

# TABLEAU

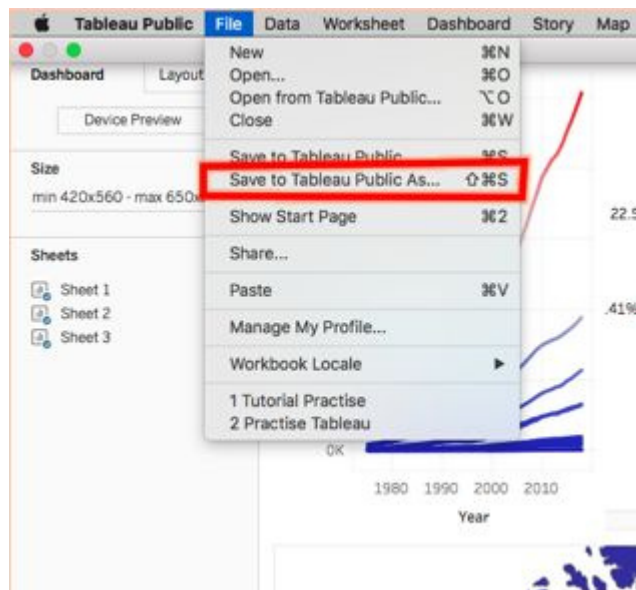
## **SAVING AND PUBLISHING YOUR TABLEAU PUBLIC WORKBOOK**

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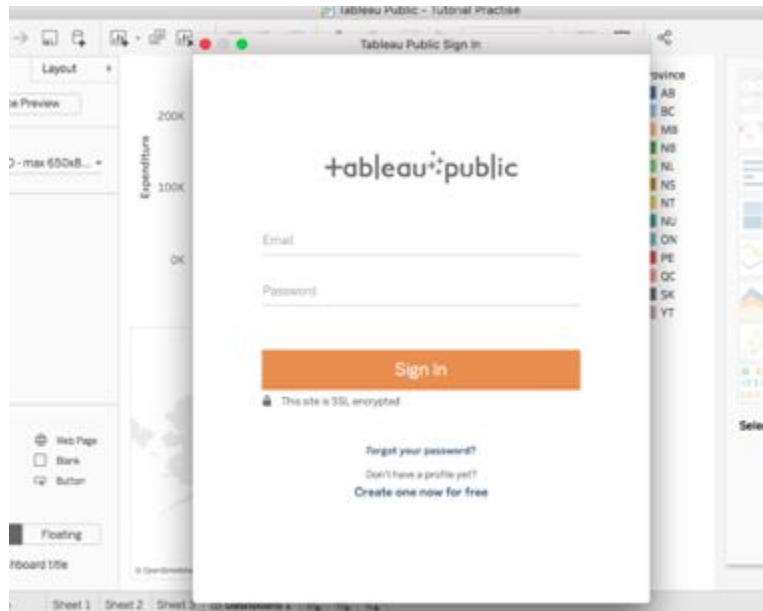
# SAVING AND PUBLISHING YOUR TABLEAU PUBLIC WORKBOOK

Once satisfied with your workbook, which includes sheets, dashboards, and stories, you can publish it to the Tableau Public website. This is the only way to save your work when using Tableau Public, so make sure to do it if you wish to return to the workbook in the future.

Once ready to publish, select the “Save to Tableau Public As...” option under the “File” tab.



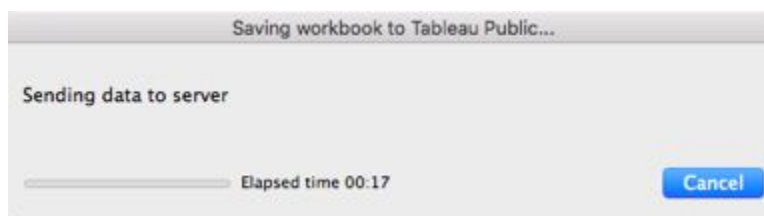
From here, you will likely be prompted to log in to the Tableau Public website. You can create an account for free if you have not already. If you are not prompted, you are already logged in and can ignore this step.



Then, create a title for your workbook.



Your workbook will then be uploaded to the Tableau Public server. This may take a couple minutes.



You will then be directed to the webpage on which your workbook is publicly available for download. Your workbook has now been published and saved! This page includes information on you, including a link to your Tableau Public profile, as well as additional information on the workbook. There are several options for making use of your work data visualizations that can be found at the bottom right of the workbook image.

By clicking Share (A), you can get the code for embedding the workbook into a website or the link to find the workbook on tableau public. The Share button also gives you the option to share your work over email, Facebook, or Twitter. By clicking Download (B), you or any other Tableau Public users can download your workbook and make use of the data themselves.



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