# PRODUCTIV**IT**y

## How to Convert Excel to PDF in Kingsoft Spreadsheets

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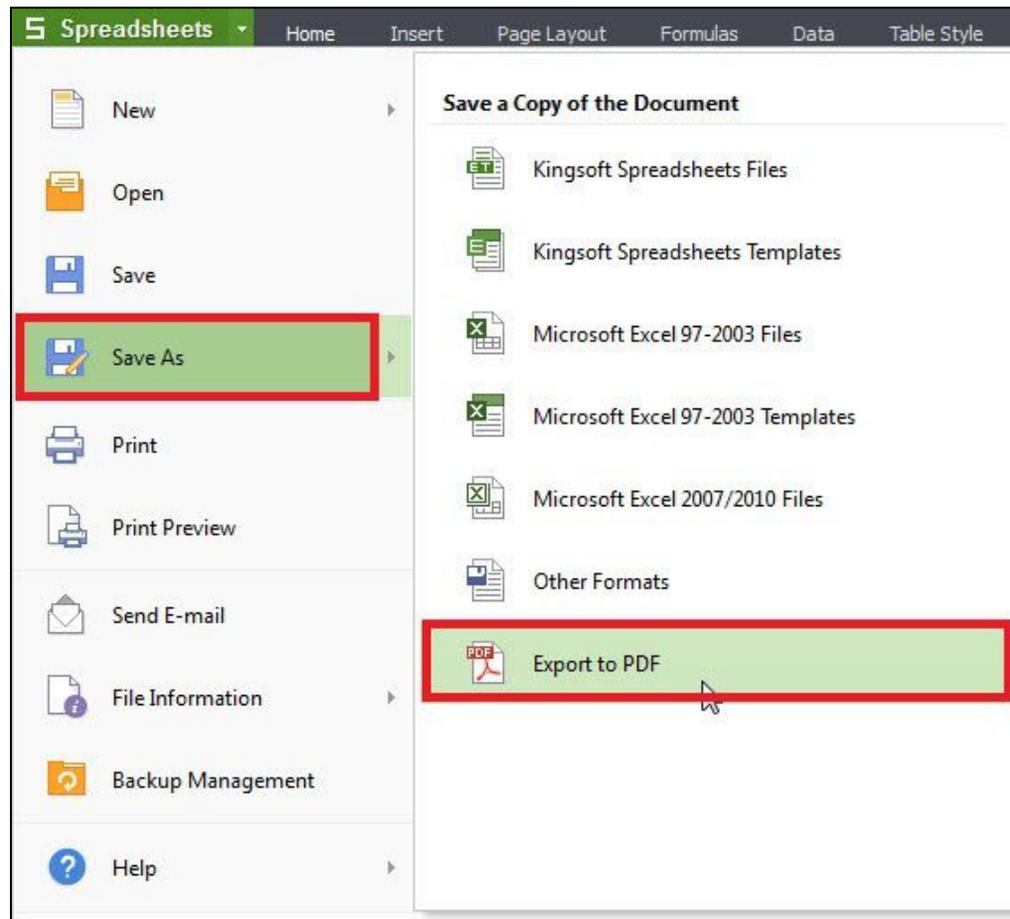
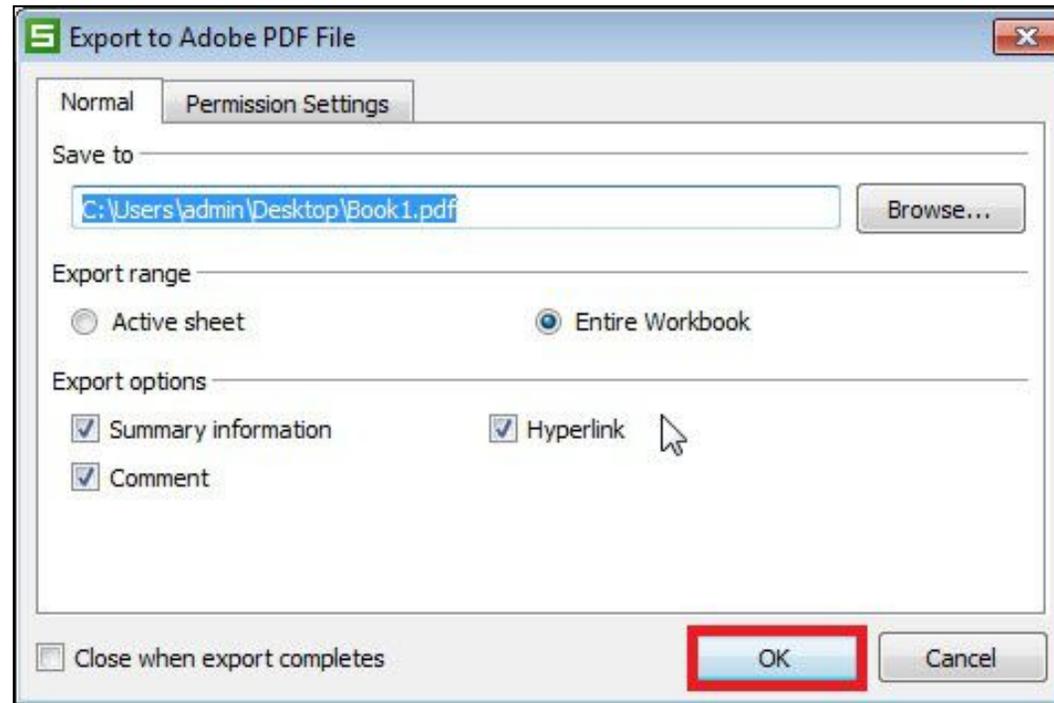**Click here** to learn how to convert your workbook into PDF.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

## Convert Excel to PDF in Kingsoft Spreadsheets 2013

1. Open or create a new Excel spreadsheet file with Kingsoft Spreadsheets.

2. After editing the Excel workbook, click on the Spreadsheets menu and a drop-down list will appear.

3. Locate "Save as" then click "Export to PDF".

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4. A window will then pop out. Choose the location where you want to save the file. Set the export ranger and export options if needed then press the "OK" button. With just one step, you have created a PDF file from an Excel workbook. The PDF file created is fully compatible with Adobe Acrobat.



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