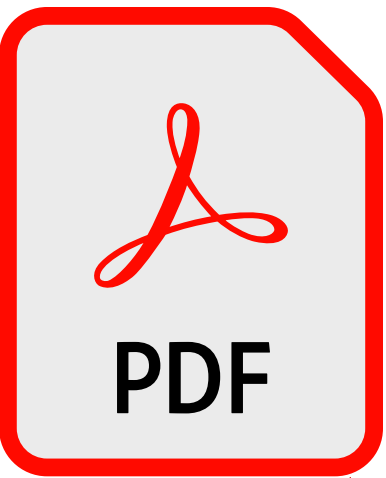


# ADOBE ACROBAT DC MAC



## 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	Option
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: Edit Document Text	Shift+T
Cycle thru tools: TouchUp Reading Order	Sh+T
Cycle thru tools: Edit Object	Shift+T
Measuring tool	B
Insert Blank Pages dialog	Shift+Cmd+Q
Insert Files	Shift+Cmd+I
Delete Pages	Shift+Cmd+D

## Acrobat Menu

Quit	Cmd+Q
Preferences	Cmd+K or,

## File Menu

Open	Cmd+O
Create PDF from File	Cmd+N
Create PDF from Web Page	Shift+Cmd+O
Save	Cmd+S
Save As PDF	Shift+Cmd+S
Close	Cmd+W
Properties	Cmd+D
Print	Cmd+P

## Edit Menu

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

## View Menu

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

## Navigating the Help window

Open Help window	F1
Close Help window	Cmd+W
Move back previously opened topic	Cmd+⌂
Move forward to next topic	Cmd+⌄
Move to next pane	per browser
Move to previous pane	per browser

## Tools > Pages

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

## Tools > Content

Add Bookmark	Cmd+B
Attach a File	

## Tools > Forms

Create	
Edit PDF Form	Shift+Cmd+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+Cmd+5
Accessibility: Quick Check	Shift+Cmd+6
Accessibility: Full Check	

## Tasks > Comments

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

## Comments/Annotations

Sticky Note tool	S
Text Edits tool	E
Stamp tool	K
Highlight Text comment 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 comment in focus	Return

## Navigating a PDF

Previous screen	Page Up or Shift+Return
Next screen	Page Down or Return
First page	Home or Shift+Cmd+⌘
Last page	End or Shift+Cmd+⌘
Previous page	⌂ or Cmd+Page Up
Next page	⌄ or Cmd+Page Down
Previous Open Document	Cmd+F6
Next Open Document	Shift+Cmd+F6
Scroll up or down	⌂ or ⌘
Scroll (when Hand tool is selected)	Spacebar
Zoom in or out	Cmd+= or -

## Navigating Task Panes

Open and move focus to nav pane	Shift+Cmd+F5
Move focus to next item	F6
Move focus to previous item	Shift+F6
Move focus to next pane	Cmd+Tab
Move focus to previous pane	Shift+Cmd+Tab
Navigate to next pane	Tab
Navigate to previous pane	Shift+Tab
Navigate to next command button in pane	⌘
Navigate to prev command button in pane	⌂
Expand pane	Space or ⌂
Collapse pane	Return or ⌄
Open menu & focus to 1st opt	Space or Return
Move focus back to parent button	Escape
Run command in focus	Spacebar or Return

## General Navigating

Move focus to menus	Ctrl+F2
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	Cmd+F6
when focus is on the document pane	
Move to previous open document	Sh+Cmd+F6
when focus is on the document pane	
Move focus to next comment, link, 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	Cmd+W or F4
Close all open documents	Opt+Cmd+W
Activate selected tool	Spacebar or Return
Activate selected item	Spacebar or Return
Activate selected command	Spacebar or Return
Open context menu	Ctrl+click or Right-Click
Close context menu	Escape
Return to Hand tool or Selection tool	Escape
Move focus to next tab in a dialog box	
Move to next search result; highlight in doc	F3
Search previous document*	Cmd+Shift+⌂
Search next document*	Cmd+Shift+⌄
*with Search results displaying multiple files	
Select text with Selection tool	Shift+⌘+⌘
Select next word	
Select previous word	

## Help Menu

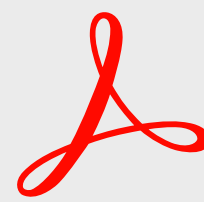
Adobe Acrobat X Pro Help	F1
Repair Acrobat Installation	

training • consulting • graphic design • print publishing  
InDesign • InCopy • Illustrator • Photoshop • Lightroom • Acrobat  
ePub • FrameMaker • Captivate • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
JetSetcom.net • TrainingOnsite.com



COMMUNITY  
PROFESSIONAL

# ADOBE ACROBAT DC WIN



PDF

## 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	..... Sh+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 2-Page View	.....
Rotate View Clockwise	..... Shift+Ctrl+plus
Rotate View Counterclockwise	..... Sh+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	..... Sh+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 opt	..... 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	..... Sh+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, 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 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 • Lightroom • Acrobat  
ePub • FrameMaker • Captivate • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
JetSetcom.net • TrainingOnsite.com



COMMUNITY  
PROFESSIONAL