

ADOBE ACROBAT 9 win



Tools	Check Spelling F7
Hand tool H	Find Ctrl+F
Temporarily select Hand tool Spacebar	Search Shift+Ctrl+F
Select tool V	Search Results: Next Result Ctrl+G
Snapshot tool G	Search Results: Previous Result Shift+Ctrl+G
Marquee Zoom tool Z	Search Results: Next Document Alt+Shift+↻
Select Dynamic Zoom in Marquee Zoom Shift	Search Results: Previous Doc Alt+Shift+⏪
Zoom out when in Marquee Zoom Ctrl	Preferences Ctrl+K
Temporarily select Zoom In Tool Ctrl+spacebar	
Select Object tool R	View Menu
Object Data tool O	Go to First Page Home
Article tool A	Go to Previous Page ⏪
Crop tool C	Go to Next Page ⏩
Link tool L	Go to Last Page End
Text Field tool F	Go to Page Shift+Ctrl+N
Cycle thru tools: Text Field Shift+F	Previous View Alt+⏪
Cycle thru tools: Check Box Shift+F	Next View Alt+⏩
Cycle thru tools: Radio Button Shift+F	Zoom to Ctrl+Y
Cycle thru tools: List Box Shift+F	Zoom to Actual Size Ctrl+1
Cycle thru tools: Combo Box Shift+F	Zoom to Fit Page Ctrl+0
Cycle thru tools: Button Shift+F	Zoom to Fit Width Ctrl+2
Cycle thru tools: Digital Signature Shift+F	Zoom to Fit Height ⏪
Cycle thru tools: Barcode Shift+F	Zoom to Fit Visible Ctrl+3
3D tool M	Zoom: Reflow Ctrl+4
Cycle thru Multimedia tools: Flash Shift+M	Page Display: Show Gaps Between Pages ⏪
Cycle thru Multimedia tools: Video Shift+M	Page Display: Show Cover Page During Two-Up ⏪
TouchUp Text tool T	Rotate View Clockwise Shift+Ctrl+plus
Cycle thru tools: TouchUp Text Shift+T	Rotate View Counterclockwise Shift+Ctrl+minus
Cycle thru tools: TouchUp Reading Order Shift+T	Reading Mode Ctrl+H
Cycle thru tools: TouchUp Object Shift+T	Full Screen Mode Ctrl+L
Measuring tool B	Menu Bar F9
	Toolbars: Properties Bar Ctrl+E
	Toolbars: Reset Toolbars Alt+F8
	Toolbars: Dock Toolbars Ctrl+F8
	Toolbars: Hide Toolbars F8
	Toolbars: More Tools ⏪
	Show or Hide Navigation Pane F4
	Navigation Panels: Reset Panels ⏪
	Navigation Panels: Dock All Panels ⏪
	Grid Ctrl+U
	Snap to Grid Shift+Ctrl+U
	Rulers Ctrl+R
	Line Weights Ctrl+5
	Automatically Scroll Shift+Ctrl+H
	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
	Document Menu
	Header & Footer ⏪
	Background ⏪
	Watermark ⏪
	Insert Pages from File Shift+Ctrl+I
	Insert Pages from Clipboard ⏪
	Extract Pages ⏪
	Replace Pages ⏪
	Delete Pages Shift+Ctrl+D
	Split Document ⏪
	Crop Pages Shift+Ctrl+T
	Rotate Pages Shift+Ctrl+R
	Scan to PDF ⏪
	Scan to PDF: Custom Scan ⏪
	Scan to PDF: Configure Presets ⏪
	OCR Text Recognition ⏪
	Reduce File Size ⏪
	Examine Documents ⏪
	Compare Documents ⏪
	Add Bookmark Ctrl+B
	Attach a File ⏪
	Comments Menu
	Add Sticky Note Ctrl+6
	Hide All Comments Shift+Ctrl+8
	Show All Comments Ctrl+8
	Minimize All Pop-Ups Ctrl+7
	Attach for Email Review ⏪
	Send for Shared Review ⏪
	Enable for Commenting and Analysis in Reader ⏪
	Summarize Comments ⏪
	Print with Comments Summary Ctrl+T
	Track Reviews ⏪
	Forms Menu
	Start Form Wizard ⏪
	Add or Edit Fields Shift+Ctrl+7
	Distribute Form ⏪
	Compile Returned Forms ⏪
	Manage Form Data: Import Data ⏪
	Manage Form Data: Export Data ⏪
	Merge Data Files into Spreadsheet ⏪
	Track Forms ⏪
	Advanced Menu
	Accessibility: Change Reading Opts Shift+Ctrl+5
	Accessibility: Quick Check Shift+Ctrl+6
	Accessibility: Full Check ⏪
	Sign Document ⏪
	Security ⏪
	Extend Features in Adobe Reader ⏪
	Print Production: Output Preview ⏪
	Print Production: Preflight ⏪
	Print Production: Convert Colors ⏪
	Print Production: Ink Manager ⏪
	Print Production: Add Printer Marks ⏪
	Print Production: PDF Optimizer ⏪
	Print Production: JDF Job Definitions ⏪
	Help Menu
	Adobe Acrobat 9 Pro Help F1
	Online Support ⏪
	Check for Updates ⏪
	Comments
	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 tools: Attach File Shift+J
	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+Page Up
	First page Shift+Ctrl+⏪
	Last page End or Shift+Ctrl+Page Down
	Last page Shift+Ctrl+⏩
	Previous page ⏪ or Ctrl+Page Up
	Next page ⏩ or Ctrl+Page Down
	Scroll up ⏪
	Scroll down ⏩
	Scroll (when Hand tool is selected) Spacebar
	Zoom in Ctrl+=
	Zoom out Ctrl+hyphen
	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
	Move to previous open document* Ctrl+Shift+F6
	Move focus to next form field* Tab
	Move focus to previous* Shift+Tab
	*when focus is on the document pane
	Move focus to document pane F5
	Close current document Ctrl+F4
	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 Esc
	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+⏪
	Navigation Panels
	Open and move focus to nav pane Shift+Ctrl+F5
	Move focus to previous pane or panel Shift+F6
	Move focus among document, message bar F6
	Move focus among the message bar F6
	Move focus among the navigation panels F6
	Move among elements of the active nav panel Tab
	Move to previous nav panel and make active* ⏪
	Move to next nav panel and make active* ⏩
	*when focus is on panel button
	Expand all bookmarks Shift+*
	Move to next nav panel and make active* Ctrl+Tab
	*when focus is anywhere in navigation pane
	Collapse selected bookmark /
	Move focus to next item in nav panel ⏩
	Move focus to prev item in nav panel ⏪
	Expand the current bookmark* ⏩ or Shift+plus
	Collapse the current bookmark* ⏪ or minus
	*with the focus on Bookmarks panel
	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
	Move focus to the next link within a pane Tab
	Move focus to previous link in a pane Shift+Tab
	Activate highlighted link Enter
	Accessibility
	Quick Check tool Shift+Ctrl+6
	Change reading settings current doc Shift+Ctrl+5
	Reflow tagged PDF; return to unreflowed view Ctrl+4
	Activate Read Out Loud Shift+Ctrl+Y
	Deactivate Read Out Loud Shift+Ctrl+Y
	Read only current page out loud Shift+Ctrl+V
	Read from current page to end of doc Shift+Ctrl+B
	Pause reading out loud Shift+Ctrl+C
	Stop reading out loud Shift+Ctrl+E

