1. Upload file.

A black text on a white background

Description automatically generated

1. Check “Trim” box.

A screenshot of a computer screen

Description automatically generated

1. Create project.

A screenshot of a record

Description automatically generated

1. Create numeric faucet on Record ID
   1. Sort the Record ID with blank on top.

A screenshot of a computer

Description automatically generated

* 1. Convert Record ID to numeric.

A screenshot of a computer

Description automatically generated

* 1. Create numeric faucet.

A screenshot of a computer

Description automatically generated

1. Remove duplicate rows:
   1. Uncheck “Numeric”.

A screenshot of a computer

Description automatically generated

* 1. Remove all matching rows. So now all the blank cells from Record ID are removed along with their rows.

A screenshot of a computer

Description automatically generated

1. Remove duplicate rows:
   1. Make sort permanent. So that identical rows will be beside each other.

A screenshot of a phone

Description automatically generated

* 1. Blank down. It keeps the first instance of a duplicated record intact and turns all subsequent duplicate entries into blank cells.

A screenshot of a computer

Description automatically generated



* 1. Faucet by blank.

A screenshot of a computer

Description automatically generated

A close-up of a computer screen

Description automatically generated

No duplicate is detected. So I faucet the column by duplicate to see if there is anything missing;

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

There are duplicates that are not captured by blanking.

A screenshot of a computer

Description automatically generated

* 1. Remove matching rows. Now all duplicate rows are removed.

A screenshot of a computer

Description automatically generated

1. Fix categories:
   1. Split “categories” column

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A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Category columns go all the way to “categories 18”

* 1. Create a “Text Facet” and note the special character:

A screenshot of a computer

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A screenshot of a computer

Description automatically generated

* 1. Filter text by “http”

A screenshot of a computer

Description automatically generated

A screenshot of a survey

Description automatically generated

A screenshot of a computer

Description automatically generated

* 1. Remove 76 rows with the URL links.

A screenshot of a computer

Description automatically generated

* 1. Faucet by blank on “categories 1”

A screenshot of a computer

Description automatically generated

* 1. Remove blanks from “categories 1”

A screenshot of a computer

Description automatically generated

* 1. Filter text by “ mm”

A screenshot of a computer

Description automatically generatedA screenshot of a graph

Description automatically generated

* 1. Remove all matching rows
  2. Use the same method to remove all rows with numbers as categories should be strings only

In the end, 40935 rows remain.

A close up of a number

Description automatically generated

1. Remove repeated categories from each row using GREL

A screenshot of a computer

Description automatically generated

