

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 410-992-7303, ext. 227, 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.
5. The InfoPlace Document Organizer pane will appear. Under the **Categories** heading, click on [Journal Manuscripts and Related Files](#).
6. Choose **Add Document** from the Modify section of the left-side menu panel and 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 **Journal Manuscripts and Related Files**.
 - In the **Version** field, enter the version number of your manuscript.
 - Click **Apply**. Your document has been uploaded to the server.
7. Complete the above steps to upload your images and any other submission files.
8. Once you have finished uploading your files, log out of the submission site by clicking **Exit** from the Global section of the left-side menu panel.
9. Notify Ashley Hajnos at ahajnos@cpia.jhu.edu that the files (text and images) have been successfully uploaded.