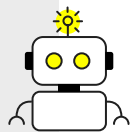


Quick Reference Guide:

Getting Started with AI Chatbots



Step 1: Access the AI Chatbot

AI Chatbots are available in different places depending on the tool you are using.

Most commonly you will find them in:

- A Web Browser – search for the official website of your AI Chatbot of choice.
- Mobile App – download the app from the App Store or Google Play.
- Your workplace tools – some organisations embed AI Chatbots into their workplace tools.

Most platforms will ask you to sign in or create a free account using your email address.



Step 2: Start a conversation

Once you're in, you'll see a chat box.

Just type like you're talking to a person.

Try this:

"Hi, I've never used an AI Chatbot before. What can you do?"



Step 3: Ask a simple question

Start with something easy and useful.

Examples:

- What's a good way to plan my week?
- Explain photosynthesis in simple terms.
- Why do people use AI Chatbots?



Step 4: Give it a simple task

AI Chatbots can help with everyday tasks.

Examples:

- Write a short email.
- Summarise a document.
- Create a checklist.
- Brainstorm ideas.



Step 5: Refine your prompt

If the answer isn't quite right, or what you were looking for, try again with more detail.

Example:

× "Tell me about finance."

✓ "What are some budgeting tips for someone new to managing money?"



Step 6: Explore and experiment

The more you use the AI Chatbot, the better you'll get at questioning/prompting.

Try asking:

- What's something fun I can do on a rainy weekend?
- Help me write a short bio for a professional work presentation.
- What's a good way to encourage my toddler to wear socks?

