

Prompt Library Session 3

Genealogy, Which Tool to Use, Settings/Customization

Use the prompts below as starting points. Anything inside **[brackets]** can be replaced with your own details.

Tip: For image or file-based prompts, copy and paste the text or drag/upload the image or file into your AI tool of choice before running the prompt.

Topic 1: Genealogy Research with AI

Prompt 1: Genealogy Research Strategy

Use this when: You have limited information about an ancestor and want AI to suggest practical next research steps.

COPY-READY PROMPT: Genealogy Research Strategy

You are an expert genealogy research assistant specializing in [country/region] records from [time period].

I am researching a possible ancestor with the following details:

Name: [full name]

Approximate birth year: [approximate birth year]

Country or place of origin: [country/place]

Known facts: [known facts, family connections, residence, occupation, or other clues]

Please help me do the following:

1. Suggest three practical research strategies for identifying and verifying [ancestor's name]'s life, family connections, residence, and relationship to [related person's name].
2. For each strategy, explain which record types I should search, such as census records, birth records, death records, marriage records, obituaries, cemetery records, city directories, newspapers, military draft cards, land records, probate files, or other relevant records.
3. Explain what each record type might help me confirm.

Follow-Up Prompt: Create a Genealogy Research Log

Use this when: You want to organize what you find instead of keeping scattered notes.

COPY-READY PROMPT: Genealogy Research Log

Create a simple genealogy research log for [ancestor's name].

Include columns for:

- Record searched
- Website or archive
- Date range
- What I found
- What it suggests
- Next step

Make the table easy to reuse for future genealogy research.

Prompt 2: Transcribe and Translate a Historical Document

Use this when: You have a handwritten, old, or foreign-language document and want help reading it carefully.

Before using this prompt: Copy and paste the document text, or drag/upload an image or file of the document into your AI tool of choice. Then paste the prompt below.

COPY-READY PROMPT: Historical Document Transcription and Translation

You are an expert paleographer specializing in [language, region, or handwriting style] from [time period].

I have provided [an image/a file/copied text] from a historical document.

First, analyze the handwriting style and likely date range.

Then transcribe and translate the entire document word-for-word into [target language].

Use square brackets [] for uncertain readings and write [illegible] where you truly cannot read something.

Do not guess names, dates, or places. If something is uncertain, mark it as [probable: your best reading] or [uncertain] instead of presenting it as fact.

Preserve uncertainty clearly so I can verify the document later.

Topic 2: So Many AI Tools, Which One Do I Need?

Prompt 3: Rewrite for Tone

Use this when: You know what you want to say, but the tone may sound too sharp, defensive, or cold.

COPY-READY PROMPT: Rewrite for Tone

Rewrite this message so it sounds [desired tone], [desired tone], and not [tone to avoid]:
“[paste your original message here]”

Keep the main boundary or message intact, but make it sound more human and respectful.

Prompt 4: Gentle Life Planning

Use this when: You want AI to help think through a life transition, weekly rhythm, or personal routine without turning it into a productivity plan.

COPY-READY PROMPT: Gentle Life Planning

I am [age or life stage] and [brief life situation].

I want my days to feel more [desired feeling], but I do not want [thing you want to avoid].

Ask me a few gentle questions first.

Then suggest a simple weekly rhythm that includes:

- Learning
- Movement
- Rest
- Connection
- [anything else important to me]

Make the plan realistic, flexible, and not over-scheduled.

Prompt 5: Difficult Email with a Boundary

Use this when: You need to set a boundary while preserving the relationship.

COPY-READY PROMPT: Difficult Email with a Boundary

Help me write a [tone] but firm email to [person or relationship] who keeps [specific behavior].
I want to set a boundary without damaging the relationship.

Please make the email:

- Clear
- Respectful
- Not cold or scolding
- Firm enough to protect my boundary
- Written in a voice that sounds like a real person

Here is any context you should know:

[brief context]

Follow-Up Prompt: Improve the First Draft

Use this when: The first AI answer is close but not quite right.

COPY-READY PROMPT: Improve the First Draft

Revise that response to make it [warmer/shorter/more direct/less formal/more conversational/more professional].

Keep the main message the same, but adjust the tone so it sounds more like me.