

Claude's chat

Prompts, files, projects, web search, artifacts and memory



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Contents

How to use this handout	3
1. Claude's screen	3
1.1 The sidebar	3
2. Writing a good request	4
2.1 Converse, don't just ask	5
3. The + menu: files, search and tools	5
3.1 Attaching a file	6
3.2 Web search: when to use it	6
4. Projects: an archive for each job	6
5. Artifacts: documents and apps next to the chat	7
6. Memory and useful settings	8
6.1 Scheduled: automatic tasks	9
Hands-on exercise	11
Questions that come up in class	12
Glossary	12
Further reading	12

How to use this handout

This handout gathers, in written and ordered form, everything covered in the lesson. You do not need to memorise it: it is there so you can find things again calmly, later, when the lesson is over and a question is left hanging.

GOAL

Use the claude.ai chat with confidence: write effective requests, attach files, organize work in projects, create artifacts and decide what Claude may remember.

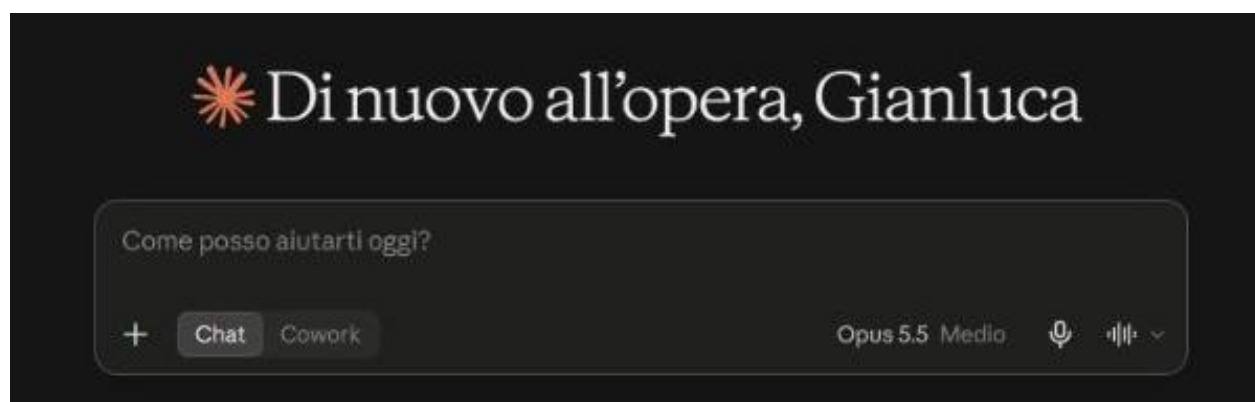
What you will be able to do

- Recognize the parts of the claude.ai interface.
- Write a complete prompt with the four-step method.
- Attach files, turn on web search and use projects.
- Create and edit an artifact.
- Manage the memory and feature settings.

1. Claude's screen

Open claude.ai, sign in, and you face a writing box: it is the center of everything.

In the middle of the page is the **writing box**, with a personalized greeting. At the bottom left is the **+** button to add files and tools, next to it the **Chat / Cowork** selector; on the right the **model** in use and the **effort**, and the microphone for dictation.



The claude.ai writing box (Italian interface): the +, the Chat/Cowork selector, the model and the microphone.

1.1 The sidebar

On the left is the bar with the main functions. These are the entries you will use most:

Entry	What it is for
New	Opens a clean conversation
Projects	Gathers files and instructions for recurring work
Artifacts	The list of documents, pages and apps Claude has created
Scheduled	Tasks Claude runs on its own at set times
Customize	Skills, connectors and plugins

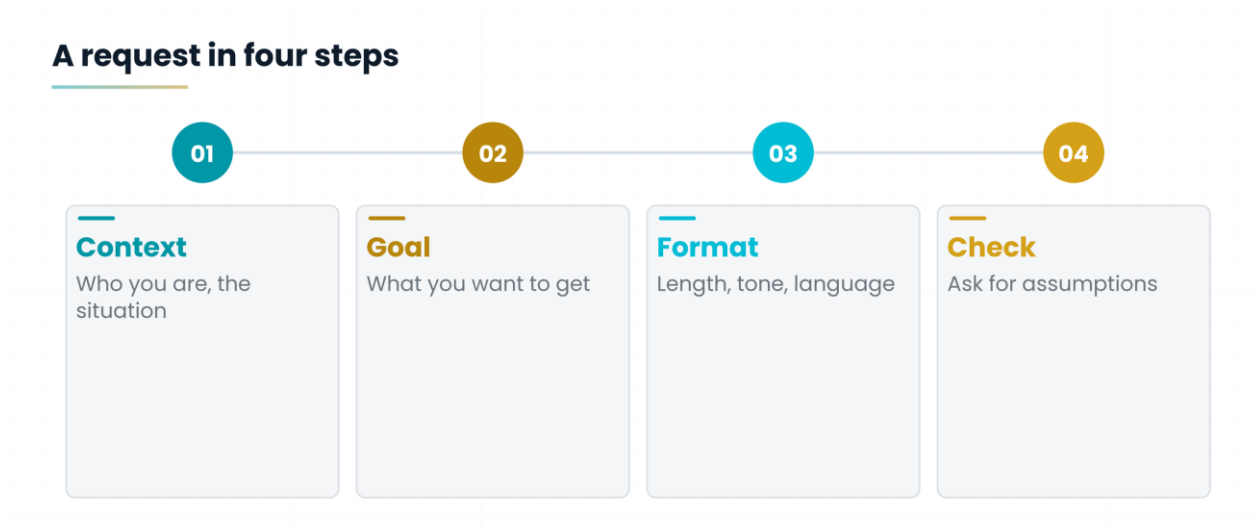
The main sidebar entries.

Below, in the **Recent chats** list, you find past conversations. You can pin, rename, group or delete them.

2. Writing a good request

Claude does not read minds: the quality of the answer depends on how you ask.

The simplest method is remembered with four words, to be written in this order.



The four steps of an effective request.

BEFORE AND AFTER

Before: «Write me an email for a customer.»

After: «I own a bicycle shop. Write an email to customer Rossi, who has been waiting two weeks for a repair, apologizing and saying it will be ready on Friday. Max 100 words, friendly tone. At the end list the assumptions you made.»

2.1 Converse, don't just ask

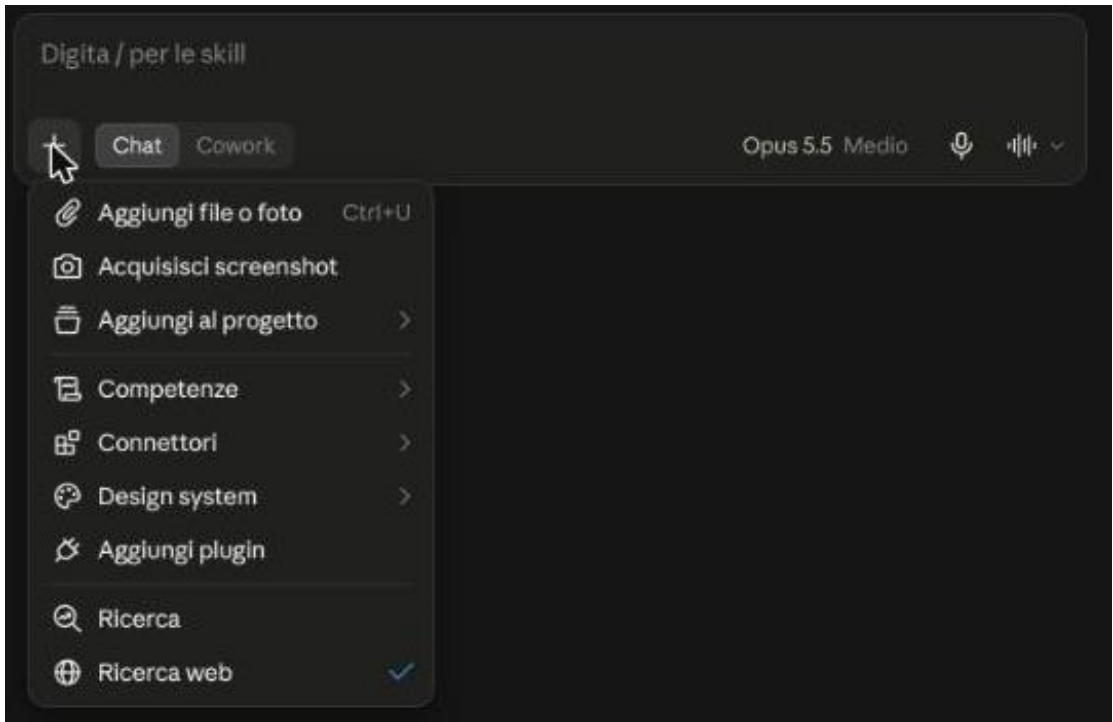
The chat is a dialogue. If the first answer does not convince you, do not start over: **adjust it** with phrases like «shorter», «more formal», «add an example». If you have a vague idea, ask Claude to interview you: «Ask me three questions before writing».

IN PLAIN WORDS

Every piece of information you do not give, Claude must guess. Give it yourself.

3. The + menu: files, search and tools

The + button is the toolbox of the chat.



The + menu in claude.ai (Italian interface): files, screenshot, project, skills, connectors, plugin, search.

Entry	What it does
Add files or photos	Uploads documents, PDFs, spreadsheets, images (shortcut Ctrl+U)
Take screenshot	Captures part of the screen and attaches it
Add to project	Links the chat to a project
Skills	Turns on a skill (chapter 5)
Connectors	Links external services such as Google Drive (chapter 7)

Entry	What it does
Add plugin	Role-based skill packages (chapter 7)
Research	In-depth research across multiple sources
Web search	Looks for up-to-date information on the internet

The entries of the + menu (October 2026).

3.1 Attaching a file

Drag a PDF, a Word document or an Excel sheet into the box and write what you want: «Summarize the document in five points», «Find the figures that do not add up», «Turn these notes into a table». Photos and screenshots work the same way: Claude reads and describes them.

3.2 Web search: when to use it

With **web search** on (the blue check in the menu) Claude consults the internet and cites the pages it uses. It is useful for news, prices, regulations and anything that changes. Turn it off for texts that must stay closed or for pure writing tasks.

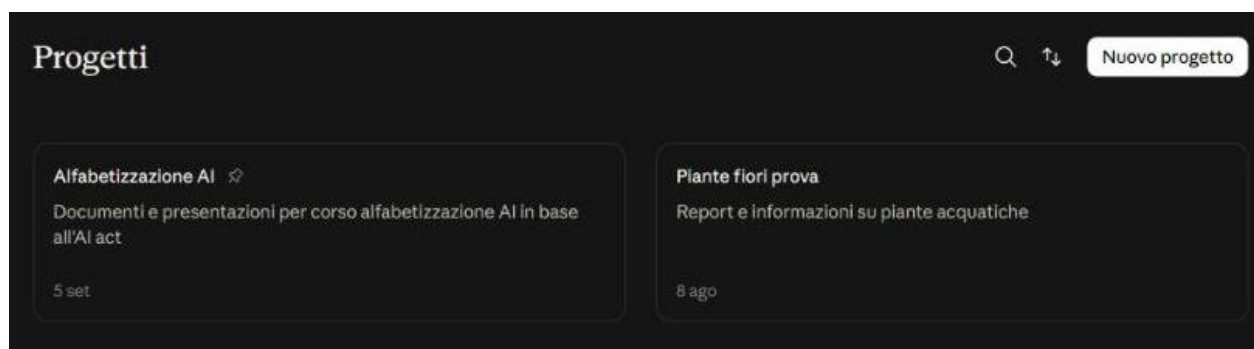
CAREFUL

An attached file is read by the system: do not upload documents with other people's sensitive data unless you are authorized.

4. Projects: an archive for each job

If you always do the same kind of work, do not re-explain who you are every time: create a project.

A **project** is a workspace with **fixed instructions** and **reference files**. All chats created inside it read them automatically. An example: a «Customer quotes» project with the price list, the tone of voice and three approved quotes.



The project list (Italian interface): each card has name, description and date.

1. Go to **Projects** and press **New project**.
2. Give it a name and description.
3. Write the instructions (who you are, how to answer).
4. Upload the reference files.
5. Start chats from the project.

IN PLAIN WORDS

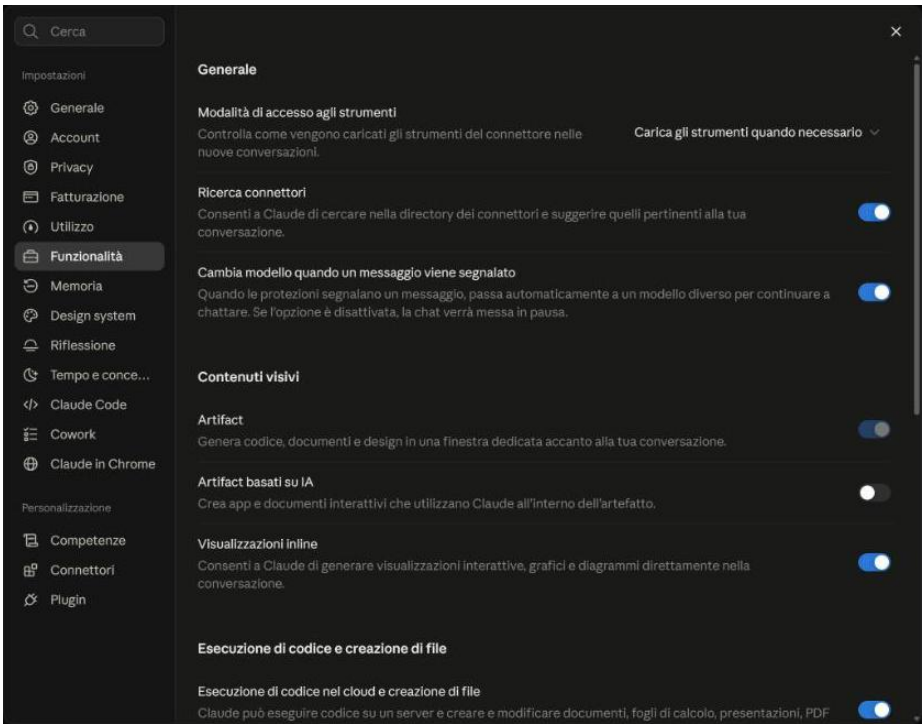
A project is the desk of a job: every time you sit down, everything is already there.

5. Artifacts: documents and apps next to the chat

When you ask for a document, a web page or a small app, Claude opens it in a window on the side: that is an artifact.

An **artifact** is real content, separate from the conversation: a document, an HTML page, a diagram, a presentation, an interactive application. You can ask for changes («change the colors», «add a column»), copy it or download it.

In the sidebar, the **Artifacts** entry lists everything you created. Under **Settings, Features** you find the switches that enable it.



Settings, Features (Italian interface): Artifacts, AI-powered artifacts, Inline visualizations, Code execution.

Feature	What it does
Artifacts	Generates code, documents and designs in a window next to the chat
AI-powered artifacts	Interactive apps that use Claude inside them
Inline visualizations	Charts and diagrams directly in the conversation
Code execution and file creation	Claude creates and edits documents, spreadsheets, presentations and PDFs

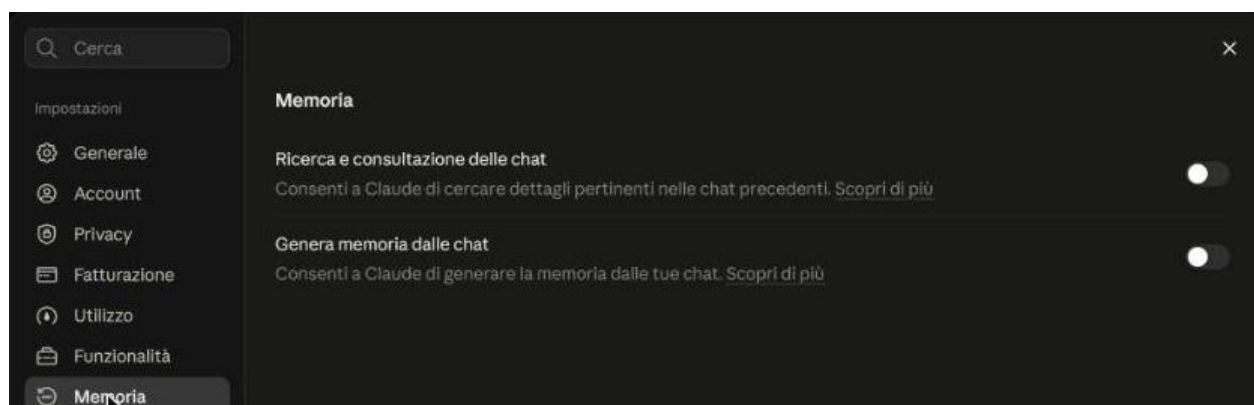
The main features you can turn on.

FOR EXAMPLE

«Create a calculator for a painting quote: square meters, number of coats, cost per meter» gives you an app you can use right away.

6. Memory and useful settings

By default every chat is a blank sheet; memory is a choice, not an obligation.



Settings, Memory (Italian interface): two independent switches.

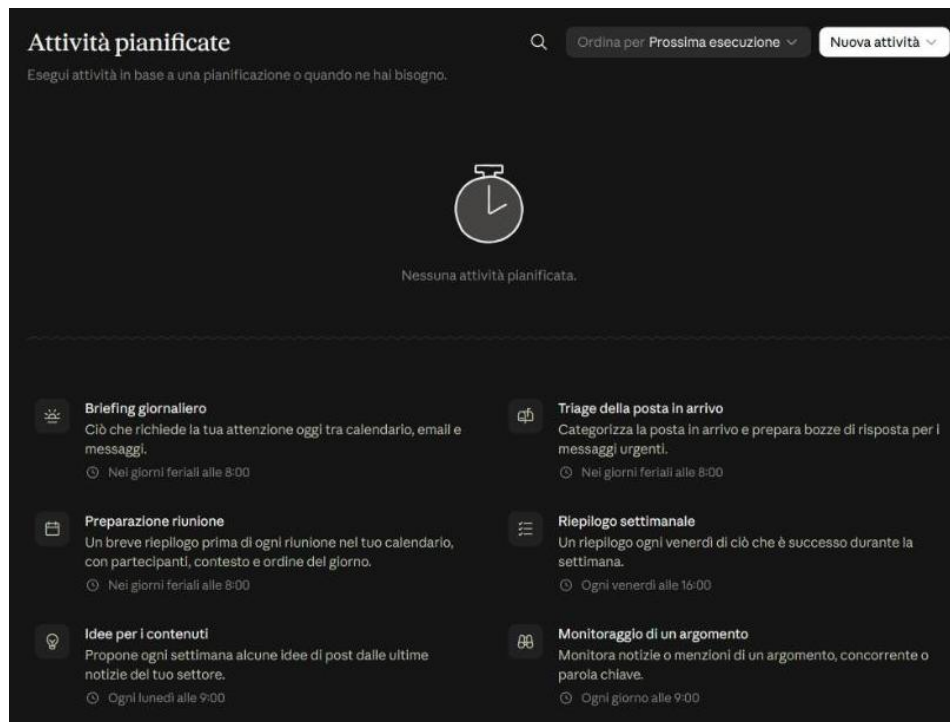
- **Search and reference past chats:** Claude can look up details in previous chats when needed.
- **Generate memory from chats:** Claude builds a summary of what concerns you and uses it in future conversations.

You decide whether to turn on one, the other or neither. Someone who handles customer data, for example, may prefer to leave everything off and rely on **projects**, where the context is explicit and controllable.

6.1 Scheduled: automatic tasks

In the **Scheduled** entry you can tell Claude to repeat a task at fixed times, for example «every morning at 8 summarize my industry news». It requires a paid plan.

The **Scheduled tasks** page offers ready-made templates: **Daily briefing** (weekdays at 8:00), **Inbox triage**, **Meeting prep**, **Weekly recap** (every Friday at 16:00), **Content ideas** and **Topic monitoring**. With **New task** you create your own.



Scheduled tasks (Italian interface): ready-made templates and the New task button.

CAREFUL

Memory remembers what you tell it: if you share the account or write other people's data, turn it off or check periodically what it contains.

Hands-on exercise

Twenty minutes to create a small project and your first artifact.

1. Open claude.ai and create a new project called «Test».
2. Write as instruction: «Answer in English, friendly tone, maximum 120 words».
3. Upload a one-page document (a text of yours that is public).
4. From the project start a chat and ask: «Summarize the document in five points and suggest three follow-up questions».
5. Then ask: «Create a printable summary sheet» and watch the artifact open on the side.

WATCH OUT

Does the project contain instructions and at least one file?

Did you get an editable artifact?

Did you decide whether to keep memory on?

Questions that come up in class

Can I use Claude for free?

Yes, there is a free plan with chat, web search and file creation. Advanced features such as Cowork and Claude Code need a paid plan (chapter 8).

Does Claude see my other chats?

Only if you turn on memory or past-chat search in the settings. Otherwise each chat is separate.

What is the difference between a project and memory?

A project is explicit: you choose files and instructions. Memory is automatic: Claude decides what to keep. For customer data the project is safer.

How do I find a document Claude created?

In the Artifacts entry of the sidebar: it lists everything you generated, with search and filters.

Can I write by voice?

Yes: the microphone button next to the model lets you dictate.

Glossary

Term	What it means
Artifact	A document, page or app created by Claude in a side window.
Memory	A feature that lets Claude remember information across different chats.
Project	A space with fixed instructions and files for recurring work.
Prompt	The text you write to Claude: your request with its context.
Web search	A feature that consults the internet and cites the pages used.

Further reading

claude.ai interface (Italian version) – screenshots of 3 October 2026

Anthropic, Help Center: guides on projects, artifacts and memory (support.claude.com) – consulted for feature names

WATCH OUT

Interface verified on 3 October 2026: menu names may change with updates. Menu labels in the screenshots are in Italian.