



Practical AI *with Artie*

— Understand It. Use It. Master It. —

AI IS ALREADY SHAPING YOUR WORLD.

This short guide shows you how to understand it, stay in control, and put it to work - without giving up your judgment, privacy, or voice.

WHY WE CREATED THIS GUIDE

Artificial intelligence is becoming part of everyday work, education, communication, and decision-making. This guide was created to help beginners understand what AI can do, recognize its limitations, protect their information, and take a practical first step - while ensuring that you, not the technology, remain the final authority.

INTERACTIVE GUIDE • [Blue underlined words are live links.](#)

NO TECHNICAL EXPERIENCE REQUIRED



8 PAGES

Only the essentials.

12 MINUTES

Designed for real attention spans.

1 FIRST STEP

Use AI on a problem you already have.

WHY THIS MATTERS

AI is moving fast. You do not have to stand still.

Artificial intelligence is changing how people search, create, learn, communicate, hire, sell, and make decisions.



PERSONAL PREPARATION

Still matters.

**OPPORTUNITY**

Save time. Expand creativity. Learn faster. Make small teams more capable.

**RISK**

Incorrect answers, bias, privacy exposure, job disruption, scams, and deepfakes are real.

**AGENCY**

Ask better questions. Verify outputs. Control what you share. Keep people accountable.

THE POINT IS NOT TO FEAR AI.

Rules and safeguards exist, but they are spread across laws, agencies, industries, states, company policies, and voluntary frameworks. Personal preparation still matters.

**THE FUTURE SHOULD INCLUDE EVERYONE**

AI should expand opportunity for everyone, not reserve it for the people and organizations that already hold the most power.

[Trusted reference: National Institute of Standards and Technology \(NIST\) AI Risk Management Framework](#)

UNDERSTAND IT

What an AI assistant is - and is not

A large language model (LLM) is trained on enormous amounts of information to recognize patterns in language and generate useful responses.



WHAT IT CAN HELP YOU DO

- **Explain** difficult ideas in plain language.
- **Draft** messages, plans, outlines, and checklists.
- **Compare** choices and organize information.
- **Brainstorm**, practice, and explore alternatives.
- **Analyze** information you deliberately provide.



WHAT IT CANNOT GUARANTEE

- That every answer is true or complete.
- That information is current unless sources are checked.
- That an answer is unbiased or fair.
- That sensitive information will remain appropriate to share.
- That it can replace qualified human judgment.

FLUENT IS NOT THE SAME AS FACTUAL.

When accuracy matters, ask: "What assumptions are you making? What could be wrong? What source supports this?"

USE IT

Make AI useful today.

Do not begin with AI theory. Begin with a real problem you already have.



WHAT IS A PROMPT?



A prompt is what you type or say to an AI assistant. It can be a question, an instruction, or a goal. A good prompt explains what you want, who the answer is for, and how you want it presented.

[Tap or click: How to write a useful prompt](#)

1

Choose one useful task.

Draft a message, compare options, explain a bill, plan a meal, study a concept, or organize notes.

2

Give useful context.

State your goal, who the answer is for, any limits, preferred tone, and what a good answer should accomplish.

3

Ask for a first draft.

Treat the result as material to review - not final truth.

4

Challenge the answer.

Ask it to show uncertainty, list assumptions, provide sources, and identify what could be wrong.

5

Improve it and decide.

Correct mistakes, add your judgment, rewrite it in your voice, and approve the final result yourself.



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.

VERIFY IT

Protect your power: five habits

Good AI safety is mostly good judgment practiced consistently.

**HABIT 1****Pause when urgency appears.**

AI-enabled scams often use fear, pressure, authority, or impersonation to stop you from thinking.

**HABIT 2****Protect sensitive information.**

Do not paste passwords, account numbers, security codes, private health details, client data, or confidential work into an unapproved tool.

**HABIT 3****Verify people, links, and facts.**

Call back using a number you already know. Check the original source. Examine the address before clicking.

**HABIT 4****Limit permissions.**

Connect only the files, apps, and accounts needed for the task. Review privacy and data settings before uploading.

**HABIT 5****Keep a human responsible.**

Medical, legal, financial, employment, and other consequential decisions need qualified human review.

FAMILY RULE

Never send money, security codes, or sensitive information based only on a voice, video, text, or email - even when it looks or sounds familiar. Stop and verify through a separate trusted channel.

[FTC voice-cloning guidance](#) • [FBI Internet Crime Complaint Center](#)

PRIVACY SETUP

Limit what AI can access.

Turn off what you do not need. Share only what the task requires.

**THE AI TRAINING SWITCH: WHAT IT ACTUALLY CHANGES**

AI training is usually controlled by a toggle in Privacy, Data Controls, or Activity. Switch it off to limit new chats being used to improve the AI. The service still receives and processes what you enter, so do not assume a chat is private.

YOUR PRIVACY LOCKDOWN

Complete these steps before using any AI assistant.

1**Review the training toggle.**

Switch off "Improve the model" if you do not want new chats used to improve AI.

2**Review memory.**

Remove saved facts and turn off personalization you do not want.

3**Limit connections.**

Disconnect email, drives, calendars, contacts, and apps not needed.

4**Use private mode.**

Choose temporary, incognito, or private chat when available.

5**Redact before uploading.**

Remove names, account numbers, private records, and client details.

6**Secure the account.**

Use a unique password and multifactor authentication - a second sign-in check.

CURRENT PLATFORM CONTROLS

TAP A NAME FOR OFFICIAL INSTRUCTIONS

C**ChatGPT**

Data Controls • turn off model improvement • Temporary Chat.

G**Gemini**

Activity off/delete • Connected Apps • Temporary Chat.

CL**Claude**

Privacy • turn off model improvement • use Incognito chats.

M**Copilot**

Privacy • turn off model improvement • review Memory.

G**Grok**

Improve Model off • X personalization off • Private Chat.

P**Perplexity**

AI Data Retention off • review connectors and private mode.

THE SAFEST PRIVACY SETTING

If the AI does not need the information, do not give it the information. Settings help - your judgment protects you most.

PICK A STARTING POINT

Choose a tool. Stay curious.

There is no universal best assistant. Start with the one that fits your task, then compare important answers.

DIGITAL PDF • TAP OR CLICK A TOOL NAME TO VISIT ITS OFFICIAL WEBSITE

**ChatGPT**

Learning, writing, planning, analysis, and creating.

**Gemini**

General help 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.

Features, prices, privacy settings, and data practices change. Review the current terms before connecting personal or workplace information.

BEGINNER REMINDER

You do not need to try every assistant. Choose one, begin with a small task, verify important information, and keep yourself responsible for the final decision.

CONTINUE LEARNING

Your next step.

Keep learning without becoming overwhelmed. Use the live links in this guide, and begin with one practical task.

MORE HELP, WHEN YOU ARE READY

- Prompting basics and beginner examples
- Practical tool guides
- Safety and privacy information
- The expanded companion guide

SCAN TO CONTINUE LEARNING

learn.artiesaerial.com

**IF YOU ARE READING DIGITALLY**

Blue underlined words are live links. Tap or click them for additional information.

**IF YOU ARE READING ON PAPER**

Scan the QR code above or enter the printed web address to open the learning hub.

THREE THINGS TO REMEMBER

Protect sensitive information. Verify important answers. You, not the technology, remain the final authority.

YOUR FIRST STEP

Choose one small task you already need to complete. Select an AI assistant, use the starter prompt on page 6, review the response carefully, and make the final decision yourself.

SHARE IT THE RIGHT WAY

To keep the links live, share the original PDF file or the approved public link. Do not use screenshots or copy-pasted pages as substitutes.

TRUSTED SOURCES [NIST AI RMF](#) • [FTC Consumer Advice](#) • [FBI IC3](#)