

AI BOOK CONTENT / IMAGE ASSISTANT

A portfolio for *nonfiction how-to* book production, image prompts & quality control.

PREPARED BY

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ROLE FIT

Entry-Level VA • AI Book
Assistant

SCOPE

Outlines, prompts,
formatting, QA

01 Short profile, plainly stated — *what I do, and how I work.*

I help with AI-assisted nonfiction book production under *clear client instructions* — outlines, formatting, detailed image prompts, and careful quality checks before submission.

My strongest fit is supporting book projects that need organized outlines, clean formatting, detailed AI image prompts, and careful quality checks before submission. I am comfortable following examples, matching a preferred style, revising outputs, and improving prompts until the result is closer to the client's standard.

I do not present myself as a publisher. My role is to support the client's workflow, follow the provided system, and help produce organized content and image assets.

— RELEVANT SKILLS



AI prompt writing

INTERMEDIATE

Write and revise prompts for text and image generation based on book topic, chapter purpose, audience, tone, and style.

Nonfiction outlining

BEGINNER-INTERMEDIATE

Build simple tables of contents, chapter breakdowns, and structured how-to content from client-provided direction.

AI image prompts

INTERMEDIATE

Write detailed prompts for chapter images — subject, scene, style, layout, lighting, and negative instructions.

Quality assurance

INTERMEDIATE

Review outputs using checklists for accuracy, formatting, style match, image clarity, and instruction-following.

English communication

PROFESSIONAL

Communicate clearly, ask focused questions when needed, and provide updates without overcomplicating the process.

MS Word formatting

BASIC-INTERMEDIATE

Format headings, spacing, bullet points, page breaks, tables, captions, and simple manuscript documents.

WORK STYLE

Detail-oriented, coachable, and comfortable with repeatable systems. I prefer *clear instructions, examples, and checklists* so I can match the expected output more closely.

02 AI book image workflow — *a six-step system from brief to submission.*

Goal: produce nonfiction how-to book images that are clear, useful, visually consistent, and aligned with the chapter content. Each step exists to catch a different class of error before the client sees it.

Step 01

Review the chapter brief

- Topic & main lesson
- Target reader, image style, format
- Number of images, examples
- What must *not* appear

Step 02

Identify image purpose

- Show a process or setup
- Illustrate a mistake or before/after
- Open a chapter, support a lesson
- Convey a checklist or workspace

Step 03

Write the first prompt

- Subject, setting, action
- Composition & lighting
- Style, mood, realism
- Negative instructions

Step 04

Generate & review

- Does it match the chapter?
- Clear at first glance?
- Hands, faces, tools accurate?
- Style consistent & book-friendly?

Step 05

Improve the prompt

- Simplify the scene
- Remove confusing objects
- Sharpen lighting & subject
- Avoid unreadable text inside

Step 06

Final submission check

- File named correctly
- Prompt saved, version logged
- No errors, no stray text
- Best version selected, not first



“Each image should *support the book*, not just decorate it.”

WORKING PRINCIPLE — IMAGE STEP 02

03 Five sample *nonfiction chapter image prompts.*

Each entry pairs a chapter context with the full image prompt I would send to the model — subject, scene, style, composition, mood, and a tail of negative instructions.

01

HOW-TO TOPIC

Home Organization

Chapter image purpose. Show a simple decluttering system that a beginner can copy directly.

Create a clean nonfiction book illustration showing a beginner-friendly home decluttering setup. Show a bright, organized living room corner with three labeled storage bins: “Keep,” “Donate,” and “Trash.” Include a small pile of household items — books, folded clothes, simple decor. The scene should look calm, practical, and easy to follow. Use realistic but polished editorial-style illustration, soft natural lighting, neutral colors, and a clean background. *Avoid cluttered composition, messy text, distorted objects, or unrealistic room layout.*

02

HOW-TO TOPIC

Meal Planning for Beginners

Chapter image purpose. Show weekly planning in a simple kitchen setting.

Create a realistic nonfiction book image of a simple weekly meal planning workspace on a kitchen table. Include a notebook with a weekly meal plan layout, a pen, a small grocery list, and a few healthy ingredients — vegetables, eggs, rice, fruit. The image should feel practical, organized, and beginner-friendly. Use warm natural lighting, clean composition, and a realistic lifestyle photography style. *Avoid unreadable text, brand logos, overly fancy food styling, messy counters, or distorted hands.*

03

HOW-TO TOPIC

Personal Finance Basics

Chapter image purpose. Show budgeting without making it intimidating.

Create a clean instructional image for a nonfiction personal finance book. Show a desk setup with a calculator, notebook, simple budget worksheet, coins, and bills arranged neatly. The image should communicate basic budgeting, tracking expenses, and financial organization. Use a calm, professional look with soft lighting and a neutral background. Keep the scene simple and non-intimidating for beginners. *Avoid luxury items, stock market screens,*

04 Image quality checklist — *what I check before sending anything.*

Six review groups, run as a pass — instruction-following, clarity, visual quality, common AI failure modes, book-specific fit, and final file hygiene.

A · INSTRUCTIONS

Instruction following

- ☐ Matches the chapter topic
- ☐ Follows the client's requested style
- ☐ Includes the required subject or scene
- ☐ Avoids anything the client said to exclude
- ☐ Fits the intended book audience

B · CLARITY

Clarity & usefulness

- ☐ Main idea is clear at first glance
- ☐ Image supports the chapter lesson
- ☐ Composition is not too busy
- ☐ Subject is easy to understand
- ☐ Still makes sense in a how-to book

C · VISUAL

Visual quality

- ☐ Image is sharp enough to print
- ☐ Lighting is clean and natural
- ☐ No distortion or warping
- ☐ Colors match the requested style
- ☐ Background doesn't distract

D · AI FAILURE MODES

Common AI problems

- ☒ Distorted hands or fingers
- ☒ Strange faces or eyes
- ☒ Unrealistic tools or objects
- ☒ Unreadable or fake-looking text
- ☒ Extra limbs, missing parts
- ☒ Warped furniture or room layout
- ☒ Brand logos, copyrighted characters

E · BOOK FIT

Book-specific checks

- ☐ Fits the chapter content
- ☐ Appropriate for a nonfiction reader
- ☐ Not fantasy / entertainment-styled
- ☐ Clean space for caption overlay
- ☐ Consistent with other chapter images

F · SUBMISSION

Final submission

- ☐ File name is clear
- ☐ Prompt is saved with the asset
- ☐ Image version is organized
- ☐ Any issues are noted honestly
- ☐ Best version selected, not the first

05 Before & after — *turning a vague prompt into a usable one.*

SAMPLE TASK *Create a chapter image for a nonfiction book about building a simple morning routine.*

BEFORE · V1

First-pass prompt

“Create an image of a person doing a morning routine.”

Problems with the first prompt

- Too vague — no specifics for the model to anchor on
- No book style or audience defined
- No setting, no composition guidance
- Will produce random or inconsistent results
- Doesn't say which part of the routine to show

AFTER · V2

Revised prompt

Create a clean nonfiction how-to book image showing a simple beginner-friendly morning routine. Show a calm bedroom or small desk area in the morning with a neatly made bed, a glass of water, a journal, a pen, and a simple checklist-style planner. The scene should suggest *healthy habits* — waking up early, planning the day, drinking water, journaling. Use soft natural morning light, realistic lifestyle photography style, neutral colors, clean uncluttered composition. *Avoid unreadable text, messy rooms, exaggerated wellness products, brand logos, distorted objects, or unrealistic lighting.*

Why v2 works better

- Gives the AI a clear, anchored subject
- Connects the image to the chapter lesson
- Defines the setting and the mood
- Adds details that match nonfiction how-to content
- Reduces the most common AI image mistakes

POSSIBLE REVISION AFTER FIRST OUTPUT

If the first image looks too cluttered, I would simplify: *focus only on a journal, pen, glass of water, and morning light on a clean bedside table. Keep the background minimal and remove extra decorations.*

CLIENT SUPPORT NOTE

I can work from the client's examples, preferred image style, chapter summaries, and formatting instructions. I am comfortable revising prompts and checking outputs against a clear standard.