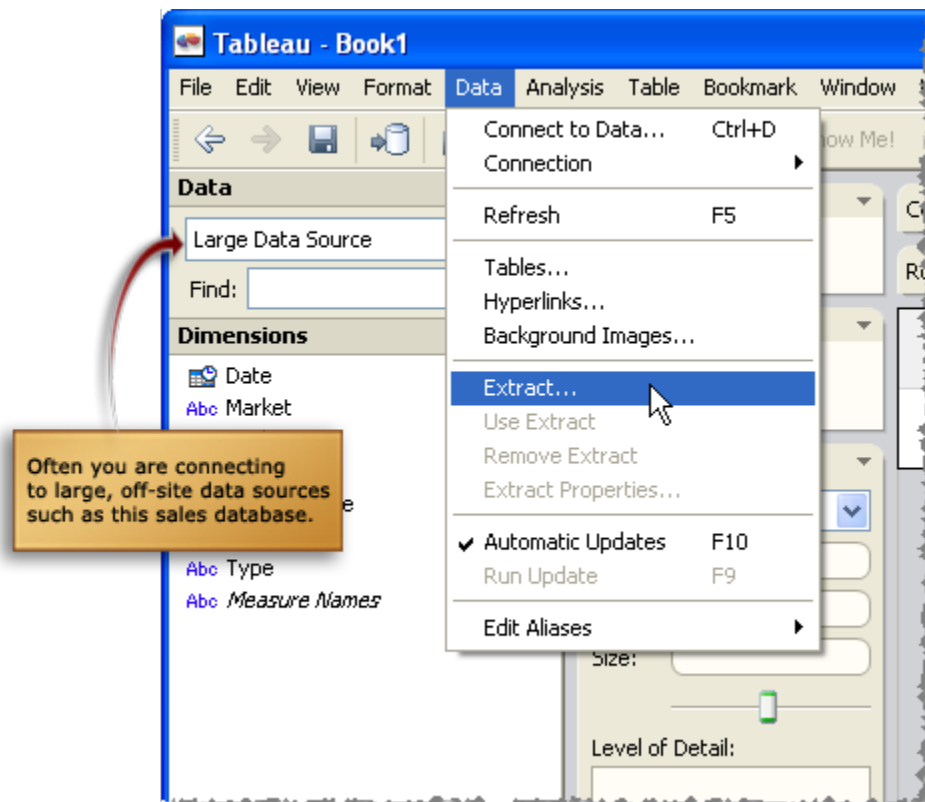


Tip: Data Extracts - Accessing Data Offline

Although you may usually connect to a data base online, you can use data extracts to save subsets of the information so you can view and analyze it anywhere. For example, you can extract information from your company's data base so you can take it with you to analyze during a long flight.

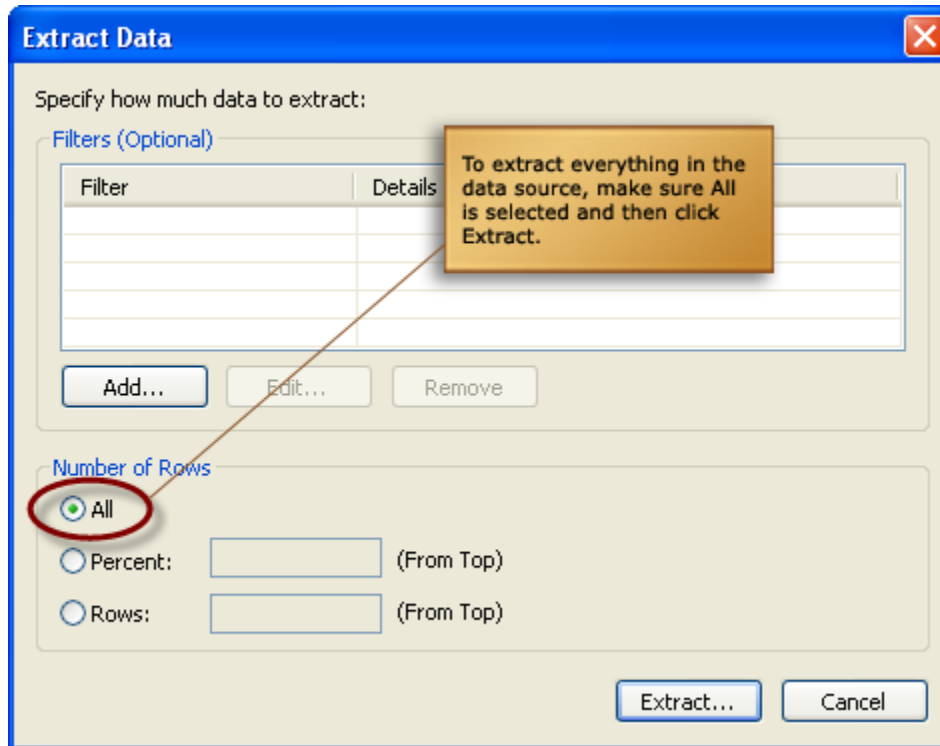
Here's how it works

1. Begin by connecting to the data source from which you want to extract some information.
2. Once connected, select **Data > Extract**.



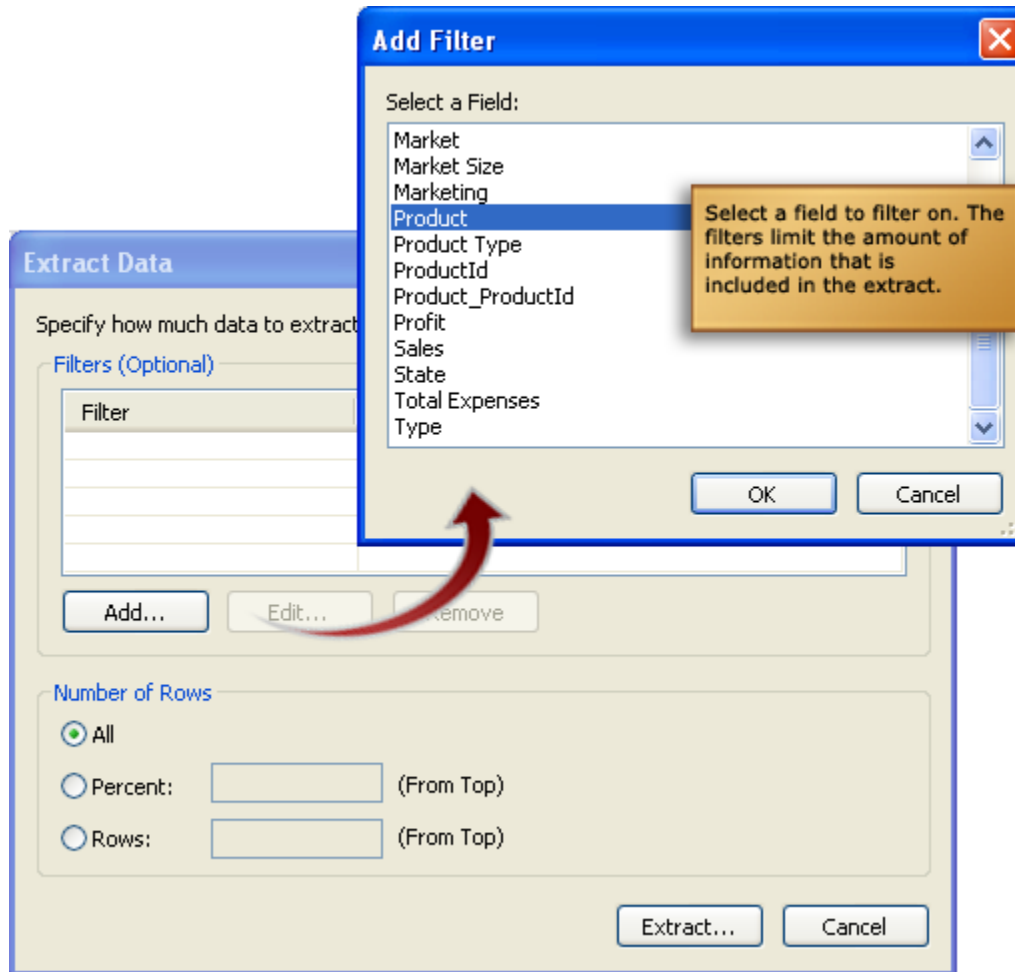
You can extract all of the information in the data source or you can define filters and limits to restrict the amount of data you copy.

To extract the entire data source, make sure that **All** is selected for the number of rows and click **Extract**.

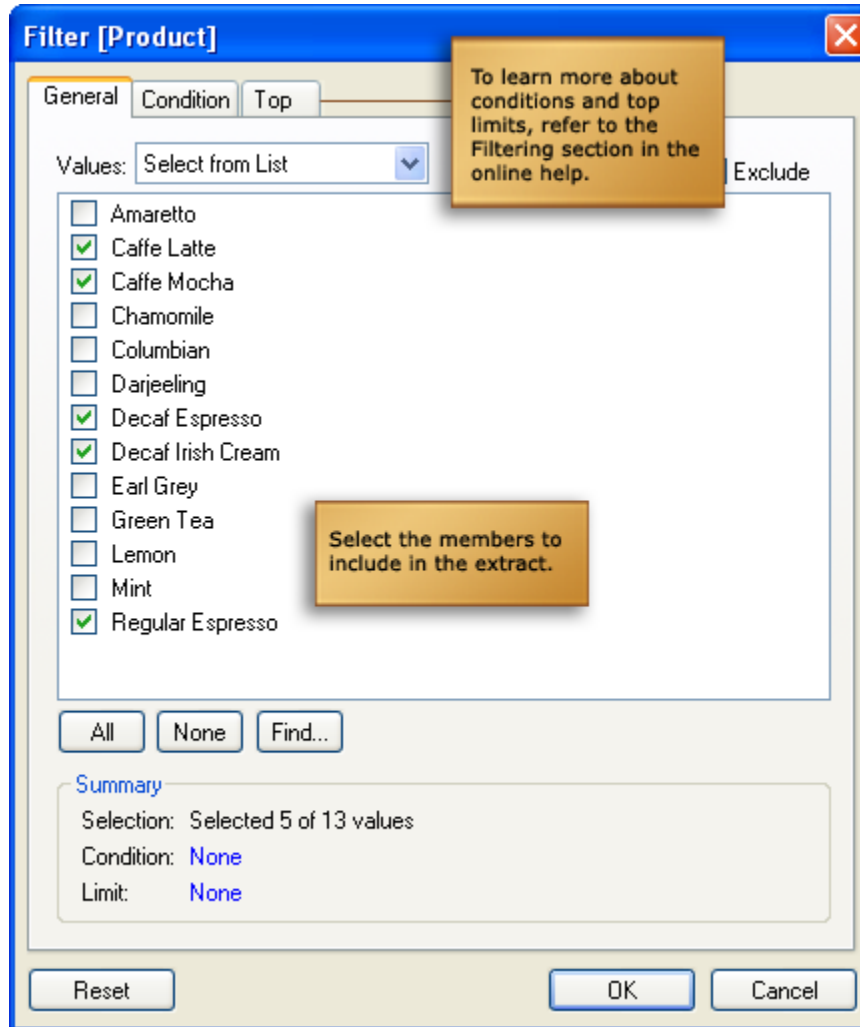


To define filters, do the following:

1. Click the **Add** button in the Filters area. In the subsequent dialog box select a field and click **OK**.

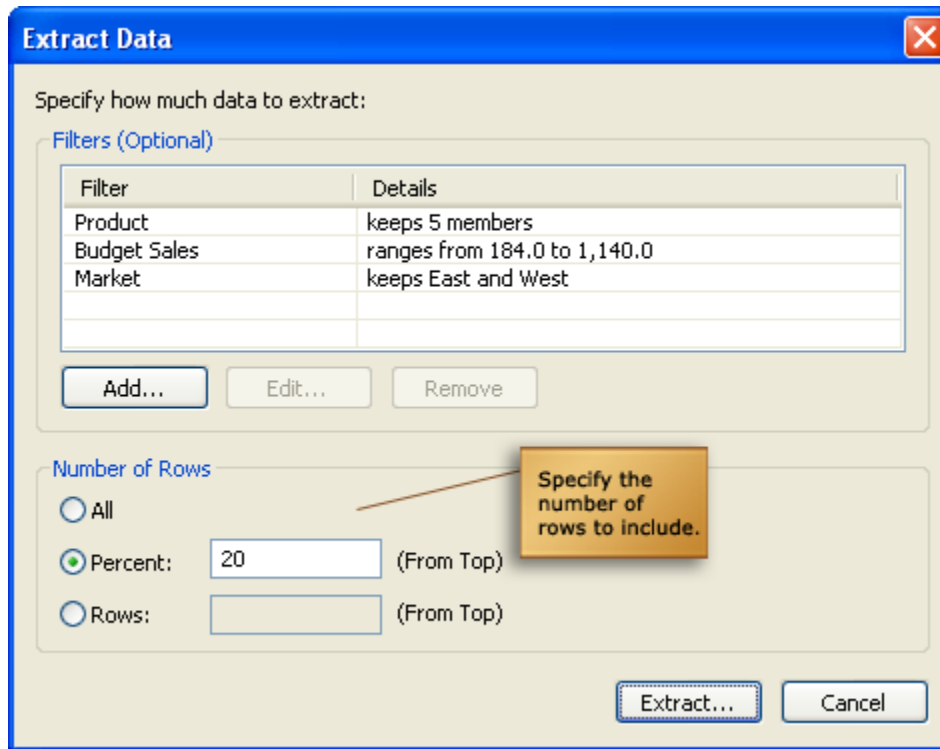


2. In the Filter dialog box, select the members you want to include in the extract. You can also specify conditions and limits such as the top 20 members based on another field or all members greater than a specific value.



Add as many filters as you want to narrow the amount of data you include in the extract.

3. Finally, select the number of rows to include. You can select all, a percentage, or a specific number of rows. When finished click **Extract**.



Extract Data

Specify how much data to extract:

Filters (Optional)

Filter	Details
Product	keeps 5 members
Budget Sales	ranges from 184.0 to 1,140.0
Market	keeps East and West

Add... Edit... Remove

Number of Rows

All

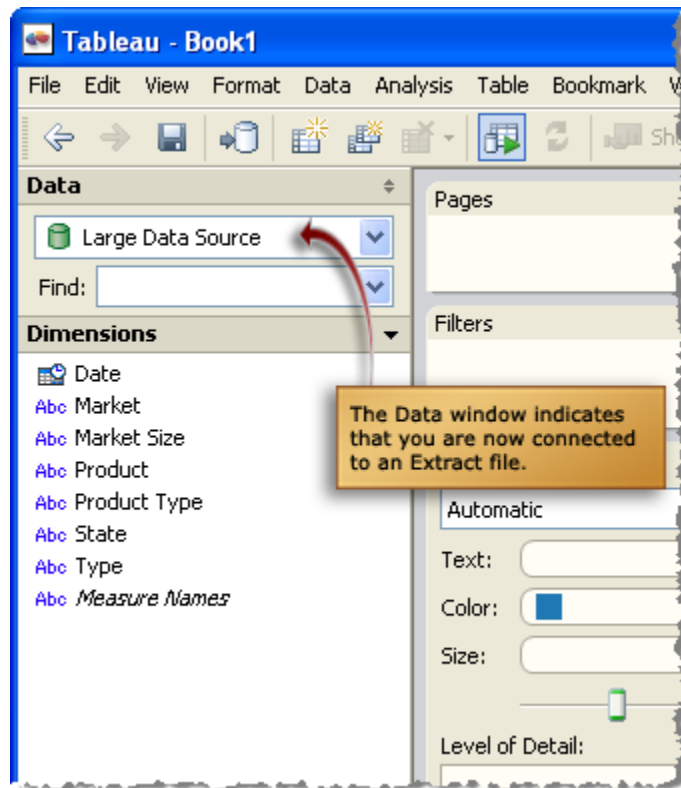
Percent: (From Top)

Rows: (From Top)

Specify the number of rows to include.

Extract... Cancel

The green icon in the Data window indicates that you are now connected to an extract file.



Learn More

- Learn more about extracting data by searching for **Extracts** in the Tableau online help.
- Contact Tableau Technical Support at: (206) 633 3400 x513