



Inkwell PDF

THE COMPLETE GUIDE

Private PDF tools, right in your *browser.*

Merge, split, sign, convert, protect, invoice and more — a full PDF toolkit that mostly runs on your own device, so your files stay yours.

GETTING STARTED

Welcome to *Inkwell PDF*

Inkwell PDF is a browser-based PDF toolkit built for privacy. Most tools open your file, do the work, and hand it back without ever sending it to a server — the whole thing happens on your device. Here's the rhythm of using it.

1

Pick a tool

Open any tool from the sidebar on desktop or the bottom navigation on mobile. Tools are grouped by what they do, with Chat with PDF pinned at the top. Not sure which one you need? Ask Inkwell Helper, the in-app assistant, and it will point you to the right tool.

2

Drop in your file

Drag a PDF (or an image, for Image ↔ PDF) into the dropzone. In Merge you can also import straight from Google Drive or Dropbox. Most tools process your file locally; the few features that send or store your work — PDF to DOCX, Chat with PDF, Inkwell Sign and Invoices — are explained on page 7.

3

Download your result

The finished file downloads straight to your device. Merge can also save the result to Google Drive or Dropbox, and tools running in batch mode hand everything back as a single ZIP. Tools like Compress, Page Numbers and Image ↔ PDF remember your last-used settings for next time.

A note on privacy. "In your browser" isn't marketing here — for the on-device tools, your file is read and rewritten by code running on your own machine. The exceptions are spelled out plainly on page 7.

THE CATALOG

Every tool, *grouped*

Sixteen tools, organized the same way the app groups them. Badges show the lowest plan that unlocks each tool.

Organize & Optimize

ON-DEVICE

- **Merge PDFs** FREE Combine several PDFs into one, in the order you choose. Import from Google Drive or Dropbox.
- **Split PDF** STANDARD Pull pages out into a new file, or break one PDF into several.
- **Rotate & Delete** STANDARD Turn pages the right way up and remove the ones you don't need.
- **Compress PDF** STANDARD Reduce file size for email or upload, with quality presets. Batch-ready.

Convert

MOSTLY ON-DEVICE

- **PDF to DOCX** STANDARD Turn a PDF into an editable Word file. Uses an AI service — see page 7. Batch-ready.
- **Image ↔ PDF** STANDARD Convert images into a PDF, or export each PDF page as a PNG. Batch-ready.
- **OCR / Make Searchable** STANDARD Add a searchable text layer to a scanned PDF, on your device.

Edit & Mark

ON-DEVICE

- **Add Text** STANDARD Type words anywhere on a page; place, resize and recolor text.
- **Add Page Numbers** STANDARD Number every page automatically — choose position and format. Batch-ready.
- **Watermark PDF** STANDARD Stamp a repeating text label like DRAFT or CONFIDENTIAL across pages. Batch-ready.

Sign

ON-DEVICE & HOSTED

- **Quick Sign** **PRO** Draw, type or upload your signature, add initials, and flatten them into the document — on your device.
- **Inkwell Sign** **PRO** Send a PDF to one person to e-sign from a private link. Place signature, initials, date and text fields, and track it to completion. Hosted — see page 7.

Business

SAVED TO YOUR ACCOUNT

- **Invoices** **PRO** Create invoices, send them by email or a shareable link, and download them as PDFs. Your invoice list keeps a record of every one. See page 7.

Secure

ON-DEVICE

- **Password Protect** **PRO** Encrypt your PDF (AES-256) into a protected file that asks for the password when opened. It saves as an .html file, and a lost password can't be recovered.
- **Remove Password** **STANDARD** Unlock a password-protected PDF you already have the password for.

AI

USES A CLOUD AI SERVICE

- **Chat with PDF** **PRO** Ask questions about your document and get answers with page-cited quotes. Only the text is sent to the AI — never the file. See page 7.

Reading the badges

Free is available on every plan · **Standard** unlocks with a Standard plan · **Pro** requires Pro or an organization license. **Batch-ready** tools can process several files at once on Standard and Pro. Full plan details are on page 6.

WORK FASTER

Built for *real workloads*

Beyond the individual tools, a few features make Inkwell PDF quicker when you have more than one file, or more than one person, involved.

Batch mode

Compress, Page Numbers, Watermark, Image ↔ PDF and PDF to DOCX can process several files in one go and return a single ZIP. Standard handles up to 5 files per batch; Pro handles up to 25.

Cloud import & export

In Merge, pull files straight from Google Drive or Dropbox and save the merged result back to either one — no downloading and re-uploading.

Remembered settings

Compress, Page Numbers and Image ↔ PDF keep your last-used settings between visits, and Compress shows how much smaller each file got.

Inkwell Helper

The in-app assistant points you to the right tool, explains the steps, tells you your plan and what's left today, and can pass a message to support for you.

Sign and bill, in one place

PRO

	Inkwell Sign	Invoices
Best for	Getting one person's signature, initials, date and text on a PDF	Billing clients for your work
How it's sent	A private signing link to one named recipient	By email or a shareable link
Tracking	Dashboard tracks sent, opened, agreed and signed	Draft and Sent status on your invoice list
Working in bulk	One request at a time	Select many to mark as sent, download as one ZIP, or delete drafts
Result	A signed PDF with a Certificate of Completion page	A PDF of each invoice, plus a record in your account

PLANS

Pick the plan that *fits*

Every plan runs the same private, browser-based engine. What changes is how much you can do per day, how large your files can be, and which tools are unlocked.

Free

\$0

- › Merge PDFs — 1 merge per day
- › Files up to 10 MB
- › Up to 3 files per operation
- › Fully private, on-device
- › A taste of Inkwell before upgrading

MOST POPULAR

Standard

\$5 / month

\$48/yr — save \$12

- › The full everyday toolset
- › 5 uses per day, per tool
- › Files up to 25 MB
- › Up to 10 files per operation
- › Batch up to 5 files at once
- › PDF to DOCX, OCR, Compress, Split, Watermark & more

Pro

\$15 / month

\$149/yr — save \$31

- › Unlimited daily usage
- › Files up to 100 MB
- › Up to 50 files per operation
- › Batch up to 25 files at once
- › Unlocks Quick Sign, Password Protect & Chat with PDF
- › Inkwell Sign (hosted e-signing)
- › Invoices

Daily limits, simply put

Free is a single daily merge. Standard gives you five runs of each tool per day. Pro removes the daily cap entirely. Limits reset each day.

Billing you control

Annual billing lowers the effective monthly price. Manage, change, or cancel your plan anytime from your Profile — no emails or support tickets required.

For teams, schools & universities

Organization and site licenses cover everyone at your institution by email domain for one flat annual fee, with invoicing and no per-seat management. Licensed members get Pro-level access, and an Org Admin view shows your license and members. Contact us through the app to set one up.

WHERE YOUR FILES GO

Your data, *honestly*

Most of Inkwell PDF never sends your file anywhere. Four features are different, and rather than blur that, here's exactly what each one does.

Runs entirely in your browser

ON-DEVICE

These tools open and rewrite your file with code running on your own machine. The file is never uploaded to a server for these operations.

Merge · Split · Rotate & Delete · Compress · Image ↔ PDF · OCR · Add Text · Add Page Numbers · Watermark · Quick Sign · Password Protect · Remove Password

PDF to DOCX

USES THE CLOUD

Your document is sent to an AI service (Google Gemini) to rebuild it as a Word file. For text-based PDFs, only the extracted text is sent. For scanned PDFs, images of your pages are uploaded to Inkwell's file storage so the AI can read them, and those images currently stay in storage — so treat this tool as one that leaves your device.

Chat with PDF

USES THE CLOUD

Your document itself is never uploaded. The text is read from the PDF *in your browser*, and only that text is sent to a secure AI service to answer your question. What the AI provider does with text sent to it is governed by their terms, not ours.

Inkwell Sign

HOSTED

Because the signer opens a private link, your document is uploaded to private storage that only Inkwell's servers can access. The signed copy and an audit trail of each step are kept there as a record of the signing. That storage is the point of the feature.

Invoices

SAVED TO YOUR ACCOUNT

Your invoices are stored with your Inkwell account so you can come back to them, send them by email or link, and download them again. A sent invoice can be seen by the people you send it to.

Cloud import & export: when you import from or save to Google Drive or Dropbox in Merge, the file passes through Inkwell's servers on its way to or from your account.

Deleting your account from your Profile permanently removes your account, your signature requests and their stored documents, and your usage data. For full details, see the Privacy Policy and Privacy First pages at pdf.inkwelltools.com.

GET THE MOST OUT OF IT

Tips & *answers*

A few habits that make Inkwell smoother, and the questions people ask most.

Is it really private?

For most tools, yes — they run on your device and never upload your file. The four exceptions (PDF to DOCX, Chat with PDF, Inkwell Sign and Invoices) are detailed on page 7.

Can I use it on my phone?

Yes. The layout adapts to mobile, with a bottom navigation bar so you can move between tools easily.

Why is my protected file an .html?

Password Protect wraps your encrypted PDF in a self-contained file. Open it in any browser, enter the password, and your PDF appears. Keep the password safe — it can't be recovered.

Can I send several invoices at once?

Yes. On your invoice list, tick the invoices you want, then mark the drafts as sent, download them all as one ZIP, or delete drafts you no longer need.

Do I need to install anything?

No. Inkwell PDF runs in your web browser on desktop and mobile. There's nothing to download to use the tools.

What happens to my files?

On-device tools never store your file — it lives in your browser tab until you download the result. The cloud and hosted features are described on page 7.

How do I cancel or change plans?

Open your Profile and manage your subscription there. You can upgrade, downgrade, or cancel yourself at any time.

Can my whole team get access?

Yes. Organization and site licenses cover everyone at your institution by email domain. See page 6.

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- ◆ Keep files under your plan's size limit for the fastest, smoothest processing.
 - ◆ Have a stack of files? Use batch mode and get everything back as one ZIP.
 - ◆ Double-check a merged or converted file before you delete your original.
 - ◆ On older phones, very large files can be slow for on-device tools — compress first if you can.

THANKS FOR READING

Your files. *Your device.*

That's the whole idea behind Inkwell PDF — a full PDF toolkit that does its work where your files already live, and tells you plainly about the few times it can't.

pdf.inkwelltools.com ♦ [Pricing](#) ♦ [Privacy](#)

PART OF THE INKWELL TOOLS FAMILY

Inkwell Blot

Short links, QR codes & bio pages

Inkwell Learn

Hands-on tech & cert-prep courses with shareable certificates

Inkwell Media

Free in-browser image, video & audio tools

Inkwell Artifact

AI-assisted project docs & handoffs

Inkwell Data

Free in-browser CSV, Excel & JSON tools

All tools

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