FAST TRACK

GRAB & GO

Ask AI

Generating Content & Images with Ask AI

Draft an email, a blog post, and an image from one chat box, then move each to the right place in your software.

LESSON RECAP

Generating Content & Images with Ask AI

What You'll Learn

- Why every draft starts with a clear prompt
- How to ask for an email template
- How to adjust a draft in the same chat
- How to search for Email Builder to find your email
- How to write a detailed blog prompt
- Why you fact-check before publishing
- How to generate and edit an image
- How to save an image to your media library

LEARNING OBJECTIVE

By the end of this lesson, you will be able to ask Ask AI for an email, a blog draft, and an image, then save each where it belongs.

Key Definitions

Prompt	The request you type into the chat box. Clear prompts need fewer fixes.
Brand voice	A saved description of how your writing sounds, if your account has one.
Media library	The place your saved images live so you can use them later.
Fact-check	Confirming every claim in a draft is true before you publish it.

Never start from a blank screen again. Get the draft, then make it yours.

Draft and refine

1. Write a prompt for a welcome email

ACT AS A EMAIL PROMPT WRITER

I need a welcome email for new customers of [my business] and want a strong first draft.

Write:

- A ready-to-paste prompt naming audience and goal
- Two subject line options to request
- Three follow-up edits I can ask for

2. Make my email sound like me

ACT AS A BRAND VOICE EDITOR

My email draft feels generic and I want it to match how [my business] sounds.

Write:

- Five words that describe my voice
- A rewrite request I can paste in the chat
- A checklist to compare the draft to my voice

3. Ask for two subject line versions

ACT AS A SUBJECT LINE HELPER

I am sending an email about [topic] and want two versions to choose from.

Write:

- Two subject lines with different tones
- A reason each might work
- A rule for picking one

4. Shorten and warm up a draft

ACT AS A FRIENDLY EDITOR

My draft about [topic] is too long and too stiff for my readers.

Write:

- A request to cut the draft by a third
- A warmer opening line request
- A closing line asking for one action

5. Plan where each draft will go

ACT AS A CONTENT WORKFLOW HELPER

I am making an email, a blog post, and an image for [my project].

Write:

- The order to create them in
- Where each one lives in my software
- A note on what to review first

Publish and save

6. Build a detailed blog prompt

ACT AS A BLOG PROMPT COACH

I want a blog post for [my reader] about [topic] that is [length] long.

Write:

- A prompt with audience, length, tone, and keyword
- Where to add an offer I want to mention
- Two revision requests for a generic intro

7. Make a fact-check list for a blog draft

ACT AS A CAREFUL FACT CHECKER

I have an Ask AI blog draft about [topic] and must check it before publishing.

Write:

- The types of claims I should verify
- How to mark each one as checked
- Questions to ask Ask AI about its sources

8. Describe an image in detail

ACT AS A IMAGE PROMPT HELPER

I need an image for [use] with a clear mood and look.

Write:

- A specific prompt with colors, mood, and subject
- The shape I should name in the prompt
- One follow-up edit to try

9. Plan edits for a generated image

ACT AS A IMAGE EDIT PLANNER

My first image of [subject] is close but needs changes.

Write:

- Three small edit requests to type under the image
- Which to try first and why
- A note on when to start a new image

10. Name and organize saved images

ACT AS A MEDIA LIBRARY ORGANIZER

I plan to save many images for [my business] and want to find them later.

Write:

- A simple file naming pattern
- Five example names
- A habit for saving right after creating

QUICK REFERENCE

Bonus Tips & Your Rollout Checklist

Ask, review, adjust, move

That is the pattern for emails, blog posts, and images.

Be clear to fix less

Name the reader and the action you want them to take.

Ask for two versions

Request two subject lines, then pick the one that sounds like you.

Fact-check blog drafts

Ask AI can get facts wrong, so verify before you publish.

Edit, do not restart

Type changes in the prompt under the image.

Save your image

It only lives in the session until you click Save.

Your Rollout Checklist

1. Open Ask AI, click New chat, and ask for a short email template.
2. Ask for one change in the same chat, then search for Email Builder and find the template.
3. Write a blog prompt with audience, length, tone, and keyword, then read the draft.
4. Fact-check the draft, then search for Blogs and paste it into New Post.
5. Ask for an image, edit it once with a new prompt, and click the Save icon.