

CHAPTER 1

InFocus

THE ADOBE ACCOUNT

When you purchase an Adobe Creative Cloud subscription you will automatically be provided with an Adobe account and personal profile. Using this account, you can manage the settings for your purchased applications, access help, information and additional services, and much more.

This chapter is just a brief introduction to some of the things you can do in your Adobe account.

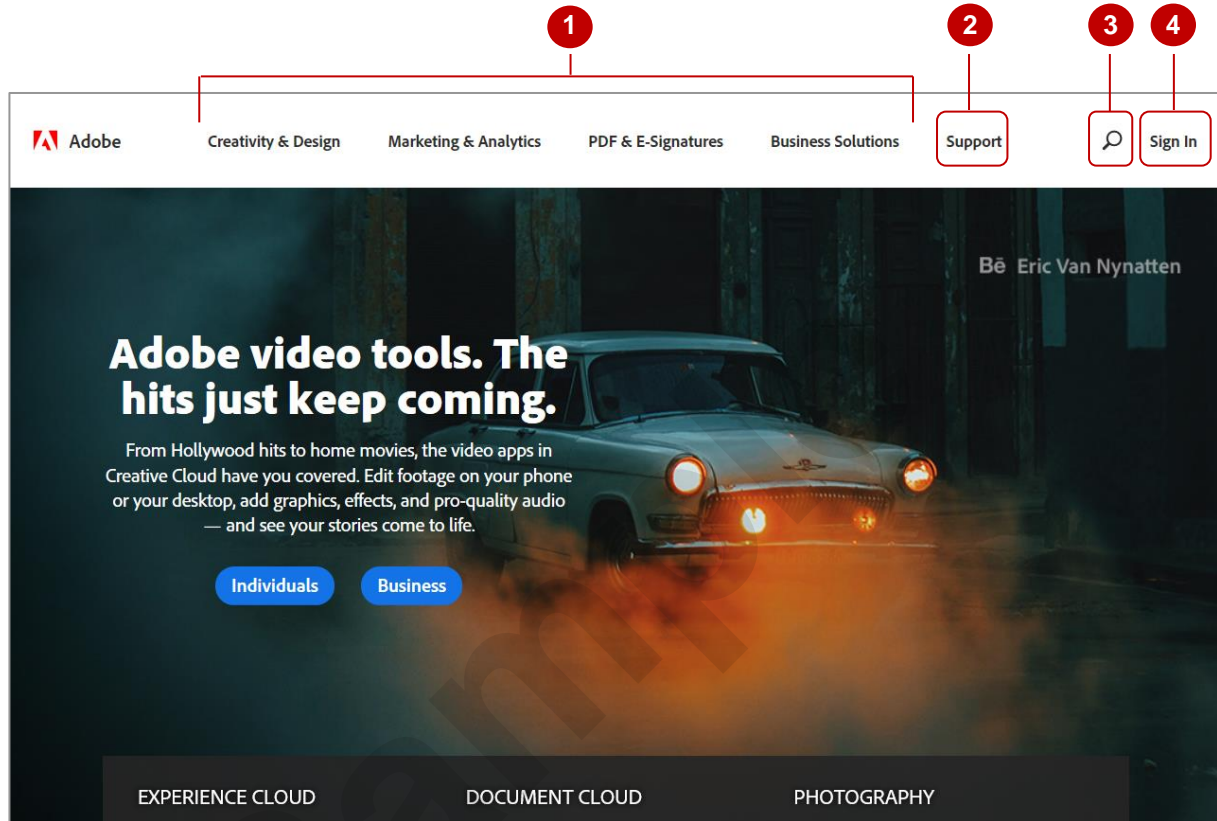
In this session you will:

- ✓ gain an understanding of the **Adobe** website
- ✓ learn how to sign in to your **Adobe** account
- ✓ gain an understanding of the **Adobe** account home page
- ✓ gain an understanding of managing your **Adobe** account
- ✓ gain an understanding of the **Adobe Creative Cloud Application Manager**
- ✓ learn how to work with apps
- ✓ gain an understanding of library assets
- ✓ gain an understanding of **Adobe Fonts**
- ✓ learn how to add fonts in **Adobe Fonts**
- ✓ gain an understanding of **Adobe Colour CC**
- ✓ gain an understanding of **Behance**.

THE ADOBE WEBSITE

In order to sign in to your Adobe Creative Cloud account, install or purchase products or view information relating to Adobe products, you must visit the Adobe website at adobe.com. From here

you can browse the available information or search for the specific information you need. Note that your screen may differ from the one shown below.



- 1 Click on a category at the top of the screen to display information and products relevant to that category. For example, if you click on **Creativity & Design** you can access information about the **Creative Cloud** suite and the products it comprises, while if you click on **PDF & E-Signatures** you can access information about **Adobe Document Cloud** and the Acrobat and Reader applications.
- 2 Click on **Support** and select an option to get help for Adobe applications, access Adobe community forums, contact Adobe, and download and install applications.
- 3 Click on **Search** to display the **Search** bar, then type a keyword or phrase and press to quickly find the information you are looking for. Click on **Close** to close the **Search** bar without searching for anything.
- 4 Click on **Sign In** to display the **Adobe ID Sign in** page. Here you can type in the email address and password associated with your Adobe account (or sign in using a Facebook or Google account if you have one connected) and click on **[Sign in]** to sign in to your Adobe account. You can then view and update your information and any Adobe subscriptions you have and download the applications available with your subscriptions.

SIGNING IN TO YOUR ADOBE ACCOUNT

Once you have navigated to the Adobe website, you can follow the links to sign in to your Adobe account. To sign in to your account you must use the Adobe ID and password created when you

purchased the Adobe Creative Cloud subscription.

Try This Yourself:

Before starting this exercise ensure your browser window is displayed...

- 1 Click in the address bar and type **adobe.com**, then press **Enter** to navigate to the Adobe website

- 2 Click on **Sign In** in the top right corner of the page to display the **Sign in** page

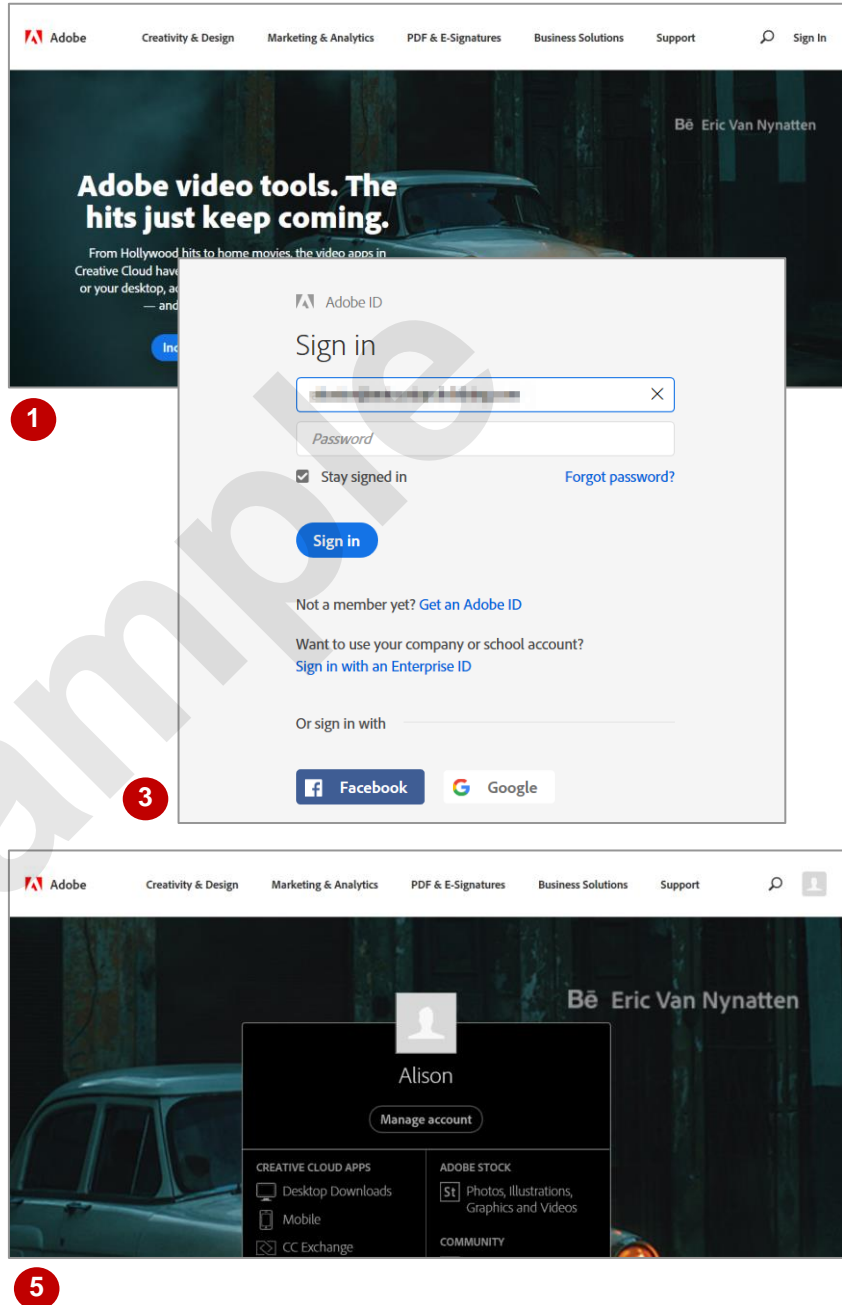
- 3 Type in the email address associated with your Adobe account

If you have signed in previously this email address may already appear...

- 4 Click in **Password**, then type the password associated with your Adobe account

- 5 Click on **[Sign in]** to sign in to your Adobe account and display your Adobe account home page

If you are prompted to add a mobile phone number, click on Skip



For Your Reference...

To **sign in** to your **Adobe account**:

1. Navigate to the Adobe website
2. Click on **Sign In**
3. Enter the details associated with your Adobe account
4. Click on **[Sign in]**

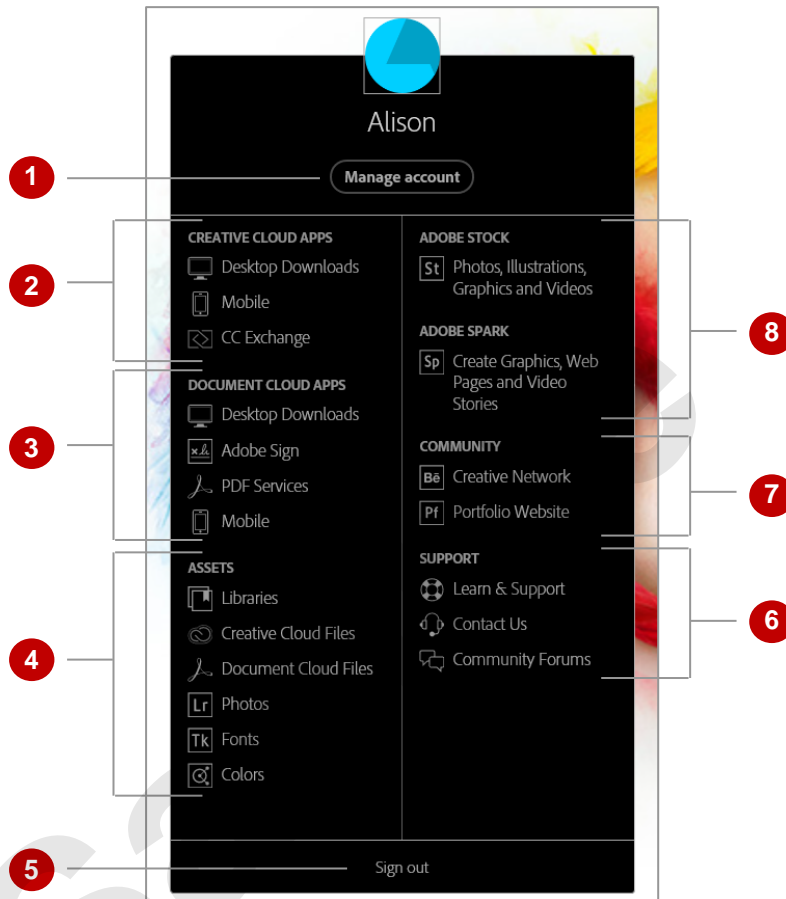
Handy to Know...

- The **Sign in** page displays the option to **Stay signed in**. If this option is selected you will remain signed in to your Adobe account even if you navigate away from the page or shut down your computer. Do not select this option if you are using a public computer.

THE ADOBE ACCOUNT HOME PAGE

Once you have signed in to your Adobe account you will be directed to your account home page. From here you can navigate to various services associated with your Adobe account, access a

range of resources and information such as tutorials, and join the Behance network to connect with other creative people.

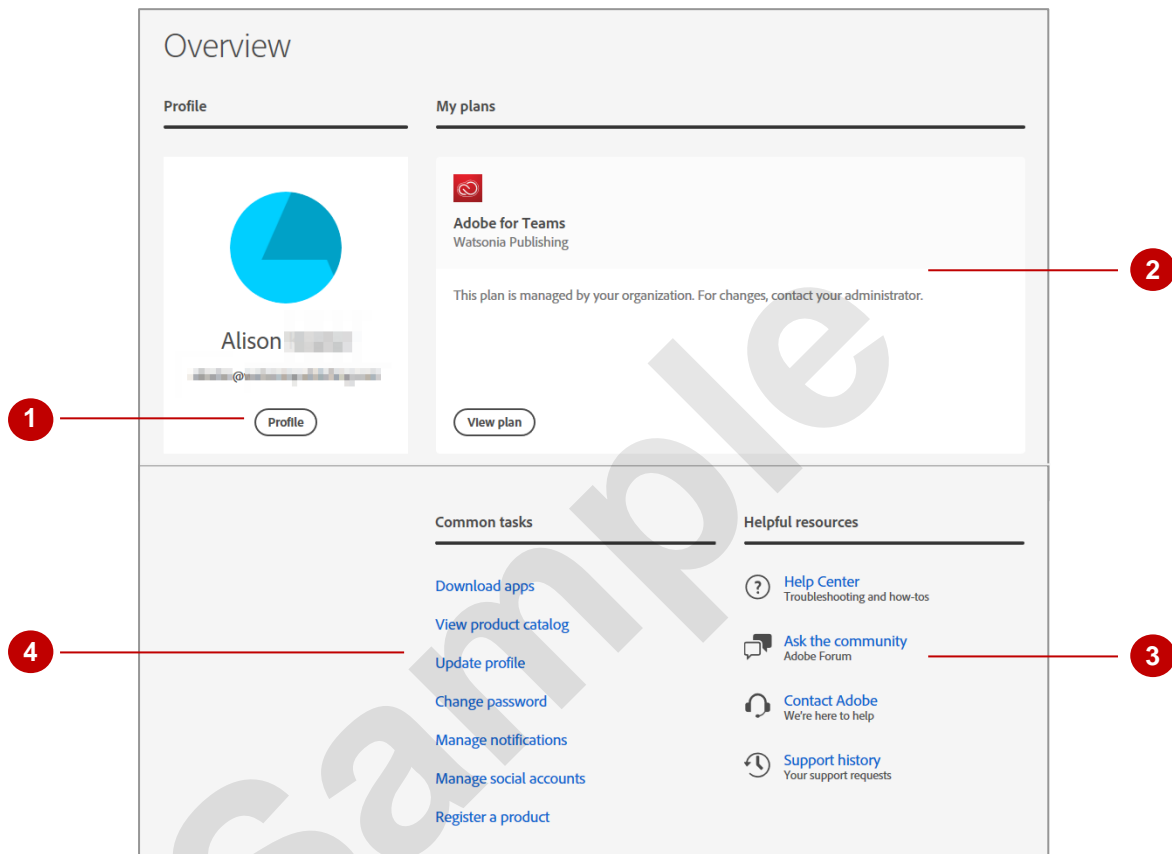


- 1 Click on **[Manage account]** to display the **Adobe ID** page, where you can view and modify settings associated with your account.
- 2 In the **CREATIVE CLOUD APPS** section, click on **Desktop Downloads** to view the Creative Cloud desktop applications you can download; click on **Mobile** to see the mobile apps associated with Creative Cloud; or click on **CC Exchange** to display the Creative Cloud section of Adobe Exchange, where you can access extensions, plug-ins and so on to use with Creative Cloud applications.
- 3 The **DOCUMENT CLOUD APPS** section displays options for working with the Document Cloud.
- 4 In the **ASSETS** section, click on **Libraries** to access your libraries, click on **Creative Cloud Files** or **Document Cloud Files** to access files you have saved to the cloud, click on **Photos** to view your Lightroom library, click on **Fonts** to display the Typekit page, or click on **Colours** to display the Colour CC page where you can create colour themes and the like.
- 5 Click on **Sign out** to sign out of your Adobe account.
- 6 The **SUPPORT** section displays options for accessing the **Learn & Support** pages of the Adobe website, contacting Adobe, and accessing the Adobe community forums.
- 7 The **COMMUNITY** options navigate to the Behance website. Click on **Creative Network** to display the Behance community, where you can share your work and view the work of others; or click on **Portfolio Website** to begin building a professional website to showcase your work.
- 8 Click on **Photos...** under **ADOBE STOCK** to navigate to Adobe Stock, where you can access stock images to work with if you have a subscription. Click on **Create...** under **ADOBE SPARK** to navigate to Adobe Spark, where you can quickly and easily create graphics, web pages and videos.

MANAGING YOUR ADOBE ACCOUNT

Your Adobe account works across all services and programs supplied by Adobe. Once you have signed in to your Adobe account, you can modify and work with your account by performing tasks

such as changing your password, adding a profile picture and viewing your subscription plans and available products. You can access this page by clicking on **[Manage account]**.



- 1 Click on **[Profile]** to display the **Profile** page. You can add personal details to your profile such as a profile picture, your name and the company you work for.
- 2 The **My plans** section displays information about your Adobe subscription plans. Click on **[View plan]** for a plan to view information about that specific plan, such as the applications that are included in your subscription.
- 3 The **Helpful resources** section displays links that may come in handy if you need help with your Adobe account or an Adobe application. Click on **Help Centre** to display the **Adobe Help Centre**, where you can find help topics and tutorials for specific applications as well as popular help topics. Click on **Ask the community** to navigate to the **Adobe Forums**, where you can communicate with other Adobe users about features and issues. Click on **Contact Adobe** to display the **ADOBE CUSTOMER SUPPORT** page, where you can follow the prompts to contact Adobe customer support if you have an issue. Click on **Support history** to view a history of your support requests.
- 4 The **Common tasks** section displays a list of tasks that people commonly perform in their Adobe account, such as downloading apps, updating their profile, and changing their password. Click on a link to navigate to the relevant page for that task.

ADOBE CREATIVE CLOUD APPLICATION MANAGER

Adobe Creative Cloud provides you with the **Adobe Creative Cloud Application Manager**. This app is available for the desktop and for mobile devices. The application is designed to

help you manage the software and services associated with your Adobe subscription.

Adobe Creative Cloud Application Manager

In most cases the Application Manager will be automatically downloaded and installed on your computer when you sign up for a Creative Cloud subscription or trial; however, if this does not occur or you need to reinstall it for some reason, you can download it again from the Adobe website at <https://creative.adobe.com/products/creative-cloud>.

To download the Adobe Creative Cloud Application Manager on your mobile device, go to the app store and download **Creative Cloud**.

Apps Screen

In the **Creative Cloud** window, click on **Apps** to display a list of installed apps and view whether there are any updates or not, as well as view and search for other available apps you may wish to install. From this screen you can also update installed applications if there are updates available.

Learn Screen

In the **Creative Cloud** window, click on **Learn** to display a range of tutorials that you can watch and follow in order to learn how to perform specific tasks. The tutorials that are displayed will depend on the apps that you have installed. You can choose to view **Beginner** or **Experienced** level tutorials.

Assets Screen

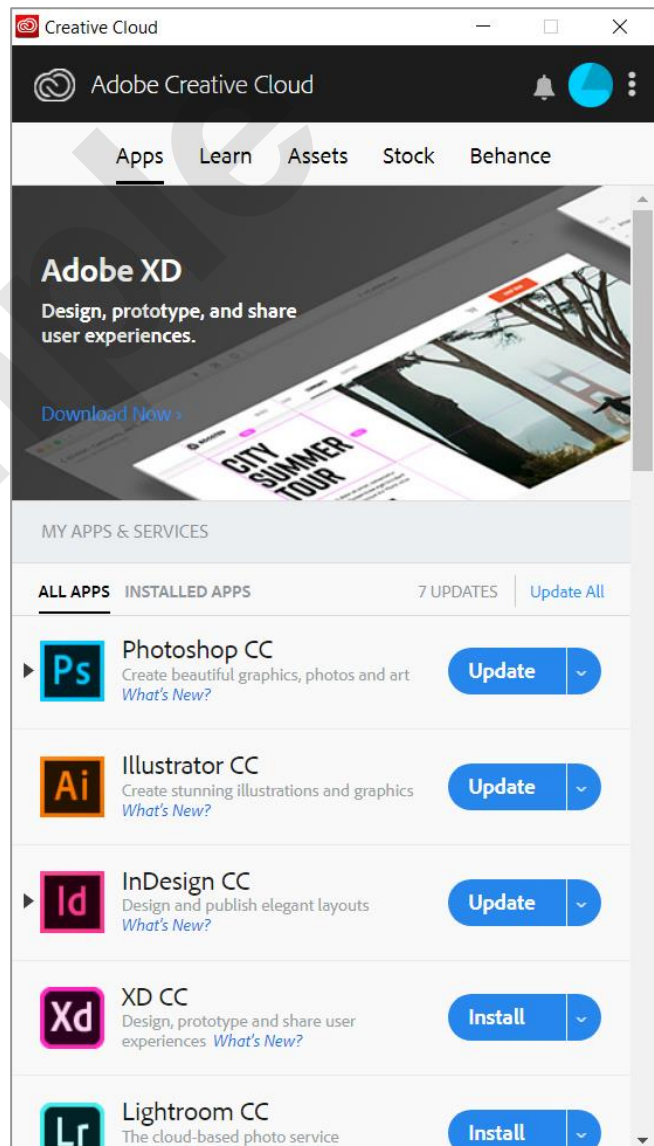
In the **Creative Cloud** window, click on **Assets** to display the Adobe Market where you can purchase and download content such as vector objects, icons, patterns and placement images. You can also use the **Assets** screen to view and sync files from your desktop to Creative Cloud. You can choose to view files on the web or on your desktop. Click on **Fonts** to view Typekit and manage existing fonts or download additional fonts.

Stock Screen

In the **Creative Cloud** window, click on **Stock** to view the Adobe Stock page, where you can search for stock content to use in your projects (if you have a subscription).

Behance Screen

In the **Creative Cloud** window, click on **Behance** to display a stream of content from people you follow on Behance.



WORKING WITH APPS

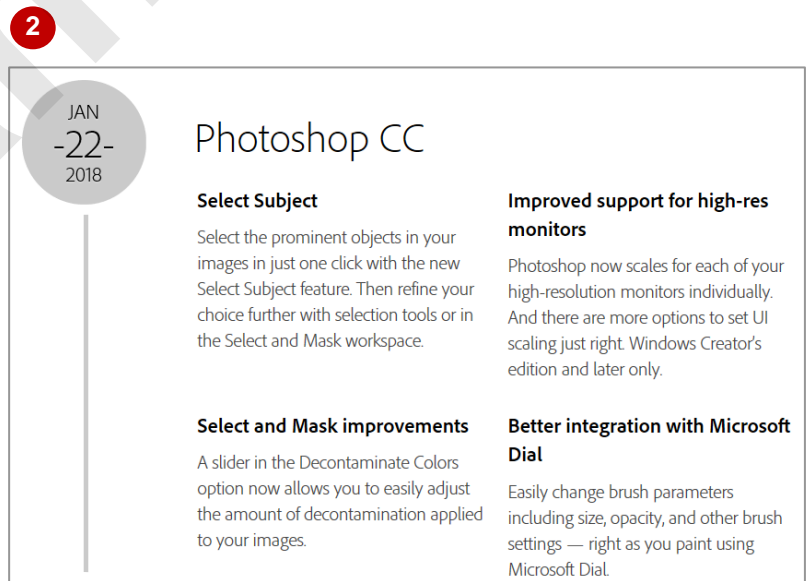
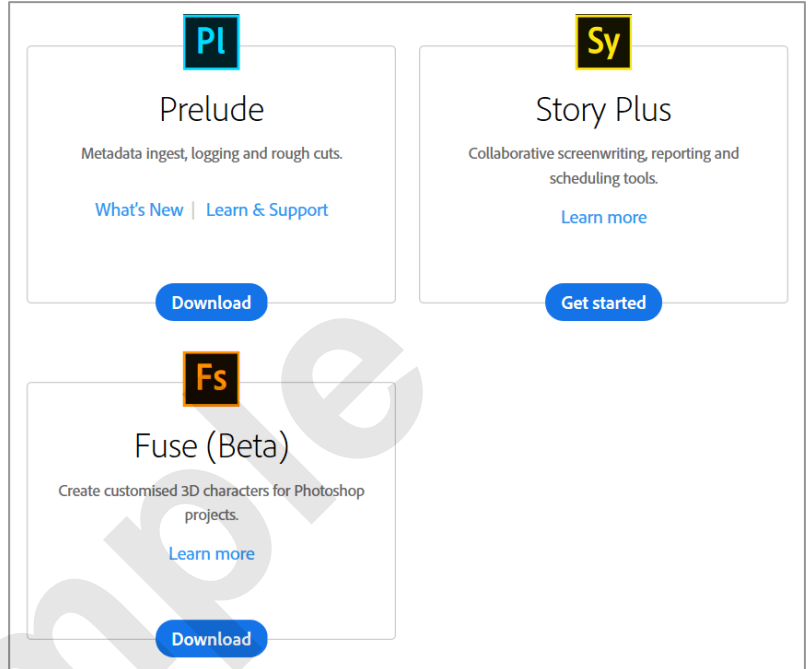
In your Adobe account home page, there is a section in the pane titled **CREATIVE CLOUD APPS**. Clicking on an option in this section allows you to view, download, install and work with any

of the apps or add-ons in that category. Desktop and mobile apps are created by Adobe and require payment to use, while add-ons can be either free or paid and are usually created by other parties.

Try This Yourself:

Before starting this exercise you MUST ensure your Adobe account home page is displayed...

- 1 Click on **Desktop Downloads** under **CREATIVE CLOUD APPS** to display the desktop apps screen
- 2 Scroll down to the end of the page to view all available desktop applications
- 3 Scroll up to the top of the page, click on **Photoshop**, then click on **What's New** near the top of the page to view a chronological list of the updates for Photoshop CC
- 4 Click on **Back** in your browser twice to return to the **Desktop Apps** page
- 5 Click on the **Adobe** logo in the menu bar to display the home page options again, then click on **CC Exchange** under **CREATIVE CLOUD APPS**
- 6 Scroll down to view some of the available options for plug-ins and add-ons
- 7 Scroll up and click on the **Adobe** logo in the menu bar, then click on **Mobile** under **CREATIVE CLOUD APPS**
- 8 Scroll down to view all available mobile apps



For Your Reference...

To **view available apps**:

1. Ensure your Adobe account home page is displayed
2. Click on an option under **CREATIVE CLOUD APPS**

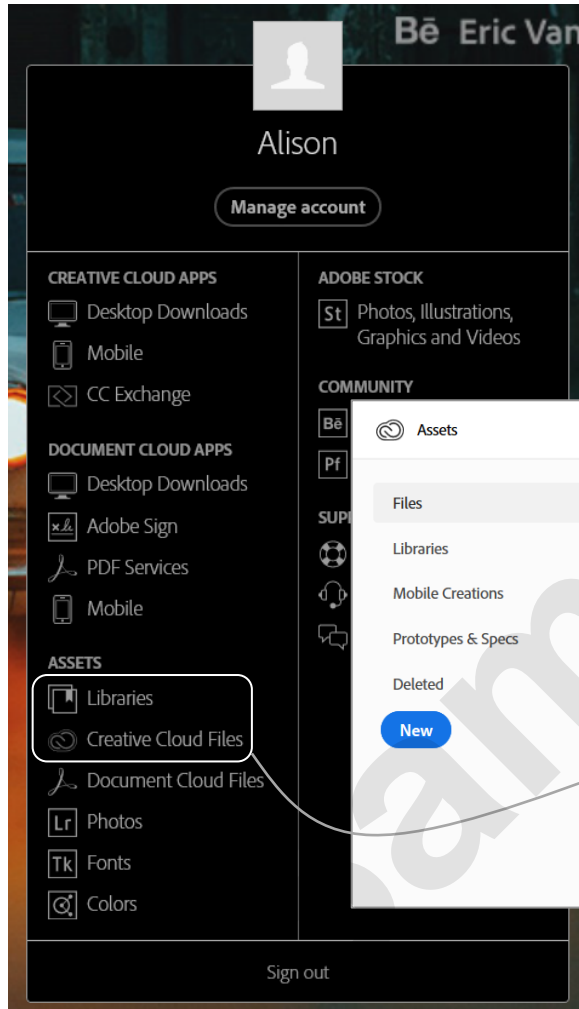
Handy to Know...

- The Creative Cloud apps are regularly updated with bug fixes and new features. It is recommended that you check the relevant **What's New** page on the Adobe website after an app has been updated so that you can gain an understanding of the new features available to you.

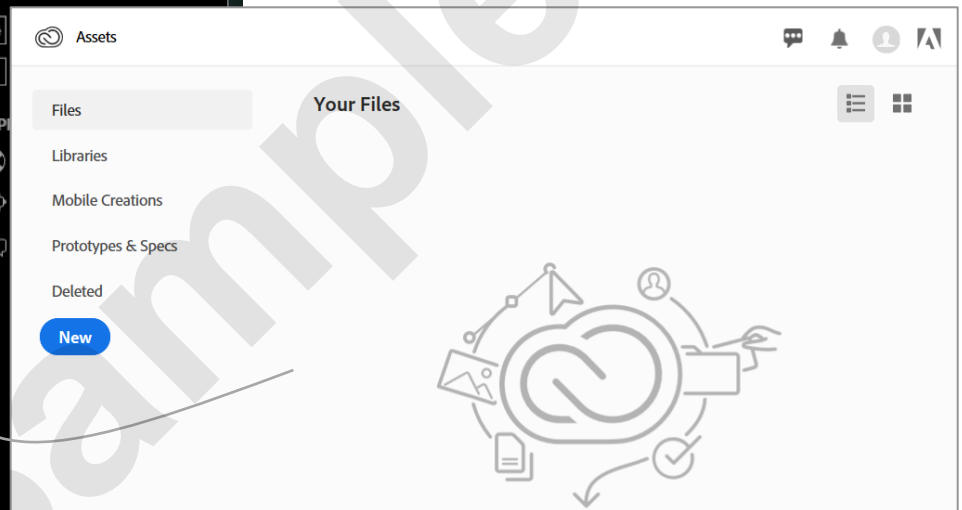
UNDERSTANDING ASSETS

You can view and access files and other elements you have saved to your Creative Cloud library by clicking on **Files** or **Libraries** on the home page. This will navigate to the **Assets**

page which lists your assets such as **Files**, **Mobile Creations** and **Libraries**.



Note: at the time of publication, Adobe was in the process of moving assets from the old Assets page to the new Assets page. Clicking on Libraries in the Adobe account home page displayed the old Assets page, while clicking on Creative Cloud Files displayed the new Assets page, as shown below.



Creative Cloud Library

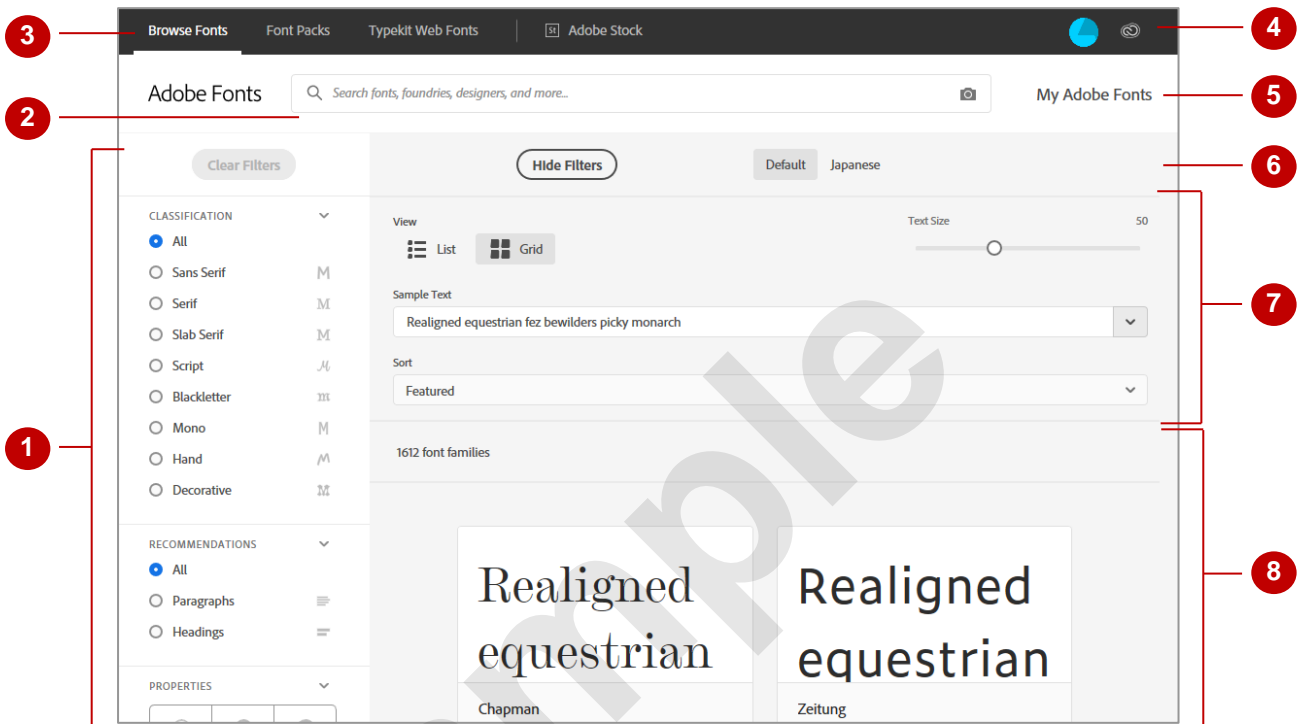
Creative Cloud libraries are libraries that are stored in the cloud (online). Therefore, anything contained within one of these libraries can be accessed from anywhere and any device as long as there is an internet connection available. You can access the Creative Cloud libraries from within the Adobe website by signing in to your Adobe account, then clicking on **Files** or **Creative Cloud Libraries** under **ASSETS**. The **Assets** page contains a pane on the left side of the page. Using this pane, you can click on the various options to view different kinds of saved documents or even different libraries.

Click on **Files** in the left pane to view files you have saved in the **Creative Cloud Files** folder in File Explorer; click on **Libraries** to view text styles, graphics and colours you have saved as assets; click on **Mobile Creations** to display things you have created in the Creative Cloud mobile apps; click on **Prototypes & Specs** to display any interactive prototypes and design specs you have created or commented on; or click on **Deleted** to display a list of items you have deleted from your Files or Libraries, which you can choose to restore or permanently delete. You can also click on **[New]** to create a new folder or upload files from your computer.

UNDERSTANDING ADOBE FONTS

Adobe Fonts is a subscription-based service that consists of a library of high-quality fonts that can be downloaded and used within Adobe applications on all kinds of projects. Fonts is

available on its own but is usually purchased as part of a Creative Cloud subscription. You can access Fonts from your Adobe account home page by clicking on **Fonts** under **ASSETS**.



- 1 Use this pane on the left side of the screen to apply filters to aid in your search for the required font. For instance, if you would like to find a serif font, click on **Serif** under **CLASSIFICATION** and Adobe will sort the thumbnails in the main part of the screen to only display serif fonts. You can select more than one option across different categories. You can display all fonts by clicking on **[Clear Filters]**.
- 2 Click in the **Search fonts...** box and type a word or term to search for fonts, information about fonts in the blog or help documents relating to fonts. Click on **Upload a photo...** to upload a picture of a font to search for similar fonts.
- 3 Click on **Browse Fonts** to display the main Adobe Fonts screen/page. Click on **Font Packs** to find fonts that are grouped into packs for different themes or purposes, such as fonts for band posters or fonts that are outdoor themed. Click on **Typekit Web Fonts** to learn how to use fonts on your websites. Click on **Adobe Stock** to display the Adobe Stock page.
- 4 The **All Families** tab displays all font families available to you in Typekit. The **My Library** tab displays all of the font families in your library. The **Marketplace** tab displays fonts that are available for you to buy. The **Favourites** tab displays fonts that you have marked as favourites.
- 5 Click on **[My Adobe Fonts]** to display fonts that you have activated to use in Adobe applications or marked as favourites.
- 6 Click on **[Hide Filters]** to hide the left pane so that you can view more fonts at a time. Click on **Default** to display font families in your default language script, or click on **Japanese** to display font families for Japanese characters.
- 7 This section contains options for changing the way the font thumbnail previews appear. Click on the first drop arrow to display a list of options for the text to display in the font sample. Click and drag the slider to the right to make the thumbnails bigger or to the left to make the thumbnails smaller. Click on the **Switch to grid** or **Switch to list** to change how the thumbnails are displayed. Click on **Sort by: Featured** to display options for sorting the font thumbnail previews.
- 8 The main section of the page displays thumbnail previews of available font families and provides information as to whether they can be used as web fonts, print fonts, or both. Click on the heart icon in the bottom left corner of a thumbnail to add the font family to your **Favourites**, click on the code icon to add it to a web project, or click on the toggle for **Activate fonts** to add the font family to your available fonts.

ADDING FONTS FROM ADOBE FONTS

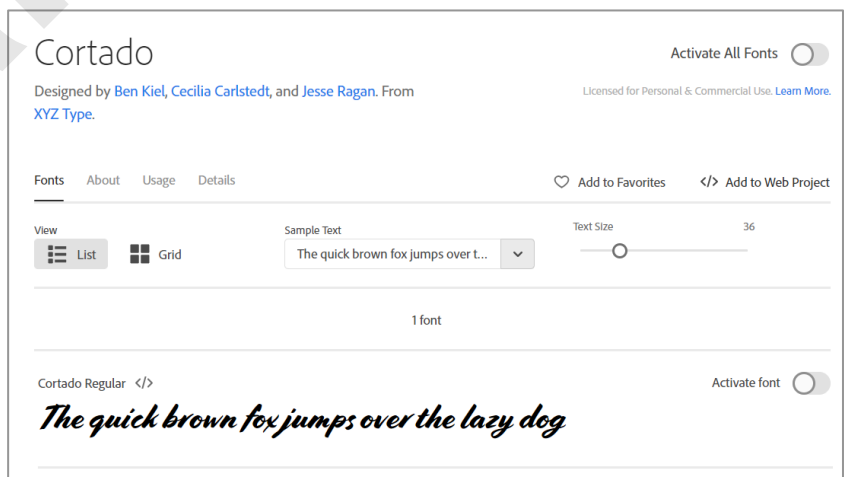
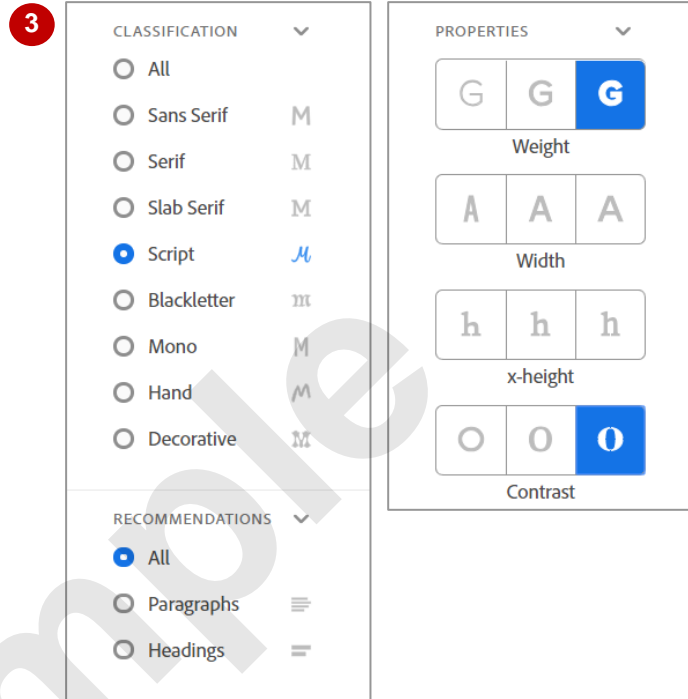
You can add fonts by clicking on the font you wish to add and clicking on **Activate** or **Activate All Fonts**. You can select fonts that you have found in the **Browse** page or fonts you have

found on the **Font Packs** page. Any font you choose will be synced with your Creative Cloud library so you will be able to access it next time you open an Adobe desktop application.

Try This Yourself:

Before starting this exercise you MUST ensure you are signed in to your Adobe account...

- 1 Click on the Adobe logo at the top of the screen to display your home page, then click on **Fonts** under **ASSETS** to display the **Adobe Fonts** page
- 2 Click on **[My Adobe Fonts]** to the right of the **Search...** bar
Any font families you have already activated for use will appear here...
- 3 Click on **Browse Fonts** in the top left corner of the screen, then select the settings in the left pane as shown
You may have to wait for a moment while Adobe displays the results...
- 4 Click on the thumbnail for the **Cortado** font family to display the page for this font family
There is only one font in this font family...
- 5 Click on the toggle for **Activate All Fonts** to activate the font for use with your account, then click on **[OK]**
- 6 Click on **[My Adobe Fonts]**
The font you just selected appears in your active fonts



For Your Reference...

To **add fonts** in **Adobe Fonts**:

1. Click on **Fonts** under **ASSETS**
2. Click on a font
3. Click on **Activate** to activate a single font, or click on **Activate All Fonts** to sync the font family

Handy to Know...

- You can add Adobe Fonts from an Adobe desktop application by selecting **Type > More from Adobe Fonts**.

UNDERSTANDING ADOBE COLOUR CC

Adobe Colour CC is available as a mobile app or in your browser via the Creative Cloud. You can use Adobe Colour CC to create **colour themes**, which are groups of five colours that work well

together or represent something. You can also download themes that other people have created. You can access Colour CC from your Adobe home page by clicking on **Colours** under **ASSETS**.

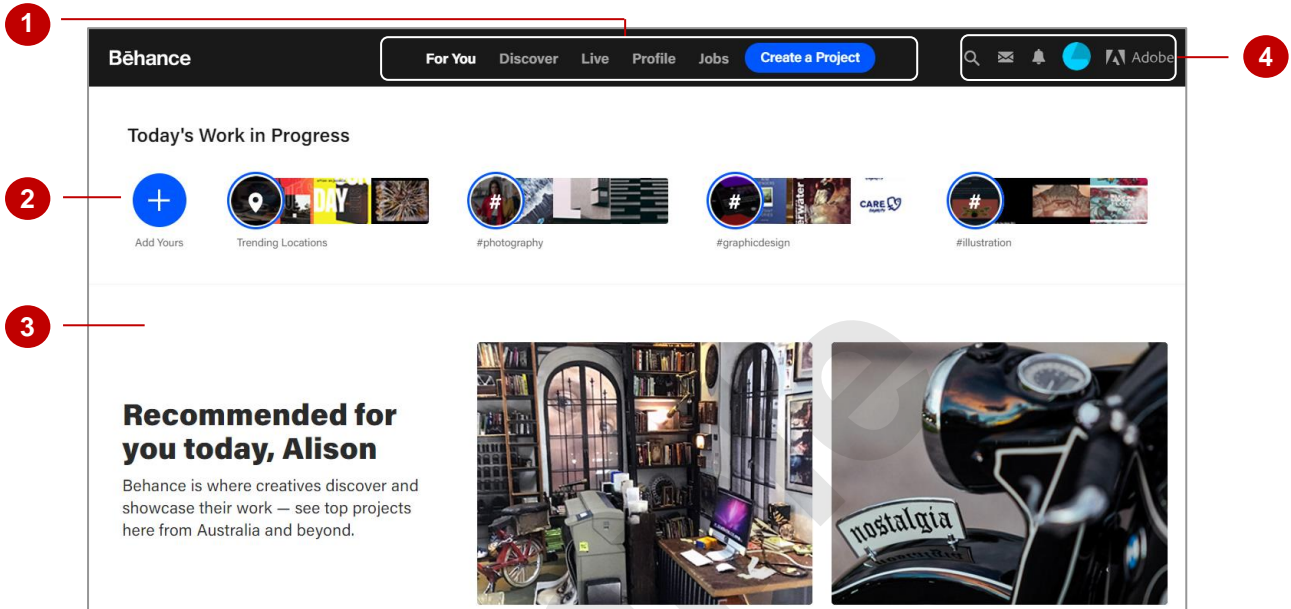


- 1 The **Create** page of **Adobe Colour CC** is selected by default. This is where you can create colour themes using the colour wheel. Click on **Explore** to search for, view and comment on themes created by Adobe or other users. Click on **My Themes** to display themes you have created using the colour wheel or themes you have created in Adobe applications and saved to your Creative Cloud library.
- 2 Click on **IMPORT IMAGE** tab to create a colour theme from an image, or click on the **COLOUR WHEEL** tab to display the colour wheel, as shown in the sample above.
- 3 Click on the drop arrow for **Change Colour Harmony** and select an option to view the default colour theme for that particular category based on the colours that are selected in the colour wheel.
- 4 Choose which colours to use in your theme by clicking and dragging the circles in the colour wheel. They can be dragged around the wheel as well as in towards the centre and out towards the edge.
- 5 Click on and drag the dots on the slider bars to modify the colour. Select the RGB or HEX value. Click on a colour to set it as your base colour for your colour theme.
- 6 Click on the toggle for **Publish Theme** to turn it on or off, depending on if you wish to publish the theme when you save it so that other people can find it and use it. Once you have created a colour theme, you can click on **[Save Colour Theme]** to save it to the default location. Click on **[...]** to display the **Save to Library** window, where you can choose a name for the theme and which library to save it in. You can also choose to apply tags.

UNDERSTANDING BEHANCE

Behance is an Adobe service designed to provide a platform for you to promote your own work, gain inspiration from others and enjoy online networking opportunities. Behance allows you to

create an online portfolio that others can then view and comment on. You can access Behance from your Adobe home page by clicking on **Creative Network** under **COMMUNITY**.



- 1 Click on **For You** to see a feed of the recent activity in Behance from people that you follow. Click on **Discover** to display projects that are popular in Behance that you might like; click on **Live** to display the **Adobe Live** page where a range of live videos can be viewed and replayed; click on **Profile** to view your Behance profile; click on **Jobs** to view a list of jobs that are being advertised on Behance; or click on **[Create a Project]** to start a new Behance project.
- 2 The **Today's Work in Progress** section is where people can display what they are working on today. Work is only displayed in this section for 24 hours. Click on **Add Yours** to add an image of what you are working on today. Click on **Trending Locations**, then click on the drop arrow and select a location to view current work from that location. Click on a tag to view current work that has that tag applied. Hold down the left mouse button and drag left or right to scroll the section to view more tags.
- 3 The main section of the page displays thumbnail previews of other users' work. The top part of this section will display recommendations based on artists you already follow and what is currently popular, while further down you can see the latest activity from artists you follow. Click on a thumbnail or the name of a project to see the artwork, or click on an artist's name to see their portfolio. Below the artist's name you can see the creative fields the work is tagged under as well as how many Behance users have viewed and 'liked' the work.
- 4 Click on the **Search** icon to display the **Search** page, where you can type a search term and apply filters to find specific work. Click on the **Messages** icon to view your messages. Click on the **Notifications** icon to view your notifications. Click on the account icon to view your Behance profile. Click on the Adobe logo to navigate to the Creative Cloud page.