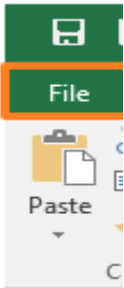




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Creating an Accessible PDF from an Excel File

Following steps correspond to the numbered boxes in the image below these instructions

Go to the "File" tab of the Excel window

Select "Export" from the menu options listed in the leftmost column

Select "Create PDF/XPS Document" from the list of options in the middle column

Click the "Create PDF/XPS Document" button in the rightmost column

Choose the location where you want to save the document and name it appropriately

