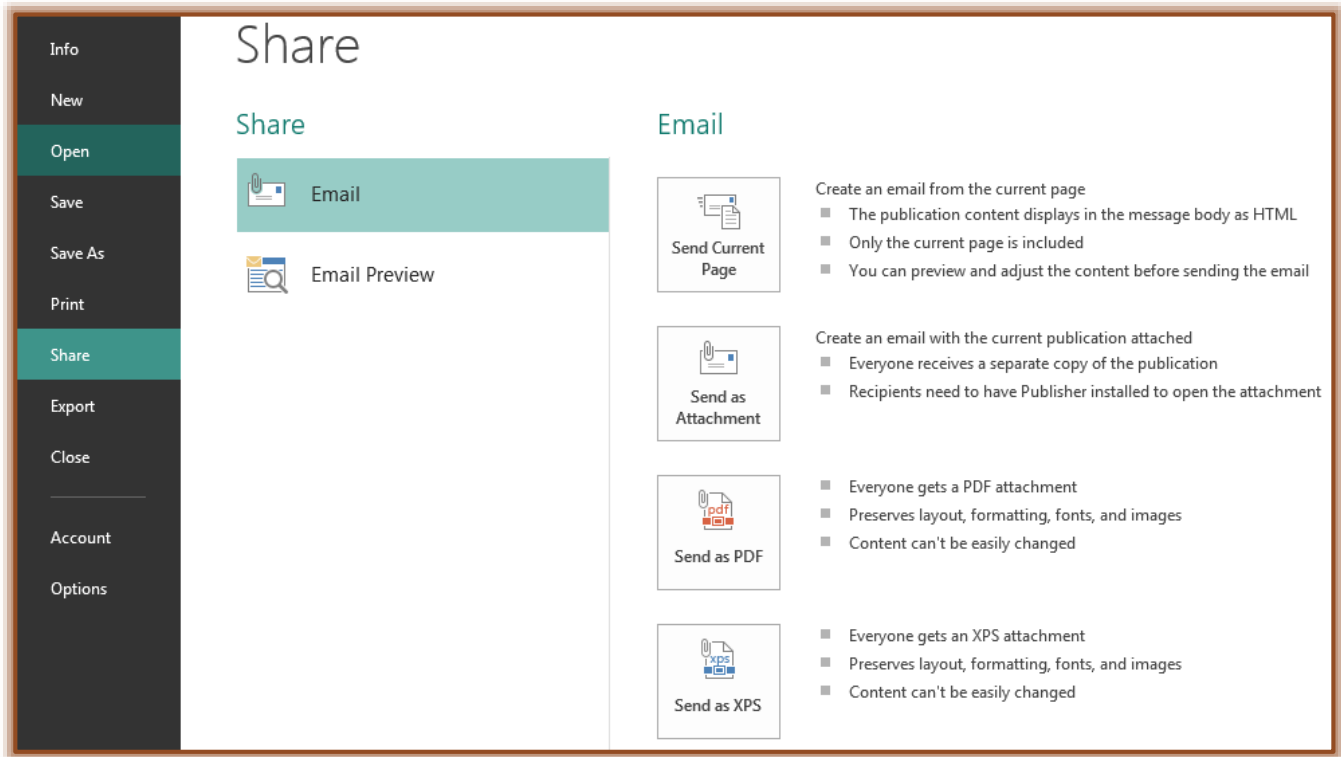# Publisher-Send a Publication Using Email

In Publisher, it is possible to send a publication using Microsoft Office Outlook, Outlook Express (version 5.0 or later), or Windows Mail.

⌨ Click the **File Tab**.

⌨ Click the **Share** button in **Backstage View**.

⌨ Click the **Email** link, if necessary (see illustration).

⌨ Choose one of the options on the right side of the window.

✎ **Send Current Page**

  ✿ Select this option to send the currently selected page from the publication as an HTML email message.

  ✿ The recipients don't need Publisher installed to view the publication.

  ✿ Publisher's user interface will change to look like email.

    ▪ This will give you access to your address book.

    ▪ You will have the ability to preview the email in the default Web browser.

    ▪ The ability to cancel the email message will also be available.

✎ **Send as Attachment**

  ✿ Select this option to create an email message with the publication as an attachment.

  ✿ All recipients will receive a separate copy of the publication.

  ✿ The recipients must have Publisher installed to view the publication.
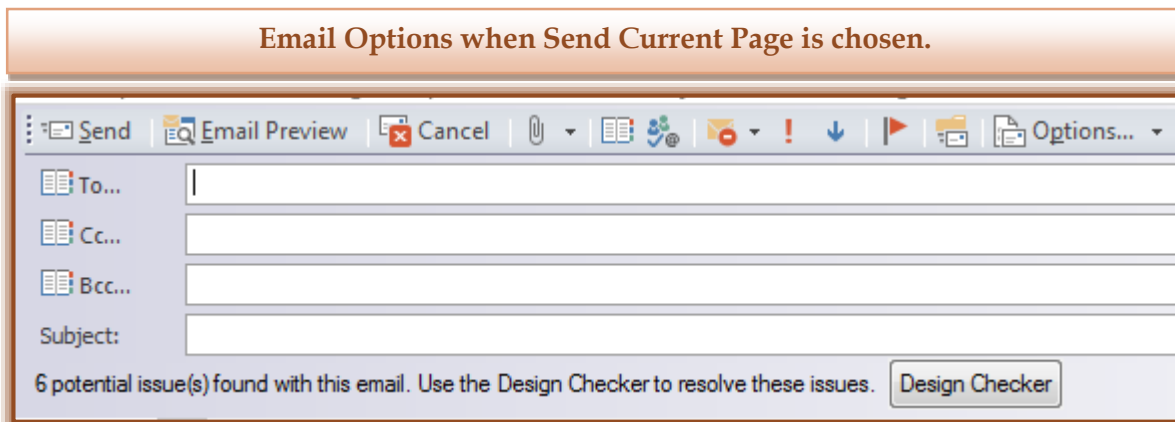
✎ **Send as PDF**

  ✿ A PDF version of the publication will be created.

  ✿ The PDF version of the publication will be attached to the email message.

  ✿ The layout, fonts, formatting, and images in the publication will be preserved.

  ✿ It is not easy for recipients to change the publication.

- ✡ The recipient must have a PDF reader installed on the computer to view the publication.
- ☜ **Send as XPS**
  - ✡ An XPS version of the publication will be created.
  - ✡ The layout, fonts, formatting, and images in the publication will be preserved.
  - ✡ It is not easy for recipients to change the publication.
  - ✡ The XPS version will be attached to the email message.
- ⌨ Enter the Recipient's Address(es), a subject for the message, and any other email options.
- ⌨ Click the **Send** button to send the message and the publication to the recipient.

Email Options when Send Current Page is chosen.

Email Options when Send as Attachment, Send as PDF, or Send as XPS is chosen.