



Adobe  
**Muse CC**  
Second Edition

**Bē**  
Anastasios Veloudis

**CLASSROOM IN A BOOK<sup>®</sup>**  
The official training workbook from Adobe  
Brian Wood

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**CLASSROOM IN A BOOK®**  
The official training workbook from Adobe  
Brian Wood

Adobe® Muse™ CC Classroom in a Book®, Second Edition

Brian Wood

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# CONTENTS

|  |            |
|--|------------|
| <b>WHERE ARE THE LESSON FILES?</b>         | <b>iii</b> |
| <b>GETTING STARTED</b>                     | <b>1</b>   |
| About Classroom in a Book.....             | 1          |
| Prerequisites.....                         | 2          |
| Installing Muse .....                      | 2          |
| Web Edition .....                          | 2          |
| Lesson Files.....                          | 3          |
| Content Update Program .....               | 3          |
| Restoring default program preferences..... | 4          |
| Recommended lesson order .....             | 5          |
| Jumpstart .....                            | 6          |
| Additional resources.....                  | 6          |
| Adobe Authorized Training Centers.....     | 7          |
| <b>1 AN INTRODUCTION TO ADOBE MUSE</b>     | <b>8</b>   |
| Introducing Adobe Muse.....                | 10         |
| Responsive Web Design in Muse .....        | 10         |
| An example Muse web workflow .....         | 11         |
| Web design vs. print design.....           | 12         |
| Touring the workspace.....                 | 13         |
| Understanding modes .....                  | 13         |
| <b>2 CREATING YOUR SITE</b>                | <b>32</b>  |
| Creating a new site .....                  | 34         |
| Editing the site map in Plan mode.....     | 37         |
| <b>3 WORKING WITH MASTER PAGES</b>         | <b>52</b>  |
| Working with master pages.....             | 54         |
| Using layers .....                         | 71         |
| Adding a navigation menu.....              | 75         |
| Testing your pages.....                    | 84         |
| <b>4 ADDING AND STYLING TEXT</b>           | <b>86</b>  |
| Adding text.....                           | 88         |
| Formatting text.....                       | 93         |
| Creating Type Styles .....                 | 107        |
| <b>5 WORKING WITH GRAPHICS</b>             | <b>122</b> |
| Web image basics.....                      | 124        |
| Working with images .....                  | 124        |
| Transforming images .....                  | 132        |

|           |   |            |
|-----------|---|------------|
|           | Aligning content. . . . .   | 146        |
|           | Understanding the Assets panel. . . . .                                 | 148        |
|           | Editing image properties. . . . .                                       | 154        |
| <b>6</b>  | <b>RESPONSIVE WEB DESIGN</b>  | <b>156</b> |
|           | Design methods in Muse. . . . .   | 158        |
|           | Responsive Web Design and this book. . . . .                            | 159        |
|           | Responsive Web Design in Muse . . . . .                                 | 160        |
|           | Laying out content. . . . .   | 165        |
| <b>7</b>  | <b>SHAPES, COLOR, AND EFFECTS</b>                                       | <b>188</b> |
|           | Working with shapes. . . . .  | 190        |
|           | Working with color . . . . .  | 194        |
|           | Applying a background image to a frame. . . . .                         | 206        |
|           | Working with rounded corners, opacity, and effects. . . . .             | 213        |
| <b>8</b>  | <b>ADDING LINKS, BUTTONS, AND GRAPHIC STYLES</b>                        | <b>218</b> |
|           | Working with links . . . . .  | 220        |
|           | Working with buttons. . . . .   | 232        |
|           | Working with anchors. . . . .   | 243        |
|           | Pinning content . . . . .   | 245        |
|           | Working with graphic styles. . . . .                                    | 247        |
| <b>9</b>  | <b>WORKING WITH WIDGETS</b>   | <b>254</b> |
|           | About widgets. . . . .  | 256        |
|           | Understanding Button widgets. . . . .                                   | 257        |
|           | Working with Composition widgets . . . . .                              | 258        |
|           | Adding a form . . . . .   | 272        |
|           | Adding Social widgets . . . . .   | 287        |
|           | Working with slideshows. . . . .  | 290        |
| <b>10</b> | <b>INSERTING HTML, USING CC LIBRARIES,<br/>AND WORKING WITH WIDGETS</b> | <b>300</b> |
|           | Embedding HTML . . . . .  | 302        |
|           | Working with Creative Cloud Libraries. . . . .                          | 305        |
|           | Working with the Library panel. . . . .                                 | 316        |
| <b>11</b> | <b>PUBLISHING AND EXPORTING YOUR SITE</b>                               | <b>324</b> |
|           | Understanding Adobe Muse publishing . . . . .                           | 326        |
|           | Publishing your site. . . . .   | 327        |
|           | Uploading your site to a third-party host . . . . .                     | 333        |
|           | Exporting your site as HTML. . . . .                                    | 336        |
|           | Collecting assets. . . . .  | 337        |
|           | <b>INDEX</b>  | <b>340</b> |

## Contributor



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## Production Notes

The *Adobe Muse CC Classroom in a Book* was created electronically using Adobe InDesign. Art was produced using Adobe Muse, Adobe Illustrator, and Adobe Photoshop. The Myriad Pro and Warnock Pro OpenType families of typefaces were used throughout this book.

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.

### Typefaces used

Adobe Myriad Pro and Adobe Warnock Pro are used throughout the lessons. For more information about OpenType and Adobe fonts, visit [www.adobe.com/products/type/opentype.html](http://www.adobe.com/products/type/opentype.html).

### Team credits

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# GETTING STARTED

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

With Muse, you can quickly and easily design and create user-friendly, interactive responsive 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 Adobe 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 CC Classroom in a Book* will help you make the most of it.

## About Classroom in a Book

*Adobe Muse CC 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 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.

## Mac OS vs. Windows

When instructions differ by platform, Mac OS commands appear first and then Windows commands. For example, you might see "press Option (Alt) and click away from the artwork."

## Prerequisites

Before beginning to use *Adobe Muse CC Classroom in a Book*, you should have a 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 CC 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 with *Adobe Muse CC Classroom in a Book*; you must purchase the software separately. You can purchase Muse as a single-app membership or with a Creative Cloud complete membership, which also includes Photoshop, InDesign, and more.

## Web Edition

Your purchase of this book in any format includes access to the corresponding Web Edition hosted on peachpit.com. Your Web Edition can be accessed from any device with a connection to the Internet and it contains:

- The complete text of the book
- Hours of instructional video keyed to the text (plus bonus videos)
- Interactive quizzes

## Accessing the free Web Edition

To access your free copy of *Adobe Muse CC Classroom in a Book* Web Edition:

- If you purchased an ebook from adobepress.com or peachpit.com, the Web Edition will automatically appear on the Digital Purchases tab on your Account page. Click Launch to access the Web Edition. Continue reading to learn how to register your product to get access to the lesson files.

- 1 Go to [www.peachpit.com/register](http://www.peachpit.com/register).
- 2 Sign in or create a new account.
- 3 Enter ISBN: **9780134547275**.
- 4 Answer the questions as proof of purchase.
- 5 The Web Edition will appear under the Digital Purchases tab on your Account page. Click Launch to access your product.

## Lesson Files

To work through the exercises in this book, you will first need to download the lesson files from [peachpit.com](http://peachpit.com). You can download the files for individual lessons or download them all in a single file.

### Accessing the Classroom in a Book lesson files

The lesson files can be accessed through the Registered Products tab on your Account page. Click the Access Bonus Content link below the title of your product to proceed to the download page. Click the lesson file links to download them to your computer. For step-by-step instructions on how to access the files, see the “Where are the Lesson Files” page at the beginning of the book.

## Content Update Program

This book is part of the Adobe Press Content Update Program, which provides automatic content updates for major technology improvements.

- As Adobe makes significant updates to Muse CC, sections of this book will be updated or new sections will be added to match the updates to the software.
- The updates will be delivered to you via a free Web Edition of this book, which can be accessed with any Internet connection.
- This means your purchase is protected from immediately outdated information!

# Restoring default program preferences

● **Note:** In certain versions of Mac OS, the Library folder will be hidden. You can show the Library folder by opening the Finder, selecting the Go menu, and holding down the Option key to reveal the Library folder menu item. Click the Library folder menu item to open the folder.

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

● **Note:** If you cannot locate the preferences folder, use your operating system's Find command and try searching for "Adobe Muse CC."

The preference files control how command settings appear on your screen when you open Adobe Muse. 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 want 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 Adobe Muse CC preferences folder as follows:
  - (Windows) The Adobe Muse CC folder is located in the folder *[startup drive]\Users\[username]\AppData\Roaming\Adobe\Adobe Muse CC*.
  - (Mac OS X) The Adobe Muse CC folder is located in the folder *[startup drive]/Users/[username]/Library/Preferences/Adobe/Adobe Muse CC*.

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 drive.
- 4 Start Adobe Muse CC.

## To delete current Muse preferences

If you are entering the lessons using Jumpstart, you should delete the current preference files for Muse by following these steps.

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

Remember that the folder name may be different depending on the language version you have installed.

- 3 Delete the preferences folder.
- 4 Start Adobe Muse CC.

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

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

## Recommended lesson order

*Adobe Muse CC 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 the most complete understanding of all aspects of web design using Adobe Muse, the ideal training scenario is to start in Lesson 1 and perform each lesson in sequential order through the entire book to Lesson 11. Because each lesson builds essential files and content for the next, you shouldn't skip any lessons or even individual exercises. Although ideal, this method may not be a practicable scenario for everyone. In that case, refer to the “Jumpstart” section next.

# 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 your Account page at [www.peachpit.com](http://www.peachpit.com). Each lesson folder includes finished files and staged files (files that are completed to that point in the lessons).

To jumpstart a lesson, follow these steps.

- 1 Restore the default program preferences as explained in the “Restoring default program preferences” section in this Getting Started.
- 2 Ensure that the Lessons folder is on your hard drive by referring to the earlier section “Accessing the Classroom in a Book lesson files.”
- 3 Open Adobe Muse CC.
- 4 Choose File > Open Site. Navigate to the Lessons folder on your hard drive and then to the specific lesson folder you are starting from. For instance, if you are jumpstarting Lesson 7, navigate to the Lesson07 folder in the Lessons folder and open the file named L7\_start.muse. All of the jumpstart lesson files include “\_start.muse” in their names.

● **Note:** When you open a jumpstart lesson file, if you see a dialog box indicating missing, modified, or upsampled files, click OK.

These simple steps will need to be repeated for each lesson you want to jumpstart. However, if you choose the jumpstart method once, 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.

## Additional resources

*Adobe Muse CC 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 Muse CC Help and Support:** You can search and browse Muse Help and Support content from Adobe at [helpx.adobe.com/muse.html](http://helpx.adobe.com/muse.html).

**Adobe Forums:** [forums.adobe.com](http://forums.adobe.com) lets you tap into peer-to-peer discussions, questions, and answers on Adobe products.

**Adobe Creative Cloud Learn:** [helpx.adobe.com/creative-cloud/tutorials-explore.html](http://helpx.adobe.com/creative-cloud/tutorials-explore.html) provides inspiration, key techniques, cross-product workflows, and updates on new features.

**Adobe TV:** [tv.adobe.com](http://tv.adobe.com) is an online video resource for Adobe products, providing expert instruction and inspiration, including a How To channel to get you started with your product.

**Resources for educators:** [www.adobe.com/education](http://www.adobe.com/education) and [edex.adobe.com](http://edex.adobe.com) offer 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.

**Adobe Muse CC product home page:** [www.adobe.com/products/muse.html](http://www.adobe.com/products/muse.html)

## Adobe Authorized Training Centers

Adobe Authorized Training Centers (AATCs) offer instructor-led courses and training on Adobe products. A directory of AATCs is available at [training.adobe.com/training/partner-finder.html](http://training.adobe.com/training/partner-finder.html).

# 4 ADDING AND STYLING TEXT

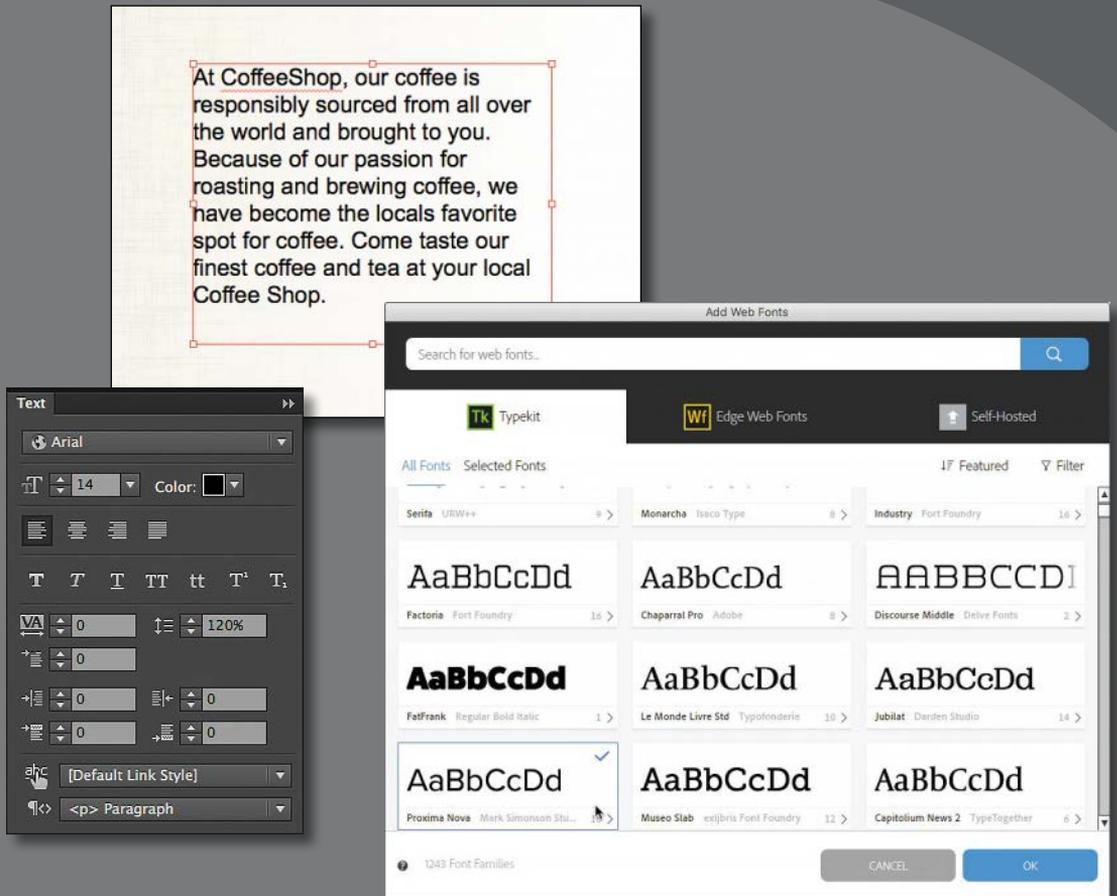
## Lesson overview

In this lesson, you'll add text to your pages and learn how to:

- Type and place text
- Change text attributes
- Work with fonts
- Create and edit lists
- Create and edit paragraph styles
- Create and edit character styles
- Create and edit list styles
- Work with the Spell Checker 



This lesson takes approximately 60 minutes to complete. To download the project files for this lesson, log in or set up an account at [peachpit.com](http://peachpit.com). Enter the book's ISBN (9780134547275) or go directly to the book's product page to register. Once on the book's page, click the Register Your Product link. The book will show up in your list of registered products along with a link to the book's bonus content. Click the link to access the lesson files for the book. Store the files on your computer in a convenient location, as described in the "Getting Started" section of this book. Your Account page is also where you'll find any updates to the chapters or to the lesson files. If you are starting from scratch in this lesson, use the method described in the "Jumpstart" section in "Getting Started."



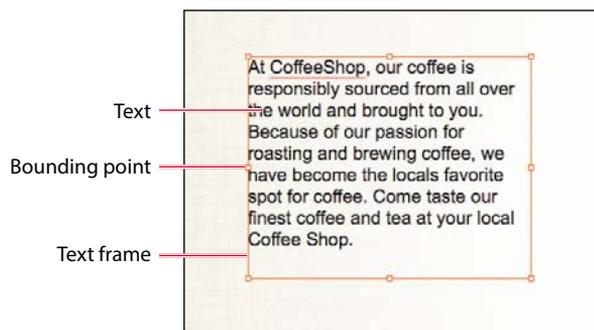
Adobe Muse provides numerous tools for creating, editing, and formatting text, whether it's created within the program or imported from another program.

## Adding 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.

With your master pages and pages created, you’ll now turn your attention to adding some text to your pages. 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.

As in InDesign, text that you insert into your pages in Muse is contained within a text frame (see the following figure). You can resize, reposition, rotate, and transform those text frames and their content (which can include text, images, and rectangle shapes) almost any way you like.



In this first section, you’ll insert text in various ways, and then format that text.

● **Note:** If you have not already downloaded the project files for this lesson to your computer from your Account page, make sure to do so now. See “Getting Started” at the beginning of the book.

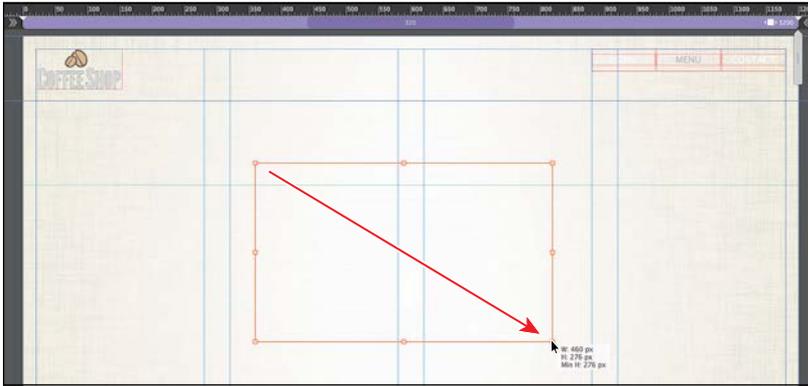
## Typing text

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

- 1 With the CoffeeShop.muse site still open, in Plan mode double-click the MENU page thumbnail to open it in Design mode.

For the next section, the rulers along the top and left side of the Document window need to be showing.

- 2 Choose View > Show Rulers, if necessary.
- 3 Choose Window > Reset Panels.
- 4 Select the Text tool (T) in the Toolbar. Position the pointer near the center of the page, click and drag down and to the right, and then release the mouse button. A blinking cursor will appear within the text frame.



Notice that as you create the text frame it 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.

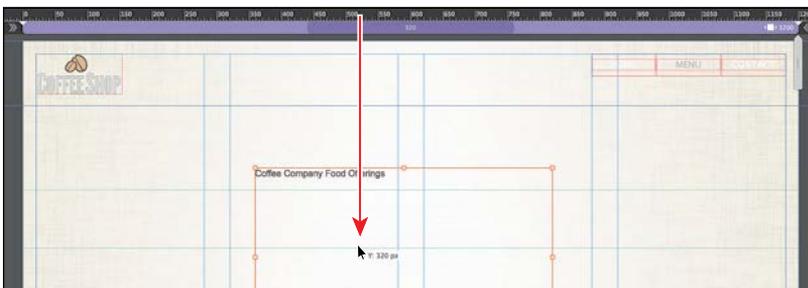
## About Smart Guides

Smart Guides are temporary snap-to guides and visual aids that appear when you place, create, add, 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 you consistently space your objects.

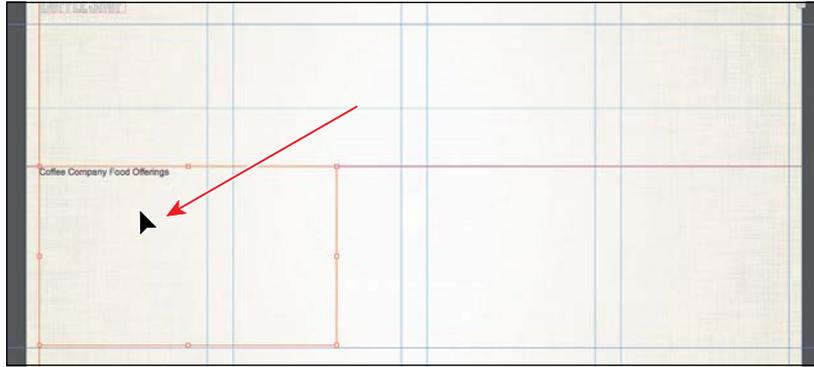
Smart Guides are turned on by default, but you can easily turn them off. With a page open in Design mode, choose View > Smart Guides. However, be aware that when you turn off Smart Guides, you also turn off the snapping feature and visual aids.

- 5 Type **Coffee Company Food Offerings** in the text frame.
- 6 Click and drag from the horizontal ruler above the page, down into the page until you see roughly 320 px in the measurement label. This created a horizontal guide to align content to.

The 320 px value is the pixel distance from the top edge of the page.

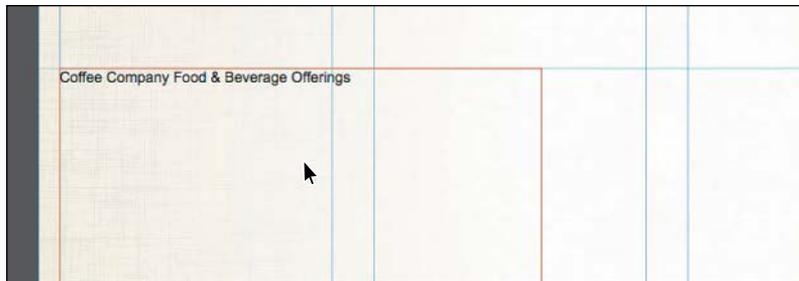


- 7 Select the Selection tool (☒) in the Toolbar. Click and drag the text frame from the center until its top edge snaps to the guide *you just made*, and the left edge snaps to the left edge of the first column guide. You can tell when the top and left edges of the frame are snapped to the guides when red lines appear. See the following figure for placement help.



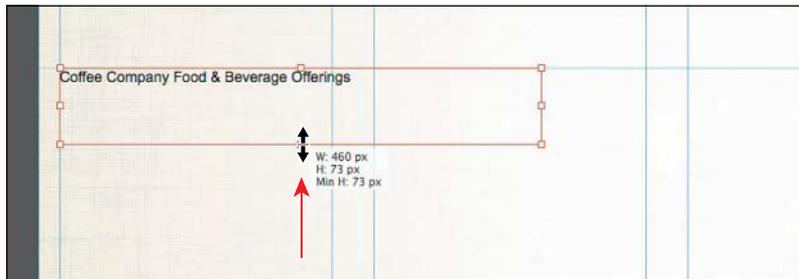
- 8 With the Selection tool, double-click within the text frame to select the Text tool (T) in the Toolbar and enable text editing.
- 9 Insert the cursor before the word "Offerings," and type **& Beverage** and then a spacebar space.

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



▶ **Tip:** With the Text tool selected and the cursor in text, you can press the Esc key to switch to the Selection tool and select the text frame.

- 10 Select the Selection tool and drag the bottom-middle point of the text frame up a little to make the text frame shorter.



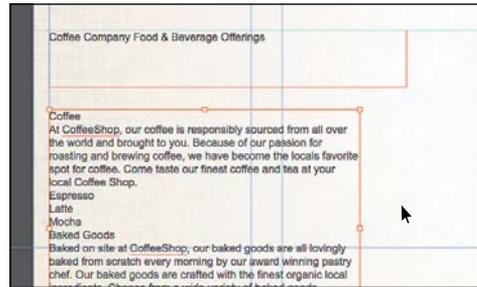
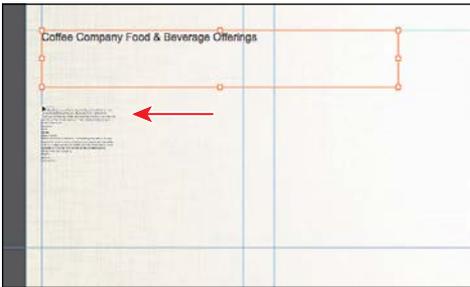
## Placing text

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

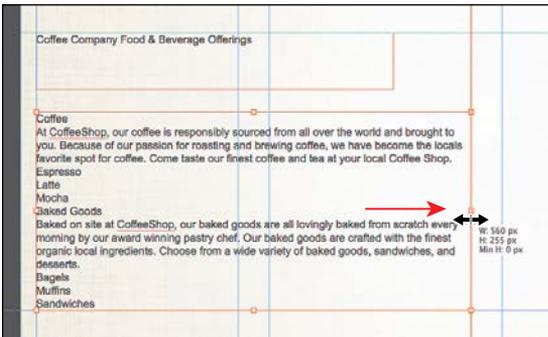
- 1 Choose File > Place. Navigate to the Lessons > Text folder. Select the file named Menu.txt (or Menu), and click Open.

The cursor you see indicates that you can either click to create a text frame that the text is placed into or you can click and drag to draw a frame with the proportions that you want.

- 2 Position the pointer below the heading you just created and click. A text frame is created and the text is placed within.



- 3 With the Selection tool (⌘) selected, drag the right, middle bounding point of the text frame to the right to snap to the right edge of the second column. See the following figure for sizing help.



Later, after you format the text, you will copy this text frame to create another column of text.

- 4 Choose Edit > Deselect All and then choose File > Save Site.

Now that you have text on the page, you'll make sure that it is on the correct layer, and then begin to format it using the text formatting options available in Muse.

● **Note:** Currently you cannot place (File > Place) text into an existing text frame in Muse.

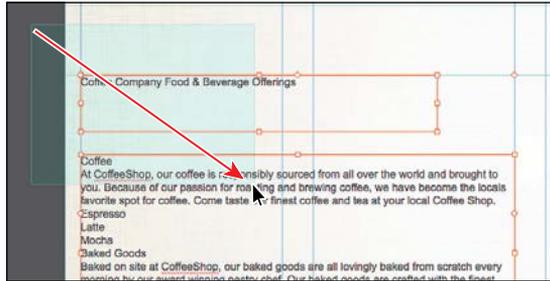
● **Note:** In Muse, Dynamic Spelling (Edit > Spelling > Dynamic Spelling) is turned on by default. That means any words not found in the Muse dictionary are underlined in red. In the figures going forward, the word "CoffeeShop" has a red underline. If your looks different, that's okay.

## Move content between layers

When you create layers, it's important to continue working with them. Otherwise, everything you create will wind up on the last selected layer and do you no good. Next, you'll ensure that the text content you just created is on the correct layer.

► **Tip:** You can also Shift-click between the frames to select them both. This method may be preferable if there is a lot of content on the page.

- 1 With the Selection tool (☞) selected, drag across the two text frames you created to select them both.



Notice the red edges of the selected bounding boxes. In the Layers panel (Window > Layers) you'll see a small red square to the right of the Header layer name. This square is another way to see which layer the selected content is on and also a way to select that content on the page from within the Layers panel.

► **Tip:** You can also click the empty box to the far right of a layer name in the Layers panel to select all of the content on that layer.

► **Tip:** To move content between layers, you can also select content on the page. In the Layers panel, drag the little red box on the Header layer straight down to the hollow box on the Page layer. When the hollow box highlights, release the mouse button.

- 2 Choose Object > Move To Layer > Page.



● **Note:** Currently, you cannot select content on the Header layer because the content on the Header layer is on a master page. It cannot be selected unless the master page is showing in Design mode.

You just moved the text from the Header layer to the Page layer. You can also right click selected content and choose Move To Layer > Page (in this case). Notice that the colored edges of the selected text frames on the page changed from red to blue. You can use the color of a layer you set in the Layer Options dialog box to determine which layer selected content is on, which also may make it easier to see the bounding boxes for transforming artwork.

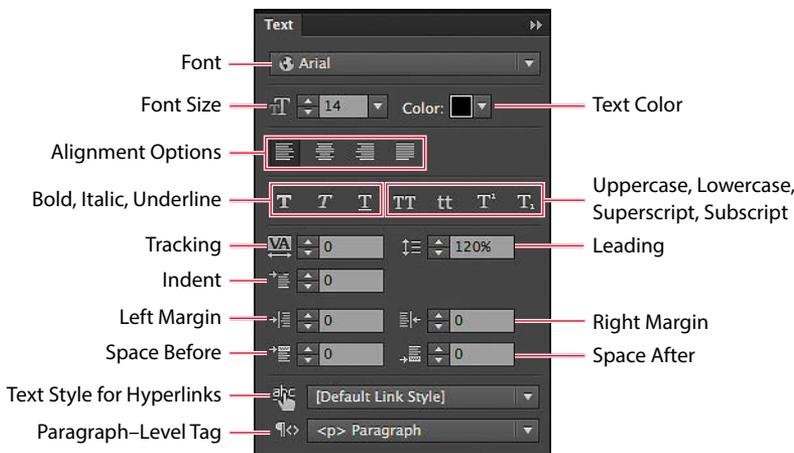
- 3 Choose Edit > Deselect All.
- 4 Choose File > Save Site.

# Formatting text

In this section, you'll work with 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 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. With either a text frame selected, or text selected within a frame, the options in the Text panel become available.



**Note:** Some of the features will be dimmed in the panel you see unless a text frame or text is selected.

**Tip:** To learn more about the Paragraph-Level Tag menu, see the Paragraph\_tags.pdf file in the Lessons > Lesson04 folder.

The first formatting you'll change is font size. 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.

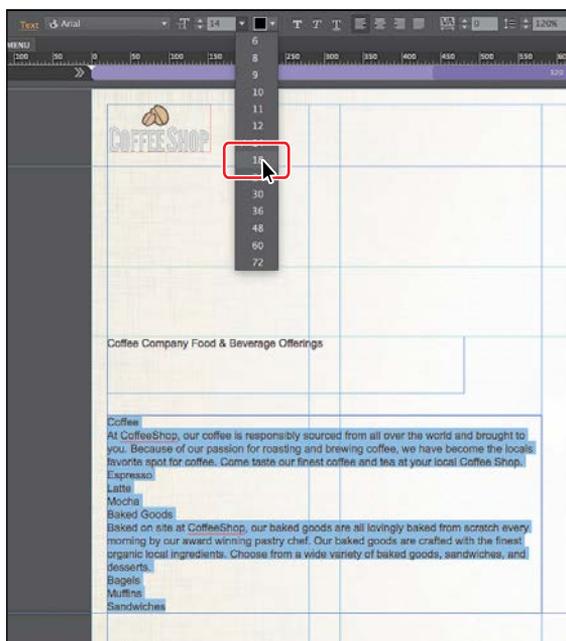
## Adjusting font size

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

► **Tip:** 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.

- 1 Select the Text tool (T) in the Toolbar, and insert the cursor in the text frame that begins with the text “Coffee... At CoffeeShop, our coffee is...”
- 2 Choose Edit > Select All.
- 3 Choose 18 from the Font Size menu in the Control panel. The text frame may expand to fit the resized text.

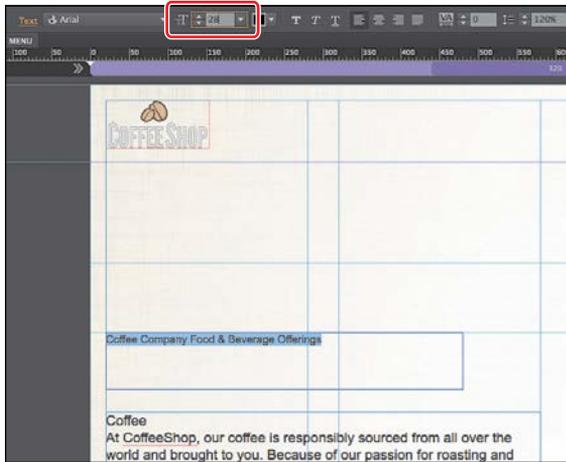
► **Tip:** You can dynamically change the font size of selected text using keyboard shortcuts. To increase the font size in increments of two pixels, press Command+Shift+> (Ctrl+Shift+>). To reduce the font size, press Command+Shift+< (Ctrl+Shift+<).



► **Tip:** If you have a text frame to which you want to apply all the same text formatting, you can select the text frame with the Selection tool rather than using the Text tool to select the text and edit the formatting.

- 4 With the Text tool still selected, position the cursor over the “Coffee Company Food & Beverage Offerings” text. Click three times to select the text.
- **Tip:** To change the font size by one-pixel increments, you can also click the arrows to the left of the Font Size field in the Control panel or Text panel.
- 5 In the Font Size menu in the Control panel, select 14 and type 28. Press Return (Enter) to accept the change.

If the text is wrapping in the text frame, you can select the Selection tool and drag the right, middle point to the right until all of the text fits on one line. Know that you will fix that in a later lesson if you decide not to do it now.



**Note:** The figure shows the text just *before* pressing Enter or Return.

- 6 Select the Selection tool (☞) in the Toolbar and click the larger text frame. Drag the bottom, middle bounding point up until a dotted line appears. You won't have to drag far.



The dotted line across the text frame near the bottom 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 in height if the content dictates it.

- 7 Drag the same bottom, middle bounding point down until the dotted line disappears.
- 8 Choose File > Save Site.

## Selecting a font

For years, web designers and developers had to rely strictly on “web safe” fonts, or fonts that came installed on Mac OS and Windows machines. We used web safe fonts in our designs because a font we used on a web page needed to be installed on the machine of the visitor viewing your website for it to work. These days you can use a variety of methods, like hosted fonts, for getting the font you want in your page designs.

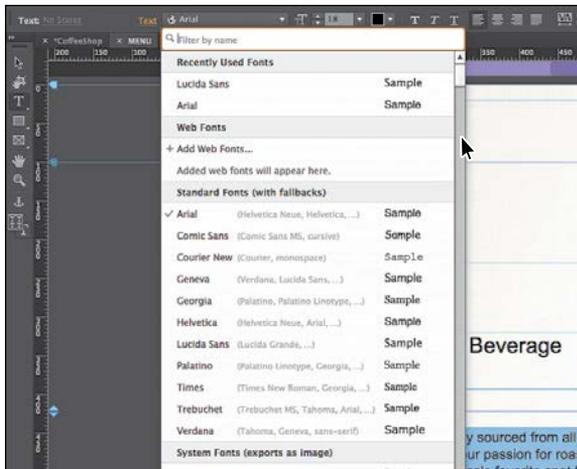
Using a hosted font in your design will cause the web fonts needed to download to the users machine and display the content as text in the chosen font. This has lots of advantages, one being the large variety of fonts we can now use in our designs. In this section, you’ll change the font that is applied to the text by default. Adobe Muse offers three categories of fonts that you can use:

- **Standard fonts (with fallbacks):** Most systems or devices have these fonts installed, which increases the likelihood of them displaying correctly on your visitors’ devices. These are also referred to as “web safe” fonts.
- **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.
- **Web fonts:** These are fonts hosted by a company such as Adobe Typekit, Edge Web Fonts, or Self-Hosted fonts. When a hosted font is viewed, your site visitor’s browser downloads 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 a wide variety of fonts hosted by Adobe Typekit.

### Applying a standard font

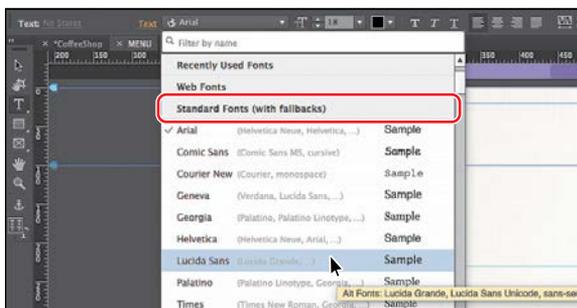
The first category of font you’ll use is a standard font that you’ll apply to the placed text on the MENU page.

- 1 Double-click the placed text frame, that contains the text, “Coffee... At CoffeeShop, our coffee is...” to switch to the Text tool (**T**).
- 2 Insert the cursor in the text, if it isn’t in the text already, and choose Edit > Select All.
- 3 Click the Font menu in the Control panel.



In the Font menu that appears, you'll see a sectioned list with each of the three font categories available: Web Fonts, Standard Fonts (with fallbacks), and System Fonts (exports as image). Web fonts and system fonts are grouped by font family. Individual weights and styles (e.g., Bold, Italic, Bold Italic, etc.) of multiface font families appear in submenus. At the top of the menu is a filter by name field that you can use to search for fonts by entering a font name or partial font name, as well as a recently used fonts list.

- 4 In the menu, click the Standard Fonts (with fallbacks) category shortcut to scroll to those fonts. Position the pointer over the Lucida Sans font in the list that appears.



A yellow tooltip appears. In the tooltip, you'll see the words "Alt Fonts..." and a list of fonts. Keep in mind that selecting a web safe (standard) font doesn't guarantee it will work, because visitors need to have the font (Lucida Sans in this example) on their devices. The alt (alternate) fonts are second, third, and subsequent choices the browser will use if Lucida Sans isn't available. You cannot change alt fonts in Muse. Just know that Muse selects alternate (fallback) fonts that are similar to your first choice font.

- 5 Click the Lucida Sans font to apply it to the text.

**Note:** You can filter the font list by font family (e.g., Myriad Pro), weight or style (e.g., Bold Italic), a combination of these (e.g., Myriad Pro Bold Italic), or use partial names in any order (e.g., It Bold Myr Pro).

**Tip:** You can configure the number of recently used fonts to display, and you can clear the list by choosing Adobe Muse CC > Preferences (Edit > Preferences) and clicking Clear Recent Fonts.

## System fonts

System fonts refer to fonts that you have installed on your computer (and are not considered Standard fonts). Applying a system font converts the text into an image when the site is previewed, published, or exported. As you are designing pages, the system font text remains editable.

One downside of applying a system font is that text is converted into an image on the live site, which can take longer to load than text content. Also, because the text is now an image, search engines can't read it.

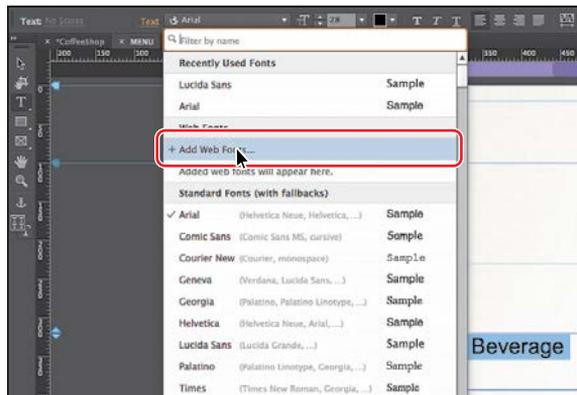
You can tell that a system font is applied to text in Muse when a small "T" with an image icon appears in the lower-right corner of any text frame. That icon indicates that the text will become an image when you preview, publish, or export the site.

## Adding Typekit web fonts

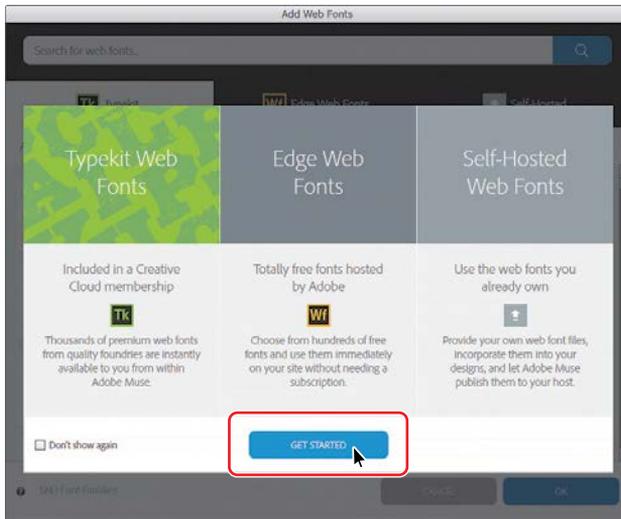
The next type of font you'll apply to text is a web font (also called a hosted font). You'll need an Internet connection to choose a web font the first time. Choosing a web font in Muse will download a local version of the font so that you can preview it in Muse when you're working on your site. The code for your page will contain a link to the Typekit servers that allows site visitors to view the font in the browser, but you don't need to worry about that. Even if you decide to export the site content and host the site elsewhere, you can still use the web fonts that you apply to your design content within Muse.

● **Note:** The font list you see under the Web Fonts category may not be the same as in the figure and that's okay.

- 1 With the Text tool (T) selected, select the "Coffee Company Food & Beverage Offerings" heading text. Click the Font menu in the Control panel. In the Font menu click the Web Fonts category to see the options. Click the +Add Web Fonts option that appears to open the Add Web Fonts dialog box.

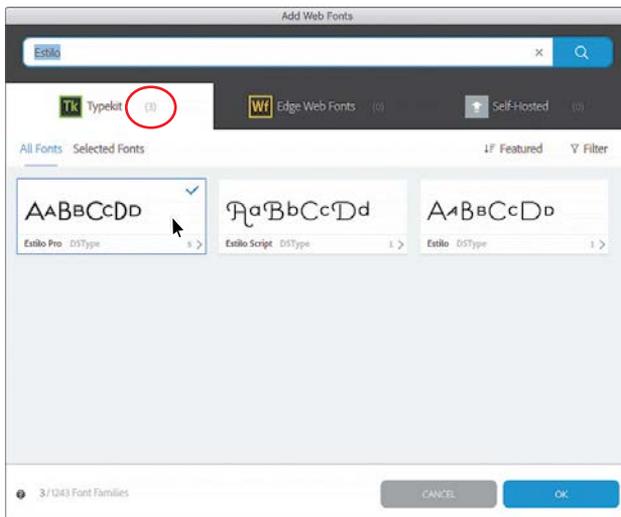


- 2 Click the Get Started button in the Add Web Fonts dialog box to begin selecting Typekit web fonts.



- 3 In the Add Web Fonts dialog box, type **Estilo** in the Search For Web Fonts field at the top of the dialog box. You'll see that on each of the tabs (Typekit, Edge Web Fonts, and Self-Hosted) below the field, a number appears next to the name on the tab. The Typekit tab will show (3) most likely (circled in the following figure). This indicates that 3 Estilo fonts were found on Typekit.
- 4 With the Typekit tab selected, click to select the Estilo Pro font in the list and a blue check mark appears next to the font name indicating that it will download and appear in your web fonts list when you're finished.

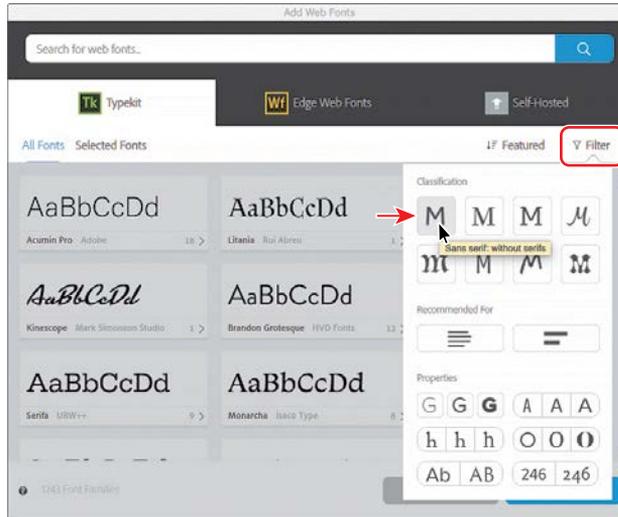
**Note:** Because the Typekit library is constantly being updated, it may have changed since I wrote this lesson; the fonts I ask you to choose may not be available. Feel free to choose other fonts if you like. Just know that you'll need to substitute your font when you see any references to the selected fonts later in the lessons.



**Note:** If you click the bottom part of a font in the list (where the font name is), you will get a preview of all of the font styles in the font. If that happens, you can click Select and then click All Fonts to return to the list.

- 5 Clear the word **Estilo** from the search field by clicking the X on the right end of the search field.

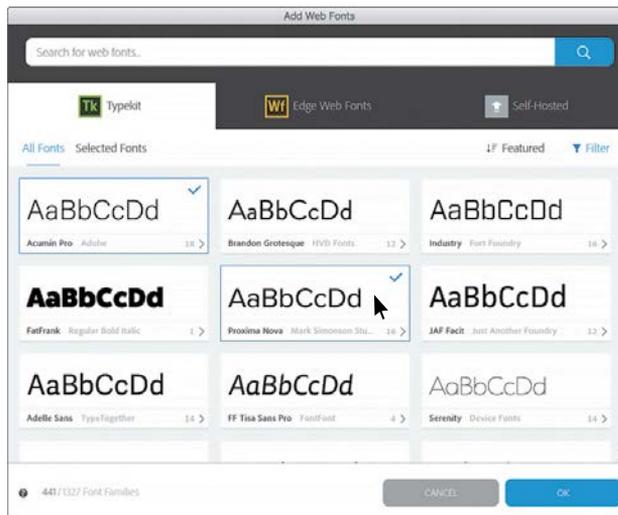
- 6 Click the Filter button. Click the Sans Serif button in the Classification options.



Filtering allows you to see only specific font types, such as serif or sans serif. To stop filtering, you can click the filter button again and deselect the filter option.

► **Tip:** If you are having a difficult time finding the same fonts I chose, you can click the Featured button and sort by name or search for the names in the Search For Web Fonts field at the top of the dialog box.

- 7 Click the Acumin Pro font, and then any other font you want, to select them both. I selected Proxima Nova. You may want to scroll in the list of fonts. Both fonts will show a blue check mark. Click OK.



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

The Web Fonts Notification dialog box indicates that the fonts you've chosen have been downloaded and added to the Font menu. The fonts will appear in the Font menu no matter what site file is open, allowing you to apply them to any site.

## Managing Typekit web fonts

While designing your site, you may want to add more Typekit fonts, or even remove a few from the font list in Muse. Next, you'll learn how to add and remove a Typekit font from the list.

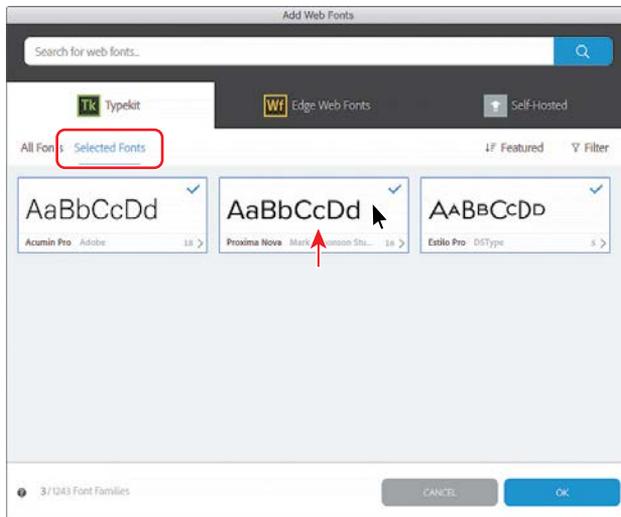
- 1 Choose File > Add/Remove Web Fonts.

This is just another way to access the Add Web Fonts dialog box. I will sometimes use this menu command when I work on a Muse site so I can load Typekit fonts I know I need even before I begin designing.

- 2 Click the Get Started button in the Add Web Fonts dialog box.
- 3 Click Selected Fonts in the dialog box (circled in the following figure).

This shows a list of all of the web fonts that you've downloaded.

- 4 Making sure Acumin Pro and Estilo Pro are still selected, click the Proxima Nova font (or the extra font you chose) to deselect it and remove that font family from the Web Fonts menu. Click OK.



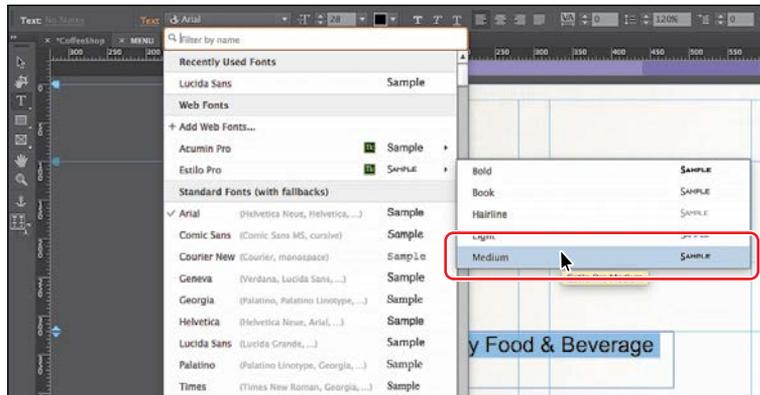
- 5 Click OK in the Web Fonts Notification dialog box that indicates that the font family was removed.

**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.

**Note:** The figure shows just before clicking the Proxima Nova font. Once you click, the font is longer in the listing.

**Note:** Any font styles in a family, like 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.

- 6 With the header text still selected, click the Font menu in the Control panel, and then click the Estilo Pro > Medium font, or a font you selected. You may need to scroll in the list to see the fonts.



## Self-Hosted web fonts

The Self-Hosted Web Fonts feature, accessible in the Add Web Fonts dialog box (File > Add/Remove Web Fonts), allows you to access and use web fonts you may have purchased from third-party providers.

In order to use your own self-hosted web fonts, Adobe Muse requires you to obtain the web font in the following formats (to properly render across all browsers):

- Web Open Font Format (.woff)
- Embedded OpenType (.eot)
- Scalable Vector Graphics (.svg)

When you publish a site, the associated font files are published to the selected host server along with all other site content. Hosting and rendering web fonts real time, is called self-hosting. Fonts obtained in this manner are called Self-Hosted Web Fonts.

## Changing other text formatting

With the main generic 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. For this part of the lesson, you'll use the Text panel.

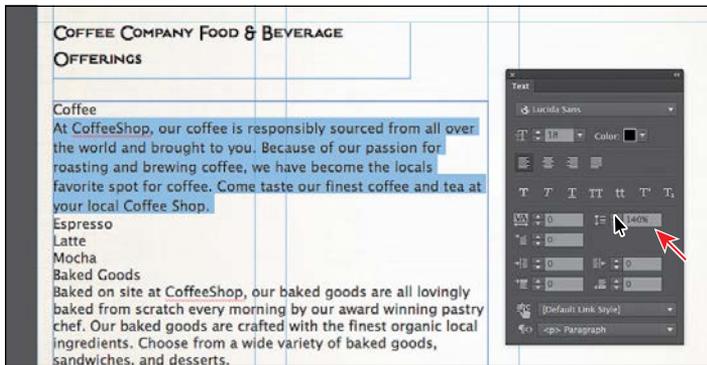
- 1 Open the Text panel by choosing Window > Text or clicking the word Text in the docked panels on the right side of the workspace, if necessary.

I dragged the Text panel from the dock closer to the text to make it easier to see the panel relative to the text.

- 2 Click in the first paragraph of the text that begins with “At CoffeeShop, our coffee is...” to insert the cursor. Click three times to select that 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.

- 3 Change the Leading value to **140%** in the Text panel.



► **Tip:** Pressing the Shift key and clicking an arrow to change the Leading value you will change the value by 10% every time you click, not 1%.

You don't have to type the percent sign (%) because Muse will assume that the unit is percent. You can also enter a value for the leading with px (for pixel), like **32px**, instead of a percent, and Muse will keep it as a pixel value in the code that is generated.

- 4 With the Text tool (T) selected, insert the cursor into the text, “Coffee Company Food & Beverage Offerings.” In the Text panel, click the Align Center button (☰) to align the text to the center of the text frame.



Muse offers four alignment options: Align Left, Align Center, Align Right, and Align Justify. The Align Justify option justifies the entire paragraph (makes it look like a block of text) except for the last line of text in that paragraph. Next, you'll adjust the spacing between the letters in the heading.

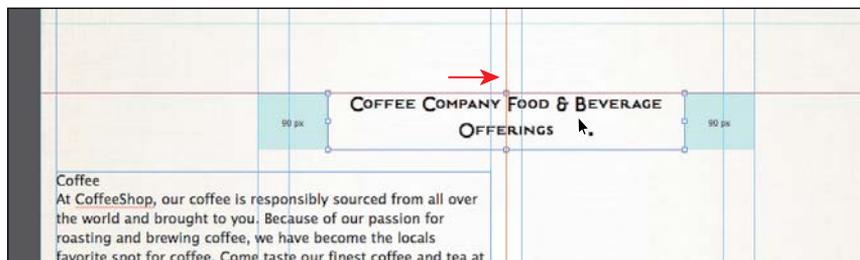
- 5 Select the Selection tool (☞) in the Toolbar and ensure that the text frame that contains the “Coffee Company Food & Beverage Offerings” text is still selected. In the Text panel, change the Tracking option (VA) to 1.



In Muse, *tracking* is the distance between characters (not just letters). When you select the entire text frame, Muse changes the spacing between all characters in the text frame. If you come from the print world, tracking in Muse is the web equivalent of tracking and kerning. Muse tracking uses pixel values rather than the typical print unit of points. On the web, we typically use tracking 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.

- 6 With the Selection tool selected, drag the text frame that contains the text, “Coffee Company Food & Beverage Offerings” into the horizontal center of the page. Make sure the top edge is still aligned with the guide you created previously. When a vertical smart guide appears in the center of the page between the columns, you’ll know it’s centered horizontally.

● **Note:** The pixel values you see off the left and right edges of the text frame may be different and that’s okay.



- 7 Choose File > Save Site.

There are lots of other text formatting options in the Text panel and Control panel to explore, like Left and Right Indents, Space Before and Space After, and more. Feel free to try them out!

## Changing the color and case of text

The last bit of text formatting you'll learn about is changing text color and changing text case from lowercase to uppercase and vice versa.

- 1 Select the Text tool (**T**) and select the first word “Coffee” in the text frame below the heading you just centered.
- 2 Click the Color option in the Text panel (or Control panel) and change the RGB values to R=117, G=76, B=0 to change the color of the text.



● **Note:** You'll learn more about creating and editing colors in Lesson 7, “Shapes, Color, and Effects.”

- 3 With the “Coffee” text still selected, choose Edit > Change Case > UPPERCASE to capitalize the selected text from “Coffee” to “COFFEE.”

▶ **Tip:** You could also right-click on the text and choose Change Case > UPPERCASE or click the Uppercase button (**T**) in the Text panel.

- 4 Choose File > Save Site.

Now that you've explored basic text formatting options in Muse, you'll learn how to add bulleted and numbered lists to your page designs.

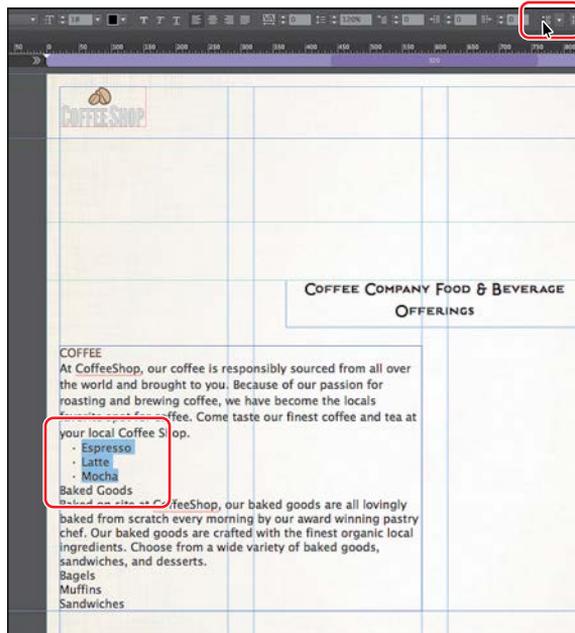
## Creating a list

In Adobe Muse you can easily create both bulleted and numbered lists from your text. In this section, you'll explore working with bulleted lists.

- 1 With the Text tool (**T**) selected, drag to select the three lines of text, Espresso... Latte... and Mocha.

► **Tip:** The Glyphs panel (Window > Glyphs) is a great way to insert special characters like bullets into your text.

- 2 Click the Bullets button (☐) in the Control panel to apply a bullet list to the selected text.



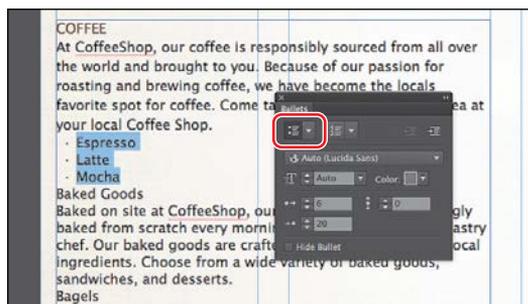
- 3 Choose Window > Bullets to open the Bullets panel and change the following options:

► **Tip:** After clicking the arrow to the right of the Bullets button, you can click “+ New Character” to choose a new glyph to use as the bullet in the New Bullet Character dialog box.

- Click the arrow to the right of the Bullets button (circled in the following figure). This is where you can select another available bullet. In this case, leave it at the default bullet character.
- Color: 50% Grey swatch
- Indent For Right Edge of Bullets (→●): 20

In the Bullets panel, you can apply a list and edit bullet properties like size and color, as well as placement.

● **Note:** I dragged the Bullets panel from the dock closer to the text to make it easier to see in context with the text.



- 4 Choose Edit > Deselect All.

# 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. Styles you create on one page are available on every other page in a site. This is very similar to how styles in InDesign and Illustrator work. When you publish your site, Muse converts your styles to CSS (Cascading Style Sheets) rules.

Muse supports three types of text 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, such as a single character or word.
- **Bullet** styles retain formatting from lists using the Bullet Styles panel.

**Note:** As a best practice, apply text formatting using paragraph styles and character styles; doing so requires less effort in Muse and also makes a site that has the potential to download faster on the web. Also, text styles are shared between layouts and can be very useful when you're editing layouts.

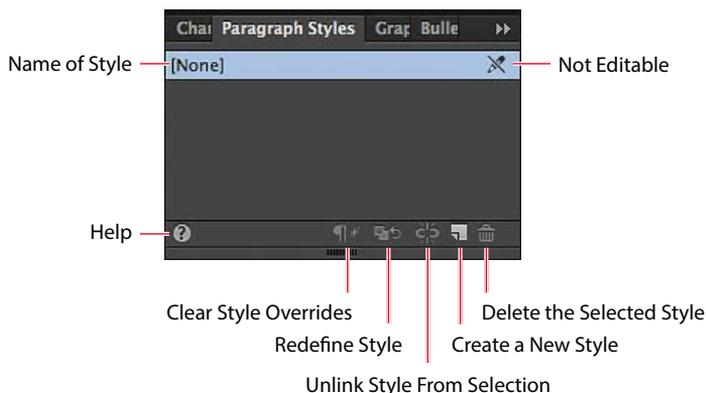
## Creating and applying paragraph styles

The first type of text style you'll learn about is paragraph styles. Paragraph styles save formatting from an entire paragraph and encompass all of the formatting options found in the Text panel, including font size, alignments, indents, and more.

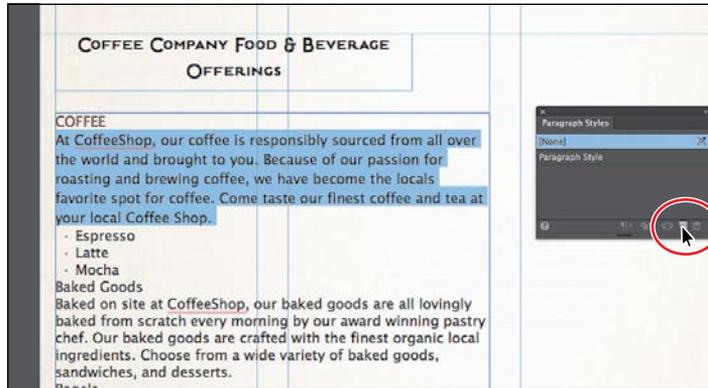
Next, you'll create a paragraph style to save the formatting for heading text and another style for the main body text so that you can apply that formatting elsewhere easily. Remember, after you create a style, it appears in the Paragraph Styles panel, no matter which page of the site is open.

- 1 Choose Window > Reset Panels.
- 2 Choose Window > Paragraph Styles to open the Paragraph Styles panel.

Take a minute to become familiar with the options in the Paragraph Styles panel. As you progress through this exercise, you'll learn about each of these options.



- 3 With the Text tool (T) selected, click three times in the first paragraph that begins with “At CoffeeShop, our coffee is...” to select it.
- 4 Click the Create A New Style button (📄) at the bottom of the Paragraph Styles panel.

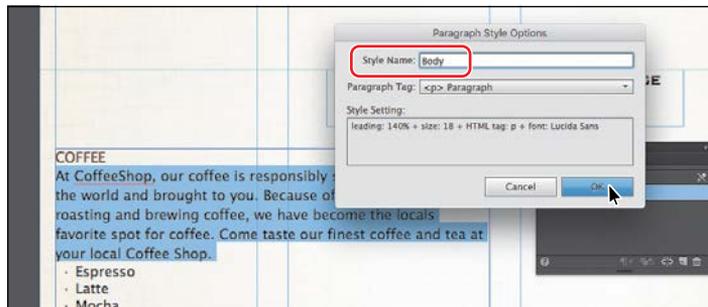


Muse saves the formatting from the selected text as a paragraph style and adds it to the Paragraph Styles panel. By default, Muse names the new style “Paragraph Style,” but you can, and should, rename it to make sense to you.

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

- 5 In the Paragraph Styles panel, double-click the style named “Paragraph Style” to open the Paragraph Style Options dialog box.
- 6 Change the Style Name to **Body**.

● **Note:** The order of text attributes in the Style Setting field may be different than what you see in the figure, and that’s OK.



In the Paragraph Style Options dialog box, notice that the formatting options that were saved from the paragraph text appear. Also, you’ll see the Paragraph Tag menu. To learn more about the Paragraph Tag menu, see the Paragraph\_tags.pdf file in the Lessons > Lesson04 folder.

- 7 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 don't automatically 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, and also lets you assign a more meaningful name to the style.

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.

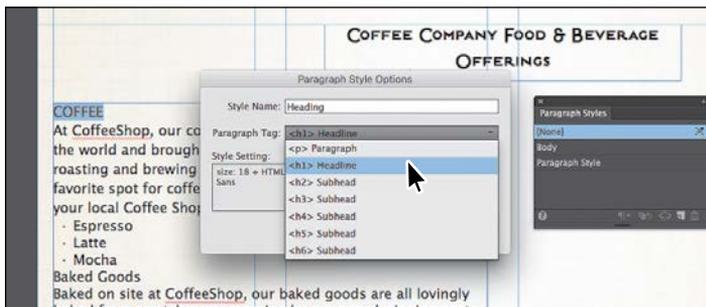
- 8 Position the cursor over the Body style in the list.

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



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

- 9 With the Text tool selected, select the header text "COFFEE." Repeat steps 4 to 7, creating a new paragraph style named **Heading**. Make sure that in the Paragraph Style Options dialog box you choose `<h1>` Headline from the Paragraph Tag menu.

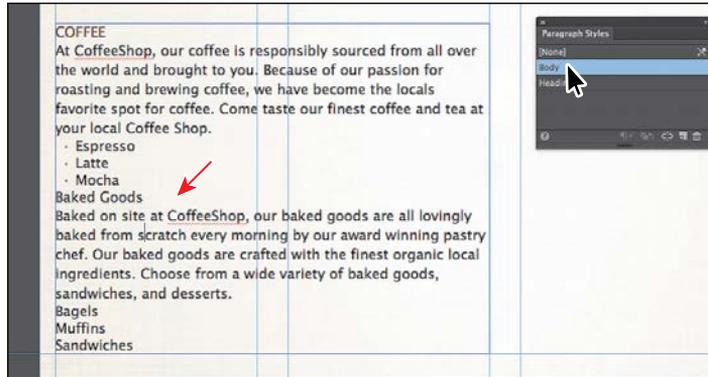


Choosing `<h1>` Headline from the Paragraph Tag menu means that in the HTML code that Muse generates, the HTML tag for the text with the Heading style applied will be an `<h1>` tag (called a heading 1). That can be very useful for search engine optimization because an `<h1>` tag carries more importance than a `<p>` (paragraph) tag, which is set by default. Setting a paragraph tag can also make it easier for screen readers and other assistive devices to navigate the content. You are not required to choose `<h1>` Headline to make your site work.

● **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.

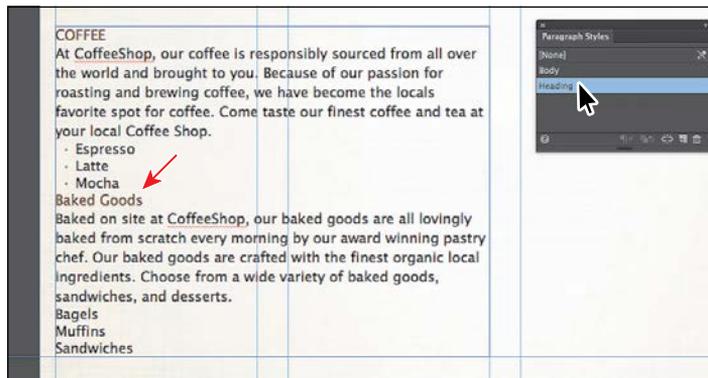
▶ **Tip:** You can remove formatting from text by applying the [None] paragraph style to it.

- 10 Insert the cursor into the paragraph that begins “Baked on site at CoffeeShop, our baked goods are...” In the Paragraph Styles panel, click the Body style to apply it to the text.



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

- 11 Insert the cursor into the paragraph that contains the “Baked Goods” text. In the Paragraph Styles panel, click the Heading style to apply it to the text.



Notice that the “Baked Goods” text is *not* uppercase like the “COFFEE” heading text. The method you used to change the case of the COFFEE headline (Edit > Change Case > UPPERCASE) cannot be saved in a paragraph style. Next, you will edit the Heading style to fix this.

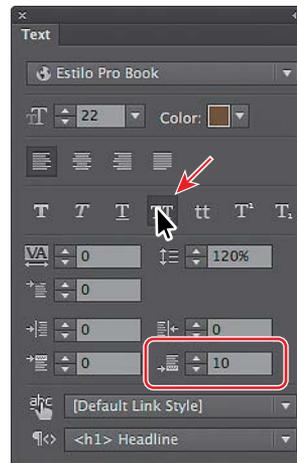
## Editing paragraph styles

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. In Muse, in order to change a paragraph style you need to redefine the 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 (T), select the heading text “Baked Goods.” In the Control panel, change the Font to Estilo Pro Book and the Font Size to 22.
- 2 In the Text panel (Window > Text), click the Uppercase button (TT) to capitalize all of the letters, and change the Space After to 10. Using this method of capitalizing can be saved in a paragraph style.

Look in the Paragraph Styles panel. You can tell that the style named Heading is applied because it is highlighted. You’ll also now 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.

- 3 Position the pointer over Heading + in the Paragraph Styles panel. A yellow tooltip appears displaying the style settings, a dashed line (-----), and then size: 22, space after: 10, case: uppercase, font: Estilo Pro Book. Settings listed below the dashed line indicate formatting on the selected text that is not a part of the applied paragraph style. Yours may be in a different order and that’s okay.



► **Tip:** To remove the extra formatting (clear the overrides) on selected text, you can right-click the style name in the Paragraph Styles panel and choose Clear Overrides or click the Clear Style Overrides button ( ) at the bottom of the Paragraph Styles panel.



● **Note:** The figure shows the text after clicking the Redefine Selected Style button.

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



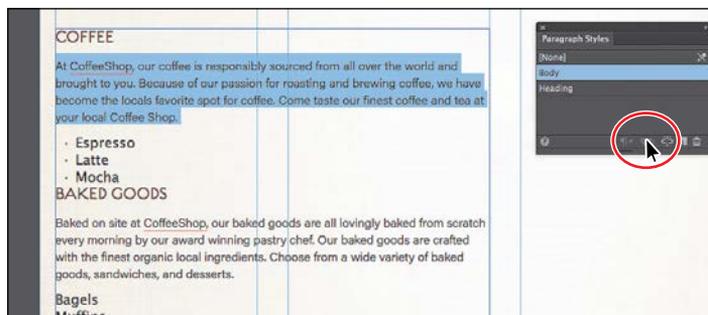
► **Tip:** To redefine a style, instead of clicking the Redefine Selected Style button, you can right-click the style name and choose Redefine Style.

Notice that the plus is gone from the right of the Heading style name. Also, the “COFFEE” heading has updated to reflect the new formatting since that text also has the Heading style applied.

- 5 With the Text tool, select the entire first paragraph that starts with the text “At CoffeeShop, our coffee is...” In the Text panel, change the following:
  - Font: **Acumin Pro Light** (or another font you want)
  - Font Size: **16**
  - Space After: **12**

► **Tip:** For any value in a field that you want to change, you can select the value in the field (like the 140% in the Leading field) and 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. Additionally, while a field is selected, you can press the up or down arrow keys on your keyboard, or Shift-click the up and down arrow keys to increase/decrease the value by 10.

- 6 Click the Redefine Selected Style button (  ) at the bottom of the Paragraph Styles panel to update the Body style.

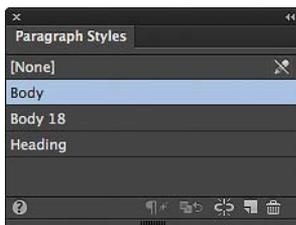
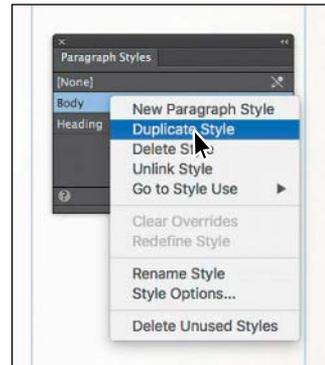


- 7 Choose File > Save Site and leave the first paragraph selected for the next section.

## Duplicating and deleting paragraph styles

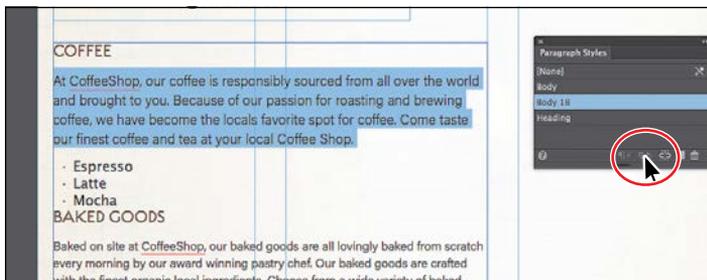
In Muse, you may wind up creating multiple paragraph styles that are very similar to each other. For instance, you may want to create two versions of the Body style, maybe one for mobile and one for desktop design, with the only difference being the font size. In that case, instead of creating a whole new style you can duplicate an existing style and adjust the formatting.

- 1 In the Paragraph Styles panel, right-click the style named Body, and choose Duplicate Style to create an exact copy of the style. Not surprisingly, Muse names it “Body copy.”
- 2 Right-click the new style (Body copy) and choose Rename Style. Change the name of the style to **Body 18**, and press Return (Enter).



Renaming a style by right-clicking does not apply the new style to any selected text. To change the new Body 18 style, you'll redefine the style. First, you need to apply the style to text.

- 3 Click Body 18 in the Paragraph Styles panel to apply it to the selected paragraph. The paragraph will not change in appearance because the applied style (Body 18) is just a duplicate of the original Body style with the same attributes.
- 4 Change the Font Size in the Control panel to 18 by typing **18** and pressing Return (Enter).
- 5 Click the Redefine Selected Style button () at the bottom of the Paragraph Styles panel to update the Body 18 style to match the selected text.



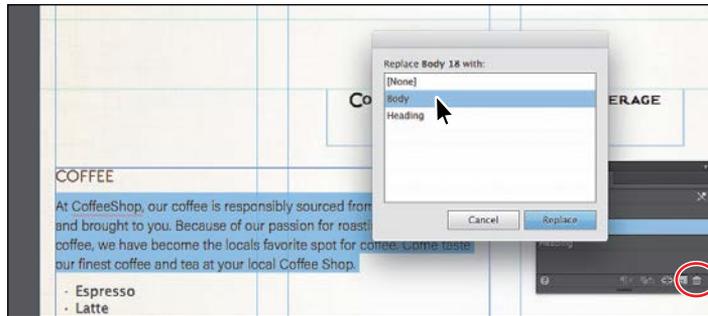
With both styles (Body and Body 18) applied to the text now, it's time to decide which to use for the body copy. In this case, you'll use the Body style instead of the Body 18 style. To do so, you can simply apply the Body style to the selected text and keep both styles, or you can delete one of the styles (if you no longer need it), and Muse allows you to choose a style to replace it with. You'll delete the style Body 18 to see how that works.

- 6 With the paragraph still selected, in the Paragraph Styles panel, the Body 18 style should be highlighted since it's applied to the selected paragraph. Click the Delete The Selected Style button (🗑️) at the bottom of the panel (circled in the following figure).

► **Tip:** To delete a style, you can also right-click the style name and choose Delete Style.

► **Tip:** If you start to lose track of which of your styles are actually in use in your site, Muse offers a quick solution. Right-click 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 that you'll need to clean out the Paragraph Styles and Character Styles panels separately.

- 7 In the dialog box that appears, choose Body and click Replace.



The Body 18 style is gone and the two paragraphs now have the Body style applied. Notice that the text now displays using the specified font size.

► **Tip:** You can also unlink a paragraph style by selecting text that has a paragraph style applied and then clicking the Unlink Style From Selection button (🗑️) at the bottom of the Paragraph Styles panel. Unlinking a style from text can be helpful when you want to apply the styling to the text but later don't want the text to update if the style updates, for example.

- 8 Choose Edit > Deselect All.
- 9 Choose View > Hide Guides to temporarily hide the guides.
- 10 Choose View > Hide Frame Edges, to get a better sense of what the text looks like on the page.
- 11 Choose View > Show Guides and choose View > Show Frame Edges to show the guides and frame edges again.

## Creating and applying a character style

Paragraph styles apply attributes to an entire paragraph, while character styles can include only the following formatting options: font, font size, color, styles (such as italic, bold, underline), and tracking. You access character styles from the Character Styles panel (Window > Character Styles) no matter what page in the site is open.

Next, you'll format the company name, "CoffeeShop," and apply that formatting throughout the page using a character style.

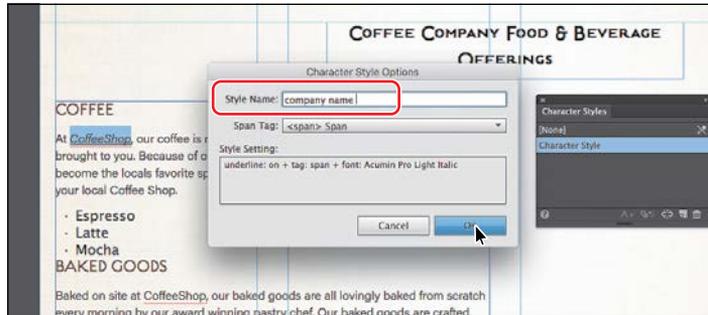
- 1 Click the Character Styles panel tab on the right side of the workspace (or choose Window > Character Styles). Once again, I pulled the panel out of the dock, closer to the text.
- 2 With the Text tool (**T**) selected, select the "CoffeeShop" text in the first paragraph.
- 3 Click the Font menu in the Control panel and choose the font Acumin Pro > Light Italic.
- 4 Click the Underline button (**I**) in the Control panel.



- 5 With the text "CoffeeShop" 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.

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



► **Tip:** You may also see the Character Style menu in the Control panel. This is another way to apply a character style.

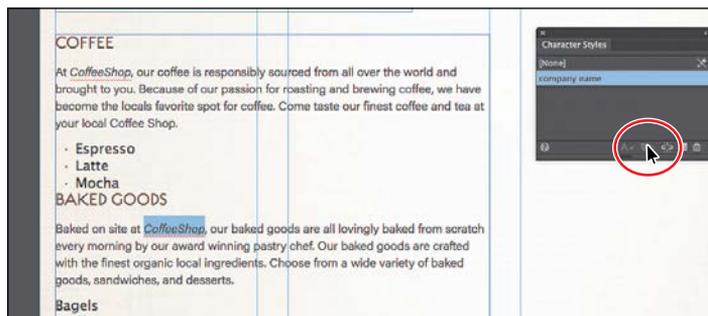
As with a paragraph style, by double-clicking the name of the new character style right away, you also apply it to the selected text from which the style was made.

- 7 Select the text “CoffeeShop” in the paragraph after the “BAKED GOODS” heading.
- 8 Click the style named “company name” in the Character Styles panel to apply that formatting to the text. Leave the text selected.

## 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. You need to redefine a character style to update the formatting, and change any text with the style applied.

- 1 With the “CoffeeShop” text still selected, remove the underline on the text by clicking the Underline button (U) in the Control panel.
- 2 Click the Redefine Selected Style button (↻) at the bottom of the Character Styles panel.



Notice that the plus is gone from the right of the “company name” style name and that the other CoffeeShop text has updated to reflect the new formatting. Next, you’ll make two columns from the text by copying the text frame to the next column.

- 3 Choose Window > Reset Panels if you dragged any panels away from the dock.
- 4 Select the Selection tool (☛). With the text frame still selected, press the Option (Alt) key and drag the frame to the right column. When the top of the frame copy is aligned with the top of the original, release the mouse button and then the key. Smart guides will help you to align the frames. See the following figure for placement help.



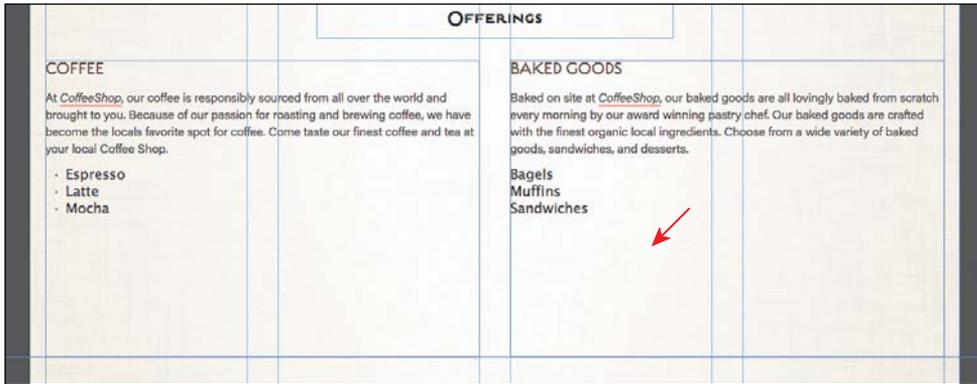
- 5 In the original text frame in the left column, select the Text tool (T) and select from the BAKED GOODS heading to the end of the text. Press Backspace or Delete to remove it.



● **Note:** You most likely will see that the text frame does not shrink vertically when you delete the text. That’s because earlier in the lesson you resized the text frame vertically. If you place text, without modifying the vertical height, then add or delete text from the frame, the text frame will grow and shrink depending on what you do with the text.

- 6 In the copied text frame in the right column, select all of the text above the BAKED GOODS heading. Press Backspace or Delete to remove it.

You may need to insert the cursor just before the “B” in BAKED GOODS and press Backspace or Delete a few times to remove any extra paragraph returns.



Currently in Muse, there is no way to thread or link text frames together.

- 7 Choose File > Save Site and leave the MENU page open.

## Pasting text between Muse sites

When you copy and paste text from one site to another site, formatting is retained. 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.

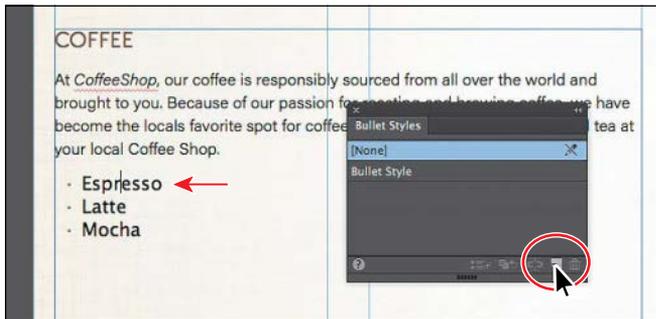
When you copy and paste images between sites, the pasted images are linked to the same location as the original copied images. You'll learn more about linking in Lesson 8, "Adding Links, Buttons, and Graphic Styles."

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. This is another reason why it is a best practice to rename styles with unique and descriptive names.

## Working with bullet styles

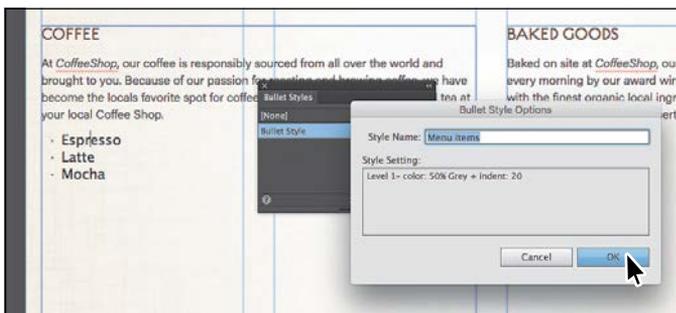
In Muse, you can save bulleted or numbered list formatting as a bullet style using the Bullet Styles panel. This is useful for applying similar formatting to lists, and for updating list formatting later. One interesting thing to note about Muse bullet styles is that the style applies formatting to an entire list within a text frame. If you have a list with multiple levels, the formatting from each level is saved within the style. Text formatting such as font size, font family, color, etc. are not saved in a bullet style; only formatting associated with the list is saved. Next, you'll create a list style from the bullet list you created earlier so you can easily apply it to other text.

- 1 With the Text tool (T) selected, insert the cursor in the bullet list text in the left column.
- 2 Choose Window > Bullet Styles to open the Bullet Styles panel. In the Bullet Styles panel, click the Create A New Style button (📄) at the bottom of the panel to create a list style from the text that the cursor is in.



- 3 Double-click the new “Bullet Style” style name in the Bullet Styles panel. Change the name to **Menu Items** and click OK.

● **Note:** By double-clicking the style name, you apply the style to the entire list.

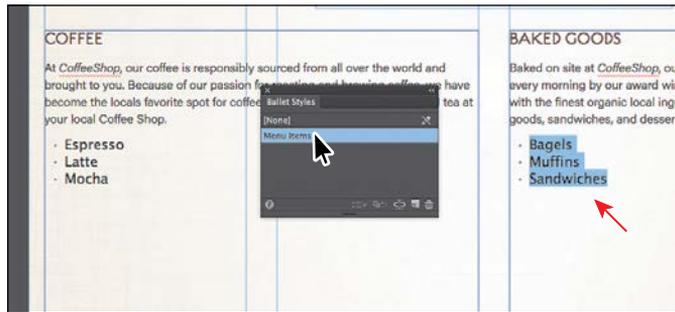


Notice that the Menu Items style in the Bullet Styles panel is applied to the text.

- 4 Select the “Bagels... Muffins... Sandwiches” text in the right column. Click the Bullets button (☰) in the Control panel to apply a bullet list to the text.

● **Note:** In order to apply a list style to text, that text needs to already be a list.

- 5 In the Bullet Styles panel, click the Menu Items style name to apply the formatting to the selected text.



If you need to update a bullet list style, you can do so by redefining the style just like a character or paragraph style.

► **Tip:** To change the spacing between the bulleted list items, you can edit Space After formatting from within the Text panel.

- 6 Open the Paragraph Styles panel (Window > Paragraph Styles) and, with the bullet list text still selected, click the Body style to apply the formatting.
- 7 Select the Bullet list text “Espresso... Latte... Mocha...” in the left column and click the Body style in the Paragraph Styles panel to apply the formatting.



- 8 Choose Page > Page Properties. In the Page Properties For MENU dialog box, with the Layout tab selected, change the Min Height (minimum height of the page) to 1100. Click OK.

The page has space beneath the text now, and the page still has the ability to grow in height if you add more content to the page beneath the text.

- 9 Choose File > Save Site.
- 10 Choose File > Close Page to return to Plan mode.

## Working with the Spell Checker

To learn how to work with Spell Checker, check out the video titled “Working with the Spell Checker” that is a part of the Web Edition. For more information, see the “Web Edition” section of Getting Started at the beginning of the book.

## Review questions

- 1 Name four 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 you can use in Muse?
- 4 What is the difference between a character and a paragraph style?
- 5 What must be applied to text before you can apply a bullet style?

## 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 visual aids 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 that help to space multiple objects evenly.
- 3 The three categories of fonts that you can use in Muse are web fonts, standard 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 formatting options like the following: font, font size, color, styles (italic, bold, underline), and tracking.
- 5 In order to apply a bullet style to selected text, you first need to apply a bulleted or numbered list to that text.

# INDEX

## A

AATCs (Adobe Authorized Training Centers), 7  
About this book, 1–7, 159  
Accordion widgets, 165, 256, 318, 321  
Active state, 83, 229–230  
Adaptive (alternate) layouts, 158, 186  
Add Or Filter Links menu, 220–221, 223–224, 236–237  
Adobe Animate CC file (.oam), 151–153  
Adobe Creative Cloud Learn, 7  
Adobe Forums, 7  
Adobe Illustrator (.ai) files, 127–129, 133–134  
Alignment, 103  
Alt fonts, 97  
Alternate (adaptive) layouts, 158, 186  
Alternative text, adding to images, 153  
Anchor button, 243–244  
Anchors, 242, 243–244  
Angle, in Shadow effect, 216  
Animate CC (.oam) file, Adobe, 151–153  
Application bar, Design mode, 15  
Application frame (Mac OS), 18  
Aqua gap measurements, Smart Guides, 177, 277  
Arranging content, 208–209  
Assets panel, 21  
Automatic Size, gradients, 205

## B

Background images, 61–62, 207, 210–212  
Basic Slideshow widget, 290–298  
Bevel effects, 213  
Blank layout, 160  
Blank Slideshow widget, 290  
Blur, in Shadow effect, 216

Bold attribute, text link styles, 229  
Borders, 200–203, 250  
Bottom of Browser guide, 57–58  
Bottom of Page guide, 57  
Breakpoint bar, 15, 18–20, 161–164  
Breakpoint Properties dialog box, 163–164, 172, 176, 284  
Breakpoints, 18–20, 161–163, 171–186  
Brightness, 195, 197–198, 201  
Browser(s), 10, 18–20, 29–30  
Bulleted lists, 105–106, 119–120  
Button widgets, 257  
Buttons, 160, 232–242

## C

Capitalization, editing paragraph styles, 111  
Case of text, 105, 240  
Character styles, 115–118  
Child pages, 37, 40–43, 77  
CMYK (Cyan, Magenta, Yellow, Black), print design, 12  
Collect All Assets command, 337–338  
Color  
background image, 206–208, 210–212  
editing page appearance, 62–63  
editing strokes, 200–203  
gradients, 203–205  
sampling, 198–199  
saving to CC Libraries, 305–306  
Shadow effect, 216  
swatch, 195, 197–199  
text, 80, 105  
text link styles, 229  
working with, 194–195  
Color fill, 195–196, 203–205, 215  
Color Picker, 195–198, 200–204  
Column guides, 57

Columns, 34, 36, 160  
Composition widgets  
across screen sizes, 270–271  
inserting/editing, 258–259  
responsive behavior of, 256  
working with target  
containers, 266–269  
working with triggers, 260–266  
Connect To FTP Server dialog box, 334  
Connecting To Typekit dialog box, 328, 330, 331, 333, 336  
Constrain Width And Height Proportionally button, 133  
Contact form widgets. *See* Form widgets  
CONTACT page, 38–40, 68  
Content  
adjusting opacity of, 214–215  
applying from one master page to another, 70  
arranging on page, 208–209  
assigning to footer, 206  
creating/sharing. *See* Creative Cloud Libraries  
footer, 190–193  
grouping/locking, 141–142  
inline, 140  
layout of, 165–170  
rotating, 143–144  
rounding corners on, 213–214  
for smaller screens, 160  
using layers for, 71–74  
wireframing web workflow, 11  
wrapping text around, 139–141  
Content Grabber, 138  
Content tab, Site Properties, 36, 228  
Control panel, 17–18  
Copy/Paste  
anchors, 243  
images, 128–129, 131, 206  
text, 118

Copy Size And Position To  
command, 215, 270, 312  
Corners, rounding, 213–214, 233  
Creative Cloud Learn, Adobe, 7  
Creative Cloud Libraries  
checking page content across  
screens, 311–315  
overview of, 305–311  
Cropping images, 134–139, 150  
Cross-browser-compatible code,  
30  
Cut/Paste, 128, 243

## D

Data Center, 329  
Default link style, changing,  
228–229  
Deleting  
breakpoints, 172  
images, 131  
layers, 72, 242  
pages, 41  
preferences, 5  
styles, 107, 114, 117–118, 252  
swatches, 197  
Description, metadata, 45–47  
Design mode  
entering, 14  
in web workflow, 12  
working with panels, 20–26  
workspace components,  
15–20  
zooming and panning, 26–28  
Detailed Contact form widget,  
272–273  
Distance, applying Shadow effect,  
216  
Dock, 22–23  
Docked panels, 15  
Document tabs, 15  
Document window, 15, 17  
Domain name, 335  
Drop shadow, applying, 216  
Duplicate Style, paragraph styles,  
113–114

## E

E-mail address, temporary site,  
330  
Ease In/Out, fade transition, 235  
Edge Web Fonts, 96  
Edit Link Styles button, 228  
Edit Original command, 151, 242  
Edit Together option, widgets,  
78–81, 273, 278–279, 292

## Editing

In-Browser, 338  
browser/page fill appearance,  
59–63  
color swatches, 197–199  
Composition widgets,  
258–271  
default breakpoints, 163–164  
embedded HTML, 304–305  
Form widgets, 272–273,  
279–282  
images, 149, 153–154  
link properties, 227–228  
master pages, 54–58  
Menu widgets, 78  
mobile menus, 317–322  
objects within group, 142  
page properties, 43–47  
panel groups, 23–26  
Photoshop buttons, 242  
site map, 37–43  
site properties, 35–36  
Slideshow widgets, 293–296  
stroke of object, 200–203  
styles, 111–112, 116–118,  
250–251  
Submit button states, 286  
Educators, Adobe resources for, 7  
Effects, 213–216  
Ellipse Frame tool, 190  
Ellipse tool, 190  
Email field, Form widgets, 273,  
276  
Email links, 220, 224–225  
Embedded files, 148–149, 151  
Embedded HTML content,  
302–305  
Empty state, form fields, 282  
Error state, form fields, 281–282  
Esc key, canceling place  
operation, 125, 128  
Exclude Page From Menus, 77  
Excluding pages from export,  
326–327  
Export as HTML dialog box,  
336–337  
Export Page command, 327  
Exporting site. *See* Publishing/  
exporting site  
External links, 220–223, 227–228  
Eyedropper tool, 195, 198–199

## F

Facebook Comments widget, 256  
Fade transition, adding to button,  
235

FAQ link, Publish To Business  
Catalyst dialog box, 328  
Favicon, 36  
Featured News Composition  
widget, 258–259  
Fields. *See* Form widgets  
Filename field, page properties,  
48–49  
Files  
accessing for this book, 2  
creating Muse site, 11  
linking to, 225–227  
Fill color. *See* Color fill  
Fill menu, 60–63, 208  
Fills, Menu widget/items, 81–82  
Filters, Typekit web font, 100  
Fit Page in Window command,  
17, 26–28  
Fitting commands  
cropping image with Crop  
tool, 139  
replacing images, 150–151  
resizing images, 136–137  
Fitting menu, 61, 208, 233  
Fixed width layout, 34, 158, 186  
Fluid width layout  
creating new site, 34  
laying out content, 165  
mixing fixed and, 186  
pinning objects, 169  
previewing, 238  
as responsive web design, 12,  
160, 184  
working with breakpoints,  
162, 163  
Focal Point, gradients, 204  
Focus state, form fields, 282  
Folder On Server, publishing site,  
332, 334–335  
Folders, 124, 334–335, 337, 338  
Font menu, 96–98  
Fonts, formatting text, 79, 94–103  
Footer  
adjusting guides for, 56–58  
assigning content to, 190–193,  
206  
creating layer for, 73  
e-mail link in, 224–225  
placing copy of form in, 286  
social media icons in, 221–223  
text link styles in, 228–231  
wireframing in web workflow,  
11  
Form widgets  
across screen sizes, 284–286  
editing fields, 274–282

- editing states, 286
  - editing Submit button, 283, 286
  - inserting/editing, 272–273
  - overview of, 272
  - responsive behavior of, 165, 256
- Formatting. *See* Text, formatting
- Forums, Adobe, 7
- Frame tool, 127–129
- Frames. *See also* Image frames; Text frames
  - adding link to button, 236–237
  - drawing placeholder, 190
  - resizing opposite sides at once, 207
  - responsive behavior of empty, 165
- FTP, uploading site to third-party host, 334
- Fullscreen Slideshow widget, 290
- G**
- Getting started, in this book, 1–7
- Glow effects, 213
- Glyphs panel, special characters, 106
- Go To Asset, 153
- Go To Page command, 132–133, 168
- Google Maps widget, 256, 287–290
- Gradient fills, 60–62, 82, 203–205
- Graphic styles, 247–252
- Graphics
  - adding background image to master page, 61
  - adding logo to header, 64–65
  - aligning content, 146–147
  - editing image properties, 154
  - overview of, 122–123
  - saving to CC Libraries, 307–308
  - transforming images, 132–145
  - understanding Assets panel, 148–153
  - working with images, 124–131
- Groups, 23–26, 139–143, 307–309
- Guides. *See also* Margin guides
  - creating horizontal, 67
  - editing default breakpoints, 164
  - editing master page, 56–58
  - Hide Guides/Show Guides, 57, 67, 114
  - toggle visibility/locking, 67
- Gutter, 34, 36
- Gutter guide, 57
- H**
- Hand tool, 16, 27–28
- Header
  - adding link to button in, 236
  - adding logo to master page, 64–65
  - adjusting page guides for, 56–58
  - creating layer for, 72
  - testing button in different screens, 238–239
  - wireframing web workflow, 11
- Heading, paragraph styles, 111–112
- Hexadecimal (hex) values, 194–195, 197–198
- Hide Guides, 57, 67, 114
- Hide In Breakpoint, 178
- Hide In Other Breakpoints, 180
- HiDPI (High Dots Per Inch) button, 257
- HOME page, 38–39, 48, 66–67
- Horizontal guide, 67, 89, 141–142, 207
- Horizontal Menu widget, 75
- Horizontal Site Map Display button, 43
- Host Directory, publishing site to, 334
- Hover state, 229, 230
- HSB (Hue, Saturation, and Brightness) sliders, 195, 197–198, 201
- HTML
  - embedding, 302–305
  - exporting site as, 336–337
- HTML code dialog box, 303, 304
- Hyperlinks. *See* Links
- I**
- Illustrator files, 127–129, 133–134, 160
- Image frames
  - applying background image to, 206–208
  - creating/applying graphic style to, 247–249
  - creating button from, 232
  - cropping images using Selection tool, 134–136
  - defined, 132
- fitting entire image into, 136–137
- for placed images, 125–129
- replacing images in, 149–151
- resizing without maintaining proportions, 135
- rotating content, 143–144
- scaling images using Selection tool, 132–134
- showing/hiding objects, 178–180
- Images. *See also* Graphics
  - background, 61–62, 207, 210–212
  - editing Slideshow widget, 293–296
  - graphic styles for, 248–249
  - multiple breakpoints and, 181–182
  - responsive behavior of, 160, 165
  - Slideshow widget, 291–292
  - system fonts converting text into, 98
- Import dialog box
  - applying graphic style, 248
  - creating external link, 221
  - linking to file, 226–227
  - placing Adobe Illustrator (.ai) files, 128
  - placing image, 125
- Import Layer, 130
- In-Browser Editing, 338
- Inline content, 140
- Input devices, for smaller screens, 160
- Inserting
  - Composition widget, 258–259
  - font size, 92
  - form widgets, 272
  - HTML content, 302–304
  - link anchor, 243
  - text, 88–91
- Installing Muse, 2
- Instance of original linked image file, 148
- Internal links, 220–221, 243–244
- Introduction
  - Design mode. *See* Design mode
  - exploring final site in browser, 10
  - overview of, 8–9
  - Plan mode, 13–14
  - Preview mode, 29–30
  - responsive web design in Muse, 10

- touring workspace, overview, 13
  - web design vs. print design, 12
  - web workflow example, 11–12
- J**
- Jumpstart method, 6, 88, 168
- K**
- Key object, aligning to, 146–147
  - Keywords, page metadata for SEO, 45–46
- L**
- Labels
    - form field, 274–275, 276–280
    - menu text, 79–80
    - mobile menu, 318, 321–322
  - Layers
    - adding mobile menu, 319
    - arranging content on page, 208–209
    - creating, 71–73
    - deleting, 72
    - inserting Menu widget, 75–76
    - moving text between, 92
    - naming in Photoshop, 240
    - organizing content and, 73–74
    - placing images, 125, 127, 129, 240–242
  - Layers panel, 20
  - Layout
    - designing for each page. *See* Design mode
    - editing master page properties, 55
    - migrating existing Muse website to responsive, 160
    - previewing in different screen sizes, 161
    - responsive web design for all screen sizes, 10
    - starting responsive web design with blank, 160
    - wireframing in web workflow, 11
  - Leading value, 103, 265
  - Lesson files
    - accessing, 3
    - downloading, iii
    - jumpstarting, 6
    - recommend order of, 5
  - Library panel, 316
  - Lightbox Slideshow widget, 290
  - Lines, creating, 193
  - Link To File from the Files, 226
  - Linked files, 124, 127, 131, 148–153
  - Links
    - adding to buttons, 236–237
    - to anchors, 243–244
    - to content using buttons. *See* Buttons
    - editing properties, 227–228
    - email, 224–225
    - external, 221–223
    - to files, 225–227
    - internal, 220–221
    - link states, 229
    - overview of, 218–220
    - responsive web design for smaller screens, 160
    - styling text, 228–231
  - Lists, bulleted/numbered, 105–106
  - Load Anchors, Toolbar, 16
  - Location folder icon, 336
  - Lock Guides, 67
  - Locks, for graphic content, 141–142
  - Logos, 64–65, 70, 133–134, 173–174
- M**
- Mac OS X vs. Windows, using this book, 1
  - Margin guides, 57, 64, 239, 245
  - Marquee, drawing, 28
  - Master Badge, 66, 69
  - Master page area, Plan mode, 14
  - Master pages
    - adding content to, 64–65
    - adding/editing menu, 75–83
    - adding logo to header, 64–65
    - adding navigation menu to, 75–83
    - applying, 68–69
    - applying one master page to another, 70
    - creating new, 66–67
    - creating/renaming new master pages from, 66–67
    - editing browser/page fills on, 59–63
    - editing submenu on, 83
    - overview of, 52–54
    - positioning/resizing objects on, 173–174
    - reordering, 67
    - setting content to be part of footer, 191–193
    - setting/editing guides, 56–58
    - setting/editing properties, 54–56
    - testing r, 84
    - viewing in horizontal or vertical layout, 43
    - visualizing design at different browser widths, 19
    - working with layers, 71–74
  - Max Page Width, 34, 161–162, 184–186, 232
  - Max Page Width value, 59–60, 162–164
  - Menu bar, 64, 75–83
  - Menu items, 76, 77, 79–82
  - MENU page, 39, 68, 167–168, 175–178
  - Menu widgets, 75–76, 78–82, 256
  - Message field, 276–278, 285
  - Message text, 274–276
  - Metadata, 33, 44–46, 56
  - Min Height, 55, 95, 120, 164
  - Min Width, 163
  - Mobile devices, 160, 165, 209
  - Mobile menu, 316–322
  - Modes
    - Design, 14–20
    - Plan, 13–14
    - Preview, 29–30
  - Mouse Down state, 83, 235
  - Multiple breakpoints, 181–182
  - Mu\_Resp\_Menus.muse file, 316–318
  - Muse CC Help and Support, 7
  - My Library, CC Libraries panel, 306
- N**
- Name field, editing form widgets, 274–275, 279–280, 282
  - Navigation, 11, 29
  - Navigation (nav) bar. *See* Menu bar
  - New Layer button, 72–73
  - New Link Style button, 230
  - New Sibling Page, 38
  - New Site, 11, 34–35, 329
  - Non Empty state, form fields, 282
  - None option, Resize menu
    - adding button link, 236
    - changing mobile menus, 320
    - creating breakpoints, 167

- creating external links, 222
- laying out content, 167
- Normal state, 229, 230–231, 234–235
- Numbered lists, creating, 105–106

## O

- Objects
  - creating button from, 232
  - editing stroke of, 200–203
  - pinning, 169–170
  - positioning/resizing, 173–178
  - responsive behavior of, 165
  - setting Resize option on page content, 168–169
  - showing/hiding, 178–180
- Offsets, wrapping text around images, 140–141
- Only Modified Files, publishing, 332
- Opacity (transparency), 62–63, 203–204, 214–216
- Open The Link In A New Window Or Tab, 227–228
- Overrides, graphic style, 250–251

## P

- Padding, 56–58, 233, 280
- Page area guide, 57
- Page fill, 62–63
- Page Properties, 43–50, 54–56
- Pages
  - adding text to. *See* Text
  - arranging in site map, 42–43
  - child pages, 37, 40–43, 77
  - creating layer for, 71–72
  - editing browser fill appearance, 60
  - editing page appearance, 62
  - excluding from XML file, 50
  - excluding when exporting site, 326–327
  - master. *See* Master pages
  - pinning objects to, 169–170
  - setting options, 47–50
  - setting properties, 43–47
  - top-level. *See* Top-level pages (parent pages)
  - unlocking width of, 184–186
- Paid site, upgrading temporary site to, 333
- Panels, working with, 20–26
- Panning, 28
- Pantone (spot) colors, print design, 12

- Paragraph styles, 107–114, 224–225, 309–310
- Paragraph Styles panel, 107–114
- Parent pages. *See* Top-level pages (parent pages)
- Paste. *See also* Copy/Paste
  - background images, 207,
  - Cut/Paste, 128, 243
  - embedding image content, 124
  - mobile menu, 318
  - wrapping text around content, 139
- .pdf file, linking to, 225–227
- Phone field, form widgets, 275, 277–278
- Photoshop Import Options dialog box, 241–242
- Photoshop (.psd) files, 129–131, 160, 194, 240–242
- PHP files, form widgets and, 272
- Pin To Center
  - breakpoints, 172
  - form fields, 278
  - mobile menus, 320
  - positioning/resizing objects, 174, 177
  - showing/hiding objects, 180
  - when Stretch to Browser Width overrides, 289
- Pin to Left, 170
- Pin to Right, 170, 237
- Pin tool options, Control panel, 246
- Pinning, 169–170, 245–246
- Place command, 124
- Place Gun cursor, link to anchors, 243–244
- Place Photoshop Button command, 241
- Placeholder frames, 190
- Placing
  - buttons in Photoshop, 240–242
  - images, 124–131
  - text, 91
- Plan mode
  - accessing default master page, 54
  - adding logo to header, 65
  - adding top-level pages, 38–39
  - editing master page, 55
  - editing site map, 37–43
  - excluding pages from menu, 76
  - overview of, 13–14
  - returning to, 65

- setting page properties, 43–47
- in web workflow, 11
- Positioning objects, 140–141, 173–178
- Preferences, 4–6, 97
- Prerequisites, to use this book, 2
- Preview mode, 12, 29–30
- Preview Page in Browser, 39, 84
- Preview Site in Browser, 84
- Print design, web design vs., 12–13
- Prompt text, form widget fields, 275
- Properties
  - bullet, 106
  - default breakpoint, 163–164
  - image, 154
  - link, 227–228
  - master page, 54
  - page, 43–50
  - page metadata, 44–47
  - site, 35–36
  - swatch, 199
- .psd (Photoshop) files, 129–131, 160, 194, 240–242
- Publish To Business Catalyst dialog box, 328–333
- Publishing/exporting site
  - collecting assets, 337–338
  - excluding pages from export, 326–327
  - exporting as HTML, 336–337
  - making changes and publishing again, 331–333
  - overview of, 327
  - temporary site, 327–330
  - temporary site, upgrading to paid site, 333
  - understanding, 326
  - uploading to third-party host, 333–335
  - using In-Browser Editing, 338
  - in web workflow, 12

## R

- Rectangle Frame tool, 16, 127–128, 190
- Rectangle shapes, 206–212, 232
- Rectangle tool, 16, 190–193
- Redefine Style button, 251
- Relink, 130, 149–153
- Replacing images, 149–151
- Reset Page Properties, 50, 55
- Reset Panels, 20, 23, 26

- Reset to Default button, 82–83, 265, 269
  - Resize menu
    - adding link to button, 236
    - breakpoints, 172
    - checking map across screens, 289–290
    - creating external links, 222
    - graphic styles, 249
    - mobile menus, 320
    - options for content, 167
    - placing Photoshop buttons, 242
    - Rectangle tool, 191–193
    - showing/hiding objects, 180
    - stretching content to browser width, 168–169
  - Resolution, 36, 257
  - Resources, additional for this book, 7
  - Responsive behavior, 165, 256
  - Responsive web design
    - about this book, 159
    - with breakpoints. *See* Breakpoints
    - laying out content, 165–170
    - mixing fixed and fluid layouts, 186
    - in Muse, 10
    - overview of, 156–157
    - for smaller screen sizes, 160
    - starting, 160
    - understanding, 159
    - using alternate layouts, 186
    - web design vs. print design, 12
  - Responsive Width and Height, Resize menu, 167, 180
  - Responsive Width, Resize menu, 167, 172, 178, 180
  - Retina Display button, 257
  - RGB (Red, Green, Blue) values, 12, 62, 82, 195–198
  - Rollover state
    - buttons, 234–235
    - form fields, 282
    - menu items, 82–83
    - Photoshop buttons, 242
    - triggers, 265
  - Rotating content, 143–144
  - Rotation Angle value, 143–144
  - Rounding corners, 213–214
  - Rulers, 67, 88
- S**
- Saturation, 195, 197–198, 201
  - Saving, new site file, 45
  - Scalable Vector Graphic (SVG) files, 64, 127–129, 133–134
  - Scaling images with Selection tool, 132–134
  - Screen sizes
    - checking content across, 238–239, 311–315
    - checking widgets across, 270–271, 284–286, 289–290, 297–298
    - previewing layout across, 161
    - starting layout with smaller, 165
  - Scroll Effects, 213
  - Scrolling, 61–62, 244–246
  - Scrubber, in Breakpoint bar, 19
  - Search engine optimization (SEO), 33, 44–46, 153
  - Selection Indicator, in Control panel, 17
  - Selection tool, 16, 131–136
  - Self-Hosted web fonts, 96, 102
  - SEO (Search engine optimization), 33, 44–46, 153
  - Shadow effect, 216, 251
  - Shapes, working with, 188–193
  - Sharing
    - Library, 308
    - stored content. *See* Creative Cloud Libraries
  - Show All in Breakpoint, 178
  - Show Guides, 57, 67, 114
  - Sibling pages, 37–39, 41
  - Sidebar, wireframing in web workflow, 11
  - Simple Contact form widget, 272–273
  - Site, creating
    - editing site map, 37–43
    - editing site properties, 35–36
    - overview of, 34–35
    - page options, 47–50
    - page properties, 43–47
    - web workflow for, 11
  - Site map, 14, 37–43, 68
  - Site Properties dialog box, 228–231
  - Slideshow widgets
    - adding/configuring, 290–292
    - checking across screen sizes, 297–298
    - editing appearance of Blank, 293–296
    - overview of, 290
    - responsive behavior of, 165, 256
  - Smart Guides, about, 89
  - Smart Objects, 241
  - Social icons, creating external link, 221–223
  - Social widgets, 165, 256, 287–290
  - Source code content, embedding HTML, 302
  - Spacing
    - bulleted lists, 120
    - form fields, 280
  - Spacing panel, 233, 279–280
  - Spell Checker, 120
  - Spring-loaded tool shortcuts, 16
  - Squares, drawing, 191
  - Stacking order, site content in, 70
  - Standard (web safe) fonts, 96–97
  - Starter templates, in responsive web design, 160
  - State button, 257
  - States
    - button, 234–235, 257
    - defined, 80
    - editing, 82
    - link, 229
    - menu item, 82
    - mobile menu, 321–322
  - States panel, 25–26
  - Static layout, in site with Fixed Width layout, 158
  - Sticky Footer, 55
  - Stored content, sharing. *See* Creative Cloud Libraries
  - Stretch to Browser Width, Resize menu, 167–169
  - Stroke Color, 197, 200–201, 216, 279
  - Stroke Options panel, 200, 202–203
  - Stroke Weight
    - form fields, 279, 282–283
    - lines, 193
    - rounding corners, 213–214
    - shadows, 216
    - stroke of object, 200, 202–203
  - Styles
    - bullet, 119–120
    - character, 115–118
    - creating, 107
    - graphic, 247–252
    - paragraph, 107–114
    - retained when copying/pasting between sites, 117
    - text link, 228–231
  - Submenus, 77, 83
  - Submit button, form widgets, 282–285

SVG (Scalable Vector Graphic) files, 64, 127–129, 133–134  
Swatch Options dialog box, 197–198, 201  
Swatches, color, 195, 197–199  
Swatches panel, 23–25, 194, 197–198  
System fonts, 96, 98

## T

Tabbed panel widgets, 165, 256  
Tabs, showing/hiding panels, 23  
Target containers, Composition widgets, 266–269  
Temporary sites, 327–330, 331–333  
Text  
    alternative, 153  
    button, 232–233  
    copying/pasting between sites, 118  
    creating e-mail link, 224–225  
    creating text frame, 88–89  
    editing menu item states, 82–83  
    embedding HTML, 302–305  
    overview of, 86–88  
    placing, 91–92  
    Spell Checker, 120  
    on Submit button for forms, 283  
    typing, 88–90  
    using Library assets, 308–311  
    wrapping around content, 139–141  
Text, formatting  
    adjusting font size, 94–95  
    alignment options, 103  
    bulleted/numbered lists, 105–106  
    changing color and case, 105  
    changing other, 102–104  
    creating type styles. *See* Type styles  
    menus, 79–80  
    overview of, 93  
    removing, 110  
    selecting fonts, 96–102  
    Slideshow widget, 295–296  
    Submit button, 283  
    in Toolbar, 16  
    when copying/pasting between sites, 117  
Text Formatting icons, Toolbar, 182–184  
Text Frame, Control panel, 17–18

Text frames, 88–91, 94–97, 142  
Text Panel, 23, 24, 93  
Text tool, 16, 28  
Third-party host, uploading site to, 333–335  
Thumbnail images  
    changing size of, 37  
    master pages and, 55, 65–67, 69  
    of site map area, 14  
Thumbnails Slideshow widget, 290  
Titles, 45, 47–50, 227–228  
Toolbar, 15, 16  
Tooltips, adding to images, 153  
Top-level pages (parent pages), 37–43, 76–77  
Top of Page guide, 57  
Tracking, changing text, 104  
Transform panel, 133, 144–145, 193, 278  
Transition, adding fade to, 235  
Transparency (Opacity), 62–63, 203–204, 214–216  
Triggers, Composition widget, 260–266  
Type styles  
    bullet styles, 119–120  
    character styles, 115–118  
    paragraph styles, 107–114  
Typekit web fonts, 96, 98–102, 328

## U

Underline attribute, text link styles, 229  
Undo Resize Item, 132  
Ungroup command, 142–143, 168  
Unlink Style From Selection button, 252  
Unlink styles, 114, 252  
Unlock All On Page command, 168  
Update Asset, fixing broken/modified links, 153  
Upload To FTP Host dialog box, 334–335  
Uploading site, 333–335  
URL link, 330

## V

Vertical gradients, 204  
Vertical Menu widget, 75  
Vertical Move Handle, 294–295, 310–311, 312

Vertical Site Map Display button, 42–43  
View menu, 26–28, 55  
Visited state, 229–231

## W

Web design, print design vs., 12–13  
Web Edition, 2  
Web Fonts Notification dialog box, 100–101  
Web (hosted) fonts, 98–102  
Web hosts, 272  
Web safe (standard) fonts, 96–97  
Widgets  
    button, 257  
    composition. *See* Composition widgets  
    contact form. *See* Form widgets  
    dragging embedded HTML into, 303  
    overview of, 256  
    slideshow. *See* Slideshow widgets  
    social, 287–290  
Widgets Library panel, 24–25, 256–257, 287, 290  
Window menu, 17, 20–26  
Windows vs. Mac OS X, using this book, 1  
Wireframe, in web workflow, 11  
Workflow, Muse web, 11–12  
Workspace, 9, 13–20  
Wrap panel, 139–141  
Wrapping text around content, 139–141

## X

X values, Transform panel, 145

## Y

Y values, Transform panel, 145  
Youtube widget, responsive behavior of, 256

## Z

ZIP archives, lesson files for this book, 3  
.zip file, linking to, 225–227  
Zoom tool (Z), 16, 26–28  
Zooming, 26–28, 190