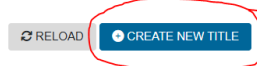


1. **Create a New Title:** From the IEEE PDF eXpress Dashboard (Conference ID: 71159X), click the **"CREATE NEW TITLE"** button to begin.

IEEE PDF eXpress® Dashboard: 71159X

- To begin, click on the "CREATE NEW TITLE" button. You can convert 20 source files and check 10 PDF files with one Paper ID.
- Click "RELOAD" button to refresh the PDF Conversion/Validation status.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.
- After using IEEE PDF eXpress®, submit your IEEE Xplore-Compatible PDF by **09/25/2026**



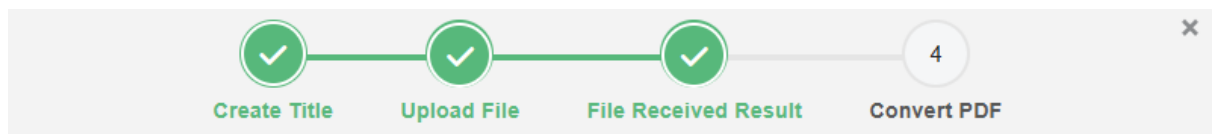
2. **Enter Paper Details:** Under the "Create Title" step, type the name of your paper into the "Paper Title" text box and click **"CONTINUE"**.

A screenshot of the 'Create Title' step in the IEEE PDF eXpress dashboard. At the top, there is a progress bar with four steps: 'Create Title' (completed, green checkmark), 'Upload File' (2), 'File Received Result' (3), and 'Convert PDF' (4). Below the progress bar, the 'Paper Title*' text box contains the text 'Instruction to use IEEE PDFeXpress for ICOM'26'. A red squiggly line is under the word 'PDFeXpress'. Below the text box, it says '454 characters remaining'. At the bottom, there is a blue 'CONTINUE' button.

3. **Upload Your File:** On the "Upload File" screen, either drag and drop or browse to select your source document. Make sure your file name does not contain any special characters other than hyphens, underscores, dots, or parentheses. Once it indicates "Success," click **"CONTINUE"**.

A screenshot of the 'Upload File' step in the IEEE PDF eXpress dashboard. At the top, there is a progress bar with four steps: 'Create Title' (completed, green checkmark), 'Upload File' (completed, green checkmark), 'File Received Result' (3), and 'Convert PDF' (4). Below the progress bar, there is a red 'NOTE' that says 'Special characters other than hyphen, underscore, dot, and parenthesis are not allowed in the file name.' Below the note is a large dashed box with a document icon and an upward arrow, with the text 'Drag and drop or Browse files to upload'. Below the dashed box, the file name 'ICOM26format_camera-ready.doc' is displayed, followed by '63.0 KB' and 'Success' in green. At the bottom, there are two buttons: a grey 'BACK' button and a blue 'CONTINUE' button.

4. **Confirm File Receipt:** You will reach the "File Received Result" screen, which confirms your file details and notifies you that the converted PDF will be sent via email and made available in your account. Click **"CONTINUE"**.



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.

File Detail	
File name:	ICOM26format_camera-ready.doc
Size in bytes:	64512
Content type:	application/msword

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

CONTINUE

5. **Approve the PDF:** Once your file conversion is complete and the status says "Pass," locate your paper in the dashboard and click the **checkmark icon** in the "Action" column to approve the document.

Paper ID	Paper Title	Filename	Status ⓘ	PDF	Source	Action
2026260576	Instruction to use IEEE PDFeXpress for ICOM'26	2026260576.pdf	Pass	0 of 10	1 of 20	    

6. **Download the Final PDF:** After the status updates to "Approved," click the **PDF icon** in the "Action" column to access and download your finalized, IEEE Xplore-compatible PDF.

Approved	0 of 10	1 of 20	
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7. **Upload to EDAS:** Once you have downloaded the approved PDF, navigate to the EDAS system and upload your finalized file for submission.

Review manuscript Final manuscript

