



# Quick-start Guide to Creating Simple Custom GPTs



**UpLevel Ops**

Take Legal to the Next Level



1. Open the ChatGPT Homepage. Confirm that you are using the most current ChatGPT 4o model.

A screenshot of the ChatGPT interface. On the left is a sidebar with a list of chats: 'ChatGPT', 'DEMO Contract Summa...', 'Legal Newsletter Assist...', and 'Explore GPTs'. At the bottom of the sidebar is an 'Invite members' button. The main area shows a dropdown menu for the current model, 'ChatGPT 4o'. The dropdown is open, showing four options: 'GPT-4o' (marked as the newest and most advanced model and checked), 'GPT-4' (Advanced model for complex tasks), 'GPT-3.5' (Great for everyday tasks), and 'Temporary chat' (with a toggle switch). Below the dropdown is the OpenAI logo and three suggested prompts: 'Quiz me on ancient civilizations', 'Fun fact about the Roman Empire', and 'Content calendar for TikTok'. At the bottom is a text input field with the placeholder 'Message ChatGPT' and a send button.

UpLevel Ops workspace chats aren't used to train our models. ChatGPT can make mistakes.





2. Click Explore GPTs in the left side bar.

ChatGPT 4o ▾

- ChatGPT
- DEMO Contract Summa...
- Legal Newsletter Assist...
- Explore GPTs**

Invite members



- What to do with kids' art
- Quiz me on ancient civilizations
- Fun fact about the Roman Empire
- Content calendar for TikTok

Message ChatGPT

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3. Click the +Create button in the upper right corner.

Navigation sidebar with icons for:

- ChatGPT
- DEMO Contract Summa...
- Legal Newsletter Assist...
- Explore GPTs
- Invite members

My GPTs **+ Create**



# GPTs

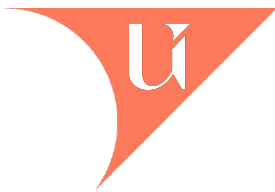
Discover and create custom versions of ChatGPT that combine instructions, extra knowledge, and any combination of skills.

Top Picks DALL-E Writing Productivity Research & Analysis Programming Education Lifestyle

## Featured

Curated top picks from this week


 <p><b>Tutor Me</b> Your personal AI tutor by Khan Academy! I'm Khanmigo Lite - here to help you with math, science, an... By khanacademy.org</p>	 <p><b>Whimsical Diagrams</b> Explains and visualizes concepts with flowcharts, mindmaps and sequence diagrams. By whimsical.com</p>
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4. For simple GPTs, make sure you are using the automated GPT Builder by selecting Create.

The screenshot shows the 'New GPT' interface. At the top left, there is a back arrow, a 'New GPT' title with a 'Draft' status, and a 'Create' button. Below this are two tabs: 'Create' (highlighted with a yellow border) and 'Configure'. The main area is split into two columns. The left column contains a chat interface with a GPT assistant icon and the following text: 'Hi! I'll help you build a new GPT. You can say something like, "make a creative who helps generate visuals for new products" or "make a software engineer who helps format my code."' followed by 'What would you like to make?'. At the bottom of this column is a text input field with the placeholder 'Message GPT Builder' and a send button. The right column is titled 'Preview' and contains a large empty area with a central cube icon and a text box at the bottom that says 'Start by defining your GPT.'.

5. The GPT Builder will now walk you through the creation of your custom GPT. The builder interface allows you to refine your prompt on the left side of the screen while you test the GPT's responses on the right side of the screen. When the GPT is performing how you would like it to, click the Create button in the upper right corner of the screen.

<  **Creative Quill**  
• Draft



Create

Create

Configure



Here's the profile picture for **Creative Quill**. Do you like it, or would you like to make any changes?

Looks good



Perfect! Now, let's refine the context to ensure everything is covered. We'll start with the goals and how Creative Quill should behave. What should be emphasized or avoided in its responses?



Message GPT Builder



Preview



**Creative Quill**

Assists with writing by generating, editing, and refining content.

Help me write a compelling introduction for m...

Can you suggest some creative ideas for my story?

Please edit this paragraph for clarity and coherence.

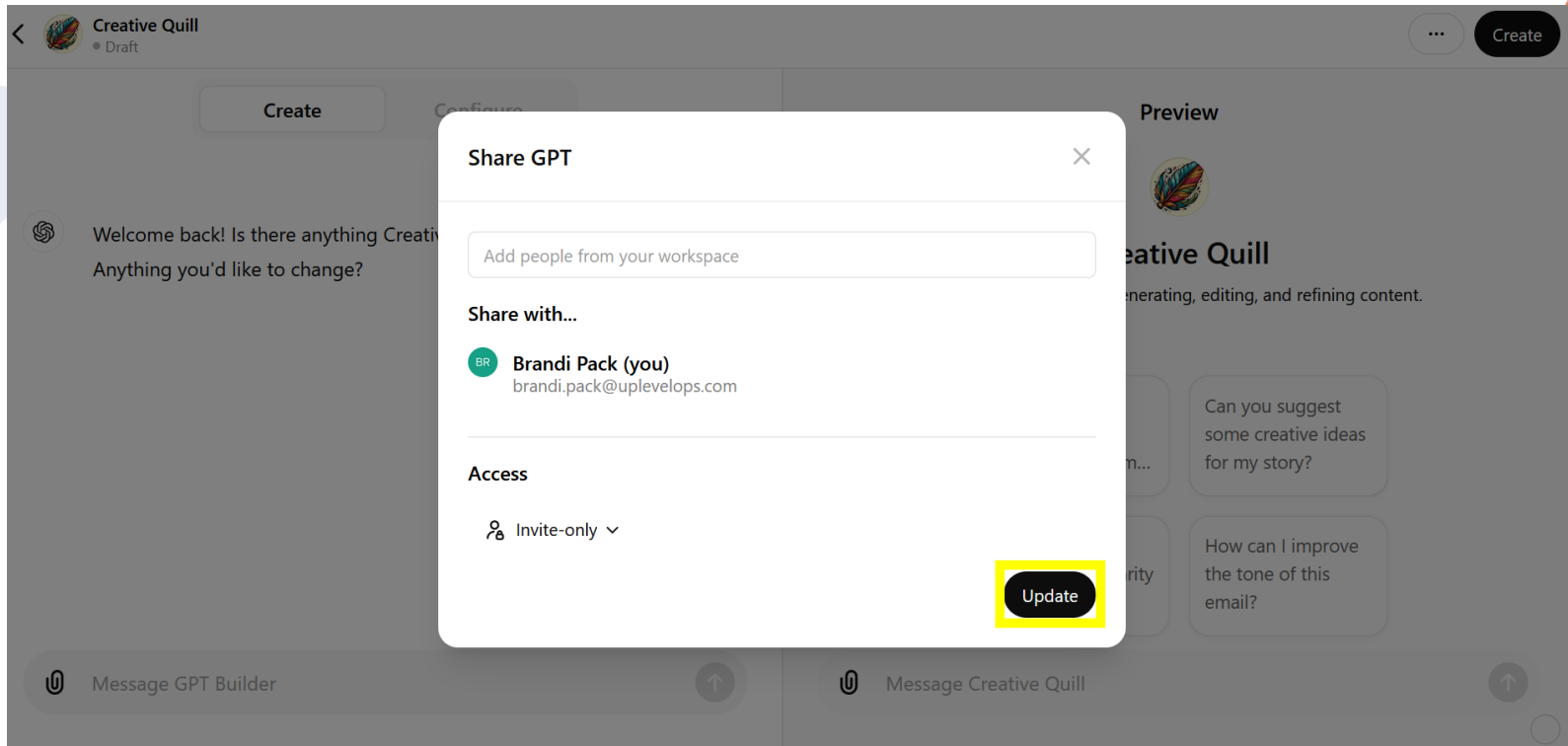
How can I improve the tone of this email?



Message Creative Quill



6. Click Update to create and start using your GPT. You can change the Access options if you would like to make the GPT available to other team members or just keep it for your own use.

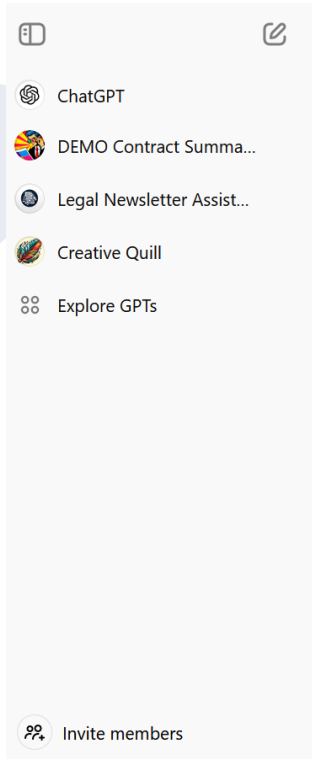


7. Click View GPT to finish creation and start using your custom GPT.

The screenshot displays the Creative Quill interface. At the top, there's a header with the Creative Quill logo, a 'Live' indicator, and a privacy setting 'Only me'. On the right, there are buttons for 'Share' and 'Update'. Below the header, there are two main tabs: 'Create' and 'Configure'. The 'Create' tab is active, showing a message: 'Welcome back! Is there anything Creative Quill Anything you'd like to change?'. A modal dialog titled 'GPT Updated' is centered on the screen. It features the Creative Quill logo and the name 'Creative Quill' by 'Brandi Pack'. Under the 'Access' section, it shows 'Invite-only'. At the bottom of the modal, there are two buttons: 'Copy link' and 'View GPT', with the 'View GPT' button highlighted in yellow. The background shows a 'Preview' section with the Creative Quill logo and a title 'Creative Quill', followed by a description: 'ing by generating, editing, and refining content.' Below this, there are several text boxes with prompts like 'write a', 'Can you suggest some creative ideas for my story?', 'How can I improve the tone of this email?', and 'How can I improve the tone of this email?'. At the bottom, there are two chat input fields: 'Message GPT Builder' and 'Message Creative Quill'.



8. Your GPT is now pinned to the left side bar and ready for use. You can always go back into Explore GPTs to adjust your prompt if your GPT starts misbehaving.



A vertical sidebar menu with a light gray background. At the top, there is a pin icon and a pencil icon. Below these are five items: 'ChatGPT' with a blue icon, 'DEMO Contract Summa...' with a colorful globe icon, 'Legal Newsletter Assist...' with a blue icon, 'Creative Quill' with a quill icon, and 'Explore GPTs' with a grid icon. At the bottom, there is an 'Invite members' button with a plus icon.

Creative Quill ▾



## Creative Quill

By Brandi Pack 

Assists with writing by generating, editing, and refining content.

Help me write a compelling introduction for m...

Can you suggest some creative ideas for my story?

Please edit this paragraph for clarity and coherence.

How can I improve the tone of this email?

 Message Creative Quill



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# For more information, talk to UpLevel Ops

UpLevel Ops enhances legal departments with our advanced **Generative AI Solutions**. Our comprehensive GPT subscription service begins by identifying tailored use cases to ensure 100% team adoption. UpLevel creates and manages sophisticated GPTs to boost efficiency, helping your team seamlessly integrate AI into daily operations.

**Interested in unlocking the full potential of GAI for your legal team?**

Visit [UpLevelOps.com](https://UpLevelOps.com) or email Stephanie Corey at [Steph@UpLevelOps.com](mailto:Steph@UpLevelOps.com) for more information and to schedule a consultation.

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