



# PDF-XChange Editor cheat sheet

## General

Ctrl + 1	Set the zoom level to 100% and show document pages at their actual size.
Ctrl + Shift + B	Add Bookmark
Ctrl + L	Align text to the left.
Ctrl + R	Align text to the right.
Ctrl + Shift + A	Show/Hide the Attachments pane.
Ctrl + Shift + H	Enable/Disable the auto-scroll feature.
Alt + Left arrow	Navigate Backward.
Ctrl + B	Make the selected text bold.
Ctrl + B	Show/Hide the Bookmarks pane.
Ctrl + Shift + C	Create a new scale for use with the measurement tools.
Ctrl + E	Center selected text.
Ctrl + W	Close the active document.
Ctrl + M	Show/Hide the Comments pane.
F1	Launch online manual.
Ctrl + C	Copy the selection to the clipboard.
Ctrl + N	Create a new document
Ctrl + Shift + T	Crop page
Ctrl + X	Cut
Del	Delete
Ctrl + Shift + D	Delete pages
Alt + Right arrow	Demote Bookmarks
Alt + Left arrow	Promote bookmark
Ctrl + Alt + I	Show/Hide the Document Info Bar.
Ctrl + D	Document Properties
Ctrl + J	Edit Code Snippets
Ctrl + Shift + 7	Edit/create form fields
Space	(hold) Enable Hand Tool Temporarily
Ctrl + Shift + ;	Enable Snapping
Ctrl + G then Ctrl + E	Enable/Disable exclusive mode for the active tool
Ctrl + Q	Exit
Ctrl + Shift + E	Extract pages
Ctrl + I	Show/Hide the Fields pane.
Ctrl + F	Find

Home	Go to first page
Ctrl + 0	Fit page to the window
Ctrl + 3	Fit visible: Fit the active page(s) according to width and exclude white margins
Ctrl + 2	Fit width: Fit the active page(s) according to width and include white margins
Alt + Right arrow	Navigate forward.
F11	View document in full screen.
Space	Go to selected bookmark
Space	Move to the selected bookmark
F3	Go to next found item
Ctrl + Shift + N	Go to page
Shift + F3	Go to previous found item
Ctrl + Shift + 8	Hide all comments
Ctrl + Alt + H	Highlight required form fields
Ctrl + Shift + I	Insert pages
Num *	Invert selection
Ctrl + I	Italic
Ctrl + J	Justify text
End	Go to the last page
Ctrl + L	Show/Hide the Layers pane
F9	Show/Hide the Menu Toolbar.
Alt + Down arrow	Move the selected bookmark(s) down.
Alt + Up arrow	Move the selected bookmark(s) up.
Insert	Add a new attachment
Insert	New bookmark after selected
Alt + Insert	New bookmark before selected
Ctrl + Alt + Insert	New child bookmark
Ctrl + Insert	New last child bookmark
Insert	New destination
Ctrl + Tab	Next document
Ctrl + Right arrow	Next page
Ctrl + O	Open
Ctrl + Shift + 6	Override document colors
Ctrl + V	Paste
Ctrl + K	Preferences
Ctrl + Shift + Tab	Previous document
Alt + F7	Previous misspelling

Ctrl + Left arrow	Previous page
Ctrl + P	Print
Ctrl + `	Properties pane
Ctrl + E	Properties toolbar
Ctrl + Y	Redo
F2	Rename the selected item
Ctrl + Shift + W	Reopen closed documents.
Ctrl + Shift + Num -	Rotate counterclockwise
Ctrl + Shift + Num +	Rotate clockwise
Ctrl + Shift + R	Rotate pages
Ctrl + Enter	Run the script written in the console window
Ctrl + Shift + Enter	Run selected script
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + Alt + F	Search pane
Ctrl + A	Select all text
Ctrl + 8	Show all comments
Ctrl + Shift + G	Show/hide gaps between pages
Ctrl + '	Show grid
Ctrl + ;	Show/hide guides. Click and drag from rulers (see Show Rulers, below) to create guides
Ctrl + J	Show JavaScript Console
Ctrl + R	Show/hide rulers
F7	Start spell checking
Ctrl + Shift + S	Strikethrough
Ctrl + 5	Enable/Disable the Thin Lines feature, which displays all lines used for editing purposes at a thickness of one pixel
Ctrl + T	Show/hide thumbnails pane
Ctrl + F8	Show/Hide all toolbars and menus
F8	Toggle all toolbars
Ctrl + U	Underline
Ctrl + Z	Undo
Ctrl + Num +	Zoom in
Ctrl + Num -	Zoom out
Ctrl + Shift + M	Zoom to a custom level

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More information: [defkey.com/pdf-xchange-editor-shortcuts](https://defkey.com/pdf-xchange-editor-shortcuts)

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