Guide on Qualitative Data Analysis on FGM Using Nvivo 10 (for REPLACE 2 project partners)

Draft (do not quote)

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Introduction to Nvivo

Welcome to Nvivo

Before exploring the technical aspects of Nvivo, we first need to understand that we are going to be using Nvivo for and what it can and cannot do. The easiest way to understand Nvivo is to think of it as a very good data management tool. Before computer software programmes became popular and accessible, qualitative researchers would record focus groups and interviews, transcribe them and then categorise themes/concepts and ideas by cutting up transcripts and sorting particular passages/sections into themes or by using a colour coding system. Nvivo essentially incorporates these principles, albeit electronically in that one can utilise the coding stripes (different coloured bars that illustrate which sections of transcript are coded to a particular theme/concept or idea) and cut and paste sections of transcript into different conceptual ‘bins’. Therefore, we should look at Nvivo as a good qualitative data management tool that can assist us in our analysis. What Nvivo has not done is reduced the time, patience and process of analysis. We still need to immerse ourselves in the data. Indeed, the danger of using Nvivo is that researchers adopt a ‘shallow’ approach to analysis. I will return to address this and other issues in further detail in the Limitations section of this work booklet.

Nvivo allows the researcher to bring order to their data and to identify commonalities and themes. Some scholars suggest that because of the search facility, it provides more rigour, thus strengthening the validity of findings (Welsh, 2002). Whilst the search facilities can provide more rigour, one should not solely rely on these methods. Indeed, I cannot stress this point enough: Nvivo does analyse data, it is the researcher(s) that analyse the interpret the data. As researchers we are trying to gain a better understanding of the beliefs that inform individuals and communities to continue and stop the practice of FGM. After reading the transcripts of focus groups and interviews we will begin to see certain themes emerge. For example, one could find that certain words/phrases are utilised by certain members of the community, such as young men or women, to describe the practice. It is these aspects which we code in Nvivo.

Analysing or coding qualitative data is time consuming. It should be done in pairs and coding frameworks should be discussed with colleagues in order to avoid ‘misinterpretation’ of data. Coding frameworks will change as the project progresses. It is advisable that you revisit full transcripts when reviewing the coding frameworks. Nvivo is an excellent data management tool, but over reliance on it can result in the ‘wrong’ kind of analysis taking place. In order to achieve the best outcome it is important that researchers combine the use of Nvivo with manual analysis. Nevertheless, exploit the facilities offered by the software, in terms of writing memos and annotations, producing code booklets and making links between various sources. All these aspects will be covered in this work booklet.

Managing the Analysis with Nvivo

As projects are mostly collaborative, it is important that we manage the data analysis in a thorough manner. In managing this aspect of the project, we will avoid repetition, loss of data and improve the level of analysis.

Project partners should do the following:

1. There should be an allocated project manager for this aspect of the project. This project manager will be responsible for maintaining the Master Copy of the Nvivo project and regularly backing up the project.
2. There should only be one Master Copy of the NVivo project. There should not be multiple copies of the project as this will result in confusion.

3. If there is only one person working on the data analysis per partner, it is still necessary to discuss your findings with colleagues and community-based researchers.

4. Project managers should implement an identification system so that each coder’s activities can be identified. This can be done in NVivo.

5. Before coding, make sure you are working on the most recent version of the project.

6. Save the project on a central system so that coders can access the project. Liaise with one another so that you are not working on the project at the same time without each other’s knowledge.

7. Manage the amount of data that is analysed at any one time. For example, work through one transcript at a time.

8. As the project progresses, researchers should agree on a coding structure. This can be documented by a codebook. This will indicate all the descriptions of the nodes developed. It is important that node descriptions are agreed upon as this will provide rigour and avoid ‘misunderstandings’.

Data Analysis is time consuming. It takes time to really immerse oneself in the data and to get ‘a feel’ for the different themes/ideas that participants are espousing. Therefore, time management regarding this aspect of the project is vitally important. We need to be proactive in terms of arranging internal deadlines and organising regular meetings between project partners.

**NVivo 10 Terminology and Menus**

After this short introduction you should feel comfortable about the terminology used in the programme and have a clear understanding of the various tool bars and menus. At the end of this section you should be able to

1. Understand the various menus and terminology
2. Opening the Programme

**Understanding Menus and Terminology**

*Note: Do not be put off by the various menus. There is a lot of repetition in NVivo in terms of how one can undertake a particular action, such as coding a section of text to a particular node. Furthermore, there are certain features of NVivo that are not covered in this work booklet. If you want to learn more about NVivo 10’s features, then please visit these websites:*

http://onlineegda.hud.ac.uk/Introduction/index.php

http://caqdas.soc.surrey.ac.uk

http://www.researchsupport.com.au

**Key Components of NVivo 10**

- **Sources**: For REPLACE 2 Sources will refer to transcripts of focus groups, interviews and field notes.
- **Nodes**: These represent themes/concepts. Think of Nodes as conceptual 'bins' that we place sections of transcripts. These can be systematically arranged once we have a better understanding of the various themes.
- **Classifications**: We classify Sources according to certain attributes, such as gender, age, nationality etc.
- **Reports**: It is important to take a step back during a project and review your coding structure and descripts. Using the Reports function this will provide you with a summary of certain types of project items.
- **Links**: Links can be made between internal Sources (Transcripts, sections of transcripts) and External Sources (Web pages, campaign material than cannot be imported into Nvivo)
- **Annotations**: We can annotate certain sections of text in order to explain why we have coded that to a particular node or to explain how this relates to various concepts.
- **Memos**: Memos can be very useful in terms of making notes throughout the process of data analysis. It is particularly useful to keep detailed notes regarding your node descriptions, your thoughts throughout the analysis process, why certain node systems (node trees) were constructed and the difficulties you have faced in coding.
Opening a Project

1. All the data for an Nvivo project is stored in a single (often very large) file.
2. Double Click on an Nvivo 10 Icon to run it. Nvivo is a large programme so it may take some time to load, so be patient. You will see a screen like this (Figure 1)

(Figure 1)

3. To create a new project, Double Click on New Project and a dialogue box will appear (Figure 2)

(Figure 2)

4. Name the project and provide a description.
5. A blank project screen looks like this (Figure 3)
6. Multiple individuals can work on a project and Nvivo can keep track on who has amended a project. You will be promoted for your work Name and initials when you first open Nvivo. You change the user details by going to File>Options>General Tab>User Profile.

7. Because of the sensitive nature of the research that we are conducting and to confirm to the University’s ethical procedure, Nvivo projects should be password protected. Password protection should be enabled at the beginning of the project. To create a password Click on File>Project Properties>Passwords. A dialogue box will appear (Figure 4). Enter password and then Click OK.
Saving the Project

1. Nvivo automatically saves every 15 minutes. You will be promoted to save the project via a dialogue box. However, Nvivo does have a tendency to stop working, therefore it is recommended that you save every five minutes or before you conduct a big action, for example, import a document. To Save Click on File Icon at the top Left of the Screen.

Backing up your Project

1. Regularly back up the Nvivo project. Because we will be analysing the data together in order to cross reference and validate themes/concepts that emerge from the data, it is important that individuals save the project with today’s date. A method of saving the project could be: FGM/CGabinetDB30092013. This lets your colleagues know the last individual to look at the project and when they did this.
2. It is recommended that the Master project file be kept by the co-ordinator. This should also be backed up in terms of being stored on a memory stick, CD or other drive other than a laptop or desktop computer.

Hints and Tips

- Make a backup copy of the project if you are going to make substantial changes, i.e. refining nodes or restructuring a Node Tree.
- Nvivo files are large. Therefore, before uploading them to the REPLACE 2 Website, compress the file using Windows Zip.
- USE F1 to get help
- If you have access to two screens, it makes coding a lot more comfortable. Use the extended desktop function. (This will not be demonstrated in the training).

Importing Data into Nvivo

After this section you should feel comfortable about how to import transcripts in to Nvivo. It is advisable that one transcript at a time is analysed in order to avoid confusion. After each transcript is coded, you should review the nodes and discuss with colleagues why certain nodes were created. In this section we will be covering:

1. Importing transcripts into Nvivo

Importing Transcripts

1. Click on Sources Tab on the left hand side of the Screen. You will see a list of folders: Internals; Externals; Memos and Framework Matrices (Figure 5)
2. Select **Internals** and then **Right Click> Import Documents** (Figure 6)
3. A dialogue box will appear (Figure 7). Click Browse. You will be asked to select the file you require. Double Click on the file.

(Figure 7)

4. A dialogue box will appear (Figure 8). Give the file a name, for example, the identification code for the interview/focus group. You can also provide a description of the source, for example how many people were in the focus group, where it was conducted etc.

(Figure 8)

5. The file will now appear in Nvivo. To view the document Double Click on it. The document will appear a window (Figure 9). The document normally keeps the same format as the original.
Hints and Tips

- When a document is imported into NVivo it is copied into the NVivo project. Therefore, you do not have to worry about altering the original document. However, because you are important these documents in the NVivo project, the NVivo file can become large, which causes the programme to run at a slow speed. Because you are working on copies it is vitally important that you regularly save the NVivo project on an external hard drive.
Coding

In this section we will be covering the process of coding or ‘analysing’ a transcript. Remember Nvivo does not analyse data, it simply assists the researcher in managing data. Researchers must read transcripts thoroughly and carefully many times before they start to identify particular themes. It is advised that you have a printed copy of the transcript as well as the imported document in Nvivo to work from. Because we are working in languages other than our own, we cannot necessarily revisit the audio files when conducting the analysis. However, for those multilingual researchers who have an understanding of the languages used by participants, it is advisable that you listen to the audio whilst reading the transcript. The nuances captured by the audio recording will not be represented in the transcript. This is particularly the case for focus group discussions when transcripts do not capture the fully extent of the interactions between participants. Listing to recordings whilst reading transcripts, will provide you with a different insight, not only of what is being said, but how it is being said.

Coding or analysing qualitative data takes times and patience. One might have to return to a transcript several times in order to revise their coding. It is recommended that researchers code in pairs, or at least have regular meetings with CBRs and colleagues in order to examine and validate their coding framework. One master project is utilised by two coders, with each coder having their own identification.

With researchers at other institution Coventry University also undertaking analysis, it is crucial that project partners regularly consult with each other about their coding framework. Working in English assist this validation process, but it is not without its limitations as certain aspects of language can be ‘lost in translation’. Once coding of data begins it will be necessary to arrange regular weekly Skype meeting. In order that this process to runs smoothly, it is important that interviews and transcripts are appropriately labelled. (See Guidelines on conducting Focus Groups/Interviews).

Node Trees: Node trees are covered in more detailed in the next section. Once you have a better understanding of what your codes (Nodes) represent, you can then start to arrange these hierarchically, with Parent Nodes representing the ‘trunk’ and associated with a central concept/theme and child nodes (Branches) signifying aspects of that concept.theme.

Code Book: Code books are very helpful when it comes to clarifying what codes (Nodes) represent. This will be very important when discussing your analysis with Coventry University and others. Code books cannot be developed immediately, rather it is advisable that code books can be developed after you have coded a few transcripts and have got better idea of what each one represents.

Within this section we will be covering:

1. Coding Transcript
2. What should I code?
3. Creating Nodes: Drag and Drop, In Vivo and Coding to Multiple Nodes

Coding Transcripts

1. Once a document has been imported into Nvivo you can open it and begin coding. To open a document select Sources tab then click on Internals and double click on file required.
2. Once the document is open, Click Nodes (in Nodes selection tab).
3. To make coding easier select the ‘Detail view right’ button. This places the document to be coded on the right and the list of nodes on the left of the screen (Figure 10).

(Figure 10)

What should I code?

Before we start creating nodes, we need to have some clear understanding of what exactly we are coding. We will be creating nodes as we review the transcripts. In other words, rather than having a pre-existing coding framework that we will be coding to, we want to see what themes emerge from the data. As I have already noted, data ‘never speaks for itself’, we all have preconceived ideas about the issue of FGM. This is why it is important to validate your coding frameworks with colleagues.

When reviewing a transcript for the first time, you will ask yourself ‘what exactly am I looking for?’ and ‘what do I code?’ In order to answer those questions, we have to shift our thinking from a technical mindset in terms of using the Nvivo software to an analytical mindset. Without a clear coding strategy you will end up over coding a transcript. It is advisable, particularly when you are starting a new project with no existing nodes, to have a coding strategy that clearly defines the different levels of coding required.

As an example, we will use the issue of terminology. The example below (Figure 11) illustrates a paragraph, which contains different terminology utilised by the participant. Tahoor and circumcision are both used in this paragraph and if I am interested in the terminology utilised by participants I would want to code these two words as Nodes. Therefore, I would create two nodes names Tahoor and Circumcision. Alternatively, I could just create one node called terminology.

Terms are utilised within a particular sentence which refers to ideas, such as dirt and cleaning. This is participant utilises the term Tahoor in relation to dirt that ‘they’ want to get rid of. Dirt is a very interesting concept which I think deserves a node. Therefore, I would code the first sentence to a Node called ‘dirt’.
Reading the whole paragraph it suggests that certain terms relate to different ideas regarding ‘clean’, ‘dirty’ and ‘acceptability’ of certain terms and the issue of ‘sexual excitement’. As you can see there are a number of themes/concepts in just this one paragraph. For the sake of clarity, one could argue that these themes/concepts are broader than the themes/concepts identified in the previous steps, i.e. coding particular words and sentences. However, these different levels of analysis will inform one another.

(Figure 11)

This process of coding takes time. Therefore, we are going to dedicate significant amount of time to this aspect in the training. We will work individually and then discuss our coding frameworks.

**Creating Nodes: Drag and Drop, In Vivo and Coding to Multiple Nodes**

When you first start coding and creating Nodes, you will find that you will have a lot of Nodes. These Nodes will represent concepts, ideas, themes, terms that don’t seem to be connected. Essentially, these Nodes should be seen as ‘bins’ in which sections of transcript are placed. As you progress and discuss your analysis with your coding partner and the Coventry University team, you will start to identify certain relationships between nodes. However, before you get to this point you need to know how to create nodes and to code certain pieces of information to these nodes.

There are a number of ways that one can create Nodes and code a document.

1. Select text as you would in Microsoft Word document. If you want to create a node which refers to a particular word, for example ‘Circumcision’ then select word and **Right Click> Code In Vivo** (see Figure 12). This will create a Node from the word highlighted.
2. If you want to create a Node to represent a theme/concept, then Click in the Node section of the screen and then Right Click> New Node. A dialogue box will appear (Figure 13). Enter to Name of the Node and description. Descriptions are very useful and will produce your Codebook ( ). Please note that it is difficult to provide accurate descriptions of Nodes at the beginning of a project. Descriptions will change once you become more familiar with the themes. More importantly, descriptions will be more accurate once you have reviewed and refined your Nodes.
3. **Drag and Drop:** Don’t worry at the start of a project if you have created a lot of nodes. These can be refined later. As you go through transcripts you will want to code a section of text to a particular Node. To do this, select the sentence or a paragraph you want to code as you would select text in Word and then drag and drop the text into the existing Node. This is drag and drop method is the most efficient means of coding to specific Nodes.

4. **Coding to Multiple Nodes:** At the beginning of a project you will find that a sentence or paragraph can be coded to a number of Nodes. To drag and drop the text into each Node can be time consuming. To code to several nodes simultaneously, **Right Click>Code at Existing Nodes.** A dialogue box will appear (Figure 14)

   ![Select Project Items](image)

(Figure 14)

5. Select those nodes you wish to code to and the Click OK

**Constructing a Node Tree**

Constructing a Node tree takes time and will develop out of refining and reviewing nodes. Node trees will most likely change over the project as we analyse more transcripts and discuss our findings. As I stated in ‘What should I Code’, we want to see what themes emerge from the data. But, data ‘never speaks for itself’, we interpret the data and choose which sections of text are relevant etc. It is this process of selecting and interpreting that we need to be reflexive about. Our background reading of FGM, involvement with communities and insights gathered CBRs and key influential individuals in the community all inform our perceptions regarding the subject. Indeed, reading the REPLACE Toolkit and the various barriers highlighted will inform our analysis and the potential dangers that it poses. For instance, there is a danger that we simply analyse the data and find themes and concepts that reaffirm our preconceptions. When reviewing and refining your Nodes, really discuss what each Node represents. It is also important to make detailed notes on how you came to agree on the Node Tree. You can make codebook in Nvivo (see pg ), but you can also make notes and Memos in Nvivo in order to explain a particular phrase coded or process. However, it is probably best to make a note of this in a Word document.
1. When reviewing your Nodes, you should begin to notice certain relationships between particular Nodes. It is possible that you will begin to find that there are certain Nodes that are similar, in that they represent closely related concepts/ideas. In order to merge similar Nodes, Select the Node that you want to merge into another Node and **Right Click> Cut**.

2. Highlight the Node that you wish to merge the Node and **Right Click> Merge into Selected Node**. This will merge two Nodes together (Figure 15).

3. A Node Tree consists of a parent Node ‘trunk’ (Central Concept) and Child Nodes ‘branches’ (aspects that are linked to the central concept). Continuing the terminology example used above, the Central Concept will be ‘Terminology’ and the ‘branches’ will be the different terms that individuals use to describe this practice. In this case you need to think critically about what each term represents. It is recommended that there should be no more than nine Child Nodes, as it can become difficult if there are more.

4. Keep Parent Nodes ‘Trunk’ Nodes simple, they should represent one idea/concept.

5. A Parent Node may be a node that has already been created, but you can also create a new ‘Parent’ Node by Selecting Nodes, **Right Click> New Node** (Figure 16).
6. Name the node and provide description
7. It is a good idea not to code to Parent Nodes, but to code to Child Nodes.
8. Now you have a Parent ‘Truck’ Node, you can add ‘branches’. This can be done by cutting and pasting Nodes into the Parent ‘Truck’ Node. This will automatically create a Child ‘branch’ node. Alternatively, you might want to merge Nodes into a new branch. To do this Select the Node with you want to become a ‘branch’, Right Click->Cut. Select the Parent ‘Trunk’ Node, Right Click->Merge into New Child Node (Figure 17)
9. You can create Sub Child Nodes ‘Branches, but only do this if it adds to the analysis.
10. If a node does not fit into a Node Tree, leave it as a free Node.
11. To rename a node, Click on Node until only the name is highlighted (Figure 18). Delete and rename.

(Figure 17)

Using Coding Strips

Coding strips are useful when coding and reviewing a coded transcript. They provide information about how a document is coded at a glance. This feature also allows you to see the most coded items. The number of strips can be increased for each document using Coding Stripes Options.

1. Click on View tab>Coding Stripes>Coding Density Only. The Coding Density Bar allows you to see which Nodes a section of transcript has been coded to. Using the Coding Density Bar also allows you to review and refine your coding by un-coding sections of a transcript (Figure 19).
2. Un-coding using Coding Density Bar. Hover over the Coding Density Bar and it will indicate the Nodes which that section of text has been coded to (Figure 20). Right Click> Show Stripe. Right Click on the Select Stripe> Uncode.
3. **Un-coding Multiple Nodes**: When reviewing coded material with the use of Coding Stripes and the Coding Density Bar, you may come across a section of text that has been incorrectly coded to several nodes. Select the piece of text then **Right Click>Uncode Selection>Uncode Selection at Existing Nodes** (Figure 21). If you want to totally un-code a section, replace the last step with **Uncode Selection at Current Nodes**.

(Figure 21)
Classifications and Attributes

In this section we are going to cover the process of classifying our data and assigning attributes to participants. Assigning attributes to participants can assist our analysis. For example, if we have attributed aspects such as gender and age to participants, we can then find out how many women of a particular age category held a particular view. This information can then be presented in various formats such as pie-charts, bar graphs, etc.

Attributes and classifications have a more fundamental purpose. Participants have particular positions within their community and wider society. Their position in terms of age, gender, marital status, education, employment, whether they are a ‘new comer’ or have been in that particular geographical location for a period of time will inform how they perceive themselves and how they position themselves in relation to others and how they conceptual the community and a sense of belonging. Moreover, an individuals’ social position, will inform their behaviour, how they think their use of language. Therefore it is important that demographic information is attributed to each interviewee.

The information on the demographics questionnaire that we ask participants to complete before a focus group and interview will be used to populate the various attributes.

In this section we will cover:

1. Classification
2. Making Attributes
3. Adding Attributes to Cases
4. Putting documents into Sets

Classifications

Classifications are holders for different sets of attributes. For this project we will need a classification for people. However, you can also create other classifications, such as, one for places and organisations. As stated above, we already know which attributes belong to the classification for people from the demographics questionnaire.

To begin the Classification:

1. Click on the Classifications Bar on the Left of the screen. Then choose the Node Classifications folder.
2. Right Click in the node classifications area> Select New Classification. A box will appear asking you to create a new classification. Nvivo 10 has two predefined classifications: Organisation and Person. Select Person (see Figure 22)
3. The predefined person classification has a number of attributes already assigned, such as, gender, age group and country of birth (Figure 23).
Attributes

Although Nvivo 10 has predefined attributes, they do not need to be modified and expanded for our project. We will need the demographics questionnaire at hand to complete the following task.

We will first modify the existing attributes:

1. Double Click on the Attribute you want to modify. A box will appear (Figure 24).

(Figure 24)

2. Click on the Values Tab (Figure 25)
3. We want to include the Age Categories which appear on the demographics questionnaire. Click on Add Tab and a new Values box will appear. Enter the first age category in this box (18-24). Repeat this process until you have entered all of the categories then Click OK.

**Linking Classifications with Sources**

After all the attributes are entered, we can then start linking classifications with sources, i.e. transcripts. In order to do this:

1. Click on the Sources Tab on the left of the screen, go to the source document and **Right Click** > **Create As Node** (Figure 26)
A dialogue box will appear (Figure 27)

2. Click OK and this leads to another dialogue box (Figure 28)
3. **Name of the Node**: it is easier if you name the Node as the Participant (For example, David). Then Click the Attribute Values Tab and in the Classifications Menu select the Person (Figure 29)
4. After choosing Person, the various attributes will appear, Select from the menus the appropriate attributes for the participant.

**Classification Sheet**

A Classification Sheet allows you to visualise the attributes associated with the nodes that represent participants.

1. The Classification Sheet can be seen by Clicking on the Explore tab>Node Classification Sheet>Person (Figure 29)

(Figure 29)

2. The classification Sheet will appear in a window below (Figure 30).

(Figure 30)

3. You can then see the attributes associated with each partner. You can choose to alter the values in the Sheet by Clicking on the Attribute you wish to update.

**Making Links between Sources and Memos**

When coding a transcript you may come across a section that you believe has a relationship to another section of text within a different transcript or external source. For instance, the participant might mention a particular poster/news article or campaign material in the interview/focus group. It is possible to create a link between the section of text and other source. You can also make links from a transcript to a memo.

*To create link from a piece of text to a memo:*

Select the text that you want to make a link and the **Right Click>Memo Link>Like to New Memo** (Figure 31)
A dialogue box will appear (Figure 32). Enter the name of the memo and add a description if you wish.
4. A Memo Tab will appear in the right hand window (Figure 33). Memo Tab’s are always green.

Memos allow you to explain your thought processes regarding a particular statement. This is helpful when coding as part of the team. Memos and Annotations can assist your coding partners to understand why you have coded a particular section of text to a Node. Alternatively, Memos can be a means of communicating difficulties relating to interpreting a section of text. Memos can act as a project journal.

Making Links between Sources and other Internal Documents

1. To Link a piece of text to another interview transcript that you have already imported into Nvivo, Select Text>Right Click>Links>See Also Links>New See Also Links. A dialogue box will appear, Select Existing Item from the menu and then Click on Select Item (Figure 34).

2. This will open another dialogue box with a list of the transcripts (Figure 35). Select the Transcript that you wish to open and then Click OK
3. This will take you back to the original dialogue box. Click OK (Figure 36).

4. The Text that is linked to the document will be highlighted in Red.
Making a Link between two pieces of Text

If you come across a section of text in a transcript which closely resembles another section of text within another transcript, you can make a like between these two sections of text.

1. Select the piece of Text you want to be linked, Right Click>Copy
2. Switch to the other document and select to text you want to link and Right Click>Paste As See Also Link (Figure 37)

(Figure 37)

The text selected will be highlighted red and you will be able to see a list of Links in the bar at the bottom of the screen (Figure 38). If you cannot see this, Click on View Tab and Check the box next to See Also Links.
Browsing and Printing a Node

When reviewing your Nodes it might be useful to browse and print the nodes.

1. Double Click on node to view it
2. To use quotes, select from node and copy and paste into Word Document
3. To print a node, select **File>Print (or Print Preview)** and select the options to print (suggest name and description if used, annotations and see also links if used).
4. You can also use the **Report** tab.

Annotating Documents

When coding, it can be useful to annotate selected passages if the context is unclear.

1. Annotations are link footnotes: Select a passage and **Right Click>Links>Annotation>New Annotation** (Figure 39)
3. Annotated passages are displayed in blue.
4. Annotations can be turned off and on using the View Annotations Tab>Check Annotations (Figure 40)

5. Annotations can be deleted, Right Click>Delete (Figure 41)
Reports

Reports are a good means of reviewing your project.

To create a summary of the nodes of the project, click on Report Tab and select the Node Summary Report (Figure 42)
2. Right Click on the report and choose Run Report
3. A dialogue Box will appear (Figure 43). Make appropriate selections and the click OK.

(Figure 42)

4. Reports will be shown in the window (Figure 44). Reports can be printed or be printed or exported to Word.
Code Book

Code books are a good way to review the categories of the operational description of the Nodes that you have developed. At the beginning of a project it is difficult to provide a substantial description for each node. Node descriptions will change and become more clarified as your project progresses.

Before we construct a codebook, you need to make sure that you have provided a description for each of the Nodes.

This can be done by:

1. Clicking on the Nodes Tab on the left of the screen
2. Select the node that you want to check, **Right Click>Node Properties** (Figure 45)
3. A dialogue box will appear (Figure 46). Enter description in the Description Box and then Click OK
4. After checking all the node descriptions, Click on the Explore Tab (Figure 47) and at the far left there is the New Report Tab. Click on this and Run the Report Wizard.

(Figure 47)

A dialogue box appears (Figure 48). Check the From a View Tab and select from the drop down menu Node and then Click Next.
5. Another dialogue box appears (Figure 49). Choose the properties that will be in your Codebook. For example, if I want to include the name and description of the node I would select Name and Description (Two can be selected at once by holding the shift key).

6. Then Click the Right Arrow (Figure 50) to move into the Selected Fields box. Then Click Next.

7. Another dialogue box appears (Figure 51). This allows you to filter the fields in your report. For this example, we don’t want to filter so Click Next.
8. Another dialogue box appears (Figure 52) asking whether you would like to include grouping levels. Click Next.
9. Another Dialogue box appears (Figure 53). This allows you to order items in your report. Select the order via the drop down menus. In this example, the node name is first. Click Next to continue.

(Figure 53)

10. You can then decide how the report is going to be laid out (Figure 54). Choose the layout that you prefer. i.e. portrait or landscape etc. Then Click Next.
11. You can then choose the style of the report (Figure 55). Choose your style and then Click Next.
12. You will then be asked to give your report a Name (Figure 56). Enter a name and description and then Click Finish.

(Figure 56)

13. The Code book will appear in the main screen (Figure 57).

(Figure 57)

14. The Report then can be printed out and/or saved and then shared with colleagues. However, if you wish to located it again, it will be under the Reports Tab (Figure 58).
References