

Activity Guide

Make a flyer.

Write the words, make the picture, put it together, and check it before anyone sees it

TIME

About 30 minutes

LEVEL

Beginner

WORKS ON

Computer or phone

YOU SUBMIT

One screenshot of your flyer

*About 30 minutes, using
free AI tools.*

Learner record

Name _____

Date _____ Quiz score _____ / 10

Cohort or self-paced _____



BEFORE YOU BEGIN

About this activity

You'll make a one-page flyer for a **Community Book Swap**, using generative AI for the parts it's good at and your own judgment for the rest. You'll use **Claude or ChatGPT for the words**, **ChatGPT for the picture**, and then put it together, either by asking Claude to lay it out or in any editor you like. At the end you check every detail, label the picture, and submit a screenshot.

BY THE END YOU WILL HAVE

- Improved AI text with follow-up nudges
- Written a five-part picture request
- Checked an AI picture for common mistakes
- Changed one privacy setting on purpose
- A finished flyer you can show

WHAT YOU NEED

- A free ChatGPT account (for the picture)
- A free Claude account (for the layout, optional)
- Any editor if you prefer: Google Docs, Slides, PowerPoint, Word, or Canva's free plan
- About 30 minutes

STAY SAFE WHILE YOU PRACTICE

Use the made-up event details below. Don't upload photos of real people, and don't type personal details (full name with address, phone numbers, ID numbers) into any AI chat.

Event detail	Use exactly this
Event	Community Book Swap
When	Saturday, 10 AM to 1 PM
Where	City Library garden
Cost	Free entry
What to bring	Up to 5 books in good condition

How this guide works

Part	What you do	Time
A · Settings	Check one privacy setting in each tool	3 min
B · Words	Get flyer text and improve it with two nudges	7 min
C · Picture	Write a five-part image request and check the result	8 min
D · Put it together	Lay out the flyer, label the picture, check every detail	10 min
E · Reflect and submit	Three short questions, then submit a screenshot	2 min

Choose your privacy settings on purpose

Lesson 6 showed that many tools can use your chats to improve their models. Find the setting in each tool and decide, on purpose, whether to leave it on or switch it off. Either choice is fine.

Tool	Where to look	My choice
ChatGPT	Your name or picture › Settings › Data controls › the switch about improving the model for everyone	☐ On ☐ Off
Claude	Your name › Settings › Privacy › the switch about helping improve the models	☐ On ☐ Off

Menu names change over time. If you can't find it, search the tool's help pages for "privacy settings" or "data controls".

☐ **Checkpoint.** You found the setting in both tools and made a choice.

B

PART B · WORDS · ABOUT 7 MINUTES

Write it, then nudge it

1

STEP 1 · CLAUDE OR CHATGPT

Ask for the first draft

Start simple. The first answer is a starting point, not the finish.

TYPE THIS

Write short flyer text for a Community Book Swap. Saturday, 10 AM to 1 PM, City Library garden. Free entry. Bring up to 5 books in good condition.

☐ **Checkpoint.** You have a first draft.

2

STEP 2 · SAME CHAT

Nudge it twice

Follow-ups in the same chat keep the context, so you don't have to repeat yourself (Lesson 2).

NUDGE 1

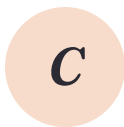
Make it friendlier and shorter: a headline, two short lines, and the details.

NUDGE 2

Give me three headline options, each under six words.

The headline I chose:

☐ **Checkpoint.** Your text has a headline, two short lines, and all five event details, spelled exactly as in the table.



Describe it well, then check it



STEP 3 · ON PAPER FIRST

Plan your five parts

Ten seconds of planning saves ten minutes of retrying (Lesson 3).

Part	Example	Mine
Subject	A stack of colorful books on a garden table	
Style	Bright flat illustration	
Setting	A sunny park, morning light	
Mood	Warm and welcoming	
Format	Portrait, top half of a flyer, no text	



STEP 4 · CHATGPT

Make the picture

Ask for no text in the image. You'll add the words yourself, so they're spelled right.

TYPE THIS, WITH YOUR PARTS

Create an image: [your five parts in one sentence]. No words or letters in the image.

Then check it, zooming in:

Check	OK?
No extra fingers, odd faces, or objects melting together	☐
No jumbled letters or fake words anywhere	☐
It fits the mood: warm and welcoming	☐
It doesn't look like a real photo of a real place or person	☐

Something wrong? Fix it with words: *"Remove the text on the books"*, *"make it brighter"*. Then download the image.

IF IT GOES WRONG · HIT THE FREE IMAGE LIMIT?

Free plans limit how many images you can make each day. Wait for the limit to reset, or skip the picture and ask Claude to add a simple illustration or a color pattern to the layout in Step 5 instead.



Checkpoint. You downloaded a picture that passes all four checks.

D

PART D · PUT IT TOGETHER · ABOUT 10 MINUTES

Lay out, label, and check

5

STEP 5 · CHOOSE ONE WAY

Lay out the flyer

Either way works. Pick the one you're comfortable with.

OPTION 1 · ASK CLAUDE

Paste your final text and type: *"Make a one-page printable flyer with this text. Leave space at the top for a picture. Warm, friendly colors."*

Claude shows it beside the chat. Ask for changes the same way: *"Bigger date"*. Then take a screenshot, and place your picture above it in any editor, or use the flyer as is if you skipped the picture.

OPTION 2 · ANY EDITOR

Open Google Docs or Slides, PowerPoint, Word, or Canva's free plan. Insert your picture at the top. Paste your text below it. Make the headline big and the date and place easy to spot.

6

STEP 6 · YOU, NOT AI

Label it and check every detail

AI can slip on details. The final check is always yours (Course 1, Lesson 5).

Final check	✓
Small line at the bottom: Image made with AI	☐
Day and time: Saturday, 10 AM to 1 PM	☐
Place: City Library garden	☐
Free entry, and up to 5 books	☐
No spelling mistakes (read it aloud once)	☐
Easy to read from two steps away	☐

☐ **Checkpoint.** Every box is ticked. Take a screenshot of the whole flyer.



What you learned

1. Which follow-up nudge made the biggest difference to your text, and why?

2. What did you have to fix or check in the picture?

3. Which job did AI do well here, and which job still needed you?

SUBMIT AND TAKE THE QUIZ

Go to aicademy.dev/courses/generative-ai-essentials and log in. Under **Activity**, describe your flyer: your headline, the image request you used, and what you fixed. You can add a share link to your screenshot (Google Drive, for example). Then take the quiz: ten questions, eight to pass. Your certificate is issued as soon as both are done.



LOOK AFTER YOU TRY

What a good flyer looks like

Area	Strong	Needs another try
Text	Short, friendly headline; all five details exactly right	Generic headline; a detail missing or changed by the AI
Picture	Matches the five parts; no jumbled text or odd hands	Random picture; garbled letters left in
Layout	Headline big, date and place easy to find	Everything the same size; hard to scan
Honesty	"Image made with AI" label included	No label