

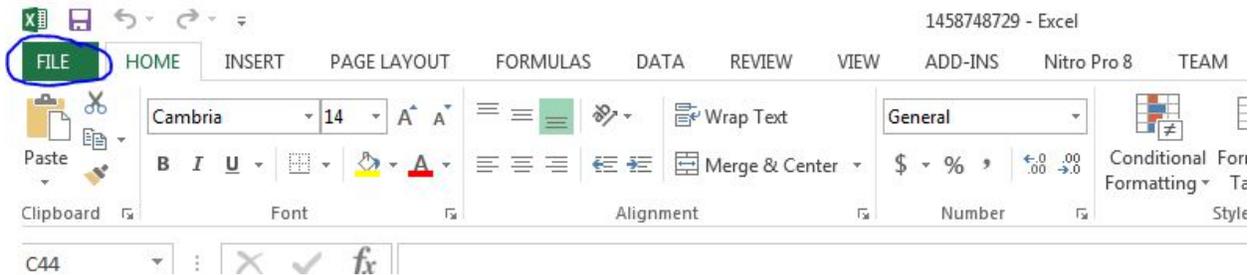
Save an Excel file as a PDF

- [1. Press on the "File" tab](#)
- [2. From here, click "Save As" from the left hand side](#)
- [3. When the Save As menu comes up, click on "Browse"](#)
- [4. A window should pop up. Pick where you want to save the file. Then, in the "Save as type" menu, select "PDF" from the drop down menu](#)
- [5. Once you have selected PDF, you should see "Optimize for" options. Select "Minimum size \(publishing online\)." This will ensure your pdf is small enough to upload properly](#)
- [6. Finally, press "Save" to save the file](#)

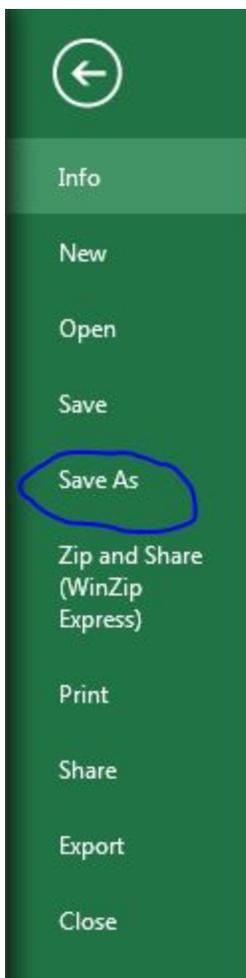
See an illustrated guide starting on the next page.

Illustrated guide

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2. From here, click "Save As" from the left hand side



3. When the Save As menu comes up, click on "Browse"

Save As

 OneDrive

 Computer

 Add a Place

 Computer

Current Folder

 Downloads
C: » Users » User » Downloads

Recent Folders

 Downloads
C: » Users » User » Downloads

 My Documents

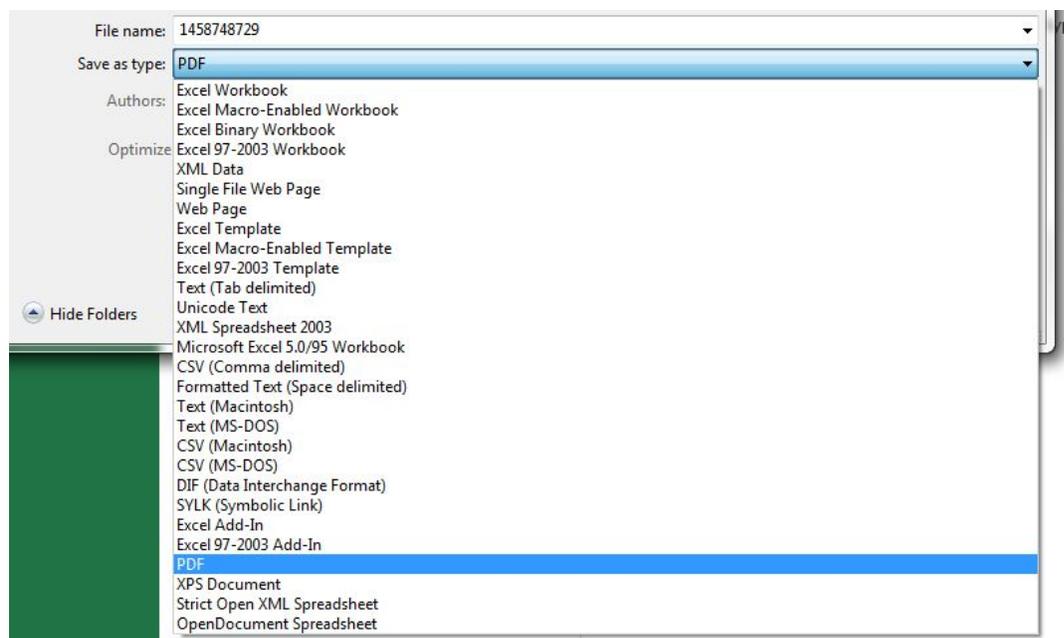
 My Skype Received Files
C: » Users » User » AppData » Roaming » Skype » My Skype Received Files

 timesheets
My Documents » timesheets

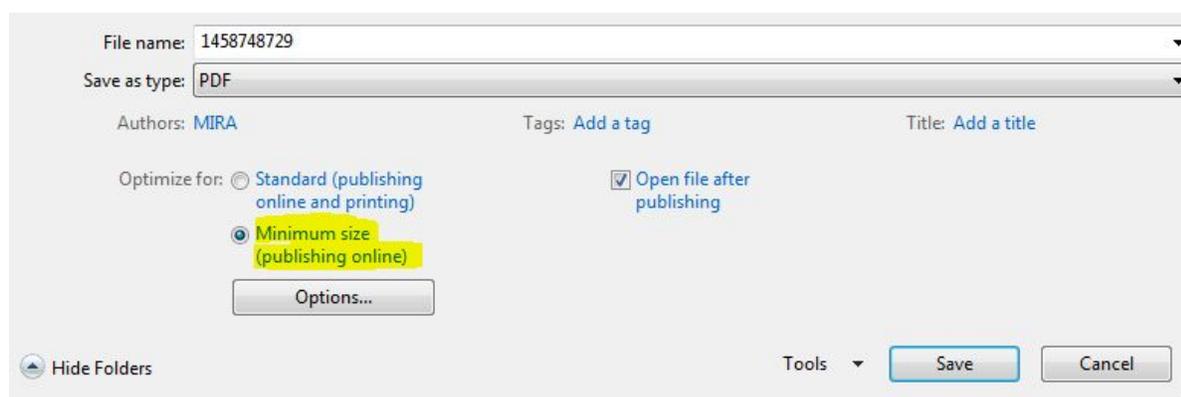
 Desktop



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