Using ChatGPT

First thing to do when using ChatGPT is to create an account. However, this is entirely optional. Setting up an account makes it possible to continue your chat history across devices.

Use your default email or set up an alias or create a new email specifically for ChatGPT. You will be given an opportunity to use your existing Apple ID, your existing Google account, or your existing Facebook account.

You can have multiple accounts with different email addresses.

Once you are logged in, you should see the following:

Welcome to ChatGPT

This official app is free, syncs your history across devices, and brings you the latest model improvements from OpenAI.

ChatGPT can be inaccurate
ChatGPT may provide inaccurate information about people, places, or facts.

Don't share sensitive info
Chats may be reviewed by our AI trainers to improve our systems.

Control your chat history
Decide whether new chats on this device will appear in your history and be used to improve our systems.

The next thing to do is to set up your Custom Instructions. This gives ChatGPT an idea on how best to respond with answers.

If you are using ChatGPT in a browser, click on your login icon in the lower left of the browser window, then click on Custom Instructions.

If you are using the ChatGPT app on a mobile device, tap the three dots in the upper right corner of the app window, then tap on Settings, then tap on Custom Instructions. Fill in as much information as you feel comfortable giving in the top section. The bottom section can be left empty or you can tell ChatGPT to talk to you like you are a 12 year-old child with no interest in math, geography, or history.

You can always update these sections later.

Get very familiar with the Terms of Use before using ChatGPT. This is one EULA that you should NOT avoid. This is found in the Settings section.

You can now start asking questions.

Whether you use the ChatGPT app with a mobile device or with a browser, your settings are carried across all devices when signing in using the same ChatGPT account.

You can engage in more than one chat session at a time, and each chat can be renamed for easy identification. For all chats, your Custom Instructions will apply. However, you can direct ChatGPT to change its responses for each chat. This means that one chat can be geared to high

school level while another is geared for university level. This is called assigning roles to ChatGPT. You can also instruct ChatGPT to respond with the voice or style of a particular historical figure like Mark Twain, or with an Australian accent. This is called giving ChatGPT a persona. In addition to giving ChatGPT a persona, you can change the tone of a response, like being more empathic or authoritarian, formal or informal.

You can also instruct ChatGPT to format the output, such as in a list form, a table form, CSV, bullet list, and so on.

Another tip is to have ChatGPT create a To-do list from a chunk of text that you provide. It could be instructions from your spouse or friend, or a discussion of things that need to be done when going on vacation.

In a given chat, after the first response from ChatGPT, you can prompt ChatGPT to go into detail, or simplify the response, or explain some part of the initial response with examples and URL references (ChatGPT 4.0 or better). You can ask ChatGPT to rank its accuracy of the information, or even ask it to give you its personal best guess (an opinion).

If you have results from a given chat that you want to share with a friend, ChatGPT will create a link to that chat which is in view-only mode for the recipient. If you make changes to a linked chat, the recipient will see those changes.

The best use of ChatGPT is to have it brainstorm for you and give you ideas for embellishing on a project topic. Give it initial setup information for what you want to get ideas for and with the initial results you can modify the parts to fill in the detail.

ChatGPT can also serve as a mediator for giving the most logical way to resolve a discrepancy.

ChatGPT can be used for journaling. Let ChatGPT provide you with questions to then use your response to create effective journaling notes.

Saving your chat logs is an effective way to preserve the history of a chat.

Sometimes ChatGPT will provide responses derived from plagiarized content. It is best to check the responses for plagiarism before submitting ChatGPT responses intended to be original work.

When asking a question, be as concise as possible using as few filler words as possible, but still maintaining a human-like conversation style.

Don't expect ChatGPT to give you medical advice or to be your personal psychologist. That doesn't mean you can't get information about medical or mental conditions - just don't rely on the answers unless you ask for specific URL references (ChatGPT 4.0 or later).

You can ask ChatGPT to summarize an entire article rather than having to read it all and trying to figure out how to summarize it yourself. This includes transcripts of YouTube videos.

ChatGPT is really good at translating languages because it is aware of how a given language is spoken.

If you want to learn something - how to cook, how to fix something, how to use something - just ask.

Best of all, ChatGPT will write stories, suggest how to write an email, how to use a word in a sentence, and much more.

When you are totally uncertain about how to use ChatGPT, ask it just that, and be sure to tell it to be brief.

Using ChatGPT 4, ChatGPT can be enhanced with different plug-ins, but that is a topic for an advanced talk.

Remember, responses by ChatGPT are not always accurate and they are definitely not up to date - unless you upgrade to ChatGPT 4 for $20/mo. ChatGPT 4 is moderately more accurate and can also access websites on the Internet for more current information. You also get the ability to add plug-ins and other features such as imitating your voice (or someone else's voice) and the ability to generate images from simple instructions.

References:

Don't Use ChatGPT Until You Watch This Video:
https://www.youtube.com/watch?v=wBAnCMA98ls

32 ChatGPT Tips for Beginners in 2023:
https://www.youtube.com/watch?v=dUjWMdR_Kw8

"Godfather of artificial intelligence" talks about the impact and potential of AI:
https://www.youtube.com/watch?v=qpoRO378qRY&t=24s

Using voice with ChatGPT (requires GPT 4.0):
https://help.openai.com/en/articles/8400625-voice-conversations-beta-faq

Or just go to YouTube and query for ChatGPT tutorials:
https://www.youtube.com/results?search_query=using+chatgpt

Video of this presentation is available here:
https://youtu.be/qDmuLxQOXz4