

ChatGPT

Claude

Perplexity

Gemini

NotebookLM

Elicit

SciSpace

Canva

Figma AI

Midjourney

Ideogram

Leonardo AI

Gamma

Kling AI

Manus

Genspark

Poe

Grok

Notion AI

YouLearn

DIGITAL KING FREE GUIDE

20 AI Tools and What to Actually Use Them **For**

What each tool is good for, one first task to try today, and one honest thing to know. For writing, research, design, video and learning.

20 TOOLS

20 FIRST TASKS

PICK-YOUR-3 TABLE

NOT SPONSORED

Inside this guide

There are thousands of AI tools, and most lists just give you names. This guide is different: for each of the 20 tools from our "AI tools and what to actually use them for" series, you get what it is good for, one simple first task to try today, and one honest thing to know before you rely on it. Nobody paid to be in this list, and there are no affiliate links in it. Tools, prices and free plans change often, so always check the tool's own website before you pay for anything or build your work around it.

01 How to use this list

02 Writing and research

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CHAPTER 01



How to use this list

- **Do not try all 20.** Pick one tool for each job you actually have this week: one for writing, one for images, one for learning. Use chapter 5 to choose.
- **Give each tool one real task.** Use the "Try this first" task. After 20 minutes you will know if the tool fits the way you work.
- **You stay responsible for the result.** AI tools can be wrong, can sound sure when they are not, and can produce images that look like someone else's work. Check facts, check sources and check the tool's terms before you publish or sell anything.

CHAPTER 02



Writing and research

1. ChatGPT

Good for: first drafts, rewriting text in a different tone, brainstorming ideas, and turning messy notes into a clear outline.

- **Try this first:** paste a rough paragraph you wrote and ask: "Rewrite this so it is clear and friendly for a beginner. Keep my meaning. Give me 2 versions."
- **Good to know:** it can state wrong facts with confidence. Check any number, name or date before you publish.

2. Claude

Good for: long documents, careful editing, summarizing reports, and writing that needs a calm, natural tone.

- **Try this first:** upload a long PDF or paste a long text and ask: "Summarize this in 10 bullet points, then list 3 questions it leaves unanswered."
- **Good to know:** like every chatbot, it can make mistakes. Ask it to quote the part of your document it used, then check that part yourself.

3. Perplexity

Good for: quick research where you want the answer and the sources together.

- **Try this first:** ask a question about your niche, for example "What are beginners asking about faceless Instagram accounts this year?", then open at least two of the linked sources.
- **Good to know:** a source link is not proof. Open the source and check that it really says what the summary claims.

4. Gemini

Good for: people who live in Google's apps. It can help inside Gmail, Docs and Drive, depending on your account and plan.

- **Try this first:** in Google Docs, ask it to turn your notes into a structured outline with headings.
- **Good to know:** which features you see depends on your country, account type and plan. Check what your account includes.

5. NotebookLM

Good for: asking questions about your own material: PDFs, notes, transcripts and web pages you add to a notebook.

- **Try this first:** add 3 to 5 documents on one topic and ask: "What do these sources agree on, and where do they disagree?"
- **Good to know:** it answers from the sources you give it. If your sources are weak or out of date, the answers will be too.

6. Elicit

Good for: finding research papers on a question and getting short summaries of what they found.

- **Try this first:** type a clear question, for example "Does spaced repetition improve long-term learning?", and compare the top 5 papers it finds.
- **Good to know:** summaries can miss details. For anything important, read the paper's abstract and conclusion yourself.

7. SciSpace

Good for: understanding hard academic papers. You can ask it to explain sections in plain words.

- **Try this first:** open a paper and ask: "Explain the method section like I am new to this field."

- **Good to know:** a simple explanation can lose nuance. Do not quote the explanation as if it were the paper itself.

CHAPTER 03

Design



8. Canva

Good for: social posts, carousels, slides, thumbnails and simple product covers from ready templates, with AI features built in.

- **Try this first:** pick a carousel template, change the colours to your brand colours, and save it as your own template for every future post.
- **Good to know:** some templates and elements are only in paid plans, and licence rules apply when you sell designs. Read Canva's licence terms before selling.

9. Figma AI

Good for: mocking up app and website screens faster, and for teams that design together.

- **Try this first:** sketch a simple landing page layout and use the AI features to generate a first version you can then edit.
- **Good to know:** Figma is built for designers. If you only need social posts, Canva is usually easier to start with.

10. Midjourney

Good for: striking, artistic images from a text prompt: mood boards, backgrounds and creative concepts.

- **Try this first:** describe one image in 4 parts: subject, setting, light, style. Then change one part at a time to learn what each word does.
- **Good to know:** check the current plans and the terms for commercial use before you sell anything you make with it. Avoid prompts that copy a living artist's style or a known character.

11. Ideogram

Good for: images that need readable text inside them, like posters, quote graphics and simple ad visuals.

- **Try this first:** ask for a minimalist poster with one short headline in quotes, for example: a black and gold poster with the text "Start before you are ready".
- **Good to know:** always proofread the text in the image. Spelling mistakes still happen, especially in long sentences.

12. Leonardo AI

Good for: keeping a consistent look across many images, for example a product line or a recurring character.

- **Try this first:** make one image you like, then use it as a reference to create 3 more in the same style.
- **Good to know:** credits and features depend on the plan. Check what the free plan includes before you plan a big project.

13. Gamma

Good for: turning an outline or notes into a slide deck, a document or a simple web page in minutes.

- **Try this first:** paste a 10-line outline of a talk or product and let it build a first deck, then rewrite the headlines in your own words.
- **Good to know:** the first version looks finished but is generic. The value comes from editing it with your real examples.

CHAPTER 04

Video, agents and learning



14. Kling AI

Good for: turning a text prompt or a still image into a short video clip, for b-roll and visual hooks.

- **Try this first:** take one of your product images and ask for a slow camera move around it, 5 seconds long.
- **Good to know:** label AI-generated video where the platform asks you to. Do not make clips of real people without their permission.

15. Manus

Good for: handing over multi-step tasks, like researching a list of options and putting them into a table.

- **Try this first:** give it one clear task with a clear output, for example "Find 10 newsletters about AI for beginners and put name, topic and link in a table."
- **Good to know:** agents can take wrong turns. Check the result before you use it, and never give an agent passwords or payment details.

16. Genspark

Good for: researching a topic and getting it back as a structured summary page.

- **Try this first:** ask for a beginner's overview of a topic in your niche and compare it with what you already know.
- **Good to know:** treat it as a starting point. Check the sources it lists before you repeat any claim.

17. Poe

Good for: trying many different AI models in one app, so you can compare answers side by side.

- **Try this first:** ask the same question to 3 different models and see which answer fits your style best.
- **Good to know:** which models you can use, and how often, depends on the plan.

18. Grok

Good for: questions about what people are posting about right now on X.

- **Try this first:** ask what people are saying this week about a topic in your niche, then look at the real posts behind the answer.
- **Good to know:** posts on social media are opinions, not facts. Popular is not the same as true.

19. Notion AI

Good for: summaries, drafts and action lists inside your Notion workspace, close to your notes and plans.

- **Try this first:** open a messy meeting or brainstorm page and ask for a summary with a to-do list at the end.
- **Good to know:** AI features may need a paid add-on or plan. Check before you build your system around it.

20. YouLearn

Good for: turning a video, a lecture or a PDF into notes, summaries and quiz questions so you can learn faster.

- **Try this first:** add a long tutorial video you have been meaning to watch and ask for the 5 key points and a 5-question quiz.
- **Good to know:** notes are only as good as the source. For courses and exams, check the notes against the original material.

CHAPTER 05



Pick your first three

Start with one tool for each of your real jobs. Here are simple starting points by goal:

YOUR GOAL	START WITH	ADD LATER
Write captions, posts and emails	ChatGPT or Claude	Notion AI
Research a topic or a niche	Perplexity	Genspark, Grok
Learn from documents, papers or videos	NotebookLM	YouLearn, SciSpace, Elicit
Make social posts and covers	Canva	Ideogram
Make images and visual concepts	Leonardo AI	Midjourney
Make slides or a simple page	Gamma	Canva
Make short video clips	Kling AI	Canva
Hand over multi-step tasks	Manus	Poe to compare models

CHAPTER 06



Use AI safely and honestly

- **Check facts.** Never publish a number, quote or claim from an AI tool without checking the original source.

- **Protect private data.** Do not paste passwords, client data, ID numbers or bank details into AI tools.
- **Respect other people's work.** Do not copy a living artist's style, a brand logo or a known character, and do not create images or videos of real people without permission.
- **Read the terms before you sell.** Each tool has its own rules for commercial use. They can change, so check them when you start selling.
- **Label AI content.** Instagram, TikTok and YouTube ask you to label realistic AI-generated content. Use the label.
- **No magic money.** These tools save time. They do not guarantee followers, sales or income.

CHAPTER 07



Your next step

Pick your first three tools from chapter 5 and give each one its "Try this first" task this week. That is enough to know which ones fit you.

If you want ready-made prompts to use with these tools, get our free **75 AI Money Prompts** by commenting KING on any of our posts or visiting digitalking.io. For new tool breakdowns every week, follow [@digitalking.io](https://twitter.com/digitalkingio).

👑 NEXT STEP

Your next step: pick 3 tools from chapter 5 and give each one its first task this week. Questions? DM [@digitalking.io](https://twitter.com/digitalkingio)