Workflow 3: Creating PDF Files Using Excel Spreadsheets

Plan sheets created using excel spreadsheets needs to convert to PDF files. The Acquisitions Team in Program Administration will use these files for their inclusion in the Electronic Bid Solicitation. The following Workflows will describe the methods that can be used to produce PDF files from Excel spreadsheets.

1.   *Select File/Print.*

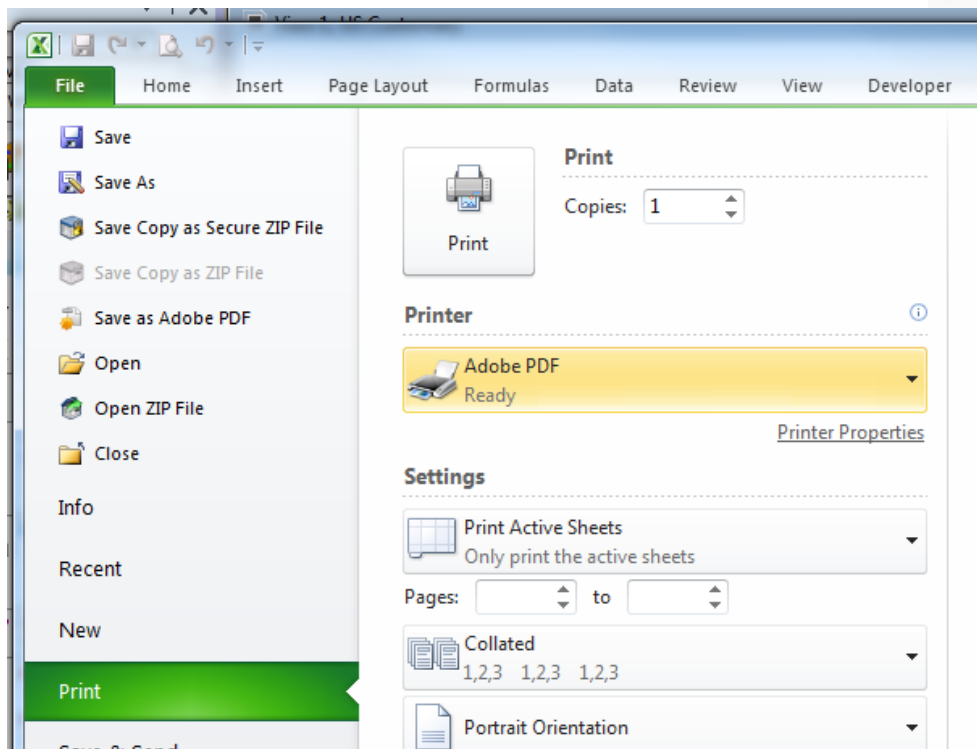2.   *In the Print Dialog use the pulldown under Name, Select > Adobe PDF.*

Figure 13-11: Excel Print

3.   *Select Paper Size.   In the Adobe PDF Setting window, Adobe PDF Page Size should be set to 11x17.*

4.   *Select Printer Properties and select the Layout tab. Select Landscape. Open the Paper/Quality tab and Select Black & White.*
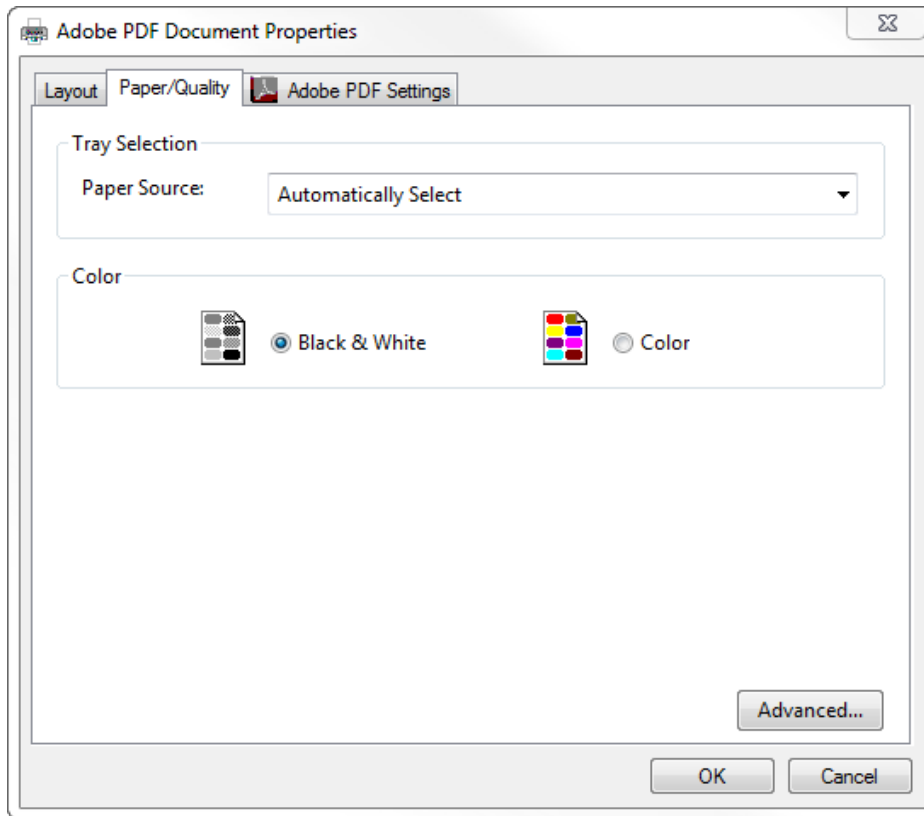
Figure 13-12: Adobe PDF Document Properties

5. *Select OK.*

6. *In the Print Dialog, Select Print.*

7. *In the "Save PDF File As" dialog, navigate to location you want to store the PDF file and enter the name of the file. PDF files should be named as the example shown: Bsheets - B001.pdf, B002.pdf, etc... If you have more than one printable spreadsheet in the file, use a generic name, ie. B001-all.pdf. Follow Steps 9-14 to rename multiple sheets.*

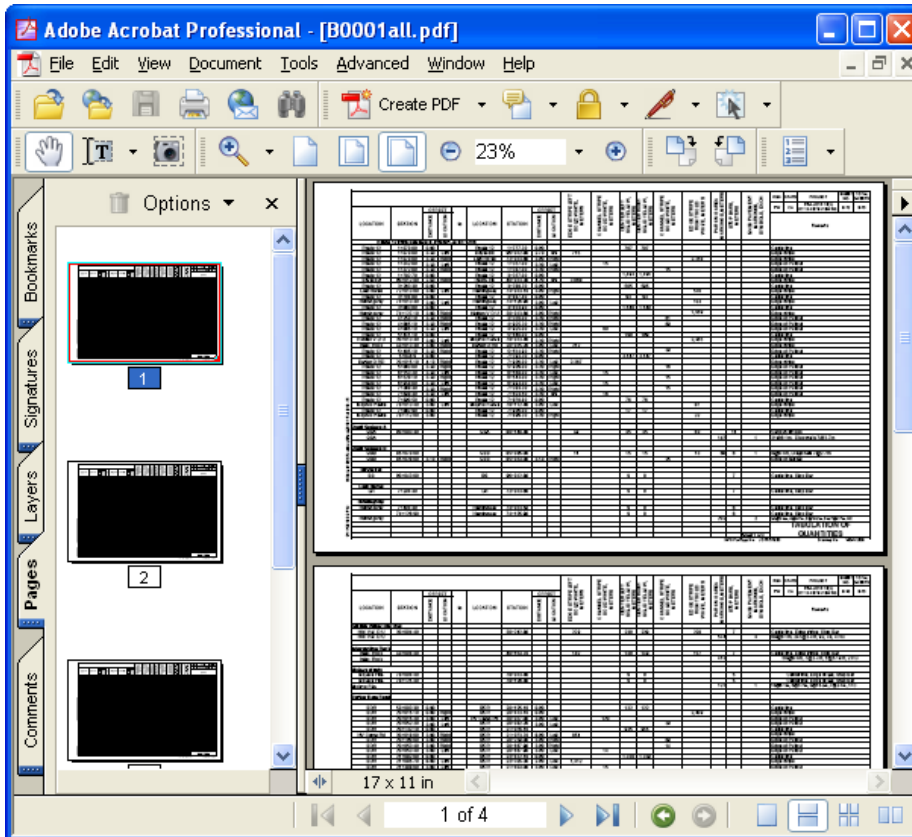8. *Select Save. Adobe will open in the saved file.*

Figure 13-13: Adobe PDF Document –i.e. B0001all.pdf

9. *Select the Pages tab on the left edge of the window if you have more than one printable page per worksheet tab. Each page will have to be saved to a new name.*

10. *With Adobe opened, and the Pages tab expanded, <u>Right Click</u> on the Page to be saved.*

11. *Select Extract Pages. Verify the "from "and "to" page numbers. <u>Do not</u> check the "Delete Pages After Extracting" box.*

12. *Select OK.*

13. *Select File > Save As. Navigate to the location you want to store the PDF file and enter the name of file. Select Save.*

14. *Re-open the <u>B001-all.pdf</u> file and save the remaining pages to their corresponding sheet numbers. Delete the B001-all.pdf when complete.*