

ADOBE ACROBAT 9 mac



Tools	Check Spelling F7
Hand tool H	Find Cmd+F
Temporarily select Hand tool Spacebar	Search Shift+Cmd+F
Select tool V	Search Results: Next Result Cmd+G
Snapshot tool G	Search Results: Previous Result Shift+Cmd+G
Marquee Zoom tool Z	Search Results: Next Document Opt+Shift+↶
Select Dynamic Zoom in Marquee Zoom Shift	Search Results: Previous Doc Opt+Shift+↷
Zoom out when in Marquee Zoom Cmd	Preferences Cmd+K
Temporarily select Zoom In Tool Cmd+spacebar	
Select Object tool R	View Menu
Object Data tool O	Go to First Page Home
Article tool A	Go to Previous Page ⏪
Crop tool C	Go to Next Page ⏩
Link tool L	Go to Last Page End
Text Field tool F	Go to Page Shift+Cmd+N
Cycle thru tools: Text Field Shift+F	Previous View Opt+⏪
Cycle thru tools: Check Box Shift+F	Next View Opt+⏩
Cycle thru tools: Radio Button Shift+F	Zoom to Cmd+Y
Cycle thru tools: List Box Shift+F	Zoom to Actual Size Cmd+1
Cycle thru tools: Combo Box Shift+F	Zoom to Fit Page Cmd+0
Cycle thru tools: Button Shift+F	Zoom to Fit Width Cmd+2
Cycle thru tools: Digital Signature Shift+F	Zoom to Fit Height Cmd+3
Cycle thru tools: Barcode Shift+F	Zoom to Fit Visible Cmd+3
3D tool M	Zoom: Reflow Cmd+4
Cycle thru Multimedia tools: Flash Shift+M	Page Display: Show Gaps Between Pages Cmd+4
Cycle thru Multimedia tools: Video Shift+M	Page Display: Show Cover Page During Two-Up Cmd+4
TouchUp Text tool T	Rotate View Clockwise Shift+Cmd+plus
Cycle thru tools: TouchUp Text Shift+T	Rotate View Counterclockwise Shift+Cmd+minus
Cycle thru tools: TouchUp Reading Order Shift+T	Reading Mode Cmd+H
Cycle thru tools: TouchUp Object Shift+T	Full Screen Mode Cmd+L
Measuring tool B	Menu Bar F9
	Toolbars: Properties Bar Cmd+E
	Toolbars: Reset Toolbars Opt+F8
	Toolbars: Dock Toolbars Cmd+F8
	Toolbars: Hide Toolbars F8
	Toolbars: More Tools Cmd+F8
	Show or Hide Navigation Pane F4
	Navigation Panels: Reset Panels Cmd+F4
	Navigation Panels: Dock All Panels Cmd+F4
	Grid Cmd+U
	Snap to Grid Shift+Cmd+U
	Rulers Cmd+R
	Line Weights Cmd+5
	Automatically Scroll Shift+Cmd+H
	Read Out Loud Shift+Cmd+Y
	Read This Page Only Shift+Cmd+V
	Read to End of Document Shift+Cmd+B
	Pause Shift+Cmd+C
	Stop Shift+Cmd+E
	Document Menu
	Header & Footer Cmd+H
	Background Cmd+B
	Watermark Cmd+W
	Insert Pages from File Shift+Cmd+I
	Insert Pages from Clipboard Cmd+I
	Extract Pages Cmd+E
	Replace Pages Cmd+R
	Delete Pages Shift+Cmd+D
	Split Document Cmd+S
	Crop Pages Shift+Cmd+T
	Rotate Pages Shift+Cmd+R
	Scan to PDF Cmd+S
	Scan to PDF: Custom Scan Cmd+S
	Scan to PDF: Configure Presets Cmd+S
	OCR Text Recognition Cmd+S
	Reduce File Size Cmd+S
	Examine Documents Cmd+S
	Compare Documents Cmd+S
	Add Bookmark Cmd+B
	Attach a File Cmd+A
	Comments Menu
	Add Sticky Note Cmd+6
	Hide All Comments Shift+Cmd+8
	Show All Comments Cmd+8
	Minimize All Pop-Ups Cmd+7
	Attach for Email Review Cmd+7
	Send for Shared Review Cmd+7
	Enable for Commenting and Analysis in Reader Cmd+7
	Summarize Comments Cmd+7
	Print with Comments Summary Cmd+T
	Track Reviews Cmd+T
	Forms Menu
	Start Form Wizard Cmd+F
	Add or Edit Fields Shift+Cmd+7
	Distribute Form Cmd+F
	Compile Returned Forms Cmd+F
	Manage Form Data: Import Data Cmd+F
	Manage Form Data: Export Data Cmd+F
	Merge Data Files into Spreadsheet Cmd+F
	Track Forms Cmd+F
	Advanced Menu
	Accessibility: Change Reading Opts Shift+Cmd+5
	Accessibility: Quick Check Shift+Cmd+6
	Accessibility: Full Check Shift+Cmd+6
	Sign Document Cmd+S
	Security Cmd+S
	Extend Features in Adobe Reader Cmd+S
	Print Production: Output Preview Cmd+S
	Print Production: Preflight Cmd+S
	Print Production: Convert Colors Cmd+S
	Print Production: Ink Manager Cmd+S
	Print Production: Add Printer Marks Cmd+S
	Print Production: PDF Optimizer Cmd+S
	Print Production: JDF Job Definitions Cmd+S
	Help Menu
	Adobe Acrobat 9 Pro Help F1
	Online Support Cmd+H
	Check for Updates Cmd+U
	Comments
	Sticky Note tool S
	Text Edits tool E
	Stamp tool K
	Current highlighting tool U
	Cycle thru tools: Highlighter Shift+U
	Underline or Cross Out Text Tools Shift+U
	Arrow tool D
	Cloud tool Q
	Text Box tool X
	Attach file as comment J
	Cycle thru attach tools: Attach File Shift+J
	Record Audio Comment Shift+J
	Move focus to comment Tab
	Move focus to next comment Shift+Tab
	Open pop-up note for comment in focus Return
	Navigating a PDF
	Previous screen Page Up or Shift+Return
	Next screen Page Down or Return
	First page Home or Shift+Cmd+Page Up
	First page Shift+Cmd+⏪
	Last page End or Shift+Cmd+Page Down
	Last page Shift+Cmd+⏩
	Previous page ⏪ or Cmd+Page Up
	Next page ⏩ or Cmd+Page Down
	Scroll up ⏪
	Scroll down ⏩
	Scroll (when Hand tool is selected) Spacebar
	General Navigating
	Zoom in Cmd+=
	Zoom out Cmd+hyphen
	Move focus to menus F10
	Move focus to toolbar in browser & app Shift+F8
	Move focus to next comment Tab
	Move focus to next link Tab
	Move to next open document* Cmd+F6
	Move to previous open document* Cmd+Shift+F6
	Move focus to next form field* Tab
	Move focus to previous* Shift+Tab
	*when focus is on the document pane
	Move focus to document pane F5
	Close current document Cmd+F4
	Activate selected tool Spacebar or Return
	Activate selected item Spacebar or Return
	Activate selected command Spacebar or Return
	Open context menu Shift+F10
	Close context menu F10
	Return to Hand tool or Select tool Esc
	Move focus to next tab in a dialog box Cmd+Tab
	Move to next search result; highlight it in doc F3
	Search previous document* Opt+Shift+↶
	Search next document* Opt+Shift+↷
	*with Search results displaying multiple files
	Select text with Select tool Shift+⌘+⌘
	Select next word Shift+Cmd+⏩
	Select previous word Shift+Cmd+⏪
	Navigation Panels
	Open and move focus to nav pane Shift+Cmd+F5
	Move focus to previous pane or panel Shift+F6
	Move focus among document, message bar F6
	Move focus among the message bar F6
	Move focus among the navigation panels F6
	Move among elements of the active nav panel Tab
	Move to previous nav panel and make active* ⏪
	Move to next nav panel and make active* ⏩
	*when focus is on panel button
	Expand all bookmarks Shift+*
	Move to next nav panel and make active* Cmd+Tab
	*when focus is anywhere in navigation pane
	Collapse selected bookmark /
	Move focus to next item in nav panel ⏩
	Move focus to prev item in nav panel ⏪
	Expand the current bookmark* ⏩ or Shift+plus
	Collapse the current bookmark* ⏪ or minus
	*with the focus on Bookmarks panel
	Navigating the Help window
	Open Help window F1
	Close Help window Cmd+W or Opt+F4
	Move back previously opened topic Opt+⏪
	Move forward to next topic Opt+⏩
	Move to next pane Cmd+Tab
	Move to previous pane Shift+Cmd+Tab
	Move focus to the next link within a pane Tab
	Move focus to previous link in a pane Shift+Tab
	Activate highlighted link Return
	Accessibility
	Quick Check tool Shift+Cmd+6
	Change reading settings current doc Shift+Cmd+5
	Reflow tagged PDF; return to unreflowed view Cmd+4
	Activate Read Out Loud Shift+Cmd+Y
	Deactivate Read Out Loud Shift+Cmd+Y
	Read only current page out loud Shift+Cmd+V
	Read from current page to end of doc Shift+Cmd+B
	Pause reading out loud Shift+Cmd+C
	Stop reading out loud Shift+Cmd+E

