Keys for selecting tools

To enable single-key shortcuts, open the Preferences dialog box (Edit > Preferences), and under General, select the Use Single-Key Accelerators To Access Tools option.

|  |  |  |
| --- | --- | --- |
| **Tool** | **Windows/UNIX action** | **macOS action** |
| Hand tool | H | H |
| Temporarily select the Hand tool | Spacebar | Spacebar |
| Select tool | V | V |
| Marquee Zoom tool | Z | Z |
| Cycle through zoom tools: Marquee Zoom, Dynamic Zoom, Loupe | Shift+Z | Shift+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 |
| Temporarily select Zoom In tool | Ctrl+spacebar | Spacebar+Command |
| Select Object tool | R | R |
| Edit Object tool | O | O[[1]](#footnote-1) |
| Enter/Exit Forms editing | A | A |
| Crop tool | C | C |
| Link tool | L | L |
| Text Field tool | F | F |
| Cycle through tools in forms authoring mode: Text Field, Check Box, Radio Button, List Box, Dropdown Box, Button, Digital Signature, Barcode | Shift+F | Shift+F |
| 3D tool | M | M |
| Cycle through Multimedia tools: 3D object, SWF, Sound, Video | Shift+M | Shift+M |
| Edit Document Text tool | T | T |
| Redaction | Shift+Y | Shift+Y |
| Cycle through Touch Up tools: Touch Up Text, Touch Up Reading Order, Touch Up Object | Shift+T | Shift+T |
| JavaScript Debugger | Ctrl+J | Command+J |
| Insert Blank Pages tool | Shift+Ctrl+T | Shift+Command+T |
| Insert Files | Ctrl+Shift+I | Shift+Command+I |
| Delete pages | Ctrl+Shift+D | Shift+Command+D |
| Open Output Preview | ~ | ~ |
| Touch Up Reading Order tool (or if already selected, return focus to dialog box) | Shift+Ctrl+U | Shift+Command+U |

Keys for working with comments

To enable single-key shortcuts, open the Preferences dialog box (Edit > Preferences), and under General, select the Use Single-Key Accelerators To Access Tools option.

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

Keys for navigating a PDF

| **Result** | **Windows/UNIX Action** | **macOS Action** |
| --- | --- | --- |
| Previous screen | **Page Up** or Shift+Enter | **Page Up** or Shift+Return |
| Next screen | Page Down or Enter | Page Down or Return |
| 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 |
| Go to page | Ctrl+Shift+N | Command+Shift+N |
| Previous open document | Ctrl+F6 (UNIX) | Command+F6 |
| Next open document | Shift+Ctrl+F6 (UNIX) | Shift+Command+F6 |
| Scroll up | **Up Arrow** | **Up Arrow** |
| 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 working with Forms

To enable single-key shortcuts, open the Preferences dialog box (Edit > Preferences), and under General, select the Use Single-Key Accelerators To Access Tools option.

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

Keys for working with PDF Portfolios

These keys are available in the files list of the Details pane.

|  |  |  |
| --- | --- | --- |
| **Result** | **Windows Action** | **macOS Action** |
| Move focus to the next or previous row when in the body of the file list on the left | **Up Arrow** or **Down Arrow** | **Up Arrow** or **Down Arrow** |
| If pressed in the body of the file list, navigate one level up from within a folder | Backspace | Delete |
| Press the **Go Back** button in a folder if focus is on the button. | Enter or Spacebar | Enter or Spacebar |
| 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 | Enter |
| If in the body of the file list, move to the first or last row | Home or End | Home or End |
| 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** | Page Down or **Page Up** |
| Select or deselect all files | Ctrl+A or Shift+Ctrl+A | Command+A or Shift+Command+A |
| 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** | Shift+**Up Arrow** or Shift+**Down Arrow** |
| Change whether the row with focus is in the selection | Ctrl+Spacebar | Command+Spacebar |
| Move focus up or down one row without changing the selection | Ctrl+**Up Arrow** or Ctrl+**Down Arrow** | Command+**Up Arrow** or Command+**Down Arrow** |

Keys for navigating task panes

|  |  |  |
| --- | --- | --- |
| **Result** | **Windows Action** | **macOS Action** |
| Move focus to the next item among Document pane, Task panes, Message bar, and Navigation bar | F6 | F6 |
| Move focus to the previous item among Document pane, Task panes, message bar, and Navigation bar | Shift+F6 | Shift+F6 |
| Move focus to the next panel in the Task pane | Ctrl+Tab | Option +Tab |
| Move focus to the previous panel in the Task pane | Ctrl+Shift+Tab | Command+ Shift+Tab |
| Navigate to the next panel and panel control within an open Task pane | Tab | Tab |
| Navigate to the previous panel and panel control within an open Task pane | Shift+Tab | Shift+Tab |
| Navigate to the next command button within a panel | **Down Arrow** | **Down Arrow** |
| Navigate to the previous command button within a panel | **Up Arrow** | **Up Arrow** |
| Expand or collapse panel in focus (press F6 to move focus to Tools pane, then tab to desired panel) | Spacebar or Enter | Spacebar or Enter |
| Open or close the Task pane | Shift+F4 | Shift+F4 |
| Close the pane that lists the tasks of an Action | Ctrl+Shift+F4 | Ctrl+Shift+F4 |
| 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 | Spacebar or Enter |
| Move the focus back to the parent command button with a submenu or submenu element with a flyout | Esc | Esc |
| Run the command in focus | Spacebar or Enter | Spacebar or Enter |
| 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 | 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 | Shift+Tab |

Keys for general navigating

|  |  |  |
| --- | --- | --- |
| **Result** | **Windows/UNIX Action** | **macOS Action** |
| Move focus to menus (Windows, UNIX); expand first menu item (UNIX) | F10 | Control+F2 |
| Move focus to toolbar in browser and application  (In application, sets focus to the first button in the top bar - Home) | Shift+F8 | Shift+F8 |
| Navigate through the other controls in the top bar - Home, Tools, Document | Right/Left Arrow or Tab/Shift Tab | Right/Left Arrow or Tab/Shift Tab |
| Select a highlighted control in the top bar | Enter or Spacebar | Return or Spacebar |
| Move to next open document tab (when multiple documents are open in same window) | Ctrl+Tab | Control+Tab |
| Move to previous open document tab (when multiple documents are open in same window) | Ctrl+Shift+Tab | Control+Shift+Tab |
| Move to next open document window (when focus is on document pane) | Ctrl+F6 | Command+F6 |
| Move to previous open document window (when focus is on document pane) | Ctrl+Shift+F6 | Command+Shift+F6 |
| Close current document | Ctrl+F4 | Command+F4 |
| Close all open documents | Not available | Command+Option+W |
| 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 clip or bookmark), or command | Spacebar or Enter | Spacebar or Return |
| 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 the previous search result and highlight it in the document | Shift+F3 or  Ctrl+Shift+G | Shift+Command+G |
| Find in document | Ctrl+F | Command+F |
| Move to next search result and highlight it in the document | F3 or  Ctrl+G | Command+G |
| Search the previous document (with Search results displaying multiple files) | Alt+Shift+Left Arrow (Windows only) | Command+Shift+Left Arrow |
| Search next document (with Search results displaying multiple files) | Alt+Shift+**Right Arrow** (Windows only) | Command+Shift+**Right Arrow** |
| Select text (with Select tool selected) | Shift+arrow keys | Shift+arrow keys |
| Select next word or deselect previous word (with Select tool selected) | Shift+Ctrl+**Right Arrow** or Left Arrow | Not available |
| Increase or decrease the value of a slider | Right Arrow or Left Arrow | Control+Option+Right Arrow or Left Arrow |

Keys for working with navigation panels

| **Result** | **Windows/UNIX Action** | **macOS Action** |
| --- | --- | --- |
| **Open and move focus to navigation pane** | **Ctrl+Shift+F5** | **Command+Shift+F5** |
| Move focus among the document, message bar, and navigation panels | F6 | F6 |
| Move focus to previous pane or panel | Shift+F6 | Shift+F6 |
| Move among the elements of the active navigation panel | Tab | Tab |
| 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** | **Up Arrow** or **Down Arrow** |
| Move to next navigation panel and make it active (when the focus is anywhere in the navigation pane) | Ctrl+Tab | Not available |
| 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 | Space |
| Open selected file in file list | Enter | Enter |
| Open selected To Do card | Enter | Enter |
| Move focus to the next/previous file row in file list for selecting single file row | Arrow keys | Arrow keys |
| Extend the selection by adding the next row above or below the selected row | Shift+Arrow keys | Shift+Arrow keys |
| Move focus up or down one row without changing the selection | Ctrl+Arrow keys | Command+Arrow keys |
| Expand the current bookmark (focus on Bookmarks panel) | **Right Arrow** or Shift+plus sign | **Right Arrow** or Shift+plus sign |
| 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 the previous item in a navigation panel | **Up Arrow** | **Up Arrow** |

Keys for navigating the Help window

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

Keys for accessibility

|  |  |  |
| --- | --- | --- |
| Result | **Windows Action** | macOS Action |
| Edit Tag | F2 | F2 |
| Change reading settings for the current document | Shift+Ctrl+5 | Shift+Command+5 |
| Reflow a tagged PDF, and return to unreflowed view | Ctrl+4 | Command+4 |
| Activate and deactivate Read **Out Loud** | Shift+Ctrl+Y | Shift+Command+Y |
| Read only the current page out loud | Shift+Ctrl+V | Shift+Command+V |
| Read out loud from the current page to the end of the document | Shift+Ctrl+B | Shift+Command+B |
| Pause reading out loud | Shift+Ctrl+C | Shift+Command+C |
| Stop reading out loud | Shift+Ctrl+E | Shift+Command+E |

1. [↑](#footnote-ref-1)