

Adobe

Acrobat DC

Shortcut Keys

List

Keys for working with comments		
Windows/UNIX Action	Result	Mac OS Action
S	Sticky Note tool	S
E	Text Edits tool	E
K	Stamp tool	K
U	Current highlighting tool	U
Shift+U (Windows only)	Cycle through highlighting tools: Highlighter, Underline Text, Cross Out Text	Shift+U
D	Current drawing markup tool	D
Shift+D (Windows only)	Cycle through drawing markup tools: Cloud, Arrow, Line, Rectangle, Oval, Polygon Line, Polygon, Pencil Tool, Eraser Tool	Shift+D
Q (Windows only)	Cloud tool	Q
X	Text Box tool	X
J	Current Stamp or Attach tool	J
Shift+J	Cycle through Stamp, Attach File, Record Audio Comment	Shift+J
Tab	Move focus to next comment or form field	Tab
Shift+Tab	Move focus to previous comment or form field	Shift+Tab
Shift+K	Add a checkmark in the Comments List for the selected comment	Shift+K
Enter	Open pop-up note (or text field in the Comments List) for comment that has focus	Return
R	Reply to the comment, in the Comments List, that has focus	R
Esc	Close or exit pop-up (or text field in the Comments List) for comment that has focus	Esc

Keys for navigating a PDF		
Windows/UNIX Action	Result	Mac OS Action
Page Up or Shift+Enter	Previous screen	Page Up or Shift+Return
Page Down or Enter	Next screen	Page Down or Return

Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow	First page	Home or Shift+Command+Up Arrow
End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	Last page	End or Shift+Command+Down Arrow
Left Arrow or Ctrl+Page Up	Previous page	Left Arrow or Command+Page Up
Right Arrow or Ctrl+Page Down	Next page	Right Arrow or Command+Page Down
Ctrl+Shift+N	Go to page	Command+Shift+N
Ctrl+F6 (UNIX)	Previous open document	Command+F6
Shift+Ctrl+F6 (UNIX)	Next open document	Shift+Command+F6
Up Arrow	Scroll up	Up Arrow
Down Arrow	Scroll down	Down Arrow
Spacebar	Scroll (when Hand tool is selected)	Spacebar
Ctrl=	Zoom in	Command=
Ctrl-	Zoom out	Command-

Keys for working with Forms

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

Keys for working with PDF Portfolios

Windows Action	Result	Mac OS Action
Up Arrow or Down Arrow	Move focus to the next or previous row when in the body of the file list on the left	Up Arrow or Down Arrow
Backspace	If pressed in the body of the file list, navigate one level up from within a folder	Delete

Enter or Spacebar	Press the Go Back button in a folder if focus is on the button.	Enter or Spacebar
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.	Enter
Home or End	If in the body of the file list, move to the first or last row	Home or End
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	Page Down or Page Up
Ctrl+A or Shift+Ctrl+A	Select or deselect all files	Command+A or Shift+Command+A
Shift+Up Arrow or Shift+Down Arrow	If in the body of the file list, extend the selection by adding the next row above or below the selected row	Shift+Up Arrow or Shift+Down Arrow
Ctrl+Spacebar	Change whether the row with focus is in the selection	Command+Spacebar
Ctrl+Up Arrow or Ctrl+Down Arrow	Move focus up or down one row without changing the selection	Command+Up Arrow or

Keys for navigating task panes

Windows Action	Result	Mac OS Action
F6	Move focus to the next item among Document pane, Task panes, Message bar, and Navigation bar	F6
Shift+F6	Move focus to the previous item among Document pane, Task panes, message bar, and Navigation bar	Shift+F6
Ctrl+Tab	Move focus to the next panel in the Task pane	Option +Tab
Ctrl+Shift+Tab	Move focus to the previous panel in the Task pane	Command+ Shift+Tab
Tab	Navigate to the next panel and panel control within an open Task pane	Tab
Shift+Tab	Navigate to the previous panel and panel control within an open Task pane	Shift+Tab
Down Arrow	Navigate to the next command button within a panel	Down Arrow
Up Arrow	Navigate to the previous command button within a panel	Up Arrow
Spacebar or Enter	Expand or collapse panel in focus (press F6 to move focus to Tools pane, then tab to desired panel)	Spacebar or Enter
Shift+F4	Open or close the Task pane	Shift+F4

Ctrl+Shift+F4	Close the pane that lists the tasks of an Action	Ctrl+Shift+F4
Spacebar 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	Spacebar or Enter
Esc	Move the focus back to the parent command button with a submenu or submenu element with a flyout	Esc
Spacebar or Enter	Run the command in focus	Spacebar or Enter
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	Tab
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	Shift+Tab

Keys for general navigating

Windows/UNIX Action	Result	Mac OS Action
F10	Move focus to menus (Windows, UNIX); expand first menu item (UNIX)	Control+F2
Shift+F8	Move focus to toolbar in browser and application	Shift+F8
	(In application, sets focus to the first button in the top bar - Home)	
Right/Left Arrow or Tab/Shift Tab	Navigate through the other controls in the top bar - Home, Tools, Document	Right/Left Arrow or Tab/Shift Tab
Enter or Spacebar	Select a highlighted control in the top bar	Return or Spacebar
Ctrl+Tab	Move to next open document tab (when multiple documents are open in same window)	Control+Tab
Ctrl+Shift+Tab	Move to previous open document tab (when multiple documents are open in same window)	Control+Shift+Tab
Ctrl+F6	Move to next open document window (when focus is on document pane)	Command+F6
Ctrl+Shift+F6	Move to previous open document window (when focus is on document pane)	Command+Shift+F6
Ctrl+F4	Close current document	Command+F4
Not available	Close all open documents	Command+Option+W

Tab	Move focus to next comment, link, or form field in the document pane	Tab
F5	Move focus to document pane	F5
Shift+Tab	Move focus to previous comment, link, or form field in the document pane	Shift+Tab
Spacebar or Enter	Activate selected tool, item (such as a movie clip or bookmark), or command	Spacebar or Return
Shift+F10	Open context menu	Control+click
F10	Close context menu	Esc
Esc	Return to Hand tool or Select tool	Esc
Ctrl+Tab	Move focus to next tab in a tabbed dialog box	Not available
Shift+F3 or	Move to the previous search result and highlight it in the document	Shift+Command+G
Ctrl+F	Find in document	Command+F
F3 or	Move to next search result and highlight it in the document	Command+G
Alt+Shift+Left Arrow (Windows only)	Search the previous document (with Search results displaying multiple files)	Command+Shift+Left Arrow
Alt+Shift+Right Arrow (Windows only)	Search next document (with Search results displaying multiple files)	Command+Shift+Right Arrow
Shift+arrow keys	Select text (with Select tool selected)	Shift+arrow keys
Shift+Ctrl+Right Arrow or Left Arrow	Select next word or deselect previous word (with Select tool selected)	Not available
Right Arrow or Left Arrow	Increase or decrease the value of a slider	Control+Option+Right Arrow or Left Arrow

Keys for working with navigation panels

Windows/UNIX Action	Result	Mac OS Action
Ctrl+Shift+F5	Open and move focus to navigation pane	Command+Shift+F5
F6	Move focus among the document, message bar, and navigation panels	F6
Shift+F6	Move focus to previous pane or panel	Shift+F6
Tab	Move among the elements of the active navigation panel	Tab
Up Arrow or Down Arrow	Move to the previous or next navigation panel and make it active (when the focus is on the panel button)	Up Arrow or Down Arrow
Ctrl+Tab	Move to next navigation panel and make it active (when the focus is anywhere in the navigation pane)	Not available
Space	Select or deselect a file in file list (open/close Context pane with file selection)	Space

Space	Select or deselect a To Do card (open/close Context pane with To Do card selection)	Space
Enter	Open selected file in file list	Enter
Enter	Open selected To Do card	Enter
Arrow keys	Move focus to the next/previous file row in file list for selecting single file row	Arrow keys
Shift+Arrow keys	Extend the selection by adding the next row above or below the selected row	Shift+Arrow keys
Ctrl+Arrow keys	Move focus up or down one row without changing the selection	Command+Arrow keys
Right Arrow or Shift+plus sign	Expand the current bookmark (focus on Bookmarks panel)	Right Arrow or Shift+plus sign
Left Arrow or minus sign	Collapse the current bookmark (focus on Bookmarks panel)	Left Arrow or minus sign
Shift+*	Expand all bookmarks	Shift+*
Forward Slash (/)	Collapse selected bookmark	Forward Slash (/)
Down Arrow	Move focus to next item in a navigation panel	Down Arrow
Up Arrow	Move focus to the previous item in a navigation panel	Up Arrow

Keys for navigating the Help window

Windows/UNIX Action	Result	Mac OS Action
F1	Open Help window	F1 or Command+?
Ctrl+W (Windows only) or Alt+F4	Close Help window	Command+W
Alt+Left Arrow	Move back to previously opened topic	Command+Left Arrow
Alt+Right Arrow	Move forward to next topic	Command+Right Arrow
Ctrl+Tab	Move to next pane	See Help for your default browser
Shift+Ctrl+Tab	Move to previous pane	See Help for your default browser
Tab	Move focus to the next link within a pane	Not available
Shift+Tab	Move focus to the previous link within a pane	Not available
Enter	Activate highlighted link	Not available
Ctrl+P	Print Help topic	Command+P

Keys for accessibility

Windows Action	Result	Mac OS Action
Shift+Ctrl+5	Change reading settings for the current document	Shift+Command+5

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

Keys for selecting tools

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