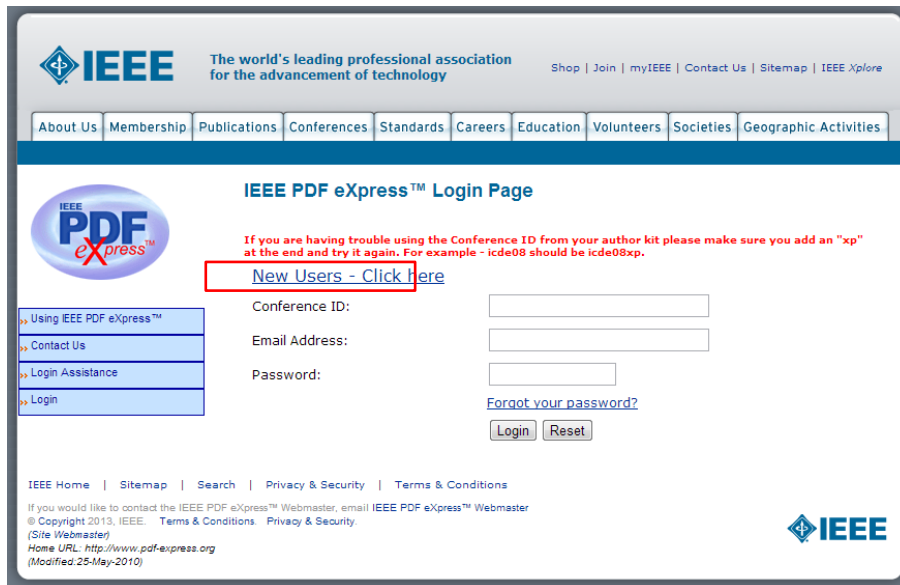


HOW TO USE IEEE PDF EXPRESS

Warning: pdf-express only allows you to revise the document as many as **3 times**.
So, make sure the repairs have been done properly before uploading the document.

A. Registering Account

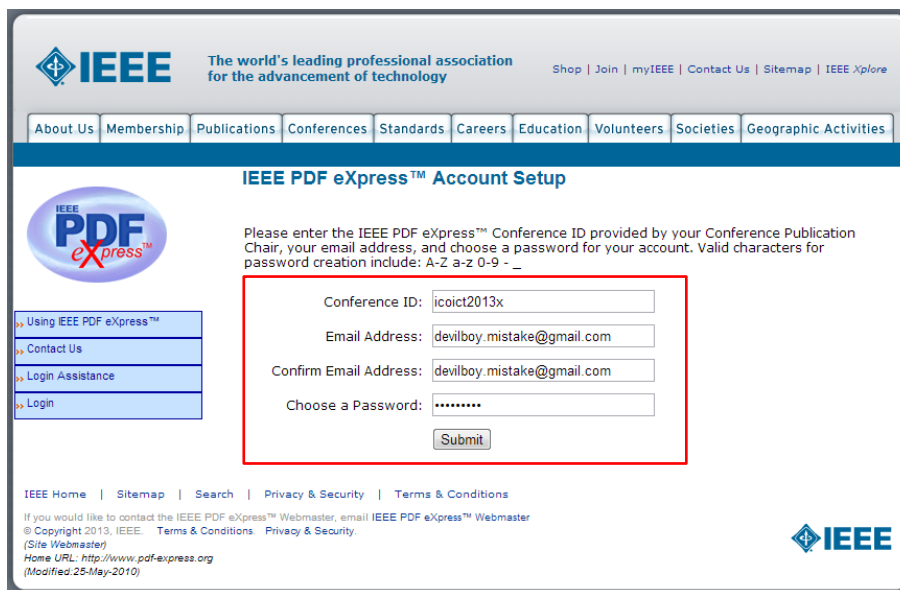
1. Open <http://www.pdf-express.org/> website then click on the "New Users" button to create pdf express account.



The screenshot shows the IEEE PDF eXpress™ Login 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 menu with links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The main heading is "IEEE PDF eXpress™ Login Page". A red box highlights the link "New Users - Click here". Below this link are three input fields: "Conference ID:", "Email Address:", and "Password:". There is also a link "Forgot your password?" and two buttons: "Login" and "Reset".

Figure 1

2. Fill "icoict2013x" as Conference ID, your email address and password. Press the "Submit" button.



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 menu with links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The main heading is "IEEE PDF eXpress™ Account Setup". Below this heading is 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 - _". A red box highlights the input fields: "Conference ID:" (with "icoict2013x" entered), "Email Address:" (with "devilboy.mistake@gmail.com" entered), "Confirm Email Address:" (with "devilboy.mistake@gmail.com" entered), and "Choose a Password:" (with "*****" entered). There is also a "Submit" button.

Figure 2

- Fill in your Account Information. Lines marked with an asterisk (*) are required parts to be filled.

Create Account

Account Information	
*Conference ID:	icoict2013x
*Email Address:	devilboy.mistake@gmail.com
*First Name:	Yusza
Middle Name:	Reditya
*Last Name:	Murti
Valid Name characters are A-Z, 0-9, and "()-_". Spaces are allowed.	
Suffix (Jr/Sr/III):	
Salutation (informal name):	
*Telephone Number:	+628547109977
Fax Number:	
Enter area/country code with telephone/fax number (+55-555-2323)	
*Institution (affiliation):	Telkom Institute of Technology
Department:	Informatic Engineering
*Address:	Bandung
Address 2:	
*City:	bandung
State:	West Java
*Zip Code:	40267
*Country:	Indonesian
*Create Password:	*****
*Confirm Password:	*****
* indicates a required field	

Submit Reset

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 (Site Webmaster)
 Home URL: http://www.pdf-express.org/
 (Modified: 25-May-2010)

Figure 3

- Once the data is submitted, your account will be completed. Press "Continue" to proceed the Document Checking stage.

IEEE PDF eXpress™ Account Created!

Yusza Murti,
 You have successfully created your IEEE PDF eXpress™ account.
 Note: You will receive an email from IEEE PDF eXpress™ 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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 (Site Webmaster)
 Home URL: http://www.pdf-express.org/
 (Modified: 25-May-2010)

Figure 4

B. Checking Document

1. Fill in the "Title Info" for your paper. Then press the "Submit File for Checking or Converting" to upload and convert in order to comply with pdf-express format.

The screenshot shows the IEEE PDF eXpress interface. At the top, the IEEE logo and tagline are visible. A navigation menu includes links for About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities. The main heading is "Check or Convert". On the left, a sidebar lists various user actions. The central "Paper Information" section contains a text box with the title "RECONSTRUCTION OF THREE & DIMENSIONAL OBJECTS BASED ON REAL TIME STEREO VISION USING WEB CAMERA". A red box highlights the "Submit File for Checking or Converting" button. Below the button is a link to "Return to Home - Title Status".

Figure 5

2. Press the "Choose File" and select the paper that will be checked in the pdf-express. Click the "Submit" button.

The screenshot shows the IEEE PDF eXpress interface for file upload. The main heading is "Upload File". The sidebar is identical to Figure 5. The "File Information" section shows a "File Name:" label and a "Choose File" button. Below it is an "Upload File" button, which is highlighted with a red box. A tooltip window is overlaid on the "Upload File" button, displaying the file name "20090628 3d...inggris.pdf" and the "Upload File" button.

Figure 6

3. Once the file is uploaded, press "Continue" to see the results of checking format.

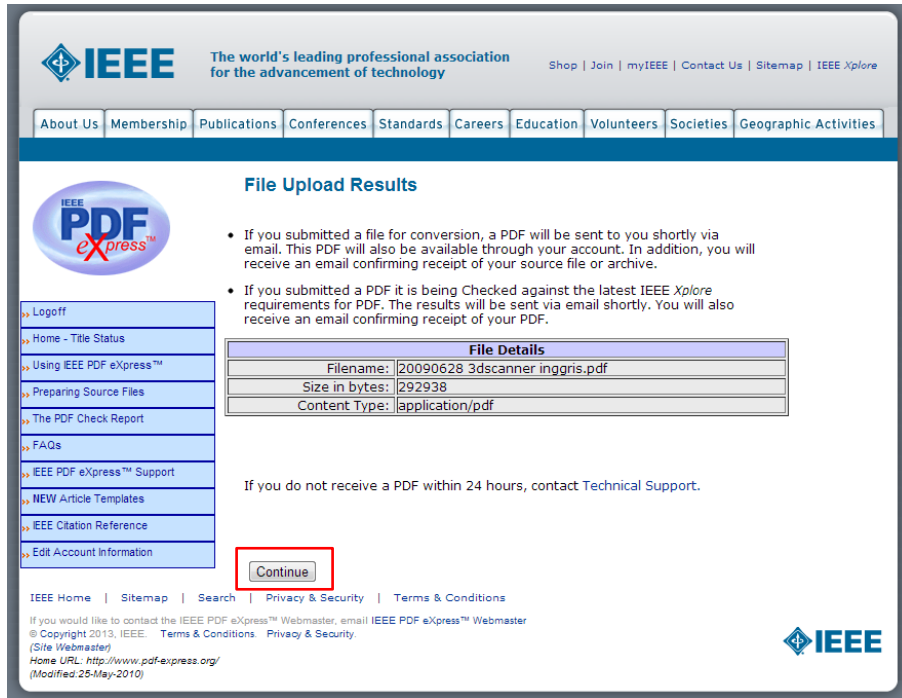


Figure 7

4. File that shows 'Failed' status means it does not comply with the format required by pdf-express.

Press "PDF Check report" to see the error in your document.

Press "Get Solution" to find a solution recommended by pdf-express.

Press "Try Again" to re-upload your document.

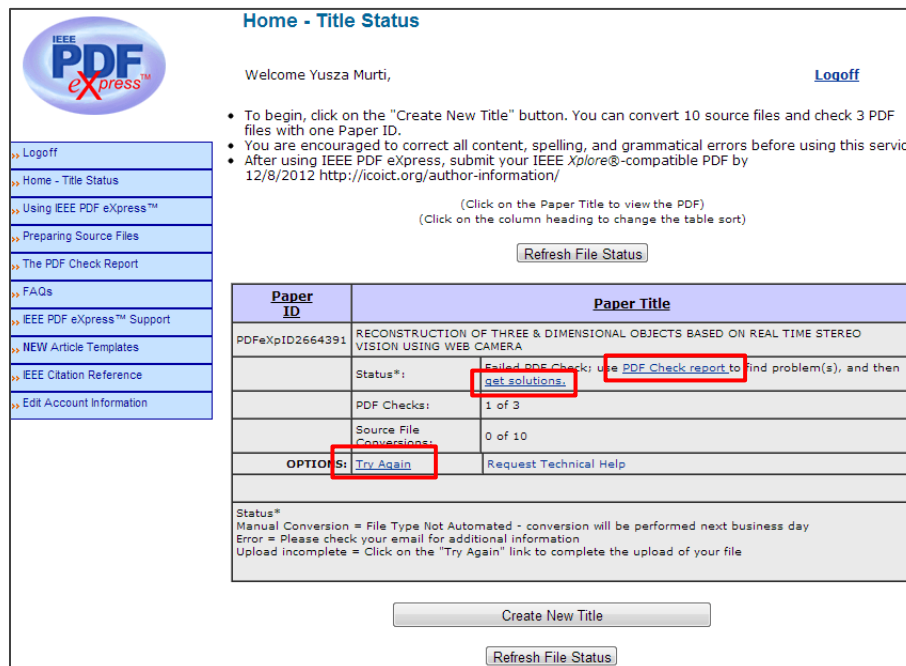


Figure 8

5. When the "PDF Check Report" button is pressed, it will automatically download a pdf file containing your file errors. (If you encounter problem 'Font xxx is not embedded' as shown in Figure 9 below, please refer to Additional Step explained at the bottom of this guide)

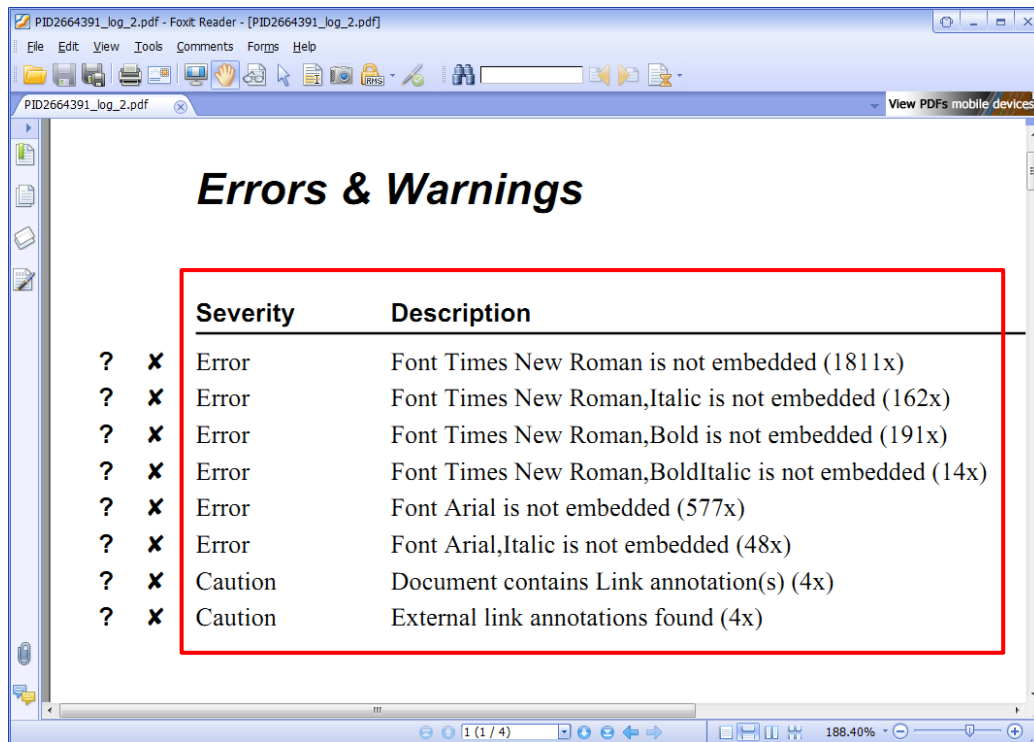



Figure 9

6. Press "Get Solution" for guidance. Use this guide to repair your document.



Understanding and Using the PDF Check Report

Introduction
 "Error" and "Caution"
 The PDF Check Report Responses
 Recreating your PDF to be IEEE Xplore®-Compatible
 Updating the pdf.ctg File
 Helpful Links

Introduction

The PDF Check Report is the results of a comparison of the PDF you submit with the specifications for IEEE Xplore PDF compatibility. The report tells you where to find the problems. Below is a detailed explanation of the possible report responses, and instructions on fixing them. For additional assistance, contact IEEE PDF Support at pdfsupport@ieee.org

"Error" and "Caution"

An **error** found in the PDF means that the PDF is not IEEE Xplore-compatible. The PDF has failed the PDF Check. It will be necessary for you to choose one of the following options

- Fix each error per the solutions below, go to your account, click Try Again, and submit the new PDF for Checking. OR
- Go to your account, click Try Again, and submit instead your source application file(s) for conversion by IEEE PDF eXpress. OR
- Get assistance from PDF Support.

A **caution** means that some element of your PDF does not meet optimal standards, but the PDF still is IEEE Xplore-compatible. Correcting cautions in your PDF is optional.

The PDF Check Report Responses

Below is a table listing what responses the PDF Checker gives, and what they mean.

Errors—Fix is required for IEEE Xplore compatibility	
The report says:	Which means:
Bookmarks found in document	The document contains bookmarks.
Document contains link annotations	The document contains hypertext links to locations in the document.
Form Fields found in document	The document contains form fields.
Document contains security	Some level of security has been applied to all or part of the PDF. This includes a password.
Font ### is not embedded	The font listed was not embedded
Font ### is not subsetted	The font listed was not subsetted (at 100%)

Recreating your PDF to be IEEE Xplore-Compatible

Using your latest PDF Check report:

- Find the **error** below, and solutions for Acrobat Distiller, Aladdin GhostScript, and pdfTeX/pdfLaTeX.
- Perform the Solution (either fix existing PDF or create new PDF)
If there is more than one Cause listed, you may need to try more than one Solution.
- Go to your account, click Try Again, and submit the new PDF to IEEE PDF eXpress for Checking.

If you have trouble, you may submit your source file(s) for conversion to PDF, or get assistance in creating your PDF.

	If the report says:	Possible cause(s)	Solution
(1)	Bookmarks found in document	(1) User inserted bookmarks into the PDF.	Click
(2)	Document contains security	(2a) User applied security to some or all elements of the PDF	Click
		(2b) If source is Microsoft Word—PDFMaker is set to apply security to all PDFs	Click
		(3a) The font file does not exist on the system that created the PDF	Click
(3)	Font ### is not embedded	(3b) The font is not being found by Distiller	Click
		(3c) The font is not embeddable	Click
		(3d) Using Office 2003 or 2007	Click
		(4a) PDF conversion options are not set correctly	Click
(4)	Font ### is not subsetted	(4b) Headers/footers were added using Acrobat 6 function (or other application) (4c) Using Office 2003 or 2007	Click
(5)	Document contains link annotations	(5) User has applied a link to text in the document.	Click
(6)	Document contains form fields	(6) User has used form fields in the document.	Click

Figure 10

- Note that when you hit "Try Again" when you are in step no. 4, you will automatically re-upload the document. Next steps will be the same as the previous steps.



Figure 11

- When the documents already comply with pdf-express format, the status will change to "PDF Passed PDF Check; PDF is IEEE Xplore-compatible".

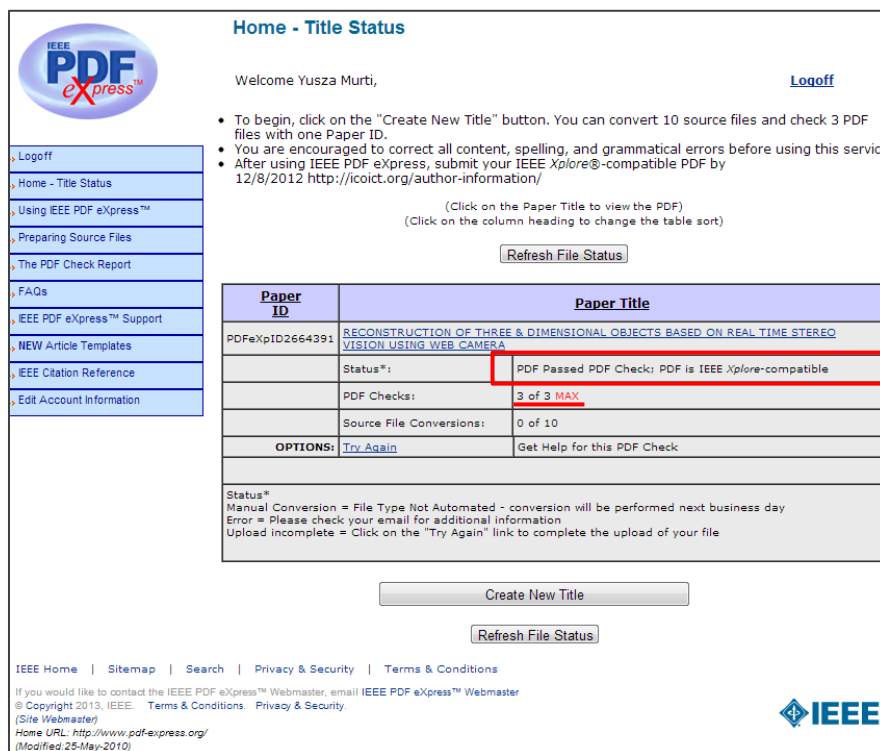


Figure 12

Additional steps:

To solve error on embedding fonts into the pdf (see Figure 9), use the "Save As" menu. If you are using MS Office 2010, choose "Save As" type = ".pdf", and press the "Options". Make sure the "Check ISO 19005-1 compliant (PDF / A)" is selected. Press the OK button and save the document.

