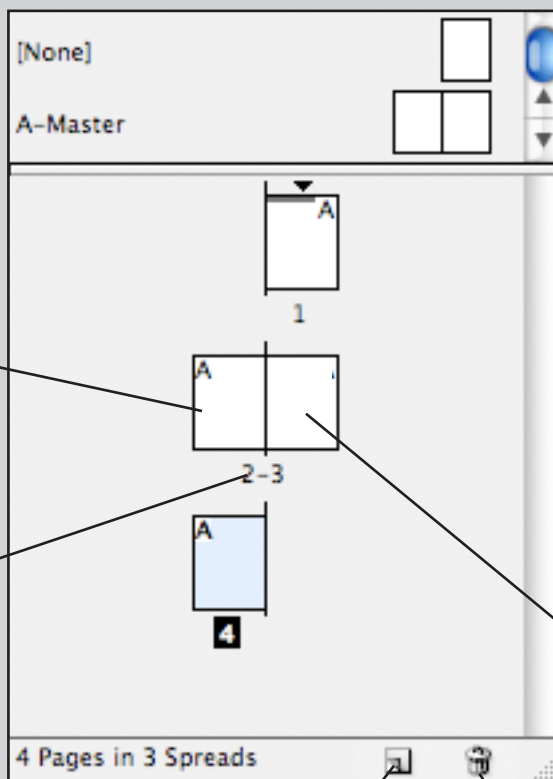


Double-click on page icon to center just this page in your window

Double-click on numbers to center an entire spread in your window



} master pages. Put anything

on the A-master page and it will appear on every page with an "A" on it. If you want to skip a page, drag the "None" page to it. You can have multiple master pages- B-Master, C-Master, and so on.

No A= page with no master page

Add page, or if you drag a page to it, it'll make a copy

Delete Selected Pages

File> Document Setup and the File>New>Document options both have a check box for "Facing Pages". When checked this allows pages to group together, like the 2-3 spread above.



Move pages.... you can move them via this menu option, or by dragging the page icon (a vertical bar shows where pages will be when you drop them. If it touches a spread you will attach the page to that spread.)

Duplicate/Delete Spread.... works just as well with a solo page as two connected pages.

Override all master page items.... Allows you to edit some of the master page items on a given page.

Allow Document Pages to Shuffle When deselected, pages go where you drag them, rather than automatically keeping the pages in the same grouping.

Allow Selected Spread to Shuffle When deselected, allows you to drag a page out of a selected spread until the vertical bar is not touching other pages.

Numbering & Section Options - change format for numbering, where page numbering starts etc.

The Pages Palette in InDesign: A Cheat Sheet

