



Written Material – Upload Instructions

All project categories must upload their written materials by 11:59 PM on Wednesday, April 29th.

Preparing your Written Materials:

1. Print or export your Title Page, Process Paper, and Annotated Bibliography as PDFs.
2. Create ONE combined PDF in this order
 - Title Page
 - Process Paper
 - Annotated Bibliography

How to Combine Your PDF's

You can use the free software ilovepdf.com or smallpdf.com to merge your PDFs into one PDF document.

Uploading Instructions

1. Log in to your online account. This is the one you used to register.
2. Go to your Project Details tab on the left.
3. Upload your Combined PDF by dropping the file in the Written Materials Upload Box.
4. Click "Submit"

The screenshot shows a web interface with a dark sidebar on the left containing navigation menus for Admin and Student. The main content area is titled 'Upload Instructions' and includes a list of instructions: 'If you want to replace what you previously submitted, upload a new file.' and 'Drag your PDF into the box or use the 'browse files' link to add a PDF.' Below this is a large grey box labeled 'Upload Written Materials' with the text 'Drop files here or [browse files](#)'. Underneath the box, it says 'Uploaded File Name: Apollo 11 Written Materials.pdf'. At the bottom of the main area are 'Cancel' and 'Submit' buttons. A blue-bordered callout box on the right states: 'You can upload only one PDF at a time. Uploading a new PDF will replace the existing file in the system.' A red arrow points from the 'Project Details' menu item in the sidebar to the 'Uploaded File Name' text.

Confirming Your PDF Upload

- You will not get a confirmation email.
- To verify – go back to your project details page and if you have a title under the "Uploaded File Name:," then we have your project PDF stored in the database.