

Tableau: Downloading Tableau Data

System Instructions

Introduction

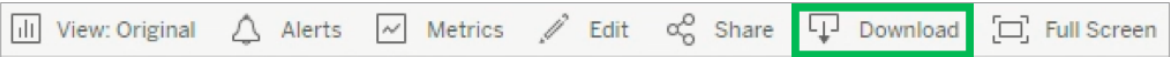
Tableau allows users to configure data and save it locally. Additionally, users can download reports and share them internally, and under certain circumstances, externally.

i Some Tableau dashboards contain multiple tabs that represent each worksheet in the dashboard. Data is only downloaded from the active worksheet. This does not apply to **Views** which contain the same data elements but organized differently.

Downloading Tableau Data

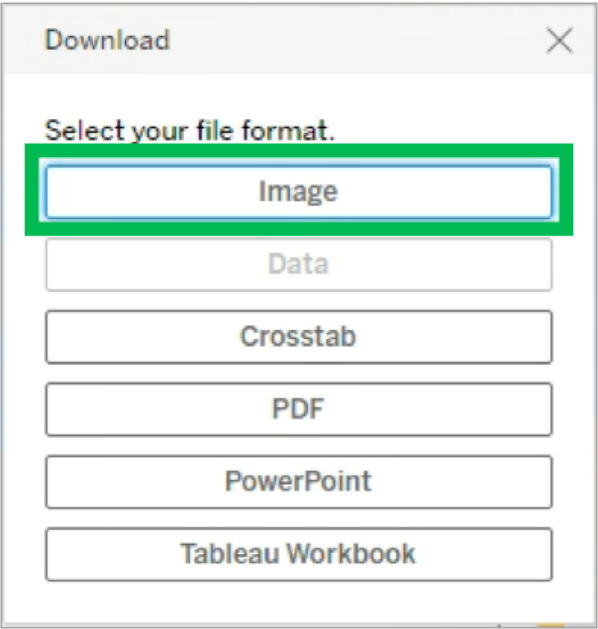
1

The Download option is located on the Tool Bar which is either displayed at the top or bottom of the screen.



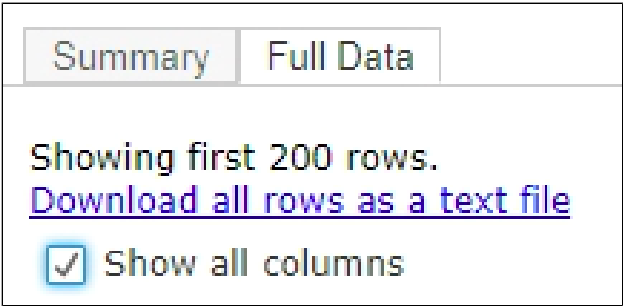
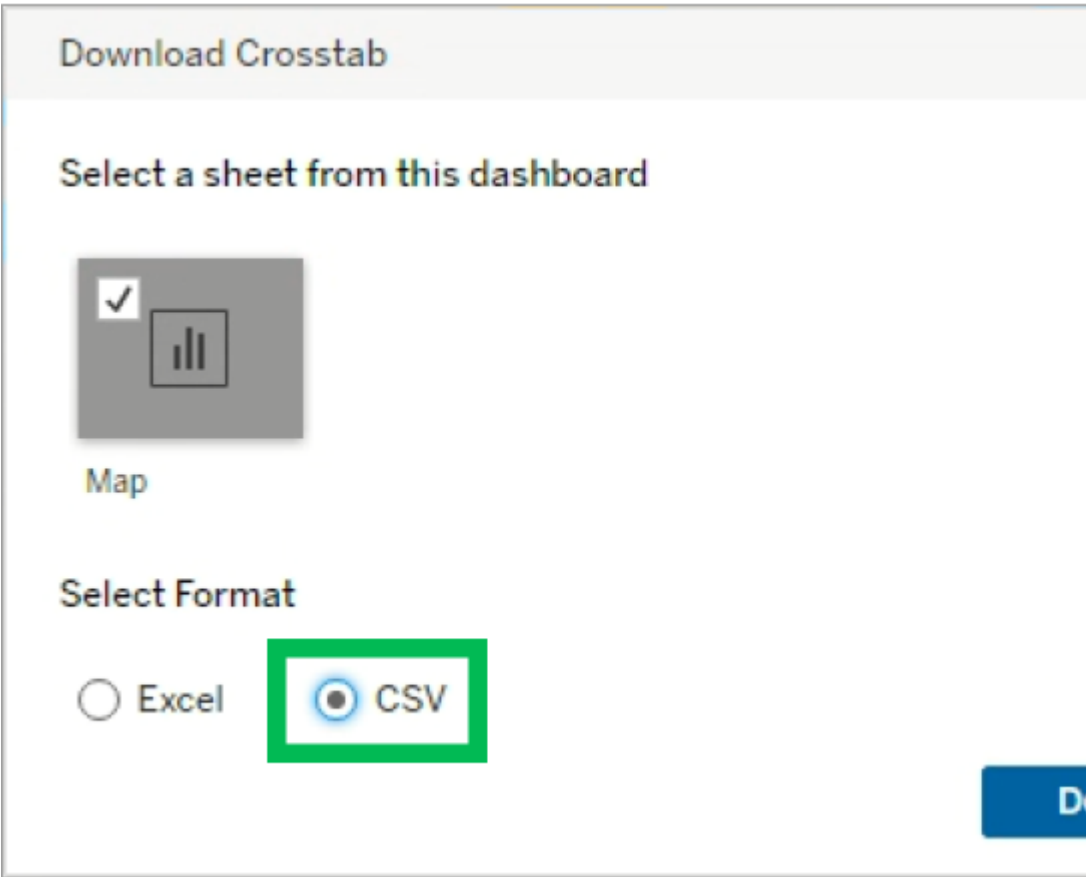
2

Then, select the file format for the data export.



Additional instructions for specific file format types:

File Format Type	Output	Additional Steps

Image	Png. image file of the selected visualization.	N/A
Data	Underlying data in the Tableau workbook as a CSV file.	<ol style="list-style-type: none"> 1. Select Full Data 2. Check off the Show all columns box 3. Click on Download all rows as a text file 
Crosstab	Allows for the export of a particular Tableau visual to an Excel or CSV file.	<ol style="list-style-type: none"> 1. Click into the Tableau visual that you would like to download into Excel. If you have selected a visual, Tableau will default to the selected visual in the next step. 2. Select the sheet you wish to download 3. Select CSV 4. Select Download  <div data-bbox="435 1843 472 1881">!</div> <div data-bbox="483 1843 1404 1871">Selecting Excel format can result in merged cells in Excel, which can pose challenges for data analysts.</div>

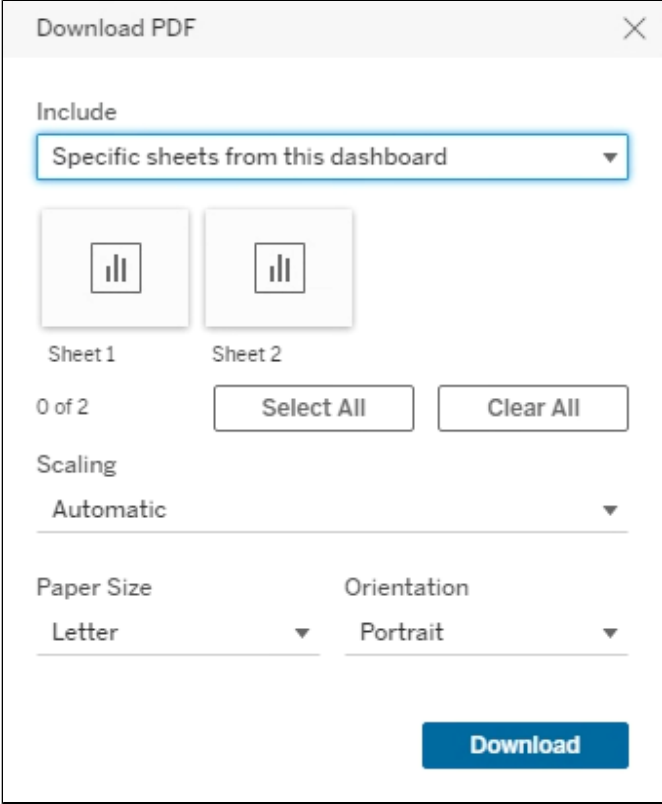
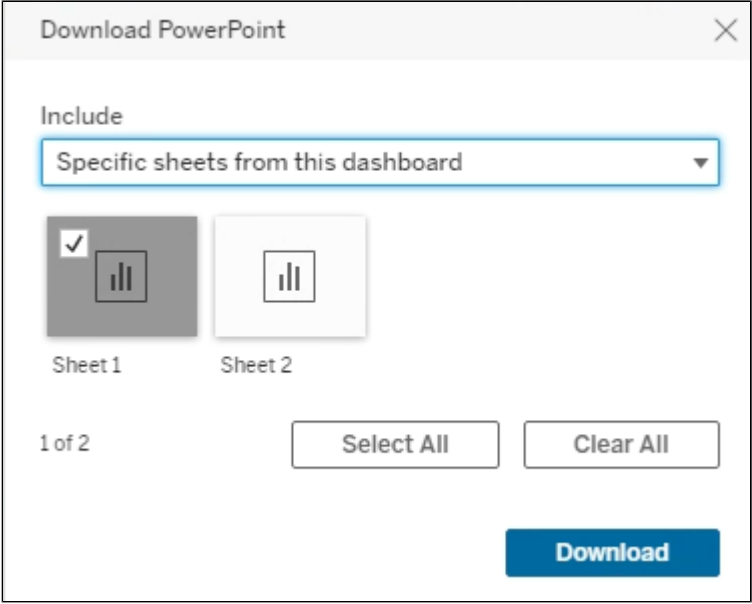
<p>PDF</p>	<p>Visual(s) will be opened in a PDF file.</p>	<ol style="list-style-type: none"> 1. Select the view(s) you would like to export. 2. Adjust the scaling, paper size, and orientation as necessary. 3. Select Download 
<p>PowerPoint</p>	<p>Visual(s) will be opened in a PowerPoint file. Each visual selected will have a separate slide.</p>	<ol style="list-style-type: none"> 1. Select the view(s) you would like to export. 2. Select Download 

Tableau Workbook	Entire Tableau Workbook will be downloaded.	<ol style="list-style-type: none">1. Select the Tableau version you would like the workbook exported to. For most users, this will be the current version. C THIS STATEMENT2. Select Download <div data-bbox="415 252 1154 751"><div>Download Tableau Workbook</div><div>Select a version to download the workbook as. Keep the workbook in its current version or select a different version. If you downgrade the workbook to a previous version, some functionality may be lost. Learn more</div><div>Version Current</div><div>Download</div></div>
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