WIKILOOK

AI WORKSHOP

WIKILOOK — you leave with it working on your own machine

INSTALLATION GUIDE

What to install before the Wikilook AI Workshop — STANDARD (4h)

Everything you need installed, in the order to do it, with the Windows steps and the macOS ones beside each other. All of it is free to read and free to follow — none of it is a secret, and most of it is on YouTube somewhere. What is not free is the afternoon where somebody sits next to you while it goes wrong, and the material we hand out there.

SOFTWARE	Claude · Claude Code · Windows 11 · macOS 14 (2026-10)
MANUAL VERSION	v1.2.0
LENGTH	STANDARD (4h)
LANGUAGE	EN
BUILT	2026-10-14
DOCUMENT	DOQDTEXQLNB
LICENCE	CC BY 4.0

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What to install before the Wikilook AI Workshop

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A.1

What each format covers

Same method, three lengths. The badges on every chapter below say which formats include it; the filter in the bar hides the rest.

STANDARD (4h)

4 HOURS · 30–31 OCT, BRATISLAVA

Six hands-on blocks with one break. Inbox, invoices and the family budget, ending with an app on your phone.

WHAT YOU LEAVE WITH

- Everything in MINI
- Two real Excel workbooks: family finance, and company accounting with VAT
- A year of invoices renamed, filed, recorded and reconciled against the bank
- A closing pack ready for your accountant
- A four-tab app on your own phone, fed by your own spreadsheet
- A short vertical video, edited over MCP

Read this before you install anything

You are about to give an AI assistant access to a computer account, a mailbox and a Drive. It can create, rename, move and DELETE files in what it is given. It asks before anything destructive, and it is right most of the time — but it is not perfect, and neither are you at four in the afternoon.

WIKILOOK and NODE MORAVA take no responsibility for data you lose this way: files deleted, mail archived, a spreadsheet overwritten, a folder reorganised into something you cannot find. That is not us being careless with your work. It is why the next two chapters ask you to make a separate Windows account and a separate Google account, and to put nothing in them you could not lose.

Follow those two chapters and the worst case is an afternoon of practice files. Skip them and the worst case is your real desktop. Both are your choice; only one of them is ours to repair.

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Give the AI its own environment, not yours

Do not rebuild your life with AI in the first week. The temptation on day one is to point it at everything you own and let it tidy up. Resist that for a month.

Work on COPIES. Bring material over from your old machine into the workshop account — a folder of invoices, a few photographs, one spreadsheet — and organise it there. Your current setup stays exactly as it is, which makes it the backup, and a backup you have not touched is the only kind that is certainly intact.

Later, when everything is genuinely backed up and you have seen the method work on copies for a few weeks, you can let Claude reorganise the old machine. That is a decision for a calm afternoon, not for the first evening.

For now treat the old laptop as a closed chapter. The new account is where the new way of working happens, and it starts empty on purpose.

And if you are properly committed: buy a second laptop, the fastest CPU you can justify, and hand that one to the AI completely. Your own machine stays yours, and the assistant never learns everything about you. Expensive, and the cleanest separation there is.

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We mean it. An installation guide is not where the value is; the value is the afternoon where somebody sits next to you while it goes wrong. If this reaches somebody who never heard of us, it has done its job.

What is NOT under this licence is the material handed out at the AI Workshop itself — the briefing patterns, the invoice pipeline, the workbook specifications and the master skill. Those stay ours.

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NOT IN THIS MANUAL YET

- Screenshots of each step -- the manual is written, not yet illustrated.
- The STANDARD and FULL dates, once the room is booked.
- The bank-account and first-invoice chapters, which only make sense after the accounting module ships.

WHERE YOU SEE THESE, PUT YOUR OWN IN

- YOUR-NAME — your own name, as you want it on the account
- YOUR-NAME.ai@gmail.com — the new Google address you make in chapter 03
- YOUR-PC — the name of your own machine
- YOUR-REPO — the GitHub repository you create in chapter 07

QUICK START · ONE PAGE

0

Before the Wikilook AI Workshop — the 30-minute minimum

Three accounts and one app. That is all you must arrive with. Everything else we do together, and the long version of this is the full installation guide.

ONE THING TO DO FIRST, IF YOU DO NOTHING ELSE

- Back up your machine to an external drive. A full disk image, not a copy of Documents. Hasleo Backup Suite Free on Windows, Time Machine on a Mac. Most people have been meaning to for two years; this is the nudge.

01

10 MIN

A separate Windows account

Settings → Accounts → Other users → Add account → “I don't have this person's sign-in information” → “Add a user without a Microsoft account”. No Microsoft account needed. Then Change account type → Administrator, so the installs do not stall.

Everything the AI touches lives in this account, so a mistake can only reach practice files. Demote or delete it after the day.

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02 A new Google account

5 MIN

accounts.google.com/signup, something like yourname.ai@gmail.com. Turn on 2-Step Verification straight away.

We connect Gmail and Drive to it. Use a NEW one and put only practice material in it — share real files in from your main Drive when you need them.

03 Claude, on a paid plan

5 MIN

claude.ai → sign up with that Google account → Settings → Plans → Pro. Add the card now, not in the room.

The free plan has the chat window and none of the tools. Cancel after the workshop and the unused part comes back.

04 The Claude desktop app

5 MIN

claude.ai/download, install, sign in with the same account.

This is what holds the Gmail and Drive connectors.

IF YOU HAVE ANOTHER TEN MINUTES

- Open PowerShell and run winget install Anthropic.ClaudeCode — that is Claude Code installed, and it is what does the real work. It needs nothing else, not even Node.js. If winget is missing, leave it; we do it together.

Bring: A personal laptop, not a locked work machine. A phone with Expo Go if you are coming to STANDARD or FULL.

DOWNLOAD
PDF · one page

DOWNLOAD
Markdown

DOWNLOAD
HTML

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00 Will it run on your machine?

WINDOWS

Windows 11	Supported. This is what the guide is written against.
Windows 10 (64-bit, 22H2)	Works. Older builds of 10 may refuse the Claude app.
Windows on ARM	The Claude app runs; Claude Code via PowerShell works. Less tested.
Windows 8.1 or 7	Not supported. Nothing below 10 will work.
A work laptop you do not administer	Bring a personal machine instead. Company policy usually blocks the install, and we cannot fix that in the room.

MACOS

macOS 14 Sonoma or newer	Supported, Apple silicon and Intel.
macOS 13 Ventura	Works.
macOS 12 or older	Not supported by the Claude app.

EITHER

Disk	About 5 GB free: the app, Node, Git and a working folder.
Memory	8 GB is enough. 16 GB is comfortable.
Internet	Needed throughout. The work happens against a hosted model.
A phone	Android or iPhone, for the app block. Expo Go, installed beforehand.

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BEFORE YOU START

- For MINI the installs are homework. For STANDARD and FULL we can do them together in the first block, but you will get more out of the day if they are already done.
- Do the whole guide signed in to the clean Windows account from chapter 01, not your everyday one.
- Set aside an evening. It is about two hours end to end, and nothing in it is hard.

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01 Back up your computer first

MINI STANDARD FULL

Before anything else, and before you come to the AI Workshop: make a backup of your machine onto an external drive. Not a copy of your documents folder — a real image of the disk, made by software that can put it back. If this is the only thing you take from the day, the day already paid for itself. Most people have not done it, know they have not done it, and have been meaning to for two years. Consider this the workshop forcing your hand.

DOWNLOAD

Hasleo Backup Suite Free — Windows, full disk images

www.easyuefi.com/backup-software/backup-suite-free.html

https://www.easyuefi.com/backup-software/backup-suite-free.html

DOWNLOAD

Time Machine — built into macOS, nothing to install

support.apple.com/en-us/104984

https://support.apple.com/en-us/104984

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1

Get an external drive bigger than the used space on your laptop. A 1 TB USB disk costs less than the AI Workshop and you will reuse it for years.

macOS: same as Windows

2

Install Hasleo Backup Suite Free from the link above. It is free for personal use, it makes full disk images, and it can restore to a machine that will not boot — which is the only test of a backup that matters.

macOS:
macOS needs nothing installed: System Settings → General → Time Machine → Add Backup Disk.

3

Run a FULL system backup, not a file backup. In Hasleo: System Backup, pick the external drive, start it. It takes an hour or two; start it in the evening and go away.

macOS:
Time Machine's first run takes about as long. Leave it plugged in and let it finish.

4

Make the recovery media while you are there: Hasleo → Tools → Create Emergency Disk, onto a USB stick. A backup you cannot boot to restore is a backup you do not have.

macOS:
macOS recovery is built in — hold Command-R at startup. Nothing to prepare.

5

Write down where the drive is and when you made it. Then disconnect it. A backup drive left plugged in is a drive that gets encrypted along with everything else.

macOS: same as Windows

6

Check it worked — browse inside the backup you just made: Hasleo → Tools → Explore Image, open the image on the external drive, and look for your own documents in it. A

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backup you have not opened is a guess.

macOS:

Time Machine → Browse Time Machine Backups, step back to last night, and open any folder of your own.

about 45 minutes

WHY WE START HERE

- Everything later in this guide is about giving an AI assistant access to files. A verified backup turns every mistake after that into an inconvenience.
- It also means you can say yes to the interesting experiments instead of hesitating over them, which is most of the value.
- This is the least the AI Workshop can do for you: make you finally do the thing you have been postponing.

IF YOU WOULD RATHER NOT INSTALL ANYTHING

- Windows has its own: Control Panel → Backup and Restore (Windows 7) → Create a system image. Older and clumsier, and it works.
- File History copies your documents but not the system. Better than nothing, worse than an image.
- Whatever you use, test that you can see the files in the backup before you trust it.

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02 A separate Windows account, for your own safety

MINI STANDARD FULL

Claude Code can read and write files, and it asks before anything risky. The cheapest way to make that question easy to answer is to give it its own user account with nothing of yours in it — no OneDrive, no work mail, no tax folder. Then the worst a mistake can reach is a folder of practice files. People who skip this run the AI Workshop against their real desktop, and that is their risk to take, not ours to repair.

RECOMMENDED — MAXIMUM PROTECTION

- A separate local account, used for the AI Workshop and nothing else. Claude Code only ever sees that account's files, so the worst a wrong answer to a permission prompt can reach is a folder of practice material.
- Administrator during the day so installs do not stall; Standard or deleted afterwards. Five minutes to set up.
- This is the recommended route and the rest of the guide assumes it.

IF YOU ACCEPT THE RISK

- Working in your everyday account is faster and it is what most people will do. It also means an afternoon of experiments is happening next to your documents, your photos and your accounts.
- If you do it anyway: make sure a backup exists that you have actually restored from once, keep all practice work inside one new folder, and read every permission prompt instead of clicking through it.
- Your call. Not ours to repair — see the note at the top of this page.

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1

You do NOT need a Microsoft account for this. Make a plain local account: Settings → Accounts → Other users → Add account → “I don't have this person's sign-in information” → “Add a user without a Microsoft account”.

macOS:
System Settings → Users & Groups → Add Account. A local account, not an Apple ID.

2

Name it something you will recognise — ai-workshop will do. Give it a password you will remember for one day.

macOS: same as Windows

3

Make it an ADMINISTRATOR for the AI Workshop. Windows: on the same screen, Change account type → Administrator. Installing Node, Git and the Claude app all need it, and a session that stalls on a password prompt we cannot answer costs the whole room ten minutes.

macOS:
macOS: tick “Allow this user to administer this computer”.

4

Sign in to the new account once, so Windows finishes setting it up before the AI Workshop rather than during it.

macOS: same as Windows

5

Do every remaining step in this guide while signed in to that account.

macOS: same as Windows

6

AFTER THE AI WORKSHOP, take the rights away again: Change account type → Standard, or delete the account altogether. Administrator was for the installing, not for keeping.

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Deleting the account deletes its files with it, so move anything you want to keep first — and if you pushed your work to GitHub as chapter 06 says, it is already safe.

macOS: same as Windows

7

Check it worked — sign out, sign in as the new account, and try to open your own Documents folder. You should be refused. If you can read your own files from the workshop account, it is not separate and the chapter has not done its job.

macOS:
Log out and back in as the new user, then open Finder → Go → Home. You should see an empty home folder, not yours.

about 15 minutes

ADMIN FOR A DAY, NOT FOR GOOD

- Administrator during the AI Workshop is a deliberate trade: the separate account is what limits the damage, and the rights are what stop an install stalling in the middle of a session.
- The separation is doing the work here, not the privilege level. A fresh account has nothing of yours in it either way.
- Demote it to Standard or delete it when the day is done. That is step 6, and it is the one people forget.
- No Microsoft account anywhere in this — a local account is enough and it keeps the machine out of somebody else's cloud.

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03 A Google account you are willing to connect

MINI STANDARD FULL

You need an e-mail address to register with Claude, and later we connect Gmail, Calendar and Drive so the AI can actually do the invoice work. Understand what that means: once connected, Claude can read that mailbox and read, write, rename and delete in that Drive. Whatever you put in the account, it can touch. So make a NEW Google account for the AI Workshop and put only practice material in it.

RECOMMENDED — MAXIMUM PROTECTION

- Make a new Google account, used for nothing else. Then the connectors reach exactly the folder of practice files you chose and nothing more — not your contracts, not six years of mail.
- Need to work on something real? SHARE it into the AI Workshop account from your main one, one file or one folder at a time, from Drive's own Share button. You keep the original, you can un-share it in one click, and the AI only ever sees the copy you pointed at.
- This is the recommended route and it costs five minutes.

IF YOU ACCEPT THE RISK

- Connecting your everyday Google account works, and it is faster. It also means an afternoon of experiments is happening inside your real mail and your real Drive.
- If you do it anyway: check that Drive has a backup you trust, keep the practice work in one new folder, and disconnect the connectors when the day ends.
- Your call. Not ours to repair — see the note at the top of this page.

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1

Open accounts.google.com/signup in the new Windows account. Create the address — something like yourname.ai@gmail.com.

macOS: same as Windows

2

Turn on two-step verification straight away: myaccount.google.com → Security → 2-Step Verification. You will be connecting this account to software; protect it now, not later.

macOS: same as Windows

3

Put the practice material in: send two or three real invoice PDFs from your main address, or share them in from your main Drive, or use our demo pack and send nothing at all.

macOS: same as Windows

4

Put 10–20 photos in Drive, in one folder, for the video block. Family photos are fine; see the note on faces in the safety chapter.

macOS: same as Windows

5

Keep the account afterwards or delete it. If you keep it, it stays a useful sandbox: anything you want to try on real data gets shared in, tried, and un-shared.

macOS: same as Windows

6

Check it worked — open gmail.com in a private browser window and sign in with the new account. An empty inbox and no access to your real mail is the correct result.

macOS: same as Windows

about 15 minutes

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SHARING BEATS CONNECTING

- Drive's Share button is the whole trick: the AI works on a file you deliberately handed it, not on everything you own.
- Un-sharing takes one click and takes the access away immediately.
- You can do the entire AI Workshop on the demo pack — sample invoices, a bank statement and photographs, all invented. Ask in the pre-flight e-mail and nothing of yours leaves your laptop.

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04 A Claude account, and a paid plan

MINI STANDARD FULL

The free plan cannot do what we do. Claude Code and Claude Design need at least Pro, and without them there is no invoice pipeline, no workbook and no app. Pro is billed monthly, so you can cancel after the AI Workshop and get the unused part of the fee back.

1

Go to claude.ai and sign up with the Google account from the previous chapter.

macOS: same as Windows

2

Upgrade to Pro: your initials, bottom left → Settings → Plans. Max only matters if you intend to work hard after the AI Workshop; Pro is enough for the day.

macOS: same as Windows

3

Add the card now, in your own time. Doing it in the room costs everybody ten minutes.

macOS: same as Windows

4

Sign in once in a browser and send one message, so you know the account works.

macOS: same as Windows

5

Check it worked — claude.ai → your initials, bottom left → Settings. The plan line says Pro or Max. If it still says Free, the payment did not go through and the workshop will hit the limit in twenty minutes.

macOS: same as Windows

about 10 minutes

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WHY PRO IS NOT OPTIONAL

- We are not teaching you to chat with an AI. You can do that for free and most people already have.
- We are teaching you to put it to work: a folder on your own machine, your mail and your Drive connected, a real spreadsheet built, a year of invoices filed, an app on your phone. Every one of those needs Claude Code or Claude Design, and both start at Pro.
- On the free plan you would spend the afternoon watching somebody else build. That is a worse use of your day than the price of one month.
- Cancel after the AI Workshop and you get the unused part back. Keep it if the first week pays for itself — which is the actual test, and it is yours to run.

WHAT A PLAN BUYS

- Pro: Claude Code, Claude Design, bigger context, the connectors we use. Enough for everything in STANDARD.
- Max: more usage per hour. Worth it only if you keep going hard after the AI Workshop.
- Free: the chat window, and none of the tools.

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05 The Claude desktop app

MINI STANDARD FULL

The browser is fine for chatting. The desktop app is what holds the connectors — Gmail, Drive, Calendar — and it is where the first half of the day happens.

DOWNLOAD
Claude for Windows — installer
claude.ai/download
https://claude.ai/download

DOWNLOAD
Claude for macOS — .dmg
claude.ai/download
https://claude.ai/download

1

Download from claude.ai/download. Take the Windows installer.

macOS:
Take the macOS build; it is a normal .dmg, drag it to Applications.

2

Install and sign in with the same account.

macOS: same as Windows

3

Check Settings → Connectors exists and is empty for now. That is the shelf we fill in a later chapter.

macOS: same as Windows

4

Check it worked — the app opens from the Start menu, not from a browser tab, and shows your own name. If it asks you to sign in again every time you open it, you installed it as one Windows account and are running it as another.

macOS:
The app is in Applications and opens from Spotlight. Same test: it knows who you are the second time.

about 10 minutes

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BOTH, NOT EITHER

- Keep the browser open as well. Some things — Claude Design, billing, the skills page — live on the web only.
- The app and the web share one account and one history.

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06 Claude Code in PowerShell

MINI STANDARD FULL

This is the one that does real work: an assistant that lives in a folder, reads and writes files there, runs commands, and asks before anything it cannot undo. On Windows it runs in PowerShell. Install it in the clean account, not your main one. You do NOT need Node.js for this. The installer below brings everything with it in one go — Node is only needed for the npm route in step 3, which is the fallback nobody should need.

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1

ONE LINE, AND IT IS DONE. Open PowerShell (not the old Command Prompt) and paste:

```
winget install Anthropic.ClaudeCode
```

That is the installer route: winget is built into Windows 11 and fetches a signed package. Nothing else in this chapter is needed if it works — skip to step 4.

macOS:

macOS: `brew install --cask claude-code`, or the script in step 2.

2

No winget, or it failed? The official one-liner installs the same thing:

```
irm https://claude.ai/install.ps1 | iex
```

It downloads a script from claude.ai and runs it — `irm` fetches, `iex` executes. It shows no progress while it works, so leave the window open. You are trusting Anthropic's domain with that line, which is the same trust the app itself needs; if that is not a trade you want, use step 3 instead.

macOS:

macOS and Linux:

```
curl -fsSL https://claude.ai/install.sh | bash
```

3

The long way, via npm — only if the two above did not work, and the ONLY one that needs Node.js. Install Node.js LTS from nodejs.org/en/download (the Windows Installer .msi, 64-bit, default options), reopen PowerShell, then:

```
node --version
npm --version
npm install -g @anthropic-ai/claude-code
```

macOS:

Same three commands. If npm complains about permissions, fix the npm prefix rather than reaching for sudo.

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4

Check it:

```
claude --version
```

If PowerShell says the command is not recognised, close every PowerShell window and open a new one — the PATH is read at start.

macOS: same as Windows

5

Make a folder to work in and start it there:

```
mkdir ai-workshop
cd ai-workshop
claude
```

First run asks you to log in; it opens a browser and comes back.

macOS: same as Windows

6

Say hello, then ask it what files are in the folder. When it asks permission, read the question before answering yes. That habit is most of the safety.

macOS: same as Windows

7

Check it worked — type claude --version in PowerShell. A version number means it is installed. “not recognized” means the terminal has not read the new PATH yet: close it, open a new one, try again.

macOS:
Same command in Terminal, same answer.

about 25 minutes

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TWO WORDS THAT SAVE CONFUSION

- Claude.ai — the chat window, in a browser or the app.
- Claude Code — the terminal one, that works in a folder.
- Same account, same model, different hands. We use both, for different jobs.
- PowerShell, not cmd. Windows ships both; cmd is the older one and some commands behave differently in it.

HANDED OUT IN THE ROOM

The briefing patterns

Six shapes of instruction that get a usable answer first time, written out with the wrong version beside the right one.

The one that matters most: say what the result is and how you will check it, in the same sentence. Everything else is a variation.

Includes the sentence I use to make it stop guessing, and the one that makes it tell me what it is unsure about.

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07 Git, GitHub, and somewhere for the work to survive

MINI STANDARD FULL

Everything you build in the AI Workshop should still exist next month. GitHub is where a copy lives: free, versioned, and reachable from the terminal and from the web. Claude Code can commit and push for you, so you do not have to learn Git properly today — but knowing what a commit is will not hurt.

DOWNLOAD

Git for Windows — 64-bit installer

`git-scm.com/download/win`

https://git-scm.com/download/win

DOWNLOAD

GitHub Desktop — optional, if you prefer buttons

`desktop.github.com`

https://desktop.github.com/

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1

Install Git for Windows from git-scm.com. Default options are right. This also gives you the credential helper that stops GitHub asking for a password every time.

macOS:
macOS: run `git --version` once and accept the Xcode command line tools prompt, or `brew install git`.

2

Create a free account at github.com with the workshop Google address.

macOS: same as Windows

3

Turn on two-factor authentication. GitHub requires it for contributors and you will hit the wall later if you skip it.

macOS: same as Windows

4

Tell Git who you are, in PowerShell:

```
git config --global user.name "Your Name"
git config --global user.email "you@example.com"
```

macOS: same as Windows

5

In the workshop folder, ask Claude Code to create a repository and push it. It will walk you through the browser login the first time. After that, “save this to GitHub” is one sentence.

macOS: same as Windows

6

Check it worked — git --version answers with a number, and your repository page on github.com shows at least one commit with today's date on it. A repository with no commits is a folder with extra steps.

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macOS: same as Windows

about 20 minutes

WHY A FOLDER IS NOT ENOUGH

- A folder forgets. A repository remembers every version and who changed what.
- It also means you can open the same work from another machine, or from claude.ai on the web, without copying files around.
- Keep the repository private until you decide otherwise. Invoices are nobody else's business.

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08 Connectors: Gmail, Drive and Sheets

MINI STANDARD FULL

MCP is the USB port for AI. A connector gives Claude access to somewhere — your mail, your Drive, a spreadsheet — and every one you add is a thing it can then do for you. We connect three, and we do it together in the room, because this is the step where a wrong click matters most.

1

In the Claude desktop app: Settings → Connectors → Browse connectors. Add Gmail, Google Drive and Google Sheets.

macOS: same as Windows

2

Each one opens a Google consent screen. Read it. Grant it to the WORKSHOP Google account, never your business one.

macOS: same as Windows

3

Ask Claude to find invoice attachments from the last three months. If it lists them, the connector works.

macOS: same as Windows

4

Disconnect anything you are not using when the day is over: same screen, Disconnect. A connector you forgot about is a door you left open.

macOS: same as Windows

5

Check it worked — ask Claude: list the subjects of my last three e-mails. Real subjects mean the connector works. An offer to help you set up e-mail means it does not, and the consent went to a different Google account.

macOS: same as Windows

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about 20 minutes

CONNECTOR OR SKILL

- A connector gives Claude access to somewhere.
- A skill teaches Claude how to do something.
- You need both, and they are configured in different places — which is exactly why people mix them up.
- The context is a desk, not a library: install what today needs, not everything you can find.

HANDED OUT IN THE ROOM

The invoice pipeline, end to end

Collect, read, rename, file, record, reconcile, flag what is missing — the seven steps, the naming scheme, and the prompt for each one.

The reconciliation rule that catches a payment without an invoice, which is the thing your accountant actually wants from you.

What to hand the accountant at the end of the year, and what to keep.

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09 The caveman plugin, and why you would want it

MINI STANDARD FULL

Every word the model writes costs you usage. caveman is a plugin that makes Claude Code answer in compressed, telegraphic English with all the technical substance and none of the padding. On a long working session it is the difference between hitting your limit at lunch and not thinking about it.

1

In Claude Code, run:

```
/plugin
```

and install the caveman plugin from the marketplace listing.

macOS: same as Windows

2

Turn it on with `/caveman full`, off with `/caveman off`. Try one question each way and compare the length.

macOS: same as Windows

3

Decide which you prefer. Some people find it abrupt; the point is that you choose, not that you must.

macOS: same as Windows

4

Check it worked — type /caveman full in Claude Code and ask anything. The answer comes back short. /caveman off puts it back to normal.

macOS: same as Windows

about 10 minutes

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OTHER THINGS WORTH INSTALLING

- The document skills, for reading and writing .docx, .xlsx and .pdf. We use these for the workbooks.
- Your own skill, written in the room: czech-invoices, which knows what a Czech or Slovak invoice looks like.

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10 Somewhere to keep tasks — and how I see what you built

MINI STANDARD FULL

Two reasons for this one. You get a place to keep what you are doing, and we get a way to see what you actually finished, so the help after the AI Workshop is about your work rather than about a screenshot. All the options below have a free tier that is enough.

1

Pick one from the box on the right and create a free account.

macOS: same as Windows

2

Create a project called ai-workshop and three tasks in it: install, invoices, app.

macOS: same as Windows

3

Connect it to Claude if it has a connector; otherwise we drive it from the browser. Either way, you end the day with a written list of what works and what is next.

macOS: same as Windows

about 15 minutes

FREE TASK TRACKERS, IN THE ORDER I WOULD PICK THEM

- GitHub Issues — you already have the account, it is free forever, and Claude Code can read and write it from the terminal. Start here.
- Jira Free — up to 10 users. Heavier than you need, but it is what your client's IT department uses.
- Trello Free — cards on a board, nothing to learn.
- Notion Free — a database that looks like a page. Good if you already live in it.
- Linear Free — the nicest of them, up to 2 users and 250 issues.

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HANDED OUT IN THE ROOM

The two workbooks

The family finance workbook and the small-company accounting workbook: sheets, formulas, the dropdowns, the dashboard.

Written as a specification you hand to Claude, not as a file you copy — so it builds yours, with your categories, in your language.

The three numbers to verify by hand, and why those three.

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11 Obsidian, your own YAML, and a naming style you keep

MINI STANDARD FULL

The reason most people's AI work disappears is not the model. It is that the output lands in a chat window and nobody can find it a week later. Obsidian is a folder of Markdown files with a good reader on top: no database, no lock-in, and Claude Code can read and write it directly because it is just files. We spend the time on two decisions — what goes in the front matter, and how a filename is built — because those two are what make a pile of notes searchable.

DOWNLOAD

Obsidian — Windows installer and macOS .dmg

obsidian.md/download

https://obsidian.md/download

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1

Install Obsidian from obsidian.md. Free for personal use, no account needed.

macOS: same as Windows

2

Create a vault INSIDE the workshop folder, so Claude Code and Obsidian are looking at the same files.

macOS: same as Windows

3

Decide your front matter together with me. A starting point that has survived here:

```
---
title: What this is
kind: note | guide | register | task
status: draft | active | done
created: 2026-10-16
tags: [AI Workshop, invoices]
---
```

macOS: same as Windows

4

Decide your filename grammar. Mine separates the human part from the machine part, and it is the only reason I can still find something written two years ago. Yours can be simpler — it has to be YOURS and it has to never change.

macOS: same as Windows

5

Write one note in the style, then ask Claude Code to write the next three. Check that it followed the rule. That check is the skill.

macOS: same as Windows

6

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Check it worked — write one note, close Obsidian, and find that same note as a .md file in the folder on your disk. If you cannot find it on disk, the vault is not where you think it is, and that matters the day you want the AI to read it.

macOS: same as Windows

about 25 minutes

WHY FILES AND NOT AN APP

- A Markdown file opens in anything, forever. That is the cheap exit — you can leave Obsidian and lose nothing.
- Claude Code can read a folder. It cannot read somebody's cloud database without a connector.
- Put the vault in Git and your notes have a history too.

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12 Video, and the one tool we have not fixed yet

MINI STANDARD FULL

The video block is the one everybody asks for and the one with the least settled answer: the services change every few months and the cheapest good one today may not be the cheapest good one on the day. So this chapter is deliberately short, and the final choice comes in the pre-flight e-mail 48 hours before.

1

Create a Google AI Studio account at aistudio.google.com with the workshop Google address. Free tier, no card.

macOS: same as Windows

2

Get an API key there and keep it somewhere safe. Do NOT paste it into a chat window, ours or anybody else's.

macOS: same as Windows

3

Install nothing else yet. The video MCP we use will be named in the pre-flight mail, and it takes two minutes to add on the day.

macOS: same as Windows

4

Have your photo folder ready in Drive. That is the input.

macOS: same as Windows

about 10 minutes

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WHAT THE BLOCK PRODUCES

- A 60-second vertical slideshow you could post the same evening.
- A script and a shot list, if you want to film something properly later.
- The prompt chain that made it, so you can run it again next month with different photos.
- Never generate a realistic video of a real person without asking them. For children's faces, prefer editing to generating.

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13 The competition, and why we still teach Claude

MINI STANDARD FULL

I am not going to pretend there is one tool. You should see the others, because knowing where a tool stops is most of knowing how to use it. Create a free Lovable account before the AI Workshop and build one toy page in it — ten minutes, and the comparison makes the rest of the day make sense. The ranking below is my judgement from using them, not a benchmark, and it is dated.

1

Sign up free at lovable.dev and generate one small page from a sentence. Notice how fast it is and where it stops.

macOS: same as Windows

2

Do not install the rest. Read the box, so you know what exists.

macOS: same as Windows

3

Bring the question you could not answer with Lovable. That is usually the thing worth learning.

macOS: same as Windows

about 15 minutes

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GENERATORS, RANKED AS I FOUND THEM — OCT 2026

- 1. Claude Code — what we teach. Works in your folder, on your files, commits to your repository. The only one on this list that does the boring back-office work rather than the demo.
- 2. Cursor — an editor with a good agent. The choice if you want to see the code while it works.
- 3. Lovable — fastest from sentence to a page you can show. Stops at anything with real data behind it.
- 4. v0 by Vercel — excellent components, deploys itself.
- 5. Bolt.new — a whole app in the browser, good for a prototype.
- 6. Replit Agent — app plus hosting plus database, all rented.
- 7. GitHub Copilot — best autocomplete in the business, weakest at doing a whole task.
- 8. OpenAI Codex — capable; we hand out a setup sheet for it so you can compare, and we teach the one we think is best.
- Honest about the bias: we use Claude daily and run our own company on it. Try Lovable yourself and argue with us in the room.

HANDED OUT IN THE ROOM

The master skill for content

The five-stage workflow that turns one topic into a content plan, a post, an article, a presentation with speaker notes, a lead magnet and a landing page.

How the stages are joined so it pauses and asks before continuing, instead of producing forty pages nobody asked for.

FULL only.

HANDED OUT IN THE ROOM

The comparison we actually use when a client asks

Where each one earns its money, where it quietly costs you a week, and the two questions that decide between them for a small business.

Handed out at the AI Workshop.

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14 Other services — read, do not install

MINI STANDARD FULL

A short list of what else exists in the stack we run, so you know the names when they come up. None of these are needed for the AI Workshop and installing them now will only slow you down.

1

Google AI Studio and Gemini — the free tier is generous and Gemini is strong at video and long documents. Account only.

macOS: same as Windows

2

Supabase — a Postgres database with an API in front, free tier. This is where a toy app grows up.

macOS: same as Windows

3

n8n — workflow automation you can self-host. What you reach for when the automation should run without you.

macOS: same as Windows

4

Docker — how all of the above run on one machine without fighting each other.

macOS: same as Windows

5

Expo — how the phone app in the AI Workshop gets onto your phone. You install only the Expo Go app; the rest is handled.

macOS: same as Windows

about 5 minutes

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THE HONEST ORDER

- Learn to direct the AI first. The infrastructure is a later problem and most people never need it.
- Everything above has a free tier big enough to learn on, and all of it exports your data — which is the only property I care about when choosing a tool.

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15 Extra: Expo Go, so the app reaches your own phone

EXTRA MINI STANDARD FULL

Everything above has to work before the AI Workshop starts. This one does not: it is five minutes, it only matters in the block where an app goes onto a phone, and if you run out of evening you can do it in the room during the first break. Expo Go runs the app you build on your own phone without publishing anything, without an Apple developer account and without a cable. Claude writes the app on the laptop, your phone scans a code, and it is running — on your phone, with your numbers in it.

DOWNLOAD

Expo Go — iPhone and iPad, App Store

apps.apple.com/app/expo-go/id982107779

https://apps.apple.com/app/expo-go/id982107779

DOWNLOAD

Expo Go — Android, Google Play

play.google.com/store/apps/details?id=host.exp.exponent

https://play.google.com/store/apps/details?id=host.exp.exponent

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1

Install Expo Go from the store link above. It is free and it does not need an account for what we do.

macOS:
Same app, same store listing.

2

Put the phone on the SAME Wi-Fi as the laptop. This is the one thing that most setups get wrong: a phone on mobile data cannot see a laptop on Wi-Fi, and the code will scan and then hang.

macOS: same as Windows

3

That is the whole setup. On the day, Claude starts the app with `npx expo start` and a QR code appears in PowerShell.

macOS: same as Windows

4

Android: open Expo Go and use its own scanner.

iPhone: use the Camera app, not Expo Go — Apple does not allow the in-app scanner, and the Camera offers to open Expo Go for you.

macOS: same as Windows

5

If the venue's Wi-Fi blocks devices from seeing each other, which guest networks often do, we start it with `npx expo start --tunnel` instead and it goes out over the internet. Slower, always works, nothing for you to prepare.

macOS: same as Windows

6

Check it worked — with the laptop serving the project, Expo Go on the phone lists it, and opening it shows your own screen rather than the Expo example. Both devices have to be on the same Wi-Fi.

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macOS: same as Windows

about 10 minutes

WHY THIS IS THE LAST CHAPTER

- It is the only one about your phone rather than your computer.
- Skipping it costs you nothing until the app block, and five minutes then.
- MINI does not reach the app block at all, so MINI people can ignore this page entirely.

WHAT IT IS NOT

- Not the App Store. Nothing you build is published, nobody else can see it, and there is no review to wait for.
- Not permanent either: Expo Go runs the app while your laptop serves it. Putting an app on a phone for good is a different afternoon, and we talk about it in FULL.
- No Apple developer account, no 99 dollars a year, no cable.

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16 When it will not install

MINI STANDARD FULL

Eight things go wrong, and these are them. Read the error line before you read anything else: every one of these announces itself in words, and the words are in the list below. If none of it helps, stop. Do not uninstall everything and start again — write to us with the exact line and come to the room with the machine as it is.

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1

“unable to get local issuer certificate”, from pip, npm or git. Your antivirus is opening every secure connection to inspect it, and the tool does not know the certificate it signs them with. Avast, AVG, Kaspersky and ESET all do it. Either turn HTTPS scanning off while you install — Avast: Menu → Settings → Protection → Core Shields → Web Shield → uncheck Enable HTTPS scanning — or export the antivirus root certificate and point the tool at it.

macOS:
Same message, usually a company device-management profile instead of an antivirus. System Settings → General → VPN & Device Management shows whether one is installed.

2

“running scripts is disabled on this system”, when you start anything in PowerShell. Windows blocks scripts for a new account. Run: Set-ExecutionPolicy -Scope CurrentUser RemoteSigned, answer Y, and start the command again.

macOS:
macOS has no equivalent block. If a command will not run, it is a missing execute bit: chmod +x the file.

3

“claude is not recognized”, or command not found, right after the install succeeded. The terminal reads its PATH once when it opens. Close it, open a new one, and check node -v and npm -v answer with version numbers before you try again.

macOS:
Same cause and same fix. If a new Terminal still cannot find it, open ~/.zshrc and check the PATH line the installer added.

4

Claude Code starts but says it cannot see your files. You are in the wrong folder. Run pwd, compare it with where the work actually is, and cd into the project folder before you start Claude Code. It reads the folder you started it in, and nothing above it.

macOS: same as Windows

5

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The connector says connected and Claude still cannot read your mail. The browser is signed in to more than one Google account, and the consent went to the wrong one. Sign out of all of them, sign in only with the account from chapter 3, and connect again.

macOS: same as Windows

6

An installer asks for an administrator password you do not have. The workshop account is a standard user. Go back to the account chapter, make it an administrator for the day, install, and take the right off again afterwards.

macOS:
System Settings → Users & Groups → the account → Allow this user to administer this computer.

7

Everything is slow, the fan is loud, the browser stops answering. It is memory, not the AI. Close every Chrome window except the one you need, close Teams and Outlook, and read “Will it run on your machine?” again. Eight gigabytes works; eight gigabytes with forty tabs does not.

macOS: same as Windows

8

Nothing above helps and the workshop is tomorrow. Write to info@wikilook.com with the last twenty lines of the terminal, what you typed, and which chapter you were on. We answer the same day, and you come to the room either way — a machine that will not install is a thing we can fix in person in ten minutes.

macOS: same as Windows

about 10 minutes

HOW TO REPORT AN ERROR SO SOMEBODY CAN FIX IT

- Copy the text, do not describe it. “It says something about a certificate” cannot be searched; the exact line can.
- Say what you typed immediately before it, and which chapter of this manual you were in.
- Say what you already tried. Two people trying the same wrong fix twice is the slowest way to spend an evening.

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THE ONE YOU ARE MOST LIKELY TO MEET

- The certificate error is the common one here, because most machines in Czech Republic and Slovakia run an antivirus that inspects secure traffic.
- It is not a virus, it is not a broken install, and reinstalling does not clear it. It is the antivirus standing in the middle of the connection, exactly as it was asked to.
- Turn the HTTPS scanning back on when you are done installing. It is there for a reason the rest of the year.

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17 Closing the door when the workshop is over

MINI STANDARD FULL

This manual spent nine chapters handing out access: a Google account connected to an AI, a machine account that can install software, a repository on the internet, a paid plan. A manual that shows how to open all of that and not how to close it again is leaving your door open and calling it a feature. So: the evening after the workshop, go through this list. Decide what you keep on purpose, and take the rest back. It takes twenty minutes.

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1

Disconnect the connectors first, because they are the ones with reach: claude.ai → Settings → Connectors, then Disconnect on Gmail, Drive and Calendar. Then check the other side at myaccount.google.com → Security → Your connections to third-party apps, and remove anything you do not recognise.

macOS: same as Windows

2

If you made a Google account only for the day and will not use it again, delete it: myaccount.google.com → Data & privacy → Delete your Google Account. If you would rather keep it, keep it — it costs nothing and it is a clean place to try things next time.

macOS: same as Windows

3

Take the administrator right back off the workshop account: Settings → Accounts → Other users → the account → Change account type → Standard user. Keep the account itself. That is where the practice files live, and a standard account can still run everything you built.

macOS:
System Settings → Users & Groups → the account, and turn off Allow this user to administer this computer.

4

Delete any API key you created. A key in a file on your disk is a key that works for whoever reads that file, and it keeps working until you revoke it at the console that issued it. If you are not sure whether you made one, search your project folder for the word KEY.

macOS: same as Windows

5

Look at the repository, not just at the folder. If anything real ended up in it — a client name, an invoice, a password — make the repository private or delete it, and check the history rather than the current files: a commit remembers what you removed afterwards.

macOS: same as Windows

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6

Decide about the Claude plan on purpose. If you will use it weekly, keep it; if you took it for one afternoon, cancel before the renewal date. Your chats stay readable on the free tier, so cancelling loses the capacity, not the work.

macOS: same as Windows

7

Write down what you kept, in one line, somewhere you will find it: which account, which repository, which plan renews when. Six months from now this is the difference between a system you own and a subscription you forgot about.

macOS: same as Windows

about 20 minutes

WHAT WE WOULD KEEP, AND WHY

- The separate machine account. It cost one evening and it is the reason you can say yes to experiments.
- The repository, private. It is the only record of what you built, and it is free.
- The paid plan only if you open it in the first week. If it is still unopened after a month, cancel it and come back when you have a reason.

WHAT NEVER COMES BACK BY ITSELF

- A connector stays connected until somebody disconnects it. Nothing expires because the workshop ended.
- An API key works until it is revoked, including from a copy of the file you deleted.
- A public repository is indexed and cached within hours. Making it private later does not unpublish what was already taken.

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A.2

Materials

What you get, and which of it is free. The rule is simple: a setup is free because anybody can learn it from a video, and the material that took years to get right is handed out to the people in the room.

WHAT	FORMAT	HOW YOU GET IT
This guide	web page, PDF, Markdown, TSV, HTML, .docx, .epub	Free. Everything above is a setup, and a setup is not worth money.
The demo pack	sample invoices, a bank statement, photographs	Free, on request in the pre-flight e-mail. For anybody who prefers not to put real data on the table.
The briefing patterns	PDF, 2 pages	Handed out in the room.
The invoice pipeline	PDF, 4 pages, with the prompts	Handed out in the room.
The two workbook specifications	PDF, 6 pages	Handed out in the room.
The master skill	a folder you install	FULL only, handed out in the room.
The recording of your own session	your repository on GitHub	Yours. Everything you build is in a repository you own, which is the point.

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A.3

What actually happened, in six months of this

Has Claude ever destroyed anything of mine? Not so far — and that is not luck. It works here under rules that are strict, and the rest of this appendix is what those rules bought.

For completeness: the opening of this guide is a warning, so the end of it should say what the warning is worth in practice.

I have run WIKILOOK on this way of working for six months, with Claude in full control of the folders it was given. In that time it deleted nothing I wanted and lost nothing I needed. Work did go missing temporarily — a file moved somewhere unexpected, a version replaced by a newer one — and every single time it came back out of Git, because everything lives in a repository. That is the practice this AI Workshop teaches, and this is what it is for.

The honest other half: files HAVE been lost around here, and the cause was people rather than the AI — me handing something over, somebody tidying, a copy made in the wrong direction. Nothing important of mine has ever been lost, and the reason is not luck. It is that the backup discipline is strict and was in place first.

So the two sentences that matter are not in tension. The assistant is reliable, and you should still arrange things so that it does not have to be. Back up before you start, work on copies, put the work in Git, and then let it do its job properly instead of hovering over it.

None of this is a promise about your machine. It is one person's record, on one setup, with the precautions this guide spends its first three chapters on.

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Take it with you

Every file holds the chapters for that length and nothing else, so a MINI reader is not handed an afternoon they are not attending. All of them are generated from one source, so none is a stale copy of another.

FORMAT	MINI 2–3h	STANDARD 4h	FULL 8h
PDF Print-ready A4, with a running header and footer.	.pdf	.pdf	TBD
PDF A5 The same, as a booklet — two pages to an A4 sheet, and a better shape on a tablet.	.pdf	.pdf	TBD
Markdown Plain text. Drop it in Obsidian.	.md	.md	TBD
TSV One row per step. Paste into Google Sheets.	.tsv	.tsv	TBD
HTML This page, standalone.	.html	.html	TBD
DOCX Word, Google Docs, LibreOffice.	.docx	.docx	TBD
EPUB For a reader or a phone.	.epub	.epub	TBD

STANDARD and FULL cover the same fifteen chapters — the difference between those two days is pace and how much we build together, not the installation.

QUICK START
PDF · one page

QUICK START
Markdown

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HTML

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Version history

VERSION	DATE	AUTHOR	NOTE
1.0.0	2026-10-13	Ivo Barteček	First public edition: fifteen chapters, three lengths, six formats.
1.1.0	2026-10-14	Ivo Barteček	Wording revised to a plain professional register in all three languages; the quick start now opens the guide.
1.2.0	2026-10-14	Ivo Barteček	Two new chapters: what to do when an install fails, and how to take the access back afterwards. Every install chapter now ends with a check you can run yourself. The STANDARD length has dates: 30 and 31 October, Bratislava.

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Every instruction here was followed on a real machine before it was written down. Software moves; if a screen no longer matches a step, the software changed, and we would like to know -- info@wikilook.com.