JTM2024 Minimum Requirements for JACoW Team Meeting

Modified (shortened) Version of the more detailed "JTM2024 Computer Setup Guides for JACoW Conferences" from November 2023

Please bring a laptop with admin privileges to the team meeting.

Preface

This document "JTM2024 Minimum Requirements for JACoW Team Meeting" provides a list of the minimum of tools you should have available during the Team Meeting to follow the different sessions. This document is not enough to configure the IT in the proceedings office; it leaves out some crucial configuration parts that are required for proceedings generation.

There is another document "JTM2024 Computer Setup Guides for JACoW Conferences" which describes in more detail what software is necessary for the proceedings office and how to do a complete setup. This document would be the one that is more interesting for the colleagues that are setting up your IT.

The Joint Accelerator Conferences Website (JACoW) is an international collaboration that publishes the proceedings of accelerator conferences held around the world.

It is the responsibility of the conference to produce the proceedings in a suitable quality and format for indexing, citing and publishing. JACoW publishes the provided proceedings and makes them available.

During the Team Meetings, we give some advice, teach and educate each other on the topic of organizing a conference and producing quality proceedings.

Keep in mind to use the Team Meeting to build up the expertise to process all the papers and talks for your conference. Most of the papers have already processed PDFs, so you will handle many of those using tools like Acrobat & Pitstop. In addition, I highly advise you to familiarize yourself with TeX processing software and tools.

This is a statistic from 2022 of what kind of papers are submitted for IPAC conferences. TeX papers are now taking up approximately 70% of the submitted papers, and this is similar for other conference series:



Table of Content

Preface
Table of Content1
Software and System Tools and Applications2
Standard Base Software2
Finding Software Online2
Quick Guide
1. Quick info for Acrobat/PitStop/PowerPoint script and tool3
2. Instructions on how to use these files
3. Font Installation
Software Configuration
Adobe Acrobat DC Pro Configuration5
1. Access Preferences Menu5
2. General Settings6
3. Page Display7
4.1 Content Editing
4.2 Content Editing
5. Identity9
6. JavaScript9
7. Search
8. Units and Guides10
Enfocus PitStop 21.3.0 Activation Process11
Other References

Software and System Tools and Applications

Standard Base Software

*Depending on the session/talks you want to join

ltem	Software/Configuration/Plugin	Word Editing	Latex Editing	Open Document Editing	Presentation Editing
	PDF EDITING				
1	Adobe Acrobat Pro (7-day trial for the TM if you do not have it)	~	~	\checkmark	\checkmark
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3	Crop and Dotting Script for Acrobat JACoWSetDot.js	~	\checkmark	~	
4	Enfocus PitStop Pro 2023 (30-day Trial)	✓	\checkmark	\checkmark	\checkmark
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6	LibreOffice Writer/FreeOffice/OpenOffice			✓	
7	Miktex		\checkmark		
8	TeXStudio		\checkmark		
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9	MS PowerPoint				\checkmark
10	Keynote (on mac systems)				\checkmark

Finding Software Online

Item	Download Locations	
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		before the TM)
2	https://github.com/JACoW-org/AcrobatPitStopTools/tree/master/barcode_font	(Right click on Raw, Save
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3	https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoWSetDot.js	(Right click on Raw, Save
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		Acrobat PRO
7	https://miktex.org/, https://miktex.org/howto/install-miktex	Download and Install
8	https://www.texstudio.org/	Download and Install

Quick Guide

1. Quick info for Acrobat/PitStop/PowerPoint script and tool

- * JACoWSetDot.js JACoW Acrobat extension to assign dots+ on paper
- * barcode_font TrueType font needed by JACoWSetDot.js to create the barcode onto papers
- 2. Instructions on how to use these files.

JACoWSetDot.js

First, install the "fre3of9x.ttf" font into the computer. The exact procedure may vary from platform to platform. On OSX a warning could be given - just ignore it and proceed with the installation.

Copy "JACoWSetDot.js" into the Acrobat JavaScript extensions folder.

Also, this path could change for different operating system and Acrobat versions.

For Windows 7 and Acrobat 9 it defaults to

C:\Program Files\Adobe\Acrobat 9.0\Acrobat\Javascripts

and for Mac OS X 10.9 and Acrobat 11 it defaults to

~/Library/Application Support/Adobe/Acrobat/11.0/JavaScripts

(The directory may not exist - create it manually).

Also, remember to set the security option in Acrobat's preferences, otherwise the script won't work. Go under Edit->Preferences->General->JavaScript and check the "Enable menu items JavaScript execution privileges" option.

Moreover, in the "Identity" tab be sure to have your (editor) name set,

3. Font Installation

Install Fonts Barcode. Right Click on each font and select install.





Or select all font and click "Install for all users."

Software Configuration

Adobe Acrobat DC Pro Configuration

1. Access Preferences Menu

Ctrl + K Access the Preference Menu

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4.1 Content Editing

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5. Identity

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6. JavaScript

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7. Search

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8. Units and Guides

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Save the Request Activate file to computer.



Click a link to offline activation webpage. Then Browse to activate request file at local folder.



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After registering, download the registration file.

Load Activation Response file.

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Step 1: Create Activation Request	Step 2: Load Activation Response
Please save or drag and drop this activation request and upload it to the Enfocus activation website on a computer that has an internet connection.	Please load, or drag and drop the activation response into this panel.
http://www.enfocus.com/products/activation?lang=enUS	This is the file you received from the Enfocus activation website during Step 1.
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Finish.

MikTex Console Configuration

MiKTeX to be installed in "User mode" (not "Admin mode") because "Admin Mode" leads to package load errors and a mix-up when users are not logged in as Administrators and the flag on "Always" is not set correctly (which requires Admin privs when installing).

G MiKTeX Cons	p.	din t	×
	Welcome!		
Updates Documentation	This is MIKTeX Console. The program will assist you in managing your MIKTeX configuration. If you want, you can start with an online tutorial: <u>HOWTO: manage MIKTeX with the MIKTeX Console</u>		
Diagnose Cleanup Settings	Operation mode Please decide how you wish to continue: → Switch to MiKTeX administrator mode Restart MiKTeX Console with elevated privileges and switch to MiKTeX administrator mode. Use this origin of two wast to greated on the bared (or tem wide) MiKTeX configuration		
B	→ Stay in MikTeX user mode Continue to work with MikTeX Console in MikTeX user mode. Use this option, if you want to operate on your own MikTeX configuration.		
	Updates You can now check for package updates. Check for updates		

Select "Settings"

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