

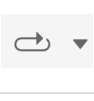


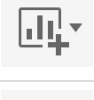
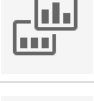
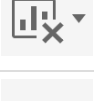













Web Authoring Toolbar Reference - SKY Analytics

Last Modified on 08/04/2025 9:47 am CDT

When creating or editing a workbook, use the toolbar at the top of the view to perform common actions in Analytics.

	Undo – Reverse the most recent action in the workbook. Reverse an unlimited number of times back to the last time the workbook opened, even after saving.
	Redo – Repeat the last action reversed with Undo an unlimited number of times.
	Replay Animation – For dashboards with animations, select this button to replay the animation. Choose the speed from the drop-down.
	New Data Source – Open the <i>Connect to a Data Source</i> page to connect to a published data source.
	Pause Auto Updates – Control view updates when changes are made. Use the drop-down menu to automatically update the entire sheet or use the filters.
	New Worksheet – Create a new blank worksheet. Use the drop-down menu to create a new worksheet, dashboard, or story.
	Duplicate – Create a new worksheet containing the same view as the current sheet.
	Clear – Clear the current worksheet. Use the drop-down menu to clear specific parts of the view such as filters, formatting, sizing, and axis ranges.
	Swap – Move the fields on the <i>Rows</i> shelf to the <i>Columns</i> shelf and vice versa. The <i>Hide Empty Rows</i> and <i>Hide Empty Columns</i> settings are always swapped as well.
	Sort Ascending – Sort a selected field in ascending order based on <i>Measures</i> in the view.
	Sort Descending – Sort a selected field in descending order based on <i>Measures</i> in the view.
	Totals - Compute Grand Totals and Subtotals for the data in a view. Options include <i>Show Row Grand Totals</i> , <i>Show Column Grand Totals</i> , <i>Row Totals to Left</i> , <i>Column Totals to Top</i> , <i>Add All Subtotals</i> , and <i>Remove All Subtotals</i> .
	Highlight – Turn on highlighting for the selected sheet. Use the options on the drop-down menu to define how values are highlighted.

	Show Mark Labels - Switch between showing and hiding <i>Mark</i> labels for the current sheet.
	Format Workbook – Open the <i>Format Workbook</i> pane to change how fonts and titles look in every view in a workbook by specifying format settings at the workbook level.
	Fit – Specify the view size within the window. Select <i>Standard</i> , <i>Fit Width</i> , <i>Fit Height</i> , or <i>Entire View</i> . Note: This menu is not available in geographic map views.
	Show/Hide Cards – Show/hide specific cards in a worksheet. Select each card to hide or display from the drop-down menu (<i>Title</i> , <i>Caption</i> , <i>Filter</i> , and <i>Highlighter</i> only).
	Download – Use options to capture parts of the view for use in other applications. <ul style="list-style-type: none"> • Image – Display the view, dashboard, or story as a PNG file (image) in a new browser tab. • Data – Display the data from the view in a new browser window with two tabs. The <i>Summary</i> tab shows aggregated data for the fields shown in the view and the <i>Full Data</i> tab shows all data for the visualization. Download the data as a comma-separated value (CSV) file. Note: When downloading from a dashboard, first select the specific sheet with data needed. • Crosstab – This opens a dialog window to select download options. If viewing a dashboard, select a sheet from the dashboard to download. Under <i>Select Format</i>, choose CSV or <i>Excel</i> then select Download. Notes: For dashboards, all sheets will be listed including hidden sheets. Any filters, parameters, or selections currently applied in Tableau are reflected in the downloaded crosstab. Do not select if the title begins with a question mark. • PDF – Open the current view as a PDF in a new window. Choose to include <i>This View</i>, <i>Specific sheets from this dashboard</i>, or <i>Specific sheets from this workbook</i>. Save to a file if needed. Note: If a new window does not open, disable the browser's pop-up blocker. • PowerPoint – Download the current view or specific sheets from the current dashboard or current workbook into two PowerPoint slides. The first slide is the title slide and the second is an image of the current view or sheet of the dashboard or worksheet selected. • Tableau Workbook – Choose the <i>Version</i> from the drop-down then select Download. If downgrading the workbook to a previous version, some functionality may be lost.
	Show Me – Creates a visualization based on the fields used in the view. The view currently being used is indicated by an orange outline and other recommended chart types are highlighted. Chart types that are not compatible with the current data are grayed out.