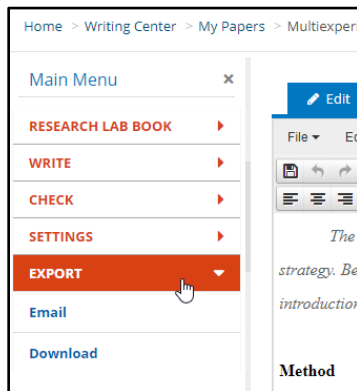




## Exporting Papers and References

This handout explains how to export papers and references from Academic Writer.

To export your papers, go to the **Main Menu** on the left side of the Writing Center. Select the drop-down arrow next to **Export** to view the options.



## Export by Email

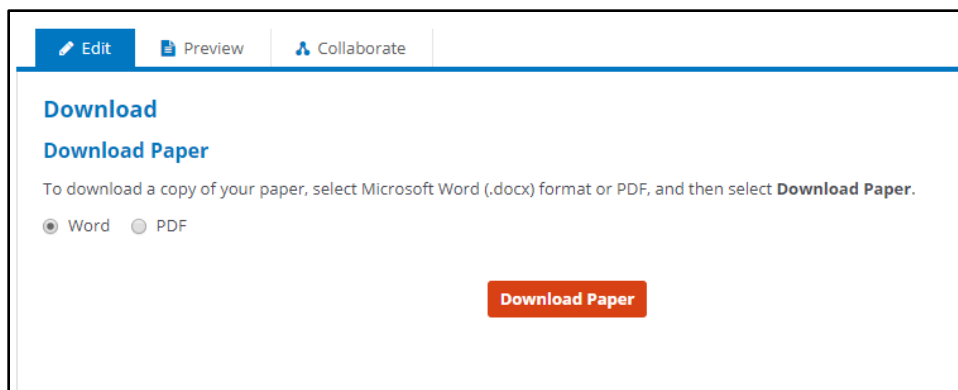
The first option under the Export option is to email the paper. Select **Email** in the Export options and enter the email address. To send the paper to multiple people, separate the addresses with a comma.

A screenshot of the 'Email' form in Academic Writer. The form has a title 'Email' and instructions: 'Please fill out the form below to email your paper.' and 'To send the paper to multiple people, separate the addresses with a comma.' There are three input fields: 'To' with the value 'tswift@apa.org', 'Subject' with the value 'Multiexperiment', and 'Message' with the value 'Hello! Here is my multiexperiment paper.' At the bottom of the form are two buttons: 'Reset' and 'Send'.

Your paper will be sent as a Microsoft Word (.docx) file.

## Export by Download

You also have the option to download your paper from Academic Writer. Select **Download** under the Export option and choose the format you prefer (.docx for Microsoft Word or PDF). Then select **Download Paper**.

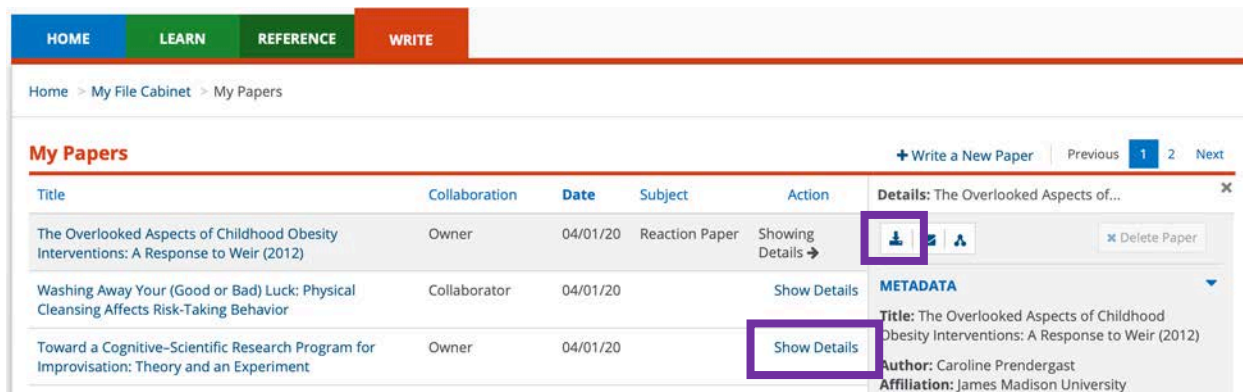


Depending on settings, browsers may recognize downloads as pop-ups and block the download. If you experience trouble downloading papers from Academic Writer, refer to this handout: [Browser Settings for Academic Writer](#)

## Download From My Papers

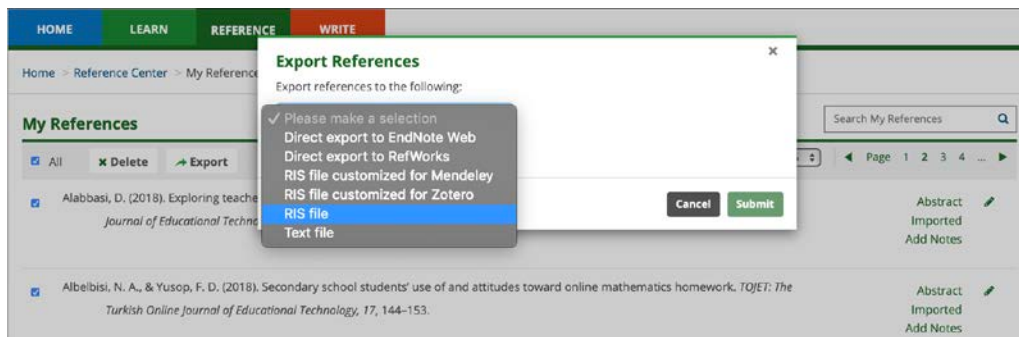
You can also download a paper from your list of papers called **My Papers**. From the paper details, use the download icon to download your paper without opening it. If you don't see the details for the paper you'd like to download, use the **Show Details** link.

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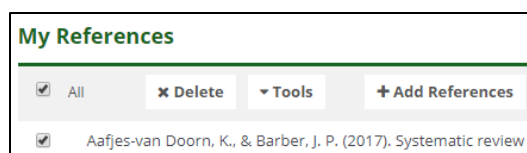


## Exporting References

You may also want to download your collection of references. You can do this from the Reference Center. Use the checkboxes or check **All** option to select the references you'd like to export, then select Export to choose the format. (Please note that these steps apply to Academic Writer 1.0; your version of Academic Writer is indicated in the lower right corner of all Academic Writer pages.)



To export your references from Academic Writer 2.0, use the Tools dropdown menu to select Export References before picking your file format.



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