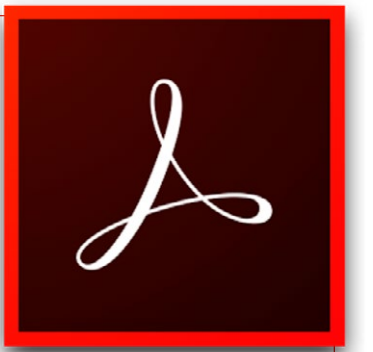


ADOBE ACROBAT DC WIN



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	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 • Acrobat • FrameMaker
ePub • Digital Publishing • iPad Folio • Section 508 Accessibility
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net
JetSetcom.net • TrainingOnsite.com



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