

Insider's Guide to Using ChatGPT

Let's face it. Creating content can be a time-consuming part of any business. You sit down to write a blog post, then you need social media content, along with that comes your ebook content, emails and so on. Each of these takes time to research and write.

Now imagine if you could write a blog post, article, social media post, or email post all in less time than it takes to create just one without having to hire someone to do it?

The answer to that is using artificial intelligence (AI) apps to do the work for you. And unless you've been living under a rock lately, you know that AI is here to stay. And it will be a part of everyone's lives at some point.

But today we are looking at one specific type of Artificial Intelligence website that is taking the internet by storm: writing with ChatGPT.

In this Insider's Guide to using ChatGPT, we'll dig into what ChatGPT is, how it works and how to get the best responses from it. Then we'll look at some of the advantages and disadvantages of the software.

Let's get started.

What is ChatGPT

What is ChatGPT, and why is everyone so excited about it?

Wikipedia's (<https://en.wikipedia.org/wiki/ChatGPT>) definition

***ChatGPT** (Generative Pre-trained Transformer) is a [chatbot](#) launched by [OpenAI](#) in November 2022. It is built on top of OpenAI's [GPT-3.5](#) family of [large language models](#), and is [fine-tuned](#) with both [supervised](#) and [reinforcement learning](#) techniques.*

ChatGPT was launched as a prototype on November 30, 2022, and quickly garnered attention for its detailed responses and articulate answers across many domains of knowledge. Its uneven factual accuracy was identified as a significant drawback. — Wikipedia.

This tool allows you to ask questions or statements using natural language that ChatGPT responds to. In return the chatbot gives conversational answers. The bot remembers the thread you started and uses the previous questions and answers to give its next responses. The answers stem from the huge volumes of information already found on the internet.

ChatGPT is an AI-based chatbot system that uses natural language processes or NLP to generate human like conversations.

It allows users to ask it questions or tell a story where it then responds with relevant natural sounding answers or topics. It's designed to simulate human conversation that creates a natural engagement with the bot.

GPT (Generative Pre-training Transformer) is a large language model developed by OpenAI. It is a type of neural network designed to generate human-like text. Based on GPT-3.5, ChatGPT is optimized for conversational dialogue using RLHF or Reinforcement Learning with Human Feedback. The responses it gives sound very human like since the program was trained on vast amounts of human written data.

For example, you can ask it questions that sound like they came from an encyclopedia, "Explaining Neurological impulse of the brain." Or tell it to write a short story. When it completes that, say, "Now make it funnier."

Just remember: ChatGPT doesn't actually know anything. It's AI trained to recognized patterns in large pieces of text from the internet and trained with human assistance to deliver in a useful and better dialog. It doesn't have feelings or emotions.

ChatGPT is an AI website trained in creating content in a conversational way by using information found on the internet. It creates content from the prompts you give it. And it can be used for different types of content. We'll look at several different ways to use ChatGPT next.

For what can ChatGPT be used?

Whether you want to create business content, personal content, or anything else, ChatGPT is programmed to help you. ChatGPT can be used for a wide array of purposes. Use it to answer questions, get information or engage in a casual conversation.

Overall, ChatGPT can be used in any of the following ways:

- As a chatbot for customer service for normal human conversation.
- As a translator of written words from one language to another.
- As a summarization of the main aspects of any topic.
- As a content creator of fresh content.
- As a tutor or educator by helping students understand complex data easier.
- As a data manipulator for sorting, managing, and organizing data.
- As a coder by processing code, writing code, and helping debug code.

In fact, the current version of ChatGPT can do:

- Text completion
- Generate text.
- Edit text.
- Code completion
- Generate or explain code.
- Fine tune text
- Classify and compare text.

Let's look at some of the many ways it can be used in more detail.

- Blogging - ChatGPT can create unique content on almost any topic. Use it to create blog content you can use to grow and populate your blog.
- Customer Service - ChatGPT can be used to answer customer questions. It can be used to generate text for chatbots for online shopping. Use it to provide information to your customers. And it can resolve any issues in real-time making it useful for businesses providing 24 hour support to their customers.
- Personal assistant - Use ChatGPT as an assistant to help you with scheduling, managing, or organizing information.
- Education and training - Use it as a tutor or to provide information on a specific topic. Chat GPT can answer questions in varied educational perspectives.
- Social Communication - ChatGPT can engage in casual conversation or provide entertainment that can be created specifically for online communities such as Facebook or group forums.
- News Content - You can use ChatGPT to produce news articles, weather or local business information for websites and social media platforms.
- Product descriptions - ChatGPT can easily create product descriptions for any product. Use it in creating other marketing materials such as ad copy or sales page copy.
- Summarizations - If you need a long document or article summarized or condensed, ChatGPT can do this.
- Reviews - ChatGPT can generate a review on any product or book. Use it to post reviews on your website.

- Novels - ChatGPT's ability to recognize your previous request allows you to keep building on the previous section.
- Video or audio Scripts - ChatGPT can write the scripts for your video or podcast. Give it your topic and ask it to write a script for the video or podcast. Here is an example we did:

"Can you write a short script for a video on meditating?"

[Narrator: "Meditation can be a powerful tool to help reduce stress and improve overall well-being. But where do you start? In this video, we'll walk you through a simple meditation practice that you can do anywhere, at any time."

(Visual of a person sitting in a comfortable position, with their eyes closed)

Narrator: "First, find a quiet and comfortable place to sit. You can sit on the floor or in a chair, just make sure your back is straight and your body is relaxed."

(Visual of person adjusting their posture)

Narrator: "Close your eyes and take a deep breath in through your nose, filling your lungs with air. Slowly exhale through your mouth, letting go of any tension in your body."

(Visual of person breathing deeply)

Narrator: "Focus your attention on your breath. You can count each inhale and exhale, or simply observe the sensation of the breath moving in and out of your body."

(Visual of person with a peaceful expression)

Narrator: "If your mind begins to wander, simply notice the thoughts and let them go, bringing your attention back to your breath. Continue this practice for a few minutes, or as long as you like."

(Visual of person getting up and opening their eyes)

Narrator: "Remember, meditation is a practice, and it takes time and patience to develop. But with regular practice, you'll find that your mind becomes more peaceful and your body more relaxed. Give it a try today and see the benefits for yourself."

(Visual of the person smiling and looking happy)

Narrator: "Thank you for joining us for this meditation video. Namaste."]

- Create Journal pages and other DFY content - Ask it to give you the content to include in a journal, checklist, worksheet. These could be things like journal prompts or checklist items.
- Create workbooks or Quizzes - ChatGPT can create fill in the blank worksheets or quizzes for students.
- Get fun facts - Use it to create trivia questions or get facts to learn something new.
- Write poetry - Ask ChatGPT to create poetry and Haikus for you about something specific. You can even ask to have it created in the style of someone specific like William Shakespeare.
- Create Title Ideas - ChatGPT will give you ideas for titles for blog posts, products, ebooks, novels, or any other content.
- Create an outline - Stuck on how to organize an article or post? ChatGPT can help you take your ideas and turn them into an outline.
- Write Code and Debug - ChatGPT can process code, write code, and help developers debug codes.
- ChatGPT can create a summary of a longer document. Provide it with the full text then ask ChatGPT to generate a shorter summary.

These are just the tip of the ChatGPT pie. It's uses are limited only to your imagination. Remember though, that even though it spits out the content for you, you still need to edit it and add the personal human effect to it. Next up we'll show you how getting started with ChatGPT works.

Getting Started: How it works

Now that you know all the amazing things ChatGPT can do, you might be curious how it actually works.

ChatGPT is in beta right now. You can get started by going to chat.openai.com.

Click "Sign Up" to set up your account.

Once you have created your account, you'll be given examples of what you can do with ChatGPT. You'll also go through the process of doing your first queries.

At the time of this writing, ChatGPT is free to use. But the company does say it may need to monetize it in the future.

To generate text, ChatGPT takes an input prompt and uses it to generate a sequence of words, one at a time. At each step, the model predicts the next word in the sequence based on the words that have come before it, as well as the input prompt. The model uses this prediction process to generate a complete piece of text, such as a news article or a story.

1. You input text into the ChatGPT interface using questions, prompts for information, summaries, reviews, or some other casual statement.
2. Then ChatGPT analyzes the input, using the machine learning algorithms to generate a response in return.
3. This response is then shown to you (the user) as text.
4. You can then add more text for ChatGPT to respond to. This continues until you end the conversation.

A key factor in determining the success of the response you get from your ChatGPT conversation comes from the quality of the question (or prompt as it's referred to) you input. The prompt is what initiates and guides the conversation. A well-defined prompt helps to ensure the conversation stays on track and covers the topic.

ChatGPT is a bot that works by giving you a response to your input. The type of input you give it will determine the quality of the answers you receive. That's why you need to use good prompts. In the next chapter we'll give you what is needed to write a good prompt.

Writing Good Prompts

As we've mentioned, writing good prompts is important to the type of ChatGPT conversation you receive. It's easy enough to just throw in a generic question and hope to get the detailed answer you want. But you might end up with something that is unrelated to what you want. Instead learning what a good prompt is, is key.

What is a prompt? A prompt is a question or statement that serves as a starting point for ChatGPT to generate the relevant response.

Well defined prompts result in a more engaging and informative experience for the user. So how do you write a good prompt for ChatGPT?

There are few key points to keep in mind:

1. **Clarity:** a clear and concise input helps to ensure the program understands the topic or the task you want it to perform. This allows it to give you an appropriate response.

Avoid overly complex or confusing or vague language. Be as specific as possible in the prompt.

2. **Focus:** your prompt needs to have a clear purpose and focus to guide the conversation and keep it on track. Before you begin writing your prompt, have a clear idea of what you want to accomplish via the conversation. Is your goal to provide information, answer a question, or have a casual conversation?
3. **Avoid using broad or open-ended prompts.** These can lead to unfocused or disjointed conversations. It might be tempting to ask an open-ended question in hopes of getting a more comprehensive response, you'll most likely end up with an unfocused conversation. Be as specific as possible, defining the purpose and focus of the conversation.
4. **Relevant:** be sure your prompt is relevant to the conversation. Use specific language so ChatGPT understands the prompt. Avoid using jargon or vague that could lead to confusion or misunderstanding.
5. **Keep the conversation on the topic and on track.** Avoid introducing any unrelated topics or angles that will distract from the main focus of the conversation. By staying on track with the topic at hand you'll help ensure the conversation covers the topic of interest and avoid useless and irrelevant information.

When using ChatGPT you want your conversations to be relevant, clear and focused. That is why you need to use good prompts. And we're going to help you by showing you the different types of prompts you could use in the next chapter.

Different Types of Prompts

Now that you know you need to use good prompts, you should know about the different types of prompts you can implement. Let's take a look at some examples of both effective and ineffective prompts and the different types.

There really isn't a limit on the type of questions you can ask. It's more a matter of asking the questions in a way that is clear and specific. For example, we asked it to give us the different shades of purple. This is the response we received:

"There are many different shades of purple, including lavender, plum, violet, lilac, magenta, and amethyst, among others."

Then we tried another more generic question:

"What can you tell me about the news?"

The response from ChatGPT:

“I'm sorry, I don't have access to the current news. My knowledge was cut-off in 2021, and I can only provide information based on what I know from that time. Is there a specific topic or event you would like to know more about? I can provide information on historical events or general information on certain subjects.”

Effective ChatGPT prompts:

Can you provide a summary of the main points from the article [Name of article goes here]? This prompt is focuses and relevant to a specific topic.

What are the best restaurants in Venice that serve Keto food? This prompt is specific using a place and type of food.

Bad prompts:

What can you tell me about space? This is a broad and open-ended prompt. ChatGPT would have difficulty generating a focused or even useful response.

How are you? This conversation starter isn't well defined and doesn't have a clear purpose for ChatGPT to follow.

Can you help me with this project? It might seem clear and specific but it's still too open ended. It should specify a specific topic or task at hand.

More Good Prompt Examples

Use these prompt examples as a guide for developing your own questions or statements.

1. Ask a question: Can you find some practical ways to develop your design skills without taking a course?
2. Ask it to write an 800 word humorous blog post on dog training.
3. Summary: Summarize the following: _____ (add in anything you need summarized-book, article, etc.)
4. Write a response to this comment: Insert comment from a customer review or comment from Facebook or wherever).
5. Ask for a product recommendation: I'm looking for a new pair of boots, can you recommend some products?
6. Product description: Write a description for a planner for new business owners that is purple and has yellow flowers

7. Get recipe suggestions: I have some leftover pork roast and a can of black beans. Can you suggest a recipe with instructions to make?
8. Create a list of FAQ: Give me a list of potential questions readers could have about ____ (topic)
9. Ask it to be funny: Tell me a joke.
10. Conversation starters: I'm looking for a conversation starter for a singles party, do you have any suggestions?
11. Translation: Translate to French: the flowers are beautiful
12. Act as: Explain like I'm 7: the concept of time
13. Act as: Explain as you'd explain to a baker how to set up a website
14. Act as: Explain in baseball terms the steps to building a successful business
15. Ask it to write a captivating description about a product, movie, etc.
16. Outline: Ask for a detailed outline for a blog post on the benefits of eating greens.
17. Write in a specific style: write a love poem in Shakespeare's style.

There is a wide variety of the types of prompts you can use. Just remember to make them relevant, focused, and clear for ChatGPT to understand. In the next chapter we'll look at what the benefits are of using ChatGPT.

Benefits of ChatGPT

Chatbots have been used for some time now, but most of them are still relatively simple and a bit primitive. Most in fact, are only capable of answering rudimentary questions on a help desk page. Or addressing the issues of an upset customer. But ChatGPT's ability to carry a conversation akin to a human has changed how NLP is entering a new chapter for everyone.

One of the main benefits of ChatGPT is its ability to communicate with users using the same language and syntax they would use when speaking to another human. It's able to understand and respond to context. This allows it to generate more appropriate and relevant responses to your input.

Other benefits include:

Customization features. You can customize ChatGPT to suit your needs and preferences. For example, you can customize the tone and style of the responses you get. Or customize the types of information or topics it can discuss.

Personalization. Another key benefit is the ability to personalize ChatGPT's responses based on your past interactions and preferences. This helps the conversation feel more natural and tailored to your needs and interests.

Multilingual ability. ChatGPT is able to understand and respond in multiple languages. This makes it useful for international users or if you want to communicate in multiple languages. This makes it perfect for creating chatbots to handle customer inquiries or requests.

Remembers. ChatGPT remembers what you said earlier in the conversation. This is helpful when creating blog posts, articles, marketing materials and most other projects.

Declines Inappropriate requests. ChatGPT can decline request it determines to be inappropriate.

As you can see, ChatGPT is a very powerful and versatile tool. It's wide range of capabilities allows for many different applications. In the next chapter we'll look at the some of the drawbacks of ChatGPT.

Drawbacks to ChatGPT

There is no doubt ChatGPT has many benefits for use in many areas. But it does have its drawbacks that will keep it from replacing humans just yet.

One of the main ones is that ChatGPT is not always right. It can give you realistic sounding answers that when fact checked, are not correct. Always proofread and check facts through other sources.

The quality of the answers depends on the quality of the input data or questions. This means if you give it a poorly worded statement, you'll receive a poor or unrelated answer than what you were looking for.

ChatGPT is not a search engine. That means it doesn't have the ability to search the internet for information. Instead, it uses information its learned from training data.

The responses may need to be edited for clarity or correctness. And to add your own stories or personal spin on it.

ChatGPT writes in a stuffier and sometimes duller style than most writers prefer. The data would need to be rewritten or edited to make it livelier and more relaxed.

As with any artificial intelligence program, there are drawbacks that you will need to be aware of. As long as you keep them in mind when you use ChatGPT the program might be worth using. Next, we'll look at the tools and resources we've included with this Insider's Guide.

Templates and Tools

We've included five templates and tools to help you navigate your way around ChatGPT. They include:

1. [How to Write ChatGPT Prompts Guide](#) helps you write clear prompts to get the best results.
2. [Ways to implement ChatGPT](#) is a list of ideas for using ChatGPT.
3. [Getting Started with ChatGPT Checklist](#) to help you get started.
4. [Getting started with ChatGPT Worksheet](#) to prepare you for conversing with ChatGPT.
5. [Tips for Using ChatGPT Cheat Sheet](#) to help you decide if and how you can use ChatGPT to respond to your question.

What Next

We've dug into what ChatGPT is and how it works in this Insider's Guide to ChatGPT. We wanted to give you ideas on how you can use it and the different types of prompts that will help produce the best response.

As you start using ChatGPT you'll learn how it responds quickly to a statement or question, especially one that is clear, concise, and relevant. You can ask it to continue if you need more data or ask it another clarifying question.

It can be used to learn or to teach you something. Or to entertain you by telling you a joke. You can use it to summarize a book or review a movie. ChatGPT will help you write a novel or create product descriptions. It can respond to your request for creating an email communication or social media post.

The ways you use ChatGPT are really only limited by you.