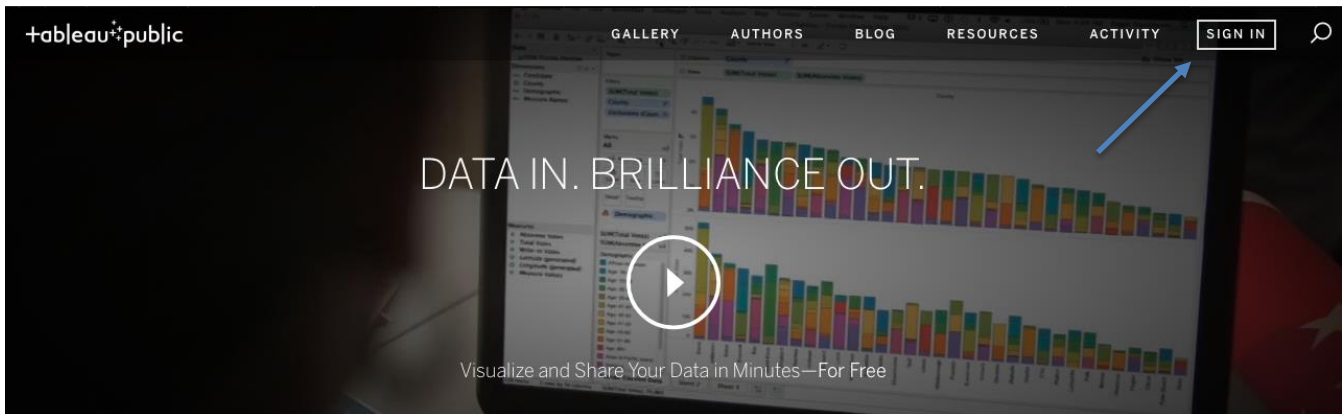


# How to Publish to Tableau Public

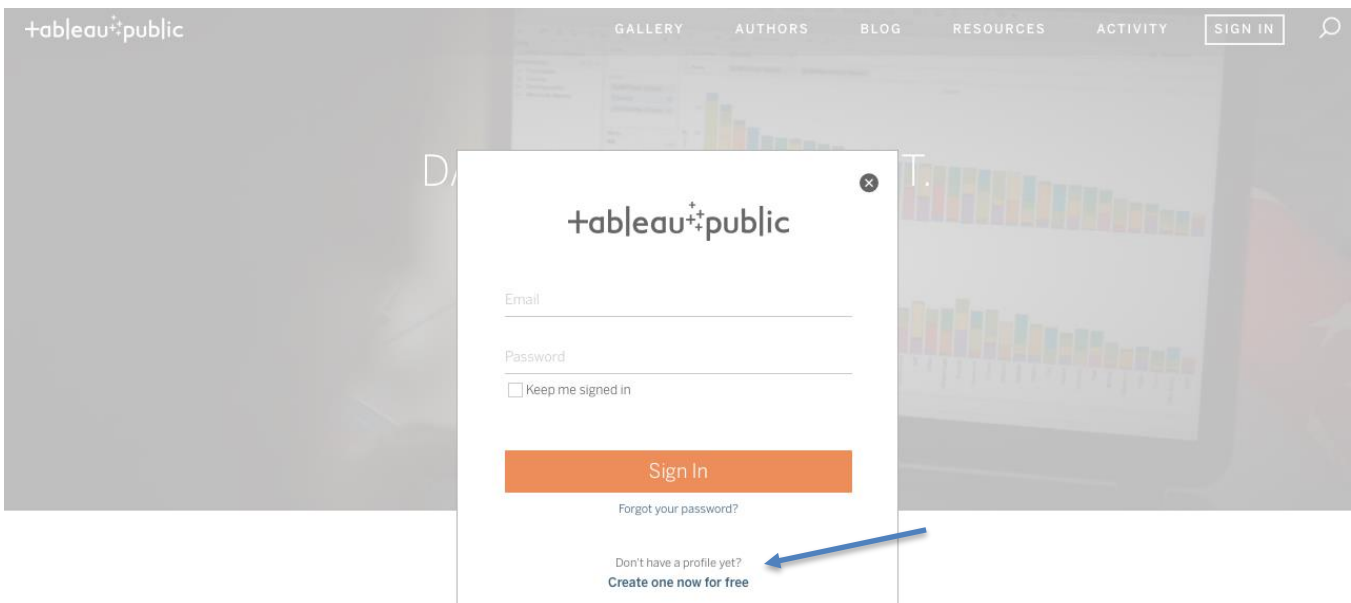
Professor John Sokol

## Tableau Public:

- Free service that lets anyone publish their Tableau workbooks to the web. Workbooks are uploaded to the user's Tableau public page, then the workbooks can be linked to webpages and blogs.
- How to create a Tableau Public profile:
  - Visit <https://public.tableau.com/en-us/s/>
  - Click on 'SIGN IN' at the top right corner of the Tableau Public homepage.



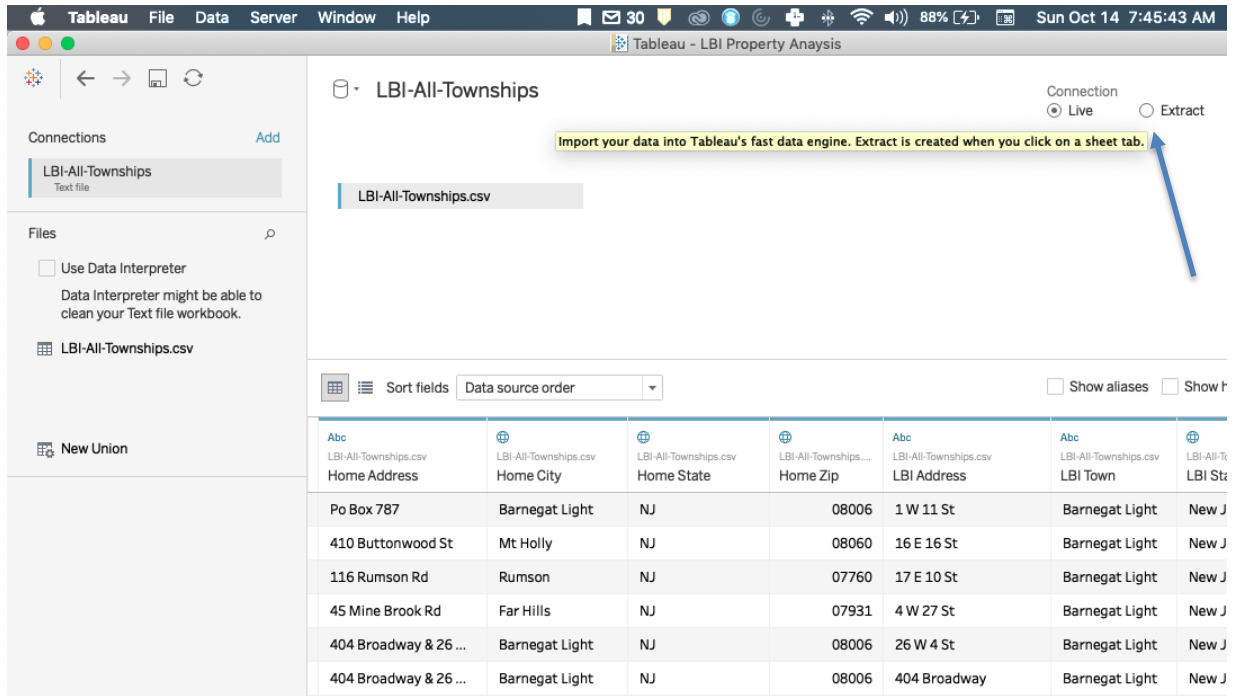
- Create a new profile at the bottom of the login prompt.



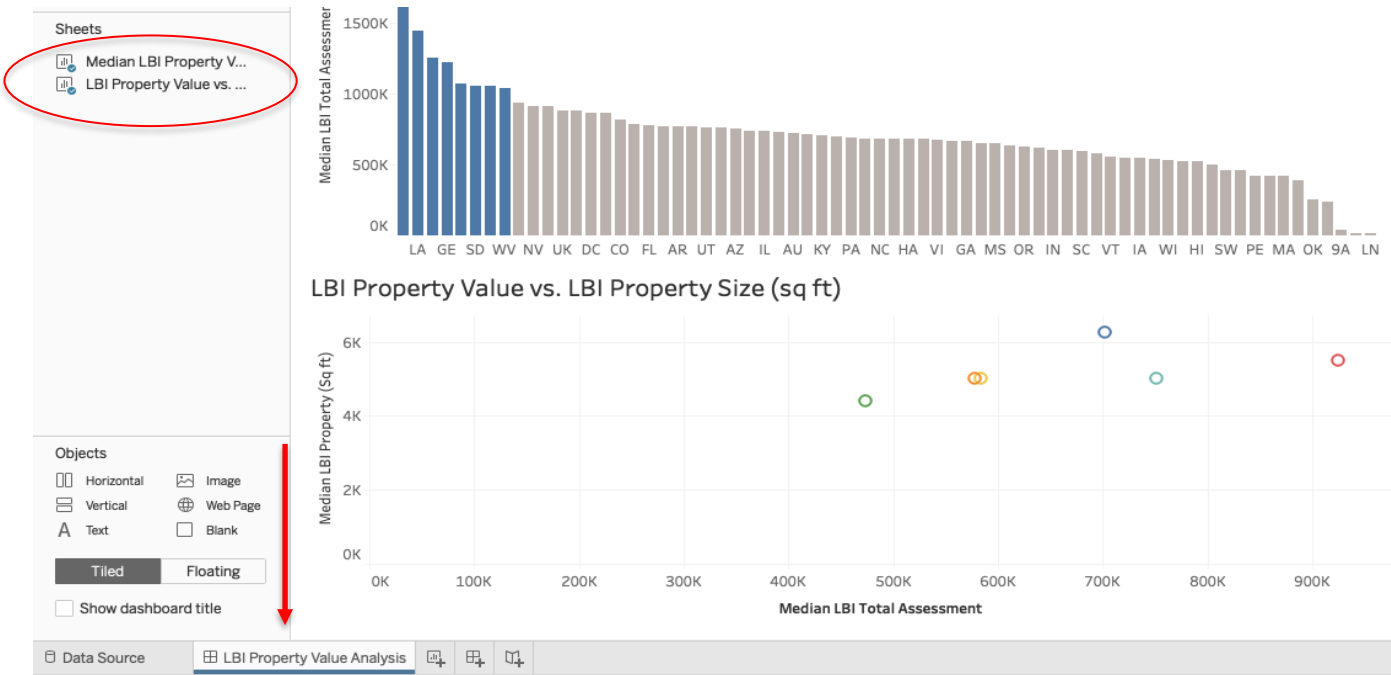
## Workbook prerequisites:

- Launch Tableau with the workbook you want to upload to Tableau Public.

- Go to the Data Sources tab; change the data connection from 'Live' to 'Extract' at the top right corner of the screen.

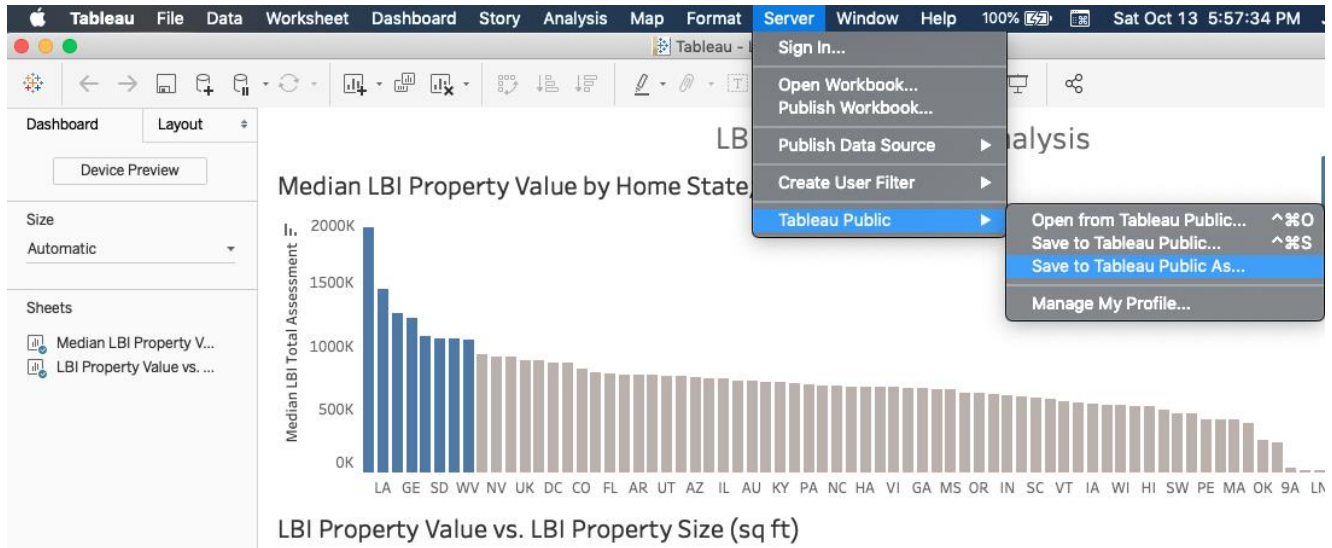


- Ensure all worksheets are hidden; only the dashboard(s) should be visible. Employ succinct and descriptive naming to each dashboard.

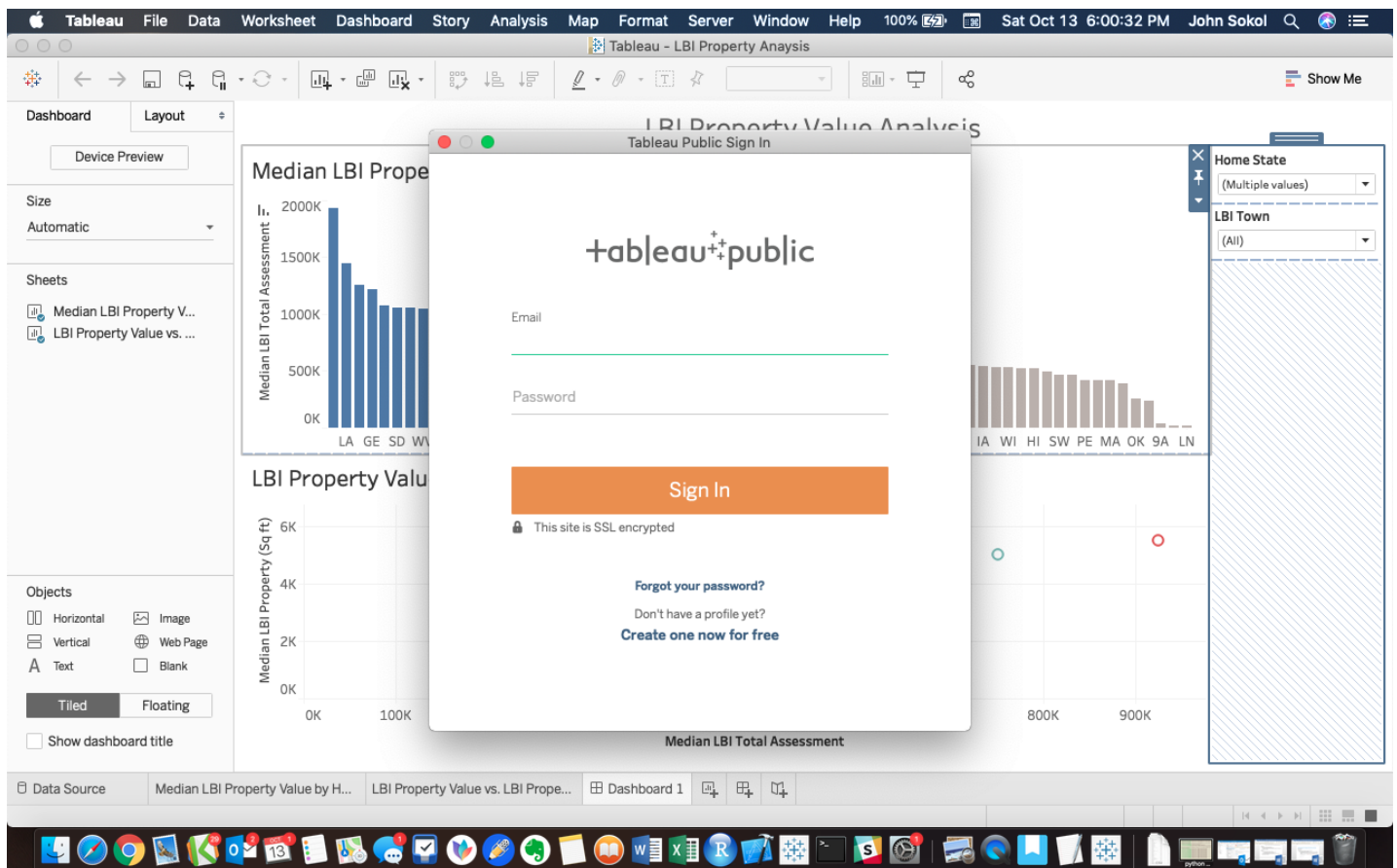


**Publish the workbook:**

- Click on the 'Server' tab.
- Click the 'Tableau Public' option.
- Save to Tableau Public As...



- Sign in to your Tableau Public account



- Ensure workbook name is succinct and descriptive, then click save.

The screenshot shows a dialog box titled "Save Workbook to Tableau Public" with a close button (X) in the top right corner. Below the title is a "Workbook Title" label and a text input field containing "LBI Property Anaysis". At the bottom of the dialog are two buttons: "Cancel" and "Save".

- Edit the details of the dashboard by adding a description about the significance of the data and how the visualization tells a story.

The screenshot shows the "tableau public" dashboard settings page. The title is "LBI Property Anaysis". Below the title is a note: "Make sure your viz has a good title so people don't pass it by when they're browsing Tableau Public." There are fields for "Permalink" (with a placeholder "Add URL"), "Inspiration" (with a placeholder "Add URL to a Tableau Public viz or author profile"), and "Description" (with the text "LBI Property Anaysis" and a note "A great description can really improve your search results ranking."). There are also checkboxes for "Toolbar Settings" (Show view controls Undo, Redo, Revert; Show author profile link; Allow workbook and its data to be downloaded by others) and "Other Settings" (Show workbook sheets as tabs). At the bottom are "Cancel" and "Save" buttons.