

Onscreen Characters a visual guide to InDesign CS4 onscreen characters

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

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

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¶	Return
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
Discretionary Line Break	citato	dictum	
Forced Line Break	none	ipso facto↵	Sh+Enter

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	sic¹	sic 1 footnote	
Hyperlink	sum	sum	
Index Marker	∧nos	Ⓐnos	Ctrl+7
Inline Note	autasX	autas note	Ctrl+F8
Table	none	Ⓜ	Sh+Alt+Ctrl+T
Text Anchor	·cus	Ⓐcus	
Text Variable	12/2008	Date 12/2008	
XML Tagged Text	[xml]	Ⓜxml	