

ADOBE CREATIVE CLOUD MASTERY

A Beginner-to-Advanced | Design, Animate and Edit Like
a Pro in the World's Most Powerful Creative Platform

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Overview of This Book

Chapter 1: Introduction to Adobe Creative Cloud 2025

This is the introductory aspect of this amazing book, here you will learn about the major updates across the various Adobe applications in the creative cloud and you will also be introduced to the various creative workflows and how to customize the workspaces with ease.

Chapter 2: Getting Started with Adobe Creative Cloud

In this chapter, you will delve into the use of Creative Cloud itself starting with the various subscription packages and also how to create and manage Adobe ID. You will also learn how to install and update various applications in Creative Cloud as well as how you can troubleshoot certain installation problems.

Chapter 3: Adobe Creative Cloud Assets and Libraries

In this chapter, you will learn about creative cloud libraries and how to gain mastery, you will also learn about how you can get the best cloud storage for diverse types of projects.

Chapter 4: Adobe Creative Cloud Collaboration

One of the main reasons people prefer to make use of the creative cloud is due to the various applications embedded in it which also helps to enhance real-time productivity especially when it comes to creating designs. In this chapter, you will learn how to collaborate effectively to get the necessary things done when you are working on a project with your team.

Chapter 5: Adobe Creative Cloud Mobile App

As against just web and desktop, you can also make use of Adobe Creative Cloud on your mobile application. This simply means that no team member is permitted to be idle...it fosters an all-hands-on-deck approach as even if you cannot access your desktop, you can effectively contribute to whatever the team is doing with the use of your phone.

Chapter 6: Essential Tools and techniques

Here is where the breakdown starts and you will begin to delve into the functions of each of the applications in Creative Cloud. In this chapter, you will learn about the various tools you can use in both Photoshop and Illustrator. You will learn about photo retouching, and also how to create patterns and typography.

Chapter 7: Advanced Techniques in Adobe Creative Cloud

In this chapter, you will learn about the use of Indesign especially about digital publishing and you will also gain more insight as to the various advanced techniques that are operational in both Photoshop and Illustrator.

Chapter 8: Video and Motion Graphics with Adobe Creative Cloud

In this chapter, you will learn about the use of Adobe Premiere Pro; you will learn how to edit videos effectively and you will also learn how to make use of Adobe Premiere Pro with some other applications in Creative Cloud. In this chapter, you will also learn about the use of Adobe After Effects; how to create motion graphics and various visual effects in After Effects. Also, you will gain more insight into the use of Adobe Audition.

Chapter 9: Adobe Creative Cloud for Web and UX Design

When it comes to design in Adobe applications, there are two very important applications you must learn about and that is what this chapter is about. In this chapter, you will learn about the Adobe XD and Adobe Dreamweaver.

Chapter 10: Adobe Creative Cloud for 3D and AR/VR

In today's world, there is so much talk about the use of AR/VR and how its use can be applied to other spheres of the world. In this chapter, you will learn about modeling and rendering and you will also learn about making AR/VR experiences.

Chapter 11: Automating Workflows with Adobe Creative Cloud

In this chapter, you will learn batch processing and you will also get to learn about the use of creative cloud extensions.

Chapter 12: Advanced Collaboration and Version Control

In this last chapter, you will learn about how to collaborate effectively globally and you will also learn about the use of version control.

CHAPTER 1

INTRODUCTION TO ADOBE CREATIVE CLOUD 2025

Evolution of Creative Cloud

Adobe Creative Cloud is a suite of services and programs from Adobe Inc. that allows users to access a variety of programs for web development, graphic design, video editing, and photography in addition to a selection of mobile apps and a few extra cloud services. Creative Cloud is a web-based subscription service that is available for a year or month. Users can download and install Creative Cloud software locally, as long as their subscription is active. The CC subscription includes multiple languages and online updates. Thanks to a new contract with Microsoft, Creative Cloud—which was previously hosted on Amazon Web Services—is now hosted on Microsoft Azure.

The Adobe Creative Suite and Adobe eLearning Suite were examples of software suites that Adobe once sold as well as individual products with a perpetual software license.

The Creative Cloud was first announced by Adobe in October 2011. Another iteration of the Adobe Creative Suite was released the year after. On May 6, 2013, Adobe announced that it would no longer supply improvements for the Creative Suite and that its software would only be available through the Creative Cloud. First available on June 17, 2013, these updates were created especially for the Creative Cloud.

The Adobe Creative Cloud has many of the same features as the Adobe Creative Suite in addition to some additional ones. The primary ones are easier sharing, cloud storage, and instant upgrade availability. In June 2014, the company announced the release of four new mobile apps, fourteen new versions of the core desktop tools in the Creative Cloud, and the availability of creative hardware for clients in the business, education, and photography domains.

While Adobe Fireworks, a bitmap editor geared toward the web, and Encore, a program for creating video discs, were discontinued in 2013, they were still available for download through Creative Cloud as of May 2019.

Packages available

Individual Creative Cloud subscriptions are available from Adobe in four different tiers (business and school subscriptions are available in additional tiers).

- Photography, which offers access to Photoshop CC and Lightroom CC as well as certain features specific to photography within Adobe Creative Cloud.
- Single App offers all the capabilities of Creative Cloud along with the ability to use any one of the user's 11 pre-selected apps from the suite.
- All Apps is the primary Creative Cloud tier, offering access to every application in the suite in addition to all of Creative Cloud's features.
- All Apps + Adobe Stock includes all of Creative Cloud's standard features in addition to those specific to Adobe Stock.

Overview of major feature updates across Adobe applications

With the option to choose the installation path and language of the installed programs, Adobe Creative Cloud Collection is a collection of junior version apps and applications from the Creative Cloud 2023 line all packaged into a single installer. Everything functions very much like the tried-and-true Adobe Master Collection CS6 did in the past. Only in this instance has the installer interface been modified, the current package contains a lot more applications than the Creative Suite 6 of the same name, and the majority of the program versions are newer.

The collection of applications includes;

- Adobe Acrobat Pro DC 2023.006.20380
- Adobe After Effects 2025 24.0.3.2
- Adobe Animate 2025 v24.0.0.305
- Adobe Audition 2025 24.0.3.3
- Adobe Bridge 2025 v14.0.1.137
- Adobe Character Animator 2025 v24.0.0.46
- Adobe Fresco 5.0.1.1338
- Adobe Illustrator 2025 v28.0.0.88
- Adobe InCopy 2025 v19.0.1.205
- Adobe InDesign 2025 v19.0.1.205

- Adobe Lightroom Classic 2025 v13.0.2
- Adobe Media Encoder 2025 v24.0.3.2
- Adobe Photoshop 2025 v25.2.0.196
- Adobe Premiere Pro 2025 v24.0.3.2
- Adobe Premiere Rush 2.9.0.14
- Adobe XD 57.1.12

In the sections below, you will learn about the new features that are available in some of the very important applications in Adobe Creative Cloud.

After Effects

With the most recent version of After Effects, you can design in a whole new dimension thanks to features specifically designed for 3D. You can import 3D models, align using simple tools, create realistic lighting using images, and render high-fidelity content using GPU acceleration.

- **3D model import:** You can import GLTF and GLB formatted 3D model files into After Effects and render them in the same 3D space as layers, cameras, and lights that are native to After Effects.

3D model files can be imported from your local drive or the Creative Cloud Libraries.

- **Image-based lighting:** Utilizing High Dynamic Range Image (HDRI) files, create image-based environment maps that place 3D models into scenes with realistic lighting, shadows, and reflections. It doesn't matter if you use dramatic shadows or gentle lighting to make your 3D objects look like they belong in the animation.
- **Advanced 3D render:** Generate 3D motion graphics with superior transparency and antialiasing with Advanced 3D, an entirely novel composition renderer designed with performance in mind. Using an underlying rendering engine shared by other Adobe and Substance products, Advanced 3D renders physically based using the properties of Adobe Standard Material.

With advanced 3D, rendering of:

- 3D models imported in GLTF and GLB formats
- Lighting in the environment for realistic image-based Using HDRI files for shadows and lighting

- Additional 3D layers, including lights, cameras, and extruded text and shape layers
- Rendering 3D models and other 3D layers physically in a single space
- Content for 3D layers, including solids, shapes, and text
- **2D/3D interoperability:** You can combine 2D and 3D elements in your compositions, such as shapes, extruded text, and 3D models. With more versatility in After Effects, you can incorporate 2D and 3D elements to explore a wider range of creative opportunities and create visually stunning animations.
- **Animated lights and cameras:** Within a composition, GLTF and GLB models can remove their lights and cameras. When you import a 3D scene that contains light and camera data After Effects automatically adds new layers for the camera and light. If the cameras or lights move, keyframes will additionally be created.
- **3D snapping:** You can now snap layers in 3D space because the 3D device's X, Y, and Z position handles are limited. This covers the XY, XZ, and YZ combo knobs on the 3D position device. When utilizing 3D model layers, you can apply both constrained and unconstrained locking to align and arrange your 3D layers and objects using pixel-perfect accuracy.
- **3D model-driven effects:** Blend 2D and 3D workflows into one composition by using the rendered frame of a 3D model layer as a source. Utilizing this process, you can create highly stylized renders by applying 2D effects to particular regions of 3D scenes and using effects like Vector Blur, Displacement Map, Calculations, and more.
- **Refreshed animation presets:** Modern design elements are incorporated into the updated and improved animation effects found in the refreshed presets. Together with several new presets, the update concentrated on streamlining the configuration process.

Adobe Animate

With Animate 2025 onwards, the program runs natively on the Apple Silicon Chipset and offers notable speed improvements in many popular workflows.

Experience

- Up to 2x faster application launch

- Up to 2x faster publishing
- Up to 3x faster timeline playback
- Smooth drawing

Reset warped asset

Posing has never been easier thanks to the unique one-click Reset Warp Asset option. Employing the Asset Warp tool, select any warped object on stage, and you can locate the

- 'Reset Warped Asset' button in the Warp Options section of the Properties panel's Object tab.

Other features include;

- A very powerful 2D animation tool that provides advanced features for the creation of diverse animations.
- A very intuitive design that is quite easy to make use of ensuring it becomes a great choice for every user.
- Incredible complex animations can be designed with ease this is also owing to its ability to be able to connect to external applications.
- It has quite a versatile timeline that gives room for easy adjustment of the timing of events in your animation.

Adobe Audition

Version 24.0, released in October 2023, is the most recent version of Adobe Audition. Bug fixes and performance enhancements are included in this release.

- **Session markers and clip markers:** You can make Multitrack Session Markers and Clip Markers with this version of Adobe Audition. You can add, edit, and relocate clip markers for every track when in multitrack mode.
- **Variable playback speed:** Choose 1.1x, 1.2x, or any other custom speed for your audio. You can adjust the playback speed to suit your needs by using JKL Shuttle Speed.
- **Copy or paste effects from Effects Rack:** In this version of Adobe Audition, effects can be copied or pasted between tracks in Waveform and Multitrack modes.

Adobe Bridge

You can now open multiple Adobe Bridge windows with the 14.0 release of Bridge. With this feature, explore the power of controlling multiple content panels within each Bridge window.

- **Keyboard shortcut customization:** Now you can quickly alter your keyboard shortcuts to meet your requirements. In addition, a variety of predefined options catering to various global regions are available for you to choose from when choosing a keyboard layout.
- **Compress (Zip)/ Extract (Unzip):** Examine Adobe Bridge's Compress (Zip) and Extract (Unzip) features. When this function is active, you can quickly:
 - Utilizing the Compress (Zip) button, zip several files.
 - Files from compressed folders can be unzipped to the desired location through the use of the Extract (Unzip) button.
- **Place in Adobe Substance 3D Stager:** With the latest version of Adobe Bridge, moving asset files between Adobe Substance 3D Stager and Adobe Bridge is now a simple process. Thanks to Adobe Substance 3D Stager's cross-application workflow, which ensures a smooth transition of assets, you can use clever tools to generate realistic scenes and incorporate 3D effects into the way you create content.

Adobe Illustrator

Version 28.0 of Adobe Illustrator released in October 2023 is the latest version and below is what to be expected of this new release;

- **Create realistic mockups of art objects:** With Mockup (beta), you can imitate artwork on items like T-shirts, mugs, and product packaging. Illustrator respects the edges and curves of raster objects when you apply vector art to them; the vector art automatically and non-destructively adjusts to fit the object.
- **Convert text within images and outlined text into live text for editing:** Utilize the capabilities of Retype (beta) to alter outlined text or static text contained in raster images by selecting a compatible font from Adobe Fonts or your PC.
- **Greater control over path smoothing:** The Smooth slider, as opposed to the Smooth tool, allows you to manually change the smoothing levels for a path. You also have the option to smooth out a specific portion of the route or the whole thing.
- **Develop shareable links to your PDF files for review:** You can use the "Share for review" feature to generate shared links to your files, rather than converting them to .ai or .aic files to receive feedback.

Adobe InDesign

- **Auto Style multiple text frames, create and manage Style Packs:** Use Auto Style to style multiple text frames to make complex styling tasks simpler. For document-specific modifications and across your InDesign account, you can use our premade Style Packs or make and manage your Style Packs. Note: Only English (International), English (North America), and German locales are supported for Auto Style.
- **Search text and customize analytics in published documents:** When publishing your documents, incorporate your Google Measurement ID to track engagement and traffic. Now, from any device, you can look up specific text in your published documents. Text can be copied and searched from desktops and laptops, but it can only be done so from touch devices.
- **File name suffixes in JPEG and PNG exports:** Suffixes such as page number, incremental number, and page size can be added when exporting to PNG or JPEG formats. Based on the suffixes, you can quickly and easily distinguish and filter the same file saved in various sizes for various platforms or stakeholders.
- **Hide spreads:** Do you want to export or present a document without the draft spreads included? Spreads can now be hidden in InDesign. Presenting your document in Presentation mode or exporting it to PNG, JPEG, PDF (Print), or PDF (Interactive) formats will not reveal the hidden spreads.

Adobe Lightroom Classic

- **Add Blur and Bokeh effects using Lens Blur:** Any image can be blurred to give the impression that it was taken with a wide aperture lens. Lens Blur uses Adobe Sensei to create a depth map that makes it simple to change the foreground or background of your photos.
- **Edit and export in HDR:** High Dynamic Range (HDR) allows for enhanced depth with brighter highlights, deeper shadows, and vibrant colors when editing, displaying, and saving images. With compatible HDR displays, HDR images can now be viewed and edited. Standard Dynamic Range (SDR) displays are less bright and less contrasted than High Dynamic Range (HDR) displays. Pictures that are enhanced for high dynamic range (HDR) displays have more impact and realism.

- **Edit colors with more precision using Point Color:** With expert-level accuracy, you can modify each color, including the range of Hue, Saturation, and Luminance. Point Color and Masking can be combined to provide more control over a particular color.

Other features of this unique application include the following;

- quicker DNG image conversion.
- increased efficiency in reading, writing, and monitoring metadata status.
- quicker reaction when writing and reading in XMP.
- enhanced performance and stability for folder deletion and move operations.
- quicker image loading in the Develop loupe view when choosing images at random or during normal, fast, and turbo walks.
- compatibility with more recent camera models

Adobe Photoshop

- **Generative Fill and Generative Expand:** Utilize Adobe's potent generative AI technologies, Firefly-powered Generative Fill and Generative Expand, to add, expand, or remove content from your images without causing any damage. In just a few seconds, you can accomplish tangible outcomes that will surprise, delight, and amaze you with the app's simple text prompts, which are available in over 100 languages.

When you let Generative Fill and Generative Expand naturally adjust to your image's perspective, lighting, and style, you can achieve incredible results.

The recently generated content is created in a generative layer in which you can leverage the power and precision of Photoshop to enhance your image past your wildest expectations.

The commercial use of Generative Fill and Generative Expand is intended to be safe. Firefly has been trained on hundreds of millions of professional-quality, high-resolution images from Adobe Stock, which are among the best available on the market.

New interactions with the Remove Tool: Use the tool to create a loop about an object instead of brushing over it entirely.

You aren't even required to close Photoshop with this novel interaction because it will link together and fill in the loop depending on the distance automatically.

This reduces the possibility of errors occurring during the interaction and helps to save time.

Furthermore, you can undo any inadvertent selections you make when encircling an object by changing the options bar's brush stroke style from addition to subtraction.

- **Contextual Task Bar's newest additions are:** To help you advance your masking and cropping workflows, more features have been introduced to the Contextual Task Bar, a bar on the canvas that contains common tools and actions.

Adobe Premiere Pro

Compared to earlier, Premiere Pro is now faster and more dependable. Text-based editing workflows are further advanced by Filler Word Detection. The latest version of Premiere Pro has a few minor editing improvements, redesigned MOGRT management, streamlined sequence presets, and enhanced accessibility to Team Project's previous versions and Auto Save. now updated.

- **Filter Word Detection with bulk delete for Text-Based Editing:** With Text-Based Editing, you can identify and remove "uh" and "umm" filler words in bulk to improve the accuracy of your transcripts. You can click on a filler word to remove it from your sequence transcript, just like you can with pauses. Filler words are compatible with all 18 languages that Speech to Text supports because they are language agnostic.
- **Redesigned MOGRT management:** With the help of Motion Graphics Templates (MOGRTs), editors of Premiere Pro can now access the full potential of After Effects motion graphics. These templates come with simple controls that can be adjusted within Premiere Pro.

To improve the usability of MOGRT management, we are listening to user feedback. It's easier to find, view, and arrange the MOGRT collections you require in a variety of places, including folders on disk.

MOGRTs can now be viewed in two different ways. You can see your MOGRT locations in the Browser Tree View. Every thumbnail template from the selected locations below is visible in the MOGRT view. You can use the window's drag and drop feature to change the amount of space allotted to each view, and you can use the top funnel button to turn on and off the Browser Tree View.

- **New sequence presets:** You can start your sequence quickly with the entirely novel sequence presets for HD, UHD, and social media projects. The set of sequence presets has been reorganized and simplified, making the most commonly used options easily accessible.
- **Easy access to autosaves and version history for Team Projects:** To see your versions of the project and your Auto Save history, click the name of your Team Project in the Premiere Pro header bar. The following choices can be chosen on the updated header bar menu:
 - **Team Project Settings:** Modify the Team Project's name, description, partners, and additional configurations, including color, scratch disks, and ingest parameters.
 - **Version History:** Select the Team Project version you are working on from the list of saved versions when you launch the Premiere Pro Media Browser.
 - **Auto Save History:** Open the Premiere Pro Media Browser with the most recent autosave for the Team Project selected. Any version can be made the most recent, or you can use the auto-save to launch a new Team Project.
- **Trimming and Multicam improvements:** The audio mapping settings of a new sequence created from a multicam clip will now be more consistent.

A new option called "ripple trim" beneath the Trim preferences adds tweaks to keep both sides of the trim in sync when you shift clips that intersect trim points when ripple trimming.

This option allows Premiere Pro to add adjustments to clips that cross a trim. The extra edit points will then be trimmed along the selected edit points to prevent any clips from shifting out of alignment on both sides of the edit.

In-depth exploration of design and collaboration enhancements

Design Thinking

One approach to creative problem-solving is design thinking. "It's an approach to thinking and creating that prioritizes the user above all else. It takes a human-centered approach to creating experiences, services, and goods. Not just graphic or product designers can be design

thinkers. This process generates innovative solutions for a variety of industries and leads to excellent designs for both digital and tangible goods.

In summary, the design thinking process entails gaining a thorough understanding of people and their needs, synthesizing the problems to be solved, brainstorming potential design concepts, and repeatedly prototyping and testing while gathering real user feedback.

An extensive analysis of the target market and potential needs of the product is the fundamental phase in the design thinking process. An entire field of study called "Human Factors" is devoted to understanding human-to-system interaction to develop intuitive websites and apps.

Whatever you want to create, an effective design process follows these five steps: define, prototype, test, brainstorm, and empathize. IDEO, an international design firm, is credited with creating the well-known five-stage design thinking model.

Design exploration and collaboration enhancement all in one place

A full suite of creative tools and services called Adobe Creative Cloud makes it easier to explore design in-depth across a variety of disciplines. It gives designers a smooth, integrated workspace where they can work on anything from web design and video editing to graphic design and illustration.

The presence of industry-standard applications such as Adobe Illustrator, InDesign, Photoshop, and so forth is a big plus. These tools have a vast feature set that allows designers to work with images, create vector graphics, and precisely lay out complex documents. The interoperability of Creative Cloud apps enables designers to quickly transition between different apps and express their creative vision, facilitating smooth workflows.

Cloud-based storage and sharing features improve collaboration by allowing designers to work on projects from various devices and locations. This encourages teamwork among members, expediting the design process and guaranteeing uniformity among project components.

The extensive collection of design assets that Adobe Stock, which is part of Creative Cloud, offers increases the creative possibilities. Designers can save time and improve the visual appeal of their projects by having access to a wide range of excellent photographs, illustrations, videos, and other resources.

Additionally, Adobe Fonts, a vast collection of typefaces that designers can use to enhance the typographic component of their designs, is accessible to Creative Cloud users. This ensures that designers have the tools necessary to create compositions that are visually stunning and captivating.

Adobe releases updates and new features regularly to keep the software suite up to date with new developments in technology and design. This pushes the limits of their creative potential by encouraging designers to continue being inventive and trying out new methods.

To sum up, Adobe Creative Cloud gives designers more power by giving them access to a vast array of design assets, promoting collaboration, offering a flexible and integrated toolkit, and keeping up with the constantly changing design world. All of these factors allow for the thorough investigation and expression of creative concepts.

Navigating the Unified Creative Cloud Interface

Your entire collection of Adobe desktop apps is managed through the Creative Cloud Desktop application. It also serves as a portal to web-based services, learning materials, and mobile applications.

An intuitive interface with links to more mobile apps and web-based services, as well as application management, greets you when you launch the Creative Cloud desktop application.

The application interface has four views that can be accessed through tabs at the top. The Apps view images will always be visible. Click the icon to open this view if it isn't already.

The following main sections are available in the Apps view of the software interface, which is easy to navigate:

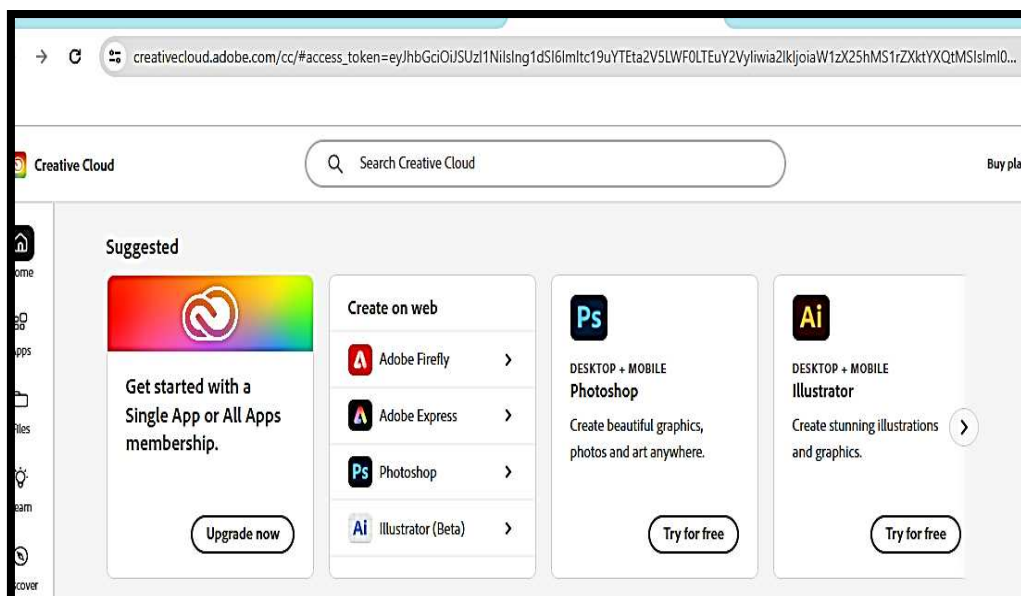
- **Apps:** This displays the entire list of installed and accessible programs in the Desktop, Mobile, and Web categories. Updates are also available through the Apps section.
- **Categories:** Applications are categorized for easier grouping. If you want to access Creative Cloud apps for particular uses, this is frequently a more straightforward option than listing them all at once.
- **Resource Links:** This is the place to access web-based services such as Adobe Fonts, Portfolio, Behance, and Adobe Stock.
- **Current Page:** This area shows the sectional content you've selected to navigate into while you're browsing the desktop application's different sections.

By clicking on the desired tab, you can also change the view at the top of the application interface from the Apps view to another, giving you access to more content and services:

- **Files:** In this place, you will get quite direct access to cloud documents and also to creative cloud libraries.
- **Discover:** Use the application filter to find educational materials and other resources.
- **Stock and Marketplace:** Access to Adobe Fonts, Adobe Stock, app plugins, and more is available in this section.

Creative Cloud on the Web

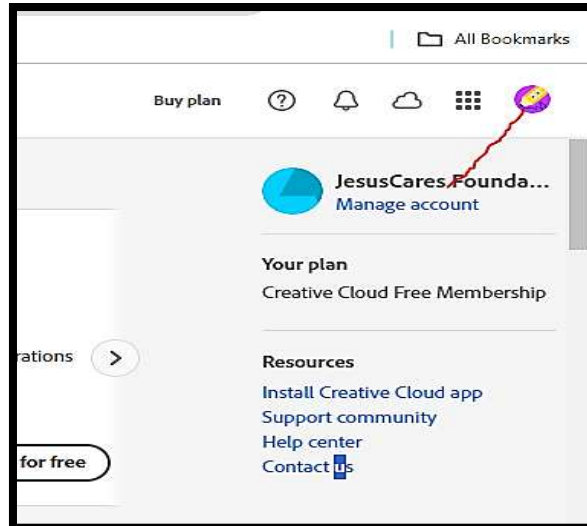
Some of these same features are also available online; simply visit <https://creativecommons.adobe.com> and sign in with your Adobe ID to access them.



A notable difference is that you are first directed to a Creative Cloud dashboard, even though the interface and settings are largely the same as with the Creative Cloud Desktop application. This view gives you direct access to web-based apps such as Adobe Express from the left sidebar, along with suggested apps and recent files.

You can configure preferences for notifications, syncing, and application updates in the Creative Cloud Desktop application.

- Click the **circle photo or avatar image** that appears in the upper-right corner of the interface to access your Adobe account. An overlay of your account summary will show up.



The application preferences dialog box opens when you select **Preferences** from the overlay menu. You should take into account the following points in each category when configuring your preferences:

- **General:** The amount of cloud storage that you have left is shown in this section. Additionally, you can select whether to automatically update the desktop app and whether to launch this application upon system login. I strongly advise leaving this option enabled as sometimes you'll need to keep the desktop app updated due to application updates.
- **Apps:** This is where you designate which programs to update and where each application should be installed on your computer. Advanced settings in certain applications control whether to import previous settings into newer installations or keep older versions.
- **Syncing:** This establishes where on your computer your Creative Cloud files sync folder is located. From this page, you can also slow down the upload and download speeds or pause syncing.
- **Notifications:** You can choose to activate or deactivate any of the several notification types on this list based on your preferences.
- **Services:** Here, you can select whether to enable Adobe Fonts and specify where assets should be downloaded. All previously downloaded fonts will become inactive if you decide to disable Adobe Fonts.

- **Appearance:** This modifies the Creative Cloud Desktop application's user interface appearance. Themes can be changed from light to dark.

Customizing workspaces for various creative workflows

Photoshop Workspace Basics

Using different elements like panels, bars, and windows, you create and work with your documents and files. Workspace refers to any configuration of these items. (To facilitate seamless switching between the various Adobe creative applications, the workspaces of the various programs have a similar appearance.) By choosing from a variety of pre-made workspaces or building your own, Photoshop can be customized to fit your workflow.

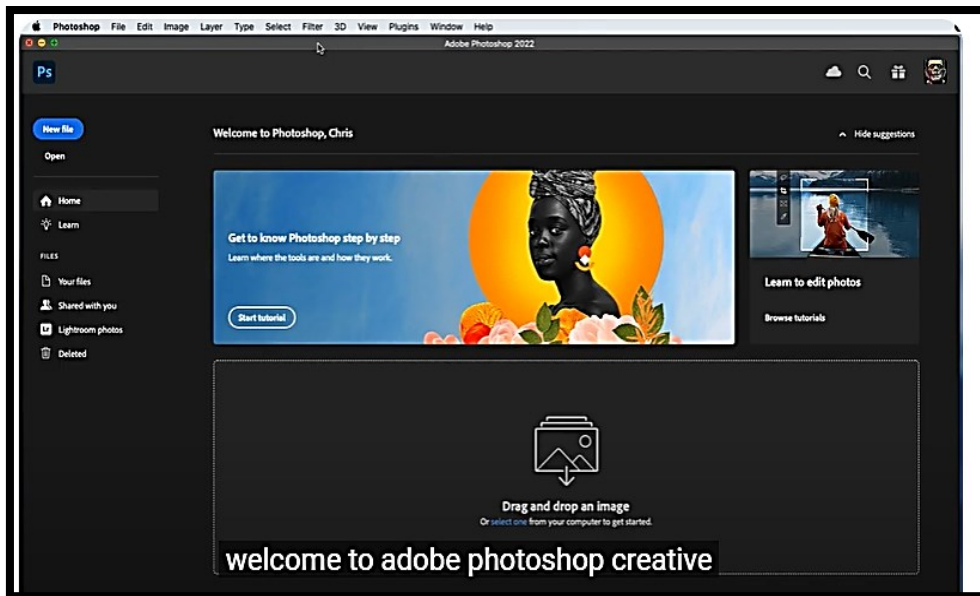
Photoshop opens with the Home screen, which has the following items on it:

- details regarding new features.
- a variety of tutorials to aid in your rapid learning and comprehension of the idea, procedure, and insider knowledge.
- See and open the documents you've recently created: Your recently accessed or shared cloud documents will also appear under Recents on the home screen. Additionally, you can use a keyword to filter cloud documents. You can still use a keyword to filter cloud documents when offline, but the cloud documents that are only accessible online will be grayed out.
- If necessary, the number of recent files displayed can be adjusted. Once **Preferences > File Handling** has been selected, enter the desired value (0–100) in the Recent File List Contains field.

The content of your Home screen is personalized based on your Photoshop proficiency and Creative Cloud membership plan.

Click the **Home icon in the Options bar** to bring up the Home screen whenever you are working on a Photoshop document. Just hit the **Esc key** to get out of the Home screen.

The following tabs and buttons are displayed on the left side of the Home screen:



- **New file:** To start a new document, select this button. Using Photoshop, you can start a document by choosing from a wide variety of templates and presets.
- **Open:** Choose this button to launch a Photoshop document that already exists.
- **Home:** choose this tab to get the Home screen opened.
- **Learn:** To get started with Photoshop, select this tab to view a list of beginner and expert tutorials.
- **Files:** This section shows all of your files.
 - **Lightroom Photos:** choose this tab to gain access to your synced Lightroom pictures and to also import them into a Photoshop document.
 - **Your files:** If you created any of the saved cloud documents in Photoshop on your desktop, iPad, or web browser, you can view a list of them here. Flipping between list and tile view is also quite simple.
 - **Shared with you:** This is a list of all the cloud documents that you have been sent in Photoshop.
 - **Deleted:** Here is a comprehensive list of all the cloud documents you have removed. You have the option to either permanently remove the documents or restore them.

Workspace Overview

- The Application bar at the top contains menus (for Windows only), a workspace switcher, and other application controls. On the Mac, you can employ the Window menu to show or hide it for particular products.
- Tools for creating and modifying artwork, images, page elements, and other content are available in the Tools panel. Tools that are related are grouped.
- The file you are working on is visible in the Document window. Document windows can be docked, grouped, and tabbed in some situations.
- Panels let you keep an eye on and edit your work. Panels may be docked, stacked, or grouped.
- You can get the application treated as a single unit by grouping all of the workspace elements into an integrated window called the Application frame. All of the components within the Application frame react to one another when you drag or modify its size, preventing any elements from overlapping. Pan panels remain visible when you accidentally click out of an application or switch between apps. You can arrange multiple monitors or arrange the applications side by side on the screen when working with two or more.

You can disable the Application frame if you're a Mac user and would rather have a more conventional, free-form user interface.

- The Options bar Control panel shows various choices for the tool that is currently in use.

Hide or Show all Panels

- Press **the Tab button** to reveal or conceal all panels, including the Tools and Control panels.
- Press **Shift+Tab** to hide or reveal all panels other than the Tools and Control panels.

Note: If Auto-Show Hidden Panels is checked in Interface preferences, you can see hidden panels for a short while. Move the pointer to the edge of the Windows or Mac OS application window, respectively, to move it over the appearing strip.

Reconfigure the Tools Panel

- You can make the Toolbar larger by clicking on **the double-arrow icon** in the top-left corner, which will make it appear in a double-column layout. Press **the arrows again** to return to the original one-column design.

Manage windows and panels

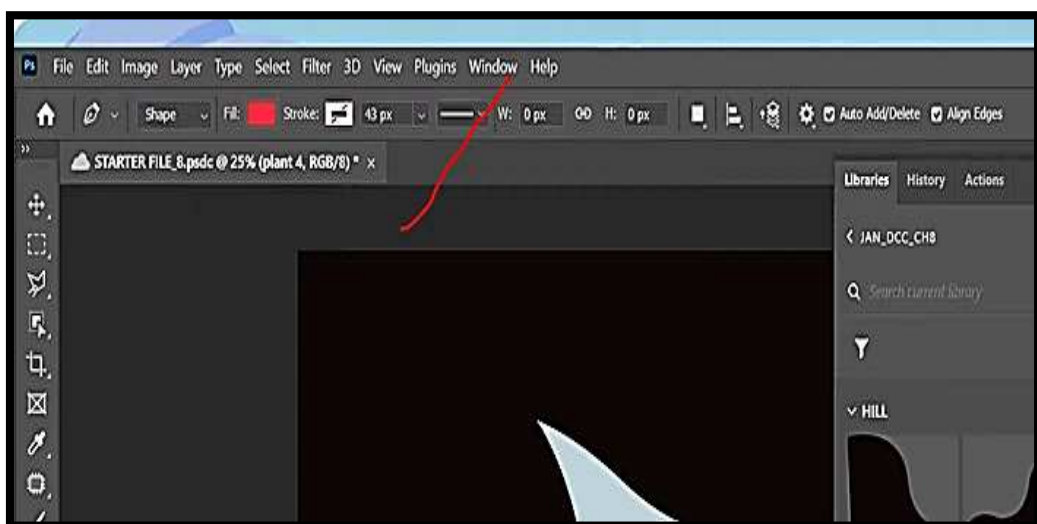
Document windows and panels can be moved and manipulated to create a personalized workspace. Additionally, workspaces can be saved and switched between.

Rearrange, dock, or float document windows

The Document windows are tabbed when you open multiple files.

- To adjust the tab order of Document windows that are tabbed, you can move the tab of a window within the group.
- To undock, also known as float or untab, the Document window, drag its tab out of the group of windows.

Note: Choose **Window > Arrange > Float** in Window to float a single Document window, or **Window > Arrange > Float All In Windows** to float all Document windows at once.



- Drag a **Document window** into the group to dock it to a different group of Document windows.
- Groups of stacked or tiled documents can be created by dragging the window to one of the drop zones at the top, bottom, or sides of another window.

Alternatively, you can use the Layout button on the Application bar to choose a layout for the group.

- Holding the selection over the document's tab when moving a selection in a tabbed group allows you to quickly switch to a different document.

Dock and Undock Panels

A dock is a collection of panels, or groups of panels, that are displayed as a whole, usually vertically. Docks are docked and undocked by moving panels into and out of them.

- To dock a panel, drag and drop it by its tab into the dock, which can be found at the top, bottom, or in between other panels.
- The title bar, the solid, empty bar above the tabs, is where you drag a panel group into the dock.
- To remove a panel or panel group, drag it out of the dock by its tab or title bar. It can be pulled into a different dock or allowed to float freely.

Move Panels

You can move panels by dragging them into the blue-highlighted drop zones that are indicated by highlighted areas. For instance, you can drag a panel to the narrow blue drop zone above or below another panel in a dock to move it up or down. The panel in the workspace floats freely if you drag it to a location that isn't a drop zone.

If you're having trouble seeing the drop zone, try dragging the mouse to the correct spot. It is the mouse position, not the panel, that activates the drop zone.

- Move **a panel by its tab** to move the panel.
- Drag **the title bar** to get a panel group moved.

Note dragging is usually done with the use of the mouse. All you have to do is place the arrow on the panel or dock and then long press the right key and move the mouse to where you want to drop it.

If a dock's panels are all removed, the dock vanishes. Panels can be moved to the workspace's right edge until a drop zone appears in order to create a dock.

- Select a panel to remove it from the Window menu, or select its tab by right-clicking on Windows or Control-clicking on Mac OS X.

- Choose a **panel from the Window menu and dock it in the desired location to add it.**
- Panels, panel groups, and stacks of panels can be maximized or minimized by double-clicking a tab. Double-clicking **the tab area—the space adjacent to the tabs—is another option.**
- Drag any panel's side to adjust its size. Not all panels can be resized by dragging, like the Color panel.

Collapse and Expand Panel Icons

Panels can be collapsed into icons to clear up workspace clutter. Panels are occasionally collapsed to icons in the workspace that come by default.

- Click **on the double arrow** located at the top of the dock to collapse or expand every panel icon in a column.
- Click **the icon** of a single panel to expand it.
- You can resize panel icons by adjusting the dock's width until the text is no longer visible, allowing you to see only the icons and not the labels. Expand the dock to see the icon text once more.
- Select the tab, icon, or double arrow located in the title bar of the panel to bring an expanded panel back to its original icon.

Save and switch workspaces

By storing the size and position of a panel, you can retrieve the designated workspace in the event that it is moved or closed. The workspace switcher in the Application bar shows the names of stored workspaces.

Design and Save Custom Workspace

- When the workspace is configured as you want to save it, choose **Window > Workspace > New Workspace.**

