

# Procedure of “IEEE PDF eXpress PLUS”

**AM-FPD'20**

# 1.Create the account

IEEE PDF eXpress Plus Login Page

If you are having trouble using the Conference ID from your author kit please make sure you add an "xp" at the end and try it again. For example - icde08 should be icde08xp.

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Conference ID:

Email Address:

Password:

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(Site Webmaster)  
Home URL: <http://www.pdf-express.org/plus/>  
(Modified:23-May-2010)

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PLUS" account.

## 2. Log into IEEE PDF eXpress PLUS

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(Modified: 25-May-2010)

Type "49417xp"

## 2. Log into IEEE PDF eXpress PLUS

The screenshot shows the IEEE PDF eXpress PLUS website interface. The browser title is "IEEE PDF eXpress Plus - Windows Internet Explorer". The address bar shows the URL "http://www.pdf-express.org/plus/pr\_choose2.asp". The page header includes the IEEE logo and the text "The world's leading professional association for the advancement of technology". Below the header is a navigation menu with items: About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities.

The main content area is titled "Home - Title Status". It features a "Welcome" message followed by a redacted name and a "Logoff" link. A list of instructions is provided:

- To begin, click on the "Create New Title" button. You can convert 10 source files and check 3 PDF files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.

Below the instructions, there are two lines of text: "(Click on the Paper Title to view the PDF)" and "(Click on the column heading to change the table sort)". A table with two columns, "Paper ID" and "Paper Title", is shown. The table content is "No titles have been created." Below the table, there is a "Status\*" section with the following text:

Status\*  
Manual Conversion = File Type Not Automated - conversion will be performed next business day  
Error = Please check your email for additional information  
Upload incomplete = Click on the "Try Again" link to complete the upload of your file

A red box highlights the "Create New Title" button, and a callout box with the text "Click here" points to it.

At the bottom of the page, there is a footer with the following text:

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(Site Webmaster)  
Home URL: http://www.pdf-express.org/plus  
(Modified: 25-May-2010)

### 3. Upload your file

Now you **have to**

**“Upload your source file for conversion to PDF”  
; 3-1. P.7-13,**

or

**“Upload your PDF file for check the compatibility”  
; 3-2. P.14-20,**

on IEEE PDF eXpress PLUS.

Then you get **the certified PDF file.**

## 3-1. Upload your source file for conversion to PDF

The screenshot shows the IEEE PDF eXpress Plus website interface. The browser window title is "IEEE PDF eXpress Plus - Windows Internet Explorer" and the address bar shows "http://www.pdf-express.org/plus/uploadprep.asp". The page header includes the IEEE logo and the text "The world's leading professional association for the advancement of technology". Below the header is a navigation menu with links: "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities".

The main content area is titled "Check or Convert" and features the IEEE PDF eXpress Plus logo. A sidebar on the left contains a list of links: "Logoff", "Home - Title Status", "Using IEEE PDF eXpress Plus", "Preparing Source Files", "The PDF Check Report", "FAQs", "IEEE PDF eXpress Plus Support", "NEW Article Templates", "NEW IEEE Style Manual", and "Edit Account Information".

The main content area has a section titled "Paper Information" with a text input field labeled "Enter Title Info:". A red box highlights this input field, and a callout box points to it with the text "Type the chosen title". Below the input field is a button labeled "Submit File for Checking or Converting", which is also highlighted with a red box and a callout box pointing to it with the text "Click here". A link "Return to Home - Title Status" is located below the button.

At the bottom of the page, there is a footer with links: "IEEE Home", "Sitemap", "Search", "Privacy & Security", and "Terms & Conditions". Copyright information is provided: "© Copyright 2011, IEEE. Terms & Conditions. Privacy & Security. (Site Webmaster). Home URL: http://www.pdf-express.org/plus (Modified: 25-May-2010)". The IEEE logo is also present in the footer.

## 3-1. Upload your source file for conversion to PDF

The screenshot shows the IEEE PDF eXpress Plus website in a Windows Internet Explorer browser. The page title is "IEEE PDF eXpress Plus - Windows Internet Explorer". The address bar shows the URL: <http://www.pdf-express.org/plus/upload.asp?fpID=2162805&AllowSrc=True&AllowPS=True&AllowPDF=True&SubType=Source>. The page features the IEEE logo and navigation menus. The main content area is titled "Upload File" and contains a "File Information" section with a "File Name:" label, a text input field, a "参照..." button, and an "Upload File" button. A red box highlights the "参照..." button with the text "Upload your source file". A red arrow points from this box to the "参照..." button. A red text box next to the arrow contains the message: "If you do not see the browse button, your browser does not support file uploads. Consult Using IEEE PDF eXpress Plus for recommended web browsers". The footer includes the IEEE logo, copyright information, and contact details.

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File Information

File Name:

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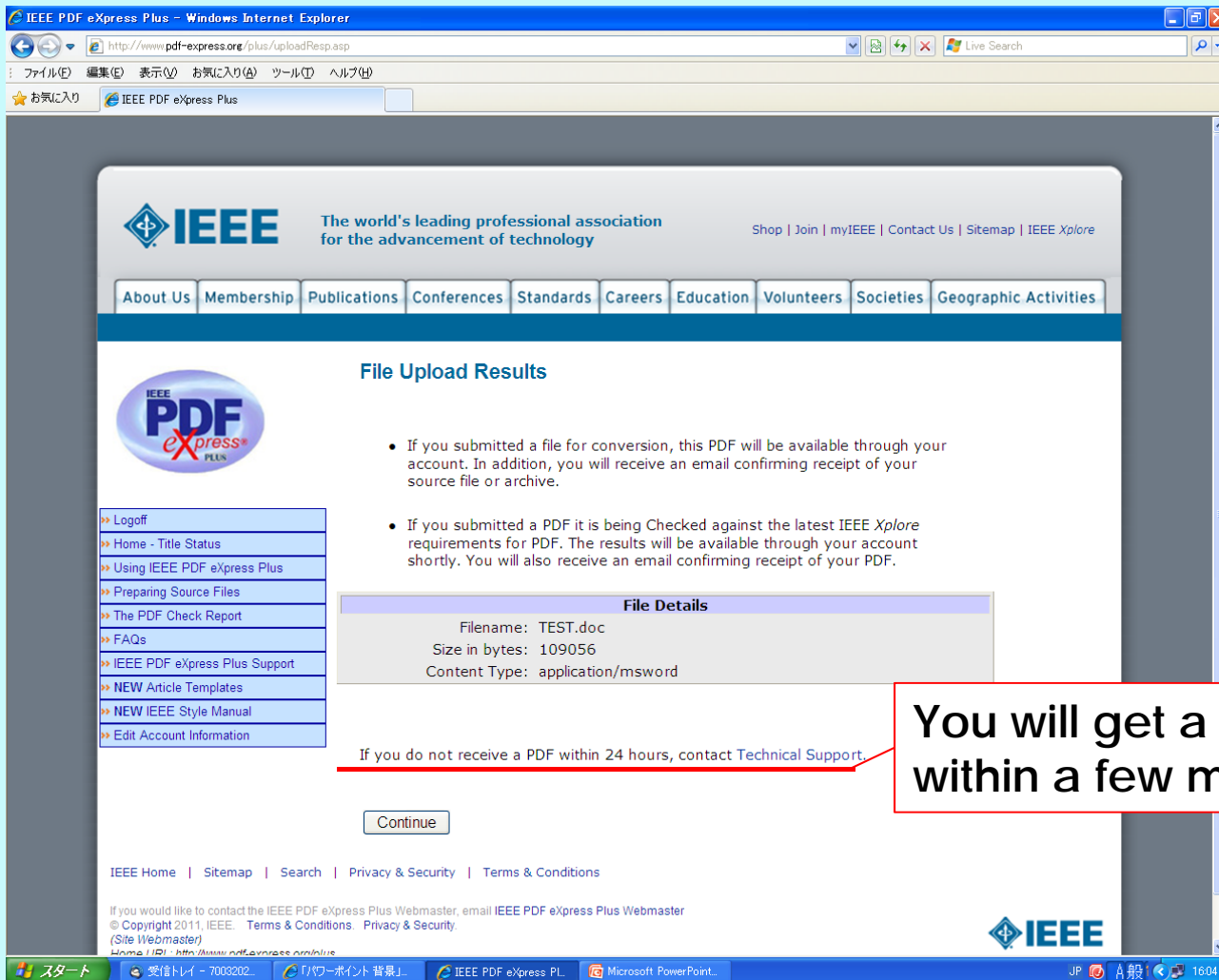
Upload File

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## 3-1. Upload your source file for conversion to PDF



The screenshot shows the IEEE PDF eXpress Plus website interface. The browser window title is "IEEE PDF eXpress Plus - Windows Internet Explorer". The address bar shows "http://www.pdf-express.org/plus/uploadResp.asp". The page header includes the IEEE logo and the text "The world's leading professional association for the advancement of technology". Below the header is a navigation menu with items: About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities. The main content area is titled "File Upload Results" and features the IEEE PDF eXpress Plus logo. A list of instructions is provided:

- If you submitted a file for conversion, this PDF will be available through your account. In addition, you will receive an email confirming receipt of your source file or archive.
- If you submitted a PDF it is being Checked against the latest IEEE *Xplore* requirements for PDF. The results will be available through your account shortly. You will also receive an email confirming receipt of your PDF.

A "File Details" box displays the following information:

| File Details   |                    |
|----------------|--------------------|
| Filename:      | TEST.doc           |
| Size in bytes: | 109056             |
| Content Type:  | application/msword |

Below the details, a red box highlights the text: "If you do not receive a PDF within 24 hours, contact [Technical Support](#)." A "Continue" button is located below this text. A red-bordered callout box on the right side of the screenshot contains the text: "You will get a reply within a few minutes." The footer of the page includes links for IEEE Home, Sitemap, Search, Privacy & Security, and Terms & Conditions. Copyright information for 2011 IEEE is also present.

You will get a reply within a few minutes.



## 3-1. Upload your source file for conversion to PDF

You will get two e-mails: the first one (sample)

**Subject:** IEEE PDF eXpress Plus Author Services: File Received (Paper ID 2162773)  
**From:** IEEE PDF eXpress Plus Author Services <support@incontrolproductions.net>  
**Date:** Wed, 21 Dec 2011 07:02:30 GMT  
**To:**

Dear

PDF eXpress Plus has received your file:

Filename: TEST.doc  
Title: TEST

Paper ID: 2162773  
Received: 20 December 2011 23:02 -0800 GMT

If you submitted a PDF: PDF eXpress Plus will compare your PDF to the latest IEEE Xplore requirements. You will receive another email when your PDF has been checked.

If you submitted source file(s): PDF eXpress Plus will convert your source file(s) to PDF in accordance with the latest IEEE Xplore requirements. Check your PDF eXpress Plus account and click "Refresh File Status" to see the result.

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## 3-1. Upload your source file for conversion to PDF

You will get two e-mails: the second one (sample) - **Compliance Letter**

**Subject:** IEEE PDF eXpress Plus Author Services: New PDF is ready (PaperID 2162773)  
**From:** IEEE PDF eXpress Plus Author Services <support@incontrolproductions.net>  
**Date:** Wed, 21 Dec 2011 07:03:11 GMT  
**To:**

Dear ,

Your new PDF is ready for the following title:

Source Filename: TEST.doc  
Title: TEST  
Paper ID: 2162773  
PDF Filename: 2162773.pdf

Your IEEE Xplore compatible PDF is in your PDF eXpress Plus account. The file is labeled within its document properties as being "Certified by IEEE PDF eXpress", with an exact date and time stamp.

Login to your PDF eXpress Plus account and check the PDF carefully. If you are satisfied with the file and want to submit it to the conference, click on the "Approve for Collection" link. Follow the instructions on the screen to submit your paper.

If you are not satisfied with your PDF, you may go back to your account and submit another source file for conversion, or submit a revised PDF that you produce for Checking. If there is any other issue with your PDF, you may go back to your account and Request a Manual Conversion: your submission will be sent to Technical Support for special handling.

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## 3-1. Upload your source file for conversion to PDF

The screenshot shows the IEEE PDF eXpress Plus website interface. The main content area displays a table of converted PDF files. A red circle highlights the 'Download' link for a file with Paper ID PDFeXpID216279. A red box with the text 'Your converted PDF file exists here.' points to this link.

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### Home - Title Status

Welcome Yoshida Miwa,

- To begin, click on the "Create New Title" button. You can convert PDF files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.

(Click on the Paper Title to view the PDF)  
(Click on the column heading to change the table sort)

Refresh File Status

| Paper ID       | Paper Title              |
|----------------|--------------------------|
| PDFeXpID216279 | <a href="#">Download</a> |

Status\*: File(s) Converted--PDF available

PDF Checks: 0 of 3

Source File Conversions: 1 of 10

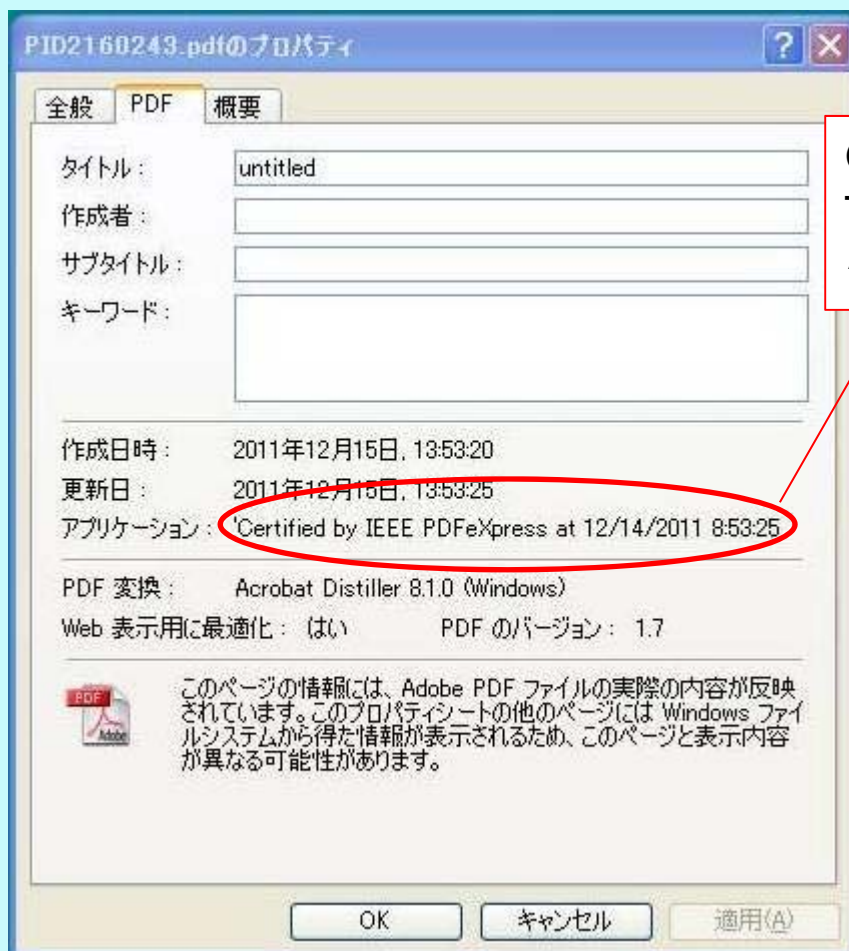
OPTIONS: [Try Again](#) [Approve for Collection](#) or [Get Help for this Conversion](#)

Status\*  
Manual Conversion = File Type Not Automated - conversion will be performed next business day  
Error = Please check your email for additional information  
Upload incomplete = Click on the "Try Again" link to complete the upload of your file

Create New Title

Refresh File Status

## 3-1. Upload your source file for conversion to PDF



Check the property of your file.  
The file has passed with this phrase  
"Certified by IEEE PDF eXpress at ...".

## 3-2. Upload your PDF file for check the compatibility

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http://www.pdf-express.org/plus/uploadprep.asp

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Type the chosen title

Click here

## 3-2. Upload your PDF file for check the compatibility

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## 3-2. Upload your PDF file for check the compatibility

The screenshot shows a Windows Internet Explorer browser window displaying the IEEE PDF eXpress Plus website. The page title is "IEEE PDF eXpress Plus - Windows Internet Explorer" and the URL is "http://www.pdf-express.org/plus/uploadResp.asp". The website header includes the IEEE logo and the tagline "The world's leading professional association for the advancement of technology". A navigation menu contains links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities".

The main content area is titled "File Upload Results" and features the IEEE PDF eXpress Plus logo. It contains two bullet points:

- If you submitted a file for conversion, this PDF will be available through your account. In addition, you will receive an email confirming receipt of your source file or archive.
- If you submitted a PDF it is being Checked against the latest IEEE *Xplore* requirements for PDF. The results will be available through your account shortly. You will also receive an email confirming receipt of your PDF.

A "File Details" box displays the following information:

| File Details                  |
|-------------------------------|
| Filename: Test.pdf            |
| Size in bytes: 200934         |
| Content Type: application/pdf |

Below the file details, there is a note: "If you do not receive a PDF within 24 hours, contact [Technical Support](#)." A "Continue" button is located at the bottom of the main content area.

The footer includes links for "IEEE Home", "Sitemap", "Search", "Privacy & Security", and "Terms & Conditions". It also contains copyright information: "© Copyright 2011, IEEE. Terms & Conditions. Privacy & Security (Site Webmaster)".

The Windows taskbar at the bottom shows the Start button, several open applications (including "交信トレイ - 7003202...", "パソコンポイント 背景...", "IEEE PDF eXpress PL...", and "HowtousePDFeXpres..."), and the system tray with the date "16/36".

You will get a reply within a few minutes.



## 3-2. Upload your PDF file for check the compatibility

You will get two e-mails: the first one (sample)

Subject: IEEE PDF eXpress Plus Author Services: File Received (Paper ID 2160247)  
From: IEEE PDF eXpress Plus Author Services <support@incontrolproductions.net>  
Date: Thu, 15 Dec 2011 05:01:13 GMT  
To:  
Dear  
  
PDF eXpress Plus has received your file:  
  
Filename: PID2160243.pdf  
Title: AMFPD12TEST  
  
Paper ID: 2160247  
Received: 14 December 2011 21:01 -0800 GMT  
  
If you submitted a PDF: PDF eXpress Plus will compare your PDF to the latest IEEE Xplore requirements. You will receive another email when your PDF has been checked.  
  
If you submitted source file(s): PDF eXpress Plus will convert your source file(s) to PDF in accordance with the latest IEEE Xplore requirements. Check your PDF eXpress Plus account and click "Refresh File Status" to see the result.  
  
Thank you for using PDF eXpress Plus!  
  
For guidance in creating Xplore-compliant PDFs, visit [our online FAQ](#) .



## 3-2. Upload your PDF file for check the compatibility

You will get two e-mails: the second one (sample) - **Compliance Letter**

**Subject:** IEEE PDF eXpress Plus: File has passed PDF Check (Paper ID 2160247)  
**From:** IEEE PDF eXpress Plus Author Services <support@incontrolproductions.net>  
**Date:** Thu, 15 Dec 2011 05:02:22 GMT  
**To:**

Dear

Congratulations! The following PDF has passed the PDF Check:

Filename: PID2160243.pdf  
Title: AMFPD12TEST  
Paper ID: 2160247  
Creation Date: 14 December 2011 21:01 -0800 GMT

The approved file is labeled within its document properties as being "Certified by IEEE PDF eXpress", with an exact date and time stamp.

ANY changes made to your PDF at this point will impact Xplore compatibility.

To submit your final paper to the conference, log into your PDF eXpress Plus account. If you are satisfied with the file, click on the "Approve for Collection" link. Follow the instructions on screen to complete submission. The deadline is 30 May 2012.

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For guidance in creating Xplore-compliant PDFs, visit [our online FAQ](#) .

## 3-2. Upload your PDF file for check the compatibility

The screenshot shows the IEEE PDF eXpress Plus website interface. The page title is "Home - Title Status". The main content area displays a table of checked PDF files. A red box highlights the "test" entry in the "Paper ID" column, and a red arrow points from a text box to it.

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Home - Title Status

Welcome Matsuko Taka,

- To begin, click on the "Create New Title" button. You can create files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.

(Click on the Paper Title to view the PDF)  
(Click on the column heading to change the table sort)

Refresh File Status

| Paper ID      | Paper Title |
|---------------|-------------|
| PDFeXpID21813 | test        |

Status\*: PDF Passed PDF Check; PDF is IEEE Xplore-compatible

PDF Checks: 1 of 3

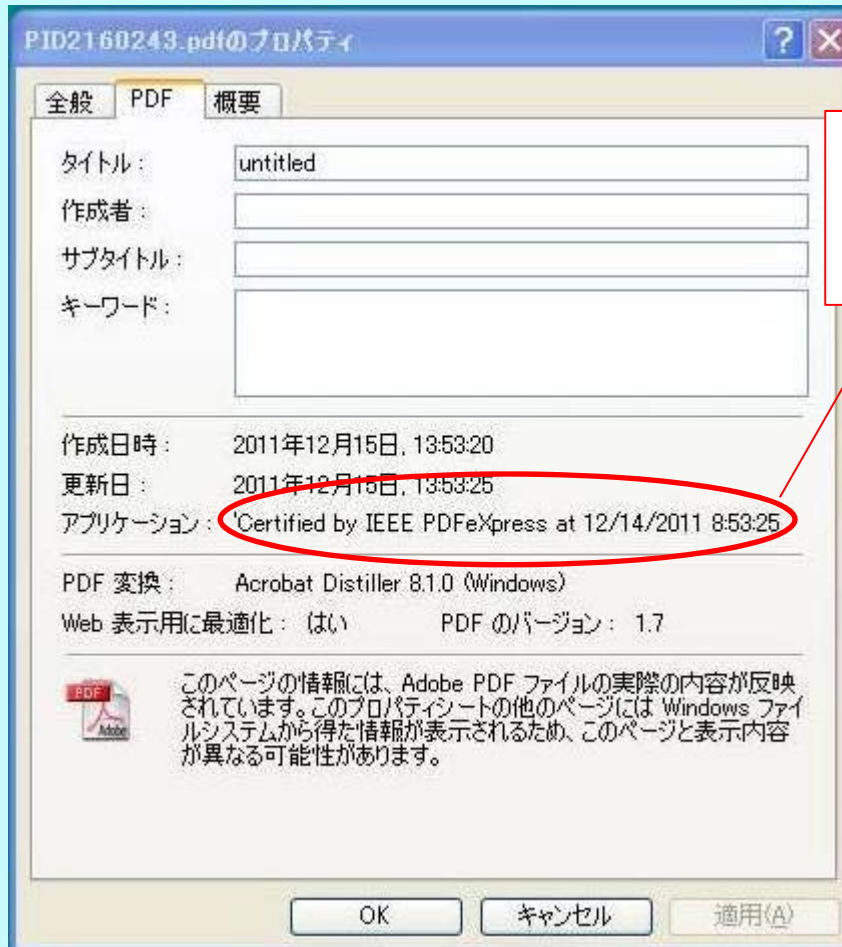
Source File Conversions: 0 of 10

OPTIONS: [Try Again](#) [Approve for Collection](#)

Status\*  
Manual Conversion = File Type Not Automated - conversion will be performed next business day  
Error = Please check your email for additional information  
Upload incomplete = Click on the "Try Again" link to complete the upload of your file

Your checked PDF file exists here.

## 3-2. Upload your PDF file for check the compatibility



Check the property of your file.  
The file has passed with this phrase  
"Certified by IEEE PDF eXpress at ...".

## 4. Conclusions

- (1) Convert your source file to PDF file,  
or check your PDF file to be compatible  
on IEEE PDF eXpress PLUS.
- (2) You may get **the certified PDF file**.
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