

## NVivo 12 One Day Workshop Outline

### **Introductions and Objectives**

Introductions • Discussion of participant goals and workshop objectives

### **Introducing NVivo**

What is NVivo • What can it offer • Benefits and considerations

### **Creating a new project and setting up its structure in NVivo**

Creating a new project • Understanding the NVivo workspace and file structure • Creating folders • Saving and copying your project

### **Working with text and media data**

Importing documents and pdfs • Importing and working with videos, audio files, images and other data • Working with external data

### **Capturing your notes**

Creating memos and annotations

### **Analysing your information**

Identifying themes, topics or ideas and collecting data to support them • Introducing 'nodes' and node folders • 'Coding' with NVivo • Viewing and working with your emerging themes, topics or ideas and their content

### **Exploring Text**

Using text analysis tools: Word Frequency queries • Text Search queries

### **Reporting and Exporting Your Data**

Creating Reports • Exporting Files and Nodes • Creating Codebooks

### **Demonstrations of other features and Resources**

Classifications & Coding Queries • Working with Surveys & Social Media • Visualisations & Maps • Resources as you move forward

### **Practice session working on your own data using NVivo**