## 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"

<u>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</u>

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

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

File name:	1458748729 👻
Save as type:	PDF 🔹
Authors:	Excel Workbook Excel Macro-Enabled Workbook
Optimize	Excel 97-2003 Workbook Excel 97-2003 Workbook XML Data Single File Web Page Excel Template Excel Macro-Enabled Template Excel 97-2003 Template Text (Tab delimited)
Hide Folders	Unicode Text XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook CSV (Comma delimited) Formatted Text (Space delimited) Text (Macintosh) Text (MacDOS) CSV (Macintosh) CSV (M
	Strict Open XML Spreadsheet OpenDocument Spreadsheet

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

File name:	1458748729					
Save as type:	PDF					•
Authors:	MIRA	Tags: Add a tag			Title: Add a title	
Optimize	for: O Standard (publishing online and printing) Minimum size (publishing online) Options	Open file after publishing				
) Hide Folders			Tools	- [	Save	Cancel

## 6. Finally, press "Save" to save the file

File name:	1458748729				•			
Save as type:	PDF 🗸							
Authors:	MIRA	Tags: Add a tag		Title: Add a title				
Optimize for: C Standard (publishing online and printing)		Open file after publishing						
	Minimum size (publishing online)							
	Options							
lide Folders			Tools 🔻	Save	Cancel			