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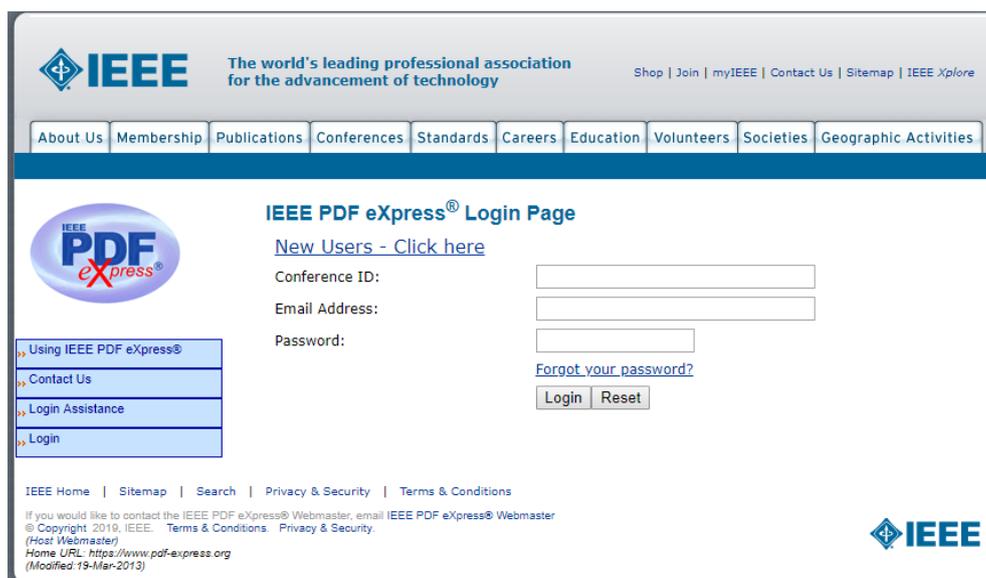
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First time users should do the following:

1. Select the **New Users – Click here** (as shown on the above)

The screenshot shows the IEEE PDF eXpress Account Setup page. At the top, there is the IEEE logo and the text 'The world's leading professional association for the advancement of technology'. Below this is a navigation bar with links: About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, Geographic Activities. The main heading is 'IEEE PDF eXpress® Account Setup'. Below the heading is a sub-heading 'IEEE PDF eXpress®' and a paragraph: 'Please enter the IEEE PDF eXpress® Conference ID provided by your Conference Publication Chair, your email address, and choose a password for your account. Valid characters for password creation include: A-Z a-z 0-9 - _'. There are four input fields: 'Conference ID:', 'Email Address:', 'Confirm Email Address:', and 'Choose a Password:'. A 'Submit' button is located below the 'Choose a Password' field. On the left side, there is a sidebar with four links: 'Using IEEE PDF eXpress®', 'Contact Us', 'Login Assistance', and 'Login'. At the bottom of the page, there is a footer with links: 'IEEE Home | Sitemap | Search | Privacy & Security | Terms & Conditions'. Below the footer is a small paragraph: 'If you would like to contact the IEEE PDF eXpress® Webmaster, email IEEE PDF eXpress® Webmaster (Host Webmaster) © Copyright 2019, IEEE. Terms & Conditions Privacy & Security. Home URL: https://www.pdf-express.org (Modified: 19-Mar-2013)'. The IEEE logo is also present in the bottom right corner.

2. Enter the following
 - **46751XP** for the Conference ID
 - your email address
 - a password
 - then **Submit**
3. Continue to enter information as prompted.

The screenshot shows the IEEE PDF eXpress Plus 'Create Account' page. On the left side, there is a sidebar with four links: 'Using IEEE PDF eXpress Plus', 'Contact Us', 'Login Assistance', and 'Login'. The main content area is titled 'Create Account'. Below the title is a table with the following structure:

Account Information	
*Conference ID:	46751XP
*Email Address:	cseyu@g2.usc.edu.tw
*First Name:	
Middle Name:	
*Last Name:	
Valid Name characters are A-Z,0-9, and "() - _". Spaces are allowed.	
Suffix (Jr/Sr/III):	
Salutation (informal name):	
*Telephone Number:	
Fax Number:	
Enter area/country code with telephone/fax number (+555-555-2323)	
*Institution (affiliation):	
Department:	
*Address:	
Address 2:	
*City:	
State:	
*Zip Code:	
*Country:	
*Create Password:
*Confirm Password:	
* indicates a required field	

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

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IEEE PDF eXpress PLUS

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Anna Bruce

You have successfully created your IEEE PDF eXpress Plus account.

Note: You will receive an email from IEEE PDF eXpress Plus confirming your new account and access information. If you do not receive this email within 24 hours, contact Technical Support.

Continue

Log Out

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IEEE PDF eXpress PLUS

Home - Title Status

Welcome Anna Bruce [Logoff](#)

- To begin, click on the "Create New Title" button. You can convert 20 source files and check 10 PDF files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.
 (Click on the Paper Title to view the PDF)
 (Click on the column heading to change the table sort)

Paper ID	Paper Title
No titles have been created.	

Status*
 Manual Conversion = File Type Not Automated - conversion will be performed next business day
 Error = Please check your email for additional information
 Upload incomplete = Click on the "Try Again" link to complete the upload of your file

Create New Title

Click on the button [Create New Title], you will see the below:

Check or Convert



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- » Using IEEE PDF eXpress®
- » Preparing Source Files
- » The PDF Check Report
- » FAQs
- » IEEE PDF eXpress® Support
- » **NEW** Article Templates
- » IEEE Citation Reference
- » Edit Account Information

Paper Information

Enter Title Info:
Validate a IEEE Paper Submission

Submit File for Checking or Converting

[Return to Home - Title Status](#)

Press on the button [Submit Files for Checking or Converting], you will see the below:

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- » Using IEEE PDF eXpress®
- » Preparing Source Files
- » The PDF Check Report
- » FAQs
- » IEEE PDF eXpress® Support
- » **NEW** Article Templates
- » IEEE Citation Reference
- » Edit Account Information

File Information

File Name:

If you do not see the browse button, your browser does not support file uploads. Consult Using IEEE PDF eXpress® for recommended web browsers

After uploading your file, you will see the below:

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The main heading is "File Upload Results". On the left, a vertical sidebar menu lists options: "Logoff", "Home - Title Status", "Using IEEE PDF eXpress®", "Preparing Source Files", "The PDF Check Report", "FAQs", "IEEE PDF eXpress® Support", "NEW Article Templates", "IEEE Citation Reference", and "Edit Account Information".

The main content area contains two bullet points:

- If you submitted a file for conversion, a PDF will be sent to you shortly via email. This PDF will also be available through your account. In addition, you will receive an email confirming receipt of your source file or archive.
- If you submitted a PDF it is being Checked against the latest IEEE Xplore requirements for PDF. The results will be sent via email shortly. You will also receive an email confirming receipt of your PDF.

A "File Details" table is displayed:

File Details	
Filename:	O-2017-007583-Improve some sentences_Edited_Proofread.docx
Size in bytes:	24566
Content Type:	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Below the table, it says: "If you do not receive a PDF within 24 hours, contact Technical Support." A "Continue" button is located at the bottom of the main content area.

Press on the button [Continue], you will see the below:

The screenshot shows the "Home - Title Status" page. The top navigation and sidebar are identical to the previous screenshot.

The main heading is "Home - Title Status". Below it, a welcome message says "Welcome | Anna Bruce," with a "Logoff" link on the right.

Two bullet points provide instructions:

- To begin, click on the "Create New Title" button. You can convert 20 source files and check 10 PDF files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service. (Click on the Paper Title to view the PDF) (Click on the column heading to change the table sort)

A "Refresh File Status" button is positioned above a table. The table has two columns: "Paper ID" and "Paper Title".

Paper ID	Paper Title
PDFeXpID5853669	Validate a IEEE Paper Submission
Status*:	File(s) Converted--PDF available
PDF Checks:	0 of 10
Source File Conversions:	1 of 20
OPTIONS:	Try Again or Approve for Collection or Get Help for this Conversion

Below the table, a "Status*" section explains:

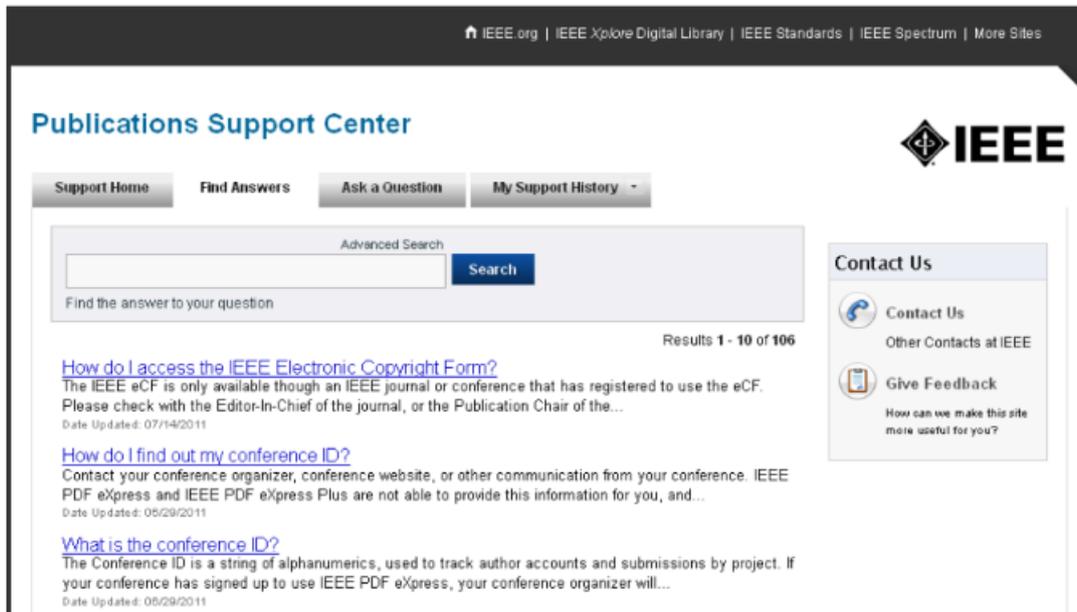
- Manual Conversion = File Type Not Automated - conversion will be performed next business day
- Error = Please check your email for additional information
- Upload incomplete = Click on the "Try Again" link to complete the upload of your file

At the bottom, there are "Create New Title" and "Refresh File Status" buttons. The footer contains links: "IEEE Home | Sitemap | Search | Privacy & Security | Terms & Conditions".

At this stage, you have done this process. You may logoff.

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