

MAVERICK AI

The Complete Grok Guide

Set up Grok, research the web and X, work with files, create images and video, and get useful results with 12 complete prompts.

Research the web and X with sources

Work with files, writing and voice

Create images and plan video

12 complete prompts you can adapt

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Grok is useful when you want to work through an idea, investigate something happening right now, or turn your own material into something useful. The trick is giving it a specific job and checking what comes back.

This guide takes you from your first chat to research, files, writing, voice and creative work. Start with one task you already have. You do not need to learn every feature before getting a result.

THE PLAN

1. Open Grok and get your first useful answer.
2. Learn when to use search, reasoning, files and voice.
3. Make an image, plan a video and try a small build.
4. Set your preferences and check your work.

BEFORE YOU START

Account: Open grok.com or use its official iOS or Android app.

Material: Bring one document, one question or one piece of writing you actually need help with.

Access: Features and allowances depend on your account. Start with the free access available to you.

Step 1: Get a useful answer in your first chat

Open a new chat, replace the brackets in this prompt and send it. You are giving Grok a job, context and a finish line. That is more useful than asking it to tell you everything it can do.

PROMPT 1 | COPY & PASTE

Help me finish one real task.

The task: [what I need to do]

Who it is for: [audience]

What I already have: [notes, a draft, files or links]

My constraints: [time, length, budget or requirements]

Ask up to three questions if you need something important. Then produce a useful first version in [format]. Use only facts I provide or facts you can verify. Mark missing information clearly. Finish with the three things I should check before I use it.

Read the result and tell it what needs changing. Keep that correction specific: the opening is too long, the examples do not fit your audience, or the table needs a deadline column. You do not have to start over every time.

Step 2: Choose the right way to work

Grok supports ordinary chat, web and X search, reasoning, file analysis, voice and image or video creation. Paid access can add higher limits and multi-agent reasoning. Use the options your account actually shows, because names and availability change.

What you need	Where to start
Rewrite a paragraph or plan a day	A normal chat
Find current information	Search, with dates and sources requested
Work through a difficult decision	A reasoning option, with your constraints
Understand your own document	Upload the file and name the relevant section
Practice speaking	Voice, with one question at a time
Make a visual	Imagine or the image/video option in your account

Start with the simpler option. A short email does not need an expensive research run. A comparison involving current prices does need current sources, even if the answer could fit in one paragraph.

Step 3: Research the web and X without mixing them up

Grok can search both the web and X. Use the web to establish what happened and X to understand what people are saying about it. A popular post is useful evidence of a reaction, but it is not automatically evidence that its claim is true.

Get a current briefing

Give the time window, location and the decision you are trying to make. Ask for the actual event date as well as the publication date so an old story does not pass for new information.

PROMPT 2 | COPY & PASTE

Research [topic] as of today for someone who needs to [decision or goal]. Focus on [country or market] and developments in the last [time period].

Return:

1. Five developments that matter, with event dates.
2. A source link for each factual claim, using original announcements or documents where possible.
3. What is confirmed, what is disputed and what remains unknown.
4. Three practical next steps.

Separate reporting from your own interpretation. If you cannot access current sources, say so instead of filling the gaps from memory.

Understand a conversation on X

PROMPT 3 | COPY & PASTE

Look at the discussion on X about [topic] during [date range]. Identify the main arguments, repeated questions and points of disagreement. Link to representative posts and give their dates.

Keep observed reactions separate from verified facts. Do not treat this sample as representative of everyone. End with five useful questions someone covering this topic should answer.

Check a claim before repeating it

PROMPT 4 | COPY & PASTE

Check this claim: [paste claim]. Find the closest original evidence and trace where the claim came from. Give me the best supporting evidence, the strongest contradiction or missing context, and a plain-English verdict. Link to the evidence. If the available material does not settle it, say exactly what is missing.

TIP

Open the important links yourself. Check that the page supports the sentence beside it, not just that the link exists.

Step 4: Give it your files

Use the plus button beside the chat input to attach a file, or drag it into the web chat. Wait for the upload to finish before asking questions. Common documents, spreadsheets, images and code files are supported, with limits that vary by platform and account.

Name the file in your request. If you upload several, explain what each one is and which is authoritative. For a long PDF, point to specific pages or sections and ask for page references in the answer.

Turn a document into a working brief

PROMPT 5 | COPY & PASTE

```
Read [filename]. First tell me the document's purpose and the sections you can access. Then create a one-page brief with its main conclusions, decisions required, deadlines and open questions. Cite page or section references for each important point. Use "not stated" when the document does not provide an answer. Do not use outside information unless I ask.
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Analyze a spreadsheet without inventing numbers

PROMPT 6 | COPY & PASTE

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Analyze [filename] to answer [business or personal question]. First inspect the columns, date coverage, missing values and duplicates. Explain any cleaning you propose before changing the data.
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Then give me the three most useful findings, the calculations behind them and a small summary table. Keep totals traceable to the original rows. If you cannot calculate directly from the file, say so. Do not estimate missing values unless I approve a method.
```

If a table is missing or unreadable, export just that table as CSV or provide a clearer copy. A confident answer is not proof that Grok read every cell. Compare at least one reported total with the original.

Step 5: Write something that sounds like you

Give Grok the draft, the audience and an example of the tone you want. An example is easier to follow than a long list of adjectives. Ask it to preserve the actual point rather than adding a bigger claim to make the writing sound impressive.

PROMPT 7 | COPY & PASTE

Edit the draft below for [audience]. Make it clear, direct and natural. Keep my meaning, level of certainty and useful details. Do not invent results, quotes, experiences or claims. Remove repetition and stiff wording.

Return the edited version first, then list any factual questions I need to answer. Here is a short example of my voice: [example].

Draft: [paste draft]

For longer work, agree on the outline before asking for the whole piece. Review one section, then have Grok apply your feedback to the rest. This keeps a wrong assumption from spreading across ten pages.

Step 6: Use voice for practice

Open the voice option in the Grok app and give it a role. Voice is useful for rehearsal because you can answer out loud, notice where you ramble and try again. You can also use the prompt below in text if voice is unavailable.

PROMPT 8 | COPY & PASTE

```
Help me practice [interview, presentation or difficult conversation]. You are [the other person's role]. Ask one realistic question at a time and wait for my answer. After each answer, give me one specific improvement and let me try again. Do not write an ideal answer before I have attempted it. After five questions, summarize what I should practice next.
```

Use your own notes as the factual background. If you are practicing an interview, the goal is clearer delivery of your real experience, not a more impressive invented history.

Step 7: Create images and plan video

Use Grok's Imagine or creative controls when available. Start with the subject, setting, composition, lighting and intended shape. For an edit, attach the image and say precisely what should change.

Create a clean first image

PROMPT 9 | COPY & PASTE

```
Create a product-style image of [object] on [surface] in [setting]. Composition: [close-up or wide shot], with clear space on [side] for text I will add later. Lighting: [description]. Color palette: [colors]. Format: [square, portrait or landscape]. Keep the object easy to recognize. No extra text or logos.
```

Refine one thing at a time

PROMPT 10 | COPY & PASTE

```
Edit the attached image. Change only [specific feature]. Preserve the subject, framing, other objects and overall color palette. Keep the result suitable for [use]. If the requested change requires altering another part of the image, explain that before proceeding.
```

Give a video one clear action

PROMPT 11 | COPY & PASTE

```
Create a short [portrait or landscape] video of [subject] in [setting]. The subject [one action]. The camera [one movement]. Keep the lighting and background consistent. Start with [first frame] and finish with [last frame]. Avoid cuts, extra characters and on-screen text. Use the duration and resolution available in my account.
```

Check hands, labels, continuity and motion before using the result. If the scene drifts, simplify it to one subject and one movement. Keep the generated media's provenance marks. Resolution and duration controls depend on the product and your access.

Step 8: Build a small useful thing

Grok Build is the current building product. Older Grok Studio instructions are obsolete. Grok Bot is a separate persistent agent product, so a normal Grok chat should not be assumed to keep working in the background or monitor something indefinitely.

Start with a small prototype you can inspect, such as a calculator or tracker. Ask for local sample data and a visible reset button. Keep real accounts and payments out of the first version.

PROMPT 12 | COPY & PASTE

```
Build a simple [calculator or tracker] for [purpose]. It should accept [inputs],  
calculate [rules] and display [results]. Use clearly labeled sample data. Include  
empty, invalid and successful states, a reset button and keyboard-accessible controls.  
Explain how to run it and give me five checks to verify the calculations and behavior.  
Do not connect external accounts or publish it.
```

A generated app still needs testing. Try empty fields, unusually large values, a small screen and the exact example you already know the answer to. Treat “I built it” as the start of your review, not proof that everything works.

Preferences, privacy and sharing

Grok offers memory and custom instructions. Save useful preferences such as your writing style or preferred answer format. Keep one-off project facts in the relevant conversation so they do not become defaults for unrelated work.

On the web, review Settings > Data > Improve the Model. On mobile, review Settings > Data Controls > Improve the Model. Turning it off affects future model-training use, with separate treatment for feedback you choose to submit.

Private Chat, identified by the ghost icon, does not appear in your history and is not used for training. It is not a promise of zero retention: xAI describes temporary retention and exceptions. Public share links can be opened by anyone who has the link, so review the conversation before sharing it. You can manage links at grok.com/share-links.

Grok inside X and the standalone Grok service have separate settings and subscription arrangements. Check the account you are signed into before assuming a purchase or privacy setting applies everywhere.

Plans and usage

Use the free access first. Upgrade when a specific feature or a repeated limit is stopping work you actually do. Check the price shown in your account before purchasing, because region, billing channel and plan affect the offer.

For paid accounts, Settings > Usage shows the shared weekly allowance and reset time. A long build or video can use more of that allowance than a short chat. Extra usage and automatic top-ups are spending choices, so review those controls before enabling them.

Common problems and quick fixes

What happened	What to do
The answer sounds current but has no evidence	Ask it to search and provide original links with dates
A file summary skips important details	Name the exact pages or columns and ask what it could read
The writing sounds generic	Supply one real sample and a specific audience
A creative result keeps changing everything	Request one change and list what to preserve
A feature is missing	Check your account, platform and access before following an old tutorial
Paid access is not recognized	Confirm the same sign-in method and account used for the purchase
You hit a usage limit	Read the reset time before buying more usage

Quick Reference

Start here	What to give Grok
A useful first result	Task, context, constraints and output format
Research	A question, time window and source requirements
Files	The exact file, relevant section and desired output
Writing	Your draft, audience and a real voice sample
Voice	A role and instructions to ask one question at a time
Images or video	Subject, composition and one clear action or edit
A small build	Inputs, rules, outputs and acceptance checks

DO THIS TODAY

Open Grok with one task you have been putting off. Use the first prompt, correct the first result and save the version you would actually use. That tells you more than trying every feature once.

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Pick one real task. Give it good context. Check the result.