

Adobe Acrobat

The quick-start guide to writing powerful prompts.

Get the most out of Adobe Acrobat AI Assistant.



AI Assistant



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+ Quick tip.

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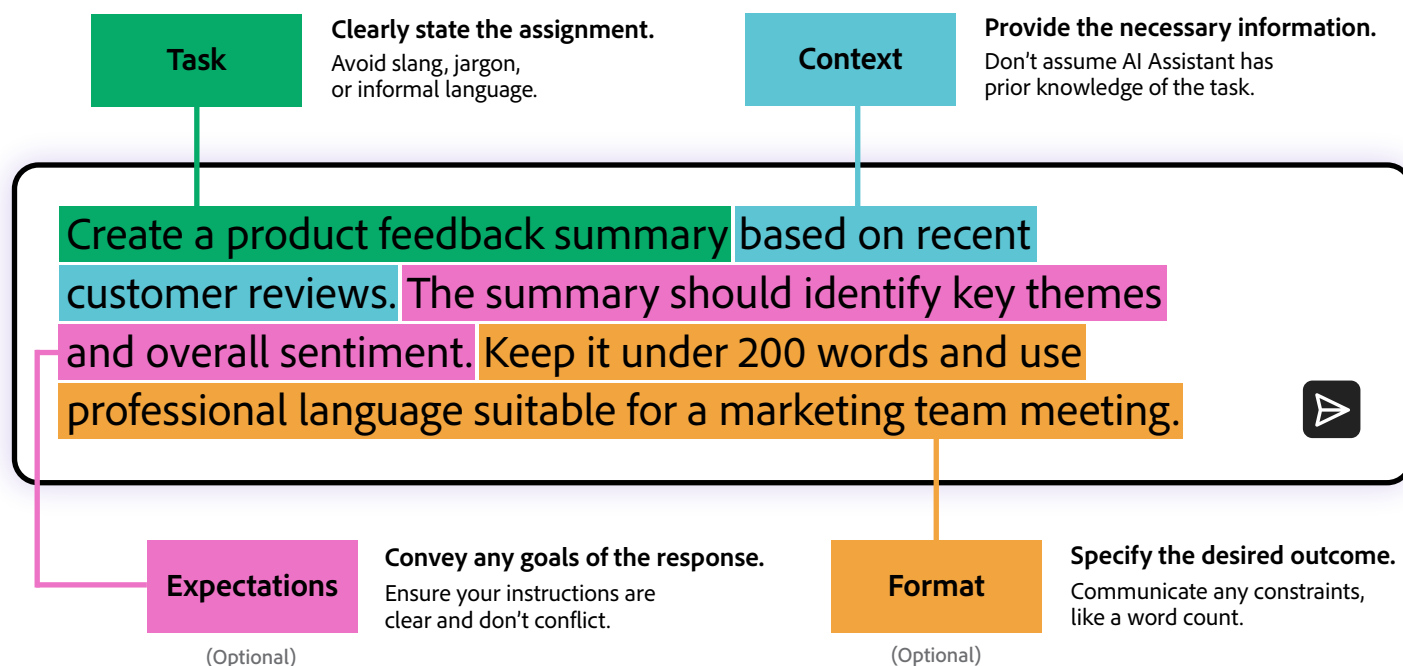
What's a prompt?

Generative AI is redefining productivity in today's business world. Acrobat AI Assistant enables teams across industries — from HR assistants and account executives to legal counsel and CFOs — to streamline everyday tasks, freeing up more time for strategic work.

To get the most out of AI Assistant, start with clear prompts — the instructions that guide its effectiveness. Thoughtful, well-structured prompts lead to sharper results and quicker action.

The framework for impactful prompts.

AI Assistant helps simplify reports, contracts, and more, giving teams time back to focus on what matters. The key? Well-crafted prompts built on four essential components.



Best practices for crafting prompts.

Effective prompts drive stronger results and greater efficiency. Follow our recommended approach and avoid common missteps for clearer, high-impact prompts.

Dos

**Be intentional.**

Know what you want from AI Assistant and clearly state your goals in your prompts.

**Keep it simple.**

Use language that's easy to understand and simplify your instructions when possible.

**Get specific.**

Note any constraints, like word count and desired format of your response.

**Add some personality.**

Let AI Assistant know if you want your response in a specific voice and tone.

**Make an outline.**

For more complex prompts, create a list of steps that AI Assistant can easily follow.

**Keep refining your prompts.**

If your response isn't perfect the first time, try rephrasing it to get closer to your goal.

Don'ts

**Write vague prompts.**

It's important to be crystal clear when talking to AI Assistant so it can respond accurately.

**Request inappropriate info.**

Respect local laws, rules, rights of others, and terms of service when writing prompts.

**Use jargon.**

Writing with slang, jargon, or informal language can lead to low-quality responses.

**Give conflicting instructions.**

Prompts with conflicting information make it hard for AI Assistant to understand your goal.

**Overcomplicate your prompts.**

Prompts with too many instructions can confuse AI Assistant. Simple is always better.

**Assume AI Assistant knows it all.**

AI Assistant isn't human, but it can still make mistakes. It's important to check responses for accuracy.

The impact of powerful prompts.

AI Assistant helps teams across industries streamline operations, enhance decision-making, and drive business results.

Strategic prompts with AI Assistant can help accelerate workflows, extract key insights, and generate content with ease. And because security is a top priority, it accesses only the documents you specify and never uses your data for machine learning or training.

Create sales materials



**3x
faster***

Compile legal briefs



**6x
faster***

Prepare analyst briefings



**3x
faster***

Write HR emails



**4x
faster***

Your prompt toolkit.

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

Sales prompts

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



Analyze
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.



Generate
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

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



Ask
Focuses and challenges

× **AI Assistant**

In under 50 words, summarize 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 July 1, 2025?

→ 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 prompts

Legal professionals are all too familiar with common contract work — and the painstaking task of reviewing every detail. AI Assistant can quickly analyze lengthy documents, helping finalize deals faster, and reduce legal and compliance risks. This creates space for legal teams to focus more on strategic initiatives, like enhancing stakeholder experiences.

Analyze Compare contracts

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

Generate 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 analyzing this contract. Summarize any inconsistencies and potential liabilities.

Generate Email highlights

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.

Generate 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: 10/06/2025
- Training completion date: 10/27/2025
- Permit issuance date: 11/10/2025
- Deadline for compliance measures: 11/26/2025
- Contract end date: 10/05/2026

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 prompts

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 synthesize critical information, empowering finance teams to shift their concentration to long-term forecasting and budgeting.



Ask
Financial highlights and concerns

Summarize 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.



Generate
Feedback table

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



Brainstorm
Meeting questions

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



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 optimize 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 prompts

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 prioritize employee development and retention.

Analyze Employment policies

Compare the sections related to employment policies in the 2025 and 2026 handbooks. Highlight any changes in policies and describe their implications.

Generate 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

Summarize the diversity and inclusion policies in the 2026 handbook.

Brainstorm Office culture ideas

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

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 program 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.
- Recognize 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?

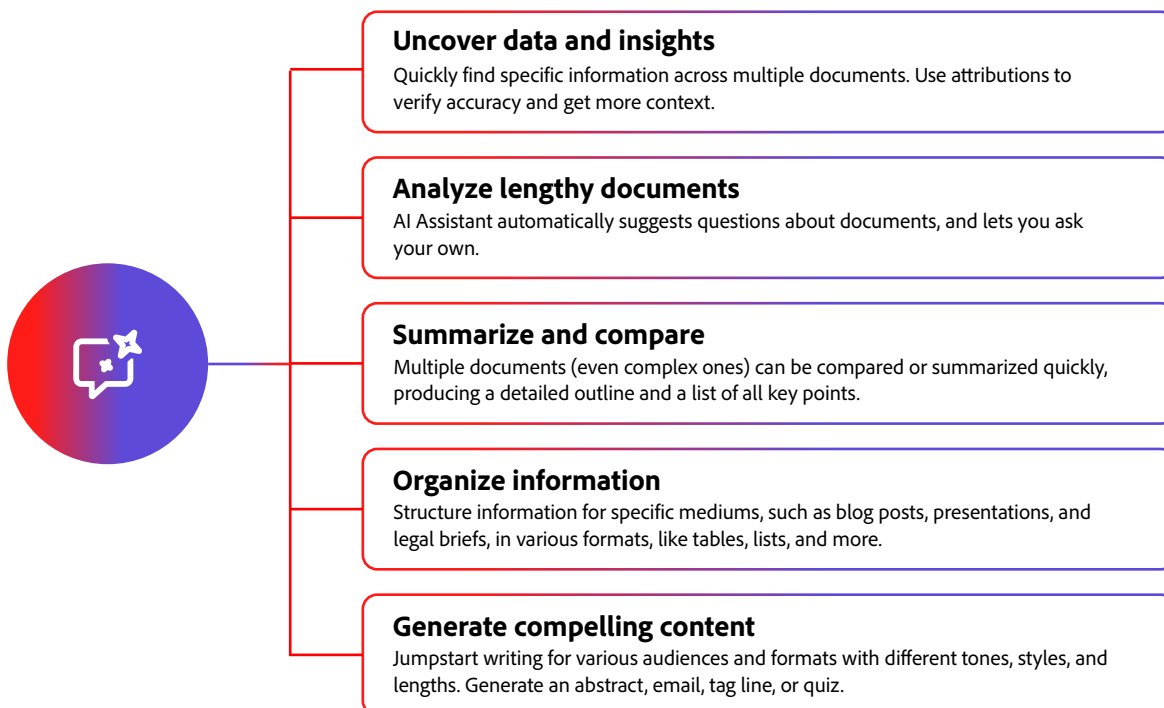
↪ What is the purpose of the Harassment Helpline?

↪ How can employees request FMLA leave?

Ask a question about this document

Put prompts to work.

Enabled by smart prompts, AI Assistant can transform the way organizations like yours work. Explore how using powerful prompts with AI Assistant can drive greater efficiency across departments.



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

Get started