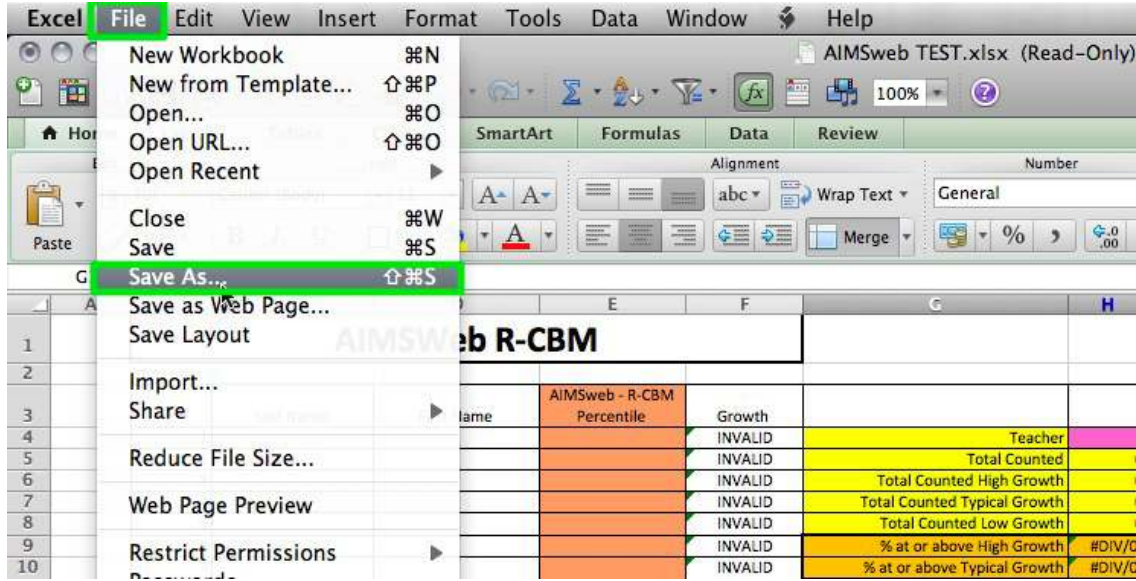


## Saving an Excel Spreadsheet as a PDF

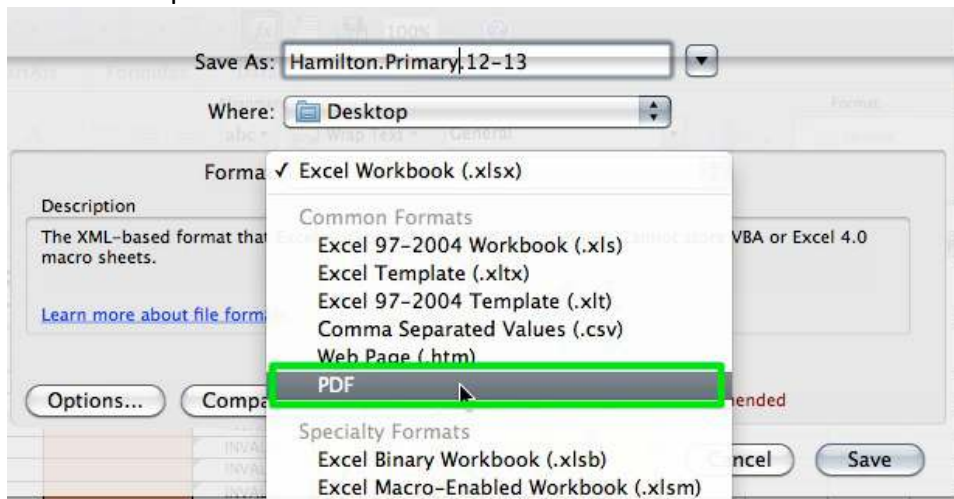


1. Click on **File** and select **Save As...**



2. Save your file in this format: (LastName.Primary/Secondary.SchoolYear)  
(note: select Primary or Secondary)  
Examples: **Hamilton.Primary.12-13**     **Smith.Secondary.12-13**

3. Click on the **Format** dropdown and select **PDF**.



4. Choose **Sheet** and click **Save**

