

Instructions for Uploading a *JANNAF Journal* Manuscript to CPIAC's Secure Web site

1. Go to <https://webdatabase.cpia.jhu.edu/docorg/program/cgi-bin/Login.pl>
2. Type in User ID: **JANNAF**
3. Type in Password. (**Contact CPIAC at 410-992-1905, ext. 219, or 410-992-7300 for current password; this password is not the same as the password for JANNAF meeting papers**).
4. Select **JANNAF Journal** from the Infobase drop-down menu. Then Log in. The InfoPlace Document Organizer pane will appear. Under the **Categories** heading, click on the link titled [Journal Manuscripts and Related Files](#).
5. Now, you may choose **Add Document** from the Modify section of the left-side menu panel.
6. Complete the Add Document form.
 - Enter the **Title** of the document and the **Author** name(s).
 - Indicate the **Location** of your file: Select **Upload from client**, then **Browse** to select your file and enter file name in **Path** field.
 - Indicate the **Document Type** by using the drop-down menu. (Please note that the text of the manuscript and the graphics for that manuscript will be uploaded separately and will have different document types.)
 - In the **Categories** field, select the issue and volume.
 - In the **Version** field, enter the version number of your manuscript.
 - Click on **Apply**.
7. E-mail rdodds@jhu.edu to notify that the files (text and images) have been successfully uploaded.