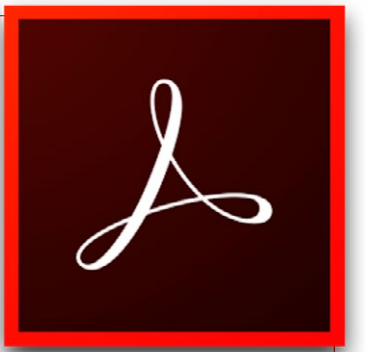


ADOBE ACROBAT DC MAC



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

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InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker
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