

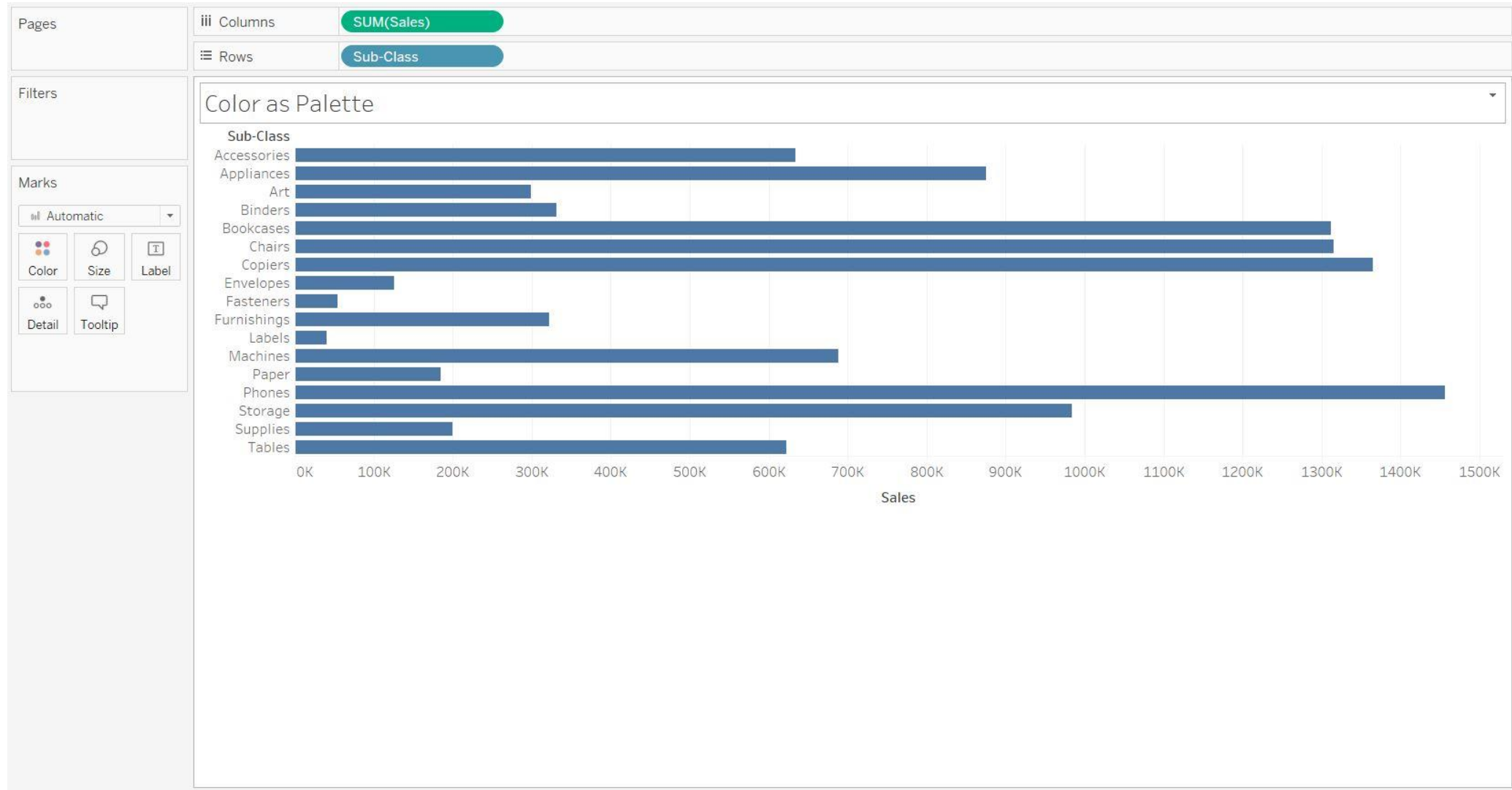
# HOW TO FORMAT A VIEW

We will be going through the below mentioned sub-topics under Format view:

1. Use color from the marks card
2. Configure fonts
3. Format marks as shapes
4. Change size of marks
5. Configure viz animations
6. Show and hide legends

# HOW TO USE COLOR FROM MARKS CARD

## STEP 1: Assume that we have a viz with Sub-Class Vs Sales



# HOW TO USE COLOR FROM MARKS CARD

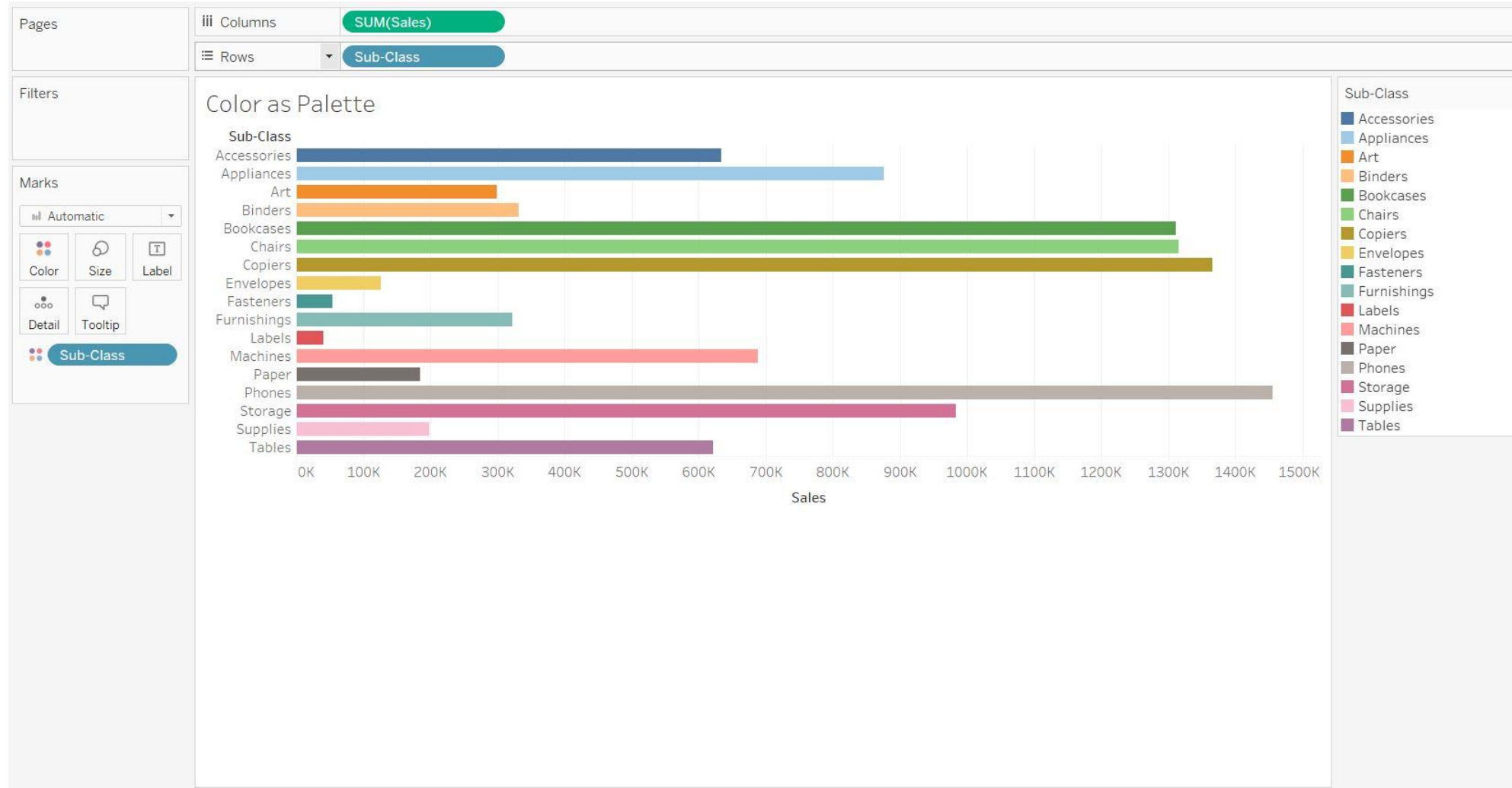
**STEP 2:** From the Data pane, drag **Sub-Class** to **Color** on the **Marks** card



# HOW TO USE COLOR FROM MARKS CARD

**STEP 3:** Now each Sub-Class will have a separate color since a discrete field creates a color palette

Color legend for Sub-Class will be visible on Top right side of the view



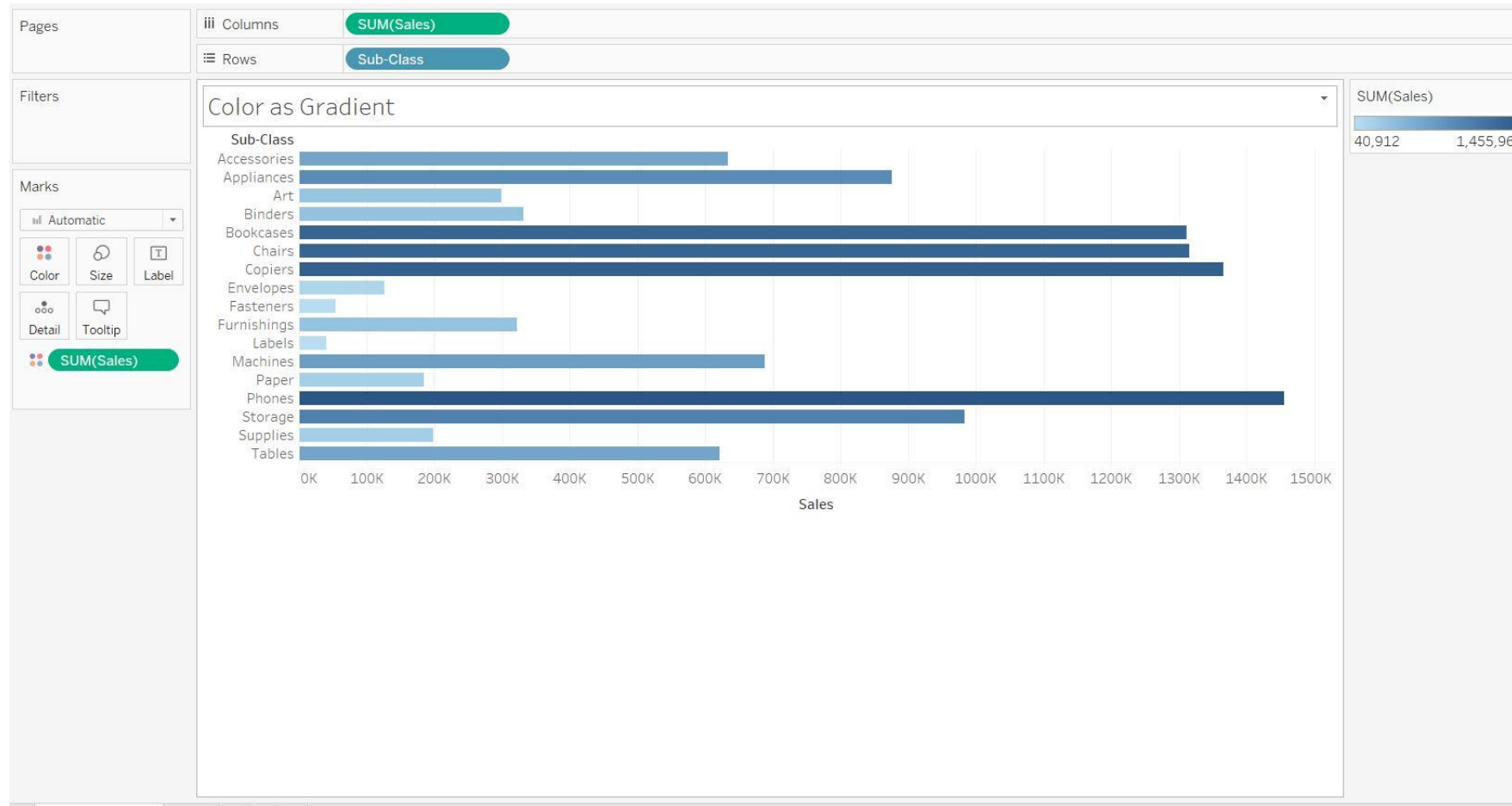
# HOW TO USE COLOR FROM MARKS CARD

**STEP 4:** From the Data pane, drag **Sales** to **Color** on the **Marks** card



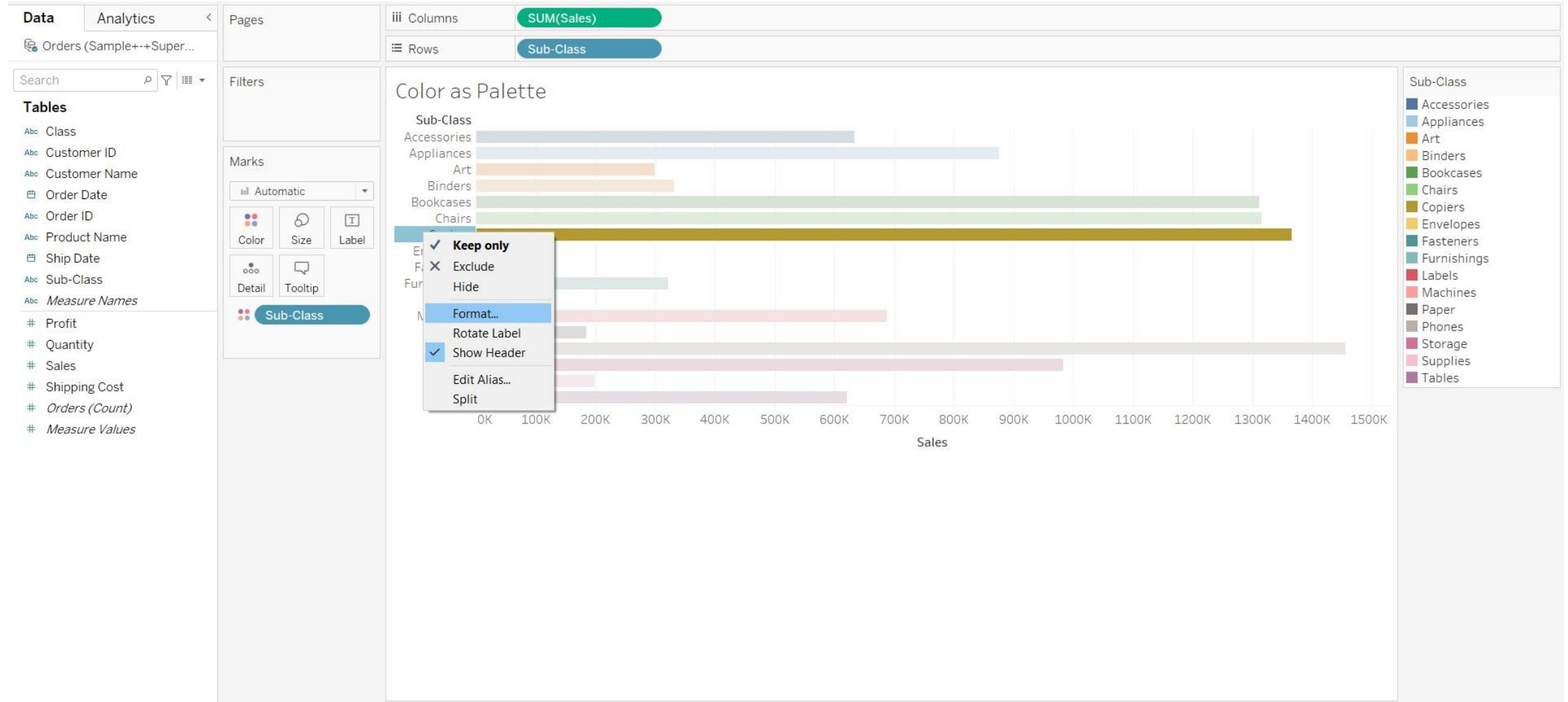
# HOW TO USE COLOR FROM MARKS CARD

**STEP 5:** Now each Sub-Class will have a color gradient based on Sales value since a continuous field creates a color gradient  
Color legend for SUM(Sales) will be visible on Top right side of the view



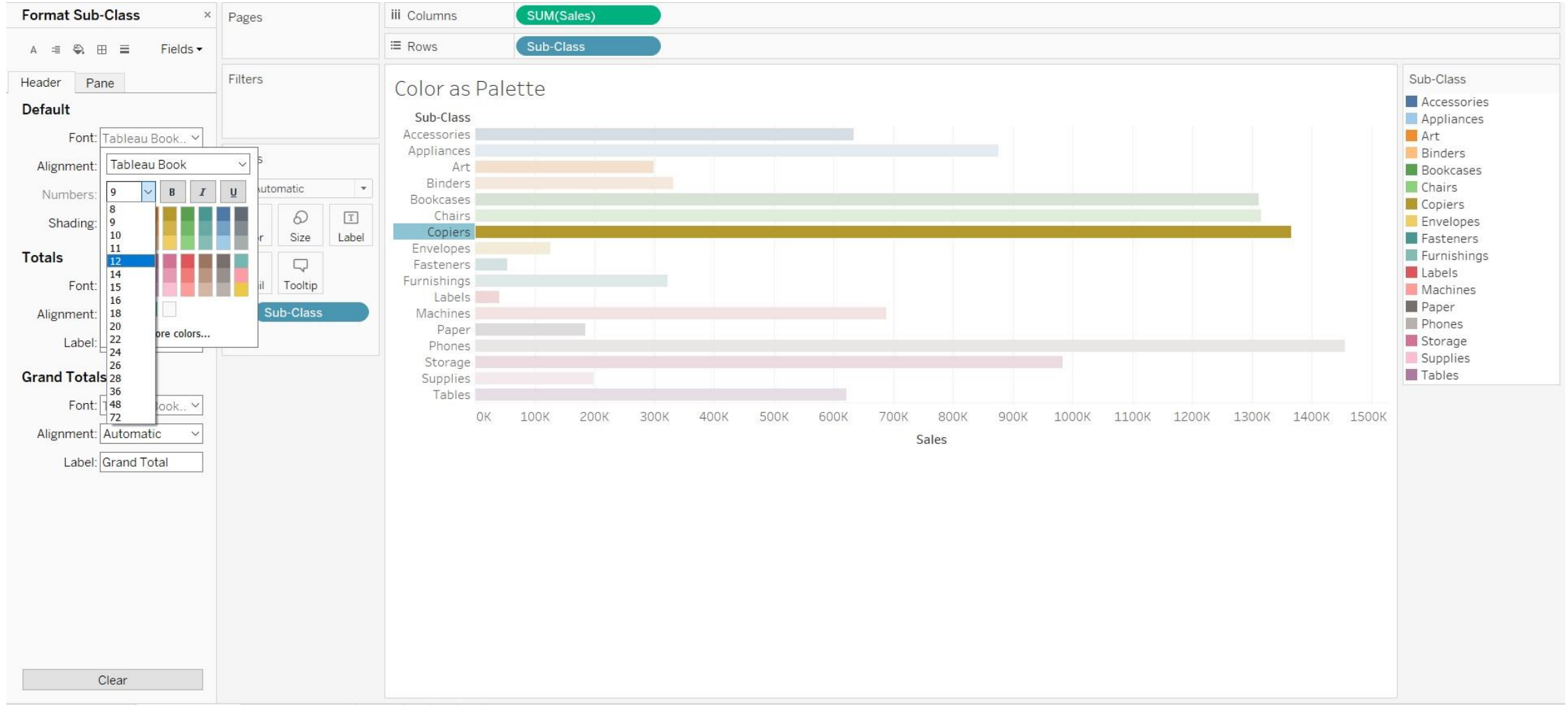
# HOW TO CONFIGURE FONTS

## STEP 1: Right-click on Sub-Class axis and select **Format**



# HOW TO CONFIGURE FONTS

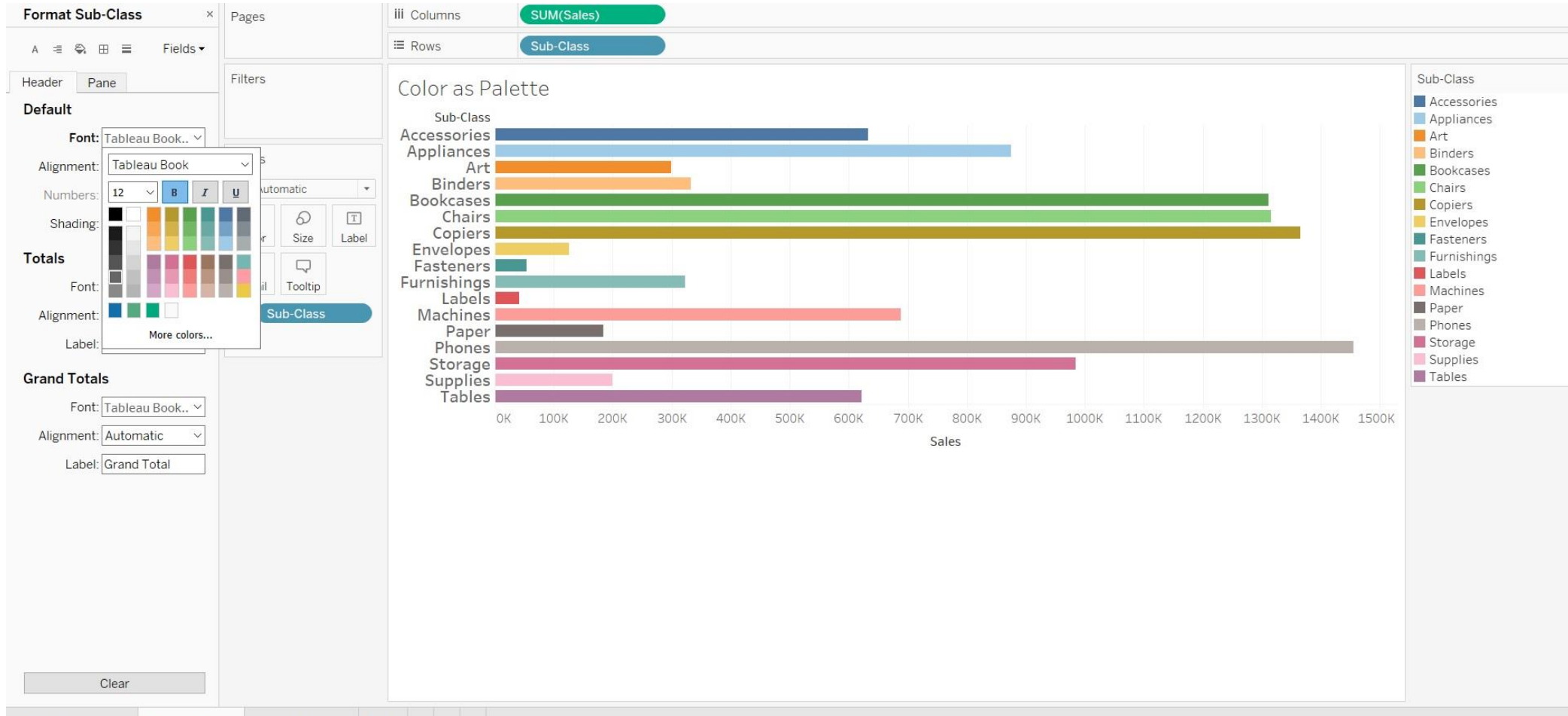
## STEP 2: Under **Format Sub-Class, Header, Default** change **Font Size** to 12





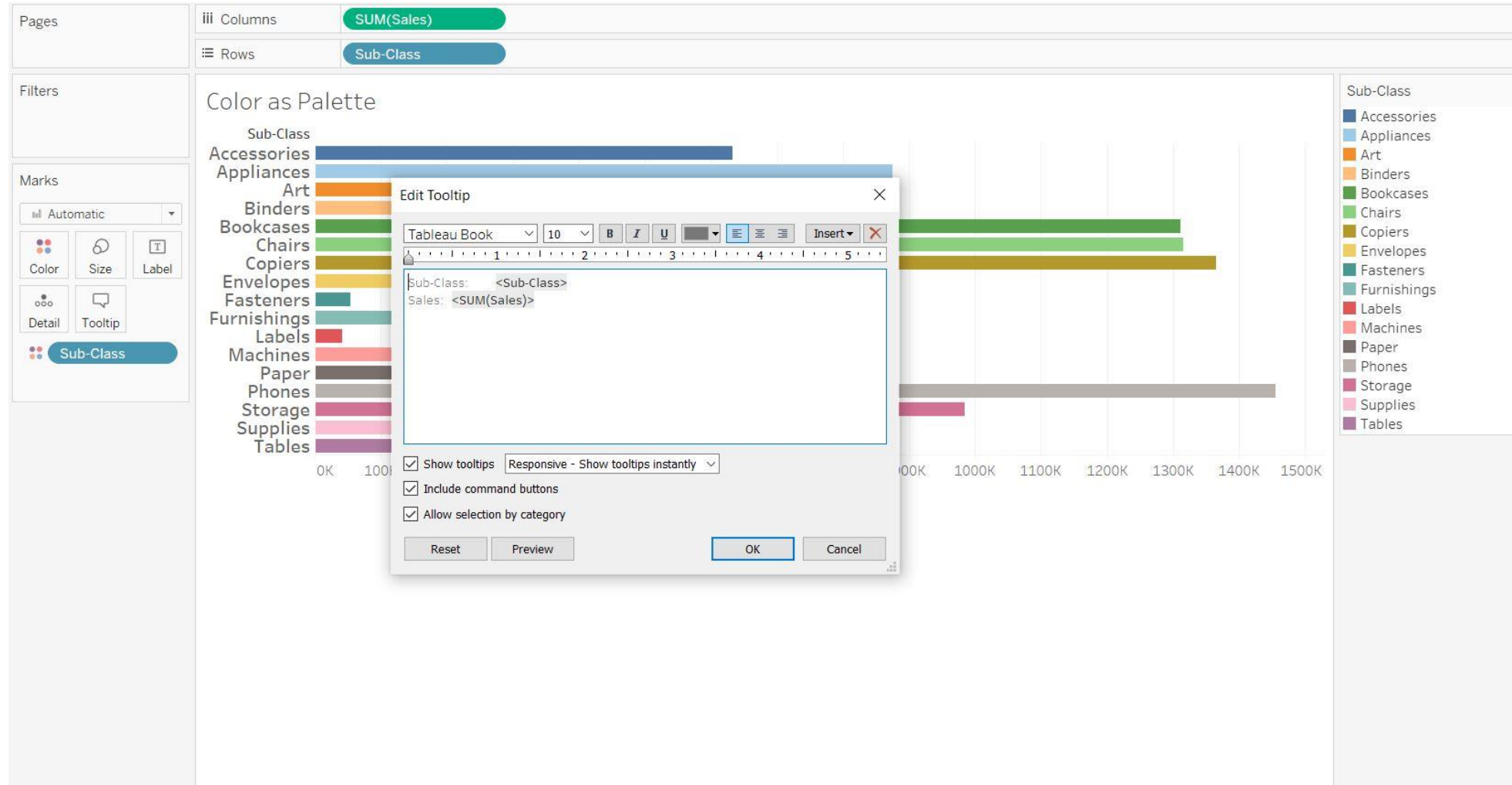
# HOW TO CONFIGURE FONTS

## STEP 3: Under Format Sub-Class, Header, Default change Font type to Bold



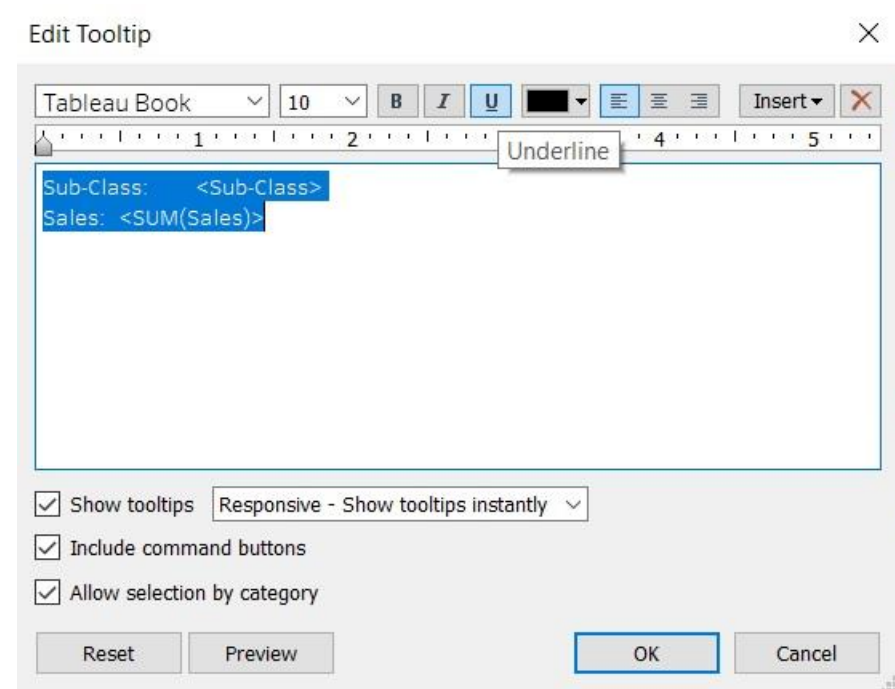
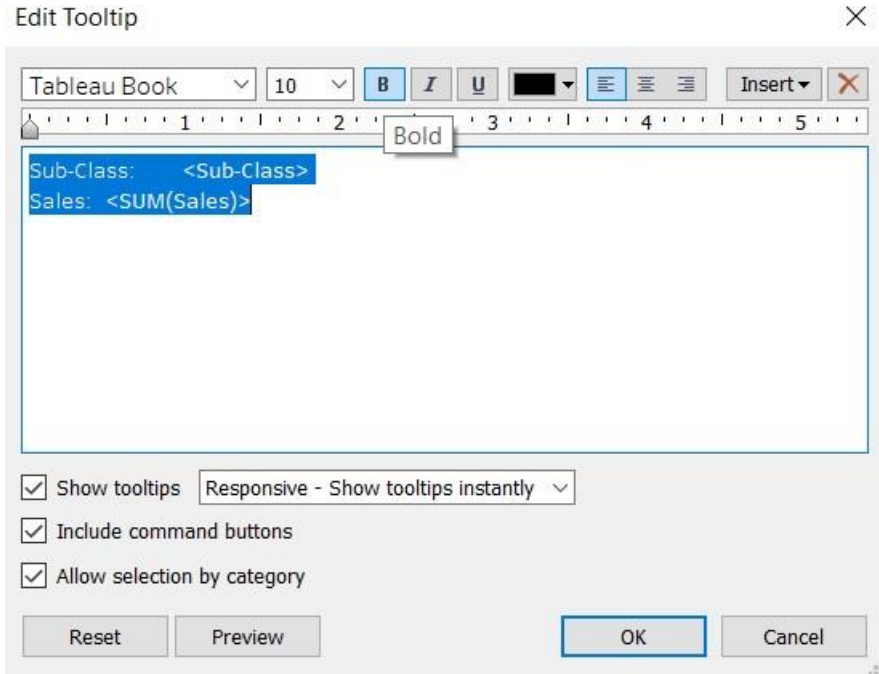
# HOW TO CONFIGURE FONTS

**STEP 4:** If required we can edit the Font in **Tooltip**  
Click **Tooltip** on the **Marks** card



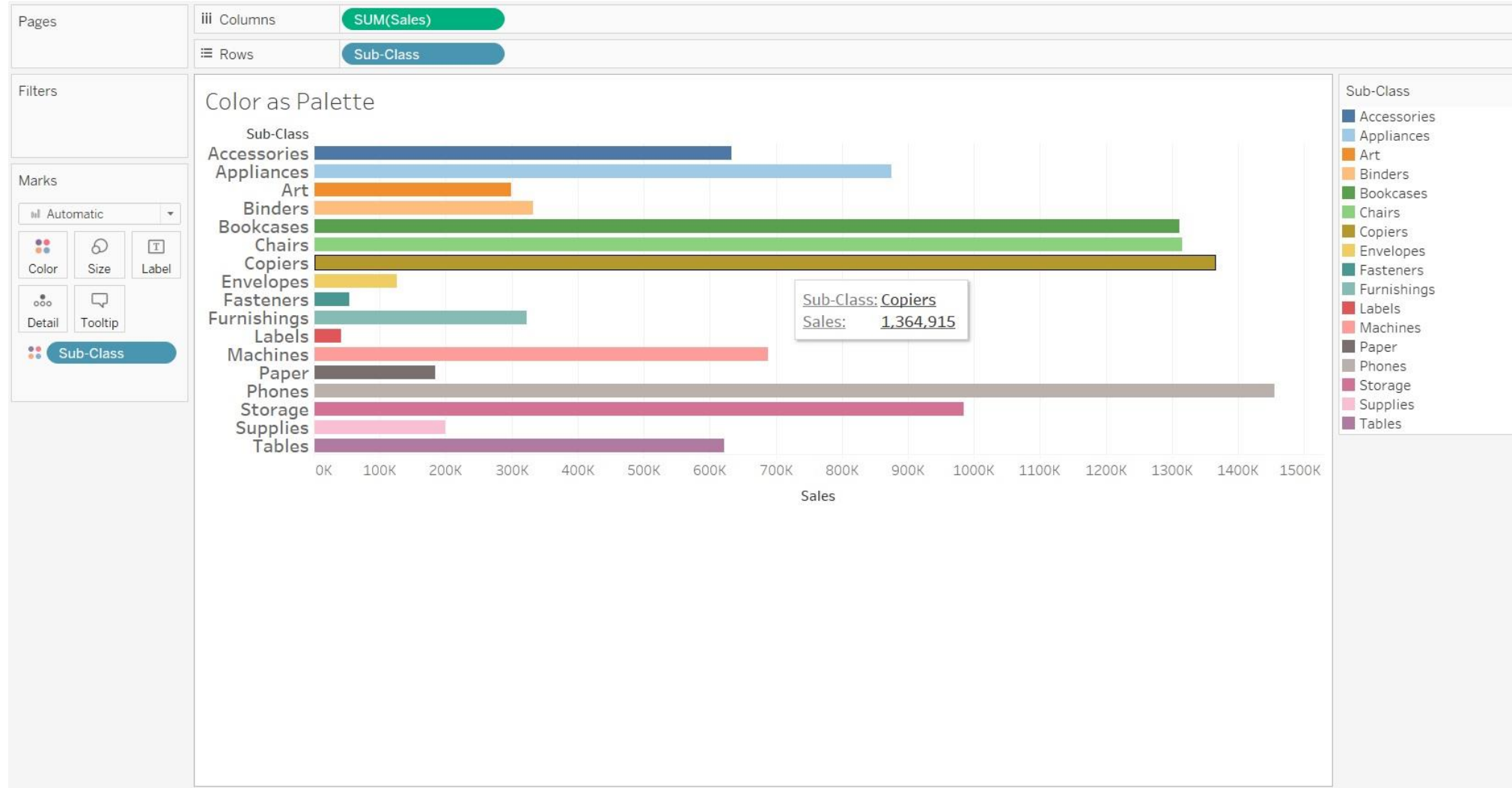
# HOW TO CONFIGURE FONTS

## STEP 5: Change the Font Type to **Bold** and Underline



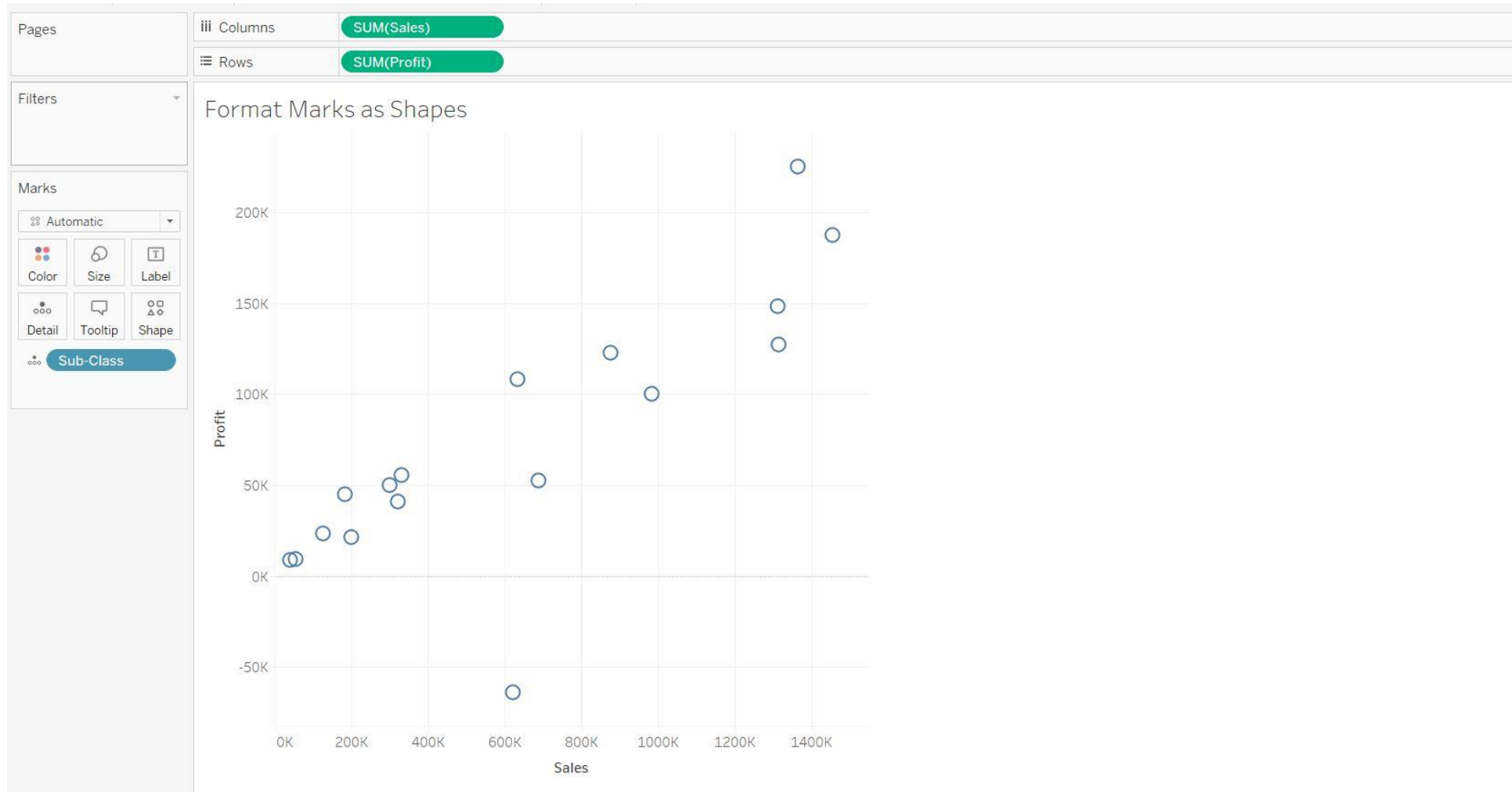
# HOW TO CONFIGURE FONTS

## STEP 6: The updated font formatting is now visible for the Tooltip



# HOW TO FORMAT MARKS AS SHAPES

**STEP 1:** Assume that we have a Scatter plot of Sales Vs Profit with Sub-Class in the Detail marks card



# HOW TO FORMAT MARKS AS SHAPES

**STEP 2:** From the Data pane, drag **Class** to **Shape** on the **Marks** card



# HOW TO FORMAT MARKS AS SHAPES

**STEP 3:** Now each Class will have a separate shape

Shape legend for Class will be visible on Top right side of the view



# HOW TO CHANGE THE SIZE OF MARKS

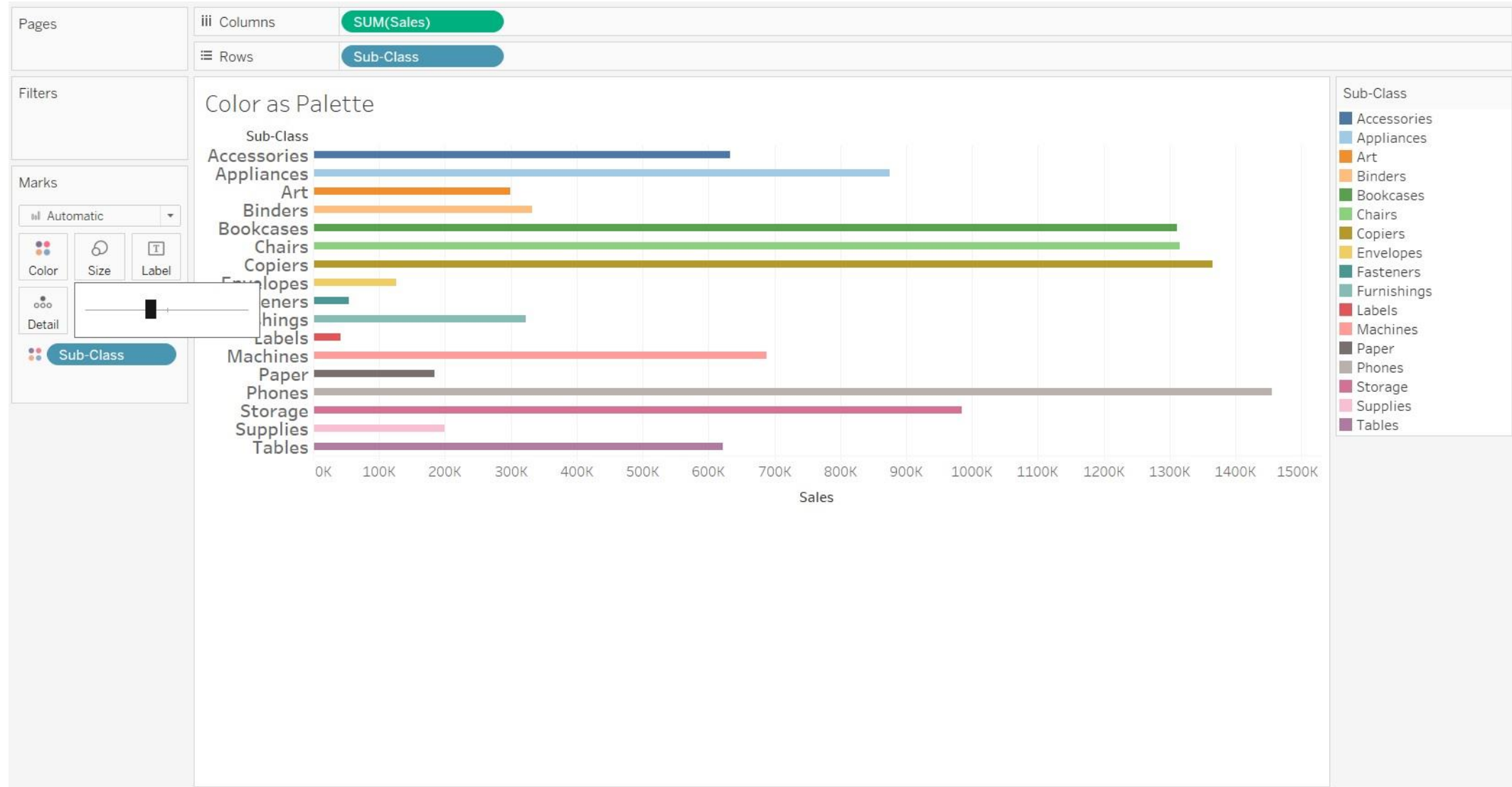
**STEP 1:** On the **Marks** card, click **Size**, and then move the slider to the left or right to change the size of marks





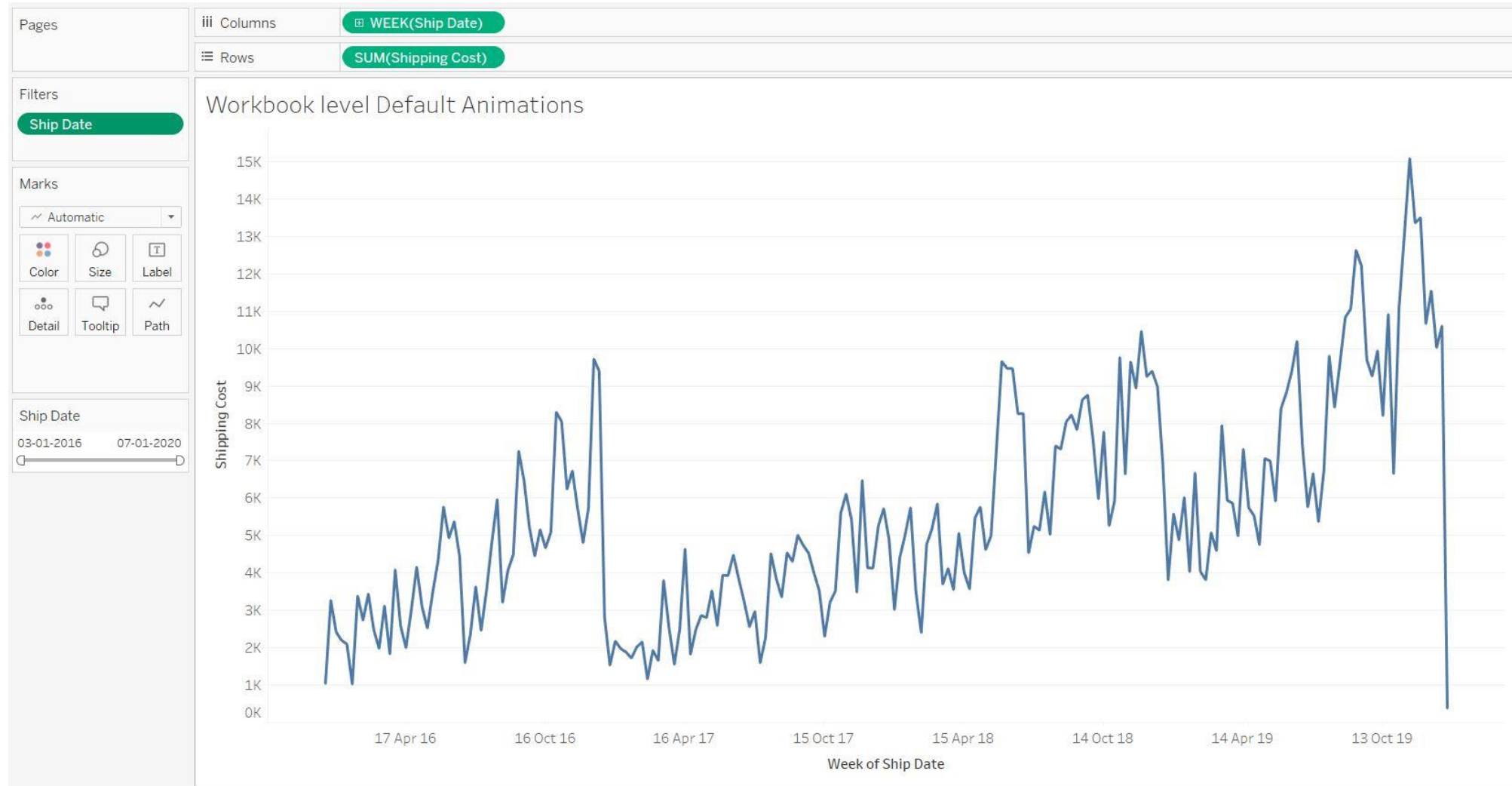
# HOW TO CHANGE THE SIZE OF MARKS

**STEP 2:** This change of marks is also applicable for other visuals like bar charts



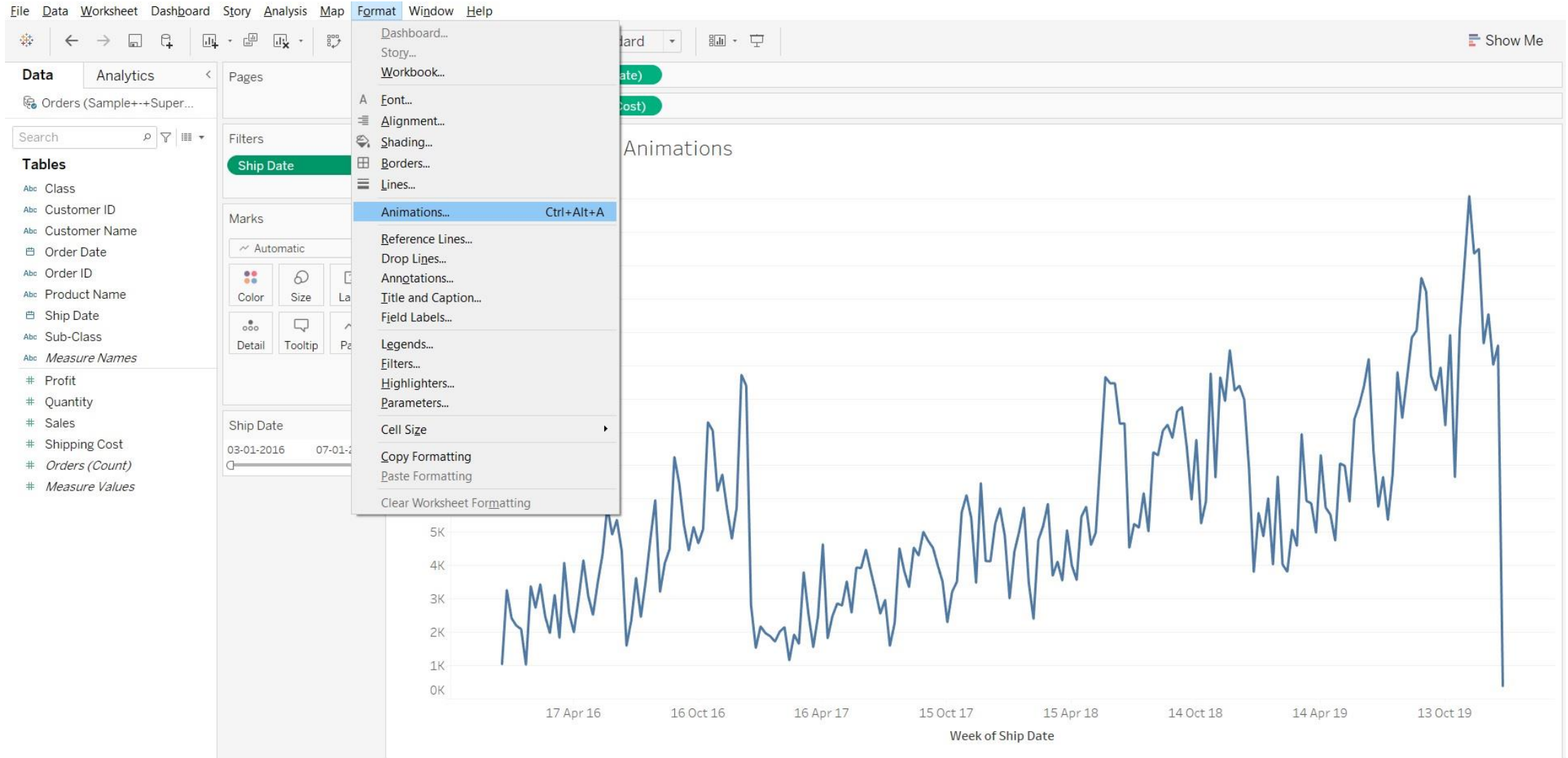
# HOW TO CONFIGURE VIZ ANIMATIONS

**STEP 1:** Assume that we have a Line Chart of WEEK(Ship Date) Vs SUM(Shipping Cost) with the Ship Date (Range of dates) in Filters shelf



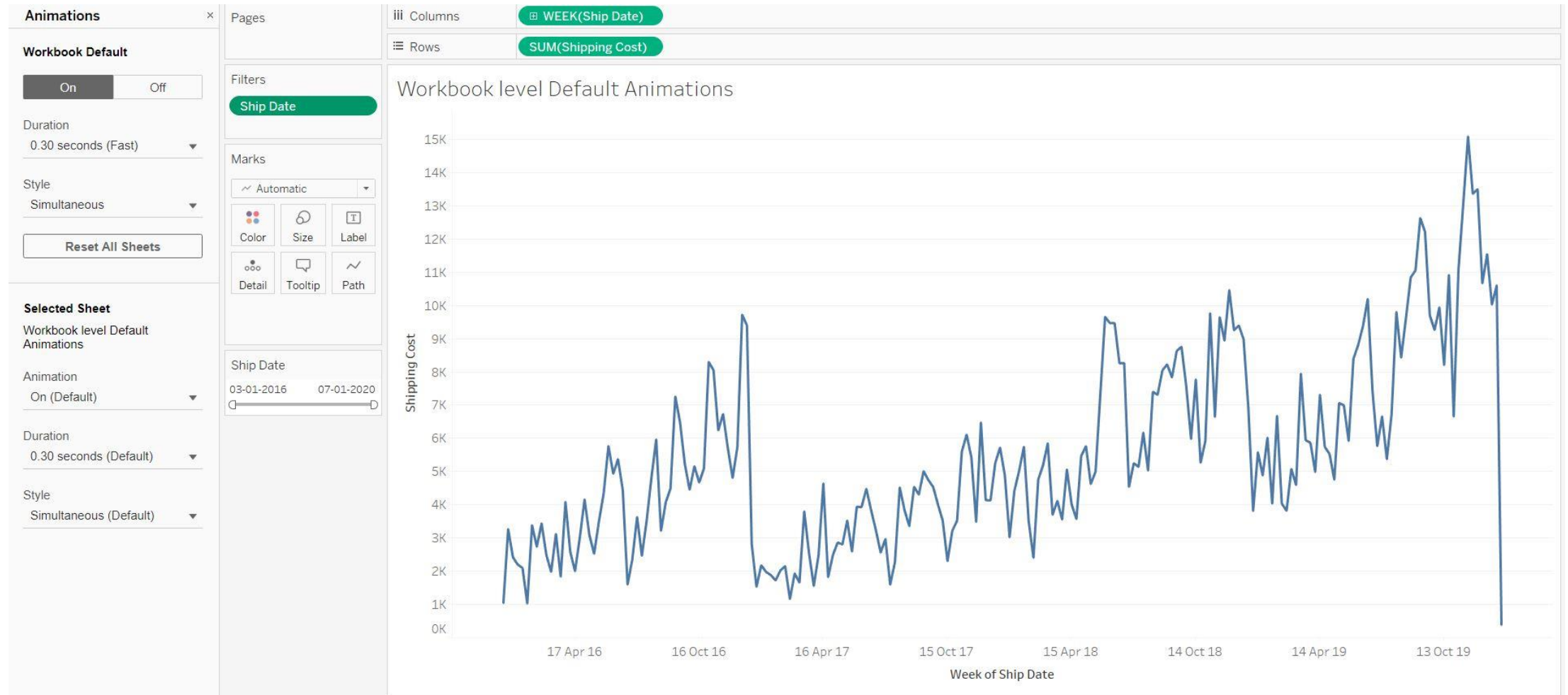
# HOW TO CONFIGURE VIZ ANIMATIONS

**STEP 2:** To check the animation options go to **Format > Animations**



# HOW TO CONFIGURE VIZ ANIMATIONS

**STEP 3:** The Workbook default Animation is ON, with a **Duration** of **0.30 seconds** (**Fast**) and **Style** of **Simultaneous**



# HOW TO CONFIGURE VIZ ANIMATIONS

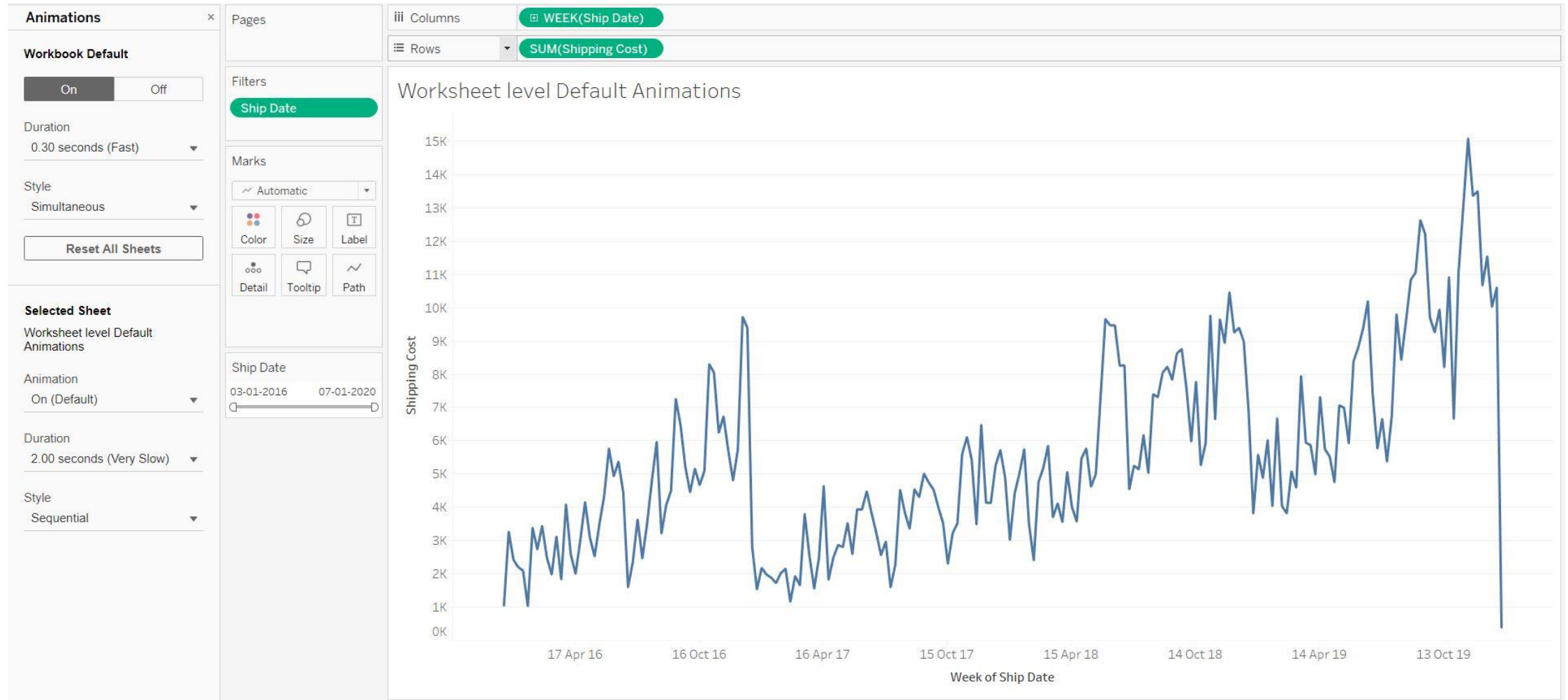
**STEP 4:** Check the way the Viz updates for Workbook level default Animation settings

Click on the below link:

<https://github.com/DeepakHolla/Tableau-Topics/blob/main/Workbook%20default%20Animation.gif>

# HOW TO CONFIGURE VIZ ANIMATIONS

**STEP 5:** The Worksheet level Animation in ON, with a **Duration** of **2.00 seconds (Very Slow)** and **Style** of **Sequential**



# HOW TO CONFIGURE VIZ ANIMATIONS

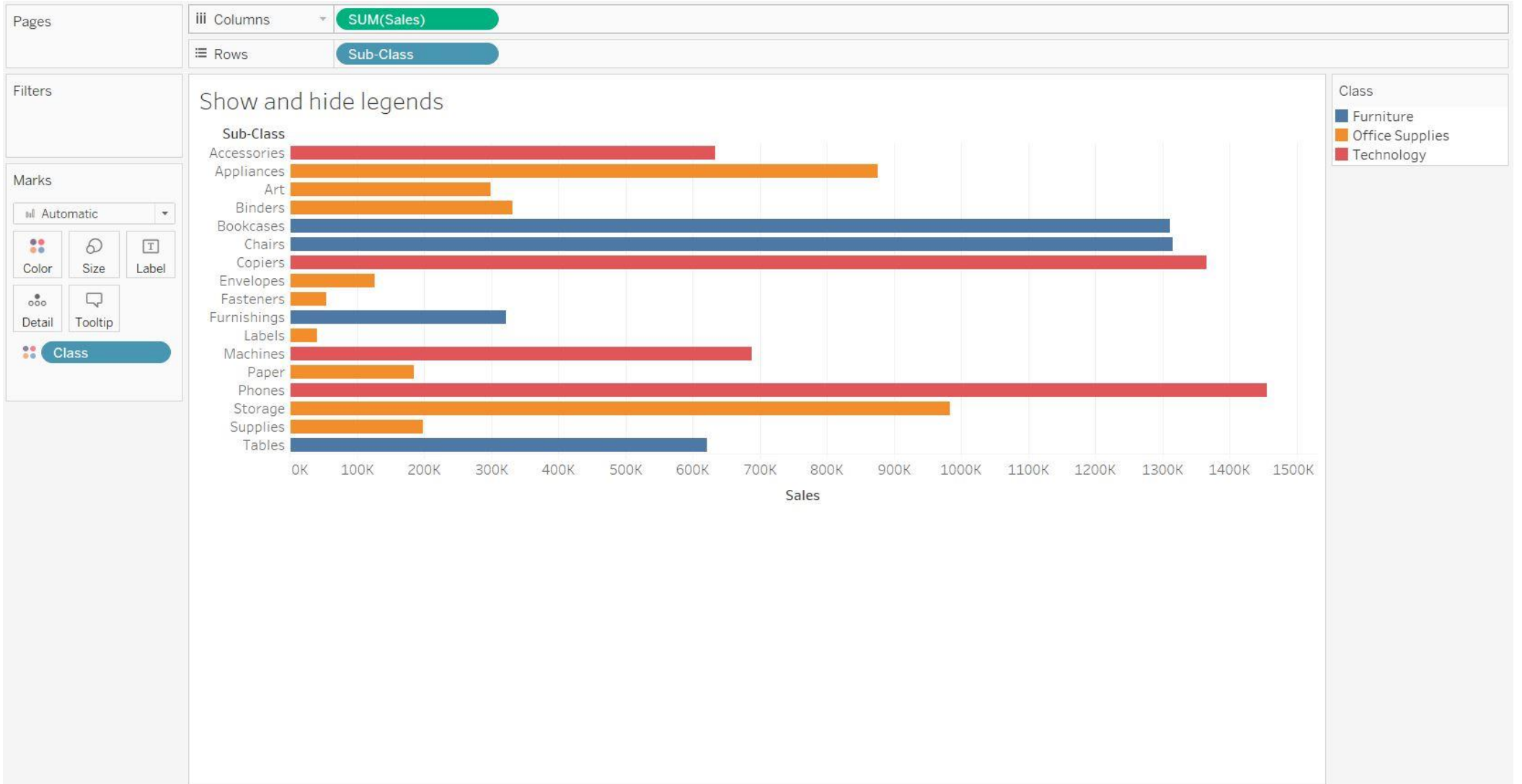
**STEP 6:** Check the way Viz updates for Worksheet level Animation settings

Click on the below link:

<https://github.com/DeepakHolla/Tableau-Topics/blob/main/Worksheet%20level%20Animations.gif>

# HOW TO SHOW AND HIDE LEGENDS

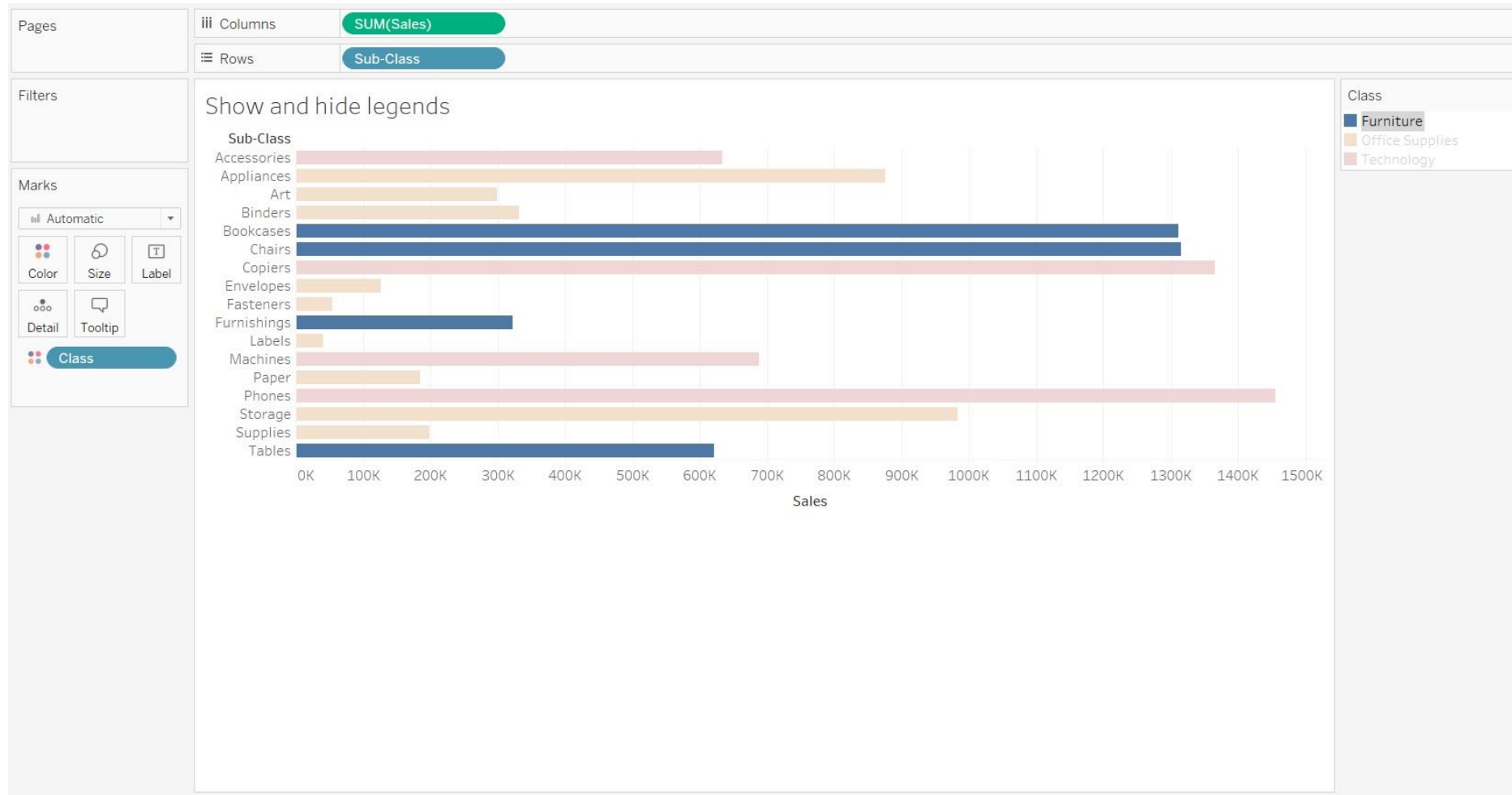
**STEP 1:** Assume that we have a viz with Sub-Class Vs Sales with Class in Color of Marks card





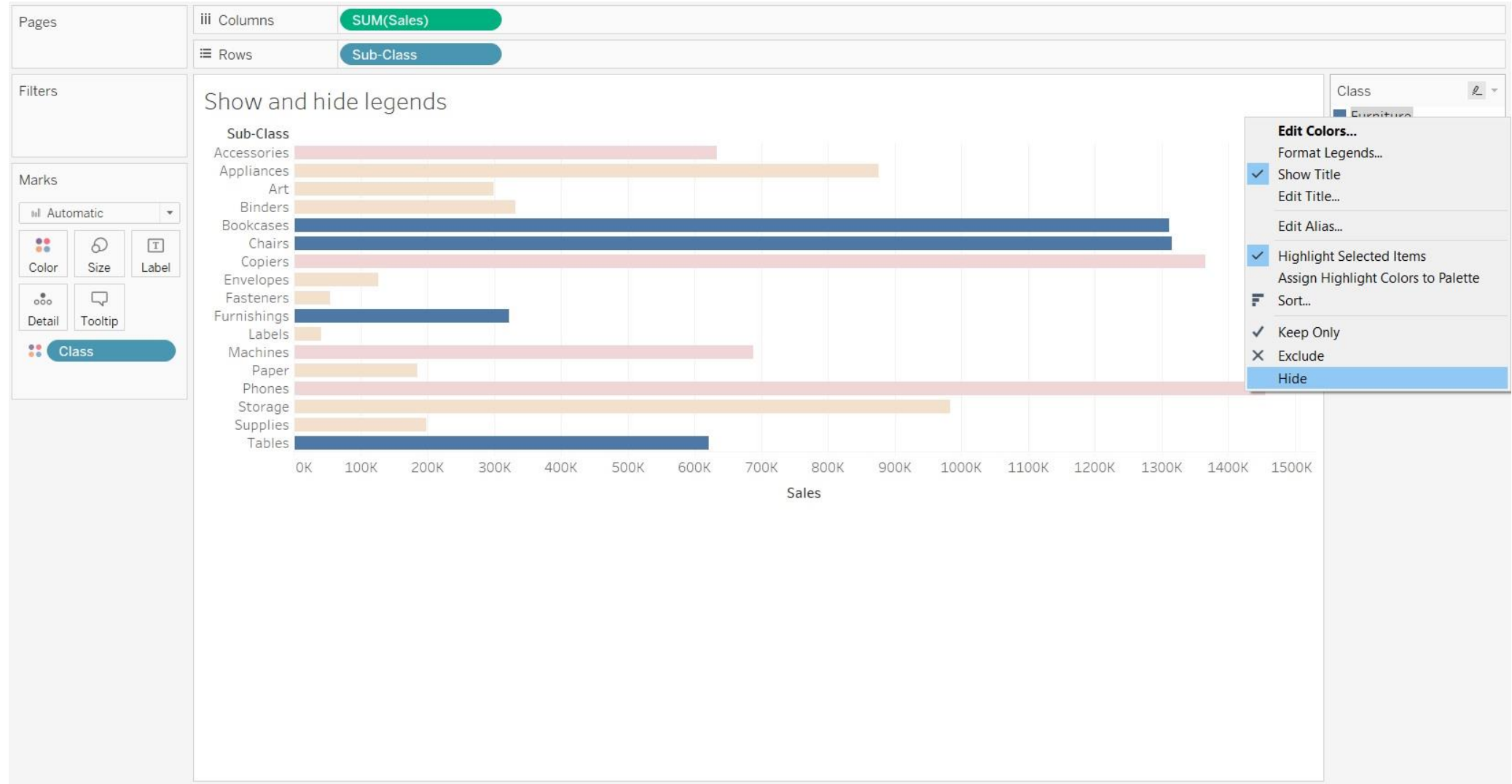
# HOW TO SHOW AND HIDE LEGENDS

**STEP 2:** Select the member in Color legend that is to be hidden  
e.g.: **Furniture**



# HOW TO SHOW AND HIDE LEGENDS

## STEP 3: Right-click on member and select **Hide**



# HOW TO SHOW AND HIDE LEGENDS

**STEP 4:** Now the view will not have the **Furniture Class**



# HOW TO SHOW AND HIDE LEGENDS

## STEP 5: Similarly, we can hide other legends



# HOW TO SHOW AND HIDE LEGENDS

**STEP 6:** In case we want to bring all the hidden legends click on the bottom arrow and select **Show hidden data**

