



Steps to Upload a Manuscript to a Website

Manuscript Upload Guide

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Steps to Upload a Manuscript to the University of Arabic Calligraphy Website

Introduction

Welcome to the University of Arabic Calligraphy's manuscript submission guide. This manual provides a step-by-step process to help you upload your calligraphy manuscripts to our website. By following these instructions, you can easily share your artwork with our community.

Steps to Upload a Manuscript:

1. Access the Upload Page:

- Open your web browser and navigate to the following URL:
www.uacalligraphy.ac/artwork.

2. Log In to Your Account:

- If you have an existing account, enter your username and password, then click "Login." <https://uacalligraphy.ac/web/login>
- If you are a new user, click "Sign Up" to create an account. Fill in the required details, and verify your email to activate your account.
<https://uacalligraphy.ac/web/signup>

3. Prepare Your Manuscript for Upload:

- Ensure your manuscript is in the correct format (e.g., PDF, JPEG, PNG).
- Make sure the file size does not exceed the maximum limit specified on the upload page.

4. Upload Your Manuscript:

- On the upload page, click the "Choose File" button.
- Select your manuscript file from your device.
- Add a title, description, and any relevant tags for your manuscript.

5. Review and Confirm:

- Double-check all the information entered, including the file selected, title, and description.
- If everything is correct, click "Upload" to submit your manuscript.

6. Confirmation:

- After successful upload, you will receive a confirmation message on the screen.

Support: If you encounter any issues during the upload process, please contact our technical support team:
support@uacalligraphy.ac