

# HOW TO INSTALL TABLEAU READER

In order to open Tableau files, you will need to download Tableau Reader ([www.tableau.com/products/reader](http://www.tableau.com/products/reader) - then click 'Download Reader now'), if you have not done so already. If you have trouble downloading Tableau Reader, please contact ITS help on x6262 or [its-help@reading.ac.uk](mailto:its-help@reading.ac.uk). Please note that you will need to use the latest version of Tableau Reader to be able to view the files. If you previously downloaded an older version of Tableau Reader, you will need to update this. We will keep you apprised of any further updates to Tableau Reader, if required, on this page.

If the issue relates to not having admin rights for your machine, then ITS will need to know your PC's hostname. You can find this by:

- Left clicking 'Start'
- Right clicking 'Computer'
- Left clicking 'Properties'
- Under "Computer name, domain, and workgroup settings" you will see 'Computer name'. This is the PC's hostname.