

# Emailing or downloading in different formats

## Downloading in different formats from Google Workspace

The different Workspace applications offer the ability to download into different file types. You can find the options under File > Download.

## Emailing in different formats

Within the File drop down menu in Google Sheets, Docs and Slides - you have the email section. This allows you to send out a copy of the file you are working on as a PDF, an Open Office spreadsheet or as Word Doc / Excel / Powerpoint + a few more options.

Remember that this email will be sent from Google. Make sure you:

- Check the box to send yourself a copy
- Put the URL of the Sheet or Doc in the message box meaning the recipient will also be able to open the original Google Doc

## How to edit Microsoft documents you have received via email, in Google Docs

When you receive a Microsoft document via email you have the ability to edit it in a Google Doc:

- Click on the pencil icon that appears when you hover over the attachment
- Once in Google Docs you have the choice to save as a Google Doc or make your amendments
- You can then send the document back to the original sender
- This is a great time saver, no need to go back to Gmail, find the original email and then find the updated attachment:
- Click File > Email > Reply with this file