HOW TO NAVIGATE

Many of the pages on our website use Tableau to display data and allow for interaction and customization of views by the user.

We have included a few tips and tricks to help you make the most of your experience with Tableau.

How to Use Filters in a Tableau Visualization

Almost every visualization allows you to filter the data to make it more relevant to you. Below are a few tips for working with these tools.

Drop-Down Menus

- Many of the visualizations contain drop-down menus which act as data filters. You can click it and change the selection to make the data reflect your desired filter.
- Some drop-down menus allow you to make multiple selections. Here's how to do this:

1. Click the (All) checkbox to de-select every labor market region.
2. Click the checkboxes next to each region you are interested in viewing
   *(Note: you can use the text search box below the (All) to find options more quickly, see **Text Search** below).*

Text Search

- Text searches within Tableau match the text you type into the search box. It will not show words that are closely related. Therefore, use shorter keywords such as "Mohawk" (instead of "Mohawk Valley").

How to Sort a Data Table in a Tableau Visualization

You may want to sort a table differently than the default sort order. This can be accomplished by following the steps below:

New York State Employment and Wages for Architecture and Engineering Occupations
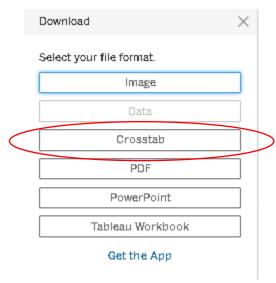
Occupational Title	Entry Wage	Mean Wage	Median Wage	Experience Wage
Computer Hardware Engineers	$81,598	$129,077	$125,021	$152,817
Nuclear Engineers	$85,559	$124,340	$122,966	$143,730
Aerospace Engineers	$77,383	$114,309	$109,330	$132,771
Civil Engineers	$67,571	$107,347	$95,722	$127,235
Electrical Engineers	$71,649	$107,211	$103,555	$124,993
Architects, Except Landscape and Naval	$64,973	$103,709	$93,221	$123,079
Biomedical Engineers	$66,829	$103,432	$100,260	$121,733
Marine Engineers and Naval Architects	$69,080	$103,896	$95,528	$121,304
Electronics Engineers, Except Computer	$71,848	$104,601	$98,343	$120,978

1. Hover your mouse cursor over the column header so the sort icon appears. In this case, we hovered over the "Experience Wage" column header
2. Click the sort icon. The table will re-order by that column.
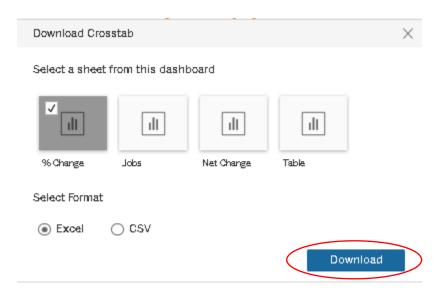3. If you would rather sort the selected column low-to-high, click the sort icon again.

How to Download the Data as an Excel for .CSV File

After applying the desired filters, follow the steps below:

1. Select the download button ⬇ located in the bottom right-hand corner of the dashboard.
2. Choose the "Crosstab" button

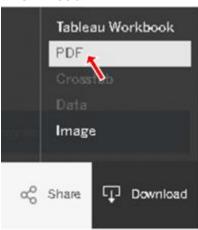3. Select the sheet and data format (Excel or CSV)
4. Click the "Download" button

How to Download data in other Formats

1. Select the download button ⬇ located in the bottom right-hand corner of the dashboard.
2. Choose one of the following options:
    a. **Image**: Downloads an image of the view in .png format.
    b. **PDF**: Downloads the file as a PDF.
    c. **PowerPoint:** Downloads the file as a PowerPoint presentation.
    d. **Tableau Workbook:** Download the entire visualization as a Tableau Workbook.

How to Print a Tableau Visualization

If you attempt to print a webpage with a Tableau visualization embedded on it, there will be a blank space on the page where the visualization should be. Here are three workarounds for this issue:

1. **Download ⟶ PDF**

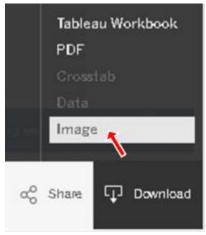1. Click the Download button, located in the bottom right corner of the visualization.
2. Click PDF.
3. Change settings as desired and then click Download.
4. Once the window stating, "The PDF has been generated." appears, click Download again.
5. Print the PDF that you downloaded.
   Note: If there is a table in the visualization you're trying to print, this PDF method will always show the top portion of the table. If you wish to show the portion of the table you scrolled down to, use either the Download → Image or Print Screen workarounds which are detailed below.

2. **Download $\longrightarrow$ Image (this will create a .png picture file of the visualization)**

1. Click the Download button in the bottom right corner of the visualization.
2. Click Image.
3. Once the window stating, "The image has been generated." appears, click Download.
4. Print the .png file that you downloaded.

3. **Print-Screen**

   1. Scroll to the portion of the webpage that you would like to print.
   2. Hold down Alt, and press PrtScn to copy the contents of the web browser window (Command-Shift-4 on Mac OS).
      ○ Alternative: Use the Snipping Tool in Windows, or the Grab tool in Mac OS.
   3. Paste (Ctrl-V in Windows, Command-V in Mac OS) the screenshot into an image editor or document software program.
   4. Print the screenshot using the print menu of the selected software program you pasted the image into.

How to Share Customized Versions of Tableau Visualizations

Tableau offers the ability to share a link to customized visualization. The link will bring the user to a webpage that has the visualization with the changes that you made to it. In addition, the data within the custom visualization that you created will automatically update with current data when new data is available. You won't have to recreate your visualization with each new data release.
The steps to accomplish this are as follows:

1. Customize the visualization by selecting the desired filters.

2. Click the Share button in the bottom right corner of the visualization.
3. Make sure "Current View" is selected.
4. Select method you would like to use to share the visualization.

Note: Make sure that 'Current View' is selected in the menu above so that the link you share is relative to the visualization that you created.