Before you begin:

1. Download the .zip file in this folder. For each participant with valid data, it contains two files, “delayed\_final” and “subjectfile.”
2. Download “FINAL-fullwordlist.” This file contains all of the possible study combinations of words and primes that participants could have seen. Keep this file open on your working screen.

For each participant:

1. Open their delayed\_final and subjectfile.
2. In the delayed\_final file, add a participant identifier column on the right hand side of the sheet. Call it “participant.” For each row of data, this column should just contain the initials of the participant.
   1. \*it might be easiest just to copy and paste from the subject file, which contains this variable already.
3. On the left hand side of the delayed final\_file, add three more columns, in this order: “ActualPrimeCondition,” “PrimePosition,” and “PrimeBlock.”
4. Next, in the delayed\_final file, select “filter” and uncheck the “NA” box, so that column H (“Day1OutputPosition) is filtered to only participants with numerical entries in that column.
5. Now, go row by row, marking the actual prime condition for each word that remains (recalled on day two of the study). The prime conditions have been misreported by the study program. For each recalled word in column B:
   1. First, look up the recalled word in the FINAL-fullwordlist file. Make a note of the related prime it’s paired with.
      1. \* If the word itself is listed as a related prime, make a note of the target it’s paired with, and treat that target like that it is the related prime and the word itself is the target. This happens rarely.
   2. Now, search within column G of the subjectfile for the word. Once you find it, inspect the primes in column I. Inspect only the prime that was given for the word and the primes above that one in its same block. Blocks are listed in column M of the subjectfile. Look for the word itself as well as the related prime you made a note of earlier. There are five possible outcomes. I’ll list them in order of most to least common.
      1. If neither the recalled word nor the related prime appears in this section of data, mark “unrelated” in the ActualPrimePosition column.
      2. If the recalled word itself appears, mark “identical.” In the PrimePosition and PrimeBlock columns, identify the location of that prime by using columns L and M in the subjectfile.
      3. If the related word appears, mark “related” along with its position.
      4. If the word was the first word in a block when it was recalled on day one, it will not have a prime listed next to it (since this is the first word of free recall, it cannot be primed). Instead, “firstword” will be in the prime column of the subjectfile. Mark “firstword” in the ActualPrimeCondition column.
      5. If the word somehow doesn’t appear on the wordlist, doesn’t appear in the subjectfile as either a target or prime (wasn’t recalled or primed on day 1), then it is marked as “unprimed.”
6. When you’re finished with a participant, mark an “x” next to that participant’s initials in the “Nicole and Jimmy Progress Tracking” file. I’ll make my x’s in green. You can choose whichever color you’d like to identify your work!
   1. Upload that file to the “coded participants” folder, and mark that you’ve done so in the progress tracker.
   2. When I’ve completed a file, please check my work by making sure all of the columns are correct and that (after filtering column H) there are no rows are left blank. This should take 30 seconds at most. I’ll check your work. Mark when you’ve checked a file.
   3. That’s all! I was thinking that perhaps you could start from the top of the list in the progress tracker and I could start from the bottom. I’ll be on vacation for the long weekend, so you’ll probably get more done than me! The last time I did this, they took anywhere from 10-20 minutes apiece to get done.