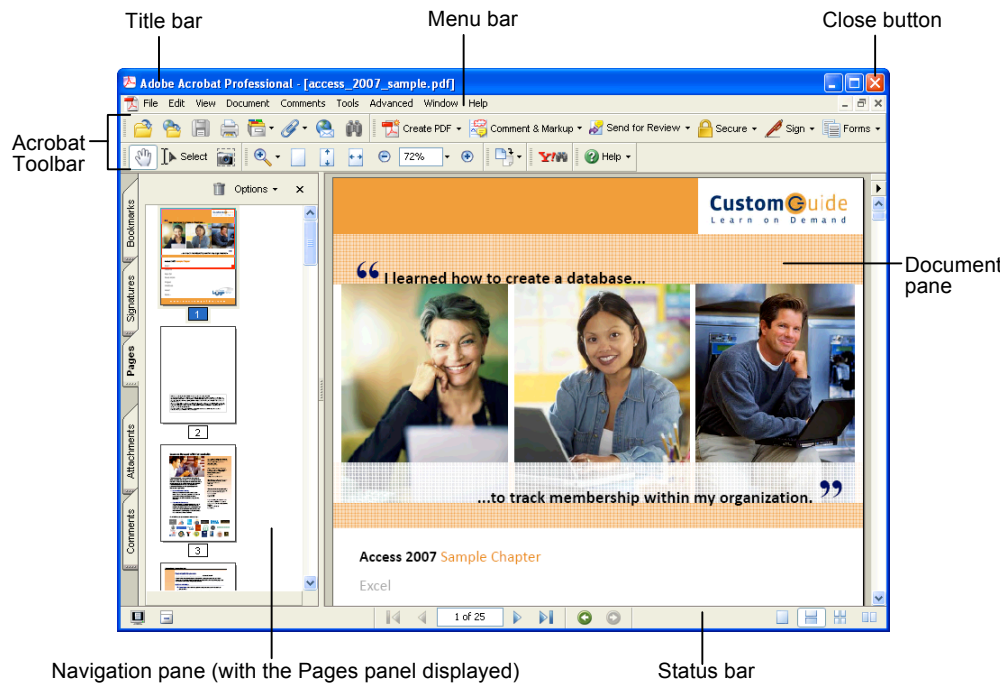


# Acrobat 7

## Quick Reference Card

### Acrobat 7 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> + <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> |

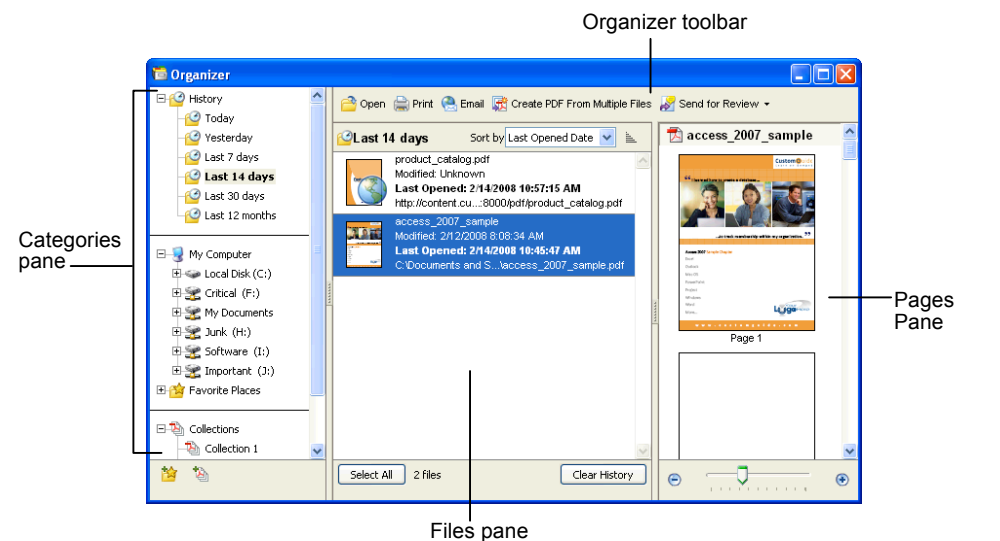
#### View

|             |                     |
|-------------|---------------------|
| Actual Size | <Ctrl> + <I>        |
| Fit Page    | <Ctrl> + <0> (zero) |
| Fit Width   | <Ctrl> + <2>        |
| Fit Visible | <Ctrl> + <3>        |
| Full Screen | <Ctrl> + <L>        |
| Zoom In     | <Ctrl> + <=>        |
| Zoom Out    | <Ctrl> + <->        |
| Rulers      | <Ctrl> + <R>        |
| Menu Bar    | <F9>                |

#### Navigation

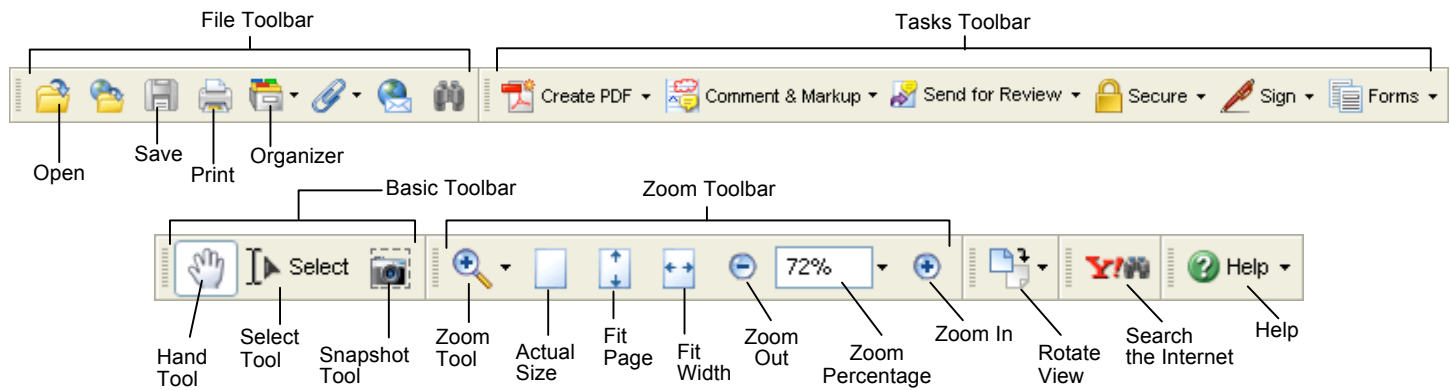
|               |                        |
|---------------|------------------------|
| Go To Page    | <Shift> + <Ctrl> + <N> |
| Next Page     | <Right Arrow>          |
| Previous Page | <Left Arrow>           |
| First Page    | <Home>                 |
| Last Page     | <End>                  |
| 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:** Click the **Organizer** button on the File toolbar or 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 PDF from Multiple Files:** Click **Create PDF** on the Tasks Toolbar and select **From Multiple Files** from the menu. Select the files you want to combine and click **OK**.
- **To Open a PDF:** Click the **Open button** on the File Toolbar, navigate to the location where the file is stored, and click **Open**.
- **To Navigate a PDF:** Use the page navigation buttons on the Status bar, 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 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:** Click the **Help** button on the Help Toolbar and select an option from the menu, or select **Help** → **Complete Adobe Acrobat 7.0 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 Basic Toolbar and click and drag over the text you want to select.
- **To Take a Snapshot of a Page:** Click the **Snapshot Tool** button on the Basic Toolbar and drag on the page to select specific content or click the page to copy the entire page. The selected content is copied to the Clipboard.
- **To Change Page Layout:** Select **View** → **Page Layout** from the menu and select a layout from the submenu.

## The Navigation Pane

The Navigation Pane allows you to display your document in different views for easy navigation. The following panels are displayed by default:

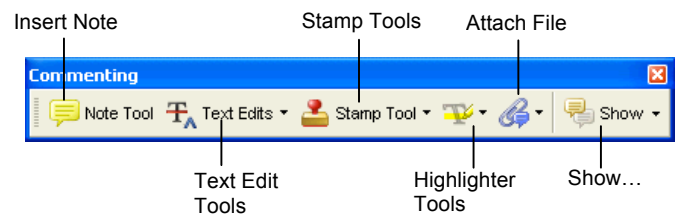
- **Bookmarks:** Here you can specify specific points of interest in a document and easily jump to them.
- **Signatures:** Insert, verify and manage digital signatures added to the document.
- **Pages:** Displays thumbnails of every page in the document. Click a thumbnail to jump to that page.
- **Attachments:** 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.

## Working with Pages

- **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 Extract Pages:** Select **Document** → **Extract Pages** from the menu and specify the range of pages you want to extract and where to save them.
- **To Delete a Page:** Select **Document** → **Delete Pages** from the menu, click **From** and specify the range of pages you want to delete.
- **To Insert a Header or Footer:** Select **Document** → **Add Headers & Footers** from the menu, specify the desired options and click **OK**.
- **To Add a Background or Watermark:** Select **Document** → **Add Watermark & Background** from the menu. Specify the desired options (such as the text or file you want to use) and click **OK** when you're finished.
- **To Crop a Page:** Select **Document** → **Crop Pages** from the menu, specify the desired options and click **OK**.

## Comments and Markup

### The Commenting Toolbar



- **To Display the Commenting Toolbar:** Click the **Comment & Markup** button on the Tasks Toolbar.
- **Insert a Note:** Click the **Note Tool** button on the Commenting Toolbar and click and drag on the document where you want to insert the note.
- **To Highlight Text:** Click the **Highlight Text** button on the Comment & Markup Toolbar and select the text you want to highlight.
- **To Mark Up Text:** Click the **Text Edits** button on the Commenting Toolbar and select the text that you want to edit. Click the **Text Edits button list arrow** on the Commenting Toolbar and select an option from the list.
- **To Insert Text:** Click the **Text Edits** button on the Commenting Toolbar and click in the document where you want to insert text. Click the **Text Edits button list arrow** on the Commenting Toolbar and select **Insert Text At Cursor** from the list.
- **To Use the Stamp Tool:** Click the **Stamp button list arrow** on the Commenting Toolbar, select a category from the menu and select the stamp you want to use. Enter your identity information if prompted.
- **To Change How Comments are Displayed:** Click the **Show** button on the Commenting Toolbar and select an option from the menu.

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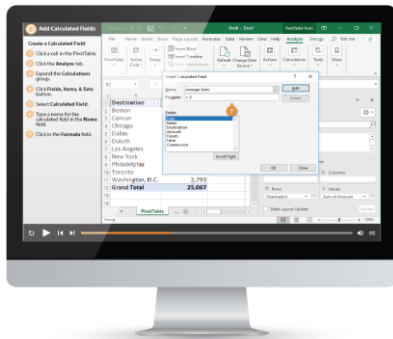
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