



How to Analyse a Document with Copilot Chat

Quick Reference Guide



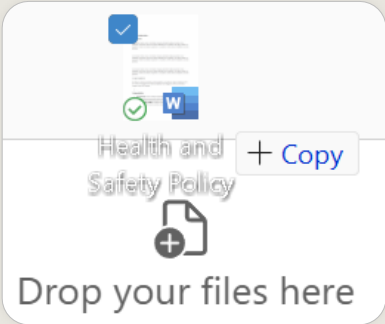
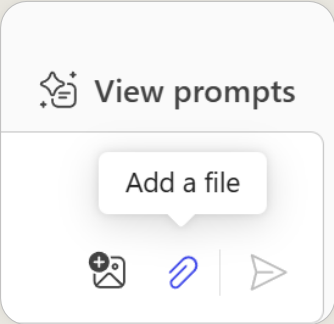
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While working on important documentation, viewing things from another perspective and highlighting key findings can be of great importance, and Copilot offers a helping hand with its assessment feature. Copilot can quickly generate a list of potential pros and cons, helping you manage the assessment process effectively. This feature allows users to improve the content they are working on, save time and be more efficient – all with a use of a simple prompt.

Upload a document to Copilot Chat

- 1. **Access Copilot Chat:** You can access Copilot Chat on copilot.microsoft.com. from the web browser of your choice.
- 2. **Sign in:** Sign in with your username and password so you can upload a file through Copilot Chat. Once you are signed in, Copilot Chat interface will be displayed.
- 3. **Upload a document:** The document upload is done through Chat Input Box in the bottom of the screen. Choose one of two ways to upload a document – either by **clicking** on a **Staple** icon or by using **Drag-and-Drop** method. Uploading a document will take a few seconds.

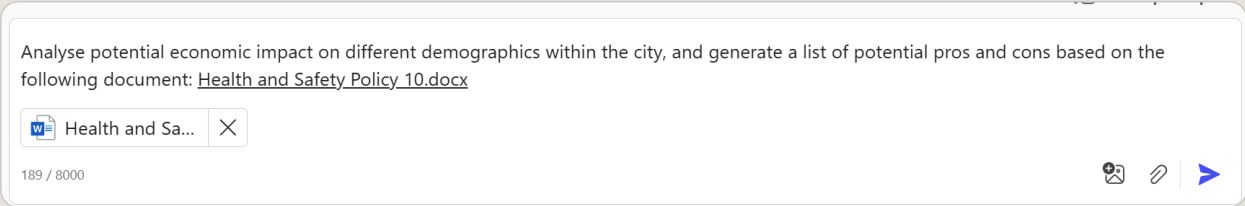


Analyse the document

Once uploaded, the document can be analysed by Copilot. You can write various prompts depending on your needs.

Example:

Analyse this document to assess potential economic impact on different demographics within the city, and generate a list of potential pros and cons.



Once the prompt is complete, click **send** and wait for Copilot to generate the answer.