

# Processing transparencies - a step-by-step guide

Version 4.0, September 2016

This manual gives a detailed description of how to process conference slides to make them ready for publishing. The main goal of processing transparencies is to convert the presented PowerPoint slides to the portable data format PDF.

It is assumed that an SPMS instance has been set up before you start processing the transparencies. All screen shots and examples in this manual are taken from previous conferences and workshops.

Slides are an additional element presented in the JACoW conference proceedings. They have been published since 2005 on the JACoW web site.

## Contents

1 - Step-by-step guide .....	page 2
2 – How to take over a slides file.....	page 10
3 – Processing slides: Unexpected error messages .....	page 11
4 – Examples of problems .....	page 13
5 – Remarks .....	page 16
Appendix A: The Split Animations add-in for PowerPoint .....	page 17
Appendix B: PPsplit – a new split animations add-in .....	page 19

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### What's new in version 4.0?

- ▶ Chapter 5 Remarks have been updated.
- ▶ Appendix B has been introduced. A new split animations add-in for PowerPoint (PPsplit) is recommended to use for splitting overlapping contents in slides presentations.

# 1 Step-by-step guide

## Step 1: Login to the SPMS and check the box 'Transparency Processing':

## Step 2: Select "Transparency List" from the start screen:

A complete list of all talks will be displayed scheduled from Monday to Friday.

Hint: Print this list before you begin processing the slides to get an overview.

## IPAC 2012 Contributions With Transparencies


Paper ID	When	Contribution Title	Speaker
<a href="#">MOXAP01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 09:30	The Scientific Revolution Enabled by X-ray Free Electron Lasers	Joachim Stohr - SLAC National Accelerator Laboratory Stanford Synchrotron Radiation Lightsource
<a href="#">MOXB01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 10:00	The First Two Years of LHC Operation	Stephen Myers - European Organization for Nuclear Research DG
<a href="#">MOYAP01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 11:00	Accelerator Driven Systems	Dirk Vandeplasche - Belgian Nuclear Research Centre in Mol
<a href="#">MOYBP01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 11:30	State-of-the-Art and Future Prospects in RF Superconductivity	Kenji Saito - High Energy Accelerator Research Organization
<a href="#">MOYCP01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 12:00	Design and Simulation of IOTA - a Novel Concept of Integrable Optics Test Accelerator	Sergei Nagaitsev - Fermi National Accelerator Laboratory
<a href="#">MOQAA01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 14:00	Performance of the Cornell High-Brightness, High-Power Electron Injector	Bruce Dunham - Cornell Laboratory for Accelerator-Based Sciences and Education, Cornell University
<a href="#">MOQAA02</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 14:20	Instrumentation and Diagnostics for High Repetition Rate Linac-driven FELs	Stefano De Santis - Lawrence Berkeley National Laboratory
<a href="#">MOQAA03</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 14:40	Fast Feedback Strategies for Longitudinal Beam Stabilization	Sven Pfeiffer - Deutsches Elektronen-Synchrotron
<a href="#">MOOBA01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 15:00	Thorium Energy Futures	Robert Cywinski - University of Huddersfield School of Applied Sciences
<a href="#">MOOBA02</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 15:20	Status and Future Perspectives of the HIE-ISOLDE Project at CERN	Yacine Kadi - European Organization for Nuclear Research Engineering Department (EN)
<a href="#">MOOBA03</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 15:40	Development of a High-power Coherent THz Sources and THz-TDS System on the basis of a Compact Electron Linac	Masafumi Kumaki - Waseda University Advanced Research Institute for Science and Engineering
<a href="#">MOOAB01</a> <a href="#">Download</a> <a href="#">Upload</a> <a href="#">Email</a>	Monday 14:00	A Proton-driven Plasma Wakefield Accelerator Experiment with CERN SPS Bunches	Patric Muggli - Max-Planck Institute fuer Physics

► Start to process only talks which have already been presented or rather where the talk has been uploaded by the speaker itself or by the local presentations manager.

### Step 3: Select "Transparency Processing":

IPAC 2012 Administrator Pages Michaela Marx

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Open All Close All

- SPHS
  - Editor/Proceedings Administration
    - \*\*\* List PDF Only Papers
    - Abstract Search/Edit
    - Activity Log - Staff
    - Email
    - List My Papers
    - My Contributions
    - Presentations Management
      - Transparency List
      - Transparency Processing ←
      - Transparency Status Maintenance
      - Reassign "Red" Dot Papers
  - General
  - Programme Committee
  - Referee
  - Scientific Program Administration

Click on Monday to start with the Monday talks:

## IPAC 2012 Transparency Maintenance

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned	<span style="color: red;">●</span>	<span style="color: yellow;">●</span>	<span style="color: green;">●</span>	Total	Assignable	Assigned	<span style="color: red;">●</span>	<span style="color: yellow;">●</span>	<span style="color: green;">●</span>
<a href="#">Monday</a>	5	5	5	0	0	5	18	18	18	0	0	18
<a href="#">Tuesday</a>	12	12	12	1	1	10	18	18	18	0	0	18
<a href="#">Wednesday</a>	18	18	18	0	0	18	12	12	12	0	0	12
<a href="#">Thursday</a>	15	15	15	0	0	15	0	0	0	0	0	0
<a href="#">Friday</a>	9	9	9	0	0	9	0	0	0	0	0	0
<b>Totals</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>1</b>	<b>1</b>	<b>57</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>

### Step 4: Download the slides file from the database:

MOXAMH01	Monday, 09:30	?	<input type="button" value="Set Status"/>	<input type="button" value="Upload"/> <input type="button" value="Download"/>	<ul style="list-style-type: none"> <li>Transparency Assigned [Michaela Marx 23-MAY-10 21:26 (UTC -04:00)]</li> <li>File Uploaded [Michaela Marx 23-MAY-10 21:22 (UTC -04:00)] MOXAMH01_TALK.PDF</li> <li>File Uploaded [Takashi Kosuge 23-MAY-10 04:13 (UTC -04:00)] MOXAMH01_TALK.PPT</li> <li>Email: [23-MAY-10 02:06 (UTC -04:00)] <a href="#">Please upload your presentation file.</a></li> <li>Edit Complete [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)]</li> <li>File Uploaded [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)] MOXAMH01.PDF</li> <li>File Uploaded [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)] MOXAMH01.PS</li> <li>Paper Assigned [Maxim Kuzin 22-MAY-10 23:58 (UTC -04:00)]</li> <li>File Uploaded [Albrecht Wagner 20-MAY-10 03:33 (UTC -04:00)] MOXAMH01.doc</li> <li>File Removed [Albrecht Wagner 20-MAY-10 03:33 (UTC -04:00)] MOXAMH01.doc</li> <li>File Uploaded [Albrecht Wagner 19-MAY-10 05:35 (UTC -04:00)] MOXAMH01.doc</li> <li>Email: [22-APR-10 03:31 (UTC -04:00)] <a href="#">IPAC'10: Chairman's Cocktail</a></li> <li>Email: [21-APR-10 04:27 (UTC -04:00)] <a href="#">IPAC'10: Information for Speakers</a></li> <li>Email: [23-FEB-10 09:51 (UTC -05:00)] <a href="#">IPAC'10 Invited Oral Presentation</a></li> <li>Abstract Initial QA Performed [Christine Petit-Jean-Genaz 17-FEB-10 09:19 (UTC -05:00)]</li> <li>Abstract Updated [Christine Petit-Jean-Genaz 17-FEB-10 09:19 (UTC -05:00)]</li> <li>Email: [04-OCT-09 11:51 (UTC -04:00)] <a href="#">IPAC'10 Invited Oral Presentation</a></li> <li>Abstract Initial QA Performed [Christine Petit-Jean-Genaz 04-AUG-09 04:29 (UTC -04:00)]</li> <li>Abstract Updated [Christine Petit-Jean-Genaz 04-AUG-09 04:29 (UTC -04:00)]</li> <li>Abstract Owner Changed [Christine Petit-Jean-Genaz 04-AUG-09 04:28 (UTC -04:00)]</li> <li>Email: [22-JUN-09 09:13 (UTC -04:00)] <a href="#">Invited Oral Presentation at IPAC'10</a></li> <li>Abstract Initial QA Performed [Akira Noda 04-JUN-09 20:05 (UTC -04:00)]</li> <li>Abstract Updated [Akira Noda 04-JUN-09 20:05 (UTC -04:00)]</li> <li>Abstract Initial QA Performed [Christine Petit-Jean-Genaz 04-JUN-09 00:38 (UTC -04:00)]</li> <li>Abstract Created [Christine Petit-Jean-Genaz 04-JUN-09 00:38 (UTC -04:00)]</li> </ul>
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The download screen shows all files which have already been uploaded to the database by the author or by an editor. If a PDF version of the talk already exists (labeled with a green arrow in the next figure) then this file should be downloaded. Check the contents. In case everything looks fine just set the status to green, leave a comment and the processing is finished.

## Download files for MOXAMH01

Download a ZIP file with ALL the < last > files.

**PPT - 'PPT' files**

	Filename	Version	
Get this ->	MOXAMH01_TALK.PPT	< last > - Sun May 23 17:14:26 2010	log

**PS - PostScript files**

	Filename	Version	
Get this ->	MOXAMH01.PS	< last > - Sun May 23 13:07:22 2010	log

**PDF - Portable Document Format files**

	Filename	Version	
Get this ->	MOXAMH01_TALK.PDF	< last > - Mon May 24 10:23:33 2010	log
Get this ->	MOXAMH01.PDF	< last > - Sun May 23 13:07:35 2010	log

**DOC - Microsoft Word documents**

	Filename	Version	
Get this ->	MOXAMH01.doc	< last > - Thu May 20 16:34:53 2010	log

▶ In case you only find a PowerPoint version of the slides (ending is PPT or PPTX) download that file and PowerPoint will start automatically.

### Step 5: Run the PowerPoint slide show (press F5):

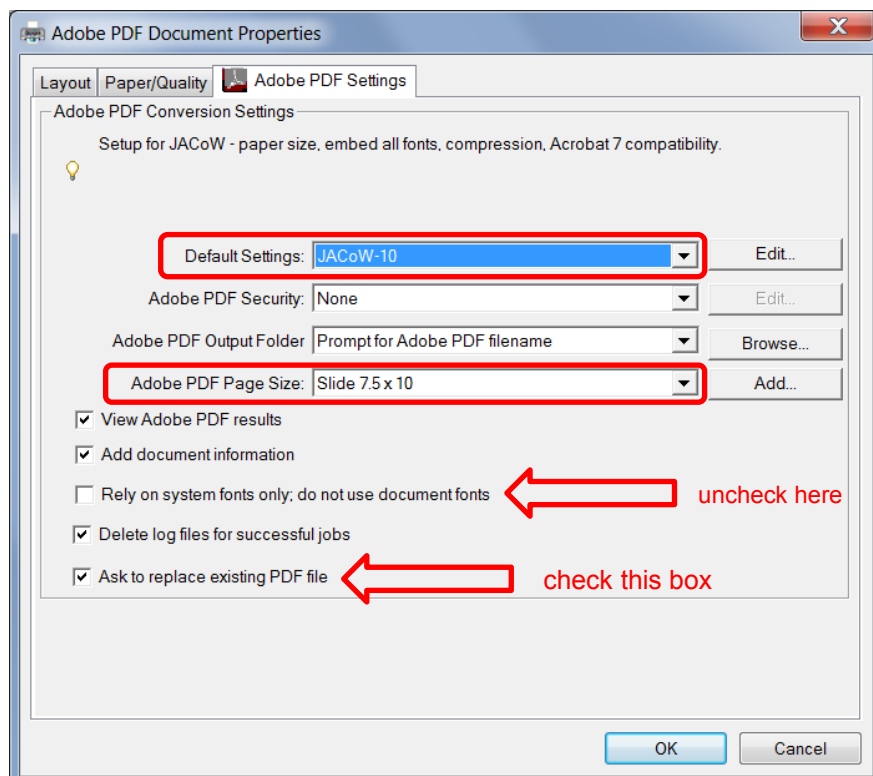
- ▶ Run the PowerPoint slide show and **check every slide carefully** for
  - **overlapping elements, e.g. due to animation**
  - **strange or missing characters**
  - **images or text appearing outside a slide**
- ▶ In case everything looks fine just continue with step 6.
- ▶ In case you detect overlaps you need to
  - separate the overlaps manually (works fine if only a few overlaps occur) or
  - separate the overlaps by running the split animations macro, see Appendix A for details

## Step 6: Convert the PowerPoint slides to Adobe PDF:

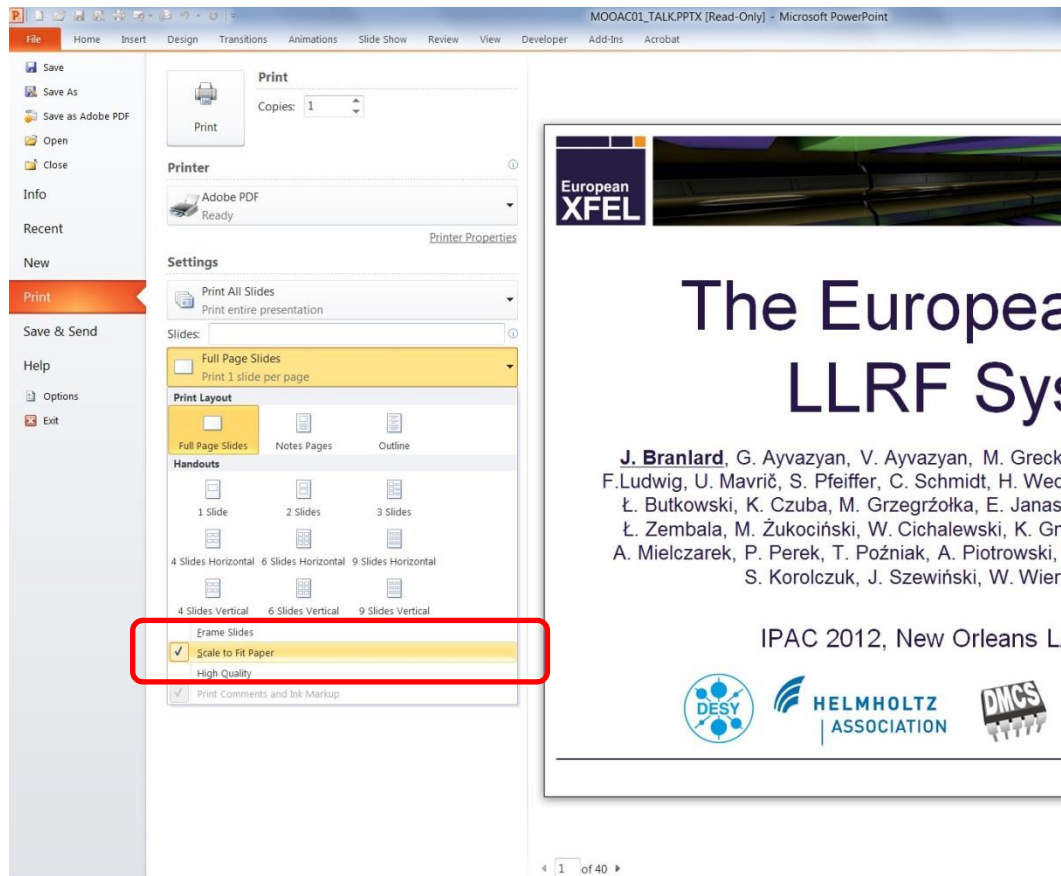
There are several ways to convert a PowerPoint file to PDF. The recommended way is to print the slides to the Adobe PDF Printer to make sure that all fonts are embedded:



► set the printer properties as shown in the next figure:

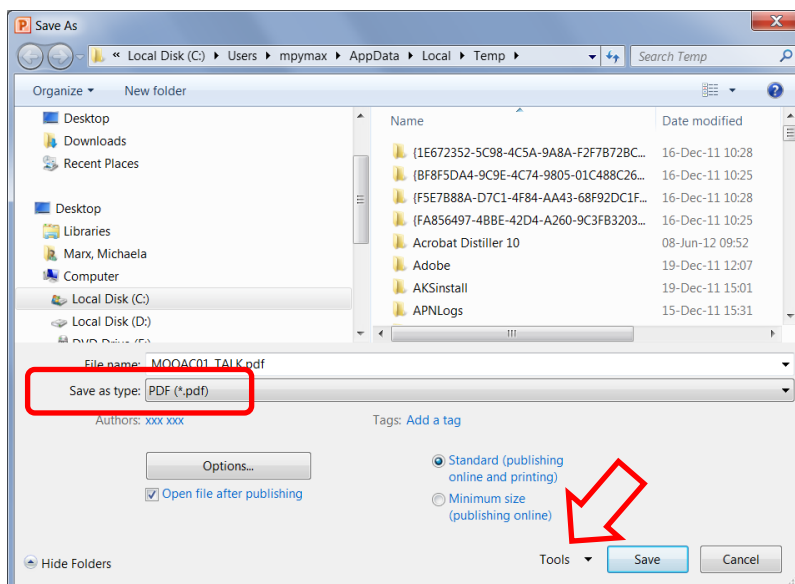


It could happen that slides do not scale correctly. This means parts occur outside the margins etc. To fix this problem check the box named 'Scale to Fit Paper' as shown in the next figure:

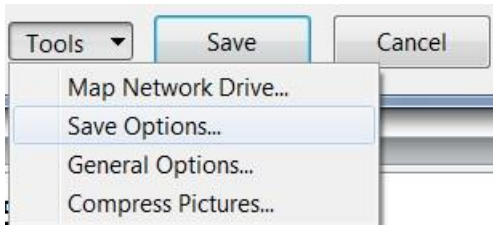


There are alternative ways to convert PowerPoint slides to PDF. If the first method fails try one of the following methods:

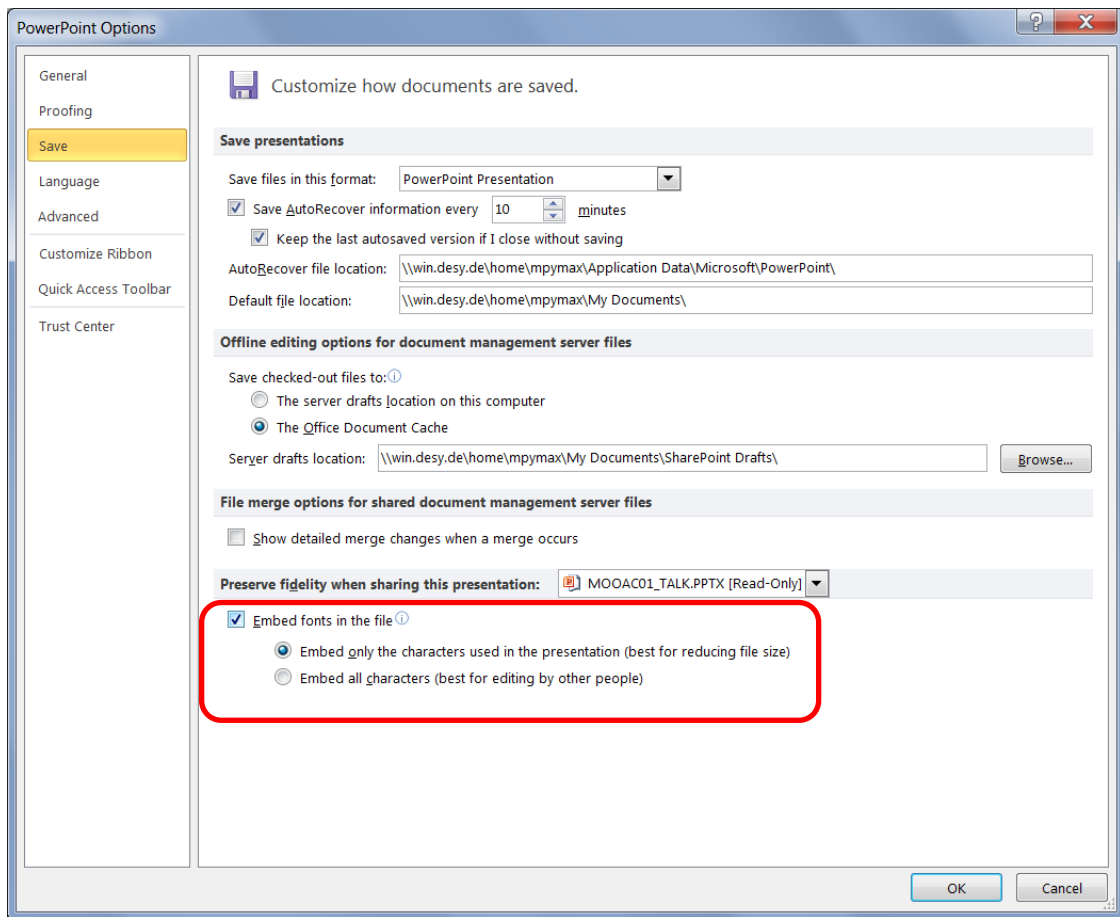
- Save as type PDF directly from PowerPoint, File > Save As



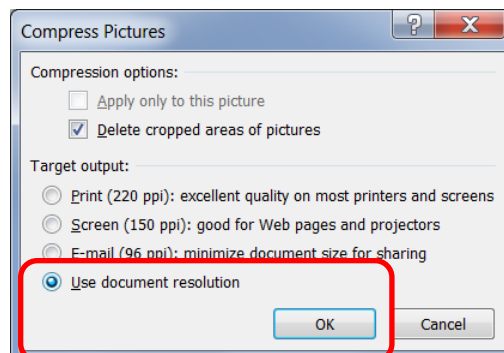
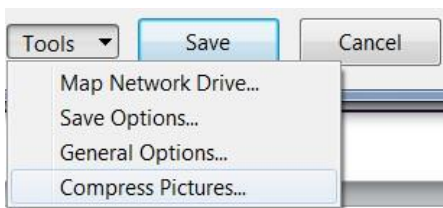
Click on **Tools** to set some necessary options!



► **Tools > Save Options** opens the following menu where you need to check the box 'Embed fonts in the file':



► **Tools > Compress Pictures** opens the following menu where you additionally need to check the button to use the document resolution:



If the above method fails please try one of the ideas given next. The first one converts directly from PowerPoint to PDF using Acrobat PDFMaker.



## Results 3: Nonu

► Select the Acrobat tab and click the button “Create PDF”. Make sure that you’ve selected the latest JACoW distiller job options by clicking the Preferences button first. Set the conversion settings to **JACoW-10.joboptions**.

► If PFDMaker fails, then produce a postscript file and distill it to PDF.

Please note: Use a generic postscript driver to generate the ps file:  
File → Print → select “generic ps driver” from the list of printers and check the ‘print to file’ box.

You can also use the JACoW Postscript Printer Driver which is installed on each computer in the proceedings office. If not, please visit the given link and follow the instructions to install an A4 and an US letter format PS driver on your PC:

<http://www-linux.gsi.de/~rmueller/jacow/printer/#Download>

► If a useful PDF file could be generated please check it and save the file to your local working directory as “**PAPERCODE\_TALK.pdf**”.

### Step 7: Upload the PDF slides file to the database:

MOXAMH01	Monday, 09:30	?	Upload	Download	<ul style="list-style-type: none"> <li>✔ Transparency Assigned [Michaela Marx 23-MAY-10 21:26 (UTC -04:00)]</li> <li>✔ File Uploaded [Michaela Marx 23-MAY-10 21:22 (UTC -04:00)] MOXAMH01_TALK.PDF</li> <li>✔ File Uploaded [Takashi Kosuge 23-MAY-10 04:13 (UTC -04:00)] MOXAMH01_TALK.PPT</li> <li>✔ Email: [23-MAY-10 02:06 (UTC -04:00)] <a href="#">Please upload your presentation file.</a></li> <li>✔ Edit Complete [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)]</li> <li>✔ File Uploaded [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)] MOXAMH01.PDF</li> <li>✔ File Uploaded [Maxim Kuzin 23-MAY-10 00:06 (UTC -04:00)] MOXAMH01.PS</li> <li>✔ Paper Assigned [Maxim Kuzin 22-MAY-10 23:58 (UTC -04:00)]</li> <li>✔ File Uploaded [Albrecht Wagner 20-MAY-10 03:33 (UTC -04:00)] MOXAMH01.doc</li> <li>✔ File Removed [Albrecht Wagner 20-MAY-10 03:33 (UTC -04:00)] MOXAMH01.doc</li> <li>✔ File Uploaded [Albrecht Wagner 19-MAY-10 05:35 (UTC -04:00)] MOXAMH01.doc</li> <li>✔ Email: [22-APR-10 03:31 (UTC -04:00)] <a href="#">IPAC'10: Chairman's Cocktail</a></li> <li>✔ Email: [21-APR-10 04:27 (UTC -04:00)] <a href="#">IPAC'10: Information for Speakers</a></li> <li>✔ Email: [23-FEB-10 09:51 (UTC -05:00)] <a href="#">IPAC'10 Invited Oral Presentation</a></li> <li>✔ Abstract Initial QA Performed [Christine Petit-Jean-Genaz 17-FEB-10 09:19 (UTC -05:00)]</li> <li>✔ Abstract Updated [Christine Petit-Jean-Genaz 17-FEB-10 09:19 (UTC -05:00)]</li> <li>✔ Email: [04-OCT-09 11:51 (UTC -04:00)] <a href="#">IPAC'10 Invited Oral Presentation</a></li> <li>✔ Abstract Initial QA Performed [Christine Petit-Jean-Genaz 04-AUG-09 04:29 (UTC -04:00)]</li> <li>✔ Abstract Updated [Christine Petit-Jean-Genaz 04-AUG-09 04:29 (UTC -04:00)]</li> <li>✔ Abstract Owner Changed [Christine Petit-Jean-Genaz 04-AUG-09 04:28 (UTC -04:00)]</li> <li>✔ Email: [22-JUN-09 09:13 (UTC -04:00)] <a href="#">Invited Oral Presentation at IPAC'10</a></li> <li>✔ Abstract Initial QA Performed [Akira Noda 04-JUN-09 20:05 (UTC -04:00)]</li> <li>✔ Abstract Updated [Akira Noda 04-JUN-09 20:05 (UTC -04:00)]</li> <li>✔ Abstract Initial QA Performed [Christine Petit-Jean-Genaz 04-JUN-09 00:38 (UTC -04:00)]</li> <li>✔ Abstract Created [Christine Petit-Jean-Genaz 04-JUN-09 00:38 (UTC -04:00)]</li> </ul>
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► The file upload screen:

## IPAC2010 File Upload

Michaela Marx

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**Abstract:** MOXAMH01 International Collaboration with High Energy Accelerators  
**Paper ID:** MOXAMH01  
**Presentation Type:** Invited Oral  
**Program Session:** MOXAMH -- Special Opening Presentation  
 05/24/2010 0930 -- 1000  
 Main Hall  
 Capacity: 1200

**File Type:** Transparencies ← Select file type "Transparencies"

**Platform:** Intel PC

**File to Upload:** C:\Documents and Sett... Browse...

**Comments (Optional):**

[Back To Your Abstract List](#)

File Name	File Type	Platform	Uploaded
MOXAMH01.PDF	Portable Document Format	Intel PC	23-MAY-10 00:06 (UTC -04:00)
MOXAMH01.PS	Post Script File	Intel PC	23-MAY-10 00:06 (UTC -04:00)
MOXAMH01.doc	Source File (MS Word, Open Office or LaTeX)	Intel PC	20-MAY-10 03:33 (UTC -04:00)
MOXAMH01_TALK.PPT	Transparencies	Intel PC	23-MAY-10 04:13 (UTC -04:00)

► Set the file type to "Transparencies" and click the "Upload File" button to start the upload procedure.

**Step 8: Set the slides status and leave a comment**

Paper ID	Time	Set Status	Upload	Download	Log
MOYBMH01	Monday, 11:30	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">           ?            Red            Yellow            Green         </div>	<a href="#">Upload</a>	<a href="#">Download</a>	<ul style="list-style-type: none"> <li>▼ <b>Transparency Assigned</b> [Michaela Marx 23-MAY-10 21:26 (UTC -04:00)]</li> <li>▼ <b>File Uploaded</b> [Takashi Kosuge 23-MAY-10 04:30 (UTC -04:00)] MOYBMH01_talk.mpg</li> <li>▼ <b>File Uploaded</b> [Takashi Kosuge 23-MAY-10 04:28 (UTC -04:00)] MOYBMH01_TALK.PPT</li> <li>▼ <b>File Uploaded</b> [Osamu Kamigaito 23-MAY-10 03:45 (UTC -04:00)] MOYBMH01_talk.mpg</li> <li>▼ <b>File Uploaded</b> [Osamu Kamigaito 23-MAY-10 03:44 (UTC -04:00)] MOYBMH01_TALK.PPT</li> <li>▼ <b>File Removed</b> [Osamu Kamigaito 23-MAY-10 03:43 (UTC -04:00)] MOYBMH01_TALK.PPT</li> </ul>

► Enter your comments:

## IPAC2010 Transparency Maintenance

Michaela Marx

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● MOXAMH01 – International Collaboration with High Energy Accelerators

Comments to Speaker	Editor's Notes
PPT slides have been successfully converted to PDF. Please note: Slide #2 has been excluded from the presentation by the speaker.	

► and that's it 😊



## 2 How to take over a slides file

To process a file from a colleague you can take over it by assigning the file to yourself.

- ▶ Go to the start screen for processing transparencies. Click on a day on the left to get a list of all the talks presented on that day.

### IPAC2010 Transparency Maintenance

Day	Invited Oral						Contributed Oral					
	Files	Assigned	Total	●	●	●	Files	Assigned	Total	●	●	●
Monday	9	9	9	0	0	9	6	6	6	0	0	6
Tuesday	13	1	14	0	0	0	12	1	12	0	0	1
Wednesday	8	0	14	0	0	0	5	0	15	0	0	0
Thursday	2	1	11	0	0	0	5	0	12	0	0	0
Friday	1	0	7	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>33</b>	<b>11</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>28</b>	<b>7</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>7</b>

Get Next Transparency
List My Active Transparencies
List All My Transparencies

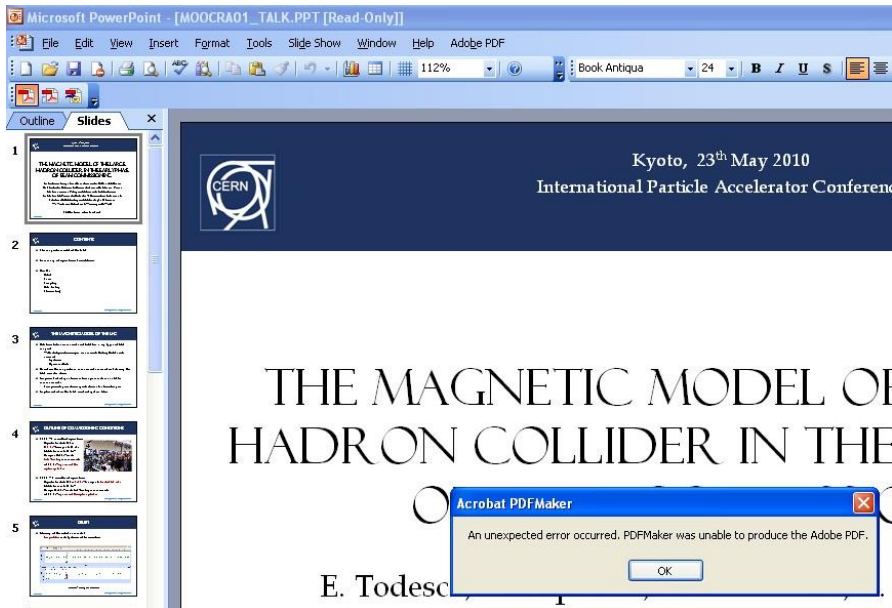
- ▶ The “Assign To Me” button appears in the “Editor” column:

Time	Paper ID	Status	Files?	Editor	Title/Speaker	Contribution Log
14:00	MOZMH01	●	Yes	Sakae Araki <a href="#">Assign To Me</a>	Hadron Accelerators — Location: Main Hall — Chair: Gwo-Huei Luo - National Synchrotron Radiation Research Center Experience and Lessons with the SNS Superconducting Linac Yan Zhang - Oak Ridge National Laboratory Spallation Neutron Source	<ul style="list-style-type: none"> <li>✚ Email: [24-MAY-10 20:30 (UTC -04:00)] IPAC2010 Transparency Processing Status</li> <li>✚ Transparency Complete ● [Sakae Araki 24-MAY-10 20:30 (UTC -04:00)] pdf slides file has been checked looks ok</li> <li>✚ Transparency Assigned [Sakae Araki 24-MAY-10 20:15 (UTC -04:00)]</li> <li>✚ Final QA Passed [Maxim Kuzin 24-MAY-10 03:17 (UTC -04:00)]</li> <li>✚ Dot Reassignment ● [Marlen Bugmann 23-MAY-10 19:53 (UTC -04:00)] author proof read</li> <li>✚ File Uploaded [Yan Zhang 21-MAY-10 10:13 (UTC -04:00)] MOZMH01_TALK.PDF</li> <li>✚ File Uploaded [Yan Zhang 20-MAY-10 15:45 (UTC -04:00)] MOZMH01_TALK.PPT</li> <li>✚ Edit Complete ● [Stefano Deiuri 20-MAY-10 01:09 (UTC -04:00)] [move a table with pits top] <ul style="list-style-type: none"> <li>✚ 16 - General Formatting Problems</li> <li>✚ 26 - Miscellaneous Minor Problems</li> </ul> </li> <li>✚ Edit Complete ● [Stefano Deiuri 20-MAY-10 01:07 (UTC -04:00)] Please contact Christine Petit-Jean-Genaz [is a draft!]</li> <li>✚ Edit Complete ● [Stefano Deiuri 20-MAY-10 00:26 (UTC -04:00)] <ul style="list-style-type: none"> <li>✚ 16 - General Formatting Problems</li> <li>✚ 26 - Miscellaneous Minor Problems</li> <li>✚ TC04 Figure formatting incorrect (outside margins, single/multiple line caption not centred/justified, Caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic/...])</li> <li>✚ TC06 Reference formatting incorrect (indentation, hyperlink)</li> </ul> </li> <li>✚ File Uploaded [Stefano Deiuri 20-MAY-10 00:24 (UTC -04:00)] MOZMH01.PDF</li> <li>✚ File Uploaded [Stefano Deiuri 20-MAY-10 00:24 (UTC -04:00)] MOZMH01.doc</li> <li>✚ Paper Assigned [Stefano Deiuri 19-MAY-10 23:27 (UTC -04:00)]</li> <li>✚ File Uploaded [Yan Zhang 17-MAY-10 15:46 (UTC -04:00)] MOZMH01.doc</li> <li>✚ File Uploaded [Yan Zhang 17-MAY-10 15:45 (UTC -04:00)] MOZMH01.PS</li> <li>✚ File Removed [Yan Zhang 17-MAY-10 15:45 (UTC -04:00)] MOZMH01.doc</li> <li>✚ File Removed [Yan Zhang 17-MAY-10 15:45 (UTC -04:00)] MOZMH01.PS</li> <li>✚ File Uploaded [Yan Zhang 17-MAY-10 14:42 (UTC -04:00)] MOZMH01.doc</li> <li>✚ File Uploaded [Yan Zhang 17-MAY-10 14:42 (UTC -04:00)] MOZMH01.PS</li> <li>✚ Email: [22-APR-10 03:31 (UTC -04:00)] IPAC'10: Chairman's Cocktail</li> <li>✚ Email: [21-APR-10 04:27 (UTC -04:00)] IPAC'10: Information for Speakers</li> <li>✚ Email: [23-FEB-10 09:51 (UTC -05:00)] IPAC'10 Invited Oral Presentation</li> <li>✚ Abstract Initial QA Performed [Christine Petit-Jean-Genaz 07-DEC-09 23:36 (UTC -05:00)]</li> <li>✚ Abstract Updated [Christine Petit-Jean-Genaz 07-DEC-09 23:36 (UTC -05:00)]</li> <li>✚ Abstract Updated [Yan Zhang 07-DEC-09 12:39 (UTC -05:00)]</li> <li>✚ Abstract Initial QA Performed [Christine Petit-Jean-Genaz 24-NOV-09 15:10 (UTC -05:00)]</li> </ul>

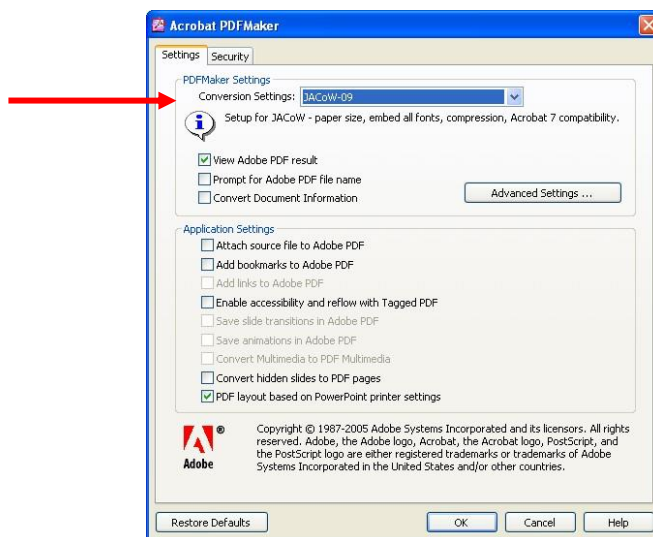
### 3 Processing slides: Unexpected error messages

#### 3.1 Error message from PDFMaker

- ▶ PDFMaker doesn't "distill"



- ▶ make sure the conversion settings have been set to JACoW-09 or higher



- ▶ Make a postscript file (print to file) and distill the ps file to pdf

### 3.2 Error message from Acrobat

#### ▶ Missing Host Fonts



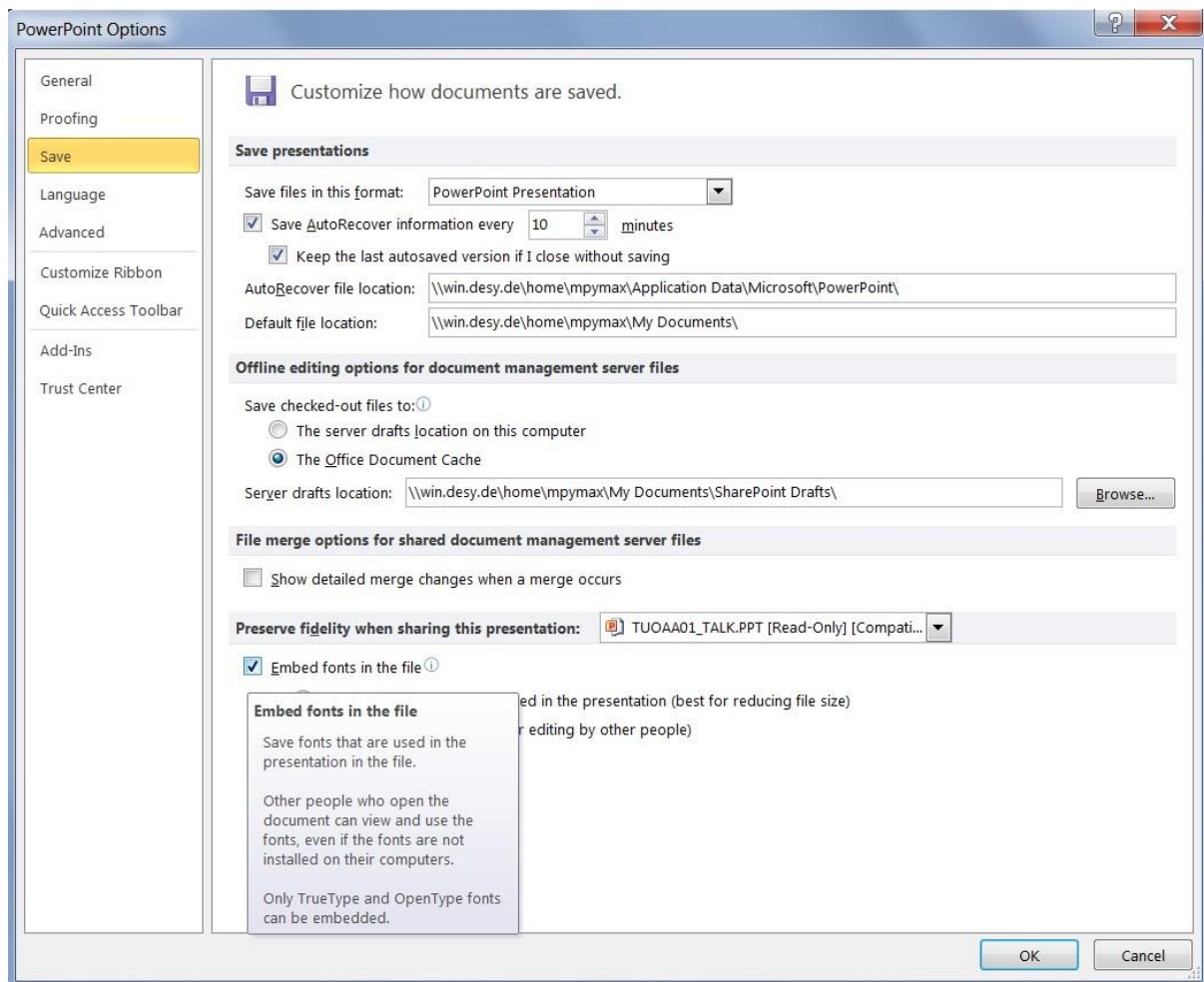
- ▶ Go to the printer properties, "Adobe PDF Settings" page and turn off the option "Do not send fonts to Distiller".

## 4 Examples of problems

### Example 1: Missing character in a formula

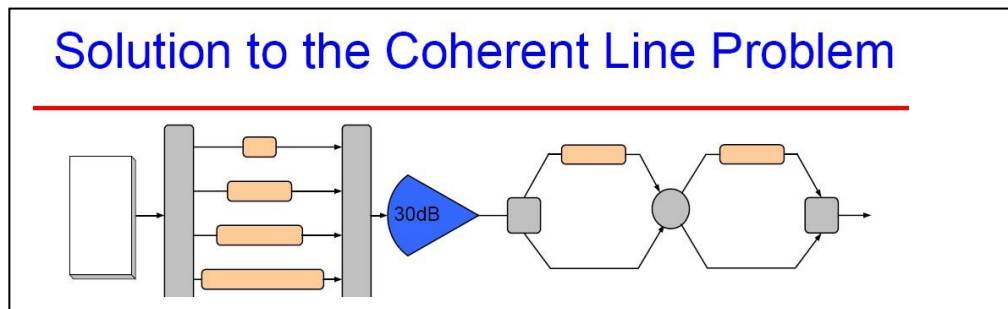
$$V_{out} = gV_{in}(1 + \epsilon V_{in}^2)$$
$$f \square f_1 + f_2 - f_3$$

- ▶ Equal sign did not display correctly in the PowerPoint file
- ▶ It seems that the author did not embed all fonts
- ▶ To embed fonts in PowerPoint select **File** ▶ **Options** ▶ **Save** and check the box “Embed fonts in the file”

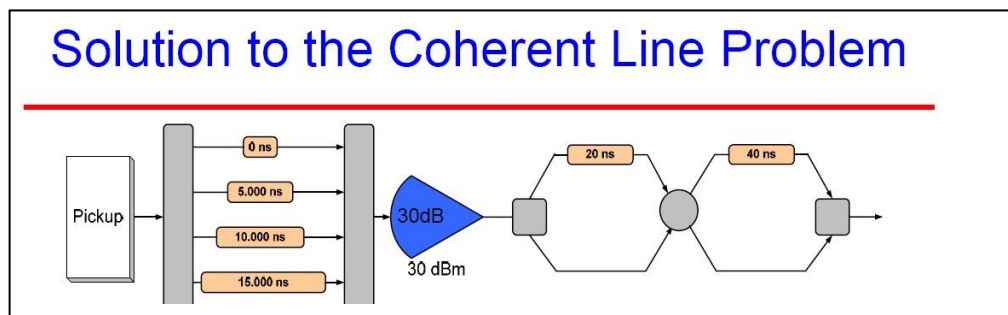


## Example 2: Missing characters after the conversion to PDF

► The PDF file has been generated with PDFMaker. In this case mostly all numbers disappeared:



► The PDF file generated with the generic postscript driver looks perfect:

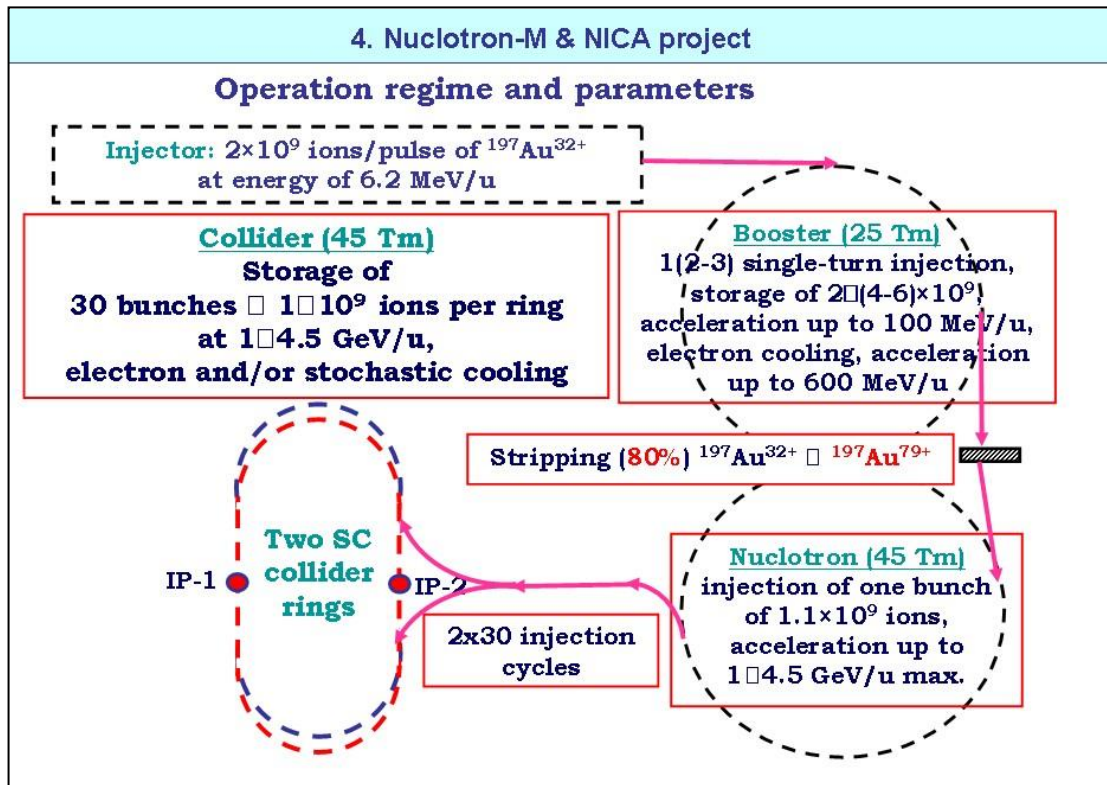


► Usage of the **generic postscript driver** instead of PDFMaker solved the problem.

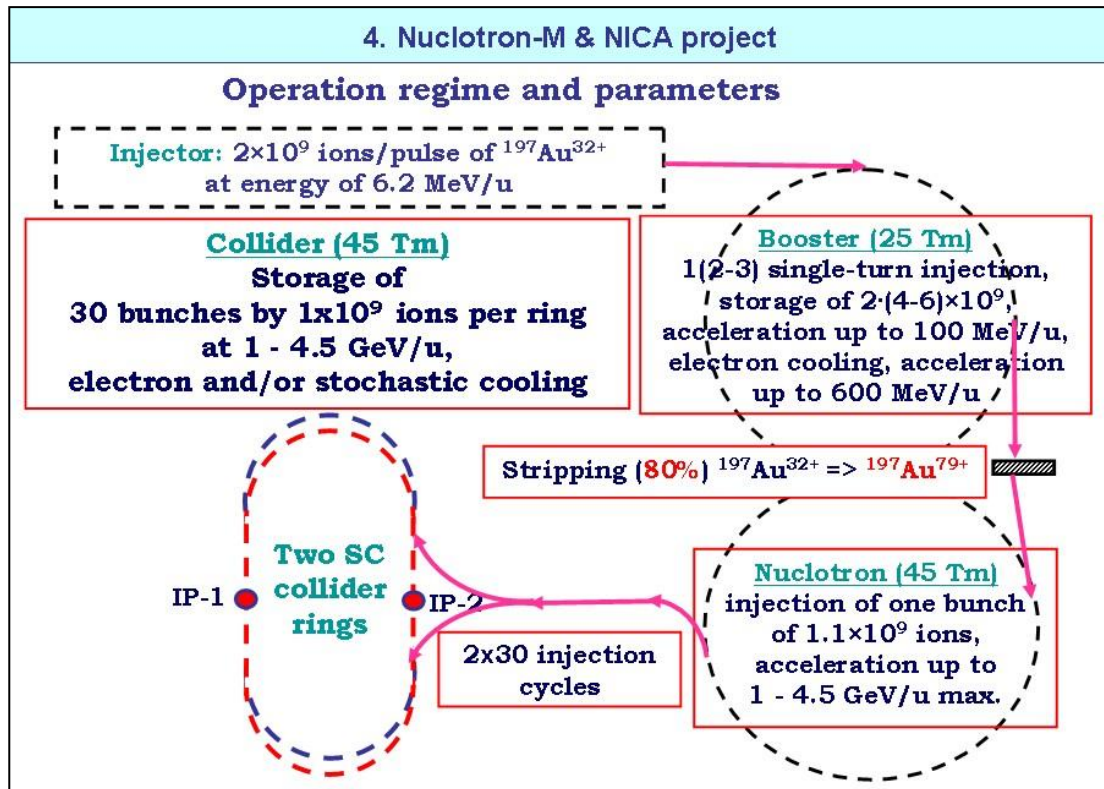
See <http://www.ep.ph.bham.ac.uk/general/printing/winsetup.html> for the postscript driver

### Example 3: Missing characters on a slide

- ▶ at a first go it's hard to detect the missing characters ▶ look for blank boxes



- ▶ Solution: The author was contacted to submit a modified version ☺

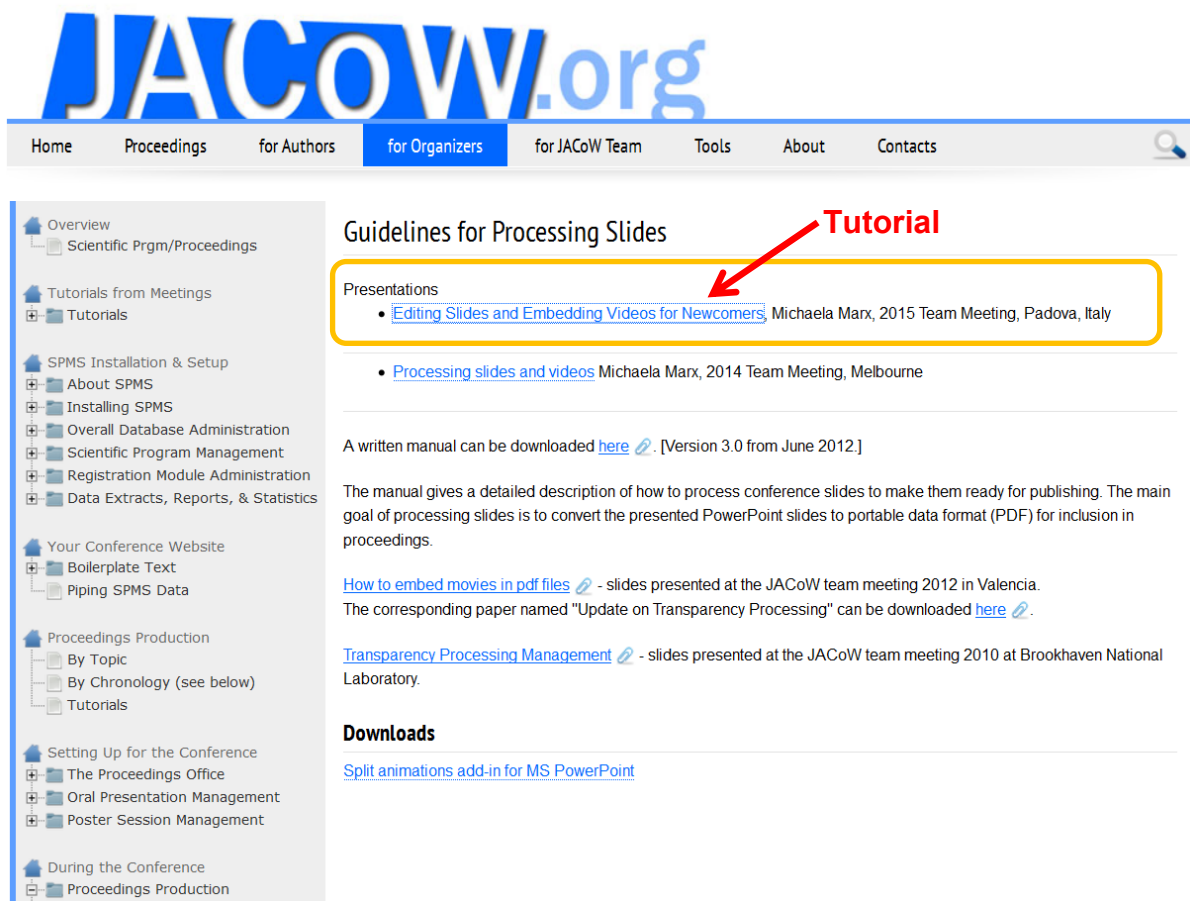


## 5 Remarks

This manual and the split animations macro is available on the JACoW website [www.jacow.org/](http://www.jacow.org/).

**Look for** “for Organizers” ► During the Conference ► Proceedings Production ► Processing Slides

A **tutorial** has been given at the 2015 JACoW Team Meeting in Padova, Italy. The tutorial contains detailed instructions about editing slides and embedding videos.



The screenshot shows the JACoW.org website interface. The navigation bar includes links for Home, Proceedings, for Authors, for Organizers (highlighted), for JACoW Team, Tools, About, and Contacts. A search icon is visible on the right. The left sidebar contains a tree view of the site's structure, with 'Processing Slides' expanded under 'During the Conference'. The main content area is titled 'Guidelines for Processing Slides'. Under the 'Presentations' section, a list of links is shown. The first link, 'Editing Slides and Embedding Videos for Newcomers', is highlighted with a yellow box and a red arrow pointing to it from the word 'Tutorial' written in red. Below this, there is a link for 'Processing slides and videos'. Further down, there is a section for a written manual and a 'Downloads' section with a link for 'Split animations add-in for MS PowerPoint'.

Thank you to Raphael Müller from GSI, in Darmstadt, Germany, who provided the split animations macro for PowerPoint. The macro is platform independent and has been tested successfully for Office 2003, 2007, Office 2010 and on a Mac.

**Please note:** A new PowerPoint add-in named PPspliT has been introduced in 2015 during the SRF'15 conference by Raphael. The PPspliT is much more precise in splitting overlapping contents. Therefore it is recommended to replace the old macro by PPspliT written by Massimo Rimondini, see Appendix B for details.



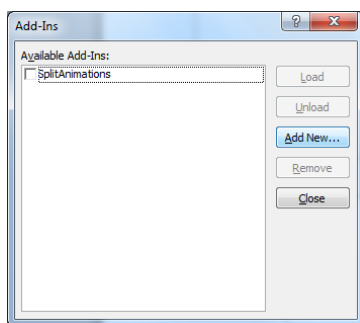
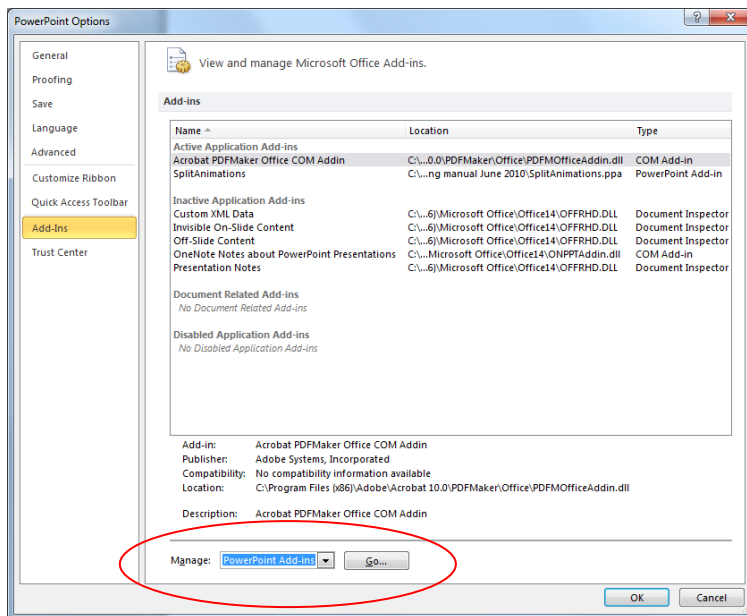
# Appendix A

## The Split Animations Add-In for PowerPoint

You need the file “SplitAnimations.ppa” on your local computer.

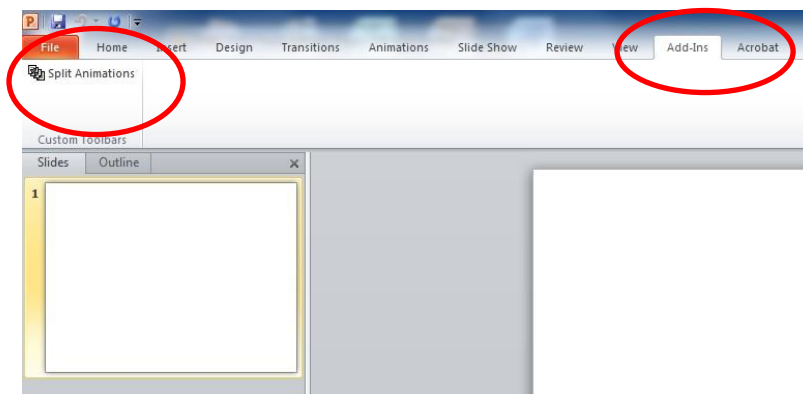
► Install the Split Animations Macro in PowerPoint from

File → Options → Add-Ins → Manage ... select PowerPoint Add-In and Go...



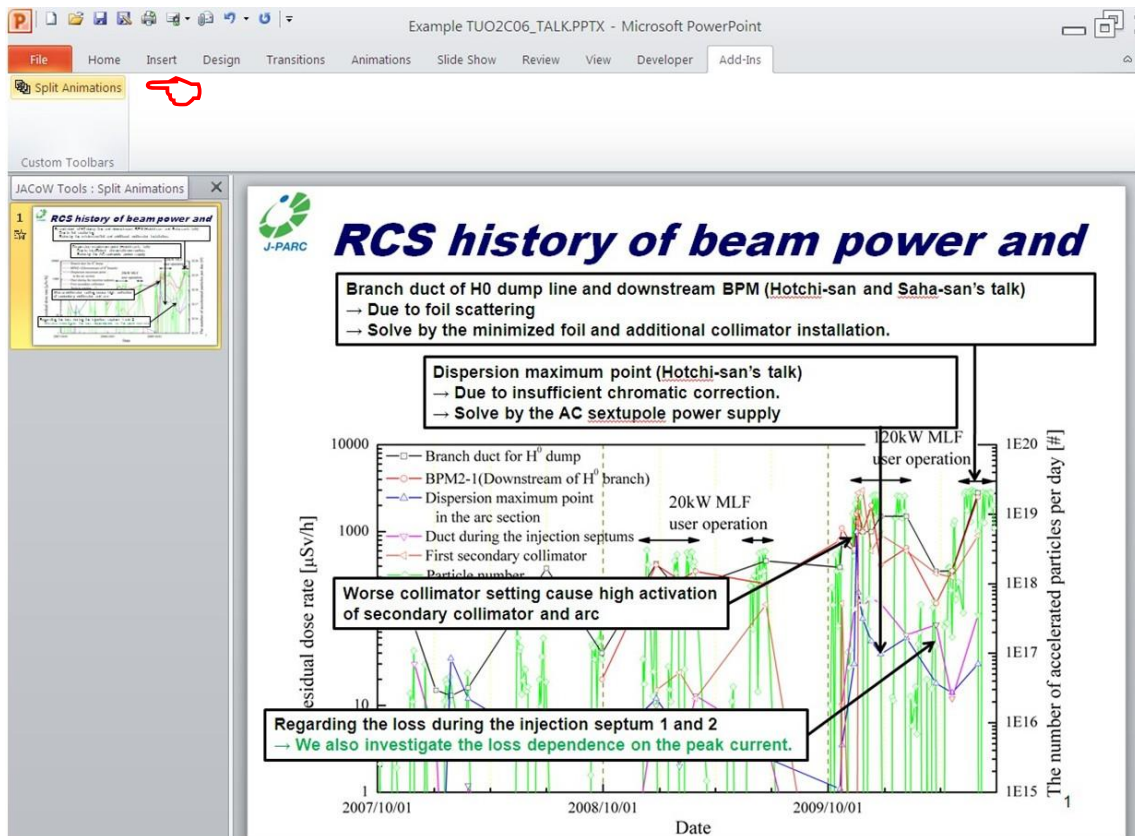
Click **Add New** and browse for a file named **SplitAnimations.ppa**

A new tab named 'Add-Ins' will appear on the PowerPoint menu:

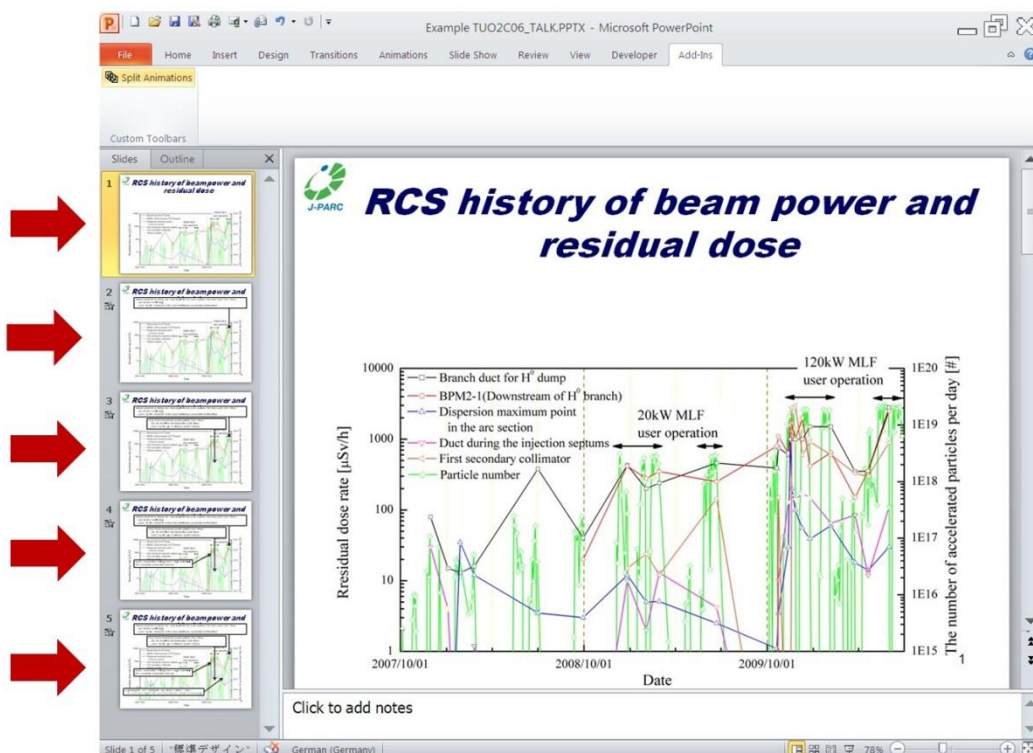


## Example: Slide containing overlaps

- ▶ click the 'Add-Ins' tab and execute the Split Animations Macro



- ▶ Example slide split into 5 separate slides:



## Appendix B

### PPspliT - A New Split Animations Add-In for PowerPoint

Massimo Rimondini (from Roma Tre University in Italy) has written a split animations macro for PowerPoint which is more accurate in splitting overlaps and therefore very useful for processing slides in a JACoW proceedings office.



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Windows Live: maxonthenet@tiscali.it

Skype: maxontheskyopenet

Yahoo!: maxilbianco

- ▶ Download the PPspliT installer from his web page at the following URL and use the supplied password “ppspliT” to unzip the file.

<http://www.dia.uniroma3.it/~rimondin/downloads.php>

Download PPspliT 1.15 installer  
(~650KB, released in July 2016, includes uninstaller, zip password is: "ppspliT")

- ▶ After the add-in has been installed PowerPoint offers a new tab named PPspliT. To run the add-in just click the Split animations button on the left.

