






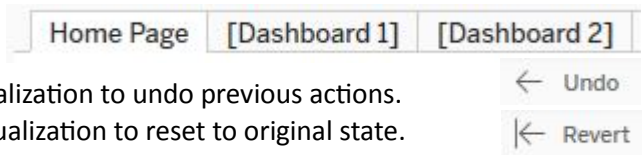
How to Use a Tableau Data Visualization

NAVIGATION

- Use the following buttons to navigate the visualization:

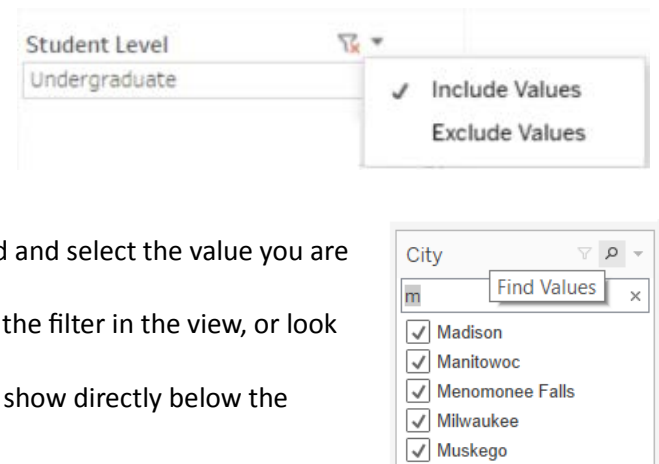
	The home button navigates back to the homepage of the visualization, if the visualization is multiple pages.
	The information button navigates to the technical notes page, which contains information about the visualization and its data. Single page visualizations may display the notes as a hover-over tooltip.
	The help button links to this document for assistance using the visualization.
	The next button navigates to the next dashboard in the visualization, if the visualization is multiple pages.
	The previous button navigates to the previous dashboard in the visualization, if the visualization is multiple pages.

- Click any tab at the top of the visualization to navigate directly to that page.
- Click the “Undo” button at the top or bottom of the visualization to undo previous actions.
- Click the “Revert” button at the top or bottom of the visualization to reset to original state.



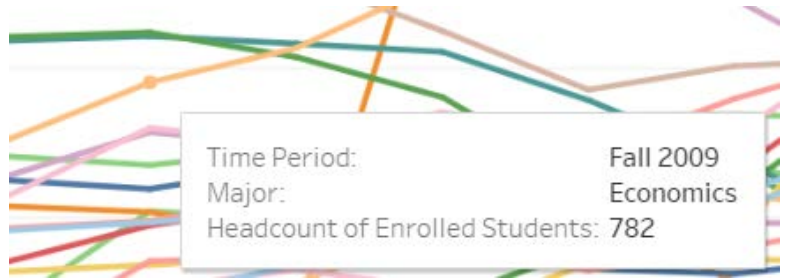
FILTERING THE DATA

- Most dashboards contain filters located to the left of the view that allow you to select the data in which you are interested. Select the options you want from the filters and the view will automatically update.
- Different types of filters include single or multiple value lists, sliders, date filters, and single or multiple value dropdowns
- Filters have additional options that display when you hover over the filter area on the page. Some visualizations have filtering options on the dropdown menu such as: “Include Values” and “Exclude Values”. This is helpful when it is easier to remove what you don’t want to see, rather than selecting all that you do want to see.
- Some filters also have the option to search quickly to find and select the value you are looking for.
- Click the search button that shows when you hover over the filter in the view, or look for the search box at the top of a drop-down filter.
- Start typing the value you are looking for and the results show directly below the search box.



TOOLTIPS

- Most dashboards contain additional information in the form of tooltips. A tooltip is associated with a specific data point or graph. If you hover your mouse over the mark in the visualization you will see additional information.

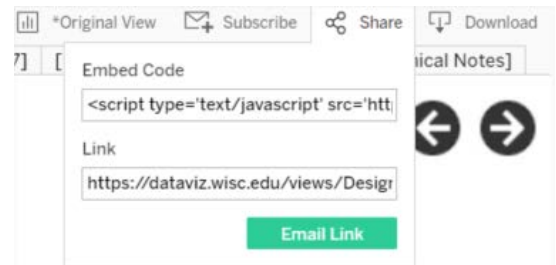


SHARING THE VIEW

- Click “Share” in the upper or lower right corner of the view.
- Copy the provided link into an email or other application.

DOWNLOADING THE VIEW

- Click anywhere in the visualization.
- Click “Download” in the upper or lower right corner of the view.
- Select one of the following options:
 - Image: downloads an image as a .PNG file of the view.
 - Tableau Workbook: when available, download a workbook you can open with Tableau Desktop.
 - PDF: downloads a .PDF file of the view or entire visualization. This is best for printing.



PRINTING THE VIEW

- Click “Download” in the upper or lower right corner of the view.
- Select PDF to download the view as a PDF file.
- Select either “Portrait” or “Landscape” orientation and a paper size. Most visualizations are landscape and should be printed as landscape for best results.
- Choose whether you want the entire workbook (visualization), dashboard, or specific sheets.
- The PDF file will download or display. Print from within your PDF reader application.



EXPORTING THE DATA

- Click anywhere in the visualization.
- Click “Download” in the upper or lower right corner of the view.
- Select one of the following options:
 - Data: opens a new tab in the browser window and displays the view’s data in summary and full (there will be two tabs when both summary and full data are available). You can download the data as a comma-separated value (.csv) file.
 - Crosstab: download the view as a .csv file you can open in Microsoft Excel.
- In some cases, these options will not be available due to privacy considerations.

NEED MORE INFORMATION OR HELP?

- Each UW-Madison institutional Tableau visualization has a contact email address, in the footer of each view, where you may direct questions about the visualization or how to use it.