

# Adobe Programs and Services

**Adobe Connect** is the enterprise-level program that Cyndi uses to do lecture webcasts. It's expensive and very powerful. She can record webcasts, do post editing to cut out any mistakes in the webcast (and the class break for a two-hour lecture), manage custom room configurations for breakout groups, and manage polls.

**Adobe Acrobat** is a Creative Suite program that you use to enhance PDFs. You can create portfolios, forms, traditional Acrobat reviews, and add features to an existing PDF. It ships with the Creative Suite, but has a separate release date for its new version. One of the changes to CS5.5 was to incorporate Acrobat X, the current version. The less-powerful version of Acrobat is Adobe Reader which is used to open, view, and print PDFs.

**Adobe Creative Cloud** is coming the first half of 2012. It is subscription-based, meaning that you pay a monthly membership fee (\$50). It combines Adobe CS software, Adobe Touch Apps for tablets, and cloud services. The advantage is that when a new feature or product is released, you get instant access to it with no extra cost.

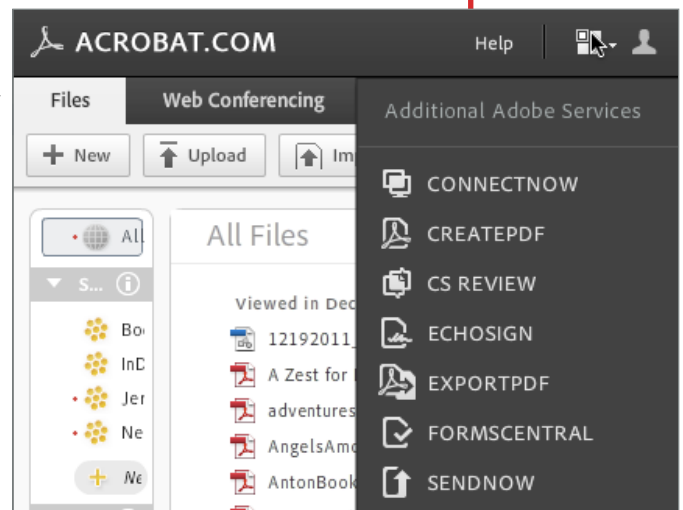
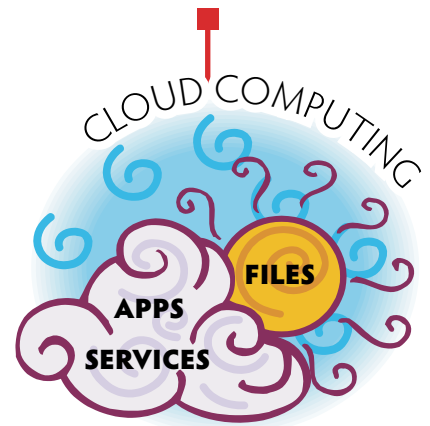
**Acrobat.com** is a set of Adobe online cloud services you use from a web browser to create and share documents, communicate in real time, collaborate on a project and simplify working with others. It's been around since CS4. There is a free version and two upgraded premium versions for a monthly fee. Obviously you get more services if you have a paid subscription. It's available at [acrobat.com](http://acrobat.com). Acrobat.com excels at collaboration.

With the *free* service of Acrobat.com, you use Adobe's remote servers to do the following:

- Store up to two GB of files in your online Acrobat.com Workspace, accessible from any computer with a web browser. You can upload your files and view the directory anywhere online. Share large files (up to 100MB) with others, without sending the files by e-mail. You can limit access to just people you invite, or make your documents accessible to everyone by embedding a link on a web page or blog.
- Convert one document to PDF. This is a useful demo for non-Adobe users.
- Create documents with Adobe® Buzzword®, an online collaborative synchronous word processor. Buzzword documents import into InDesign.
- Create collaborative tables. Multiple people can update the data at any time for a living document.
- Hold web meetings with Adobe ConnectNow web conferencing software. It's like a limited version of Adobe Connect. The free version is limited to two participants.

And then there are other services

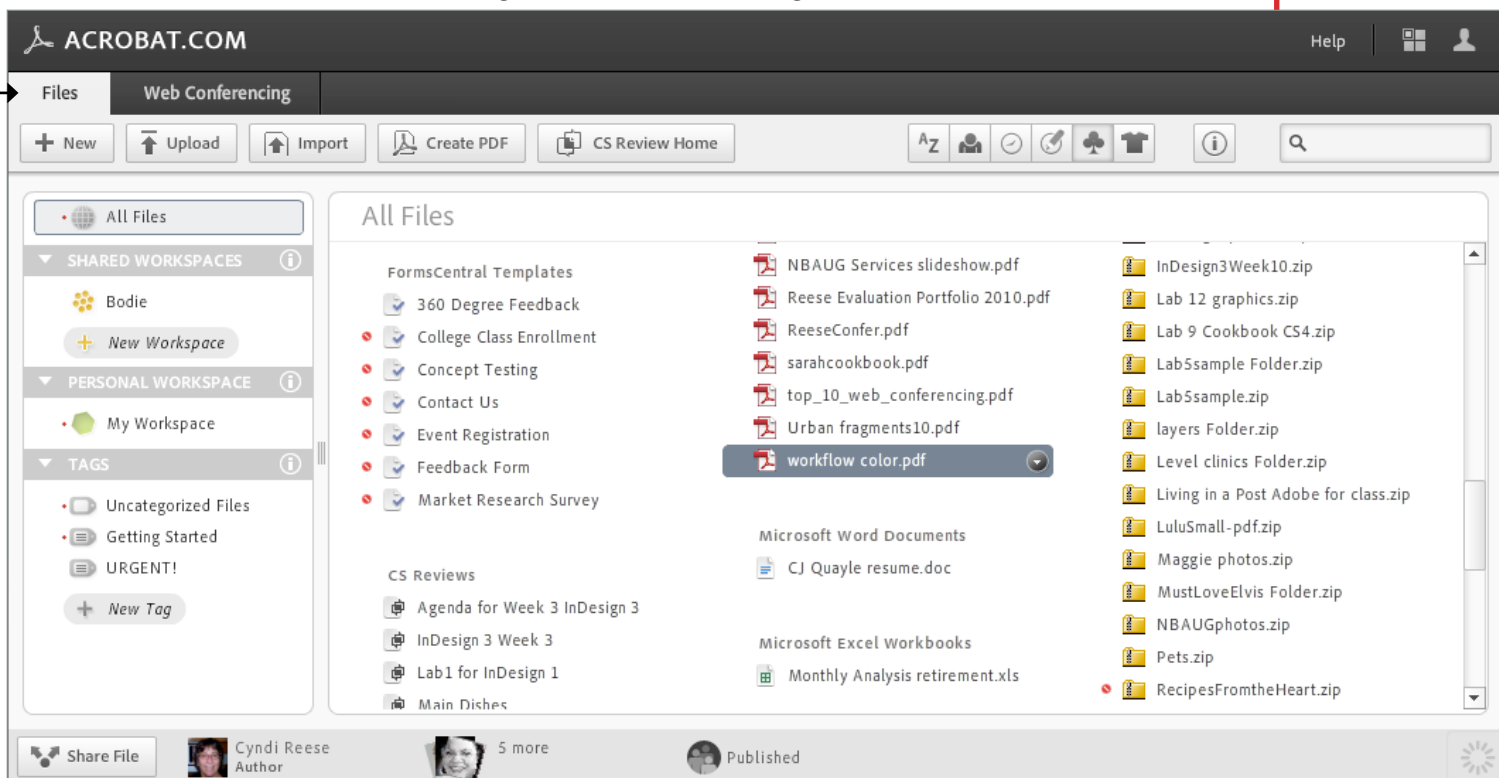
- SendNow is a browser-based service to share *large* files, and includes a very secure distribution and tracking system.
- CS Live is a set of online services that live within your Adobe programs, including InDesign. It was introduced with CS5. You get CS Live free until Adobe decides to make this a subscription service. CS Live starts up acrobat.com services from within InDesign and includes other services such as an easy-to-use review service where users can make comments on your Adobe work from a web browser.
- Adobe Labs is where Adobe posts public beta software. This has included the Presentation and Table features now in acrobat.com.
- FormsCentral is an online service to easily create, distribute and manage forms and surveys.
- EchoSign is a new online service to sign, send, track and file contracts.



## I. Starting Acrobat.com (browser-based)

- A. Go to [www.adobe.com](http://www.adobe.com) and get a free account → log in
- B. Visit the upper right corner after you log in
  1. Help for documentation
  2. Additional Adobe Services
  3. My Account settings to customize your account and sign out
- C. Choose the feature of Acrobat.com that you want to start (top tab in the upper left corner or Additional Adobe Services in the upper right corner)
  1. Files: organize, upload and share files stored on Adobe's server(s)
  2. Web Conferencing: hold a virtual meeting

Cyndi's demo uses the Premium version of Acrobat.com not the free version






## II. FILES nav bar options

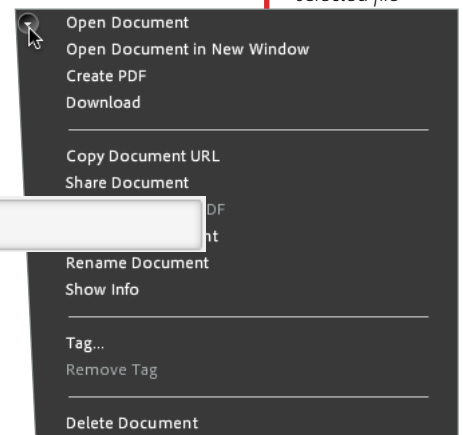
- A. Purpose:
  1. Manage, store and share document files
    - a. Supported files: CS documents, PDF, CS Live and cloud service files, jpg, Word/Excel/Publisher document
    - b. Folders must be compressed (zipped)
    - c. Video files are not supported but SWF files are
  2. Create and edit files from Acrobat.com's online collaborative authoring applications (Buzzword, Tables and Presentations)

- B. Top nav bar
- 1. New
    - a. Creates a new workspace, folder, tag (status filter) to organize uploaded files
    - b. Creates a CS Review, Buzzword, Presentation or Table collaborative document
  - 2. Upload: uploads files to the "cloud"
  - 3. Import: converts files to appropriate application (i.e. Word doc converts to a Buzzword document and a PowerPoint doc converts to a Presentation)
  - 4. Create PDF (limited for free version)
  - 5. CS Review Home: lists, creates and opens reviews

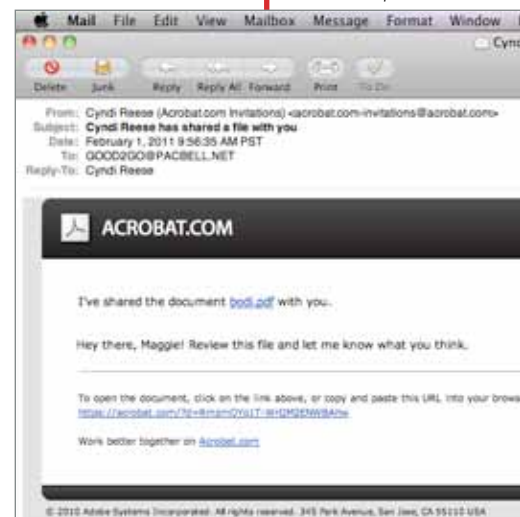
- C. Left panel to help organize files
- 1. All Files: displays all files stored (very useful after you've filtered w/tags)
  - 2. Workspace: a container for *groups* of files that are shared with others
    - a. One personal and one shared workspace for free version
    - b. Create a list of who gets access to the workspace and generate emails
  - 3. Tags: create new tags to filter the display of all files

- D. Files panel for a selected asset
- 1. Double-click on a file to see a preview
  - 2. Choose the fly-out menu for other options
  - 3. Sort icons 
  - 4. Show info on selected file and Search for files  

- E. Collaborator bar at bottom: displays who the file/workspace is shared with and their role
- 1. Select a file to change roles, email people, or share
  - 2. Choose the Share File button in the lower left corner
    - a. Share with individuals: specify their role (co-author, contributor, reviewer)
    - b. Share by publishing a URL (public)
    - c. Embed a Flash preview of the file in a web page, blog or wiki page
  - 3. Mouse roll-over on a collaborator in the bottom bar to review status info — use the collaborator's fly-out menu to change the status
  - 4. Status symbols appear for
    - a. Red star: collaborator has read an older version
    - b. White star: collaborator has not yet opened the document
    - c. Envelope: invitation has been sent out but not accepted
    - d. Green dot: collaborator is currently viewing the document
    - e. Red pencil: collaborator is editing



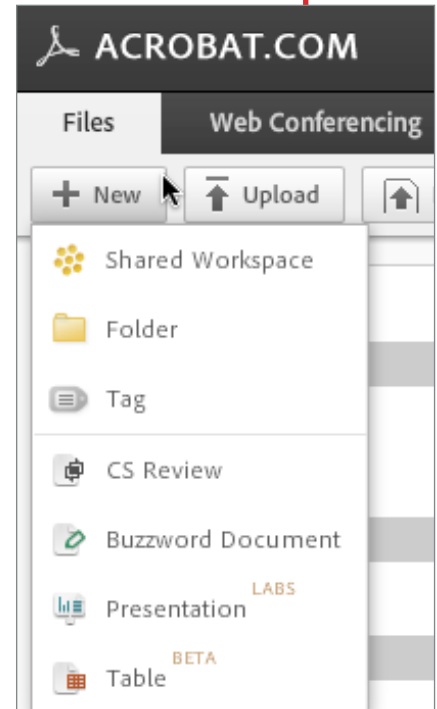
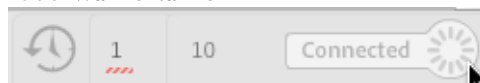
Fly-out for selected file



Email notification

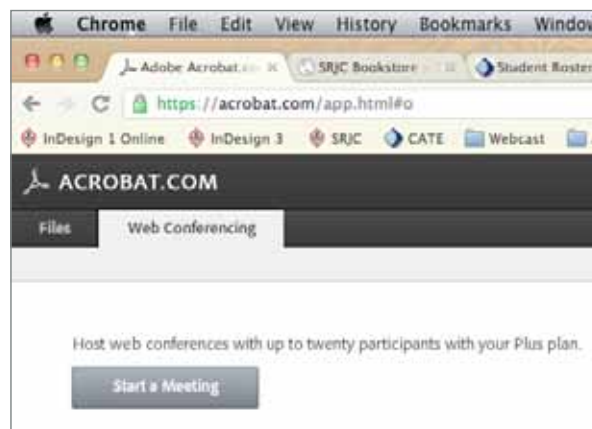
### III. FILES Collaborate in real time

- A. CS Review (demonstrated directly in InDesign)
- B. Buzzword
  - 1. New menu to start the workflow
  - 2. Invite participants and set roles
  - 3. When the collaboration begins
    - a. Type, edit and format, including these features:
      - Import an image
      - Bulleted list
      - Insert table
      - History clock: goes back to previous states
      - Create a comment using the text balloon
    - b. When done click on the Save wheel (lower right) to release control to another participant like an "over and out" walkie-talkie
- C. Presentation: creates a collaborative slide show
- D. Table: creates a collaborative table



### IV. MEETINGS Web conferencing with ConnectNow

- A. Free version is for two people: host and participant
  - 1. Host: controls session, manages pods, manages participants, shares screen
  - 2. Participant: observer, fewer privileges, can be allowed to share the screen
- B. As it is web-based, it is available to both Mac and Windows users
- C. Getting started as the host
  - 1. Requires the installation of an Adobe Connect add-on (Flash-based) \*
  - 2. From acrobat.com in your web browser, click on the top Web Conferencing tab and then choose the Start a Meeting button
  - 3. Adobe ConnectNow program launches



*\* If a participant shares the screen, he will be prompted to install the Flash add-on*



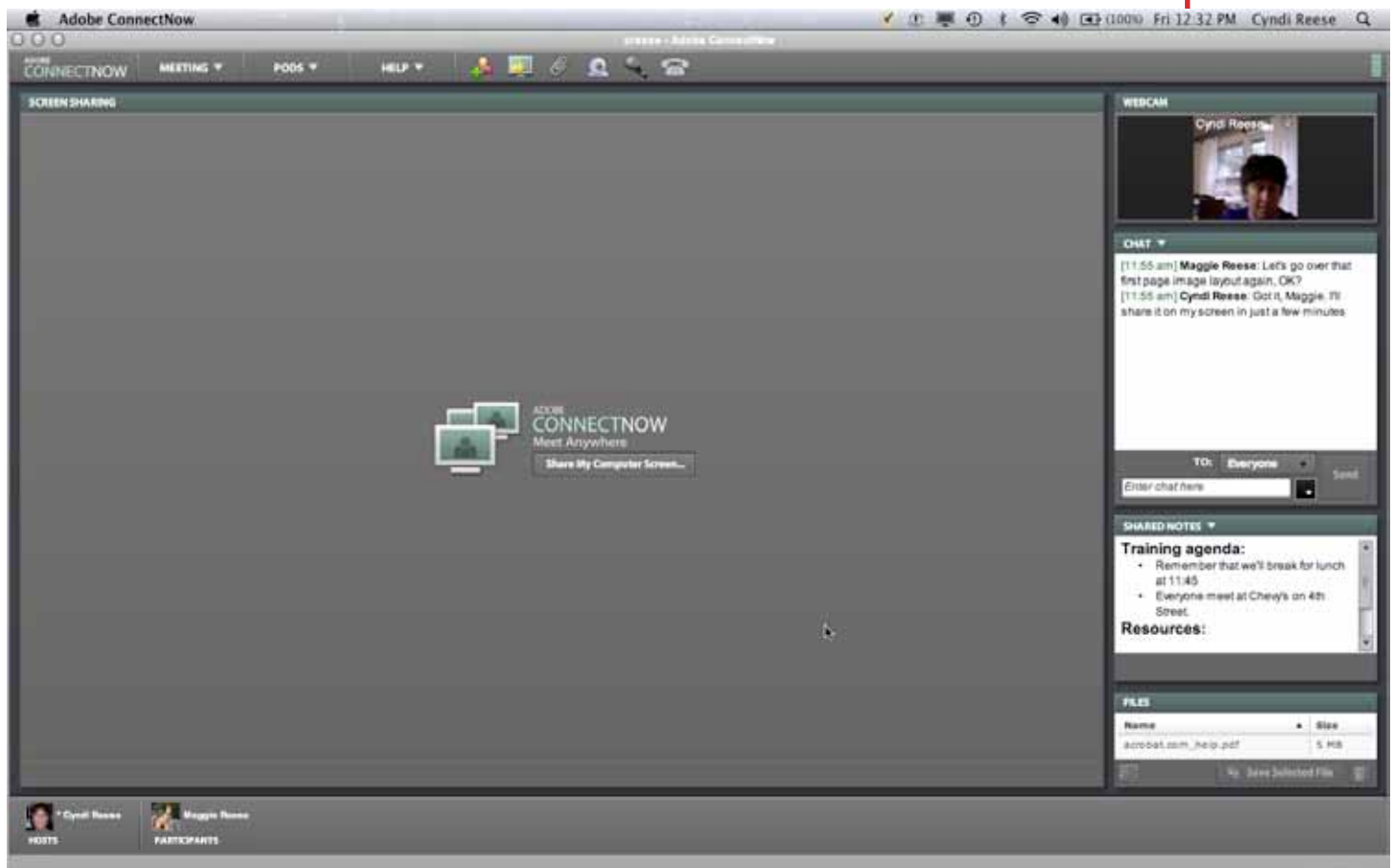
*Adobe ConnectNow program icon in Mac dock*



- D. Basic features (top of screen) → 1 2 3 4 5
1. Invite participant(s) via email (and accept them into the room) — host and participant attendance is listed at the bottom of the screen
  2. Share your computer screen (see next page for more details)
  3. Upload a file (up to 10MB) and use the Files pod to distribute it to participants — use the Pods menu to display this pod
  4. Activate the web cam and be a "talking head" (takes up lots of bandwidth) in the Webcam pod
  5. Turn on/off voice (audio) from VOIP (internal microphone or headsets ) or activate phone conferencing
- E. Pod features
1. Type in Q&A in the Chat pod
  2. Create Shared Notes (general information for everyone in the meeting, like a phone number or web address)
  3. Draw flowcharts and diagrams on the Whiteboard



*When audio is on, you'll see a bar on the icon confirming your voice projection*



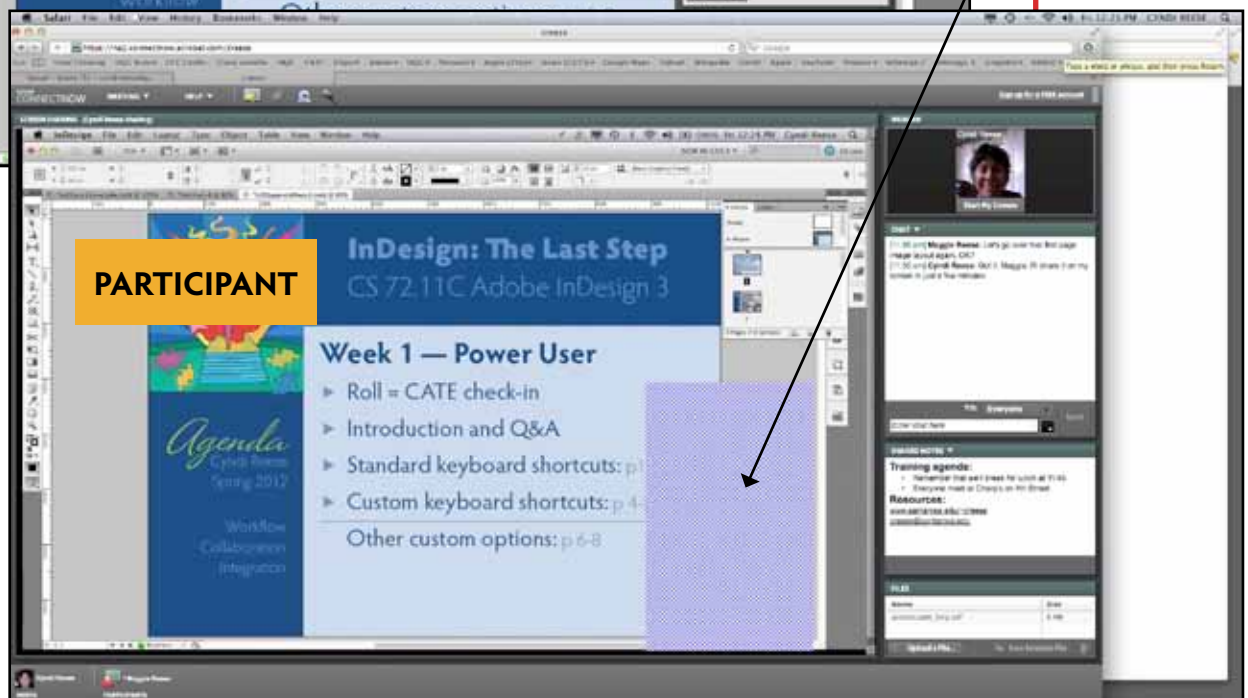
## F. Screen sharing workflow

1. Start screen sharing (top icon or button in center of window)
2. Share your computer screen: Desktop (most flexible), Windows, Applications
3. Go into the program or screen that will be shared (i.e. start InDesign), leaving behind the ConnectNow screen
  - a. You will lose contact with the standard ConnectNow pods but they will continue to be displayed to the participants
  - b. Minimize (upper right corner) the small condensed window of ConnectNow appears on top of your application as it displays as a blue-hashed rectangle to the participants
  - c. When finished with your screen sharing
    - Click on the AdobeConnect program icon in the dock/task bar
    - Click on the Stop Screen Sharing button to return to the AdobeConnect window



After starting screen sharing, only a small window of ConnectNow appears on the screen. As it appears as a blue-hashed rectangle to participants, you'll want to minimize it to avoid distracting the participants

Participants see what you are sharing in addition to the standard ConnectNow pods



## G. Other ConnectNow information

1. Choose the **Meeting..End Meeting** menu when finished with the session
2. You can customize the URL for your meeting room in the very first welcome screen or using the **Help..Account Settings** menu
3. Upper right hand corner shows a connection status
4. Problems? Try a different web browser

So what is Adobe Connect? It's the Enterprise-level web conferencing system from Adobe. It supports more features including breakout rooms, polling, large attendance webinars, recording sessions and web-based post-editing of recorded webcasts

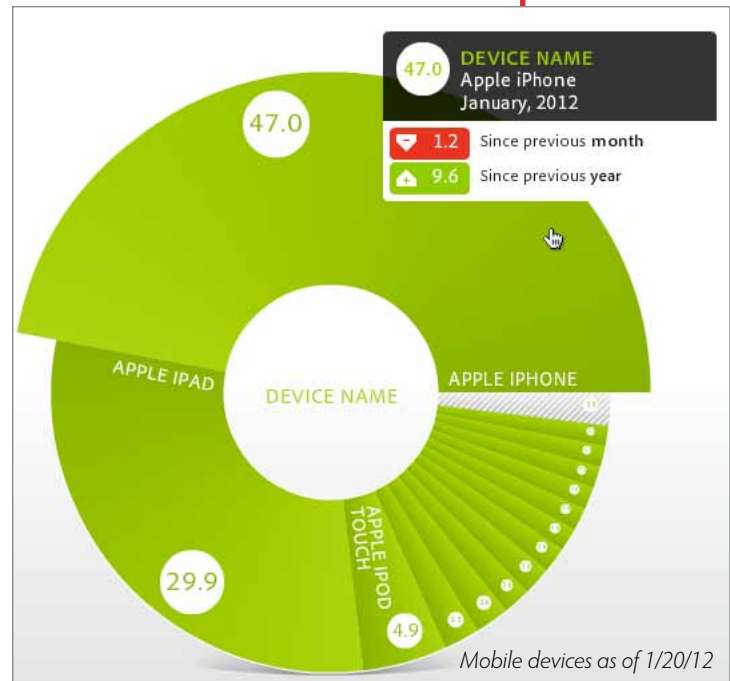
**Pricing**

NOTE: The Adobe Store will be unavailable from 7:30 p.m. PST on January 20 to 2:30 a.m. PST on January 21. Access to free or paid subscriptions will not be interrupted. However, during this time customers will not be able to place new orders or perform subscription management tasks.

	Free	Basic Plan	Plus Plan
	<p>Collaborate online now.</p> <p>See how easy it is to work online with your teammates the Adobe way. Start an online meeting for 2 participants right away. Create and share documents with an online word processor or table tool, or store files to share with your team online.</p> <p><a href="#">Try now</a></p>	<p>US \$14<sup>*/month</sup></p> <p>Sign up today to get up to 5 participants in online meetings, unlimited PDF file conversions, and up to 15GB of storage space with as many as 20 shared folders.</p> <p><a href="#">Subscribe now</a></p>	<p>US \$32<sup>*/month</sup></p> <p>One of the best online collaboration values on the web today. Host meetings with up to 20 participants. Combine multiple files into a single PDF file, and get up to 100GB of storage with unlimited file folders.</p> <p><small>* billed annually at \$390/year</small></p> <p><a href="#">Subscribe now</a></p>
<b>Online Meetings</b>			
Maximum participants	2	5	20
Screen sharing, chat, notes, whiteboard	✓	✓	✓
Webcam & Microphone via your PC	✓	✓	✓
<b>Online document sharing</b>			
Online word processing & table tool	✓	✓	✓
Convert files to PDF	1	Unlimited	Unlimited
Combine files to PDF	-	-	Unlimited
<b>Online file storage</b>			
Maximum storage size	2GB	15GB	100GB
Maximum number of folders	1	20	Unlimited
Access and permission controls	✓	✓	✓
<b>Work with Adobe® Acrobat® desktop software</b>			
Host shared PDF document reviews	✓	✓	✓
Host PDF forms	✓	✓	✓
Support	Online forum	1-on-1 phone/chat	1-on-1 phone/chat

## I. Services integrated into the CS5 Software

- A. Available in CS5/5.5 programs like InDesign, Photoshop, Illustrator, Dreamweaver
- B. Registering CS gets you a complimentary subscription until April 12, 2012
- C. Five online services included with CS Live.
  1. Adobe BrowserLab: Cross-browser testing (Dreamweaver)
  2. Adobe CS Review: Create, share, and get realtime (*synchronous*) feedback on a creative project from within your CS5 application — the user does the review in a web browser
  3. Acrobat.com: start this service directly from within the CS5 application (from InDesign start screen sharing with a client using ConnectNow)
  4. Adobe Story: Streamlining the flow of script data into video productions (Premiere)
  5. SiteCatalyst NetAverages: Information on the latest Internet trends to help streamline and optimize web projects



## II. The InDesign CS Live Review


- A. *Synchronous* (real time if you happen to be there when it's reviewed) and *asynchronous* (the results are available anytime in InDesign's CS Review panel)
- B. Advantage: eliminates having to use Acrobat for a PDF review and comments are displayed immediately in InDesign where you can make changes
- C. To start a review from InDesign
  1. **Choose the Create New Review** menu to start the review from **CS Live** — the review will be located in your personal Workspace in Acrobat.com
  2. Set up how the document will be viewed (page range, quality, intent)
  3. Click on the **View online after upload complete** to see the web-based version of your document
  4. Once in Acrobat.com, you are in a commenting environment and you can use the Share File button in the bottom left corner to start the review cycle with reviewers (you'll need their e-mail address)
  5. In InDesign, you have a CS Review panel that shows the review comments

## D. Reviewer options in the browser

1. Magnification options at the top of the screen
2. Click on the Add Comment button to create a general comment
3. Click in the area where the comment is directed
4. Drag on the content to create an area comment
5. Select text to add a focused text comment
6. If there are multiple reviewers, you can mouse-over any comment and **Jump To** the content area of the document or **Reply** to a comment
7. Delete comments

The screenshot shows a Chrome browser window displaying Adobe Acrobat Reader. The browser's address bar shows the URL <https://acrobat.com/app.html#d=MT5qYYarh1zDKFU-NvnfaQ>. The browser's bookmark bar includes folders like 'SRJC', 'CATE', 'Webcast', 'Adobe', and 'Personal'. The Acrobat Reader interface shows a PDF document titled 'ind3lecs12snglside, pg. 15' at 50.7% zoom. A comment by Cyndi Reese asks 'Is the screen shot of this readable?'. A comment by Maggie Reese asks 'Can you squish this on the previous page?'. A table titled 'Pricing' is visible in the document, with a red box highlighting a comment pointing to it. The table has columns for 'Free', 'Basic Plan', and 'Plus Plan' and rows for various features like 'Storage', 'Collaboration', and 'Security'. The bottom of the window shows a 'Share File' button and a list of open files: 'acrobat.com\_help.pdf', '21334719.eps', and '20155740.eps'.

	Free	Basic Plan	Plus Plan
<b>Storage</b>	1 GB	10 GB	100 GB
<b>Collaboration</b>	10 users	25 users	50 users
<b>Security</b>	Basic	Advanced	Enterprise
<b>Integrations</b>	None	Basic	Advanced
<b>Support</b>	Community	24/7	24/7

- E. Acrobat.com has a CS REVIEW HOME to open up the set of all recent reviews
- F. Managing review information in InDesign
  1. CS Review panel should be open (**Window..Extensions..CS Review** menu)
  2. Click on the hyperlink to go to the web browser review page
  3. If multiple reviews are listed, use the  menu by the review name to open the specific review
  4. Click on the text balloon to see the comments
  5. Select an individual comment and its thumbnail of the content area
  6. Navigation controls at the bottom of the panel

