

## SUBMISSION INSTRUCTIONS

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**Step 1.** The author enters the paper title and education level. The author will indicate if they are an oral or poster presenter.

SUBMISSION > OVERVIEW: Step 1 of 6

Overview Authors Keywords Summary Upload Submit

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Education:  
Some meetings may include special activities for students

\* Are you a full time student? No

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Graduation date: May 1994

\* What is the title of your paper?  
• Use only lowercase letters, except for proper names or acronyms (such as GIS, LCD).  
• Example: Remote sensing solutions using GIS from Associated National Laboratory

Test paper

Indicate if you are an oral or poster presenter. Enter "Oral" or "Poster".  
Poster

Next: Authors

**Step 2.** The submitting author adds all authors listed on the manuscript to the submission record.

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Authors

- All authors must be added (Indicate Contact Author and Speaker)  
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\* Contact Author: Ms. Jenny Woods

+ Add Author

Order	Name	Email	Affiliation(s)
1	Jenny Woods Contact Author	jennyw@spie.org	SPIE United States

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### Step 3. Keywords (optional)

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Overview > Authors > **Keywords** > Summary > Upload > Submit

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- Enter up to 8 words or phrases
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inspection
metrology

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### Step 4. Summary

JBMISSION > SUMMARY: Step 4 of 6

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#### Authors: ?

Ms. Jenny Woods  
Primary Author, Contact Author

Email: [jennyw@spie.org](mailto:jennyw@spie.org)  
Primary Affiliation: SPIE

Edit

#### Keywords: ?

inspection  
metrology

Edit

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Step 5 Upload. The manuscript must be in PDF format and contain NO page numbers.

The screenshot shows the 'SUBMISSION > UPLOAD: Step 5 of 6' interface. A progress bar at the top highlights the 'Upload' step, with other steps (Overview, Authors, Keywords, Summary, Submit) shown in a lighter grey. Below the progress bar, a message states: 'The required file format is .PDF. See <https://spie.org/x14101.xml> for formatting information.' The main section is titled 'Upload Manuscript' and contains a form with two required fields: 'What page size is this file?' with a dropdown menu set to 'US Standard (8.5"x11")', and 'Select file:' with a 'Choose File' button and the text 'No file chosen'. An 'Upload File' button is to the right of the file selection area. At the bottom, there are three buttons: 'Save for Later', 'Previous: Summary', and 'Next: Submit'.

Step 6 Submit—Paper is assigned a SPIE tracking number.

The screenshot shows the 'SUBMISSION > PROCESS: Step 6 of 6' interface. The progress bar at the top highlights the 'Submit' step. Below the progress bar, the tracking number 'Tracking No.: PMJ22-PMJ100-5' is displayed. The main content area contains the following text: 'Your file is processing. This may take a few minutes. Click the "Return to Task List" button and manage your submission to approve or disapprove the file. You will receive a confirmation email with your tracking number: PMJ22-PMJ100-5. Please include your tracking number in all correspondence with SPIE. If you are a poster author, SPIE staff will contact you and ask you to return to your account to upload your poster PDF. If you have questions concerning your submission, please contact the manager of SPIE Proceedings, Jenny Woods, [JennyW@SPIE.org](mailto:JennyW@SPIE.org), or +1 360 676 3290, Mon-Fri 8:30 am to 5:30 pm Pacific Time.' A 'Return to Task List' button is located at the bottom right.

Step 7. I will update all Poster records to enable those authors to submit a poster PDF file.

Step 8. Poster authors will return to their submission at <http://spie.org/myaccount> and submit the poster PDF.

**Step 9.** All authors are asked to submit the Permission to Publish and Distribute Agreement

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AUTHOR	Paper Title: Title IV: this one is going to work	
	Paper No. WO100-4	
	Indicate if you are an oral or poster presenter. Enter "Oral" or "Poster"	poster
	Proceedings Coordinator: Woods, Jenny ( <a href="mailto:JennyW@SPIE.org">JennyW@SPIE.org</a> )	
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