

Why using template and auto code

Hi everyone. Today I am going to share a technique an auto coding in Nvivo. As we know most of the time, we use Nvivo to analyse interview policy document data. Of course, we could also use it to analyse the literature, and when we want to manage our literature more effectively and systematically, during the period that we have so many different kinds of literature, we want to put it in our literature review. And as what we know, when we read literature, we might mention, OK, why I'm reading this? And what is the argument of this literature? And what are the evidence, and how does the author collect the evidence for the argument? And also, we might be interested in how this literature, it's exactly related to our research. That is our final landing point, right. So all these key points that we care about, actually, we can make it into a template when analysing our literature. And then at the end, we can combine all this data together and try to look over all the literature more systematically. And in vivo exactly have this function to help us to create a template and look over all the Analyze at the end, after we are reading, review all this literature. So today, I'm going to show you how we could do it and make it more effective when we read our literature and make our analysis more systematic. Of course, the point is in Nvivo, they cannot help us to analyse the literature that we are reading. But it could help us organise our notes and analyse in a more systematic way. So it's a data and coding management software, it could not help us to analyse the literature itself. So here, I'm going to share my screen.

Create a template and prepare for auto code

As you see here, I already import the files that I want to analyse. For example, you could follow me step by step and upload Step six items of the literature that I might be interested in. And I think it's related to my research, and I'm going to read it in detail. So in vivo, I could create a template that helps us to organise my notes.

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Here we come to the memo, we create a new memo, we will say like, analyse, analyse, literature, template. So we will have a blank document here. And as we mentioned, we actually, when we read the literature, we might focus the same questions on the left on the literature, for example, why were

you reading this? And what the argument of this researcher is that any default or terrible evidence in this literature, what it's doing good in this literature, and how this literature related to us? So these questions are quite common. When we read different kinds of literature, we care these questions, so we could make a template here. Actually, I already have sample questions. So I just copy and paste it here. OK.

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Here, we write a no on the top saying like literature review, reviewing template, oh, have questions of obviously, you could also use it as a template for understanding policy documents or some other kind of documents that you are interested in or media data. So it's not only applying to literature review only, you can use it for other kinds of functions for this template and you can change the question I list here.

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So, here are some notes. OK. So we have, for example, if this is just my draft question, you can have yours and take your time to draft it. We have all these questions here. We try to make it in two different styles. Here, we click, as well as it will click Edit. And in Edit, we can try to change the style of the question, then we use the style of different font to create a template, because for example, if all these forms are all the same, the system can recognise what is what?

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And for example, here, I show you how I do it. OK, we create a question and then we leave some space for you to answer the question for each literature in the future. So here's the first question. We care so we make it heading one. And here should be a normal format. And question two also heading one. We do the same thing for each question. We care and we just need to ensure that the middle it's not having one because that is the data to analyse that we are entering. But I just need to double-check and ensure this space. They are not having any like heading 12345 whatever, and they don't have any style. Because otherwise, when we do auto coding in the system, they can recognise that they if you want to recognise this heading one as the question itself as an auto code.

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So you need to make everything consistent and double-check. They are not heading one. OK, here it seems that they're having one so you just need to double-check they should be normal style. OK, here that is our templates. OK, we can save and close it. OK, now we have already created our template and come to our files, for example, we want to read this. OK, that's our document. And we want to create a memo for it.

Create a new memo for each document

Create a here we want to create a new memo here linked to a new memo. So here the title of this document is gender justice policy. OK, um, we we say that template and the life templates and life we just add a name and ally so because we are going to put the note in it, so click OK. This new memo is empty and and then we try to copy and paste copy the questions from the template we created. You see we created a memo for the first document it will show up in the memo file here, then we open it. It's an empty one. So we copy and paste the question that we set up and do the same thing for the second document. For example, this one create a memo link. means we create a new memo for it.

Entering answers into the memo template in each literature

Gender work and care in the policy And OK is the new empty one memo with copy and paste a question that we are going to make a note on. Yeah, I want to emphasise that the actual memo is the same. From the perspective of being documents memo is the same as the file of this literature document. They're all documents. But the memo is more like a place a blank document that we want to make notes on. But the file is data, for example, they could be policy document data, the literature data, that could be your interview transcript data. A memo is more like a function as a note, but they're all documents in some way.

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So here we have. We have like to memo here, we want to analyse the first literature, OK, let's say, while I'm reading this literature, fun and meaningful, or ABC, D, E, F, G. This is just an example here. And then we also do the same thing here. OK, we, we try to answer what the critical argument is? The key argument. and how this literature related to my research, we just randomly enter something here.

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You see here, we realise, realise that because this is not normal, we need to edit it and make it into normal. Otherwise, they Oh, yeah, we need to make it normal again. Otherwise, the system can organise the system, we think this centers, it's also the questions that we are interested in rather than as an answer for this question. So we need to distinguish and double-check it, but that is the detail part. We could make it more effective later on.

OK, and also do the same thing for another men memo when we analyse, OK when we read another literature, agenda, work and care and policy, we can ABCD Oh, we answer this. Just random they enter something.

Conduct auto code based on the template

OK, so currently, we have as what we see here, we have two memos. That's the template, so it doesn't count. So we have two memos, we you want to auto code. That is the important part, because, like ABCD e discretions, they all have style. They are heading one in a font style. So the system they can recognise it as a special code. And here we are going to do auto coding, we double click we chose to choose this to memo and right click, we can see auto code.

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Here we don't have the speakers name not like the interview transcript, we are going to do paragraph style. That's what we why we use heading one as one of the site. Of course you can use heading two heading three

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in the questions to make the form have the format. But of course, you could also create a new format for yourself. But here we use paragraph style as the identifier. To distinguish what is the question, what is my note two separate? And next. OK has what you see available paragraph style. We have heading one we have normal. That's our notes. We don't want to let them become a code. We want the heading one the question we are asking when we make our notes when reading the literature, we want it to become a code. Then we could collect all the notes for the first questions across all my literature.

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here and then we collect them here we select them. And then next, we want to create a new folder obviously because we don't want to mix it up around and we will save this new folder into the not and let's give them a name, cite literature notes or analyse.

OK, we click finish. OK, we can't. That's just literature analyse that finish. And then we go to the code, the not here, we will see here, this folder. I think it must be at the beginning, I make some mistakes in the font, then that's why it has this kind of code here. And as what we see, we can see a why reading this literature become a code. So in the future, if we are justifying why this literature is important, then we could see through from all the literature that we read, we all have the answer here at the end there. And what are the key arguments of different literature as the second code? We could see the answer here across all the literature that we read. So we actually organise our notes in a more systematic way. And when we write about the literature, the research gap in the field at the moment, we could go to the question he, what are the helpful content? Is this true? And what I could use to inform my research? And then we will have all these answers then you can use this note to organise your literature review and write your literature review because you got all the notes here and you have all the answer, according to the same questions when you read the literature every time and it's very flexible. You can change your questions at the beginning. And for a different discipline, you can ask different questions as well. So that's the auto codes when analysing the literature here.

Thanks for watching.