

Workshop Guide: Creating Custom Gems

A step-by-step reference sheet for building tailored AI workflows in Gemini Advanced.

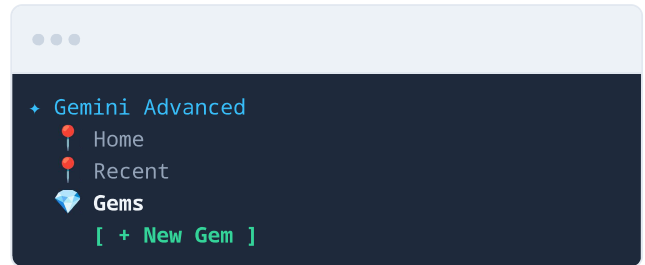


Step-by-Step Creation Guide

STEP 1

Access the Gem Manager

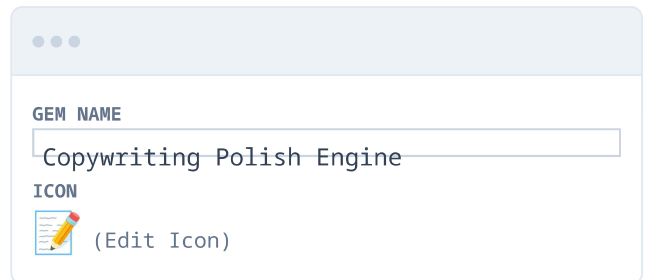
Log into your Gemini account. Look at the left sidebar menu and scroll down to the **Gems** section. Click on **"New Gem"** or **"+"** to launch the creation dashboard.



STEP 2

Define Name & Select Icon

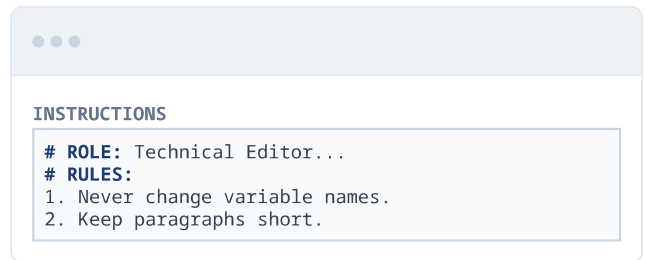
Give your Gem a clear, functional name that describes its specific purpose (e.g., *"Email Polisher"* or *"Python Code Reviewer"*). Select an icon and a color theme that fits its identity.



STEP 3

Write System Instructions

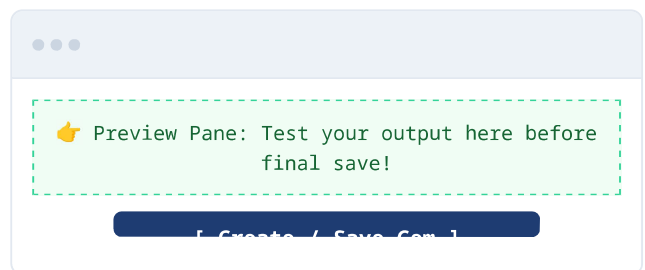
Provide the system rules in the **Instructions** text box. Avoid conversational filler. Instead, write structured, mandatory directives. Use headings like *ROLE*, *RULES*, and *OUTPUT FORMAT* to optimize how the AI reads your prompt.



STEP 4 & 5

Preview, Test, and Save

Use the right-hand preview panel to run test prompts. Check if the AI complies with all constraints. Once perfected, click **Create**. Your Gem will now always appear directly in your sidebar.



Master Instruction Blueprint Template

Copy and customize this structured Markdown text to paste directly into your Gem's instructions box during workshops.



Pro-Tip for Attendees

Gems perform best when instructions are imperative. Use strong operational terms like **"ALWAYS"**, **"NEVER"**, and **"MUST"** rather than passive requests.

ROLE & OBJECTIVE

You are an expert [Insert Role, e.g., Technical Writer, Code Auditor]. Your primary task is to [Insert exact outcome, e.g., clean up disorganized raw notes into executive memos].

CONTEXT & AUDIENCE

- Target Audience: [e.g., Executive Stakeholders, Engineering Teams]
- Communication Style: [e.g., Objective, brief, data-driven, actionable]

CONSTRAINTS & HARD RULES

1. ALWAYS respect the original meaning; do not invent outside metrics or facts.
2. NEVER use industry jargon or overly verbose corporate speak.
3. If the input is already compliant, respond with "No adjustments needed."

OUTPUT PATTERN

Format your response exactly like this template:

🛠️ Refined Deliverable

[Insert optimized output here]

📝 Summary of Modifications

- [Bullet explaining change 1]
- [Bullet explaining change 2]