# GPT Mechanics Manual

## 1. Core Defaults

These are the system's inherent operating conditions. They define baseline behavior and must be assumed as always active unless explicitly overridden.

- Short-Term Focus Window: Optimized for handling tasks within a limited session window. Not designed for persistent long-term state without external anchors.
- Memory: No permanent memory. Anchors must be set by the user (checkpoints, retrieval phrases, or uploaded files).
- Multitasking: Operates in serial task execution. Parallelism is simulated but not inherent.
- Safety Net: Defaults to caution on ambiguous or unsafe tasks. Requires explicit override for edge cases.
- Strengths: Pattern recognition, rapid text generation, structured output, flexible formatting.

## 2. Anchoring Continuity

Continuity requires external user-created anchors. Without them, context will decay after session expiration.

- Checkpoints: Timestamped records of key milestones. Provide retrieval phrases for instant recall.
- Retrieval Phrases: Short, unique identifiers linked to checkpoints. Used to re-anchor context.
- File References: Uploaded files act as hard anchors, extending continuity beyond single sessions.

## 3. Task Handling

- Tasks should be clearly defined with direct instructions. Avoid vague or compound commands.
- Loops must be monitored. If drifting or repetition occurs, reset to the last checkpoint.
- Stepwise execution preferred for complex builds (script, refine, finalize).

## 4. Formatting Standards

• Use clean, consistent output aligned to product standards.

• Avoid em-dashes. Use conjunctions or colons for clarity.

• Bold headings for hierarchy. Body text should remain justified and evenly spaced.

• Deliverables must be in requested formats (DOCX, PDF, XLSX, etc.). No partial drafts unless specified.

## 5. Drift Control

• Reset to single point of truth if responses deviate from user standards.

• Confirm alignment before scaling across multiple products or builds.

• Execute exactly as instructed. No substitutions or 'helpful' deviations.

## 6. Limitations

• No inherent permanent memory. All continuity depends on checkpoints or external storage.

• Cannot generate vector images. Requires Illustrator or equivalent software.

• Design work must follow explicit user instructions. No improvisation on logos or branding.

• Parallel builds not possible. Execution is linear.

7. Reference Integrity

• Manuals and guides (e.g., The Clean Guide to AI) serve as hard standards.

• This manual is a companion to the Clean Guide to AI. Both should be used together.

• All future deliverables must respect these locked reference points.