Keyboard Shortcuts

Hide Frame Command + CNTL + H
Show Hidden Characters Option + Command + I
Fit Spread to Window Option + Command + 0
Spell Checking Command I or Edit > Spelling > Check Spelling

Press Command while dragging a guide to create a guide that covers the spread (not just the page).

Text Selection Shortcuts

One word Double click word
One line Triple click any word in the line
One paragraph Click any word in the paragraph four times
Entire story Click any word five times
Entire story Command + A

One character to the right of the insertion point Shift g
One character to the left of the insertion point Shift f
One line up from the insertion point Shift h
One line down from the insertion point Shift i

One word to the right of the insertion point Shift Command g
One word to the left of the insertion point Shift Command f
One paragraph up from the insertion point Shift Command h
One paragraph down from the insertion point Shift Command i

Superscript Shift Command =
Subscript Shift Option Command =
Underline Shift Command U
To display the Character Palette: Command T
Paragraph Palette

To display this Palette: Option Command T

Alignment buttons:
- Align Towards Spine
- Align Away From Spine
- Right Indent
- Last Line Right Indent
- Space After
- Drop Cap One or More Characters text box
- Align to Baseline Grid
- Do Not Align to Baseline Grid

Align Palette

Display the Align Palette
Window > Object and Layout > Align

Alignment buttons:
- Align Left Edges
- Align Horizontal Centers
- Align Right Edges
- Align Top Centers
- Align Vertical Centers
- Align Bottom Centers
- Distribute Left Edges
- Distribute Horizontal Centers
- Distribute Right Edges
- Distribute Top Edges
- Distribute Vertical Centers
- Distribute Bottom Edges
Page Palette

- Master Options...
- Apply Master to Pages...
- Save as Master
- Override All Master Page Items
- Remove All Local Overrides
- Detach All Objects from Master
- Keep Spread Together
- Hide Master Items
- Allow Pages to Shuffle
- Palette Options...
- Numbering & Section Options...
- Spread Flattening

Text Wrap

- No Wrap
- Wrap around bounding box
- Wrap around object shape
- Jump object
- Jump to next column

Offsets:
- Top Offset
- Bottom Offset
- Left Offset
- Right Offset