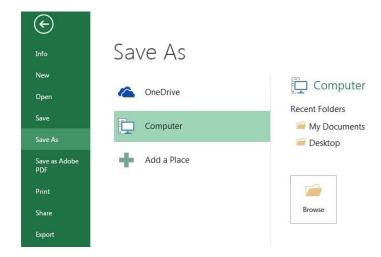
Saving an Excel workbook as an Accessible PDF

After you have created an Excel workbook, you can save your file as a tagged PDF by following these steps:

1. Click the File tab, and then click Save As.



- 2. Under **Choose a Location**, choose where you want the file to be saved.
- 3. Under **Choose a Folder**, choose a folder that you have already used or click **Browse for Additional Folders** to choose a different folder.
- 4. In the Save As dialog box, click the arrow in the Save as type list, and then click PDF.

 □ Libraries □ Documents □ Music □ Pictures □ Videos 		Logitech Webcam	NVIDIA Corporation	Sample Pictures	Sample Pictures				
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Authors:	Shelby Coo	k	Tags: Ac	id a tag	T	itle: Add a title			
Optimize	on Mi	ndard (publishing ine and printing) himum size iblishing online) Options		Open file after publishing					
Hide Folders						Tools	•	Save	Cancel

- 5. Click **Options**.
- 6. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
- 7. Click Save.