



Scribe PDF

FOR RECRUITERS

32 TOOLS · CANDIDATES, OFFERS & ONBOARDING

The candidate packet, the offer letter, *the start date.*

Candidate packets, offer letters, background checks, job descriptions: every PDF that moves through a recruiting desk, 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, SOURCING TO START DATE

Download · App Store

scribepdf-tools.netlify.app

iOS & macOS · App Store & Mac App Store

Built for the paperwork behind the hire.

A recruiting desk runs on PDFs: candidate packets assembled for the hiring manager, offer letters sent at the finish line, background checks filed before day one, job descriptions posted at the start. Scribe PDF covers what happens to every one of those documents from sourcing to start date.

Why on-device matters here: salary history and background check details 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
candidate data
touches

1

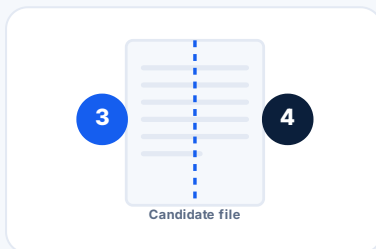
app, from
sourcing to start
date



Merge PDFs

[Create & Organize](#)

The candidate packet needs one file, not six exports. Merge the resume, the assessment results, and the interview notes into a single PDF for the hiring manager.



Split PDF

[Create & Organize](#)

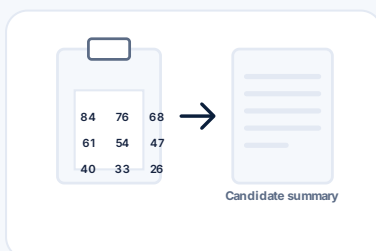
A 50-page candidate file needs the resume pulled out for the hiring manager and the background check pulled out for HR, without re-exporting from the applicant tracking software.



Images to PDF

[Create & Organize](#)

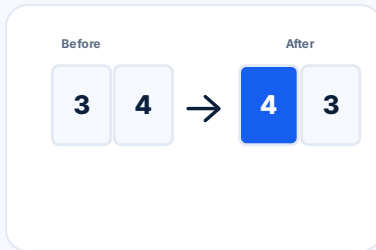
Twenty photos of a candidate's signed reference forms become one clean PDF for the file, with no separate scanner and no re-typing the notes.



Clipboard to PDF

[Create & Organize](#)

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



Page Organiser

[Create & Organize](#)

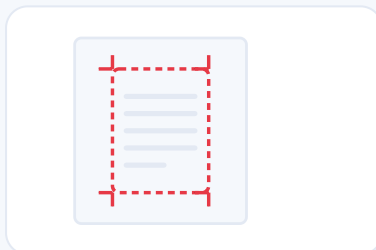
The candidate packet came back from the printer with the references ahead of the resume; reorder the pages to match the hiring manager's checklist before the interview.



Rotate Pages

[Create & Organize](#)

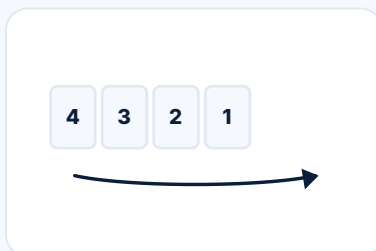
Half of the 30 scanned signed offer letters arrived sideways. Rotate every page back to portrait in one pass before they go into the candidate file.



Crop Pages

[Create & Organize](#)

A scanned reference form has a wide margin from the fax machine; crop it to match the rest of the bound candidate file.



Reverse Pages

[Create & Organize](#)

The scanner fed 20 pages of interview scorecards in reverse order. Flip the page order back to chronological sequence before the debrief.

Read & Extract

Get the schedule, the requirements, and the words out of a PDF and into something usable.



OCR

[Read & Extract](#)

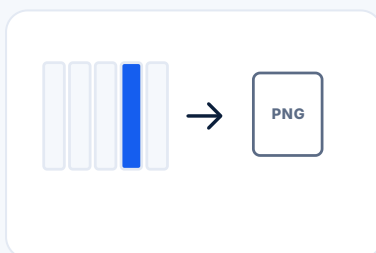
A candidate's paper resume has to be searched for a keyword, but it's a scan. OCR turns it into real, selectable, searchable text before it goes in the file.



Extract Text

[Read & Extract](#)

Pull just the work history paragraph out of a 10-page resume into plain text, ready to drop into the candidate summary without retyping.



Extract Pages

[Read & Extract](#)

Export only the certifications page from a 15-page candidate packet as a clean PNG for a quick hiring manager email, with no screenshotting and no re-opening the full packet.

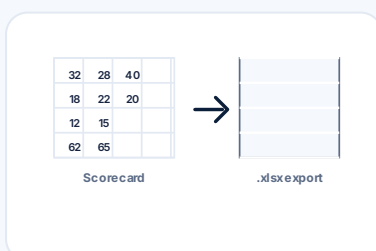


Table Extraction

[Read & Extract](#)

A candidate scorecard is buried in a PDF export from the assessment platform. Pull it straight into a real spreadsheet, cell by cell, instead of re-keying every score.



Find in PDF

[Read & Extract](#)

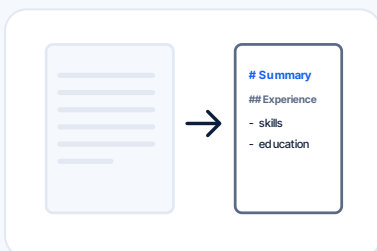
Find every reference to "project management" across 40 resumes before the shortlist meeting: every match, across every page, in seconds.



Document Stats

[Read & Extract](#)

Check the page count and read time on a candidate's writing sample before it goes to the hiring manager, a quick sanity check before the real review.



PDF to Markdown

[Read & Extract](#)

Convert a job description PDF into clean Markdown so it drops straight into the posting draft, headings and bullet points intact.

Protect & Secure

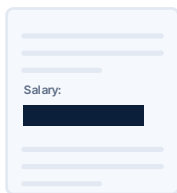
Lock what's confidential, remove what shouldn't travel, and prove what changed.



Password

Protect & Secure

Encrypt the candidate's background check before it's emailed to HR: real password protection, not a folder that just looks locked.



Redact

Protect & Secure

Black out the candidate's salary history and SSN before a packet is shared internally for a training review: gone for good, not just covered.



Watermark

Protect & Secure

Stamp "CONFIDENTIAL, DO NOT FORWARD" across every page of the candidate packet before it's shared with the hiring panel.

TITLE
Candidate Summary

AUTHOR
Recruiter Name

REQUISITION ID
REQ-2026

Metadata

Protect & Secure

Set the Title, Author, and Requisition ID fields correctly on the final candidate summary before it's archived: the details a search actually reads.

AUTHOR
recruiter@agency.com

FILE PATH
/Candidates/2026/packet_draft.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 REC-000001 through REC-001100 across every page of a candidate file production for a compliance audit, sequential and consistent, the way the reviewer expects it.

Sign & Mark Up

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

Offer Letter

Sam Iverson

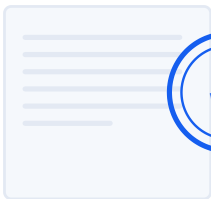
Due: 10/01/2026



Fill & Sign

Sign & Mark Up

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



Stamp Library

Sign & Mark Up

Stamp HIRED across the completed offer letter the moment it's approved, before it goes to the candidate.



Salary
changed:
confirm w/ HR

Annotate

Sign & Mark Up

Highlight the salary figure that changed since the last draft and leave a comment for HR, directly on the offer letter.



Headers & Footers

[Sign & Mark Up](#)

Add "Confidential: Candidate Records" and automatic page numbers across a 25-page candidate file before it goes out for distribution.



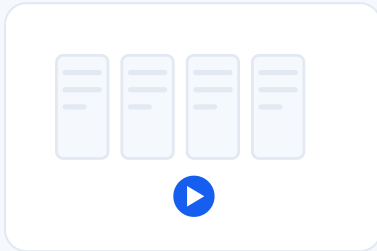
Compare PDFs

[Sign & Mark Up](#)

See exactly what changed between the first offer and the final offer, side by side, before presenting it to the candidate.

Present & Listen

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



Slideshow

Present & Listen

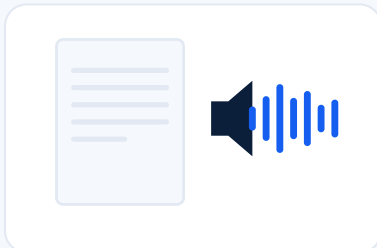
Present the candidate slate full-screen to the hiring panel, straight from the PDF, with no separate deck to keep in sync with the packet.



Presenter Mode

Present & Listen

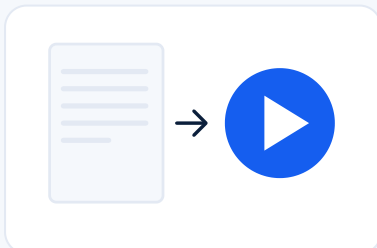
Walk the hiring manager through the scorecard with on-slide markup, pointing straight at the score that matters.



Read Aloud

Present & Listen

Have a 10-page job description read aloud on the commute in, instead of squeezing the reading in before the intake call.



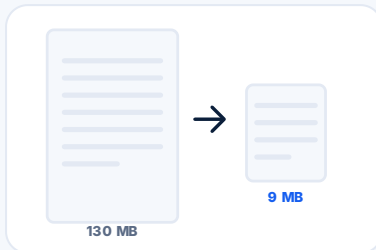
PDF to Audiobook

Present & Listen

Turn the compliance training reading into an MP3 for the commute, with the certification deadline closing in.

Optimize

Same files. A file size that actually attaches to an email.



Compress PDF

[Optimize](#)

A 60MB scanned reference-check batch 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 the tracking software leaves behind in its PDF export, so the scorecard prints clean for the file instead of blank.



Get Scribe PDF.

Every workflow on these pages, in one download. Available now on the App Store and the Mac App Store.

Download Scribe PDF

scribepdf-tools.netlify.app