



# 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
V	Select tool
Z	Marquee Zoom tool
Shift + Z	Cycle through zoom tools: Marquee Zoom, Dynamic Zoom, Loupe
Shift	Temporarily select Dynamic Zoom tool (when Marquee Zoom tool is selected)
Ctrl	Temporarily zoom out (when Marquee Zoom tool is selected)
Ctrl + Space	Temporarily select Zoom In tool
R	Select Object tool
O	Edit Object tool
A	Enter/Exit Forms editing
C	Crop tool
L	Link tool
F	Text Field tool
Shift + F	Cycle through tools in forms authoring mode: Text Field, Check Box, Radio Button, List Box, Dropdown Box, Button, Digital Signature, Barcode
M	3D tool
Shift + M	Cycle through Multimedia tools: 3D object, SWF, Sound, Video
T	Edit Document Text tool
Shift + Y	Redaction
Shift + T	Cycle through Touch Up tools: Touch Up Text, Touch Up Reading Order, Touch Up Object
Ctrl + J	JavaScript Debugger
Shift + Ctrl + T	Insert Blank Pages tool
Ctrl + Shift + I	Insert Files

Ctrl + Shift + Del  
or Ctrl + Shift + D

Delete pages

~	Open Output Preview
Shift + Ctrl + U	Touch Up Reading Order tool (or if already selected, return focus to dialog box)

## Working with comments

S	Sticky Note tool
E	Text Edits tool
K	Stamp tool
U	Current highlighting tool
Shift + U	Cycle through highlighting tools: Highlighter, Underline Text, Cross Out Text
D	Current drawing markup tool
Shift + D	Cycle through drawing markup tools: Cloud, Arrow, Line, Rectangle, Oval, Polygon Line, Polygon, Pencil Tool, Eraser Tool
Q	Cloud tool
X	Text Box tool
J	Current Stamp or Attach tool
Shift + J	Cycle through Stamp, Attach File, Record Audio Comment
Tab	Move focus to next comment or form field
Shift + Tab	Move focus to previous comment or form field
Enter	Open pop-up note (or text field in Comments List) for comment that has focus
Esc	Closes pop-up (or text field in Comments List) for comment that has focus

## Navigating PDF

Page Up or Shift + Enter	Previous screen
Page Down or Enter	Next screen
Home or Shift + Ctrl + Page Up or	First page

Shift + Ctrl + Up	
End or Shift + Ctrl + Page Down or Shift + Ctrl + Down	Last page
Left or Ctrl + Page Up	Previous page
Right or Ctrl + Page Down	Next page
Ctrl + F6	(UNIX) Previous open document
Shift + Ctrl + F6	(UNIX) Next open document
Up arrow	Scroll up
Down arrow	Scroll down
Space	Scroll (when Hand tool is selected)
Ctrl + =	Zoom in
Ctrl + -	Zoom out

## Working with Forms

P	Toggle between editing and previewing your form
G	Toggle Guides On / Off
L	Align selected fields left
R	Align selected fields right
T	Align selected fields top
B	Align selected fields bottom
H	Align selected fields horizontal
V	Align selected fields vertical
Shift + H	Center fields horizontally
Shift + V	Center fields vertically
Shift + L	Highlight fields
Shift + N	Show Tab Order
Shift + D	Document JavaScripts

## 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
Backspace	If pressed in the body of the file

	list, navigate one level up from within a folder
Enter or Space	Press the Go Back button in a folder if focus is on the button
Enter	If pressed when focus is on a row in the file list representing a subfolder, navigate to a subfolder, or open an attachment in Preview mode.
Home or End	If in the body of the file list, move to the first or last row
Page Down or Page Up	If in the body of the file list, move to the next or last set of rows to fit the screen
Ctrl + A or Shift + Ctrl + A	Select or deselect all files
Shift + Up arrow	If in the body of the file list, extend the selection by adding the next row above the selected row
Shift + Down arrow	If in the body of the file list, extend the selection by adding the next row below the selected row
Ctrl + Space	Change whether the row with focus is in the selection
Ctrl + Up arrow	Move focus up one row without changing the selection
Ctrl + Down arrow	Move focus down one row without changing the selection

## Navigating task panes

F6	Move focus to the next item among Document pane, Task panes, Message bar, and Navigation bar
Shift + F6	Move focus to the previous item among Document pane, Task panes, message bar, and Navigation bar
Ctrl + Tab	Move focus to the next panel in the Task pane
Ctrl + Shift + Tab	Move focus to the previous panel in the Task pane
Tab	Navigate to the next panel and panel control within an open

	Task pane
Shift + Tab	Navigate to the previous panel and panel control within an open Task pane
Down arrow	Navigate to the next command button within a panel
Up arrow	Navigate to the previous command button within a panel
Space or Enter	Expand or collapse panel in focus (press F6 to move focus to Tools pane, then tab to desired panel)
Shift + F4	Open or close the Task pane
Ctrl + Shift + F4	Close the pane that lists the tasks of an Action
Space or Enter	Open the menu and move the focus to the first menu option when focus is on a command with a submenu or submenu element with a flyout
Esc	Move the focus back to the parent command button with a submenu or submenu element with a flyout
Space or Enter	Run the command in focus
Tab	Navigate to the next item in the active panel in the Create New Action, Edit Action, Create Custom Tool, or the Edit Custom Tool dialog boxes
Shift + Tab	Navigate to the previous item in the active panel in the Create New Action, Edit Action, Create Custom Tool, or the Edit Custom Tool dialog boxes

## General navigating

F10	Move focus to menus (Windows, UNIX); expand first menu item (UNIX)
Shift + F8	Move focus to toolbar in browser and application (In application, sets focus to the first button in the top bar - Home)
Right arrow or Left arrow or Tab or	Navigate through the other controls in the top bar - Home,

Shift + Tab	Tools, Document
Enter or Space	Select a highlighted control in the top bar
Ctrl + Tab	Move to next open document tab (when multiple documents are open in same window)
Ctrl + Shift + Tab	Move to previous open document tab (when multiple documents are open in same window)
Ctrl + F6	Move to next open document window (when focus is on document pane)
Ctrl + Shift + F6	Move to previous open document window (when focus is on document pane)
Ctrl + F4	Close current document
Tab	Move focus to next comment, link, or form field in the document pane
Shift + Tab	Move focus to previous comment, link, or form field in the document pane
F5	Move focus to document pane
Space or Enter	Activate selected tool, item (such as a movie clip or bookmark), or command
Shift + F10	Open context menu
F10	Close context menu
Esc	Return to Hand tool or Select tool
Ctrl + Tab	Move focus to next tab in a tabbed dialog box
Shift + F3 or Ctrl + Shift + G	Move to previous search result and highlight it in the document
F3 or Ctrl + G	Move to next search result and highlight it in the document
Alt + Shift + Left arrow	(Windows only) Search previous document (with Search results displaying multiple files)
Alt + Shift + Right arrow	(Windows only) Search next document (with Search results displaying multiple files)
Shift + Arrow keys	Select text (with Select tool selected)

Shift + Ctrl + Right arrow	Select next word (with Select tool selected)
Shift + Ctrl + Left arrow	Deselect previous word (with Select tool selected)

## Navigation panels

Ctrl + Shift + F5	Open and move focus to navigation pane
F6	Move focus among the document, message bar, and navigation panels
Shift + F6	Move focus to previous pane or panel
Tab	Move among the elements of the active navigation panel
Down arrow	Move to previous navigation panel and make it active (when focus is on the panel button)
Up arrow	Move to next navigation panel and make it active (when focus is on the panel button)
Ctrl + Tab	Move to next navigation panel and make it active (when focus is anywhere in the navigation pane)
Right arrow	Expand the current bookmark (focus on Bookmarks panel)
Shift + +	Right Expand the current bookmark (focus on Bookmarks panel)
Left arrow or -	Collapse the current bookmark (focus on Bookmarks panel)
Shift + *	Expand all bookmarks
/	Collapse selected bookmark
Down arrow	Move focus to next item in a navigation panel
Up arrow	Move focus to previous item in a navigation panel

## Help window

F1	Open Help window
Ctrl + W or Alt + F4	(Windows only) Close Help window
Alt + Left arrow	Move back to previously opened

	topic
Alt + Right arrow	Move forward to next topic
Ctrl + Tab	Move to next pane
Shift + Ctrl + Tab	Move to previous pane
Tab	Move focus to the next link within a pane
Shift + Tab	Move focus to the previous link within a pane
Enter	Activate highlighted link
Ctrl + P	Print Help topic

## Accessibility

Shift + Ctrl + 5	Change reading settings for the current document
Ctrl + 4	Reflow a tagged PDF, and return to unreflowed view
Shift + Ctrl + Y	Activate and deactivate Read Out Loud
Shift + Ctrl + V	Read only the current page out loud
Shift + Ctrl + B	Read out loud from the current page to the end of the document
Shift + Ctrl + C	Pause reading out loud
Shift + Ctrl + E	Stop reading out loud

*Last modification: 5/25/2021 1:52:45 PM*

*More information:* [defkey.com/adobe-acrobat-shortcuts](https://defkey.com/adobe-acrobat-shortcuts)

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