



# Acrobat XI 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

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 -



# Acrobat XI 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  
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 Preferences ..... Ctrl+, or K

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 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 -