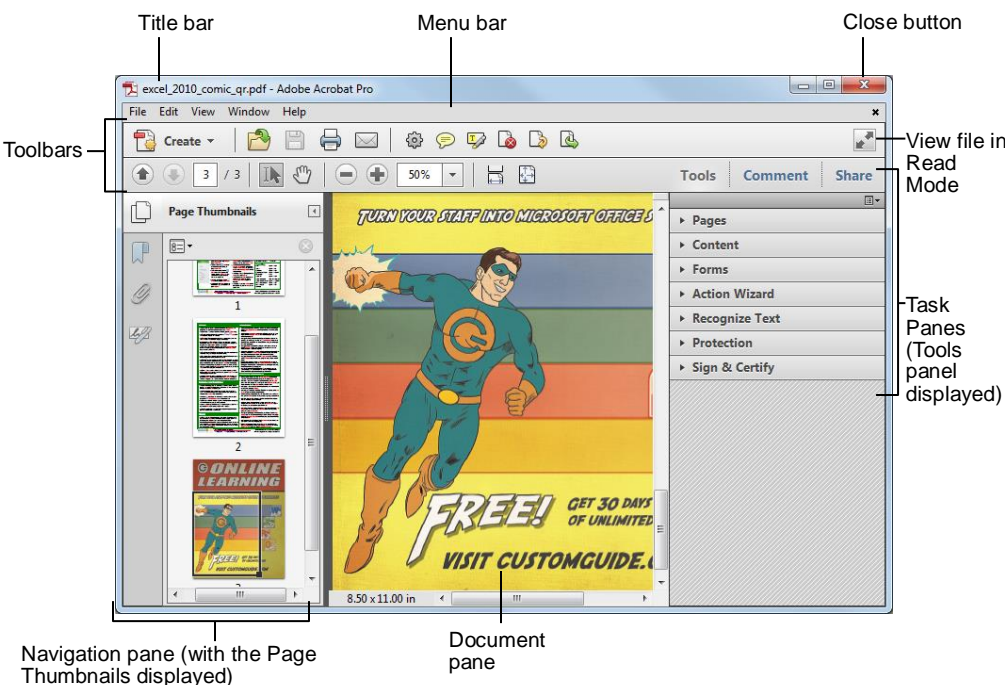


# Acrobat 10

## Quick Reference Card

### Acrobat 10 Screen



### Keystroke Shortcuts

#### General

Organizer	<Shift> + <Ctrl> + <1>
Open a PDF	<Ctrl> + <O>
Create PDF (from file)	<Ctrl> + <N>
Save a PDF	<Ctrl> + <S>
Print a PDF	<Ctrl> + <P>
Close a PDF	<Ctrl> + <W>
Preferences	<Ctrl> + <K>
Add Bookmark	<Ctrl> + <B>
Find	<Ctrl> + <F>
Help	<F1>
Exit	<Ctrl> + <Q>

#### Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Shift> + <Ctrl> + <Z>
Select All	<Ctrl> + <A>
Deselect All	<Ctrl> + <Shift> + <A>
Insert Page	<Shift> + <Ctrl> + <I>
Delete Page	<Shift> + <Ctrl> + <D>
Crop Pages	<Shift> + <Ctrl> + <T>
Rotate Pages	<Shift> + <Ctrl> + <R>
Add Sticky Note	<Ctrl> + <6>

#### View

Actual Size	<Ctrl> + <1>
Fit Page	<Ctrl> + <0> (zero)
Fit Width	<Ctrl> + <2>
Fit Visible	<Ctrl> + <3>
Full Screen Mode	<Ctrl> + <L>
Zoom In	<Ctrl> + <=>
Zoom Out	<Ctrl> + <->
Hide/Show Menu Bar	<F9>

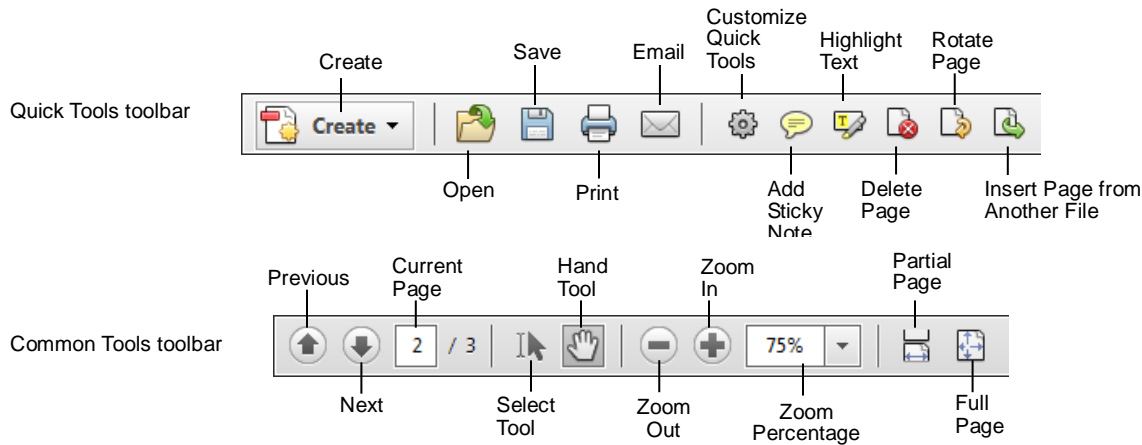
#### Navigation

Go To Page	<Shift> + <Ctrl> + <N>
Next Page	<Right Arrow>
Previous Page	<Left Arrow>
First Page	<Home>
Last Page	<End>
Search	<Shift> + <Ctrl> + <F>

### The Task Pane: Tools

- Most of the tools in Acrobat have been moved from the toolbar to the Tools, Comment, and Share task panes, which appear along the right side of the window.
- To Display the Task Pane:** Click the **Tools**, **Comment**, or **Share** button to view its respective task pane. The **Tools** pane contains most of the tools you use to work with PDF documents. The **Comment** pane contains tools for adding comments and markup to the PDF. The **Share** pane offers ways to share a PDF, such as email.
- To Show or Hide Panels in the Task Pane:** Click the **Show or Hide Panels** button in the upper right corner of the Task pane. Select a panel you wish to show or hide. A check mark indicates that the panel is visible.
- To Display a Panel in a Task Pane:** Click the panel to expand it in the task pane.
- To Display Multiple Panels in the Task Pane:** Click the **Show or Hide Panels** button in the upper right corner of the Task pane. Select **Allow Multiple Panels Open** from the list.
- To Delete a Page:** View the Pages panel in the Tools task pane. Click the **Delete** button. Click the **From** option and specify the range of pages you want to delete.
- To Extract a Page:** View the Pages panel in the Tools task pane. Click the **Extract** button. Specify the range of pages you want to delete.
- To Insert a Page:** View the Pages panel in the Tools task pane. Click the **Insert from File** button. Select the file you wish to insert, then specify where to insert it in the document.
- To Split the Document:** View the Pages panel in the Tools task pane. Click the **Split Document** button. Select how you wish to split up the document.
- To Add a Watermark:** View the Pages panel in the Tools task pane. Click the **Watermark** button. Select the **Add Watermark** option and specify the text and formatting you wish to use.
- To Add a Bookmark:** View the Content panel in the Task pane. Click the **Add Bookmark** button. Enter a name for the bookmark.

## Toolbars and Basic Commands



- **To Convert an Existing File to PDF:** Click the **Create** button select **PDF From File** from the menu. Find and select the file you want to convert and click **Open**.
- **To Create a PDF from Multiple Files:** Click the **Create** button and select **Combine Files into a Single PDF**. Select **Add Files** from the menu. Select the files you want to combine and click **Add Files**.
- **To Open a PDF:** Click the **Open** button on the Toolbar.
- **To Navigate a PDF:** Click the **Previous Page** or **Next Page** button on the Common Tools toolbar, or enter the desired page number in the **Current Page** box.
- **To Zoom In or Out of a PDF:** Click the **Zoom In** or **Zoom Out** button on the Common Tools toolbar; or enter the desired zoom level in the **Zoom Percentage** box.
- **To Save a PDF:** Click the **Save** button on the Toolbar.
- **To Save a PDF with a Different Name:** Select **File** → **Save As** from the menu, specify a new name/location for the file and click **Save**.
- **To Print a PDF:** Click the **Print** button on the Toolbar.
- **To Close a PDF:** Select **File** → **Close** from the menu.
- **To View/Hide Toolbars:** Right-click a Toolbar and select **Hide Toolbars**, or press <F8>. Press <F8> again to make them appear.
- **To Select Text:** Click the **Select Tool** on the Toolbar and click and drag over the text you want to select.
- **To Add a Tool to the Quick Tools Toolbar:** Click the **Customize Quick Tools** button. Select a tool in the “Choose Quick Tools to Add” column and click the **Add** button to add it to the “Quick Tools to Show” column.
- **To Get Help:** Select **Help** → **Complete Adobe Acrobat X Help** from the menu.

## The Navigation Pane

The Navigation Pane allows you to display your document in different views for easy navigation.

- **To View Options in a Navigation Panel:** Click the **Options** menu in the upper-left corner of the panel. The commands available in these menus vary.
  - **Page Thumbnails:** Displays thumbnails of every page in the document. Click a thumbnail to jump to that page.
  - **Bookmarks:** Here you can specify specific points of interest in a document and easily jump to them.
  - **Layers:** Use this panel to view, navigate and print layers created in other applications.
  - **Attachments:** Add, delete and work with attachments in the document.
  - **Signatures:** Insert, verify and manage digital signatures added to the document.

## Exporting

- **Export to Microsoft Word:** Select **File > Save As > Microsoft Word Document** from the menu. Select the format into which you wish to save the PDF and change settings as necessary.
- **Export to HTML or XML:** Select **File > Save As > More Options** and select **HTML Web Page** or **XML 1.0** from the menu. Click **Settings** and specify the desired conversion options.
- **Export as Text:** Select **File > Save As > More Options** and select **Rich Text Format** or **Text**. Click **Settings** and specify the desired conversion options.
- **Take a Snapshot of a Page:** Select **Edit** → **Take a Snapshot** from the menu. Drag on the page to select content or click the page to copy the entire page. The selected content is copied to the Clipboard.

## Task Pane: Comment

- **Show the Comments and Markup Panel:** Click the **Comment** button on the Tasks pane.
- **Insert a Sticky Note:** Click the **Add Sticky Note** button in the Annotations section.
- **To Mark Up Text:** Click the **Insert Text at Cursor** button or **Replace** button in the Annotations section and select the text you want to replace, or place the insertion point where you want to insert text.
- **To Highlight Text:** Click the **Highlight Text** button in the Annotations section and select the text you want to highlight.
- **To Use the Stamp Tool:** Click the **Add stamp** button list arrow in the Annotations section, select a category from the menu and select the stamp you want to use. Enter your identity information if prompted.