

# Windows Shortcuts

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## Selecting tools

Tool	Keystroke
Article	A
Crop	C
Form	F
Hand	H
Link	L
Movie	M
Pencil	N
TouchUp object	O
Notes	S
TouchUp text	T
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Pencil tools: line, rectangle, ellipse	Shift + N
Hidden Notes tools: text comment, audio comment, stamp, file comment	Shift + S
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Hidden Highlight tools: strikethrough, underline	Shift + U
Hidden TouchUp Text tools: touch up object	Shift + T
Graphics Select	G

## Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Ctrl + L
Go to page	Ctrl + N
Previous page	Left Arrow
Go to Previous View	Alt + Left Arrow
Go to Next View	Alt + Right Arrow
Next page	Right Arrow
First page	Shift + Ctrl + Page Up
Last page	Shift + Ctrl + Page Down
Go to Previous Document	Alt + Shift + Left Arrow
Go to Next Document	Alt + Shift + Right Arrow
First page	Shift + Ctrl + Up Arrow
Last page	Shift + Ctrl + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Ctrl + Tab

## Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find Again	F3
Menu mode	F10
Context menus	Shift + F10
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next window	Ctrl + F6
Next secondary window	Alt + F6
Rename	F2
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

## Editing Documents

Result	Keystroke
Select all	Ctrl + A
Copy	Ctrl + C
Zoom to	Ctrl + M
Open	Ctrl + O
Print	Ctrl + P
Quit	Ctrl + Q
Rotate page(s)	Ctrl + R
Save	Ctrl + S
Crop page(s)	Ctrl + T
Paste	Ctrl + V

<b>Result</b>	<b>Keystroke</b>
Close	Ctrl + W
Cut	Ctrl + X
Undo	Ctrl + Z
Fit in window	Ctrl + 0
Actual size	Ctrl + 1
Fit width	Ctrl + 2
Fit visible	Ctrl + 3
Zoom-in	Ctrl + +
Zoom-out	Ctrl + -
Previous (search)	Ctrl + [
Next (search)	Ctrl + ]
Zoom-in temporarily	Ctrl + Spacebar
Zoom-out temporarily	Alt + Ctrl + Spacebar
Switch scripts	Ctrl + F1
Deselect all	Shift + Ctrl + A
Delete page(s)	Shift + Ctrl + D
Insert page(s)	Shift + Ctrl + I
Page setup	Shift + Ctrl + P
Save as	Shift + Ctrl + S
Word Assistant	Shift + Ctrl + W
Use local fonts	Shift + Ctrl + Y
Show/Hide Grid	Ctrl + U
Snap to Grid	Shift + Ctrl + U
Proof Colors	Ctrl + Y
Rotate Clockwise	Shift + Ctrl + +
Rotate Counterclockwise	Shift + Ctrl + -
Add new bookmark	Ctrl + B

## Searching

Result	Keystroke
Find	Ctrl + F
Find again	Ctrl + G
Find first suspect	Ctrl + H
Query	Shift + Ctrl + F
Search results	Shift + Ctrl + G
Previous document (search)	Shift + Ctrl + [
Next document (search)	Shift + Ctrl + ]

## Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Ctrl + D
General Preferences dialog box	Ctrl + K

## Windows

Result	Keystroke
Cascade	Shift + Ctrl + J
Tile horizontally	Shift + Ctrl + K
Tile vertically	Shift + Ctrl + L
Close all	Alt + Ctrl + W

## Miscellaneous

Result	Keystroke
Open Web Page	Shift + Ctrl + O
Summarize Comments	Shift + Ctrl + T
Select Indexes	Shift + Ctrl + X