

## How to upload your article to the JWEA!

1. Come up with article idea!
3. Go to [www.weainfo.org](http://www.weainfo.org)
4. Log in using your member log in information
5. Click the Articles Icon



Articles

6. Click the "Add" link at the top







7. Fill out all required fields in the article submission form.
8. Click Submit

Once submitted, your article will not be available on the WEA website immediately. The article will be reviewed by one or more JWEA editors before being activated on the website.

Some of the great features of the articles module are that you can upload documents, create hyperlinks to different websites and include images in the body of your article. Please read the following page for some helpful hints before you submit your article.

Please feel free to contact the WEA National Office if you have any questions!

## Helpful Hints for Uploading Articles!

- **Category:** Select Journal of the Wilderness Education Association
- **Subcategory:** Select the most appropriate subcategory for your article
- **Copy and pasting from another program** can make it difficult to format when pasted into the article editor. Your best bet is to type the article into the editor but be sure to check your spelling, there is not an embedded spell/grammar check! This format takes a little more time initially but tends to reduce time spent formatting the text.
- **To insert a hyperlink to another website:**
  1. Select the image or text that you would like to act as the link (ie "click here")
  2. Click the hyperlink icon:  

  3. Type in the entire URL
  4. Click OK (The other features/options are not necessary to create a basic link)
  5. To break the link, simply click the break link icon:  

- **To upload an image:**
  1. Make sure the image is no larger than 1000k
  2. Ensure the name of the image has no spaces or special characters.
  3. PNG or JPG files are most compatible.
  4. Click the photo upload icon:  

  5. Browse and upload your image
  6. Select the Alignment you would like (Left or Right are the easiest to manipulate)
  7. Change the Width/Height to size your image
  8. Change the spacing between your image and text (add/decrease the white space around the border) by entering a number in the spacing boxes for vertical and horizontal spacing.
  9. Choose a border color and size if you would like a border around your image
  10. Click Insert.
  11. If you want to change the spacing , alignment or border once the image is inserted into the article, simply double click the image to edit.
- **To upload a document or PDF:**
  1. Name the file with no spaces or special characters
  2. Click the PDF icon:  

  3. Browse and upload your document
  4. Click Insert
  5. If you want your document to appear when the reader selects a predetermined set of words (ie "click here") simply highlight the desired text and then proceed with step 1.

If you have any questions about the article feature please feel free to contact the National Office for assistance!