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 2



3.

# Import interview transcripts

### Q.1. Connection to Down East

*So tell me about your connection to Down East.*

Well I've been going down there pretty much all my life. Started going to Carolina Beach, Wrightsville Beach, Oriental. I had an uncle who bought a cabin on the Neuse River at Oriental. Went down there a lot. Then I started going to Atlantic Beach as a teenager, college student. And gradually worked my way over to Harkers Island. We bought a house there in May of 2000.

*And how often do you get to spend time down there?*

This time of year about every other weekend. In the winter every four or five, six weeks. I think we counted up last year we spent 50-some nights down there.

*What do you think about the natural environment Down East? How would you describe that? What do you like or not like about the environment down there?*

# Import transcript

Robert.docx [Compatibility Mode]

Home Layout Document Elements Tables Charts SmartArt Review

Font: Times, 14, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph Style, Styles: AaBbCcD, Heading 2, Insert: Text Box, Themes: Themes

Interview with Robert at his home in Youngsville, North Carolina. Robert owns a home on Harkers Island, North Carolina. Robert is 62, married with one son and two stepdaughters. Until he lost his job earlier this year, he was in the insurance business.

**Q.1. Connection to Down East**

**Henry**  
*So tell me about your connection to Down East.*

**Robert**  
Well I've been going down there pretty much all my life. Started going to Carolina Beach, Wrightsville Beach, Oriental. I had an uncle who bought a cabin on the Neuse River at Oriental. Went down there a lot. Then I started going to Atlantic Beach as a teenager, college student. And gradually worked my way over to Harkers Island. We bought a house there in May of 2000.

**Henry**  
*And how often do you get to spend time down there?*

**Robert**  
This time of year about every other weekend. In the winter every four or five, six weeks. I think we counted up last year we spent 50-some nights down there.

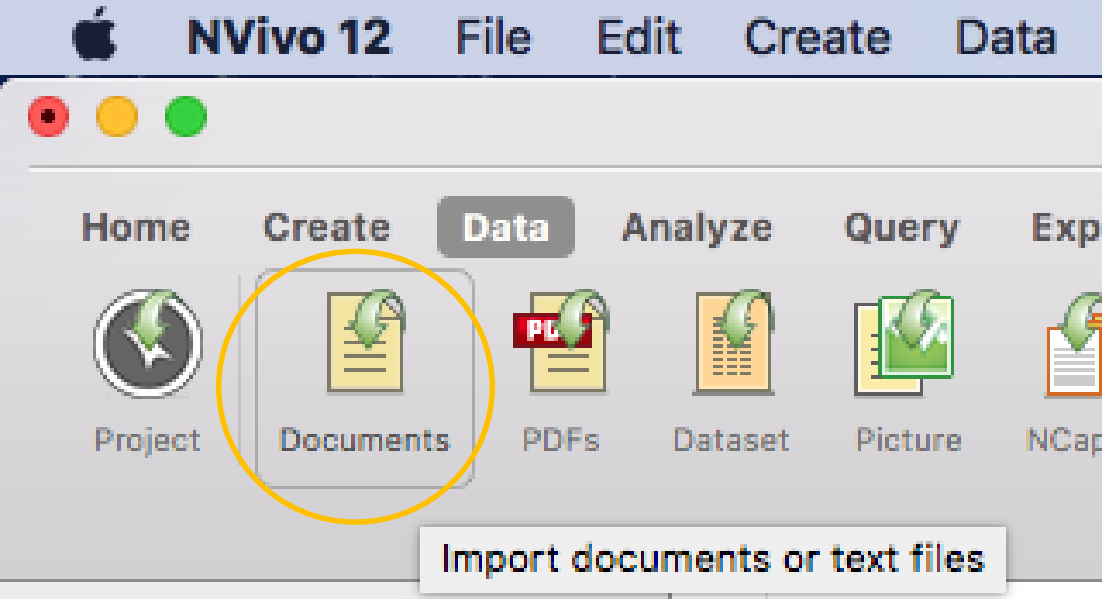
**Q.2. Connection to Down East natural environment**

**Henry**  
*What do you think about the natural environment Down East? How would you describe that? What do you like or not like about the environment down there?*

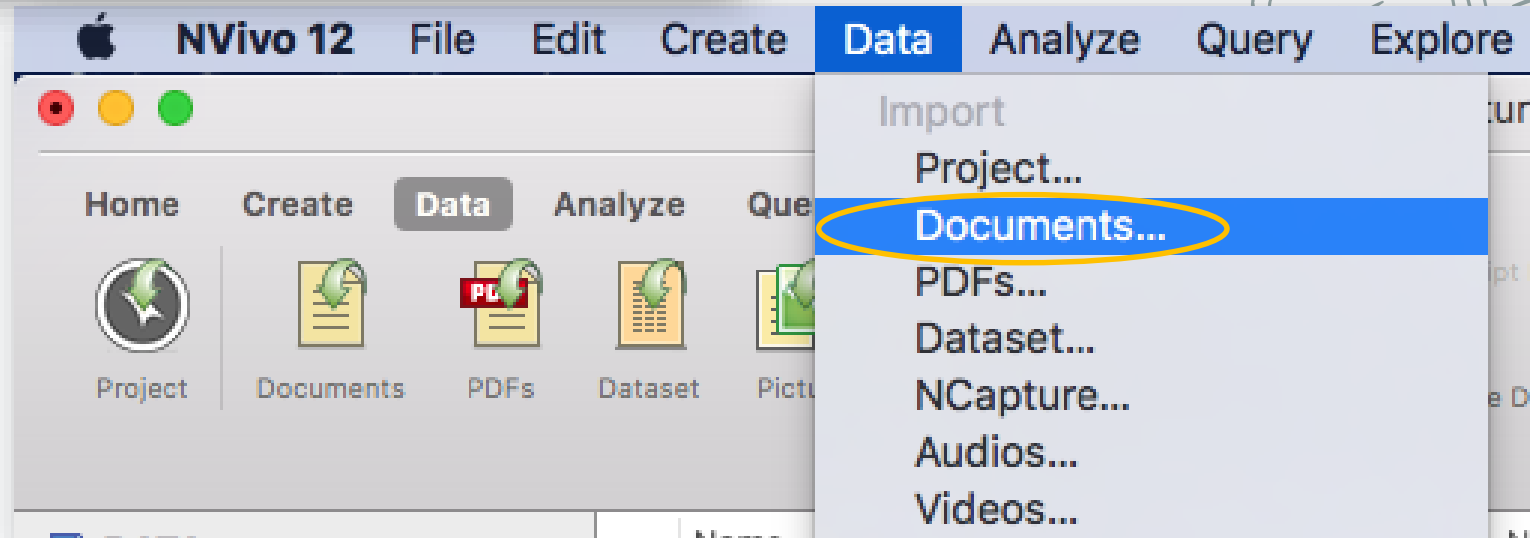
**Robert**

Print Layout View Sec 1 Pages: 1 of 5 Words: 1 of 2043 100%





## Import document files





NVivo 12

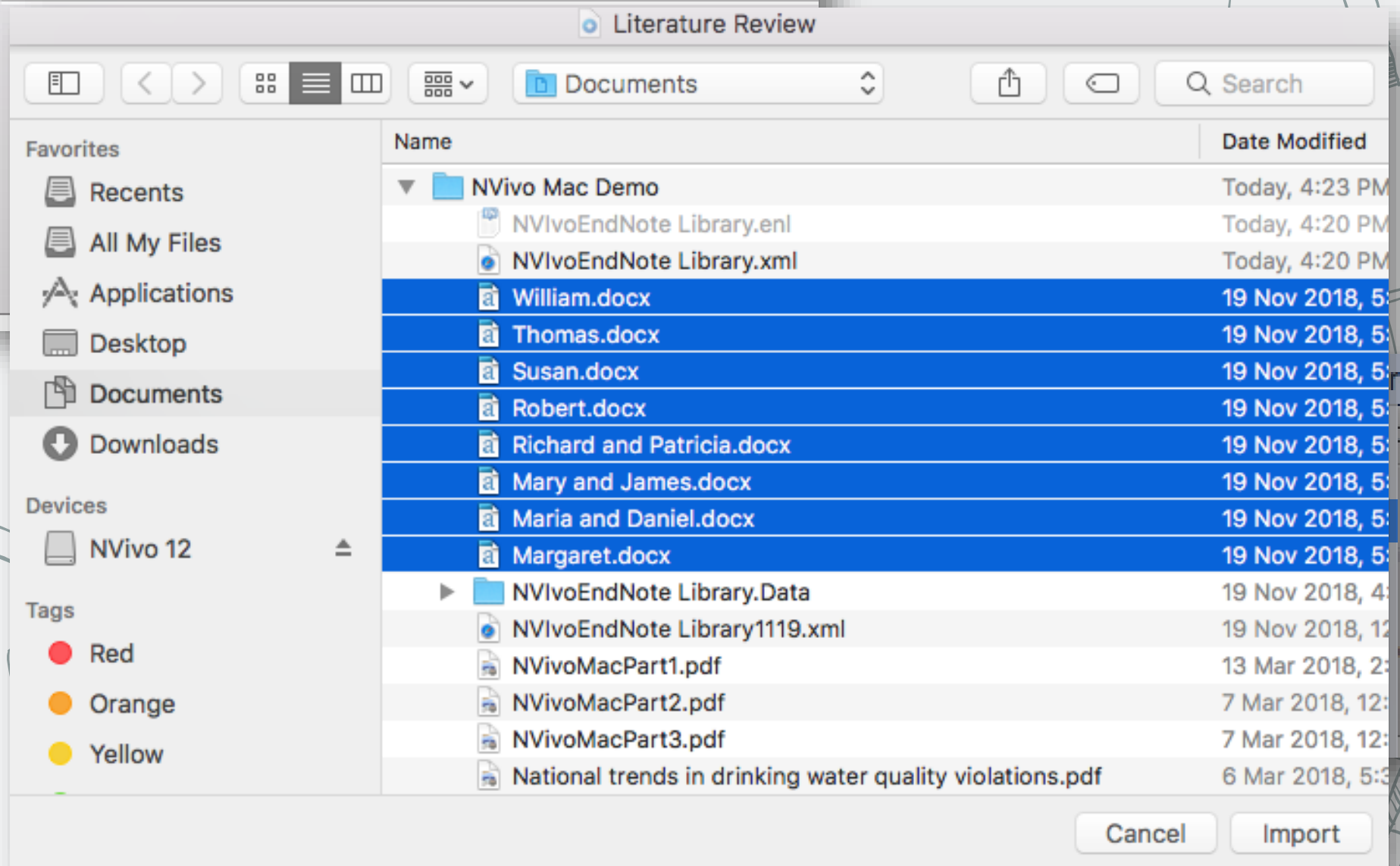
File

Edit

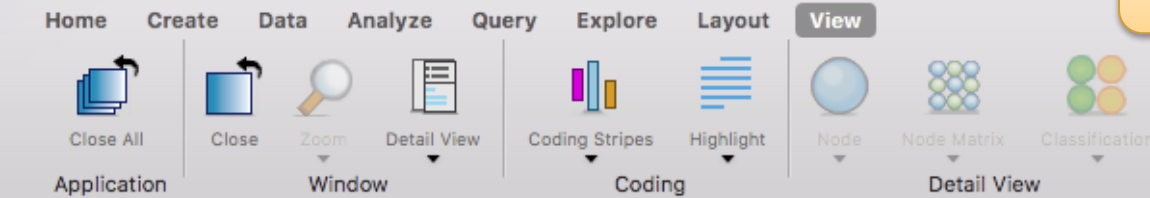
Create

Data

Import document files



# Import document files



**DATA**

- Files
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
- Case Classifications

**NOTES**

- Memos
- Annotations
- Memo Links

**SEARCH**

- Queries
- Query Results

OPEN ITEMS

- Li, Hui, Yang, Zhifeng, Liu, Ge...
- Lefcheck, Jonathan S., Orth,...
- Huang, Tinglin (2015)-8
- Hobbie, Sarah E., Finlay, Jac...
- Margaret

Name
Allaire, Maura, Wu, Haowei &
Li, Hui, Yang, Zhifeng, Liu, G
Margaret
Maria and Daniel
Mary and James
Richard and Patricia
Robert
Susan
Thomas
William

Files List

Margaret

Code Annotations Edit

Interview with Margaret from Davis, North Carolina. Margaret works at a mus

## Q.1. Connection to Down East

**Nancy**

*How long has your family lived Down East?*

**Margaret**

We have lived Down East since about 1735 in Davis. Both of my parents are D Davis. I am Davis. So basically I am a Davis Shoreman from way, way back. T my roots are. This is to me the most beautiful place on earth. I have experience and they were incomparable to Down East, Core Sound. We have our own sort and values systems and just the beauty of the area that I think is not found in a other places.

**Nancy**

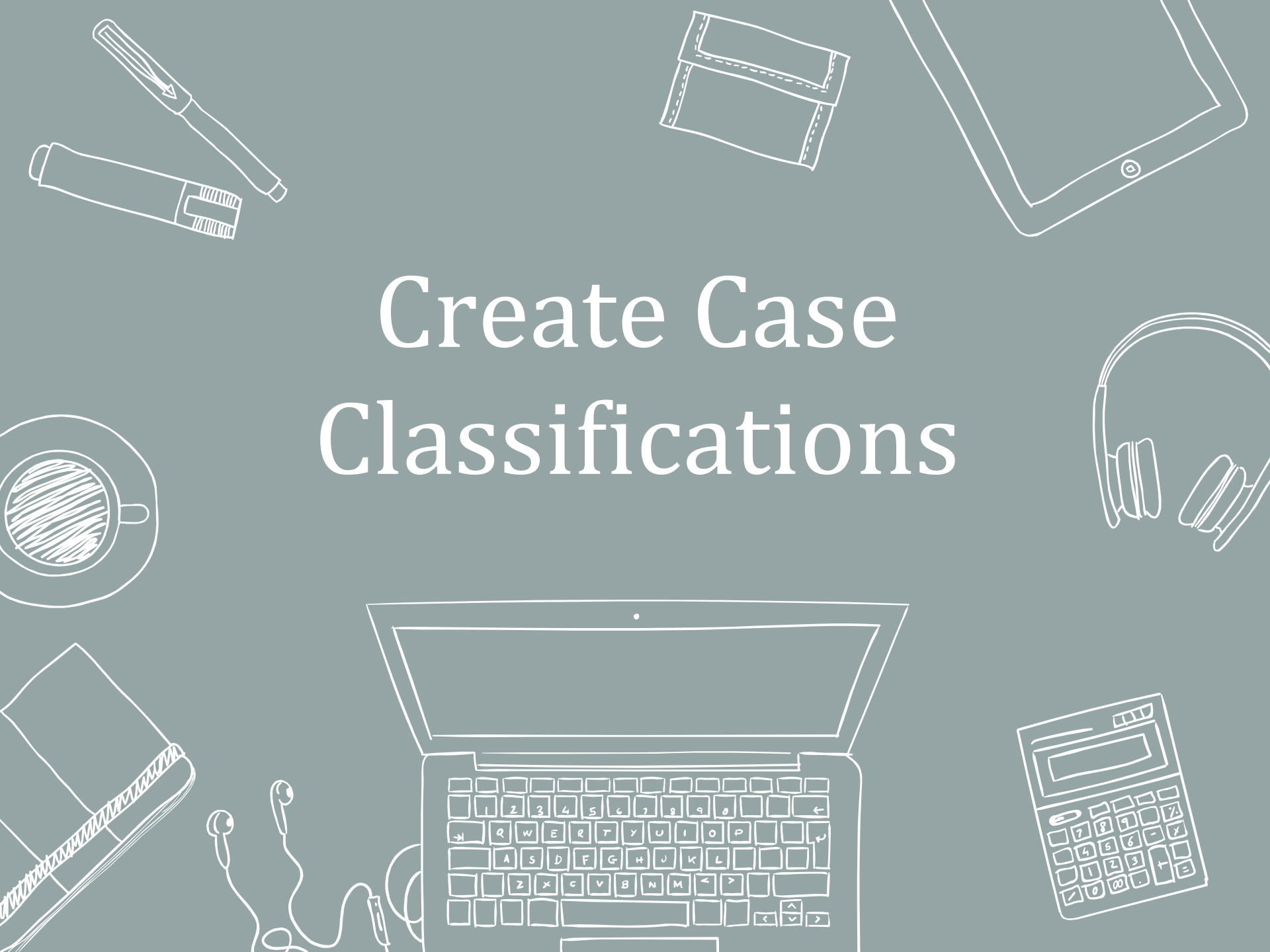
*What do you like about living here?*

**Margaret**

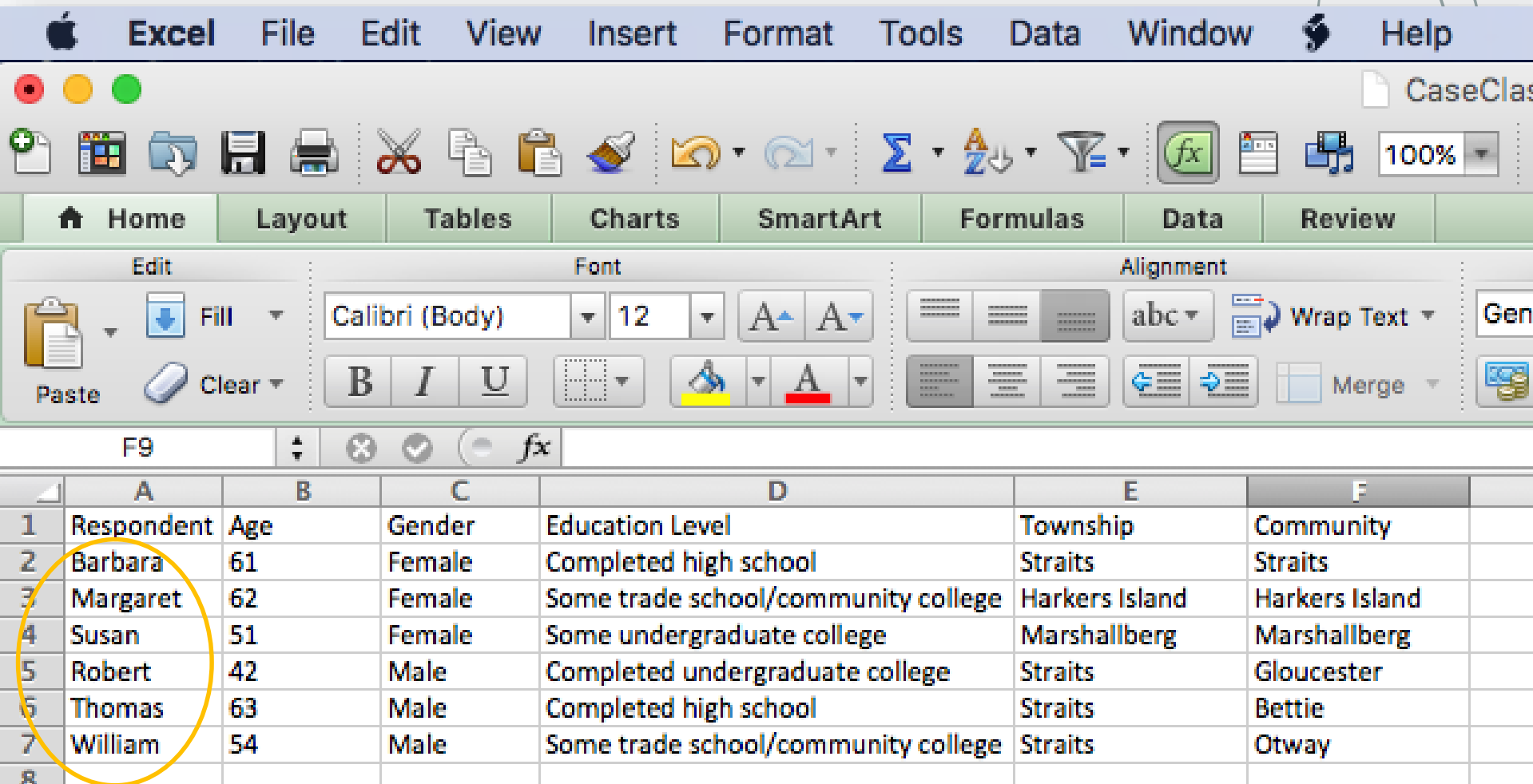
Every day you can get up and look at Core Sound. That's probably the top of t drive across the bridge and see the lighthouse blinking. That gives me a lot of f go up to a store anywhere pretty much here I can listen to other people that say

DATA > Files > Margaret

# Create Case Classifications



# Case Classifications



The image shows a screenshot of the Microsoft Excel application window. The title bar at the top reads 'Excel' followed by standard menu items: File, Edit, View, Insert, Format, Tools, Data, Window, and Help. Below the menu bar is a toolbar with various icons for file operations and editing. The ribbon is set to the 'Home' tab, showing options for editing, font, and alignment. The active cell is F9. The main area contains a table with 7 columns: Respondent, Age, Gender, Education Level, Township, and Community. The first seven rows of data are visible, with the first row being the header. A yellow circle highlights the first seven rows of data. The file name 'CaseClassifications.csv' is visible in the top right corner of the window.

	A	B	C	D	E	F
1	Respondent	Age	Gender	Education Level	Township	Community
2	Barbara	61	Female	Completed high school	Straits	Straits
3	Margaret	62	Female	Some trade school/community college	Harkers Island	Harkers Island
4	Susan	51	Female	Some undergraduate college	Marshallberg	Marshallberg
5	Robert	42	Male	Completed undergraduate college	Straits	Gloucester
6	Thomas	63	Male	Completed high school	Straits	Bettie
7	William	54	Male	Some trade school/community college	Straits	Otway

File saved as CaseClassifications.csv

## Case Classifications

Save As: CaseClassifications

Tags:

Where: NVivo Mac Demo

Format: Comma Separated Values (.csv)

### Description

Exports the data on the active sheet to a text file that uses commas to separate values in cells.

[Learn more about file formats](#)

Options...

Compatibility Report...



Compatibility check recommended

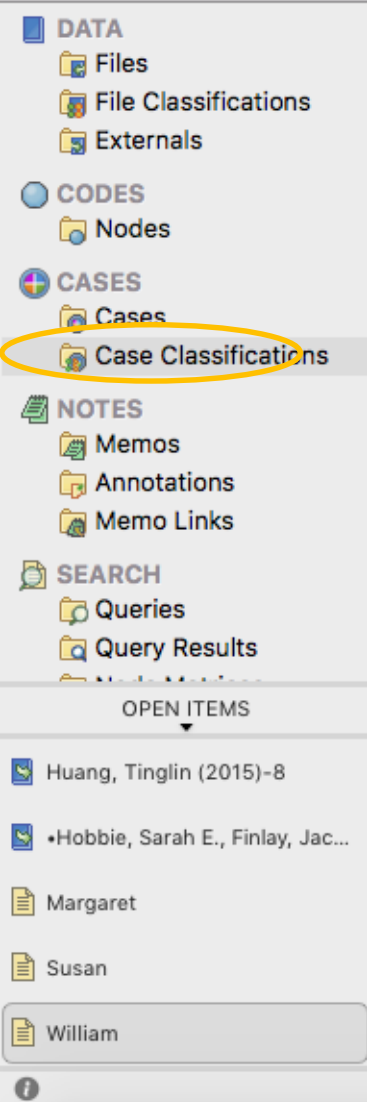
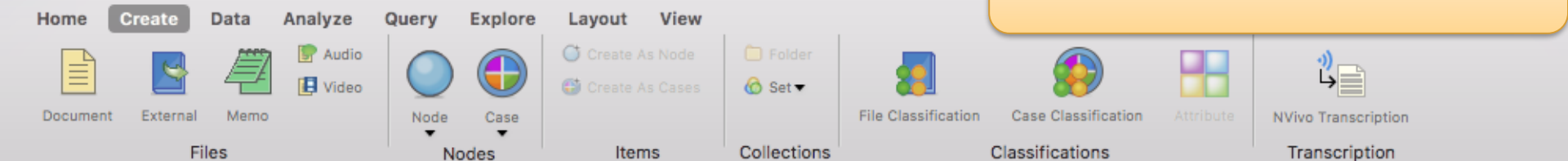
Cancel

Save

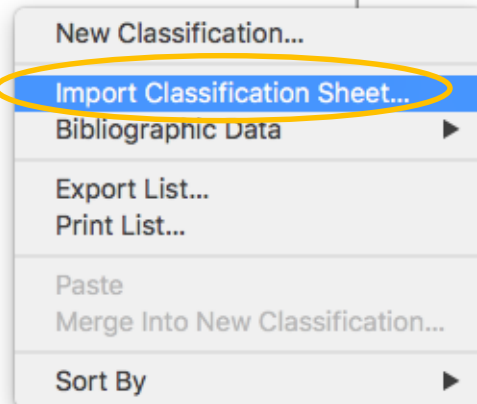
File saved as CaseClassifications.csv



# Case Classifications



Name William



Interview with William on May 13<sup>th</sup>, 2009. William is a real estate agent from Carolina, who is single, 45 years old, and owns a home in Otway Community Carteret County, North Carolina.

## Q.1. Connection to Down East

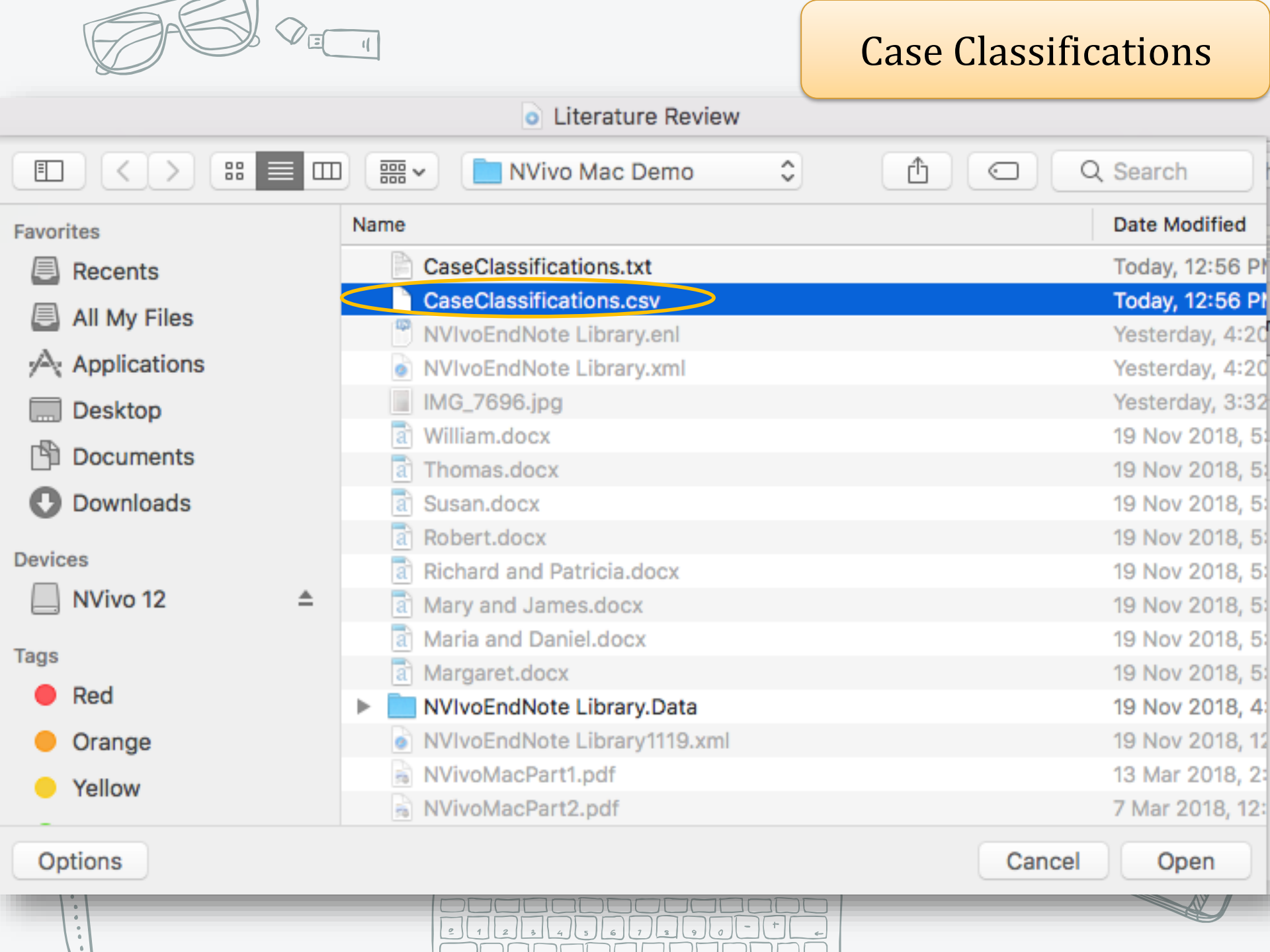
### Henry

*Tell me a little about your connection to Down East.*

### William

I've owned my house in Straits Township, in Otway, for three years. My folks which is east of where my house is and they have been in that location now for they've been in Carteret County for eighteen. They vacationed at Atlantic Beach brother and I were in college; when my dad retired, they sold their house in Ne moved to Carteret County. My brother was living in Carteret County and my f and it was the natural place for me to vacation – the close place; and because s was there, it really became home. I certainly wasn't going back and forth to Ne and didn't want to, so that's how I kind of ended up there. And about three year enjoyed staying with my folks and in their home, but I really felt like I needed down there; and I felt that I needed a place of my own that I would go to and ta because I typically don't do that. So that's why I bought the house and it was p investment too for retirement.

# Case Classifications



# Case Classifications

## Import Classification Sheets Assistant - Step 2 of 4

Specify how to classify files or cases

Classification type: **Case Classification**

For text files: ☒ Create new classification

**Interviewee**

☐ Import to existing classification

- ☒ Create new attributes if they do not exist
- ☐ Update the classification of existing files or cases
- ☐ Replace attribute values of existing files or cases that appear in the imported data



Cancel

Next

In this release of the software, your import file must contain hierarchical names.

Specify how cases are represented in the imported data

☐ As Names

Location for these cases in the project

Cases

Select

☒ As Hierarchical Names

☒ Create new cases if they do not exist



Cancel

Back

Next

In this release of the software, you cannot change the options displayed in this step of the Assistant.

Specify how dates, times and numbers should be imported

Attribute Value Format

Unassigned:

Not Applicable:

You can specify how NVivo should interpret any dates, times and numbers in your data

Time Delimiter:

Date Delimiter:

Date Order:  ☐ Four Digit Years

Example: 23/11/2018, 2:33 PM

Decimal Symbol:



Cancel

Back

Import

# Case Classifications

Home Create Data Analyze Query Explore Layout View

Document External Memo Audio Video Node Case Items Collections File Classification Case Classification Attribute NVivo Transcription Transcription

**DATA**

- Files
- File Classifications
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**CASES**

- Cases
- Case Classifications**

**NOTES**

- Memos
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- Memo Links

**SEARCH**

- Queries
- Query Results

OPEN ITEMS

- Hobbie, Sarah E., Finlay, Jac...
- Margaret
- Susan
- William
- Interviewee

- Name
- Interviewee**
    - Barbara
    - Daniel
    - James
    - Margaret
    - Maria
    - Mary
    - Patricia
    - Richard
    - Robert
    - Susan
    - Thomas
    - William

Interviewee

Attributes		Classification Sheet		
Name	Type	Created On	Created By	Modified On
Age	Integer	Today, 2:54 PM	CHAN	Today, 2:54
Community	Text	Today, 2:54 PM	CHAN	Today, 2:54
Education Level	Text	Today, 2:54 PM	CHAN	Today, 2:54
Gender	Text	Today, 2:54 PM	CHAN	Today, 2:54
Role	Text	Today, 2:54 PM	CHAN	Today, 2:54
Township	Text	Today, 2:54 PM	CHAN	Today, 2:54



# Case Classifications

Home
Create
Data
Analyze
Query
Explore
Layout
View

Document
 External
 Memo

Audio
 Video

Node
 Case

Create As Node
 Folder
 Set

File Classification
 Case Classification
 Attribute

NVivo Transcription

FilesNodesItemsCollectionsClassificationsTranscription

DATA

Files

File Classifications

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OPEN ITEMS

Margaret

Susan

William

Interviewee

Barbara

Name

Interviewee

Barbara

Age

Community

Education Level

Gender

Role

Township

+ New Attribute ...

Daniel

James

Margaret

Maria

Mary

Patricia

Richard

Robert

Susan

Thomas

William

Interviewee

Attributes

Classification Sheet

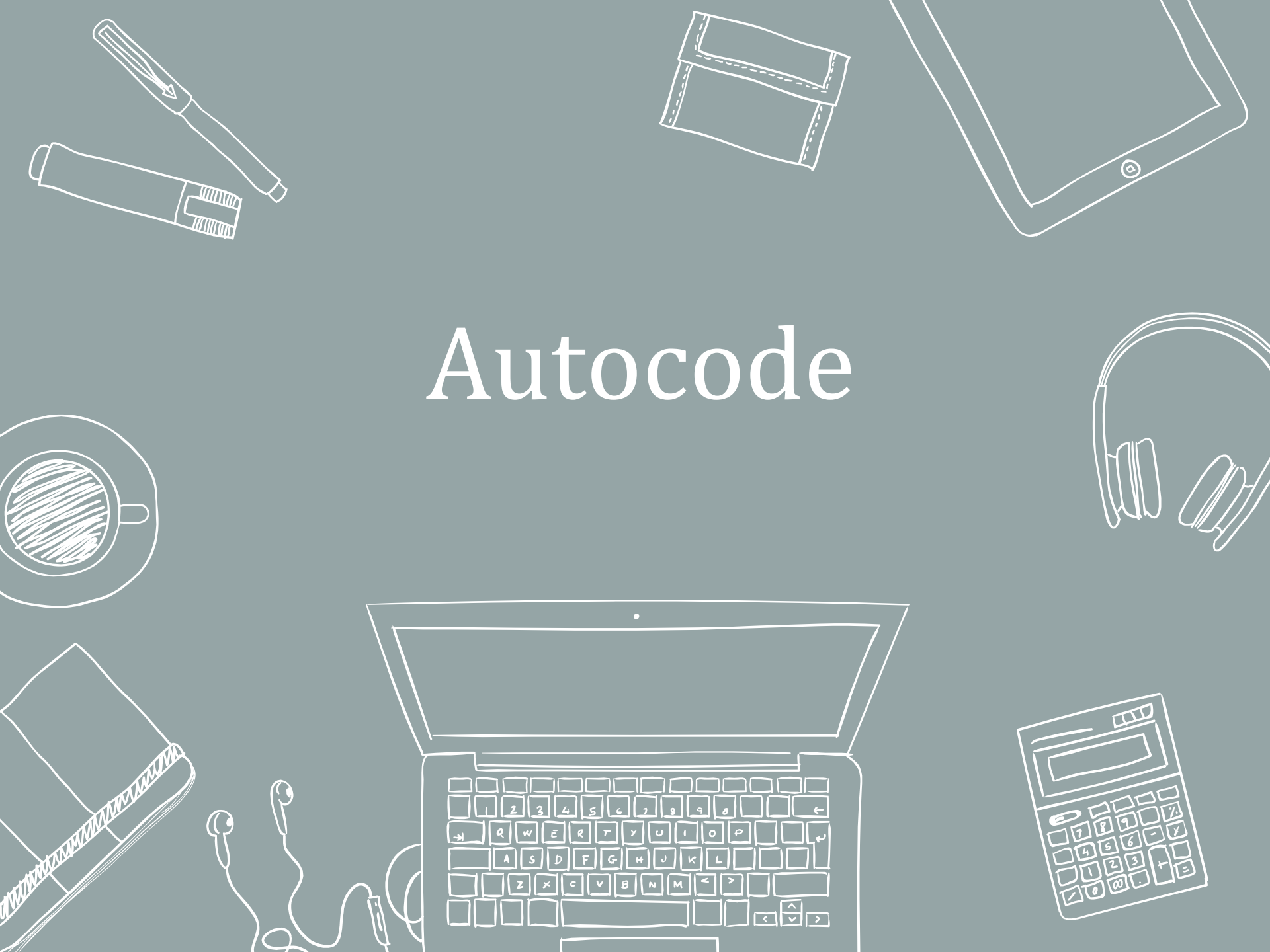
Name	Age	Gender	Education Level	Township
Barbara	61	Female	Complete...	Straits
Daniel	56	Male	Complete...	Straits
James	52	Male	Some trad...	Straits
Margaret	62	Female	Some trad...	Harkers Isl...
Maria	55	Female	Complete...	Straits
Mary	47	Female	Some trad...	Harkers Isl...
Patricia	45	Female	Some und...	Marshallb...
Richard	41	Male	Complete...	Straits
Robert	42	Male	Complete...	Straits
Susan	51	Female	Some und...	Marshallb...
Thomas	63	Male	Complete...	Straits
William	54	Male	Some trad...	Straits

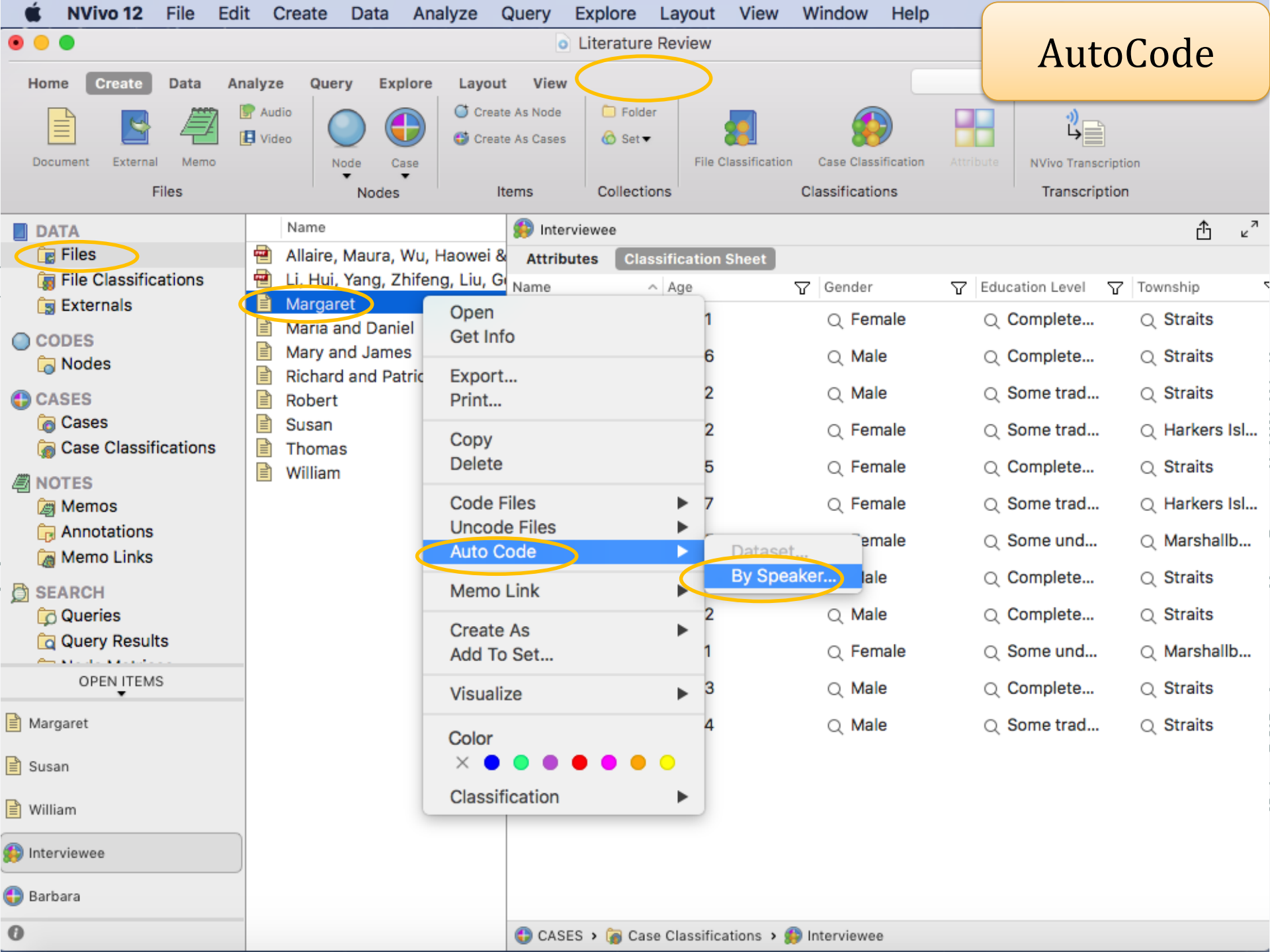
CASES

Case Classifications

Interviewee

# Autocode





AutoCode

## Auto Code by Speaker


Enter the names of the speakers. These will become your cases

Type speaker names here...

 Mary	7
 Henry	11
 James	8

+ -

## Create cases in

 Cases

...

## What would you like to classify your cases as?

☒ Existing classification

Interviewee

☐ New classification

Interview with Mary (73 years old) and James (75 years old) in their home in Marshallberg, North Carolina.

Q.1. Connection to Down East

Henry

Tell me about your connection to Down East.

Mary

I'm born and raised in Marshallberg.

James

I was born and raised in Sea Level. I was a fisherman in the summer times. I went into the military as soon as I graduated from high school; maybe it was because I had done fishing before. After the fishing job, everything seems easy. I was in the Air Force for 23 years. We moved back because Cape Lookout and Cape Point... it's a magical place.

Henry

Do your families extend back... how far do they extend back





Close

Auto Code

## Auto Code by Speaker


Enter the names of the speakers. These will become your cases

Type speaker names here...

	Q.1	1
	Q.2	0
	Q.3	1
	Q.4	1
	Q.5	1
	Q.6	1
	Q.7	0

+ -

## Create cases in

 Cases



## What would you like to classify your cases as?

☐ Existing classification

Interviewee



☒ New classification

Questions



Q.1

Interview with Mary (73 years old) and James (75 years old) in their home in Marshallberg, North Carolina.

Q.1. Connection to Down East

Henry

Tell me about your connection to Down East.  
Mary

I'm born and raised in Marshallberg.  
James

I was born and raised in Sea Level. I was a fisherman in the summer times. I went into the military as soon as I graduated from high school; maybe it was because I had done fishing before. After the fishing job, everything seems easy. I was in the Air Force for 23 years. We moved back because Cape Lookout and Cape Point... it's a magical place.  
Henry

Do your families extend back... how far do they extend back in the area?

Close

Auto Code



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

Literature Review

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

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CASES

- Cases
- Case Classifications

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- Memos
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SEARCH

- Queries
- Query Results
- Node Matrices

OPEN ITEMS

Q.1

Summary Reference

[Files\\Margaret](#)  
1 reference coded, 11.02% coverage

Reference 1: 11.02% coverage

Q.1. Connection to Down East

Nancy

How long has your family lived Down East?

Margaret

We have lived Down East since about 1735 in Davis. Both of my parents are Davis's from Davis. I am Davis. So basically I am a Davis Shoreman from way, way back. This is where my roots are. This is to me the most beautiful place on earth. I have experienced other places, and they were incomparable to Down East, Core Sound. We have our own sort of language and values systems and just the beauty of the area that I think is not found in a whole lot of other places.

Nancy

What do you like about living here?

Margaret

Every day you can get up and look at Core Sound. That's probably the top of the list. I can drive across the bridge and see the lighthouse blinking. That gives me a lot of hope. And if I go up to a store anywhere pretty much here I can listen to other people that sound like I

CASES > Cases > Q.1



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

Literature Review

Search

Folder Properties

General

Name: Interviewer

Description:

Modification History

Cancel Done

Case Classifications

NOTES

Memos

Annotations

Memo Links

SEARCH

Queries

Query Results

Node Matrices

Sets

Interviewee

Interviewer

MAPS

Maps

OPEN ITEMS

William

Summary Reference

Files\\William

8 references coded, 87.32% coverage

Reference 1: 9.52% coverage

William

I've owned my house in Straits Township, in Otway, for three years. My folks live in Smyrna which is east of where my house is and they have been in that location now for nine years, but they've been in Carteret County for eighteen. They vacationed at Atlantic Beach when my brother and I were in college; when my dad retired, they sold their house in New Jersey and moved to Carteret County. My brother was living in Carteret County and my folks were there, and it was the natural place for me to vacation – the close place; and because so much family was there, it really became home. I certainly wasn't going back all the way forth to New Jersey anymore and didn't want to, so that's how I kind of ended up there. And about three years ago, I really – I enjoyed staying with my folks and in their home, but I really felt like I needed my own space down there; and I felt that I needed a place of my own that I would go to and take vacation time because I typically don't do that. So that's why I bought the house and it was purchased as an investment too for retirement.

Reference 2: 13.25% coverage

William

I think primarily the fact that I've spent so much time in eastern North Carolina during my college years, and really have real deep connections to the people. A lot of kids that I went to school with grew up in those areas, so I didn't feel like a stranger in a strange land. And

CASES > Cases > William

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 contains icons for Close All, Close, Zoom, Detail View, Coding Stripes, Highlight, Node, Node Matrix, and Classification. The left sidebar shows a tree view of the project structure, including DATA (Files, File Classifications, Externals), CODES (Nodes), CASES (Cases, Interviewer, Case Classifications), NOTES (Memos, Annotations, Memo Links), SEARCH (Queries, Query Results, Node Matrices, Sets), and MAPS (Maps). The central pane shows a list of files under the 'Name' column, including Barbara, Daniel, Elizabeth, Henry, James, Margaret, and William. A context menu is open over the 'Cases' folder, showing options like 'New Folder...', 'Paste', 'Add To Set...', and 'Create As Set...'. The right pane displays the 'Summary' tab for the 'William' case, showing 8 references coded with 87.32% coverage. The text content of the case is visible, starting with 'I've owned my house in Straits Township, in Otway, for three years. My folks live in Smyrna which is east of where my house is and they have been in that location now for nine years, but they've been in Carteret County for eighteen. They vacationed at Atlantic Beach when my brother and I were in college; when my dad retired, they sold their house New Jersey and moved to Carteret County. My brother was living in Carteret County and my folks were there, and it was the natural place for me to vacation – the close place; and because so much family was there, it really became home. I certainly wasn't going back a forth to New Jersey anymore and didn't want to, so that's how I kind of ended up there. And about three years ago, I really – I enjoyed staying with my folks and in their home, b I really felt like I needed my own space down there; and I felt that I needed a place of my own that I would go to and take vacation time because I typically don't do that. So that's why I bought the house and it was purchased as an investment too for retirement.'

**DATA**

- Files
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
- Interviewer
- Case Classifications

**NOTES**

- Memos
- Annotations
- Memo Links

**SEARCH**

- Queries
- Query Results
- Node Matrices
- Sets
- Interviewee
- Interviewer

**MAPS**

- Maps

**OPEN ITEMS**

- William

**Name**

Name	Files
Barbara	0
Daniel	1
Elizabeth	1
Henry	5
James	1
Margaret	1
Marie	1
Q.2	1
Q.3	6
Q.4	8
Q.5	8
Q.6	7
Richard	1
Robert	1
Susan	1
Thomas	1
William	1

**William**

**Summary** **Reference**

**Files\\William**

**8 references coded, 87.32% coverage**

*Reference 1: 9.52% coverage*

**William**

I've owned my house in Straits Township, in Otway, for three years. My folks live in Smyrna which is east of where my house is and they have been in that location now for nine years, but they've been in Carteret County for eighteen. They vacationed at Atlantic Beach when my brother and I were in college; when my dad retired, they sold their house New Jersey and moved to Carteret County. My brother was living in Carteret County and my folks were there, and it was the natural place for me to vacation – the close place; and because so much family was there, it really became home. I certainly wasn't going back a forth to New Jersey anymore and didn't want to, so that's how I kind of ended up there. And about three years ago, I really – I enjoyed staying with my folks and in their home, b I really felt like I needed my own space down there; and I felt that I needed a place of my own that I would go to and take vacation time because I typically don't do that. So that's why I bought the house and it was purchased as an investment too for retirement.

*Reference 2: 13.25% coverage*

**William**

I think primarily the fact that I've spent so much time in eastern North Carolina during my college years, and really have real deep connections to the people. A lot of kids that I went to school with grew up in those areas. so I didn't feel like a stranger in a strange land. And

CASES > Cases > William

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

Literature Review

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
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
  - Interviewee**
  - Interviewer
  - Questions
- Case Classifications

**NOTES**

- Memos
- Annotations
- Memo Links

**SEARCH**

- Queries
- Query Results
- Node Matrices
- Sets

**MAPS**

- Maps

OPEN ITEMS

- William

Name	Files	References	Create
Barbara	0	0	Today
Daniel	1	11	Today
James	1	8	Today
Margaret	1	10	Today
Maria	1	8	Today
Mary	1	7	Today
Patricia	1	9	Today
Richard	1	4	Today
Robert	1	14	Today
Susan	1	8	Today
Thomas	1	8	Today
William	1	8	Today

William

Summary Reference

[Files\\William](#)

**8 references coded, 87.32% coverage**

Reference 1: 9.52% coverage

William

I've owned my house in Straits Township, in Otway, for three years. My folks live in Smyrna which is east of where my house is and they have been in that location now for nine years, but they've been in Carteret County for eighteen. They vacationed at Atlantic Beach when my brother and I were in college; when my dad retired, they sold their house in New Jersey and moved to Carteret County. My brother was living in Carteret County and my folks were there, and it was the natural place for me to vacation – the close place; and because so much family was there, it really became home. I certainly wasn't going back and forth to New Jersey anymore and didn't want to, so that's how I kind of ended up there. And about three years ago, I really – I enjoyed staying with my folks and in their home, but I really felt like I needed my own space down there; and I felt that I needed a place of my own that I would go to and take vacation time because I typically don't do that. So that's why I bought the house and it was purchased as an investment too for retirement.

Reference 2: 13.25% coverage

William

I think primarily the fact that I've spent so much time in eastern North Carolina during my college years, and really have real deep connections to the people. A lot of kids that I went to school with grew up in those areas, so I didn't feel like a stranger in a strange land. And

CASES > Cases > Interviewee > William

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

Literature Review

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
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
  - Interviewee
  - Interviewer**
  - Questions
- Case Classifications

**NOTES**

- Memos
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**SEARCH**

- Queries
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- Sets

**MAPS**

- Maps

OPEN ITEMS

Name	Files	References	Create
Elizabeth	1	11	Tod
Henry	5	51	Tod
Nancy	2	18	Tod

No Item Open

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

Literature Review

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
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
  - Interviewee
  - Interviewer
  - Questions**
  - Case Classifications

**NOTES**

- Memos
- Annotations
- Memo Links

**SEARCH**

- Queries
- Query Results
- Node Matrices
- Sets

**MAPS**

- Maps

OPEN ITEMS

Name	Files	References	Create
Q.1	8	8	Today
Q.2	7	7	Today
Q.3	6	6	Today
Q.4	8	8	Today
Q.5	8	8	Today
Q.6	7	7	Today

No Item Open



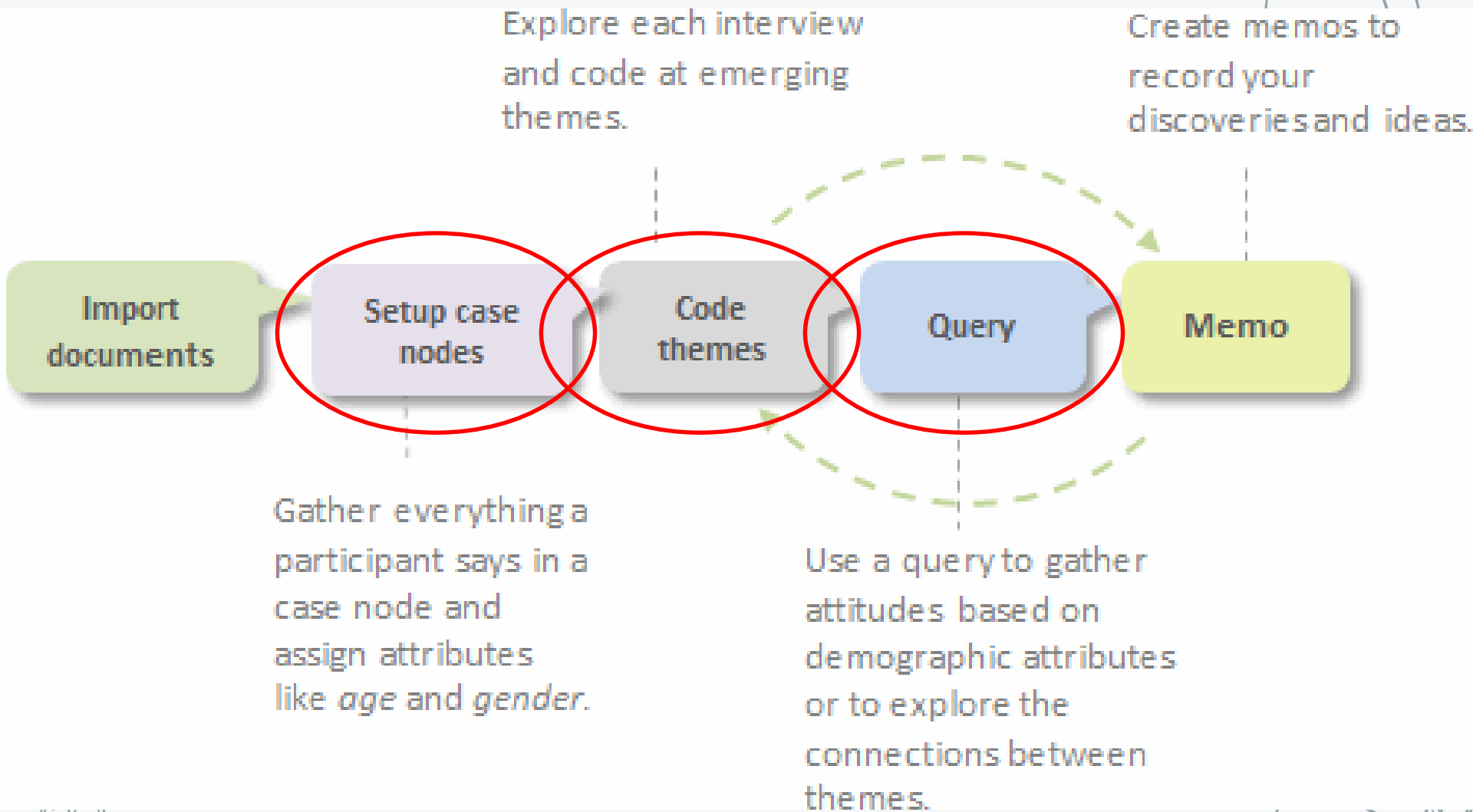


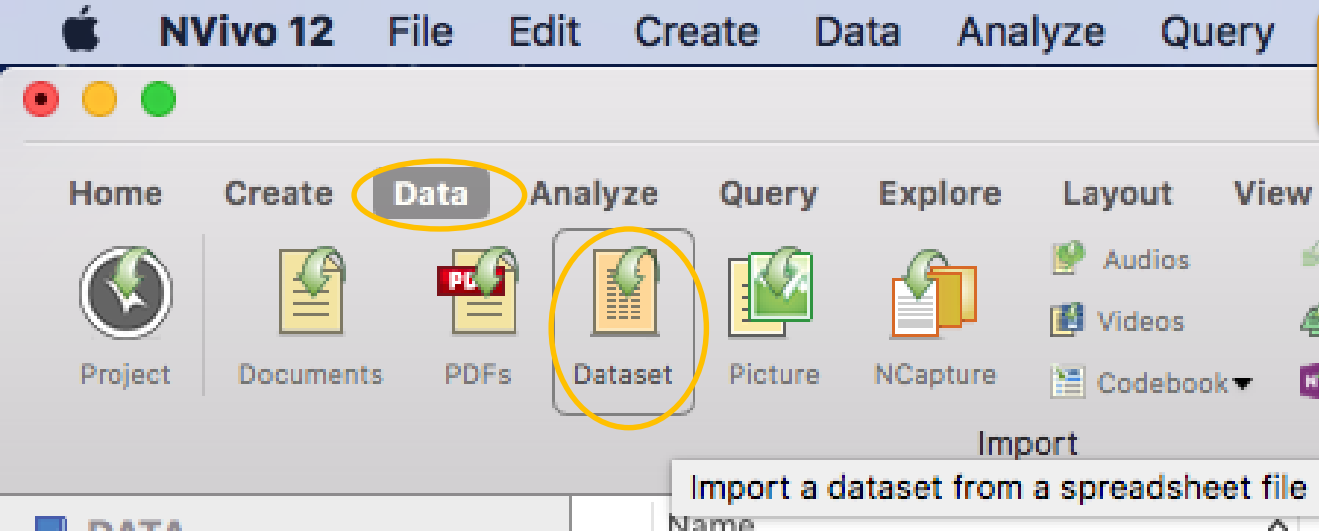
4.1.

# Import survey data

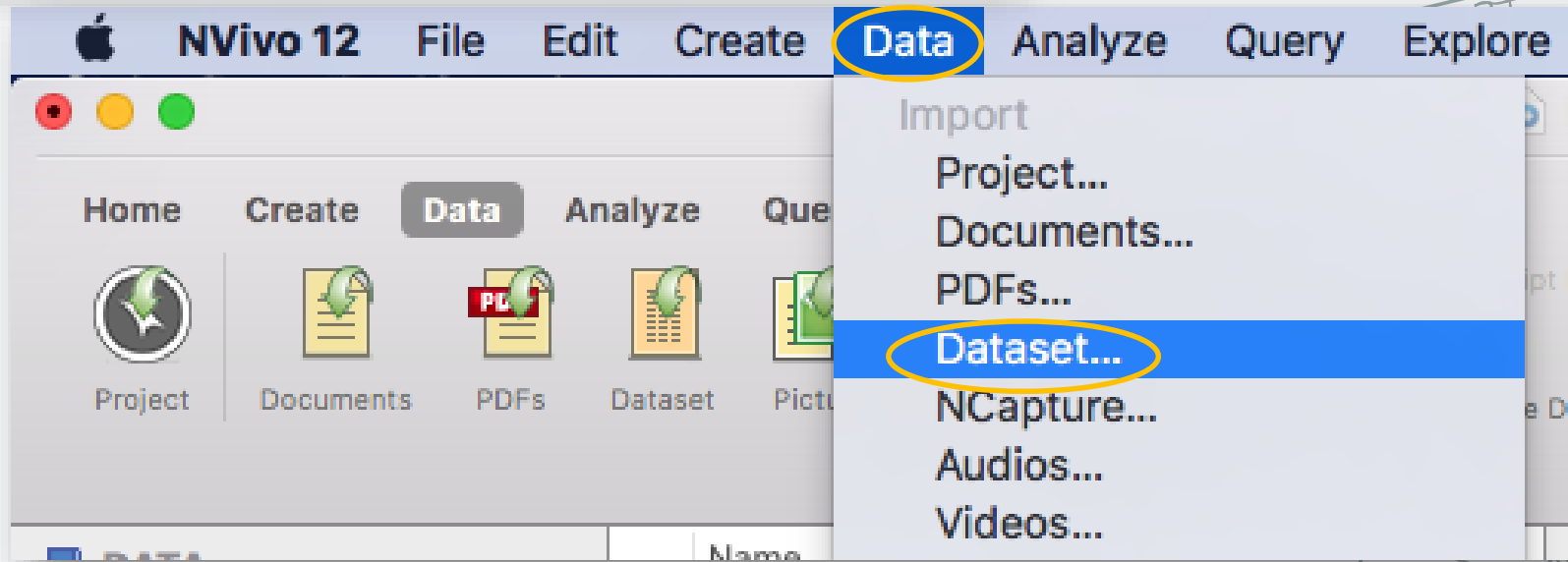


# Working with consistently formatted interviews or survey data





# Import Survey



## Import Survey



## Favorites

- Recents
- All My Files
- Applications
- Desktop
- Documents
- Downloads

## Devices

NVivo 12

## Shared

- desktop-i6e54jq
- desktop-t7lqdt5
- Jiin Ju (3)

## Name

## Date Modified

Susan.docx	19 Nov 2018, 5
Robert.docx	19 Nov 2018, 5
Richard and Patricia.docx	19 Nov 2018, 5
Mary and James.docx	19 Nov 2018, 5
Maria and Daniel.docx	19 Nov 2018, 5
Margaret.docx	19 Nov 2018, 5
NVivoEndNote Library.Data	19 Nov 2018, 4
NVivoEndNote Library1119.xml	19 Nov 2018, 1
NVivoMacPart1.pdf	13 Mar 2018, 2
NVivoMacPart2.pdf	7 Mar 2018, 12
NVivoMacPart3.pdf	7 Mar 2018, 12
National trends in drinking water quality violations.pdf	6 Mar 2018, 5:
Long-term nutrient reductions.pdf	6 Mar 2018, 5:
Analyzing virtual water pollution.pdf	6 Mar 2018, 5:
central.jpg	6 Mar 2018, 12
Survey Responses copy.xlsx	23 Jan 2018, 3
Survey Responses.xlsx	23 Jan 2018, 3

Cancel

Open

You can specify how NVivo should interpret any dates, times and numbers in your data.

Time Delimiter:

Date Delimiter:

Date Format:  ☒ Four digit years

Example: 23/11/2018 15:14:59

Decimal Symbol:

NVivo can use your column headings as field names for your dataset. Does the first row contain column headings?

☒ First row contains field names

Preview

Row ID	Respondent	ReturnDate	The natural environment Down East is	The water quality C
1	DE001	12/14/2004 1...	beautiful	good
2	DE002	12/17/2004 12...	good	good
3	DE003	12/11/2004 12...	peaceful, beautiful serene -	most important to m
4	DE004	12/16/2004 1...	becoming poorer with pollution d...	being reduced by po
5	DE005	12/4/2004 12:...	an important part of the area	excellent
6	DE006	12/7/2004 12:...	good	good
7	DE007	12/10/2004 12:...	perfect	good



Cancel

Next

You can specify information about each of the fields you are importing. Select the fields in the data preview area below. You can then modify field information in the "Field Options" area.

Field Selection:

Preview

Row ID (Integer)	Respondent (Text)	ReturnDate (Text)	The natural environment Down East is (Codable Text)	The water quality C (Codable T
1	DE001	12/14/2004 1...	beautiful	good
2	DE002	12/17/2004 12...	good	good
3	DE003	12/11/2004 12...	peaceful, beautiful serene -	most important to m
4	DE004	12/16/2004 1...	becoming poorer with pollution d...	being reduced by po
5	DE005	12/4/2004 12:...	an important part of the area	excellent
6	DE006	12/7/2004 12:...	good	good
7	DE007	12/9/2004 12:...	perfect!	good
8	DE008	12/7/2004 12:	beautiful	good

### Field Options

Field Name:  ☒ Import Field

Analysis Type:

Data Type:

You can specify information about each of the fields you are importing. Select the fields in the data preview area below. You can then modify field information in the "Field Options" area.


Field Selection:


Preview

Row ID (Integer)	Respondent (Text)	ReturnDate (Text)	The natural environment Down East is (Codable Text)	The water quality C (Codable T
1	DE001	12/14/2004 1...	beautiful	good
2	DE002	12/17/2004 12...	good	good
3	DE003	12/11/2004 12...	peaceful, beautiful serene -	most important to m
4	DE004	12/16/2004 1...	becoming poorer with pollution d...	being reduced by po
5	DE005	12/4/2004 12:...	an important part of the area	excellent
6	DE006	12/7/2004 12:...	good	good
7	DE007	12/9/2004 12:...	perfect!	good
8	DE008	12/7/2004 12:...	beautiful	good

### Field Options

Field Name:  ☒ Import Field

Analysis Type:  

Data Type:  



Cancel

Back

Next



That is all information the assistant needs to import your data.

Name:

Description:



Cancel

Back

Import

# Import Survey

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

Literature Review

Home Create Data Analyze Query Explore Layout View

Project Documents PDFs Dataset Picture NCapture Codebook OneNote Data Bibliographic Data

Import

Codebook Items List Classification Sheets

Export

DATA

- Files
- File Classifications
- Externals

CODES

- Nodes

CASES

- Cases
  - Interviewee
  - Interviewer
  - Questions
- Case Classifications

NOTES

- Memos
- Annotations
- Memo Links

SEARCH

- Queries
- Query Results
- Node Matrices

SETS

MAPS

- Maps

OPEN ITEMS

- Survey Responses

Name

- Allaire, Maura, Wu, Haowei & Lall,...
- Li, Hui, Yang, Zhifeng, Liu, Gengy...
- Margaret
- Maria and Daniel
- Mary and James
- Richard and Patricia
- Robert
- Survey Responses**
- Susan
- Thomas
- William

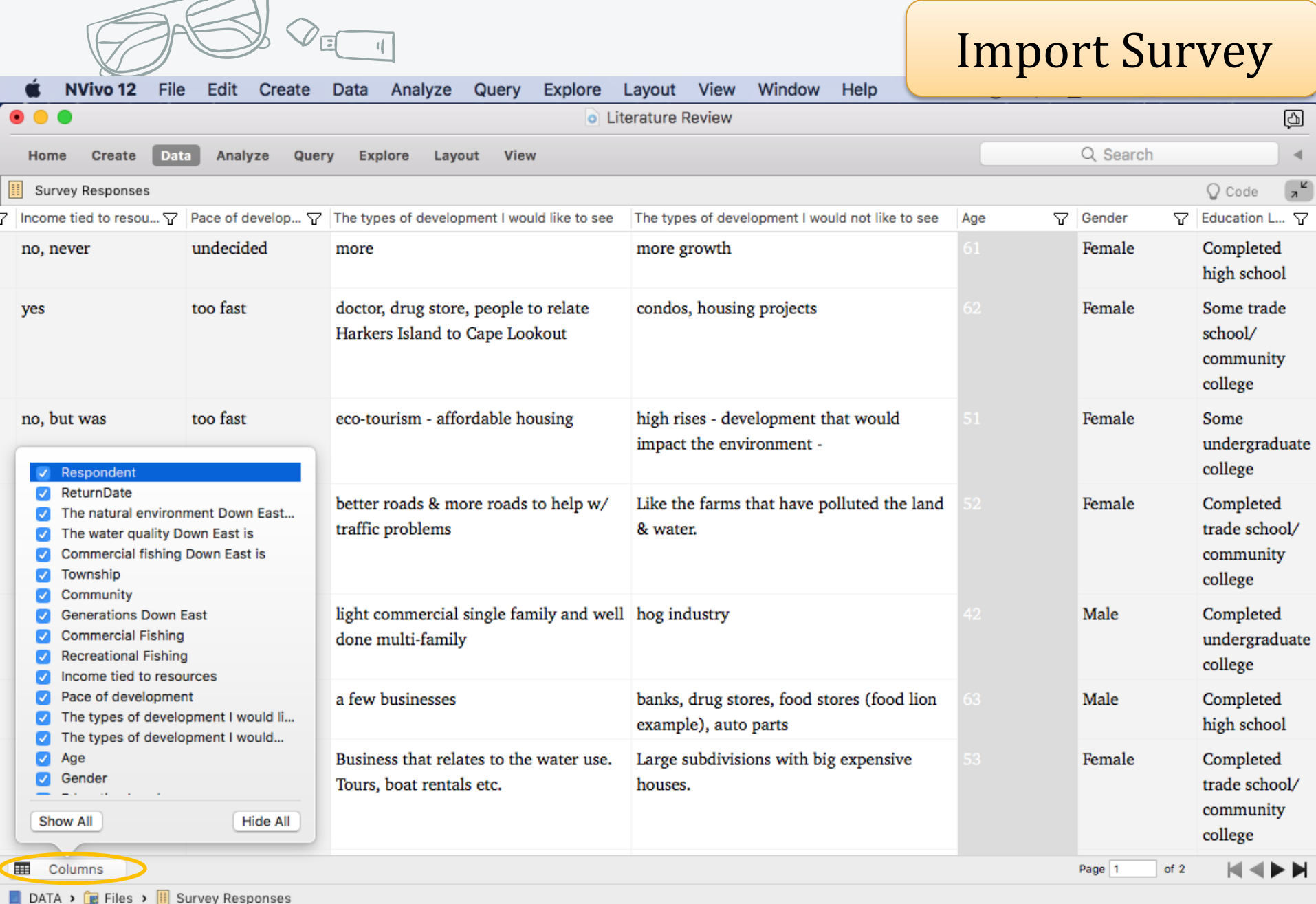
Survey Responses

ID	Respondent	ReturnDate	The natural environment Down East is	The water quality Down E
1	DE001	12/14/2004 12:00:00 AM	beautiful	good
2	DE002	12/17/2004 12:00:00 AM	good	good
3	DE003	12/11/2004 12:00:00 AM	peaceful, beautiful serene -	most important to maintain
4	DE004	12/16/2004 12:00:00 AM	becoming poorer with pollution due to chemical runoff from local farms. It has ruined the fishing business.	being reduced by pollution
5	DE005	12/4/2004 12:00:00 AM	an important part of the area	excellent
6	DE006	12/7/2004 12:00:00 AM	good	good
7	DE007	12/9/2004 12:00:00 AM	perfect!	good

Columns Page 1 of 2

DATA > Files > Survey Responses

# Import Survey



The image shows the NVivo 12 software interface. At the top, there is a menu bar with options: NVivo 12, File, Edit, Create, Data, Analyze, Query, Explore, Layout, View, Window, and Help. Below the menu bar is a toolbar with icons for Home, Create, Data, Analyze, Query, Explore, Layout, and View. A search bar is located on the right side of the toolbar.

The main window displays a table titled "Survey Responses". The table has the following columns: Income tied to resou..., Pace of develop..., The types of development I would like to see, The types of development I would not like to see, Age, Gender, and Education L... (Education Level). The table contains several rows of data, including responses from respondents aged 61, 62, 51, 52, 42, 63, and 53.

A context menu is open over the table, showing a list of columns that can be selected or deselected. The "Respondent" column is currently selected. Other columns listed include ReturnDate, The natural environment Down East is, The water quality Down East is, Commercial fishing Down East is, Township, Community, Generations Down East, Commercial Fishing, Recreational Fishing, Income tied to resources, Pace of development, The types of development I would li..., The types of development I would..., Age, and Gender. At the bottom of the menu are buttons for "Show All" and "Hide All".

At the bottom left of the interface, there is a "Columns" button, which is highlighted with a yellow circle. At the bottom right, there is a page indicator showing "Page 1 of 2" and navigation arrows.

Income tied to resou...	Pace of develop...	The types of development I would like to see	The types of development I would not like to see	Age	Gender	Education L...
no, never	undecided	more	more growth	61	Female	Completed high school
yes	too fast	doctor, drug store, people to relate Harkers Island to Cape Lookout	condos, housing projects	62	Female	Some trade school/ community college
no, but was	too fast	eco-tourism - affordable housing	high rises - development that would impact the environment -	51	Female	Some undergraduate college
		better roads & more roads to help w/ traffic problems	Like the farms that have polluted the land & water.	52	Female	Completed trade school/ community college
		light commercial single family and well done multi-family	hog industry	42	Male	Completed undergraduate college
		a few businesses	banks, drug stores, food stores (food lion example), auto parts	63	Male	Completed high school
		Business that relates to the water use. Tours, boat rentals etc.	Large subdivisions with big expensive houses.	53	Female	Completed trade school/ community college

# Import Survey

Mac OS interface for NVivo 12. The application window shows the 'Survey Responses' dataset. A modal dialog for 'Row Visibility' is open, highlighting the 'Show' option. The background table displays survey data with columns for various responses and demographic information.

**Row Visibility Dialog:**

- Row Visibility: ☒ Show ☐ Hide
- Filter Rule:
  - is greater than [dropdown] value [dropdown] [input]
  - [dropdown] [dropdown] value [dropdown] [input]
- Buttons: Clear Filter, Cancel, OK

**Survey Responses Table:**

Income tied to resou...	Pace of develop...	The types of development I would like to see	The types of development I would not like to see	Age	Gender	Education L...
no, never	undecided	more	more growth	61	Female	Completed
yes	too fast	doctor, drug store, people to relate Harkers Island to Cape Lookout	condos, h			
no, but was	too fast	eco-tourism - affordable housing	high rises impact th			
no, never	too fast	better roads & more roads to help w/ traffic problems	Like the farms that have polluted the land & water.	52	Female	Completed trade school/ community college
no, never	about right	light commercial single family and well done multi-family	hog industry	42	Male	Completed undergraduate college
	too fast	a few businesses	banks, drug stores, food stores (food lion example), auto parts	63	Male	Completed high school
yes	too fast	Business that relates to the water use. Tours, boat rentals etc.	Large subdivisions with big expensive houses.	53	Female	Completed trade school/ community college

**Page Information:** Page 1 of 2

# Import Survey

Row Visibility: ☒ Show

☐ Hide

Filter Rule:

contains

value

Female

Clear Filter

Cancel

should not like to see	Age	Gender	Education L...
	61	Female	Completed high school
	62	Female	Some trade school/ community college
that would	51	Female	Some undergraduate college

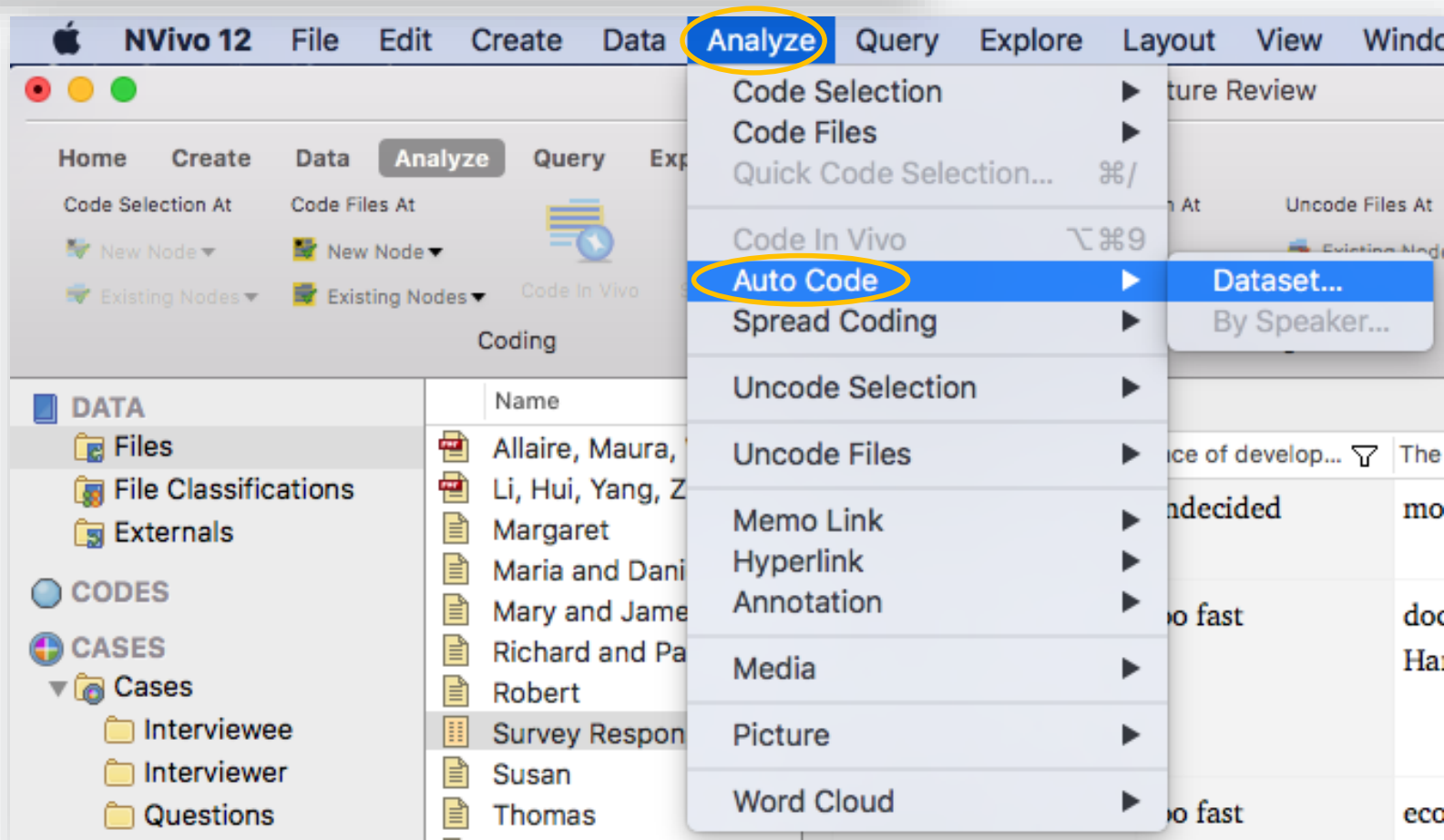
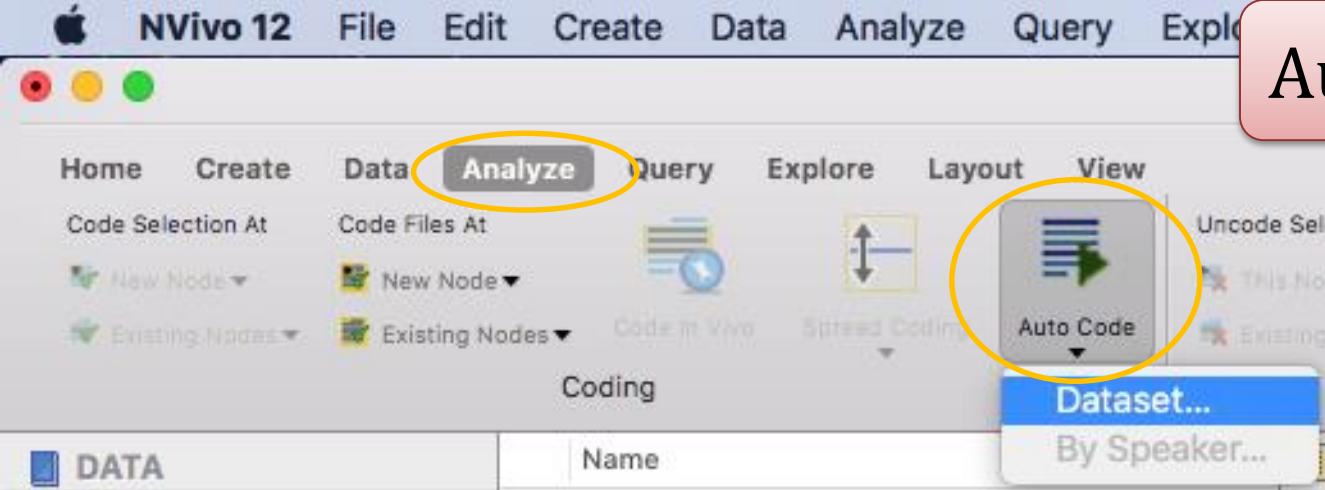


4.2.

# Autocoding survey data



# AutoCoding - nodes



Use this assistant to create and code at nodes based on the column names or row values in your dataset.

☒ Code at nodes for selected columns

For example, you could create a node for each question in a survey and code the response at each node

☐ Code at cases for each value in a column

For example, you could make a case for each respondent and code the responses at the case. You can use this option if you have a single row per respondent, or multiple rows per respondent. You can also classify these cases, assigning attribute values from the classifying columns.

Respondent	Sex	Age	Natural Environment	Water Quality	Node
DE001	male	52	Becoming poorer with pollution	Important to marine nurseries	Coded text
DE002	female	35	Priceless and vulnerable to pollution	Good for now but needs to be monitored	

## Auto Code Dataset Assistant - Step 2 of 3

Select the columns you would like to create as nodes

Available Columns

Selected Columns

The natural environment Do...  
The water quality Down East is  
Commercial fishing Down Ea...  
The types of development I...  
The types of development I...

Preview

Code the content using this node structure

▼ Nodes  
▼ [NodeName]  
The natural environ...  
The water quality D...  
Commercial fishing...  
The types of develo...  
The types of develo...



Cancel

Auto Code

Back

Next

## Select the autocoding location

Under:

Location:

Name:

☐ Aggregate coding from child node

## Preview

Code the content using this node structure

```
▼ Nodes
  ▼ [NodeName]
    The natural environment
    The water quality Down E
    Commercial fishing Down
    The types of developmen
    The types of developmen
```



Cancel

Back

Auto Code

# AutoCoding - nodes

## Auto Code Dataset Assistant - Step 3 of 3

### Select the autocoding location

Under:

Location:

Name:

☐ Aggregate coding from child node

#### ▼ Nodes

- ▶ ☐ Down East
- ☐ Drinking water
- ☐ Quality monitoring
- ☐ Violation

Select



Cancel

Back

Auto Code

# AutoCoding - nodes

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 is divided into sections: Home, Create, Data, Analyze, Query, Explore, Layout, and View. The 'Analyze' tab is active, showing options for Coding (New Node, Existing Nodes, Code In Vivo, Spread Coding, Auto Code), Uncoding (Uncode Selection At, Uncode Files At, This Node, Existing Nodes), Links (Memo Link, Hyperlink), and Annotations (New Annotation, Delete Annotation).

The left sidebar shows the project structure with categories: DATA (Files, File Classifications, Externals), CODES (Nodes), CASES (Cases, Interviewee, Interviewer, Questions, Case Classifications), NOTES (Memos, Annotations, Memo Links), and SEARCH (Queries, Query Results, Node Matrices, Sets). The 'Nodes' category is expanded, showing a list of nodes. A yellow circle highlights the 'Survey Responses' node, which is expanded to show its sub-nodes: 'Commercial fishing Do...', 'The natural environme...', 'The types of developm...', 'The types of developm...', 'The water quality Dow...', and 'Violation'.

The main window displays the 'Commercial fishing Down East is' node. The 'Summary' tab is active, showing a table of references. The table has two columns: 'Name' and 'Files'. The 'Name' column lists the nodes, and the 'Files' column shows the number of files associated with each node. The 'Survey Responses' node is highlighted with a yellow circle.

Name	Files
Down East	0
Drinking water	1
Quality monitoring	1
Survey Responses	0
Commercial fishing Do...	1
The natural environme...	1
The types of developm...	1
The types of developm...	1
The water quality Dow...	1
Violation	1

The right pane shows the 'Reference' tab for the 'Commercial fishing Down East is' node. It displays a list of references with their corresponding coverage percentages. The references are:

- Reference 1: 0.19% coverage
- Reference 2: 0.19% coverage
- Reference 3: 0.19% coverage
- Reference 4: 0.19% coverage
- Reference 5: 0.19% coverage
- Reference 6: 0.19% coverage
- Reference 7: 0.19% coverage
- Reference 8: 0.19% coverage

The bottom status bar shows the current path: CODES > Nodes > Survey Responses > Commercial fishing Down East is.



# AutoCoding - nodes

**NVivo 12** File Edit Create Data Analyze

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Files At

New Node Existing Nodes New Node Existing Nodes

Code In Vivo Spread Coding

**Auto Code**

Dataset...  
By Speaker...

**DATA**

- Files
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
  - Interviewee
  - Interviewer
  - Questions

Name	ID
Allaire, Maura, Wu, Haowei & Lall,...	1
Li, Hui, Yang, Zhifeng, Liu, Gengy...	2
Margaret	
Maria and Daniel	
Mary and James	
Richard and Patricia	
Robert	
<b>Survey Responses</b>	
Susan	
Thomas	
William	3

Use this assistant to create and code at nodes based on the column names or row values in your dataset.

☐ Code at nodes for selected columns

For example, you could create a node for each question in a survey and code the response at each node

☒ Code at cases for each value in a column

For example, you could make a case for each respondent and code the responses at the case. You can use this option if you have a single row per respondent, or multiple rows per respondent. You can also classify these cases, assigning attribute values from the classifying columns.

Respondent	Sex	Age	Natural Environment	Water Quality
DE001	male	52	Becoming poorer with pollution	Important to marine nurseries
DE002	female	35	Priceless and vulnerable to pollution	Good for now but needs to be monitored

Case

Coded text

Choose the column that contains the case names

Respondent

ReturnDate

Township

Community

Generations Down East

Commercial Fishing

Recreational Fishing

Income tied to resources

Pace of development

Age

Gender

Education Level

Preview

Code the content using this case structure

Choose the column that contains the case names

Respondent

## Preview

Code the content using this case structure

▼ Cases

▼ Survey Responses

DE001

DE002

DE003

DE004

DE005

DE006

DE007

DE008

...



Cancel

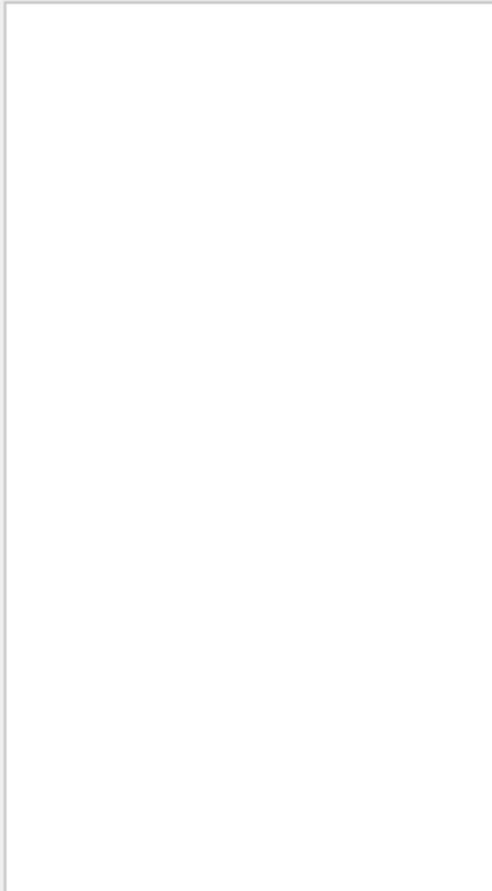
Auto Code

Back

Next

**Choose the columns that contain the content you want to code at each case**

Available Columns



Selected Columns

The natural environment Do...  
The water quality Down East is  
Commercial fishing Down Ea...  
The types of development I...  
The types of development I...



**Preview**

Code the content using this case structure

▼ Cases  
▼ Survey Responses  
DE001  
DE002  
DE003  
DE004  
DE005  
DE006  
DE007  
DE008  
...



Cancel

Auto Code

Back

Next

## Select the autocoding location

Under: New Case

Location: Cases

Name: Survey Responses

☐ Aggregate coding from child case

☒ Classify cases from classifying columns

☒ Create new classification Survey Responses

☐ Use existing classification Questions

Attributes: Respondent, ReturnDate, Township, Community, G...

☐ Update classification and attribute value assignment of existing cases

## Preview

Code the content using this case structure

▼ Cases  
    ▼ Survey Responses  
        DE001  
        DE002  
        DE003  
        DE004  
        DE005  
        DE006  
        DE007  
        DE008  
        ...



Cancel

Back

Auto Code



# AutoCoding - nodes

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

Literature Review

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Files At

New Node Existing Nodes

Code In Vivo Spread Coding Auto Code

Coding

Uncode Selection At Uncode Files At

This Node Existing Nodes Existing Nodes

Uncoding

Memo Link Hyperlink

Links

New Annotation Delete Annotation

Annotations

Search

**DATA**

- Files
- File Classifications
- Externals

**CODES**

- Nodes

**CASES**

- Cases
  - Interviewee
  - Interviewer
  - Questions
- Case Classifications

**NOTES**

- Memos
- Annotations
- Memo Links

**SEARCH**

- Queries
- Query Results
- Node Matrices

OPEN ITEMS

- Survey Responses
- Commercial fishing Down Eas...
- DE001

Name	Files	Re
Survey Respondents	0	
DE001	1	
DE002	1	
DE003	1	
DE004	1	
DE005	1	
DE006	1	
DE007	1	
DE008	1	
DE009	1	
DE010	1	
DE011	1	
DE012	1	
DE013	1	
DE014	1	
DE015	1	
DE016	1	
DE017	1	
DE018	1	
DE019	1	
DE020	1	
DE021	1	
DE022	1	
DE023	1	
DE024	1	
DE025	1	

DE001

Summary Reference

[Files\\Survey Responses](#)  
5 references coded, 0.96% coverage

Reference 1: 0.19% coverage  
beautiful

Reference 2: 0.19% coverage  
good

Reference 3: 0.19% coverage  
good

Reference 4: 0.19% coverage  
more

Reference 5: 0.19% coverage  
more growth

CASES > Cases > Survey Respondents > DE001

# AutoCoding - nodes

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

Literature Review

Home Create Data **Analyze** Query Explore Layout View

Code Selection At Code Files At

New Node Existing Nodes Code In Vivo Spread Coding Auto Code

Coding

Uncode Selection At Uncode Files At

This Node Existing Nodes Existing Nodes

Uncoding

Memo Link Hyperlink

New Annotation Delete Annotation

Links Annotations

DATA

- Files
- File Classifications
- Externals

CODES

- Nodes

CASES

- Cases
  - Interviewee
  - Interviewer
  - Questions
- Case Classifications

NOTES

- Memos
- Annotations
- Memo Links

OPEN ITEMS

- Survey Responses
- Commercial fishing Down Eas...
- DE001
- Survey Responses

Name

- Interviewee
- Questions
- Survey Responses**
  - DE001
  - DE002
  - DE003
  - DE004
  - DE005
  - DE006
  - DE007
  - DE008
  - DE009
  - DE010
  - DE011
  - DE012
  - DE013
  - DE014
  - DE015
  - DE016
  - DE017
  - DE018
  - DE019
  - DE020
  - DE021
  - DE022

Survey Responses

Attributes **Classification Sheet**

Name	Community	Respondent	Education Level	Commercial Fish...	Return
DE001	Q Straits	Q DE001	Q Complete...	No	Q 12/1
DE002	Q Harkers Isl...	Q DE002	Q Some trad...	No	Q 12/1
DE003	Q Marshallb...	Q DE003	Q Some und...	No	Q 12/1
DE004	Q Williston	Q DE004	Q Complete...	No	Q 12/1
DE005	Q Gloucester	Q DE005	Q Complete...	No	Q 12/4
DE006	Q Bettie	Q DE006	Q Complete...	No	Q 12/7
DE007	Q Marshallb...	Q DE007	Q Complete...	Yes	Q 12/9
DE008	Q Otway	Q DE008	Q Some trad...	Yes	Q 12/7
DE009	Q Marshallb...	Q DE009	Q Complete...	No	Q 12/15/200...
DE010	Q Stacy	Q DE010	Q Some und...	No	Q 12/11/200...
DE011	Q Stacy	Q DE011	Q Complete...	No	Q 12/3/2004...
DE012	Q Williston	Q DE012	Q Complete...	No	Q 12/15/200...
DE013	Q Straits	Q DE013	Q Complete...	No	Q 12/9/2004...
DE014	Q Bettie	Q DE014	Q Complete...	Yes	Q 12/18/200...
DE015	Q Sea Level	Q DE015	Q Some und...	No	Q 12/8/2004...

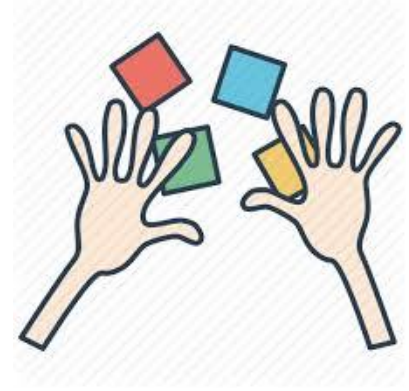
CASES > Case Classifications > Survey Responses

Spreadsheet...  
SPSS...  
Print...  
Facebook  
LinkedIn  
Mail  
Messages  
Notes  
Reminders  
Sina Weibo  
Tencent Weibo  
Twitter

- Consider how you are going to use or analyze your data.
- Clean up your data before import. You cannot edit the contents of a dataset once it is imported.



4.



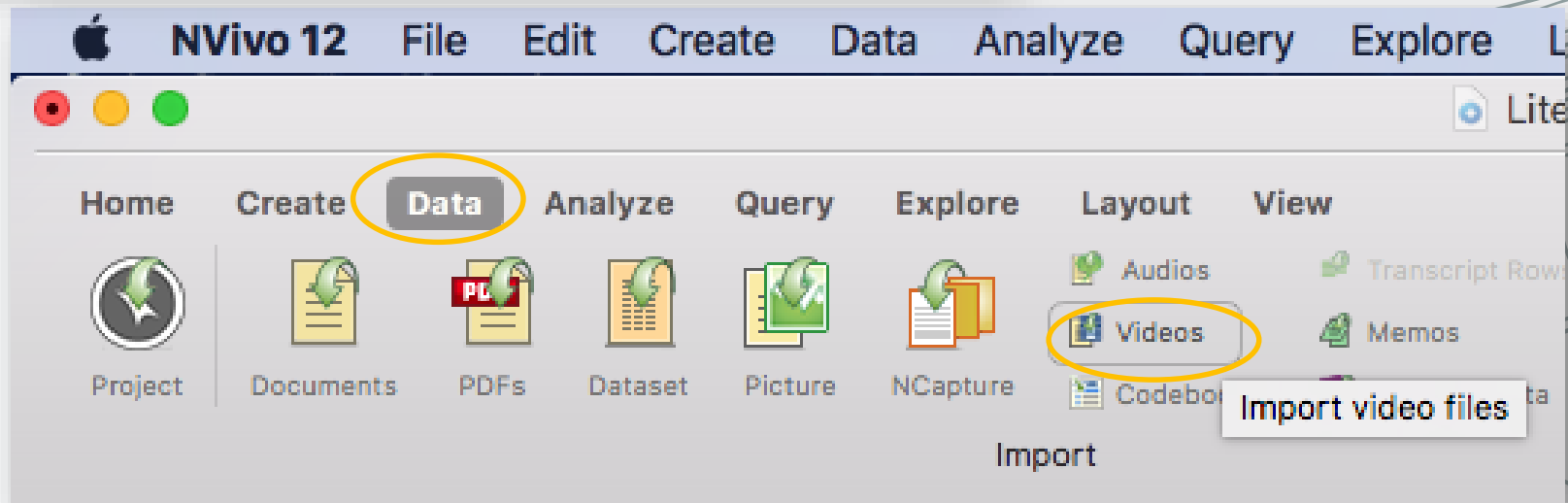
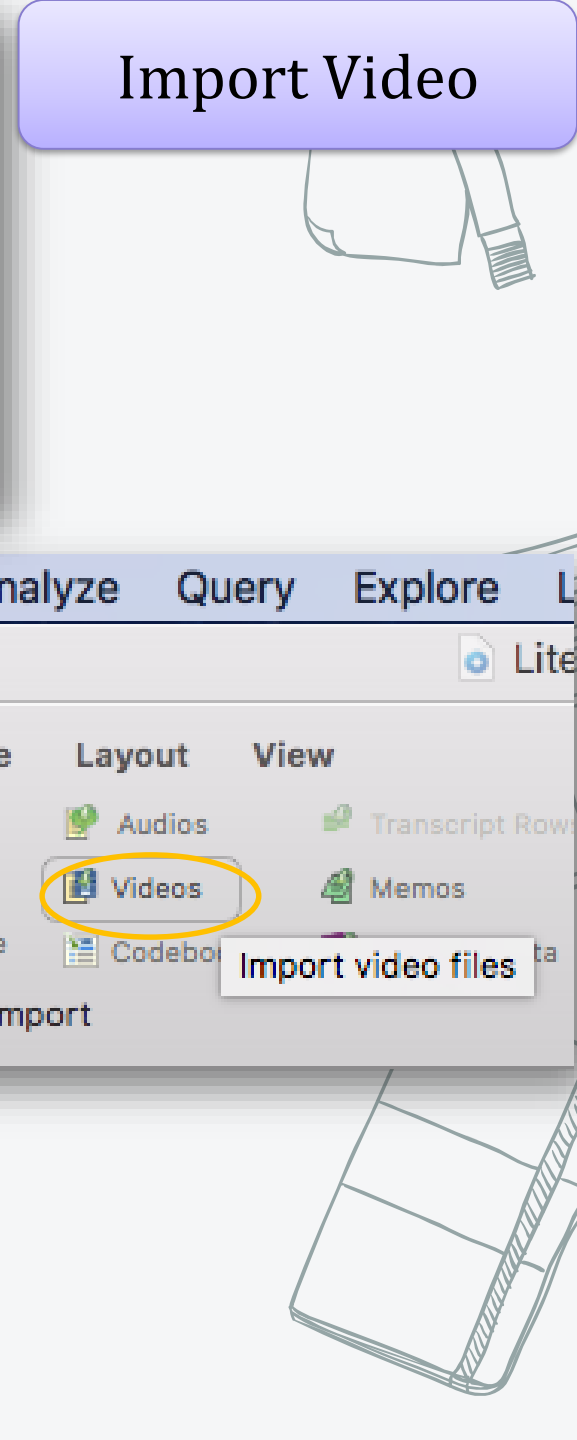
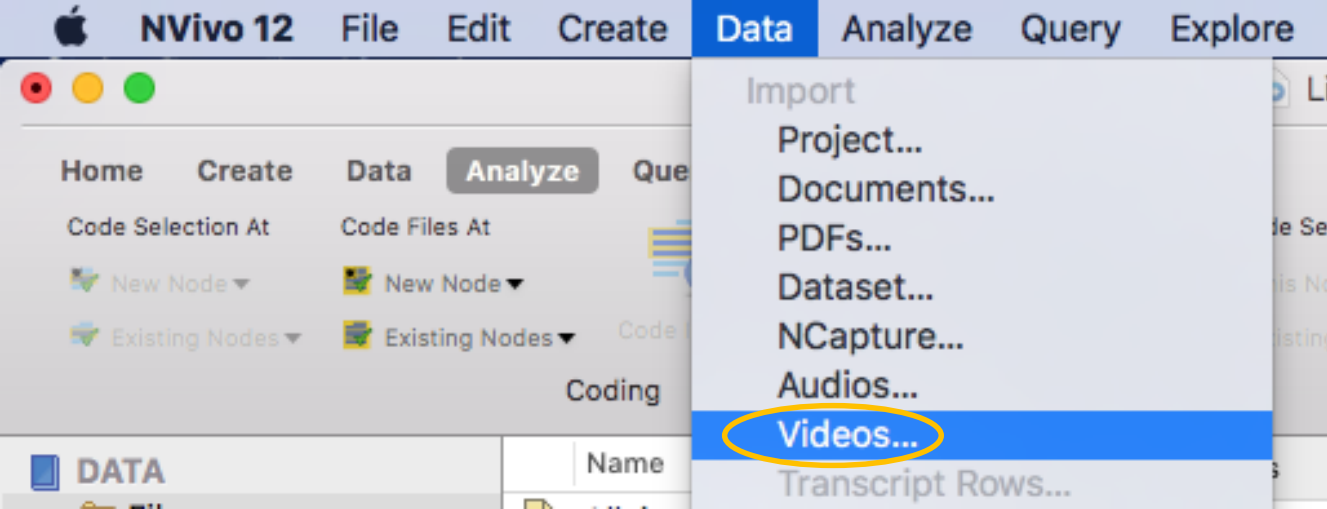
Import survey data  
AutoCode nodes and cases

5 minutes

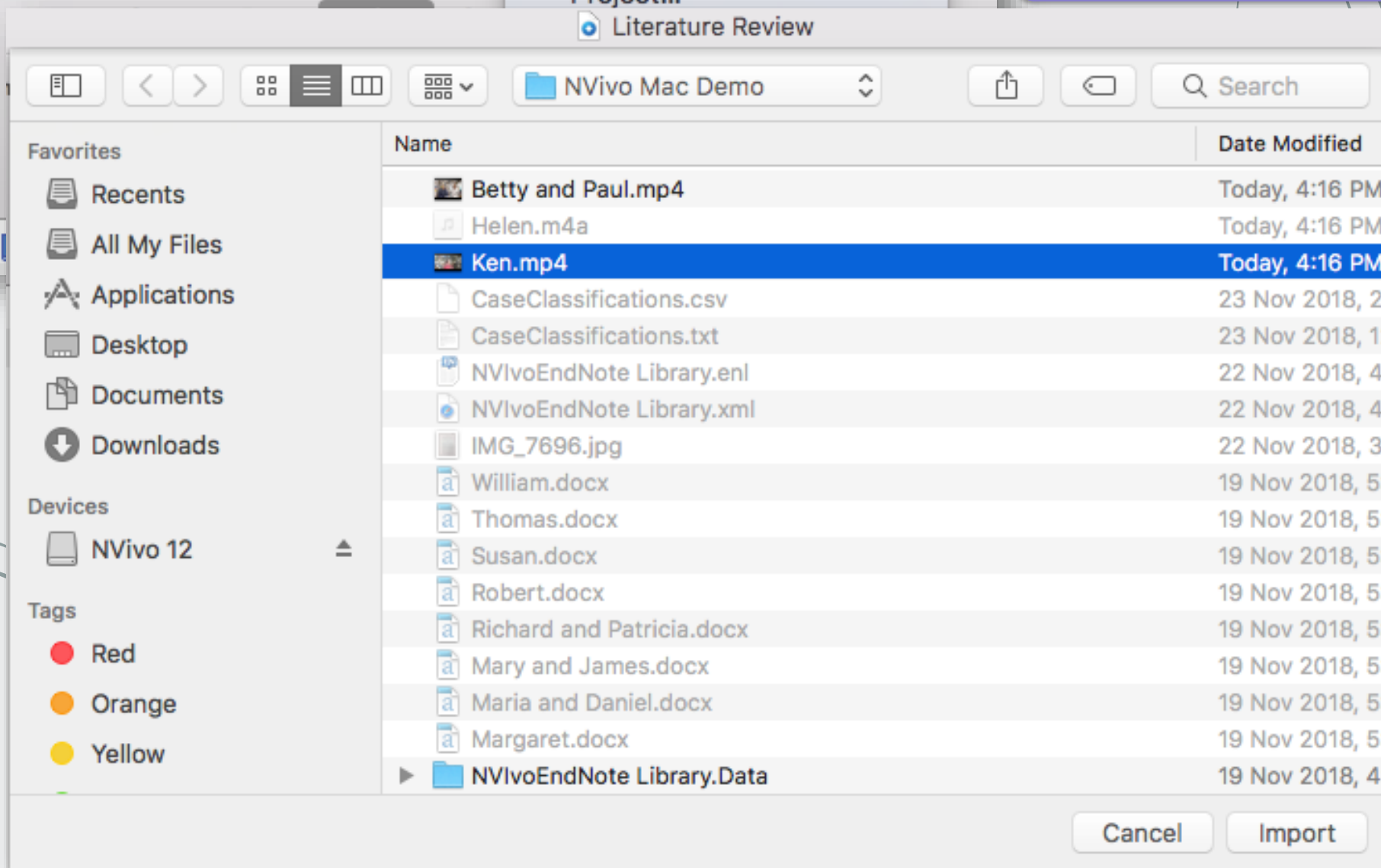


5.

# Import image, audio and video files



# Import Video





# Import Video

Mac OS X interface for NVivo 12. The top menu bar includes File, Edit, Create, Data, Analyze, Query, Explore, Layout, View, Window, and Help. The main window displays the 'Sample Project 1119' interface.

The interface is divided into several sections:

- Home / Create / Data / Analyze / Query / Explore / Layout / View** (Navigation tabs)
- Import / Export** (Buttons for data management)
- DATA** (Left sidebar with folders: Files, Area and Township, Interviews, Literature, News Articles, Social Media, Survey, File Classifications, Externals; and sections: CODES, CASES, NOTES, SEARCH, MAPS)
- Project List** (Middle pane showing a list of names: Barbara, Betty and Paul, Charles, Dorothy, Helen, Ken, Margaret, Maria and Daniel, Mary and James, Richard and Patricia, Robert, Susan, Thomas, William. 'Ken' is highlighted with a yellow circle).
- Video Player** (Right pane showing a video of a man in a red plaid shirt. The video is titled '•Ken'. Below the video is a timeline with 'Start Time' and 'End Time' columns. A context menu is open over the video, with 'Export...' highlighted by a yellow circle. The menu options include: Edit, Export..., Cut, Copy, Paste, Delete, Code Selection, Quick Code Selection..., Code In Vivo..., Uncode Selection, Insert Row, Delete Row, Play Transcript Media, and Assign Timespan To Rows.

The bottom status bar shows the current project path: DATA > Files > Interviews > Ken.

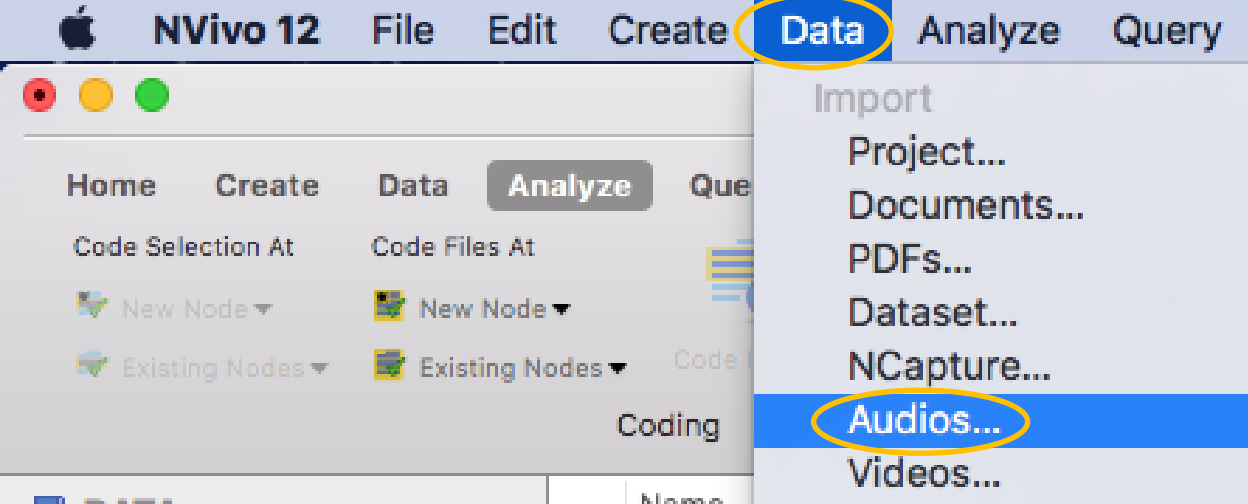
## Shortcuts for playing audio or video

You can play your media files using the controls at the bottom of the media player.

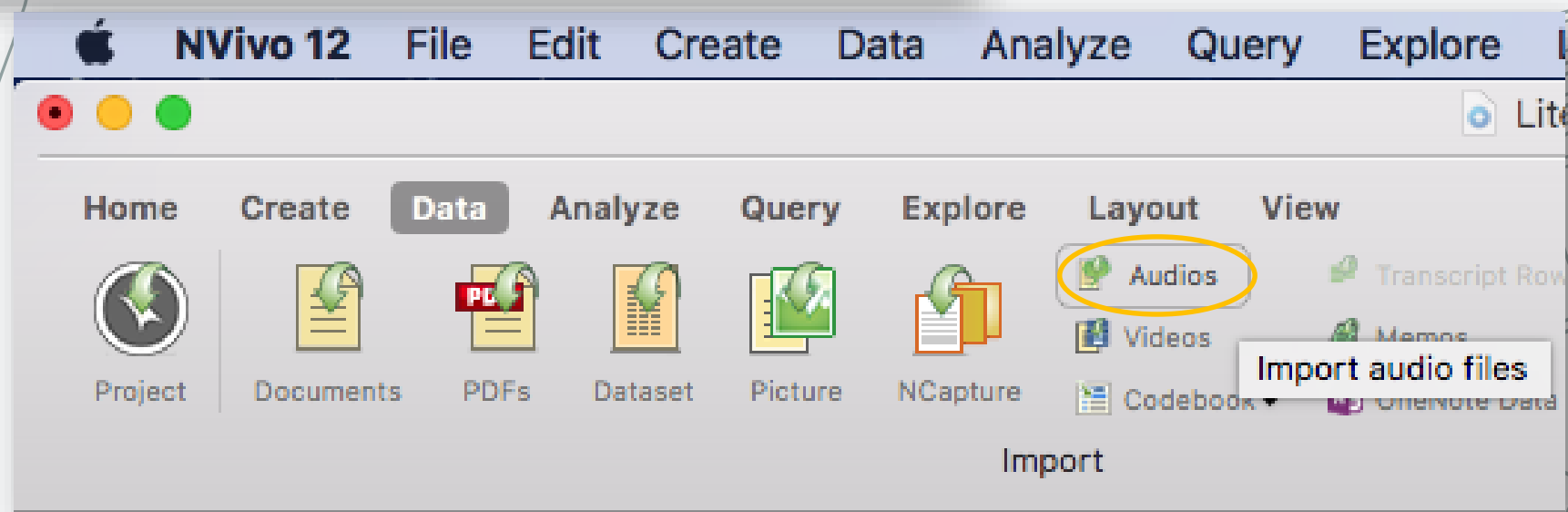
You can also use the following keyboard shortcuts.

\*You may need to press Fn in addition to the indicated key—for example press Fn+F7 to skip back.

To do this	Press
Play / pause.	<b>F8*</b> If your keyboard has media keys, you can use the Play/Pause key
Skip back.	<b>F7*</b> If your keyboard has media keys, you can use the Previous track key
Skip forward.	<b>F9*</b> If your keyboard has media keys, you can use the Next track key



Import Audio



# Import Audio

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

Sample Project 1126

Home Create Data Analyze Query Explore **Layout** View

Reset Settings Sort By Filter Sort & Filter

**DATA**

- Files
  - Area and Towns...
  - Interviews
  - Literature
  - News Articles
  - Social Media
  - Survey
  - File Classifications
  - Externals
- CODES**
  - Nodes
    - Autocoded Resp...
    - Autocoded Soci...
- CASES**
  - Cases
  - Case Classifications

OPEN ITEMS

- Coding Query - Results Pr...
- Unsaved Query
- [Negative, Person:Age Gr...
- Barbara
- Helen**

Name	Nodes	Referen...	Created On	Created By	Modified On	Modified By	Color
Barbara	43	205	27 May 2010, 7:03...	WWS	27 Oct 2014, 11:34...	WWS	Green
Betty and Paul	17	47	27 May 2010, 11:49...	WWS	23 Oct 2014, 1:05...	WWS	Blue
Charles	33	140	27 May 2010, 7:03...	WWS	27 Oct 2014, 12:09...	WWS	Orange
Dorothy	36	129	27 May 2010, 7:03...	WWS	27 Oct 2014, 11:36...	WWS	Blue
Helen	17	62	17 Apr 2010, 10:59...	WWS	27 Oct 2014, 12:02...	WWS	Blue

Helen

Code Edit ↗

Loop Speed

00:00:00.0 00:00:30.0 00:01:00.0 00:01:30.0

Start Time	End Time	Transcript
00:00:00.0	00:00:30.0	Henry asks what is Helen's vision for the landscape Down East. She responds that doesn't want to sacrifice the environment to gain affordable housing.
00:00:30.0	00:01:00.0	She thinks that a balance is achievable between environmental quality and develop describes the natural environment Down East in terms of its natural beauty and its importance to ecosystem services (nursery grounds).
00:01:00.0	00:01:30.0	Helen says that Down East needs to have both environmental quality and economi Henry asks Helen what she thinks are some aspects that make her optimistic that s balance could be achieved, and what are some barriers or problems that cause her that it can be achieved.
00:01:30.0	00:02:00.0	Helen responds that some developers have good visions for the area; people shoul

+ - [Icons] [Icons] [Icons] [Icons] Synchronize

DATA > Files > Interviews > Helen

Edit

**Export...**

Cut

Copy

Paste

Delete

Code Selection ▶

Quick Code Selection... ⌘/

Code In Vivo...

Unicode Selection ▶

Insert Row

Delete Row

Play Transcript Media

Assign Timespan To Rows





**Title**

Aerial view of Central District

**Description**

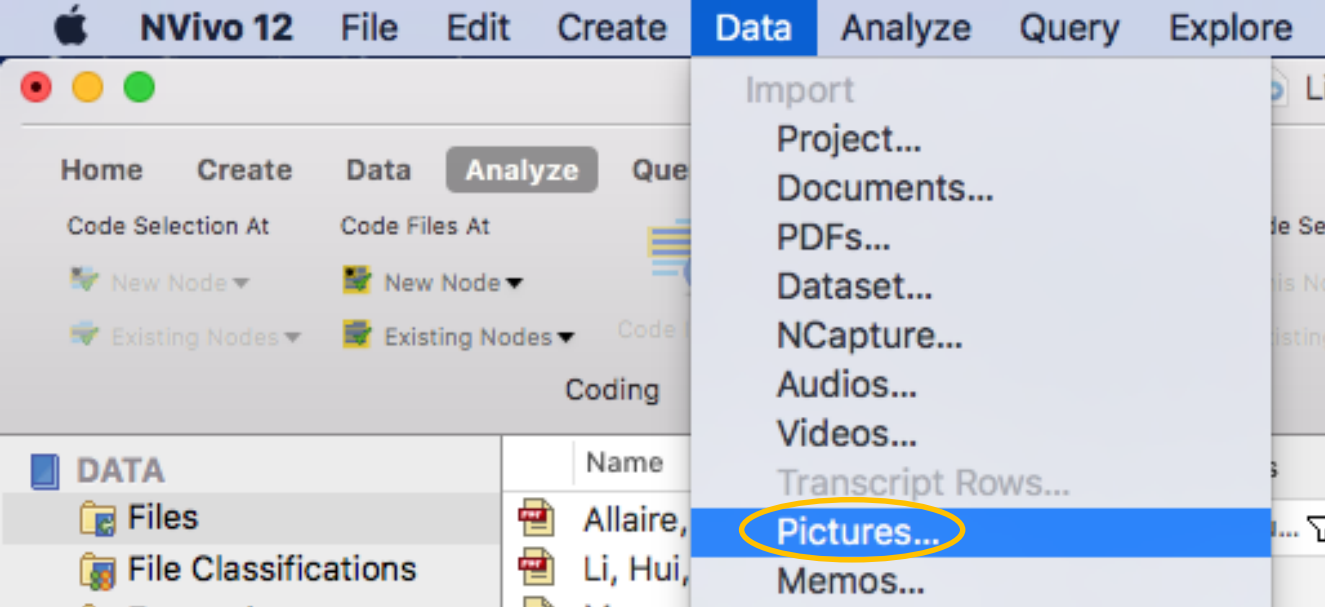
The Bank of China Building and the Hongkong and Shanghai Bank Building can be seen on the top. The Supreme Court and the Statue Square are in the foreground.

**Date**

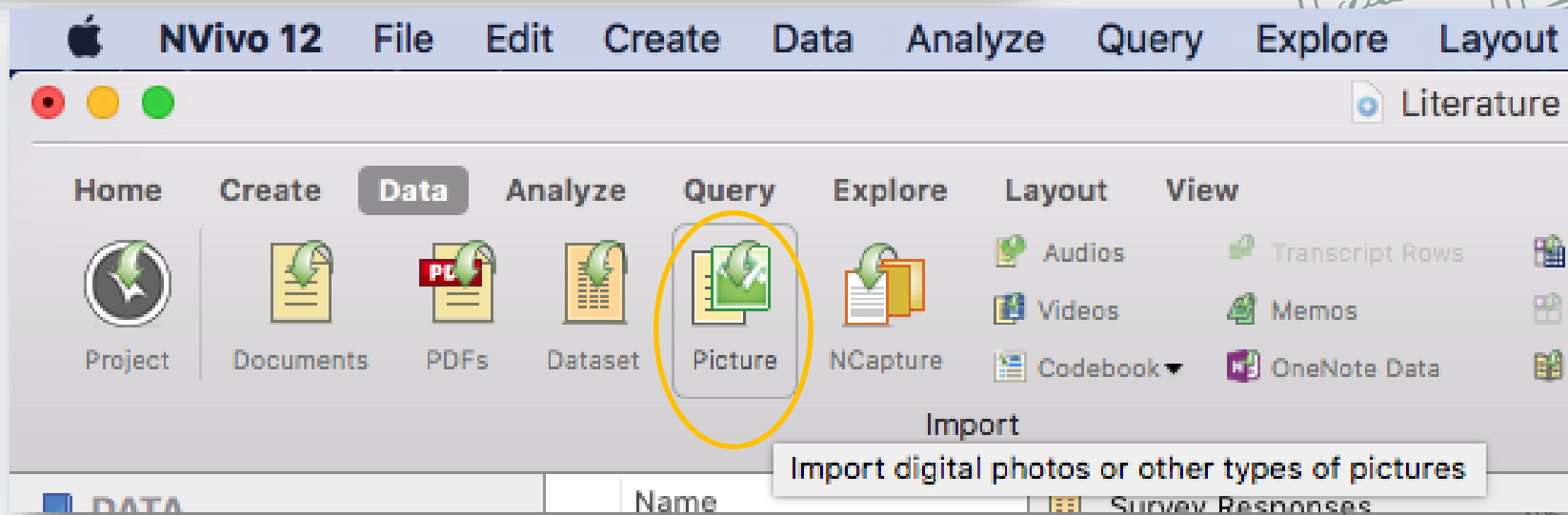
1980

**Place**

Central District  
Bank of China Building  
Hongkong and Shanghai Bank Building  
Supreme Court  
Statue Square



Import Image



Sample Project 1119

NVivo Mac Demo

Search

**Favorites**

- Recents
- All My Files
- Applications
- Desktop
- Documents
- Downloads

**Devices**

- NVivo 12

**Shared**

- desktop-gu3p9n9
- desktop-t7lqdt5

**Media**

Name	Date Modified
Analyzing virtual water pollution.pdf	6 Mar 2018, 5:3
Betty and Paul.mp4	Today, 4:16 PM
CaseClassifications.csv	23 Nov 2018, 2
CaseClassifications.txt	23 Nov 2018, 1
<b>central.jpg</b>	<b>6 Mar 2018, 12:</b>
Helen.m4a	Today, 4:16 PM
IMG_7696.jpg	22 Nov 2018, 3
Ken.mp4	Today, 4:16 PM
Literature Review Log.rtf	Today, 4:19 PM
Long-term nutrient reductions.pdf	6 Mar 2018, 5:3
Margaret.docx	19 Nov 2018, 5
Maria and Daniel.docx	19 Nov 2018, 5
Mary and James.docx	19 Nov 2018, 5
National trends in drinking water quality violations.pdf	6 Mar 2018, 5:3
▶ NVivoEndNote Library.Data	19 Nov 2018, 4
NVivoEndNote Library.enl	22 Nov 2018, 4
NVivoEndNote Library.xml	22 Nov 2018, 4

Cancel Import



# Import Image

## Picture Properties

### General

Name:

Description:

Location: Files

Size: 540 KB

Color: ☐ ☒

### Picture

Dimensions: 470 x 558

Picture Source:

Aperture:

Shutter Speed:

Photo ISO:

Focal Length:

Date/Time:

Location:

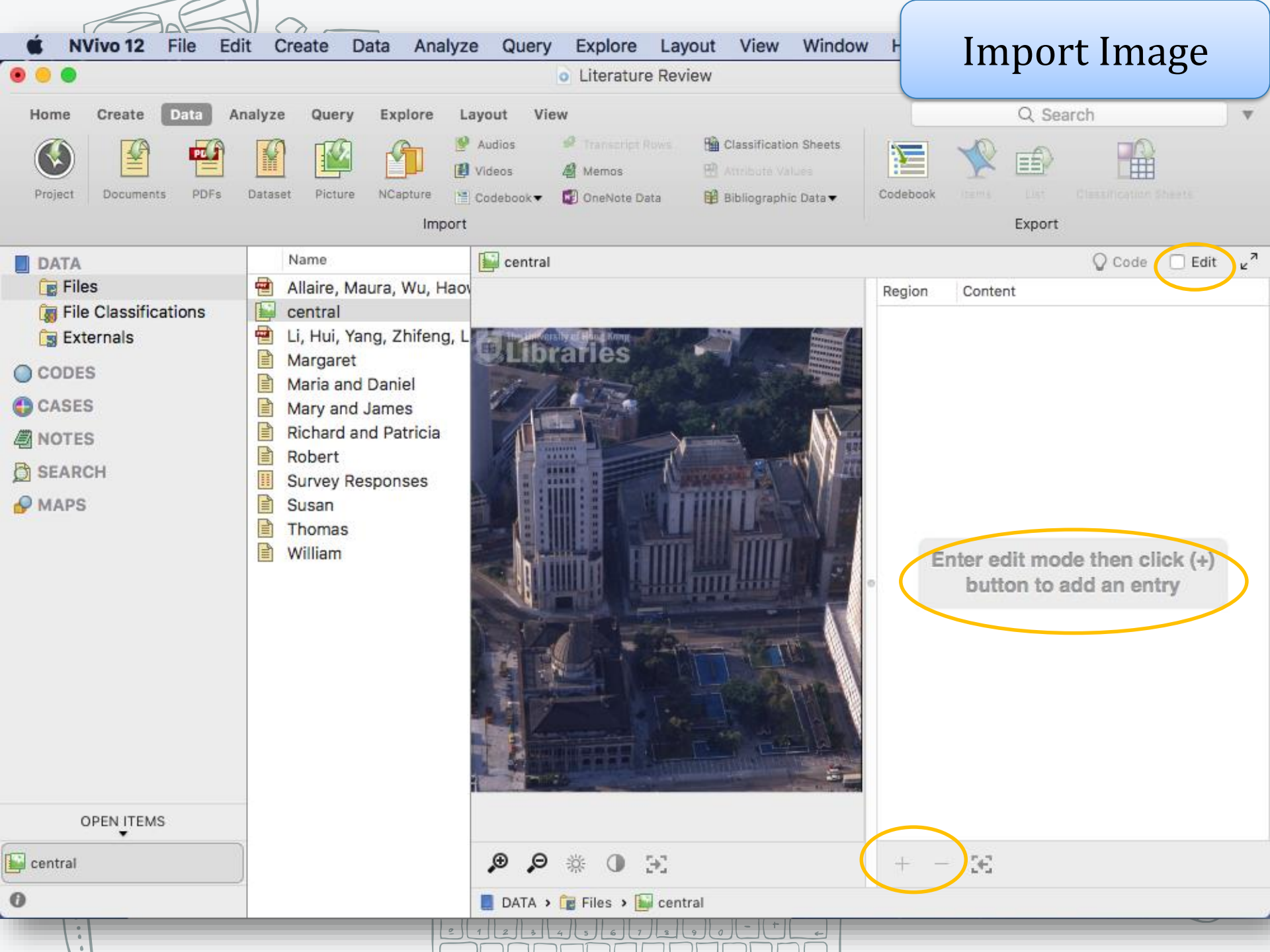
### Attribute Values

Classification:

Attribute	Value
-----------	-------

Cancel

Done



# Import Image

Search



Export

Code ☐ Edit ↗

Region Content

Enter edit mode then click (+) button to add an entry

+ -

DATA > Files > central

# Import Image

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

Literature Review

Home Create **Data** Analyze Query Explore Layout View

Project Documents PDFs Dataset Picture NCapture Audios Videos Codebook OneNote Data Transcripts Rows Classification Sheets Attribute Values Bibliographic Data

Import Export

**DATA**

- Files
- File Classifications
- Externals

**CODES**

**CASES**

**NOTES**

**SEARCH**

**MAPS**

OPEN ITEMS

•central

**central**

Allaire, Maura, Wu, Haov  
Li, Hui, Yang, Zhifeng, L  
Margaret  
Maria and Daniel  
Mary and James  
Richard and Patricia  
Robert  
Survey Responses  
Susan  
Thomas  
William

**Libraries**

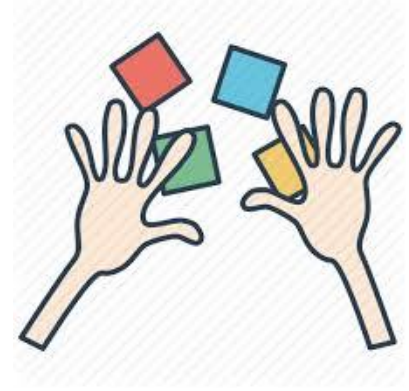
Region Content

- ☐ Bank of China Building
- ☐ Supreme Court
- ☐ Statue Square
- ☐ Hongkong and Shanghai Bank

+ -

DATA > Files > central

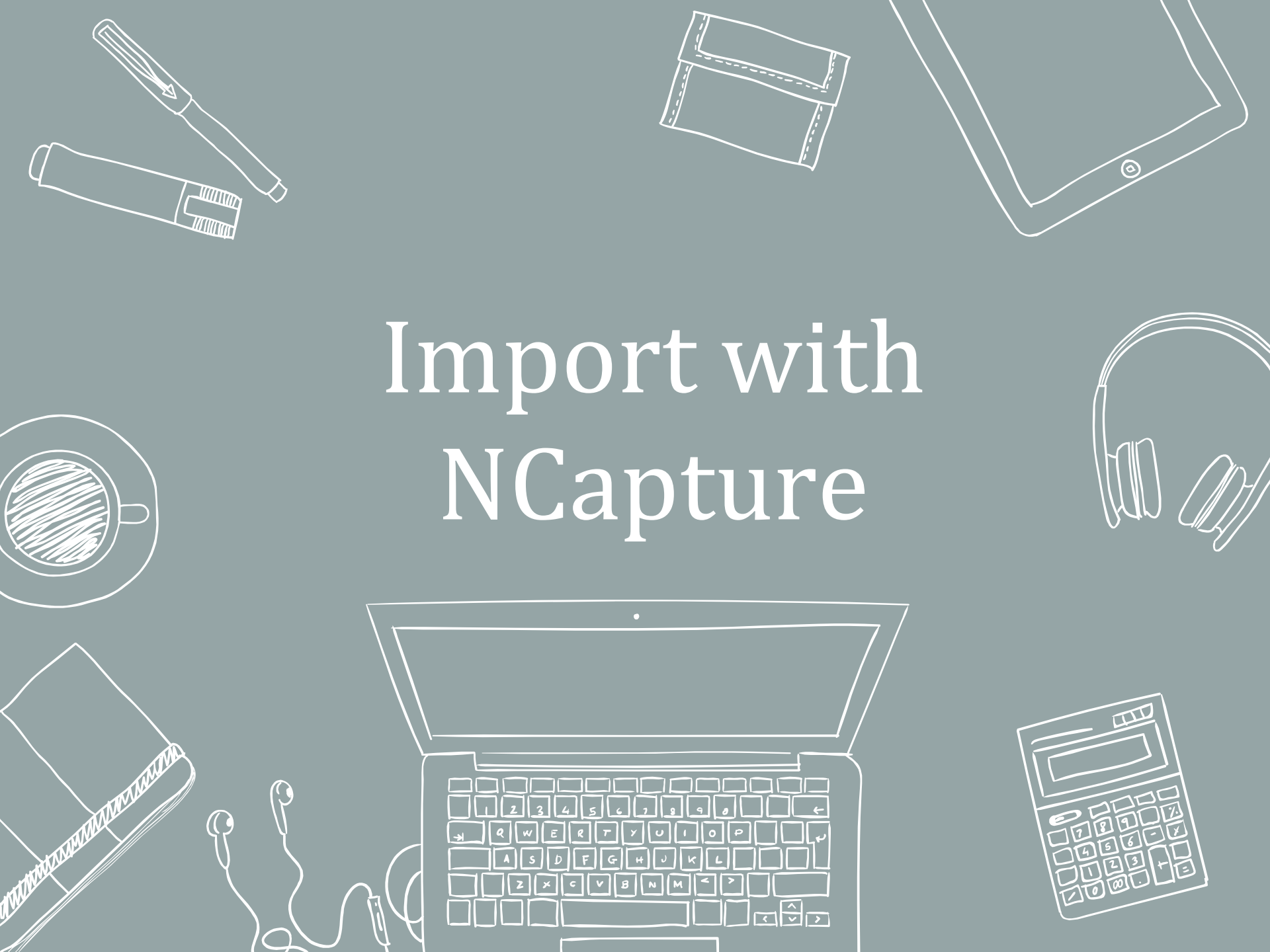
5.



Import an image file and  
input image log

5 minutes

# Import with NCapture





NCapture is a free web browser extension, developed by QSR, that enables you to gather material from the web to import into NVivo. You can use NCapture to collect a range of content—for example, articles or blog posts. You can also collect social media content from Facebook, Twitter and YouTube.

To import captured content into your project, you need one of the following:

- NVivo 12 (Windows), NVivo 11 for Windows, NVivo 10 for Windows
- NVivo 12 (Mac), NVivo for Mac (Version 11, Version 10.1 or later)


## Install NCapture for Chrome

If NCapture for Chrome is not installed, you can install it from the Chrome Web Store.

1. Go to [NCapture for Chrome](#) in the Chrome Web Store.
2. Click the **Add to Chrome** button. The **Confirm New Extension** dialog box opens.
3. Click **Add**.

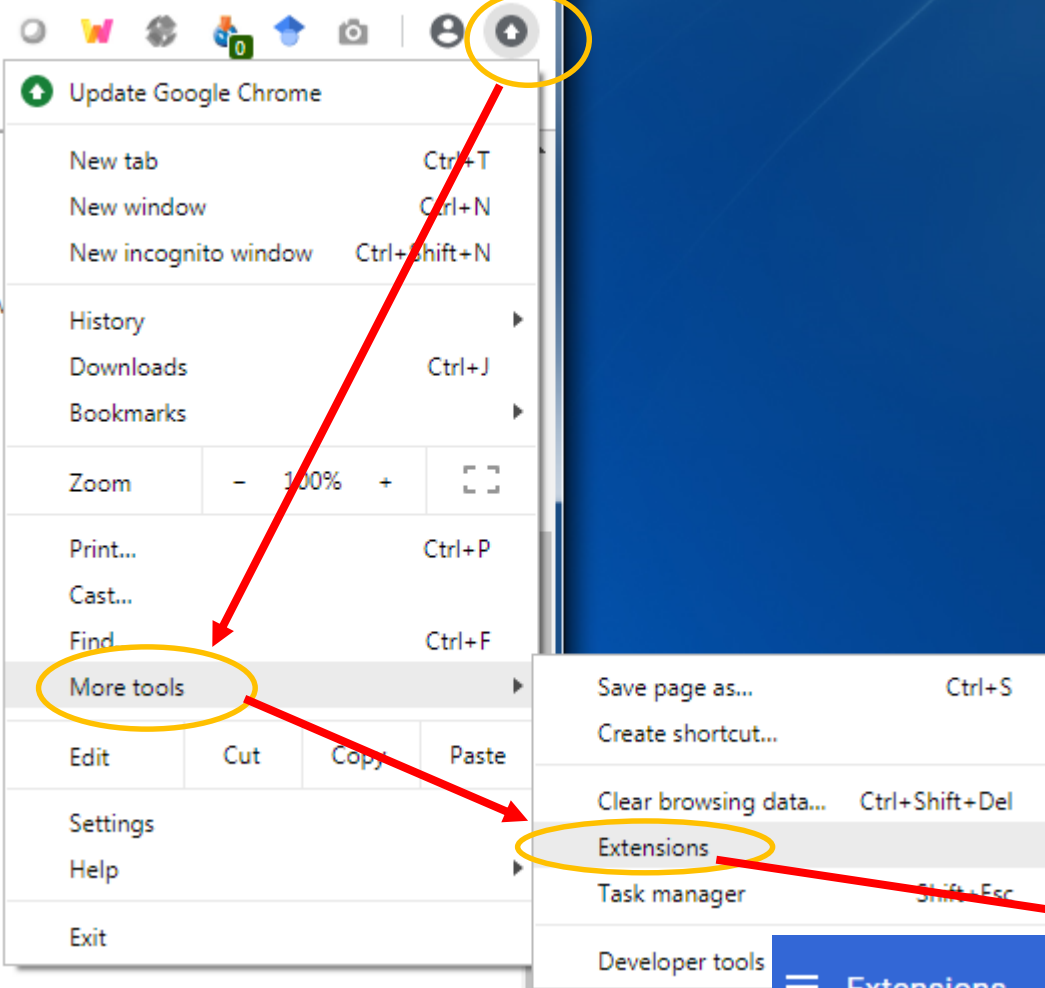
 [Top of Page](#)

## Show the NCapture icon at the top of the Chrome window

After you install NCapture, the NCapture icon  should be visible on the browser toolbar at the top of your Google Chrome window.



# Install NCapture for NVivo



Extensions

NCapture



NCapture

NCapture for NVivo

Details


Remove





## Capture web pages

To capture a web page and import it into NVivo:

1. In your browser, display the web page that you want to capture.
2. Click the NCapture button  at the top of your browser. You can choose how you want to capture the web page and provide additional information about the captured content.



[http://help-ncapture.qsrinternational.com/desktop/topics/capture\\_web\\_pages.htm](http://help-ncapture.qsrinternational.com/desktop/topics/capture_web_pages.htm)

**a** Select a **Source type**. You can choose to capture the full web page as a PDF or just the main article on the page as a PDF. The 'Article as PDF' option is designed for pages that contain one large block of text, such as a news article or blog post.

**NOTE** If you cannot see the option to capture the article as PDF, you should make sure that you have the latest version of NCapture installed in your browser.

**b** Review the default **Source name**. This will be the name of the source once it is imported into NVivo. If you want, you can change the name.

**c** You can enter a short **Description** or a **Memo**:

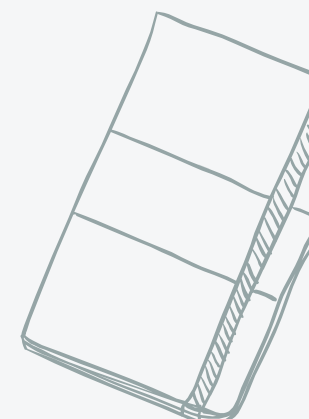
- The description could describe what you are capturing—it becomes one of the source's properties.
- The memo could record your reasons for capturing this data and how it relates to your research. It becomes a linked memo when the source is imported.

**d** In the **Code at nodes** box, you can enter one or more nodes that you want to code the content to. Then, when you import the content into NVivo, the entire source is coded at the nodes you entered.

If you enter a node that does not exist in your project—or incorrectly type the name of a node—a new node will be created during import. If you want to code to an existing node in your project (for example, a child node in a hierarchy), you can enter the hierarchical node name—for example, *economy/tourism*.

**e** Click **Capture**. The captured content is saved as an NCapture file which you can import into your NVivo project. For more information on importing web pages, refer to one of the following:

## Install NCapture for NVivo



## Import captured web pages

1. On the **Data** tab, in the **Import** group, click **From Other Sources**, and then click **From NCapture**.



The **Import from NCapture** dialog box opens displaying the default folder location and any NCapture files that are stored at that location. If you want, you can import NCapture files from a different location—click **Browse**, and then change the folder location.

2. Select one of the following options:

- **All captures not previously imported** Selects all NCapture files in the current location that have not been previously imported into your project.
- **All captures** Selects all NCapture files in the current location.
- **Selected captures** Allows you to choose which NCapture files you want to import. Select or clear the check boxes as required.

3. Click **Import**. The NCapture files are imported into the current folder location in your project.

### NOTE

- If a source with the same name already exists in the folder in your project, a number is appended to the name to make it unique—for example, *Effects of Climate Change on Marine Life* would become *Effects of Climate Change on Marine Life (2)*.
- If you specified nodes at the time of capture, the [entire source is coded](#) at these nodes.
- Any hyperlinks from the original web page are retained in the source and you can click on a hyperlink to follow it.
- Files imported from NCapture are automatically classified with the source classification 'Reference'. Information about the web page (metadata)—for example, URL and Access Date—is stored as attribute values for the source.

# NCapture for NVivo

Chrome File Edit View History Bookmarks People Window Help

The Chief Executive's 2018 Pol x +

https://www.policyaddress.gov.hk/2018/eng/policy\_ch02.html

Apps Reload via HKUL

The Hong Kong Special Administrative Region  
**The Chief Executive's 2018 Policy Address**

Policy Address Speech Policy Agenda Highlights Webcast Press Release and Major Speeches Sitemap


## Policy Address

### II. Good Governance

#### My Belief

7. I solemnly pledged in my first Policy Address that the Government and myself will, with our utmost endeavour, uphold the principle, uphold the Basic Law and safeguard the rights of the people in discharging the above constitutional responsibilities.

Republic of China, is directly under the Central People's Government and enjoys a high degree of autonomy. With the support of the Motherland in the past 21 years and maintained its unique strengths which are protected by the power, legislative power, independent judicial power including that of final adjudication, human rights and freedom, etc. To ensure the robustness of the "One Country, Two Systems", the HKSAR must uphold the "One Country" principle and handle the relationship between the Central Government and the HKSAR correctly



### Capture for NVivo

Capture

**Web Page as PDF** Article as PDF

Name

The Chief Executive's 2018 Policy Address - Policy Address

Description Memo

Description

Code at nodes

Policy

[Show capture progress page](#)

Capture

Saved as .nvcx file

# NCapture for NVivo

Chrome File Edit View History Bookmarks People Window Help

The Chief Executive's 2018 Po x HKU Research Data Services: F x NCapture progress page x +

https://www.youtube.com/watch?v=aVZaBxqGMgw

Apps Reload via HKUL

YouTube hku research data

**A Dialogue on Research Data Management at HKU**

For HKU Research P

0:01 / 7:35

HKU Research Data Services: Research Data Manag

**Capture for NVivo**

Capture

Video only Video and Comments Web Page as PDF

Name

HKU Research Data Services: Research Data Management - YouTu

Description Memo

Description

Code at nodes

Research data vdo x

Capture

Saved as .nvcx file



# NCapture for NVivo

The image shows two overlapping screenshots of the NVivo 12 software interface. The top screenshot shows the main menu with the 'Data' tab selected, and the 'NCapture' icon circled in yellow. A tooltip for 'NCapture' is visible, stating: 'Import web pages and social media data from NCapture files'. The bottom screenshot shows the 'Import From' dialog box with the path '/Users/hkuhkul/Downloads' and the option 'Select captures not previously imported' circled in yellow. Below this is a table of captured data, and the 'Import' button at the bottom right is also circled in yellow.

**NCapture**

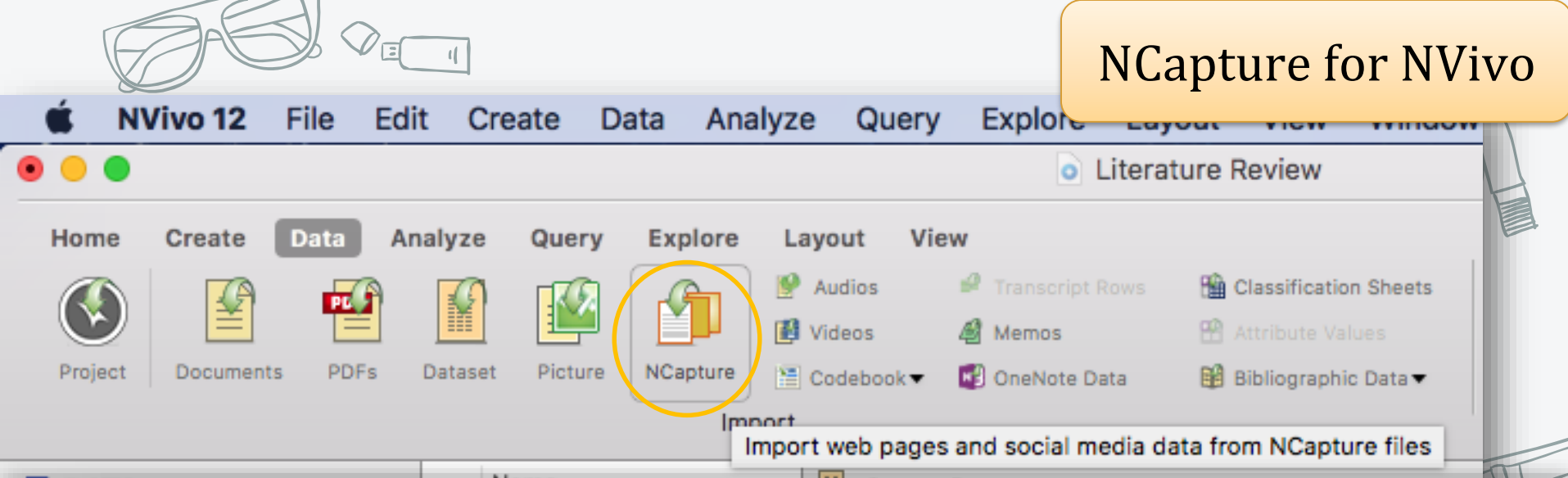
Import web pages and social media data from NCapture files

Import From: /Users/hkuhkul/Downloads

Select captures not previously imported

File Name	Captured On	Captured From	Code at Node	Previously Imported?
The Chief Executive's 2018...	Today, 4:44 PM	https://ww...cy_ch02.html	Nodes\\Policy	
HKU Libraries	Today, 4:43 PM	https://lib.hku.hk/		

Cancel Import



## Understand how YouTube content is imported

When you capture a YouTube video and then import the NCapture file, a video source is created that contains a link to the original video on YouTube. You can work with the YouTube video—for example, play, transcribe, or code—in the same way as other videos. You need an internet connection, Internet Explorer 10 (or later) to play YouTube videos in NVivo.

The YouTube video is not imported in your NVivo project, and it is not stored on your computer or network. It is important to realize that the author of the YouTube video can modify or remove the video. If the video is removed from YouTube, you will not be able to play it in your project. As a precaution, we recommend that you [create a transcript of the video](#) before you begin coding.

If you capture the comments (as well as the video), a dataset source is created. The video and dataset sources are created together in a folder.

Information you provided at the time of capture is imported as follows:

- Your description becomes the description of the video (and dataset).
- Your memo becomes a memo linked to the video source.
- If you specified nodes at the time of capture, these nodes are created (unless they already exist). The entire video (and dataset) is coded at these nodes. Refer to [About coding \(Coding entire sources to a node\)](#) for more information.

Video (and dataset) sources are automatically classified with the source classification 'YouTube'. Information about the video (for example, Title and Author) is stored as attribute values for the source.



research data management HKU

SIGN IN



# A Dialogue on Research Data Management at HKU

For HKU Research Postgraduates

HKU Research Data Services: Research Data Management

187 views

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TELI  
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SAS Software  
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**Managing your research data**  
Utrecht University  
362 views

<https://youtu.be/aVZaBxqGMgw>



Collect →  
Create →

Research Data

### Transcript

00:12 hello professor bacon show I'm Rachel  
00:15 I'm just starting my research force  
00:17 graduate study here at IU and heard  
00:19 about research data management what is  
00:21 it  
00:22 hi Rachel first you need to know what we

English (auto-generated)

## HKU Research Data Services: Research Data Management

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### Up next

AUTOPLAY



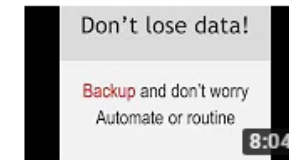
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HKU MBA  
471 views



#### Introduction to...Research Data Management

Graduate School Reading Room, De  
1.8K views

<https://youtu.be/aVZaBxqGMgw>