

Adobe Acrobat Reader DC Commands and Notes:

General Commands:

Go to Menu Bar: Alt

Exit Menu Bar: Press Alt a second time or press Escape until you leave the menu bar

Navigate in Menu Bar: Right or Left Arrow

Pull down menu: Down Arrow

Top of document: Control + Home

Bottom of document: Control + End

Selecting commands: Same as Word selecting commands

Select from temporary place marker to cursor (with JAWS): Press Control + Windows + K to insert a temporary Place Marker. Move the cursor to the end of the passage to be selected. Then press Insert + Spacebar. Then M to select text between the temporary Place Marker and your current cursor position.

Go to page: Control + Shift + N

Turn JAWS Forms Mode on: Enter (or spacebar)

Exit JAWS forms mode in laptop layout: Caps lock key + Semi Colon or press Escape.

Exit JAWS forms mode in desktop layout: Plus key in number pad or press Escape.

Toggle NVDA browse/focus mode: NVDA key + Spacebar

Next link or form field: Tab

Previous link or form field: Shift + Tab

Next form field: F

Previous form field: Shift + F

Next edit field: E

Previous edit field: Shift + E

Next Table: T

Previous Table: Shift + T

JAWS Links List: JAWS key + F7

NVDA Elements List: NVDA key + F7

JAWS Headings List: JAWS key + F6

Next Heading: H

Previous Heading: Shift + H

Next Page: Control + Page Down

Previous Page: Control + Page Up

JAWS Say All: JAWS key + Down Arrow

NVDA Say All (desktop mode): NVDA + Down Arrow

NVDA Say All (laptop mode): NVDA + A

Route JAWS to PC in laptop layout: Caps Lock + Left Bracket

Route JAWS to PC in desktop layout: Insert + Number pad minus

Turn on JAWS Virtual Cursor in laptop layout: Caps Lock + Semi Colon

Turn on JAWS Virtual Cursor in desktop layout: Plus key in Number pad

Change Reading Options: Control + Shift + 5

JAWS Convenient OCR: JAWS key + Spacebar. Then O. Then D.

NVDA Windows 10 OCR: NVDA key + R

Move To and Read Next Cell In a Table: Control + Alt + Right Arrow

Move To and Read Previous Cell In a Table: Control + Alt + Left Arrow

Move To and Read Cell Above In a Table: Control + Alt + Up Arrow

Move To and Read Cell Below In a Table: Control + Alt + Down Arrow

Find Commands:

Find Text in PDF file: Control + JAWS key + F

Find next occurrence of word in document: JAWS key + F3

Find previous occurrence of word in document: Shift + JAWS key + F3

*Note: If using NVDA, then replace the JAWS key with the NVDA key

Table Layer Commands (for reading tables with JAWS Only):

Enter table layer: JAWS key + Spacebar. Then T.

Move to cell above, below, left, or right: Arrow Keys

Move to the beginning of the current row: Home

Move to the end of the current row: End

Move to the first cell in a table: Control + Home

Move to the last cell in a table: Control + End

Move to the top of the current column: Control + Up Arrow

Move to the bottom of the current column: Control + Down Arrow

List the keystrokes you can use in this layer: Question Mark

Exit table layer: Escape

Save file (as PDF in the Documents folder):

1. Press Alt + F to go to the File menu.
2. Down arrow to Save as and press enter. The Save As dialog box will come up.
3. Type a name for the file or leave the existing file name.
4. Press Shift + Tab to the tree view.
5. Press D for Documents and then press enter.
6. Tab to the Save button and press enter.

Find Text:

1. Press Control + JAWS key (or NVDA key) + F.
2. Type in the word to be found and then press enter.
3. If the word that is found is not the correct occurrence of the word, then press JAWS key (or NVDA key) + F3 to find the next occurrence of the word.

Go to page:

1. Press Control + Shift + N to bring up the Go to Page dialog box.
2. In the dialog box that comes up, type in the number of the page that you want to go to.
3. Then press enter.

Determine current page and total number of pages (using JAWS):

Option 1:

1. Close the tools pane by pressing Shift + F4.
2. Then read the status bar by pressing JAWS key + Page Down.

Option 2:

1. Route JAWS to PC by pressing Caps lock + Left bracket (laptop layout) or Insert + Numpad Minus (desktop layout).
2. Press Control + Home to go to the top of the window.
3. Down arrow until you hear the number of pages, such as 1 slash 3.
4. Then turn the Virtual PC cursor back on by pressing Caps lock + Semi Colon [laptop layout] or Numpad Plus [desktop layout]