Adobe Acrobat
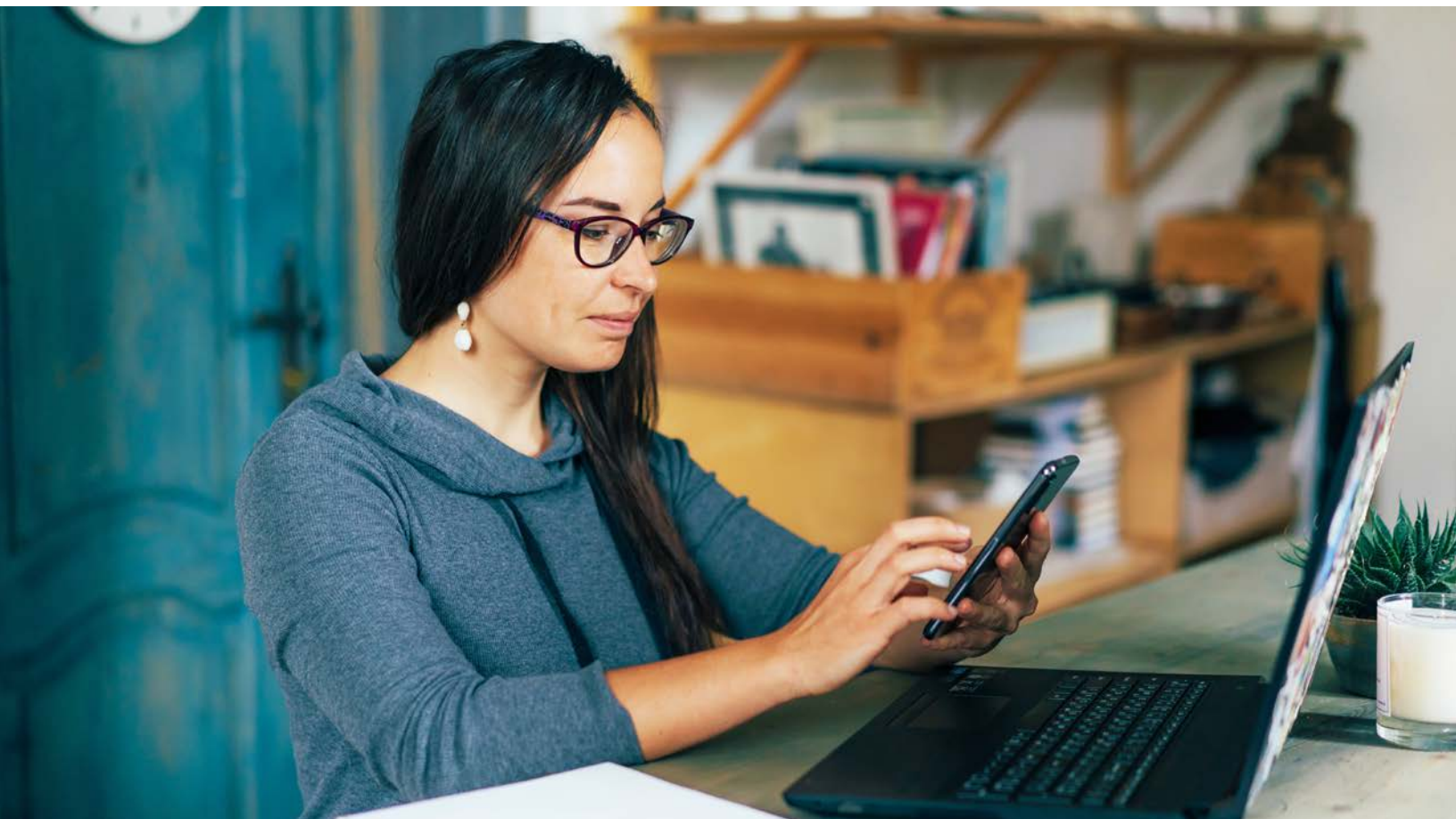
Winning workflows for the evolving digital workplace.

Meet changing employee expectations with the right document workflows—and elevate day-to-day work experiences.

Lead the way in the reimagined workplace.

The past several years have changed not just where we work, but how we work. Colleagues are often using different tools and technology depending on their department or role—with significant hidden costs stemming from this fragmented digital environment. When it comes to the employee experience, standardizing document workflows with Adobe Acrobat can drive transformational change.

Most workers toggle between apps 10 times an hour, costing organizations 32 days per worker, per year of workplace productivity.

Source: Forbes

Employees spend 40% of their time on peripheral work.

Source: Goldman Sachs

Employees have made it clear their time is precious. Teams that are already using an all-in-one PDF and e-signature solution like Acrobat know that connected experiences make document management more efficient, secure, and compliant. If teams in your organization haven't yet implemented Acrobat, their time is spent dealing with countless tasks that get in the way of doing their jobs effectively, whether it's scanning documents manually to redact sensitive information or struggling to e-sign a file on their mobile device.

Meanwhile, as a leader responsible for critical IT investments, you're spending valuable resources auditing and managing licenses across a mixed solution stack. By scaling the document management tools your organization already uses every day, you can simplify and centralize your technology while automating tasks across your organization—freeing up time for employees.

In our work-from-anywhere world, a document is no longer a simple file—it is a strategic element in the workplace ecosystem. If your document workflow hasn't evolved with the modern workplace, the effects of lost efficiency and productivity cascade across the organization.

How you adapt will define the future of your organization. In partnership with department leads, IT can serve employees successfully by providing an essential document management toolkit that meets their needs—and enables you to lead with innovation.

The five keys to unlock employee engagement.

Documents are the primary way employees communicate and conduct business with clients, vendors, and colleagues. Delivering better employee experiences at scale starts with standardizing the countless documents they open, edit, sign, and manage every day. From preparing supplier contracts to onboarding new employees, every department is affected by a single document—the PDF—the foundation of the digital workplace and a critical part of how work gets done.

By expanding Acrobat across the organization, you give every employee the right workflows to help them manage documents in an efficient and secure way, including integration with the tools they're already accustomed to using. Companies that improve the way their teams collaborate will remain competitive moving forward. Here are the five keys to delivering exceptional employee experiences through modern document workflows:

1. Collaborate like you're close by, from any device.

Whether going fully remote or implementing a new hybrid approach, organizations of all sizes have adapted quickly, and the ability to work on and advance PDFs on any device is now the norm. Employees can work with colleagues like they're right next to them—collecting comments and tracking progress in real time—all in one place from desktop, mobile, or web. When every member of the team is using the same workflow, they each benefit from increased efficiency and accessibility without being limited by their location or device.

The Adobe Acrobat approach.

Accelerate efficiency with sophisticated tools designed to meet employees anywhere they are.

Adobe Scan

Scan images and documents into fillable, searchable PDFs, so you can easily search, make edits, and [fill out forms](#).

Liquid Mode

Access documents across any device format so you can view and navigate with ease—no more pinching and zooming, even on smaller screens.

2. Streamline workflows for productivity at scale.

Many employees may already be using Acrobat, but standardizing it across departments streamlines workflows on another level. By partnering with leading companies whose software your organization already uses, Acrobat offers integrations that always deliver effortless experiences.

Tasks like reviewing PDFs from Microsoft Teams or signing contracts in Salesforce all happen without taking precious time to leave the app or send endless back-and-forth emails. When you can automate complex workflows and be more efficient with every transaction, departmental silos are no longer a barrier for employees.

The Adobe Acrobat approach.

Integrations with industry-leading partners deliver seamless collaboration for teams.

Microsoft	• Create high-fidelity PDFs in Microsoft 365 applications—ensuring 100% accurate document generation that meets security and accessibility standards and regulatory requirements. • Collaborate in real time on PDFs in Teams without toggling between applications. • Send documents for signature and track status in Word, PowerPoint, Excel, and Outlook. • Edit and sign PDFs instantly from OneDrive and SharePoint. • Convert Microsoft 365 files to PDF and combine documents into a single file, right in OneDrive.
Salesforce	• Send, sign, track, and manage contracts, all directly within Salesforce.
Google Drive, Box, Dropbox	• Handle all your document needs from storing and accessing to sending and signing, no matter your storage provider of choice. • Reduce manual effort, like searching across apps for the right file, and free up teams to do their best work.

3. Work smarter, not harder, with automation.

Employees are often held back by the volume of repetitive, manual tasks like managing vendor invoices, sending offer letters to new employees, and recreating contracts and proposals. Without standardized document workflows across every department, organizations miss out on a strategic opportunity to scale the benefits and drive business impact.

When you free up employees from low-effort work with intelligent automation, they can focus on the things that impact organizations most—like growing the business, creating new campaigns, and meeting with customers. Automating more workflows also helps reduce operational expenses and errors along the way.

86%

of enterprise workers say unimportant tasks get in the way of doing their jobs effectively.

Source: Adobe

The Adobe Acrobat approach.

With an end-to-end workflow, employees can save time with digital efficiencies every step of the way.
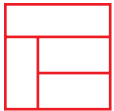
Templates

Standardize documents across teams and avoid recreating them from scratch every time.

Optical character recognition

Extract text and convert scanned documents automatically into editable, searchable PDFs.

Microsoft Power Automate

Automate workflows, like saving and archiving files to SharePoint or sending new employee welcome kits from Workday.

Data extraction

Analyze document content with ease through API-driven extraction.

4. Ensure confidence in document security.

In a single day, an organization processes thousands of PDFs. With the rise of hybrid work, it's easier than ever for company data to become unsecure. Many employees don't realize how important document security is for every one of those files to avoid reputational damage, revenue loss, or even lawsuits. Compliance breaches can be as simple as unauthorized sharing or a phishing scam manipulating employees to give up credentials.

With Acrobat, you can automate security across every department to manage high-fidelity PDFs confidently at all stages of the document lifecycle. And once everyone is using the same software, you no longer need to count and harvest licenses—reducing the cost of software asset management and employee frustration with not having the correct credentials.

Standardizing document security avoids wasted effort and unnecessary risk in the form of unreliable or unsecure documents. For example, a company may use an immature tool's redaction feature to remove sensitive information like birth dates for cross-departmental review. But because the feature is poorly designed, when individuals go into edit mode, they could easily remove the redaction boxes and reveal personal identifying details, putting clients and the business at risk.

The redaction tool in Acrobat, however, helps limit risk, as it has the ability to entirely remove sensitive information like an individual's date of birth. This robust functionality for reducing the risk of data exposure is an especially critical safeguard when working in regulated industries or the government.

Hallmarks of a high-fidelity PDF

Document generation

Data extraction without loss

Microsoft Power Automate

ISO 27001 compliance

Security patching

Sandbox/ protection

Microsoft Purview Information Protection

Accessibility

The Adobe Acrobat approach.

One suite of powerful tools works to help ensure stringent security and compliance practices—protecting your data, networks, and organization.

Interoperable, high-fidelity PDFs	View and collaborate with consistent ease, no matter who or where someone opens or saves the document.
Protected Mode	Add an additional layer of security by sandboxing to prevent malicious attacks, which limits the access an untrusted PDF has to your system.
Watermarking	Label documents and prevent unauthorized use with ease.
Sharing restrictions	Reduce risk and share sensitive materials only with authorized parties—more secure than sending an email attachment.
Redaction tools	Remove sensitive information such as names and email addresses.
Microsoft Purview Information Protection	Provide an extra layer of security support enabled by Acrobat's integrations with Microsoft 365 apps.
Accessibility	Use the Accessibility Checker tool to automatically reduce risk of noncompliance.

5. Centralize workflows for everyone, everywhere.

In today's digital workplace, the boundary between work and home life often blurs. Personal time is at a premium, which means every transaction must be frictionless for an exceptional employee experience.

When you enable every team in your organization with Acrobat, everyone has the right tools and technology to work more collaboratively, no matter which department they're in. Centralized ways of working, like fully digitized workflows, are powerful solutions to save time and do business more effectively and securely, at scale.

The Adobe Acrobat approach.

Save time and boost productivity with 100% digital workflows at scale from an industry leader invested in your long-term success.
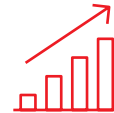
Set the standard for excellence.

Adobe invented the PDF and continues to evolve what's possible in creating, editing, signng, and managing them.

Standardize document workflows.

By handling both PDF management and e-signatures with an all-in-one solution, teams can stay focused and productive.

Focus on the business, not the paperwork.

By advancing complex documents throughout all key stages and departments with ease, employees can prioritize higher-value work.

> " We're not interested in using multiple tools for every file we want to share, read, or process. Adobe Acrobat gives us a unified tool that can bring together any file type in a single, highly secure document.
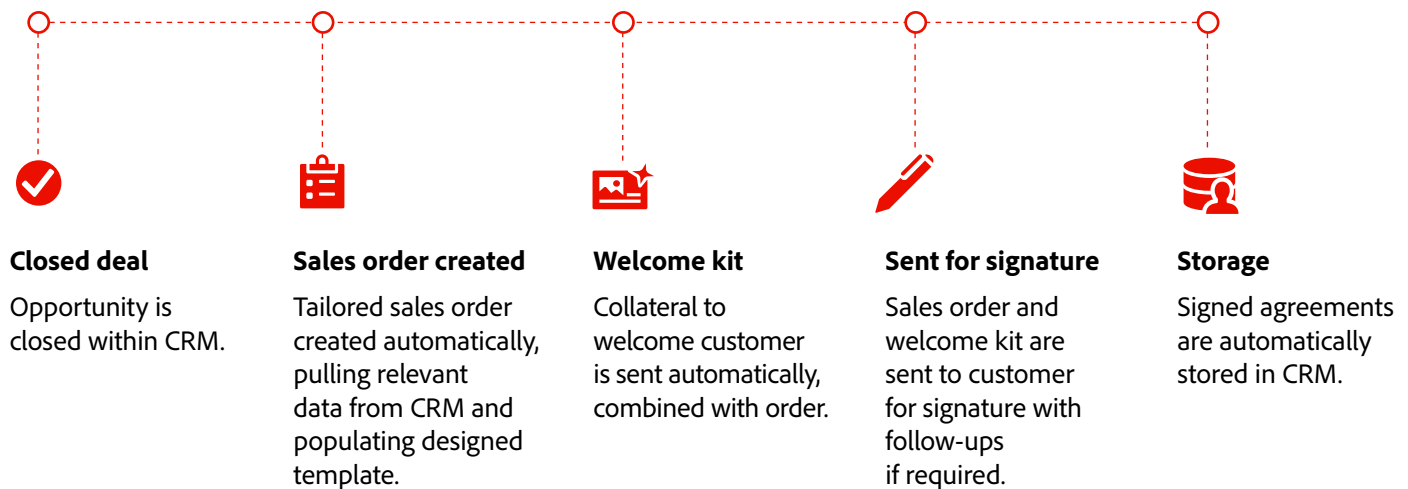
Anant Chakradeo

Pro-Vice Chancellor
MIT Art, Design and
Technology University

Winning workflows in action.

With Acrobat implemented throughout the workplace, employees can spend more time doing business without recreating entire documents.

Closed deal

Opportunity is closed within CRM.

Sales order created

Tailored sales order created automatically, pulling relevant data from CRM and populating designed template.

Welcome kit

Collateral to welcome customer is sent automatically, combined with order.

Sent for signature

Sales order and welcome kit are sent to customer for signature with follow-ups if required.

Storage

Signed agreements are automatically stored in CRM.

The past, present, and future of document workflows.

From putting in longer hours to feeling pressure to be always on, time is a limited resource for employees—and they're hungry for technology to facilitate smarter ways of working. One in two enterprise workers say they would even switch jobs if it gave them access to better tools that made them more effective at work, according to our research on hybrid and remote work models.

For teams adapting to this reimagined digital workplace and IT leaders looking for scalable solutions, document workflows are a critical driver of successful transformational change. The PDF, when implemented across the organization, is a platform that can enhance the business at all levels. With streamlined security and compliance, smoother cross-departmental collaboration, and efficient automation, teams can be more productive and drive greater business impact. And employee experiences become a hallmark of excellence.

Standardizing with Acrobat enables companies and employees to be more successful—so they can better serve the customers of today and beyond. Because when the power of document workflows is unlocked for everyone, the true promise of the digital workplace can be realized.

Learn how expanding the use of Adobe Acrobat across your organization can help you equip teams with the right tools and workflows to succeed our new world of work.

Resources

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