# Adobe®
# Acrobat 10
## Quick Reference Card

## Acrobat 10 Screen



- Title bar
- Menu bar
- Close button
- Toolbars
- View file in Read Mode
- Task Panes (Tools panel displayed)
- Navigation pane (with the Page Thumbnails displayed)
- Document pane

## 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.

## 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>** |

# Toolbars and Basic Commands

**Quick Tools toolbar**

Create | Save | Email | Customize Quick Tools | Highlight Text | Rotate Page

Open | Print | Add Sticky Note | Delete Page | Insert Page from Another File

**Common Tools toolbar**

Previous | Current Page | Hand Tool | Zoom In | Partial Page

2 / 3 | 75%

Next | Select Tool | Zoom Out | Zoom Percentage | Full Page
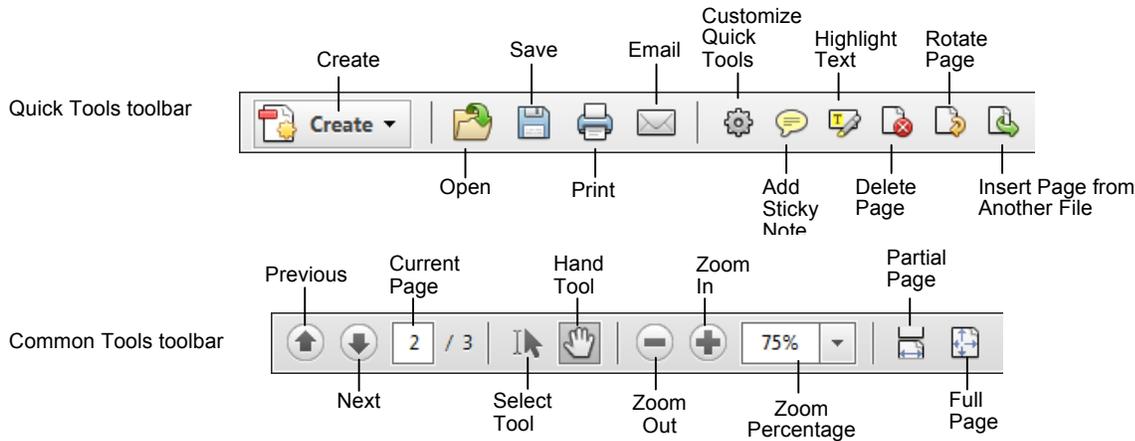
- **To Convert an Existing File to PDF:** Click the **Create** button select **PDF From File** from the menu. Find and select the file you want to convert and click **Open**.
- **To Create a PDF from Multiple Files:** Click the **Create** button and select **Combine Files into a Single PDF**. Select **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.