Generative AI Quick Reference Guide

Key Definitions

Generative AI: AI that creates new, original content (text, images, etc.).

LLM (Large Language Model): A massive neural network trained on text data to predict the next word in a sequence.

Prompt: An instruction or query given to an AI model to generate a response.

Hallucination: When an AI confidently states false or fabricated information.

The R-C-T-F Prompting Framework

Role: Assign a persona. 'Act as an expert...'

Context: Provide background info, audience, and goal.

Task: Give a clear, specific, and actionable instruction.

Format: Specify the desired output structure (list, table, email).

Text-to-Image Prompting Steps

1. Subject: The main focus of the image.

2. Style/Medium: The artistic look (e.g., photo, painting, 3D render).

3. Composition/Lighting: The framing and mood (e.g., wide-angle, cinematic lighting).

4. Details: Specific modifiers that add uniqueness.

DO'S AND DON'TS

+ Be as specific and detailed as possible in your prompts.

+ Verify any factual information generated by the AI.

+ Iterate and refine your prompts to improve results.

+ Use constraints to guide the AI on what to avoid.

- Don't use vague, one-word prompts.

- Don't trust the AI's output blindly.

- Don't input sensitive, private, or confidential information.

- Don't expect perfection on the first try.

QUICK CHECKLIST

[ ] Step 1: Define your goal. What do you want to achieve?

[ ] Step 2: Choose the right AI tool/modality (text, image, etc.).

[ ] Step 3: Draft your prompt using the R-C-T-F framework.

[ ] Step 4: Generate the output.

[ ] Step 5: Review, critique, and identify areas for improvement.

[ ] Step 6: Refine your prompt and regenerate if necessary.

[ ] Step 7: Add your own human expertise and polish.

PRO TIPS

Ask the AI for multiple options (e.g., 'Give me 5 versions').

Provide examples of the style you want ('in the style of...').

Save your best prompts as templates for future use.