



Scribe PDF

FOR HR

32 TOOLS · HIRING, POLICY & PAYROLL

The offer letter, the policy update, *the compliance deadline.*

Offer letters, benefits packets, personnel files, board decks:
every PDF that moves through an HR department, handled on-
device in one app, without emailing files between six different
tools.

32

TOOLS IN ONE APP

0

FILES LEAVE YOUR DEVICE

1

APP, HIRE TO FILE

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iOS & macOS · App Store & Mac App Store

Built for the paperwork behind the people.

An HR department runs on PDFs: offer letters drafted for candidates, benefits packets routed for enrollment, personnel files bound for the audit, policy manuals routed for legal review, compensation data, board decks. Scribe PDF covers what happens to every one of those documents between the offer and the file.

Why on-device matters here: compensation data, Social Security numbers, and personnel records are exactly the files that shouldn't round-trip through someone else's server. Every tool below runs locally, inside Apple's app sandbox. Nothing is uploaded to process a PDF.

● Create & Organize	8 tools
● Read & Extract	7 tools
● Protect & Secure	6 tools
● Sign & Mark Up	5 tools
● Present & Listen	4 tools
● Optimize	2 tools

32

tools, organized
into six clear
workflows

2

platforms:
iPhone, iPad,
and Mac

0

servers your
personnel data
touches

1

app, from offer
letter to signed
file

Create & Organize

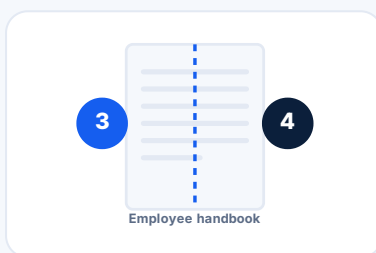
Assemble the personnel file from whatever the process actually produced.



Merge PDFs

Create & Organize

The new-hire packet needs one file, not five exports. Merge the offer letter, the benefits summary, and the I-9 into a single PDF for the personnel file.



Split PDF

Create & Organize

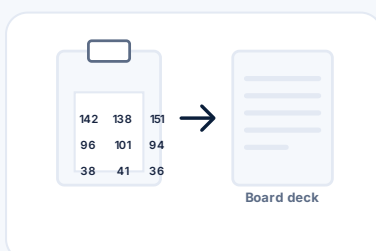
A 90-page employee handbook needs the leave policy pulled out for payroll and the code of conduct pulled out for compliance training, without re-exporting from the handbook source file.



Images to PDF

Create & Organize

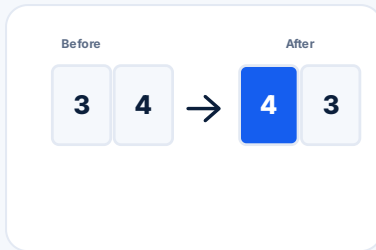
Twenty phone photos of signed timesheets from the warehouse become one clean PDF for payroll, with no separate scanner and no re-typing the hours.



Clipboard to PDF

Create & Organize

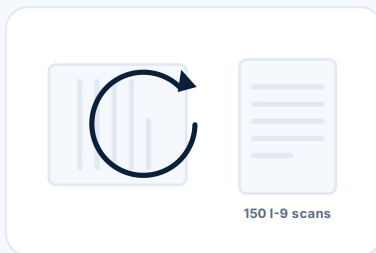
Copy a headcount table straight out of a spreadsheet and paste it into a one-page PDF for the board deck, without a screenshot tool in between.



Page Organiser

[Create & Organize](#)

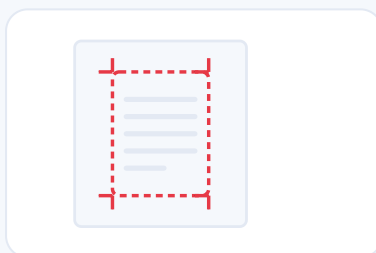
The benefits enrollment packet came back from the printer with the dental section ahead of the medical section; reorder the pages to match the enrollment order before it goes out to employees.



Rotate Pages

[Create & Organize](#)

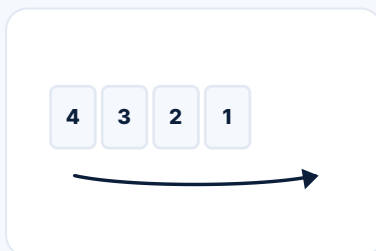
Half of the 150 scanned I-9 forms HR received arrived sideways. Rotate every page back to portrait in one pass before the compliance audit.



Crop Pages

[Create & Organize](#)

A scanned diploma has a wide margin from the employee's home scanner; crop it to match the rest of the bound personnel file.



Reverse Pages

[Create & Organize](#)

The scanner fed 80 pages of expense receipts in reverse order. Flip the page order back to chronological sequence before the reimbursement review.

Read & Extract

Get the policy language, the compensation data, and the words out of a PDF and into something usable.



OCR

[Read & Extract](#)

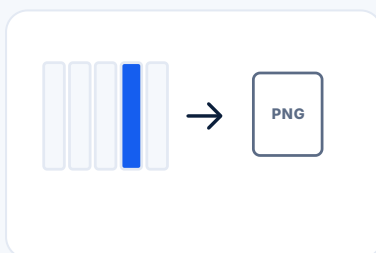
A ten-year-old paper employment contract has to be referenced in this year's tenure calculation, but it's a photocopy. OCR turns it into real, selectable, searchable text before it goes in the personnel file.



Extract Text

[Read & Extract](#)

Pull just the non-compete paragraph out of a 20-page employment agreement into plain text, ready to drop straight into the legal review note without retyping.



Extract Pages

[Read & Extract](#)

Export only the signature page from a 15-page offer letter as a clean PNG for the onboarding checklist, with no screenshotting and no re-opening the document editor.

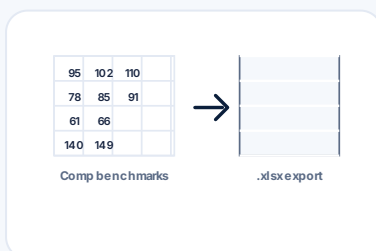


Table Extraction

[Read & Extract](#)

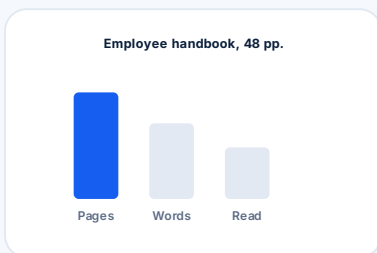
A compensation benchmarking table is buried in a PDF report from the consulting firm. Pull it straight into a real spreadsheet, cell by cell, instead of re-keying salary bands by hand.



Find in PDF

[Read & Extract](#)

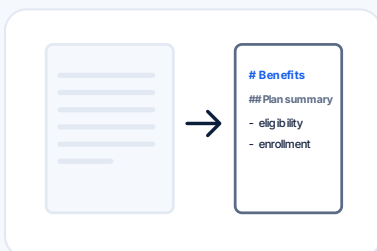
Find every reference to "remote work" across a 180-page policy manual before the return-to-office update: every match, across every page, in seconds.



Document Stats

[Read & Extract](#)

Check the page count, word count, and read time on a draft employee handbook before it goes to legal, a quick sanity check before the real review.



PDF to Markdown

[Read & Extract](#)

Convert a benefits provider's plan summary PDF into clean Markdown so it drops straight into the internal knowledge base, headings and bullet points intact.

Protect & Secure

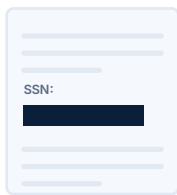
Lock what's confidential, remove what shouldn't travel, and prove what changed.



Password

Protect & Secure

Encrypt the individual employee compensation report before it's emailed to the hiring manager: real password protection, not a folder that just looks locked.



Redact

Protect & Secure

Black out Social Security numbers and bank account details on a sample of direct deposit forms before they go into the training file for new payroll staff: gone for good, not just covered.



Watermark

Protect & Secure

Stamp "CONFIDENTIAL, INTERNAL USE ONLY" across every page of the salary review before it's shared with the calibration committee.

TITLE
2026 Employee Handbook

AUTHOR
People Operations

POLICY YEAR
2026

Metadata

Protect & Secure

Set the Title, Author, and Policy Year fields correctly on the final handbook file before it's published: the details an internal document search actually reads.

AUTHOR
recruiter@company.com

FILE PATH
/HR/2026/handbook_draft_v9.pdf

Removed before external release

Strip Metadata

Protect & Secure

Strip the recruiter's name and internal file path out of a PDF before it's shared externally with the candidate.



Bates Number

Protect & Secure

Stamp HR-000001 through HR-001240 across every page of a document production for an employment dispute, sequential and consistent, the way opposing counsel expects it.

Sign & Mark Up

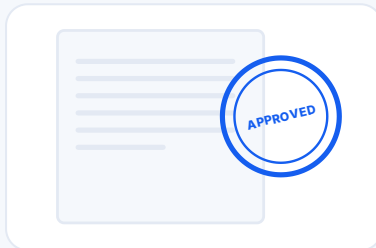
Sign it, stamp it, mark it up, ready for the hiring manager or legal.



Fill & Sign

Sign & Mark Up

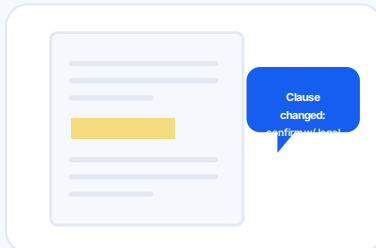
Fill in the offer letter template fields and add a signature before the candidate's decision deadline, with no printing, signing, or re-scanning.



Stamp Library

Sign & Mark Up

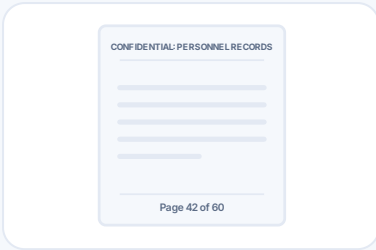
Stamp APPROVED across the completed compensation change request the moment the manager signs off, before it moves to payroll.



Annotate

Sign & Mark Up

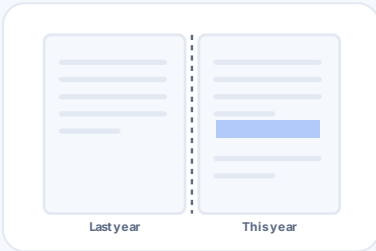
Highlight the clause that changed since the prior policy version and leave a comment for legal, directly on the handbook draft.



Headers & Footers

[Sign & Mark Up](#)

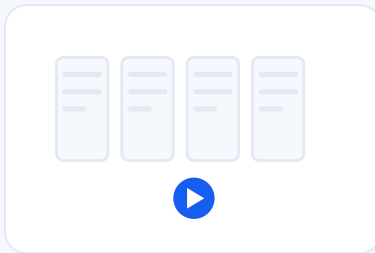
Add "Confidential: Personnel Records" and automatic page numbers across a 60-page investigation file before it goes into the case record.



Compare PDFs

[Sign & Mark Up](#)

See exactly what changed between last year's handbook and this year's draft, side by side, before presenting the updates to leadership.



Slideshow

Present & Listen

Present the open enrollment overview full-screen to the all-hands meeting, straight from the PDF, with no separate deck to keep in sync with the benefits summary.



Presenter Mode

Present & Listen

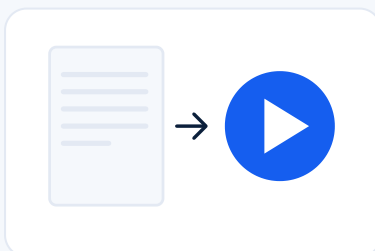
Walk new managers through the performance review process with a laser pointer and on-slide markup, pointing straight at the rating scale that matters.



Read Aloud

Present & Listen

Have a 25-page compliance training module read aloud on the commute in, instead of squeezing the reading in before the deadline.



PDF to Audiobook

Present & Listen

Turn the leadership development reading into an MP3 for the commute, with the certification deadline closing in.



Compress PDF

[Optimize](#)

A 120MB scanned resume batch from a career fair won't attach to an email. Compress it down to something that actually sends, without losing legibility.



Merge Layers

[Optimize](#)

Flatten the optional-content layers an applicant tracking export leaves behind in its PDF, so the candidate scorecard prints clean for the file instead of blank.



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