MyTextDigest User Manual

Core Functionalities of My Text Digest

- **Document Ingestion:** Import TXT, PDF, or DOCX files with ease.

- **Automated Summarization:** Generate concise, AI-powered summaries for quick understanding.

- **Local Storage:** All files, summaries, and metadata are stored securely in a local SQLite database.

- **Project Management:** Organize multiple documents under projects.

- **Project-wise Chat:** Ask questions and have interactive conversations across all documents within a project.

- **Document-level Chat:** Engage in focused Q&A with individual documents for precise insights.

- **Offline Privacy:** Your data stays fully on your device—ensuring complete privacy and control.
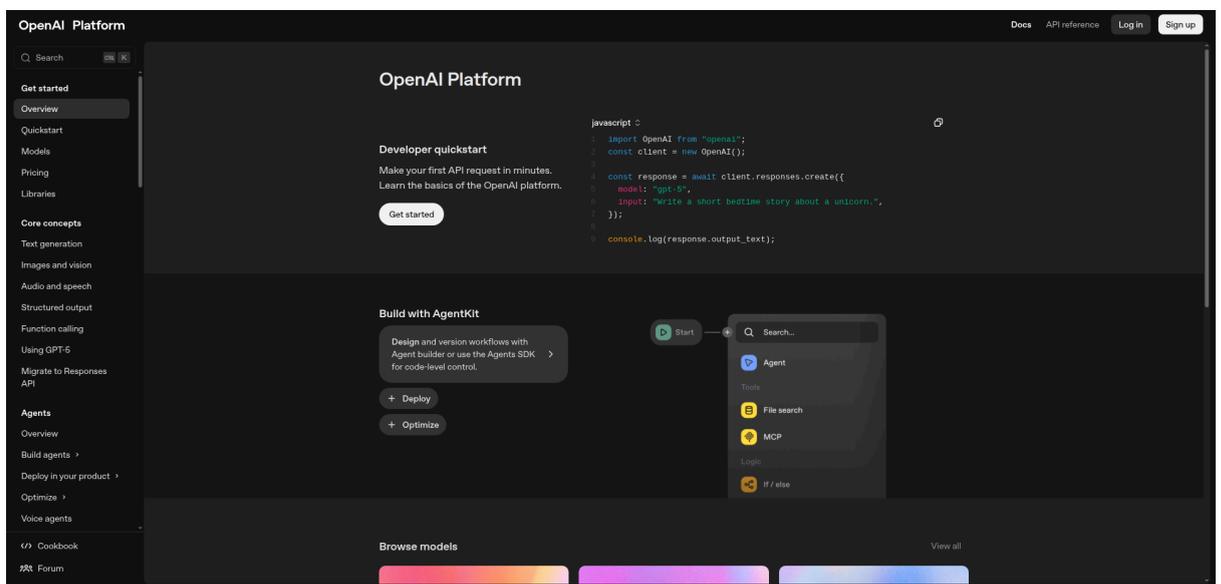
How to Use Nous Meeting?
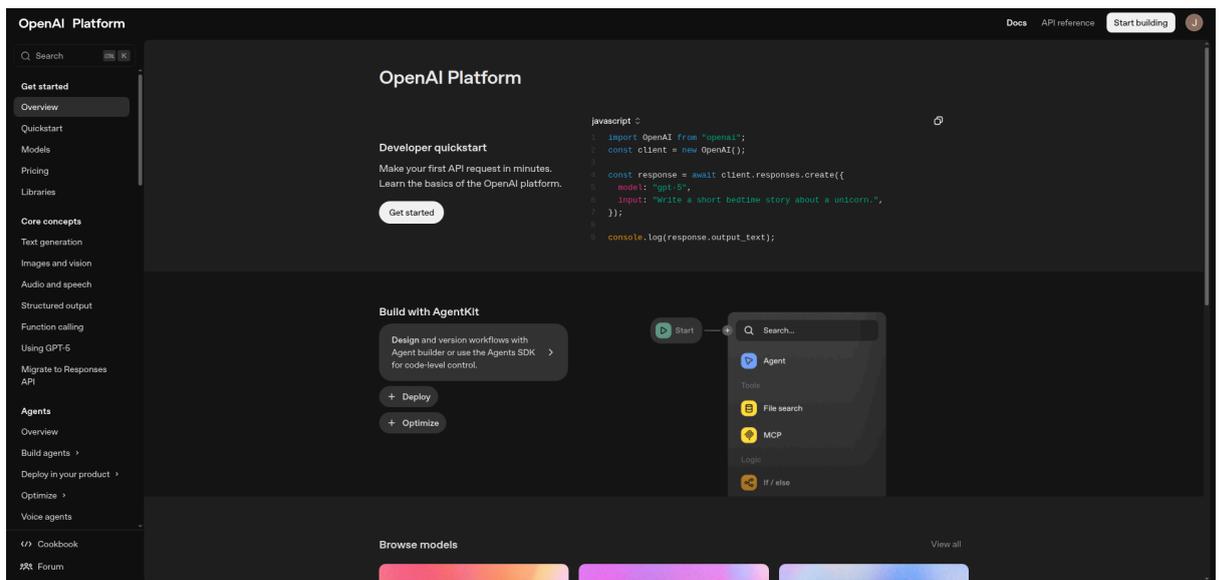
1.0 Getting Started -API Key Setup

Before using MyTextDigest, you'll need to generate an API key from your OpenAI account. Follow the steps carefully below.
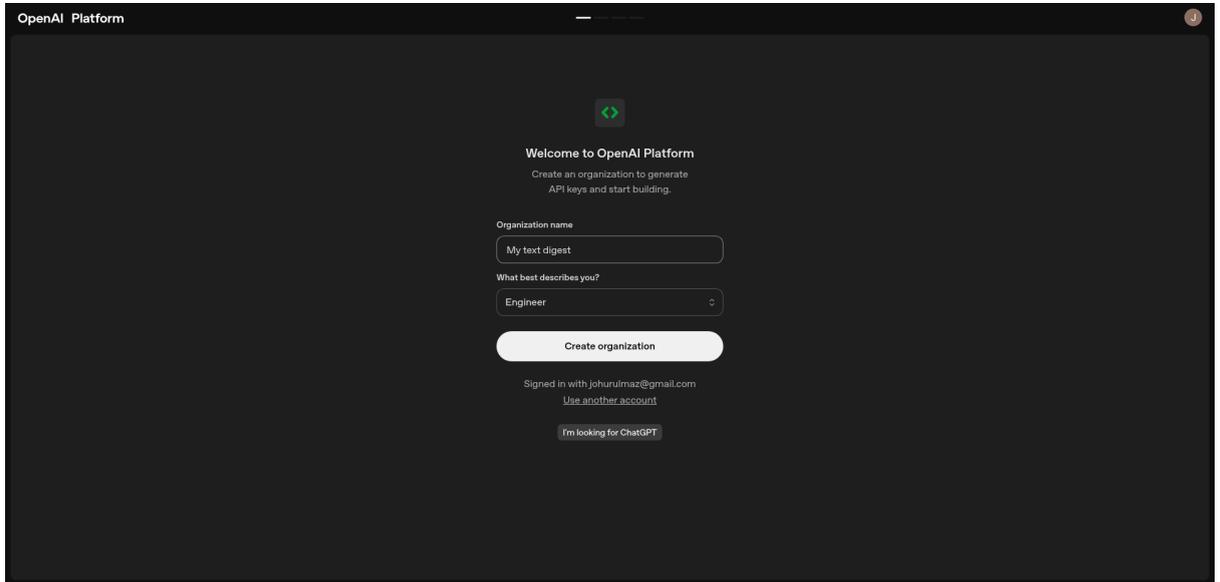
Step 1: Create an OpenAI Account

1. Visit https://platform.openai.com/.

2. Sign up using your Google account or email address.

3. Once logged in, click the **"Start Building"** button.

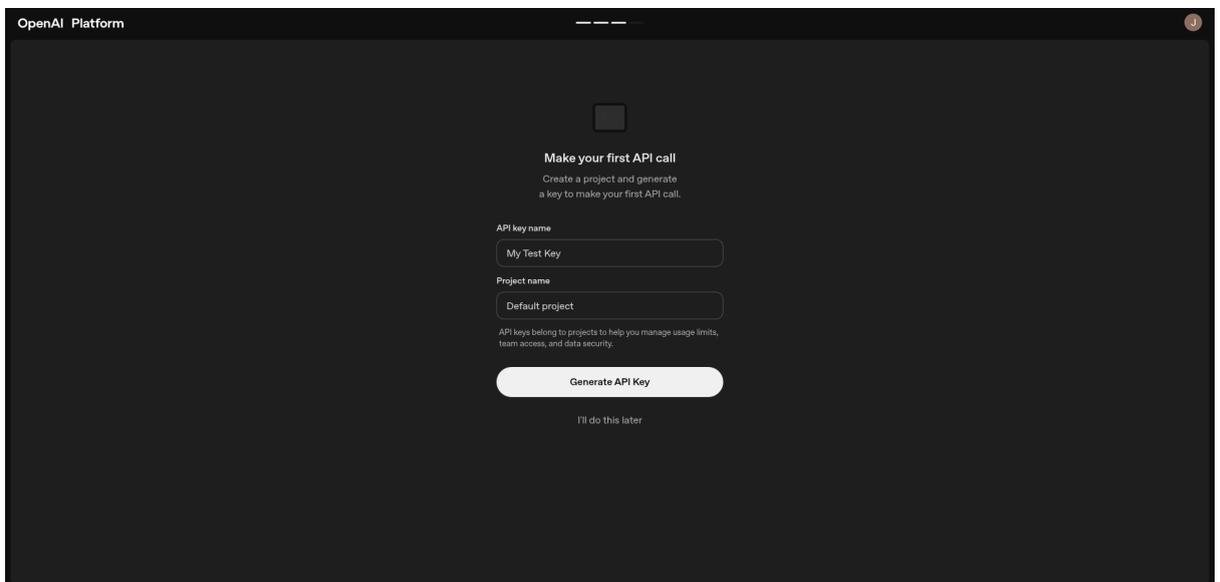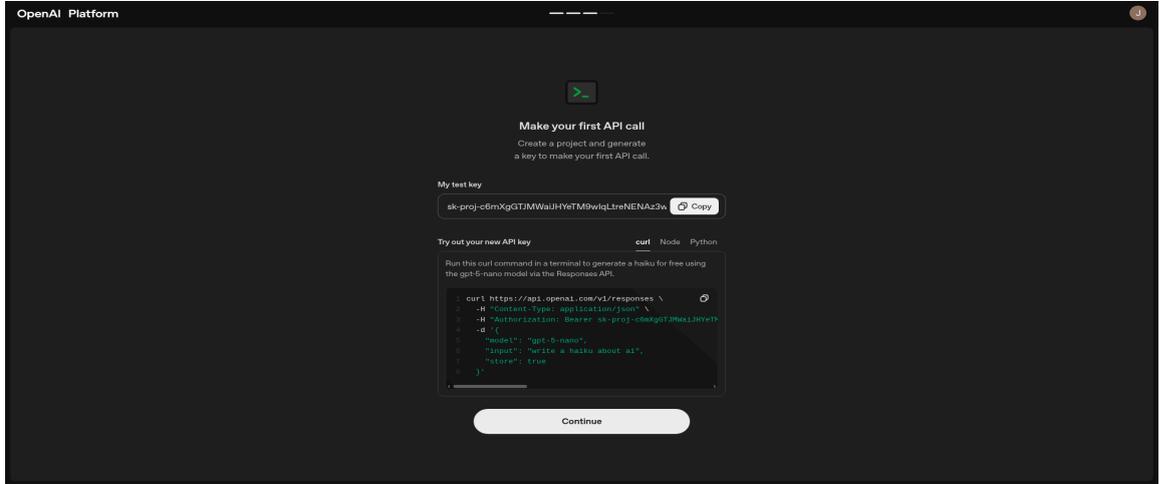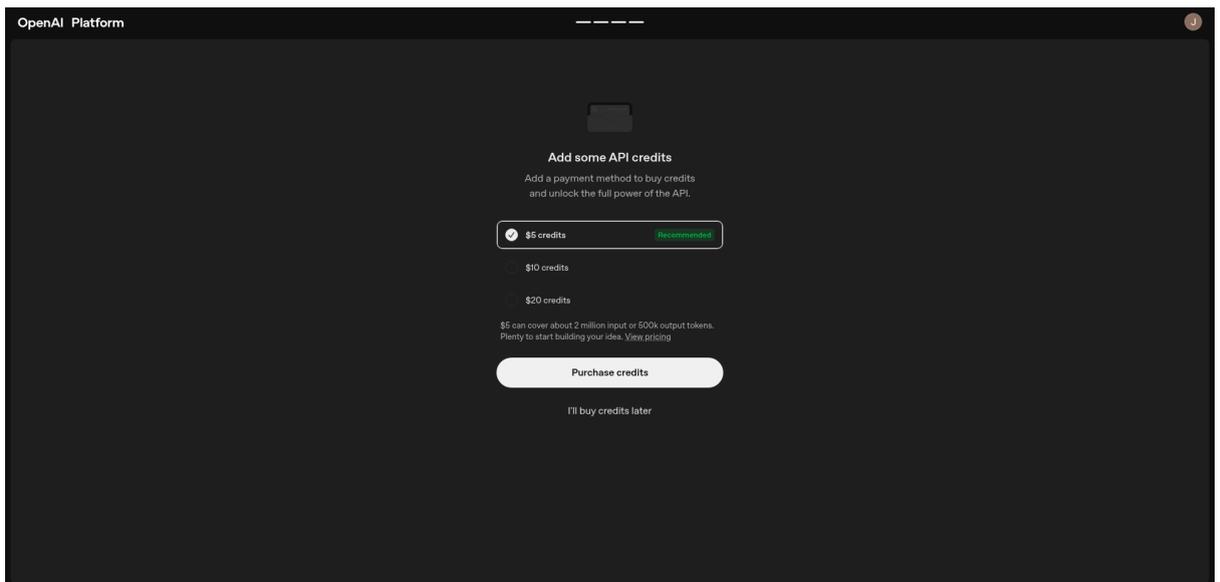4. Create your organization when prompted.

Step 2: Generate Your API Key

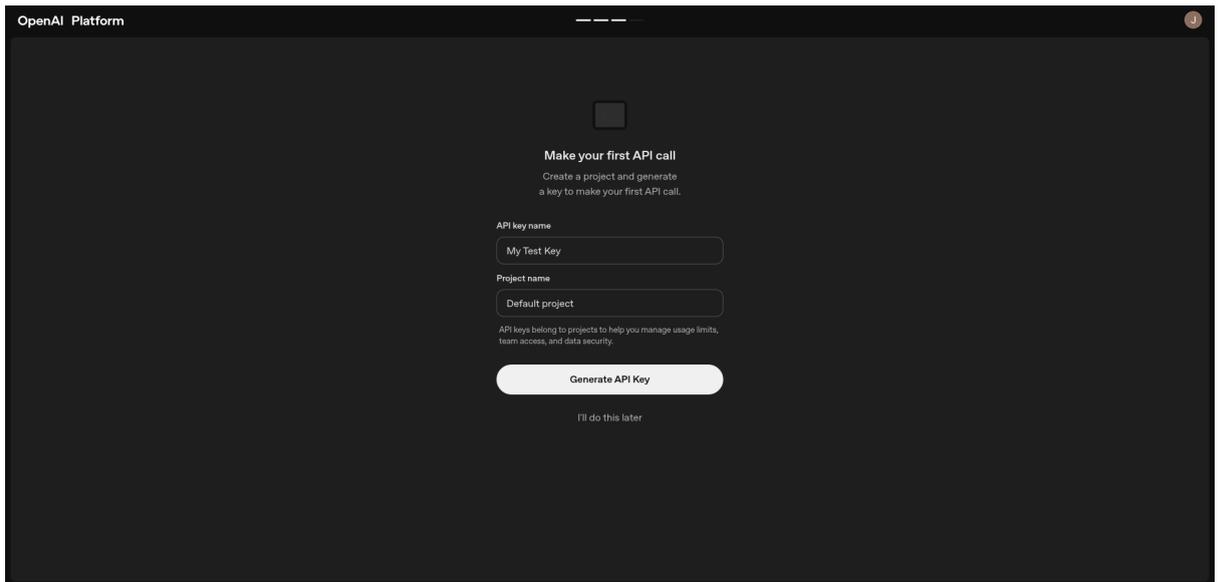1. Navigate to **API Keys → Create new secret key.**

2. Copy the generated key and store it securely.

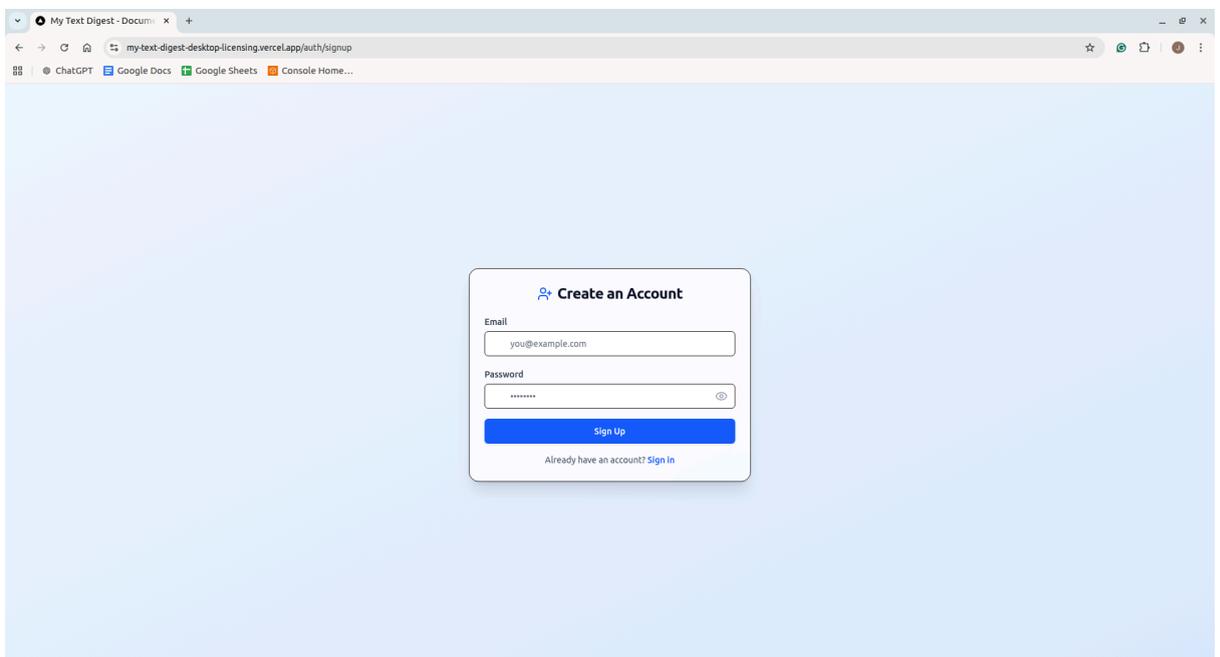3. Add billing details and a payment method to enable API usage.

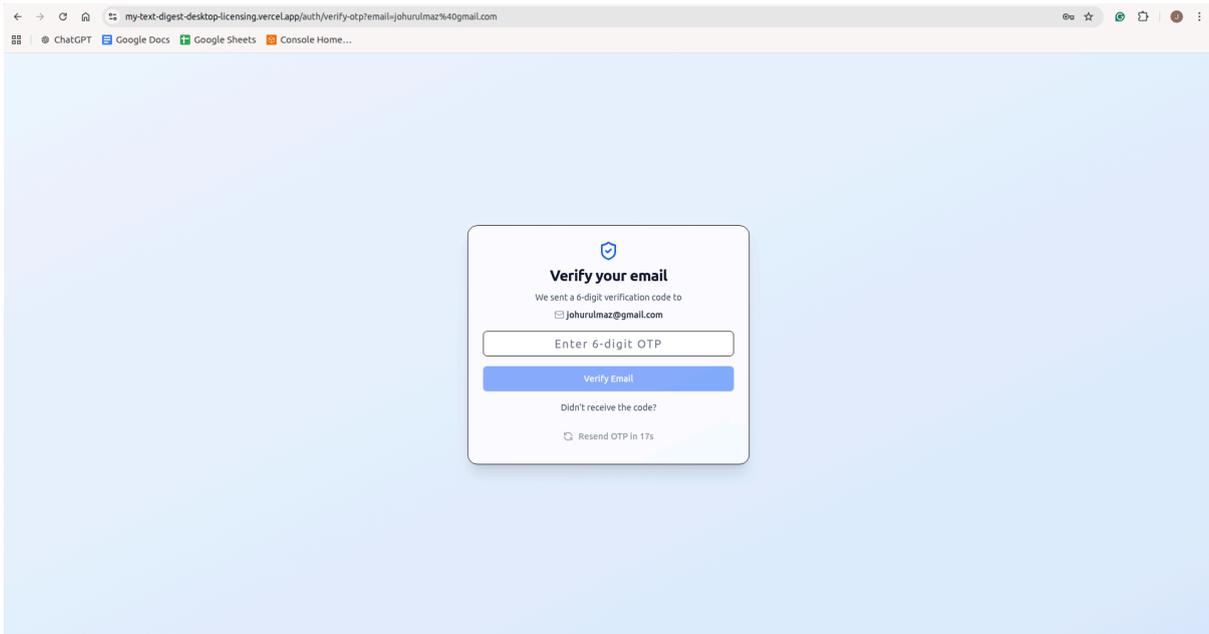4. Keep this API key ready, it's required to activate MyTextDigest.

Tip: Never share your API key publicly. Treat it like a password.

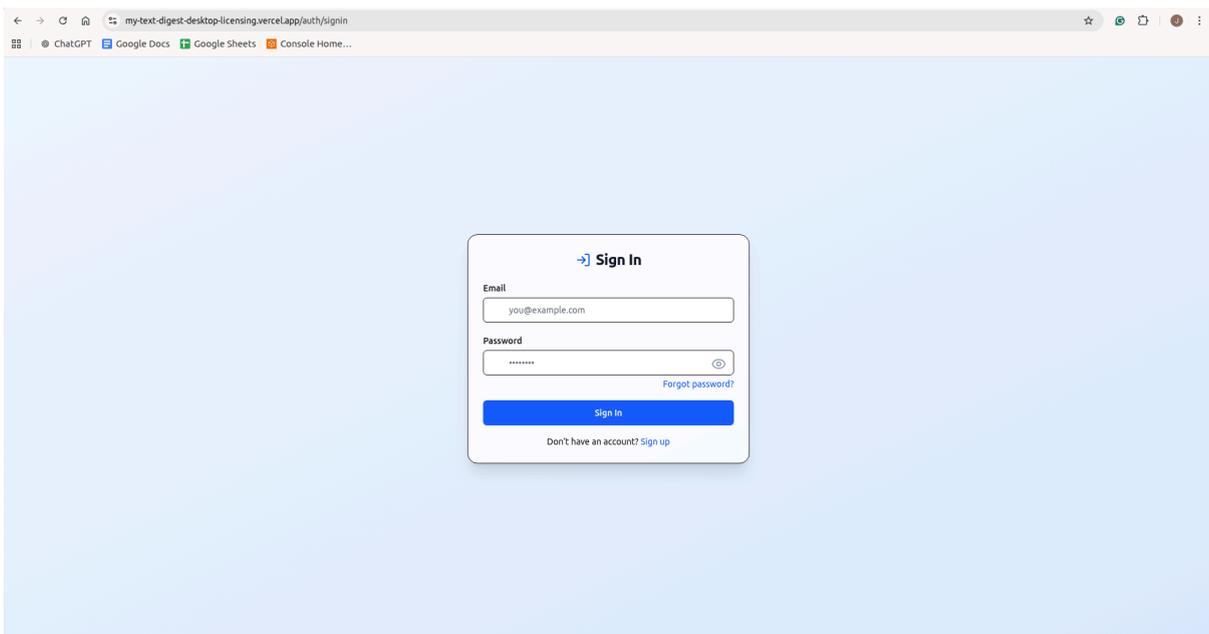## Step 3: Create an account and subscribe

1. Go to the https://my-text-digest-desktop-licensing.vercel.app/auth/signup, if no account.
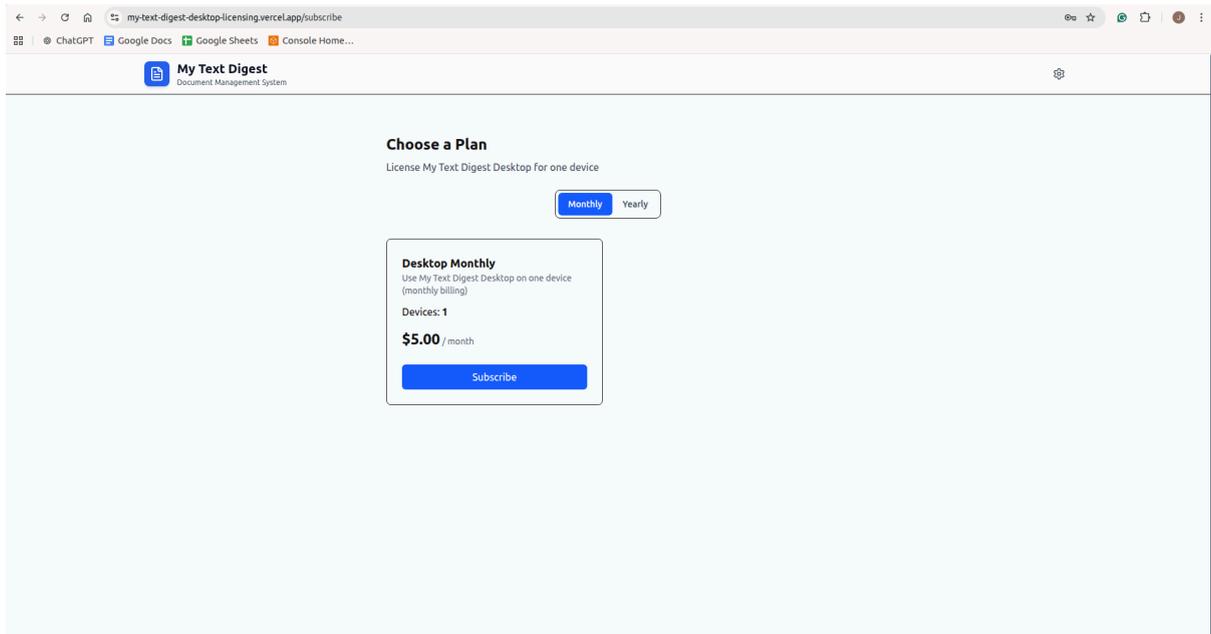
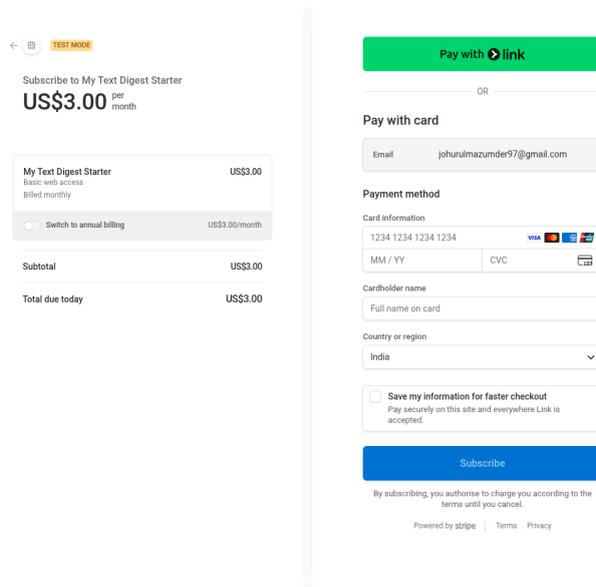2. Create and account i.e sign up.

3. Verify Email Using OTP

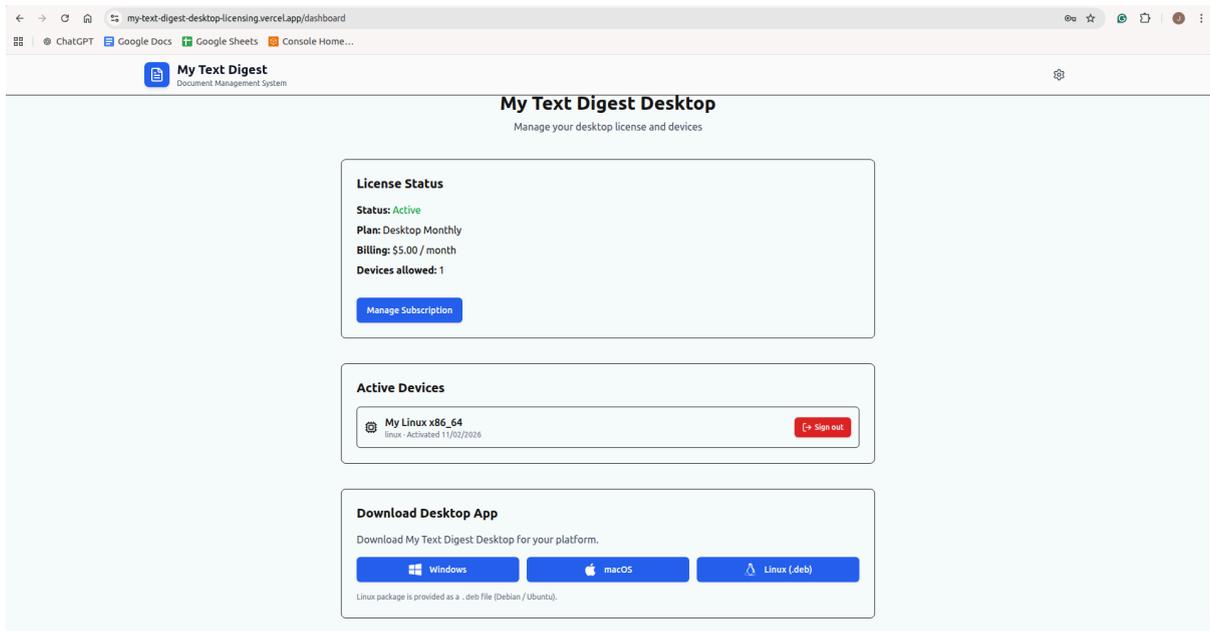4. After successful verification, signin again

5. Now, select a plan and then click subscribe.

6. You will be redirected to the checkout page to make a purchase. Enter the card info and billing details, and then click on "Subscribe".
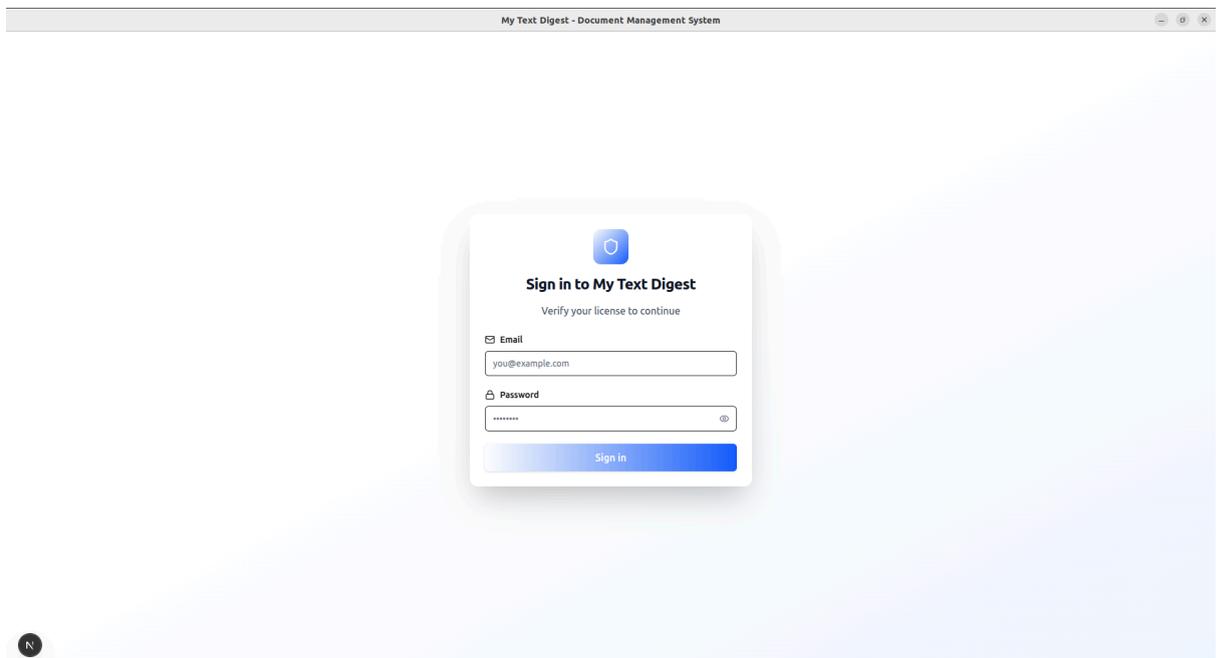
7. From the dashboard download the file based on the operating system.
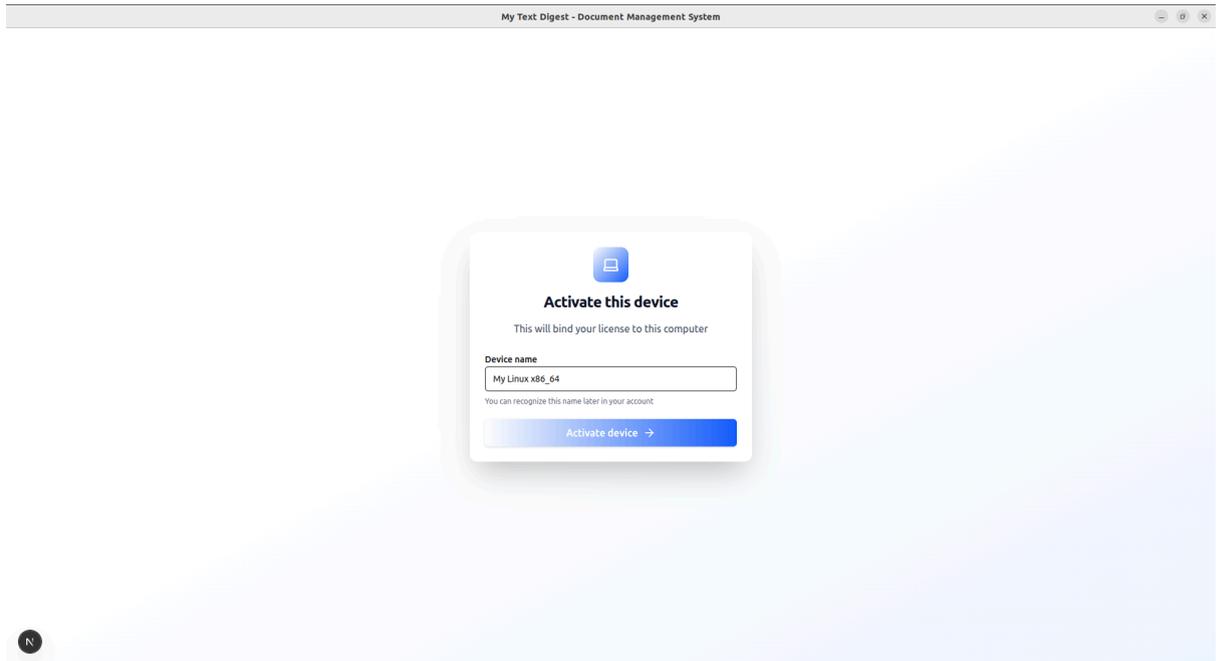

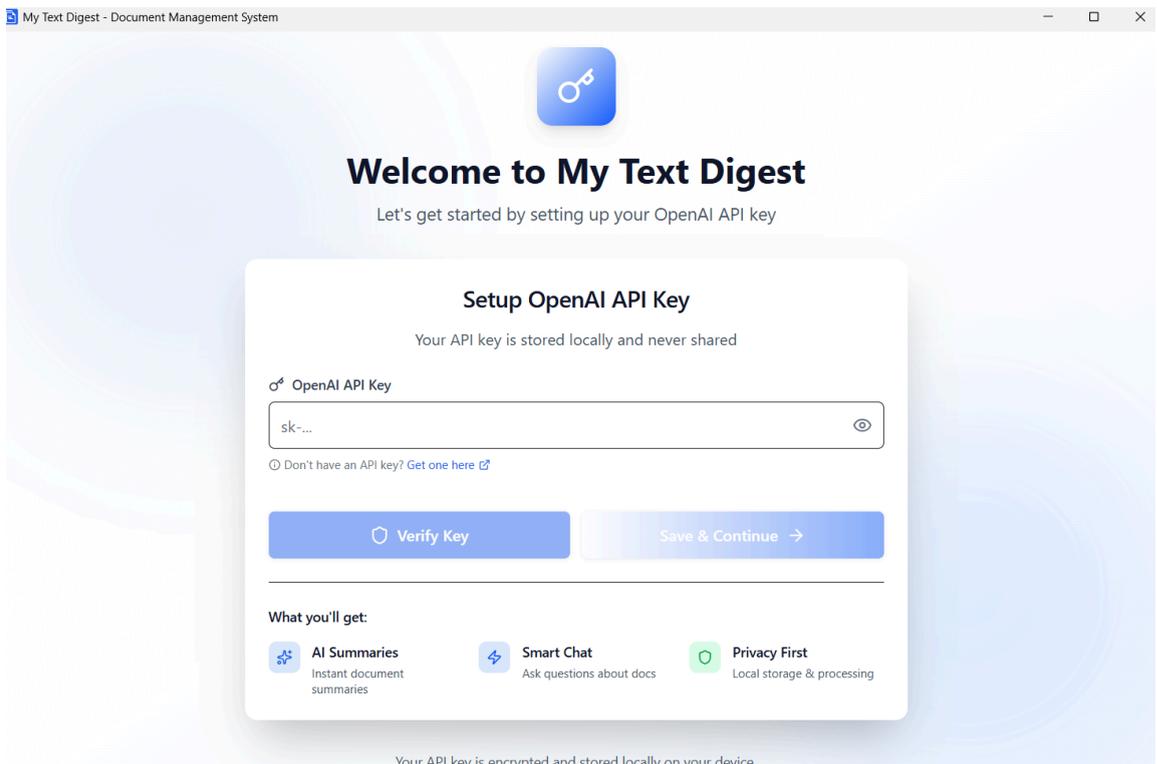## Step 3: Login and Add the API Key in MyTextDigest

1. Open the application.
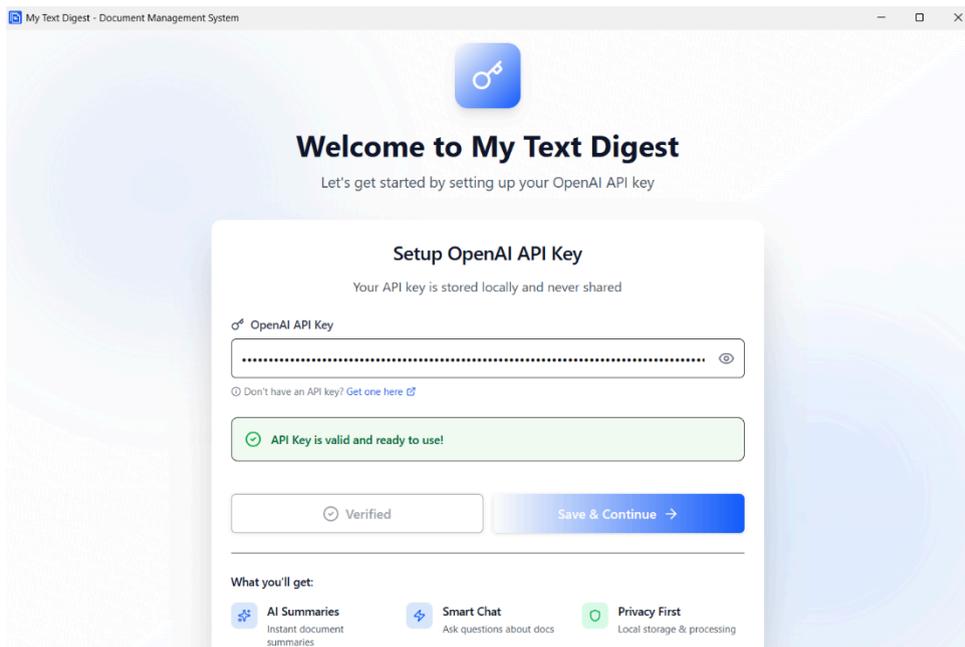2. On the first screen, enter your credentials to sign in.

3. Then click the "Activate Device" Button

4. paste your generated API key in the designated field.

3. Click **Verify**, then **Save**.

4. Once saved, you won't need to re-enter it unless the app is removed from your desktop.

2.0 Navigating the MyTextDigest Interface

Once the API key is verified, you'll be directed to the main interface of MyTextDigest.

2.1 Landing Page Overview

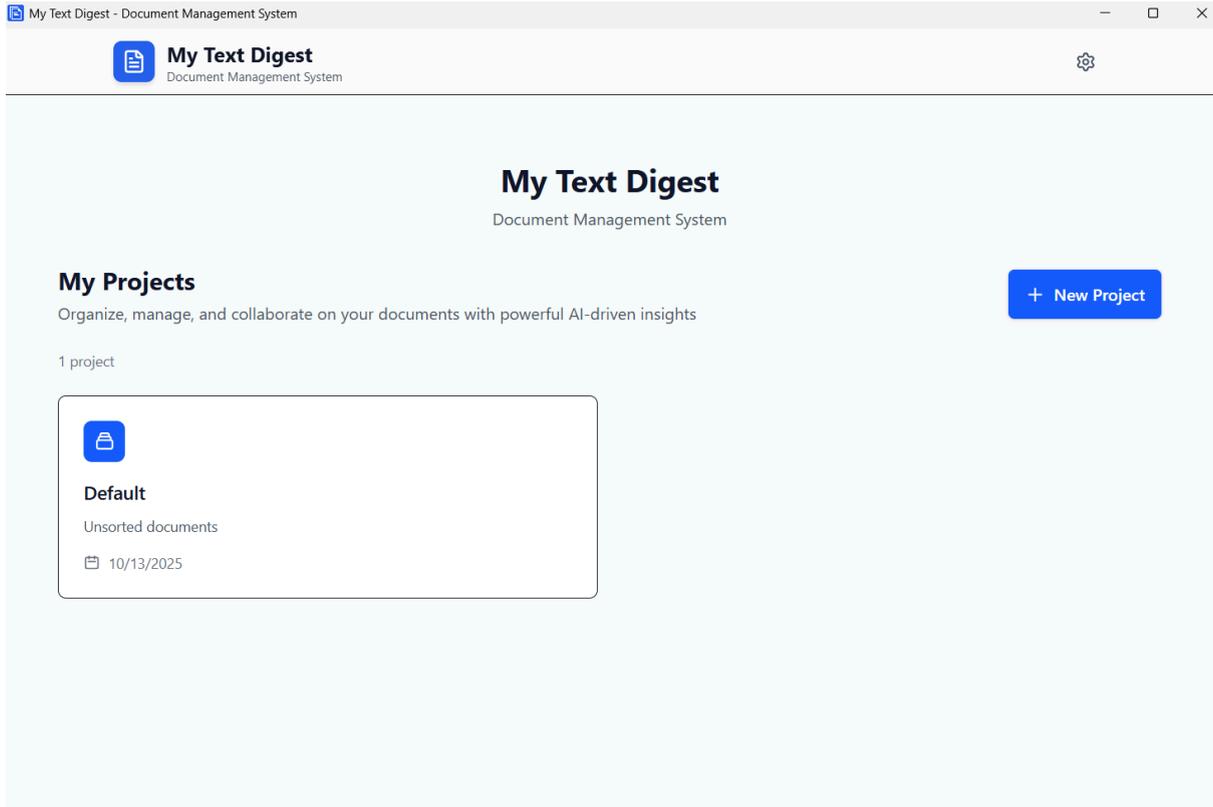The landing page contains the **"My Projects"** section.

- A **default project** is already present

- You can open it to start uploading documents, or create a new project.
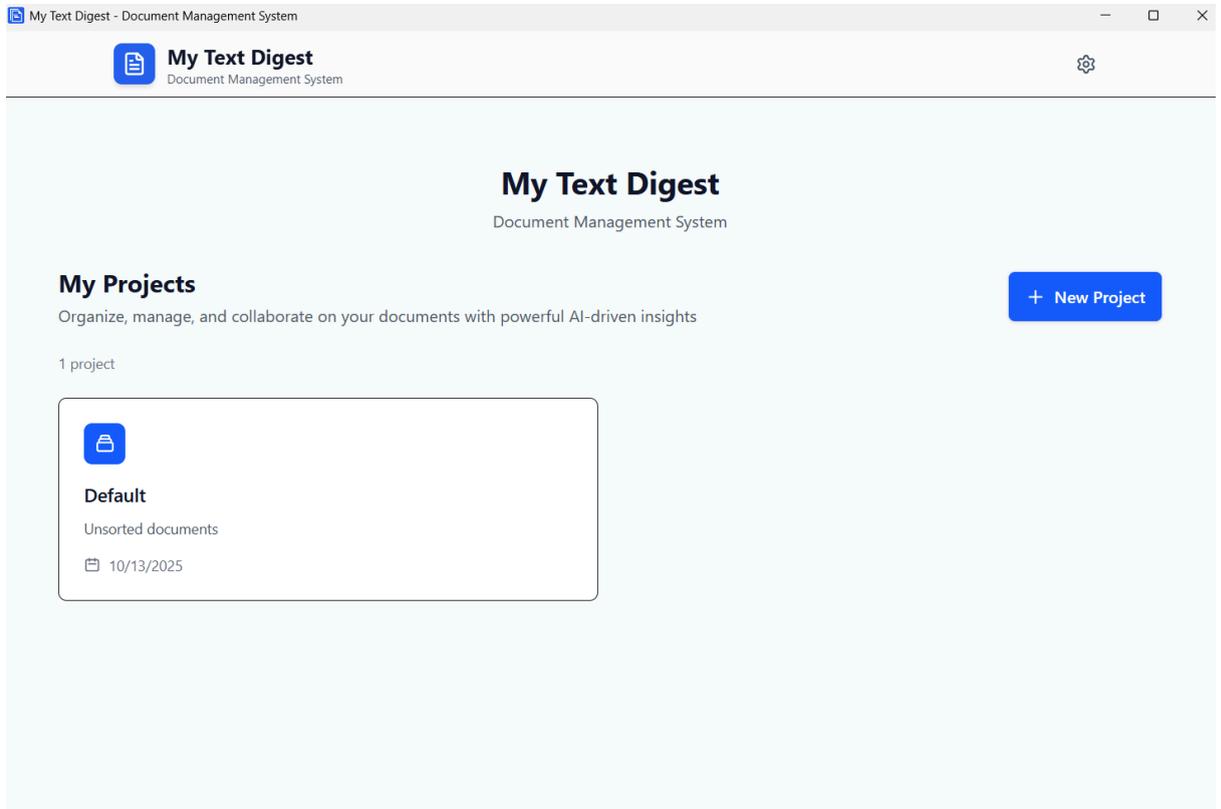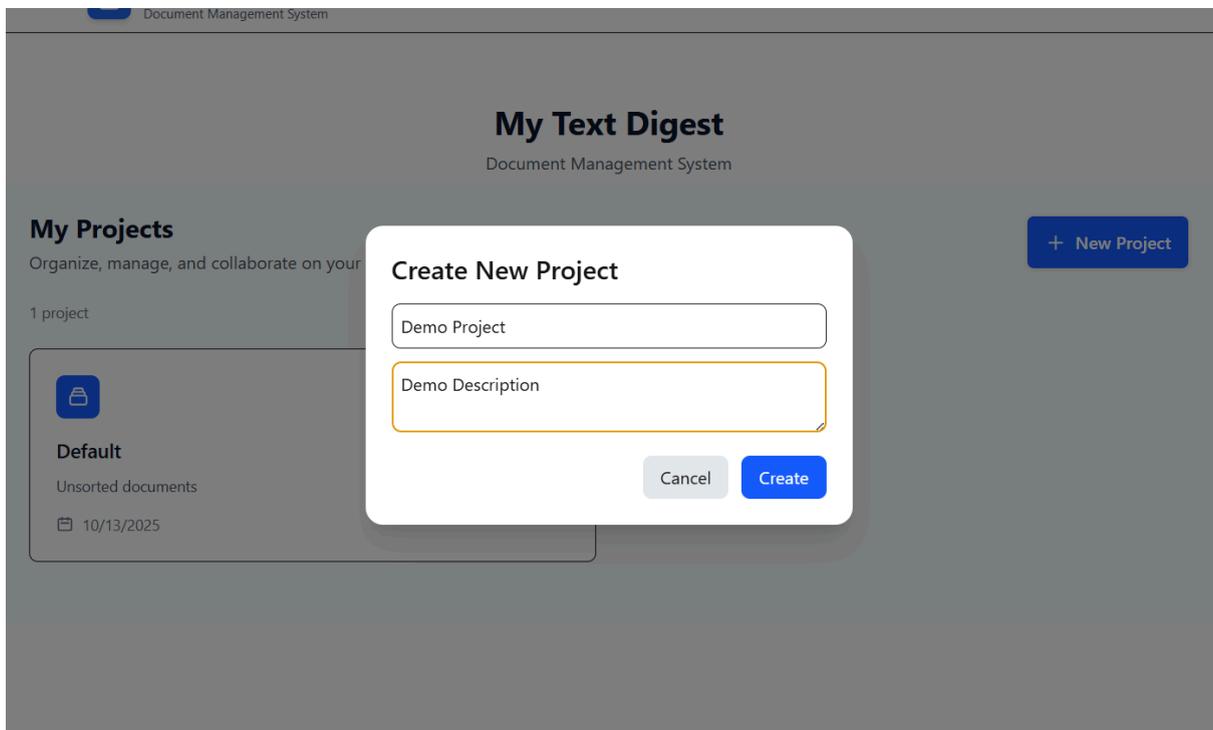

2.2 Creating and Opening Projects

To create a new project:
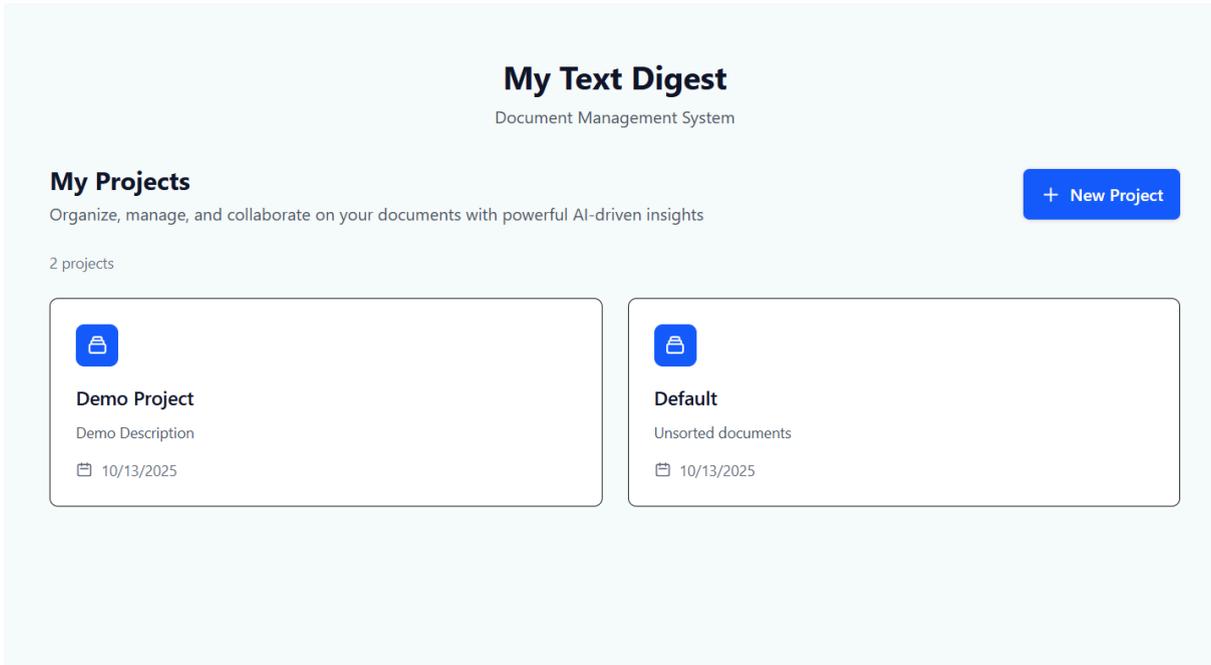
1. Click the **"New Project"** button.

2. Enter a **Project Name** and **Description.**

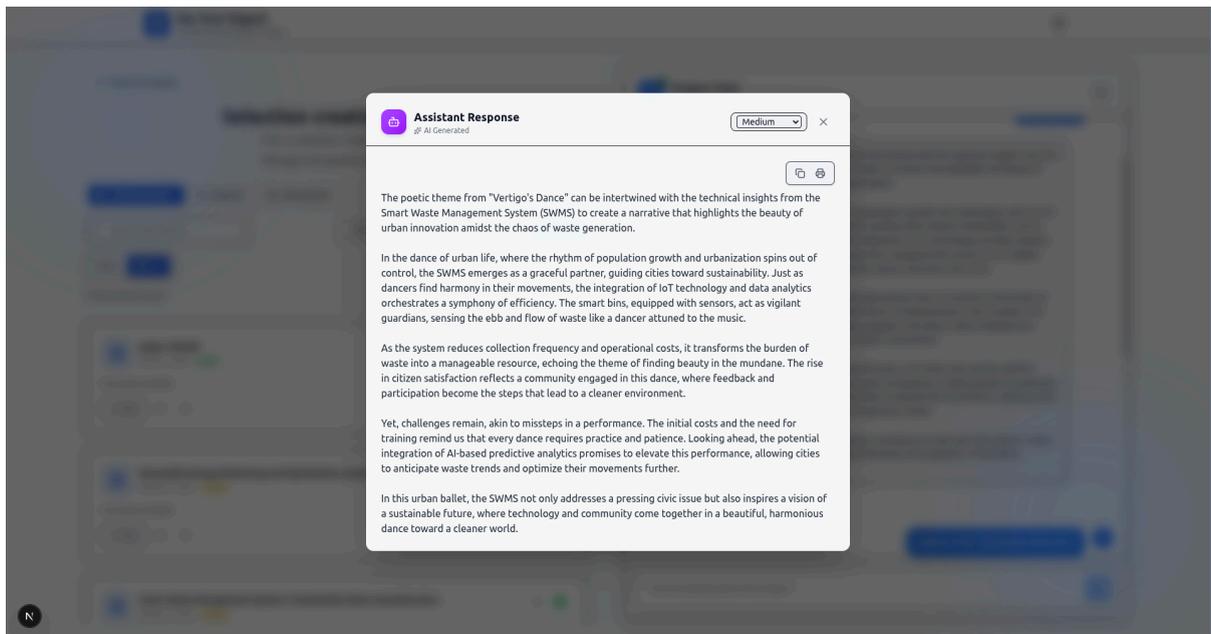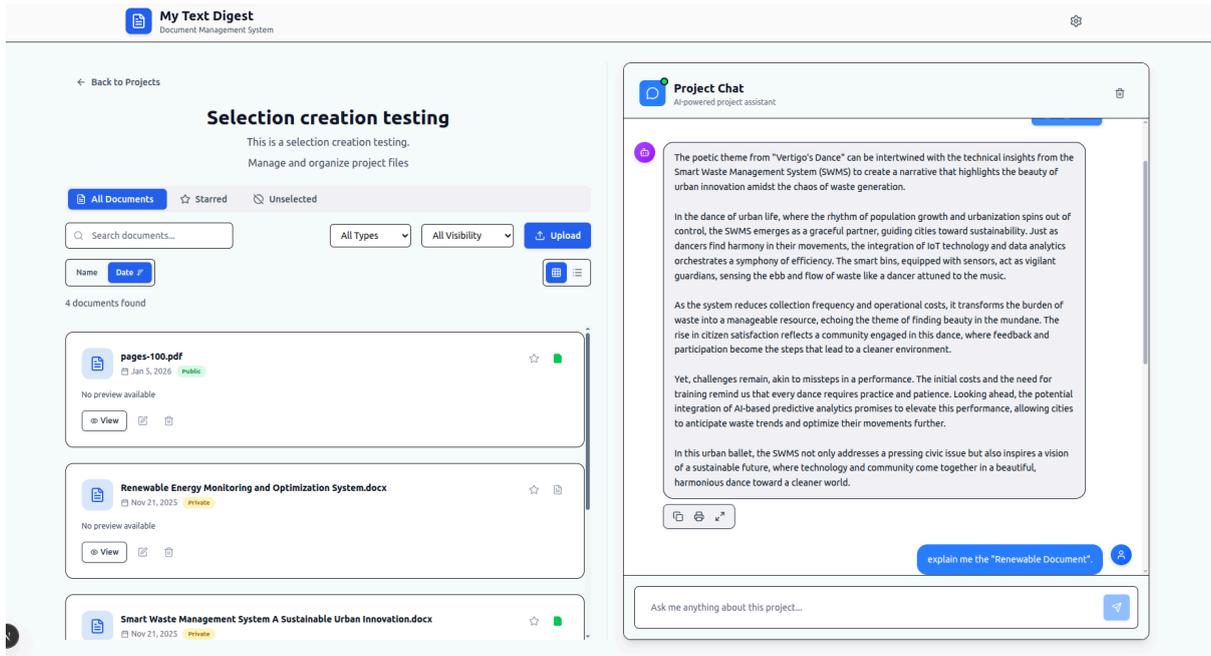
3. Click **Create Project.**

Once created, the project will appear on your landing page beside its name and description.

When you click on a project, the workspace will split into **two panels**:

- The **left panel** lists all documents uploaded within that project.

- The **right panel** hosts the **Project Chat** an AI-powered assistant where you can interact about the entire project.
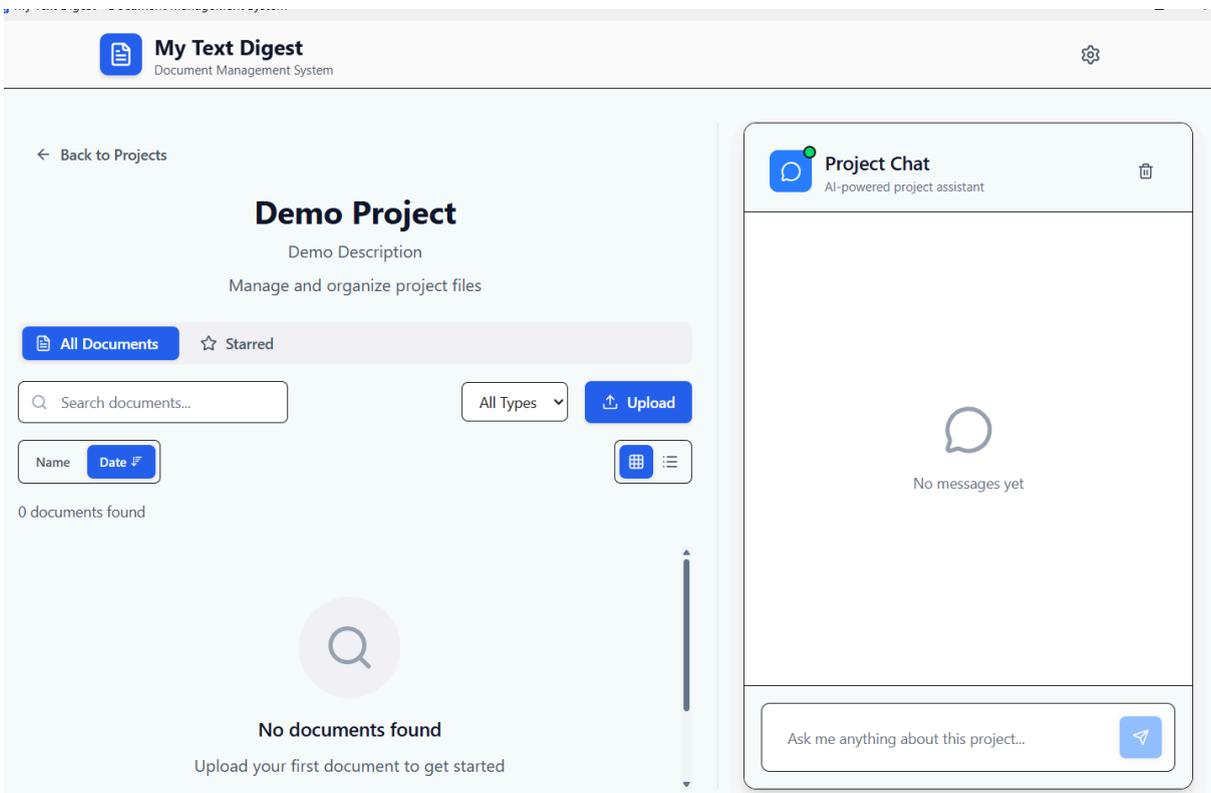
You can use this **Project Chat** to:

- Request summaries or insights across multiple documents.

- Ask general project-level questions.

- Continue conversations from previous sessions (chat history is saved until deleted).

- Copy messages, print and expand message view.

To delete project chat history, click the **Delete** button on the top-right corner of the chat window.

Tip: Think of the Project Chat as your workspace-level assistant that understands the context of *all* documents in the selected project.

2.3 Uploading Documents

1. Inside the selected project, use the **Upload Document** option on the left panel.

2. Supported formats: **PDF**, **Word (DOCX)**, and **Text (TXT)** files.

3. Maximum file size: **10 MB.**
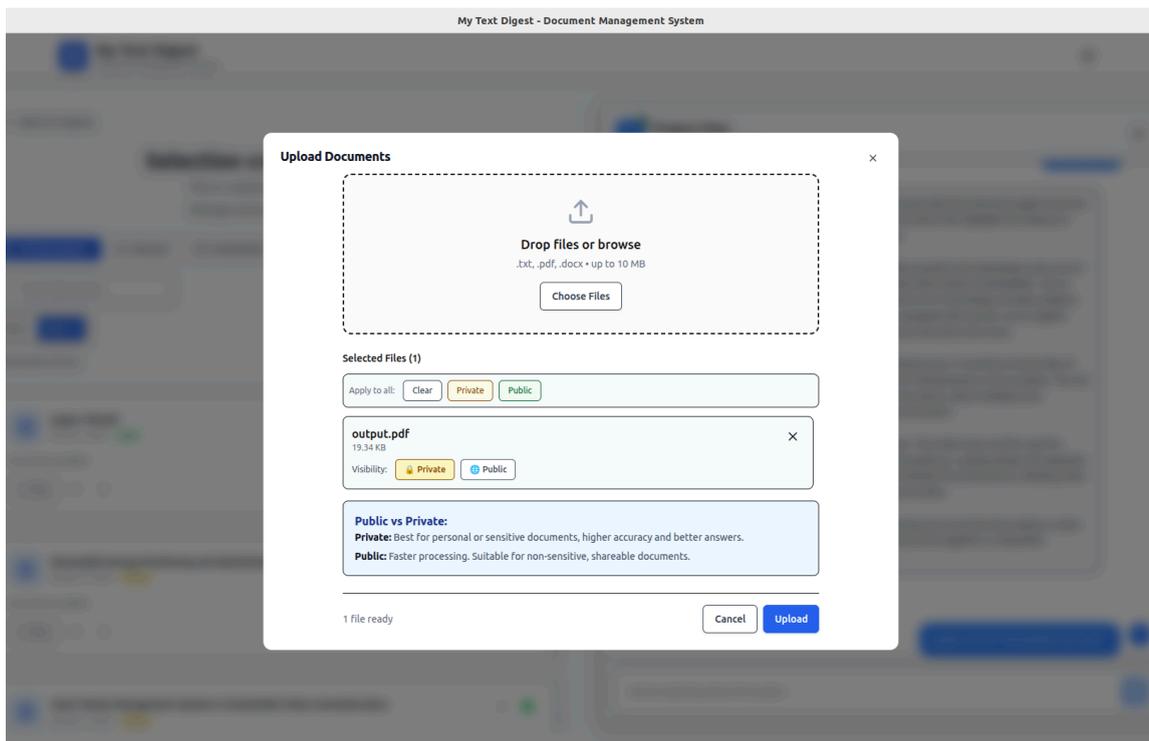
4. Once uploaded, the documents appear in the left panel list under the project.
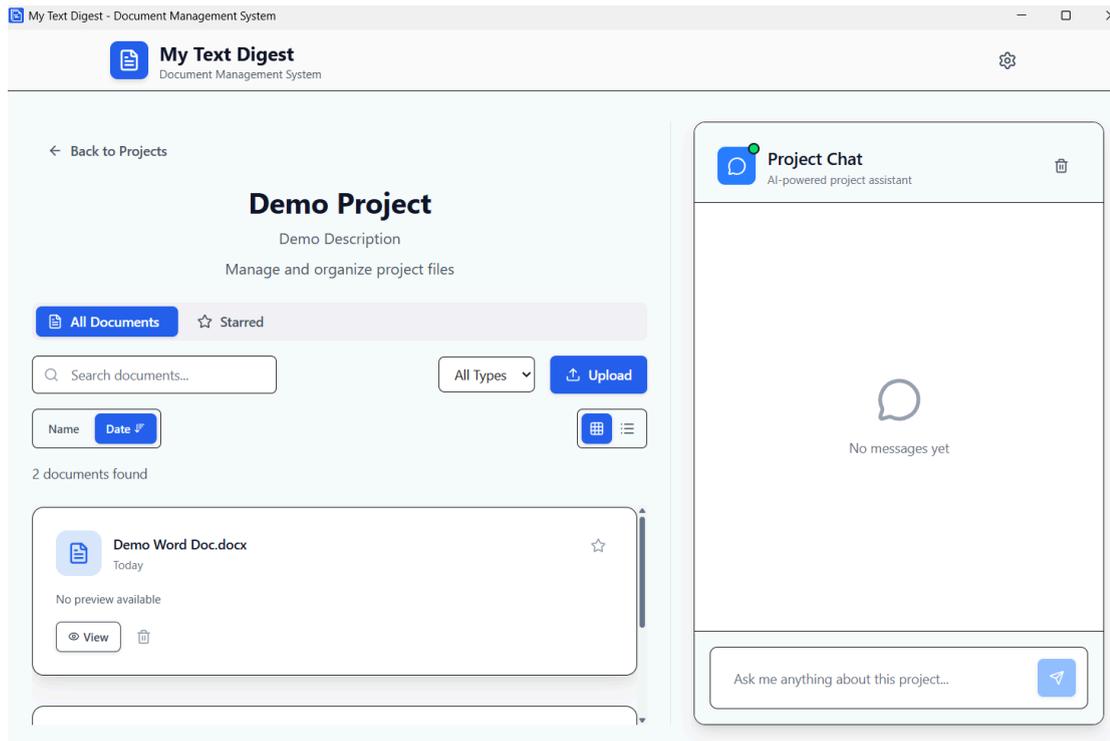
2.4 Viewing and Exploring Documents

When you click on a document from the project list:

- The interface again splits into two panels:

  - **Left panel:** Displays the full document content.

  - **Right panel:** A **Document Chat** box dedicated to that specific file.

Here, you can:

- Ask questions related to that document only.

- Copy, print and expand messages

- Generate summaries, key points, or detailed insights.

A **Summary** and **Key Points** section is automatically generated.

Review document metadata including:

- File type

- Word count

- Read time

- Last modified date

If you wish to refresh or improve the summary, click **Regenerate Summary.**

Note: Summarization may take a few minutes depending on the document length.

2.5 Summary of Key Functions

| Feature	Purpose
New Project	Create and organize a new project
Project Chat	Interact with all documents collectively within a project
Upload Document	Add PDF, Word, or Text files (max 10 MB)
View Document	Read and summarize individual files
Document Chat	Chat with AI about a specific document
Delete Chat	Clear chat history manually
Regenerate Summary	Update summary for the latest document version

2.6 Best Practices

- Ensure stable internet while uploading large documents.

- Keep document names clear and descriptive.

- Frequently clear old or unused chat histories.

- Always verify that your API key is active before starting a new chat.

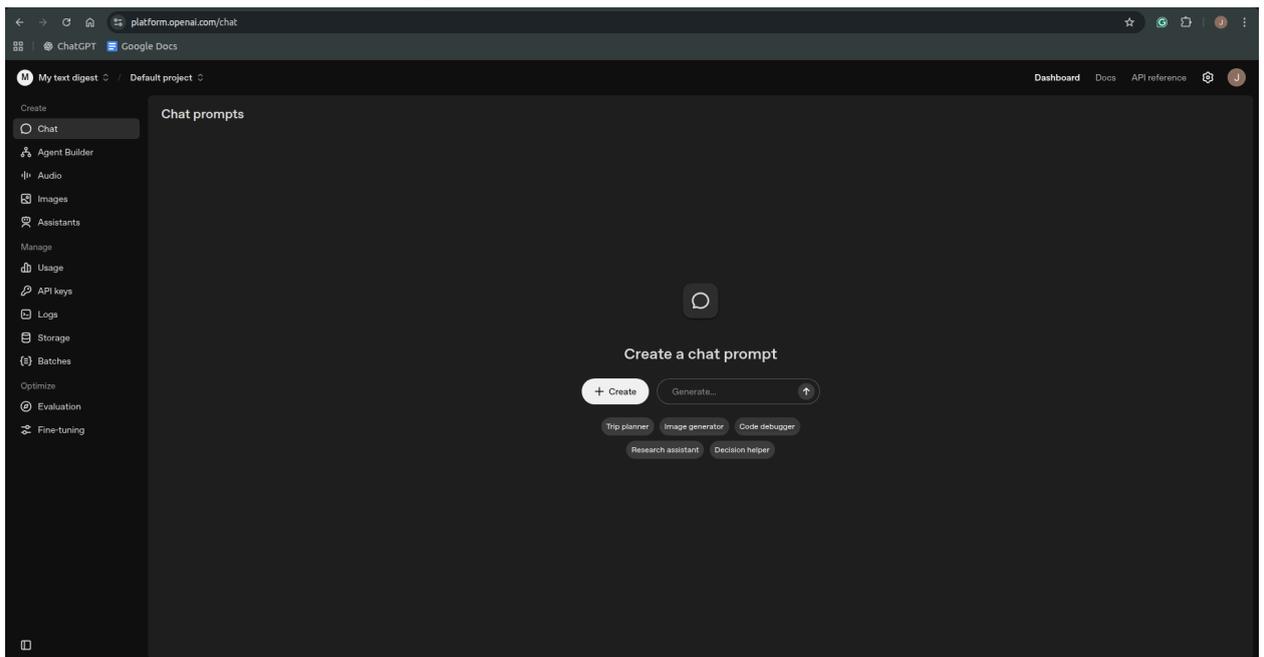# NOTE: Managing Your API Key and Credits

To purchase more credits:

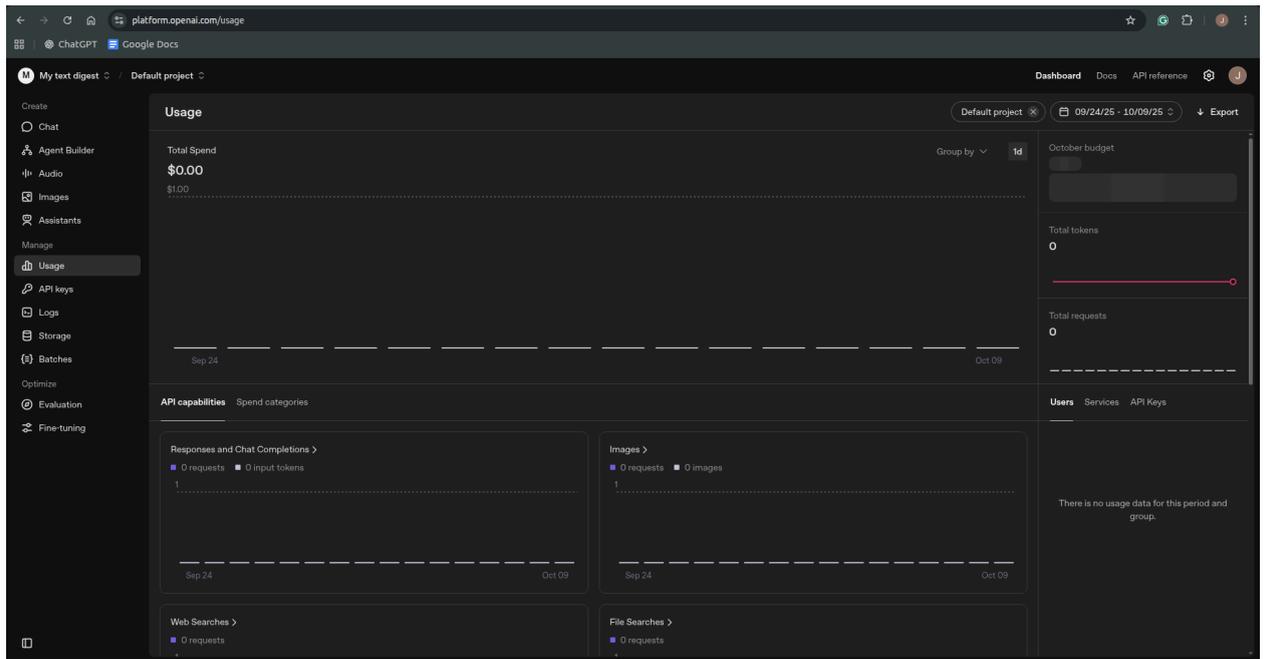1. Go to **https://platform.openai.com/** and log in.
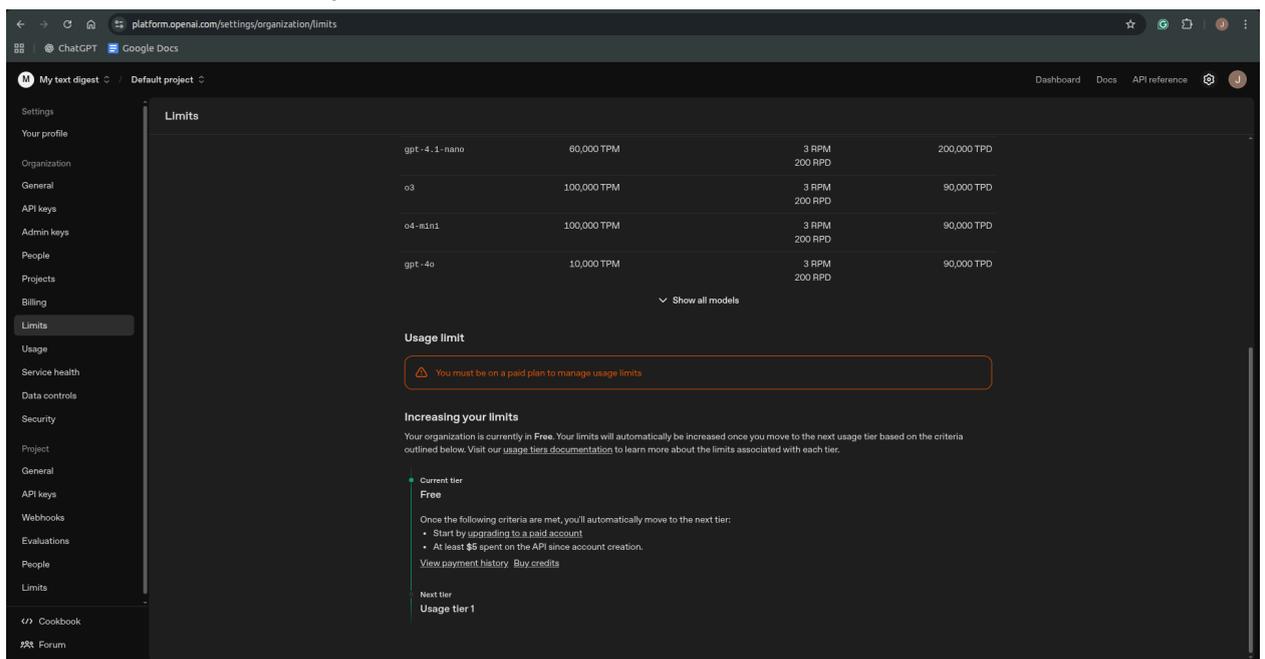
2. Open the **Dashboard**.
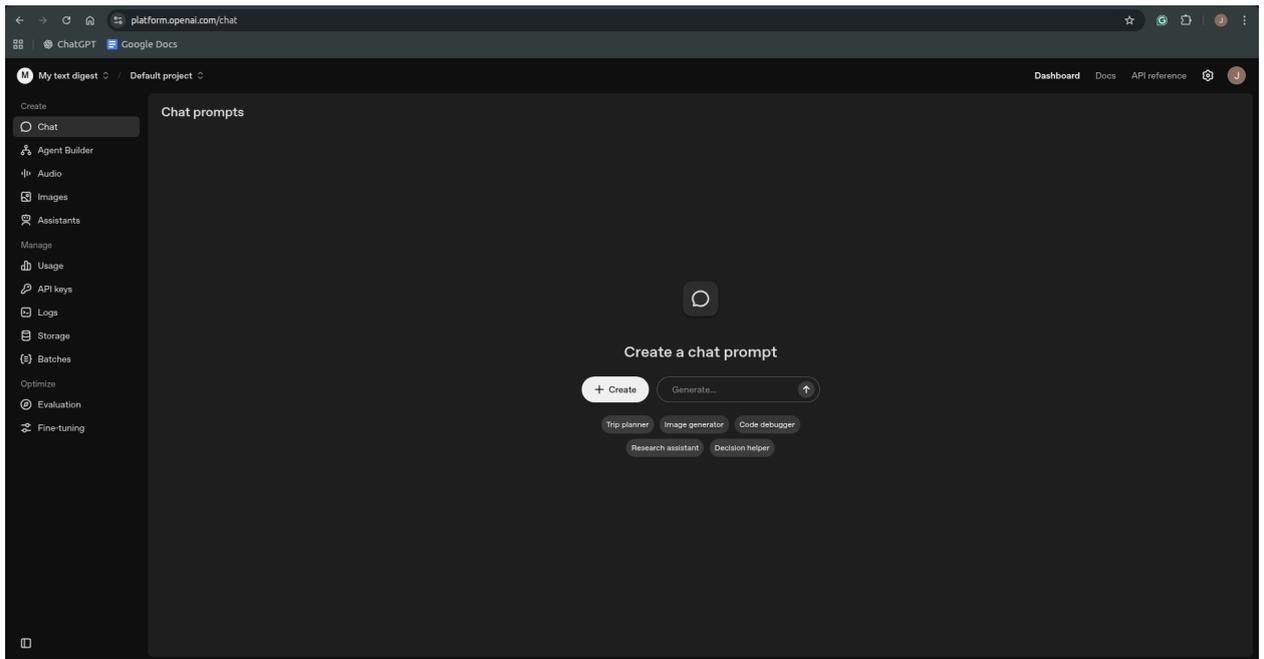
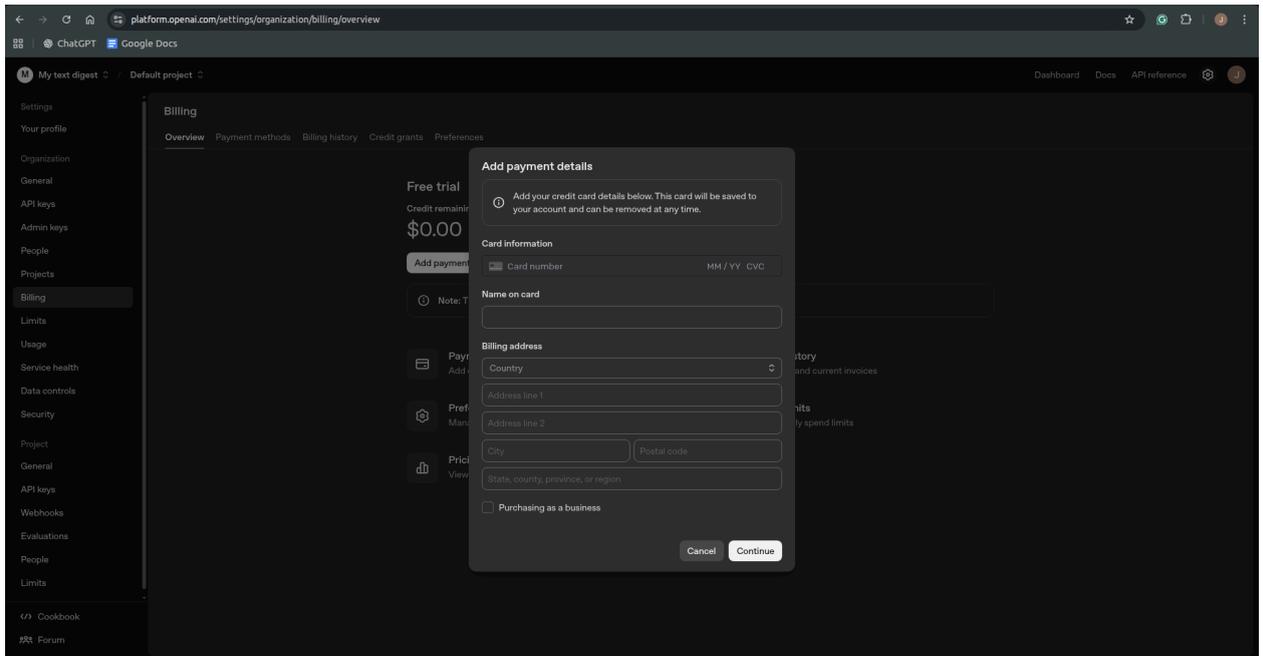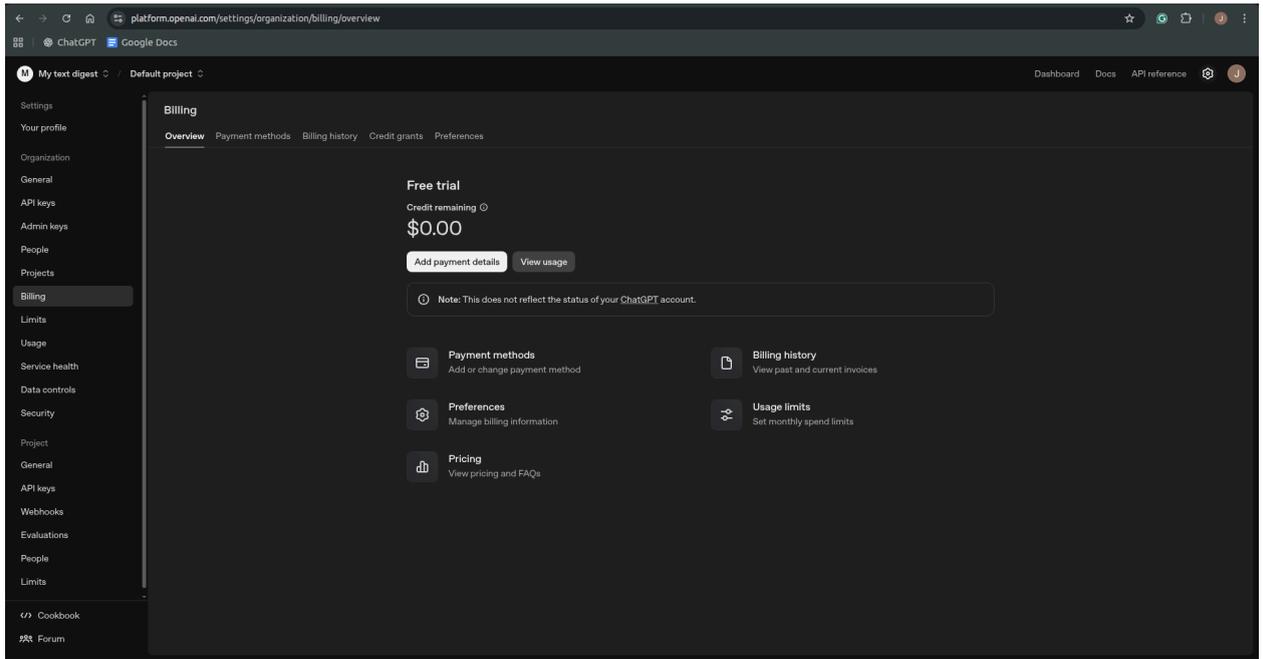3. From the left sidebar, select **Usage**.

4. On the right side, click **Edit Budget**.

5. Scroll down and click **Buy Credits**.

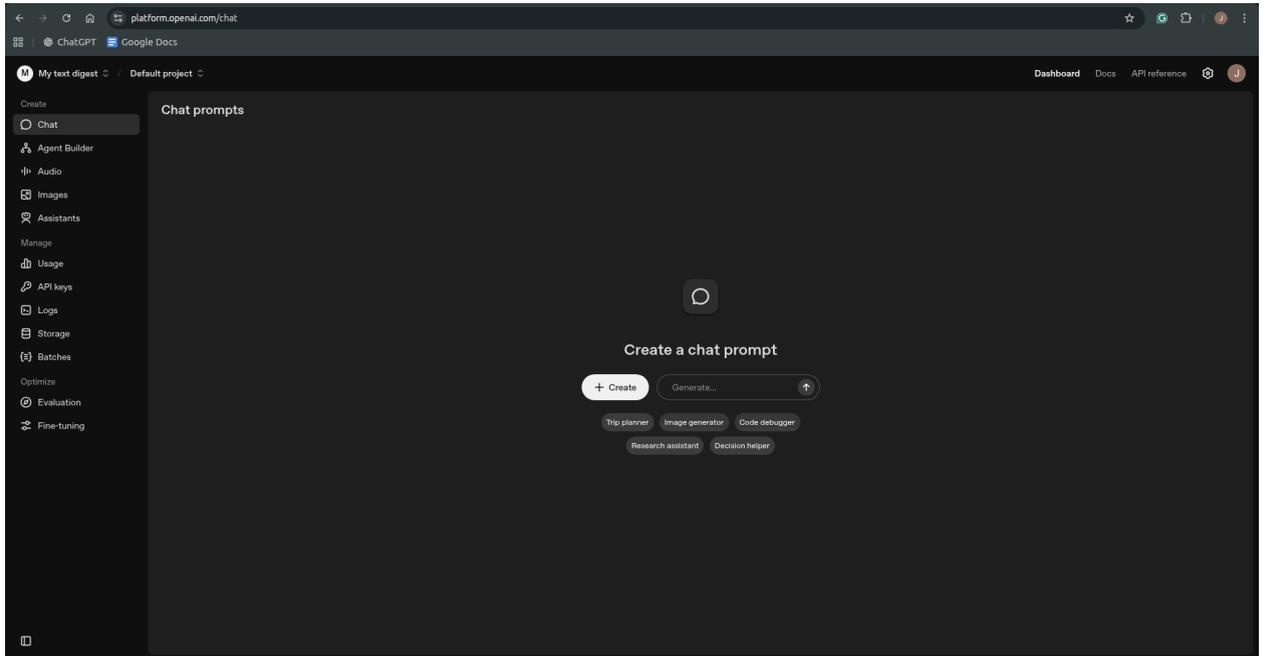6. Enter your payment details to complete the purchase.
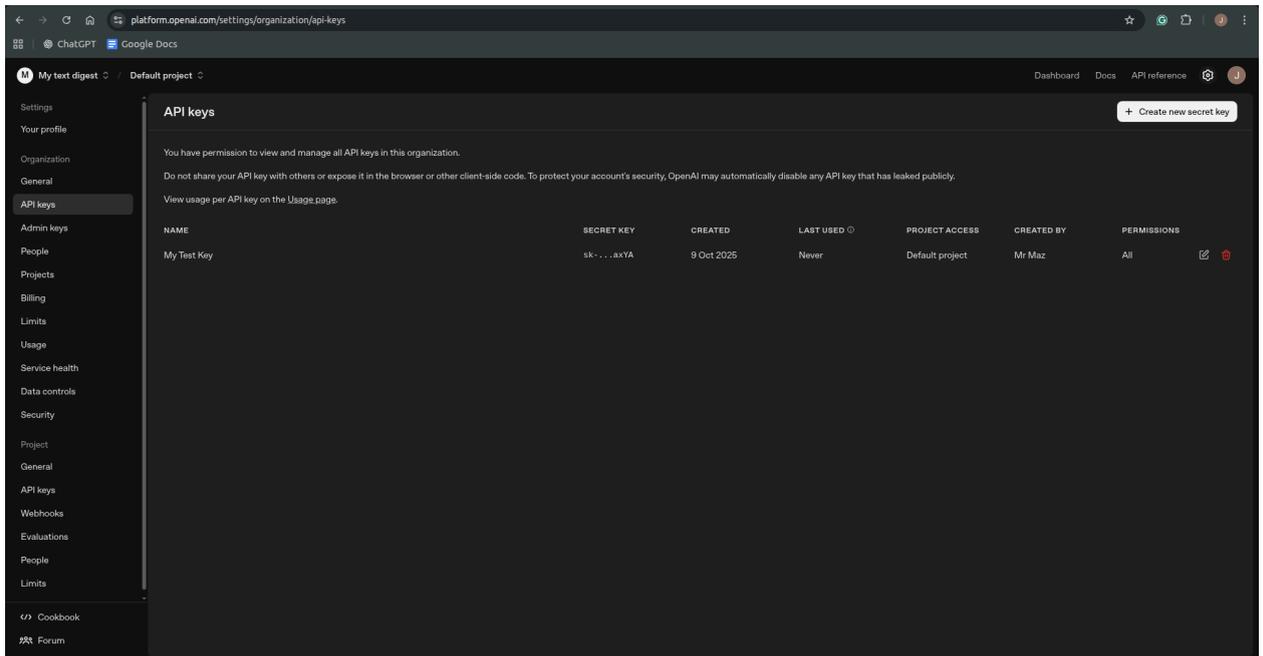
My Text Digest
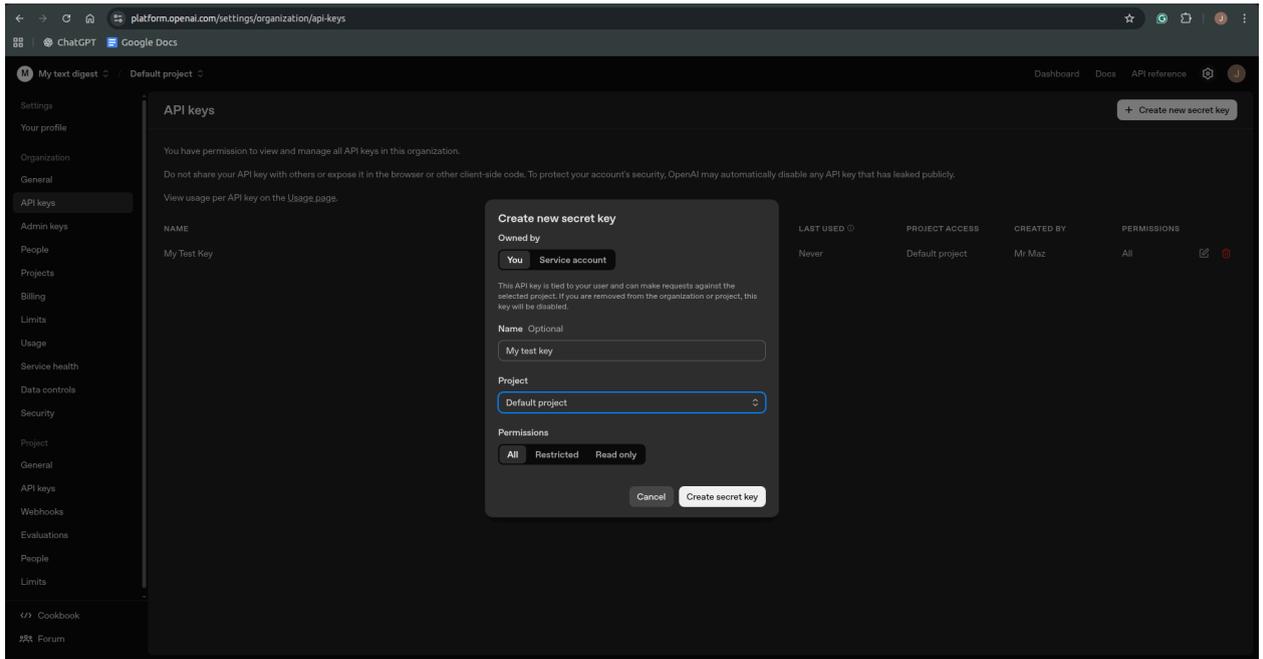Document Management System

If you ever need a new API key:

1. From the sidebar, select **API Keys**.

2. Click **Create new secret key**.

3. Give your key a descriptive name and generate it.

My Text Digest
Document Management System

4. Copy and replace the old key.
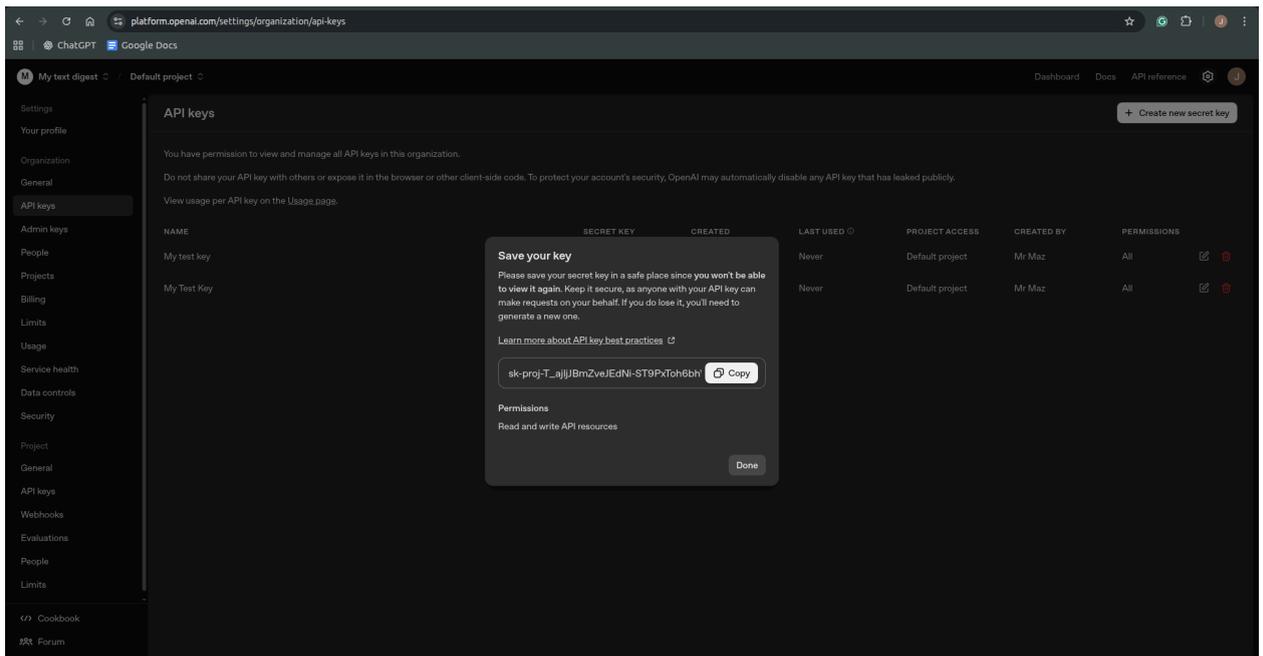
Version 1.0

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