HOW TO CREATE A ONE-PAGE PDF OF A SPREADSHEET
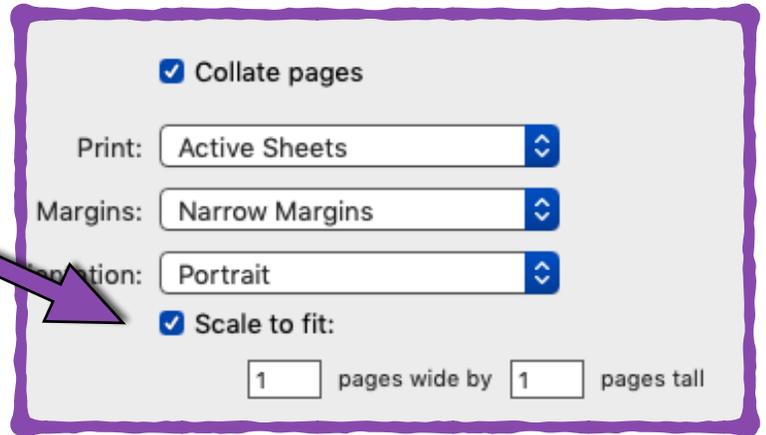## Professor Morton Ann Gernsbacher, University of Wisconsin-Madison

Microsoft Excel

1: From the **File** menu, select "**Print**."

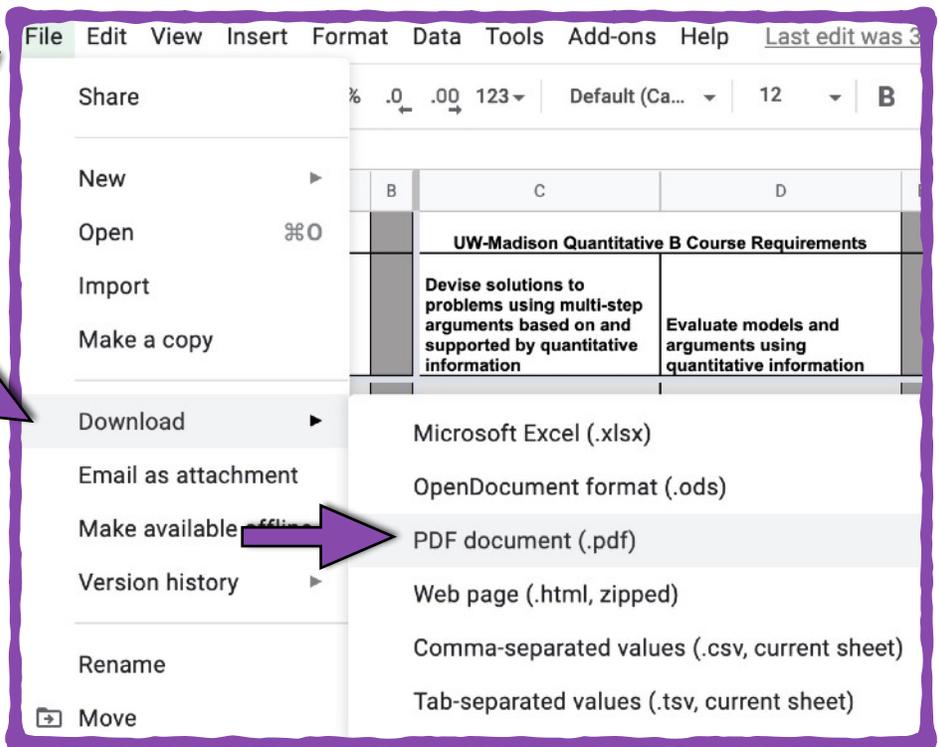**2:** From the Print menu, check the box for "**Scale to fit**."

3: From the Print menu, select "**Save as PDF**."

☑ Collate pages

Print: Active Sheets

Margins: Narrow Margins

Orientation: Portrait

☑ Scale to fit:

1 pages wide by 1 pages tall

Google Sheets

File Edit View Insert Format Data Tools Add-ons Help Last edit was 3

Share

New ▸

Open ⌘O

Import

Make a copy

Download ▸

Email as attachment

Make available offline

Version history ▸

Rename

Move

B | C | D

UW-Madison Quantitative B Course Requirements

Devise solutions to problems using multi-step arguments based on and supported by quantitative information | Evaluate models and arguments using quantitative information

Microsoft Excel (.xlsx)

OpenDocument format (.ods)

PDF document (.pdf)

Web page (.html, zipped)

Comma-separated values (.csv, current sheet)
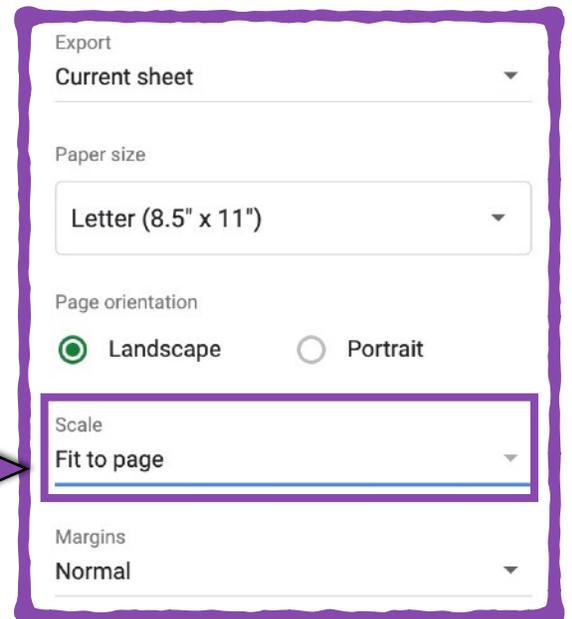
Tab-separated values (.tsv, current sheet)

1: From the **File** menu, select "**Download**."

2: From the **Download** menu, select "**PDF document (.pdf)**."

Print settings   Total: 1 page

Export
Current sheet

Paper size
Letter (8.5" x 11")

Page orientation
◉ Landscape   ◯ Portrait

Scale
Fit to page

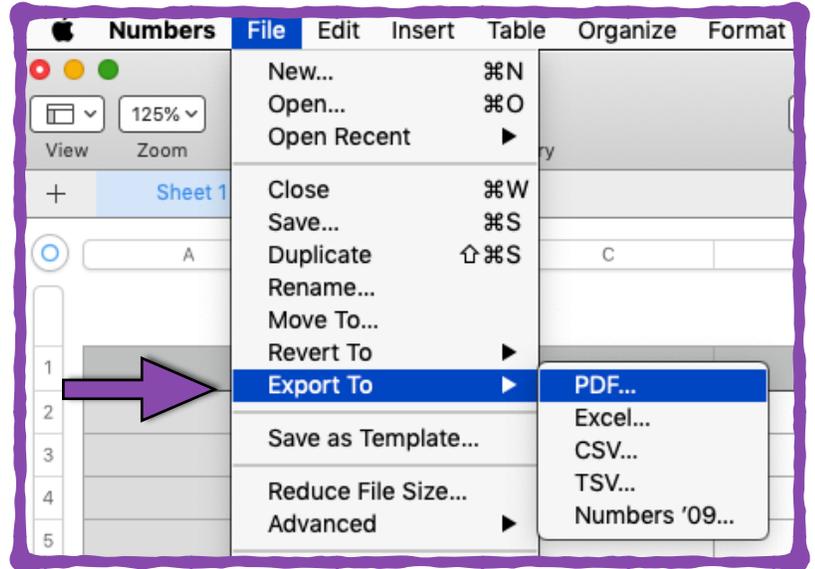Margins
Normal

3: From the **Print settings**, select "**Fit to page**" for "Scale."

Apple Numbers

1: From the **File** menu, select "**Export To**," and then select "**PDF**."

2: From the Export menu, select "**Fit each sheet to a single page**."