



Standard Edition
PixEdit Office

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Welcome to the new PixEdit Office!

The product will provide you with a new user experience with an intuitive and user-friendly interface that makes it easy to navigate. The product uses Microsoft's latest frameworks for Windows applications and design guidelines.

PixEdit Office has something called a Backstage. It is this view that allows you to open, save, print and share documents, as well as change settings. In the Backstage view, you can find options such as:

- Open documents
- Save documents
- Change the program's settings
- Scan documents if this version of the product supports it

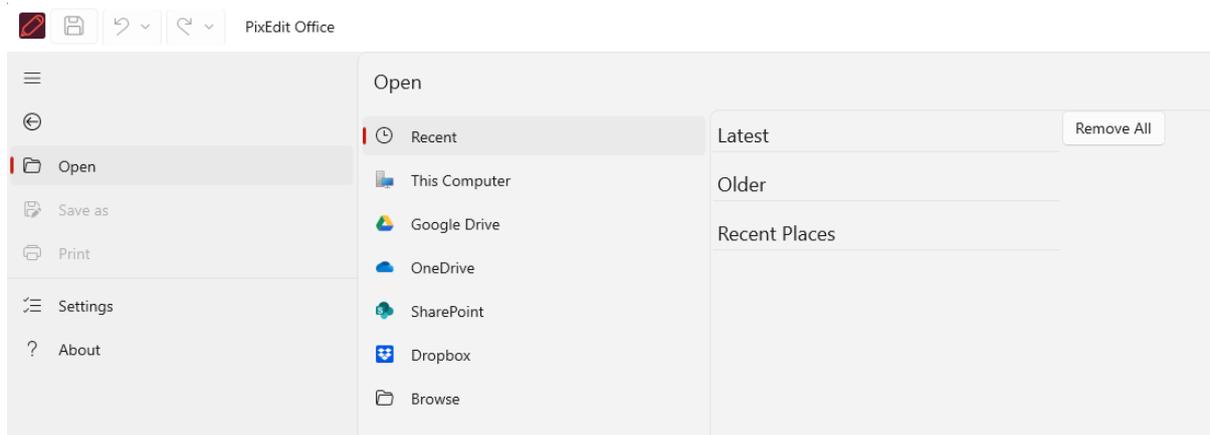
After starting PixEdit Office, the program starts in the Backstage view. You will see that the user guide refers to that view in the documentation.

PixEdit Office comes packaged as an MSIX and can be installed on Windows 10 or 11.

Open, save and print documents

PixEdit Office has several options for opening documents.

Open menu



From PixEdit Office's Open menu in the Backstage view, the following options will be presented:

- the most recent documents you have opened
- older documents that have been previously opened
- recent locations you have retrieved documents from

You also have the option to navigate locally on your computer with the built-in system under This PC to find documents.

You can open and work with documents directly from a number of different cloud services as shown in the image above.

Browse will open the standard Windows open dialog.

Open with "drag and drop"

You can open documents in PixEdit Office by dragging them directly into the applications Backstage. With an already opened document you can also drop any files into the application Pages view.

This can be done directly from the Windows folder structure or from other applications that allow you to drag documents.

Open documents with PixEdit Office as the default program in Windows

In Windows you can choose which program should open file types by default.

With Windows 11 you can find this under Settings -> Apps -> Default apps -> Choose defaults by file type. Here you can choose PixEdit Office to be default for opening PDF documents.

Save

Although PixEdit Office can save documents in different file formats, it is recommended that you use the PDF or PDF/A file format. The reason for this recommendation is that document properties such as PDF comments and hidden searchable text can only be saved in PDF variants. If you save your documents in a different file format, you may risk losing things, such as:

- Encryption
- Hidden OCR text
- PDF comments
- PDF bookmarks
- Other PDF-specific features

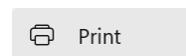
Also note that PDF documents that are originally "born" digitally - that is, not scanned - and are saved in file formats other than PDF, such as TIFF, JPG or CALS, often take up much more storage space. When PixEdit Office saves from PDF to PDF/A, the program will always try to retain as much digitally born content as possible.



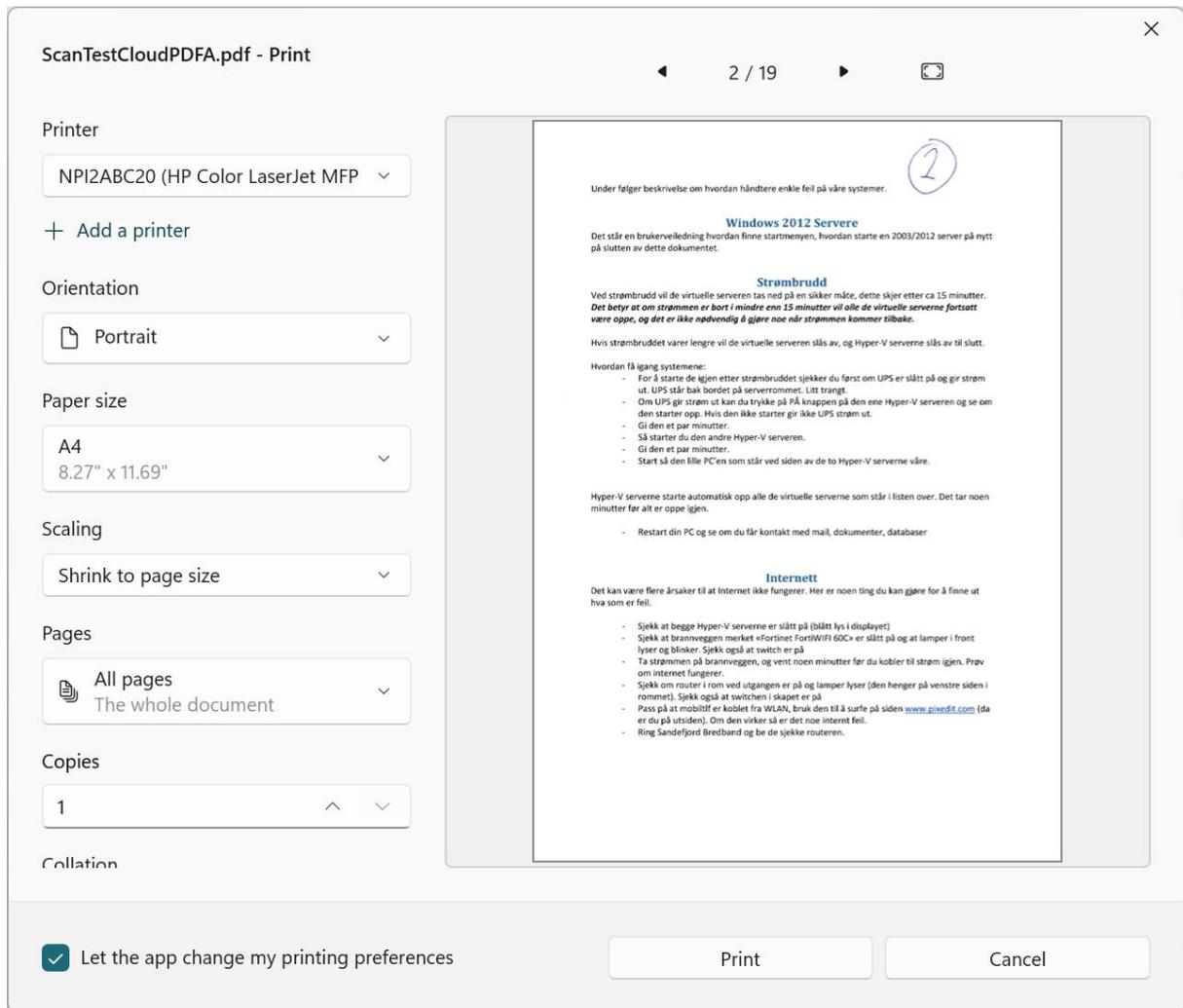
By selecting the Save As menu option, you will be presented with options to save the document to the desired file location. These are the same options as when opening a document explained above.

Print

PixEdit Office allows you to print documents. The menu option for this can be found in the program's Backstage view.



By clicking the Print menu option, PixEdit Office will display the following print dialog.



In this print dialog you can change all the standard options for a printout.

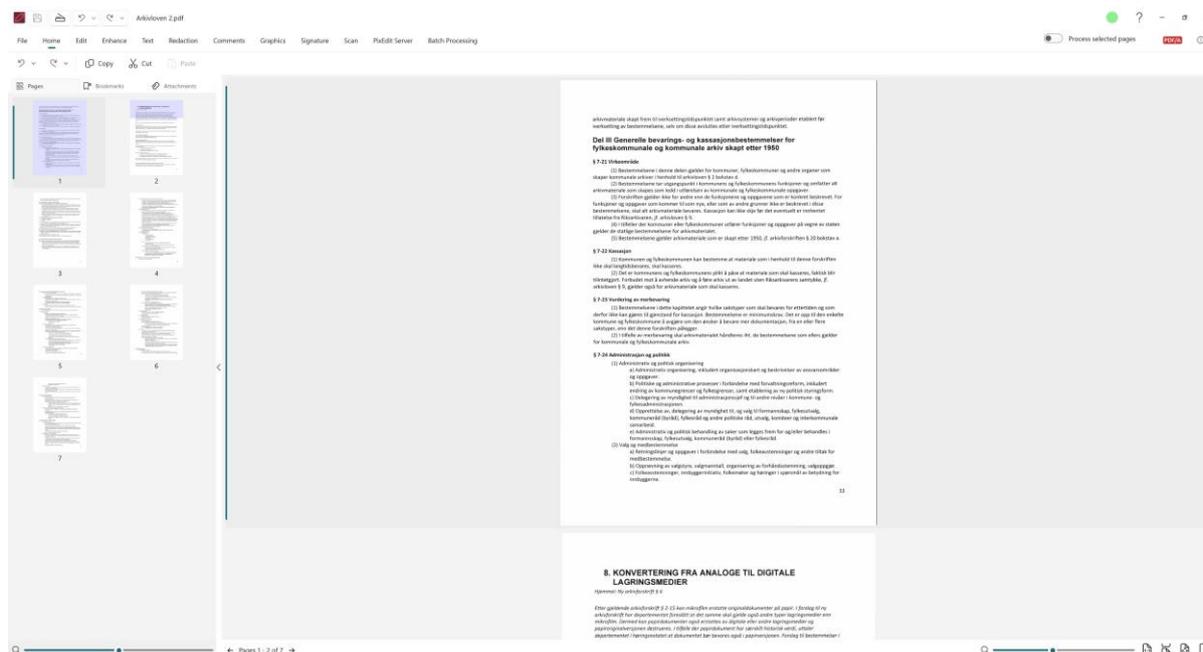
Such as Portrait or Landscape page orientation and choosing the correct Paper Size. Under the Scaling option you have several options where, for example Fit Page Size will adapt the data for each individual page to the given paper size. This is the standard option for scaling. You can also choose Actual Size which means that a document will not be scaled and will be printed in its original size.

There are also options to print the Entire Document or a desired Number of Pages. In addition, you can choose the number of copies and how multiple copies should be sorted when printing.

By clicking on the More Settings option at the very bottom of the list of settings you will be able to specify even more settings for your printout. Such as Color Mode, Paper Type and possibly which paper tray the printer should draw paper from.

When you have selected the printer and the correct settings, press the Print button to print the current document.

Main window and functions



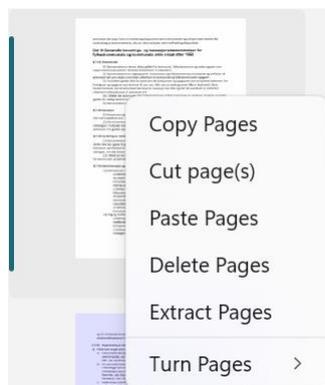
The main window of PixEdit Office looks like this. This is where you will mainly work with your documents.

Pages view

The Pages view shows you all the pages in the document as thumbnails. This view allows you to zoom in and out to view more pages in a smaller scale or vice versa. You can use CTRL + mouse wheel or the lever at the bottom of the window to zoom. This Page view gives you a very good overview of the document.

Right-click menu

By right-clicking on one of the pages you get the following options:



Copy pages

This option will copy selected pages. Shortcut key Ctrl + C.

Cut pages

This option will cut selected pages. Shortcut key Ctrl + X.

Paste pages

This option will paste pages or graphics located in the Windows clipboard. Keyboard shortcut Ctrl + V.

Delete pages

This menu item will delete selected pages

Extract pages

This option will extract selected pages to a new document and present this in a separate window.

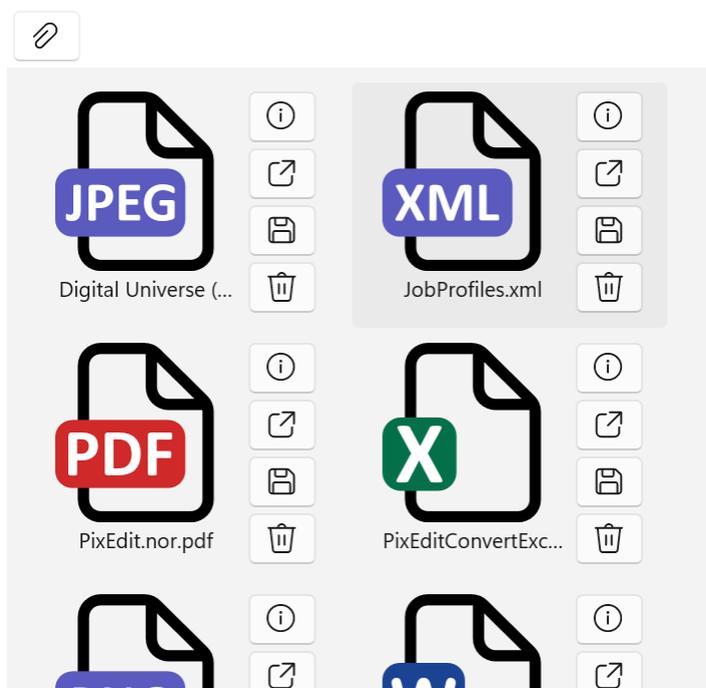
Turn pages

This option will turn the selected pages. Right, left or upside down.

Attachments view

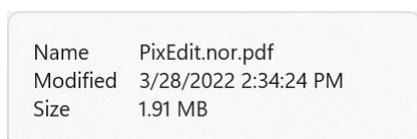
PixEdit Office can display any attachments that are embedded in a PDF document. This is called a PDF Portfolio and can consist of several files that are combined into an integrated PDF unit. The files in a PDF Portfolio can be of a variety of file types that have been created in different applications.

The screenshot below shows a random selection of attachments in a PDF Portfolio.



If the attachment is a known file type for PixEdit Office, it can be opened by clicking the Open Attachment button. The attachment will then open in a new window. If the attachment is an unknown file type, PixEdit Office will attempt to start the program that Windows has associated with this file type.

By clicking the information icon, PixEdit Office will display details about the attachment.



Here you can see the attachment's full name, when the file was last modified and the file size.

It is also possible to save a specific attachment as a separate file. This can be done by clicking the Save Attachment button. You will then be presented with a standard dialog to save the file to the desired location.

If you want to remove an attachment from a PDF Portfolio, click the Delete Attachment button

You can add any file attachment to a PDF Portfolio, but keep in mind that there are restrictions if you want to save to a PDF/A variant. Only PDF/A-3b supports all types of file attachments, while PDF/A-2b only supports PDF/A attachments. If you save your PDF Portfolio to standard PDF, all types of attachments are also allowed.



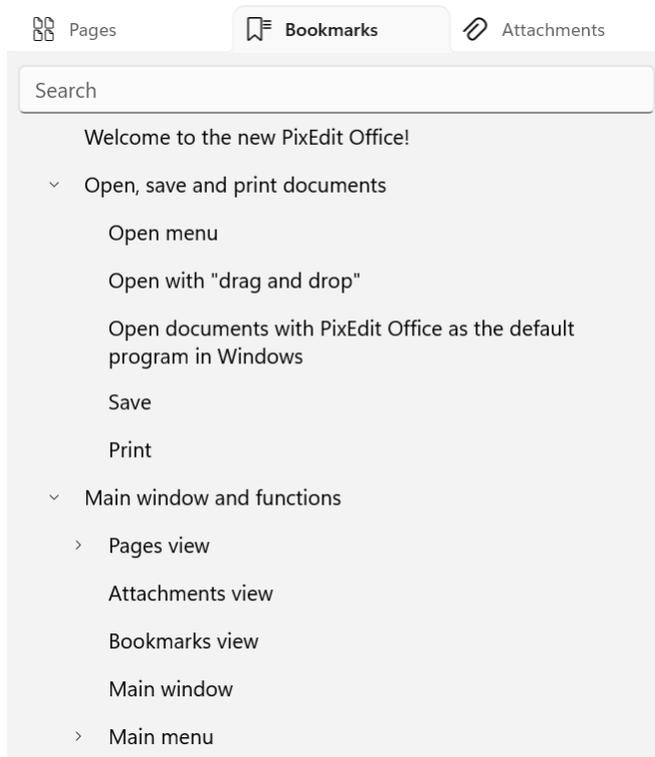
Click the icon to browse to add one or more files to your PDF Portfolio.

Bookmarks view

Bookmarks simplify navigation in PDF documents. Bookmarks act as a table of contents and make it easy for the reader of a PDF document to find the parts of the document that are of interest.

Bookmarks are displayed on the left side of the main window in PixEdit Office.

Clicking on a bookmark takes you immediately to the page (and position on the page) that the bookmark points to. Note that bookmarks can only be saved in PDF or PDF/A format. For example, if you import a TIFF document and add bookmarks, you must save the document in PDF format to retain the bookmarks.



Main view

The main window is the window where you mainly work and read documents. You can zoom in and out of this window to your own preferences. You can use CTRL + mouse wheel or the lever at the bottom right to zoom.



These functions are used to zoom the documents to a predefined size.

1. 1:1 This selection will give the actual size of the document.
2. This option will scale the document, so it fills the entire screen from page to page.
3. This option will adjust the scaling, so you see the entire page. If the document is taller than it is wider, it will be adjusted from top to bottom and vice versa.

Main menu

File Home Edit Text Redaction Comments Graphics Signature

This menu shows the different main functions in PixEdit Office.

To the right of the main functions, you can see a sign indicating whether the opened document is according to the PDF/A standard.

PDF/A

This badge only appears for PDF documents and if the document is according to a PDF/A variant. If you want to edit such document, you must confirm this by clicking on the PDF/A sign and then click Enable editing button.

This document complies with the PDF/A standard for archiving documents. Editing is by default disabled after opening. You may enable editing, but if you do, the document may no longer be PDF/A compliant.

Enable Editing

Always show this warning

Document info

With an open document in PixEdit Office, you will see a symbol marked "i" on the far right of the main menu.



By pressing this button, you will be presented with all relevant information about the current document.

General	Description
File	Arkivloven 2.pdf
Created	6/18/2025 10:18:59 AM
Modified	6/18/2025 10:26:52 AM
Format	PDF Version: 1.7
PDF Version	1.7
PDF Standard	PDF/A-2b
ISO Standard	ISO 19005-2:2011
Creator	PixEdit Version 8.6.0.6, SN 222-00002-02, KEY Nxxx
Producer	Sikri AS, PixToolsLib Version 2.11.6.1
Pages	7
Page Size	A4 210 x 298 mm 8.3 x 11.7 in

Home



The home menu shows the following

Back/Undo

This button will undo your last actions. It will give you a list of performed actions so you can easily skip several steps. Hotkey for this function is Ctrl + Z

Forward

This button will undo any undo steps that you have performed. It will give you a list of performed actions so you can easily skip several steps. Hotkey for this function is Ctrl + Y

Copy

This button will copy selected pages, text or selected graphics to the clipboard. Hotkey for this function is Ctrl + C

Cut

This button will cut selected pages or selected graphics to the clipboard. Hotkey for this function is Ctrl + X

Paste

This button will paste previously copied pages, text or graphics. Hotkey for this function is Ctrl + V

Edit



The Edit menu shows the following

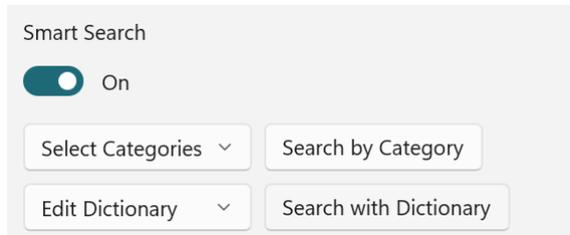
Turn Pages

This button will give you a list of the following reverse operations

You can click on the search results in the list on the right and the main window will automatically navigate you to the page and show you the result in the document.

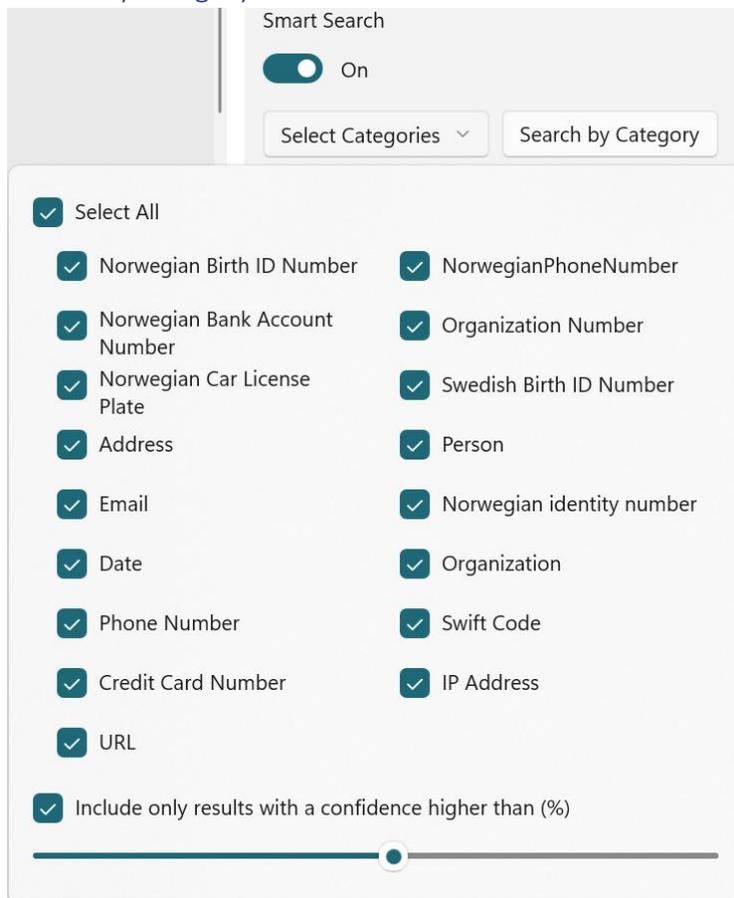
The shortcut for search is Ctrl + F. This will open a window to the right where you can search for information.

Smart search



In the text search view, there is a button for setting the Smart search mode. If you flip this button, the search window will change.

Search by category



With the Search by category feature you can select from a selection of categories that the AI engine will search for in the document. To select categories, click Select categories. After making your selections, click Search by category. The result will appear as a regular search result.

At the bottom of Select category there is an option Include only results with a hit rate higher than (%).

Include only results with a confidence higher than (%)

This option allows you to specify which results should be displayed at a given accuracy level. Setting a lower accuracy level will result in more hits. Setting a higher accuracy level will result in fewer hits, but also likely fewer false positives.

Search with dictionary

Smart Search

On

Select Categories Search by Category

Edit Dictionary Search with Dictionary

Export

Dictionary Expressions AI queries

Ignore Case

With this feature you can create your own word lists that can be used in searches for information. You can enter words as free text or use search expressions (RegEx) to find information.

Dictionary Expressions AI queries

Ignore Case

<input checked="" type="checkbox"/>	Word 1	<input type="checkbox"/>	<input type="button" value="🗑"/>
<input checked="" type="checkbox"/>	Word 2	<input type="checkbox"/>	<input type="button" value="🗑"/>

Select the dictionary tab to add your search words and phrases. Once you have entered a search term, press the (+) sign to add it to the dictionary. You can also edit a previously added phrase by selecting it from the list, perform your changes and press the (✓) symbol to add the change. You can have as many words and phrases as you want.

Export

Dictionary Expressions AI queries

[Click here to get help on search expressions](#)

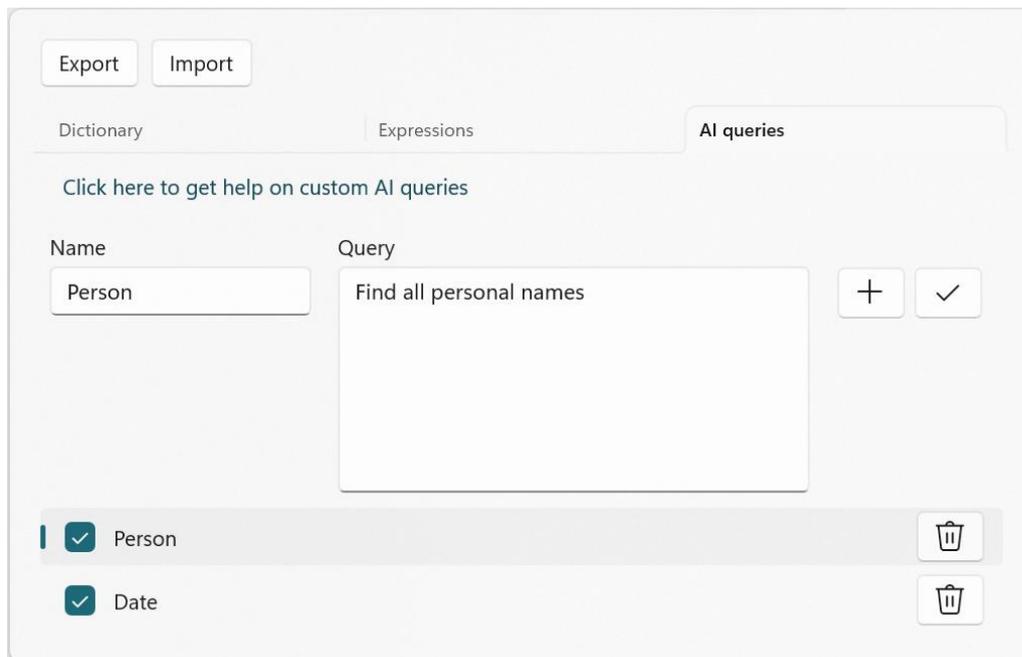
Name	Search Expression (RegEx)	Flags	<input type="button" value="+"/>	<input type="button" value="✓"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/> SocialSecurityNo	<code>(\b\A)(\d{6}[-]?\d{3}[-]?\d{2})(\b\s ,; \Z)</code>		<input type="button" value="🗑"/>	

To add a RegEx search, tap Search Expression. Here you add a desired name to make it easier to identify what the search expression does. Then you enter the search expression and any Options. Tap the (+) sign to add it. You can have as many search expressions as you want in the list.

Search with advanced AI

In PixEdit Office, you can use modern AI to find information in a document. This can be useful to identify and retrieve information in long texts, but also when redacting information.

Note that you must have the 'Advanced AI' feature to be able to define AI queries.



When advanced AI is available, you can define as many AI queries as you want. Each AI query is given a name, and this is used to tag each search result when the query is used to search information. Click on the link shown in the screenshot above to help define AI queries.



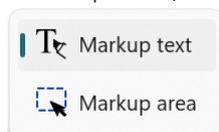
Once the dictionaries are created, you can export them to a JSON file, which can either be distributed to others or for your own use later. In this way, you can create multiple dictionaries that can be imported for different needs.

Once the dictionaries are created or imported, press Search with dictionary to search the open document. If the dictionary contains both free text words and search terms, both searches will be performed. The results will appear as regular search results.

Redaction



Markup text / Markup area



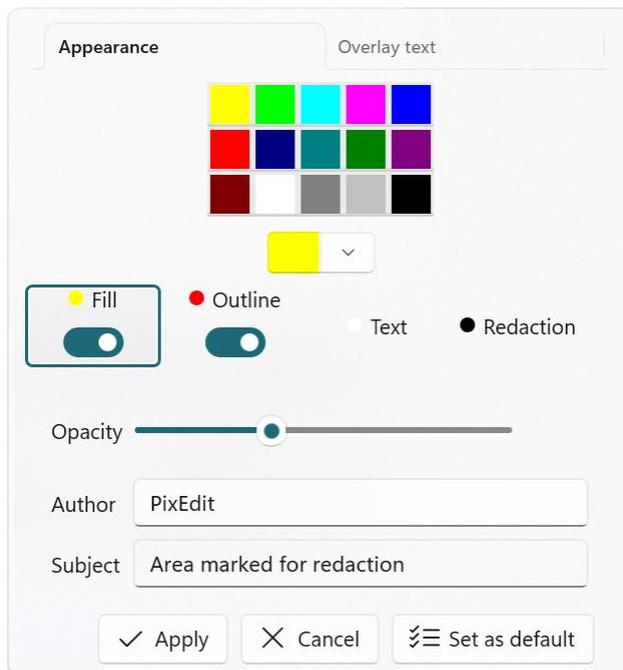
With this menu you can select between marking text or an area for redaction. If the document does not have searchable text and you select Mark Text, the program will automatically suggest performing text recognition. Click yes to this prompt if you would like to generate text. After this operation is complete, text can be marked for redaction.

If you select Markup area, you can drag out rectangles to mark for redaction.

By default, the markup will have a red outline and a yellow transparent fill color. You can change the appearance settings by right-clicking on the markup.

Markup properties

This right-click menu applies to all types of markups, but it will change properties depending on the type of markup selected. For example, only redaction markups have capabilities to set Overlay text.



Fill – The color that fills the interior of a markup.

Outline – The color of the outline/borders.

Text – The color of any defined overlay text.

Redaction – The color of the redacted area.

Opacity – Specifies the level of transparency of the markup.

In addition, you can change the Author and Subject for the current markup.

By clicking the Set as Default button, the current properties will be set as the default for this type of markup.

 Default properties

You can also click Default Properties to set these in advance before inserting markup.

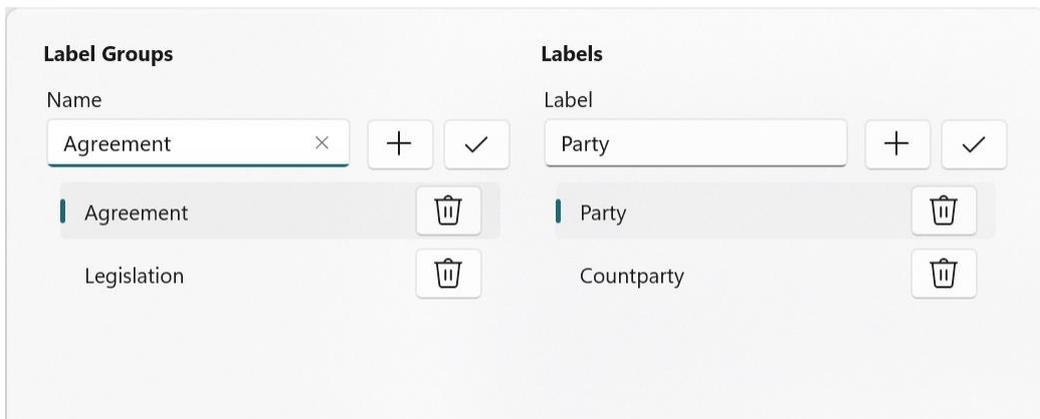
Overlay text and use of labels

Overlay text only applies to bullet points. The purpose of this text is to help the reader understand what information is below the protected area. For example, if you have an agreement between two parties, you can write "party" and "counterparty" on top of the protected areas. This will make it easier to read the document and understand what information is protected.

To specify overlay text effectively, you can define labels that can be quickly selected for each bullet point.

 Edit Labels

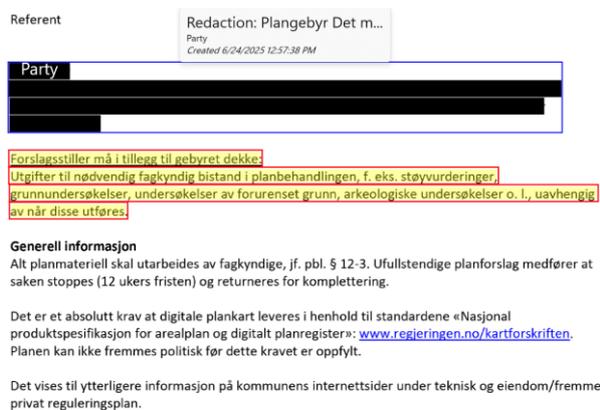
Press the Edit Labels button. In this dialog you will have the opportunity to define label groups and the labels that should be in each group.



You add a label group by clicking on the plus symbol. And you can edit the name by changing it and then clicking on the check mark. Once you have defined a label group, you can add labels to this group.

In the example above, we have created two Label groups, one called Agreement, and one called Legislation. In the label group Agreement, we have added the labels 'Party' and 'Counterparty'.

In the example below, we have marked up text for redaction in two random paragraphs in a document. With one markup, we have selected overlay text with the label 'Party' and for the other paragraph, we have selected the label 'Counterparty'.



Referent

Redaction: Plangebyr Det m...
Party
Created 6/24/2025 12:57:38 PM

Party

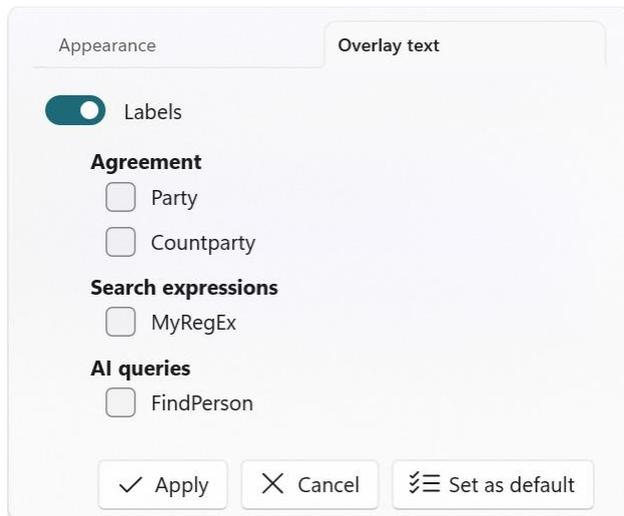
Forslagsstiller må i tillegg til gebyret dekke:
Utgifter til nødvendig fagkyndig bistand i planbehandlingen, f. eks. støyvurderinger,
grunnundersøkelser, undersøkelser av forurenset grunn, arkeologiske undersøkelser o. l., uavhengig
av når disse utføres.

Generell informasjon
Alt planmaterieell skal utarbeides av fagkyndige, jf. pbl. § 12-3. Ufullstendige planforslag medfører at saken stoppes (12 ukers fristen) og returneres for komplettering.

Det er et absolutt krav at digitale plankart leveres i henhold til standardene «Nasjonal produktspesifikasjon for arealplan og digitalt planregister»: www.regjeringen.no/kartforskriften. Planen kan ikke fremmes politisk før dette kravet er oppfylt.

Det vises til ytterligere informasjon på kommunens nettsider under teknisk og eiendom/fremme privat reguleringsplan.

By hovering the mouse pointer over a redaction markup, PixEdit Office will display a preview of what the redacted area will look like. Shown in the figure above. This can be useful for inspecting how any overlay text and colors look in the final result.



The dialog above shows how the different labels can be set for a selected redaction markup.

By flipping the button called Labels, a textbox will appear where you can enter custom text. This is useful if there is no useful labels, and you can then quickly enter text that will appear on top of the redacted area.

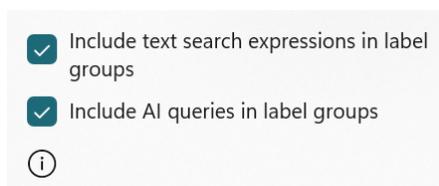


Search expressions - If you have defined search expressions and added them to PixEdit Office's dictionary, they can be used as overlay text. All defined terms will be listed here.

AI queries – If you have defined AI queries and added them to the dictionary, they will be listed here and can be used as overlay text.

Note – To be able to define AI queries you will need the 'Advanced AI' product feature.

If you do not want search expressions or AI queries to be added to the label overview, you can turn this off at the bottom of the Edit Labels dialog. Shown here:

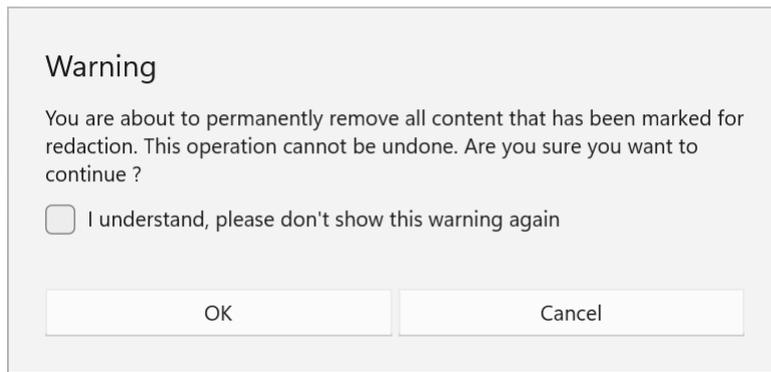


Apply

This button will apply redaction on all markups marked for redaction



When you click Apply you will get a warning as shown here:



When you press Ok on this dialog, all markups will be redacted, and you cannot undo this operation. If you want to return to the starting point, you can close the opened document without saving and then start over.

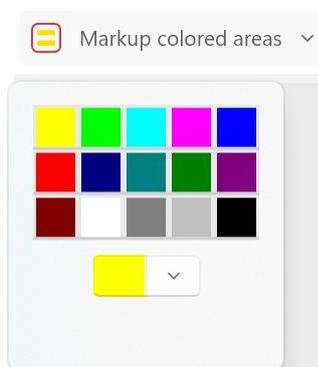
Mark search results

This button will be available if a search has returned results. The function will then mark all search hits for redaction.



Markup colored areas

This function will find text that is highlighted with color in the document (**This is text that is highlighted with color**) and mark the area for clipping.



The Markup colored areas button has a drop-down menu as shown in the image above. Here you will be presented with a set of colors that are the same as those you can use in Microsoft Word to highlight text with color. If you want a different specific color, this can be defined in the color picker at the bottom.

Mark entire page

This function will mark the entire selected page for redaction.



Text search

This function is the same as the one under the main Text menu. It is placed under the Redaction menu because the function is widely used in together with redaction. Read more about text search [here](#)

Redaction properties

In the Backstage view under the Settings menu option, you will find two Settings that are relevant to redaction.

- Remove all visible and hidden markup when saving a redacted document
- Remove all searchable text when saving a redacted document

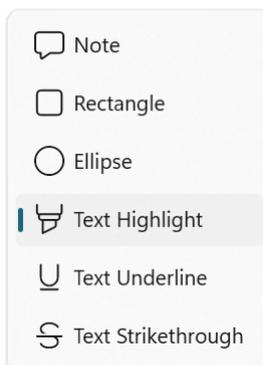
Remove all visible and hidden markup when saving a redacted document

This option will remove all digital markups that are on the page being redacted.

Remove all searchable text when saving a redacted document

This option will remove all searchable text on pages that have been redacted in a document.

Comments



The Comment menu provides a drop-down with the following tools

Note

After the Note has been selected, you can click in the main window where you want to insert the note. After a Note has been inserted into the document, the user will be presented with a dialog to add information. You can also right-click to open the properties dialog or delete. You can hold down the mouse button and move the Note to the desired position.

Rectangle

After the rectangle is selected, you can click in the main window to then drag a rectangle where you want to place it. Then you can right-click on the rectangle to make any settings. You can also grab the rectangle to move it to the desired position. And you can adjust the size by dragging the handles.

Ellipse

With the ellipse tool selected, you can click in the main window and then drag an ellipse where you want to place it. You can then right-click on the ellipse to make any settings. You can also grab the ellipse to move it to the desired position. And you can adjust its size by dragging the handles.

Text highlighting

With Text highlighting you can select text to highlight. By right clicking the inserted markup you can change the color and color density. To highlight text, you must have a document that has digital text or has been processed with text recognition (OCR).

Text underlining

With text underlining you can select text that will be underlined. By right clicking the inserted markup you can change the color and color density. This feature requires a document that has digital text or has been processed with text recognition (OCR).

Text strikethrough

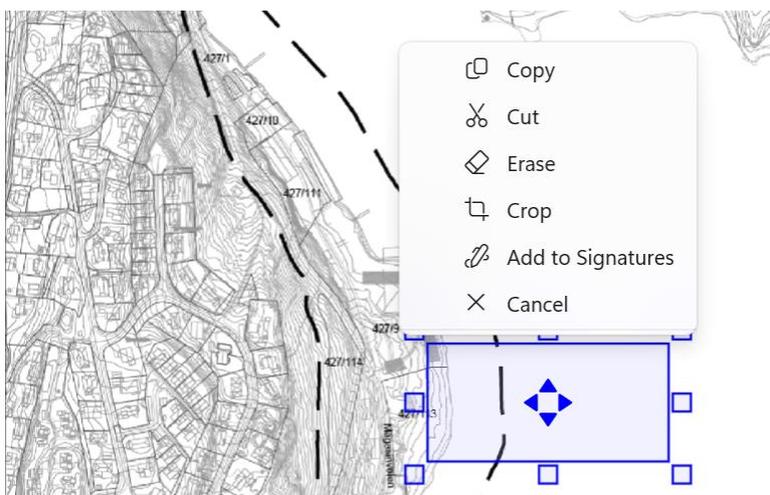
The Text strikethrough tool allows you to select text that will be struck through. By right clicking on the markup, you can change the color and color density. This feature requires a document that has digital text or has been processed with text recognition (OCR).

Comments tab

To the right of the main view in PixEdit Office, there is a tab called Comments. If you don't have this window in front of you, you can bring it up by clicking on the arrow located in the right margin in the middle of the page of the application. In the comments tab, you will see all your digital markups from the selections above, or that already exist in the document. Here you can enter comments on the markups as well as edit and optionally delete them.

Graphics

If you move the mouse pointer over to the main window after selecting graphics, you will see that the mouse pointer has changed. You can now drag a rectangle around any desired graphics in the main window. When you release the mouse pointer, a new menu will appear.

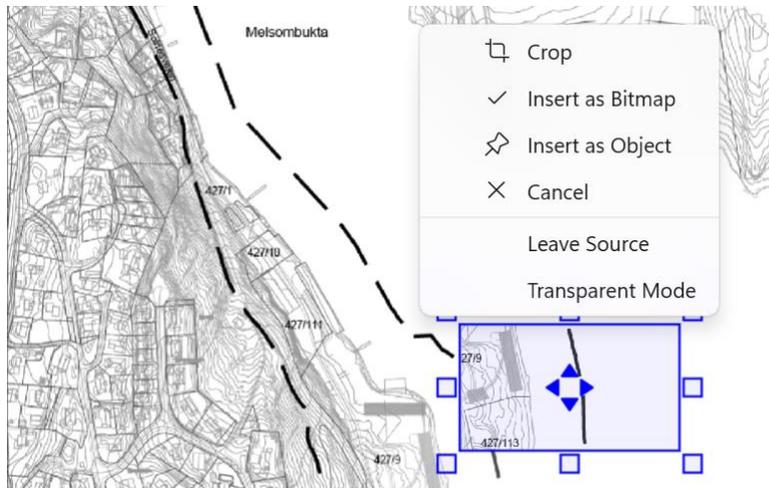


It is now possible to copy the selected graphics, cut out, erase, crop or add the selected graphics as a signature if there is a signature that is marked.

By dragging the handles, the size of the rectangle can be changed.

By left clicking inside the rectangle of the selected graphic, the mode of the handles will change to rotate the document. The symbol in the middle of the rectangle shows which "mode" the rectangle is in.

The rectangle can also be moved around on the page. When a move operation is performed and you release the mouse button, a new menu will appear



Crop

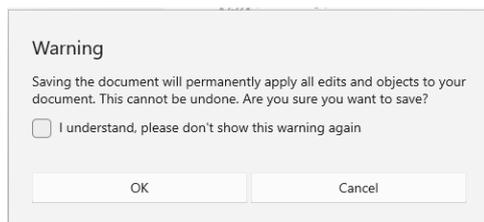
This function will cut away all graphics outside the selected area and resize the page to this.

Insert as bitmap

This function will paste the bitmap into existing graphics

Insert as object

This function will insert the graphic as an object. The object will be editable until you save the document. The following message will then appear on the user's screen:



Cancel

Cancel any ongoing operation and the selected area.

Leave source

If this option is ticked, the selected graphics will be copied to the new position and leaving the original content intact.

Transparent mode

If this option is ticked, the selected graphic will become transparent after placement.

Signature



The signature menu shows the following

Scan

With this feature you can scan your signature. You write your signature on a sheet of paper and then place the sheet in the scanner and press the Scan button. You will then get an image with your signature in the main window.

Sign

If you have added a signature, you will find it in the drop-down list under the Sign button. Click on the signature you want to sign with. The signature will be added to the main window on the selected page. The signature will be highlighted and can be moved and resized as desired.