

NVIVO

How to create a document in NVIVO 11

1. You can do it **directly**

Click on Blank Project on the left.

In the new window give the project a title and a short description.

Under File name you can select the directory where the project goes and if you want to name the project other than the title you gave it, you can choose a different file name

Create documents in NVIVO. Click on the Create tab. Choose Document.

Name it. Click OK and you will have an empty document. Write in that document saying what your dependent and main independent variables were for the earlier assignment using GSSSS.

2. You can do it **indirectly** by importing a document

Import Word or other text documents.

Go to Data on the top. Choose Documents.

Import the six interviews.

Import PDF documents.

Go to Data on the top. Choose PDFs

Use your six articles. Close PDFs.

You can also import images, audio files, and data (Excel) files.

Import web pages. Use the six pages you saved using NCapture. NCapture is an extension for Google Chrome. You can add that on to your Chrome browser (for free).

Go to From Other Sources on the External Data tab still.

Choose From NCapture

Another way to import a web site is to use the Print function for any browser and select Adobe PDF as your printer. It will prompt you for a file location and will say the web page as a PDF. Then you import it as a PDF.