



Arcoplast Resources

quick keys : Mac & PC

quick keys & menus for PDF presentations

Arcoplast interactive PDF Design Considerations : [download](#) ↓

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Acrobat Reader

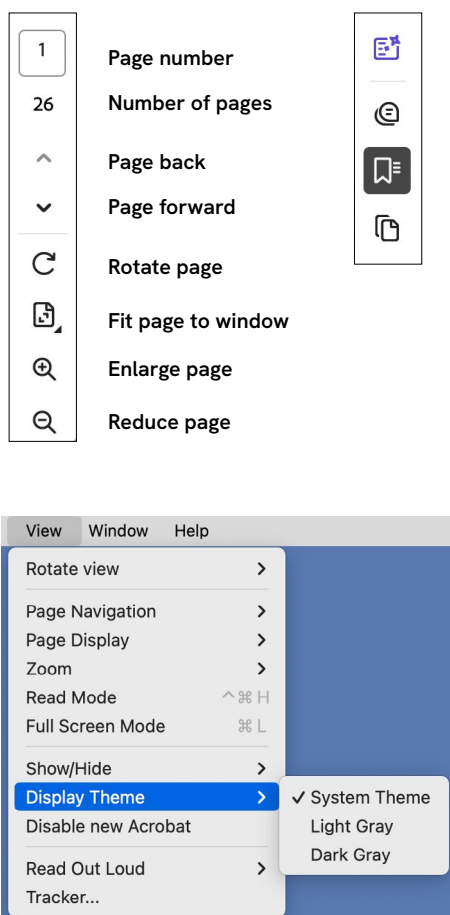
This document only presents a few quick keys and looks at only three of the menus Adobe Acrobat Reader has to offer. When presenting a document using a computer or laptop with a keypad, quick keys are very effective, when using a tablet, knowing these three menus is useful.

Acrobat Reader Quick Keys

Page 2 : [Mac Quick Keys](#)

Page 3 : [Windows Quick Keys](#)

Acrobat Reader Menus

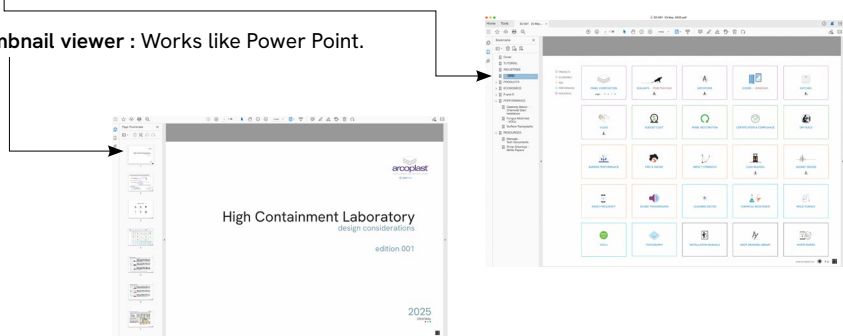


AI document summary

Edit delete or reply to comment.

Bookmark : The Arcoplast document : Design Consideration is book marked

Thumbnail viewer : Works like Power Point.



Display Theme : Change between Light or Dark Gray

Internet speed

Improving Internet Speed When Presenting

Download speed is crucial when presenting internet-based resources. At a conference or visiting a client, you are dependent on third-party internet. Your presentation is always affected by internal security, router speed etc and this is true for your own office internet connection.

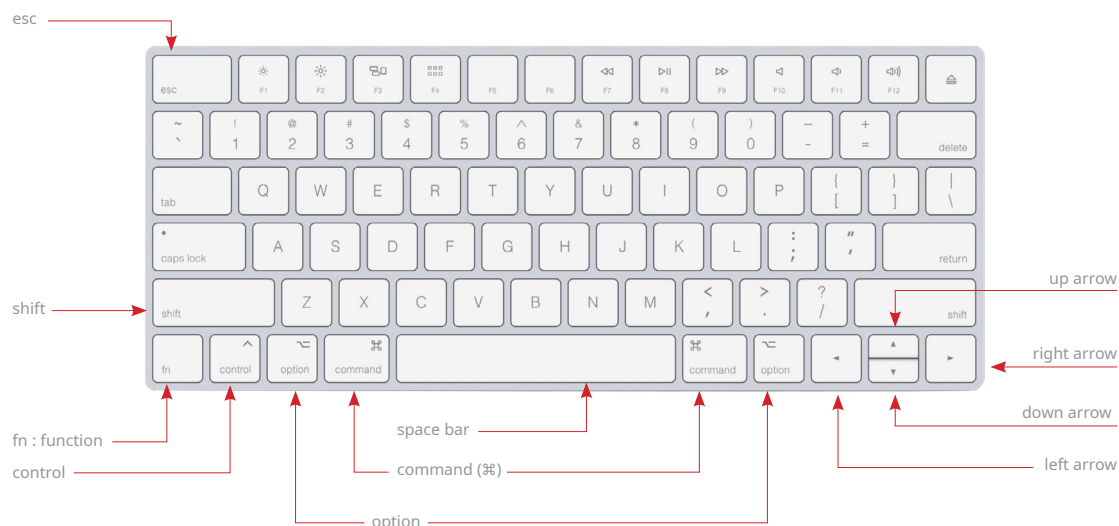
Arcoplast PDF documents are configured at 300dpi to ensure high-quality visuals for both presentation and printing, this also means longer download times. To address this, here are a few trade tricks.

Best Practice before presentation : Cache

Before you present, open the interactive PDF (In this case : [Arcoplast design considerations](#)) ... next, open as many of the links, and download as many files as is practical, doing this loads content into your laptop's cache, the payoff is when you present your linked files load quickly.

Tidy Shop

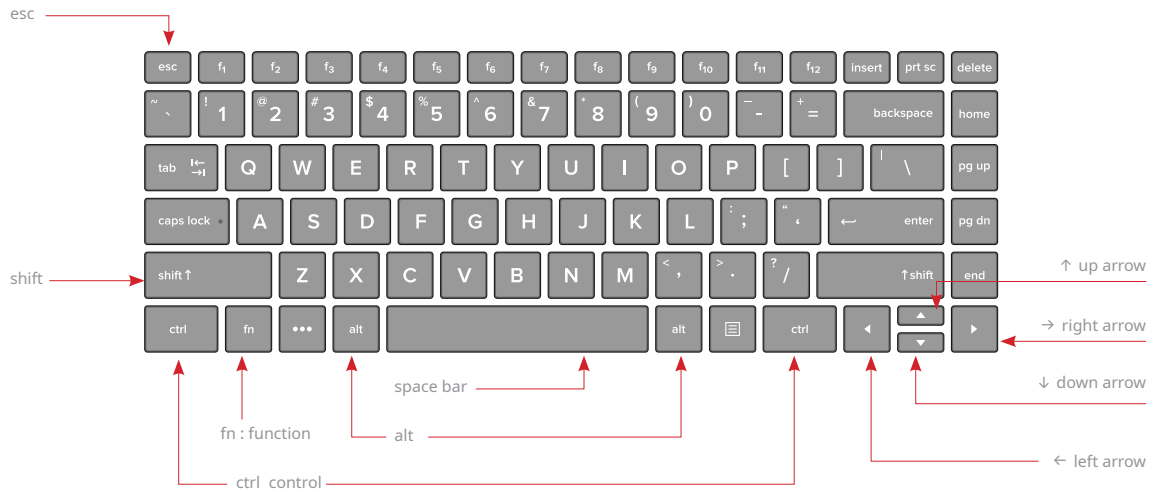
After viewing a webpage or downloaded file once it's no longer needed - close it using the short cut Alt+W or ⌘+W - then return to the *Design Considerations* interactive document ... by doing this, your workspace and presentation is free of clutter.



Apple Mac : Quick keys

Action		Quick Key	
Close Window	Close window / close browser / close document / close tab	Command-W	⌘ W
Reader mode	Activate, deactivate Reader mode. Cleaner look for presentation	Control + Command H	⌘ H
Enter full screen	Black Gallery presentation mode	Command + L	⌘ L
Exit full screen	Black Gallery presentation mode	esc key	esc
zoom in	Enlarge document	Command + (plus)	⌘ +
zoom out	Shrink document	Command + (minus)	⌘ -
Zoom fit	Fit Correct document size	Command + (zero)	⌘ 0
Page next	Scroll document sequentially forward	Command down-arrow	⌘ ▼
Page previous	Scroll document sequentially backwards	Command up arrow	⌘ ▲
Page next	Scroll document sequentially forward	space bar	
Page previous	Scroll document sequentially backwards	shift + space bar	
Jump back	Return to the last page you visited	Command + left arrow	⌘ ◀
Jump forward	Go forward to the page you came from	Command + right arrow	⌘ ▶
Print mode	Print document mode	Command + P	⌘ P
Save as	Save document in different format, change name etc	Command + shift-S	⌘ shift S
Save	Save document in current format	Command + S	⌘ S
Select All	Select everything	Command + A	⌘ A
Finder	Look up words in document	Command + F	⌘ F

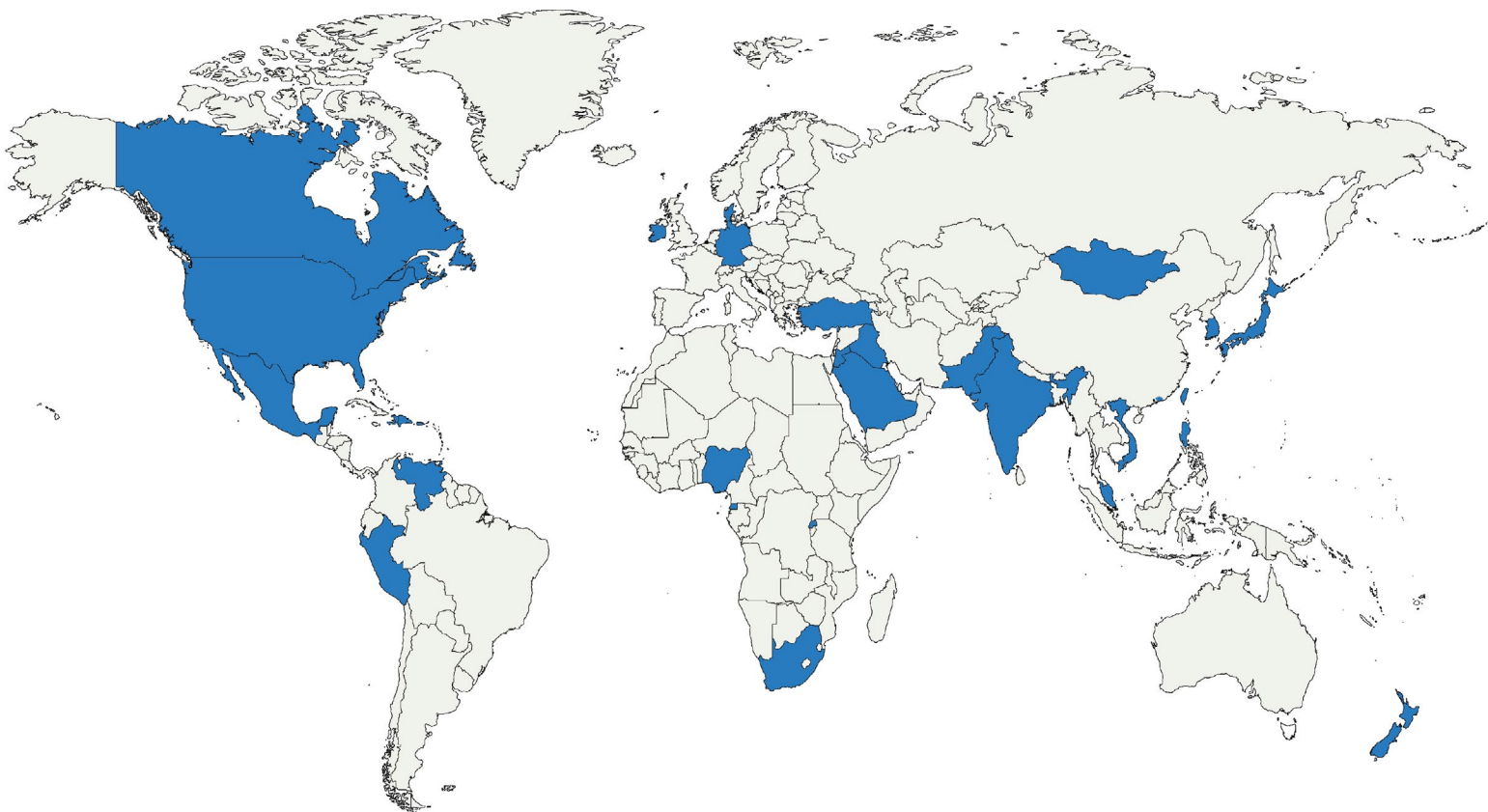
- After presenting a web-page or document, close the browser page or file to prevent slow internet performance and desktop clutter
- Reader mode removes clutter
- Black Gallery presentation mode ... esc to return to regular viewing mode
- Zoom in or out of pages to emphasize facts and figures etc
- 2x different ways to sequentially scroll document pages : Up/ Down Arrows or Space Bar
- Jump back to a previous page or section in the document - Jump forward to page
- Print • Save • Save as •
- Select everything on the page or in a field, select everything in a folder, or everything on the desktop
- Finder : A small panel allows for word searches. Note : menu for more options



PC Windows : Quick keys

Action		Quick Key	
Close Window	Close window / close browser / close document / close tab	Ctrl + W	Ctrl W
Reader mode	Activate, deactivate Reader mode. Cleaner look for presentation	Control + H	Ctrl H
Enter full screen	Black Gallery presentation mode	Ctrl + L	Ctrl L
Exit full screen	Black Gallery presentation mode	esc	esc
zoom in	Enlarge document	Ctrl + Plus (+)	Ctrl +
zoom out	Shrink document	Ctrl + Minus (-)	Ctrl -
Zoom fit	Fit Correct document size	Ctrl + Zero	Ctrl 0
Page next	Scroll document sequentially forward	alt Down Arrow	alt ↓
Page previous	Scroll document sequentially backwards	alt Up Arrow	alt ↑
Page next	Scroll document sequentially forward	space bar	
Page previous	Scroll document sequentially backwards	shift + space bar	
Jump back	Return to the last page you visited	alt + Left Arrow	alt ←
Jump forward	Go forward to the page you came from	alt + Right Arrow	alt →
Print mode	Print document mode	Ctrl + P	Ctrl P
Save as	Save document in different format, change name etc	Ctrl + shift + S	Ctrl shift S
Save	Save document in current format	Ctrl + S	Ctrl S
Select All	Select everything	Ctrl + A	Ctrl A
Finder	Look up words in document	Ctrl + F	Ctrl F

- ☐ After presenting a web-page or document, close the browser page or file to prevent slow internet performance and desktop clutter
- ☐ Reader mode removes clutter
- ☐ Black Gallery presentation mode ... esc to return to regular viewing mode
- ☐ Zoom in or out of pages to emphasize facts and figures etc
- ☐ 2x different ways to sequentially scroll document pages : Up/ Down Arrows or Space Bar
- ☐ Jump back to a previous page or section in the document - Jump forward to page
- ☐ Print • Save • Save as •
- ☐ Select everything on the page or in a field, select everything in a folder, or everything on the desktop
- ☐ Finder : A small panel allows for word searches. Note : menu for more options



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