EXPORT EXCEL DOCUMENT TO PDF GUIDE

INTRODUCTION

Now that the Excel document has been remediated, the final step is to save it as a PDF (Portable Document Format). Converting it to PDF ensures that the document's formatting is preserved and makes it easier to share, whether viewed online or in a printed format. This export method maintains the intended layout and includes any accessibility improvements that were made.

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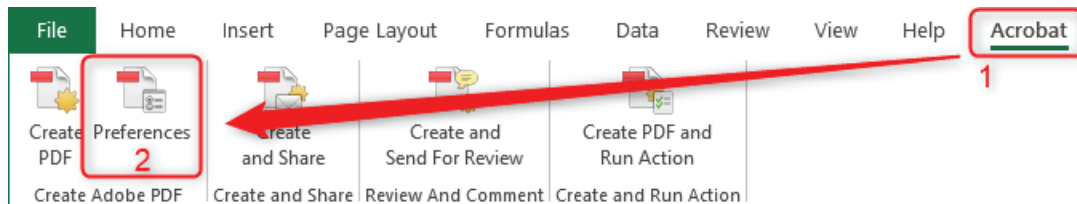
*Click a title below to go to the destination page.*

SETTING PREFERENCES IN AN EXCEL DOCUMENT

The steps to set the preferences in Excel are:

1. Go to the Acrobat tab at the top of Excel.
2. Open the Preferences under the Create Adobe PDF section.

3. Under PDFMaker Settings, make sure that the following boxes are checked: View Adobe PDF result, Prompt for Adobe PDF file name, and Convert Document Information.
4. Under Application Settings, make sure that the following boxes are checked: Create Bookmarks, Add Links, Enable Accessibility and Reflow with tagged Adobe PDF, Fit to paper width, and Prompt for conversion settings.
5. Next go to the Advanced Settings.
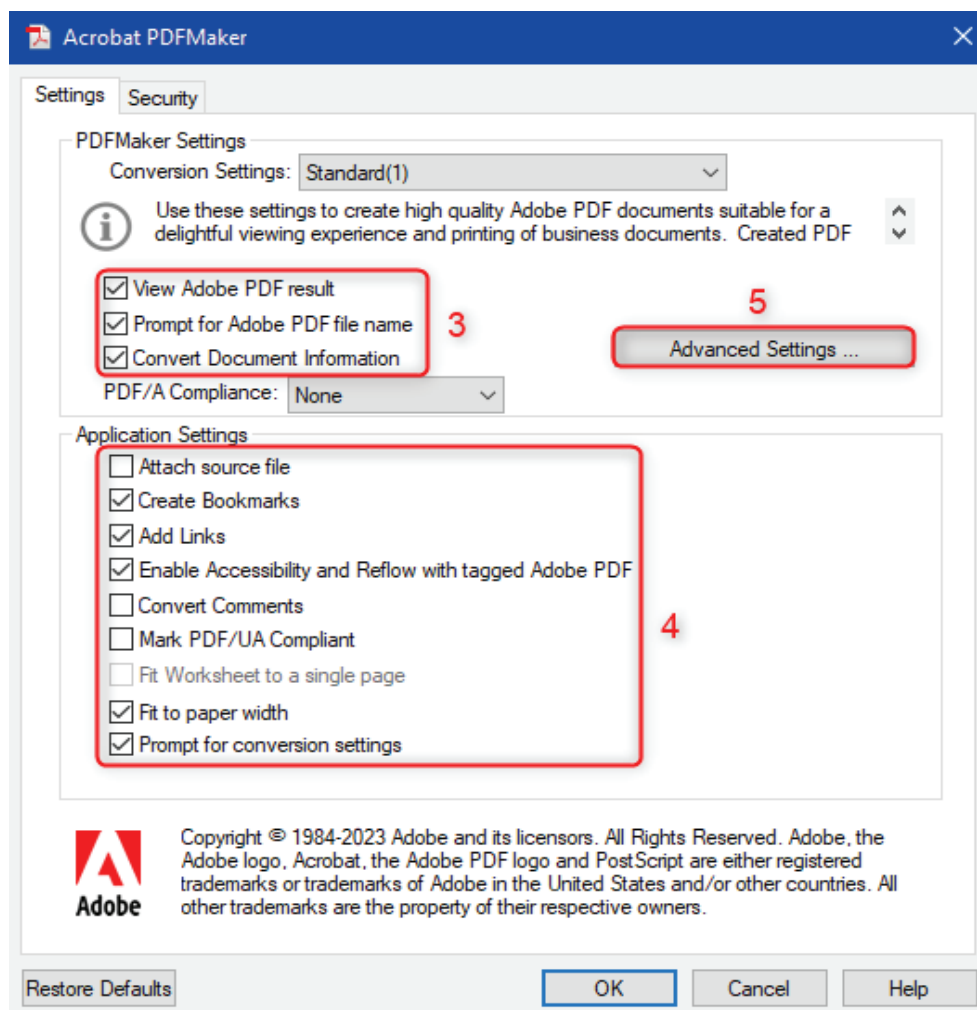
6. Under File Options, change Compatibility to "Acrobat 8.0 (PDF 1.7)"
7. Click OK and save these conversion settings, as these will be the settings that you use to convert your Excel documents to PDF. Click OK in Acrobat PDFMaker.
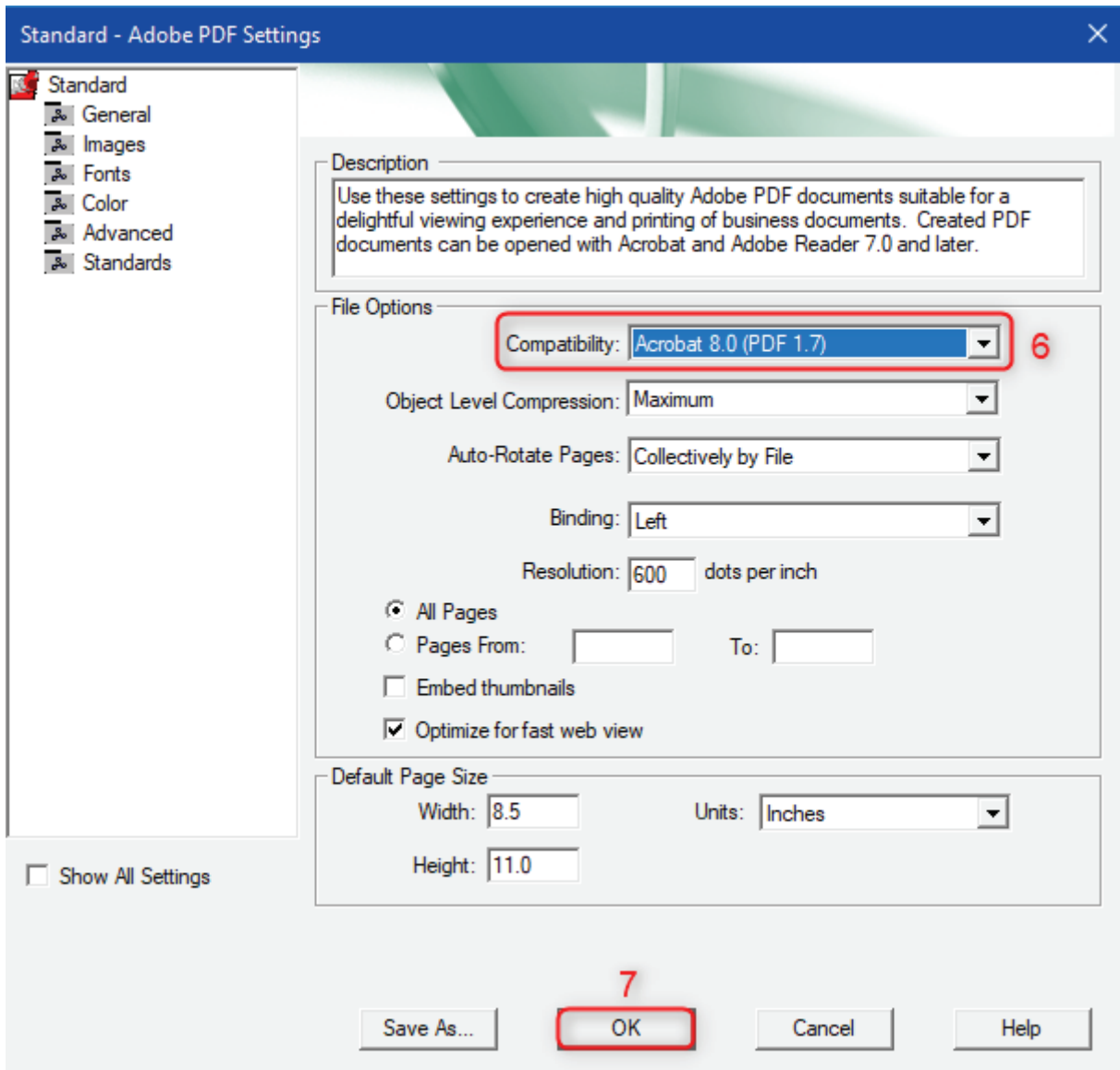
CREATING PDF VERSION OF AN EXCEL DOCUMENT

The steps to set the correct convert Excel into a PDF are:

1. In the Create Adobe PDF section, click on Create PDF and save the document.
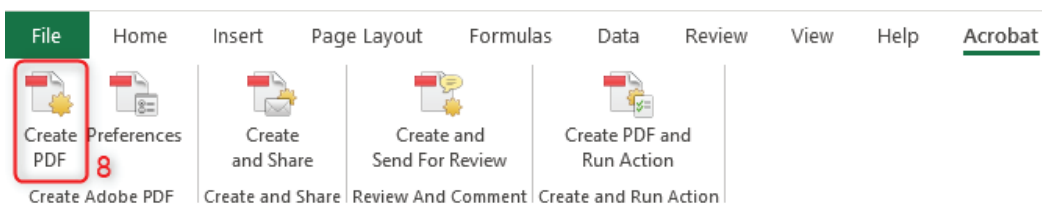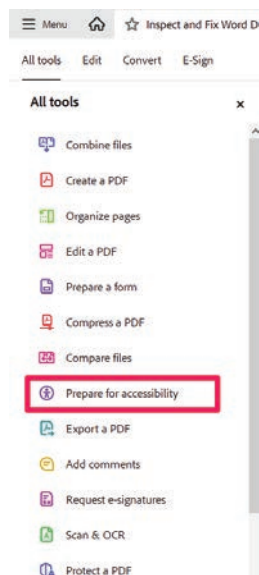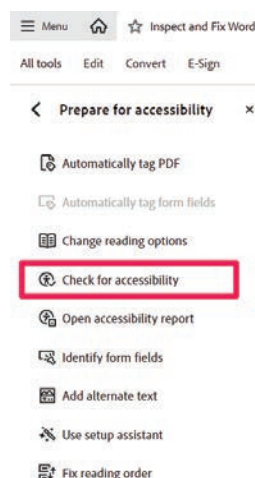
FULL ACCESSIBILITY CHECK ON DOCUMENT

FULL ACCESSIBILITY CHECK - NEWER VERSIONS OF ADOBE

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool in the All Tools Menu on the left. This menu is displayed by default on the left side of the page.

1. Locate the All Tools menu on the left and click the Prepare for accessibility button.
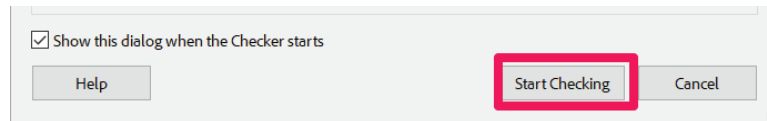
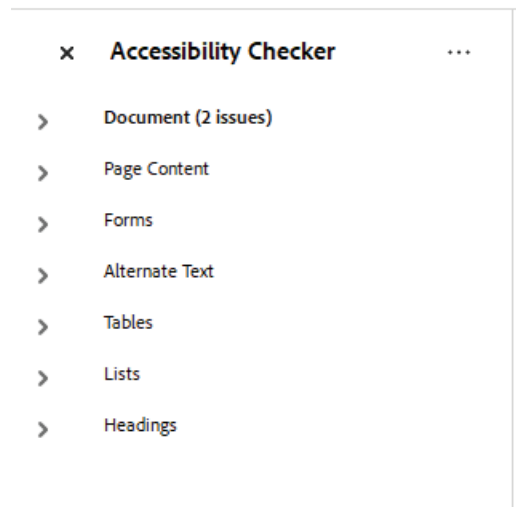

2. Click on Check for accessibility

3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Use the default "All Pages" to check all pages or select a page range to check on individual sections of a document.
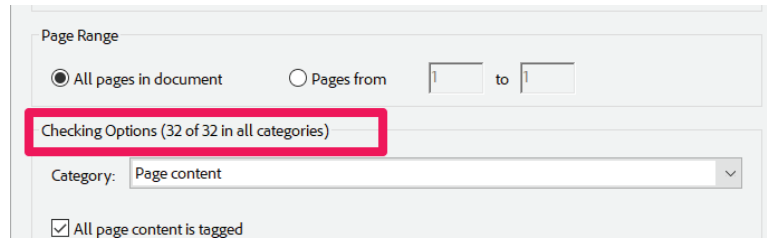
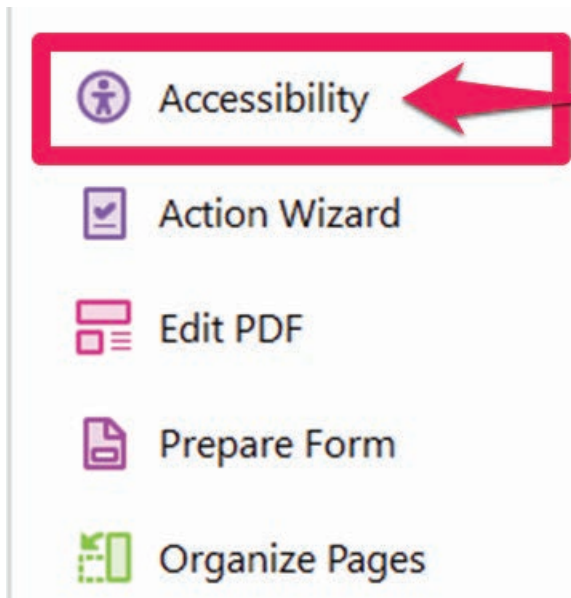4. Click the Start Checking button.

5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.

FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.
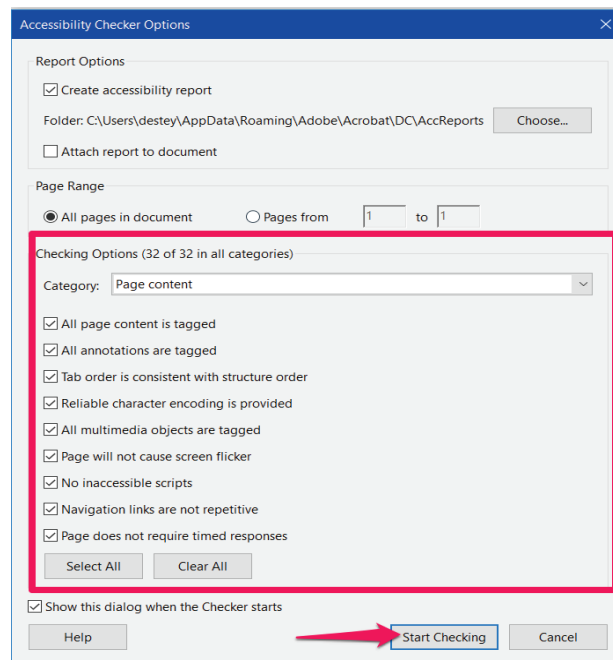
1. Use the Accessibility Tool on the right side of the document tool menu.

2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.
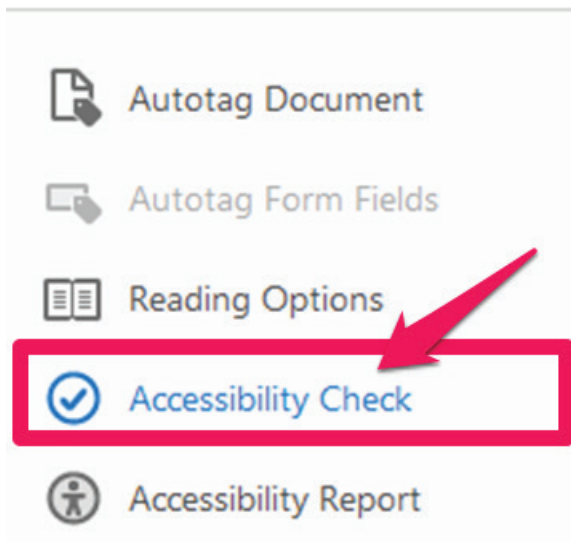
3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Then click on Start Checking.

4. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.
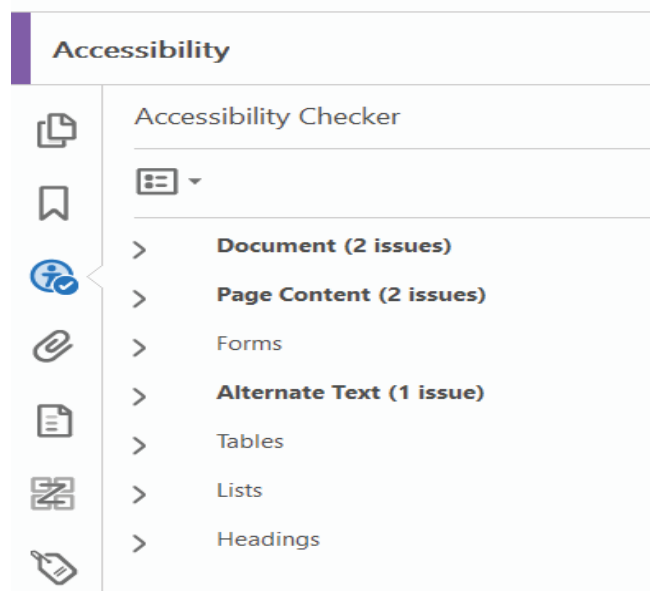
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