

# A QUICK GUIDE TO

# MICROSOFT COPILOT

## WHAT IS COPILOT?

Copilot is available at [copilot.microsoft.com](https://copilot.microsoft.com) and is built into the Microsoft Edge sidebar where you can ask complex questions, find comprehensive answers, get summarized information, find inspiration to build upon while remaining in the same tab. Copilot integrates with Bing's search engine and provides a paragraph summary in response to your queries. You can continue asking follow-up questions to refine the result.



## CITE SOURCES

When you get a reply to a prompt, Copilot also lists any sources and links below the message bubble.

Including sources enables users to fact-check the information provided by Copilot.

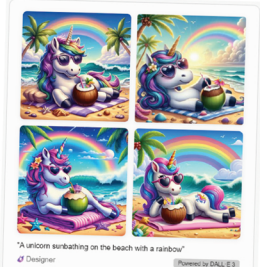
You can also explore additional details and dive deeper into a topic of interest as well as being able to access the original articles, studies, or reports to gain a more comprehensive understanding.



## IMAGE CREATOR FROM DESIGNER

Ask Copilot to create a brand new image for you, using only your words. Write 'create me an image of' or 'draw me an image of' and finish off with exactly what you're looking for. Image Creator works best when you're more descriptive, so add details like adjectives, locations, or even artistic styles.

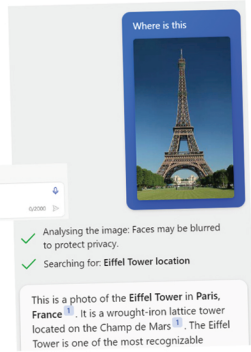
For example, 'create an image of a unicorn sunbathing on the beach with a rainbow'



## VISUAL SEARCHES

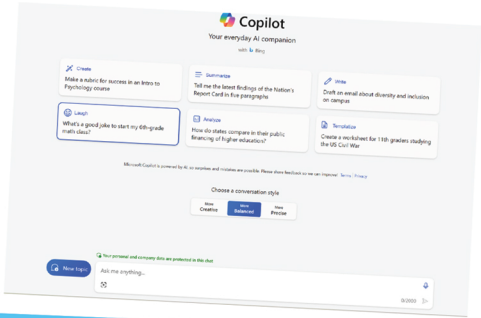
Visual search allows you to input images to Copilot and ask questions about them. You can ask questions about images that are difficult to describe, for example; get a recipe for a dish you don't know the name of, identify a building you don't recognize, and much more.

To use visual search in Copilot, click on the camera icon in the input bar in, upload a picture from your device or provide a website link.



## CREATE

Copilot can save you time and help you make rubrics, personalize content for students, and create educational materials such as quizzes and lesson plans. There are suggested prompts to give you ideas and help you get started, but you can always write your own prompt as well.



## PDF FEATURE

When you have a PDF open you can ask the Copilot sidebar questions about the document. You may want to ask:

- Summarise the document/page
- Create 5 questions about the document
- Who is the author of the document?
- When was it published?

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