



Thank you for your support

We're NOT Netflix, so please do not share your product key with friends, just point them to the web site as the price is very low for everyone to participate in these amazing technologies. Your support goes towards maintenance and hosting the add-in component so that it works on Windows, Mac and Web browsers for anyone around the world to use.

You can always reach me at patrick@ghostwriter-ai.com with your questions and suggestions. Please email me as I enjoy the suggestions and comments and use them in making the add-in better for all of us.

1 INSTALLING GHOSTWRITER

Start Microsoft Word or Outlook. In the ribbon bar, you'll need to find the **Get Add-in** or **My Add-ins** buttons. There are several versions of Ghostwriter available, make sure you **Add** the correct one for your purchase. Search for "Ghostwriter" in Excel, PowerPoint or Word and in Outlook, search for "Ghostwriter for Outlook" in the Office add-in store and click **Add**.

Office Add-ins

MY ADD-INS | **STORE**

Add-ins may access personal and document information. By using an add-in, you agree to its Permissions, License Terms and Privacy Policy.

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**Ghostwriter**
Use ChatGPT with the CoPilot experience right within your favorite office app.
Additional purchase may be required
★★★★☆ (17)

**Ghostwriter Education**
Add ChatGPT with a Copilot experience to accelerate your educational teaching
Additional purchase may be required
★★★★★ (2)

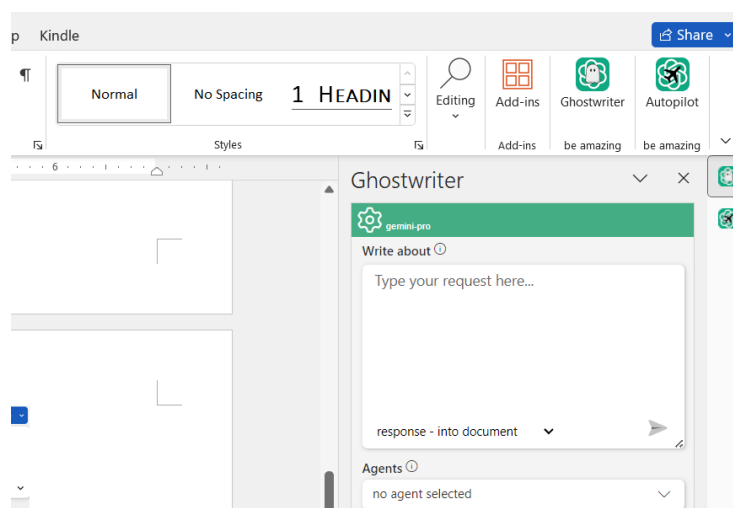
**Ghostwriter Consultant Edition**
Add ChatGPT with a Copilot experience to excelerate your consulting role
Additional purchase may be required
★★★★★ (6)

Add

Add

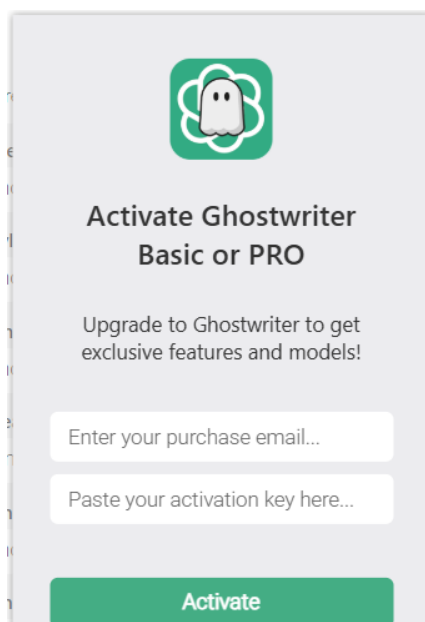
Add

Once installed, Ghostwriter will be available on the Excel, PowerPoint or Word ribbon bar. If you're using Microsoft Outlook, you'll see the Ghostwriter icon when you're composing or replying to an email.



2 YOUR PRODUCT KEY

Your Email address and Product Key will be in the email sent to you after your purchase. Click on the **UPGRADE** link at the top and then click the **VALIDATE** button. Put the two email and product keys in the appropriate fields as shown below and click the **VALIDATE** button.

A screenshot of a mobile application interface for activating Ghostwriter. At the top is a green square icon with a white ghost-like figure. Below the icon, the text "Activate Ghostwriter" is followed by "Basic or PRO" in a smaller font. Underneath, a message says "Upgrade to Ghostwriter to get exclusive features and models!". There are two input fields: the first is labeled "Enter your purchase email..." and the second is labeled "Paste your activation key here...". At the bottom is a large green button with the word "Activate" in white text.

If you purchased just the Ghostwriter Outlook license, you cannot use for other the other Office apps. We do have an option for purchasing the Office Bundle Edition, which allows you to get all the Office apps for a discounted price.

We also offer Professions editions of the add-in specifically for Word. These add-ins have specific terminology and workflow that allows these professions to instruct the ai in detail on your specific role and documents you are working on when making a request to the ai. This is a HUGE timesaver in working with the ai systems.

3 HOW-TO VIDEOS

Like everyone, we could all use a little help when it comes to interacting with an AI. Please visit my YouTube channel at <https://www.youtube.com/@ghostwriter-ai/videos> for lots of videos to get you started.



Ghostwriter-AI

@ghostwriter-ai · 703 subscribers · 40 videos

Introducing Ghostwriter OpenAI ChatGPT add-in for Microsoft Office – the revolutionary wr... >

ghostwriter-ai.com

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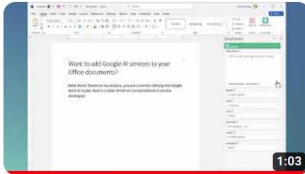
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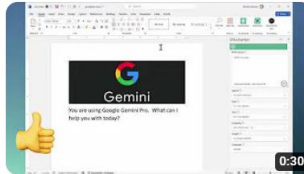
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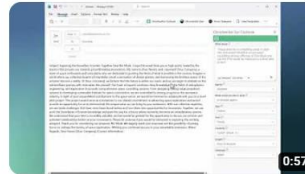
WATCH - How to add Google AI services into Microsoft Excel, Outlook, PowerPoint and...

3 views · 2 hours ago



Adding Google Gemini Pro AI to Microsoft Office.

41 views · 6 days ago



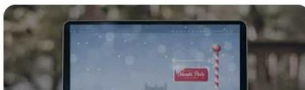
Add ChatGPT to Microsoft Outlook and make magic happen in creating great emails.

93 views · 12 days ago



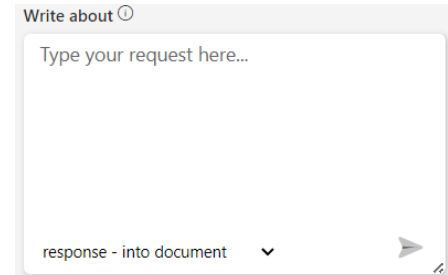
Put your Microsoft Office content on #Autopilot, and see just how far #ai can tak...

48 views · 2 weeks ago



4 USING GHOSTWRITER

You will have to experiment with your prompts to learn how to get the specific request out of the AI. The AI will return what you ask for it, it is as plain as that. Ask a very generic question, you get a generic answer. If you ask a very specific question like “Write me short history of the State of Washington” it produces a very well written summary.



4.1 THE PROMPT BOX

You'll type your prompt in the box above and click the **paper airplane icon** to send it to the AI. The **Action** dropdown allows you to select text in your document and have the ai quickly respond to it with some amazing commands.

4.2 AGENTS

Personas allow the AI to assume a role when composing a response for you. Create your prompt and chose a persona and see what it will create. Then chose another persona to see how the information will be re-written.

4.3 WRITING STYLES

Experiment with the Writing Style. I think this is where the brilliance of the AI comes out. Use one prompt but change your Writing Style and see the differences in the responses. It's amazing

4.4 WRITING TONES

Tones allow you to apply a voice and feeling to your content. When you apply a tone, the less it sounds like an AI generating your content

4.5 HIGHLIGHT TEXT

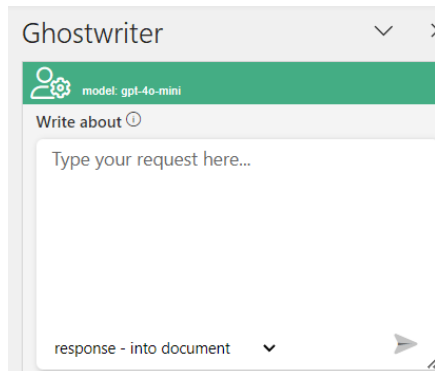
You can highlight text in your document or email and ask the AI to do an action on it. If you highlight text in Word, you could ask it to “Please re-write the following text for me. “ If you highlight text in an email in Outlook, you can ask the AI to “Please reply to this email for me.” and it will write the reply for you!

4.6 CURSOR PLACEMENT

By default, Ghostwriter will put the content where you have your cursor placed. If you want the Ghostwriter to read the response back to you, it always appends to the end of the document.

5 SETTINGS AND MODELS

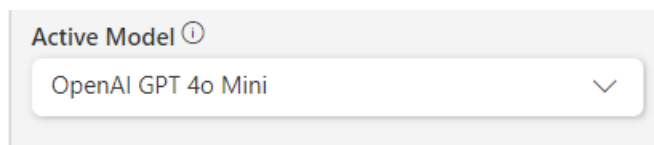
When you click the Person/Gear icon, that is where your Settings are located.



In here you can change your model, add your own Private OpenAI API key and also unlock other ai services models for your use.

5.1 MODEL DROPDOWN

Here you can change your model and then click the SAVE SETTINGS button to apply it. Sometimes Microsoft Office forgets your settings and you might have to go back in here and reselect the value. You can also experiment with the other models to see which is best for you.



5.2 OPENAI API KEY FIELD

You do not need to enter a value in this field as Ghostwriter contains a shared OpenAI key embedded into the add-in. If you wish for 100% privacy of your data, you can visit www.openai.com/api and get your own key you can put in here. I recommend this for anyone working with highly sensitive data.

5.3 AI CONNECTORS ([HTTPS://GHOSTWRITER-AI.COM/AISERVICES.HTML](https://ghostwriter-ai.com/aishervices.html))

Using just the OpenAI GPT models is great, but there are many other models provide by other amazing companies too. At the moment, Anthropic Claude is actually one of the top models for programming, research and legal. Meta Llama is Open Source which means it is not filtered like the other models are because of legal issues these big tech companies don't want to deal in. You can visit my web site to purchase a key to unlock anyone of these models. Very handy when OpenAI has an outage and you can quickly switch to a backup model.