



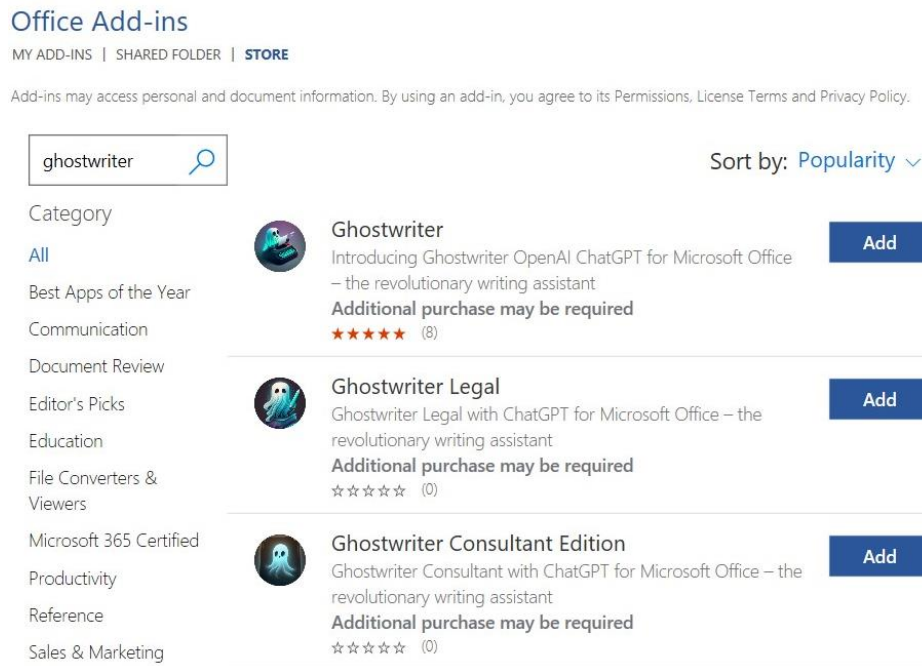
Thank you for your support

We're NOT Netflix, so please do not share your product key with friends, just point them to the web site as the price is very low for anyone to participate in these amazing technologies. Your support goes towards maintenance and hosting the add-in component so that it works on Windows, Macs and Web browsers for anyone around the world to use.

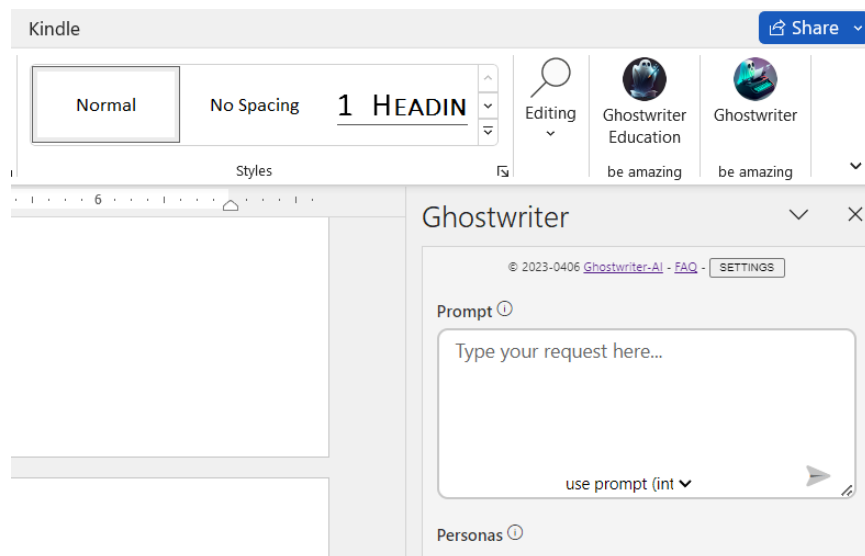
You can always reach me at www.Ghostwriter-AI.com with your questions and suggestions. Please email me as I enjoy the suggestions and comments and use them in making the add-in better.

1 INSTALLING GHOSTWRITER

Start [Microsoft Word](#) or [Outlook](#). In the ribbon bar, you'll need to find the **Get Add-in** or **My Add-ins** buttons. There are several versions of Ghostwriter available, make sure you **Add** the correct one for your purchase. Search for "Ghostwriter" in Excel, PowerPoint or Word and in Outlook, search for "Ghostwriter for Outlook" in the Office add-in store and click **Add**.

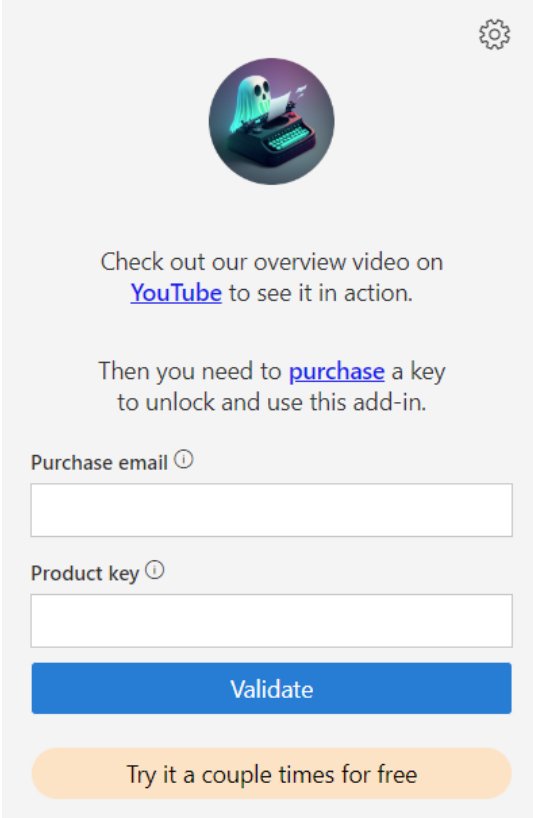


Once installed, Ghostwriter will be available on the [Excel](#), [PowerPoint](#) or [Word](#) ribbon bar. If you're using [Microsoft Outlook](#), you'll see the Ghostwriter icon when you're composing or replying to an email.



2 YOUR PRODUCT KEY

Your Email address and Product Key will be in the email sent to you after your purchase. Put the two email and product keys in the appropriate fields as shown below and click the **Validate** button.



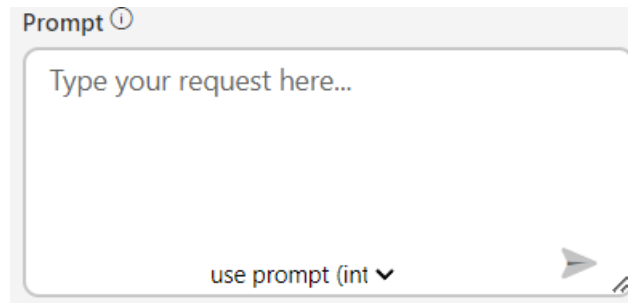
The screenshot shows a user interface for validating a Ghostwriter add-in. At the top left is a circular icon featuring a ghostly figure at a typewriter. A gear icon for settings is in the top right corner. Below the icon, the text reads: "Check out our overview video on [YouTube](#) to see it in action." This is followed by: "Then you need to [purchase](#) a key to unlock and use this add-in." There are two input fields: "Purchase email" and "Product key", each with a small information icon to its right. Below these fields is a blue "Validate" button. At the bottom, there is a yellow button that says "Try it a couple times for free".

If you purchased just the Ghostwriter Outlook license, you cannot use for other the other Office apps. We do have an option for purchasing the Office Bundle Edition, which allows you to get all the Office apps for a discounted price.

We also offer Professions version of the add-in specifically for Word. These add-ins have specific terminology and workflow that allows these professions to instruct the ai in detail on who they are before making a request. This is a HUGE timesaver in working with ai systems.

3 USING GHOSTWRITER

You will have to experiment with your prompts to learn how to get the specific request out of the AI. The AI will return what you ask for it, it is as plain as that. Ask a very generic question, you get a generic answer. If you ask a very specific question like “Write me short history of the State of Washington” it produces a very well written summary.



3.1 THE PROMPT BOX

You'll type your prompt in the box above and click the **paper airplane icon** to send it to the AI. The **Action** dropdown allows you to select text in your document and have the ai quickly respond to it with some amazing commands.

3.2 PERSONAS

Personas allow the AI to assume a role when composing a response for you. Create your prompt and chose a persona and see what it will create. Then chose another persona to see how the information will be re-written.

3.3 WRITING STYLES

Experiment with the Writing Style. I think this is where the brilliance of the AI comes out. Use one prompt but change your Writing Style and see the differences in the responses. It's amazing

3.4 HIGHLIGHT TEXT

You can highlight text in your document or email and ask the AI to do an action on it. If you highlight text in Word, you could ask it to “Please re-write the following text for me.” If you highlight text in an email in Outlook, you can ask the AI to “Please reply to this email for me.” and it will write the reply for you!

3.5 CURSOR PLACEMENT

By default, Ghostwriter will put the content where you have your cursor placed. If you want the Ghostwriter to read the response back to you, it always appends to the end of the document.