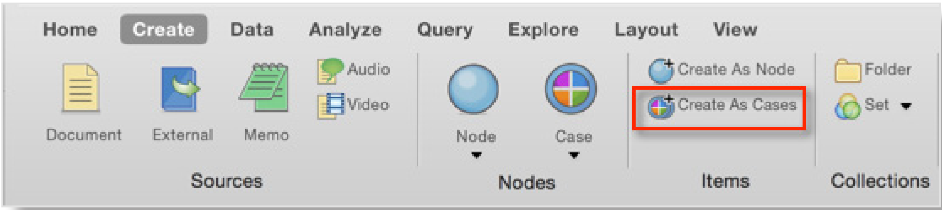
Working with cases

Creating cases

You can create cases manually just like creating nodes. If you want to get the most out of your cases, consider classifying them and assigning attribute values.

In List View, you can select a source, then on the **Create** tab, in the **Items** group, click **Create as cases**—this action will create a case and code the entire source at the case node.



If you have a large number of cases, NVivo provides ways to speed the process up. For example, you could create cases from selected sources or by importing descriptive attributes from a text file.

Understanding classifications and attributes

Use classifications to record descriptive information, like demographic details, about the cases in your project.

For example, if you have interviewed people in a particular community, you may want to collect information about their age, gender and occupation—and compare their responses based on these attributes.

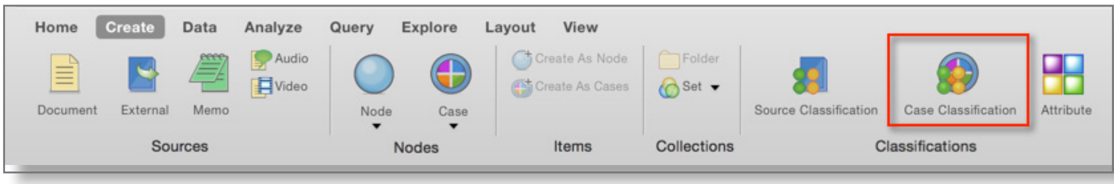
To work with case classifications and attributes, you need to:

- Create a classification—for example, Person. You could also create classifications for different types of people, like students or teachers.
- Define attributes for the classification—for example, age and gender.
- Create a case then classify it and assign relevant attribute values to it—for example, 63 and female.
- Code content to the case.

Add case classifications to your project

Before you can classify cases, you need to add at least one case classification to your project:

1. On the **Create** tab, in the **Classifications** group, click **Case Classification**.



2. Enter a name for the classification (for example, *Person*)—you can also enter a description.
3. Click **Done**.
4. To add attributes (for example, *age* or *gender*), select the classification and, on the **Create** tab in the **Classifications** group, click **Attribute**.

Classify a case

When you have created the classifications you need, you can classify your cases:

1. In List View, select the case you want to classify.
2. On the **Home** tab, in the **Item** group, click **Get Info**.
3. If you cannot see the classification and attribute values, click the disclosure triangle to show them.
4. For each attribute, you can select an existing value or enter a new one.
5. Click **Done**.