

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+I
End Nested Style Here	gratia
Non-Joiner (prevents ligature)	fi
End of Story Marker	quorum#

Hyphens

Symbol	Line End	Shortcut
Auto Hyphen	none	annum
Discretionary Hyphen	pri ma	pri ma! 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 lo re
Even Page Break	pa ra

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	quo
Cond. Text, Hidden	null	hull
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Available and Out of Date
In Use By [name] and Out of Date
Editing and Out of Date
Out of Date
Text Content Out of Date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Graphics Content Out of Date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

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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Sixth Space	ad idem	
Thin Space (¼em)	a priori	Sh+Alt+Ctrl+M
Hair Space (½⁄₄em)	carpe diem	
Nonbreaking Space	et tu	Alt+Ctrl+X
Nonbreaking Space (fixed width)	cu bono	
Punctuation Space	et alia	
Flush Space	et uxor	













Other Special	Symbol	Shortcut
Tab	cognita >>	Tab
Right Indent Tab	terra >>	Sh+Tab
Indent to Here	↑ fiat	Ctrl+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+Ctrl+-
Hard Hyphen	cul pa	cul pa	
Non-breaking Hyphen	so lo	none	Alt+Ctrl+-

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 :	Ctrl+Num Enter
Odd Page Break	vo lo re	
Even Page Break	pa ra :	

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

Markers	Layout	Story/Galley	Shortcut
Anchored Obj, Custom	¥ alia	¶ alia	
Conditional Text	quo null	quo null	
Cond. Text, Hidden	quo null	quo 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	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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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 

Windows version for InCopy CC 2017 and older versions