



IEEE PDF eXpress™ Site Setup Confirmation

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).

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 crisis2008x for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter crisis2008x for the Conference ID, email address and password.
b. Enter crisis2008x 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. Check that the contact information is still valid, and click "Submit".	c. You will receive online and email confirmation of successful account setup.	
	d. You will receive online and 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

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.



IEEE PDF eXpress™ Site Setup Confirmation

<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 <u>Try again</u> , then <u>Submit Source Files for Conversion</u>	Resubmit your source file with corrections (<u>Try again</u> , then <u>Submit Source Files for Conversion</u>)	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 <u>Try again</u> , then <u>Submit PDF for Checking</u>	
Option 3	"Request Technical Help" through your account	"Request a Manual Conversion" through your account	