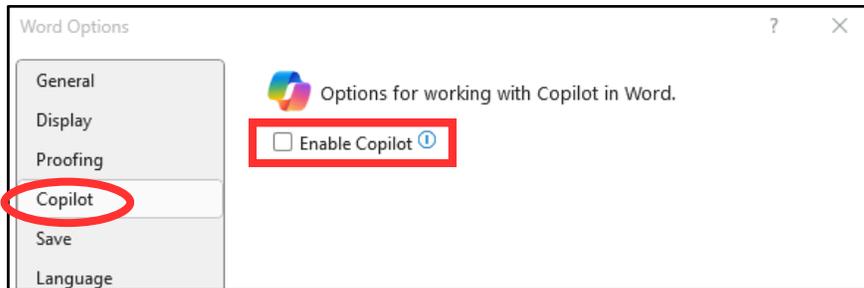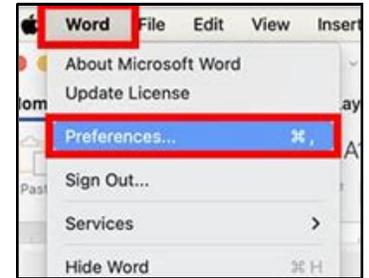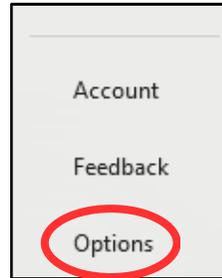# LIBRARY FREEDOM PROJECT

AVOIDING AI: MICROSOFT OFFICE

Even if you've removed the **Microsoft 365 Copilot** app from your device, **Microsoft Office** suite products will still try to push Copilot AI features while you use them. To disable:

Open **each app** you use (Word, Excel, Powerpoint, etc.)

On PC, open **Options** (bottom left)

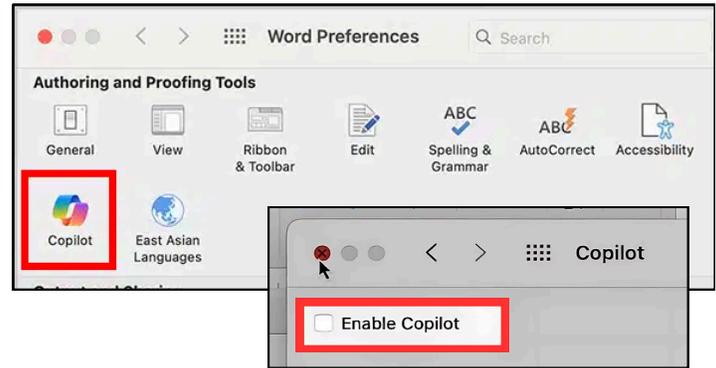On Mac, open **Preferences** (top menu bar)

On PC, select **Copilot** from the lefthand sidebar

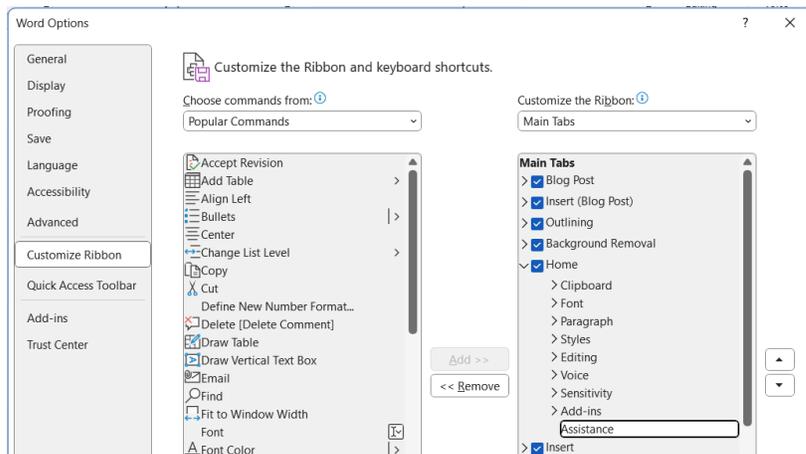Uncheck the **Enable Copilot** box and click **OK**

On Mac, under **Authoring and Proofing Tools**, select **Copilot**

Uncheck the **Enable Copilot** box

On Mac, navigate to **Customize Ribbon** in **Word Options**

Under **Home**, select **Assistance**

Click **Remove** button in center

WHY AVOID AI?

Generative AI is a source of misinformation, and is rife with labor, environmental, and social concerns. It's being pushed by big technology companies through forced adoption by design.

Check out the other side of this sheet for organizing resources.

libraryfreedom.org   info@libraryfreedom.org

AVOIDING AI: GET ORGANIZED!

Here are some resources for collective organizing and action:

Anatomy of an AI System
If you'd like to know more about how AI works and the impacts these systems have, this visualization offers a detailed map of a single AI system.

https://anatomyof.ai

A Roadmap for Action Against AI
Learn more about all kinds of ways to resist AI through this strategic and practical plan for action.

https://ainowinstitute.org/publications/research/ai-now-2025-landscape-report

Organizer Guide to Fighting Data Centers
Get ideas for local action from this comprehensive that includes talking points, research, and actions.

https://www.kairosfellows.org/fightdatacenters

AI in the Workplace BINGO
If you're interested in learning more about the impacts of AI on labor, these talking points offer workers a way to practice resisting AI in their workplaces.

https://www.workersdecide.tech

Civics of Technology Curriculum
This teaching resource helps students critically engage with AI.

https://www.civicsoftechnology.org/curriculum