How to Convert Excel to PDF

There are people who prefer Adobe PDF documents over Excel Spreadsheets for the reason that they often find the latter quite complicated. With Adobe Acrobat Pro DC, you can convert from Excel to PDF seamlessly and easily, you can do the entire process in just minutes.

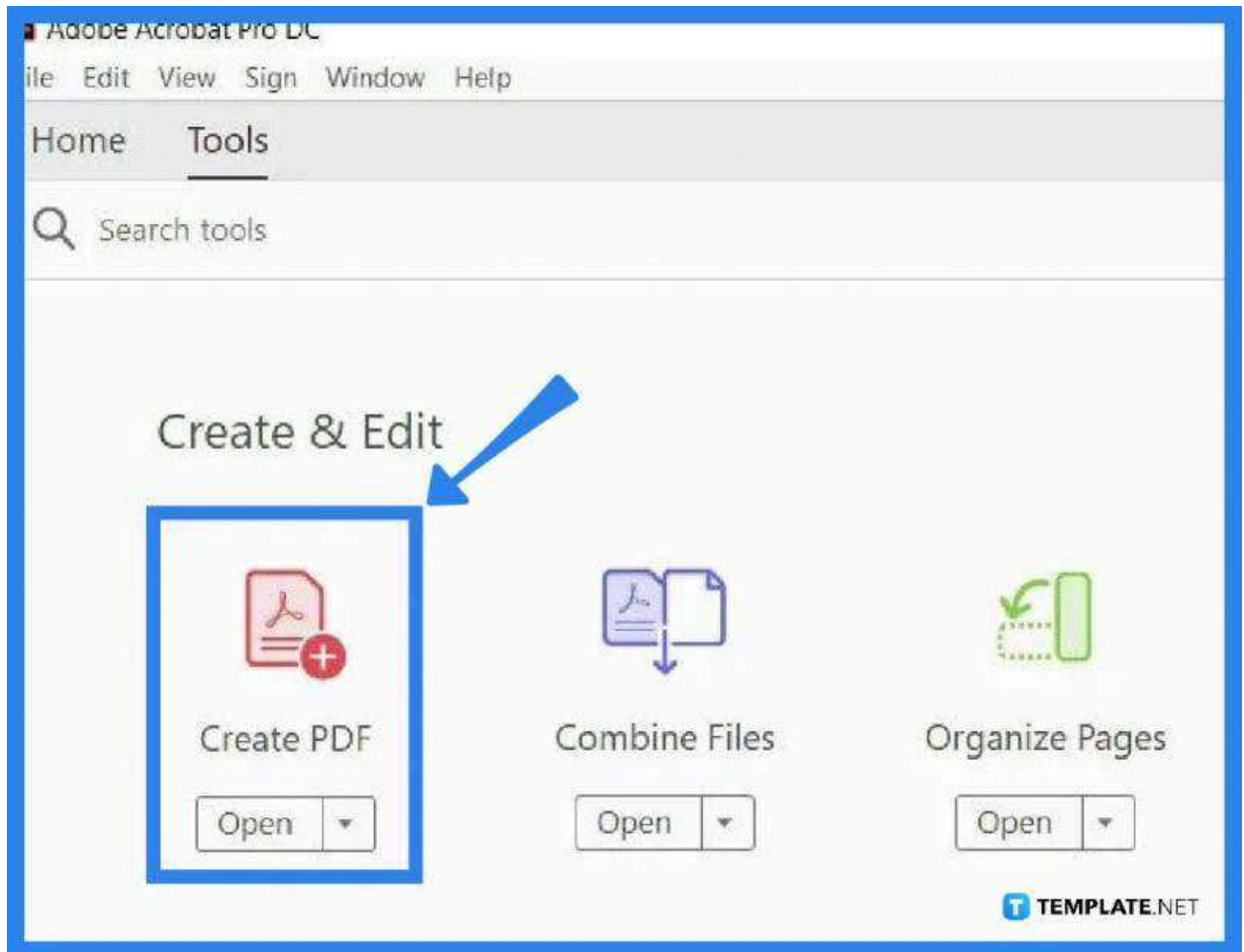

How to Convert Excel to PDF

Adobe Acrobat Pro DC allows you to manage and orchestrate all your paperwork in a manner convenient to you. And if you need to convert your Excel file to PDF, here is what you can do to bring about a perfect change to your spreadsheet.
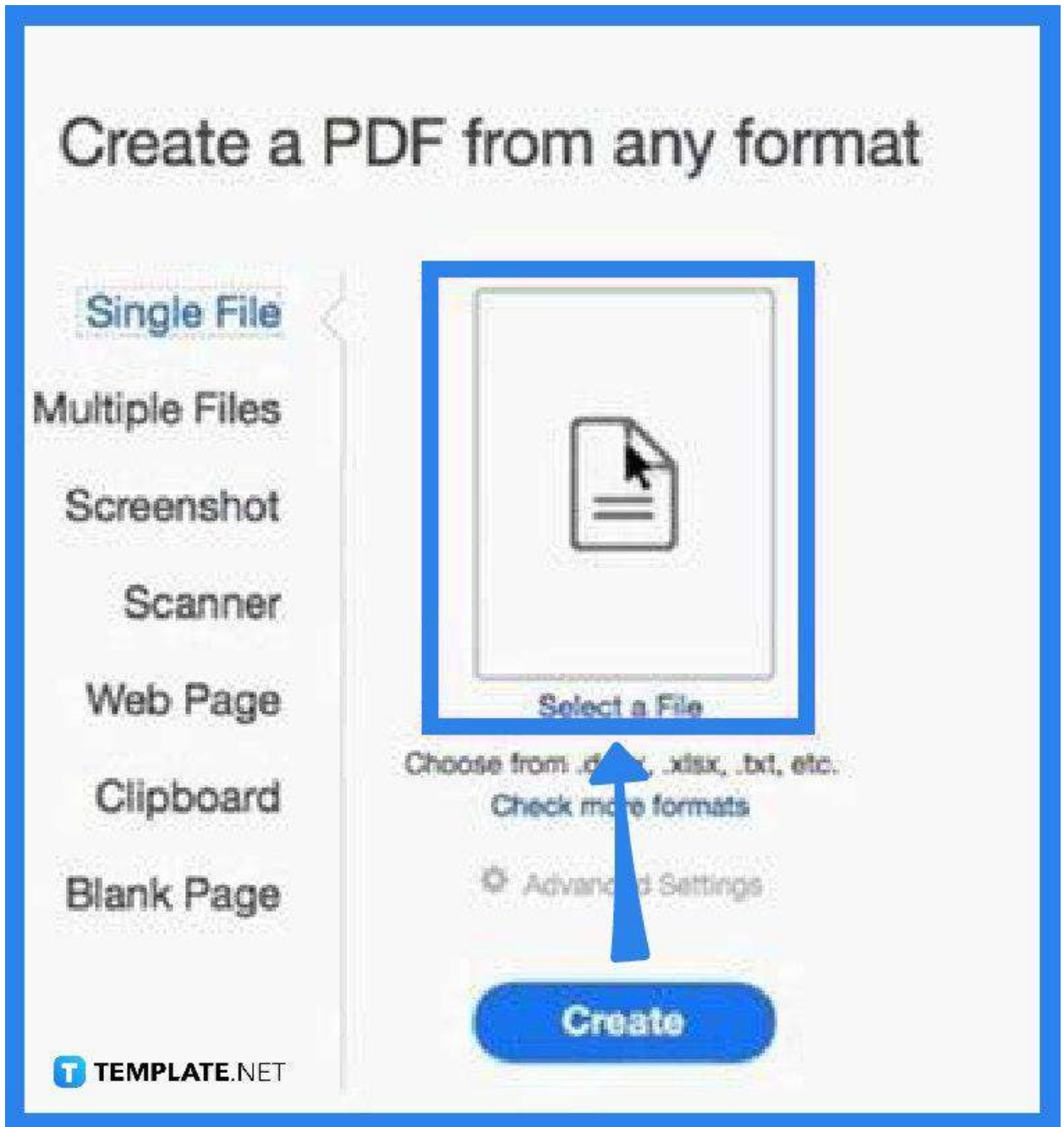
- **Step 1: Open the File**

Launch your Adobe Acrobat Pro DC software so you can start working on the file that you want to convert to PDF. Once you are inside the program, head over to the "File" menu and click "Open." Now, go ahead and look for that file.

- **Step 2: Click Tools and Select Create PD>**

Go to the "Tools" menu and search for the "Create PDF" tool. This should be right under the "Create and Edit" section. By clicking on this, it will take you to the "Create a PDF from Any Format" window.

- **Step 3: Click on Select a File**

Create a PDF from any format

Single File

Multiple Files

Screenshot

Scanner

Web Page

Clipboard

Blank Page

Select a File

Choose from .docx, .xlsx, .txt, etc.
Check more formats

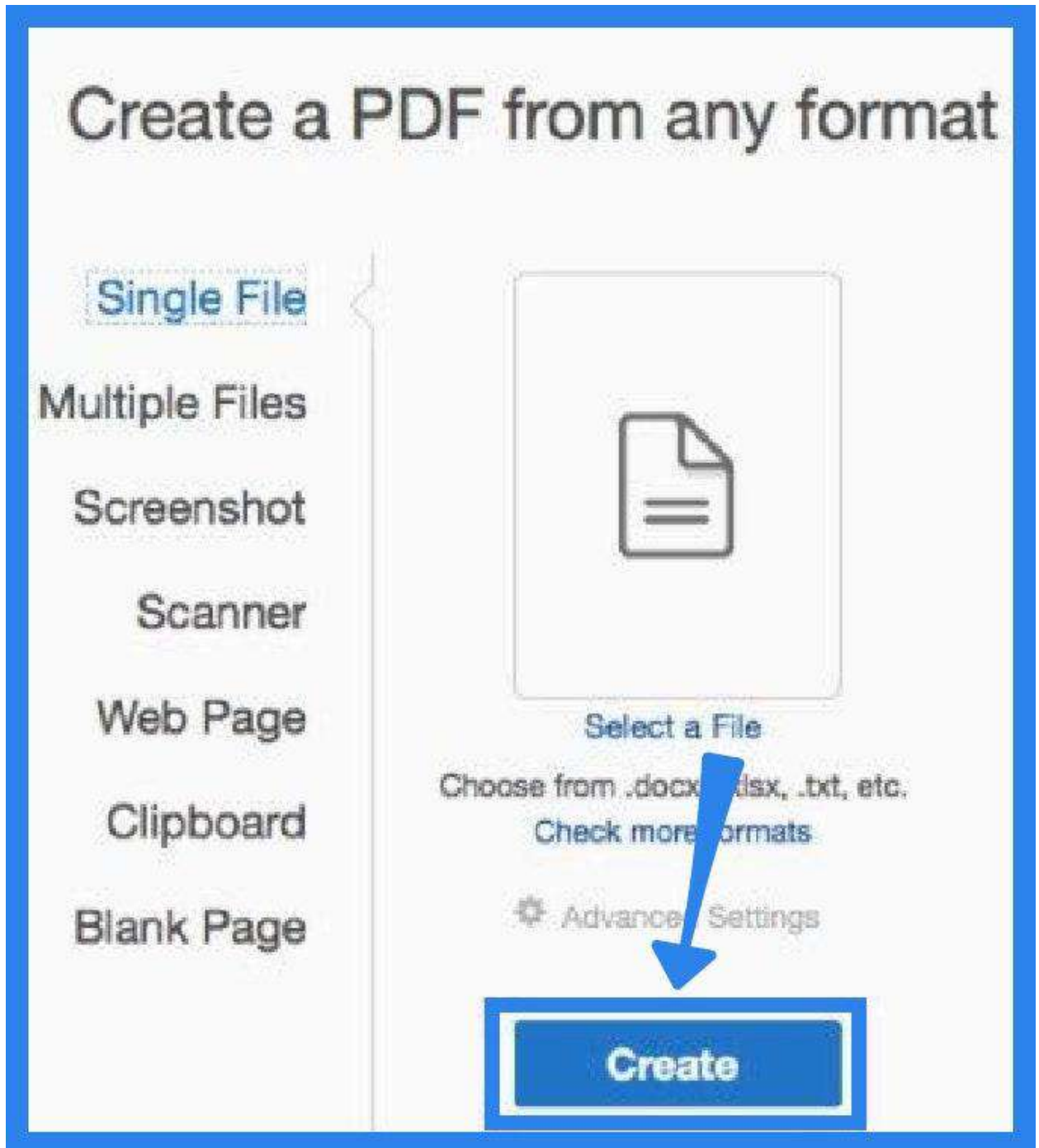Advanced Settings

Create

TEMPLATE.NET

From the "Create a PDF from Any Format" window, choose what kind of file you are going to convert. This could be single or multiple files. Once you have selected it, the "Open" dialog box will pop up.

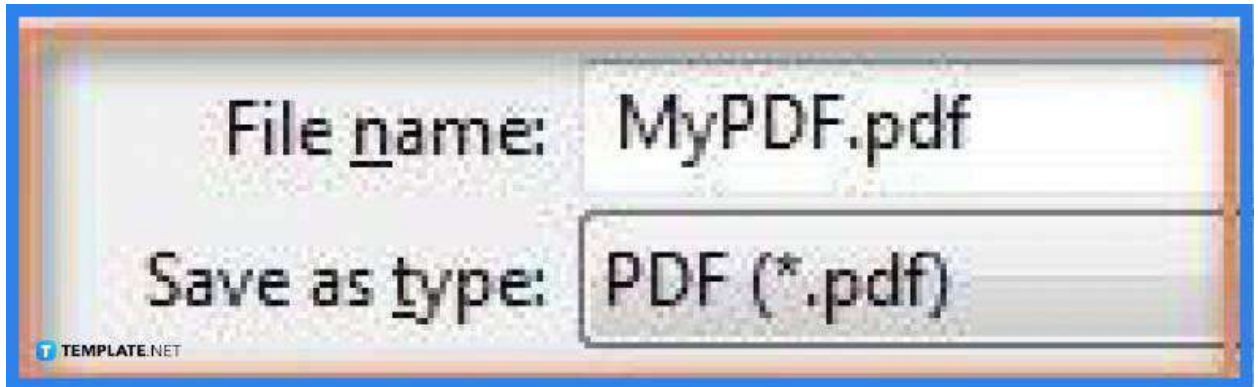- **Step 4: Locate the File to Be Converted**

In the "Open" dialog box, choose the file you wish to work on. Now, click "Open." Wait for the "Create a PDF from Any Format" window to display again.

- **Step 5: Click Create**

In the "Create a PDF from Any Format" window, click on the "Create" button to begin the process. Adobe Acrobat will automatically execute it. Simply wait until the process is done.

- **Step 6: Save PDF File**

When the process is done, the newly converted file will open. Now, go to "File", click "Save" or "Save As," name the file, and select a location for the new PDF file. Make sure to change the "Save as Type" to PDF and click "Save" thereafter.

FAQs

Why is it good to export a workbook to a PDF file?

Exporting your workbook as a PDF file is a convenient option when sharing it with someone who has no Excel application and it is easier to view the content of your workbook in this format on any device.

Can a file be saved as a PDF in Excel?

Yes, just go to the "Save As" dialog box and select "PDF" in the "Save As Type" drop-down menu; otherwise, go to "Export" and click on "Export to PDF."

How can an Excel file be saved as a PDF, along with all its columns?

In the "Print Preview" window, change the scale to "Fit All Columns on One Page" and then export the file as a PDF.

Why is the Excel file not converted to PDF?

There might be an issue with the settings, so might as well go to the "File" menu, select Export," tap on "Create PDF/XPS," click the "Options" button, then choose the part of your spreadsheet to include in the PDF file, and finally click "OK" afterward.