

Detailed Information on Accessing and Using IEEE PDF eXpress™ for Photonics in Switching 2007

IEEE PDF eXpress™ will be available for use beginning **28 February 2007**.

1. To go to IEEE PDF eXpress™ press CTRL on the keyboard while clicking with the mouse on the logo. (will open in a new browser window)



<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 pis07 for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter pis07 for the Conference ID, email address and password.
b. Enter pis07 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. You will receive online and email confirmation of successful account setup.	c. Check that the contact information is still valid, and click “Submit”.	
	d. You will receive online and email confirmation of successful account setup.	

2. For each paper, click “Create New Title”; enter identifying text for the paper (title is recommended, but not required).
3. Click “Submit PDF for Checking” or “Submit Source Files for Conversion”.
4. Indicate platform and source file type (if applicable). Click “Browse” to navigate to file and click “Upload File”. You will receive online and email confirmation of successful upload.
5. 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 is your file passed or failed.

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

IEEE PDF eXpress converts the following file types to PDF:

Rich Text Format

Freelance (La)TeX (DVI and all support files required)*

PageMaker

FrameMaker

QuarkXpress*

Word Pro

Microsoft Word

WordPerfect

*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).