

Custom GPT Tutorial

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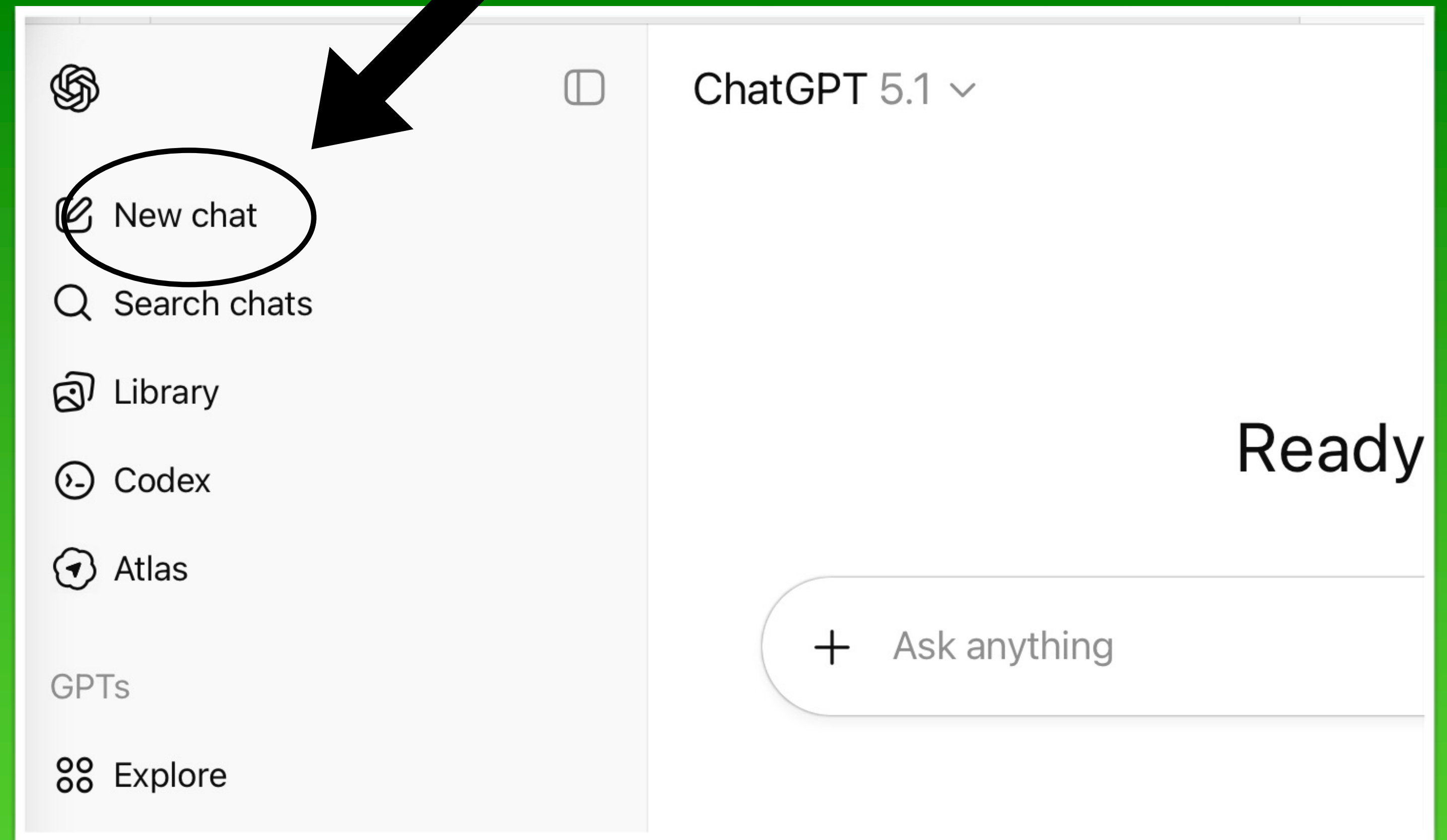
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Getting Started

Welcome! In this quick tutorial, I'll show you how to build your very own custom GPT.

Start inside "regular" ChatGPT and start a new chat to write your custom instructions.

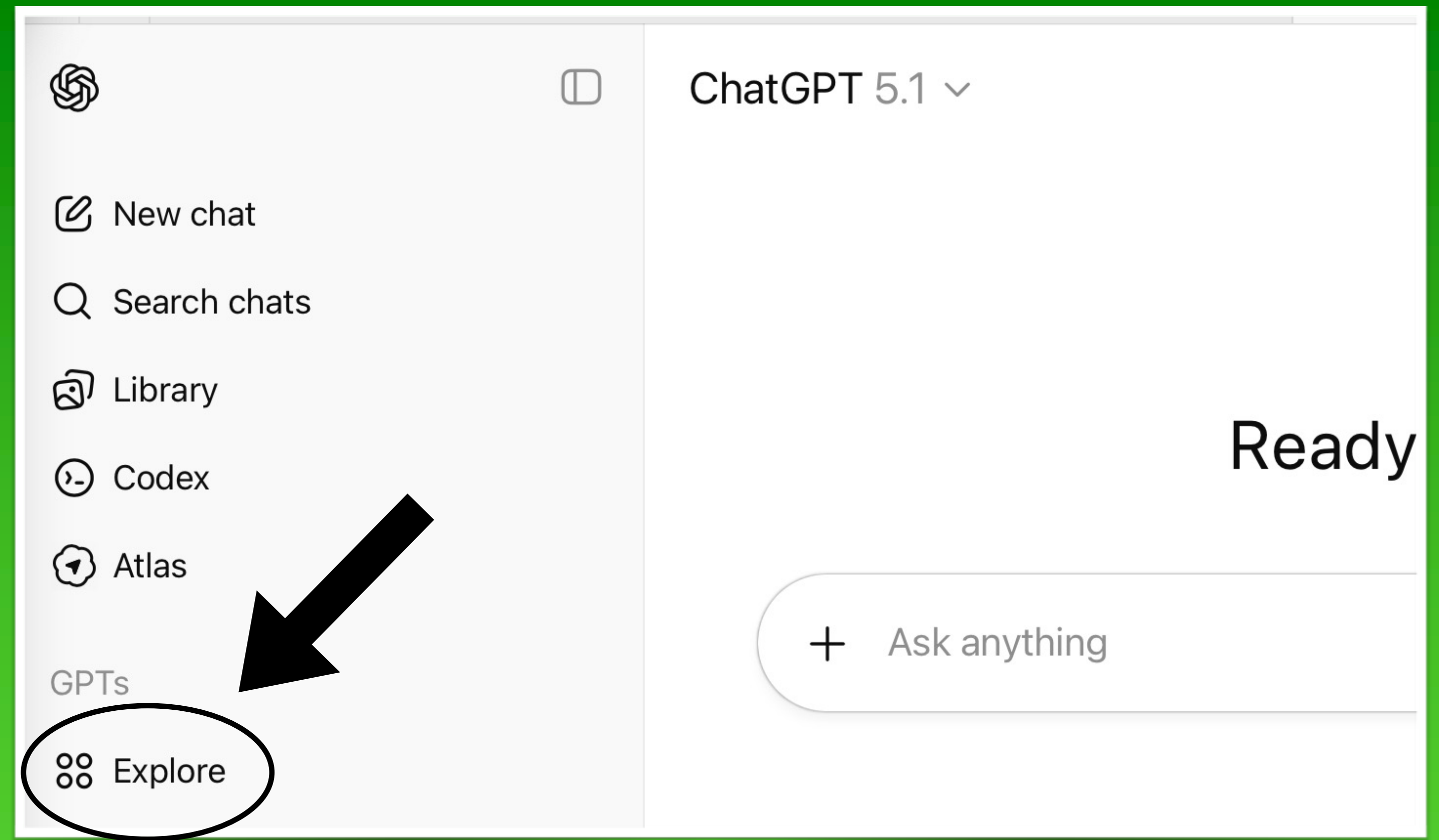
If you need help, ask Chat to ask you questions about what you want to create. Once satisfied with your instructions, copy (and be ready to paste in a moment).



Explore

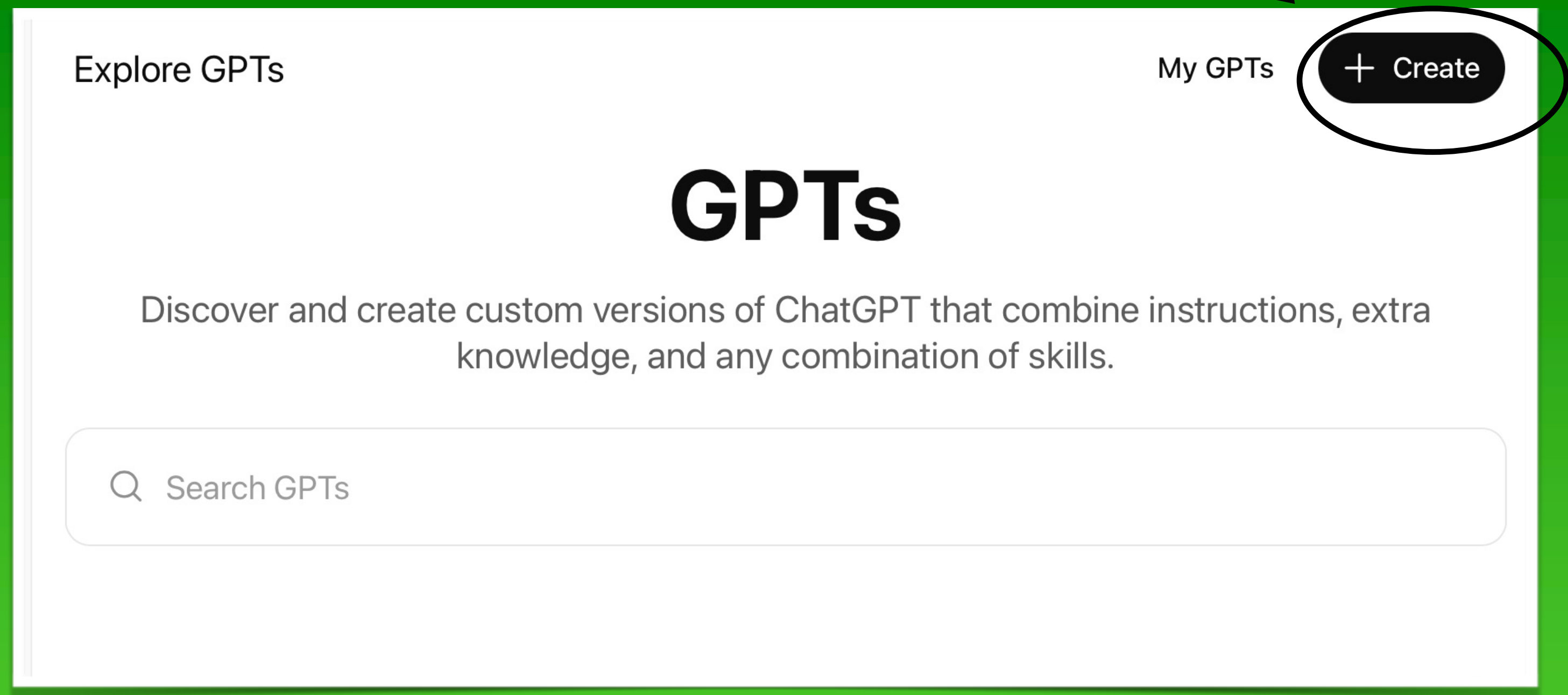
Once your instructions are copied, find "Explore" in the left sidebar of your ChatGPT page.

This will take you to the GPT “store” where you can use pre-made GPTs or create your own.



Create

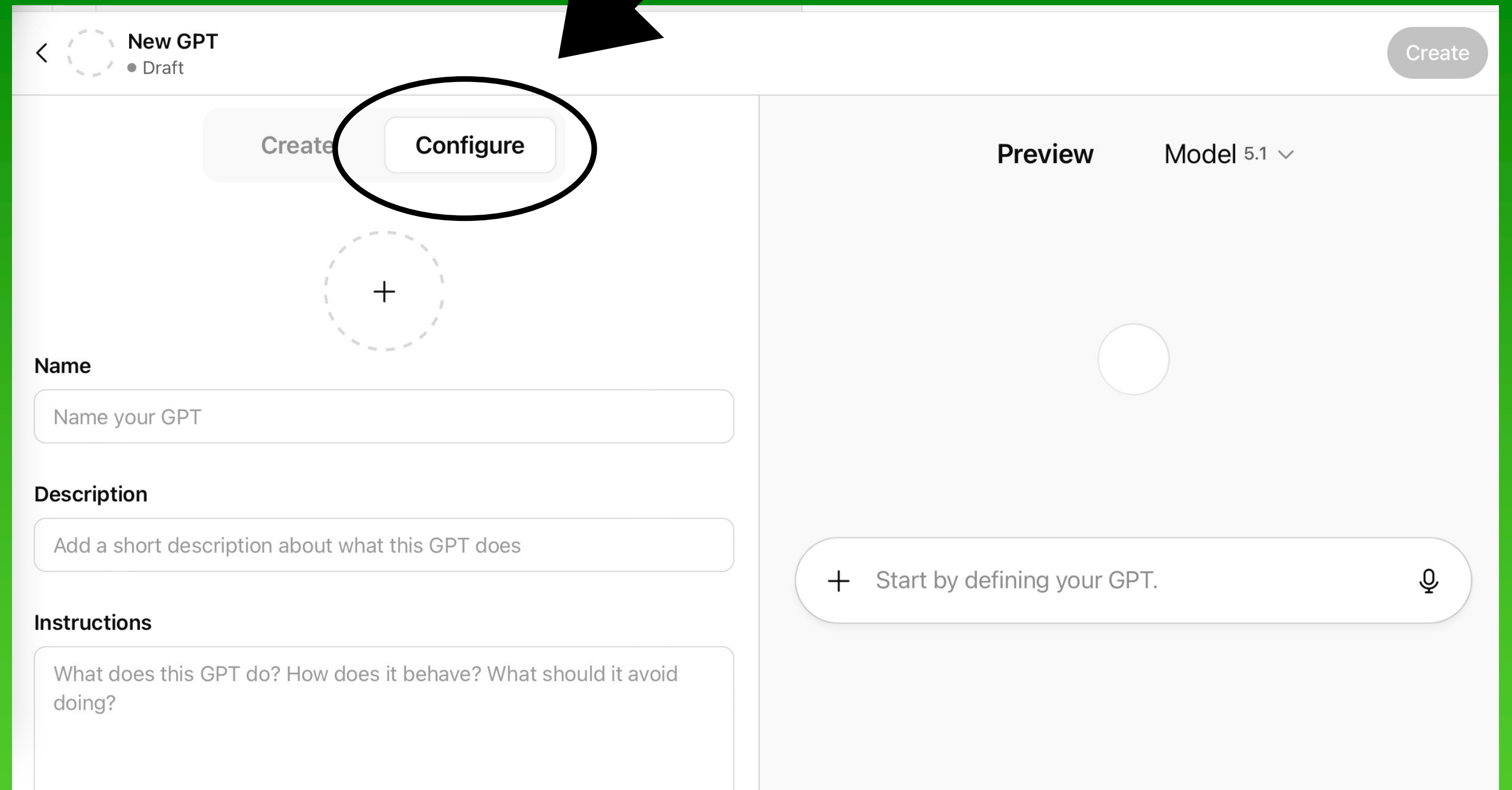
Click the "+ Create" button in the upper right corner of your screen.



Configure

Inside the GPT builder page, you'll see two tabs called "Create" and "Configure."

You'll want to use the "Configure" tab for now. No need to use the "Create" tab.

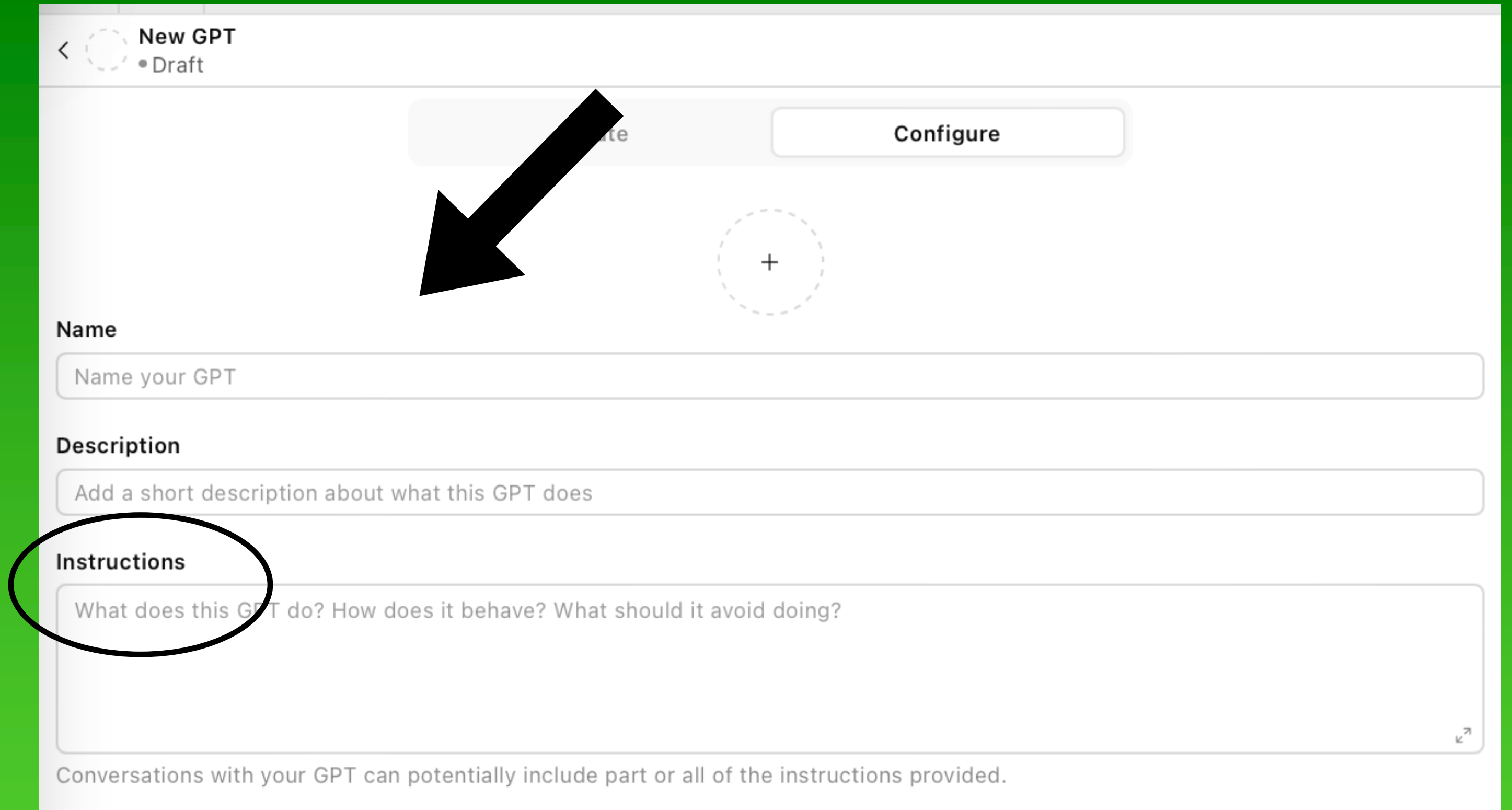


Instructions

Now begin filling out the GPT form.

Give your GPT a specific name (like "Planting Schedule GPT") into the Name field.

Paste the text created in ChatGPT into the "Instructions" text area. This tells your GPT how to behave and what it should do.



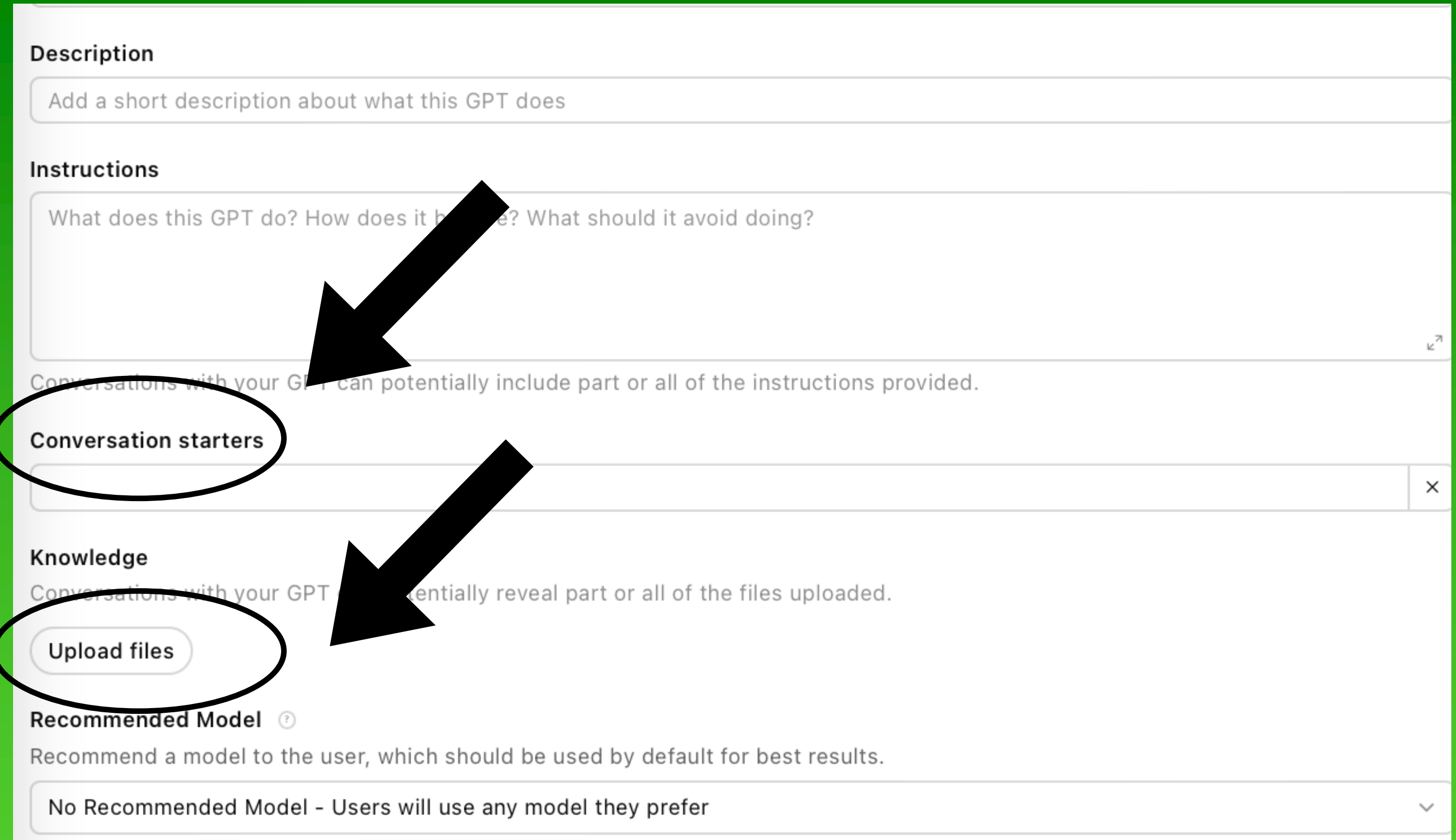
The screenshot shows the 'New GPT' interface. At the top, there is a back arrow, a circular icon with a plus sign, and the text 'New GPT' and '• Draft'. Below this is a 'Name' field with the placeholder 'Name your GPT'. To the right of the 'Name' field is a 'Configure' button. Below the 'Name' field is a 'Description' field with the placeholder 'Add a short description about what this GPT does'. Below the 'Description' field is an 'Instructions' field with the placeholder 'What does this GPT do? How does it behave? What should it avoid doing?'. A large black arrow points from the top right towards the 'Instructions' field. The 'Instructions' field is circled in black. At the bottom of the form, there is a note: 'Conversations with your GPT can potentially include part or all of the instructions provided.'

Starters & Files

Add conversation starters.

You can type something simple like “Start Here” or let the GPT suggest questions.

(Optional): Now upload any files you may want your GPT to use as knowledge. This could be a .pdf or a spreadsheet.



The image shows a screenshot of a GPT configuration interface with several sections. Two black arrows point to specific elements: one points to the 'Instructions' text area, and the other points to the 'Upload files' button in the 'Knowledge' section. The 'Conversation starters' section is also circled in black.

Description
Add a short description about what this GPT does

Instructions
What does this GPT do? How does it behave? What should it avoid doing?

Conversations with your GPT can potentially include part or all of the instructions provided.

Conversation starters

Knowledge
Conversations with your GPT can potentially reveal part or all of the files uploaded.

Upload files

Recommended Model ⓘ
Recommend a model to the user, which should be used by default for best results.

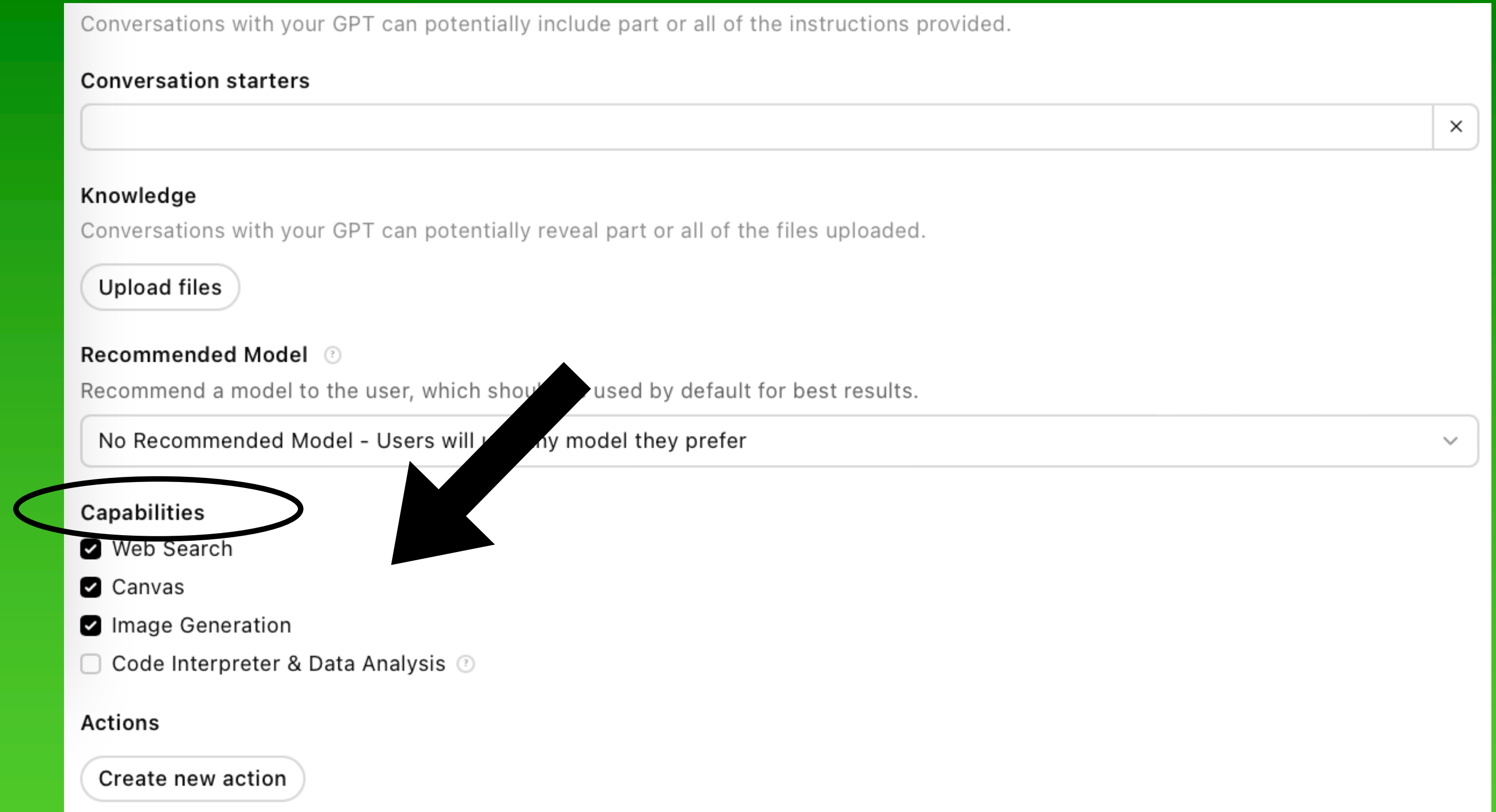
No Recommended Model - Users will use any model they prefer

Capabilities

Turn on important capabilities like Web Browsing and Code Interpreter. Only enable what you actually want your GPT to access.

I recommend always selecting Code Interpreter (it makes things run easier in the background).

Actions allow more developer features.



The screenshot shows the GPT settings interface. At the top, a note states: "Conversations with your GPT can potentially include part or all of the instructions provided." Below this is a "Conversation starters" section with an empty text input field and a close button (X). The "Knowledge" section follows, with a note: "Conversations with your GPT can potentially reveal part or all of the files uploaded." It includes an "Upload files" button. The "Recommended Model" section has a note: "Recommend a model to the user, which should be used by default for best results." and a dropdown menu currently set to "No Recommended Model - Users will use any model they prefer". The "Capabilities" section is circled in black and contains four items: "Web Search" (checked), "Canvas" (checked), "Image Generation" (checked), and "Code Interpreter & Data Analysis" (unchecked). A large black arrow points from the "Recommended Model" dropdown to the "Capabilities" section. The "Actions" section at the bottom has a "Create new action" button.

Conversations with your GPT can potentially include part or all of the instructions provided.

Conversation starters

Knowledge

Conversations with your GPT can potentially reveal part or all of the files uploaded.

Upload files

Recommended Model ⓘ

Recommend a model to the user, which should be used by default for best results.

No Recommended Model - Users will use any model they prefer

Capabilities

- ☒ Web Search
- ☒ Canvas
- ☒ Image Generation
- ☐ Code Interpreter & Data Analysis ⓘ

Actions

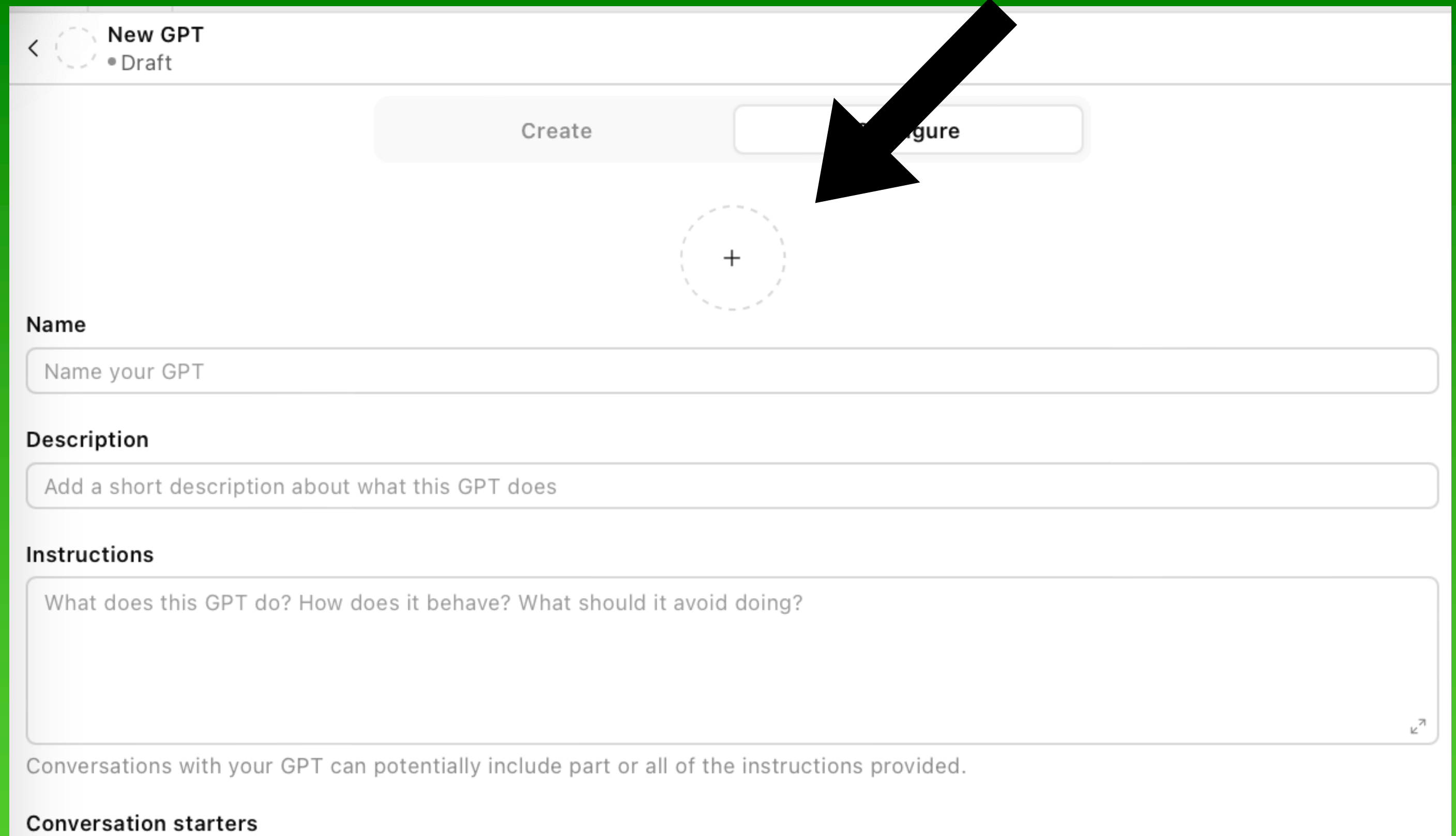
Create new action

GPT Icons

Click the “plus” icon in the center of the circle to add a logo or image. Try it!

You can have ChatGPT generate a new image for you, or upload your own.

(An image is not necessary for the GPT to work.)



The screenshot shows the 'New GPT' creation interface. At the top, there is a back arrow, a circular icon with a plus sign, and the text 'New GPT' and '• Draft'. Below this, there are two buttons: 'Create' and 'Configure'. A large black arrow points to a dashed circle with a plus sign in the center, which is located below the 'Configure' button. Below this circle, there are three text input fields: 'Name' (with placeholder text 'Name your GPT'), 'Description' (with placeholder text 'Add a short description about what this GPT does'), and 'Instructions' (with placeholder text 'What does this GPT do? How does it behave? What should it avoid doing?'). At the bottom, there is a section titled 'Conversation starters' and a note: 'Conversations with your GPT can potentially include part or all of the instructions provided.'

Save/Update

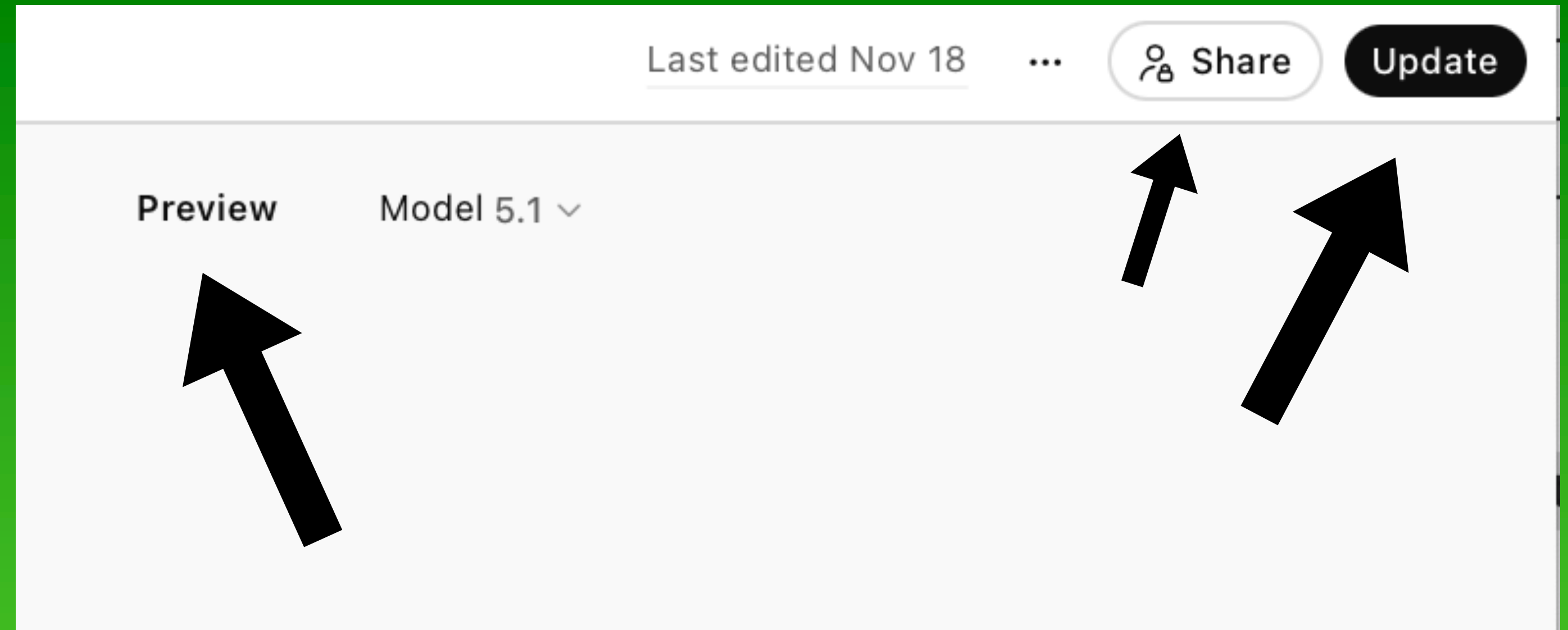
When you're ready, click Update to save your GPT.

Be sure to **SAVE/UPDATE** or all your hard work will be lost!

Use Preview to test your GPT to see how it works.

Click Share and choose your privacy level. Copy the link and share your GPT with anyone you like.

Congratulations! You've just built your own custom GPT!



Need more help?

If you'd like to discover more ways to use Generative AI to make your business run smoother and more efficiently, connect with:

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