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By Leonardo R. Grabkowski Converting files has never been easier. No longer is it necessary to download or purchase special software to complete file conversions, such as JPG to PDF. Instead choose from one of several online file conversion tools that allow you to convert your JPG to PDF format. The conversion process only takes a minute, and you'll be able to immediately download your PDF file, either on the website or through your email. Visit the Free JPG to PDF website (see Resources for link). Click on "Choose File." Select the JPG image you want to convert to PDF. Click "Convert." Wait a few moments for the conversion to complete. Choose "Download PDF" on the confirmation screen. The PDF begins downloading to your hard drive. Visit Neevia's website (see Resources for link). Choose "PDF" as your output format. Click on "Choose File" and select your JPG file. Choose "Upload and Convert." Click "Download" when the conversion finishes. 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However, when it comes to turning these files into PDF documents that can be read, printed, or distributed to others, it's something that you should be conscious of. Your file should be readable and understandable, without random stray columns on other pages or cell sizes that are too small to read. Here's how to turn your spreadsheet into a presentable and printable PDF document. Setting Up the Page If you're using Office 2008 or later, navigate to the Page Layout tab. Here, you'll see several options grouped under the Page Setup section. Here are the first three: Margins: How large the whitespace is between the edge of a document and the first cell Orientation: Whether you want your finished file to be in landscape or portrait Size: The page size of your finished document These work mostly the same as they do in a Word document, so set them based on how you want your finished PDF to look like. Take note that most Excel spreadsheets are more readable in landscape orientation than in portrait, unless you have very few columns. Sheets that are saved in portrait tend to have columns that fall outside of the final print area, which can make your document very difficult to navigate and read. Additionally, you can add a header and footer to your final layout. Click the arrow on the lower-right corner of the Page Setup section, then click on the Header/Footer tab. You can select one of Office's generated options, or create one of your own by using the "Customize" feature. You also have the option to change the background of your printout. To do this, click the Background button in Page Setup. You can select an image from your laptop or from the cloud, and this image will be tiled across your entire sheet. RELATED: How to Print an Excel Spreadsheet with a Background Defining a Print Area and Fitting Next, you need to determine what area is going to be turned into a PDF, as well as how many rows and columns will be on each page. The first way to define the area is by using click and drag to select all the cells that you want in your document. Afterward, go to Page Setup > Print Area > Set Print Area. This will create a thin grey line around the entire area that will be printed. When you create your PDF, everything outside this area will not be included. You can also manually input the cells by clicking the arrow on the lower-left corner and going to Sheets > Print Area. Similar to Microsoft Word, you can also create page breaks to segment different tables. These page breaks can be both horizontal and vertical. Go to the cell where you want to place a page break, click the "Page Layout" tab on the ribbon, and select Page Setup > Page Breaks > Insert Page Break. This will create a break right above and to the left of your current cell. Another important thing to do is to define the Scale to Fit option. To the right of Page Setup, you'll see three options: Width, Height, and Scale. The Width and Height options allow you to set how many pages the rows or columns of your table will appear in. For example, if you have a lot of rows but just a few columns, setting the Width to one page is ideal. Scale, on the other hand, will determine the overall resizing of your entire print area. Sheet Options The last menu you should pay attention to is Sheet Options. These are settings that affect the appearance of your final printed sheet. To access the full sheet options, click on the arrow on the lower-left corner of Sheet Options sections. Here's an overview of the various customizations you can do in this menu: Print Titles: You can freeze specific rows and columns of the sheet in place so that they appear on every page, such as headers and labels. Gridlines: This lets you set whether or not to show gridlines, which are the lines between cells that appear when there's no border painted on them. Headings: This allows you to display headings, which are the fixed alphabetical (A, B, C) and numerical (1, 2, 3) labels on the x-axis and y-axis of Excel spreadsheets. Comments, Notes, and Errors: This displays the embedded comments, notes, and error warnings in the final document. Print Order: This lets you set whether to create a document going down first or going right first. In this menu, you can go to the Print Preview screen, where you can get a glimpse of your final document. You can also go to the screen with the shortcut Ctrl+P. RELATED: How to Print a Worksheet with Comments in Excel Saving or Printing as PDF With your document correctly formatted and all set to go, there are two ways you can create a PDF. To save the file as a PDF in Excel, open the Save As dialog, and select PDF from the "Save as type" dropdown menu. 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RELATED: How to Print to PDF in Windows: 4 Tips and Tricks Last Updated on February 11, 2021 Coca-Cola is an adored product the world over. While keeping yourself in good health means moderating how often you enjoy this drink, Coca-Cola lovers will be happy to hear that there are plenty of uses for the soda pop that don't involve ingesting it. Impressively, Coca-Cola can be used to help you clean, get rid of rust, and even help maintain your garden. Whether you are looking for a way to finally get rid of those pesky stains, or just want to find new ways to love this drink, these 20 jaw-dropping and unusual uses for Coca-Cola will blow you away.Kill pests in your gardenCoca-Cola is also an effective pest control method for your garden. To rid yourself of plant munching slugs and snails, pour a small bowl of Coca-Cola and place it near your garden or flowerbeds. The smell will attract these crawling bugs and the drink's acidity will kill them.Defrost your windshieldIncredibly, Coca-Cola can also defrost your windshield in the wintertime. Simply pour Coke liberally across your windshield and wait about a minute. The ice should turn to slush for easy removal.Clean your pansCoca-Cola is also useful in the kitchen, especially on burnt pans. For any pan with burnt on messes, pour a can of Coke into the pan and simmer. The mess should easily wipe away. You can also soak kettles and other kitchen items in Coca-Cola to remove scale and build up. Clean bugs from your windshieldAnother way Coca-Cola can aid in your car care is by removing bugs and gunk from your windshield. Soak a cloth in coke, then rub across your windshield. Just be careful not to get any on your paint job.Remove rust from your carCoca-Cola is also useful when removing rust. The simplest method is to dip crumpled tinfoil in Coca-Cola, then give the item a scrub and you should be rust free.Loosen rusty boltsSimilarly, use Coca-Cola to loosen up a rusty bolt. Simply unscrew the bolt half a turn and pour on Coca-Cola. Let it sit, then give the metal a wipe. The bolt and screws will be one hundred percent in no time.Remove stains from your fabricSurprisingly, Coca-Cola is incredibly helpful when removing stains from clothing and fabric. Coke will easily remove grease stains, as well as blood spots. Remember that Coca-Cola itself is brown, so stains on light fabrics might be better removed another way. Remove oil spotsAnother way to use Coca-Cola is to remove oil stains from cement. Whether it's your garage or your driveway, soak the stain in Coca-Cola for a few hours then hose off.Relieve jellyfish stingsShould you be unwilling to neutralize a jellyfish sting the traditional way (with urine) pouring Coca-Cola on the sting will also do the job.Clean your car engineCoca-Cola is also an effective way to clean your car engine. Believe it or not, Coke distributors have reportedly been a fan of this technique for ages. Use it in cookingCoca-Cola is also a fantastic addition to many recipes. Using Coca-Cola to cook pot roast or steaks in will easily tenderize the meat for you. Mixing Coke with ketchup or barbecue sauce also makes for a delightfully sweet glaze. Clean your old coinsAnother way to use Coke to clean is to soak tarnished coins in the soda. About ten minutes should be enough to get rid of the muck.Clean your tilesIncredibly, Coca-Cola can also be applied to tiles to effectively clean grout. Let Coke sit on the tiles that need cleaning for a few minutes, then wipe away.Supercharge your compostCoke is also an impressive way to speed up your compost. The sugar in Coca-Cola feeds micro organisms, plus the acidity will help your compost break down faster.Remove gum from your hairCoca-Cola can also help you avoid a major hair disaster. If you have gum stuck in your hair, dip the gum into a small bowl of Coke and let it sit for a few minutes. The Coca-Cola breaks down the gum, allowing you to wipe it off. Fade unwanted hair dyeSimilarly, if you made a mistake with your hair dye, Coca-Cola comes to the rescue. It's probably best to get in the shower first, then pour Diet Coke over your hair. Let the soda sit for a few minutes, then wash your hair like normal. This method is effective in removing temporary hair dyes, but will likely only fade professionally applied dyes.Clean marker stainsCoca-Cola is also an easy way to remove marker stains from carpet. Apply a small amount of Coke, scrub the spot, then clean with soapy water. Again, remember that Coca-Cola is brown, so removing stains on white or light-colored carpets might be better achieved with another method.Clean your toiletCoca-Cola can also help you clean elsewhere in the house. To easily clean a toilet, pour Coca-Cola all around the bowl and let it sit. There's no need to scrub, simply flush and your toilet should be sparkling clean.Feed your plantsCoca-Cola is also a surprising way to add a little extra life to some flowering plants. Particularly with azaleas and gardenias, adding a small amount of Coca-Cola to the soil can deliver nutrients your plant may be low on. Get rid of bugs at a picnicThe last of our unusual uses for Coca-Cola is to safeguard your picnic or outdoor lunch from pests and wasps. Simply pour a small cup of Coca-Cola and set it out about a half hour before you start to eat. By placing the cup away from your site, bugs will be drawn to the soda and not your lunch.Featured photo credit: Omer Wazir via flickr.com There are many ways to convert an Excel file to the PDF format. One reason to do this type of conversion is so that the Excel file is more comfortable to open and read on other computers, phones, and tablets, all without having to have a spreadsheet program or app installed. Excel files that remain in the XLSX or XLS format are 100% editable with Excel or another similar spreadsheet program (e.g., OpenOffice Calc and LibreOffice Calc), but PDFs are not. While there are PDF editors available, they don't usually work as well as editing the raw file. Excel files require a specific program to read and edit them, so it can be hard to share such documents with people who don't have the needed software. However, the PDF format is much more ubiquitous, so as long as there's a PDF viewer installed on the computer, you can view the file without the need for a spreadsheet viewer/editor. If you're working with Excel documents, there's a good chance you already have Excel on your computer. If so, you can easily convert XLS to PDF, or the newer XLSX to PDF. These instructions apply to Excel versions 2019, 2016, 2013, 2010, and Excel for Microsoft 365. Windows users can convert Excel documents to PDF through the Export menu: Open the File > Export menu. Choose Create PDF/XPS. Double-check that PDF (*.pdf) is selected next to Save as type. The other option is for making an XPS file. You can optionally use this time before making the PDF to enable or disable some advanced options. Go into Options in the save dialog box to do things like export only specific pages to PDF, export all the worksheets, and more. Choose Publish to save the Excel file to PDF. 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