> > > **Toolbar**

Applies to: Tableau Desktop, Tableau Online, Tableau Server

Toolbar

When you are creating or editing a view, you can use the toolbar at the top of the view to perform common actions.

In Tableau Desktop, you can hide or display the Tableau toolbar by selecting **Window** > **Show Toolbar**.

The table below explains the functions of each toolbar button. Some buttons are not available in all Tableau products.

Toolbar Button	Description
	Tableau icon: Navigates to the start page. For more information, see Start Page. **Note**: Tableau Desktop only.
←	**Undo**: Reverses the most recent action in the workbook. You can undo an unlimited number of times, back to the last time you opened the workbook, even after you have saved. For more information, see Undo and Redo.
→	**Redo**: Repeats the last action you reversed with the **Undo** button. You can redo an unlimited number of times.
💾	**Save**: In Tableau Desktop, saves the changes made to the workbook. For more information, see Save Your Work. In Tableau Server or Tableau Online, click **File** > **Save** or **File** > **Save As** to save your changes.
	New Data Source: In Tableau Desktop, opens the **Connect** pane where you can create a new connection or open a saved connection. For more information, see Connect to Your Data. In Tableau Server or Tableau Online, opens the **Connect to a Data Source** page, where you can connect to a published data source. For more information, see Connect to Published Data Sources in Web Editing.
	Pause Auto Updates: Controls whether Tableau updates the view when changes are made. Use the drop-down menu to automatically update the entire sheet or just use filters. For more information, see Refresh Data or Pause Automatic Updates.

Toolbar Button	Description
	Run Update: Runs a manual query of the data to update the view with changes when automatic updates are turned off. Use the drop-down menu to update the entire worksheet or just use filters. **Note**: Tableau Desktop only.
	New Worksheet: Creates a new blank worksheet. In Tableau Desktop or Tableau Server, use the drop-down menu to create a new worksheet, dashboard, or story. In Tableau Online, use the drop-down menu to create a new worksheet or dashboard. For more information, see Creating New Worksheets, Dashboards, and Stories.
	Duplicate: Creates a new worksheet containing the same view as the current sheet. For more information, see Duplicating Sheets.
	Clear: Clears the current worksheet. Use the drop-down menu to clear specific parts of the view such as filters, formatting, sizing, and axis ranges.
	Swap: Moves the fields on the **Rows** shelf to the **Columns** shelf and vice versa. The **Hide Empty Rows** and **Hide Empty Columns** settings are always swapped with this button.
	Sort Ascending: Applies a sort in ascending order of a selected field based on the measures in the view. For more information, see Sorting.
	Sort Descending: Applies a sort in descending order of a selected field based on the measures in the view. For more information, see Sorting.
	Totals: You can compute grand totals and subtotals for the data in a view. Select from the following options: • **Show Column Grand Totals**: Adds a row showing totals for all columns in the view. • **Show Row Grand Totals**: Adds a column showing totals for all rows in the view. • **Row Totals to Left**: Moves rows showing totals to the left of a crosstab or view. • **Column Totals to Top**: Moves columns showing totals to the top of a crosstab or view. • **Add All Subtotals**: Inserts subtotal rows and columns in the view, if you have multiple dimensions in a column or row. • **Remove All Subtotals**: Removes subtotal rows or columns. **Note**: Tableau Server and Tableau Online only. In Tableau Desktop, click **Analysis** > **Totals**. For more information, see Show Grand Totals.
	Highlight: Turn on highlighting for the selected sheet. Use the options on the drop-down menu to define how values are highlighted. For more information, see Highlight Toolbar Button.

Toolbar Button	Description
	Group Members: Creates a group by combining selected values. When multiple dimensions are selected, use the drop-down menu to specify whether to group on a specific dimension or across all dimensions. For more information, see Groups. **Note**: Tableau Desktop only. In Tableau Server and Tableau Online, create groups using the **Group Members** button on the tooltip.
	Show Mark Labels: Switches between showing and hiding mark labels for the current sheet. For more information, see Mark Labels.
	Fix Axes: switches between a locked axis that only shows a specific range and a dynamic axis that adjusts the range based on the minimum and maximum values in the view. For more information, see Edit Axes. **Note**: Tableau Desktop only.
	Format Workbook: Open the **Format Workbook** pane to change how fonts and titles look in every view in a workbook by specifying format settings at the workbook level instead of at the worksheet level. **Note**: Tableau Server and Tableau Online only. In Tableau Desktop, click **Format > Workbook**. For more information, see Format at the Workbook Level.
	Fit: Specifies how the view should be sized within the window. Select Standard, Fit Width, Fit Height, or Entire View. The **Cell Size** commands have different effects depending on the type of visualization. To access the **Cell Size** menu in Tableau Desktop click **Format > Cell Size**.
	Show/Hide Cards: Shows and hides specific cards in a worksheet. Select each card that you want to hide or show on the drop-down menu. In Tableau Server and Tableau Online, you can show and hide cards for the **Title**, **Caption**, **Filter** and **Highlighter** only.
	Presentation Mode: Switches between showing and hiding everything except the view (i.e., shelves, toolbar, **Data** pane). For more information, see Reorganizing the Workspace. **Note**: Tableau Desktop only.

Toolbar Button	Description
	Download: Use the options under **Download** to capture parts of your view for use in other applications. • **Image**: Displays the view, dashboard, or story as an image in a new browser tab. • **Data**: Displays the data from the view in a new browser window with two tabs: **Summary**, showing aggregated data for the fields shown in the view, and **Underlying**, showing underlying data for the selected marks in the visualization. If the new window does not open, you may need to disable your browser's popup blocker. • **Crosstab**: Saves the underlying data for the selected marks in the visualization to a CSV (comma-separated values) file which can then be opened in Microsoft Excel. • **PDF**: Opens the current view as a PDF in a new browser window. From there you can save it to a file. If the new window does not open, you may need to disable your browser's pop-up blocker. **Note**: Tableau Server and Tableau Online only.
	Share Workbook With Others: Publish your workbook to Tableau Server or Tableau Online. For more information, see Simple Steps to Share a Workbook. **Note**: Tableau Desktop only.
Show Me	**Show Me**: Helps you choose a view type by highlighting view types that work best with the field types in your data. An orange outline shows around the recommended chart type that is the best match for your data. For more information, see Show Me.