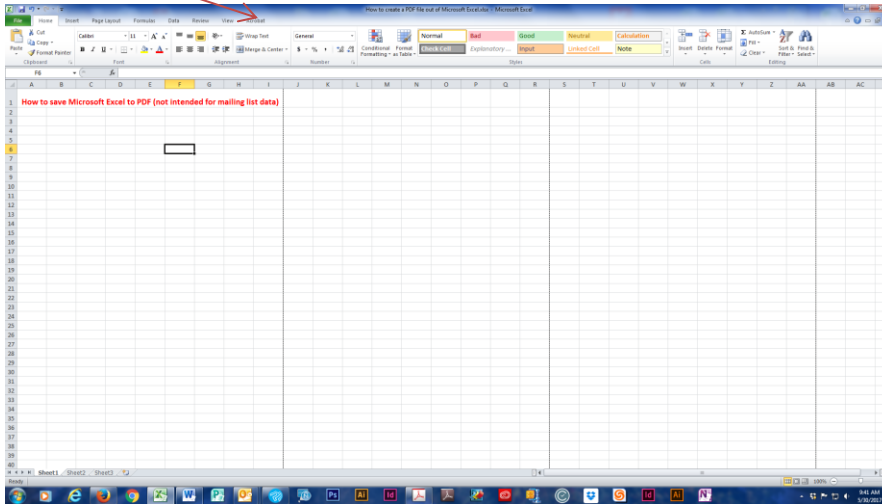
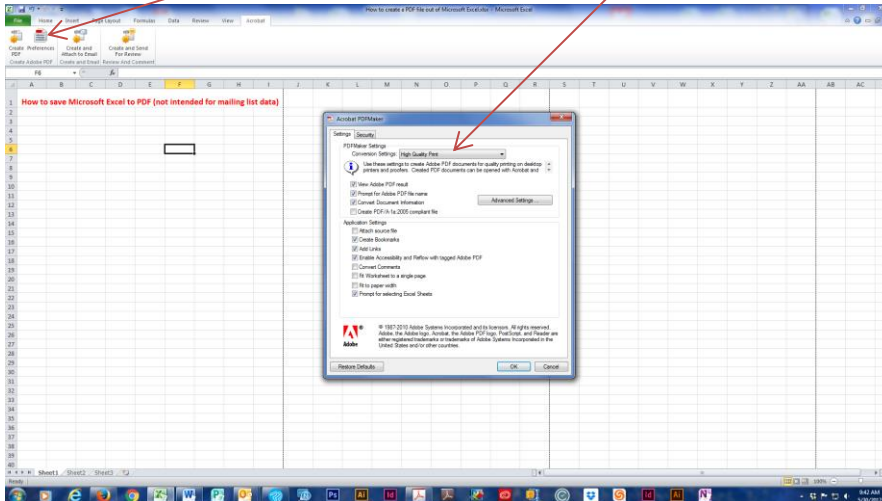


## How to create a PDF file out of Microsoft Excel

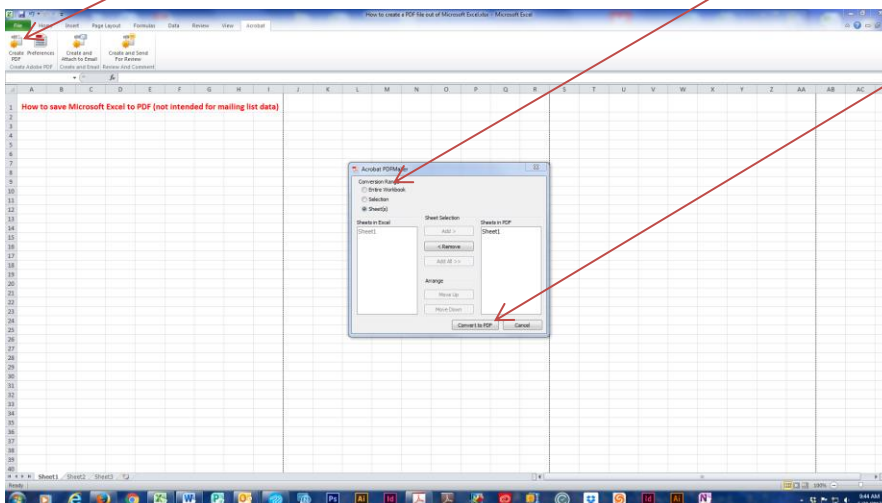
1. Click the “Acrobat” tab



2. Click the “Preferences” icon, then select “High Quality Print”



3. Click the “Create PDF” icon. Select an option from the “Conversion Range”. Click on “Convert to PDF”



4. Open the PDF file to ensure it looks correct