AI Made Easy

A friendly guide to artificial intelligence for the rest of us

No tech background needed. Big print. Real examples. Go at your own pace.

By Honcho Digital

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How to use this book

This book is for you if you can turn on a phone or a computer, use the internet, and maybe check Facebook. That's all it takes.

- **Read one chapter at a time.** Each one is short.
- **Try things as you go.** Every chapter ends with a small "Try it" box. Doing beats reading.
- **Pick your device.** Look for the 📱 phone/tablet and 💻 computer notes.
- **Check the boxes** ☐ as you finish things. It feels good, and it shows how far you've come.
- **Nothing here can break your phone or computer.** You can't "do it wrong." Worst case, you ask again.

At the end, you'll find a glossary, a prompt "cheat card" to keep by your device, and a 7-day practice plan.

A promise: no jargon without an explanation, and no pressure to buy anything. Everything in this book works with free versions of the tools.

> 🤝 **Rather have a person beside you?**
> You can do everything in this book on your own. If at any point you'd like help, a patient real person can sit with you, in person in the Houston area or by video call.
>
> Book a one-on-one session: **honchoent.com/ai-made-easy** · **contact@honchoent.com**

Chapter 1: You're not too late

Maybe you've heard people talk about "AI" on the news, at church, or from the grandkids, and felt a little left behind. You're not. Most people are still figuring it out, including plenty of people half your age.

Here's the good news: **using AI is mostly just talking.** If you can write a text message or ask a question out loud, you can use AI. You don't need to understand how it works inside, any more than you need to understand an engine to drive a car.

What people use AI for every day

- Writing a birthday message, a thank-you note, or a tricky email
- Planning meals with what's already in the fridge
- Understanding a confusing letter, bill, or set of instructions
- Getting trip ideas that fit your budget and your knees
- Making a fun picture or card to share with family
- Learning about almost anything, at your own speed, with endless patience

Three myths, cleared up

Myth 1: "AI is only for young people or tech experts." AI tools are designed to be talked to in everyday language. They're often *easier* than the apps you already use.

Myth 2: "AI knows everything and is always right." AI is very well-read, but it can be confidently wrong. Think of it as a smart helper, not a judge. You stay the boss, and you double-check important things.

Myth 3: "AI is going to take over." The tools in this book are helpers. They do nothing until you ask, and they only see what you type, say, or show them.

Try it: Say out loud one thing you'd love help with this month. Write it here:

☐ I picked one thing I'd like AI to help me with.

Chapter 2: What AI is, in plain English

AI stands for **artificial intelligence**. It's computer software that has learned patterns from enormous amounts of examples (books, websites, pictures, conversations) so it can do things that used to need a person: write, answer, describe, and create.

A helpful picture

Imagine a librarian who has read millions of books. You ask a question, and they write back an answer in seconds, in plain words, as many times as you like, without ever getting tired. That's roughly what a chat AI feels like.

Now imagine that librarian sometimes **mixes things up and doesn't notice.** That's the other half of the picture. AI predicts what a good answer *looks like*. Usually that's right. Sometimes it isn't.

What AI is good at

- Explaining things simply, over and over, without judgment
- Writing drafts: letters, lists, stories, speeches
- Summarizing long text into a few lines
- Brainstorming ideas ("give me 10 names for my garden club")
- Translating between languages
- Making pictures from a description

What AI is *not* good at (or shouldn't be trusted with alone)

- **Facts that matter.** Medicine doses, legal deadlines, money decisions: always confirm with a real professional.
- **Today's news.** Some tools can look things up; others only know what they learned up to a certain date.

- **Knowing you.** It only knows what you tell it in the conversation.
- **Being sure.** It may sound certain even when it's guessing.

Where AI lives

You don't download "AI" as one thing. It comes inside apps and websites. Some are dedicated AI helpers (chatbots). Others have AI tucked into features you already use, like the "suggested reply" in email or the way your photos app can find "beach pictures."

> **Try it:** Name one app you already use that might have AI inside (maps, email, photos, Facebook):

☐ I can explain AI to a friend in one sentence.

Chapter 3: Words you'll hear (and what they mean)

You don't need to memorize these. Come back any time. There's a full glossary at the back.

Word	What it means, simply
AI	Software that learned from examples so it can write, talk, see, or create.
Chatbot / **AI assistant**	An AI you talk to by typing or speaking, like texting a helper.
Prompt	What you type or say to the AI: your request or question.
Response	What the AI writes back.
Model	The "brain" behind an AI tool. Different companies build different models.
Generate	When AI *creates* something new: words, a picture, a voice, a video clip.
Hallucination	When AI makes something up and states it like a fact.
Free tier	The free version of an app, usually with a daily limit.
Upgrade / **subscription**	Paying monthly for more use or newer features. Never required in this book.
Deepfake	A fake photo, voice, or video made with AI to look real. (Chapter 13 covers how to protect yourself.)
Privacy settings	Options that control what an app keeps or shares.

Try it: Circle the two words above you'll most likely use this week.

☐ I know what a "prompt" and a "hallucination" are.

Chapter 4: A tour of the AI tools you'll meet

There are many AI tools, and new ones appear all the time. You don't need them all. Here's a tour of the main kinds, so names you hear will make sense. Pick **one** to start with, and add others only if you want to.

1. Chat assistants: the all-rounders

You type (or speak) a question, and they answer in conversation. They're great for writing, explaining, planning, and brainstorming. Popular ones include:

- **ChatGPT** (made by OpenAI): app, or the website chatgpt.com
- **Gemini** (made by Google): app, or gemini.google.com. It's often already on Android phones.
- **Claude** (made by Anthropic): app, or claude.ai
- **Copilot** (made by Microsoft): app, or built into Windows and the Edge browser
- **Meta AI**: built into Facebook, Messenger, Instagram and WhatsApp, where it's available

All of them have free versions. They're more alike than different. The best one is the one you find easiest to read and use.

2. Picture makers (image AI)

You describe a picture and the AI draws it, in any style: photo-like, cartoon, watercolor, storybook. Many chat assistants can make pictures right in the conversation. **Canva**, a free design app, has AI picture tools plus ready-made templates for cards and posts.

3. Voice helpers

- **Talking assistants** like Siri, Google Assistant and Alexa answer spoken questions.
- **Dictation** turns your speech into text (tap the 🎤 microphone on your keyboard).
- **Read-aloud** features read articles or messages to you.
- Many chat assistants now let you **have a spoken conversation.**

4. Video tools

Some tools turn pictures into short videos, add music and captions, or animate a photo. For beginners, the easiest way is a **slideshow-style video** made from a few pictures (Chapter 11 shows you how, step by step).

5. AI hiding in apps you already use

- **Photos:** search "dog" or "birthday" to find pictures. Some phones can remove small distractions from a photo.
- **Maps:** smart routes and "busy times."
- **Email:** suggested replies and spam filtering.
- **Camera search:** point your camera at a plant, a landmark, or a sign in another language to learn about it (for example Google Lens, or the camera's search feature on many phones).
- **Translation:** apps that translate speech or signs in real time.

Which should I start with?

- 📱 **On a phone:** try the assistant that came with your phone, or install one chat app.
- 💻 **On a computer:** open one chat website in your browser.
- **Already on Facebook a lot?** Meta AI may already be in your Messenger app.

Try it: Choose your starter tool and write it here: _____

☐ I chose one AI tool to start with.

Chapter 5: Getting set up, safely

Setting up takes about 10 minutes. Go slow. It's worth doing right.

📱 Phone or tablet

1. Open the **App Store** (iPhone/iPad) or **Google Play** (Android).
2. Search for the tool you picked in Chapter 4.
3. Check that the maker's name is correct (for example, "OpenAI" for ChatGPT, "Google" for Gemini). **Fake look-alike apps exist.**
4. Tap **Get** or **Install**, then open it.

💻 Computer

1. Open your web browser (Chrome, Edge, Safari or Firefox).
2. Type the web address carefully (for example, **chatgpt.com**, **gemini.google.com** or **claude.ai**).
3. **Bookmark it** so you don't have to type it again. Look for the ☆ star in the address bar.

Creating your account

- Most tools let you sign in with an email address, or with a Google or Apple account you already have.
- **You type your own password.** Never let anyone else type it, and never share it, not even with a helpful person or a teacher.
- Write your login details somewhere safe, or use your phone's built-in password saver.
- If a site asks for a credit card to "try free," you can usually skip it. Look for a **"free"** or **"maybe later"** option. You don't need to pay for anything in this book.

Three privacy basics

1. **Don't type secrets.** No Social Security numbers, bank or card numbers, passwords, or medical record numbers into any AI.
2. **Look for the settings.** Most tools have a menu (☰ or your initial in a circle) with **Settings** or **Privacy**. You can often choose whether your conversations are saved or used to improve the tool.
3. **Talk about yourself in general terms.** "I'm in my 60s and have bad knees" is fine. Your address and birth date aren't needed.

Try it: Open your AI tool and find its **Settings** menu. You don't have to change anything. Just know where it lives.

☐ My AI tool is installed or bookmarked. ☐ I signed in with my own password. ☐ I found the Settings menu.

🤝 **Setup giving you trouble?**
Accounts, passwords and app stores are where most people get stuck. That's normal. We can set it up together, on your own phone or computer.

Book a one-on-one session: **honchoent.com/ai-made-easy** · **contact@honchoent.com**

Chapter 6: Your first conversation

Time to say hello. Open your AI tool and find the box at the bottom that says something like *"Message…"* or *"Ask anything."* That's where you type.

Type these, one at a time

Read each answer before typing the next.

1. `Hi! I'm new to AI. In simple words, what can you help me with?`
2. `Give me 3 easy dinner ideas using chicken, rice and frozen vegetables.`
3. `Make the third idea simpler, for one person.`
4. `Now write it as a short shopping list.`

What just happened

You had a **conversation**. The AI remembered what you said before, so "the third idea" made sense to it. You can keep going like this as long as you like: ask for changes, ask why, ask for more.

Handy buttons you'll see

- ↑ **or** ➤ **(Send):** sends your message. On a computer, pressing **Enter** usually works too.
- 🎤 **(Microphone):** speak instead of typing.
- 📋 **(Copy):** copies the AI's answer so you can paste it into an email or text.
- 🔄 **(Regenerate / try again):** asks for a different answer to the same question.
- **New chat (✏️ or +):** starts a fresh conversation on a new topic. Use this when you change subjects, so old details don't confuse it.

If something looks odd

- Too long? Type: `Shorter, please.`
- Too complicated? Type: `Explain that like I'm brand new to this.`
- Not what you meant? Just say what you meant: `No, I meant…`

> **Try it:** Ask the AI something you've always wondered about. Anything at all. Then ask one follow-up question.

☐ I had my first conversation with AI. ☐ I asked a follow-up, and the answer changed.

Chapter 7: The prompt recipe

The secret to great answers is a clear request. Think of ordering at a restaurant: "Food, please" gets you something. "Grilled chicken, no onions, side of greens" gets you what you want.

The 4-part recipe: WHO · WHAT · HOW · EXTRA

Part	Question it answers	Example
WHO	Who should the AI act like?	"Act as a friendly travel agent..."
WHAT	What do you want?	"...plan a 3-day trip to San Antonio..."
HOW	What should it look like?	"...as a simple list, one line per activity..."
EXTRA	What else should it know?	"...I'm 68, I walk slowly, and my budget is $500."

Weak prompt: `trip ideas`

Strong prompt: `Act as a friendly travel agent. Plan a 3-day trip to San Antonio as a simple list, one line per activity. I'm 68, I walk slowly, and my budget is $500.`

You don't need all four parts every time. But when an answer disappoints you, adding the missing part usually fixes it.

10 ready-to-use prompts (copy them, change the details)

1. `Act as a kind writing helper. Write a 3-sentence birthday message for my granddaughter who just turned 16 and loves volleyball.`
2. `Act as a home cook. Give me 5 easy dinners for one person using what I have: eggs, potatoes, onions, canned beans. Keep each recipe under 6 steps.`
3. `Explain this letter in plain English and tell me what, if anything, I need to do: [paste the letter text, with account numbers removed].`
4. `I want to start walking for exercise. Make me a gentle 4-week walking plan for someone in their 60s who hasn't exercised in a while. I'll check it with my doctor.`
5. `Help me write a polite email to my landlord asking when the broken heater will be fixed. Keep it friendly but firm.`
6. `Give me 10 fun questions to ask my grandkids at dinner that aren't about school.`
7. `Act as a gardening expert in Texas. What vegetables can I plant in October in a small backyard?`
8. `Turn these notes into a short, warm speech for my friend's retirement party: [your notes].`
9. `I'm going to the doctor about knee pain. Give me 8 good questions to ask so I don't forget anything.`
10. `Explain what a "Roth IRA" is in plain words, like you're talking to a friend. Then list 3 questions I should ask a licensed financial advisor.`

Your turn

Write three prompts of your own using the recipe.

For	My prompt
A message or letter	
A recipe or meal plan	
Something I want to understand	

Try it: Pick one of your prompts above and send it. Then add one EXTRA detail and send it again. Compare the answers.

☐ I wrote a prompt with all four parts. ☐ I saw how adding details improved the answer.

Chapter 8: Fixing answers and checking facts

The first answer is a draft, not a final decision. The best results come from a little back-and-forth.

Magic follow-ups that fix most answers

- `Make it shorter.` / `Make it longer and more detailed.`
- `Use simpler words.` / `Use bigger print-friendly bullet points.`
- `Give me 3 different options.`
- `Make it sound warmer.` / `Make it sound more professional.`
- `Ask me 3 questions first, then answer.` (Great when you're not sure what to ask.)
- `What should I double-check in what you just told me?`

How to tell when AI might be wrong

Be extra careful when the answer:

- gives **exact numbers** (doses, dates, prices, phone numbers, laws);
- mentions **specific people, quotes, or sources** (it can invent them);
- is about **news or recent events**;
- is about **your health, money, or legal situation**.

Three ways to check

1. **Ask it to show its work:** `Where does that information come from? How sure are you?`
2. **Ask a second AI** the same question. If they disagree, that's a sign to check further.

3. **Confirm with a real person or official source:** your doctor or pharmacist, your bank's official phone number (from your card, not from a message), or a government website ending in **.gov**.

A good habit

For anything important, end with: `What are the risks or exceptions I should know about?` A good answer will tell you when to see a professional.

> **Try it:** Ask the AI a factual question you already know the answer to (your town's population, your favorite team's stadium). Was it right? Then ask: "How sure are you?"

☐ I used at least two "magic follow-ups." ☐ I know when to double-check an answer.

> 🤝 **Not getting the answers you want?**
> Writing a good prompt takes practice. In a session we work through your own real questions until the answers are useful to you.
>
> Book a one-on-one session: **honchoent.com/ai-made-easy** · **contact@honchoent.com**

Chapter 9: Everyday helpers

This is where AI earns its keep. Here are real-life jobs it can help with, and a prompt to start each one.

✉️ Letters, emails and messages

- `Help me write a thank-you note to my neighbor who mowed my lawn while I was sick.`
- `Rewrite this email so it sounds calm and polite: [paste your draft].`
- `Write a short message telling my family the reunion moved to Saturday at 2 pm at the park.`

🍽️ Cooking and meal planning

- `Plan 5 heart-healthy dinners for two, with a shopping list grouped by store section.`
- `I have chicken thighs, a sweet potato, and spinach. What can I make in 30 minutes?`
- `Turn this recipe for 8 into a recipe for 2: [paste the recipe].`

📄 Understanding paperwork

Before you paste anything, **remove account numbers, Social Security numbers, and your address.**

- `Explain this in plain English. What is it asking me to do, and by when? [paste the text]`
- `What do these terms on my phone bill mean: [list them]?`

✈️ Travel and outings

- `Plan a relaxed day in Galveston for two people who don't like crowds. Include lunch spots under $20 each.`
- `What should I pack for 5 days in Chicago in November? Make it a checklist.`

🧠 Learning and hobbies

- `Teach me the basics of watercolor painting in 5 short lessons, one per day.`
- `Explain the rules of pickleball simply, like I've never played.`
- `Recommend 5 books like "Their Eyes Were Watching God" and say why I might like each.`

👨‍👩‍👧 Family and grandkids

- `My grandson's homework is about fractions. Explain fractions in a way I can teach him with pizza slices.`
- `Give me a fun scavenger hunt for 3 kids, ages 6 to 9, in a backyard.`

🩺 Health conversations (preparing, not diagnosing)

AI can help you **prepare questions and understand words**. It does not replace your doctor.

- `My doctor said I have "hypertension." Explain what that means in plain words, and give me 6 questions to ask at my next visit.`
- `Make me a simple chart to track my blood pressure readings each morning.`

💵 Money basics (learning, not deciding)

- `Explain the difference between a checking account and a high-yield savings account.`
- `Help me make a simple monthly budget with these categories: [list]. Don't ask for any account numbers.`

For any money or legal decision, talk to a licensed professional.

> **Try it:** Pick two helpers from this chapter that fit your life and try them today.

☐ I used AI for one real task in my life.

Chapter 10: Making pictures with AI

Describe a picture, and the AI draws it. It's one of the most fun parts of AI, and a great way to make cards and posts that are truly yours.

Where to make pictures

- **Your chat assistant:** many can make pictures when you ask (`Make a picture of…`).
- **Meta AI** in Facebook or Messenger (where available).
- **Canva** (free): look for its AI picture or "magic" tools.

The picture recipe: SUBJECT · SETTING · STYLE · MOOD

Part	Example
Subject (what's in it)	"a sleeping beagle on a front porch"
Setting (where, when)	"in Texas at sunset, with a rocking chair and bluebonnets"
Style (how it looks)	"painted storybook style" / "realistic photo" / "cartoon"
Mood (the feeling)	"warm and peaceful"

Put together: `Make a picture of a sleeping beagle on a front porch in Texas at sunset, with a rocking chair and bluebonnets, in a painted storybook style, warm and peaceful.`

Changing it

Not quite right? Just say what to change:

- `Make the dog a golden retriever.`
- `Add a glass of sweet tea on the table.`
- `Make it look like an old photograph.`

Saving your picture

- 📱 **Phone:** press and hold the picture, then choose **Save** or **Download**. It goes to your Photos.
- 💻 **Computer:** right-click the picture and choose **Save image as…**, or click the download ⬇️ button.

Good manners with AI pictures

- **Say it's AI-made** when you share it. It's honest, and people love to know.
- **Don't make pictures of real people** (or pretend to be someone) without their OK.
- **Don't copy famous characters or logos** for anything you sell.

Ideas to try

- A birthday card for a friend: `a cake shaped like a fishing boat, cheerful cartoon`
- Your dream vacation: `a cabin by a lake in the mountains, early morning mist, realistic photo`
- A "what if": `my cat as a royal queen in an old painting` (describe your cat)

Try it: Make one picture using all four parts of the recipe. Then change one thing about it.

☐ I made an AI picture. ☐ I saved it to my phone or computer.

Chapter 11: Making a short video to share

A short video made from your own AI pictures is a wonderful thing to share: a birthday greeting, a "dream trip," or a little story. Here's the easiest way, using the free **Canva** app or website.

Step 1: Make 3 to 5 pictures on one theme

Use Chapter 10's recipe and keep the **same style** in every prompt, so they look like they belong together. For example, "dream vacation, watercolor style":

1. `A beach at sunrise with palm trees, watercolor style, calm and happy.`
2. `A small seafood restaurant on a pier at lunchtime, watercolor style, calm and happy.`
3. `A sunset boat ride with dolphins, watercolor style, calm and happy.`

Save each picture.

Step 2: Put them together in Canva

1. Open **Canva** (📱 app or 💻 canva.com) and sign in with your own account.
2. Tap or click **Create**, then search for **Video** or **Slideshow**.
3. Pick a template you like. Don't worry, you can change everything.
4. Tap **Uploads** and add your saved pictures. Drag each one onto a page.
5. Add a short line of text if you'd like: *"Someday soon!"*
6. Look for **Audio** or **Music** and pick a song from Canva's library. Those are cleared for use.
7. Press ▶️ **Play** to preview.

Step 3: Download and share

1. Tap **Share**, then **Download** (choose **MP4 video**).
2. Open Facebook, then **Create post**, then add **Photo/Video** and choose your video.
3. Write a line like: *"Made this with AI today! What do you think?"*
4. Tap **Post**. 🎉

Tips

- **Keep it short:** 15 to 30 seconds is perfect.
- **Music:** use the app's own library. Popular songs from the radio can get your video muted or removed.
- **Real people:** only include photos of people who've said it's OK.

Try it: Make a 3-picture video on any theme and save it, even if you don't post it yet.

☐ I made a short video. ☐ I shared it, or saved it to share later.

🤝 **Pictures and video feeling like a lot?**
These are the trickiest chapters. We can make your first picture or video together, step by step.

Book a one-on-one session: **honchoent.com/ai-made-easy** · **contact@honchoent.com**

Chapter 12: Talking and listening: voice features

Typing isn't the only way. Many people find **talking** to AI easier and more natural.

Speak instead of type

- 📱 **Phone:** tap the 🎤 microphone on your keyboard and just talk. Your words appear as text. Say "period" or "question mark" for punctuation.
- 💻 **Computer:** many AI websites have a 🎤 button. Windows has voice typing (press the Windows key + H), and Macs have Dictation in the Edit menu.

Have a spoken conversation

Many chat assistants offer a **voice mode** (often a 🎧 headphones or 〰️ sound-wave button). You talk and it talks back, like a phone call. It's great for:

- practicing a conversation or speech;
- asking questions while your hands are busy (cooking, gardening);
- people who find small text hard to read.

Have things read to you

- Ask the AI: `Read your answer aloud.` (Look for a 🔊 speaker button.)
- Phones have built-in read-aloud features in their **Accessibility** settings (for example "Speak Screen" on iPhone, or "Select to Speak" and screen readers on Android).

Translation

- `Translate this into Spanish for my neighbor: "The package came to my house by mistake. I'll bring it over this afternoon."`
- Some translation apps let you **speak** and hear the translation out loud, which helps when traveling.

> **Try it:** Ask a question by voice instead of typing. Then ask the AI to read its answer aloud.

☐ I spoke to AI instead of typing.

Chapter 13: Staying safe: scams and privacy

This may be the most important chapter in the book. AI is a great helper, but scammers use it too. The good news: a few simple rules protect you from almost everything.

The voice-clone call

A scammer can copy someone's voice from a short video online. You get a call: it *sounds* like your grandson, he's in trouble, and he needs money now, "and don't tell Mom."

What to do:

1. **Hang up.**
2. **Call him back on the number you already have.**
3. **Use a family code word.** Agree on a secret word with your family today. A real emergency call can say it; a scammer can't.

The urgent message

"Your account will be closed." "You've won a prize." "Pay now with gift cards." **Urgency is the number one sign of a scam.** Real banks and government offices don't demand gift cards, crypto, or wire transfers, and they don't rush you.

What to do: don't click links in the message. Call the company using the number on your card or their official website.

Fake photos and videos (deepfakes)

Videos of celebrities "endorsing" miracle cures, investments, or giveaways are often AI fakes.

What to do: if a famous person seems to be selling something too good to be true, assume it's fake. Search the news for the claim before believing it.

The golden privacy rules

Never type or say these into any AI, chat, or unexpected call:

- passwords or one-time codes (the 6-digit codes sent by text);
- Social Security, bank, or card numbers;
- your full birth date plus your address.

Your AI scam-checker

You can use AI to help spot scams. Paste a suspicious message (with your personal details removed) and ask:

```
Is this message likely a scam? What are the warning signs? Here it is: [paste message]
```

If you think you've been scammed

- Call your bank right away using the number on your card.
- Change any password you shared.
- Report it to the FTC at **ReportFraud.ftc.gov**.
- Tell someone you trust. Scammers count on embarrassment. There's nothing to be embarrassed about.

> **Try it:** Choose your family code word today and share it in person or by phone with your closest family.

☐ My family has a code word. (Don't write it in this book. Keep it in your head.)
☐ I know the 3 signs of a scam: urgency, secrecy, and unusual payment.

🤝 **Want a safety check-up?**

We can go through your privacy settings with you, and show you how to spot the scams in this chapter on your own device.

Book a one-on-one session: **honchoent.com/ai-made-easy** · **contact@honchoent.com**

Chapter 14: Choosing a model, and free vs. paid

You'll hear people argue about which AI is "best." For everyday life, they're all good, and they keep leapfrogging each other. Here's how to choose without stress.

A simple way to decide

- **Comfort first.** The one with the clearest screen and easiest buttons for *you* is the right one.
- **Where you already are.** On an Android phone, Gemini may already be there. On Facebook a lot? Try Meta AI. On a Windows computer, Copilot is built in.
- **Try two for one week.** Ask both the same 5 questions and keep the one you like.

Free or paid?

	Free versions	**Paid plans (monthly)**
Everyday questions and writing	✅ Yes	✅ Yes
Pictures	Usually a limited number per day	More per day
Newest, most capable models	Sometimes limited	Full access
Good for this book?	**Yes, everything here works free**	Optional, later

Tip: if you ever pay, set a calendar reminder for the renewal date, and check you're paying the real company (inside the official app or website), not a look-alike.

For important questions

Ask two different AIs, and if it matters (health, money, legal), **always confirm with a real professional.**

> **Try it:** Ask two different AI tools the same question and compare the answers.

☐ I've chosen the AI tool I'll keep using.

Chapter 15: Your 7-day practice plan

Ten minutes a day is enough to make AI feel natural. Check off each day.

Day	Do this	☐
1	Ask AI to explain something you've always wondered about. Ask one follow-up.	☐
2	Write a message for a real person (birthday, thank-you, check-in) and send it.	☐
3	Plan 3 meals from what's in your kitchen, with a shopping list.	☐
4	Use the WHO·WHAT·HOW·EXTRA recipe for a trip or outing idea.	☐
5	Make an AI picture and save it.	☐
6	Paste a confusing letter or ad (personal details removed) and ask what it means, or whether it's a scam.	☐
7	Make a short video or card and share it with someone. 🎉	☐

After day 7: keep one "AI moment" a day: a question, a message, or a picture. You'll be the one teaching your friends soon.

Chapter 16: Common worries, answered

These are the questions people ask most in our classes. If you've wondered any of them, you're in good company.

"Is AI listening to me all the time?"

Chat assistants respond to what you type or say **inside the app**. Voice assistants on phones and speakers listen for their wake word ("Hey Siri," "Hey Google," "Alexa") to know when you're talking to them. You can turn the wake word off in Settings and press a button instead, if that feels better.

"What happens to what I type?"

Companies may store conversations, and some use them to improve their tools. Check **Settings → Privacy** (or "Data controls") in your app to see your choices. The simplest protection: **don't type anything you wouldn't put on a postcard.**

"Will I break something or get charged by accident?"

No. Asking questions can't break your device. Free versions don't charge you. You'd have to deliberately choose a paid plan and enter payment details. If an app pushes you to pay, look for "Not now" or "Continue free."

"My phone is a few years old. Will it work?"

Usually, yes. If your phone can browse the web, you can use AI through the website, even if the app won't install. On a computer, any up-to-date browser works.

"Do I need the internet?"

For the tools in this book, yes. They do their thinking on the company's computers, not on your phone. Wi-Fi at home or the library works great.

"Isn't using AI cheating?"

Using AI to *help* you, like drafting a letter you then personalize or understanding a hard topic, is like using a dictionary or a calculator. Be honest when something is AI-made, especially pictures and videos you share. For school, the grandkids should follow their teachers' rules.

"Can AI replace my doctor, lawyer, or financial advisor?"

No. It can help you **understand words and prepare good questions**, so your appointments go better. Decisions about your health, money, and legal matters belong with licensed professionals who know your situation.

"What if the AI says something rude or strange?"

That's rare, but it happens. Start a **New chat**, and if it keeps happening, use the 👎 thumbs-down button to report it. You're never obligated to keep a conversation going.

"Who are these companies?"

The big chat assistants come from well-known technology companies (OpenAI, Google, Anthropic, Microsoft, Meta). Download apps only from your phone's official app store, and check the maker's name, because look-alike apps exist.

"I tried once and it didn't give me what I wanted."

That's normal, and it's usually fixable with a clearer prompt (Chapter 7) or a follow-up (Chapter 8). Think of the first answer as a draft. Most people need two or three tries before it clicks, and then it really clicks.

"Am I too old to learn this?"

No. If you've learned to text, video-call family, or use online banking, you've already learned harder things than this. Go at your own pace. That's the whole point of this book.

> **Try it:** Which worry did you have before reading this book? Write it here, and whether it's settled now:

☐ My biggest worry about AI has been answered.

Chapter 17: Where to go from here

You've done something many people haven't: you've actually *used* AI, safely, for real things in your life. That's worth being proud of.

Keep growing

- Keep the **cheat card** (next page) next to your device.
- Try one new everyday helper from Chapter 9 each week.
- When you're stuck, ask the AI itself: *"How do I ___ in this app?"*

Want a real person to walk you through it?

Some things are easier with someone beside you. **Honcho Digital offers patient, one-on-one AI sessions**, in person or over video call, with a real human, not a robot. We go at *your* pace, on *your* phone or computer, until you feel comfortable. No question is too basic.

To book a session: visit **honchoent.com/ai-made-easy** or email **contact@honchoent.com**.

Session hours: Monday to Friday, 8 AM to 4 PM (Central time).

Great as a gift for a parent, grandparent, or friend.

Glossary

Word	Meaning
AI (artificial intelligence)	Software that learned from examples so it can write, talk, see, or create.
App	A program on your phone, tablet or computer.
Browser	The program you use to visit websites (Chrome, Edge, Safari, Firefox).
Chatbot / AI assistant	An AI you talk to by typing or speaking.
Deepfake	A fake photo, voice, or video made with AI to look real.
Dictation	Speaking so your words are typed for you.
Free tier	The free version of a tool, usually with daily limits.
Generate	When AI creates something new: text, a picture, a voice, a video.
Hallucination	When AI makes something up and presents it as fact.
Model	The "brain" behind an AI tool.
One-time code	A short code sent by text or email to confirm it's you. Never share it.
Phishing	Fake messages that try to trick you into clicking or sharing information.
Prompt	What you ask or tell the AI.
Regenerate	Asking for a different answer to the same prompt.

Word	Meaning
Subscription	A monthly payment for extra features. Never required in this book.
Voice clone	An AI copy of someone's voice, sometimes used in scams.

Your prompt cheat card

(Cut out, or keep this page open by your device.)

The recipe: WHO · WHAT · HOW · EXTRA

> "Act as a **[who]**. **[What you want]**. Make it **[how: a list, short, simple]**. **[Extra details about you]**."

Pictures: SUBJECT · SETTING · STYLE · MOOD

Magic follow-ups

- Shorter, please. / Simpler words.
- Give me 3 options.
- Ask me questions first.
- What should I double-check?

Safety

- Never share passwords, codes, or account numbers.
- Urgent + secret + gift cards = scam.
- Use a family code word.
- Health, money, legal: confirm with a real professional.

My notes

About this book: written by Honcho Digital to help everyday people get comfortable with AI. AI tools change quickly; if a button has moved, ask the AI: "Where do I find ___ in this app?"

Disclosure: this book may include affiliate links. If you sign up through them, Honcho Digital may earn a small commission at no extra cost to you. We only recommend tools we'd use ourselves.

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