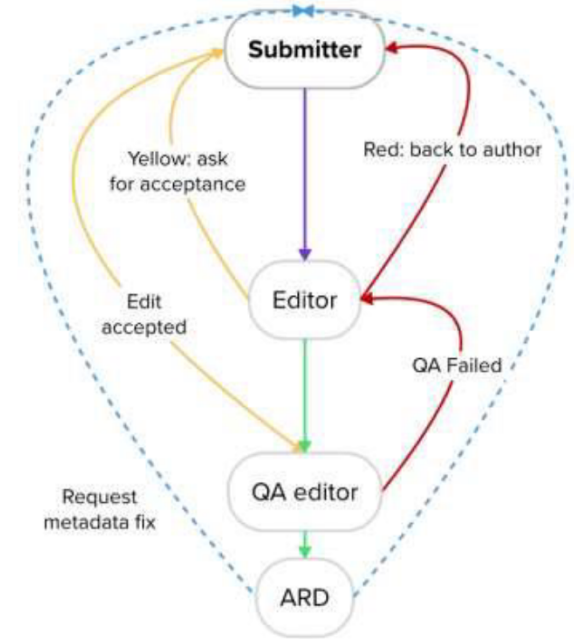
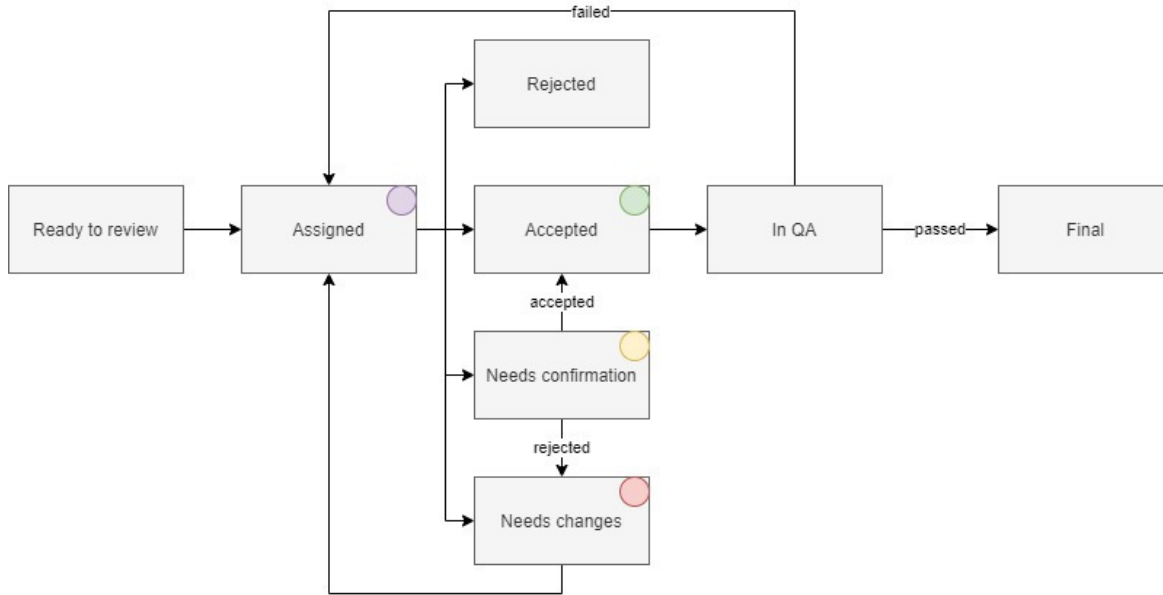


# **Editing PDFs with Acrobat and Pitstop**

Raphael Mueller – GSI, Germany  
JACoW Team Meeting 2024

- Editing
  - Pre-Processing
  - Process / Verify
  - Post-Processing
- Quality Assurance
- Tips & Tricks
- Questions



# Basic Processing Procedure

## Pre-Processing

- Request a paper from Indico
- Download PDF or ...
- ... if not available download the source and convert to PDF → usually leads to yellow dot.  
(talks about Word and TeX processing before)

### JFIC - JACoW Fake International Conference

Get next paper

Filter

ID	CODE	TITLE	REV.	STATUS	EDITOR
5	MOYA1	This is a proposal for an invited oral presentation: Edited by Admir		<input type="radio"/> Not submitted	
8	MOXA1	<a href="#">Third invited oral presentation proposal</a>			
9	TUYB1	This is an invited oral presentation: Edited by Admir			
11	MOXA2	This is an invited oral presentation: Edited by Admir			
13	WEXA2	<a href="#">The JACoW collaboration enters a new phase with Indico</a>			
15	WEYAA1	<a href="#">soccermatrix joins forces with the COVAX initiative</a>			
18	WEXA3	<a href="#">ALBA Collaboration enters a new phase with Indico</a>			

Get next paper

Filter

No filters were added yet

- + Keywords
- + PDF
- + Presentations
- + Programme code
- + Source Files
- + Source files for papers
- + Supporting files for papers

ID	Code	Title	Editor
<input type="radio"/> 50	n/a	<a href="#">Scaling Up the Alba Cabling Database Management System (fake)</a>	
<input type="radio"/> 91	TUOBA1	<a href="#">Ours is the Fury</a>	
<input type="radio"/> 225	n/a	<a href="#">Jacow TM Invited Abstract</a>	
<input type="radio"/> 228	n/a	<a href="#">testing production</a>	
<input type="radio"/> 8	MOXA1	<a href="#">Third invited oral presentation proposal</a>	
<input type="radio"/> 13	WEXA2	<a href="#">The JACoW collaboration enters a new phase with Indico</a>	
<input type="radio"/> 15	WEYAA1	<a href="#">soccermatrix joins forces with the COVAX initiative</a>	

doc  
docx  
odt  
tex  
has no files

Cancel

# Basic Processing Procedure

## ■ Process / Verify

- Check fonts
- Check page number
- Check readability and display time
- Apply the JACoW Crop Box
- Check margins
- Check page size
- Check formatting and „Common Author Oversight“#
- Check references (DOI, etc.)
- Fix the problems
  - If you estimate it takes you extensive time to fix it, send it back to the author

## 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

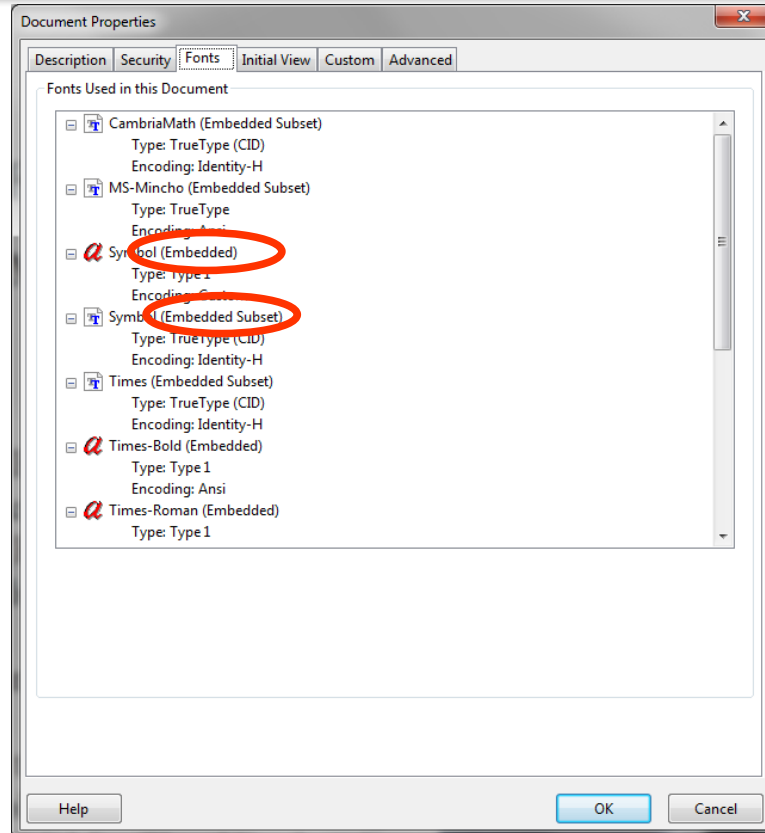
Add item to group

- 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**

# Basic Processing

## Check Fonts (1)

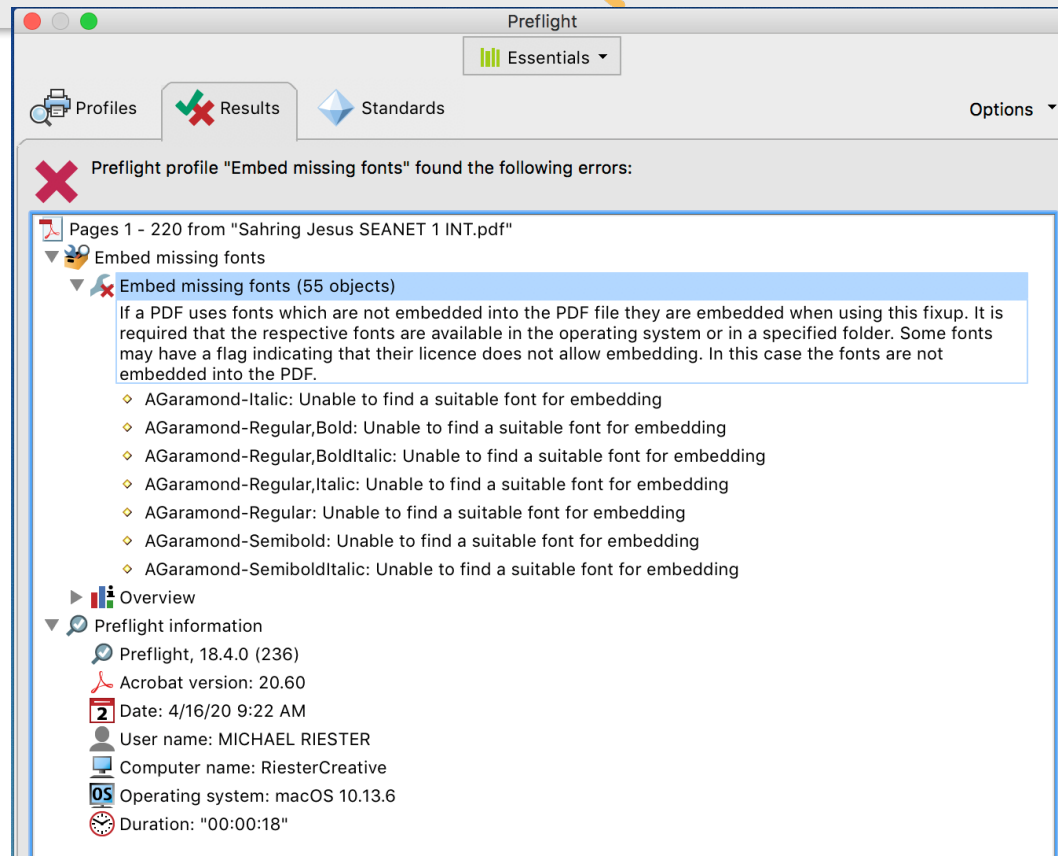
- Press Ctrl+D in Acrobat and open the „Fonts“ Tab.
- Check that all the fonts are emedded.
- If not you can either go back to the source, and create a new PDF with properly embedded fonts, or ... (next slides)



# Basic Processing

## Check Fonts (2) Preflight Embed Fonts

- Tools → Print Production → Preflight select the “PDF fixups” option and select. “Embed missing fonts” and click “Analyze and fix” button to embed any unembedded fonts.
- Save the document.



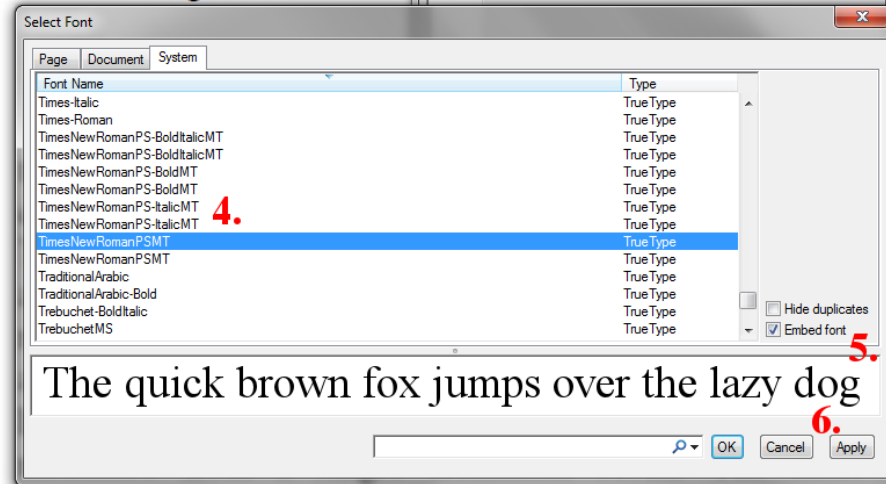
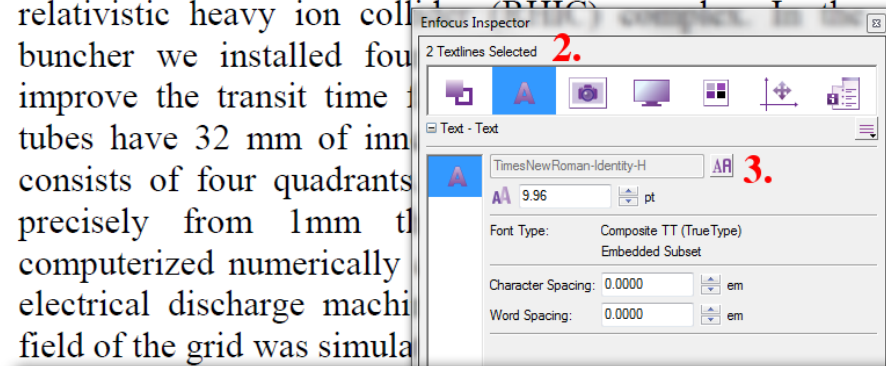
# Basic Processing

## Check Fonts (3) Embed Manual

1. Open the Inspector with 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.

### Abstract

In 2011, we upgraded a 201 MHz buncher in the proton injector for the alternating gradient synchrotron (AGS) — relativistic heavy ion collider (RHIC). In the buncher we installed four quadrants to improve the transit time. The buncher consists of four quadrants precisely from 1mm to 10mm. The computerized numerically controlled electrical discharge machine field of the grid was simulated.

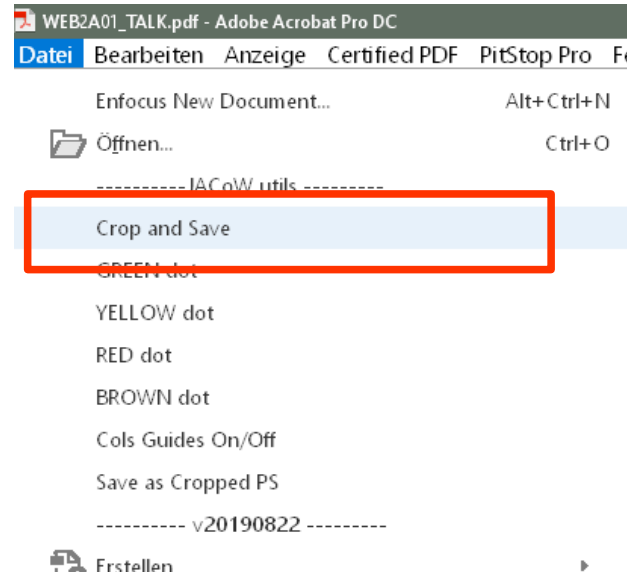




# Basic Processing

## Apply the JACoW Crop Box

- In the File Menu of Acrobat select „Crop and Save“ from the JACoW Utilities.
- If the PDF is not already in JACoW paper size, this will crop it to the appropriate size.
- If the PDF looks weird (e.g. shifted off page) the PDF was not created with the proper settings and you should go back to the source.



# Basic Processing

## Check Margins & Page Size

- If Acrobat is configured properly...
- Press Ctrl+U in Acrobat and activate the „Grid“. Check that the text stays inside of the grid.
- Check the page size at the bottom of the window: it should be 595 x 792 pt.

**EFFECTS OF GRIDS IN DRIFT TUBES\***

M. Okamura<sup>1</sup>, BNL, Upton, NY 11973, USA  
H. Yamauchi, TIME Co., Hiroshima, Japan

**Abstract**  
In 2011, we upgraded a 201 MHz buncher in the proton injector for the alternating gradient synchrotron (AGS) – relativistic heavy ion collider (RHIC) complex. In the buncher we installed four grids made of tungsten to improve the transit time factor. The grid installed drift tubes have 32 mm of inner diameter and the each grid consists of four quadrants. The quadrants were cut out precisely from 1mm thick tungsten plates by a computerized numerically controlled (CNC) wire cutting electrical discharge machining (EDM). The 3D electric field of the grid was simulated.

**MECHANICAL STRUCTURE OF THE GRIDS**  
Since the grids are exposed to high current proton beams, the material stands for high temperature condition in vacuum. We used tungsten carbide. A photo of the grid is shown at Fig. 2.

**BACKGROUND**  
In 2010, we modified a 750 keV medium energy beam transport (MEBT) line of proton injector of AGS/RHIC complex at Brookhaven National Laboratory (BNL)[1,2]. The MEBT has four quadrupole magnets, four steering and the buncher within 700 mm where is between the radio frequency quadrupole (RFQ) and drift tube linear accelerator (DTL). The installed buncher in 2010 had a half wavelength  $\pi$  mode resonant structure and was machined from a single aluminum block. The inner surface was treated by Alcoron 1000 and the treatment worked well to suppress the secondary electron emission efficiency. The buncher was driven by a 5 kW of RF power amplifier, however the beam transmission measurement indicated that more RF voltage of the buncher might improve the longitudinal matching condition between the RFQ and DTL. Then we built and installed a new high Q copper made buncher to gain a better effective shunt impedance with a newly designed grids. The buncher has two gaps and four grids were installed. The grids help to improve the transit time factor (TTF), however they introduce non-linear field. In this report, we describe simple two-dimensional (2D) analysis results based on a three-dimensional (3D) field simulation. Due to the change of the material, the loaded Q value of the buncher was improved from 2120 to 3600 and the shunt impedance reached 2.0 M $\Omega$ . The installed buncher at the MEBT section is shown at Fig. 1.

**Figure 1: The new copper buncher.**  
\*Work supported by US DOE. \*okamura@bnl.gov

**Figure 2: The grid.**

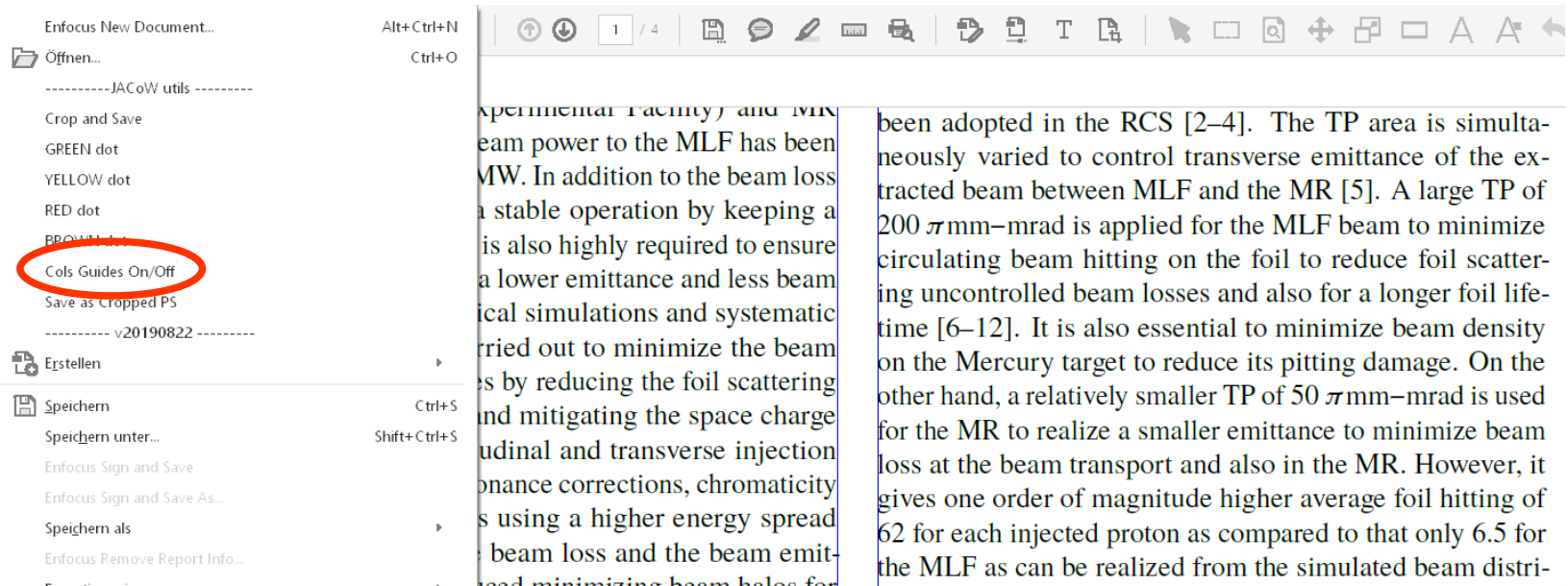
**Figure 3: The grid in a mockup drift tube.**

The inner diameter of the surrounding circle is 32 mm which fits to inner surface of the drift tubes. The drift tubes have grooves those are 1 mm depth and 1 mm width to accommodate grids. The grid consists of four quadrants connected by phosphor bronze springs. The each quadrant was machined from single 1mm thickness tungsten plate.

# Basic Processing

## Check Margins & Page Size

- Use the column guides (blue lines) to check that column spacing is correct
- Remember to switch them off again after checking, they are an addition to the document and can be saved with it



# Basic Processing

## Check Margins & Page Size

- A Paper measurement Cheat-Sheet was provided by Volker that shows all the measurements. If you are unsure and want to check.

**PREPARATION OF PAPERS FOR JACoW CONFERENCES\***

J. Poole, C. Petit-Jean-Genaz CERN, Geneva, Switzerland  
C. Eyberger<sup>1</sup>, ANL, Argonne, IL, 60439, USA  
V. RW Schaa, GSI, Darmstadt, Germany

**Abstract**

Many conference series have adopted the same standards for electronic publication and have joined the Joint Accelerator Conference Website (JACoW) collaboration for the publication of their proceedings. This document describes the common requirements for the submission of papers to these conferences. Please consult individual conference information for page limits, method of electronic submission, etc. It is not intended that this should be a tutorial in word processing; the aim is to explain the particular requirements for electronic publication at these conference series.

**SUBMISSION OF PAPERS**

Each<sup>1</sup> author should submit the PDF or PostScript and all of the source files (text and figures), to enable the paper to be reconstructed if there are processing difficulties.

**MANUSCRIPTS**

Templates are provided for recommended software and authors are advised to use them. Please consult the individual conference help pages if questions arise.

**General Layout**

These instructions are a typical implementation of the requirements. Manuscripts should have:

- Either A4 (21.0 cm × 29.7 cm; 8.27 in × 11.69 in) or US letter size (21.59 cm × 27.9 cm; 8.5 in × 11 in) paper.
- *Single-spaced* text in two columns of 82.5 mm (3.25 in) with 5.3 mm (0.2 in) separation. Newer versions of Word (2007, 2010) have a default spacing of 1.5 lines; authors must change this to 1 line.
- The text located within the margins specified in Table 1 to facilitate electronic processing of the PDF file.

Margin	A4 Paper	US Letter Paper
Top	37 mm (1.46 in)	0.75 in (19 mm)
Bottom	19 mm (0.75 in)	0.75 in (19 mm)
Left	20 mm (0.79 in)	0.79 in (20 mm)
Right	20 mm (0.79 in)	1.02 in (26 mm)

**Figure 1: Layout of papers.**

**Fonts**

In order to produce good Adobe Acrobat PDF files, authors using a  $\LaTeX$  template are asked to use only Times (in roman (standard), bold or italic) and symbols from the standard set of fonts. In Word use only Symbol and, depending on your platform, Times or Times New Roman fonts in standard, bold or italic form.

**Title and Author List**

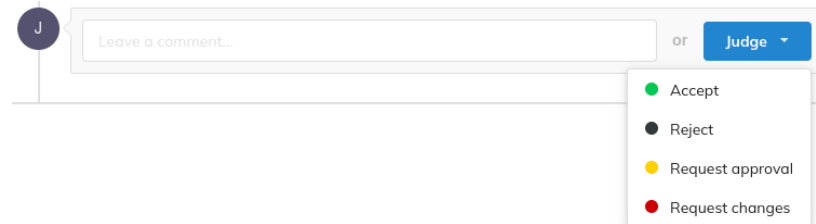
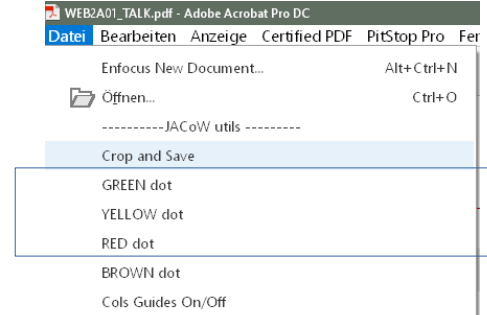
The title should use 14 pt bold uppercase letters and be centred on the page. Individual letters may be lowercase to avoid misinterpretation (e.g., mW, MW). To include a funding support statement, put an asterisk after the title and a footnote at the bottom of the first column on page 1, in  $\LaTeX$  use `\thanks`. The names of authors, their organisations/affiliations and mailing addresses should be grouped by affiliation and listed in 12 pt upper and lowercase letters.

**Footnote:** \*Work supported by ...  
ccp@aps.anl.gov  
This is a text footnote with a longer text which is wrapped over several lines to show layout and indentation when text does not fit into a single line.

- Compare with the template
  - <https://www.jacow.org/index.php?n=Authors.MSWord>
  - <https://www.jacow.org/index.php?n=Authors.LaTeX>
  - <https://www.jacow.org/index.php?n=Authors.OpenDocument>
- Check „Formatting Citations“
  - <https://www.jacow.org/index.php?n=Authors.FormattingCitations>
- Check „Common Author Oversights“
  - <https://www.jacow.org/index.php?n=Editors.CommonAuthorOversights>

## ■ Post-Processing (1)

- Print, and also check visually
- Dot the paper (using JACoW Utilities)
  - Green
    - Nothing is wrong, no further action required
  - Yellow
    - Source file changed, Author should proofread
  - Red
    - Extensive work necessary, author should fix and resubmit
    - Or, Author should come to the proceedings office
- Upload ALL processed files to Indico
- Use Indico to set status and error codes



# Basic Processing Procedure

## Post-Processing (2)

- Send clear instructions back to the author.
- Green → Did you fix something in the PDF?
- Yellow → What did you change/needs to be checked?
- Red → What needs to be changed before resubmitting the paper?

### WEE1 ●

Thank you for your effort, nice JACoW compliant paper, just embedded missing fonts.

- [FP01] Fonts not embedded

### TUP04 ●

Thank you for your effort, but some minor corrections are necessary:

- [MP04] The abstract should not contain references, it should be a stand-alone entity. Please move the references elsewhere.
- [MP04] Except for DOIs there should be not hyperlinks in the text, please remove it from the footnote.
- [TC03] Table captions should be title cased
- [TC04] Figure captions should be aligned justified if they are multi-line, also the label should be separated by a ":" and not a "-" and it should end with a full stop
- [TC06, TC14] Please use DOIs where possible and use the reference formatting according to Annex B. Reference indentation is not correct, DOIs should be monospaced at the end etc. ( please have a look here [https://github.com/JACoW-org/JACoW\\_Templates/raw/master/LaTeX/A4/JACoW\\_LaTeX\\_A4.pdf](https://github.com/JACoW-org/JACoW_Templates/raw/master/LaTeX/A4/JACoW_LaTeX_A4.pdf) )

### MOP04 ●

Thank you for your effort, some corrections were necessary:

- [TC01] Title should be upper cased in the paper
- [TC01] Affiliation in wrong font and author upper cased
- [TC02] Subsection heading should be title cased
- [TC02] Wrong paragraph indentation
- [TC04] Figure captions in wrong style and not properly positioned
- [TC04] Figure captions should start uppercase and have a full stop
- [TC05] Footnote formatting incorrect (i put star instead of number)
- [FP01] Fonts not embedded
- [UT01] Margins of the template were completely wrong
- [TC06, TC14] Please use for future conferences the reference formatting according to Annex B ( see [https://github.com/JACoW-org/JACoW\\_Templates/raw/master/LaTeX/A4/JACoW\\_LaTeX\\_A4.pdf](https://github.com/JACoW-org/JACoW_Templates/raw/master/LaTeX/A4/JACoW_LaTeX_A4.pdf) )

### TUP01 ●

Thank you for your effort, some minor corrections were necessary:

- [TC01] The title should be upper-cased in the paper
- [TC03] Table captions should be title cased
- [TC04] Figure captions should be aligned justified if they are multi-line
- [TC08] Figure 5 was mislabeled as Figure 1
- [MP02] AKNOLEGEMENT -> ACKNOWLEDGEMENT
- [MP02] Institute or Modern Physics -> Institute of Modern Physics
- [TC06, TC14] Please use DOIs where possible and use the reference formatting according to Annex B ( see [https://github.com/JACoW-org/JACoW\\_Templates/raw/master/LaTeX/A4/JACoW\\_LaTeX\\_A4.pdf](https://github.com/JACoW-org/JACoW_Templates/raw/master/LaTeX/A4/JACoW_LaTeX_A4.pdf) )

- Editing
  - Pre-Processing
  - Process / Verify
  - Post-Processing
- Quality Assurance
- Tips & Tricks
- Questions



# Quality Assurance (1)

- From the „Papers to QA“ bin take a printed paper that you did not process
- Search for the paper in the list of editables in Indico and open it
- Download the PDF using the editor QA interface in Indico
- Check the requirements (again)
  - Technical (fonts, page size, performance, etc.)
  - General Appearance (Common Author Oversights)

#3: (editor) has made some changes to the paper 11 December 2021 04:56

References format correction

PDF <a href="#">TUOCA2.PDF</a>	Presentations <i>No files uploaded</i>	Source Files <a href="#">TUOCA2.docx</a>
Source files for papers <a href="#">TUOCA2.docx</a>	Supporting files for papers <i>No files uploaded</i>	

QA02: QA Pending TC\_02: Text formatting incorrect (paragraphs, section...) Download ZIP

ACTIONS

Fail QA Approve QA

- If everything is Ok
  - Select „Approve QA“ and submit
- If anything is NOT Ok
  - Select „Fail QA“
  - Normal case:  
Last timeline change will roll back and the paper will go back to the original editor and he can fix it
  - Or (not recommended):  
If you need only to do minimal changes, reassign the paper to yourself and fix it  
→ someone else should do final QA on it

- Editing
  - Pre-Processing
  - Process / Verify
  - Post-Processing
- Quality Assurance
- [Tips & Tricks](#)
- Questions

- How to ... <https://www.jacow.org/Editors/TipsTricksforProcessing>
  - paint over unintentional objects with Pitstop
  - move objects with Pitstop
  - use advanced search for checking reference and figure numbering
  - remove/hide hyperlinks using PitStop
  - scale items with PitStop
  - add a missing footnote separator
  - convert an EPS/PS to a bitmap image using GIMP  
(this can be helpful if you want to replace a slow rendering EPS/PS Figure with a faster Bitmap)

- PitStop Shortcuts

- [https://www.enfocus.com/manuals/ReferenceGuide/PP/24/enUS/home.html#en-us/common/ppr/reference/re\\_shortcuts.html](https://www.enfocus.com/manuals/ReferenceGuide/PP/24/enUS/home.html#en-us/common/ppr/reference/re_shortcuts.html)

- Acrobat Shortcuts

- <http://helpx.adobe.com/acrobat/using/keyboard-shortcuts.html>

- Editing
  - Pre-Processing
  - Process / Verify
  - Post-Processing
- Quality Assurance
- Tips & Tricks
- Questions

# Questions?

