PDF Reader – User Manual

Manufacturer: PZTec

This manual describes what the program can do and how to use it, organised by task. It describes only features that exist. Command names and keyboard shortcuts match the English interface with the default key assignments; you can change the shortcuts in Settings (see "Settings").

Press **F1** (or choose "More", "Help (user manual)") to open this manual inside the program in a new tab.

1. Getting started

- **Open a file:** Ctrl+O, the "Open" button, or drag a file from Explorer onto the window. Each file opens in its own tab. After installation you can also hand PDF files to the program with "Open with" in Explorer.
- **Start page:** With no document open, the program shows your recent files. Files that no longer exist are marked "Not found"; an entry can be removed from the list, and the file itself is left alone.
- **Password-protected files:** The program asks for the password.
- **Reading position:** The program remembers the last position you read in each file.
- **Session:** If you wish, the program restores the open tabs at startup (setting "Restore session at startup").
- **Help:** F1 (or menu "More", "Help (user manual)", or the command palette) opens this manual in the language of the interface as a new tab. If the file is missing from the program folder, the program says so and names the file.
- **About PDF Reader:** menu "More", "About PDF Reader…" (or the command palette; no keyboard shortcut) shows the name and version of the program, the note about the licence notices of the libraries used (file `THIRD-PARTY-NOTICES.txt` in the program folder) and the Slint badge. The dialog names the manufacturer (PZTec) and the licence status; "Licence …" in it opens the licence dialog (see "Licence and activation").
- **Several windows:** Ctrl+N opens another, empty window. Each window is a separate process. "Move tab to new window" (menu "More") moves the current tab; a document with unsaved changes must be saved first.

2. Viewing and navigating

Tabs

Task	Shortcut
Open a file	Ctrl+O
New window	Ctrl+N
Close tab	Ctrl+W
Next / previous tab	Ctrl+Tab / Ctrl+Shift+Tab
Reopen closed tab	Ctrl+Shift+T
Go to tab 1 to 8 / last tab	Ctrl+1 to Ctrl+8 / Ctrl+9

Pages and zoom

- **Paging and scrolling:** mouse wheel, arrow keys, Page Up / Page Down. Home jumps to the first page, End to the last. The space bar turns pages; holding the space bar and dragging pans the view.
- **Go to page:** Ctrl+G or the page field in the toolbar.
- **History:** The program remembers jumps (links, outline, thumbnails, search matches, "Go to page"); Alt+Left goes back, Alt+Right forward again. Ordinary scrolling creates no entries.
- **Zoom:** Ctrl+Plus, Ctrl+Minus, Ctrl+mouse wheel, or a two-finger pinch. Ctrl+0 shows the original size, Ctrl+Shift+B fits the width, Ctrl+Shift+G shows the whole page.
- **Rotating the view:** Ctrl+R clockwise, Ctrl+Shift+R counter-clockwise. This changes only the display, not the file. To rotate pages permanently see "Managing pages".
- **Page layout** (menu "More"): Single page, Continuous, Two pages, Two pages continuous, Book mode.
- **Colour scheme:** System, Light or Dark (menu "More" or Settings); Ctrl+Shift+D switches the scheme.
- **Links:** Clicking a link jumps to its target. For web addresses the program always asks first (see "Privacy and security").

Sidebar

F4 shows and hides the sidebar. It has four tabs: Thumbnails, Outline (if the document has one), Search (the match list) and Comments. Thumbnails and Outline can be used with the arrow keys, Home, End and Enter.

Split view

Ctrl+Shift+E splits the view: a second, slim view reads the same document with its own position and zoom. Editing still happens only in the main view; the toolbar, search and status bar act on the main view. Ctrl+Shift+L rotates the split (side by side or stacked), Ctrl+Shift+J swaps the views, F7 switches between them. Ctrl+Shift+E again removes the split.

3. Searching and selecting text

- **Search:** Ctrl+F opens the search bar. If a single line of text is selected it becomes the search term. Options: "Match case" and "Whole words only". Matches are highlighted in the document and listed in the "Search" tab of the sidebar.
- **Next / previous match:** F3 / Shift+F3.
- **Closing:** "Close search" ends the search and releases the matches.
- **Selecting and copying text:** drag the mouse over the text; Ctrl+A selects all text, Ctrl+C copies. If a document does not allow copying, the command is greyed out.
- **Scans:** Pages without text cannot be searched. For those there is text recognition (see "Text recognition (OCR)").

4. Highlighting and commenting

"Comment" (Ctrl+Shift+K) shows the annotation bar.

- **Text markup:** select text, then Ctrl+Shift+H (highlight), Ctrl+Shift+U (underline) or Ctrl+Shift+X (strike out). The squiggly line is available as a tool.
- **Tools:** Select, Highlight, Underline, Strike out, Squiggly line, Note, Free text, Freehand, Rectangle, Ellipse, Line, Arrow and Stamp (Approved, Draft, Confidential, Reviewed, Rejected). When the page

view has the focus, single-letter shortcuts choose the tool (see the table below).

- **Drawing straight shapes:** hold Ctrl (or Shift) to turn a rectangle into a square and an ellipse into a circle; lines and arrows snap to horizontal or vertical. The key may also be pressed or released in the middle of a drag.
- **Editing an annotation:** clicking selects it; handles change size and position, dragging moves it. While you drag, the view shows the shape in its new place; releasing applies the change, Esc cancels and leaves everything as it was. With Ctrl, a corner handle keeps the aspect ratio and a side handle grows the other side around the centre; a line end snaps to horizontal or vertical. Enter or a double-click edits the text (free text, note), Delete removes the annotation.
- **Free text:** clicking or dragging with the free text tool opens an input field right inside the box. Enter starts a new line, Ctrl+Enter or a click beside it applies, Esc discards. A box without text is not created; if the text needs more room, the box grows downwards. In a rotated view a dialog appears instead.
- **Copy, cut, paste:** with an annotation selected, Ctrl+C copies it, Ctrl+X cuts it (one undo step) and Ctrl+V pastes it as a new annotation. If the mouse pointer is over a page, the copy goes there (centred on the pointer); otherwise it goes to the current page: on the source page shifted 12 pt right and down, on another page into the centre of the visible part. The copy always lies completely inside the page, is selected afterwards and carries your own comment name. This also works between the tabs of one window; between two windows only text travels (for free text and notes, the text of the annotation). Only annotations created by this program can be copied (not annotations from other programs, not signatures; a message appears instead). Without a selected annotation, Ctrl+C copies the selected text as before. If the clipboard holds text that you copied later (also from another program), Ctrl+V pastes it as free text: the box is wide enough for the longest line (within the page margins) and as tall as the text; more than 10,000 characters are refused. The commands are also in the context menu of the page view and in the command palette. In input fields (free text in place, search, form fields, dialogs) Ctrl+C, Ctrl+X and Ctrl+V keep their usual effect on the text.
- **Undo / Redo:** Ctrl+Z, Ctrl+Y (or Ctrl+Shift+Z).
- **Name for comments:** the name written as the author of your comments is set in Settings ("General") and by the command "Set name for comments…". Without a name the author stays empty.
- **Comments bar:** Ctrl+Shift+M shows all comments of the document with a filter; clicking one jumps to its place.
- **XFDF:** "Export comments (XFDF)…" and "Import comments (XFDF)…" exchange comments with other programs.
- **Saving:** Ctrl+S saves into the open file, Ctrl+Shift+S under a new name. When you close a tab with changes the program asks. Annotations are written into the PDF file in the standard way; save read-only files under a different name.

Single-letter tool shortcuts (only with the page view focused, without Ctrl or Alt):

Key	Tool	Key	Tool
V	Select	R	Rectangle
H	Highlight	E	Ellipse
U	Underline	L	Line
S	Strike out	A	Arrow
W	Squiggly line	G	Stamp
N	Note	T	Free text

Key	Tool	Key	Tool
P	Freehand		

If a document does not allow comments, the comment commands are disabled or refused with a message.

5. Filling in forms

- **Filling in:** clicking a form field focuses it; text fields, check boxes, radio buttons, lists and combo boxes can be used directly. Tab and Shift+Tab move to the next field, Enter or a click elsewhere accepts the entry, Esc discards it. Each accepted entry is one step for "Undo".
- **Highlighting:** "Highlight form fields" (Settings, menu, command palette) colours the fields; required fields have a red border.
- **Resetting:** "Reset form" clears the whole form. A radio group cannot be reset to "no selection"; the program tells you when a step can no longer be undone for that reason.
- **Scripts:** scripts, calculations and XFA forms are not run. The program points this out once per document; calculated values will then be wrong.
- **Insert signature:** "Insert signature…" (Ctrl+Shift+I) inserts a **visible** signature: drawn, typed or as an image. It is not a digital signature.
- **Saving:** as with comments, Ctrl+S.

6. Managing pages

Page management lives in the "Thumbnails" tab of the sidebar. A bar above the thumbnails holds the commands; the same commands are in the context menu of the thumbnails (right-click, menu key or Shift+F10) and in the command palette.

- **Selecting:** click, Ctrl+click and Shift+click select one or several pages; Ctrl+A selects all.
- **Rotate (permanently):** Alt+Shift+Left or Right arrow.
- **Delete:** Delete key.
- **Move:** Alt+Up or Down arrow, or the commands "Move pages up / down".
- **Extract pages…:** writes the selected pages to a new file.
- **Insert pages from file…:** inserts pages from another PDF file (also a password-protected one).
- **Split document…:** writes the document into several files.
- While an export, a print or "Save sanitized copy" is running, the pages cannot be changed. For digitally signed documents the program warns that the signatures become invalid.
- Deleted pages are only gone from the file itself after "Save sanitized copy as…" (see there).

7. Printing

Ctrl+P opens the print dialog with a live preview.

- **Options:** printer, pages (all, current page or a range such as `1-3, 7`), copies (collated), two-sided printing, orientation (portrait, landscape), scaling (fit or a percentage from 10 to 400), several pages per sheet, greyscale, reverse order, "Print comments". "Print as image" helps with driver problems but needs more memory. "More options" holds the less common settings.

- **Summary:** shows the number of sheets and notes, for example when pages are shrunk or cut off.
- **Printing to a file:** if the chosen printer writes to a file (for example "Microsoft Print to PDF"), the program asks where to save it.
- **Progress:** the status bar shows "Sheet x of n" and "Cancel".
- **Disabled:** if the document forbids printing or no printer is set up, "Print" is disabled; the reason is shown in the dialog. The preview remains.
- The driver dialog "Printer properties" is not built in.

8. Exporting

In the menu "More" and the command palette:

- **Export pages as images…:** pages (all, the thumbnail selection or a range), target folder, file name, format (PNG or JPEG) and resolution can be chosen.
- **Export text…:** writes the text of the pages to a text file. Not possible if the document forbids copying.
- **Properties… (Ctrl+D):** title, author, page count, PDF version, permissions, fonts and further details.
- **Attachments…:** lists embedded files and saves them. Attachments are never opened or run; for files with an executable extension the program asks before saving.

None of the exports changes the document, and they run in the background; the status bar shows progress and "Cancel".

9. Checking digital signatures

"Signatures…" (no default shortcut; open it from the menu "More", the command palette, or by clicking a signature field) shows the digital signatures of a document with their verdict and details (signer, time, certificate) and copies the details if you wish. The program **only checks**, it does not sign. The check runs locally with the Windows certificate verification and starts only when you open the dialog. Details that are only stated in the signature and cannot be checked are labelled "unverified". The command is only available for signed documents; a discreet note in the status bar points them out.

10. Saving a sanitized copy

"Save sanitized copy as…" writes a new file that contains only the current state. An ordinary save can leave earlier versions of content in the file; the sanitized copy does not. The open document stays unchanged. Options:

- **Remove active content** (preselected): scripts, automatic actions and actions such as launching a program or submitting a form. Jumps, web links and form fields remain.
- **Flatten comments and markup**, **Flatten form fields**, **Flatten visible signatures:** become part of the page content and can no longer be edited.
- **Remove metadata:** title, author, program and dates as well as XMP metadata.
- **Remove attachments.**

The program asks if the target file exists, if password protection cannot be kept (the new file is then unprotected), or if digital signatures become invalid. Layers that are switched off stay in the file with their content; the program points this out.

11. Text recognition (OCR)

"Recognize text (OCR)..." recognises the text of scans with the text recognition included with the program (Tesseract). It needs no Windows language packs and no internet connection; nothing leaves your computer.

- You choose pages and the recognition language: Deutsch, English, Français or Italiano (one language per recognition). Your own language is preselected, otherwise English. Umlauts and accents are only recognised reliably in the matching language.
- Skewed pages and pages that are upside down or sideways are recognised too; the text then lies on the words.
- The language data is in the "tessdata" folder next to the program. If it is missing, the dialog says so; reinstall the program in that case.
- The document is not changed: the recognised text applies for searching, selecting and copying as long as the document is open. It may contain errors; the status bar says so.
- "Save searchable PDF as..." writes a new file with the recognised text.
- If a document looks like a scan when opened, the status bar shows a note with "Recognize text..."; "Hide" switches it off for the session.

12. Reading aloud

Ctrl+Shift+V reads from the text selection or the current page, with the speech output built into Windows (local). The sentence being read is highlighted. The bar offers pause and resume (space bar while the bar has the focus), previous and next sentence, speed and voice. Esc or "Stop reading aloud" stops. Pages without text say so and point to text recognition; recognised text is read as well.

13. Presentation

F5 starts the presentation from the first page, Shift+F5 from the current one. The window goes full screen on the screen where it is; only the page is shown on a black background. Screen saver and standby are blocked while it runs.

Key	Effect
Right arrow, Down arrow, Page Down, Enter, Space	next page
Left arrow, Up arrow, Page Up, Backspace, Shift+Space	previous page
Home / End	first / last page
Digits, then Enter	jump to that page
Period or B	black screen (again: back)
W	white screen (again: back)
Esc	ends (first clears a page number you started typing)

Annotations and forms are only displayed, not edited. Links remain clickable.

14. Settings

"Settings…" (Ctrl+Comma, menu "More", command palette). Every change takes effect at once and is saved; there is no "Apply".

- **Appearance:** colour scheme, zoom and page layout for newly opened documents, highlight form fields.
- **General:** language (System, Deutsch, English), restore session, name for comments, clear the "Recent files" list (the files stay).
- **Performance:** upper limit of the tile cache (32 to 1024 MB). The smaller it is, the less memory the program uses for large documents.
- **Shortcuts:** list of all changeable commands with a filter. Enter or double-click waits for the new key combination; Delete removes a shortcut; "Reset" restores the default. If a shortcut already belongs to another command, the program asks. Among others, Esc, Enter, Tab, F6, Alt+letter, Ctrl+Alt and character keys without Ctrl or Alt cannot be assigned; the dialog gives the reason.

Other windows that are already open only take changes after a restart.

Where the program stores data

Settings, the open session and the reading position are stored in the file `workspace.json` in the folder `%APPDATA%\PDF Reader`. This applies to the installed and the portable version alike. If you want to use the portable version without leaving traces in your user profile, set the environment variable `PDF_READER_DATA_DIR` to a folder of your choice before starting; the data then lives there. The program stores no documents and only remembers paths, reading position and settings.

15. Command palette and keyboard shortcuts

Command palette: Ctrl+Shift+P. You find every command with fuzzy search (just type letters of the name in the right order), see its shortcut, and recently used commands come first. A number jumps to that page; open tabs can be chosen too. Commands that are not available are greyed out.

Default shortcuts:

Area	Command	Shortcut
File	Open / New window	Ctrl+O / Ctrl+N
	Save / Save as	Ctrl+S / Ctrl+Shift+S
	Print	Ctrl+P
	Properties	Ctrl+D
	Help (user manual)	F1
	Settings	Ctrl+Comma
Tabs	Close / reopen	Ctrl+W / Ctrl+Shift+T
	Next / previous	Ctrl+Tab / Ctrl+Shift+Tab
	Tab 1 to 9	Ctrl+1 to Ctrl+9
View	Sidebar	F4
	Go to page	Ctrl+G

Area	Command	Shortcut
	Back / forward in history	Alt+Left / Alt+Right
	Zoom in / out / original	Ctrl+Plus / Ctrl+Minus / Ctrl+0
	Fit width / whole page	Ctrl+Shift+B / Ctrl+Shift+G
	Rotate view right / left	Ctrl+R / Ctrl+Shift+R
	Switch colour scheme	Ctrl+Shift+D
	Next / previous pane	F6 / Shift+F6
	Presentation / from current page	F5 / Shift+F5
	Split view / rotate split	Ctrl+Shift+E / Ctrl+Shift+L
	Swap views / switch to other view	Ctrl+Shift+J / F7
Text	Search	Ctrl+F
	Next / previous match	F3 / Shift+F3
	Select all / Copy	Ctrl+A / Ctrl+C
	Cut / Paste (annotations, text as free text)	Ctrl+X / Ctrl+V
	Read aloud	Ctrl+Shift+V
Comments	Comment (bar)	Ctrl+Shift+K
	Highlight / Underline / Strike out	Ctrl+Shift+H / U / X
	Comments bar	Ctrl+Shift+M
	Undo / Redo	Ctrl+Z / Ctrl+Y
	Insert signature	Ctrl+Shift+I
Pages	Rotate pages permanently left / right	Alt+Shift+Left / Alt+Shift+Right
	Delete pages	Delete
Palette	Command palette	Ctrl+Shift+P

All other commands have no default shortcut but can be assigned through the command palette or Settings.

16. Accessibility

- **Keyboard:** the program can be used without a mouse. F6 and Shift+F6 move between the areas (tabs, bars, sidebar, document), Tab and Shift+Tab between the controls. Every control shows a visible focus frame. Dialogs keep the focus and return it with Esc.
- **Screen readers:** all controls have a name, role and state (Windows UI Automation). Messages and progress are announced as live regions. The text of the pages is available to screen readers while one is running.
- **Contrast and colours:** the colour scheme follows Windows (light or dark), and the Windows High Contrast setting is respected. Selection, errors and signature status are never indicated by colour alone. The colour pairs of the interface reach at least 4.5:1 (WCAG 2.1 AA); disabled elements are exempt.

- **Animations:** the Windows setting for animations is respected.
- **Limits:** the Windows "Text size" setting is not evaluated; the interface text has fixed sizes (the zoom of documents is independent of it). The toolbar behind a dialog stays visible to screen readers in the accessibility tree. Two drag handles (sidebar width, the divider of the split view) are smaller than 24 pixels; they can also be operated with the arrow keys.

17. Licence and activation

- **Trial period:** after you first use it, the program runs for 30 days without restrictions. From 7 days remaining, a notice at startup says so; before that nothing is shown. After that the program locks until a licence is activated: the licence dialog can then not be closed, the only options are "Activate" or "Quit".
- **Purchase:** the licence is a one-time purchase (CHF 10.–) with no subscription and is valid for up to 5 devices. "Buy a licence" in the dialog opens the shop page in your browser; you receive the licence key (`PDFR-XXXXX-XXXXX-XXXXX-XXXXX`) after purchase.
- **Activating:** menu "More", "Licence …" (or the command palette; no keyboard shortcut), or "Licence …" in the "About PDF Reader" dialog. Enter the licence key and either first and last name or a company, then choose "Activate". The device needs an internet connection once for this; without one the program says so and stays unchanged.
- **Removing a device:** if the licence is already set up on 5 devices, the dialog lists them with name, platform, activation and last use. "Remove" (after a confirmation) frees a slot and then activates this device itself. Removing is limited to 3 times in 12 months; the dialog shows how many removals are still possible.
- **Signing this device off:** on the licence overview, "Sign off this device" frees the slot on the server (after a confirmation; it counts against the same 3 removals a year and needs an internet connection). Afterwards the device is no longer licensed.
- **Without internet:** after activation the program keeps working without an internet connection, permanently; the licence is valid without a time limit. When the device is online, the program occasionally and silently asks the licence server. If a device was removed from the licence or the licence was revoked in the meantime, the program says so in the licence dialog.
- **Several windows:** if you activate in one window, a locked second window unlocks itself within a few seconds.
- **Data:** see "Privacy and security". The licence key is not stored on the device.

18. Privacy and security

- **Network access:** the program connects only to the PZTec licence server: when the trial period starts, on activation, when a device is removed or signed off, and occasionally and silently to renew the licence while the device is online. It transmits the device ID (a hash, not the hardware ID itself), the device name, the platform and the program version, and at activation also the licence key and the name or company you entered. No document content and no usage data are transmitted. Everything else runs locally: text recognition with the included Tesseract, reading aloud and signature checking with components built into Windows.
- **External links:** before a web link is opened, the program shows the address and asks.
- **PDF JavaScript** is not run, and neither are form scripts. Attachments are only saved, never opened or run.

- **Robustness:** damaged or deliberately hostile PDF files (extremely large pages, masses of annotations, deeply nested structures) are limited or rejected instead of crashing the program.
- **Stored locally:** settings, session and "Recent files" in `workspace.json` (see "Settings"). The list can be cleared in Settings.
- **Save sanitized copy** removes leftovers and, if you wish, metadata, attachments and active content from a copy (see "Saving a sanitized copy").
- **Installation:** the installation package sets the program up for the single user and needs no administrator rights. It registers the program for `.pdf` but does not make it the default program by itself; you decide that in the Windows settings under "Default apps".

19. Known limits

- No editing of the existing text or images of a PDF file; no XFA forms; no DRM.
- Digital signatures are only checked, not created.
- Scripts in forms are not run; calculated fields may therefore be wrong.
- Radio groups cannot be reset to "no selection"; the first click in an empty group cannot be undone.
- Annotations from other programs can be deleted but not reshaped. Deleted signatures and foreign annotations are permanently gone after saving (no longer undoable).
- Text recognition knows German, English, French and Italian; it does not read handwriting. Speech output needs the corresponding Windows voices. Recognised text may contain errors.
- Pages with more than 2 million characters are only captured as text up to that point (search, selection, copying, reading aloud); pages with more than 20,000 annotations do not show the rest.
- The printer driver dialog "Printer properties" is missing.
- The Windows "Text size" setting is not evaluated (see "Accessibility").
- The program does not update itself.
- The interface is available in German and English.