Chapter 1 : How to save selection or entire workbook as PDF in Excel?

If you are using Office , you can save files in an earlier version of Office by selecting the version in the Save as type list in the Save As dialog box. For example, you can save your Word document .docx) as a document .doc).

In Word , double-click Computer. Click your template, and click Open. Make the changes you want, then save and close the template. Add content controls to a template Make your templates flexible by adding and configuring content controls, such as rich text controls, pictures, drop-down lists, or date pickers. For example, you might create a template that includes a drop-down list. If you allow editing to the drop-down list, other people can change the list options to meet their needs. If content controls are not available, you may have opened a document or a template that was created in an earlier version of Word. After you convert the document or template, save it. Before you can add content controls, you need to show the Developer tab. Under Customize the Ribbon, select Main Tabs. In the list, select the Developer check box, and then click OK. Add content controls On the Developer tab, in the Controls group, click Design Mode, and then insert the controls that you want. Insert a text control where users can enter text In a rich text content control, users can format text as bold or italic, and they can type multiple paragraphs. If you want to limit what users add, insert the plain text content control. In the document, click where you want to insert the control. Click where you want to insert the control. On the Developer tab, in the Controls group, click Picture Control. Insert a combo box or a drop-down list In a combo box, users can select from a list of choices that you provide or they can type in their own information. In a drop-down list, users can only select from the list of choices. Select the content control, and then on the Developer tab, in the Controls group, click Properties. Repeat this step until all of the choices are in the drop-down list. Fill in any other properties that you want. Insert a date picker Click where you want to insert the date picker control. Click where you want to insert the check box control. Insert a building block gallery control You can use building block controls when you want people to choose a specific block of text. You can create rich text content controls for each version of the boilerplate text, and then you can use a building block gallery control as the container for the rich text content controls. You can also use a building block control in a form. Click the content control to select it. On the Developer tab, in the Controls group, click Properties. Click the Gallery and the Category for the building blocks that you want to make available in the building block control. Set or change the properties for content controls Select the content control, and click Properties in the Controls group. In the Content Control Properties dialog box, choose whether the content control can be deleted or edited when someone uses your template. To keep several content controls or even a few paragraphs of text together, select the controls or the text, and then click Group in the Controls group. For example, perhaps you have a three-paragraph disclaimer. If you use the Group command to group the three paragraphs, the three-paragraph disclaimer cannot be edited and can be deleted only as a group. Add instructional text to a template Instructional text can enhance the usability of the template that you create. You can change the default instructional text in content controls. To customize the default instructional text for your template users, do the following: On the Developer tab, in the Controls group, click Design Mode. Click the content control where you want to revise the placeholder instructional text. Edit the placeholder text and format it any way you want. On the Developer tab, in the Controls group, click Design Mode to turn off the design feature and save the instructional text. Add protection to a template You can add protection to individual content controls in a template to help prevent someone from deleting or editing a particular content control or group of controls, or you can help protect all of the template content with a password. Add protection to parts of a template Open the template that you want to add protection to. Select the content controls to which you want to restrict changes. Select multiple controls by holding down the CTRL key while you click the controls. On the Developer tab, in the Controls group, click Group, and then click Group again. In the Content Control Properties dialog box, under Locking, do any of the following: Select the Content control cannot be deleted check box, which allows the content of the control to be edited but the control itself cannot be deleted from the template or a document that is based on the template. Select the Contents cannot be edited check box, which allows you to delete the control but does not allow you to edit

the content in the control. Use this setting when you want to protect text if it is included. Assign a password to a template To assign a password to the document so that only reviewers who know the password can remove the protection, do the following: Open the template that you want to assign a password to. On the Review tab, in the Protect group, click Restrict Editing. Type a password in the Enter new password optional box, and then confirm the password. If you choose not to use a password, anyone can change your editing restrictions. Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Passwords should be at least 8 characters long. In general, longer a password is, the more secure it is. It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it. Store the passwords that you write down in a secure place away from the information that they help protect. Learn about templates A template is a document type that creates a copy of itself when you open it. For example, a business plan is a common document that is written in Word. Instead of creating the structure of the business plan from scratch, you can use a template with predefined page layout, fonts, margins, and styles. All you have to do is open a template and fill in the text and the information that is specific to your document. When you save the document as a. In a template, you can provide recommended sections or required text for others to use, as well as content controls such as a predefined drop-down list or a special logo. You can add protection to a section of a template, or you can apply a password to the template to help protect the contents of the template from changes. You can find Word templates for most kinds of documents on Office. If you have an Internet connection, click the File tab, click New, and then click the template category that you want. You can also you can create your own templates. You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template. Start with a blank template Click the File tab, and then click New. Click Blank document, and then click Create. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add content controls such as a date picker, instructional text, and graphics that you want to appear in all new documents that you base on the template. Click the File tab, and then click Save As. Give the new template a file name, select Word Template in the Save as type list, and then click Save. You can also save the template as a Word Macro-Enabled Template. Click the File tab, and then click New. Under Available templates, click New from existing. Click a template or a document that is similar to the one that you want to create, and then click Create New. Make the changes you want to the margin settings, page size and orientation, styles, and other formats. You can also add content controls such as a date picker, instructional text, and graphics you want to appear in all new documents that you base on the template. Add building blocks to a template Building blocks are reusable pieces of content or other document parts that are stored in galleries to be accessed and reused at any time. You can also save building blocks and distribute them with templates. For example, you may create a report template that provides your template users with two cover letter types to choose from when they create their own report based on your template. Save and close the template that you have designed just the way you want it and to which you want to add building blocks for template users to choose from. Keep open the template to which you want to add building block options for template users. Create the building blocks that you want to provide to your template users. When you fill out the information in the Create New Building Block dialog box, in the Save in box make sure to click the template name. When you send or make the template available to others, the building blocks you saved with the template will be available in the galleries you specified. Add content controls to a template You can offer flexibility to anyone who may use your template by adding and configuring content controls, such as rich text controls, pictures, drop-down lists, or date pickers. Because you allowed editing to the drop-down list when you added the content control to the template, your colleague can quickly and easily change the template to meet his needs. To use content controls, you must convert the document to the Word file format by clicking the File tab, clicking Info, clicking Convert, and then clicking OK. To add content controls, you need to show the Developer tab. Show the Developer tab.

Chapter 2 : Save a Word document as a template - Word

In the Save as type list, click the format that you know you can open in the other program. If needed, click the arrows to scroll to file formats that are not visible in the list. Note: The file formats that are available vary, depending on what type of sheet is active (a worksheet, chart sheet, or other type of sheet).

The Places Bar on the Save dialog box displays the custom folders and chosen system folders. Download the tool using the link at the end of this article and follow the instructions to install it. If the User Account Control dialog box displays during installation, click Yes to continue. Use the shortcut created on the desktop to run PlacesBar Editor. You may see the User Account Control dialog box again. The first time you run PlacesBar Editor, the following dialog box displays, encouraging you to donate. Your default web browser also opens to a PayPal page, suggesting a donation. The main interface displays showing a toolbar and two tabs. To define a custom target folder for one of the places, select the Custom check box for that place. Click the folder button to the right of the User Folders edit box to select a folder, or type in the full path to a folder. To select a system folder for a place, select a folder from the drop-down list under System Folders for that place. As mentioned at the beginning of this article, some programs use the Windows Explorer-like File Open and File Save dialog box. Microsoft Office programs and some other Microsoft programs, like Notepad and Paint use this style of dialog box. Click the Office tab. For each custom folder you want to add, enter a name for the folder in the edit box under Folder Name. Use the folder button to select the desired folder or enter the full path to the desired folder in the edit box under User Folders. You can add up to five additional custom folders. These folders are added to the Favorites, and also display as Favorites in Windows Explorer. To apply changes for each tab, you must click Save when that tab is active. To apply changes for Office programs, make sure the Office tab is active and click Save. To save changes you made on the Windows tab, you must click the Windows tab and click Save again. A dialog box displays telling you that the changes were made successfully. Once you apply, or save, your changes, on a tab, you can test those changes by clicking the Test button. The appropriate dialog box for the currently selected tab displays. If the Office tab is active, an Office program like Word or Excel opens and the Open dialog box displays. Click Cancel on the Open dialog box to close the dialog box and the program. You can revert back to the default settings for both types of File Open and File Save dialog boxes by clicking the Defaults button. You must click the Defaults button for each tab separately. A Confirm dialog box displays. To close PlacesBar Editor, click Exit. Customizing the File Open and File Save dialog boxes with custom folders can improve your productivity, especially if the folders you use most often are several layers deep in your folder structure. Download PlacesBar Editor from http:

Chapter 3 : How to convert Excel to CSV and export Excel files to CSV UTF-8

In the Save files in this format list, click Word Macro-Enabled Document (.docm), and then click OK. After you perform this workaround, a document that contains macros will be saved as a macro-enabled document on an ODMA server.*

The dialog box returns the path and name of the file the user has selected in the dialog box. However, you must write the code to actually write the files to disk. To save a file using the SaveFileDialog component Display the Save File dialog box and call a method to save the file selected by the user. This method gives you a Stream object you can write to. The example below uses the DialogResult property to get the name of the file, and the OpenFile method to save the file. The OpenFile method gives you a stream to write the file to. In the example below, there is a Button control with an image assigned to it. When you click the button, a SaveFileDialog component is instantiated with a filter that allows files of type. Important To get or set the FileName property, your assembly requires a privilege level granted by the System. If you are running in a partial-trust context, the process might throw an exception due to insufficient privileges. For more information, see Code Access Security Basics. The example assumes your form has a Button control with its Image property set to a file of type. This is important if you are writing code to save data in a specific format for example, saving a file in plain text versus binary format. This property is featured in the example below. Dim fs As System. FilterIndex Case 1 Me. Jpeg Case 2 Me. Bmp Case 3 Me. Gif End Select fs. Jpeg ; break; case 2: Bmp ; break; case 3: Note Certain controls, such as the RichTextBox control, have the ability to save files.

Chapter 4 : How do I change the default file extension used by the "Save As" option?

Give the new template a file name, select Word Template in the Save as type list, and then click Save. Note: You can also save the template as a Word Macro-Enabled Template .dotm file) or a Word Template .dot file).

You can save an Excel or later workbook in the file format of an earlier version of Excel, in a text file format, and in other file formats, such as PDF or XPS. By default, files are saved in the. Save an Excel workbook in a different file format Important: If you save a workbook in a file format other than the current Excel file format, formats and features that are unique to Excel and later will not be retained. For more information, see Use Excel with earlier versions of Excel. In Excel, open the workbook that you want to save for use in another program. On the File tab, click Save As. To save the workbook to a different location, specify the drive and location in the file path and folder boxes. In the File name box, accept the suggested name or type a new name for the workbook. In the Save as type list, click the format that you know you can open in the other program. If needed, click the arrows to scroll to file formats that are not visible in the list. The file formats that are available vary, depending on what type of sheet is active a worksheet, chart sheet, or other type of sheet. For more information on how to save a workbook in PDF. Save a different file format in an Excel and later file format You can save any file format that you can open in Excel and later in the current Excel Workbook file format. By doing this, you can use new features that are not supported by other file formats. When you save a workbook that was created in an earlier version of Excel as an Excel and later workbook, some formats and features may not be retained. For information on unsupported Excel features, see Use Excel with earlier versions of Excel. Open the file that you want to save in the current file format. To save the file to a different location, specify the drive and location in the file path and folder boxes. In the Save as type list, do one of the following: If you are saving a workbook that was created in an earlier version of Excel, the workbook contains macros that you want to retain, and you want to save the workbook as a template, click Excel Macro-Enabled Template. You can change the file type that is used by default when you save a workbook. On the File tab, click Options. In the Save category, under Save workbooks, in the Save files in this format box, click the file format that you want to use by default. The Save As command is not available as a button on the ribbon. You can, however, add the command to the Quick Access Toolbar. In the Choose commands from box, make sure that Popular Commands is selected. In the list box, scroll to the Save As button, and then select it. You can save a Microsoft Office Excel workbook in a different file format. You can save a workbook in an earlier version file format, in text file format, and in other file formats, such as PDF or XPS. You can also save any file format that you can open in Office Excel as an Excel workbook. By default, Excel saves files in the. Save a file in the Excel file format You can save any file format that you can open in Excel in the current Excel Workbook file format. By doing this, you can use the new features of Excel , such as the larger grid, that are not supported by other file formats. When you save a workbook that was created in an earlier version of Excel as an Excel workbook, some formats and features may not be retained. Open the workbook that you want to save as an Excel workbook.

Chapter 5 : Save a file - Office Support

Component Save as- Alphanumeric Purpose of Test Case To check the numerical type of feature Save as Functional Test Type Rational Robot Testing Pre-Conditions Open Rational Robot Test and Rational Test Manager Inputs Save As Alphanumeric- Numeric Value Expected Outputs The test case passes after running the script.

Out of memory Methods to determine whether you have a damaged presentation There are several ways to help determine whether you have a damaged presentation. You can try to open the file on another computer that has PowerPoint installed to see whether the unexpected behavior occurs on the other computer. You can try to create a new file in PowerPoint and see whether the unexpected behavior occurs with the new file. This section describes how to use existing presentations and how to create a new file in PowerPoint to determine whether the presentations have the same behavior. In PowerPoint click the File menu and then click Open. Click a different presentation, and then click Open. If this presentation opens and appears to be undamaged, go to method 3 in this section. Otherwise, go to method 2 to create a new presentation. Create a new presentation Step 1: In PowerPoint click the File menu. This process creates a presentation based on the template. In PowerPoint click the File menu and then click Save. Type a name for the presentation, and then click Save. In PowerPoint click the File menu, and then click Open. Click the new presentation, and then click Open. If you cannot open or save the new presentation, go to method 3. If you cannot create a new presentation, PowerPoint may be damaged and must be repaired. Log on to the computer by using an account that has administrator rights. Click Start, type msconfig. On the General tab, click the Selective startup option, and then click to clear the Load startup items check box. The Use Original Boot. On the Services tab, click to select the Hide all Microsoft services check box, and then click Disable all. Note This step lets Microsoft services continue to run. After you do a clean reboot, please check Office performance and resume normal startup. Methods to try if you cannot open a presentation Method 1: Drag the damaged presentation icon from one window to the Powerpnt. In the Open box, type C: PowerPoint will try to open the presentation. If PowerPoint does not open the presentation, go to method 2. Try to insert slides into a blank presentation Step 1: In PowerPoint , click the File menu, and then click New. Click Blank Presentation, and then click Create. This process creates a blank title slide. You can delete this slide later after you re-create the presentation. Insert the damaged presentation as slides On the Home tab, click the arrow next to New slides in the Slides group, and then click Reuse Slides. In the Reuse Slides task pane, click Browse. Click the damaged presentation, and then click Open. Right-click one of the slides in the Reuse Slides task pane, and then click Insert All. If this operation is successful, all the slides from the damaged presentation, except the slide master, are inserted into the new presentation. In PowerPoint click the File menu, and then click Save. Type a new name for the presentation, and then click Save. Apply the damaged presentation as a template If the presentation does not look the way that you expect after you try these steps, try to apply the damaged presentation as a template. To do this, follow these steps: In PowerPoint click the File menu, and then click Save as. This will make a backup copy of the restored presentation, in case the damaged presentation damages this new presentation. Click the damaged presentation, and then click Apply. The slide master of the damaged presentation replaces the new slide master. Note If you start to experience unexpected behavior after you follow these steps, the template may have damaged the presentation. In this case, use the backup copy to re-create the master slide. If the backup copy of the new presentation exhibits the same damage or strange behavior as the original presentation, go to method 3. Try to open the temporary file version of the presentation When you edit a presentation, PowerPoint creates a temporary copy of the file. This temporary file is named PPT. Occasionally, if there are issues with your presentation, the temp file will remain in the saved file location. Note represents a random four-digit number. This temporary file may reside in the same folder as the presentation save location. Alternatively, it may reside in the temporary file folder. Rename the file, and then try to open the file in PowerPoint Right-click the file, and then click Rename. Change the old file name extension from. Browse to the folder that contains the renamed file. Try to open the file in PowerPoint. Note More than one file may correspond to the temporary file that was created the last time that you saved the presentation. In this case, you may have to

open each file to see whether one is the temporary copy of the presentation. If there are no temporary files, or if the temporary files display the same kind of damage or strange behavior, go to method 4. Try to open the presentation in PowerPoint Viewer.

Chapter 6 : 4 Ways to Change a File Extension - wikiHow

To make the previous folder active, click the folder name in this bar in the Open or Save As dialog box. Address Using the mouse, select adjacent documents at the Open dialog box by holding down this key while clicking the desired documents.

Note If you do not have these permissions, the Excel save process cannot be completed. Insufficient drive space When you save to any medium, such as a floppy disk drive, a local hard disk, or a network drive, you must make sure that the drive has sufficient free space to enable the file to save. If the destination drive does not have sufficient space, Excel cannot complete the save operation, and you receive the following error message: For more information about this error message, click the following article numbers to view the articles in the Microsoft Knowledge Base: This occurs because some parts of the workbook may not be downloaded to the local computer when you open the file the file from a network location. Therefore, if network connectivity is lost, Excel cannot access the parts of the file that were not downloaded to the local computer and cannot save the file. For more information, click the following article numbers to view the articles in the Microsoft Knowledge Base: You do not receive an error message if you try to save a new file. You may receive an error message because some antivirus programs quickly scan any new files that appear on a computer. This scan can sometimes disrupt the Excel save process. This interruption may stop Excel from saving the file correctly. File sharing conflict If you and a second user work concurrently on a shared workbook, you may receive an error message if you and the second user try to save the file at the same time. You receive an error message because Excel cannot save the file if another instance of Excel is saving the same file. For more information about this error message, click the following article number to view the article in the Microsoft Knowledge Base: Filename is not valid. For more information, click the following article number to view the article in the Microsoft Knowledge Base: The whole workbook is written to the temporary file. If changes are being saved to an existing file, Excel deletes the original file. Excel renames the temporary file. Excel gives the temporary file the file name that you specified such as Book1. These issues may occur if the Excel temporary file is accessed before the Excel save process is completed. For example, the local antivirus software locks the temporary file for scanning before the file can be renamed. Therefore, you must keep track of any new software installations or updates that are performed before you have problems when you try to save workbooks. This information will be helpful if this article does not fix your issue and you have to contact Microsoft Support. For more information, go to the following Microsoft website:

Chapter 7 : Convert or export PDFs to other file formats, Adobe Acrobat

To save a file with these features, clikc No, and then choose a macro-enabled file type in the File Type list. To continue saving as a macro-free workbook, click Yes. But I am saving as an xlsm! so why doesn't it like it or what am I doing wrong?

The available formats include both text and image formats. For a full list of conversion options, see File format options. This document provides instructions for Acrobat DC and Acrobat The various formats to which you can export the PDF file are displayed. Choose the format to which you want to export your PDF. Select the file format to which you want to export the PDF file and a version or format , if available. You can configure the conversion settings by clicking the gear icon adjacent to the selected file format. The Export dialog box is displayed. In the Export dialog box, select a location where you want to save the file. Click Save to export the PDF to the selected file format. By default, the source filename is used with the new extension, and the exported file is saved in the same folder as the source file. When you save a PDF in an image format, each page is saved as a separate file, and each filename is appended with the page number. Conversion options You can configure conversion options before you save the file. By default, the conversion options specified under Preferences are used. Choose the conversion settings, and then click OK. You can export raster images, but not vector objects. Click Image and then choose the image file format that you want to save the images in. Choose the format that you want to save the exported images in. To configure the conversion settings for the selected file format, click the gear icon. In the Extraction settings, for Exclude Images Smaller Than, select the smallest size of image to be extracted. Select No Limit to extract all images. If you do not select the Export All Images option, all pages within the PDF are saved in the selected image file format. Click Save to save only the images from the PDF to the selected file format. You can select text in a PDF file and save it in one of the supported formats: Use the Select tool and mark the content to save. Right-click the selected text and choose Export Selection As. Right-click the selected text, and choose Export Selection As from the pop-up menu. Select a format from the Save As Type list and click Save.

Chapter 8 : How to Save a Microsoft Word Document (with Pictures) - wikiHow

> *downloading & when i click on "save" the address bar has that small arrow > on the right side & when i click on it a box drops down &now the box is > empty now, it used to have some options in blog.quintoapp.com where to save the.*

In your Excel workbook, switch to the File tab, and then click Save As. Alternatively, you can press F12 to open the same Save As dialog. Besides CSV comma delimited , a few other csv formats are available to you: This format saves an Excel file as a comma-separated text that can be used in another Windows program or another version of Windows operating system. This format saves your Excel workbook as a comma-separated file for use on Mac operating system. This is a computing industry standard supported by almost all current operating systems including Windows, Macintosh, Linux and Solaris Unix. It can handle characters of almost all modern languages and even some ancient ones. All of the above mentioned formats save only the active Excel sheet. Choose the destination folder where you want to save your Excel file in the CSV format, and then click Save. After you click Save, Excel will display two dialogs. The first dialog reminds you that only the active Excel spreadsheet will be saved to the CSV file format. If this is what you are looking for, click OK. If you need to save the contents of all the sheets your workbook contains, click Cancel and then save each spreadsheet individually as a separate Excel file workbook. After that save each Excel file as CSV. Clicking OK in the first dialog will display a second message informing you that your worksheet may contain features unsupported by the CSV encoding. This is Okay, so simply click Yes. This is how you convert Excel to CSV. The process is quick and straightforward, and you are unlikely to run into any hurdles along the way. And if your Excel file has smart quotes or long dashes e. An easy alternative is saving an Excel workbook as a Unicode. Before we proceed further, let me briefly point out the main differences between UTF-8 and UTF encodings so that you can choose the right format in each particular case. UTF-8 is a more compact encoding since it uses 1 to 4 bytes for each symbol. Generally, this format is recommended if ASCII characters are most prevalent in your file because most such characters are stored in one byte each. UTF uses 2 to 4 bytes to store each symbol. Please keep this in mind if you are going to import the resulting file somewhere outside of Excel. Some simple text editors do not fully support all Unicode characters, therefore certain characters may display as boxes. Since our unicode text file is a tab-delimited file and we want to convert Excel to CSV comma-separated file, we need to replace all tabs with commas. If you do not need exactly the comma-separated file, just any CSV file that Excel can understand, you can skip this step because Microsoft Excel handles tab-separated files fine. If you do want a comma-delimited CSV file, proceed with Notepad in the following way: When you do this, the cursor will move rightwards indicating that the tab was pasted. Type a comma in the Replace with field and click Replace All. In Notepad, the resulting file should look similar to this: Then click the Save button. Open the Windows Explorer and change the file extension from. An alternative way is to change the. If your file is intended for use outside of Excel and the UTF-8 format is a must, do not make any edits in the worksheet, nor should you save a CSV file in Excel, because this may cause encoding problems. If some of the data does not appear right in Excel, open the file in Notepad and fix the data there. Remember to save the file in the UTF-8 format again. If you need a comma-separated or semicolon-separated CSV file, replace all tabs with commas or semicolons, respectively, in a Notepad or any other text editor of your choosing see Step 6 above for full details. There exist a handful of other ways to convert Excel data to CVS. Assuming that you already have Google Drive installed, perform the following 5 easy steps. On the Google Drive, click the Create button and choose Spreadsheet. Click Upload and choose a file from your computer. Choose Replace spreadsheet and then click Import. Finally, open the CSV file in some text editor to make sure all of the characters are saved correctly. Regrettably, the CSV files converted in this way do not always correctly display in Excel. Kudos to Google and shame to Microsoft: I have come across this solution on one of Excel forums, cannot remember now which exactly. To be honest, this method has never worked for me, but many users reported that special characters, which got lost when saving. Anyway, you can try this method of exporting Excel to CSV on your side and if it works, this can be a real time-saver. In fact, it provides more options to convert spreadsheets to CSV files encodings, delimiters etc. In

the next step, you will have a choice of various Character sets encodings and Field delimiters. Typically, the Text delimiter will remain the default quotation mark ". It would be really nice if Microsoft Excel provided similar options with regard to CSV encodings, agree? If you know other more efficient methods to export an Excel file to CSV, please do share in comments. Thank you for reading! You may also be interested in:

Chapter 9 : Everything I try to download defaults to file type: iTunes Music - Microsoft Community

Click this button at the Custom Views dialog box to create a new custom view that will save the current display settings for the active worksheet. Excel Template (*.xltx) Change Save as type to this option at the Save As dialog box to save the current workbook as a standard workbook that can be opened from the New dialog box.