



# WHICH AI TOOL TO USE AND WHEN



## **CLAUDE (FREE TIER)**

Use when: You need deep reasoning, long-context analysis and thoughtful problem solving. Great for research and logical tasks.



## **GEMINI (FREE / BASIC ACCESS)**

Use when: You want a multimodal AI that works with text and images.



## **PERPLEXITY (FREE TIER)**

Use when: You need real-time web research, fact-checking or cited answers for quick decision-making.



## **GROK (FREE ACCESS ON X)**

Use when: You want real-time insights, conversational responses, coding and social media-aware answers integrated with X.



## **CHATGPT (FREE TIER)**

Use when: You need versatile help with writing, brainstorming, coding, planning or general problem-solving.



## **COPILOT (MICROSOFT FREE VERSION)**

Use when: You want AI support embedded in Office apps (Word, Excel, Outlook) or Windows for drafting, summarizing and productivity tasks.

AI responses must be validated | You are responsible for what AI answers and how you use that information  
Make sure to abide by DMP data classification model for what it is acceptable to put into AI