GSD. Global - Excel - Save a Microsoft Excel Document as a PDF File

Article ID: KB0039658
Created: 2024-12-19 14:03:24
Updated: 2024-12-19 14:03:24
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/6c81d800c38a1a100acd3300150131cb', 'value': '6c81d800c38a1a100acd3300150131cb'}

General Information:

Possible symptoms/errors:

User wants to know how to Save a Microsoft Excel Document as a PDF File

Alternative names of the system:

Microsoft Excel Document

IMPORTANT NOTICE:

N/A

Solution:

This guide shows how to save an Excel file as a PDF file.

Details:

Advise user to open an Excel workbook.Inform them to navigate to File.

User must select Save As and then click on Browse.

Inform user to choose PDF (*.pdf) from the drop-down list.

Advise user to click on Options...

User can choose what to publish: Selection, Active Sheets or the Entire workbook. Once settings are selected, they must click on OK.

Once done, inform user to click on Save.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A