

# How to Use Generative AI

A simple getting started guide.

## 1 CHOOSE YOUR AI

There are lots of AI tools, but you only need one to get started.

### ChatGPT

Made by OpenAI. Ask questions, brainstorm, plan, organise information and upload photos or files.

### Claude

Made by Anthropic. Great for working through ideas, writing, planning and everyday tasks. Supports photos and files.

### Gemini

Made by Google. Ask questions, generate ideas, plan, organise information and upload photos or files.

All three have free versions. Choose one to start. You can always try the others later!

2

## TALK TO IT

You don't need special AI language. Type or talk to it like you'd explain something to another person.

Be messy. Change your mind. Remember things halfway through.

There's no perfect prompt. Just start!

3

## TYPE, TALK, SHOW

TYPE: Write or paste into the chat.

TALK: Use voice. Rambling is fine!

SHOW: Upload a photo or file and ask AI to help.

Choose whatever feels easiest.

4

## BE SPECIFIC

Tell AI:

1. What's going on
2. What you need
3. How you want the answer

For example:

"I have chicken, broccoli and rice. I need dinner for two adults and two children in 30 minutes. One child won't eat spicy food. Give me three easy ideas."



5

## KEEP TALKING

The first answer isn't final.

Tell AI what isn't working.

Try:

"Make it simpler."

"I only have 20 minutes."

"Give me just three things."

"Ask me helpful questions."

You can always ask it to try again!

6

## CHECK IT

AI can sound confident and still be wrong! It might miss important details or give an incorrect answer. Ask it to provide sources.

For medical, legal, financial or safety information, check with a reliable source or qualified professional.

## 7 STAY PRIVATE

Don't share things AI doesn't need, such as passwords, PINs, bank details, identification numbers or private information about other people. For example, instead of:

"My daughter Sophie Smith at Green Valley Primary needs help with math."

Instead try: "My 8-year-old daughter needs help with math."





**Duck & Dog**  
TOOLS FOR HOME



Same brain.  
Less chaos.  
More me.



**Practical printables for  
brighter, calmer days.**

