



Setting up the Tableau Preferences File

You can update the Tableau Preferences file to create more personalized settings in Tableau. The most common way to update the Preferences file is to add a custom color palette. Below are the instructions to update the custom color palette using the USI Color Palette.

1. Make sure to close Tableau before beginning work on the Preferences file.
2. The Preferences file is located in the Common Tableau Repository and has the extension of *tps*.
3. Open the file using Notepad.
4. The file is in xml. Add some space between the opening and closing workbook tags.

```
<workbook></workbook>
```

5. In between the workbook tags, add in an opening and closing preferences tag.

```
<preferences></preferences>
```

6. In between the preferences tags, add in an opening and closing color palette tag

```
<color-palette name="USI Color Palette" type="regular"> </color-palette>
```

7. In between the color palette tags, add in nine opening and closing color tags.

```
<color></color>
```

8. In between each opening and closing color tag, add in the hexadecimal codes for the USI color palette. The hexadecimal codes are as follows:

- a. #002856
- b. #cf102d
- c. #7491a3
- d. #867970
- e. #aaa099
- f. #e9c2a6
- g. #3d3e3f
- h. #b1b1b2
- i. #A45A52

9. Your final code should look like this:

```
<?xml version='1.0'?>
<workbook>
  <preferences>
    <color-palette name="USI Color Palette" type="regular">
      <color>#002856</color>
```

```
<color>#cf102d</color>
<color>#7491a3</color>
<color>#867970</color>
<color>#aaa099</color>
<color>#e9c2a6</color>
<color>#3d3e3f</color>
<color>#b1b1b2</color>
<color>#A45A52</color>
</color-palette>
</preferences>
</workbook>
```

10. Save the file. When you reopen Tableau, you should see the USI Color Palette in your marks card.