



FIRST FOLDER KIT · v1.0

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

A picture-led guide for total beginners. Scroll from top to bottom and do each step as you go. No coding. Your first useful result on day one.

How to read the pictures: boxes marked **MOCKUP** show what to look for; they are not real screenshots yet. Everything else is real.

CONTENTS

The whole trip, in 5 steps.

1. **Download** the kit.
2. **Unzip** it. You get the folder `aiveryhuman-first-folder-kit`.
3. **Open** that folder in the Claude desktop app (Code → Local).
4. **Paste** the first prompts from `FIRST-PROMPTS.txt`.
5. **See the result** saved in `02-Outputs`, after your yes.

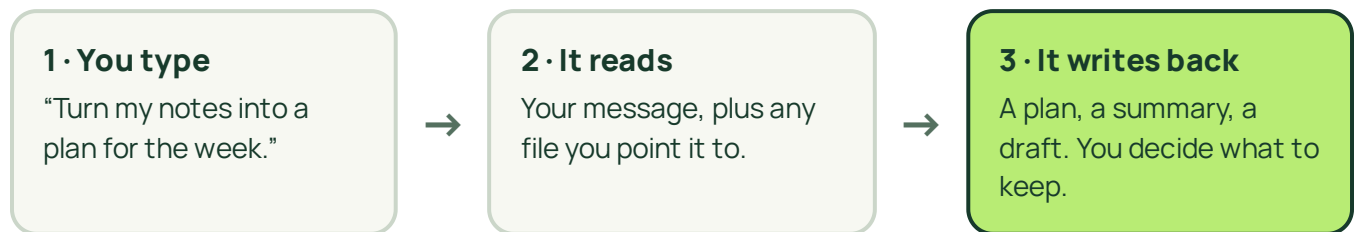
Start here if AI is new to you: the next ten pages explain AI in plain words: models, context, prompting and instruction files. Already comfortable? Skip to “Check what you need”.

Later pages: your five skills, app walkthroughs (Claude, ChatGPT, Gemini, Perplexity), building your first agent, (one page each), connectors (optional), troubleshooting, and what to try next.

00 · AI IN PLAIN WORDS

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.

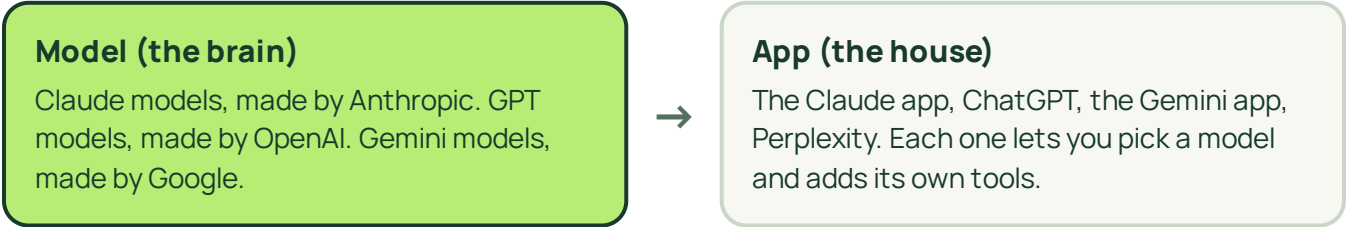


How does it know what to say? It learned from a huge amount of writing, so it is very good at language: explaining, summing up, organizing, and drafting. It is not a person and it is not a search engine. Think of it as a fast, patient assistant who has read a lot but has never met you.

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.



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.

00 · AI IN PLAIN WORDS

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 five 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**

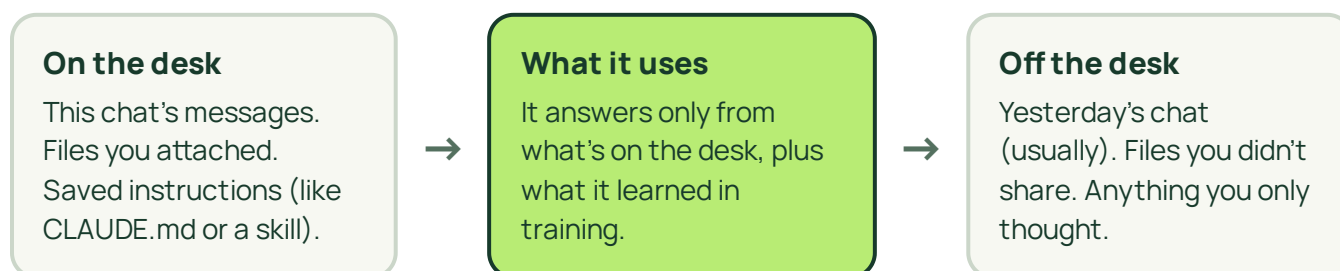
Your notes are already there. The helpers know the steps. Results are saved as files, after your yes.

This kit is built for the Claude desktop app, where the helpers run on their own. Using ChatGPT or Gemini? See “Using another AI app” later in this guide.

00 · AI IN PLAIN WORDS

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.



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.

00 · AI IN PLAIN WORDS

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 five 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.

00 · AI IN PLAIN WORDS

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.

00 · AI IN PLAIN WORDS

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

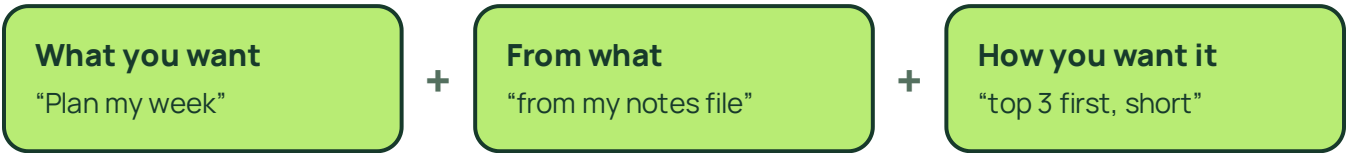
- Passwords and sign-in codes
- Card, bank and ID numbers
- Medical records, or anyone else's private details
- Work or school files you're not allowed to share

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.

How to talk to it.

You don't need special words. Talk to it like a smart helper who just walked in. Good requests usually have three parts:



Vague	Clear
help with email	Draft a short, friendly reply to this email. Say yes to Tuesday.
explain this	Explain this page like I'm new to it. Use one example.
organize stuff	Turn these notes into a checklist, most urgent first.

- **Not quite right? Just say so.** "Shorter." "More casual." "You missed Friday." It will fix it.
- **Not sure? Ask it.** "What do you need from me to do this well?"