Tips for Using Generative AI

What is Generative AI?

Generative AI is a type of artificial intelligence that can create new content, like text, images, or music, based on the patterns it has learned from existing data. Think of it like a very smart assistant that can write stories, draw pictures, or compose songs by understanding and mimicking examples it has seen before.

Generative AI is a fairly new tool and can enable us to work more efficiently and effectively. So, the next time you are struggling to craft an email or need help creating a presentation, you can use these tips to help you utilize AI. Below are some helpful tips for using it.

Know Your End Goal

Questions to ask yourself:

- What kind of document or image are you trying to create?

- Are there limits you want to include, such as word count or number of paragraphs? Is technical or business jargon okay for the AI to use?

- Do you have a starting point for the AI to build upon?

- Are there any specific words, topics, or objects (for image generation) that you absolutely want included?

Things to Avoid

- **Do not enter confidential information into any generative AI service.**
  Most AI tools retain any entered information for future use, which is a security risk.

- **Do not prompt AI for imagery using UTSA branding, ie. Logos, Rowdy, or university colors.**
  Images generated by AI usually contain distortions and will not adhere to UTSA branding guidelines.

- **Never use AI generated content without taking time to review, fact-check, and edit the result.**
  AI is not perfect and may sometimes generate statements containing false information.

Be Specific in Prompts

Examples

"Do" and "Don't"	**"**Don't include any phrases considered inappropriate for the workplace." "Do use simple, easily understandable language."
"Must" or "Should"	"The result must include six sentences." "Your output should include an introductory sentence welcoming the new employee to UTSA."
Numbers (when appropriate)	"Create a short summary of no more than 250 words."
Desired Format or Structure	"Create a professional email explaining that a given document has a strict completion deadline of 1 week. The email should include a polite greeting, followed by an explanation of the document, followed by a polite, but firm, call to action regarding the deadline."
Instructions for Additional Prompts	"Please ask me additional questions to fill in the details of the paragraph topics I described above."

Keep It Simple And Concise

It is okay to start simple and add complexity with additional instructions. Enter basic instructions like format, topic, wordcount, etc and then build upon or adjust your instructions as the AI generates new responses.

If At First You Don't Succeed...

Try prompting the AI with new words based on the response you get. This can help you narrow down a better way to write your prompt, or new instructions you may want to provide.

For additional training with using Generative AI, check out these resources.