

# 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	

training • consulting • graphic design • print publishing  
InDesign • InCopy • Illustrator • Photoshop • Lightroom • Acrobat  
ePub • FrameMaker • Captivate • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
JetSetcom.net • TrainingOnsite.com



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