Excel 2013: Save a Worksheet or Even Just a Range of Cells as a PDF Document

Excel has a really awesome feature that allows you to save your workbook to a PDF document. *This does not affect the original workbook. It just saves a copy of the workbook in PDF format.*
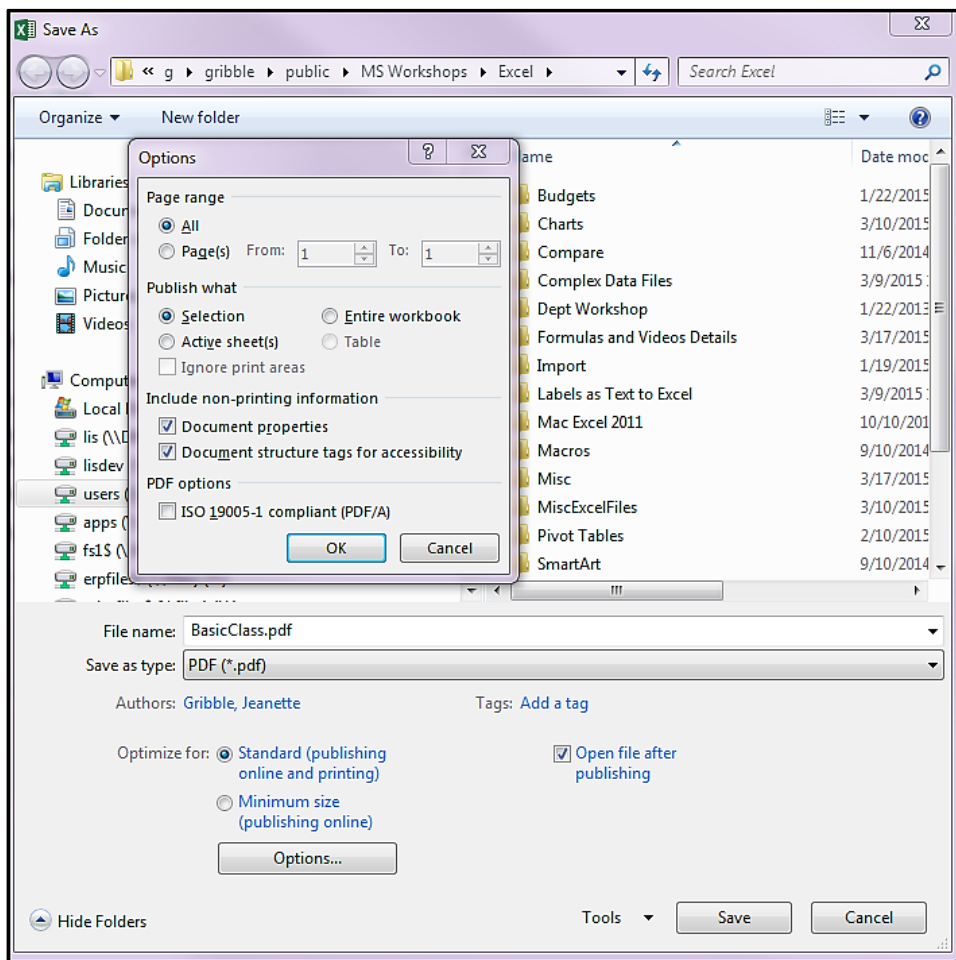
Sharing an Excel spreadsheet as a PDF document has its advantages. The two main ones are:

The receiver doesn't need to know how to use Excel or have it installed and very likely does have software that can open PDF documents.

If the end user doesn't need to edit the spreadsheet, sending it in PDF format prevents accidental changes.

One of my favorite things about saving Excel spreadsheets as PDFs is that, I think the PDF often looks better than the original document.

When saving a spreadsheet as a PDF, Excel provides you with options to save the entire workbook, specific sheets or just a selection.

In Excel 2013, in the Save As dialog you will find the **PDF (*.pdf)** option by clicking on the **Save as type** dropdown. By default, Excel will save the **entire workbook** as a PDF if you click **Save** after selecting the **PDF (*.pdf)** option. Each printed page of your workbook will produce a page in the PDF. Note that Entire workbook means the ranges that are defined in the Print Area on each sheet.

If you don't want to save the entire workbook as a PDF, you can click on the **Options** button at the bottom of the Save As dialog for more choices.

Here you can save:
(1) a single worksheet
(2) a selection of worksheets
(3) a specific range of pages
(4) or even just a selected range of cells.

The Table option will be available if you have selected all or part of a Table in your workbook.

A Specific Range of Cells
To save a specific range of cells, you need to select those cells before clicking **File, Save As**. Then in the **Save As**, **Options** dialog, choose the **Selection** option and click **OK**. Then click **Save**.
The Print Titles (i.e. rows to repeat at top) that you have defined in your worksheet's Page Layout will be saved at the top of each page in your PDF.