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

Within Excel 2013:

Select the green *File* tab

NavigatorReport19 [Compatibility Mode] - Excel

?   —   □   ✕

Sign in

Info

NavigatorReport19

\\dc1 » AGoyau » My Documents » COMB

Compatibility Mode

Convert

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

Inspect Workbook

Check for Issues ▾

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

Versions

Manage 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
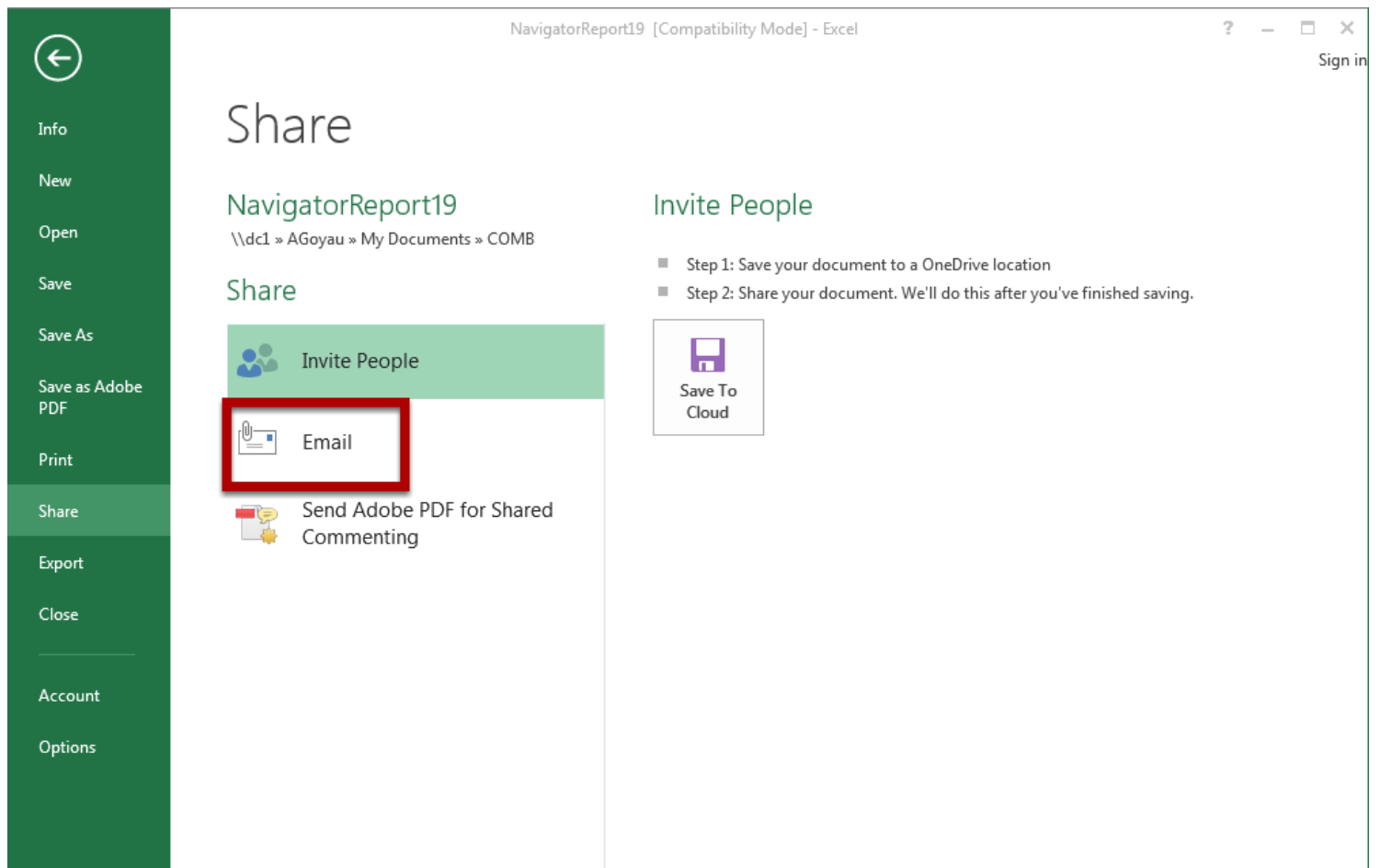
Add an author

Last Modified By
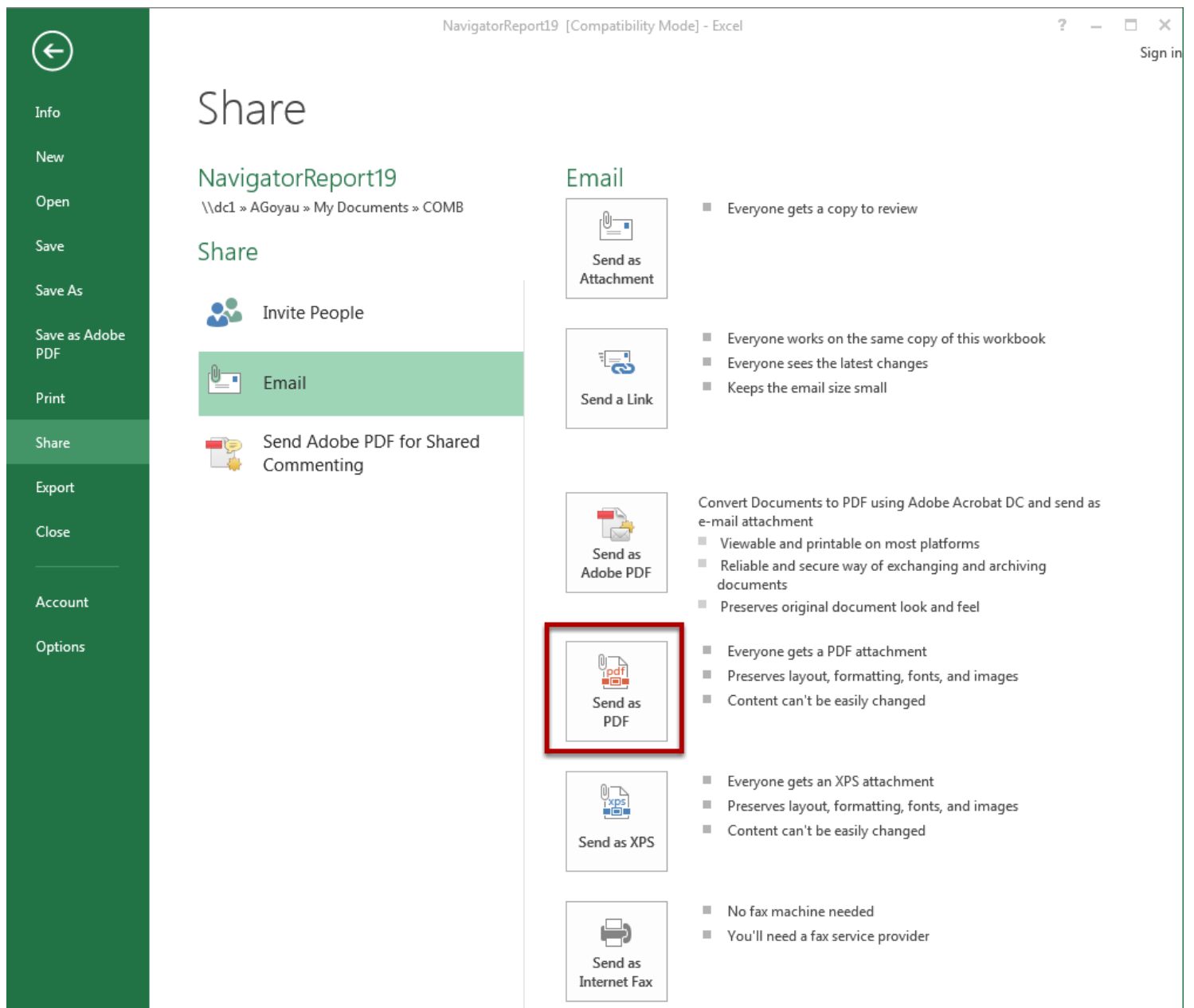
Alice Goyau

Related Documents

Open File Location

Show All Properties

Menu items: Info | New | Open | Save | Save As | Save as Adobe PDF | Print | **Share** | Export | Close | Account | Options

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.