

How to Create a Custom GPT

What's a Custom GPT?

A Custom GPT is like your own personal robot assistant – it can be trained to talk like you, answer questions in your style, and help with specific tasks. You can use it for work, fun, or anything in between!

👑 STEP 1: Go to ChatGPT and Log In

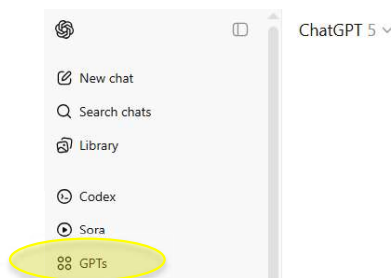
Visit <https://chat.openai.com>

Log in to your OpenAI account (or sign up if you don't have one).

👑 STEP 2: Click "Explore GPTs"

On the left side of the screen, click the button that says Explore GPTs.

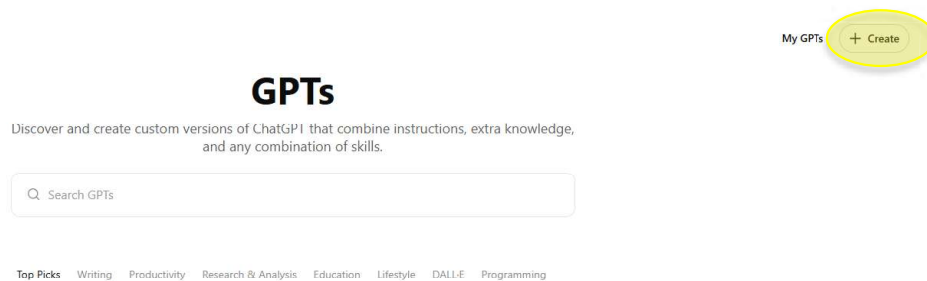
It will open a library of custom -made GPTs by other people (like a chatbot store).



👑 STEP 3: Click "Create" in the Top Right Corner

Now click the Create button in the top right.

A new screen will pop up – this is where you make your own GPT.

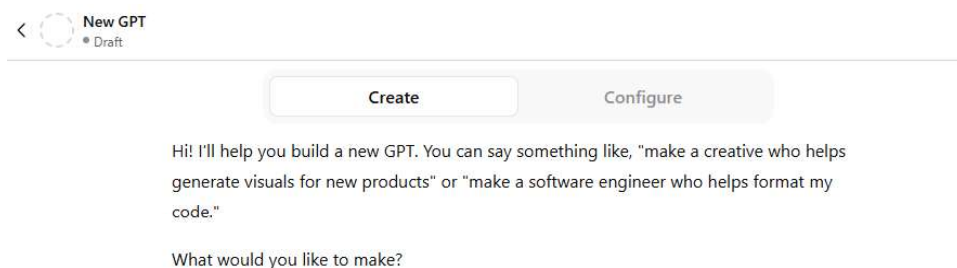


STEP 4: Let's Chat! (The Easy Setup)

The system will ask you a few questions in a chat - style format. Just type your answers like you're chatting with a friend.

Example:

- What do you want your GPT to do? → "Help people learn how to use AI for their business."
- What should it sound like? → "Friendly, helpful, smart, and a little funny."



👑 STEP 5: Give Your GPT a Name and Picture

Choose a name that fits your chatbot's personality.

(Example: BizBot, Marketing Queen, Princess GPT)

Upload a picture or choose one from the options they give you.

👑 STEP 6: Set Instructions (The Brain of Your GPT)

You'll see a box called "Instructions."

This is where you tell your GPT exactly how to behave.

Keep it simple. Example:

➤ "You are a helpful and fun AI that teaches people about marketing, networking, and using AI for business."

👑 STEP 7: Upload Files or Add Tools (Optional)

If you want your GPT to use files (like PDFs, spreadsheets, etc.) or tools like DALL·E or code interpreter:

➤ Click on "Add Capabilities."

➤ Choose what you'd like to include. This part is optional!

The screenshot shows the 'New GPT' configuration interface. At the top, there's a header with a back arrow, a 'New GPT' label with a 'Draft' status, and two buttons: 'Create' and 'Configure'. Below the header is a large dashed circle with a plus sign inside. The main form has several sections: 'Name' with a text input field containing 'Name your GPT'; 'Description' with a text input field containing 'Add a short description about what this GPT does'; 'Instructions' with a large text area containing 'What does this GPT do? How does it behave? What should it avoid doing?'; 'Conversation starters' with a text input field and a close button; and 'Knowledge' with a note 'Conversations with your GPT can potentially reveal part or all of the files uploaded.' and an 'Upload files' button.

👑 STEP 8: Test It Out!

Click Preview and chat with your new GPT.

Does it sound right?

Does it answer the way you want?

If not – no worries! You can go back and edit anytime.

👑 STEP 9: Save and Share

Once it's ready, click Publish.

Choose if it's Private (just for you) or Public (others can use it too).

You'll get a special link to share your Custom GPT with others.