

Id

Id

InDesign CC onscreen characters spaces · hyphens · breaks · markers

White Space Characters	Onscreen Symbol	Shortcut
Spacebar Space	ab·initio	
Em Space (relative to point size)	ad·hoc	Sh+Cmd+M
En Space (½ em)	post·hoc	Sh+Cmd+N
Third Space	sans·serif	
Quarter Space	quo·vadis	
Sixth Space	ad·idem	
Thin Space (⅛ em)	a·priori	Opt+Sh+Cmd+N
Hair Space (¼ em)	carpe·diem	
Nonbreaking Space	et·tu	Opt+Cmd+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	Cmd+\
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+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
Discretionary Line Break	citato	dictum	
Forced Line Break	none	ipso facto↵	Sh+Return

Markers	Layout	Story Editor	Shortcut
Anchored Object, Custom	¥alia	↵Jalia	
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	Cmd+7
Inline or InCopy Note	autasX	autas note	Cmd+F8
Position Marker (InCopy only)	∧	∧	Sh+Cmd+[
Table	none	☐	Sh+Opt+Cmd+T
Text Anchor	∧cus	☐cus	
Text Variable	09/2013	Date 12/2012	
XML Tagged Text	[xml]	☐xml☐	

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

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Conditional Text	quo	quo	
Conditional Text, Hidden	·null	·null	
Cross-Reference Source	page 2	page # 2	
Cross-Reference Destination	pro	pro	
Footnote	sic¹	sic¹ footnote	
Hyperlink	sum	sum	
Index Marker	·nos	·nos	Ctrl+7
Inline Note	autasX	autas note	Ctrl+F8
Position Marker (InCopy only)	·	·	Sh+Ctrl+[
Table	none	▼	Sh+Alt+Ctrl+T
Text Anchor	·cus	·cus	
Text Variable	09/2013	Date 12/2012	
XML Tagged Text	[xml]	·xml·	

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