

35 SLIDES · FULL WALKTHROUGH

HOW TO USE EVERY CLAUDE FEATURE

Every feature across Chat, Cowork, and Code.
Tested and explained.

CHAT

COWORK

CODE

LEVEL 1

CLAUDE CHAT

The web app. 12 built-in tools. Most people use 3.

FEATURE 1

MODELS + THINKING

1. Opus 4.6 for strategy, legal, financial modelling
2. Sonnet 4.6 handles 90% of daily work
3. Haiku 4.5 for quick answers and bulk tasks
4. Toggle Extended Thinking below the model selector
5. Claude reasons step by step before responding

The screenshot shows the AI model selector interface. At the top, a blue callout box says "Click here to switch models" with an arrow pointing to the "Sonnet 4.6 Extended" dropdown menu. Below the menu, three colored callout boxes point to specific models: a yellow box labeled "Most Powerful" points to "Opus 4.6" (described as "Most capable for ambitious work"), a purple box labeled "Most Balanced" points to "Sonnet 4.6" (described as "Most efficient for everyday tasks" and marked with a checkmark), and a green box labeled "Most Efficient" points to "Haiku 4.5" (described as "Fastest for quick answers"). Below the model list, there is a toggle for "Extended thinking" (described as "Think longer for complex tasks") which is currently turned on. At the bottom, there is a "More models" link with a right arrow.

TIP

Start with Sonnet. Switch to Opus when the task demands it.

Most people leave Opus on and burn through usage by Wednesday.

FEATURE 2

MEMORY

1. Go to Settings → Capabilities
2. Enable "Search and reference chats"
3. Enable "Generate memory from chat history"
4. Claude now remembers you across every conversation

The screenshot shows the 'Settings' page for Claude AI. On the left is a sidebar with categories: General, Account, Privacy, Billing, Usage, Capabilities (highlighted in green), Connectors, Claude Code, and Claude in Chrome (Beta). The main content area is titled 'Settings' and has a blue callout box at the top that says 'Enable these toggles' with an arrow pointing to the 'Memory' section. The 'Memory' section contains two settings, both with their toggle switches turned on (blue):

- Search and reference chats**: Allow Claude to search for relevant details in past chats. [Learn more.](#)
- Generate memory from chat history**: Allow Claude to remember relevant context from your chats. This setting controls memory for both chats and projects. [Learn more.](#)

Below these settings is a 'Memory from your chats' section. It features a card with a 'Work context' snippet: 'Charlie Hills is a London-based entrepreneur and creator who left his 9-to-5 in September 2024. He runs Linked Agency on LinkedIn.' The card also shows 'Updated 24 days ago from your chats'. At the bottom of the settings page is an 'Import memory from other AI providers' section with a 'Start import' button and a description: 'Bring relevant context and data from another AI provider to Claude. We'll provide a prompt you can use to fetch the memory from your other account. [Learn more](#)'.

TIP

Clean up your memory regularly. Claude sometimes misinterprets things.

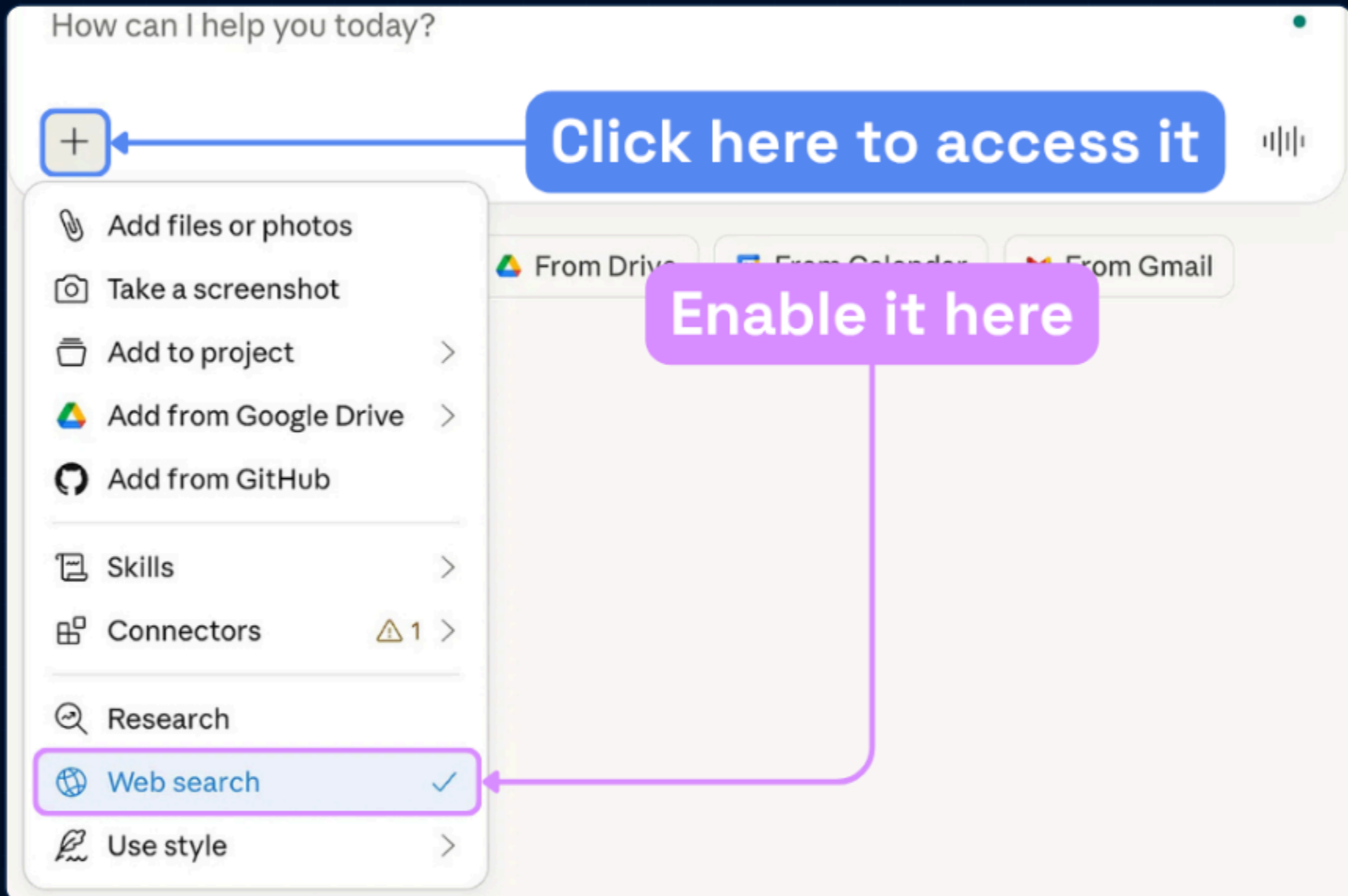
Remove anything wrong or stale.

FEATURE 3

WEB SEARCH

Two ways to trigger it:

1. Toggle it on in Settings (stays on for every chat)
2. Type "search the web for..." in your prompt

**TIP**

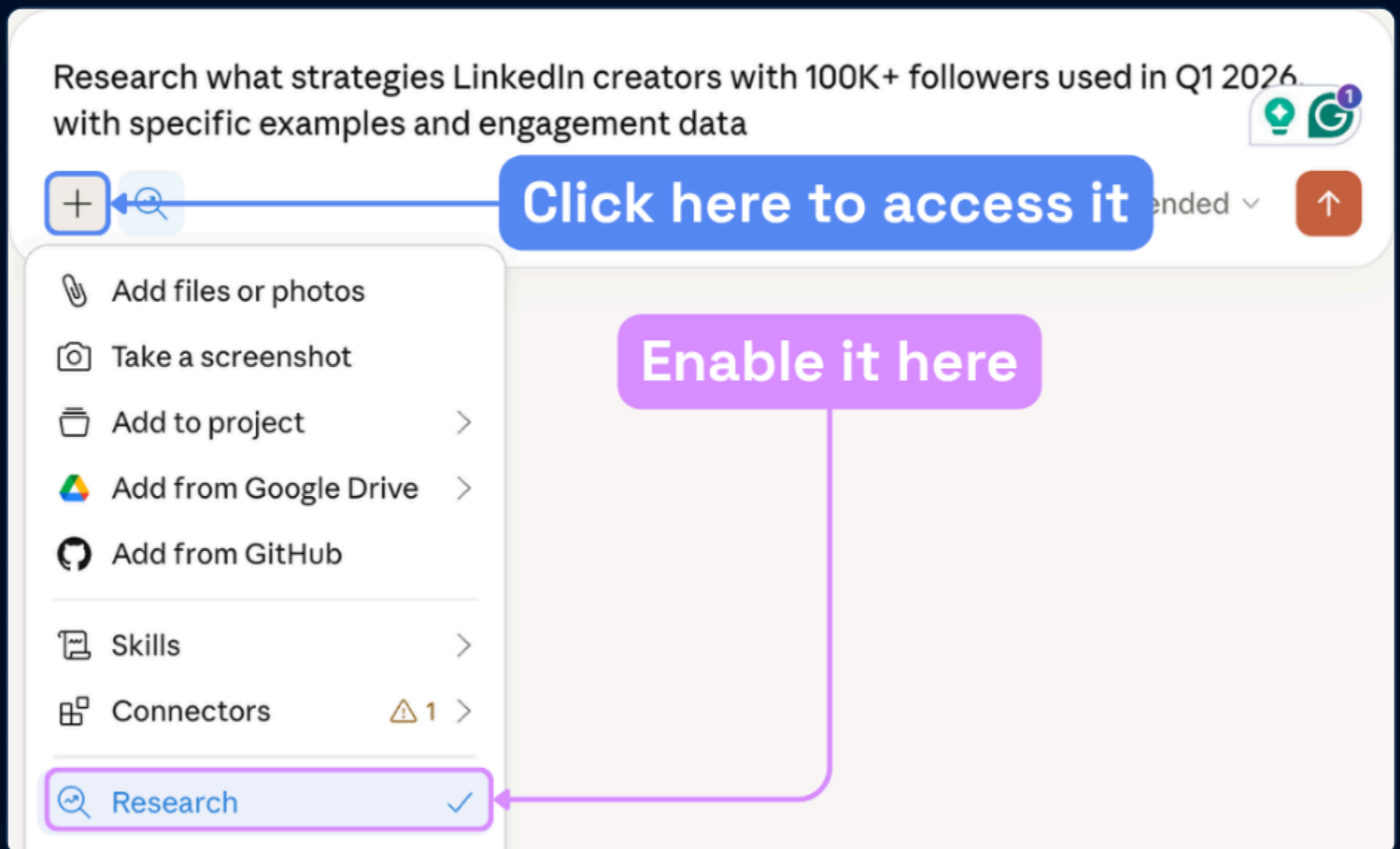
Keep it toggled off by default to save tokens.

Type "search the web" directly in your message when you need it.

FEATURE 4

DEEP RESEARCH

1. Click the Research button next to the message bar
2. Enter your topic with specific detail
3. Wait a few minutes for the full report
4. Claude searches dozens of sources and cross-references them



TIP

“Research LinkedIn growth strategies”

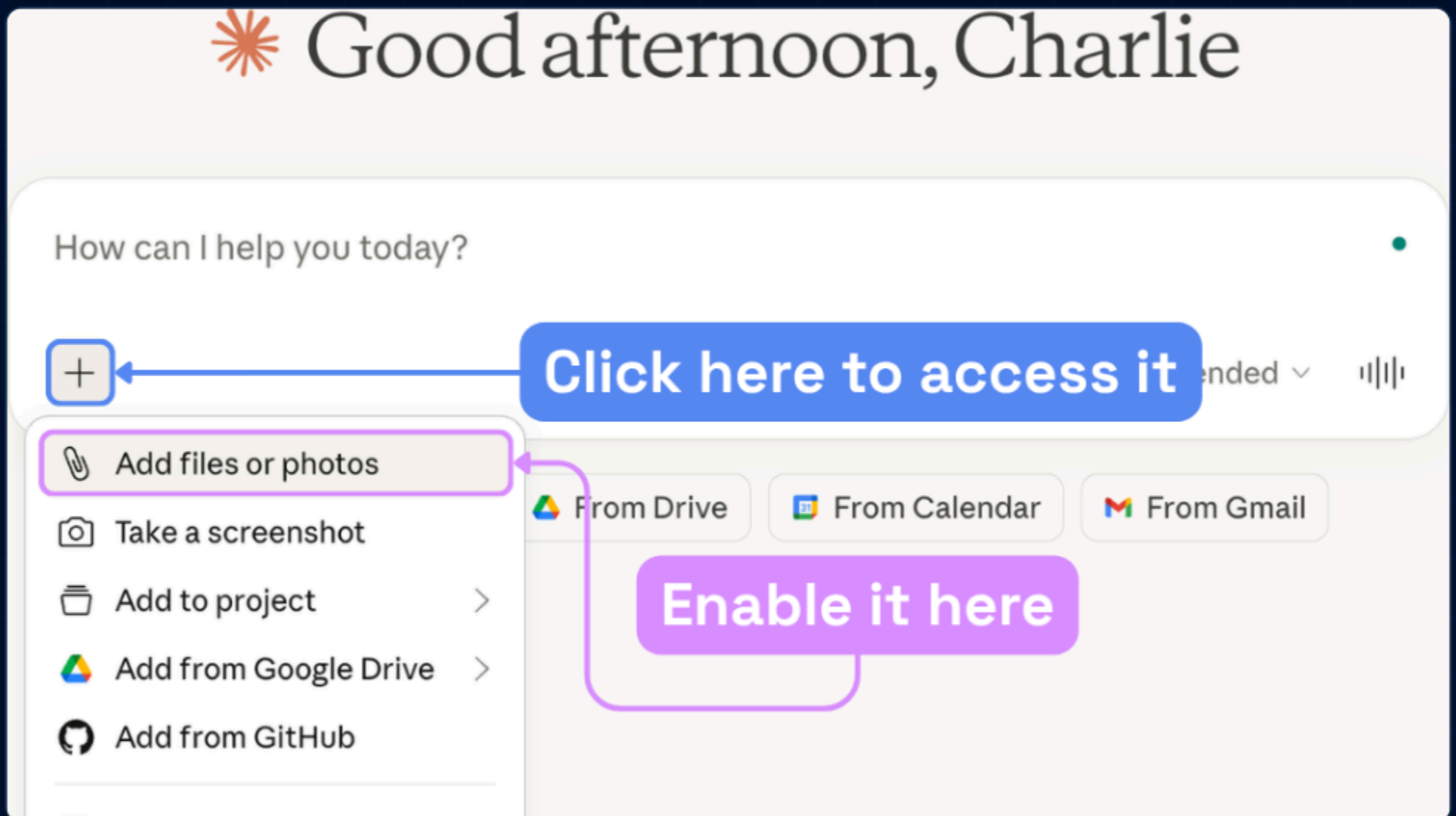
→ generic.

“Research what strategies LinkedIn creators with 100K+ followers used in Q1 2026”

→ publishable.

FILE UPLOAD

1. Click the paperclip icon or drag files into the chat
2. Works with PDFs, CSVs, images, Word docs
3. Upload 2-3 documents and ask Claude to compare them
4. Use "From Drive" to pull files without downloading



TIP

"Here are three competitor landing pages. What patterns do you see across all three?"

FEATURE 6

ARTIFACTS

1. Go to Settings → Capabilities → Visuals
2. Enable Artifacts and AI-generated Artifacts
3. Ask Claude to build something — it creates it live
4. "Make it dark mode." "Add a column." "Change the chart type."

The image shows a chat window on the left and a generated dashboard artifact on the right. The chat prompt asks for a LinkedIn profile audit and growth dashboard based on an uploaded analytics export. The generated artifact is a dark-themed dashboard titled 'LinkedIn Analytics' for 'Charlie Hills' from 2/19/2026 to 3/18/2026. It features a grid of key metrics: Impressions (2.9M), Members Reached (1.2M), Total Followers (209K), New Followers (+11K), Engagements (74K), Engagement Rate (2.56%), Daily Impressions (104K), and Posts Tracked (54). Below the metrics is an 'Engagement Trend (Daily)' line chart and a 'Day-of-Week Performance' section.

Example

LinkedIn profile audit and growth dashboard

Content_2026-02-19_2026-03-18_CharlieHills.xlsx

You are a LinkedIn growth strategist. I've uploaded my LinkedIn Analytics export (.xlsx). Analyze every sheet and build me a complete profile audit with an interactive dashboard and strategic recommendations.

STEP 1: DATA EXTRACTION
Read all 5 sheets. Here's how each one is structured:
DISCOVERY (Sheet 1)
- Row 1: Date range label

Assembled comprehensive React dashboard with multi-sheet data integration

Now let me build the full interactive dashboard with all panels.

Orchestrated comprehensive strategic analysis framework below dashboard visualization

Here's your full dashboard, Charlie. Four tabs: Overview (headline metrics + engagement trend + day-of-week), Posts (scatter quadrant + engagement rate distribution), Followers (growth tracking + projections), and Audience (demographic breakdowns).

Now the strategic analysis.

PERFORMANCE SUMMARY

Reply...

Opus 4.6 Extended

Claude is AI and can make mistakes. Please double-check responses.

LinkedIn Analytics

Charlie Hills - 2/19/2026 - 3/18/2026 - 28 days

Overview Posts Followers Audience

IMPRESSIONS
2.9M
28 day total

MEMBERS REACHED
1.2M
Unique Viewers

TOTAL FOLLOWERS
209K

NEW FOLLOWERS
+11K
382/day avg

ENGAGEMENTS
74K
2.6K/day avg

ENG. RATE
2.56%
Target: 1.5-2.5%

DAILY IMPRESSIONS
104K
Average

POSTS TRACKED
54
In analytics

Engagement Trend (Daily)

Day-of-Week Performance

Top spikes: 2/27: 419K imp / 3.9K eng 2/23: 223K imp / 2.4K eng 2/28: 214K imp / 2.3K eng

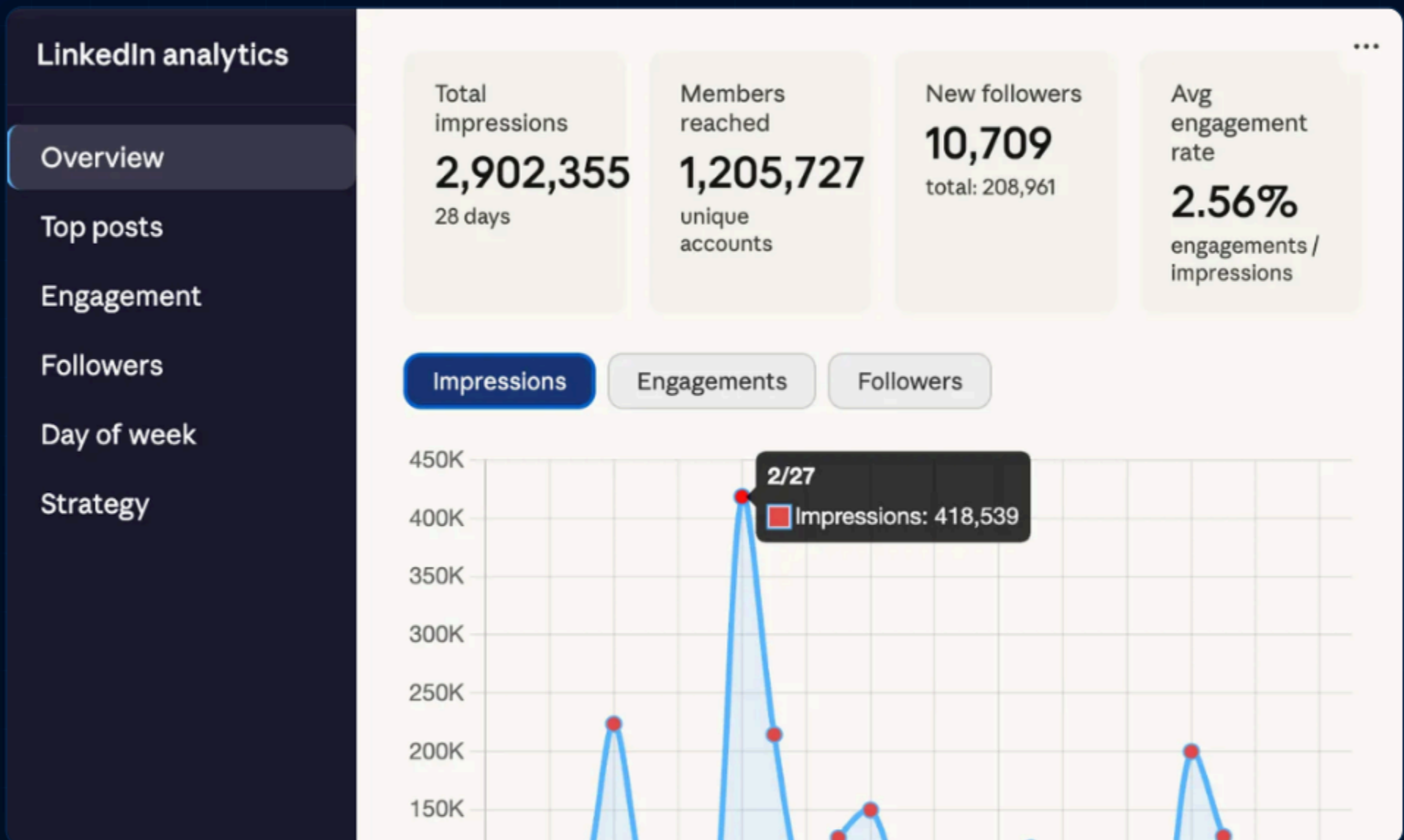
TIP

Say "make this an Artifact" if Claude gives you code instead of building it.

Budget trackers, dashboards, landing page mockups — all built in chat.

INTERACTIVE CHARTS

1. Ask Claude to "create a chart" or "visualise this data"
2. Claude renders it inline in the conversation
3. You interact with it directly in the chat
4. Hover states, zoom, and clickable elements



TIP

Say "make this interactive" after it generates a chart.

Different from Analysis Tool — works from any information, not just files.

INTERACTIVE QUESTIONS

Two ways to trigger it:

1. Claude decides to use it automatically
2. Type "give me options to choose from"

You get clickable buttons, drag-to-rank, and multi-select instead of plain text.

The screenshot shows a chat interface. At the top, a user asks "How should I reply to this email?". The system response is "AskUserQuestion". Below this, a blue callout box says "Activate it like this" with an arrow pointing to the "AskUserQuestion" label. The main chat content shows a message about a follow-up and a date. Below that, it says "A few options depending on what you want to do:" followed by icons for copy, like, dislike, and refresh. A purple callout box labeled "Example" points to a modal window. The modal has a title "What do you want to do?" and two options: "1 Follow up for an update (live date is 4 days away)" and "2 Wait a bit longer before chasing".

TIP

If Claude asks in plain text and you want buttons, say "give me options."

Works the other way too — just type your answer to skip buttons.

FEATURE 9

PROJECTS

1. Click "Create Project" in the left sidebar
2. Upload your key files and write custom instructions
3. Start new chats inside the Project
4. Every chat starts with full context loaded

The screenshot displays the Claude web interface. On the left sidebar, the 'Projects' option is highlighted with a blue box and a callout that says 'Click here to access it'. The main chat area shows a project titled 'Newsletter Writer' with a custom instruction: 'This will help me to write the best newsletters possible. # Charlie Hills Newsletter Writing Instructions You are writing newsletters for Charlie Hills, founder of Cognifi...'. Below the instruction is a text input field containing 'How can I help you today?'. The right-hand panel shows the project's context, including 'Memory' (purpose and context), 'Instructions' (the same custom instruction), and 'Files' (a grid of PDF documents). A purple box labeled 'Project Instructions' points to the 'Instructions' section, and a green box labeled 'Project Files' points to the 'Files' section.

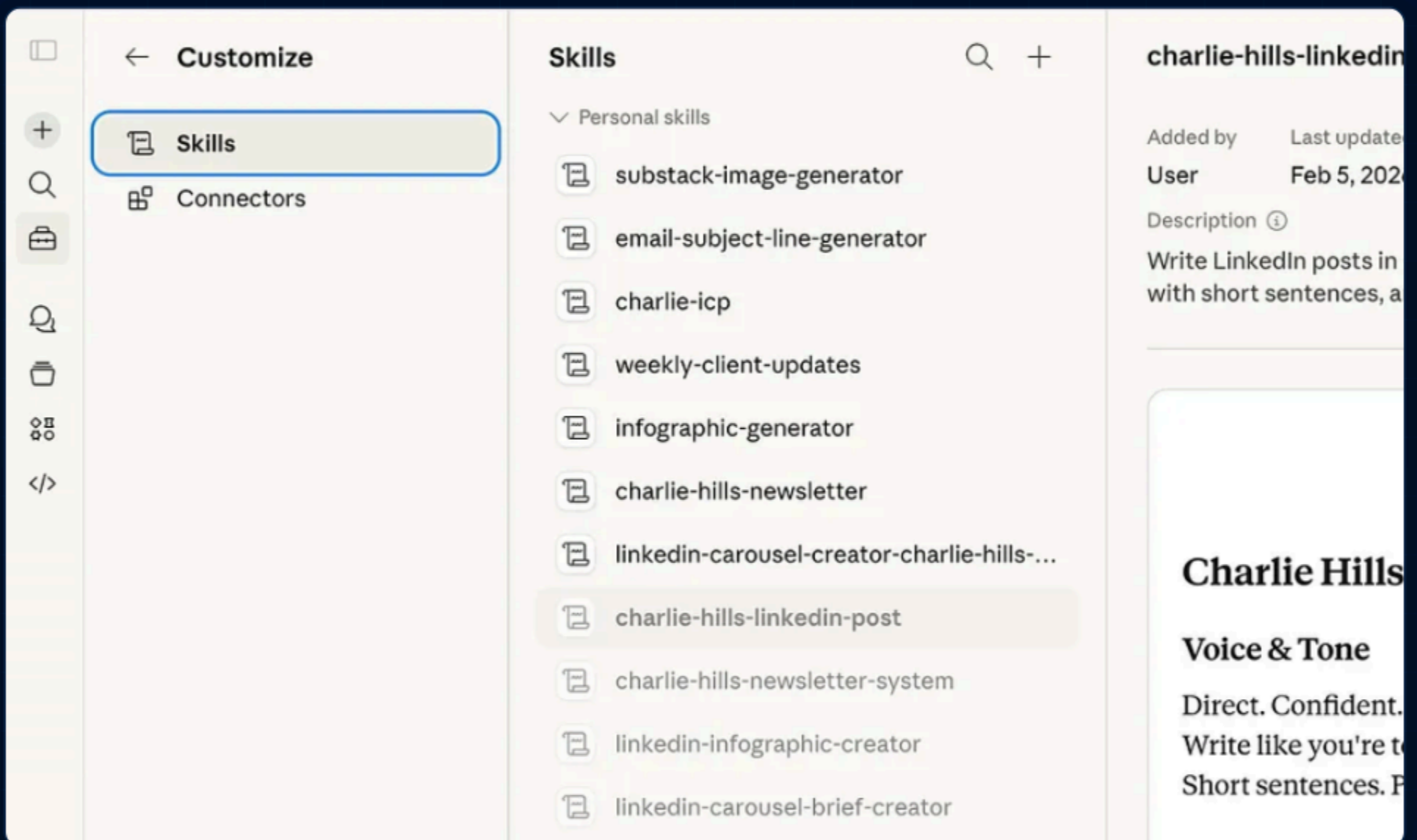
TIP

Create one Project per client, per function, or per content type.

Upload once. Reference forever. No re-counting tokens.

SKILLS

1. Go to Settings → enable Code Execution
2. Browse the pre-built Skills library or create your own
3. Recall them inside any conversation with a slash command
4. Claude has a built-in Skill for creating Skills



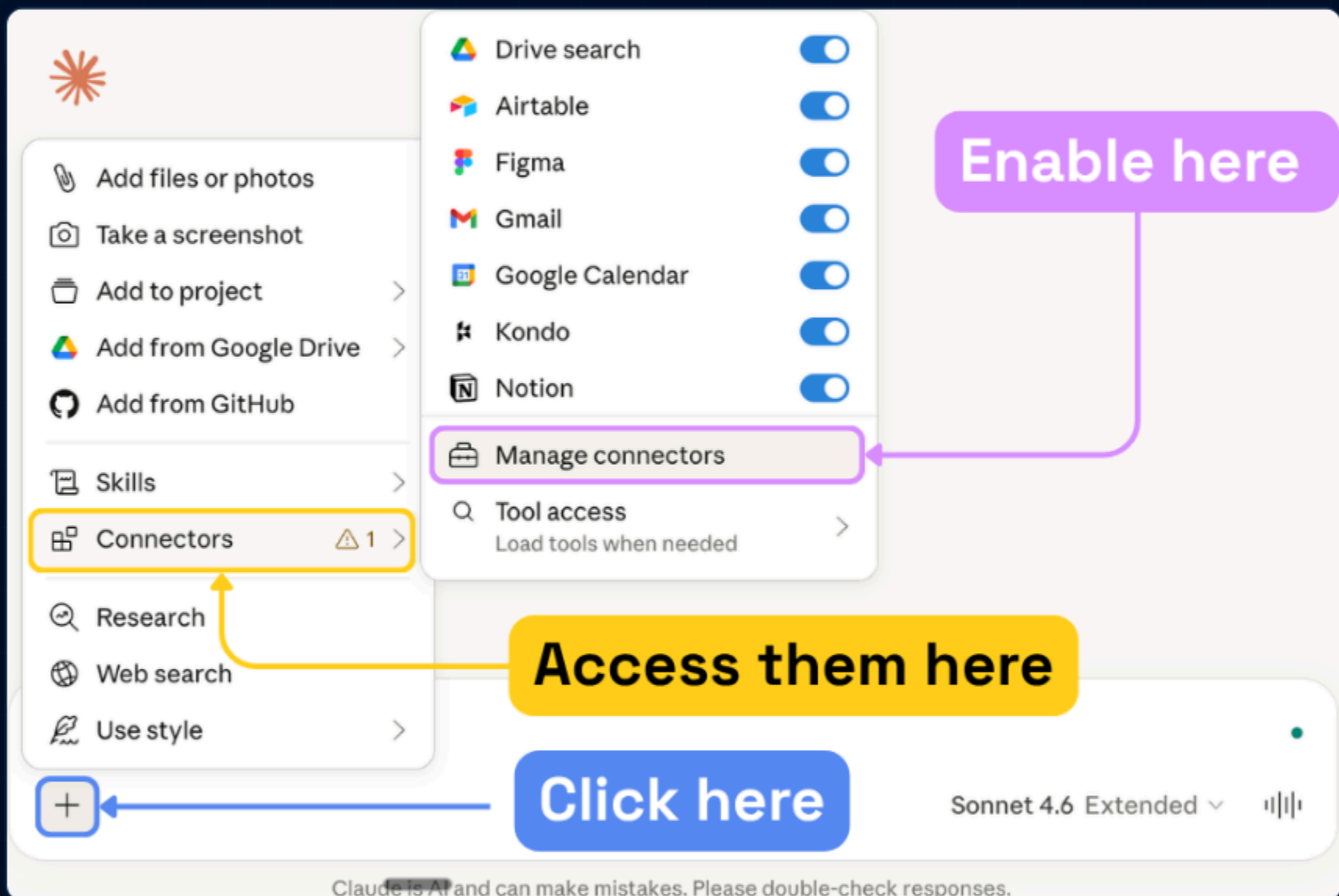
TIP

Explain the problem. Provide reference material. Claude creates the Skill.

Refine through natural language — “Make the tone more casual.”
“Always include a CTA.”

CONNECTORS (MCP)

1. Click the connectors icon in any chat
2. Browse and authorise the tools you use
3. Claude searches them mid-chat on demand
4. Slack, Google Drive, Notion, Gmail, and 50+ tools



TIP

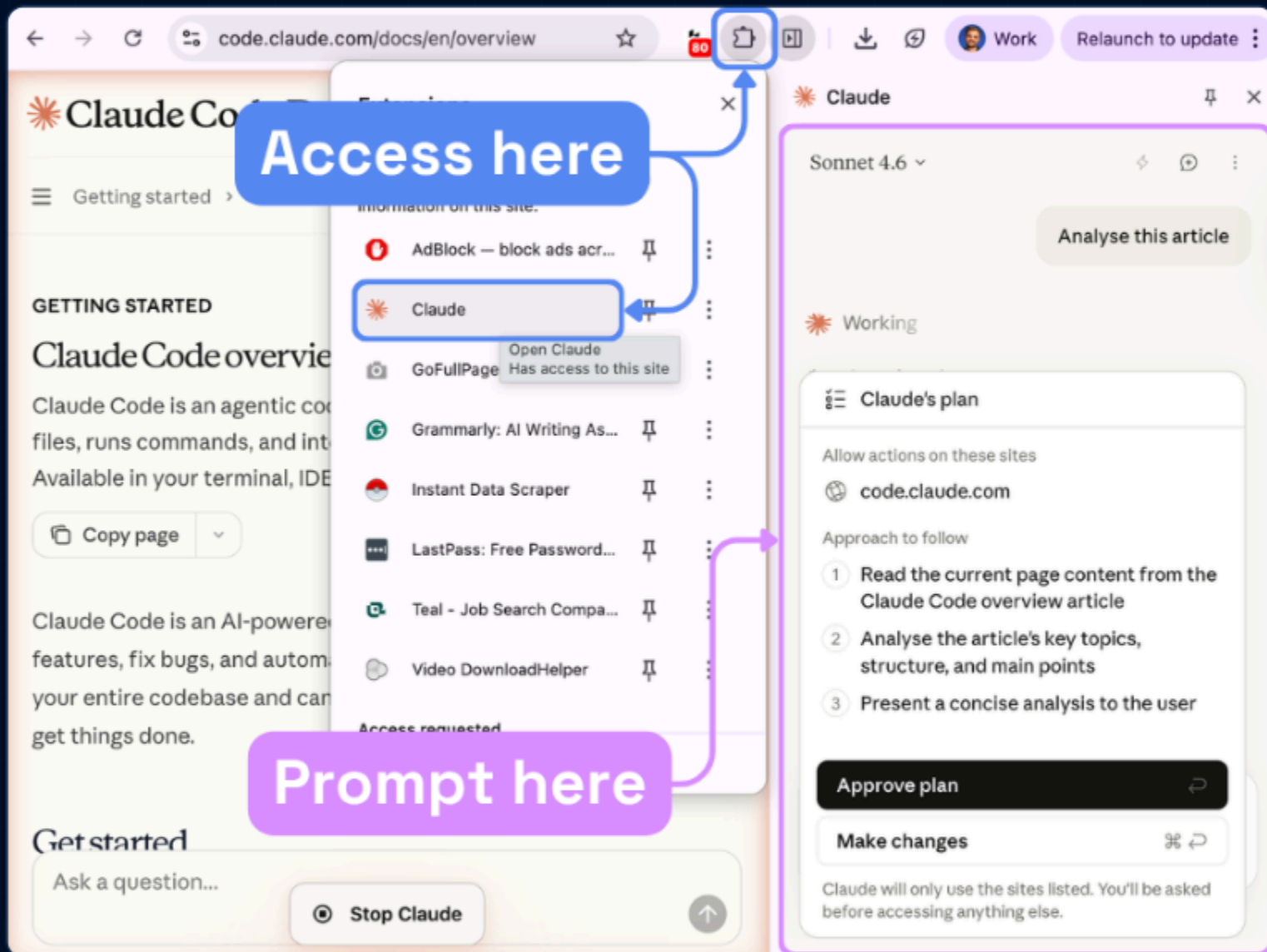
Connectors search on demand, not live sync. Think search, not dashboard.

Only connect the tools you use regularly. Each adds to your token usage.

FEATURE 12

CLAUDE IN CHROME

1. Go to the Chrome Web Store
2. Install the Claude extension
3. Open the sidebar on any webpage
4. Claude reads the page and takes actions



TIP

Click Record → do the task manually → Claude captures every click.

Press Done and it creates a reusable shortcut you can schedule daily, weekly, or monthly.

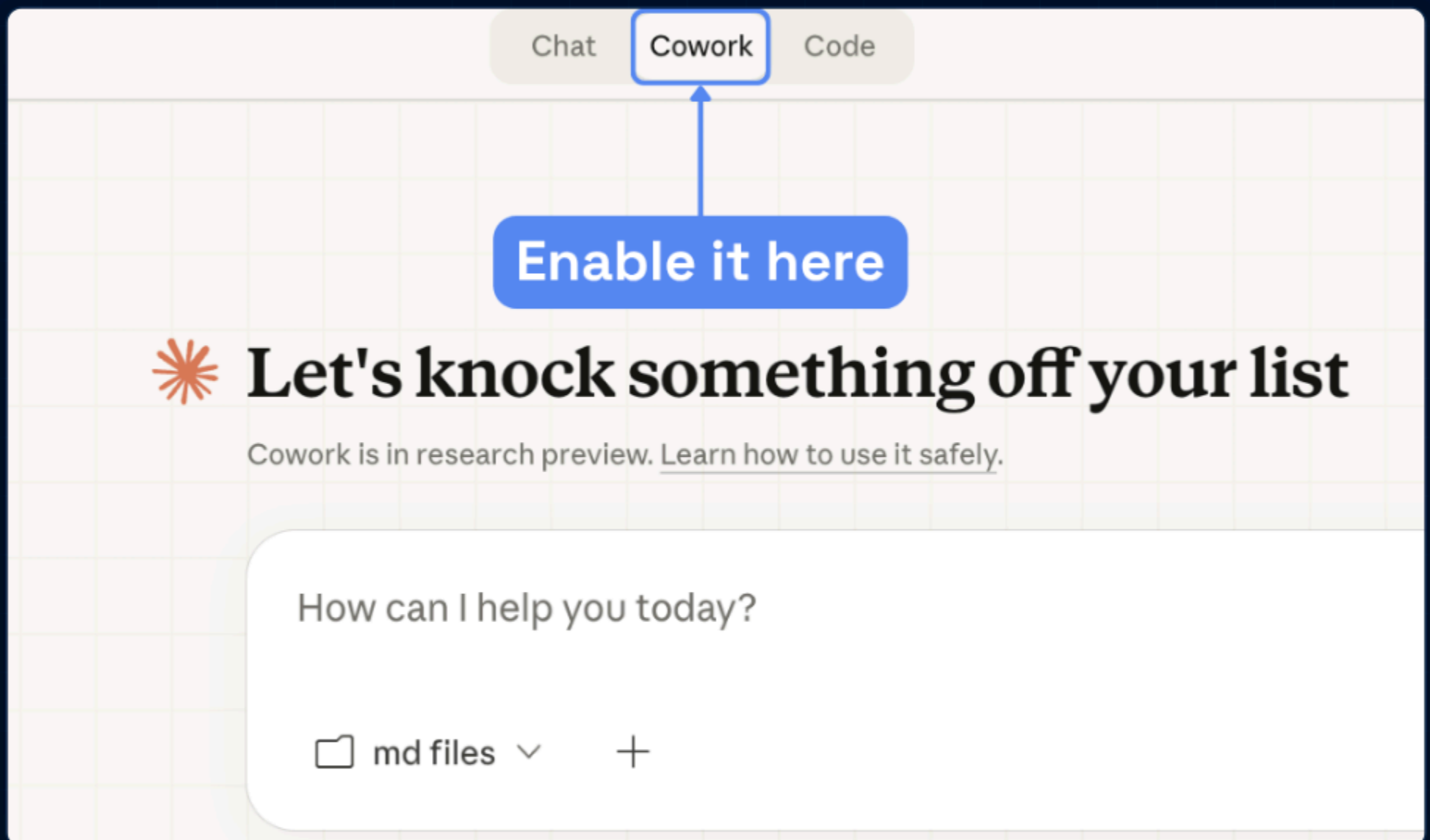
LEVEL 2

CLAUDE COWORK

The desktop app. Claude reads your files, creates real documents, and delivers finished outputs.

FILE SYSTEM ACCESS

1. Open Claude Desktop
2. Click the Cowork tab
3. Point it at a folder and give it a task
4. Claude reads, writes, organises, and renames your real files

**TIP**

Keep a .md file in every working folder with your role, tone, and formatting rules.

Claude stops sounding generic.

SUB-AGENTS

For complex tasks, Cowork coordinates multiple agents:

1. You give one instruction
2. Claude splits it into parallel sub-tasks
3. Progress panel shows each agent working
4. Steer mid-task — redirect anytime

Subagents at work

Where are your last 10 newsletter issues stored? I'll need you to select a folder so I can access them.
<https://charliehills.substack.com/>

What format are your newsletter files in?
 HTML files

Got it. I'll pull your last 10 issues from your Substack and research the top AI marketing newsletters at the same time. Let me get started.

Updated todo list, loaded tools >

Now let me kick off both research streams in parallel.

Apify-slash-rag-web-browser >

Working on it...

Progress

- 1 Researching top 5 AI marketing newsletters
- 2 Audit Charlie's last 10 Substack issues (topics, length, CTAs)
- 3 Produce gap analysis comparing competitors vs Charlie's coverage
- 4 Draft 5 newsletter topic ideas based on gaps
- 5 Verify findings and save final document

Working folder >

Context >

Connectors

TIP

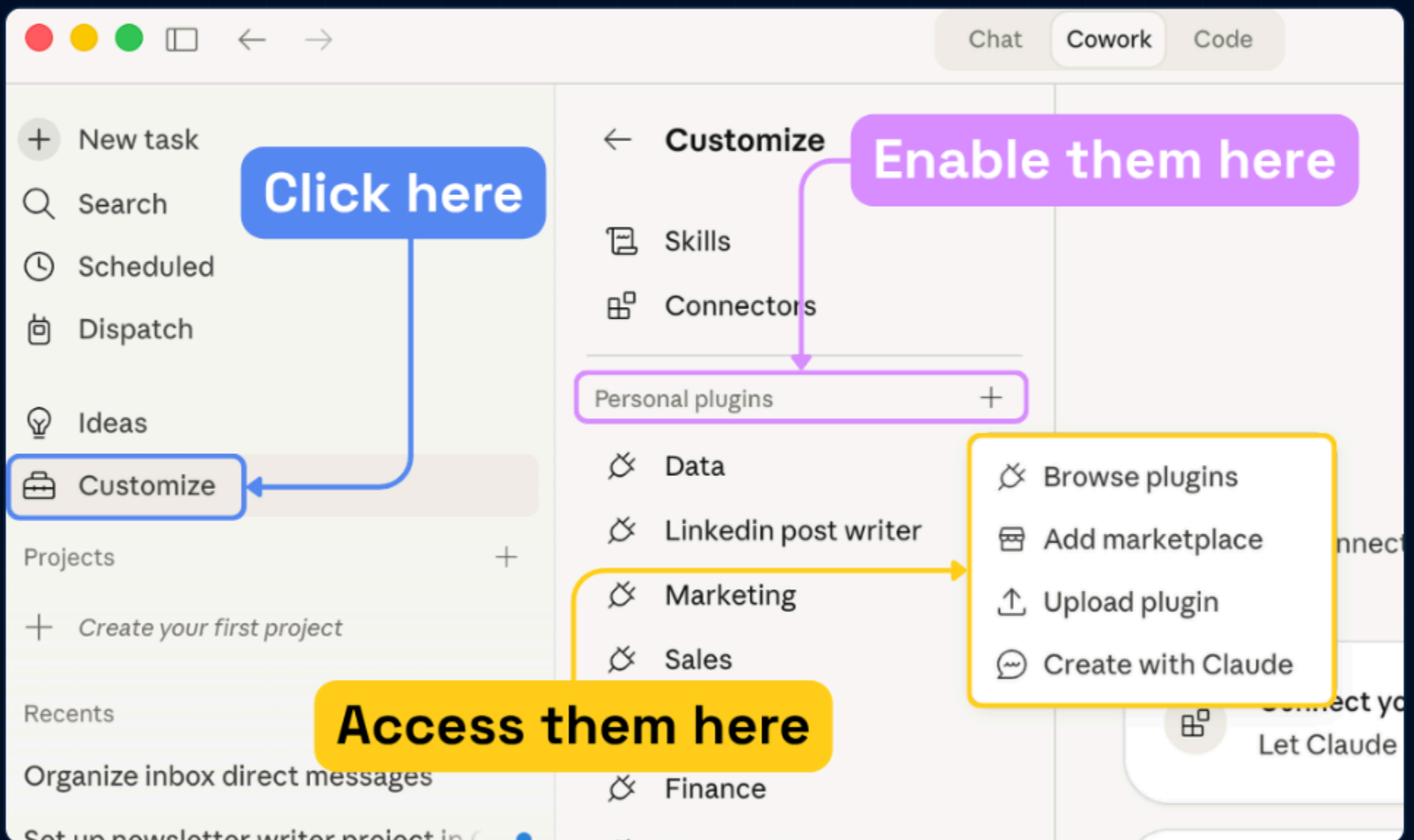
Be specific about the output upfront. Less back and forth when agents run in parallel.

This is where Cowork starts feeling like a team.

FEATURE 15

PLUGINS

1. Click Customize in the left sidebar
2. Browse 11 pre-built plugins (Sales, Legal, Marketing)
3. Install with one click or create your own
4. Type / to see your new commands



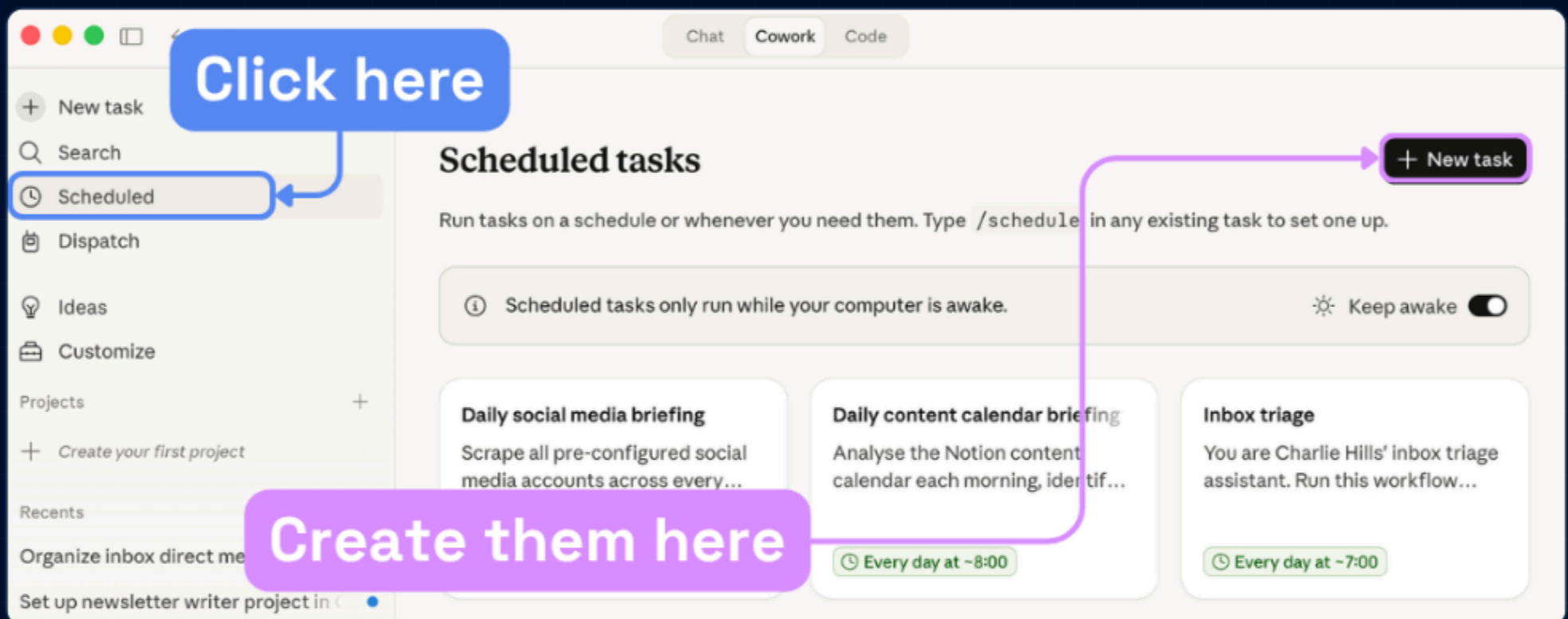
TIP

Pick 1-2 that match your role. After installing, click Customize — Claude walks you through adjusting it.

These plugins do what specialist SaaS companies charge thousands for.

SCHEDULED TASKS

1. Go to Customize → Tasks
2. Write your prompt
3. Set the schedule (daily, weekly, etc.)
4. Claude runs it on autopilot and delivers the results



TIP

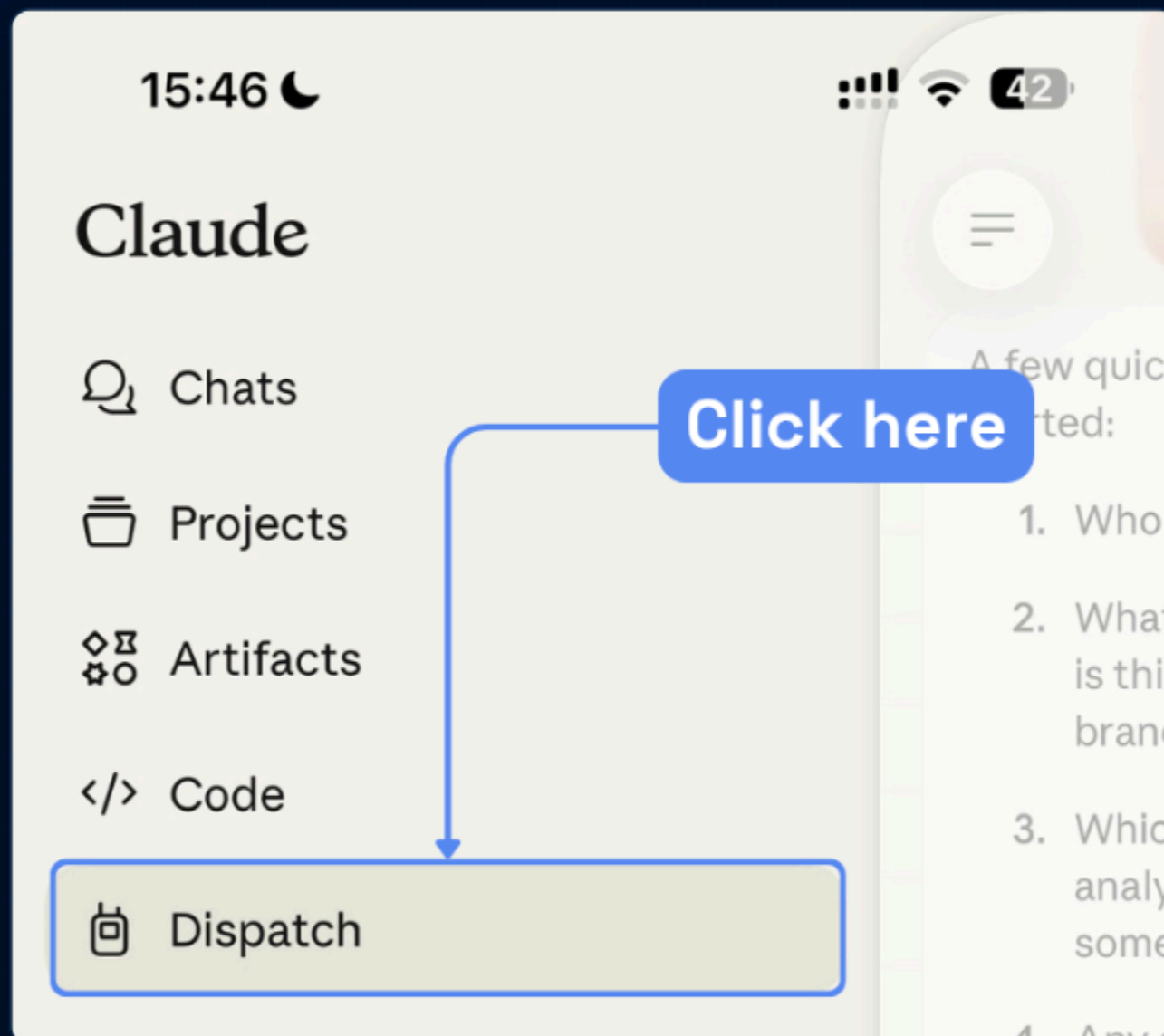
Start with one simple task.

“Every Monday at 8am, summarise my unread Slack messages and flag anything urgent.”

Build the habit before automating everything.

DISPATCH

1. Open Cowork on your desktop
2. Click Dispatch in the sidebar
3. Scan the QR code with the Claude mobile app
4. Send tasks from your phone — come back to finished work

**TIP**

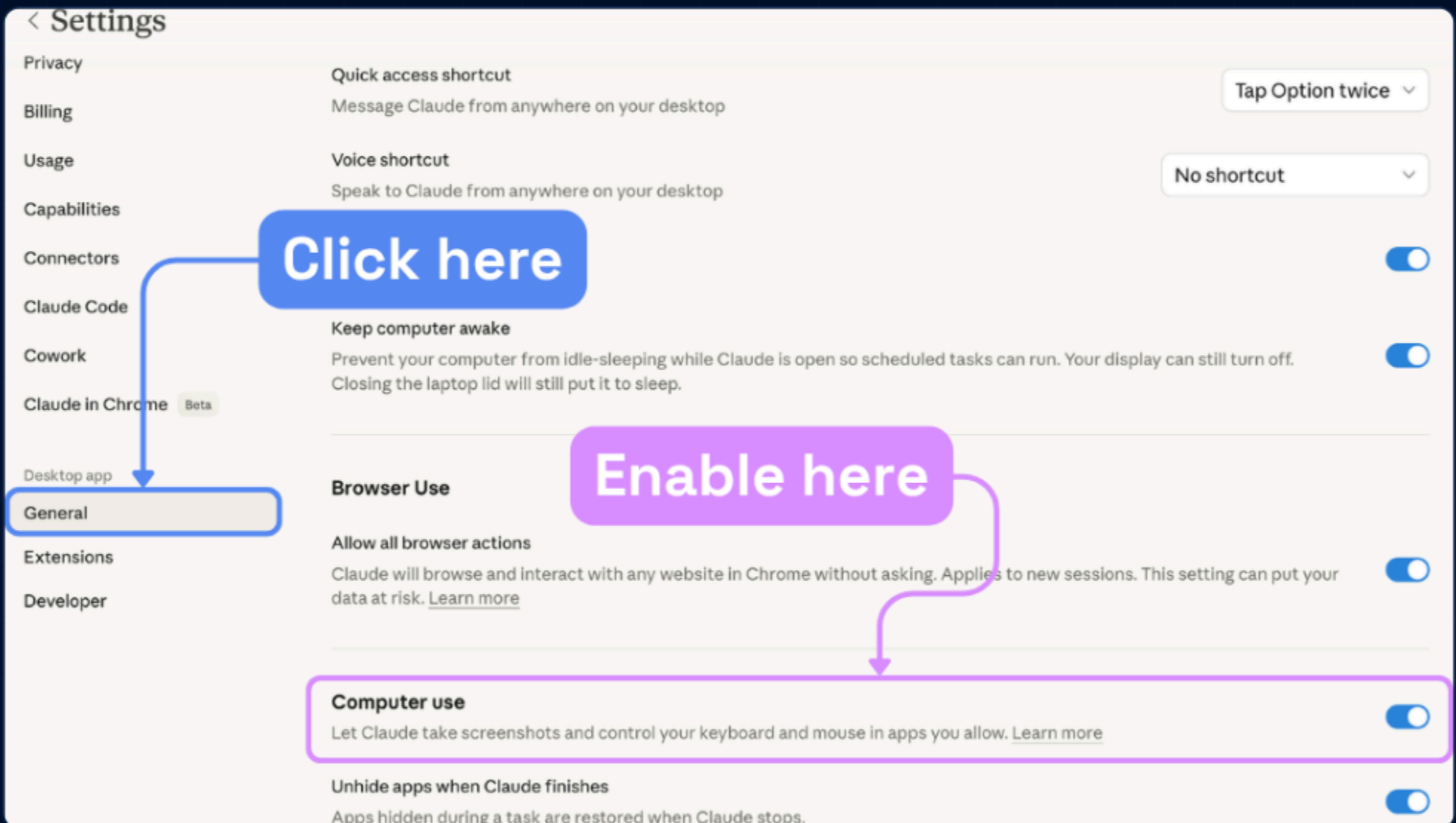
Text Claude from your phone before you sit down at your desk.

By the time you open your laptop, the work is done.

FEATURE 18

COMPUTER USE

1. Go to Settings → enable Computer Use
2. Claude asks permission before accessing new apps
3. Controls your screen, mouse, and keyboard
4. Opens apps, navigates browsers, fills forms



TIP

Claude uses the most precise tool first. If a Connector exists, it uses that.

Computer Use is the last resort — for apps with no API.

FEATURE 19

CLAUDE IN EXCEL

1. Open Excel → Home → Add-ins
2. Search "Claude by Anthropic"
3. Open sidebar: Ctrl+Alt+C or Ctrl+Option+C
4. Query cells, trace errors, or redesign entire sheets

The screenshot shows the Microsoft Excel interface with the Claude AI sidebar open. The spreadsheet contains the following data:

	A	B	C	D	E
24	Ghostwriting + Graphics				
25	Weekly Posts	1	3	5	7
26	1 Profile	1,500.00	4,500.00	7,500.00	10,500.00
27	2 Profiles	3,000.00	9,000.00	15,000.00	21,000.00
28	3 Profiles	4,500.00	13,500.00	22,500.00	31,500.00
29	4 Profiles	6,000.00	18,000.00	#NAME?	42,000.00
30	5 Profiles	7,500.00	22,500.00	37,500.00	52,500.00
31					
32	Engagement				
33	3 Hours Per Day	1	3	5	7
34	1 Profile	75.00	225.00	375.00	525.00
35	2 Profiles	150.00	450.00	750.00	1,050.00
36	3 Profiles	225.00	675.00	1,125.00	1,575.00
37	4 Profiles	300.00	900.00	1,500.00	2,100.00
38	5 Profiles	375.00	1,125.00	1,875.00	2,625.00
39					
40					
41			3	5	7
42	1 Profile	1,575.00	4,725.00	7,875.00	11,025.00

The Claude sidebar is open on the right, showing a prompt: "Why is cell D29 showing #NAME? Trace the error." A blue callout box labeled "Prompt here" points to the input field in the sidebar.

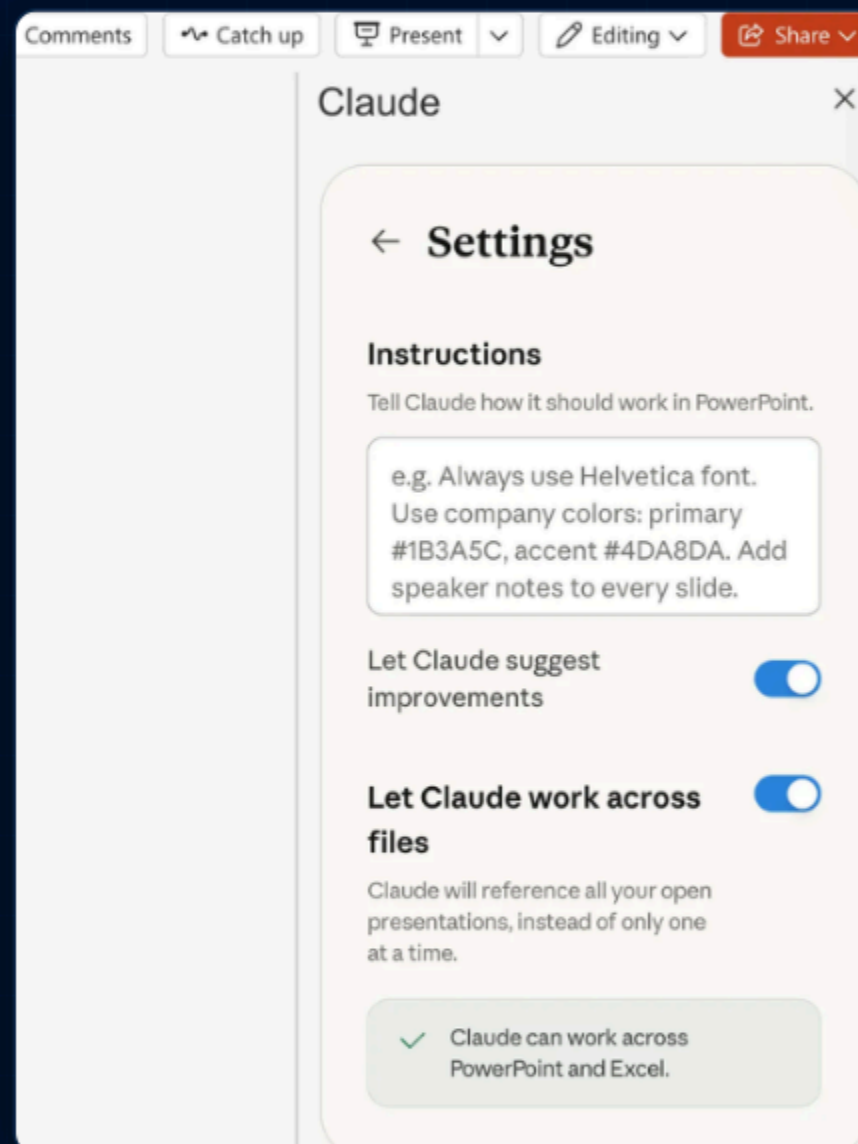
TIP

"Why is cell B4 showing #REF? Trace the error."

Claude navigates across tabs, finds the broken reference, and fixes it.

CLAUDE IN POWERPOINT

1. Open PowerPoint → Home → Add-ins
2. Search "Claude by Anthropic"
3. Add brand colours and fonts in Settings
4. "Create a 10-slide quarterly review from my Excel file."



TIP

Toggle "Let Claude work across files" — reads your workbook and builds the deck in one session.

No copying. No pasting.

LEVEL 3

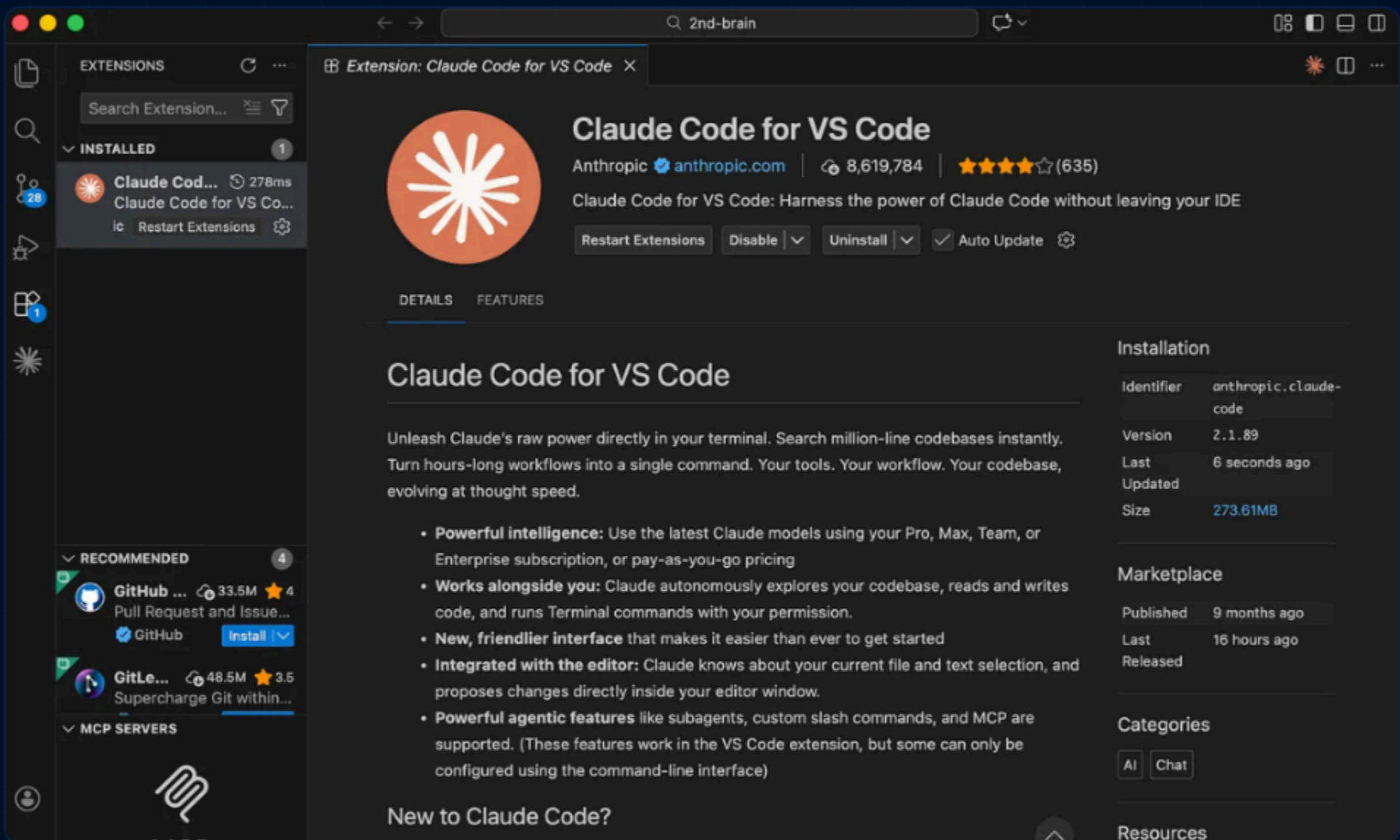
CLAUDE CODE

The terminal. Reads your codebase, writes code, runs tests, and ships changes autonomously.

INSTALLATION

Three options:

1. Mac/Linux: `curl -fsSL https://claude.ai/install.sh | sh`
2. VS Code: Extensions → search "Claude Code"
3. Click the Claude icon in the sidebar to start



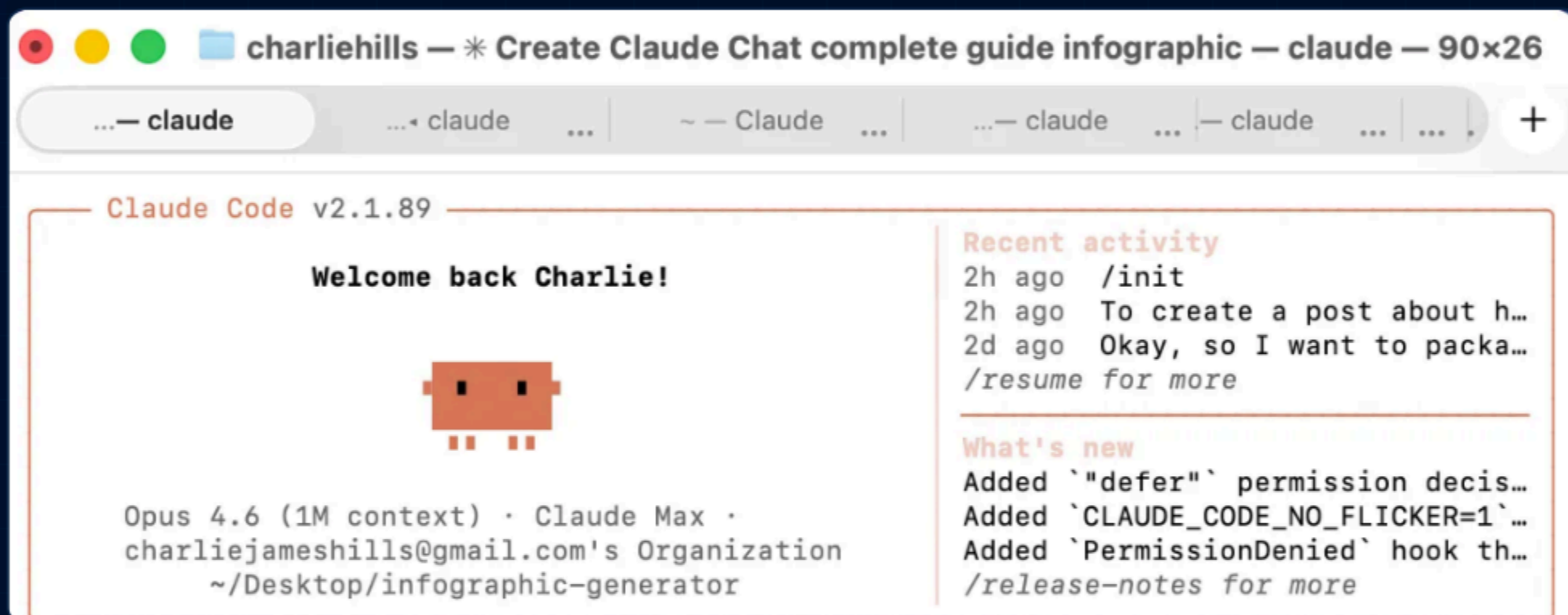
TIP

The VS Code extension is the easiest way to start. No terminal experience needed.

Press Shift+Tab to toggle auto-approve mode.

GETTING STARTED

1. Open your terminal or VS Code
2. Navigate to your project folder
3. Type `claude`
4. Say yes, trust this folder
5. Run `/init` — Claude generates your `CLAUDE.md`



TIP

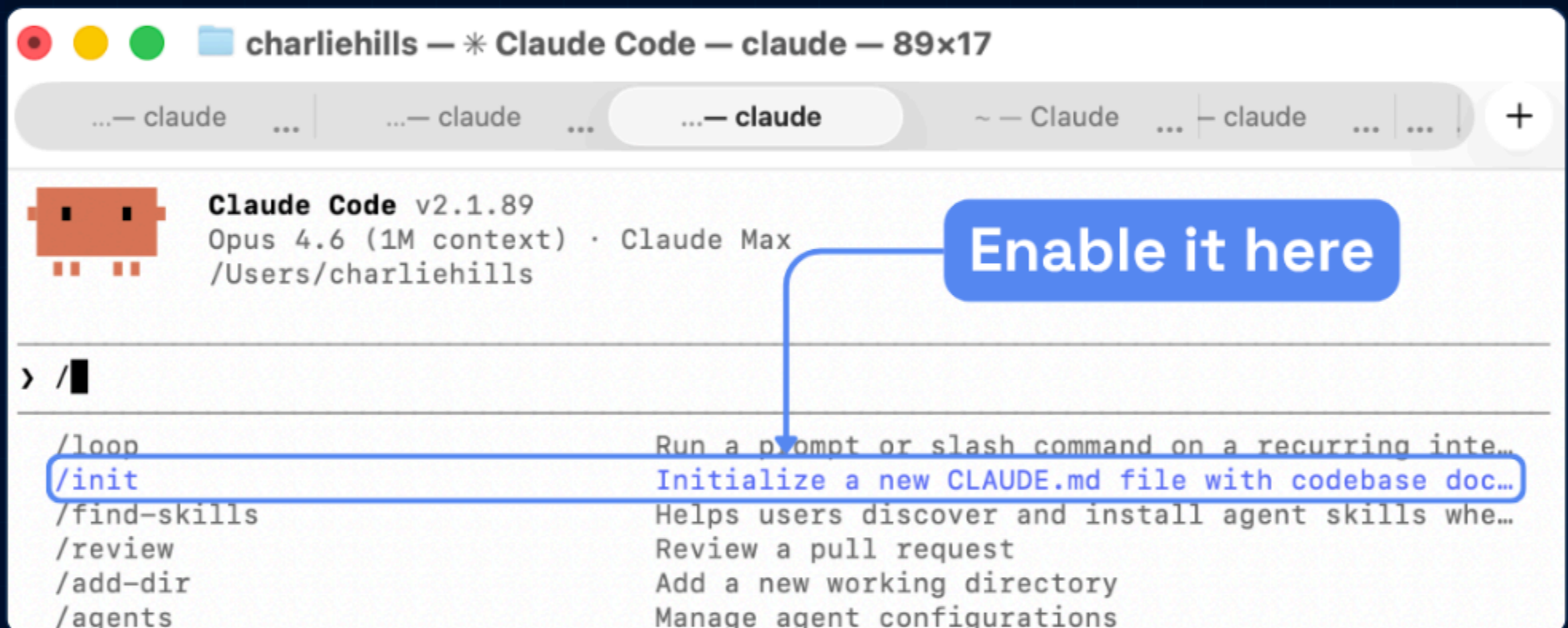
Your `CLAUDE.md` is your standing brief. It loads every session.

Add your role, brand voice, style rules. Keep it 200-500 lines.

SLASH COMMANDS

Type `/` to see every command. The ones that matter:

1. `/plan` — step-by-step plan before writing code
2. `/compact` — compress session to save context
3. `/review` — review changes before committing
4. `/find-skills` — browse pre-built Skills



TIP

`/plan` is the most important command.

A minute of planning saves ten minutes of debugging.

PLAN MODE

1. Type `/plan`
2. Describe what you want in detail
3. Claude builds a step-by-step plan
4. Review — catch misunderstandings here
5. Approve and let Claude execute

The screenshot shows a Claude Code window titled "charliehills — * Create LinkedIn post about Claude Computer Use — claude — 89x...". The window contains the following text:

```

Claude Code v2.1.89
Opus 4.6 (1M context) · Claude Max
/Users/charliehills

• Excellent – I now have comprehensive details on both the infographic generator system
and Claude Computer Use. Let me design the plan.

• Plan(Plan infographic layout)
  └ Done (0 tool uses · 10.0k tokens · 57s)
    (ctrl+o to expand)

• Now let me write the plan and check a couple of things with you.

• Updated plan
  └ /plan to preview

• User answered Claude's questions:
  └ · Do you have any screenshots of Claude Computer Use in action that you want
    included? Real screenshots always beat CSS mockups. → Yes, I'll provide some
    · Are you happy with 6 cards or do you want fewer (tighter, bigger text)? → 6 cards
    is good
  └ Tool use rejected
  
```

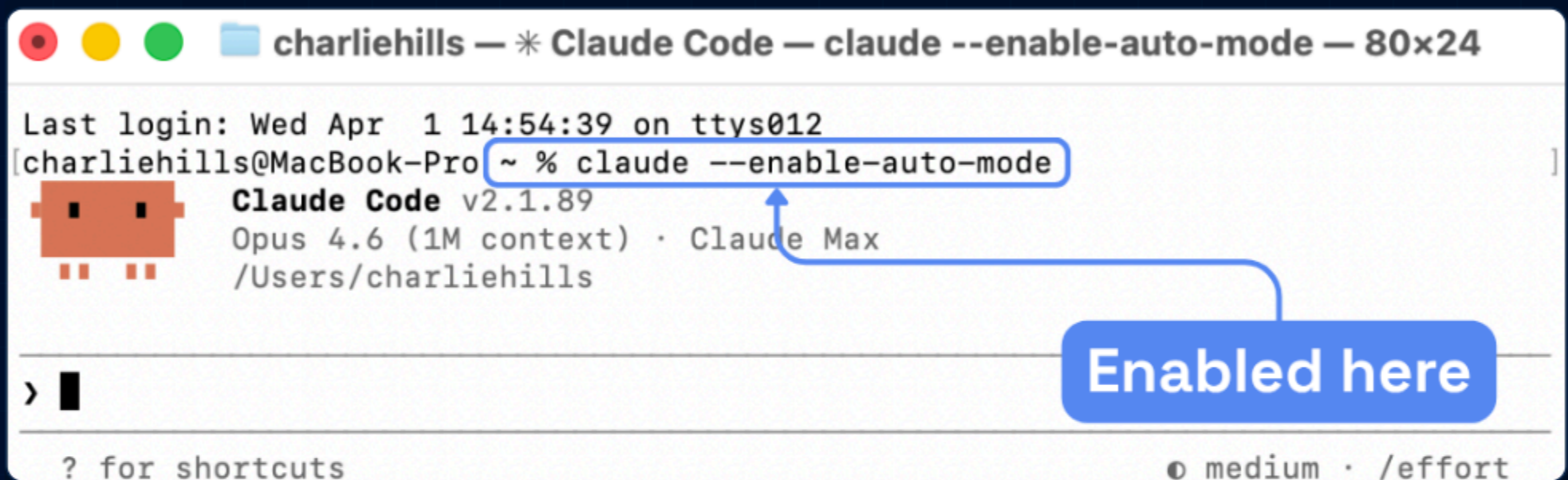
TIP

Name the format, the structure, the file type. Read the steps before approving.

Type `/effort high` before a complex task for deeper reasoning.

AUTO MODE

1. Run `claude --enable-auto-mode`
2. Press Shift+Tab to cycle modes in session
3. Safe actions proceed automatically
4. Risky actions get blocked



```
charliehills — * Claude Code — claude --enable-auto-mode — 80x24

Last login: Wed Apr  1 14:54:39 on ttys012
[charliehills@MacBook-Pro ~ % claude --enable-auto-mode
Claude Code v2.1.89
Opus 4.6 (1M context) · Claude Max
/Users/charliehills

> █

? for shortcuts                                medium · /effort
```

Enabled here

TIP

Sits between clicking approve on everything and `--dangerously-skip-permissions`.

Handles routine approvals so you only get interrupted when it matters.

SKILLS + AUTOMATION

One command runs an entire workflow:

1. Type your slash command (e.g. `/linkedin-to-reels`)
2. Claude scrapes, processes, and delivers the output
3. Combine with `/loop` to run on a schedule
4. Set it once — Claude repeats it forever

```
charliehills — * linkedin-to-insta-reels — claude --enable-auto-mode —...

---
Plan: Scrape LinkedIn Posts → Top 5 → Instagram Reel Scripts

Context

Repurpose best-performing LinkedIn content into 60-second Instagram Reel
scripts. Scrape last 20 posts via Apify, rank by engagement (reactions +
comments), write 5 scripts with pattern-interrupt hooks (under 5 seconds),
three key points, and a per-script CTA.

Step 1: Set up Apify API access ✓

- Installed apify-client via npm
- Token stored as env var (APIFY_TOKEN)
- Actor: harvestapi/linkedin-profile-posts

Step 2: Scrape last 20 LinkedIn posts ✓

- Script: ~/Desktop/Reels/scrape-posts.js
- Profile: https://www.linkedin.com/in/charlie-hills/
- Raw output: ~/Desktop/Reels/raw-posts.json (50 posts returned)
```

TIP

At the end of any good session, type:
"Write a Skill for this workflow."

Claude writes the SKILL.md. One command forever.

FIND SKILLS

1. Type `/find-skills` in any session
2. Browse pre-built Skills from the community
3. Search by function — marketing, finance, legal
4. Install with one command, edit to match your voice

```
charliehills — * Marketing campaign planning and strategy — claude —...  
Last login: Wed Apr 1 14:54:51 on ttys012  
[charliehills@MacBook-Pro ~ % claude  
Claude Code v2.1.89  
Opus 4.6 (1M context) · Claude Max  
/Users/charliehills  
  
> /find-skills  
  
• What are you looking for? I can search the skills ecosystem for anything that might help – whether it's a specific domain (React, testing, deployment), a task (PR reviews, changelogs), or something else entirely.  
  
What do you need help with?  
  
> Marketing  
  
• Let me search for marketing-related skills.  
  
• Bash(npx skills find marketing 2>&1)  
  └─ npm warn exec The following package was not found and will be installed: skills@1.4.7  
    ... +20 lines (ctrl+o to expand)
```

TIP

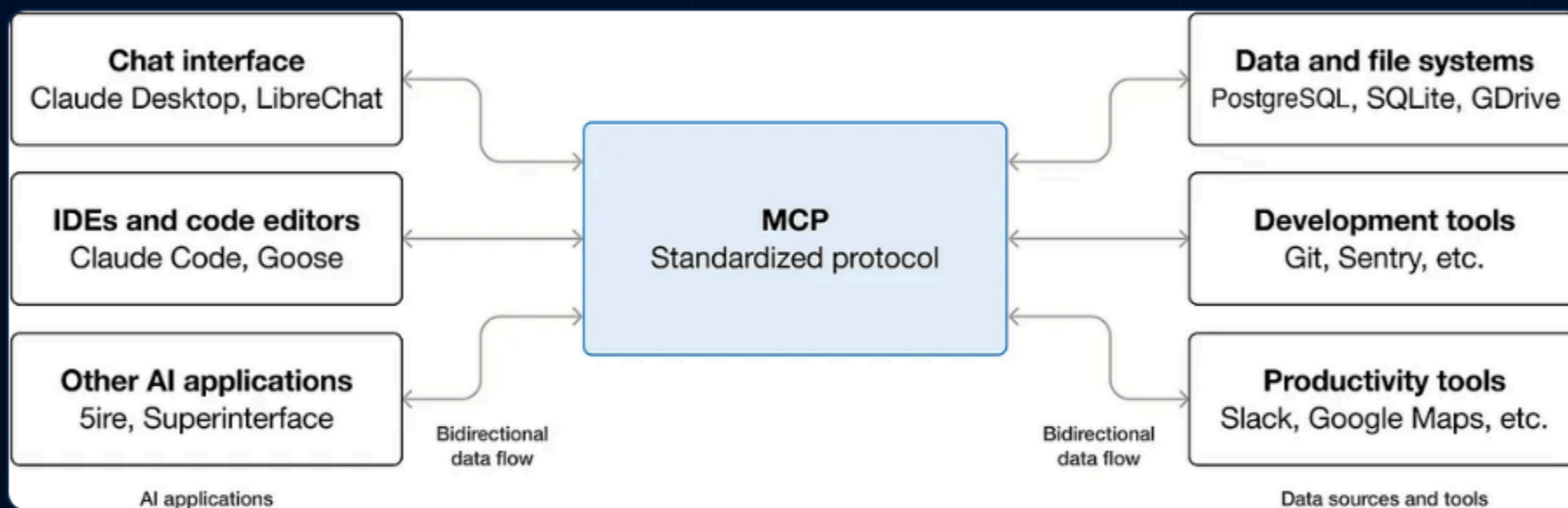
You do not need to build from scratch.

Find a Skill close to what you need, download it, and edit it to match your workflow.

MCP SERVERS

Connect services directly into Claude Code:

1. GitHub, Notion, Slack, Figma, Airtable
2. Run: `claude mcp add --transport http [name] [url]`
3. Claude reads, writes, and acts across all of them
4. Type `/mcp` to see connected servers



TIP

Start with 2-3 servers. Every server adds context Claude has to manage.

Connect the tools you open every day. Ignore the rest.

PARALLEL AGENTS

Add "use subagents" to your prompt:

1. One orchestrator manages the task
2. Sub-agents work on separate parts simultaneously
3. Three research streams at once
4. Results merge automatically

```
charliehills — * linkedin-to-insta-reels — claude --enable-auto-mode —...

3 subagents ran simultaneously:
- Agent 1 (LinkedIn): Scraped 50 posts, ranked top 5 - same results, minor
engagement shifts (<1%)
- Agent 2 (Own Reels): Scraped 10 Reels, updated pattern analysis with 5 rules
- Agent 3 (Competitors): Scraped 302 Reels from 65 accounts, filtered 151 from
this week, ranked top 20

Main thread synthesised:
- Cross-referenced top 5 scripts against top 20 trends
- Rewrote all 5 scripts with updated patterns
- Updated tracker and opened in browser

Priority order unchanged:
1. Claude Code Commands - strongest trend overlap
2. Nano Banana 2 - riding the same wave
3. 12 AI Tools - meta-take on the dominant theme
4. Claude Skills - reframe hook needed
5. 200K Journey - hold for quieter week

All files refreshed in ~/Desktop/Reels/. The /loop 24h cron job will re-run
this tomorrow at 00:17.
```

TIP

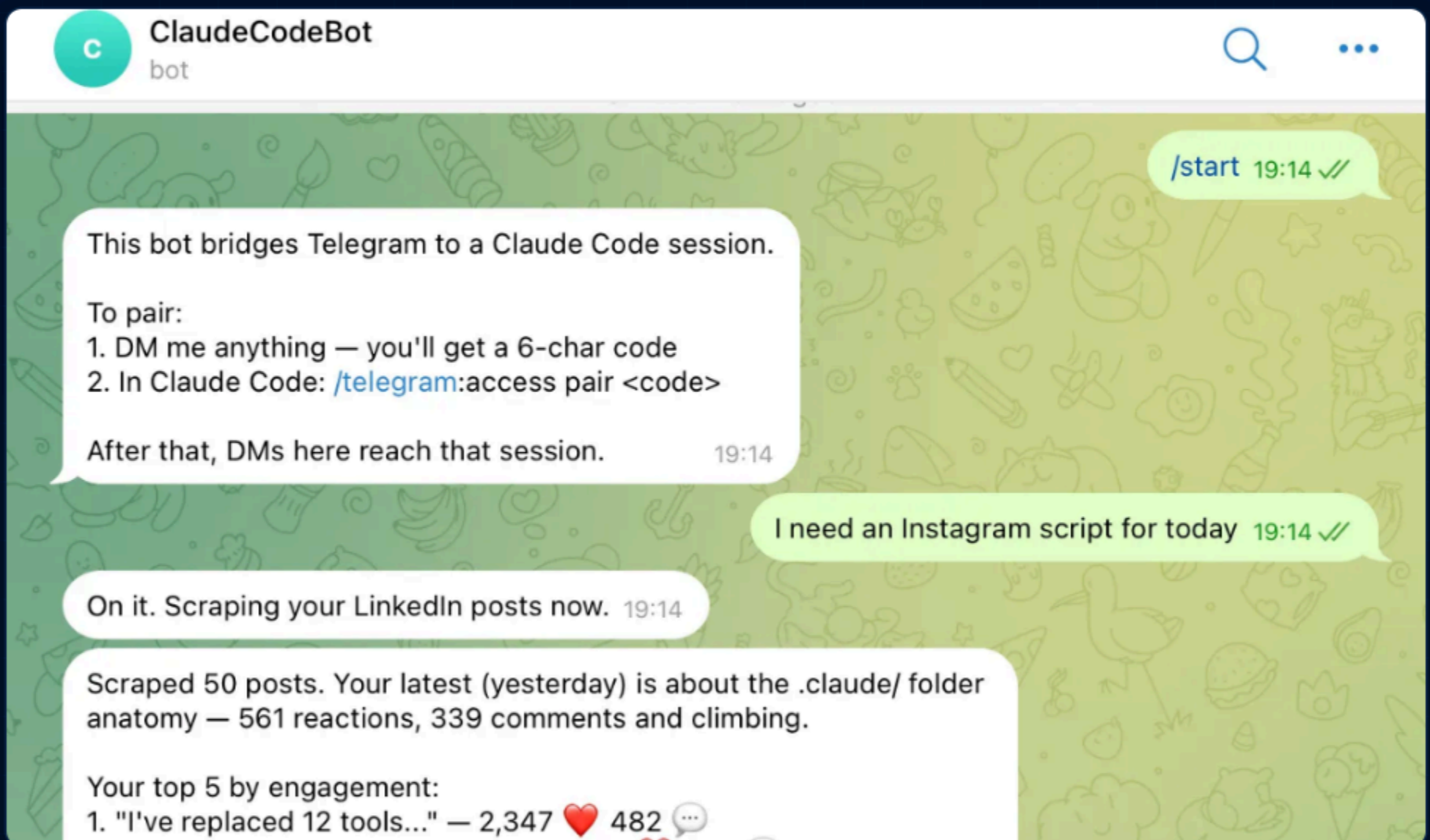
Instead of running tasks one after another, Claude runs all three at the same time.

The whole job finishes in a fraction of the time.

REMOTE CONTROL

Control Claude Code from Telegram or Discord:

1. Create a channel with BotFather
2. Connect it to Claude Code
3. Send tasks from your phone
4. Claude executes and sends results back



TIP

Send one message: "I need an Instagram script for today."

Claude handles everything and sends it back. You do not need to be at your desk.



Charlie Hills

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