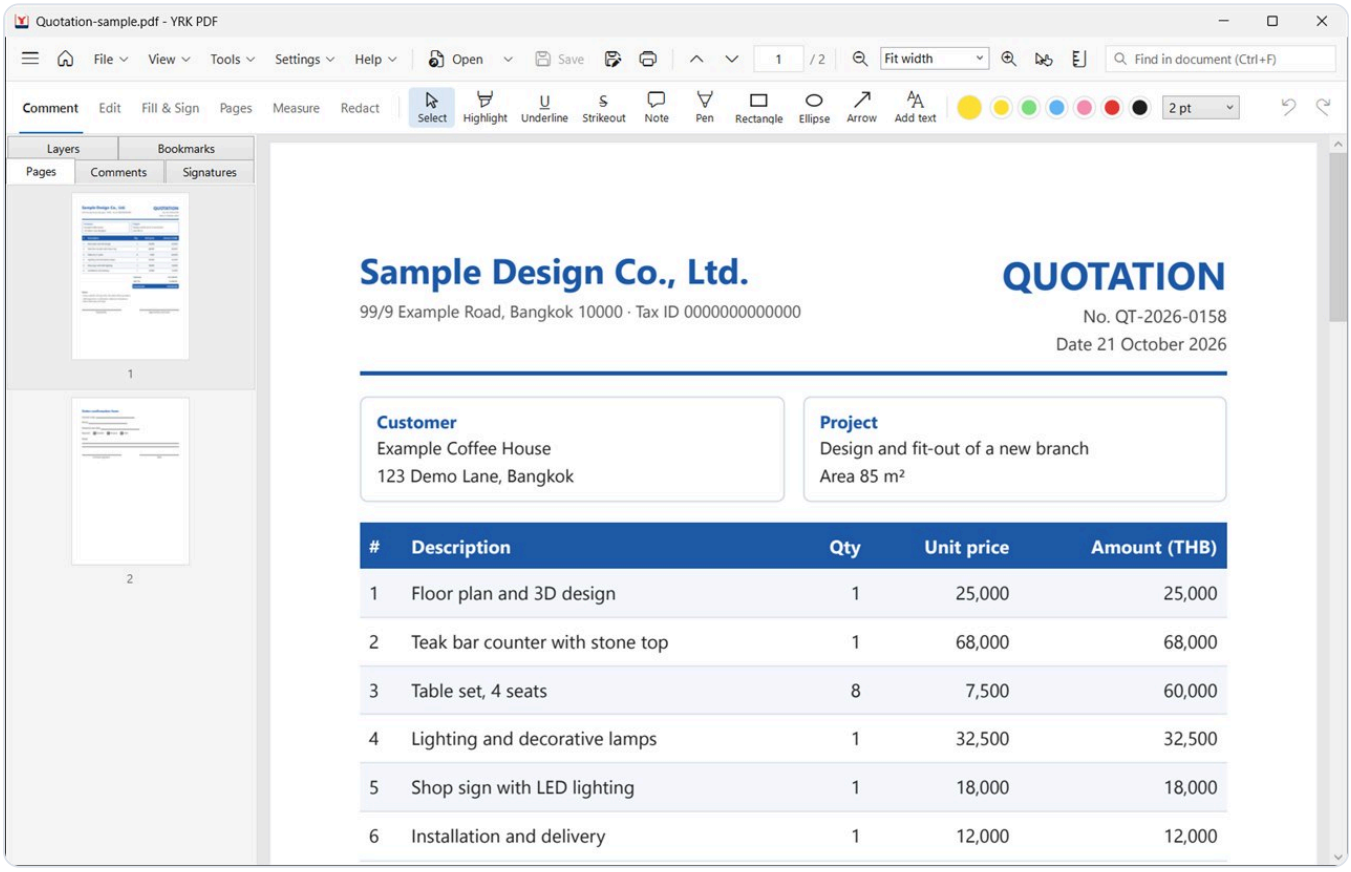
User Guide
YRK PDF

A free PDF program for Windows: read, edit, fill in forms, sign, organize pages, convert files and measure drawings. Everything runs on your own computer.



YRK LAB

Contents

1. Getting started
2. Reading and finding
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8. e-Tax Invoice
9. Drawings: DWG, measuring, counting
10. Passwords and redaction
11. Saving, printing and updates
12. Keyboard shortcuts
13. Common problems and contact

1 Getting started

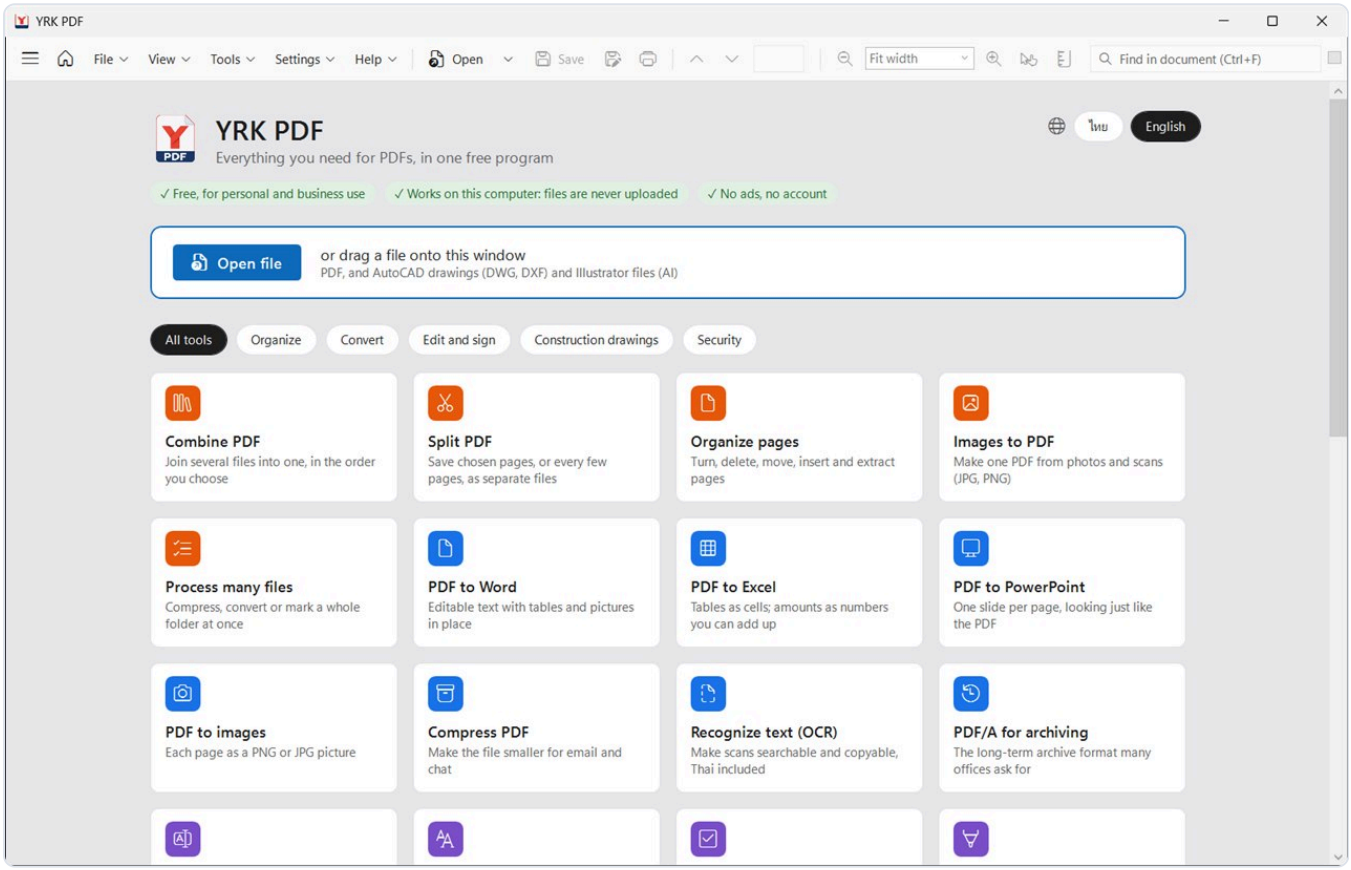
YRK PDF is free, with no ads and no account, and it never sends your files anywhere.

Opening files

- Drag a PDF from File Explorer onto the window.
- Or press Ctrl + O, or the **Open** button. The arrow next to it lists recent files.
- Open several files at once: each one gets its own tab.
- Besides PDF, AutoCAD drawings (DWG, DXF) open too.

Start page

With no file open, or after the house button, the start page shows every tool, grouped by task. Click a card to start.



The start page: every tool, grouped by task

The main window

- **Top row:** the **File, View, Tools, Settings, Help** menus (Alt and the first letter, such as Alt + F), then Open, Save, Print, page buttons, zoom and the search box.
- **Second row:** the task tabs **Comment · Edit · Fill & Sign · Pages · Measure · Redact**, each with its own tools. Undo and Redo are at the far right.
- **Sidebar:** page thumbnails, the comment list, signatures, drawing layers and bookmarks. The three-line button at the top left shows or hides it.

> **Language: Settings → Language / ภาษา** switches between English and Thai.

2 Reading and finding

Zooming and moving around

- Zoom with the + and – buttons, or hold Ctrl and turn the mouse wheel. The zoom box has **Fit page** and **Fit width**.
- Drag the page with the **Hand tool** (H), or hold Space and drag, or drag with the middle mouse button.
- Go to a page by typing its number in the page box, or click its thumbnail in the sidebar.

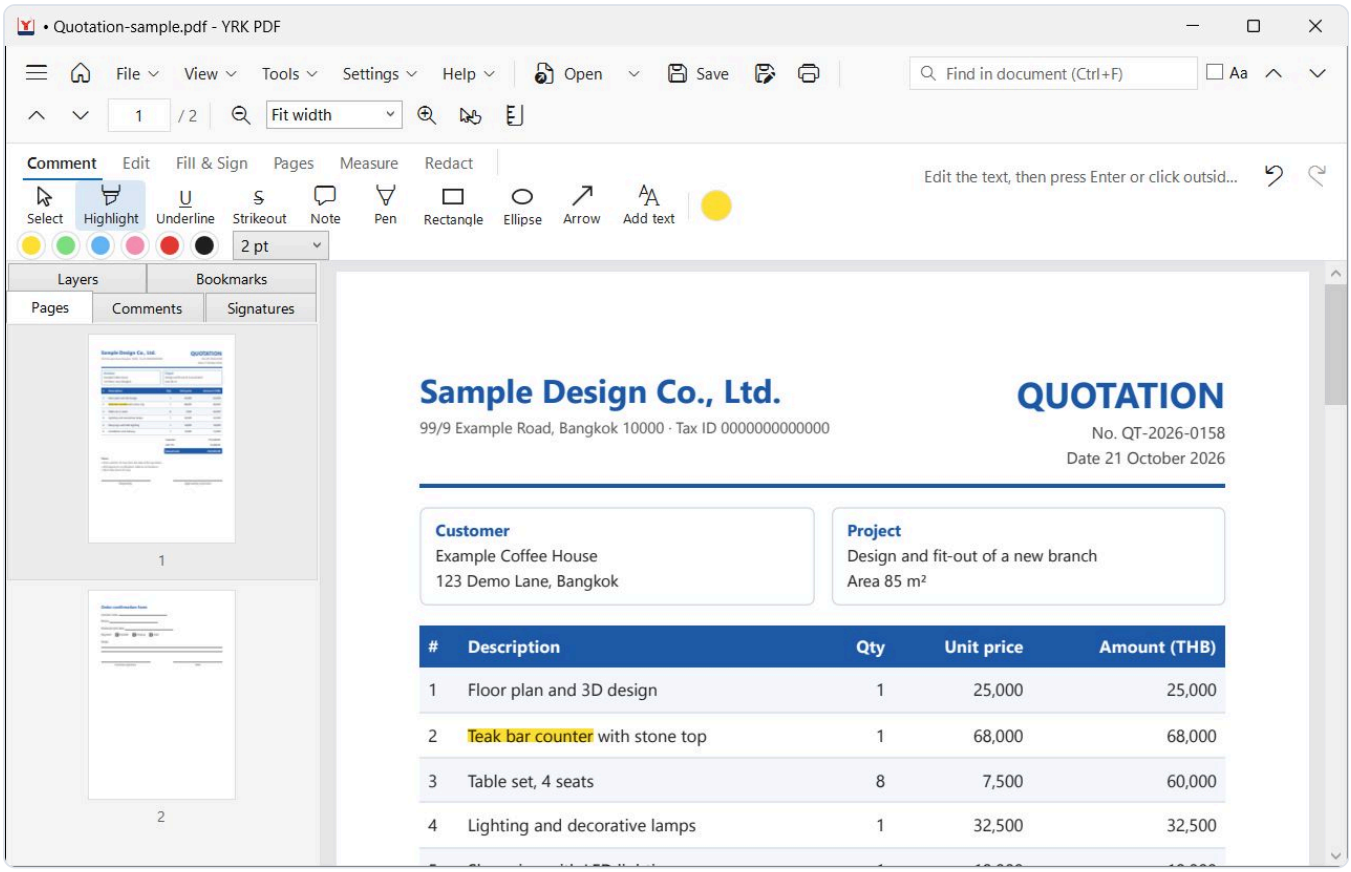
Finding and copying

- Press Ctrl + F, type, then Enter or F3 for the next result. Tick **Aa** to match upper and lower case.
- Drag over text with the **Select** tool and press Ctrl + C to copy it.
- Thai stored with its vowels or tone marks out of order is put right when you copy and search. Pages printed from Excel, whose stored text is jumbled, are copied and searched line by line as printed.

> **Scanned files:** if search and copy find nothing, the pages are pictures. Run **Recognize text (OCR)** first (chapter 7).

3 Highlights and comments

The **Comment** tab is for reviewing, marking up and leaving notes. Other PDF programs, Adobe Acrobat included, show them too.



Every comment tool has its name under the icon

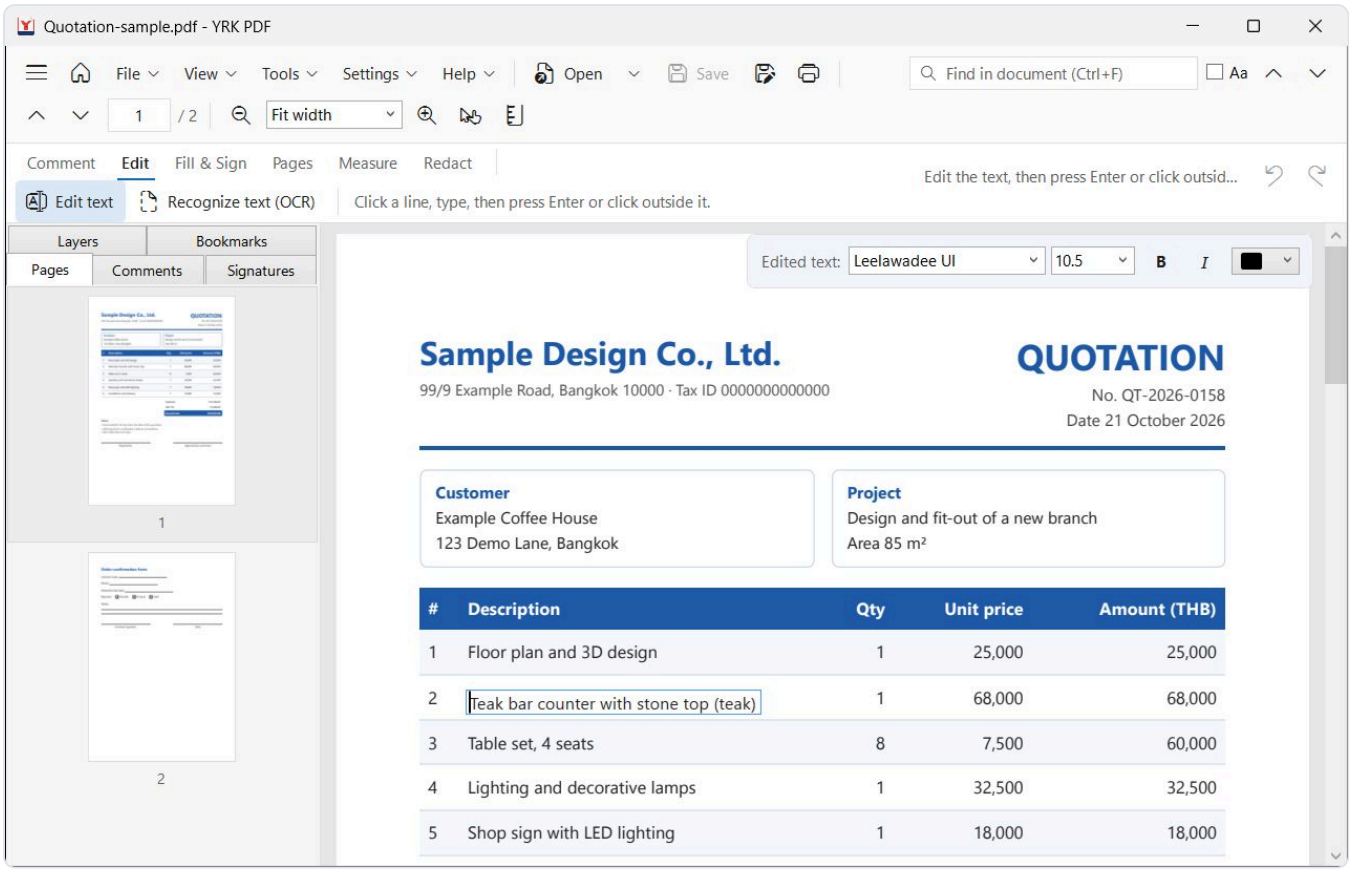
- **Highlight, Underline, Strikeout:** choose the tool and drag over text.
- **Note:** click where it belongs, then type in the sidebar.
- **Pen, Rectangle, Ellipse, Arrow:** drag on the page to draw.
- **Add text:** click and type.
- Colour and line width are on the same row.

Changing comments

- With the **Select** tool, drag a comment to move it, or drag a corner to resize it.
- Delete removes it; Ctrl + Z brings it back.
- All comments are listed in the sidebar's **Comments** tab; click one to go there.

4 Editing text

Change words in the PDF itself, Thai included. The new words are real text that can be searched and copied.



Click a line, or a cell of a table, and type

1. On the **Edit** tab, choose **Edit text**.
2. Click the line to change. In a table only that cell is taken; the rest of the row stays where it is.
3. Type, then press Enter or click somewhere else. The new text goes into the page at once.
4. Not right? Ctrl + Z brings the old text back; Esc while typing cancels.

Fonts

The document's own font is used when it is installed on this PC. Otherwise a similar font is chosen and sized to look as tall. While typing, the bar at the top of the page changes the font, size, bold, italic and colour.

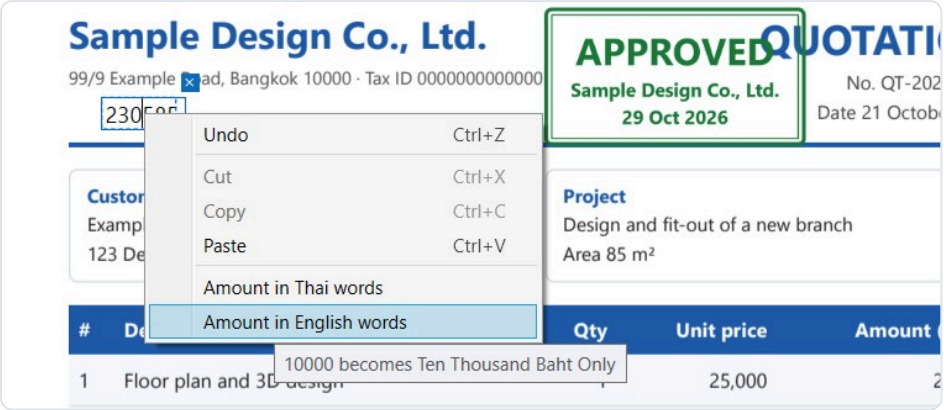
> **The file changes when you save:** while you work the changes live in a temporary copy. Your file only changes on Ctrl + S.

5 Forms and signatures

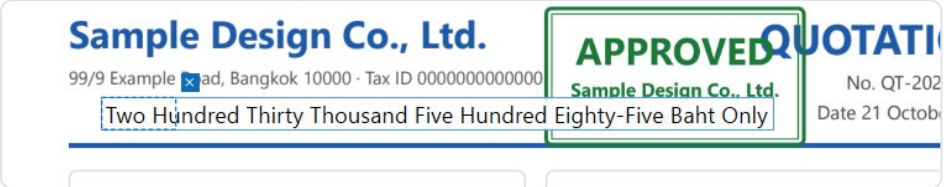
Filling in a form

If the PDF has form fields, click one and type. Thai shows correctly, and the form can be filled on in Adobe Acrobat as usual.

Amounts in words: type an amount such as 10000 in a field (or in added text), right-click and choose **Amount in Thai words** for "หนึ่งหมื่นบาทถ้วน", or **Amount in English words** for "Ten Thousand Baht Only". Satang are written too (1234.50 is "หนึ่งพันสองร้อยสามสิบสี่บาทห้าสิบสตางค์").



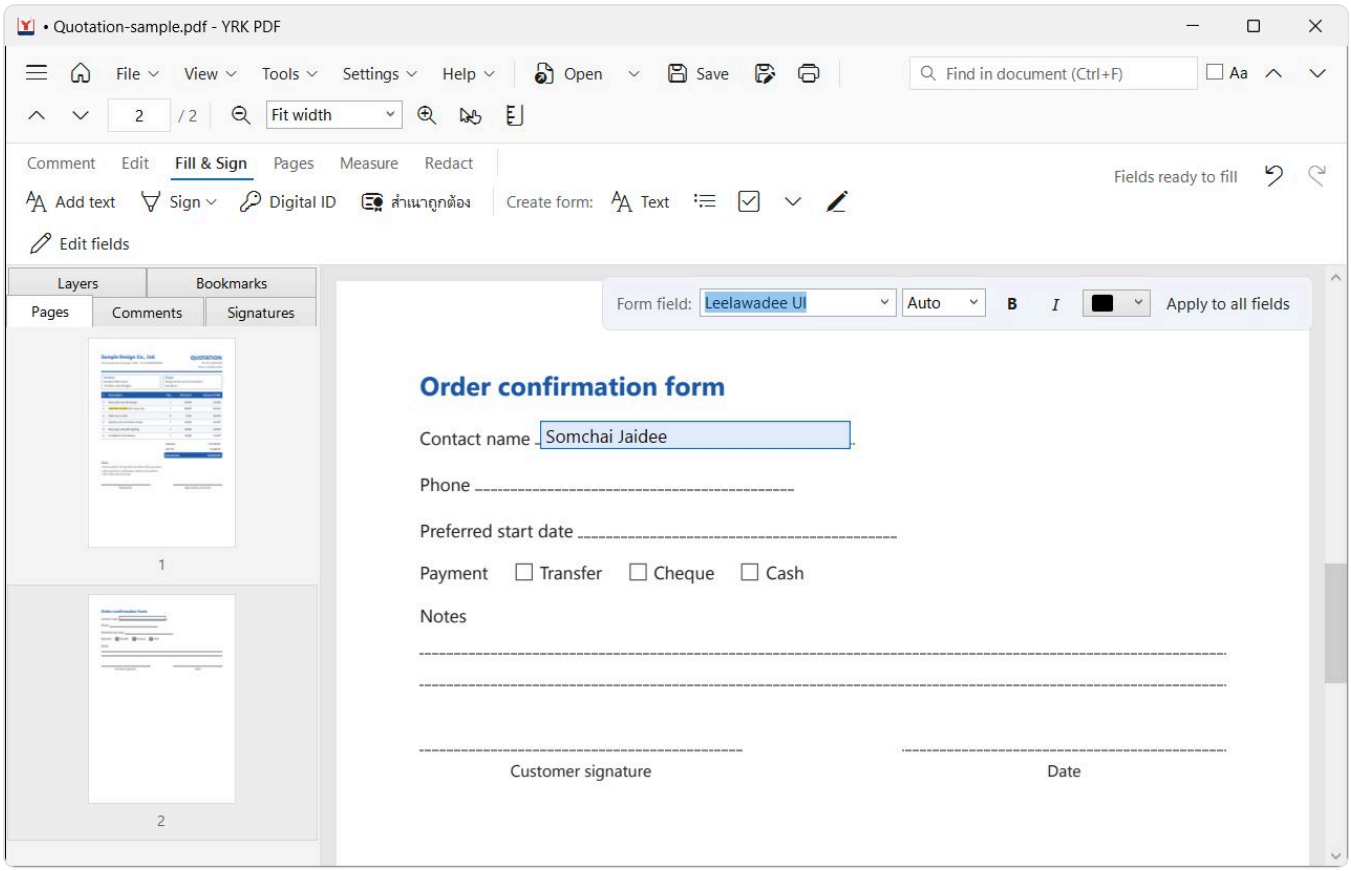
Right-click the number and choose an amount in words



230585 becomes "Two Hundred Thirty Thousand Five Hundred Eighty-Five Baht Only"

Making your own form

1. **Fill & Sign** tab → **Create form**: choose a field type, such as text, list or check box.
2. Drag a box on the page, name the field and press **Add field**.
3. Press Enter or click outside: the field can be filled straight away.
4. **Edit fields** changes or deletes fields.



A new field, ready to fill before saving

Amount in words

The **Amount in words** card in the home page's **Accounting** group, or **Insert → Amount in words...**, turns an amount into Thai and English words to copy or put on the page. In a form field or added text, a button appears under the box when you type an amount; right-clicking the number works too, also on added text already placed.

The Insert menu

The **Insert** menu in the top row (Alt + I) has everything that can be added to a file in one place: text, pictures, symbols, signatures, stamps, lines, arrows, shapes, the pen, notes, pages from another file, watermarks and page numbers.

- **Lines and arrows:** drag on the page. Hold Shift for 45° steps, for an exactly level line.
- **Symbols:** such as ✓ ✗ ☐ ☑ ● ★. Choose one and click where it should go. They resize like a picture and stay sharp at any size.
- Choose the colour on the **Comment** tab.
- Lines, arrows, shapes, pen strokes and notes are comments, so they can be moved or removed even after saving. Text, pictures, symbols and signatures become part of the page when saved.

Adding a picture

- On the **Fill & Sign** tab, press **Add picture**, choose a file and click where it should go. Or copy a picture and press Ctrl + V, or drop a picture file on the window.
- Drag the picture to move it, and its lower-right corner to resize it (the proportions stay). Delete or the × removes it; Ctrl + Z undoes.

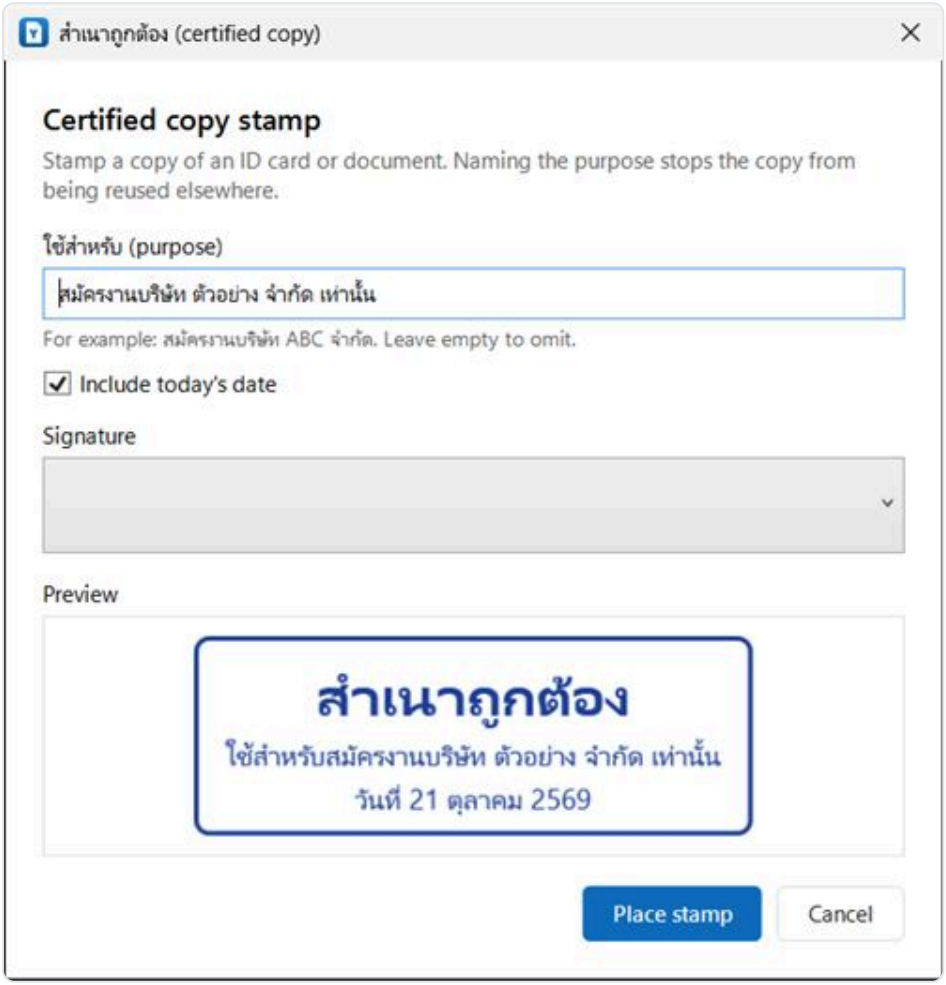
- Once the file is saved the picture is part of the page and can no longer be moved or resized, so place it before saving.

Signing

1. Press **Sign** and create a signature: draw it with the mouse or a pen, type your name, or import a photo of it on white paper (the white is removed).
2. Click the page to place it, then drag to move or resize it.
3. If you keep the signature for next time, it is stored encrypted on this PC.

Certified true copy

สำเนาถูกต้อง stamps "สำเนาถูกต้อง" (certified true copy) on a copy of an ID card or document, with your signature. Write what the copy is for, such as a job application, so it cannot be reused elsewhere, and add today's date if you like.



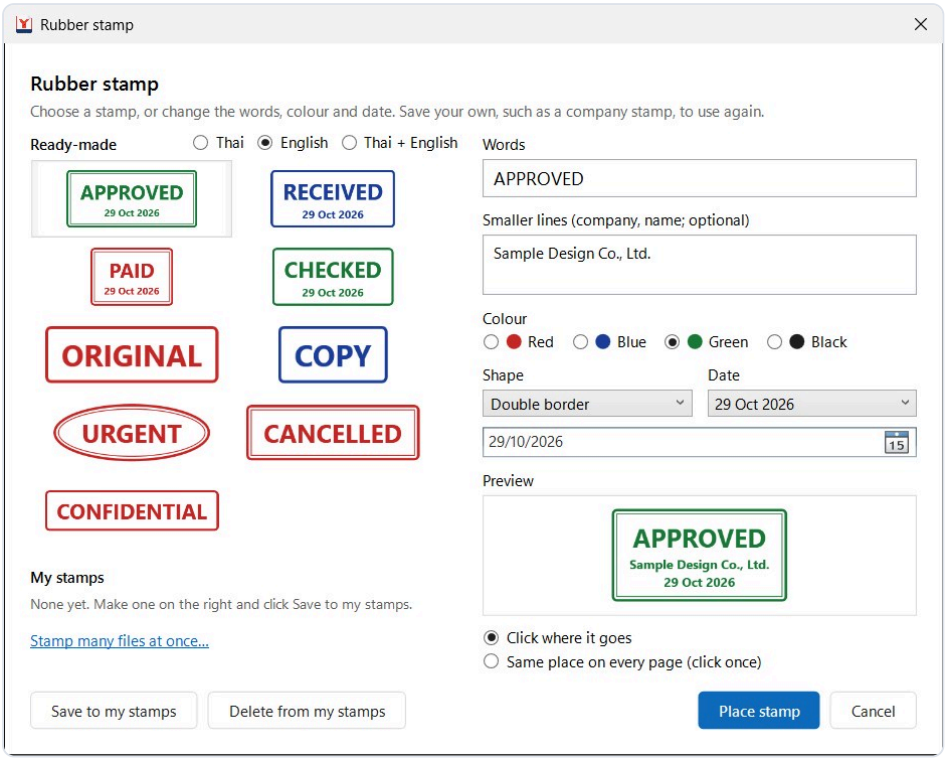
The certified copy stamp with its purpose and signature

Rubber stamps

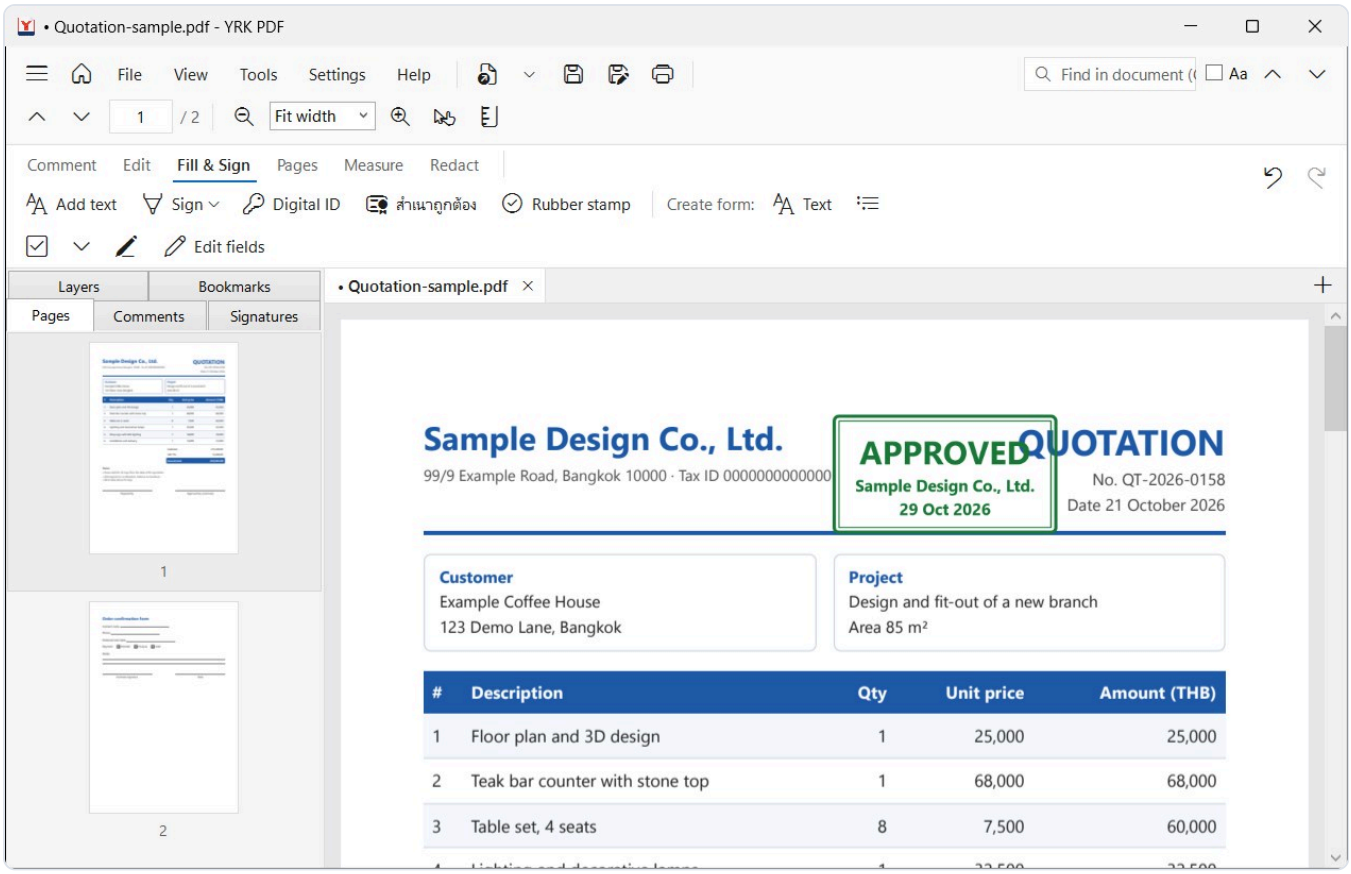
Rubber stamp has the stamps offices use every day: approved, received, paid, checked, original, copy, urgent, cancelled and confidential, with the date (Thai Buddhist year or English). Choose Thai, English, or both (the Thai word with the English one under it). Pick another date, change the words, colour and shape, or add small lines under the word, such as your company name or "by .....", then click **Save to my stamps** to use it again.

Click on the page to place the stamp; drag to move or resize it. Its words are saved as real text, so they can be searched and copied.

To stamp a whole document, choose **Same place on every page** and click once: the stamp goes on every page (one Undo removes them all). **Stamp many files at once…** stamps a list of files or a folder, at a corner of the first or every page, and saves the results as new files.



Choose a ready-made stamp, or change its words, colour, shape and date



An "APPROVED" stamp with the company name and date on a quotation

Digital signatures (Digital ID)

A digital signature (PAdES) proves who signed and shows whether the document changed afterwards. Press **Digital ID** and choose an ID on a USB token, add a .pfx file from your certificate authority, or create your own. Choose whether the signature shows on the page and whether to add a trusted timestamp (needs internet). Signatures in a file are listed in the sidebar's **Signatures** tab.

- **Signature type:** **Approval** for an ordinary signature, or **Certify as the author** to decide what may still happen afterwards (form filling and signing, comments as well, or no changes at all). Only the first signature of a document can certify it.
- **Before signing version:** in the sidebar's **Signatures** tab, press **Save version before signing...** to save a new file without changing the original. Before saving, the program explains which signatures and post-signing edits will be lost. This is unavailable for files rewritten in full during or after signing; copies already sent to others still have their signatures.
- **Signing an already signed file:** the program warns before appending another signature. Existing signatures remain, and if there are unsaved changes, the earlier signature will show as changed after signing. Already signed files can only receive approval signatures; certification is not offered.
- **Long-term validation data:** stores your certificates and their revocation lists in the file (PAdES B-LT), so the signature can be checked years later, even after the certificate expires. Best together with a trusted timestamp.

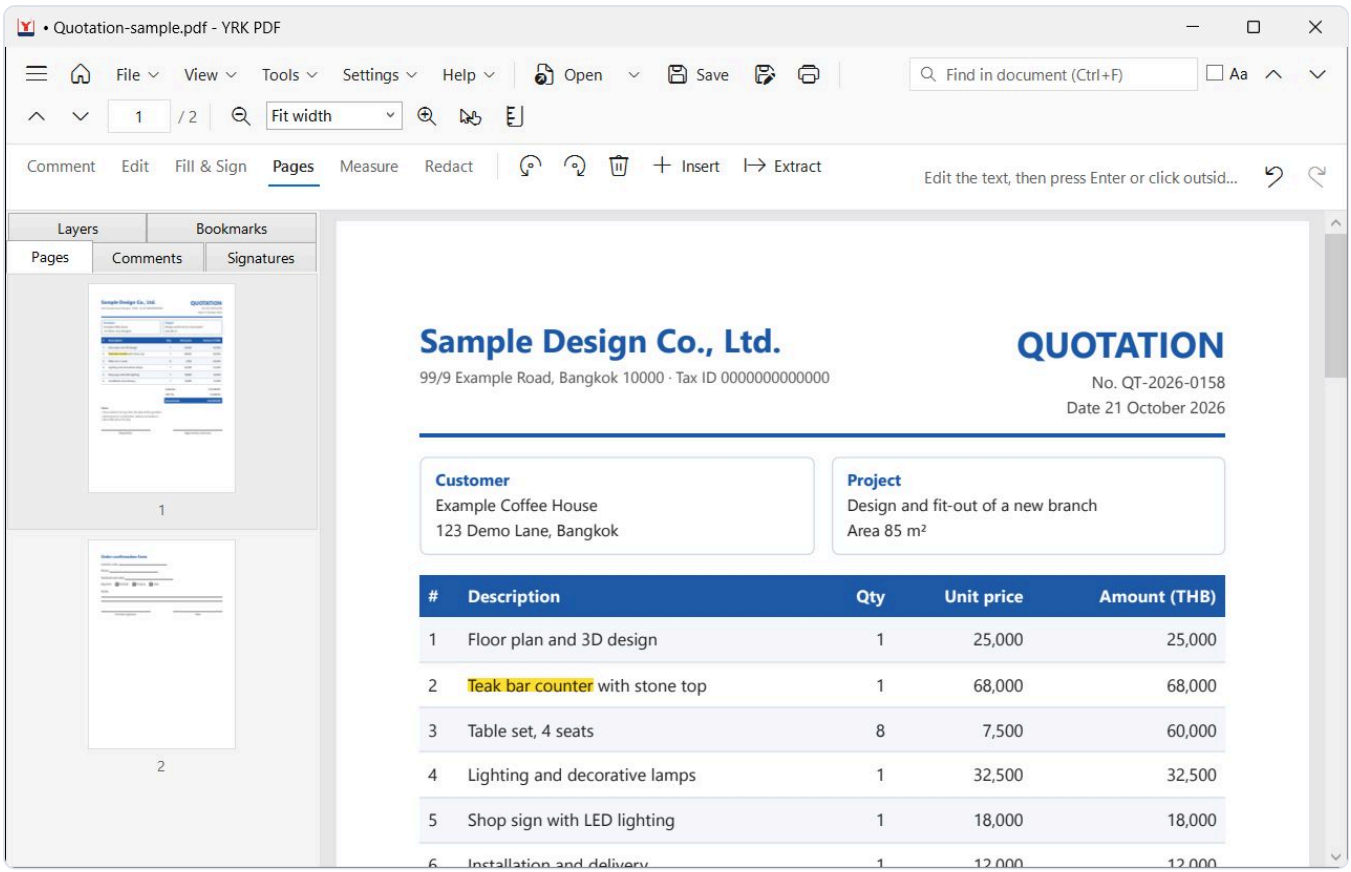
What the statuses mean:

- **Signed, but the document was changed after signing** means the content changed after that signature. **View signed version** shows the version that was signed.

- Adding more signatures one after another is normal and still shows valid.
- Files co-signed in other programs may show “changed after signing” when that program changed other parts of the file while signing.
- Timestamps are trusted only when the timestamp authority is trusted by Windows.
- LTV files can be checked offline.

Backing up or deleting an ID: select an ID file in the digital signature window, enter its password, and press **Back up this ID...** or **Delete this ID...**. Documents already signed stay valid, but a deleted ID can sign nothing more; its file goes to the Recycle Bin. Certificates in Windows and USB tokens are managed with Windows or their issuer's tools.

6 Pages and files



The Pages tab: rotate, delete, insert and extract

- **Rotate, delete, insert, extract:** select thumbnails in the sidebar (hold Ctrl for several), then use the **Pages** tab.
- **Move pages:** drag a thumbnail to its new place.
- **Combine files:** **Tools → Combine files...**; pick the files and put them in order.
- **Split:** **Tools → Split this PDF...** saves chosen pages, or every few pages, as separate files, or **splits at the bookmarks**: one file per chapter, named after it, such as "01 - Introduction.pdf" (choose how many levels deep).
- **Images to PDF:** **Tools → Images to PDF...** makes one PDF from photos and scans (JPG, PNG).
- **Watermark and page numbers:** add a watermark, header, footer or page numbers from the **Tools** menu.

Cleaning up scans

Tools → Clean up scan (straighten, edges, blank pages)... (or the **Clean up scans** card on the home page) checks every page and shows what it found; tick what to fix:

- **Straighten tilted pages:** turns a page scanned at an angle so its lines are level (up to about 6°).
- **Trim dark scanner edges:** cuts off the black bands a scanner lid leaves around the page.
- **Delete blank pages:** such as empty backs of sheets; specks and faint show-through from the other side still count as blank.

Ctrl + Z puts everything back, and the file only changes when you save.

7 Converting and compressing

PDF to Word
Editable text with tables and pictures in place

PDF to Excel
Tables as cells; amounts as numbers you can add up

PDF to PowerPoint
One slide per page, looking just like the PDF

PDF to images
Each page as a PNG or JPG picture

Start from the cards on the start page, or **File → Export**.

Compress PDF

Tools → Compress this PDF..., then choose:

- **Recommended**, 150 dpi: good for email and most upload forms; text stays sharp.
- **Smallest file**, 96 dpi: for strict size limits such as 1–2 MB.
- **High quality**, 220 dpi: for printing.

A new copy is always saved; the original does not change. Photos and scans shrink a lot; files of plain text shrink little.

Recognize text (OCR)

Makes scans searchable and copyable, in Thai and English. It is on the **Edit** tab and in the **Tools** menu.

PDF/A for archiving

The long-term archive format many offices ask for: **Tools → Save as PDF/A (for archiving)...**

Many files at once

Tools → Process many files... compresses, converts, watermarks or rubber-stamps a whole folder in one go.

> **Digital signatures:** compressing or converting a digitally signed file makes the signature in the copy invalid. Do it before signing.

8 e-Tax Invoice

Makes a Thai tax invoice as PDF/A-3 with the Revenue Department's XML (ETDA standard ขมธอ. 3-2560) inside: the **e-Tax Invoice** card in the home page's **Accounting** group, or **Tools → e-Tax Invoice...**

1. Choose the document: tax invoice, invoice/tax invoice, receipt/tax invoice or delivery order/tax invoice.
2. Fill in the seller (once; it is remembered), for whom the Revenue Department requires the house number, province, district and subdistrict, and the buyer. A buyer is identified by tax ID and branch, Thai ID card or passport; 13-digit numbers are checked.
3. Type the items in the table. The amount before VAT, the VAT and the total, with the total in Thai words, show as you type. Tick **Prices include VAT** when the prices you type already include it.
4. Press **Create e-Tax Invoice** and choose where to save. The next document number counts on by itself.

Addresses and postcodes

- Select **Province**, **District** and **Subdistrict** to fill in **Postcode** automatically. If a subdistrict has several postcodes, a list appears for you to choose from.
- Type **Postcode** first to narrow down the province, district and subdistrict choices. You can always type or edit the postcode yourself; if it does not match the subdistrict, the app only warns you and still lets you use it.
- The postcode data is stored in the app and works offline. It is from 2018 (B.E. 2561), so it may not reflect changes made since then.
- For the buyer's address, choose between **Thai address (separate fields)** and **Type the address yourself**, for example for a buyer outside Thailand.

บริษัท ตัวอย่างการค้า จำกัด
99/9 ถนนพระราม 9 แขวงห้วยขวาง เขตห้วยขวาง กรุงเทพมหานคร 10310
เลขประจำตัวผู้เสียภาษีอากร 0-1055-36000-31-3 สำนักงานใหญ่
โทร. 02-000-0000

ใบกำกับภาษี
ต้นฉบับ

ลูกค้า บริษัท ผู้ซื้อทดสอบ จำกัด 1 ถนนสุขุมวิท แขวงคลองเตย เขตคลองเตย กรุงเทพฯ 10110 เลขประจำตัวผู้เสียภาษีอากร 0-1055-36000-31-3 สำนักงานใหญ่	**เลขที่** INV202610-0001 **วันที่** 30 ตุลาคม 2569

ลำดับ	รายการ	จำนวน	หน่วย	ราคาต่อหน่วย	จำนวนเงิน
1	กระดาษ A4 80 แกรม	10	รีม	120.05	1,200.50
2	ค่าจัดส่ง	1		300.00	300.00

รวมเป็นเงิน	1,500.50
ภาษีมูลค่าเพิ่ม 7%	105.04
จำนวนเงินรวมทั้งสิ้น	**1,605.54**

(หนึ่งพันหกร้อยห้าบาทห้าสิบสี่สตางค์)

ผู้รับเงิน / ผู้รับสินค้า
วันที่ ...../...../.....

ผู้มีอำนาจลงนาม
วันที่ ...../...../.....

เอกสารนี้จัดทำในรูปแบบอิเล็กทรอนิกส์ (e-Tax Invoice)

The invoice made (PDF/A-3 with the XML inside); the invoice itself is in Thai

Sending it to the buyer:

- **e-Tax Invoice & e-Receipt:** sign the file with your company's digital ID (**Digital signature**), then send it the way you registered with the Revenue Department.
- **e-Tax Invoice by Email:** from the email address registered with the Revenue Department, send this one file to the buyer with a copy to csemail@etax.teda.th, with the subject written as the Revenue Department asks. The service stamps the time on it.

Testing before real use

- **Check the XML for free, with no registration:** on the Revenue Department's **etax.rd.go.th → Support → data structure check** page, choose the XML taken out of the PDF.
- **e-Tax Invoice by Email:** ask ETDA for a test at eservice@etda.or.th before sending for real.

YRK PDF e-Tax status

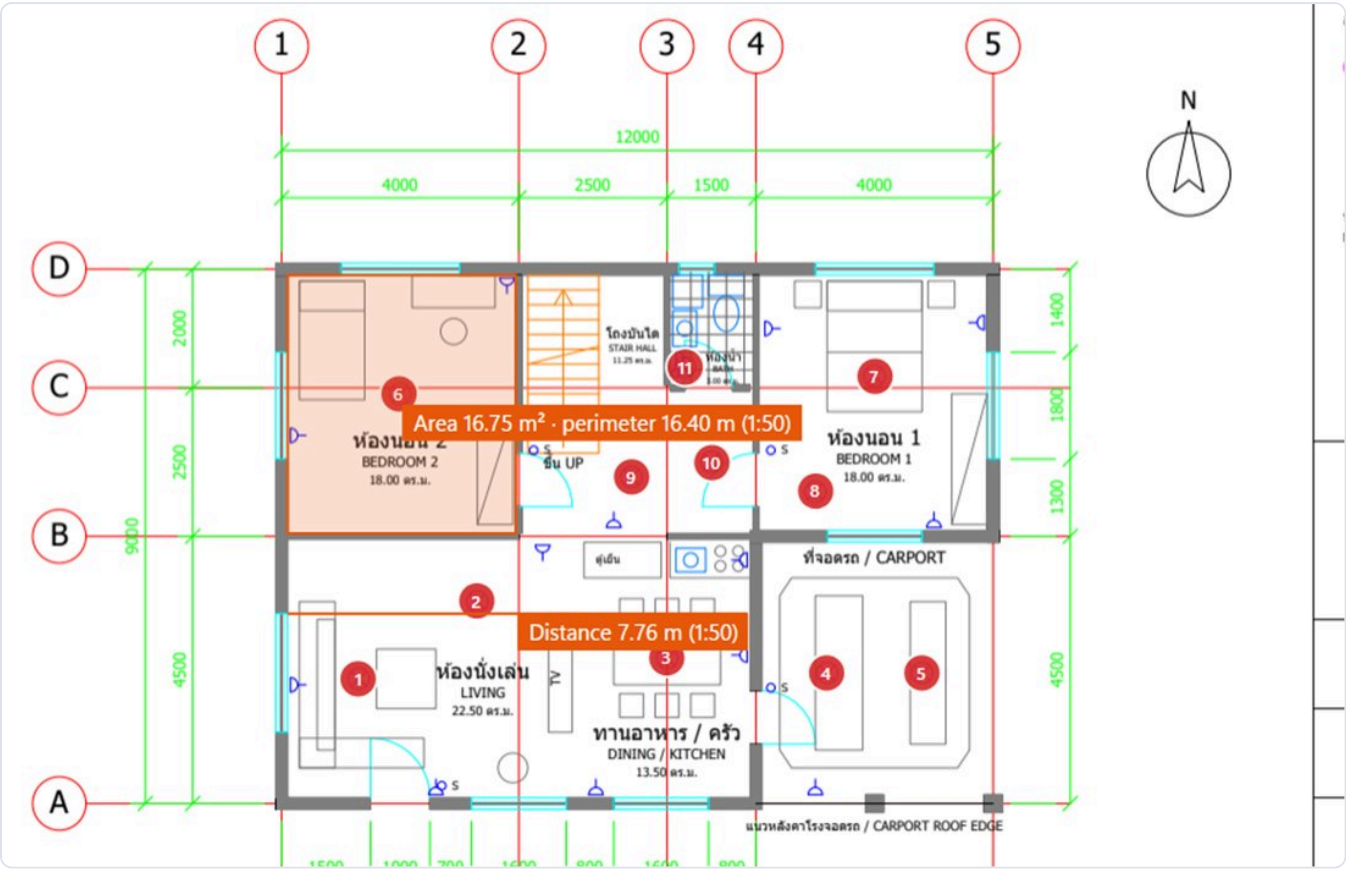
- Follows ETDA standard ขมธอ. 3-2560, version 2.0
- A sample XML file passed the structure check on the Revenue Department's validation page
- It has never been tested by actually submitting to the e-Tax Invoice system
- It is not certified by the Revenue Department
- YRK PDF is not an e-Tax Invoice service provider. You must check the file and are responsible for submitting it yourself

Before using it for real: register with the Revenue Department first. In this version the XML is not signed separately (XAdES).

9 Drawings: DWG, measuring, counting

Opening AutoCAD drawings

DWG and DXF files open without AutoCAD. The drawing is shown like a PDF, at its scale, and layers can be shown or hidden in the sidebar's **Layers** tab.



Areas and lengths on a drawing, at the drawing's scale

Measuring

- The **Measure** tab has **Distance**, **Path**, **Area** and **Count**.
- **Scale:** **From the drawing** uses the scale stored in the file; or pick one; or press **Calibrate** and drag over a length you know.
- **Snap:** catches line ends and middles of the drawing. Hold Shift for 45° steps.
- For an area or a path, click each corner, then press Enter or double-click to finish.
- Click a result's label to select it, then drag a corner to correct it. Delete removes it.
- **Add to document** keeps the measurements in the file as comments.

Counting

Name a type, such as "Door" or "Light", and click each one on the drawing. Numbered marks are added; copy the list into Excel or save it as a file.

Comparing versions

Tools → Compare with another version... shows what changed between two revisions.

Rulers: Ctrl + R. They show millimetres on paper, or the drawing's units at its scale.

10 Passwords and redaction

Adding and removing a password

- **File → Protect with password...** locks the whole file, or only printing and copying.
- **File → Remove password protection...** saves a copy without the password (you need the password to open it).

Protecting an already signed file removes its signatures, and the app warns before doing it.

Redact (black out for good)

1. On the **Redact** tab, drag over what must go, or press **Mark search results** to mark every place with the word in the search box.
2. Check the marks, then press **Apply redactions**.
3. The text, pictures and lines under the marks are removed, not just covered, and the result is saved as a new file.

Redaction also removes from the whole file:

- Page thumbnails; document information and metadata (XMP); bookmarks; attachments; structure tags; XFA
- Actions that run programs or send data (JavaScript, launching programs, submitting forms)
- Pages where graphics cross a marked area are converted to an image, so their text can no longer be selected.
- Annotations and links outside the marked areas are kept.

Editing, signing and redacting files with a password

- In password-protected files you can edit and add text, sign digitally and redact. The result keeps the same passwords and restrictions.
- **The password is asked twice:** when you first start changing the file, and each time before it is saved, signed or redacted, so nobody can change a file left open. With a wrong password nothing changes.
- Files whose author forbids changes need the **owner password**.

> **Leaving your desk:** asking again stops changes, not reading. Press Win + L to lock the computer.

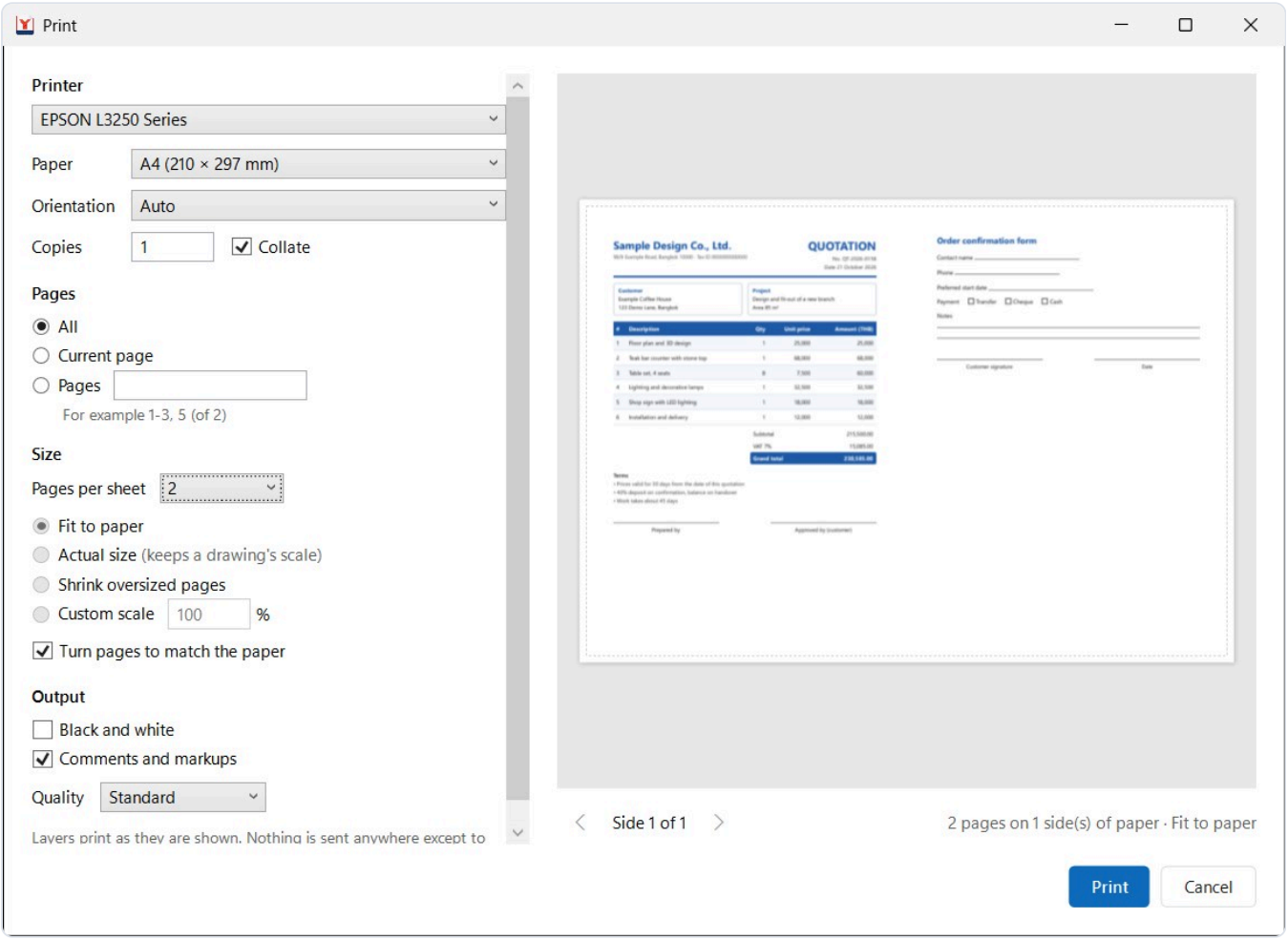
Privacy

Everything happens on your computer: no file uploads, no usage statistics, and no AI. The program uses the internet only for the update check, downloading OCR languages, and optional digital-signature timestamps, validation data, and certificate revocation checks. It never sends document contents. The update check can be turned off in **Settings → Privacy and safety...**

Read the full privacy policy in the program at **Help → Privacy policy** (no internet needed), and on the YRK PDF website.

11 Saving, printing and updates

- **Save** Ctrl + S: the new file is written in full first and only then replaces the old one, so a problem halfway cannot damage it.
- **Save a copy** Ctrl + Shift + S: a new file; the original stays as it was.
- **Undo** Ctrl + Z and **Redo** Ctrl + Y: for text edits, comments, form fields, measurements and page changes.
- **Print** Ctrl + P. **Pages per sheet** fits 2, 4, 6 or 9 pages on one side of paper; **Booklet** orders the pages so that, printed on both sides (flipped on the short edge) and folded in half, they read as a book.
- A dot • before the file name means there are unsaved changes. Closing always asks first.
- If the program closes before you save (a power cut, say), the next start offers your changes back as "name (recovered).pdf" next to the original: a copy is kept every minute while there are unsaved changes.
- When you save a signed file, the suggested file name does not repeat " (signed)" if the name already ends with it.



Two pages per sheet, with a preview before printing

Updates

If update checks are allowed, a new version is downloaded for you and a button offers to restart into it. Every version is signed by the developer; a file whose signature does not check out is never installed. Updates are downloaded as full files, so they may be a bit larger. Check now in **Settings → Updates...**

12 Keyboard shortcuts

The same list is in the program: **Help → Keyboard shortcuts**.

Keys	What it does
F1	Open this guide
Ctrl + O	Open
Ctrl + S	Save
Ctrl + Shift + S	Save a copy
Ctrl + P	Print
Ctrl + W	Close file
Ctrl + Shift + T	Reopen closed file
Ctrl + Z / Ctrl + Y	Undo / Redo
Ctrl + C	Copy selected text
Delete	Delete the selected item
Esc	Cancel
Ctrl + F	Find in document
F3 / Shift + F3	Next / previous result
Ctrl + + / Ctrl + -	Zoom in / out
Ctrl + 0 / 1 / 2	Fit page / actual size / fit width
Ctrl + Home / End	First / last page
H, or hold Space	Hand tool
Ctrl + R	Rulers
Alt + F V T S H	File, View, Tools, Settings, Help menus
Shift (measuring)	Keep lines at 45° steps
Enter (measuring)	Finish an area or path

13 Common problems and contact

Windows shows a SmartScreen warning when installing

The program does not have a paid developer certificate yet. Press **More info**, then **Run anyway**. Only download from the official website.

Search and copy find no text

The file is a scan. Run **Recognize text (OCR)** first.

Edited text is in a different font

The document's font is not installed on this PC, so a similar one is used. Install that font, or choose one in the bar at the top of the page.

Saving fails

The file may be open in another program. Your work is then saved under a new name next to it, so nothing is lost.

Contact

- **Help → Suggestions and problems...**
- **Help → Common questions (website)**
- Website: yr-ken426.github.io/yrk-easy-pdf-release

Support the developer

Help → Support the developer... opens an in-program window with the PromptPay QR code. Opening it needs no internet. For supporters outside Thailand, the GitHub Sponsors button opens a web browser only when pressed. The program is fully usable for free without supporting it.

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