

Keyboard Guide for PDF Converter Professional 7

This listing is arranged according to keystrokes. A separate list arranges the shortcut keys according to actions.

Function keys

F1	Open the Help system at the introduction topic
F7	Check spelling in comments (Edit Menu)
F8	Hide/show Toolbars – keep menu bar and Navigation Panel (View Menu)
F9	Hide/show menu bar and expand / restore Document Panel (View menu)
F10	Move focus to File menu (use arrows to move between menus)

Control keys

Ctrl + A	Select All (Edit menu)
Ctrl + B	Create new bookmark – opens bookmark panel as necessary
Ctrl + C	Copy selection (Edit menu)
Ctrl + D	Display Document Properties tabbed dialog box (Document menu)
Ctrl + F	Open Find dialog box (Edit menu)
Ctrl + J	Open JavaScript Console (Document menu)
Ctrl + K	Open the tabbed Preferences dialog box (Edit menu)
Ctrl + L	Full screen mode on/off (View menu)
Ctrl + M	Open Zoom to dialog box (View sub-menu)
Ctrl + N	Open Custom Page Size dialog box. (File menu)
Ctrl + O	Display Open file dialog box (File menu)
Ctrl + P	Display the Print dialog box (File menu)
Ctrl + Q	Exit program (File menu)
Ctrl + R	Show/hide rulers (View menu)
Ctrl + S	Save document (File menu)
Ctrl + T	Launch PDF Converter to unlock a file (Tools menu)
Ctrl + U	Show/hide grids (View menu)
Ctrl + V	Paste selection (Edit menu)
Ctrl + W	Close document (File menu)
Ctrl + X	Cut selection (Edit menu)
Ctrl + Y	Redo action (Edit menu)
Ctrl + Z	Undo action (Edit menu)
Ctrl + 0	Fit page to window size (View sub-menu)
Ctrl + 1	Show page at actual size (View sub-menu)
Ctrl + 2	Fit page to window width (View sub-menu)
Ctrl + 3	Fit the visible content to window size (View sub-menu)
Ctrl + 4	Fit page to window height (View sub-menu)
Ctrl + 5	Display Open from SharePoint dialog box (File Menu)
Ctrl + F4	Close current document
Ctrl + F8	Reset Toolbars (View sub-menu)
Ctrl + +	Zoom in (View sub-menu)
Ctrl + -	Zoom out (View sub-menu)
Ctrl + Home	Go to first page
Ctrl + End	Go to last page
Ctrl + PgDn	Go to next page
Ctrl + PgUp	Go to previous page
Ctrl + Tab	Open a listing of Navigation and Organizer panels

Shift Keys

Shift + Ctrl + A	Deselect All (Edit menu)
Shift + Ctrl + B	RealSpeak: Read to File (Tools menu)
Shift + Ctrl + C	Open the Crop Pages dialog box (Document menu)
Shift + Ctrl + D	Open the Delete Pages dialog box (Document menu)
Shift + Ctrl + E	Open the Extract Pages dialog box (Document menu)
Shift + Ctrl + F	Open the Search interface (Edit menu)
Shift + Ctrl + G	RealSpeak: Read Current Page (Tools menu)
Shift + Ctrl + I	Open the Open dialog box to insert pages (Document menu)
Shift + Ctrl + J	Cascade Windows (Window menu)
Shift + Ctrl + K	Tile multiple windows horizontally (Window menu)
Shift + Ctrl + L	Tile multiple windows vertically (Window menu)
Shift + Ctrl + O	RealSpeak: Read to End of Doc (Tools menu)
Shift + Ctrl + N	Open the New Pages dialog box (Document menu)
Shift + Ctrl + P	Open the Open dialog box to replace pages (Document menu)
Shift + Ctrl + R	Open the Rotate Pages dialog box to rotate pages, not just the view
Shift + Ctrl + S	Save As (File menu)
Shift + Ctrl + T	RealSpeak: Stop (Tools menu)
Shift + Ctrl + U	Snap to Grid on/off (View menu)
Shift + Ctrl + V	RealSpeak: Pause/resume (Tools menu)
Shift + Ctrl + W	Close all windows (Window menu)
Shift + Ctrl + 5	Save to SharePoint (File menu)

Jaws for reading aloud

Left arrow	Read previous word
Right arrow	Read next word
Up arrow	Read previous content element in tag tree
Down arrow	Read next content element in tag tree
Ctrl + Up	Read content of previous tag
Ctrl + Down	Read content of next tag
Page Up	Read first content element of previous page
Page Down	Read first content element of next page
Home	Read first content element of document
End	Read last content element of document
Escape	Cancel reading

Moving in and between documents

PageDown	Move half a page down
PageUp	Move half a page up
Ctrl+Home	Go to first page
Ctrl+End	Go to last page
Ctrl+ PageDown	Go to next page
Ctrl+ PageUp	Go to previous page
Alt + Left arrow	Go to previous view
Alt + Right arrow	Go to next view
Alt + F4	Close current document and the program on last document close
Alt + F6	Switch between open documents
Ctrl + F4	Close current document but not the program

Other combinations with Alt can be used to access all menu items. These are not listed, since the underlined characters involved can be displayed on-screen and screen readers can determine them.