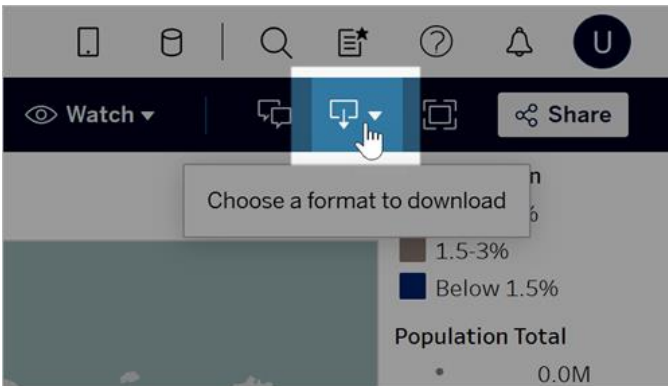**1.** When downloading from a dashboard, first click on the specific area with data you want.

2. At the bottom, click the download button ⬇.

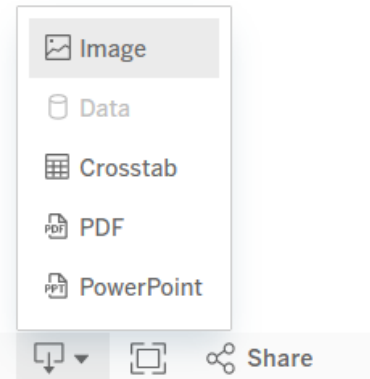**3.** Choose a format to download

Image: Downloads an image of the view in .png format. Any filters, parameters, or selections currently applied in Tableau are reflected in the downloaded image.

Data: Not available because the raw data are not shared publicly.

Crosstab: Opens a dialog window to select download options. If viewing a dashboard, select a sheet from the dashboard to download. Under Select Format, select .csv or Microsoft Excel .xlsx.

Any filters, parameters, or selections currently applied in Tableau are reflected in the downloaded crosstab.

PDF: Opens a dialog window to select download options. Under Include, select the the part of the workbook you want to download. Select this view, specific sheets from a workbook or dashboard, or select all. Select Scaling to control the image's appearance on the PDF. Select Paper Size and Orientation.

If you're downloading a dashboard to PDF format, web page objects aren't included.

PowerPoint: Downloads selected sheets as images on individual slides in a PowerPoint presentation. For untabbed views, you can select only currently visible content. However, hidden sheets visible in a dashboard can be selected if you choose Specific sheets from this workbook. If you select a story sheet, all story points export as separate slides.

Any filters, parameters, or selections currently applied in Tableau are reflected in the exported presentation. The generated PowerPoint file includes a title slide with the name of your workbook and the date the file was generated. The title is a hyperlink that opens the workbook in Tableau Cloud or Tableau Server.