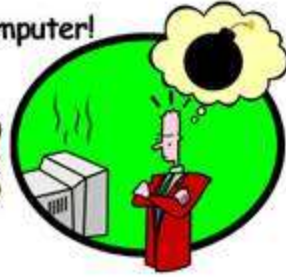


Don't blow up your computer!

ASK  
DIANE



Dear Diane,

This is a follow-up question from last week. I understand how to lock certain cells in an Excel spreadsheet but what if I want to have the spreadsheet turned into a .pdf? Is there an easy way to do this?

### Can't Change the pdf

Dear Change,

It makes sense to send a document as a pdf if you want to make certain it can't be easily modified or altered.

This is true for both Word and Excel.

The easiest way to do this is to select either the Office Button (2007) or File (2010) and select **Save & Send**.

Choose to **Send as PDF**.

Now when you email this to someone they can view it but can't make changes to it.

This works well because you still have the original in a format you can change, correct or fix but the recipient can't alter it.

