Table to Spreadsheet Checklist

A printable checklist for turning web tables into clean Excel, Google Sheets or CSV files, plus fixes for the most common CSV problems. Pairs with the CSV templates in this pack.

Before you extract

- ☐ Confirm you may use the data (site terms, copyright, personal data rules).
- ☐ Load every row first: expand "show more", choose the largest page size, or note how many pages there are.
- ☐ Write down the source URL and the date you extracted it in the sheet.
- ☐ Check whether the table has merged header cells or a header split across two rows.

Right after export

- ☐ One header row only. Rename columns to short, unique names.
- ☐ Row count matches what the page shows.
- ☐ No totals or subtotal rows mixed in with data rows.
- ☐ Remove empty columns that came from icons or buttons.

Clean the values

- ☐ Numbers stored as text: remove currency signs and thousands separators, then convert.
- ☐ Percent values: decide 0.25 or 25 and use one style.
- ☐ Dates: convert to YYYY-MM-DD so every tool sorts them the same way.
- ☐ Leading zeros (ZIP codes, part numbers): format the column as text before pasting.
- ☐ Trim extra spaces and line breaks inside cells.
- ☐ Units in a separate column (kg, USD) instead of inside the number.

Fix common CSV problems

- ☐ Garbled accents in Excel: save or open as UTF-8 (with BOM), or use Data > From Text/CSV.
- ☐ Everything in one column: the file uses semicolons; pick the right delimiter on import.
- ☐ Long numbers turned into 1.23E+15: import that column as text.
- ☐ Commas inside values: make sure values are wrapped in double quotes.

Before you share or reuse

- ☐ Remove columns you do not need, especially any personal data.
- ☐ Keep the source URL and extract date with the data.
- ☐ Save a raw copy and a cleaned copy so you can redo a step.

Quick fix table

Symptom	Likely cause	Fix
Ã© instead of é	UTF-8 read as another encoding	Import as UTF-8 or use a file with BOM
All data in column A	Semicolon or tab delimiter	Choose the delimiter on import
Sums return 0	Numbers stored as text	Strip symbols, then Value or Number format

ZIP 02134 shows 2134	Column read as number	Format column as text before import