

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Nobody reads everything twice. Check the right facts, fast, with the model doing the finding.



Why it invents

- **It continues text, it does not look things up.** A question about an instruction is usually followed by an instruction number, so it produces one, real or not.
- **Its knowledge stops at a date,** and web search is a periodic index, not the live internet.
- **Numbers are predicted, not computed.** Days between dates, totals, per-diem: it predicts the digits that usually follow.

Make the model do the finding

- **References beside every claim.** Ask for the page or paragraph after each item; an item with none is the one to check.
- **A fresh chat as reviewer.** Give it the draft and the source: "list every claim the source does not support."
- **Ask what it assumed.** One line at the end of the prompt turns its guesses into a short list.
- **Match the depth to the risk.** A rewording: one read. A brief: the source open. A number you will act on: recompute it.

The tells

- 1 **A reference, date or name you did not supply.** "Where in the attachment is that?" If it cannot point to it, it invented it.
- 2 **A citation you cannot open.** Open it. A citation is a pointer, not proof.
- 3 **A number with no working.** Ask for the inputs and recompute.
- 4 **An answer that is suspiciously complete.** "What is missing from the source?"

TAKE AWAY

Source in, references beside each claim, a fresh chat to find the unsupported ones, your own eyes on the numbers you will act on.

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.