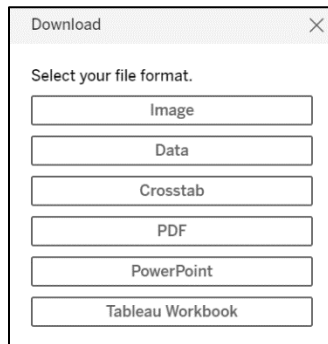



How to export a CSV (Excel) file from Tableau



Unfortunately, exporting data to a CSV (Excel) file from a dashboard can be more complicated than it needs to be. This document describes a few steps one needs to take to download a CSV file.


Step 1: Click  **Download** in the navigation bar located at the bottom of a dashboard. Note – the button is located in the right upper corner of a dashboard in a secure log-in server.

Step 2: Click *Data* or *Crosstab*.

- *Data* generates a data file in a web browser. If you are authorized to download the data, you will see a link labeled [Download all rows as a text file](#), which generates a CSV (Excel) file when clicked. The data is in a tabular format and looks different from what you see in the dashboard. This is the format used behind the dashboard, but you may find it difficult to interpret.
- *Crosstab* generates a CSV (Excel) file. Unlike the *Data* button, *Crosstab* will retain the format you see in the dashboard. **Therefore, we recommend using *Crosstab*.**

What if *Data* and *Crosstab* are greyed out?

Sometimes *Data* and *Crosstab* options are greyed out and unavailable. This happens because many dashboards contain more than one graph or table, and the software does not know which one you want to download. Even if there is only one table in a given dashboard, the software does not assume that's the table you need to export.

- To activate the *Data* and *Crosstab* options, click a blank space on a dashboard (see image right). Click  **Download**

		Female	Male	Non-binary	Grand Total
		Total	Total	Total	
American Indian	Total	14	6		20
Asian	Total	1,479	1,534		3,013
Black	Total	487	305	1	793
Hispanic	Total	9,725	6,292	8	16,025

again and you should see *Data* and *Crosstab* became available.

- If you click a part of a graph or a single cell of a table, *Data* will generate only the part you clicked and highlighted, whereas *Crosstab* will generate all the data in the worksheet. **Again, we recommend using *Crosstab*.**

		Female	Male	Non-binary	Grand Total
		Total	Total	Total	
American Indian	Total	14	6		20
Asian	Total	1,479	1,534		3,013
Black	Total	487	305	1	793