



# Nuance Power PDF cheat sheet

## Document

Ctrl + N	Create new blank document in advanced edit mode
Ctrl + O	Open the Open dialog box
Ctrl + S	Save the document
Ctrl + Shift + S	Save as
Ctrl + F4	Close the document
Ctrl + D	Open document properties
Ctrl + K	Open preferences console
Ctrl + F	Open search document window
Ctrl + Shift + S	Open search multiple documents dialog

## Operations

Ctrl + Y	Redo last operation
Ctrl + X	Cut selected item to clipboard
Ctrl + C	Copy selected item to clipboard
Ctrl + V	Paste item from clipboard
Ctrl + Z	Undo (in Advanced Edit mode)
Ctrl + Z	Delete bookmarks (in Review mode)
Ctrl + A	With hand or Select tool, select all text in the document (or the current page, if single page viewing is set. If the Edit object tool is active, it selects all objects on the current page)
Ctrl + Shift + A	Deselect all text or objects

## Zoom

Ctrl + M	Open Zoom to window
Ctrl + 1	Zoom to actual size
Ctrl + 2	Zoom to page width
Ctrl + 3	Zoom to fit visible
Ctrl + 4	Zoom to page height
Ctrl + 0	Zoom to fit page
Ctrl + -	Zoom out
Ctrl + +	Zoom in
Ctrl + L	Toggle between full screen and previous zoom value

## Page

Ctrl + Page Up	Scroll to top of previous page
Ctrl + Page Down	Scroll to top of next page
Ctrl + Left arrow	Go to previous view
Ctrl + Right arrow	Go to next view
Ctrl + Shift + K	Tile opened documents horizontally
Ctrl + Shift + L	Tile opened documents vertically
Ctrl + U	Display / hide gridlines
Ctrl + Shift + U	Toggle snap to grid mode
Ctrl + R	Toggle displaying rulers

## Page dialog

Ctrl + Shift + I	Open Insert Pages dialog
Ctrl + Shift + D	Open Delete Pages dialog
Ctrl + Shift + X	Open Extract Pages dialog
Ctrl + Shift + R	Open Rotate Pages dialog
Ctrl + Shift + P	Open Replace Pages dialog
Ctrl + Shift + N	Open Add Blank Pages dialog

## Bookmark

Ctrl + B	Create a bookmark
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## JavaScript

Ctrl + J	Open JavaScript console
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## Read aloud

Ctrl + Shift + G	Read text content from current page with Nuance RealSpeak
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Shortcut keys for the floating toolbar that opens when you use above shortcut:

Ctrl + Shift + Esc	Stop reading
Ctrl + Shift + Space	Pause / continue reading
Ctrl + Shift + Left arrow	Read previous paragraph
Ctrl + Shift + Right arrow	Read next paragraph
Ctrl + Shift + Page Up	Read previous page

Ctrl + Shift + Page  
Down Read next page

Ctrl + Shift + O Read text content of the whole document

Ctrl + Shift + B Create an mp3 file with text content of the document

## Application exit

Ctrl + Q or Alt +  
F4 Quit application

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*More information:* [defkey.com/kk/nuance-power-pdf-shortcuts](https://defkey.com/kk/nuance-power-pdf-shortcuts)

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