

Keys and Combinations

SumatraPDF is purposed as a lightweight Portable Document (PDF) Reader and is designed to maximise viewing area with a visually uncluttered user interface. As such it relies heavily on key combinations for its control and navigation rather than multiple menu ribbons and icons. For further information see <https://github.com/sumatrapdfreader/sumatrapdf/wiki/Toolbar-design>

In the following notes **[abbreviation]** represents a single key i.e. **[Esc]** = Escape Key & **[Ctrl]** = the Control key. When **two or more** keys are to be activated at the same time they are shown as **[any] + [any] + [any]** etc.

SumatraPDF prides itself on good multi-lingual support and many combinations in one language are different due to translation into others. Users may also be surprised to find some keys do NOT result in an expected reaction, as an example the **[F1]** key does NOT invoke a help function, see more on this later.

The key combinations herein are based on default **English** thus **[Alt] + [H] + [W]** is go to **H**elp > Visit **W**eb
alors qu'en langue **française**, c'es **[Alt] + [d] + [W]** ce qui est équivalent à **a**ider > à visiter le site **W**eb

If you wish to translate these notes you may like to know I used WordPad 11pt Arial plus some Cambria Math.

[⊞] represents the Windows **logo key**, if not available it can be emulated by using both **[Ctrl] + [Esc]** keys, **on its own [⊞]** opens the Start Menu (https://en.wikipedia.org/wiki/Start_menu)

Note **[Ctrl] + [Esc]** can NOT normally be combined with other keys in the same way that **[⊞]** can. Any use of **[⊞]** is driven by the windows system, SumatraPDF should not alter any of those behaviours.

[≡] represents the application or (context) **menu key** (https://en.wikipedia.org/wiki/Menu_key), do not confuse it with **:** or **≡** which represent the **three bar options icon** (often called kebab / hamburger button).

In the "FixedPageUI", when **[≡]** is pressed it will simply (same as a right-click off-canvas) offer "Select All" and a copy option. For more information on how right-click works in SumatraPDF see Right-Click.PDF

These notes do NOT cover every key combination within SumatraPDF since many are specific to Windows.

Users often request this icon or that icon to avoid keyboard input (see toolbar link above), equally many users request alternate key mappings to suit their own needs. For an example discussion on **[Alt] + [Space]** see <https://github.com/sumatrapdfreader/sumatrapdf/issues/957> The general issue is that many key combinations need to be reserved for system use e.g. **[Ctrl] + [a]** or **[≡]** then **[A]** = Windows Select **A**ll etc., in many applications, keys are NOT case sensitive and translators of SumatraPDF should avoid introducing ambiguity.

The aim of this document is NOT to duplicate a list of Windows functions, for more information on those see https://en.wikipedia.org/wiki/Windows_key & as linked by SumatraPeter in <https://github.com/sumatrapdfreader/sumatrapdf/issues/957> see <https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>

NOR do these notes simply duplicate those in the manual see <https://www.sumatrapdfreader.org/manual.html> and the wiki <https://github.com/sumatrapdfreader/sumatrapdf/wiki/Keyboard-Shortcuts> be aware there are a couple of errors in each. Also they have not been updated to show **[H]** = scroll left and **[L]** = scroll right same as arrow keys

This IS a collection of additional information, usage and tips (/tricks) related to using the keyboard interface.

[Alt] is usually = **[F10]**. An issue that may occur whilst using the pull down menus is that an underline **[letter]** may not always be given or may not work as expected. For example, in current version 3.1.2 the option to Change Language is **[Alt] + [S] + [C]** , although the C is not underlined it is applied, but in my fathers tongue that default option begins with the same letter as another option so he would have used **[Alt] + [S] + [Enter]** .

[Ctrl] is a frequently used key modifier see the links above for many two or three key or mouse combinations. **[Ctrl]** does nothing on its own, however there is at least one case where it differs in action see **[F5]** below

[Esc] will exit one menu step or exit full screen / presentation mode. If the advanced SumatraPDF-settings.txt file value of EscToExit = true it can also be used to rapidly exit the SumatraPDF app same as **[CTRL] + [Q]** , however I would NOT recommend this setting for less experienced / tablet users since it may cause confusion if tabs and "RememberOpenedFiles" are active <https://github.com/sumatrapdfreader/sumatrapdf/issues/1033>

Function Keys

As stated above SumatraPDF does not use **[F1]** to invoke help offline, in the menu there is a separate **[Alt] + [H]** Help entry that has 4 options (the space is there so you can add your own language specific combination)

[Alt] + [H] + [A]	<u>A</u> bout
[Alt] + [H] + [M]	<u>M</u> anual
[Alt] + [H] + [U]	Check for <u>U</u> pdates
[Alt] + [H] + [W]	Visit <u>W</u> eb site

[F2] same as many windows apps allows the current file to be renamed, it is worth noting the initial location offered is by default the same folder as the source file. When a file is opened say from the web, the folder for rename will be the temporary file cache e.g. C:\Users\yourname\AppData\Local\Microsoft\Windows\INetCache\IE\ABC12XYZ. There was an issue where the default redirection did not happen on a PC and the user wanted that on other PCs, for a solution see <https://forum.sumatrapdfreader.org/t/remember-last-folder/1365>

[F3] many browser users may be surprised to discover this does not initially open / jump to the "Find" input field, that function is **[/]** (MuPDF) or **[Ctrl] + [F]** (Windows) only available in the "FixedPageUI" interface (not e-pub etc.) **then [F3] and [Shift] + [F3] behave as expected**

[F4] also [F1] and [F7] are normally inactive [Ctrl] + [F4] also close current document

[F5] or **[Ctrl] + [L]** is a toggle for presentation mode, it is more restrictive than **[F11]** q.v. and in page mode (without a scrollbar) well suited to kiosk mode usage. If you expected windows refresh that's covered by **[r]** (Reload file). NOTE whilst in presentation mode Bookmarks & Favorites can also be visible to navigate within and between files. Due to differing mouse controls **[Ctrl] +** may be required to enable some right-click actions.

[F6] switch bookmarks frame focus (jump left and right) between the bookmarks and main panes, clearly only works if **[F12]** is active, when it is most likely to be used to refocus back to the document. When favorites (which does not need a switch key) is active, a **[F6]** to bookmarks **followed by [Tab]** gets you to Favorites.

[F8] and **[F9]** are toggle toolbar and menu, and only usable in the "FixedPageUI" interface (not e-pub etc.) neither are available whilst in Presentation **[F5]** or Fullscreen **[F11]** mode.

[F10] same as **[Alt]** above

[F11] or **[Ctrl] + [Shift] + [L]** is a toggle for fullscreen mode generally similar to **[F5]** but mouse actions are more conventional e.g. do not need to use **[Ctrl] +** to access context menus.

[F12] toggle bookmarks

Bookmarks

Depending on the author, bookmark trees can be quite complex however it's fairly easy to expand and collapse sections with a mouse. When they are visible **[F12]** the **default is for them to be fully expanded**. The usual request when there are multiple levels, is to how to collapse and re-expand with just keys. Those functions are not all currently documented in the "Manual". Much of the controls for this area depend on using arrow keys or having numpad keys.

numpad [+] OR [*] OR [Shift] + [6] = [→] to expand a level

numpad [-] OR [/] OR [Shift] + [4] = [←] to collapse a level

What is not obvious is that to **reduce ALL bookmarks to first level only** you can use use **[Shift] + numpad [/]** equally **[Shift] + numpad [*]** provides a means to expand ALL.

Most users would use **[Home] then [*] or [Home] then [→]** which may normally just open the first level (unless previously expand all has been used).

So to guarantee one level above root you need to use **[Shift] + numpad [/]** and **[→]** if necessary.

Confused? I am.