



THE COMPANION GUIDE

A practical path from curious beginner to confident user

Understand what AI is. Use it for real tasks. Protect your information. Keep every important decision in human hands.

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Created for people who want practical guidance without technical jargon, hype, or pressure.

Follow one clear route

Begin on page 3 and continue in order. Each section builds on the one before it.

1 - Understand Page 3 explains what AI can and cannot do.	2 - Try it Pages 4-5 give you a complete prompt and practice examples.
3 - Check and protect Pages 6-8 cover verification, privacy, and settings.	4 - Expand Compare tools on page 9, then continue toward the seven-day plan.

The rule that appears on every step

AI can help you think, draft, compare, and organize. It does not become the final authority. You remain responsible for what you accept, share, and act on.

THREE VERBS TO REMEMBER

- 1. Understand the task and the limits of the tool.
- 2. Use only the information needed to complete the task.
- 3. Master the result by checking, improving, and deciding.

AI predicts useful responses. It does not know the way a person knows.

A conversational AI assistant analyzes patterns in large amounts of material and produces a likely response to your request.

It can Explain, summarize, outline, compare, brainstorm, draft, translate, and help you practice.	It cannot guarantee Truth, fairness, completeness, current information, confidentiality, or expert judgment.
It may sound certain Fluent wording can make a weak answer feel strong. Confidence is not evidence.	It changes Models, settings, costs, features, and data practices can change without this booklet changing.
Plain-language test If an answer could affect health, money, legal rights, employment, safety, or another person, pause and verify it with reliable sources or a qualified person.	

- Use AI to create a first draft—not an automatic final answer.
- Ask it to show uncertainty, assumptions, and missing information.
- Compare important claims with current, trustworthy sources.

A prompt is simply what you ask AI to do

A strong prompt gives the assistant enough direction to produce a useful first answer. You can always improve it through conversation.

1 • Goal What do you want completed?	2 • Context What background is safe and useful?
3 • Reader Who is the answer for?	4 • Format List, email, table, plan, script, or explanation?
5 • Limits Length, tone, deadline, sources, or facts not to assume?	6 • Check Ask for assumptions, questions, and uncertainty.

Complete example - copy, paste, and try it

Help me write a short, friendly text message to a coworker asking to switch shifts next Tuesday. Keep it under 80 words, make it respectful, and do not invent a reason. Before I send it, identify anything I should check.

Use the six-part formula above to change the goal, situation, reader, format, limits, and check for your own task.

"Reader" means the person who will read or use the answer - for example, a customer, coworker, student, or family member.

Copy, paste, and make the request yours

Replace the bracketed text. Remove names, private records, account numbers, and other details the task does not require.

Learn something

Explain [TOPIC] in plain language for a complete beginner. Use one everyday example, define unfamiliar terms, and finish with three questions I can use to check my understanding.

Draft a message

Draft a respectful [EMAIL/TEXT] about [SUBJECT] for [PERSON OR ROLE]. The goal is [GOAL]. Keep it under [LENGTH]. Do not invent facts. Flag anything I should verify.

Compare choices

Compare [OPTION A] and [OPTION B] using [CRITERIA]. Put the result in a table. Separate known facts, assumptions, and questions I should investigate before deciding.

Improve the first answer

Review your answer. Identify what may be outdated, uncertain, biased, or based on assumptions. Then give me a revised version and a short verification checklist.

Verify before the answer becomes an action

The more important the decision, the stronger your verification should be.

Claim What exact statement am I relying on?	Source Who published it, and are they qualified?
Date Is it current enough for this decision?	Evidence Can another reliable source confirm it?
Context What assumptions or exceptions change the answer?	Decision Who remains responsible for the final choice?
A useful follow-up prompt List the factual claims in your answer. For each one, tell me what kind of source could verify it, what may have changed, and what you are least certain about.	

- Open the original source; do not rely only on a citation label.
- Check the publication date and whether the page has been updated.
- For high-stakes matters, consult a qualified human professional.

Share the minimum necessary

Submitting information to an AI service is a disclosure to that service. Privacy settings can limit how new chats are used, but the service still receives and processes what you enter.

Usually safe Public facts, invented examples, generic questions, and information you have permission to share.	Pause first Internal work details, school records, unpublished plans, or information about another person.
Do not paste casually Passwords, one-time codes, account numbers, medical records, tax data, legal files, or confidential client material.	Redact Replace names and identifiers with labels such as CUSTOMER A, CHILD 1, or ACCOUNT X.
The minimum-necessary question Could the assistant complete this task if I removed the name, number, document, connection, or private detail? If yes, remove it.	

If your employer, school, client, or organization has an AI policy, follow that policy before using any outside tool.

A six-step privacy and account check

The wording differs by service. Look for settings related to privacy, data controls, activity, memory, connected apps, and security.

1. Open Privacy, Data Controls, or Activity settings. Look for a toggle such as “Improve the model” or “Help improve AI.” Switch it off if you do not want new chats used to train or improve the AI.
2. Review saved memory, personalization, and chat history; remove what you no longer want stored.
3. Disconnect email, drives, calendars, contacts, and other apps that are not required.
4. Use temporary, incognito, or private chat modes when appropriate.
5. Use a unique password, a password manager, and two-step verification when available.
6. Review account activity, active sessions, shared links, and old conversations regularly.

What the training switch actually changes

Switching it off limits the use of new conversations for training or improving the AI. It does not make a conversation invisible: the service still receives and processes what you enter, and some information may be kept temporarily for security, legal, or operational reasons. Continue to avoid sensitive information.

Use the live official-setting links on the Practical AI website because menus and policies change.

Start with the task, not the brand

There is no universal best assistant. Features and policies change, so treat this as a starting map rather than a permanent ranking.

ChatGPT Learning, writing, planning, analysis, and creating.	Gemini General assistance with Google-connected options.
Copilot Personal and Microsoft-connected assistance.	Claude Writing, analysis, and working with long material.
Grok Reasoning, voice, images, and current conversation.	Perplexity Web research with visible source citations.
Before you connect an account Check what the assistant may access, what it remembers, whether chats may improve the service, and how to remove data or disconnect the integration.	

Use AI without volunteering someone else's information

Good judgment includes consent, boundaries, and organizational rules.

At work Use approved tools. Remove customer and employee details. Never bypass company security or policy.	At home Avoid sharing children's names, schedules, locations, school records, or private family matters.
For school Follow the teacher's rules. Use AI to learn and practice, not to hide authorship or skip the work.	For clients Confirm permission, contracts, confidentiality, and ownership before uploading material.
A safe substitute Create a fictional example with the same structure as the real situation. Ask AI to help with the pattern, then apply the lesson yourself to the private facts.	

- Do not impersonate a person or create deceptive material.
- Label AI assistance when accuracy, authorship, or trust requires it.
- Keep a person accountable for every external or consequential result.

AI can make false information look polished

Scams, manipulated images, cloned voices, and confident misinformation can arrive with urgency and emotional pressure.

Slow down Urgency is a warning sign. Do not act from a message alone.	Change channels Call a trusted number you already have; do not use the number in the message.
Use a family check Create a private phrase or question for unusual money or emergency requests.	Inspect the claim Look for the original source, date, context, and independent confirmation.
When a voice or video feels real Treat identity as unconfirmed until you verify it through a separate, trusted route. Familiar appearance or sound is no longer enough.	

- Never share a sign-in code or password with a caller or message.
- Pause payments, gift cards, cryptocurrency, and urgent transfers.
- Report suspected fraud to the relevant company or authority.

Build capability without surrendering agency

AI will change tasks unevenly. Preparation means learning where it helps, where it fails, and what human responsibility still requires.

Map your tasks Mark what is repetitive, creative, relational, confidential, regulated, or high stakes.	Practice one workflow Use AI for a low-risk first draft, then measure time saved and errors found.
Strengthen human skills Judgment, communication, trust, domain knowledge, ethics, and accountability remain valuable.	Keep evidence Save strong prompts, verification steps, results, and lessons—not private data.
A balanced goal Do not aim to automate everything. Aim to use AI where it creates real value while keeping people responsible for outcomes.	

Your advantage is not merely access to a tool. It is the ability to ask better questions, recognize weak answers, and make sound decisions.

A seven-day practice plan

Spend about fifteen minutes a day. Use low-risk material and keep a note of what worked.

DAY 1	Ask AI to explain a familiar topic. Correct anything it gets wrong.
DAY 2	Use the prompt formula on page 5 for a small task.
DAY 3	Ask it to improve its own answer and state assumptions.
DAY 4	Compare two options in a table. Verify one important claim.
DAY 5	Review your privacy, memory, connections, and security settings.
DAY 6	Try a second assistant on the same prompt and compare results.
DAY 7	Choose one repeatable workflow and write your personal safety rules.

Success is not perfect output

Success is knowing when AI helps, when to challenge it, what not to share, and when a human expert is needed.

Use live links for settings that change

The Practical AI website keeps the official privacy links and future resources in one place.

Continue online

Visit the Practical AI with Artie website for the quick guide, companion guide, official privacy-control pages, and future updates.

learn.artiesaerial.com

OFFICIAL PRIVACY STARTING POINTS

[ChatGPT data controls](#)

[Gemini activity controls](#)

[Claude privacy guidance](#)

[Microsoft Copilot privacy controls](#)

[Grok data controls](#)

[Perplexity data controls](#)

Your final authority

Use AI to expand your options—not to replace your judgment. Ask questions, protect what matters, verify important claims, and remain the final authoritative decision-maker.

Educational information only. Verify important medical, legal, financial, employment, and safety decisions with qualified people.