

Adobe Acrobat 2017 (Windows and Unix) cheat sheet

Selecting tools

You need to enable single key shortcuts first. To do this, open the Preferences dialog and under General, select Use Single-Key Accelerators To Access Tools option.

H	Hand tool
Space	Temporarily select Hand tool
Ctrl	Temporarily zoom out (when Marquee Zoom tool is selected)
Ctrl + Space	Temporarily select Zoom In tool
R	Select Object tool
C	Crop tool
Shift + T	Cycle through Touch Up tools: Touch Up Text, Touch Up Reading Order, Touch Up Object
Shift + Ctrl + T	Insert Blank Pages tool
Ctrl + Shift + I	Insert Files
Ctrl + Shift + Del	Delete pages

Working with comments

K	Stamp tool
U	Current highlighting tool
X	Text Box tool
Shift + J	Cycle through Stamp, Attach File, Record Audio Comment

Navigating PDF

Shift + Ctrl + F6	(UNIX) Next open document
Ctrl + -	Zoom out

Working with PDF Portfolios

Up arrow	Move focus to the previous row when in the body of the file list on the left
Down arrow	Move focus to the next row when in the body of the file list on the left
Shift + Up arrow	If in the body of the file list, extend the selection by adding the next row above the selected

row

Navigating task panes

Shift + F4	Open or close the Task pane
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More information: defkey.com/adobe-acrobat-shortcuts?filter=basic

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