

CHAT GPT USER MANUAL

Authors: Ponthea Zahraii, Tyler Lewis

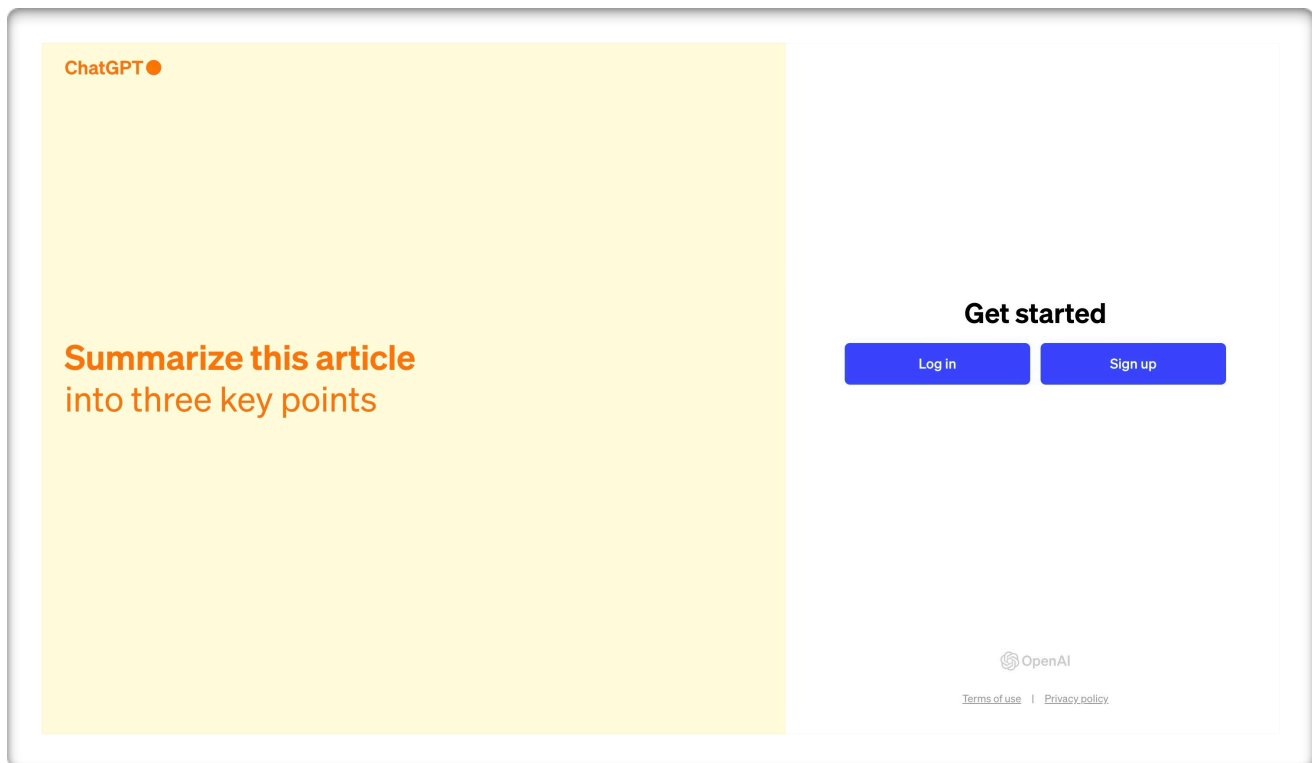
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Introduction to ChatGPT

ChatGPT is an AI-powered chat interface designed by OpenAI that can assist users in generating text-based responses across a wide range of topics and formats. It's built on a version of the GPT (Generative Pretrained Transformer) model, which allows it to understand and produce human-like text.

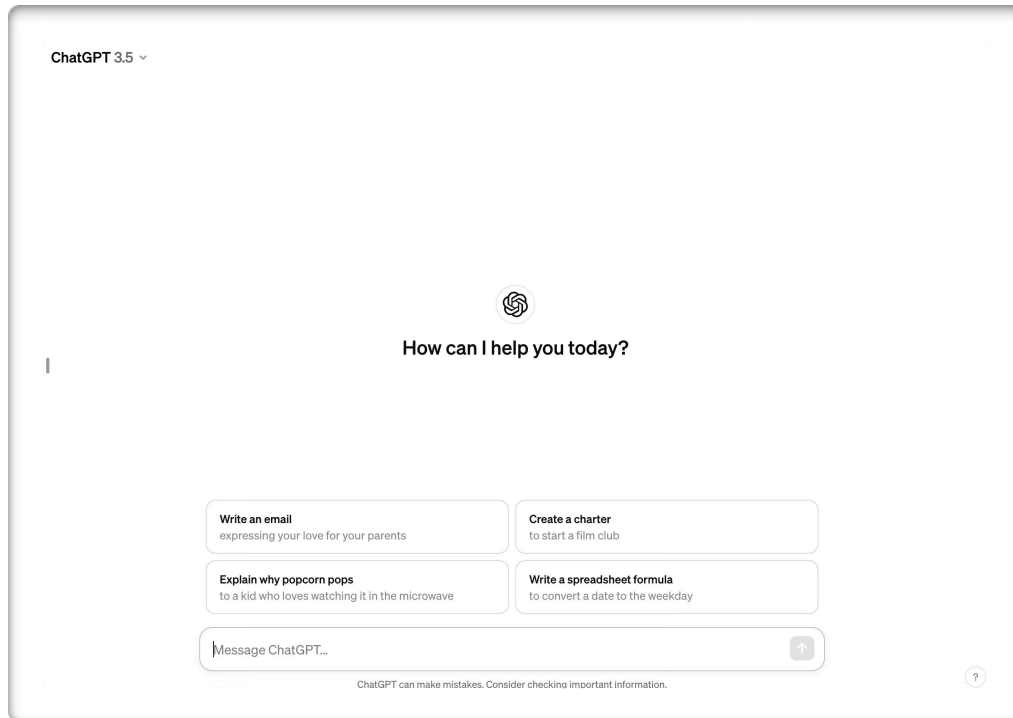
Getting Started

- **Accessing ChatGPT:** Visit the OpenAI website (<https://chat.openai.com/>).
- **Creating an Account:** Sign up or log in to access ChatGPT features.
- **Initiating a Conversation:** Start by typing a message or question in the chat interface.



Basic Functionalities

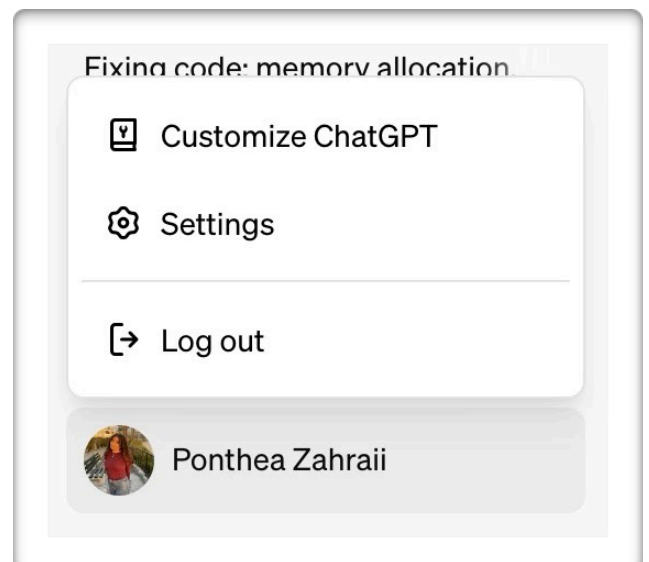
- **Asking Questions:** You can ask ChatGPT any question, and it will attempt to provide a relevant answer based on its training data.



- **Generating Text:** ChatGPT can help generate text, such as emails, essays, or creative writing prompts.
- **Language Translation:** Ask ChatGPT to translate text from one language to another.

Advanced Features

- **Prompt Engineering:** The way you phrase your prompt can significantly impact the quality of ChatGPT's responses. Experiment with different prompt styles.
- **Follow-Up Questions:** ChatGPT can maintain context for a series of questions, allowing for a coherent conversation.
- **Setting Preferences:** Some interfaces allow users to set preferences for tone, style, or even the specific information ChatGPT should consider when responding.

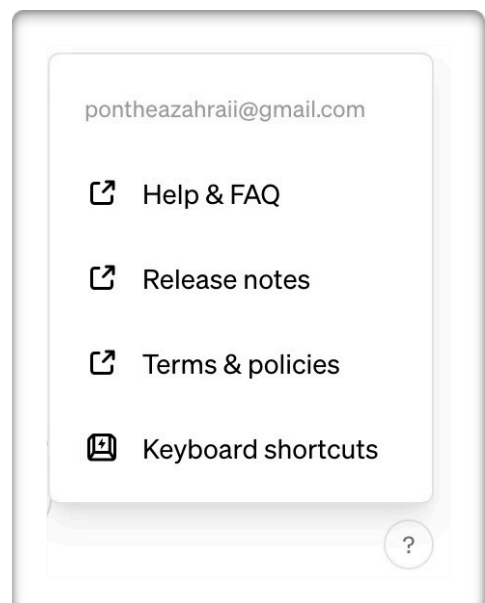
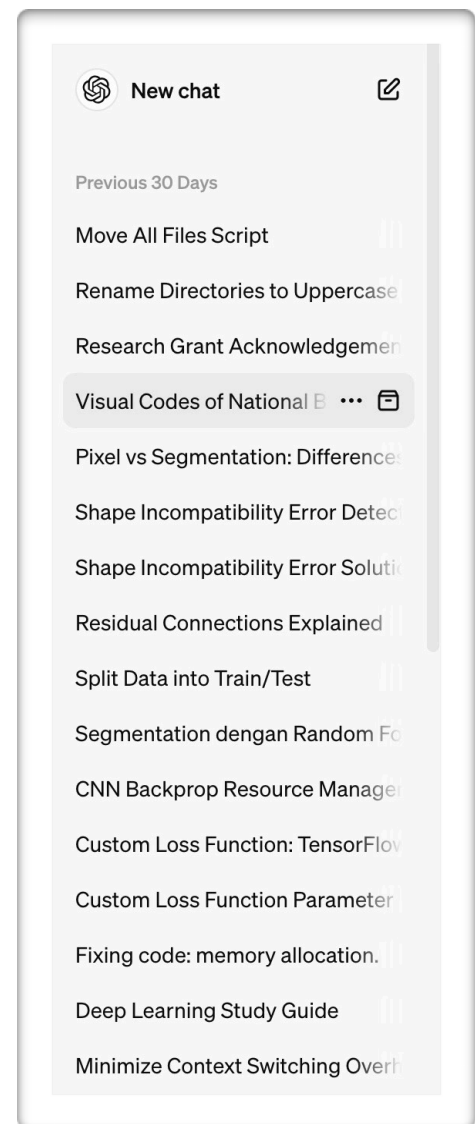


Best Practices

- **Clarity in Prompts:** Be clear and specific in your prompts to get the most relevant responses.
- **Iterative Approach:** Refine your questions or prompts based on the responses you receive for better results.
- **Sensitive Information:** Avoid sharing sensitive personal information as ChatGPT's responses are generated based on a mix of licensed data, data created by human trainers, and publicly available data.
- **Compartmentalizing Chat History:** Be mindful of the continuity in your chat history. If you're moving between unrelated topics or tasks, consider starting a new chat session to keep the conversation relevant and focused. This helps in maintaining the context and ensures that unrelated topics do not influence the responses to new queries.
- **Understanding Limitations:** Recognize that ChatGPT may not always provide perfectly accurate or up-to-date information, especially for queries about current events or highly specialized subjects.

Troubleshooting and Help

- **Understanding Limitations:** ChatGPT may not always provide accurate or up-to-date information, especially on current events or very niche topics.
- **Feedback and Reporting:** Use the platform's feedback tools to report inaccuracies or inappropriate responses.



Privacy and Security

- **Data Handling:** Familiarize yourself with the platform's privacy policy to understand how your data is handled and protected.
- **Interaction Logs:** Be aware that your interactions may be logged for the purpose of improving the AI model, subject to privacy policy.

Staying Updated

ChatGPT and its underlying technology are rapidly evolving. Stay informed about updates and new features through official OpenAI announcements or the platform's update logs.

Conclusion

ChatGPT offers a versatile tool for information retrieval, text generation, and much more. By understanding its capabilities and how to interact effectively with it, users can leverage ChatGPT to assist with a wide range of tasks and inquiries.