



NO. 06 META AI EDITION

The Meta AI Quick-Tip Playbook

The beginner's guide to Meta AI — a four-part formula for better prompts, pro tips, a quick reference card, and a five-day challenge that makes it a habit.

THE CORE FORMULA

Four parts, useful answers the first time



INSIDE THIS PLAYBOOK

01	Getting started in 5 minutes	p. 2	02	The CORE formula	p. 3
03	Quick reference card	p. 4	04	Quick tips pros use	p. 5
05	Superpowers most miss	p. 6	06	Common mistakes & fixes	p. 7
07	Your first week challenge	p. 8	08	12 copy-and-paste starters	p. 9

SECTION 01 GETTING STARTED

Your personal AI, everywhere you are

What is Meta AI?

WHERE

meta.ai, the Meta AI app, Facebook, Instagram, WhatsApp, and Messenger

REMEMBERS

Things you ask it to remember, plus your preferences over time

DOES

Searches the web, writes, codes, analyzes images, and makes pictures

START IN 5 MINUTES

- 1 Open meta.ai or tap Meta AI in any Meta app. You don't need to learn everything. Learn the **three moves** below and you've covered most everyday use.
- 2 Type like you'd text a capable teammate.
- 3 Attach an image or file if you have one — it does better with context.

ASK

For answers, research, and explanations. Think search, but conversational.

"Explain how a Roth IRA works like I'm 25 and just starting out."

CREATE

For making things: images, documents, emails, and presentations.

"Create a one-page flyer for my bakery with our menu and hours."

DO

For getting things done: plan, organize, analyze, and make checklists.

"From this screenshot, make a 5-bullet action list with owners."



Be specific and give context

The biggest improvement is usually one sentence of context: who you are, what it's for, and what good looks like. "I'm a student planning a trip for 3 friends, budget \$1,200, we love food markets" beats "plan a trip to Mexico."

SECTION 02 BEST PRACTICES

The CORE formula

Vague prompts get vague guesses. Good prompts have four parts — use CORE and you'll get useful answers the first time.

**Context**

Who you are and where this will be used

I'm a small café owner writing to my landlord...

**Objective**

The exact outcome you want

I need a 3-paragraph email that asks for...

**Reference**

Examples, files, links, past work

Upload a screenshot, paste a good email, or say "like this, but..."

**Extras**

Tone, length, format

Tone: warm, professional. Format: table.
Length: under 150 words.

VAGUE VS. CORE

✗ VAGUE

"Write a post about my business."

No context → a generic result you'll rewrite three times.

✓ CORE

Context: I run a 12-seat bakery.

Objective: An Instagram caption for our new cardamom buns.

Reference: A past caption is below. **[PASTE]** **Extras:** Warm tone, 2 emojis max, end with a call to pre-order.

→ A usable, on-brand first draft.



SECTION 03 QUICK REFERENCE CARD

Copy it. Fill the brackets. Send.

KEEP BY YOUR DESK

Summarize

Summarize this [doc / meeting notes / article] into 5 bullets + 1 action list. Audience: [who]. Keep it under 150 words.

Write an email

Write a [tone] email to [person] about [topic]. Goal: [what you want]. Context: [1 sentence]. Keep it to [length].

Make an image

Make an image of [subject] in [style: editorial photo / watercolor / 3D icon]. Mood: [adjectives]. Aspect: [16:9 / 1:1]. No text.

Plan a trip

Plan a [X-day] itinerary for [city] for [who]. Budget [range]. Interests: [list]. Output as a table: Day | Morning | Afternoon | Food | Tip.

Analyze a file

Here's [file or screenshot]. Pull out: 1) key numbers 2) risks 3) 3 questions I should ask. Format as a checklist.

Brainstorm

Give me 12 ideas for [goal]. Constraints: [budget / time / audience]. Rank by effort vs. impact in a table. No generic ideas.

Learn something

Teach me [topic] in 10 minutes. Use an analogy, then 3 examples, then quiz me with 2 questions. Check that I get it.

COMMANDS TO SAY

"Show me as a table / checklist / calendar."

"Make it shorter / bolder / friendlier."

"Explain that again, but simpler."

"Give me 3 versions: safe / bold / weird."

QUICK STARTS

Images Start with "Create an image of..."

Voice Tap the mic in the Meta AI app and talk

Files Attach a photo or screenshot to analyze it

SECTION 04 PRO MOVES

Quick tips that pros use

Nine small habits that make a big difference. Try one or two each time you open it.

01**Talk to it like a smart friend**

It's not a search box. Say "I'm stuck on..." and explain what you've tried. It adapts.

02**Stack your requests**

"Do X, then make it shorter, then turn it into slides." One chat, three outputs.

03**Share images & screenshots**

Photos of notes, screenshots, charts — drop them in. "What's wrong with this chart?" works.

04**Ask for a format**

End with "Show as a table / checklist / calendar / email draft." It saves editing time.

05**Ask it to remember**

"Remember I prefer concise bullets." It can carry that into future chats.

06**Let it personalize**

In the US and Canada it can use what you've shared on Facebook and Instagram to tailor answers.

07**Refine, don't restart**

"Try again, but make the intro punchier." Iterating beats starting a new chat.

08**Use your voice**

In the Meta AI app, tap the mic and just talk. Great for brainstorming on the go.

09**Ask for sources**

Add "with sources" when facts matter. It can search the web — then check the links.

Some features — like voice, personalization, and file uploads — vary by country and app. If you don't see one yet, it may not have reached you.

SECTION 05 UNLOCK MORE

Superpowers most beginners miss

Beginners use it like a search box. Pros use it like a studio. Most people miss these simply because they never ask — so just say “Can you make...”

1 Image generation & editing

Make images from text, then edit them: “Change the background to studio beige, keep the croissant sharp.” No Photoshop needed.

TRY SAYING

“Create an editorial photo of cardamom buns on parchment, morning light, top-down, no text.”

2 Create documents

Ask for a one-pager, report, or plan. In some countries you can also export it as a PDF.

TRY SAYING

“Create a one-page summary for my bakery’s investors with a headline, three key numbers, and our ask.”

3 Read photos & screenshots

Point it at a photo, receipt, chart, or screenshot and ask what it means.

TRY SAYING

“Here’s a photo of my utility bill. Explain each charge in plain English.”

4 Calendar & email help

Rolling out in select markets: connect your calendar and email for a daily briefing or to catch double-bookings.

TRY SAYING

“Summarize my calendar this week and suggest 2 focus blocks.”

5 Coding & data help

Paste messy data and ask it to clean, chart, and explain what it did, step by step.

TRY SAYING

“Here’s my sales data [paste]. Clean it, find the monthly trend, and explain it simply.”

SECTION 06 TROUBLESHOOTING

Common mistakes & fast fixes

If it's not working, it's usually one of these four. Here's what to do instead.

MISTAKE	FIX
Vague prompts "Help with marketing."	Add an example and an audience → "Here's my last email [paste]. Write the next one for lapsed customers. Goal: get them to re-order."
One giant prompt A 500-word mega-prompt with five goals	Break it into steps → Step 1: "Summarize this." Step 2: "Turn it into 3 LinkedIn posts." Step 3: "Make the boldest version."
Not correcting it Starting a new chat when it misses	Tell it what was wrong → "Close, but the tone is too formal. Try again: warm, like talking to a neighbor, shorter sentences."
No format request A wall of text you have to reformat	Name the output → "Return as: Title 3 bullets button text image prompt."

STILL STUCK? "Before you answer, ask me any questions you need to get this right."

SECTION 07 ACTION PLAN

Your first week challenge

Don't try to master it. Get one small win a day — five days, five habits that stick.

DAY
1**Plan your day** 5 min**Win: A usable day plan.**

"It's 8:30am. I have [meetings / tasks]. I want to [goal]. Plan my day with breaks and one deep-work block."

DAY
2**Generate an image** 3 min**Win: You see Create mode**

"Make an image of [your product / idea / mood board] in editorial style, soft light, no text. Then: "Make 2 more variants.""

DAY
3**Share & summarize** 7 min**Win: You learn it can read your stuff.**

"Share a screenshot, photo, or document and ask: "Summarize into 5 bullets + what I should do next.""

DAY
4**Create something real** 10 min**Win: Something you'll actually use.**

"Create a [recipe from what's in my fridge / workout for a small apartment / rainy-weekend itinerary]. Format as a checklist."

DAY
5**Teach yourself something** 10 min**Win: You feel the power of Ask.**

"Teach me [a topic you've avoided]. Explain it simply, quiz me, and correct me kindly."

WHY IT WORKS Each day takes about 10 minutes or less and produces something real you can use or share.

SECTION 08 CHEAT SHEET

12 copy-and-paste starters

- 01** Summarize this article for a busy business owner: 3 bullets, 1 risk, 1 action. Under 120 words: **[paste link or text]**
- 02** Write a warm follow-up email after a first meeting. We discussed **[topic]** . I want to **[next step]** . Friendly, not salesy.
- 03** Create a 3-day itinerary for **[city]** for 2 people who love **[food / museums / hiking]** . Mid-range budget. Table with times + cost estimates.
- 04** Make an image of **[product]** on a clean background, editorial lighting, shallow depth of field, no text, square crop.
- 05** Here's a messy list **[paste]** . Clean it up, find the top 3 trends, and explain them like I'm new to data.
- 06** Brainstorm 10 names for **[project]** . Short, memorable, not too cute. Avoid **[words you dislike]** . Domain-friendly options.
- 07** Turn these rough notes into a polished one-pager with Title, Problem, Solution, Ask: **[paste notes]**
- 08** Teach me **[concept]** using a kitchen analogy. Then give me 2 practice examples and check my answers.
- 09** Rewrite this to be clearer and more concise. Keep my voice and cut the filler: **[paste text]**
- 10** Create a weekly meal plan for **[diet]** using **[ingredients I have]** . Include a shopping list grouped by store aisle.
- 11** Draft 3 LinkedIn posts from this insight **[paste]** : one educational, one personal story, one contrarian. Under 180 words each.
- 12** Help me prepare for a call with **[person / role]** . What are 5 smart questions to ask about **[topic]** ? What should I avoid saying?

You're ready.

You don't need to memorize this. Pick one starter today and one more tomorrow. In a week, you won't need the sheet.

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