HOW TO USE IEEE PDF EXPRESS

Warning: pdf-express only allows you to revise the document as many as **3 times**.

So, make sure the repairs have been done properly before uploading the document.

A. Registering Account

1. Open http://www.pdf-express.org/ website then click on the "New Users" button to create pdf express account.

Figure 1

2. Fill "**33335X**" as Conference ID, your email address and password. Press the "Submit" button.

Figure 2

3. Fill in your Account Information. Lines are marked with an asterisk (*) are required parts to be filled.

Figure 3

4. Once the data is submitted, your account will be completed. press "Continue" to proceed Document Checking stage.

Figure 4

B. Checking Document

1. Fill in the "Title Info" for your paper. And press the "Submit File for Checking or Converting" to upload and convert in order to comply with pdf-express format.

Figure 5

2. press the "Choose File" and select a paper that will be checked in the pdf-express. Click the "Submit" button.

Figure 6

3. Once the file is uploaded and press "Continue" to see the results of checking format.

Figure 7

4. File that shows "Failed" status means it does not comply with the format required by pdf-express.

Press "PDF Check report" to see the error in your document.

Press "get solution" to find a solution recommended by pdf-express.

Press "try again" to upload your document again.

Figure 8

5. When the "PDF Check report" button is pressed, it will automatically download a pdf file containing your file errors. (If you encounter problem "Font xxx is not embedded" as shown in Figure 9 below, please refer to Additional Step explained at the bottom of this guide)
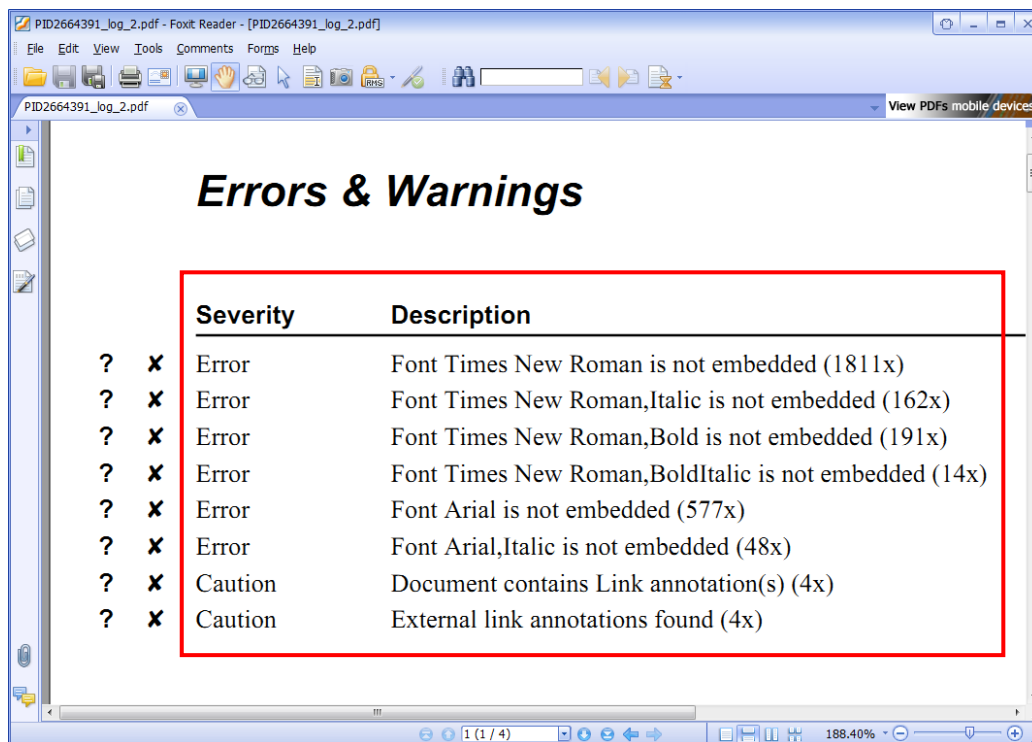

Figure 9

6. Press the "get solution" for guidance. Use this guide to repair your document.

Figure 10

7. Note that when you hit "Try Again" when you are in step no. 4, you will automatically re-upload the document. Next steps will be the same as the previous steps.

Figure 11

8. When the documents already comply with pdf-express format, the status will change to "PDF Passed PDF Check; PDF is IEEE Xplore-compatible".

Figure 12

Additional steps :

To solve error on embedding fonts into the pdf (see Figure 9), use the "Save As" menu. If you are using MS Office 2010, choose "Save As" type =" *. pdf ", and press the "Option ". Make sure the "Check ISO 19005-1 compliant (PDF / A)" is selected. Press the OK button and save the document.