

A CLAUDE FIELD GUIDE FOR JEREMY ADAS

Inside Claude.

What it is, how every part of it works, and how to use it well — written for a Chromebook, a curious mind, and someone tired of being scattered across four AI tabs.

PART 01

The Lay of the Land

What Claude is. Why people pick it. How it compares to Perplexity, GPT, and Copilot.

PART 02

The Surface Area

Every Claude feature in plain English — Projects, Artifacts, Files, Styles, Memory, Voice.

PART 03

Working With It

Prompting craft, power moves, real workflows, common pitfalls, and a quick reference.

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WHY THIS GUIDE EXISTS

You don't need a system. You need a map.

You've got Perplexity, Copilot, ChatGPT — and now Claude is on the list and you want to know how it actually works. This guide is the map: what Claude is, what every feature does, where it fits in your stack, and how to use it well from day one.

You don't need a powerful computer. You don't need a coding background. Claude runs in the cloud. A Chromebook works perfectly. So does your phone.

01 WHAT IS CLAUDE?

An AI assistant, made by a company that takes safety seriously.

Claude is the product. **Anthropic** is the company that makes it — based in San Francisco, founded by ex-OpenAI researchers, focused on building AI that's helpful and honest.

Claude comes in three model sizes. You pick which one you want, per chat:

MODEL	STRENGTH	USE IT FOR
Opus	Most capable	Hard problems, deep writing, complex reasoning, long projects.
Sonnet	Default workhorse	Almost everything. Fast, smart, balanced. Where you'll spend 80% of your time.
Haiku	Fast & cheap	Quick tasks, simple questions, anything where you don't need depth.

NOTE — When in doubt, use Sonnet. It's the default for a reason — strong enough for nearly any task, fast enough not to be annoying.

02 CLAUDE VS THE OTHERS

Tools in their lanes (the honest version).

You're not picking one tool to rule them all. You're learning which one wins which job. Here's the unvarnished take.

TOOL	WHAT IT IS	WINS AT...
Claude	A thinking partner	Writing · Building · Reasoning · Coding · Learning
Perplexity	AI-powered search	"What's true right now?" · Computer-use agent
ChatGPT	General-purpose AI	Image generation · Casual fallback
Copilot (work)	AI inside Microsoft 365	Anything inside Fidelity policy

HONEST TAKE – If you only kept two, it would be **Claude + Perplexity**. Claude does the deep work; Perplexity grounds it in current reality. That pair covers ~95% of what most personal AI users need.

Claude vs ChatGPT – head to head

WHERE CLAUDE WINS

Claude

- Writing — less robotic, less sycophantic
- Long contexts — paste a whole doc, it uses all of it
- Reasoning — pushes back, asks, admits "I don't know"
- Projects + Artifacts — GPT has no equal

WHERE CHATGPT WINS

ChatGPT

- Image generation — faster & easier
- Brand familiarity — friends already use it
- Free tier — slightly more generous

PART TWO

The Surface Area.

Every part of Claude, in plain English. Read it once cover to cover. Refer back to it whenever you hit a feature you don't recognize.

The home base & the building blocks.

Claude is mostly a website — **claude.ai** — plus a mobile app. The same conversations and projects sync across both. Sign in once, you're set.

FEATURE · 01

claude.ai

The main website. Bookmark it. Where conversations, Projects, settings, and your history live. Looks the same on a Chromebook as on a Mac.

FEATURE · 02

Conversations

A single chat thread. Pick a model, type a message, get a response. Disposable — close the tab and (unless saved in a Project) it disappears from your active list.

KILLER FEATURE · 03

Projects

A persistent workspace. You give it a name, write a "system prompt" once (e.g., *"You're my coding tutor"*), upload reference files, and every new chat starts with that context. Use a Project for anything you'll come back to.

KILLER FEATURE · 04

Artifacts

A side panel where Claude builds things you can preview live — HTML pages, mini-apps, code, formatted docs. Click to expand. Copy to take it elsewhere. The fastest way to "make a fun app" on a Chromebook.

FEATURE · 05

Files (drag & drop)

Drop in PDFs, images, screenshots, code, CSVs, even Word docs. Claude reads them. Up to ~100 in a Project. No conversion needed.

FEATURE · 06

Vision

Paste or upload an image and Claude can see it — diagrams, photos, screenshots, even handwritten notes. Useful for "what does this error mean" or "here's a sketch, build it."

Personality, persistence & the future.

FEATURE · 07

Styles

Set Claude's voice. Built-ins: **Concise** (short answers), **Explanatory** (teaches you), **Formal** (business writing). Or write your own. Switch on the fly per chat.

FEATURE · 08

Memory (Pro/Max)

Claude remembers across chats — your preferences, recurring topics, things you've told it about yourself. You can review and edit what it remembers in Settings. Off by default; turn it on if you want it.

FEATURE · 09

Mobile app + Voice

Same Claude, on iOS or Android. Tap the voice button to speak instead of type — useful on a walk, in the car, when an idea hits. Voice transcripts save to your conversation.

BETA · 10

Computer Use

Claude can drive a browser/computer like Perplexity's agent — click, type, navigate. Currently in beta on the API and select claude.ai users. Powerful but rough. Don't start here; come back when you're comfortable with the basics.

What tier you need (probably Pro).

TIER · 01

Free

\$0

- Sonnet only
- Daily message cap
- No Projects
- Limited file uploads

RECOMMENDED

TIER · 02

Pro

\$20 / mo

- All three models
- Projects ✓
- Artifacts ✓
- Memory ✓
- Higher daily limits
- Mobile + voice

TIER · 03

Max

\$100-\$200 / mo

- All Pro features
- 5–20x more usage
- Priority access
- Heavy users only

Note: Claude Code (CLI for developers) and the API have separate pricing — both out of scope for this guide. Start with Pro.

PART THREE

Working With It.

Six rules for prompting Claude well, five power moves, six real workflows tuned to a Chromebook + Fidelity-restricted life — plus the pitfalls to dodge.

Six rules that change everything.

The single biggest mindset shift: **talk to Claude like a smart, eager intern — not a search engine.** The intern needs context, examples, and feedback. Give it those and it's brilliant. Skip them and you'll be frustrated.

01 Context first, ask second.

Set the scene before you ask the question. Who you are, what you're working on, what you're optimizing for, what you've already tried. Two sentences of context beats a perfectly worded one-liner.

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Bad: "Build me a budget app."
Good: "I'm building a personal budget tracker for myself.
      I'm on a Chromebook. I want it to be a single HTML
      file I can run in my browser. Build me v0."
```

02 Give examples, not adjectives.

"Make it casual" is vague. "Make it sound like this email I sent my brother" is specific. When you can, paste a sample of what good looks like — and a sample of what bad looks like.

03 For long tasks: plan first, build second.

Don't say "build the whole thing." Say "before you write any code, walk me through your plan." Read the plan. Push back. Then say "go." This catches misunderstandings before they cost you an hour.

04 Iterate — don't restart.

When Claude misses, say what's wrong specifically inside the same chat. "That's too long, cut the second paragraph." "The tone is too formal, make it casual." Claude remembers everything in the conversation. Starting fresh loses that context.

05 Ask Claude to refine your prompt.

A power move. *"Here's what I'm trying to ask. How would you rewrite this prompt to get a better answer?"* Claude is great at this. Use it whenever your output isn't quite landing.

06 Be honest about your level.

"I'm not technical, explain in plain English" calibrates the response. "I'm a senior engineer, skip the basics" does the opposite. Claude can't read your mind — tell it where you're starting from.

→ THE CRAFT, IN ONE SENTENCE

Talk to Claude like a smart, eager intern.

Give it context. Give it examples. Tell it your level. Iterate when it misses. Ask it to refine your prompts. None of this is exotic — it's the same thing that makes a new hire effective. Six rules above, one mindset underneath: treat Claude like a partner, not a vending machine.

Five things that separate "Claude user" from "Claude pro."

MOVE · 01

Build your first Project

Pick something recurring — a coding sandbox, a writing project, a research topic. Add a 3-sentence system prompt that says who Claude is and how to talk to you. Drop in a few reference files. Now every chat in that Project starts with full context.

MOVE · 02

Keep a personal prompt library

Every time a prompt works really well, save it. Open a doc called "Claude Prompts." Paste in the prompt + a one-line note about when to use it. After a month you'll have your own playbook of 20–30 reusable starts.

MOVE · 03

Pair Claude + Perplexity

Perplexity researches with citations. Claude builds and writes. Workflow: ask Perplexity "what are the top 5 things known about X?" → paste the findings into Claude → "use this to draft a brief / build a tool / explain to a 5-year-old." Two tools, one fluid workflow.

MOVE · 04

Build "fun apps" with Artifacts

You're already doing this on Perplexity computer-use. Try it in Claude. Ask for a single-HTML-file mini-app — a budget tracker, a habit log, a recipe organizer. Iterate in the Artifact panel. When it works, save the HTML and run it locally. Chromebook-friendly.

MOVE · 05

Use voice on the go

An idea hits on a walk? Open the mobile app, tap voice, talk. Claude transcribes and responds. Great for capturing thoughts before they evaporate. Refine on a real keyboard later.

PRO TIP — Set a default Style. **Concise** is the right pick once you know what you want. It cuts the preamble and gets to the answer. Switch to **Explanatory** when you're learning something new.

Six things to try this week.

Pick one. Run it tonight. The fastest way to learn Claude is to use it on real things you'd be doing anyway.

"I want to build a thing" → Artifact-driven build

New Project → describe it in 2-3 sentences (who it's for, what it does, what "done" looks like) → "Build me v0 in a single HTML file" → iterate in the Artifact panel until it works → save the file. *The Walkthrough Playbook covers the long version.*

"I want to summarize a PDF" → Drop & ask

Drag the PDF into a new chat → "Summarize this in 5 bullets, then list the 3 most important quotes with page numbers." Claude reads it directly — no copy-paste, no chunking.

"I want to learn something" → Claude-as-tutor

Set Style to Explanatory → "Teach me [topic] like I'm intelligent but new to it. Ask me one question at a time and adjust depth based on my answers." Claude becomes a patient, infinitely-available tutor.

"I want to write something" → Co-writer mode

Tell Claude: who's it for, what's the goal, what tone, how long → ask for a draft → edit by saying what you'd change ("shorter intro," "less corporate," "add a story") → not by rewriting yourself. Treat Claude as the first 80%, you as the final 20%.

"I want to plan a trip / project / event" → Constraint-driven planning

Drop the constraints (dates, budget, people, must-haves, can't-haves) → "Help me plan this. Ask me 5 questions before you start." The questions surface things you forgot. The plan is better because of them.

"I want to send a hard email" → Diplomacy assistant

Paste the situation in plain language → "Help me write this email. Tone: direct but not aggressive. Audience: [who]. Goal: [what]. Show me 3 versions ranging from gentle to firm." Pick one. Edit. Send.

FIDELITY RULE — Never paste work data, customer data, or internal Fidelity documents into personal Claude. Use Microsoft Copilot inside policy for that. The line is bright; don't cross it. When in doubt, ask compliance — easier than rebuilding trust.

Six mistakes to skip on your way up.

Everyone trips on these. Now you don't have to.

✗	Treating Claude like Google.	DO – Use Perplexity for "what's true today." Claude isn't a search engine; it's a thinking partner.
✗	Starting fresh every chat.	DO – Use a Project so context persists. Iterate inside one conversation rather than restarting.
✗	Vague prompts, vague answers.	DO – Give context, examples, your level, and what "good" looks like. The prompt is half the answer.
✗	Not iterating when something's wrong.	DO – Tell Claude exactly what to change ("shorter," "remove paragraph 2," "more casual"). Don't restart.
✗	Mixing work data into personal Claude.	DO – Keep Fidelity stuff in Microsoft Copilot. Personal Claude is for personal projects only.
✗	Believing every word.	DO – Claude is confident even when wrong. Verify facts that matter. For current events, cross-check with Perplexity.

CALIBRATION – Claude is a tool. It's powerful. It's not magic. It's not always right. The more you use it, the better you'll know when to trust it and when to push back. That instinct is the real skill.

AT A GLANCE

Quick reference: "I want to ___ → use ___"

I WANT TO...	USE...
Talk to Claude	claude.ai or the mobile app
Save context for next time	A Project
Build something visual / runnable	Artifacts
Read a PDF or doc	Drag & drop into chat
Show Claude an image or screenshot	Paste / upload it
Set Claude's tone	Styles (Concise / Explanatory / Formal)
Talk by voice	Mobile app · voice button
Find a fact with sources	Perplexity (not Claude)
Use AI inside Fidelity policy	Microsoft Copilot (not Claude)
Generate an image	ChatGPT (Claude can't yet)

Glossary

Anthropic

The company that makes Claude. San Francisco-based, founded by ex-OpenAI researchers.

Opus / Sonnet / Haiku

Claude's three model sizes: most capable / default workhorse / fastest. Sonnet is the right default.

Project

A persistent Claude workspace with system instructions and uploaded files. Use for anything recurring.

Artifact

A previewable build (HTML, code, doc) Claude renders in a side panel. Click to expand.

System prompt

Instructions you write once that Claude follows for every chat in a Project.

Context window

How much Claude can hold in one conversation. Big with Claude — paste long docs without worry.

Style

A voice preset (Concise / Explanatory / Formal) you can apply per chat or set as default.

Memory

Claude remembers across chats (Pro/Max). Reviewable and editable in Settings.

Computer Use

Beta feature where Claude can drive a browser/computer like Perplexity's agent.

REU'S NOTE TO JEREMY

Use Claude every day for a week. Don't overthink it. Try it on real things — a fuzzy email you've been putting off, a PDF you've been meaning to read, an idea you've been kicking around. After a week you'll know what it's good for. From there, build.

The shortest path to "Claude pro": start a Project today. Save it. Come back to it tomorrow.

Reuben Smith

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→ ONE LAST THING

Welcome to Claude.

You're going to be good at this. The fact that you're already building "fun apps" on your phone tells me everything — you've got the instincts. Claude just gives you a sharper tool. Use it for a week. Tell me what you built. We'll go from there.