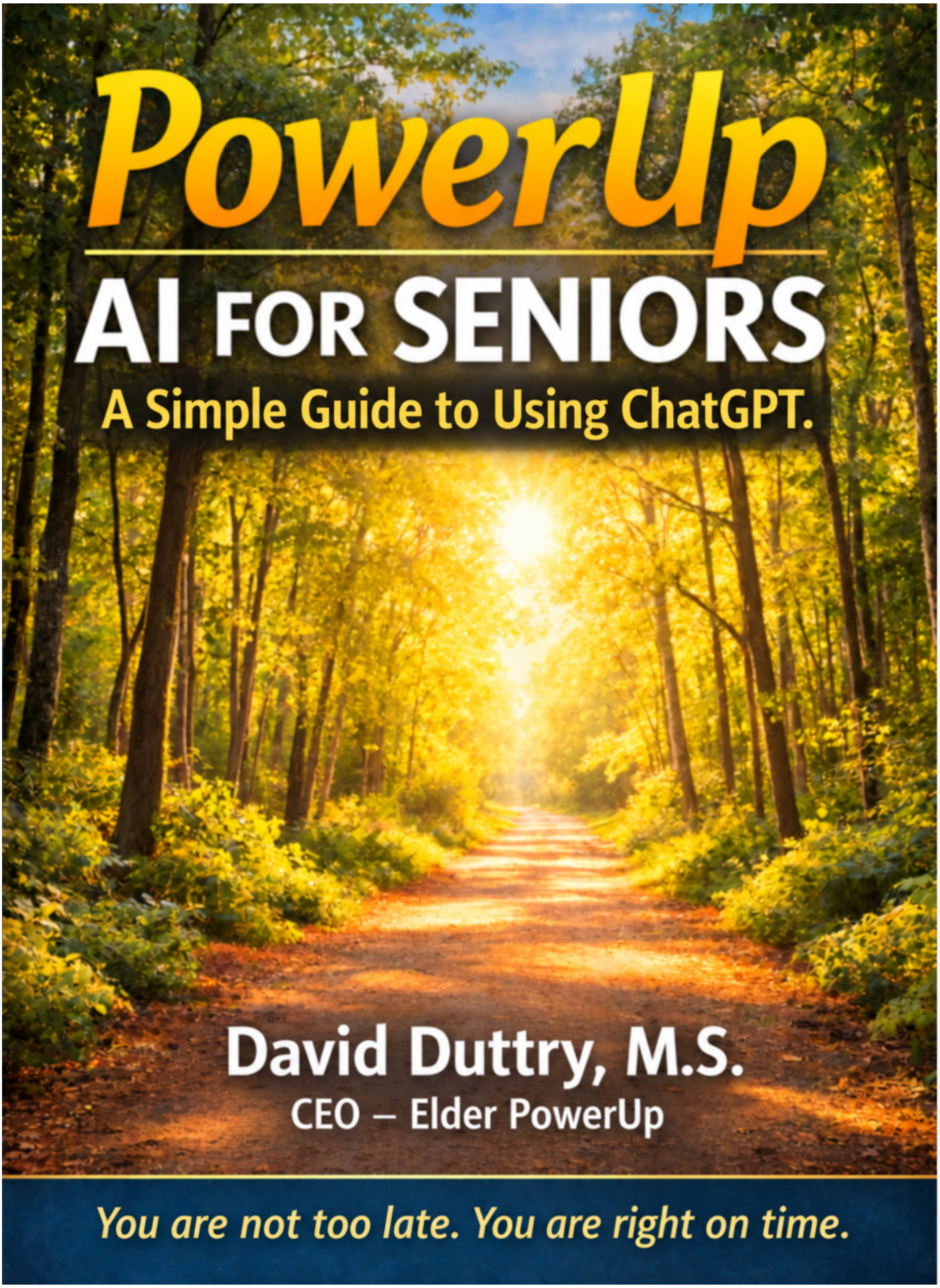

PowerUp
AI FOR SENIORS
A Simple Guide to Using ChatGPT.
David Duttry, M.S.
CEO – Elder PowerUp
You are not too late. You are right on time.

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How to Use This Book

Welcome! This book is for older adults who want to learn how to use ChatGPT in everyday life. You do not need to be a computer expert. Read at your own pace, and return to any chapter whenever you need it.

Try a question

A prompt is a question or instruction you give ChatGPT. You can use the examples in this book or change them to fit your interests. For example: “Give me three simple ways to improve sleep.”

If an answer is confusing, ask ChatGPT to explain it in simpler words. If you want more detail, ask a follow-up question. Take your time and check important information with a trusted source.

A note to readers

This book is for education. For medical, legal, or financial advice, consult an appropriate professional. The author and publisher are not responsible for actions taken based on this information.

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What Is ChatGPT

ChatGPT is a tool you can talk with using everyday words. It can help you learn, write, and find ideas. You do not need to know computer code or understand all the details of artificial intelligence to use it.

A helpful conversation

Think of ChatGPT as a helpful assistant. You can type a question or request, and it gives you an answer. You can also ask it to explain the answer in a different way. Some versions let you speak with it, too.

ChatGPT is powered by artificial intelligence, often called AI. AI is technology that can do tasks such as working with words, finding patterns, and creating answers. ChatGPT is a computer program, not a person. It can be useful, but it can also make mistakes.

What can ChatGPT help you do

You can use ChatGPT for many everyday tasks. For example, you might ask it to:

- Explain a word or a topic in plain language.
- Help write a message to a friend or a doctor.
- Suggest questions to ask at an appointment.
- Summarize a long article or organize your notes.
- Give you ideas for a meal, a trip, or a new hobby.
- Explain how to use a phone or computer, one step at a time.

A few useful words

Browser: The program you use to visit websites, such as Safari or Chrome.

Website: A place you visit on the internet. ChatGPT is available at chatgpt.com.

App: A program you can open on a phone, tablet, or computer.

Prompt: The question or request you give ChatGPT.

Response: The answer ChatGPT gives you.

Ask in your own words

A prompt can be a simple question. You do not need special words. For example, you might ask:

> **“Explain healthspan in plain language and give me three everyday examples.”**

If you want a different answer, keep the conversation going. You could say, “Make that shorter,” or “Tell me more about the first example.” You can keep asking follow-up questions.

Check important answers

ChatGPT can sound sure of itself and still be wrong. For important health, money, or legal questions, check the answer with a trusted source or a qualified professional. For example, you can use ChatGPT to prepare questions for your doctor, then discuss those questions at your visit.

You can also ask, “What should I check?” or “Where can I find a reliable source?” Check any source it gives you, too.

Protect your private information

You can ask many useful questions without sharing private details. Do not enter passwords, one-time security codes, Social Security numbers, bank or credit card numbers, or Medicare numbers. Think carefully before sharing personal health details or information about someone else.

Take your first step

You can learn at your own pace. If something is confusing, ask ChatGPT to explain it more simply or ask someone you trust for help.

For a short, hands-on introduction, use the ElderPowerUp guide Your First ChatGPT Success. It walks you through a first question and shows you how to save a useful answer in your own Healthspan Notes.

In the next chapter, we will take a closer look at getting started with ChatGPT.

Getting Started with ChatGPT

You can use ChatGPT on a computer or a phone. This chapter will help you open it, send a message, and find help if you get stuck. Take your time and go at your own pace.

Open ChatGPT on a computer

Open your internet browser, such as Safari, Chrome, or Edge. Click the long address bar near the top of the window. Type chatgpt.com and press Enter or Return.

The ChatGPT page will open. Your screen may look different from someone else's. Look for a box where you can type a message, or for a button to log in or sign up.

Open ChatGPT on a phone

Open the App Store on an iPhone or Google Play on an Android phone. Search for "OpenAI ChatGPT." Choose the official app from OpenAI, install it, and open it. You can also visit chatgpt.com in your phone's browser.

Sign in or create an account

You may be able to try ChatGPT on the website without an account. If you are asked to sign in, use an existing account or follow the steps to create one. The choices on your screen may include email, Google, or Apple. Choose an option you are comfortable using.

An account can help you find your saved conversations later. When you return, use the same sign-in method and account you used before. Free access is available; a paid plan is optional.

If you receive a sign-in code, enter it only on the sign-in screen you opened. Do not share it with another person or type it in a ChatGPT message.

Send your first message

Look for the message box, often near the bottom of the screen. Click or tap in the box and type a question. For example:

> **"Give me three easy dinner ideas."**

Select the send arrow or press Enter or Return. Wait for the answer, then read it. If you want to know more, type another message in the same conversation. You could ask, "Tell me more about the first idea," or "Make that simpler."

If you get stuck

The page will not open. Check that your internet is working. Then type chatgpt.com in the address bar and try again.

You see search results. Type chatgpt.com directly into the long bar at the top of the browser.

You cannot sign in. Try the same sign-in method you used to create your account. If needed, follow the on-screen steps to reset your password.

You cannot find the message box. Look for a place to type near the bottom of the page. The screen and button names may change.

If you need help, ask someone you trust to sit with you. You can also email ElderPowerUp support at dduttry21@gmail.com and tell us what is not working.

Keep learning

For a guided first practice, use Your First ChatGPT Success. It shows you how to ask a question, ask follow-up questions, and save a useful answer. In Chapter 3, we will look at how to use ChatGPT safely.

Using ChatGPT Safely

ChatGPT can help you learn, write, and prepare questions. It can also make mistakes. A few simple habits can help you use it with confidence.

Check important answers

ChatGPT can sound sure of itself even when an answer is wrong. It may leave out a key detail or provide a study, quote, or link that is not real. This kind of made-up answer is sometimes called an AI “hallucination.”

When an answer matters, ask for a source. Then check the source yourself. For news, prices, laws, benefits, and other things that change, look at the date and check a current, reliable source. A link alone does not prove an answer is correct.

You can ask: “What should I check before I rely on this answer?” This can help you know where to start, but you still need to check the facts.

Think of a traffic light

Green: For low-risk tasks such as birthday card ideas, making a list, or rewriting a sentence, ChatGPT can be a useful helper. You can review the result and decide what to use.

Yellow: For health, money, legal, or current information, slow down. Use ChatGPT to understand a topic or prepare questions. Check important details with a reliable source or a qualified professional.

Red: For an emergency, seek immediate help from emergency services instead of waiting for ChatGPT. Keep passwords, security codes, and account numbers out of your messages.

Use health information wisely

ChatGPT can explain a medical term or help you prepare for a visit. It does not know everything about your health, medicines, or needs. Talk with your doctor or pharmacist before making a change to a medicine or starting a supplement.

For example, you could ask: “What questions should I ask my doctor about this medicine?” You can use the answer to help start a conversation with your health care team.

Protect private information

Do not type passwords, one-time security codes, Social Security numbers, Medicare numbers, or bank and credit card numbers into ChatGPT. Think carefully before sharing health details or someone else’s personal information.

You can often ask a useful question without names or account numbers. For example: “Explain this medical term in simple language.”

Watch for missing details and unfair assumptions

An answer may be incomplete if ChatGPT does not have enough background. You can add general details, such as “I am new to using a smartphone,” without sharing private information.

ChatGPT can also repeat unfair ideas or show only one side of an issue. Ask it to explain other viewpoints, then check the facts with reliable sources.

Be careful with links and requests

Do not open an unexpected link or file just because a message tells you to. Be wary of requests to share a code, send money, or download something. If you are unsure, pause and ask someone you trust.

A simple habit

Before acting on an important answer, ask yourself: “Could this affect my health, money, legal rights, safety, or privacy?” If so, check the answer with a trusted source or a qualified person.

In the next chapter, we will look at how to ask clear questions that help ChatGPT give more useful answers.

Ask Clear Questions

The words you give ChatGPT are called a prompt. A prompt can be a question or a request. You can write the way you talk. A little extra detail can help ChatGPT give you an answer that fits your needs.

Start with what you want

You do not need special words or perfect grammar. Start with a simple request, such as:

- “Explain blood pressure in simple words.”
- “Help me write a thank-you note to my neighbor.”
- “Give me three ideas for easy dinners.”

A short question is a good place to begin. If the answer is too general, add a few details about what you need.

Add helpful details

To make your request clearer, you can tell ChatGPT:

- What you want help with.
- Who the answer is for.
- Any background that matters.
- How you want the answer to look or sound.

For example, “Help me write a message” may give you a very general answer. You can add details:

> **“Help me write a short, friendly thank-you message to my neighbor for bringing me dinner.”**

Now ChatGPT knows who the message is for, why you are writing, and what tone you want. You do not have to include every detail. Add the ones that help.

Ask for the kind of answer you want

You can tell ChatGPT how to present its answer. For example, ask for simple words, a short paragraph, a list, or steps you can follow. You might say:

> **“Explain what a smartphone app is for someone who is new to smartphones. Use simple words and give me one example.”**

You can also say why you need the answer: “I want to explain this to a friend.” That helps ChatGPT choose a useful approach.

Keep the conversation going

Your first question does not have to be perfect. If the answer is not quite what you need, ask a follow-up in the same conversation. You could say:

- “Make that shorter.”
- “Explain it in simpler words.”
- “Give me an example.”
- “Show me the steps one at a time.”
- “Make the message warmer.”

If ChatGPT misunderstands you, say “I meant…” and explain what you wanted. You can shape the answer as you go.

Use a simple prompt starter

When you are not sure how to begin, try this pattern:

> **“I need help with ____. Please give me ____. Use simple language.”**

For example: “I need help understanding browser tabs. Please explain them one step at a time. Use simple language.”

Remember privacy and accuracy

Helpful background does not need to include passwords, security codes, account numbers, or other private details. For important health, money, or legal questions, check the answer with a trusted source or a qualified professional.

In the next chapter, we will explore more ways to ask ChatGPT for help with everyday tasks.

Ways to Ask ChatGPT for Help

You can ask ChatGPT for many kinds of help. It can explain a topic, suggest ideas, help you write, or organize information. You do not need to remember names for these kinds of questions. Just say what you need.

Learn something new

Ask ChatGPT to explain a word, a topic, or how something works. You can ask for a short answer in simple language.

> **“Explain what healthspan means in plain language and give me an everyday example.”**

Work through a problem

Describe a challenge and ask for possible next steps. You can include details that matter to you.

> **“I am planning a small community event with a limited budget. Suggest three ways to keep costs low.”**

Find ideas

When you are looking for possibilities, ask ChatGPT for a few ideas. You can choose the ones that fit your needs.

> **“Give me five ideas for activities a group of older adults might enjoy together.”**

Write something

ChatGPT can help you start a note, a speech, or a story. Tell it who the writing is for and how you want it to sound. Read the draft and change it to sound like you.

> **“Help me write a short, warm thank-you note to a friend who helped me.”**

Organize an answer

Ask for a list, steps, or a simple table. This can make the answer easier to read or save.

> **“Give me a numbered list of simple steps for planning a family gathering.”**

Ask about a file

Some versions of ChatGPT let you add a file, such as a document or picture, to your message. Once you have added it, you can ask a question about it. The available options may depend on your account and device.

> **“Summarize the main points of this document in five short sentences.”**

Before you share a file, check it for passwords, account numbers, or other private information. Think carefully before sharing your health information or someone else's details.

Make the answer work for you

You can combine requests. For example, ask for three ideas and have ChatGPT put them in a list. If the answer is too long or confusing, ask: "Make that shorter" or "Explain it more simply."

For important health, money, or legal questions, check the answer with a trusted source or a qualified professional. ChatGPT can help you prepare questions, but it can make mistakes.

Shape the Answer You Get

Your first answer from ChatGPT is a starting point. If you want it to sound different, be shorter, or include more detail, you can ask. There is no need to start over.

Start a conversation

Imagine you ask ChatGPT to help you write a thank-you note. The answer may be useful, but it may not sound like you. In the same conversation, you could say:

> **“Make the note shorter and more friendly.”**

ChatGPT can use your follow-up to revise its answer. Read the new version and change any words you want before you use it.

Choose the length

You can ask for a short answer when you want the main point, or more detail when you want to learn more. Try one of these:

- “Explain that in two sentences.”
- “Give me three main points.”
- “Tell me more about the first point.”

Choose the tone

Tone is the feeling of the words. A message can sound warm, formal, calm, or encouraging. Tell ChatGPT the tone you want. For example:

> **“Rewrite this message so it sounds warm and friendly.”**

Choose the format

A format is the way information is arranged. You might ask for a paragraph, a list, or steps. You can also show ChatGPT a pattern to follow:

> **“Give me three ideas for a family visit. For each idea, include what we could do and what we might need.”**

Compare choices

ChatGPT can help you look at more than one option. Tell it what matters to you, such as cost or ease of use. For example:

> **“Compare taking a bus and taking a train for a short trip. List a few questions I should check before choosing.”**

Check details such as current prices and schedules with the provider before making plans.

Ask ChatGPT to help with your question

If you are unsure how to ask, ChatGPT can help you improve your request. You could say:

> **“Help me make this question clearer: How can I learn to use my phone?”**

Read its suggestion and change it if needed. You can also ask it to explain a topic as a teacher might. That can change the style of the answer, but it does not make ChatGPT a licensed professional or guarantee that the answer is correct.

Keep the final say

You decide what is useful. Check important facts with a trusted source, and talk with a qualified professional before acting on important health, money, or legal information. Keep passwords and account numbers out of your messages.

In the next chapter, we will look at what to do when an answer is unclear or does not meet your needs.

When an Answer Is Not Quite Right

Sometimes ChatGPT gives an answer that is confusing, incomplete, or wrong. That is normal. You can ask it to try again, add details, or explain its answer. You can also check important facts yourself.

Notice what is missing

Read the answer and think about what you need. Did it answer your question? Is it too general, hard to read, or missing an important detail? You can tell ChatGPT what you would like it to change.

For example, if you asked for ideas for a family gathering and the answer did not mention cost, you could say:

> **“Please suggest ideas that cost little or no money.”**

Ask for a clearer answer

If an answer is too long or hard to follow, ask ChatGPT to explain it another way. Here are a few requests you can use:

- “Explain that in simpler words.”
- “Give me one everyday example.”
- “Put the main points in a short list.”
- “Explain the steps one at a time.”

If it misunderstood you, type “I meant…” and explain what you wanted. You can also ask it to answer a part of your question it missed.

Check facts that matter

A clear or detailed answer can still be wrong. ChatGPT may even provide a source that does not exist or does not support its answer. Asking for sources and asking what it is unsure about can help you decide what to check, but they do not guarantee a correct answer.

Try asking:

- “What parts of this answer might be uncertain?”
- “Where can I check this information?”
- “What should I ask a professional about this?”

Then visit a trusted source yourself. Check dates when the information may change, such as prices, schedules, laws, or benefit rules. For important health, money, or legal questions, speak with a qualified professional before acting.

Use your judgment

Think of a ChatGPT answer as a draft you can review. You decide what is useful, what needs to be checked, and what to leave out. If an answer still does not make sense, it is fine to pause or ask a trusted person for help.

Ways to Talk with ChatGPT

You can type a message to ChatGPT, speak a message that becomes text, or have a spoken conversation. Choose the method that feels easiest to you. The choices you see can depend on your device and account.

Type a message

Click or tap the message box. Type your question or request, then select the send arrow. On a computer, you can also press Enter or Return. Read the answer and type another message if you want to continue.

Typing gives you time to look over your words before sending them. You can edit the message if you see a mistake.

Speak a message and send it as text

If you prefer speaking to typing, try dictation. Dictation turns your spoken words into a written message. Look for a microphone symbol for dictation near the message box, or use the microphone on your device's keyboard if available.

Select the microphone and speak. Follow the on-screen directions to finish. Read the words on the screen and correct any mistakes before you send the message. You may be asked to allow microphone access.

Have a voice conversation

Voice lets you speak to ChatGPT and hear its answer. In the ChatGPT app or on chatgpt.com, look for the Voice icon near the message box and select it. If asked, allow microphone access. You may be asked to choose a voice the first time.

After Voice opens, speak your question. You can continue the conversation out loud. Use the on-screen control to end the conversation when you are finished. The controls may look different on your device.

With dictation, you speak a message that becomes text you can review and send. With Voice, you speak and hear answers as part of a conversation.

Save a prompt you like

If a question works well, you can keep it in a Word document or notes app and use it again. For example:

> **"Explain this topic in simple words and give me an everyday example."**

On a computer, highlight the words in your note and copy them with Command + C on a Mac or Ctrl + C on Windows. Click the ChatGPT message box and paste with Command + V or Ctrl + V. Add the topic you want, then send the message.

On a phone, touch and hold the words in your note, select the words, and tap Copy. Open ChatGPT, touch and hold in the message box, and tap Paste. Add your topic and send it. The steps may look a little different in your notes app.

Choose what works for you

You can switch methods whenever you like. For example, you might speak a question when you are on your phone and type another question later. Check that ChatGPT understood you, and ask it to explain again if needed.

Whether you type or speak, protect private information and check important answers with a trusted source or qualified professional.

Working With Files and Pictures

You can add a document or picture to a ChatGPT conversation and ask questions about it. ChatGPT may help you find the main points, explain a confusing section, or describe what it sees. You choose what to share and what you want to learn.

Add a file or picture

Open a conversation in ChatGPT. Near the message box, look for a plus sign (+) or an attachment button. Select it and look for a choice such as “Add photos & files.” Choose a file or picture from your device.

When the file appears with your message, type what you want ChatGPT to do. Then select the send arrow. Give it a moment to respond. The buttons and choices may look different on your device.

File and picture uploads are available on free and paid plans, though limits and available options can vary. If you cannot find or add a file, check the message on your screen or ask someone you trust for help.

Ask about a document

A document might be a letter, an article, or a PDF—a common file format for sharing pages. After adding it, you could ask:

- “Summarize the main points in five short sentences.”
- “Explain the second section in simple words.”
- “What questions should I ask about this document?”

You can ask follow-up questions. If the document is long, tell ChatGPT which page or section you want to discuss.

Ask about a picture

You might share a photo, a picture of a chart, or a screenshot—a picture of what is on your screen. Then ask:

- “Describe what you see in this picture.”
- “What does this chart appear to show?”
- “Explain the words on this screen in simple language.”

If the words or chart are too small or blurry, ChatGPT may miss details. A clearer picture can help. If it cannot read an image inside a document, try adding that image separately.

Ask about a spreadsheet

A spreadsheet is a file that organizes information in rows and columns. You can ask ChatGPT to describe what it contains or look for patterns. For example:

“Explain the main changes in this spreadsheet in plain language.”

Check important numbers and calculations against the original file. ChatGPT can misunderstand a table or miss details.

Protect privacy and check the answer

Before sharing a file or picture, look for passwords, security codes, account numbers, and other private details. Think carefully before sharing your health information or someone else’s personal information.

ChatGPT can make mistakes when reading files and pictures. Compare important facts with the original. For health, money, or legal questions, use the answer to prepare questions and check important details with a qualified professional.

Create Pictures with ChatGPT

ChatGPT can create a picture from your description. You might make an image for a card, a presentation, or simply for fun. You do not need to know how to draw. Describe what you would like to see.

Ask for a picture

Open a ChatGPT conversation. In the message box, describe the picture you want, then send your message. For example:

> **“Create a peaceful forest with sunlight shining through tall trees and a small stream.”**

Wait for the picture to appear. It may take a few minutes. Image creation is available on free and paid plans, but limits can differ. If you reach a limit, follow the message on your screen.

Add details that matter to you

You can describe the subject, the setting, the colors, and the style. For example, you might ask for a watercolor painting, a pencil sketch, or a picture that looks like a photograph.

> **“Create a watercolor picture of a small cabin beside a lake at sunrise, with soft golden light.”**

Start with a simple idea. You can add more details if you want to change the result.

Ask for a change

If the picture is not quite what you wanted, continue in the same conversation and describe the change. You might say:

- “Make the sky brighter.”
- “Add flowers beside the path.”
- “Keep the scene the same, but make it look like a pencil sketch.”

You can also add a picture you already have and ask for a change. Before sharing a photo, think about whether it includes private information or another person’s image.

Look closely at the result

ChatGPT may change more than you asked or get a detail wrong. If your picture includes words, names, dates, or numbers, read them carefully. Ask for a correction if needed and check the new version again. For a chart or other picture that must be exact, check every detail against a trusted source.

Save a picture you like

Select the picture to open it. Look for a Save or download option and select it to save a copy to your device. The controls may look different on your computer or phone.

You can also find generated pictures in Images in ChatGPT. If you need help finding a saved picture on your device, you can ask ChatGPT: “How do I find a picture I just downloaded? Please explain one step at a time.”

Have fun trying an idea. You can change your description as you go and choose the picture you like best.

Search the Web with ChatGPT

ChatGPT can search the web to help you find current information. It can look for sources, explain what it finds, and help you ask more questions. You can then open the sources to check important details.

When a web search can help

A search is useful when information may have changed. This includes recent news, current prices, business hours, benefit rules, and new research. You could ask:

> **“Search the web for current library hours in my city. Give me a link to the library’s website.”**

Include your city or another helpful detail when needed. You can use general information without sharing your street address or other private details.

Ask ChatGPT to search

You can type “Search the web” as part of your question. ChatGPT may also search on its own when it needs current information. You can also look near the message box for the tools menu, select Search if available, and then send your question.

Web search is available on free and paid plans, with limits that may vary. Buttons can look different across devices. If Search is not available, follow any message on your screen or try chatgpt.com in your browser.

Open and check the sources

An answer that uses web search may include links to its sources. Select a link to open the page. Look for who published it, when it was published or updated, and whether it actually supports the answer.

For important facts, use a trusted source. For example, check a benefit rule on the agency’s official website or ask the agency directly. ChatGPT can misunderstand a page or miss a detail, even when it provides a link.

Compare choices before you buy

ChatGPT can help you make a list of things to consider before buying a product. You could ask:

> **“Search the web for easy-to-use headphones under $100. Compare three choices and include links.”**

You can follow up with “Which are lightweight?” or “What should I check before buying?” Prices, availability, and features can change. Check the seller’s page and return policy before you decide.

Keep asking and checking

If an answer is too long, ask for a shorter version. If you want to learn more, ask for details about one point. You can also ask: “What might be missing from this answer?”

For health, money, or legal decisions, check important information with a trusted source or qualified professional. You remain in charge of the decision.

Learn at Your Own Pace

ChatGPT can help you learn about a topic that interests you. You can ask for a simple explanation, an everyday example, or more detail. You choose how quickly to move and how much you want to explore.

Start with a question

In a regular ChatGPT conversation, ask about something you want to understand. For example:

> **“Explain what a smartphone app is. I am a beginner. Use simple words and give me one example.”**

If the answer is confusing, say “Make that simpler.” If you want more detail, ask “Tell me more about the example.” You can ask ChatGPT to pause after each step or explain one thing at a time.

Try Study mode

ChatGPT also has a feature called Study mode. It is designed to guide you through a topic and may ask questions along the way. Study mode is available on free and paid plans, subject to the limits of your plan.

To find it, open a regular ChatGPT conversation and look for Study in the tools menu near the message box. You may need to select the plus sign (+) and search for “Study.” On the web, you can also visit chatgpt.com/studymode while signed in. Menus may look different on your device.

If you do not see Study, you can still learn in a regular conversation. Simply ask ChatGPT to teach you slowly. You do not need to turn on a special feature to ask for an explanation.

Choose how you want to learn

Tell ChatGPT what works for you. For example, you can ask:

- “Explain this one step at a time.”
- “Give me an example from everyday life.”
- “Use fewer words and avoid technical terms.”
- “Ask me one question at a time, if I want to check what I learned.”

Practice questions are optional. You can simply read the explanation or ask more questions. If you want a short answer right away, say so.

Use your own notes

You can paste notes or, when available, add a file and ask ChatGPT to help you understand it. For example: “Summarize the main ideas in these notes in simple words.” Review your notes for private information before sharing them.

Check important information

ChatGPT, including Study mode, can make mistakes. Check important facts with a trusted source or a qualified professional. You can ask where to check an answer, then open and review the source yourself.

You can return to a topic whenever you wish. Learning one small piece at a time is a good way to begin.

Explore Connected Apps

Some apps can connect ChatGPT to services you already use. Depending on the app, ChatGPT may be able to help you find a document, summarize information, or use another service during a conversation. Connecting an app is optional. You can use ChatGPT without connecting one.

What is a connected app

A connected app is a tool that lets ChatGPT work with a service you choose. For example, if a Google Drive app is available and you connect your account, you might ask ChatGPT to find a file you have saved there.

> **“Find my gardening notes in Google Drive and summarize the main ideas.”**

Different apps can do different things. What is available can depend on your account, plan, device, and the app itself. An outside service may also have its own costs or limits.

When might an app help

An app may be helpful when the information you want is already in another service. For a document on your computer, you may prefer to add the file directly to your ChatGPT conversation, as described in Chapter 9. You do not need a connected app for every task.

Before you connect

Some apps ask you to sign in and give permission to access information in another account. Read what the app is asking to access and decide whether you are comfortable with it. Choose the account that contains the information you want to use.

If a request is confusing, pause and ask someone you trust for help. Do not share your passwords or one-time codes in a ChatGPT message. Enter them only on the sign-in screen for the service you are using.

Find and connect an app

In ChatGPT, open Settings and look for Plugins or Apps. Select an available app or the plugin that includes it. If you see an option to install or connect it, follow the on-screen steps. You may be asked to sign in and review permissions.

After connecting, return to a conversation and ask for the help you want. You may also be able to choose the app from a menu near the message box. Names and buttons may look different on your device.

Stay in control

Some apps can make changes in a connected service. ChatGPT may ask you to review an action first, depending on your settings. Read any request carefully and make sure it

matches what you want before approving it. Some permission settings allow supported actions without another prompt, so review those settings too.

You can return to Settings to review or disconnect an app you no longer want to use. Disconnecting stops future access; it does not necessarily delete information already received by the service.

Start with one app only if it would help you. You can learn about other apps later, at your own pace.

Build a Document with ChatGPT

ChatGPT can help you create a longer piece of writing, such as a family story, a newsletter, or a short guide. You can build it a little at a time and make changes as your ideas develop.

Start with a simple plan

Tell ChatGPT what you want to make and who will read it. You can ask for an outline first. An outline is a short list of the main parts of your document. For example:

> **“Help me make an outline for a short family story about my childhood. Use simple headings.”**

Read the outline and decide what you want to keep, add, or change. Then ask ChatGPT to help you work on one section at a time. Use your own memories and details so the story stays true to your experience.

What is Canvas

Canvas is a workspace in ChatGPT for writing and editing. When it is available, it can show a piece of writing in its own area while you continue the conversation. You can review the draft and ask ChatGPT to help make changes.

You can try asking, “Open a canvas and help me write a short family story.” If Canvas is available to you, follow the choices on your screen. Its appearance and availability can vary by device, account, and ChatGPT version.

If you do not see Canvas, you can still build a document in a regular ChatGPT conversation. Ask for an outline, develop it one section at a time, and copy useful text into Word or a notes app.

Improve the draft in small steps

You do not have to finish everything in one request. For example, you can ask:

- “Add a short introduction.”
- “Make this section easier to understand.”
- “Use a warmer, friendlier tone.”
- “Help me arrange these ideas in a better order.”

You can make changes yourself, too. Read the draft to make sure it says what you mean. If ChatGPT adds a detail that is not correct, remove or correct it.

Keep a copy

When you have something you want to keep, look for a copy, save, or download option if one is available. You can also copy the text and paste it into a Word document or notes app. Give it a name you will remember, save it, and check that you can open it again.

Check important facts and protect private information before sharing your finished work. You remain the author and decide what the final document says.

Help with Larger Tasks

Some tasks take more than one step. You might want to gather information, organize it, and create a short report. ChatGPT can help with that work while you guide the goal and review the result.

What is an AI agent

An AI agent is a tool that can work through several steps toward a goal you give it. For example, it may look for information, compare what it finds, and put the results into a report. The available tools and actions depend on the service you use and the permissions you give it.

The agent can make mistakes or misunderstand the task. You still decide what you want, review what it produces, and make the final decisions.

A simple example

You could ask for a short research summary:

> **“Find reliable information about local walking groups for older adults. Give me a short list with links. Do not contact anyone.”**

You can add your city and say what matters to you, such as cost or accessibility. Then review the list. Check the group’s website or contact the group yourself to confirm the details.

Explore ChatGPT Work

ChatGPT Work is a place in ChatGPT for longer tasks and finished documents. If Work is available to you, look for the Chat or Work choice on your screen and select Work. Then describe the task you want help with.

Availability and usage limits depend on your plan, device, and account. If you do not see Work, you can still ask for help in a regular ChatGPT conversation. You can guide a larger task one step at a time there.

Give clear directions

Say what you want, what details matter, and how you want the result. For example, ask for a short list, links to sources, or plain language. You can also state a boundary, such as “Do not send messages or make purchases.”

As the work proceeds, you may be able to review progress, answer questions, or change direction. If ChatGPT asks for approval, read the request carefully before deciding.

Review before you act

An agent may find incomplete or outdated information. Open the sources and check dates, names, prices, and other important details. For health, money, or legal decisions, check with a trusted source or qualified professional.

Some tools can access connected accounts or make changes. Review the access and action settings before using them. Avoid sharing passwords or security codes in a chat. If a task does something unexpected, stop and ask for help.

Start with a small task. As you become comfortable, you can decide whether a larger task would be useful to you.

Keep Your Work Together

As you use ChatGPT, you may have several conversations about the same topic. A Project can help you keep related conversations and files together so they are easier to find and use again.

What is a Project

Think of a Project as a folder for work you want to continue. It can hold conversations, files, and instructions about one subject. You might create a Project for family stories, learning a new skill, or planning a trip.

For example, a Project called “Family Stories” could hold notes about your childhood and conversations about turning those notes into a story.

Start a Project

In ChatGPT, look for “New project” in the side menu. Select it and give your Project a name. If asked, choose a color or icon. Open the new Project and begin a conversation about your topic.

For a family story, you might ask:

> **“Help me organize my memories into a short family story. Ask me one question at a time.”**

Projects are available to signed-in users on free and paid plans. The number of files and other limits can vary. The menus may look different on your device.

Add helpful material

You can add notes, a document, or other files to a Project when the option is available. ChatGPT may use these materials to help answer questions in that Project. You could add a few family notes, then ask: “Help me make an outline using these notes.”

Before adding files, check them for passwords, account numbers, and other private details. Think carefully before sharing personal information about yourself or someone else.

Use more than one conversation

You can keep separate conversations in the same Project. For example, one conversation might collect memories and another might help write the story. Open the Project when you want to continue that work.

Depending on your settings and plan, ChatGPT may use information from other conversations and files in the Project. It may not recall every detail. If something is missing or wrong, tell ChatGPT what it needs or point it to the right file. Check important facts yourself.

Keep a copy you can find

When you have a draft you want to keep, copy it into a Word document or notes app, or use a save or download option if available. Give the file a clear name and check that you can open it again.

If you choose to share a Project, review who can see it first. People you share it with may be able to view its conversations and files. You can begin with one Project and add more only when they are useful to you.

Help ChatGPT Work Your Way

You can tell ChatGPT how you like to receive information. Custom instructions and memory can help you avoid repeating yourself.

Custom instructions

Custom instructions tell ChatGPT how you want it to respond. For example:

“Please use simple words and give me one step at a time.”

Open Settings and look for Personalization or Customize ChatGPT. Find Custom Instructions and add your preferences. You can change or remove them anytime. Menus may look different on your device.

Memory

When memory is on, ChatGPT may remember useful details for future conversations. You can ask it: “Remember that I like short answers.” Memory is optional, and its settings may vary by account. ChatGPT may forget or get things wrong, so check important information.

Review or remove memories

Ask, “What do you remember about me?” You can ask ChatGPT to forget something or use the memory controls under Settings and Personalization. Turning memory off does not erase saved memories. Deleting a chat does not erase its saved memories either. To remove information, delete the saved memory and the chat where you shared it, and check other places you saved it.

Protect your privacy

Share only what is helpful. Avoid passwords, account numbers, and other details you want to keep private. Be careful with other people’s information, too.

For a chat you do not want in your history, look for Temporary Chat. While it stays temporary, it does not create memories. Depending on your options, you may be able to choose whether it uses existing memories and instructions. A copy may be kept for a limited time for safety.

Start with one or two preferences. You can adjust them whenever you like.

Explore GPTs and Keep Learning

You have learned that ChatGPT can help you find ideas, understand a topic, and organize your thoughts. You can also explore GPTs made for particular tasks.

What is a GPT

A GPT is a version of ChatGPT set up for a particular purpose. For example, one might help with writing, learning a language, or planning a trip. Its built-in instructions guide the kind of help it offers.

Explore GPTs

Look for GPTs or Explore GPTs in ChatGPT. Browse the choices, read a description, and open one that interests you. Then ask a question, just as you would in a regular chat. Availability and menus may vary by device and account.

GPTs do not use your saved memories, custom instructions, or past conversations. If a detail matters, include it in your question. GPTs can make mistakes, so check important answers with a trusted source.

Do you need to make one

No. You can do many of the same things in a regular chat by explaining what you want. For example:

> **“Help me turn my family memories into a short story. Ask me one question at a time.”**

At the time of writing, personal ChatGPT accounts cannot create new GPTs. Existing GPTs may still be available. Features can change, so check the options shown in your account.

Keep using your judgment

Share only information you are comfortable providing. Some GPTs connect to outside services, which may receive information you enter. Use services you trust, and do not share passwords or account numbers.

You do not need to learn everything at once. Ask questions, try follow-ups, and save useful answers. ChatGPT is a tool to support your own thinking and help you keep learning.

Where You Go From Here

You have learned how ChatGPT can help you explore ideas, answer questions, and organize information. You do not need to remember every feature. Start with what is useful to you and learn at your own pace.

Keep it simple

Ask a clear question. If the answer is confusing, ask ChatGPT to explain it in simpler words. If you want to learn more, ask a follow-up question. You can also speak your question if your device offers voice input.

Save useful information in a Word document, a notes app, or another place you can find later. Your Healthspan Notes can be a good home for ideas about aging well.

Check important answers with a trusted source. For questions about your health, talk with a qualified health professional. You make the decisions that are right for you.

We are here to help

If you need help using this guide, email ElderPowerUp support at dduttry21@gmail.com. Tell us what you are trying to do and where you got stuck.

About the author

David Duttry, M.S., is the CEO of ElderPowerUp. He has worked as a psychologist, teacher, school administrator, and university professor. He has also advocated for people living in nursing homes and adult family homes. His work is guided by a belief that older adults can keep learning and take an active role in their health.

Thank you for joining us. Keep asking questions, exploring new ideas, and taking the next step that feels right for you.