

# Prompt Management Workspace

A visual guide to organizing, saving,  
and using your AI prompts

Version 2.10

# Five Steps to an Organized Workflow



## 1. Open

Open the HTML file in any desktop browser.



## 2. Create

Select New Group and give it a short name.



## 3. Add

Select Add Prompt, type a title, and paste text.



## 4. Use

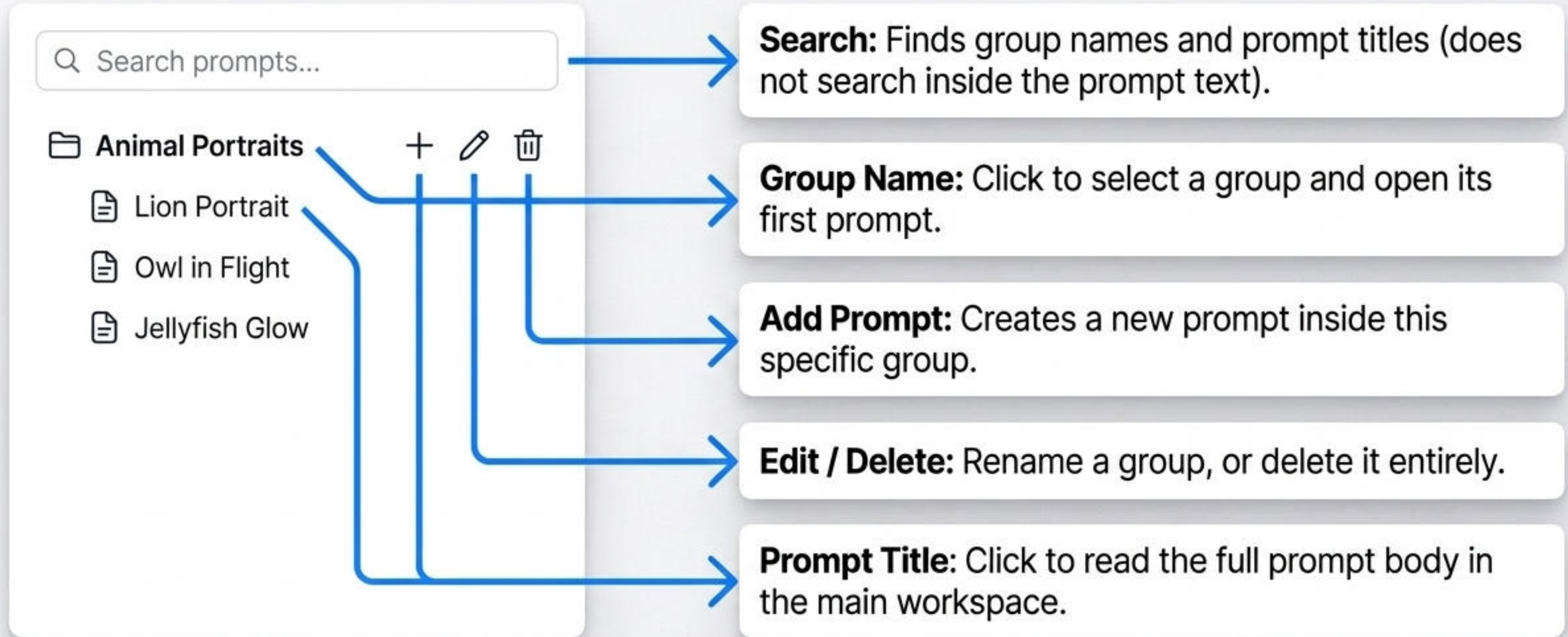
Copy the prompt and paste it into your AI service.



## 5. Backup

Select Export CSV at the end of your session.

# The Prompt Stack



# Main Workspace & Top Bar

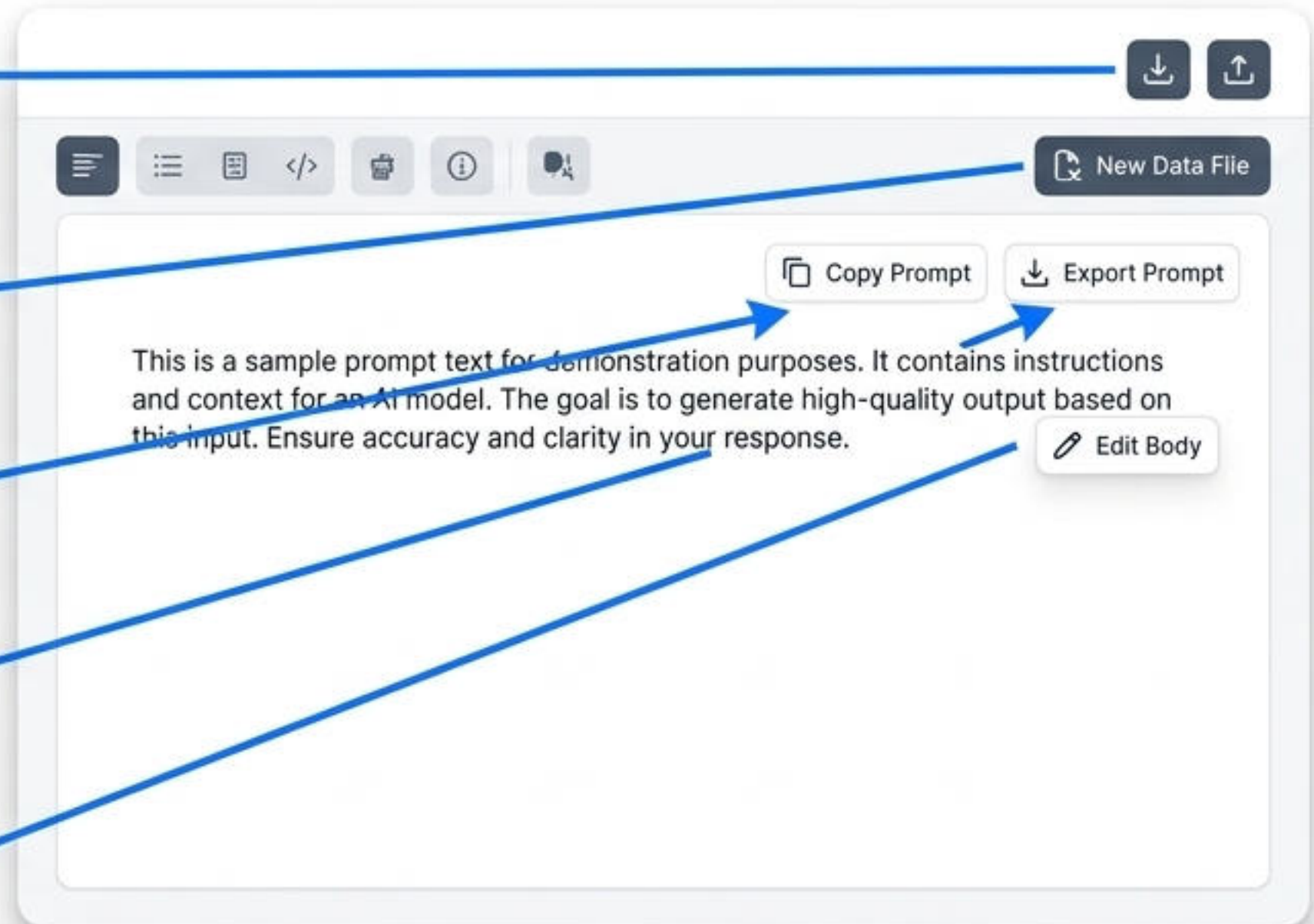
**CSV Backup:** Save your whole collection to your computer, or load an existing backup file.

**New Data File:** Clear your entire screen to start fresh.

**Copy Prompt:** Instantly copies the exact prompt text to your clipboard.

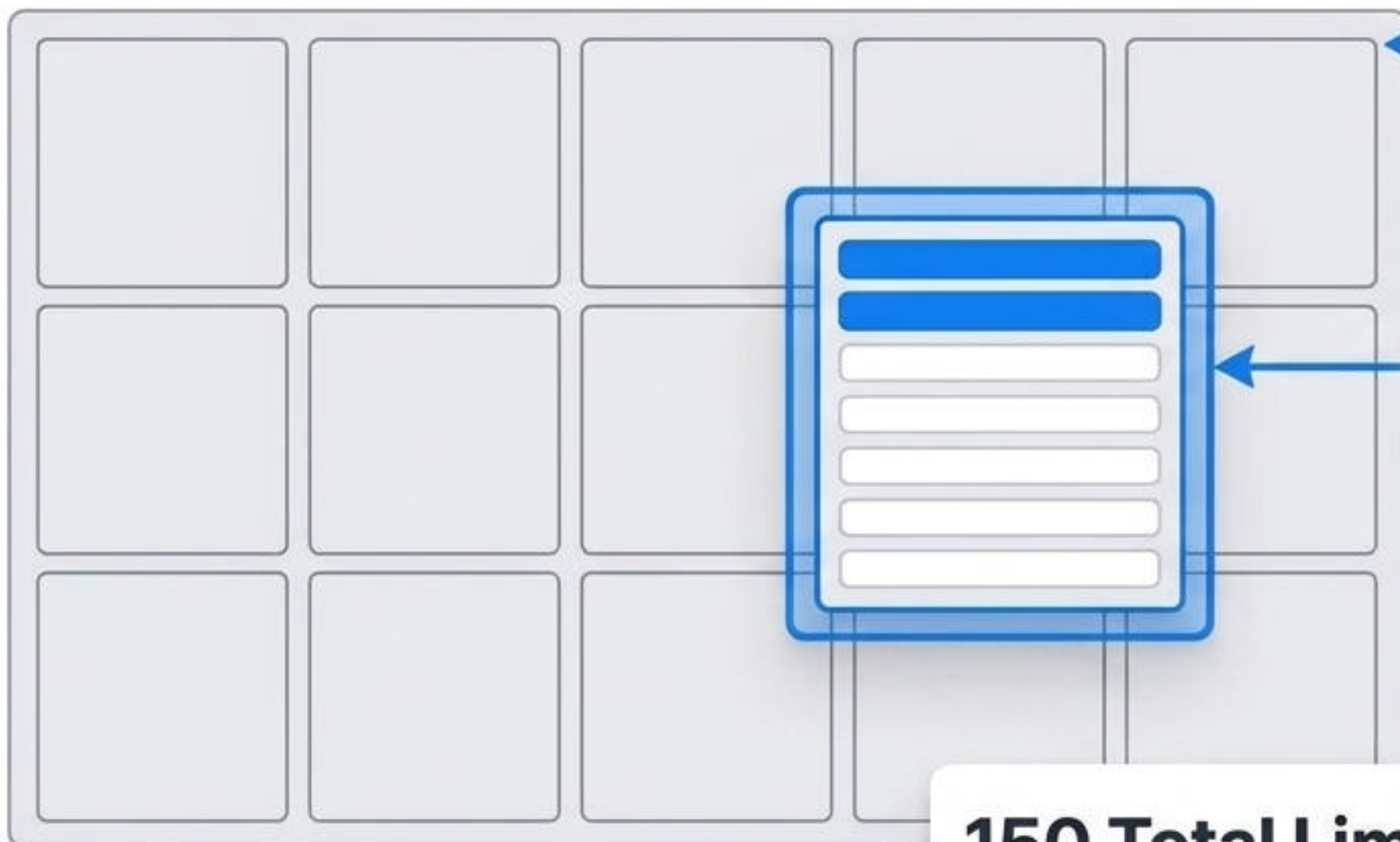
**Export Prompt:** Downloads just this single prompt as a readable Markdown file.

**Edit Body:** Opens the text editor to change your prompt's wording.



# Your Workspace Boundaries

Capacity Grid



**15 Groups Maximum:**  
Create up to 15 distinct categories per data file.

**10 Prompts Per Group:**  
Once a group hits 10, the Add Prompt button disables.

**Strict Boundaries:** Keeping limits clear ensures the app stays lightning-fast within your browser.

**150 Total Limit**

# Using Bracketed Reminders

Square brackets act as visual placeholders. The app saves them exactly as typed.

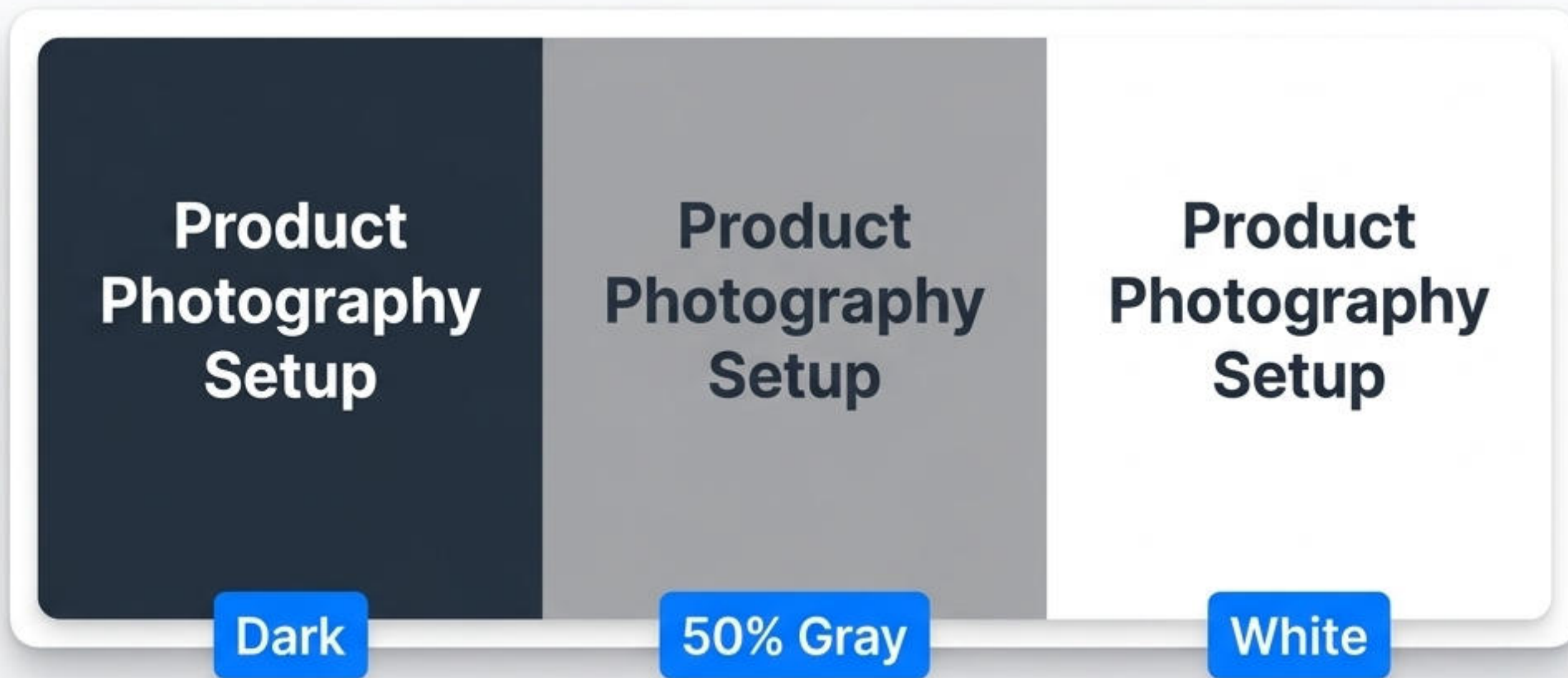
Create a studio portrait of [Animal]

Copy & Paste

 Create a studio portrait of a fox

**Crucial Rule:** The app does not automatically swap these words. Always check your copied text and manually replace the reminder before hitting send.

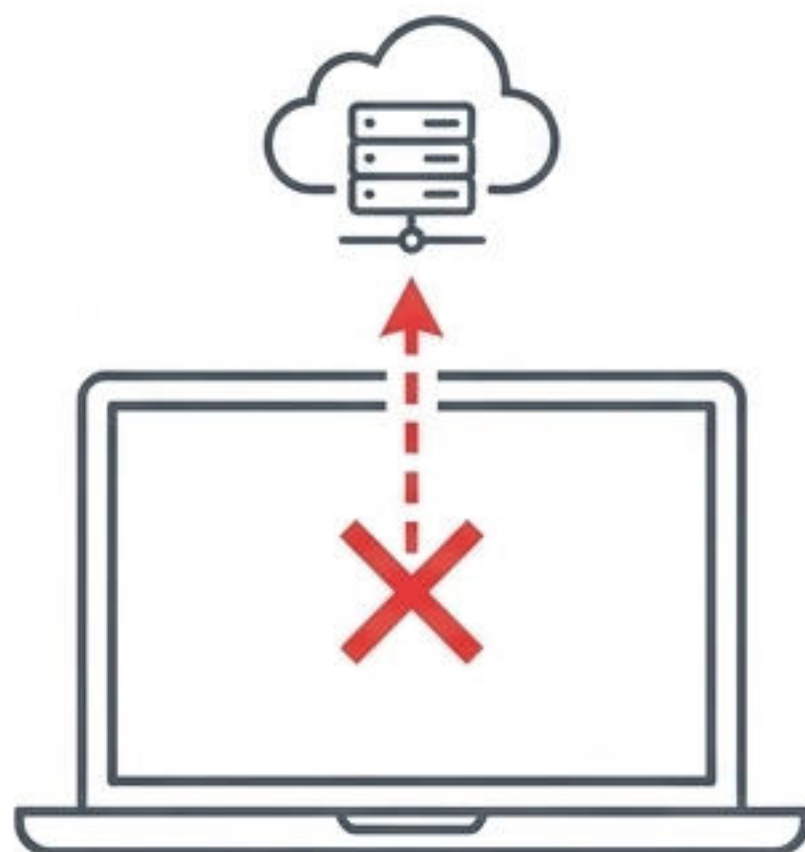
# Choose Your Viewing Comfort



Reassurance: This changes only what your eyes see right now. The backdrop choice is not saved to your CSV backup and does not permanently format your prompt data.

# Complete Data Privacy

## Standard Cloud Apps



Data transmission is blocked.

## Your Workspace

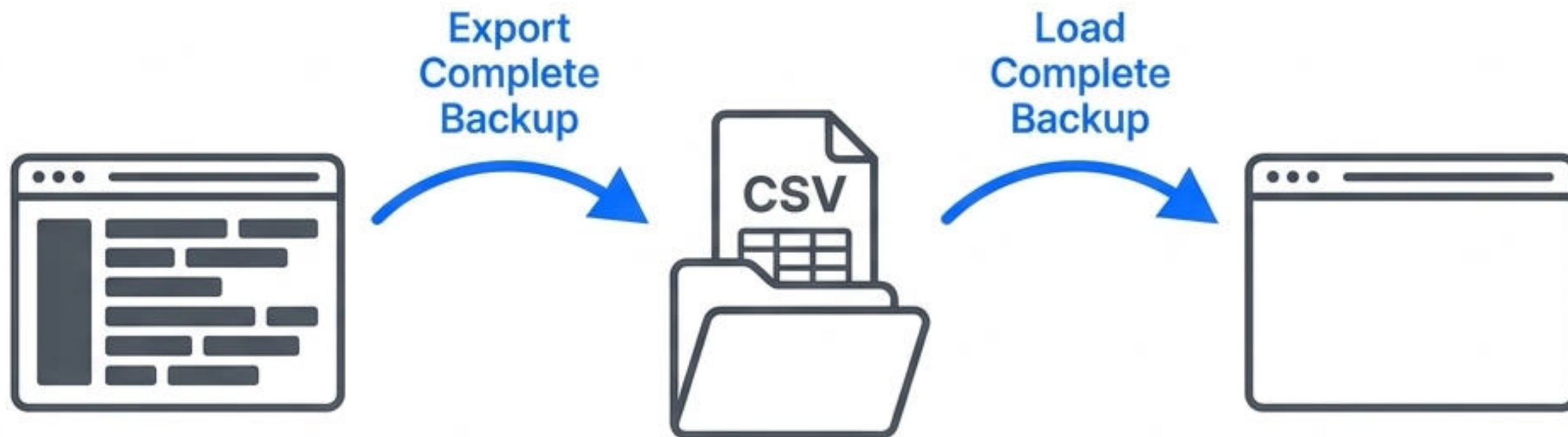


Your prompt data never leaves your computer.  
The app processes everything locally in your browser memory.

# Three Ways to Save Your Work

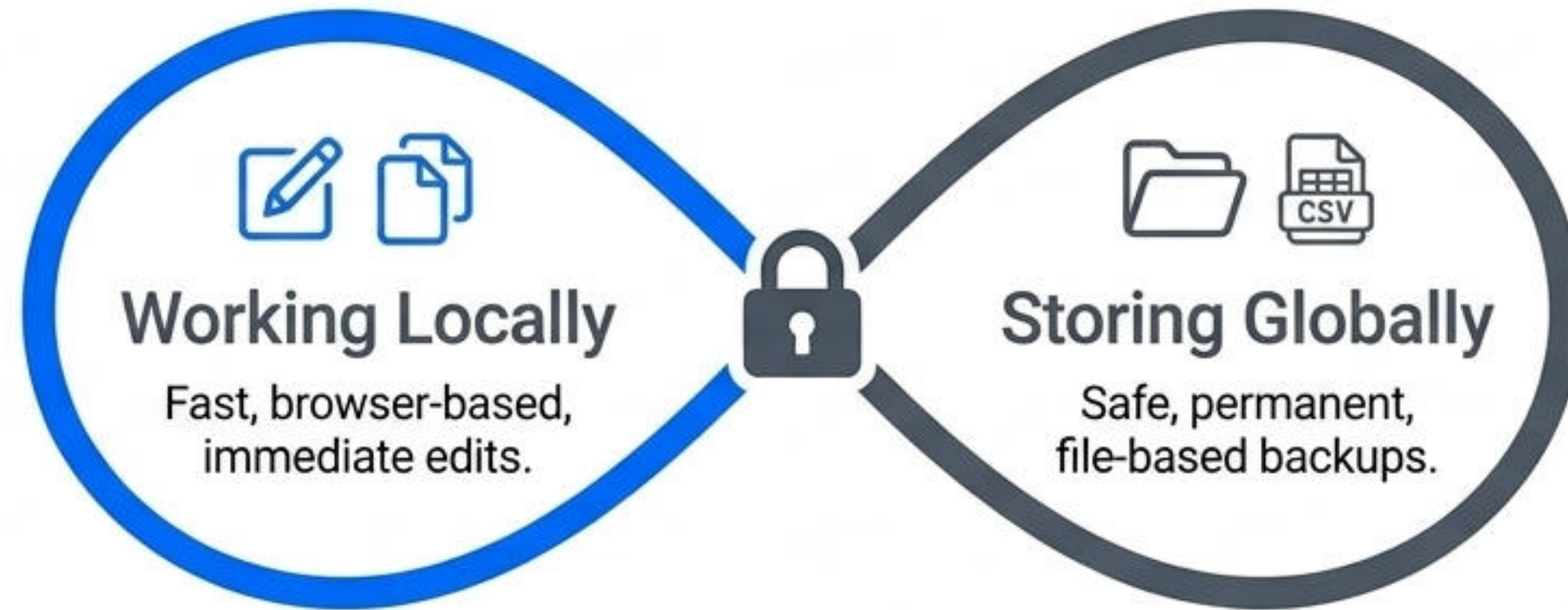
|                | <br>Automatic Browser Save | <br>Export CSV | <br>Export Prompt |
|----------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| What it is     | Temporary working memory                                                                                      | Complete master backup                                                                            | A single text document                                                                               |
| When to use    | Automatically saves between quick sessions                                                                    | At the end of the day or before clearing data                                                     | Sharing one specific idea                                                                            |
| Where it lives | Inside your current browser profile                                                                           | A master file on your hard drive                                                                  | A Markdown file on your hard drive                                                                   |

# The Backup & Load Cycle



Because browser memory is temporary, your **CSV file is your safety net**. Export a CSV to lock your workspace into a file. Load that CSV to tomorrow to perfectly recreate your workspace.

# The Perfect Workflow



Work fast inside the browser, but always end your session by crossing the bridge: Export a CSV to your project folder. The app is your workbench; the CSV is your filing cabinet.

# Quick Check Diagnostics

| What you see                                         | What to do                                                                                                      |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Saved prompts are missing.                           | <b>Check:</b> Are you in the same browser profile?<br>If browser data was cleared, Load your latest CSV backup. |
| Cannot add another group or prompt.                  | <b>Check:</b> You have reached the limit (15 groups / 10 prompts).<br>Export a CSV, then start a New Data File. |
| Import CSV is rejected.                              | <b>Check:</b> The file must have the 5 original headings.<br>Every prompt must have both a title and a body.    |
| The interface looks plain text/unstyled.             | <b>Check:</b> Your internet connection. The app briefly needs the network to load visual styling.               |
| Copied prompt still contains brackets like [Animal]. | <b>Check:</b> Manually type over bracketed text in your AI service; the app does not auto-replace text.         |