

ChatGPT, Work, Codex, and Your dot

A Simple Guide

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Pick the right app, model, effort, and tool. Learn to ask clearly and check the work.

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Independent educational guide. This is not an official OpenAI or Morehouse College publication.

QUICK PICK MATRIX AND CONTENTS

Find the help you need

Start with your goal. Then use the page that fits. You can use this guide in any order.

My goal	Start with	Page
Ask or write	Chat	3
Pick a model	Astra, Sol, or Luna	4
Set effort	Effort choices	5–6
Make images or video	The right media tool	7
Make files or fix code	Work or Codex	8
Keep a goal moving	Your dot	9–10
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Ask three questions

1. Do I need an answer, a file, or an action?
2. Which app has the files and tools I need?
3. Is this a quick job or a hard problem?

Features vary by plan, device, work account, and rollout. Use the choices shown in your app.

APP AND VIEW

Pick where you work

The app is where you work. The model helps think. A tool helps do a job. These are different choices.

Where	A good use	Check first
Web In a browser	No install. Make files and run cloud tasks.	Are the tools and files there?
Desktop On a computer	Use your computer files and apps when set up.	Is the right computer linked and online?
Mobile On a phone	Start work, give notes, approve, and review.	Does your phone have this feature?

Cloud means a remote computer does the work. [1, 2]

Then choose the kind of help

View	Think of it as	Example
Chat	Help me think.	Explain this lesson.
Work	Help me finish.	Make a slide file.
Codex	Show code and tools.	Fix and test my site.

Codex is not just for code. Web Work can do tasks too. A phone can guide cloud work. Tasks on your own computer need it awake and online. [2, 3]

Desktop can mean Windows or Mac. Mobile can mean iPhone or Android. Features vary by device, plan, work account, and rollout.

Pick an AI model

AI is short for artificial intelligence. A model is the AI helper you choose. Astra, Sol, and Luna are models, not apps. OpenAI's guide spells Sol, not "Soul." [4]

Model	Good place to start	Real example
GPT-6 Luna	Clear, repeat jobs. Often uses less of your plan. Try High.	Sort 30 names in ABC order.
GPT-6.1 Sol	Work with many steps. Balance quality, time, and plan use.	Make six slides and a handout from my notes.
GPT-6 Astra	Hard choices and work that needs care. Try Light first.	Merge three plans. Find clashes. Keep all my rules.

These are starting tips, not a ranking for every job. [4, 5]

A simple way to choose

Clear, repeat job: Try Luna.

Several steps: Try Sol.

Hard choices: Try Astra.

For Sol, start with the effort already shown. Raise it when the job needs more thought.

Why Astra can start at Light

A stronger model may need less effort for the same job. High on one model is not the same as High on another. [4, 5]

Sol and Luna are listed for Work and Codex, not Chat. Use only the models in your own menu. No model name alone gives you an image or video tool. [4, 6]

EFFORT MATRIX

Choose how much thought

Effort guides how much thought the model puts into a job. More can help with hard work. It can take longer and use more of your plan. [4, 12]

Effort	Plain meaning	Try it for
Light	A quick pass.	Fix spelling in a note.
Medium	Think through a few steps.	Plan an event with a set budget.
High	Take more care.	Compare three plans and their costs.
Extra High	Go deeper and check more parts.	Find patterns in many reports.
Max	Give one hard problem more thought.	Find why two totals do not match.
Ultra	Deep thought plus AI helpers when useful.	Check places, costs, and dates in parallel.

Examples teach the idea; they are not fixed rules. Use only levels in your app. [4, 11, 12]

In parallel means at the same time. Ultra can split suitable work among helpers. Other levels can use helpers too when asked. Not every job gets faster. [11]

If you see Low: Some code tools use Low for the quick setting. App menus may say Light. Luna goes up to Max, not Ultra. [4]

MORE THOUGHT IS NOT MORE ACCESS

Know what effort is not

Turn up effort for a hard problem. Do not turn it up to fix a missing tool, a login, or a blocked step.

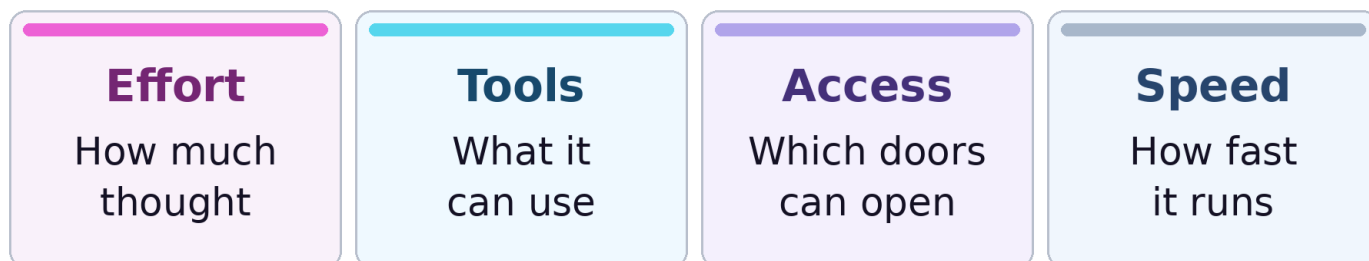
Effort is not	What that means
A timer	High does not mean a set number of minutes.
A speed button	Ultra effort and Ultrafast speed are not the same.
An image size switch	It does not set the picture size or image quality.
Permission	It cannot unlock accounts, files, or actions.
Proof of success	More thought does not mean every fact is right or the job is done.

Sources for effort, speed, images, and approvals: [6, 12, 13, 14].

Ultra and Ultrafast are different

Ultra is an effort level. It can use deep thought and helpers.
Ultrafast is a speed choice where offered. Faster modes can use more of your plan. [11, 13]

Think of four separate controls



PICK THE MAKER NOT JUST THE MODEL

Make images and video

The model can plan. The right tool must make the image or movie. More effort does not add a missing tool.

I need	Use	Tell it
A new picture	An image tool	The subject, style, shape, and words.
A picture edit	An image tool and your image	What to change and what to keep.
A short video	A video tool you can use	The script, length, shape, and clips.

Try this image request

“Make a science fair poster. Show bright plants and lab tools. Use large text. Leave space for the date. Give me a PNG image file.”

Read every word in the image. Check labels and facts. Ask for a fix if something is wrong. [6]

Start a video with a plan

“Write a 30-second welcome video. Use five short scenes. Give me the words to say and what to show.”

Then use a video tool to make or edit the movie. Check its price and limits. A ChatGPT model name does not mean you have a video maker. Video tools change. Check what is offered now. [8]

For hard visual choices, Astra can help plan and review. That is different from the tool that makes the image. [6, 15]

GIVE THE TASK A CLEAR FINISH LINE

Make files and take actions

I need	Start with	Ask it to check
Slides or a PDF	Work and file tools	Each page, words, and layout.
A sheet with totals	Work and a sheet tool	The math and source data.
A site or code	Work or Codex and code tools	Links, phone view, and tests.
A web task	Work and web tools	The exact action and result.

Web and desktop can make and review files where enabled. [1, 7]

Ask for a file you can use

“Use these notes to make five slides. Use large text. Check every page. Give me an editable slide file and a PDF.”

Set limits on actions

“Find three open times for a repair visit. Do not book one yet. Show me the price and each time.”

To go ahead, name the exact choice and limits. Some steps still need you to sign in, approve, or take over. You keep control. [9, 14]

For a code fix

“Fix this broken link. Keep the rest the same. Test the phone view. Tell me what changed and what tests passed.”

Know your dot and its defaults

OpenAI says dot is powered by GPT-6 Astra. That is the published model for dot, not a promise that every tool or side task uses the same model. [16]

Setting	What the public guides say
Main model	GPT-6 Astra powers dot. [16]
Effort level	No one fixed level is stated in the dot guides checked.
Speed	No one fixed default speed is stated there.
Mode	dot is the ongoing helper. It may use Work or Codex for parts of a job. [16]
Work and Codex tasks	These have their own settings. Their model or effort choice does not prove dot uses it. [4, 17]

What this means for you

You do not need to pick a model before each dot request. Start with the job and the result you want.

For a quick answer, say “Keep this short.” For a hard job, say “Check the facts, compare the options, and explain the risks.”

Do not assume your dot is always on Light, High, Max, Ultra, or a Fast speed. A request for care is not proof that a named setting changed.

No live account setting was checked for this guide. Use the choices your own app shows.

CLEAR REQUESTS AND ONGOING HELP

Ask your dot to keep work moving

Say the goal, the source, the rules, and the result. You can ask in plain words. A clear finish line helps your dot know what to make.

For one job

“Use these notes to plan my workshop. Make a one-page checklist. Use large text. Do not send it to anyone. Tell me what is ready and what is left.”

For help on a schedule

“Each weekday at 8 a.m. [time zone] through [end date], review my calendar. Send me today’s meetings here. Do not move or cancel anything. Tell me when the schedule is set.”

Name the time, time zone, days, end date, and place for the update. Check that the task was set up. A reply alone is not proof that it will run. [20]

For a change in how it helps

“Keep your updates short. Tell me when a big part is done, when you need me, and when the whole job is done.”

Say “For this task” for one job. Say “From now on” for future help. A style choice does not grant access or remove required approvals. [18, 19]

A request you can reuse

“Help me [goal]. Use [sources]. Follow [rules]. Make [result]. Ask before [action]. Update me [when]. Show me what is done.”

WHEN A TASK GETS STUCK

Fix the right problem

What is wrong	What to do	More effort
A tool is missing	Choose or connect the right tool.	Will not add it.
A site needs a login	Use the safe sign-in step.	Is not a login.
A step needs your okay	Read the action and target. Then decide.	Cannot give your okay.
Your computer is offline	Wake it and check the link.	Cannot wake it.
The plan missed a rule	Add the rule. Ask for a fresh check.	May help a hard job.
The facts look wrong	Ask for sources. Check the key facts.	Is not proof.

Cloud and local are different

The Work web browser is separate from your own browser. Your saved tabs and logins may not be there. [9]

Local means on your computer. To use local apps, the right computer and tools must be set up. That is more than opening a website. [10]

Before you retry: Ask what failed and what already changed. This can help avoid sending or booking twice.

FINISH REVIEW AND STOP

Check the result and stay in control

Ask for proof of the result

1. What did you finish?
2. Where is the file, link, or proof?
3. What is left, and what do you need from me?

A draft is not a sent message. A plan is not a booking. Open the result. Check names, dates, prices, and places.

Find your dot work

On desktop, open your dot profile. Open Activity to see tasks, results, and requests for your approval. [19]

Use text or the phone button to talk to your dot. When a call ends, work you assigned may keep going. [22]

Know what can keep running

Cloud work can keep going while your devices are off. Work on your computer needs it online with ChatGPT open. Your browser login is not a login in dot's cloud browser. [21]

Stop the task and its schedule

Say: "Stop work on [task]. Also cancel its saved schedule." Then check that both stopped.

Pausing one task may not stop other tasks or saved schedules. Check them on their own. [19, 20]

OFFICIAL SOURCES 1 TO 15

Check the product facts

These official pages support the product facts. Open a title to read more. Names and features can change.

- [\[1\] Quickstart](#) Web and desktop
- [\[2\] Mobile](#) Phone tasks
- [\[3\] Use ChatGPT](#) Chat Work and Codex
- [\[4\] Models](#) Names and choices
- [\[5\] Model selection](#) Starting tips
- [\[6\] Image generation](#) Make and edit
- [\[7\] File previews](#) Files and review
- [\[8\] Video tool changes](#) Retired services
- [\[9\] Browser](#) Web tasks and login
- [\[10\] Computer use](#) Local app setup
- [\[11\] AI helpers](#) Ultra and helpers
- [\[12\] Reasoning guide](#) Effort idea
- [\[13\] Speed](#) Fast modes
- [\[14\] Approvals and safety](#) Your control
- [\[15\] Start with Work](#) Polished work

About the examples

The task picks and sample requests are teaching tips. They are not promises of speed, quality, or access. Check the final work.

Public sources checked 21 October 2026. Cover art is AI-generated.

dot sources and useful words

[\[16\] Meet dot](#) Role and model

[\[17\] dot admin guide](#) Separate settings

[\[18\] Get started with dot](#) Clear requests

[\[19\] dot controls](#) Activity and approvals

[\[20\] Ongoing tasks](#) Repeat work

[\[21\] Computers and apps](#) Tools and access

[\[22\] Ways to talk to dot](#) Text and calls

Words in this guide

Word	Plain meaning
Cloud	Work runs on a remote computer.
Local	Work runs on your computer.
Model	The AI helper used for a task.
Effort	How much thought the model uses.
Tool	What can make a file or take an action.
Access	The files and accounts a tool may use.

Start with the goal. Use the right tool. Keep control. Check the result.