

## Using PDF eXpress Plus for Kaleidoscope 2018

- **What is it?**

PDF eXpress is a web-based service provided by IEEE for conferences that it (co-)sponsors which facilitates the job of authors for creating compliant PDF files for inclusion in the conference proceedings.

- **What is it not?**

IEEE PDF eXpress is not a manuscript-collection system. So after generating and/or checking your paper, you still need to submit the PDF version through EDAS.

- **How it works**

There are two options:

- You check a PDF file that you prepared yourself (after the checking you receive an email that provides details on what might be wrong with your PDF file).
- You provide a source file (WinWord .DOC, LaTeX DVI, etc. see "Supported formats" below) for PDF eXpress to create the PDF for you (after that, you receive an email with the pdf attached).

Whence you have an IEEE Xplore-compliant PDF file, then you log in to EDAS and upload the camera-ready file.

- **How do I use it?**

The following is a quick guide for setting up and using a PDF eXpress account. More info can be found in the guide at: <http://www.pdf-express.org/frhelp.asp>.

- **Process Overview**

1. Go to the IEEE PDF eXpress Plus site at <http://www.pdf-express.org/plus> and:

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 <b>44700XP</b> for the Conference ID, your email address, and enter the same password that was used for previous conferences.	a. Enter <b>44700XP</b> for the Conference ID, email address and password.
b. Enter <b>44700XP</b> 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. Click "Submit".	c. Check that the contact information is still valid, and click "Submit".	
d. You will receive online an email confirmation of successful account setup.	d. You will receive online an email confirmation of successful account setup.	

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.
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Options (choose one)	If the PDF submitted fails the PDF check:	If you are not satisfied with the IEEE PDF eXpress Plus-converted PDF:	If the PDF submitted passed the PDF Check, or you are satisfied with your IEEE PDF eXpress Plus-converted PDF:
<b>Option 1</b>	Submit your source file for conversion by clicking <b>Try again</b> , then <b>Submit Source Files for Conversion</b> .	Resubmit your source file with corrections ( <b>Try again</b> , then <b>Submit Source Files for Conversion</b> ).	Log back into your PDF eXpress Plus account and approve your PDF for collection.
<b>Option 2</b>	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 <b>Try again</b> , then <b>Submit PDF for Checking</b> .	<b>Submit this final PDF to the conference secretariat using EDAS.</b>
<b>Option 3</b>	"Request Technical Help" through your account.	"Request a Manual Conversion" through your account.	

You can use PDF eXpress to generate PDFs as many times as you need.

- **Contacting PDF eXpress Support**

Access the PDF eXpress Knowledge Base Web site: <http://iee.custhelp.com/app/answers/list/p/12>

If you do not find an answer in the Find Answers tab, go to the *Ask A Question* tab. Your question will be forwarded to IEEE PDF Support and answered within 3 business days.

- **Supported formats:**

- 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)