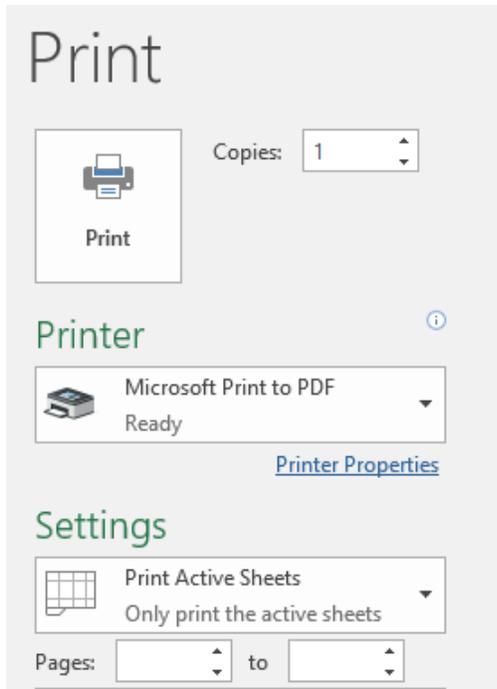


You do not need to print and scan your reports – save yourselves time by first saving it as Excel, and then use <Save As> and select PDF as your file type.



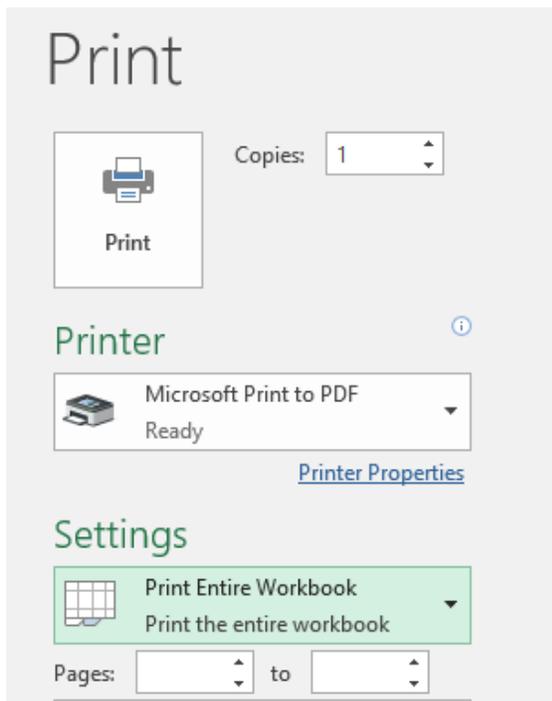
Some people have told me that <save as> + PDF does not work for them. The page they are on saves, but the entire workbook does not.

I don't know why this is so, but I have seen it myself – sometimes I can save the whole workbook as pdf, and sometimes not.

So here is a workaround. Save your Excel spreadsheet, and then select Print.

Select “Microsoft Print to PDF” as printer.

Notice right here in Settings, it says “Print Active Sheets” If you leave that as is, it will only save the sheet you currently are working on.



To make it save the whole thing, you need to select “Print Entire Workbook” in Settings.

It will then offer you an opportunity to tell the system where to save the file and what to name it.

Note that I am working with Windows 10, and have Office 365, so it is updated regularly. I hope whatever version you are working on will have this ability also.

We have gotten information that it is OK to electronically sign our reports. That is HUGE – we can email them back and forth and not need to print, sign and scan them back, or physically be in the same place to sign.

To work this, you need to have Acrobat Reader, which is FREE. If you google Acrobat Reader, you get this in one of the selections – for me it is the second one.

Adobe Acrobat Reader DC Download | Free PDF viewer for Windows ...

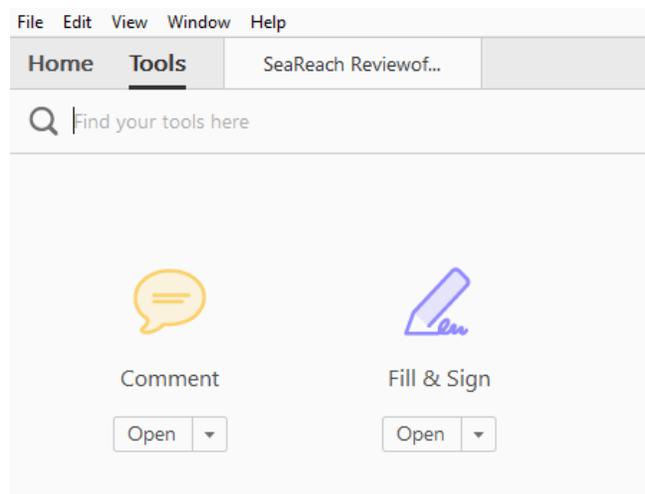
<https://get.adobe.com/reader/> ▼

About: Adobe Acrobat Reader DC software is the free global standard for reliably viewing, printing, and commenting on PDF documents. And now, it's connected to the Adobe Document Cloud – making it easier than ever to work across computers and mobile devices. It's the only PDF viewer that can open and interact with ...

[Adobe Reader - System Requirements](#) - [Adobe Acrobat Reader DC](#)

I downloaded it and now I have Acrobat Reader on my computer. Open your saved report with it.

You will see that there is a Tools page, and on it, there is a selection “Fill & Sign”



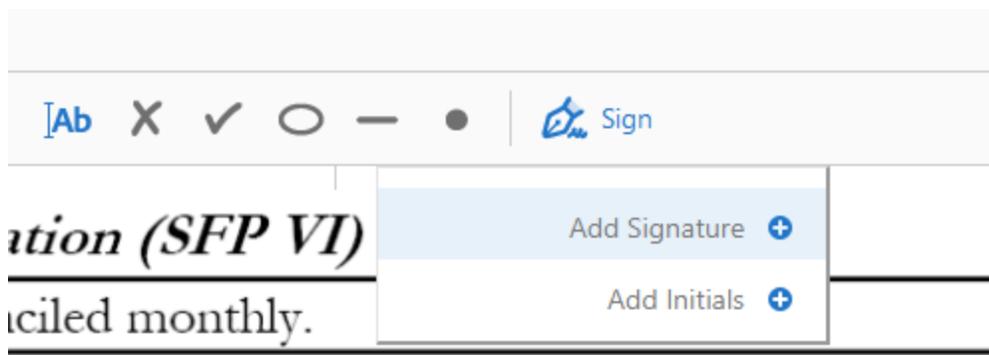
Click on that.

You will be returned to the pdf you are viewing, and there will be a new toolbar at the top:



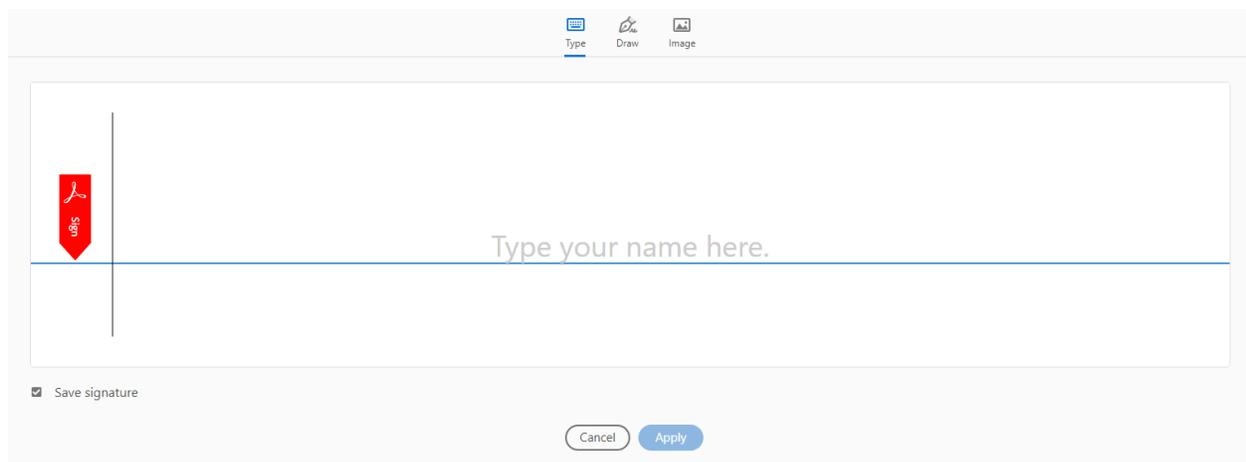
See where it says “Sign” on the right? That is the one you select to make your signature.





When you click on it the first time, it looks like this. When you click on it after you have added a signature or initials, it will show your signature/initials.

Clicking “Add Signature” gets you this screen. You have a choice of Type, Draw, or Image.

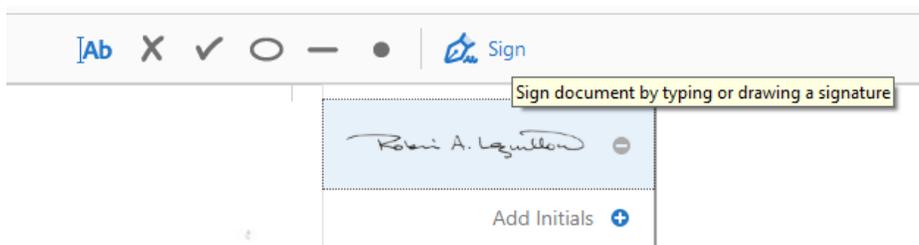


If you have a touch screen, you can select Draw, and with your finger or a stylus just sign your name and hit Apply.

I had previously scanned my signature, so I had a .jpg of it. I did this by signing very neatly in the middle of an otherwise blank page, scanned it, cropped it to just my signature and saved that. So the first time I tried to sign a .pdf, I selected “Image” and it gave me the chance to browse to my saved signature jpg, and add it.

Now when I want to sign a pdf, I just hit “Sign”, select my signature (which replaces “Add Signature” in the image above), and drag it to where I want it. I can resize it also, just as you can resize any image.

Then I save the .pdf and I am done – one signed report.



If you get something that looks like |Ab, you can put that where you want to type something, and (for example) add the date you signed the document. You can also select that from the toolbar.