Formatting a document for auto-coding:

1.) Make the wording for each question a heading. For example:

```
Question1
Text
```
```
Heading 1
```
```
Question2
Text
```
```
Heading 1
```

Note that question 1 and 2 are the same type of heading (Heading 1) and the text after each question is designated as Normal. If you also have prompts under each question, then make these “sub-headings” another Heading type. For example:

```
Question1
Text
```
```
Heading 1
```
```
Question1a
Text
```
```
Heading 2
```
```
Question2
Text
```
```
Heading 1
```
```
Question2a
Text
```
```
Heading 2
```

You can check to make sure you’ve done this correctly by looking at the “outline view” in Word.

2.) Now import the document into NVIVO as you normally would.

Auto-coding the document:

1.) Once the document is in NVIVO, write click on it (or highlight multiple documents and right click on those). Select “auto code.”
The following window will appear:

2.) Select the headings that you used for formatting the document. Do NOT select “normal”, only the heading used for the questions or section themes. To select, simply highlight the heading and click the double arrows (>>) to move the selected heading to the “selected paragraph styles” section. Once you have moved all your headings, you will need to tell NVIVO where these sections should be coded. If you already have an existing category or node, then choose “Select” to ‘append’ this new data to that node. If you don’t already have an assigned node, then pull down “New Node.”

You will then have to select a location and name this new tree node. When you are finished click OK.

3.) You should now double check that your auto-coding worked by opening the document(s) you imported and looking at the coding stripes to ensure this has worked correctly.