Using the Output

The Simple Version: Get the final version into a writing block → Make any changes → Copy or download → Put it where you work → Save it → Print, share, keep working

Purpose	Start here
Move finished reports, forms, guides, and communications from ChatGPT into the places where you normally work.	**Keep refining the work until it is useful. Then copy it, download it, combine it, or move it into your normal STW files.**

What's a Writing Block?

Think of it as the part you want to keep. The conversation helps you create and improve the work; the writing block contains the finished content you can take with you.

Five Easy Ways to Take the Work with You

1	**Make sure it's what you want** Keep revising until the finished work is useful. Ask for changes such as: Make this shorter. • Make this easier to scan. • Make this fit on one page. • Give me a clean final version.
2	**Copy and paste it** Copy the writing block into Word, Google Docs, email, your state's STW forms, a committee document, a website, or another shared document.
3	**Download it** When a download option is available, save the file somewhere you can find it. Rename it, move it into your STW folder, upload it to Drive, email it, print it, or share it.
4	**Combine several pieces** Ask the GPT to put related work together: Combine Parts 1-4. • Combine these interview guides. • Create one clean final report. • Give me only the finished material.
5	**Or keep pieces separate** That is fine too. You may want a committee report, separate interview guides, a classroom checklist, talking points, an email, and a social post as separate files.

Where Does My Work Go?

Save it where you normally keep STW materials:
Google Drive • OneDrive • a shared state folder • your computer • your state's existing STW system

Use a simple file name you'll recognize:
School Name - Application Review • School Name - Data Analysis • School Name - Site Visit Guide • School Name - Recognition Materials

Remember: You can always tell the GPT what you need next: Give me a clean copy. • Put this in a writing block. • Combine these for me. • Make this ready to print or share. • Turn this into an email. • Give me a shorter version.
The GPT creates the work. The writing block helps you take it with you. Your normal files and folders are where you keep it.