# Free Training Transcript: Web Authoring

Welcome to this Web Authoring video. If you have access to Tableau Server or Tableau Online, you can publish the workbook and data source under the video to follow along.

Both Tableau Server and Tableau Online have a web authoring component--if it has been turned on.  This is a powerful feature that allows someone consuming content in a browser or via the tablet mobile app to modify a published workbook, or to connect to a published data source and create a new workbook.

## Web Authoring

If a published workbook has the web authoring capability allowed and the end user has the right permissions, the published content will have the edit (pencil) icon available, either on the workbook or on a piece of content.

Once we click Edit, we are brought to the web editing screen. This is a very similar experience to using Tableau Desktop. If we want to add Sales to the view, we simply drag the field to the desired shelf. We can also create a new sheet and look at the same data differently. We'll duplicate this sheet by right clicking and we'll use "Show Me" to make it a bar chart. We can play with the view. And If we need to make a new calculation, we can do so. Right click and select Create Calculation. We'll call it "Discount Given?" And type: IF [Discount] > 0 THEN "discounted" ELSE "no discount" END. And we'll bring this to color. We can even combine these sheets in a dashboard, just like in Desktop.

## Saving

If we have publishing rights, we can use the Save As feature to save our work as a new workbook. We may also be able to save OVER the original workbook using the "Save" option, but only if we have permission to do so. Note that saving doesn't add any calculations or other metadata changes back to the data source. Those changes need to be made in the original data source and republished.

## Using Published Data Sources

Creating new workbooks on Tableau Server or Tableau Online can be done from the published data sources section. Note that data sources on Tableau Server or Tableau Online must be published via Tableau Desktop. Here, we see the data sources that have been published up to the data server functionality of Tableau Server or Tableau Online.  I have "Global Superstore 2016" favorited, making it easy to find. If we click on this "New

Workbook" icon, we can actually make a new workbook from our browser.  If the existing data source isn't enough, we can add another published data source and perform blends.

## Conclusion

Thank you for watching this Web Authoring training video. We invite you to continue with the Free Training videos to learn more about using Tableau.