

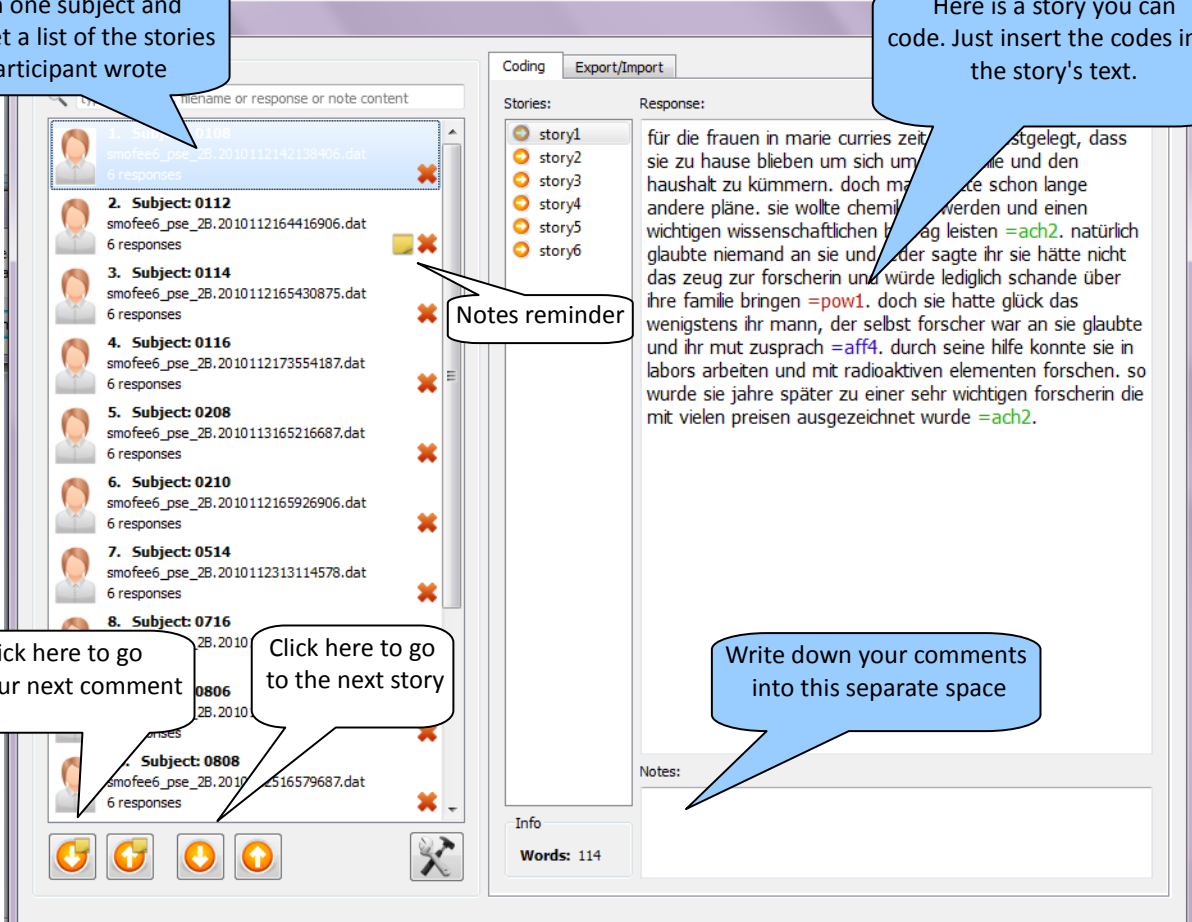
Instructions for using the PSECoder

The following instructions apply to PSE files generated with Inquisit's separate-file command that saves 1 file for each participant. If you are interested in using other coding systems or other files than the standard PSE-Inquisit files, go to the settings instructions for changing the defaults.

Starting

1. File preparation: Create a new folder into which you copy all separate Inquisit PSE files that you wish to code as one batch (Warnings: PSECoder can't handle more than one subject per file, so use **separate files per each subject**. The **Inquisit files will be altered**, so make sure that you work with a **copy** of your original files - do not touch the original files with PSECoder!).
2. Open PSECoder by clicking on the batch file labelled "run PSECoder" and open the new folder into which you have copied your Inquisit PSE files.
3. Select all the files from the new folder with Inquisit PSE files (Ctrl+A) and drop them into the start page of the PSECoder.
4. The program will tell you if all Inquisit files are in working order.
5. Now you can see on the left side of PSECoder all **selected subjects** and on the right side the **coding window** or the **export/import function**.

The graphical user interface will look like this:



The screenshot shows the PSECoder interface with several callouts explaining its features:

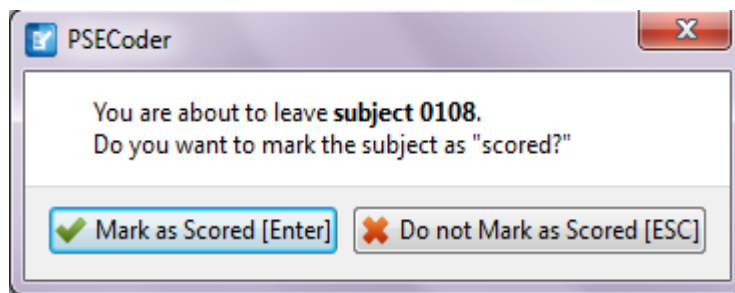
- Click on one subject and you will get a list of the stories this participant wrote**: Points to the list of subjects on the left.
- Click here to go to your next comment**: Points to the 'Previous' button at the bottom left.
- Click here to go to the next story**: Points to the 'Next' button at the bottom left.
- Notes reminder**: Points to the 'Notes' tab in the top right.
- Here is a story you can code. Just insert the codes into the story's text.**: Points to the 'Response' text area on the right.
- Write down your comments into this separate space**: Points to the 'Notes' text area at the bottom right.

The interface includes a list of subjects on the left, a 'Coding' window with 'Stories' and 'Response' sections, and a 'Notes' section at the bottom right. The 'Response' section contains a sample text with codes like `=ach2`, `=pow1`, and `=aff4`.

Coding

All PSE codes and code colors (categories for affiliation, achievement and power) **are preset**. If you want to use other codes or colors, you need to go to settings and customize them (see Change Settings)

- Double-click on the first subject and start **writing your codes directly into the text** in the window displaying the subject's story (right side).
- We recommend that PSE codes look like this: =xxx (for example =ach1). If you write down your PSE-code in the correct way, the code will automatically be colored. The **color** signals that this code is automatically recognized by the software and could later be **exported** to a data file.
- To go to the **next story**, use the arrow buttons (lower left-hand side) or click on the desired story under "Stories".
- If you want to **leave a subject**, the program will ask you if you are finished coding this subject's stories. You can mark the subject as scored (a green check mark will appear in the subject's window) or not scored (red x).



- **Notes:**
If you are **not sure about a code or want to comment** on something in the text, use the *Notes* window under the subject's response and write down your comment (Warning: Don't write anything else than the codes in the subject's actual story, because this would alter the story's word count). To identify commented stories, a little **yellow note** will be listed next to the subject and in front of the story in the story window.

Saving and Restarting

The program **saves all additions, changes, and codings in real-time** in your Inquisit files. So you do not need to worry about saving your work when exiting PSECoder.

- If you want to **take a break**, just close the PSECoder and restart it later as described before. You will see each subject's status as finished or not finished, your notes, and of course the codes you have already inserted into the stories.

Export/ Import

Export or Import Responses using the Clipboard

Copy ALL subjects to clipboard

Copy selected subjects to clipboard

After copying you can paste the text into any text editor for tasks like spell-checking and such. Use the "Paste from clipboard" button to paste it back and to apply the changes you have made to your data. Please take care not to break the formatting (i.e. don't insert new lines, don't touch the headers). When pasting data, it will be checked and you will be notified of problems.

Paste subjects from clipboard

Export Responses to separate Files

Export ALL Subjects to *.txt files

Export selected Subjects to *.txt files

Batch export for responses. You can change the file name pattern in the settings. Any existing files will be overwritten if necessary!

Export Table

Export ALL Subjects to *.dat file

Export selected Subjects to *.dat file

Exports the code- and wordcounts for stories to a TAB/NEWLINE separated *.dat or *.txt file. The codes and keywords to be counted can be edited in the settings menu.

- **"Export or import responses using the clipboard":**
Use this function if you want to copy subjects' responses and paste them into a text editor. After clicking one of the two buttons, all relevant responses are saved in the clipboard and you can paste its contents into a text editor (Ctrl+V). You can also paste the stories back (for instance, after **spell-checking** the stories in the text editor) by copying all (Ctrl+A, Ctrl+C) and clicking, in PSECoder, "Paste subjects from clipboard". Please note that for this function to work properly, the format of the pasted stories must not be altered in the text editor!
- **"Export responses to separate files":**
If you are interested in extracting the **raw subject responses** into separate files, each per file, use this function. This is useful if, for instance, you have run all stories through a spell-checker and now want to export them as individual files for further analyses using Pennebaker's LIWC software or other types of software. You need to **create a new folder** for the files and save them there to avoid interference with the Inquisit files that PSECoder uses.
(Warning: if you coded the responses already, the coding information will be saved in the files as well, so make sure that you export the **original uncoded responses**).
- **"Export table":**
This option is for **extracting your codes** into an **ASCII-table** in which the codes and the word count of the stories are saved (see example below). You can then import this file into your **statistics software** to calculate overall motive scores and use them in your analyses.

software to calculate overall motive scores and use them in your analyses.

file-names

wordcount for each story

wordcount of preset important words

PSE-scores for each story

	A	B	C	I	BG	BH	BI	BJ	
1	filename	subject	story1_blocknum	story1_wc	story1_wc_nicht	story3_pow5	story3_pow6	story3_ach1	story3_ach2
2	smolee9_pse_201252413152315.dat	101		0	0	0	0	0	0
3	smolee9_pse_2012524132241390.dat	101	3	97	0	0	0	0	0
4	smolee9_pse_20125289570703.dat	102	6	76	0	1	1	1	1
5	smolee9_pse_2012529125122156.dat	103	4	70	0	0	0	1	0
6	smolee9_pse_201265131019812.dat	104	3	67	0	1	0	0	0
7	smolee9_pse_20126515571296.dat	105	7	141	2	2	1	1	2
8	smolee9_pse_20126713713406.dat	106	6	101	1	0	1	0	2
9	smolee9_pse_2012612125236562.dat	107	5	132	2	2	2	1	0
10	smolee9_pse_2012618131623109.dat	108	6	81	0	0	1	0	1

file-names

wordcount for each story

wordcount of preset important words

PSE-scores for each story



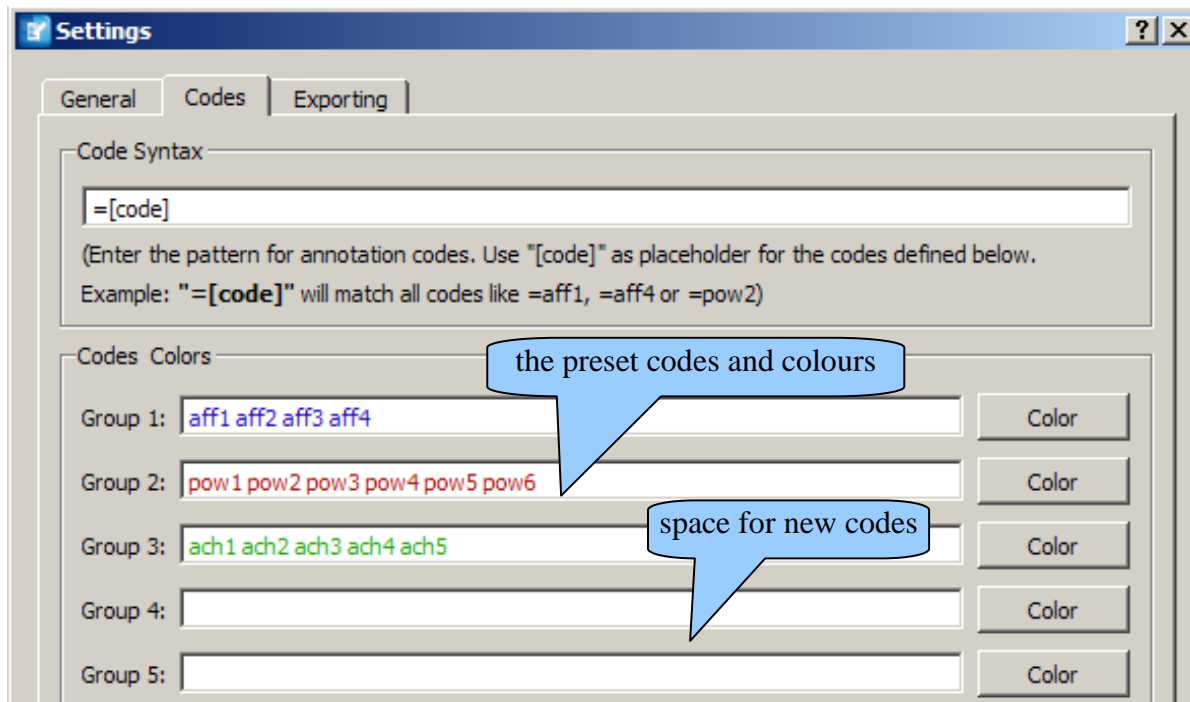
Change settings

- “General”:

Here you can change the predefined settings of how the stories should be **loaded into** the program (for example if you are using another software than Inquisit).

- “Codes”:

All of the **PSE codes for working with Winter's 1994 running text system are predefined**. If you want to extend, change, or delete them, click on the tool button “codes” and make the desired modifications. The new codes will be saved automatically.



- “Exporting”: Use this option to change details in the storage.

- “**Word Counting**”: this option allows you to count several words you are interested in (e.g., words representing activity inhibition)
- “**File Naming scheme**”: if you want to change the way files are named when using the function “Export responses to **separate files**”, redefine the scheme here.

We hope this manual helps you getting started with PSECoder.
If you have any questions referring to the program, please contact us.

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