

# Configuring Your GPT

While most of this course is dedicated to the prompt in the instructions, it's worth it to take just a quick tour of all the configuration options on GPTs.

But before we do, let me give you one huge warning.

**Once you start configuring your GPT by hand, avoid the "Create" button.**

If you ask the Create interface to do something, it will likely change your instructions and conversation starters into versions that are far worse than what you would have done by hand.

(I also found a bug where if you accidentally click Create while DALL·E is generating a profile picture for your GPT, it will rewrite your instructions even if you type nothing into the Create menu. So just totally avoid it imo.)

By default the Configure menu looks like this: everything blank with all three extra capabilities enabled.

< New GPT  
● Draft

Create Configure

+

**Name**  
Name your GPT

**Description**  
Add a short description about what this GPT does

**Instructions**  
What does this GPT do? How does it behave? What should it avoid doing?

**Conversation starters**

**Knowledge**  
Upload files

**Capabilities**

- Web Browsing
- DALL·E Image Generation
- Code Interpreter ?

Let's go through each and I'll share some quick tips.

## Profile Picture

You have two options, upload an image or use DALL·E. Just keep in mind if you select "use DALL·E" you don't have much control over what it does. (It also seems to take a long time.)

The system takes information like the name, description, and instructions, and then creates whatever image in whatever style it wants.

Tip: For more control over the DALL·E-created profile picture, open a separate ChatGPT session and prompt it into existence using your own description.

## **Name**

Names are pretty straightforward.

Tip: Having created a bunch of GPTs now, I prefer very straightforward names that signal exactly what the bot does. This helps me find the GPTs I need quickly. For example, the GPT I used to create all the images for the modules in this course is called "Module Image Creator". It's very difficult to get it confused with any other image creator GPTs.

## **Description**

Describes what the GPT does, but I also think it's best to describe the type of input the GPT prefers. Examples from my own library:

- Image generator for stylized, abstract 16:9 course module visuals. Give me a lesson title or short description.
- Asks questions then generates ideas for a \$100M Offer.
- Takes the transcript of a meeting and pulls out the best insights.

## **Instructions**

This is the prompt that runs your GPT. A great deal of this course focuses on what happens in this box.

Tip: There's a little expand icon you can click to see a long prompt in a much larger view.

## **Conversation starters**

Default options or examples of things to say to the GPT.

Tip: If you're sharing your GPT with other people, you can demonstrate how to use the GPT with just a few good commands here.

## **Knowledge**

Click to upload files into your GPT. As of this writing, you are limited to 10 files with up to 8,000 tokens in each file.

Tip: Convert docs to simple file formats written in text like .TXT and .CSV. This increases the speed at which your GPT runs and can make the data easier to retrieve as well.

## **Capabilities**

**Web Browsing** - Pulls in info from 3+ sources online if the GPT thinks it would be helpful.

Tip: In your instructions, explicitly tell the GPT when to search the web, as it doesn't always use this feature.

**DALL·E Image Generation** - Allow the GPT to create images.

Tip: Turn this off if you don't need it. If you're not using it, the feature adds quite a bit of non-useful information to the hidden instructions inside your GPT.

**Code Interpreter** - Let's your GPT run code and work with files.

Tip: Generally leaving this on is helpful for many GPTs. Like Web Browsing, you can give instructions to use this feature specifically.

## **Actions**

Right now Actions are very difficult for non-developers to use. In a later lesson, I'll show you a no-code implementation using Zapier. If you're not a coder, I would generally stay away from this feature until they make it more user-friendly.

## **Takeaway**

It's quite simple to configure a GPT. Most of the heavy lifting is done in the Instructions and what you upload into Knowledge. Still, it's worth it to take a sec to be thoughtful about the other fields here that help make your GPT easier to use (or to remember why you made it in the first place).