2015 release

Adobe® Dreamweaver® CC

The Professional Portfolio

AGAINST THE CLOCK

mastering graphic technology

Managing Editor: Ellenn Behoriam
Cover & Interior Design: Erika Kendra
Editor: Angelina Kendra
Copy Editor: Liz Bleau
Printer: Prestige Printers

Copyright © 2015 Against The Clock, Inc.
All rights reserved. Printed in the United States of America. This publication is protected by copyright, and permission should be obtained in writing from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or likewise.

Against The Clock and the Against The Clock logo are trademarks of Against The Clock, Inc., registered in the United States and elsewhere. References to and instructional materials provided for any particular application program, operating system, hardware platform, or other commercially available product or products do not represent an endorsement of such product or products by Against The Clock, Inc.

Photoshop, Acrobat, Illustrator, InDesign, PageMaker, Flash, Dreamweaver, and Premiere are trademarks of Adobe Systems Incorporated. Macintosh is a trademark of Apple Computer, Inc. Word, Excel, Office, Microsoft, and Windows are either registered trademarks or trademarks of Microsoft Corporation.

Other product and company names mentioned herein may be the trademarks of their respective owners.

The image on the cover shows the Denver Art Museum in Denver, Colorado. (©Jamey Edgerton | Dreamstime.com)

10 9 8 7 6 5 4 3 2 1

Print ISBN: 978-1-936201-61-7
Ebook ISBN: 978-1-936201-62-4

AGAINST THE CLOCK
mastering graphic technology

4710 28th Street North, Saint Petersburg, FL 33714
800-256-4ATC • www.againsttheclock.com

Acknowledgements

About Against The Clock

Against The Clock, long recognized as one of the nation's leaders in courseware development, has been publishing high-quality educational materials for the graphic and computer arts industries since 1990. The company has developed a solid and widely-respected approach to teaching people how to effectively utilize graphics applications while maintaining a disciplined approach to real-world problems.

Having developed the *Against The Clock* and the *Essentials for Design* series with Prentice Hall/Pearson Education, ATC drew from years of professional experience and instructor feedback to develop *The Professional Portfolio Series*, focusing on the Adobe Creative Suite. These books feature step-by-step explanations, detailed foundational information, and advice and tips from industry professionals that offer practical solutions to technical issues.

Against The Clock works closely with all major software developers to create learning solutions that fulfill both the requirements of instructors and the needs of students. Thousands of graphic arts professionals — designers, illustrators, imaging specialists, prepress experts, and production managers — began their educations with Against The Clock training books. These professionals studied at Baker College, Nossi College of Art, Virginia Tech, Appalachian State University, Keiser College, University of South Carolina, Gress Graphic Arts Institute, Kean University, Southern Polytechnic State University, Brenau University, and many other educational institutions.

About the Author

Erika Kendra holds a BA in History and a BA in English Literature from the University of Pittsburgh. She began her career in the graphic communications industry as an editor at Graphic Arts Technical Foundation before moving to Los Angeles in 2000. Erika is the author or co-author of more than thirty books about Adobe graphic design software. She has also written several books about graphic design concepts such as color reproduction and preflighting, and dozens of articles for online and print journals in the graphics industry. Working with Against The Clock for more than 13 years, Erika was a key partner in developing *The Professional Portfolio Series* of software training books.

Contributing Artists and Editors

A big thank you to the people whose artwork, comments, and expertise contributed to the success of these books:

- **Chris Barnes,** Wilson Community College
- **Greg Williams,** Keiser University
- **Frank Traina,** Armwood High School
- **Matthew Guancale,** Fanboy Photo
- **Debbie Davidson,** Against The Clock, Inc.
- **Charlie Essers,** photographer, Lancaster, Calif.
- **Samantha Schmitz,** Double D Cupcakes, Lancaster, Calif.

Finally, thanks to **Angelina Kendra**, editor, and **Liz Bleau**, copy editor, for making sure that we all said what we meant to say.

Walk-Through

project 7

Vintage Car JavaScript Site

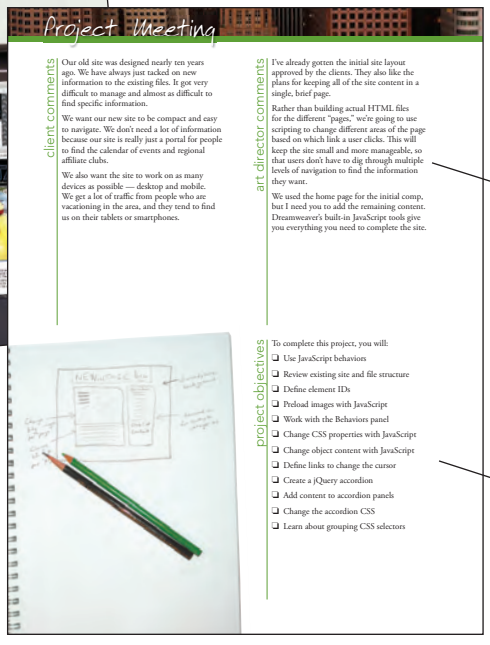
Your client, the president of a vintage car collectors association, wants to redesign the group's Web site to be more friendly to users on mobile devices. Your job is to incorporate JavaScript that changes various areas of the site based on user interaction.

This project incorporates the following skills:

- Creating JavaScript behaviors in Dreamweaver
- Preloading images with JavaScript
- Changing CSS properties with JavaScript
- Changing object content with JavaScript
- Creating and managing a jQuery user-interface object

Project Goals

Each project begins with a clear description of the overall concepts that are explained in the project; these goals closely match the different "stages" of the project workflow.


Project Meeting

client comments

Our old site was designed nearly ten years ago. We have always just tacked on new information to the existing files. It got very difficult to manage and almost as difficult to find specific information.

We want our new site to be compact and easy to navigate. We don't need a lot of information because our site is really just a portal for people to find the calendar of events and regional affiliate clubs.

We also want the site to work on as many devices as possible — desktop and mobile. We get a lot of traffic from people who are vacationing in the area, and they tend to find us on their tablets or smartphones.

art director comments

I've already gotten the initial site layout approved by the clients. They also like the plans for keeping all of the site content in a single, brief page.

Rather than building actual HTML files for the different "pages," we're going to use scripting to change different areas of the page based on which link a user clicks. This will keep the site small and more manageable, so that users don't have to dig through multiple levels of navigation to find the information they want.

We used the home page for the initial comp, but I need you to add the remaining content. Dreamweaver's built-in JavaScript tools give you everything you need to complete the site.

project objectives

To complete this project, you will:

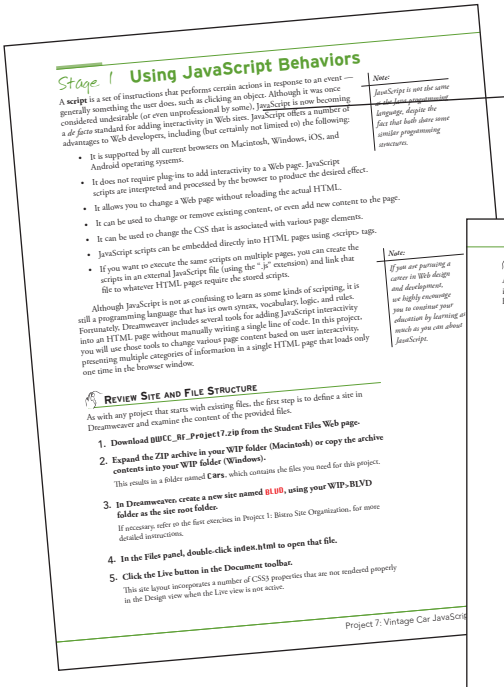
- Use JavaScript behaviors
- Review existing site and file structure
- Define element IDs
- Preload images with JavaScript
- Work with the Behaviors panel
- Change CSS properties with JavaScript
- Change object content with JavaScript
- Define links to change the cursor
- Create a jQuery accordion
- Add content to accordion panels
- Change the accordion CSS
- Learn about grouping CSS selectors

The Project Meeting

Each project includes the client's initial comments, which provide valuable information about the job. The Project Art Director, a vital part of any design workflow, also provides fundamental advice and production requirements.

Project Objectives

Each Project Meeting includes a summary of the specific skills required to complete the project.


Stage 1 Using JavaScript Behaviors

A **script** is a set of instructions that performs certain actions in response to an event — generally something the user does, such as clicking an object. Although it was once considered undesirable (or even unprofessional by some), JavaScript is now becoming *a de facto* standard for adding interactivity in Web sites. JavaScript offers a number of advantages to Web developers, including (but certainly not limited to) the following:

- It is supported by all current browsers on Macintosh, Windows, iOS, and Android operating systems.
- It does not require plug-ins to add interactivity to a Web page. JavaScript scripts are interpreted and processed by the browser to produce the desired effect.
- It allows you to change a Web page without reloading the actual HTML.
- It can be used to change or remove existing content, or even add new content to the page.
- It can be used to change the CSS that is associated with various page elements.
- JavaScript scripts can be embedded directly into HTML pages using <script> tags.
- If you want to execute the same scripts on multiple pages, you can create the scripts in an external JavaScript file (using the ".js" extension) and link that file to whatever HTML pages require the stored scripts.

Note: *JavaScript is not the same as the Java programming language, despite the fact that both share some similar programming structures.*

Note: *If you are pursuing a career in Web design and development, we highly encourage you to continue your education by learning as much as you can about JavaScript.*

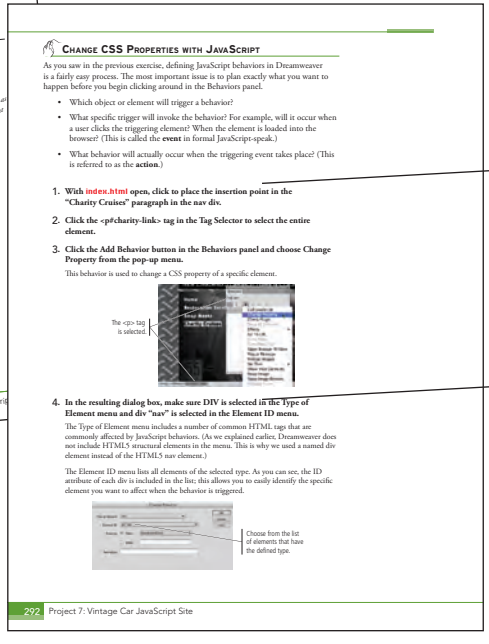
Although JavaScript is not as confusing to learn as some kinds of scripting, it is still a programming language that has its own syntax, vocabulary, logic, and rules. Fortunately, Dreamweaver includes several tools for adding JavaScript interactivity into an HTML page without manually writing a single line of code. In this project, you will use those tools to change various page content based on user interactivity, presenting multiple categories of information in a single HTML page that loads only one time in the browser window.

Review Site and File Structure

As with any project that starts with existing files, the first step is to define a site in Dreamweaver and examine the content of the provided files.

1. **Download DWCC_8E_Project7.zip from the Student Files Web page.**
2. **Expand the ZIP archive in your WIP folder (Macintosh) or copy the archive contents into your WIP folder (Windows).**
   This results in a folder named **Cars**, which contains the files you need for this project.
3. **In Dreamweaver, create a new site named** **BLVD**, **using your WIP>BLVD folder as the site root folder.**
   If necessary, refer to the first exercises in Project 1: Bistro Site Organization, for more detailed instructions.
4. **In the Files panel, double-click index.html to open that file.**
5. **Click the Live button in the Document toolbar.**
   This site layout incorporates a number of CSS3 properties that are not rendered properly in the Design view when the Live view is not active.

Project 7: Vintage Car JavaScri


Change CSS Properties with JavaScript

As you saw in the previous exercise, defining JavaScript behaviors in Dreamweaver is a fairly easy process. The most important issue is to plan exactly what you want to happen before you begin clicking around in the Behaviors panel.

- Which object or element will trigger a behavior?
- What specific trigger will invoke the behavior? For example, will it occur when a user clicks the triggering element? When the element is loaded into the browser? (This is called the **event** in formal JavaScript-speak.)
- What behavior will actually occur when the triggering event takes place? (This is referred to as the **action**.)

1. **With index.html open, click to place the insertion point in the "Charity Cruises" paragraph in the nav div.**
2. **Click the <p#charity-link> tag in the Tag Selector to select the entire element.**
3. **Click the Add Behavior button in the Behaviors panel and choose Change Property from the pop-up menu.**
   This behavior is used to change a CSS property of a specific element.

The <p> tag is selected.

4. **In the resulting dialog box, make sure DIV is selected in the Type of Element menu and div "nav" is selected in the Element ID menu.**
   The Type of Element menu includes a number of common HTML tags that are commonly affected by JavaScript behaviors. (As we explained earlier, Dreamweaver does not include HTML5 structural elements in the menu. This is why we used a named div element instead of the HTML5 nav element.)

   The Element ID menu lists all elements of the selected type. As you can see, the ID attribute of each div is included in the list; this allows you to easily identify the specific element you want to affect when the behavior is triggered.

Choose from the list of elements that have the defined type.

292 Project 7: Vintage Car JavaScript Site

Real-World Workflow

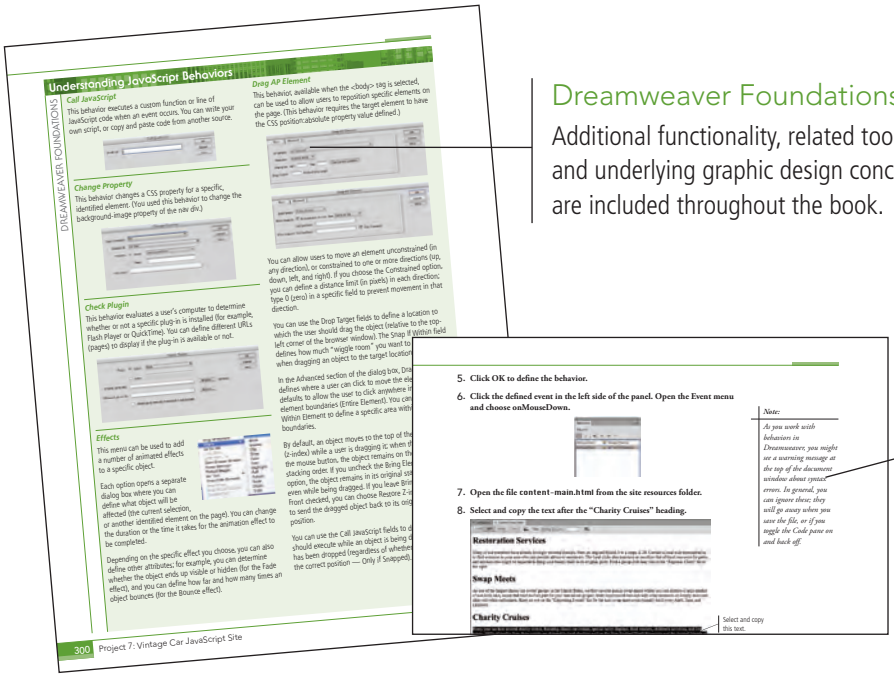
Projects are broken into logical lessons or "stages" of the workflow. Brief introductions at the beginning of each stage provide vital foundational material required to complete the task.

Step-By-Step Exercises

Every stage of the workflow is broken into multiple hands-on, step-by-step exercises.

Visual Explanations

Wherever possible, screen shots are annotated so that you can quickly identify important information.

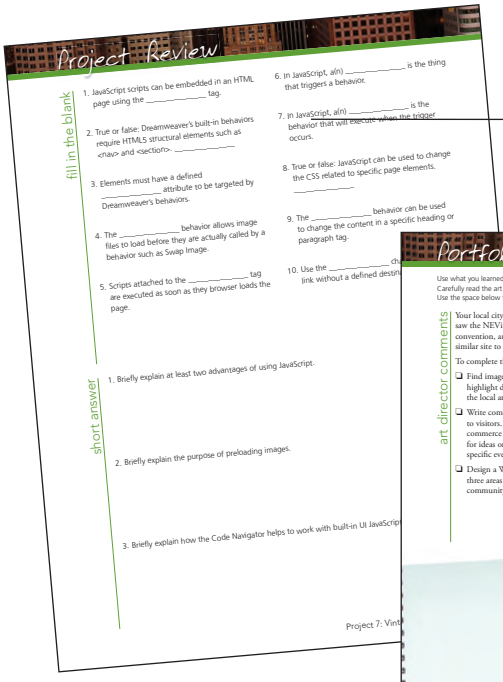


Dreamweaver Foundations

Additional functionality, related tools, and underlying graphic design concepts are included throughout the book.

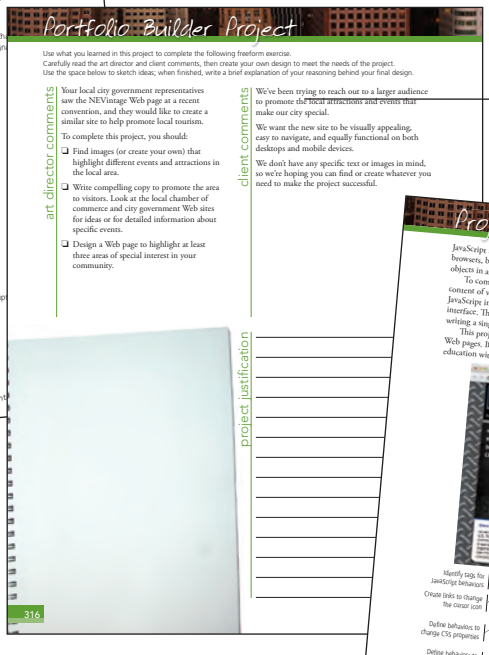
Advice and Warnings

Where appropriate, sidebars provide shortcuts, warnings, or tips about the topic at hand.



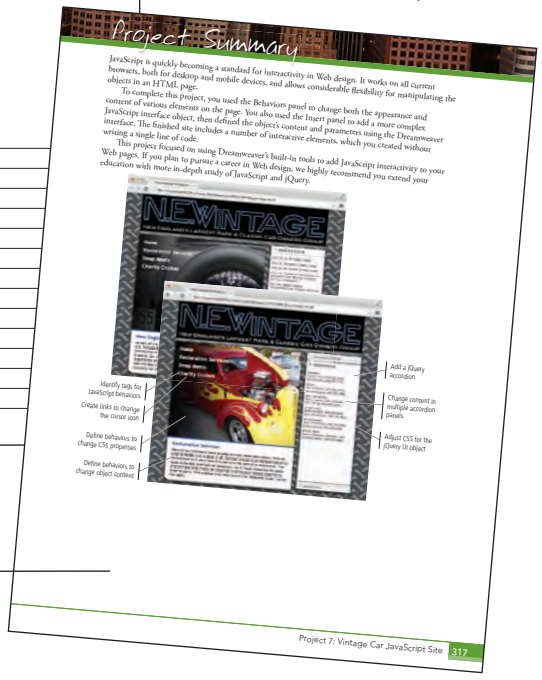
Project Review

After completing each project, you can complete these fill-in-the-blank and short-answer questions to test your understanding of the concepts in the project.



Portfolio Builder Projects

Each step-by-step project is accompanied by a freeform project, allowing you to practice skills and creativity, resulting in an extensive and diverse portfolio of work.



Visual Summary

Using an annotated version of the finished project, you can quickly identify the skills used to complete different aspects of the job.

Projects at a Glance

The Against The Clock *Portfolio Series* teaches graphic design software tools and techniques entirely within the framework of real-world projects; we introduce and explain skills where they would naturally fall into a real project workflow. For example, rather than including an entire chapter about site management, we teach site management where you naturally need to do so — when you begin building a new site in each project.

The project-based approach in the *Portfolio Series* allows you to get in depth with the software beginning in Project 1 — you don't have to read several chapters of introductory material before you can start creating finished artwork.

The *Portfolio Series* project-based approach also prevents "topic tedium" — in other words, we don't require you to read pages and pages of information about marking up text (for example); instead, we explain text-related mark-up as part of a larger project (in this case, as part of a digital book chapter).

Clear, easy-to-read, step-by-step instructions walk you through every phase of each job, from creating a new file to saving the finished piece. Wherever logical, we also offer practical advice and tips about underlying concepts and graphic design practices that will be important as you enter the job market.

The projects in this book reflect a range of different types of Dreamweaver jobs, from organizing a client's site and links to developing a functional site template to building a dynamic site. When you finish the eight projects in this book (and the accompanying Portfolio Builder exercises), you will have a substantial body of work that should impress any potential employer.

The eight Dreamweaver projects are described briefly here; more detail is provided in the full table of contents (beginning on Page viii).

project 1

Bistro Site Organization

- ❑ Exploring Site Structure
- ❑ Organizing the Site Navigation
- ❑ Naming and Titling Documents
- ❑ Making Files Public

project 2

Digital Book Chapter

- ❑ Preparing the Workspace
- ❑ Working with Semantic Markup
- ❑ Working with Special Characters
- ❑ Creating Lists
- ❑ Attaching an External CSS File

project 3

Photographer's Web Site

- ❑ Placing Static Foreground Images
- ❑ Extracting Photoshop Assets

project 4

Yosemite CSS Layout

- ❑ Creating Layouts with Style Sheets
- ❑ Working with a Template
- ❑ Using CSS to Control Content

project 5

Cupcake Bakery CSS Site

- ❑ Working with Classes
- ❑ Creating Online Forms

project 6

Kayaking HTML5 Site

- ❑ Working with HTML5 Tags
- ❑ Working with CSS3 Selectors
- ❑ Working with Web Fonts
- ❑ Adding Video in HTML5
- ❑ Creating a CSS3 Image Gallery

project 7

Vintage Car JavaScript Site

- ❑ Using JavaScript Behaviors
- ❑ Adding jQuery UI Elements

project 8

Bootstrap Responsive Page

- ❑ Working with Bootstrap
- ❑ Creating CSS3 Transitions

Our goal in this book is to familiarize you with the Dreamweaver tool set, so you can be more productive and more marketable in your career as a graphic designer.

It is important to keep in mind that Dreamweaver is an extremely versatile and powerful application. The sheer volume of available panels, options, and features can seem intimidating when you first look at the software interface. Most of these tools, however, are fairly simple to use with a bit of background information and a little practice.

Wherever necessary, we explain the underlying concepts and terms that are required for understanding the software. We're confident that these projects provide the practice you need to be able to create sophisticated artwork by the end of the very first project.

Contents

Acknowledgements III

Walk-Through IV

Projects at a Glance VI

Getting Started XIII

The Dreamweaver CC User Interface 1

Explore the Dreamweaver Interface . . . 1
Understanding the Application Frame . . . 3
Customizing Dreamweaver Behavior . . . 8
Create a Saved Workspace . . . 8
Explore the Dreamweaver Document Window . . . 10
Preview Files in Dreamweaver Live View . . . 18
Preview a File in a Browser . . . 21
Remove a Site from Dreamweaver . . . 23
Synchronizing Settings . . . 24

Project 1 Bistro Site Organization 25

Stage 1 **Exploring Site Structure** . . . 27
Create a New Site Definition . . . 27
Examine the Site Files . . . 29
Plan Folder Organization . . . 31
The Files Panel in Depth . . . 32
Sort and Move Image Files . . . 33
Changing the Update Preferences . . . 35

Stage 2 **Organizing the Site Navigation** . . . 36
Create Hyperlinks within the Site . . . 37
The HTML Insert Panel in Depth . . . 39
Copy and Paste Links . . . 44
Adjust Relative Link Paths . . . 46
Accessing Page Content in the Menu Pages . . . 47
Create an Email Link . . . 49
Understanding Web File Naming Conventions . . . 50

Stage 3 **Naming and Titling Documents** . . . 50
Rename Pages for Search Engine Optimization . . . 51
Create Document Titles for Individual Pages . . . 52

Stage 4 **Making Files Public** . . . 55
Hide Files from the Web Server . . . 55
Define Remote Connection Info for the Site . . . 57
Upload Files to a Remote Site . . . 59
Export and Remove the Site Definition . . . 61

Project Review . . . 63

Portfolio Builder Project . . . 64

Project 2 Digital Book Chapter 67

Stage 1 **Preparing the Workspace** . . . 69
Define the ATC Site . . . 69
Create a New HTML Document . . . 70

Stage 2 **Working with Semantic Markup** . . . 72
Paste Text Content in Design View . . . 72
Element Names, Tags, and Attributes . . . 74
Format Headings in Design View . . . 76
Formatting Text with the Properties Panel . . . 78
Format a Blockquote and Inline Quote . . . 78
Mark up Abbreviations in Code View . . . 81
Controlling Code Hints . . . 81
Understanding Code View Formatting . . . 84
Format with Strong and Em Elements . . . 85

Stage 3 **Working with Special Characters** . . . 86
Insert Special Characters . . . 86
Create a Table of Quote Characters . . . 89
Working with HTML Tables . . . 91
Use the Insert Other Character Dialog Box . . . 92
Insert Special Characters in Code . . . 94

Stage 4 **Creating Lists** . . . 95
Create an Ordered List of Web Resources . . . 95
Create an Unordered List of Navigation Links . . . 97

Stage 5 **Attaching an External CSS File** . . . 99
Add div Tags and Element IDs . . . 99
Attach the CSS File . . . 102
Identify the List as a Navigation Bar . . . 104

Project Review . . . 106

Portfolio Builder Project . . . 107

Project 3 Photographer's Web Site 109

Stage 1 **Placing Static Foreground Images** . . . 111
Review the Existing Project Status . . . 112
Place an Image in the Regular Design View . . . 113
Place an Image with the Insert Panel . . . 116
Drag and Drop an Image from the Insert Panel . . . 119
Insert an Image with the Assets Panel . . . 120
Resize and Resample an Image . . . 122
The Image Properties Panel in Depth . . . 126

Stage 2 **Extracting Photoshop Assets** . . . 127
Verify your Adobe ID in Dreamweaver . . . 127
Load a Photoshop File into your Creative Cloud Account . . . 129
Extract Text and Images from a Photoshop File . . . 131
Format the Page Body with Extracted Assets . . . 134
Format Text with Extracted Styles . . . 140
Format Element Backgrounds with Extracted Styles . . . 144
Format Navigation Links with Extracted CSS . . . 149
Understanding Hexadecimal Color Codes . . . 150
Define Background Images for Navigation Link States . . . 153
Project Review . . . 157
Portfolio Builder Project . . . 158

Project 4 YOSEMITE CSS LAYOUT 161

Stage 1 **Creating Layouts with Style Sheets** . . . 163
Define a Tracing Image . . . 163
Create an External CSS File . . . 167
Create a Selector and Add a Tag to the Page . . . 168
Understanding the CSS Box Model . . . 172
Create a Selector using the CSS Designer Panel . . . 172
Understanding CSS Shorthand . . . 175
Copy and Paste CSS Properties . . . 177
Define Page Layout with Tags . . . 179
Create Nested Divs . . . 184
Control Element Float Position . . . 186
Define Properties for the <body> Tag . . . 190
Use the CSS Designer panel to Edit Selectors . . . 193
Stage 2 **Working with a Template** . . . 196
Create a Template . . . 196
Understanding Template Objects . . . 199
Apply the Template to Existing Pages . . . 200
The Modify>Templates Menu in Depth . . . 202
Creating a New Page from a Template . . . 203
Edit the Design Template . . . 204
Understanding Named Anchors . . . 206
Stage 3 **Using CSS to Control Content** . . . 207
Define HTML Tag Selectors . . . 207
Create Descendant Selectors . . . 211
Create Pseudo-Class Selectors . . . 213
Project Review . . . 216
Portfolio Builder Project . . . 217

Project 5 Cupcake Bakery CSS Site 219

Stage 1 **Working with Classes** . . . 221
Review Existing Site Files . . . 222
Create a Class Selector to Place Background Images . . . 223
Manually Edit CSS Code . . . 226
Make an Editable Attribute in a Template . . . 229
Control Float and Clear Properties . . . 232
Search Page Code to Apply Classes . . . 235
CSS Mode of the Properties Panel . . . 235
Apply Multiple Classes to Elements . . . 238
Insert One HTML Page into Another . . . 241

Stage 2 **Creating Online Forms** . . . 244
Create a Form Element . . . 244
The Form Properties Panel in Depth . . . 245
Create Form Text Fields . . . 246
Create a Menu Field . . . 249
Create a Checkbox . . . 252
Add Submit and Reset Buttons . . . 253
Apply CSS to the Form . . . 257

Project Review . . . 262
Portfolio Builder Project . . . 263

Project 6 Kayaking HTML5 Site 265

Stage 1 **Working with HTML5 Tags** . . . 267
Create a New HTML5 page . . . 267
Add HTML5 Structural Tags . . . 269
Learning about HTML5 Tags . . . 274
Attach a CSS Style Sheet . . . 275

Stage 2 **Working with CSS3 Selectors** . . . 277
Add Rounded Corners to an Element . . . 277
Define Transparency for a Background Color . . . 280
Create Multiple Columns of Text . . . 282
Learning More about CSS3 Properties . . . 283

Stage 3 **Working with Web Fonts** . . . 284
Download a Web Font Package . . . 284
Apply Web Fonts to Page Elements . . . 286
Working with External Web Fonts . . . 289

Stage 4 **Adding Video in HTML5** . . . 290
Place a Video in an HTML5 Page . . . 290
Video Tag Attributes . . . 293

Stage 5 **Creating a CSS3 Image Gallery** . . . 295
Define Absolute Positioning . . . 295
Work with nth-of-type Selectors . . . 297
Define Hover Behavior . . . 299
Add a Drop Shadow . . . 301

Project Review . . . 303
Portfolio Builder Project . . . 304

Project 7 Vintage Car JavaScript Site 307

Stage 1 **Using JavaScript Behaviors** . . . 309
Review Site and File Structure . . . 309
Define Element IDs . . . 311
Preload Images with JavaScript . . . 313
Working with the Behaviors Panel . . . 313
Change CSS Properties with JavaScript . . . 316
Change Object Content With JavaScript . . . 319
Define Links to Change the Cursor . . . 322
Understanding JavaScript Behaviors . . . 324
Stage 2 **Adding jQuery UI Elements** . . . 326
Insert a jQuery Accordion . . . 327
Add Accordion Content . . . 329
Change Accordion CSS . . . 332
Grouping CSS Selectors . . . 333
Using Inspect Mode in Live View . . . 338
Project Review . . . 339
Portfolio Builder Project . . . 340

Project 8 Bootstrap Responsive Page 343

Stage 1 **Working with Bootstrap** . . . 345
Create a New Bootstrap Page . . . 347
Define the Bootstrap Page Layout Grid . . . 351
More about the Visual Media Queries Bar . . . 351
Insert Responsive Images . . . 358
Copy Content into a Bootstrap Page . . . 361
Use CSS to Format Page Content . . . 365
Create New Media Queries . . . 369
Show and Hide Content in Different Layouts . . . 373
More about Showing and Hiding Elements . . . 375
Stage 2 **Creating CSS3 Transitions** . . . 378
Restrict Element Height and Overflow . . . 378
Use the CSS Transitions Panel . . . 380
Project Review . . . 384
Portfolio Builder Project . . . 385

Getting Started

Prerequisites

The Professional Portfolio Series is based on the assumption that you have a basic understanding of how to use your computer. You should know how to use your mouse to point and click, as well as how to drag items around the screen. You should be able to resize and arrange windows on your desktop to maximize your available space. You should know how to access drop-down menus, and understand how check boxes and radio buttons work. It also doesn't hurt to have a good understanding of how your operating system organizes files and folders, and how to navigate your way around them. If you're familiar with these fundamental skills, then you know all that's necessary to use the Portfolio Series.

Resource Files

All of the files you need to complete the projects in this book — except, of course, the Dreamweaver application files — are on the Student Files Web page at againsttheclock.com. See the inside back cover of this book for access information.

Each archive (ZIP) file is named according to the related project (e.g., **Cars_DWCC15_RF.zip**). At the beginning of each project, you must download the archive file for that project and expand that archive to access the resource files that you need to complete the exercises. Detailed instructions for this process are included in the Interface chapter.

Files required for the related Portfolio Builder exercises at the end of each project are also available on the Student Files page; these archives are also named by project (e.g., **Flowers_DWCC15_PB.zip**).

Web Hosting

To make Web files accessible to the browsing public, you need to have access to some type of server. On the inside back cover of this book, you have a code that you need to gain access to the required resource files. The same code also provides access to a six-month, free trial Web hosting account at Pair Networks (www.pair.com).

If you don't already have access to an online server, go to **www.pair.com/atc/** to sign up for your hosting account. You must enter your contact information, and the code from the inside back cover of your book.

(Further details are provided on Page 55.)

Software Versions

This book was written and tested using the initial version of the 2015 release of Adobe Dreamweaver CC software, as released in June 2015 (version 2015.0). You can find the version number in the Splash Screen that appears while your application is launching.

Because Adobe has announced periodic upgrades rather than releasing new full versions, some features and functionality might have changed since publication. Please check the Errata section of the Against The Clock Web site for any significant issues that might have arisen from these periodic upgrades.

System Requirements

The Professional Portfolio Series was designed to work on both Macintosh or Windows computers; where differences exist from one platform to another, we include specific instructions relative to each platform. One issue that remains different from Macintosh to Windows is the use of different modifier keys (Control, Shift, etc.) to accomplish a task. When we present key commands, we always follow the same Macintosh/Windows format — Macintosh keys are listed first, then a slash, followed by the Windows keys.