

Saving a copy of the report to PDF format in Excel 2013

This lesson examines how to save a copy of the report to Portable Document Format (PDF) in Excel 2010

Enter the application menu

NavigatorReport19 [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

G15

	A	B	C	D	E	F	G	H	I	J	K	L
1	Target	Beverages - Beer - Glasses/cans/bottles/past 7 days - all locations - 1 - 3										
2	Campaign	4, 8										
3	Sort By	Market CMA Size, OOH Company, Product										
4												
5												
6	Market CM	OOH Com	Product	Average	# of	Daily Tgt	4 weeks					
7				Daily Circ	Faces	GRPs	R	F	Tgt GRPs	Mkt GRPs	Target Imp (000s)	In-Mkt Imp (000s)
8	Toronto	Astral	Horizontal Posters	32,700	49	28	56	13.8	773	698	8,191	41,246
9	Plan #1		Street Furniture (68x47)	18,900	85	28	68	11.4	776	702	8,229	41,443
10		OUTFRONT	Horizontal Posters	25,300	63	27	57	13.5	768	695	8,147	41,030
11			Street Furniture (68x47)	23,500	68	28	57	13.6	771	697	8,177	41,178
12		Pattison	Horizontal Posters	23,900	67	28	57	13.6	774	700	8,205	41,320
13			Street Furniture (68x47)	11,600	138	28	55	14.1	774	700	8,203	41,308
14			Toronto Mix	21,100	470	166	85	54.8	4,636	4,192	49,152	247,525
15												
16	Montreal	Astral	Horizontal Posters	49,800	21	29	57	14.3	820	692	6,143	26,937
17	Plan #1		Street Furniture (68x47)	17,000	62	30	56	14.9	828	699	6,201	27,193
18		OUTFRONT	Horizontal Posters	39,900	26	29	57	14.2	814	687	6,101	26,752
19		Pattison	Horizontal Posters	36,700	29	30	57	14.7	834	704	6,247	27,391
20			Street Furniture (68x47)	16,600	64	30	54	15.3	833	704	6,243	27,376
21			Montreal Mix		36,600	202	147	77	15	4,129	3,486	28,461
22												
23												
24			Plan #1 Total Mix		23,400	672	158	81	54.4	46	15	4,426
25												
26	Source: COMB Winter 2017 (January) and Numeris-RTS Fall 2016											
27	Created on June-16-17											
28												

Within Excel 2013:

Select the green **File** tab

Save and send

NavigatorReport19 [Compatibility Mode] - Excel

Info

NavigatorReport19

\\dc1 » AGoyau » My Documents » COMB

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Convert

Protect Workbook
One or more sheets in this workbook have been locked to prevent unwanted changes to the data.
Coding Page [Unprotect](#)

Inspect Workbook
Before publishing this file, be aware that it contains:
■ Document properties, printer path, author's name, related dates and absolute path
■ Content that cannot be checked for accessibility issues because of the current file type

Check for Issues

Manage Versions
There are no previous versions of this file.

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

Size **99.0KB**
Title [Add a title](#)
Tags [Add a tag](#)
Categories [Add a category](#)

Related Dates

Last Modified Today, 4:25 PM
Created
Last Printed Today, 4:25 PM

Related People

Author **Alice Goyau**
[Add an author](#)

Last Modified By **Alice Goyau**

Related Documents

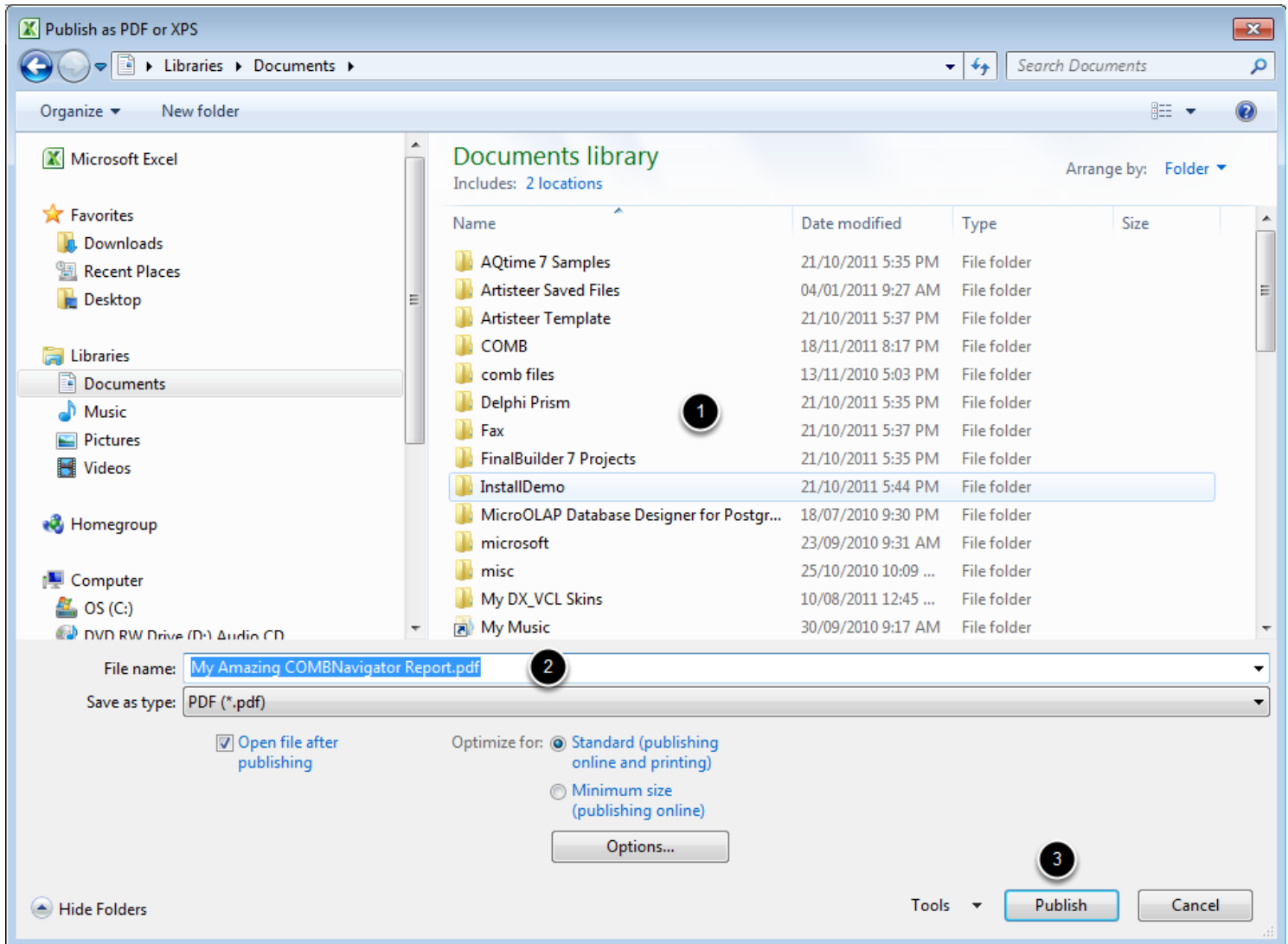
[Open File Location](#)
[Show All Properties](#)

Select **Save as Adobe PDF**

The screenshot shows the Microsoft Excel application window titled 'NavigatorReport19 [Compatibility Mode] - Excel'. The 'Info' tab is active, displaying the file name 'NavigatorReport19' and its location '\\\\dc1 » AGoyau » My Documents » COMB'. A 'Compatibility Mode' warning is present, stating that some new features are disabled to prevent problems when working with previous versions of Office. The left sidebar contains a green navigation pane with buttons: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Export, Close, Account, and Options. The 'Convert' button is highlighted in the 'Save as Adobe PDF' section. The 'Acrobat PDFMaker' dialog box is open, showing the 'Conversion Range' section with 'Entire Workbook' selected (circled in red and labeled '1'). The 'Convert to PDF' button is labeled '2'. The dialog also shows 'Sheets in Excel' (Beverages - Beer - Glaz, Calculation Log, Coding Page), 'Sheet Selection' (Add >, < Remove, Add All >>), 'Arrange' (Move Up, Move Down), and 'Conversion Options' (Actual Size, Fit to paper width, Fit Worksheet to a single page).

1. Select **Conversion Range** that you need.
2. Click **Convert to PDF**.

Save dialog



1. Select a folder for the PDF file.
2. In the **File name** box, enter a name for the PDF file
3. Select **Publish**

The report will be saved to the selected location in PDF format.