

How to Save a Google Sheets as a PDF

If you need to send a spreadsheet to someone who should not edit it, saving it as a PDF is a smart move. A PDF is easier to share, easier to print, and it keeps your formatting locked in place.

Here's how to do it in Google Sheets.

Steps to Save a Google Sheet as a PDF

1. Open your spreadsheet in **Google Sheets**.
2. Click **File** in the top menu.
3. Hover over or click **Download**.
4. Select **PDF (.pdf)**.
5. Review the export settings.
6. Click **Export**.

That's it. Your Google Sheet will download as a PDF file to your computer.

PDF Settings You May Want to Adjust:

Before exporting, Google Sheets gives you a few options. These can make a big difference depending on what you're sharing.

Orientation

Choose **portrait** or **landscape** depending on whether your sheet is taller or wider.

Paper size

Letter size usually works well in the U.S., but you can change it if needed.

Scale

If your spreadsheet is too wide, try a scaling option that fits everything onto one page.

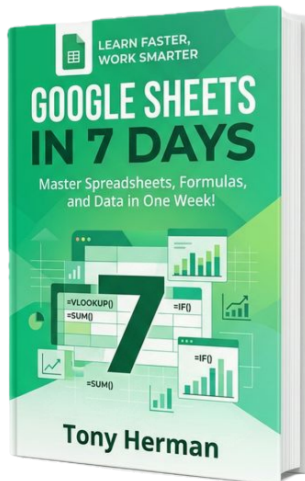
Margins

Narrower margins can help fit more content without shrinking the text too much.

Formatting

You can choose whether to show gridlines, notes, page numbers, workbook title, and more.

Want to Get Better at Google Sheets?



If you want to learn Google Sheets faster and actually start using it with confidence, check out my book:

Master Google Sheets in 7 Days

It's built to help you learn step by step without getting overwhelmed.

Stop being stuck and finally take the step to learn Google Sheets – the easy way.

[Check Out the Book – CLICK](#)

When Saving as PDF Makes Sense

- Sending an invoice or estimate
- Sharing a report with a client
- Printing a checklist or schedule
- Locking in formatting before sending
- Sharing data without giving edit access

One Quick Tip Before You Export

Take a second to use **File > Print** or the PDF preview screen to make sure page breaks look right. A spreadsheet can look fine on screen but awkward in a PDF if columns are cut off or rows spill onto extra pages.

Finally...

Saving a Google Sheet as a PDF is easy once you know where to click. It's one of the fastest ways to turn a working spreadsheet into something clean, professional, and ready to share.

Original article: <https://tonyherman.com/how-to-save-a-google-sheets-as-a-pdf/>

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