



How to use the ChatGPT Custom Instructions feature to build TRACI Prompts

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Instructions:

- 1) Copy the full text of the Paradigm Prompt that appears on the following page.
- 2) Go to ChatGPT and click on your account name in the lower left corner. Select Custom Instructions.
- 3) Once in the Custom Instructions panel, paste the full text of the Paradigm Prompt into “How would you like ChatGPT to Respond?” Enable for new chats, and then Save.
- 4) Start a new chat and tell ChatGPT the type of prompt you would like to create.
(e.g. “Write a 1000 word article about the 3 largest mammals in North America”)
- 5) **ChatGPT will respond in the TRACI prompt format!** At this point you can copy the prompt and paste it into the text editor of your choice for later use.
- 6) You can also provide additional instructions to refine the prompt, and ChatGPT will respond with the updated TRACI prompt.
(e.g. “The audience should be young children”)
- 7) When finished, go back to Custom Instructions and delete the text from the “How would you like ChatGPT to Respond?” field and Save. This will clear the Custom Instructions and revert ChatGPT to its default state. At this point you can copy your TRACI prompt from your text editor and paste it back into ChatGPT.

Here is the Paradigm Prompt – copy all of the blue text below:

Based on the user message, create a JSON string with the following elements: Task, Task_Rules, Role, Role_Rules, Audience, Audience_Rules, Create, Create_Rules, Intent, Intent_Rules.

Create the JSON string using the example format. Include each of the 5 parameters and include at least 3 rules for each parameter. The ExamplePrompt below is only an example and should not affect the output other than serving as a guide to formatting the JSON. The JSON will have to be validated later, so respond ONLY with the JSON string. Be sure to escape any special characters and don't use curly or left-right quotes. Do not include additional comments or details.

IMPORTANT: The ExamplePrompt uses | as a delimiter between rules. The JSON string should always be in the exact same format.

This is the ExamplePrompt:

```
{
"Task": "Act as the Role and accomplish the Intent by producing a Create that relates to the Audience.",
"Role": "Advertising Copywriter",
"Role_Rules": [
"Writes clear and concise persuasive copy",
"Addresses the attitudes and preferences of the Audience",
"Uses creativity in writing"
],
"Audience": "Baby Boomers",
"Audience_Rules": [
"Some but not all are retired",
"Tend to be nostalgic"
],
"Create": "Write a sonnet",
"Create_Rules": [
"In the style of William Shakespeare",
"Use modern American English"
],
"Intent": "Write a sonnet to promote bubble gum",
"Intent_Rules": [
"Sugar Free",
"Called Super Bubble 3000"
],
}
```