

HOW TO SAVE EXCEL AS PDF

This guide will show you how to save your Excel workbook as a PDF file. Before you do so, you may want to **copy several sheets from several documents into one document**. To do so,

1. Open the document you want to copy the sheets to.
2. Go to the sheet you want to copy.
3. Right-click the name of the sheet (in the bottom of the page).
4. Click 'Move or Copy...'
5. Select the book to which you want to move or copy the sheet.
6. Click 'OK'.

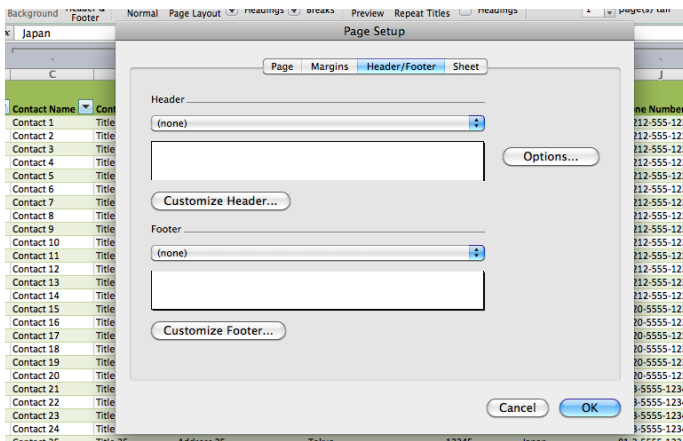
ADJUST HEADER AND FOOTER

The screenshot shows the Microsoft Excel 2011 interface. The 'Header & Footer' ribbon is selected, and the 'Add or edit a header or footer' button is highlighted. The spreadsheet displays a table with the following data:

Customer ID	Company Name	Contact Name	Contact Title	Billing Address	City	State or Province	Postal Code	Country/Region	Phone Number	Fax Number	E-Mail Address
1	Company 1	Contact 1	Title 1	Address 1	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
2	Company 2	Contact 2	Title 2	Address 2	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
3	Company 3	Contact 3	Title 3	Address 3	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
4	Company 3	Contact 4	Title 4	Address 4	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
5	Company 4	Contact 5	Title 5	Address 5	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
6	Company 5	Contact 6	Title 6	Address 6	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
7	Company 6	Contact 7	Title 7	Address 7	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
8	Company 7	Contact 8	Title 8	Address 8	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
9	Company 8	Contact 9	Title 9	Address 9	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
10	Company 8	Contact 10	Title 10	Address 10	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
11	Company 8	Contact 11	Title 11	Address 11	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
12	Company 9	Contact 12	Title 12	Address 12	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
13	Company 9	Contact 13	Title 13	Address 13	Seattle	Washington	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
14	Company 10	Contact 14	Title 14	Address 14	New York	New York	12345	United States	01-212-555-1234	01-212-555-4321	someone@example.com
15	Company 11	Contact 15	Title 15	Address 15	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
16	Company 12	Contact 16	Title 16	Address 16	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
17	Company 13	Contact 17	Title 17	Address 17	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
18	Company 14	Contact 18	Title 18	Address 18	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
19	Company 14	Contact 19	Title 19	Address 19	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
20	Company 15	Contact 20	Title 20	Address 20	London		12345	United Kingdom	44-20-5555-1234	44-20-5555-4321	someone@example.com
21	Company 16	Contact 21	Title 21	Address 21	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
22	Company 17	Contact 22	Title 22	Address 22	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
23	Company 18	Contact 23	Title 23	Address 23	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
24	Company 18	Contact 24	Title 24	Address 24	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
25	Company 19	Contact 25	Title 25	Address 25	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
26	Company 20	Contact 26	Title 26	Address 26	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
27	Company 21	Contact 27	Title 27	Address 27	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
28	Company 22	Contact 28	Title 28	Address 28	Tokyo		12345	Japan	81-3-5555-1234	81-3-5555-4321	someone@example.com
29	Company 23	Contact 29	Title 29	Address 29	Paris		12345	France	33-1-5555-1234	33-1-5555-4321	someone@example.com
30	Company 24	Contact 30	Title 30	Address 30	Paris		12345	France	33-1-5555-1234	33-1-5555-4321	someone@example.com
31	Company 24	Contact 31	Title 31	Address 31	Paris		12345	France	33-1-5555-1234	33-1-5555-4321	someone@example.com
32	Company 24	Contact 32	Title 32	Address 32	Paris		12345	France	33-1-5555-1234	33-1-5555-4321	someone@example.com
33	Company 25	Contact 33	Title 33	Address 33	Paris		12345	France	33-1-5555-1234	33-1-5555-4321	someone@example.com

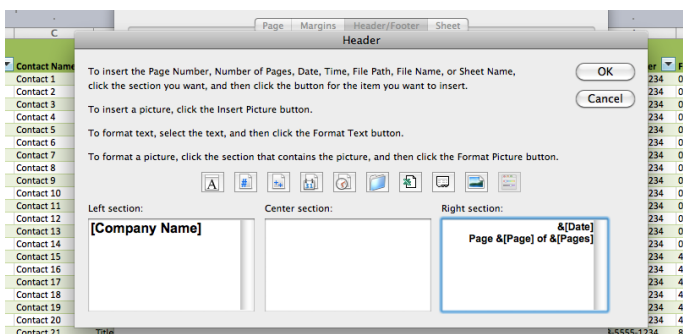
Before saving your Excel workbook as a PDF, you may want to edit the header and the footer of the workbook. Please note that **all the sheets you wish to include in the PDF file must have the same header and footer**. Otherwise the sheets will be split into multiple PDF files.

To edit the header and footer, first select all the sheets in the workbook (click the first sheet, hold down the Shift key and click the last sheet to select all sheets at once). Then go to the Layout tab and select 'Header & Footer' from the ribbon.



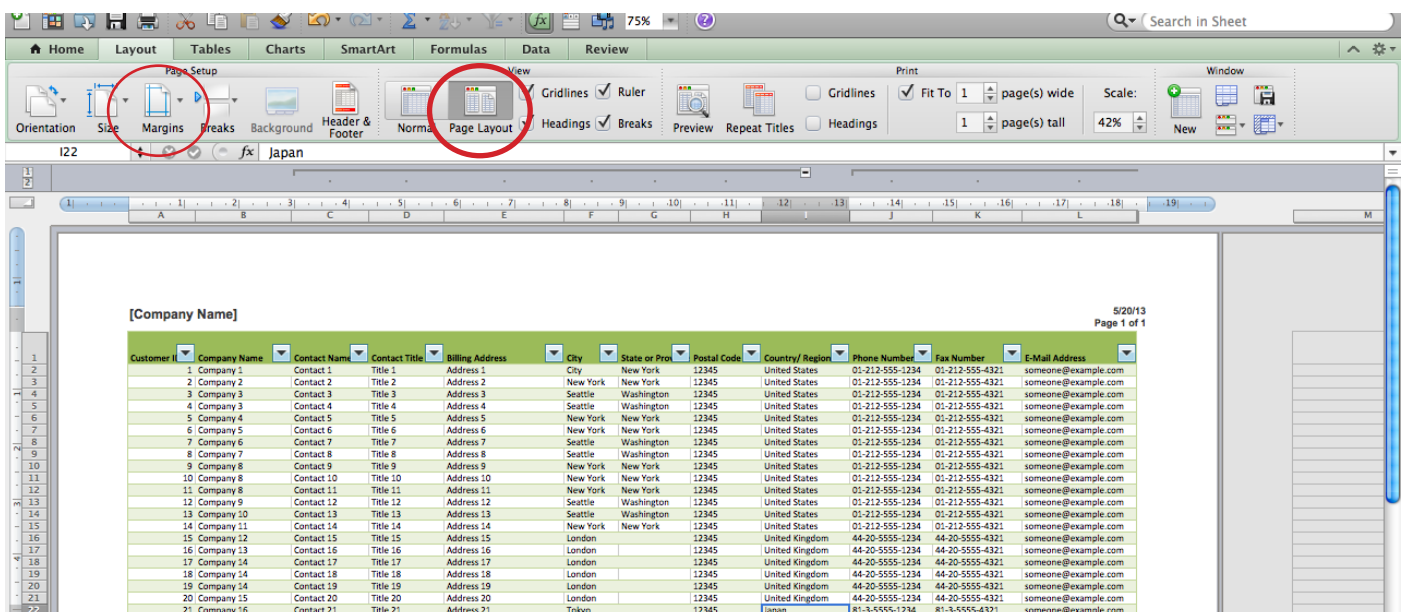
In the Header/Footer section, you can now click '**Customize Header...**' or '**Customize Footer...**'.

You can also select previous headers and footers from workbooks you have created earlier. To do so, use the drop down menu above the empty header/footer fields.



When you click 'Customize...', you can edit three different sections of the header or footer. Instructions are given in the dialogue box.

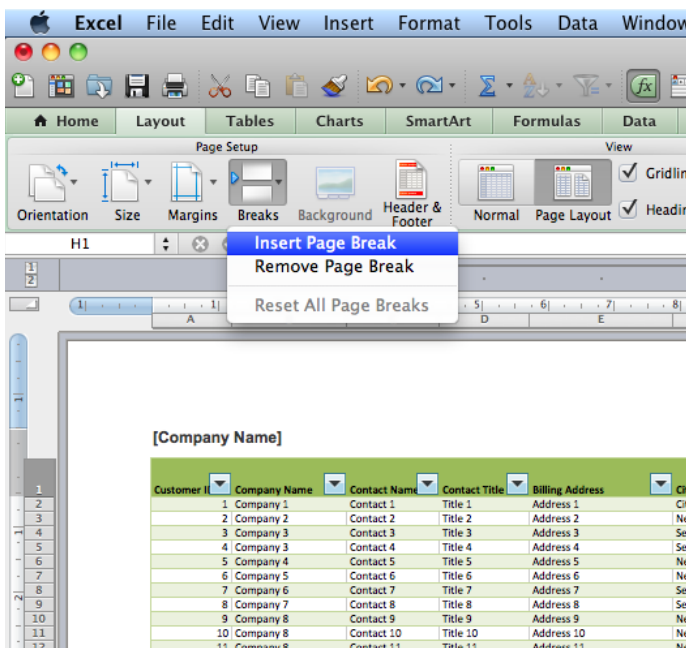
Once the header and footer have been customized, click '**OK**'. Return to the Page Setup window and close it by clicking '**OK**' again.



You can select Page Layout view if you wish to see how the pages of your PDF file will look. Go to the Layout tab in the ribbon and select '**Page Layout**' in the View section. You will then be able to see the contents of the different pages along with your header and footer.

If you want to add space between the header and the page content, you can edit the margins by clicking '**Margins**' in the Page Setup section. Make sure you select all the sheets in the workbook before editing (Shift + mouseclick).

ADJUST PAGE LAYOUT

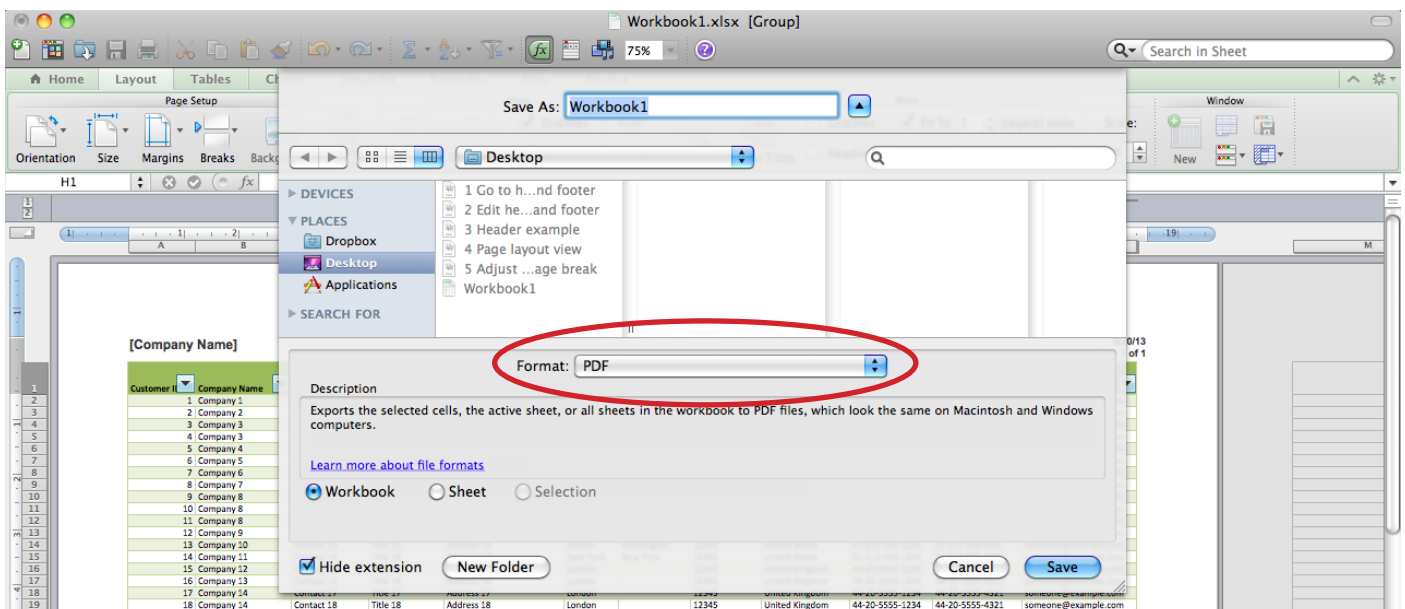


In order to adjust the layout of your sheets when saved as PDF, go to the Layout tab and use the Page Setup options.

You can change the orientation of the page by clicking 'Orientation'. You can also send some of the content of one page to the following page by inserting a Page Break from the 'Breaks' option.

Edit the layout of the page and return to Page Layout view to see how your changes will look in the PDF file.

SAVE AS PDF

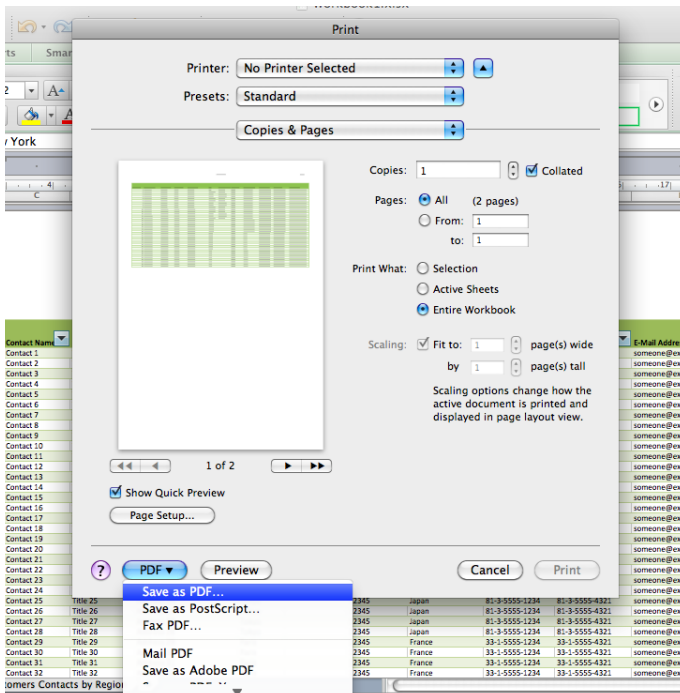


When ready to save, select all the sheets in the workbook, go to file, and select 'Save as...'. Name the file, select its destination, change the format to PDF as shown in the picture, and click 'Save'.

The sheets should now be saved into one PDF file. Sometimes

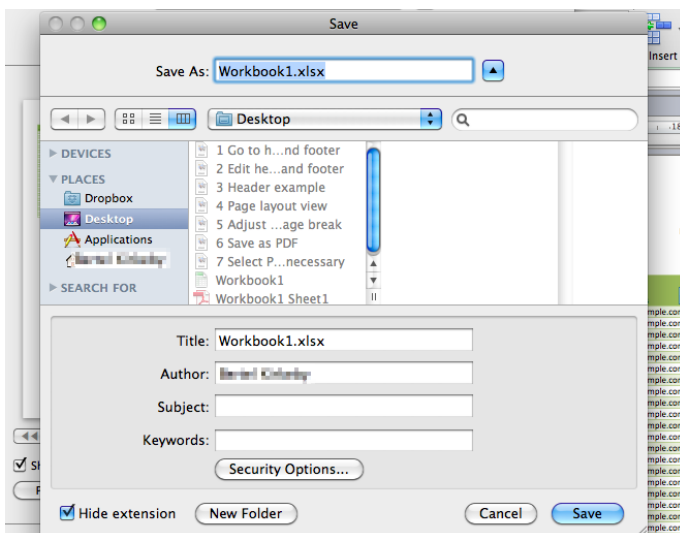
however, Microsoft Excel 2011 will save the sheets into single PDF files even though the header and footer are consistent on all pages in the workbook and the settings for the workbook are correct. If this is the case, you can try printing to PDF as shown on the following page.

TROUBLESHOOTING

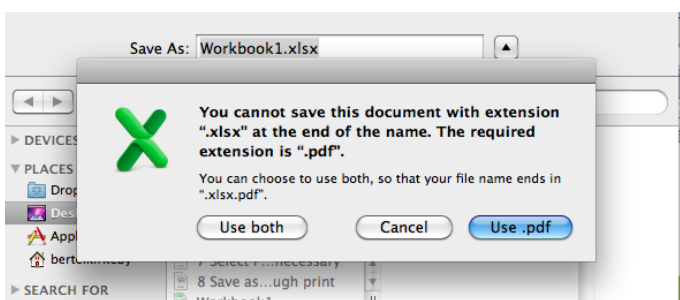


If your workbook is saved into multiple PDF files, one per sheet, you can use the Print option and save to PDF from here.

Select all your sheets (Shift + mouseclick). Press Cmd + p to enter the print option. Adjust the settings as shown in the picture, then click 'PDF' in the bottom of the window and select 'Save as PDF...'.



Name the file, select its destination, and click 'Save'.



If you have left the file extension to '.xlsx' and you see this message, click 'Use .pdf'. Your workbook should now be saved into one single PDF file.

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Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

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