

Editing with Acrobat/Pitstop

WEBA2 - Raphael Mueller, GSI



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







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Editing & QA



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



Paper is sent back to the editor to correct it

GSI Helmholtzzentrum für Schwerionenforschung GmbH R.Mueller - Editing with Acrobat/Pitstop

Basic Processing Procedure



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

Basic Processing Procedure



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

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

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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".

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(eg: 1-10,15,20-)		
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Never -		
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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.



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

Basic Processing Procedure



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

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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

Quality Assurance (2)



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

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Tips & Tricks



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

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Shortcuts



- 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 ...

