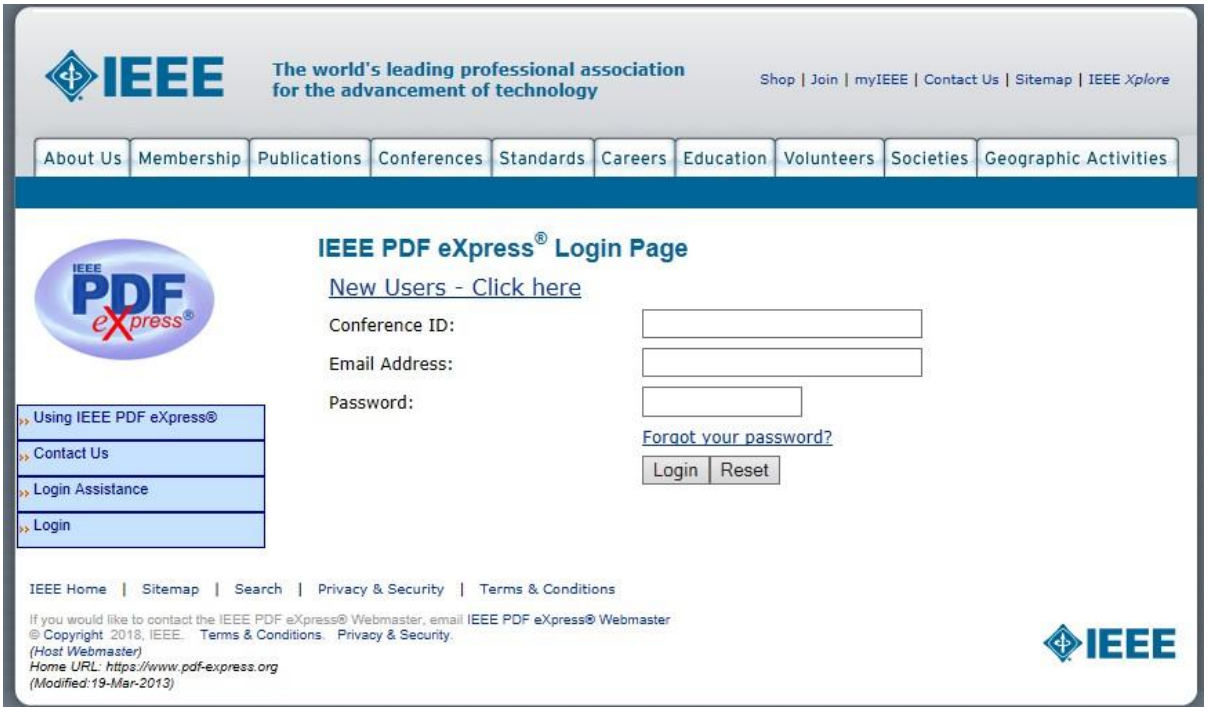
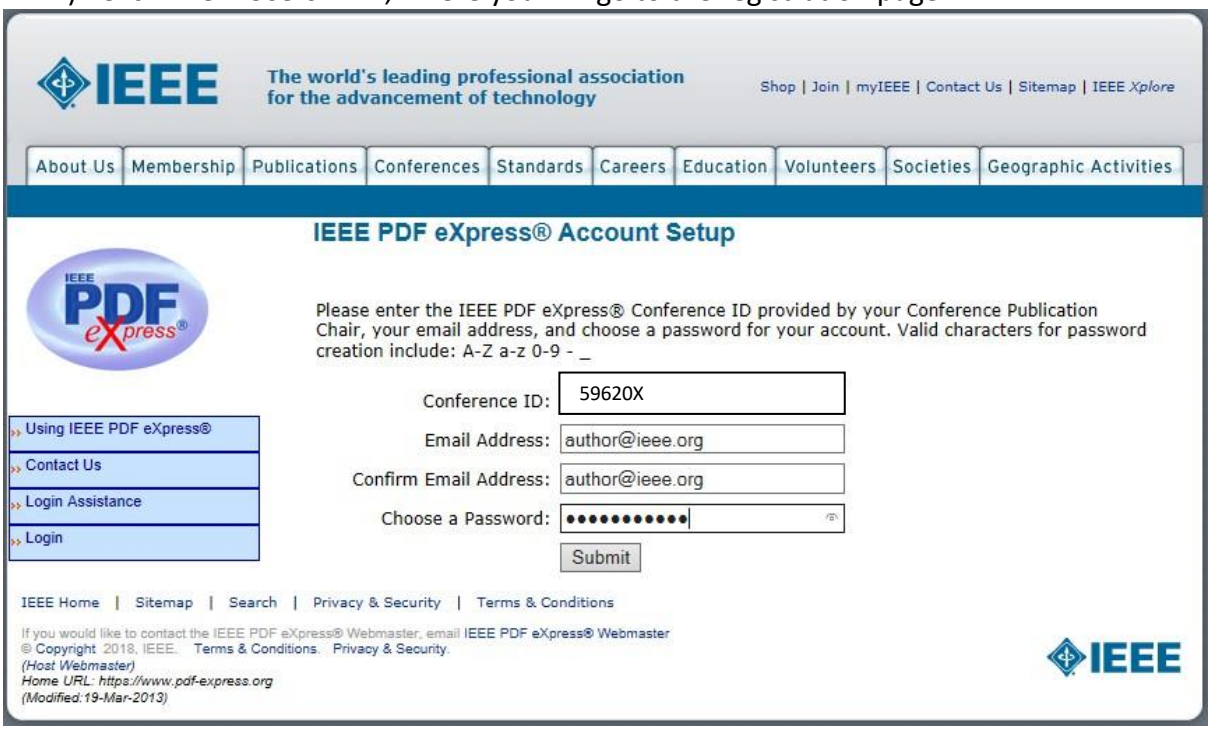
Using PDF Express

To use PDF Express, first go to the web page:

1) www.pdf-express.org



2) Click “New Users” link, where you will go to the registration page:



The conference ID is **592620X.**

Enter YOUR email address (twice) and then choose and enter a password. Click on the Submit button to register.

3) You will get a confirmation email, at the email account used on registration page at some point:

Dear Author,

An account has been created for you in IEEE PDF eXpress Plus.

Here is your login information:

Conference ID: 59620X
Email address: author@ieee.org
Password: *******

Login at the Main Page: https://www.pdf-express.org/plus

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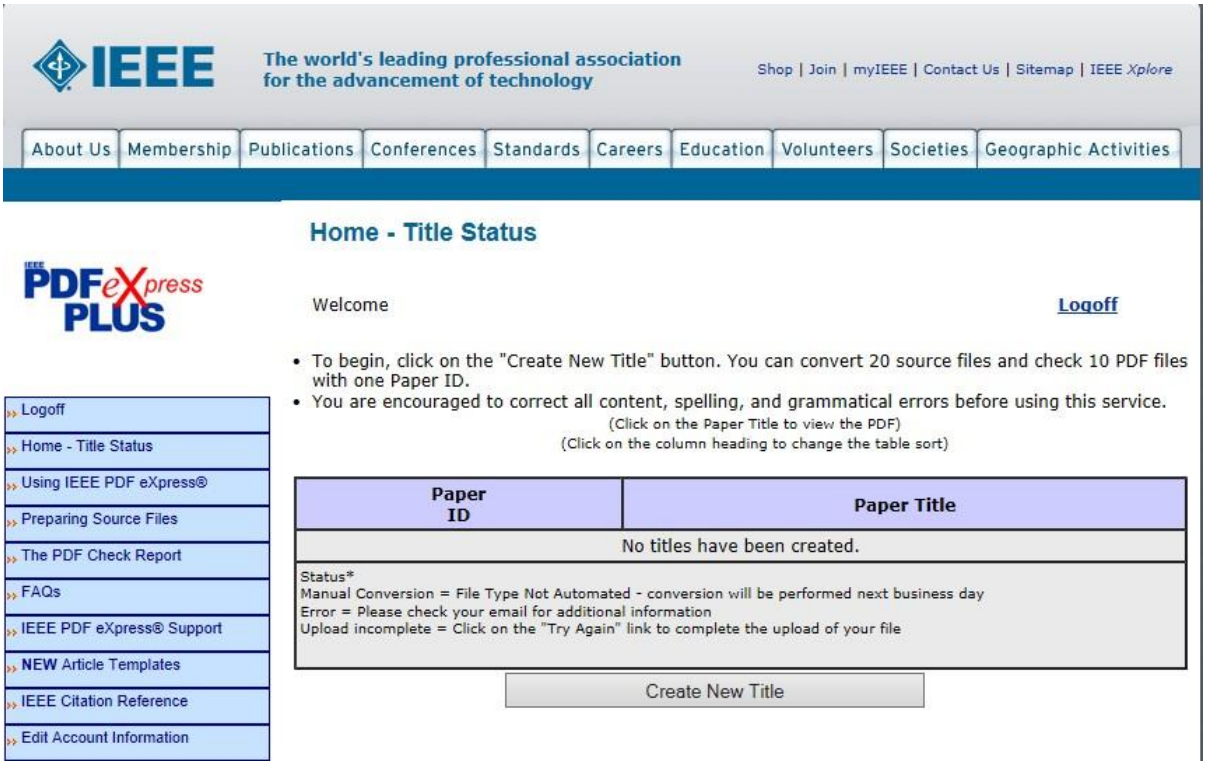
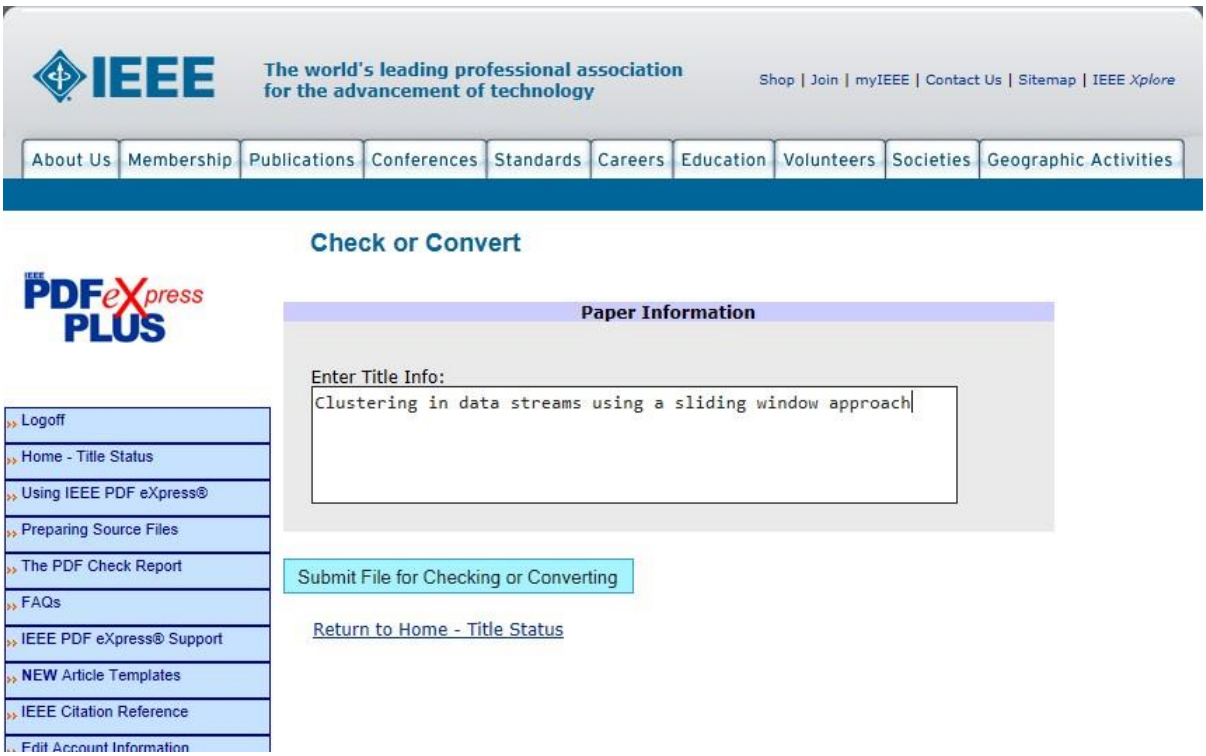
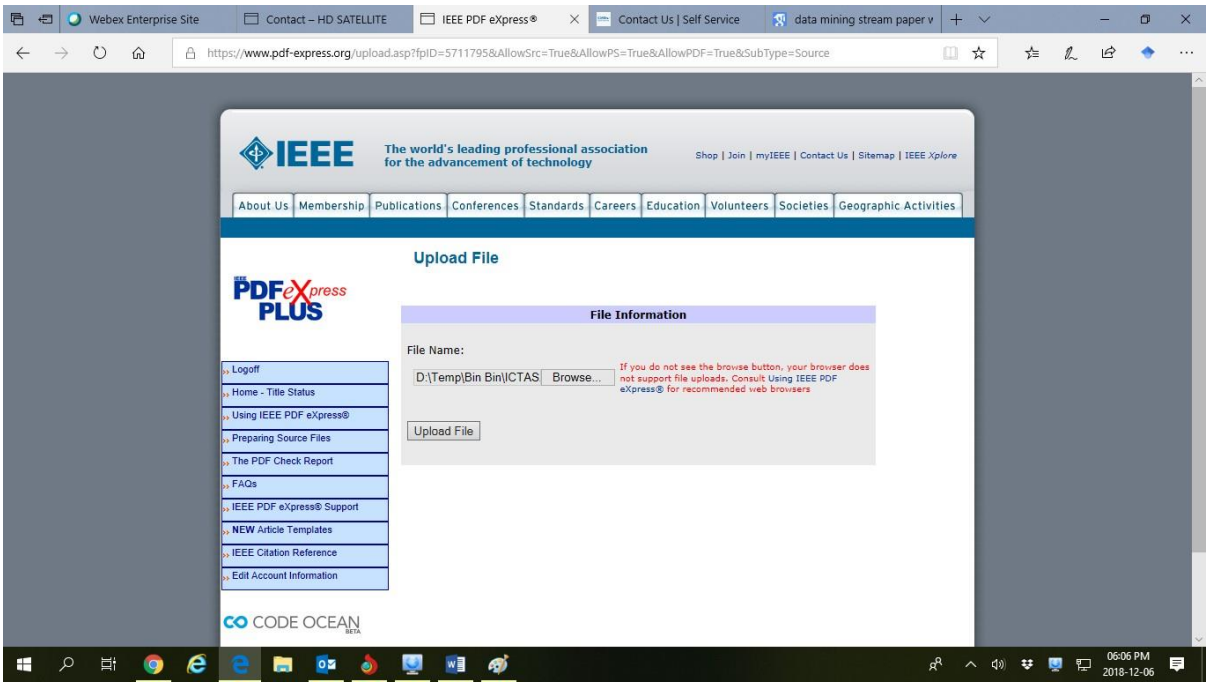
4) You will then go to Title Status Page. Click on “Create New Title” button.



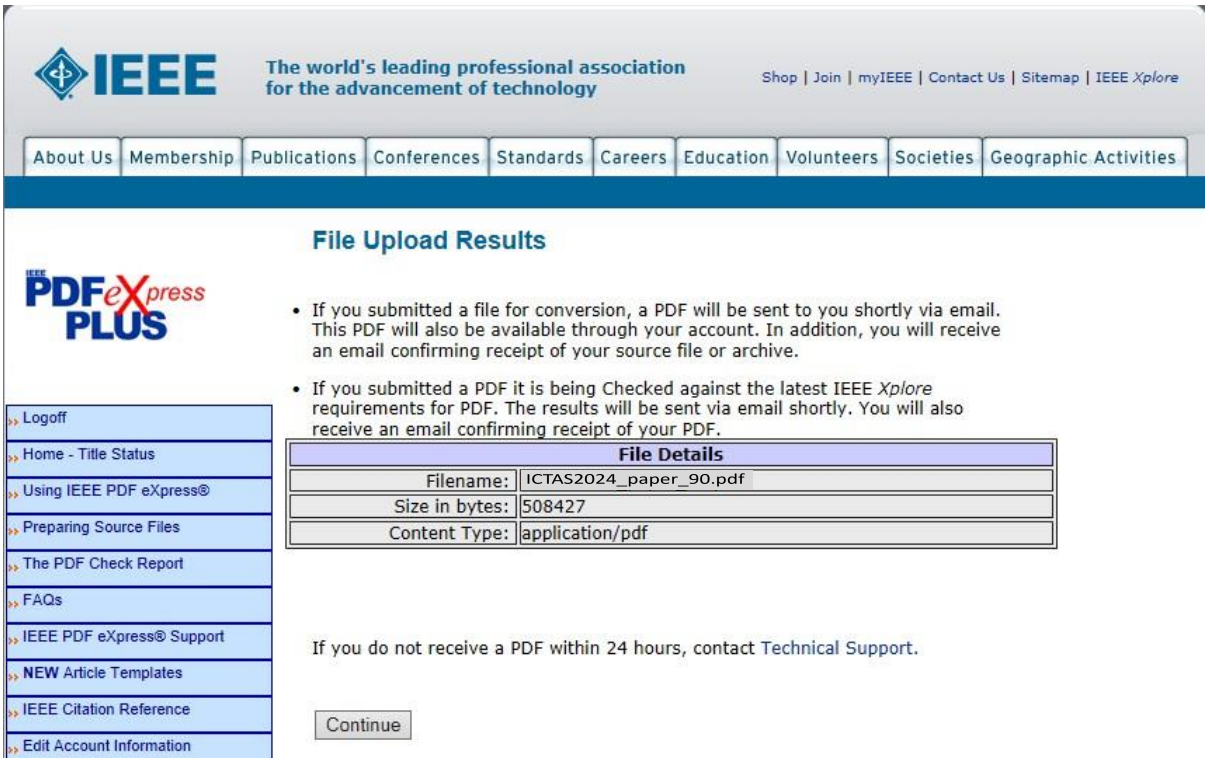
5) Enter the title of your paper and click on the “Submit File for Checking or Converting” button.



6) You will then go to the File Upload page where you can click on the Browse Button to locate your paper on your computer. Click the “Upload File” button.



7) After uploading, you will go to this screen



8) You first will receive an email confirming that the file was received

Dear Author,

PDF eXpress Plus has received your file:

Filename: ICTAS2024_paper_90.pdf
Title: Clustering in data streams using a sliding window approach

Paper ID: 5711795
Received: 6 December 2023 08:20 -0800 GMT

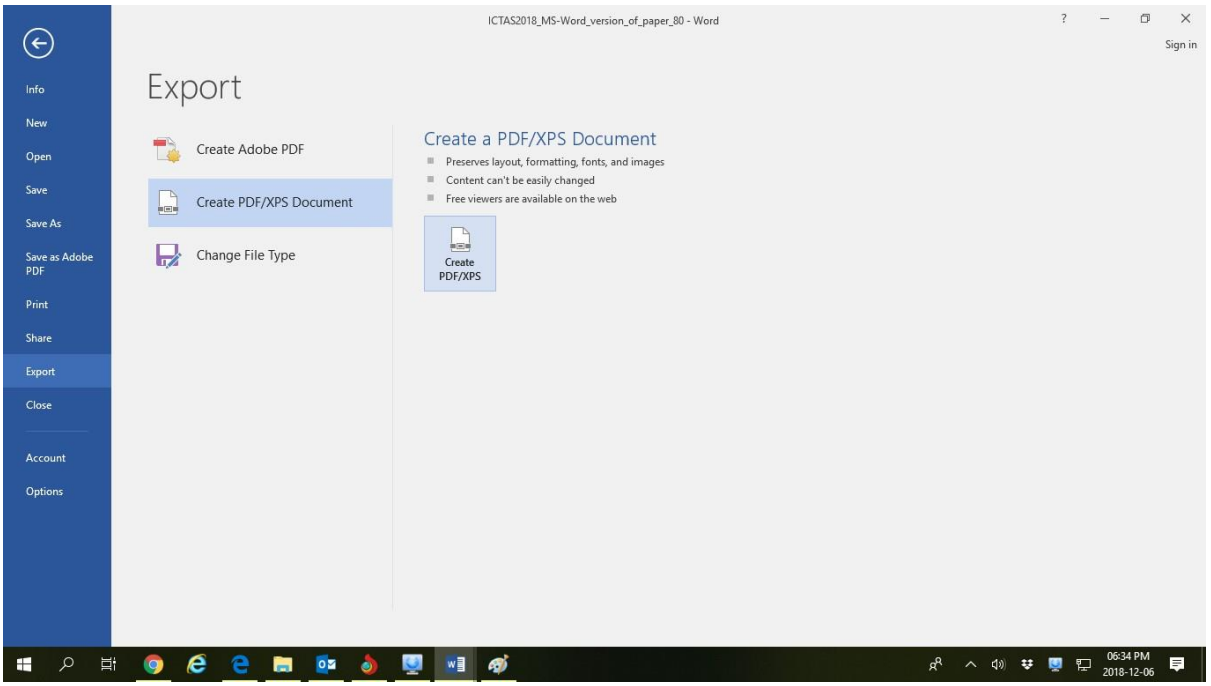
If you submitted a PDF: PDF eXpress Plus will compare your PDF to the latest IEEE Xplore requirements. You will receive another email when your PDF has been checked.

If you submitted source file(s): PDF eXpress Plus will convert your source file(s) to PDF in accordance with the latest IEEE Xplore requirements. Check your PDF eXpress Plus account and click "Refresh File Status" to see the result.

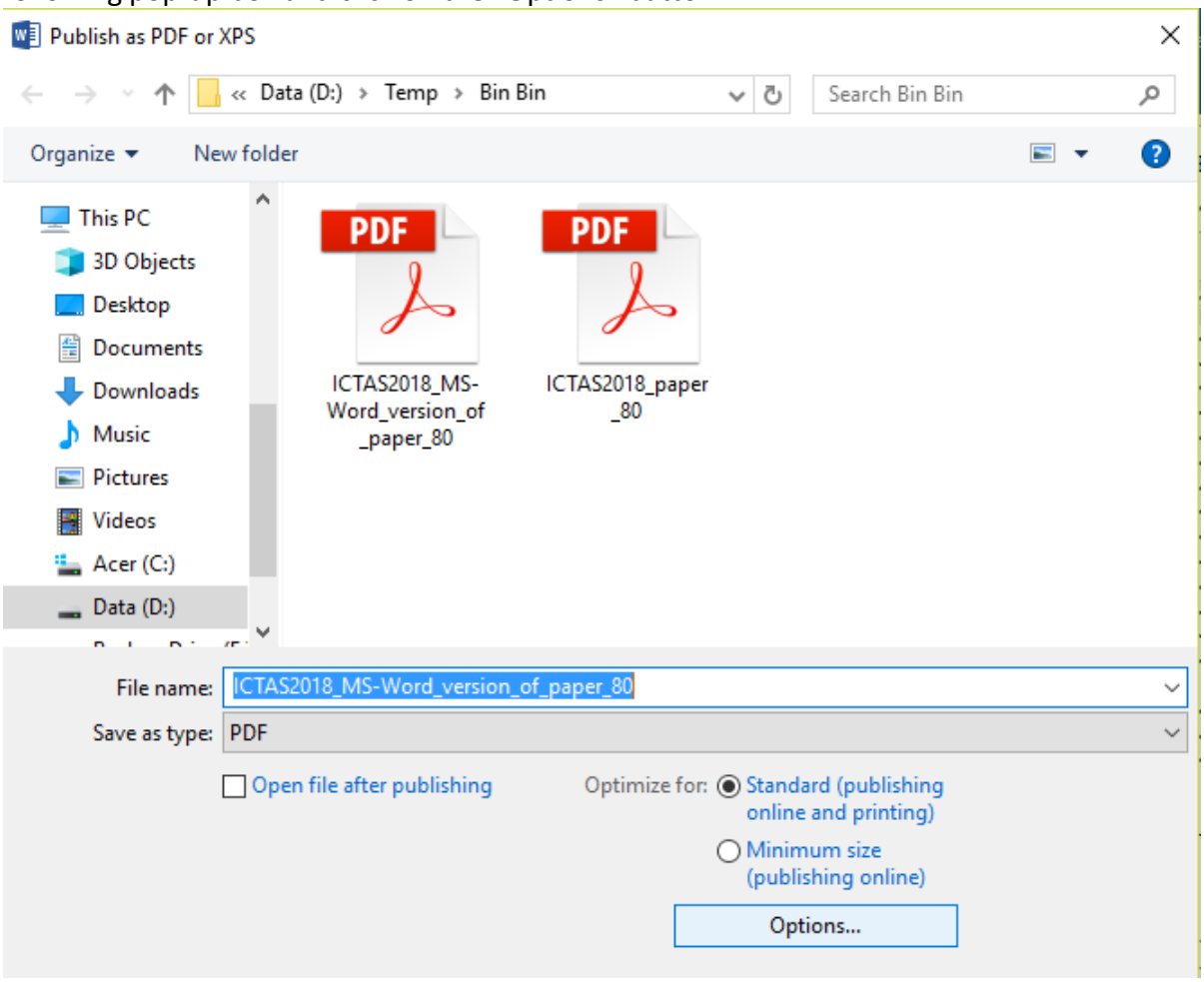
Thank you for using PDF eXpress Plus!

9) After you will receive an email stating whether or not your paper passed PDF Express or not.

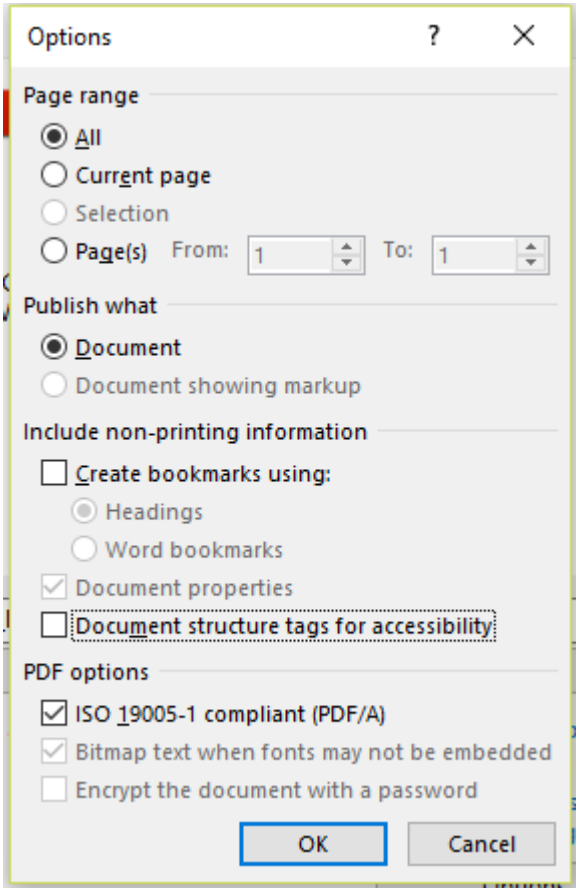
Tips for Converting MS-Word Paper to PDF



Open your MS-Word paper file, click on File tab; click on the Export Menu; select "Create PDF/XPS Document" and click on the "Create PDF/XPS" button. You will then go to the following pop-up box and click on the "Options" button:



In the Options pop-up button:



Make sure that ONLY the “ISO 19005-1 compliant (PDF/A)” box is checked and then click the “OK” button. The MS-Word document will be formatted to PDF.