

# NVivo 7 Feature List

Released in March 2006, NVivo 7 allows you to handle very rich text based information, where deep levels of analysis on both small and large volumes of data are required. The software contains a wide range of features to partner you through every stage of your research project.

## Set up your project

### Understand your project

- Open and work with projects developed in previous versions of QSR software including N4 (NUD\*IST 4), N5, N6, NVivo 1 and NVivo 2.
- Work with data in virtually any language including character based languages such as Chinese. NVivo 7 works with Unicode data.
- Handle small to large volumes of data. Users are working with as many as 10,000 documents.
- Merge separate projects or use the structure of an existing project for a new one.
- Store your project data and documents in a single file.
- Enjoy peace of mind with security features like password protection and data encryption.

### Enjoy the usability

- Rearrange the user interface to suit you. Work in docked or undocked windows, show or hide toolbars or add or remove icons from toolbars.
- Organize and access all of your project items via a central navigation view.
- Context sensitive menus change depending on the items you are working with. Also, 'drag and drop' functionality makes it easy to move data.

### Access learning resources

- Use the resources in NVivo's help menu like online help, animated tutorials and Getting Started guide.
- View the sample NVivo project to see how a simple project can be handled.
- Access the Network Administrator's Guide for help to roll out software across your organization.

## Work with your data

### Import, create and edit documents

- Import documents that are in Microsoft Word (.doc) or rich text (.rtf) format or plain text (.txt), including documents with embedded tables and images.
- Create your own documents directly in the software.
- Edit your documents after they've been imported, while maintaining coding you've already completed.

### Organize and classify

- Organize nodes into hierarchies for easy access to your data.
- Group project items of different types together using 'sets'. For example, make a set for your colleague's documents and memos.
- Use 'attributes' to compare cases using demographic data like gender, age or region.
- See a listing of your project cases and their values using 'casebook'.
- Use 'externals' or proxy sources to represent material that cannot be imported such as websites or books.
- Use 'see also links' to connect items in your project that may have a similar theme.

### Capture your thoughts

- Create memos to capture your observations and link them to your documents.
- Use 'annotations' to comment on selected content. They're like notes scribbled in a margin.

## Make sense of your data

### Explore

- Explore your data with confidence knowing you can retrace your steps using unique multi-level undo functionality.
- Use the unique 'relationships' tool to explore evidence about relations between items, processes and people.
- Visually display new ideas, connections and findings using 'models'. 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.
- Use a matrix to compare items and identify patterns or themes.

### Search

- Query your data with a powerful search engine. Save queries, re-run them through new data and track the evolution of results.
- Use the 'word frequency query' to identify the most frequently used words in selected sources or nodes.
- Gather items together using 'advanced find'
- Find and/or replace text in a 'source' such as an interview transcript.

### Code

- Collect related material by coding at nodes or sets that represent themes, ideas, people or places. Refine or remove coding at any point.
- If you're working with structured information, like open ended questionnaire responses, 'auto code' their content by headings or paragraphs.
- Display coding visually using coding stripes. Choose which stripes to display or see up to 200 stripes simultaneously. Your coding stripes can also be printed.
- Use the 'coding density bar' to see how much coding has been completed for a document.
- Use the 'View context' function to see the surrounding words, paragraphs or heading levels of coded data.
- Use a range of techniques to code, including paragraph coding, quick coding or 'In Vivo' coding.

## Share your findings

- Export conclusions, graphics and query results into reports or presentations, including Microsoft Excel or Word.
- Import and export data for use in spreadsheets or statistical programs.
- Produce a wide range of inbuilt reports such as a project summary, source summary, relationship summary or coding comparison report.

### **NVivo 7 also contains features to help you manage your software:**

- Receive automatic notifications when new service packs are released.
- View the inbuilt readme file to see a list of recent software enhancements and other important information.
- Use the 'compact and repair' function to optimize the performance of your projects.
- Install, activate and extend NVivo 7 software and licenses across many computers centrally via an MSI package.
- Protect your organization's software licenses from piracy through software activation.