

## Qualitative Data Analysis: Resources for NVivo

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Version: 1.0 September 2000

*NVivo* is a computer programme designed to help in qualitative data analysis (QDA). It is the recommended QDA software in College and is supported (at level 3 Specialist Applications) for staff and research students by Duncan Branley in Information Services – not the Help Desk. This is a brief guide to resources available.

### Software Availability and Acquisition

*NVivo* is available on PCs in rooms RISB 004 and RISB 109. The licences for these are controlled by monitoring software: when the limit on users is reached, you have to wait for someone to finish with it before you can use it. If a class is scheduled using the software in one of these rooms, you will be asked to close your session down.

To start the programme select the following options from the Windows Start button:

Start | Goldsmiths | IS Supported Software | NVivo

On the open access machines the default file location is a sub-directory of your personal networked area: `N:\QSR Projects\` – you cannot save to the local hard drive.

Staff can purchase either a free-standing copy or a licence extension. The latter is normally significantly cheaper. Contact Duncan Branley ([duncan@gold.ac.uk](mailto:duncan@gold.ac.uk)) to discuss the relative merits of each option and to arrange the purchase. Students can currently only buy the free-standing version at the normal educational discount.

### Manuals and Guides

There is a range of *NVivo* specific literature:

- A 22 page overview to *NVivo Introducing NVivo: a workshop handbook*, Lyn Richards (QSR, Melbourne, 1999). An Adobe PDF Document at `I:\sware\qual-data\nvivo\docs\workbook.pdf`. You need Adobe Acrobat to read this – available on all Open Access machines and at `I:\sware\adobe`.
- *The NVivo Qualitative Project Book*, Pat Bazeley and Lyn Richards (Sage, London, 2000) – on order for GC Library (with CD-ROM). A step-by-step practical guide for "creating and conducting a real project with real data" which introduces the parts of the software only as they are needed on the project. Recommended for beginners to QDA on computers and for those new to *NVivo*.

*NVivo* is supplied with the following two manuals. A copy of each is available at the Help Desk for quick consultation and multiple copies are held in the College Library, under a variety of loan conditions:

- *Using NVivo in Qualitative Research*, Lyn Richards (QSR, Melbourne, 1999) – GC Library 300.2854 RIC. Discusses qualitative methodology and describes applying *NVivo* to research activities. Software use is not described in detail.

- *NVivo Reference Guide*, Donald Fraser (QSR, Melbourne, 1999). – GC Library 300.2854 FRA. Describes the *NVivo* commands, dialogs and functions in detail.

## Other Books and Articles on QDA Software

- There is an extensive bibliography online at <http://caqdas.soc.surrey.ac.uk/biblio.htm>. The site is described in more detail below.
- The manufacturer's website has references to general qualitative software articles as well as reviews of its own products at <http://www.qsrinternational.com/resources/resources.html>.
- There are numerous books in the College Library at 300.72. A particularly comprehensive (though now old) one is Weitzman, E & Miles, M, *A Software Source Book: Computer Programs for Qualitative Data Analysis* (1995) Q300.723 WEI.

## Resources Available on the College Network

Resources for all QDA packages in use within the College are at I:\sware\qual-data\ – a detailed guide on how to use the area is there qual-data-info.txt. There are sub-directories for each package; *NVivo* is at I:\sware\qual-data\nvivo\

- A demo version of *NVivo* (the only difference being that you can't save changes you make) at I:\sware\qual-data\nvivo\demo\Nv-demo.exe. Double click and it installs the demo to your local hard drive – accept the suggested file locations. **DO NOT DO THIS ON THE OPEN ACCESS MACHINES.**
- Tutorials which guide you through the practicalities of a range of adapted 'real-life' data analysis projects at I:\sware\qual-data\nvivo\samples\. It would be best to choose one similar to your project to give you a working idea of how you could utilise *NVivo* yourself.
- "Instructional Movies" – 2 or 3 minute onscreen demonstrations of particular functions of *NVivo* are available only on machines which have *NVivo* installed – open access RISB 004 and RISB 109 and individual machines with the full version installed.

## Websites

- The ESRC funded project Computer Assisted Qualitative Data Analysis Software (CAQDAS) is at <http://caqdas.soc.surrey.ac.uk/>. It is a comprehensive site not tied to any one manufacturer. It operates an email advisory helpline for queries about software availability and use: <http://caqdas.soc.surrey.ac.uk/helpline.htm>
- QSR the manufacturers of *NVivo*: <http://www.qsrinternational.com/home/home.html>

## Mailing Lists

- There is an email discussion list, which is independent of manufacturers. Details and an archive can be found at <http://www.mailbase.ac.uk/lists/qual-software/>. This list will shortly be moved to the replacement for Mailbase – JISCMail – [www.jiscmail.ac.uk](http://www.jiscmail.ac.uk).
- QSR runs a mailing list for its products (they produce *NUDIST* too). Details are at: <http://www.qsrinternational.com/resources/forum.html>
- There are other lists described briefly at <http://www.ualberta.ca/~jrnorris/forum.html>

## Courses and Training

Many of these offer educational discounts.

- CAQDAS organises a number of demonstrations and training courses at the University of Surrey in Guildford – further details from the website:  
<http://caqdas.soc.surrey.ac.uk/courses.htm>.
- SdG Associates run training courses in London:  
<http://www.sdgassociates.com/mainframe.html>.
- The Tagg Oram Partnership run training courses either on site or as a distance learning course: <http://www.taggoram.co.uk/nudist/index.html>. They also provide consultancy services.
- Others offering services in the UK can be found on the QSR site at  
<http://www.qsrinternational.com/training/trainers.asp#uk>

## System notes

- *NVivo* is currently only available for PCs (Windows emulation software for a Macintosh is not recommended).
- Minimum requirements: Windows 95; 32 Mb RAM; Pentium 100 MHz processor; CD-ROM drive.

## What sort of user are you?

**“My research produces qualitative data which I currently analyse manually but am interested in finding out how using a computer could help me with my data analysis.”**

1. Read a standard text and consult some of the websites.
2. If you can see potential benefits, download the trial version of *NVivo* and the overview from the I: drive and have a closer look.
3. If you like what you see, work your way through the online tutorials.
4. If you want to use the software, please contact Duncan Branley ([duncan@gold.ac.uk](mailto:duncan@gold.ac.uk)) to ensure that you can use the software in the way you would like and then arrange to purchase a copy.

**“I’ve used *NUDIST* or another QDA programme to analyse my data and I’m pretty happy with it.”**

1. Review the overview and the comparison online  
<<http://www.qsrinternational.com/products/NV-N5-N4.pdf>> to see if you think the new features might be useful to you and try the demo.
  - NB You can import *NUDIST* files into *NVivo* very easily.
2. If you like what you see, work your way through the online tutorials.
3. If you want to use the software, please contact Duncan Branley ([duncan@gold.ac.uk](mailto:duncan@gold.ac.uk)) to ensure that you can use the software in the way you would like and then arrange to purchase a copy.