

## HOW TO CODE AND ANNOTATE IN NVIVO

Click on the document you want, and it will appear in the lower right of your screen (detail view). Click on the View tab and on the check marked next to Docked. This will create a full-screen version of the document you will work with in a new window.

### **Annotation**

Annotations are comments. You highlight the relevant text. Click on the Analyze tab and choose New Annotation. You will see a window open at the bottom and you can enter your comments. The annotated text will remain highlighted in the text after you move on to indicate that there is text behind that text.

You can see print the annotated text. The annotations will be presented as endnotes. Click on File, Print, Print Preview. Select Annotations and click on OK.

### **Memos**

Memos are lengthier comments or notes that live in a separate file that is linked to another file. To create a new memo, choose New Memo from the Create tab. Name the memo, give a description and click OK.

To link the new memo to a document you go to the document, right click and choose Memo Link and Link to Existing Memo.

You can also do this from inside the document. Right click, choose Memo Link and Link to New Memo. Then write the memo.

If you return to the main page from the docked document, you will see that there will be a small icon next to the file to which you attached the memo. You will also find the memo listed among your sources if you open up the Memo list on the left.

Only one memo can be linked to a main (internal) source. And only one internal source can be linked to one document.

If you want to have a general memo that is about all the files create an unattached memo.

### **See Also Links**

You can link existing sources or memos to apart of (the text) in a source. Analyze → See Also Link

The difference between the Memo and the See Also Link is that the first is attached to a source in an exclusive way. The second is attached to a part of the source and the same thing can be linked to any number of sources.

You have to highlight a chunk of text to do a See Also Link.

### **Coding**

You highlight the text you want to code. Choose Analyze → Code Selection at New Node. You name the node. Move onto the next.

You can use Code in NVIVO. This will just make the highlighted text your node.

If you already have nodes, you may code at Existing Nodes. This will give you a list of all nodes you have and you can choose.

You can track your nodes by going to View, and click on Coding Stripes.

You can also create nodes at the Create tab. You can name your node, describe it, even have a short nickname and assign a color to its stripe.

You can uncode texts by deleting their connection to a node.