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Get Started with ChatGPT Prompts

IN THIS CHAPTER, you set yourself up to use ChatGPT and learn the essentials of giving prompts. I suggest you begin by setting up a free research preview account so that you can take ChatGPT for a spin without having to pay. You can then start prompting ChatGPT for information and evaluate the responses it returns.

Assuming you like what you see, you can upgrade from the free account to a paid account, which gives you access to the full range of ChatGPT's features.

Whether you go for a paid account or stick with the free preview account, you can choose settings to control how the account works. The paid account has a few more settings, which we'll cover in this chapter, too.

Toward the end of the chapter, we'll look at how to set up ChatGPT on your other computers and on your iPhone, iPad, or Android device.

Set Up a Free Research Preview Account

If you want to test ChatGPT before you start paying for it, set up a free account. A free account enables you to use enough of ChatGPT's features to evaluate it effectively. You don't get access to the latest and most advanced features, and ChatGPT may respond more slowly when the service is busy, because it gives priority to its paying customers.

Setting up an account takes only a couple of minutes, so there's no downside. You need to provide an email address, which OpenAI uses as the ID for your account, and a phone number, which OpenAI uses for verification.

NOTE As well as letting you create a research preview account using your email address, the Create Your Account screen enables you to create your account by using your Google Account, your Microsoft Account, or your Apple ID. Click the Continue with Google button, the Continue with Microsoft Account button, or the Continue with Apple button if you want to use one of these options.

To set up your research preview account, open a web browser to chat.openai.com, click the Sign Up button to display the Create Your Account screen (see Figure 1-1), and then follow the prompts. These are the key steps:

1. To verify your email address, OpenAI sends you an email, which you may need to retrieve from your Junk folder; click the Verify Email Address button to perform the verification.
2. On the Tell Us About You screen, enter your first name, last name, and birthday (to verify you're old enough to use ChatGPT), and click another Continue button.
3. On the Verify Your Phone Number screen, pick your country from the drop-down list, type your phone number, and then click the Send Code button. When your phone receives the code, enter it on your computer.

Once you finish signing up, verify your email address, and you'll be able to log into your account.

Figure 1-1 On the Create Your Account screen, type your email address and click the Continue button.

Take ChatGPT for a Spin

Once you've set up your research preview account, you're ready to take ChatGPT for a spin.

Log In and Meet the ChatGPT Interface

Log in using your shiny new credentials, and you'll see an interface like that shown in Figure 1-2. The various parts of the interface are straightforward:

- **Sidebar.** This pane appears on the left of the window and gives you access to your chats and your account.

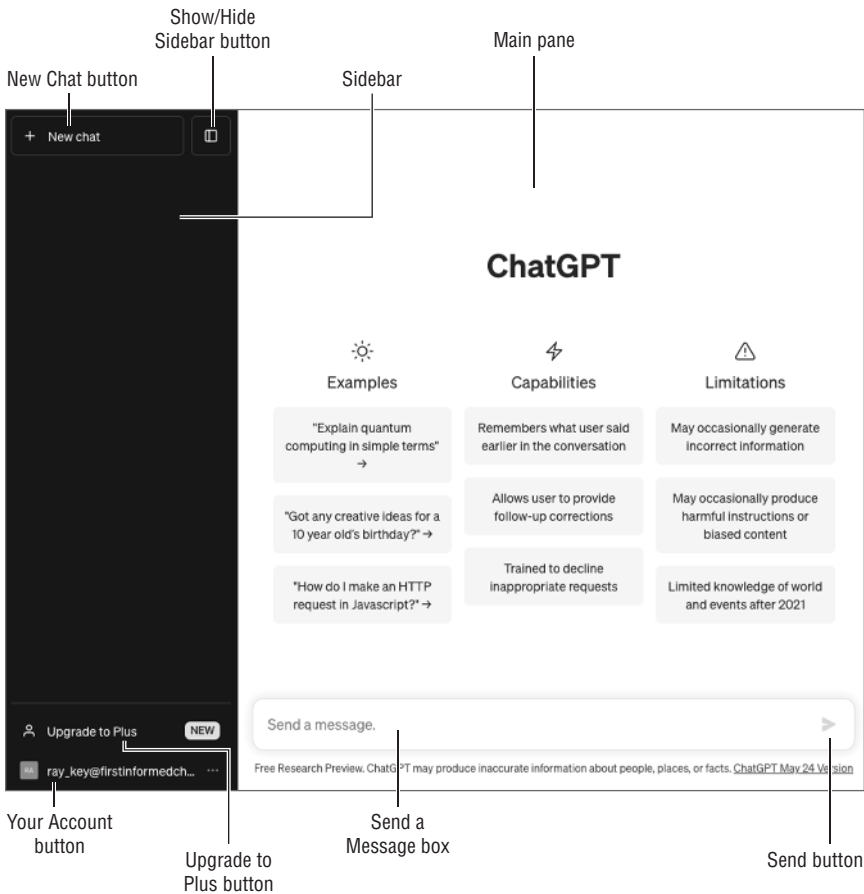


Figure 1-2 The ChatGPT interface is clean and straightforward to navigate.

- **New Chat button.** Click this button to start a new chat. Each chat appears as a button in the sidebar, and you can navigate from chat to chat by clicking the appropriate button.
- **Show/Hide Sidebar button.** Click this button to hide the sidebar when it is displayed; when the sidebar is hidden, click the button to show the sidebar again. If you're working in a small window, hiding the sidebar gives you more space for the active chat. If you're working in a large window, you may just want to leave the sidebar displayed so that you can navigate easily between your chats.

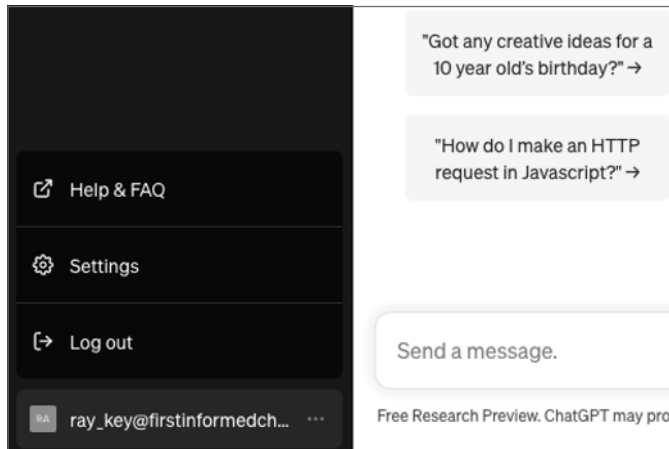


Figure 1-3 Click the Your Account button to display the control menu.

- **Main pane.** This area shows your active chat.
- **Send a Message box.** In this box, you type or paste the prompt or information you want to pass to ChatGPT. You then press Enter or click the Send button.
- **Send button.** Click this button to send the contents of the Send a Message box to ChatGPT.
- **Upgrade to Plus button.** Click this button to start the process of upgrading from a free research preview account to a paid Plus account.
- **Your Account button.** This button shows the email address for your account. Click this button to display the control menu shown in Figure 1-3, which gives you access to ChatGPT's Help & FAQ section, lets you access the Settings screen, and enables you to log out.

Give Prompts

Click in the Send a Message box and type what you want to convey to ChatGPT. Here's a quick example to follow. This book shows prompts in boldface, with italics indicating any placeholder text you'll need to supply—for example, in the prompt **What does a *job_title* do?**, you'd

replace *job_title* with “lapidary,” “hair boiler,” “wainwright,” or whatever. The book shows ChatGPT’s responses in italics, as in the second paragraph of the example.



Explain in 30 words what a mortgage is.



A mortgage is a loan provided by a bank or lender to help individuals or businesses purchase property, with the property serving as collateral until the loan is fully repaid.

NOTE If you need to create a new line, press Shift+Enter. (Don’t press Enter on its own because that sends the prompt to ChatGPT.) If you need to paste in something you’ve copied from elsewhere, give a Paste command. Normally, pressing the standard shortcut, Ctrl+V, is the easiest way. But you can also right-click in the prompt box, and then click Paste on the contextual menu.

Figure 1-4 shows what the ChatGPT window looks like after you give the prompt. As you can see, several new elements appear, enabling you to take further actions:

- **Chat button.** ChatGPT adds a button for the chat to the top of the sidebar and assigns a default name based on your prompt and the response. In the example, ChatGPT names the chat Mortgage Loan Explanation. You can rename the chat by clicking the Rename button.
- **Today section.** ChatGPT breaks up the list of chats in the sidebar by time period—Today, Yesterday, Previous 7 Days, and so on.
- **Rename button.** To rename the chat, click this button, type the new name, and then click the check mark button or press Enter.

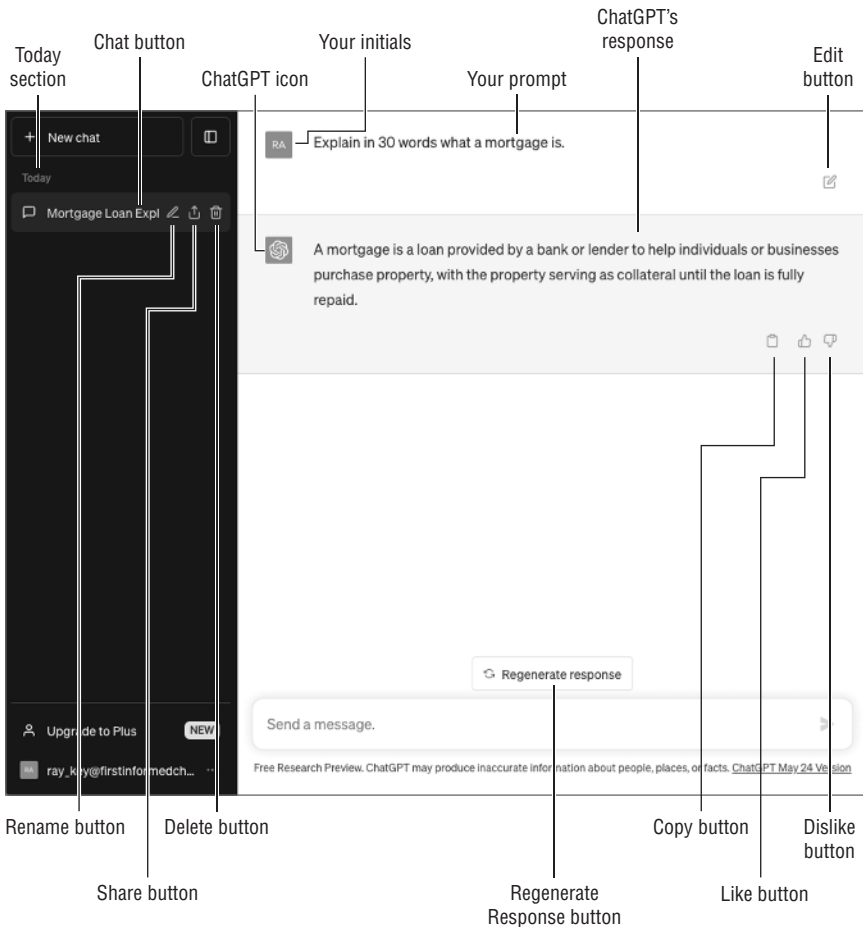


Figure 1-4 When ChatGPT responds to the prompt, you can take several other actions.

- **Share button.** Click this button to start the process of sharing the chat. See the section “Share a Link to a Chat,” later in this chapter, for more information.
- **Delete button.** To delete the chat, click this button, and then click the check mark button to its right.
- **Your initials.** This icon shows your initials or the first two letters of your username, making clear the prompt is your input.

- **Your prompt.** The prompt you entered appears.
- **Edit button.** Click this button to edit your prompt. More on this in a moment.
- **ChatGPT icon.** This icon appears to the left of each response from ChatGPT.
- **ChatGPT's response.** ChatGPT's response appears. If the response is long enough to extend past the bottom of the window, scroll down to see more of it. Alternatively, click the Scroll Down button, a down-pointing arrow in a circle in the lower-right corner of the window.
- **Regenerate Response button.** Click this button to make ChatGPT take another shot at the response. You'd do this if ChatGPT's response is largely on target but you'd like to see it written differently. After ChatGPT regenerates the response, a Previous (<) button and a Next (>) button appear. Click these buttons to navigate from one response to another.
- **Copy button.** Click this button to copy ChatGPT's response to the Clipboard so that you can paste it elsewhere.
- **Like button.** Click this button to tell ChatGPT that this response gets your approval.
- **Dislike button.** Click this button to let ChatGPT know you don't like this response.

If ChatGPT's response isn't what you're looking for, you can edit the prompt, input more information to refine the prompt, or simply prompt again, as discussed next.

Edit the Prompt, Add Information, or Prompt Again

To edit the prompt, click the Edit button. ChatGPT opens up the prompt for editing (see Figure 1-5), and you can make whatever changes are needed. When you finish, click the Save & Submit button. ChatGPT updates its response.

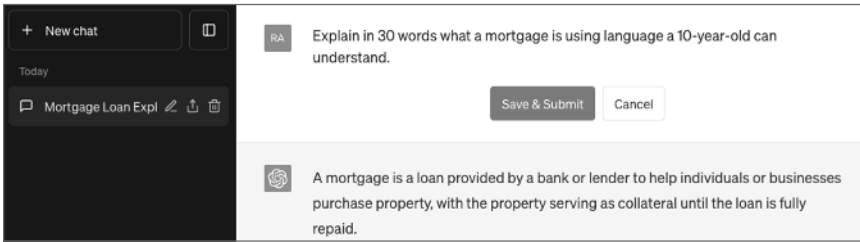


Figure 1-5 After clicking the Edit button, type the changes to your prompt, and then click the Save & Submit button.

If you want to leave the prompt as it stands but input more information, type the extra information in the Send a Message box, and then press Enter or click the Send button. Here's an example:



Please rewrite your response using 60 words and giving an example.

ChatGPT remembers the content of your active chat, so you can further develop a prompt without having to restate it wholesale. When you switch from one chat to another, ChatGPT loads the content of the active chat, so you can continue the chat.

Alternatively, you can simply enter another prompt, either rephrasing your request (and perhaps giving more detail) or starting another topic.

Share a Link to a Chat

If you want to share a chat with someone, follow these steps:

1. Make the chat active by clicking its button in the sidebar.
2. Click the Share button on the chat's button in the sidebar to open the Share Link to Chat dialog box (see Figure 1-6).
3. Make sure the chat name describes the chat accurately. If not, click the Edit button (the pencil icon) and edit the name or type a better name.

4. If you want to include your email address in the shared information, click the ellipsis (. . .) button, and then click the Share Your Name item on the menu that opens. ChatGPT adds your email address after the chat name. (To remove it, click the ellipsis button again, and then click the Share Anonymously item on the menu.)
5. Click the Copy Link button. ChatGPT copies the link's URL to the Clipboard.
6. Paste the URL into your preferred means of sharing, such as an instant message, an email message, or a Zoom or Slack chat.

The recipient clicks the shared link to open the chat in a browser window. They can then click the Continue This Conversation button to continue the chat.

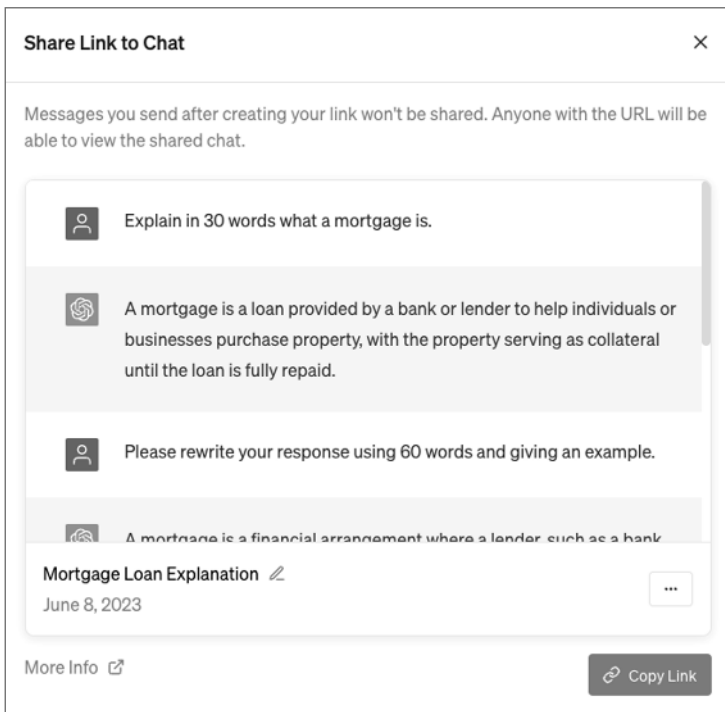


Figure 1-6 Click the Copy Link button in the Share Link to Chat dialog box to share a link to a chat.

Craft Effective Prompts

Creating prompts that make ChatGPT return the results you want is more an art than a science, and you will develop your own techniques for your needs. The example prompts this book provides will steer you in the right direction.

The good news is that ChatGPT's natural-language processing (NLP) is impressive, so you do not have to use set phrasing or put elements in a particular order. Usually, ChatGPT can figure out your meaning; and when it can't, the problem is immediately obvious. For example, if your prompt is unintelligible, ChatGPT asks you to clarify it:



When did industry why nevermore blue focus?



I'm sorry, but I'm not sure I understand the question. Could you please provide more context or clarify what you mean by "industry why nevermore blue focus"?

Can You Use Slang? And Should You Give Commands or Make Requests?

Can you use slang when prompting ChatGPT? You betcha! ChatGPT knows a wide range of slang and handles informal input with aplomb. If you prompt ChatGPT "Hit me with five bullets on globalization," you'll get five bullet points; if you prompt "Hit me with a stick," you'll get a response such as "I'm sorry, but I can't fulfill that request." If you use any slang ChatGPT can't figure out, it'll simply tell you.

And whether you give commands (such as "Write a happy cat story") or make requests (such as "Hey, ChatGPT, could you write me a story about a happy cat?"), frankly (my dear), it doesn't make much difference. As long as ChatGPT can understand your prompt, it'll deliver the goods. You don't need to mind your p's and q's; but if you're more comfortable saying "please" and phrasing your prompts as requests, it's fine to do so.

Any time ChatGPT's response to a prompt is not what you're looking for, you can either rephrase the prompt completely or add instructions to make your meaning clearer. Either approach works, so use whichever you prefer.

That said, the clearer and more specific you can make your prompts, the better results you're likely to get. If you can express what you want clearly at the outset, do so.

Staying Within ChatGPT's Query Size Limit

ChatGPT has a query size limit—the maximum amount of text that it can handle at once. The limit is 4096 tokens.

A *token* is a chunk of language that ChatGPT treats as a separate item. This can be anything from a single character to a whole word, depending on the language. So the maximum length of a query is somewhere between 4096 characters and 4096 words. Depending on how long you like your words, 4096 characters is something like 600 words—about two pages of text in an average book. 4096 words is more like 10–12 pages of text in a book. OpenAI mentions 10–15 pages as a guideline amount of text for 4096 tokens, suggesting that a token would typically represent a whole word in English.

Either way, you don't need to worry about the query size limit too much, because ChatGPT warns you if you exceed the limit. When you do exceed the limit, don't use ChatGPT's response, because it will normally be incomplete or off target, as it will be based on only those first 4096 tokens' worth of text. Instead, shorten the query and resubmit it.

Why 4096? Because computers count in binary. 4096 is 2 to the power of 12 , or 4×1024 .

Evaluate ChatGPT's Output

When ChatGPT returns a response to one of your prompts, read through it carefully. ChatGPT is extremely good at generating text that reads well and appears to be accurate and authoritative, but is in

fact neither. So before using ChatGPT's output for any serious purpose, you must evaluate its accuracy.

You're probably familiar with the advice "trust, but verify," the translation of a Russian proverb popularized by President Ronald Reagan while negotiating nuclear disarmament with the Soviet Union. This is good advice in general, but with ChatGPT, you need to take your skepticism to the next level: Distrust, and verify.

If you know the topic about which you're asking ChatGPT, you may be able to verify the content simply by reading through it. But chances are you'll often be asking about something you're not an expert on—that's why you're asking ChatGPT for information rather than reeling it off from memory. For these topics, verify the information by using your favorite search engine or (old-school!) by asking someone who knows the subject area.

WARNING Don't make the mistake of asking ChatGPT to fact-check its own output. As of this writing, ChatGPT cannot perform serious fact-checking. Asked to confirm a particular piece of information, ChatGPT may assure you it is true, even though it is not.

What Are AI "Hallucinations"?

Like other generative AI transformers, ChatGPT suffers from what are typically referred to as *hallucinations*; you'll also hear the terms "delusions" or "confabulations." These three terms refer to an assertion that an AI makes confidently but that is not true.

Experts disagree about what causes these hallucinations, suggesting inadequate training data, misinterpretation of the training data, a disconnect between the AI's "understanding" of a concept and the user's understanding, or other possibilities. (You'll notice this suggests the user is correct, which ain't necessarily so.)

From your point of view, what causes the hallucinations is likely irrelevant. What matters is that you know that AI hallucinations occur and you need to keep your eyes open for them in the output that ChatGPT returns to you so that they don't trip you up.

Sign Up for a Paid ChatGPT Account

If you're going to use ChatGPT seriously, you should probably sign up for a paid account. The paid plan is called ChatGPT Plus and costs \$20 per month as of this writing.

A ChatGPT Plus account has several advantages:

- **You can access the full range of features.** A paid account gives you access to the full range of ChatGPT features, including advanced natural language processing capabilities to help ChatGPT understand your queries more accurately, more memory to improve performance (particularly on complex queries), and increased computational resources to improve performance and accuracy.
- **You can run more queries and get more detailed responses.** If you have been bumping up against the limits of a free account, moving to a ChatGPT Plus account will enable you to run more queries and get a greater level of detail in the responses.
- **You can customize the ChatGPT interface and functionality.** A ChatGPT Plus account enables you to customize ChatGPT more—but only a bit more. See the section “Customize Your ChatGPT Account,” later in this chapter, for more information.
- **You can get priority support.** ChatGPT provides priority support for paid accounts. This means you should be able to get help more quickly when you need it, and the help should be more personalized.
- **You enjoy different licensing and usage rights.** A ChatGPT Plus account brings different licensing and usage rights. In particular, you may be able to use ChatGPT for commercial purposes and you may be able to incorporate ChatGPT into your own products or services.

NOTE See the Appendix for coverage of what you can and cannot do legally with the output you cause ChatGPT to generate.

Upgrade to a ChatGPT Plus Account

To upgrade to ChatGPT Plus, follow these steps:

1. Log in to your free ChatGPT account as usual.
2. Click the Upgrade to Plus button at the bottom of the sidebar on the left to display the Your Plan dialog box (see Figure 1-7).

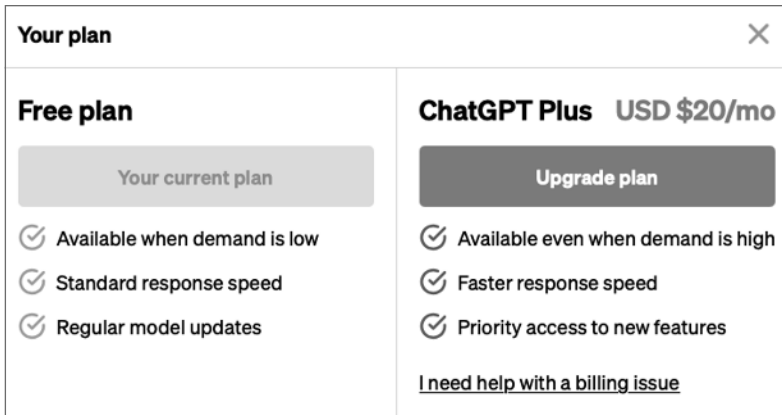


Figure 1-7 In the Your Plan dialog box, click the Upgrade Plan button.

3. Click the Upgrade Plan button to display the payment screen.
4. In the Payment Method area, fill in your card information and billing address.
5. If you want to be able to make future payments more quickly by using the Link service, select the Securely Save My Information for 1-Click Checkout check box. If you're like me and can spend money quite fast enough without the Link service, thank you very much, leave this check box clear.
6. If you're paying for ChatGPT for your business, select the I'm Purchasing as a Business check box, and then fill in any extra fields that pop up.
7. Select the You'll Be Charged the Amount Listed Above Every Month Until You Cancel check box. You must select this check box to enable the Subscribe button.

8. Click the Subscribe button.
9. On the Payment Received! screen, click the Continue button.

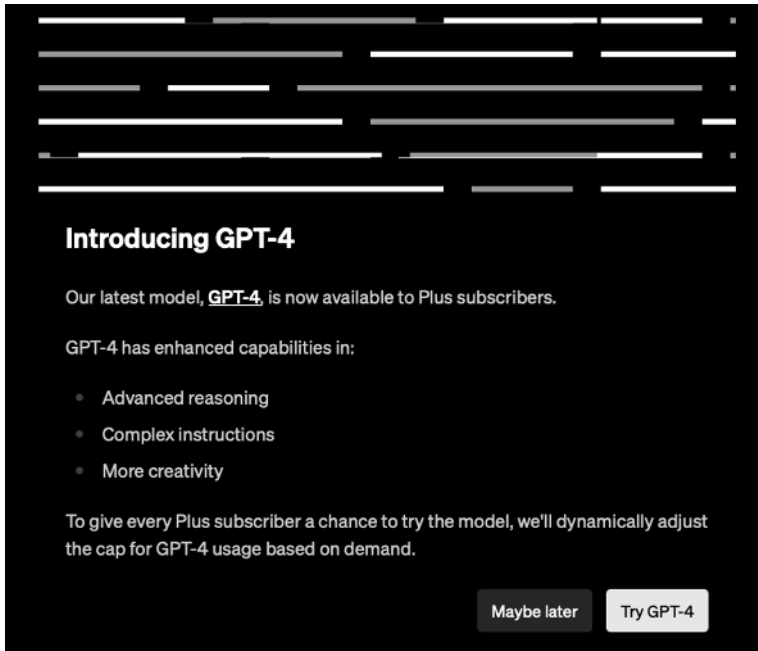


Figure 1-8 If OpenAI offers you the chance to try new features, decide whether to go for it.

At this point, you may see a screen offering new features, like the screen in Figure 1-8 offering me the chance to try GPT-4, the latest model. Make your choice and click the appropriate button. As you can no doubt guess, I clicked the Try GPT-4 button rather than the Maybe Later button.

Once you've finished upgrading to a ChatGPT Plus account, you'll notice a couple of changes. Take a look at Figure 1-9.

- Two tabs appear at the top of the screen, enabling you to switch between GPT-3.5 and GPT-4.
- The ChatGPT Plus logo appears as a watermark in the back of the output area.

- Information about restrictions on the latest version may appear above the Send a Message box. For example, in the figure, the readout tells you that GPT-4 has a cap of 25 messages every three hours.



Figure 1-9 If you chose to enable new features, the tab buttons at the top enable you to switch among them.

Switch Between ChatGPT Models

With the more advanced tab (such as the GPT-4 tab in the example) selected, click the tab button to display a pop-up menu (see Figure 1-10) containing buttons you can click to switch among ChatGPT's various models. Click the button you want to use, placing a

check mark on it (and removing the check mark from whichever other button bore it before). As of this writing, ChatGPT offers these three models:

- **Default.** Runs ChatGPT in its default configuration, without browsing or plug-ins; I call this the Default Model
- **Browse with Bing.** Enables browsing via Microsoft's Bing search engine; I call this the Web Browsing Model
- **Plugins.** Enables you to use ChatGPT plug-ins, third-party features that add functionality; I call this the Plugins Model

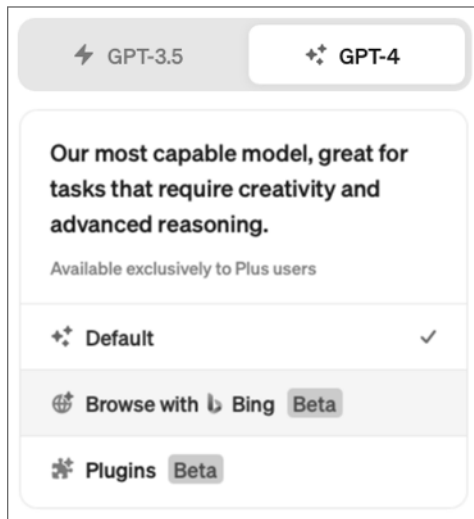


Figure 1-10 Use the pop-up menu to configure the active model of ChatGPT. Each model has a distinctive icon, as you see here.

The icon on the tab button changes to indicate the current mode: one big star and two small stars for the Default Model, a globe icon with one small star for the Web Browsing Model, and a jigsaw piece with one small star for the Plugins Model.

NOTE Each chat uses a single model, such as the Default Model or the Web Browsing Model. You set the model at the beginning of the chat; once the chat is underway, you can't switch it to a different model. To use a different model, start a new chat.

Once you've switched to the Web Browsing Model, a readout appears to the right of the ChatGPT icon as it processes its response, showing you that ChatGPT is browsing the web. When ChatGPT finishes browsing, a drop-down list replaces the readout. You can open this drop-down list to view the actions ChatGPT took on the web (see Figure 1-11).

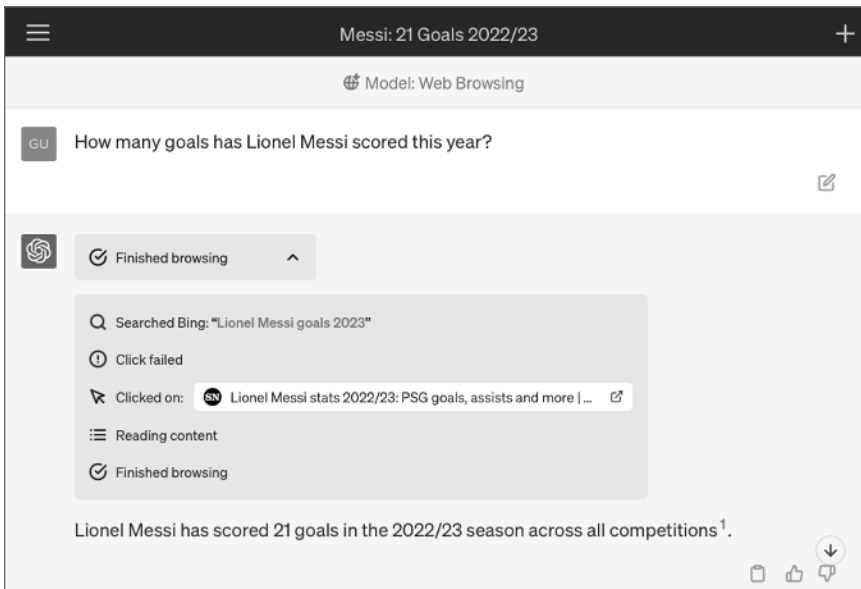


Figure 1-11 In the Web Browsing Model, open the drop-down list to see the actions ChatGPT took on the web in response to your prompt.

When you switch to the Plugins Model, ChatGPT displays a drop-down list below the tab buttons showing which plug-ins you've enabled. At first, the drop-down list will show No Plugins Enabled. Click the drop-down list's arrow to display the available plug-ins, and then click the one you want. If there are no plug-ins yet, click the Plugin Store button to display the About Plugins dialog box, and then click the OK button to display the Plugin Store dialog box (see Figure 1-12). Here, you can browse or search for plug-ins. Click the Install button to install each plug-in you want to add.

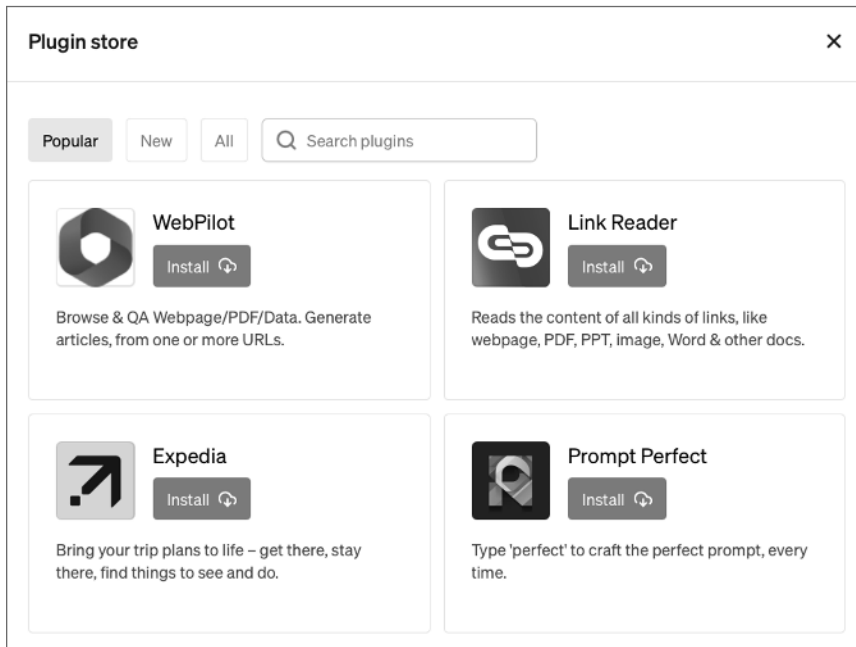


Figure 1-12 The Plugin Store dialog box enables you to browse or search for plug-ins and install them.

Once you've added plug-ins, the readout shows icons indicating which of them are loaded. Click the drop-down list's arrow to display the list of plug-ins (see Figure 1-13). You can then select or clear their check boxes to load or unload the plug-ins.

Customize Your ChatGPT Account

Whether you have a free ChatGPT account or a paid account, you can customize it a little. A ChatGPT Plus account offers a few more options than a free account.

To customize your account, click the button bearing your account name at the bottom of the left pane. In the menu that pops up, click Settings to display the Settings dialog box. The General pane appears at first (see Figure 1-14); you can navigate to the other panes by clicking their tabs on the left. As of this writing, the General pane and the Data Controls pane appear for both free accounts and paid accounts, but the Beta Features pane appears only for paid accounts.

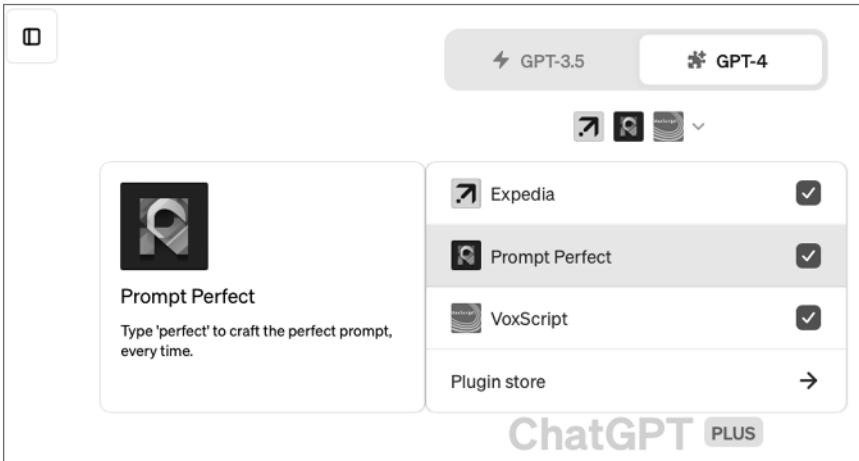


Figure 1-13 With the Plugins Model active, you can load and unload plug-ins from the drop-down list.

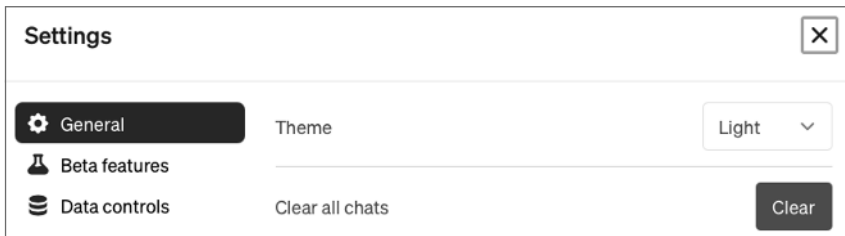


Figure 1-14 The General pane of the Settings dialog box enables you to choose the theme and clear all your chats.

Choose Settings in the General Pane

The General pane enables you to take two actions:

- **Select the theme.** Click the Theme drop-down list, and then click Light, Dark, or System. Light is the theme shown in this book; Dark may feel easier on your eyes when you are computing in low light; and System uses your computer's system setting of Light or Dark theme.
- **Clear your chat history.** Click the Clear button. ChatGPT gets rid of the chats without confirmation.

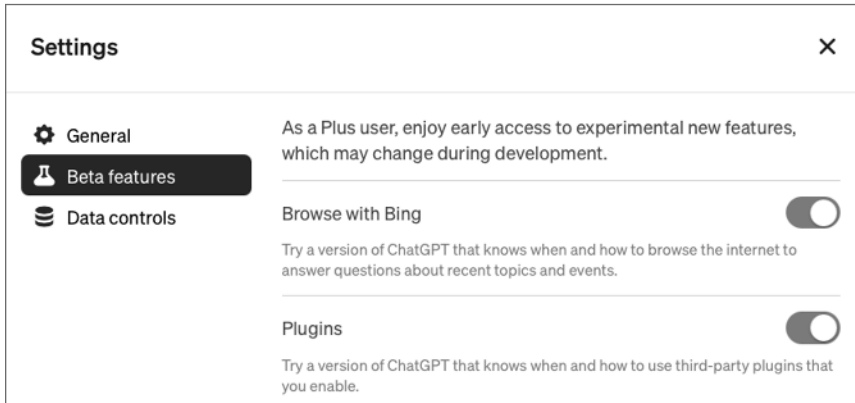


Figure 1-15 The Beta Features pane enables you to turn the current beta features on or off.

Choose Settings in the Beta Features Pane

The Beta Features pane enables ChatGPT Plus users to enable and disable beta (pre-release) features. Figure 1-15 shows the Beta Features pane as of this writing, which lets you (well, me) enable or disable the Browse with Bing feature and the Plugins feature by setting their switches.

Choose Settings in the Data Controls Pane

The Data Controls pane (see Figure 1-16) contains the most important settings:

- **Chat History & Training.** Set this switch to On (green) if you want to save new chats to your chat history. This is usually helpful, especially as you can delete individual chats when you no longer need them.

NOTE If you save new chats to your chat history, ChatGPT uses them to help improve its language model. If you don't save new chats to your chat history, ChatGPT keeps them for up to 30 days before deleting them.

- **Shared Links.** Click the Manage button to display the Share Links dialog box, which enables you to see your shared links, call up their chats, and delete the links.
- **Export Data.** Click this button if you want to export all your ChatGPT data to a file that you can download via a link that OpenAI sends to your email.
- **Delete Account.** Click this button to start the process of deleting your ChatGPT account.
- **Enable Two-Factor Authentication.** Click this button to start setting up two-factor authentication to protect your ChatGPT account from intrusion.

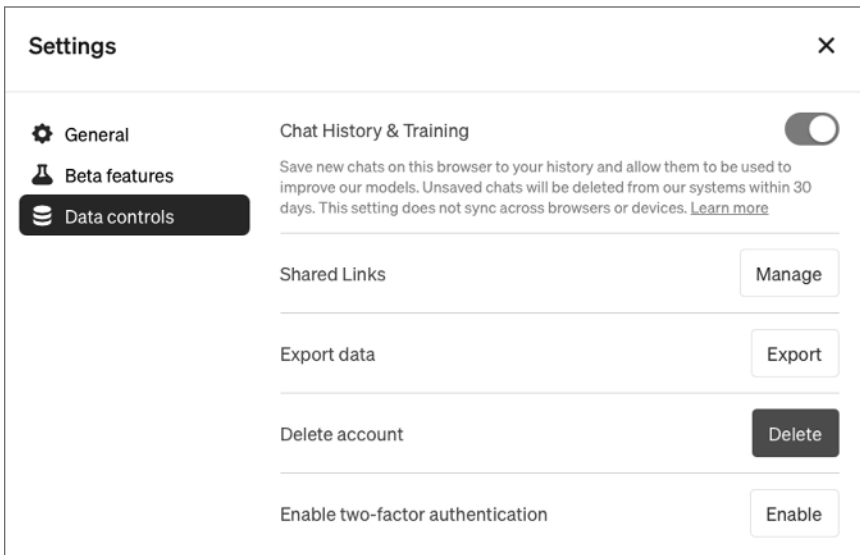


Figure 1-16 The Data Controls pane lets you configure your chat history and training, shared links, data export, and two-factor authentication. You can also delete your ChatGPT account.

Set Up ChatGPT on Your Devices

Once you've created your ChatGPT account, you can access ChatGPT by opening a browser on any device and entering your credentials. If you use multiple computers—for example, a laptop and a

desktop—you'll likely want to save your credentials on each of them so you can fire up ChatGPT without having to retype them for each session.

You can use a browser on your phone or tablet as well, but OpenAI provides a ChatGPT app for iOS, iPadOS, and Android. The app is easier to use on a small screen, so you'll likely want to use it.

WARNING If you decide to install a ChatGPT app, make sure you get the official app from OpenAI. Various third-party apps are available, many of which charge extra fees. Before installing any of these apps, you should look into the app developers' privacy policy—for example, scrutinize the App Privacy section of the app's page on the App Store, paying particular attention to the Data Used to Track You box and the Data Linked to You box. It may be hard to tell which data the developers legitimately need for the app to function and which data they are harvesting as a bonus.

Install the ChatGPT App on Your iPhone or iPad

To install the ChatGPT app on your iPhone or iPad, follow these steps:

1. Display the Home screen. On an iPhone or iPad that has Face ID, swipe up to display the app switcher, then tap at the bottom of the screen. On an iPhone or iPad that has Touch ID, press the Home button.
2. Tap the App Store icon to open the App Store app.
3. Tap the Search button on the right end of the tab bar at the bottom of the screen to display the Search screen.
4. Tap in the Search field and type **openai chatgpt**. A list of results appears.
5. Tap the “openai chatgpt official” result. A screen of supposedly matching apps appears (see the left screen in Figure 1-17).
6. Tap the ChatGPT app from OpenAI to display its screen (shown on the right in Figure 1-17).

7. Verify that the Developer readout shows OpenAI.
8. Tap the Get button, and then confirm the installation in the App Store dialog that opens. For example, you may need to double-click the iPhone's Side button.
9. Once the installation finishes, tap the Open button on the ChatGPT screen in the App Store app to launch the app. If you've already left the App Store app, tap the ChatGPT icon on the iPhone's Home screen.

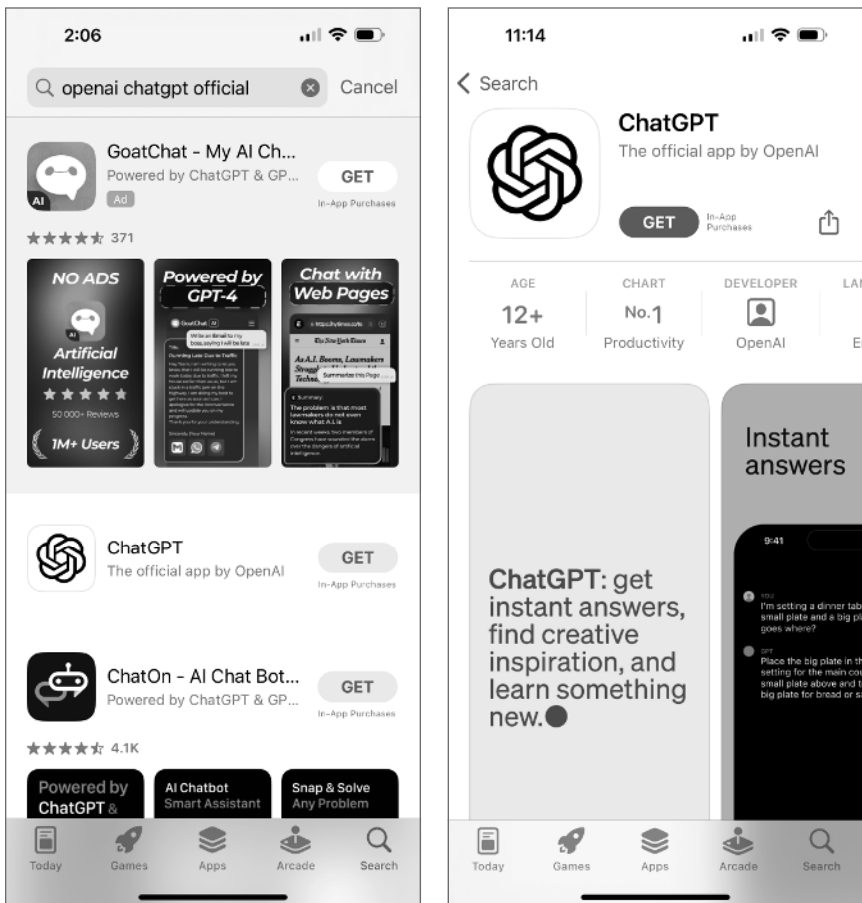


Figure 1-17 Make sure you choose the ChatGPT app from OpenAI rather than a third-party app. On the app's screen (right), tap the Get button to start the installation.

Skip ahead to the section “Sign In to Your ChatGPT Account,” later in this chapter.

Install the ChatGPT App on Your Android Device

To install ChatGPT on your Android phone or tablet, follow these steps:

1. Display the Home screen by swiping up from the bottom of the screen and then tapping Home.
2. If the Play Store icon appears directly on the Home screen, tap it there. Otherwise, drag your finger up the Home screen to display the App Drawer, and then tap the Play Store icon. The Play Store app opens.
3. Tap in the Search field and type **openai chatgpt**. A list of results appears.
4. Tap the “openai chatgpt official” result to display a list of matching apps.
5. Tap the ChatGPT app from OpenAI to display its screen.
6. Double-check that the Developer readout shows OpenAI.
7. Tap the Install button.
8. Once the installation finishes, tap the Open button on the ChatGPT screen in the App Store app to launch the app. If you’ve already left the App Store app, return to the Home screen, open the App Drawer, and then tap the ChatGPT icon.

Sign In to Your ChatGPT Account

The first time you run the ChatGPT app, it walks you through signing in to your ChatGPT account. Follow these steps:

1. On the splash screen shown on the left in Figure 1-18, tap the Log In button. Your device displays the Welcome Back screen in the default browser, as shown on the right in Figure 1-18.
2. Tap the Email Address box and type your email address.

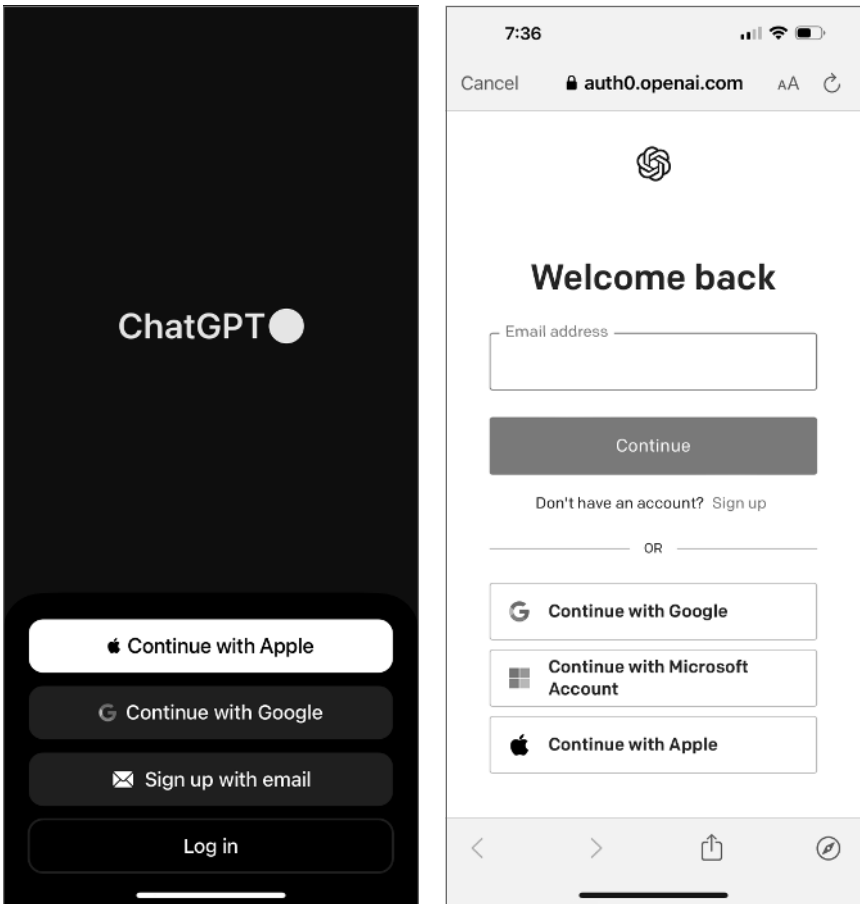


Figure 1-18 Tap the Log In button on the splash screen (left) to log in with your existing ChatGPT account. On the Welcome Back screen, type your email address and tap the Continue button.

3. Tap the Continue button. The Enter Your Password screen appears.
4. Type your password.
5. Tap the Continue button. The Welcome to ChatGPT screen appears, as shown on the left in Figure 1-19.
6. Read the information and warnings, and then tap the Continue button.

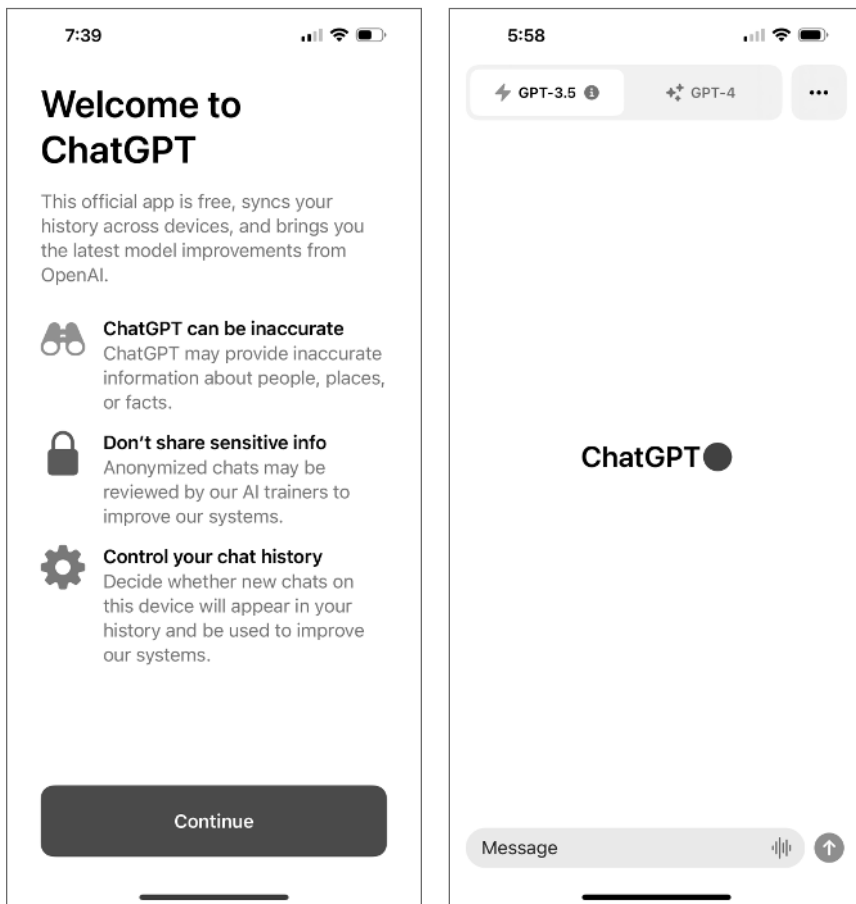


Figure 1-19 On the Welcome to ChatGPT screen (left), read the information and tap the Continue button. When the ChatGPT screen (right) appears, you're in business.

The ChatGPT screen appears, and you can start using ChatGPT. But first you might want to take a minute or two to configure ChatGPT, as explained next.

Configure ChatGPT on Your Device

To configure ChatGPT on your device, tap the Menu button (the ellipsis), and then tap Settings on the menu that pops up. The Settings screen appears, as shown on the left in Figure 1-20.

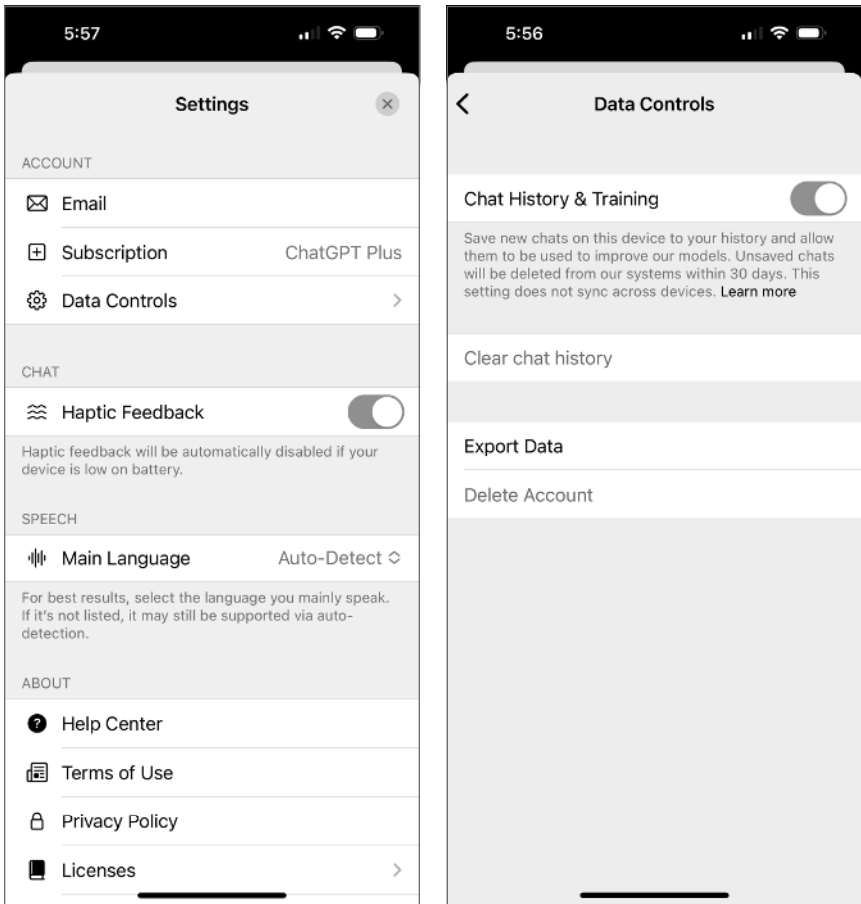


Figure 1-20 You can configure several settings for ChatGPT on the Settings screen (left). Tap the Data Controls button to display the Data Controls screen (right).

The Settings screen contains four sections: Account, Chat, Speech, and About. Here's what you can do in them:

- **Account section.** The Email button shows the email address associated with your ChatGPT account. The Subscription button shows your subscription type, such as ChatGPT Plus. The Data Controls button displays the Data Controls screen (shown on the right in Figure 1-20). Here you can enable or disable chat history and training, clear your chat history, export your data, or delete your account.

- **Chat section.** Set the Haptic Feedback switch to On or Off to control whether ChatGPT gives haptic (vibrating) feedback.
- **Speech section.** In the Main Language pop-up menu, either leave the default setting, Auto-Detect, selected, or select your preferred language, such as English.
- **About section.** This section provides buttons for accessing the Help Center, the Terms of Use, the Privacy Policy, and Licenses information. Below the Licenses button (and not shown in the figure), you can also see the version of the ChatGPT app.

At the very bottom of the Settings screen, below what you can see in the figure, is the Sign Out button, which you can tap to sign out of your account. You may prefer to stay signed in so that you can access ChatGPT quickly.

Use ChatGPT on Your Device

If you've used ChatGPT in a web browser, you'll get the hang of the ChatGPT app in no time at all. Here are the three key moves you'll need:

- **Start a new chat.** Tap the ellipsis button in the upper-right corner of the screen to display the menu, and then tap the New Chat item.
- **Choose the GPT version.** Tap the appropriate tab button at the top of the screen.
- **Navigate between chats.** Tap the ellipsis button to display the menu, and then tap the History item to show the History pane. The pane occupies the lower half of the screen by default, but you can expand it by dragging its title bar up the screen. Browse or search to locate the chat you want to make active, and then tap its button.