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PDF Spaces in action: real-world use cases.

An introduction and how-to guide from Adobe Acrobat PDF Spaces and Acrobat AI Assistant.



Additional paid subscription required for PDF Spaces and Acrobat AI Assistant.

Contents

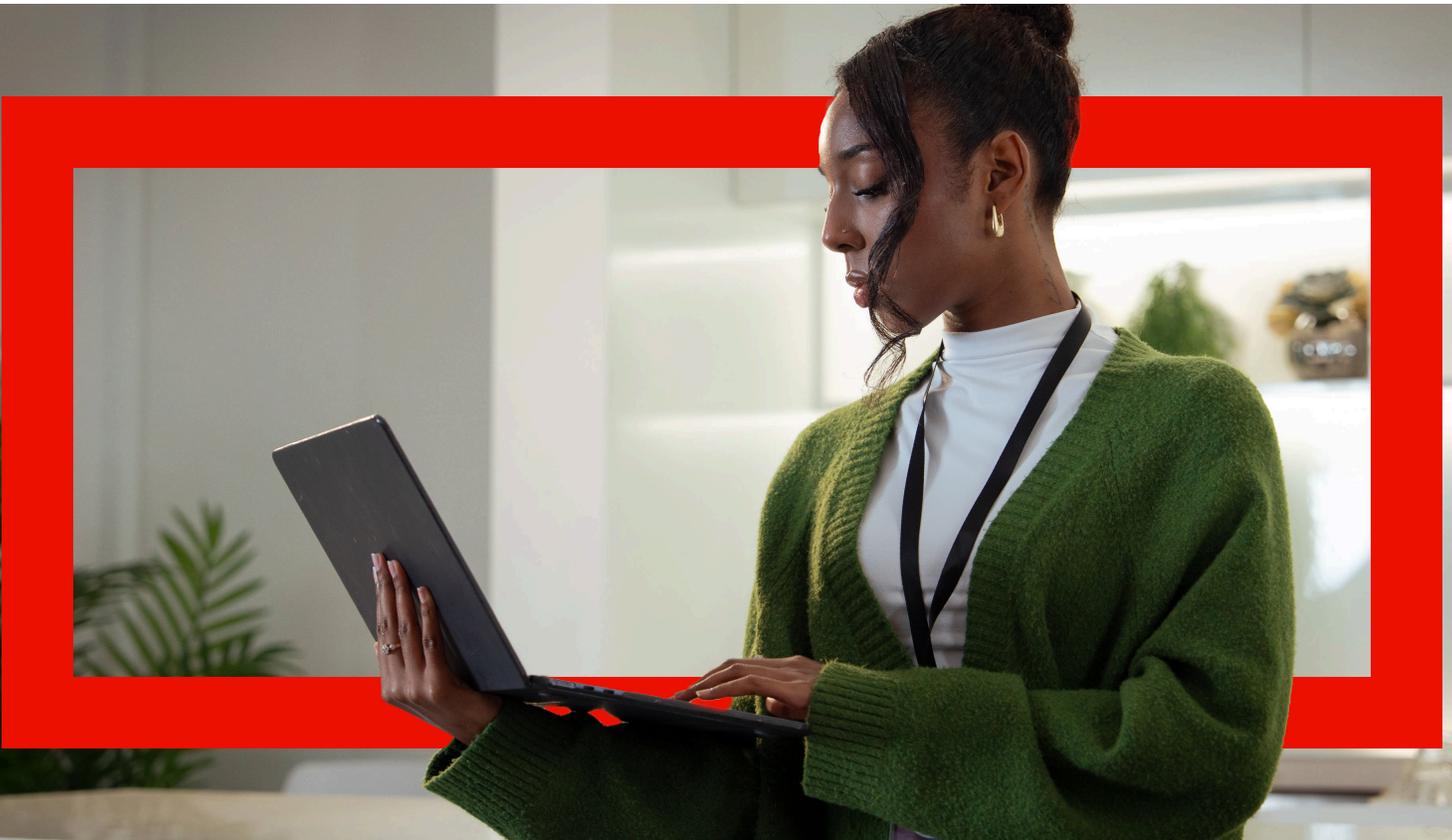
✦ **Quick tip.**

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Overview

PDF Spaces within Adobe Acrobat is a powerful new way to work — bringing together files, AI, and organization into a single smart workspace. Whether you're in sales, HR, finance, legal, or even managing schoolwork or parenting tasks, PDF Spaces helps you stop juggling tabs and start getting answers. With the ability to upload and organize up to 100 documents, ask questions, generate new ideas, and collaborate — all in one place. This document showcases real-world examples of how people across roles and industries can use PDF Spaces to save time, reduce busywork, and focus on what matters most.





Tips on using PDF Spaces in customer service.

As a Customer Support Representative, you assist customers with their inquiries, resolve issues, and ensure a positive customer experience. Here's how PDF Spaces can help your role in maintaining customer satisfaction and loyalty, with efficiency and clarity at the core.

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PDF Space Idea

Customer communication.

Goal

Improve customer satisfaction through more personalized and empathetic responses.

How PDF Spaces can help you

Assist in drafting responses to customer inquiries, ensuring clear and professional communication.

Suggested documents

Sample responses and scripts.

Suggested questions/prompts

A customer is experiencing [specific problem]. What are 3 empathetic and helpful responses I can provide?

Craft a polite upsell suggestion for [specific product] after resolving a customer inquiry.

PDF Space Idea

Feedback analysis.

Goal

Identify trends in customer support issues.

How PDF Spaces can help you

Analyze customer feedback to identify most frequent issues and suggest improvements to products or services.

Suggested documents

Customer issue reports, customer call transcripts, customer feedback from social media/community boards/surveys.

Suggested questions/prompts

Categorize the feedback as positive, negative, or neutral, and provide a summary of the overall sentiment.

What are the most frequently mentioned issues or problems in this customer feedback?

Analyze feedback from [specific customer segment] to understand their needs and preferences.

Compare feedback from different channels (e.g., surveys, reviews, social media) to identify common themes and discrepancies.

Classify the cases into categories and subcategories, automating the scrubbing and analysis process.

PDF Space Idea

Knowledge base.

Goal

Respond to customer inquiries faster.

How PDF Spaces can help you

Provide quick access to solutions from the curated knowledge base, helping you resolve customer inquiries efficiently.

Suggested documents

Support articles, common issues, and corresponding solutions for a specific product.

Suggested questions/prompts

A customer is asking about a new feature included in [product]. Explain the benefits in simple terms.

How can I provide clear and concise instructions regarding the provisioning software of [product]?

A customer is asking about [a common/routine issue]. What is the most common solution?



Tips on using PDF Spaces for your work in finance.

As a Financial Analyst, you're the expert in analyzing financial data, creating reports, and providing insights to support business decisions. Here's how PDF Spaces can assist in helping the organization manage its finances effectively and plan for the future.

Adobe

PDF Space Idea

Financial reporting.

Goal

Draft quarterly business reviews and quickly answer questions around financial performance.

How PDF Spaces can help you

Pull key insights from various business quarterly financial reports, ensuring accuracy and clarity for various stakeholders.

Suggested documents

Financial reports, earnings transcripts, and analyst outlooks.

Suggested questions/prompts

Summarize the key financial metrics for the latest quarter. Then, compare them to the previous quarter of the same year and the same quarter of the previous year.

What are the main trends in financial performance for [specific business]?

Generate a high-level executive summary for leadership, highlighting critical insights.

Identify and explain any major variances quarter over quarter.

PDF Space Idea

Internal audits.

Goal

Review and ensure the accuracy and compliance of financial operations.

How PDF Spaces can help you

Assist in organizing and summarizing audit reports, making it easier for finance teams to review findings, track issues, and ensure compliance with internal policies and procedures.

Suggested documents

Audit reports, internal policies, financial records, and compliance checklists.

Suggested questions/prompts

Generate a compliance checklist based on internal policies.

Summarize the findings from the latest internal audit report.

Track issues identified in previous audits and their resolution status.

PDF Space Idea

Investor relations.

Goal

Improve communications with the investor community.

How PDF Spaces can help you

Analyze investor meeting materials and transcripts against questions posed by the investor community.

Suggested documents

Investor presentations, investor meeting transcripts, submitted questions.

Suggested questions/prompts

Summarize the top 5 most frequently asked questions analysts have around [specific business].

Tally how often [specific topic] is mentioned in [specific company] investment materials.



Tips on using PDF Spaces for your work in HR.

As an HR professional, you're responsible for attracting, supporting, and retaining employees while ensuring compliance, employee engagement, and organizational growth. Here's how PDF Spaces can help your goal of achieving a productive and positive workplace through smart hiring, effective onboarding, clear policies, and informed decision-making.

Adobe

PDF Space Idea

Employee engagement.

Goal

Identify top employee concerns and recommend action steps.

How PDF Spaces can help you

Analyze survey data, spot engagement trends, and suggest actions to improve retention and morale.

Suggested documents

Employee engagement surveys, pulse check results, exit and stay interviews, performance reviews, help desk transcripts, and open-ended feedback forms.

Suggested questions/prompts

Identify key concerns raised in this employee feedback.

Suggest initiatives to improve engagement based on these results.

Compare employee sentiment from these surveys year over year.

What are the recurring themes in exit interview comments?

PDF Space Idea

Employee onboarding.

Goal

Deliver a complete onboarding package for a new hire.

How PDF Spaces can help you

Summarize policies, create task checklists, draft onboarding communications and help new employees get up to speed quickly by sharing the entire project directly with them.

Suggested documents

Onboarding checklists, employee handbooks, welcome guides, training materials, orientation schedules, 30/60/90-day plans, and IT setup instructions.

Suggested questions/prompts

Summarize the key onboarding steps from these documents.

Draft a welcome email for a new employee.

Create an onboarding checklist based on these documents.

Identify any unclear or redundant sections in this onboarding material.

PDF Space Idea

Talent acquisition.

Goal

Select the best candidate for an open role.

How PDF Spaces can help you

Analyze resumes, compare candidate profiles, extract key qualifications, and draft job descriptions tailored to hiring needs.

Suggested documents

Resumes, job descriptions, interview notes, candidate scorecards, recruiting briefs, hiring manager feedback, and skills matrices.

Suggested questions/prompts

Highlight top qualifications from these candidate resumes.

Compare these applicants based on skills and experience.

Generate a job description for a [role] based on these hiring criteria.

Suggest interview questions that evaluate both technical skills and culture fit.



Tips on using PDF Spaces for your work in legal.

As a Legal Advisor, you provide legal counsel, draft and review contracts, and ensure compliance with laws and regulations. Here's how you can use PDF Spaces, together with your expertise, to help the organization navigate legal complexities and mitigate risks.

Adobe

PDF Space Idea

Contract review.

Goal

Review agreements and amendments.

How PDF Spaces can help you

Identify issues, errors, and inconsistencies across contract versions.

Suggested documents

Contracts (original version vs. external party version), amendments to master agreements, contract handbook/policy guides.

Suggested questions/prompts

Read this contract and highlight any key risks or provisions that do not comply with our contract playbook.

Compare Contract A with Contract B and summarize inconsistencies.

Generate a list of open issues to be resolved in the pending negotiation.

PDF Space Idea

Due diligence.

Goal

Consolidate various due diligence documents for review.

How PDF Spaces can help you

Organize and manage due diligence files and documentation, making it easier to access and reference important information.

Suggested documents

Legal documents, contracts, meeting transcripts/notes, intellectual property documents, audit reports.

Suggested questions/prompts

Review these legal documents and provide a concise summary of their key points and implications.

Which files reference [keyword] and what do they say about it?

PDF Space Idea

Legal research.

Goal

Ensure full understanding of relevant legal issues.

How PDF Spaces can help you

Provide summaries of laws, regulations, interpretations, and case studies, helping you stay informed and make well-founded decisions.

Suggested documents

Laws, regulations, changes to legislation, legal memos, case studies.

Suggested questions/prompts

Review the regulations and interpretations. Provide a concise summary of the key points and implications in simpler terms.

Outline the governing statutes and regulations in the UK regarding consumer data. Summarize what the legal responsibilities are that we should know about as legal advisors for a technology provider.



Tips on using PDF Spaces for your work in marketing.

As a marketing professional, you're responsible for creating and executing marketing strategies to promote products and services, engaging with customers, and analyzing market trends. Here's how PDF Spaces can help achieve your goal of driving brand awareness, generating leads, and increasing sales.

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PDF Space Idea

Campaign planning.

Goal

Create a marketing campaign plan leveraging info from multiple uploaded files.

How PDF Spaces can help you

Generate creative ideas and strategies for marketing campaigns, including target audience identification, tag lines, and channel selection. Share them with your team so everyone's on the same page.

Suggested documents

Target audience profiles, messaging, campaign goals, past campaign plans and associated performance metrics, customer insights.

Suggested questions/prompts

Identify any recurring customer pain points or needs.

Are there any notable trends or shifts in marketing strategies that are reflected over time?

Summarize the top 5 strengths of my product and then generate a weekly email content plan for 5 weeks.

What are the most effective marketing channels based on these audience profiles?

PDF Space Idea

Content creation.

Goal

Create compelling content to engage target audiences.

How PDF Spaces can help you

Assist in writing marketing content such as social media posts, blogs, emails, and ad copy, ensuring consistency in tone and style.

Suggested documents

Target audience profiles, messaging, campaign strategy, campaign brief, product descriptions/FAQs, SEO keywords.

Suggested questions/prompts

Draft a creative brief based on these source documents.

Draft a blog post based on the creative brief and product description.

Give me 5 social media captions I could use to promote this product.

Rewrite this ad copy to sound more playful/formal.

Suggest SEO keywords based on this product description and target audience.

Market research.

Goal

Develop market insights to drive business.

How PDF Spaces can help you

Provide insights and summaries of market trends, competitor analysis, and customer behavior to inform your strategies. Share the information with your team so everyone can be up to date.

Suggested documents

Industry reports, articles, competitor web pages/materials, survey results, and customer behavior data.

Suggested questions/prompts

What are the major trends based on these articles?

Summarize the competitive advantages of the product from these materials.

What opportunities can you identify from this competitor analysis?

Compare customer sentiment from these reviews across competitors.



Tips on using PDF Spaces as a parent.

As a parent, your role involves nurturing your child's growth, managing family schedules, and making informed decisions about their education, health, and well-being. Here's how PDF Spaces can help with creating a supportive environment, staying organized, and addressing your child's needs effectively while balancing your own responsibilities.

Adobe

PDF Space Idea

Parenting resource synthesis.

Goal

Compile and understand parenting advice from various sources to improve your approach to parenting.

How PDF Spaces can help you

Summarize articles, books, and expert advice, pulling out key tips and strategies tailored to your child's age or specific needs. Generate actionable ideas and answer questions based on the materials you upload, saving you time and effort. Then share the project with your partner to be on the same page.

Suggested documents

Parenting books, blog articles, pediatrician handouts, child development guides.

Suggested questions/prompts

What are the top 5 parenting strategies recommended for toddlers in these uploaded files?

Summarize the key advice on managing screen time for kids aged 6-10.

What are common mistakes parents make according to these documents, and how can I avoid them?

Generate a list of activities to support my child's emotional development based on this guide.

PDF Space Idea

School project assistance.

Goal

Help your child with school assignments by researching topics and organizing information effectively.

How PDF Spaces can help you

Analyze educational resources, summarize key concepts, and create study aids like outlines or timelines to assist your child's learning. Suggest questions to deepen their understanding, making you a more effective homework helper.

Suggested documents

Textbook excerpts, teacher handouts, YouTube video transcripts (e.g., science explainers).

Suggested questions/prompts

Summarize the main points about the water cycle from these files.

Create a timeline of events for the American Revolution based on this material.

What are three questions my child could ask in class to show they understand this topic?

How can I explain photosynthesis to a 10-year-old using these documents?

PDF Space Idea

Skill-building strategies.

Goal

Support your child in learning new skills like improving sleeping habits, mastering potty training, or working through social anxiety.

How PDF Spaces can help you

Projects can analyze expert tips and personal observations to provide tailored strategies, suggest routines, and create step-by-step plans for skill development based on the expert-created documents you upload.

Suggested documents

Sleep training guides, potty training manuals, child psychology articles, parent notes on child behavior, social anxiety resources.

Suggested questions/prompts

What are the best steps for establishing a consistent bedtime routine based on these files?

Summarize effective potty-training techniques from this manual and my observations.

How can I help my child feel more comfortable at social events according to these resources?



Tips on using PDF Spaces for product management.

As a Product Manager, you're responsible for defining product strategy, gathering and prioritizing requirements, collaborating with cross-functional teams, and ensuring product success from concept to launch and beyond. Here's how PDF Spaces can help achieve your goal of building the right product for the right audience — delivered on time, on budget, and aligned with business goals.

Adobe

PDF Space Idea

Market landscape analysis.

Goal

Build a snapshot of the market landscape to inform product positioning and strategy.

How PDF Spaces can help you

Extract insights from market landscape player materials, compare features, pricing, and positioning, and generate summaries for internal teams.

Suggested documents

Landscape product pages, pricing sheets, analyst reports, product reviews, comparison matrices, and internal competitive battlecards.

Suggested questions/prompts

Summarize the key features of each landscape player in this set.

Compare pricing models across landscape players.

Identify gaps or opportunities based on landscape research.

Generate a summary slide on how we differentiate from landscape players.

PDF Space Idea

Prioritized product roadmap.

Goal

Create a clear, prioritized product roadmap informed by business goals and customer needs.

How PDF Spaces can help you

Analyze input from user feedback, business strategy, and competitive research to outline roadmap priorities and timelines.

Suggested documents

Product requirement docs (PRDs), customer feedback summaries, market research reports, landscape analysis docs, stakeholder requests, business strategy presentations, and product vision decks.

Suggested questions/prompts

Summarize key customer/user requests from these documents.

Identify themes across stakeholder input and feature requests.

Draft a high-level roadmap based on these business goals and inputs.

What features align best with both customer needs and strategic priorities?

PDF Space Idea

Product and feature requirements.

Goal

Draft detailed product feature requirements for upcoming releases.

How PDF Spaces can help you

Extract user needs, clarify business goals, and generate feature specs with supporting context from relevant source material.

Suggested documents

Business strategy presentations, relevant PRDs, product briefs, engineering and architecture specs, customer interviews and research transcripts, support tickets, market landscape benchmarks, and design briefs.

Suggested questions/prompts

Turn this set of user feedback into product feature requirements.

Compare similar features from competitors and highlight gaps.

Summarize technical dependencies noted in these engineering docs.

Generate a one-pager outlining the value proposition of this new feature.



Tips on using PDF Spaces for your research.

The work of a research professional involves conducting thorough investigations, analyzing data, and generating insights to support decision-making. Here's how PDF Spaces can help you achieve your goal of advancing knowledge in your field, provide evidence-based recommendations, and contribute to the development of innovative solutions.

Adobe

PDF Space Idea

Data collection and analysis.

Goal

Collect data from various files, analyze it to identify patterns and trends, and generate actionable insights.

How PDF Spaces can help you

Perform analyses of qualitative results, draw insights from customer interviews, and summarize survey answers.

Suggested documents

Customer interview transcripts, customer survey responses, meeting transcripts, focus group notes.

Suggested questions/prompts

Distill this focus group feedback into a summary document.

What are the key takeaways from this set of customer interviews?

Suggest some ways to improve the customer experience.

What were some common themes that kept coming up in the interviews?

PDF Space Idea

Literature review.

Goal

Gather and analyze existing research to understand the current state of knowledge on a specific topic.

How PDF Spaces can help you

Automate the search for relevant articles, summarize key findings, and organize references.

Suggested documents

Research articles, summary reports, reference lists, research websites.

Suggested questions/prompts

What are the main findings from recent studies on this topic?

How can we identify gaps in the existing literature?

Suggest some follow-up questions to ask the articles' authors.

Analyze the trends appearing across the multiple studies.

PDF Space Idea

Report writing.

Goal

Compile research findings into comprehensive reports to communicate results and recommendations.

How PDF Spaces can help you

Assist in writing reports, generate ideas for visual aids, and ensure clarity and coherence.

Suggested documents

Research reports, executive summaries, reference materials.

Suggested questions/prompts

How can we present our results in a clear and compelling manner?

What questions might someone reading the report have that I should better address?

What images would you suggest I include in my report?

What are some potential objections a reader might have and how can I address them?



Tips on using PDF Spaces for your work in sales.

As a sales professional, you are responsible for identifying and pursuing sales opportunities, building relationships with clients, negotiating deals, and achieving sales targets. Here's how PDF Spaces can help in your goal of driving revenue growth, expanding the customer base, and maintaining strong client relationships.

Adobe

PDF Space Idea

Customer relationship management.

Goal

Maintain strong relationships with existing clients, ensure customer satisfaction, and identify upsell opportunities.

How PDF Spaces can help you

Track client interactions, analyze customer feedback, and suggest personalized follow-up actions.

Suggested documents

CRM reports, feedback forms, call transcripts, customer questions, customer follow-up emails.

Suggested questions/prompts

What are the key factors that influence customer satisfaction?

How can we identify and pursue upsell opportunities?

Build talking points for my next conversation with my clients.

Are there any concerns from the client and how can I address them?

PDF Space Idea

Lead generation.

Goal

Identify potential customers, qualify leads, and build a pipeline of sales opportunities.

How PDF Spaces can help you

Automate lead scoring, generate lists of potential clients, and create personalized outreach emails.

Suggested documents

Lead lists, qualification criteria, outreach templates, outreach emails, meeting notes, meeting transcripts.

Suggested questions/prompts

Help me build a targeted client list based on our ideal customer profile.

How can we improve our lead qualification process?

Are there any hidden sales opportunities from this data?

Which leads have the highest likelihood of converting?

PDF Space Idea

Negotiation and closing.

Goal

Negotiate terms, address client objections, and close deals effectively.

How PDF Spaces can help you

Provide negotiation strategies, generate contract templates, analyze client objections, and then share the project with your team so you can act as a united front.

Suggested documents

Contract templates, objection handling guides, negotiation strategies, notes from deal losses.

Suggested questions/prompts

What are the common objections we face during negotiations?

How can we improve our closing techniques?

Generate some example questions I might get asked to help me practice.

Suggest some talking points to use during the negotiation.

PDF Space Idea

Sales presentations.

Goal

Create compelling presentations to showcase products or services and persuade potential clients.

How PDF Spaces can help you

Generate presentation slides, provide data insights, and suggest persuasive language.

Suggested documents

Presentation templates, product brochures, competitor websites, case studies.

Suggested questions/prompts

What are the main benefits of our product/service versus that of our competitor?

How can we tailor our presentations to different client needs?

Turn this content into a slide to use in my pitch.

Suggest some visuals to include in my presentation deck.



Tips on using PDF Spaces as a student.

As a student, you're responsible for managing your coursework, conducting research, collaborating with peers, and preparing for exams. Here's how PDF Spaces can help in your goal of excelling academically and building a strong foundation for your future career.

Adobe

PDF Space Idea

Exam preparation.

Goal

Prepare thoroughly for exams by organizing study materials and areas to focus on.

How PDF Spaces can help you

Create study schedules, generate practice questions, and identify areas to focus on. Then share your project with a study buddy.

Suggested documents

Study guides, flashcards, past exam papers, practice questions, book chapters, lecture notes.

Suggested questions/prompts

What are the key topics I need to study for my exam?

Come up with a set of quiz questions to prep for my final exam.

Build a study guide to help me focus for my final.

Generate flash cards to prep for my midterm.

PDF Space Idea

Job preparation.

Goal

Prepare for job applications, interviews, and career development.

How PDF Spaces can help you

Create resumes, cover letters, and practice interview questions.

Suggested documents

Resume templates, cover letter samples, interview question lists, job listings.

Suggested questions/prompts

How can I tailor my resume for this job application?

What are common interview questions and how should I prep to answer them?

Suggest ways to rewrite the bio section on my resume.

Are there any skills I should include in my resume that more closely align to the job post?

PDF Space Idea

Research, reports and presentations.

Goal

Gather information, organize notes, and create a comprehensive research paper, report or presentation.

How PDF Spaces can help you

Automate citation management, organize research materials, and generate summaries.

Suggested documents

Research articles, book chapters, citation lists, class notes, assignment directions, annotated bibliographies.

Suggested questions/prompts

Help me create a detailed research outline for my thesis.

Synthesize this research for me and identify key areas I should explore further.

Build an outline for my report based on this content.

Suggest talking points to use when giving this presentation.