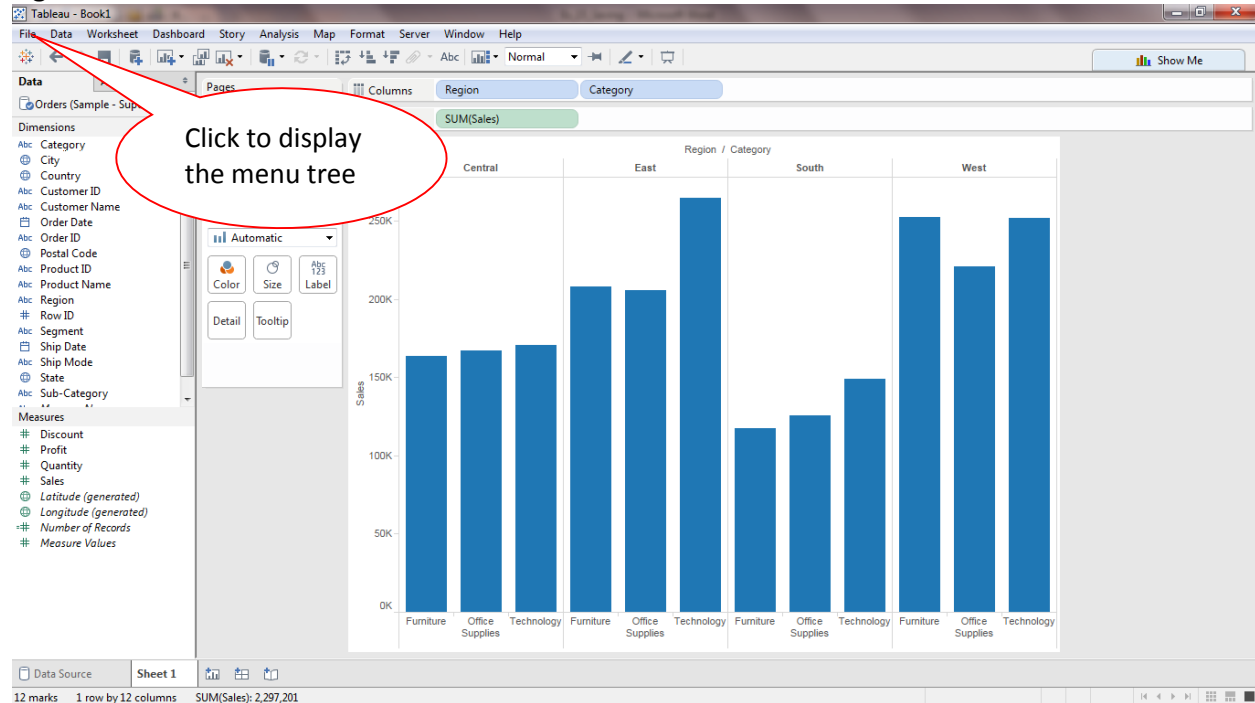


Objective: This exercise will demonstrate how to save a Tableau Workbook (.twb) as well as a Tableau Packaged Workbook (.twbx)

Tableau provides two options to save a workbook. In the first option, only the workbook can be saved (as a .twb file). In the second option, the data associated with the workbook is packaged and saved (as a .twbx file).

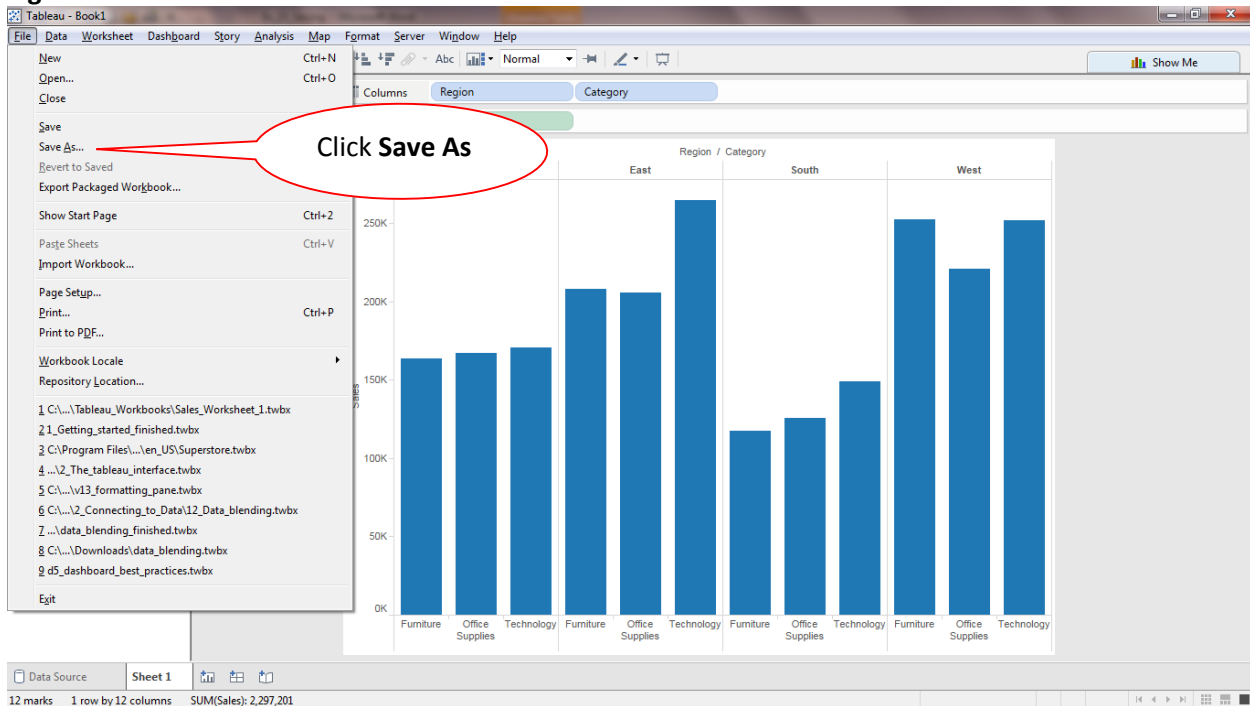
Figure 1 displays a view based on Category, Region and Sales.

Figure 1



- Click **File** on the **Menu Bar** as shown on Figure 1, which will popup the the menu tree displayed on Figure 2

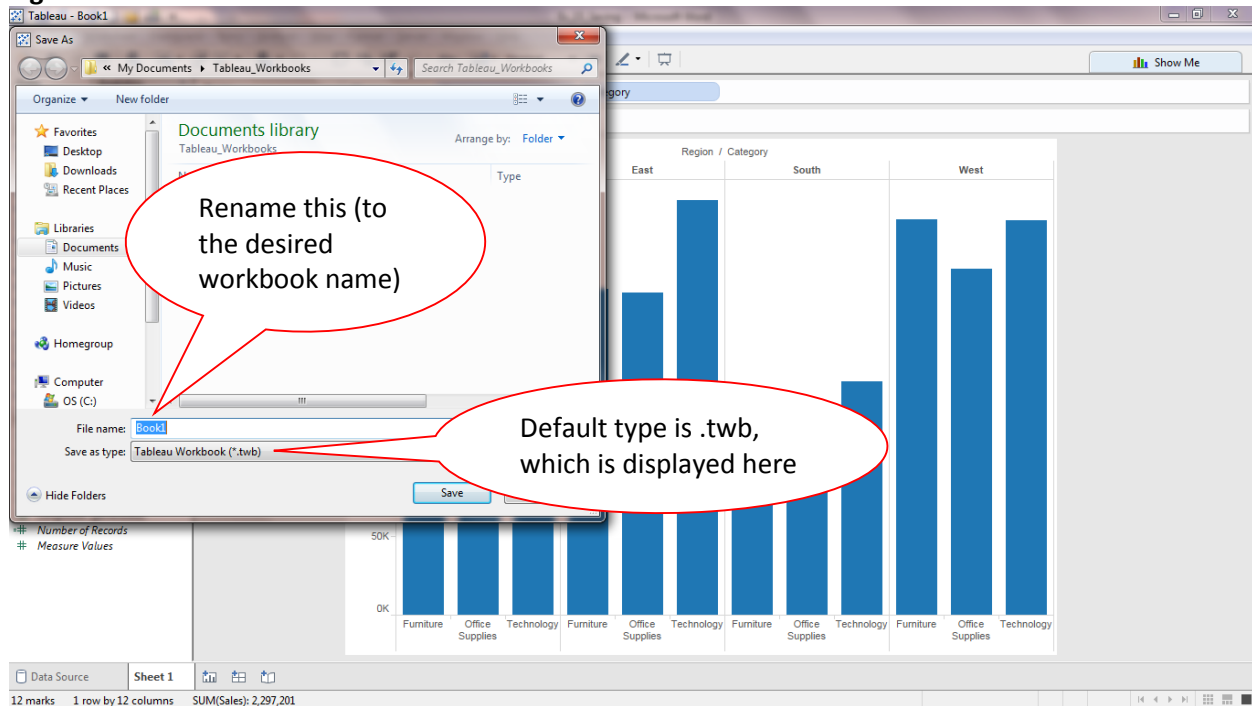
Figure 2



- Click the menu tree item **Save As** as shown on Figure 2, which will lead to the popup **Save As** window displayed on Figure 3

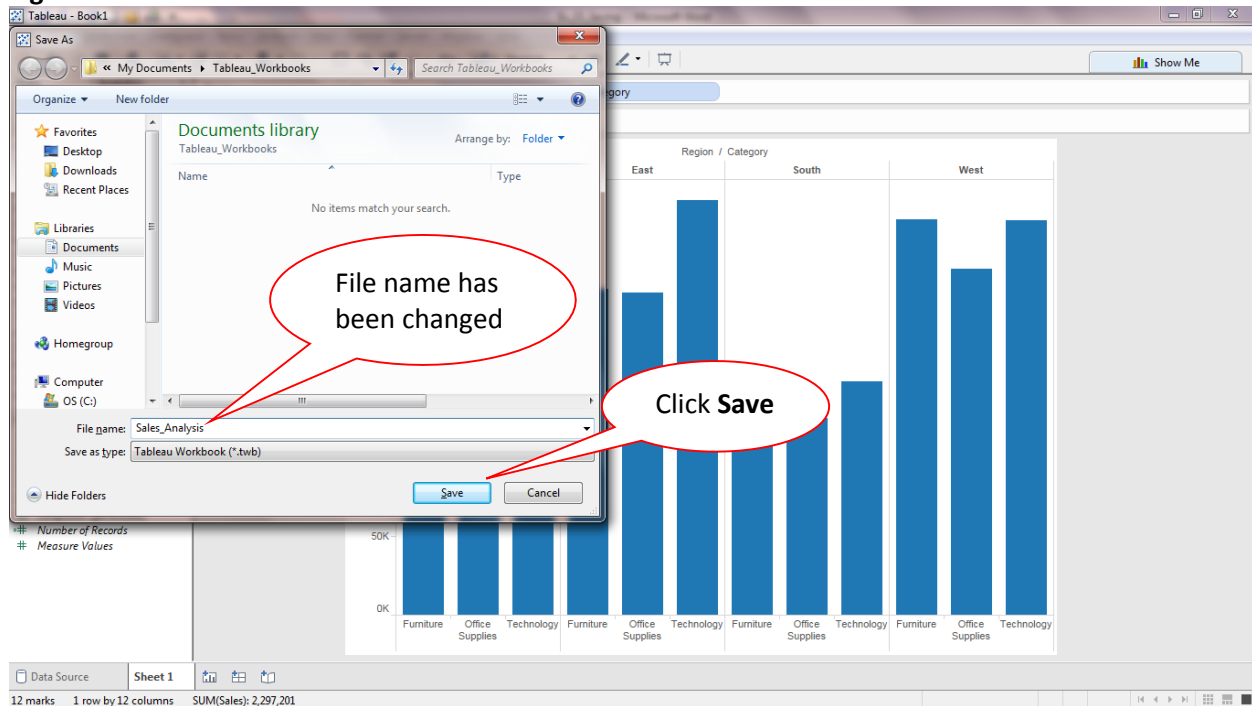
Selecting the **Save as** option will enable you to rename the default file name which is provided by the system. It will also provide the option to select the file type.

Figure 3



- Rename the default **File name** (Book1), displayed on Figure 3, to **Sales_Analysis** as shown on Figure 4

Figure 4

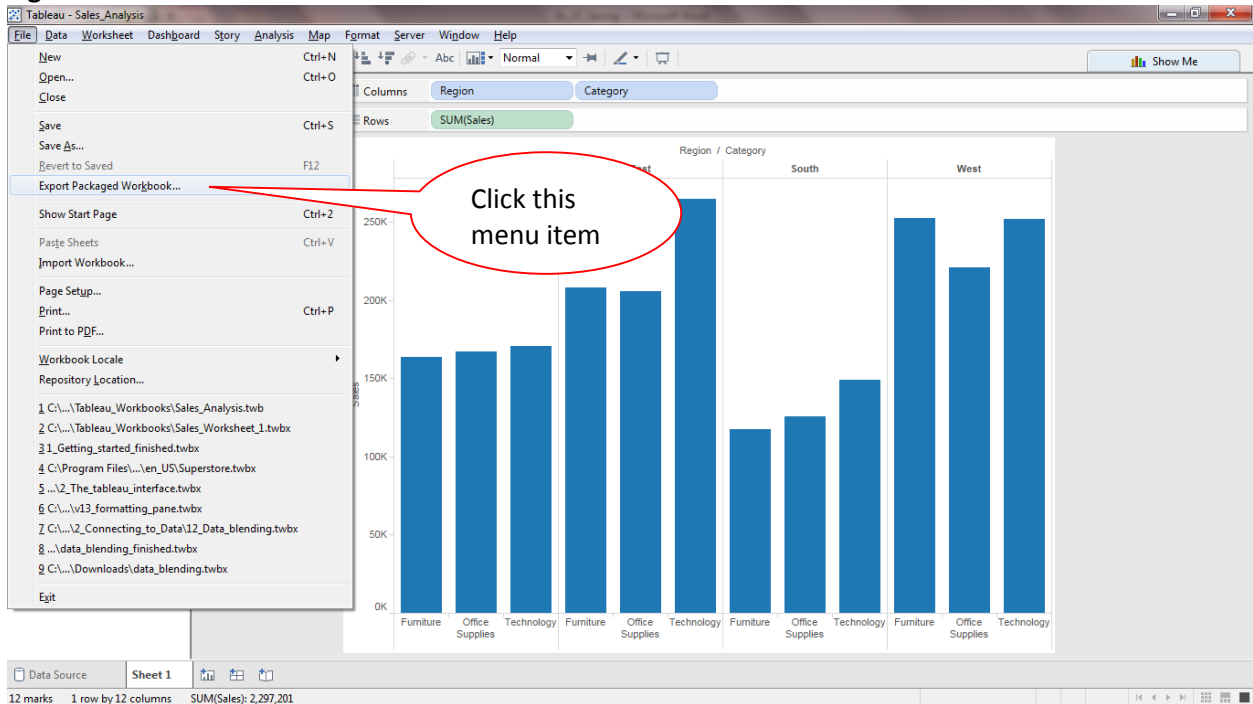


- Click **Save** as shown on Figure 4, which will save the Workbook as **Sales_Analysis.twb**

The following procedure will demonstrate how a workbook can be saved with its associated data as a .twbx file.

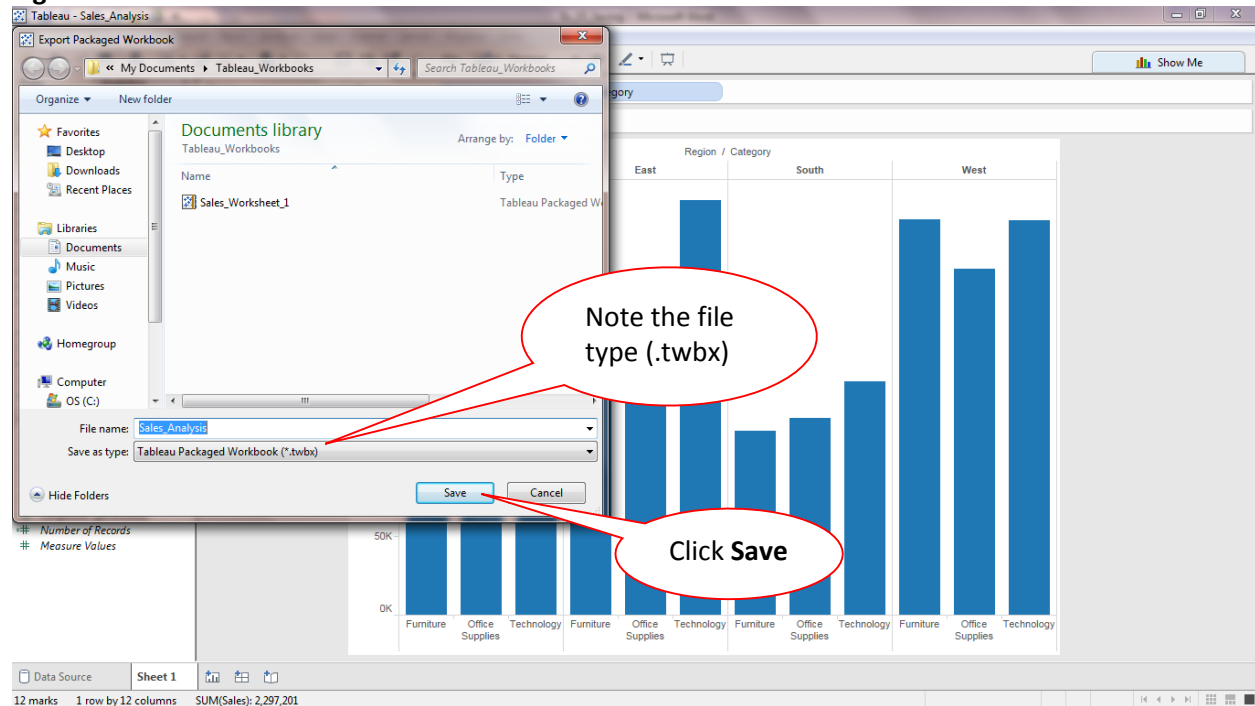
- Develop a worksheet with the following selections (which are the same as in Figure 1):
 - Rows: Sales
 - Columns: Region and Category
- Click **File** on the **Menu Bar**, which will lead to the menu tree displayed on Figure 5

Figure 5



- Click the **Export Packaged Workbook** menu tree item as shown on Figure 5, which will popup the **Export Packaged Workbook** window displayed on Figure 6

Figure 6

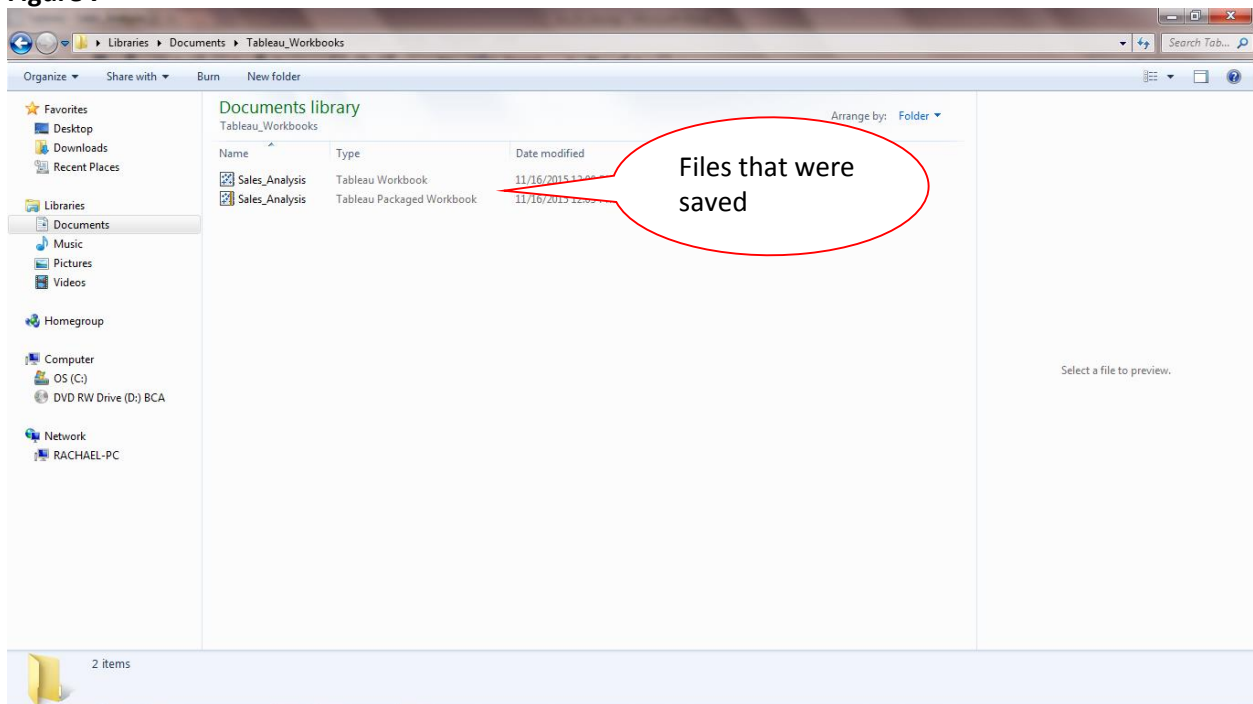


- Navigate to the desired folder where the workbook is to be saved (or accept the default location)
- Click **Save** as shown on Figure 6, which will save the Packaged Workbook (.twbx)

Navigate to the **Tableau_Workbooks** folder (where the two workbook files were saved in the previous two exercises). Figure 7 displays the folder which contains the two saved workbooks:

- Tableau Workbook (without the data)
- Tableau Packaged Workbook (with embedded data)

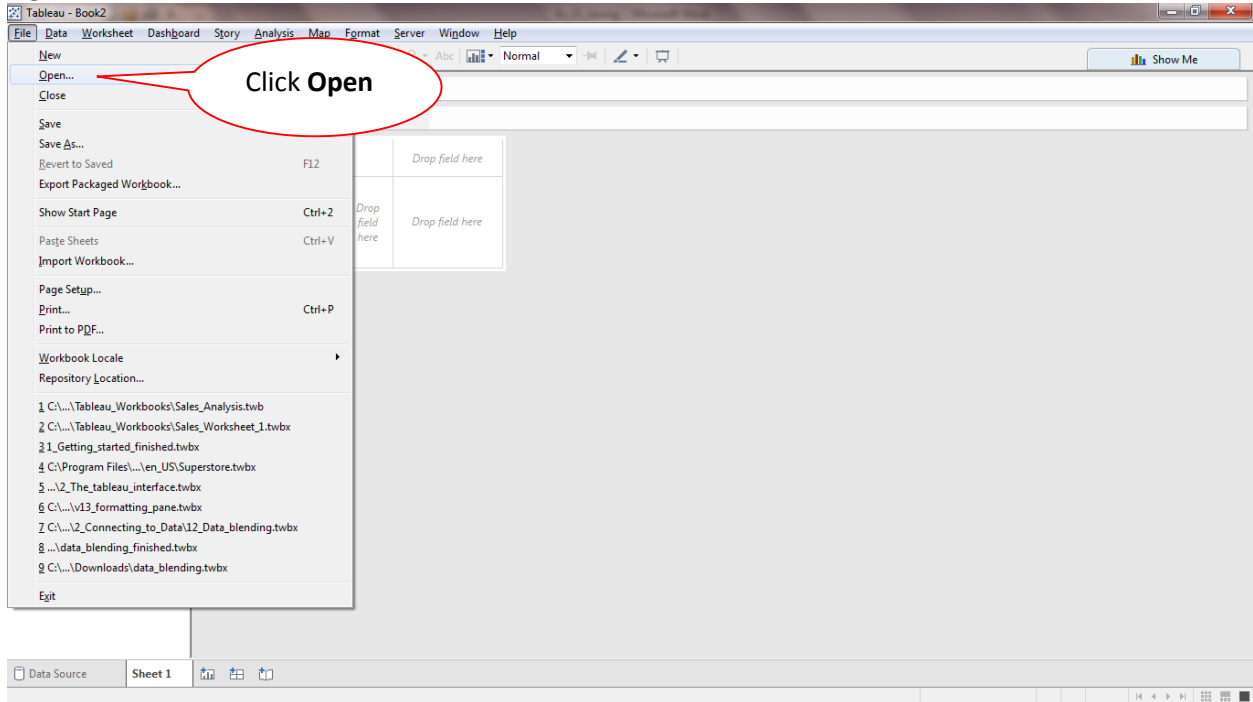
Figure 7



To open a workbook:

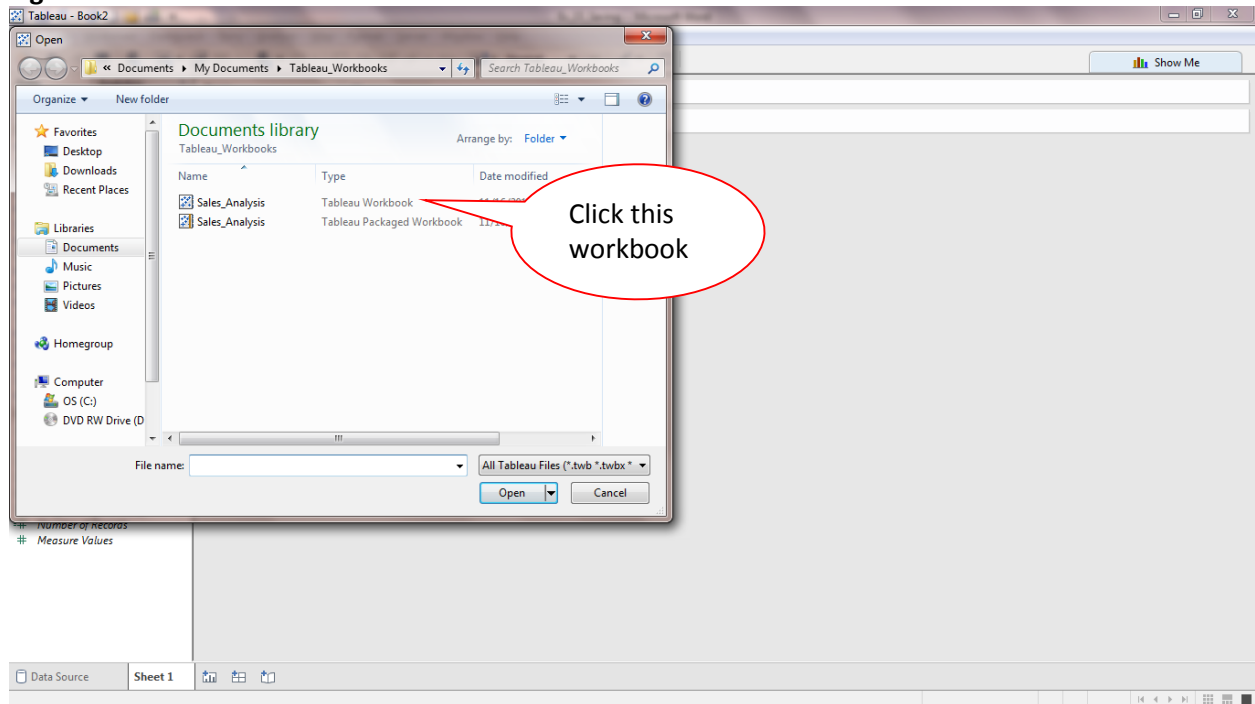
- Click the **File** menu item on the **Menu Bar**, which will display the menu tree item displayed on Figure 8

Figure 8



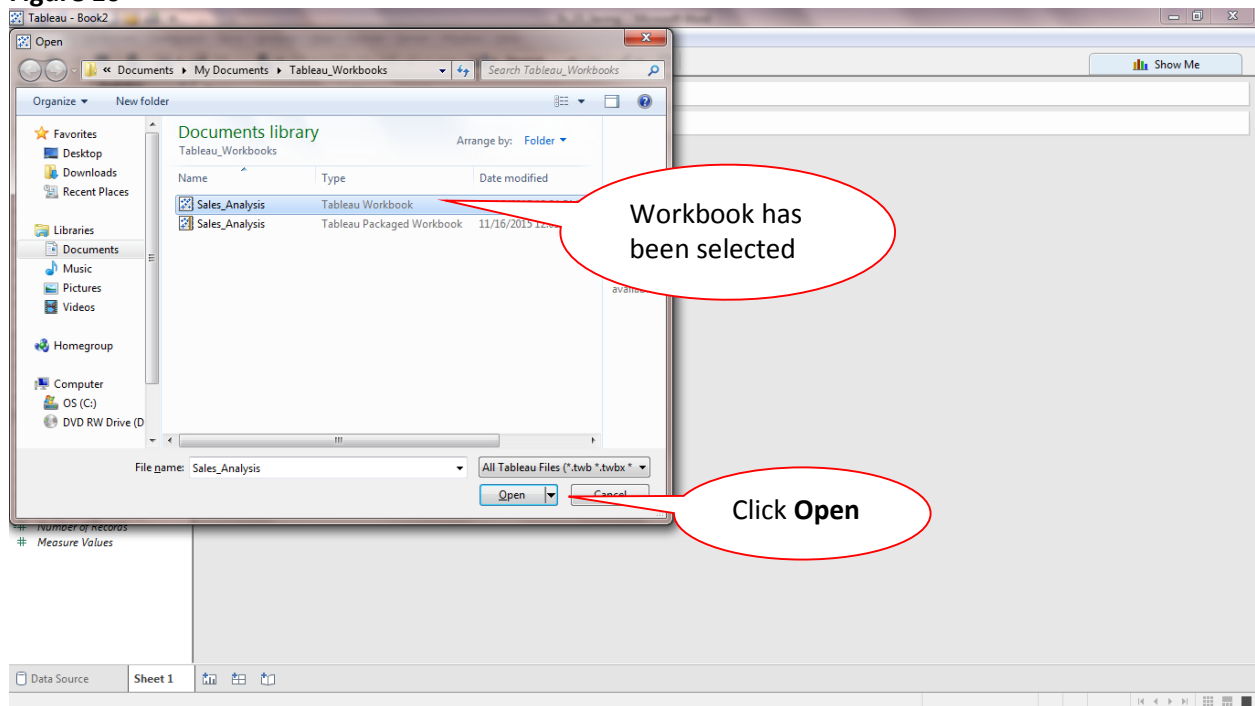
- Click **Open** as shown on Figure 8, which will popup the **Open** window displayed on Figure 9

Figure 9



- Click the workbook to be opened, **Tableau Workbook** in this case, which will highlight it as shown on Figure 10

Figure 10



- Click **Open** as shown on Figure 10, which will open the workbook