



INKWELL PDF

# Product Guide

Every tool, how to use it, and exactly what each plan includes — for the private, browser-based PDF toolkit.

[inkwellpdf.com](https://inkwellpdf.com)

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Merge · Convert · Sign · Secure · OCR · AI • Most tools run entirely on your device

## OVERVIEW

# About Inkwell PDF

A focused set of PDF tools that mostly run right in your browser — so your files never leave your device.

Inkwell PDF groups its tools into **Organize & Optimize**, **Convert & Edit**, **Secure**, **AI**, and one **Hosted** feature (Request Signatures). Most tools process your file locally and never upload it. A few features use the cloud by design, and each one tells you so: **PDF to DOCX** and **Chat with PDF** send pages to a secure AI service to process them, and **Request Signatures** uploads and stores your document so a recipient can sign it.

## How plans work

Inkwell PDF has three plans — **Free**, **Standard**, and **Pro** — plus team/organization licensing that gives members Pro-level access. Metered tools count usage per tool, per day; Pro removes those limits. Here's exactly what each plan includes:

| CAPABILITY                                                  | FREE    | STANDARD      | PRO            |
|-------------------------------------------------------------|---------|---------------|----------------|
| Merge PDFs                                                  | 1 / day | 5 / day       | Unlimited      |
| Split, Compress, Rotate & Delete                            | —       | 5 / day each  | Unlimited      |
| PDF to DOCX, Image ↔ PDF, Add Text, Page Numbers, Watermark | —       | 5 / day each  | Unlimited      |
| OCR / Make Searchable                                       | —       | 5 / day       | Unlimited      |
| Remove Password (unlock)                                    | —       | 5 / day       | Unlimited      |
| Quick Sign                                                  | —       | —             | ✓ Pro          |
| Password Protect                                            | —       | —             | ✓ Pro          |
| Chat with PDF (AI)                                          | —       | —             | ✓ Pro          |
| Request Signatures (hosted)                                 | —       | —             | ✓ Pro          |
| Batch processing (multiple files)                           | —       | Up to 5 files | Up to 25 files |
| Maximum file size                                           | 10 MB   | 25 MB         | 100 MB         |
| Files per operation                                         | 3       | 10            | 50             |

**Reading the guide:** each tool below shows a badge — **FREE** **STANDARD** **PRO** — for the lowest plan that unlocks it. Daily limits apply on Standard and lift entirely on Pro.

# Organize & Optimize

## Merge PDFs FREE · 1/day free

Combine several PDFs into a single document, in the order you choose.

### HOW TO USE IT

- 1 Open Merge and drop your PDFs onto the page.
- 2 Drag the file cards to set the final page order.
- 3 Click **Merge** and download the combined PDF.

**Example:** combine a cover letter, résumé, and references into one *application.pdf* before emailing it.

Free: 1/day · Standard: 5/day · Pro: unlimited.

## Split PDF STANDARD

Pull out specific pages or ranges, or break a PDF into multiple files.

### HOW TO USE IT

- 1 Upload your PDF and choose pages or ranges (e.g. 1–4, 7).
- 2 Extract to one new PDF, or split into several (downloaded as a ZIP).

**Example:** extract just the signed page (page 12) from a 30-page contract to share on its own.

Standard: 5/day · Pro: unlimited.

## Rotate & Delete Pages STANDARD

Fix page orientation and remove unwanted pages.

### HOW TO USE IT

- 1 Rotate any page 90° per click; click a page's delete control to remove it.
- 2 Click a deleted page again to restore it before you save.

**Example:** straighten two sideways scanned pages and drop a blank cover sheet.

Standard: 5/day · Pro: unlimited.

## Compress PDF STANDARD

Reduce file size while keeping quality readable.

### HOW TO USE IT

- 1 Upload the PDF and pick a preset — **Web optimized** (smallest) or **High print quality** (light compression).
- 2 Download the smaller file; the before/after size is shown.

**Example:** shrink a 22 MB scanned report to email it under a 10 MB attachment limit.

Standard: 5/day · Pro: unlimited.

# Convert & Edit

## PDF to Word (DOCX) STANDARD

Turn a PDF into an editable Word document. Works best on text-based PDFs.

### HOW TO USE IT

- 1 Upload the PDF and convert.
- 2 Download the **.docx** and edit in Word or Google Docs.

**Example:** convert a PDF proposal you received so you can edit the pricing table.

**Cloud note:** this is one of the few tools that isn't fully on-device. Your pages are uploaded to a secure AI conversion service and processed there. If it reports "no selectable text," run OCR first.

Standard: 5/day · Pro: unlimited.

## Image ↔ PDF STANDARD

Combine images into a PDF, or export each PDF page as an image.

### HOW TO USE IT

- 1 Drop images to build a PDF (drag to order), or upload a PDF to export its pages as images.
- 2 Download the result.

**Example:** turn three phone photos of a receipt into a single tidy *receipt.pdf*.

Standard: 5/day · Pro: unlimited.

## Add Text STANDARD

Type directly onto a page — fill a form field, add a note, or label a figure.

### HOW TO USE IT

- 1 Click where you want text and type; adjust size and position.
- 2 Download the annotated PDF.

**Example:** fill in a name and date on a flat (non-interactive) PDF form.

Standard: 5/day · Pro: unlimited.

## Convert & Edit

### Add Page Numbers STANDARD

Number pages automatically with control over position and style.

#### HOW TO USE IT

- 1 Choose position and starting number.
- 2 Apply and download.

**Example:** number a 40-page report before printing for a meeting.

Standard: 5/day · Pro: unlimited.

### Watermark PDF STANDARD

Stamp a repeating text or logo across every page.

#### HOW TO USE IT

- 1 Enter watermark text (or upload a logo) and set position, size, and opacity.
- 2 Apply and download.

**Example:** stamp "DRAFT — NOT FOR DISTRIBUTION" across a document before circulating it.

Standard: 5/day · Pro: unlimited.

### OCR / Make Searchable STANDARD

Turn a scanned or image-only PDF into one whose text is selectable and searchable — entirely in your browser.

#### HOW TO USE IT

- 1 Upload the scanned PDF; the tool reads each page (English by default) and adds an invisible text layer.
- 2 Download the searchable PDF, or grab the extracted text as a **.txt** file.

**Example:** make a scanned lease searchable so you can Ctrl-F for "security deposit."

**Tip:** the first run downloads a small recognition model to your browser, then works offline. Accuracy depends on scan quality.

Standard: 5/day · Pro: unlimited (Pro is the plan for high-volume OCR).

## Convert & Edit

### Quick Sign PRO

Sign a document yourself — draw, type, or upload a signature, then place it on the page. Everything stays on your device.

#### HOW TO USE IT

- 1 Create your signature once (draw, type, or upload an image).
- 2 Click to place it; drag to move, resize from the corner, and add initials as a second stamp.
- 3 Download the signed PDF.

**Example:** countersign an NDA and send it back in under a minute, without printing.

Pro feature. Runs entirely in your browser.

## CATEGORY 03

## Secure

### Password Protect PRO

Encrypt a PDF with a password.

#### HOW TO USE IT

- 1 Upload the PDF, set a password, and download the encrypted file.

**Example:** encrypt a tax document before storing it in shared cloud storage.

**Important:** a lost password can't be recovered — keep it somewhere safe. Encryption happens in your browser.

Pro feature.

### Remove Password STANDARD

Unlock a PDF you have the password for, so it opens without prompting.

#### HOW TO USE IT

- 1 Upload the protected PDF and enter its password.
- 2 Download the unlocked copy.

**Example:** remove the password from a bank statement you'll be printing repeatedly.

**Private:** unlocking runs entirely in your browser — the file isn't uploaded.

Standard: 5/day · Pro: unlimited.

# AI

## Chat with PDF

PRO

Ask questions about a document and get answers grounded in its text — with citations to the exact pages used.

### HOW TO USE IT

- 1 Upload a text-based PDF and ask a question in plain language.
- 2 Read the answer and click a citation to jump to the source page.

**Example:** ask a 60-page vendor contract, "What's the termination notice period?" and jump to the clause.

**Cloud note:** pages are sent to a secure AI service to answer your question. Scanned PDFs need OCR first.

Pro feature.

# Request Signatures

Send a document to other people to sign — the one feature that stores your document, by design. Unlike the browser-only tools, it uploads and stores your PDF (in private storage, behind short-lived links) so each named recipient can open and sign it. Don't use it for documents you can't store online.

## Sending a document

PRO

· as the sender

- 1 Open Request Signatures and upload your PDF.
- 2 Pick a field type — **Signature**, **Initials**, or **Date** — then click on the document to place it. Drag to reposition or resize from the corner.
- 3 Add each recipient's name and email, and an optional message.
- 4 Send. Each recipient gets a private signing link by email.

## Signing & managing

recipient + sender

- 1 The recipient opens the private link — no account needed — reviews the full document, provides each required field, and submits.
- 2 When everyone has signed, all parties are emailed the completed PDF.
- 3 From your requests list you can resend a link or void a pending request; automatic reminders go to recipients who haven't signed.

**Audit trail:** every action is recorded (timestamp, IP, and device) for credibility.

Pro feature.

# Privacy, plans & help

## Your privacy

Most Inkwell PDF tools — merge, split, compress, rotate & delete, image ↔ PDF, add text, page numbers, watermark, OCR, remove password, and Quick Sign — run entirely in your browser, so your files never leave your device. The exceptions are stated plainly wherever they appear: **PDF to DOCX** and **Chat with PDF** send pages to a secure AI service to process them, and **Request Signatures** uploads and stores your document so it can be signed.

## Choosing a plan

- **Free** — try the workflow: 1 merge per day, files up to 10 MB.
- **Standard** — the everyday plan: the full organize / convert / edit toolkit and OCR at 5 uses per tool per day, files up to 25 MB, batches up to 5 files.
- **Pro** — no daily limits, plus Quick Sign, Password Protect, Chat with PDF, and Request Signatures; files up to 100 MB, batches up to 25.
- **Teams** — organization licensing gives your whole team Pro-level access with domain auto-join and an admin console.

### Getting help

Each tool has an in-app help option, and you can reach the team at [info@inkwelltools.com](mailto:info@inkwelltools.com).

Start at [inkwellpdf.com](https://inkwellpdf.com).