

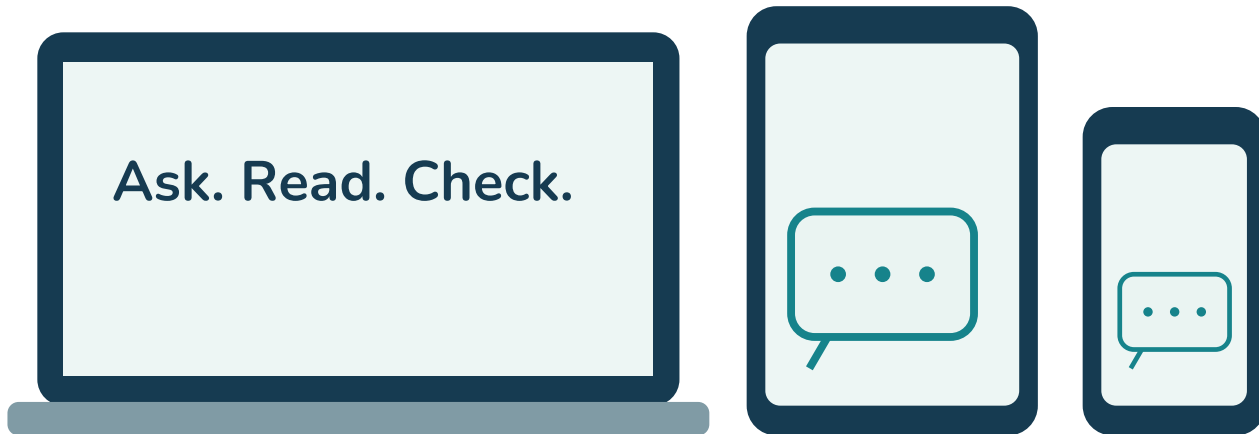


Getting Started with AI

Everyday help on phones, tablets and computers

AI means artificial intelligence.

An AI chat tool is software you can ask for help.



Ask a question. Read the answer. Ask again.

Try writing a message or explaining a new word.

Before you begin

Ask a trusted person to help choose and open a tool.

Setup and account steps differ between AI tools.

Keep secrets out. Check important answers.



Your first conversation

Start with an AI chat tool open

1 Write a simple request.

Step 1 of 3

Type the example shown.
Leave out real names.

Next: Click or tap Send.



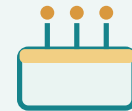
Help me write a birthday
message for my
granddaughter.

2 Read the suggestion.

Step 2 of 3

AI offers words you may use.
Your answer may look different.

Next: Decide what you want to change.



Happy birthday! Wishing
you a day filled with joy.

3 Ask for one change.

Step 3 of 3

Type: Make it shorter, please.
You can keep asking for changes.

Next: Click or tap Send again.



Make it shorter, please.
Example: Happy
birthday!



More everyday uses

Give a little useful detail

1 Ask about a new word.

Step 1 of 3

Use the example on the right.
Ask for plain language.



1 Explain Wi-Fi in plain words.
Use one everyday example.

Next: Send your question.

2 Ask for a simple idea.

Step 2 of 3

Describe what you have.
Leave out private health details.



2 Suggest a simple lunch using eggs, toast and tomatoes.

Next: Send your request.

3 Ask for small steps.

Step 3 of 3

Type: Give me one step at a time.
You choose when to continue.



3 Give me one step at a time.
Wait until I say next.

Next: Send your follow-up.



Protect your privacy

Pause before you share

1 Keep secrets out.

Step 1 of 3

Never enter passwords, codes,
bank details or ID numbers.

Instead: Use a made-up example.



Passwords and login
codes
Bank details and ID
numbers

1

2 Check a file before sharing.

Step 2 of 3

Photos and documents may show
names, addresses or health details.

Next: Remove private details first.



Name: Example Person
Address: [removed]

2

3 Ask about privacy settings.

Step 3 of 3

Settings differ between tools.
Do not assume a chat is private.

Next: Get help reviewing the settings.



Check privacy settings
before sharing personal
data.

3



Check important answers

AI can sound sure and still be wrong

1 Check names and facts.

Step 1 of 3

Read the answer carefully.

AI can invent facts and sources.



Does the name look right?
Is the date accurate?

Next: Verify before you rely on it.

2 Use a trusted source.

Step 2 of 3

Check the actual official website.

A link from AI is not proof.



Check the official source
Compare before using.

Next: Confirm the information there.

3 Ask a qualified person.

Step 3 of 3

For health, money or legal
decisions, speak to a professional.



Important decision?
Ask a qualified
professional.

Next: Confirm before taking action.



Recognize AI scams

A familiar voice is not proof

1 Pause an urgent request.

Step 1 of 3

Scammers can copy voices
and create convincing images.

Next: Do not send money or codes.

1



Send money now!
Keep this secret!

2 Call a number you know.

Step 2 of 3

End the suspicious call.
Use a saved, trusted number.

Next: Check with the real person.

2



Call back using a
number
you already know and
trust.

3 Choose one safe practice.

Step 3 of 3

Try a birthday message or
a simple word explanation.

Need help? Call **(301) 300-1716**.

3



Start small. Keep
control.
Ask again when you
need to.