

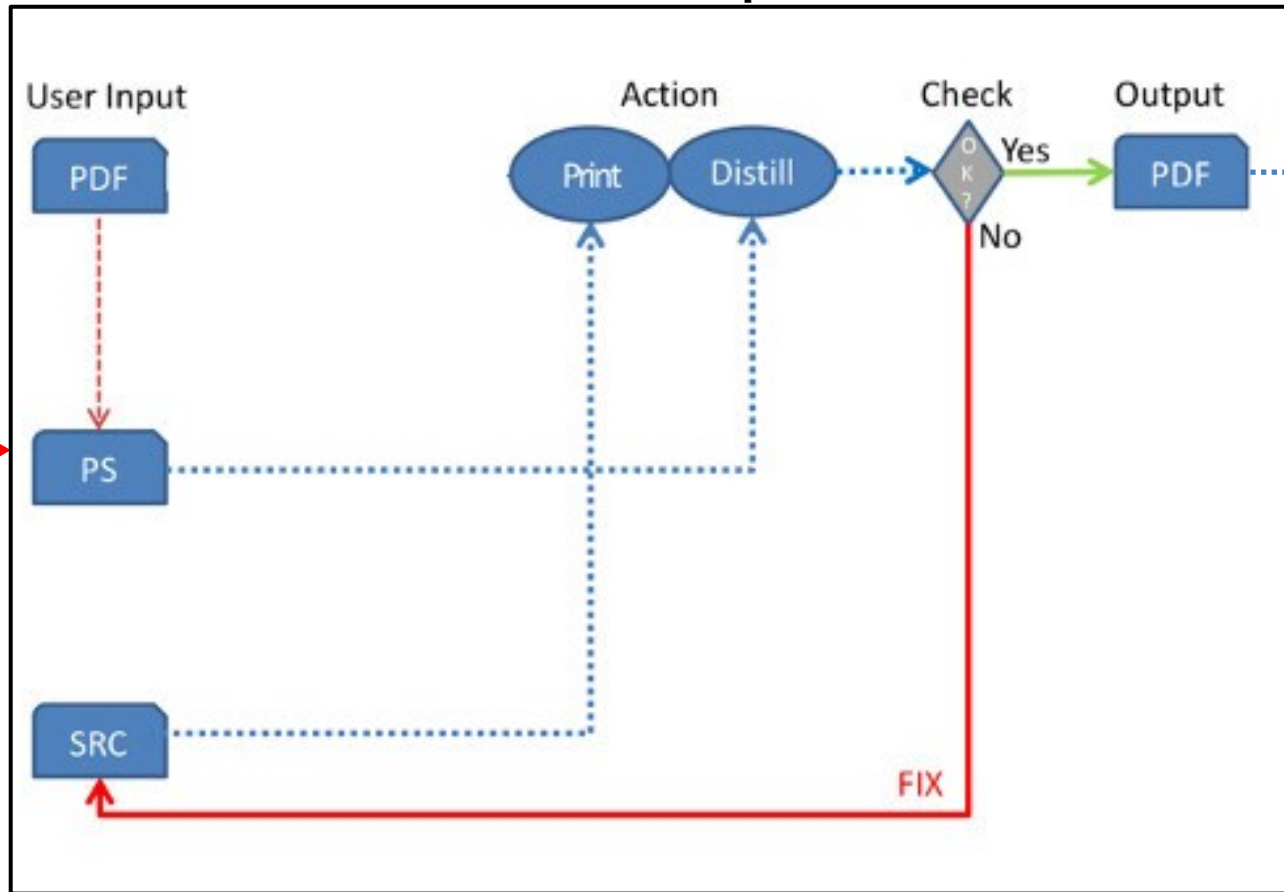
Editing with Acrobat/Pitstop

WEB2A01– Raphael Mueller, GSI

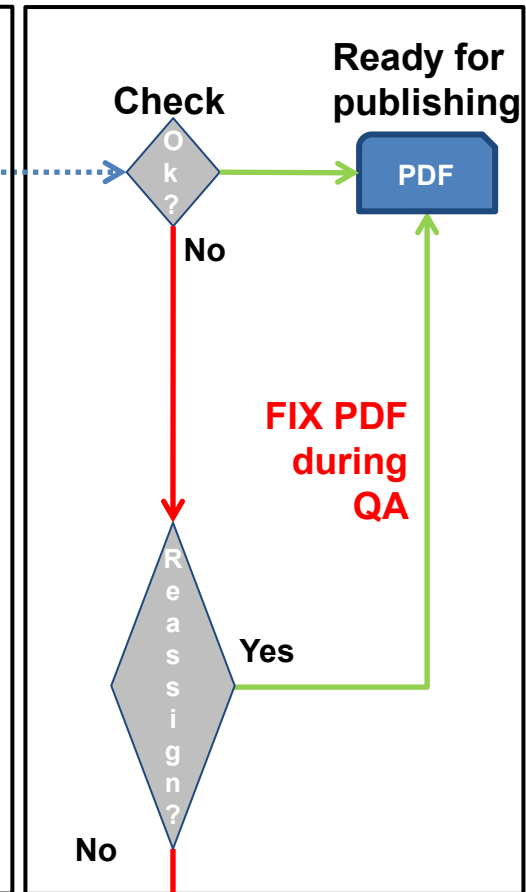
- Editing
 - Pre-Processing
 - Process / Verify
 - Post-Processing
- Quality Assurance
- Tips & Tricks
- Questions

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers

Process Paper



QA



Paper is sent back to the editor to correct it

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Basic Procedure

- Pre-Processing
 - Request a paper from SPMS
 - Download PDF or PS
 - If not available download the source and destill it (-> yellow dot)
 - Save as PS and (re)distill to PDF

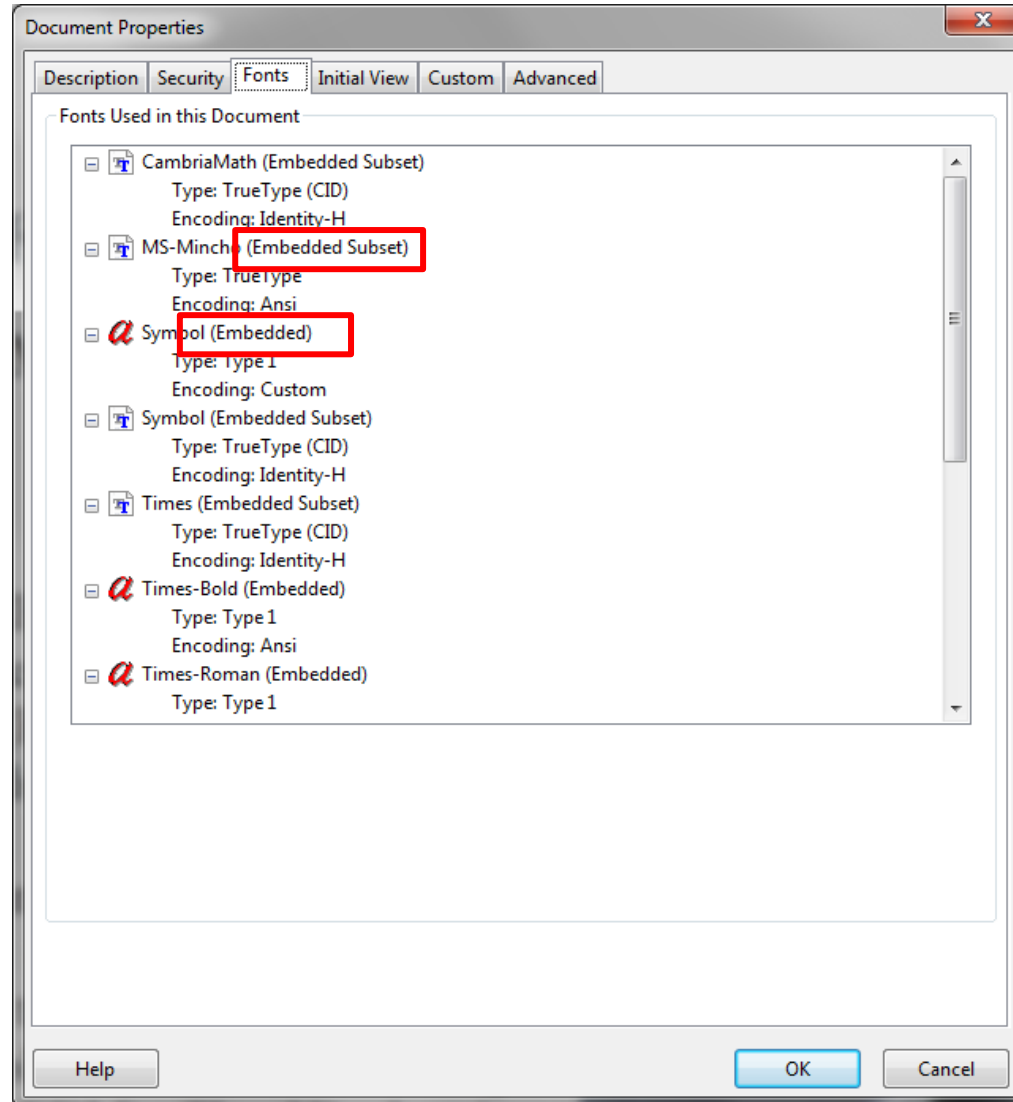
Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Basic Procedure

- **Process / Verify**
 - Check fonts
 - Check page number
 - Check readability and display time
 - Apply the JACoW Media Box
 - Check margins
 - Check page size
 - Check formatting and „Common Author Oversights“
 - Fix the problems
 - If it takes you more than one hour to fix it, send it back to the author

Basic Processing

Check Fonts

Press Ctrl+D
in Acrobat and open
the „Fonts“ Tab.

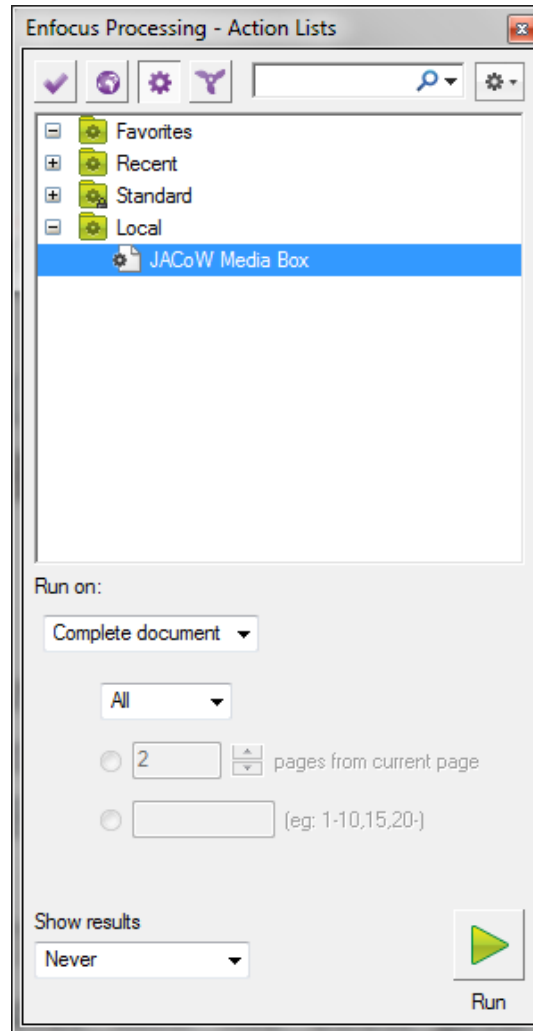


Basic Processing

Apply the JACoW Media Box

Press Ctrl+Alt+A
in Acrobat and open
the PitStop Action List.

Select the
JACoW Media Box and
execute it by clicking
„Run“.



Basic Processing

Check Margins & Page Size

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Paper Measurement Cheat-Sheet

If Acrobat is
configured properly...

Press Ctrl+U
in Acrobat and activate
the „Grid“. Check that
the text stays inside of
the grid.

Check the page size at
the bottom of the window:
it should be 595 x 792 pt.



Basic Processing

Check Marings & Page Size

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Paper Measurement Cheat-Sheet

A Paper measurement Cheat-Sheet was provided by Volker that shows all the measurements.

PREPARATION OF PAPERS FOR JACoW CONFERENCES*

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Abstract

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conference Website (JACoW) collaboration for the publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference information for page limits, method of electronic submission, etc. It is not intended that this should be a tutorial in word processing; the aim is to explain the particular requirements for electronic publication at these conference series.

SUBMISSION OF PAPERS

Each¹ author should submit the PDF or PostScript and all of the source files (text and figures), to enable the paper to be reconstructed if there are processing difficulties.

MANUSCRIPTS

Templates are provided for recommended software and authors are advised to use them. Please consult the individual conference help pages if questions arise.

General Layout

These instructions are a typical implementation of the requirements. Manuscripts should have:

- Either A4 (21.0 cm × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.59 cm × 27.9 cm; 8.5 in × 11 in) paper.
- Single-spaced text in two columns of 82.5 mm (3.25 in) with 5.3 mm (0.2 in) separation. Newer versions of Word (2007, 2010) have a default spacing of 1.5 lines; authors must change this to 1 line.
- The text located within the margins specified in Table 1 to facilitate electronic processing of the PDF file.

Table 1: Margin Specifications

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.02 in (26 mm)

Figure 1: Layout of papers.

Fonts

In order to produce good Adobe Acrobat PDF files, authors using a L^AT_EX template are asked to use only Times (in roman (standard), bold or italic) and symbols from the standard set of fonts. In Word use only Symbol and, depending on your platform, Times or Times New Roman fonts in standard, bold or italic form.

Title and Author List

The title should use 14 pt bold uppercase letters and be centred on the page. Individual letters may be lowercase to avoid misinterpretation (e.g., mW, MW). To include a funding support statement, put an asterisk after the title and a footnote at the bottom of the first column on page 1; in L^AT_EX use \thanks.

The names of authors, their organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12 pt upper and lowercase letters.

Footnotes

^{*} Work supported by ...
[†] cee@aps.anl.gov
[‡] This is a text footnote with a longer text which is wrapped over several lines to show layout and indentation when text does not fit into a single line.

Measurements:

- Top margin: 737.0 pt
- Text width: 297.7 pt
- Text height: 56.9 pt
- Text width (column): 173.7 pt
- Text height (column): 290.4 pt
- Text width (column): 304.9 pt
- Text height (column): 421.8 pt
- Text width (column): 538.6 pt
- Text height (column): 60.0 pt without descenders
- Text height (column): 58.0 pt with descenders

Basic Processing

Formatting and „Common Author Oversights“

Wiki: for Authors > Templates

for Authors > Formatting Citations

for Organizers > During the Conference > Proceedings Production > Processing Papers > Common Author Oversights

- Compare with the template
 - <http://www.jacow.org/index.php?n=Authors.MSWord>
 - <http://www.jacow.org/index.php?n=Authors.LaTeX>
 - <http://www.jacow.org/index.php?n=Authors.OpenDocument>
- Check „Formatting Citations“
 - <http://www.jacow.org/index.php?n=Authors.FormattingCitations>
- Check „Common Author Oversights“
 - <http://www.jacow.org/index.php?n=Editors.CommonAuthorOversights>

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Basic Procedure

- **Post-Processing**
 - Print, check visually
 - Write down Paper ID, initials and time on the corner of the paper
 - Dot the paper (or use stamping tools)
 - Green
 - Nothing is wrong
 - No further action required
 - Yellow
 - Source file changed
 - Author should proofread
 - Red
 - Extensive work necessary, author should fix and resubmit
 - Author should come to the proceedings office
 - Upload ALL processed files to SPMS
 - Use SPMS to set status and error codes

- Editing
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- Questions

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Quality Assurance

- From the „Papers to QA“ bin take a printed paper that you did not process
- Download the PDF using the editor QA interface
- Check the requirements (again)
 - Technical (fonts, page size, performance, etc.)
 - General Appearance (Common Author Oversights)
- Check carefully and correct in SPMS
 - Title
 - Number of pages
 - Author list
 - See also in the Wiki:
for Organizers > During the Conference > Proceedings Production
> Cross-Checking Authors/Titles

Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Quality Assurance

- If everything is Ok
 - Select QA Ok and submit
- If anything is NOT Ok
 - If the PDF can be fixed
 - Fix
 - Upload
 - Select QA Ok
 - If it can not be fixed
 - Select QA failed
 - Choose original editor and explain the problem or
 - Choose to reassigning the paper to yourself and fix it

- Editing
 - Pre-Processing
 - Process / Verify
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Wiki: for Organizers > During the Conference > Proceedings Production > Processing Papers > Tips & Tricks for Processing

- How to ...
 - paint over unintentional objects with Pitstop
 - move objects with Pitstop
 - create a quick run for the JACoW media box
 - use advanced search for checking reference and figure numbering
 - display the toolbar buttons in Acrobat X
 - remove/hide hyperlinks using PitStop
 - scale items with PitStop
 - add a missing footnote separator
 - embed or change fonts using PitStop
 - convert an EPS/PS to a bitmap image using GIMP

- Editing
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- PitStop Shortcuts
 - http://www.enfocus.com/manuals/ReferenceGuide/PP/12/enUS/en-us/common/ppr/reference/re_shortcuts.html
- Acrobat Shortcuts
 - <http://helpx.adobe.com/acrobat/using/keyboard-shortcuts.html>

- Remember:
Questions are guaranteed in life, answers are not ...

