

DropTicks AI Article

ChatGPT Tip: Give ChatGPT Files With A Reading Task

ChatGPT Tips | Apr 19, 2026

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Article

Give ChatGPT Files With A Reading Task

Uploaded files work better when you tell ChatGPT how to inspect them.

Best way to use it:

â€¢ Name the file purpose.

â€¢ Ask for extraction, comparison, summary, or validation.

â€¢ Tell it what to ignore.

Copy-ready prompt:

Read the attached file as [role]. Extract [fields]. Ignore [irrelevant sections]. Return findings, risks, and questions in a table.

Quality check:

â€¢ The answer references file content.

â€¢ The requested fields are present.

â€¢ Irrelevant sections are ignored.

DropTicks note:

Use ChatGPT like a workstation, not a magic answer box. Give it the role, goal, input material, constraints, expected output format, and review criteria. The stronger your workflow, the better the result.

Related source links:

â€¢ <https://help.openai.com/en/collections/3742473-chatgpt>

â€¢ <https://help.openai.com/en/articles/6825453-chatgpt-release-notes>

â€¢ <https://openai.com/index/introducing-chatgpt-search/>

â€¢ <https://openai.com/index/introducing-deep-research/>

â€¢ <https://openai.com/index/introducing-canvas/>

Web link

<https://www.dropticks.com/articles/chatgpt-tip-give-chatgpt-files-with-a-reading-task>

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