



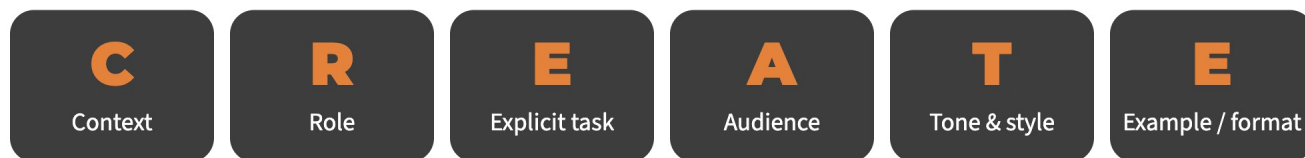
NO. 05 GOOGLE GEMINI EDITION

# The Gemini Quick-Tip Playbook

Stop searching and start collaborating — a six-part framework for better prompts, everyday workflows, and the fixes for Gemini's most common frustrations.

## THE CREATE FRAMEWORK

Six letters, one great prompt



**= AN EXCEPTIONAL RESULT**

## INSIDE THIS PLAYBOOK

|           |                      |      |           |                                |      |
|-----------|----------------------|------|-----------|--------------------------------|------|
| <b>01</b> | Your AI collaborator | p. 2 | <b>02</b> | The CREATE framework           | p. 3 |
| <b>03</b> | Everyday use cases   | p. 4 | <b>04</b> | Files & the conversation loop  | p. 5 |
| <b>05</b> | Troubleshooting      | p. 6 | <b>06</b> | Golden rules & quick reference | p. 6 |

**MODULE 1** INTRODUCTION TO GEMINI

# Welcome to your AI collaborator

If you're coming from traditional search engines or static software, shifting your mindset is the first and most important step. **Gemini isn't a database you query — it's a collaborative partner you converse with.**

**TRADITIONAL SEARCH**

- ✗ Keyword-based
- ✗ Retrieves pre-existing web pages
- ✗ You sift through links and piece it together yourself

**GEMINI COLLABORATION**

- ✓ Context-aware
- ✓ Generates custom text, code, or analysis on the fly
- ✓ Adapts to your feedback in real time

**THE CORE PHILOSOPHY**

## Co-creation

Think of Gemini as a brilliant, incredibly fast assistant who knows a little about everything — but needs your direction to get things right.

**You****PROVIDE**

The vision

Constraints

Your voice

Context

Final editorial judgment

**Gemini****PROVIDES**

Drafts

Rapid brainstorming

Alternative perspectives

Structure &amp; formatting

Heavy lifting on repetitive tasks

## MODULE 2 THE ANATOMY OF A PERFECT PROMPT

# The CREATE prompt framework

Great results come down to how you frame the request. A vague prompt yields a generic answer; a structured prompt yields an exceptional one.

|          |                         |                                                                      |
|----------|-------------------------|----------------------------------------------------------------------|
| <b>C</b> | <b>Context</b>          | Who are you? What's the background situation?                        |
| <b>R</b> | <b>Role</b>             | Who should Gemini act as — an expert copywriter, a supportive tutor? |
| <b>E</b> | <b>Explicit task</b>    | What exact action needs to be performed?                             |
| <b>A</b> | <b>Audience</b>         | Who is the final output for?                                         |
| <b>T</b> | <b>Tone &amp; style</b> | Casual, formal, urgent, humorous, academic?                          |
| <b>E</b> | <b>Example / format</b> | Bullet points, a table, a 500-word essay, or a code block?           |

## PROMPT RECIPE COMPARISON

### ✗ POOR PROMPT

"Write an email about our new product."

**Result:** a generic, uninspired template that doesn't fit your brand or audience.

### ✓ MASTERCLASS PROMPT

"Act as an expert B2B SaaS copywriter. Write a 3-paragraph launch email for our new project management tool targeted at busy freelance designers. The tone should be warm, encouraging, and direct. Focus on how it saves them [X] hours a week. Format the output with clear subject line options at the top."

**Result:** a targeted, on-brand draft that's ready for minor tweaks.

**MODULE 3** EVERYDAY USE CASES

# Put Gemini to work every day

Gemini shines across a wide range of daily professional and personal tasks. Here's how to fold it into your workflow.

## 1 Writing & Content Creation

**Drafting from scratch**

Beat the blank page by asking Gemini for an initial outline or rough draft.

**Tone shifting**

Paste a formal email and ask:

"Rewrite this so it sounds friendly and approachable for a client."

**Editing & proofreading**

Ask Gemini to check for passive voice, grammar, and clarity.

## 2 Research & Summarization

**Condensing long-form text**

Paste a dense article or report and ask:

"Extract the top 5 strategic takeaways and list any potential risks mentioned."

**Explaining complex concepts**

Ask for the simple version:

"Explain quantum computing to me as if I'm a 10-year-old, using a real-world analogy."

## 3 Brainstorming & Problem Solving

**Generating options**

Ask for more ideas than you need:

"Give me 10 unique names for a neighborhood coffee shop that doubles as a plant nursery."

**The devil's advocate**

Have it poke holes in your plan:

"Here is my proposal for a remote work policy. Critique it from the perspective of an operations manager concerned about team culture."

## MODULE 4 ADVANCED COLLABORATION

## Go beyond typing

Once you've mastered basic prompting, tap into Gemini's multimodal and iterative features. You aren't limited to text — you can upload PDFs, spreadsheets, documents, and images directly into the chat.



### Data extraction

Upload a PDF receipt or a financial table and ask:

"Extract all line items into a clean table."



### Visual analysis

Upload a photo of a whiteboard sketch from a meeting and ask:

"Turn these rough notes into a structured project roadmap with deadlines."

## THE CONVERSATION LOOP

## Never settle for close enough

If the first response is close but not quite right, don't start over. Guide Gemini step by step:

TURN

1

"Generate a 4-week workout plan for a beginner runner."

TURN

2

"Great, but adjust weeks 3 and 4 to include low-impact cross-training because of knee sensitivity."

TURN

3

"Now format this entire plan into a neat weekly schedule table that I can print out."

**MODULE 5** TROUBLESHOOTING & QUICK REFERENCE

# When the answer misses the mark

| PROBLEM                        | CAUSE                                           | QUICK FIX                                                                                      |
|--------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------|
| The output is too generic.     | The prompt lacked context and a role.           | Add specific constraints: "Revise this to focus on mid-sized tech companies in North America." |
| Gemini misunderstood the goal. | Too many instructions packed into one sentence. | Break the task into smaller, sequential steps across several turns.                            |
| The tone is off.               | No style or persona was specified.              | Start your prompt with: "Adopt a witty, professional, and concise tone."                       |

**GOLDEN RULES FOR NEW USERS****Treat it like a colleague**

Polite, clear, and iterative communication gets the best results.

**Keep secrets out**

Don't enter passwords, confidential financial data, or sensitive personal information.

**Verify critical facts**

Always double-check high-stakes legal, medical, or financial information.

**YOUR CREATE PROMPT, READY TO FILL IN**

Copy, replace the brackets, send

**C** I'm [WHO YOU ARE], working on [SITUATION].  
**R** Act as [EXPERT ROLE].  
**E** [EXACT TASK].  
**A** This is for [WHO WILL READ IT].  
**T** Keep the tone [TONE & STYLE].  
**E** Format it as [FORMAT].

**Frank Deardurff**

SENIOR WEB DEVELOPER & CONSULTANT •  
THAT ONE WEB GUY

Nearly 30 years building, fixing and maintaining websites for small businesses in the Terre Haute area.

Questions about this report?

**(812) 208-3259**

frank@thatonewebguy.com