



JMU Assessment Progress Template

Help Document

Copying and Pasting Tables and Images into the APT Submission System

In most cases, **tables** created in Microsoft Word can be copied and pasted into the APT submission system with relative ease. Just remember to click the “Paste from Word” icon (after copying your table from its original document):



Images—including pictures, graphs, and other visuals not created in Word—seem to be more difficult to paste into the system. You can try it by clicking the “Insert/Edit Image” icon (you will then be prompted to upload the image file you created):



If you’re able to paste in your tables and images easily, great! If you’ve tried to paste something in and the procedure isn’t working, you are advised to go immediately to [Plan B](#).

Plan B: This applies to **images** of any kind (including tables) that would not paste into the APT submission system. Please take the following steps:

- 1. Paste all the “offending” images into a single, stand-alone Word document. Name this document “Images.” Within the document, label the items sequentially (Image 1, Image 2, Image 3, ...) based on their relative order within your full APT report.

- 2. When you paste your report sections (text) into the APT submission system, indicate where each image should appear (e.g., *Insert Image 2 here*). This is the same procedure you may have used when submitting a manuscript to a professional journal.
- 3. Upload your “Images” document to the APT system. To accomplish this, go to the main page of the system: <http://cars4.jmu.edu/APT/mainPage.jsp>. Within that page, click **View/Update/Submit Current Report**. On the new page, scroll down to the bottom and click **Upload Attachments**. That should take you to a screen where you can select (by using the Browse button) and upload documents within this menu:

The screenshot shows a web interface for uploading attachments. At the top right, there are links for 'Main Options' and 'Logout'. The main heading is 'Optional Attachment(s) Upload'. Below this, a message says 'Please select files that you'd like to upload:'. There are three file selection rows, each with a text input field and a 'Browse...' button. The first row shows 'C:\Documents and Setting' in the input field. Below these rows is an 'Upload' button. Underneath the upload section is a heading 'Currently Uploaded Files'. At the bottom of the page, there is contact information for PASS, a copyright notice for James Madison University, and the university's logo.

If you use Plan B (i.e., upload some of your images separately), CARS will then paste your images into your submitted APT document in the places you specified.

*Should you have trouble with any aspect of the APT submission system, please contact the **PASS** office at 540-568-7962.*