

# Tableau File Types and Folders

Version: 2020.3

Applies to: Tableau Desktop

You can save your work using several different Tableau specific file types: workbooks, bookmarks, packaged data files, data extracts, and data connection files. Each of these file types are described below. For related details, see [Save Your Work \(save\\_savework.htm\)](#).

- **Workbooks (.twb)** – Tableau workbook files have the .twb file extension. Workbooks hold one or more worksheets, plus zero or more dashboards and stories.
- **Bookmarks (.tbn)** – Tableau bookmark files have the .tbn file extension. Bookmarks contain a single worksheet and are an easy way to quickly share your work. For more information, see [Save a bookmark](#).
- **Packaged Workbooks (.twbx)** – Tableau packaged workbooks have the .twbx file extension. A packaged workbook is a single zip file that contains a workbook along with any supporting local file data and background images. This format is the best way to package your work for sharing with others who don't have access to the original data. For more information, see [Packaged Workbooks \(save\\_savework\\_packagedworkbooks.htm\)](#).
- **Extract (.hyper or .tde)** – Depending on the version the extract was created in, Tableau extract files can have either the .hyper or .tde file extension. Extract files are a local copy of a subset or entire data set

that you can use to share data with others, when you need to work offline, and improve performance. For more information, see [Extract Your Data \(extracting\\_data.htm\)](#).

- **Data Source (.tds)** – Tableau data source files have the .tds file extension. Data source files are shortcuts for quickly connecting to the original data that you use often. Data source files do not contain the actual data but rather the information necessary to connect to the actual data as well as any modifications you've made on top of the actual data such as changing default properties, creating calculated fields, adding groups, and so on. For more information, see [Save Data Sources \(export\\_connection.htm\)](#).
- **Packaged Data Source (.tdsx)** – Tableau packaged data source files have the .tdsx file extension. A packaged data source is a zip file that contains the data source file (.tds) described above as well as any local file data such as extract files (.hyper or .tde), text files, Excel files, Access files, and local cube files. Use this format to create a single file that you can then share with others who may not have access to the original data stored locally on your computer. For more information, see [Save Data Sources \(export\\_connection.htm\)](#).

These files can be saved in the associated folders in the My Tableau Repository directory, which is automatically created in your My Documents folder when you install Tableau. Your work files can also be saved in other locations, such as your desktop or a network directory.

## Changing the Repository Location

You can specify a new location for the Tableau repository if you are not using the default location in your Documents folder. For instance, if you are required to have your data on a network server instead of on your local machine, you can point Tableau at the remote repository.

1. Select **File > Repository Location**.
2. Select a new folder that will act as the new repository location in the Select a Repository dialog box.
3. Restart Tableau so that it uses the new repository.

Changing the repository location does not move the files contained in the original repository. Instead, Tableau creates a new repository where you can store your files.