![Maine Department of Education logo]

How to use the Tableau Toolbar

The **toolbar** is located at the top right of the dashboard
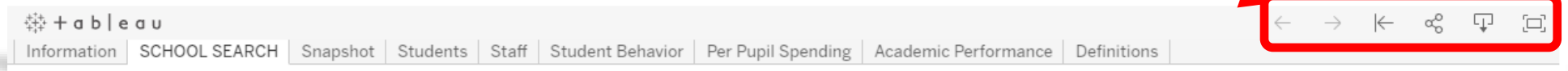

Undo: Selecting this option will go backward one step at a time.

Redo: Does any undo action again. Selecting this option will go forward one step at a time.

Reset: This option removes all changes done in the dashboard. It resets the dashboard to its original state.

Share: Allows you to share the dashboard via email, Twitter, Facebook or embed the dashboard on a website

Download: This option allows you to download elements of the dashboard in the following formats: Image, Data, Crosstab, PDF, PowerPoint, or Tableau Workbook.

Full Screen: Resizes the dashboard to fit your entire screen.