

# AI-Optimised Documents Guide

Get Better Answers from AI in Minutes



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## How to Structure Your Information for Better AI Answers

Most people think AI gives bad answers. In reality, AI reflects how your information is structured. Fix the structure → Fix the results.

## Get Better Answers from AI in Minutes

Most people get poor results from AI tools—not because of the tools, but because of how their information is structured.

This guide shows you how to organise your documents so AI can understand them clearly and give you better answers straight away.

## Why AI Often Gives Poor Answers

AI tools rely on structure. If your documents are unclear, inconsistent, or poorly organised, the output will reflect that.

Common issues include:

- No clear headings
- Too much information in one block
- No summaries
- Inconsistent formatting

# Step 1: Use Clear Headings (H1, H2, H3)

Break your content into sections using clear headings. This helps AI understand what each part of your document is about.

Why this matters: AI uses headings to understand importance. Without them, everything looks equal.

Example:

Bad:  
One large block of text with no structure

Good:  
H1: Main topic  
H2: Key section  
H3: Supporting detail

# Step 2: Start with the Answer

Always begin with a short, clear answer before adding detail. AI tools prioritise the first part of your content.

Why this matters: AI uses headings to understand importance. Without them, everything looks equal.

Example:

Question: What is our refund policy?  
Answer: We offer full refunds within 30 days for unopened products.

## Step 3: Use Simple Tables

Structured tables help AI process information more accurately. Avoid complex layouts or images of tables.

Why this matters: Tables help AI organise information clearly, reducing confusion and improving accuracy.

Example:

Question

Answer

Refund policy

30 days

## Step 4: Add Basic Metadata

Adding simple metadata helps AI understand your document more clearly.

Example: Structured Data Format

Include:

- Title
- Topic
- Keywords

Keep this information simple and relevant.

## Step 5: Add a Simple Instruction for AI

At the end of your document, include a short instruction explaining how AI should use the content.

Example:

Use only the information in this document to answer questions.  
If the answer is not available, say so clearly.

## Try this now (5 minutes)

To start improving your results immediately:

- Add headings to one document
- Add a short summary at the top
- Structure key information clearly
- Test it with an AI tool

## Want a Complete AI System You Can Use Right Away?

This guide shows the basics. The full toolkit gives you a complete, ready-to-use system.

**Get the full AI Ready Business Toolkit and learn how to:**

- Map your skills
- Ask better questions
- Build your own answer system

**Explore the full toolkit here: [WhatNowUK.co.uk/ai-business-toolkit-uk](https://WhatNowUK.co.uk/ai-business-toolkit-uk)**