

# ADOBE ACROBAT XI WIN



## Tools

Hand tool	.....H
Temporarily select Hand tool	.....Spacebar
Selection tool	.....V
Snapshot tool	.....G
Marquee Zoom tool	.....Z
Select Dynamic Zoom in Marquee Zoom	.....Shift
Zoom out when in Marquee Zoom	.....Ctrl
Temporarily select Zoom In Tool	.....
Select Object tool	.....R
Object Data tool	.....O
Article tool	.....A
Crop tool	.....C
Link tool	.....L
Text Field tool	.....F
3D tool	.....M
Sticky Note comment	.....S
Highlight text comment	.....U
Stamp comment	.....J
Insert Text at Cursor comment	.....~
Text Box comment	.....X
Text Callout comment	.....P
Cloud comment	.....D
Cycle thru Multimedia tools: Flash	.....Shift+M
Cycle thru Multimedia tools: Video	.....Shift+M
Edit Document Text tool	.....T
Cycle thru tools: TouchUp Text	.....Shift+T
Cycle thru tools: TouchUp Reading Order	.....Shift+T
Cycle thru tools: TouchUp Object	.....Shift+T
Measuring tool	.....B
Insert Blank Pages tool	.....Shift+Ctrl+Q
Insert Files	.....Shift+Ctrl+I
Delete Pages	.....Shift+Ctrl+D

## File Menu

Open	.....Ctrl+O
Create PDF from File	.....Ctrl+N
Create PDF from Scanner	.....
Create PDF from Web Page	.....Shift+Ctrl+O
Create PDF from Clipboard	.....
Save	.....Ctrl+S
Save As	.....Shift+Ctrl+S
Close	.....Ctrl+W
Properties	.....Ctrl+D
Print	.....Ctrl+P
Exit	.....Ctrl+Q

## Edit Menu

Undo	.....Ctrl+Z
Redo	.....Shift+Ctrl+Z
Cut	.....Ctrl+X
Copy	.....Ctrl+C
Paste	.....Ctrl+V
Select All	.....Ctrl+A
Deselect All	.....Shift+Ctrl+A
Check Spelling in comments, fields, etc.	.....F7
Find	.....Ctrl+F
Advanced Search	.....Shift+Ctrl+F
Search Results: Next Result	.....Ctrl+G
Search Results: Previous Result	.....Shift+Ctrl+G
Search Results: Next Document	.....Alt+Shift+↔
Search Results: Previous Doc	.....Alt+Shift+⬅
Preferences	.....Ctrl+K or,

## View Menu

Automatically Scroll	.....Shift+Ctrl+H
Compare Documents	.....
Full Screen Mode	.....Ctrl+L
Go to First Page	.....Home or Shift+Ctrl+⬅
Go to Previous Page or Next Page	.....⬅ or ➡
Go to Last Page	.....End or Shift+Ctrl+➡
Grid	.....Ctrl+U
Snap to Grid	.....Shift+Ctrl+U
Page	.....Shift+Ctrl+N
Previous View	.....Alt+⬅
Next View	.....Alt+➡
Line Weights	.....Ctrl+5
Page Display: Show Gaps Between Pages	.....
Page Display: Show Cover Page in Two-Page View	.....
Rotate View Clockwise	.....Shift+Ctrl+plus
Rotate View Counterclockwise	.....Shift+Ctrl+minus
Reading Mode	.....Ctrl+H
Menu Bar	.....F9
Navigation Pane Show or Hide	.....F4
Navigation Panes: Reset Panes	.....
Navigation Panes: Dock All Panes	.....
Properties Bar (for Comments)	.....Ctrl+E
Rulers	.....Ctrl+R
Read Out Loud	.....Shift+Ctrl+Y
Read This Page Only	.....Shift+Ctrl+V
Read to End of Document	.....Shift+Ctrl+B
Pause	.....Shift+Ctrl+C
Stop	.....Shift+Ctrl+E
Toolbars: Reset Toolbars	.....
Toolbars: Hide Toolbars	.....F8
Zoom to	.....Ctrl+Y
Zoom to Actual Size	.....Ctrl+1
Zoom to Page Level	.....Ctrl+0
Zoom to Fit Width	.....Ctrl+2
Zoom to Fit Visible	.....Ctrl+3
Zoom: Reflow	.....Ctrl+4

## Navigating the Help window

Open Help window	.....F1
Close Help window	.....Ctrl+W or Alt+F4
Move back previously opened topic	.....Alt+⬅
Move forward to next topic	.....Alt+➡
Move to next pane	.....Ctrl+Tab
Move to previous pane	.....Shift+Ctrl+Tab

## Tools > Pages

Rotate Pages	.....Shift+Ctrl+R
Delete Pages	.....Shift+Ctrl+D
Extract Pages	.....
Replace Pages	.....
Crop Pages	.....Shift+Ctrl+T
Split Document	.....
Insert from File	.....Shift+Ctrl+I
Insert Pages from Clipboard	.....
Insert a Blank Page	.....Shift+Ctrl+Q
Header & Footer	.....
Background	.....
Watermark	.....

## Tools > Content

Add Bookmark	.....Ctrl+B
Attach a File	.....

## Tools > Forms

Create	.....
Edit PDF Form	.....Shift+Ctrl+7
Distribute Form	.....
Track Forms	.....
Highlight Existing Fields	.....
Compile Returned Forms	.....
Manage Form Data: Import Data	.....
Manage Form Data: Export Data	.....
Merge Data Files into Spreadsheet	.....
Cycle thru tools: Text Field	.....Shift+F
Cycle thru tools: Check Box	.....Shift+F
Cycle thru tools: Radio Button	.....Shift+F
Cycle thru tools: List Box	.....Shift+F
Cycle thru tools: Combo Box	.....Shift+F
Cycle thru tools: Button	.....Shift+F
Cycle thru tools: Digital Signature	.....Shift+F
Cycle thru tools: Barcode	.....Shift+F

## Tools > Recognize Text

Recognize text in this file	.....
Recognize text in multiple files	.....

## Tools > Print Production

Output Preview	.....
Preflight	.....
Convert Colors	.....
Ink Manager	.....
Add Printer Marks	.....
JDF Job Definitions	.....

## Tools > Accessibility

Change Reading Options	.....Shift+Ctrl+5
Accessibility: Quick Check	.....Shift+Ctrl+6
Accessibility: Full Check	.....

## Tasks > Comments

Add Sticky Note	.....Ctrl+6
Hide All Comments	.....Shift+Ctrl+8
Show All Comments	.....Ctrl+8
Minimize All Pop-Ups	.....Ctrl+7
Send for Email Review	.....
Send for Shared Review	.....
Summarize Comments	.....
Print with Comments Summary	.....Ctrl+T
Track Reviews	.....

## Comments/Annotations

Sticky Note tool	.....S
Text Edits tool	.....E
Stamp tool	.....K
Current highlighting tool	.....U
Cycle thru tools: Highlighter	.....Shift+U
Underline or Cross Out Text Tools	.....Shift+U
Arrow tool	.....D
Cloud tool	.....Q
Text Box tool	.....X
Attach file as comment	.....J
Cycle thru Attach File	.....Shift+J
Cycle thru Record Audio Comment	.....Shift+J
Move focus to comment	.....Tab
Move focus to next comment	.....Shift+Tab
Open pop-up note for comment in focus	.....Enter

## Navigating a PDF

Previous screen	.....Page Up or Shift+Enter
Next screen	.....Page Down or Enter
First page	.....Home or Shift+Ctrl+⬅
Last page	.....End or Shift+Ctrl+➡
Previous page	.....⬅ or Ctrl+Page Up
Next page	.....➡ or Ctrl+Page Down
Previous Open Document	.....Ctrl+F6
Next Open Document	.....Shift+Ctrl+F6
Scroll up or down	.....⬅ or ➡
Scroll (when Hand tool is selected)	.....Spacebar
Zoom in or out	.....Ctrl+= or -

## Navigating Task Panes

Open and move focus to nav pane	.....Shift+Ctrl+F5
Move focus to next item	.....F6
Move focus to previous item	.....Shift+F6
Move focus to next pane	.....Ctrl+Tab
Move focus to previous pane	.....Shift+Ctrl+Tab
Navigate to next pane	.....Tab
Navigate to previous pane	.....Shift+Tab
Navigate to next command button	.....⬅
Navigate to previous command button	.....➡
Expand pane	.....Space or ⬅
Collapse pane	.....Enter or ➡
Open menu and focus to 1st option	.....Space or Enter
Move focus back to parent button	.....Escape
Run command in focus	.....Spacebar or Enter

## General Navigating

Move focus to menus	.....F10
Move focus to toolbar in browser & app	.....Shift+F8
Move focus to next comment	.....Tab
Move focus to next link	.....Tab
Move to next open document	.....Ctrl+F6
when focus is on the document pane	.....
Move to previous open document	.....Shift+Ctrl+F6
when focus is on the document pane	.....
Move focus to next comment, link or form field	.....Tab
when focus is on the document pane	.....
Move focus to previous comment	.....Shift+Tab
when focus is on the document pane	.....
Move focus to document pane	.....F5
Close current document	.....Ctrl+W or F4
Close all open documents	.....Alt+Ctrl+W
Activate selected tool	.....Spacebar or Enter
Activate selected item	.....Spacebar or Enter
Activate selected command	.....Spacebar or Enter
Open context menu	.....Shift+F10
Close context menu	.....F10
Return to Hand tool or Select tool	.....Escape
Move focus to next tab in a dialog box	.....Ctrl+Tab
Move to next search result; highlight it in doc	.....F3
Search previous document*	.....Alt+Shift+⬅
Search next document*	.....Alt+Shift+➡
*with Search results displaying multiple files	.....
Select text with Select tool	.....Shift+↔
Select next word	.....Shift+Ctrl+➡
Select previous word	.....Shift+Ctrl+⬅

## Help Menu

Adobe Acrobat X Pro Help	.....F1
Repair Acrobat Installation	.....

training • consulting • graphic design • print publishing  
InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker  
ePub • Digital Publishing • iPad Folio • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
online at JetSetcom.net • TrainingOnsite.com



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