Make a New Spreadsheet

Make spreadsheets for your visualizations in Google Sheets.

1. Go to docs.google.com/spreadsheets/
    - A list of Google accounts will appear
2. Log in to your account
    - Make sure you let Visuals access this account with authorize Google Drive access
    - Your Google Sheets page will open
3. Click the **Blank** spreadsheet icon beneath "Start a new spreadsheet"
    - A new spreadsheet will open
4. Title your sheet
5. Enter your data
    - The format of your spreadsheet will depend on the visualization you want to make
    - Learn about specific formatting at the Visualization Index
    - Learn how to set data types
6. Set headers for rows if necessary
    - These spreadsheet headers will determine labels on the visualization
    - Learn how to set data labels
7. When you are finished, click **Share**
    - Sharing settings will open in a dialog box
8. Click **Advanced**
    - Advanced sharing settings will open
9. Click **Change** next to "Private - Only you can access"
    - "Link sharing" will open
10. Select "On - Anyone with the Link" or "On - Public to the Web"
11. Click **Save**
12. Click **Done**
    - Your spreadsheet is ready for Visuals