

Getting Started with Tableau Public

These instructions will get you ready to use Tableau Public. You will need to use an online version of this document so you can follow the links included in it.

Tableau is a powerful and popular system for data visualization. The public version of Tableau is free of charge to everyone and contains all the features you need for this course. (Students, instructors, and university administrators may be eligible for an enhanced free version via Tableau's [academic programs](#).) Tableau Public is used in the course module *Advanced Data Visualization using Tableau*.

The instructions in this document will get you started with the Tableau system. Once you are using Tableau, you may find it helpful to refer to the [Tableau online tutorial](#).

Note: *Since the course module Data Visualization Using Spreadsheets is a prerequisite for the Tableau course module, it is assumed that all participants already have a Google account and are familiar with Google Drive.*

Step 1. Install the Tableau Public application

1. Go to the [Tableau Public download page](#).
2. Click **DOWNLOAD TABLEAU PUBLIC**, then fill in the requested information and click **DOWNLOAD THE APP**.
3. You should be redirected to a page that automatically begins downloading the installer for your corresponding operating system. (Mac users will get a DMG file, Windows users will get an EXE file.)
4. Double-click on the file that was downloaded and follow the instructions to install the application.

Step 2. Copy data files onto your computer

1. Make sure you're logged into your Google account. If you're not sure whether you are logged in, go to the [Google Accounts page](#). If there is a large sign-in box then you need to log in. If there is a Welcome message then you are already logged in and can move to the next step.
2. Click on the following link to go to the public folder containing the data files needed for this course module: [Advanced Data Visualization Using Tableau](#)
3. Download both of the files: Right-click (or control-click) on each file and select *Download*. Depending on your system, you may need to drag the downloaded file from the browser window to your computer desktop or local directory. Congratulations! You have the files you need to use Tableau.
4. Feel free to rename the downloaded files and/or place them in a convenient location on your computer's file system. *Make sure the downloaded files keep the extension .csv. Depending on the settings, some computers might automatically convert CSV files to extension .xlsx.*

Step 3. Launch Tableau Public on a file

1. Open the Tableau Public application.
2. On the left menu bar, click the *Text File* link under *Connect*, navigate to the location of the files you downloaded in Step 2, select the CSV file you wish to work with, and click *Open*. Congratulations, you're ready to visualize data using Tableau!

Important note: On some computer systems, CSV files may get reformatted as Excel. (That's almost guaranteed to happen if you open the CSV file in Excel, for example.) If your CSV data isn't loading into Tableau properly, try clicking the *Excel* link under *Connect*, instead of *Text File*.