



GPT-6 Astra

Made Simple

What It Can Do, How to Use It at Work,
and How to Stay in Control

A plain-English visual guide
for practical, verifiable AI work

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This book provides general information and is not an official OpenAI publication. Product specifications, prices, and availability may change. For important decisions, check current official documentation, your organization's rules, and qualified professional advice. Treat AI output as a candidate until it is verified. A person should confirm actions involving sending, deletion, publication, or payment.

How to Read This Book

You do not need to memorize feature names. Each chapter connects a workplace situation to a visual model, a reusable request, verification points, and one small action. Navy marks important work, blue marks process, green marks verification, and orange marks caution.



APPLY IT TO YOUR WORK

Apply “How to Read This Book” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

How the Book Is Organized

Read in this order: understand the model, connect it to a real task, define the deliverable, set boundaries, and verify the result. The diagrams below follow the same visual system as the Japanese edition, with English headings added inside the print-safe area.



APPLY IT TO YOUR WORK

Apply "How the Book Is Organized" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

From Answers to Outcomes

Yet a familiar frustration remains at work: “It is useful, but I still have to check everything again, copy it into the real document, verify the numbers, and organize the files myself.”

This does not mean Astra completes every task correctly on its own. An unclear scope can lead to irrelevant research. An old source can produce an old conclusion. Permission to send or publish can create effects outside your computer.

The goal is not to memorize features. It is to choose one real task, delegate it safely, inspect the deliverable, and request a correction when needed.



APPLY IT TO YOUR WORK

Apply “From Answers to Outcomes” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Start with One Safe Task

GPT-6 Astra is designed to work across that sequence. OpenAI presents it as a model for complex reasoning, coding, computer use, research, and document creation. Combined with tools such as web search, file search, code execution, and computer use, it can go beyond question-and-answer exchanges.

When delegating a task, prepare five things: the purpose, the source material, the required deliverable, the boundaries, and the verification method. With those five elements, AI can move from being a conversation partner to being a practical collaborator.



APPLY IT TO YOUR WORK

Apply "Start with One Safe Task" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter 1: What Is GPT-6 Astra?

The first key to understanding GPT-6 Astra is to stop thinking of it only as a smart chatbot. People do not finish work by thinking alone. They read documents, search for facts, calculate, create files, and operate software. Astra can connect similar steps by combining reasoning with tools.

Reasoning is the part that considers the purpose and constraints, then decides what should happen next. Around it are tools for web search, file search, code execution, document creation, image generation, and computer use.

Being able to use a tool is different from being allowed to use it. A person decides whether Astra may only view information, edit a file, send a message, or publish something.

Chapter 1: What Is GPT-6 Astra?



CHAPTER



GPT-6

APPLY IT TO YOUR WORK

Apply “Chapter 1: What Is GPT-6 Astra?” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Four Inputs That Make Work Move

First, state the purpose. Instead of “research competitors,” say, “Compare the prices and target customers of three competitors so we can choose a direction for next week’s meeting.”

Second, provide the material: internal documents, spreadsheets, reference URLs, and images. Handle confidential or personal information only after checking your organization’s rules and the environment you are using.

Third, define the work: searching, extracting, comparing, calculating, and writing. Connect each step to an available tool.

Fourth, define verification. Do the totals match the source? Does each quotation have a source? Does the file open? Did a person approve it before publication? A task has a clear ending when its verification method is decided in advance.



APPLY IT TO YOUR WORK

Apply “Four Inputs That Make Work Move” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

A Long Context Window Is Like a Large Desk

OpenAI documentation lists a 1,050,000-token context window for GPT-6 Astra, with up to 128,000 output tokens and a knowledge cutoff of April 30, 2026.

Think of context as a desk that holds the documents, instructions, and intermediate work for one task. A larger desk can hold more material at once.

A large desk does not make the documents accurate. Mixing an old estimate with a current estimate can still lead to the wrong decision. When providing many files, identify the version, date, and priority of each one.

Knowledge after the cutoff is not automatically available. For current work, use tools such as web search and verify both the date and source.



APPLY IT TO YOUR WORK

Apply “A Long Context Window Is Like a Large Desk” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Match Reasoning Effort to the Difficulty

Astra supports five reasoning-effort levels: low, medium, high, xhigh, and max. The none setting is not supported.

Low may be enough for a short summary or format conversion. Medium or high can suit comparisons and document production. Xhigh or max may be appropriate for difficult design or important verification.

Deeper reasoning can require more time and cost. The right choice is not always the maximum; it depends on difficulty and the impact of a mistake.

Official guidance also describes changing reasoning effort during a conversation. Organize the easy parts lightly, increase effort at the difficult point, then reduce it for routine work.



APPLY IT TO YOUR WORK

Apply “Match Reasoning Effort to the Difficulty” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

You Can Change Direction While Work Is Underway

Long tasks rarely begin with every requirement settled. You may change the companies in a study, shorten a report for executives, or start another independent task while a process is running.

OpenAI guidance describes asynchronous tool calls, mid-task steering, and reasoning-effort changes as capabilities of GPT-6 Astra. This makes it practical to begin with a clear purpose and boundary, then refine the result after seeing real output.

When changing direction, restate three things: what changed, what must remain, and what the final deliverable should be.



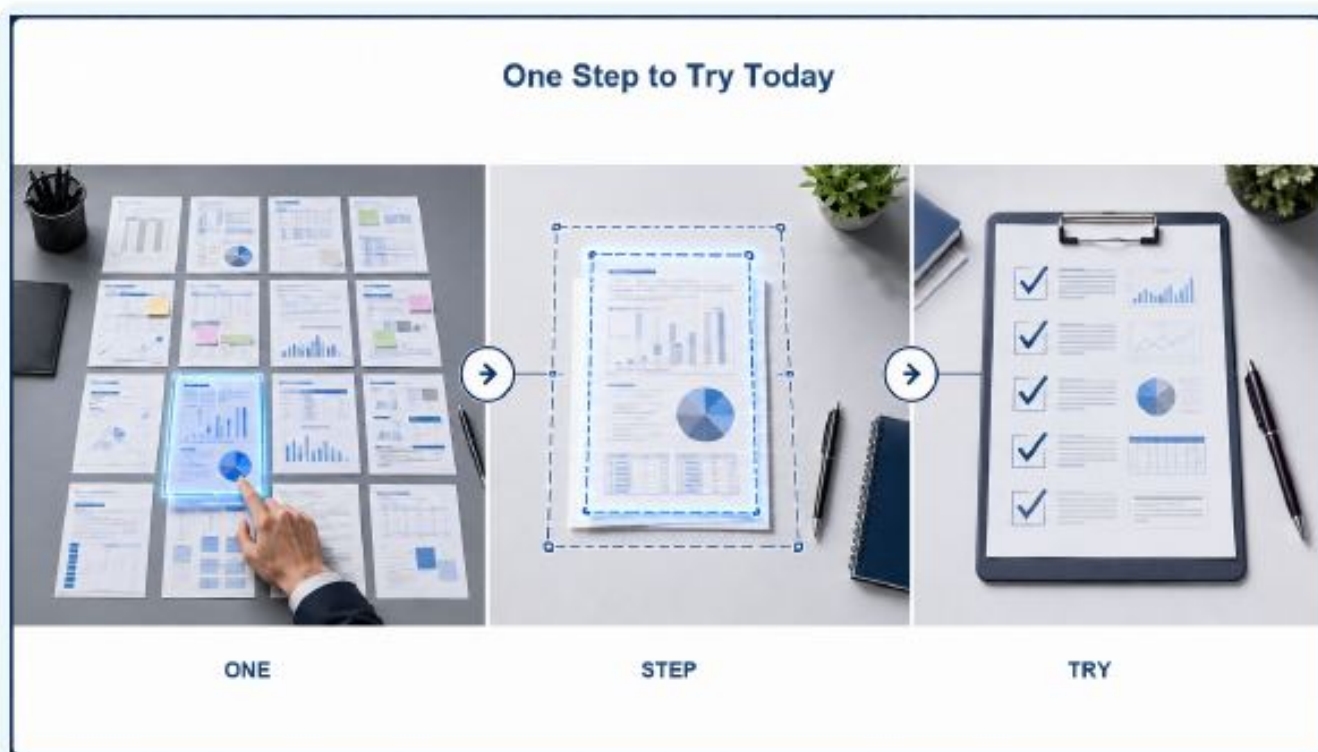
APPLY IT TO YOUR WORK

Apply “You Can Change Direction While Work Is Underway” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

One Step to Try Today

Choose one small task that involves no sending or deletion. For example: “Read three public web pages, create a comparison table, and include the source URLs.” Write down the purpose, scope, deliverable, restrictions, and verification method.



APPLY IT TO YOUR WORK

Apply “One Step to Try Today” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter Checklist

- Astra combines reasoning and tools across several steps.
- A long context is a large desk, not a guarantee of accuracy.
- Match reasoning effort to difficulty and risk.
- Restate the completion criteria after changing direction.
- People define the boundaries between viewing, editing, sending, and publishing.



APPLY IT TO YOUR WORK

Apply "Chapter Checklist" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter Review

Choose one idea from this chapter. Apply it to one task, name the deliverable, and write down how a person will verify the result.



APPLY IT TO YOUR WORK

Apply “Chapter Review” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter 2: How Is It Different from Traditional Chat AI?

Ask a chatbot how to run a meeting and it can return useful instructions. The meeting deck is still unfinished. Someone must find previous materials, verify the figures, place them in slides, and address feedback.

The difference with GPT-6 Astra is not only the quality of its answers. When you provide the goal, sources, allowed tools, deliverable, and checks, it can treat research and production as one connected job.

Chapter 2: How Is It Different from Traditional Chat AI?



CHAPTER



2

HOW

APPLY IT TO YOUR WORK

Apply “Chapter 2: How Is It Different from Traditional Chat AI?” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

From One Exchange to Multiple Steps

Traditional chat is organized around a question and an answer. Astra can treat reading, extracting, comparing, calculating, creating a document, opening it, and verifying it as parts of the same unit of work.

For a monthly report, do not merely request a sales summary. Specify the files, reporting period, exclusions, table format, and totals to verify. The AI's role expands from writing prose to assembling a checkable deliverable.



APPLY IT TO YOUR WORK

Apply “From One Exchange to Multiple Steps” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Long Context Still Requires Organization

Handling many documents at once is useful, but ambiguous names and dates produce ambiguous conclusions. Label files as current, final, or reference-only, and state their priority. Treat the context as an organized desk, not an unstructured warehouse.



APPLY IT TO YOUR WORK

Apply “Long Context Still Requires Organization” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Requirements Can Change Midway

After seeing a draft, you can ask for a shorter executive version or prioritize implementation time over price. Keep the research that is still valid and revise the next step.

Restate the changed condition, the parts to preserve, and the final deliverable. This prevents old and new instructions from becoming mixed.



APPLY IT TO YOUR WORK

Apply “Requirements Can Change Midway” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Good Fits and Poor Fits

Astra is well suited to work where the source material and checks can be defined: comparing public information, organizing minutes, producing routine reports, drafting documents, and building small prototypes.

Do not ask AI alone to finalize employee evaluations, unsupported forecasts, or medical and legal judgments that require qualified review. What Astra can do and what it should be allowed to decide are different questions.



APPLY IT TO YOUR WORK

Apply “Good Fits and Poor Fits” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

A Reusable Request

“Read the three attached public documents and create a table of similarities and differences. Add a source page for every number. If an item cannot be found, write ‘Not verified’ instead of guessing. Do not send anything externally. Finally, check every row against the source documents.”



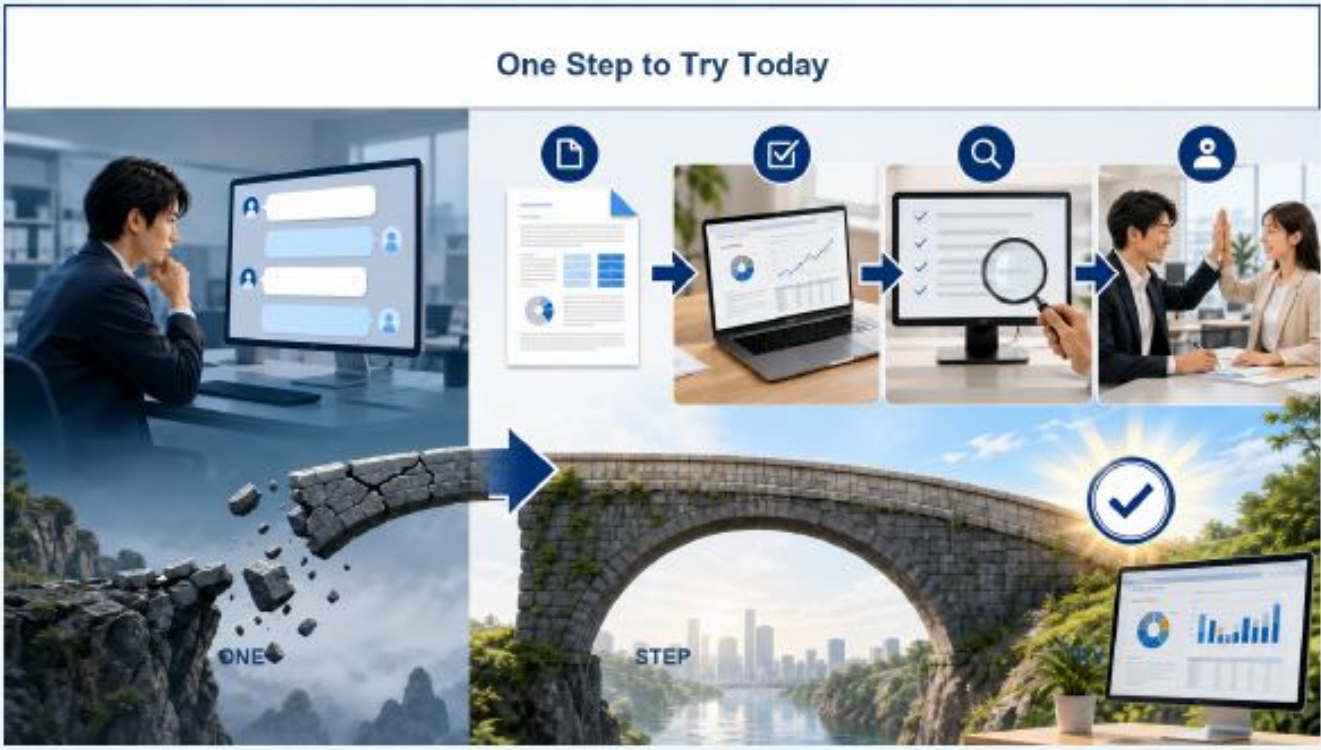
APPLY IT TO YOUR WORK

Apply “A Reusable Request” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

One Step to Try Today

Choose a task that usually ends with a chat answer. Name the actual deliverable you want: a comparison table, meeting minutes, a PDF, or a verified checklist.



APPLY IT TO YOUR WORK

Apply “One Step to Try Today” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter Review

Choose one idea from this chapter. Apply it to one task, name the deliverable, and write down how a person will verify the result.



APPLY IT TO YOUR WORK

Apply "Chapter Review" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Chapter 3: Delegating Research

A search can return many pages, but the highest result is not necessarily current or accurate. Research requires a clear question, appropriate sources, comparable conditions, and a record of evidence.

Tell Astra what decision the research will support. Research for price comparison requires different information from research for an implementation decision.



APPLY IT TO YOUR WORK

Apply “Chapter 3: Delegating Research” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Start with Primary Sources

Use official price pages for prices, government sources for laws, and official manuals for product specifications. Commentary can help with understanding, but it is often weaker evidence for an important number.

Add this instruction: "Prioritize official sources and state clearly when only third-party information is available." Record the page title, URL, and access date.



APPLY IT TO YOUR WORK

Apply "Start with Primary Sources" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Compare Like with Like

A common mistake is placing one company’s monthly price beside another company’s annual price. Compare the tax basis, number of users, contract period, currency, and plan name.

When conditions differ, do not force them into one figure. Keep the original amount, converted amount, and conversion rule separate.



APPLY IT TO YOUR WORK

Apply “Compare Like with Like” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Separate Facts, Inferences, and Unknowns

A fact is supported by a source. An inference is a possibility drawn from known facts. An unknown is something for which evidence could not be confirmed.

Add a classification column to the table. If an inference is included, place its supporting facts next to it.



APPLY IT TO YOUR WORK

Apply "Separate Facts, Inferences, and Unknowns" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

Define When Research Ends

The internet has no natural endpoint. Before starting, define the number of subjects, date range, required fields, source priority, and stopping condition.

For example: "Finish when six fields are completed for three major companies and each field has a source."



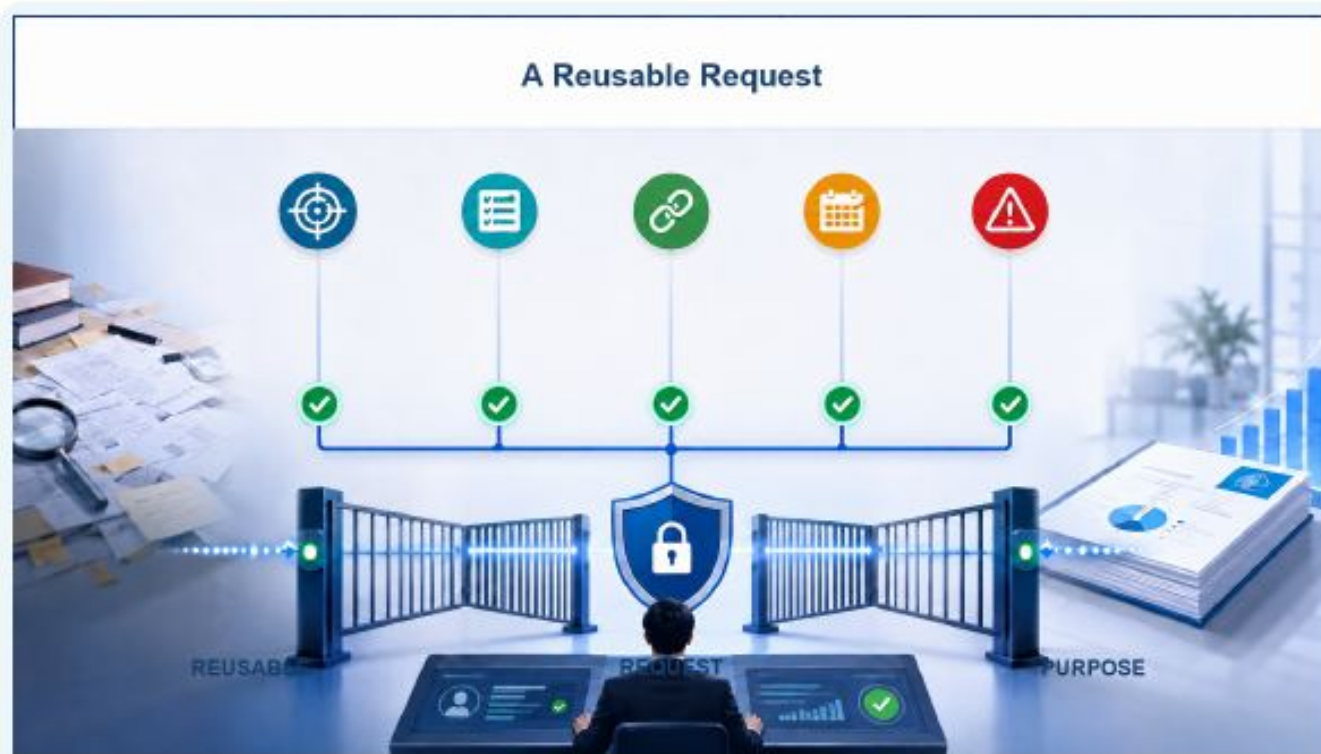
APPLY IT TO YOUR WORK

Apply "Define When Research Ends" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

A Reusable Request

"Compare three services currently offered in the United States. Use official sites first. Create a table covering price, target customer, major features, free trial, contract term, and support. Add the URL and access date for every item. If the conditions differ, explain the difference rather than guessing."



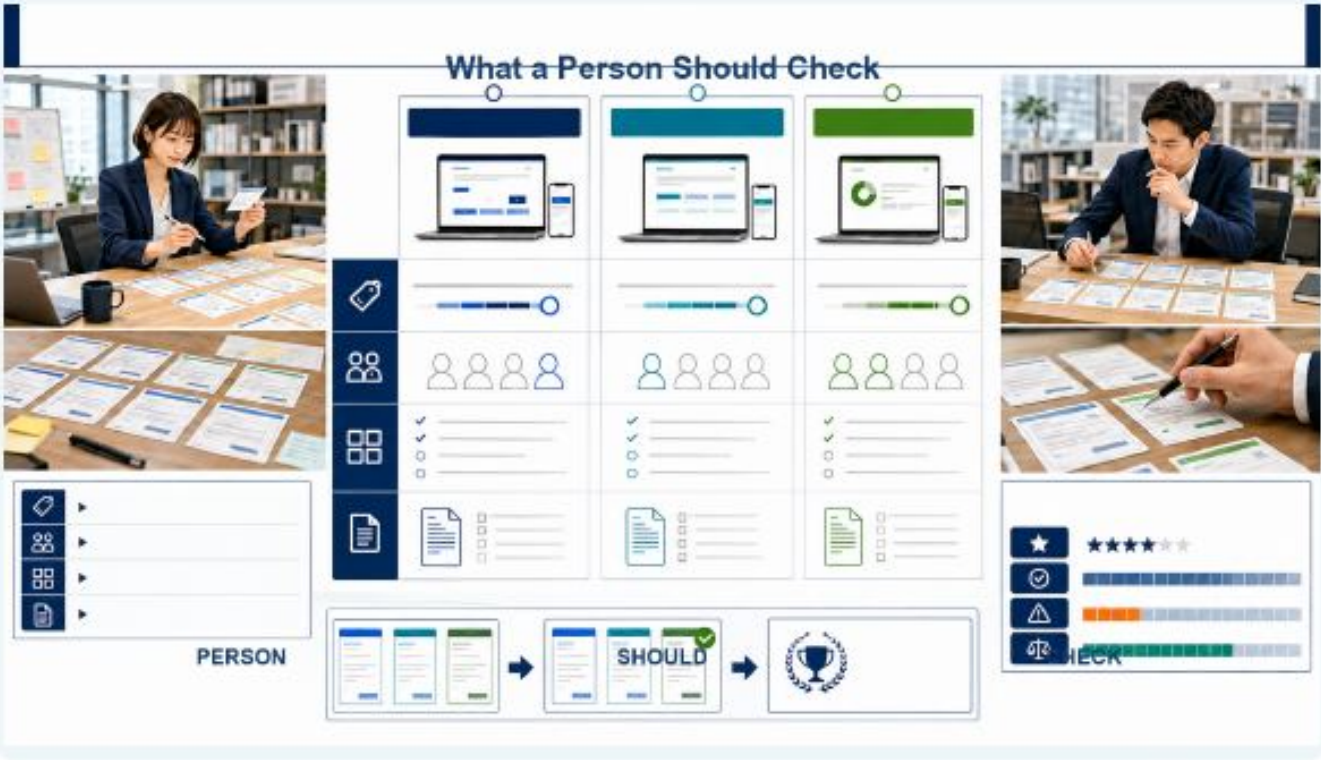
APPLY IT TO YOUR WORK

Apply "A Reusable Request" to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.

What a Person Should Check

Open the evidence for important numbers, quotations, dates, and conclusions. A link is not enough; confirm that the linked page actually supports the claim.



APPLY IT TO YOUR WORK

Apply “What a Person Should Check” to one task. Name the target, deliverable, and verification method.

FINAL CHECK Confirm the source, scope, recipient, and reversible next step.