



# Adobe Acrobat DC shortcuts frequently-used on Mac

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## ACROBAT MENU

Quit..... Cmd+Q  
Preferences..... Cmd+, or K

## FILE MENU

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

## EDIT MENU

Undo..... Cmd+Z  
Redo..... Shift+Cmd+Z  
Cut, Copy, Paste..... Cmd+X, C, V  
Select All..... Cmd+A  
Deselect All..... Shift+Cmd+A  
Check Spelling..... F7  
Find..... Cmd+F  
Advanced Search..... Shift+Cmd+F  
Preflight..... Shift+Cmd+X

## TOOLS PANE

Type Tool..... T  
Insert Blank Page..... Shift+Cmd+Q  
Edit Forms..... Shift+Cmd+7

## VIEW MENU

Rotate View or ..... Sh+Cmd++ or -  
First/Last Page..... Home or End  
Previous/Next Page..... or   
Page..... Shift+Cmd+N  
Previous/Next View..... Cmd+ or   
Automatically Scroll..... Shift+Cmd+H  
Zoom To..... Cmd+Y  
Actual Size..... Cmd+1  
Zoom to Page Level..... Cmd+0  
Fit Width..... Cmd+2  
Fit Visible..... Cmd+3  
Reflow..... Cmd+4  
Navigation Pane..... F4  
Properties Bar..... Cmd+E  
Toolbars..... F8  
Menu Bar..... Shift+Cmd+M  
Grid..... Cmd+U  
Snap to Grid..... Shift+Cmd+U  
Rulers..... Cmd+R  
Line Weight..... Cmd+5  
Read Mode..... Shift+Cmd+H  
Full Screen Mode..... Cmd+L  
Activate Read Out Loud..... Shift+Cmd+Y  
Read This Page Only..... Shift+Cmd+V  
Stop (Reading)..... Shift+Cmd+E

## NAVIGATION

Return to Hand or Select Tool..... Esc  
Next Search Result..... F3  
Next Open Document..... Cmd+F6  
Previous Open Document..... Shift+Cmd+F6

## NAVIGATION PANELS

Insert Pages from File..... Shift+Cmd+I  
Insert Blank Pages..... Shift+Cmd+Q  
Delete Pages..... Shift+Cmd+D  
Crop Pages..... Shift+Cmd+T  
Rotate Pages..... Shift+Cmd+R  
New Bookmark..... Cmd+B

## WINDOW MENU

Minimize..... Cmd+M  
Cascade..... Shift+Cmd+J  
Tile Horizontally..... Shift+Cmd+K  
Tile Vertically..... Shift+Cmd+L

## COMMENT PANE

Add Sticky Note..... Cmd+6  
Highlight Text..... U  
Next Comment..... Tab  
Previous Comment..... Shift+Tab

## EFFICIENT ZOOM & PAN

Drag Mouse to Zoom..... Cmd+Spacebar  
Pan the view..... Spacebar  
Zoom In/Out..... Cmd + or -



# Adobe Acrobat DC shortcuts frequently-used on Windows



## FILE MENU

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

## EDIT MENU

Undo ..... Ctrl+Z  
 Redo ..... Shift+Ctrl+Z  
 Cut, Copy, Paste ..... Ctrl+X, C, V  
 Select All ..... Ctrl+A  
 Deselect All ..... Shift+Ctrl+A  
 Check Spelling ..... F7  
 Find ..... Ctrl+F  
 Advanced Search ..... Shift+Ctrl+F  
 Preferences ..... Ctrl+, or K

## TOOLS PANE

Type Tool ..... T  
 Insert Blank Page ..... Shift+Ctrl+Q  
 Preflight ..... Shift+Ctrl+X  
 Edit Forms ..... Shift+Ctrl+7

## VIEW MENU

Rotate View ↻ or ↺ ..... Sh+Ctrl++ or -  
 First/Last Page ..... Home or End  
 Previous/Next Page ..... ⏪ or ⏩  
 Page ..... Shift+Ctrl+N  
 Previous/Next View ..... Alt+⏪ or ⏩  
 Automatically Scroll ..... Shift+Ctrl+H  
 Zoom To ..... Ctrl+Y  
 Actual Size ..... Ctrl+1  
 Zoom to Page Level ..... Ctrl+0  
 Fit Width ..... Ctrl+2  
 Fit Visible ..... Ctrl+3  
 Reflow ..... Ctrl+4  
 Navigation Pane ..... F4  
 Properties Bar ..... Ctrl+E  
 Toolbars ..... F8  
 Menu Bar ..... F9  
 Grid ..... Ctrl+U  
 Snap to Grid ..... Shift+Ctrl+U  
 Rulers ..... Ctrl+R  
 Line Weight ..... Ctrl+5  
 Read Mode ..... Ctrl+H  
 Full Screen Mode ..... Ctrl+L  
 Activate Read Out Loud ..... Shift+Ctrl+Y  
 Read This Page Only ..... Shift+Ctrl+V  
 Stop (Reading) ..... Shift+Ctrl+E

## NAVIGATION

Return to Hand or Select Tool ..... Esc  
 Next Search Result ..... F3  
 Next Open Document ..... Ctrl+F6  
 Previous Open Document ..... Shift+Ctrl+F6

## NAVIGATION PANELS

Insert Pages from File ..... Shift+Ctrl+I  
 Insert Blank Pages ..... Shift+Ctrl+Q  
 Delete Pages ..... Shift+Ctrl+D  
 Crop Pages ..... Shift+Ctrl+T  
 Rotate Pages ..... Shift+Ctrl+R  
 New Bookmark ..... Ctrl+B

## WINDOW MENU

Cascade ..... Shift+Ctrl+J  
 Tile Horizontally ..... Shift+Ctrl+K  
 Tile Vertically ..... Shift+Ctrl+L

## COMMENT PANE

Add Sticky Note ..... Ctrl+6  
 Highlight Text ..... U  
 Add Stamp ..... J  
 Next Comment ..... Tab  
 Previous Comment ..... Shift+Tab

## EFFICIENT ZOOM & PAN

Drag Mouse to Zoom ..... Ctrl+Spacebar  
 Pan the View ..... Spacebar  
 Zoom In/Out ..... Ctrl + or -