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Adobe Acrobat Pro shortcuts windowsOS



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

Edit PDF Tool	T
Insert Blank Page	Shift+Ctrl+T
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 -





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Adobe Acrobat Pro shortcuts macOS



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

Edit PDF Tool.....T
 Insert Blank Page.....Shift+Cmd+T
 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+I
 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.....Ctrl+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 –





Id

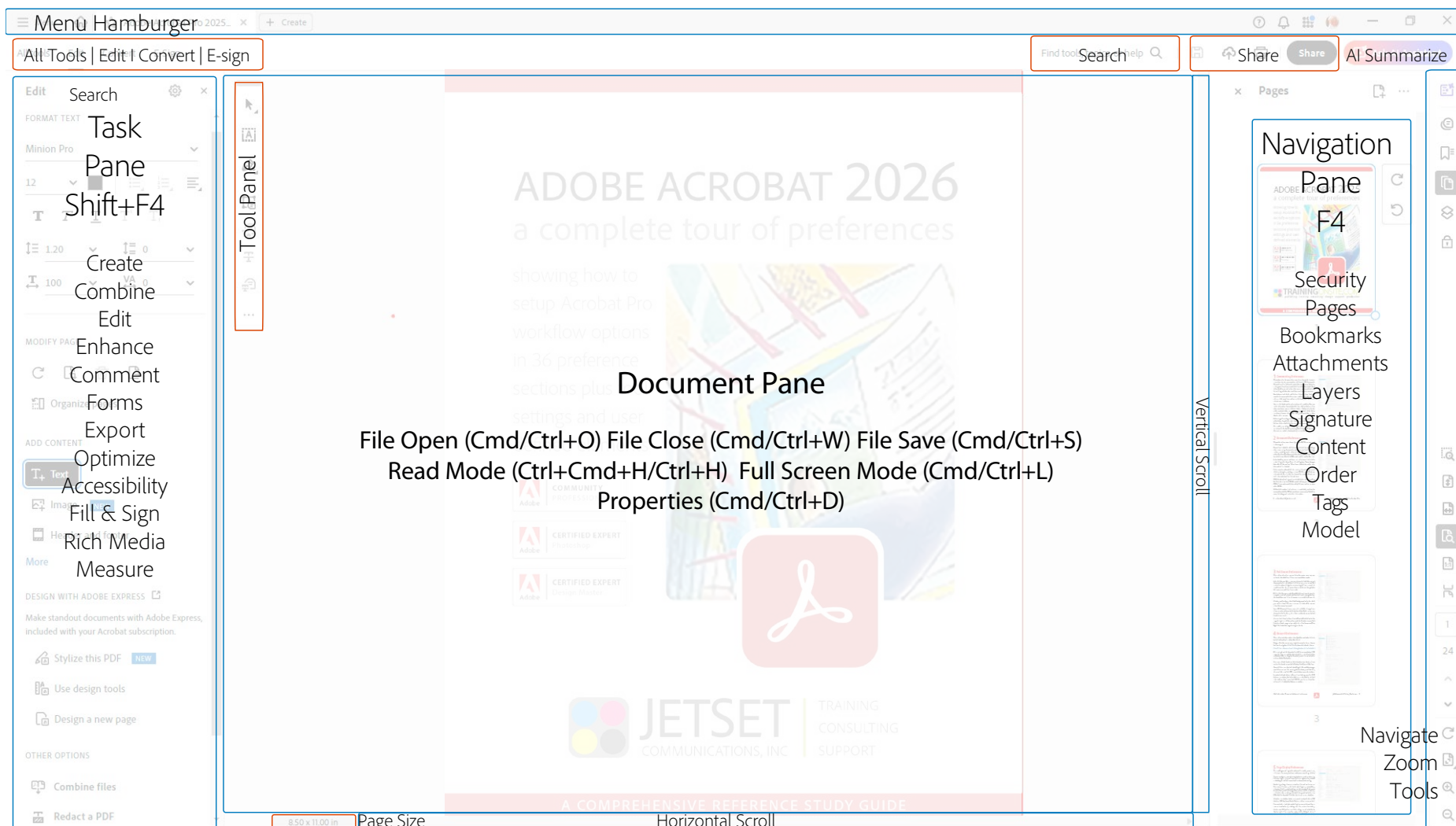
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Adobe Acrobat Pro showing New Interface and shortcuts



Note: The layout for Acrobat can be shown as old or new under the View menu. Mostly, the changes in the new layout involve making a left to right workflow. The above shows the New Interface.





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Ic

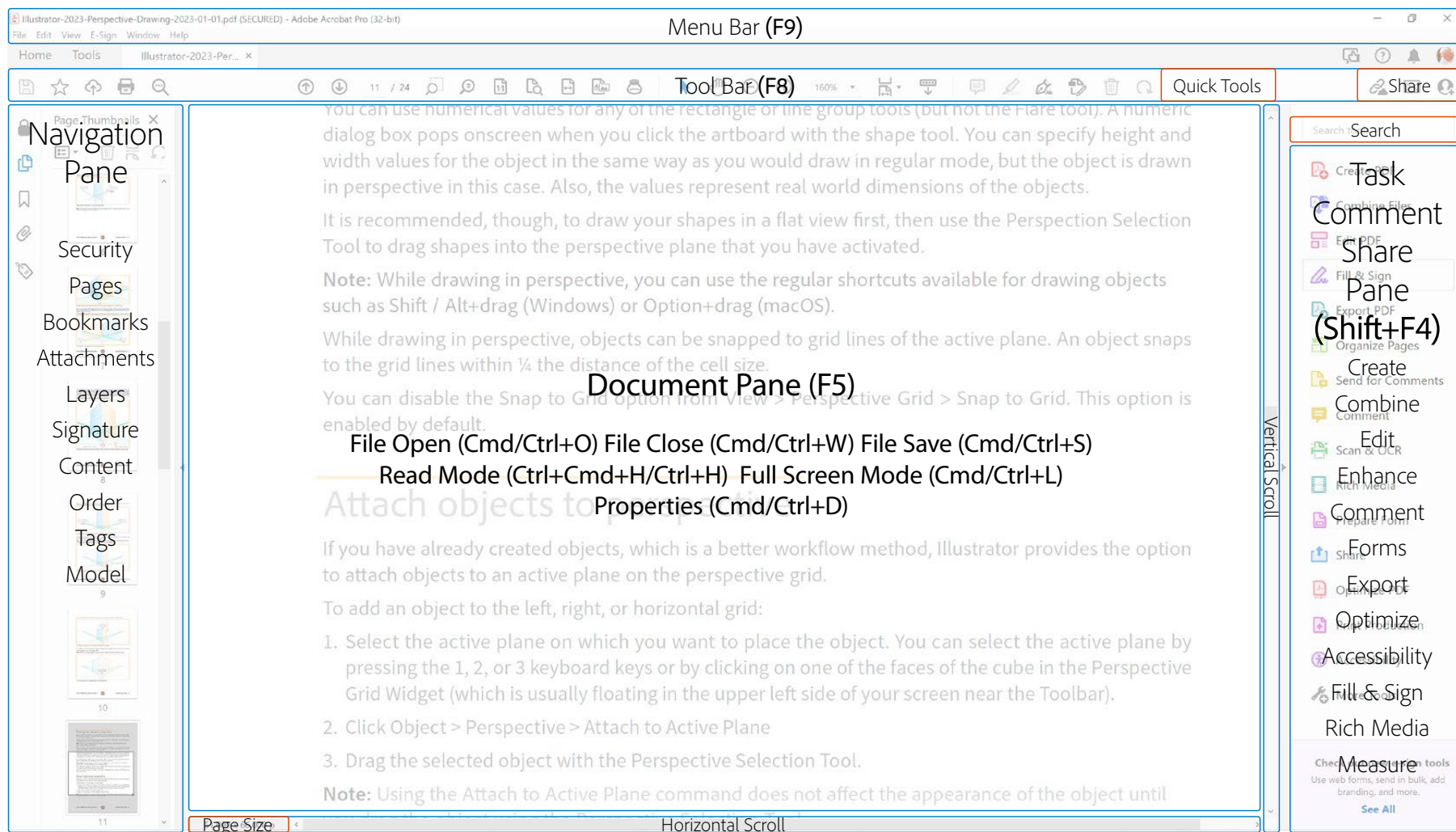
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Adobe Acrobat Pro showing Old interface and shortcuts



Note: The layout for Acrobat can be shown as old or new under the View menu. Mostly, the changes in the new layout involve making a left to right workflow. The above shows the old layout.



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