aiveryhuman

First Folder Kit

You already chat with AI. Now give it a folder.

A picture-led guide for total beginners. Do one step at a time, from top to bottom. No coding. Your first useful result, with every click shown.

> **How to read the pictures.** Red circles show where to click. Each caption says whether a picture is a real screenshot or a simple drawing. Your screen may look a little different.

AI, for every human.

The whole trip, in 12 steps.

Setup is 12 picture steps, one action each. Every step page has a picture with a red circle on the thing to click, a line that says what you should now see, and a box that says where to look if you get stuck.

1. **Check** you have the Claude app.
2. **Download** the kit.
3. **Find** the zip file.
4. **Unzip** it. You get the folder `aiveryhuman-first-folder-kit`.
5. **See** the folder.
6. **Open** Claude.
7. **Click** Code.
8. **Choose** Local.
9. **Select** the folder.
10. **Pick** Manual permissions.
11. **Paste** the first prompts from `FIRST-PROMPTS.txt`.
12. **See the result** saved in `02-Outputs`, after your yes.

Start here if AI is new to you: the next few pages explain AI in plain words: models, context, prompting and instruction files. Already comfortable? Skip to “What’s in the box”.

Later pages: a one-page “first result” checklist, your 20 skills, using ChatGPT, Gemini and Perplexity (including how to save a helper once), app walkthroughs, connectors (optional), when it goes wrong, what to try next, and building your first agent.

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Chapter 1

1

Understand AI

What AI is, in plain words, before you set anything up.

AI, in plain words.

An AI chat app is a program you talk to by typing, like texting. You write a message in normal words. It reads what you wrote and writes an answer back in a few seconds.

1 · You type
"Turn my notes into a plan for the week."

→

2 · It reads
Your message, plus any file you point it to.

→

3 · It writes back
A plan, a summary, a draft. You decide what to keep.

How does it know what to say? It learned from a huge amount of writing, so it is very good at language: explaining, summing up, organizing, and drafting. It is not a person and it is not a search engine. Think of it as a fast, patient assistant who has read a lot but has never met you.

The one idea to remember: the AI only knows what you tell it, plus what it learned before. The clearer your message and the better your notes, the better the answer.

Models and apps.

Two words get mixed up all the time. The **model** is the brain: the AI itself, trained by a company. The **app** is the house the brain lives in: the window you type into, plus extras like files, projects and saved instructions.

Model (the brain)
Claude models, made by Anthropic. GPT models, made by OpenAI. Gemini models, made by Google.

→

App (the house)
The Claude app, ChatGPT, the Gemini app, Perplexity. Each one lets you pick a model and adds its own tools.

Most apps offer a faster model and a more careful one. Use the fast one for quick questions. Switch to the careful one for long documents or tricky thinking. Model names change every few months, so look for words like “fast” or “thinking” in the model menu rather than memorizing names.

If you want…	A good pick
Working with files in a folder, ready-made skills (this kit)	**Claude** desktop app
The most popular app, lots of tutorials online	**ChatGPT**
You live in Gmail, Docs and Drive	**Gemini**
Researching with sources you can click and check	**Perplexity**

All four are good. Pick one and learn it well before trying the others.

Chat apps, and what a folder adds.

A **chat app** is where you talk to the AI. Popular ones are **Claude**, **ChatGPT** and **Gemini**. They all work the same basic way: a box to type in, and answers that appear above it.

A normal chat starts fresh each time. You have to explain everything again. This kit fixes that with **a folder**: your notes, the ground rules, and 20 ready-made helpers, all in one place the AI can read.

Chat on its own

You paste notes in every time. The AI guesses what you want. Nothing is saved for later.

→

Chat + this folder

Your notes are already there. The helpers know the steps. Results are saved as files, after your yes.

This kit is built for the Claude desktop app, where the helpers run as skills. Using ChatGPT, Gemini or Perplexity? You paste a helper into a chat instead. See “Using ChatGPT, Gemini, or Perplexity” later in this guide.

Context: why AI forgets.

Context is everything the AI can see while it answers: your messages in this chat, any files you attached, and any saved instructions. Think of it as the papers on its desk right now.

On the desk
This chat's messages. Files you attached. Saved instructions (like CLAUDE.md or a skill).

→

What it uses
It answers only from what's on the desk, plus what it learned in training.

→

Off the desk
Yesterday's chat (usually). Files you didn't share. Anything you only thought.

The desk has a size limit, called the **context window**. In a very long chat, the oldest parts can slide off, and the AI starts to miss early details. A new chat starts with a clean desk.

- **Why it "forgets":** each new chat starts fresh, unless your app has a memory feature turned on.
- **The fix:** put the important stuff in files and notes, and attach them. That is exactly why this kit is a folder: your notes and rules are always on the desk.
- **Long chat going off track?** Start a new chat and say what matters in one short message.

What a skill is.

A **skill** is a saved set of instructions. It is like a recipe card for the AI: what to read, what steps to follow, how to lay out the answer, and where to save it. You write it once and use it again and again, instead of typing the same long request every time.

Your kit comes with 20 skills already written. In this guide we also call them **helpers**. Here is what one recipe card looks like, in plain words:

Plan my week · `/plan-my-week`
Reads: `01-Inputs/weekly-notes.txt` and `01-Inputs/priorities.txt`
Does: turns them into a simple day-by-day plan, top 3 first
Shows you: the plan in the chat first
Saves: a new file in `02-Outputs`, only after you say yes

Each skill is a plain text file called `SKILL.md` inside `.claude/skills/`. You can open one and read it. You never need to edit it.

Other apps have their own way to save instructions (ChatGPT and Perplexity Projects, Gemini Skills). Later pages show how to use these helpers there.

What it can and can’t do.

Good at

- Turning messy notes into a clear plan or list
- Summing up long text in a few lines
- Explaining a hard idea in simple words
- Writing a first draft of an email or reply
- Making tables, steps and outlines

Not good at

- Always being right. It can sound sure and still be wrong
- Knowing your life. It only knows what you share
- Today’s news, unless your app can search the web
- Doing things for you, like sending or buying. In this kit it never sends, deletes or replaces anything
- Medical, legal or money decisions

Your job is the last check. Read what it gives you before you use it, the same way you’d check a helpful new coworker’s first draft.

Privacy basics.

What you type or share is sent to the company that runs the app (Anthropic for Claude, OpenAI for ChatGPT, Google for Gemini) so it can answer you. That is normal for every AI chat app. A few simple habits keep you safe:

Fine to share

- Your to-do lists and weekly notes
- Drafts, articles, and class or club notes
- The practice files in this kit

Keep out

- Passwords and sign-in codes
- Card, bank and ID numbers
- Medical records, or anyone else's private details
- Work or school files you're not allowed to share

Check your app's settings for whether your chats are used to improve it. Most apps let you turn that off.

Facts about each company's data use change. Check their privacy page if you need the exact current rules.