Using Airtable to code existing data

Create a free account at:

https://airtable.com/signup
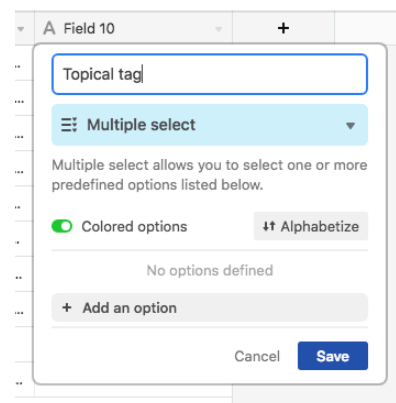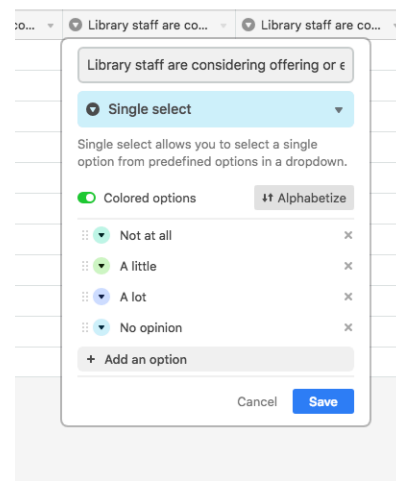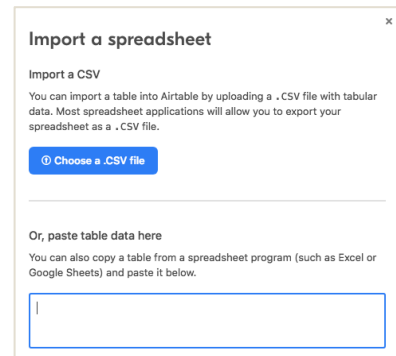
Import data in bulk:

- Add a new base
- Select "Import a spreadsheet" option
- Copy data from URL and paste into base:
  http://bit.ly/SampleOpinionSurvey

Update column types

- Click on column header, select **"Customize field type"**
- For multiple choice questions, can change to **"Single select"**
  - Why? Easier to filter than search
  - After you convert the column, consider going back in to change the order
- For checkbox questions, can change to **"Multiple select"**
  - Need to make sure only commas are the ones separating items
- For long comments, change to **"Long text"**

Apply topical tags

- Add new field with + sign
- Select **"Multiple select"**
- Name the field **"Topical tag"**
- For each free-text comment, add one or more tags by clicking inside the empty cell
  - Tip: use arrows in the corner of the comment box to read comment more easily
  - Try typing a new tag; if something similar exists, you'll see it pop up

Filter and group data

- **Filter:**
  select a subset of rows, either through searching for a keyword or limited to a known value
- **Group:**
  keep all records, but arrange them by the value of a column
  - Probably makes most sense for "Single select" columns or text columns with very few options

Collect more data with a form view

- Click on view drop-down
- Add a view: Form
- Edit how questions appear
  - Adjust question text
  - Hide questions
  - Make questions required
  - Change from drop-down to list
  - Prevent users from adding new options
- Share link to form view

Example:
https://airtable.com/shr8NMv7Qpo6n7KMB