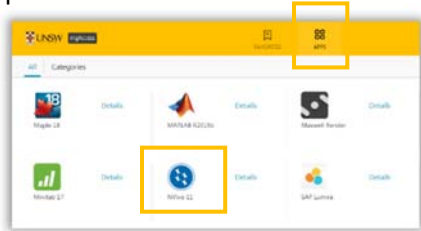


## 1. Open NVivo for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

**TIP:** This guide refers **two distinct "H: Drives"**. The **Cloud H: Drive** refers to the disk drive starting with your **z number** that is located on the cloud server. The **Local Disk :H"** refers to the local disk drive on your own computer containing your local files.

- Click on **Apps** and select **NVivo 11** to open the application



**TIP:** When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**. If greeted with the **You are opening the application Citrix...** window, click **Open**

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.



- On the **NVivo Setup** page, enter your initials as shown below and click **OK**



## 2. Create and save a new NVivo project file

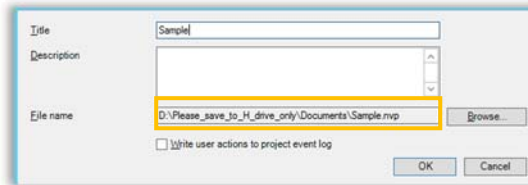
- Once at the **Nvivo Pro** project page select **Blank Project**



- On the **New Project** page, under **Title** enter the filename of your project

**TIP:** On the **file name** field, NVivo will automatically attempt to save your new project on the **D: drive**. The drive indicates a **temporary storage drive** and any data saved to this drive will be **automatically deleted** once you log off myAccess.

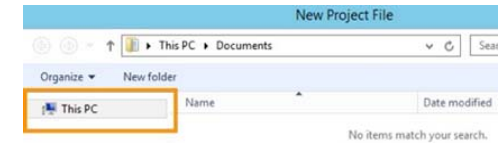
- Click on **Browse** to change the file path



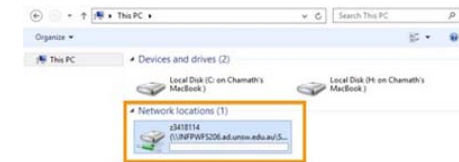
**TIP:** You may be asked to let Citrix access the Local Drives. Ensure you click on **Don't ask me again** and click on **Read and Write**.



- In the **New Project** window, click on **This PC** located on the top left of the window



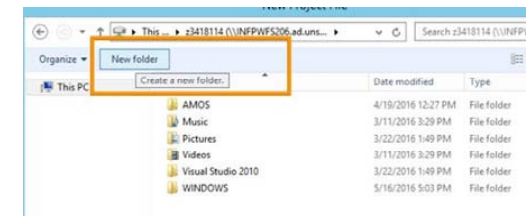
- Click on the drive which starts with your **z** number, under **Network locations**



You have successfully reached the **Cloud H: Drive** (also known as Cloud Home Drive)

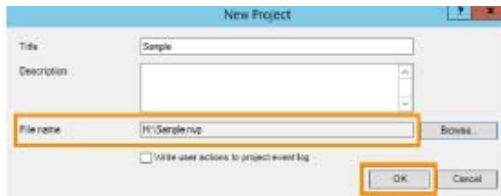
- Click on **Save** to keep your new NVivo project file.

**TIP:** You may now wish to create a **New Folder** to save your NVivo project file or directly save the new project file into the **Cloud H: Drive**. (See below)



The **File name** field will change to **H:\** confirming that your file has successfully saved to the **Cloud H: drive**.

- ▶ Click **OK** to proceed

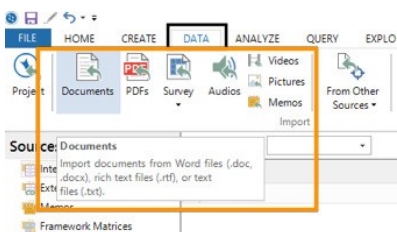


### 3. Import data into your NVivo project file

The following steps assume that you have saved your data to the **Cloud H:drive**, if you have saved elsewhere you will need to follow the same steps but look for the drive where your files are saved.

**TIP:** Depending on the size of the data, opening from your local device could take some time (e.g: up to 20 minutes if the file was 100MB) It is highly recommended that you load up your larger datasets on to your **Cloud H: drive** while on campus. Refer to the [Download files from Moodle guide](#) to learn how to do this.

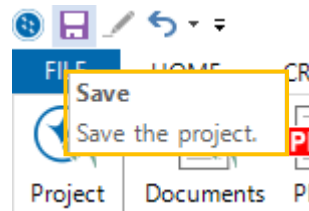
- ▶ Click on the **DATA** tab on the NVivo menu and select an appropriate data source from the options available.



- ▶ On the **Import Sources** window, click on **This PC** to list all the available drives and folders.
- ▶ Click on the **Cloud H: drive** (drive starting with your zID)



- ▶ Locate the folder or file where your data is located in, select the file and click **Open** then **OK**.
- ▶ Select **Save** on the NVivo menu bar (top left) to **re-save** your project with the imported data included.

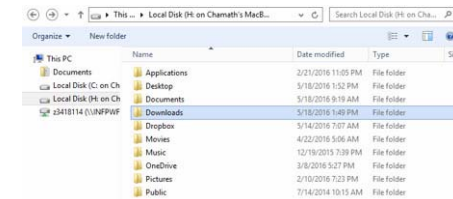


**You have successfully imported & saved data into NVivo.**

**TIP:** You may wish to import data into NVivo from the local disk drive on your Mac rather than from the Cloud :H drive. Please see below for instructions on how to do this.

### Manually locating your local data files

- ▶ On the **Import Sources** page, click on **Local Disk H:** to open your local user disk and select the folder where your data is located in, select the file and click **Open** then **OK**.



**TIP:** Sometimes your **Local Disk H:** may not automatically be recognised. You may have to manually locate it. On the **Import Sources** window click on **This PC**, then **Local Disk C:**, then the **Users** folder, and select the folder with your account name. You will now see your local file folders.

Locate the folder or file where your data is located in, click **Open** followed by **OK**.

- ▶ Click **Save** on the NVivo menu bar to **re-save** your project with the imported data included.

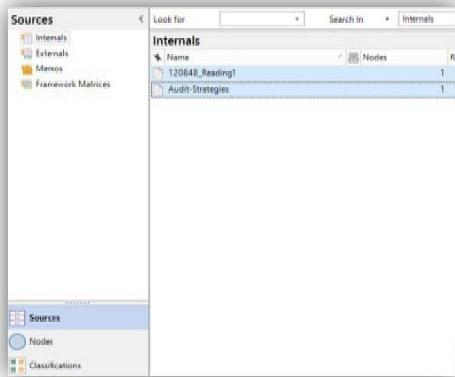
**You have successfully imported & saved data into NVivo.**

**TIP:** If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

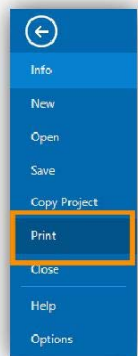
## 4. Printing

The following steps assume that you have already opened the desired NVivo project file which you would like to print from.

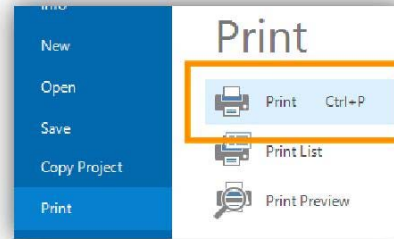
- ▶ Select all the **Nodes**, **Sources** or other items you would like to print.



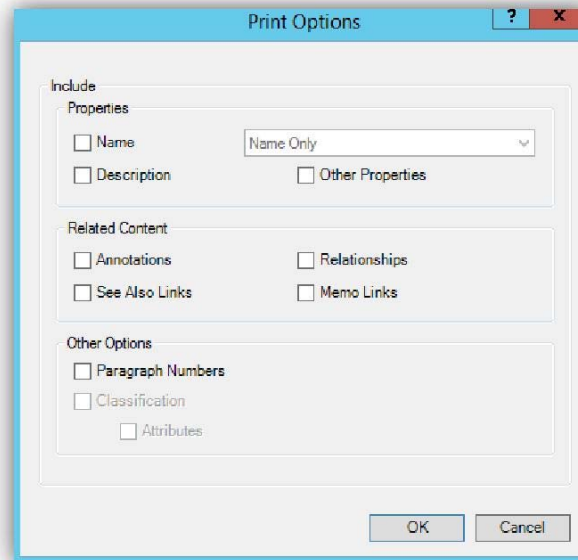
- ▶ Click on **FILE**, followed by **Print**.



- ▶ Once at the **Print** page, click on Print again.



- ▶ In the **Print Options** window select the appropriate option.



- ▶ Select the appropriate printer from the drop down menu and then click on **OK**

