



Acrobat X shortcuts frequently-used on the Mac version

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 ⤴ or ⤵ Sh+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 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

NAVIGATION

Return to Hand or Select Tool Esc
 Next Search Result F3
 Next Open Document Cmd+F6
 Previous Open Document Shift+Cmd+F6

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom Cmd+Spacebar
 Pan the view Spacebar
 Zoom In/Out Cmd + or -

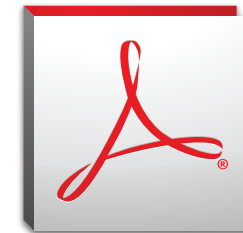


Ai

Ps

ID

Ic



Acrobat X shortcuts frequently-used on the Windows version

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 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

NAVIGATION

Return to Hand or Select Tool Esc
 Next Search Result F3
 Next Open Document Ctrl+F6
 Previous Open Document Shift+Ctrl+F6

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom..... Ctrl+Spacebar
 Pan the View Spacebar
 Zoom In/Out..... Ctrl + or -