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## Process Overview

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3. Submitted PDFs are Checked for IEEE *Xplore*®-compatibility; source file(s) are Converted to IEEE *Xplore*-compatible PDFs.

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- Netscape 6 and higher
- Internet Explorer 5.5 and higher

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Click Continue, and fill in the required information. The phone number is especially important, if a problem arises with email or internet systems. Click Continue, and you should see the account confirmation on screen. You will also receive an email confirming the account setup. If you do not receive this email within 24 hours, contact [PDFSupport@ieee.org](mailto:PDFSupport@ieee.org).

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Login to your account, and click on the "Create New Title" button, located beneath the Title Status Table. Enter the title of your submission in the field provided, and then click either "Submit PDF for Checking" or "Submit Source File(s) for Conversion". The next screen will allow you to upload your file.

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## \*\*\*\*\*Converting Source Files with IEEE PDF eXpress\*\*\*\*\*

### Acceptable File Types for Conversion

IEEE PDF eXpress converts the following application formats to PDF:

- Microsoft Word
- WordPerfect
- Rich Text Format
- Freelance
- (La)TeX (A DVI and supported image files must be included in a compressed archive)
- PageMaker (images should not be embedded, included with main file in a compressed archive)
- FrameMaker
- Word Pro
- Quark (\*.qxd and images files must be included in a compressed archive)

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