



Scribe PDF

FOR PROJECT MANAGERS

32 TOOLS · PLANNING, DELIVERY & REPORTING

The status report, the change request, *the go-live date.*

Status reports, change requests, vendor contracts, steering decks: every PDF that moves through a project office, 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, KICKOFF TO GO-LIVE

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iOS & macOS · App Store & Mac App Store

Built for the paperwork behind the plan.

A project office runs on PDFs: charters drafted at kickoff, requirements routed for sign-off, vendor contracts bound for procurement, status reports sent to the sponsor, change requests, steering decks. Scribe PDF covers what happens to every one of those documents between kickoff and go-live.

Why on-device matters here: budget figures, vendor pricing, and contractor rates 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

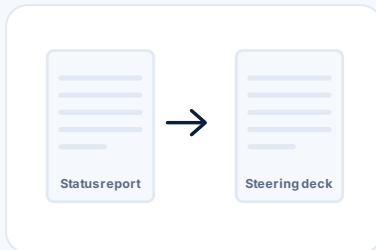
platforms:
iPhone, iPad,
and Mac

0

servers your
project data
touches

1

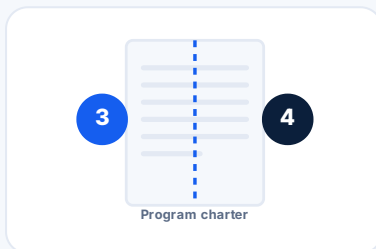
app, from
charter to
closeout



Merge PDFs

[Create & Organize](#)

The steering committee packet needs one file, not six exports. Merge the status report, the risk log, and the budget summary into a single PDF for the review.



Split PDF

[Create & Organize](#)

A 120-page program charter needs the scope section pulled out for the sponsor and the resourcing section pulled out for the PMO, without re-exporting from the planning software.



Images to PDF

[Create & Organize](#)

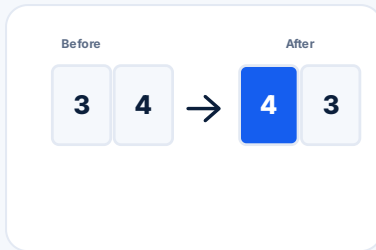
Twenty-five photos of whiteboard sprint planning notes become one clean PDF for the retrospective file, with no separate scanner and no re-typing the action items.



Clipboard to PDF

[Create & Organize](#)

Copy a burndown table straight out of a tracking tool and paste it into a one-page PDF for the sponsor update, without a screenshot tool in between.



Page Organiser

[Create & Organize](#)

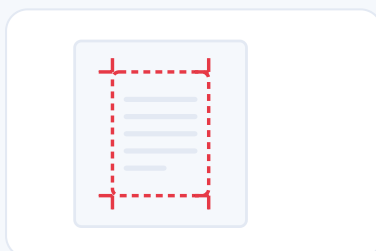
The project closeout binder came back from the printer with the lessons-learned section ahead of the final budget section; reorder the pages to match the closeout template before it goes to the PMO.



Rotate Pages

[Create & Organize](#)

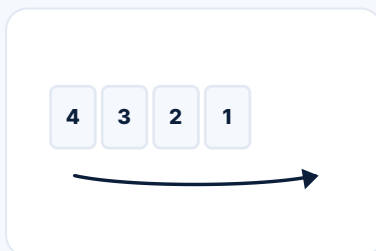
Half of the 60 scanned vendor invoices arrived sideways. Rotate every page back to portrait in one pass before the budget reconciliation.



Crop Pages

[Create & Organize](#)

A scanned kickoff meeting sign-in sheet has a wide margin from the site printer; crop it to match the rest of the bound project file.



Reverse Pages

[Create & Organize](#)

The scanner fed 45 pages of change request forms in reverse order. Flip the page order back to chronological sequence before the audit trail review.



OCR

[Read & Extract](#)

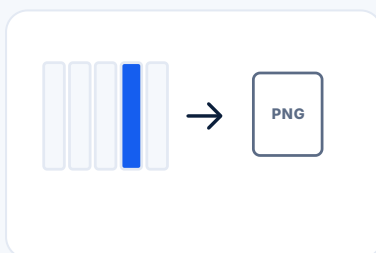
A three-year-old paper statement of work has to be referenced in this year's contract renewal, but it's a photocopy. OCR turns it into real, selectable, searchable text before it goes in the project archive.



Extract Text

[Read & Extract](#)

Pull just the acceptance criteria paragraph out of a 25-page requirements document into plain text, ready to drop straight into the test plan without retyping.



Extract Pages

[Read & Extract](#)

Export only the milestone timeline slide from a 50-page kickoff deck as a clean PNG for the status email, with no screenshotting and no re-opening the slide file.



Table Extraction

[Read & Extract](#)

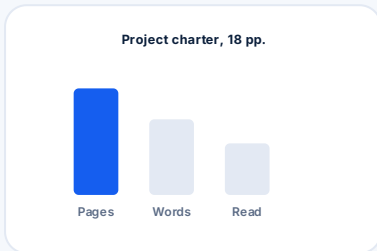
A resource allocation table is buried in a PDF export from the planning tool. Pull it straight into a real spreadsheet, cell by cell, instead of re-keying hours by hand.



Find in PDF

[Read & Extract](#)

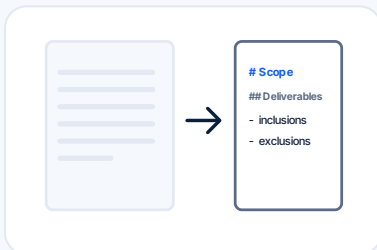
Find every reference to "critical path" across a 200-page program plan before the schedule review: every match, across every page, in seconds.



Document Stats

[Read & Extract](#)

Check the page count, word count, and read time on a draft project charter before it goes to the sponsor, a quick sanity check before the real review.



PDF to Markdown

[Read & Extract](#)

Convert a vendor's statement of work PDF into clean Markdown so it drops straight into the internal wiki, headings and bullet points intact.

Protect & Secure

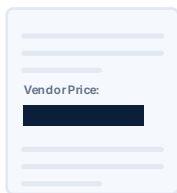
Lock what's confidential, remove what shouldn't travel, and prove what changed.



Password

Protect & Secure

Encrypt the individual contractor rate sheet before it's emailed to the finance team: real password protection, not a folder that just looks locked.



Redact

Protect & Secure

Black out vendor pricing and contact details on a sample of proposals before they go into the shared benchmarking file: gone for good, not just covered.



Watermark

Protect & Secure

Stamp "DRAFT, NOT FOR DISTRIBUTION" across every page of the preliminary budget before it's shared with the steering committee.

TITLE
2026 Program Charter

AUTHOR
PMO Team

PROGRAM YEAR
2026

Metadata

Protect & Secure

Set the Title, Author, and Program Year fields correctly on the final project charter before it's archived: the details a PMO document search actually reads.

AUTHOR
analyst@company.com

FILE PATH
/Programs/2026/charter_draft_v9.pdf

Removed before external release

Strip Metadata

Protect & Secure

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



Bates Number

Protect & Secure

Stamp PM-000001 through PM-001420 across every page of a document production for a contract dispute, sequential and consistent, the way opposing counsel expects it.

Sign & Mark Up

Sign it, stamp it, mark it up, ready for the sponsor or the PMO.

Change Request

Jordan Blake

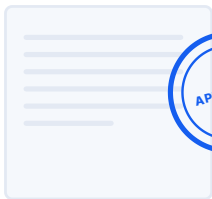
Due: 10/01/2026



Fill & Sign

Sign & Mark Up

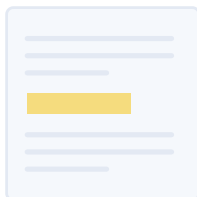
Fill in the change request template fields and add a signature before the change control board deadline, with no printing, signing, or re-scanning.



Stamp Library

Sign & Mark Up

Stamp APPROVED across the completed change request the moment the sponsor signs off, before it moves to the schedule.

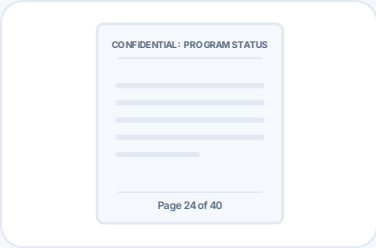


Milestone
changed:

Annotate

Sign & Mark Up

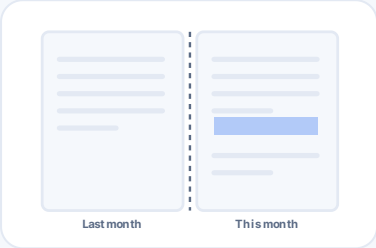
Highlight the milestone date that changed since the prior baseline and leave a comment for the scheduler, directly on the plan.



Headers & Footers

[Sign & Mark Up](#)

Add "Confidential: Program Status, Internal Only" and automatic page numbers across a 40-page steering committee deck before it goes out for distribution.



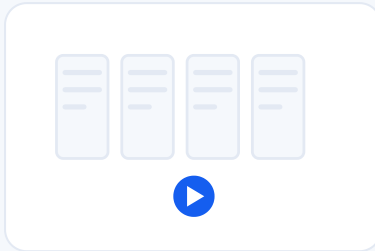
Compare PDFs

[Sign & Mark Up](#)

See exactly what changed between last month's schedule baseline and this month's update, side by side, before presenting the slip to the sponsor.

Present & Listen

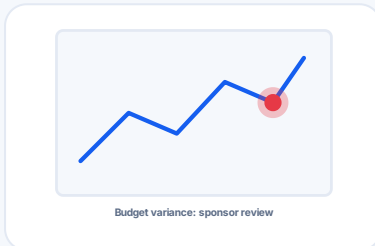
Take the status report into the steering committee, or into your commute.



Slideshow

Present & Listen

Present the quarterly roadmap full-screen to the steering committee, straight from the PDF, with no separate deck to keep in sync with the status report.



Presenter Mode

Present & Listen

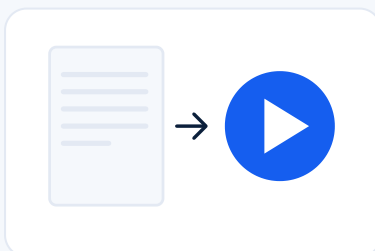
Walk the sponsor through the budget variance with a laser pointer and on-slide markup, pointing straight at the line item that matters.



Read Aloud

Present & Listen

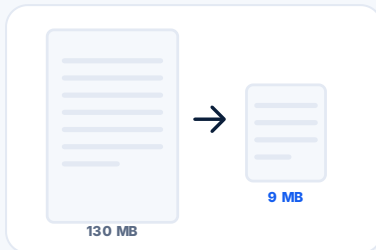
Have a 15-page vendor contract read aloud on the commute in, instead of squeezing the reading in before the negotiation call.



PDF to Audiobook

Present & Listen

Turn the certification exam reading into an MP3 for the commute, with the renewal deadline closing in.



Compress PDF

[Optimize](#)

A 130MB scanned proposal batch from a vendor 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 a planning tool leaves behind in its PDF export, so the Gantt chart prints clean for the file instead of blank.



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