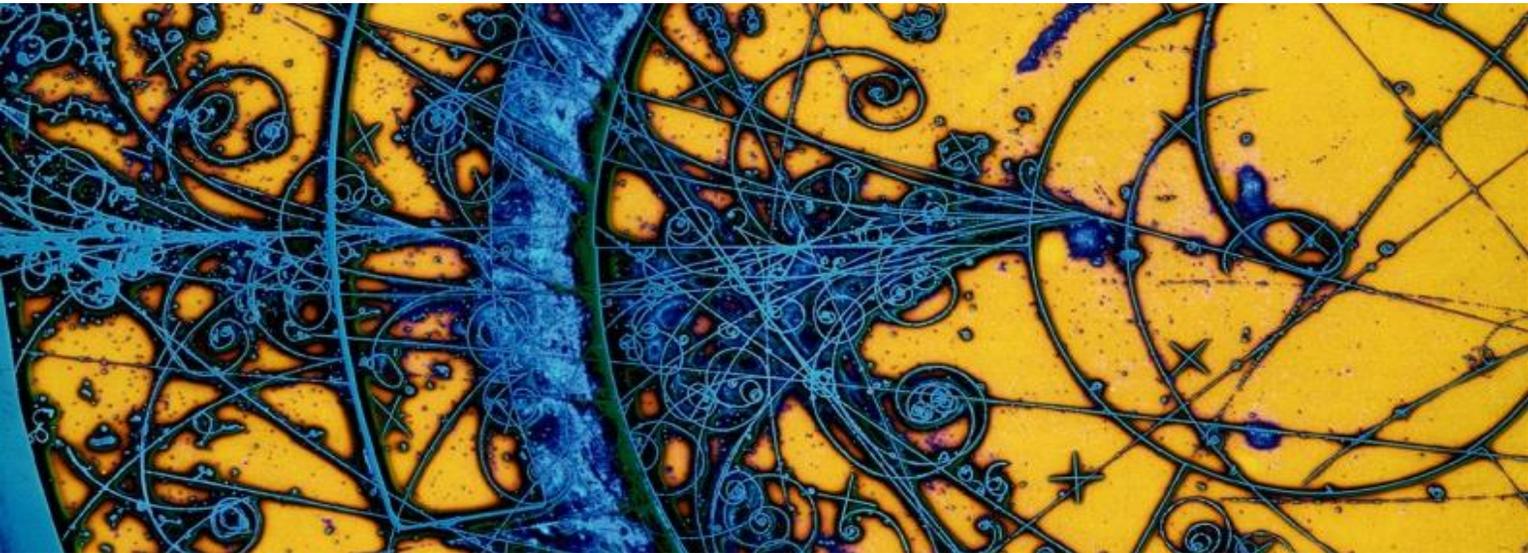# (The Ancient Art of) Editing PDF

JACoW Team Meeting 2025 – CERN, Switzerland

November, 06 2025

Maurizio Montis

Summary

- The PDF in the workflow
- Working with the PDF
- Before Working with the PDF
- Lessons Learned

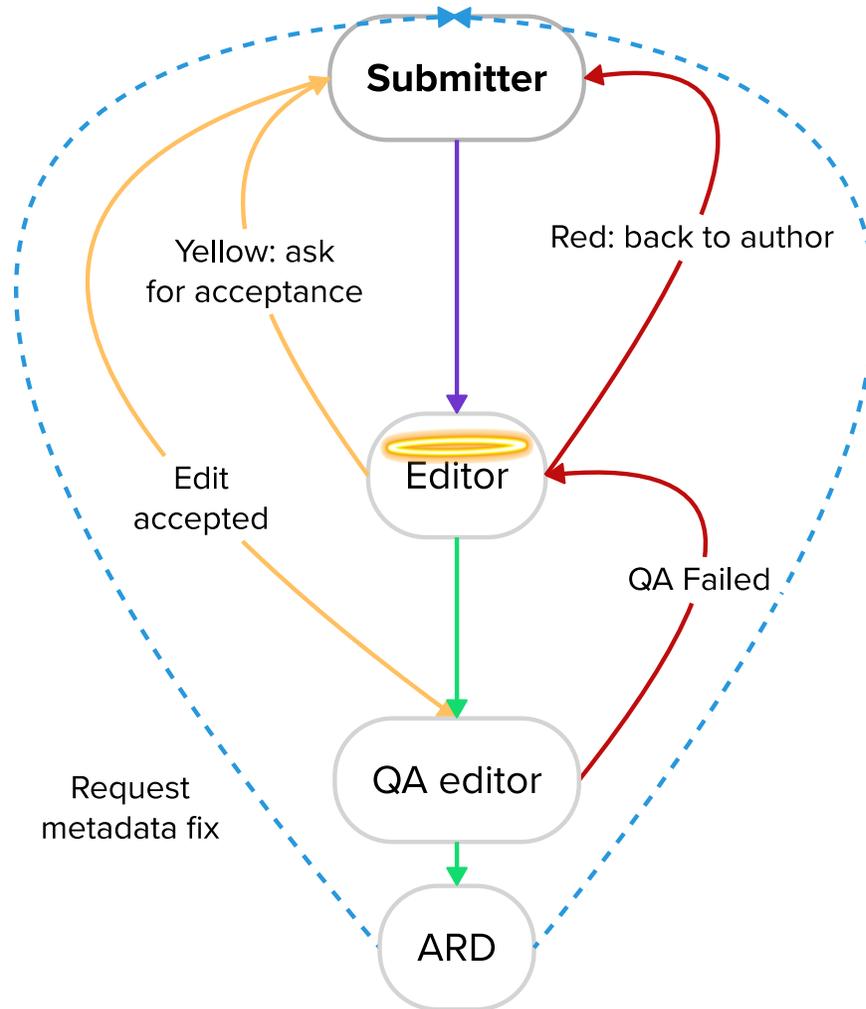# What is PDF for an editor?

What is PDF for an editor?

Paper **D**efect **F**inder

What is PDF for an editor?

Please **D**on't **F**ail ...

The PDF in the workflow

What an Editor must keep in mind

- Time is crucial
- Speed VS Accuracy
- The final output of proceeding are PDFs

The PDF is the first bet for an editor

- If everything is ok (*about 0.05% of the time*), the paper can be directly processed (from editor to QA editor)
- If there are big mistakes, you can directly contact the author(s)

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The Indico interface

From the Editor perspective – main page

- List of all contributions
  - Additional info available: Code, Title, Status, Editor

- Select the "Get next paper" button

From the Get Next Paper page

- Filters available to detect contributions
- Select a paper
  - → open the dedicated paper page
    - → assign the paper to yourself

The Indico interface – Paper Contribution

IPAC'25 - the 16th International Particle Accelerator Conference

FPGA board based cost-effective, robust and flexible online waveform monitors development, test and implementation at KEK Accelerator Test Facility #1274 [THPM049]

submitted for the contribution FPGA board based cost-effective, robust and flexible online waveform monitors development, test and implementation at KEK Accelerator Test Facility

Accepted

David Button is the assigned editor

K | #1 | as submitted files · May 28, 2025 10:44 AM | Show details
K | #2 | has submitted files · May 28, 2025 10:50 AM | Show details
K | #3 | has submitted files · May 28, 2025 11:17 AM | Hide

BibTeX file (only for LaTeX papers) | PDF | Source Files
No files uploaded | THPM049.pdf | ⊙ THPM049.tex

Supporting files for papers

THPM049_fig1.png
THPM049_fig4.png
THPM049_fig3.png
THPM049_fig2.eps
THPM049_fig5.png

Download ZIP

In this example:

- The PDF is uploaded by the author
- The original source file is Latex
- Figures uploaded in the supporting files area (mandatory for latex, optional for word)
- No Bibtex files in this contribution

What must I do?

- Download everything!

  (Download ZIP button)

The Indico interface – Paper Contribution

Suggestion: 7-zip Extract flat

What must I do?

- Download everything!
  (Download ZIP button)
- The extracted folder contains everything → organize the folder according to your preferences

Acrobat Pro (because we are Pros)

Acrobat Pro is the default application to open, edit (as less as possible) and save PDF

Custom JACoW script used for proceedings

- Crop and save
- Colored dots
- Columns guides

PitStop tool installed for advanced operations

NOTE: remember to set your identity!

Edit
→ Preferences
→ Identity

Let's Play with the PDF!

Maurizio Montis

What an Editor must check

PAPER

 # Overall document
Add item to group
- Crop paper first with Acrobat menu tool
- External margins
- Columns separation (toggle on/off column guides)
- Number of pages (+1 only for references)
- Fonts Embedded (except Type 3)

 # First page
Add item to group
- Authors' list: font - institute - grouping
- Title: All caps centered except sym
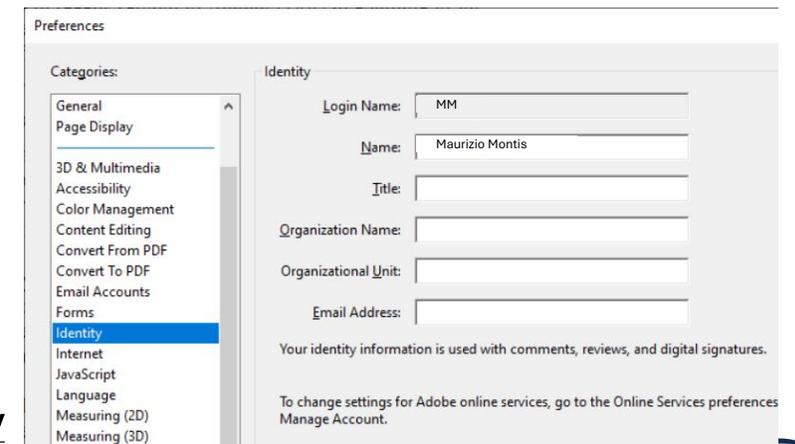- Footnotes: email optional. Check position + margins + size

 # Headings (no numbering)
Add item to group
- SECTION HEADING
- Subsection Heading
- Third Level Heading (inline)

 # Main text
Add item to group
- No Hyperlinks.
- Figure/Fig./Table together with number

 # Figures
Add item to group
- Unique + sequential numbering.
- Caption below image
- Figure X: Sentence case
- Centered text (single line) or justified (multi-line).
- Referenced in text (sequential).

 # Tables
Add item to group
- Unique + sequential numbering..
- Caption above table
- Table X: Title Case (if Possible)
- Centered text (single line) or justified (multi-line)
- Referenced in text (sequential)..

 # Equations
Add item to group
- Inside margins
- Unique + sequential numbering (optional)

 # References
Add item to group
- Unique + sequential numbering...
- Well aligned ([9] vs [99])
- Referenced in text (sequential)...
- No Hyperlinks..
- doi://10.12345/fancy-123: JACoW conferences: must have - journals + books nice to have
- Journal names + Proceedings in italics
- Check with RefDB/DOI.org/google search

 # Printed version corresponds with screen

Major Aspects
- Number of Pages
- Embedded Fonts
- Check Readability and Display Time
- Margins
- Page Size
- Headings
- Figures, Tabs, Equations
- References
- Remember to apply the JACoW Crop Box (sometimes it is required)

Many aspect to verify!
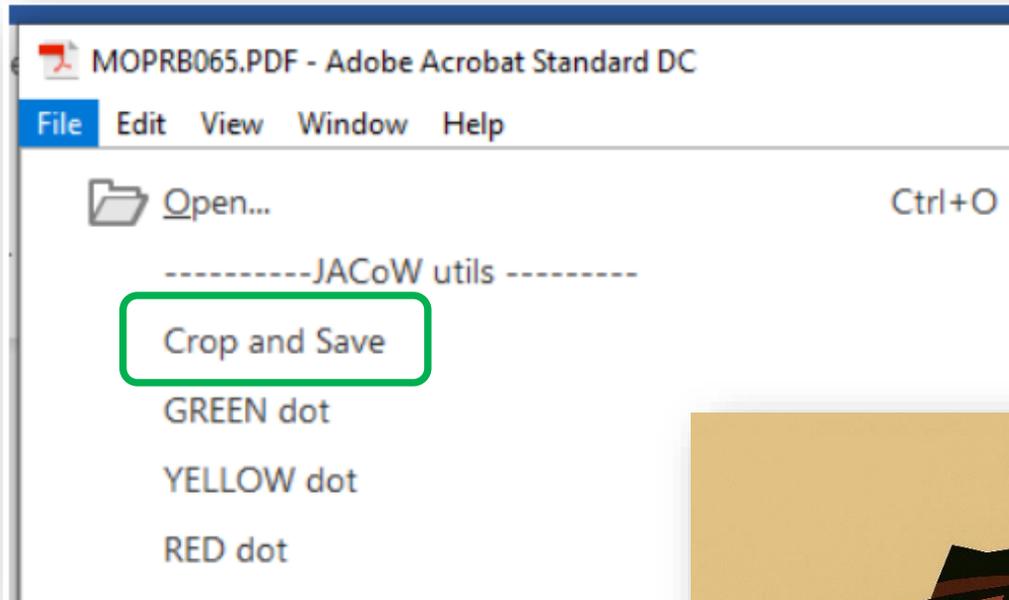Evaluate carefully the **time required** for a single paper!

Crop the Paper

By default, the new templates provide the final JACoW page size
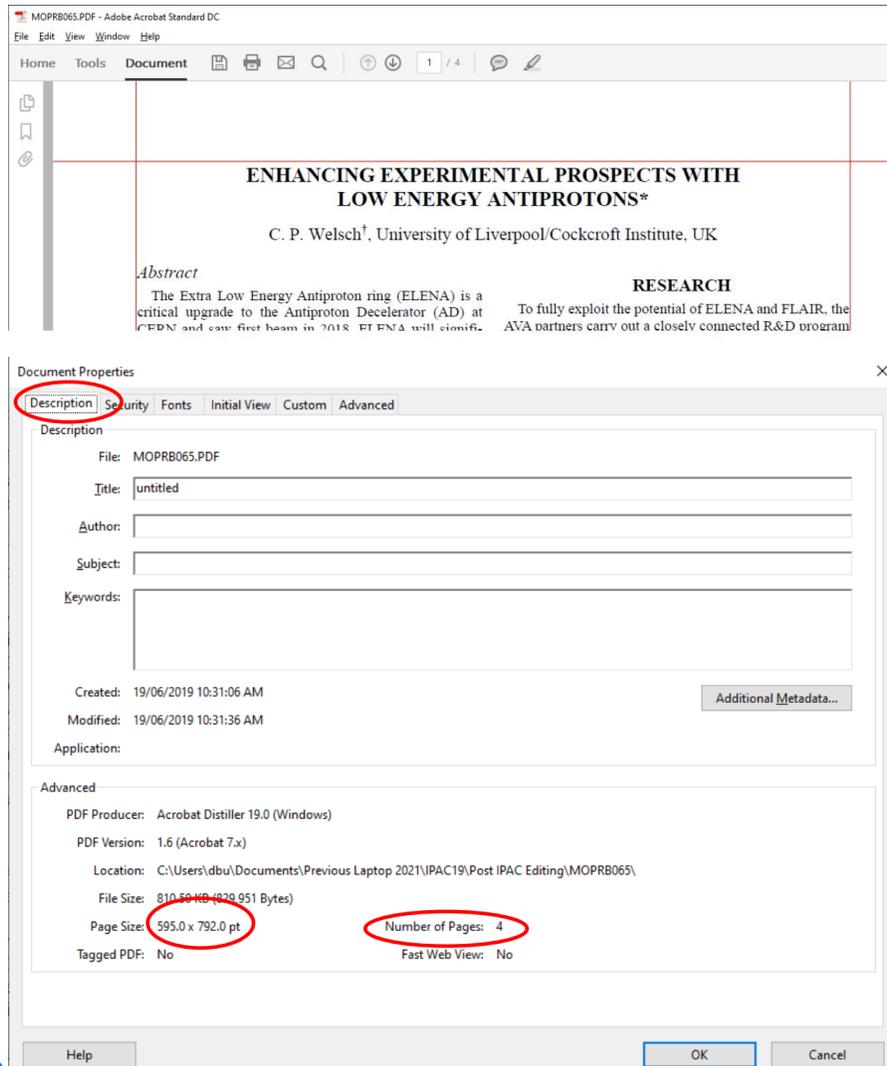
Hybrid size: 21 x 27 cm or 595 x 792 pt

If the Author have not used the last/correct version of the templates (*sooo many stories*), you must check the correct page size

JACoW scripts installed in Acrobat Pro provide the Crop and Save command that execute this operation!

Margins, Number of Pages, Page Size

Margins:

Toggle margins with Ctrl+U

Check that text, figures, tables, etc. stays inside of the grid

Number of Pages & Page Size:

Open Display Document Properties (Ctrl+D)
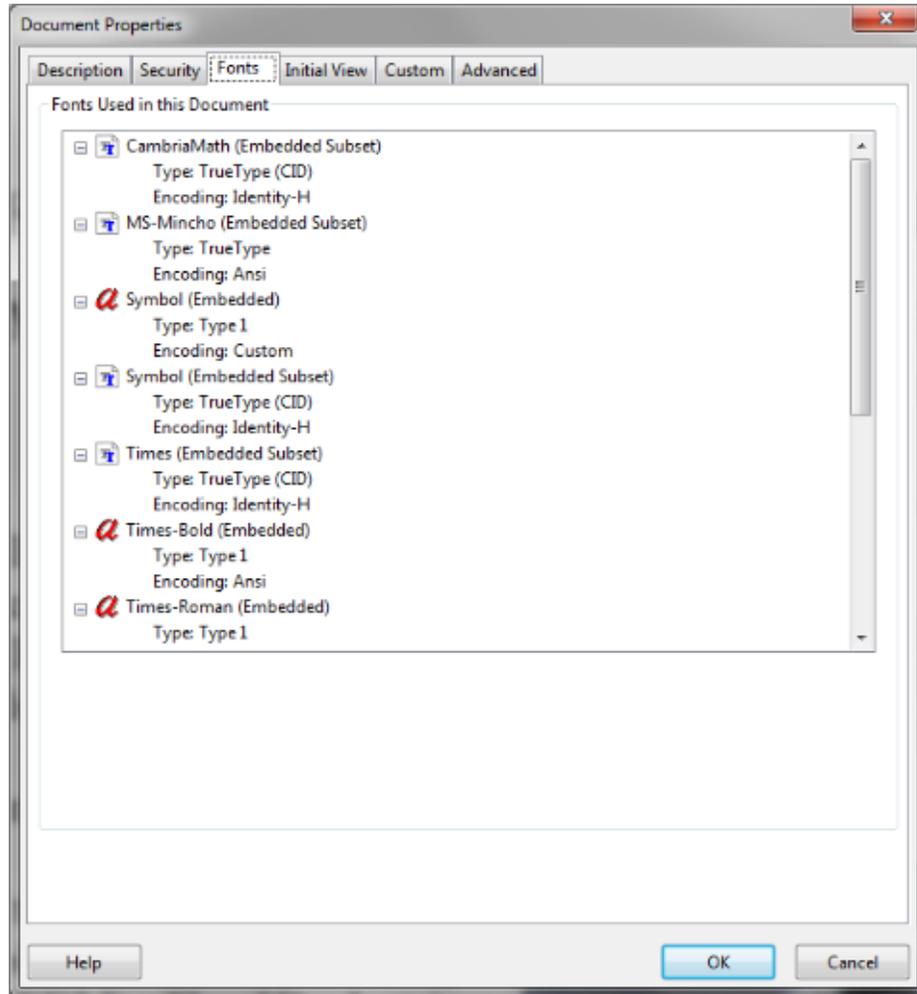
Under Description Tab you can find:

- Page size (default: 595.0 x 792.0 pt)
- Number of Pages

Note:

Max number of pages depends on:

- **type of contribution**
- **the conference series**
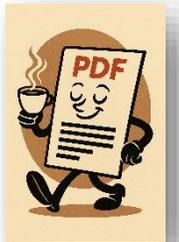
Embedded Fonts

Rule: All the fonts used to create the PDF must be embedded

To check the fonts:
- Press Ctrl+D in Acrobat
- Open "Fonts" tab
- Check if every font used is embedded

Possibilities:
- All the fonts are embedded → **Coffee Break!**
- There are missing fonts:
  - Regenerate the PDF from the source (pay attention to PDF figures!)
  - Use advanced tools in Acrobat
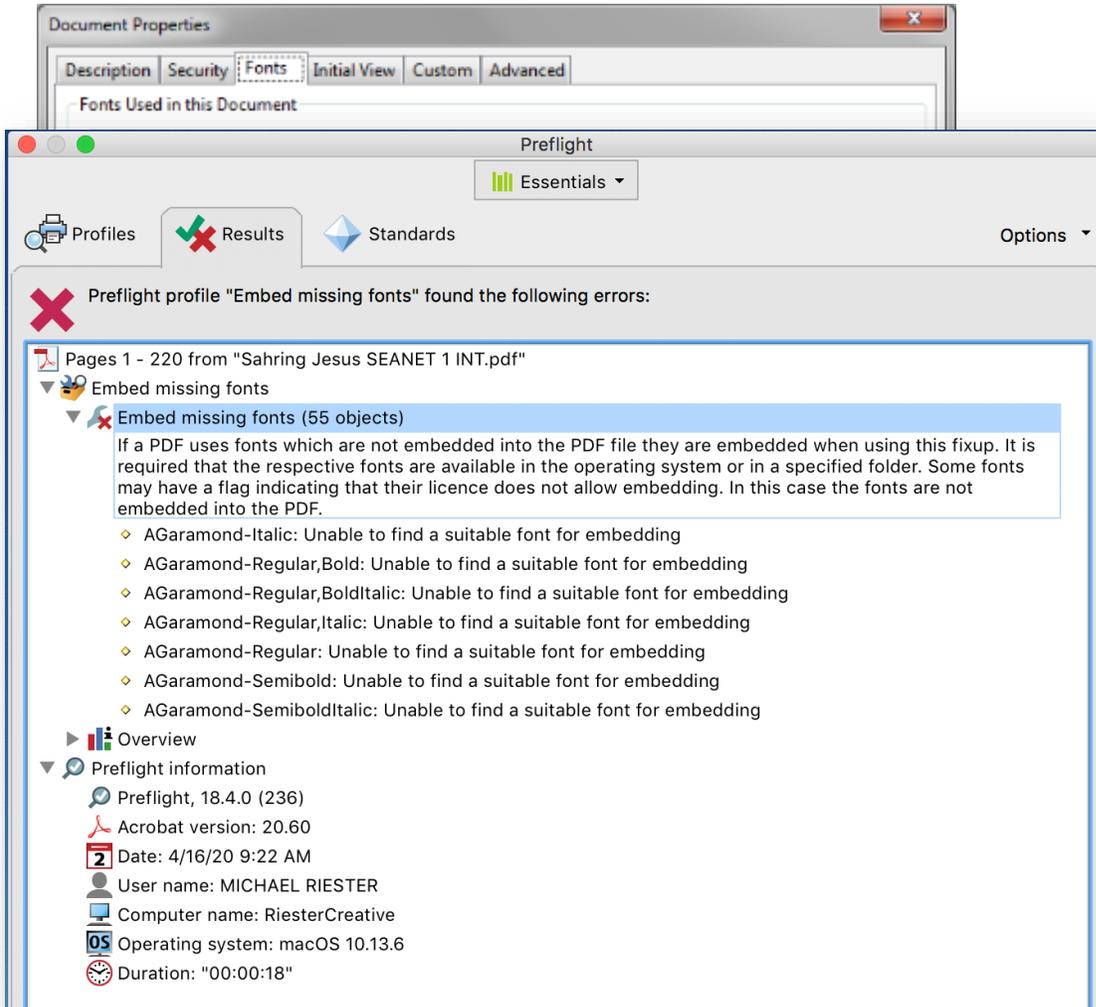
Embedded Fonts - Preflight

To check the fonts:
- Press Ctrl+Shift+X in Acrobat
- In the list under Profiles, select the "PDF fixups" and select "Embed missing fonts"
- Click "Analyze and Fix" button

Notes (for editors and IT team):
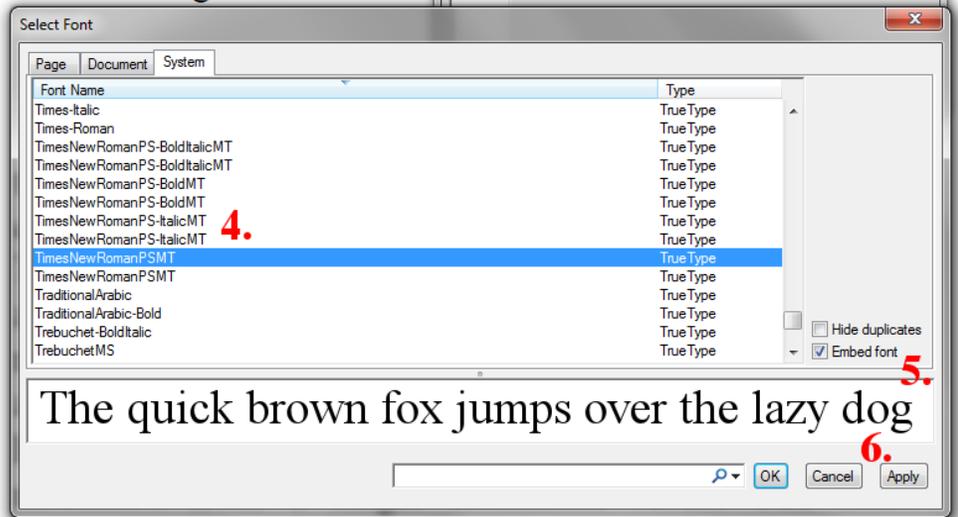- Preflight is provided by Acrobat Pro Version, but it is not installed by default!

- Sometimes you must find and install the missing font in your OS to fix the "opportunity"

Embedded Fonts - PitStop

Advanced way to embed fonts: use of PitStop

Enfocus PitStop is a suite of tools (plugin for Acrobat Pro) for preflighting, editing, and correcting PDF files to ensure they are print-ready and meet production standards.

Procedure:
1. Open the Inspector (Ctrl+Alt+I) and select the text you want to change with the PitStop selection tool
2. Select the Text panel in the inspector
3. Press on the "select font" button (the small one with the two letters on it)
4. Select the font you want to use for the selected part of the text
5. Check the "Embed font" box so that your font is embedded into the document
6. Press apply to finish your changes

Figures, Tables, Equations, References

For these checks, optimize your time

The Acrobat Advance Search is your Alley!

Open the Search window: Ctrl + Shift + F

Rules and Tricks:
- **Check Figures**: search for "**Fig**"
  Match Figure (start of sentence) and Fig. (in text)
- **Check Tables**: search for "**Tab**"
  Match Table and underline wrong "Tab." citations
- **Check Equations**: search for "**Eq**"
  Match Equation (start of sentence) and Eq. (in text)
- **Check References**: search for "**[**"
  Match all references (and more), but you can identify the sequence, missing citations, etc.

Figures, Tables, Equations, References

Wisdom through editing:
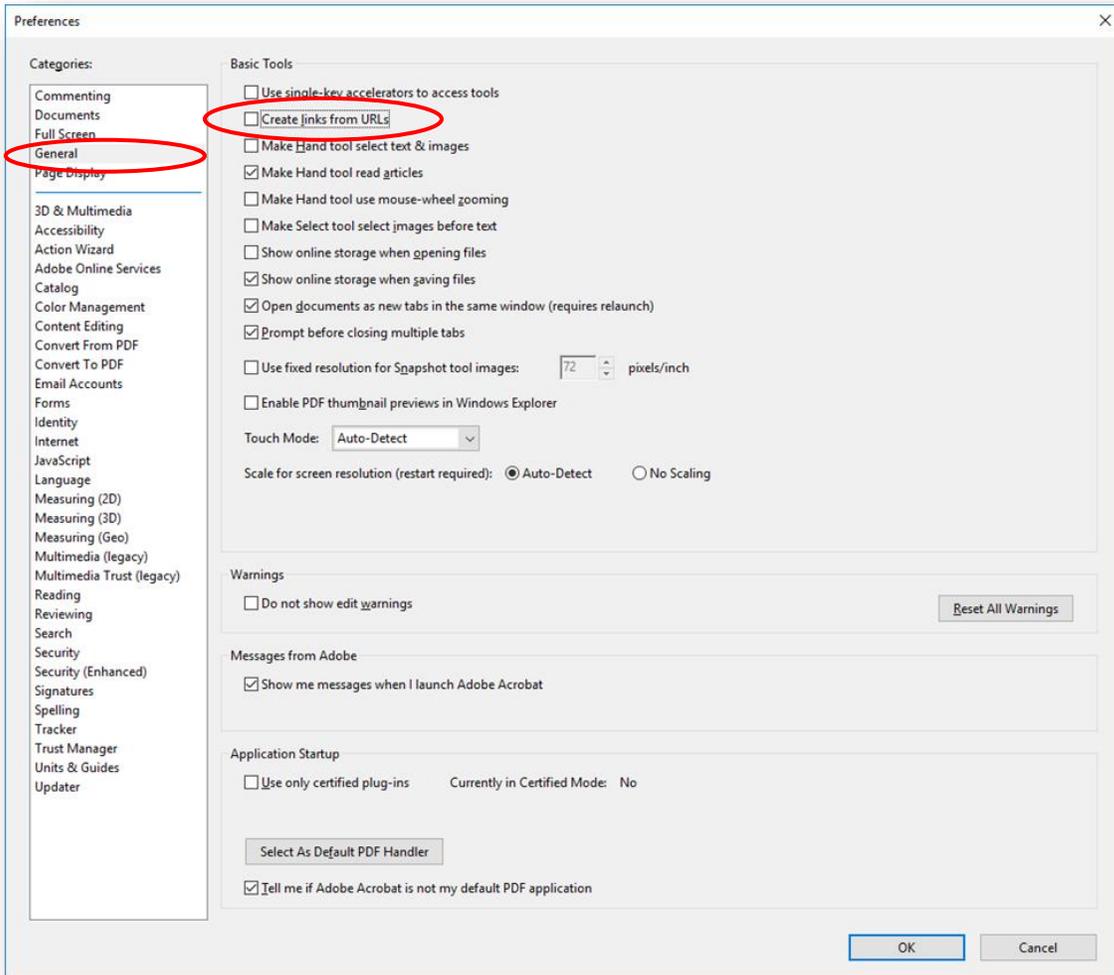
- **For missing citation**
→ red dot and send the paper back to the author

- **For wrong sequences in citation**
→ try to re-arrange the list of references and set a yellow dot.....if it does not take you too much time!

- **For wrong sequence in figures and/or Tables**:
  - evaluate to modify the figure / table position → yellow dot
  - In Latex files, figure / table position cannot be precisely predicted → sometimes you have to accept it

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(Good to Know) Before Editing

Info and Setup for Acrobat Pro

Dedicated configurations required once the application has been installed.

Main checks:
- Uncheck Create links from URLs
- Uncheck Use Local Fonts
- Uncheck Enable Artificial Bold/Italic Font Style
- Set Fallback font for Editing, Default font for Add Text and Font Size
- Embedded fonts under Convert from PDF
- *Check Enable menu items JavaScript execution privileges*
- Set units and guides

Info and Setup for Acrobat Pro

Acrobat Distiller required to setup JACoW fonts and workflow.
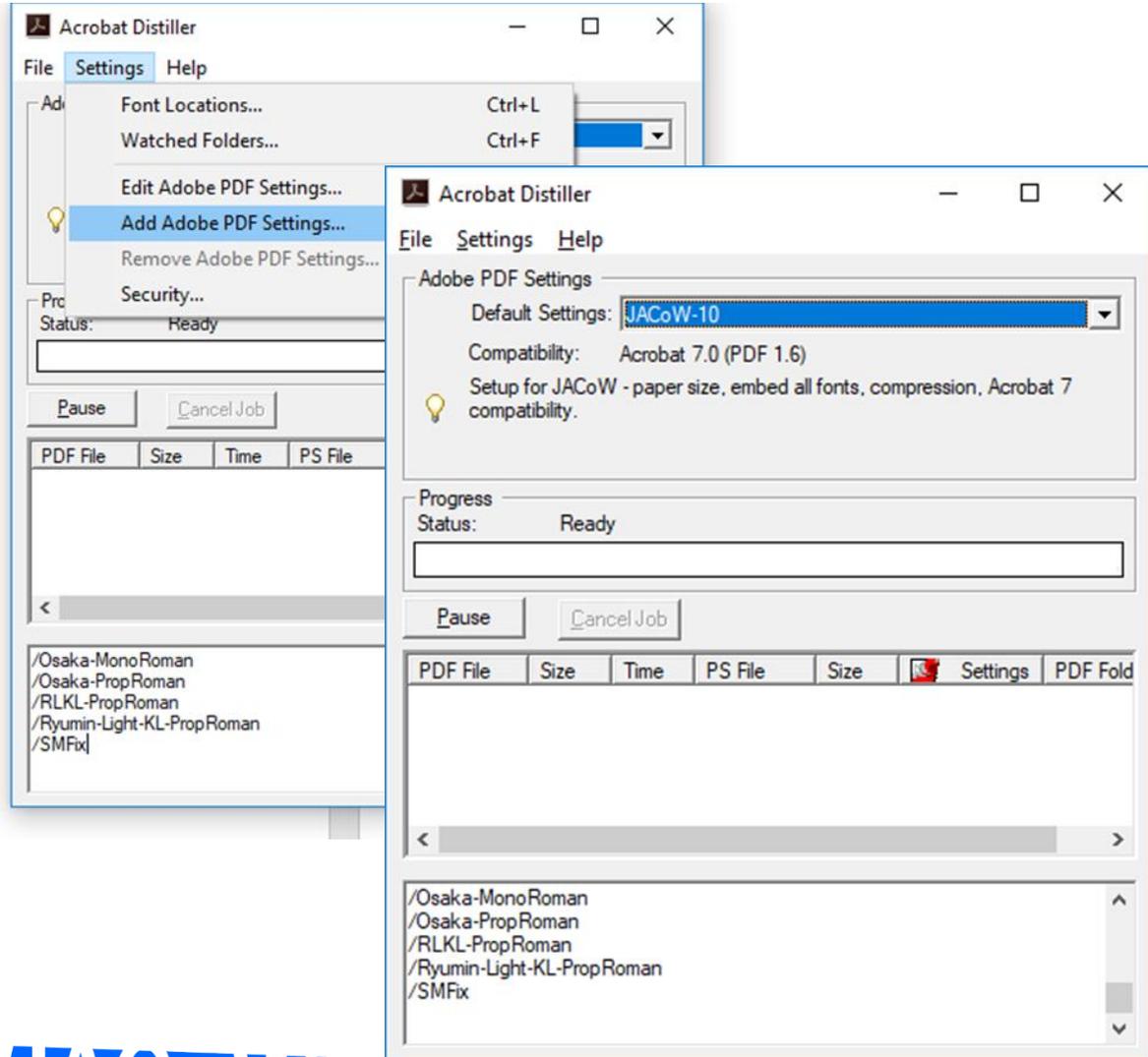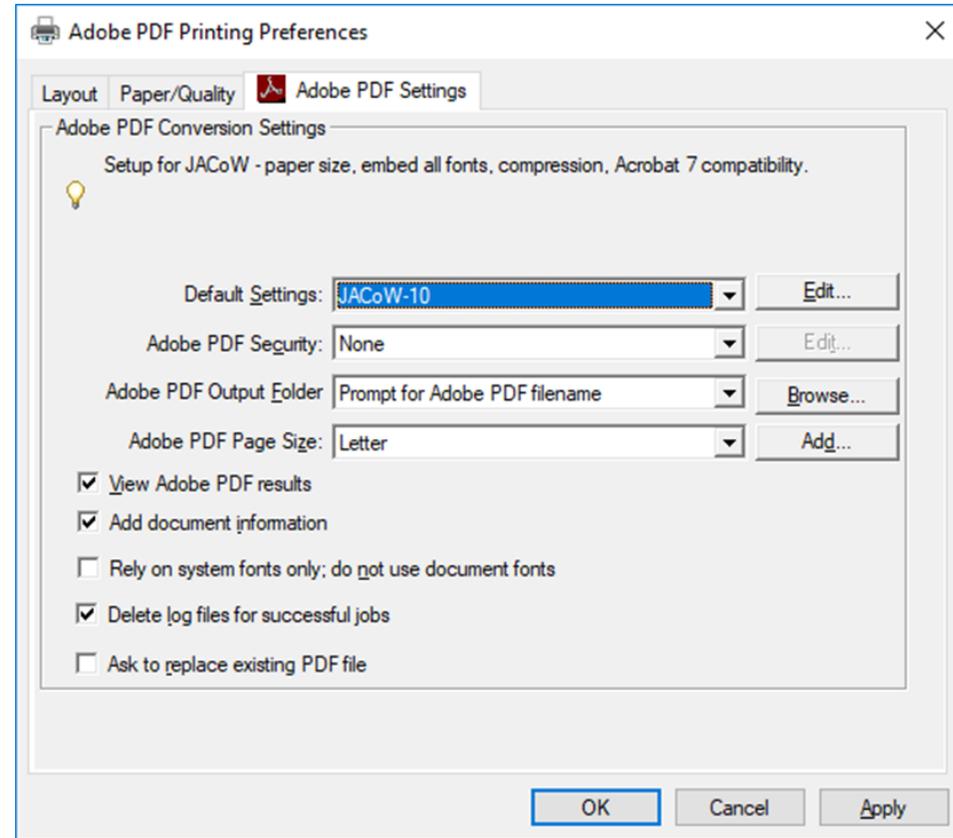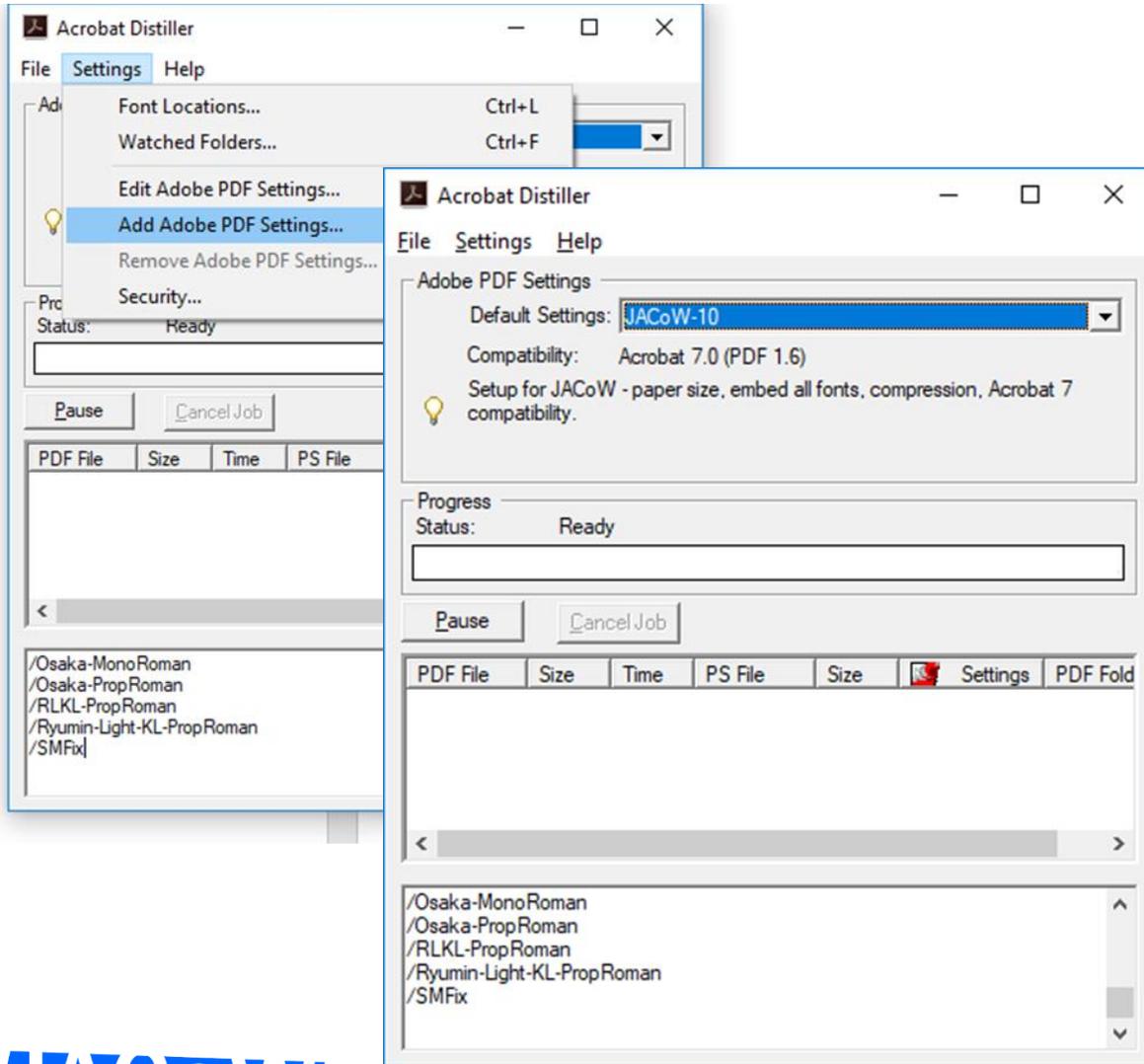
Main checks:
- Uncheck Create links from URLs
- Uncheck Use Local Fonts
- Uncheck Enable Artificial Bold/Italic Font Style
- Set Fallback font for Editing, Default font for Add Text and Font Size
- Embedded fonts under Convert from PDF
- *Check Enable menu items JavaScript execution privileges*
- Set units and guides

Info and Setup for Acrobat Pro

Additional Setup required for word and Latex (outside the scope of this presentation)

Lessons Learned

Lessons Learned

PDF is the <u>final output </u>from a paper contribution, and the first file you will verify

- Proceeding Office / Editor Office will be your home for about 8 days
  - → everything should (must) work properly and smoothly
- Tools developed by JACoW to assist and simplify PDF editing
  - → take advantage of them
- Many ways to solve "opportunities"
  - → find your way according to Chief-in-Editor indications
- Editing (PDF) is only a part of the entire proceeding process
  - → time is critical
- Don't be shy to assign Red Dots
  - → good communication with Author(s) can save you effort and time
- Learn from the Community, share with the Community
  - → every lesson learned counts

Lessons Learned

Don't forget documentation and tools:

Documentation:
- https://docs.jacow.org/
- https://ipac-docs.jacow.org/
- https://ipac-docs.jacow.org/Paper/intro/
- https://cat-docs.jacow.org/
- https://purr-docs.jacow.org/
- https://meow-docs.jacow.org/
- https://www.jacow.org/Authors/HomePage

Tools:
- https://scan.jacow.org/
- https://refs.jacow.org/

CREDENTIALS

thanks to the JACoW community for all the material provided for this presentation

https://jacow.org

INFN