



Adobe Acrobat DC shortcuts frequently-used on Mac



Ai

Ps

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Br

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 orSh+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 -



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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 -