

Set Data Types

Make sure data is in the correct format. To help Visuals understand your spreadsheet, use a specific data type for each column. If you're not sure which data type your columns need, check out the [Visualization Index](#).

1. Open your spreadsheet in Google Sheets
2. Select a column by clicking on the gray column cells at the top of the sheet
 - The column will highlight
3. Click on **Format**
 - Find **Format** in the top menu bar
 - Additional options will unfold
4. Click on **Number**
 - A list of data formats will unfold
5. Choose the data type Visuals needs for your column
 - Learn more at the [Visualization Index](#)
 - Your column will adjust to the correct data type
6. Repeat steps 2-5 for each column