

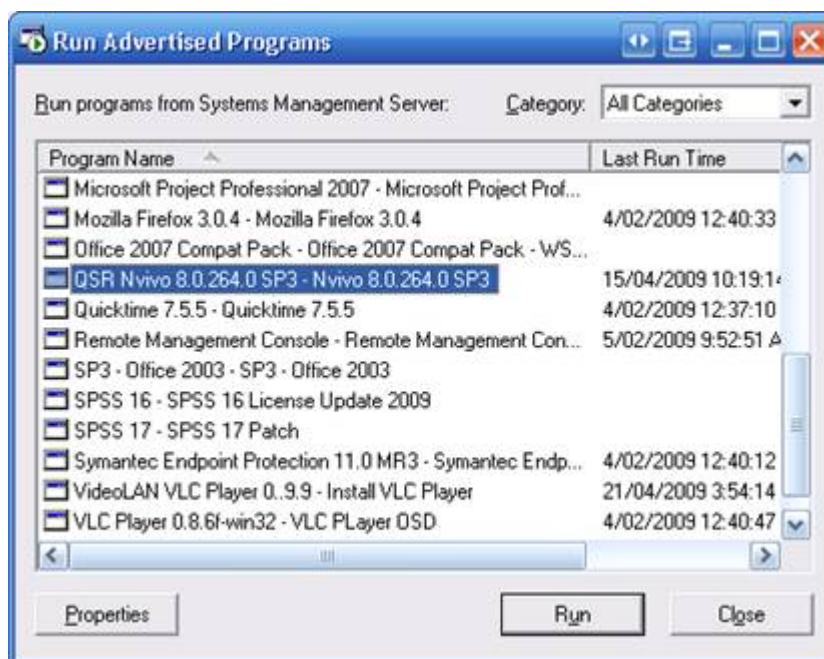
Victoria University has purchased an **NVivo Site Wide License Agreement**. Under this Agreement, the University is licensed to install a copy of the software on any of the University's PCs as well as one home machine per eligible user. Please read further details below;

### **HOW TO INSTALL NVIVO v8 ON YOUR WORK PC**

From **Monday 15 June**, NVIVO will be available for staff to install on their work computers. Please follow the installation steps below;

1. Click on the **Start** button
2. Select **Settings** and then **Control Panel**
3. From the **Control Panel** select **Run Advertised Programs**
4. You will be presented with the window below. From the list select **QSR Nvivo 8.0** and click **Run**.

**Note:** Please do not install unnecessary programs from the list.



5. The installation will take approximately 5-10 minutes. Please be patient during this time and do not cancel the installation.

If **QSR Nvivo 8.0** is not available in the list as shown in step 4, please wait a couple of days as the distribution process to all staff will take time.

If you experience any problems please do not hesitate to contact the IT Service Desk on 9919 2777 or email [servicedesk@vu.edu.au](mailto:servicedesk@vu.edu.au)

### **WHICH OPERATING SYSTEM IS SUPPORTED**

- It is recommended that Nvivo v8 runs on Windows XP Service Pack 2 or later.
- NVivo is designed to run on a Windows platform and the MAC platform is not formally supported by QSR.

### **HOW DO STAFF AND STUDENTS OBTAIN A COPY FOR INSTALLATION AT HOME**

Staff and students are permitted to install a copy of the software on 1 Home PC. A “home” PC is a PC at the person’s home, or a portable PC, owned by the staff member or student. Please note, the staff member or student is not entitled to install the software on both a PC at home, plus a portable PC.

**Only 1 additional installation is permitted per person.** In addition, it is not permitted that both installations (University PC and Home PC) run the software at the same time – it has to be one or the other at any one time

- From Monday 15 June Visit your campus Library Loans Desk to borrow a copy of the software
- The Library will request that you complete the NVivo Home Use Agreement which you can find at [http://intranet.vu.edu.au/its/Forms/Files/Nvivo\\_Home\\_License\\_Agreement.doc](http://intranet.vu.edu.au/its/Forms/Files/Nvivo_Home_License_Agreement.doc). Please ensure you read the terms and conditions of the Agreement before signing and borrowing the software.
- For more information on borrowing, please visit the Library website <http://w2.vu.edu.au/library/info/>

### **TRAINING OPPORTUNITIES**

Refer to the Office for Postgraduate Research <http://wcf.vu.edu.au/postgraduatetraining/>

If you have any further queries, please do not hesitate to contact us.

Regards,

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