



Guide on Using ChatGPT

QUICK START

1. Go to chatgpt.com in any web browser (or download the free ChatGPT app).
2. Type any question you have right now - even something simple like "What's a good side dish for chicken?"
3. Press Enter. That's it - you just used AI!

UNDERSTANDING GOOGLE LENS

1. What is ChatGPT?

- a. ChatGPT is a free AI chatbot you can talk to like a very well-read assistant. Type a question or request, and it writes back a response in plain language.
- b. You can also speak the question and get a response back and also have ChatGPT read the response back to you.
- c. It's made by a company called OpenAI.

2. How and where to access it?

- a. **On your phone: You can use the ChatGPT free app or online version in a web browser.**
 - i. **App** - Search "ChatGPT" in the App Store (iPhone) or Google Play (Android) and download the free app.
 - ii. **Browser** - Go to chatgpt.com in any web browser. You can log in if you want to save your conversation but also use without logging in.
- b. **On a computer** - Go to chatgpt.com in any web browser; no download needed.

- c. **Cost - A free account works fine for everything in this guide. You do not need to pay for anything.**

3. How to use ChatGPT

- a. Open the app or website, create a free account, and sign in.
- b. Type your question or request into the message box at the bottom of the screen, then tap the arrow (or press Enter) to send.
- c. If the answer isn't quite right, just ask again, say "can you make that simpler" or "try again but shorter."
- d. There is no wrong way to ask. You cannot break it by experimenting.
- e. Keep asking until you feel satisfied with the answer.

THINGS YOU CAN DO WITH CHATGPT

- 1. **Ask & Brainstorm** - Generate gift ideas, activities, or checklists together.
- 2. **Talk Instead of Type** - Tap the microphone icon to ask questions with your voice and listen to the response; no typing needed.
- 3. **Write Messages** - Draft an email, card, or letter in your own voice.
- 4. **Plan Meals & Trips** - Get recipes, meal ideas, or a full trip itinerary.
- 5. **Explain Confusing Things** - Ask it to explain a confusing letter or term simply.
- 6. **Use Your Preferred Language** - Speak or type in English, Punjabi, Spanish, Chinese, or many other languages. You can also get responses in your preferred language.

COPY AND PASTE PROMPTS TO TRY

"Write a birthday message for my granddaughter turning 10."

"Suggest a simple, healthy dinner recipe for two people."

"Explain what a High-Deductible Health Plan is, in simple terms."

"Help me plan a 3-day trip itinerary to visit my sister in Ohio."

"Draft a thank-you note for a gift I received."

"What are some easy stretches I can do every morning?"

"Help me write a polite email asking my doctor's office to reschedule an appointment."

"Give me 5 conversation starters for a family dinner."

"Explain this letter or bill to me in plain English: [paste the text]"

"Summarize this article for me in 3 simple sentences: [paste the text]"

MORE WAYS TO GET VALUE

1. Try asking your question out loud using the microphone icon instead of typing.
2. Ask ChatGPT to respond in Spanish, Punjabi, or another language you're comfortable with.
3. Ask it to "explain that again like I'm hearing it for the first time" if anything is unclear. Another thing that I find very helpful is asking it to "explain it like I am 10 years old in simple language."

TIPS FOR BEST RESULTS

1. **Be specific** - The more detail you give, the better the answer (e.g., "dinner for two, nothing spicy. I have eggs, butter, cauliflower and canned beans." instead of just "dinner").
2. It's okay to ask follow-up questions or ask it to explain something more simply.
3. You can ask it to redo something if the first answer isn't quite right.
4. Start a new chat for a different conversation. For instance, if you are having a conversation about your trip itinerary to Hawaii in one chat, and want to do a chat about how to troubleshoot your printer, start that conversation in a new chat for best results.

IMPORTANT SAFETY MEASURES

1. Never type in your Social Security number, bank or account numbers, passwords, or Medicare ID.
2. Assume the free version may store your conversations; don't share anything you wouldn't want kept.

3. ChatGPT can sound confident even when it's wrong. Double-check anything important, especially numbers and facts.
4. For health, legal, or financial matters, always confirm with a doctor, lawyer, or official source before acting.



Your Trusted AI Partner

Continue Your AI Learning Journey

Our goal is to help you use AI with confidence and good judgment. AI is constantly evolving. Stay connected with us for practical resources and updates.

Receive simple AI tips, helpful resources, and updates to learn how AI can make everyday life easier and safer directly in your inbox: <https://shreya-gupta.beehiiv.com/>

Book a free consultation: aivahan.com/schedule

Email us: info@aivahan.com

Explore more resources: aivahan.com

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