

Before-AI Upload Checklist

Use this checklist before uploading prompts, screenshots, photos, PDFs, documents, support notes, or logs to an AI assistant. Freshmii tools run in your browser so you can clean the copy before any AI provider receives it.

1. Reduce the upload

Start by sending the smallest useful prompt, excerpt, screenshot, or file.

- Can the AI complete the task with an excerpt instead of the full file?
- Remove names, account IDs, private URLs, customer details, and internal project names that do not affect the answer.
- For logs or debugging, keep the error shape and stack trace while replacing tokens, hosts, user IDs, and customer data.

Freshmii workflow:

Use the AI Prompt Privacy Checker for pasted prompts, support notes, logs, and document excerpts before asking an AI assistant for help.

2. Scan visible text

Find sensitive text before it reaches ChatGPT, Claude, Gemini, Copilot, or another AI system.

- Run automatic detection for emails, phone numbers, API keys, Social Security numbers, payment data, secrets, and common identifiers.
- Review every replacement, restore safe terms, and manually label anything the scanner missed.
- Search the cleaned copy for the original sensitive values before sending it.

Freshmii workflow:

Use AI Prompt Privacy Checker for detection and AI Text Cleaner when copied text also contains markdown, hidden Unicode, or messy formatting.

3. Redact screenshots and images

Cover visible sensitive regions and avoid sending hidden image metadata by mistake.

- Zoom in before redaction and cover names, emails, account numbers, balances, internal URLs, API keys, and private UI state.
- Export a fresh redacted copy instead of uploading the original screenshot or photo.
- If the original came from a phone or camera, inspect location, device, timestamp, and author metadata.

Freshmii workflow:

Use Screenshot Redactor for visible pixels, then Metadata Inspector or Metadata Remover when image metadata also matters.

4. Check PDFs and documents

Treat visible redaction and hidden document metadata as separate checks.

- Search body text, headers, footers, comments, form fields, tracked changes, and notes for sensitive values.
- For PDFs, verify that text under black boxes cannot be selected, copied, or found by search.
- Inspect author, creator, company, template, timestamps, custom properties, comments, and relationship targets.

Freshmii workflow:

Use PDF Redactor for visible PDF content, then Metadata Inspector and Metadata Remover for document properties and hidden fields.

5. Verify before upload

Confirm the cleaned copy is the only version that will be sent to the AI provider.

- Reopen the cleaned file or prompt in a separate viewer and search for the original names, emails, IDs, keys, and private URLs.
- Inspect metadata again after export, because a visual redaction step does not automatically remove file properties.
- Check the current privacy controls for the exact AI account, workspace, product tier, or API path you plan to use.

Freshmii workflow:

Keep the original and cleaned copy clearly separated, then upload only the verified cleaned version.

Provider references to verify

AI provider settings can change. Before using a consumer account, team workspace, enterprise plan, or API path, verify the current controls for that exact product.

OpenAI ChatGPT privacy practices: <https://help.openai.com/en/articles/7730893-chatgpt-privacy-practices>

Anthropic Claude model-training data use: <https://privacy.claude.com/en/articles/10023580-is-my-data-used-for-model-training>

Google Gemini Apps Privacy Hub: <https://support.google.com/gemini/answer/13594961>