



*Teaching
Genealogists AI™*
Instructor: Sylvia
Vargas

WS 01 – AI Prompt Builder

AI Tools for Research and Organization
Puerto Rican Genealogy Group
Website: <https://puertoricangenealogy.org>

Use this worksheet to build and save your Genealogist Profile – a reusable prompt you paste at the start of every AI session.

Part 1: Your Research Context

Fill in the fields below. Use your answers to complete the Genealogist Profile template in Part 2.

Surnames I am researching (list up to five):

1. _____
2. _____
3. _____
4. _____

5. _____

Municipalities I am researching:

Approximate date range of my research:

From: _____ To: _____

My current research question (be specific):

Part 2: Your Genealogist Profile

Copy the template below. Replace each bracketed section with your answers from Part 1. Save the completed prompt as a text file on your computer.

Template:

I am a genealogist researching Puerto Rican families. I follow the Genealogical Proof Standard. I am researching [family surnames] in [municipalities], approximately [date range]. My current research question is: [specific question]. I will share records as transcriptions. Please do not search the internet or suggest records you cannot verify exist. Flag any response that contains speculation.

My completed Genealogist Profile:

Part 3: Privacy Checklist

Before pasting any genealogical data into an AI tool, confirm each item below.

Check	Rule
<input type="checkbox"/>	The data I am sharing does not include information about any living person
<input type="checkbox"/>	

Check	Rule
[]	The data I am sharing does not include Social Security numbers or government ID numbers
[]	If I am sharing a sensitive record (adoption, psychiatric, criminal), I have removed personal identifiers
[]	I have reviewed this AI tool's privacy policy and understand how my inputs are used

Part 4: Quick Test

After you paste your Genealogist Profile into a new AI session, send this test prompt:

Based on the research context I provided, what would be the three most useful record types for answering my research question? List them in order of priority and explain why each is likely to help.

Does the AI's response stay within the research context you provided?

[] Yes – the AI responded with records appropriate for my time period, location, and question

[] No – the AI suggested records outside my research scope or made up sources

If the answer is No, revise your Genealogist Profile to be more specific and test again.

[Back to Course Overview](#) · [Module 1 ->](#)

© 2026 Sylvia Vargas. Teaching Genealogists AI™. All rights reserved.