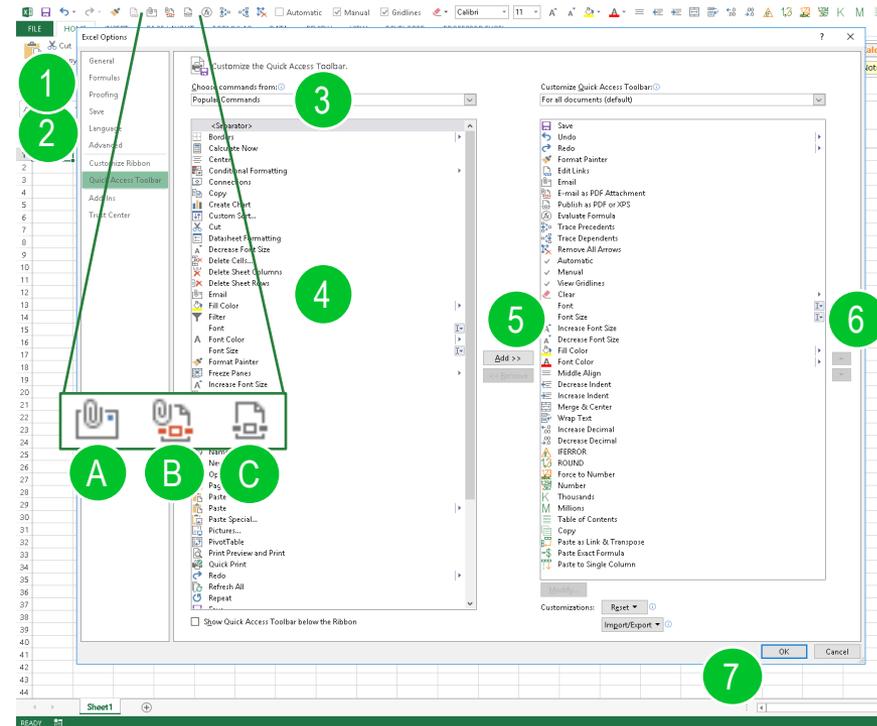


# Share Workbooks and Worksheets in Excel via E-Mail

## Preparations



For comfortably sharing files, we recommend adding the following buttons to your Quick Access Toolbar: A: "Email", B: "E-Mail as PDF Attachment", C: "Publish as PDF or XPS"

For adding the three buttons, please follow these steps:

1. Right-click on any Ribbon or button.
2. Select "Customize Quick Access Toolbar".
3. In the opening window, set "Choose commands from" to "All Commands".
4. Search in the alphabetical list for "Send to Mail Recipient".
5. Click on "Add".
6. Change the order with the up and down arrows on the right hand side if necessary.
7. Click "OK" to save the changes.

## Sharing types

### Single worksheet/ several worksheets

### Workbook

PDF

- **Semi-automatic:** You can save single worksheets or several selected worksheets with one click. Therefore, add the button "Publish as PDF or XPS" (letter C ). Next, insert these sheets to a new e-mail.
- **Add-in:** 'Professor Excel Tools' provides a button for sharing PDF files with just one click.

- **Automatic:** Click the button 'E-Mail as PDF Attachment' (letter B ).
- **Add-in:** 'Professor Excel Tools' provides a button for sharing PDF files with just one click.

Excel Format XLSX

- **Manual:**
  - Copy the selected worksheets to a new Excel workbook.
  - Cut the data links. Please refer to this article for more information about how to break all links.
  - Save the workbook under a new name.
  - Insert the saved file to a new e-mail.
- **Add-in:** 'Professor Excel Tools' provides a button for sharing PDF files with just one click.

- **Automatic:** Click on the button 'Email' (letter A ).
- **Add-in:** 'Professor Excel Tools' provides a button for sharing PDF files with just one click.