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All university-owned Windows computers have the main Adobe Creative Cloud application installed, which manages the individual Adobe applications. However, due to the size, the standard Eastern package only includes some of the individual applications. If the application you need is not on your machine, you may download and install it from the Adobe Creative Cloud Application using the steps below.

Adobe Applications include the following:

- Acrobat DC
- Aero (Beta)
- After Effects
- Animate
- Audition
- Bridge
- Camera Raw
- Character Animator
- Dimension
- Dreamweaver
- Ilustrator
- InCopy
- InDesign
- Lightroom
- Lightroom Classic
- Media Encoder
- Prelude
- Premiere Rush
- XD
- Photoshop
- Premiere Pro

## Installing the Main Creative Cloud Application for Home Use Installation

If you are trying to get Adobe applications for home use, you will first need to download and install the main Creative Cloud Application from the following link and then follow the rest of the instructions:

**NOTE: These products are provided to faculty and staff at no cost to them.** If during the process, you are prompted to pay for anything, then you have made an error.

Link to download the main Creative Cloud Application (Home Use Installation Only): https://creativecloud.adobe.com/apps/download/creative-cloud

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## Instructions for Eastern-owned machines or home use machines after installing the main Creative Cloud Application:

1. Launch the Creative Cloud Application from your Start Menu
2. Enter your email address and choose **Company or School Account** when prompted
3. Enter your email address as the username and your Eastern Email password whenever prompted.
4. Click on Apps to see the list of Apps you can download and install.

To request a software installation in a lab or classroom fill out the Software Installation Form.

**IMPORTANT: For a printable quick reference guide to using the technology in the lecterns see Article 211: Lectern Console Quick Reference.**

For a complete list of labs and computer classrooms go to http://www1.easternct.edu/registrar/facilities/

These classrooms include a ceiling mounted video/data projector, computer with Internet access, VHS/DVD player, document camera, notebook computer connections, and a source switcher.

**Purchasing Hardware and Software**
Faculty requests for new hardware and software should be directed to the department chair. Requests are prioritized by the department chair and forwarded to the Dean's office. CIT offers consultation on technical issues related to potential purchases.

Please note that ITS does not purchase departmental-specific software for use in the instructional computer classrooms or desktop computers. As noted above, requests for departmental-specific software should be directed to the department chair.

Requests for Software Purchasing for classrooms, labs, or individually assigned university computers or devices should refer to Article 221: Requesting Software Installation in Offices, Computer Labs, and Classrooms

**Site-Licensed Software**
Some site-licensed software is available for professional use through ECSU negotiated contracts. Some of the software on these contracts may be available to faculty for home use on personally-owned computers. Eastern and the CSU system hold site-licensed software contracts with Microsoft, Adobe, Apple, and others.

**Obtaining Software for Home Use**
Microsoft software titles are available to Faculty, Staff, and Students and can be obtained via Office 365 downloads. Please be sure to do your downloads from your personal device and not your office machine. Adobe Products are available to Faculty and Staff and can be obtained via Creative Cloud downloads.

All home use entitlement verification will be done through your Eastern email account please use when creating accounts with Microsoft and Adobe to ensure you get the proper discount and product.

**Available Software:**

- Office 365 (Windows, Mac, iOS, and Android)
- Windows 10 (Upgrade version)
- Adobe Creative Cloud (Faculty and Staff only)
- SPSS (Faculty and Staff only)
- Maple (Faculty and Staff only)
- EndNote

**To get Office 365:**

- See Article 477: Office 365

**To get Office SPSS, Maple, Endnote, and other titles (Faculty):**

- Other home-use software titles are available to Faculty at the CIT Sharepoint site

**To get Office, Endnote, and other titles (Students):**

- Other home-use software titles are available to Students at the Help Desk - Student IT Orientation .

**To get Adobe Creative Cloud:**

- Follow the same instructions for installing Adobe products on an Eastern owned machine, located in Article 467: Installing Adobe Creative Cloud Applications.

Note: The process below is for faculty and staff to request software purchases for Eastern-owned devices. Faculty and staff who wish to obtain software for their personal devices should refer to Article 235: Purchasing Hardware and Software (Home Use) .

## To Request Software Purchases:

1. Specific software needs are identified by the faculty/staff member
2. Faculty/staff member identifies an appropriate funding source - no personal funding is allowed
3. Faculty/staff member makes a request for quote(s) to softwarecontacts@easternct.edu (DTS) and provides the relevant information.
4. ITS obtains a quote(s) and reviews the technical requirements. ITS works with fiscal affairs to ensure the software's legal terms comply with our state's rules and regulations. Once reviewed and any identified issue is resolved, ITS provides the approved quote to the faculty/staff member.
5. Assuming sufficient funding is available, the faculty/staff member will work with their department secretary/UA to create a requisition to purchase the software.
6. All software fulfillments must be sent to softwarecontacts@easternct.edu. This must be noted on the requisition. If there are any physical shipments related to the purchase, they must be sent to the ***DTS Office Suite - Science 520 ATTN: softwarecontacts@easternct.edu***
7. Once the requisition has been sent to Purchasing, they will make the purchase - whether by University P-Card or by PO or wire transfer. They will select the best method.
8. Once purchased, fill out the form below for installation.

## To Request Free Software:

1. Acquire the software for installation if it is available.
2. Fill out and submit the form below for installation.

## To Request Software Installations:

1. Once the above steps have been completed and the software has been purchased, the faculty/staff member needs to complete the software installation request form:
   - **The software installation request form:** https://forms.office.com/Pages/ResponsePage.aspx?id=6Eq8AGxX40WUnU8SnYtnCpBTRKMUmvtAvEINY6wpOXBUOVg3TlE4OURTWDlNQzJVVktBRUE5WFkyNy4u
2. Once the fulfillments have been received by softwarecontacts@easternct.edu, ITS will develop an installation package and will push it to the device(s). The faculty/staff member will be contacted with the pertinent details prior to the push. There may be certain circumstances where a push installation is not practical or possible, in which case the faculty/staff member will be notified and asked to schedule an appointment for a hands-on installation.
3. To Ensure that the software functions correctly, DTS requires that you test and certify that it runs properly after it has been installed. We ask the faculty member to do this because he/she best understands the required functionality and routines for the course and ITS may have little experience or no experience with the application. If the faculty member then reports problems after installation, we will work to resolve it. However, in the case of unsupported freeware (no online support and telephone support numbers), our resolution efforts will be limited.

**Additional Information:**
Availability of the classroom, scheduling staff time, installation, testing, and resolving security issues often require advance planning and work. Typically deployments will be completed within a minimum of 15 business days. ITS will ensure that the software is secure and that it does not conflict with other resident applications.

**Scheduling:**
The University uses the EMS Scheduling Software system. Any Eastern staff member, faculty member, or student can see the availability of spaces and request spaces by logging into the following web page: https://eschedule.easternct.edu/emswebapp/

If you are new to using EMS at Eastern and have questions about using the reservation system, please contact Jeff Buskey, Associate Registrar and Scheduling Officer at 860-465-5021 or at buskeyj@easternct.edu for activities related to a specific course being taught for credit. Questions about reservations for non-course related activities can be directed to John Beck, University Event Coordinator at 860-465-5565 or at beckjo@easternct.edu. Questions about reservations for student club events can be directed to Joshua Sumrell, Assistant Director of Student Activities at 860-465-4304 or at sumrellj@easternct.edu.

**Facilities:**
There are two types of classrooms that use technology. Instructional Computer Labs have an instructor's station, document camera, DVD, and a data/video projection unit, and ten to forty-five student workstations.

Multimedia Classrooms, also called Smart Classrooms, include a ceiling-mounted video/data projector, computer with Internet access, DVD player, document camera, notebook computer connections, and source switcher, but they do not contain student workstations.

**Secure Rooms When Not Proctored:**
Unless the room is proctored, classrooms that require PIN number or FOB access are to remain locked when class is not in session. Please lock these rooms if another class does not immediately follow your class session. Security is everyone's responsibility.

**If You Cannot Get Into The Room:**
If you cannot obtain access to your classroom for any reason, please attempt to contact the following people in the order listed below:

- ITS Help Desk, 1-860-465-4346
- Campus Police, 1-860-465-5310

**Obtaining Assistance During Class Sessions:**
To report any problem encountered in this room or request immediate assistance during a class session, please contact the ITS Help Desk at 1-860-465-4346 or the staff in Webb Hall 410 (the General Purpose Computer Lab) at 1-860-465-4619.

Mobile scanning applications provide a convenient way to capture information from documents, whiteboards, business cards, receipts, menus, signs, handwritten memos, or any other text-based material you want to import without manually typing it out. Adobe Scan is available for both iOS and Android devices.

## Adobe Scan

Adobe Scan is free to download and turns your mobile device into a powerful PDF and document scanner, helping you create, save, and organize paper documents as digital files. To leverage additional Adobe Scan features and Adobe's Creative Cloud storage, faculty and staff can authenticate using their Eastern credentials.

## 5 ways to use Adobe Scan

1. Make a PDF with your phone: Convert paper documents or printed images into PDFs or JPEGs with the mobile PDF and photo scanner.
2. Clean up scans with Magic Eraser: Remove thumbs, stains, and creases so your document scans look clear and professional.
3. Scan faster with High-speed scan: This document scanner lets you bulk scan documents and turn stacks into PDFs in seconds.
4. Turn images to text: Use image-to-text to make words in your scans searchable and editable with OCR.
5. Scan anything: Receipts, IDs, notes, recipes, photos, business cards, whiteboards - scan documents into PDF or JPEG files you can work with on your phone, tablet, or computer.

   See Adobe Scan in action: https://www.adobe.com/acrobat/mobile/scanner-app.html#video

## Instructions for how to use Adobe Scan:

- iOS Devices: https://www.adobe.com/devnet-docs/adobescan/ios/en/scan.html
- Android Devices: https://www.adobe.com/devnet-docs/adobescan/android/en/scan.html

## Direct download links:

You can download the app from the Apple App Store or Google Play

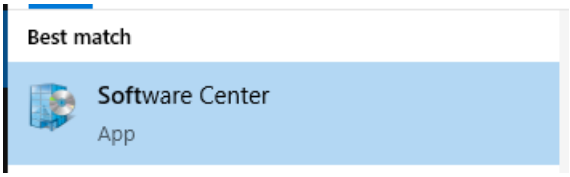
- iOS devices: https://apps.apple.com/us/app/adobe-scan-pdf-ocr-scanner/id1199564834
- Android devices: https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en_US&pli=1

**NOTE: These instructions are only for Eastern owned PC desktops and Mac products. If you have an Eastern owned PC laptop, please fill out the Software Request Form in Article 221: Requesting Software Purchases and Installations in Offices, Computer Labs, and Classrooms**

The Software Center is a program on your PC that allows you to receive software and updates from ITS. It enables us to keep you up to date and allows you to install certain software yourself. Mac users have a different application for this purpose called Self Service.

## On a PC:

- Click the search icon on the Windows search bar 
- Start typing the words: Software Center
- Click on Software Center




- Select the application you would like to install from the list, and then click the Install button
- The status will change to Installed once the installation is completed. You can now use your program

## On a Mac and iOS:

- Using the search tool  in the upper right corner, search for the **Self Service** application. From the search result, click the Self Service icon to launch the application.
- If prompted, enter your **username** and **password**. *Your username is the part of your Eastern email before the @easternct.edu, not your full email.*
- Locate or search for the application you want to install.
- Click Install under the logo for the application
- The status will change to reinstall when the installation is completed. You can now use the application.

Home use licenses for SPSS expire at the end of December every year. To renew your license, contact helpdesk@easternct.edu for the current code and follow the instructions below.

- Launch the License Authorization Wizard from the Programs or Applications Group on your Mac or PC.
- On the Product Authorization screen, select License my Product Now.
- Click Next.
- Enter your Authorization code (you can copy and paste it).

The License Authorization Wizard sends your authorization code over the Internet to IBM and automatically retrieves your license. This requires you to be online when you do this. Firewalls may prevent successful licensing over the Internet.

The following link contains information from Adobe about modifying pdf files using Adobe Acrobat DC.

This article requires the full version of Adobe Acrobat DC (not Acrobat Reader). All university-owned Windows computers have the main Adobe Creative Cloud application installed, which manages the individual Adobe applications. If Acrobat DC is not on your machine, you may download and install it from the Adobe Creative Cloud Application using the steps in Article 467: Installing Adobe Creative Cloud Applications. Additionally, faculty and staff have home use rights and may install the applications on their personally owned machines. There is no cost, if at any point in the process, you are asked to pay, please review the steps and try again.

## Adobe Acrobat DC

- **Add, replace, rotate, delete, and move pages** in a PDF using Adobe Acrobat DC
  https://helpx.adobe.com/acrobat/how-to/organize-add-delete-pages-pdf.html?playlist=/services/playlist.helpx/products:SG_ACROBAT_PK~12/learn-path:intermediate-advanced/set-header:ccx-designer/playlist:orientation/en_us.json&ref=helpx.adobe.com

- **Combine multiple files into a single PDF** with Adobe Acrobat DC.
  You can combine multiple PDF documents or a wide variety of file types, including spreadsheets, images, and emails.
  https://helpx.adobe.com/acrobat/how-to/combine-files-into-pdf.html

- **Page thumbnails and bookmarks in PDFs** with Adobe Acrobat DC.
  https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html

- **Extract a single page or multiple pages** from a PDF file using Adobe Acrobat DC.
  https://helpx.adobe.com/acrobat/how-to/extract-pages-from-pdf.html

- **Convert Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents** to PDF.
  https://helpx.adobe.com/acrobat/how-to/create-pdf-files-word-excel-website.html

- **Acrobat DC tutorials**: more how-to videos and instructions regarding Adobe Acrobat DC can be found at link below.
  https://helpx.adobe.com/acrobat/tutorials.html