

# Nvivo 11 Installation Guide



## **Step 1: Obtain a license from the IT-department**

If you are a student you can purchase the license [here](#).

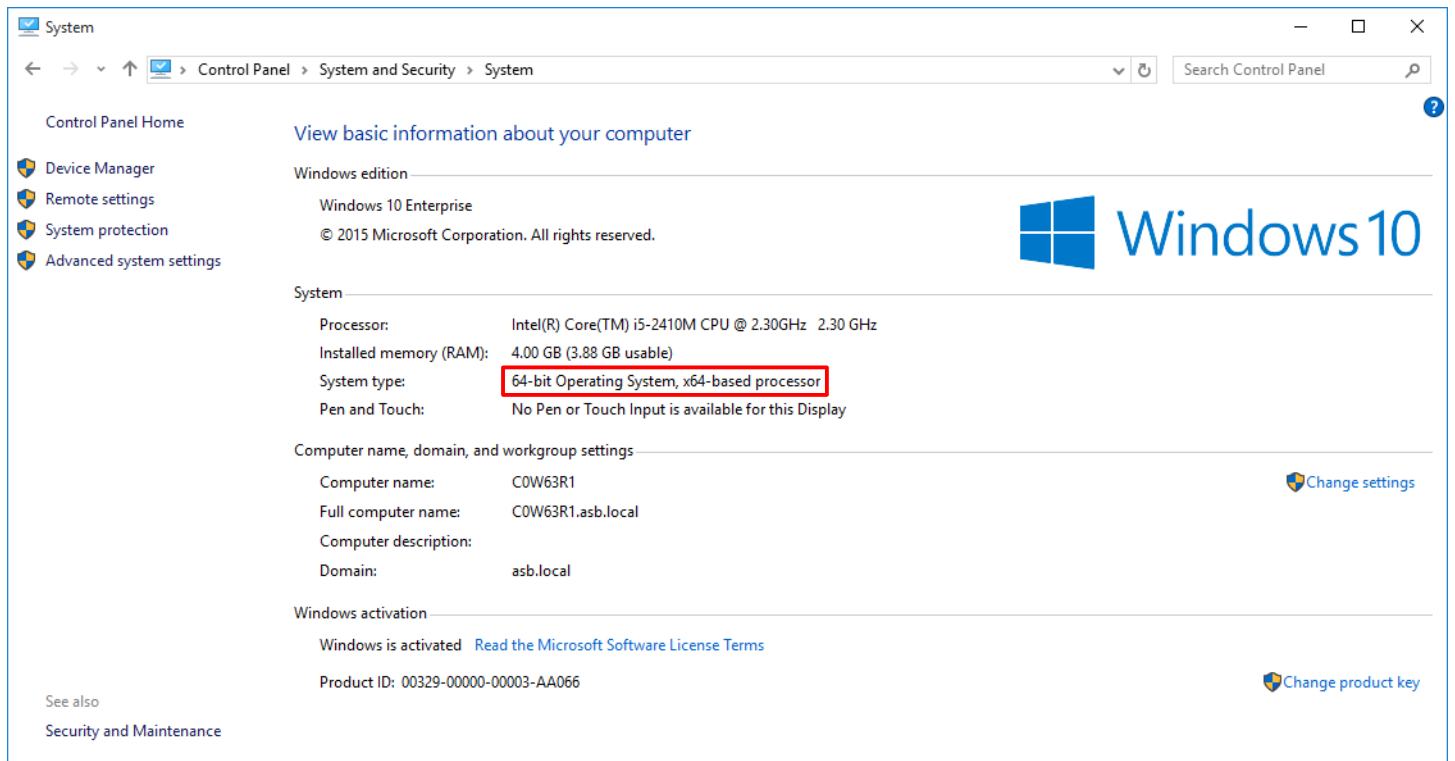
If you are an employee you can purchase the license through the bss it software site.

## Step 2: Make sure to download Nvivo for the correct platform i.e. Mac OS X or Windows Version

### For PC only:

In order to download the correct version of Nvivo, it is necessary that you ensure whether you are running a 32 bit or 64 bit version of Windows. This can be done in the following way.

- **Start → Control Panel → System**



The screenshot shows the Windows 10 System Control Panel window. The title bar reads "System". The breadcrumb navigation is "Control Panel > System and Security > System". The main content area is titled "View basic information about your computer".

**Windows edition**

- Windows 10 Enterprise
- © 2015 Microsoft Corporation. All rights reserved.

**System**

- Processor: Intel(R) Core(TM) i5-2410M CPU @ 2.30GHz 2.30 GHz
- Installed memory (RAM): 4.00 GB (3.88 GB usable)
- System type: **64-bit Operating System, x64-based processor**
- Pen and Touch: No Pen or Touch Input is available for this Display

**Computer name, domain, and workgroup settings**

- Computer name: COW63R1 [Change settings](#)
- Full computer name: COW63R1.asb.local
- Computer description:
- Domain: asb.local

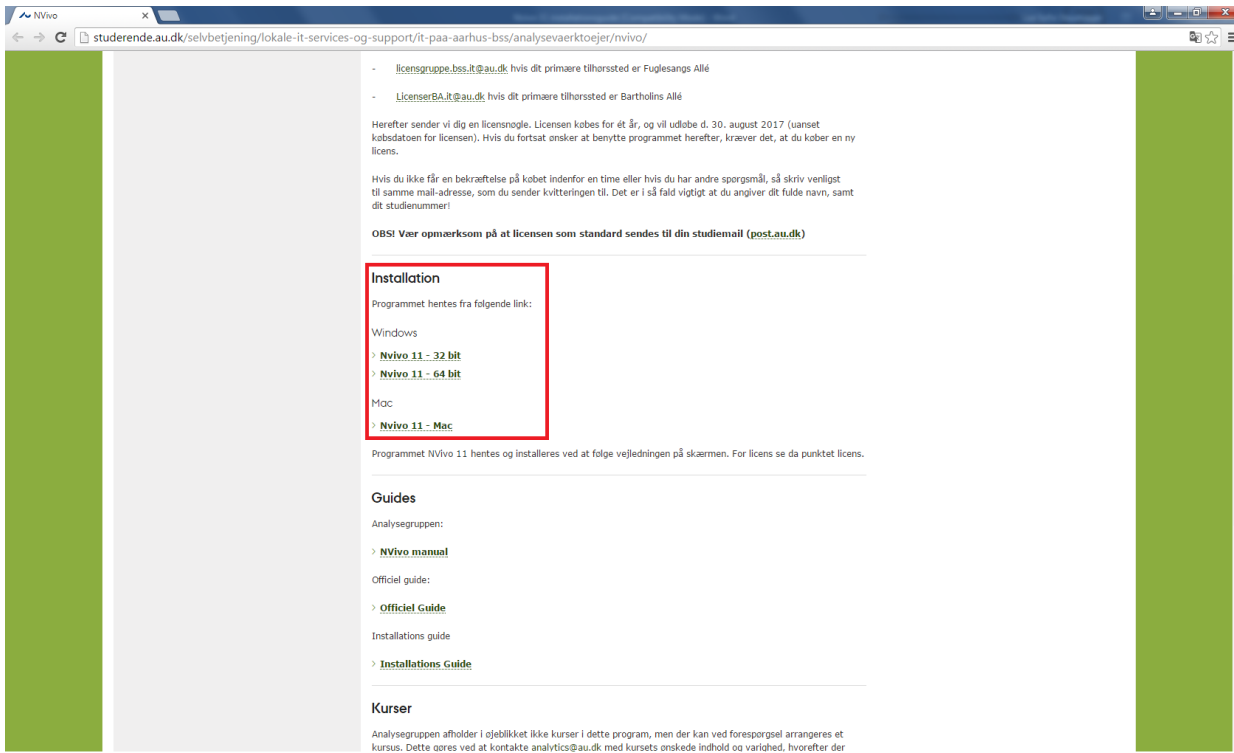
**Windows activation**

- Windows is activated [Read the Microsoft Software License Terms](#)
- Product ID: 00329-00000-00003-AA066 [Change product key](#)

See also  
Security and Maintenance

## Step 3: Download the installation file

The download links can be found [here](#), or in the email with your license.



licensgruppe.bss.it@au.dk hvis dit primære tilhørssted er Fuglesangs Allé

licenser@ba.it@au.dk hvis dit primære tilhørssted er Bartholins Allé

Herefter sender vi dig en licensnøgle. Licensen købes for ét år, og vil udløbe d. 30. august 2017 (uanset købsdatoen for licensen). Hvis du fortsat ønsker at benytte programmet herefter, kræver det, at du køber en ny licens.

Hvis du ikke får en bekræftelse på købet indenfor en time eller hvis du har andre spørgsmål, så skriv venligst til samme mail-adresse, som du sender kvitteringen til. Det er i så fald vigtigt at du angiver dit fulde navn, samt dit studienummer!

**OBS! Vær opmærksom på at licensen som standard sendes til din studiemail (post.au.dk)**

### Installation

Programmet hentes fra følgende link:

Windows

- > [Nvivo 11 - 32 bit](#)
- > [Nvivo 11 - 64 bit](#)

Mac

- > [Nvivo 11 - Mac](#)

Programmet NVivo 11 hentes og installeres ved at følge vejledningen på skærmen. For licens se da punktet licens.

### Guides

Analysegruppen:

- > [Nvivo manual](#)

Officiel guide:

- > [Officiel Guide](#)

Installations guide

- > [Installations Guide](#)

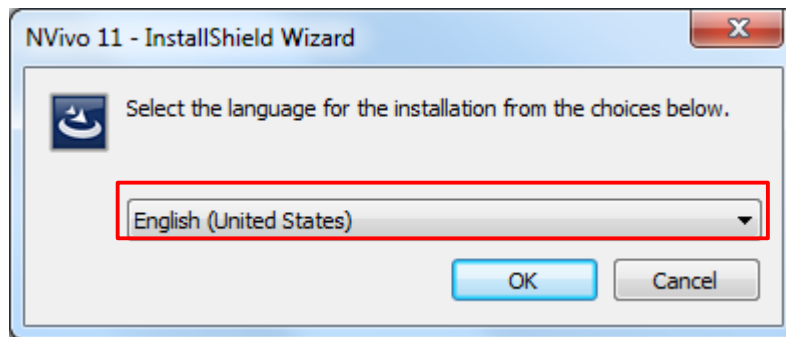
### Kurser

Analysegruppen afholder i øjeblikket ikke kurser i dette program, men der kan ved forespørgsel arrangeres et kursus. Dette aøres ved at kontakte [analytics@au.dk](mailto:analytics@au.dk) med kursets ønskede indhold og varighed, hvorefter der

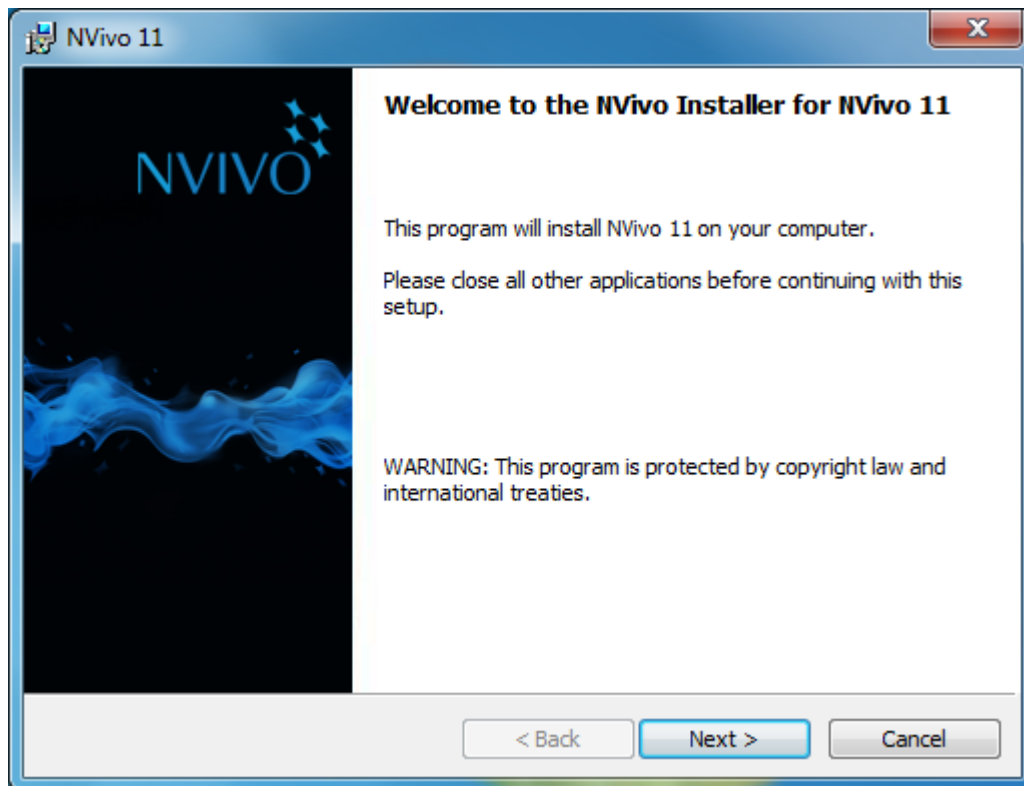
## Step 4: Installing Nvivo 11 on your computer

Double click the downloaded file to start the NVIVO installation and wait for the installation screen to pop up (it might take a while, accept to open the installer if asked):

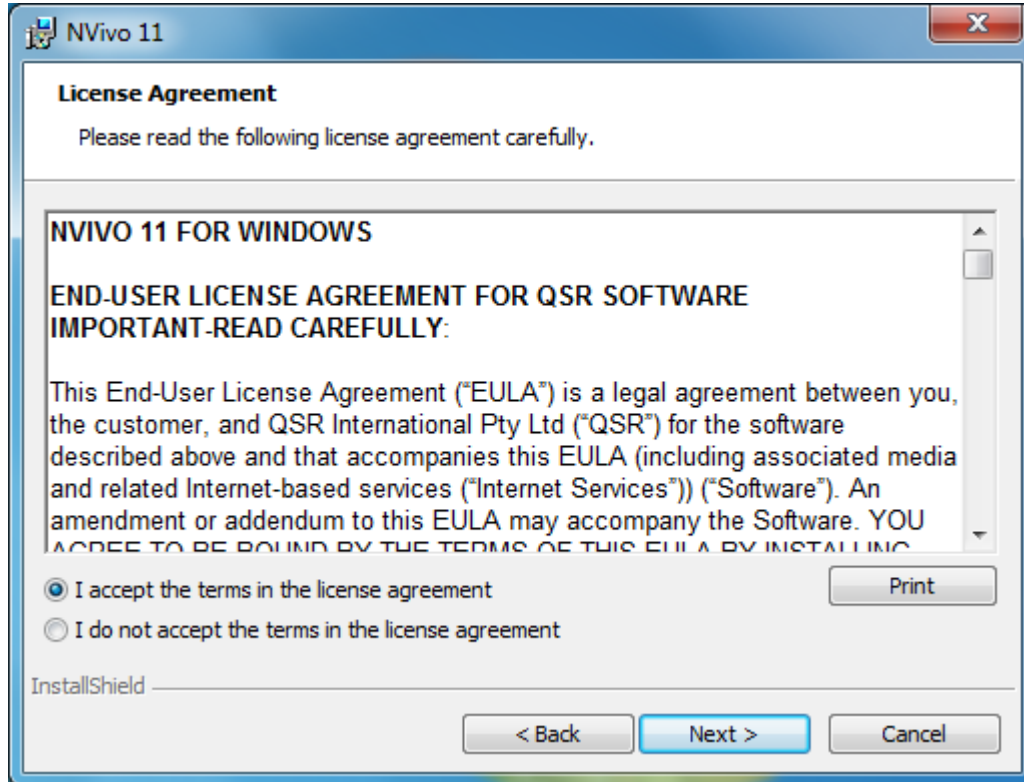
- First, choose your wanted language and press 'OK' to continue.



- Press 'next'

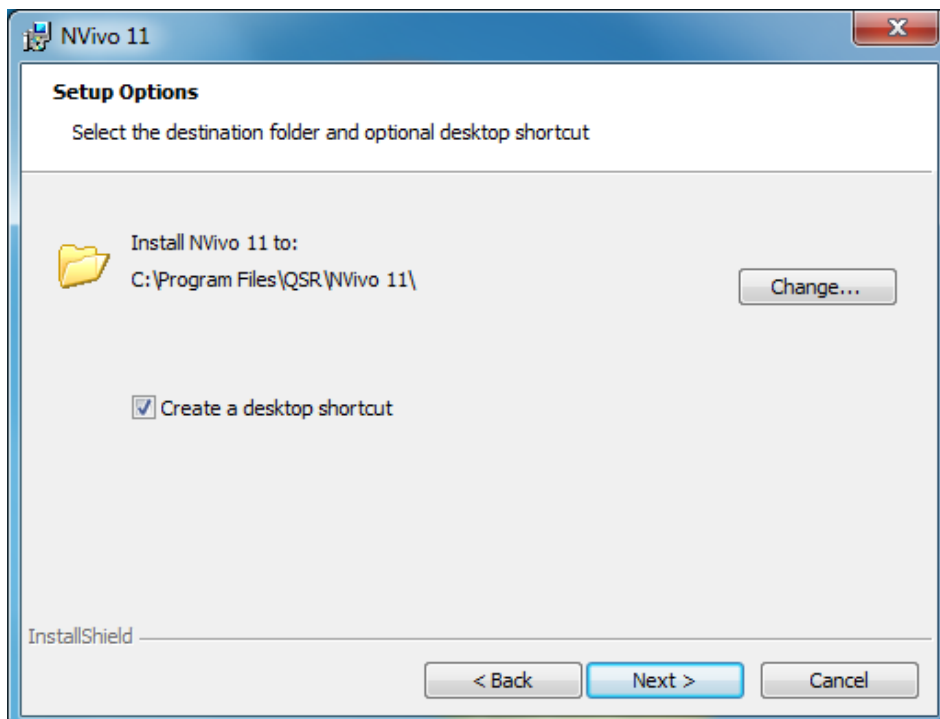


- Next accept the terms in the license agreement and press 'Next'.

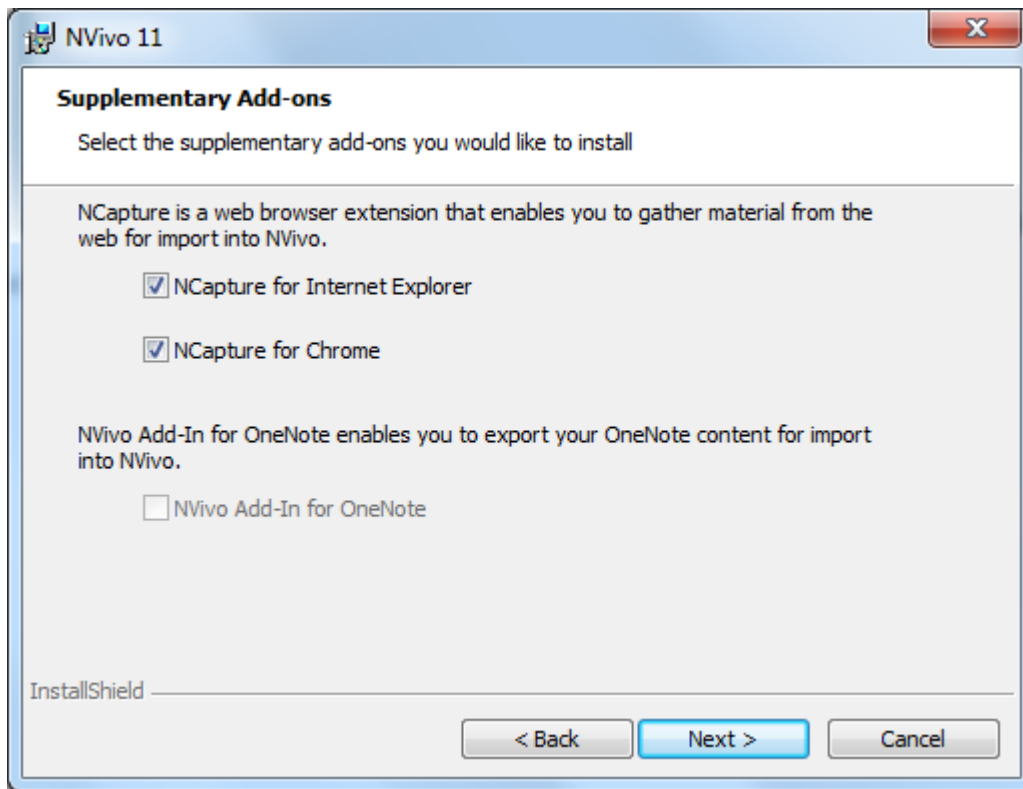


- (Optional) Now, choose the destinations folder for the installation.

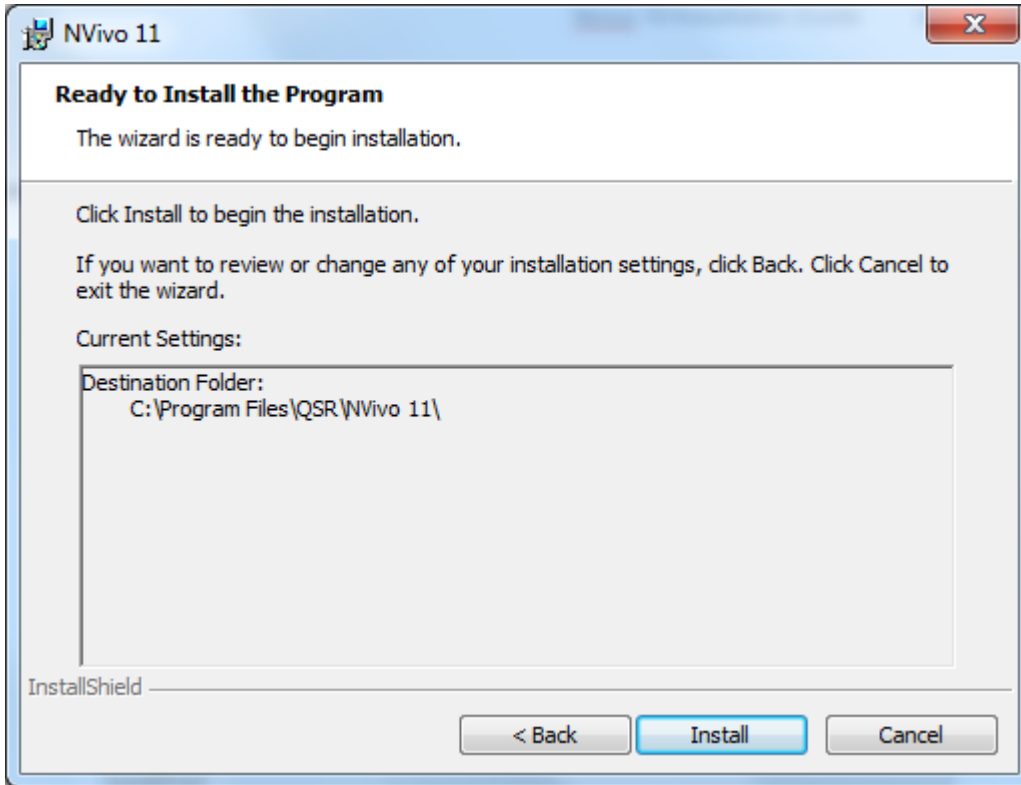
Press 'next' to accept your current installation folder.



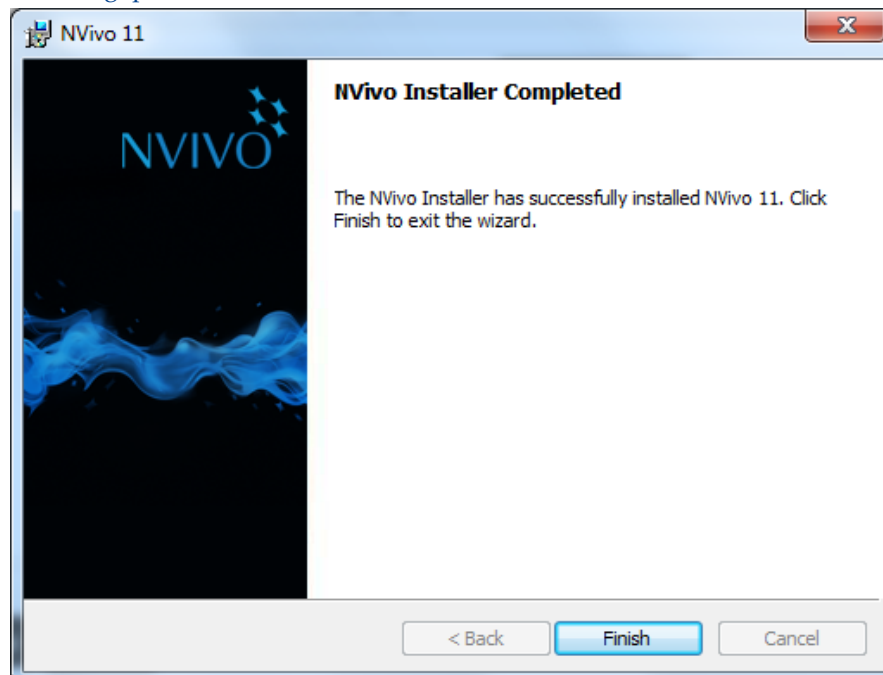
- **(Optional)** Select whether you want NCapture or not, then press 'Next'.



- Finally, press **'Install'** in order to start the installation. Then wait for the installation to finish installing.



- When Nvivo is done installing, press **'Finish'**.



- Lastly, Nvivo must be registered with the License. The Licensing Wizard opens on the first run. Launch Nvivo, select '**Active License**' Then input the license you have received through email.
- Fill out the needed information, and press '**Activate**'

**License Activation**

You must activate your license before you can use NVivo. Please enter your details below and click 'Activate'.

This form must be completed in Western character sets.

|                       |                         |                               |   |
|-----------------------|-------------------------|-------------------------------|---|
| * First Name          | Analytics               | * Job Title                   | Student                                 |
| * Last Name           | Group                   | Department                    |   |
| * Email Address       | analytics@au.dk         | * Organization                | Aarhus University                       |
| * Phone               | 22515628                | City                          |   |
| Fax                   |                         | * Country                     | Denmark                                 |
| * Industry            | Education               | State                         |   |
| * Role                | Business Administration | How did you hear about NVivo? | It is the software my organization uses |
| Primary Field of Work |                         | * indicates a required field  |   |
| License Key           |                         |                               |   |

Replace License Key      Activate      Cancel

Nvivo is now installed on your computer (Restart if asked to). If you experience any problems when installing or using the program, please contact the Analytics Group on [analytics@au.dk](mailto:analytics@au.dk)

Enjoy the software!



**THIS GUIDE HAS BEEN PRODUCED BY****ANALYTICS GROUP**

Analytics Group, a division comprised of student instructors under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

**ADVANCED MULTIMEDIA GROUP**

Advanced Multimedia Group is a division under AU IT supported by student instructors. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO

[ANALYTICS@AU.DK](mailto:ANALYTICS@AU.DK)