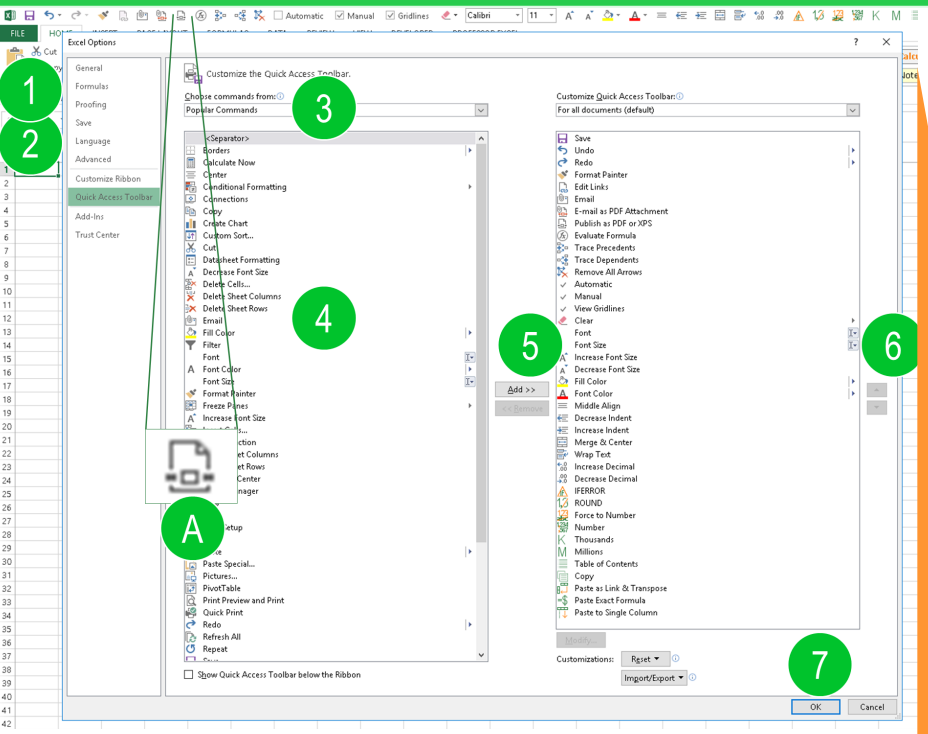
Save Workbooks and Worksheets as PDF or Excel Files

Preparations



For comfortably saving files, we recommend adding the button "Publish as PDF or XPS"(letter A) to your Quick Access Toolbar.

For adding the button, please follow these steps:

1. Right-click on any Ribbon or button.
2. Select "Customize Quick Access Toolbar".
3. In the opening window, set "Choose commands from" to "All Commands".
4. Search in the alphabetical list for "Send to Mail Recipient".
5. Click on "Add".
6. Change the order with the up and down arrows on the right hand side if necessary.
7. Click "OK" to save the changes.

Saving types

	Single worksheet/ several worksheets	Workbook
PDF	• **Automatic:** You can save single worksheets or several selected worksheets with one click. Therefore, add the button "Publish as PDF or XPS" ( ) to your Quick Access Toolbar. Just click the button and select the folder and file name. • **Add-in:** 'Professor Excel Tools' provides a button for saving PDF files or worksheets with just one click.	• **Automatic**: – Select all sheets. Therefore click on the leftmost worksheet name. Next, jump to the right hand side of the sheet tabs. Press Shift and click on the rightmost sheet name. – Now press the button "Publish as PDF or XPS" ( ). Excel then asks you to choose a folder and file name. • **Add-in**: 'Professor Excel Tools' provides a button for saving complete workbooks as PDF files with just one click.
Excel Format XLSX	• **Automatic:** There is no automatic way. • **Manual:** – Copy the selected worksheets to a new Excel workbook. – Cut the data links. – Save the workbook under a new name. Therefore press Ctrl + s (opens the Save dialogue) or F12 (opens the 'Save as…' dialogue). • **Add-in:** 'Professor Excel Tools' provides a button for saving single or selected worksheets as new XLSX files with just one click.	• **Automatic**: Automatic: Press Ctrl + s for saving the file under the current file name and folder or F12 for changing the file name or folder. • **Add-in**: 'Professor Excel Tools' provides a button for saving complete workbooks as new files.

© PROFESSOR EXCEL
MORE INFORMATION: HTTP://PROFESSOR-EXCEL.COM/SAVE-AS-PDF-OR-EXCEL-FILE-THE-COMPLETE-GUIDE