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## Process Overview

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1. Create a IEEE PDF eXpress account, entering basic contact information; gets confirmation of account creation email.
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3. Submitted PDFs are Checked for IEEE *Xplore*®-compatibility; source file(s) are Converted to IEEE *Xplore*-compatible PDFs.

If a PDF is submitted: you will receive an email stating that PDF Passed or Failed the Check. If the PDF fails, a PDF Check report is attached to the email. Author goes to account and clicks "Understanding the PDF Check Report" for solutions.

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Your conference's website or main contact should provide information on  
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## Supported Browsers

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- Netscape 6 and higher
- Internet Explorer 5.5 and higher

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- Repeat email address (for confirmation)
- New password (you will be asked to confirm this password on the next screen)

Click Continue, and fill in the required information. The phone number is especially important, if a problem arises with email or internet systems. Click Continue, and you should see the account confirmation on screen. You will also receive an email confirming the account setup. If you do not receive this email within 24 hours, contact [PDFSupport@ieee.org](mailto:PDFSupport@ieee.org).

Once you have created your account, you can login anytime to submit PDFs for Checking, or source files for Conversion to PDF.

## Uploading Files

Login to your account, and click on the "Create New Title" button, located beneath the Title Status Table. Enter the title of your submission in the field provided, and then click either "Submit PDF for Checking" or "Submit Source File(s) for Conversion". The next screen will allow you to upload your file.

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## **\*\*\*\*\*Checking PDFs with IEEE PDF eXpress\*\*\*\*\***

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After submitting a PDF to IEEE PDF eXpress, it will be reviewed, and a report will be generated and sent via email to the address provided for your account. The email either will confirm that the PDF is compatible, or that the PDF is not compatible, and the PDF Check Report will be attached.

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## **\*\*\*\*\*Converting Source Files with IEEE PDF eXpress\*\*\*\*\***

### **Acceptable File Types for Conversion**

IEEE PDF eXpress converts the following application formats to PDF:

- 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)

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