



### Adobe Reader Shortcuts

| No. | Action                          | Window Shortcuts      | Section                          |
|-----|---------------------------------|-----------------------|----------------------------------|
| 1   | Open File                       | Ctrl + O              | Most used Adobe Reader Shortcuts |
| 2   | Close current document          | Ctrl + W              | Most used Adobe Reader Shortcuts |
| 3   | Exit                            | Ctrl + Q              | Most used Adobe Reader Shortcuts |
| 4   | Print Page                      | Ctrl + P              | Most used Adobe Reader Shortcuts |
| 5   | Save a copy                     | Ctrl + Shift + S      | Most used Adobe Reader Shortcuts |
| 6   | Document properties             | Ctrl + D              | Most used Adobe Reader Shortcuts |
| 7   | Use hand tool                   | H                     | Most used Adobe Reader Shortcuts |
| 8   | Use select tool                 | V                     | Most used Adobe Reader Shortcuts |
| 9   | Use snapshot tool               | G                     | Most used Adobe Reader Shortcuts |
| 10  | Find                            | Ctrl + F              | Most used Adobe Reader Shortcuts |
| 11  | Find next                       | F3                    | Most used Adobe Reader Shortcuts |
| 12  | Find previous                   | Shift + F3            | Most used Adobe Reader Shortcuts |
| 13  | Select all                      | Ctrl + A              | Most used Adobe Reader Shortcuts |
| 14  | De-select all                   | Ctrl + Shift + A      | Most used Adobe Reader Shortcuts |
| 15  | Scroll down                     | Down Arrow key        | Navigation Shortcuts             |
| 16  | Scroll up                       | Up Arrow key          | Navigation Shortcuts             |
| 17  | Jump one screen down            | Page Down key         | Navigation Shortcuts             |
| 18  | Jump one screen up              | Page Up key           | Navigation Shortcuts             |
| 19  | Jump to beginning of document   | Ctrl + Home           | Navigation Shortcuts             |
| 20  | Jump to end of document         | Ctrl + End            | Navigation Shortcuts             |
| 21  | Jump one page down              | Ctrl + Page Down key  | Navigation Shortcuts             |
| 22  | Jump one page up                | Ctrl + Page Up key    | Navigation Shortcuts             |
| 23  | Jump to previously visited page | Alt + Left Arrow key  | Navigation Shortcuts             |
| 24  | Jump to next visited page       | Alt + Right Arrow key | Navigation Shortcuts             |
| 25  | Go to page number specified     | Ctrl + Shift + N      | Navigation Shortcuts             |
| 26  | Rotate page clockwise           | Ctrl + Shift + +      | Change View Shortcuts            |
| 27  | Rotate page counter-clockwise   | Ctrl + Shift + -      | Change View Shortcuts            |
| 28  | Turn Reading Mode on or off     | Ctrl + H              | Change View Shortcuts            |
| 29  | Turn Full Screen Mode on or off | Ctrl + L              | Change View Shortcuts            |
| 30  | Show or hide Navigation Pane    | F4                    | Change View Shortcuts            |
| 31  | Show or hide Toolbar            | F8                    | Change View Shortcuts            |
| 32  | Show or hide Menu               | F9                    | Change View Shortcuts            |
| 33  | Zoom in                         | Ctrl + +              | Zoom Shortcuts                   |
| 34  | Zoom out                        | Ctrl + -              | Zoom Shortcuts                   |
| 35  | Zoom to fit page                | Ctrl + 0              | Zoom Shortcuts                   |
| 36  | Zoom to 100%                    | Ctrl + 1              | Zoom Shortcuts                   |
| 37  | Zoom to fit width               | Ctrl + 2              | Zoom Shortcuts                   |
| 38  | Zoom to fit visible             | Ctrl + 3              | Zoom Shortcuts                   |
| 39  | Reflow document                 | Ctrl + 4              | Zoom Shortcuts                   |
| 40  | Zoom to specific Magnification  | Ctrl + Y              | Zoom Shortcuts                   |

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