

Create a New Visualization

New visualizations are private by default. Use the Visibility field in the editor to make them public (check out step 7).

1. Log in to Visuals
 - Learn [how to log in](#)
2. Click on the **Main Menu icon**
 - This icon looks like four stacked bars in the top right of the page
 - Main Menu options will unfold
3. Click **Create**
4. Click on the visualization you want to make
 - Click on the different categories to see your options
 - Learn [how to choose visualizations](#)
 - The visualization creator will open
5. To add your spreadsheet data, click the **Google Drive** icon next to "Data Source URL"
 - Your Google Drive data will open
6. Customize your visualization
 - Find customization options to the left of the visualization
 - Learn more about options at the [Visualization Index](#) and at the [Common Customization Options](#)
7. Choose your visualizations "Visibility" below the preview
 - Switch this to **Public** if you want everyone to see your visualization; visualizations are **Private** by default
8. Add information about the visualization
 - Find information fields below the visualization
 - Learn more [about adding metadata](#)
 - Learn more at [Add Visuals to Knowledge Maps](#)
9. Choose a **Status** for your visualization
 - Find this option below the title
 - This sets whether the visualization will be saved as a draft or published
10. Click **Save** or **Save & Continue**
 - **Save & Continue** creates the Draft or Published visualization but lets you keep working
 - **Save** creates the Draft or Published visualization
 - To leave the Visualization after clicking Save & Continue, click **Update**
 - Your visualization will appear