

## PDF Instructions for Authors

### Converting files to PDF format or Checking PDF formatted files with PDF eXpress™

1. Go to the IEEE PDF eXpress™ site at: <http://www.pdf-express.org> and log-in as follows:

First-time users:

- a. Click "New Users - Click Here".
- b. Enter **33577X** for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted.
- c. You will receive online and email confirmation of successful account setup.

Returning users:

- a. Enter **33577X** for the Conference ID, your email address, and password.
2. For each EPE 2014 paper that you want to process, 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.

IEEE PDF eXpress can convert the following file types to PDF:

- Microsoft Word
- WordPerfect
- Rich Text Format
- Freelance
- LaTeX (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)

\*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).

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. Take one of the following actions:

If the PDF submitted fails the PDF check:

- a. Submit your source file for conversion by clicking "Try again", then "Submit Source Files for Conversion" OR
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