**Instructions**

**How to Set the Software as the Default Program?**

**Option 1: Via Windows Settings**

1. Click the Start button and go to Settings.

2. Select the "Apps" category.

3. In the left column, click "Default apps."

4. Scroll down and click "Choose default apps by file type."

5. A list of all file extensions will appear, alongside the software currently set as the default for each file type.

6. Find the file extension you wish to associate with the software.

7. Click on it and select the software "ANY" to set it as the default for that file type.

**Option 2: Via Right-Click Menu**

1. Right-click on a file of the type you wish to associate with the software.

2. Select "Open with" → "Choose another app."

3. Choose the software from the list or click "More apps" to view additional options.

4. Check the option "Always use this app to open [file extension] files."

5. Click "OK" to save the association.

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**Outline Sidebar**

- Show/Hide sidebar: **F4**

- After displaying the sidebar, click the "Show document outline" button to display the bookmarks (if available).

- You can expand/collapse nested items by clicking the triangles next to each item.

- Tip: Hold **Shift** while clicking the triangle to expand/collapse all items under a selected item.

- Double-click the "Show document outline" button to expand/collapse all bookmark items.

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**Keyboard Shortcuts**

**General**

- **Ctrl + X**: Close all documents.

- **Ctrl + W**: Close the current document.

- **Ctrl + Tab**: Switch between tabs (useful in full-screen mode).

- **F11** or **Alt + Enter**: Toggle full-screen mode (press **Esc** to return to normal mode).

- **F10**: Show or hide the side toolbar.

- **Ctrl + Shift + S**: Start text capture.

- **Ctrl + F**: Find in document.

- **Ctrl + O**: Open document.

- **Ctrl + S**: Save changes to the document.

- **Ctrl + Shift + S** or **F12**: Save as.

**Navigation**

- You can use **Home**, **End**, **Page Up**, **Page Down**, and arrow keys for navigation. Additionally:

- **Next page**: **N**, **J**, **Spacebar** (in display mode), **Enter** (in display mode), or left-click.

- **Previous page**: **P**, **K**, **Shift + Spacebar** (in display mode), **Shift + Enter**, or **Shift + left-click**.

**Zoom**

- **Zoom in**: **Ctrl + +** or **Ctrl + .**

- **Zoom out**: **Ctrl + -**

- **Normal zoom**: **Ctrl + 0**

**Rotate Document**

- **Clockwise**: **R**

- **Counterclockwise**: **Shift + R**

**Display Mode**

- **Toggle display mode**: **Ctrl + Alt + P**

- **Hand tool**: **H**

- **Text selection tool**: **S**

- **Go to a specific page**: **Ctrl + Alt + G**

**Search Text in Document**

- **Open search**: **Ctrl + F**

- **Next occurrence**: **Ctrl + G**

- **Previous occurrence**: **Shift + Ctrl + G**

**Save**

- **Download**: **Ctrl + S**

- **Print**: **Ctrl + P**

- **Open file**: **Ctrl + O**

On some systems, replace **Ctrl** with **Meta**.