



REX Paperworks

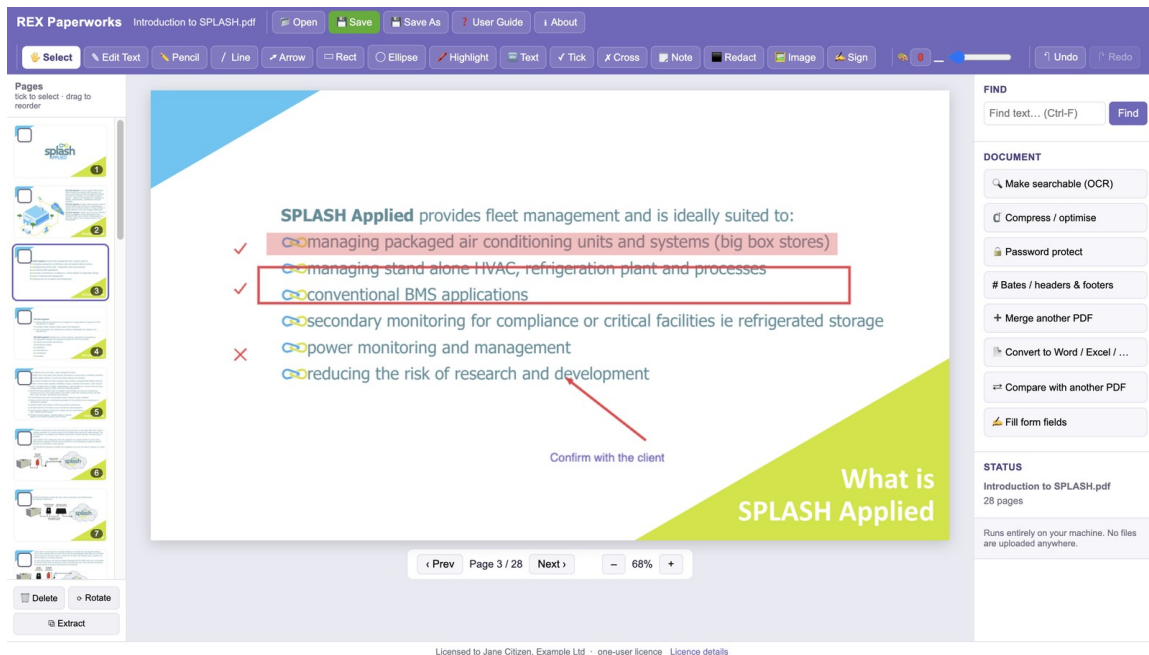
User Manual

View, mark up, and convert PDFs — entirely on your own machine
Energy Conscious Design Limited

1. Introduction

REX Paperworks is a full-featured PDF viewer and editor that runs as a standalone desktop program on your own computer — but 100% locally. No document is ever uploaded anywhere; the local program on your machine does all the work and serves the interface to your browser window.

REX Paperworks opens in its own app-style window (no address bar), so it looks and feels like a normal desktop program.



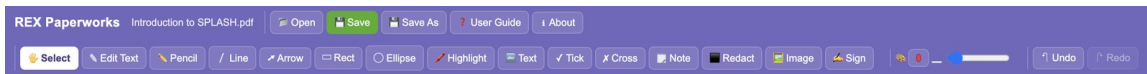
REX Paperworks with a document open: the toolbar and markup tools along the top, the Pages panel on the left, the page in the centre and the Find and Document tools on the right. The sample document is the 28-page "Introduction to SPLASH" presentation, marked up with a highlight, a box, ticks, a cross, a text note and an arrow.

This edition of the manual (14 October 2026) matches the latest build (engine of 28 September 2026 with the licence update of 14 October): REX Paperworks runs in its own window on Windows 10/11 and macOS, opens several PDFs in tabs, and carries the REX product icon. Chapter 8 covers installing and activating.

2. The Window Layout

2.1 Toolbar

Across the top: Open and Save As on the left, followed by every markup tool (Select, Edit Text, Pencil, Line, Arrow, Rectangle, Ellipse, Highlight, Text box, Tick, Cross, Note, Redact, Sign), then colour/line-weight controls for whichever tool is active, and Undo/Redo on the right.



The toolbar: file buttons, the markup tools, colour and line weight, then Undo and Redo.

Open, Save and Save As sit at the left of the toolbar, with the name of the open file shown beside them and in the window title. When more than one PDF is open, a row of tabs appears: click a tab to switch documents (each keeps its own page, markups and undo history) and click its × to close it.

2.2 Pages panel (left)

Thumbnails of every page in the open document. Tick pages to select them, then use Delete, Rotate, or Extract at the bottom of the panel. Drag thumbnails to reorder pages.



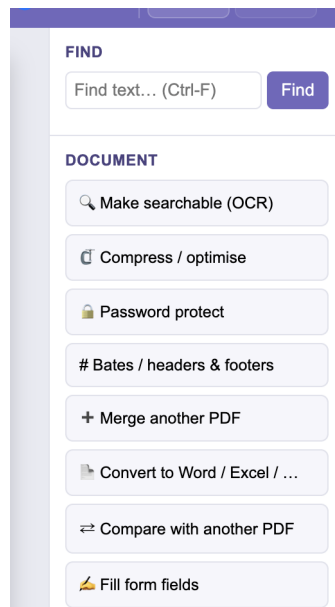
The Pages panel with two pages ticked (4 and 5). Delete, Rotate and Extract act on the ticked pages.

2.3 Viewer (centre)

The current page is rendered here at the chosen zoom level, with Previous/Next page buttons and a zoom control below it. All markup drawing happens directly on this page.

2.4 Document tools (right)

Find text across the document, and a set of whole-document actions: OCR, Compress, Password protect, Bates/headers & footers, Merge, Convert, Compare, and Fill form fields. A status panel shows the currently open file and page count.



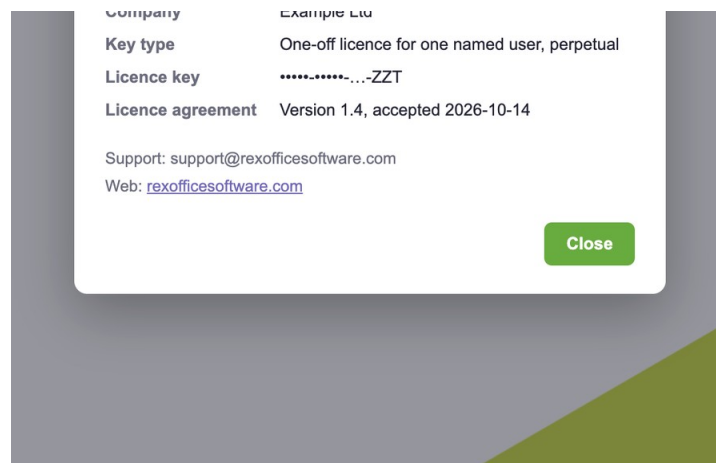
The Find box and the Document tools on the right of the window.

2.5 The licence bar and the About window (bottom of the window)

A slim bar at the very bottom of the window always shows who the program is licensed to, for example "Licensed to Jane Citizen, Example Ltd". Click About (the About button next to User Guide at the top of the window) to open the About window. It shows the licensed name, the company, the type of licence (one-off, one named user, perpetual), the licence key with all but its last group hidden, the version of the licence agreement you accepted and the date, and how to contact support.

Licensed to Jane Citizen, Example Ltd · one-user licence [Licence details](#)

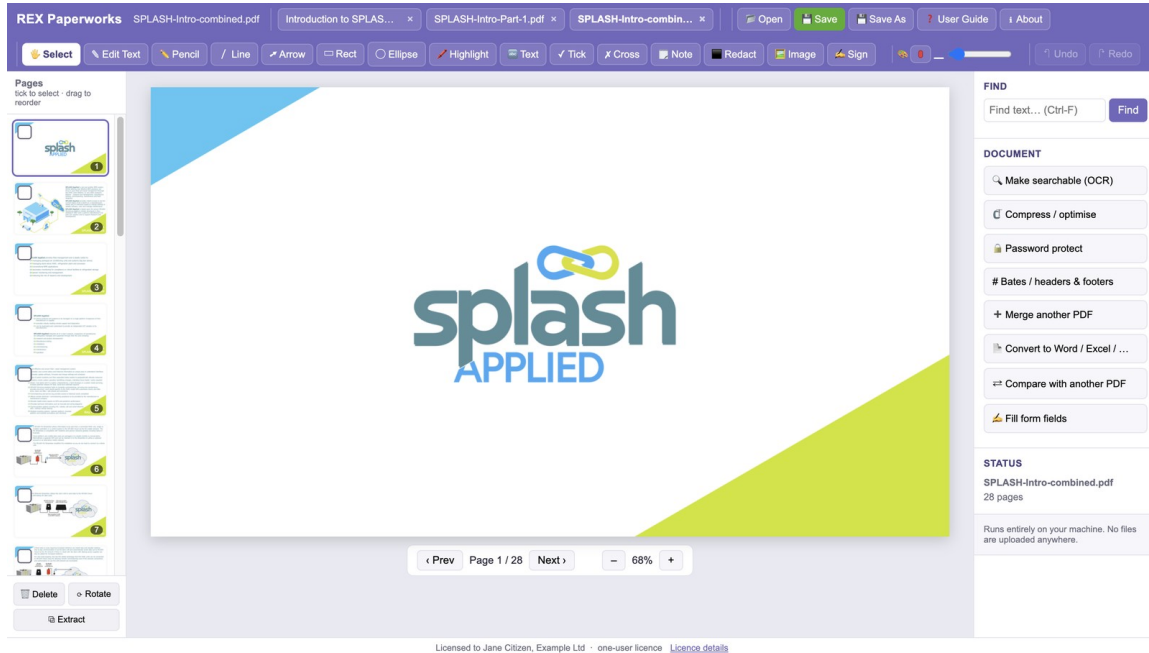
The licence bar along the bottom of the window shows who the program is licensed to; "Licence details" opens the About window.



The About window: licensed name, company, type of licence, licence key (partly hidden), agreement accepted and support details.

3. Opening and Viewing a PDF

Click Open (or the big “Open a PDF” button in the centre when nothing is open yet) and choose a file. The page renders in the centre panel and thumbnails appear on the left:



Every PDF you open gets its own tab with its own page list. The last tab here is the result of merging three PDFs into one 28-page file.

Use the Previous/Next buttons or click a thumbnail to move between pages, and the zoom controls (or Ctrl and the mouse wheel) to zoom in and out.

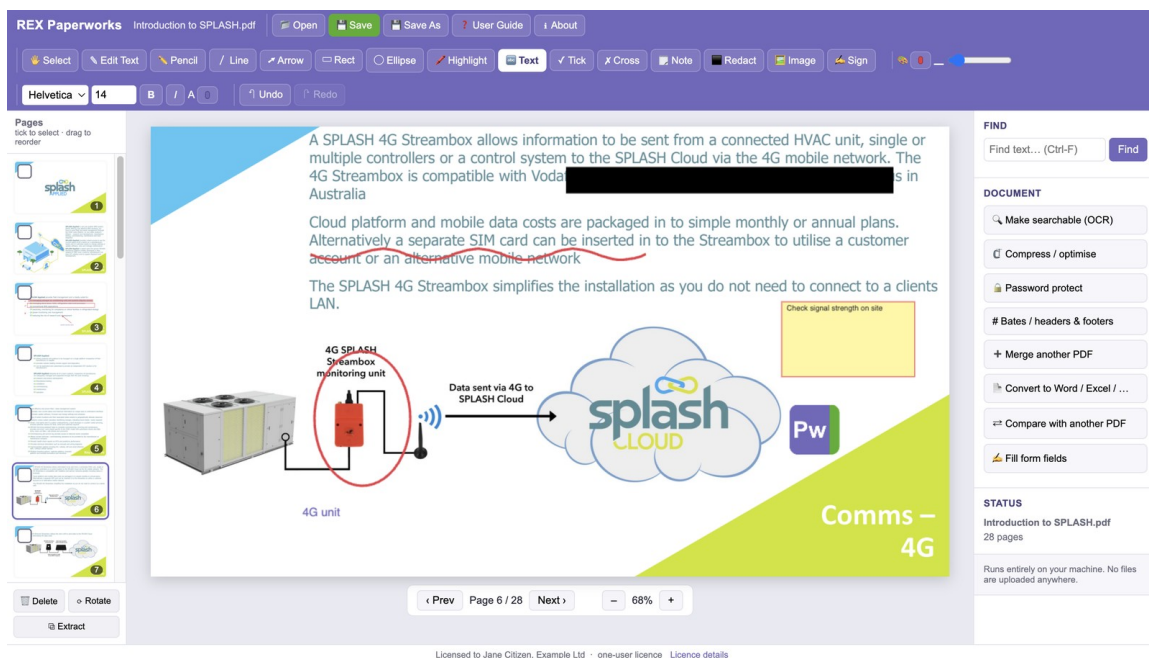
Zoom runs from 20% to 1200%; at high zoom the page is re-rendered sharply and you can scroll in both directions. While pages or OCR are loading, the status panel shows a circular progress ring that fills as the work completes.

4. Markup Tools

Select a tool from the toolbar, then click and drag on the page to draw. Colour and line weight can be changed before or after drawing a shape.

- Select — the default tool; click existing annotations to select, move, resize, or delete them.
- Edit Text — best-effort editing of existing text in a digital (non-scanned) PDF; click a word to change it in place.
- Pencil — freehand drawing.
- Line / Arrow — straight lines, with or without an arrowhead.
- Rectangle / Ellipse — shapes, with an optional fill.
- Highlight — a translucent highlighter stroke.
- Text — a text box, with font, size, bold/italic, and colour controls.
- Tick / Cross — quick approval or rejection marks.
- Note — a sticky note comment.
- Redact — permanently blacks out the selected area — the covered content is removed, not just hidden.
- Sign — place a signature image onto the page.

Undo and Redo (top right of the toolbar) step backward and forward through markup changes.



Markup in use: an ellipse, a freehand pencil line, a redaction bar, a sticky note, a text label and a placed picture. The Text tool is selected, so the font controls show on the toolbar.

Select tool: click a markup to select it (a dashed outline and a resize handle appear), drag it to move, drag the handle to resize, and press Delete to remove it. Ctrl+C / Ctrl+V copies and pastes

a markup. Drag on an empty part of the page to draw a blue selection box: every markup fully inside the box is selected, and the group moves or deletes together.

Text and Note tools open a small in-app dialog for the text (Enter to confirm, Esc to cancel). Notes have two colour pickers: the outline colour is the main colour swatch and the fill colour is the  swatch that appears when the Note tool is active; both are kept in the saved PDF.

Image and Sign tools ask for a picture file, place it at its natural proportions, and show it immediately; it is selected on placement so you can resize it straight away, and you can write text over it with the Text tool.

Redact and Edit Text really remove the original text from the file (not just cover it), even a single word in the middle of a line, so redacted words cannot be recovered by copy-and-paste or search.

5. Document Tools

5.1 Make searchable (OCR)

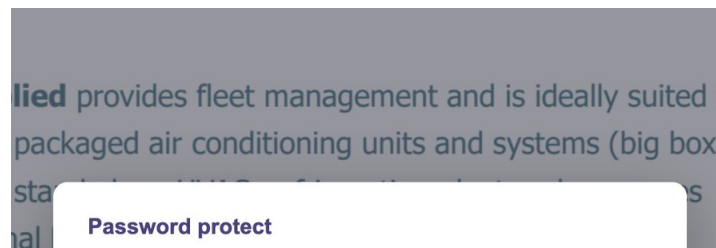
Runs Optical Character Recognition over scanned pages so their text becomes selectable and findable, without changing how the page looks. Pages that already contain real text are left untouched to preserve their quality. OCR needs the free Tesseract engine installed once on this machine — everything else in REX Paperworks works without it.

5.2 Compress / optimise

Reduces file size, useful before emailing a large scanned document.

5.3 Password protect

Encrypts the PDF with a password of your choice.



Password protect asks for the password, then for a place to save the protected copy.

5.4 Bates / headers & footers

Stamps sequential Bates numbering, or a custom header/footer, across some or all pages — commonly used for legal and consenting document sets.

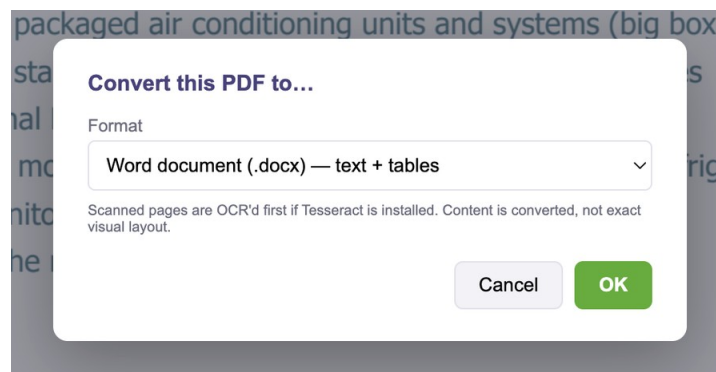
Bates numbering and headers and footers: a prefix, a start number and optional header and footer text.

5.5 Merge PDFs (combine files)

Click Merge, pick one or more PDFs in the file dialog (hold Ctrl on Windows or Cmd on a Mac, or Shift, to pick several), then choose a name for the combined file. The chosen files are appended to the current document in the order picked and the combined file opens in its own tab, where you can drag pages into a different order, delete pages, and use Save As to give it another name. To combine three files, for example, open the first, click Merge and pick the other two.

5.6 Convert to Word / Excel / ...

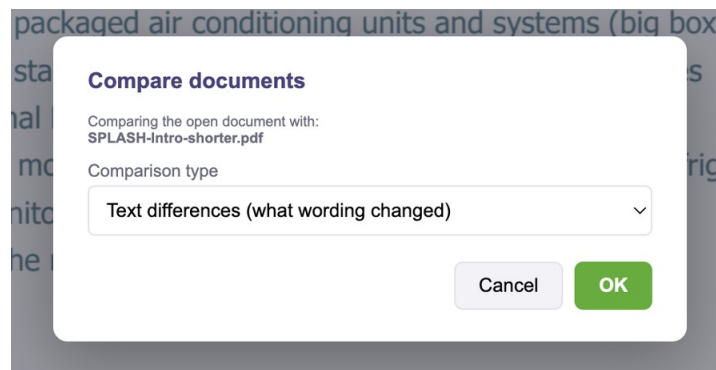
Converts the current document to Word, Excel, plain text, or a set of images. Table detection is used for the Excel conversion where possible.



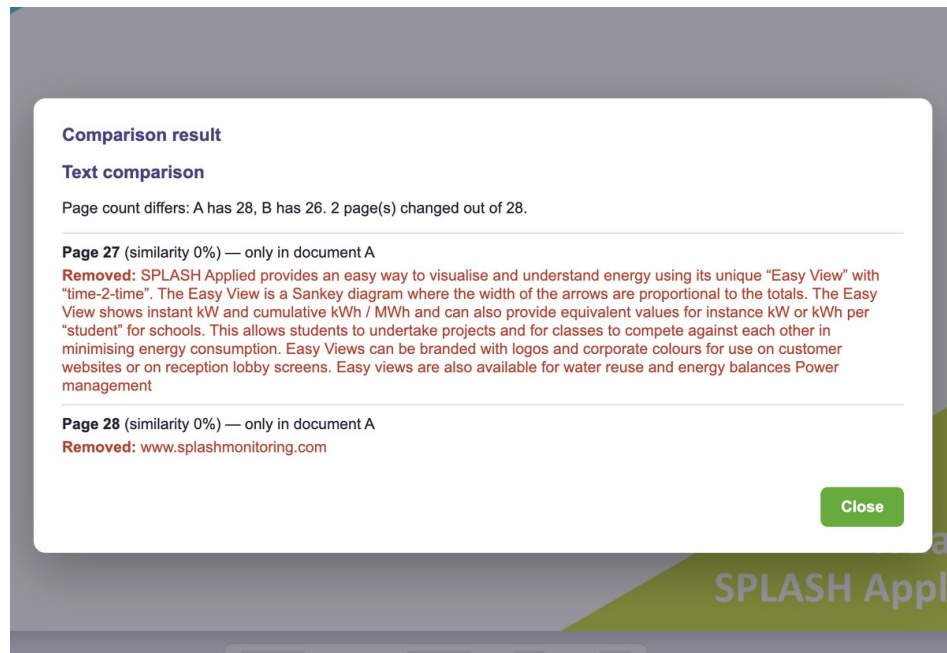
Convert offers Word, Excel, plain text or one image per page.

5.7 Compare with another PDF

Shows a text and visual difference between the current document and another PDF — useful for checking what changed between two revisions of a drawing or document.



Choose the other PDF, then the kind of comparison: text differences or visual differences.



A text comparison: the page count differs and the pages that exist in only one of the two documents are listed with what was added or removed.

5.8 Fill form fields

Reads any interactive form fields in the PDF, lets you fill them in, and can flatten the result so the values become permanent, non-editable page content.

Ticking Flatten locks the filled values so they cannot be edited in other PDF viewers.

e

Fill form fields

This PDF has 6 fillable field(s). Enter values and save.

site_name

Northside shopping centre

visited_by

A. Technician

visit_date

14/10/2026

serial_number

SB-20418

fault_found

☒

comments

Streambox replaced, signal now strong.

Flatten (lock values so they can't be edited)

☐

Cancel

Save

Fill form fields lists every field in the PDF; tick Flatten to lock the values.

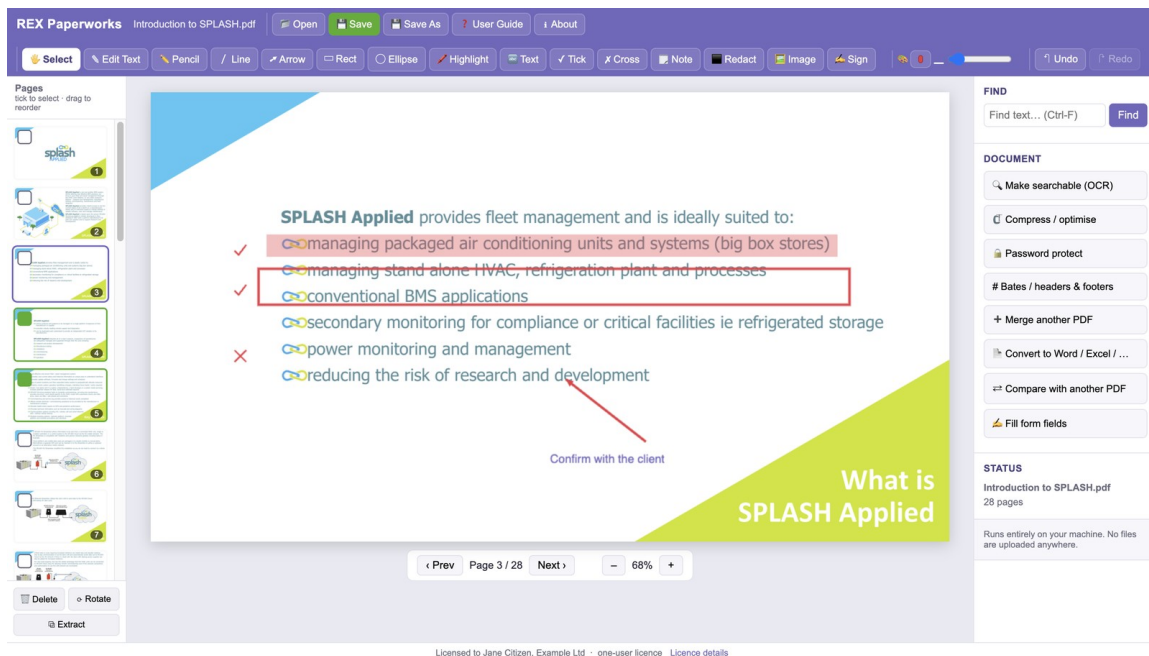
6. Managing Pages

In the Pages panel on the left, tick one or more thumbnails then use:

- Delete — removes the ticked pages from the document.
- Rotate — rotates the ticked pages 90°.
- Extract — saves the ticked pages out as a new, separate PDF.

Pages can also be dragged into a new order directly in the thumbnail list.

Tick several pages and drag any ticked page to move them together; a blue line shows where they will land. Delete, Rotate and Extract act on the ticked pages.

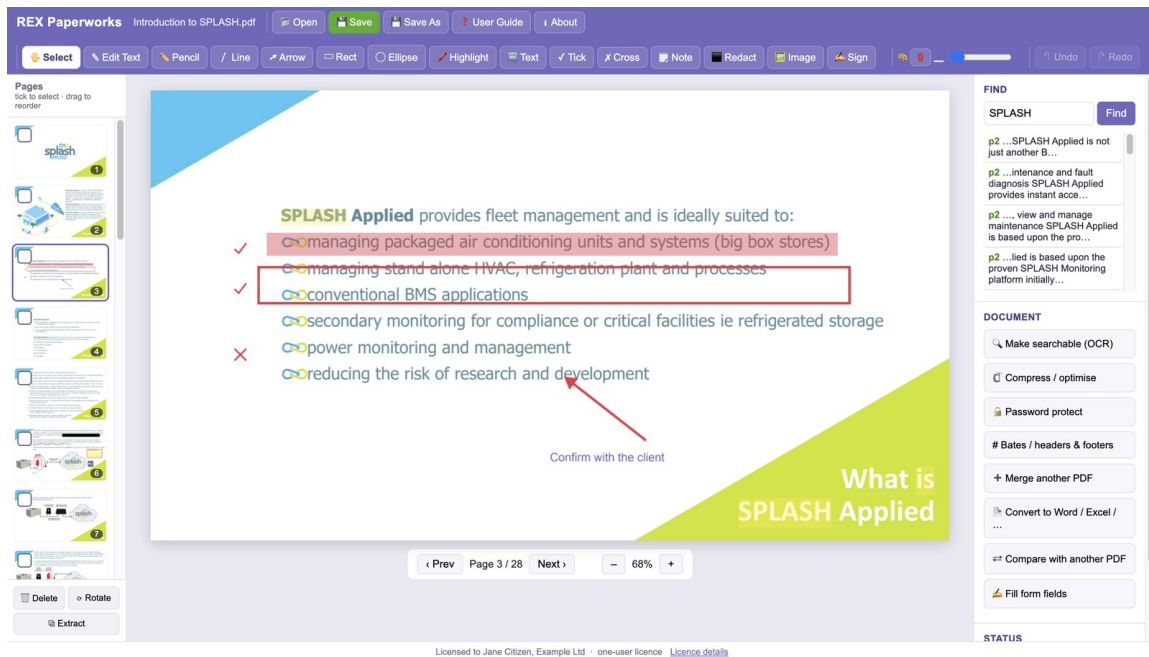


Pages 4 and 5 ticked in the Pages panel, ready to be moved by dragging, rotated, extracted or deleted.

7. Finding Text

Type into the Find box on the right (or press Ctrl-F) and click Find. Matches are listed below the search box — click a result to jump straight to that page.

Every word of a match is highlighted in yellow on the page — on whichever page you navigate to from the results list. Searching for something that is not found clears the previous highlights.



Find lists the matches with a snippet and the page number; click one to go to that page, where every match is highlighted.

8. Installing and activating

8.1 Windows

Download REX-Paperworks-Setup.exe from rexofficesoftware.com/downloads.html and double-click it. If Windows shows "Windows protected your PC", click More info, then Run anyway. The installer is per-user (no administrator rights), adds a Start-menu entry and a desktop shortcut, and an Uninstall entry under Windows Settings. The portable zip works too: Extract All, then double-click REX Paperworks.exe. OCR (Make searchable) and the PDF engines are bundled; nothing else to install.

8.2 Mac

Download the macOS zip, double-click it to unzip, and drag REX Paperworks.app into Applications. The first time, right-click the app, choose Open, then Open again; macOS only asks once. The Mac version uses the system's native Open and Save As panels and keeps its working files in Library, Application Support, REX Paperworks in your home folder. OCR on the Mac needs the free Tesseract engine (see the one-time install link the program shows); everything else works out of the box.

8.3 Licence, activation and support

Before you activate, tick "I accept the REX Licence Agreement and Terms of Sale" on the activation window (the link opens the agreement in your browser). The Windows installer also

shows the agreement and asks you to accept it. The version accepted and the date are recorded with your licence.

The activation window: it asks for your name, an optional company and the licence key, and for your acceptance of the licence agreement.

- **The licence.** A licence is issued to one named user. The key carries your name, not a computer, so you can use the program on the computers you use yourself, but nobody else may use it: each person needs their own licence. The key is checked offline; nothing is sent anywhere. REX Paperworks has no free trial.
- Your key is emailed to you at once when you buy. The first time the program runs, the activation window asks for your name (exactly as it appears in that email; capitals and spaces do not matter), your company (optional, shown on screen only) and the key. Tick that you accept the licence agreement and click Activate. Afterwards the program shows "Licensed to <your name>, <your company>" in a slim bar at the bottom of its window, and the About window (the About button next to User Guide at the top of the window) shows the same details. Keep the purchase email: you need the same name and key to reinstall.
- **A new computer or a new user.** To use the program on a new computer of your own, install it there and enter the same name and key; nothing needs approval. If you change your

name, or the licence must pass to another person in your business (for example when an employee leaves), email support@rexofficesoftware.com and we will tell you what we can do or issue a key for the new user. If the program says "Key does not match this user name", type your name exactly as it appears in the key email.

- **Support.** support@rexofficesoftware.com, included, subject to the fair-use policy at rexofficesoftware.com/support.html. Say which product, what you did, what you expected and what happened.

8.4 Updating

Install the new version over the old one. Your licence is kept; the program folder holds nothing of yours.

9. What changed in this edition

- Runs on macOS (Apple silicon) as well as Windows 10/11, with native file dialogs on the Mac.
- Fixes from the September review: arrow heads point the right way, Save As keeps working on the saved file, annotations no longer disappear after Find or Save, and pages render identically on both platforms.
- Licensing (14 October 2026): REX Paperworks is licensed to one named user and the key is no longer tied to a computer. The activation window asks for your name, an optional company and the key; the program shows "Licensed to" your name (and company) in a bar at the bottom of its window and in a new About window; there is still no free trial. Keys made for one computer on 13 October 2026 are replaced free on request.
- Screenshots (13 October 2026): the manual now shows the window, the pages panel, markup, find, merge, Bates numbering, password, convert, compare, form filling and the activation window, taken from the program itself.
- 12 October 2026: Merge now lets you pick several PDFs at once and opens the combined file in its own tab, so you can reorder, delete and rename it straight away (section 5.5). Tested on the Mac and Windows with 20 PDFs: tabs, page moves, deletes, rotates, extract, combine three files, drawing, pictures, signatures, marks and Bates stamps.
- This edition of the manual is dated 14 October 2026.