Instructions for Turning the Budget Grid into a PDF

Step One: Page Orientation and Page Width and Height Settings

1. Click on the "Instructions" sheet.
2. Go to the "Page Layout" tab from the top menu.
3. Click on "Orientation" and ensure that "Landscape" is selected.
4. Towards the centre of the tools ribbon under "Page Layout" you will see "Width". Use the dropdown menu to the right (currently saying "Automatic") to select "1 page". Note: Make sure that "Height" set to automatic.
5. Repeat for each of the other 4 sheets.
6. For the Research Budget, Partner Contributions, and Research Trainee Tabs:
   a. Select all columns with content (eg. Columns A through J for the Research Budget tab).
   b. With those columns selected, click on "Print Area" in the tools ribbon at the top and select "Set Print Area".
   c. Make sure to do this for each of those three pages.

Step Two: Saving to PDF

There are two ways to save the whole Excel workbook as a PDF:

1. Saving as Adobe PDF
   a. Click on "File".
   b. Select "Save as Adobe PDF".
   c. In the window that appears, under "Conversion Range" select "Entire Workbook". Ensure that "Actual Size" is elected under "Conversion Options".
   d. Click "Convert to PDF".
   e. Select where you want the file saved and input the name you want for your file. Click "Save".
2. Printing to PDF (will vary based on Windows/MacOS)
   a. Click on "File".
   b. Select "Print".
   c. In the print window that appears (for Windows):
      i. Under "Printer" select either "Adobe PDF" or "Microsoft Print to PDF".
      ii. Under "Settings" choose "Print entire workbook".
      iii. Click "Print".
      iv. Type in the name for your document, choose the location where you want it saved, and press "Save".
   d. In the print window that appears (For MacOS):

i. Under "Excel", use the dropdown menu beside "Print" to select "Entire workbook".
ii. At the bottom of the window click on "PDF".
iii. Type in the name for your document, choose the location where you want it saved, and press "Save".

Step Three: Removing Blank Pages

Due to some of the formatting of the budget grid, when printing to PDF a number of blank pages *could* be added between the Partner Contributions page and the Research Trainee page. If this occurs, open the file as a PDF and simply delete the blank pages.