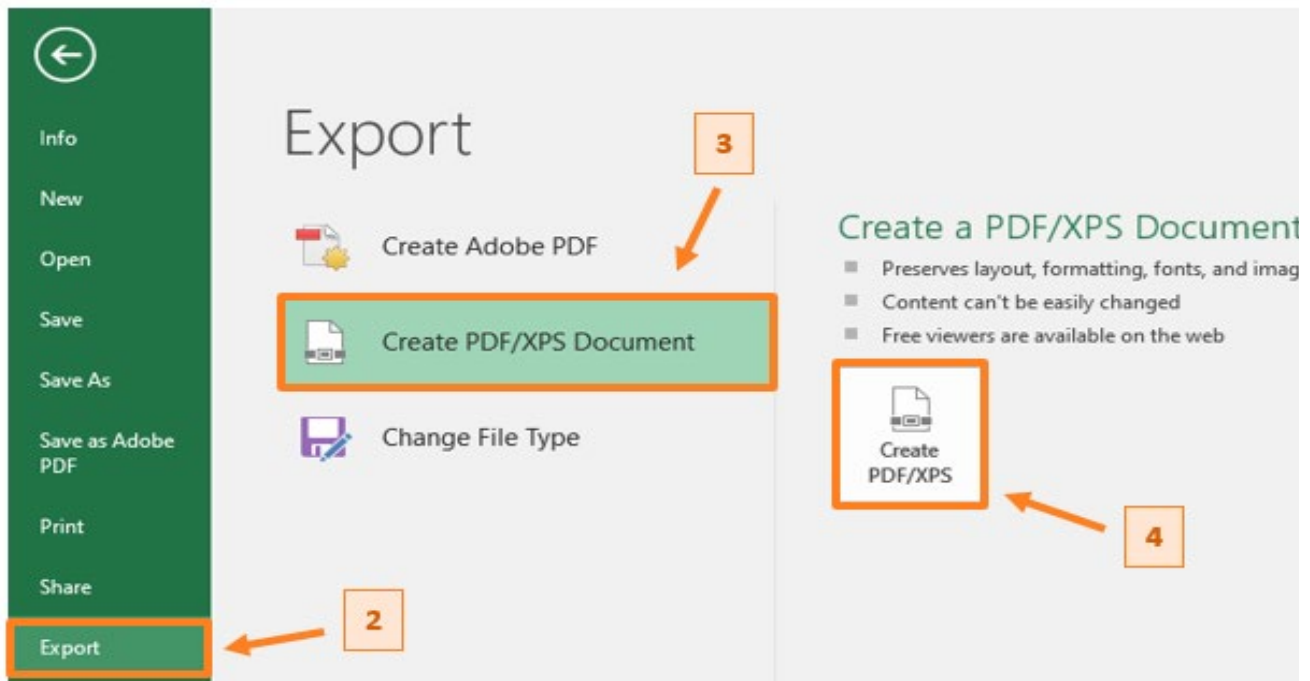
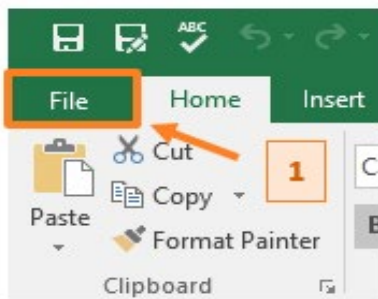




## Creating an Accessible PDF from an Excel File

The following steps correspond to the numbered boxes in the image below these instructions

- 1) Go to the "File" tab of the Excel window
- 2) Select "Export" from the menu options listed in the leftmost column
- 3) Select "Create PDF/XPS Document" from the list of options in the middle column
- 4) Click the "Create PDF/XPS Document" button in the rightmost column
- 5) Choose the location where you want to save the document and name it appropriately



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