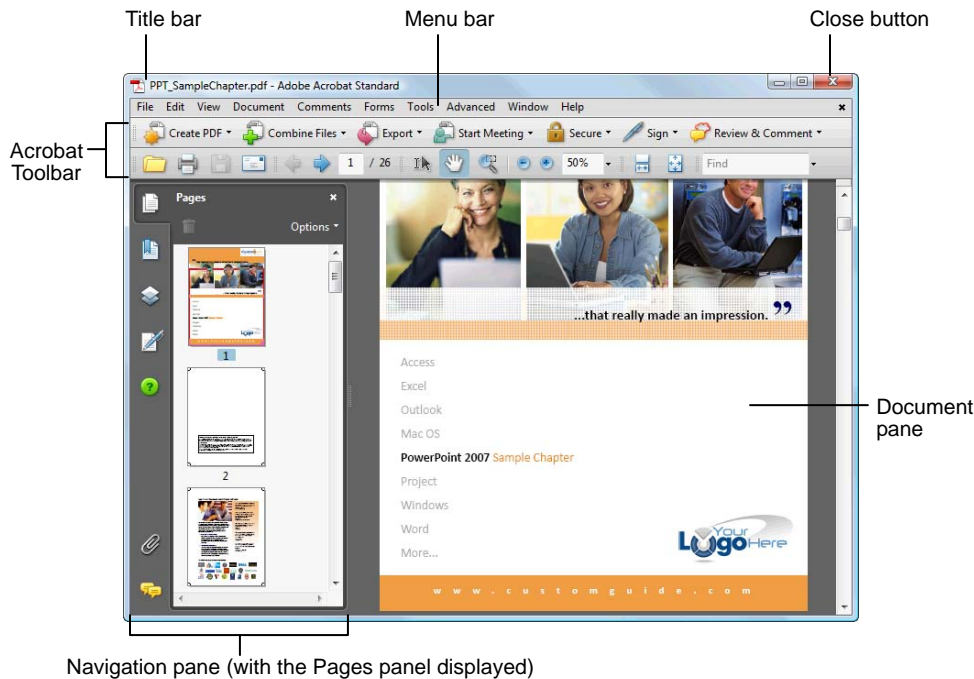


Acrobat 8 Training

Acrobat Quick Reference Card

Acrobat 8 Screen



Keystroke Shortcuts

General

Organizer	<Shift> + <Ctrl> + <I>
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> +
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>

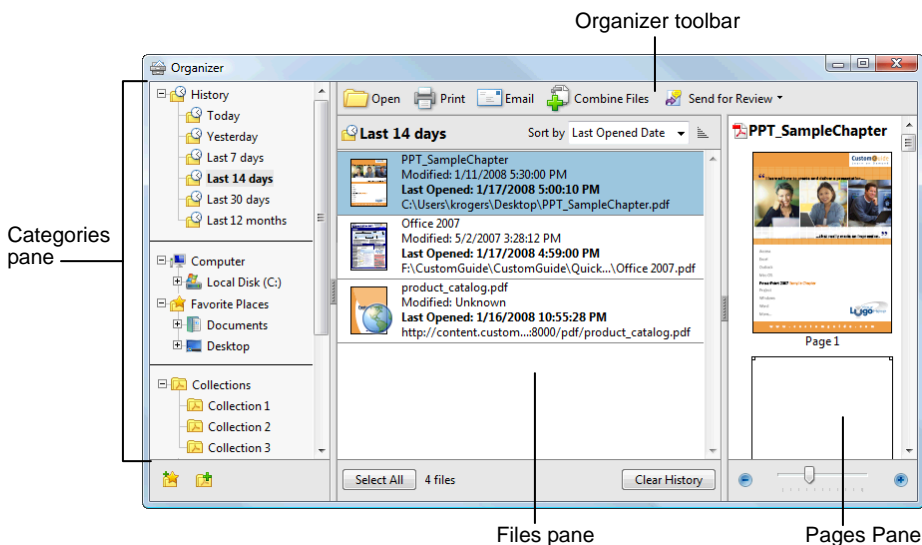
View

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> + <->
Menu Bar	<F9>

Navigation

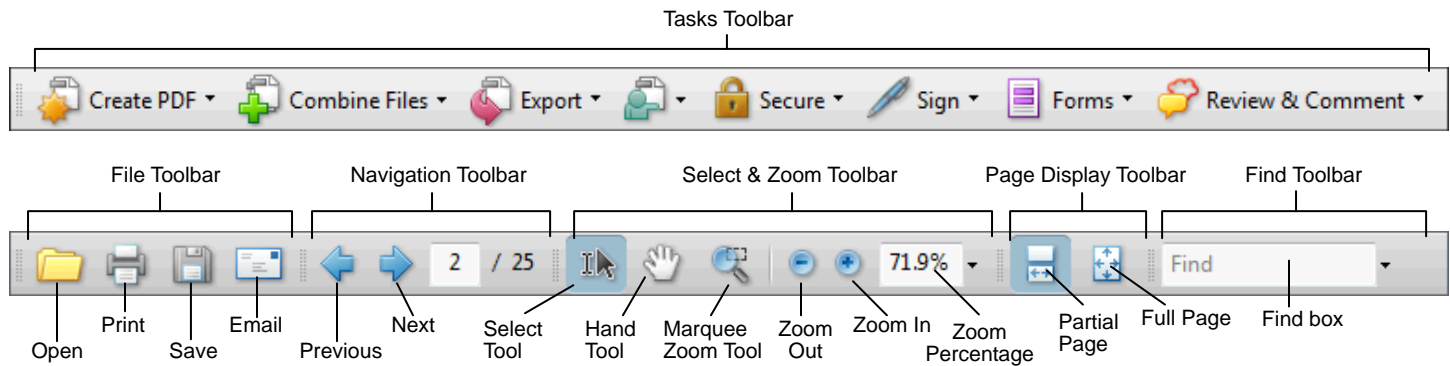
Go To Page	<Shift> + <Ctrl> + <N>
Next Page	<Right Arrow>
Previous Page	<Left Arrow>
First Page	<Home>
Last Page	<End>
Search	<Shift> + <Ctrl> + <F>

The Organizer



- The Organizer lets you group your PDF files into collections and favorites. You can also use it to easily print, combine and share PDFs.
- To Open the Organizer: Select **File** → **Organizer** → **Open Organizer** from the menu.
- The Categories pane lists the files you have opened recently (History) and gives you easy access to the files stored on your computer and collections of files that you create.
- To Add a File to a Collection: Right-click the collection you want to add a file to and select **Add Files** from the contextual menu.
- The Files pane lists all files contained in the category you select in the Categories pane. Click a file to preview it in the Pages pane.
- The Pages pane lets you browse through your documents page-by-page without having to open the document.

The Acrobat Toolbar and Basic Commands



- **To Convert an Existing File to PDF:** Click **Create PDF** on the Tasks Toolbar and select **From File** from the menu. Find and select the file you want to convert and click **Open**.
- **To Create a New, Blank PDF:** Select **File** → **Create PDF From Blank Page** from the menu.
- **To Create a PDF from Multiple Files:** Click **Combine Files** on the Tasks Toolbar and 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 File Toolbar.
- **To Navigate a PDF:** Click the **Previous Page** or **Next Page** button on the Page Navigation 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 Select & Zoom Toolbar or enter the desired zoom level in the **Zoom Percentage** box.
- **To Save a PDF:** Click the **Save button** on the File 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 File Toolbar.
- **To Close a PDF:** Select **File** → **Close** from the menu.
- **To Get Help:** Select **Help** → **Complete Adobe Acrobat 8 Help** from the menu.
- **To View/Hide Toolbars:** Right-click anywhere on the Acrobat Toolbar and select the toolbar you want to view or hide.
- **To Select Text:** Click the **Select Tool** on the Select & Zoom Toolbar and click and drag over the text you want to select.
- **To Insert a Page from an Existing File:** Select **Document** → **Insert Pages** from the menu. Find and select the file containing the pages you want to insert and click **Select**.
- **To Delete a Page:** Select **Document** → **Delete Pages** from the menu, click **From** and specify the range of pages you want to delete.

The Navigation Pane

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

- **Pages:** 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.
- **Signatures:** Insert, verify and manage digital signatures added to the document.
- **How To:** Use this panel to easily access step-by-step instructions for common features.
- **Attachments:** Here you can add, delete and work with attachments.
- **Comments:** Use this panel to view, organize and reply to comments and markup in a document.

Exporting Files

- **Export to Microsoft Word:** Click the **Export button** on the Tasks Toolbar and select **Word Document** from the menu. Click **Settings** and specify the desired conversion options.
- **Export to HTML or XML:** Click the **Export button** on the Tasks Toolbar and select **HTML Web Page** or **XML 1.0** from the menu. Click **Settings** and specify the desired conversion options.
- **Export as Text:** Click the **Export button** on the Tasks Toolbar, select **More Formats** from the menu and select **Rich Text Format** or **Plain Text**. Click **Settings** and specify the desired conversion options.
- **Take a Snapshot of a Page:** Select **Tools** → **Select & Zoom** → **Snapshot Tool** 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.
- **Extract Pages:** Select **Document** → **Extract Pages** from the menu and specify the range of pages you want to extract and save.

Comments and Markup

- **Show the Comments and Markup Toolbar:** Click the **Review & Comment** button on the Tasks Toolbar and select **Show Comment & Markup Toolbar** from the menu.
- **Insert a Sticky Note:** Click the **Add Sticky Note** button on the Comment & Markup Toolbar.
- **To Mark Up Text:** Click the **Text Edits** button on the Comment & Markup Toolbar and select the text you want to edit or place the insertion point where you want to insert text. Move the pointer over the icon that appears and choose an option from the menu, or simply begin typing.
- **To Highlight Text:** Click the **Highlight Text** button on the Comment & Markup Toolbar and select the text you want to highlight.
- **To Use the Stamp Tool:** Click the **Stamp button list arrow** on the Comment & Markup Toolbar, select a category from the menu and select the stamp you want to use. Enter your identity information if prompted.