

MS Excel Workbook – How to Print Multiple Tabs to PDF Guide

This guide provides tips to save a MS Excel Workbook, or spreadsheet in PDF format for requisition request upload. These instructions allow all content to be included in the PDF (vs. non-visual content restrictions resulting from print area settings).

Open the MS Excel Workbook

Highlight all tabs by

- A. **Clicking** on the **first tab**
- B. Hold the **shift** key down
- C. **Click** on the **last tab**.

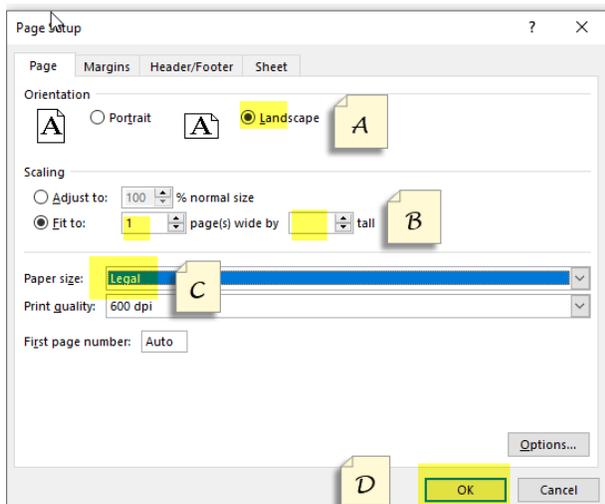
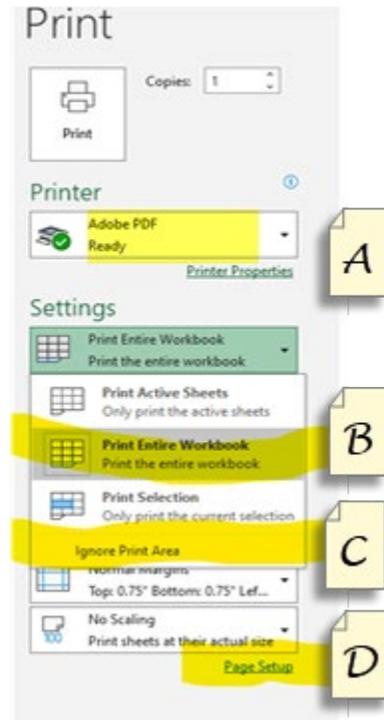
Select **Print**

Under the Printer Tab Select:

- A. The Printer should default to **Adobe PDF Ready**. If it does not, select it with the dropdown.
- B. Print **Entire Workbook**
- C. **Ignore Print Area**
- D. **Page Setup**

In the Page Setup Window Select:

- A. Orientation: **Landscape**
- B. **Fit to: 1 Page wide & clear** the field for **tall**
- C. Paper Size: **Legal**
- D. Click **OK** Button



Select **Print**

