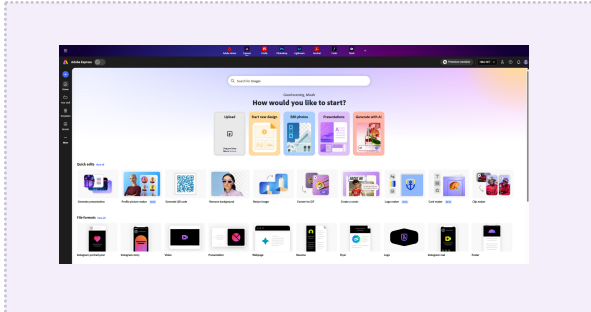
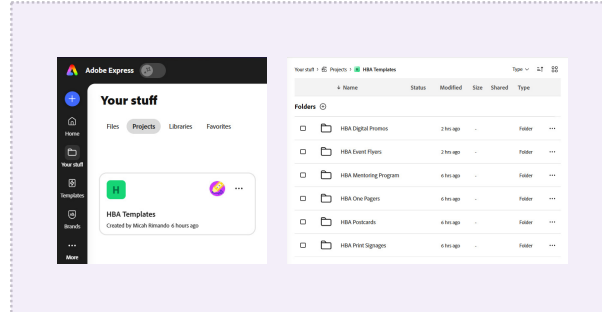


Adobe Express: HBA Users Onboarding

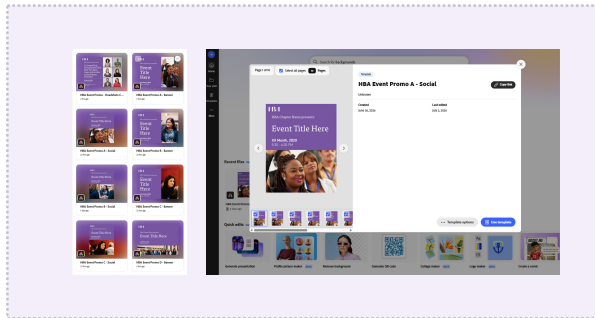
1. FULL WORKFLOW



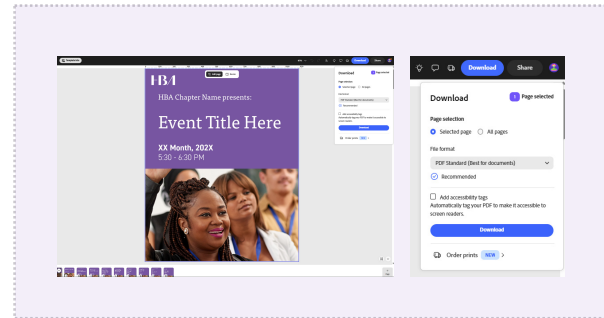
Step 1: Login, go to *Your stuff* > *Projects*



Step 2: Specific Folder > Select your template



Step 3: Once template copy loads, edit text/images



Step 4: *Download* your file / Export as .pdf / .jpg

2. DO'S & DON'TS

- Use official templates only.
- Keep all layouts consistent.
- Double-check event details.
- Ask MarComms email if stuck.
- Don't move original files.
- Don't unlock protected layers.
- Don't change brand colors.
- Don't use personal accounts.

3. TIPS ON ACCESSIBILITY

To ensure professional quality, always check image resolution before exporting. We prioritize **WCAG accessibility**; ensure high-contrast text is readable against your background colors. If a photo looks pixelated, replace it with a higher-quality version.

4. GLOSSARY & TROUBLESHOOTING

- **Project:** A shared space where your team collaborates.
- **Template:** A locked layout meant to be duplicated, not modified in the master.
- **"Older Version" Error:** Hard reset (Ctrl+F5) or duplicate the file.
- **Locked Layers:** Protected elements to maintain brand identity.