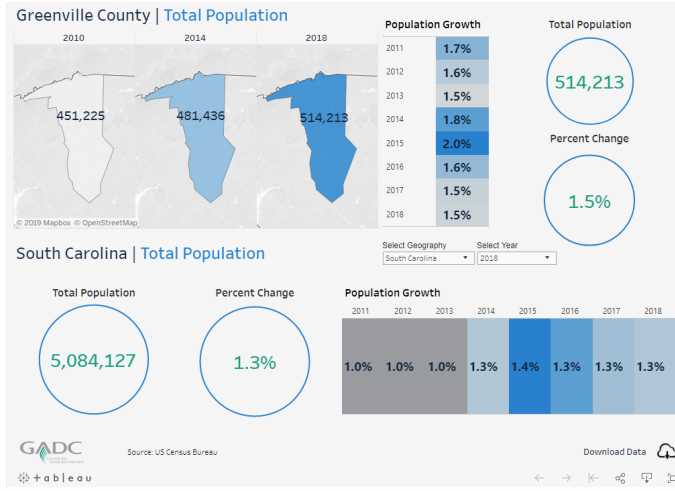


To ensure clarity of download instructions, you should be familiar with the following **terms**:

**Visualization:** this is a universal term used to describe any chart, graph, map or other graphic depiction of data.

**Dashboard:** this is the composite view which usually consists of multiple charts, graphs or other data visualizations. Shown below is an example of a dashboard:




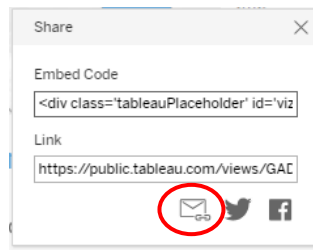
**Primary Tabs / Secondary Tabs:** Navigation between major data categories (i.e. Population, Income, Labor Force, etc.) is accomplished using **primary tabs**; Navigation between dashboards relating to the same major data category is accomplished using **secondary tabs**.



## SHARING & DOWNLOAD OPTIONS

**(1) Embeddable code or URL link** (to enable inclusion of the interactive dashboard on your website or sharing a URL link by email):

Click on the **Share** icon (  ) at the lower right corner of the dashboard. A window will open displaying options for copying embeddable code or a link URL. To copy the embeddable code, simply click once inside the **Embed Code** box to highlight the code, then right-click on top of the highlighted code and select **Copy**. To email the link, simply click the email icon at the bottom of the window. Your default email software will launch and an email draft will be populated with the link.



To access options 2 - 6 listed below, please click on the **Download** icon (  ) located in the lower right corner of each dashboard

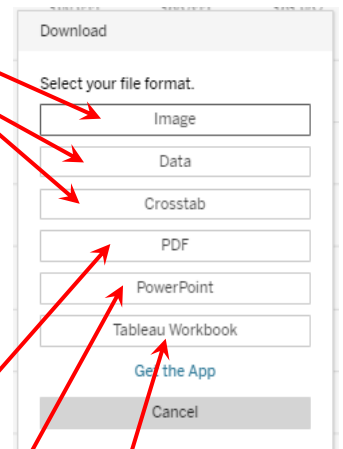
**(2) Image File** (to enable download of a PNG image of the entire dashboard):

**(3) Both the *Data* and *Crosstab* download options** enable you to download SOME of the data; to use either option, you must first click on the visualization for which you want to download data; both options will enable download of a CSV file that can be opened in Excel. HOWEVER, please note that these options only allow you to download data associated with the specific menu selections (i.e. a specific geography, selected years, etc.). For instructions on how to download the entire dataset associated with any given dashboard (i.e. all available geographies, all available years, etc.), please refer to instructions below for option (7) Download of Entire Dataset

**(4) PDF** (to enable download of a PDF displaying the “active” dashboard OR individual visualizations OR the dashboards displayed on ALL secondary tabs under that primary data category tab):  
Select **PDF** from the **Download** window. A secondary window will open to let you choose which elements to include in the PDF.


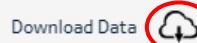
**(5) Power Point** (to enable download of a Power Point file that includes the dashboards of ALL secondary tabs under that primary data category tab)

**(6) Tableau Workbook** (to open a downloaded Tableau workbook, you must have the Tableau software installed on your computer, along with an active Tableau license)




**IMPORTANT NOTE:** Download options 2, 3, 4, and 5 will produce a “static” file that reflects only the data which corresponds to the user’s active menu selections. For example, if the user selects “Upstate SC Region” on a **Geography** menu and “2018” on a **Year** menu, and then executes a download using options 2, 3, 4, or 5, the download will reflect only 2018 data for the Upstate SC Region (although data for other geographies and years may be interactively available via the live dashboard).

**(7) Download of Entire Dataset:** Each dashboard includes an option for downloading the entire dataset associated with all the visualizations displayed on that particular dashboard. This option enables the user to download data for all available geographies and all available years (not just the geography(s) or year(s) actively reflected by the visualizations).

- Locate the **Download Data** option on the dashboard:  (you will usually find it near the bottom of the dashboard, but in some cases - due to the dashboard layout - it may be located near the middle)
- Click on the “cloud” icon  (this will redirect you to a secondary tab containing one or more data tables)
- Click once anywhere within the data table you wish to download (some tabs contain multiple tables)

The table shows population growth data for Greenville, Abbeville, Anderson, and Cherokee counties from 2010 to 2018. A red circle and arrow point to a cell in the table with the text 'Click anywhere within the table'.

		2010	2011	2012	2013	2014	2015	2016	2017	2018
Greenville County	Pop Estima.	451,225	458,817	465,966	472,938	481,436	490,860	498,949	506,552	514,213
	Population..		1.7%	1.6%	1.5%	1.8%	2.0%	1.6%	1.5%	1.5%
Abbeville County	Pop Estima.	25,417	25,060	25,000	24,880	24,775	24,775	24,633	24,560	24,541
	Population..		-1.4%	0.2%	-0.5%	0.0%	-0.6%	-0.3%	-0.1%	-0.1%
Anderson County	Pop Estima.	187,126	188,153	188,822	190,022	191,807	193,743	195,673	198,268	200,482
	Population..		0.5%	0.4%	0.6%	0.9%	1.0%	1.0%	1.3%	1.1%
Cherokee County	Pop Estima.	55,342	55,701	55,822	56,061	56,358	56,511	56,683	56,925	57,078
	Population..		0.6%	0.2%	0.4%	0.5%	0.3%	0.3%	0.4%	0.3%

Click the **Download** icon (  ) at the bottom right corner of the page

- Select **Crosstab** from the **Download** window
- A CSV file of the entire data table will be downloaded (this file type can be opened in Excel)

