

Getting Ready for the NVivo Workshop

The workshop is using NVivo 12 for Windows.

You are required to bring your own laptop and it is imperative that the software is installed at least 3 days prior to the start of the workshop to allow for resolution of any technical issues.

You can find information about the NVivo JCU Site License Agreement on the JCU website here:

<https://www.jcu.edu.au/information-and-communications-technology/help-and-support/software-supplier-agreements-and-offers/nvivo-jcu-site-license-agreement>

To obtain the software please contact the [IT Help Desk](#) and they will refer your request to your Desktop Support Team.

After installation, please test the installation is successful by completing the following steps:

1. Click the NVivo 12 icon on your desktop or click the **Start** menu and select All Programs > **QSR > NVivo 12**.
2. From the Welcome screen, click the **Sample Project** button.
3. A new 'Sample Project' is created and opens.
4. Close the sample project via the **File** tab, choose **Close**.
5. Back at the Welcome screen, click the **Blank Project** button.
6. Enter a title for the project, 'test,' and click OK.
7. The project opens.
8. Close the 'Test' project using the same steps above.

Well Done! You are now prepared for your NVivo workshop. Thank you!

Oh No, **you got an error message** when you tried to open the Sample Project or create a New Project? Make a note of this error message and contact the [IT Help Desk](#) or alternatively check the extensive resources on the NVivo technical support page here:

<https://www.qsrinternational.com/nvivo/support-overview>.