

# The quick-start guide to writing powerful prompts.

Unleash the full potential of AI Assistant for Acrobat.



# How powerful prompts lead to peak productivity.

AI Assistant is a highly effective tool for interacting with your documents, but its full potential is unleashed through impactful prompts. How? Let's get into it.

Prompts guide AI Assistant to deliver high-quality summaries, insights and content tailored to your tasks. No security worries here – it only accesses the documents you specify and never uses your data to train LLMs. The better the prompt, the better the result, enhancing your workflow's speed and efficiency. Discover how different teams can maximise their potential with AI Assistant.



Create sales materials  
**3x faster\***



Compile legal briefs  
**6x faster**



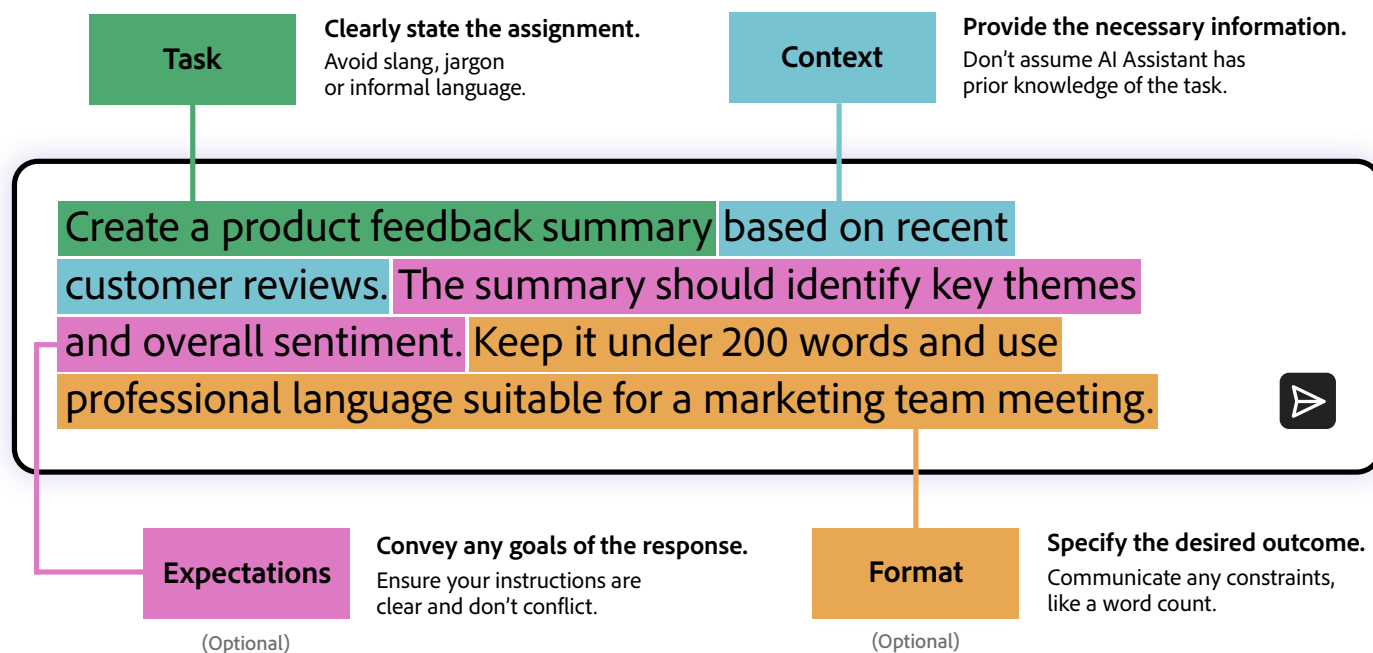
Prepare analyst briefings  
**3x faster**



Write HR emails  
**4x faster**

## Ensure success by strategically structuring your prompts.

In a world of information overload, AI Assistant empowers teams to swiftly navigate reports, contracts, policies and more – freeing up time for focused work. You too can achieve this efficiency with well-crafted prompts that integrate four key components.



# Explore real use cases for everyday tasks.

See how prompts drive AI Assistant to accelerate workflows across departments.

## Sales

In the fast-paced world of sales, time is money – but researching organisations and preparing pitches involves sorting through a wealth of content. With AI Assistant, sales reps can get the information they need faster to close more deals.



### Analyse

Product features

Compare the specific features of these two products to identify strengths and weaknesses. Highlight areas where company A's product excels or needs improvement compared to company B's.



### Edit

Rephrase content

Revise the introduction of this sales proposal to make it more engaging for executives in the tech industry.



### Create

Sales strategy report

Compile these changes and insights into a comprehensive outline for a report that discusses the implications for sales strategies.



### Ask

Focuses and challenges

#### × AI Assistant

In under 50 words, summarise the top three areas of focus and top three challenges for this company based on their 10-Q reports and earnings call transcript.

The company's top three areas of focus are AI investment, product innovation and growth, and services revenue expansion. Their top three challenges are legal and regulatory issues, foreign exchange impact and a competitive market environment.

→ What was the total shareholders' equity as of 1 July 2024?

→ What is the value of foreign exchange contracts?

→ Write an email to my manager with important takeaways from these documents.

Ask a question about this document



# Legal

Legal professionals are all too familiar with common contract work – and the painstaking task of reviewing every detail. But with AI Assistant's ability to quickly analyse lengthy documents, it can shorten sales, procurement and HR cycles so professionals can save their energy for more complex work.



**Analyse**  
Compare contracts

Compare and validate the differences between contract A and B, listing the clauses that differ between them.



**Create**  
Service terms table

List the service terms in table format with the specified duration, such as calendar days, months or years.



**Ask**  
Inconsistencies and liabilities

Assume the role of a contracts lawyer analysing this contract. Summarise any inconsistencies and potential liabilities.



**Create**  
Email highlights

× **AI Assistant**

Write an email for an executive that highlights the action dates, start date and end date, plus calls out any changes to key provisions in the contract.

Dear [Executive Name],

I hope this message finds you well. As we prepare for our upcoming collaboration, I am reaching out to highlight time-sensitive contract dates and provide updates on key provisions crucial for our joint venture.

- Contract start date: 06/01/2025
- Training completion date: 27/01/2025
- Permit issuance date: 10/02/2025
- Deadline for compliance measures: 26/02/2025
- Contract end date: 05/01/2026

The following key provision updates have been implemented:

1. Revised requirements for broader coverage to mitigate risks effectively in insurance coverage.
2. Strengthened language to ensure mutual protection in all scenarios in mutual indemnification.
3. Updated measures to align with the latest data protection regulations in confidentiality and compliance.
4. Adjusted liability limits to provide adequate protection and align with current market trends.

Should you have any questions or require further details, please do not hesitate to reach out. Your attention to these important matters is greatly appreciated and we look forward to a successful collaboration based on these revised terms.

Warm regards,

[Your Name] [Your Position] [Your Contact Information]

↪ What types of damages are waived in the document?

↪ What actions constitute default by the contractor?

↪ How can amendments to the MSA be made effective?

# Finance

Navigating through pages of data is a time-consuming effort, often leading to delays in analysis and decision-making. Enter: AI Assistant. It can swiftly extract and synthesise critical information, empowering finance teams to shift their concentration to long-term forecasting and budgeting.



## Ask

Financial highlights and concerns

Summarise the key financial highlights and areas of concern from the quarterly financial reports of the fiscal year.



## Edit

Outline content

Recap the budget review meeting transcript via a list of key takeaways and action items.



## Create

Feedback table

Create a table showcasing positive and negative feedback from analysts across the 10 firms about our company's performance.



## Brainstorm

Meeting questions



## AI Assistant

Suggest 5 questions to prepare for our financial planning meeting based on the business plan and financial reports.

1. What are the key revenue trends observed in the latest financial report and how do they align with the business plan for future growth and profitability?
2. How has the company managed its expenses and what cost management strategies have been implemented to optimise financial performance?
3. Can you provide insight into the income from operations and how it has evolved over the past year in relation to the business plan objectives?
4. What is the impact of tax provisions on the company's financial position and how are tax liabilities being managed to ensure compliance and efficiency?
5. Are there any significant legal matters mentioned in the financial reports that could impact the company's finances, and what mitigation strategies are in place?

→ What are the most important points in these documents in a nutshell?

→ Give a short synopsis of the key themes or arguments presented in these documents.

→ Create a brief email summary of these documents.

Ask a question about this document



# Human Resources

Between managing company policies and handling employee records, HR professionals spend a lot of time digging through documents. Using AI Assistant, they can easily retrieve information and simplify administrative tasks, saving time to prioritise employee development and retention.



**Analyse**  
Employment policies

Compare the sections related to employment policies in the 2023 and 2024 handbooks. Highlight any changes in policies and describe their implications.



**Create**  
Presentation and email

Compile the handbook updates into a presentation outline and draft an email informing employees of the changes. Aim for a warm yet businesslike tone.



**Ask**  
Diversity and inclusion policies

Summarise the diversity and inclusion policies in the 2024 handbook.



**Brainstorm**  
Office culture ideas

× **AI Assistant**

Suggest 5 ways in which the diversity and inclusion policies can be encouraged and cultivated in the office culture. Format as a bulleted list.

- Conduct regular diversity and inclusion training sessions for all employees to raise awareness and promote understanding.
- Establish employee resource groups or affinity groups to provide a platform for underrepresented employees to connect, share experiences and offer support.
- Implement a mentorship programme pairing employees from diverse backgrounds with more experienced colleagues to foster professional growth and inclusivity.
- Encourage open communication channels where employees feel safe to voice concerns, share experiences and suggest improvements related to diversity and inclusion.
- Recognise and celebrate cultural holidays, heritage months, and diversity milestones to showcase the value of different backgrounds and perspectives within the workplace.

→ What is the company's policy on equal opportunity for individuals with disabilities?

→ What is the purpose of the Harassment Helpline?

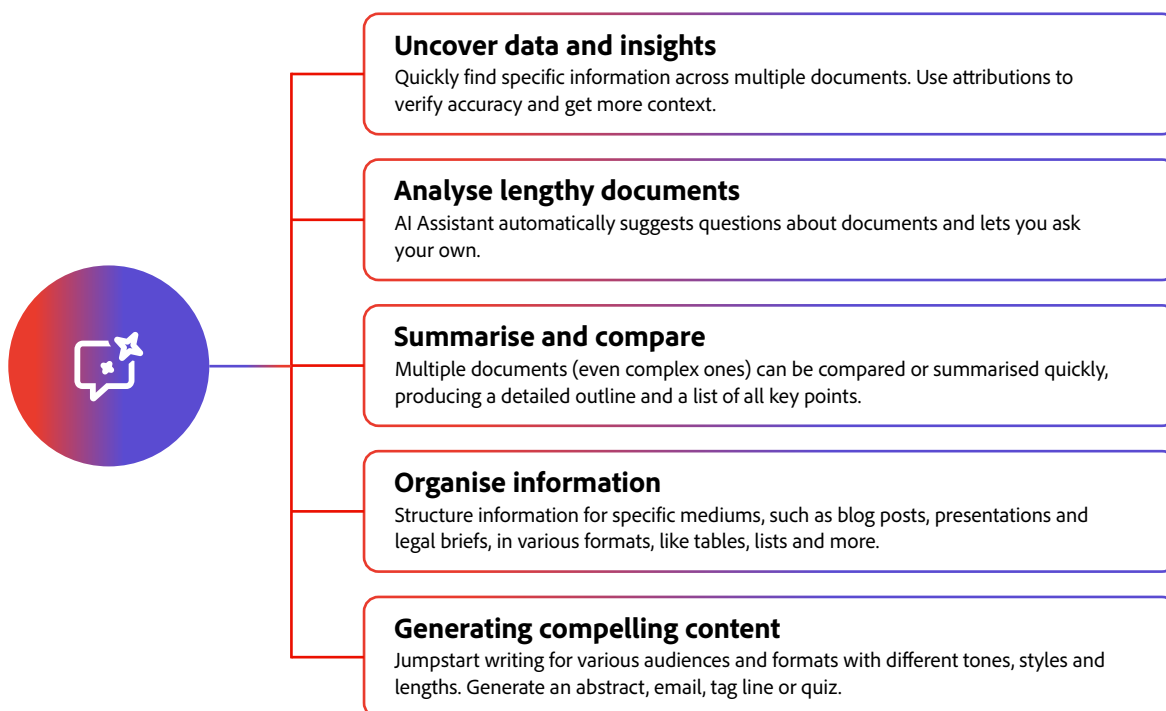
→ How can employees request FMLA leave?

Ask a question about this document



# Unlock the power of prompts.

Powered by prompts, AI Assistant is transforming the way organisations like yours work. Explore how AI Assistant can drive greater efficiency across departments with key benefits.



Now that you know how to write powerful prompts, you can unleash the full potential of AI Assistant. If your organisation isn't leveraging AI Assistant yet, it's time to optimise your workflow and see the difference.

Get started today