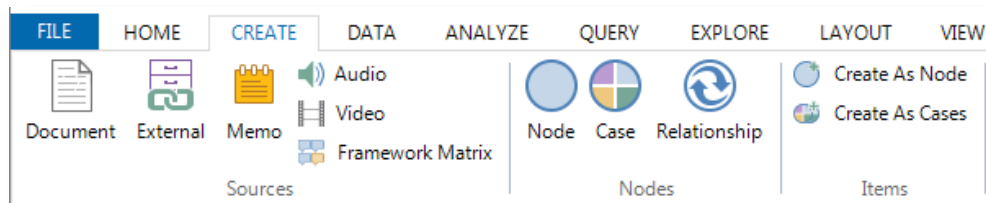# Working with cases

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 up the process. For example, you could automatically create cases when you import sources, and you could then import descriptive attributes from a spreadsheet or text file. See the NVivo Help for more information.
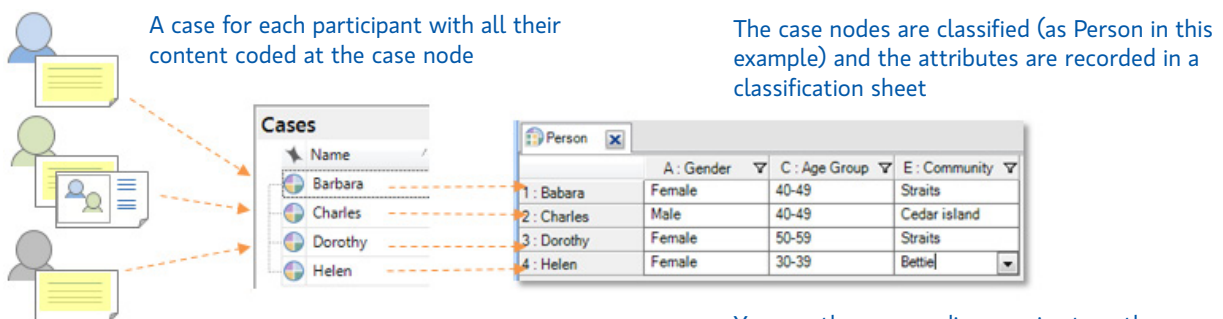
Understanding classifications and attributes

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 group and gender.

• Create a case then classify it and assign relevant attributes values to it—for example, 60-69 and female.

• Code content to the case. Coding is how the source content is assigned to the case.

A case for each participant with all their content coded at the case node

The case nodes are classified (as Person in this example) and the attributes are recorded in a classification sheet

You can then use coding queries to gather content based on demographic attributes

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Classifying cases

1. In List View, select the case you want to classify.

2. On the **Home** tab, in the **Item** group, click **Properties**.

3. Click the **Attribute Values** tab then assign a classification.

4. Click the arrow in the **Value** field to select a value for each attribute.

If you have demographic data about your cases in a spreadsheet you can import this data and automatically classify the case nodes in your project. See the NVivo Help for more information.

Work with classification sheets

Classification sheets provide an overview of the items in a particular classification. For example, if you have created cases for interview respondents and classified them as *Person*, you can double-click on the classification to quickly see the spread of your respondents:

Apply filters to see a subset of your data   Click in a cell to update attribute values

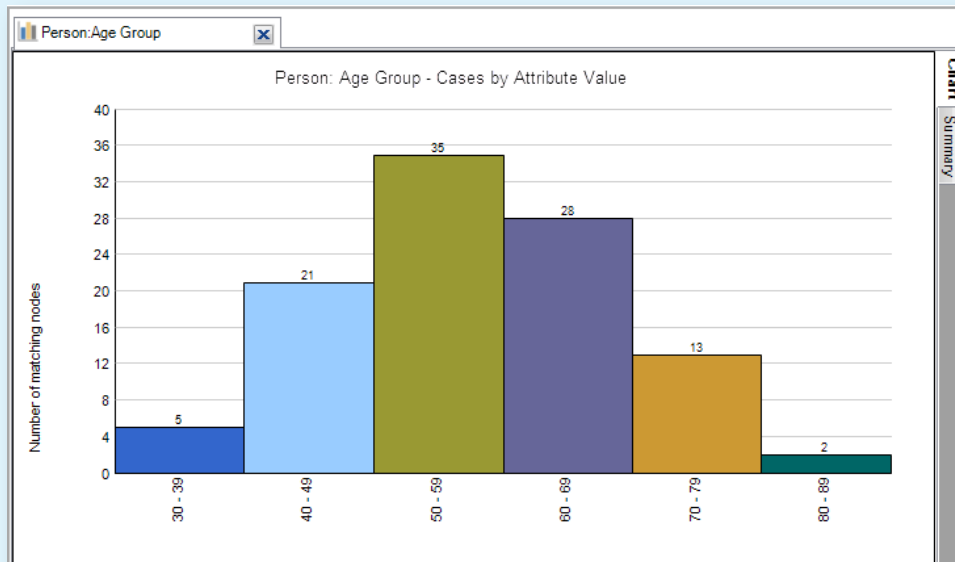|	A : Age Gro...	B : Community	C : Gender	D : Generations Down E...	E : Opinion - Pace of De...	F : Township
22 : DE008	50 - 59	Otway	Male	1	about right	Straits
23 : DE009	60 - 69	Marshallberg	Female	3 or more	too fast	Marshallberg
24 : DE010	60 - 69	Stacy	Female	3 or more	about right	Stacy
25 : DE011	50 - 59	Stacy	Female	3 or more	too slow	Stacy
26 : DE012	60 - 69	Williston	Female	2	undecided	Smyrna
27 : DE013	50 - 59	Straits	Male	3 or more	too fast	Straits
28 : DE014	60 - 69	Bettie	Male	1	too fast	Straits
29 : DE015	60 - 69	Sea Level	Male	3 or more	undecided	Sea Level
30 : DE016	70 - 79	Sea Level	Male	3 or more	too fast	Sea Level
31 : DE017	50 - 59	Cedar Island	Male	3 or more	too slow	Cedar Island
32 : DE018	30 - 39	Gloucester	Female	3 or more	too fast	Straits
33 : DE019	50 - 59	Sea Level	Male	3 or more	too fast	Sea Level
34 : DE020	60 - 69	Straits	Male	none	about right	Straits
35 : DE021	80 - 89	Cedar Island	Male	3 or more	too slow	Cedar Island
36 : DE022	70 - 79	Atlantic	Female	3 or more	too slow	Atlantic
37 : DE023	50 - 59	Atlantic	Female	3 or more	too slow	Atlantic
38 : DE024	70 - 79	Atlantic	Male	3 or more	too fast	Atlantic
39 : DE025	70 - 79	Davis	Male	3 or more	too slow	Davis
40 : DE026	60 - 69	Gloucester	Male	2	too fast	Straits
41 : DE027	50 - 59	Smyrna	Male	1	about right	Smyrna

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ideas

Exploring people, places and other cases

NVivo provides tools for exploring the cases in your project, for example, you could:

- Use a matrix coding query to compare your respondent's comments based on demographic attributes:

	A : Person:Commercial Fishing = Yes	B : Person:Commercial Fishing = No
1 : Positive	4	19
2 : Mixed	0	6
3 : Negative	31	127

- Create a chart to check the demographic spread of your respondents:

Person: Age Group - Cases by Attribute Value

- After reviewing the content in a case node—make a concept map to visualize a participant's perceptions and to 'tell their story'.

- Generate a comparison diagram to compare coding between two cases.

- Make a memo to record your thoughts and insights about the case.