Website Creation in Adobe Muse

Background Information

Adobe Muse is a web-building app designed to allow users to focus on their site's front-facing design instead of getting caught up in struggles with back-end coding or structure. Muse was created for graphic designers who wanted to create unique custom websites but were unable to do so using Adobe Dreamweaver. Muse allows users with no knowledge of coding or back-end site construction to create well-designed webpages while avoiding technical hassles which could restrict creativity.

Muse's workspace mirrors that of other Adobe products, such as Illustrator, Photoshop, and InDesign. The process for creating a website in Muse is very similar to creating projects using InDesign.

Required Skills

- Software navigation (using a mouse and keyboard)
- General understanding of web browsers and navigating the internet

Helpful (but by no means necessary) Skills to Have

- Basic or introductory knowledge of design tools such as Illustrator or InDesign.
- Basic knowledge of web or graphic design.

Agenda
- Setting up a working folder
- Workspace overview
- Creating a new site
- Creating & organizing pages (Building a site map)
- Creating a color scheme using Swatches
- Using master pages
- Using containers
- Adding text
- Formatting Text
- Placing images
- Effects
- Hyperlinking
- Inserting widgets
- Publishing the site
- Enabling & Uploading files to your Personal Webpage
- Appendix

Setting up a working folder

Note: When building a website, it is helpful to have all images, documents, and other working files are stored in your project folder so you can stay organized.

1. Navigate to your U: Drive

2. Right click and click and "create a new folder"

3. Name the folder the title of your website

Workspace overview

Muse's workspace is divided into three different views: Plan, Design, and Preview. You can switch between these three modes in the top right portion of the window. You can also navigate between pages, sites, and views using the tabs in the top-right portion of the menu bar.
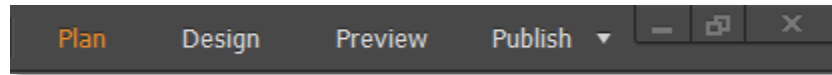
Plan View

The plan view is where you will manage your site's pages. In this view, you can create and rearrange pages. The plan view is also where you will create and apply master pages.

Design View

The design view is where you will add content to your pages and modify the look of your pages. Double clicking on a page in the plan view will automatically open it up in the design view.

Preview Mode

The preview mode allows you to see how your website will look when it is live. In this view, you test interactive objects and links to make sure they are working how you expect.

Creating a new site

1. In the menu bar go to *File / New Site…*
2. The New Site dialog box appears.
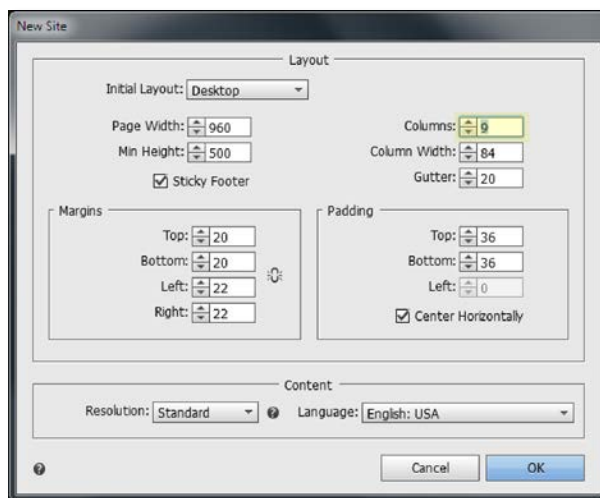
3. Select the layout options you want for your site. If you are not sure what to do, set the "Columns" to 9 and keep the other settings on their default values. *(See the screenshot above.)*

Creating & organizing pages (Building a site map)

In the Plan View, you can create new pages and organize your site's structure and page hierarchy. It may help to think of your site map as a family tree.

Creating sibling and child pages

There are two types of pages that you can create: **sibling pages** and **child pages.**
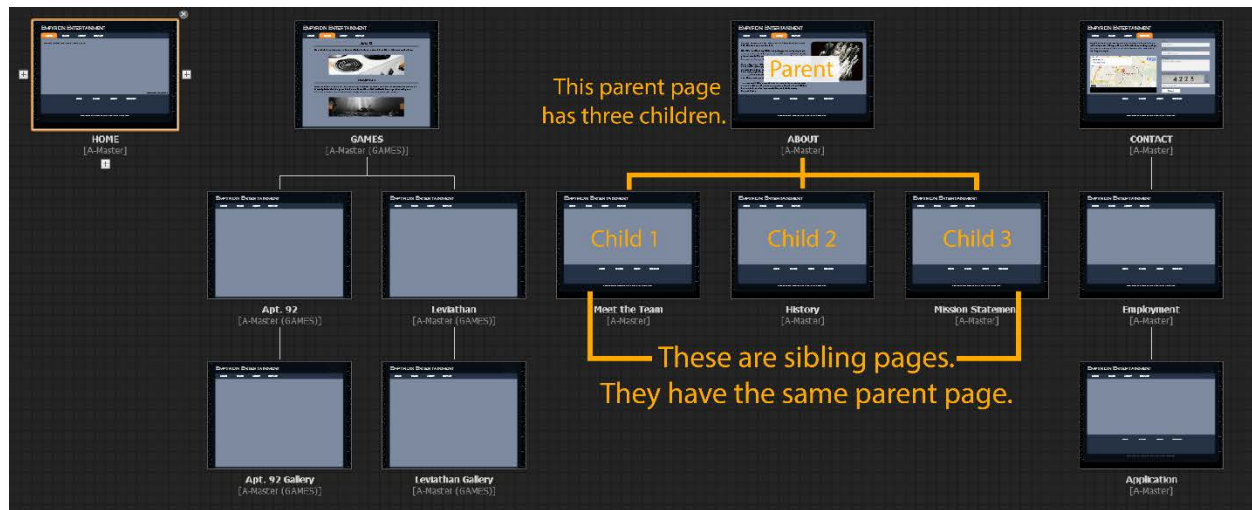
- **Sibling pages** are pages that are on the same hierarchical level underneath the same parent page in your site map.
  - o To create a new sibling page, just hover over a currently existing page and press one of the (+) buttons that show up to the side of its outer border.
- **Child pages** are pages that exist underneath another (parent) page in your site map.
  - o Pressing the (+) button below the thumbnail will create a child page.
  - o Note: Depending on how you set up your navigation menu later on, child pages may or may not be displayed in your navigation bars.

(+) buttons to the sides create sibling pages. The (+) button below creates a child page.

Rearranging and removing pages

Rearranging pages in your site map is very easy. Just click and drag any of the thumbnails to a new location to reorganize the site's structure.

To delete a page from your site, hover over the thumbnail and click the (X) button at the top right.

Renaming pages

To rename a page, double click on the page name to select the text and type out its new name.

Creating a color scheme using Swatches

A good website has a consistent color scheme throughout all its pages. You can use the Swatches panel to ease the process of sticking to a defined color scheme.

Choosing your colors

- Think of the main color you want to use in your site.
  - You will use three shades of this color (dark, medium, and light) and one accent color for contrast in your site.
1. Open up any page in Design view.
2. Open the Swatches panel.
3. Right-click anywhere in the Swatches panel.
4. Select "Delete All Unused" to get rid of all the extra swatches.
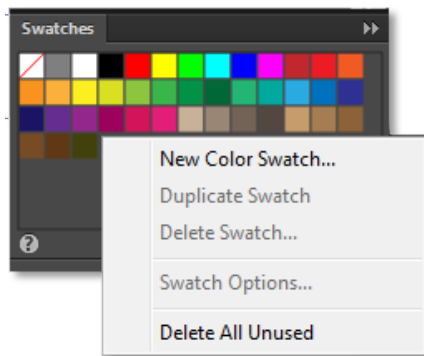
5. Add a new swatch.
6. Use the Color Chooser to find a dark shade of your chosen color. (For example, dark blue)
   a. If you're feeling fancy or have a deep hatred for RGB color codes, you can set custom names for your new color swatch in the top field of the Color Chooser.
7. Now repeat that process to change the second and third rectangle to a medium and light shade of your chosen color. (For example, blue and light blue)
8. Make your last rectangle contrast with your main color. (For example, you can choose orange if your main color was blue.) You will use this color as an accent in your site.

Helpful tip! Use Adobe's color wheel at https://color.adobe.com/ to help create color schemes.

Using master pages

A master page functions as an overall template or preset that can be applied to many different pages at once. All frames and objects (including text, images, widgets, and guides) that are created on a master page will appear on all pages it has been applied to. Furthermore, any changes that you make to your master page will also be automatically updated on its associated pages. You can create as many master pages as needed.

Setting up master pages

By default, your site will have one master page: A-Master. You can add more master pages in the same way you would add a regular page; click the (+) button ⊞ on the right of an existing master page.

Applying master pages

There are two ways to apply masters to your webpages. You will need to be in the Plan view to do either method.

- Click and drag the thumbnail for your master page onto the thumbnail for a webpage in your site tree.

  OR

- Right click on the thumbnail of a webpage. Under the *Masters* option, select the master page you want to apply.

Working with multiple master pages

You can have more than one master page. Create new master pages the same way you create new pages in your site structure; hover over the thumbnail and press the (+) button to create a new master.

Using containers

What are containers?

Simply put, a container is a rectangle shape that you can add to your pages. It works similarly to rectangle shape tools from other software that you may be familiar with such as Illustrator, InDesign, or PowerPoint.

Containers can be used as more than just a shape though. The following are ways in which you can use containers.

- Help layout your web pages.
- Create lines.
- Create buttons.
- Convert to textboxes.
- Create shapes such as a rounded rectangle or a circle.

Creating a container

1. Select the Rectangle tool. 🔲
2. Click and drag to place a rectangular container.

Formatting containers

Resizing

1. When a container is selected, use the anchor points on its corners and sides to scale it up or down.
   - To maintain the container's aspect ratio while resizing, use the corner anchor points to scale up and down.

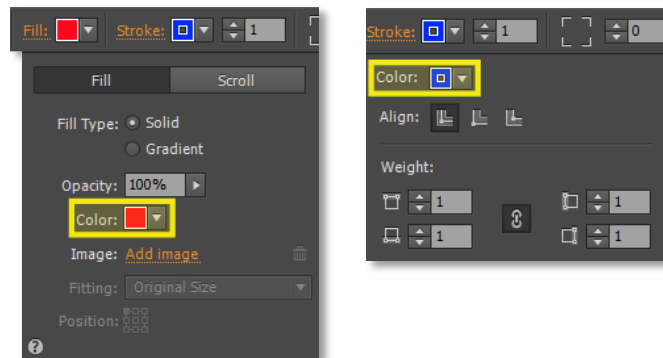   ***100% width***

     You can easily set a container to take up the full width of your webpage.

1. Select the desired container(s).
2. Click the 100% Width icon ▣ in the Control Panel.
   a. The object will now take up 100% of your webpage's width. If you want to disable this feature, select the object and turn off the 100% Width option in the Control Panel.

Modifying a container's fill and stroke

Modify containers' fill (inside) and stroke (border) using the *Fill* and *Stroke* panels in the Control Panel.

- In the *Fill* or *Stroke* Panel, click *Color*.

Transparency

You can modify a container's transparency using the *Opacity* slider in the *Fill* panel. (This will affect the transparency of the entire container, including its stroke.)

Gradients

- In the *Fill* panel, set the "Fill Type" to *Gradient*.
- Use the gradient tools that appear to edit the look of your container's gradient.

Putting images inside containers

- In the *Fill* panel, click *Add image*
  o Use the *Fitting* tools to modify how your image will fit inside the container.
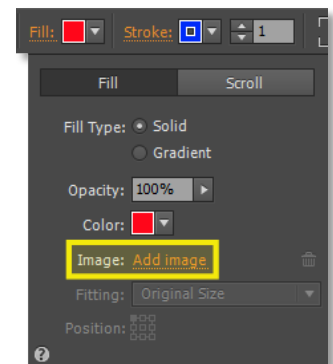
Typing inside a container

- Select the Type tool.
- Double click on a container.
- Type.

Rounding the corners

Be default, containers are rectangles. You can change them into rounded rectangles or even circles if you so desire.

1. Select a container.
2. Locate the *Enable/Disable Corner Radius* option in the Control Panel.

3. Select the corners you want to round.
4. Adjust the radius of the rounded corners in the box directly to the right of the *Enable/Disable Corner Radius* options. (A higher number makes the curve larger.)

Creating lines

You can turn containers into lines.

1. Select the container you wish to convert into a line.
2. In the *Fill* panel, set the container's fill to be transparent.
3. Open the *Stroke* panel.
4. "Break the links" in the icon that sets all stroke weights as equal
5. Set all but one of the line widths to zero.
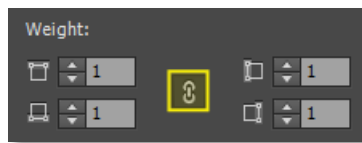
The stroke's edges are linked.   *The stroke's edges are not linked.*

Adding text

Adding text to your pages is very easy. Use the Type tool to create textboxes that you can type into.

1. Select the Type tool.
2. Click and drag to create a textbox.
   a. To resize a textbox, drag one of its anchor points using the Selection tool.
3. Type, place, or paste text into your textbox.

Using containers as a textbox

You can use a container as a textbox.

- With the Type tool selected, double click on a container to start typing text inside of it.

Formatting Text

You can format font style, size, color, and make other adjustments as well. To change text formatting, select the text box or boxes you would like to edit and make the necessary adjustments in either the Control Panel or the Text panel.

*The Control Panel with the Type tool selected*
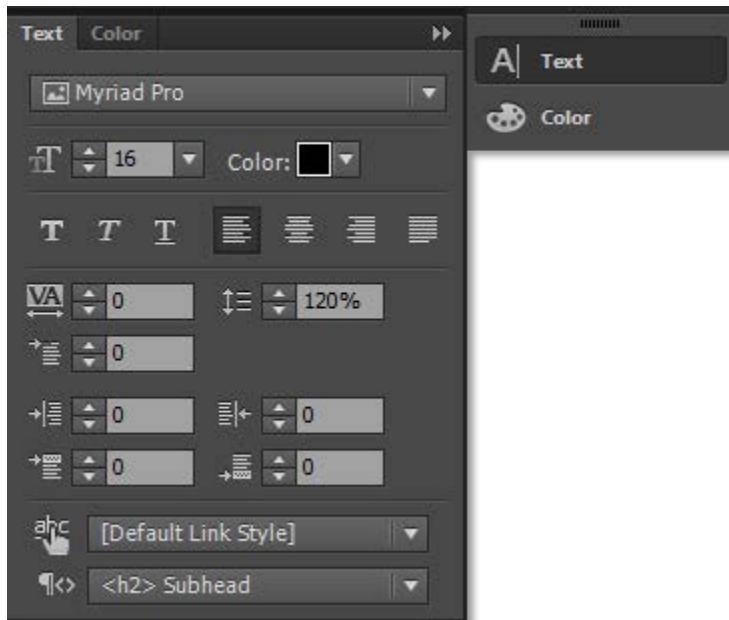
The Text panel

Placing images

1. Go to the File menu and select Place.
2. Navigate to the folder where your image is saved.
3. Select the image and press Place.

Adding alt text to images.

It is important to add alt text to any informational visual objects (such as pictures, charts, or infographics) in your site. Proper alt text boosts your search engine ranking and also allows screen readers to more easily convey information from your site to users.

1. Right click on an image you have placed.
2. Select *Edit Image Properties*.
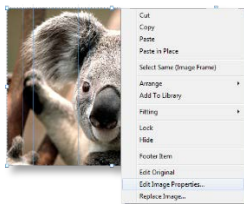
3. Describe the image in the *Alternative Text* field.
    a. Not sure what to type? Just say what is in the image. If it is a picture of three penguins standing on a beach, "three penguins standing on a beach" would be effective alt text.
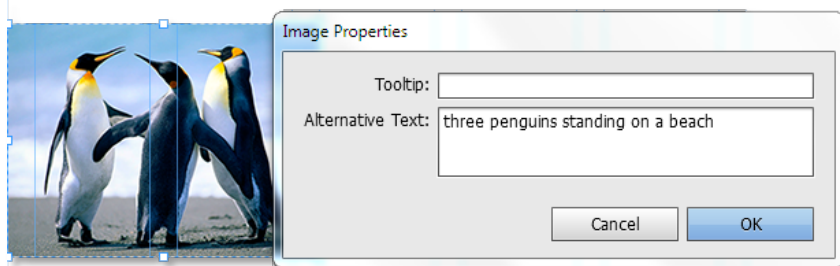
    b. If your image has text in it, make sure to indicate so in the alt text. [*See below*]

Effective alt text for this image would be Heading: "Student Tech Center. teach. collaborate. develop." Image of students using the Student Tech Center.

4. While you have the *Image Properties* window open, you can also add a tooltip (one of those little text boxes that appears when you hover over an image on a website).

Effects

You can apply various effects to containers, images, and text. Select the object you want to modify and click Effects in the Control Panel to see effects options.
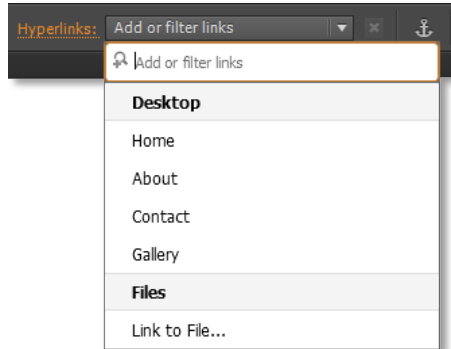

Shadow	Bevel	Glow
Shadow adds a drop shadow behind the object.	*Bevel* makes the edges of the object appear chiseled or rounded.	*Glow* adds a colored glow around or inside the image.

Hyperlinking

Creating hyperlinks is very easy in Muse.

1. Select the object that you want to add a hyperlink to.
2. Click the dropdown menu next to "Hyperlinks:" in the Control Panel.

   a. For internal links, simply select the page you want to link to.
   b. For external links, type or paste the address to link to.
   c. To link to a file, select "Link to File…" and select the desired file.

To remove a hyperlink, just press the X to the right of the drop-down menu.

Inserting widgets

Widgets are awesome. This manual only touches on a few of the most important ones, but you are encouraged to experiment with them to find out how they all work.

There are two ways to add widgets to your pages.

- You can insert widgets through the Object menu (Object / Insert Widget).
   o After selecting a widget from this menu, single click to add it to your page at its default size.
   o Click and drag to place a widget at custom dimensions.
- You can also use the Widgets Library to preview and add widgets.
   o Click on a widget to see a preview.
   o Click and drag a widget off the panel to add it to your page.

After inserting a widget, you can adjustments to the information your widgets convey, the way they look, and the way they behave. Make these adjustments using the Options panel by clicking the blue circle icon that appears at the top right side of the widget. The Options panel is contextual and will show different features depending on which widget is being customized.

Adding site navigation (the Menu widget)

This widget adds an automatically navigation menu to your pages. You can choose to add a horizontal or a vertical menu.

It is recommended that you place the Menu widget on your master pages so it appears in the same places across your entire site.

Changing how the Menu looks (Using the States panel)

You can change the way the buttons in your Menu look and behave. For this to work properly, your Menu must be placed on a master page.

About States:

State name:	Normal	Rollover	Mouse Down	Active
What is it?	How the button appears on a different page (For example, how "Home" will look on the About page)	What the button does when the mouse hovers over it	What the button looks like while it is being clicked on	How the button appears on its own page (For example, how "Home" will look on the Home page)

1. Double click on one of your menu's buttons.
    a. It does not matter which button you choose; the changes you make to one button will apply to all of the other buttons in the menu as well.
2. Open the States panel.
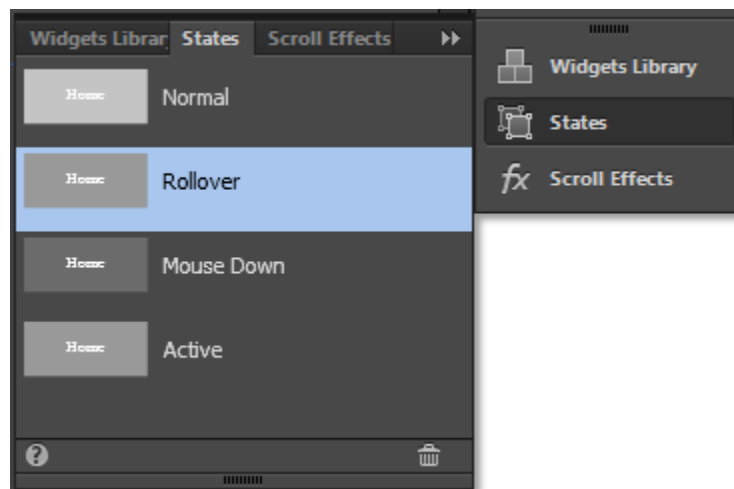
3. Select the state that you want to modify.
4. With the container selected, make the desired adjustments to the fill, stroke, corners, effects, etc.

YouTube videos

1. Go to Object / Insert Widget / Social / YouTube
2. Place the widget on your page.
3. Open the Options panel ▶ and paste the YouTube video's ID into the *Video ID* field.

Slideshows

You can easily insert Lightbox slideshows and galleries into your webpages.

1. Go to Object / Insert Widget / Slideshow

2. Choose one of the types of Slideshows to add to your page.

3. Open the Options panel ⊙ to add images to the slideshow and to make adjustments to the way it looks and behaves.

Social Media widgets

1. Go to Object / Insert Widget / Social
2. Choose the social media widget you would like to add (Facebook Comments, Facebook Like, Pinterest, Twitter Follow, etc.)
3. Use the Options panel ⊙ to change the account information, layout, and design of the widget.

Publishing the site

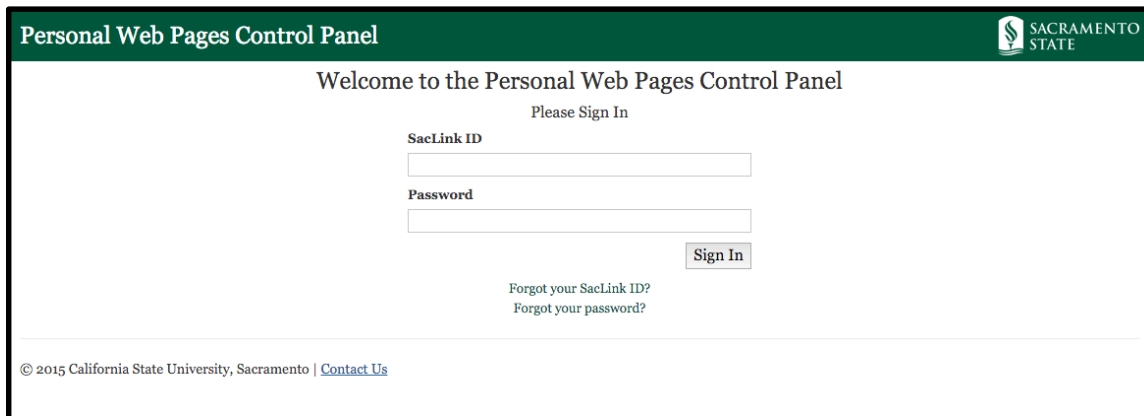Publishing your Muse site is very simple.

1. Click the dropdown menu next to *Publish* in the top menu bar.
2. Choose *Export as HTML*.
3. Enter your site URL and select a local folder to export the HTML site to.
4. Once the export is complete, follow the instructions for Enabling & Uploading files to your Personal Webpage in the next section of this manual.

Enabling & Uploading files to your Personal Webpage

Enabling your personal webpage

Step 1: Visit https://webpages-controlpanel.csus.edu/

Step 2: Login using your SacLink Username and password.

Personal Web Pages Control Panel   SACRAMENTO STATE

Welcome to the Personal Web Pages Control Panel

Please Sign In

SacLink ID

[   ]

Password

[   ]
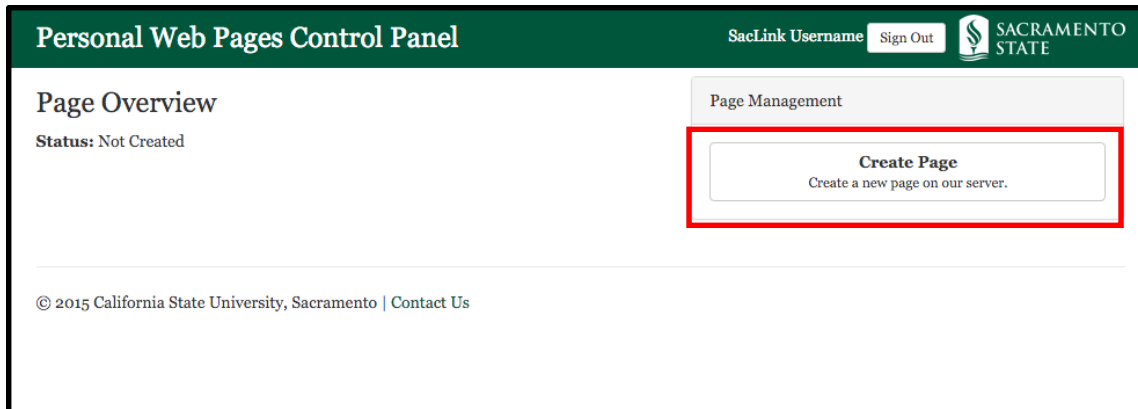
[Sign In]

Forgot your SacLink ID?
Forgot your password?

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Step 3: Click "Create Page" to enable your personal webpage
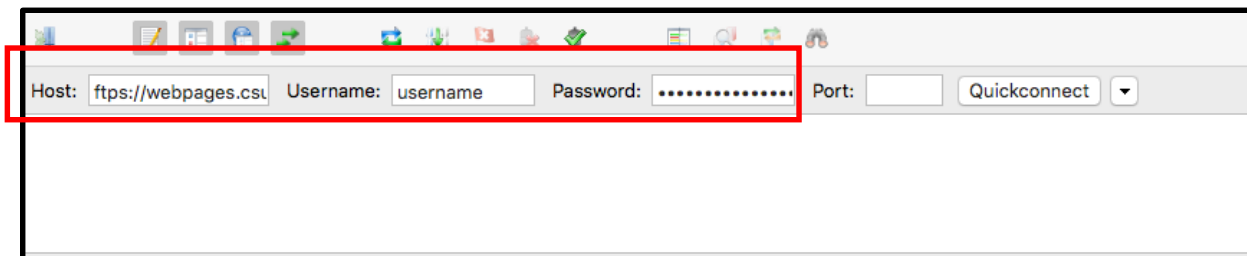
Using FileZilla to upload

Step 1: Open FileZilla

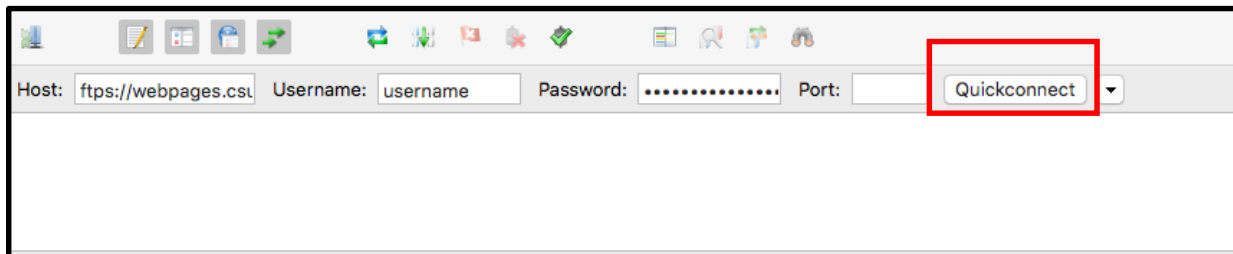**Step 2**: Enter connection information

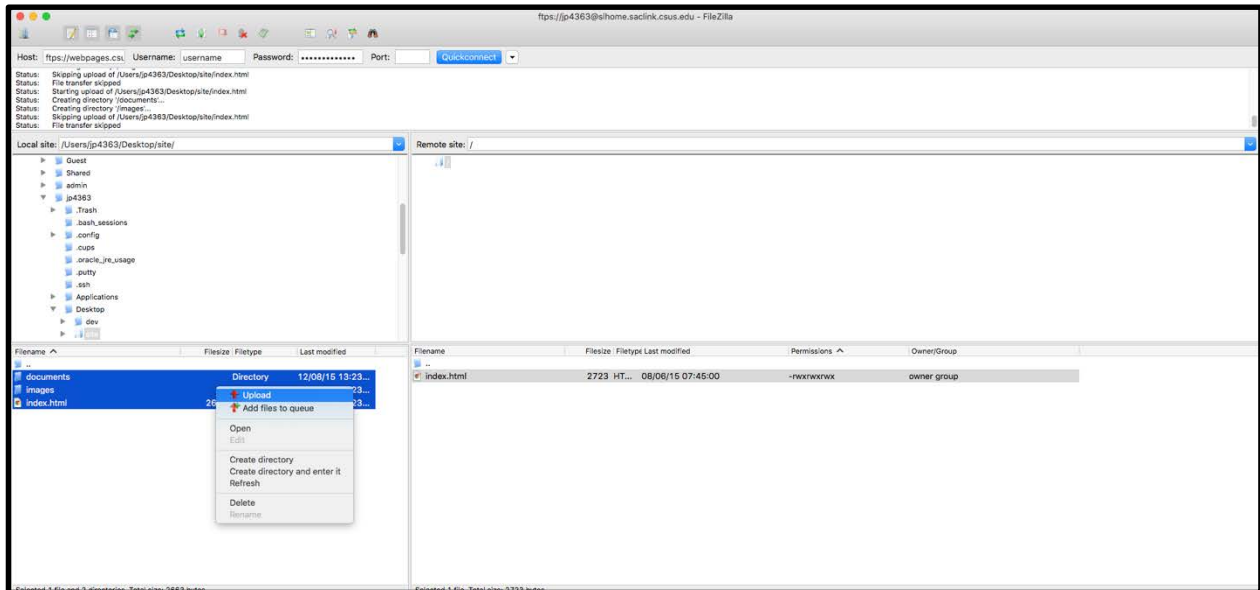Host: ftps://webpages.csus.edu/

Username: SacLink Username

Password: SacLink Password

Step 3: Press Quick Connect

Step 4: Copy files to server by selecting your files, right clicking, and choosing upload

Step 5: Visit your website at [http://webpages.csus.edu/*SacLinkUsername*](http://webpages.csus.edu/SacLinkUsername)

Appendix

Keyboard Shortcuts (The Adobe Muse Cheat Sheet)

Keyboard shortcuts can be a great way to save time and get things done easily. The table below lists a few of the most helpful shortcuts for Adobe Muse. A more extensive list of shortcuts can be viewed at: https://helpx.adobe.com/content/dam/help/en/muse/pdf/muse_cheatsheet.pdf

Function	Mac OS Shortcut	Windows Shortcut
New Site…	Command + N	Ctrl + N
Open Site…	Command + O	Ctrl + O
Save Site	Command + S	Ctrl + S
Save Site As…	Command + Shift + S	Ctrl + Shift + S
Preview Page in Browser	Command + Shift + E	Ctrl + Shift + E
Preview Site in Browser	Command + Option + E	Ctrl + Alt + E
Undo	Command + Z	Ctrl + Z
Redo	Command + Shift + Z	Ctrl + Shift + Z
Copy	Command + C	Ctrl + C
Paste	Command + V	Ctrl + V
Paste in Place	Command + Option + Shift + V	Ctrl + Alt + Shift + V
Duplicate	Command + Option + Shift + D	Ctrl + Alt + Shift + D
Select All	Command + A	Ctrl + A
Deselect All	Command + Shift + A	Ctrl + Shift + A

Resources for Further Assistance

Student Technology Center

You can visit the Student Technology Center in AIRC 3007 for assistance with Muse. Check our software assistance page (http://www.csus.edu/irt/stc/tutoring.html) for a list of current drop-in hours for Muse. During these times, a web expert will be available to answer your questions and assist you with Muse.

You can also view the STC's Muse workshop page (http://www.csus.edu/stc/workshops/muse.html) for more resources and to view any upcoming open workshop dates and times. All open workshops are free to attend and do not require you to bring your own supplies. View the STC's workshop page (http://www.csus.edu/irt/stc/workshops/) for more information about open workshops.

Adobe Support

You can visit Adobe's official Muse support page at https://helpx.adobe.com/muse.html for answers to common questions, troubleshooting, community forums, or to contact Adobe's tech support.

Adobe Tutorials

Visit http://muse.adobe.com/tutorials.html for tutorials on a wide variety of Muse features, projects, and best practices. Tutorials range from beginner to expert level and everywhere in between.