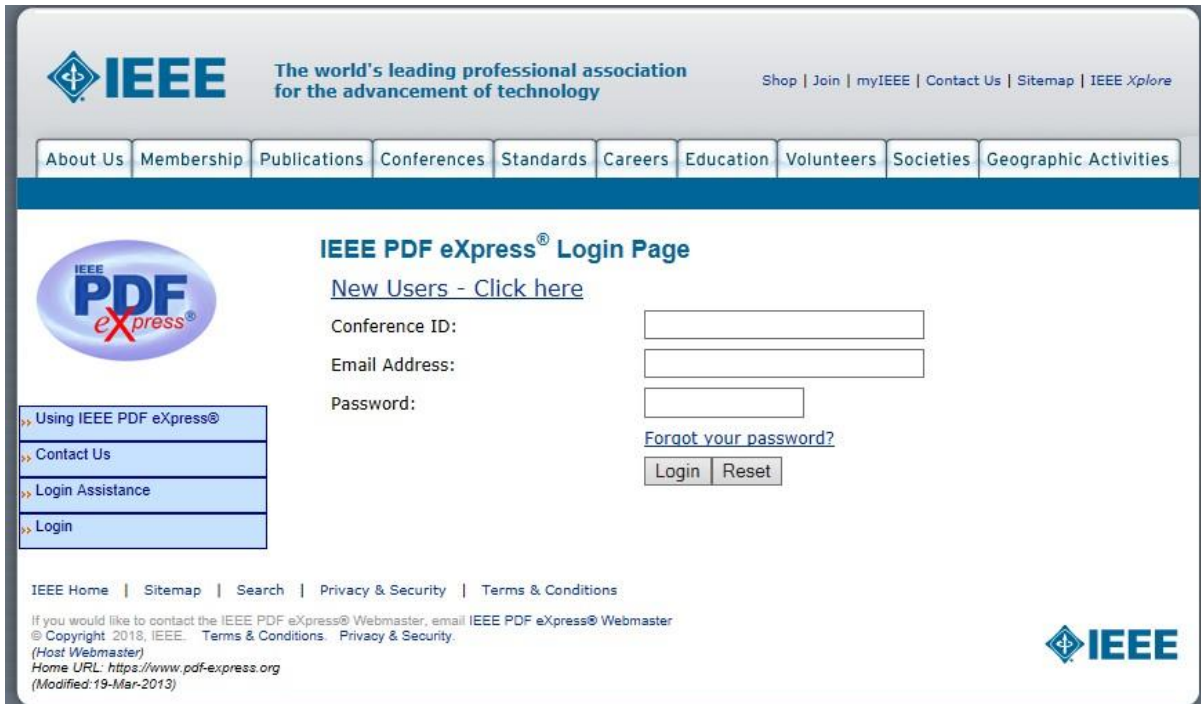


## Using PDF Express

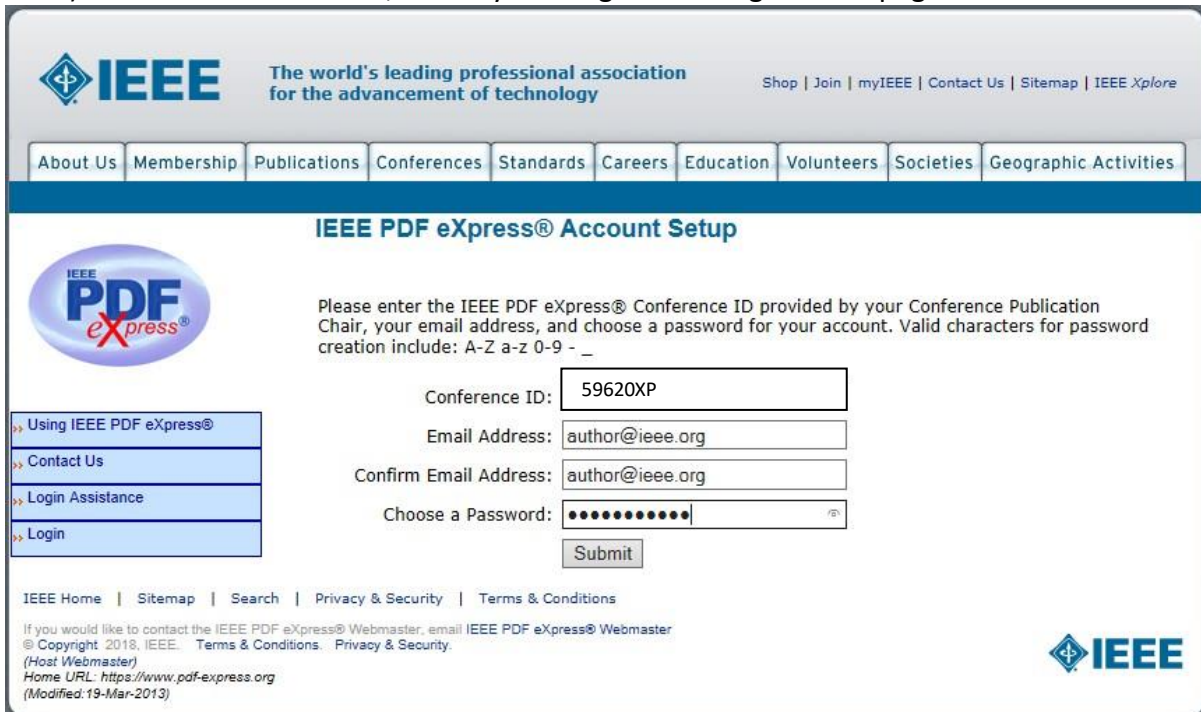
To use PDF Express, first go to the web page:

- 1) [www.pdf-express.org](http://www.pdf-express.org)



The screenshot shows the IEEE PDF eXpress Login Page. At the top, the IEEE logo is on the left, followed by the text "The world's leading professional association for the advancement of technology". To the right are links for "Shop | Join | myIEEE | Contact Us | Sitemap | IEEE Xplore". Below this is a navigation bar with buttons for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The main content area features the IEEE PDF eXpress logo on the left and a login form on the right. The form includes fields for "Conference ID:", "Email Address:", and "Password:". A "Forgot your password?" link is below the password field, and "Login" and "Reset" buttons are at the bottom. A sidebar on the left contains links: "Using IEEE PDF eXpress@", "Contact Us", "Login Assistance", and "Login". At the bottom, there is a footer with "IEEE Home | Sitemap | Search | Privacy & Security | Terms & Conditions", copyright information for 2018, and the IEEE logo.

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



The screenshot shows the IEEE PDF eXpress Account Setup page. The layout is similar to the login page, with the IEEE logo and navigation bar at the top. The main heading is "IEEE PDF eXpress® Account Setup". Below this, instructions state: "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 - \_". The form contains fields for "Conference ID:" (with the value "59620XP"), "Email Address:" (with the value "author@ieee.org"), "Confirm Email Address:" (with the value "author@ieee.org"), and "Choose a Password:" (with masked characters). A "Submit" button is at the bottom. The sidebar on the left is the same as in the login page. The footer at the bottom includes the same navigation and copyright information as the login page.

The conference ID is **59620XP**

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: 59620XP

Email address: author@ieee.org

Password: \*\*\*\*\*

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

Keep this email for future reference.

Thank you for using IEEE PDF eXpress Plus!

For guidance in creating IEEE Xplore-compliant PDFs, visit [our online FAQ](#)

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

**IEEE** The world's leading professional association for the advancement of technology Shop | Join | myIEEE | Contact Us | Sitemap | IEEE Xplore

About Us | Membership | Publications | Conferences | Standards | Careers | Education | Volunteers | Societies | Geographic Activities

### Home - Title Status

Welcome [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](#)

IEEE PDF eXpress PLUS

- » 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
- » Edit Account Information

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

The screenshot shows the IEEE PDF eXpress PLUS interface. At the top, the IEEE logo and tagline "The world's leading professional association for the advancement of technology" are visible, along with navigation links like "Shop | Join | myIEEE | Contact Us | Sitemap | IEEE Xplore". Below this is a horizontal menu with categories: "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The main heading is "Check or Convert". On the left, there is a vertical navigation menu with items like "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 central area is titled "Paper Information" and contains a text input field with the text "Clustering in data streams using a sliding window approach". Below the input field is a blue button labeled "Submit File for Checking or Converting" and a link "Return to Home - Title Status".

- 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.

The screenshot shows the IEEE PDF eXpress PLUS interface on the "Upload File" page. The top navigation and menu are identical to the previous screenshot. The main heading is "Upload File". On the left, the same vertical navigation menu is present. The central area is titled "File Information" and contains a "File Name:" label followed by a text input field containing "D:\Temp\Bin\ICTAS". To the right of the input field is a "Browse..." button. Below the input field is an "Upload File" button. A red error message is displayed: "If you do not see the browse button, your browser does not support file uploads. Consult Using IEEE PDF eXpress® for recommended web browsers". At the bottom of the page, the "CODE OCEAN" logo is visible. The browser's address bar shows the URL "https://www.pdf-express.org/upload.aspx?fpID=5711795&AllowSrc=True&AllowPS=True&AllowPDF=True&SubType=Source". The Windows taskbar at the bottom shows the time as 06:06 PM on 2018-12-06.

- 7) After uploading, you will go to this screen

### File Upload Results



» 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
» Edit Account Information

- 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.

File Details	
Filename:	ICTAS2024_paper_90.pdf
Size in bytes:	508427
Content Type:	application/pdf

If you do not receive a PDF within 24 hours, contact [Technical Support](#).

- 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

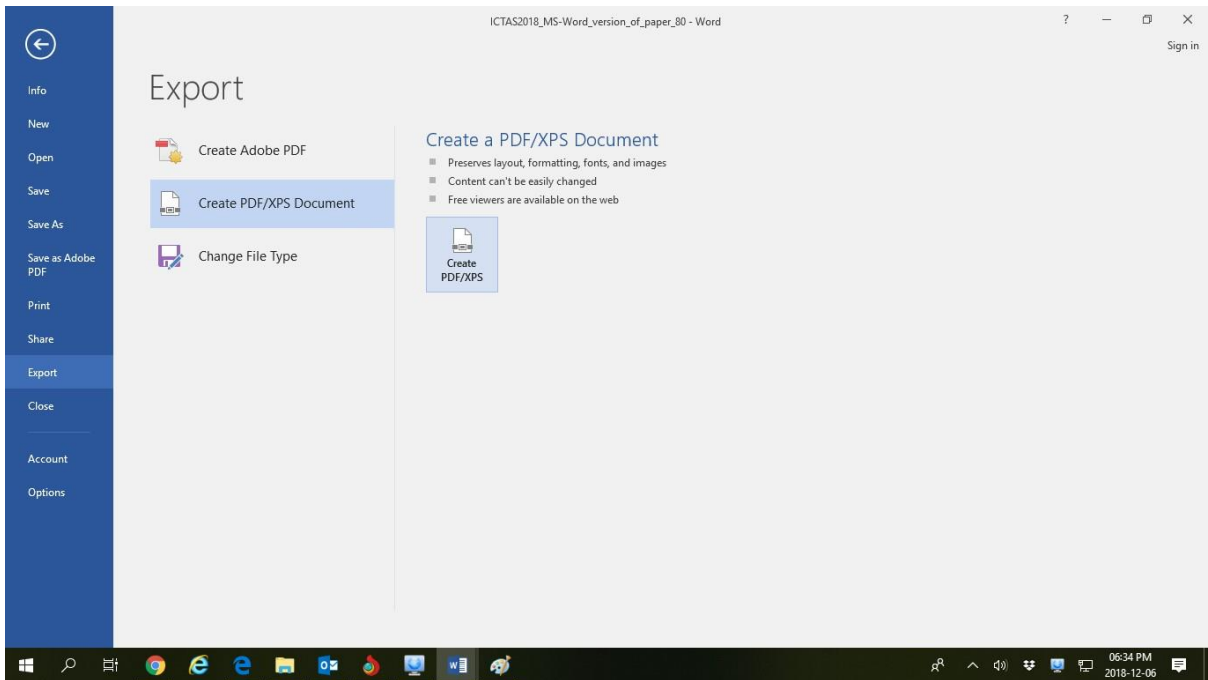
If you submitted a PDF: PDF eXpress Plus will compare your PDF to the latest IEEE Xplore requirements. You will receive another email when your PDF has been checked.

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.

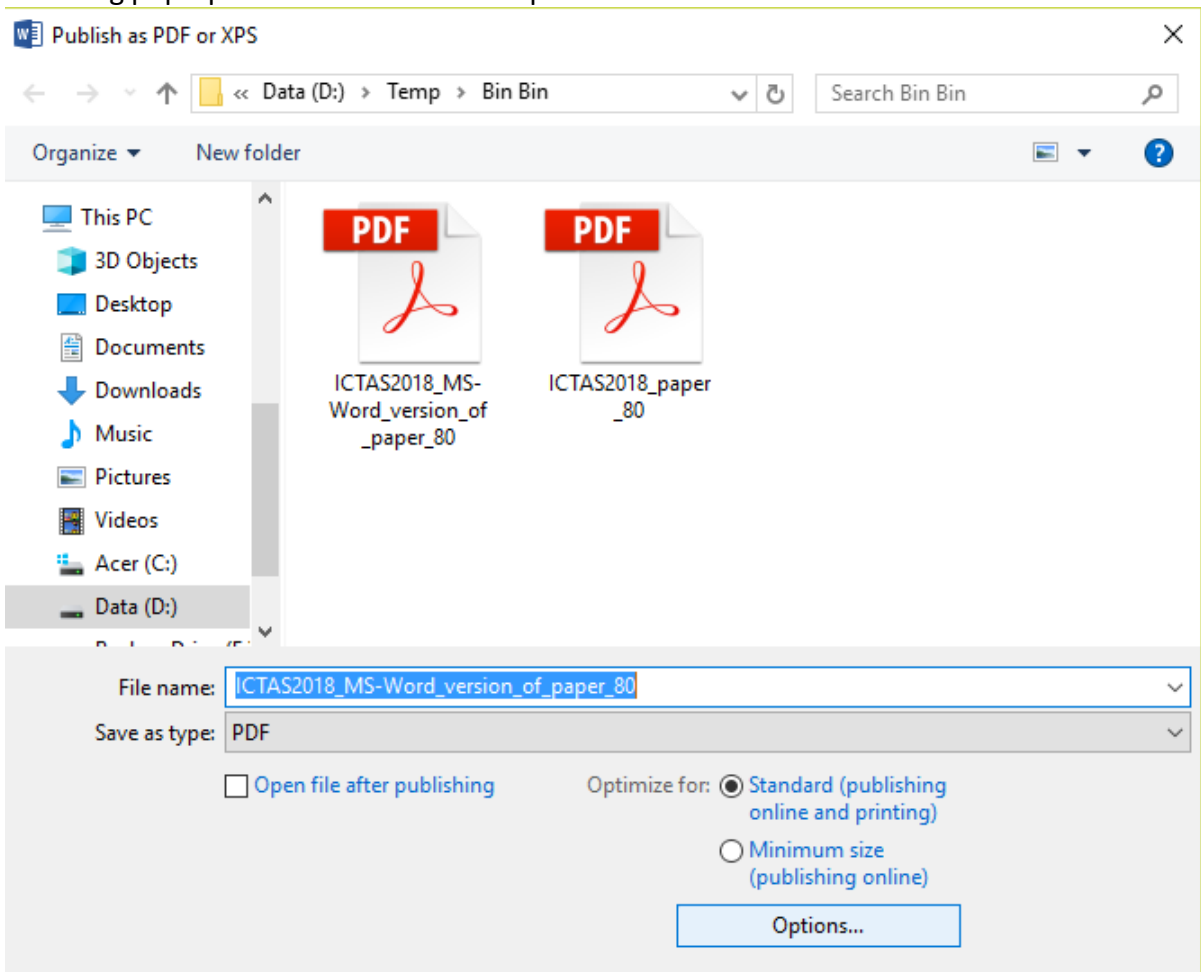
Thank you for using PDF eXpress Plus!

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

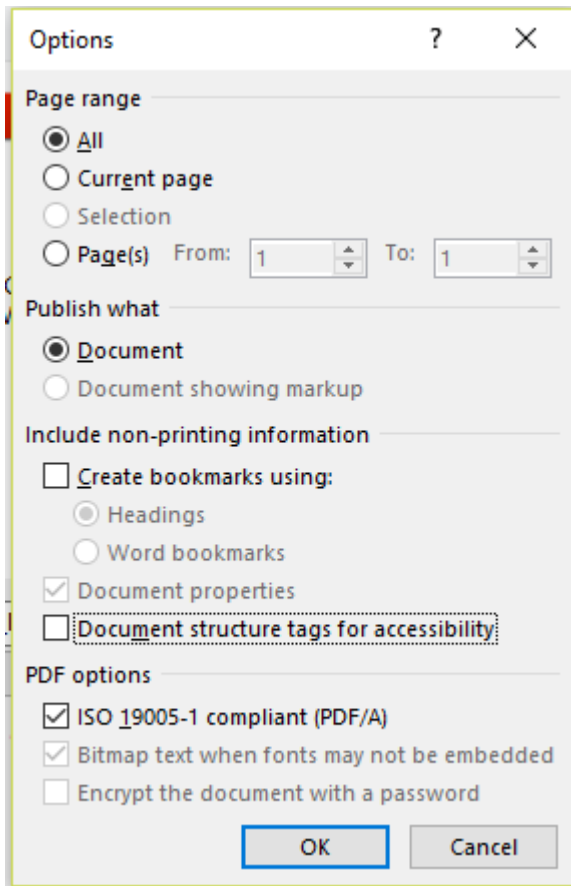
### Tips for Converting MS-Word Paper to PDF



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.