

# Keyboard shortcuts

## Keyboard shortcuts

### Keys for selecting tools

To enable single-key shortcuts, select the Use Single-Key Accelerators To Access Tools option in General preferences.

Tool	Windows Action	Mac OS Action
Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Select tool	V	V
Snapshot tool	G	G
Current zoom tool	Z	Z
Temporarily select Dynamic Zoom tool (when Marquee Zoom tool is selected)	Shift	Shift
Temporarily zoom out (when Marquee Zoom tool is selected)	Ctrl	Option
Select Object tool	R	R
Object Data tool	O	O
Article tool	A	A
Crop tool	C	C
Link tool	L	L
Button tool	F	F
Cycle through forms tools: Button, Check Box, Combo Box, List Box, Radio Button, Text Field, Digital Signature	Shift+F	Shift+F
Movie tool	M	M
Sound tool	Shift+M	Shift+M
TouchUp Text tool	T	T

Tool	Windows Action	Mac OS Action
TouchUp Object tool	Shift+T	Shift+T
Distance tool	B	B
Cycle through measuring tools: Distance, Perimeter, Area	Shift+B	Shift+B

### Keys for editing

Result	Windows Action	Mac OS Action
Select all content	Ctrl+A	Command+A
Deselect all content	Ctrl+Shift+A	Command+Shift+A
Fit page	Ctrl+0	Command+0

### Keys for working with comments

To enable single-key shortcuts, select the Use Single-Key Accelerators To Access Tools option in General preferences.

Result	Windows Action	Mac OS Action
Sticky Note tool	S	S
Text Edits tool	E	E
Stamp tool	K	K
Current highlighting tool	U	U
Cycle through highlighting tools: Highlighter, Cross-Out Text, Underline Text	Shift+U	Shift+U
Arrow tool	D	D
Cycle through drawing markup tools: Rectangle, Oval, Arrow, Line, Polygon, Polygon Line	Shift+D	Shift+D
Cloud tool	Q	Q
Text Box tool	X	X
Attach file as comment	J	J
Cycle through attach tools: Attach File, Attach Sound, Paste Clipboard Image	Shift+J	Shift+J

Result	Windows Action	Mac OS Action
Move focus to comment	Tab	Tab
Move focus to next comment	Shift+Tab	Shift+Tab
Open pop-up window for comment that has focus	Enter	Return
Send and receive comments in browser-based review	O	O
Go back online	I	I

### Keys for navigating a PDF

Result	Windows Action	Mac OS Action
Previous screen	Page Up	Page Up
Next screen	Page Down	Page Down
First page	Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow	Home or Shift+Command+Up Arrow
Last page	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	End or Shift+Command+Down Arrow
Previous page	Left arrow or Ctrl+Page Up	Left arrow or Command+Page Up
Next page	Right arrow or Ctrl+Page Down	Right arrow or Command+Page Down
Previous view	Alt+Left arrow	Command+Left arrow
Next view	Alt+Right arrow	Command+Right arrow
Previous document (with multiple PDFs open in a single document window)	Alt+Shift+Left arrow	Not available
Next document (with multiple PDFs open in a single document window)	Alt+Shift+Right arrow	Not available
Scroll up	Up Arrow	Up Arrow

Result	Windows Action	Mac OS Action
Scroll down	Down Arrow	Down Arrow
Scroll (when Hand tool is selected)	Spacebar	Spacebar
Zoom in	Ctrl+equal sign	Command+equal sign
Zoom out	Ctrl+hyphen	Command+hyphen

### Keys for general navigating

Result	Windows Action	Mac OS Action
Show/hide menu bar	F9	Shift+Command+M
Move focus to menus	F10	Control+F2
Move focus to toolbar in browser	Shift+F8	Shift+F8
Move to next open document (when focus is on document pane)	Ctrl+F6	Command+F6
Move to previous open document (when focus is on document pane)	Ctrl+Shift+F6	Command+Shift+F6
Close current document	Ctrl+F4	Command+F4
Close all open windows	Ctrl+Shift+W	Command+Shift+W
Move focus to next tabbed page or palette	F6	F6
Move focus to previous pane or panel	Shift+F6	Shift+F6
Move focus to next comment, link, or form field in the document pane	Tab	Tab
Move focus to document pane	F5	F5
Move focus to previous comment, link, or form field in the document pane	Shift+Tab	Shift+Tab
Activate selected tool, item (such as a movie or bookmark), or command	Spacebar or Enter	Spacebar or Enter

<b>Result</b>	<b>Windows Action</b>	<b>Mac OS Action</b>
Open context menu	Shift+F10	Control+click
Close context menu	F10	Esc
Return to Hand tool or Select tool	Esc	Esc
Move focus to next tab in a tabbed dialog box	Ctrl+Tab	Not available
Move to next search result and highlight it in the document	F3	F3 or Command+G
Select text (with Select tool selected)	Shift+arrow keys	Shift+arrow keys
Select next word or deselect previous word (with Select tool selected)	Ctrl+Right Arrow or Left Arrow	Command +Right Arrow or Left Arrow

### Keys for working with navigation panels

<b>Result</b>	<b>Windows Action</b>	<b>Mac OS Action</b>
Show/hide navigation pane	F4	F4
Open and move focus to navigation pane	Ctrl+Shift+F5	Command+Shift+F5
Move focus among the document, message bar, navigation panels	F6	F6
Move focus to next element of the active navigation panel: Trash Can, Options menu, Close box, panel contents, and panel button	Tab	Tab
Move to previous or next navigation panel and make it active (when focus is on the panel button)	Up Arrow or Down Arrow	Up Arrow or Down Arrow
Move to next navigation panel and make it active (when focus is anywhere in the navigation pane)	Ctrl+Tab	Not available
Expand the current bookmark (focus on Bookmarks panel)	Right Arrow or Shift+plus sign	Right Arrow or Shift+plus sign

Result	Windows Action	Mac OS Action
Collapse the current bookmark (focus on Bookmarks panel)	Left Arrow or minus sign	Left Arrow or minus sign
Expand all bookmarks	Shift+*	Shift+*
Collapse selected bookmark	Forward Slash (/)	Forward Slash (/)
Move focus to next item in a navigation panel	Down Arrow	Down Arrow
Move focus to previous item in a navigation panel	Up Arrow	Up Arrow

### Keys for navigating the Help window

Result	Windows Action	Mac OS Action
Open Help window	F1	F1 or Command+?
Close Help window	Ctrl+W or Alt+F4	Command+Q
Move focus between navigation pane and topic pane.	Ctrl+Tab	Not available
Move focus to the next link within a pane.	Tab	Not available
Move focus to the previous link within a pane.	Shift+Tab	Not available

### Keys for navigating the How To panel

Result	Windows Action	Mac OS Action
Open or close How To panel	Shift+F4	Shift+F4
Open and move focus to How To panel	Shift+F1	Shift+F1
Go to How To home page from a How To topic	Home	Not available
Move focus between the elements of the How To panel and the header of the How To panel	Ctrl+Tab or Ctrl+Shift+Tab	Not available

<b>Result</b>	<b>Windows Action</b>	<b>Mac OS Action</b>
Move focus down through the elements of the How To panel	Tab	Tab
Move focus up through the elements of the How To panel	Shift+Tab	Shift+Tab
Go forward to next page in How To panel viewing history	Right Arrow	Right Arrow
Go back to previous page in How To panel viewing history	Left Arrow	Left Arrow