

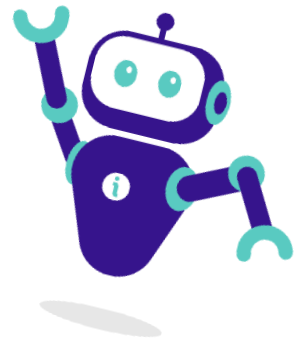
## Easy Read Guidance for: Using Copilot for Planning a Day Trip or Activity



**This includes safety tips:**

 **DOs — Safe and Helpful Things to Do**

 **DON'Ts — Things to Avoid**



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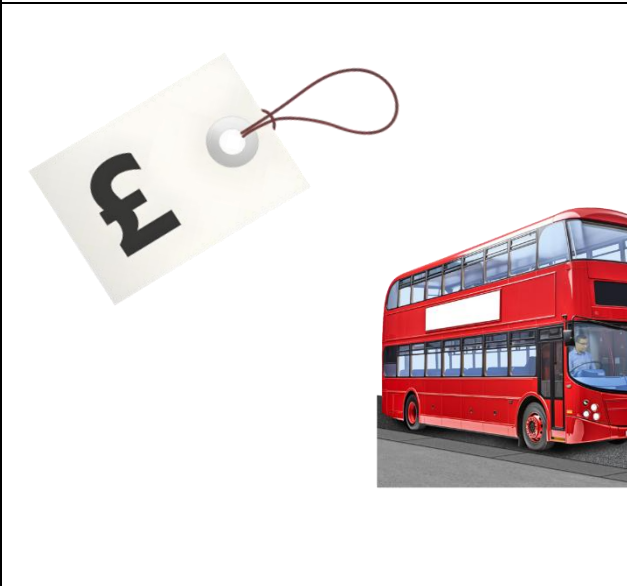
**Step 1:** Start by opening Copilot on your phone, tablet, or computer.

You can do this by searching [copilot.microsoft.com](https://copilot.microsoft.com) on the internet



**Step 2:** Type a clear request. For example:

Help me plan a day trip with friends



**Step 3:** Add helpful details like:

- Budget
- Location
- How many people are going
- Preferences: “Outdoor activities” “Train or Bus”

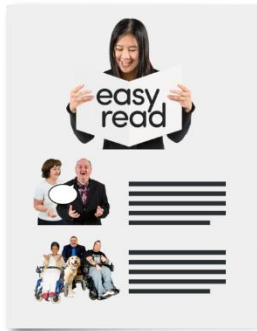
Hi there. What should we dive into today?

Help me plan a day trip with 5 of my friends. We have a budget of £20 per person. Traveling by train no longer than 1 hour from London. We would like outdoor activities.

+ Smart ▾



**Step 4:** Search your questions. Click the up arrow on the screen or hit enter on your laptop.



**Step 5:** Ask Copilot to make easier if needed by typing:

- Show me this in easy read
- Create a table so I can compare



**AI Safety:**

Copilot can help, but always check travel times, ticket prices, and opening hours on official websites.

**Always:**

- Keep personal details private
- Think about accessibility and comfort



If you are unsure always ask a person you trust for help.



**Don't let AI make big decisions for you.**

Important choices should be made by you and the people who support you.