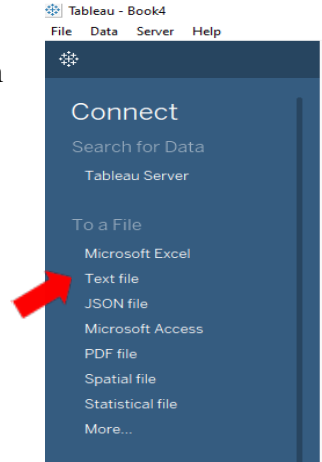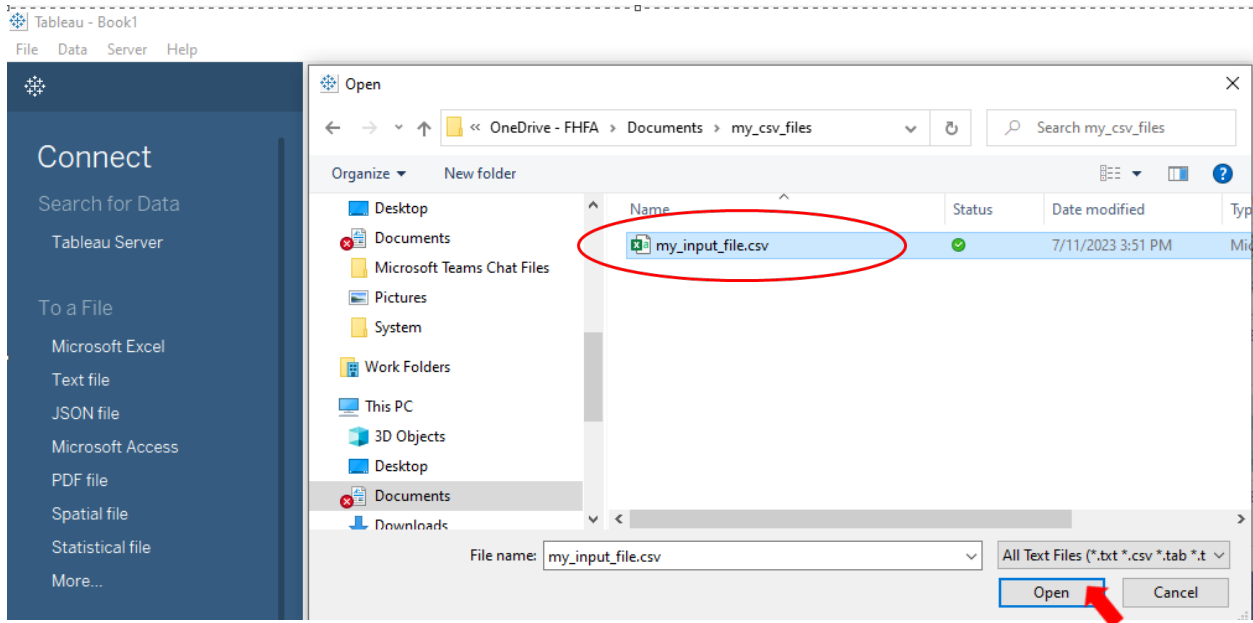# How to Read a CSV File in Tableau

Step 1. Save the .csv file in a location where you have access.
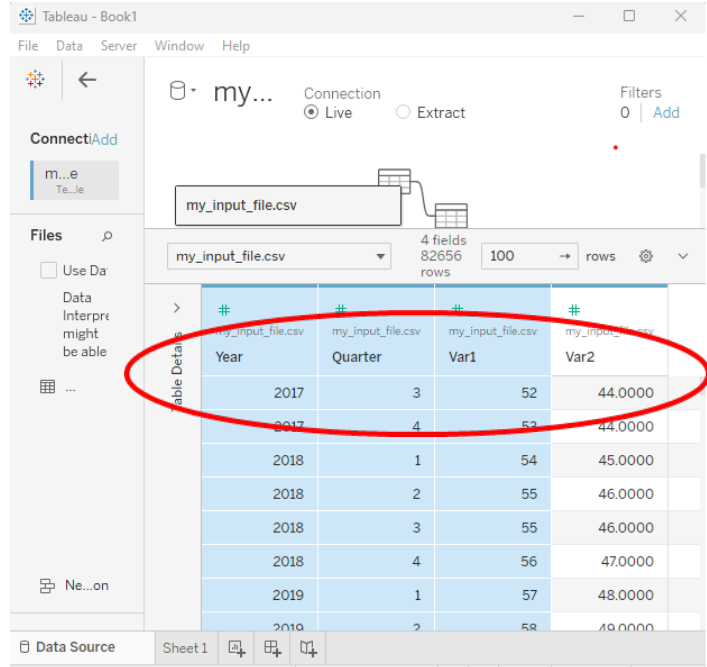
Step 2. Start Tableau. From the Connect menu in the blue area on the left side of the screen, select *Text File*.
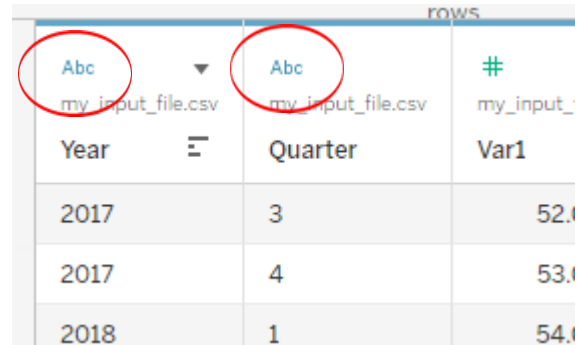
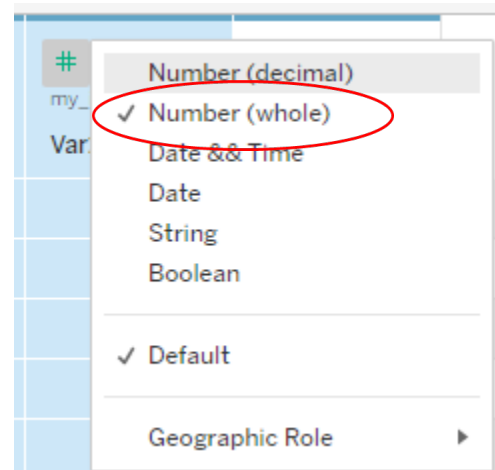**Step3**. Go to the location where you saved the CSV file and select the file you saved, click *Open*

Step 4. Some fields, such as YEAR. MONTH, and QUARTER, are read in as numeric. This will be displayed as a pound sign (#) on the left side of the field header.
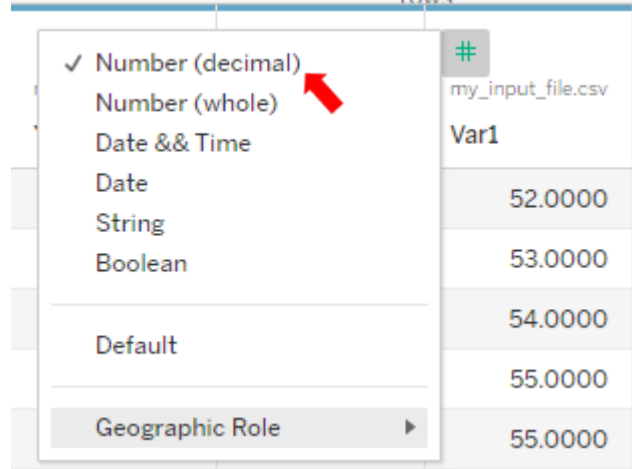

To have these fields read as string variables, click on the pound sign and select *String* in the pull-down menu. The "#" symbol will switch to "Abc."
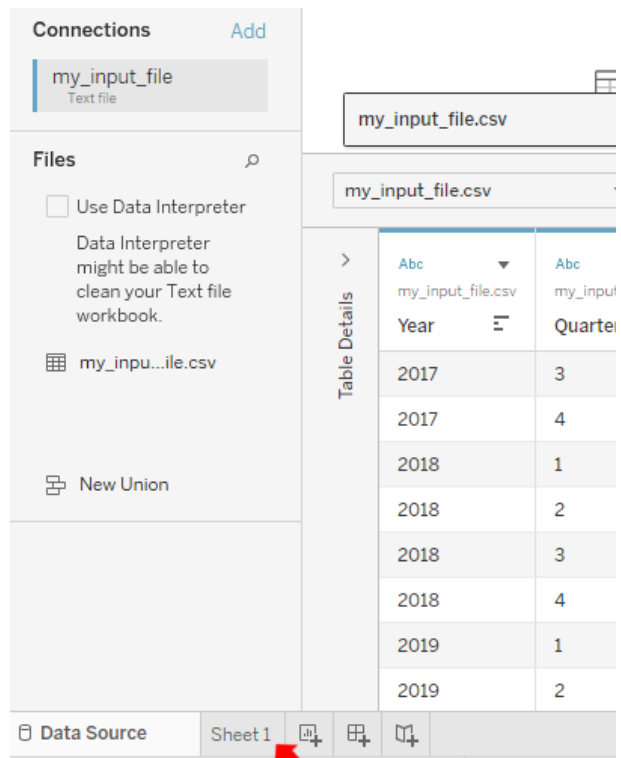

Step 5. Tableau determines whether a numeric field is a whole number or a number with decimal places by sampling the first 100 observations. You can see this by selecting the pound sign on the left side of the field header.

To ensure you are reading in decimals correctly, change selection from *Number (whole)* to *Number (decimal)*

Step 6. Proceed to your Tableau by clicking on *Sheet 1* at the bottom of the screen.

The data are now ready for you to use.