TOOL FLYER

ChatGPT for work

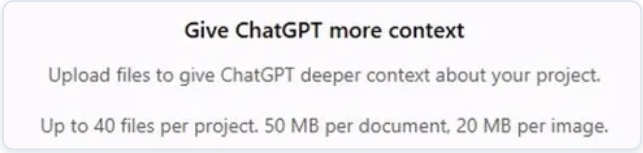
AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

The document workhorse: projects that remember a job, and custom GPTs that remember how you want it done.

What it is best at

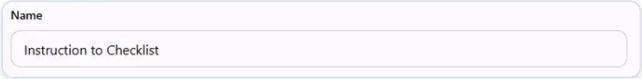
Projects: a desk for a job.

Attach up to 40 files and write the instructions once. Every new chat starts already knowing both.



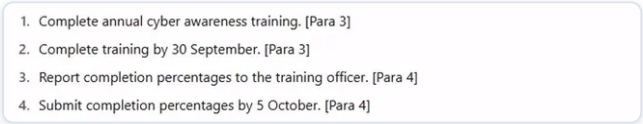
Custom GPTs.

A reusable assistant: a name, instructions and reference files. The same rules apply every time.



Output you can check.

Ask for the paragraph reference beside every line, and checking is a glance down a column.



Two models, clearly named.

GPT 5.6 Terra is the careful one and the default. GPT 5.4 is faster for quick rewrites.

Also inside

- **Files in the chat:** Word, PDF, slides, spreadsheets.
- **One chat per nominee** inside a project.
- **Secure web search:** for public facts, with sources shown.
- **Conversation starters** show a new user what to paste.

Try this first

> In a project holding the instruction and last year's package: "Draft this quarter's package from the facts below. Match the attached format. Mark anything missing CONFIRM."

Know before you go

No share control yet on projects. Pass the instructions and files to a shipmate instead.

It does not write Office files. Paste into your template, or use Grok.

No policy library. For the governing instruction, use Gemini.

Public tools take public material. A work account may take more, within its rules. Nothing classified, ever.

One-page playbooks and lessons with screenshots: sean.theinformed.org/ai-tools

Scan to read the guide

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.