



# ADOBE ACROBAT DC

## Shortcuts

### ACROBAT DC KEYBOARD SHORTCUTS

To enable single-key shortcuts, use the following steps:

**Mac OS:** go to Acrobat Pro > Preferences > General.

**Windows:** go to Edit > Preferences > General. Select the Use Single-Key Accelerators To Access Tools option. Click OK.

Function	Windows	Mac OS
Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Select tool	V	V
Marquee Zoom tool	Z	Z
Previous screen	Page Up or Shift + Enter	Shift + Return
Next screen	Page Down or Enter	Return
First page	Shift + Ctrl + Page Up or Shift + Ctrl + Up Arrow	Shift + Command + Up Arrow
Last page	Shift + Ctrl + Page Down or Shift + Ctrl + Down Arrow	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
Move focus to next change	Tab	Tab
Move focus to previous comment or form field	Shift + Tab	Shift + Tab
Zoom in	Ctrl + equal sign	Command + equal sign
Zoom out	Ctrl + hyphen	Command + hyphen
Cycle through zoom tools, "temporarily select Dynamic Zoom tool"	Shift + Z	Shift + Z
Prepare Form tool	A	A



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Function	Windows	Mac OS
Sticky Note tool	S	S
Text Edits tool	E	E
Stamp tool	K	K
Highlight text tool	U	U
Drawing markup tool	D	D
Text Box tool	X	X
Edit Document Text tool	T	T
Insert Blank Pages tool	Shift + Ctrl + T	Shift + Command + T
Insert Files	Ctrl + Shift + I	Shift+Command+I
Delete pages	Ctrl + Shift + D	Command+Shift+D
Crop tool	C	C
Link tool	L	L