

Adobe Acrobat Pro Shortcut Key

Accessibility

Sr.No	Shortcut Key	Description
01	Shift + Ctrl + 5	Change reading settings for the current document
02	Ctrl + 4	Reflow a tagged PDF, and return to unreflowed view
03	Shift + Ctrl + Y	Activate and deactivate Read Out Loud
04	Shift + Ctrl + V	Read only the current page out loud
05	Shift + Ctrl + B	Read out loud from the current page to the end of the document
06	Shift + Ctrl + C	Pause reading out loud
07	Shift + Ctrl + E	Stop reading out loud

Comments

Sr.No	Shortcut Key	Description
01	S	Sticky Note tool
02	E	Text Edits tool
03	K	Stamp tool
04	U	Current highlighting tool
05	Shift + U	Cycle through highlighting tools: Highlighter, Underline Text, Cross Out Text
06	D	Current drawing markup tool
07	Shift + D	Cycle through drawing markup tools: Cloud, Arrow, Line, Rectangle, Oval, Polygon Line, Polygon, Pencil Tool, Eraser Tool
08	Q	Cloud tool
09	X	Text Box tool
10	J	Current Stamp or Attach tool
11	Shift + J	Cycle through Stamp, Attach File, Record Audio Comment
12	Tab	Move focus to next comment or form field
13	Shift + Tab	Move focus to previous comment or form field
14	Enter	Open pop-up note (or text field in Comments List) for comment that has focus
15	Esc	Closes pop-up (or text field in Comments List) for comment that has focus

Navigation

Sr.No	Shortcut Key	Description
01	F10	Move focus to menus
02	Shift + F8	Move focus to toolbar in browser and application (In application, sets focus to the first button in the top bar - Home)

Sr.No	Shortcut Key	Description
03	Right Arrow + Tab	Navigate through the other controls in the top bar - Home, Tools, Document
04	Enter + Space	Select a highlighted control in the top bar
05	Ctrl + F6	Move to next open document (when focus is on document pane)
06	Ctrl + Shift + F6	Move to previous open document (when focus is on document pane)
07	Ctrl + F4	Close current document
08	Tab	Move focus to next comment, link, or form field in the document pane
09	F5	Move focus to document pane
10	Shift + Tab	Move focus to previous comment, link, or form field in the document pane
11	Space / Enter	Activate selected tool, item (such as a movie clip or bookmark), or command
12	Shift + F10	Open context menu
13	F10	Close context menu
14	Esc	Return to Hand tool or Select tool
15	Ctrl + Tab	Move focus to next tab in a tabbed dialog box
16	Shift + F3 / Ctrl + Shift + G	Move to previous search result and highlight it in the document
17	F3 / Ctrl + G	Move to next search result and highlight it in the document
18	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

Navigation Panels

Sr.No	Shortcut Key	Description
01	Ctrl + Shift + F5	Open and move focus to navigation pane
02	F6	Move focus among the document, message bar, and navigation panels
03	Shift + F6	Move focus to previous pane or panel
04	Tab	Move among the elements of the active navigation panel
05	Arrow Up / Arrow Down	Move to previous or next navigation panel and make it active (when focus is on the panel button)
06	Ctrl + Tab	Move to next navigation panel and make it active (when focus is anywhere in the navigation pane)
07	Arrow Right / Shift + [+ [Expand the current bookmark (focus on Bookmarks panel)
08	Arrow Left / [-]	Collapse the current bookmark (focus on Bookmarks panel)
09	Shift + [*]	Expand all bookmarks
10	[/]	Collapse selected bookmark
11	Arrow Down	Move focus to next item in a navigation panel
12	Arrow Up	Move focus to previous item in a navigation panel

Navigating the Help Window

Sr.No	Shortcut Key	Description
01	F1	Open Help window

Sr.No	Shortcut Key	Description
02	Ctrl + W / Alt + F4	Close Help window
03	Alt + Arrow Left	Move back to previously opened topic
04	Alt + Arrow Right	Move forward to next topic
05	Ctrl + Tab	Move to next pane
06	Shift + Ctrl + Tab	Move to previous pane
07	Tab	Move focus to the next link within a pane
08	Shift + Tab	Move focus to the previous link within a pane
09	Enter	Activate highlighted link
10	Ctrl + P	Print Help topic

PDF Portfolios

Sr.No	Shortcut Key	Description
01	Tab / Shift + Tab	Move forward or backward among the current column header selected for sorting, the current row with focus, and the Go Back button if in a folder
02	Arrow Up / Arrow Down	Move focus to the next or previous row when in the body of the file list on the left
03	Arrow Left / Arrow Right	Selects the next or previous column header for sorting
04	Backspace	If pressed in the body of the file list, navigate one level up from within a folder
05	Enter / Space	Press the Go Back button in a folder if focus is on the button.
06	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.
07	Home / End	If in the body of the file list, move to the first or last row
08	Page Down / Page Up	If in the body of the file list, move to the next or last set of rows to fit the screen
09	Ctrl + A / Shift + Ctrl + A	Select or deselect all files
10	Shift + Arrow Up / Shift + Arrow Down	If in the body of the file list, extend the selection by adding the next row above or below the selected row
11	Ctrl + Space	Change whether the row with focus is in the selection
12	Ctrl + Arrow Up / Ctrl + Arrow Down	Move focus up or down one row without changing the selection
13	Alt + Shift + Arrow Left	Search previous document (with Search results displaying multiple files)
14	Alt + Shift + Arrow Right	Search next document (with Search results displaying multiple files)
15	Shift + Arrow Keys	Select text (with Select tool selected)

Navigating a PDF

Sr.No	Shortcut Key	Description
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Sr.No	Shortcut Key	Description
01	PageUp / Shift + Enter	Previous Screen
02	PageDown / Shift + Enter	Next screen
03	Home / Shift + Ctrl + PageUp / Shift + Ctrl + Arrow Up	First page
04	End / Shift + Ctrl + PageDown / Shift + Ctrl + Arrow Down	Last page
05	Arrow Left / Ctrl + PageUp	Previous page
06	Arrow Right / Ctrl + Page Down	Next page
07	Ctrl + F6 (UNIX)	Previous open document
08	Shift + Ctrl + F6(UNIX)	Next open document
09	Arrow Up	Scroll up
10	Arrow Down	Scroll down
11	Space	Scroll (when Hand tool is selected)
12	Ctrl + [=]	Zoom in
13	Ctrl + [-]	Zoom out

Navigating Task Panes

Sr.No	Shortcut Key	Description
01	F6	Move focus to the next item among Document pane, Task panes, Message bar, and Navigation bar
02	Shift+F6	Move focus to the previous item among Document pane, Task panes, message bar, and Navigation bar
03	Ctrl+Tab	Move focus to the next panel in the Task pane
04	Ctrl+Shift+Tab	Move focus to the previous panel in the Task pane
05	Tab	Navigate to the next panel and panel control within an open Task pane
06	Shift+Tab	Navigate to the previous panel and panel control within an open Task pane
07	Down Arrow	Navigate to the next command button within a panel
08	Up Arrow	Navigate to the previous command button within a panel
09	Spacebar or Enter	Expand or collapse panel in focus (press F6 to move focus to Tools pane, then tab to desired panel)
10	Shift+F4	Open or close the Task pane
11	Ctrl+Shift+F4	Close the pane that lists the tasks of an Action
12	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
13	Esc	Move the focus back to the parent command button with a submenu or submenu element with a flyout
14	Spacebar or Enter	Run the command in focus
15	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
16	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

Tools

Sr.No	Shortcut Key	Description
01	H	Hand tool
02	Spacebar	Temporarily select Hand tool
03	V	Select tool
04	Z	Marquee Zoom tool
05	Shift+Z	Cycle through zoom tools: Marquee Zoom, Dynamic Zoom, Loupe
06	Shift	Temporarily select Dynamic Zoom tool (when Marquee Zoom tool is selected)
07	Ctrl	Temporarily zoom out (when Marquee Zoom tool is selected)
08	Ctrl+spacebar	Temporarily select Zoom In tool
09	R	Select Object tool
10	O	Edit Object tool
11	A	Enter/Exit Forms editing
12	C	Crop tool
13	L	Link tool
14	F	Text Field tool
15	Shift+F	Cycle through tools in forms authoring mode: Text Field, Check Box, Radio Button, List Box, Dropdown Box, Button, Digital Signature, Barcode
16	M	3D tool
17	Shift+M	Cycle through Multimedia tools: 3D object, SWF, Sound, Video
18	T	Edit Document Text tool
19	Shift+Y	Redaction
20	Shift+T	Cycle through Touch Up tools: Touch Up Text, Touch Up Reading Order, Touch Up Object
21	Ctrl+J	JavaScript Debugger
22	Shift+Ctrl+T	Insert Blank Pages tool
23	Ctrl+Shift+I	Insert Files
24	Ctrl+Shift+D	Delete pages
25	~	Open Output Preview
26	Shift+Ctrl+U	Touch Up Reading Order tool (or if already selected, return focus to dialog box)

Sources - helpx.adobe.com | [Any Questions Click Here](#)