

## Suggested Text for Conference Website/Email

Note: Items in bold brackets denote conference-specific information, to be added by the Conference Client. All templates and final submission information should be disseminated by the Conference Client.

The section below may be posted prior to the site opening of IEEE PDF eXpress.

**DCAS-07** has registered for use of a new IEEE tool: **IEEE PDF**  $e^{\sum press^{TM}}$ 

The new IEEE *Xplore* Requirements for PDF will be enforced as of 2005. All conference articles submitted for inclusion in IEEE *Xplore* must adhere to the IEEE *Xplore* PDF specification for compatibility.

IEEE PDF eXpress is a free service to IEEE conferences, allowing their authors to make IEEE *Xplore*-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE *Xplore* compatibility (PDF Check function).

## Steps for submission:

- 1) Create your manuscript(s)
- 2) Proofread and check layout of manuscript (it is highly recommended that you do this BEFORE going to IEEE PDF eXpress.)
- 3) Create IEEE PDF eXpress account
- 4) Upload source file(s) for Conversion; and/or PDF(s) for Checking
- 5) Use IEEE PDF eXpress to attain IEEE *Xplore*-compatible PDF(s). The site contains extensive instructions, resources, helpful hints, and access to technical support.
- 6) Submit final, IEEE *Xplore*-compatible PDF(s) [per the conference's instructions]. The deadline is 22-Oct-2007.

## **IEEE PDF** *e* X *press* will be available till **22-Oct-2007**.

Suggested Text for Conference Website/Email

First-time users:	Previous users, but using it the first time for a new conference:	Returning users:
a. Click "New Users - Click Here".	a. Enter dcas07 for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter dcas07 for the Conference ID, email address
b. Enter dcas07 for the Conference ID, your email address, and choose a new password. Continue to	b. When you click "Login", you'll receive an error saying you need to set up an account. Simply click "Continue". By entering your previously used email address	and password.

enter information as prompted.	and password combination, you will enable your old account for access to this new conference.	
c. You will receive online and email confirmation of	c. Check that the contact information is still valid, and click "Submit".	
successful account setup.	d. You will receive online and email confirmation of successful account setup.	

(Optional: Add the section or excerpts below to the previous section approximately 1–4 weeks prior to site opening, or when you have received your Conference ID.)

IEEE PDF eXpress: <a href="http://216.228.1.34/pdfexpress/log.asp">http://216.228.1.34/pdfexpress/log.asp</a> Conference ID: dcas07

- 1. Access the IEEE PDF eXpress site
- 2. For each conference paper, click "Create New Title".
- 3. Enter identifying text for the paper (title is recommended but not required)
- 4. Click "Submit PDF for Checking" or "Submit Source Files for Conversion"
- 5. Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File". You will receive online and email confirmation of successful upload
- 6. You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

Options	If the PDF submitted	If you are not	If the PDF submitted
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Option 2	Read the PDF Check report, then click "The PDF Check Report" in the sidebar to get information on possible solutions	Submit a PDF by clicking <u>Try again</u> , then <u>Submit PDF</u> for Checking	Submit your IEEE Xplore-compatible PDF [per the conference's instructions].
Option 3	"Request Technical Help" through your account	"Request a Manual Conversion" through your account	

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Note: The section below appears on the IEEE PDF eXpress site. You may want to include it on your site as well.

IEEE PDF eXpress converts the following file types to PDF:

Rich Text Format Freelance (La)TeX (DVI and all support files required)\*

PageMaker FrameMaker QuarkXpress\* Word Pro Microsoft Word WordPerfect

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IMPORTANT: A DVI (DeVice Independent file) is required for LaTeX conversions, in addition to all associated image files. Make sure that your LaTeX system can output a DVI, otherwise it cannot be converted. Be sure also to check that your images are properly referenced, and that DVI can handle the image file types used (DVI does not handle some newer image types, such as \*.png).

