Tableau Dashboard Style Guide

Alaska Justice Information Center
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Document purpose
This document describes the broad design and style conventions of Alaska Justice Information Center (AJiC) Tableau data dashboards. This document is meant as a style guide, and deviations from the general guidelines may be necessary for specific projects. Deviations should be purposeful and reasoned, however, not accidental or purposeless. An example dashboard is provided.

Dashboard definition
Data dashboards are a combination of data visualizations and text that are published online. The most effective dashboards are interactive, attractive, and balance data density with ease of interpretation.
**Design goals**
AJiC’s overall design strategy is to convey information about crime, justice, and criminal justice institutions concisely, effectively, and honestly. These goals inform all AJiC products, including interactive Tableau dashboards. Visualizations should direct users to discover answers to established research questions. Users should be able to interact with and manipulate visualizations to answer their own questions. Visualizations and their interactive elements should be simple and easy to use. There should be clarity as to how interactive elements of dashboards manipulate the underlying data.

AJiC’s dashboard style is heavily influenced by the [BBC Audiences Tableau Style Guide](https://public.tableau.com/profile/bbc.audiences#!/vizhome/BBCAudiencesTableauStyleGuide/Hello). Specific elements have been adapted to the preferences and needs of AJiC.

**Dashboard Specifications**

**Font Family**
AJiC uses Tableau fonts. This prevents rendering issues between machines and layouts. Here is a selection of approved Tableau fonts:
- Tableau Book
- Tableau Bold
- Tableau Light
- Tableau Medium
- Tableau Regular
- Tableau Semi bold

**Dashboard size**
AJiC dashboards can be viewed in multiple screen resolutions. These are called “Layouts.” The recommended resolutions for each layout are:
- Desktop – 944x600
- Tablet – default, set width to “Default”
- Phone – set size to “Fit Width”, height is dependent on contents

Note: setting up a tablet layout is crucial when publishing a dashboard. Sometimes desktop and laptop browsers will register their size as matching a tablet layout – if you do not set it to default size Tableau will autogenerate a layout.

To create dashboard layouts, select layouts in the dashboard selection pane, then add the layout by selecting it at the top of the screen. See Figure 1 for screenshots on how to add layouts.

---

Figure 1. Tableau Desktop Dashboard Layout Selection Pane

i. Select Dashboard Layouts

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td></td>
</tr>
<tr>
<td>Desktop</td>
<td></td>
</tr>
<tr>
<td>Tablet</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

Device Preview

Size
Custom size (944 x 600)

ii. Add Dashboard Layouts using recommended sizing

- Screenshot from Tableau desktop
- Dashboard layouts located at the upper-left side of Tableau
- Adding Device Layouts located at the top of the screen

Margins/Whitespace
Space between dashboard elements allows the user to easily distinguish one figure from another. In general, AJiC pads figures on all sides by 12px. See an example below in Figure 2 using 4 pixel outer padding. This drop-down menu allows you to select however much padding is required in the visualization. Padding can be added either to figures, or the entire dashboard.
Figure 2. Tableau Desktop Adding Padding in the Layout Pane

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected item</td>
<td>DOC Total Populations</td>
</tr>
<tr>
<td></td>
<td>Show title</td>
</tr>
<tr>
<td></td>
<td>Floating</td>
</tr>
<tr>
<td>Position</td>
<td>y</td>
</tr>
<tr>
<td>8</td>
<td>134</td>
</tr>
<tr>
<td>Size</td>
<td>h</td>
</tr>
<tr>
<td>672</td>
<td>410</td>
</tr>
<tr>
<td>Border</td>
<td>None</td>
</tr>
<tr>
<td>Background</td>
<td>None</td>
</tr>
<tr>
<td>Outer Padding</td>
<td>4</td>
</tr>
</tbody>
</table>

a. Screenshot from Tableau desktop
b. Located at the upper-left side of Tableau

Color Palette
The University of Alaska Anchorage supplies seven official colors tied to the university branding strategy. Those colors are listed as ‘Primary Colors’, ‘Secondary Colors’, and ‘Supporting Colors’\(^2\). In general, these colors define the palette of AJiC visualizations, although many more colors are often required. For continuity among dashboards, use the supplied list of colors in the table below when selecting Non-UAA colors. As a guiding principle, do not over-color dashboards visualizations. In fact, users are encouraged to test using gray-scale color schemes to begin creating dashboards. Table 1 presents the Alaska Justice Information Center Color Palette, including RGB values, HEX values, and a preview of the color.

---

\(^2\) See Appendix Figure A 1 to see recommended UAA Color & Fonts from the university’s style guide.
Table 1. Alaska Justice Information Center Color Palette

<table>
<thead>
<tr>
<th>Type of Color</th>
<th>Color</th>
<th>R (value)</th>
<th>G (value)</th>
<th>B (value)</th>
<th>HEX (in Tableau)</th>
<th>Color (Tableau name)</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Colors</td>
<td>UAA Green</td>
<td>0</td>
<td>88</td>
<td>61</td>
<td>00583D</td>
<td>Dark Teal</td>
<td></td>
</tr>
<tr>
<td>Primary Colors</td>
<td>UAA Gold</td>
<td>255</td>
<td>196</td>
<td>37</td>
<td>FFC425</td>
<td>Yellow</td>
<td></td>
</tr>
<tr>
<td>Secondary Colors</td>
<td>Medium Green</td>
<td>78</td>
<td>166</td>
<td>133</td>
<td>4EA685</td>
<td>Teal</td>
<td></td>
</tr>
<tr>
<td>Secondary Colors</td>
<td>Orange</td>
<td>255</td>
<td>132</td>
<td>0</td>
<td>FF8200</td>
<td>Orange</td>
<td></td>
</tr>
<tr>
<td>Supporting Colors</td>
<td>Gray 1</td>
<td>144</td>
<td>142</td>
<td>134</td>
<td>908E86</td>
<td>Gray</td>
<td></td>
</tr>
<tr>
<td>Supporting Colors</td>
<td>Gray 2</td>
<td>203</td>
<td>199</td>
<td>194</td>
<td>CBC7C2</td>
<td>Light Gray</td>
<td></td>
</tr>
<tr>
<td>Supporting Colors</td>
<td>Red</td>
<td>184</td>
<td>61</td>
<td>38</td>
<td>B83D26</td>
<td>Brown</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Dark Brown</td>
<td>89</td>
<td>56</td>
<td>13</td>
<td>59380D</td>
<td>Dark Brown</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Saturated Cyan</td>
<td>25</td>
<td>95</td>
<td>115</td>
<td>195F73</td>
<td>Dark Blue</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Bright Purple</td>
<td>140</td>
<td>27</td>
<td>129</td>
<td>8C1B81</td>
<td>Purple</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Saturated Red</td>
<td>120</td>
<td>28</td>
<td>2</td>
<td>781C02</td>
<td>Dark Brown</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Forrest Green</td>
<td>8</td>
<td>133</td>
<td>1</td>
<td>088501</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Vibrant Red</td>
<td>255</td>
<td>0</td>
<td>4</td>
<td>FF0004</td>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Medium Purple</td>
<td>191</td>
<td>75</td>
<td>180</td>
<td>BF4BB4</td>
<td>Purple</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Light Purple</td>
<td>204</td>
<td>161</td>
<td>198</td>
<td>CCA1C6</td>
<td>Light Purple</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Vibrant Blue</td>
<td>21</td>
<td>42</td>
<td>235</td>
<td>152AEB</td>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Medium Blue</td>
<td>99</td>
<td>115</td>
<td>255</td>
<td>6373FF</td>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Light Blue</td>
<td>201</td>
<td>210</td>
<td>255</td>
<td>C9D2FF</td>
<td>Light Blue</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Vibrant Yellow</td>
<td>240</td>
<td>252</td>
<td>3</td>
<td>F0FC03</td>
<td>Yellow</td>
<td></td>
</tr>
<tr>
<td>Expanded AJIC Color</td>
<td>Gray Yellow</td>
<td>168</td>
<td>176</td>
<td>18</td>
<td>A8B012</td>
<td>Yellow-Green</td>
<td></td>
</tr>
</tbody>
</table>

Notes

a. Primary colors, Secondary colors, and Supporting colors provided by University of Alaska, Anchorage style guide
b. Expanded AJiC Color were chosen by AJiC to provide additional needed colors to compliment UAA colors
A critical part of maintaining color continuity between dashboards is for users to install the color palette in Table 1 onto their own machine’s Tableau Desktop application. When installed, users will be able to select the AJiC color palette directory from Tableau’s menu of colors. Figure 3 shows the Tableau marks pane color selection window with the “UAA Colors” palette as a selectable option. After selection, colors will be available to the user matching the AJiC color palette for use in the dashboard.

Figure 3. Tableau Desktop Color Selection Marks Window

i. Selecting “UAA Colors” Palette

![Select Color Palette](image)

Automatically
Tableau 10
Tableau 20
Color Blinds
Seattle Grays
Traffic Light
SuperShell Stone
Miller Stone
Nantel Stone
Jewel Bright
Summer
Winter
Green-Orange-Teal
Blue-Red-Brown
Purple-Pink-Gray
Tableau Classic 10
Tableau Classic Medium
Tableau Classic 20
Blue
Orange
Green
Red
Purple
Brown
Gray
Gray Warm
Blue-Teal
Orange-Gold
Green-Gold
Red-Gold
True Circle
UAA Colors

a. Screenshot from Tableau desktop
b. Located in the color marks pane, under “edit color” button

Users can install this custom color palette by adding a preferences file to their machine’s “My Tableau Repository” directory. See Appendix Figure A 2. Adding AJiC Color Palette to Tableau Desktop using .tps file for on installing the AJiC palette in Tableau. When you complete this installation all colors above will be selectable (see screenshot). Otherwise use either RGB or HEX values to manually enter colors.
Core elements
Dashboards that adhere to the broad goals of the design strategy generally include the following elements, listed in order from the top of the dashboard to the bottom:

- Headline banner
- User-selectable filters
- Text callout
- Graph(s)
- Tooltips
- Notes

See Table 2 below for a description of each element, and instruction on how to implement the AJiC style for each element. Subsequent sections of this style guide will elaborate on each element.
<table>
<thead>
<tr>
<th>Core Elements</th>
<th>Description</th>
<th>Work Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What is on every dashboard?)</td>
<td>(How do we do that?)</td>
<td>(How did we do that?)</td>
</tr>
<tr>
<td>Headline Banner</td>
<td>AJiC &amp; UAA brand Logos</td>
<td>Size = ~63px height</td>
</tr>
<tr>
<td>Dashboard Series Title and Subtitle</td>
<td>Title = 16pt</td>
<td></td>
</tr>
<tr>
<td>Dashboard Title and Subtitle</td>
<td>Title = 20pt</td>
<td></td>
</tr>
<tr>
<td>Interactivity</td>
<td>User-selectable menus</td>
<td>Change displayed data</td>
</tr>
<tr>
<td></td>
<td>Clicking on figures</td>
<td>Enable figures as filters</td>
</tr>
<tr>
<td></td>
<td>Use Sub-titles for filter selection</td>
<td>Subtitles = 9 pt</td>
</tr>
<tr>
<td>Text Call-out</td>
<td>Highlight key finding</td>
<td>Big Text = 48pt</td>
</tr>
<tr>
<td></td>
<td>Supporting text</td>
<td>Adjust as needed</td>
</tr>
<tr>
<td>Graph(s)</td>
<td>Convey information in visual format</td>
<td>Variety of figure types</td>
</tr>
<tr>
<td></td>
<td>May include multiple figures</td>
<td>AJiC style has recommendation</td>
</tr>
<tr>
<td></td>
<td>Use .twbx template file</td>
<td>Copy formatting tool in Tableau</td>
</tr>
<tr>
<td>Tooltips</td>
<td>Text appears when hovering over element</td>
<td>Narrates visualization with exact details</td>
</tr>
<tr>
<td></td>
<td>Supporting narrative text</td>
<td>Dynamic as dashboard filtered</td>
</tr>
<tr>
<td>Source Notes</td>
<td>Attribution information on every dashboard</td>
<td>Data Sources, Funding attribution, &amp; notes</td>
</tr>
<tr>
<td></td>
<td>Place on bottom of dashboard</td>
<td>Size = 9pt</td>
</tr>
</tbody>
</table>

Notes:

a. Headline Banner located at the top of the dashboard
b. Interactivity involves elements located anywhere on the dashboard
c. Text Call-outs are a stand-alone graphic, different from text that appears dynamically
d. Tooltips are a Tableau Dashboard feature which emerges when the user hovers their mouse over an element of the dashboard. It can be located anywhere on the dashboard.
**Headline Banner**
The headline banner comprises the upper ~77 pixels of the dashboard and displays the title of the project. It should be large enough to adequately display the AJiC and UAA logos (In Fig 1, this banner is 77 pixels in height, but this is variable depending on the amount of text that needs to be displayed). Here are elements to include in the headline banner, from left to right:

- UAA/AJiC Logo – a height of 77 pixels in Tableau usually fits nicely
- Dashboard Series - Tableau Book font, 16 pt for title and 12 pt subtitle
- Dashboard Title - typically 20 pt bolded Tableau Bold font for title, 12-13 pt font for subtitle
- If possible, have colored text mirroring the color of the associated graph.

See Figure 4 for an example of the header pane in the AJiC style.

**Figure 4. Tableau Dashboard Header Pane Example in AJiC Style**

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**Interactivity**
Interactivity is the ability for the user to manipulate what is viewed in the dashboard. This is most commonly achieved through a clever use of filters. It may also involve the user being able to select elements of a table, bar chart, tree chart, or other graphic. AJiC sets aside a band underneath the “Headline Banner” for filters to be located (filter pane). This band is under the headline banner, taking up the minimum amount of space possible for a filter (32 pixels in height in Fig 1), while also including instructive text (such as “Select Year”) to display the type of variable the filter is applying to. The background of the filter pane should be grey to distinguish it from the other elements. Filters used in the dashboard should be located here whenever possible.

Filters placed in the filter pane should apply to every possible element in the dashboard, including the text callouts. Filter elements (such as the year that is selected) should be shown in titles of the graphs for which the filter is filtering data. To make sure filter actions are clear to the reader, AJiC uses dynamic titles and sub-titles whenever possible. [insert recommended title style]

**Dynamic Text**
Tableau allows for filtered values to be shown as dynamic text. This may show up in a large Text Callout, in tooltips, or in dynamic titling of figures. When filters are used in a dashboard it is best to add dynamic sub-titles so the user always knows the current filter settings.

When titles are approximately size 12 font, sub-titles are effective at size 9 font. See Figure 5 below for an example of a title interactive sub-titles.
Figure 5. Tableau Desktop Dynamic Title Example in AJiC Style

i. Dynamic Title without filter applied

**Percent** of Respondents by Form of IPV
Hover over bars or click to see details
Respondent Race: All | Age: All | Income: All

ii. Dynamic Title with filter applied

**Percent** of Respondents by Form of IPV
Hover over bars or click to see details
Respondent Race: American Indian or Alaska Native | Age: All | Income: All

a. Screenshot from Tableau desktop
b. Dynamic titles will be placed on any figure where a filter can be applied

Text Callout

Text callouts should implement various text sizes to highlight their different aspects:

- Callouts should emphasize key statistics with larger text and brighter colors.
- Descriptive text should be smaller and less-brightly colored.

The central statistic in the callout should be the largest (30pt or higher bolded Tableau Book font) and should be in a color that attracts attention, such as red. Text that identifies the central statistic should be smaller (20pt or higher bolded Tableau Book font) and should be a complementary but less attention-grabbing color, such as yellow or orange. All other descriptive text in the callout should be smaller than the aforementioned text (18pt or less Tableau Book font, optionally bolded) and in black color.

See Figure 6 for examples of call-out text using the AJiC style.
Figure 6. Tableau Desktop Call-out Text Example in AJiC Style

<table>
<thead>
<tr>
<th>i. Example One</th>
<th>ii. Example Two</th>
<th>iii. Example Three</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> out of every <strong>121</strong> adult Alaskan residents were in a DOC institution on July 1, 2019</td>
<td><strong>6</strong> out of <strong>10</strong> respondents reported experiencing one or more forms of Intimate Partner Violence in their lifetimes (10,885 total participants)</td>
<td>In 2018 there were <strong>544</strong> motor vehicle theft reports per 100k residents and <strong>99</strong> motor vehicle theft arrests per 100k residents.</td>
</tr>
</tbody>
</table>

- a. Screenshots from Tableau desktop
- b. Example One text call-out from Alaska DOC Institutional Inmate Population Dashboard
- c. Example Two text call-out from AVS CDVSA-AJiC Dashboard
- d. Example Three text call-out from Motor Vehicle Theft in Alaska Dashboard

Graphs
Graphs are the key element of dashboard construction. In order to not overwhelm the user, the AJiC style strongly recommends that dashboards not contain more than four visualizations. Use the formatting described below in addition to ample white space in between. Visualizations should be ordered left to right – top to bottom in order of importance, creating a “Z” shaped formation. For example, if a text callout displays the most important message of the dashboard it should be placed at the upper right of the dashboard in order to be the first thing a user reads.

Graph types
The most appropriate graph should be chosen to display information. AJiC has used a few simple graphs described below to get user’s started. In general, try and use straightforward visualizations as AJiC’s target audience often includes the general public. See Table 3 below for default formatting for four basic visualizations. Other graph types should be justified on a per-case basis. That is, using more complex or less common graphs should be done for a reason related to accurately conveying the information.
Table 3. Dashboard Graph Type AJiC Style Guide Recommendations

<table>
<thead>
<tr>
<th>Graph Type</th>
<th>Description</th>
<th>Format</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Chart</td>
<td>Change over time</td>
<td>Gray pane background</td>
<td><img src="image" alt="Line Chart" /></td>
</tr>
<tr>
<td></td>
<td>One or a few variables</td>
<td>Line size set at half in marks selector</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Circle marker in less than 20 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>White gridlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labels on line optional</td>
<td></td>
</tr>
<tr>
<td>Bar Chart</td>
<td>Compares magnitude</td>
<td>Gray pane background</td>
<td><img src="image" alt="Bar Chart" /></td>
</tr>
<tr>
<td></td>
<td>If over time, vertical bars</td>
<td>Separation between bars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If discrete, horizontal bars</td>
<td>White gridlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct labels optional</td>
<td></td>
</tr>
<tr>
<td>Pie Chart</td>
<td>Proportional differences</td>
<td>Gray pane background</td>
<td><img src="image" alt="Pie Chart" /></td>
</tr>
<tr>
<td></td>
<td>Use less than four groups</td>
<td>White border between groups</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>White gridlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Label in legend or directly</td>
<td></td>
</tr>
<tr>
<td>Tree Chart</td>
<td>Proportion differences</td>
<td>Gray pane background</td>
<td><img src="image" alt="Tree Chart" /></td>
</tr>
<tr>
<td></td>
<td>Similar to pie chart</td>
<td>White border between groups</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No limit to groups</td>
<td>White gridlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can layer multiple groups</td>
<td>Use color for layered groups</td>
<td></td>
</tr>
</tbody>
</table>

Notes
a. Graph types included are common in current dashboards – apply principles to alternative graph types.
b. Line chart preview from “Arrests in Alaska” Dashboard
c. Bar chart preview from “Alaska DOC Institutional Inmate Population” Dashboard
d. Pie chart preview from “AVS CDVSA-AJC” Dashboard
e. Tree chart preview from “Alaska Supreme Court Time to Disposition Standards” Dashboard
Graph attributes
Attempt to stick to general formatting rules:
- Use of gray background and distinct parts of figures
- Light grey with white grid lines

Guidance on color:
- See color palette in previous sections
- AJiC visualizations apply UAA’s branding scheme. See Appendix A2 for specific university guidance.
- First choice of color should general include UAA’s primary and secondary colors.
- If possible, the most important figure on a dashboard should use these colors.
- If bolder and/or more varied colors are needed, look to the “Expanded AJiC Palette.”
- Alternate between darker and lighter colors to make discrete categories easier to distinguish – work to make user differentiation of elements easy.
- When choosing gray or black in Tableau use UAA’s versions.
- Online color blindness simulators such as Colblindor can be useful in determining whether or not selected color combinations are accessible. AJiC colors have been run through this simulator but it is good practice to run images of completed dashboards through the simulator anyways.
- Using color in dynamic text in titles and tooltips is an effective way clarify for the user exactly what certain numbers and figures refer to.

Avoid secondary axes:
- Figures should only contain a single series.
- If you need more context consider tooltips or two interacting figures.
- If a secondary axis is necessary there should be justification.

Title guidance:
- Make sure the font is big enough to read comfortably – at least 12pt bolded.
- Titles in AJiC dashboards should be as descriptive as possible.
- All filters should be specified either in the primary title or the sub-title.
- Order descriptive elements consistently throughout the dashboard.

Figure labelling:
- Both direct labeling and axis labeling are acceptable, but they should not be used simultaneously within a single graph.

Axis origin:
- By default, figures should have axes that originate at zero.
- Axes that originate elsewhere must be justified.
- Make sure the visual is clearly marked if non-zero axes are used.

Tooltip should narrate a figure:
- Do not use Tableau’s default tooltip format, which is a simple list of statistics.
- Instead, have the tooltip describe in plain language what is being visualized in the figure.

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3 Link to Colblindor: https://www.color-blindness.com/coblis-color-blindness-simulator/
Source Notes
Required notes:

- Small font (9pt Tableau Book, or similar) should be used to acknowledge the dashboard’s funding source. This text should be placed on the bottom right and should take the least space possible.
- Text acknowledging the source of data should be small (9pt Tableau Book, or similar). This text should be placed on the bottom left and should use as little space as possible.

Other notes:

- All other notes or directions should be placed as space allows, in small font (9pt Tableau Book, or similar) on the bottom half of a dashboard as a floating text item.

Data Source
The underlying data must be structured in a way that is easy to understand, which includes clarity in variable names. Note – Tableau has limited processing power. Carefully create data source to be as efficient as possible.
Template
AJiC has a packaged tableau workbook to begin dashboard projects. It contains many of the features described in the style guide. Figure 7 below is the main page of this template dashboard. This main dashboard page has containers pre-loaded to help you place new visualizations into a dashboard.

Figure 7. Tableau Desktop Starter Template using AJiC Style

![Dashboard Screenshot](image)

a. Screenshot from Tableau desktop
Adding your data to the template:

- Make sure to add an additional data source at the top of the page. This will create a separate source upon which you can build.
- Do not add a connection because it will attempt to add your data to the sample data.
- Copy and paste formatting from pre-formatted worksheets to apply elements of style guide to your visualizations.

Figure 8. Tableau Desktop Data Source Sheet Adding New Data Source

i. Select the Data Source sheet

| Data Source | Dashboard Template | Text callout_example | bars_example | line_example | pie_example | tree_example |

ii. Add New Data Source at top of Data Source sheet

![Screenshot from Tableau desktop](image)

a. Screenshot from Tableau desktop

**Closing Remarks**
The Alaska Justice Information Center Style Guide is a living document housing current design and style conventions. It serves as a starting point for users to begin data visualizations in Tableau. If you have questions on using the style guide in your own organization please reach out to Director Dr. Troy C. Payne at tpayne9@alaska.edu. Visit [https://uaa.alaska.edu/ajic/dashboards](https://uaa.alaska.edu/ajic/dashboards) for the latest dashboards created by the Alaska Justice Information Center.
Appendix
Figure A 1

Figure A.1. University of Alaska, Anchorage, Style Guide Colors & Fonts

COLOR IS AN ESSENTIAL PART OF OUR BRAND.

Our color palette consists of primary, secondary, and supporting colors. Consistent use of UAA’s primary green and gold colors is the foundation for building our visual identity and contributes to our overall brand awareness. We recommend using them as the dominant colors, especially the green for most publications and other promotional materials, particularly items that are targeted to UAA’s core audience. Our external audiences—particularly those within the state of Alaska—will instantly associate the green and gold with UAA.

To maintain brand consistency, it is essential to reproduce our colors accurately. Please reproduce our colors using only the critical color values shown on this page. In some applications—particularly promotional items such as decals, caps, etc.—there will be limited colors available. In these cases, choose the darkest green and a middle-toned gold or a darker yellow that look approximately like UAA’s gold.

The secondary and supporting colors are not intended to be used as primary colors, but applied in moderation to enhance design. Secondary colors can be used in any of UAA’s logos.

UAA GREEN

CMYK: 0 61 32 0
RGB: 0 88 61
PANTONE: 343 C
Hex: #0E5A41

UAA GOLD

CMYK: 0 24 0 0
RGB: 239 196 0
PANTONE: 123 C
Hex: #FFC425

UAA green and gold are to be the predominant colors used in any designs or any printed materials created for the university. All color university logos must be reproduced using these colors. Logos may also be used black or reversed (white).

SECONDARY COLORS

Medium Green

CMYK: 20 34 59 1
RGB: 78 168 133
PANTONE: 7723 C
Hex: #4EAA85

Orange

CMYK: 90 169 0 0
RGB: 293 132 0
PANTONE: 151 C
Hex: #FF9900

Supporting Colors

Gray 1

CMYK: 45 36 44 4
RGB: 144 142 134
PANTONE: 7532 C
Hex: #8D8E86

Gray 2

CMYK: 20 17 36 0
RGB: 203 199 194
PANTONE: 423 C
Hex: #CFBFC2

Red

CMYK: 26 89 79 10
RGB: 184 93 98
PANTONE: 2022 C
Hex: #BF5D62

The supporting colors are to be used as accent colors—they should never overshadow the color scheme of the design.

Consistently used colors are as identifiable as the logo or the name, but only if they are used consistently and correctly.

a. Screenshot from 2017 UAA Branding Style Guide
b. These colors are the first colors included in the Alaska Justice Information Center color palette
Figure A 2

Figure A 2. Adding AJiC Color Palette to Tableau Desktop using .tps file

i. Directory Location to save .tps file

![Directory structure screenshot]

ii. Add this text to the saved "preferences.tps" file

```xml
<?xml version='1.0'?>
<workbook>
<preferences>
<color-palette name= "UAA Colors" type= "regular" >
<color>#00583D</color>
<color>#FFC425</color>
<color>#4EA685</color>
<color>#FF8200</color>
<color>#908E86</color>
<color>#CBC7C2</color>
<color>#B83D26</color>
<color>#59380D</color>
<color>#195F73</color>
<color>#8C1B81</color>
<color>#781C02</color>
<color>#088501</color>
<color>#FF0004</color>
<color>#BF4BB4</color>
<color>#CCA1C6</color>
<color>#152AEB</color>
<color>#6373FF</color>
<color>#C9D2FF</color>
<color>#F0FC03</color>
<color>#A8B012</color>
</color-palette>
</preferences>
</workbook>
```

iii. Add the "preferences.tps" file to your “My Tableau Repository” directory

![My Tableau Repository directory screenshot]

a. Screenshot from MacOS directory structure
b. Create a text file with a .tps extension into your machine’s “My Tableau Repository” directory
b. Paste in text from section ii Into a text editor and save as a .tps file. Reload your Tableau Desktop client and the UAA Colors will appear when you are in the “Edit Colors” pane.
c. Screenshot of “My Tableau Repository” directory taken on a MacOS machine.