Here are quick tips to get you started with Gemini for Google Workspace:

1. **Use natural language.** Write as if you're speaking to another person. Express complete thoughts in full sentences.

2. **Be specific and iterate.** Tell Gemini what you need it to do (summarize, write, change the tone, create). Provide as much context as possible.

3. **Be concise and avoid complexity.** State your request in brief — but specific — language. Avoid jargon.

4. **Make it a conversation.** Fine-tune your prompts if the results don't meet your expectations or if you believe there's room for improvement. Use follow-up prompts and an iterative process of review and refinement to yield better results.

5. **Use your documents.** Personalize Gemini's output with information from your own files in Google Drive.

6. **Make Gemini your prompt editor.** When using Gemini Advanced, start your prompts with: "Make this a power prompt: [original prompt text here]." Gemini will make suggestions on how to improve your prompt. Ensure it says what you need, and then paste it back into Gemini Advanced to get an output.

Prompting is a skill we can all learn. You don't have to be a prompt engineer to use generative AI. However, you will likely need to try a few different approaches for your prompt if you don't get your desired outcome the first time. Based on what we've learned from our users so far, the most fruitful prompts average around 21 words with relevant context, yet the prompts people try are usually less than nine words.

Generative AI and all of its possibilities are exciting, but it's still new. Even though our models are getting better every day, prompts can sometimes have unpredictable responses.

Before putting an output from Gemini for Workspace into action, review it to ensure clarity, relevance, and accuracy. And of course, keep the most important thing in mind: Generative AI is meant to help humans but the final output is yours.

The example prompts in this guide are meant for illustrative purposes.