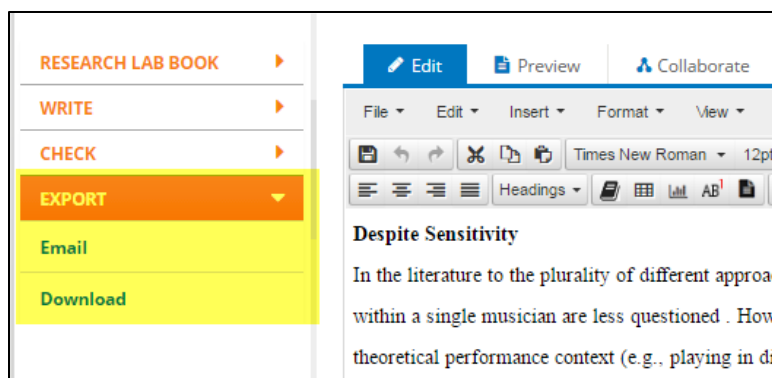


## Exporting Papers and Notes From APA Style CENTRAL®

Now that you’ve completed your work in APA Style CENTRAL®, you’ll want to export it so that it can be distributed, whether that is to a professor for grading, to share your work with colleagues, or to submit for publication. There are several ways to export your work from the APA Style CENTRAL Writing Center. You can email a .docx file to any specified address or download a .docx or PDF file to your computer. Most word processing programs will open .docx files, however you may want to open the file in the program you use to ensure formatting is retained.

### To Export a Paper

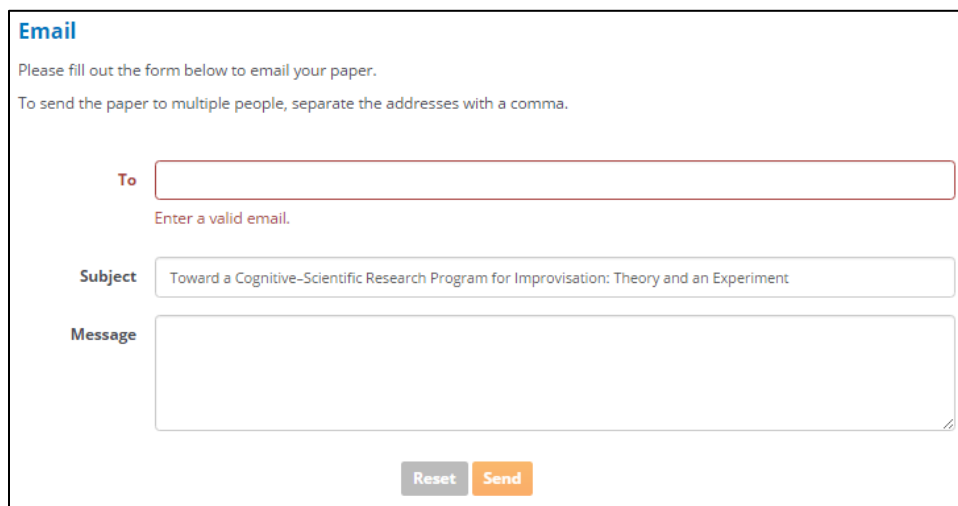
Use the **Export** menu to select between the Email and Download options.



### To Email a Paper

Enter a valid email address. The default address will be the email address associated with the APA Style CENTRAL account you’re using.

Entering text in the message is optional. There is no limit to the amount of text you can enter in the body of your message. Emailed papers are in .docx format.



The screenshot shows an 'Email' form with the following fields and instructions:

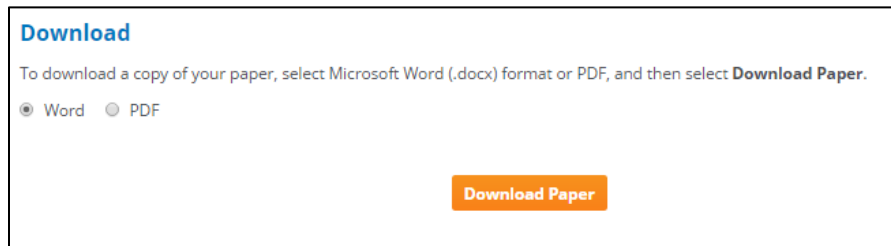
- To:** A text input field with a red border and the placeholder text 'Enter a valid email.' below it.
- Subject:** A text input field containing the text 'Toward a Cognitive-Scientific Research Program for Improvisation: Theory and an Experiment'.
- Message:** A large text area for entering the email body.
- Buttons:** 'Reset' and 'Send' buttons at the bottom.

Instructions at the top of the form state: 'Please fill out the form below to email your paper.' and 'To send the paper to multiple people, separate the addresses with a comma.'

## To Download a Paper

Select your preferred format. The process for retrieving and opening your downloaded paper will vary depending on your browser and computer settings; check your browser toolbar or computer's Downloads folder if you're unsure of your settings.

Note: Your paper may open in a new tab; if you have pop-ups blocked, your paper may not download.

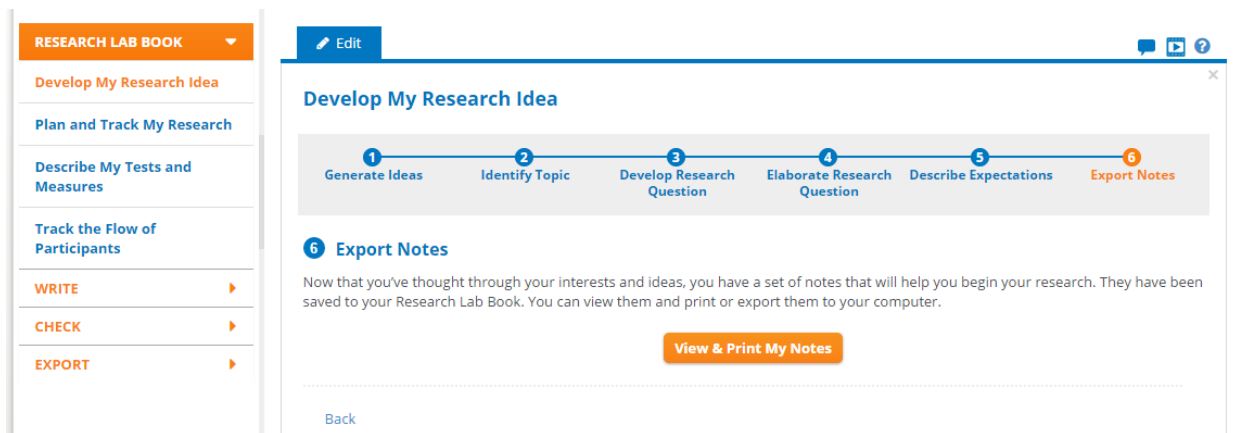


## Exporting Research Lab Book Tools Content

Content from Develop My Research Idea, Plan and Track My Research, and Describe My Tests and Measures can be exported outside of APA Style CENTRAL. The flowchart that results from the Track the Flow of Participants tool can be saved to your APA Style CENTRAL **My Figures**.

## Export Develop My Research Idea Notes

You must complete all five steps before you can export your Develop My Research Idea notes. Use the **View & Print My Notes** button to download a .docx file.





## Export Plan and Track My Research Notes

Once you've completed the sections of Plan and Track My Research, use the Word or PDF export links to download your research plan and notes.

### Track My Research



Use the Track My Research tool to write notes about your research while you are conducting it. The sections below reflect many common sections to a research project; however, you may add and/or delete sections as needed for your project as well as drag and drop sections to reorganize them.




Note that the Title Page section creates a title page for the research tracking notes themselves, along with any associated research planning notes. This section is necessary only if you need to turn in your research planning and/or tracking notes as part of a classroom assignment. Otherwise, it is not necessary to fill out this section.

To add a note within a section, expand the section and click **+Add Note**. To add a new section, click **+Add Section** at the bottom of the list of sections. To edit a note or section title, click the  in the top right corner. To delete a note or section, click the  in the top right corner. If these icons are not present in the top right corner, the note or section title cannot be edited and/or deleted.

To save your work, click **Save Tracking Notes**.

If you previously used this tool to plan your research, any notes from your finalized plan will display with a light blue background and will be labeled "Plan" beneath the time and date stamp. In contrast, tracking notes will be labeled "Track." Although these planning notes cannot be edited, you can copy and paste from the planning notes to the tracking notes using keyboard shortcuts. This can be useful both when your research fulfills your expectations as well as when it diverges from them.

 Word
 PDF

- ▶ Title Page

- ▶ Hypothesis

- ▶ Method


If you've completed both the Plan and Track sections of this tool, you'll be provided with an option to export either or both sections.

### Export Plan and Track

This document contains both plan and track sections. Please choose any one of the below option to export.

Plan Only  
 Track Only  
 Both Plan and Track

Cancel
Confirm

## Export My Tests and Measures

Once you've completed all of the required fields to describe a test or measure, **Save & Review** the information. Once it's in your list of Saved Tests and Measures, you have the option to download a .docx file, a PDF, or print directly from APA Style CENTRAL.

Note: You can also copy the text of the generated paragraph to the clipboard to paste into a paper you're working on in APA Style CENTRAL or another program.

### My Tests and Measures

This template will help you describe the tests and measures you use in your research. You will be asked information about each test/measure, such as the citation, number of items, sample items, validity, and reliability. To fill out this information, make sure you have any articles or other sources that provide this information handy.

[+ Add New Measure](#)

### My Saved Tests and Measures

TARDIS Fitness Assessment


 Word
  PDF
 



## Exporting Track the Flow of Participants

You can export the resulting figure from the Track the Flow of Participants tool directly to your APA Style CENTRAL account. The figure must be added to a paper to export it outside of APA Style CENTRAL.

## Contact Us

For additional information or assistance with APA Style CENTRAL, contact [support@apastylecentral.org](mailto:support@apastylecentral.org) or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

Have a specific question about APA Style®? Write to [StyleExpert@apa.org](mailto:StyleExpert@apa.org).