

Id

InDesign CC 2017 onscreen symbols spaces · hyphens · breaks · markers

Id

White Space Characters	Onscreen Symbol	Shortcut
Spacebar Space	ab initio	
Em Space (relative to point size)	ad hoc	Sh+Cmd+M
En Space (½em)	post hoc	Sh+Cmd+N
Third Space	sans serif	
Quarter Space	quo vadis	
Sixth Space	ad idem	
Thin Space (⅛em)	a priori	Opt+Sh+Cmd+M
Hair Space (¼em)	carpe diem	
Nonbreaking Space	et tu	Opt+Cmd+X
Nonbreaking Space (fixed width)	cul bono	
Punctuation Space	et alia	
Flush Space	et uxore	

Other Special Characters	Onscreen 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	Onscreen Symbol	At 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+-

Text Flow Breaks	Onscreen 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 ¶	

Line Breaks	Onscreen Symbol	At Line End	Shortcut
Forced Line Break	none	ipso facto ↵	Sh+Return
Discretionary Line Break	citato	dictum	

Markers	Layout	Story Editor	Shortcut
Anchored Object, Custom	¥ alia	¶ alia	
Conditional Text	quo	quo	
Conditional Text, Hidden	∅ null	∅ null	
Cross-Reference Source	page 2	page # 2	
Cross-Reference Destination	pro	pro	
Footnote	sic ¹	sic 1 footnote	
Hyperlink	sum	sum	
Index Marker	nos	nos	Cmd+7
Inline or InCopy Note	autas X	autas note	Cmd+F8
Position Marker (InCopy only)			Sh+Cmd+[
Table	none	table	Sh+Opt+Cmd+T
Text Anchor	cus	cus	
Text Variable	01/2017	Date 12/2012	
XML Tagged Text	[xml]	xml	

Mac version for InDesign CC 2017-CS3. Most also applies to InCopy CC 2017-CS3.

Id

InDesign CC 2017 onscreen symbols spaces · hyphens · breaks · markers

Id

White Space Characters	Onscreen Symbol	Shortcut
Spacebar Space	ab initio	
Em Space (relative to point 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 (⅛em)	a priori	Alt+Sh+Ctrl+M
Hair Space (¼em)	carpe diem	
Nonbreaking Space	et tu	Alt+Ctrl+X
Nonbreaking Space (fixed width)	cul bono	
Punctuation Space	et alia	
Flush Space	et uxor	

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

Hyphens	Onscreen Symbol	At Line End	Shortcut
Auto Hyphen	none	annum ~	
Discretionary Hyphen	pri-ma	prima !	Sh+Ctrl+-
Hard Hyphen	cul-pa	culpa-	
Non-breaking Hyphen	so-lo	none	Alt+Ctrl+-

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

Line Breaks	Onscreen Symbol	At Line End	Shortcut
Forced Line Break	none	ipso facto ↵	Sh+Enter
Discretionary Line Break	citato	dictum	

Markers	Layout	Story Editor	Shortcut
Anchored Object, Custom	¥ alia	¶ alia	
Conditional Text	quo	quo	
Conditional Text, Hidden	∅ null	∅ null	
Cross-Reference Source	page 2	page # 2	
Cross-Reference Destination	pro	pro	
Footnote	sic ¹	sic 1 footnote	
Hyperlink	sum	sum	
Index Marker	nos	nos	Ctrl+7
Inline Note	autas X	autas note	Ctrl+F8
Position Marker (InCopy only)			Sh+Ctrl+[
Table	none	table	Sh+Alt+Ctrl+T
Text Anchor	:cus	cus	
Text Variable	01/2017	Date 12/2012	
XML Tagged Text	[xml]	xml	

Windows version for InDesign CC 2017-CS3. Most also applies to InCopy CC 2017-CS3.