

Voice DNA Light — Quick Start

Eleven business documents from one fifteen-minute voice interview, on free Gemini, ChatGPT, Claude or Qwen. Three tabs, one file between them, about ninety minutes end to end.

What you need

- A free account on one AI app — Gemini, ChatGPT, Claude or Qwen. Claude's desktop app has built-in dictation; any app works if you type.
- The company name and **one** customer segment. The interview is scoped to a single segment — run it again for a second one.
- A normal browser window (not private) if you want the page to remember your inputs between visits.

The three tabs

1 Interview

Copy the prompt, answer fourteen questions in your AI app, paste the reply back, export your DNA file.

about 25 minutes

2 Decisions and Google Lookups

Load the file. Settle the open decisions, then one lookup run that files every finding against its question. Export Level 2.

about 10 minutes

3 Documents

Load Level 2, press a button, copy the prompt, run it, save the document. Ten single runs; the Project Brief runs a full panel.

3 documents in 20 min · all 11 in about an hour

Measured on a real run, 16 September 2026: whole journey 72 minutes wall-clock, with three document prompts running in parallel in Tab 3.

Tab 1 — Interview

1. Enter the **Company name** and **Customer segment** (your name is optional). Check the date.
2. Press **Copy interview prompt** and paste it into your AI app. Answer one question at a time — speak or type. Skip anything you do not know; the AI writes [VERIFY] rather than inventing an answer.
3. When the AI produces its final document (summary, JSON block, Outstanding Decisions, Quick Lookup Questions), copy the **whole reply** and paste it into Step B.
4. Press **Check the DNA**. You want "JSON block found", a size under 6,000 characters, and counts for decisions and lookup questions.
5. Press **Export DNA file (.txt)**. Keep this file — it is your company's light DNA. The green bar offers **Continue to Tab 2**.

If the AI offers a file instead of text: ask it to write the final document in the chat reply itself, then copy that. The page needs the JSON block in the paste.

Keep the segment short. "Regional Queensland councils" works; a thirty-word description does not — the lookup questions in Tab 2 are built from it.

Tab 2 — Decisions and Google Lookups

1. Press **Continue to Tab 2** (or load the .txt). The Loaded pill shows company, segment and date.
2. **Module 1.** Press **Copy decisions prompt**, run it, paste the reply, press **Read the options**. Choose one option per decision, type your own under Other, or press **Skip** to keep the interview's answers. Untouched decisions keep the recommended option.
3. **Module 2.** Press **Copy lookups prompt** and run it — Gemini is recommended for lookups. Paste the reply and press **File the findings**. Each question shows *answered*, *no source* or *unanswered*.
4. If questions are unanswered, press **Re-run unanswered questions**, run the shorter prompt, paste, file again. New findings merge in.
5. Press **Export Level 2 (.txt)**. The green bar offers **Continue to Tab 3**.

"Refused — the reply numbered its lines." The AI counted its lines instead of tagging questions. Nothing was kept. Run the prompt again in a fresh chat; the rules in the prompt fix it on the second try.

Tab 3 — Documents

1. Press **Continue to Tab 3** (or load the Level 2 .txt). "Documents unlocked" appears with the decision and finding counts.
2. Press a document button. The prompt appears in the editor with a character count — every prompt is sized for a free account.
3. Press **Copy prompt**, paste into your AI app, and ask for the Word file. If the app cannot make one, it delivers a single HTML file instead.
4. Save the document with its own name. Repeat for the next button. Three chats in parallel is fine — the file is the memory, not the chat.

#	Document	Also called	Run	What to expect
1	Capability Statement	company profile, about us	One run	Two A4 pages: profile paragraph, key-facts row, capabilities as bullets, compliance, why us, contact.
2	Business Proposal	proposal template, executive summary	One run	Executive summary first; proof points and pricing language from your DNA and decisions.
3	Quote Template	quotation, estimate	One run, two passes inside it	Terms, inclusions, exclusions, validity, then a quote table with blank price cells.
4	Business Model Canvas	BMC, nine building blocks	One run	Nine blocks on one A4 landscape page.
5	Value Proposition Canvas	VPC, jobs, pains and gains	One run	Customer profile on one side, value map on the other.
6	Mission & Vision Statement	mission, vision, values	One run	Short statements carrying your proof points and your segment's top concern.

#	Document	Also called	Run	What to expect
7	Competitor Analysis	competitive analysis	One run · uses lookups	Side-by-side table from the Tab 2 findings; [VERIFY] where a fact was not found.
8	Marketing Plan	marketing strategy	One run · uses lookups	Target audience, positioning, action plan, financial plan, channels as sections.
9	Elevator Pitch	sales pitch, 30-second pitch	One run	Ten-second, thirty-second and two-minute versions, each ending in a call to action.
10	SWOT Analysis	SWOT matrix	One run	The matrix, then an action plan.
11	Project Brief	project charter, PID	Full panel · needs From, To, Background	Working paper, the brief for issue or endorsement, and a short briefing presentation.

Project Brief: include the role title in From and To — "Sam Lee, Operations Manager" to "Jo Park, Managing Director". The roles decide whether the brief is written *for endorsement* (persuasion, you are the proposed project manager) or *for issue* (briefing, project manager to be appointed). Names alone default to *for issue*.

Reading the finished document

[VERIFY] blanks

Anything you skipped in the interview, and any fact the lookups did not find, appears as [VERIFY] and is listed once at the end under **To confirm**. Fill those in Word; nothing else needs checking for invention.

Labelled choices

Where the document offers Option A and Option B with a recommendation, the drafting seats disagreed. Pick one and delete the other.

What the AI must not do

The prompts tell the AI to use only the material supplied, to ask no questions before delivering, and never to search the web. If a document contains a figure you did not supply — a price, a statistic, a colour code — treat it as unverified and check it.

Australian English

Every document is written in Australian English for the reader named in the prompt. If your AI drifts to US spelling, say so and ask for a corrected file.

Troubleshooting

What you see	What to do
"No JSON block found in the paste"	Ask the AI: "Reproduce the Structured Output (JSON Block) only, in a json code fence." Paste the whole reply again.
DNA over 6,000 characters	Ask the AI to shorten the longest answers in the JSON — proof points and priorities usually — and paste again.
Tab 2: "This is a full Voice-DNA System file"	You loaded a Voice Onboarding Tool export. Tab 2 reads Light DNA files only; the full system has its own tools.

What you see	What to do
Tab 3: "Load your Level 2 file to unlock"	You loaded the Tab 1 file. Run it through Tab 2 first, then load the Level 2 file.
"11 document types loaded from the built-in copy"	The live configuration could not be fetched; the page is using its built-in copy. Everything works; reload later.
Character counter turns amber or red	The prompt is near or over 14,000 characters. Shorten the Project Brief Background, or trim long DNA answers.
The AI hits its daily limit mid-run	Paste the same prompt into a different free AI. Your file carries the context; the chat history is not needed.
Inputs vanished after closing the browser	Private windows and blocked storage do not remember inputs. Use a normal window, or re-load your saved files — nothing is lost.

What stays where

Your DNA file and the Project Brief From, To and Background are remembered by **this browser only**; nothing is sent to Expert AI Prompts. The prompts and the documents your AI writes are never stored by the page. On a shared computer press **Clear saved data** before you leave. Your two files — `Company_Segment_LightDNA_date.txt` and `Company_Segment_Level12_date.txt` — are the whole record; keep them with the documents.

When light is not enough

Voice DNA Light is complete on its own. When you need four DNA files, research-backed decisions, the full Super AI Prompt Creator library and a growth pathway, the **Voice-DNA System** at expertaiprompts.info/voice-dna-system/ is the same method at full depth — and your light DNA file loads straight into it.