

# JTM2024

# Computer Setup Guides for JACoW Conferences

Prepared November 2023

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

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## Software and System Tools and Applications

### Standard Base Software

*\*Do not worry if you do not have all the software in the list.*

Item	Software/Configuration/Plugin	Word Editing	Latex Editing	Open Document Editing	Presentation Editing
	<b>PDF EDITING</b>				
1	Adobe Acrobat Pro DC ( <i>if you have</i> )	✓	✓	✓	✓
2	Barcode Font	✓	✓	✓	
3	Crop and Dotting Script for Acrobat JACoWSetDot.js	✓	✓	✓	
4	Distiller Options JACoW-12.joboptions	✓	✓	✓	✓
5	Enfocus PitStop Pro 2023 (30-day Trial)	✓	✓	✓	✓
6	Pitstop Media Box JACoW Media Box	✓	✓	✓	
	<b>SYSTEM TOOLS ETC</b>				
7	Font Liberation Mono (Liberation Mono - .ttf)	✓	✓	✓	✓
8	Compression Tools <b>7-Zip/WinRAR/WinZip</b>	✓	✓	✓	✓
	<b>WEB BROWSERS</b>				
9	Firefox/Chrome/Edge	✓	✓	✓	✓
	<b>DOCUMENT EDITORS</b>				
10	Microsoft Office (preferable version 2021)	✓			
11	LibreOffice Writer/FreeOffice/OpenOffice			✓	
12	Miktex		✓		
13	TeXStudio		✓		
14	Meld		✓		
15	Notepad++/WinEdit/EditPlus/GVIM	✓	✓	✓	✓
	<b>SLIDES TOOLS</b>				
16	PowerPoint 365				✓
17	Transparency Splitting (PPsplit) The zip file password is: "ppsplitt"				✓
18	Keynote (on mac systems)				✓
19	Mac Fonts				✓

## Finding Software Online

Item	Download Locations	
1	<a href="https://github.com/JACoW-org/AcrobatPitStopTools">https://github.com/JACoW-org/AcrobatPitStopTools</a>	Repository of addins
2	<a href="https://github.com/JACoW-org/AcrobatPitStopTools/tree/master/barcode_font">https://github.com/JACoW-org/AcrobatPitStopTools/tree/master/barcode_font</a>	(Right click on Raw, Save Link As)
3	<a href="https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoWSetDot.js">https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoWSetDot.js</a>	(Right click on Raw, Save Link As)
4	<a href="https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoW-12.joboptions">https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoW-12.joboptions</a>	<i>Do not worry if you cannot file it. You can get it at the team meeting.</i>
6	<a href="https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoW%20Media%20Box.eal">https://github.com/JACoW-org/AcrobatPitStopTools/blob/master/JACoW%20Media%20Box.eal</a>	
7	<a href="https://www.freebestfonts.com/liberation-mono-font">https://www.freebestfonts.com/liberation-mono-font</a>	Download front site and install on system
8	<a href="https://www.7-zip.org/">https://www.7-zip.org/</a>	Download and Install
9	<a href="https://www.videolan.org/vlc/">https://www.videolan.org/vlc/</a>	Download and Install
10	<a href="https://codeguide.com/download_k-lite_codec_pack_full.htm">https://codeguide.com/download_k-lite_codec_pack_full.htm</a>	Download and Install
11	<a href="https://www.irfanview.com/64bit.htm">https://www.irfanview.com/64bit.htm</a>	Download and Install, also install full plugins
12	<a href="https://camstudio.org/">https://camstudio.org/</a>	Download and Install
13	<a href="https://virtualdub.org/">https://virtualdub.org/</a>	Download and Install
14	<a href="https://handbrake.fr/">https://handbrake.fr/</a>	Download and Install
15	<a href="https://miktex.org/">https://miktex.org/</a> , <a href="https://miktex.org/howto/install-miktex">https://miktex.org/howto/install-miktex</a>	Download and Install
16	<a href="https://notepad-plus-plus.org/downloads/">https://notepad-plus-plus.org/downloads/</a>	Download and Install
17	<a href="http://www.maxonthenet.altervista.org/ppsplit.php">http://www.maxonthenet.altervista.org/ppsplit.php</a> <a href="https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations">https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations</a>	See instructions on JACoW.org

## Configuration Requirements and Notes

System	Notes for Font Install
Adobe Acrobat	Configure Acrobat, install script
Adobe Distiller	Configure install JACoW-12.options, See below or Quick Guide
Word	
Pitstop	See Quick Guide
PowerPoint	<a href="https://www.jacow.org/uploads/Editors/Slides_Processing_Manual_V4">https://www.jacow.org/uploads/Editors/Slides_Processing_Manual_V4</a>

### Quick Guide

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

- \* JACoW-12.joboptions - JACoW JobOptions for Acrobat Distiller
- \* JACoW Media Box.eal - JACoW Crop Media Box Action List for Enfocus PitStop
- \* JACoWSetDot.js - JACoW Acrobat extension to assign dots+ on paper
- \* SplitAnimations.ppa - PowerPoint add-in to split animation when creating PDF
- \* SplitAnimations.ppt - "Workspace" for developing the SplitAnimations.ppa PowerPoint add-in
- \* barcode\_font - TrueType font needed by JACoWSetDot.js to create the barcode onto papers

#### 2. Instructions on how to use these files.

##### **JobOptions:**

copy the file into the Acrobat | Settings folder or import via Distiller via the "Settings | Add Adobe PDF Settings..." menu entry.

##### **Media Box Action List:**

Import from PitStop "Run Action List" menu item by right-clicking on the "Local" folder and then choosing "Import/Export..."

##### **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\Javascrpts

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,

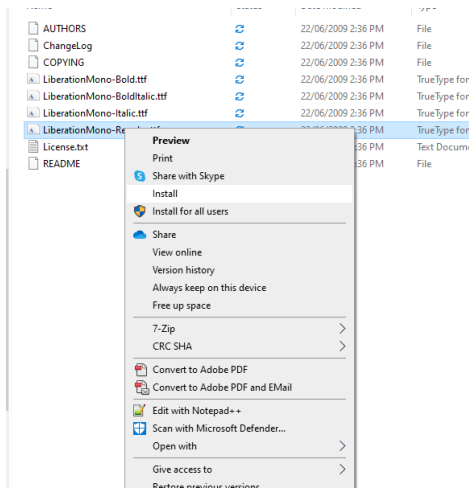
**REFERENCES:**

- <https://helpx.adobe.com/acrobat/kb/user-javascript-changes-10-1.html>
- <http://www.pdfscripting.com/public/111.cfm>

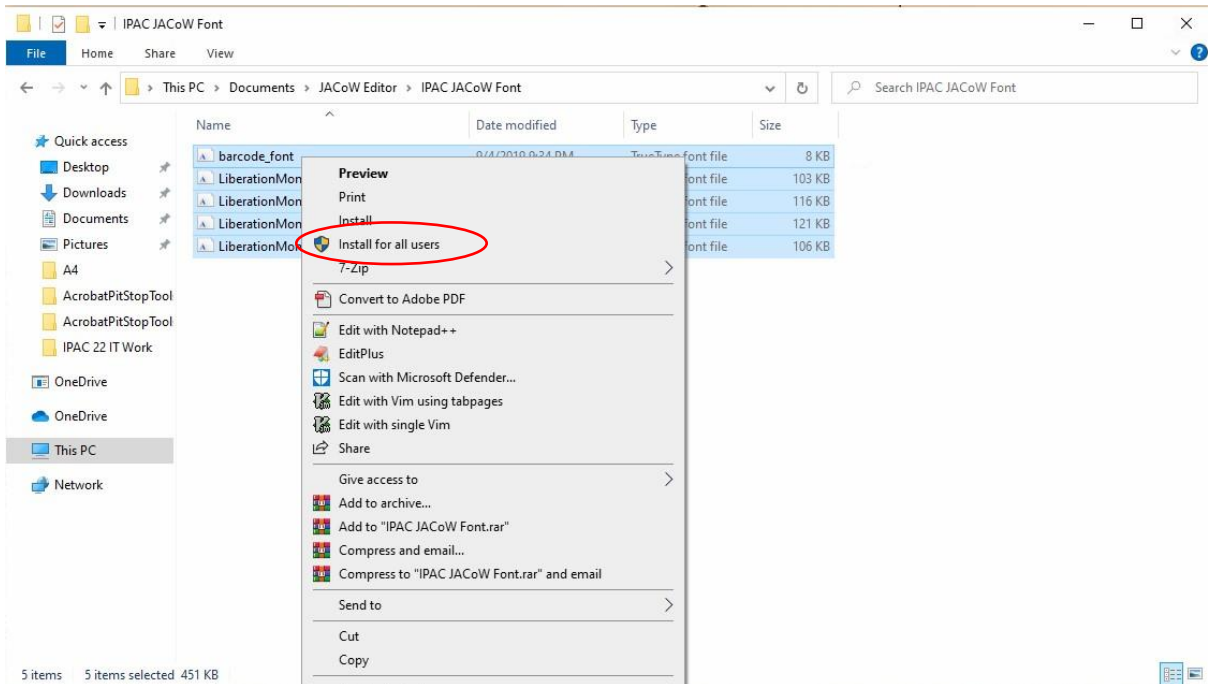
# Software Configuration

## Font Installation

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



Or select all font and click “Install for all users.”

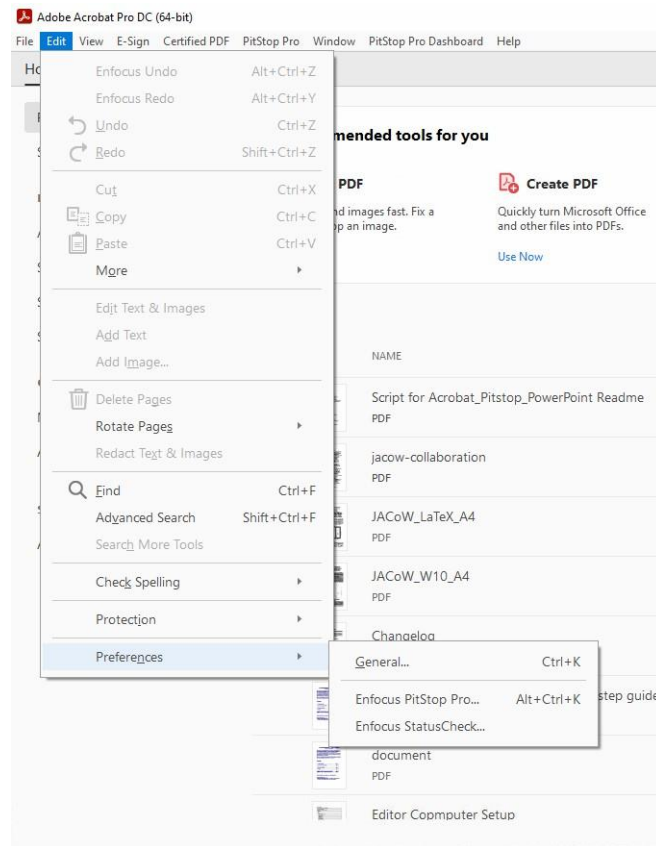




# Adobe Acrobat DC Pro Configuration

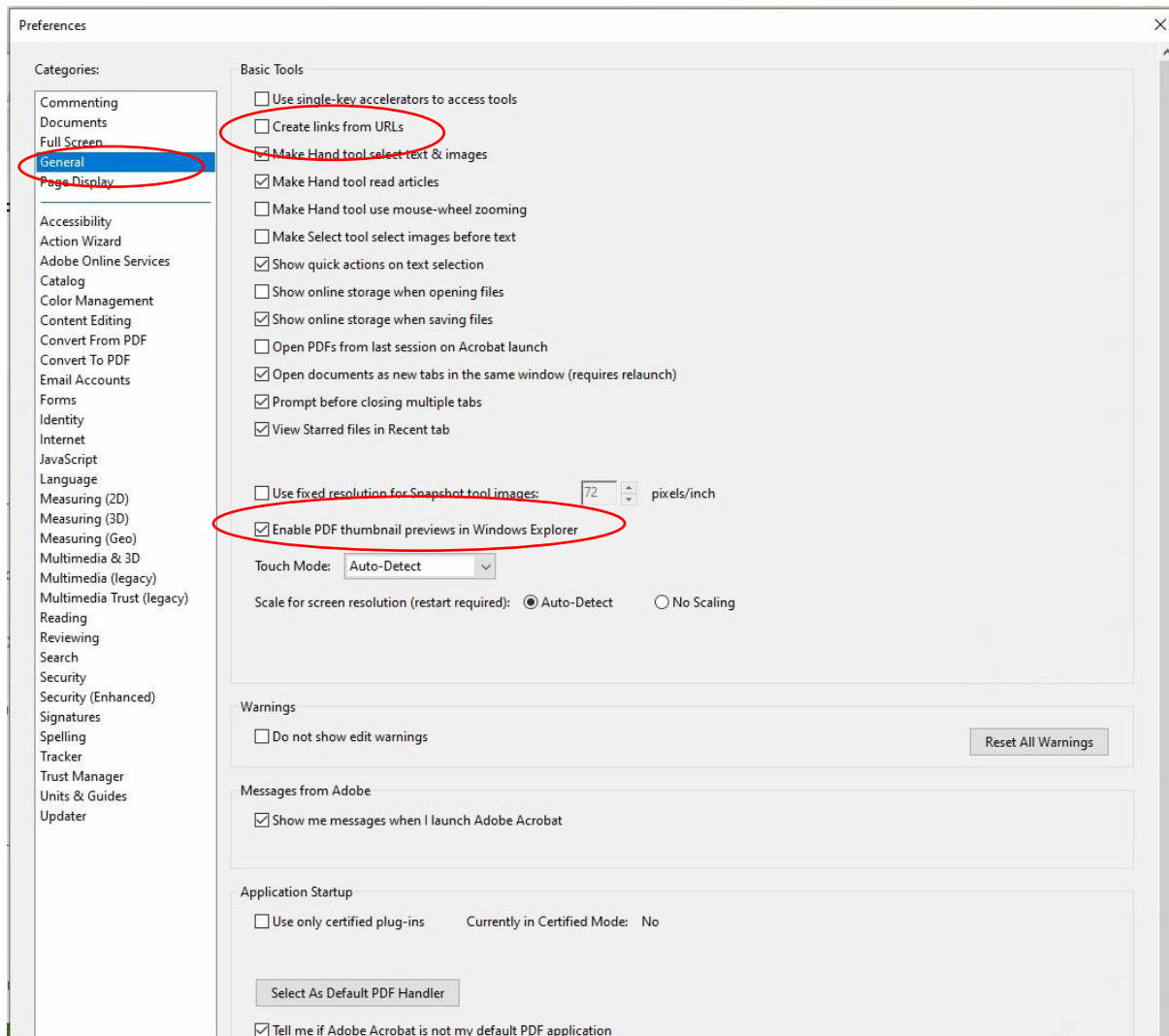
## 1. Access Preferences Menu

Ctrl + K Access the Preference Menu



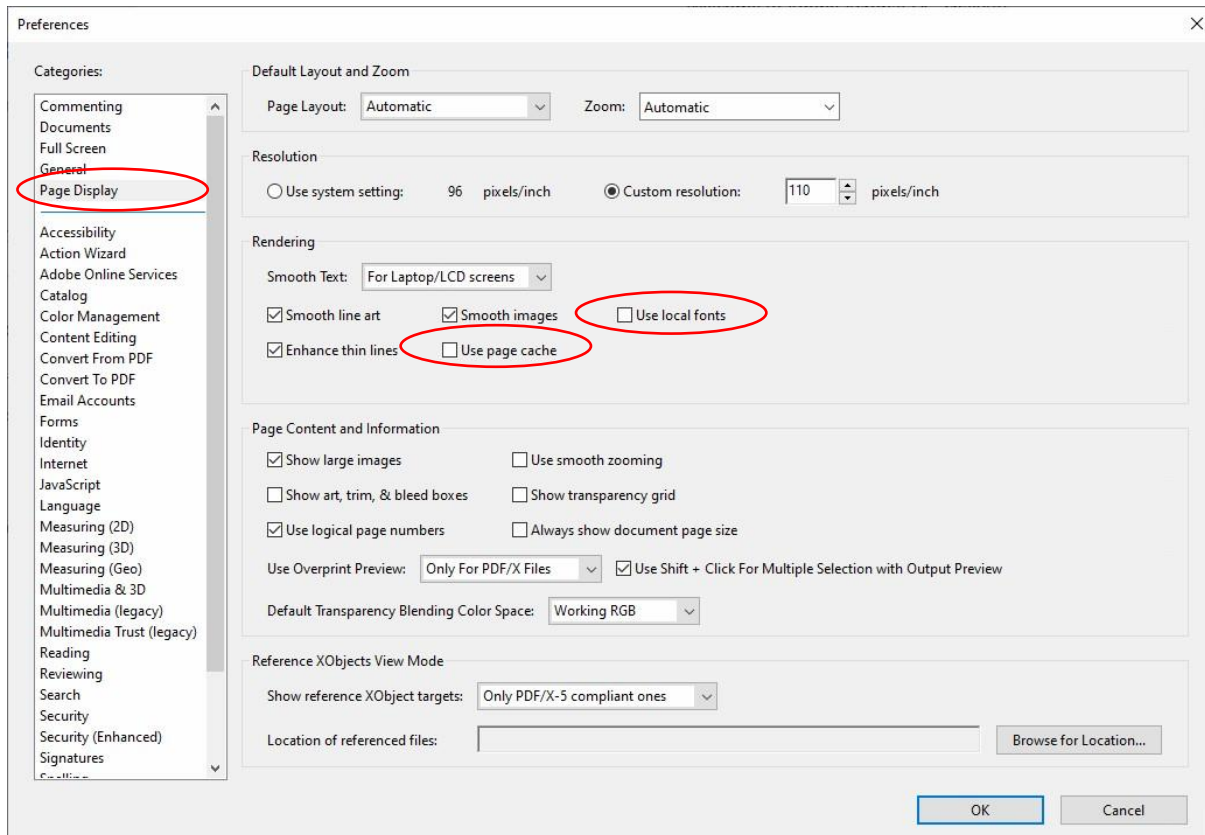
## 2. General Settings

Stop Acrobat from generating URLs links in distilled papers. (Uncheck "Create links from URLs")



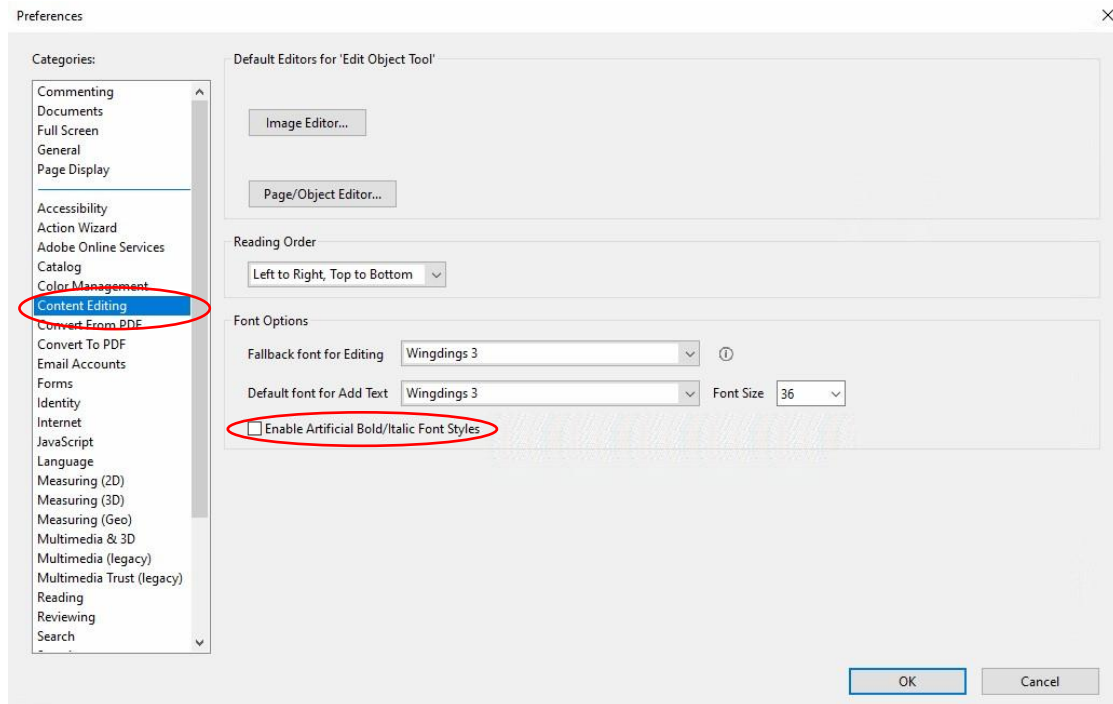
### 3. Page Display

Display fonts using the fonts in the PDF not local fonts. (Uncheck "Use local fonts")



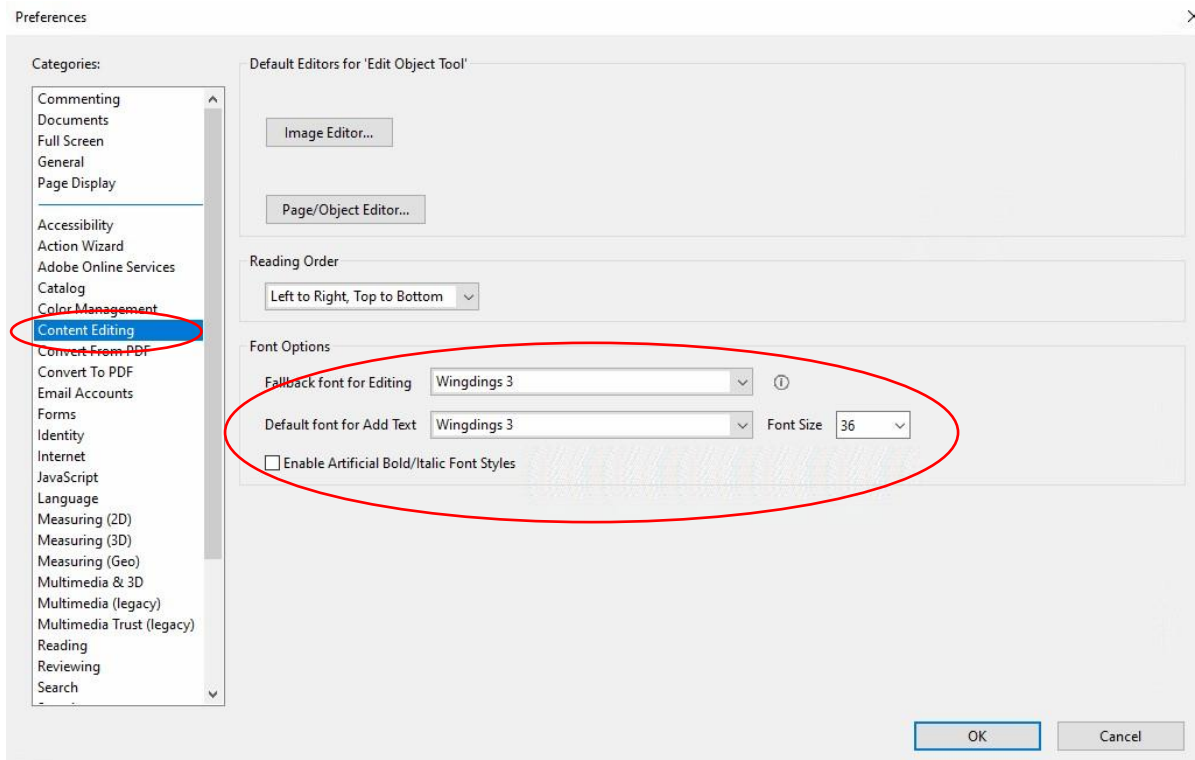
## 4.1 Content Editing

Make sure Adobe Acrobat displays this as they are. (Uncheck "Enable Artificial Bold/Italic Styles")



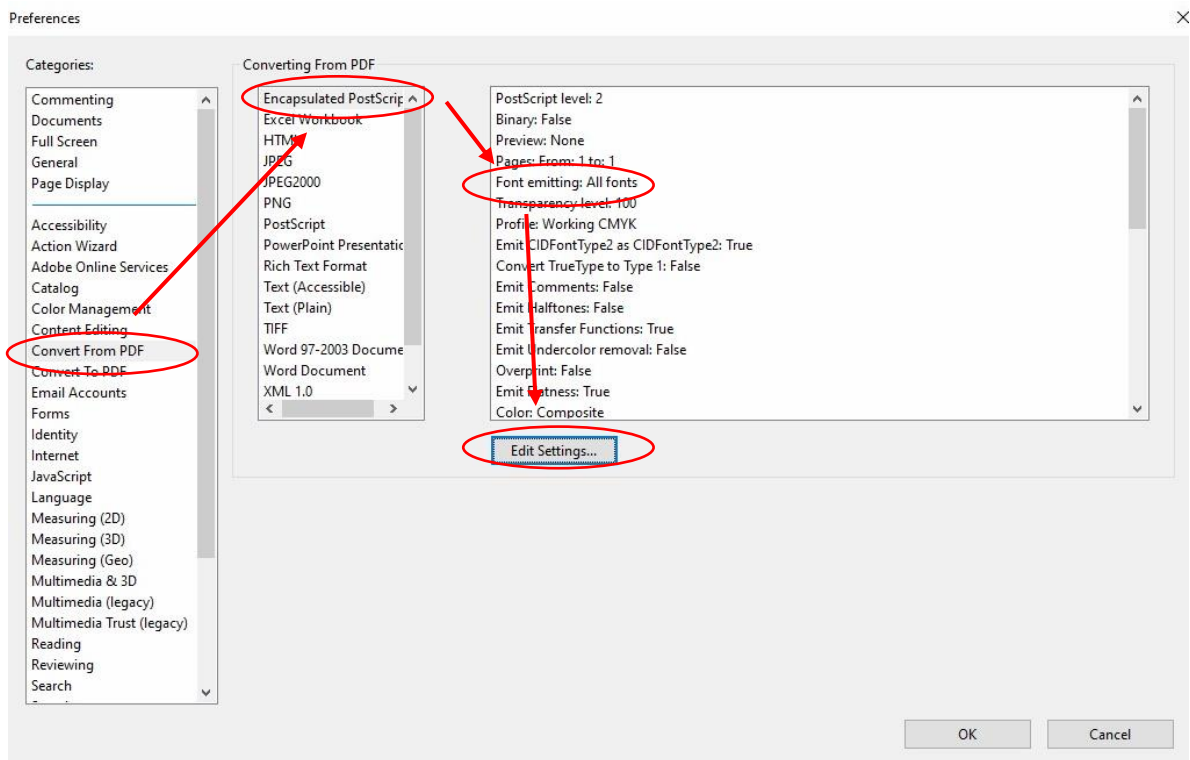
## 4.2 Content Editing

While editing if you accidentally type changing text in the PDF you may not notice, by setting the editing text and add text to Wingdings 36 font size it will be obvious immediately



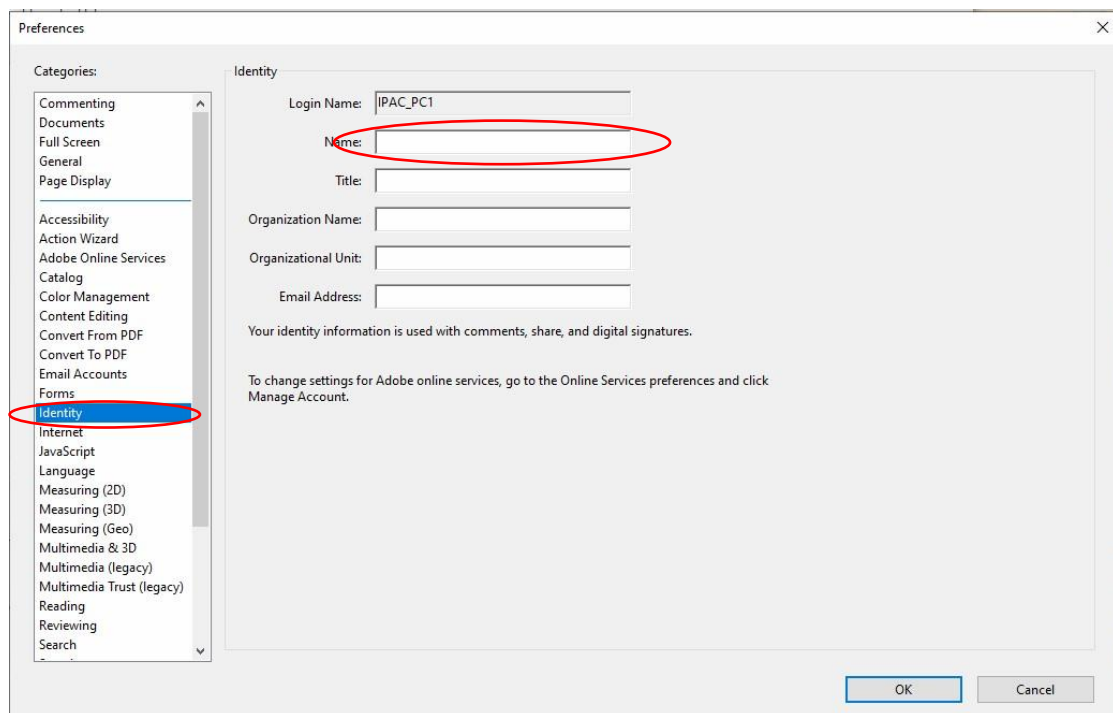
## 5. Convert From PDF

Include all fonts during embedding. In the **Encapsulated PostScript** drop down menu “Font inclusion” = *Embedded and Referenced Fonts*, Uncheck *Convert TrueType to Type 1*.



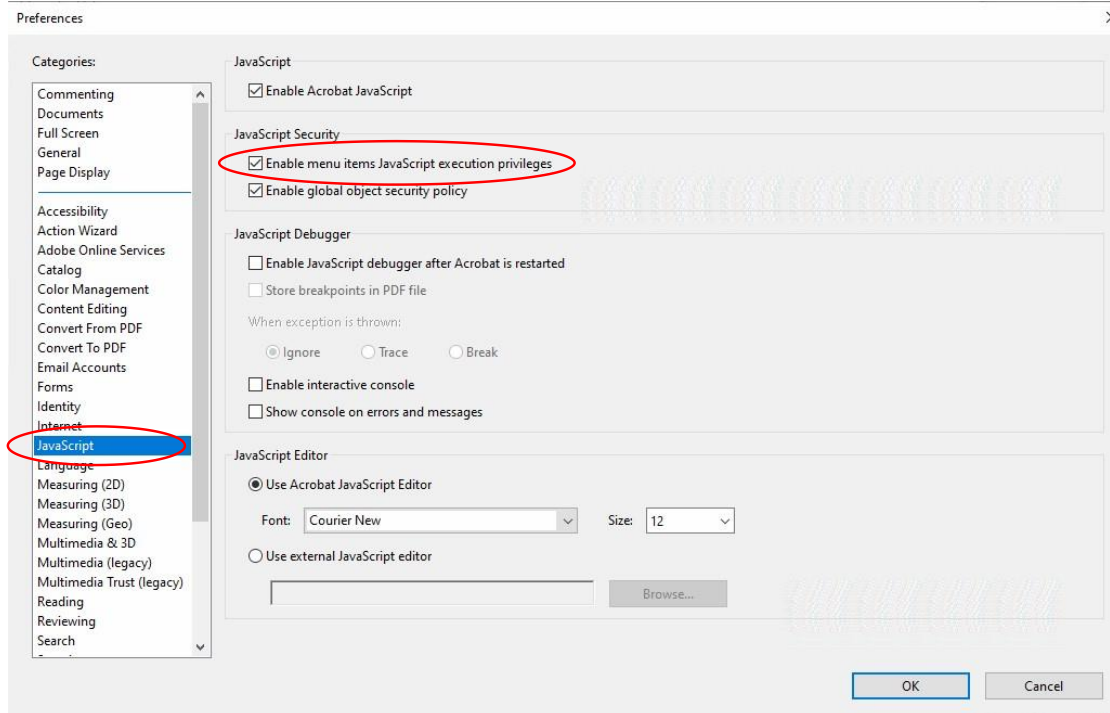
## 6. Identity

Place your name in the identity “Name” field which will be printed on the top of the page when you print a dotted paper.



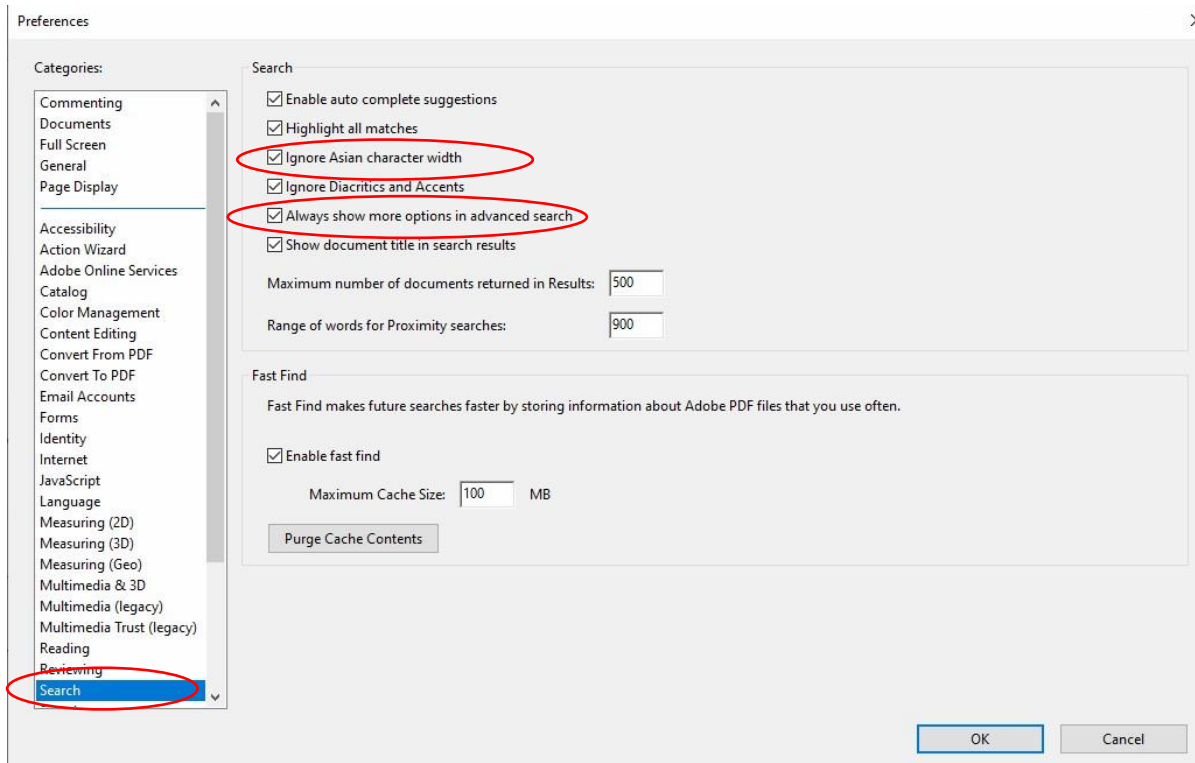
## 7. JavaScript

JavaScript > Enable Menu Items > Check Enable menu items JavaScript execution privileges.



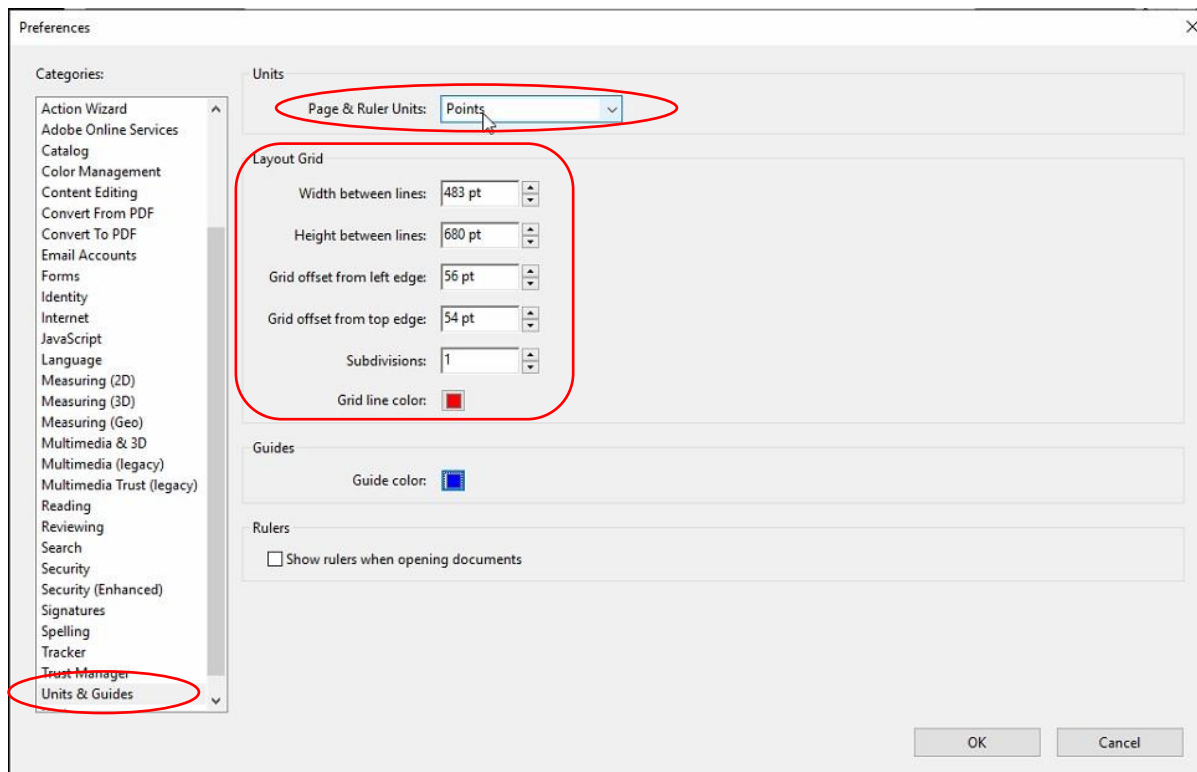
## 8. Search

Configure the Acrobat search tool.



## 9. Units and Guides

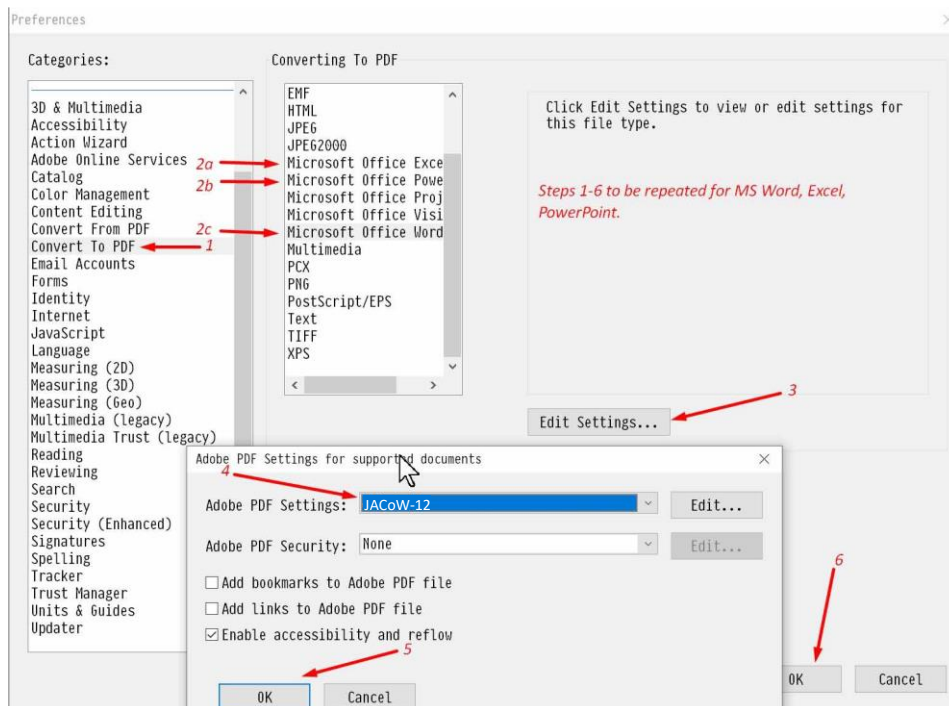
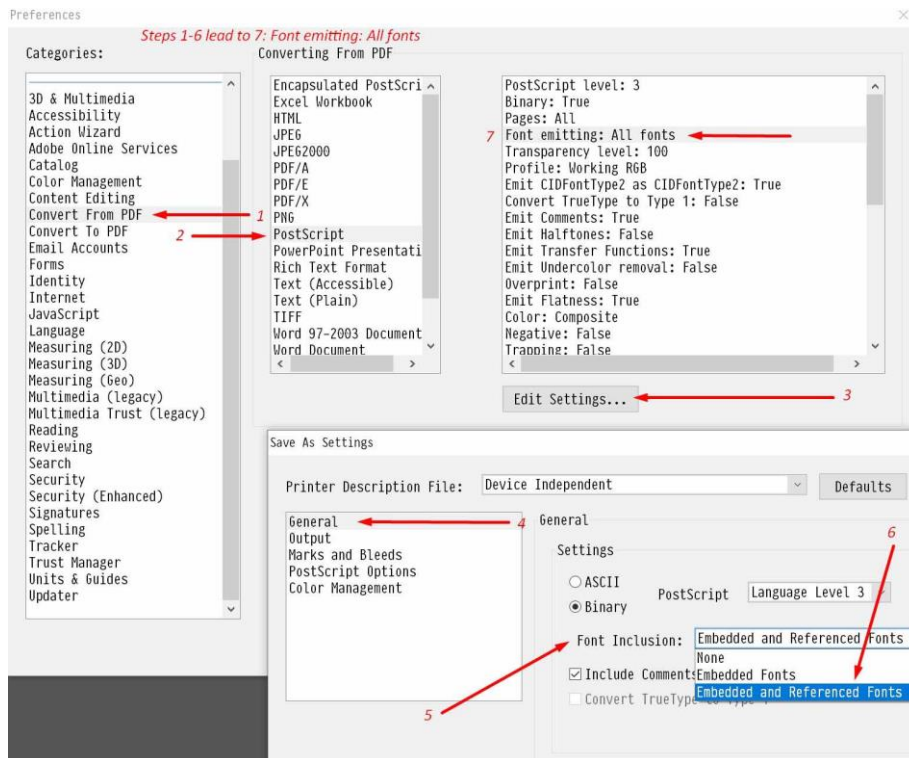
Setup the gridline which will show you the margin rules on the page. These are turned on and off using Ctrl + U



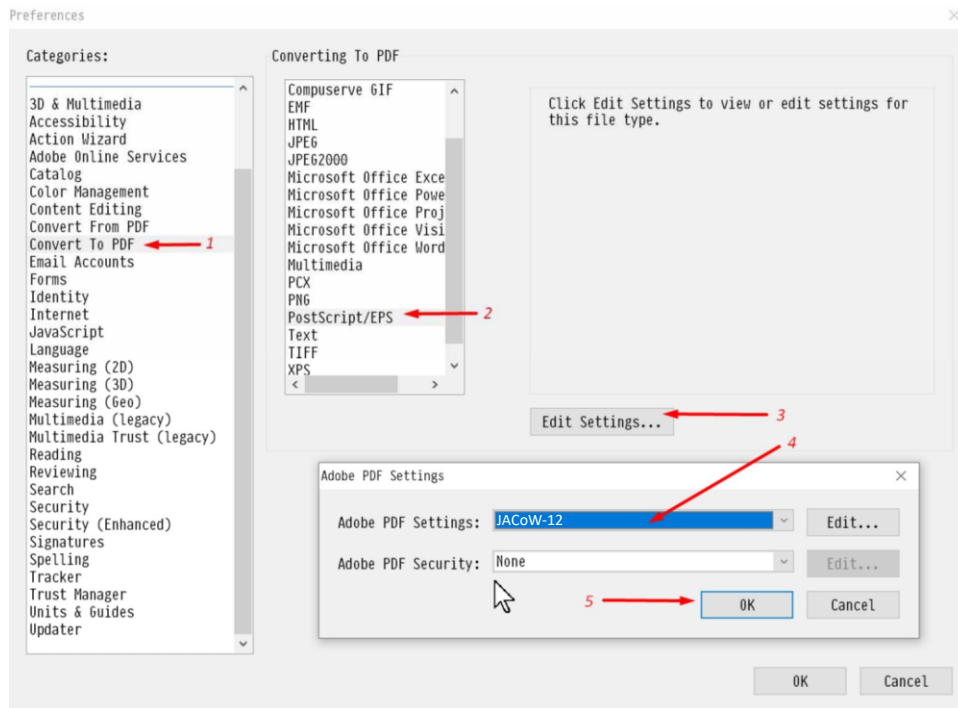
## 10.1 Convert From/To PDF

Setup the PostScript/EPS to "JACoW 12" Template

Note: Before do this step must be setup the Adobe Acrobat Distiller DC first.

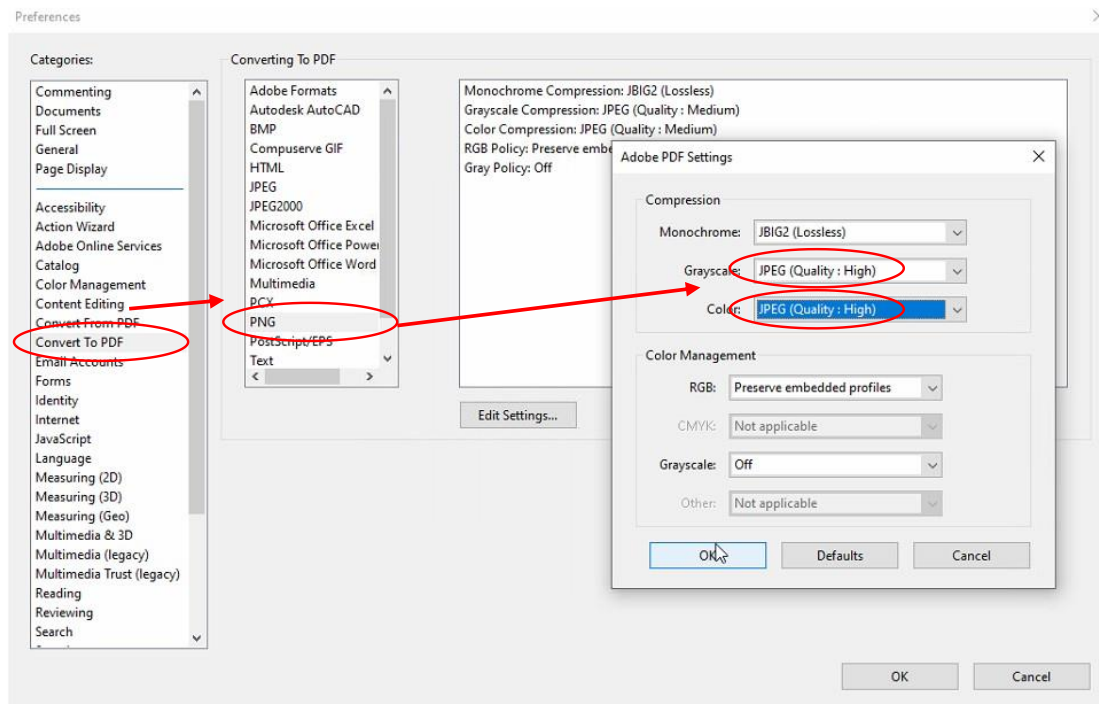






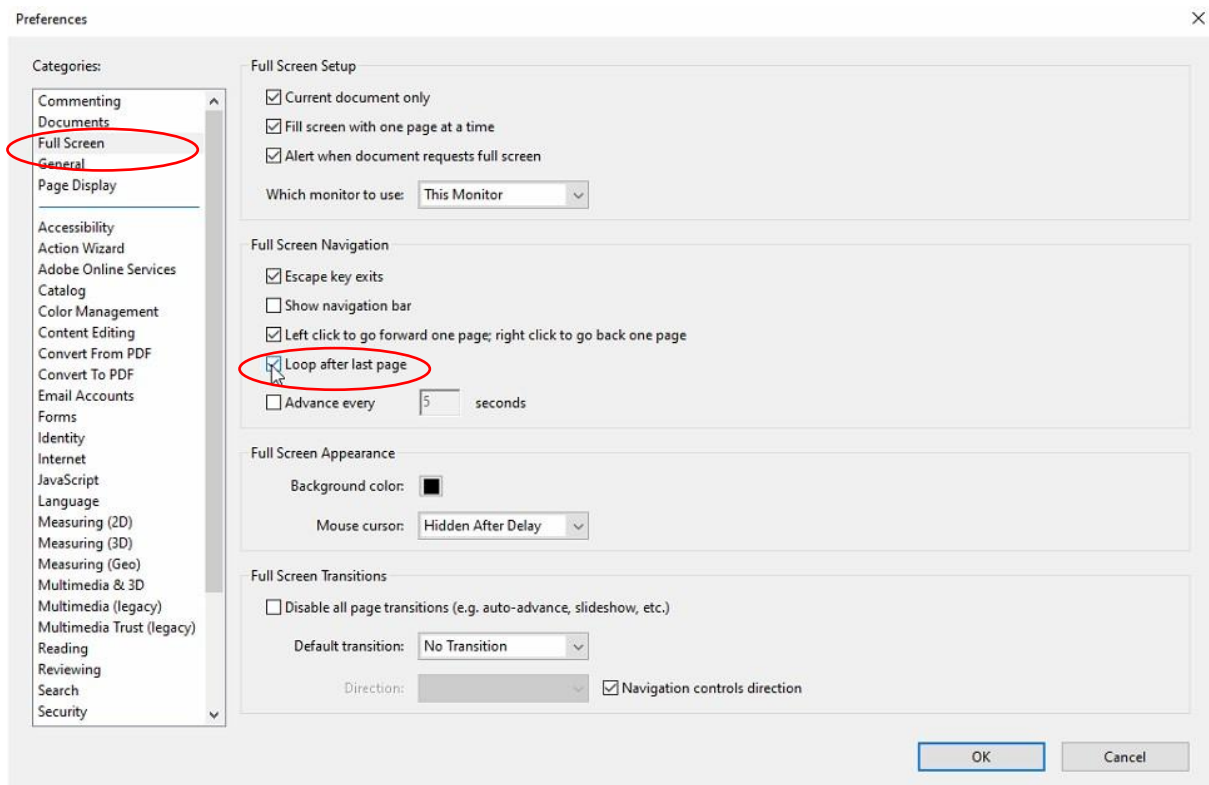
## 10.2 Convert to PDF

Setup the PNG Grayscale and Color to High Quality



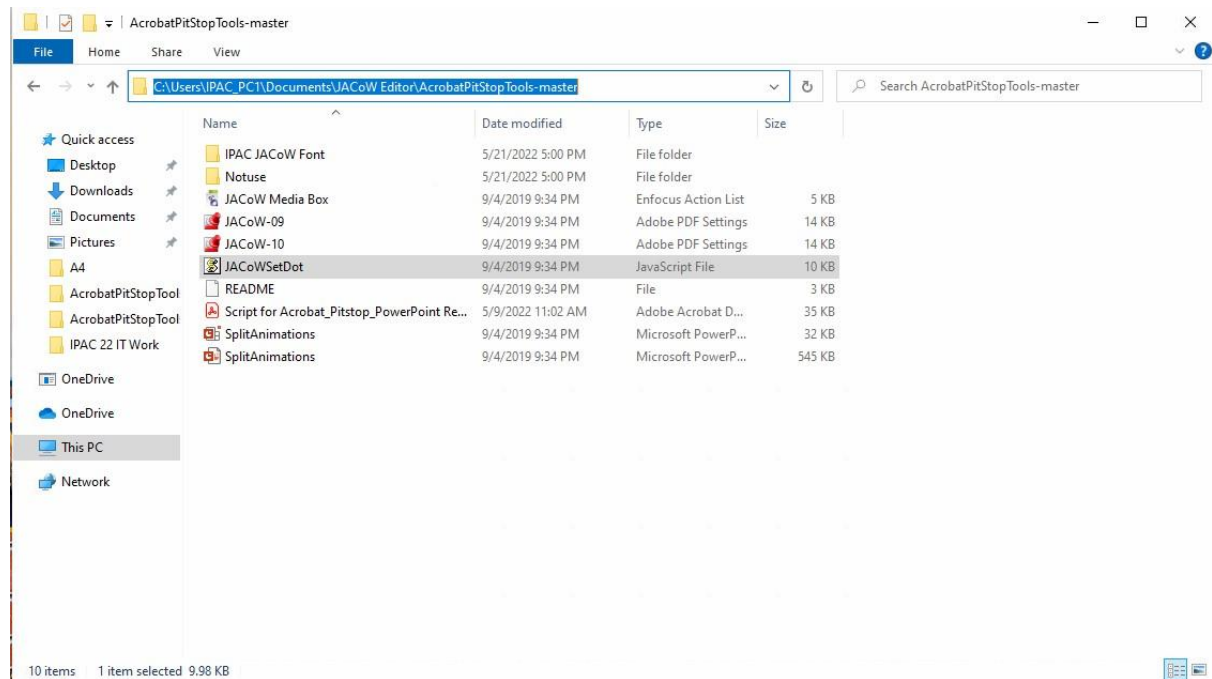
## 11. Full Screen

Configure the Full Screen.



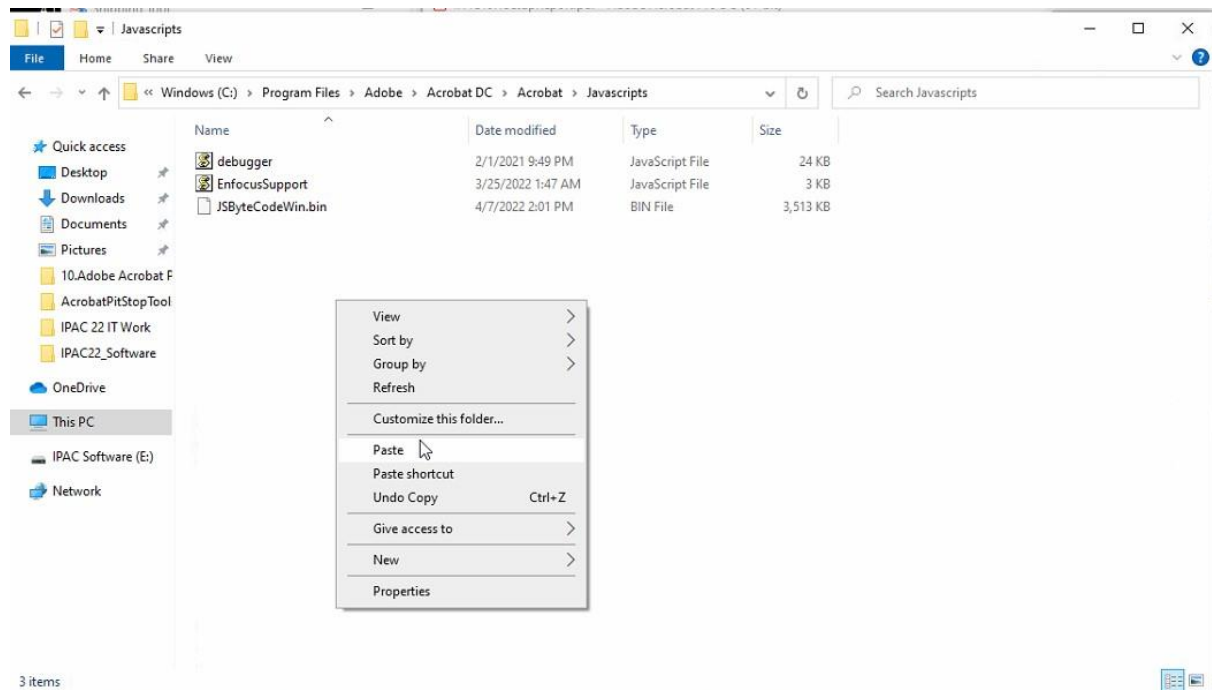
## Copy Dotting Script to the correct Location

Place Dotting Script into ..... Directory, note the directory will be named the same as the version of acrobat you are using.



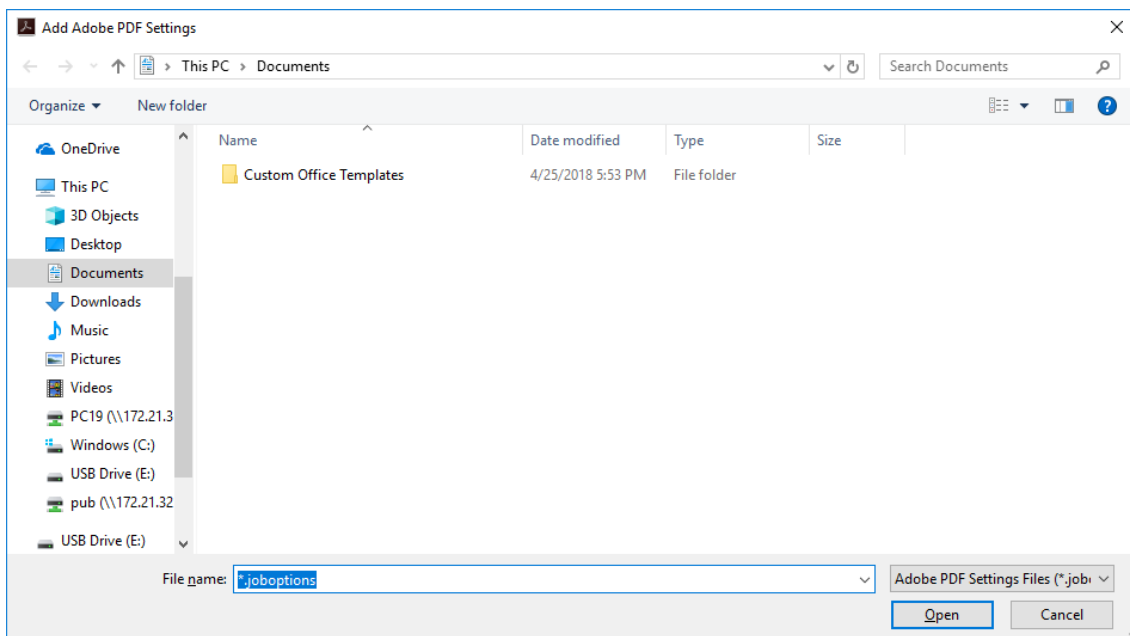
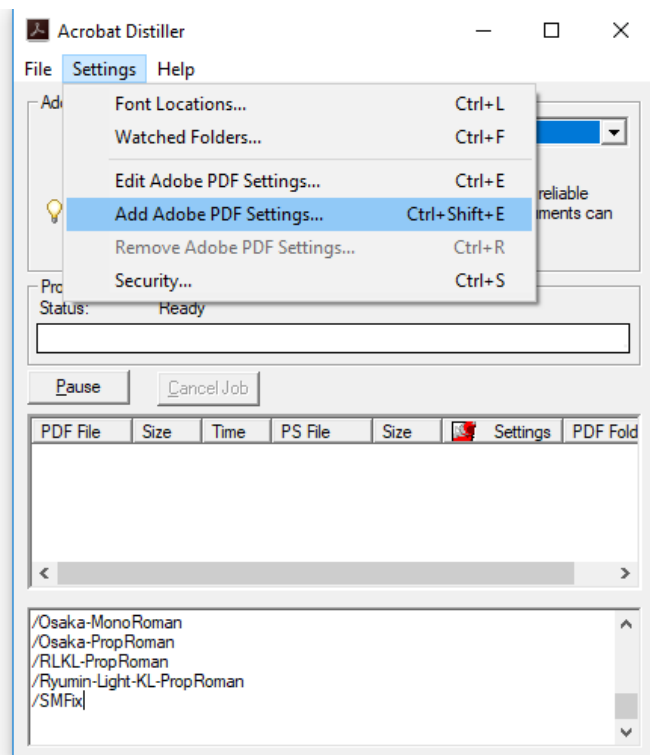
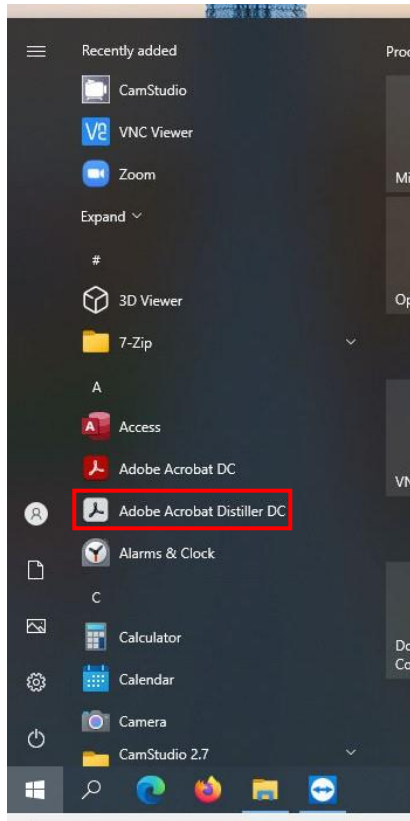
Copy to local temp directory first

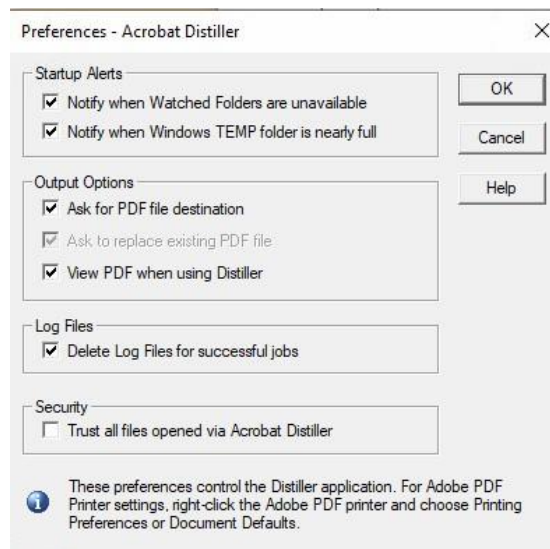
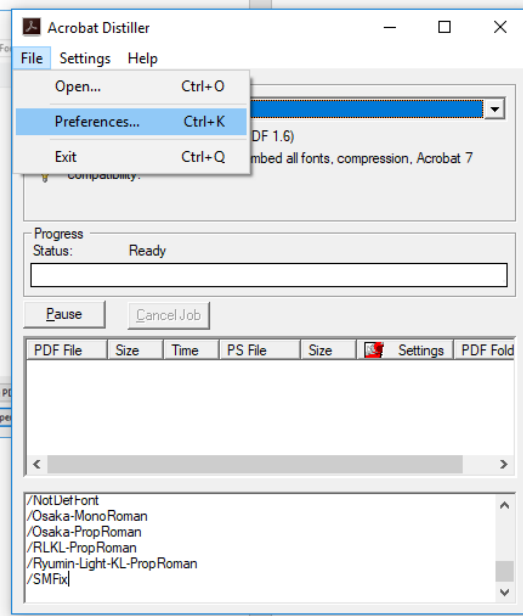
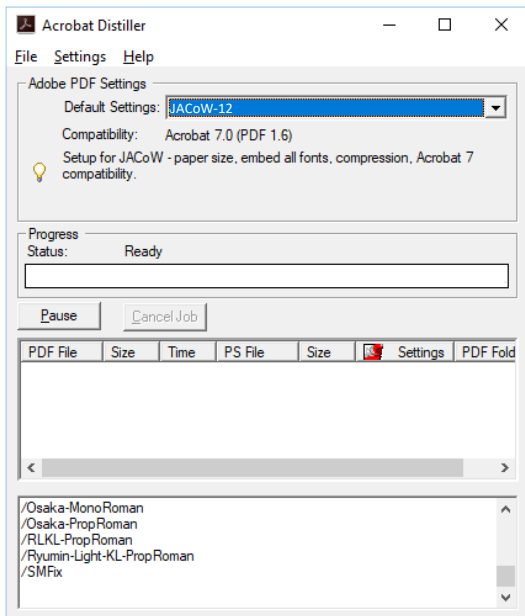
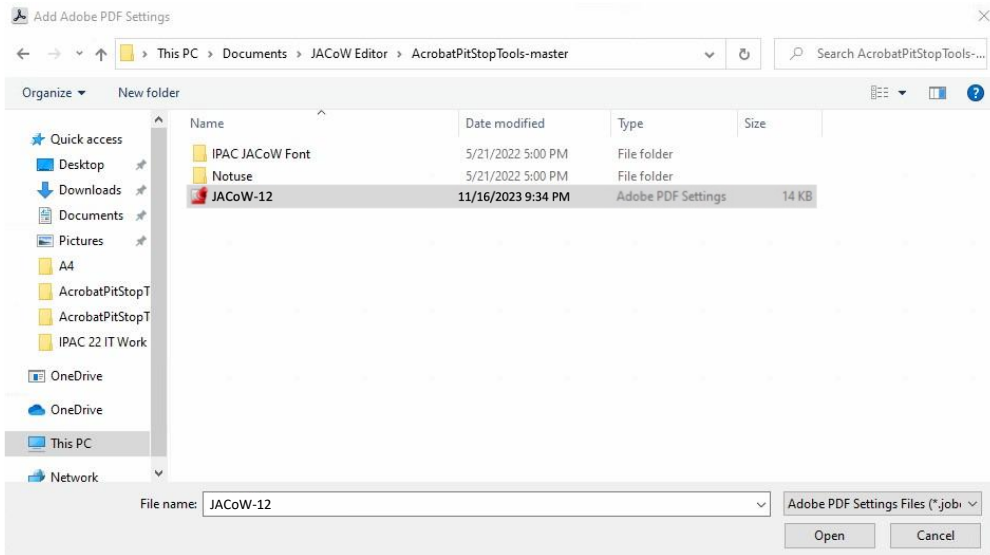
C:\Program Files\Adobe\Acrobat DC\Acrobat\Javascrpts



## Distiller Configuration

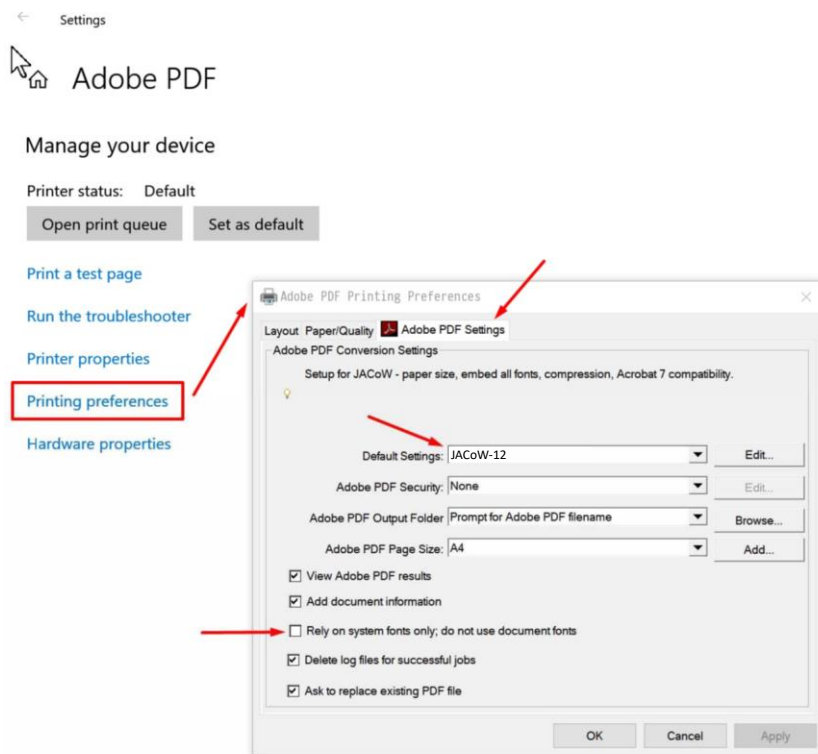
This will explain how to add the JACoW-12 options to the distiller etc.





## Adobe Printing Configuration

Access the Control Panel\All Control Panel Items\Devices and Printers and Right click the Adobe PDF > Printing Preference

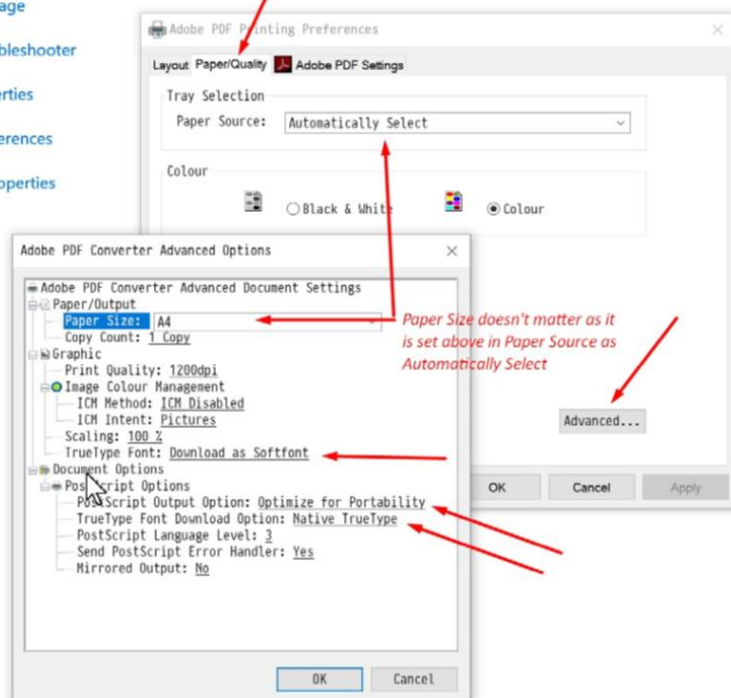


## Adobe PDF

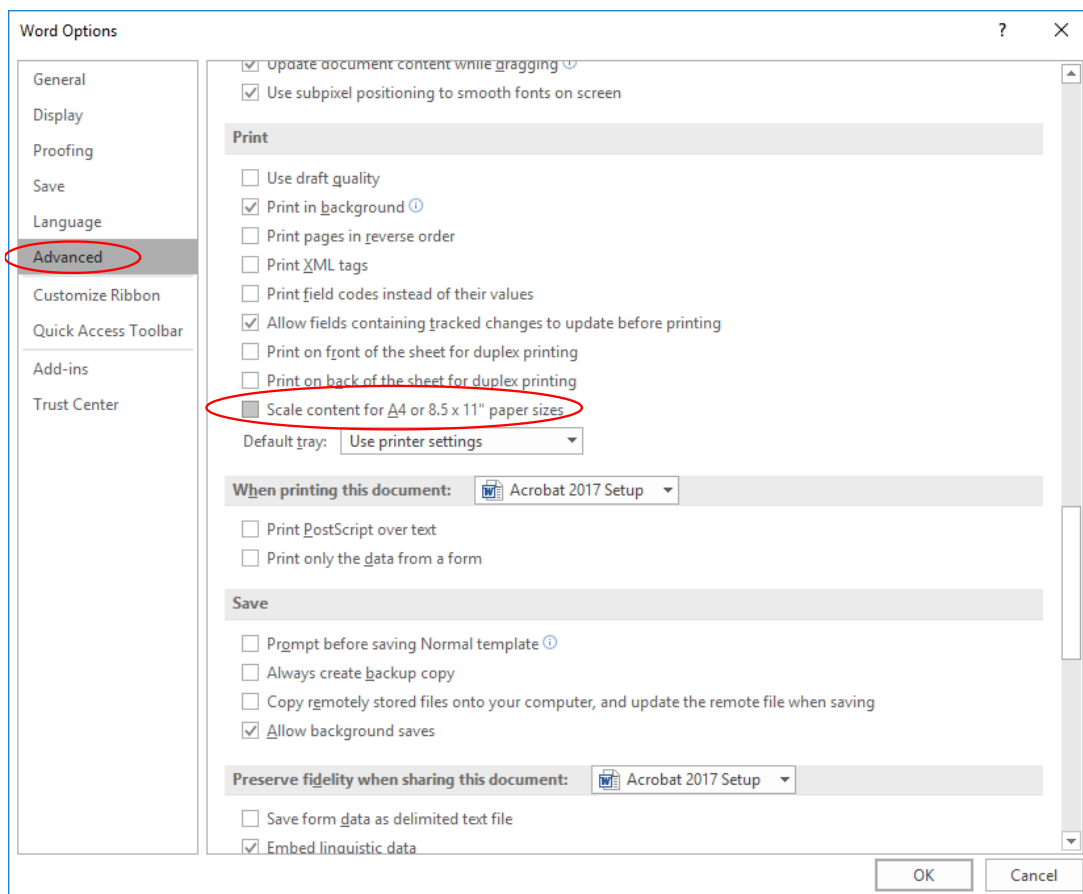
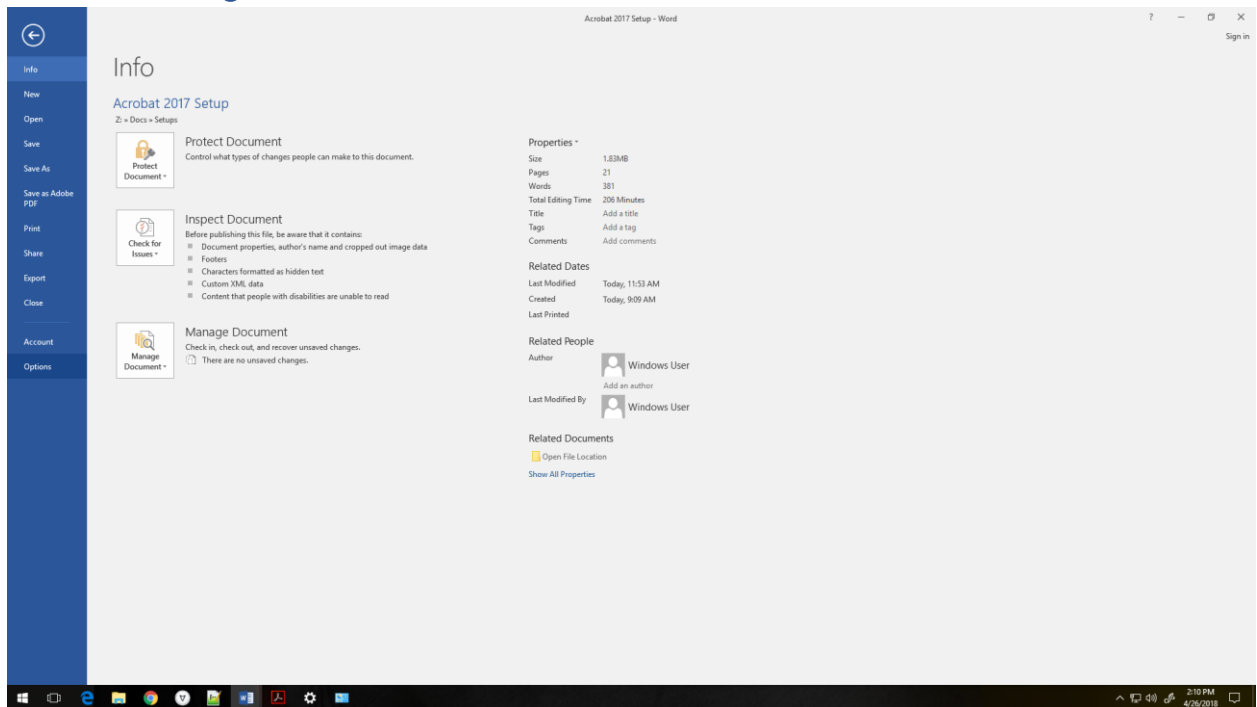
Manage your device

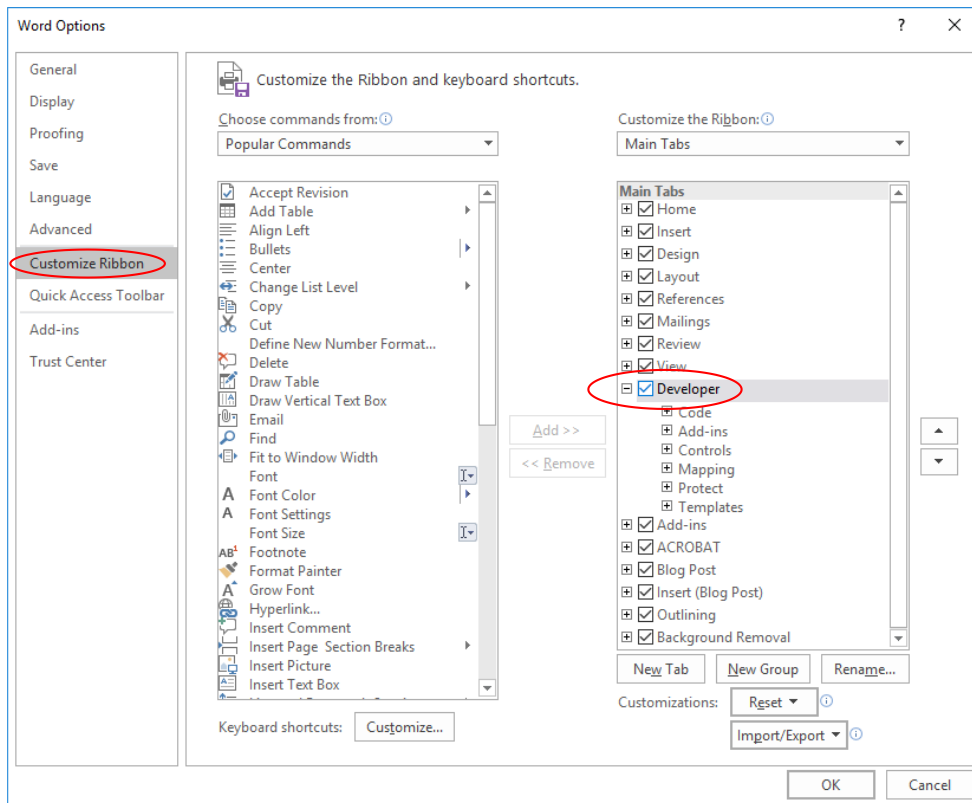
Printer status: Default  
Open print queue Set as default

- Print a test page
- Run the troubleshooter
- Printer properties
- Printing preferences
- Hardware properties

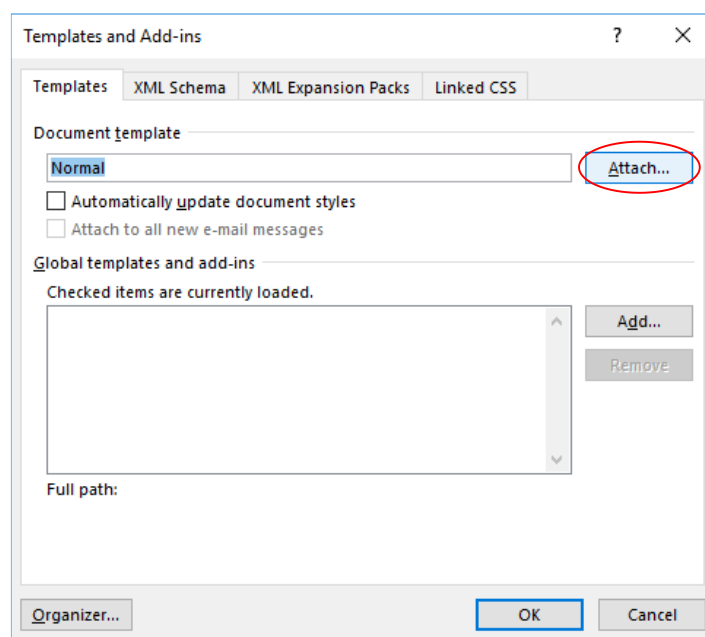
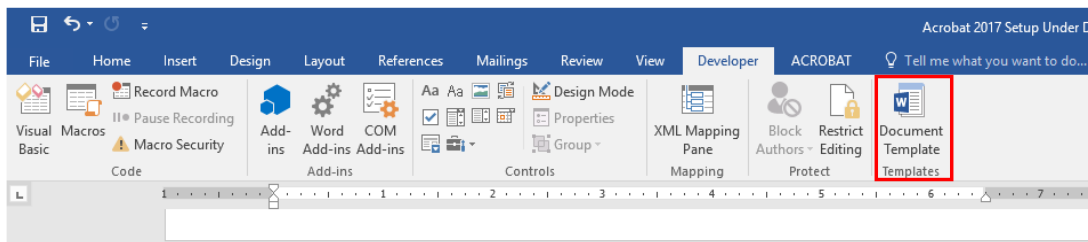


# Word 365 Configuration



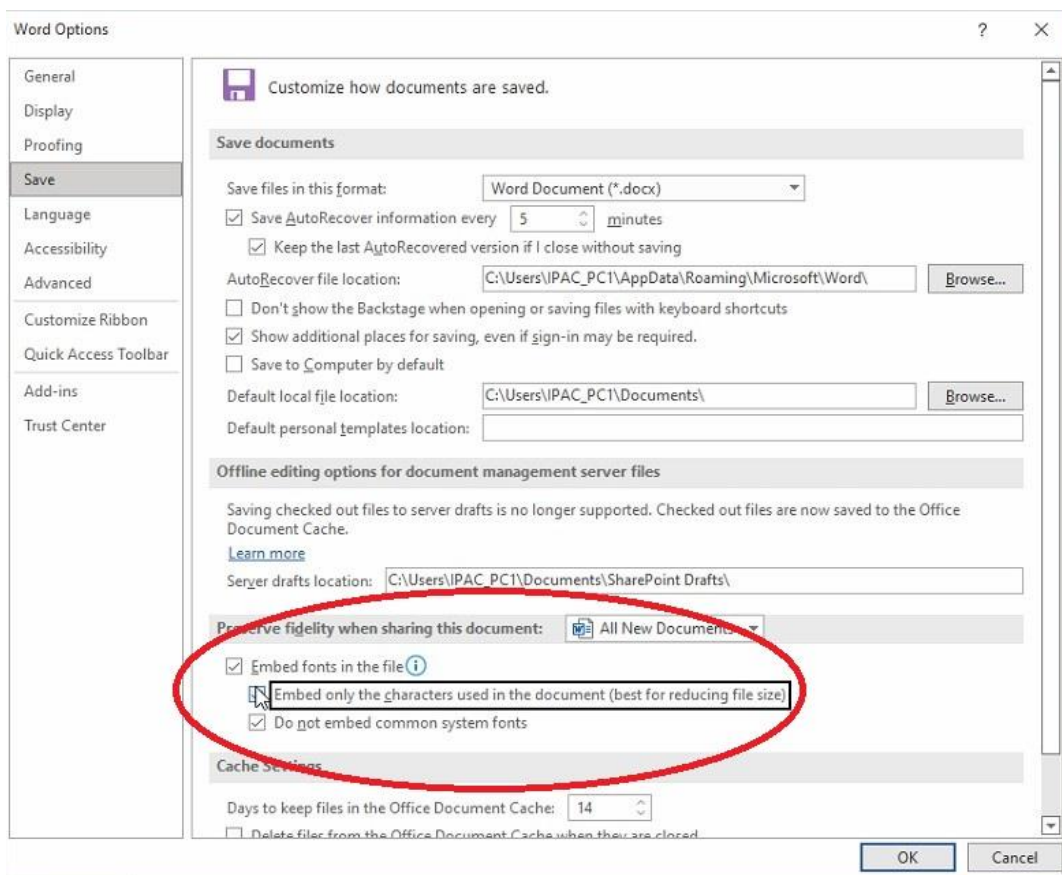
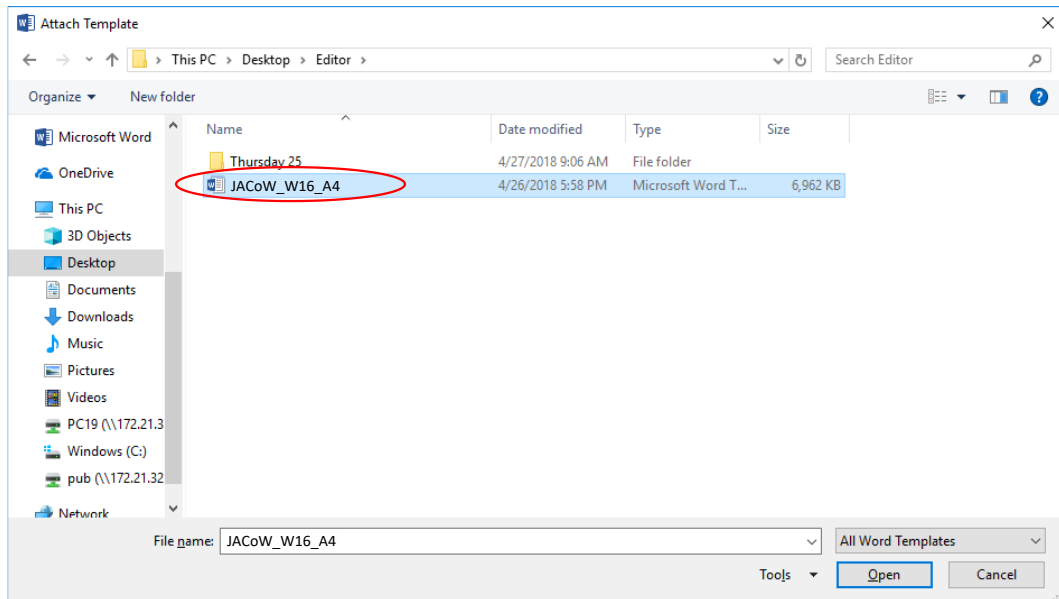


Now will have Development Tab on the Ribbon.



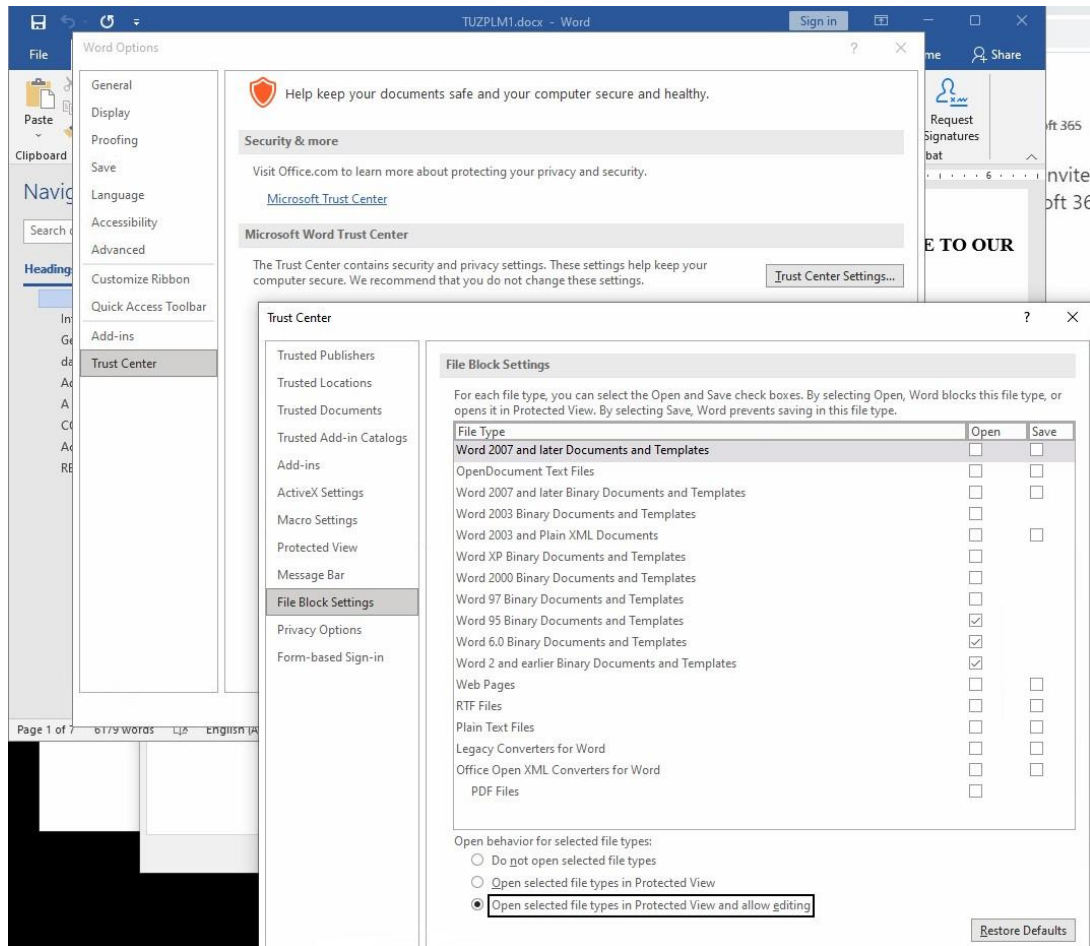


From [https://github.com/JACoW-org/JACoW\\_Templates/tree/master/MSWord/A4](https://github.com/JACoW-org/JACoW_Templates/tree/master/MSWord/A4)

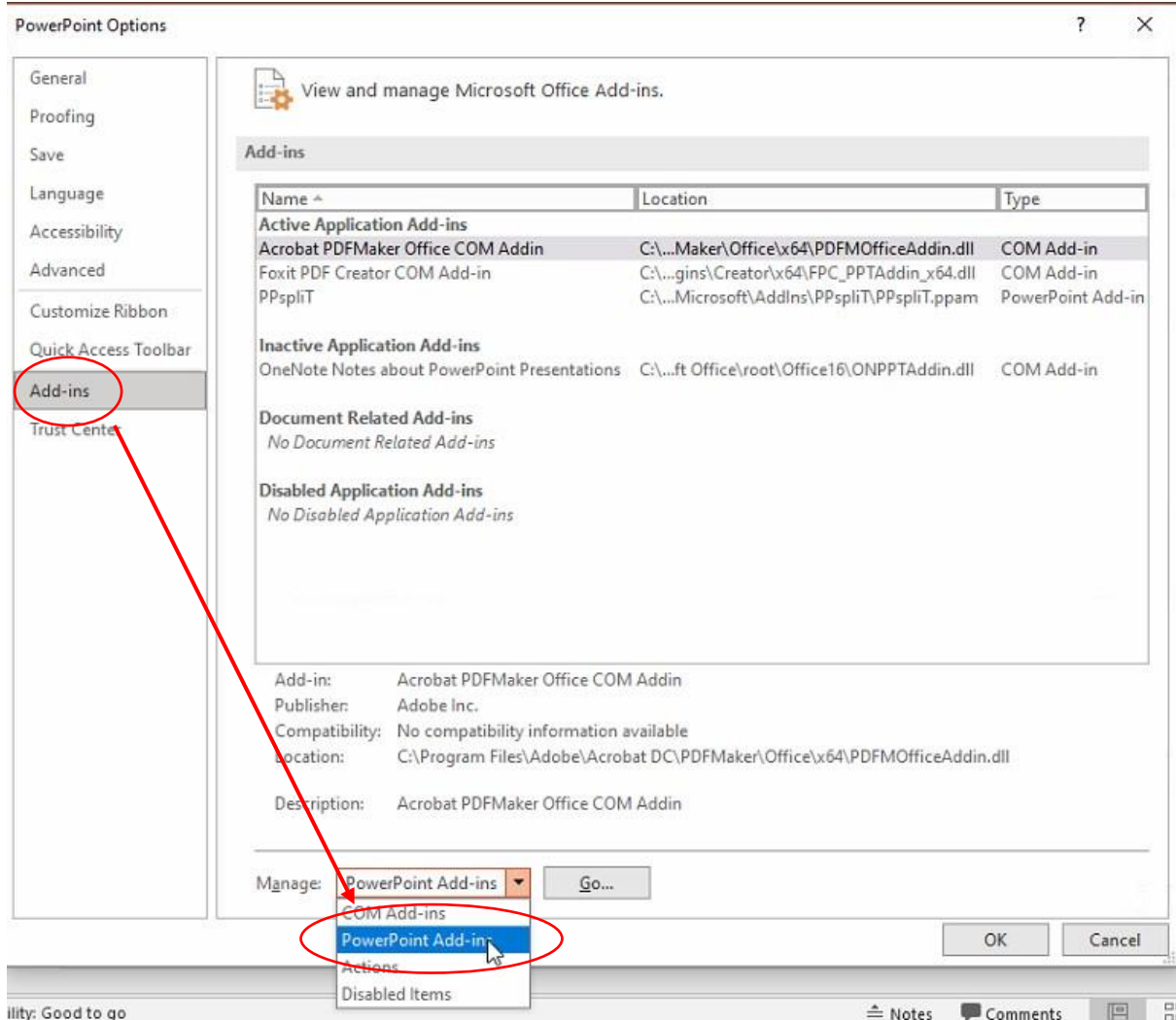
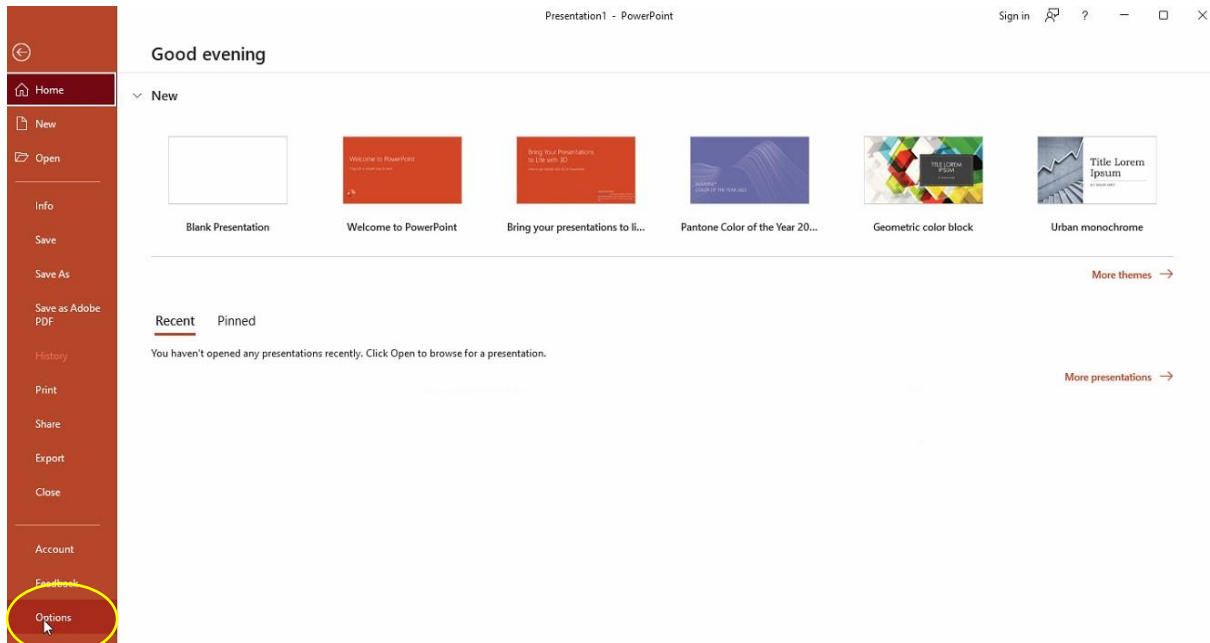


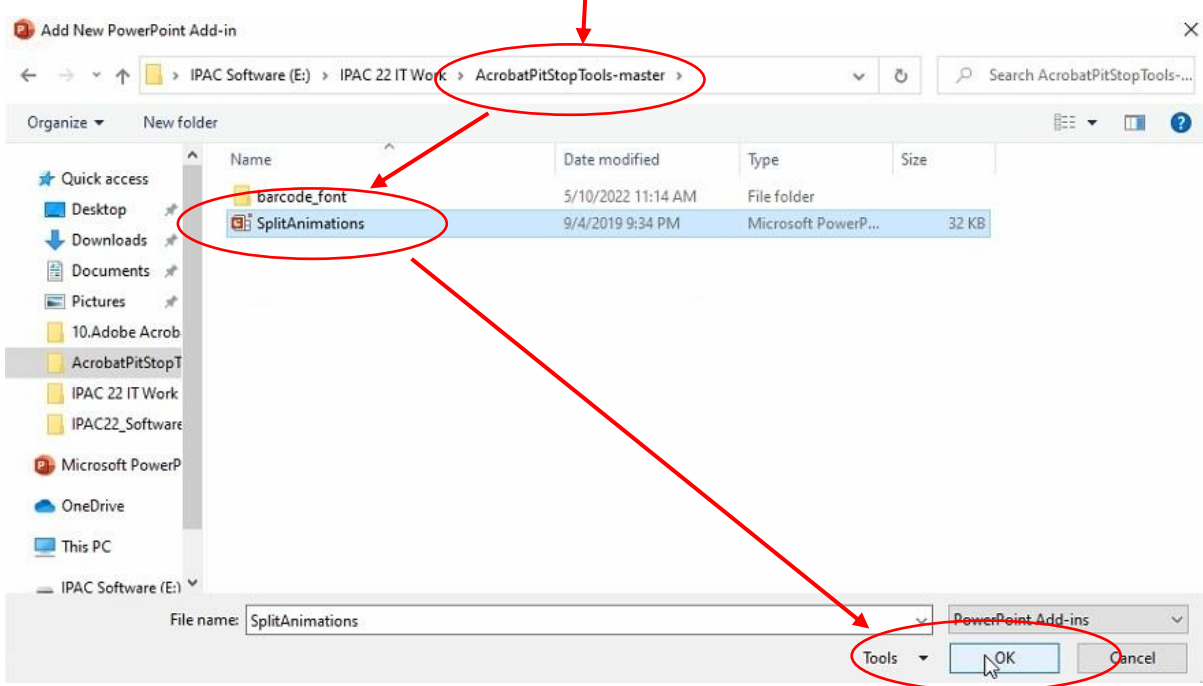
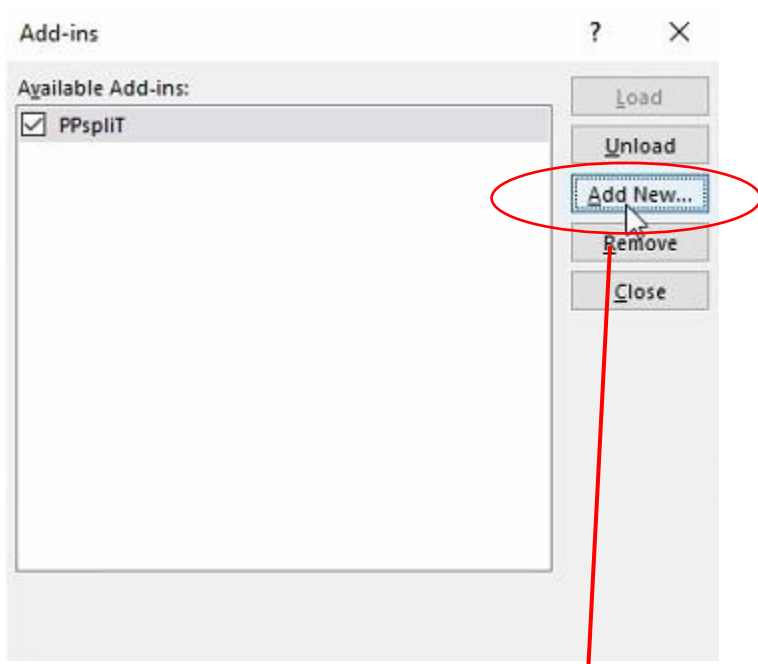
## 1. Enable editing in word by default

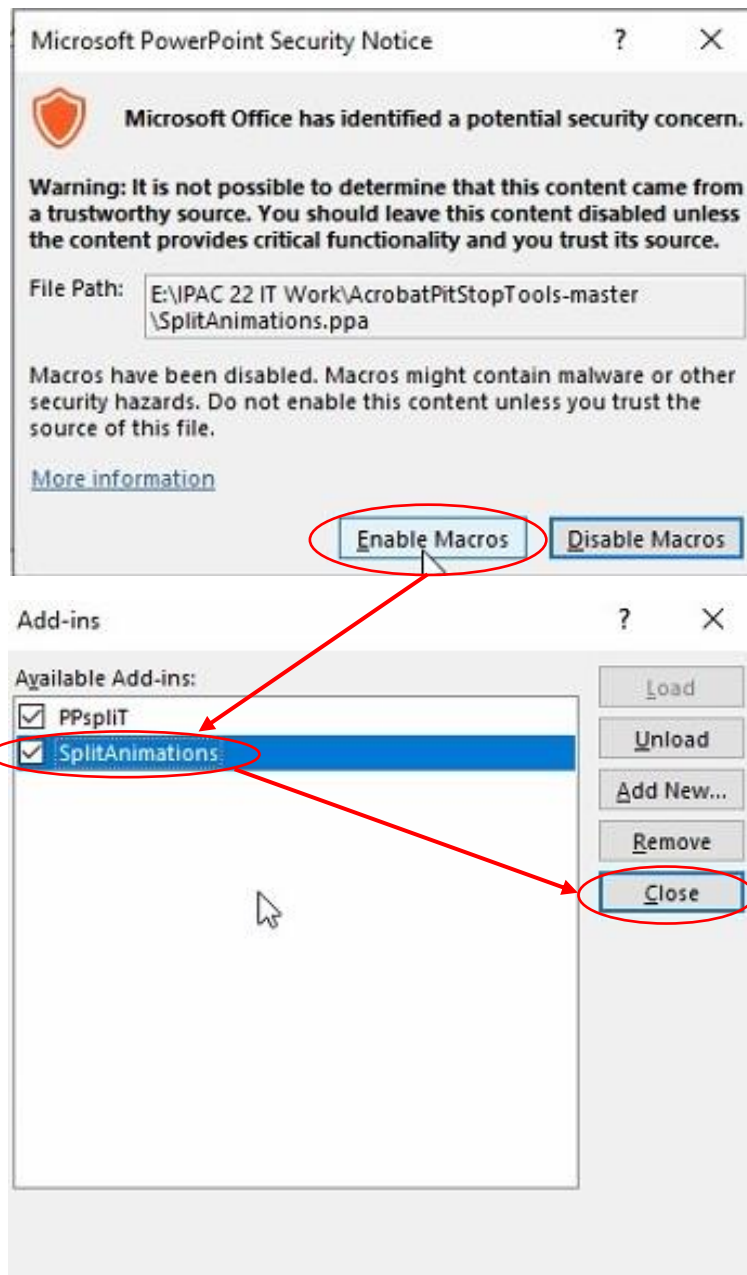
Access the menu File > Option > Trust Center > File Block Setting to check "Open selected file types in Protected View and allow editing" then click "OK"



# PowerPoint 365 Configuration

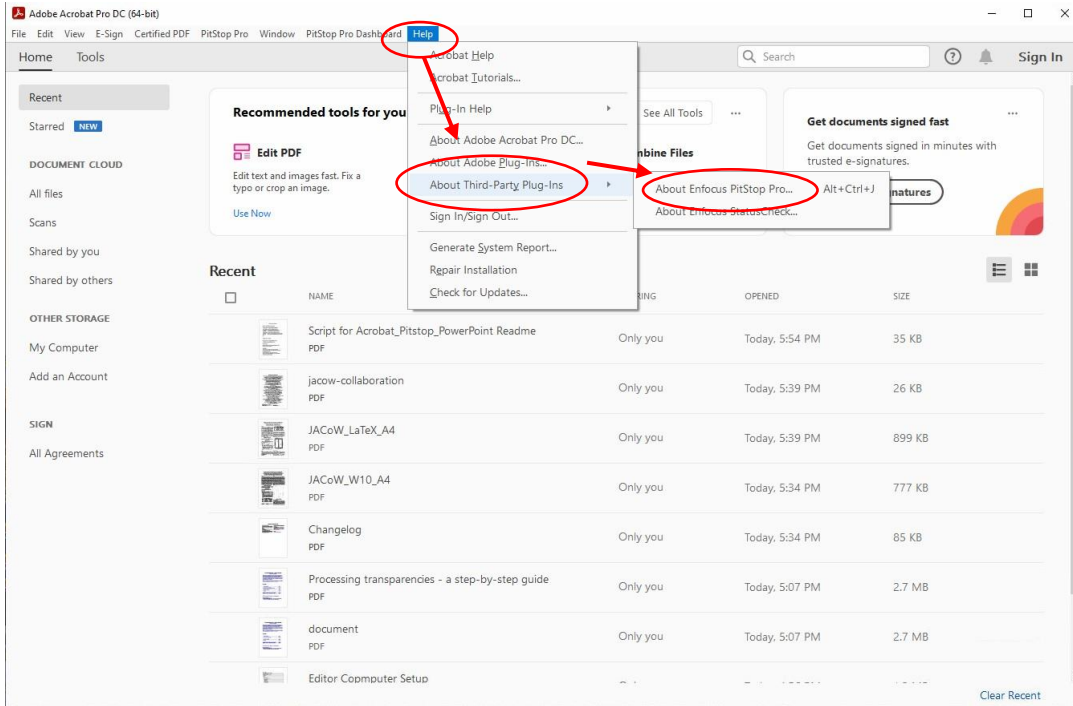




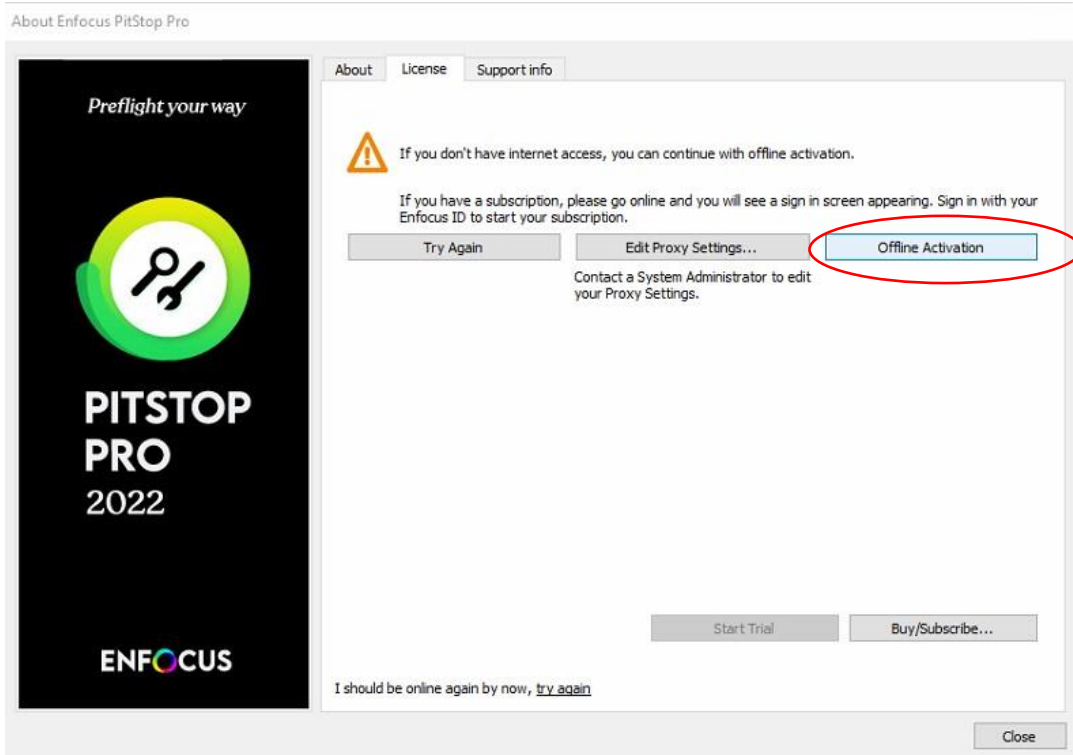


## Enfocus PitStop 21.3.0 Activation Process

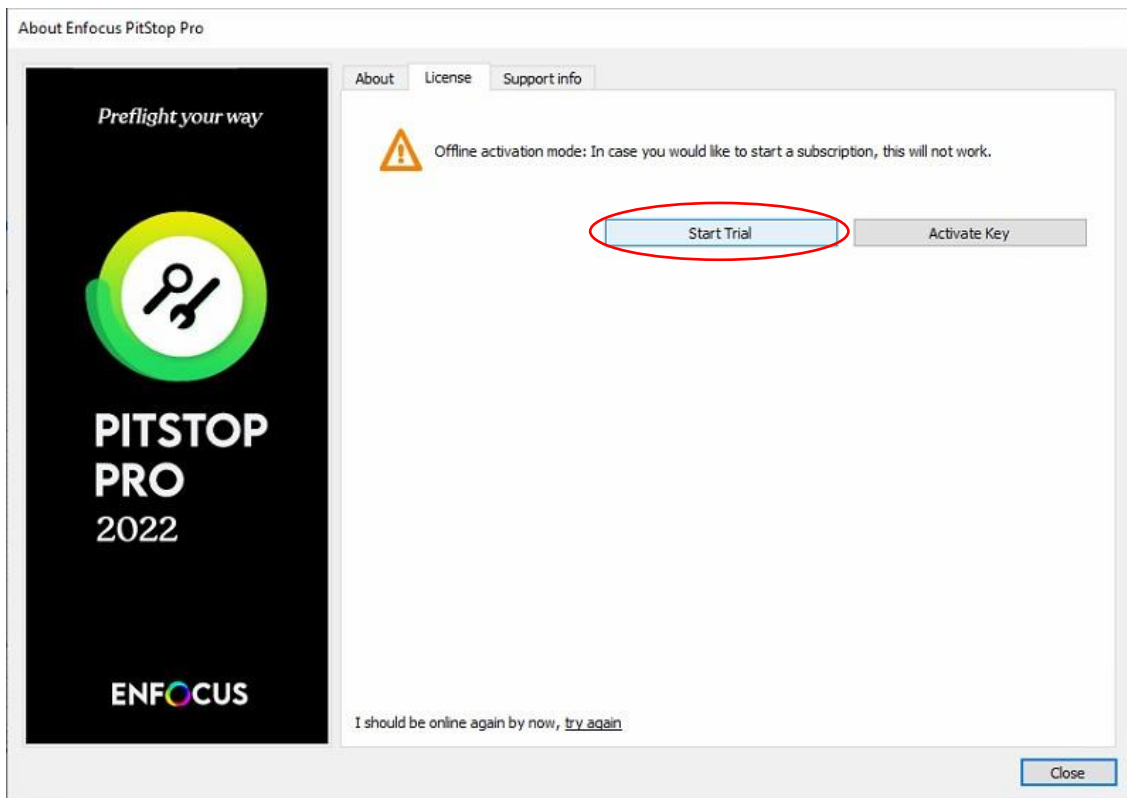
Select the menu Help > About Third-Party Plug-Ins > About Enfocus PitStop Pro.



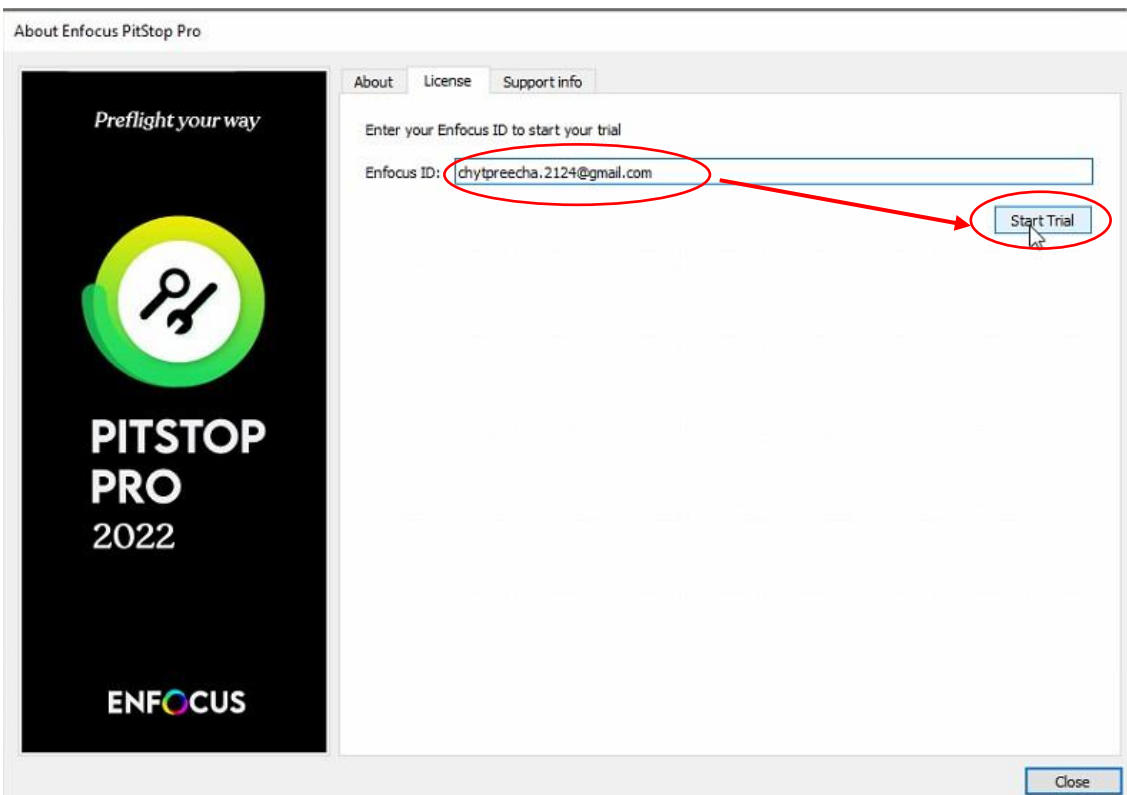
Select "Offline Activation"



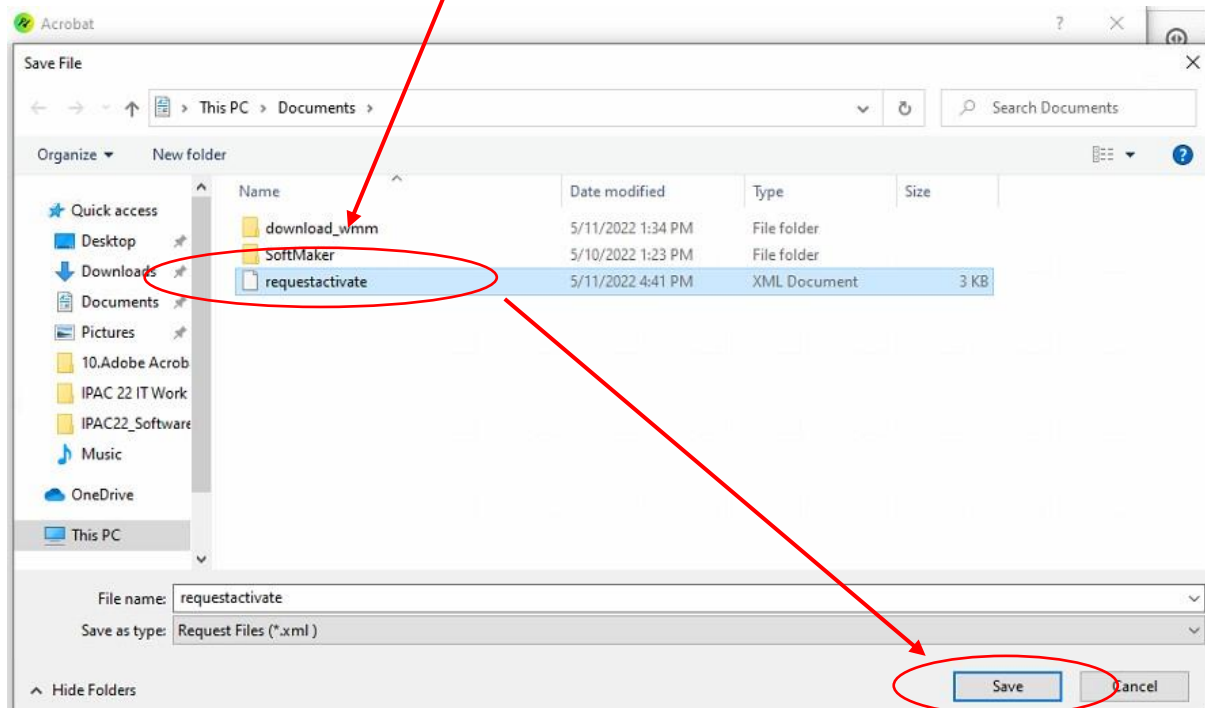
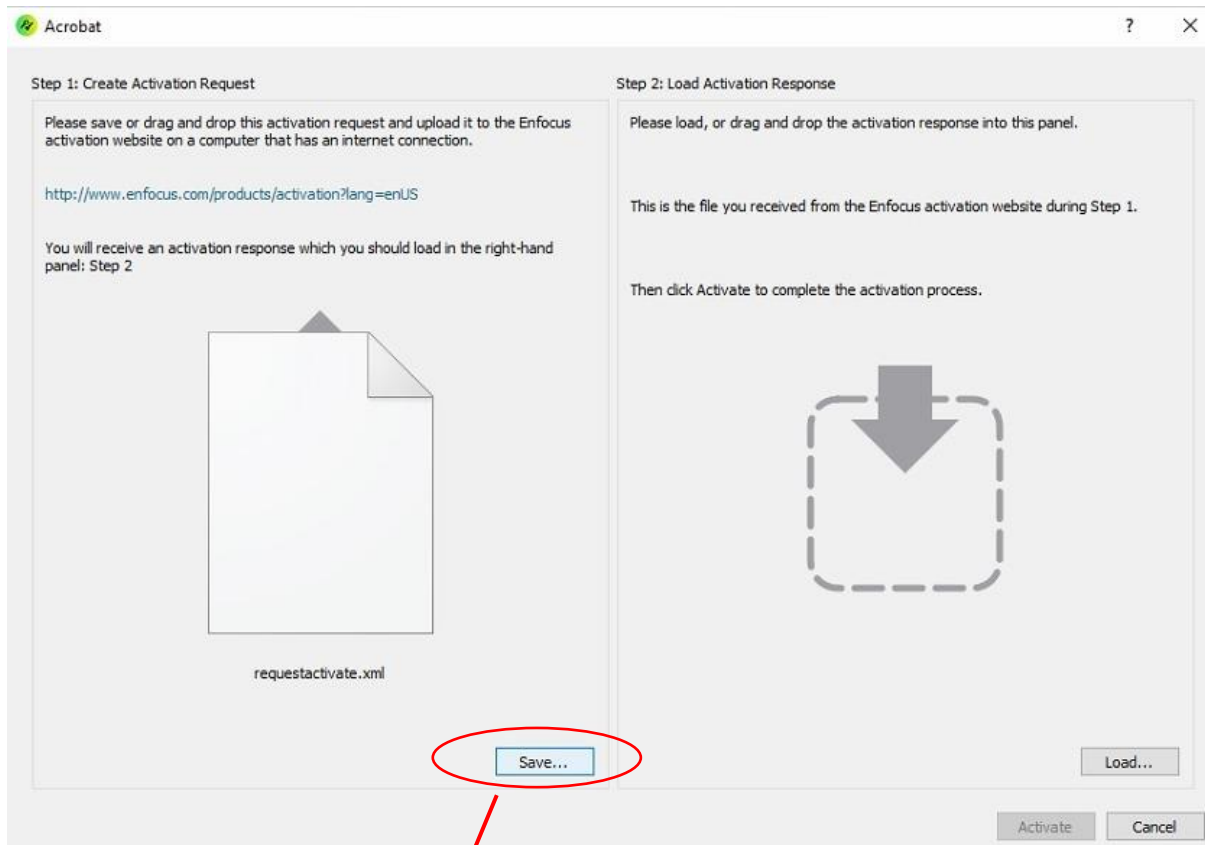
Click "Start Trial."



Enter the Enfocus ID then click "Start Trial."

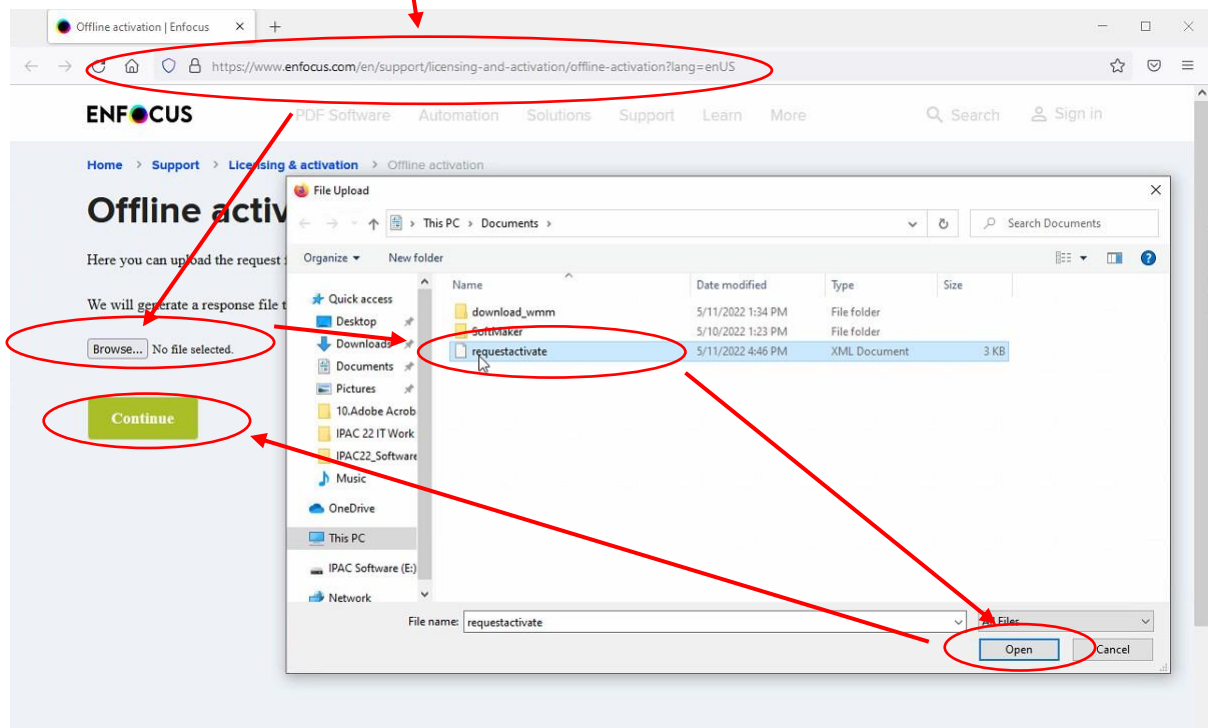
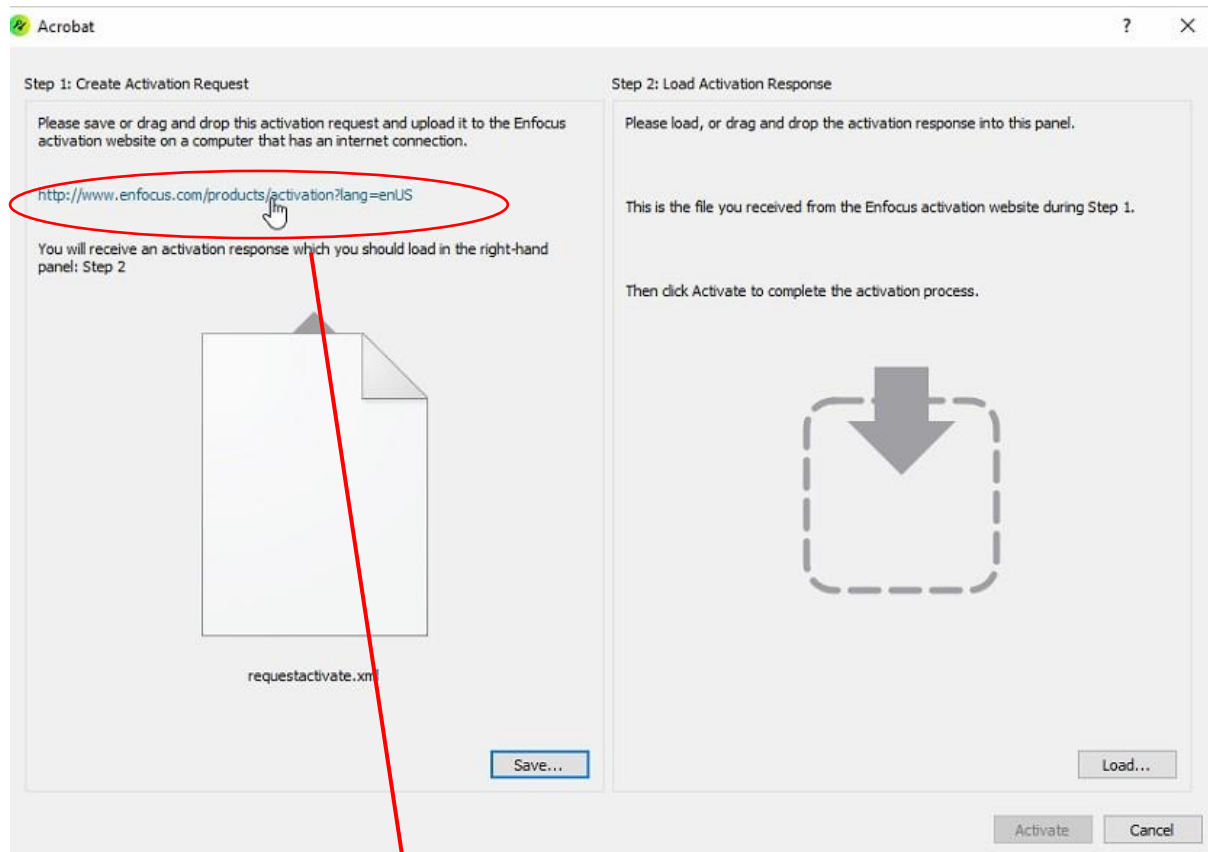


Save the Request Activate file to computer.

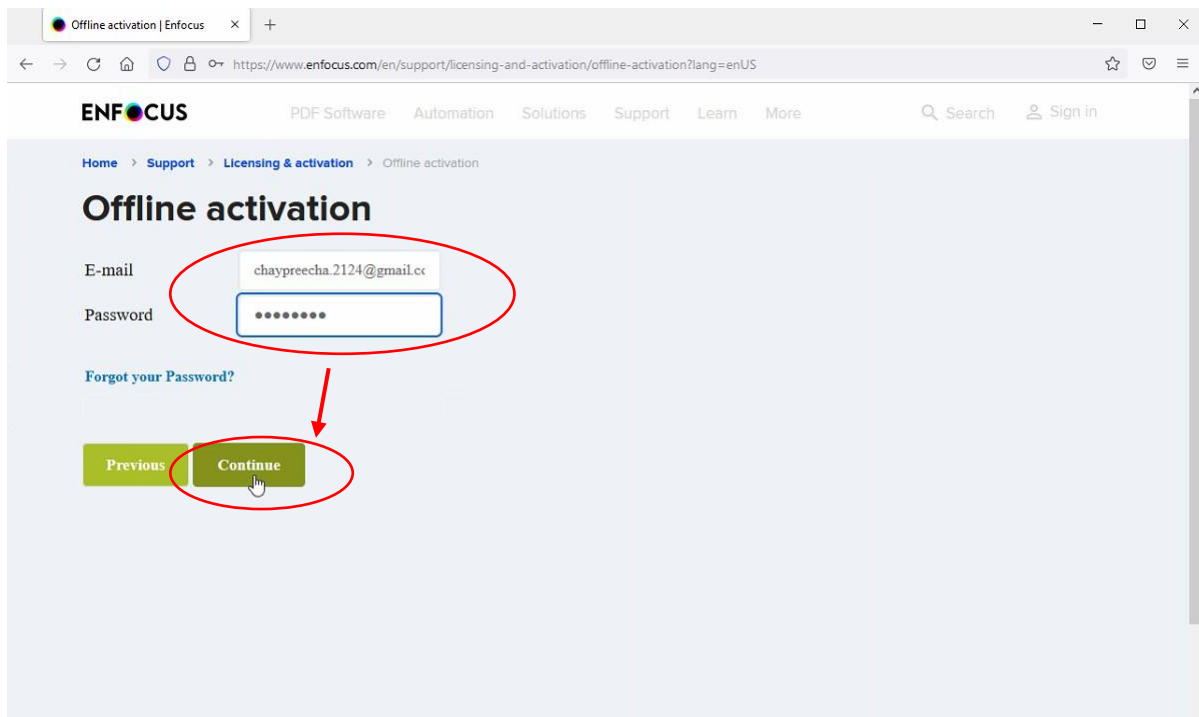




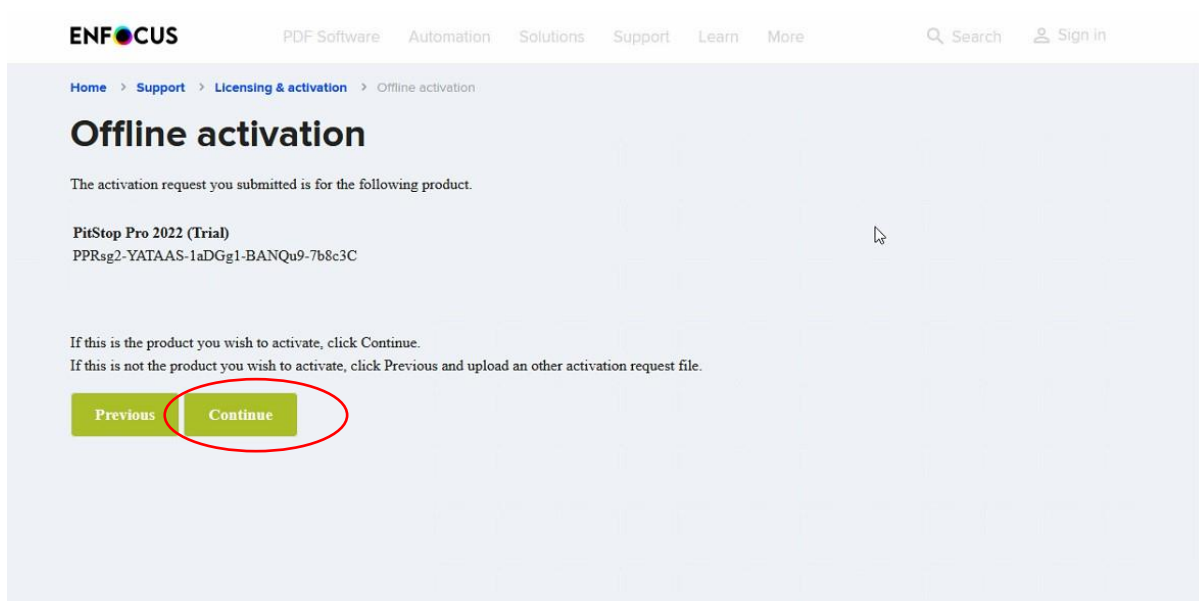
Click a link to offline activation webpage. Then Browse to activate request file at local folder.



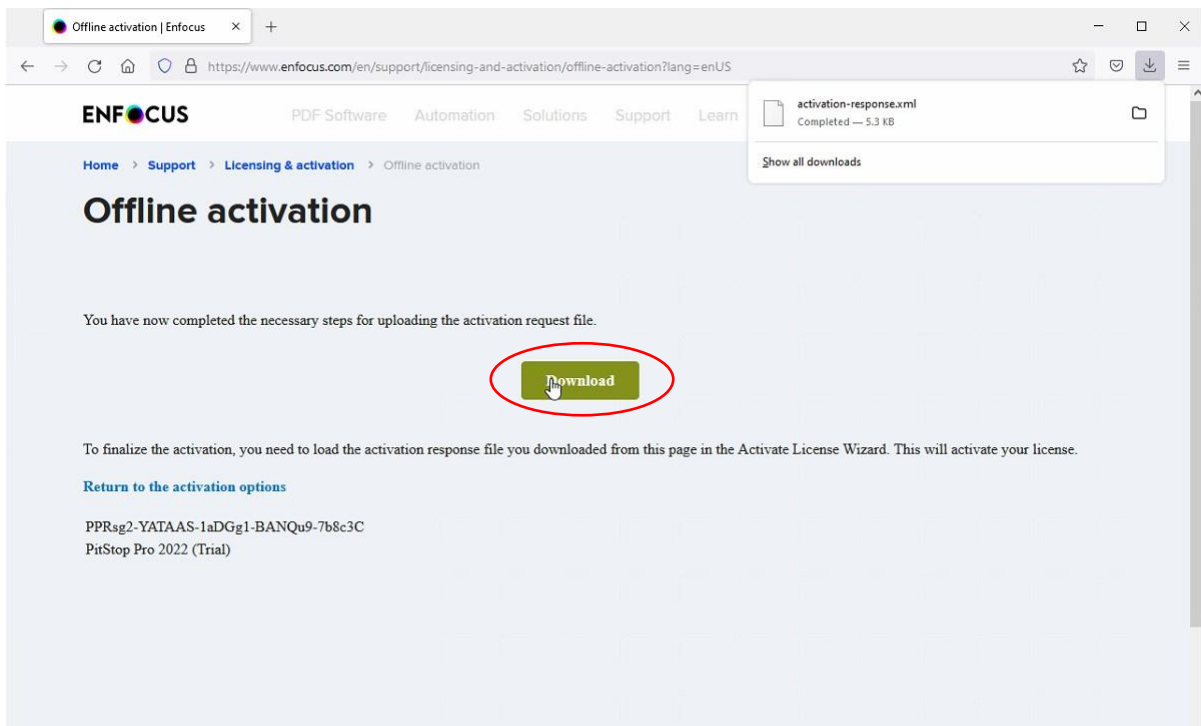
Enter Enfocus E-mail and Password that was registered.



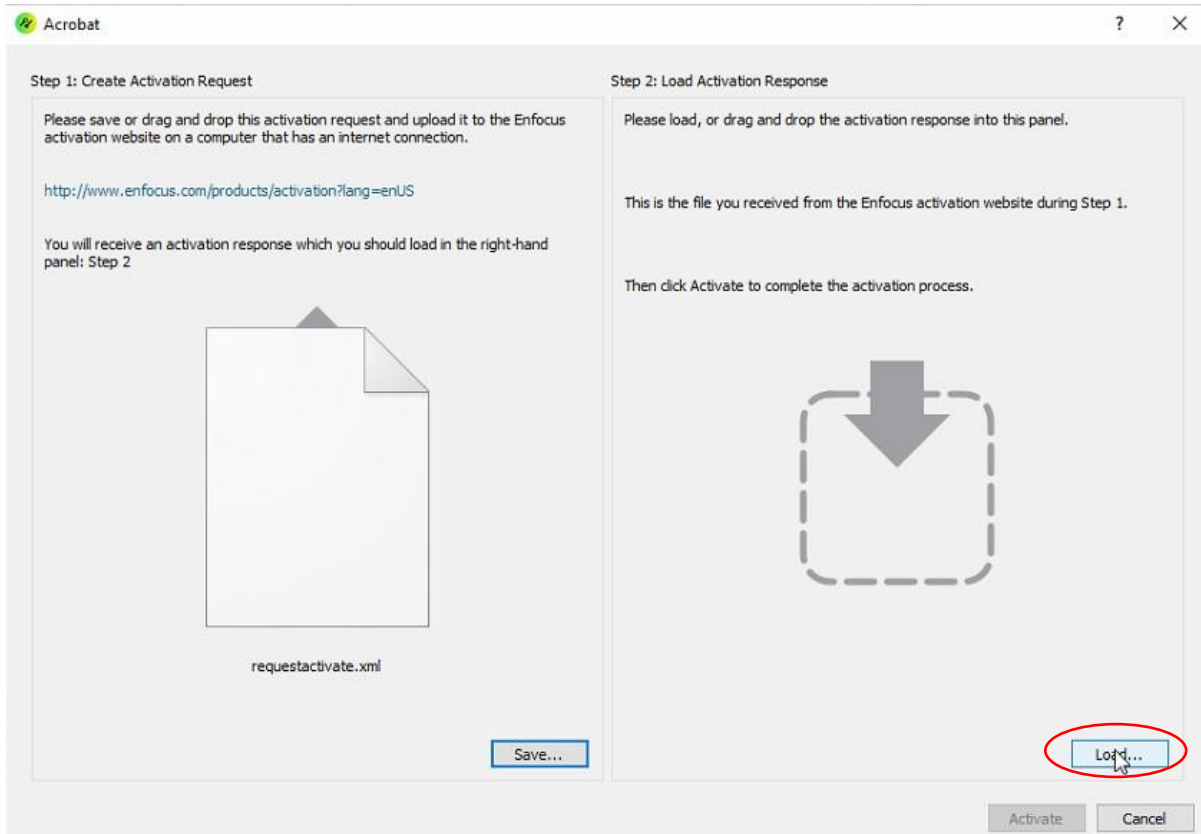
Then click "Continue" to activate program.

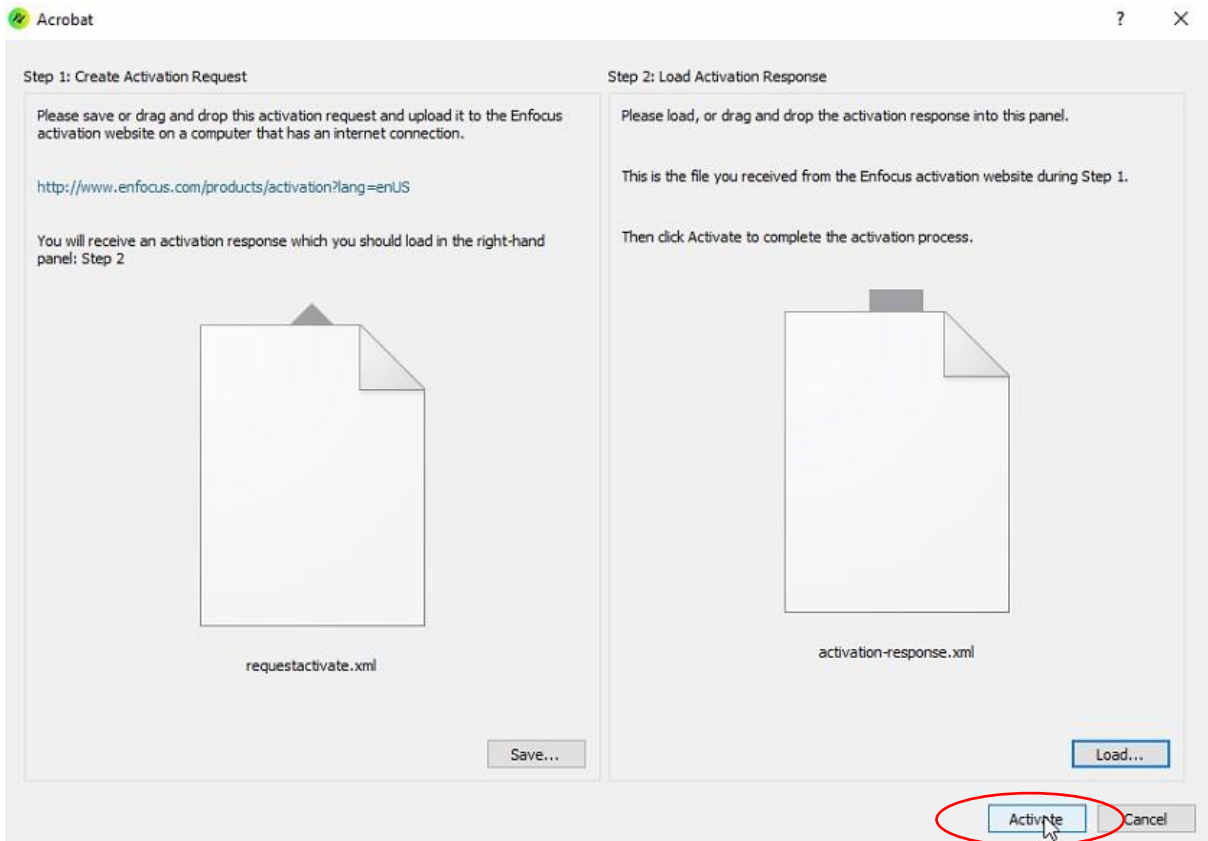
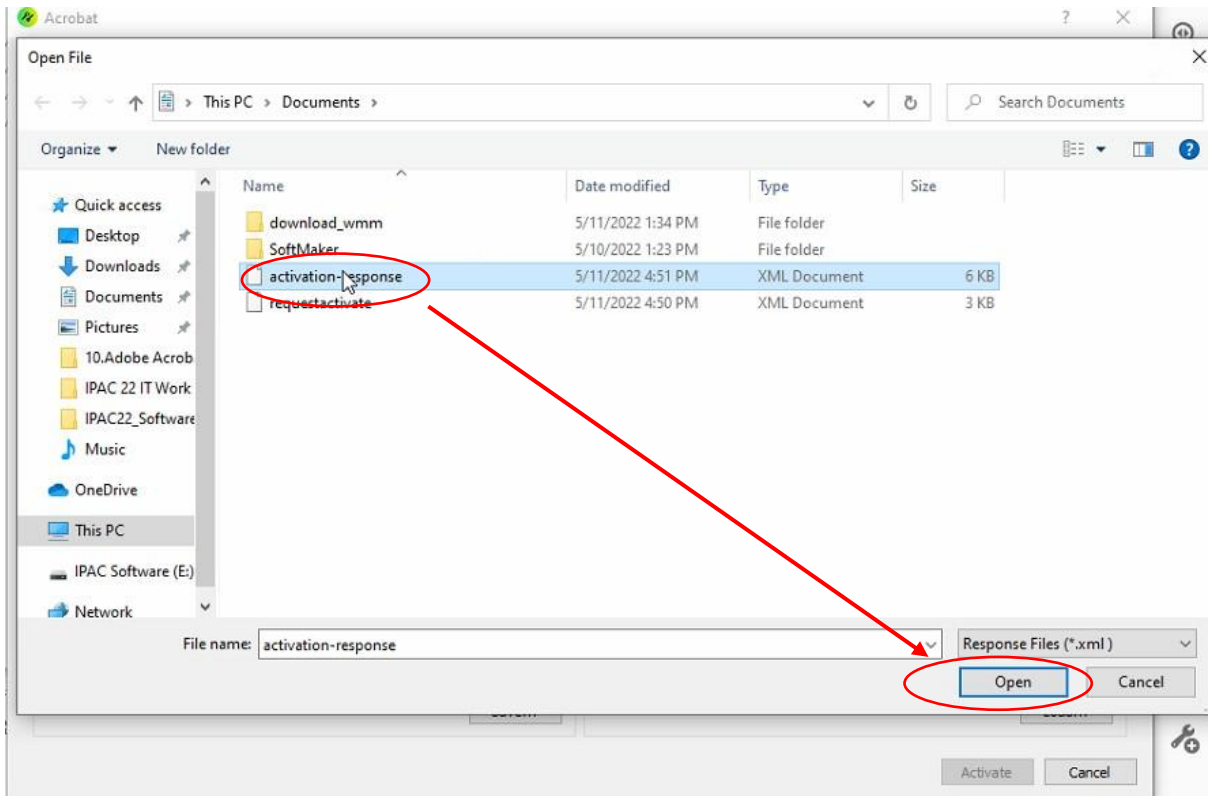


After registering, download the registration file.



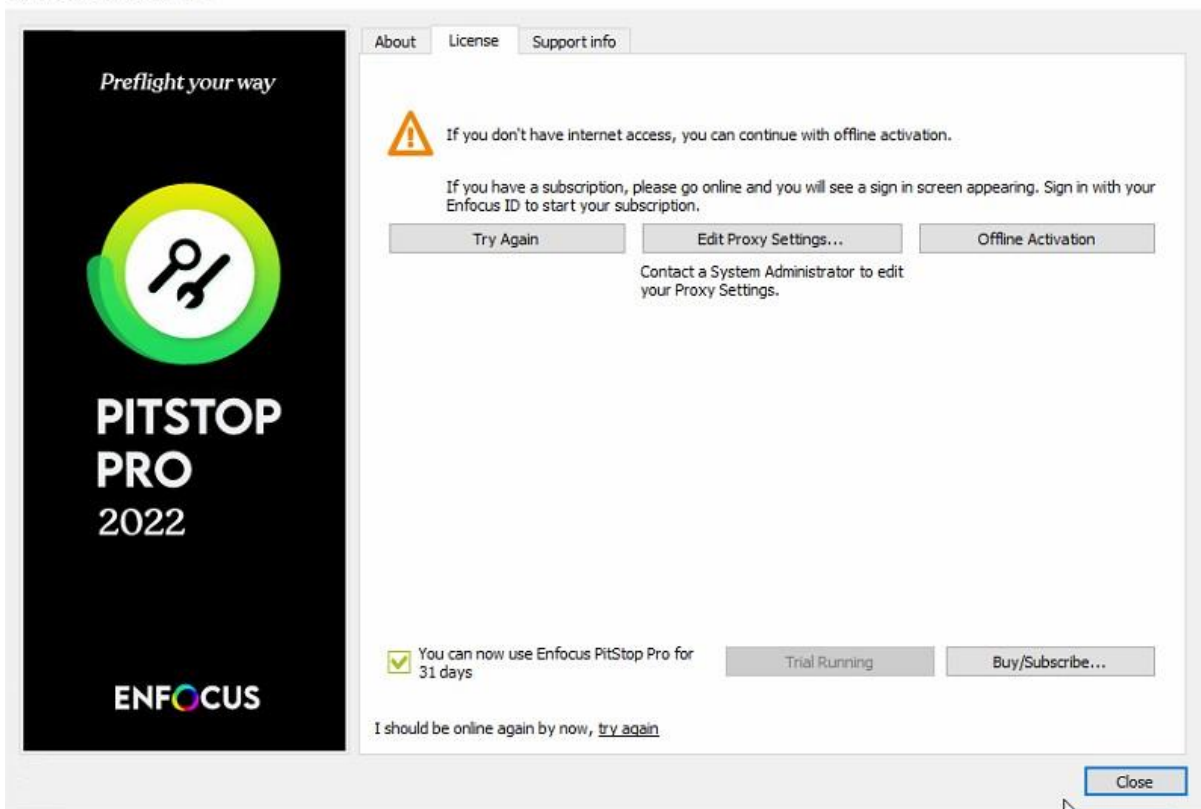
Load Activation Response file.





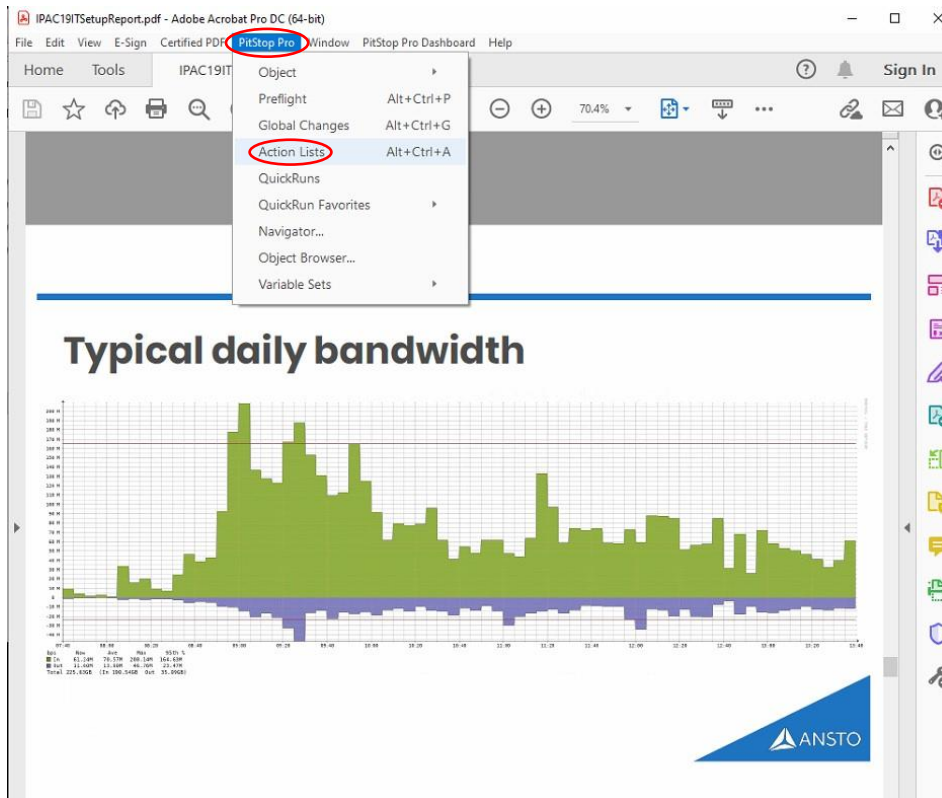
Finish.

About Enfocus PitStop Pro

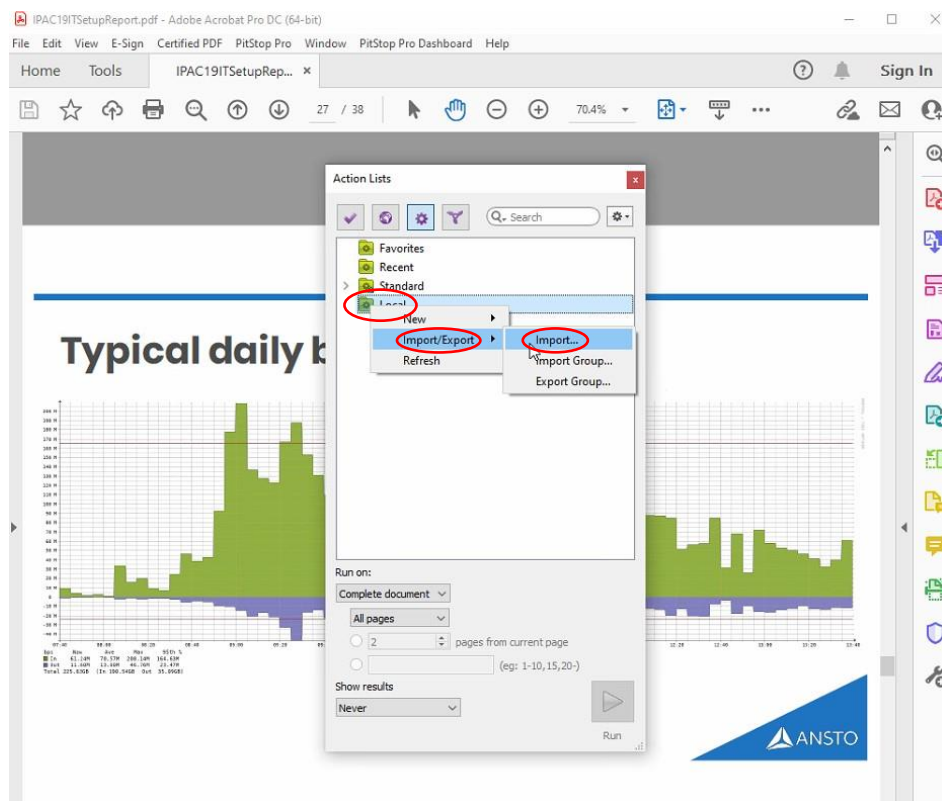


## Load Enfocus PitStop JACoW Media Box

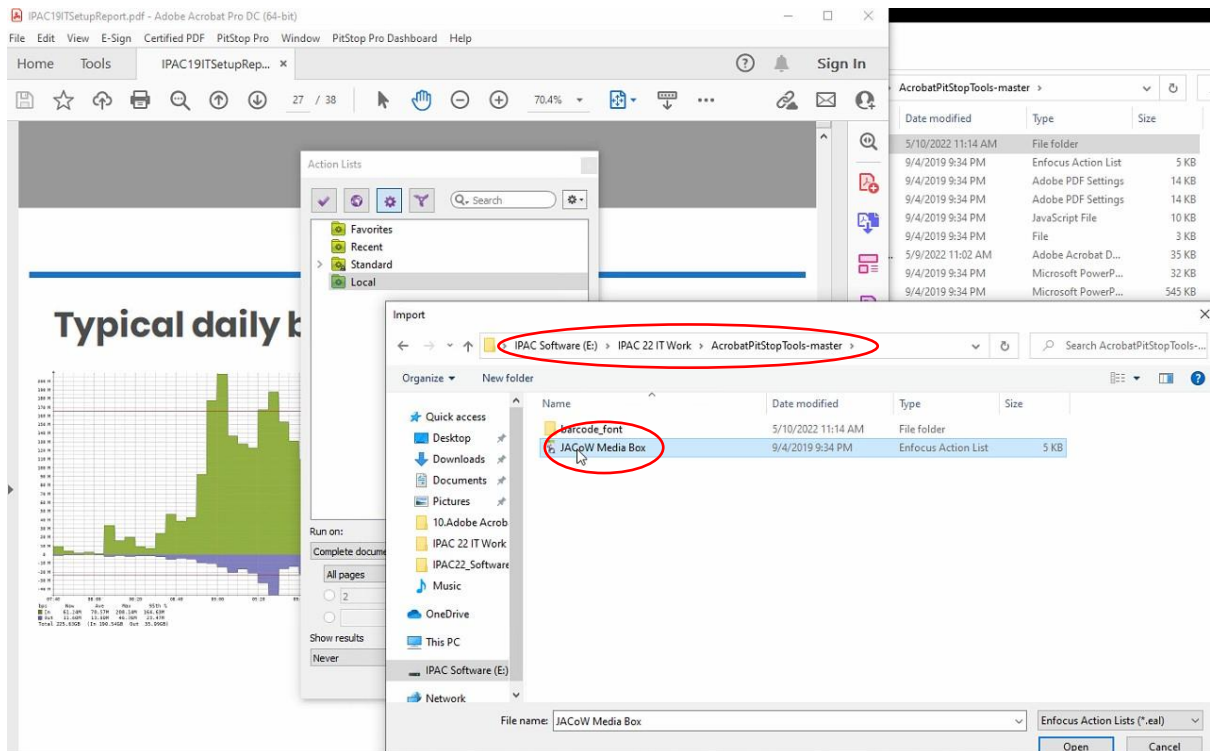
Select menu PitStop Pro > Action Lists.



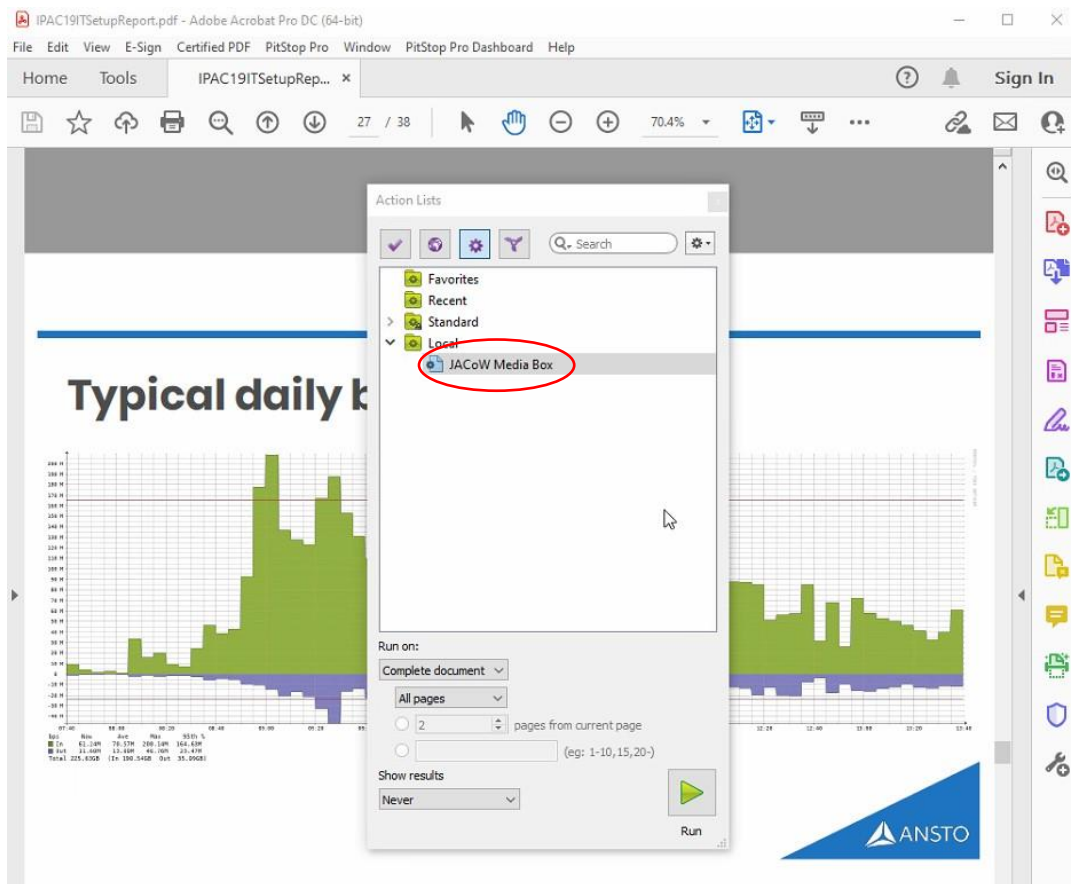
Select menu Local > Import/Export > Import



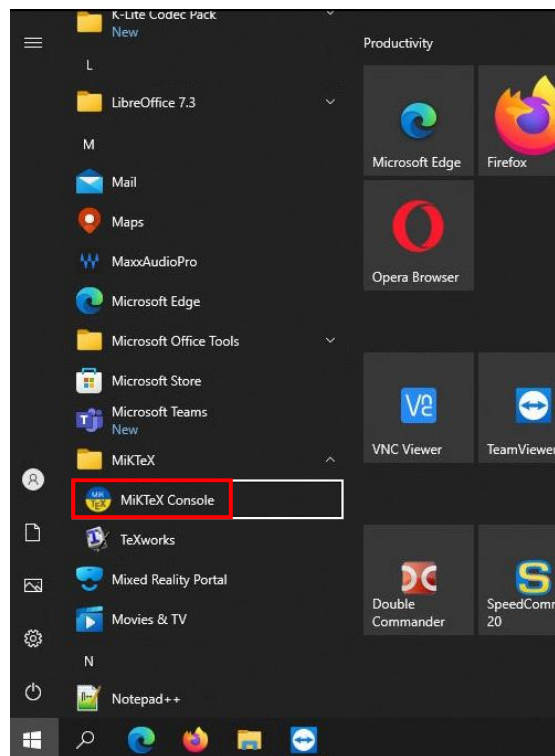
Locate file and click "Open."



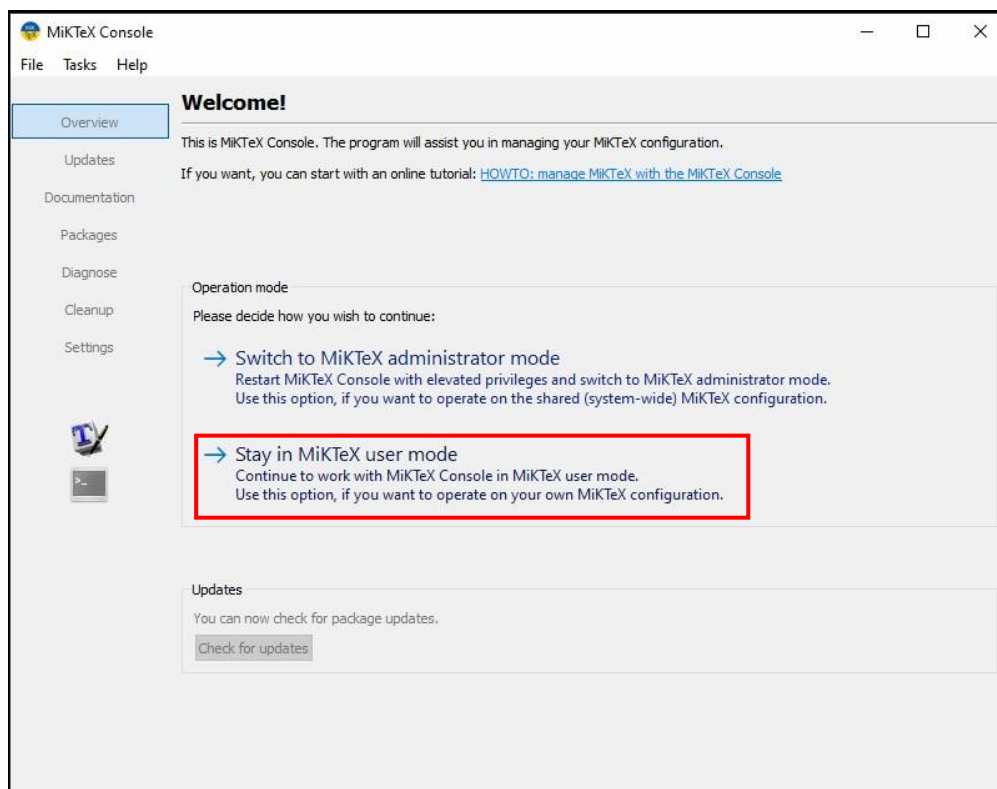
Finish.



## MiKTeX Console Configuration

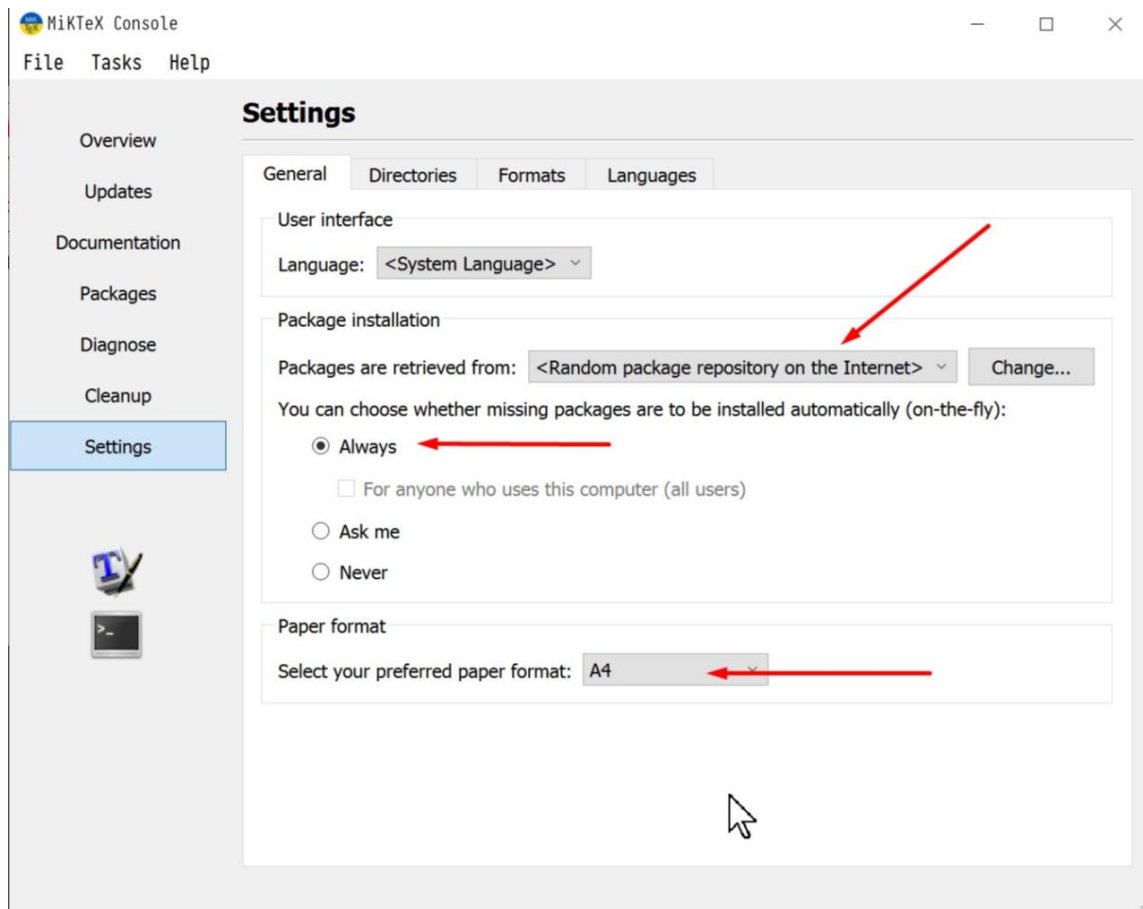


MiKTeX to be installed in **"User mode"** (not "Admin mode") because "Admin Mode" leads to package load errors and a mix-up when users are not logged in as Administrators and the flag on "Always" is not set correctly (which requires Admin privs when installing).






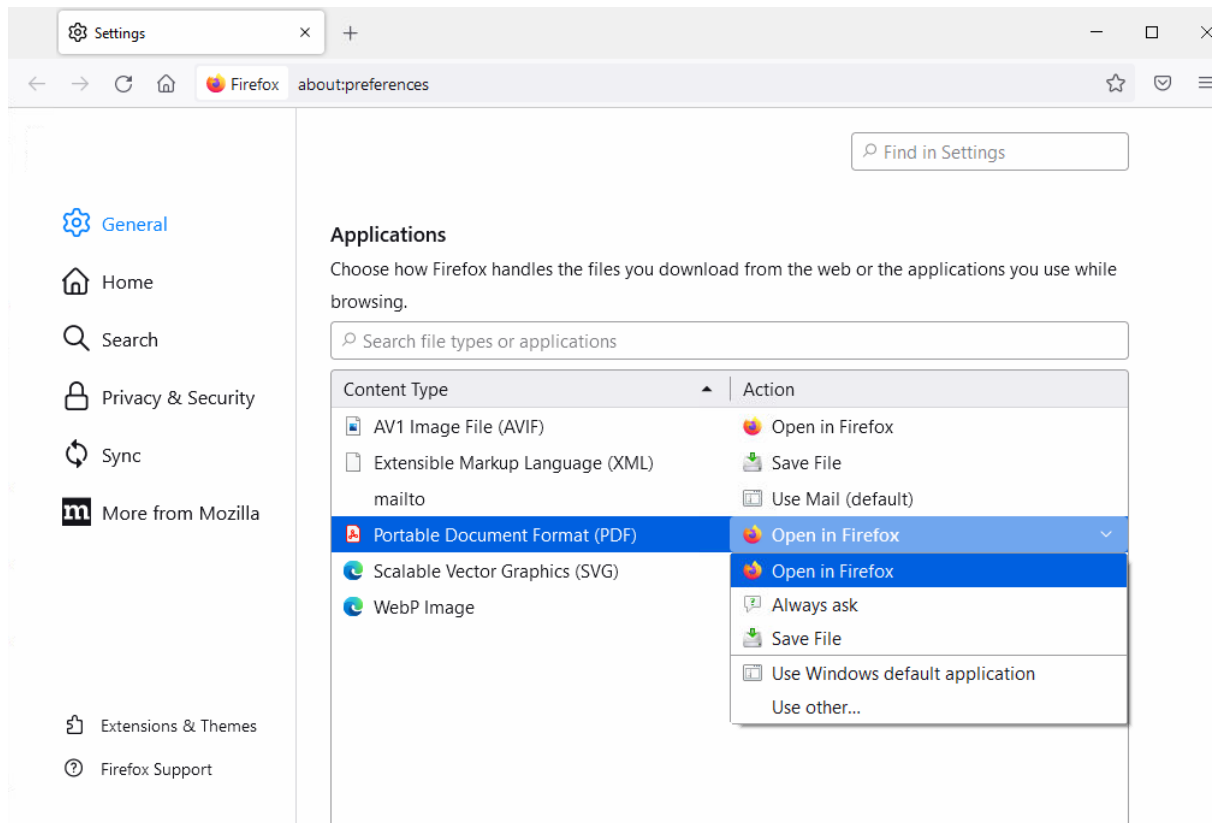
## Select "Settings"



## Enable the built-in PDF viewer

You can also set a PDF viewer to handle PDF files. To switch from using another viewer to the built-in PDF viewer:

1. Click the menu button  and select Settings.
2. In the General panel, go down to the **Applications** section.
3. Find **Portable Document Format (PDF)** in the list and click on the entry to select it.
4. Click on the arrow under the **Action** column for the above entry and select the Open in Firefox from the drop-down menu.



## Other References

- <https://www.jacow.org/>
- <https://www.jacow.org/Editors/AllThingsIT>
- <https://www.jacow.org/Editors/RecommendedSoftware>