InCopy 2026 symbols
spaces · hyphens · breaks · markers · adornments

Ic INCOPY

macOS

Line Breaks	Symbol	Line End	Shortcut
Forced Line Break	none	ipso facto	Sh+Return
Disc. Line Break	citato	dictum	
Overset Text	⊞		

Text Flow Breaks	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	

White Spaces	Symbol	Shortcut
Spacebar Space	ab initio	
Em Space (relative to pt 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	Sh+Opt+Cmd+M
Hair Space (¹⁄₂₄ em)	carpe diem	
Nonbreaking Space	et alia	Opt+Cmd+X
Nonbreaking Space (fixed width)	et tu	
Punctuation Space	cui bono	
Figure Space	et#et	
Flush Space	et uxor	
Ideographic Space	·	

Other Special	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	Symbol	Line End	Shortcut
Auto Hyphen	none	annum-~	
Discretionary Hyphen	pri ma	prima-	Sh+Cmd+−
Non-breaking Hyphen	so-lo	none	Opt+Cmd+−

Frame Adornments	Symbol
Available for editing	🌐
In Use By [name]	✖
Editing	✏
Available and Out of Date	⚠
In Use By [name] and Out of Date	⚠
Out of Date	⚠
Text Content Out of Date	TⒶ
Text Content Up to Date	T
Graphics Content Out of Date	⊠⚠
Graphics Content Up to Date	⊠
Packaged Content	📦
Interactive Button	👆
Animation	
Adobe Stock Image	☁
Locked frame	🔒
Endnote frame	☰

Markers	Layout	Story/Galley	Shortcut
Anchored Obj., Custom	¥alia	alia	
Conditional Text	quo	quo	
Cond. Text, Hidden	null	null	
Cross-Ref Source	page 2	page # 2	
Cross-Ref Destination	pro	pro	
Endnote	6 semper	semper	
Footnote	sic¹	sic 1 footnote	
Split Footnote	the	none	
Hyperlink	sum	sum	
Index Marker	nos	nos	Cmd+7
Inline or InCopy Note	autas	autas note	Cmd+F8
Paragraph Break Marker		⟫⟫⟫	
Position Marker			Sh+Cmd+[
Table	none	▾⊞	Sh+Opt+Cmd+T
Text Anchor	cus	cus	
Text Variable	01/2026	Date 12/2022	
XML Tagged Text	xml	xml	

Track Changes	
Deleted, Added, Moved Text	~~Deleted~~ or Added or Moved
Track Changes	⏻
Show/Hide Track Changes	👁
Accept or Reject Change	✓ or ✕
Accept or Reject All Changes	✓✓ or ✕✕
Previous or Next Change	◀ or ▶

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Ic **INCOPY**

Windows

Line Breaks

Line Breaks	Symbol	Line End	Shortcut
Forced Line Break	none	ipso facto	Sh+Enter
Disc. Line Break	citato	dictum	
Overset Text	+		

Text Flow Breaks

Text Flow Breaks	Symbol	Shortcut
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Frame Break	vita	Sh+Num Enter
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Odd Page Break	volore	
Even Page Break	para	

White Spaces

White Spaces	Symbol	Shortcut
Spacebar Space	ab·initio	
Em Space (relative to pt size)	ad hoc	Sh+Ctrl+M
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Third Space	sans·serif	
Quarter Space	quo·vadis	
Sixth Space	ad·idem	
Thin Space (⅛ em)	a priori	Sh+Alt+Ctrl+M
Hair Space (¹⁄₂₄ em)	carpe diem	
Nonbreaking Space	et·alia	Opt+Cmd+X
Nonbreaking Space (fixed width)	et tu	
Punctuation Space	cui bono	
Figure Space	et#et	
Flush Space	et uxor	
Ideographic Space	·	

Other Special

Other Special	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

Hyphens	Symbol	Line End	Shortcut
Auto Hyphen	none	annum-~	
Discretionary Hyphen	pri ma	prima!	Sh+Ctrl+−
Non-breaking Hyphen	so-lo	none	Alt+Ctrl+−

Frame Adornments

Frame Adornments	Symbol
Available for editing	
In Use By [name]	
Editing	
Available and Out of Date	
In Use By [name] 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	
Interactive Button	
Animation	
Adobe Stock Image	
Locked frame	
Endnote frame	

Markers

Markers	Layout	Story/Galley	Shortcut
Anchored Obj., Custom	¥alia	alia	
Conditional Text	quo	quo	
Cond. Text, Hidden	null	null	
Cross-Ref Source	page 2	page # 2	
Cross-Ref Destination	pro	pro	
Endnote	6 semper	semper	
Footnote	sic¹	sic #1 footnote	
Split Footnote	the	none	
Hyperlink	sum	sum	
Index Marker	nos	nos	Ctrl+7
Inline or InCopy Note	autas	autas note	Ctrl+F8
Paragraph Break Marker		»»»	
Position Marker			Sh+Ctrl+[
Table	none		Sh+Alt+Ctrl+T
Text Anchor	cus	cus	
Text Variable	01/2026	Date 12/2022	
XML Tagged Text	xml	xml	

Track Changes

Track Changes		
Deleted, Added, Moved Text	Deleted or Added or Moved	
Track Changes		
Show/Hide Track Changes		
Accept or Reject Change	✓ or ✕	
Accept or Reject All Changes	✓✓ or ✕✕	
Previous or Next Change	◀ or ▶	

InCopy 2026 screen symbols typesetting terminology

LINE BREAKS

Forced Line Break: Also called a soft return, it forces a line to break, starting a new line without starting a new paragraph.

Discretionary Line Break: Indicates where a line of text should break if the line needs to break.

TEXT FLOW BREAKS

Paragraph Break (Return): Inserts a paragraph return (the same as pressing Enter or Return).

Column Break: Flows text to the next column in the current text frame. If the frame has only one column, the text goes to the next threaded frame

Frame Break: Flows text to the next threaded text frame, regardless of the current text frame's column setup.

Page Break: Flows text to the next page with a text frame threaded to the current text frame.

Odd Page Break: Flows text to the next odd-numbered page with a text frame threaded to the current text frame.

Even Page Break: Flows text to the next even-numbered page with a text frame threaded to the current text frame.

OTHER SPECIAL

Tab: Tabs position text at specific horizontal locations in a line of text in a textframe.

Right Indent Tab: A special character that aligns all subsequent text to the right edge of the text frame. It is in the context menu; not in the Tabs dialog box.

Indent to Here: A character to indent lines in a paragraph independently of a paragraph's left indent value. Indent To Here is part of the text flow, as a visible character. If text reflows, the indent moves with it.

End Nested Style Here: Extends the nested style up to the appearance of the End Nested Style character you insert.

Non-Joiner (prevents ligature): A zero-width, character that tells two characters not to join, such as a ligature.

End of Story Marker: This non-selectable screen symbol indicates the end of a story. It automatically follows the last character in a flow of text.

WHITE SPACES

Spacebar Space: A variable width space made with the spacebar key. Values are from 1/5 to 1/4 (usually) to 1/3 em.

Em Space (relative to pt size): The em space (or quad, quadrat) or mutton, is as wide as the point size.

En Space (1/2 em): The en space (or quad) or nut, is half an em space. In typesetting, it is used as a space after the bullet.

Third Space: The third space, or thick, or three-per-em space, is one third of the width of an em space.

Quarter Space: The quarter space, or mid, or four-per-em space, is one fourth of the width of an em.

Sixth Space: The sixth space, or six-per-em space, is one-sixth of the width of an em.

Thin Space (1/8 em): This space is one-eighth of the width of an em, and is often used on either side of an em or en dash.

Hair Space (1/24 em): This space is one-twenty-fourth of the width of an em, and is used for fine spacing adjustments.

Nonbreaking Space: Joins the characters before and after the space together; not allowing a break

Nonbreaking Space (fixed width):

Punctuation Space: A space the same width as the narrow punctuation marks in a font, like the period or the comma.

Figure Space: A space the same width as a tabular figure in a font. Tabular figures (numbers) all have the same width.

Flush Space: Adds a variable amount of space to the last line of a fully justified paragraph. It is also used to distribute equal amounts of space between characters in fully-justified text.

Ideographic Space: A separator space as wide as a CJK cell

HYPHENS

Auto Hyphen: InDesign inserts an automatic hyphen on its own, when a word needs to break at the end of a line.

Discretionary Hyphen: This only hyphenates when needed; otherwise it does not show. It can be inserted in front of a word, causing the word not to break, or within a word.

Non-breaking Hyphen: Special character that prevents a line break to keep strings and/or words together on a line.

MARKERS

Anchored Object: An icon marker showing that another frame is attached into the textflow.

Conditional Text: Text that appears according to a particular version of the file chosen in the Conditional Text panel.

Cross-Reference Source and Destination: Hyperlink markers in text to which a hyperlink jumps to another location in text

Endnote: An endnote consists of two linked parts: the endnote reference number that appears in source text, and the endnote text that appears at the end of the document.

Footnote: A footnote consists of two linked parts: the footnote reference number that appears in text, and the footnote text that appears at the bottom of the column.

Split Footnote: Select this option if you want footnotes to break across a column when the footnote exceeds the amount of space available for it in that column.

Hyperlink: A marker link to jump to other locations in the same document, to other documents, or to website addresses.

Index Marker: Placed in front of words you wish to treat as a collection of topics that later are generated into an Index.

Inline or InCopy Note: Text embedded within story text visible with in InDesign's Story Editor mode or InCopy's Story, Galley, or Layout view.

Paragraph Break Marker: A visible icon in Story Editor mode with the same meaning as a hard return.

Position Marker: In InCopy, acting like a bookmark, a marker at a specific location in the text so that you can easily return to it using a command or shortcut.

Text Anchor: An icon marking the location of a hyperlink destination, and is usually built in the hyperlinks panel.

Text Variable: A text variable marks an item you insert in your document that varies according to the context.

XML Tagged Text: Markers that show content has been tagged for repurpose. XML tags don't carry info about how data is supposed to look; but are for identifying content.