

InCopy CC 2017 symbols spaces · hyphens · breaks · markers · adornments

White Spaces	Symbol	Shortcut
Spacebar Space	ab initio	
Em Space (relative to pt 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 (¼em)	a priori	Sh+Opt+Cmd+M
Hair Space (½⁄₄em)	carpe diem	
Nonbreaking Space	et tu	Opt+Cmd+X
Nonbreaking Space (fixed width)	cu bono	
Punctuation Space	et alia	
Flush Space	et uxur	













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







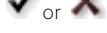

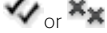

Hyphens	Symbol	Line End	Shortcut
Auto Hyphen	none	annum ~	
Discretionary Hyphen	pri ma	prima !	Sh+Cmd+~
Hard Hyphen	cul pa	cul pa	
Non-breaking Hyphen	so lo	none	Opt+Cmd+~

Text Flow Breaks	Symbol	Shortcut
Paragraph Break (Return)	per ¶	Return
Column Break	no vo	Num Enter
Frame Break	vi ta	Sh+Num Enter
Page Break	la :	Cmd+Num Enter
Odd Page Break	vo lore	
Even Page Break	para :	

Line Breaks	Symbol	Line End	Shortcut
Forced Line Break	none	ipso facto ↵	Sh+Return
Disc. Line Break	ci ta to	dic tum	

Markers	Layout	Story/Galley	Shortcut
Anchored Obj, Custom	Y alia	↕ alia	
Conditional Text	quo null	quo null	
Cond. Text, Hidden	orange null	grey null	
Cross-Ref Source	page 2	-page # 2-	
Cross-Ref Destination	pro	☞ pro	
Footnote	sic ¹	sic ¹ footnote	
Hyperlink	sum	■ sum	
Index Marker	↑ nos	☞ nos	Cmd+7
Inline or InCopy Note	autas	autas note	Cmd+F8
Position Marker	↑	↑	Sh+Cmd+[
Table	none	▼	Sh+Opt+Cmd+T
Text Anchor	cus	☞ cus	
Text Variable	02/2017	Date 12/2012	
XML Tagged Text	[xml]	xml	

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Available and Out of Date	
In Use By [name] and Out of Date	
Editing and Out of Date	
Out of Date	
Text Content Out of Date	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Graphics Content Out of Date	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	

Track Changes	Symbol
Enable Track Changes	
Disable Track Changes in Current Story	
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 for InCopy CC 2017 and older versions

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Page Break	la :	Ctrl+Num Enter
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Markers	Layout	Story/Galley	Shortcut
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Cond. Text, Hidden	quo null	quo null	
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Cross-Ref Destination	pro	Ⓜ pro	
Footnote	sic ¹	sic ¹ footnote	
Hyperlink	sum	■ sum	
Index Marker	nos	Ⓜ nos	Ctrl+7
Inline or InCopy Note	autas	autas note	Ctrl+F8
Position Marker	↑	↑	Sh+Ctrl+[
Table	none	▼	Sh+Alt+Ctrl+T
Text Anchor	cus	Ⓜ cus	
Text Variable	02/2017	Date 12/2012	
XML Tagged Text	[xml]	xml	

Frame Adornments	Symbol
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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	

Track Changes	Symbol
Enable Track Changes	
Disable Track Changes in Current Story	
Show/Hide Track Changes	
Track Changes Galley/Story View	
Accept or Reject Change	
Accept or Reject All Changes	
Next or Previous Change	

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