

Retrieving and Processing Transparencies during a Conference



Michaela Marx, DESY

JACoW Team Meeting, November 2009, Hamburg, Germany

Retrieving and Processing Transparencies

- Overview -

- ▶ Retrieving the slides files
- ▶ Processing the slides
- ▶ Uploading the slides to the database
- ▶ User Guide
- ▶ Annoying things that could happen
- ▶ Time and effort of processing transparencies

Retrieving the slides – there are different ways

- ▶ Collect transparencies from the presenting authors, e.g. on USB sticks or
- ▶ download the slides from the SPMS (requires that the speaker already uploaded the talk)

Preferred method: Try to get the talks directly from the speakers preparation room

Speakers Preparation Room



SPMS overview of all oral presentations

▶ Listings of oral presentations can be extracted from the SPMS

Please note: The listings show only the already uploaded talks in the database and **NOT** the expected ones!

▶ SPMS ▶ General ▶ Data Extracts ▶ All Orals (EXCEL listing)
or

▶ SPMS ▶ General ▶ Reports ▶ All Orals (HTML or CSV listing)

▶ Example HTML listing:

FEL 2009 Invited Orals			Michaela Marx	
			Logout Search My Schedule Home Find Profiles	
Paper ID	Type	Title	Speaker	Affiliation
MOOA01	Invited Oral	Stochastic Properties of Self-Amplified Spontaneous-Emission	Samuel Krinsky	Brookhaven National Laboratory (BNL) National Synchrotron Light Source
MOOA02	Invited Oral	Statistical Theory of the SASE FEL Based on the Two-particle Correlation Function Equation	Oleg A. Shevchenko	Russian Academy of Sciences (BINP SB RAS) The Budker Institute of Nuclear Physics
MOOB01	Invited Oral	Beam Echo Effect For Generation Of Short-Wavelength Radiation	Gennady Stupakov	SLAC National Accelerator Laboratory (SLAC)
MOOB02	Invited Oral	Towards sub-Angstrom coherent light sources: The Quantum FEL	Gordon Robb	University of Strathclyde (USTRAT/SUPA) Scottish Universities Physics Alliance Department of Physics
MOOB03	Contributed Oral	Deep Saturation Dynamics in a Free Electron Laser	Romain Bachelard	Synchrotron Soleil (SOLEIL)
MOOB04	Contributed Oral	Impact On A Seeded Harmonic Generation Fel Of An Initial Energy Chirp And Curvature In The Electron Bunch Energy Distribution	Alberto Andrea Lutman	University of Trieste (DEEI) DEEI Department



Retrieving slides from the SPMS

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Enter Search Criteria. Search matches all criteria specified below. Note: To view all abstracts submit a search request with no search criteria.

Contribution ID <input type="text"/> through <input type="text"/>	Editor Status <input type="text"/>
Paper ID <input type="text"/> ID assigned by editor.	Referee Status <input type="text"/>
Session Date <input type="text"/>	Requires Initial QA <input type="text"/>
Word in Title or Abstract <input type="text"/> <input type="checkbox"/> Exact Title Match	Final QA'ed <input type="text"/>
Author Name <input type="text"/>	Posted <input type="text"/>
Main Classification <input type="text"/>	Manned <input type="text"/>
Sub Classification <input type="text"/>	Quality OK <input type="text"/>
Type of Presentation <input type="text"/>	Accepted <input type="text"/>
Affiliation <input type="text"/> Any part of name.	Source Files <input type="text"/>
<input type="checkbox"/> Exclude Affiliation of Co-author	Source Platform <input type="text"/>
First Sort <input type="text"/> Paper ID	PDF Uploaded <input type="text"/>
Second Sort <input type="text"/> Main Classification	Slides Uploaded <input type="text"/>
Third Sort <input type="text"/> Sub Classification	New Affiliations <input type="text"/>
	Copyright Form <input type="text"/>

- ▶ Enter the Paper Code (ID) in the search menu
- ▶ You need "Sort and File" privileges to download and upload transparencies

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ID: 1512 - MOOA01 Stochastic Properties of Self-Amplified Spontaneous-Emission

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Requires QA Yes	My Schedule Add
Editor <input checked="" type="radio"/>	Speaker Samuel Krinsky (BNL, Upton, Long Island, New York)
Referee <input checked="" type="radio"/>	Authors Samuel Krinsky (BNL, Upton, Long Island, New York)
Final QA Passed	Registered
Publishable Yes	Abstract We discuss the chaotic behavior of the time evolution of the amplitude and phase of the output radiation from a self-amplified spontaneous-emission free-electron laser.
PDF Yes	Funding Agency Work supported by DOE contract DE-AC02-98CH10886.
Slides Yes	Type of Presentation Invited Oral
	Main Classification FEL Prize
	Sub Classification

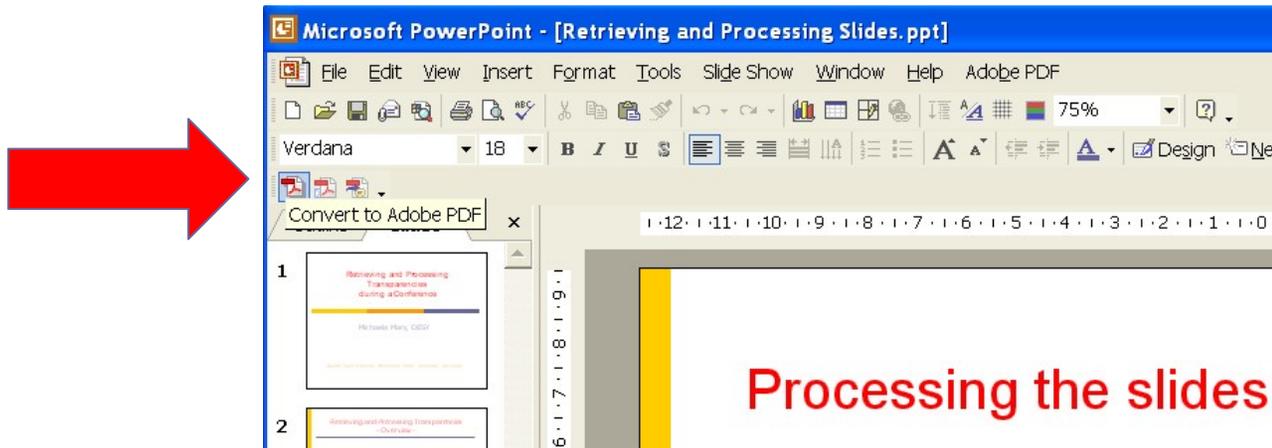
1 abstract matched your query.

Processing transparencies – the main steps



Processing transparencies – the main steps

- ▶ PowerPoint (ppt) and PDF formats are allowed for authors, but **only pdf files can be published in the proceedings**
- ▶ Convert the PowerPoint Slides (PPT) to the portable data format (PDF). Check the PPT slides for overlapping contents by running PowerPoint. **If no overlaps, convert PPT transparencies to PDF by**
 - using PDFMaker or
 - using the generic postscript driver + distiller



- ▶ Save the slides as **Paper-ID_talk.pdf** and upload the file to the database

Processing transparencies – file upload

After the slides have been converted to PDF they need to be uploaded to the database server.

- ▶ Enter the appropriate Paper-ID in the search screen

FEL 2009 Search

Michaela Marx

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Enter Search Criteria. Search matches all criteria specified below. **Note:** To view all abstracts submit a search request with no search criteria.

Contribution ID <input type="text"/>	through <input type="text"/>	Editor Status <input type="text"/>
Paper ID <input type="text" value="TUOA01"/>	ID assigned by editor.	Referee Status <input type="text"/>
Session Date <input type="text"/>		Requires Initial QA <input type="text"/>
Word in Title or Abstract <input type="text"/>	<input type="checkbox"/> Exact Title Match	Final QA'ed <input type="text"/>
Author Name <input type="text"/>		Posted <input type="text"/>
Main Classification <input type="text"/>		Manned <input type="text"/>
Sub Classification <input type="text"/>		Quality OK <input type="text"/>
Type of Presentation <input type="text"/>		Accepted <input type="text"/>
Affiliation <input type="text"/>	Any part of name.	Source Files <input type="text"/>
<input type="checkbox"/> Exclude Affiliation of Co-author		Source Platform <input type="text"/>
First Sort <input type="text"/>	Show Abstract Title and...	PDF Uploaded <input type="text"/>
Second Sort <input type="text"/>	<input checked="" type="checkbox"/> Co-Authors <input checked="" type="checkbox"/> Presentation Type	Slides Uploaded <input type="text"/>
Third Sort <input type="text"/>	<input checked="" type="checkbox"/> Abstract Text <input checked="" type="checkbox"/> Main Classification	New Affiliations <input type="text"/>
	<input checked="" type="checkbox"/> Funding Agency <input checked="" type="checkbox"/> Sub Classification	Copyright Form <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		



Processing transparencies – file upload

- ▶ Click on Upload in the search result screen

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ID: 1513 - TUOA01 Lasing and saturation of the LCLS FEL

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Requires QA Yes	My Schedule Add
Editor	Speaker Paul J. Emma (SLAC, Menlo Park, California)
Referee	Authors Paul J. Emma (SLAC, Menlo Park, California)
Final QA Pending	Registered
Publishable No, Publishable Status Code	Abstract The Linac Coherent Light Source (LCLS) is a SASE 1.5-15 Å x-ray Free-Electron Laser (FEL) facility under construction at SLAC*, and presently in an advanced phase of commissioning. The injector, linac, and new bunch compressors were commissioned in 2007 and 2008, establishing the necessary electron beam brightness at 14 GeV. The final phase of commissioning, including the FEL undulator and the long transport line from the linac, began in November 2009, with first 1.5-Å FEL light and saturation observed in mid-April 2009. We report on the accelerator, undulator, and FEL operations, including the new suite of x-ray diagnostics, which have just begun commissioning.
PDF No	Footnotes * J. Arthur et al. SLAC-R-593, April 2002.
Slides Yes	Funding Agency Invited Oral
	Type of Presentation Short Wavelength Amplifier FELs
	Main Classification
	Sub Classification

FEL 2009 File Upload

Abstract: TUOA01 Lasing and saturation of the LCLS FEL
Paper ID: TUOA01
Presentation Type: Invited Oral
Program Session: TUOA -- Short Wavelength Amplifier FELs
08/25/2009 0900 -- 1045
A Hall 11

File Type	Other Supporting Files
Platform	Portable Document Format
File to Upload	Post Script File
Comments (Optional)	Source File (MS Word, Open Office or LaTeX)
	Transparencies

- ▶ Upload the original PPT file provided by the author **plus** the new converted PDF file
- ◀ Select file type 'Transparencies'

Processing transparencies

– label transparencies as OK in the SPMS –

- ▶ After the upload click on [Sort/File/Edit](#) to label the transparencies as ok

FEL 2009 Search Michaela Marx



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ID: 1513 - TUOA01 Lasing and saturation of the LCLS FEL

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Requires QA Yes	My Schedule Add	
Editor	Speaker Paul J. Emma (SLAC, Menlo Park, California)	
Referee	Authors Paul J. Emma (SLAC, Menlo Park, California)	

FEL 2009 Abstract Title/Author Maintenance

Paper ID TUOA01

Title

QA Abstract Initial QA Performed
 Transparencies OK

Editor Status

Referee Status

Comments

Authors Paul J. Emma (SLAC, Menlo Park, California)

- ▶ Flag Transparencies OK, leave a comment and click on Save to finish the procedure

Processing transparencies

– do not change the editor status –

FEL 2009 Abstract Title/Author Maintenance

Paper ID TUOA01

Title

QA Abstract Initial QA Performed
 Transparencies OK

Editor Status

Referee Status

Comments

Authors Paul J. Emma (SLAC, Menlo Park, California)



Please note:

- ▶ Leave the Editor Status (green, yellow, red or blank) as it is!

This is the status of the paper and **NOT(!!!)** the status of the transparencies.

Do not reset the paper status!!!

Processing transparencies – User Guide

Processing transparencies – User Guide

Read
the



Fucking is the name of a small village in Austria 😊

Processing Transparencies: A step-by-step guide

Author: Michaela Marx, DESY Hamburg, Germany, April 2009, Version 1.0

Since 2005 slides were an additional element presented in the JACoW conference proceedings. They were published on the JACoW web site and on the conference CD for the following conferences and workshops:

- ▶ DIPAC05
- ▶ FLS2006, EPAC06, FEL06, RUPAC06, ICAP06
- ▶ APAC07, PAC07, FEL07, COOL07, ICALEPCS07
- ▶ EPAC08, PCaPAC08, RUPAC08

This manual gives a detailed description on how to process conference slides ready for publishing. It is assumed that an SPMS database has been set up before you start processing the transparencies. Screen shots and examples in this manual are taken from previous conferences and workshops.

Contents

1 - Step-by-step guide	page 2
2 - The PowerPoint "Capture Show" add-in	page 5
3 - Examples	page 8
4 - SPMS setup (for conference administrators only)	page 10
5 - Remarks	page 11

Processing transparencies – User Guide

- ▶ A detailed User Guide for conference editors is available on the web

The screenshot shows the JACoW website interface. The left sidebar contains a navigation menu with categories like 'Award for the Collaboration', 'Scientific Programme Management System (SPMS)', 'For authors', 'For conference editors', 'For Libraries', and 'Physical Review'. The 'For conference editors' section is expanded, and 'Documentation' is highlighted. The main content area is titled 'Joint Accelerator Conferences Website' and lists various resources. The 'Processing Contributions to Proceedings' section is highlighted with a yellow oval, containing 'Guidelines for editors' and 'Processing Transparencies for Proceedings Guidelines for editors'. Other sections include 'JPSP Scripts' and 'Background Information'. At the bottom, there is contact information for C. Petit-Jean-Genaz and R. Billen.

The screenshot shows the title page of the 'Processing Transparencies: A step-by-step guide' document. The title is enclosed in a box. Below the title, the author is listed as Michaela Marx, DESY Hamburg, Germany, April 2009, Version 1.0. The text explains that since 2005, slides were an additional element in the JACoW conference proceedings. A list of conferences and workshops is provided, including DIPAC05, FLS2006, EPAC06, FEL06, RUPAC06, ICAP06, APAC07, PAC07, FEL07, COOL07, ICALEPCS07, EPAC08, PCaPAC08, and RUPAC08. The document provides a detailed description on how to process conference slides. A 'Contents' section lists the following items:

- 1 - Step-by-step guide page 2
- 2 - The PowerPoint "Capture Show" add-in page 5
- 3 - Examples page 8
- 4 - SPMS setup (for conference administrators only) page 10
- 5 - Remarks page 11

▶ <http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/default.html>

Processing transparencies

- Annoying things that could happen -

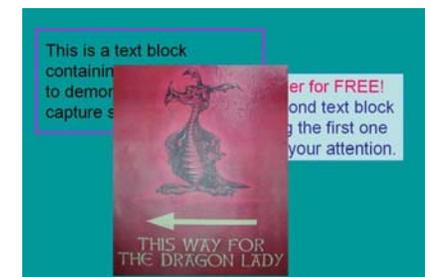
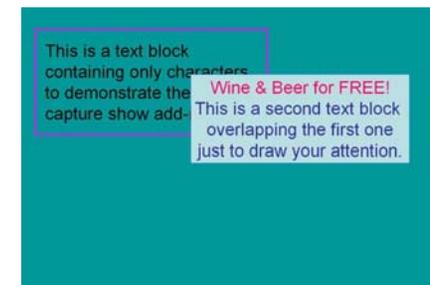
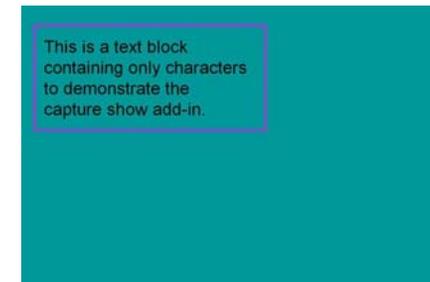
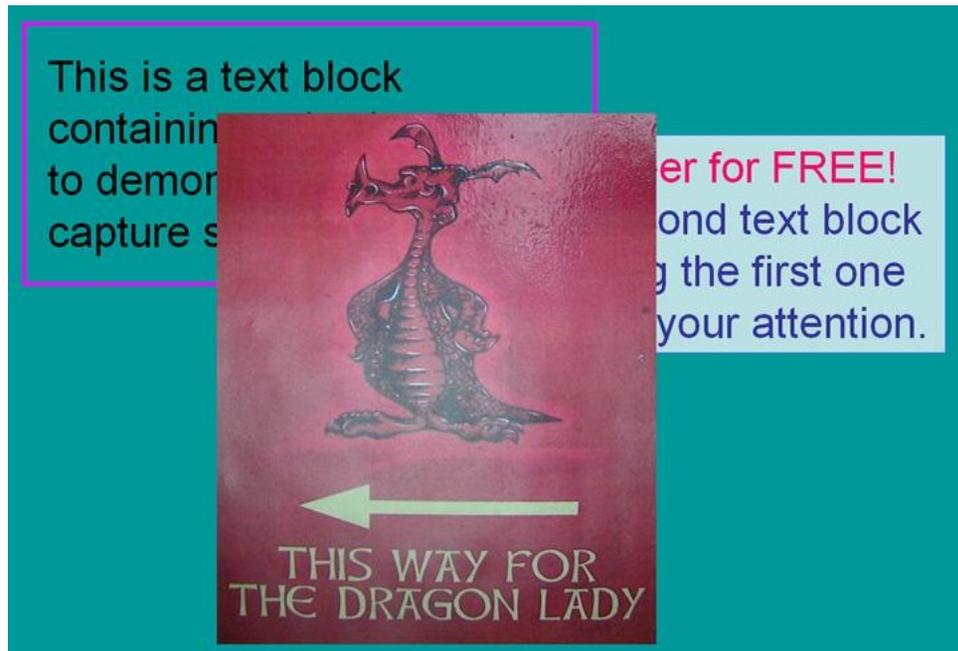
- ▶ Overlapping stuff
- ▶ Possible error messages from PDF Maker and Acrobat

Processing transparencies

- how to get rid of overlapping contents -

- ▶ The PowerPoint “**Capture Show add-in**” is a nice tool to separate animated overlaps in slide presentations

Example: Slide containing 2 overlaps will be separated automatically into 3 slides



Processing transparencies

- how to get rid of overlapping contents -

- ▶ visit the website at the given URL to download the “Capture Show” add-in

<http://skp.mvps.org/cshow.htm>

- ▶ website contains detailed description on how to install and how to use the add-in
- ▶ Check PDF slides carefully after conversion from PPT. Look for missing fonts or characters which do not display correctly

Please note: The Capture-Show add-in is not available for Macintosh computers

Processing transparencies

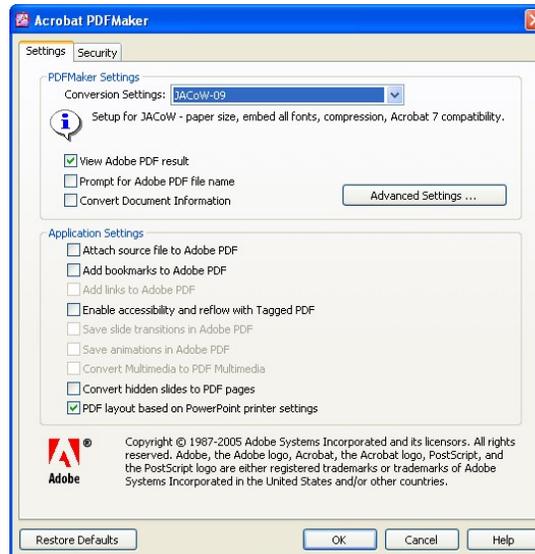
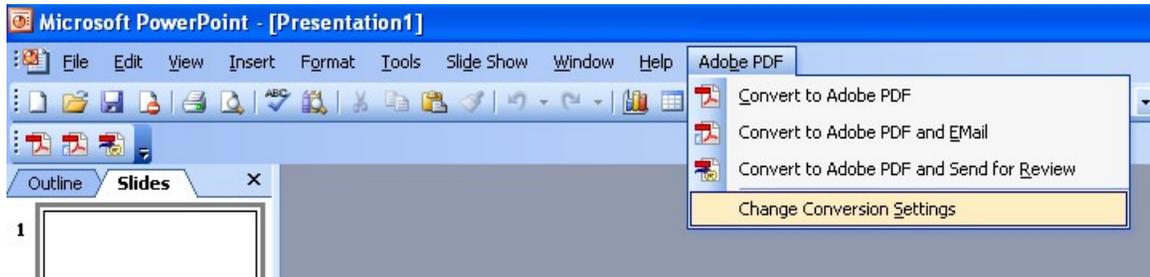
- possible error messages -

Processing transparencies - possible error messages -

PowerPoint Error Message:

“Acrobat PDF Maker failed to convert the PowerPoint file”

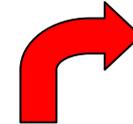
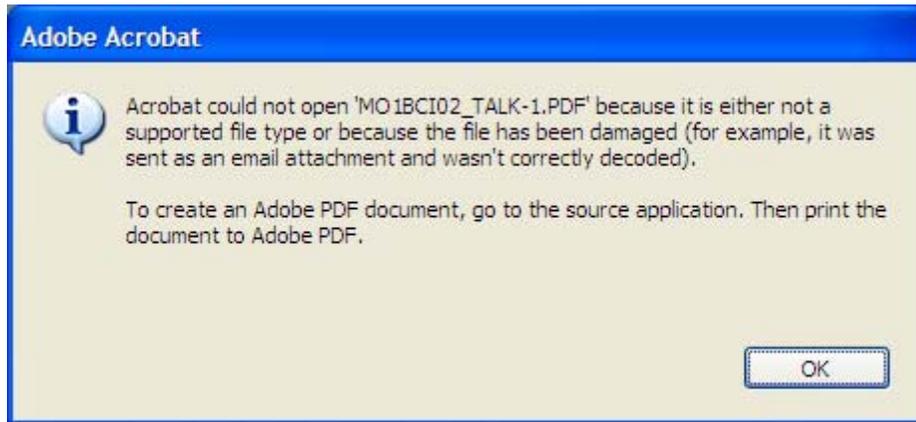
- ▶ change the conversion settings from Standard to JACoW



Processing transparencies - possible error messages -

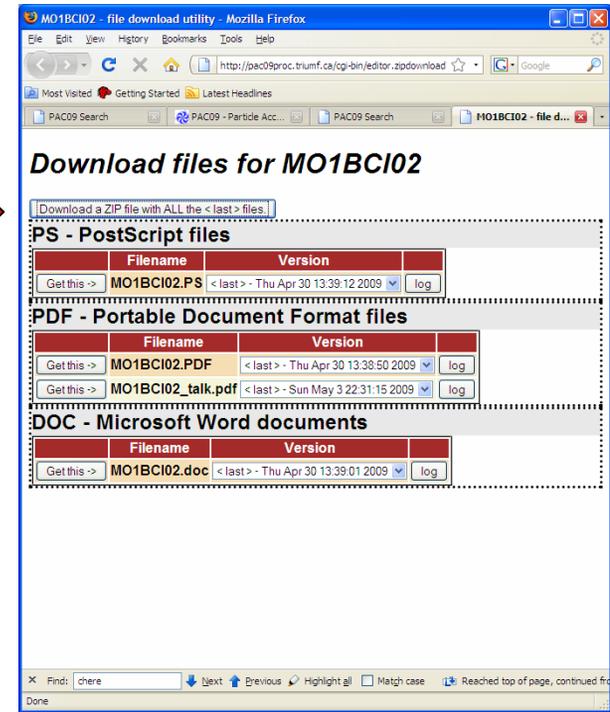
Adobe Acrobat Error Message:

"Acrobat could not open the downloaded _talk.pdf file from the SPMS"



- ▶ The downloaded PDF file might be of zero length (empty file). To fix that, click on

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



Processing transparencies - time and effort -

- ▶ Conversion of PPT files to PDF is time consuming
- ▶ Checking the PPT and the PDF files is time consuming
- ▶ Slides cannot be processed in advance like papers
- ▶ Extra (wo)manpower is necessary to process the slides

Some numbers (2009 conferences):

PAC09 201 Talks, processed by 2 students + 1 editor

DIPAC09 24 Talks, processed by 1 editor

FEL09 58 Talks, processed by 2 editors

Processing transparencies

Questions and comments?

Thank you 😊