

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