

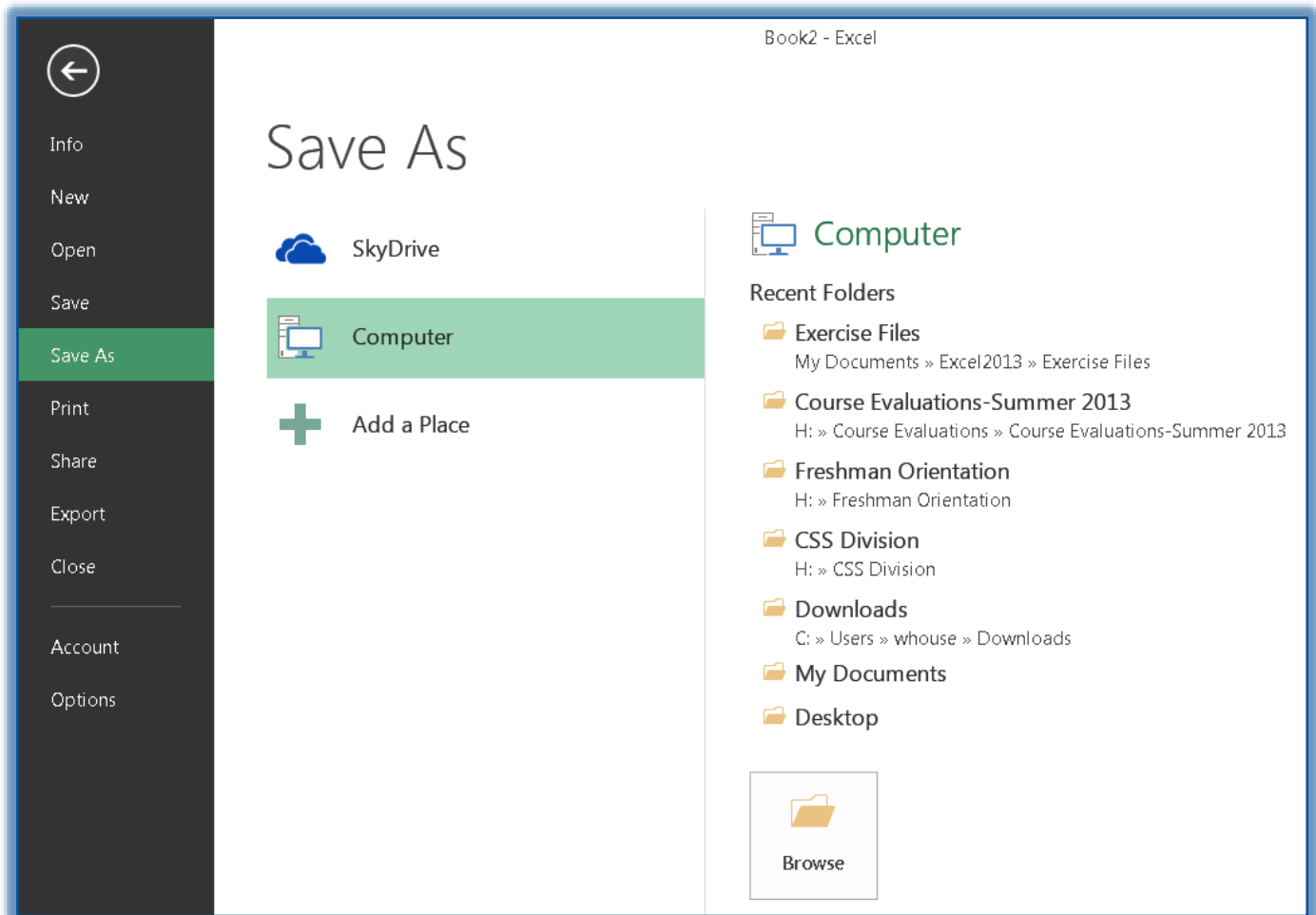
Save Workbooks in PDF Format

Documents in the Excel program, as well as in Word, Access, Publisher, and PowerPoint, can be saved in PDF format. PDF format is a non-revisable format that can be read by all platforms of computers. A PDF Reader program such as Adobe Reader or Fox-It Reader must be installed on the computer in order for the document to be read. PDF Reader programs may be downloaded free from the Web.

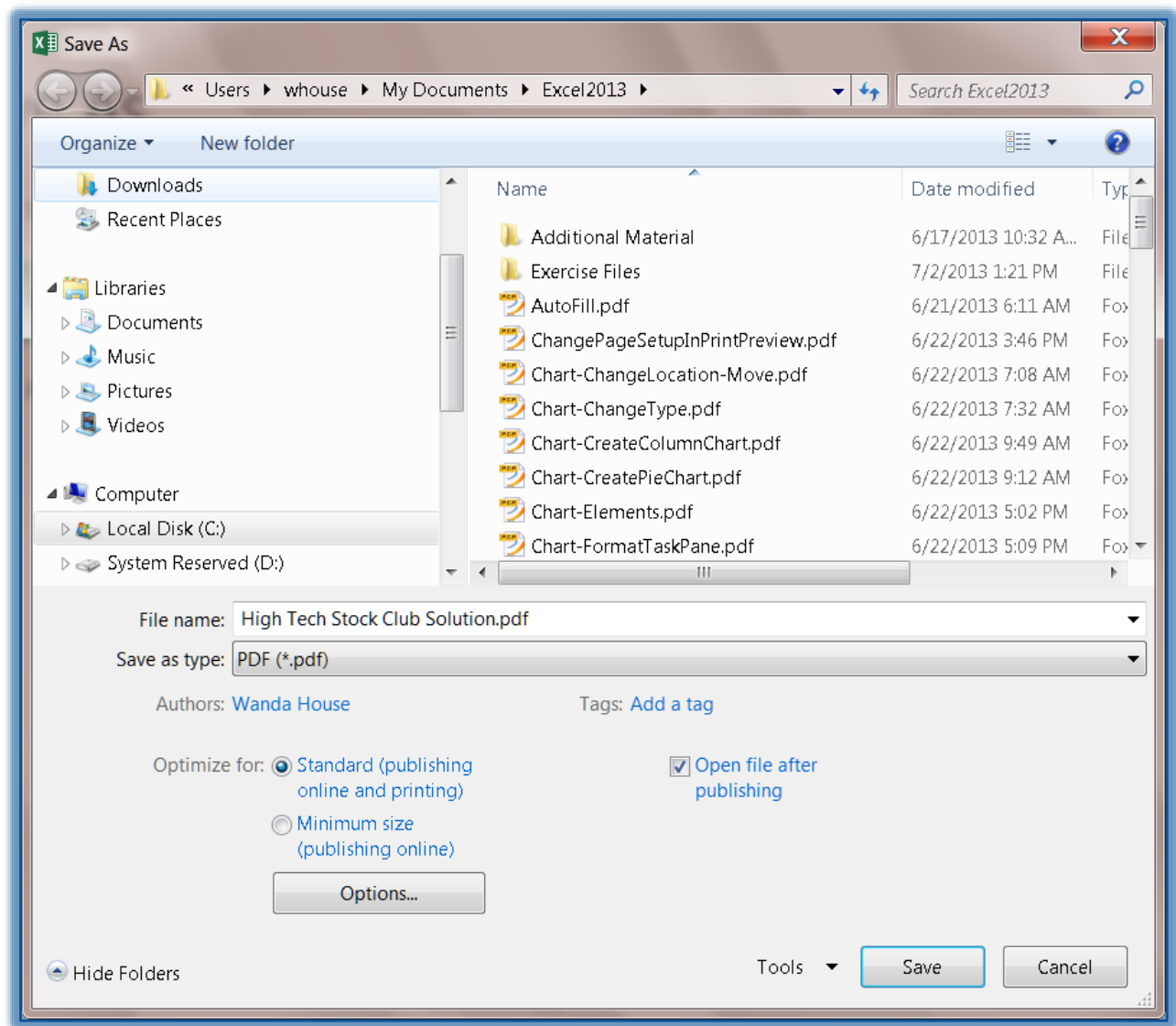
Saving documents in this format is a good way to save documents that are going to be used in a Web page or within the eCollege program. **Before a document is saved in PDF format, it should be saved as a Excel document.** The last step in creating a document that is to be in PDF format, is to save that document in a PDF format. There are two ways in Excel to save a document in PDF format. These ways are explained below.

Use Save As

- ✦ Click the **File Tab**.
- ✦ Click the **Save As** link.
- ✦ The **Save As** window will display (see illustration below).



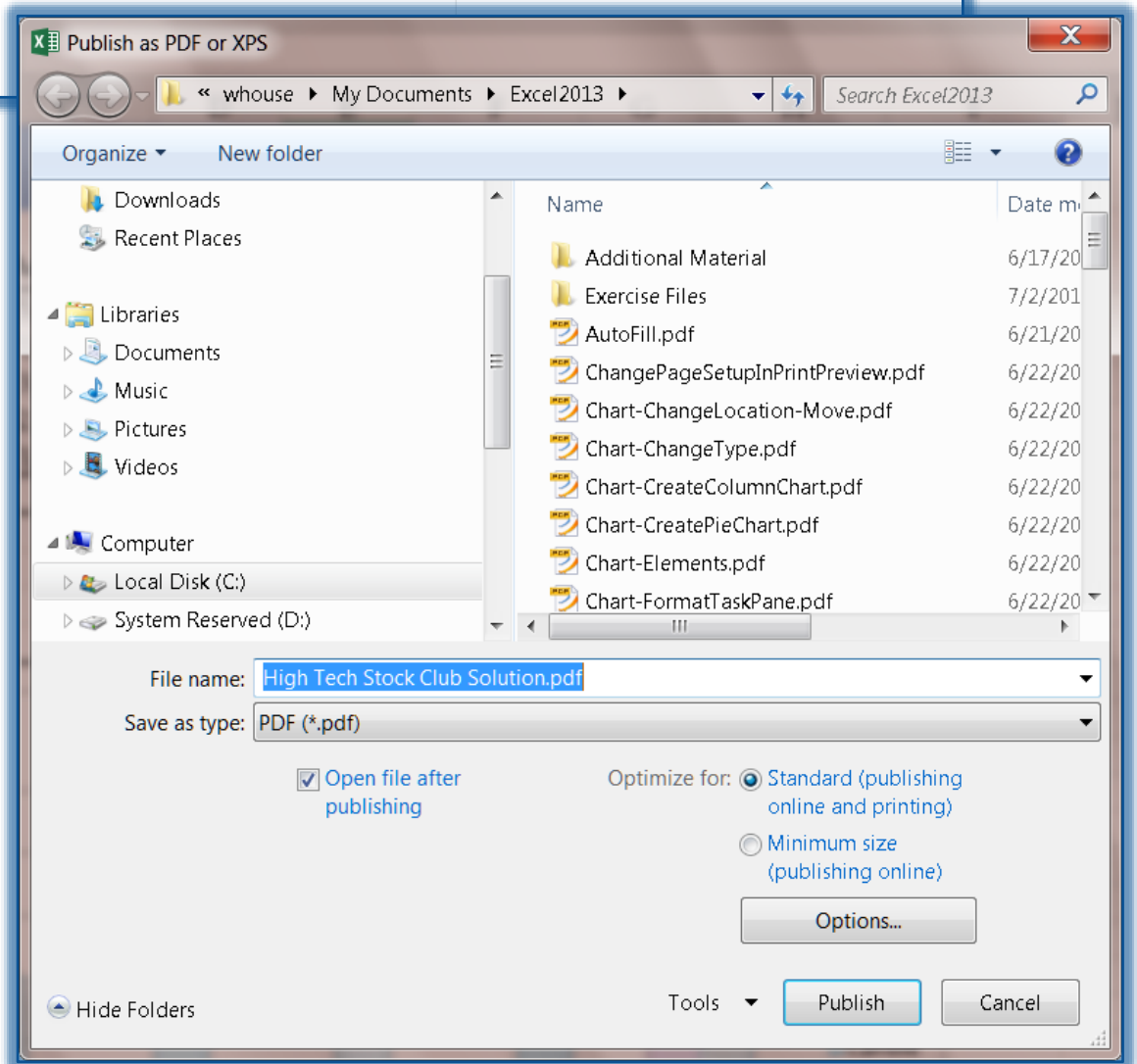
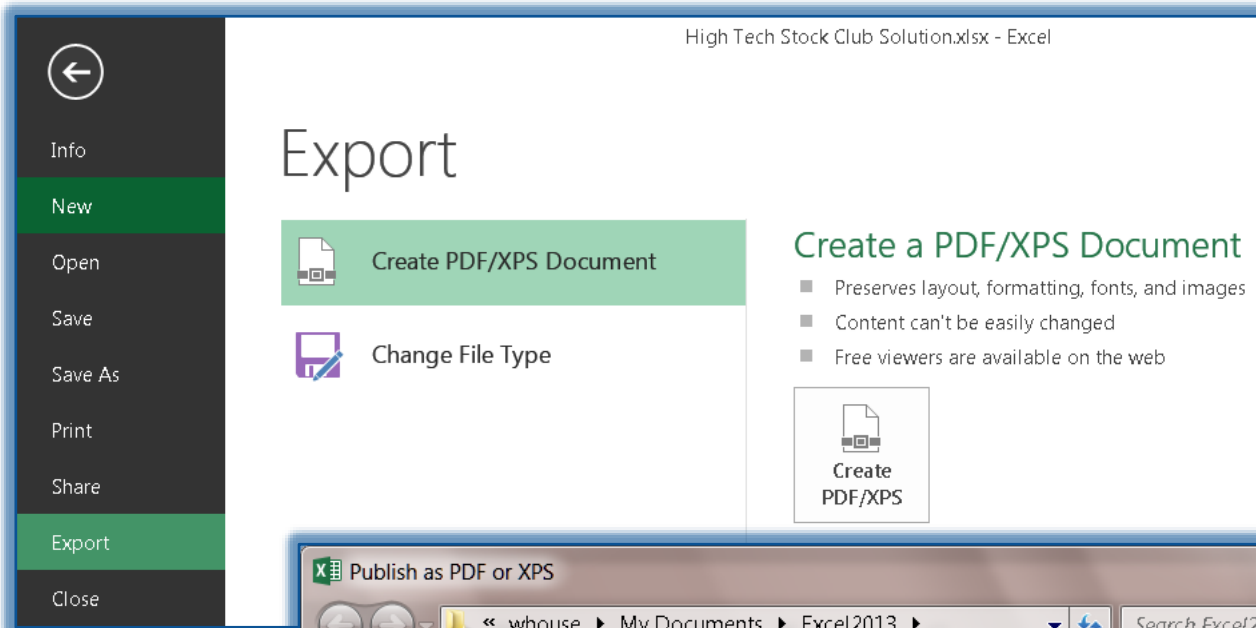
- ✦ Click the **Computer** link.
- ✦ Click the **Browse** button.
- ✦ The **Save as** window will display (see illustration on next page).
- ✦ In the **Save as Type** list, select **PDF**.
- ✦ In the **File Name** box, input a name for the document or use the default name.



- † Select the storage location for the PDF file.
- † The default is to save the PDF document to the same folder and with the same name as the Excel document.
- † Check out the other options that are available in the dialog box.
- † Click the **Options** button to display additional options.
- † When all the options have been selected, click the **Save** button.
- † The document will be published as a **PDF document**.
- † The document will open up in **Adobe** or **Fox-It Reader** if the **Open file after publishing** check box is selected.

Use Export

- † Click the **File Tab**.
- † Click the **Export** button on the left side of the window.
- † The **Export** window will display (see illustration on next page).
- † Click the **Create PDF/XPS** button.
- † The **Publish as PDF or XPS** window will display (see illustration on next page).
- † Select a location to store the document. The default will be the same folder where the Excel document is stored.



✚ Click the **Publish** button.

- ★ The document will be published as a **PDF document**.
- ★ The document will open up in the **PDF Reader** if the **Open file after publishing** check box is selected.