Upload a Spreadsheet

Before using data from your computer in Visuals, upload your spreadsheets to Google Sheets. Use data in .xls, .xlsx, .xlsm, .xlt, .xltx, .xltm, .ods, .csv, .txt, .tsv, or .tab format.

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. Click **File**
   - Find **File** in the top menu bar
   - A menu will expand

5. Click **Import**
   - An "Import file" dialog box will open

6. Click **Upload**
   - Find **Upload** at the top of the dialog box
   - The "Upload" tab will open

7. Drag your file from your computer to the Google upload box
   - A progress bar will appear
   - When your upload is finished, the "Import action" dialog box will open

8. Verify that "Replace Spreadsheet" is selected, then click **Import**
   - Data will appear on your spreadsheet

9. Title your sheet
10. Verify that your data is in the right format
    - 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

11. Set headers for rows if necessary
    - These spreadsheet headers will determine labels on the visualization
    - Learn how to set data labels

12. When you are finished, click **Share**
    - Sharing settings will open in a dialog box

13. Click **Advanced**
    - Advanced sharing settings will open

14. Click **Change** next to "Private - Only you can access"
    - "Link sharing" will open

15. Select "On - Anyone with the Link" or "On - Public to the Web"
16. Click **Save**
17. Click **Done**
    - Your spreadsheet is ready for Visuals