

## Sending a PDF copy of the report via email in Excel 2013

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Target	Beverages - Beer - Glasses/cans/bottles/past 7 days - all locations - 1 - 3										
2	Campaign	4, 8										
3	Sort By	Market CMA Size, OOH Company, Product										
4												
5												
6	Market CM	OOH Com	Product	Average	# of	Daily Tgt	4 weeks					
7				Daily Circ	Faces	GRPs	R	F	Tgt GRPs	Mkt GRPs	Target Imp (000s)	In-Mkt Imp (000s)
8	Toronto	Astral	Horizontal Posters	32,700	49	28	56	13.8	773	698	8,191	41,246
9	Plan #1		Street Furniture (68x47)	18,900	85	28	68	11.4	776	702	8,229	41,443
10		OUTFRONT	Horizontal Posters	25,300	63	27	57	13.5	768	695	8,147	41,030
11			Street Furniture (68x47)	23,500	68	28	57	13.6	771	697	8,177	41,178
12		Pattison	Horizontal Posters	23,900	67	28	57	13.6	774	700	8,205	41,320
13			Street Furniture (68x47)	11,600	138	28	55	14.1	774	700	8,203	41,308
14			<b>Toronto Mix</b>	<b>21,100</b>	<b>470</b>	<b>166</b>	<b>85</b>	<b>54.8</b>	<b>4,636</b>	<b>4,192</b>	<b>49,152</b>	<b>247,525</b>
15												
16	Montreal	Astral	Horizontal Posters	49,800	21	29	57	14.3	820	692	6,143	26,937
17	Plan #1		Street Furniture (68x47)	17,000	62	30	56	14.9	828	699	6,201	27,193
18		OUTFRONT	Horizontal Posters	39,900	26	29	57	14.2	814	687	6,101	26,752
19		Pattison	Horizontal Posters	36,700	29	30	57	14.7	834	704	6,247	27,391
20			Street Furniture (68x47)	16,600	64	30	54	15.3	833	704	6,243	27,376
21			<b>Montreal Mix</b>		<b>36,600</b>	<b>202</b>	<b>147</b>	<b>77</b>	<b>15</b>	<b>4,129</b>	<b>3,486</b>	<b>28,461</b>
22												
23												
24			<b>Plan #1 Total Mix</b>		<b>23,400</b>	<b>672</b>	<b>158</b>	<b>81</b>	<b>54.4</b>	<b>46</b>	<b>15</b>	<b>4,426</b>
25												
26	Source: COMB Winter 2017 (January) and Numeris-RTS Fall 2016											
27	Created on June-16-17											
28												

Within Excel 2013:

Select the green **File** tab

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

**Share**

Export

Close

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Account

Options

NavigatorReport19 [Compatibility Mode] - Excel

Sign in

## Info

### NavigatorReport19

\\dc1 » AGoyau » My Documents » COMB

Convert

**Compatibility Mode**

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Protect Workbook

**Protect Workbook**

One or more sheets in this workbook have been locked to prevent unwanted changes to the data.

- Coding Page

Unprotect

Check for Issues

**Inspect Workbook**

Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name, related dates and absolute path
- Content that cannot be checked for accessibility issues because of the current file type

Manage Versions

**Versions**

There are no previous versions of this file.

Browser View Options

**Browser View Options**

Pick what users can see when this workbook is viewed on the Web.

**Properties**

Size **99.0KB**

Title [Add a title](#)

Tags [Add a tag](#)

Categories [Add a category](#)

**Related Dates**

Last Modified Today, 4:25 PM

Created

Last Printed Today, 4:25 PM

**Related People**

Author Alice Goyau

[Add an author](#)

Last Modified By Alice Goyau

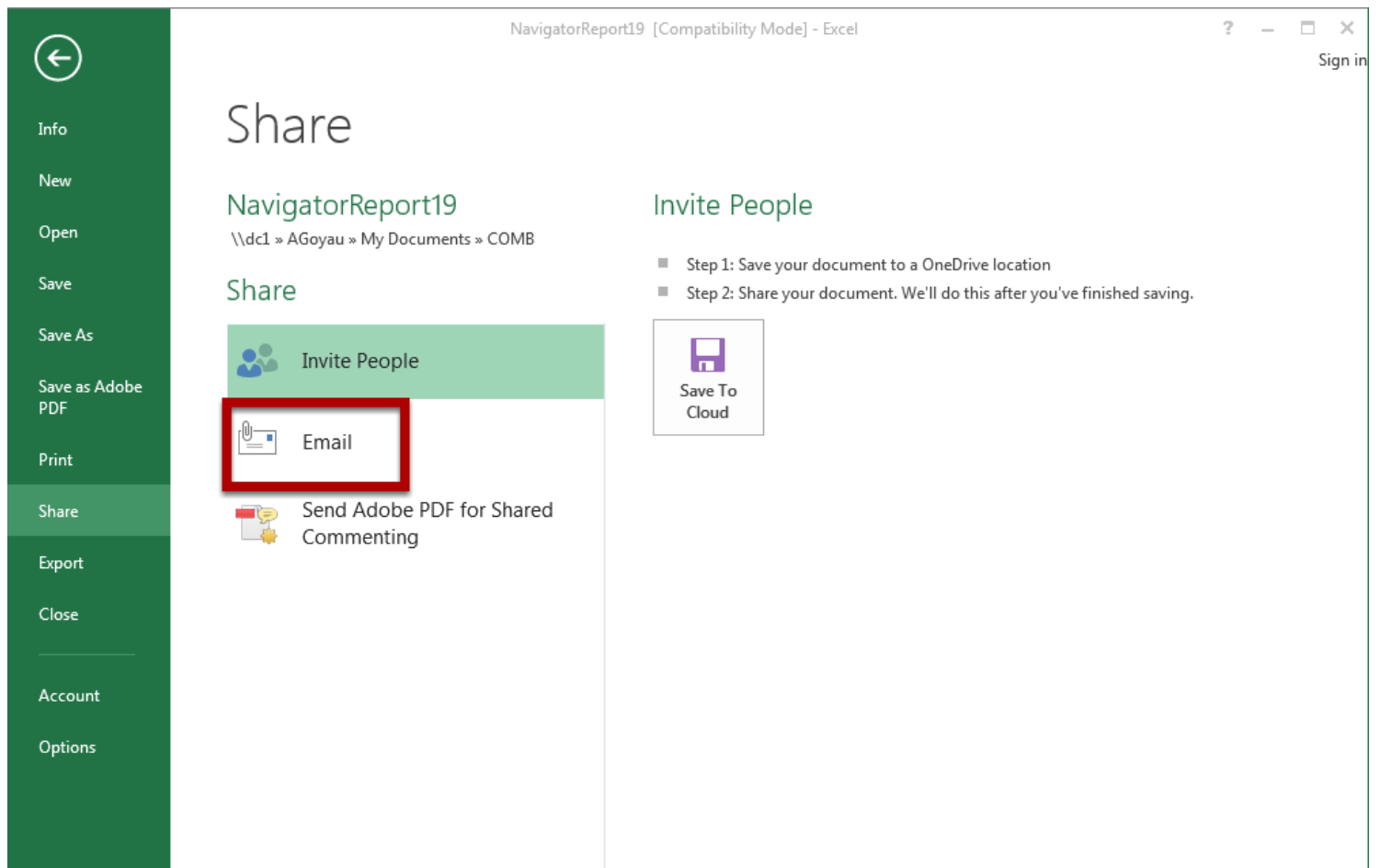
**Related Documents**

[Open File Location](#)

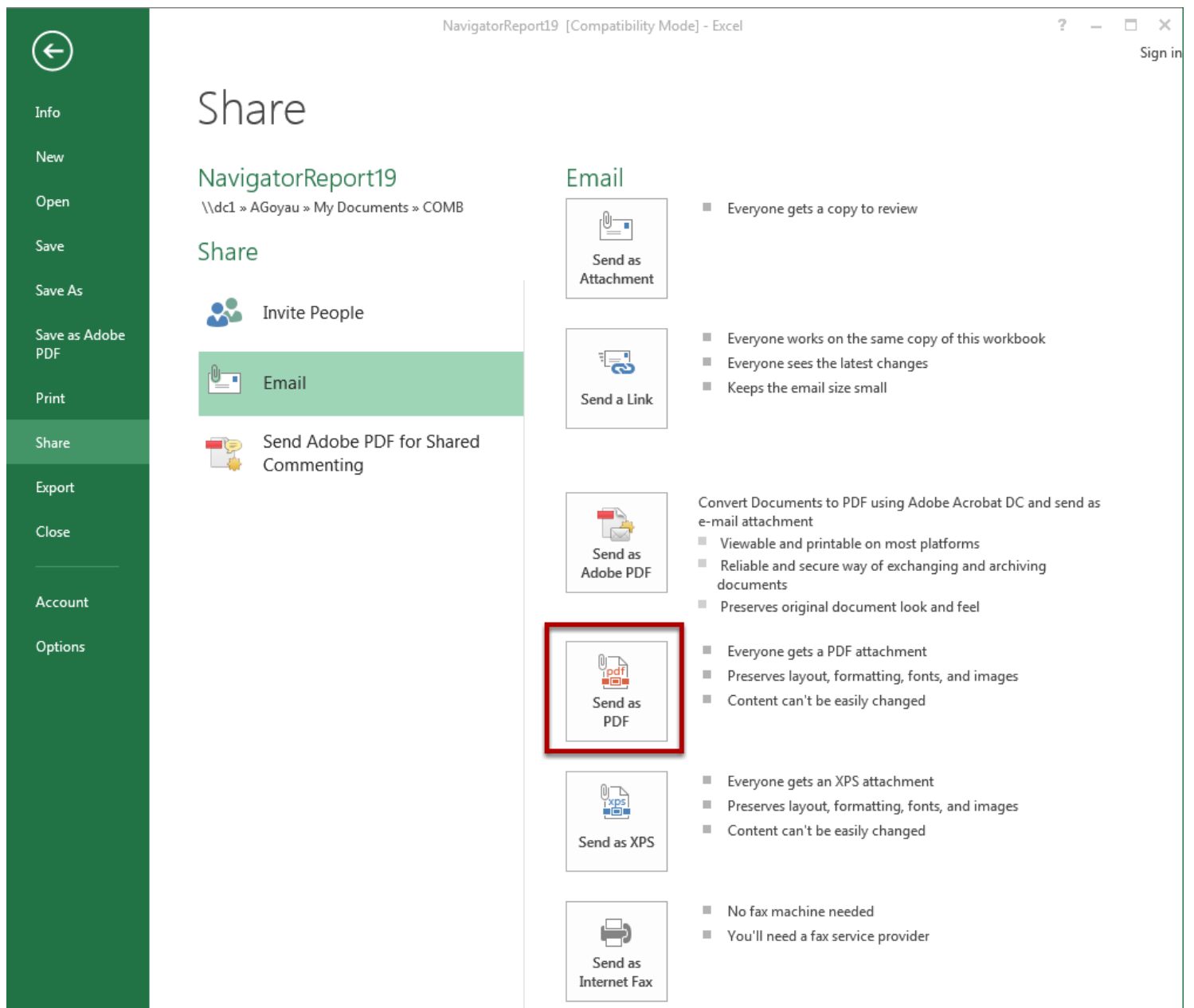
[Show All Properties](#)

Select **Share**

## Send as PDF



Select **Email**



## 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.