StefnuljaAI

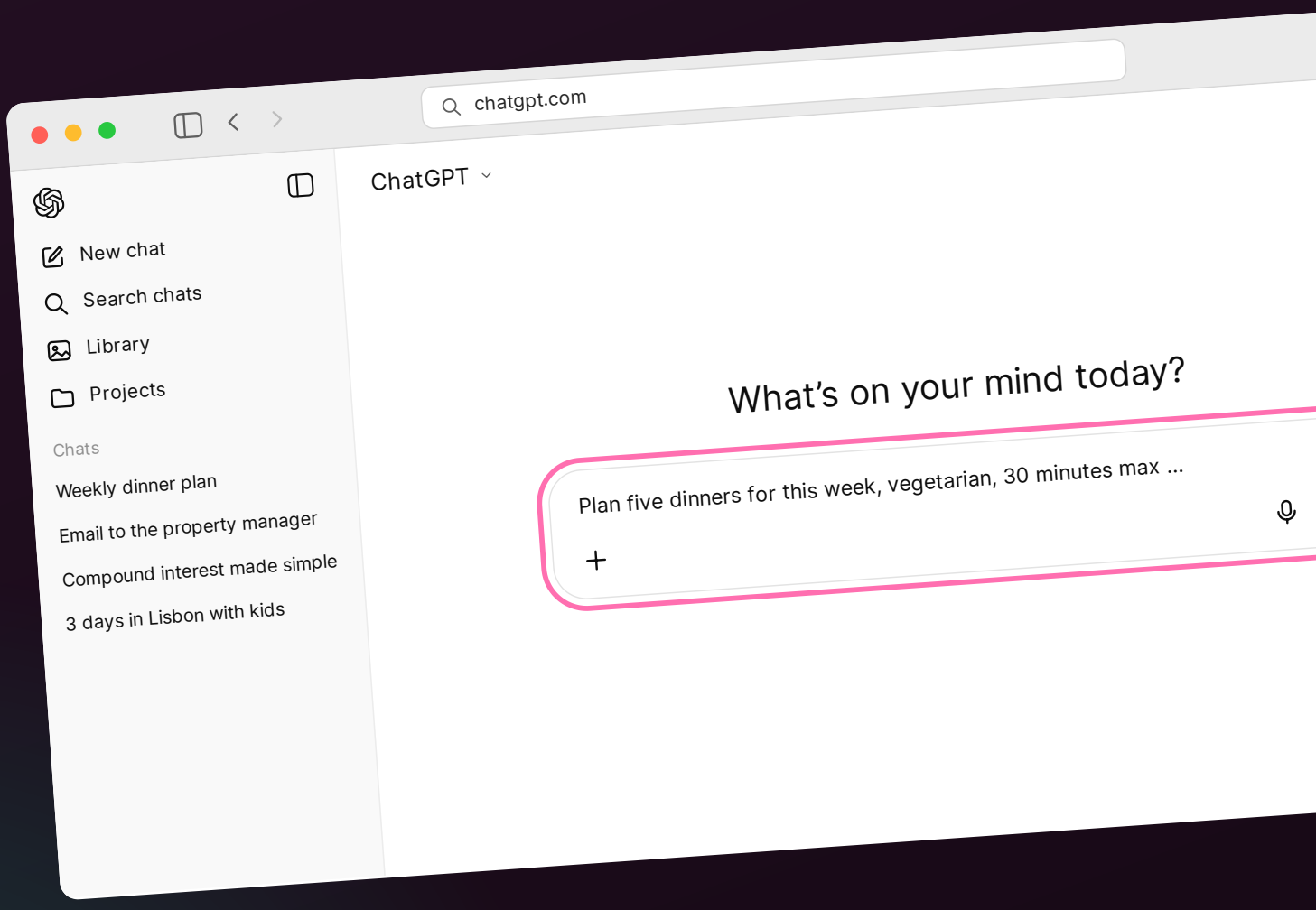
FREE

YOUR HANDS-ON GUIDE TO GETTING STARTED

ChatGPT Cookbook

Step by step from your first click to your own style: account, interface, the prompt formula, all key features, privacy settings and 25 recipes you can copy.

14 chapters | 25 recipes | 19 screen views | 7 days to get going | For complete beginners



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AS OF NOVEMBER 2026
ENGLISH EDITION

BEFORE YOU BEGIN

00 Contents and how to use this cookbook

This cookbook is for you if you have never used ChatGPT, or only a few times. You need no prior knowledge and no course. Read it from start to finish, or jump straight to what you need right now.

1 **Before you start: what is AI, and what is ChatGPT?**
The essentials in one minute, no jargon

2 **What ChatGPT is good for**
12 examples from everyday life and work

3 **Free or paid?**
Free, Go, Plus and Pro compared, plus a word on ads

4 **Create your account**
On your computer and your phone, with two-factor protection

5 **The interface explained**
Every button at a glance

6 **Your first chat**
Follow up, edit, start over

7 **The prompt formula**
Five ingredients for good answers, with before and after

8 **The key features**
Files, web search, images, voice, projects, memory, custom instructions and more

9 **Privacy: three settings for your first 15 minutes**
Turn off training, temporary chat, memory

10 **ChatGPT on your phone and computer**
App, desktop app, browser

11 **25 recipes to copy**
Templates for writing, work, learning, everyday life and creative ideas

12 **The 10 most common beginner mistakes**
And how to avoid them

13 **Checklist: your first week**
Seven days, 15 to 20 minutes each

14 **Quick reference**
Mini glossary and sources

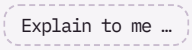
How to read the pictures



Pink frame
This is where you click or tap.



Number on the frame
Several spots in one picture. You will find the numbers again in the text.



Prompt box
Type it or copy it. Replace everything in **[square brackets]** with your own details.

GOOD TO KNOW

The screen views in this cookbook are recreations: light mode, free version, English interface, as of November 2026. ChatGPT changes often. If a button looks a little different for you or sits somewhere else, look for the same word or icon. The way there usually stays the same.

CHAPTER 1

01 Before you start: what is AI, and what is ChatGPT?

AI stands for *artificial intelligence*: computer programs that can do things we used to think only people could do, like writing, summarizing or answering questions. You will see the word everywhere, so it helps to know what it means.

ChatGPT is a **language model**. It learned how language works from huge amounts of text. When you write something, it works out the best-fitting answer piece by piece. So it does not "know" things the way a person does. It is just very good with words.

THE BEST WAY TO PICTURE IT

ChatGPT is like a new colleague you are training. She is fast, has read a lot and never gets annoyed. But she does not know you, your company or your taste yet. The better you brief her, the better her work. And as with any new colleague, you check the important things before they go out.

Three things to remember

It can be wrong 1

And still sound very convincing. Experts call this "hallucinating". Check numbers, names, laws and health topics yourself.

It is not a search engine 2

With web search, ChatGPT can read current pages and link to them. Without web search, it answers from what it has learned.

You stay responsible 3

What you send or publish is your text. ChatGPT gives you drafts. You decide.

ChatGPT in one minute

WHAT
An AI assistant you can write or talk to in everyday language

MADE BY
OpenAI, a company based in San Francisco (USA)

SINCE
Open to the public since 30 November 2022

WHERE
In your browser at chatgpt.com, as an app for iPhone and Android, as a desktop app for Windows and Mac

COST
Free to use, with paid plans for more usage (Chapter 3)

MODEL
GPT-6, even in the free version (as of November 2026)

WHAT CHATGPT DOES REALLY WELL

Writing and rewriting texts, explaining things simply, collecting ideas, summarizing long texts, reading photos and documents, creating images and chatting by voice. It understands and writes many languages, and the interface is available in many languages too.

WHAT YOU SHOULD NOT EXPECT

Perfect facts without checking. Legal or medical advice that replaces a professional. And a memory of everything you have ever written.

CHAPTER 2

02 What ChatGPT is good for: 12 examples from everyday life and work

At first, most people underestimate how versatile ChatGPT is. Here are twelve situations where it saves you time right away. For almost every one, you will find a ready-made recipe in Chapter 11.

In everyday life

The tricky email 1

A bill makes you angry. ChatGPT writes you a calm, friendly complaint that still gets the point across.

The weekly meal plan 2

Five dinners, vegetarian, 30 minutes max, with a shopping list sorted by supermarket aisle.

Decode official letters 3

Take a photo of a letter from a government office and ask what it means and what you need to do by when.

Trip planning 4

Three days in Lisbon with kids, not too much walking, plus a plan B for a rainy day.

Gift ideas 5

For your mother-in-law, 70, who loves gardening and crime novels, on a small budget. Ten ideas in ten seconds.

Learning and tutoring 6

“Explain compound interest as if I were 12.” And then: “Give me three quiz questions.”

At work

Minutes and notes 7

Bullet points from the meeting go in. Clean minutes with tasks, owners and deadlines come out.

Social media and newsletters 8

Five versions of a LinkedIn post, in your voice.

Long documents in a nutshell 9

Upload a 30-page PDF and get the ten key points.

Prepare for conversations 10

ChatGPT plays the difficult customer, and you practice your answers.

Excel and formulas 11

“Column A has dates, column B has amounts. How do I add up only the amounts from March?”

Structure presentations 12

A rough idea becomes a slide outline with one key message per slide.

RULE OF THUMB

Anything you would ask a smart colleague for a **first draft** of, you can ask ChatGPT.

CHAPTER 3

03 Free or paid? The plans at a glance

The free version is all you need to get started. It gives you unlimited text chats with GPT-6. Uploads, images, voice chats and memory are limited.

TO GET STARTED

Free
$0
/ month
Trying it out, occasional use

- Unlimited text chats with GPT-6
- Limited uploads, images, voice chats and memory
- Up to 3 file uploads per day
- May show ads, depending on your country

Go
$8
/ month
For people who chat more and upload more

- More uploads and more images
- Longer memory
- Thinking mode
- May show ads, depending on your country

Plus
$20
/ month
For daily use, including at work

- Advanced reasoning models with GPT-6
- Many more messages and uploads
- More accurate image creation
- No ads

Pro
from $100
/ month
Professionals with very heavy use

- Three tiers: $100, $200 or $500
- Maximum memory and context
- No ads

For companies, there are also **Business** and **Enterprise**. Your IT team takes care of those.

ABOUT THE PRICES
These are the US prices published by OpenAI. In some countries you pay in your local currency, and the amount can be different. The price you see at checkout is the one that counts. If you pay in the app through Apple or Google, it may differ slightly.

Ads in the free version

OpenAI started testing ads in the United States in February 2026 and is rolling them out to more countries step by step. They appear in the **Free** and **Go** plans. Whether you see them depends on your country. Ads appear below an answer and are clearly labeled. According to OpenAI, advertisers have no influence on the answers. Users under 18 do not see ads. **Plus, Pro, Business and Enterprise are ad-free.**

FREE AND WITHOUT ADS
That works too: in the settings under `Ads controls`, you can choose “Change plan to go ad-free” in the free version. You get fewer messages and no ads. Features like image creation and deep research are then more limited too.

When is an upgrade worth it?

An upgrade to **Plus** is worth it if at least two of these points apply to you:

- You hit a limit several times a week.
- You regularly work with long documents, spreadsheets or lots of images.
- You want to use projects long term, with many files and instructions.
- You use ChatGPT for work and want no ads.

Go is the middle ground if the limits are what bother you most. As a beginner, you do not need **Pro**.

TIP FOR SUBSCRIPTIONS

Start with one month and cancel in time if you do not need it. You find your subscription under `Profile › Settings › Account`. If you paid in the app through Apple or Google, you cancel there, in the App Store or on Google Play.

CHAPTER 4

04 Create your account, step by step

WHAT YOU NEED
An email address or a Google, Microsoft or Apple account

TIME
About five minutes

MINIMUM AGE
13. If you are between 13 and 18, you need a parent's permission

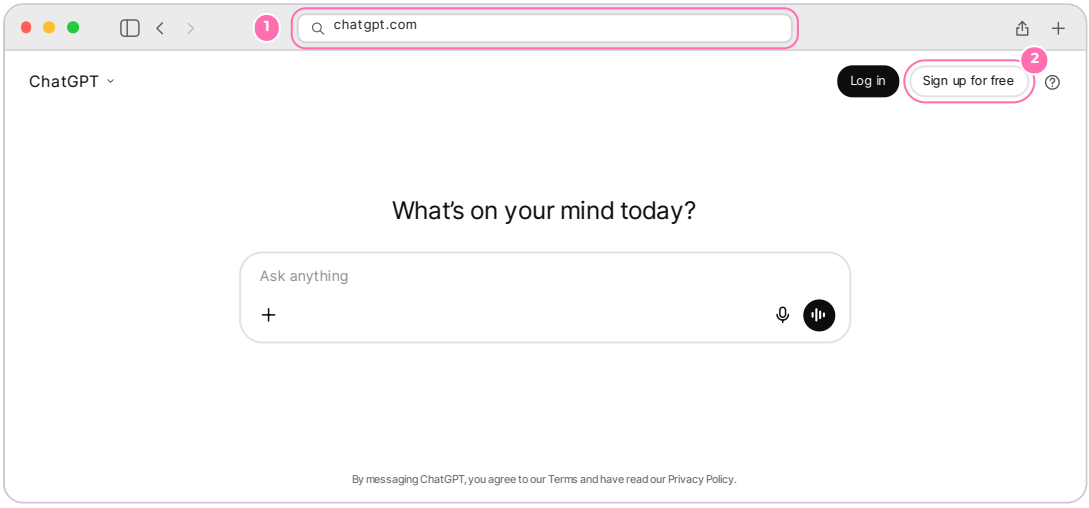
On your computer

1 Open chatgpt.com

Type **chatgpt.com** into your browser (picture 1, number 1). Check the exact address: there are many copycat sites and apps with similar names.

2 Click "Sign up for free"

The button is at the top right (picture 1, number 2). You can try ChatGPT without an account, but then you miss your history, your settings and most features.

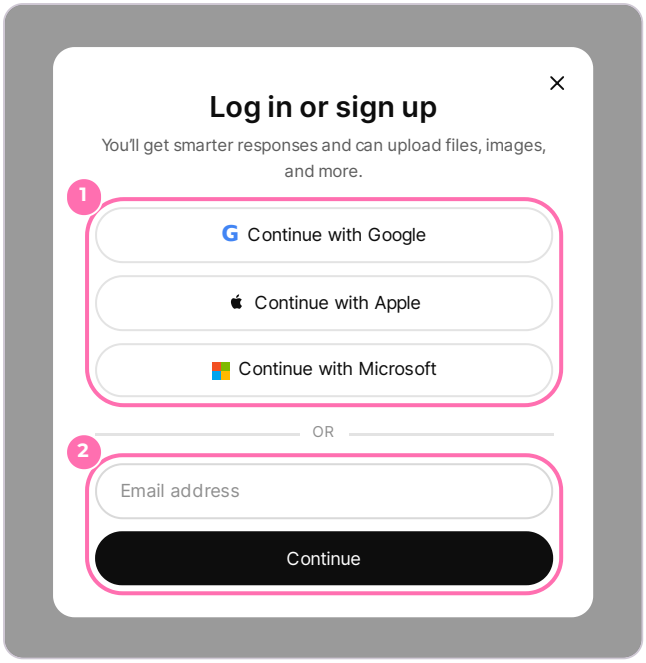


PICTURE 1 The real start page: check the address chatgpt.com (1). At the top right, you begin with "Sign up for free" (2).

3 Choose how to sign up

You can sign up with **Google, Apple or Microsoft** (picture 2, number 1) or with your **email address** (number 2). Google, Apple or Microsoft is the fastest way, and you do not need a new password. With email, you set your own password.

IMPORTANT
Always log in the **same way** later on. If you use "Google" one day and your email address the next, you may end up with two separate accounts.



PICTURE 2 Choose your way in: Google, Apple or Microsoft (1) or your email address (2).

4 Set your password and save it

Only if you use your email address. Choose a long password that you do not use anywhere else. **Save it right away in your password app**, for example the Passwords app on an iPhone, or else your browser's password manager. Not on a sticky note, not in a note on your phone.

5 Confirm your email

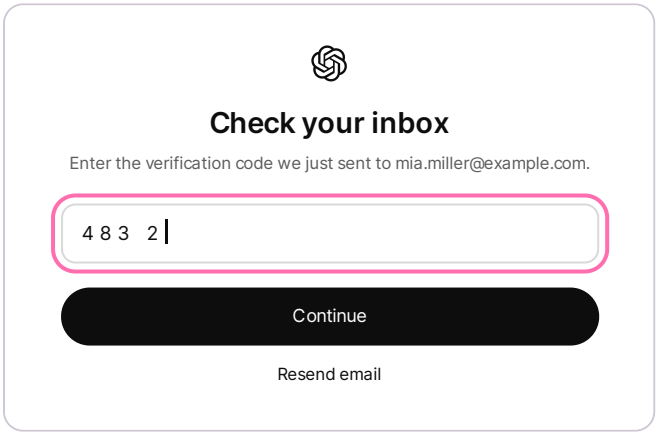
OpenAI sends you an email with a code. Enter it (picture 3). No email? Check your spam folder.

6 Name and date of birth

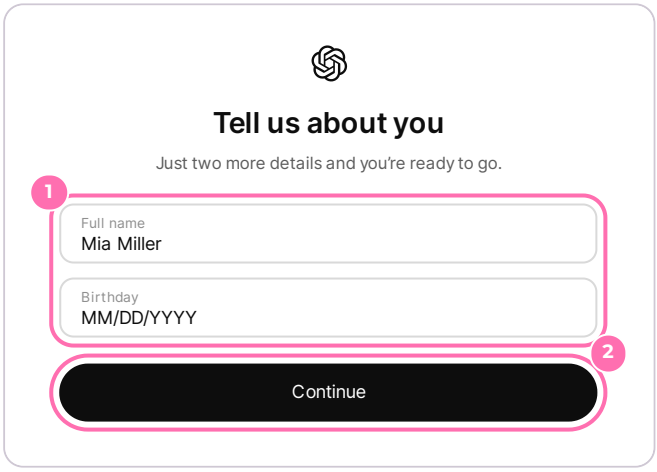
Enter your name and date of birth and confirm (picture 4). Your date of birth is required because young people get extra protection.

7 Done

You land on the start page with the message box. ChatGPT may greet you with a few tips. Read them quickly and close them.



PICTURE 3 Enter the code from the confirmation email. It usually arrives within a minute.



PICTURE 4 Enter your name and date of birth (1), then "Continue" (2). The heading may be worded a little differently for you.

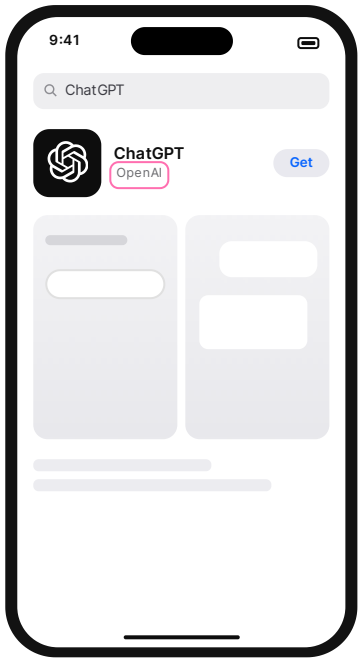
On your phone

1. Download the **“ChatGPT”** app from the App Store or Google Play. Check the publisher: it must say **OpenAI** under the name (picture 5).
2. Open the app and tap **Sign up**, or “Continue with Apple” or “Continue with Google”.
3. Follow the same steps as on the computer.

WATCH OUT FOR COPYCATS
The app stores are full of apps with “Chat” and “AI” in their names that sell expensive subscriptions. The real app comes from **OpenAI**.

Do I need a phone number?

Usually not. In some cases, OpenAI may ask you to confirm by phone. If so, only enter your own number.

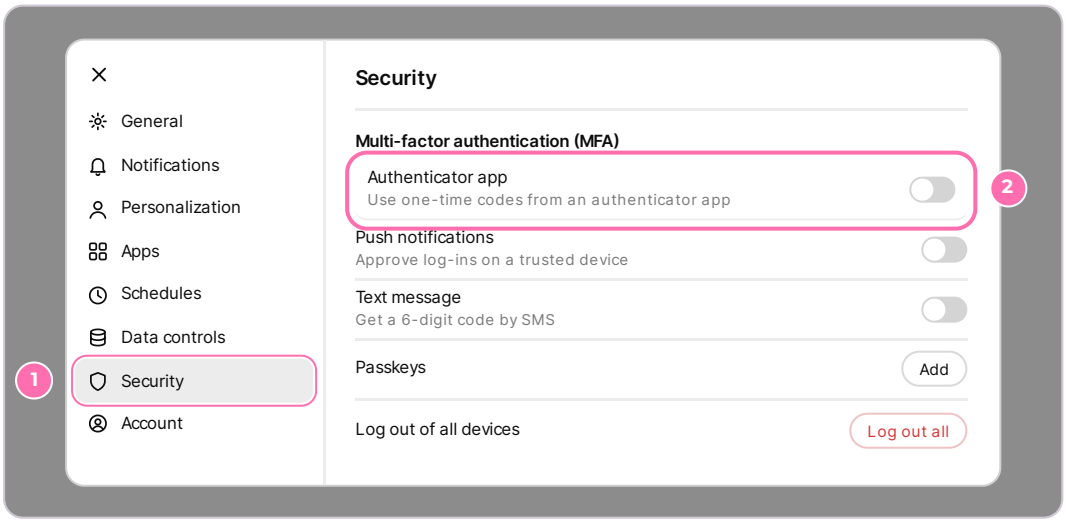


PICTURE 5 Simplified view: “OpenAI” must appear under “ChatGPT”.

Turn on two-factor login (recommended)

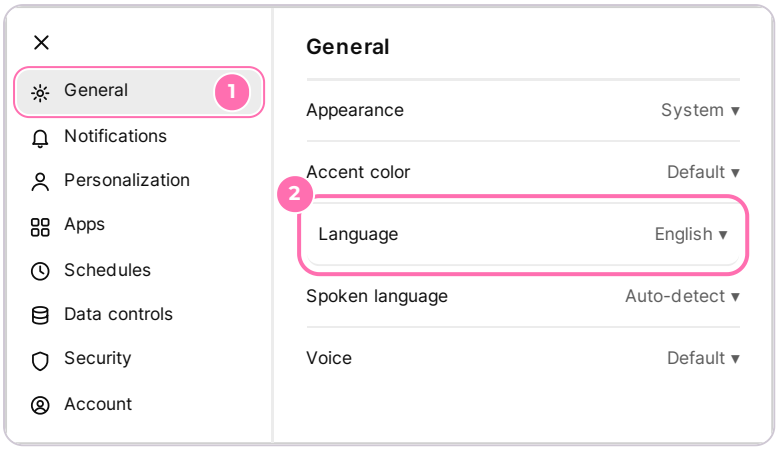
So that nobody can get into your account with just your password, turn on a second layer of protection: `Profile › Settings › Security`, then choose a method under **Multi-factor authentication** (picture 6). An authenticator app is the easiest. Depending on your device and country, you can also confirm by push notification, by text message or with a passkey.

DON’T FORGET TO SAVE
If you get recovery codes, **save them right away in your password app**. Without them, if you lose your phone, you can only get back into your account with help from OpenAI support, and that can take a few days.



PICTURE 6 Settings › Security (1). Turn on the authenticator app, for example (2), and follow the steps. Which methods you see depends on your device and country.

Change the display language



PICTURE 7 Settings › General (1) › Language (2).

ChatGPT usually detects your language automatically. If it does not:

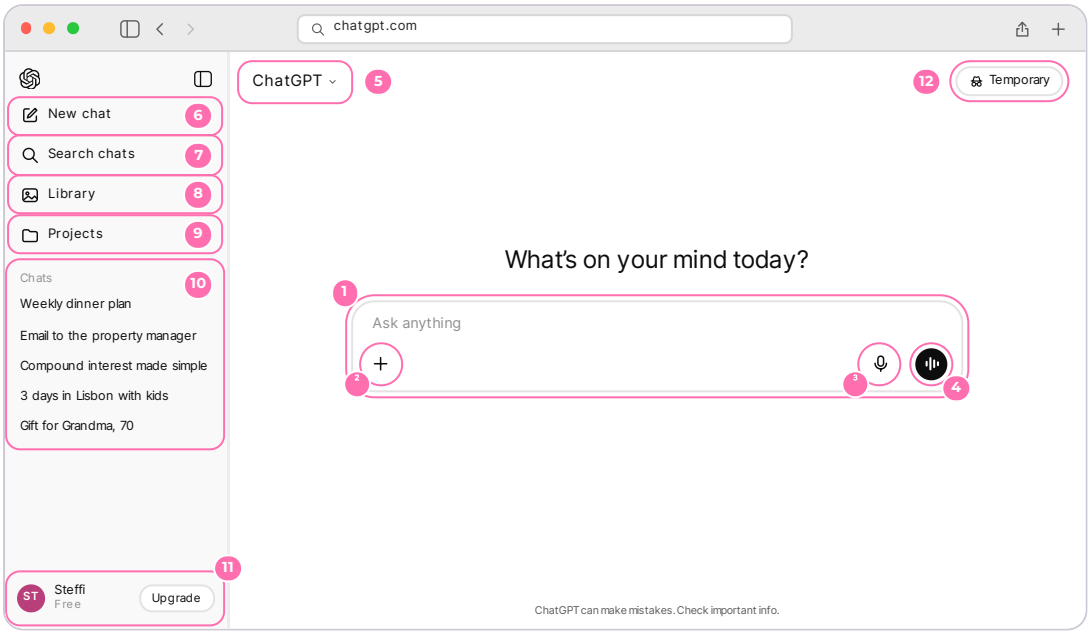
1. Click your **profile** at the bottom left.
2. Open **Settings**.
3. Under **General**, pick your language next to **Language**. In some versions it is called “App language”.

> **GOOD TO KNOW**
> The language of the menus and the language of the answers are two different things. If you ask in Spanish, ChatGPT answers in Spanish, no matter how the menus are set.

CHAPTER 5

05 The interface explained

This is what ChatGPT looks like on a computer once you are logged in. On the left is the sidebar with your chats, in the middle is the message box. You will find the numbers in the table below.



PICTURE 8 The interface at a glance. The table explains the numbers.

No.	Element	What it is for
1	Message box	This is where you type your question or task. Press Enter to send, Shift + Enter for a new line.
2	Plus (+)	Upload photos and files, create images, web search and more tools (Chapter 8).
3	Microphone	Dictation: you speak, ChatGPT types your words into the box.
4	Voice mode	A real spoken conversation. As soon as you type, this button turns into the send arrow.
5	Model picker	Switch between fast models and models that "think" more carefully. The choice is limited in the free version.
6	New chat	Start a fresh conversation. One new chat for each new topic.
7	Search chats	Find older conversations again.
8	Library	All the images you have created with ChatGPT, in one place.
9	Projects	Folders for related chats, files and instructions (Chapter 8.5).
10	Chats (history)	Your past conversations. With the three dots next to a chat: rename, share, archive, delete.
11	Profile	Settings, personalization, plan, help, log out.
12	Temporary	A chat that does not show up in your history (Chapter 9).

SHOW AND HIDE THE SIDEBAR

Use the icon at the top left next to the logo. On your phone, open it with the two lines at the top left.

CHAPTER 6

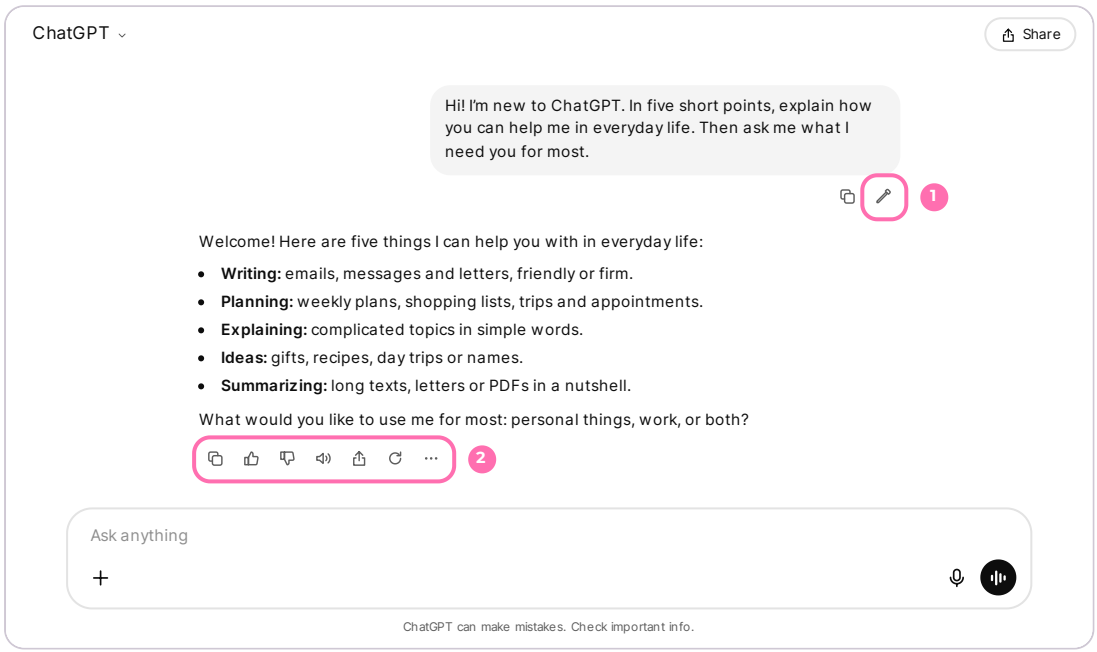
06 Your first chat

Let’s start together. Type this sentence and send it with Enter:

PROMPT · TYPE OR COPY

```
Hi! I’m new to ChatGPT. In five short points, explain how you can help me in everyday life. Then ask me what I need you for most.
```

What happens now: ChatGPT answers within a few seconds and asks you a question at the end. Just reply, as you would in a chat with a friend.



PICTURE 9 Under your message: the pencil for editing (1, appears when you hover over it with the mouse). Under every answer: the toolbar (2).

The icons under every answer

Copy

Copies the whole answer so you can paste it into an email or document.

Rate

Thumbs up or down: feedback for OpenAI.

Read aloud

ChatGPT reads the answer out loud. Depending on the version, it may be under the three dots.

Share

Creates a link to the chat. Anyone with the link can read the chat.

Try again

A different version of the same answer, if you do not like the first one.

··· More

More options, depending on version and plan.

The most important thing in your first chat: follow up

The first answer is a draft, not the final result. Pros have a conversation. After an answer, try these sentences:

```
Shorter, please. Three sentences max.
```

```
That’s too formal for me. Make it more casual.
```

```
Give me three other versions.
```

```
What did you assume here that I didn’t tell you?
```

```
Explain it with an example from everyday life.
```

```
What else do you need from me to make this really good?
```

Edit a question instead of starting over

When you hover over **your own message**, a pencil appears (picture 9, number 1). Use it to change your question and get a new answer. That is often better than correcting five times in the same chat.

When a new chat is better

Start a **new chat** when you change the topic. ChatGPT takes everything in the current chat into account. If you write about your vacation first and then about your tax return, you get worse answers.

CHAPTER 7

07 The prompt formula: how to get good answers

A **prompt** is simply your instruction to ChatGPT. How good the answer is depends almost entirely on how well you brief your new colleague. With these five ingredients, you can describe any task well.

1 • Role
Who should ChatGPT be?
"You are an experienced HR manager."

2 • Task
What exactly should come out of it?
"Write a rejection to a job applicant."

3 • Context
What does ChatGPT need to know?
"He was very likeable, but he lacks Excel experience. We want to keep him in mind for future roles."

4 • Format
What should it look like?
"120 words max, formal, no bullet points."

5 • Tone and limits
How should it sound, and what not?
"Warm and honest. No stock phrases like 'we regret to inform you'."

REMEMBER
You do not have to use all five every time. **Task and context are a must.** The other three make the answer better.

Before and after

Example 1: The email to your landlord

BEFORE

```
Write an email to my landlord about the heating.
```

Result: a generic, stiff email that you have to rewrite a lot.

AFTER

```
Write an email to my landlord, Mr. Berger. The heating in the living room has been cold since November 10. The other rooms work. I have already bled the radiator. I'd like an appointment with a repair person within the next five days, and I'm available in the mornings. Tone: friendly but firm. 100 words max.
```

Result: an email you can almost send as it is.

Example 2: Get something explained

BEFORE

```
What is an ETF?
```

AFTER

```
I'm 35, have never invested and know little about finance. Explain in simple words what an ETF is, with a comparison from everyday life. Then give me three questions I should ask a financial advisor. No buying recommendations.
```

Example 3: Social media

BEFORE

```
Write a LinkedIn post about
our new product.
```

AFTER

```
You are the social media manager for a small
furniture brand from Hamburg. Write a LinkedIn
post about our new chair “Mila”: made from
recycled wood, handmade in Hamburg. Audience:
people who want a nicer home office. Open with an
everyday observation, not a question. 120 words
max, two hashtags max. Give me two versions.
```

Three pro tricks

Let it ask you 1

End with: “First, ask me all the questions you need to do this really well.” Answer them, and the result gets much better.

Show an example 2

“Here is a text I wrote myself. Write in the same style.” One example says more than ten adjectives.

Split big tasks 3

First the outline, then section by section. That way you stay in control.

CHAPTER 8

08 The key features, each with “How to”

Almost everything starts in one of three places: the **plus** in the message box, the **sidebar** or your **profile** at the bottom left.

8.1 Upload files and photos

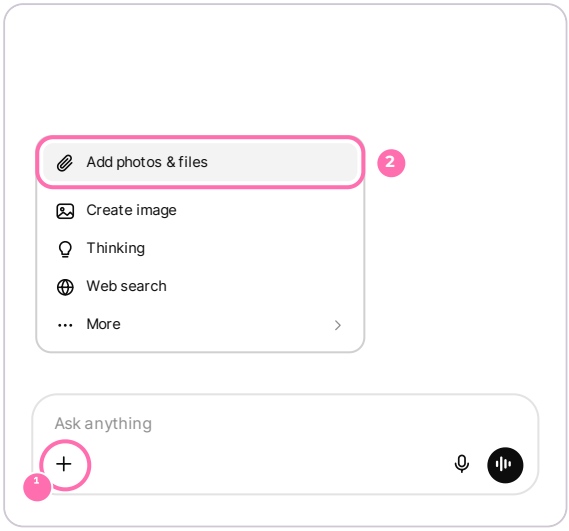
ChatGPT reads PDFs, Word files, spreadsheets and photos. You can also simply drag a file into the window.

HOW TO

1. Click **+** in the message box (picture 10, number 1).
2. Choose **Add photos & files** (number 2).
3. Add what you want: “Summarize this PDF in ten points. Which parts affect me as a tenant?”

LIMITS IN THE FREE VERSION

Up to **3 files per day**. Images up to 20 MB, documents up to 512 MB per file. At busy times, OpenAI may lower the limits.



PICTURE 10 The plus menu: this is where you upload files (2), create images and start a web search.

GOOD TO KNOW

Scan documents and take phone photos straight on and in good light. Whether you cover names, addresses or account numbers first is your own conscious choice. For most questions, ChatGPT does not need them.

8.2 Web search: current information with sources

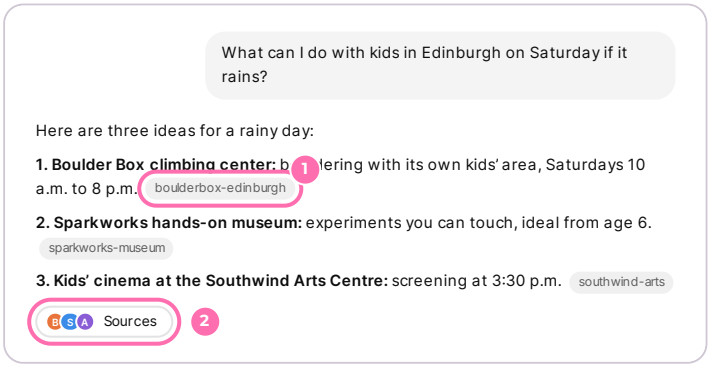
ChatGPT can look things up on the internet and shows you the sources as links. It often decides on its own when to search. But you can also ask it to.

HOW TO

1. Click **+** and choose **Web search**, or just write “Search the web for …”.
2. Small source tags appear after the statements (picture 11, number 1).
3. Under the answer, **Sources** opens the full list (number 2).

GOOD TO KNOW

For important topics, always open at least one source yourself. Even with web search, ChatGPT can summarize something wrongly or pick up an outdated page.



PICTURE 11 An answer with web search: source tags in the text (1) and the list of sources under the answer (2). Example is fictional.

8.3 Create images

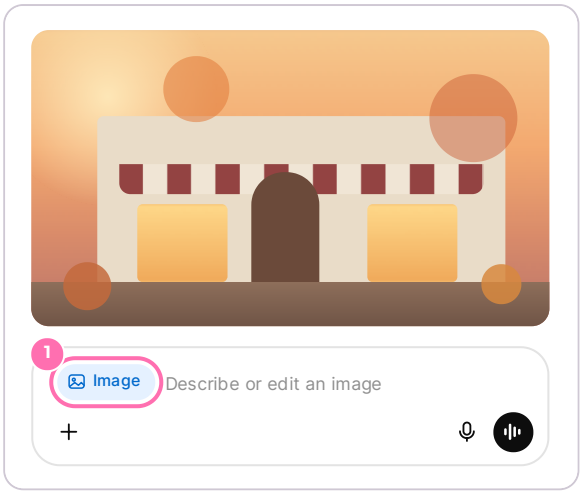
You describe a picture, and ChatGPT creates it. In the free version, the number of images is limited.

HOW TO

1. **+** › **Create image**, or write “Create an image of …”. The message box then shows “Image” (picture 12, number 1).
2. Describe the subject, style, light and format, for example: “A cozy café in Vienna in autumn, watercolor style, warm evening light, landscape format.”
3. To change it: “Same picture, but without people.” You will find all your images later in the **Library**.

GOOD TO KNOW

Do not create images of real people without their consent. If you want to use an image for advertising, read the terms of use first.



PICTURE 12 With “Image” in the message box (1), ChatGPT knows you want a picture. The café is only sketched here.

8.4 Talk instead of type

There are two ways:

- **Dictation (microphone, picture 13, number 1):** you speak, ChatGPT types your words into the box, and you send them. Ideal for long explanations.
- **Voice mode (number 2):** a real conversation, and ChatGPT answers out loud. Ideal for practicing, for example for a job interview or a new language, or while you cook.

HOW TO ON YOUR PHONE

1. Tap the black button with the sound waves on the right of the message box.
2. Start talking. To end, tap **X**.
3. You choose the voice in the settings under **Voice**.

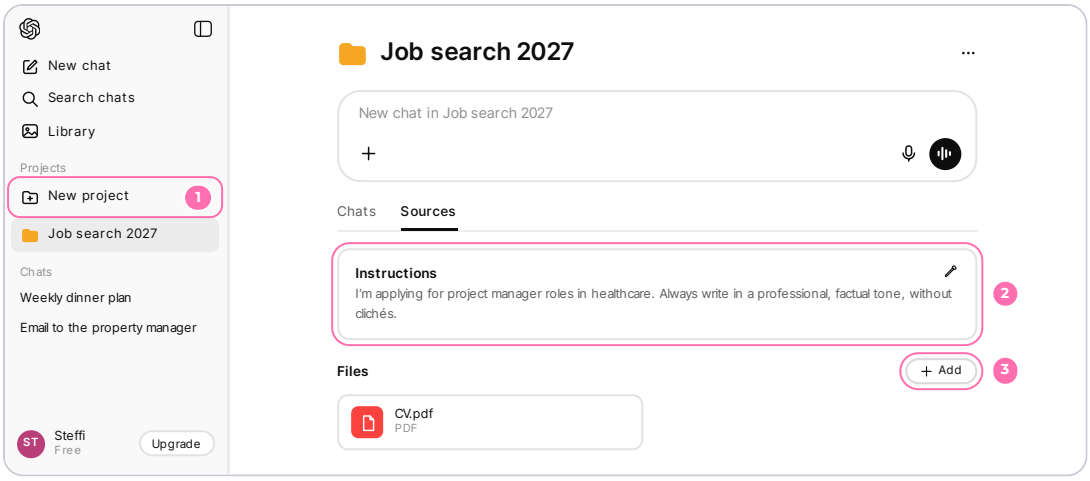
In the free version, voice chats are limited.



PICTURE 13 In the app: dictate on the left (1), talk by voice on the right (2).

8.5 Projects: keep your topics organized

A **project** is a folder with its own chats, files and instructions. Everything you ask inside it knows these documents. Examples: “Moving 2027”, “Job search”, “Client Smith”. Projects are also available in the free version: **up to 5 files per project for free**, up to 25 with Go or Plus.



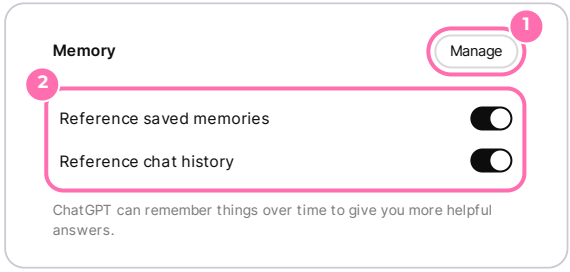
PICTURE 14 Create a new project (1). Inside the project, you add instructions (2) and files (3). Where exactly the buttons sit may vary slightly by version.

HOW TO

1. In the sidebar, click **New project** (or the plus next to "Projects").
2. Give it a name, for example "Job search 2027", and click **Create project**.
3. **Add files**, for example your CV.
4. Add **instructions**, for example: "I'm applying for project manager roles in healthcare. Always write in a professional, factual tone, without clichés." You can also find them via the three dots next to the project name › **Project settings**.
5. Start new chats right inside the project.

8.6 Memory: what ChatGPT remembers about you

ChatGPT can remember things about you, for example your job or that you are vegetarian. Then you do not have to explain them every time. In the free version, memory is limited.



PICTURE 15 Manage memory (1) or turn it off (2). Detail from Settings › Personalization.

HOW TO

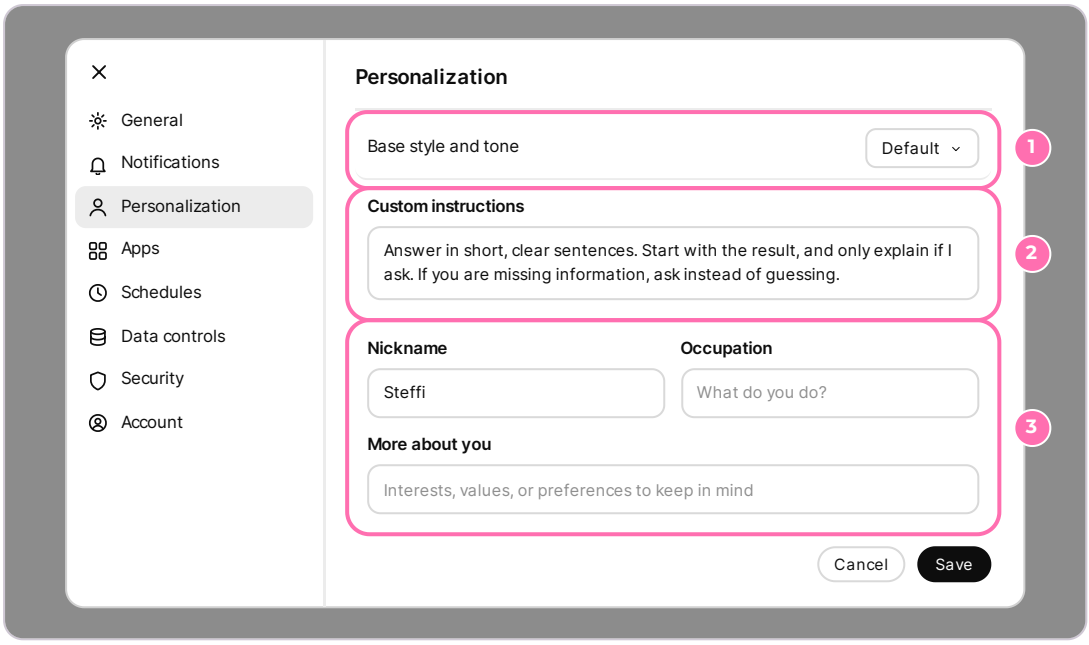
- **Ask it to remember something:** "Please remember that I work part time as a primary school teacher." A short note then shows that the memory was updated.
- **View and delete:** `Profile › Settings › Personalization`, then under **Memory** click **Manage** (picture 15, number 1).
- **Turn it off completely:** switch off the toggles below it (number 2). This does not delete your past chats.

GOOD TO KNOW

Every few weeks, take a look at your memories and delete anything that is no longer true or that you do not want there.

8.7 Custom instructions: ChatGPT always answers in your style

With **custom instructions**, you tell ChatGPT once who you are and how it should answer. This then applies to all new chats.



PICTURE 16 Settings › Personalization: base style and tone (1), custom instructions (2) and what ChatGPT should know about you (3).

HOW TO

1. `Profile › Settings › Personalization`. If you see an “Enable customization” toggle, turn it on.
2. Under **Base style and tone**, choose how ChatGPT sounds (number 1). This only changes the style, not the content.
3. In the **Custom instructions** field (number 2), write how ChatGPT should answer. Below that, add what it should know about you (number 3). Then click **Save**.

TEMPLATE TO ADAPT

```
My name is [name], I work as a [job] in [industry] and I live in [place]. I mainly use you for [emails, planning, learning …]. Answer in [language], in short, clear sentences. Start with the result, and only explain if I ask. If you are missing information, ask instead of guessing. Tell me honestly when you are unsure about something.
```

8.8 Deep research: thorough research with a report

Deep research searches the web for several minutes and writes you a detailed report with sources. In the free version, it is very limited.

HOW TO

1. Open **+**. Depending on your version, you will find deep research right in the menu or under **More**.
2. Describe your question precisely: what do you want to know, what for, and within what limits?
3. Wait, it often takes a few minutes. Then read the report and spot-check the sources.

GOOD FOR

Buying decisions (“Compare three e-bikes for commuting within my budget”), market overviews and getting up to speed on a new topic.

8.9 GPTs: what happens to the specialized assistants

> **IMPORTANT, AS OF NOVEMBER 2026**
> OpenAI is retiring the so-called **GPTs**, specialized versions of ChatGPT made by OpenAI, companies or other users, on **11 December 2026**. After that, they can no longer be opened, but your past chats stay. So don't start with GPTs at all. For recurring tasks, use a **project** with its own instructions (8.5). That is also the way OpenAI recommends.

8.10 For later: ChatGPT Work and agents

Since July 2026, there has been a new desktop app for Windows and Mac that combines **Chat** and **Work**. With Work, ChatGPT handles multi-step tasks on its own, such as research with a table, a document or a presentation. Work is also available in the browser and on your phone. **You don't need it in your first week.** Learn good chats first, then agents.

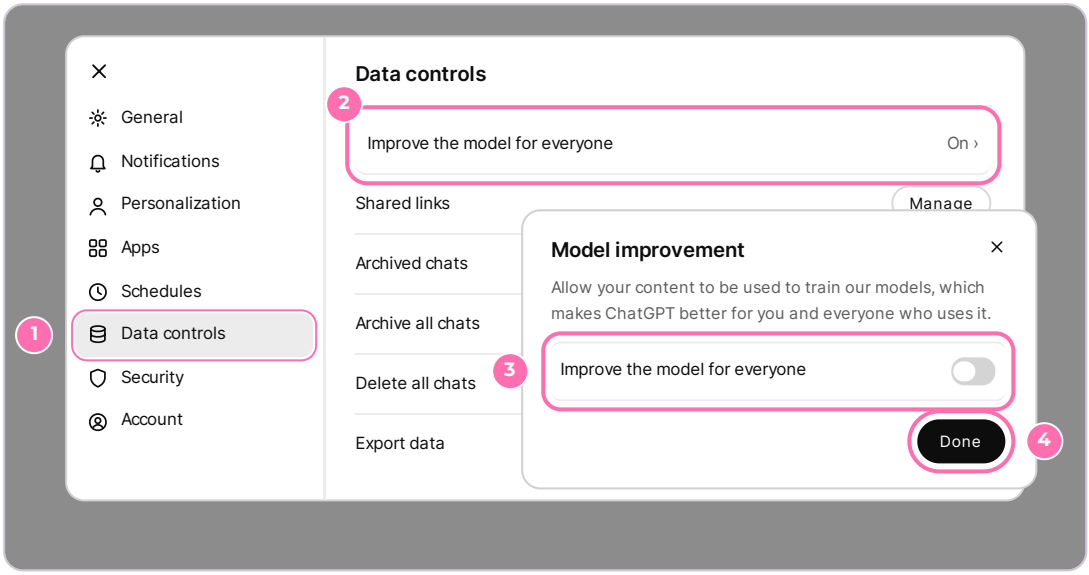
CHAPTER 9

09 Privacy: three settings for your first 15 minutes

You decide what you share with ChatGPT and what OpenAI may do with it. Set these three things once, on purpose.

Setting 1: Stop your chats from being used for training

In the personal plans, OpenAI may use your chats to improve its models by default. You can turn that off.



PICTURE 17 Settings › Data controls (1) › “Improve the model for everyone” (2): toggle off (3), then “Done” (4).

HOW TO ON YOUR COMPUTER

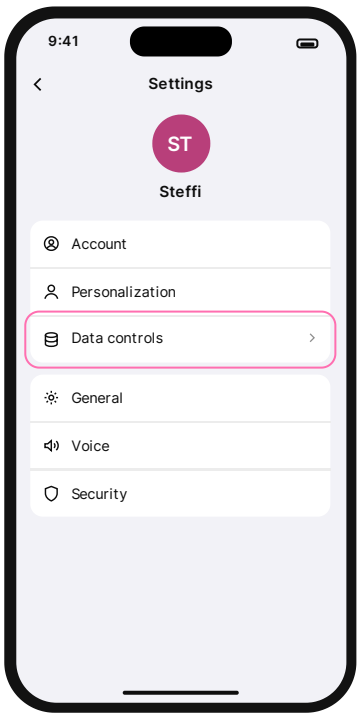
1. Click your **profile** at the bottom left.
2. **Settings** › **Data controls** (picture 17, number 1).
3. Click **“Improve the model for everyone”** (number 2) and switch the toggle off (number 3).
4. Confirm with **Done** (number 4).

HOW TO ON YOUR PHONE

1. Open the sidebar and tap your **profile**.
2. Tap **Data controls** (picture 18).
3. Turn off “Improve the model for everyone”.

WHAT THIS DOES

New chats are no longer used for training. They still stay visible in your history. The setting applies to your account on all devices. According to OpenAI, voice mode has its own setting, so look for it in Data controls as well.



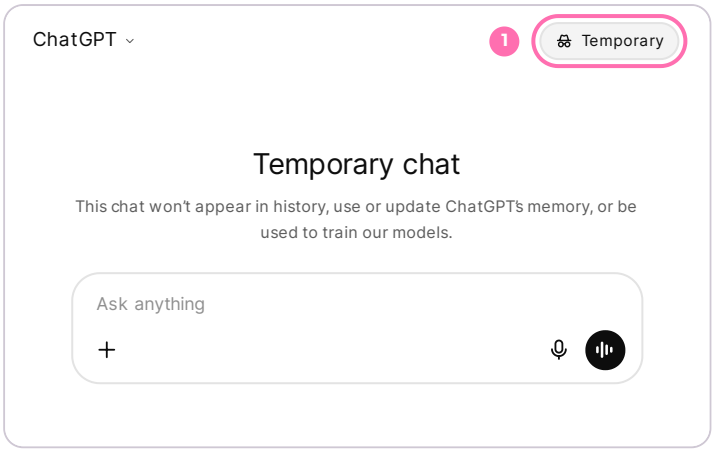
PICTURE 18 On your phone: Profile › Data controls. Simplified view.

Setting 2: Temporary chat for personal things

A **temporary chat** does not appear in your history, does not create new memories and is not used for training. For safety reasons, OpenAI may keep a copy for up to 30 days.

HOW TO

1. Open a new chat.
2. Click **Temporary** at the top right (picture 19). The hat-and-glasses icon shows that you are in a temporary chat.
3. Before your first message, you can choose whether the chat may use your memories and instructions (personalized) or not (unpersonalized).



PICTURE 19 Start a temporary chat at the top right (1). It does not end up in your history.

Setting 3: Keep an eye on memory

See Chapter 8.6. Take a look at what is saved and delete anything that does not belong there.

YOUR CONSCIOUS CHOICE

What you tell ChatGPT is up to you. Many people use ChatGPT quite openly for personal things, others are more careful. Both are fine, as long as you choose **on purpose**. Helpful: turn off training (setting 1), use a temporary chat for personal things (setting 2), and feel free to replace other people's names with placeholders like "Client A". The answer will not be any worse.

ChatGPT at work

For work, there are **ChatGPT Business** and **Enterprise**. There, OpenAI does not use your content for training by default. Ask your IT team whether your company has this kind of access and which AI you may use for company data. For company data, your employer's rules apply, not your personal settings.

CHAPTER 10

10 ChatGPT on your phone and computer

You can use ChatGPT anywhere. Your history is the same on all devices: what you ask on your phone in the morning, you will find on your laptop at lunchtime.

Where	What	Where to get it
Browser	chatgpt.com, works on any device	just open it
iPhone and iPad	“ChatGPT” app by OpenAI	App Store
Android	“ChatGPT” app by OpenAI	Google Play
Windows and Mac	“ChatGPT” desktop app with Chat and Work	chatgpt.com/download
Chrome	Chrome extension	chatgpt.com/download

Useful on your phone

- **Photo instead of typing:** take a picture of a menu, a medicine leaflet, a plant leaf or an error message and ask about it.
- **Voice mode on a walk:** sort your thoughts, practice a presentation.
- **Pick up where you left off:** continue chats from your computer on your phone.

Useful on your computer

- **Longer texts and files:** on a big screen, results are easier to read and edit.
- **Desktop app:** ChatGPT sits next to your other programs and is one click away.
- **Drag and drop:** just drag files into the window.

WATCH OUT FOR FAKES

The App Store and Google Play are full of apps with “Chat” and “AI” in their names that sell subscriptions. The real app comes from **OpenAI**. Only download the desktop app from chatgpt.com/download.

CHAPTER 11

11 25 recipes to copy

These recipes are templates. Replace everything in **[square brackets]** with your own details. The colored labels show which ingredients from Chapter 7 are inside. That way, you learn to build your own prompts along the way.

Role Task Context Format Tone and limits

Writing and communication

1 The tricky email

A complaint, a follow-up or a reminder, without things escalating.

PROMPT

```
Write an email to [person/role] about [reason]. What matters to me: [2 to 3 points]. Tone: friendly but clear. [100] words max. Give me two versions, one more formal and one more casual.
```

Task Context Format Tone

2 Improve a text without losing your voice

For applications, posts and anything that should sound like you.

PROMPT

```
Here is my text: [text]. Fix the spelling and grammar and make it flow a little better. Keep my style and my choice of words as much as possible. Then list what you changed.
```

Task Context Limits

3 Saying no without hurting

Invitations, requests, projects.

PROMPT

```
I have to say no to [person] about [invitation/request]. Reason: [honest reason or “don’t give one”]. Write a short, warm message for [WhatsApp/email].
```

Task Context Format Tone

4 Cancel a contract

Gym, phone contract, magazine.

PROMPT

```
Write a cancellation letter for [contract, e.g. XY Gym], customer number [number], effective as soon as possible. Ask for written confirmation with the end date. Factual and short.
```

Task Context Tone

5 Social media post

LinkedIn, Instagram or newsletter, in several versions to choose from.

PROMPT

```
You are a social media expert for [industry]. Write a [LinkedIn/Instagram] post about [topic]. Audience: [who]. Open with a concrete observation, not a question. [120] words max, [2] hashtags max. Three versions.
```

Role Task Context Format Limits

Work and organization

6 Meeting minutes

Bullet points become clean minutes.

PROMPT

```
Here are my notes from a meeting: [notes]. Turn them into minutes with: attendees, decisions, tasks (who, what, by when) and open questions. Don't make anything up. If something is unclear, mark it with [?].
```

Task Context Format Limits

7 Weekly planning

When the to-do list is longer than the week.

PROMPT

```
Here are my tasks for this week: [list]. I have [appointments]. Sort the tasks by urgency and importance and suggest a realistic plan for Monday to Friday, with some buffer.
```

Task Context Format

8 Outline a presentation

From a rough idea to a slide structure.

PROMPT

```
I'm giving a presentation on [topic] to [audience], [15] minutes long. Goal: [what people should do or think afterwards]. Suggest an outline with [8] slides, each with a title, the key message in one sentence and an idea for a picture.
```

Task Context Format

9 Spreadsheet formula

Formulas you would otherwise search for half an hour.

PROMPT

```
I'm working in [Excel/Google Sheets]. Column [A] has [what], column [B] has [what]. I want to [goal]. Give me the formula and explain it step by step for beginners.
```

Task Context Format

10 Practice a conversation

Salary talk, price negotiation, difficult feedback.

PROMPT

```
Play [my boss/a critical customer]. I want to negotiate [a raise/a price]. Ask me realistic questions, uncomfortable ones too, one at a time. After five rounds, give me feedback on what went well and what I can do better.
```

Role Task Context Format

11 Tailor a job application

CV and cover letter that fit the job.

PROMPT

```
Here is a job ad: [text]. Here is my CV in bullet points: [text]. Which five points from my CV fit best? What is missing? Write three sentences for my cover letter that match this ad. Don't make anything up.
```

Task Context Format Limits

Learning and understanding

12 Explained simply

For everything you have always wanted to understand.

PROMPT

```
Explain [topic] so that a 12-year-old understands it. Use a comparison from everyday life. Then give me three questions to check whether I understood it.
```

Task Format Tone

13 Understand an official letter

Upload a photo or PDF, get plain language back.

PROMPT

```
I'm uploading a letter. Explain in simple words: What does the sender want? What do I need to do? By when? What happens if I do nothing? Tell me if I should ask a professional instead.
```

Task Format Limits

14 Learn a language

A conversation partner who never loses patience.

PROMPT

```
I'm learning [language] at level [A2]. Have a conversation with me about [topic]. After each of my answers, briefly correct my mistakes in [my native language], then ask me the next question.
```

Role Task Context Format

15 Summarize a book or article

The essentials in one minute.

PROMPT

```
Summarize this text in five key points, one sentence each. Then: what is the one thing I should take away from it?
[text or file]
```

Task Format

16 Pros and cons

For decisions where you keep going around in circles.

PROMPT

```
I'm thinking about [decision]. Put the most important arguments for and against side by side in a table. Then ask me three things that will help me decide.
```

Task Context Format

Everyday life and family

17 Meal plan with shopping list

Never again "What are we having tonight?".

PROMPT

```
Plan [5] dinners for [2 adults, 2 kids (6 and 9)]. [Vegetarian], [30] minutes max, no [mushrooms]. Then a shopping list sorted by supermarket aisle.
```

Task Context Format Limits

18 Leftovers recipe

What your fridge still has to offer.

PROMPT

```
I still have: [ingredients]. What can I cook with them in 20 minutes? Three ideas, then a step-by-step recipe for the best one.
```

Task Context Format

19 Travel plan

City break, family vacation, weekend away.

PROMPT

```
Plan [3] days in [city] for [who] in [month]. We like [interests] and don't want to walk more than [8 km / 5 miles] a day. For each day: morning, lunch, afternoon, evening. Plus a plan B for rain. I'll check opening hours myself.
```

Task Context Format Limits

20 Gift idea

For people who already have everything.

PROMPT

```
I'm looking for a gift for [person, age], [interests], budget [amount]. Ten ideas, three of them experiences and two homemade. No gift cards.
```

Task Context Format Limits

21 Kids' birthday party

Schedule, games, shopping, planned in five minutes.

PROMPT

```
Plan a birthday party for [8] kids, age [7], theme [pirates], [3] hours, at our home. A schedule, three games and a shopping list.
```

Task Context Format

22 Household budget

An overview of money in and money out.

PROMPT

```
My take-home pay is [amount], my fixed costs are [list]. Help me make a simple monthly budget and show me three places where I can realistically save. No investment advice.
```

Task Context Limits

Creative and images

23 Picture for an invitation

Birthday, summer party, christening.

PROMPT

```
Create a picture for an invitation to [occasion]: [subject], style [watercolor/flat illustration/photo], colors [colors], portrait format, no text in the image.
```

Task Context Format

24 Brainstorm ideas

When you run out of ideas.

PROMPT

```
I need ideas for [topic/problem]. Give me 20 ideas, from obvious to wild. Mark the three you find most promising and say why.
```

Task Context Format

25 ChatGPT as your sparring partner

Honest feedback before you get started.

PROMPT

```
Here is my plan: [plan]. Be honest and critical: what are the three biggest weak spots? What would an experienced [role] do differently?
```

Role Task Context Tone

BONUS RECIPE THAT ALWAYS HELPS

Add it to any prompt: **"Before you answer, ask me all the questions you need to do this really well."**

CHAPTER 12

12 The 10 most common beginner mistakes

Almost everyone makes the same mistakes at the start. If you know them, you save yourself a lot of frustration.

1 Questions that are too short. “Email to boss.”

Better: Give context: who, what, why, how long, which tone (Chapter 7).

2 Taking the first answer

Better: Follow up, ask for improvements, request versions. The first answer is a draft.

3 Believing everything

Better: Check numbers, names, laws and health topics yourself. Click the sources.

4 One chat for everything

Better: New topic, new chat. Or a project for a bigger topic.

5 Never looking at the settings

Better: Decide once, on purpose, what you share, and set your data controls (Chapter 9).

6 Being too polite to be clear

Better: Say clearly what you want. “Shorter” works better than “Could you maybe possibly …”.

7 Asking for opening hours without web search

Better: Use web search for current information and open the source.

8 Two accounts by accident

Better: Always log in the same way (Chapter 4).

9 Getting the wrong app

Better: Only use the app from OpenAI. Never subscribe through copycat apps.

10 Giving up after one bad result

Better: Rephrase the question, or ask: “What do you need from me to make this better?”

THE KEY POINT IN ONE SENTENCE

Treat ChatGPT like a new colleague: **brief her well, follow up, check what matters.**

CHAPTER 13

13 Checklist: your first week with ChatGPT

Seven days, 15 to 20 minutes each. Print this page and tick off what you have done.

Day 1 Set up — 20 MIN

- [ ] Created an account on chatgpt.com
- [ ] Saved my password or recovery codes in my password app
- [ ] Turned on two-factor login
- [ ] Set my data controls on purpose (“Improve the model for everyone”)
- [ ] Downloaded the app on my phone and logged in

Day 2 First real win — 15 MIN

- [ ] Wrote a real email with recipe 1
- [ ] Followed up at least three times (“shorter”, “more casual”, “another version”)

Day 3 The prompt formula — 15 MIN

- [ ] Asked for one task twice: once short, once with all five ingredients
- [ ] Compared the two answers

Day 4 Files and photos — 15 MIN

- [ ] Had a PDF or a long text summarized
- [ ] Took a photo with my phone and asked a question about it

Day 5 Personalize — 15 MIN

- [ ] Filled in custom instructions (template from 8.7)
- [ ] Checked and tidied up memory

Day 6 Voice and images — 15 MIN

- [ ] Talked for five minutes in voice mode
- [ ] Created an image and changed it once

Day 7 Your own use case — 20 MIN

- [ ] Created a project for a real topic, with instructions and one file
- [ ] Noted down: where did ChatGPT save me the most time this week?

CHAPTER 14

14 Quick reference: mini glossary

Agent
An AI that completes several steps on its own instead of just answering.

AI
Artificial intelligence: programs that can write, summarize or answer questions in a human-like way.

Chat
A conversation with ChatGPT. Each chat has its own memory of what was said in it.

Context
All the information ChatGPT knows in the current chat.

Data controls
The area in the settings where you turn off training with your chats.

Deep research
Thorough research across many websites, with a detailed report.

GPT
Generative Pre-trained Transformer, the name of OpenAI's model family, for example GPT-6. Also the name of the specialized assistants that OpenAI retires on 11 December 2026.

Hallucination
A false statement that sounds convincing.

Language model
An AI that has learned from text and produces text.

Memory
What ChatGPT remembers about you across several chats.

Model
The "brain" behind ChatGPT, for example GPT-6.

Project
A folder with chats, files and its own instructions.

Prompt
Your instruction or question to the AI.

Reasoning / Thinking
Models that "think" longer before answering. Slower, but more thorough.

Temporary chat
A chat that does not end up in your history and is not used for training.

Token
A piece of a word. AI counts in tokens, not in words.

Training
How a model learns from large amounts of data.

Work
The area in the new ChatGPT app where ChatGPT handles bigger tasks on its own.



Want to go further?
In my course **"ChatGPT for Beginners"**, I show you step by step, in short video lessons with exercises, how to really use ChatGPT in everyday life and at work. 49 €.

stefnulja.com/en/ai-courses

Have fun trying it out!
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APPENDIX

§ Sources

All pages accessed on 27 November 2026. Prices, names and features change often. What counts is always the information from OpenAI in your account.

Launch: OpenAI, “Introducing ChatGPT”, 30 Nov 2022. openai.com/index/chatgpt

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Custom instructions: OpenAI Help Center, custom instructions. help.openai.com/en/articles/8096356; OpenAI Learn, personalization. learn.chatgpt.com/docs/personalize

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Downloads: OpenAI, download ChatGPT. chatgpt.com/download

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