



AI WorkGuard for ChatGPT

User Manual

Continuation handoffs, conversation-load guidance, long-chat tools, exports, search and local organization

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aiworkguardtools.com

Independent product

AI WorkGuard is an independent, unofficial browser extension. It is not affiliated with, endorsed by, sponsored by or officially connected to OpenAI, ChatGPT or any AI platform.

About this manual

This guide explains the public, user-facing functions in the current AI WorkGuard for ChatGPT codebase. The wording and tool classification have been revised for build 173IG. Screenshots are representative; small visual details and build labels may change between releases.

Important distinction

A Continuation Handoff carries project context into a new AI chat. A full conversation export preserves conversation content in common file formats. They are different workflows and should not be treated as interchangeable.

Current scope: ChatGPT web conversations. Open the extension from the browser toolbar while a supported ChatGPT tab is active.

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1. Quick start

- 1 Install and pin the extension - Install AI WorkGuard from the supported browser source, then pin its icon to the browser toolbar.
- 2 Open a ChatGPT conversation - The floating panel is available only on supported ChatGPT pages. Reload once after installation or update.
- 3 Open AI WorkGuard - Click the toolbar icon. On a supported tab, the popup closes and the floating panel opens inside the page.
- 4 Review Conversation Load - Use the load level, AIWG score, user/AI counts, word count and status guidance.
- 5 Choose the right tool - Use the five Free Tools for continuity, memory access, search, guided prompts and load control. Use the four Pro Tools for related-chat creation, exports and local organization.

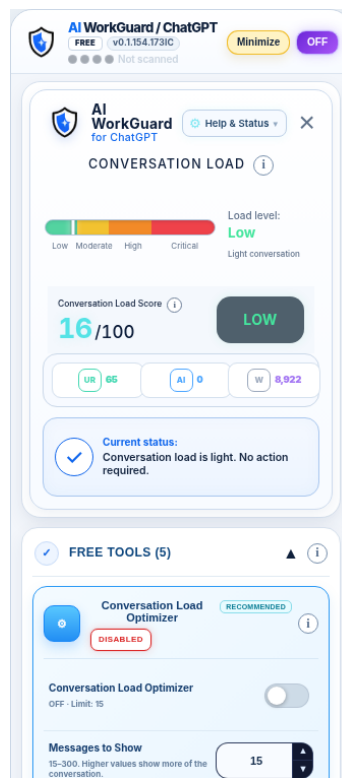


Figure 1. Representative Light UI showing the header, Conversation Load and the beginning of Free Tools.

2. The floating panel

AI WorkGuard appears as a movable floating panel over the active ChatGPT page. It can be minimized or turned off without leaving the conversation.

- Header and status: Shows the product name, FREE/PRO badge, current version and compact health indicator.
- Minimize: Collapses the panel to reduce obstruction. Use Open Full Extension to expand it again.
- OFF: Turns off the panel for the current page session.
- Help & Status: Opens user-facing access and status information. Small i buttons open context-specific Help without running tools.
- Collapsible sections: Free Tools, Pro Tools / Export and FAQ / Help can be expanded or collapsed. Several UI states are stored locally.

Screen-space tip

On smaller screens, minimize the panel when you need more room to read or type.

3. Conversation Load and recommendations

Conversation Load uses the currently measured word count to estimate how large the active chat has become. It is a practical warning system, not an official ChatGPT platform limit.

Load level	Word range	Meaning	Panel guidance
LOW	1-16,499	Light conversation	Current status: no action required.
MODERATE	16,500-32,999	Conversation is growing	Current status: no action required yet.
HIGH	33,000-54,999	Prepare ahead	Recommended action: consider a Handoff soon.
CRITICAL	55,000+	Action required	Required action: create a Continuation Handoff soon.

The panel also shows an AIWG Conversation Load Score from 0 to 100, UR (user messages), AI (AI answers), W (words), and a status/recommendation card. Values can change when more conversation content becomes available to the page.

4. Conversation Load Optimizer

Conversation Load Optimizer is a Free Tool for very long chats. It reduces the active message window so the page renders fewer older messages while keeping the latest selected messages visible.

- Messages to Show: Choose 15 to 300. Higher values keep more of the conversation visible.
- Enable: Turn the switch ON to apply the selected message window. The page may reload.
- Disable: Turn the switch OFF to restore the full available conversation view.
- Safety: It does not delete ChatGPT messages or the conversation; it changes only the active/visible window.
- Search interaction: Search This Conversation temporarily keeps the Optimizer OFF while loading and navigating the full current chat, then restores the previous setting when Search closes.

Use it when

A long chat becomes slow, heavy to scroll or difficult to keep responsive. For critical work, create a Handoff before a major transition.

5. Free Tools

Build 173IG contains five Free Tools. They remain available without Pro access.

5.1 Create Continuation Handoff

Creates a structured continuation TXT for the current conversation. AI WorkGuard sends a strict continuation request inside the active ChatGPT chat, captures the generated response, hides the temporary prompt/answer from the normal page view and saves the final TXT through the browser download system.

- Press Create Continuation Handoff and wait until the process finishes.
- Do not refresh, switch chats or close the tab while the Handoff is being prepared.
- Confirm that the TXT was saved. If needed, use Copy full Handoff TXT or Download same Handoff TXT again.
- Open a new AI chat, attach or paste the TXT, and ask the assistant to continue from it.
- Keep the original conversation until the file has been checked.

5.2 ChatGPT Memory

Opens ChatGPT Memory in a new window and attempts to show Saved memories. OpenAI may present Saved memories as a legacy area. Use current ChatGPT Memory controls when appropriate.

Memory warning

AI WorkGuard does not read or store your memory entries. Do not edit or delete ChatGPT memories unless you understand the effect on your account.

5.3 Search This Conversation

Searches the full current ChatGPT conversation for a word or phrase. It does not search other conversations and does not create a global index.

- Open Search This Conversation and wait for Full conversation ready.
- Enter a word or phrase and press Search.
- Use Previous and Next to move between matches.
- The matched message receives a context outline and the exact matching word or phrase is highlighted when the page allows it.
- Close Search to return to the true end of the conversation and restore the previous Optimizer state.

5.4 Custom Prompt Builder

Custom Prompt Builder is now a Free Tool. It creates structured prompts from guided templates. You can choose a template, fill its fields, build and edit the preview, copy it, or send it to the current ChatGPT conversation.

The image shows the Custom Prompt Builder interface. At the top, there's a 'Custom Prompt Builder' header with a 'Close' button. Below it, a dropdown menu shows 'Troubleshooting Helper' selected. A note says 'For bugs, broken UI, or unexpected behavior.' Below that is a 'Problem' field with a 'Choose a common problem' dropdown. Then an 'Environment' field with a 'Choose an environment' dropdown. A section titled 'What is allowed to change?' contains an example: 'Example: Diagnose only. Do not...'. Below this is a text area with the instruction: 'Write what the assistant may or may not change. If unsure, write: Ask me first.' A preview box shows a structured prompt: 'Help me troubleshoot this carefully. Problem: [Problem] Environment: [Environment]'. At the bottom are buttons for 'Build preview', 'Send to current chat', 'Copy', and 'Clear'.

Figure 2. Representative Custom Prompt Builder fields, preview and actions.

Templates currently included: Troubleshooting Helper, Custom Instructions Draft, Improve My Prompt and Project Continuation.

Trial behavior: Custom Prompt Builder actions do not consume the Pro trial in build 173IG. Opening, editing, previewing, copying and sending remain part of the Free Tools section.

5.5 Free Tool behavior summary

Free Tool	Primary purpose	Deletes conversation data?
Conversation Load Optimizer	Reduce the active visible message window	No
Create Continuation Handoff	Create a portable continuation TXT	No
ChatGPT Memory	Open ChatGPT memory controls	No
Search This Conversation	Find text in the current chat	No
Custom Prompt Builder	Create, preview, copy or send guided prompts	No

6. Pro Tools and exports

Build 173IG contains four Pro Tools: Create Related Chat Automatically, Export as TXT, Create Export Files and Chat Organizer.

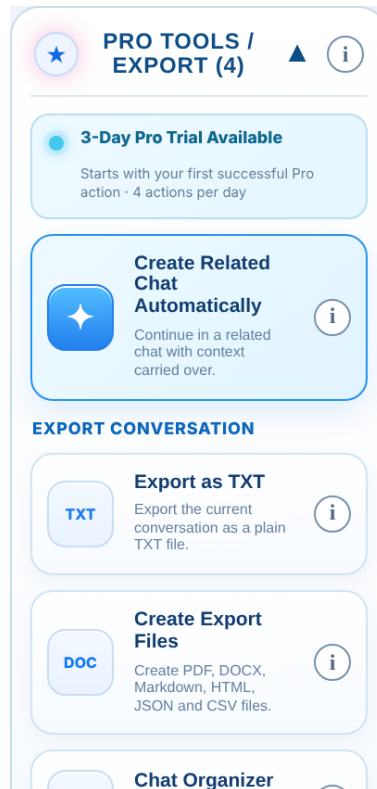


Figure 3. Representative Pro Tools / Export section. Export formats remain inside Create Export Files.

6.1 Create Related Chat Automatically

Creates a new related ChatGPT conversation and sends a short practical continuation Handoff based on the current conversation context. After successful creation, the new conversation can be found in the ChatGPT left sidebar. This is a lighter continuation workflow than the downloadable full Handoff TXT.

6.2 Export as TXT

Exports the current conversation as a plain TXT file. This is a full-text export, not a Continuation Handoff. A successful export counts as one Pro trial action.

6.3 Create Export Files

Opens the Export Preview and provides six output formats. The separate Export as TXT action is not included in the six-file count.

Format	Best for	Notes
PDF	Reading, printing, sharing	Fixed-layout output; review the preview.
DOCX	Editing in Word-compatible software	Editable document format.
Markdown	Documentation, repositories, notes	Plain-text markup.
HTML	Browser viewing or web reuse	Standalone web document.
JSON	Structured processing and automation	Machine-readable conversation data.
CSV	Spreadsheet analysis	Tabular message-oriented export.

Attachments and images: During user-initiated PDF/DOCX export, AI WorkGuard may retrieve image resources already available in the signed-in ChatGPT conversation so they can be embedded. Non-image attachments are skipped rather than treated as images.

7. Chat Organizer

Chat Organizer stores local references to ChatGPT conversations so they can be grouped into reusable folders and opened later. It stores the chat title, URL, folder assignment and local timestamps.

- Save current chat: Save the open conversation to Unfiled or a selected folder.
- Update saved chat: Update the stored title, folder or timestamp.
- Create folder: Create a reusable local folder. This is a counted Pro trial action.
- Open conversation: Open the saved ChatGPT conversation.
- Remove: Remove only the local Organizer entry.
- Delete folder: Choose whether contained chats move to Unfiled or are removed from Chat Organizer.

Important

Removing an Organizer entry or deleting an Organizer folder does not delete the original ChatGPT conversation.

8. Custom Prompt Builder

Custom Prompt Builder belongs to Free Tools in build 173IG. Its templates and actions are described in section 5.4. It is no longer part of the Pro Tools classification used by the older manual.

9. Pro trial rules

The current build provides a local 3-day Pro trial with up to 4 successful Pro actions per day. The trial starts only with the first successful Pro action. Unused daily actions do not carry over.

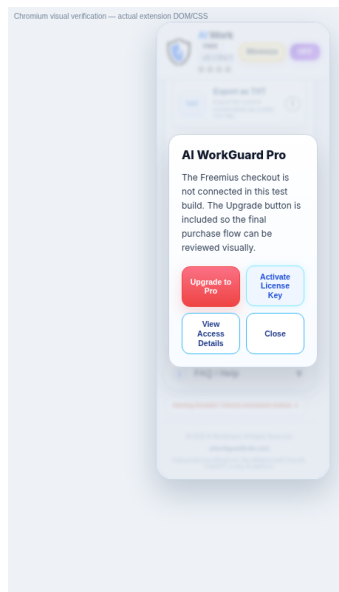


Figure 4. Light Pro popup in the current test build. Checkout is not connected in this test build; the controls are present for visual review.

Counts as a completed Pro action	Does not count by itself
Successful Export as TXT Successful Create Export Files Creating a new Chat Organizer folder Successful Create Related Chat Automatically	Opening Pro Tools Opening Chat Organizer Viewing, saving, updating or moving Organizer entries Opening or using Custom Prompt Builder Failed or cancelled actions

When all four actions are used, the panel shows the exact next availability time. An exhausted daily quota becomes available on the next local day at the same local time it was locked; otherwise daily usage clears on the next local date. The trial ends after the third local calendar day.

10. Privacy, local data and permissions

AI WorkGuard is designed to operate inside the browser and the active ChatGPT page. Build 173IG does not include an AI WorkGuard cloud service for uploading conversation content.

- Local settings and state: UI preferences, Optimizer settings, trial state and Chat Organizer records are stored in browser local storage.
- Downloads: The downloads permission saves Handoff/export files, confirms download status, opens downloaded files and shows them in the file manager when supported.
- Clipboard: Clipboard access supports user-initiated copy workflows and conversation-capture fallbacks.
- ChatGPT page access: The extension reads the active page to calculate metrics, search the current conversation and prepare requested outputs.
- Conversation images: PDF/DOCX export may fetch ChatGPT-hosted image resources through the signed-in browser session.
- Memory shortcut: Opens ChatGPT controls; AI WorkGuard does not read or store memory entries.
- Reset diagnostics: Can clear permitted ChatGPT local/cache state; it does not delete ChatGPT conversations.

Platform interaction

Handoff, related-chat and Send to current chat functions interact with the current ChatGPT interface. They are not offline operations.

11. Troubleshooting

Problem	What to do
Toolbar popup says to open or reload ChatGPT	Open a supported ChatGPT tab, reload it, wait for ChatGPT to finish loading, then click the extension icon again.
Panel does not open	Reload the supported tab after installation/update and try again.
Create Continuation Handoff takes a long time	Keep the tab open; do not refresh, change chats or send another message. Very long chats can take longer.
Handoff file was not confirmed as saved	Use Download same Handoff TXT again or Copy full Handoff TXT, then check browser downloads.
Search cannot load the full conversation	Close Search, reload the conversation and retry after the source becomes available.
Export appears incomplete	Load the relevant conversation content; compare critical outputs with the source and keep a TXT backup.
Optimizer hides too much	Increase Messages to Show or turn the Optimizer OFF.
Saved Organizer entry is missing	Use the same browser profile and extension installation; Organizer data is local.
Custom Prompt Send cannot find the composer	Wait until the page is idle and the message box is visible, or copy/paste the preview manually.

12. Frequently asked questions

Does AI WorkGuard delete old messages when the Optimizer is ON?

No. It changes the active/visible message window. It does not delete the ChatGPT conversation or its messages.

Is a Handoff the same as a full export?

No. A Handoff is a structured continuation package; a full export preserves conversation content in a selected format.

Can Search This Conversation search all my chats?

No. It searches only the current ChatGPT conversation.

Does Chat Organizer delete ChatGPT conversations?

No. It stores and removes local Organizer references only.

Does opening a Pro tool consume a trial action?

No. Only specified successful completed actions count.

Why does Create Export Files provide six formats?

It provides PDF, DOCX, Markdown, HTML, JSON and CSV. TXT remains a separate export action.

Is Custom Prompt Builder a Pro tool?

No. In build 173IG it is one of the five Free Tools.

Is Create Related Chat Automatically a Free tool?

No. In build 173IG it is one of the four Pro Tools.

Can I use the Handoff with another AI assistant?

Yes. The TXT is designed as a portable continuation record, although results depend on the receiving assistant.

Does AI WorkGuard manage my ChatGPT Memory?

No. It opens ChatGPT controls; changes are made within ChatGPT, not by AI WorkGuard.

Before relying on an export or Handoff

- Open the saved file and confirm it contains the expected content.
- For important work, keep the original ChatGPT conversation until the continuation or export has been verified.
- Do not treat the visual word count as an official platform limit.
- AI-generated summaries can contain mistakes or omissions. Verify critical project, legal, financial, medical or professional details.



Product website and updates

aiworkguardtools.com

Use the website for the latest manual, release information, privacy information and support resources.

Manual revision summary

This edition corrects the old Free/Pro classification, replaces Generate Export Files with the current Create Export Files wording, adds Create Related Chat Automatically to Pro Tools, confirms Custom Prompt Builder as Free, updates the trial-count rules and reflects the Light UI introduced after the previous manual.

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