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InDesign 2026 screen symbols spaces · hyphens · breaks · markers



macOS / 1 of 2

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)	cur · 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+ -

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 #

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	[Endnote	Endnote
Footnote	sic ¹	sic ¹ Footnote
Split Footnote	non	none
Hyperlink	sum	sum
Index Marker	∅ nos	∅ nos Cmd+7
Inline or InCopy Note	∅ and ∅	Note aut. Cmd+F8
Paragraph Break Marker	∅	∅
InCopy Position Marker	∅	∅ Sh+Cmd+[
Table	∅	∅ Sh+Opt+Cmd+T
Text Anchor	:cus	∅ cus
Text Variable	1/23	Date 1/23
XML Tagged Text	∅ xml	∅ Story xml /Story

Paste Text Options

Unformatted	T
Formatted	T
Auto-Styled	T

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InDesign 2026 screen symbols spaces · hyphens · breaks · markers



macOS / 2 of 2

Frame Adornments	Symbol
Corner Options	
Convert Corners to Paths	
Content Grabber Donut	
Anchored Object (before and after)	or
Endnote Frame	
Linked Graphic	
Primary Text Flow	
Non Primary Text Flow	
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Available and Out of Date	
In Use By [name] and Out of Date	
Editing and Out of Date	
Out of Date	
Text Content Out of Date	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	
Interactive Button	
Animation	
Adobe Stock Image	
Flex Layout	
Locked frame	
Type Contextual Controls	
Alt-Text Adornment	
Locked frame InCopy web collaborator	Mike

Link Icon/Adornment	
Modified Link	
Missing Link	
Modified Instance	
Embedded Link	
CC Libraries Link	

Place Cursors	
Place Graphic	
Place Vector Graphic	
Place Video File	
Place Audio File	

Text Frames	
Place Text	
Place Text Semi-Automatic (Opt key)	
Place Text Automatic Flow (Shift key)	
Place Text Fixed Page Auto Flow (Shift+Opt keys)	
Text Frame In or Out Port Threaded	
Text Frame Out Port Overset	

Tables	
Cell End of Text Marker	
Select Row or Column or Table	
Drag or Duplicate (Opt/Alt key) Row/Column	
Drag Divider	
Overset Cell	

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

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InDesign 2026 screen symbols spaces · hyphens · breaks · markers



Windows / 1 of 2

Line Breaks	Symbol	Line End	Shortcut
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
Spacebar Space	ab	· init
Em Space (relative to pt size)	ad	· hoc Sh+Ctrl+M
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)	cu	bo	
Punctuation Space	et	alia	
Figure Space	et	#et	
Flush Space	et	ux	
Ideographic Space	si	se	

Hyphens	Symbol	Line End	Shortcut
Automatic Hyphen	annum	~	
Discret. Hyphen	pri	ma	Sh+Ctrl+-
Non-break Hyphen	so	lo	Alt+Ctrl+-

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

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	¶ Endnote	¶ Endnote	
Footnote	si	1-Footnote	
Split Footnote	non	▶ none	
Hyperlink	sum	» sum	«
Index Marker	nos	∅ nos	Ctrl+7
Inline or InCopy Note	and	¶ Note	aut Ctrl+F8
Paragraph Break Marker		»»»	
InCopy Position Marker	¶	¶	Sh+Ctrl+[
Table		¶	Sh+Alt+Ctrl+T
Text Anchor	:cus	∅ cus	
Text Variable	1/23	¶ Date	1/23
XML Tagged Text	¶ xm	¶ Story	xml /Story

Paste Text Options	Symbol
Unformatted	T
Formatted	T
Auto-Styled	T

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Windows / 2 of 2

Frame Adornments	Symbol
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Primary Text Flow	
Non Primary Text Flow	
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	
Interactive Button	
Animation	
Adobe Stock Image	
Flex Layout	
Locked frame	
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Alt-Text Adornment	
Locked frame InCopy web collaborator	

Link Icon/Adornment	Symbol
Modified Link	
Missing Link	
Modified Instance	
Embedded Link	
CC Libraries Link	

Place Cursors	Symbol
Place Graphic	
Place Vector Graphic	
Place Video File	
Place Audio File	

Text Frames	Symbol
Place Text	
Place Text Semi-Automatic (Alt key)	
Place Text Automatic Flow (Shift key)	
Place Text Fixed Page Auto Flow (Shift+Alt key)	
Text Frame In or Out Port Threaded	
Text Frame Out Port Overset	

Tables	Symbol
Cell End of Text Marker	
Select Row or Column or Table	
Drag or Duplicate (Opt/Alt key) Row/Column	
Drag Divider	
Overset Cell	

Track Changes	Symbol
Added, Deleted, Moved Text	
Track Changes	
Show or Hide Track Changes	
Accept or Reject Change	
Accept or Reject All Changes	
Next or Previous Change	

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InDesign 2026 screen symbols typesetting terminology

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INDESIGN

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.



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InDesign 2026 screen symbols typesetting terminology

FRAME ADORNMENT

Corner Options: An icon in the upper right of the frame to click to access the corner-rounding radius of the frame.

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

Anchored Object: An icon at the top right of the graphics frame allowing you to drag an anchor into the (usually) beginning of the paragraph of text in a story thread.

Endnote Frame: An icon at the bottom of the endnote text frame. Whenever you insert an endnote in the story text, it creates an endnote in this specialty text frame which is usually located at the end of the document.

Linked Graphic: An icon at the top left of the graphics frame showing the same icon as the Links panel.

Primary Text Flow or Non-Primary: An icon at the upper left of the text frame indicating whether a text frame is a primary text frame of a non-primary text frame. If you have a long, threaded text frame that must flow through multiple pages controlled by multiple parent pages with differing margins and columns, then that text frame should be made a Primary Text Flow frame. Change the kind by clicking on the icon adornment.

OpenType Features: An icon that shows up at the bottom right of the text frame. Clicking this adornment takes you to Type Contextual Controls, offering you access to rarer glyphs and alternate forms of characters. This feature can be on (default) or off by setting Preferences > Advanced Type > Type Contextual Controls.

Multi-State Object: An icon that shows that a group of frames or images have been turned into a MSO. You can create buttons that perform an action when the document is exported to fixed layout EPUB format. One of the most common uses for a multi-state object is a slide show that lets viewers of a EPUB file click through a set of images.

InCopy Frame Adornments: A set of icons that indicate who has checked out content for editing. The other user will likely be an InCopy user, but could also be an InDesign user. InCopy adornment icons include Available for Editing, In Use By, Editing, Available and Out of Date, Out of Date, Graphics Content, Packaged Content, etc.

Locked Frame for Share for Text Editing: Is a simpler form of collaboration that uses a browser; not InCopy. Its function is limited to simple text editing. It has a icon that shows who is editing the text. In order to use this feature, the InDesign document must be saved in the Adobe Cloud as an .INDDC cloud InDesign document. After that, an email can be sent out to anyone to share in editing the text on the pages of the document. The adornment will show who is editing the text. In a shared environment, only one user at a time can edit the text in a text frame.

Interactive Button: An icon indicating that a frame or graphics frame has been converted into an interactive button for use in EPUB or PDF. Clicking the button will trigger an event like a hyperlink or a Go-to-Page command.

Animation: An icon that indicates a graphics frame has been animated. This is useful for building interactive EPUBs.

Adobe Stock Exchange: An icon that indicates the graphic came from stock.adobe.com.

Flex Layout: An icon that indicates the frame or group has been given flex layout capacities, allowing it to adjust itself as objects are added or removed from a Flex Layout.

Locked Frame: An icon that indicates the frame object has been locked in position on the page.

Alt-Text Adornment: An icon in the lower left corner that invites you to alt-click to add alternate text to describe a graphic. This is for Section 508 accessibility requirements.

Modified Link: An icon that looks like a yellow warning triangle. Clicking it causes the graphic to update to the current version of the linked graphic. This can also be done in the Links panel.

Missing Link: An icon that looks like a red stop sign with a question mark in it. Clicking it allow you to browse to find the missing graphic file.

Modified Instance: An icon that looks like a yellow warning triangle. This is seen when using a graphic from Illustrator that has multiple artboards, or when the same graphic is used more than once in an InDesign document.

Embedded Link: This has no on-frame adornment icon. It is only seen in the Links panel.

TABLE ICONS

Tables: A set of icons for editing a table in InDesign. Three thick black arrows allow you to select a whole table or a row or a column. Rows and columns can be sorted by dragging. The relative width of columns can be adjusted by dragging. When there is too much text for a table cell, or a placed graphic is too large for a table cell, InDesign will show a red oval indicating overset.

PLACE CURSORS

Place Graphics Cursors: A set of icons in the mouse cursor that show what kind of graphic, vector graphic, video, or audio you are placing.

Place Text Cursors: When placing text, the place cursors allow for flowing text across multiple columns and pages. Holding the Opt/Alt key while clicking or dragging the Place Text Cursor invokes semi-automatic flow mode which reloads the text cursor. Holding the Shift key while clicking the Place Text Cursor invokes automatic flow mode which runs text all across pages until it runs out of text.

TRACK CHANGES

Track Changes: Icons which imitate the way track changes functions in Microsoft Word. You can track text changes in order to see who changed what and when. You can accept or reject changes, as well as travel to the next change in order to review.

