

Detailed instructions for accessing and using the PDF eXpress site:

Important:

After proofreading and checking your paper with IEEE PDF eXpress, it must be submitted electronically through the ECMS 2011 Paper Submission, using the **PDF format**.

1. Access the IEEE PDF eXpress site.

First-time IEEE PDF eXpress users:

- a. Click “New Users – Click Here”
- b. Enter **ecms2011** for the Conference ID, your e-mail address, and choose a new password; Continue to enter information as prompted.
- c. You will receive online and e-mail confirmation of successful account setup.

Previous users, but using it for the first time for a new conference:

- a. Enter **ecms2011** for the Conference ID, your e-mail address, and enter the password you used for your old account
- 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 e-mail 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”
- d. You will receive online and e-mail confirmation of successful account setup.

Returning users:

- a. Enter **ecms2011** for the Conference ID, e-mail address and password

2. For each conference paper, click “Create New Title”.

3. Enter identifying text for 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 e-mail confirmation of successful upload.

6. You will receive an e-mail with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the e-mail will show if your file passed or failed.

If the submitted PDF fails the check:

- a. Submit your source file for conversion by clicking **Try Again**, the **Submit Source Files for Conversion**, or
- b. Read the PDF Check report, then click “The PDF Check Report” in the sidebar to get information on possible solutions, or
- c. “Request Technical Help” through your account.

If you are not satisfied with the IEEE PDF eXpress-converted PDF:

- a. Resubmit your source file with corrections (**Try Again**, then **Submit Source Files for Conversion**), or
- b. Submit a PDF by clicking **Try Again**, then **Submit PDF for Checking**, or
- c. “Request a Manual Conversion” through your account.

If the PDF submitted passed the PDF Check, or you are satisfied with your IEEE PDF eXpress-converted PDF:

- a. Submit your IEEE Xplore-compatible PDF to the ECMS2011 Paper Submission site.

IEEE PDF eXpress converts the following application formats to PDF:

- Microsoft Word
- WordPerfect
- Rich Text Format
- Freelance
- (La)TeX (a DVI and supported image files must be included in a compressed archive)
- PageMaker (images should not be embedded, included with main file in a compressed archive)
- FrameMaker
- Word Pro
- Quark (*.qxd and images files must be included in a compressed archive)

Remark:

ECMS 2011 has registered for use of a IEEE PDF eXpress. IEEE PDF eXpress is a free service to IEEE conferences that allows their authors to make IEEE Xplore-compatible PDFs (Conversion Function) or to check PDFs that authors have made themselves for IEEE eXpress compatibility (PDF Check function). ***Prior to submitting your camera-ready paper to the conference web site, please check acceptability of your paper at IEEE PDF eXpress as described above.***