



**IEEE PDF eXpress Plus Site Setup Confirmation**

Dear **Xipeng Shen**,

This receipt verifies that an **IEEE PDF eXpress Plus** site has been set up for access as follows:

Project Info

Request Rec'd: **04-Dec-2012**

Conference Short Name/Acronym: **cgo13xp**

Conference Contact for conference-related questions

Name: **Xipeng Shen**

Email: **xshen@cs.wm.edu**

IEEE PDF eXpress Plus Site Dates

Site opens: **11/30/2012**

Submission deadline: **12/17/2012**

**(DO NOT POST)** Site closes: **01/16/2013**

Site support is maintained via 24 hour online help ([PDFSupport@ieee.org](mailto:PDFSupport@ieee.org)).

Conference-specific questions will be forwarded to the Conference Contact above.

*Please see the next page for suggested author information/communication.*

Thank you for using IEEE PDF eXpress Plus!

- IEEE PDF Support Staff



**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>

<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 <b>cgo13xp</b> for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter <b>cgo13xp</b> for the Conference ID, email address and password.
b. Enter <b>cgo13xp</b> 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 online and 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**

<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 Plus-converted PDF:</i>	<i>If the PDF submitted passed the PDF Check, or you are satisfied with your IEEE PDF eXpress Plus-converted PDF:</i>
Option 1	Submit your source file for conversion by clicking <b><u>Try again</u></b> , then <b><u>Submit Source Files for Conversion</u></b>	Resubmit your source file with corrections ( <b><u>Try again</u></b> , then <b><u>Submit Source Files for Conversion</u></b> )	
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 <b><u>Try again</u></b> , then <b><u>Submit PDF for Checking</u></b>	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	