

USER GUIDE

CLAUDE AI

Intelligent - Safe - Versatile AI Assistant | by Anthropic

Claude is an AI assistant developed by Anthropic — a leading AI safety company. Claude can help you write, analyze, code, research, and translate a wide variety of content across many domains and languages.

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1. How to Access Claude

You can use Claude across multiple platforms depending on your needs:

Platform	Address / Method	Best For
Web (claude.ai)	claude.ai	Everyday users
Mobile App	App Store / Google Play	On-the-go use
API	api.anthropic.com	Developers
Claude Code (CLI)	Terminal / Command line	Developers

Available Plans:

Free	Claude Pro	Claude Team
- Limited usage - Access to Claude Haiku - 100% free	- More messages - Priority access - ~\$20/month	- For organizations - User management - Contact for pricing

2. The User Interface

Message Input Box: Located at the bottom of the screen. Type your question or request here and press Enter or click the send button.

Conversation History: The left panel shows your previous chats. Click "+ New chat" to start a fresh conversation.

File Attachments: Click the paperclip icon to attach images, PDFs, or text files to your message.

Copy Results: Every Claude response has a copy button so you can grab the content instantly.

Settings: Click your avatar (top right) to access Settings, change the interface theme, and manage your account.

3. How to Communicate Effectively

The way you phrase your request greatly influences the quality of Claude's response. Here are the key principles:

1

Be Clear and Specific

Instead of "Write me an article," say "Write a 500-word essay on the impact of AI on education in Southeast Asia."

2

Provide Context

Tell Claude who you are, what your goal is, and what outcome you want — the more context, the better the answer.

3

Request a Specific Format

For example: "Answer in bullet points," "Explain it like I'm 10 years old," or "Keep it under 150 words."

4

Break Down Complex Problems

For big tasks, ask one part at a time rather than everything at once.

5

Ask for Revisions

If the answer isn't quite right, be specific: "Make it shorter," "Add an example," or "Use a more formal tone."

Tip: If you are not satisfied with a response, ask Claude to "Try a different approach" or keep refining within the same conversation — Claude remembers the full context.

4. Key Features

Writing & Editing

- Write essays, reports, emails, and marketing copy
- Fix spelling, grammar, and tone
- Translate text into many languages
- Summarize long documents into concise overviews

Coding & Technical

- Write, test, and debug code (Python, JS, SQL, and more)
- Explain complex technical concepts in plain language
- Review code and suggest improvements
- Generate technical documentation (README, API docs)

Analysis & Research

- Analyze data and process spreadsheets
- Summarize research papers and articles
- Compare options and provide recommendations
- Help outline plans and structure projects

Creative & Entertainment

- Write short stories, scripts, and poetry
- Brainstorm creative ideas
- Create quizzes, practice questions, and exercises
- Role-play scenarios for learning or entertainment

5. Real-World Examples

Learning English	"Explain the difference between "make" and "do" in English with real-life examples."
Writing an Email	"Write a professional email requesting 2 days off, addressed to my manager. Keep it concise and polite."
Coding	"Write a Python function that reads a CSV file and calculates the average of a numeric column grouped by category."
Cooking	"I have eggs, tomatoes, and onions. Suggest 3 simple dishes I can make with these ingredients."
Health	"Explain how to read a blood test result for a non-medical person, specifically the Hemoglobin value."
Travel	"Plan a 3-day, 2-night itinerary in Hanoi with a moderate budget, including food and transport."

6. Tips & Tricks

Use "Act as a...": Ask Claude to take on a role: "Act as a cardiologist and explain..." for more expert-level answers.

Request Step-by-Step Thinking: Add to your prompt: "Think step by step before answering" to improve accuracy on complex tasks.

Limit the Length: "Answer in no more than 200 words" or "Explain in exactly 3 sentences" keeps responses focused and concise.

Use Clear Structure: Number your requirements or use bullet points in your prompt so Claude can follow multi-part instructions easily.

Ask for Multiple Options: "Give me 3 different ways to..." provides variety so you can pick the best approach.

Leverage Conversation Memory: Claude remembers the full context of your conversation — no need to repeat yourself when following up.

7. Important Notes

Knowledge Cutoff: Claude Sonnet 4.6 has training data up to August 2025. Events after this date may be inaccurate — always verify with a reliable source.

Not a Replacement for Professionals: For serious medical, legal, or financial matters, consult a qualified professional. Claude can help you understand a topic, but cannot provide official advice.

Protect Your Personal Data: Never share passwords, national ID numbers, bank details, or other sensitive personal information in a conversation.

Claude Can Make Mistakes: Claude occasionally produces inaccurate information (known as "hallucination"). Always double-check critical facts from another source.

Harmful Requests Are Refused: Claude will decline to assist with requests that could cause harm, such as creating malware, hacking accounts, or generating illegal content.