PART 1

Setting Up

ChatGPT for Lawyers · Practical help for your legal work

1 Install ChatGPT and start in Work

Go to page 2 →

2 Connect your software.

Go to page 3 →

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Get my ChatGPT setup →

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PART 1 · SETTING UP

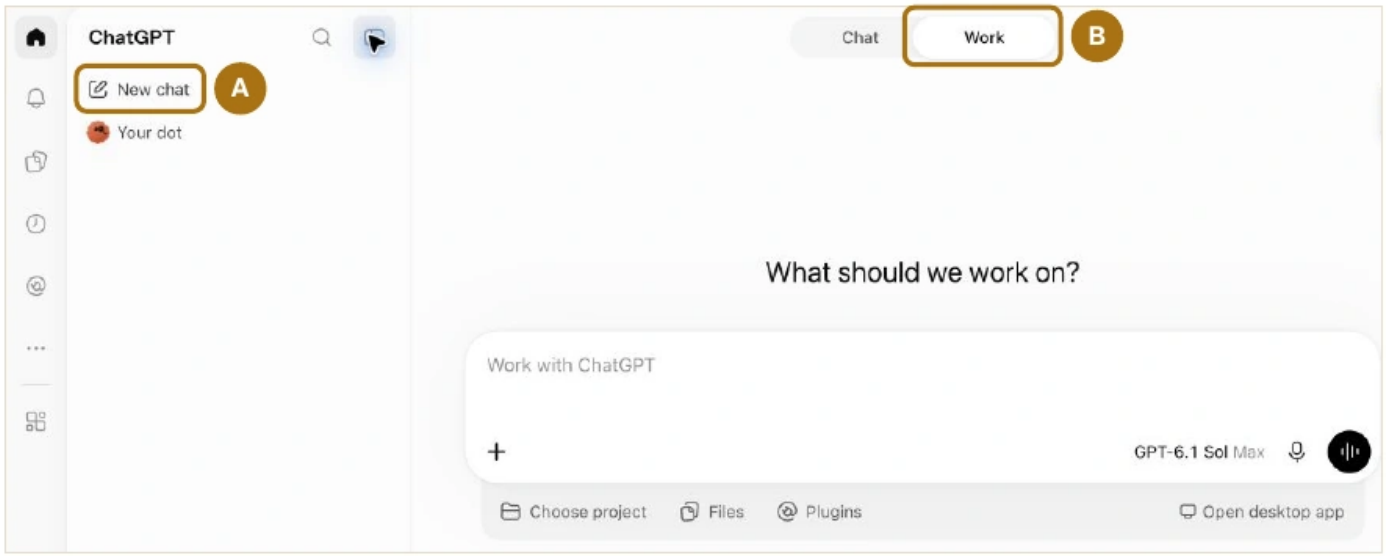
Install ChatGPT and start in Work

Use the desktop app to find, create, or edit documents on your computer.

1 **Download ChatGPT Desktop for Mac or Windows →**

2 **Start a chat**

A **New chat** B **Work**



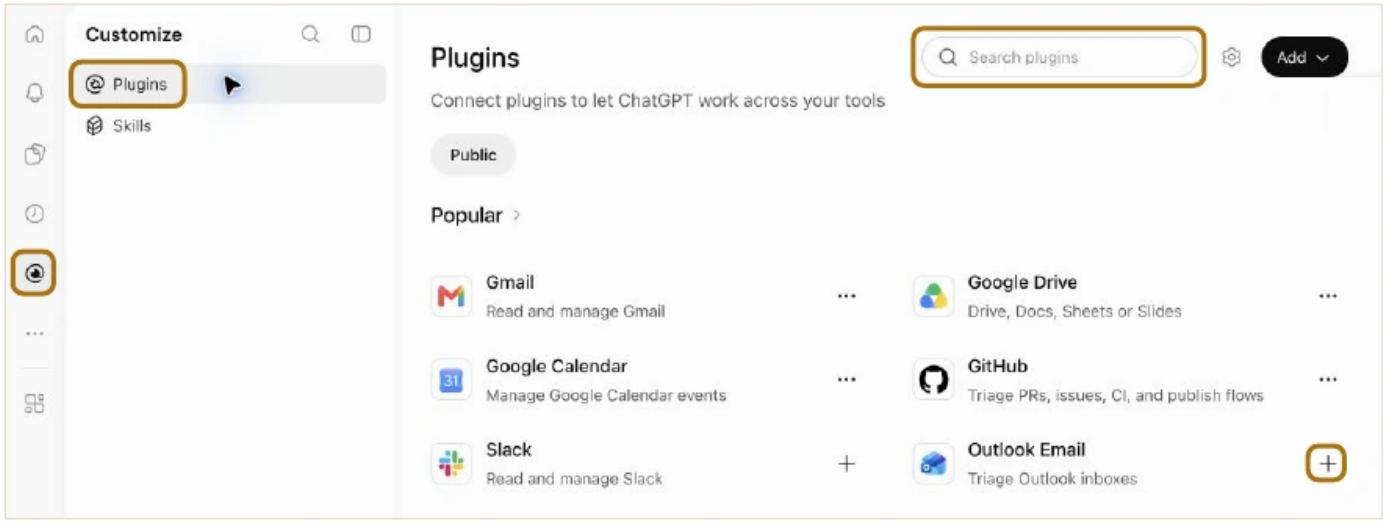
Why use Work?

See the plan → **Follow progress →** **Steer as it works**

PART 1 · SETTING UP

Connect your software.

1 Open Customize → Plugins. Click + beside your app.



Email	Gmail	Outlook Email	
Calendar	Google Calendar	Outlook Calendar	
Files	Google Drive	Dropbox	SharePoint
Messages	Slack	Teams	

"Check email, messages, and the Sample Matter folder for the Rivera matter. List open issues, then draft an invite for a 30-minute case review when the team is free."

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PART 2

Intelligence vs Usage Limit

1 **Choose the model.**

Go to page 5 →

2 **Set the effort.**

Go to page 6 →

3 **Check usage. Adjust settings.**

Go to page 7 →

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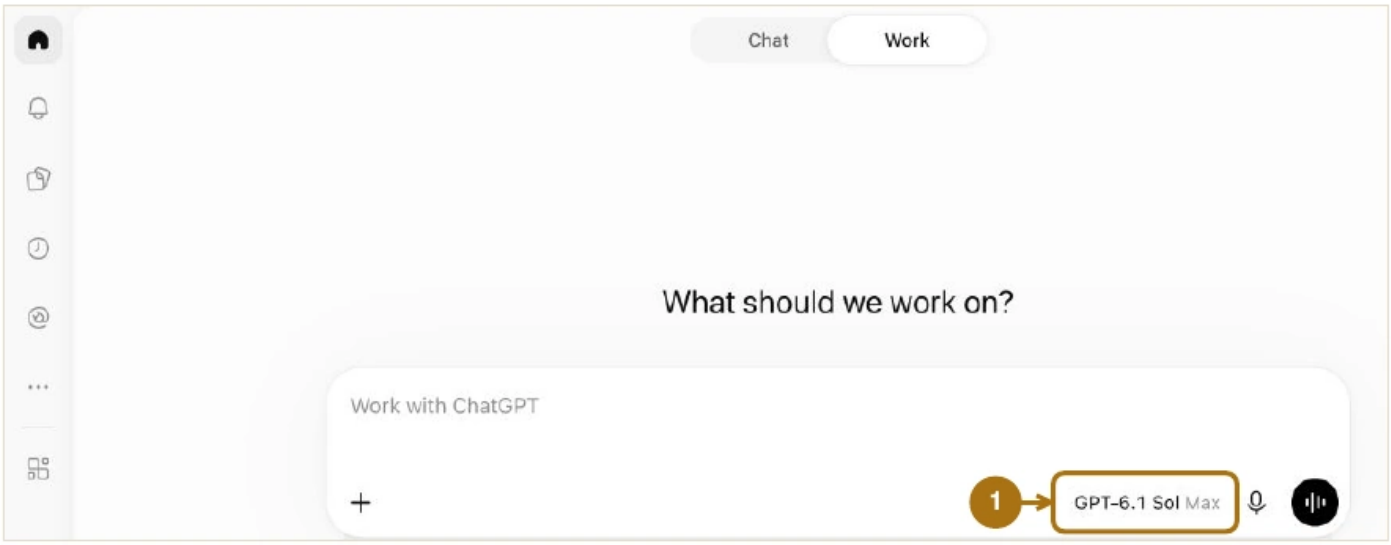
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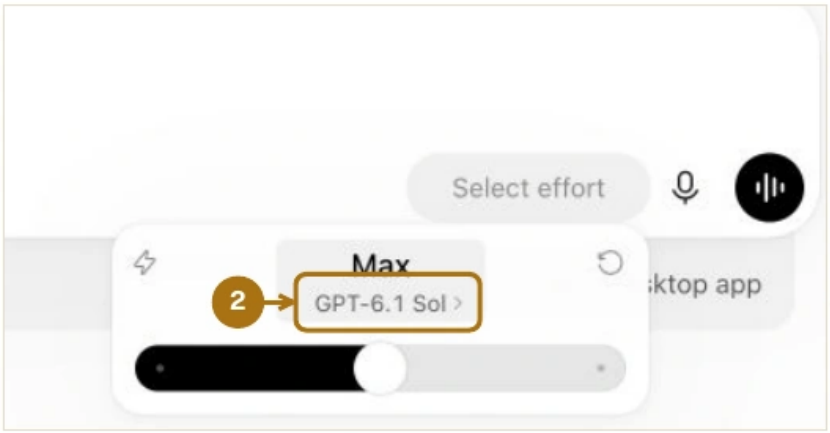
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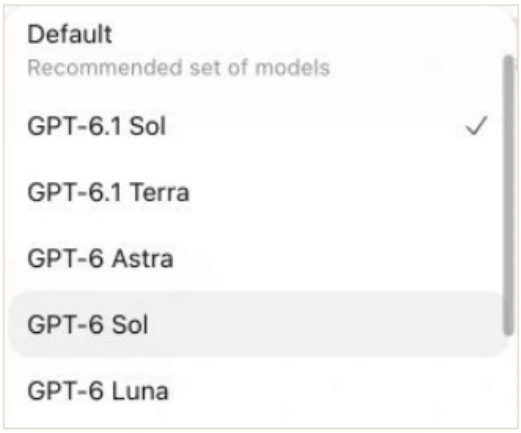
PART 2 · INTELLIGENCE VS USAGE LIMIT

Choose the judgment and work ethic your task needs

Luna	Terra	Sol	Astra
High school	Bachelor's	Master's	PhD







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PART 2 · INTELLIGENCE VS USAGE LIMIT

Set the effort.

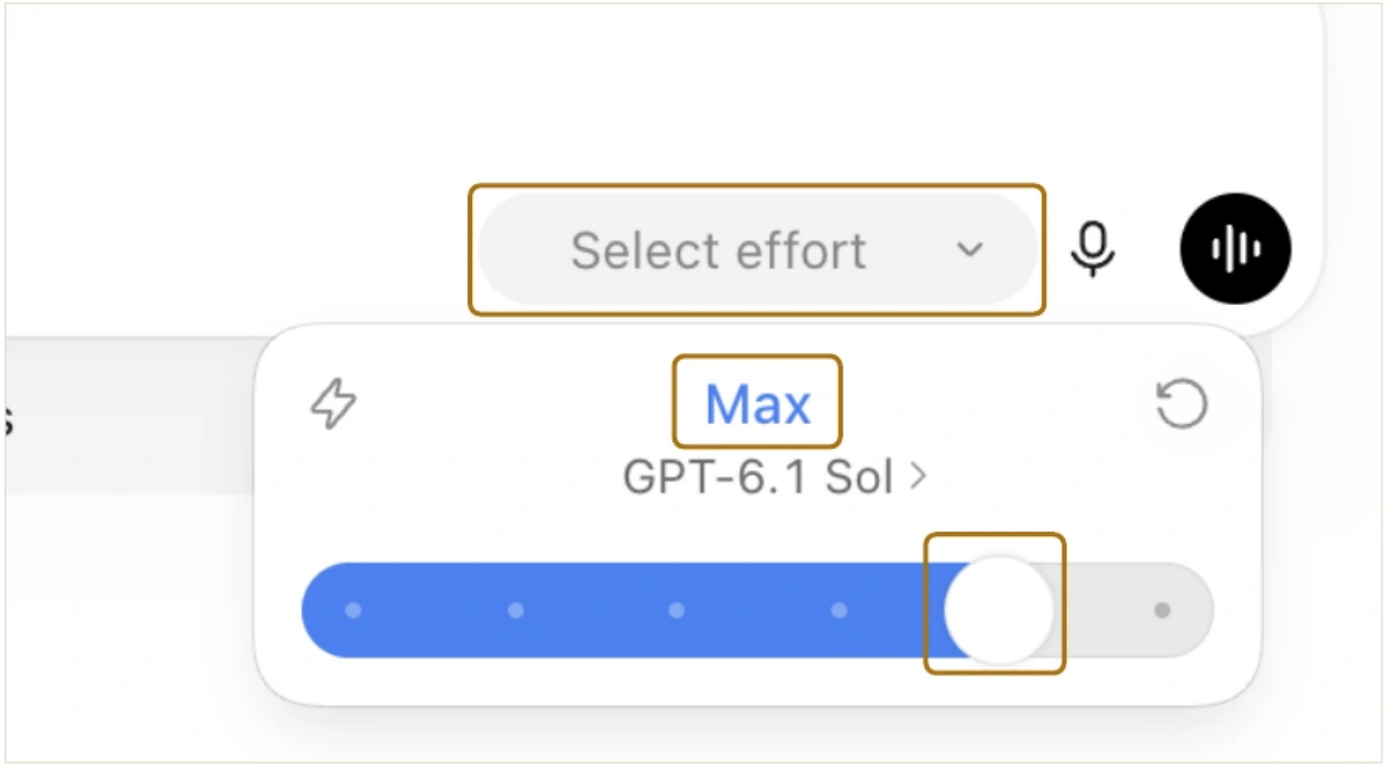
1 **Open the model control. Move the slider to Max.**

How far should ChatGPT look before it answers?

Stop at a likely answer — Dig deeper and verify

Light **Medium** **High** **Extra High** **Max**

Ultra · Parallel searches · Heavy usage

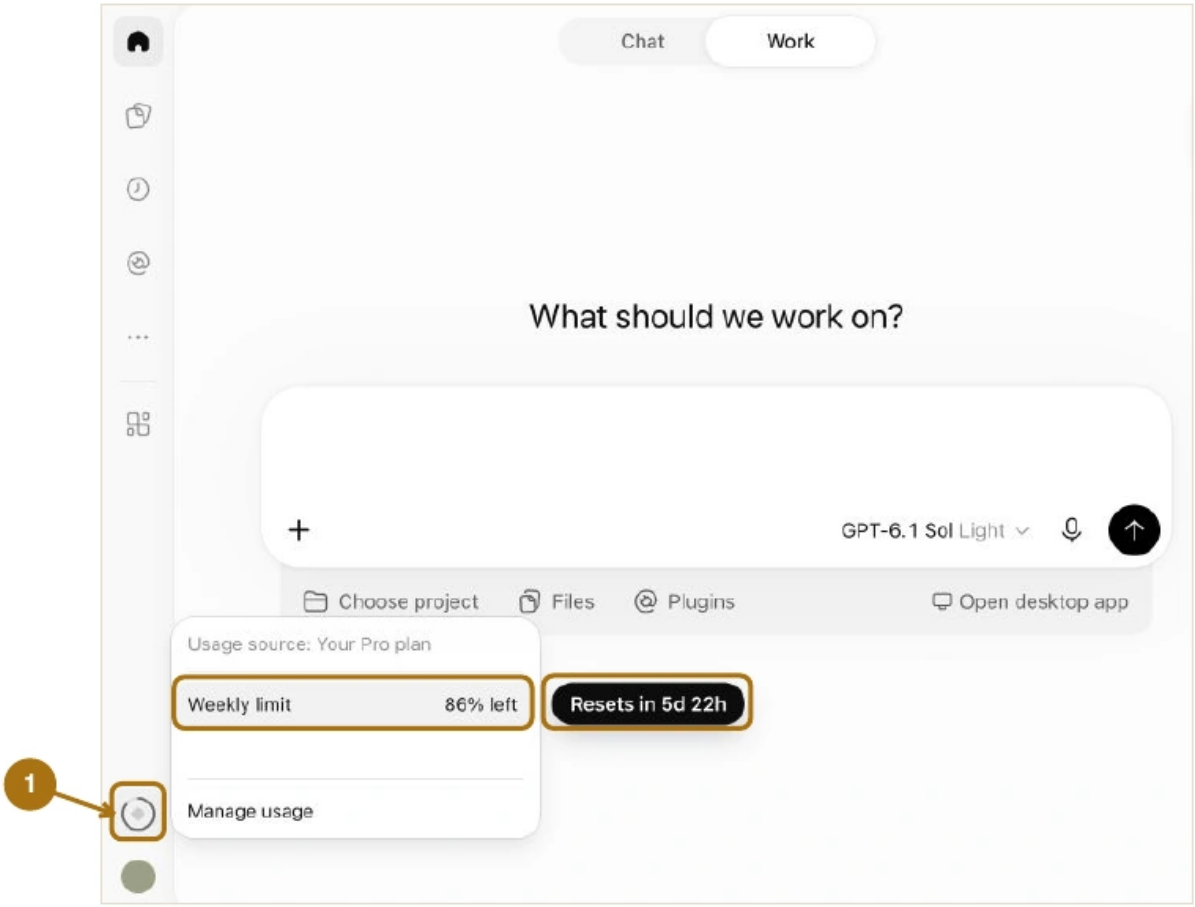


Start with **GPT-6.1 Sol + Max**

PART 2 · INTELLIGENCE VS USAGE LIMIT

Check usage. Adjust settings.

1 **Click the bottom-left circle. Hover over Weekly limit.**



Running low?

Terra + High

or

Sol + High

Limit reached?

Use an available reset.
Switch to Chat if available.
Buy credits or wait for the reset.

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PART 3

Useful Tips

1 **Prompting tips.**

Go to page 9 →

2 **My favorite prompts.**

Go to page 10 →

3 **Get IT help with a screenshot.**

Go to page 11 →

4 **Save a repeatable workflow.**

Go to page 12 →

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PART 3 · USEFUL TIPS

Prompting tips.

Task	Summarize the Rivera deposition.
Context	We're building a chronology of when notice was given.
Scope	Use the Rivera transcript in the Sample Matter folder.
Audience	The attorney drafting the motion.
Format	A table with topic, testimony, and page and line citations.
Example	Notice | Received the letter May 3 | 42:7-11

> Use only the tips your task needs.

PART 3 · USEFUL TIPS

My favorite prompts.

"How can this be improved?"

"How can this be improved to persuade the judge to grant our motion?"

AUDIENCE GOAL

"Create a plan to [goal]."

Ask for edits, or say **"Implement the plan."**

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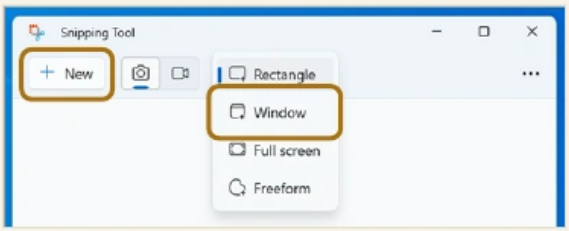
PART 3 · USEFUL TIPS

Get IT help with a screenshot.

1 Capture the window you need help with.

Windows

In **Snipping Tool**, choose **Window** → **New** and click the window.



Copy the snip with **Ctrl + C**.

Mac

Press **Shift + Command + 5**.

CAPTURE
Capture Selected Window

SAVE TO
Options → Clipboard

Click the window.

2 Paste into ChatGPT and ask your question.

Ctrl + V on Windows · **Command + V** on Mac



PART 3 · USEFUL TIPS

Typing the same prompt repeatedly?

A skill is a prewritten prompt you can update over time.

1 Create the skill.

@skill-creator

Turn this deposition-summary workflow into a skill called Deposition Summary. Organize testimony by issue, cite page and line, and flag conflicting testimony.

2 Use it for the next deposition.

@Deposition Summary

Summarize the Chen deposition.

3 Give feedback and update the skill.

Chen deposition

Notice · Chen received the letter May 3.
Source · Transcript 42:7-11.

@skill-creator

Put testimony about notice first. Update Deposition Summary so future summaries start there.

WORK WITH WESLEY HIGBEE

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Connect your tools. Practice a legal workflow. Keep instructions you can use again.

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