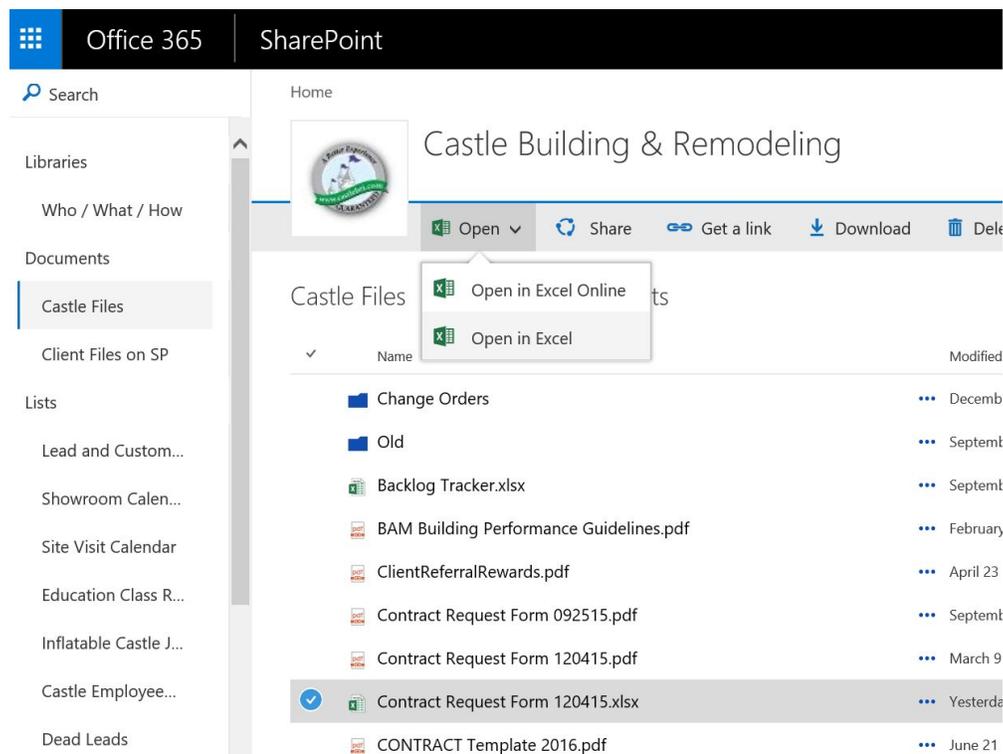


# Saving SharePoint Word or Excel Document as a PDF

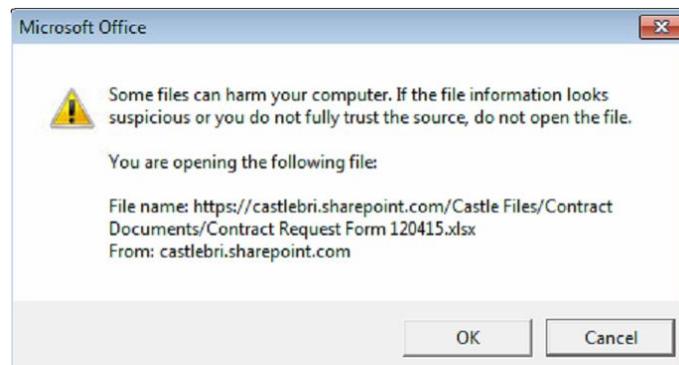
There are many times when you may require to save a Microsoft Word document, or Excel spreadsheet as a PDF directly into SharePoint. The following guide will show you the best method using software you have installed on your computer.

## Opening the word/excel file from SharePoint, saving back to SharePoint as PDF

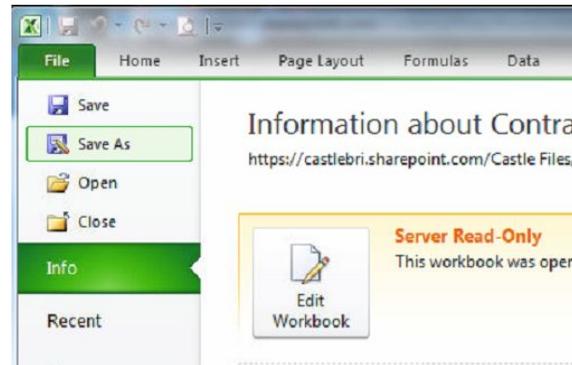
Using SharePoint Online, navigate to the Word or Excel document you wish to convert and save as a PDF. Open the file on your local Word or Excel application by selecting the box to the left of the document, and clicking on “Open in Excel/Word” as shown below. This method does **not** work when editing the file via the “Open in Excel/Word **Online**” option.



When you open a sharepoint file in your Local Office Apps, you may receive the below dialog box, please click “OK”.



Once the file is opened in Excel or Word 2010, you can now save back to SharePoint directly from within Word/Excel by selecting “File” and the “Save As” as shown below.



At this point, you will need to review the file name length. **Filenames over 28 characters (including spaces) may not save back to SharePoint.** If the filename is too long, please rename at this time. Once renamed, you will click the “Save as type” dropdown menu below the filename, select “PDF” as shown below and Save.

Save As

Network (CASTLEBRI) > https://castlebri.sharepoint.com > Castle Files > Contract Documents

Organize > New folder

Microsoft Excel

**Favorites**

- Downloads
- Desktop
- Recent Places

**Libraries**

- Documents
- Music
- Pictures
- Videos

**Computer**

- Local Disk (C:)
- NE Server - Castle Files (S:)
- NE Server - Client Files (T:)

**Network**

Name	Date modified	Type	Size
Change Orders	7/11/2016 12:46 PM	File folder	
Old	6/14/2016 8:56 AM	File folder	
Backlog Tracker	9/26/2014 9:27 AM	Microsoft Excel W...	14 KB
Contract Request Form 120415	7/6/2016 2:01 PM	Microsoft Excel W...	91 KB
Sworn Construction Statement	1/10/2013 3:39 PM	Microsoft Excel W...	88 KB

Excel Workbook

Excel Macro-Enabled Workbook

Excel Binary Workbook

Excel 97-2003 Workbook

XML Data

Single File Web Page

Web Page

Excel Template

Excel Macro-Enabled Template

Excel 97-2003 Template

Text (Tab delimited)

Unicode Text

XML Spreadsheet 2003

Microsoft Excel 5.0/95 Workbook

CSV (Comma delimited)

Formatted Text (Space delimited)

Text (Macintosh)

Text (MS-DOS)

CSV (Macintosh)

CSV (MS-DOS)

DIF (Data Interchange Format)

SYLK (Symbolic Link)

Excel Add-In

Excel 97-2003 Add-In

**PDF**

XPS Document

OpenDocument Spreadsheet

File name: \_\_\_\_\_

Save as type: **Excel Workbook**

Authors: Ltreviranus      Tags: Add a tag      Title: Add a title      Subject: Specify the subject      Ma