This lesson examines how to send a Portable Document Format (PDF) copy of a report to an email recipient using Excel 2010

## Enter the application menu

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Within Excel 2010:

Select the green File tab

## Save and send



Select Save & Send

## Send as PDF



## Select Send as PDF

The report will be saved in PDF format as a temporary file, and the default email client will launch (e.g. Outlook) with a new message and the PDF set as an attachment.