



REVISED Instructions for Uploading Student Articles and Class Projects (2/24/09)

Before you Begin

Reminders

1. Be sure all files end in .doc, .txt, .jpg, or .PDF (.ppt is ok for class projects) before uploading. **No other formats will be accepted.**
2. You can upload a maximum of six files per class.
3. You will need your User Name and Password (this is your email address and the password you entered at the time of registration)
4. Review and update (if necessary) your registration information before you begin. (Be sure to click "submit" to save any changes you've made.)

A Note about Class Projects: When uploading your class project photo files (jpg), please make sure one of the six files is a description of the project that includes the name of the class, your name and school.

Getting Started

Go to: <http://www.cnjarticles.com> IMPORTANT: THIS IS A NEW LINK

1. Enter your **User Name** (this is your email address) and **Password**

This will take you to the Main Registration Page

2. Click on UPLOAD FILE

This will take you to the page is entitled My File List

3. Click on ADD A FILE

4. Browse to your desktop and locate the first file to upload. Select the file and click Open to choose the file. This will bring the file to the My File List page.

5. Select a Category.

6. Select a Class. (Note: You should see a list here of all the classes you registered in the drop down menu. If not, you should go back to your registration page and update/correct the listing of classes and click the submit button before uploading your articles.)

6. Click UPLOAD. This will add the file to your file list.

If you get stuck or have questions, contact Karen Hatcher at khatcher@celebratenj.org or 732.333.0462.