

AI starter cheat sheet

Keep this next to your computer. Plain-English guides: whataitool.ai/start-here/

Getting started

- Type **chatgpt.com** yourself, or use the official app made by OpenAI.
- The free version needs **no credit card**.
- Ask in plain words, like talking to a friend.
- Reply to ask for changes: “simpler”, “shorter”, “warmer”.

Good things to ask

- “Help me write a short, polite email to...”
- “Explain this in plain English: ...”
- “Plan five easy dinners for two.”
- “Plan a relaxed three-day trip to...”

Never type in

- Passwords, PINs or one-time codes
- Bank or card details
- Medicare, tax file or licence numbers
- Your full address with your name

Always check

- AI can be wrong. Check facts, dates and prices on official websites.
- Speak to a professional about health, money or legal matters.

Spot AI scams

- **Stop. Check. Protect.** Scammers rush you.
- A familiar voice or face can be faked. Hang up and call back on a number you know.
- Agree on a family safe word.
- No real bank or government agency asks for codes, remote access or gift cards.

Help numbers (Australia)

- Your bank: the number on the back of your card
- IDCARE (free scam recovery help): 1800 595 160
- Report scams: scamwatch.gov.au
- Report to police: cyber.gov.au

Scam advice and help numbers from Scamwatch (ACCC) and IDCARE, checked 15 October 2026. General information only, not financial, legal or medical advice. © What AI Tool · whataitool.ai