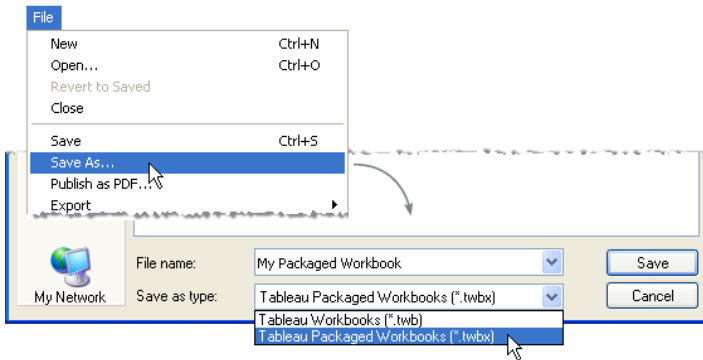


Packaged Workbooks

Often workbooks reference files that are stored on your local computer. For example, if you connect to file based data sources, such as Excel, Access, Tableau Extracts, and text files or have used background images. You can now save your workbook along with a copy of these local files collected into a single file called a packaged workbook. As a single file it is easy to share your work with others.

1 Save As a Packaged Workbook

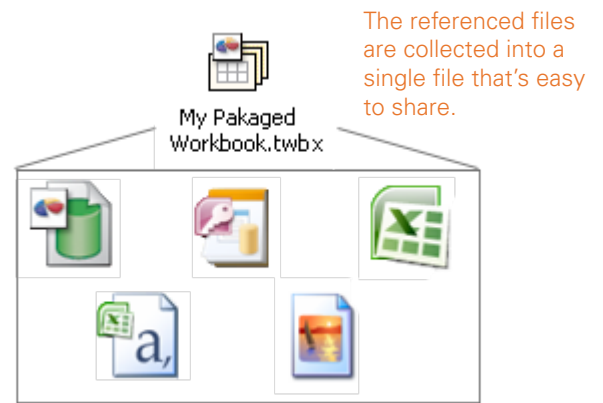
Select **File > Save As**. In the subsequent dialog, select **Packaged Workbook** as the type.



Packaged workbooks have the .twbx file extension.

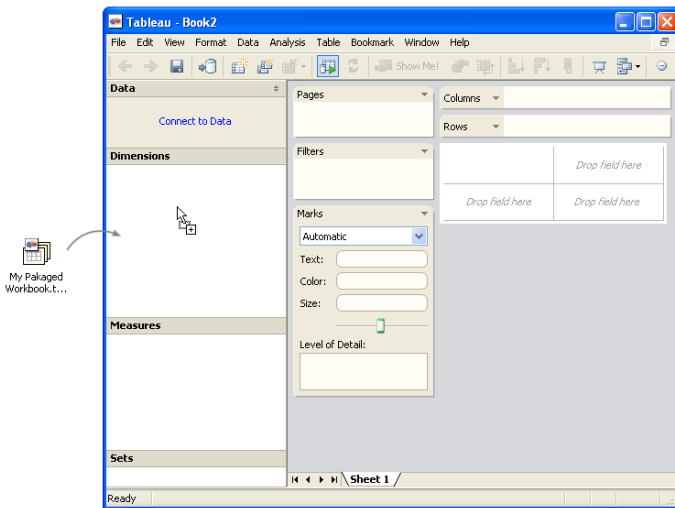
2 Share your Work with Others

A packaged workbook is a single file that contains a copy of all of the referenced local files so you can easily share it via email, a shared file system, or by publishing to Tableau Server.



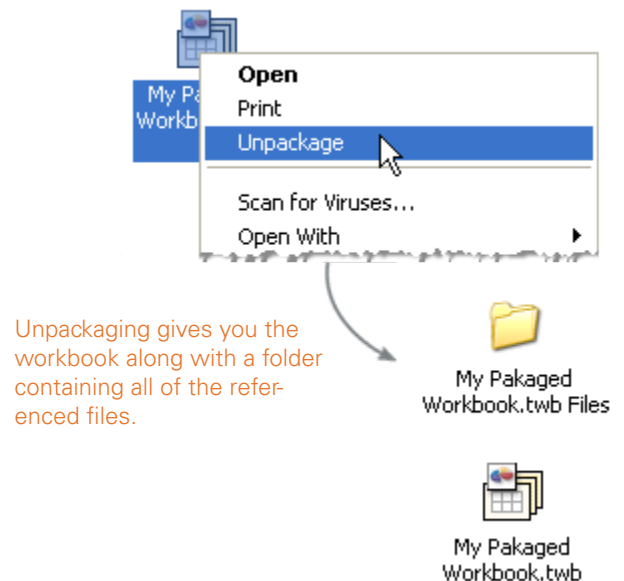
3 Opening Packaged Workbooks

You or others can open packaged workbooks using Tableau Desktop v3.5 or later. Simply double-click the file on your computer or drag and drop the file onto the running application.



4 Unpackaging Workbooks

You can access the packaged files at anytime by unpackaging the workbook. Simply right-click the packaged workbook file on your computer and select Unpackage.



Unpackaging gives you the workbook along with a folder containing all of the referenced files.