

# NVivo import cheat-sheet

Quick steps to export transcripts from SpeechText.AI and import them into NVivo or Atlas.ti

## Prepare the transcript for import

- **Include a metadata header:** Add Interview ID, date, interviewer name, participant pseudonyms, and file path at the top of the document.
- **Use clear speaker labels:** Put labels before each turn, for example Participant 1:, Moderator:, Participant 2:. This makes it easy to search and create cases.
- **Add timecodes:** Insert timecodes at regular intervals or at each speaker change, for example [00:02:15] or 00:02:15. Timecodes help you locate audio during analysis.

## Export formats to use

- **DOCX:** Best for full transcripts with speaker labels and timecodes, and for rich text that preserves structure.
- **TXT:** Good for fast import when formatting is simple. Ensure speaker labels and timecodes are present.
- **SRT or VTT:** Use for video transcripts. These files map timecodes to text and can be imported as subtitles.

## Importing into NVivo

- **Create or open a project:** Start a new NVivo project or open an existing one for your study.
- **Import documents:** Use Import > Files > Documents and choose the transcript DOCX or TXT file. NVivo will add the file as a primary source.
- **Create cases or attributes:** Use speaker labels to create cases or classification attributes. This lets you compare speakers and run matrix queries.
- **Use timecodes for references:** Use timecodes to create source references when coding excerpts and to link back to the audio file.
- **Attach audio if available:** Import the original audio or video and link it to the transcript to play snippets while coding.

## Tips for coding and analysis

- **Consistent speaker labels:** Keep labels consistent across transcripts so NVivo recognizes the same speaker across files.
- **Short timecode intervals:** Use timecodes every 30 to 60 seconds if you need precise references for quotes.
- **Save a verbatim copy:** Keep a verbatim transcript as an archive and a cleaned version for coding if you prefer readability.
- **Use annotations:** Add memos or annotations in NVivo to record context or coding decisions for transparency and reproducibility.

## Quick note for Atlas.ti users

Atlas.ti accepts DOCX and TXT imports. Import the transcript as a primary document and use speaker labels to create codes or document groups. Timecodes can be used to create quotations and link back to audio files.

Need step-by-step screenshots? Visit the Resources hub at [SpeechText.AI](https://www.speechtext.ai) or download the NVivo import templates from your account.