

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

Policy answers with citations, research that runs for minutes, and staff agents already built for you.



What it does that the others do not

Grounded search, cited.

Turn on Deep Research and ask which source governs. It cites the document and paragraph.

Deep Research.

Ask a real question and leave it alone. It returns a sourced report, with an audio summary if you want one.

Deep Research

Unlock deep insights with AI-driven research, reports, and audio summaries.

Ready-made staff agents.

After Action Report, Info Paper, Meeting Summarizer, Staff Estimate. Upload your material, get a draft.

Info Paper Agent

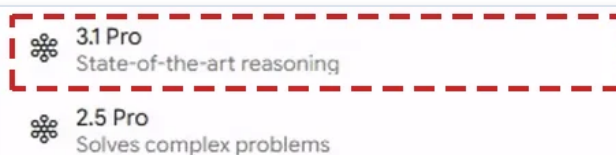
Upload source material for a given topic to receive a draft information paper

Meeting Summarizer

Turn meeting transcripts and materials into a concise and actionable summary

A better model than the default.

Auto often answers with Flash. Pick 3.1 Pro for comparisons, planning and long documents.



Also inside

- **Agent Designer:** build and share your own helper.
- **Share a chat:** a link you can revoke in Settings.

- **Canvas:** edit the draft beside the chat.
- **Images and Library:** every image you make is kept.

Try this first

Deep Research on, 3.1 Pro selected: "Which source governs special liberty for my organization? Cite the document and paragraph, and quote the sentence you relied on."

Know before you go

No projects. An agent with knowledge files does the same job.

Grounded answers can still be Beta. Open every paragraph it cites before you act.

A shared link shows the whole chat. Read it before you send it.

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.

sean.theinformed.org/ai-tools/ Gemini flyer