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How do I instruct Paperless to use an external PDF viewer?

Customer Service - 2022-05-20 - in Viewing/ Editing Library Items

How do I instruct Paperless to use a PDF viewer other than the integrated document viewer?

Paperless provides an **integrated viewer** to display the contents of most items in your library. Any PDF file in your library can be viewed with the integrated viewer.

Instruct Paperless to Use an External Viewer

To instruct Paperless to use a viewer other than the integrated viewer, follow these steps:

1. In **Paperless Preferences** display the **Files** tab.
2. Enable the option **Use external viewer**.

Select a Custom External Viewer

The default external viewer is **Preview**--if no other external viewer has been specified, the View command will open the selected library item(s) in Preview. It is possible, though, to designate an application other than Preview to be the viewer documents are opened in when the View command is selected in Paperless.

To designate an external viewer other than Preview, follow these steps:

1. In **Paperless Preferences** display the **Files** tab.
2. In the pulldown-menu labelled **Default PDF viewer**, select the application you would like to view Paperless library items in.

Every time View is used, library items should now be opened in the external application specified with the Default PDF viewer selector in Paperless preferences.

Related Pages

- [When I edit a library item in Paperless, the quality of the library item appears to be reduced. Why is this?](#)