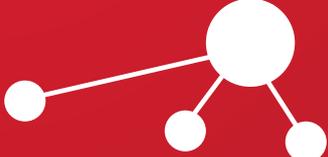


2015 ADOBE ACROBAT DC

KEYBOARD SHORTCUTS CHEAT SHEET

close pop up ESC	open help window F1	F2	move to next search result F3	F4	move focus to document pane F5	F6	F7	F8	F9	Close context menu F10	F11	F12	▲
~ `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	- _	+ =	delete
Move focus to next comment or form field tab	cloud tool Q	W	text edits tool E	select object tool R	edit document text tool T	redaction Y	current highlighting tool U	I	edit object tool O	P	{ [}]	 \
caps lock	enter/exit forms editing A	sticky note tool S	current drawing markup tool D	text field tool F	G	hand tool H	current stamp or attach tool J	stamp tool K	link tools L	:	; ,	Open pop-up note (or text field in Comments List) for comment that has focus return	
shift	marquee zoom tool Z	text box tool X	crop tool C	select tool V	B	N	M	3D tool	< ,	> .	? /	shift	
fn	alt control	option	command ⌘	Temporarily select Hand Tool 				command ⌘	alt option	▲ scroll up	▼ scroll down	▶	

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Keys for selecting tools SHORTCUTS



Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Select tool	V	V
Marquee Zoom tool	Z	Z
Cycle through zoom tools: Marquee Zoom, Dynamic Zoom, Loupe	Shift+Z	Shift+Z
Temporarily select Dynamic Zoom tool (when Marquee Zoom tool is selected)	Shift	Shift
Temporarily zoom out (when Marquee Zoom tool is selected)	Option	Ctrl
Temporarily select Zoom In tool	Spacebar+Command	Ctrl+spacebar
Select Object tool	R	R
Edit Object tool	O	O
Enter/Exit Forms editing	A	A
Crop tool	C	C
Link tool	L	L
Text Field tool	F	F
Cycle through tools in forms authoring mode: Text Field, Check Box, Radio Button, List Box, Dropdown Box, Button, Digital Signature, Barcode	Shift+F	Shift+F
3D tool	M	M
Cycle through Multimedia tools: 3D object, SWF, Sound, Video	Shift+M	Shift+M
Edit Document Text tool	T	T
Redaction	Shift+Y	Shift+Y
Cycle through Touch Up tools: Touch Up Text, Touch Up Reading Order, Touch Up Object	Shift+T	Shift+T
JavaScript Debugger	Command+J	Ctrl+J
Insert Blank Pages tool	Shift+Command+T	Shift+Ctrl+T
Insert Files	Shift+Command+I	Ctrl+Shift+I
Delete pages	Shift+Command+D	Ctrl+Shift+D
Open Output Preview	~	~
Touch Up Reading Order tool (or if already selected, return focus to dialog box)	Shift+Command+U	Shift+Ctrl+U

Keys for working with comments SHORTCUTS



Sticky Note tool	S	S
Text Edits tool	E	E
Stamp tool	K	K
Current highlighting tool	U	U
Cycle through highlighting tools: Highlighter, Underline Text, Cross Out Text	Shift+U	Shift+U (Windows only)
Current drawing markup tool	D	D
Cycle through drawing markup tools: Cloud, Arrow, Line, Rectangle, Oval, Polygon Line, Polygon, Pencil Tool, Eraser Tool	Shift+D	Shift+D (Windows only)
Cloud tool	Q	Q (Windows only)
Text Box tool	X	X
Current Stamp or Attach tool	J	J
Cycle through Stamp, Attach File, Record Audio Comment	Shift+J	Shift+J
Move focus to next comment or form field	Tab	Tab
Move focus to previous comment or form field	Shift+Tab	Shift+Tab
Open pop-up note (or text field in Comments List) for comment that has focus	Return	Enter
Closes pop-up (or text field in Comments List) for comment that has focus	Esc	Esc

Keys for navigating a PDF SHORTCUTS



Previous screen	Page Up or Shift+Return	Page Up or Shift+Enter
Next screen	Page Down or Return	Page Down or Enter
First page	Home or Shift+Command+Up Arrow	Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow
Last page	End or Shift+Command+Down Arrow	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow
Previous page	Left Arrow or Command+Page Up	Left Arrow or Ctrl+Page Up
Next page	Right Arrow or Command+Page Down	Right Arrow or Ctrl+Page Down
Previous open document	Command+F6	Ctrl+F6 (UNIX)
Next open document	Shift+Command+F6	Shift+Ctrl+F6 (UNIX)
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
Scroll (when Hand tool is selected)	Spacebar	Spacebar
Zoom in	Command+equal sign	Ctrl+equal sign
Zoom out	Command+hyphen	Ctrl+hyphen

Keys for navigating task panes SHORTCUTS



Move focus to the next or previous row when in the body of the file list on the left	Up Arrow or Down Arrow	Up Arrow or Down Arrow
If pressed in the body of the file list, navigate one level up from within a folder	Delete	Backspace
Press the Go Back button in a folder if focus is on the button.	Enter or Spacebar	Enter or Spacebar
If pressed when focus is on a row in the file list representing a subfolder, navigate to a subfolder, or open an attachment in Preview mode.	Enter	Enter
If in the body of the file list, move to the first or last row	Home or End	Home or End
If in the body of the file list, move to the next or last set of rows to fit the screen	Page Down or Page Up	Page Down or Page Up
Select or deselect all files	Comd+A or Shift+Comd+A	Ctrl+A or Shift+Ctrl+A
If in the body of the file list, extend the selection by adding the next row above or below the selected row	Shift+Up Arrow or Shift+Down Arrow	Shift+Up Arrow or Shift+Down Arrow
Change whether the row with focus is in the selection	Comd+Spacebar	Ctrl+Spacebar
Move focus up or down one row without changing the selection	Comd+Up Arrow or Comd+Down Arrow	Ctrl+Up Arrow or Ctrl+Down Arrow

**Keys for working with navigation panels
SHORTCUTS**



Open and move focus to navigation pane	Cmd+Shift+F5	Ctrl+Shift+F5
Move focus among the document, message bar, and navigation panels	F6	F6
Move focus to previous pane or panel	Shift+F6	Shift+F6
Move among the elements of the active navigation panel	Tab	Tab
Move to previous or next navigation panel and make it active (when focus is on the panel button)	Up Arrow or Down Arrow	Up Arrow or Down Arrow
Move to next navigation panel and make it active (when focus is anywhere in the navigation pane)	Not available	Ctrl+Tab
Expand the current bookmark (focus on Bookmarks panel)	Right Arrow or Shift+plus sign	Right Arrow or Shift+plus sign
Collapse the current bookmark (focus on Bookmarks panel)	Left Arrow or minus sign	Left Arrow or minus sign
Expand all bookmarks	Shift+*	Shift+*
Collapse selected bookmark	Forward Slash (/)	Forward Slash (/)
Move focus to next item in a navigation panel	Down Arrow	Down Arrow
Move focus to previous item in a navigation panel	Up Arrow	Up Arrow

**Keys for working with navigation panels
SHORTCUTS**



Open Help window	F1 or Cmd+?	F1
Close Help window	Cmd+W	Ctrl+W or Alt+F4
Move back to previously opened topic	Cmd+Left Arrow	Alt+Left Arrow
Move forward to next topic	Cmd+Right Arrow	Alt+Right Arrow
Move to next pane	See Help for your default browser	Ctrl+Tab
Move to previous pane	See Help for your default browser	Shift+Ctrl+Tab
Move focus to the next link within a pane	Not available	Tab
Move focus to the previous link within a pane	Not available	Shift+Tab
Activate highlighted link	Not available	Enter
Print Help topic	Cmd+P	Ctrl+P

**Keys for working with navigation panels
SHORTCUTS**



Change reading settings for the current document	Shift+Cmd+5	Shift+Ctrl+5
Reflow a tagged PDF, and return to unreflowed view	Cmd+4	Ctrl+4
Activate and deactivate Read Out Loud	Shift+Cmd+Y	Shift+Ctrl+Y
Read only the current page out loud	Shift+Cmd+V	Shift+Ctrl+V
Read out loud from the current page to the end of the document	Shift+Cmd+B	Shift+Ctrl+B
Pause reading out loud	Shift+Cmd+C	Shift+Ctrl+C
Stop reading out loud	Shift+Cmd+E	Shift+Ctrl+E

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