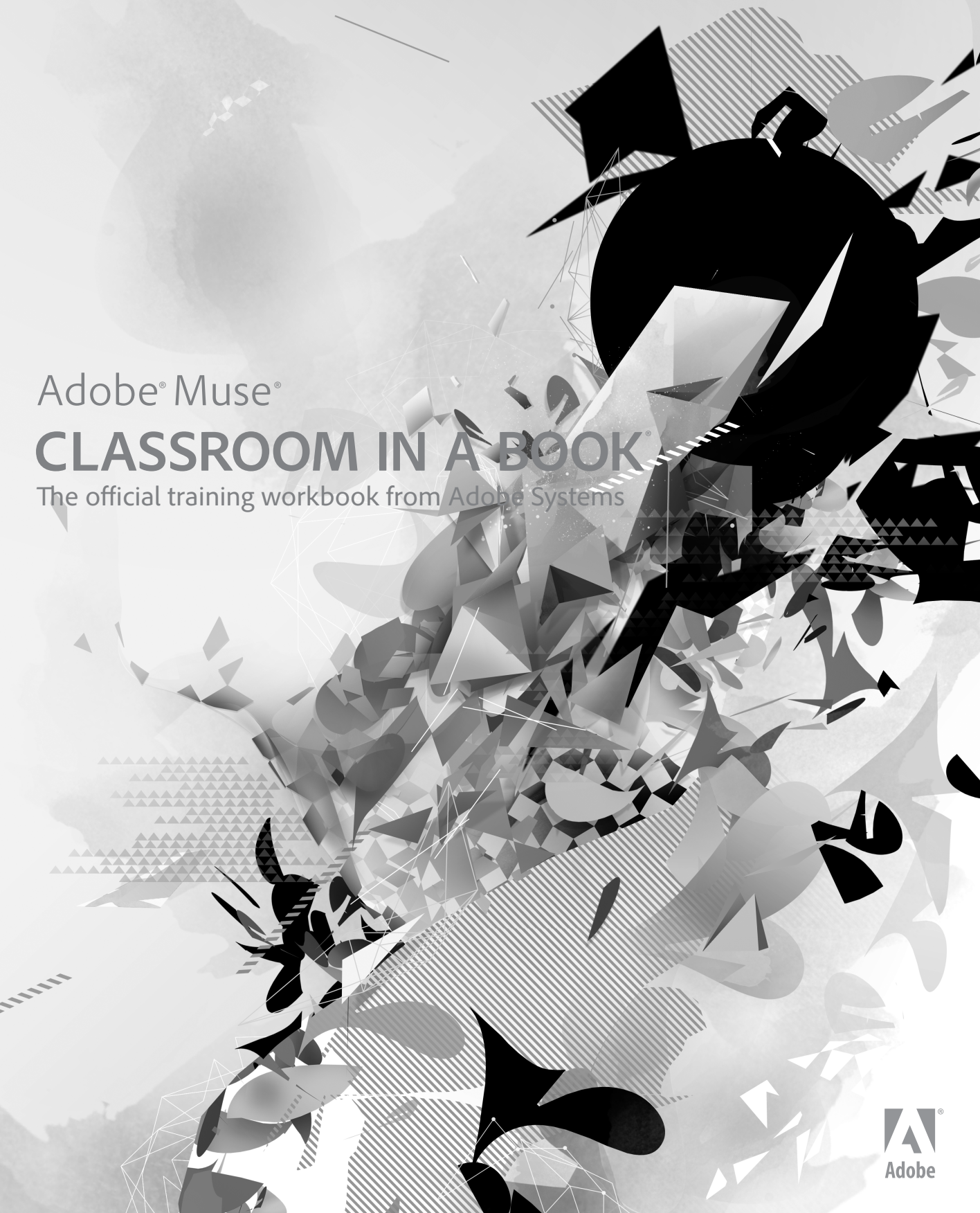
CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS



Adobe® Muse®

CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

Adobe

Adobe® Muse™ Classroom in a Book®

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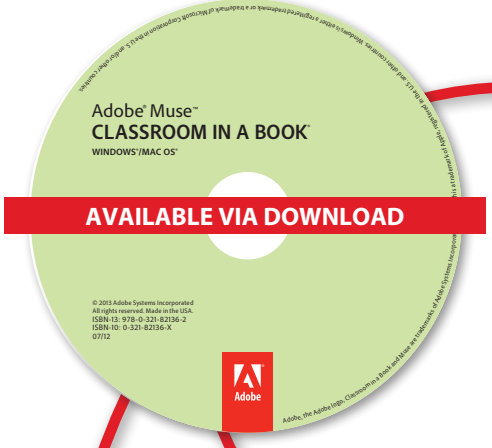
EBOOK READERS: FIND YOUR LESSON FILES

Throughout this title you will see references to lesson or resource files on a disc. Please note that these files are available to eBook readers via high-speed download. Please **click here** to go to the last page in this eBook for the download location and instructions.

Adobe Muse Classroom in a Book includes the lesson files that you'll need to complete the exercises in this book, as well as other content to help you learn more about Adobe Muse and use it with greater efficiency and ease. The diagram below represents the contents of the lesson files directory, which should help you locate the files you need.

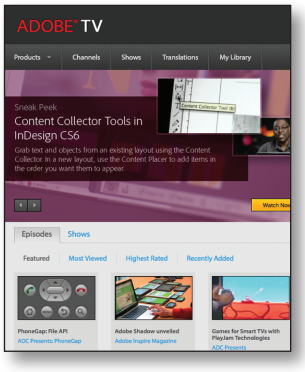


Lesson files

Each lesson has its own folder inside the Lessons folder. You will need to download these lesson folders to your hard drive before you can begin each lesson.

Online resources

Links to Adobe Community Help, product Help and Support pages, Adobe certification programs, Adobe TV, and other useful online resources can be found inside a handy HTML file. Just open it in your Web browser and click on the links, including a special link to this book's product page where you can access updates and bonus material.



Adobe Press

ADOBE PRESS

Adobe

Find information about other Adobe Press titles, covering the full spectrum of Adobe products, in the Online Resources file.

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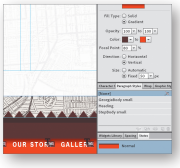

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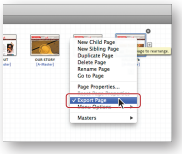

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GETTING STARTED

If you are a graphic designer, business owner, or anyone who wants to design and create professional, original websites without ever touching code, Muse is the program you've been waiting for.

With Muse, you can quickly and easily design and create user-friendly, interactive websites, without the help of a developer. You just design your site in Muse using design-savvy graphic tools that leverage the same skills as Adobe InDesign and Photoshop. Then, after creating your site in Muse, you can take your site live using Adobe hosting or export to a provider of your choice, publishing your site as original HTML pages that conform to the latest web standards.

Muse really is that easy and that powerful, and *Adobe Muse Classroom in a Book*® will help you make the most of it.

About Classroom in a Book

Adobe Muse Classroom in a Book is part of the official training series for Adobe graphics and publishing software developed with the support of Adobe product experts. The lessons are designed so that you can learn at your own pace. If you're new to Adobe Muse, you'll learn the fundamentals you need to master to put the application to work. If you are an experienced user, you'll find that *Classroom in a Book* teaches many advanced features, including tips and techniques for using the latest version of Adobe Muse.

Although each lesson provides step-by-step instructions for creating a specific project, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that correspond to your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Prerequisites

Before beginning to use *Adobe Muse Classroom in a Book*, you should have working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your Microsoft Windows or Mac OS software.

Installing Muse

Before you begin using *Adobe Muse Classroom in a Book*, make sure that your system is set up correctly and that you've installed the required software and hardware.

The Adobe Muse software is not included on the *Adobe Muse Classroom in a Book* CD; you must purchase the software separately. For complete instructions on installing the software, see the Adobe Muse Read Me file on the application DVD or on the web at www.adobe.com/support.

Fonts used in this book

The fonts used with the *Adobe Muse Classroom in a Book* lesson files can be found on the *Adobe Muse Classroom in a Book* CD in the Fonts folder. These fonts can be installed in the following locations:

- Windows: [startup drive]\Windows\Fonts\
- Mac OS X: [startup drive]/Library/Fonts/

For more information about fonts and installation, see the Adobe Muse Read Me file on the application DVD or on the web at www.adobe.com/support.

Copying the Classroom in a Book files

The *Adobe Muse Classroom in a Book* CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder. You must install these folders on your hard disk to use the files for the lessons.

To install the Classroom in a Book files

1. Insert the *Adobe Muse Classroom in a Book* CD into your CD-ROM drive.
2. Do one of the following:
   - Copy the entire Lessons folder onto your hard disk (recommended).
   - Copy only the specific lesson folder that you need onto your hard disk.

Restoring default program preferences

The preference files control how command settings appear on your screen when you open the Adobe Muse program. Each time you quit Adobe Muse, the position of the panels and certain command settings are recorded in different preference files. If you want to restore the tools and settings to their original default settings, you can delete the current Adobe Muse preference files. Adobe Muse creates new preference files, if they don't already exist, the next time you start the program and save a file.

To save current Muse preferences

If you would like to restore the current preferences for Muse after completing the Lessons, you can do so by following these steps:

1. Exit Adobe Muse.
2. Locate the AdobeMuse preferences folder as follows:
   - (Windows) The AdobeMuse folder is located in the folder [startup drive]\Users\[username]\AppData\Roaming\AdobeMuse.
   - (Mac OS X) The AdobeMuse folder is located in the folder [startup drive]/Users/[username]/Library/Preferences/AdobeMuse.

   Keep in mind that your folder name may be different depending on the language version you have installed. If you can't find the file, you either haven't started Adobe Muse yet or you have moved the preferences folder. The preferences folder is created after you open Muse the first time and is updated thereafter.
3. Copy the folder, and save it to another folder on your hard disk.
4. Start Adobe Muse.

Note: If you cannot locate the preferences folder, use your operating system's Find command and search for AdobeMuse.

Note: The AppData folder may be hidden on Windows.

To delete current Muse preferences

Tip: To quickly locate and delete the Adobe Muse preferences folder each time you begin a new lesson, create a shortcut (Windows) or an alias (Mac OS) to the AdobeMuse folder.

If you are entering the Lessons using Jumpstart, you need to delete the current preference files for Muse by following these steps:

1. Exit Adobe Muse.
2. Locate the AdobeMuse folder as follows:
   - (Windows) The AdobeMuse folder is located in the folder [startup drive]\Users\[username]\AppData\Roaming\AdobeMuse.
   - (Mac OS X) The AdobeMuse folder is located in the folder [startup drive]/Users/[username]/Library/Preferences/AdobeMuse.

   Remember, the folder name may be different depending on the language version you have installed.
3. Delete the preferences folder.
4. Start Muse.

Note: If you cannot locate the preferences folder, use your operating system's Find command and search for AdobeMuse.

To restore saved preferences

After completing the lessons, you can restore your personalized preferences you saved in the "To save current Muse preferences" section, in two steps.

1. Exit Adobe Muse.
2. Find the original AdobeMuse preferences folder that you saved and replace the AdobeMuse folder found here:
   - (Windows) The AdobeMuse folder is located in the folder [startup drive]\Users\[username]\AppData\Roaming\AdobeMuse.
   - (Mac OS X) The AdobeMuse folder is located in the folder [startup drive]/Users/[username]/Library/Preferences/AdobeMuse.

   Again, the folder name may be different depending on the language version you have installed.

Recommended lesson order

Adobe Muse Classroom in a Book is designed to take you from A to Z in basic to intermediate website design and creation. Each new lesson builds on previous exercises, using the files and assets you create to develop an entire website. To achieve a successful result and the most complete understanding of all aspects of web design, the ideal training scenario is to start in Lesson 1, and perform each lesson in sequential order through the entire book to Lesson 9. Because each lesson builds essential files and content for the next, you shouldn't skip any lessons or even individual exercises. While ideal, this method may not be a practicable scenario for everyone.

Jumpstart

If you don't have the time or inclination to perform each lesson in the book in order, or if you're having difficulty with a particular lesson, you can work through individual lessons using the jumpstart method with the files supplied on the book's CD. Each lesson folder includes staged files (files that are completed to that point in the Lessons).

To jumpstart a lesson, follow these steps:

1. Install the fonts used in the Lessons. See the section "Fonts used in this book" on page 2.
2. Restore the program preferences as explained in the "To restore saved preferences" section on page 3.
3. Copy the Lessons folder from the *Adobe Muse Classroom in a Book* CD onto your hard drive.
4. Open Muse.
5. Choose File > Open Site and navigate to the Lessons folder on your hard drive, then to the specific lesson folder you are starting from. For instance, if you are jumpstarting Lesson 3, navigate to the Lesson03 folder in the Lessons folder and open the file named L3_start.muse.

   For most of the lessons, you will need to open the _start file for your operating system due to font differences. For instance, if you are on Mac OS and want to jump into Lesson 8, you will open the lesson file named L8_start_mac.muse.

Note: If you see a dialog box indicating modified, missing, or upsampled images, click OK.

These simple steps will have to be repeated for each lesson you wish to jumpstart. If you choose the jumpstart method once, however, you do not have to continue using it for all subsequent lessons. For example, if you want to jumpstart Lesson 6, you can simply continue on to Lesson 7, and so on.

Windows versus Mac OS

When instructions differ by platform, Windows commands appear first and then the Mac OS commands, with the platform noted in parentheses. For example, you might see "press Alt (Windows) or Option (Mac OS) and click away from the artwork." In some instances, common commands may be abbreviated with the Windows commands first, followed by a slash and the Mac OS commands, without any parenthetical reference. For example, "press Alt/Option" or "press Ctrl/Command+click."

Additional resources

Adobe Muse Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to these resources:

Adobe Community Help: Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products.

To access Community Help: To invoke Help, choose Help > Adobe Muse Help.

Adobe content is updated based on community feedback and contributions. You can contribute in several ways: add comments to content or forums, including links to web content; publish your own content using Community Publishing; or contribute Cookbook Recipes. Find out how to contribute at www.adobe.com/community/publishing/download.html.

See community.adobe.com/help/profile/faq.html for answers to frequently asked questions about Community Help.

Adobe Muse Help and Support: www.adobe.com/support/Muse is where you can find and browse Help and Support content on Adobe's site.

Adobe Forums: forums.adobe.com lets you tap into peer-to-peer discussions, questions, and answers on Adobe products.

Adobe TV: tv.adobe.com is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.

Adobe Design Center: www.adobe.com/designcenter offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.

Adobe Developer Connection: www.adobe.com/devnet is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.

Resources for educators: www.adobe.com/education offers a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

Adobe Marketplace & Exchange: www.adobe.com/cfusion/exchange is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.

Adobe Muse product home page: www.adobe.com/products/muse.html

Adobe Labs: labs.adobe.com gives you access to early builds of cutting-edge technology, as well as forums where you can interact with both the Adobe development teams building that technology and other like-minded members of the community.

Adobe Certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor program takes your skills to the next level and gives you access to a wide range of Adobe resources.

Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of AATCs is available at http://partners.adobe.com.

For information on the Adobe Certified programs, visit www.adobe.com/support/certification/main.html.

4 ADDING AND STYLING TEXT

Lesson overview

In this lesson, you'll begin to add more content to your pages and learn to

- Type and place text
- Change text attributes
- Work with fonts
- Create and edit paragraph styles
- Create and edit character styles
- Paste text between Muse sites
- Format text frames

This lesson takes approximately 45 minutes to complete. If you are starting from scratch in this lesson, use the method described in the "Jumpstart" section on page 5 of "Getting Started."

Muse provides numerous tools for creating, editing, and formatting text, whether it's created within the program or imported from another source.

Inserting text

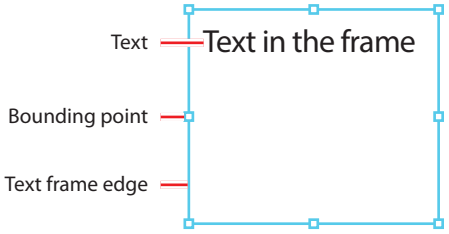
Note: If you are starting from scratch using the Jumpstart method described in the "Jumpstart" section of "Getting Started," your workspace may look different from the figures you see in this Lesson.

Note: The exercises in this Lesson, like others in this book, require that you have the fonts supplied on the *Muse Classroom in a Book* disc installed on your machine. For more information on installing the necessary fonts, see "Fonts used in this book" on page 2.

Note: If you have not already done so, copy the Lessons folder onto your hard disk, from the *Adobe Muse Classroom in a Book* CD. See "Copying the Classroom in a Book files" on page 3.

In this lesson, you will explore the text formatting and the style options available to you in Muse.

Muse offers several ways to add text to your web pages. From typing text directly on your page to placing or pasting text from other applications, adding text to your design is simple.



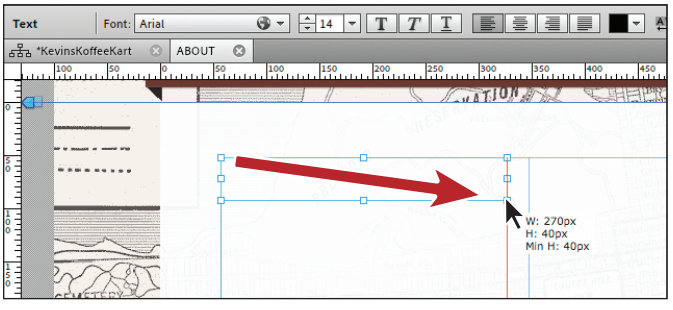
Like in Adobe InDesign, text that you insert into your pages in Muse is contained within a text frame. You can resize, reposition, rotate, and transform those text frames and their content (which can include text *and* images), almost any way you like.

In this first section, you will insert text in various ways, then move on to formatting that same text.

Typing text

The first method you'll use to insert text into your pages is to create a text frame and simply type a page heading into it.

1. With the KevinsKoffeeKart.muse site file still open and Plan mode showing, double-click the ABOUT page thumbnail to open the page in Design mode.
2. Choose View > Fit Page In Window.
3. Select the Text tool in the Toolbox. Position the pointer in the upper-left corner of the first column on the page, click and drag down and to the right to the right edge of the column. When the measurement label shows a height of approximately 40px, release the mouse button. A blinking cursor will appear within the text frame.



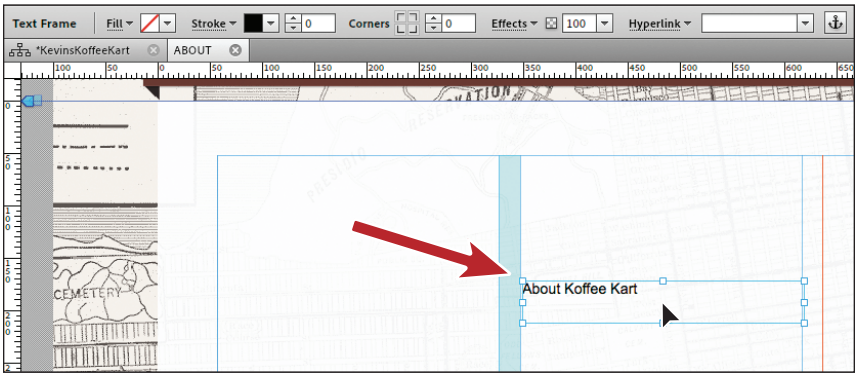
As you create the text frame, if the cursor comes close to a guide on the page, the frame you are drawing will snap to that guide and a red line will appear indicating that it is snapped.

4 Type **About Koffee Kart** in the text frame.

Muse uses Arial as the default font and 14 pixels as the default font size, whether you type or place your text onto your pages. You can change these settings easily and will do so in the "Formatting text" section on page 94.

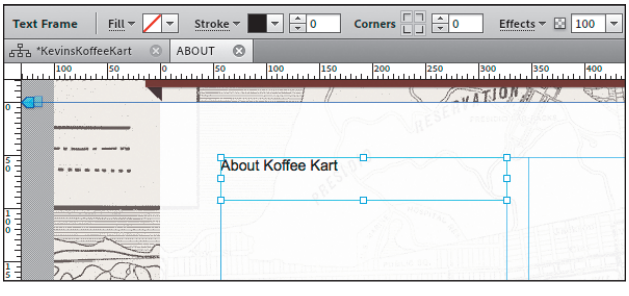
5 Select the Selection tool in the Toolbox, and notice that the text frame, which is still selected, now has bounding points around it. Later, you'll use these points to resize the text frame.

6 Click the center of the text frame and drag it toward the middle of the page.



Notice that the frame snaps to guides, and red lines and other visual aids display, depending on where you drag the frame and what its edges touch. The snapping feature and visual aids are part of Smart Guides and are turned on by default. In a later lesson, you will turn them off to reposition content when you don't want it snapping to guides or other content.

7 Again from its center, drag the text frame into the upper-left corner of the first column guides, ensuring that the top and left edges of the frame snap into the guides.



Note: When creating or editing frames in Muse, the more you zoom into the content, the finer the increments will appear in the measurement label.

About Smart Guides

Smart Guides are temporary snap-to guides and pop-ups that appear when you create or manipulate objects. They help you align, edit, and transform objects relative to other objects, page guides, or both by snap-aligning and displaying gap measurements to help with consistent spacing between objects.

Smart Guides are turned on by default, but you can easily turn them off by choosing View > Smart Guides. Be aware, however, that when you turn off Smart Guides, you also turn off the snapping feature and visual aids.

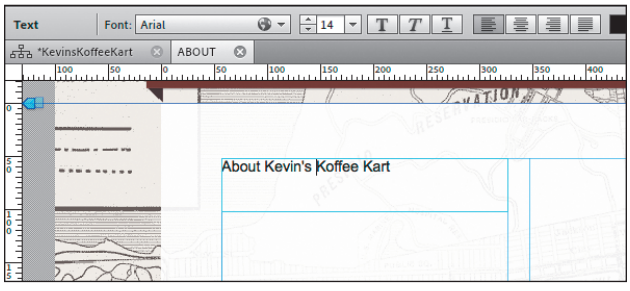
Note: When the pointer is over the bounding point, the cursor will change to a double arrow, indicating that you can resize the frame.

8 With the frame selected, drag the bottom-middle bounding point of the frame down until the measurement label shows a height (H) of approximately 50px.

9 With the Selection tool, double-click the text frame to select the Text tool in the Toolbox and enable text editing.

10 Insert the cursor before the word, "Koffee" and type **Kevin's** and then a space.

Note: You may want to zoom in to see the text more clearly.



11 Choose File > Save Site.

Placing text

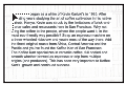
In Muse, you can place text (File > Place) from a file that was created in another application, provided it was saved as a .txt file. Because .txt files typically do not contain formatting, Muse applies default formatting to the text when you place the file.

1 Select the Selection tool in the Toolbox, and click away from the text frame to deselect it.

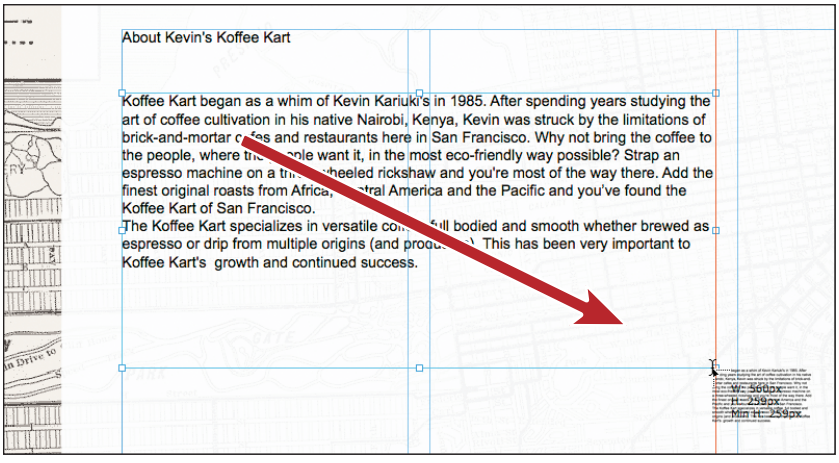
Note: You cannot place (File > Place) text into an existing text frame in Muse.

2 Choose File > Place. Navigate to the Lesson04 folder in the Lessons folder. Select the file called TextAbout.txt, and click Open (Windows) or Select (Mac OS).

You see the Place Gun cursor, which indicates that you can either click to create a text frame and place the text in it or you can click and drag to draw the frame to the proportions you want.

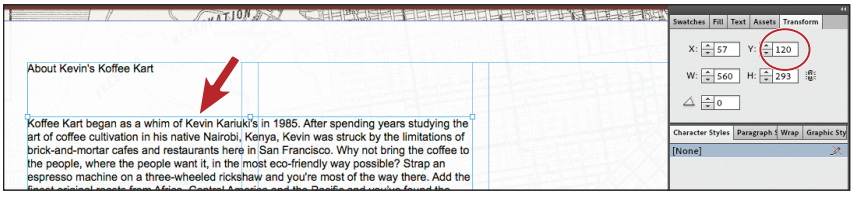


3 Position the Place Gun cursor below the heading text on the left edge of the first column. Drag to the right and down until the pointer is on the right edge of the second column and the bottom edge of the new frame is about halfway down the page. This will make the text frame taller than needed, but that's okay.



Unlike in Adobe InDesign, you can't drag a frame to make it smaller than the content inside of it. You can, however, make the text frame taller.

4 With the text frame selected, click the Transform panel tab on the right side of the workspace if it's not already showing. Change the Y value to **120** and press Enter or Return to accept it.



Instead of resizing or dragging a text frame using the Selection tool, you can be more precise by using the transform options in the Transform panel.

Note: If your screen resolution allows it, you may see the X, Y, W, H, and rotation options that you see in the Transform panel in the Control panel as well. You can make the transform edits in either location.

5 Choose File > Save Site.

6 Click the Preview mode link to preview the text.

7 Click the Design mode link to return to the ABOUT page.

Now that you have text on the page, you will begin to format it using the text formatting options available in Muse.

Copy and paste text from another program

You can also copy and paste text from your favorite application, such as your e-mail client or InDesign, although the formatting is lost when you paste the text in Muse. Much like when you place or type text directly on the page in Muse, pasted text is formatted according to the program defaults for text, which are: Arial, 14px, black color.

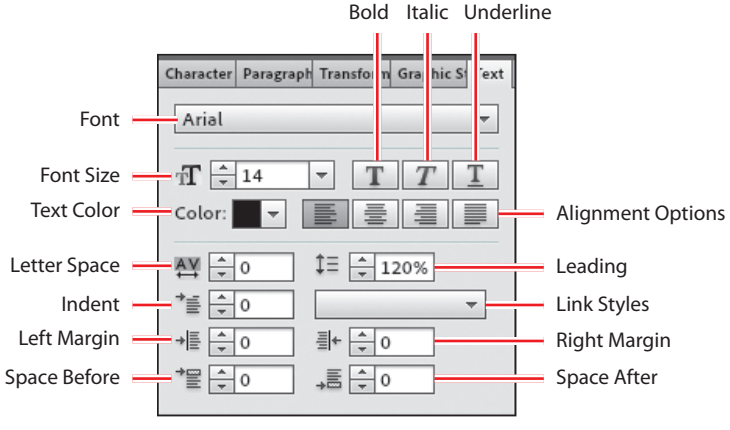
When you need to bring in a lot of text from InDesign, you can export it as a .txt file. To do that, select the text in InDesign with the Type tool, choose File > Export, and then choose Text Only from the Format menu to complete the export.

Formatting text

In this next section, you will learn a wide range of text formatting options available to you in Muse, from changing font size to adjusting paragraph spacing. You can find these formatting options in the Control panel (Window > Control) and Text panel (Window > Text).

The Text panel contains more formatting options than the Control panel, but sometimes the Control panel can be more convenient because it's always showing (by default).

Open the Text panel, by choosing Window > Text, and take a look at some of the formatting features available.



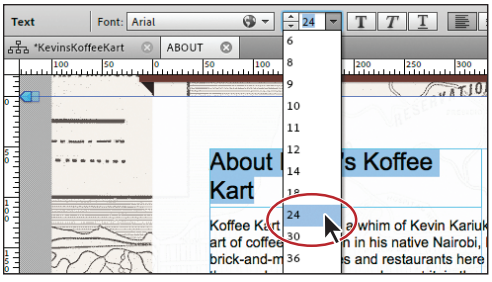
The first formatting you will address is the font size of the heading text.

Adjusting Font Size

In print work, most of us use the unit *points* to set the size of our text. In Muse, the font size unit used is *pixel*.

1 Double-click the header text "About Kevin's Koffee Kart" with the Selection tool to switch to the Text tool. Position the cursor over the text and click three times to select the text.

2 Select 24 from the Font Size menu in the Control panel.



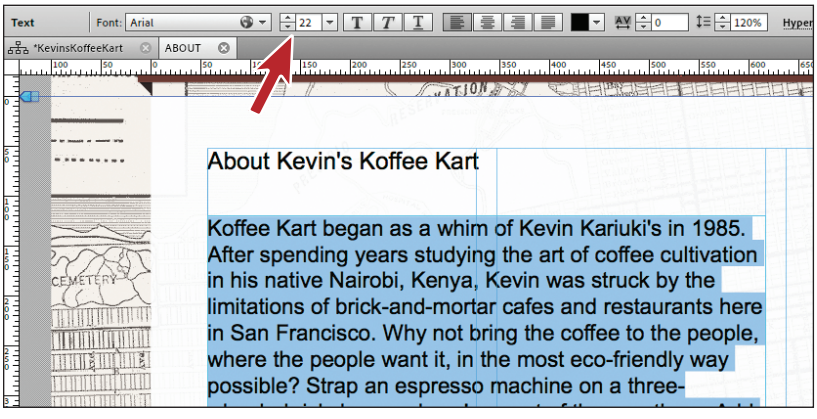
Note: Clicking text twice with the Text tool selects a word, clicking three times selects the paragraph, and clicking four times selects all of the text within a frame.

3 Select the Selection tool, and drag the right-middle bounding point to the right until the text fits.

4 With the Text tool selected, insert the cursor in the text frame of the text you placed below the heading text. Choose Edit > Select All.

5 In the Font Size menu in the Control panel, select the value 14 and type **22**. Press Enter or Return to accept the change.

Tip: To change the font size by 1-pixel increments, you can also click the arrows to the left of the Font Size field in the Control panel or Text panel.



Tip: If you have a text frame to which you would like to apply all the same text formatting, you can select the text frame rather than the text and edit the formatting using the Text panel.

6 Select the Selection tool, and notice that the text frame has gotten taller to fit the resized text.

You will also see a dotted line across the frame near the bottom of the text frame. This indicates a minimum height for the text frame. When you drag the frame shorter than the text and the dotted line appears, Muse inserts a

style property called `min-height` in the code. This tells the browser that the frame must be at least that tall and can expand taller if the content dictates it.

7 With the Selection tool, drag the bottom-middle bounding point down until the dotted line disappears. You won't have to drag far.

Tip: You can dynamically change the font size of selected text using keyboard shortcuts. To increase the font size in increments of 2 pixels, press Control+Shift+> (Windows), or Command+Shift+> (Mac OS). To reduce the font size, press Control+Shift+< (Windows), or Command+Shift+< (Mac OS).

Selecting a font

For years, web designers and developers had to rely strictly on "web safe" fonts, which generally came installed on Mac OS and Windows machines, for their web designs. The reason for using web safe fonts was because any font you used in your web pages needed to be installed on the machine of the visitor viewing your website in order for the text to render correctly.

Fortunately, times have changed! In fact, Muse supports three categories of fonts you can use:

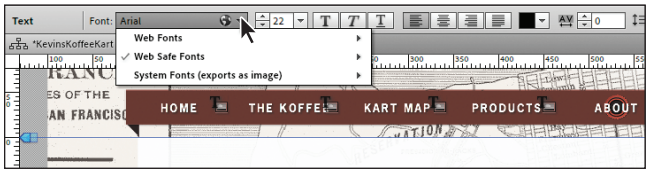
- **Web fonts:** The newest category of font on the Web, these are fonts hosted by a company, sometimes for a fee. When a hosted font is viewed, your site visitor's browser gets the font from that company's server, so the font appears on your web page, regardless of whether that site visitor owns the specific font. Using Muse, you get access to hundreds of free fonts hosted by Adobe Typekit.
- **Web safe fonts:** Most systems or devices have these fonts installed, which increases the likelihood of them displaying correctly on your visitors' machines.
- **System fonts:** These fonts are those located on your machine. If you apply one of these to text on your pages, Muse converts that text to an image when your site is previewed, published, or exported.

Apply a web safe font

The first category of font you will use is a web safe font that you will apply to the placed text on the ABOUT page.

1 Double-click the placed text frame to switch to the Text tool. Insert the cursor in the text, and choose Edit > Select All.

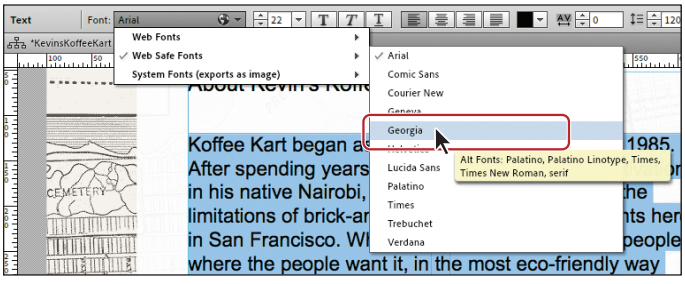
2 Click the Font menu in the Control panel.



In the Font menu that appears, you will see the three font categories available: Web Fonts, Web Safe Fonts, and System Fonts.

3 In the menu, position the pointer over the Web Safe Fonts option. Position the pointer over the font Georgia in the list that appears.

A yellow tooltip appears. In the tooltip, you'll see the words "Alt Fonts:" and a listing of fonts. On the Web, if you choose a web safe font, just because it's web safe doesn't guarantee it will work, because visitors need to have the font (Georgia in this example) on their machines. The alt fonts are second, third, and so on choices for the browser, just in case Georgia isn't available. You don't have to worry about alt fonts, and you cannot change them in Muse. Just know that Muse selects fonts that are similar to your first choice font.



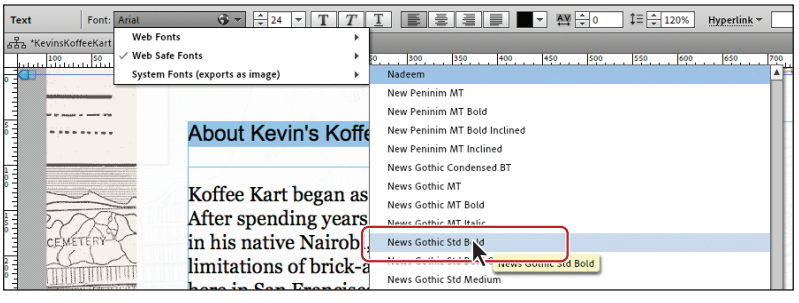
4 Click to select Georgia to apply that font to the text.

Apply a system font

The next category of font you will use is a system font. Applying this type of font converts the text into an image.

1 With the Text tool still selected, select the heading text "About Kevin's Koffee Kart."

2 Click the Font menu in the Control panel, and position the pointer over the System Fonts (Exports As Image) option. In the menu of fonts that appears, scroll down and choose News Gothic Std Bold. This may cause the text to wrap in the text frame. On Windows, you can choose News Gothic Std and click the Bold button in the Control panel.



After selecting the system font, you will see a small T with an image icon appear in the lower-right corner of the text frame. That icon indicates that the text will become an image when you publish the site.

3 Select the Selection tool in the Toolbox. If necessary, drag the right-middle bounding point of the frame to the right until the text fits horizontally.

Make the frame a little wider than the text in case you make size or font changes later that make the text larger in any way.

4 Drag the bottom-middle point of the text frame up until it's above the placed text frame, if necessary. That way they don't overlap.

5 Click the Preview mode link, and check out the fonts.

6 Position the pointer over the placed text in Preview mode, then click and drag to select it. Because you can select it like you can in Design mode means it is still text. Position the pointer over the text "About Kevin's Koffee Kart," click, and drag. You will see that it selects as a single object, which means that it is an image.

7 Click the Design mode link to return to the ABOUT page in Design mode.

Apply a web font

The next type of font that you will apply to text will be a web font. You will need an Internet connection to choose a web font the first time. Choosing a web font in Adobe Muse will download a local version of the font so that you can preview it in Muse when working on a site. Those fonts do not need to go with the site, because the code for your page will contain a link to the Typekit servers to view the font in the browser. Even if you decide to export the site content, and host the site elsewhere, you can still use the web fonts that are chosen within Muse.

1 With the Text tool selected, select the heading text "About Kevin's Koffee Kart."

2 Click the Font menu in the Control panel, and position the pointer over the Web Fonts option. Click Add Web Fonts in the menu that appears.

3 In the Add Web Fonts dialog box, click the Sans Serif button in the Filter options.

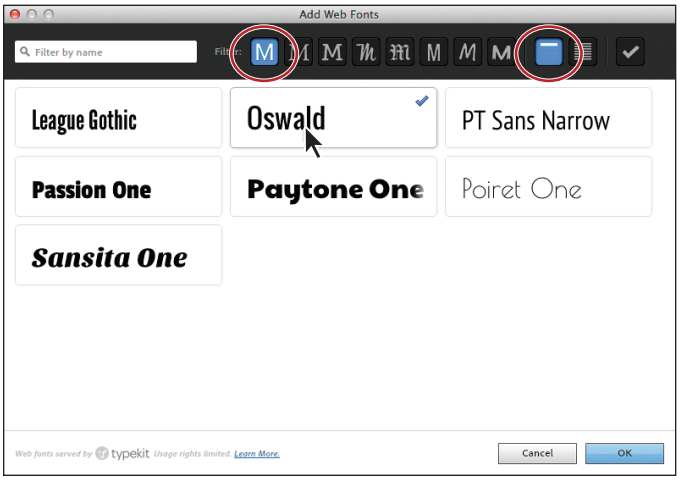
Filtering allows you to see only specific font types, such as serif or sans serif. To stop filtering, click the Sans Serif button again.

Tip: If you are looking for a particular font, you can type the name of the font in the Filter By Name field in the upper-left corner of the Add Web Fonts dialog box to search for it.

Tip: You can add web fonts to the Fonts menu without selecting text. Choose File > Add/Remove Web Fonts to access the Add Web Fonts dialog box.

4 Click the Recommended For Headings button to the right of the Filter options.

5 Click to select the font Oswald, and click OK.



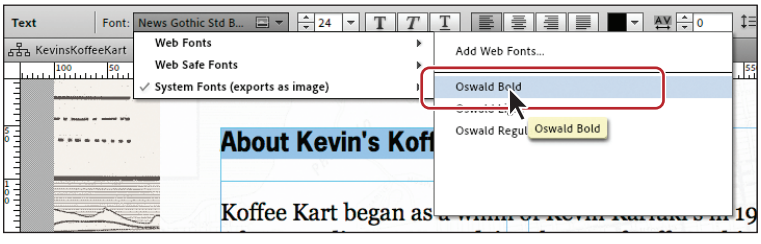
Note: Since the Typekit library may have changed since we wrote this lesson, the Oswald font may not be available. Feel free to choose another font if you like. Just know that any references to Oswald later in the lessons will be your font instead.

6 When the Web Fonts Notification dialog box appears, click OK.

This dialog box indicates that the font you've chosen is added to the Font menu. This font will appear in the Font menu no matter what site file is open, allowing you to apply it to any site.

Note: For each font you choose, the entire font family is downloaded. This means that if there are any font styles such as bold or black, those font styles are downloaded as well.

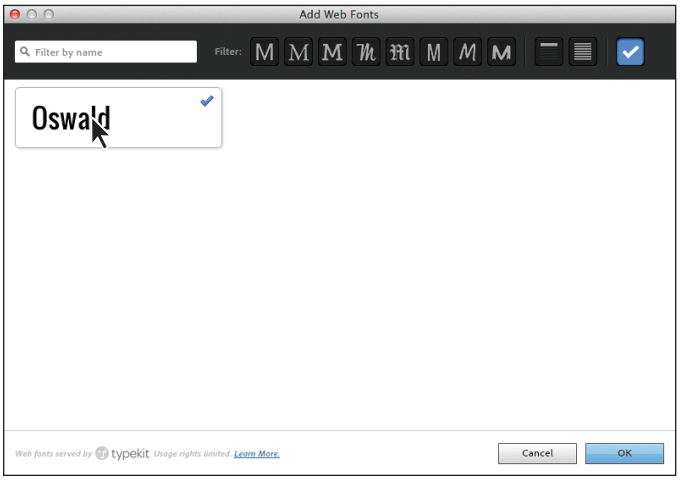
7 With the header text still selected, click the Font menu in the Control panel, and position the pointer over the Web Fonts option. Choose Oswald Bold (or the font you selected) from the menu that appears.



Next, you will remove the Oswald font and add another.

8 With the header text still selected, click the Font menu in the Control panel, and position the pointer over the Web Fonts option. Choose Add Web Fonts.

9 In the Add Web Fonts dialog box, click the Show Selected Fonts button (the check mark) in the upper-right corner of the dialog box.

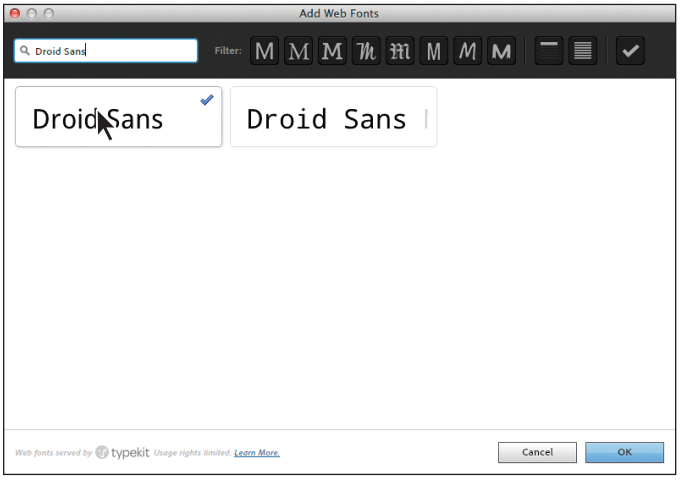


This shows a listing of all of the web fonts that you've selected in the past.

10 Click Oswald (or the font you selected) to deselect it and remove that font family from the Web Fonts menu.

11 Deselect Show Selected Fonts (the check mark icon) to see all of the fonts again.

12 Type Droid Sans in the Filter By Name field in the upper-left corner of the dialog box. Click to select the Droid Sans font in the list (the first listed, without the bar to the right of the name). Click OK.



13 Click OK in the Web Fonts Notification dialog box.

Note: Any font styles in a family, like Oswald Bold, that are applied to text when you remove them in the Add Web Fonts dialog box, will remain in the Web Fonts section of the Font list. Also, if you remove fonts that are used in a site file that is not currently open, when you open that site after removing the font, it will be downloaded again automatically.

14 With the header text still selected, click the Font menu in the Control panel, and position the pointer over the Web Fonts option. Choose Droid Sans Bold from the menu that appears.

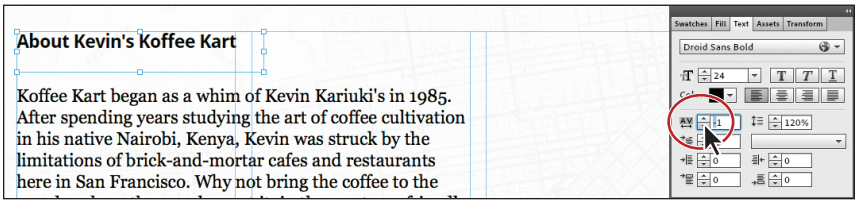
15 Click the Preview mode link, and check out the fonts. Return to Design mode, and choose Edit > Deselect All.

Changing alignment, leading, and letter spacing

With the main formatting complete, you can begin to fine-tune some of the text to better suit your design. As mentioned earlier, you can change the formatting options in either the Text panel or the Control panel, depending on what tool or content is selected in Muse and the resolution of your screen.

1 With the Selection tool, click to select the header text frame that contains the text "About Kevin's Koffee Kart," if it's not already selected.

2 Change the Letter Space option ( ) to **–1** in the Text panel on the right side of the workspace.



Letter spacing is the distance between characters (not just letters). When you select the entire text frame, Muse changes the spacing between all letters in the text frame. If you come from the print world, letter spacing is the web equivalent of tracking and kerning. Letter spacing uses pixel values rather than the typical print unit, points. On the Web, we typically use letter spacing for text like headlines, not entire stretches of body copy. Just keep in mind that every small kerning adjustment adds code to the HTML pages that Muse creates for you when you preview, publish, or export as HTML, which can ultimately increase download times for your pages.

3 Double-click the text frame to switch to the Text tool and insert the cursor between the apostrophe (') and "s" in Kevin's.

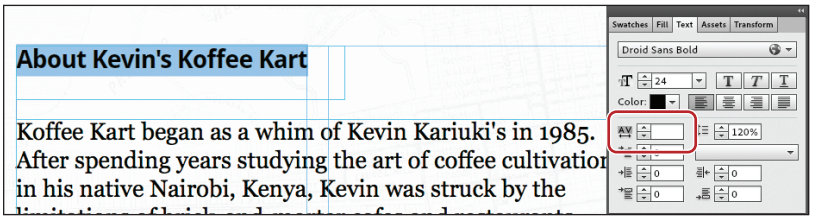
4 Press Control+= (Windows) or Command+= (Mac OS) a few times to zoom into the cursor position. (This is the shortcut for the View > Zoom In command.)

5 In the Text panel notice that the Letter Space is –1. Change the Letter Space to **–2**.

When you insert the cursor between characters, it controls the spacing between only those two characters. It also overrides the letter spacing for the two characters you set in the previous steps.

Note: You can enter a new value in the blank Letter Space field to apply a single letter-spacing value to the text.

6 With the cursor still in the text, choose Edit > Select All and look in the Text panel. The Letter Space value is blank. This means that there is more than one Letter Space value applied to the selected text.



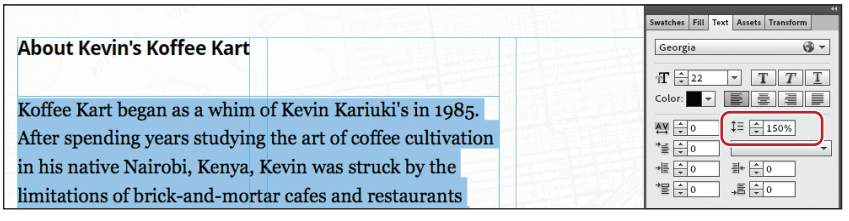
7 Choose View > Fit Page In Window.

Now that the letter spacing is set, you will change the leading of the main text on the page. *Leading* refers to the distance between baselines of text (the space between lines of text).

8 Insert the cursor into the first paragraph of the text frame below the heading. Click three times to select the first paragraph (only).

In the Text panel, notice that the Leading value ( ) is 120%. That means that the distance between the lines of text is 120% of the font size of the text.

9 Change the Leading value to **150%** in the Text panel.



You do not have to type the percent sign as Muse will assume that the unit is percent. You can also enter a value with px (for pixel), like 32px, instead of a percent, and Muse will keep it as a pixel value.

Note: If the panels are in the way, zoom out to see the third column.

10 Choose View > Fit Page In Window. With the Text tool, click and drag in the page's third column from the left to create a text frame for a caption. Make sure the frame is the width of that column. Its vertical position in the column doesn't matter right now.

11 Type **Photo by: Karen Koffee** in the text frame. Leave the cursor in the frame.

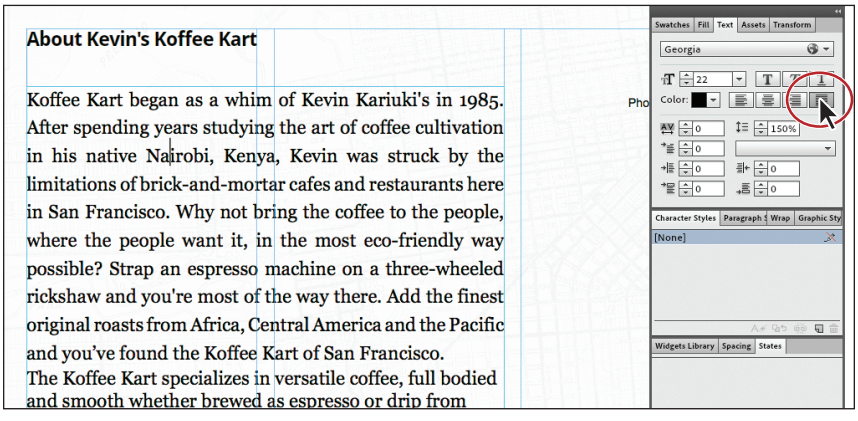
12 Press Control+= (Windows) or Command+= (Mac OS) a few times to zoom into the cursor position.

13 In the Text panel, click the Align Right button ( ) to align the text to the right in the text frame.

Muse offers 4 alignment options: Left, Center, Right, as well as Align Justify.

14 Choose View > Fit Page In Window.

15 Insert the cursor in the first paragraph of the main body text and click the Align Justify button ( ) in the Text panel.



You'll see that the Align Justify option justifies the entire paragraph (makes it look like a block of text), except for the last line of text in the paragraph.

16 Choose Edit > Undo Set Text Align. You could also have clicked the Align Left button in the Text panel.

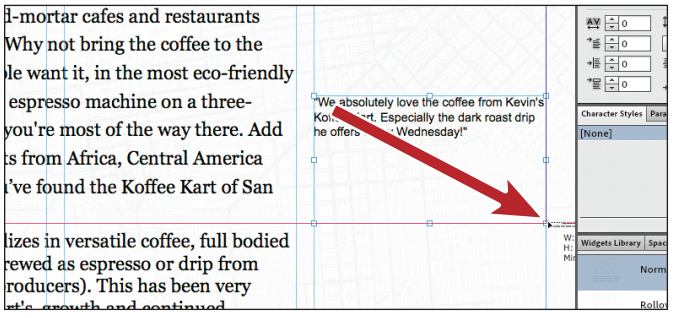
17 Choose File > Save Site.

Adjusting paragraph indents, margins, and spacing

The text formatting options covered in this exercise reside in the Text panel only. You will create a quote in your text while utilizing these options.

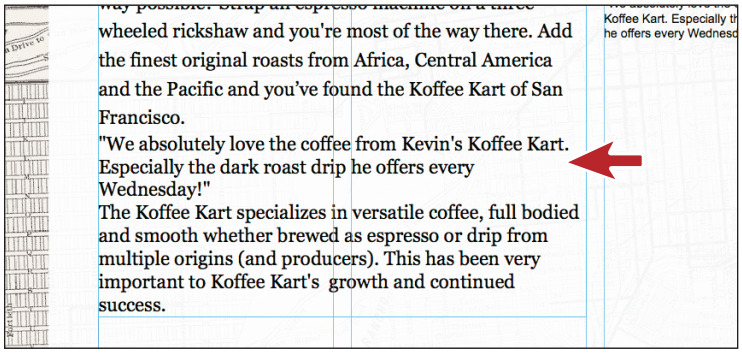
1 Select the Selection tool, and choose File > Place. Navigate to the Lesson04 folder in the Lessons folder, select the text file named TextQuote.txt, and click Open (Windows) or Select (Mac OS).

2 Position the Place Gun in the third column, away from the caption text. Drag out a text frame that is the width (roughly) of the third column.



3 Double-click the text frame to switch to the Text tool. Choose Edit > Select All, then Edit > Copy to copy the text.

4 Insert the cursor in front of the paragraph that starts "The Koffee Kart specializes" and choose Edit > Paste. Press Enter or Return to add a paragraph return after the pasted text.



The text frame will grow to fit the new text.

5 Select the Selection tool; a dotted line indicating the minimum height may appear. Drag the bottom-middle bounding point of the text frame down a bit until dotted line disappears.

You can also tell by the measurement label that appears. When the H and Min H values are the same, then the dotted line no longer shows.

6 Select the text frame in the third column that you copied the quote from, and press Delete to remove it.

Now that the text is on the page, you will apply the formatting options to format the quote text.

▶ **Tip:** You could also select the text frame and choose Edit > Clear.

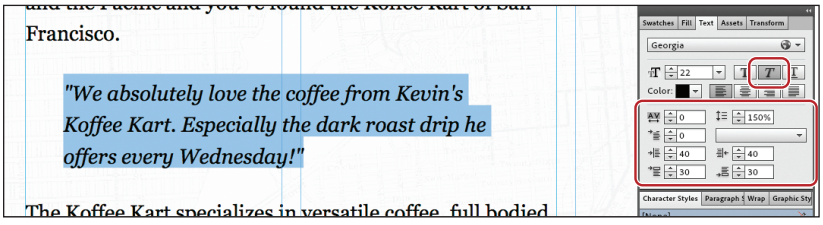
7 Select the Text tool in the Toolbox, and select the quote text you pasted. Click the Italic button (T) in the Text panel.

If you come from a program like InDesign, you may be used to choosing a separate bold or italic font style. On the Web, assigning bold or italic is perfectly acceptable, and Muse has buttons in the Text panel for bolding, italicizing, and underlining text.

8 In the Text panel, change the Left Margin to **40** and the Right Margin to **40** as well. Change the Leading value to **150%** or whatever you think looks good.

▶ **Tip:** The Left and Right Margin values can also be negative values. Using this negative value, you can pull the left and/or right side of a paragraph outside of the text frame in Muse to create some interesting type effects.

9 Change the Space Before to **30** and the Space After to **30**.

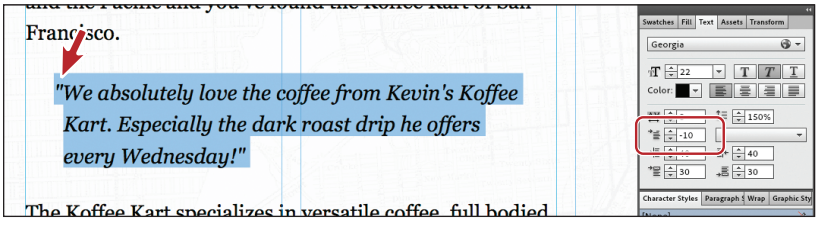


▶ **Tip:** You can press the Tab key to move the cursor forward between fields or Shift+Tab to move the cursor backward through the fields in the panels.

The Left Margin, Right Margin, Space Before, and Space After values are pixel values. You can type in a % value like 10% in any off these four settings, and Muse will convert the value to pixels.

10 Change the Indent to **10** in the Text panel, and you'll see that only the first line of the quote is pushed in. Change the Indent to **–10** and you can achieve an outdent or hanging indent.

Changing the Indent to –10 moves the first line to the left of the left edge of the paragraph.



▶ **Tip:** To learn more about pasting content into text, see the section "Create a Dotted Line" on page 128 of Lesson 5, "Working with Shapes and Color."

At this point, using the formatting you've learned so far, you can adjust the letter spacing between the quote mark (") and the text, and much more.

Keep in mind, however, that changing the font size of the first quote mark (") also changes the spacing of your paragraph. If you want a big first quote mark, you can create a separate text frame or even place an image to the left of the quote text or paste it into the text frame. (If you use a graphic, don't forget to delete the quote character in the text.)

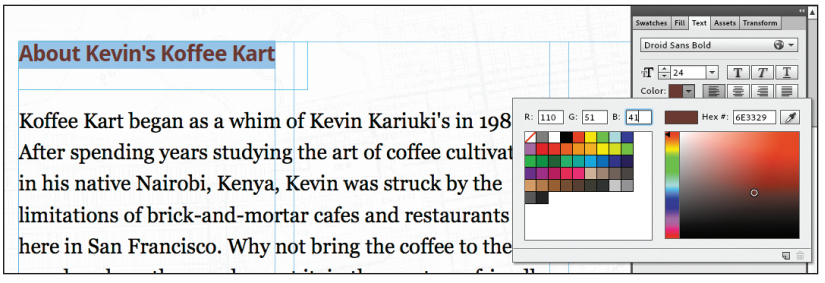
Changing the color and case of text

The last bit of text formatting you'll learn about is changing the color of text and changing the case of text between lowercase and uppercase.

1 With the Text tool, select the header text "About Kevin's Koffee Kart."

● **Note:** You will learn about creating and editing colors in Lesson 5, "Working with Shapes and Color."

2 Click the Color option in the Text panel (or Control panel) and change the RGB values to R: **110**, G: **51**, B: **41** to change the color of the heading text. You can press Return or Escape to save the change and close the Color Picker.



● **Note:** If the text is wrapping in the text frame, change the width of the text frame with the Selection tool to fit the text horizontally.

3 Choose Edit > Change Case > UPPERCASE to capitalize all of the selected headline text.

▶ **Tip:** You could also right-click (Windows) or Control-click (Mac OS) on the text and choose Change Case > UPPERCASE from the context menu.

4 Choose File > Save Site.

Now that you've explored the text formatting options in Muse, you'll learn how to work faster and with more consistency using paragraph and character styles.

Creating Type Styles

Using styles in Muse, you can quickly apply consistent formatting to text and make global changes across multiple pages in your site. After you create a style, you can update all of the text throughout your site that uses that particular style simply by editing the saved style. This is very similar to how styles in InDesign or Illustrator

work. You can access Paragraph Styles in the Paragraph Styles panel (Window > Paragraph Styles) of Design mode.

When you publish your site for the world to see, Muse automatically converts your styles to CSS (Cascading Style Sheets) rules and applies them throughout your website.

Muse supports two types of styles:

- **Paragraph** styles retain text and paragraph attributes; apply them to an entire paragraph.
- **Character** styles retain text attributes only; apply them to selected text.

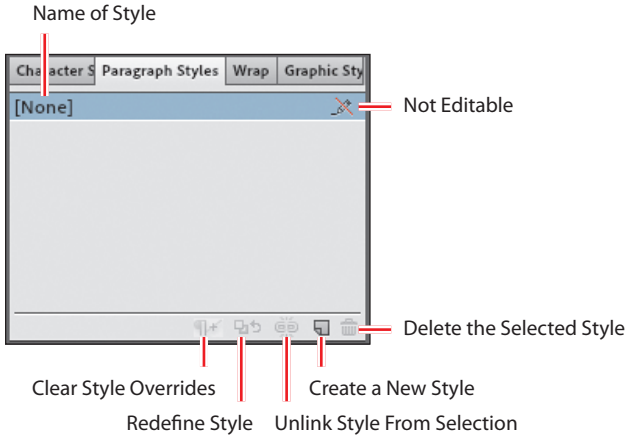
In addition, when you create a new site in Muse, a style named [None] appears by default in the Paragraph Styles panel. You can use this style to remove formatting from text to which you applied a paragraph style. As a best practice, apply text formatting using paragraph and character styles; doing so can cut down on your effort in Muse and also make a smaller site that has the potential to download faster on the Web.

Creating and applying paragraph styles

Paragraph styles apply formatting to an entire paragraph and encompass all of the formatting options found in the Text panel, including font size, alignments, indents, and more. Next, you will create a paragraph style to save the formatting for the heading text and another style for the main body text on the ABOUT page so that you can apply that formatting elsewhere easily. Remember, after you create a style, it appears in the Paragraph Styles panel no matter which page of the site is open.

1 Click the Paragraph Styles panel tab on the right side of the workspace.

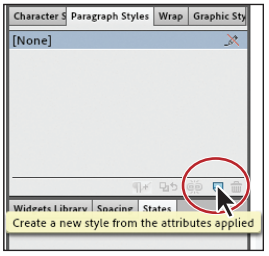
Take a minute to familiarize yourself with the options in the Paragraph Styles panel. As you progress through this exercise, you will learn about each of these options.



2 With the Text tool, click three times in the first paragraph that begins with "Koffee Kart began as a whim …" to select it.

Note: You do not have to select a paragraph to create a paragraph style. You can simply insert the cursor in the text, then click the Create A New Style button.

3 In the Paragraph Styles panel, click the Create A New Style button ( ) at the bottom of the panel.

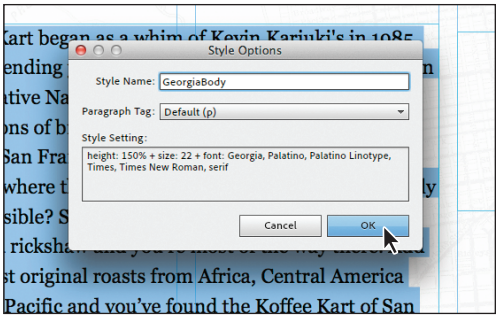


Muse saves the formatting from the selected text as a paragraph style and adds it to the Paragraph Styles panel. By default, Muse names the new style Paragraph Style, but you can, and should, rename it.

4 In the Paragraph Styles panel, double-click the style named Paragraph Style to open the Style Options dialog box.

Note: The order of your settings may be different and that's okay.

5 Change the Style Name to **GeorgiaBody**.



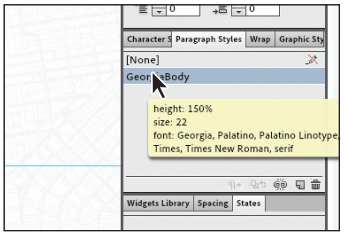
In the Style Options dialog box, notice that the formatting options that were saved from the paragraph text appear. Also, you will see the Paragraph Tag menu. To learn more about the Paragraph Tag menu, see the "Paragraph_tags.pdf" file in the Lesson04 folder. Click OK.

When you create a new style from selected text, Muse does not automatically apply the style to that text; edits to the style would not affect the paragraph on which you originally based the style. To apply the new style to its paragraph of origin, you must apply the style after you make it. Double-clicking to name the style does that for you as well as lets you change the name to something that makes sense.

You can always tell which style is applied to text by selecting that text or inserting the cursor in it and looking in the Paragraph Styles panel where the applied style's name will be highlighted.

Note: The order of your settings in the tooltip may be different and that's okay.

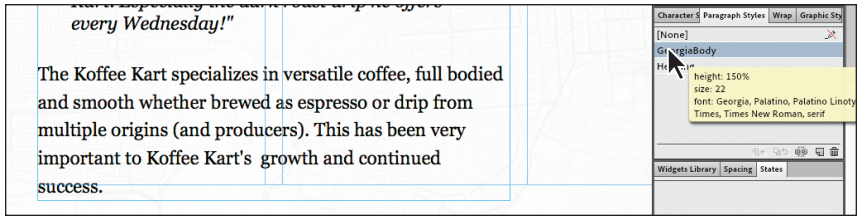
6 Position the cursor over the new style in the list, now named GeorgiaBody.



A yellow tooltip appears, listing the style settings. This can help you to differentiate between styles with similar names.

7 With the Text tool selected, select the header text "ABOUT KEVIN'S KOFFEE KART." Repeat steps 3 to 5, naming this new style, **Heading**.

8 Insert the cursor into the paragraph that begins "The Koffee Kart specializes." In the Paragraph Styles panel, click the GeorgiaBody style to apply it to the text.



You can either simply insert the cursor in text or select the entire paragraph (or more) to apply paragraph styles.

Note: If the resolution of your screen allows it, you may also see the Paragraph Style menu in the Control panel. This is another way to apply paragraph styles to your text.

After you create a paragraph style and begin working in your pages, you may change your mind later on and want to change the settings in the style. In Muse, when you change style settings, every paragraph that has that paragraph style applied will update.

Clearing overrides and editing a paragraph style

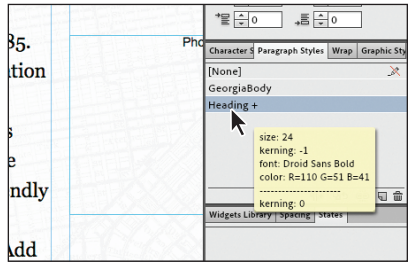
In Muse, changing a paragraph style setting is called *redefining* a style. To redefine a style, you edit the formatting for text that has the paragraph style applied. Then you redefine the style based on the changes. This makes the paragraph style match the new settings, and all other paragraphs with that style applied automatically update to match.

1 With the Text tool, select the heading text "ABOUT KEVIN'S KOFFEE KART." In the Control panel, change the Letter Space value to **0**.

Look in the Paragraph Styles panel. You can tell that the style named Heading is applied because it is highlighted, but you will also see a plus (+) to the right of the name. The plus indicates local formatting on the selected text. Local formatting means that there is formatting on the selected text that is different from the paragraph style applied to it.

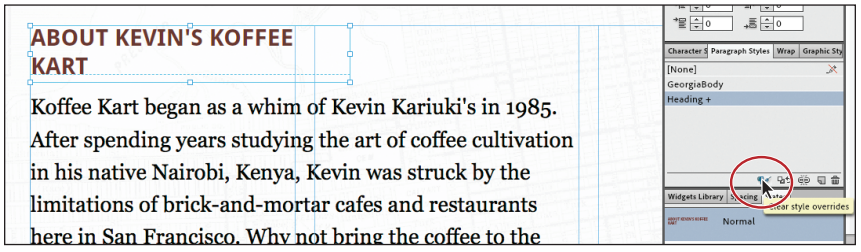
Note: Changing the letter spacing may wrap the text in the frame. If that's the case, select the Selection tool and drag the frame's right-middle bounding point to the right until the text fits on one line.

2 Position the pointer over Heading+ in the Paragraph Styles panel. A yellow tooltip appears displaying the style settings, a dashed line (-----), and then kerning: 0. Settings listed below the dashed line indicate formatting on the selected text that is not a part of the applied paragraph style.



Note: Notice that the uppercase you applied is not listed in the tooltip. That's because uppercase cannot be saved in a paragraph style.

3 Click the Clear Style Overrides button ( ) at the bottom of the Paragraph Styles panel to remove the letter spacing applied to the heading text.



This strips the formatting from the selected text, and reapplies the currently applied paragraph style. The plus (+) sign that was displayed to the right of the paragraph style's name disappears once you click the Clear Style Overrides button.

Tip: To clear the overrides on selected text, you can also right-click (Windows) or Control-click (Mac OS) the style name in the Paragraph Styles panel and choose Clear Overrides from the context menu.

4 With the Text tool, select the entire first paragraph that starts with the text "Koffee Kart began as …" In the Control panel, change the Leading to **140%**. Also, click the Color option in the Control panel, and change the RGB values to: R: **110**, G: **97**, B: **97**.

Tip: For any value in a field that you want to change, you can select the value in the field (like the 150% in the Leading field), press the up or down arrow to change the value. You can also press and hold the Shift key while pressing the up or down arrows to change the value in larger increments.

5 Press Enter or Return until the color options are hidden.

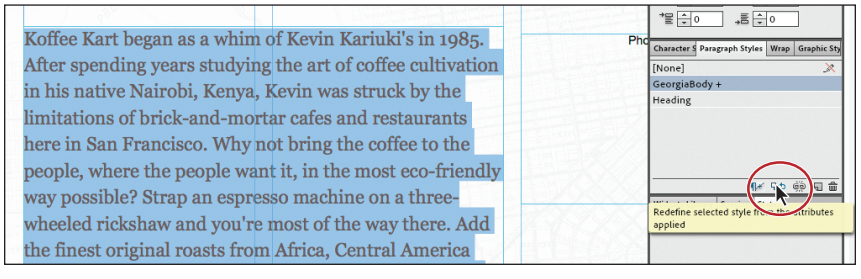
Once again, look in the Paragraph Styles panel and you will see a plus appear next to the style named GeorgiaBody. Instead of clearing the overrides (removing the extra formatting), you will change the style to match the first paragraph formatting (including the new leading value and color).

6 In the Paragraph Styles panel, position the pointer over the applied style named GeorgiaBody + and take a look at the overrides at the bottom of the yellow tooltip.

7 Click the Redefine Selected Style button ( ) at the bottom of the panel.

Notice that the plus is gone from the right of the GeorgiaBody style name and that the bottom paragraph has updated to reflect the new formatting.

Tip: To redefine a style, instead of clicking the Redefine Selected Style button, you can right-click (Windows) or Control-click (Mac OS) the style name and choose Redefine Style.



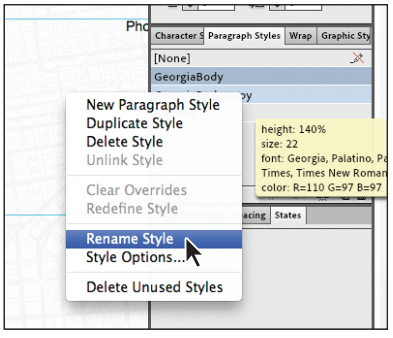
8 Choose File > Save Site and leave the first paragraph selected for the next section.

Deleting and duplicating a paragraph style

In Muse, you may wind up creating multiple paragraph styles that are very similar to each other. For instance, you may want to create two versions of the GeorgiaBody style, with only a difference in font size. In that case, instead of creating a whole new style to closely match another, you can duplicate an existing style and adjust the formatting as necessary.

1 In the Paragraph Styles panel, right-click (Windows) or Control-click (Mac OS) GeorgiaBody, the style applied to the selected text. Choose Duplicate Style from the context menu to create an exact copy of the style. Muse names it, not surprisingly, GeorgiaBody copy.

2 Right-click (Windows) or Control-click (Mac OS) the new style (GeorgiaBody copy) and choose Rename Style from the context menu. Change the name of the style to **GeorgiaBody small**, and press Enter or Return.



Renaming a style this way does not apply the new style to any selected text.

In order to change the style duplicate, you will redefine the style. First, you need to apply the style to some text.

3 Click GeorgiaBody small in the Paragraph Styles panel to apply it to the selected first paragraph. The paragraph will not change in appearance because the style is just a duplicate.

4 Change the Font Size in the Control panel to 20 by typing **20** and pressing Enter or Return.

5 Click the Redefine Selected Style button at the bottom of the Paragraph Styles panel to update the GeorgiaBody small style to match the selected text.

You will use the new GeorgiaBody small style in place of the GeorgiaBody style. To do this, you can simply apply the new style to selected text and keep the original GeorgiaBody style, or you can choose to delete the original GeorgiaBody style (if you no longer need it), and Muse allows you to choose a style to replace it with. You will do the latter.

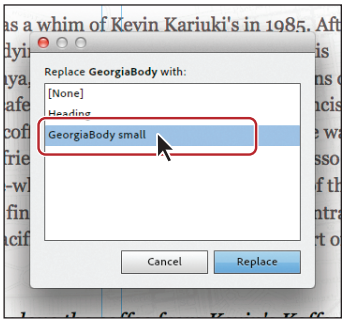
6 Choose Edit > Deselect All in preparation for deleting the style.

7 In the Paragraph Styles panel, select the GeorgiaBody style. Click the Delete The Selected Style button ( ) at the bottom of the panel.

Tip: To delete a style, you can also right-click (Windows) or Control-click (Mac OS) the style name and choose Delete Style in the context menu.

Tip: If you find yourself losing track of which of your many styles are actually in use in your site, Muse offers a quick solution. Right-click (Windows) or Control-click (Mac OS) a style name in the Paragraph Styles panel or the Character Styles panel, and choose Delete Unused Styles to delete all the styles that you are not using. Bear in mind, you will need to clean out the Paragraph Styles and Character Styles panels separately.

8 In the dialog box that appears, choose GeorgiaBody small and click Replace.



The GeorgiaBody style is now gone and the last paragraph has the GeorgiaBody small style applied. Notice the text now displaying in the specified smaller font.

9 Choose View > Hide Guides to temporarily hide the guides and get a better sense of what the text looks like on the page.

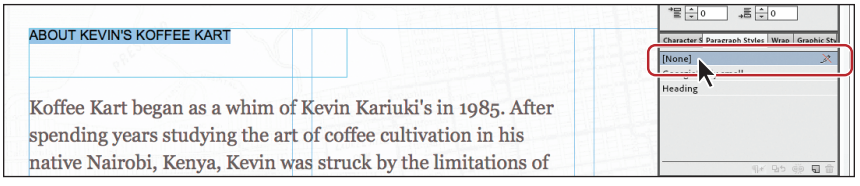
10 Choose View > Show Guides to show the guides again.

Unlinking a paragraph style

At times, you may want to strip the formatting from text and start over. Or, perhaps you want text to retain the formatting you originally applied to it with a paragraph style, regardless of changes you later make to that style. Both tasks are simple to accomplish in Muse.

1 With the Text tool selected, select the heading ABOUT KEVIN'S KOFFEE KART.

2 In the Paragraph Styles panel, select the [None] style to remove the formatting and replace it with default formatting.



3 Click the Heading style to reapply the style formatting.

4 With the Text tool, select the caption paragraph "Photo by: Karen Koffee."

The caption is formatted, but it doesn't have a paragraph style applied. You can easily strip the formatting from this sort of text as well, but you need to take a different route. In the Paragraph Styles panel, notice that the [None] style is already applied. That means that you cannot reapply that style to strip the formatting, but you can apply any other style, then click [None] again.

5 Select any other style in the Paragraph Styles panel to apply it to the text.

6 Select the [None] style to set the formatting back to default. Leave the text selected for the next steps.

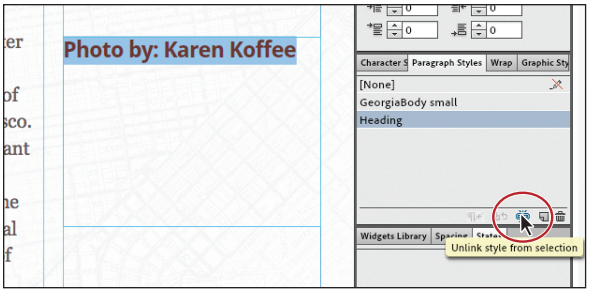
Note: You may want to zoom in a bit to see all of the text.

7 Select the Heading style in the Paragraph Styles panel to apply the style to the caption paragraph.

Applying this style creates a starting point for formatting.

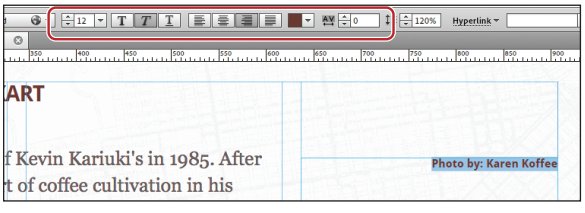
The last piece of working with paragraph styles involves unlinking a style from text. If you want to create a style similar to another style or apply a style, but don't want that text to update when the style updates, you can unlink the style from the text.

8 Click the Unlink Style From Selection button ( ) at the bottom of the Paragraph Styles panel.

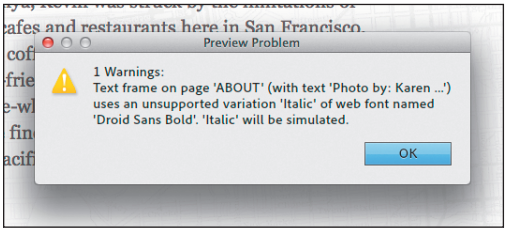


This applies the [None] style to the text, but leaves all of the Heading style formatting. You can now change the formatting of the selected text however you like and it will never update if the Heading style is redefined.

9 Change the Font Size to **12**, click the Italic button, click the Align Right button, and change the letter spacing to **0** in the Control panel. Notice that the caption text that you see may not appear to be italics.



10 Choose View > Preview Mode. The Preview Problem dialog box may appear indicating that the web font you chose, Droid Sans Bold, does not have an italic style and it will be simulated. Click OK.



11 Choose View > Design Mode to return to the ABOUT page.

12 Choose File > Save Site.

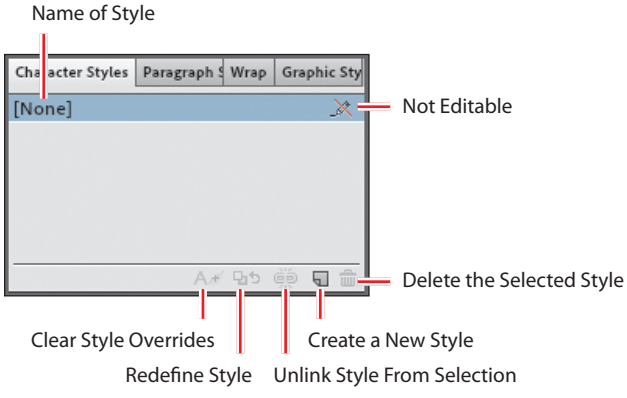
Creating and applying a character style

Paragraph styles apply attributes to an entire paragraph, but you can apply character styles to selected text only. Character styles can include only the following formatting options: font, font size, color, styles (italic, bold, underline), and letter spacing. You access character styles from the Character Styles panel (Window > Character Styles).

Next, you will format the proper name "Koffee Kart" and apply that formatting throughout the page using a character style. Just know that once a character style is created, it appears in the Character Styles panel if any page in the site is open.

1 Click the Character Styles panel tab on the right side of the workspace.

Take a minute to familiarize yourself with the options in the Character Styles panel. They are the same as the Paragraph Styles panel.

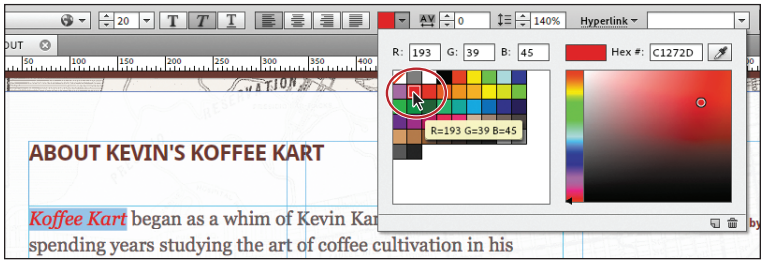


2 Choose View > Fit Page In Window.

3 With the Text tool, select the text "Koffee Kart" in the first paragraph.

4 Click the Italic button (T) in the Control panel.

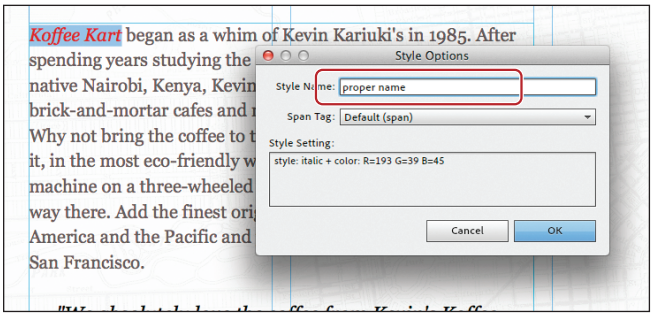
5 Click the Text Color in the Control panel and choose the red color swatch (color square) that shows R=193 G=39 B=45 in the yellow tooltip when you position the pointer over it. See the figure for the correct red color.



6 With the text "Koffee Kart" still selected, click the Create A New Style button ( ) at the bottom of the Character Styles panel.

Position the pointer over the new style named Character Style, and you'll see the saved formatting appear in a yellow tooltip, just like in a paragraph style.

7 Double-click the new style named Character Style. In the Style Options dialog box, change the Style Name to **proper name** and click OK.



As with a paragraph style, by double-clicking to name the character style right away, you also apply it to the selected text from which the style was made.

8 Select the first occurrence of Koffee Kart in the third paragraph.

9 Click the style named "proper name" in the Character Styles panel to apply that formatting to the text.

10 Click the Preview mode link to see the page in Preview mode.

11 Click the Design mode link to return to the page.

12 Choose File > Save Site.

▶ **Tip:** If your screen resolution allows it, you may also see the Character Style menu in the Control panel. This is another way you can apply a character style.

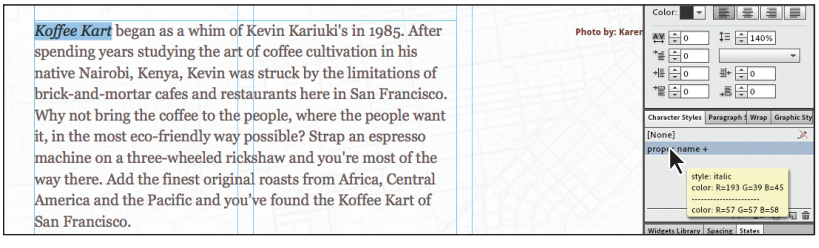
Editing a character style

Editing a character style and the rest of the options in the Character Styles panel work identically to the Paragraph Styles panel.

1 With the Text tool, select the phrase "Koffee Kart" in the first paragraph.

2 Change the color of the text in the Control panel to a dark gray that appears as a swatch in the color options.

3 In the Character Styles panel, position the pointer over the applied style (proper name +) and take a look at the overrides at the bottom of the yellow tooltip.



4 Click the Redefine Selected Style button ( ) at the bottom of the panel.

Notice that the plus is gone from the right of the proper name style name and that the other Koffee Kart text has updated to reflect the new formatting.

5 Choose File > Save Site.

When working with Character Styles, you will find that a lot of the features like duplicating, deleting, unlinking, and more are identical in functionality to paragraph styles.

Now that you have your text formatted and your styles created, you will copy some content from another site.

Pasting text between Muse sites

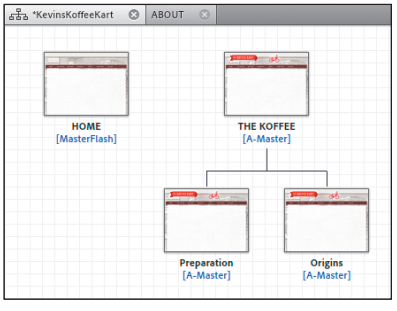
In this section, you'll copy some text content from one page and paste it onto another. Copying and pasting text between pages in a site lets you keep the formatting. If you copy and paste text from one site to another site, the formatting is retained, and Muse copies any necessary text styles into the second site. This can be a great way to quickly duplicate styles from one site to another.

First, you need to add pages for this new content.

1 Click the Plan mode link with your site showing.

2 Position the pointer over the THE KOFFEE page thumbnail, and click the plus sign (+) beneath the thumbnail to create a new child page. Name the page **Preparation**.

3 Position the pointer over the new Preparation page thumbnail, and click the plus sign (+) to the right of the thumbnail to create a new sibling page. Name the page **Origins**.



4 Double-click the Preparation thumbnail to open the page in Design mode.

5 Choose View > Fit Page In Window.

6 Choose File > Open Site. Navigate to the Lesson04 folder in the Lessons folder. Choose the file named CopyText.muse, and click Open (Windows) or Select (Mac OS). This is the site from which you're going to copy the content.

7 With the new site open in Plan mode, double-click the Preparation page thumbnail to open the page in Design mode.

Note: The two new pages you added will become a submenu in the menu. It will need to be formatted to look like the other submenu you formatted in Lesson 3. You will do that in Lesson 8, "Applying Effects, Graphic Styles, and Inserting HTML."

8 Choose Edit > Select All, then Edit > Copy.

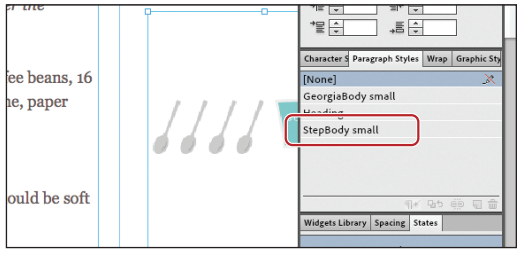
9 Choose File > Close Site to close the site file and the Preparation page.

You should now be back on the Preparation page you just created in your site.

10 Choose Edit > Paste In Place.

Pasting in place is a great way to paste content in the same relative location on a page as it was on the page you copied it from.

11 Open the Paragraph Styles panel, and notice the new style named StepBody small.



Any styles associated with the copied text are brought into the site into which you are pasting the text. If you paste text with a style that has the same name as a style in the page that you are pasting the text into, the existing style overrides the new style you are pasting.

12 Choose File > Close Page to close the Preparation page and return to the ABOUT page.

13 Click the Preview link to preview the text changes on the ABOUT page, then click the Design mode link to return to Design mode.

14 Choose File > Save Site.

Note: You pasted images as well as text from the CopyText.muse site. When you copy and paste images between sites, the pasted images are linked to the same location as the original copied images. You will learn more about linking in Lesson 6, "Adding Images to Your Site."

Rotating a text frame

As you've seen so far in this lesson, you can transform a text frame in multiple ways, including position and size. But you can also rotate a text frame. If you rotate text frames in Muse, the text in them is converted to an image when the site is previewed, published, or exported to HTML. It's really best to rotate only small pieces of text, because images can add to the download time of the pages in the browser.

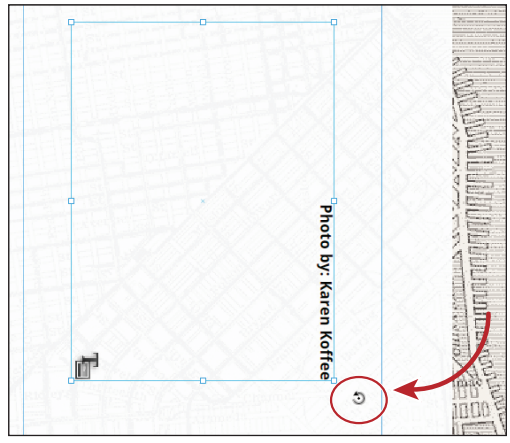
You will rotate the caption text frame so that when you place an image in Lesson 6, "Adding Images to Your Site," you can position the text frame vertically to the right of the image.

1 Select the Selection tool in the Toolbox, and click to select the caption text frame.

2 Press Control+= (Windows) or Command+= (Mac OS) a few times to zoom into the caption text frame.

3 Position the pointer off any corner point on the frame, and you'll see a rotate symbol ( ) appear.

4 Click and drag in a clockwise fashion. As you drag, press and hold the Shift key. Drag until the frame is vertical on the page. Release the mouse button and then the Shift key.

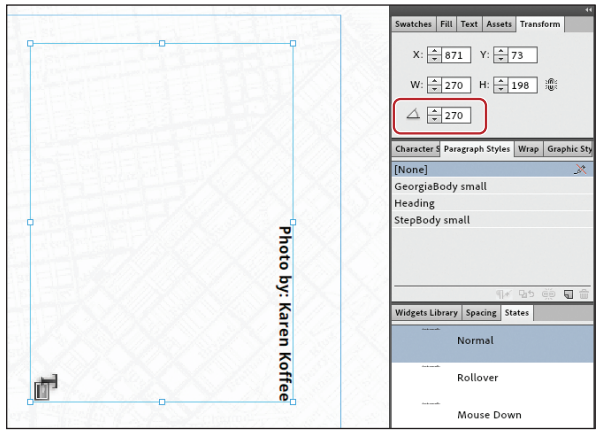


Muse shows a rotation value as you rotate in the Transform panel and allows you to change the rotation value numerically.

Also notice that after the text frame is rotated, the Rasterized Text Frame Indicator appears in the corner of the frame. It looks like a letter "T" with an image icon next to it. This indicates that the text frame will become an image when the site is published or exported.

Tip: You could also avoid manually rotating with the Selection tool. Instead, simply select the object to be rotated and type the value in the Rotation Angle field in the Transform panel.

5 Open the Transform panel (Window > Transform), and you'll see the Rotation Angle ( ) value. Make sure that the Rotation Angle is 270.



Note: If you have a large enough screen resolution, you may see the Rotation Angle option in the Control panel as well.

Because you are going to place an image in a later lesson and align the caption text frame to it, leave it where it is for now.

6 With the Selection tool, drag the left edge (what used to be the bottom edge before rotation) to the left to close up the frame around the text, if necessary.

7 Choose File > Close Page.

8 Choose File > Save Site, and leave the site open in Plan mode for the next lesson.

In the next lesson, you will explore how to create and edit shapes as well as create and edit color in Muse.

Review questions

1. Name three ways that you can add text to your pages in Muse.
2. Explain the purpose of Smart Guides.
3. What are the three categories of fonts that can be used in Muse?
4. What is the difference between a character and paragraph style?
5. How can you bring paragraph and character styles from one site to another?
6. What happens to text when you rotate its frame?

Review answers

1. In Muse, you can type text directly into your pages after creating a text frame using the Text tool, you can paste text from almost any other application (the formatting will be lost), you can choose File > Place to place a .txt file, or you can copy text from another Muse site and paste the text into the site, retaining the formatting (and styles) of the text content.
2. Smart Guides are temporary snap-to guides and pop-ups that appear when you create or manipulate objects. They help you align, edit, and transform objects relative to other objects, page guides, or both by snap-aligning and sometimes displaying gap measurements to help evenly space multiple objects.
3. The three categories of fonts that can be used in Muse are: web safe fonts, web fonts, and system fonts.
4. Paragraph styles apply attributes to an entire paragraph, but character styles can be applied to selected text only. Character styles can include only the following formatting options: font, font size, color, styles (italic, bold, underline), and letter spacing.
5. The easiest way to bring paragraph and character styles from one site to another is to copy and paste text that has the desired styles applied from one site to another.
6. The text in the text frame is converted to an image when the site is previewed, published, or exported as HTML.

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References to company names in the lessons are for demonstration purposes only and are not intended to refer to any actual organization or person.

Images

Photographic images and illustrations are intended for use with the tutorials.

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Adobe Myriad Pro and Adobe Warnock Pro are used throughout the lessons. For more information about OpenType and Adobe fonts, visit www.adobe.com/type/opentype/.

Team credits

The following individuals contributed to the development of this edition of the *Adobe Muse Classroom in a Book*:

Writer: Brian Wood
Project Editor: Valerie Witte
Developmental and Copy Editor: Linda LaFlamme
Production Editor: Katerina Malone
Technical Editor: Christine Ricks
Technical Analyst: Tommi West
Compositor: David Van Ness
Proofreader: Patricia Pane
Indexer: Rebecca Plunkett
Cover designer: Eddie Yuen
Interior designer: Mimi Heft

Contributor

Brian Wood is an Adobe Certified Instructor in Dreamweaver CS5, Acrobat 9 Pro, and Illustrator CS5. He is the author of seven training books (on Illustrator, InDesign, and Adobe Muse), all published by Peachpit Press, as well as numerous training videos and DVDs on Dreamweaver and CSS, InDesign, Illustrator, and Acrobat, including Acrobat multimedia and forms and others.

In addition to training many clients large and small, Brian speaks regularly at national conferences, such as Adobe MAX, the Getting Started with Dreamweaver and CSS tour, The InDesign Conference, The Web Design Conference, and The Creative Suite Conference, as well as events hosted by AIGA and other industry organizations. To learn more, visit www.askbrianwood.com.