

## NVivo 10 for Windows feature list

Released in June 2012, NVivo 10 for Windows helps you to easily organize and analyze data in documents, audio, video, spreadsheets, social media and web pages. Whatever your materials, whatever your project – NVivo 10 for Windows can help you to quickly arrive at answers, justify your findings and make informed decisions.

### Getting started

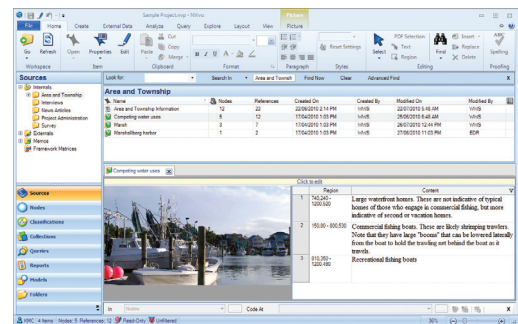
- Get up and running fast with a Getting Started guide.
- View the sample project to see how a project can be set up in NVivo.
- Read step-by-step instructions for working with NVivo in the 'help' section.
- Get relevant assistance when you need it with context sensitive help – the help information changes depending on the task you're performing.

### Your projects in NVivo

- Open and work with projects developed in previous versions of QSR software including NVivo 9, NVivo 8, NVivo 7, NVivo 2, NVivo 1, N6 (NUD\*IST 6), N5 and N4.
- Work with data in virtually any language including character based languages such as Japanese and Mandarin. NVivo handles Unicode data.
- Choose to work with an English, Chinese (Simplified Chinese), French, German, Japanese, Portuguese or Spanish user interface.
- Merge separate projects or use the structure of an existing project for a new one.
- Store your project data and material in a single file, making your project completely portable. Or store large files separately and link them to your project.
- Convert and work with projects developed in Atlas.ti 5.2, 5.5, 6.2 and 7; MAXQDA 2007 and MAXQDA 10; and FrameWork.

### Enjoy working with software that's user friendly

- NVivo's workspace is based on Microsoft user interface guidelines, so it looks familiar.
- Use the NVivo ribbon to find and understand commands quickly and complete tasks with a minimum number of clicks.
- Organize and access all of your project items via a central navigation view.



- 'Wizards' step you quickly through more complex tasks like creating queries and customized reports.
- Rearrange the user interface to suit you. Work in docked or undocked windows
- 'Drag and drop' makes it easy to move data.
- Explore your data with confidence knowing you can retrace your steps using multi-level 'undo'.

### Import, create and edit a wide range of data

- Import documents in Microsoft Word (.doc and .docx), Portable Document Format (.pdf), rich text (.rtf) or plain text (.txt) format.
- Import audio files in .mp3, .mp4, .m4a, .wma, or .wav formats.
- Import Microsoft Excel spreadsheets (.xls and .xlsx), Access database tables, ODBC database tables and text delimited files.
- Import video files and media clips that are in .mpg, .mpeg, .mpe, .wmv, .avi, .mov, .mp4, .qt, .3gp, .mts and .m2ts formats.
- Import web pages and online PDFs as PDF files.
- Import social media data from Facebook, LinkedIn and Twitter.
- Import survey responses directly from SurveyMonkey.
- Import digital photos and pictures that are in .bmp, .gif, .jpg, .jpeg, .png, .tif or .tiff formats.
- Create your own documents directly in the software.
- Edit your documents after they've been imported while

maintaining coding that's already been performed.

- You can check spelling as you edit in NVivo.
- NVivo preserves and uses styles in original documents, including styles created in non-English languages.

## Organize and classify your data with ease

- In NVivo, the containers for storing themes or ideas are called 'nodes'. Nodes can represent anything – like people, places and organizations, and you can assign demographic data or attributes to them.
- Create nodes 'on the fly' or 'up-front' and easily manage them. For example, move nodes into different folders, organize or rearrange them in hierarchies, merge similar nodes, or rename a node.
- Assign your own colors to nodes, sources, attribute values and users, and see them throughout your project - in charts and models for example.
- Group sources that share common characteristics (such as interview transcripts) together using 'Classifications' to help with organization and analysis.
- Easily import demographic information such as gender and age into NVivo as a text file or in a spreadsheet.
- Create a collection of 'shortcuts' called 'Sets' for project items stored elsewhere in your project.
- Get support for a wide range of research methodologies. For example, conduct Framework analysis using framework matrices.

## Make sense of your information with coding

- NVivo lets you gather all your material about a theme, idea or topic together through 'coding'.
- Code your material using a range of techniques including 'dragging and dropping' with your mouse, paragraph coding or 'In Vivo' coding.
- Use the Quick Coding bar to create new nodes quickly, and to code at nodes that you've used most recently.
- Use coding stripes to display coding or demographic information in documents, pictures, video or audio files visually. Choose which stripes to display or see up to 200 stripes. Your coding stripes can also be printed.
- Assign your own colors to coding stripes.
- Use the 'coding density bar' to see how much coding has been performed for a specific source.
- See what content has been coded at particular nodes, or coded by one or more users, with 'highlight coding'.

- Auto code structured information in documents and datasets, like interview responses.
- Use 'drag and drop' coding to quickly and easily code all types of source content.
- Use pattern-based auto coding to code large volumes of text quickly. This experimental feature will be further developed in future releases of the software.

## Capture your thinking: memos and comments

- Create memos to capture your observations and link them to materials. Easily insert a date and time stamp.
- Create annotations to comment on selected content. They're like notes scribbled in a margin, only they can be easily changed or added to.

## Link ideas, themes and information

- Apply 'see also' links to note a comparison or to lay a trail of evidence. Link from any content including a section of audio or video timeline.
- Use 'memo links' to capture important related observations or insights.
- Use hyperlinks to link selected references to files or other information outside your NVivo project.

## Work with documents, audio, video and images

- Select and work directly with text, images and tables within PDFs and Word documents.
- Easily access any hyperlinked content within your data.
- Code image regions within a PDF, for example a section of a map or a graphic.
- Review and analyze audio and video in NVivo. Vary the playback speed, continually loop a section, or rewind or skip sections by a number of seconds.
- Work directly with media files, even if you don't have a transcript.
- Create a transcript for an entire audio or video file, for a section of a file, or just create keywords in NVivo.
- Import and link an existing transcript to its corresponding audio or video file.
- Play an audio or video file and watch your transcript scroll in synchronization.
- Click on a line in your transcript to bring up the section of video or audio it relates to.

- Code content in a transcript and shadow coding stripes show you where the coding occurs in the media.
- Work with geospatial data like aerial photos and maps from 'Google Earth'.
- Create your own 'log' or description of an entire picture, or for a specific section of a picture, in NVivo.

### Work with spreadsheets and database tables

- Select how you view and work with your spreadsheets and database tables. Use the 'table view' to see your data in its original format or work with one survey response at a time for example, with the 'form' view.
- Speed up your analysis – particularly when you're working with large datasets – by automatically coding your data.
- Automatically gather each respondent's answers into a single node representing that individual (by row) or gather all respondents' answers to each question in a node representing that question (by column).
- Automatically group responses based on demographic data.

### Work with literature reviews and bibliographies

- Import bibliographical data from reference management software like EndNote, Mendeley, RefWorks or Zotero.
- Directly import and work with information like a journal article's title, author and your own notes. If you've saved articles as file attachments, they're added to your NVivo project too.

### Capture and analyze online data

- Optionally install NCapture - a web browser extension for Internet Explorer 8 (or later) or Google Chrome 21 (or later). Use NCapture to collect web pages, online PDFs, social media data and YouTube videos and then import this content into NVivo.
- Import web pages—the full web page or just the main article—and online PDFs to work with in NVivo.
- Import Facebook wall posts and comments from people, organizations or groups.
- Import Tweets from Twitter. For example, include a particular word, phrase or hashtag, or Tweets by a particular user.
- Import LinkedIn group discussions.
- Import YouTube content. Use NCapture to collect

YouTube videos and work with them in NVivo. You may also want to import comments as a dataset.

- NVivo provides automatic coding features to quickly group social media data—for example, group Facebook wall posts by conversation, or group Tweets by hashtag.
- NVivo provides automatic visualizations for Facebook, Twitter and LinkedIn datasets to help you see patterns in your data. For example, use the Map tab to geovisualize your data or use the Chart tab in Twitter datasets to compare users based on the number of followers they have.
- Import survey responses directly from SurveyMonkey.

### Import notes from Evernote or OneNote

- If you use Evernote to take notes, collect images or clip web pages - you can now import your notes into your project and work with them in NVivo.
- You can use Evernote to collect and organize data on your mobile device when you're out and about. When you're back at your desk, you can connect to your Evernote account (from within NVivo) and import the material.
- If you use OneNote to gather notes, images or keep track of ideas, you can now export these pages from OneNote and bring them into NVivo. NVivo retains the way you structured your data so you can begin working right away.

### Transcription Services

- Now there's a fast, easy and cost efficient way to transcribe and analyze video and audio content. We have partnered with TranscribeMe to provide you with a seamless experience of ordering transcripts from within NVivo and having it automatically download and synch up to the media file in your project.

### Use smart search and find tools

- Use 'advanced find' to locate project items based on their properties or other criteria, including multiple criteria values.
- Save the criteria you used to 'find' an item into a 'search folder' - so if you need to re run the same find later, you'll be able to do so easily. Search folders are dynamic which means they're updated as your project changes.

### Interrogate data with query tools

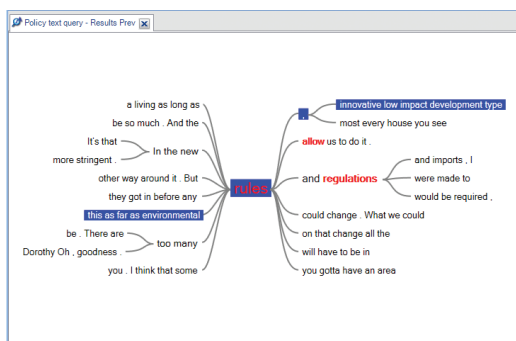
- Explore your data, test theories and make discoveries, using 'queries'. Re-run them through new data and

track the evolution of results.

- Use a 'text search' query to find an exact word match or words that are similar in meaning.
- Use a 'word frequency' query to see a list of the words that appear most often within your materials. Double-click a word to see it in context.
- Use coding queries to explore and ask questions about your coding – they help you to look for overlaps and intersections in your coding.
- Matrix coding queries allow you to compare coded material across nodes, sets or attribute values.
- Use compound queries to search based on multiple criteria.
- Use a group query to show particular types of associations between project items.

### Visualize patterns and connections in your data

- Create models to display new ideas, connections and findings. Use a dynamic model to represent your project in real time or use a static model to capture your project at a specific point in time.
- Click on the project item in a model to see the underlying data in your NVivo project.
- Use graphs to see all the project items associated to a theme, idea, person or any other item. To add your own ideas, convert this graph into a model and continue working with it.
- Use word clouds, tree maps and word trees to see the most frequently appearing words in selected materials (sources) or nodes and easily interact with them to explore the context that surrounds the words.



- Create and explore 'charts' in NVivo, including column, pie and bar charts. View the live data behind a chart with one click.
- Use cluster analysis to visualize the similarities and

differences in your sources or nodes.

- Explore two-way connections between items and display them visually with 'connection maps' to help you identify any patterns.

### Interchange and share your data

- Use predefined reports or create your own using the wizard. Your report criteria are saved so you can reuse it in the same project, or share it with others.
- Modify your reports and extracts by adding or removing fields or changing the order of your data for example. You can apply your own color schemes and styles to reports too.
- Produce a wide range of inbuilt reports such as a project summary, source summary, node summary, or coding reports.
- Choose exactly which data to extract and use with the 'extracts' feature - export data in XML format, as text or in a spreadsheet.
- Import and export delimited text files, spreadsheets, and database tables to and from applications like Microsoft Excel, Microsoft Access, IBM SPSS Statistics and SAS/STAT.
- Import and export data to and from reference management software like EndNote, Mendeley, RefWorks, or Zotero.
- Share project files and findings as HTML web pages. Share the information gathered under a node, or export specific project items like audio files, videos or sections of documents.
- Export charts, models and visualizations as images to use in presentations or documents.
- Export the data into Excel for further analysis.
- Export diagrams such as charts, in PDF format.

### Enjoy enhanced performance and scalability

- The way NVivo stores and accesses data has been optimized, so NVivo performs tasks even faster - including coding, auto coding, creating and opening nodes, running queries and deleting project items.
- NVivo performs better when working with large amounts of data, for example, large sources and nodes open faster, regardless of size. Queries run faster, even as project size increases.

- The maximum project size for standalone projects has been increased to 10 GB (previously 4GB).

### Work effectively in teams

- Use the event log to record changes to a project and keep track of what team members are doing.
- View the specific coding, annotations and links completed by each team member, even after separate projects have been merged together.
- See which team member originally created a project item and who last modified it.
- See content that one team member has coded to a node or broaden the view to see several team members.
- Use coding stripes to view and compare all the coding completed by different users.
- Run 'queries' on the work completed by team members. For example, query all the coding created by one team member. Then click on a result to open the original source material and see the coding stripes for the team member.
- Use 'coding comparison' queries to show, for example, the percentage of coding agreement or disagreement amongst teams. Or use a query to obtain a measurement for coding reliability called the 'kappa coefficient'.

Combine **NVivo Server** with NVivo to:

- Allow team members to work in the same project at the same time and see each other's changes immediately.
- Streamline project administration by storing and maintaining projects in one secure location.
- Work with more data and embed larger audio and video resources in your projects.
- Enhance security by protecting access to projects using authenticated Windows credentials, and role based permissions.
- Visit [www.qsrinternational.com](http://www.qsrinternational.com) to find out more about NVivo Server.

### More about NVivo

- View our ['Introducing NVivo' video](#)
- See NVivo in action: [join an upcoming eDemo](#)
- Try NVivo yourself: [download a 30-day free trial](#).
- Watch [tutorials](#) to learn how NVivo features are used.
- Watch [QSR eSeminar videos](#) to learn how others research and use NVivo in their projects.