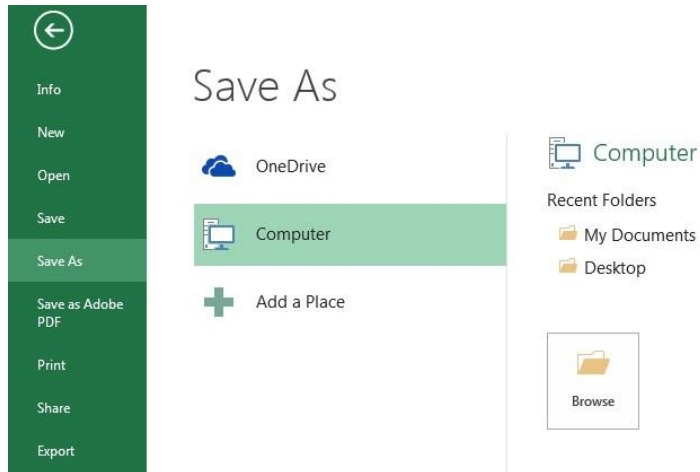# Saving an Excel workbook as an Accessible PDF

After you have created an Excel workbook, you can save your file as a tagged PDF by following these steps:

1. Click the **File** tab, and then click **Save As**.

2. Under **Choose a Location**, choose where you want the file to be saved.

3. Under **Choose a Folder**, choose a folder that you have already used or click **Browse for Additional Folders** to choose a different folder.

4. In the **Save As** dialog box, click the arrow in the **Save as type** list, and then click **PDF**.
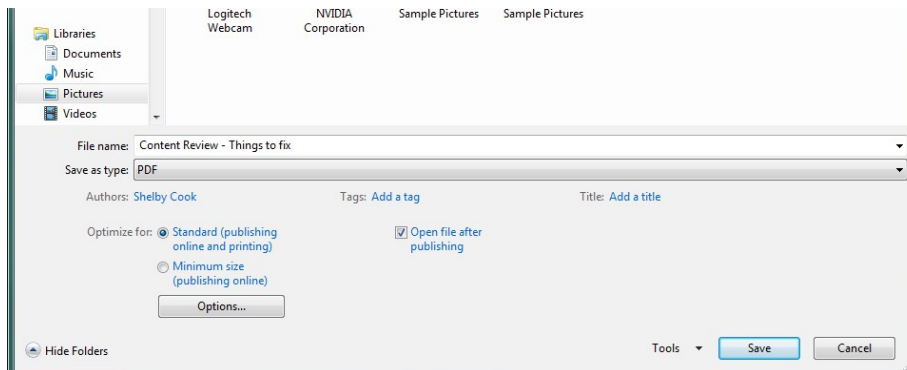
5. Click **Options**.

6. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.

7. Click **Save**.