

Tableau User Guide

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Navigate Using a Keyboard for Accessibility

Tableau has keyboard shortcuts that can be used for accessibility purposes. Use the “Tab” key to move around the page. The [full list of keyboard shortcuts](https://onlinehelp.tableau.com/current/pro/desktop/en-us/shortcut.html) is available. (<https://onlinehelp.tableau.com/current/pro/desktop/en-us/shortcut.html>)

General Features

Dashboard Features

The menu at the bottom right of the tool provides additional features.

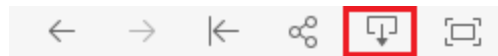


These buttons let you undo one action, redo one action, or undo all actions, respectively.

Note: to reset the tool to its default state, refresh the page or click this button:



This button provides options for sharing this tool. You can choose to share a link to the default page, or your current view (with all of your filters applied).



This button provides options for downloading the data you have filtered for.

Using the Map

You can perform standard zoom and pan options to interact with the map. Placing your mouse over the map tool will reveal a menu on the left-hand side of the map. The menu works as follows:



This button allows you to search for a specific location. You can search for a state, city, zip code, etc.



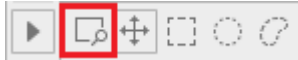
These buttons allow you to zoom the map in and out. You may also use the scroll ball on a mouse to zoom in and out.



This button resets the zoom level of the map. Note: If you have filtered the data in any way, this will reset the zoom level for that data only.



Hovering the mouse over this button reveals additional options for interacting with the map:



This button allows you to zoom to a box that you draw



Clicking this button brings up a cursor that lets you pan the map up/down/left/right



These three options let you select specific points on the map (either a square, a circle, or a hand-drawn shape). This will filter the data for the selected points only.

Hovering the mouse pointer over a specific point will bring up a pop-up that reveals additional information about that site, and clicking on that point will filter the table to only include that point. Clicking on that point a second time will reset the filter, making the other points visible again.

Downloading Data (if Available)

Often the information contained in the tool and additional information are available for download. Use the tool filters to select data of interest, then follow the steps below:

- Click the download button in the tool (see dashboard features section).
- A table will pop up with options for downloading the data. Select “Data”. *Note: If the “Data” button is greyed out, the data may not be available for download, the file size exceeds limits, or there may be alternative download instructions specific to the tool that you are using. Visit the tools webpage for any specific instructions. If the problem persists, contact the tool owner.*
- Click “Download all rows as text file” and choose where to save the file.