

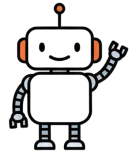


# Is your AI looking it up first?

A one-page RAG checklist, in plain English

## WHY IT MATTERS

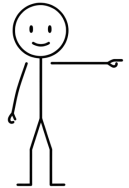
RAG means the AI looks up the right pages in your documents first, then answers using them. Like a librarian who fetches the right page before the AI answers.



### Does it look up first?

RAG adds relevant text the AI was never taught to your question before it answers.

**Try:** Ask: "Do you answer from my documents, or from memory?"



### Which page was it?

A RAG answer can include citations (a note saying which page it used). Ask for them.

**Try:** "Which page did that come from?"



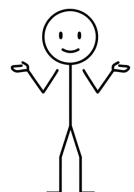
### Is the library current?

The AI can only find what is in the library. Old documents give old answers.  
General good practice.



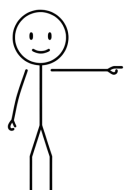
### Open the page yourself

RAG can reduce wrong answers, but it may not remove them all. Check the cited page.  
General good practice.



### Who may read what?

Private documents need rules about who is allowed to open which file, so people only get answers from files they are allowed to see.



**Rule of thumb:** look it up first, then answer. Then check the page.