

ChatGPT AI

Documentation — Practical Guide — EN

1 Introduction

This document is a translation in substance. The reference is the original document in French; extensions and changes are always made there.

This guide describes the working habits for using **CHATGPT AI** within the Kit. It is consulted during a session and is limited to the practices specific to this environment.

2 Session card

Habit	Effect
One goal per session	Limits <i>context</i> drift
Plan before writing	Lets the structure be corrected before the content
Reference files reread	Reduces contradictions with the project
Production after approval	Avoids writing a binary before agreement
QC before delivery	Stops a non-compliant document

3 Running a session

3.1 Opening

The first message sets the project, the goal of the day, the files to reread and the constraints of language or format. For Kit work, ask for the *Prompt*, the *General Reference* and the relevant Reference to be read before any *generation*.

3.2 During the work

- **One section at a time.** Approve it before moving to the next.
- **Files as the source.** Work from the binaries and references provided in the session when the document requires it.
- **Targeted correction.** State the problem, the direction and what must be kept.
- **Open items.** Note what comes up without folding it silently into the deliverable.

3.3 Closing

Keep the files produced, the decisions, the *open items* and the actions to pick up in the next session.

4 Wording

4.1 Before sending

- **What.** Is the deliverable named: plan, section, script or document?
- **For whom.** Are the audience and level stated?

- **Under which constraints.** Are language, length, format and exclusions specified?

4.2 Show rather than describe

An example of input and output aligns the format faster than a long description, especially for extractions, rewordings and repetitive tables.

4.3 Correcting without breaking everything

A precise correction names the fault and what must stay. Regenerating without changing the *instruction* usually reproduces the same kind of deviation.

5 Standard workflow: creating a document

- Read the applicable references.
- Confirm the deliverable, its name and the constraints.
- Produce and approve the plan.
- Write section by section.
- Run the Kit quality checks.
- Deliver the binary only after approval.