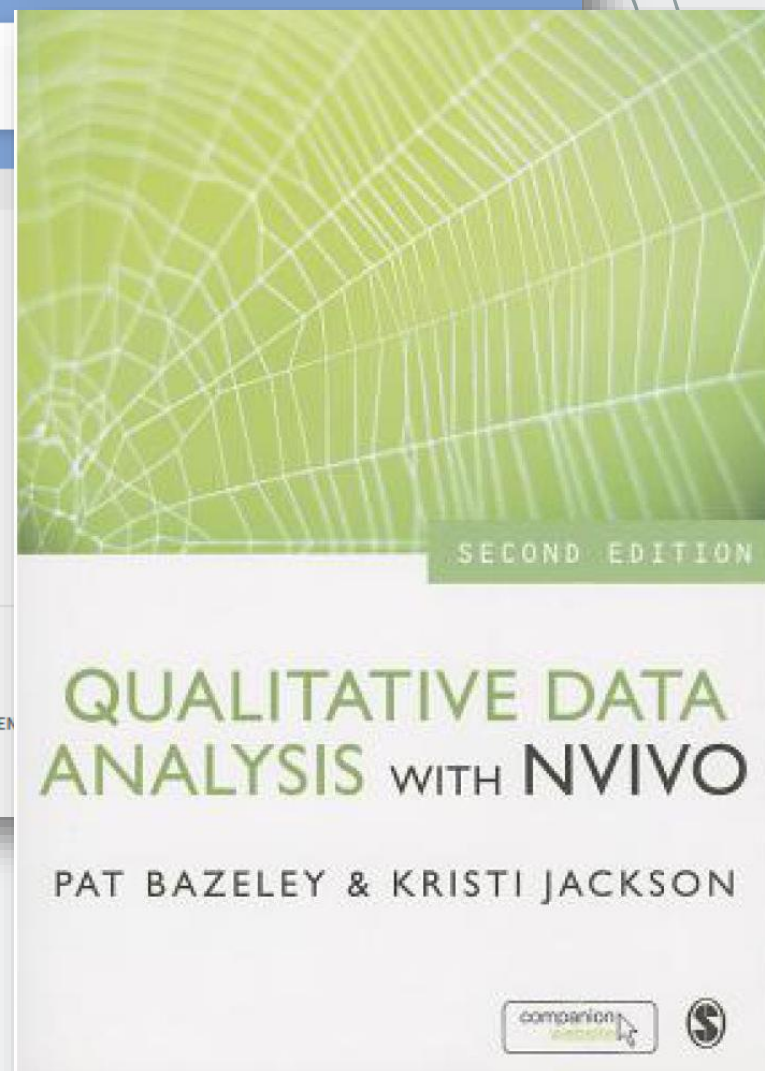


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