

Instructions on using the Space feature in Perplexity AI

A detailed 7-step guide to using Perplexity Spaces for knowledge management. Review of the AI Agent feature and the latest Canvas interface (2026).

As artificial intelligence shifts from individual conversations to in-depth knowledge management systems, Perplexity AI has released a groundbreaking update to its Spaces feature . No longer simply a storage folder, Spaces now acts as a "Knowledge Hub" for individuals and businesses.

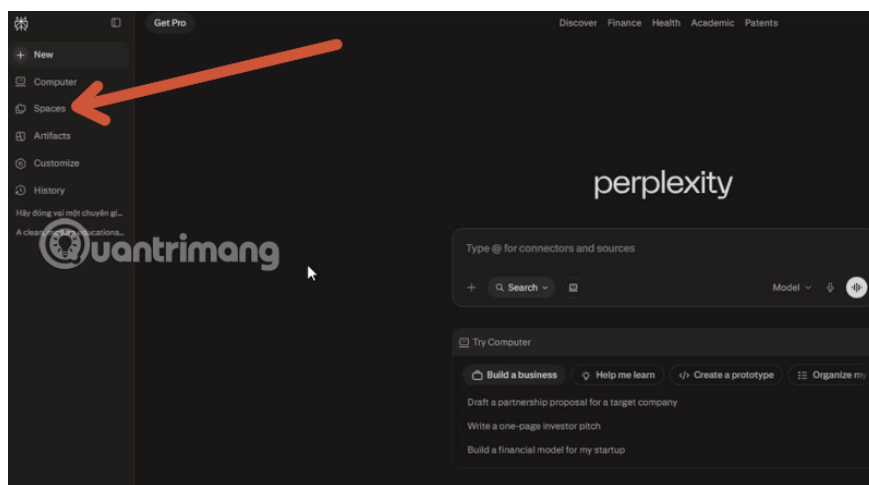
This article will guide you on how to master the Spaces feature to optimize research processes, teamwork, and AI training based on unique data, updated to reflect the latest changes as of May 2026.

How to use the Spaces feature in Perplexity AI

Setting up a "Space" allows you to limit the AI's search scope to the files and data sources you provide, minimizing the occurrence of false positives.

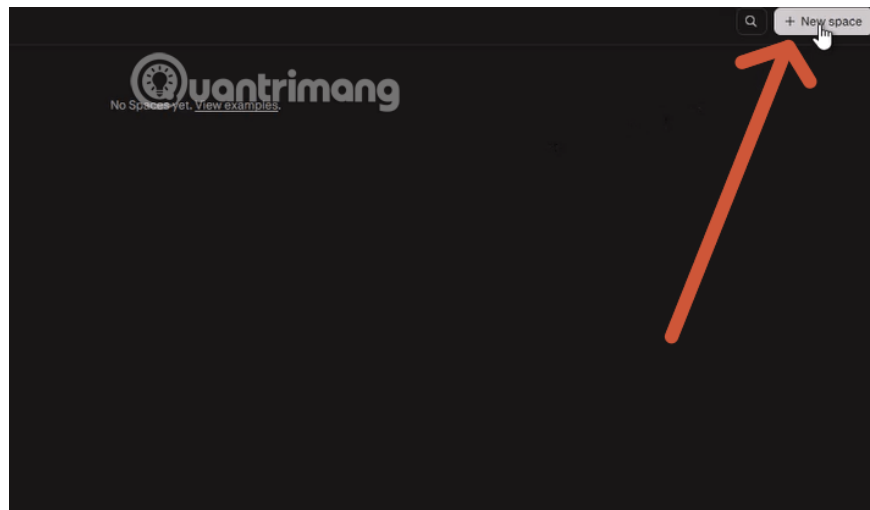
Step 1: Access the Spaces Manager

On the Perplexity Main Dashboard, look at the left-side panel. Click the 'Spaces' icon . This is where all your independent research projects are stored.



Step 2: Create a new space

In the upper right corner of the screen, tap the **'New Space'** button . A setup window will appear, marking the beginning of a smart storage solution.



Step 3: Identification and Description

Enter a name for your space (**Space Name - Title**) and a description of its purpose (**Description**). A clear name (e.g., "TipsMake.com-Hoc-hanh" instead of "Project 1") will help the AI better categorize the context from the start. Specifically:

1. Icon

1. **Meaning:** This image represents your Space.
2. **How to use:** Helps you quickly distinguish between different workspaces on the left-hand menu bar. For example, you can select the "Book" icon for studying, or the "Rocket" icon for new technology projects.

2. Title

1. **Meaning:** The official name of the workspace.
2. **Current status:** You are setting it to TipsMake.com-Hoc-hanh.
3. **Note:** A short, memorable name is recommended. This information is required to identify this Space within the system.

3. Description (Optional)

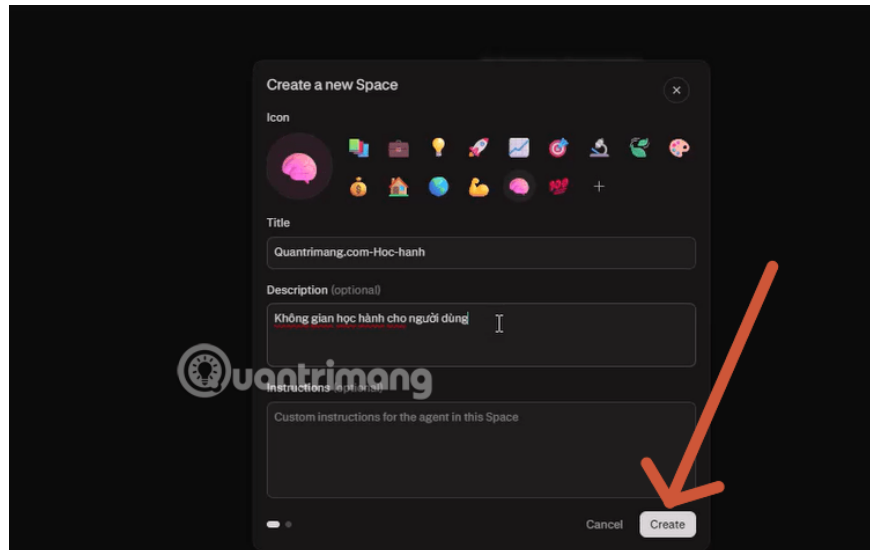
1. **Meaning:** Summarizes the purpose or scope of knowledge of this Space.
2. **Current status:** Không gian học hành cho người dùng.
3. **Purpose:** This helps you (or your colleagues when shared) understand what kind of documents this space is used for and who the target audience is.

4. Instructions (Optional)

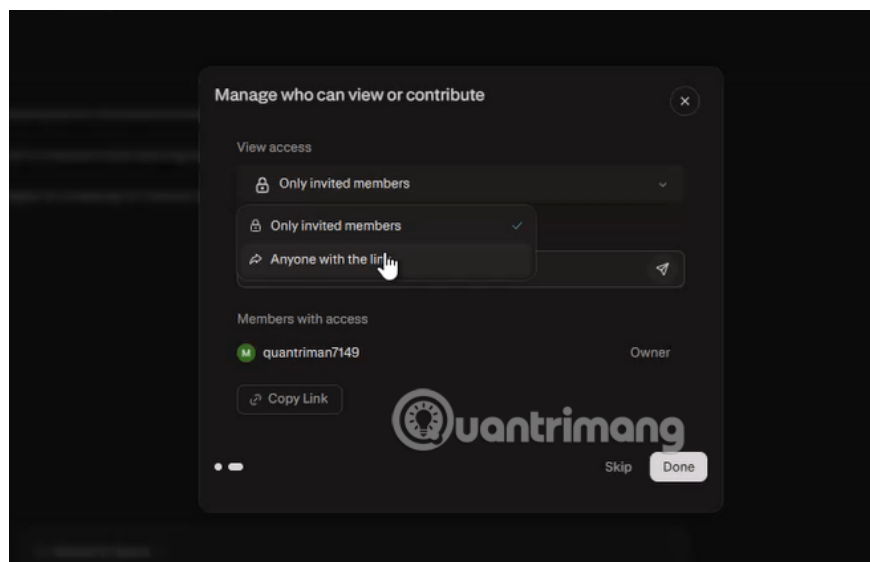
Meaning: This is the **most important** part of "training" the AI. It acts as a fixed set of instructions for the Agent (assistant) within this Space.

Effective writing style: You should enter your feedback rules here. For example:

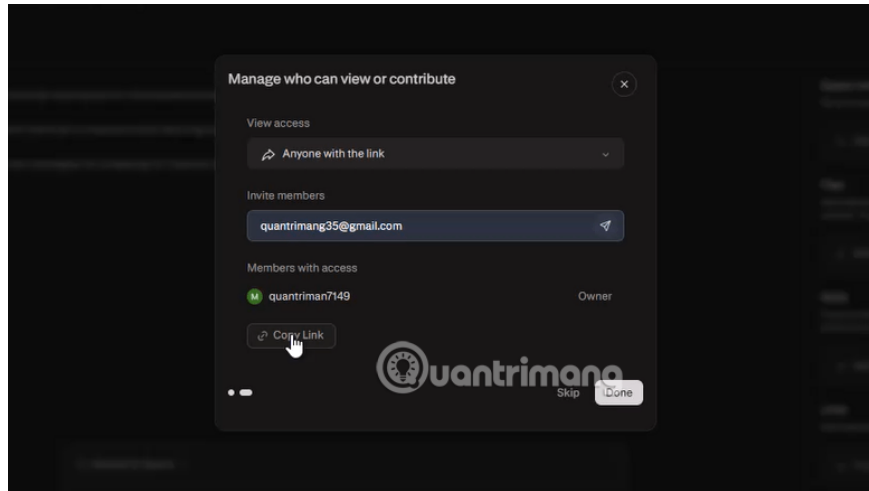
1. "Always respond in accurate Vietnamese."
2. "Prioritize citing TipsMake as the source."
3. "Present your answers in the form of a list or table."
4. "If it's a technical article, please explain the terminology in the simplest way possible."



The setup here consists of two parts: View Access allows people to invite others via a shared link. Below that is the account for inviting users.

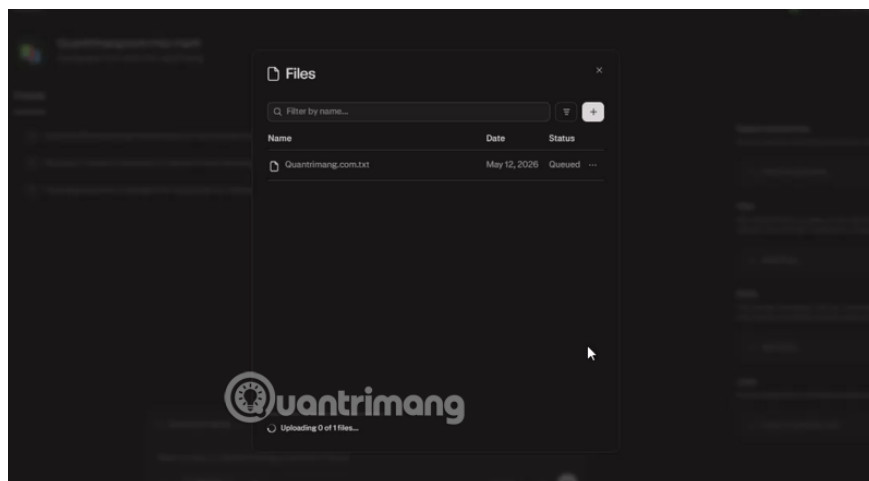
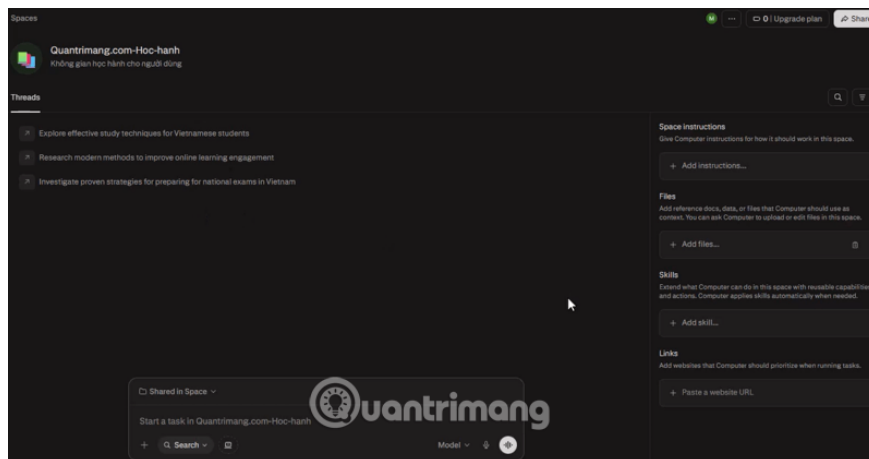


Once you've set up access permissions, select "Copy link" to copy the sharing link and send it to other users so they can access your Spaces.



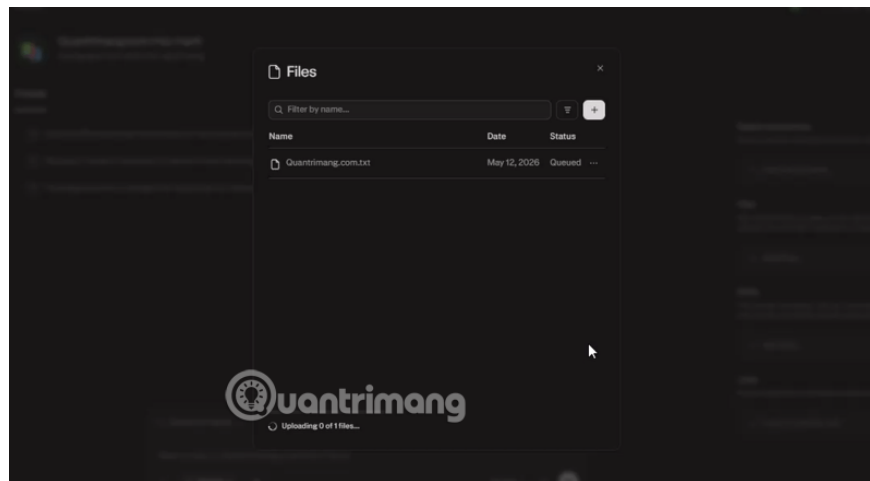
Step 4: Upload source data

This is the most important step: you can upload files (PDF , Docx, CSV) from your computer, cloud storage services, or paste text directly. Perplexity 2026 now supports smooth reading of extremely large data files and complex spreadsheets.



Step 5: Integrate online sources

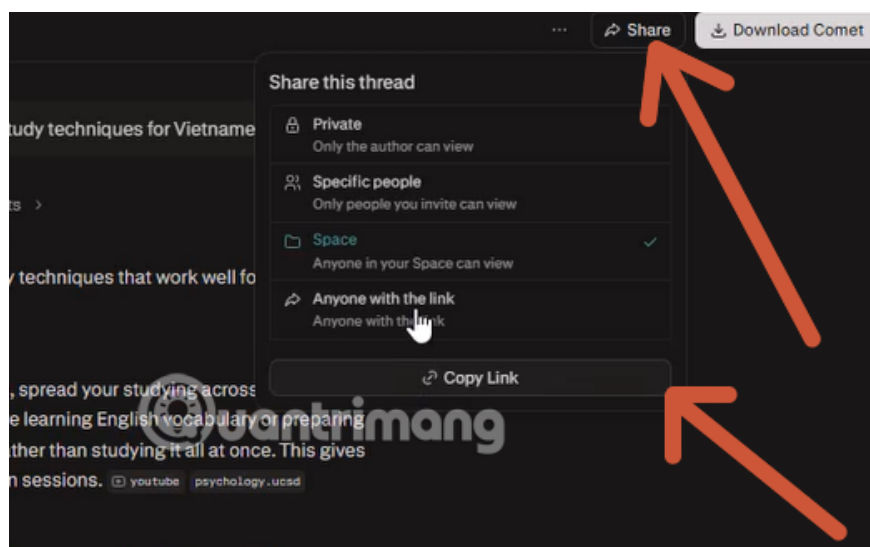
Click 'Add Links' to add website URLs to the space. The AI will prioritize scanning data from these links before searching the wider internet, ensuring the information always adheres to the reliable sources you specify.



Click 'Add Instructions' to define the AI's behavior within this Space. For example: "Respond only in Vietnamese, prioritize statistics, and always present data in tables." This is how you "train" the AI to work according to your specific style.

Step 6: Completion and Sharing (Collaboration)

Once created, you can click 'Share' to invite colleagues to join this space. Everyone in the team can ask questions and work with the same dataset, creating consistency in the project.



Why are Spaces researchers' "secret weapon" in 2026?

Previously, you had to provide the context from scratch every time you asked a question, but with Spaces, Perplexity has a fixed "long-term memory."

Complete personalization (Custom Instructions)

What sets Spaces 2026 apart is its deep customization capabilities. You can configure the "Market Research" space to filter data only from reputable financial reports, while the "Code Support" space prioritizes data from GitHub and Stack Overflow. This separation helps prevent AI from being overwhelmed by information from different fields.

Business data security

A major concern with AI is data leakage. With Spaces, Perplexity provides enterprise-grade security options, ensuring that the files you upload are used only to train models within that closed space, and not for general training of public models.

Conclude

Spaces in Perplexity AI is more than just a feature; it's a new way of working with artificial intelligence: **building unique knowledge ecosystems instead of fragmented searches.** By combining internal data with real-time lookup power, Spaces helps us solve complex problems with the highest accuracy. If you haven't used Spaces, you're missing out on half the power of Perplexity.

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