



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.

SympoTIC 2006 has registered for use of a new IEEE tool: [IEEE PDF eXpress™](#)

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 **5/31/2006**.

[IEEE PDF eXpress](#) will be available on **4/28/2006**.



Suggested Text for Conference Website/Email

(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: <http://216.228.1.34/pdfexpress/log.asp>
 Conference ID: **sympotic06**

1. Access the IEEE PDF eXpress site

<i>First-time users:</i>	<i>Previous users, but using it the first time for a new conference:</i>	<i>Returning users:</i>
a. Click “New Users - Click Here”.	a. Enter sympotic06 for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter sympotic06 for the Conference ID, email address and password.
b. Enter sympotic06 for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted.	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 combination, you will enable your old account for access to this new conference.	
c. You will receive online and email confirmation of successful account setup.	c. Check that the contact information is still valid, and click “Submit”.	
	d. You will receive online and email confirmation of successful account setup.	

- For each conference paper, click “Create New Title”.
- Enter identifying text for the paper (title is recommended but not required)
- Click “Submit PDF for Checking” or “Submit Source Files for Conversion”
- 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
- 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.

<i>Options (choose one)</i>	<i>If the PDF submitted fails the PDF check:</i>	<i>If you are not satisfied with the IEEE PDF eXpress-converted PDF:</i>	<i>If the PDF submitted passed the PDF Check, or you are satisfied with your IEEE PDF eXpress-converted PDF:</i>
Option 1	Submit your source file for conversion by clicking Try again , then Submit Source Files for Conversion	Resubmit your source file with corrections (Try again , then Submit Source Files for Conversion)	Submit your IEEE Xplore-compatible PDF [per the conference’s instructions].
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 Try again , then Submit PDF for Checking	
Option 3	“Request Technical Help” through your account	“Request a Manual Conversion” through your account	



Suggested Text for Conference Website/Email

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

*For documents created in formats that do not embed source files, include all support files with the final manuscript in a folder. Put this folder in a compressed archive for submission. If it is possible to embed images in the source document, you should do so to avoid potential issues, such as missing graphics.

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).