

Supplemental Material S2. Computer coding procedures in Microsoft Word.

These instructions provide step-by-step procedures for computer coding described in the current study using Microsoft Word (2013 version) in a Windows 8 platform. Each of the steps provided must be followed to replicate this coding approach; however, procedures to meet each step will vary by version of Microsoft Word and user platform. Therefore, readers should use this as a guide and utilize the help button or search the internet for procedures to replicate each step for different versions and platforms. Steps are provided, first in short, and then detailed specific to Microsoft Word (2013 version) in a Windows 8 platform.

Step 1: Turn off the auto correct features of Word.

Step 2: Orthographically transcribe (type) the sample verbatim.

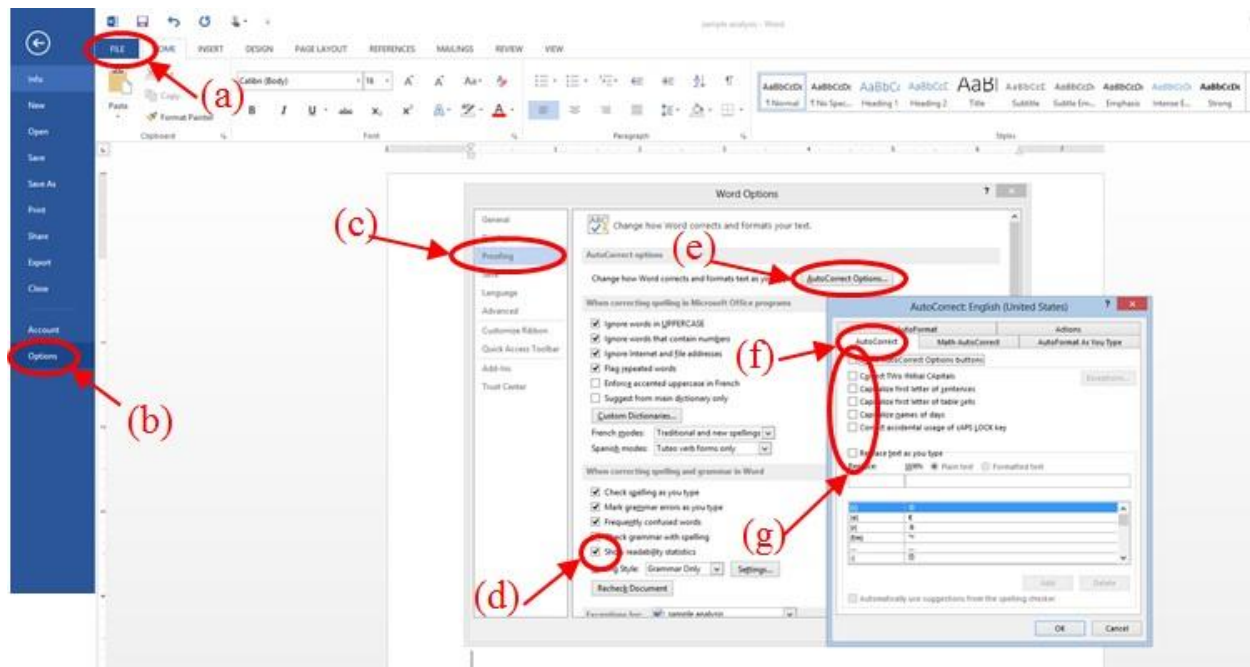
Step 3: Run the Spelling and Grammar check.

Step 4: Verify each Spelling and Grammatical error flagged by Word.

Step 5: Log the number and type of punctuation markers used in the sample.

Step 1: Turn off the auto correct features of Word. This will allow for no corrections to be made automatically and a verbatim transcript to be typed for analysis.

- (a) Click the File tab.
- (b) Click Options, the Word Options window will appear.
- (c) Click Proofing in the left panel of the Word Options window.
- (d) Select (check) Show readability statistics in the Word Options window, as the default is deselected or unchecked.
- (e) Click the AutoCorrect Options... button, and a new window will appear.
- (f) Click the tab labeled AutoCorrect along the top of the AutoCorrect Window.
- (g) Deselect (un-check) all of the options within the AutoCorrect tab.

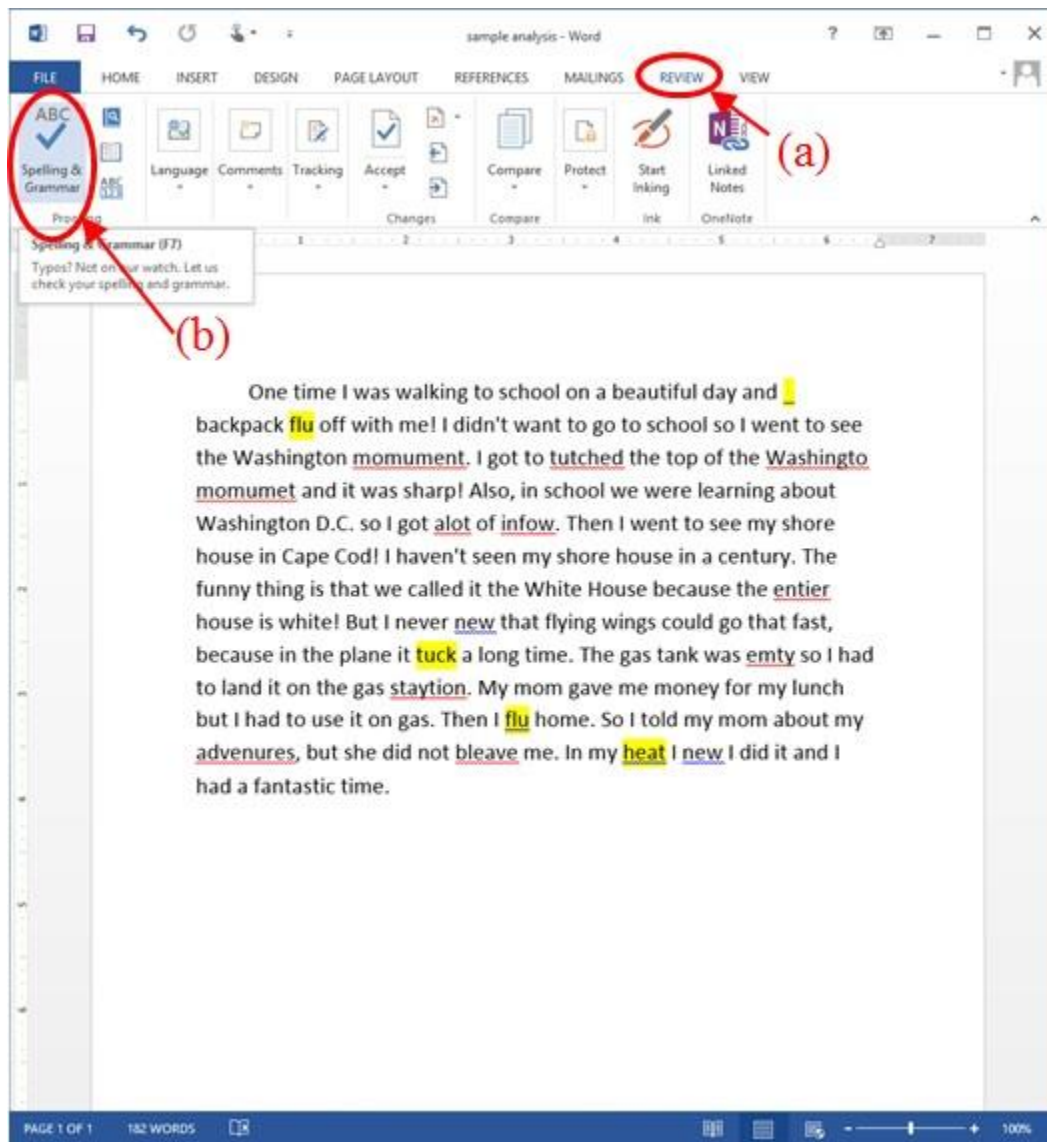


Step 2: Orthographically transcribe (type) the sample verbatim. Since the auto-correct features were all deselected, nothing will be corrected and Word will flag errors with red, blue, and green (squiggled) underlines. Errors not detected by Word should be highlighted by the coder as in the example below. After the sample has been entered, it is a good idea to read out loud and compare to the original transcript. (After all, we cannot turn off the auto correct features of the coder's brain.)

Step 3: Run the Spelling and Grammar check.

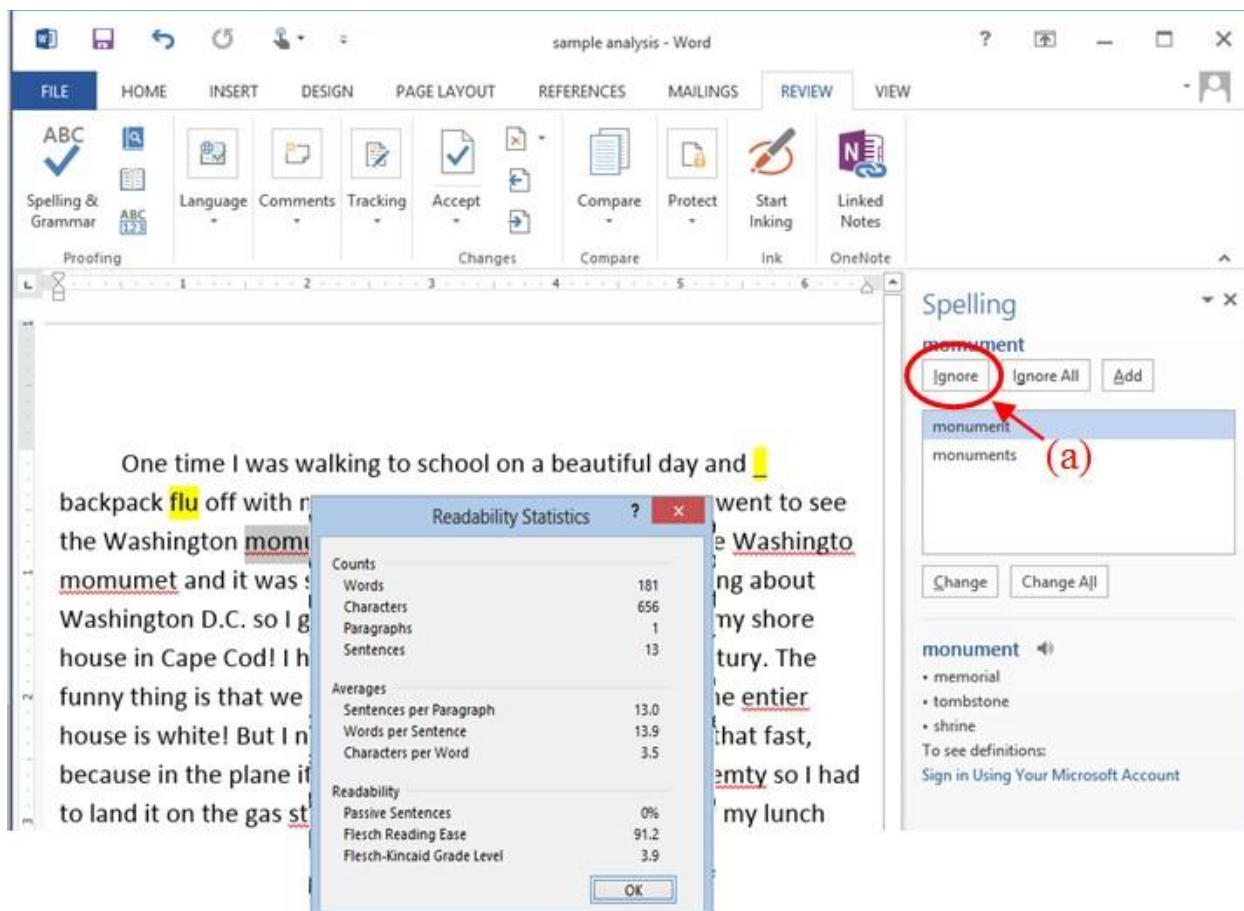
(a) Click the Review tab.

(b) Select Spelling & Grammar.



Step 4: Verify each Spelling and Grammatical error flagged by Word. The Spelling and Grammar check will flag each error that is underlined and the coder must verify if it is a true error. For this research protocol, error types were verified and logged in a separate data record form. Additionally, any manually highlighted errors should be logged in the data record form. At the conclusion of the Spelling and Grammar check, the readability statistics for the document will appear from which coders can log the total number of words, sentences, and paragraphs in the data record form.

(a) Click Ignore to move on from each error after logging the error on a separate data record form.



Step 5: Log the number and type of punctuation markers used in the sample. The coder should first save the document to a new file since the FIND+REPLACE approach described below will render the document useless. This approach allows for an easy way to count the frequency of punctuation markers and can be accessed by using the command CTRL+F or by following procedures below. For this example, exclamation points were counted. This process should be repeated for each type of punctuation marker used and the information logged into the data record form. When finished, it is best to discard this second version of the document.

- (a) Click the Home tab.
- (b) Select Editing and a window will drop down from that button.
- (c) Click Advanced Find and a new window labelled Find and Replace will appear.
- (d) Within the Find and Replace window click Replace.
- (e) Type an exclamation point (!) into the box labelled Find what.
- (f) Type the letter X into the box labelled Replace with.
- (g) Click Replace All.
- (h) Log the number of replacements made listed in the information box.

