

# 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.

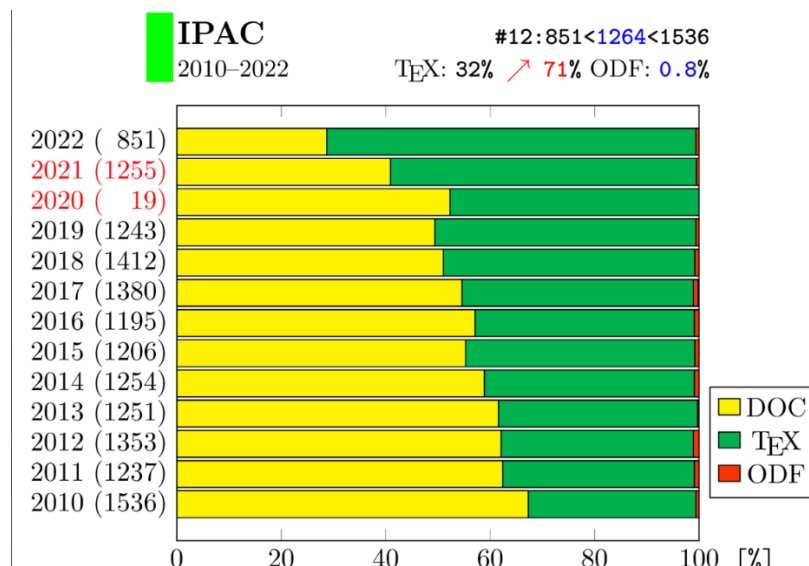
The Joint Accelerator Conferences Website (JACoW) is an international collaboration that publishes the proceedings of accelerator conferences held around the world.

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

<b>Preface</b> .....	2
<b>Table of Content</b> .....	1
<b>Software and System Tools and Applications</b> .....	2
<b>Standard Base Software</b> .....	2
<b>Finding Software Online</b> .....	2
<b>Quick Guide</b> .....	3
<b>1. Quick info for Acrobat/PitStop/PowerPoint script and tool</b> .....	3
<b>2. Instructions on how to use these files</b> .....	3
<b>3. Font Installation</b> .....	3
<b>Software Configuration</b> .....	5
<b>Adobe Acrobat DC Pro Configuration</b> .....	5
<b>1. Access Preferences Menu</b> .....	5
<b>2. General Settings</b> .....	6
<b>3. Page Display</b> .....	7
<b>4.1 Content Editing</b> .....	8
<b>4.2 Content Editing</b> .....	8
<b>5. Identity</b> .....	9
<b>6. JavaScript</b> .....	9
<b>7. Search</b> .....	10
<b>8. Units and Guides</b> .....	10
<b>Enfocus PitStop 21.3.0 Activation Process</b> .....	11
<b>Other References</b> .....	20

## Software and System Tools and Applications

### Standard Base Software

*\*Depending on the session/talks you want to join*

Item	Software/Configuration/Plugin	Word Editing	Latex Editing	Open Document Editing	Presentation Editing
	<b>PDF EDITING</b>				
1	Adobe Acrobat Pro (7-day trial for the TM if you do not have it)	✓	✓	✓	✓
2	Barcode Font	✓	✓	✓	
3	Crop and Dotting Script for Acrobat JACoWSetDot.js	✓	✓	✓	
4	Enfocus PitStop Pro 2023 (30-day Trial)	✓	✓	✓	✓
	<b>SYSTEM TOOLS ETC</b>				
5	Microsoft Office (Word)	✓			
6	LibreOffice Writer/FreeOffice/OpenOffice			✓	
7	Miktex		✓		
8	TeXStudio		✓		
	<b>SLIDES TOOLS</b>				
9	MS PowerPoint				✓
10	Keynote (on mac systems)				✓

### Finding Software Online

Item	Download Locations	
1	<a href="https://www.adobe.com/de/acrobat/acrobat-pro.html">https://www.adobe.com/de/acrobat/acrobat-pro.html</a>	Adobe Acrobat PRO (only 7-day trial, activate just before the TM)
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://www.enfocus.com/en/pitstop-pro/trial">https://www.enfocus.com/en/pitstop-pro/trial</a>	Download and Install after Acrobat PRO
7	<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
8	<a href="https://www.texstudio.org/">https://www.texstudio.org/</a>	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\Javascrpts

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

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

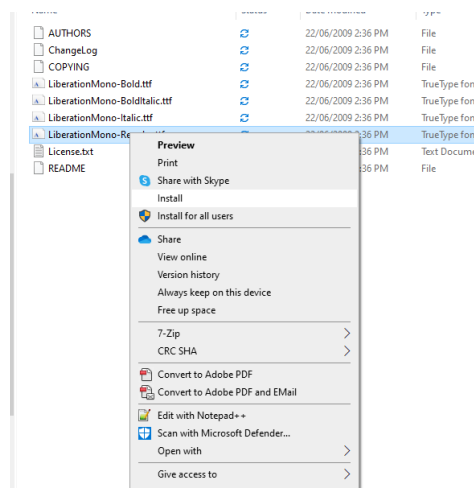
(The directory may not exist - create it manually).

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.

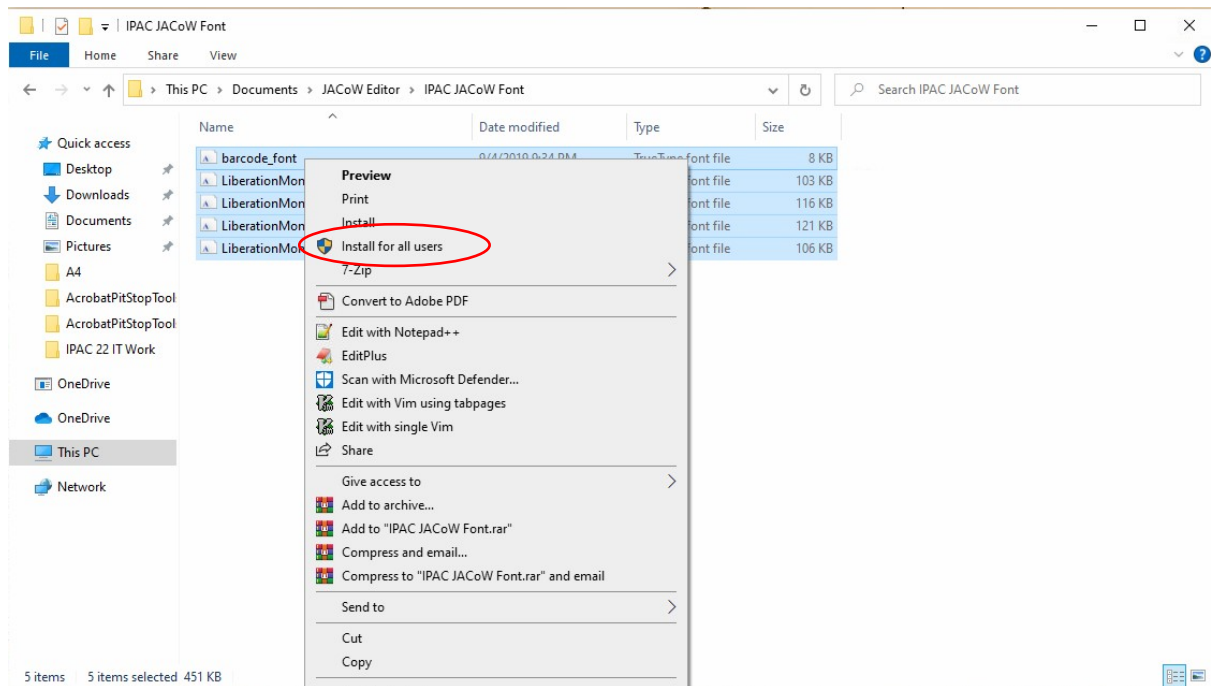
Moreover, in the "Identity" tab be sure to have your (editor) name set,

### 3. Font Installation

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



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

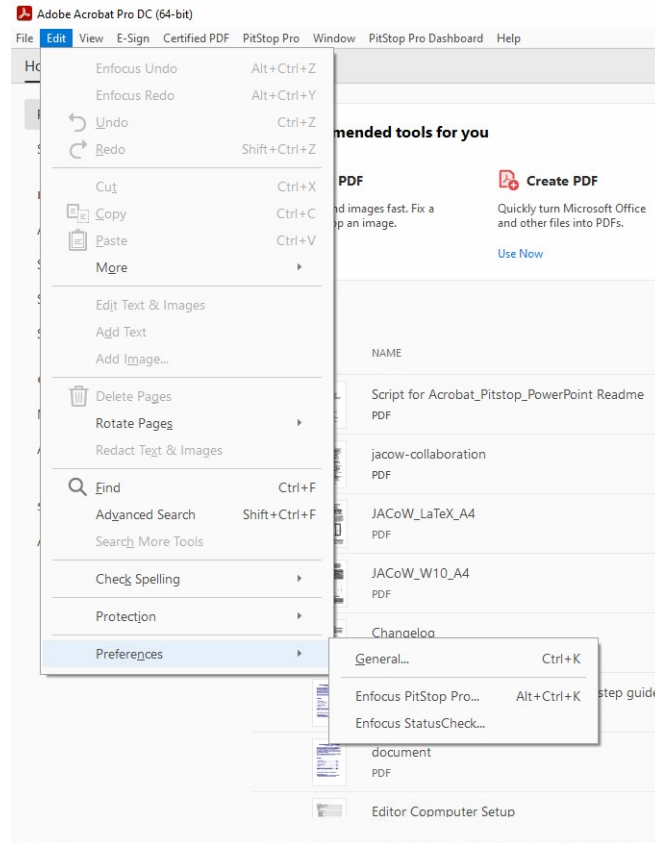


# Software Configuration

## Adobe Acrobat DC Pro Configuration

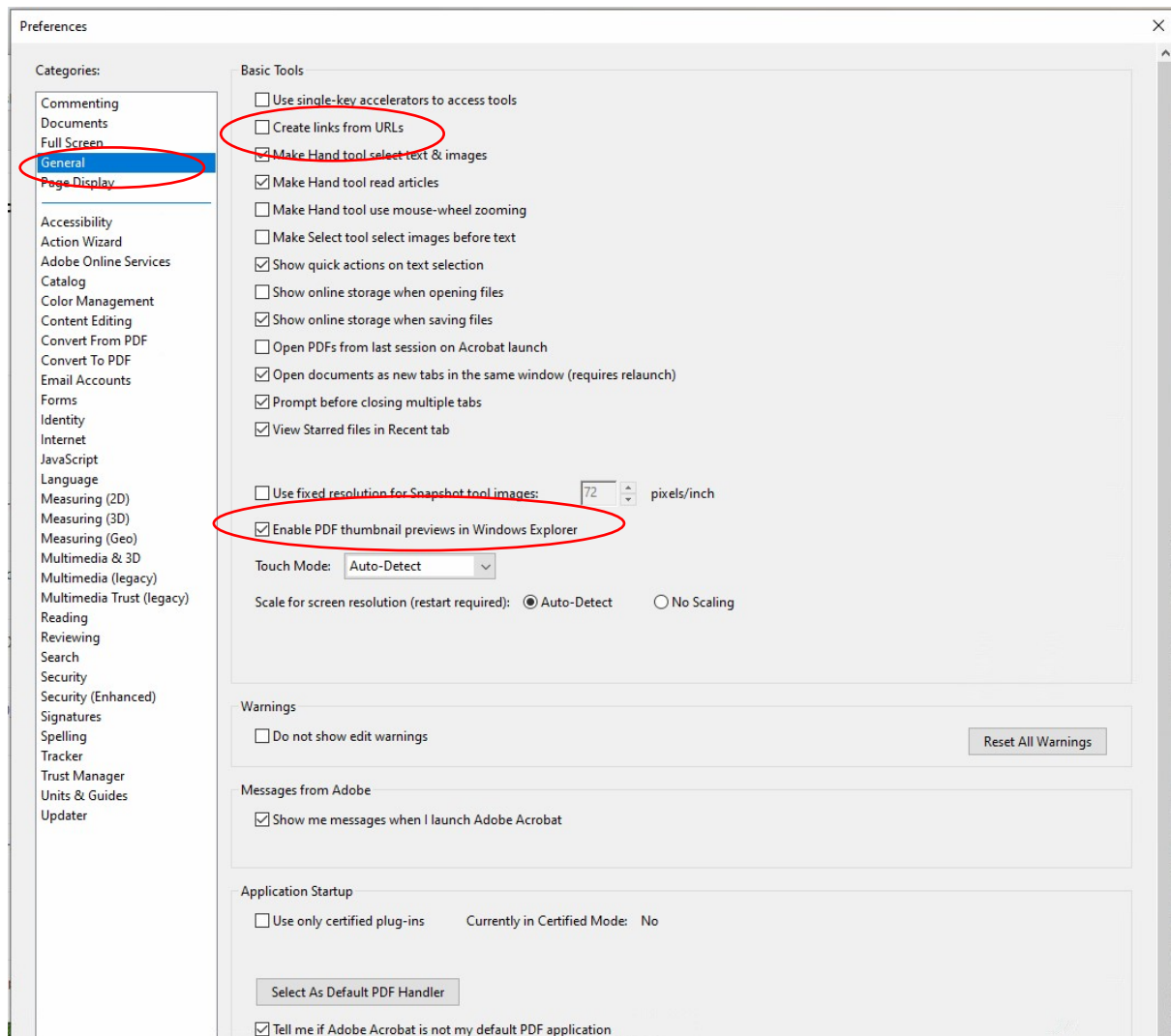
### 1. Access Preferences Menu

Ctrl + K Access the Preference Menu



## 2. General Settings

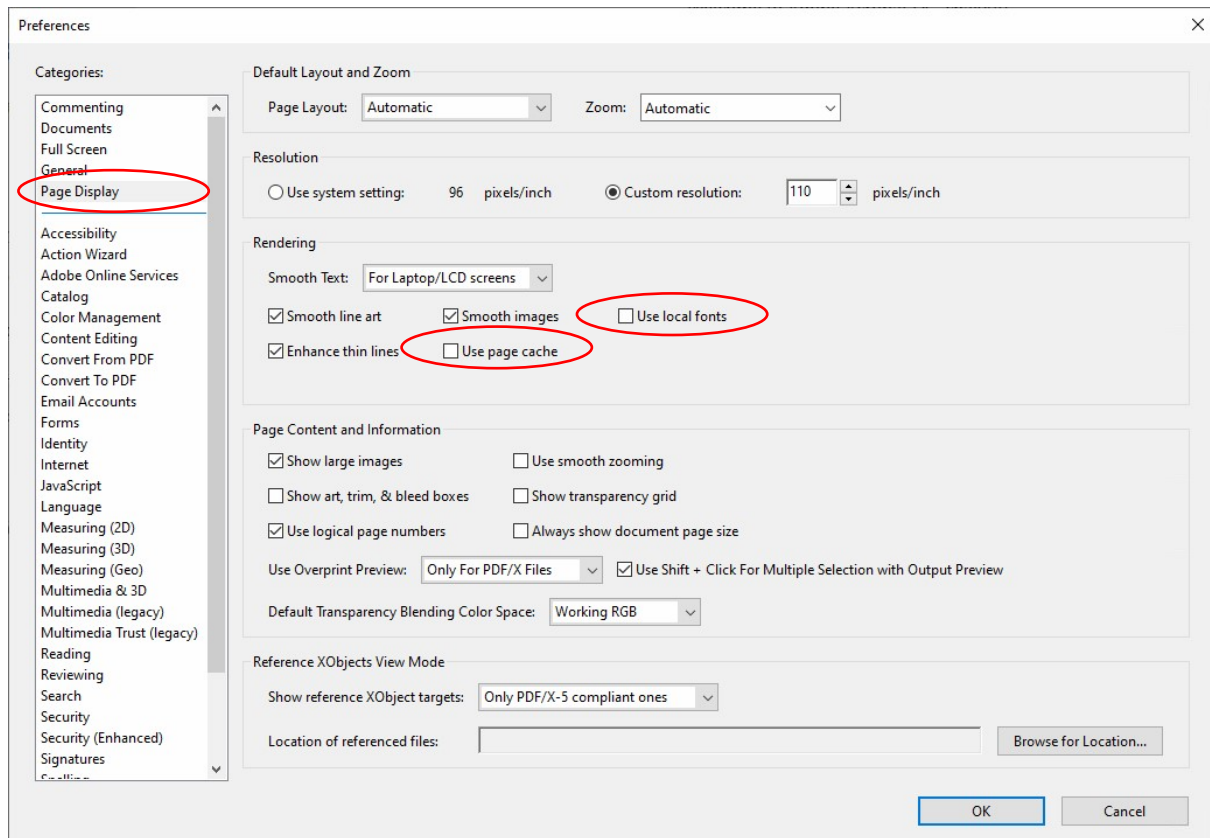
Stop Acrobat from generating URLs links in distilled papers. (Uncheck "Create links from URLs")





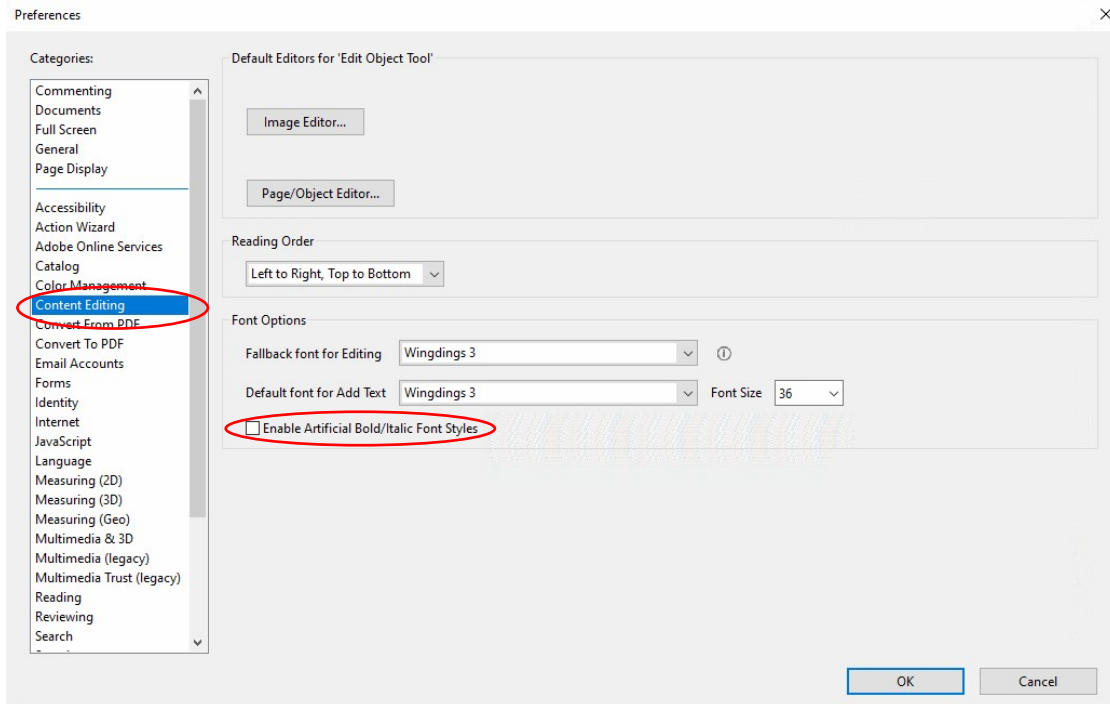
### 3. Page Display

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



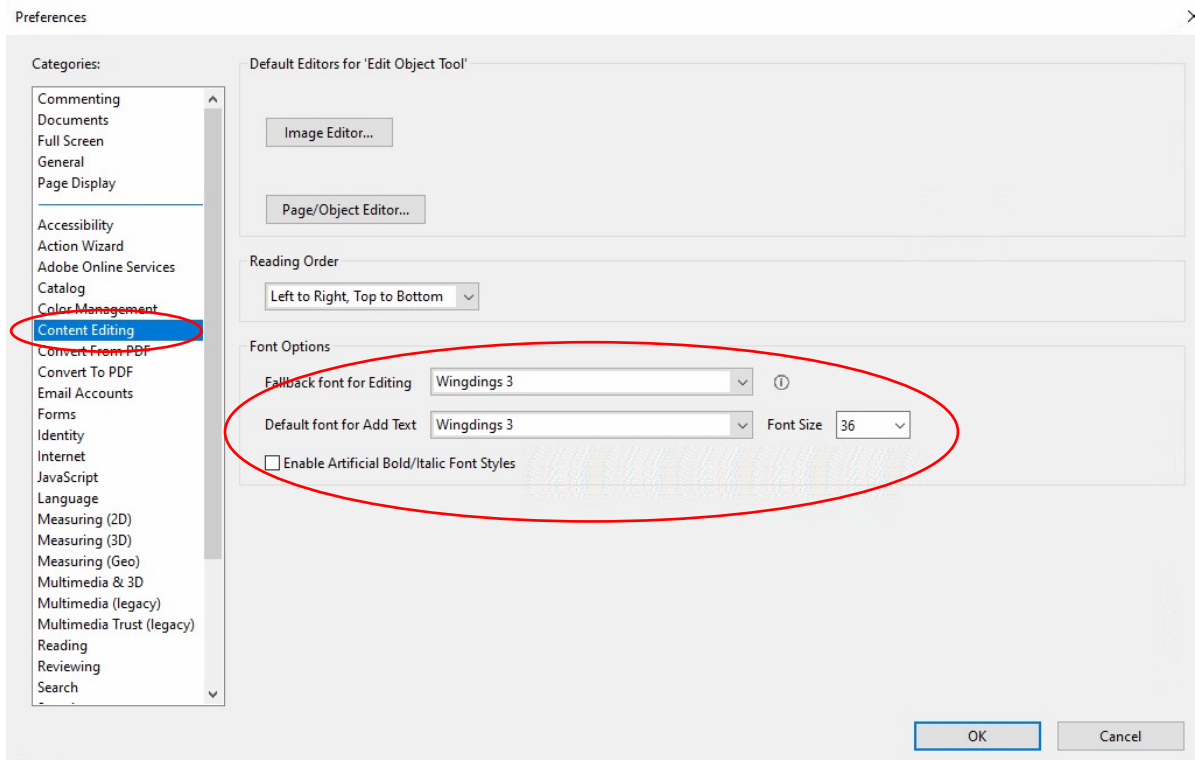
## 4.1 Content Editing

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



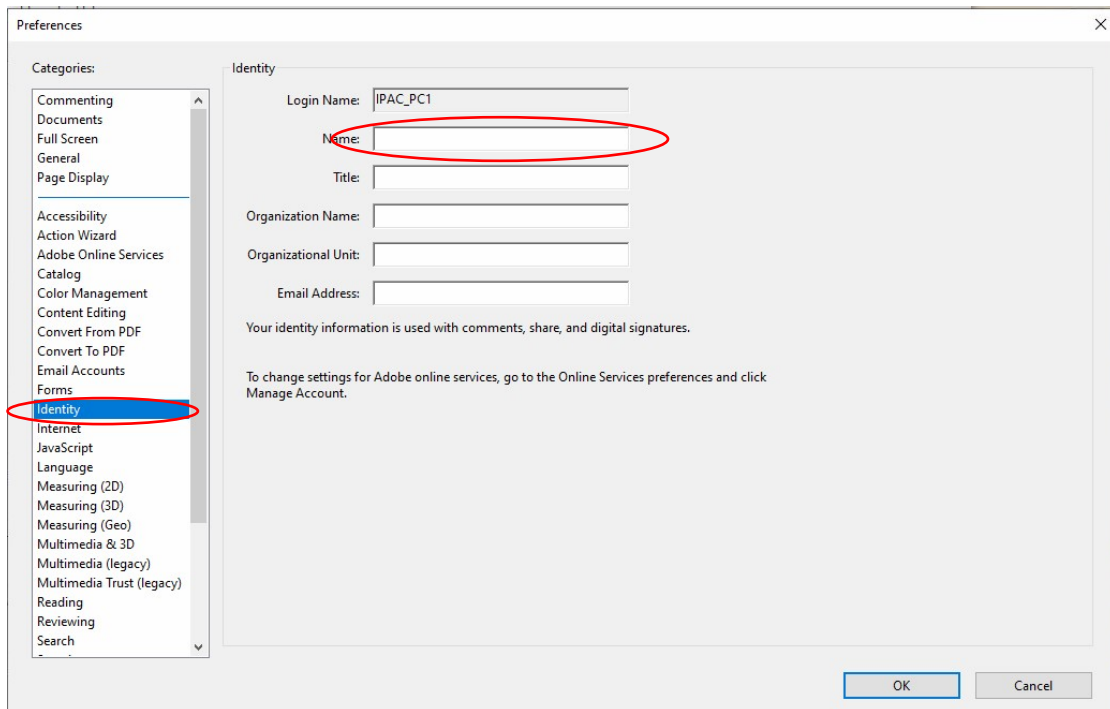
## 4.2 Content Editing

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



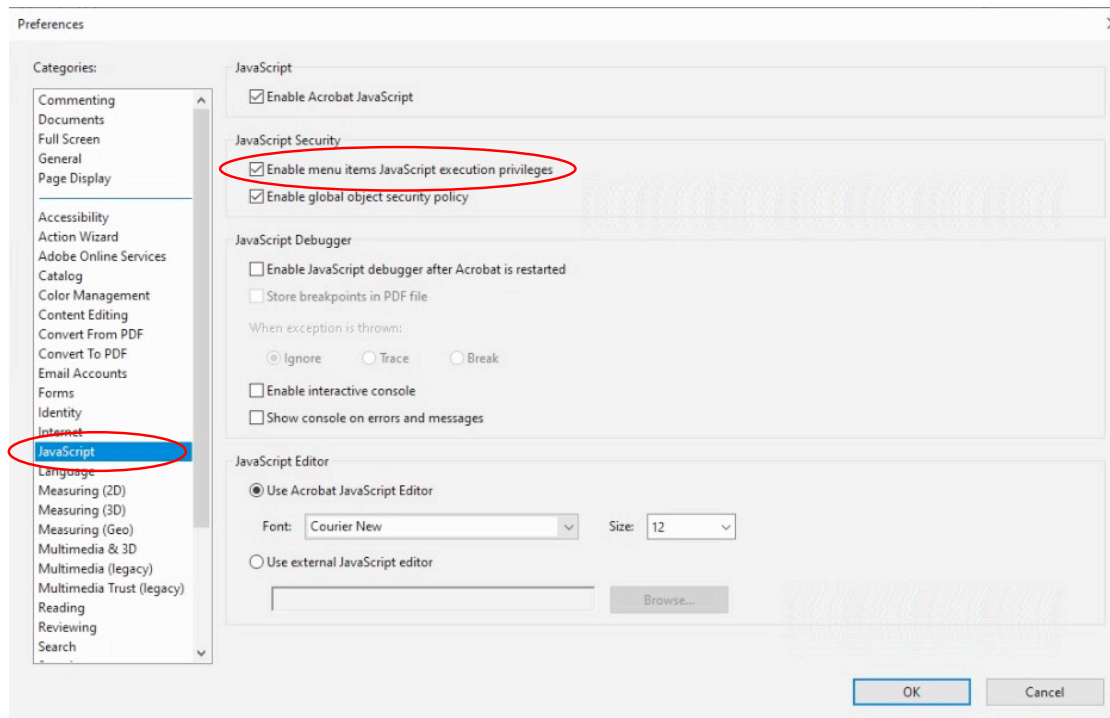
## 5. Identity

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



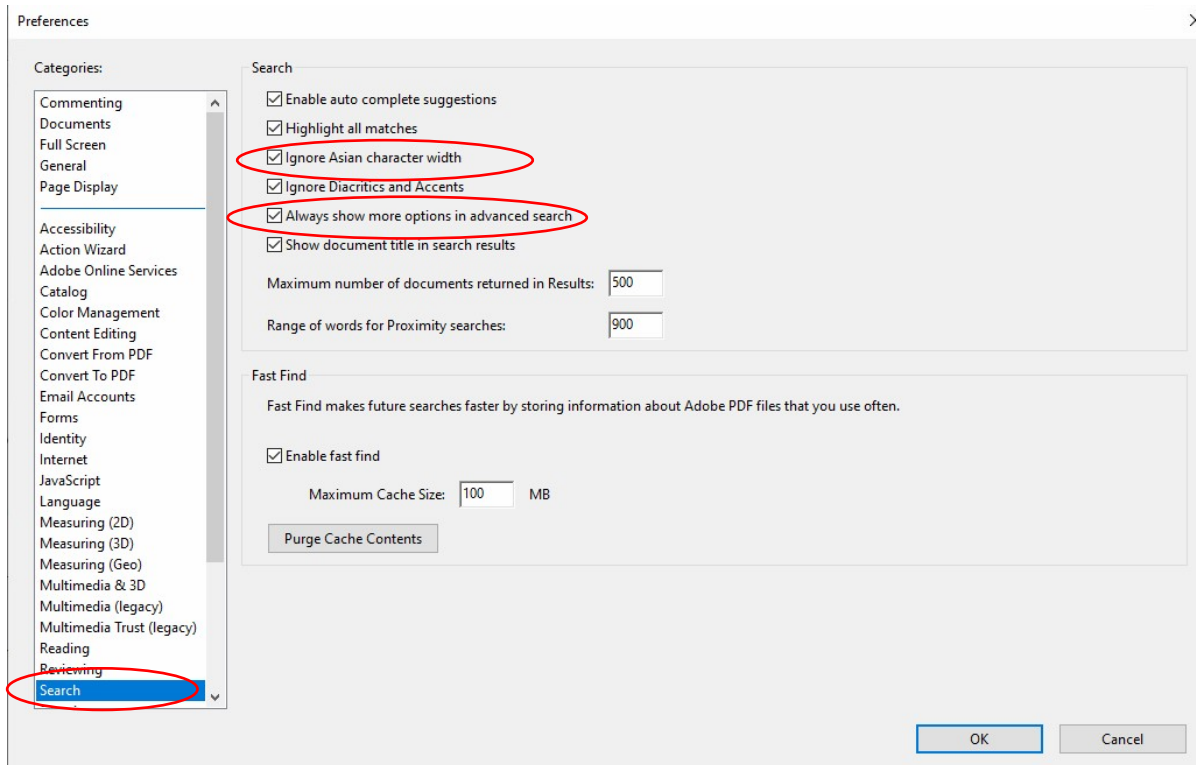
## 6. JavaScript

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



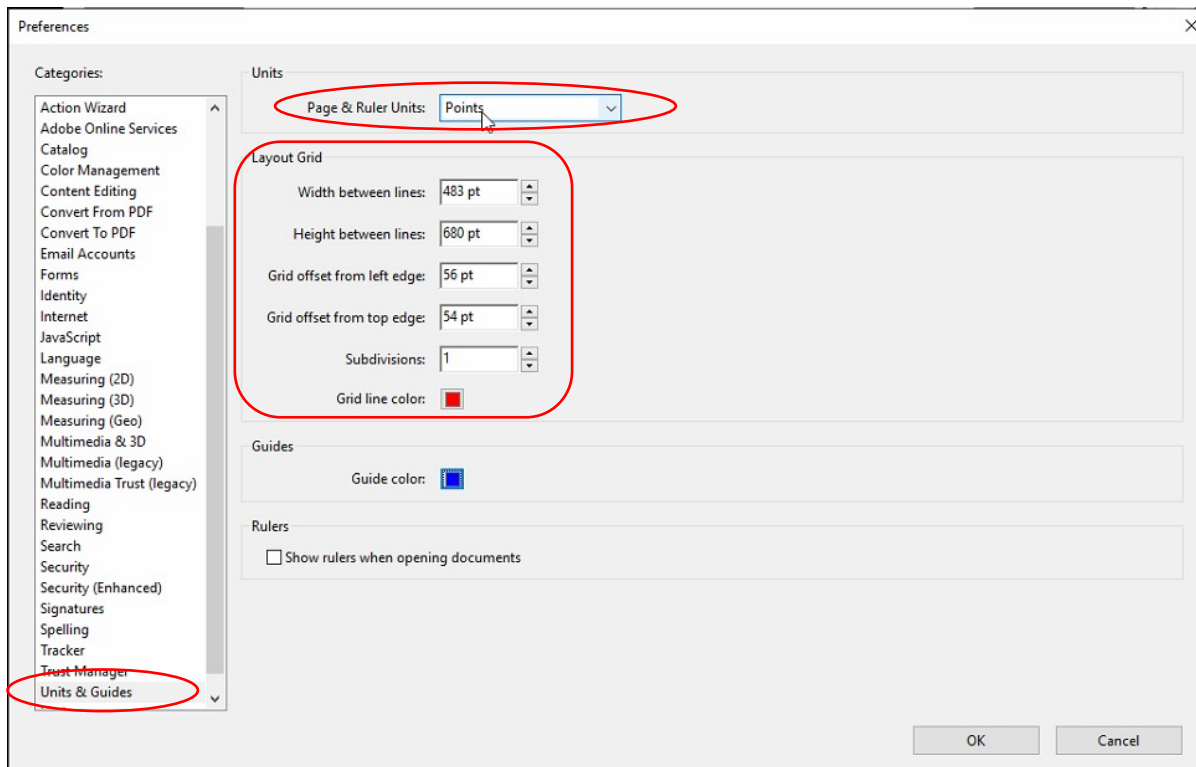
## 7. Search

Configure the Acrobat search tool.



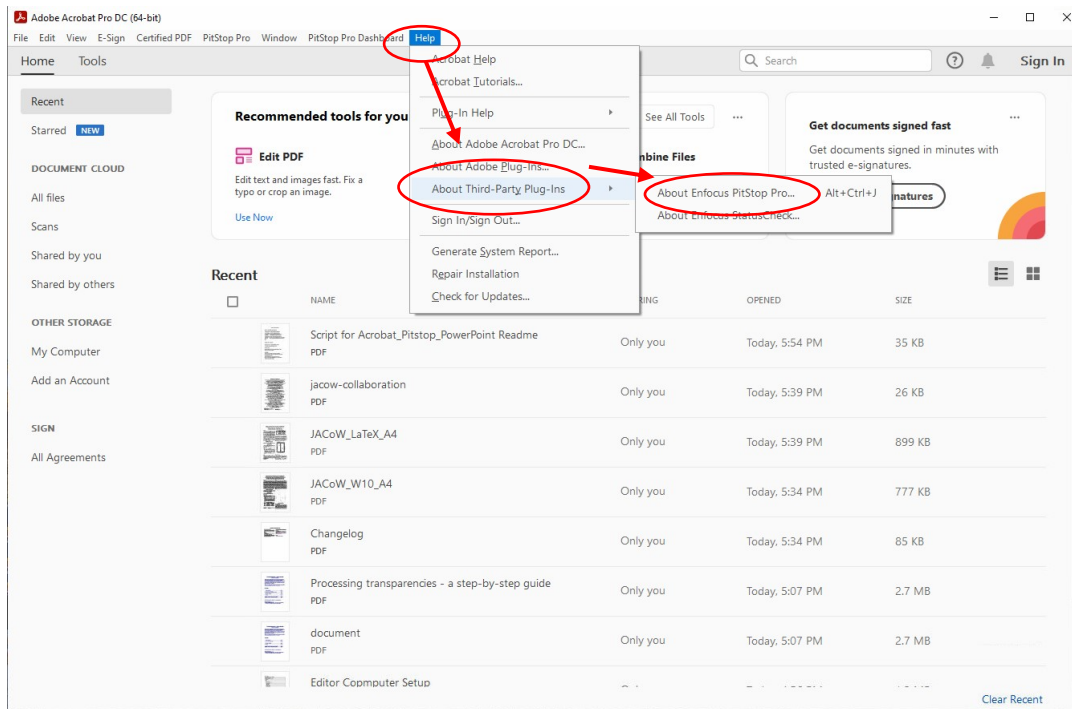
## 8. Units and Guides

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

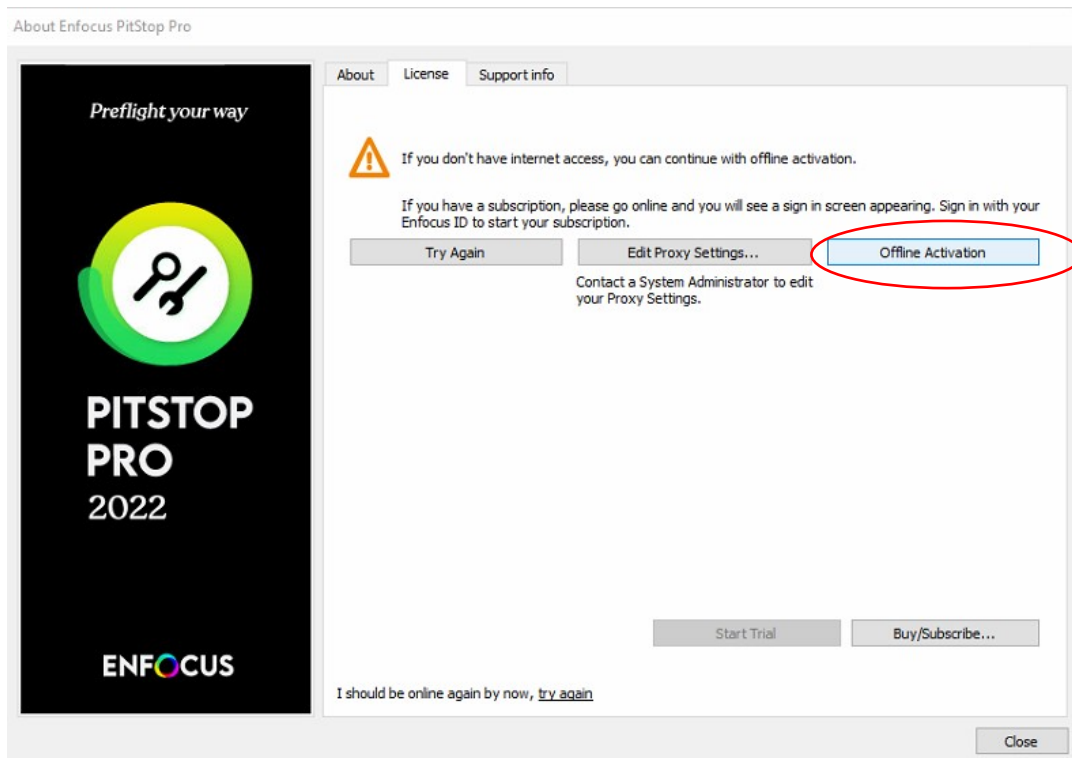


## Enfocus PitStop 21.3.0 Activation Process

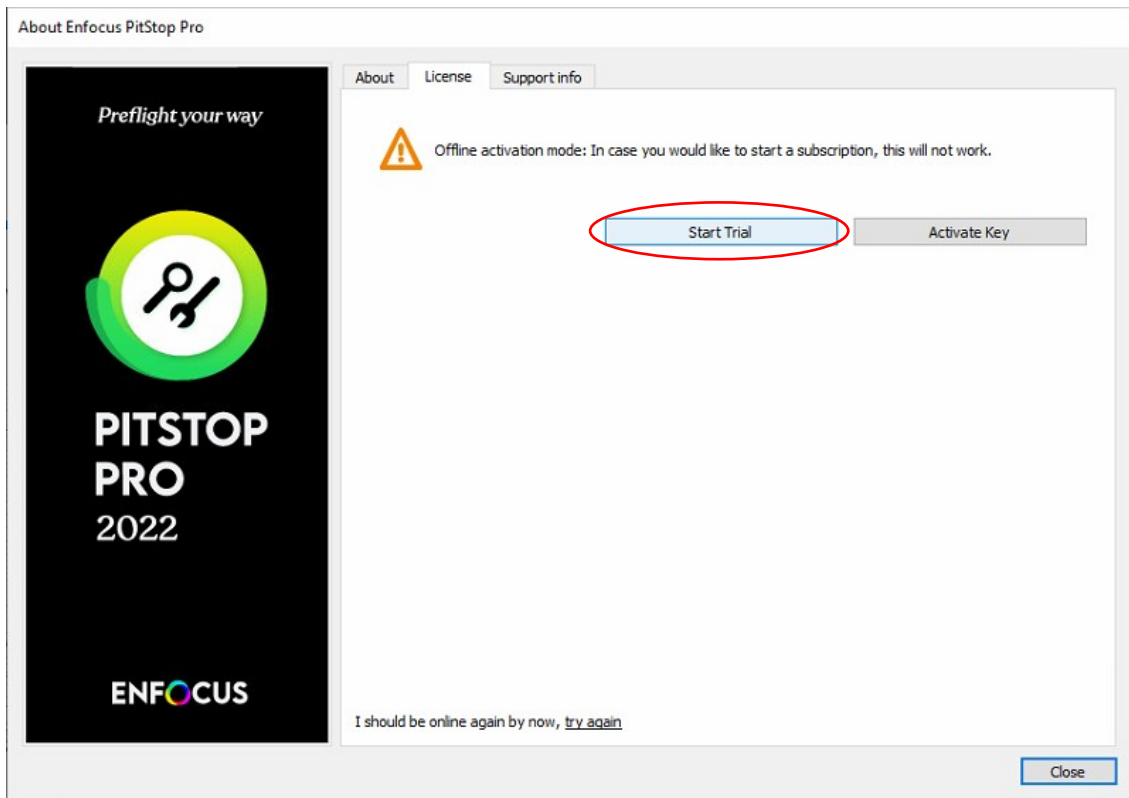
Select the menu Help > About Third-Party Plug-Ins > About Enfocus PitStop Pro.



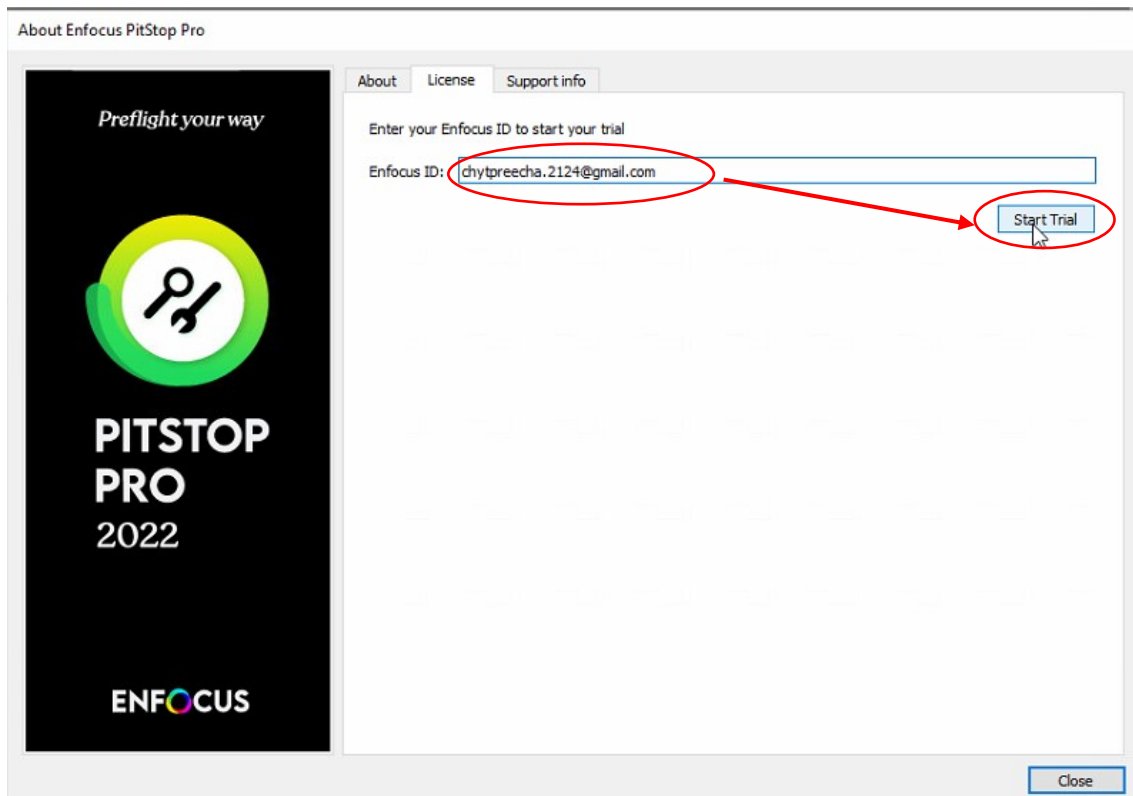
Select "Offline Activation"



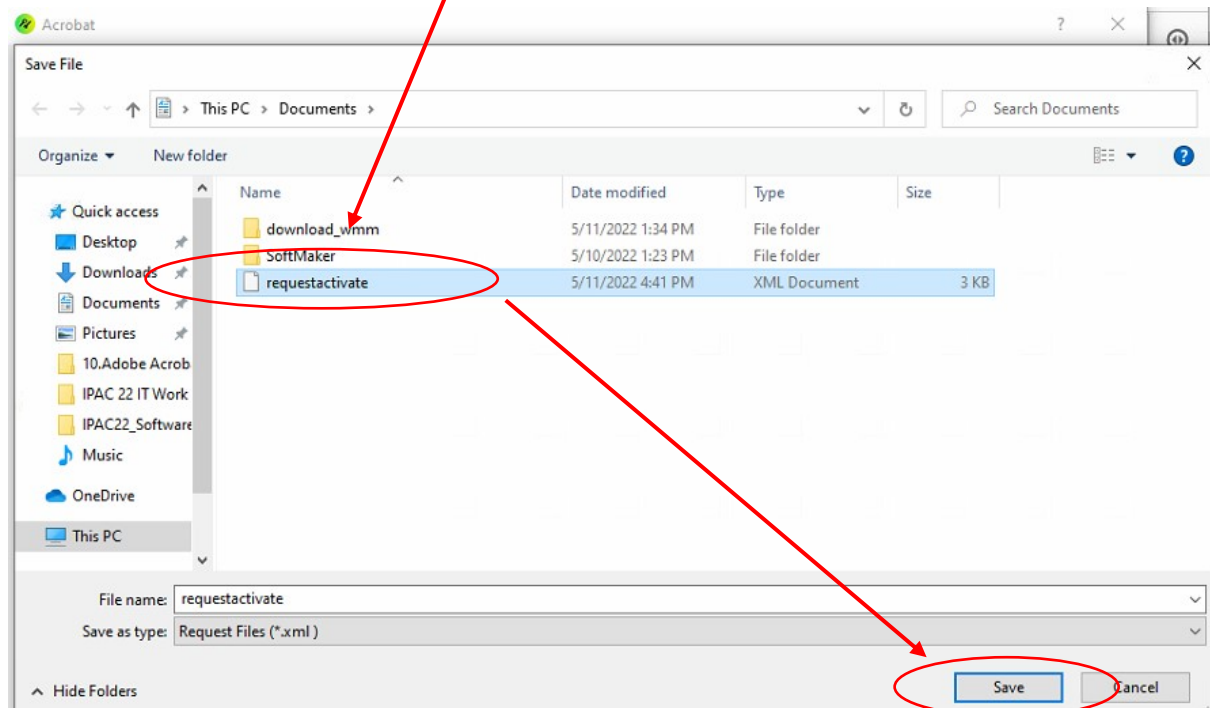
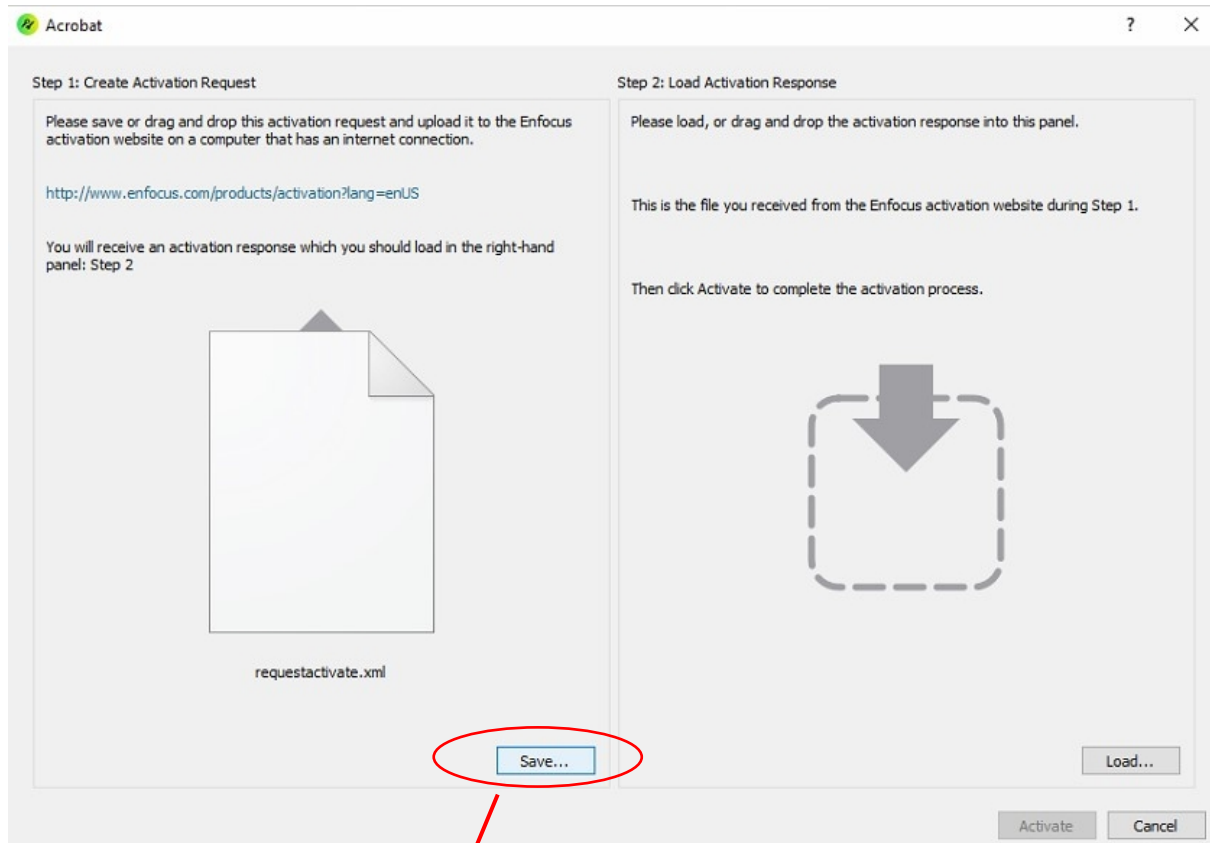
Click "Start Trial."



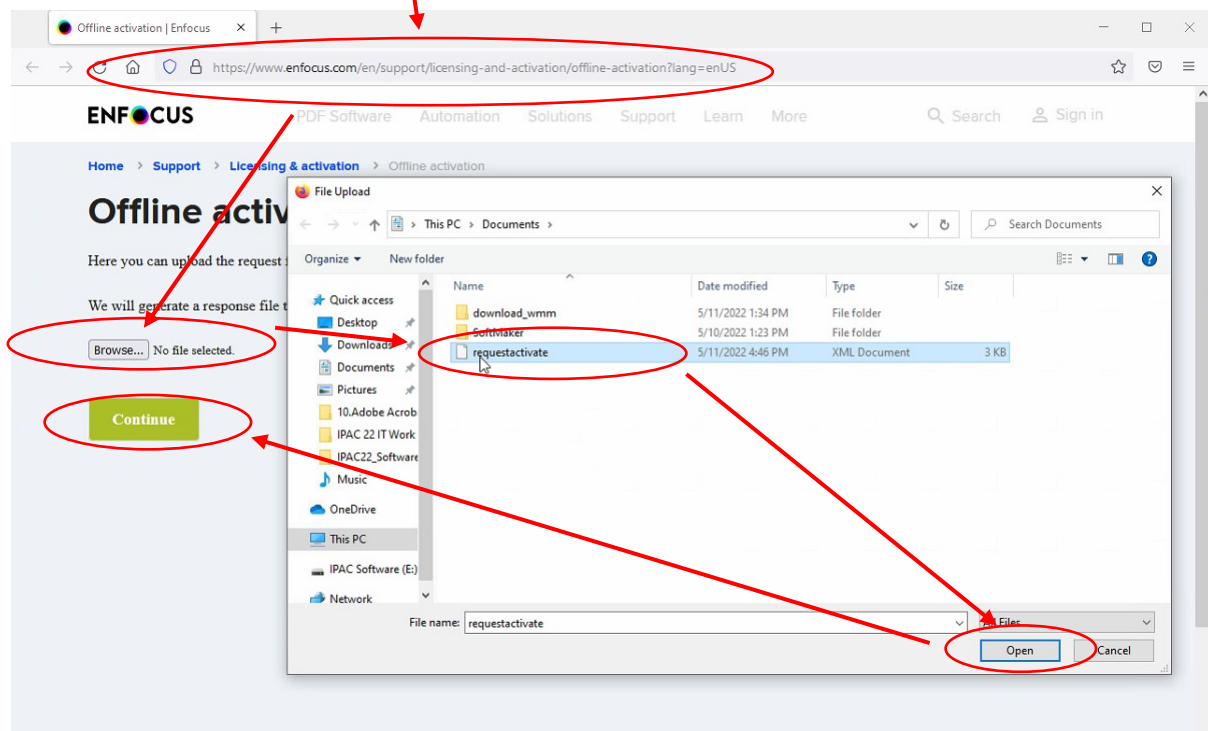
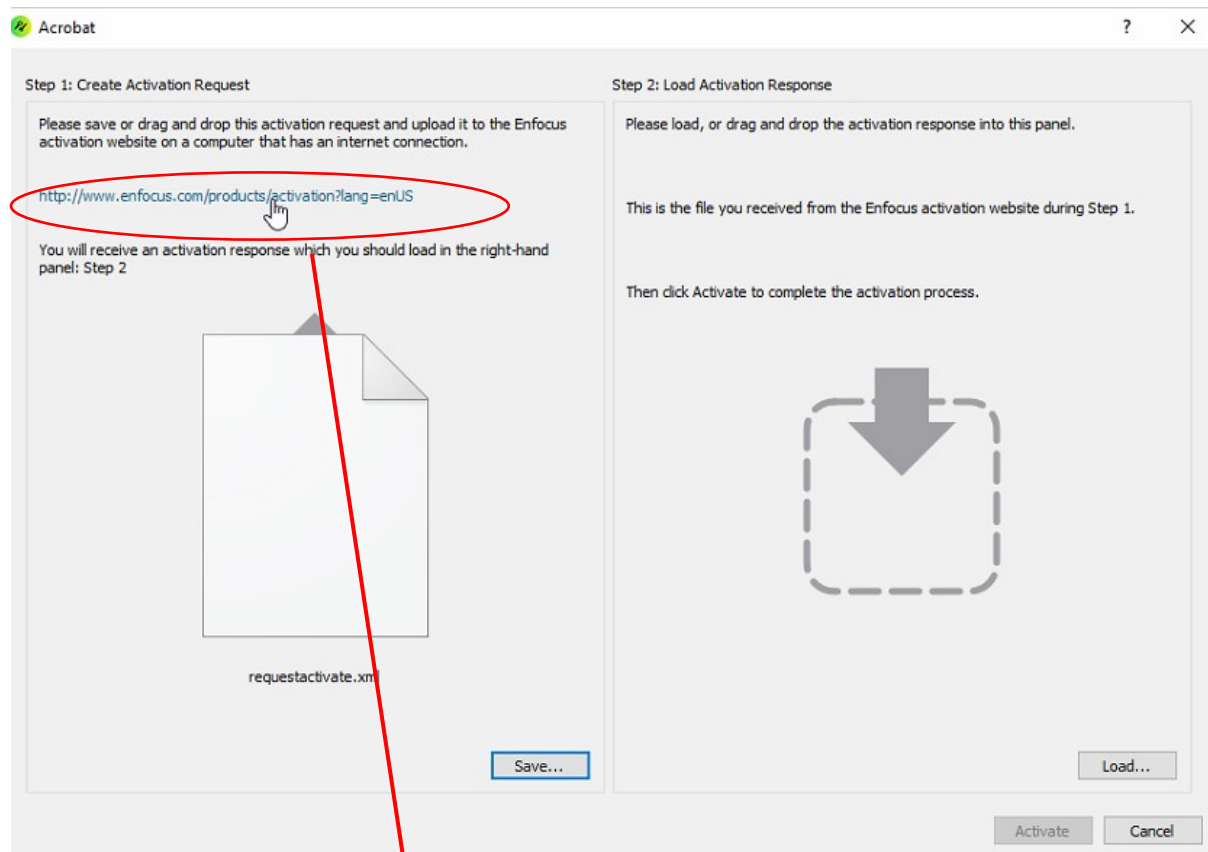
Enter the Enfocus ID then click "Start Trial."



Save the Request Activate file to computer.

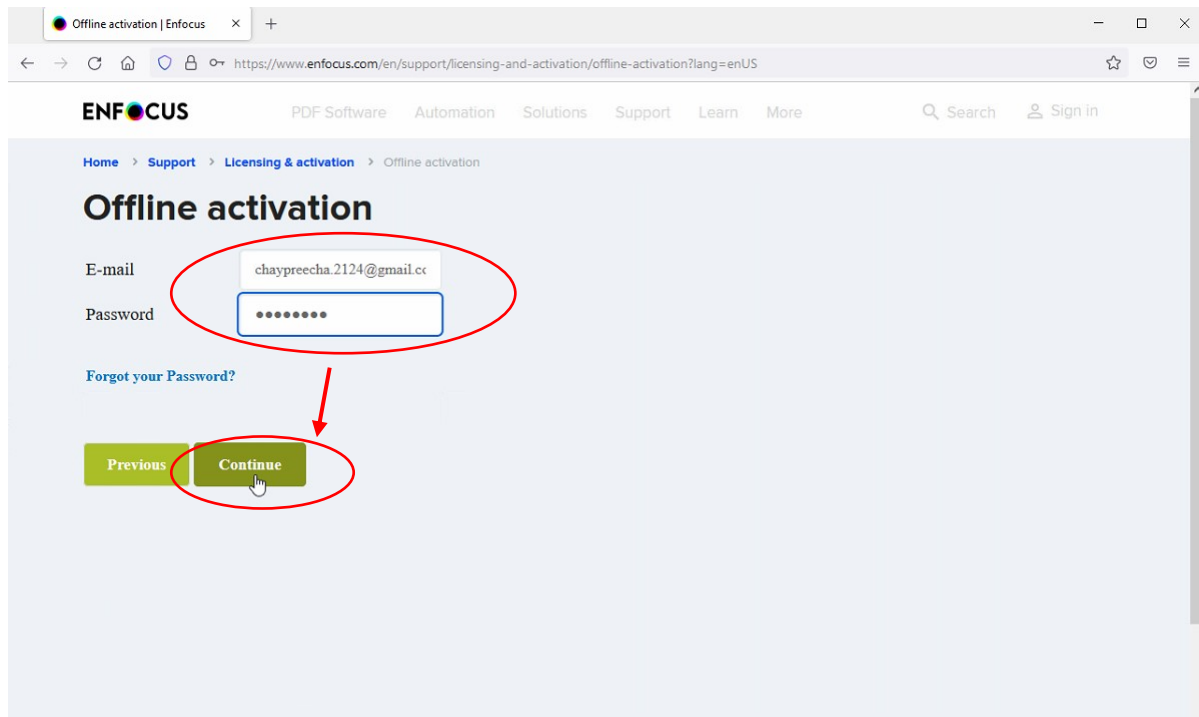


Click a link to offline activation webpage. Then Browse to activate request file at local folder.

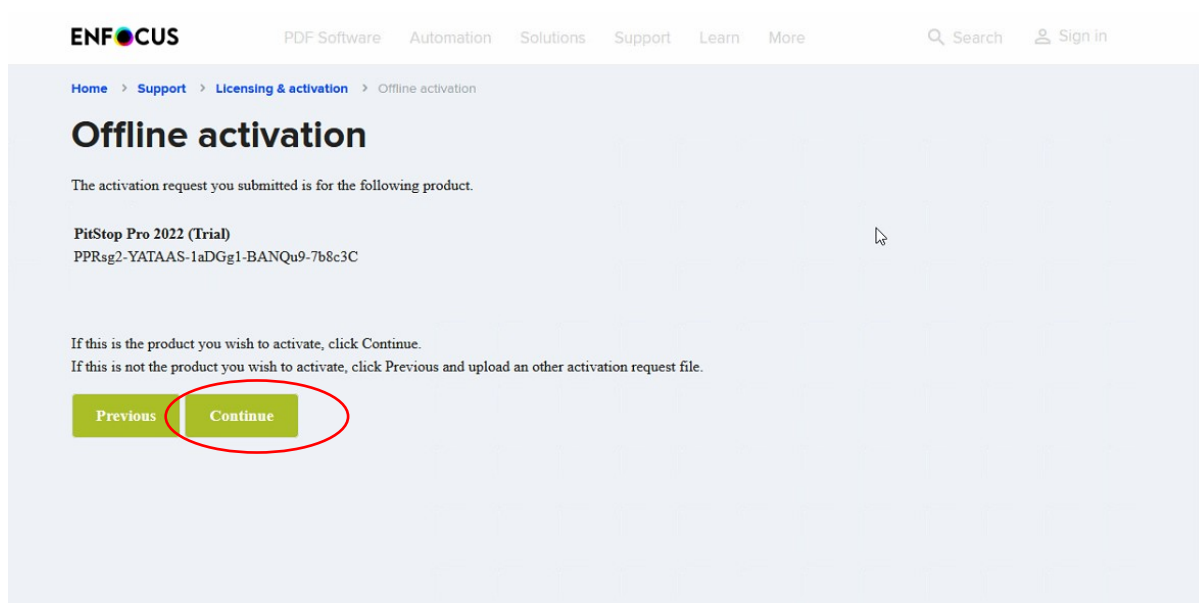




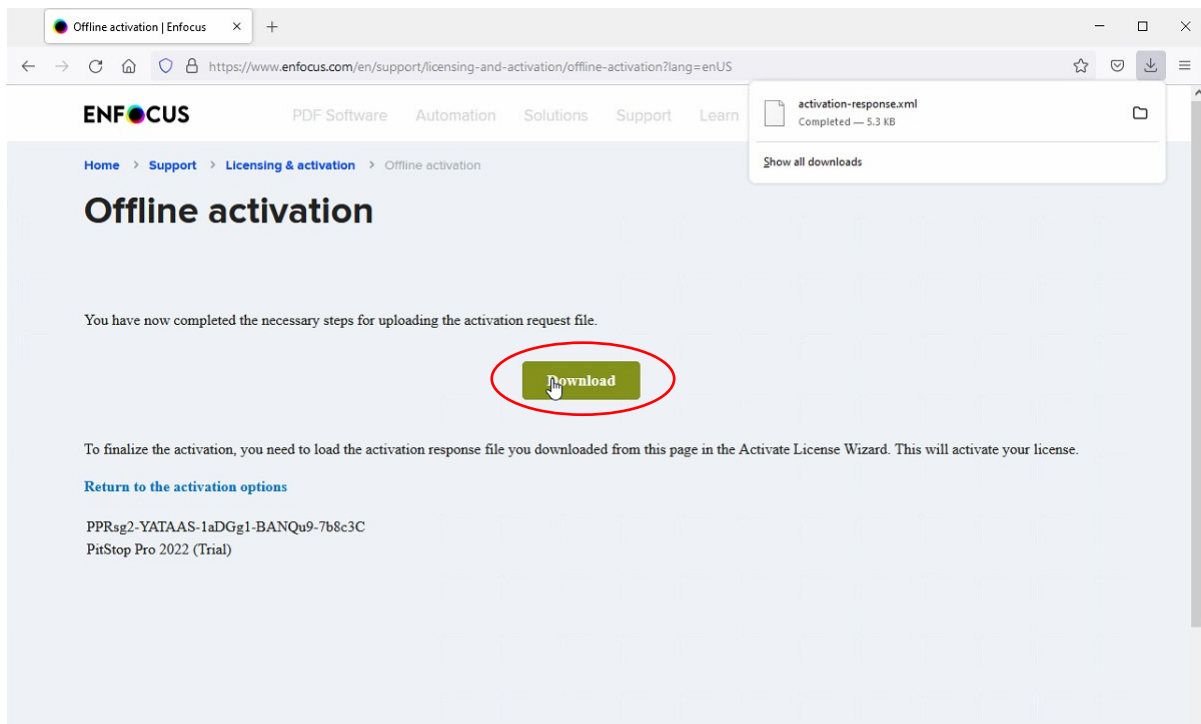
Enter Enfocus E-mail and Password that was registered.



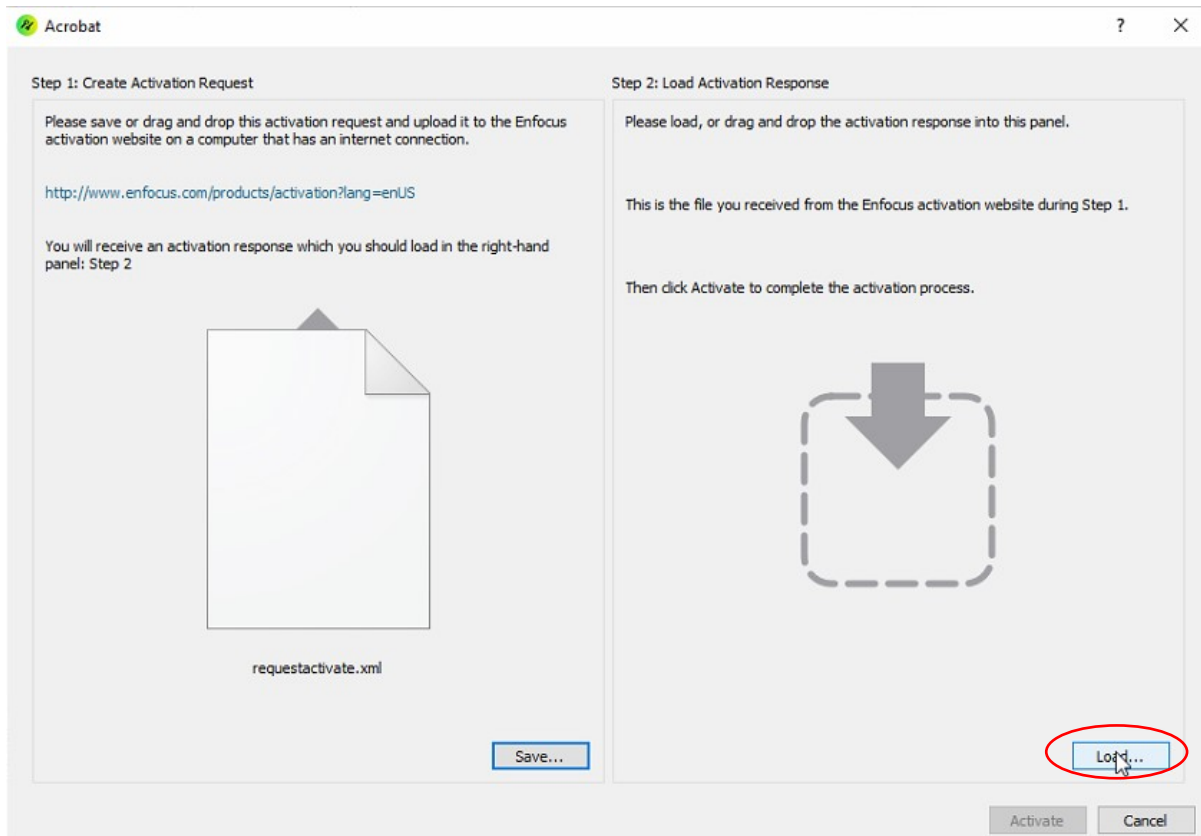
Then click "Continue" to activate program.

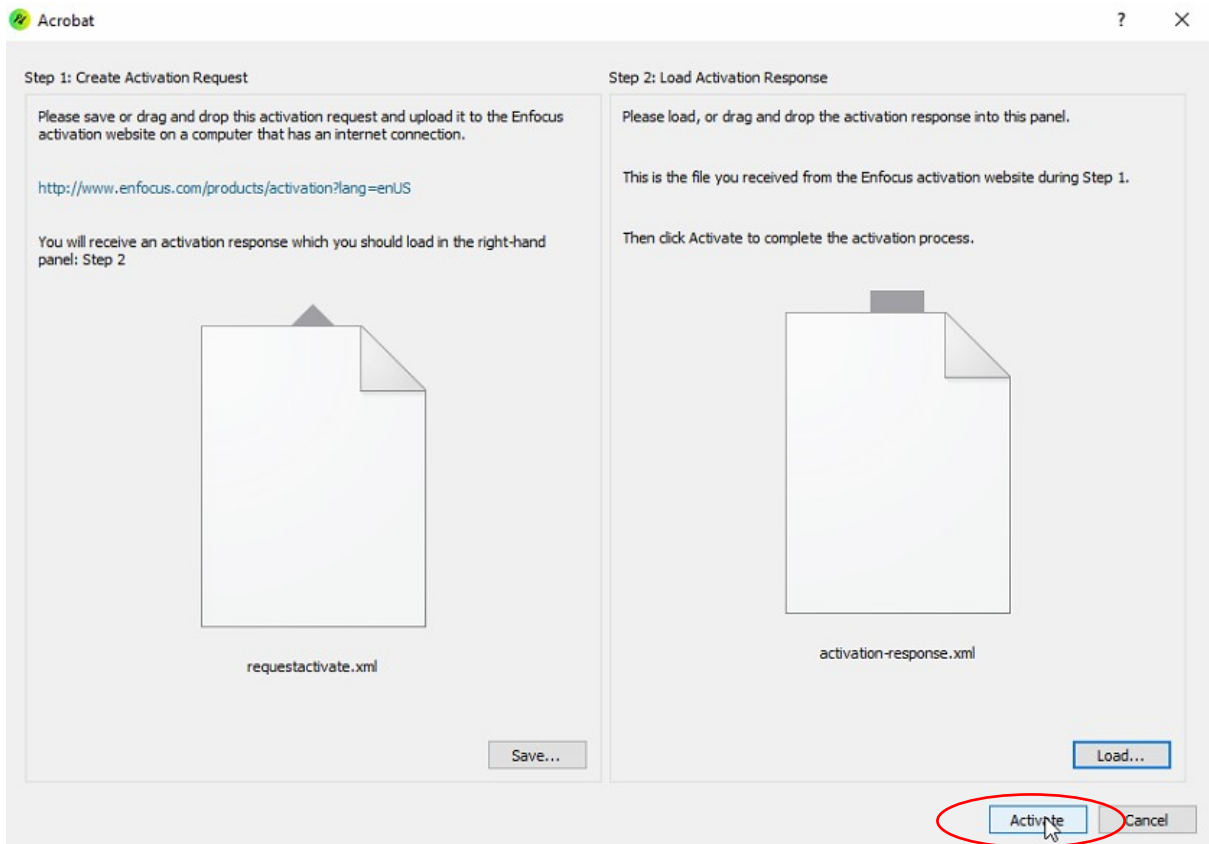
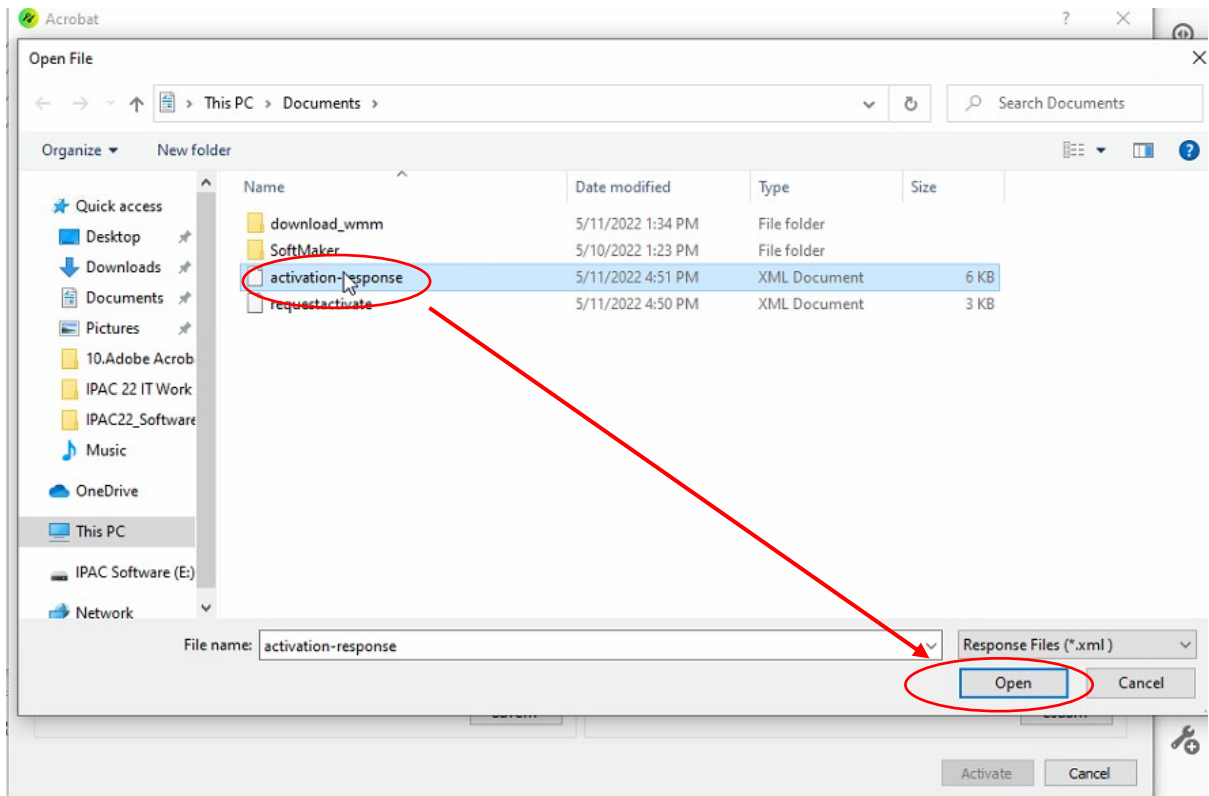


After registering, download the registration file.



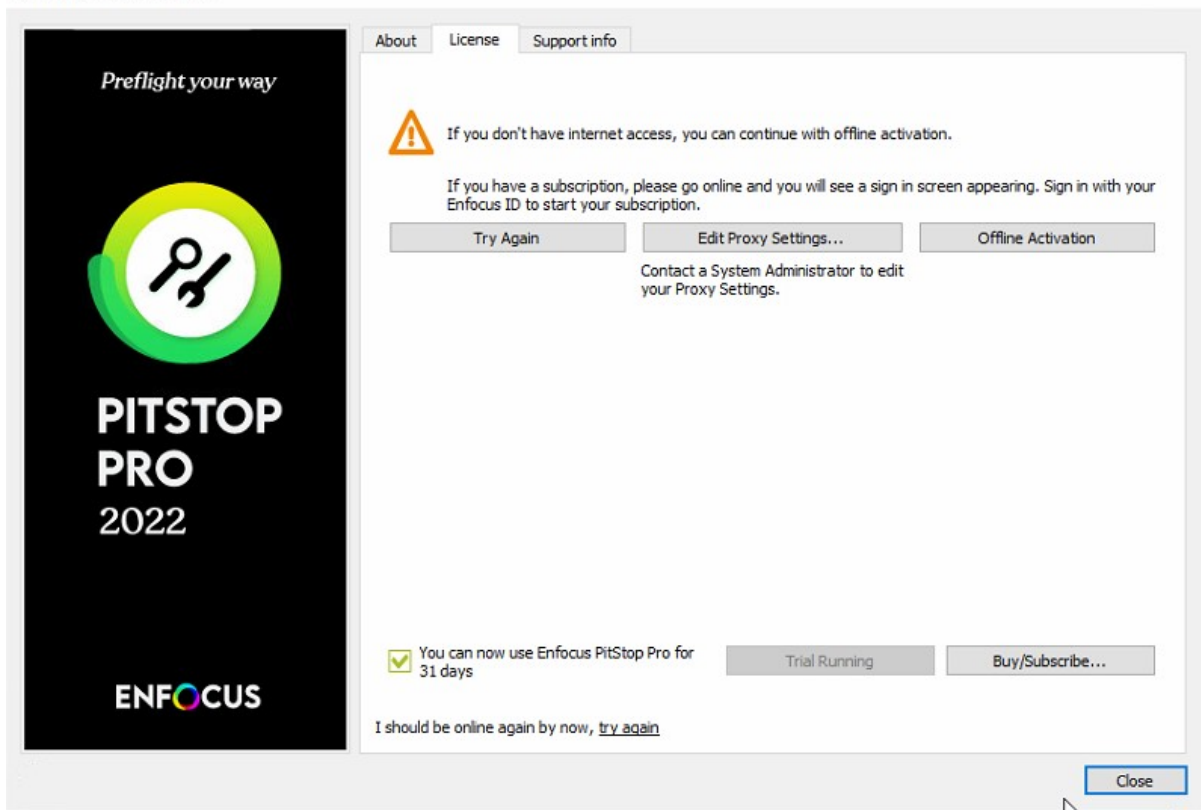
Load Activation Response file.



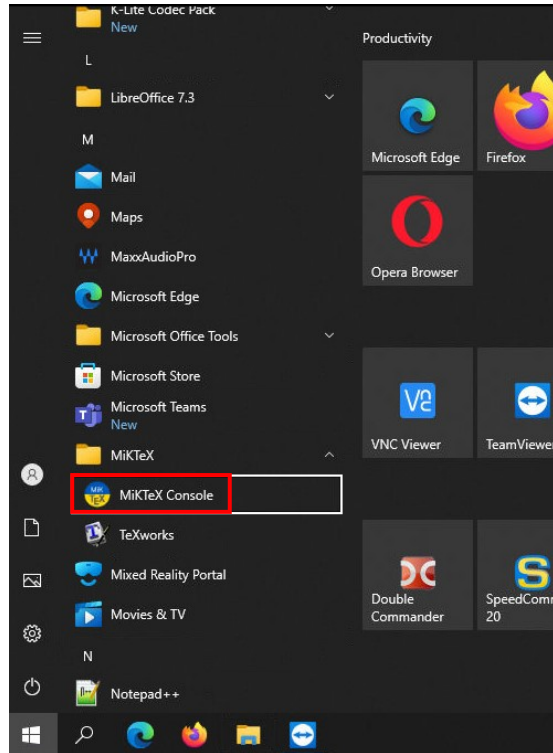


Finish.

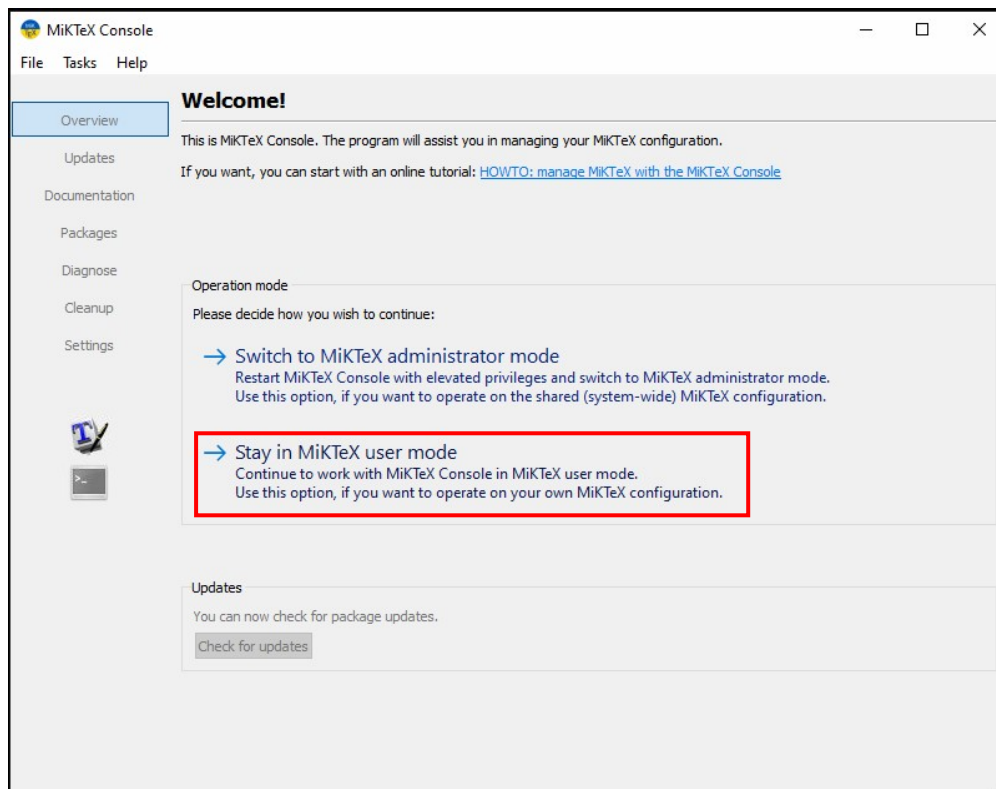
About Enfocus PitStop Pro



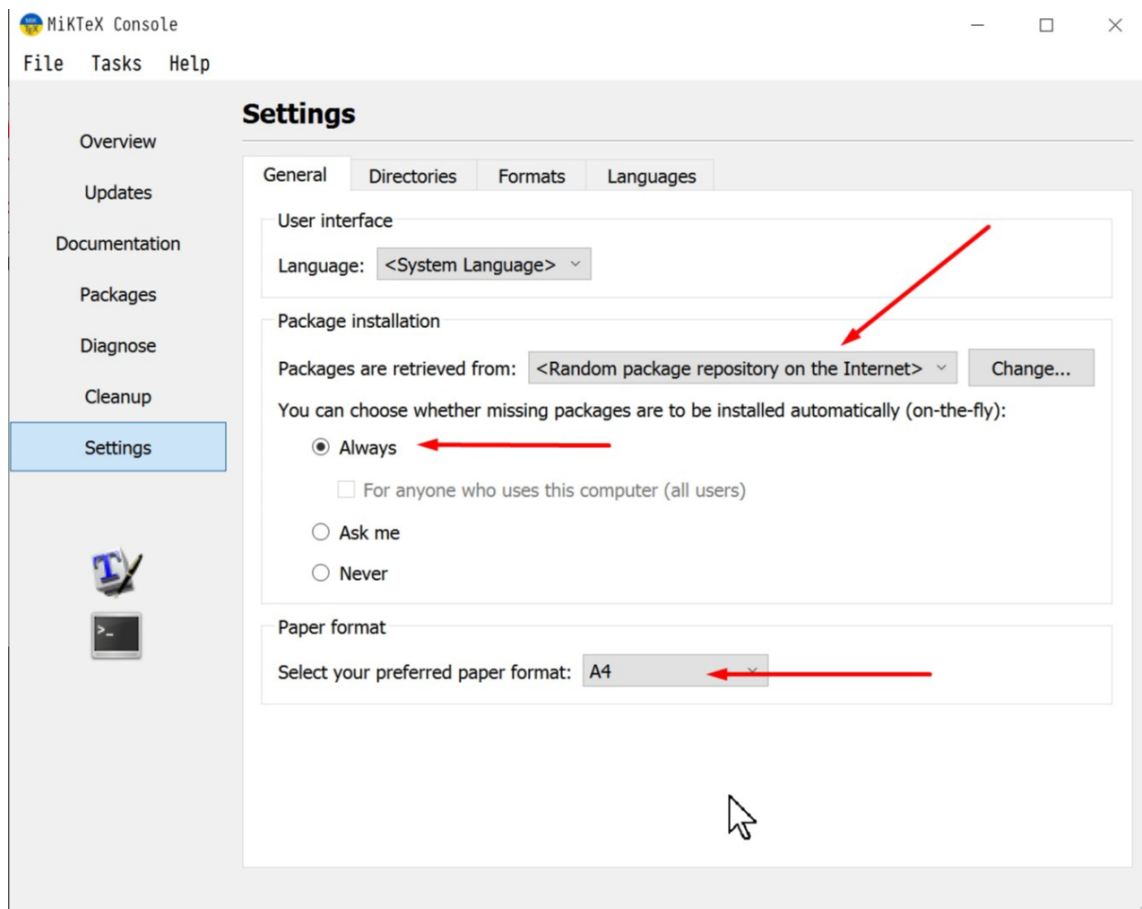
## MiKTeX Console Configuration



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"



## Other References

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