Google Refine tip sheet from CAR ‘13

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#### Most of these options come from dropdown menus spawned by the arrow at top of each column.

### Make a copy of a column: Edit Column>Add column based on this column.

### Move or rename a column: Under edit columns dropdown. You can move column over one to the left or right or all the way to the beginning or end of the table.

### Remove whitespace or change case: Edit cells > Common transforms >Trim leading and trailing whitespace (or >to Titlecase, >To uppercase)

### Break a delimited column into several: Edit columns> Split into several columns. Specify the delimiter (comma or semicolon, for example). Be sure to uncheck “Remove this column” to preserve the original data.

### Undo: Click on the Undo/Redo tab at the top of the left column. Click through the audit trail of all of the changes you’ve made to the data.

### Search for values in a column: Text filter

### Sort: Sort

**Edit many identical cells:** Click on a cell and choose “Edit.” Make your fix, and, if it’s helpful, click the “Apply to All Identical Cells.”

### Group a column by all the unique values in it: Facet> Text facet

### Cluster: Edit cells> Cluster and edit. In the cluster pop-up box, try the “Nearest neighbor” and “Key collision” methods. Tinker with the Levenshtein and PPM “Distance functions.” Try a few different ways and values and see what you get to try to have Refine guess all the similar values you’d want to cluster. When done, click “Merge Selected & Re-cluster” button at the bottom of the box.

**What’s your favorite trick? Email me or tweet at me, @ultracasual, and I’ll add it to the list**