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InDesign 2026 screen symbols spaces · hyphens · breaks · markers

Id
INDD

macOS

Line Breaks	Symbol	Line End	Shortcut
Forced Line Break		ipso facto	Sh+Return
Discret. Line Break	citato	dictum	
Overset Text	+		

Text Flow Breaks	Symbol	Shortcuts
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·init	
Em Space (relative to pt size)	ad·hoc	Sh+Cmd+M
En Space (1/2 em)	post·hoc	Sh+Cmd+N
Third Space	sans·seri	
Quarter Space	quo·vad	
Sixth Space	ad·idv	
Thin Space (1/8 em)	a·la	Sh+Opt+Cmd+M
Hair Space (1/24 em)	carp·die	
Nonbreaking Space	et·tu	Opt+Cmd+X
Nonbreaking Space (fixed width)	cui·bo	
Punctuation Space	et·alia	
Figure Space	et·#et	
Flush Space	et·ux	
Ideographic Space	sic·se	

Hyphens	Symbol	Line End	Shortcut
Automatic Hyphen		annum	
Discret. Hyphen	pri·ma	prima	Sh+Cmd+~
Non-break Hyphen	so·lo	none	Opt+Cmd+~

Paste Text

Unformatted, Formatted, or Auto-Styled Nudge

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 a ligature)	f·i	
End of Story Marker	quo#	

Frame Adornments	Symbol
Corner Options	
Content Grabber Donut	
Anchored Object (before and after)	or
Endnote Frame	
Linked Graphic	
Primary Text Flow or Non-Primary	or
OpenType Features	
Multi-State Object	
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Available and Out of Date	
In Use By [name] and Out of Date	
Editing and Out of Date	
Out of Date	
Text Content Out of Date	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Graphics Content Out of Date	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	
Locked frame InCopy web collaborator	Mike
Interactive Button	
Animation	
Adobe Stock Image	

Flex Layout	
Locked frame	
Type Contextual Controls	2025

Markers	Layout	Story/Galley	Shortcut
Anchored Obj., Custom	¥alia	alia	
Conditional Text	QUO	QUO	
Cond. Text, Hidden	·null	·null	
Cross-Ref Source	See pg 7	See pg 7	
Cross-Ref Dest	·pro	·pro	
Current Page Number	A#		
Endnote	Endnot	Endnote	
Footnote	sic ¹	sic ¹ Footnote	
Split Footnote	non	none	
Hyperlink	sum	sum	
Index Marker	·nos	·nos	Cmd+7
Inline or InCopy Note	·aut	·Noteaut	Cmd+F8
Paragraph Break Marker			
InCopy Position Marker			Sh+Cmd+[
Table			Sh+Opt+Cmd+T
Text Anchor	·cus	·cus	
Text Variable	1/23	Date1/23	
XML Tagged Text	xml	StoryxmlStory	

Track Changes

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



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InDesign 2026 screen symbols spaces · hyphens · breaks · markers

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Windows

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Forced Line Break		ipso facto	Sh+Enter
Discret. Line Break	citato	dictum	
Overset Text	+		

Text Flow Breaks	Symbol	Shortcuts
Paragraph Break (Return)	per	Enter
Column Break	novo	Num Enter
Frame Break	ta	Sh+Num Enter
Page Break	la	Ctrl+Num Enter
Odd Page Break	vol	
Even Page Break	para	

White Spaces	Symbol	Shortcut
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En Space (1/2 em)	post·hoc	Sh+Ctrl+N
Third Space	sans·seri	
Quarter Space	quo·vad	
Sixth Space	ad·idv	
Thin Space (1/8 em)	a·la	Sh+Alt+Ctrl+M
Hair Space (1/24 em)	carp·die	
Nonbreaking Space	et·tu	Alt+Ctrl+X
Nonbreaking Space (fixed width)	cui·bo	
Punctuation Space	et·alia	
Figure Space	et·#et	
Flush Space	et·ux	
Ideographic Space	sic·se	

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Discret. Hyphen	pri·ma	prima	Sh+Ctrl+-
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OpenType Features	
Multi-State Object	
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	
Locked frame InCopy web collaborator	 Mike
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Cond. Text, Hidden	·null	·null	
Cross-Ref Source	See pg 7	See pg 7	
Cross-Ref Dest	·pro	·pro	
Current Page Number	A#	☑	
Endnote	Endnot	Endnote	
Footnote	sic ¹	sic ¹ Footnote	
Split Footnote	non	none	
Hyperlink	sum	sum	
Index Marker	·nos	·nos	Ctrl+7
Inline or InCopy Note	·aut	·Note aut	Ctrl+F8
Paragraph Break Marker		»»»	
InCopy Position Marker			Sh+Ctrl+[
Table		Table	Sh+Alt+Ctrl+T
Text Anchor	·cus	·cus	
Text Variable	1/23	Date1/23	
XML Tagged Text	xml	StoryxmlStory	

Track Changes

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



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InDesign 2026 screen symbols typesetting terminology

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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 text frame.

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): maintains same width regardless of point size and justification settings.

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 text flow.

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

Cross-Reference Source and Destination: 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 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 text visible in 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, like a bookmark, a marker in the text so that you can 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.

FRAME ADORNMENT

Content Grabber: An icon in the center of the frame to click to select the graphic within the frame.

