

How to Download from Tableau

1. Click **Download** located at the bottom of the viz.

(All active filters are applied to exported data)



2. Select one of the following options:

<p><u>Download Options</u></p>	<p>Note: If a data column or row in the viz has not been selected, the Crosstab and Data options will be greyed out. Select a column or row header in the viz to make these options available.</p>	
<p>Tableau Workbook</p>	<p>Downloads a workbook you can open with Tableau Desktop. Get the free Tableau Reader here. Note: This option is only available if the author of the workbook or administrator has granted you permission to Download/Save the workbook.</p>	
<p>PDF</p>	<p>Downloads a PDF of selected sheets. Note: If you are downloading a dashboard to PDF format, the web page objects will not be included.</p> <ul style="list-style-type: none"> • Select This Dashboard for a screenshot of the current viz. • Sheets in Dashboard will include all data in selected worksheets. • Selecting Sheets in Workbook will only download one screenful of each selected worksheet. <p><i>To download all data in all available sheets, it is recommended to use the 'Sheets in Dashboard' option.</i></p>	
<p>Crosstab</p>	<p>Downloads the viz as a .csv file in Microsoft Excel.</p>	
<p>Data</p>	<p>Opens a new tab in your browser and displays the viz's data in summary and detail. You can then download the data as a comma-separated value (.csv) file.</p>	
<p>Image</p>	<p>Choose this option to display data as a table in a web page.</p>	

Note: Downloading extremely large amounts of data can affect server performance and may not complete successfully. If you encounter these issues, try exporting the data directly from the underlying data source.