

# Instructions for Using the IEEE Packing List Generator

## Version 1.7b

8 August 2023

### Introduction

This version of the packing list generator (PLG) supports only version 1.6 (old version)<sup>1</sup> and updates the user interface for version 1.7 (new version)<sup>2</sup>. The major enhancements in version 1.7b are to the UI:

1. For Conferences, ISBN is required. ISSN is optional.
2. For Conferences, Promotional Start and End Dates apply only for Early-Access and Open-Preview.
3. For Conferences, at least one orig-research article must not have Scope/Quality issues (not checked) for the packing list to be saved.
4. For Conferences, at least one orig-research article must be is a show (not checked) for the packing list to be saved.
5. For Conferences, prior to saving the packing list the user is reminded that any papers with Scope/Quality issues will not appear in IEEE Xplore nor will we send them to our Indexing and Abstracting partners.
6. For Journals and Magazines, Promotional Start and End Dates apply only for Early Access.
7. For Journals and Magazines, Volume and Issue are automatically set to PP and 99 for Early-Access.
8. Verifies that each multimedia zip file contains a single file ending in readme.txt or readme.pdf.

### PDF, Multimedia, and Supplemental File Naming Rules

All **files names** must follow the rules below:

- Must take the form of: [filename].[ext].
- The allowed extensions ([ext]) are:
  - ✓ “pdf” for the PDF files
  - ✓ “zip” for the supplemental material or multimedia files<sup>3</sup>
  - ✓ “jpg” for the optional cover image.
- Filename extensions ([ext]) *must be in lower-case*.
- Filename & extension may only have a single period “.” separating the filename from the extension.
- *Maximum filename length is 50 characters including the period “.” and the extension ([ext]).*
- Valid characters<sup>4</sup> for filename are: a-z, A-Z, 0-9, -, \_
- **Must not contain** any of these characters: @#%(^)
- Spaces are **prohibited**.
- For supplemental material or multimedia, each zip file must contain a file ending in “readme.txt” or “readme.pdf”.

**NOTE: Folders** follow the same rules except they do not have an extension or the period “.”.

<sup>1</sup> Earlier versions of the PLG are no longer supported. Support for PLG version 1.6 ended on 30 September 2019.

<sup>2</sup> The PLG will save the packing list based on the latest UI rules for version 1.7. However, any version 1.7 packing list is supported.

<sup>3</sup> The contents of the zip file may be any supported supplemental material or multimedia format.

<sup>4</sup> The comma is a separator and **not** a valid character. For example, the text “a-z” means the letters “a” through “z”.

## Installation Requirements

The following must be installed on the computer:

- Java Runtime Environment (JRE) version 1.6, 1.7, or 1.8.
- The packing list generator file `packinglist_v1.7.jar`.

**NOTE:** If using MacOS X version 10.11 or later the *operating system* may not let you install the PLG. If this occurs, please contact your local system administrator.

## PLG Tips

Prior to starting the PLG please make sure to:

1. Rename your files so they list in the order you would like them to appear in the Table of Contents view in IEEE Xplore.
2. The PLG loads files in the following order:
  - Numeric
  - Uppercase letters
  - Lowercase letters
3. To list your Table of Contents as the first file, name the TOC file based on the bulleted list above.  
**NOTE:** Reordering your files in the PLG is possible; however *it is difficult* and **not advised**.
4. Make sure the PDFs, multimedia files, file and folder names follow the rules specified in this document.
5. All files and the PLG must be on a local drive. **Do not** use a network drive or online drive.

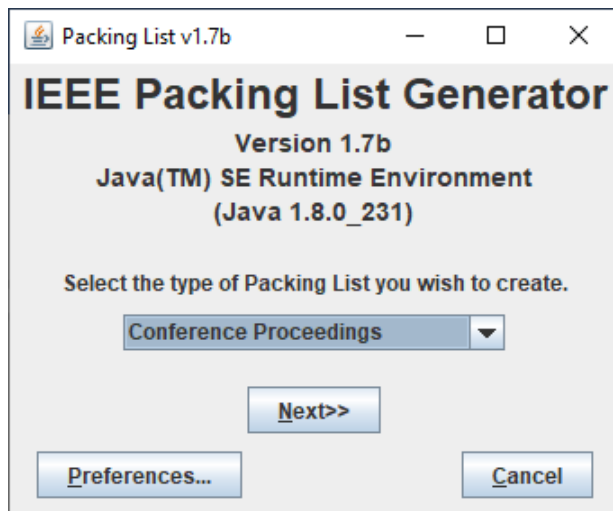
## Special Instructions for Version 1.6 Packing Lists

It is highly recommended that you convert a version 1.6 packing list to version 1.7. To convert the packing list follow these steps:

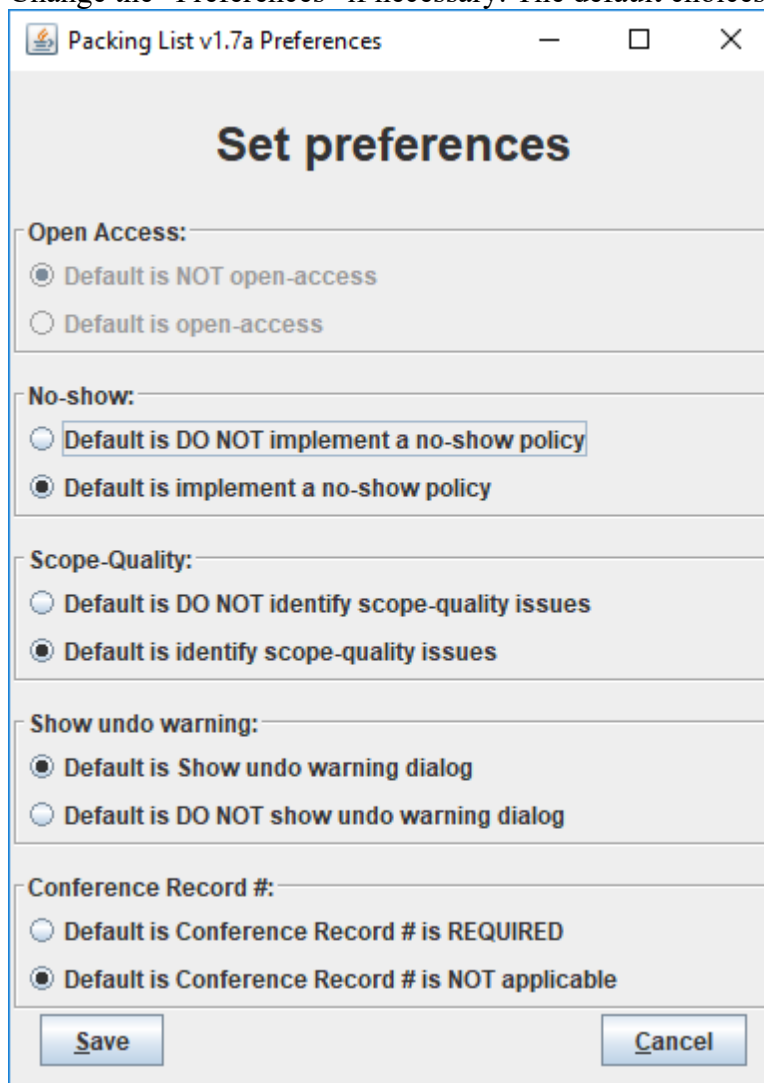
1. Import the version 1.6 packing list using the “Import” button on the “Publication Info” screen. See “Importing Packing Lists Instructions” on page 7 for complete details.
2. Add the “eCF Paper ID”, “eCF Transfer Complete?” and “Conference Record Number” to the packing list.
3. Save the packing list. We suggest saving it with a new name.

## PLG General Instructions

1. Start the PLG by either:
  - Double-clicking on the `packinglist_v1.7.jar` file.
  - Type on the command line: `java -jar packinglist_v1.7.jar`.



2. Choose the type of packing list you want to create using the drop-down. The default is "Conference Proceedings".
3. Change the "Preferences" if necessary. The default choices (on first installation) are:



- PDFs are NOT open access. *For conferences, this option is inactive.*
- DO NOT implement a no-show policy. *For “Transactions and Journals” and “Magazines” this option is inactive.*
- DO NOT identify scope/quality issues. *For “Transactions and Journals” and “Magazines” this option is inactive.*
- Show undo warning dialog. *For “Transactions and Journals” and “Magazines” this option is inactive.*
- Conference Record Number is REQUIRED. *For “Transactions and Journals” and “Magazines” this option is inactive.*

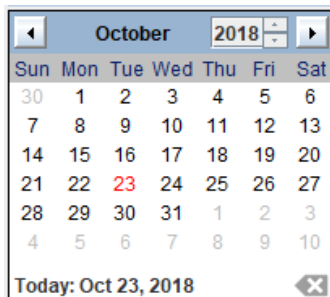
**The preferences only apply to new packing lists.** When an existing packing list is imported the current values are used (not those in “Set preferences”).

4. Click on the “Next>>” button to display the “Publication Info” screen shown on the next page.

The information displayed here is slightly different for “Transactions and Journals” or “Magazines”.

Additional buttons appear here if the packing list is for “Transactions and Journals” or “Magazines”. See “Step 7” for details .

5. The “Publication Info” screen collects publication level information including information about who should be contacted if there are questions about the packing list.
6. To enter a “Promotional Date” or a “Meeting Date” click on . To open the calendar view:



Click on in the bottom-right corner to clear the date.

7. If in Step 1 either “*Transactions and Journals*” or “*Magazines*” is chosen, two additional buttons appear on the “*Publication Info*” screen:

- Add/Change Cover
- Delete Cover

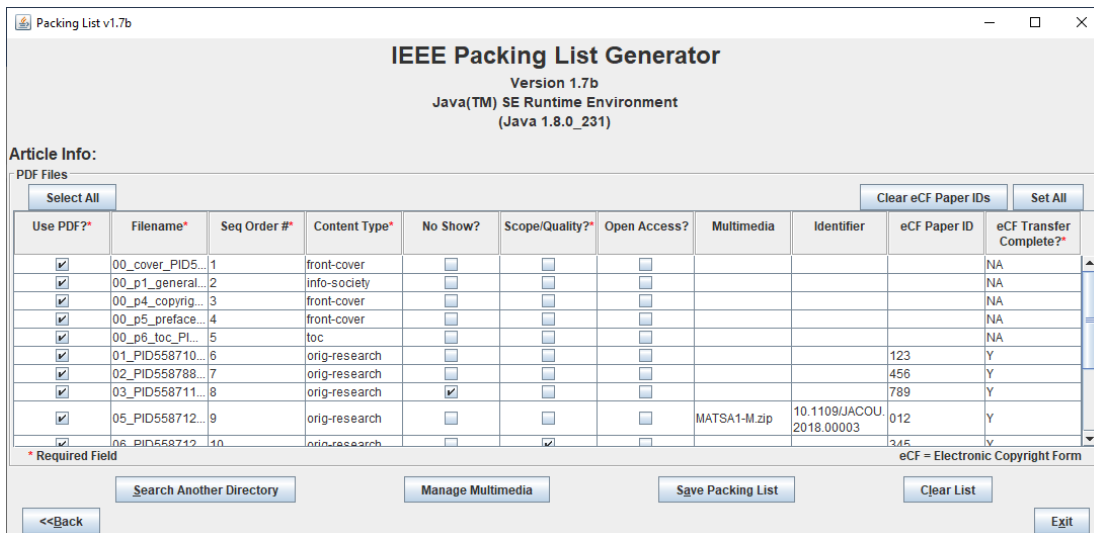
These buttons allow for management of the cover image.

- Covers must be provided as jpeg files (the extension doesn’t matter).
- The preferred cover size is 110 x 150 pixels.
- However, any other size will be accepted.
- *Other file formats are not acceptable.*

8. Click on the “Next>>” button once all the information is entered. When the button is clicked basic validation is done. For example, the ISBN must be valid. If there are no errors, the “PDF Browser” appears as shown on the next page:



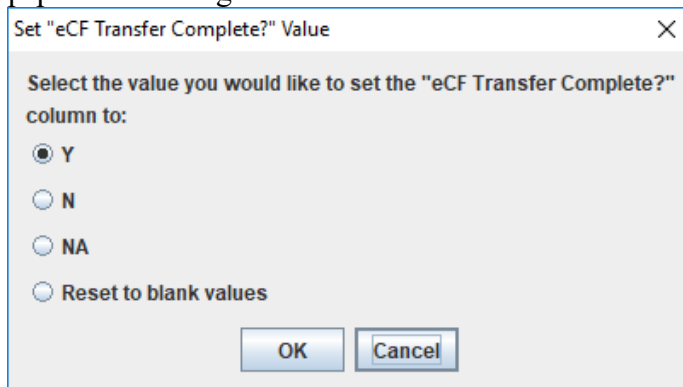
9. Use the “PDF Browser” to browse to the folder containing the PDF files for the publication. Remember, all files and the PLG must be on a local drive and **not** on a network or online drive.



10. When the “*Article Info*” screen appears do the following:
- Click on “Select All” to choose all the PDFs. To exclude a PDF from the packing list uncheck the box next to the filename.
  - Update the content types (e.g., for covers, various types of front matter, indexes, etc.).
  - Update the “No Show?” column, if applicable. This column defines if the paper is a no-show<sup>5</sup> when the box is checked.

<sup>5</sup> A no-show is defined as an author not presenting the paper at a conference. This column is inactive if the conference has chosen *not to implement* a no-show policy.

- Update the “Scope/Quality?” column if applicable. The column only applies to *conferences* that have decided to review papers for scope/quality issues<sup>6</sup>.
- Update the “Open Access” column. If the default is not set correctly, “Exit” the program. Then restart the PLG and change the preferences. *For conferences this column is not active.*
- If a paper has multimedia associated with it, the multimedia file(s) must be stored in a ZIP file prior to adding it to the packing list. The ZIP file must contain a readme file<sup>7</sup>. Only a single ZIP file is allowed for each PDF article. **NOTE: The PLG does not create ZIP files.** Once the ZIP file(s) have been created do the following:
  - a. Select the row containing the PDF with multimedia.
  - b. Click on the “Manage Multimedia” button.
  - c. Choose the ZIP file to be *added*. Then click “Add” to add a ZIP file.
  - d. Choose the ZIP file to be *deleted*. Then click “Delete” to remove a ZIP file.
  - e. Finally click “DONE” after selecting the ZIP file.
  - f. Repeat steps a-e for any other multimedia files that accompany article PDFs.
- If an article (PDF) has a DOI assigned and it does not appear on the PDF, use the “Identifier” column to add it. **Otherwise, leave the column blank unless IEEE instructs differently.**
- If an IEEE Conference add the “eCF Paper ID” to all papers that have an “eCF Transfer Complete?” (See next bullet) value of “Y” or “N”. The “eCF Paper ID” can be entered by (1) pasting the value or (2) entering it manually. Clicking “Clear eCF Paper IDs” on the right side of the “Article Info” screen will delete all “eCF Paper IDs” assigned and erase any Undo data.
- Assign a value to “eCF Transfer Complete?” for *both* IEEE and non-IEEE conferences. The values allowed are “Y”, “N” and “NA”. The value “NA” is for content such as covers, TOCs, indices, etc. *or* for all PDFs in a non-IEEE conference. Using the “Set All” button on the right side of the “Article Info” screen will set the value to “Y”, “N”, “NA”, or blank for all papers. See dialog box below:



11. Make sure to click the “Save Packing List” button to save the list. Confirm that you selected at least one PDF article. “Click on “Select All” to include all the PDFs listed. Please make sure the *packing list file name ends in “.txt”*.

<sup>6</sup> Use the “Preferences” dialog box to decide if the conference will check for Scope/Quality issues. IEEE’s criteria for identifying Scope and Quality issues is available from [http://www.ieee.org/conferences\\_events/conferences/publishing/paper\\_acceptance\\_criteria.pdf](http://www.ieee.org/conferences_events/conferences/publishing/paper_acceptance_criteria.pdf).

<sup>7</sup> The name of the readme file must end with either “readme.txt” or “readme.pdf”. The names correspond to a text file or a PDF file respectively. At a minimum, the **readme file must contain** (1) a brief description of the contents of the zip file and (2) contact information should the person accessing the multimedia files have any questions. *It is important to include the contact information as IEEE does not provided technical support for multimedia or supplemental files.*

## Using Copy, Paste, and Undo for “eCF Paper ID” for Conferences

The eCF Paper IDs can be copied and pasted into the PLG. Undo *only* applies to the “eCF Paper ID” column. Please be aware of the following:

1. The PLG has no control over how the data is copied to the clipboard.
2. The PLG simply takes the data on the clipboard and pastes it into the cell or cells selected.
3. For pasting data, the PLG only supports Control-V (Windows) and Command-V (Mac).
4. Any paste can be undone with Control-Z (Windows) and Command-Z (Mac).
  - Only keyboard shortcuts are supported for copy, paste, and undo.
  - If the “eCF Paper ID” column was manually edited either before or after pasting, the undo feature *might not preserve* the manual edits.
5. Selecting and pasting non-adjacent cells
  - Known issue while copying non-adjacent data in Excel, the non-selected cells will also be pasted if they fall within the range of selected cells. For Google Sheets this issue does not exist.

## Early Access for Journals and Magazines

The “*Publication Info*” screen has “Journal Stage” or “Magazine Stage” for journals and magazines respectively. This allows you to submit either early access articles or final articles. Do this by choosing one of the value below:

- “**Early-Access**” for packing lists with early access articles only. Selecting this option automatically sets the Volume to “PP” and the Issue to “99”.
- “**Final**” for packing lists for the final issue articles.

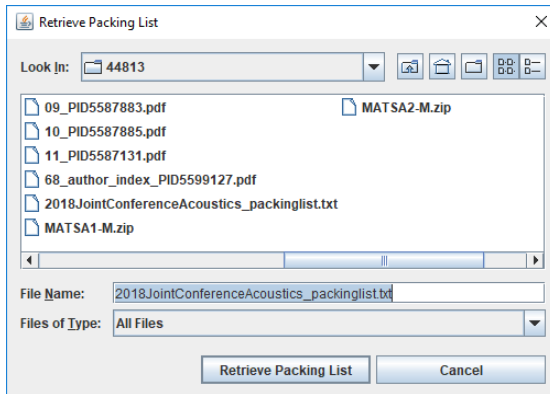
### NOTES:

1. **IMPORTANT:** Before using the **Early-Access** feature you must first contact IEEE and demonstrate that your publication can produce correct packing lists for **Early-Access** and **Final** articles.
2. For the **Final** packing list, the cover date must include the year.
3. A packing list may contain either **Early-Access** articles or **Final** articles but not both.
4. If an imported packing list’s stage is set to **Early-Access** the Volume is set to “PP” and the Issue is set to “99” when imported.

## Importing Packing Lists Instructions

Either version 1.6 or version 1.7 can be imported into the packing list generator. To import a packing list use the “Import” button on the “*Publication Info*” screen.

1. Start the PLG (optional).
2. Choose the correct packing list type (e.g., conference, transactions and journals, magazines (optional).
3. Click on the “Next>>” button (optional).
4. Rather than fill-in the “*Publication Info*” screen click on the “Import” button (See *PLG General Instructions, Step 4*, for screenshot). The “Retrieve Packing List” dialog box displays (as shown on the following page):



5. Browse to the folder containing the packing list. Click on the “Retrieve Packing List” button to import the packing list.

**NOTE:** An imported version 1,6 packing list can only be saved as version 1.7.

## Submitting Packing Lists

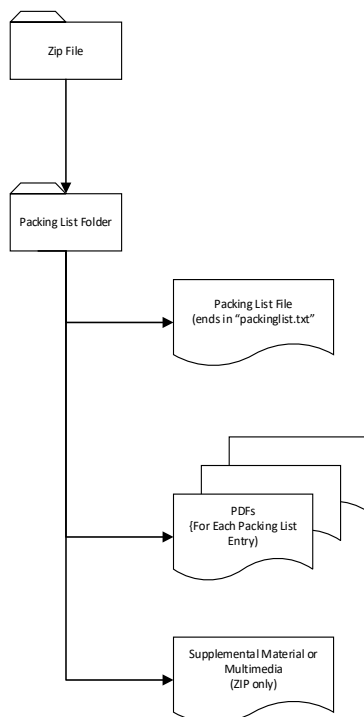
Depending on the kind of packing list created the files may be submitted either online or by any convenient common media. See the “Where to Send” sections below. The only requirement is that the files are organized as described below and meet the requirements of the IEEE PDF specification. Please refer to either the (1) Conference or (2) Journal and Magazine section as appropriate.

### CONFERENCES-SINGLE VOLUME

In all cases the packing list folder contains:

- The PDF files.
- The multimedia files, if any (contained in a single ZIP file for each PDF file).
- A valid packing list.

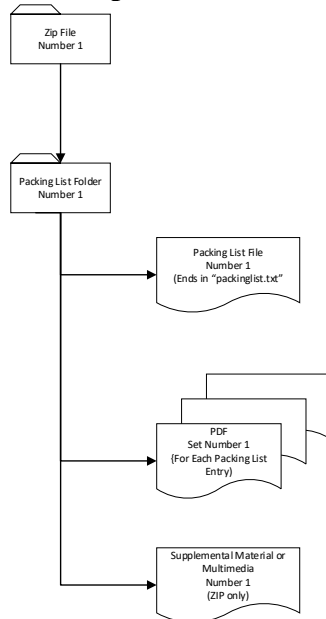
The required packaging is shown below:



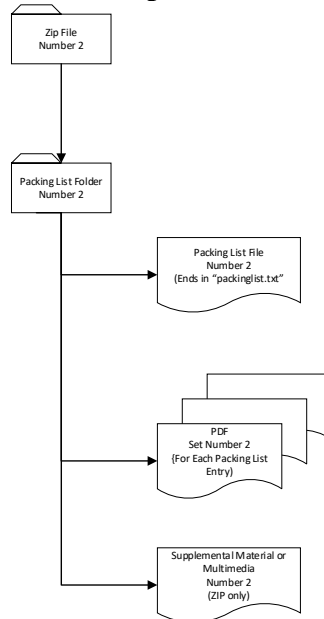
## CONFERENCES-MULTIPLE VOLUMES

If a conference proceeding consists of multiple volumes, then each volume must be packaged in a separate zip file. *This means the name of the zip file and the packing list folder must be unique.* In addition, all volumes must be submitted together in a single delivery. See below for an example:

### First Zip File



### Second Zip File, etc.

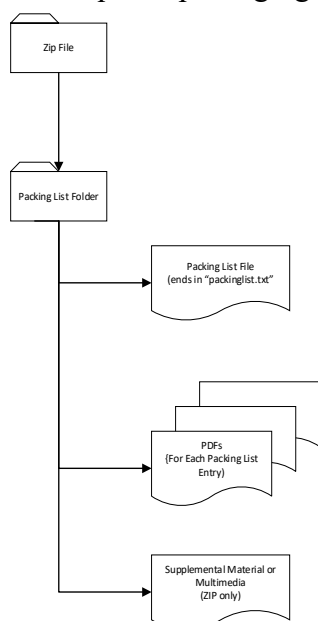


## JOURNAL AND MAGAZINE-SINGLE PART

In all cases the packing list folder contains:

- The PDF files.
- The multimedia files, if any (contained in a single ZIP file for each PDF file).
- A valid packing list.

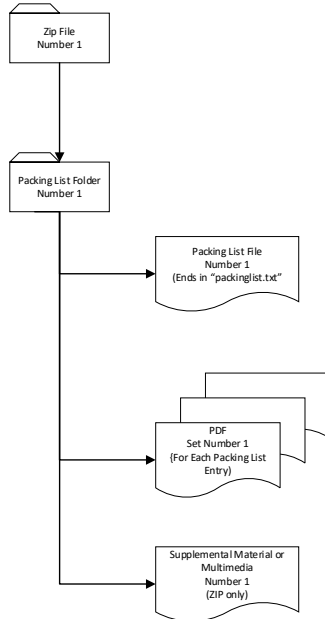
The required packaging is shown below:



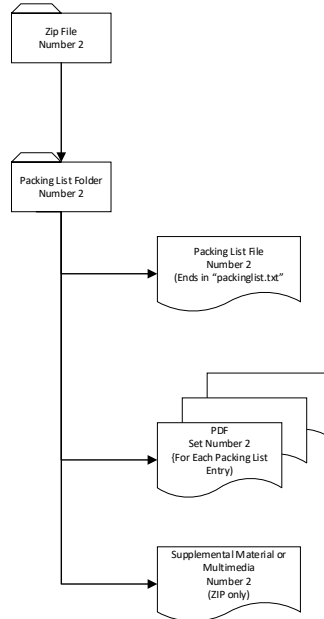
## JOURNAL AND MAGAZINE-MULTIPLE PARTS

If a Journal or Magazine consists of multiple parts, then each part must be packaged in a separate zip file. *This means the name of the zip file and the packing list folder must be unique.* In addition, all parts must be submitted together in a single delivery. See below for an example:

### First Zip File



### Second Zip File, etc.



## Where to Send Conference Submissions

The preferred way for submitting the IEEE Xplore® PDF submission and the packing list for **conferences** is by going to [IEEE Conference Publication Electronic Submission](#) page.

However, the IEEE Xplore® PDF submission and the packing list may also be sent to the IEEE Conference Publication Operations per the instructions included in the Letter of Acquisition that is provided to you after your IEEE Conference Publication Form is processed.

**The conference should only be submitted once.**

### Conference Questions???

For questions regarding the preparation of PDF files and the packing list *for conferences* please contact [pdfsupport@ieee.org](mailto:pdfsupport@ieee.org)

## Where to Send Transactions/Journals and Magazines Submissions

Deliver Xplore-compatible PDF files and the packing list to [E-PRODUCTS@IEEE.ORG](mailto:E-PRODUCTS@IEEE.ORG).

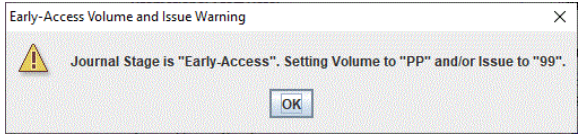
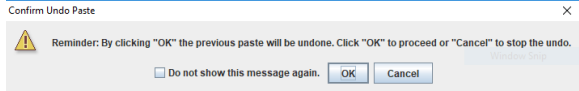
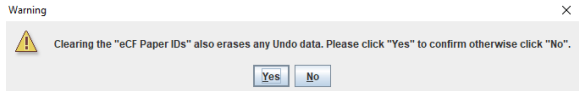
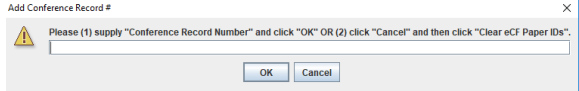
### Transactions/Journals and Magazines Questions???

For questions regarding the preparations of PDF files and the packing list *for submissions other than conferences* please contact Ira Polans at [i.polans@ieee.org](mailto:i.polans@ieee.org).

## Warning Messages

The table below lists the most common warnings, a description, and possible responses.

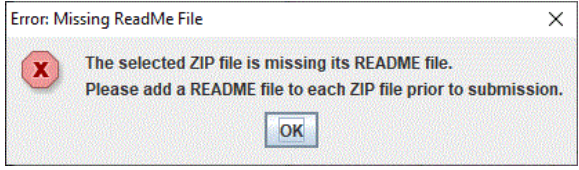

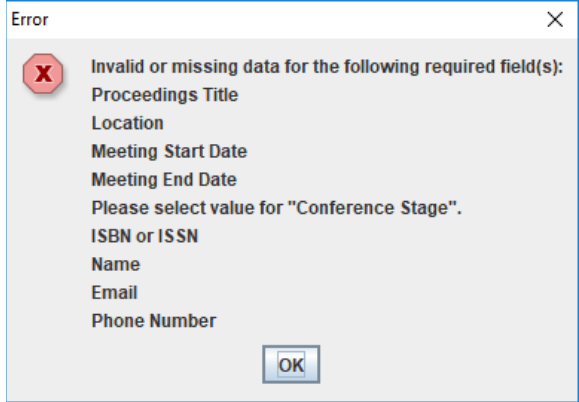
### Article Info Warnings

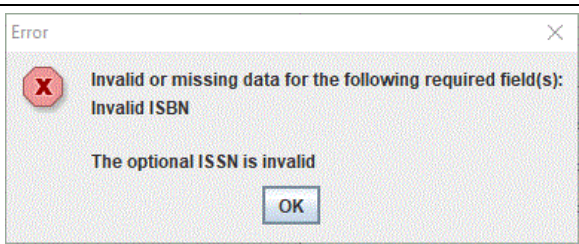
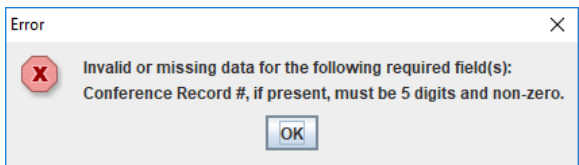
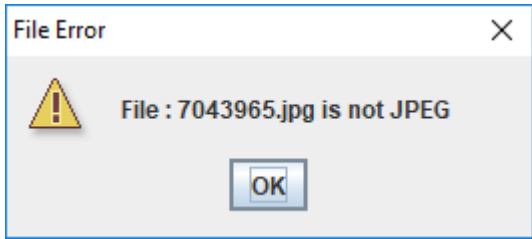
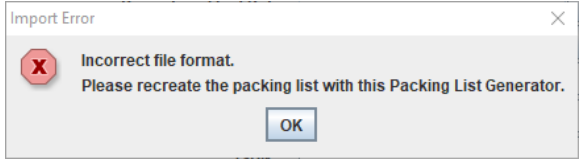
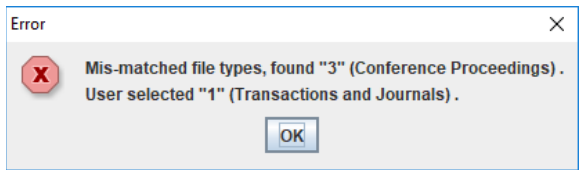
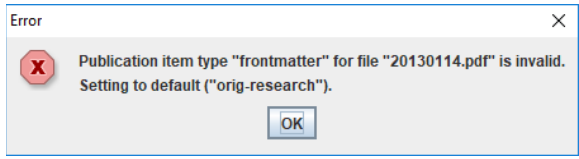
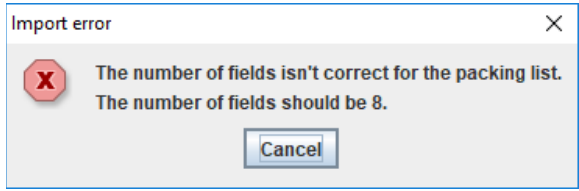
WarningDialog Box	Explanation	Possible Responses
 <p>Early-Access Volume and Issue Warning</p> <p>Journal Stage is "Early-Access". Setting Volume to "PP" and/or Issue to "99".</p> <p>OK</p>	<p>A Transactions, Journal, or Magazine packing list is imported and has a stage of "Early-Access". The PLG automatically changes the Volume to PP and the Issue to 99 as required by IEEE.</p>	<ul style="list-style-type: none"> <li>If the packing list is <b>not</b> "Early-Access" then change the stage to "Final" and input the Volume and Issue numbers.</li> </ul>
 <p>Confirm Undo Paste</p> <p>Reminder: By clicking "OK" the previous paste will be undone. Click "OK" to proceed or "Cancel" to stop the undo.</p> <p><input type="checkbox"/> Do not show this message again. OK Cancel</p>	<p>A reminder that Undoing by pressing Control-Z (Windows) or Command-Z (Mac) only undoes the data that was pasted.</p> <p>By checking the box you can turn off this reminder. If you need to turn it back on use the "Set Preferences".</p>	<ul style="list-style-type: none"> <li>Click "OK" to allow the Undo.</li> <li>Click "Cancel" to stop the Undo.</li> </ul>
 <p>Warning</p> <p>Clearing the "eCF Paper IDs" also erases any Undo data. Please click "Yes" to confirm otherwise click "No".</p> <p>Yes No</p>	<p>A reminder that clearing the values in "eCF Paper ID" also clears the Undo data.</p>	<ul style="list-style-type: none"> <li>Click "Yes" to approve the deletion of all the "eCF Paper IDs" and Undo data.</li> <li>Click "No" to stop the "eCF Paper IDs" and data from being deleted.</li> </ul>
 <p>Add Conference Record #</p> <p>Please (1) supply "Conference Record Number" and click "OK" OR (2) click "Cancel" and then click "Clear eCF Paper IDs".</p> <p>OK Cancel</p>	<p>If a conference packing list has any "eCF Paper IDs" then it must also have a "Conference Record Number"</p>	<ul style="list-style-type: none"> <li>Supply the "Conference Record Number" in the dialog box and the click "OK"</li> <li>Click "Cancel" and then click "Clear eCF Paper IDs" to remove the "eCF Paper IDs".</li> </ul>

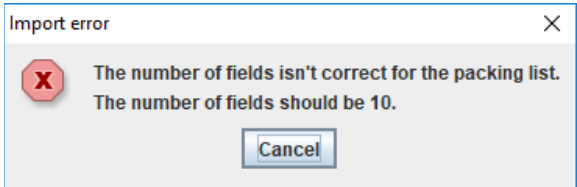
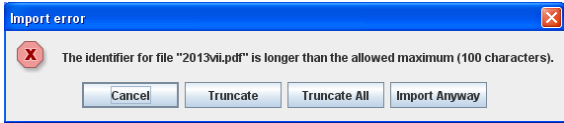
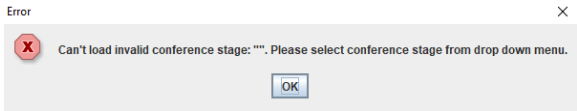
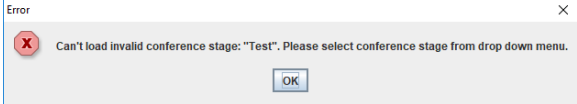
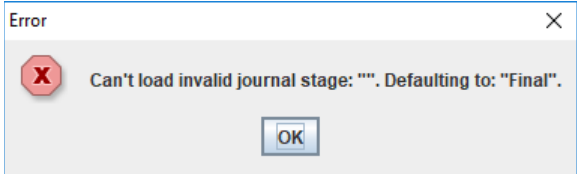
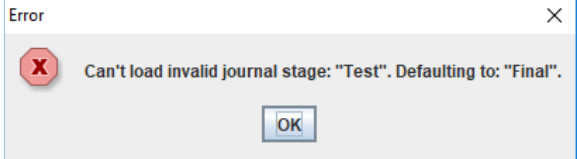

## Error Messages


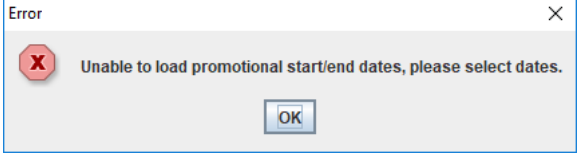
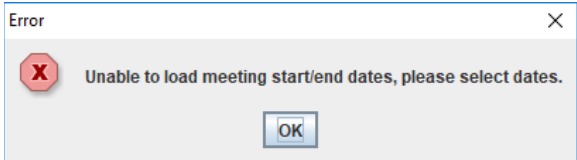
The table below displays the most common errors, a description of the error message, and possible solutions. Click the appropriate button prior to trying one of the solutions.

### *Publication Info Errors*

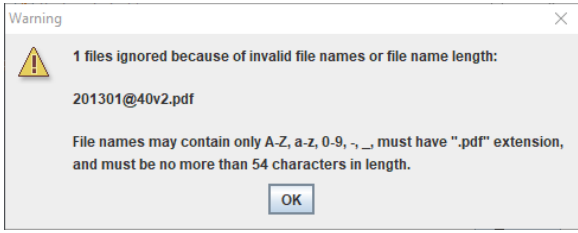
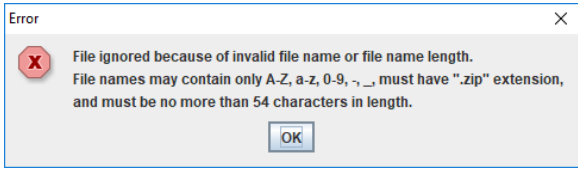
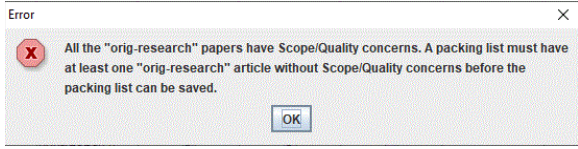
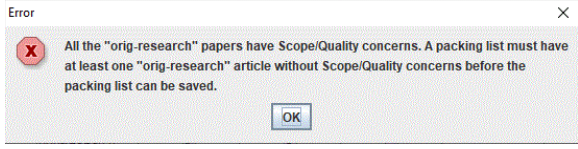
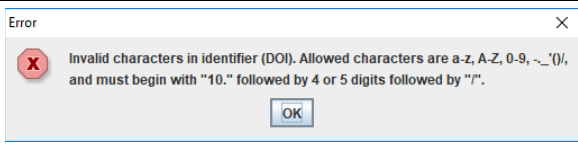
Error Dialog Box	Explanation	Possible Solutions
	The multimedia zip file does not contain the required file ending in “readme.pdf” or “readme.txt” file.	<ul style="list-style-type: none"> <li>Add the file ending in “readme.txt” or “readme.pdf” file to the zip file. Then add the multimedia zip file to the packing list.</li> </ul>
	The multimedia zip file contains more than one file ending in “readme.txt” or “readme.pdf”. Only a single readme file is permitted.	<ul style="list-style-type: none"> <li>The multimedia zip file may only contain a single file ending in “readme.txt” or “readme.pdf”. Please remove or rename the “extra” files.</li> </ul>
	<p>All required fields in the <i>Publication Info</i> screen must contain valid data.</p> <p>Not all these fields may have problem data.</p>	<ul style="list-style-type: none"> <li>Double-check the values in the fields.</li> <li>Make sure the ISSN and/or ISBN are valid.</li> </ul>

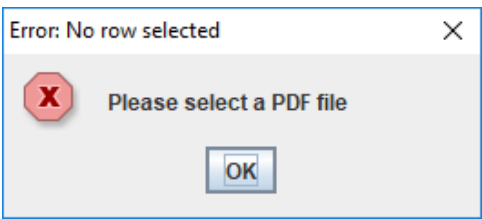
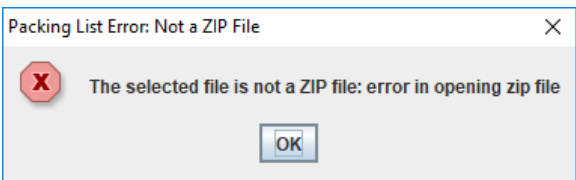
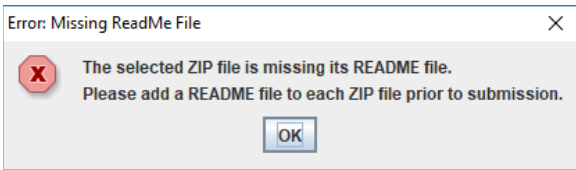
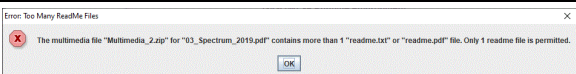
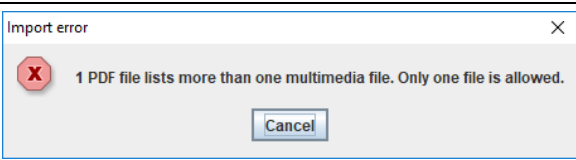
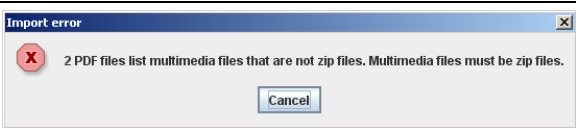
Error Dialog Box	Explanation	Possible Solutions
	<p>For Conferences, ISSN is optional. If an ISSN is supplied it must be valid.</p> <p><i>Every conference must have a valid ISBN.</i></p>	<ul style="list-style-type: none"> <li>• The ISSN is not valid.</li> <li>• Or leave empty.</li> </ul>
	<p>The “conference record number” must be a 5 digit number or empty.</p>	<ul style="list-style-type: none"> <li>• Add a valid 5-digit “conference record number”.</li> <li>• Or leave empty.</li> </ul>
	<p>The selected cover graphic is not a JPEG file.</p>	<ul style="list-style-type: none"> <li>• Make sure the cover image is a JPEG file. The PLG does not check the extension but checks the file type.</li> </ul>
	<p>Only packing list version 1.6 and 1.7 are supported.</p> <p>An attempt was made to import a file other than a packing list.</p>	<ul style="list-style-type: none"> <li>• Import only packing lists created with a supported version of the PLG.</li> <li>• Non-packing list files are not supported.</li> </ul>
	<p>On the opening screen, Transactions and Journals was chosen, but the imported packing list is for Conferences.</p>	<ul style="list-style-type: none"> <li>• Exit the PLG and choose the correct Packing List type.</li> </ul>
	<p>The packing list contains an invalid content type.</p>	<ul style="list-style-type: none"> <li>• The PLG sets the value to the default setting. If a different content type is needed edit the value.</li> </ul>
	<p>The imported packing list has less fields than expected for the packing list version 1.6.</p> <p>The packing list was created or edited</p>	<ul style="list-style-type: none"> <li>• Either add the missing fields or recreate the packing list with the PLG. <i>Using the PLG is the safest way to fix the problem.</i></li> </ul>

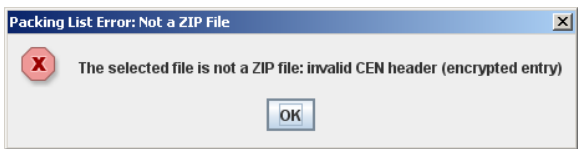
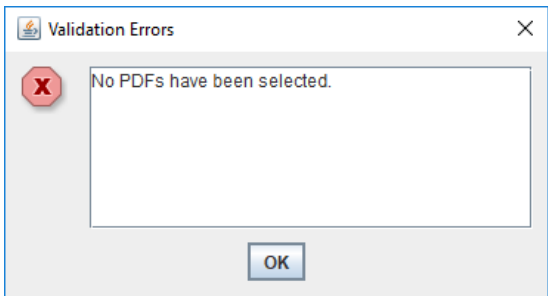
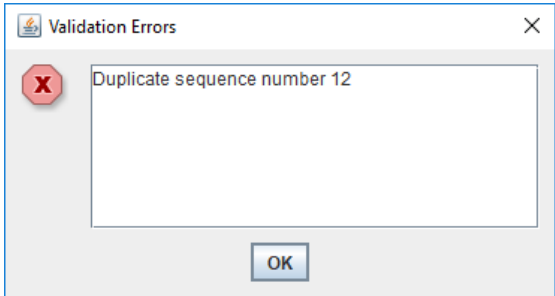
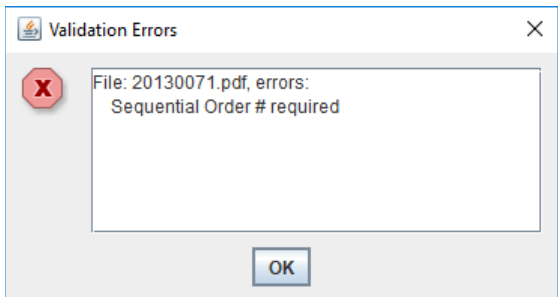
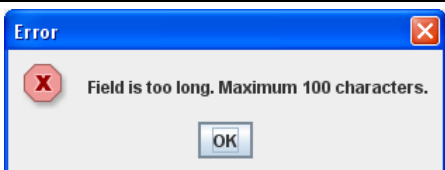
Error Dialog Box	Explanation	Possible Solutions
	without using the PLG.	
	<p>The imported packing list has less fields than expected for the packing list version 1.7</p> <p>The packing list was created or edited without using the PLG.</p>	<ul style="list-style-type: none"> <li>Either add the missing fields or recreate the packing list with the PLG. <i>Using the PLG is the safest way to fix the problem.</i></li> </ul>
	One or more identifiers are longer than the maximum length.	<ul style="list-style-type: none"> <li>Choose one of the buttons to fix the data. If “<i>Import Anyway</i>” is chosen the <b>Identifier</b> must be manually shortened.</li> </ul>
	The “Conference Stage” for a <i>conference</i> is missing.	<ul style="list-style-type: none"> <li>The Conference Stage for a <b>conference</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Open-Preview</li> <li>2. Early-Access</li> <li>3. Final.</li> </ol> </li> </ul>
	The “Conference Stage” for a <i>conference</i> has an invalid value.	<ul style="list-style-type: none"> <li>The “Conference Stage” for a <b>conference</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Open-Preview</li> <li>2. Early-Access</li> <li>3. Final</li> </ol> </li> </ul>
	The “Journal Stage” for a <i>journal</i> is missing.	<ul style="list-style-type: none"> <li>The “Journal Stage” for a <b>journal</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Early-Access</li> <li>2. Final</li> </ol> </li> </ul>
	The “Journal Stage” for a <i>journal</i> has an invalid value.	<ul style="list-style-type: none"> <li>The “Journal Stage” for a <b>journal</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Early-Access</li> <li>2. Final</li> </ol> </li> </ul>
	The “Magazine Stage” for a <i>magazine</i> is missing.	<ul style="list-style-type: none"> <li>The “Magazine Stage” for a <b>magazine</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Early-Access</li> <li>2. Final</li> </ol> </li> </ul>

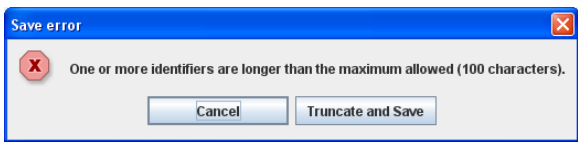
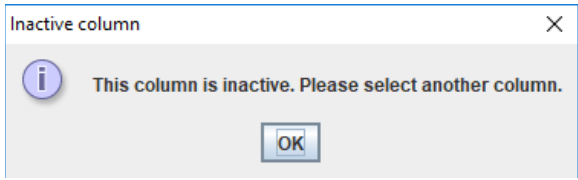
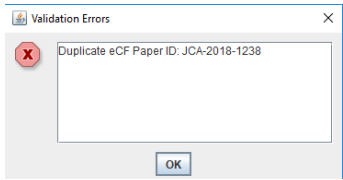
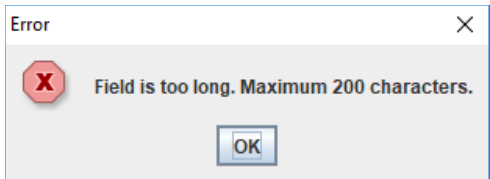
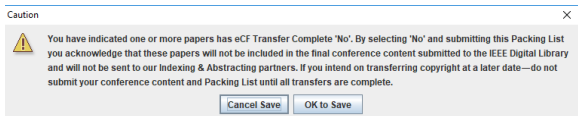
Error Dialog Box	Explanation	Possible Solutions
 <p>Error dialog box with a red 'X' icon. The text reads: "Can't load invalid magazine stage: 'Test'. Defaulting to: 'Final'". There is an "OK" button at the bottom right.</p>	The “Magazine Stage” for a <i>magazine</i> has an invalid value.	<ul style="list-style-type: none"> <li>The “Magazine Stage” for a <b>magazine</b> must be one of these values: <ol style="list-style-type: none"> <li>1. Early-Access</li> <li>2. Final</li> </ol> </li> </ul>
 <p>Error dialog box with a red 'X' icon. The text reads: "Unable to load promotional start/end dates, please select dates.". There is an "OK" button at the bottom right.</p>	The “Promotional Start or End Dates” are not valid.	<ul style="list-style-type: none"> <li>Re-enter the dates using the date picker.</li> <li>The date delimiter must be a”-“.</li> </ul>
 <p>Error dialog box with a red 'X' icon. The text reads: "Unable to load meeting start/end dates, please select dates.". There is an "OK" button at the bottom right.</p>	The “Conference Meeting Dates” (Start and End) are not valid.	<ul style="list-style-type: none"> <li>Re-enter the dates using the date picker.</li> <li>The date delimiter must be a”-“.</li> </ul>

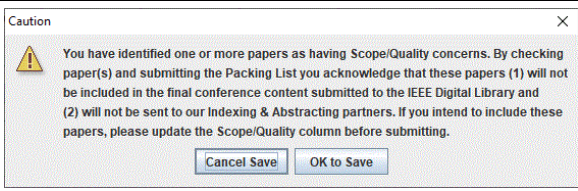
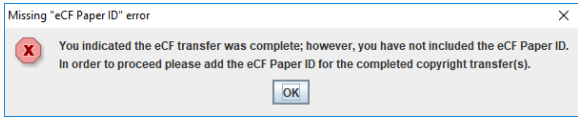
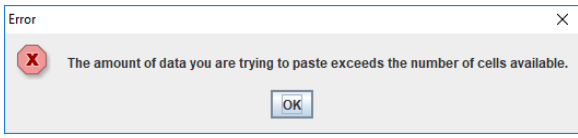
*Article Info Errors*

Error Dialog Box	Explanation	Possible Solutions
	The PDF file name contains one or or more invalid characters. See “ <i>PDF, Multimedia, and Supplemental File Naming Rules</i> ” for details.	<ul style="list-style-type: none"> <li>Rename the PDF file name according to the rules in “<i>PDF, Multimedia, and Supplemental File Naming Rules</i>”.</li> </ul>
	The multimedia file name (zip file) contains one or or more invalid characters. See “ <i>PDF, Multimedia, and Supplemental File Naming Rules</i> ” for details.	<ul style="list-style-type: none"> <li>Rename the multimedia file name (zip file) according to the rules in “<i>PDF, Multimedia, and Supplemental File Naming Rules</i>”.</li> </ul>
	<p>All the “orig-research” papers are marked as “No-Show”.</p> <p>IEEE requires at least 1 “orig-research” paper isn’t a “No-show” to save the packing list.</p>	<ul style="list-style-type: none"> <li>Reconfirm that all the “orig-research” papers are “No-shows”.</li> </ul>
	<p>All the “orig-research” papers have “Scope/Quality” problems.</p> <p>IEEE requires at least 1 “orig-research” paper without “Scope/Quality” problems to save the packing list.</p>	Reconfirm that all the “orig-research” papers have “Scope/Quality” problems.
	<p>The “Identifier” contains an invalid character.</p> <p>The identifier is used <b>only</b> when instructed to by your IEEE contact.</p>	<p>The “Identifier” must be a DOI. The DOI must:</p> <ul style="list-style-type: none"> <li>Begin with “10.”</li> <li>Is a number with a length of 4 or 5 digits and ends with “/”</li> <li>Followed by a string of upper or lower case letters, numbers or any of these characters “-._’()”</li> </ul>

Error Dialog Box	Explanation	Possible Solutions
	To manage multimedia requires that a row is selected.	<ul style="list-style-type: none"> <li>Select the row prior to clicking on the <b>Manage Multimedia</b> button.</li> </ul>
	<p>The multimedia file(s) must be in a zip file.</p> <p>Even a single multimedia file must be contained in a zip file.</p>	<ul style="list-style-type: none"> <li>Use only the zip file format to store the multimedia file(s).</li> </ul>
	The multimedia zip file does not contain a file ending in "readme.txt" or "readme.pdf".	<ul style="list-style-type: none"> <li>The readme file must end in either "readme.txt" or "readme.pdf".</li> <li>The PLG does not create readme files nor zip files.</li> </ul>
	The multimedia zip file contains more than 1 file ending in "readme.txt" or "readme.pdf".	<ul style="list-style-type: none"> <li>Only a single file ending in "readme.pdf" or "readme.txt" is allowed in each multimedia zip file. Please rename or remove the additional files.</li> </ul>
	<p>More than 1 zip file is associated with a single PDF file.</p> <p>All multimedia files for a PDF file must be contained in a single zip file.</p>	<ul style="list-style-type: none"> <li>Place all the multimedia files for a PDF in a single zip file.</li> </ul>
	The multimedia file associated with the PDF file is NOT a zip file.	<ul style="list-style-type: none"> <li>Convert any multimedia containers such as tar, gz, Z, to zip format.</li> </ul>

Error Dialog Box	Explanation	Possible Solutions
 <p>The selected file is not a ZIP file: invalid CEN header (encrypted entry)</p>	<p>An unexpected error occurred when importing multimedia file(s).</p> <p>The text of the message changes depending on the cause of the message.</p>	<ul style="list-style-type: none"> <li>The title of the dialog box <b>will always</b> be “Packing List Error:...”</li> <li>Since the error isn’t directly related to the PLG. No specific solutions are offered.</li> </ul>
 <p>No PDFs have been selected.</p>	<p>The information in the <i>Article Info</i> screen is invalid.</p>	<ul style="list-style-type: none"> <li>To save a file there must be at least one ✓ in the <b>Use PDF?</b> column.</li> </ul>
 <p>Duplicate sequence number 12</p>	<p>The information in the <i>Article Info</i> screen is invalid.</p>	<ul style="list-style-type: none"> <li>Edit the <b>Seq Order #</b> column so that each file has a unique sequential order number.</li> </ul>
 <p>File: 20130071.pdf, errors: Sequential Order # required</p>	<p>The information in the <i>Article Info</i> screen is invalid.</p>	<ul style="list-style-type: none"> <li>Edit the <b>Seq Order #</b> column so that the lowest number is 1 or more.</li> <li>If there is a blank <b>Seq Order #</b> assign a value to the file(s).</li> </ul>
 <p>Field is too long. Maximum 100 characters.</p>	<p>The edited <b>Identifier</b> entry is longer than 100 characters.</p>	<ul style="list-style-type: none"> <li>Shorten the <b>Identifier</b> to less than the maximum shown in the error message.</li> </ul>

Error Dialog Box	Explanation	Possible Solutions
	One or more Identifier is longer than the maximum number of characters.	<ul style="list-style-type: none"> <li>Either shorten the <b>Identifier</b> manually or click “<i>Truncate and Save</i>”.</li> </ul>
	The column clicked on is inactive for the imported packing list.	<ul style="list-style-type: none"> <li>Edit another column.</li> <li>Restart the Packing List Generator and change the “Preferences”.</li> </ul>
	An “eCF Paper ID” must be unique. Reuse or duplicate “eCF Paper IDs” are not allowed.	<ul style="list-style-type: none"> <li>Make sure all “eCF Paper IDs” are unique.</li> </ul>
	The “eCF Paper ID” must be 200 characters or less.	<ul style="list-style-type: none"> <li>Please use a shorter “eCF Paper ID”</li> </ul>
	If a PDF file has an “eCF Transfer Complete?” value of “N” then it will not appear in IEEE Xplore nor will it be sent to our Indexing & Abstracting partners.	<ul style="list-style-type: none"> <li>Complete all copyright transfer prior to submitting the packing list and PDFs to IEEE.</li> <li>If you choose to save the packing list, without all transfer complete please be aware that the material will not be in IEEE Xplore nor sent to our Indexing &amp; Abstracting partners.</li> </ul>

Error Dialog Box	Explanation	Possible Solutions
	<p>If a paper has “Scope/Quality” issues it will not appear in IEEE Xplore and it won’t be sent to our Indexing and Abstracting partners.</p>	<ul style="list-style-type: none"> <li>• The “Scope/Quality” issues should be resolved if possible.</li> <li>• If you choose to save the packing list, with papers that have “Scope/Quality” issues please be aware that the material will not be in IEEE Xplore nor sent to our Indexing &amp; Abstracting partners.</li> </ul>
	<p>Every completed eCF transfer (those with a value of “Y”) must have a related “eCF Paper ID”</p> <p><b>NOTE:</b> The packing list can’t be saved as long as there are missing “eCF Paper IDs”.</p>	<ul style="list-style-type: none"> <li>• Add the related “eCF Paper IDs”</li> <li>• If appropriate, change the value of the “eCF Transfer Complete?” field to “NA” or “N”</li> </ul>
	<p>Attempt was made to paste more data into the “eCF Paper ID” then there are rows in the packing list.</p>	<ul style="list-style-type: none"> <li>• Make sure the right cells were copied to the clipboard.</li> <li>• In some cases the application that copies the data to the clipboard might include cells that were not selected. In this case, non-adjacent cells should be copied one at a time.</li> </ul>