



InCopy CC 2019 symbols spaces · hyphens · breaks · markers · adornments

Line Breaks	Symbol	Line End	Shortcut
Forced Line Break	none	ipso facto	Sh+Return
Disc. Line Break	citato	dictum	

Text Flow Breaks	Symbol	Shortcut
Paragraph Break (Return)	per ¶	Return
Column Break	novo	Num Enter
Frame Break	vita	Sh+Num Enter
Page Break	la	Cmd+Num Enter
Odd Page Break	volore	
Even Page Break	para	

White Spaces	Symbol	Shortcut
Spacebar Space	ab initio	
Em Space (relative to pt size)	ad hoc	Sh+Cmd+M
En Space (1/2em)	post hoc	Sh+Cmd+N
Third Space	sans serif	
Quarter Space	quo vadis	
Sixth Space	ad idem	
Thin Space (1/8em)	a priori	Sh+Opt+Cmd+M
Hair Space (1/4em)	carpe diem	
Nonbreaking Space	et tu	Opt+Cmd+X
Nonbreaking Space (fixed width)	cui bono	
Punctuation Space	et alia	
Figure Space	et # et	
Flush Space	et uxor	
Ideographic Space		

Other Special	Symbol	Shortcut
Tab	cognita >>	Tab
Right Indent Tab	terra >	Sh+Tab
Indent to Here	fiat	Cmd+\
End Nested Style Here	gratia	
Non-Joiner (prevents ligature)	f i	
End of Story Marker	quorum #	

Hyphens	Symbol	Line End	Shortcut
Auto Hyphen	none	annum	
Discretionary Hyphen	pri-ma	prima	Sh+Cmd+-
Hard Hyphen	cul-pa	culpa	
Non-breaking Hyphen	so-lo	none	Opt+Cmd+-

Frame Adornments	Symbol
Available for editing	
In Use By [name]	
Editing	
Available and Out of Date	
In Use By [name] and Out of Date	
Editing and Out of Date	
Out of Date	
Text Content Out of Date	
Text Content Up to Date	
Graphics Content Out of Date	
Graphics Content Up to Date	
Packaged Content	

Markers	Layout	Story/Galley	Shortcut
Anchored Obj., Custom	Y alia	Y alia	
Conditional Text	quo	quo	
Cond. Text, Hidden	null	null	
Cross-Ref Source	page 2	page # 2	
Cross-Ref Destination	pro	pro	
Endnote	semper	semper	
Footnote	sic	sic footnote	
Split Footnote	the	none	
Hyperlink	sum	sum	
Index Marker	nos	nos	Cmd+7
Inline or InCopy Note	autas	autas note	Cmd+F8
Paragraph Break Marker		>>>	
Position Marker			Sh+Cmd+[
Table	none		Sh+Opt+Cmd+T
Text Anchor	cus	cus	
Text Variable	11/2018	Date 12/2012	
XML Tagged Text	[xml]	xml	

Track Changes	Mac version
Disable or Enable Track Changes	or
Show/Hide Track Changes	
Track Changes Galley/Story View	
Accept or Reject Change	or
Accept or Reject All Changes	or
Next or Previous Change	or

Mac version



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Page Break	la ¶	Ctrl+Num Enter
Odd Page Break	volore ¶	
Even Page Break	para ¶	

White Spaces	Symbol	Shortcut
Spacebar Space	ab·initio	
Em Space (relative to pt size)	ad·hoc	Sh+Ctrl+M
En Space (½em)	post·hoc	Sh+Ctrl+N
Third Space	sans·serif	
Quarter Space	quo·vadis	
Sixth Space	ad·idem	
Thin Space (⅓em)	ā·priori	Sh+Alt+Ctrl+M
Hair Space (¼em)	carpe·diem	
Nonbreaking Space	et·tu	Alt+Ctrl+X
Nonbreaking Space (fixed width)	cu·bono	
Punctuation Space	et·#et	
Figure Space	et·#et	
Flush Space	et·uxor	
Ideographic Space	·	

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Indent to Here	↑fiat	Ctrl+\
End Nested Style Here	gratia\	
Non-Joiner (prevents ligature)	·fi	
End of Story Marker	quorum#	

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Discretionary Hyphen	pri·ma	prima!	Sh+Ctrl+-
Hard Hyphen	cul·pa	culpa-	
Non-breaking Hyphen	so·lo	none	Alt+Ctrl+-

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Graphics Content Up to Date	
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Cond. Text, Hidden	null	null	
Cross-Ref Source	page 2	·page #2	
Cross-Ref Destination	pro	⊗pro	
Endnote	6·semper	semper(Endnote)	
Footnote	sic¹	sic¹ footnote	
Split Footnote	the	none	
Hyperlink	sum	·sum	
Index Marker	nos	nos	Ctrl+7
Inline or InCopy Note	autas	autas note	Ctrl+F8
Paragraph Break Marker		>>>	
Position Marker			Sh+Ctrl+[
Table	none	table	Sh+Alt+Ctrl+T
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Text Variable	11/2018	Date 12/2012	
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Windows version