

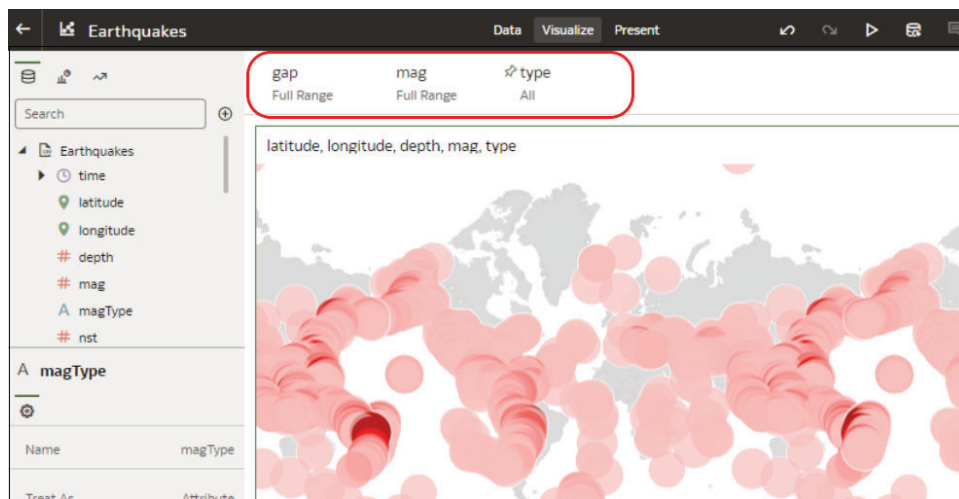
Filter Data in a Workbook

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Use filters in a workbook to limit the data that you visualize. For example, you might filter by Month and visualize data only for January, February, and March.

You can apply filters to one visualization, all visualizations in a canvas, or all canvases in a workbook.

1. On the Home page, select a workbook, click the **Actions menu**, then select **Open**.
2. Navigate to a canvas, and display the Visualize pane.
3. Use the filter bar to update existing filters.



4. To edit an existing filter, hover over the filter, then click **Menu**.

