

ChatGPT Tutorial and Standard Operating Procedures (SOP)

AI Writer's Guild

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What is AI?

Artificial Intelligence, or AI, is like a super-smart computer that can think, learn, and sometimes even make decisions like a human. Imagine having a robot or a computer program that can play chess, solve math problems, or even chat with you! AI is not just one thing; it can be broken down into different types, or categories. First, there's 'Machine Learning', where computers learn from lots of data to get better at tasks, like recommending your next favorite song. Then, there's 'Natural Language Processing', which helps computers understand and use human language, so they can chat or translate languages. Another type is 'Robotics', where AI is used in robots to do things like explore space or help doctors in surgery. And finally, there's 'Computer Vision', which helps computers 'see' and understand pictures and videos, like recognizing faces in photos. So, AI is a cool mix of technology that helps computers do amazing things that usually only humans can do!

What is ChatGPT?

Now that you know about AI, let's talk about something really cool called ChatGPT! ChatGPT is a special kind of AI created by a company named OpenAI. Imagine you have a super smart friend in your computer who you can chat with - that's what ChatGPT is like! It's trained to understand and use human language, which means you can ask it questions, tell it to write stories, or even ask for help with your homework, and it will respond like a real person. ChatGPT uses something called 'Natural Language Processing', a part of AI that works with human language, to have these conversations. It's like a helpful robot that uses words instead of actions. ChatGPT has read a lot of books, websites, and other stuff to learn how to chat so well. But remember, even though it's super smart, it's still learning, so it's always good to double-check the information it gives you, just like you would with any friend!

What is a prompt?

Hey, AI Writer's Guild Novelists! Let's talk about something called a "prompt" which you'll hear a lot when discussing AI like ChatGPT. A prompt is like a starting point or a question that you give to ChatGPT to get it to respond. It's like the beginning of a conversation or a request for a specific task. For example, if you say, "Write a story about a space adventure," that's a prompt. You're telling ChatGPT what you want it to talk about or do.

Now, how is this different from asking a question on Google? Well, when you ask Google something, you're usually looking for a fact or piece of information, like "What's the capital of France?" or "How does photosynthesis work?" Google searches the internet to find existing answers to those questions.

But with ChatGPT, your prompts don't just ask for facts. You can be creative, ask for ideas, stories, explanations in simpler words, or even ask for help with something like writing a poem. ChatGPT takes your prompt and creates a new, original response each time, using its AI brain. So, while Google helps you find answers that already exist, ChatGPT can create something new just for you based on your prompt!

Getting started with ChatGPT! Time to have some FUN!

Here are step-by-step instructions to sign up for a ChatGPT account and navigate the app for the first time:

How to Sign Up for and Navigate ChatGPT

Step 1: Getting Permission

- Before you start, make sure to ask your parents or guardians for permission since you'll be creating an account online.

Step 2: Creating Your Account

- Go to the OpenAI website at [OpenAI's Official Site](#).
- Look for a button or link that says, "Sign Up" and click on it.
- Fill in the required information, like your email address. Make sure to use an email you have access to! Parents, if you want to test drive ChatGPT, use your new LCSH email address which will be deactivated after this course is over. Then you can reassess whether or not you want to continue to utilize this tool. You will have to set up a new account if you decide you liked ChatGPT and your data will be lost.
- Set a password for your account. Remember to make it something secure that you can remember.
- You might need to verify your email by clicking on a link sent to your email address.

Step 3: Logging In

- Once your account is set up, go back to the OpenAI website.
- Click on "Log In" and enter your email and password.

Step 4: Starting with ChatGPT

- After logging in, look for a section or a button that takes you to ChatGPT.
- Click on it to start interacting with ChatGPT.

Step 5: Writing Your First Prompt

- You'll see a chat box where you can type. This is where you'll write your prompts.
- Think of something you want to ask or a story idea and type it in the chat box.
- Press 'Enter' or click the 'Send' button to submit your prompt.

Step 6: Chatting with ChatGPT

- ChatGPT will respond to your prompt with an answer or continuation of your story.
- You can keep the conversation going by responding back or asking new questions.

Step 7: Exploring More Features

- Feel free to explore other features you see on the screen. You might find settings to change how ChatGPT interacts with you.

Step 8: Logging Out

- When you're done, make sure to log out of your account, especially if you're using a shared computer.

Tips for Using ChatGPT

- Be clear and specific with your prompts for better responses.
- Remember, ChatGPT is a tool for learning and fun. Use it responsibly and always cross-check important information.
- Have fun exploring different kinds of prompts and seeing how ChatGPT responds!

How to MAXIMIZE use of ChatGPT?

As of ChatGPT's last update in April 2023, ChatGPT, developed by OpenAI, typically offers a straightforward interface with limited user-adjustable settings. However, there are a few aspects that users can usually customize or be aware of when interacting with the ChatGPT interface. Here's a list of settings and features that you might find:

1. Conversation History

- Users can typically view their past interactions or conversation history with ChatGPT.
- Some versions allow clearing this history.

2. Feedback Mechanism

- There is often an option to provide feedback on ChatGPT's responses, which helps improve the AI.

3. Model Version

- Occasionally, users might have the option to select from different versions of the AI model, if available.

4. Dark/Light Mode

- The interface may offer a choice between dark and light modes for user comfort.

5. Text Size and Font

- Some interfaces allow adjusting the text size or font for better readability.

6. Language Settings

- While ChatGPT primarily operates in English, there might be options for interacting in other languages, depending on the model's capabilities.

7. Safety and Content Filters

- Settings to filter out unsafe content or to set content appropriateness levels might be available, especially important for younger users.

8. Notification Settings

- If there are any notification features, users can usually control how and when they receive notifications from the platform.

9. Account Settings

- Personal account information, password change options, and sometimes preferences related to account usage.

10. API Access Settings

- For advanced users or developers, settings related to API access and usage might be available.

It's important to note that the available settings can vary depending on the specific version of ChatGPT or the platform it's being accessed on (web interface, integrated app, etc.). For the most accurate and up-to-date information, it's best to refer directly to the platform or tool where ChatGPT is being used.

What are some sample prompts to get started?

Here are five sample prompts that a novelist might use when interacting with ChatGPT or similar AI writing tools, especially for assistance in various aspects of novel writing:

1. Character Development Prompt:

- "Generate a detailed backstory for a character who is a retired detective turned pastry chef, including key life events that shaped their personality and skills."

2. Plot Twist Idea Prompt:

- "Provide three unique plot twist ideas for a mystery novel set in a small coastal town, where the main character uncovers secrets about their family's past."

3. Dialogue Writing Prompt:

- "Create a dialogue between two characters, where one character reveals a surprising secret to the other in the middle of a crowded party, focusing on expressing their emotions through dialogue."
4. **Setting Description Prompt:**
 - "Describe a bustling, futuristic cityscape 200 years from now, focusing on sensory details such as sights, sounds, and smells to bring the setting to life."
 5. **Conflict Resolution Prompt:**
 - "Suggest a resolution for a conflict in a fantasy story where two rival factions must unite to defeat a common enemy, ensuring the resolution is both creative and satisfying to the reader."

These prompts are designed to help authors leverage AI tools for creative inspiration, plot development, character creation, and enhancing various elements of their writing. They provide a starting point for AI-generated suggestions that authors can then refine and integrate into their work.

Tips for obtaining quality output from ChatGPT?

Here are some final tips to help your students utilize ChatGPT effectively in their novel writing to achieve high-quality stories:

1. **Start with Specific Prompts:** Encourage students to use specific and detailed prompts when interacting with ChatGPT. The more detailed the prompt, the more tailored and useful the AI's response will be.
2. **Use ChatGPT for Brainstorming:** ChatGPT can be a great tool for brainstorming ideas for plots, characters, settings, and dialogues. Students should feel free to explore various creative avenues with AI-generated suggestions.
3. **Enhance Character Development:** Ask ChatGPT to create backstories, motivations, and personality traits for characters. This can add depth and complexity to character profiles.
4. **Explore Different Genres and Styles:** Students can use ChatGPT to experiment with writing in different genres or styles they are not familiar with, broadening their creative skills.
5. **Draft and Refine Dialogue:** ChatGPT can help draft dialogues between characters. Students can then refine these dialogues to fit their story's tone and context.
6. **Overcome Writer's Block:** ChatGPT can be a useful tool to overcome writer's block. If students are stuck, they can use it to generate ideas or suggestions for continuing their story.
7. **Seek Descriptions and Sensory Details:** For vivid storytelling, students can ask ChatGPT to describe settings or scenarios, focusing on sensory details to bring scenes to life.
8. **Edit and Proofread:** While AI tools are not a substitute for professional editing, ChatGPT can assist in initial editing phases, helping to spot grammatical errors or inconsistencies in the text.

9. **Cross-Check AI Responses:** Remind students that while ChatGPT is a powerful tool, it's always good practice to cross-check the information and suggestions it provides, especially for historical or factual accuracy.
10. **Blend AI Ideas with Personal Creativity:** Lastly, encourage students to use AI-generated content as a starting point or inspiration, but to infuse their own creativity, voice, and unique perspective into their stories.

By following these tips, students can leverage ChatGPT as a valuable assistant in their novel-writing process, enhancing their creativity and the quality of their stories.