

Guide to Agentic Skills

Learn how to discover, use, and get the most out of agentic skills for browsing, documents, and automation.

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Generated by: AI Assistant

Introduction

Agentic skills are reusable workflows and tooling capabilities that let your assistant carry out multi-step tasks reliably. They package best practices for browsing the web, creating and editing documents, and producing artifacts like PDFs, presentations, and reports.

- What they are: Named capabilities with step-by-step usage guidance.
- When to use: For tasks that benefit from structured workflows (3+ steps) or specialized file handling.
- Where to find: `skills//SKILL.md` describes each skill; `artifacts/` stores generated outputs.

Getting Started

Follow this quick-start process to discover and apply skills effectively:

- Discover available skills: List skills/ to see names, then open skills//SKILL.md to read full instructions.
- Plan first for complex tasks: Use a minimal to-do plan (3–6 items) to outline steps and checkpoints.
- Use artifacts paths: Save generated files to artifacts/file_outputs/ and share the path.

Tip: Keep plans light for simple tasks (1–2 steps).

Core Skills

agent-browser

Automates web interactions: navigate, snapshot DOM, click, fill, type, scroll, and extract data. Uses a DOM-first approach with visual fallback.

- When to use: Web navigation, form filling, scraping structured data, screenshots, app testing.
- Workflow: Navigate → Snapshot (get @refs) → Interact → Verify → Re-snapshot after DOM changes.
- Critical patterns: Re-snapshot after navigation; close the browser when done; handle anti-bot/captcha via human confirmation.
- Troubleshooting: If an element isn't found, re-snapshot, try alternative text, scroll, then ask for guidance after 2–3 attempts.

pdf

Comprehensive PDF toolkit for creating, extracting text/tables, merging, splitting, and handling forms.

- When to use: Generate new PDFs (reports/guides), parse existing PDFs, merge/split documents.
- Tips: Keep headings clear, use bullet lists for readability, and include a quick-reference page.
- Output: Save results to artifacts/file_outputs/ and return the full path.

pptx

Create and edit PowerPoint presentations: add slides, titles, bullets, and images.

- Use cases: Summaries, proposals, sprint reviews, and visual reports.
- Good practice: One idea per slide, consistent layouts, and a brief agenda.

docx

Create and edit Word documents, with support for structured sections and tracked changes.

- Use cases: Reports, letters, policies, and collaborative drafts.
- Tips: Use headings for structure, keep paragraphs concise, and enable tracked changes when reviewing.

skill-creator

Define reusable workflows. Skills should have YAML frontmatter (name, description) and a markdown body describing steps.

- When to create: A workflow has 3+ steps and is repeated across tasks.
- Structure: Clear prerequisites, step-by-step instructions, and examples.

Best Practices

- Planning: Use minimal to-do lists (3–6 items) for complex tasks; keep only one task in progress at a time.
- Subagents: Spawn parallel subagents for independent research or repetitive operations; synthesize results in the main thread.
- Memory: Update AGENTS.md for site patterns, diary entries for key learnings, and skills for reusable workflows.
- File paths: Use artifacts/screenshots/ for screenshots; artifacts/file_outputs/ for files to deliver.
- Safety: Never store or guess credentials; request human confirmation for financial/irreversible actions.

Troubleshooting

- Element not found: Re-snapshot, try alternative selectors, scroll, then ask for guidance after 2–3 attempts.
- Page not loading: Check console, reload, verify URL.
- Action has no effect: Re-snapshot and verify state; try alternate interactions (type vs fill).
- Anti-bot/Captcha: Pause and ask for human assistance; avoid repeated loops.

Quick Reference

- Skills location: skills//SKILL.md
- Artifacts: artifacts/file_outputs/ (files), artifacts/screenshots/ (images)
- Planning: Keep plans light; mark tasks complete immediately when finished.
- Browser rules: Always snapshot after navigation; close browser when complete.