□ ALIGNMENT

PRACTICES SERIES

VISUAL ANALYTICS BEST

Left align all headers and titles. Right align numbers that appear in header and/or axis space.

Top 10 Highest Enrolled Schools Within Distric • High School • Middle School • Elementary School Filter by school type to see top 10 within District. Middle School

□ DASHBOARD LAYOUT

For easy dashboard consumption, lay out your workbooks in a Z-Formation, much like how you would read a book.



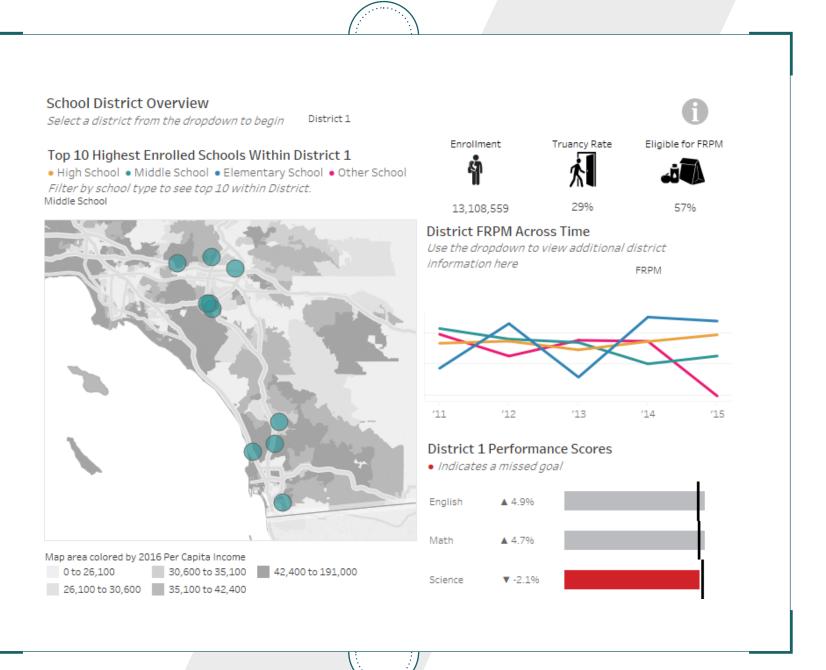




☐ CONTEXT

Your legends and headers should include simple instructions on how to filter and use the dashboard.

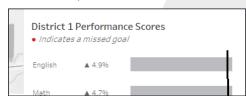
Map area colored by 2016 Per Capita Income 0 to 26,100 30,600 to 35,100 26,100 to 30,600 35,100 to 42,400



☐ BORDERS LINES

Remove row and column dividers from Borders format section; grid and zero lines from **Lines** format section.

Use thin, faint borders when necessary to connect disparate marks.



□ TEXT

Use **Tableau Book** as your primary typeface. Utilize various weights to establish a hierarchy. Then, be consistent in size, boldness and color.

☐ COLOR SWATCHES

Don't reuse colors for different objects; color only when necessary to identify elements.

- Use Gray for most marks and +KPI.
- Use Red for -KPI:



Place interactive filters in a panel to right of main views. They can be run horizontally under the dashboard title if you only have a few.

☐ WHITESPACE

Is OK. It adds emphasis to your content; breathing room is a good thing.

