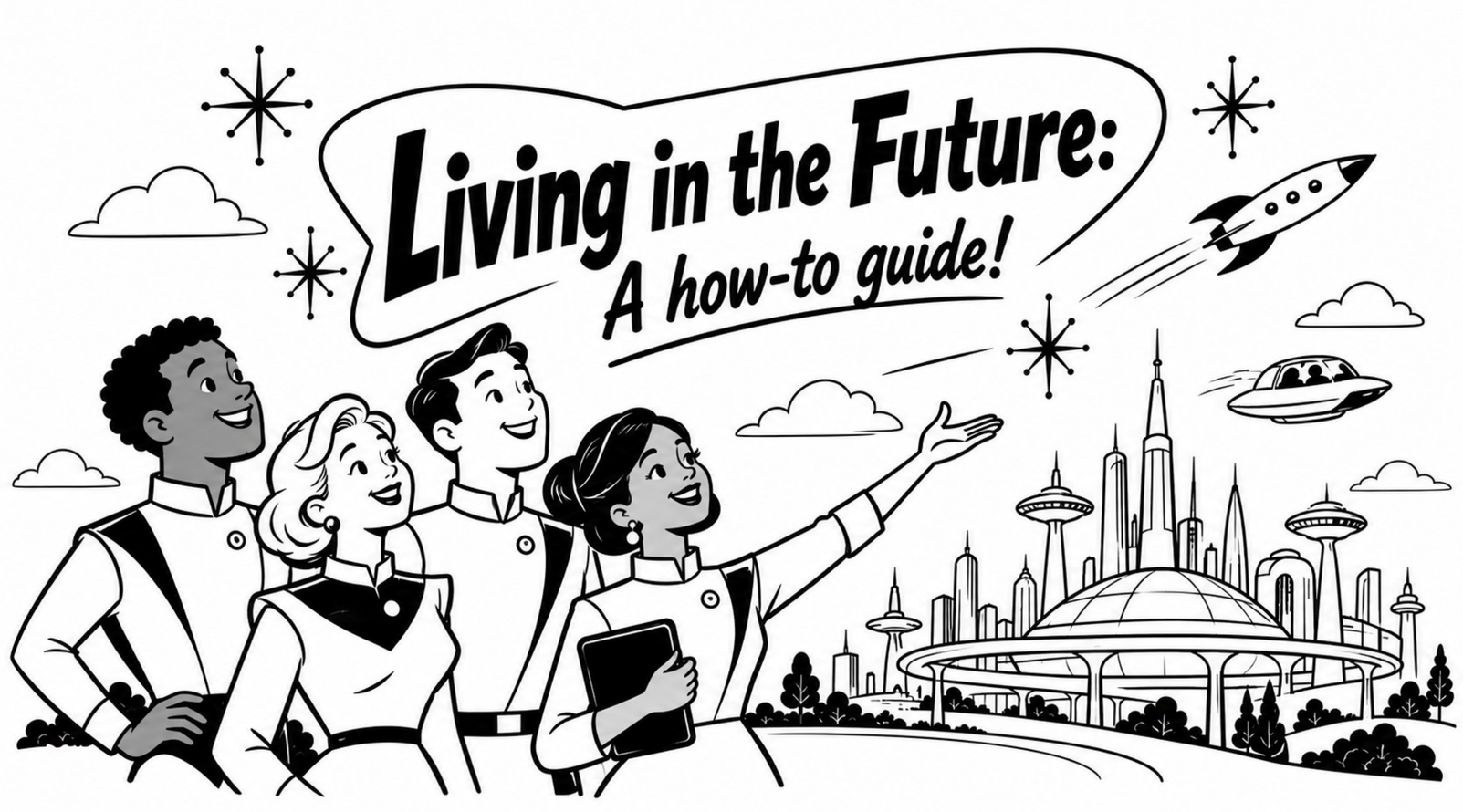
Prompting

0001

And a Look at 3 Popular AI Tools

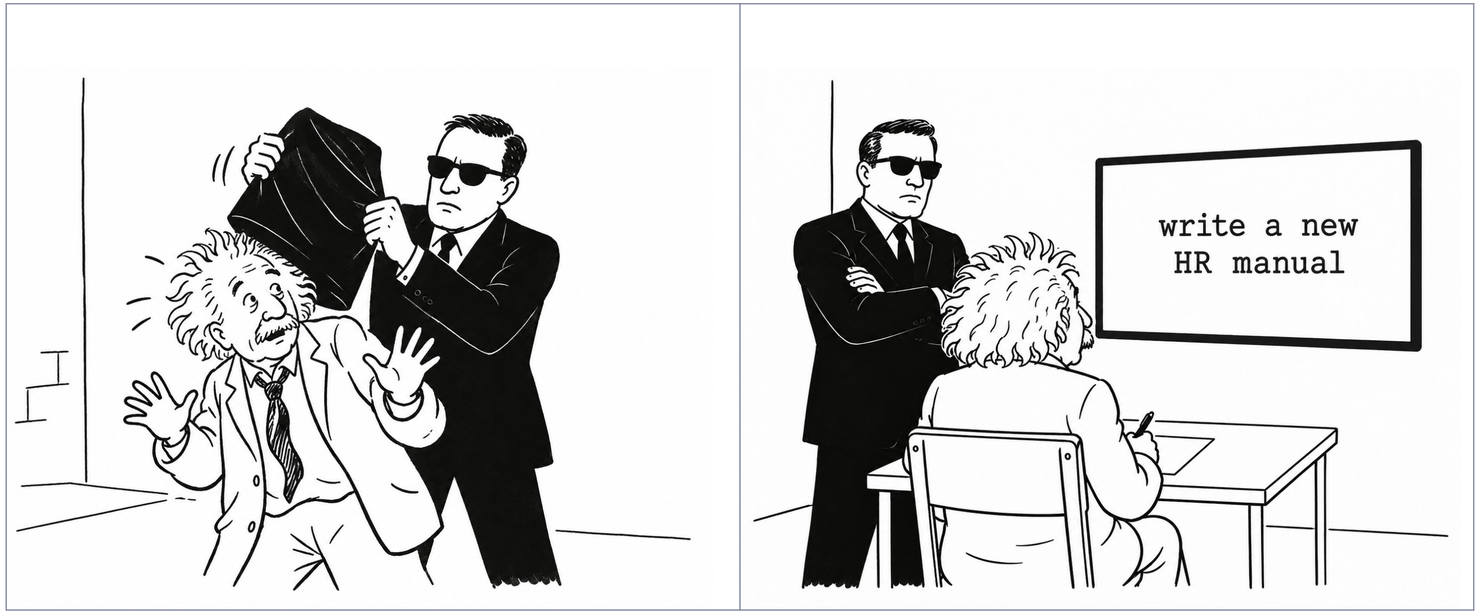


Presented September 17, 2026
at the AI + A2J Summit
in Columbia, MD
by John Jeffcott, IT Director
of Maryland Legal Aid

AI Doesn’t Know Who You Are

What’s missing?

- For whom?
- Covering what?
- What jurisdiction?
- Organizational details
  - Benefits
  - Remote-work rules
  - Etc.
- What policies already exist?



In this world, it’s *you* who is just text on a screen

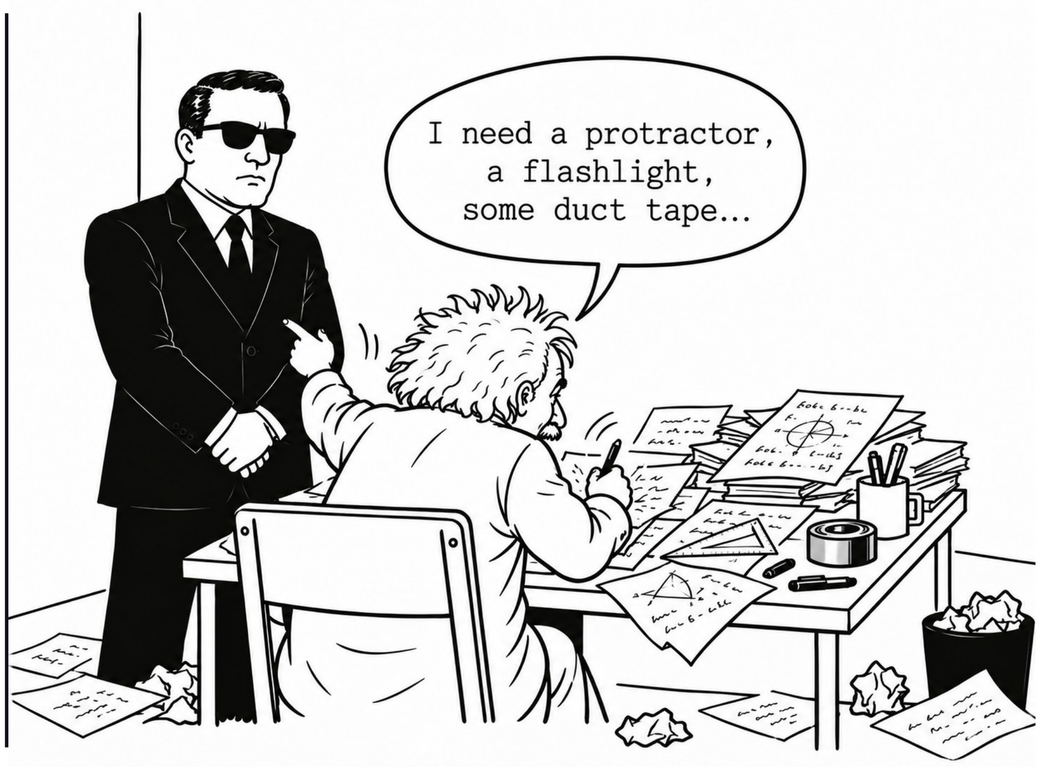
But It Can Tell You What It Needs

Meta-Prompting

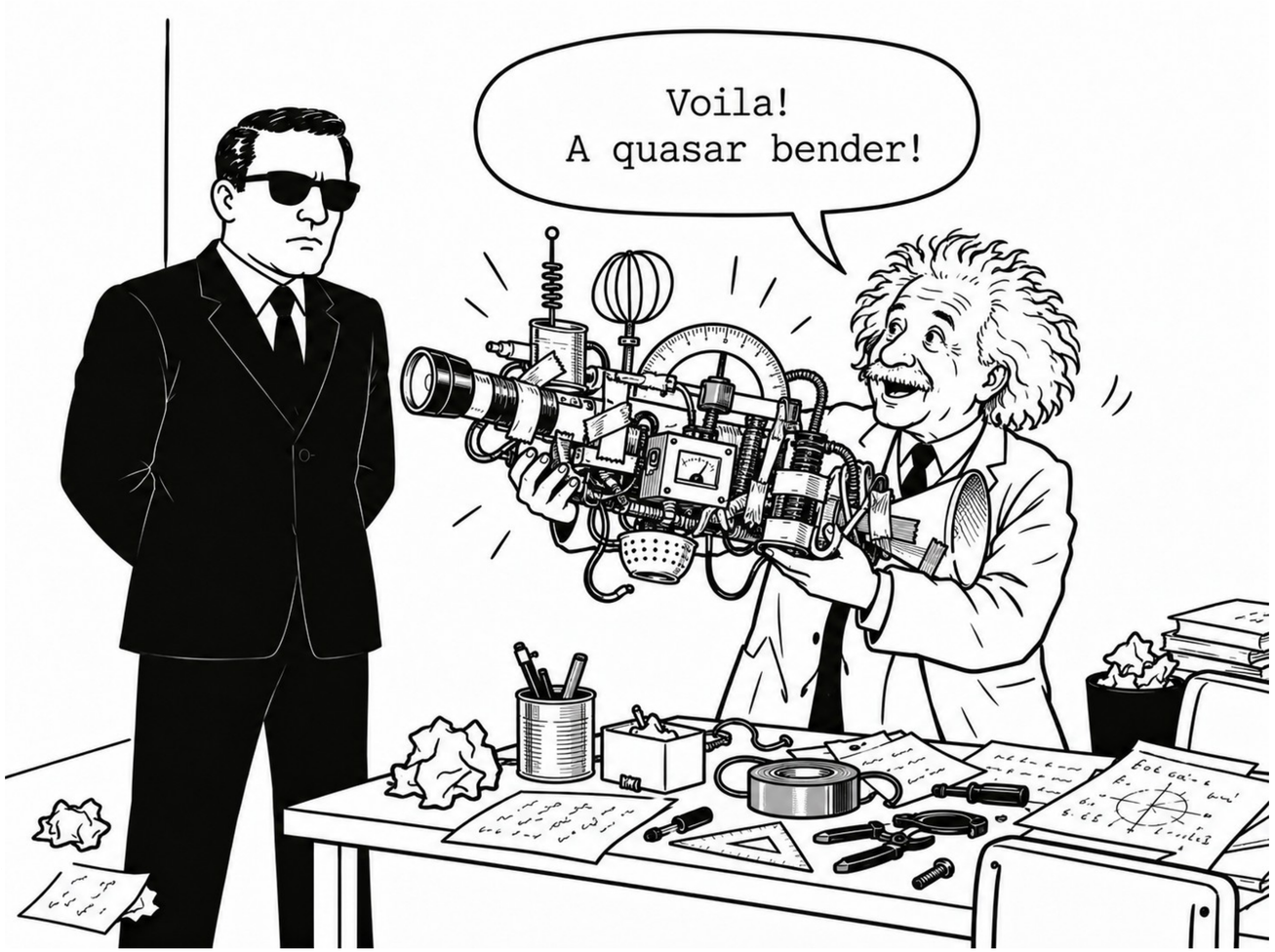
Ask the AI tool itself to write a prompt, to write a prompt template, or what the elements of a good prompt would be, given your goals.

“Interview Me”

Explain your desired result, then instruct the AI to interview you until it has sufficient background knowledge and understanding of your intent to complete the request.



If You Know What “Good” Looks Like



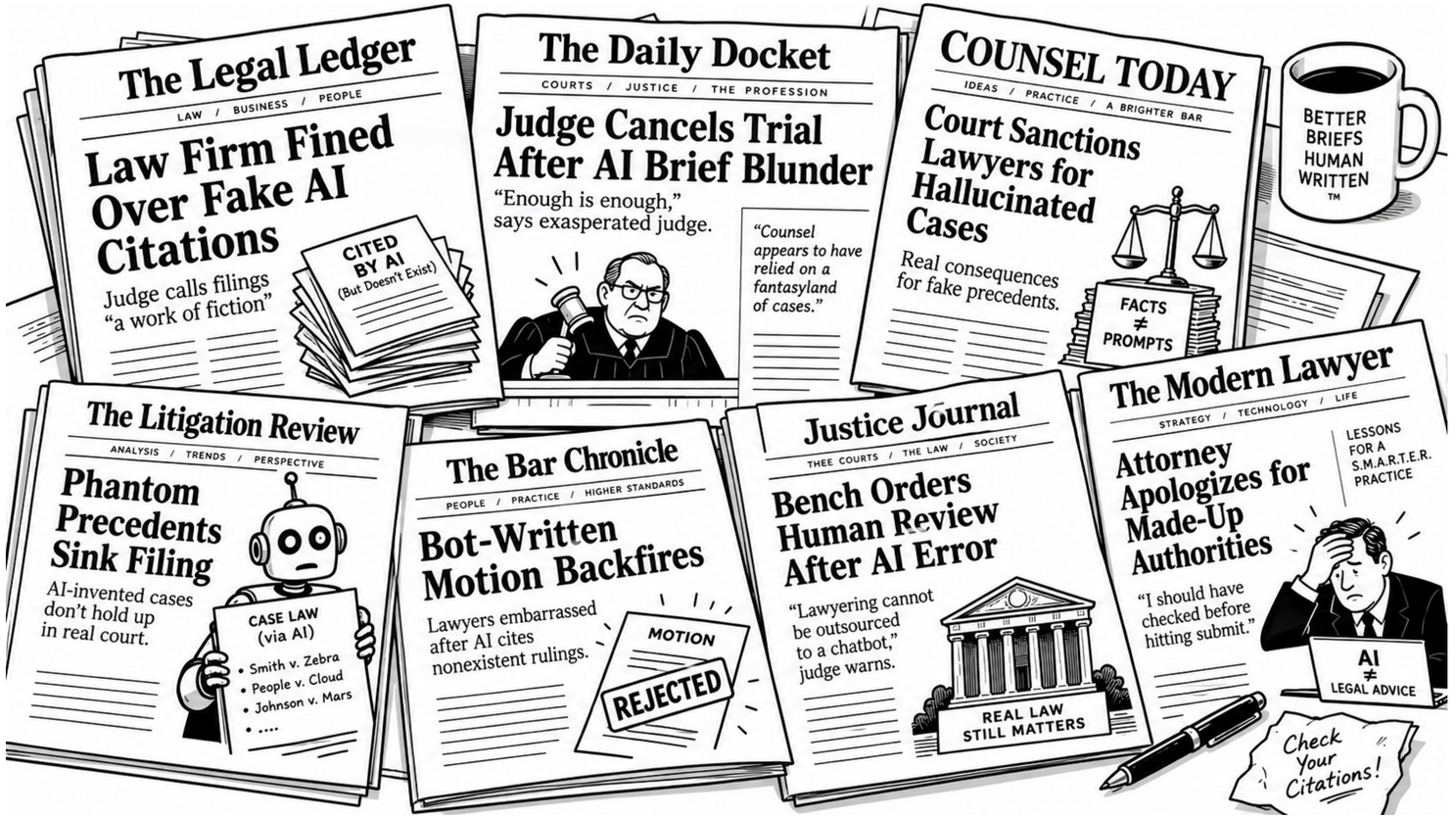
If you can’t evaluate the quality of the output, AI probably isn’t the right tool for the job.

And even where it’s ***good***, it may not be to your ***taste***.

Be prepared to go back and forth quite a few times to get a result you actually ***like***.

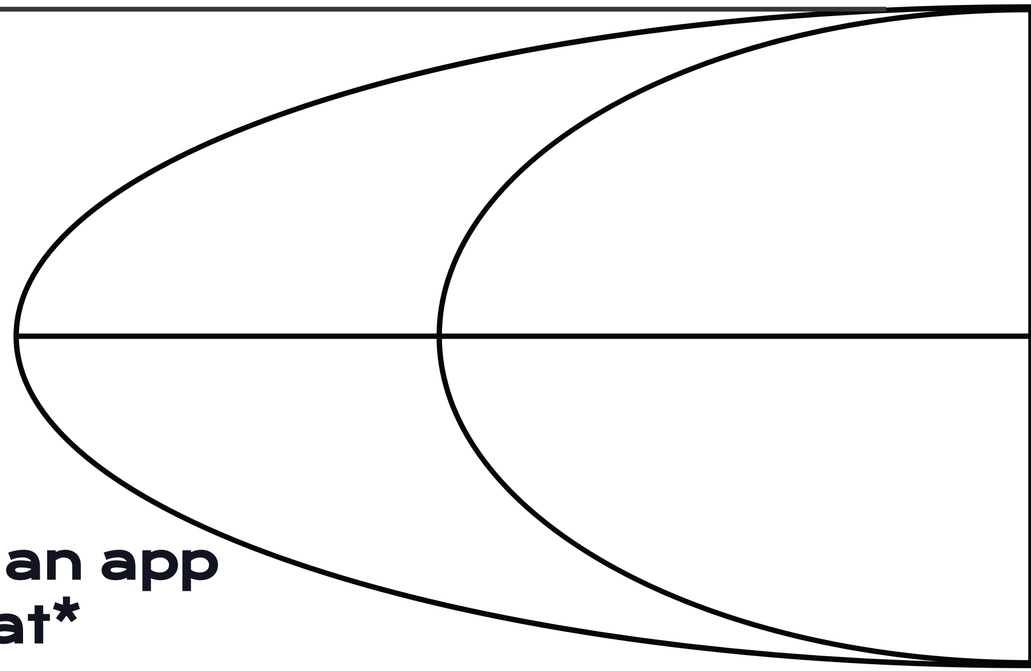
AI is Still Nowhere Near Infallible

Nor are we. Is there even such a thing?



But it’s Incredibly Fast

And sometimes “pretty good” is good enough.



Repeat Tasks

What do you write or do over and over again that’s fairly well-defined, that you have plenty of examples of, that’s easy to review, or that’s just plain tedious?

Solid First Drafts

When something is a bear to write and you’re going to review it and pass it around for edits anyway, let AI take a stab at it first. See if “interview me” leads to new ideas.

Make an app for that*

AI might not be infallible, but it can create programs that *don’t* use AI and *do* reliably produce the same output from the same input every time.

*** I know, I know. I can’t help it. I have to mention this at every opportunity.**

ChatGPT



Copilot



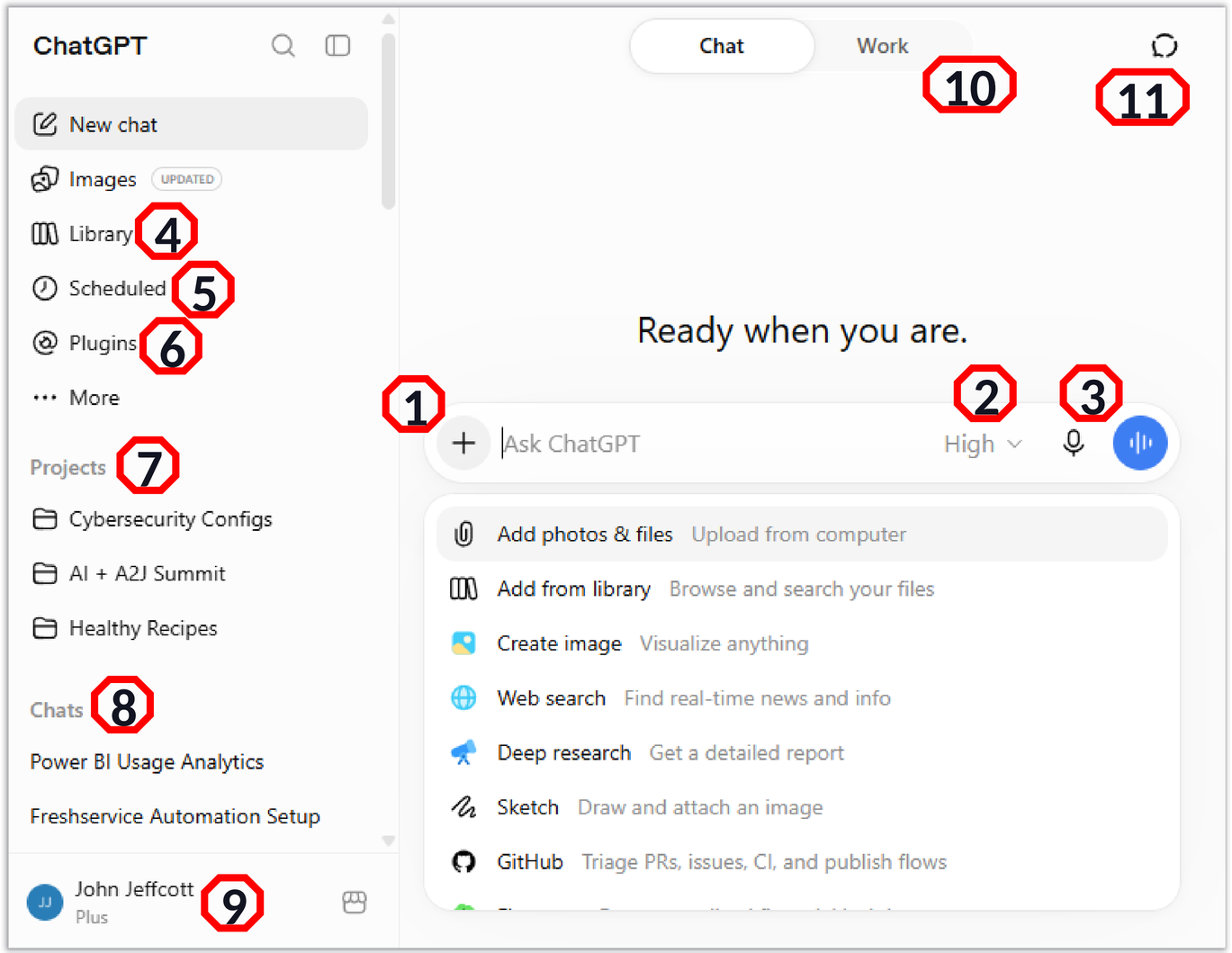
Gemini



Today’s Tools

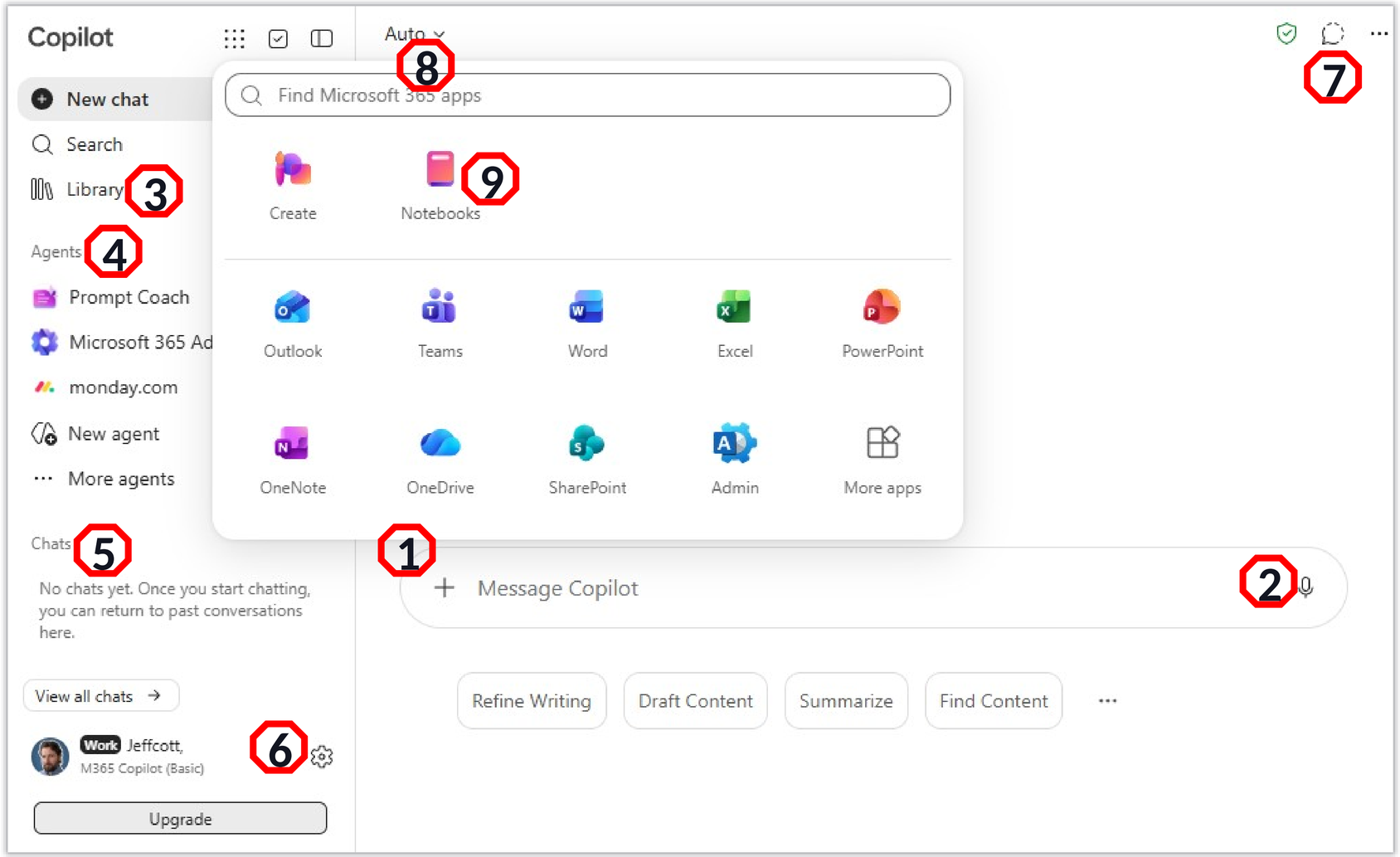
Not an endorsement!

ChatGPT



1. **Tools**: Add files, create images, and more
2. **Reasoning Level**
3. **Dictation**
4. **Library**: Previously uploaded/generated
5. **Scheduled**: Run prompts on a timer
6. **Plugins**: Connect to other apps
7. **Projects**: Group sources & instructions
8. **Chats**: Searchable chat history
9. **Settings**: Opt out of model training
10. **Work**: More models, more agency
11. **Temporary Chat**: Like incognito mode

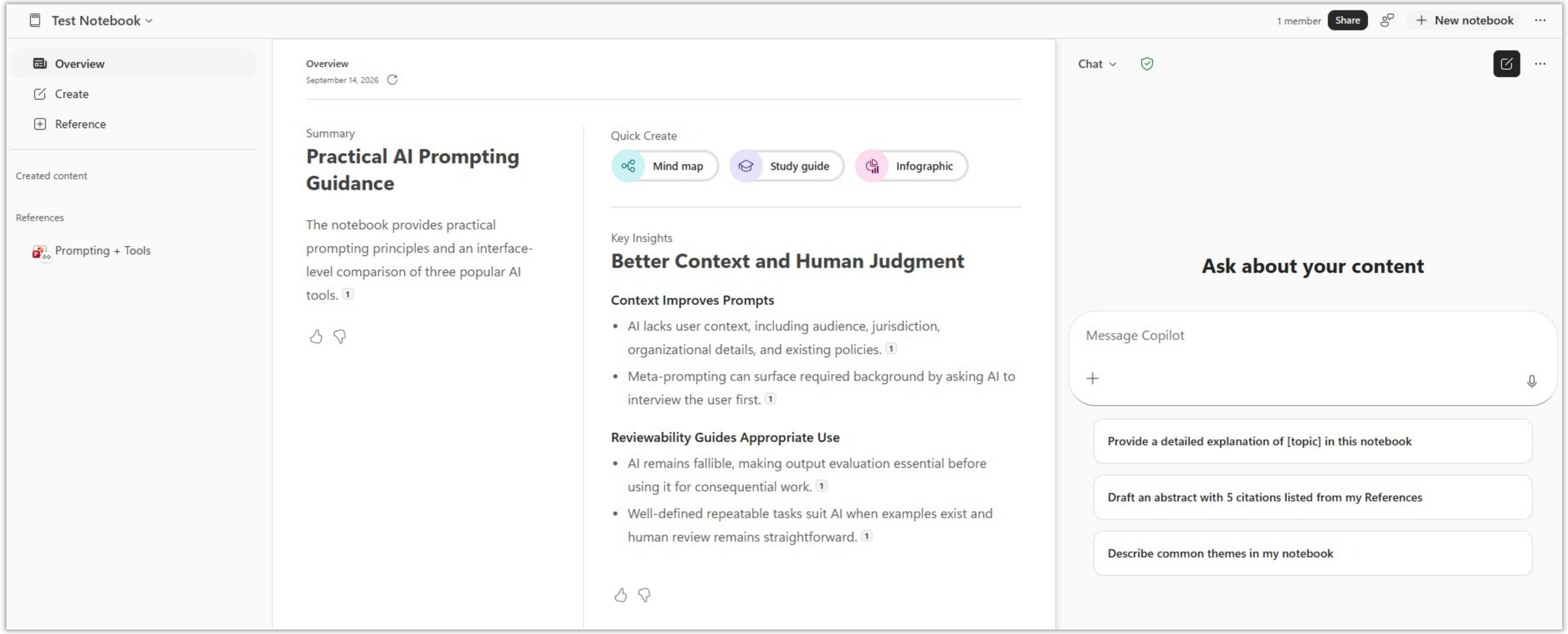
Copilot



1. **Tools**
2. **Dictation**
3. **Library**
4. **Agents**: Like “Projects”
5. **Chats**
6. **Settings**
7. **Temporary Chat**
8. **Model/Effort Selector**
9. **Copilot “Notebooks”**

More on “Notebooks” later

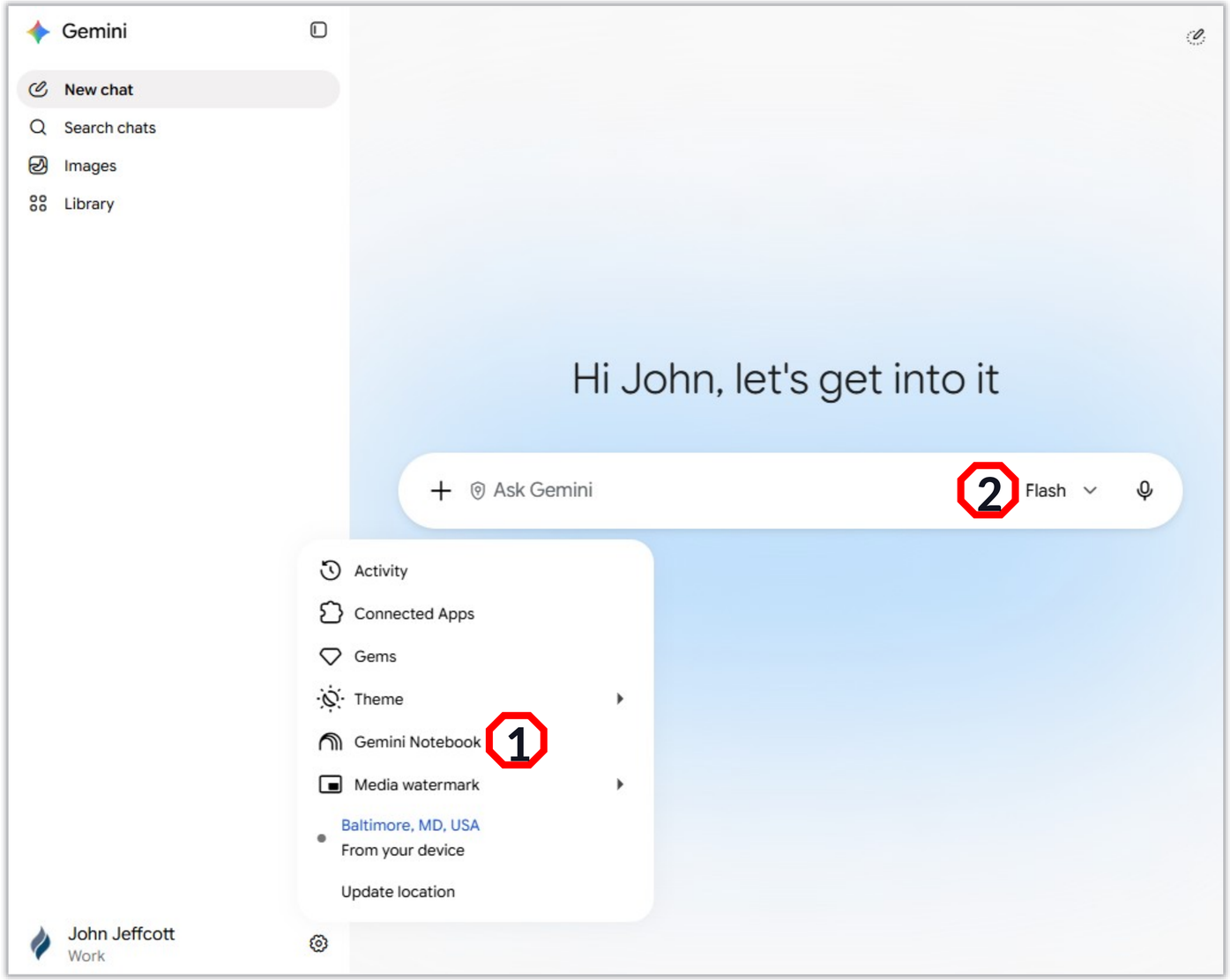
Copilot Notebooks



Bundles of reference material (a “notebook”) that you can ask about or use as the source material to create study guides, audio overviews, interactive quizzes, spreadsheets, infographics, PowerPoint presentations, and more.

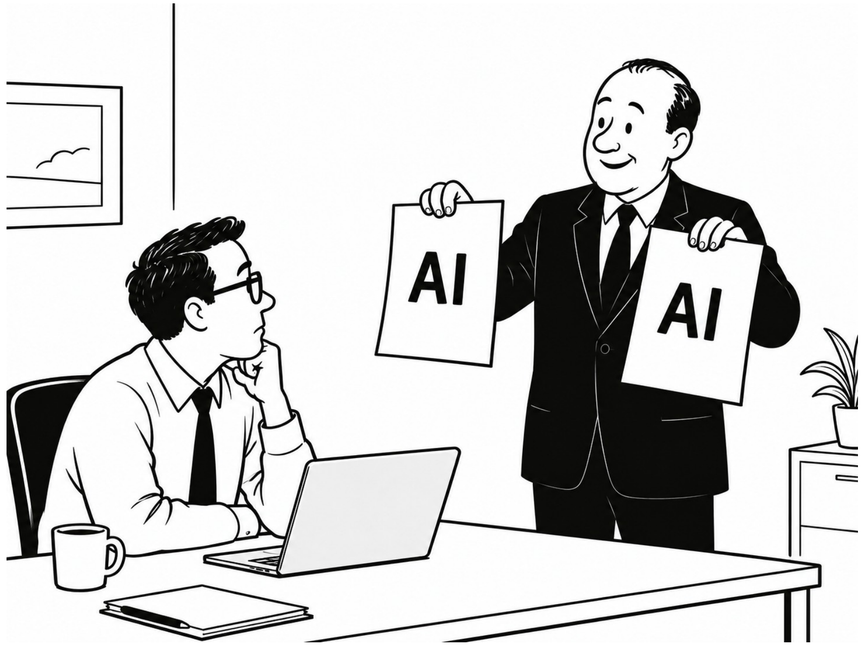
Note: I only have the “Basic” version of Copilot, so many of these options are not pictured here.

Gemini



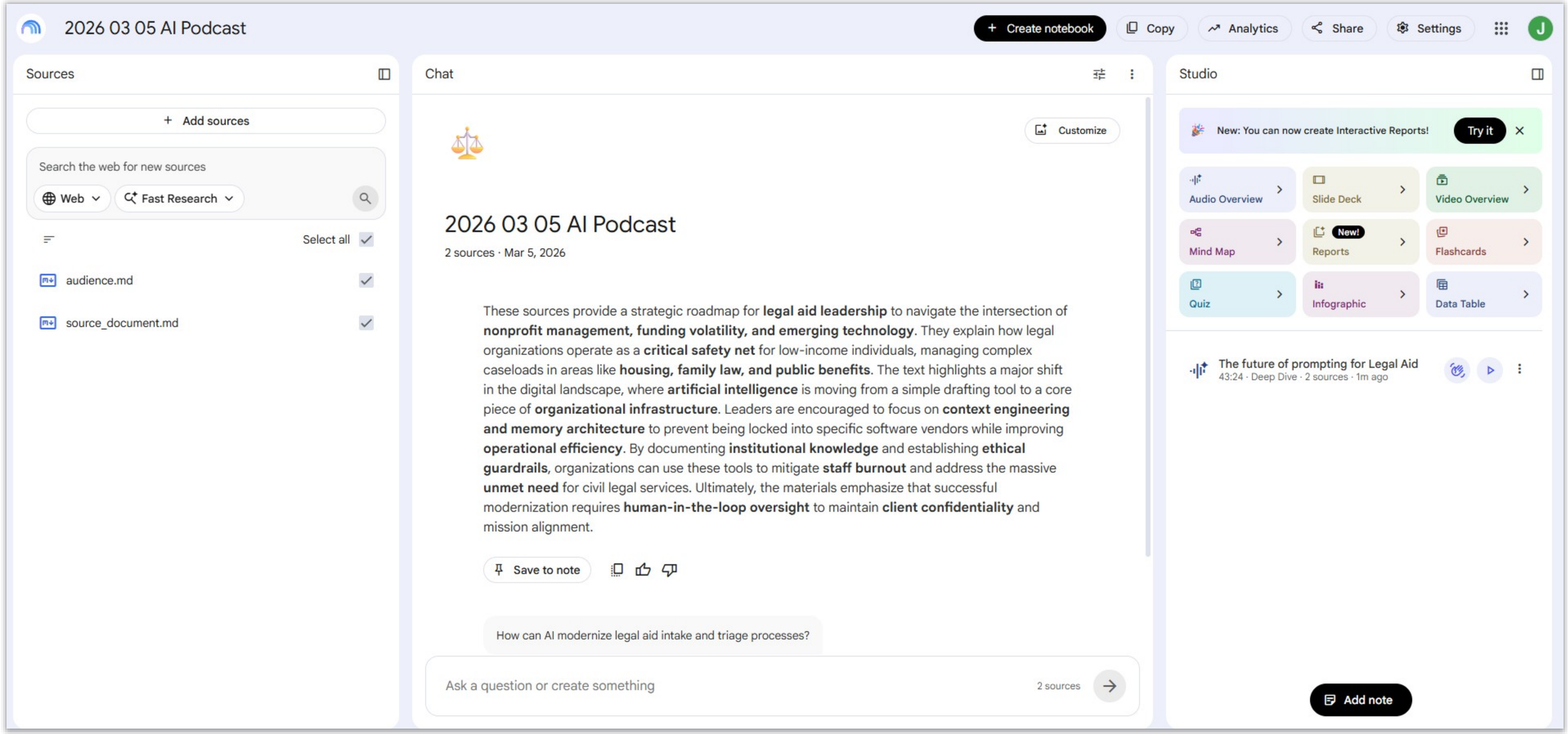
1. **Gemini Notebook**
2. **Model Selector**

Not numbered: Everything else



"Corporate needs you to find the difference between this picture and this picture"

Notebook



Essentially the same thing, but you get a lot more of the functionality for free with Gemini's version

Q&A Hands-On Exercises

