

Instructions to download and install Tableau Reader

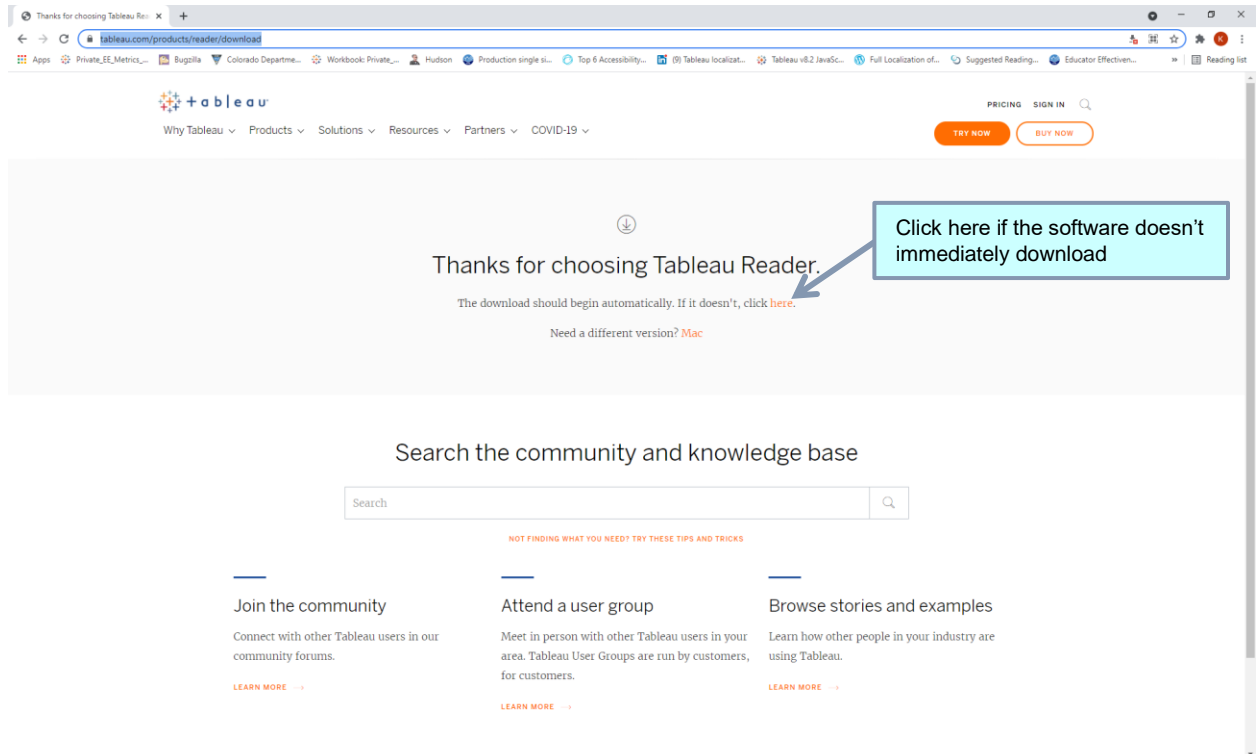
Installing the Software

Tableau Reader is free software provided by Tableau to view Tableau workbooks.

Important note: You will need administrative rights to install this software. If you do not have administrative rights on your computer, you will need to work with your IT department to install the software on your computer for you.

Here are the steps to download and install Tableau Reader

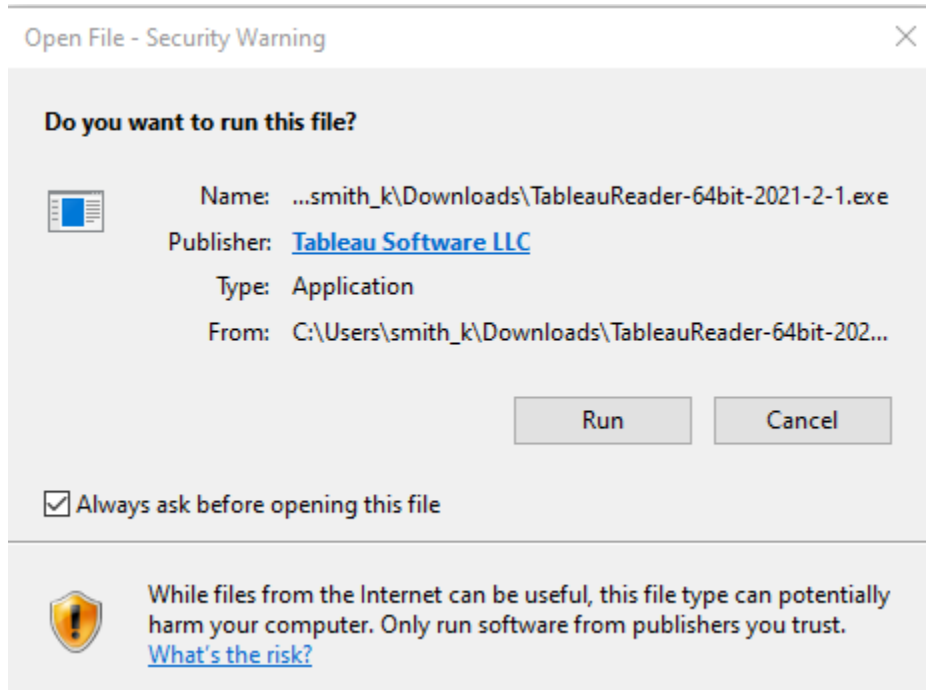
1. Download the free Tableau Reader from the following link:
<https://www.tableau.com/products/reader/download>
 - a. The download should start automatically, but if doesn't please click the orange here in the middle of the screen. Please see screen shot below:



2. Once the download is complete, you will want to click on the .exe file. Depending on the browser you are using the .exe file may be in different locations.
 - a. Google Chrome: The TableauReader-64-2021-2-1.exe file download should appear in the lower left as the file is being downloaded. When the download is complete, click the up arrow next to the TableauReader-64-2021-2-1.exe file and select open.
 - b. Microsoft Edge: The TableauReader-64-2021-2-1.exe file download will display in the upper right and you can select open file when the download completes.
 - c. For other browsers: Please look for the TableauReader-64-2021-2-1.exe file in your download folder and double click it to start the installation.

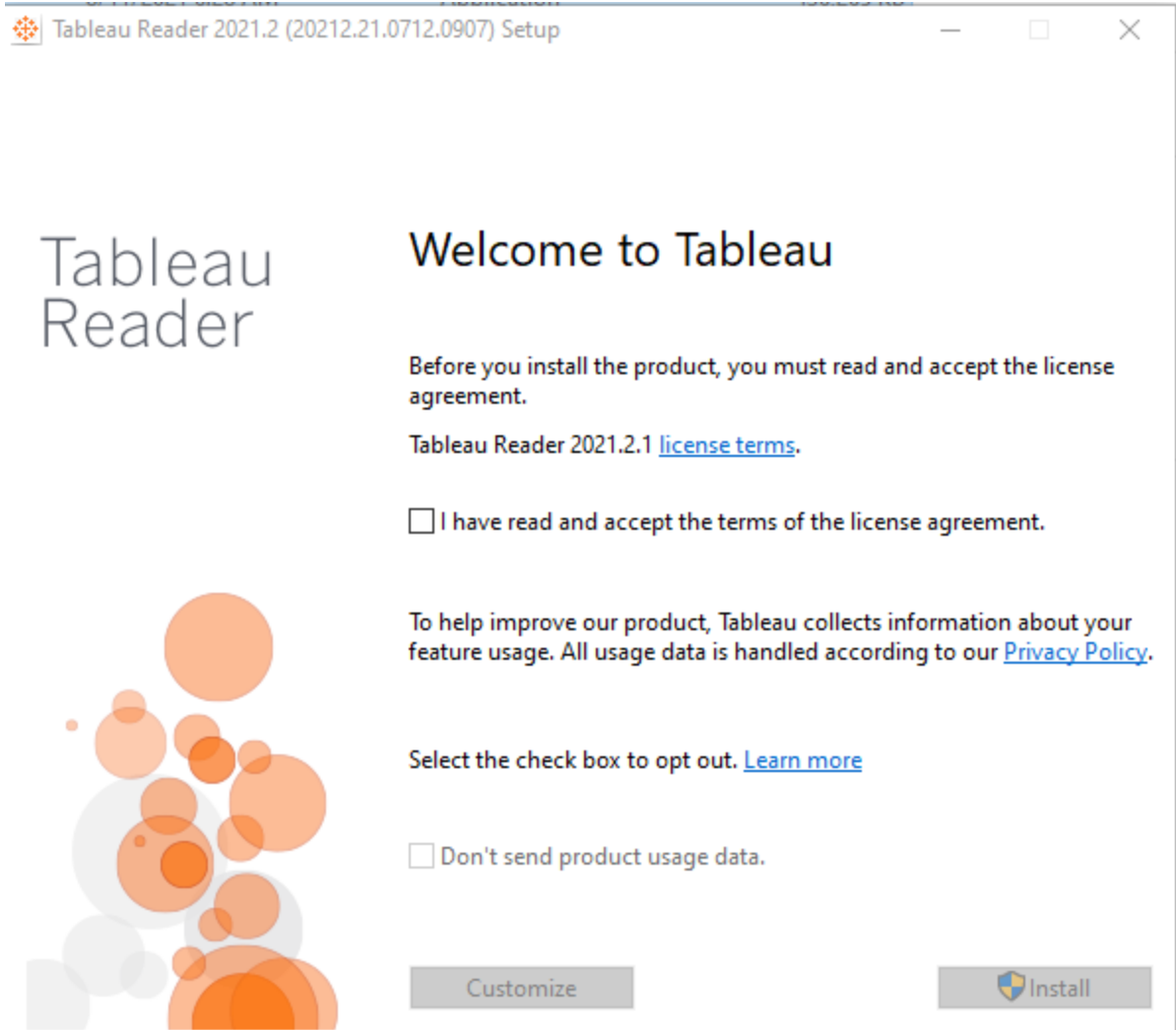
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3. In my installation, I was prompted with the below security warning and I selected the run option:



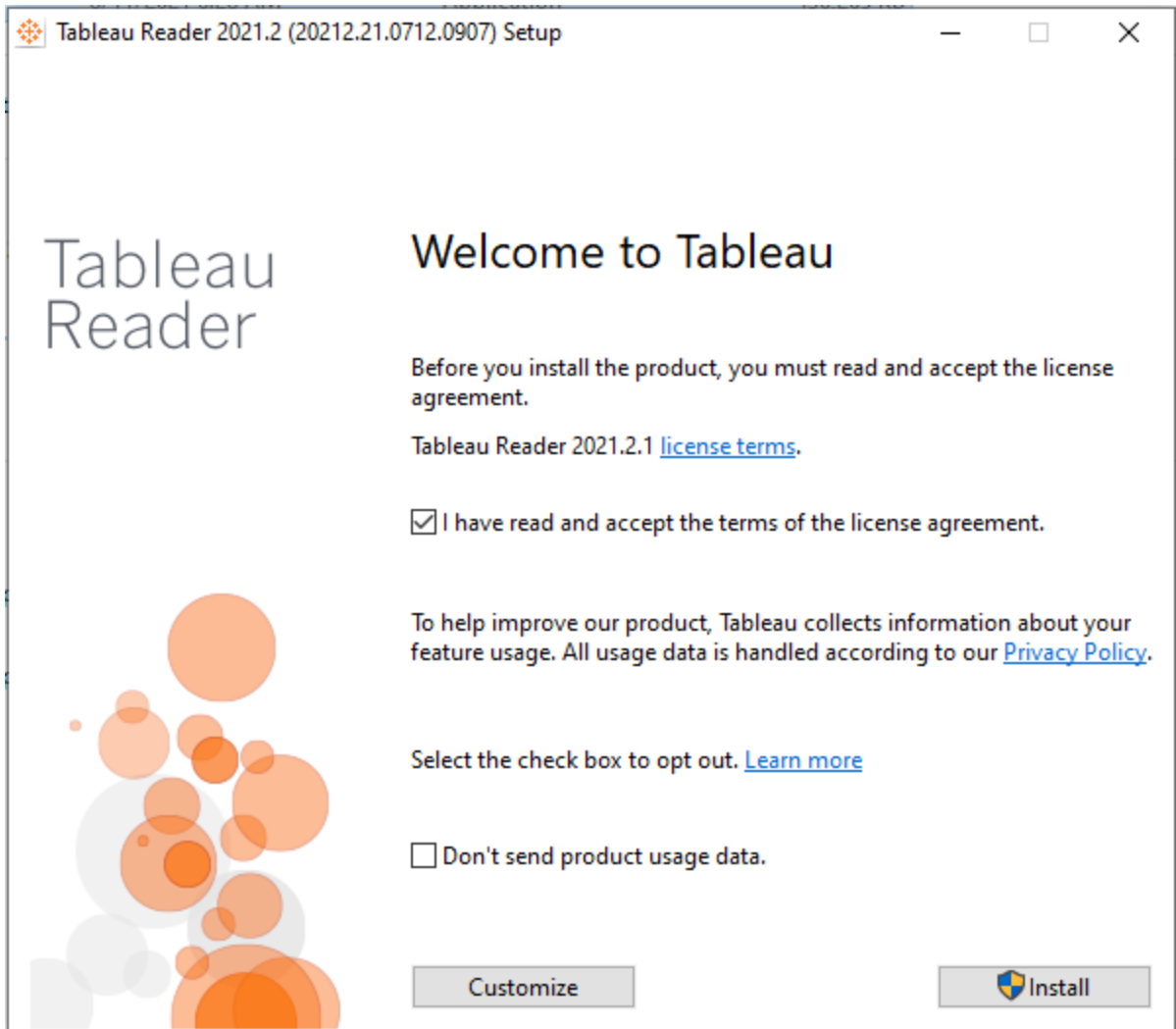
4. After clicking run, the system processes for a few minutes and then I was prompted with the following window:

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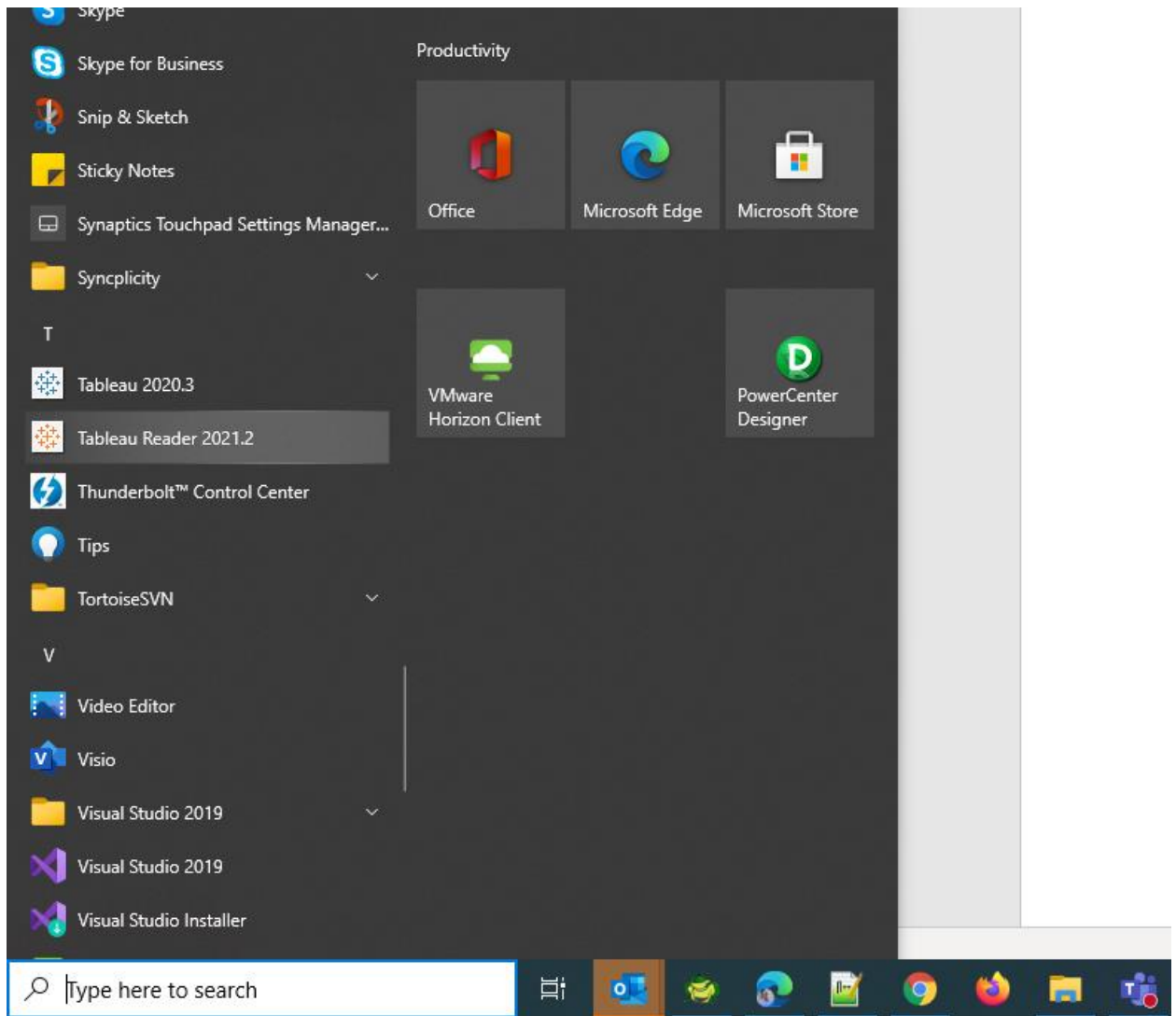
5. Check the “I have read and accept the terms of the license agreement.” check box as this will enable the install button. Please see below:

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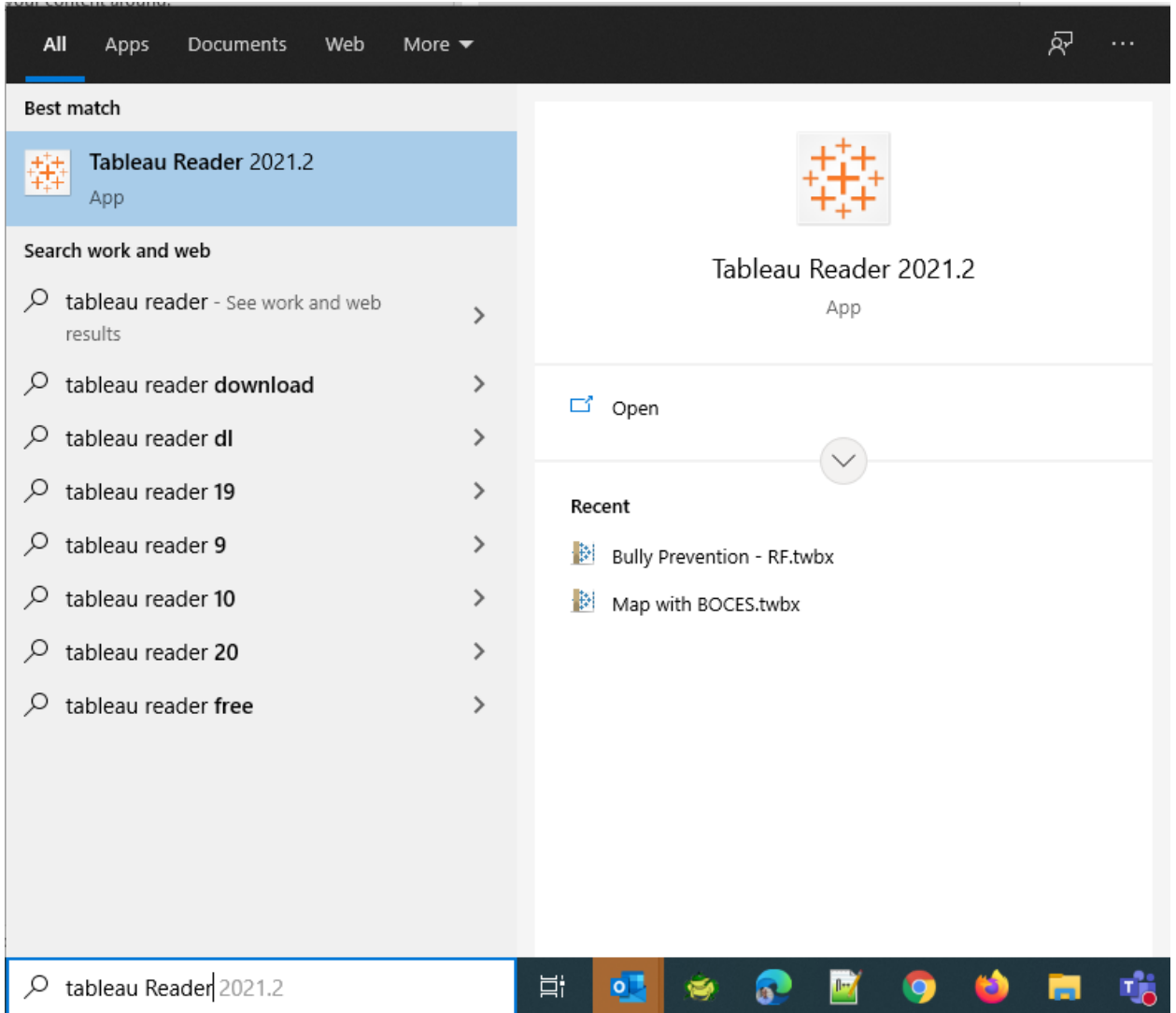
6. Click the install button to start the installation.
 - a. Note: In some cases, the system will prompt you for administrative privileges for the installation. If you do not have administrative privileges, you will need to work with your help desk or IT department to complete the installation.
7. The installation only takes a couple of minutes and at the end of the installation, Tableau Reader should open on your computer. If this does not happen, you can confirm the installation by clicking on the windows icon in the lower left corner of your computer screen. This will bring up the start menu with an alphabetical list of programs. Scroll down the alphabetical list of programs and you should find Tableau Reader as shown below:

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8. If you are not seeing Tableau Reader in the start menu, you can type Tableau Reader in the search box on the bottom left corner of your screen. Please see below screen shot:

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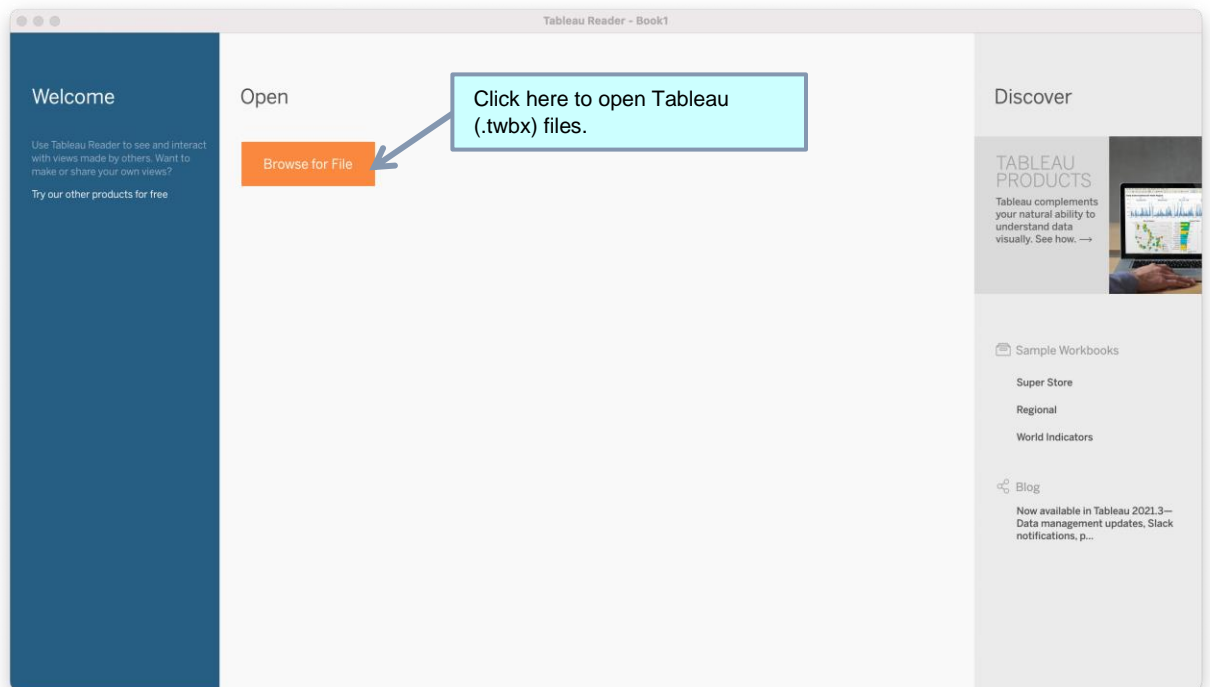
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Opening a Tableau File with Tableau Reader

Once you've followed steps 1-8 above and downloaded Tableau Reader, you can now open, interact, and view Tableau files (typically saved with the extension name .twbx). Below are steps to open a Tableau file using Tableau Reader.

CDE typically sends Tableau files through Syncplicity (<https://my.syncplicity.com/>). To access your district or school's CDE Tableau files, please ensure you have access to your Syncplicity account.

1. Download the .twbx file you'd like to view from Syncplicity. Once downloaded, save your files to an easily accessible location.
2. Open Tableau Reader. Double click on "Browse for File" (shown in screenshot below):



3. Navigate to the saved location of your Tableau (.twbx) file and select "Open". This will open the Tableau dashboard and allow you to interact with the contents.