



AI TOOLKIT SERIES · READING

No. 50



Documents Decoded

*Your long documents finally
answer your questions.*

10 prompts to summarize, extract and check
any document, right from your phone.

Free for the SYSTINFO community

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GOOD TO KNOW

A reader. Not a judge.

In 2026, you can drop a long PDF into an assistant (ChatGPT, Claude, Gemini, NotebookLM) and ask it questions like a person. It summarizes, finds a figure, explains a term. That is a real time saver. But the tool reads fast, not always right. Three habits.

- **Verify, don't swallow**

AI can be wrong or invent a detail. Always cross-check an important figure or date against the document itself.

- **Summarize, don't decide**

A summary informs, it does not decide for you. For legal, medical or financial stakes, keep the last word, and a professional when needed.

- **Careful, not naive**

Avoid pasting highly confidential data into a public tool. Anonymize it, or choose a tool that protects your files.

The good habit: AI reads for you, you check what binds you.

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THE METHOD

Ten prompts, five steps.

Getting the most from a document takes five steps: understand it, extract the facts, question it, check what binds you, then act. These 10 prompts turn AI into a reading assistant. You keep the last word.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 Understand

· 2 prompts

02 Extract

· 3 prompts

03 Ask

· 2 prompts

04 Check

· 2 prompts

05 Act

· 1 prompt



The Gist First

PROMPT TO COPY

Role: you are an expert reader who explains things simply.

Context: I am giving you [this document] and I have no time to read it all.

Task: summarize it so I grasp the essentials in one minute.

Format: five points maximum, one sentence each, no jargon.

Add a line, what this changes for me.

What you get

The heart of the document at a glance. A good summary tells you what to do, not just what it is about.



The Word Explained

PROMPT TO COPY

Role: you are a translator of complicated language.

Context: in [this document], several terms are unclear to me.

Task: find the technical or legal words and explain them.

Format: a simple table, the term on the left, a one-sentence plain explanation on the right. Order from most to least important.

What you get

A document that no longer speaks a foreign language. Understanding the words is already taking back control of the text.



The Dates That Matter

PROMPT TO COPY

Role: you are a rigorous assistant, attentive to detail.

Context: [this document] holds deadlines I might forget.

Task: list every date, deadline and obligation.

Format: one line per deadline, the date then what is expected then who must act. Sort from soonest to latest.

What you get

Not a single deadline missed. A date noted in time avoids a penalty or a lost opportunity.



The Right Numbers

PROMPT TO COPY

Role: you are an assistant who hunts down figures.

Context: [this document, invoice, contract or report]
mixes several numbers.

Task: pull out every important amount, rate and quantity.

Format: a short list, the figure then what it stands for.

Flag any total, any sum due and any gap that looks odd.

What you get

The figures that commit your money, gathered. Checking an amount takes a minute, regretting it takes months.



What's Asked Of Me

PROMPT TO COPY

Role: you are an action-focused assistant.

Context: after reading [this document], I am not sure what I must do.

Task: tell me exactly what is required from me.

Format: three actions maximum, one per line, verb first, with the deadline if the document gives one.

What you get

A read that ends with a plan, not a doubt. Knowing what to do beats remembering everything.



The Precise Question

PROMPT TO COPY

Role: you are an expert who answers from the text provided.

Context: I want a clear answer to [my question] about [this document].

Task: answer only from the document, without inventing.

Format: an answer in three sentences, then the exact sentence from the document that backs it. If it is not there, say so.

What you get

A reliable answer, grounded in the text. An AI that cites its source spares you from taking it on faith.



The Missing Piece

PROMPT TO COPY

Role: you are a wary, methodical reviewer.

Context: I am about to sign or approve [this document].

Task: tell me what is not said and should be.

Format: five questions maximum to ask before I commit, from most to least important.

What you get

The blind spots before you sign. What a document leaves out can weigh more than what it writes.



The Trap Spotted

PROMPT TO COPY

Role: you are a careful advisor who defends my interests.

Context: [this document, contract, offer or terms] commits my responsibility.

Task: spot the passages that could work against me.

Format: a list, each point, the passage, the risk in one sentence, a question to ask. Neutral tone, no drama.

What you get

The risk zones, brought to light. This informs, it does not replace a professional for a serious matter.



The Better Choice

PROMPT TO COPY

Role: you are a neutral, clear analyst.

Context: I am comparing [document A] and [document B, two offers or versions].

Task: line up the differences that matter to me.

Format: a table, one criterion per row, one column per document, then your pick in one sentence with the main reason.

What you get

Two documents compared at a glance. Seeing the gaps side by side makes the choice obvious.



The Ready Reply

PROMPT TO COPY

Role: you are a professional writing assistant.

Context: after [this document], I must reply to [the sender] for [my goal].

Task: write a clear, polite reply that addresses each point.

Format: a short message, an opening line, my answers point by point, a clear request for the next step.

What you get

A reply ready to review and send. Replying quickly and well closes the case instead of dragging it out.



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Give us 30 seconds

Take a moment to thank us on one of our networks. A public word, even a short one, encourages us to keep supporting you, tip after tip.

Scan to join us and say thank you



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