



IEEE PDF eXpress PLUS Site Setup Confirmation

**IEEE PDF eXpress PLUS is a free service for IEEE conferences.
PDF eXpress PLUS?**

- Assists conference authors in meeting the latest IEEE Xplore® requirements for PDF files.
- Provides a simple and convenient way for conference publication chairs to collect final papers from authors.

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

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 34556XP for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter 34556XP for the Conference ID, email address and password.
b. Enter 34556XP 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 an online confirmation and an email confirmation of successful upload.
6. You will receive an email with your *Checked PDF* or *IEEE PDF eXpress Plus-converted PDF* attached. If you submitted a PDF for Checking, the email will show if your file *Passed* or *Failed*.



IEEE PDF eXpress PLUS Site Setup Confirmation

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:
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>)	
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>	Log back into your PDF eXpress Plus account and approve your PDF for collection.
Option 3	"Request Technical Help" through your account	"Request a Manual Conversion" through your account	