



OPERATION MANUAL

PDF Workbench

Every PDF tool, on your own PC.

Version
V1.0.0

Contents

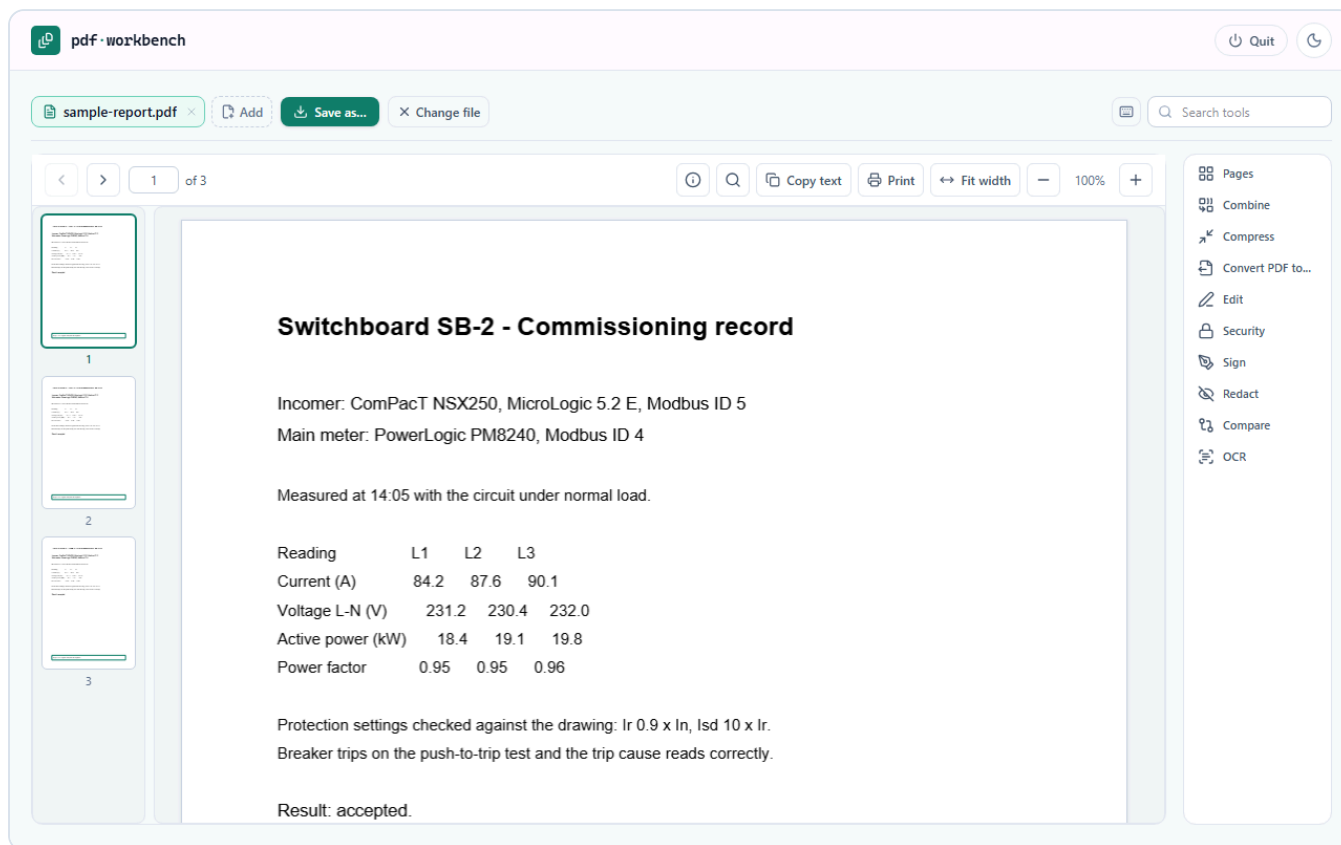
- | | |
|--------------------------------|--------------------------------------|
| 1. About PDF Workbench | 7. Convert |
| 2. Installing and updating | 8. Edit, page numbers and watermarks |
| 3. Trial and licence | 9. Passwords, signing and redaction |
| 4. Opening, viewing and saving | 10. Compare and OCR |
| 5. Pages and Combine | 11. Keyboard shortcuts |
| 6. Compress | 12. Questions and support |

Wrulx · wrulx.com · Support@wrulx.com

This manual describes PDF Workbench V1.0.0 for Windows 10 and 11. The version you have is shown in the app's Licence window.

1. About PDF Workbench

PDF Workbench does the everyday PDF jobs - merge, split, compress, convert, edit, sign, redact, compare and OCR - on your own computer. **Your files never leave the PC:** nothing is uploaded, there is no account and no tracking. It is a viewer too: open a PDF to read, search, print and copy from it.



The tools are listed by group; drop files into the window, or open them, to start.

2. Installing and updating

- 1 Download **PDF Workbench V1.0.0 Setup.exe** from wrulx.com (or from your receipt email).
- 2 Double-click it. No administrator rights are needed. It installs into `C:\Wrulx PDF Application` and puts a **PDF Workbench** shortcut on the Desktop.
- 3 To make PDF Workbench open PDFs when you double-click them, run the small helper the installer puts in the same folder (the installer names it when it finishes).

Updating: when a new version is out, a green **V1.0.1 available** (or similar) appears at the top of the window - PDF Workbench checks wrulx.com about once a day when online. Click it to open the download page. Quit PDF Workbench, then run the Setup file of the newer version. It replaces the program and leaves your licence and settings alone.

Windows may show a blue "Windows protected your PC" screen the first time, because the installer is new to it. Click **More info**, check the name is PDF Workbench, then **Run anyway**.

3. Trial and licence

Free trial

The first time it opens, choose **Start free trial**. Every tool works for **14 days**, with no sign-up and no card. Afterwards it asks for a licence.

Activating a licence key

- 1 Buy a licence at wrulx.com (or with **Buy a licence** in the app). The key is shown after payment and emailed with your receipt.
- 2 Paste the key into the licence screen - or, while on the trial, open it with the key button in the header or the trial badge - and press **Activate**.

Activating needs the internet **once**; after that PDF Workbench works offline, and checks the licence now and then when the PC is online.

Two PCs, and moving to a new one

Each licence can be active on **2 PCs**. To move it, open the licence window on the PC you no longer need and choose **Move to another PC** (PDF Workbench stops working there), then activate the same key on the new PC. If the old PC no longer starts, email Support@wrulx.com and we will free it.

PCs with no internet

For a PC that never goes online, or a purchase by invoice, send the machine code shown on the licence screen to Support@wrulx.com. You get back an offline key of 20 letters and numbers to type in - or a file called

`workbenchid.dat` to put in the program folder.

4. Opening, viewing and saving

Opening files

Drop PDF files into the window, press **Ctrl+O**, or double-click a PDF if PDF Workbench is your PDF app. Several documents can be open at once; **Ctrl+Tab** moves between them. Pick a tool to work on the open file, or pick a tool first and drop files into it.

Where finished files go

The first time you save, PDF Workbench asks where finished files should go. Choose a folder and it saves there without asking again - or choose to be asked each time, and every save opens a **Save As** dialog. You can change this later in the app's save settings. After a tool finishes, **Open the folder** shows the result in Explorer.

Quitting

Use **Quit** in the window. If a document has unsaved changes it asks first.

5. Pages and Combine

Pages

The **Pages** tool shows every page as a thumbnail. From one place you can:

- **Reorder** pages by dragging; **sort** them into the order you want.
- **Rotate** all pages or just the ones you select.
- **Delete** the pages you pick.
- **Extract** selected pages into a new PDF - or one file per page.
- **Split** by page ranges, or into chunks of every N pages.
- **Number** or **stamp** the pages (see section 8).

Combine

Combine makes one PDF out of several PDFs, or out of images (JPG, PNG, WebP). Drag the files into the order you want first, then combine.

6. Compress

Compress PDF shrinks a file for email or upload. Choose one of three levels - from light compression that keeps full quality, through the recommended setting, to the strongest. It shows the size before and after, so you can try another level if the result is too large or too soft.

7. Convert

Convert PDF to... turns a PDF into:

- a **Word document** (.docx), to edit the text;
- an **Excel workbook** (.xlsx), for the tables;
- **PowerPoint slides** (.pptx), one page per slide;
- **images** - PNG (lossless) or JPG (smaller files).

Pick the format after you drop the file. To go the other way - images to PDF - use **Combine**.

Conversion rebuilds the page in another format, so complex layouts may need a little tidying afterwards. A scanned PDF has no text to convert until it has been through OCR (section 10).

8. Edit, page numbers and watermarks

Edit PDF

Change the text already on the page, find and replace, erase, highlight, fill in forms and sign, stamp, draw and add notes. **Ctrl+Z** and **Ctrl+Y** undo and redo; **Ctrl+S** saves.

Page numbers

Stamp page numbers on every page, choosing the position, the format and the number to start from.

Watermark

Stamp text or an image over the pages - for example DRAFT or CONFIDENTIAL - choosing its opacity, angle and position.

9. Passwords, signing and redaction

Security: passwords

- **Protect** - encrypt a PDF with a password, and restrict printing, copying and editing.
- **Unlock** - remove a password you know from a protected PDF.

Keep a note of passwords you set. PDF Workbench cannot open a PDF whose password has been forgotten.

Sign PDF

Draw your signature with the mouse or a pen, type it, or upload an image of it, then place it on the page and size it.

Redact PDF

Mark the text or areas that must not be seen, then apply. The content underneath is **removed** and the page flattened, so it cannot be recovered by copying, searching or removing a black box - unlike simply drawing a rectangle over it. Keep the original if you may need it again.

10. Compare and OCR

Compare PDF

Open two versions of a document to see the text differences side by side - what was added, removed or changed.

OCR PDF and scanned documents

A scanned PDF is a picture of the page, so its text cannot be searched or copied. **OCR PDF** reads the text and adds an invisible text layer, making the PDF searchable and copyable while it looks exactly the same. Languages: English, German, French, Italian, Dutch, Polish, Portuguese and Spanish. In the viewer you can also select and copy text from a scan as if it were typed.

11. Keyboard shortcuts

Keys	What it does
Ctrl+O	Open a file
Ctrl+S	Save the document on screen
Ctrl+P	Print it
Ctrl+F	Find in the document
Ctrl+A , Ctrl+C	Select the text on the pages, and copy it (or right-click)
Ctrl+Z / Ctrl+Y	Undo / redo the last change
Ctrl+W	Close the document on screen
Ctrl+Tab	Next open document
Ctrl + / Ctrl -	Zoom in / out (or Ctrl + mouse wheel)
Ctrl+0	Back to 100%
Esc	Close the open tool
?	Show this list in the app

12. Questions and support

Question	Answer
Are my files uploaded?	No. Every tool runs on this PC. The internet is used only to activate and now and then check the licence.
I can't select text in a scan	Run OCR PDF on it first, then search, copy or convert it.
The compressed file is blurry	Use a lighter compression level.
Could not reach the licence server	Activating needs the internet once. A company firewall can block it - try another network, or ask for an offline licence.
This licence is already in use on 2 PCs	On the PC you no longer use, choose Move to another PC , or email Support@wrulx.com.
Uninstalling	Quit the app, then delete C:\Wrulx PDF Application and the Desktop shortcut. Choose Move to another PC first if you want to use the licence elsewhere.

Ideas or problems? The **Send feedback** icon (a speech bubble, at the top of the window) opens the feedback page on wrulx.com. Or email **Support@wrulx.com** with what you see on screen and which tool you were using. Your orders, receipts and licence keys: **wrulx.com** → My orders.

Word, Excel and PowerPoint are trademarks of Microsoft Corporation. Wrulx is not affiliated with Microsoft.