

NVivo 8 Feature List

Released in March 2008, NVivo 8 allows you to import and work with Word documents, PDF documents, audio files, videos and digital photos. Whatever your materials, whatever your project, whatever your background, NVivo 8 is for everyone – it's the ultimate project partner.

Your projects in NVivo

- Open and work with projects developed in previous versions of QSR software including 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 Chinese. NVivo 8 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, or choose to store large media files separately and link them to your project.
- Make a back up copy of your entire project using the 'copy project' feature.
- Enjoy peace of mind with security features like password protection and data encryption.

- View the sample NVivo project to see how a simple project can be handled.
- Print a PDF version of NVivo's help files, so you can read and work through the steps simultaneously.

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.
- Choose how to view project items in virtually every folder – as thumbnails or lists.
- Context sensitive menus change depending on the items you are working with. Also, 'drag and drop' functionality makes it easy to move data.
- Explore your data with confidence knowing you can retrace your steps using unique multi-level 'undo'. NVivo is the only qualitative research software that allows you to undo all actions that affect your data.

Get started

Access learning resources

- Access the most up-to-date help online if you're connected to the Internet, or access offline help that is installed with NVivo. The help is organized in two parts: 'Using the software' and 'Working with your data'.
- Use the resources in NVivo's help menu like animated tutorials and the Getting Started guide.
- Watch mini 'show me' movies for step by step assistance in using the software.
- Get relevant assistance when you need it with context sensitive help – the help information changes depending on the task you're performing.

Import, create and edit information

- Import documents that are in Microsoft Word (.doc), Adobe Portable Document Format (.pdf), rich text (.rtf) or plain text (.txt) format.
- Import video files and media clips that are in .mpg, .mpeg, .mpe, .wmv, .avi, .mov, .mp4 or .qt formats.
- Import audio files in .mp3, .wma, or .wav formats.
- Import digital photos and pictures that are in .bmp, .gif, .jpg, .jpeg, .tif or .tiff formats.
- Import files into NVivo in a variety of ways, including via a simple 'drag and drop' process.
- Create your own documents directly in the software.
- Edit your documents after they've been imported, while maintaining coding you've already completed.

Work with your information

Work with audio and video

- Watch or listen to audio or video files in NVivo, just as you would with a normal media player.
- Review and analyze audio and video in detail. Vary the playback speed, continually loop a section, or rewind or skip sections by a number of seconds.
- 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 linked transcript to bring up the section of video or audio it relates to.

Work without a transcript or create your own

- Work straight from audio or video files, analyzing your materials as you go. NVivo allows you to work 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.
- Add your own customized fields to your transcripts, such as *body language*.
- Create your own 'log' or description of an entire picture, or for a specific section of a picture, in NVivo.

Organize and classify

- Organize nodes in hierarchies for easy access to data.
- Group project items of different types together using 'sets'. For example, make a set for your colleague's videos and memos.
- Rearrange the items you've placed into 'sets' and use them to show a sequence of events for example.
- Use 'attributes' to compare cases using demographic data like gender, age or region.
- See a list of project cases and values in 'casebook'.
- Use 'externals' or proxy sources to represent material that cannot be imported such as websites or books.
- Import and work with the properties of your digital photos, such as the time and date the photo was taken.
- 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 materials.
- Use 'annotations' to comment on selected content. They're like notes scribbled in a margin.

Make sense of your information

Code

- Collect related material including documents, pictures, video or audio files, by coding at nodes or sets that represent themes, ideas, people or places. Refine or remove coding at any point.
- Display coding in documents, pictures, video or audio files visually using coding stripes. Choose which stripes to display or see up to 200 stripes. Your coding stripes can also be printed.
- Use coding stripes to see demographic information such as gender or age across your coding.
- Watch your coding stripes update automatically and in real time as you code.
- Use the 'coding density bar' to see how much coding has been completed for your project sources.
- If you're working with structured information, like open ended questionnaire responses, 'auto code' their content by headings or paragraphs. NVivo preserves and uses styles in original Microsoft Word documents, including styles created in non-English languages.
- Add customized fields to your transcripts, such as *speaker's name*, then 'auto code' to create a new node for each speaker with their comments coded to it.
- Use 'View context' to not only see the surrounding words or paragraphs of coded text, but to see the context for any coded material – including the surrounding sections of a photo, audio or video file.
- Use a range of techniques to code, including paragraph coding, quick coding or 'In Vivo' coding.

Explore

- 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 the unique 'relationships' tool to explore evidence about relations between items, processes and people
- Create and explore 'charts' in NVivo, including column, pie and bar charts in two dimension or three dimension formats. Also create specialized 'charts' in NVivo, including heat maps and radar charts.
- 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. Undertake a range of searches including full text searches and coding searches.
- Gather items together using 'advanced find'.
- Find and/or replace text in a 'source' such as an interview transcript.

Work effectively in teams

- 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 the 'find' tool to locate project items created or last modified by specific team members.
- 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'.
- Use coding stripes to view and compare all the coding completed by different users.

Share your findings

- Export models, charts and query results into reports or presentations, including Microsoft Word or Excel.
- Export information such as charts, in PDF format.
- Share project files and findings as HTML web pages with non NVivo users. Share the information gathered under a node, or just export specific project items like audio files, videos or sections of documents.
- 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, node summary, relationship summary or coding summary report.

NVivo 8 also contains features to help you manage your software:

- Receive automatic notifications when new service packs are released, then choose to download them free of charge via the Internet with just a few clicks.
- View the 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 8 software and licenses across many computers centrally via an MSI package.
- Protect your organization's software licenses from piracy through software activation and deactivation.
- Access the free Network Administrator's Guide for help to roll out software across your organization.