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.
● **Cloud Storage:** All files, summaries, and metadata are stored securely.
● **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.
● **Privacy:** Your data stays on the cloud—ensuring complete privacy and control.

How to Use Nous Meeting?

1.0 Getting Started

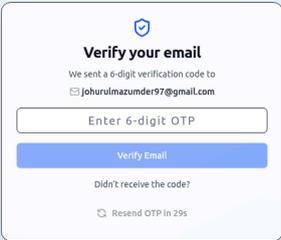To start using My Tex t Digest Web, you'll need to signup to the platform.

Step 1: SignUp – Use this link to go to the platform and signup
"https://my-text-digest-saas.vercel.app/auth/signup"
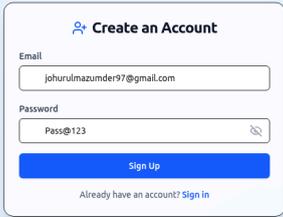
Step 2: Verify Email – You will receive an email after signing up to enter the 6-digit otp please the otp

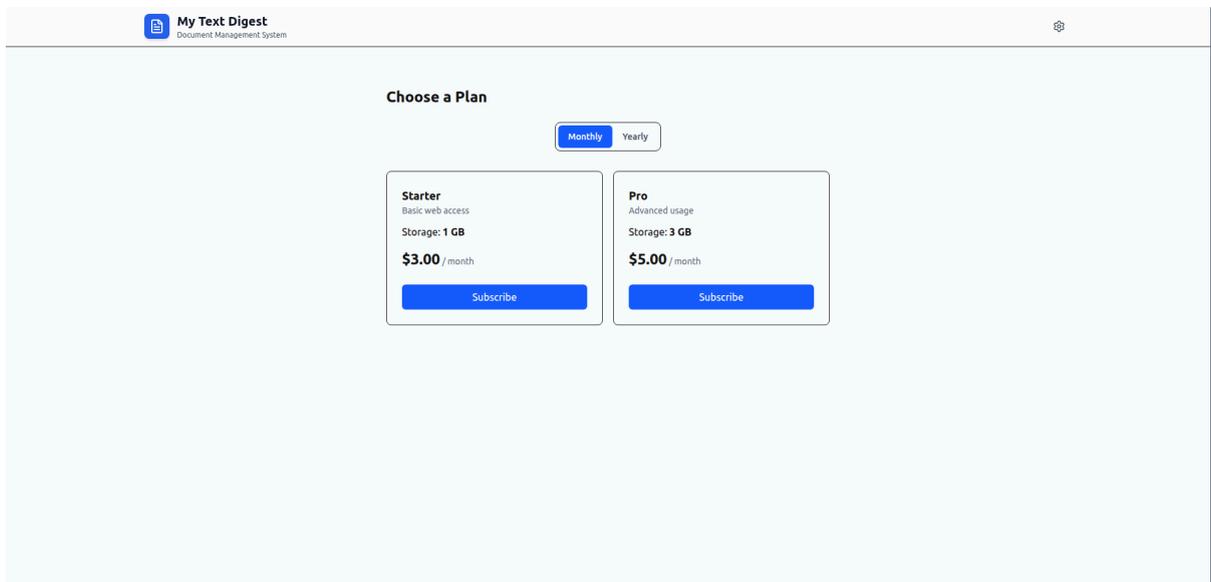**Step 3: SignIn –** After successful verification, you will be redirected to the sign-in page.
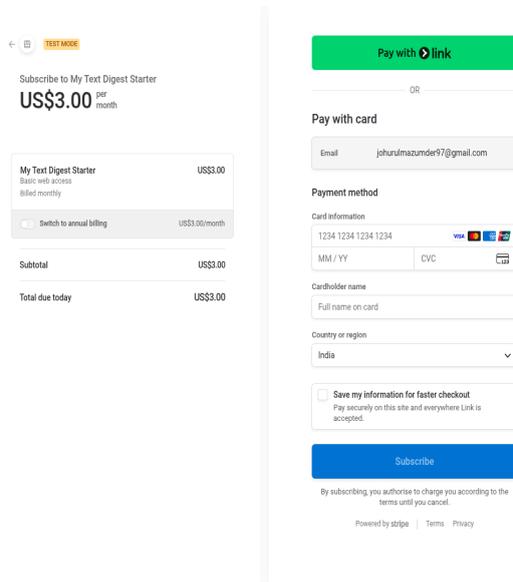
Please signin using the credentials.
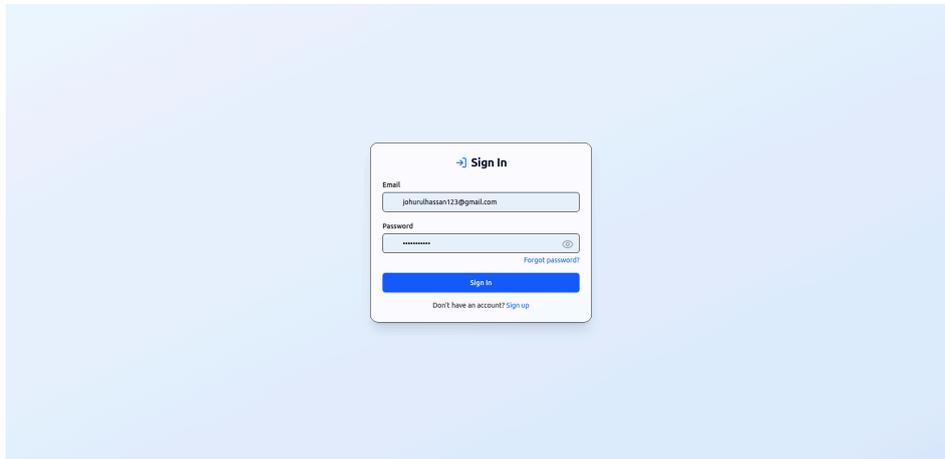
Step 4: Select A Plan – After signing in, you will be redirected to the Subscription page to subscribe.
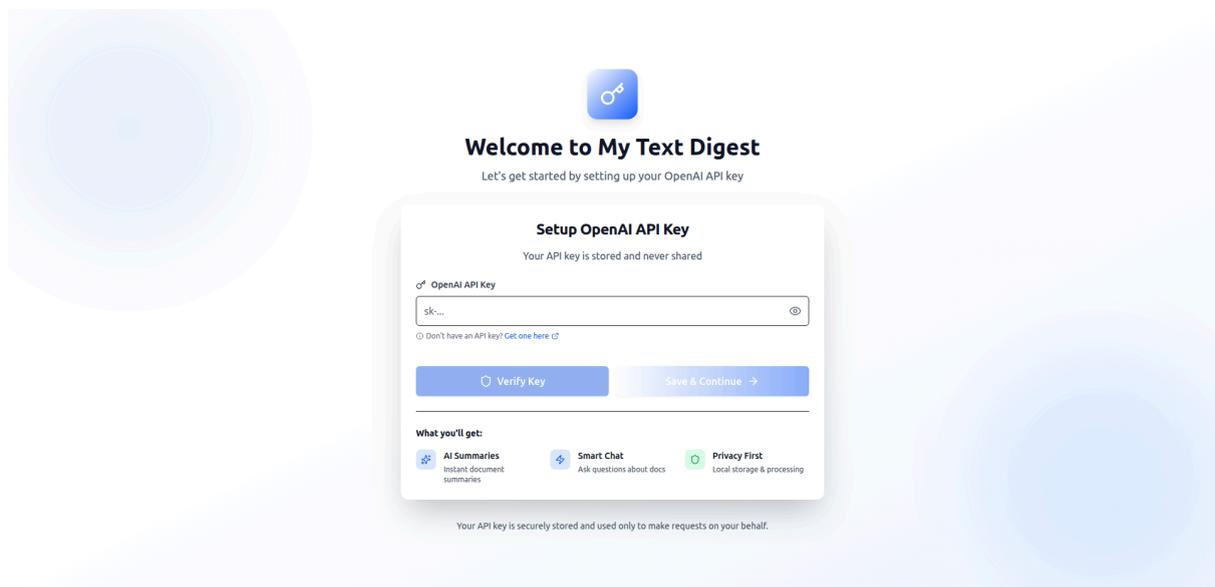Select a plan and then click subscribe.

Step 5: Make Purchase – You will be redirected to the checkout page to make a purchase.

Enter the card info and billing details, and then click on "Subscribe".

Step 6: Enter API Key – You will be redirected to the Api set up page to enter the Open AI API key.
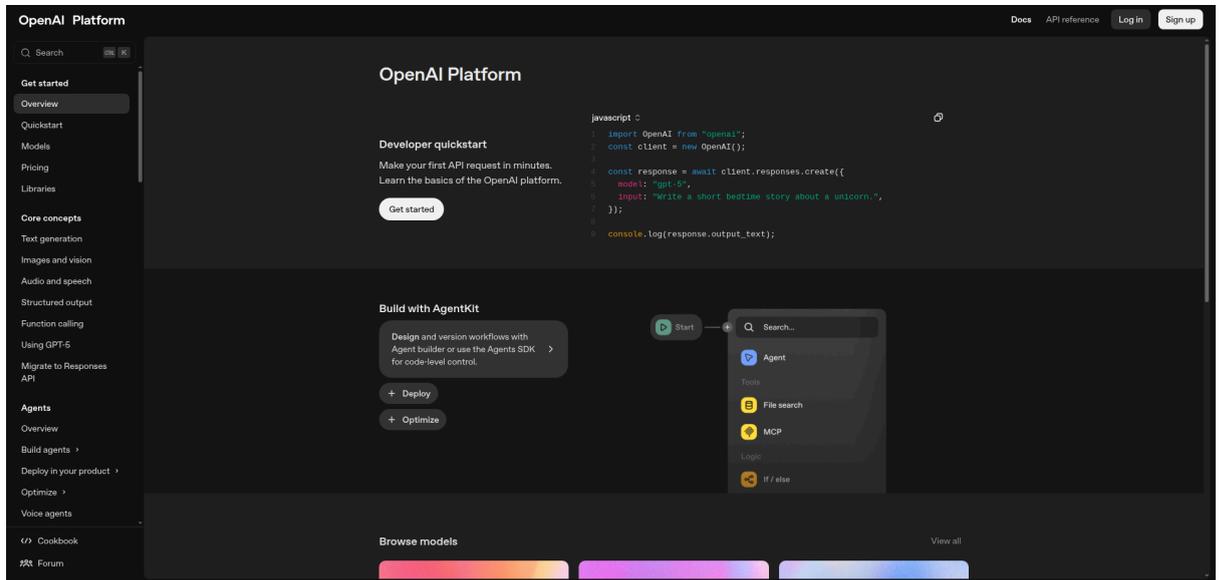

Refer to section 2.0 below to get Open AI API key.
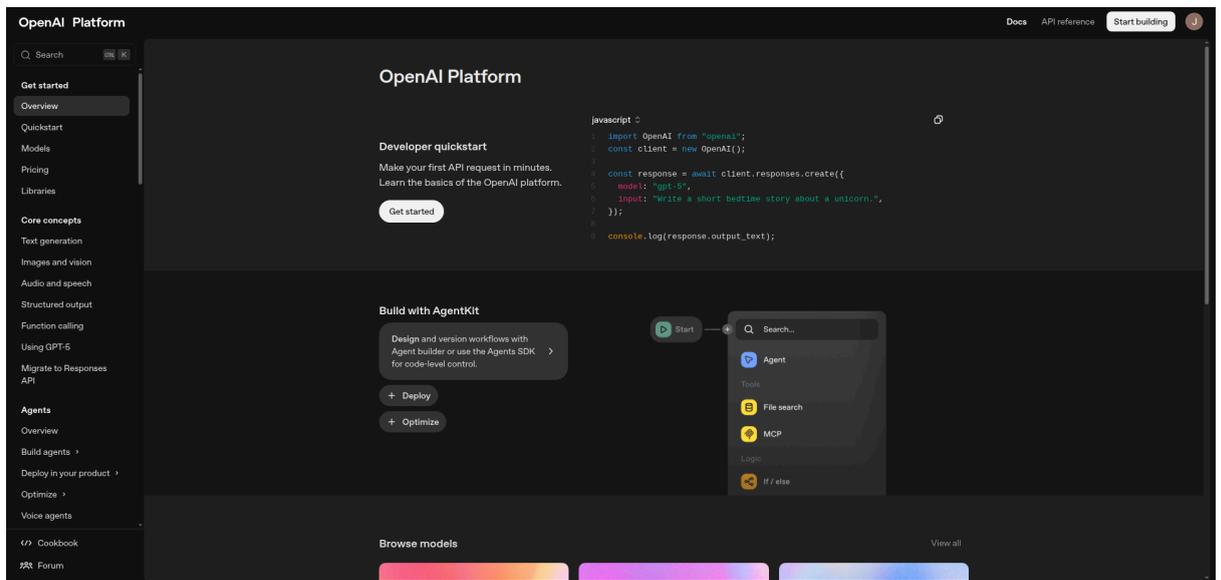
2.0 Getting Started -API Key Setup

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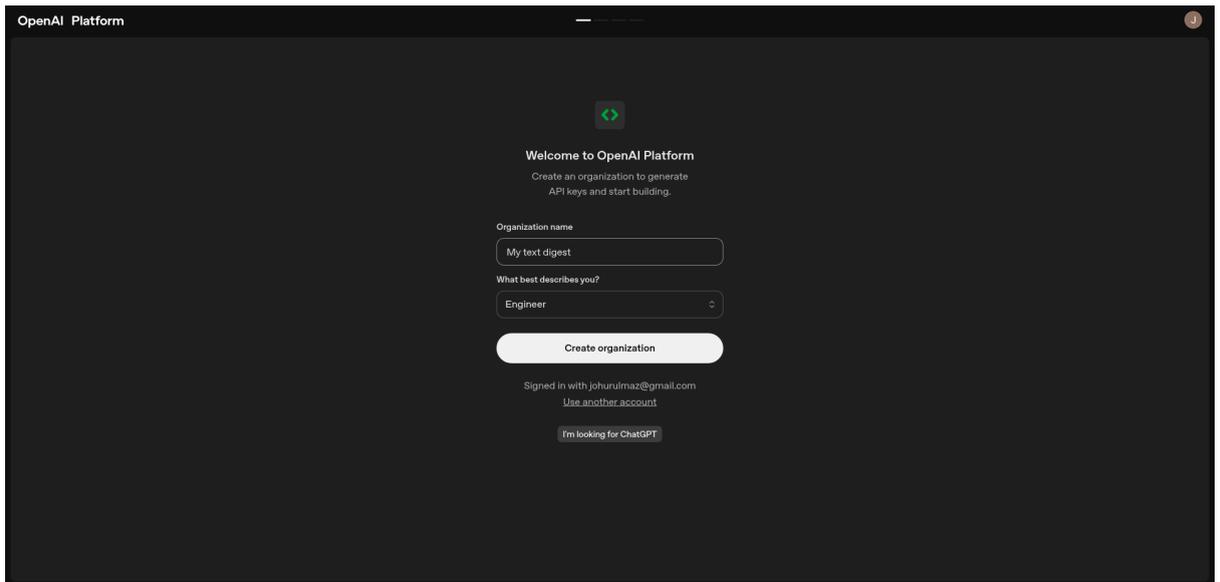
Step 1: Create an OpenAI Account

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

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

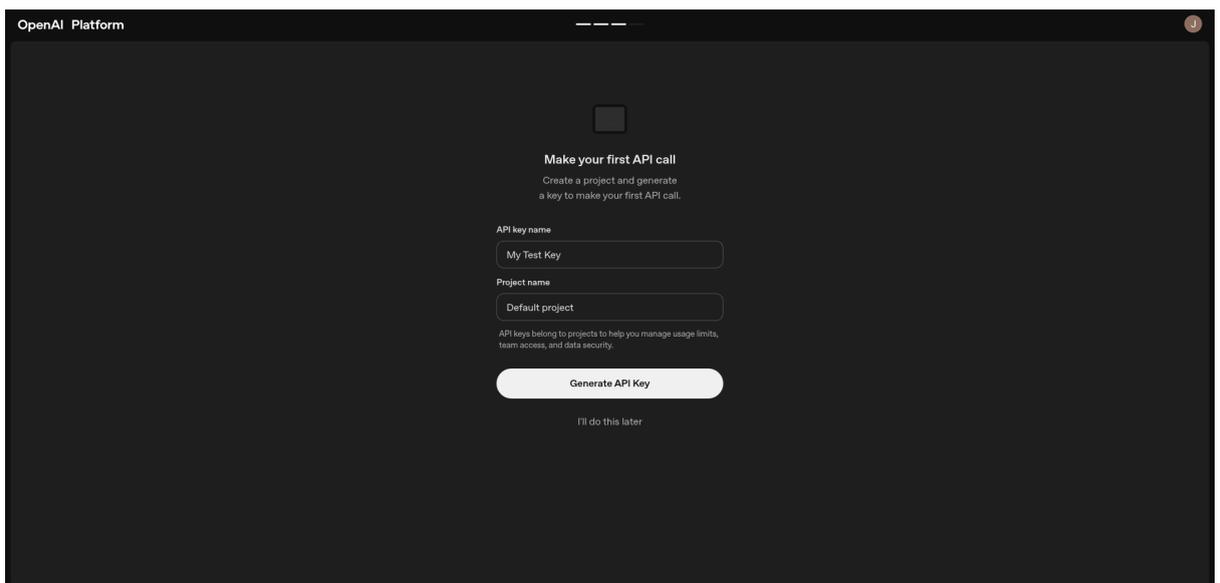3. Once logged in, click the **"Start Building"** button.

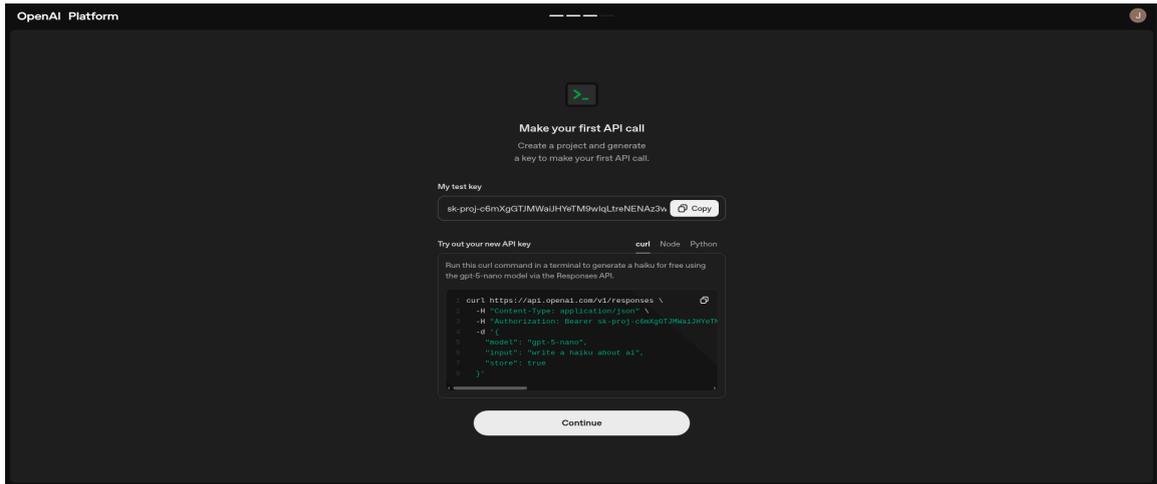4. Create your organization when prompted.
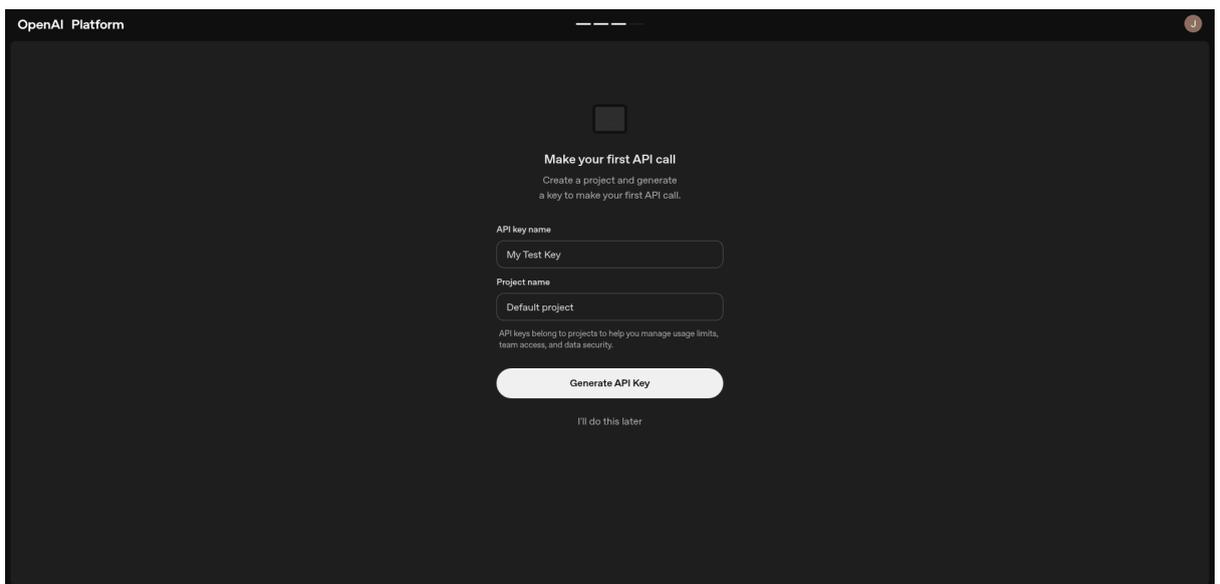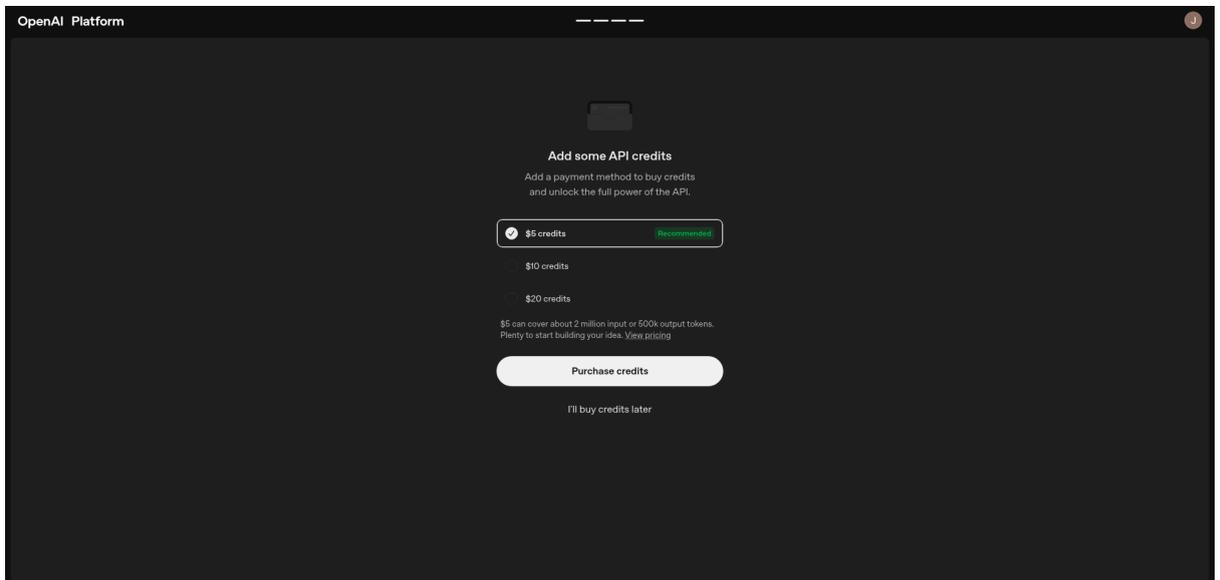
Step 2: Generate Your API Key

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

2. Copy the generated key and store it securely.

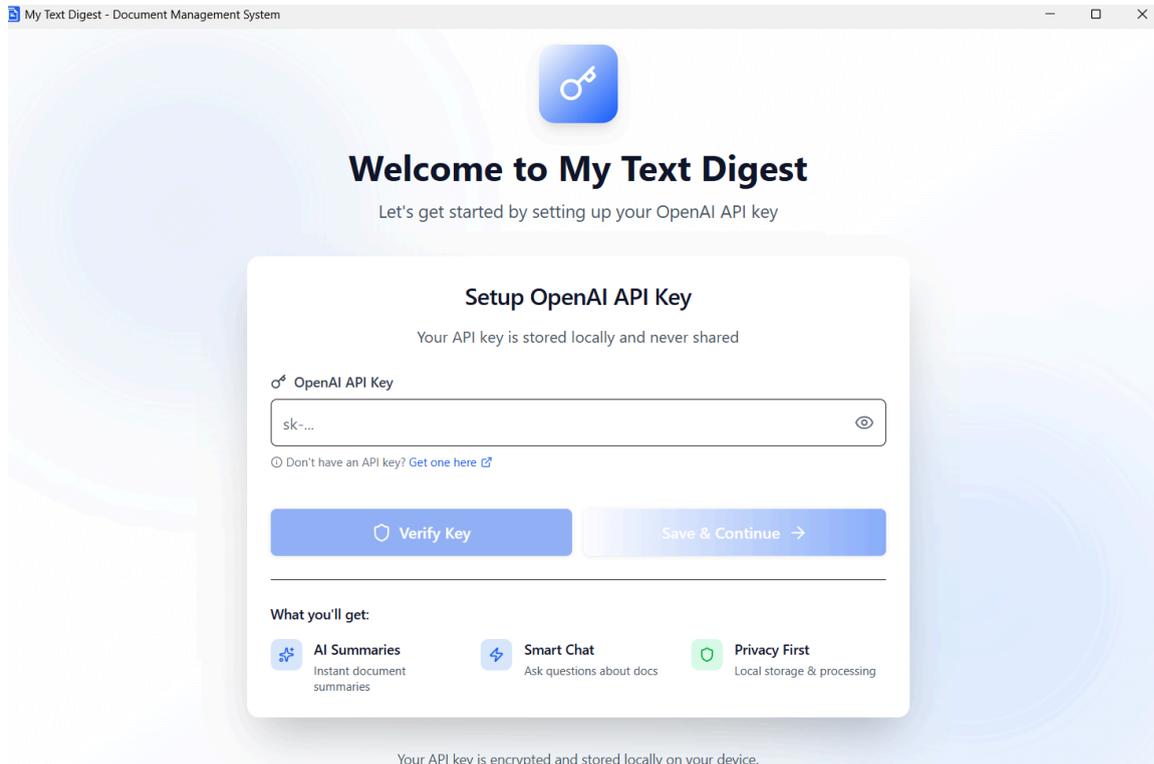3. Add billing details and a payment method to enable API usage.

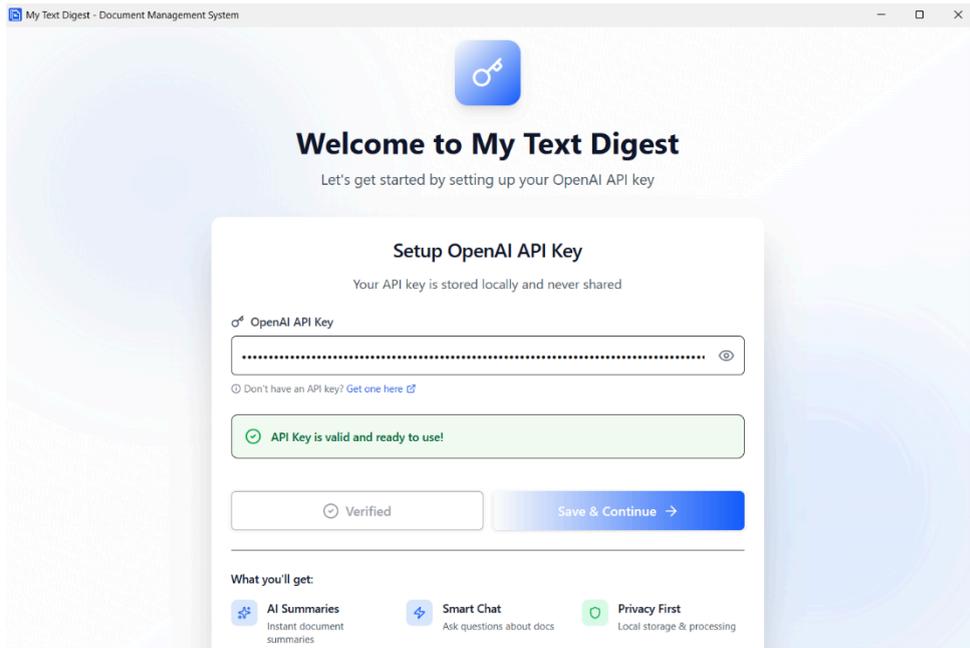4. Keep this API key ready it's required to activate MyTextDigest.

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

Step 3: Add the API Key in MyTextDigest

1. Now go to the web app.

2. On the first screen, paste your generated API key in the designated field.

3. Click **Verify**, then **Save**.
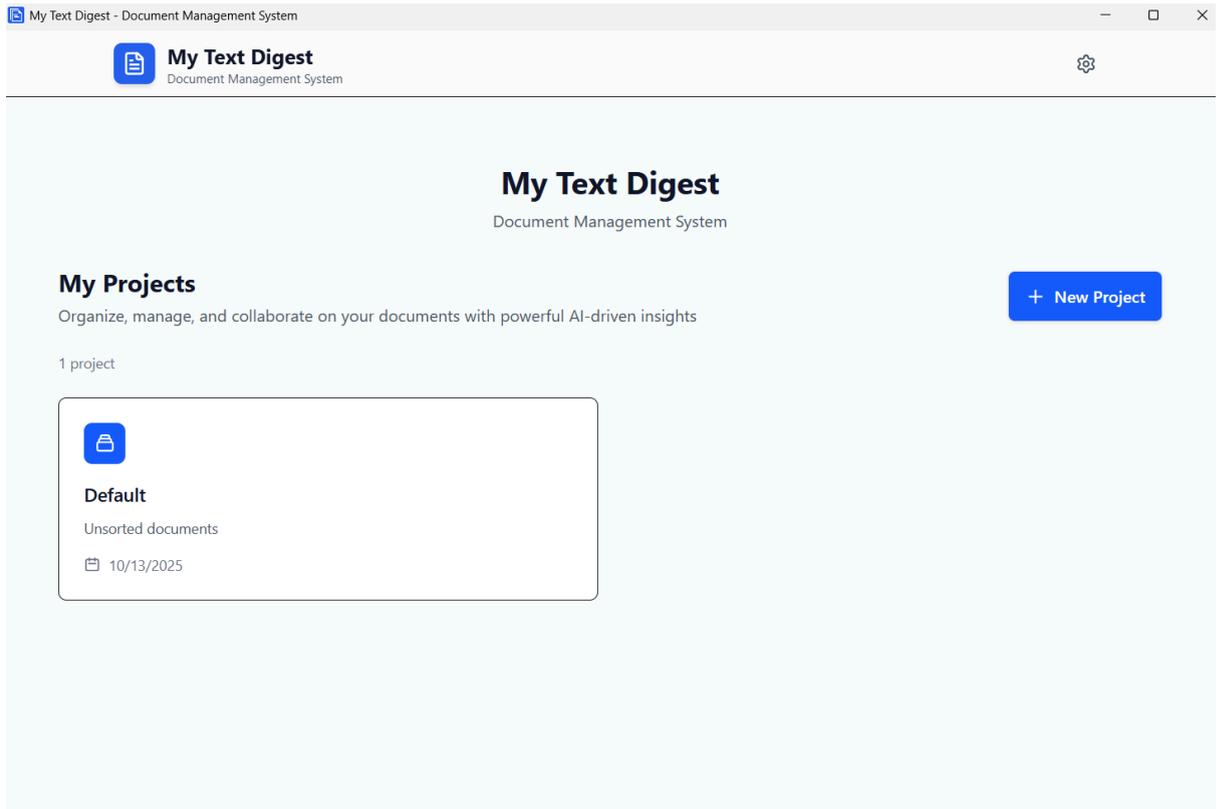
4. Once saved, you won't need to re-enter it.

3.0 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

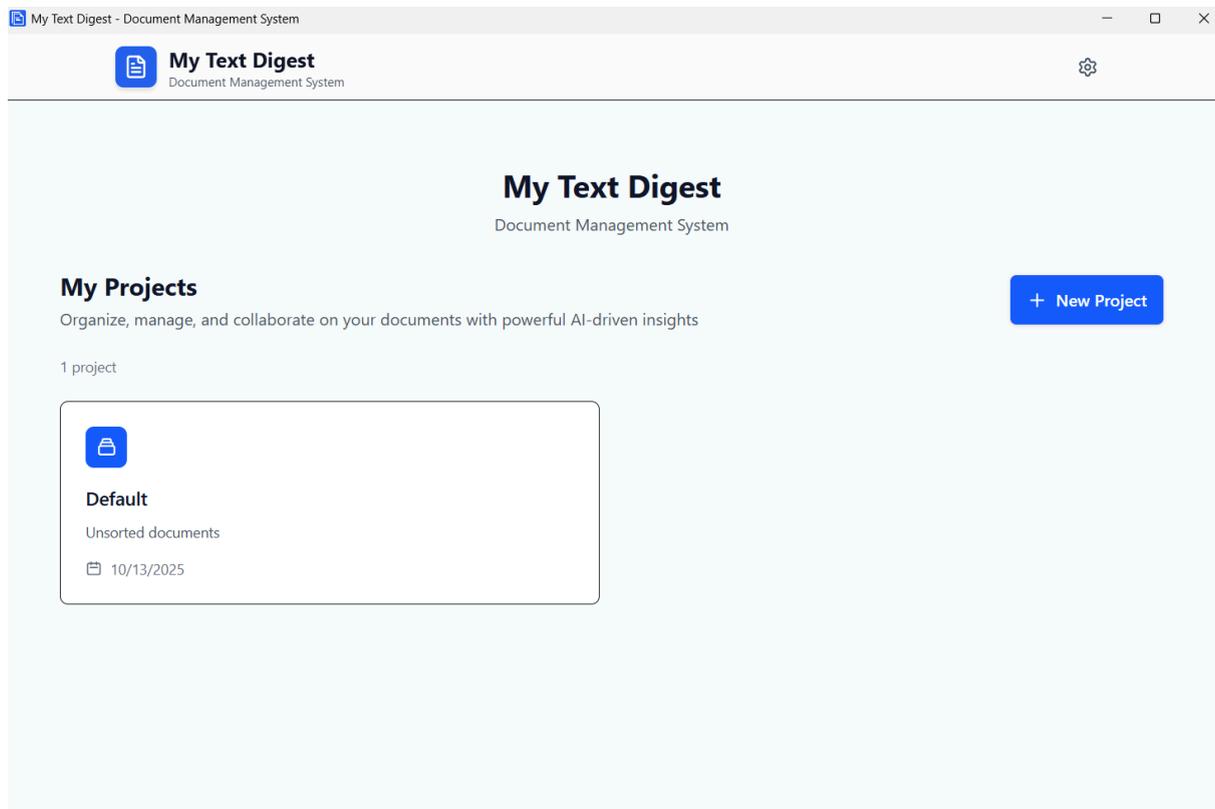The landing page contains the **"My Projects"** section.

- A **default project** is already present

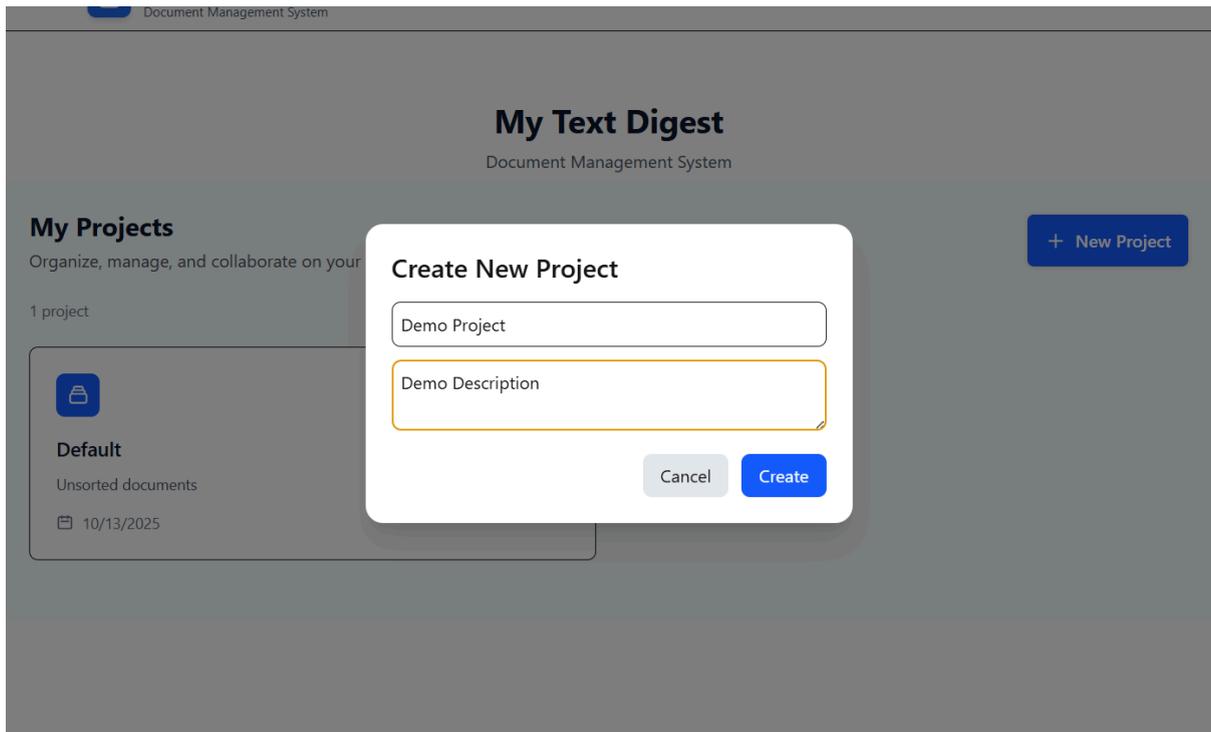- You can open it to start uploading documents, or create a new project.

2.2 Creating and Opening Projects

To create a new project:

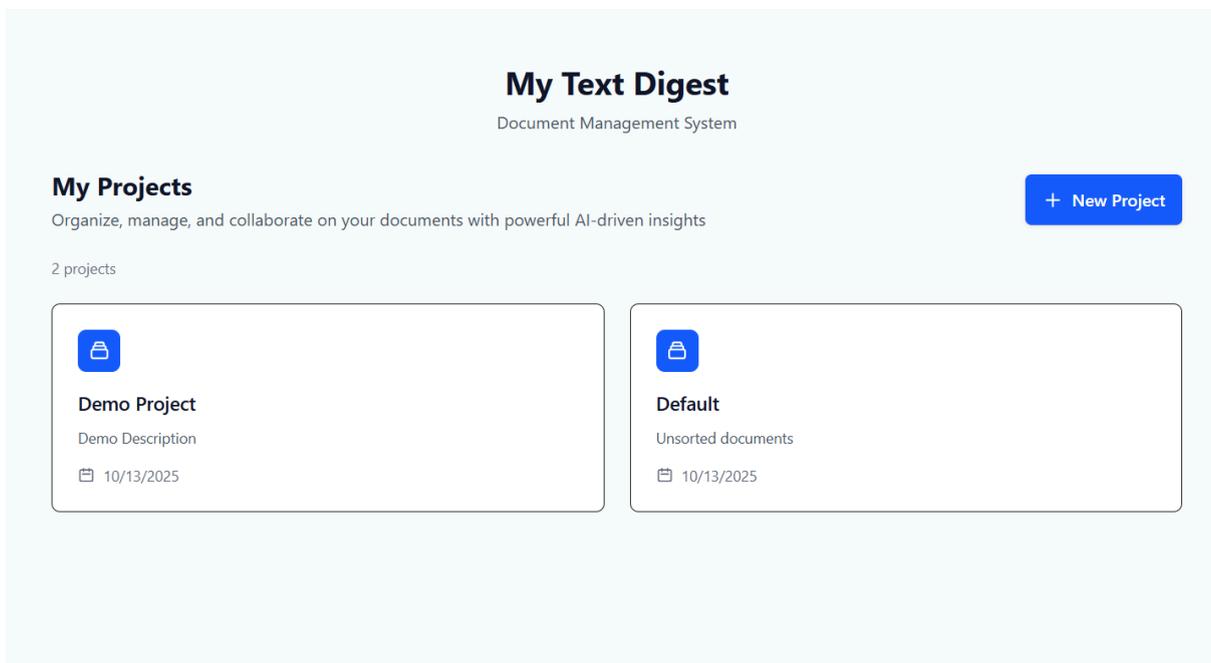1. Click the **"New Project"** button.

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

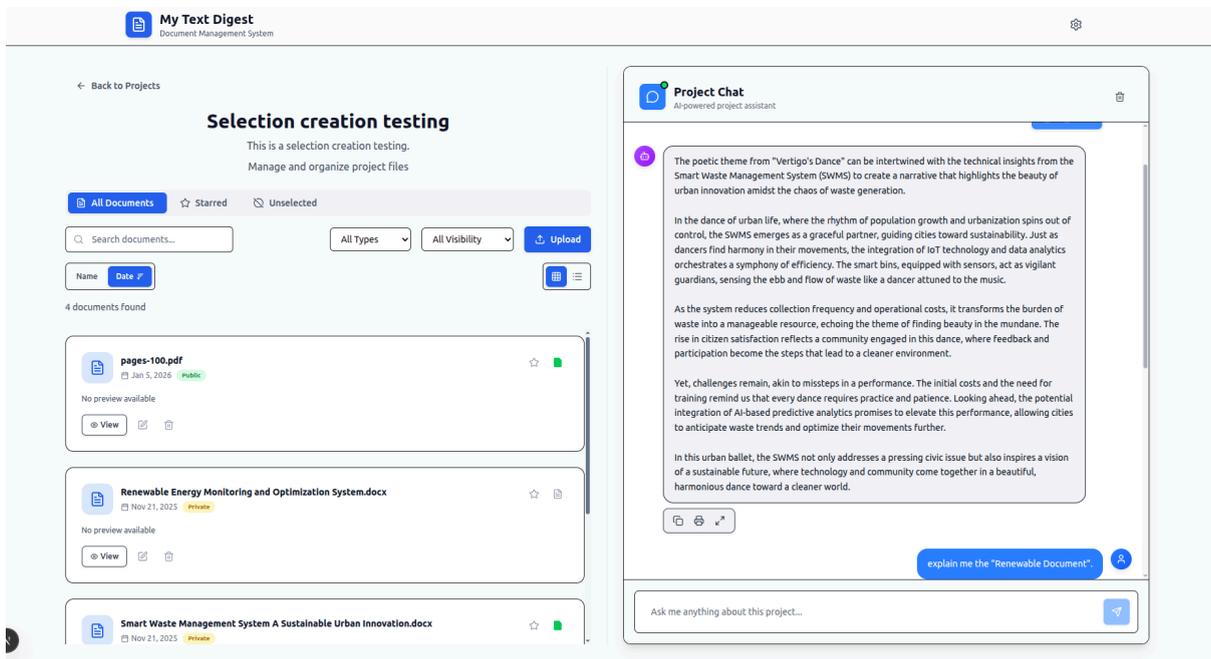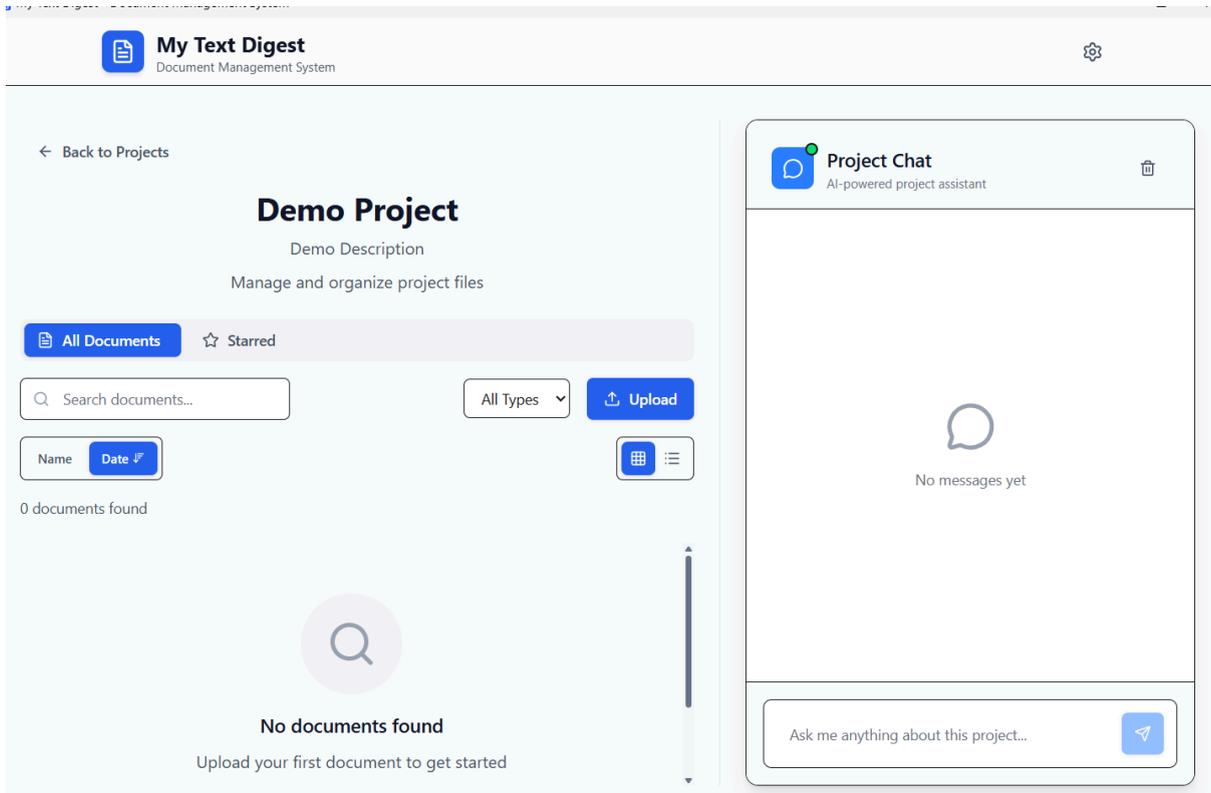
3. Click **Create Project.**

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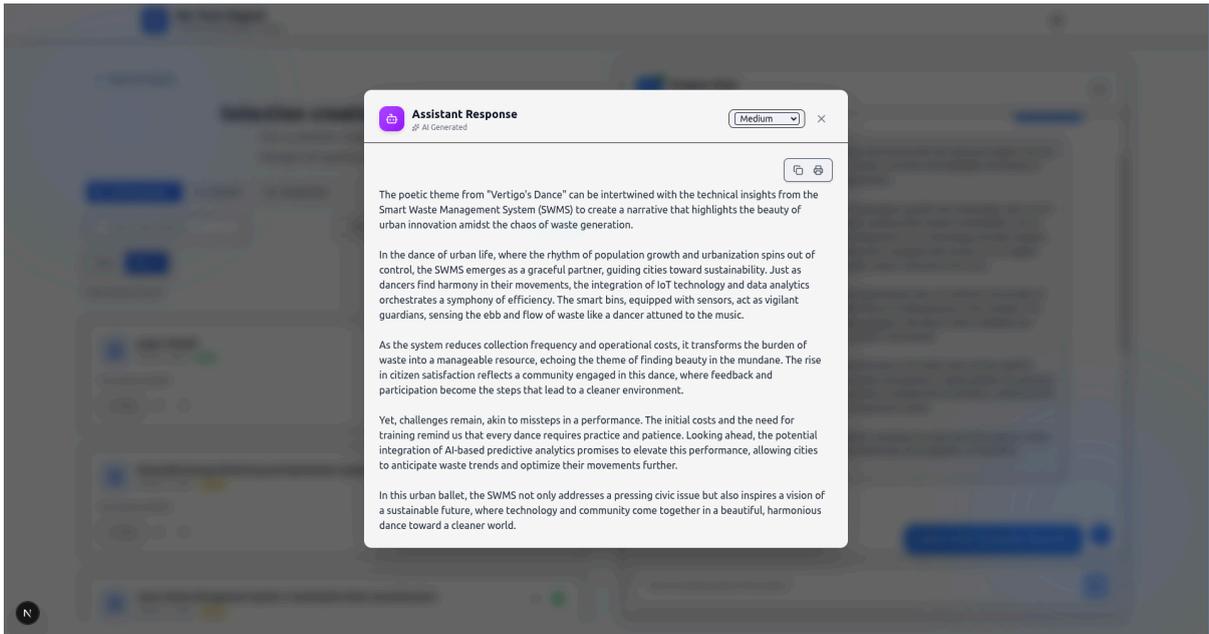

When you click on a project, the workspace will split into **two panels**:

- 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.**
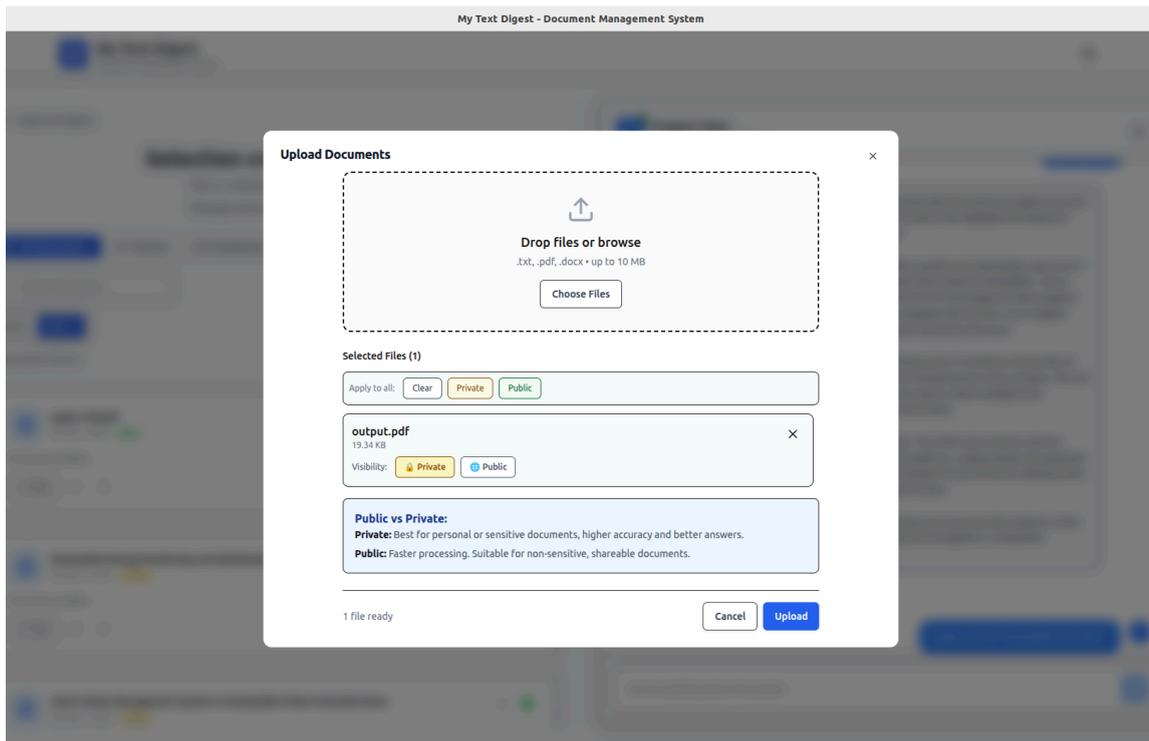
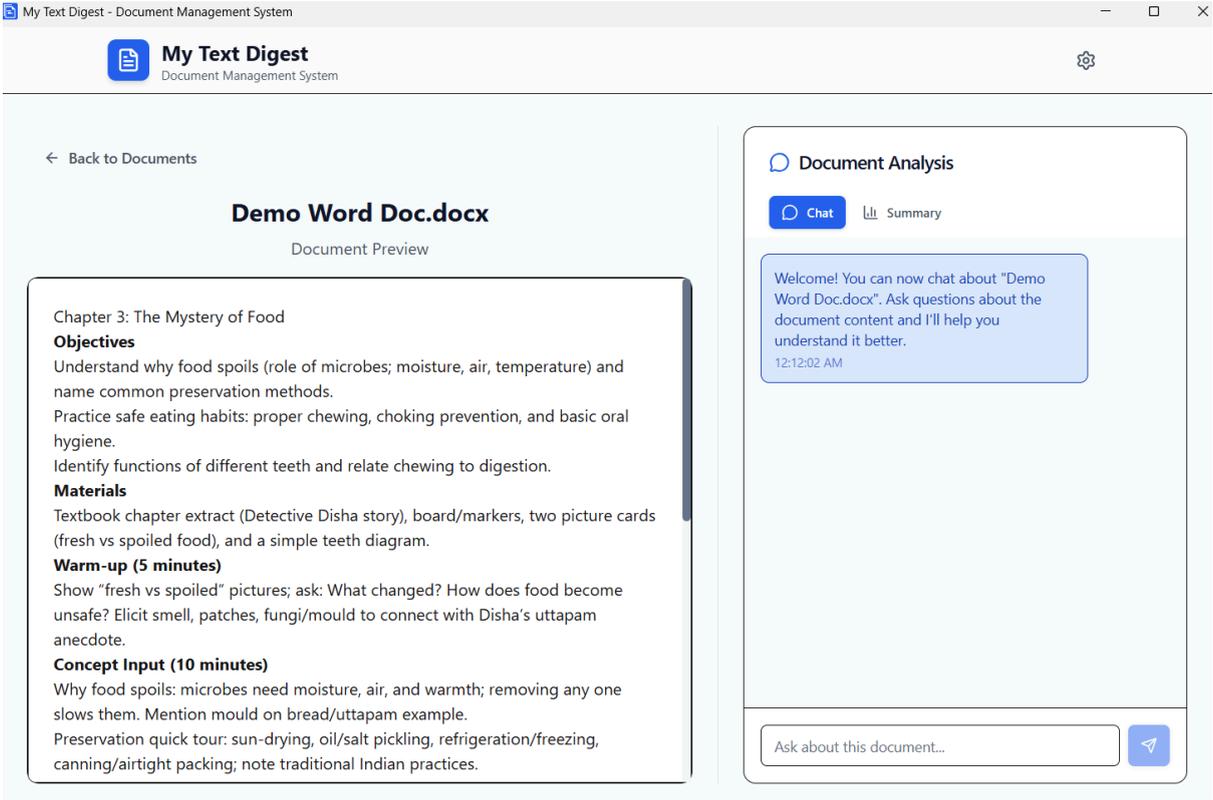4. Once uploaded, the documents appear in the left panel list under the project.
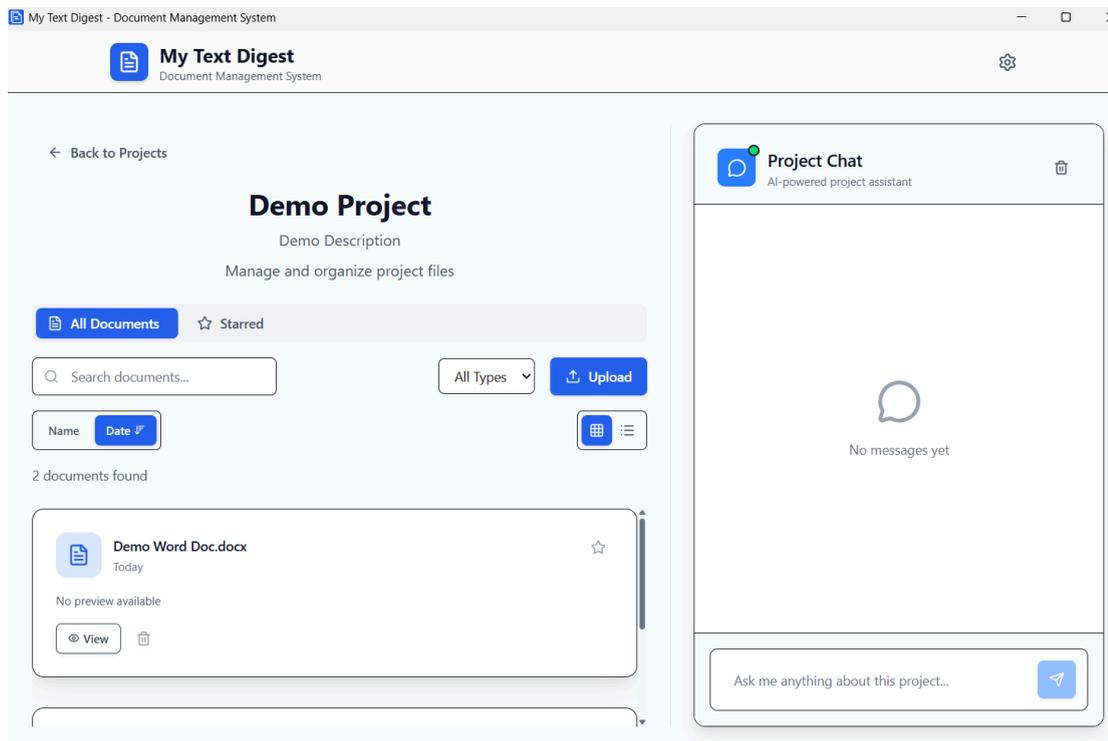
2.4 Viewing and Exploring Documents

When you click on a document from the project list:

- The interface again splits into two panels:
  - o **Left panel:** Displays the full document content.

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o **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 Managing Subscription

Click on the settings panel, and you will see an option to manage subscription.
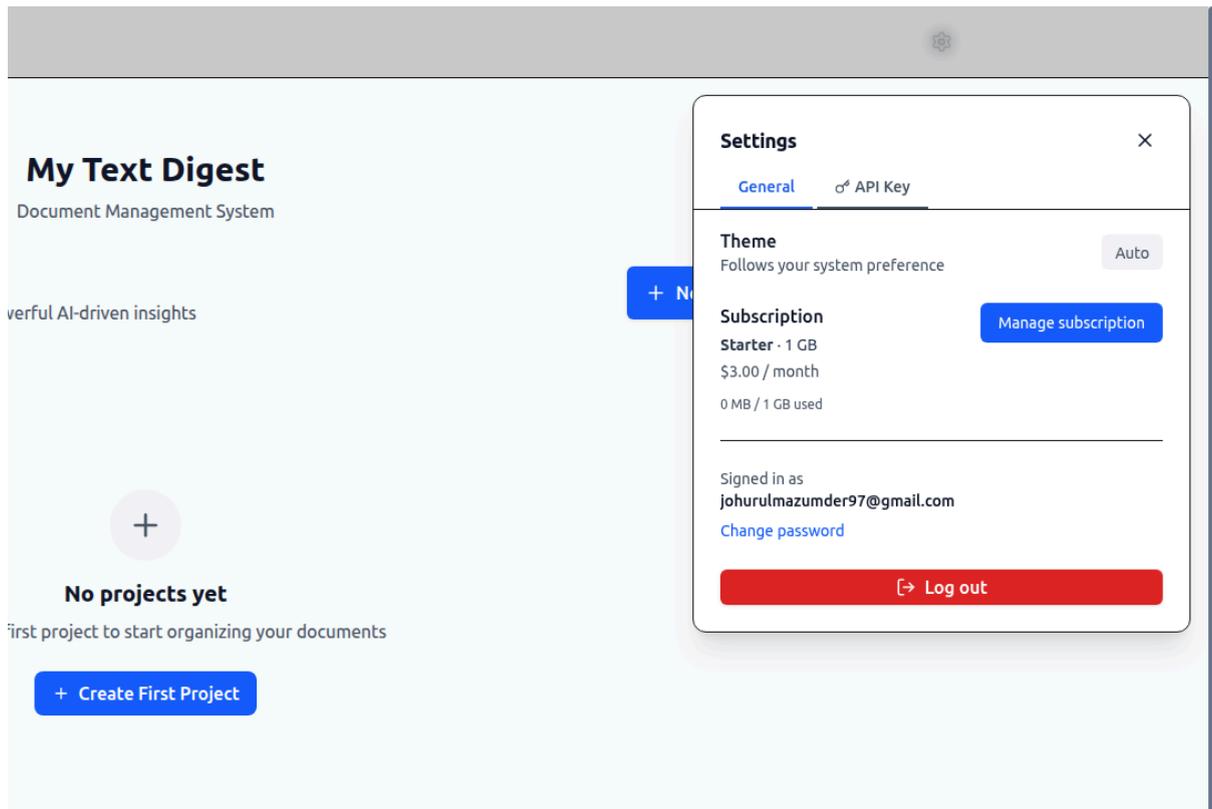
You will be redirected to this page below, from where you can cancel or upgrade the subscription.

My Text Digest
Document Management System

Test mode

New Business partners with Stripe for simplified billing.

← Return to New Business

CURRENT SUBSCRIPTION

My Text Digest Pro
US$5.00 per month
Your next billing date is 19 February 2026.
Visa •••• 4242

Update subscription

Cancel subscription

PAYMENT METHOD

Visa •••• 4242   Expires 12/2032

+ Add payment method

BILLING INFORMATION

Name   Johurul Hassan Mazumder
Email   johurulhassan123@gmail.com
Billing address   IN

Update information

INVOICE HISTORY

19 Jan 2026   US$3.00   Paid   My Text Digest Starter

Powered by stripe   Learn about Stripe Billing   Terms Privacy

Upgrade subscription by clicking the Upgrade Subscription.

Test mode

New Business partners with Stripe for simplified billing.

← Return to New Business

Billing > Subscriptions

Update your subscription

Monthly Yearly

My Text Digest Starter
Basic web access

US$3.00
per month

Select

Current subscription
My Text Digest Pro
Advanced usage

US$5.00
per month

Selected

Subtotal   US$5.00 per month

Continue

Powered by stripe   Learn about Stripe Billing   Terms Privacy
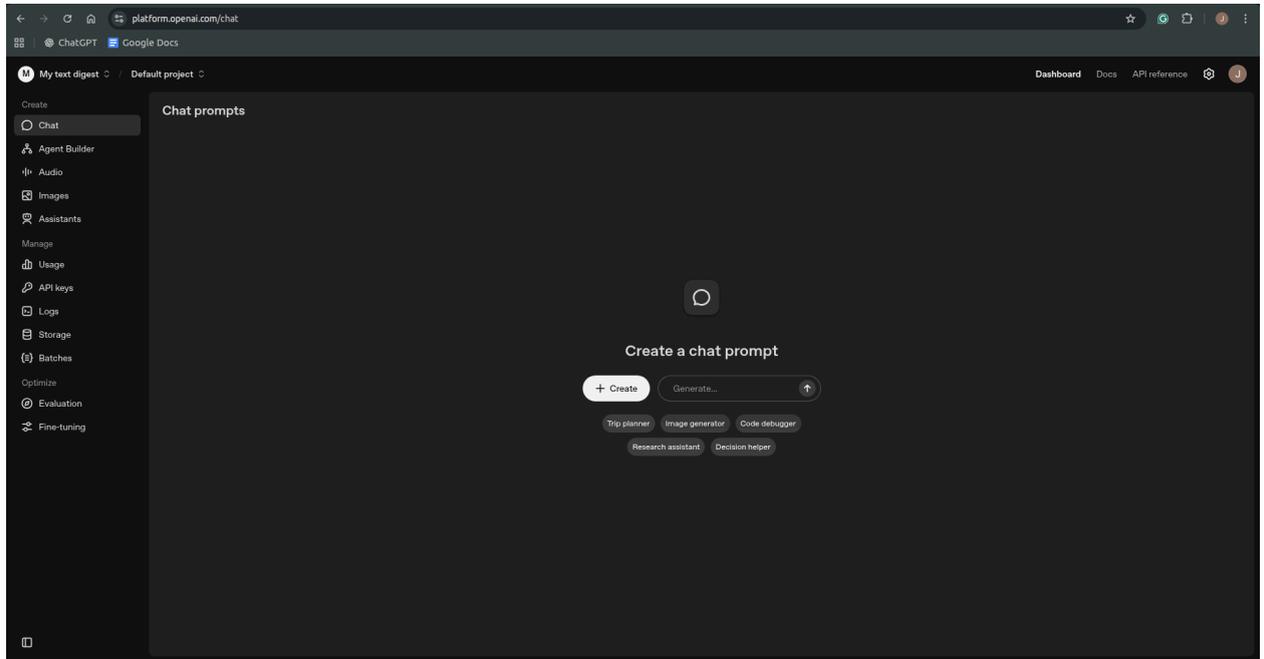
2.6 Best Practices

- Ensure a stable internet while uploading large documents.

- Keep document names clear and descriptive.

- Frequently clear old or unused chat histories.

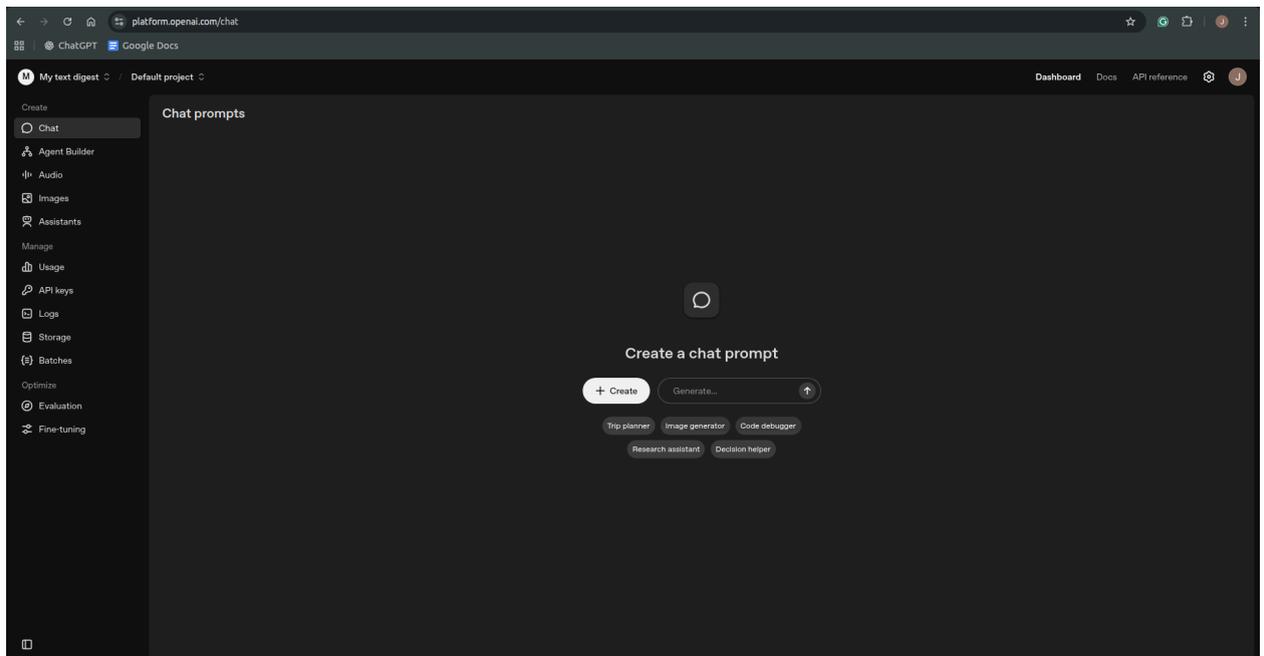- Always verify that your API key is active before starting a new chat.

NOTE: Managing Your API Key and Credits
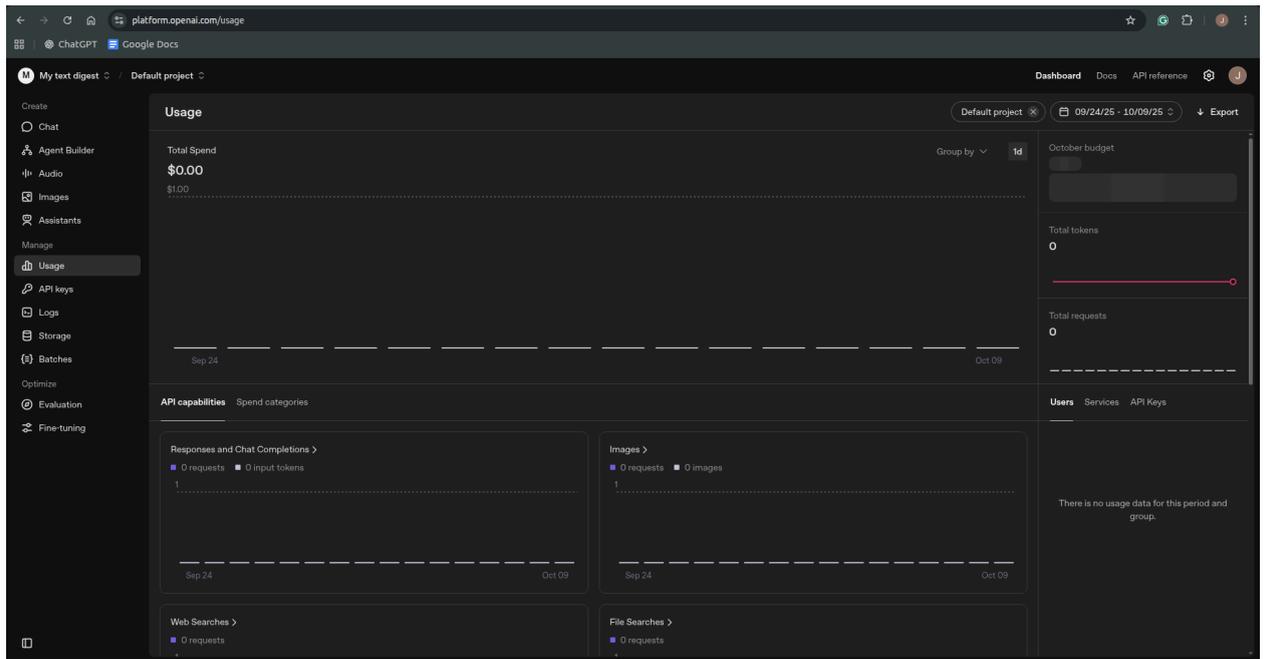
To purchase more credits:

1. Go to **https://platform.openai.com/** and log in.
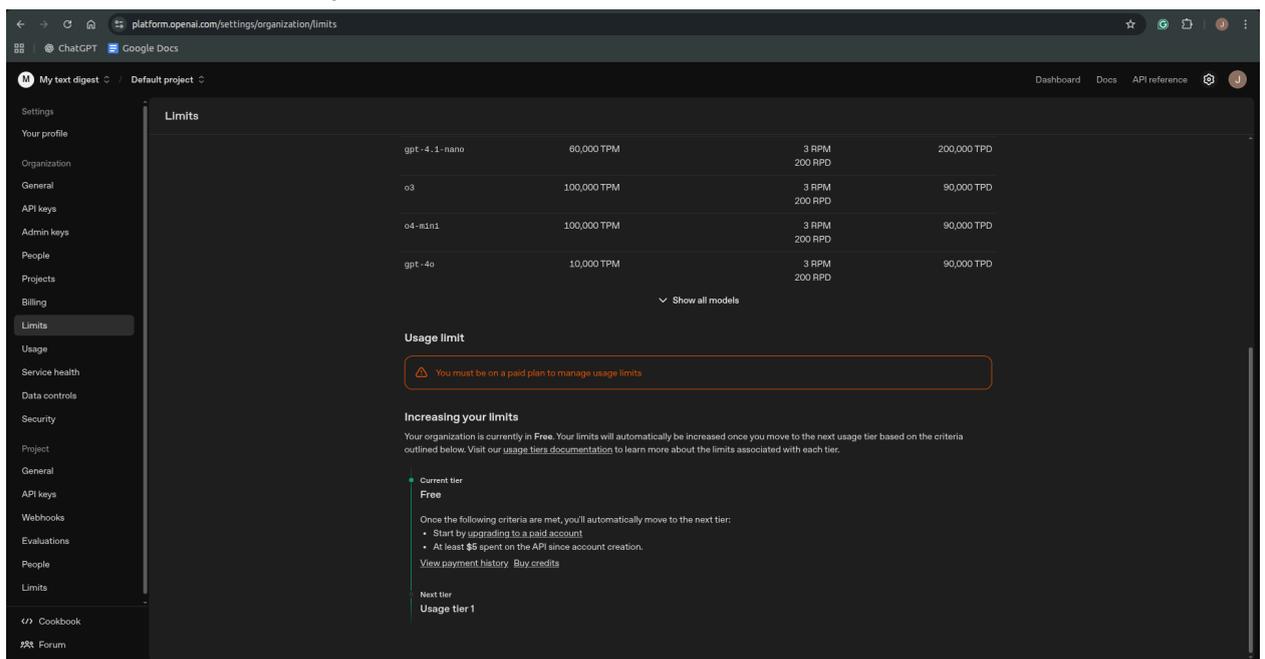2. Open the **Dashboard**.

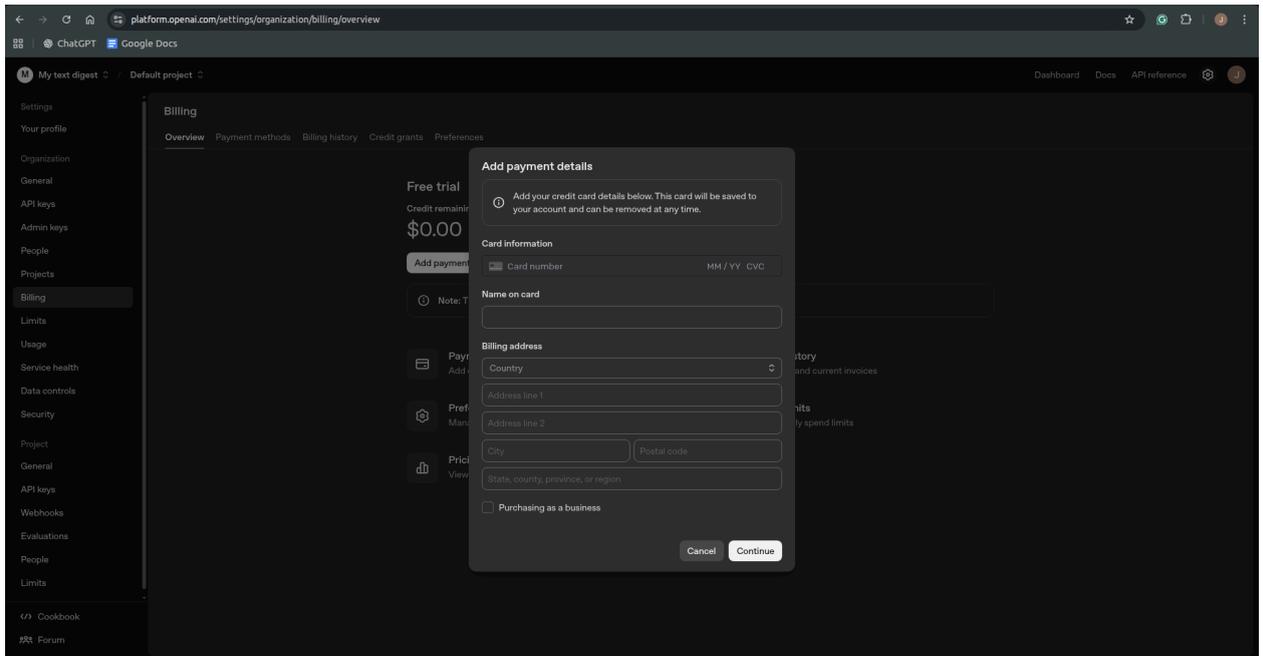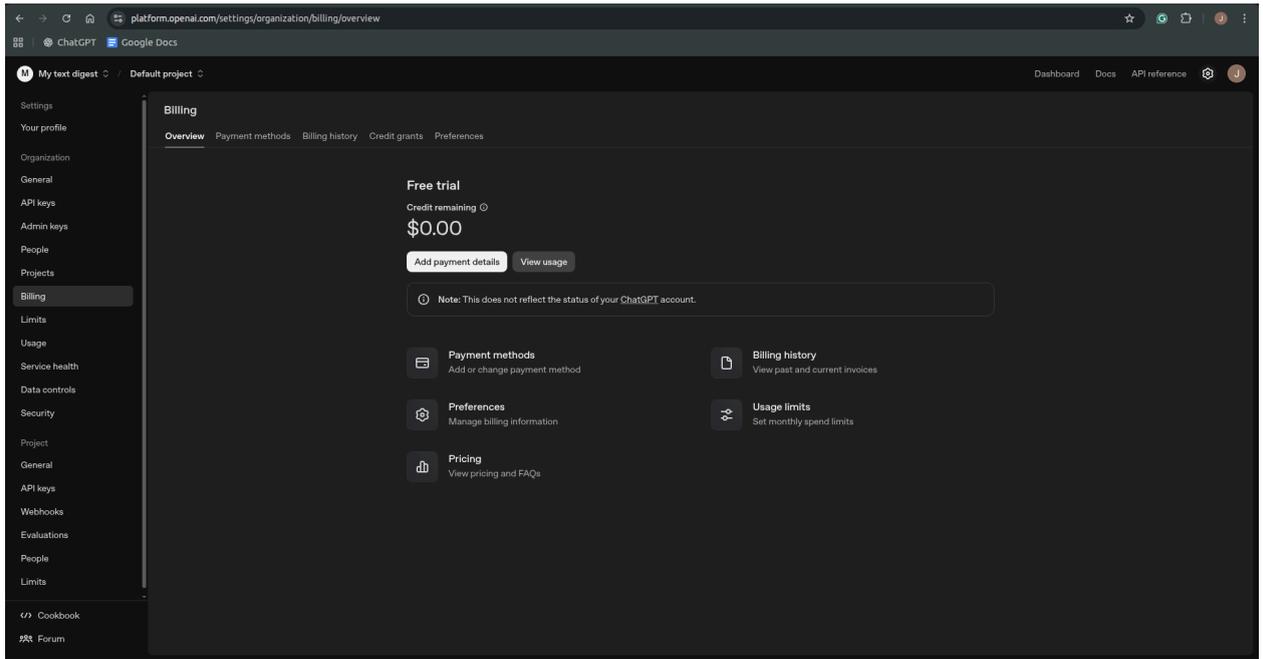3. From the left sidebar, select **Usage**.

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

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

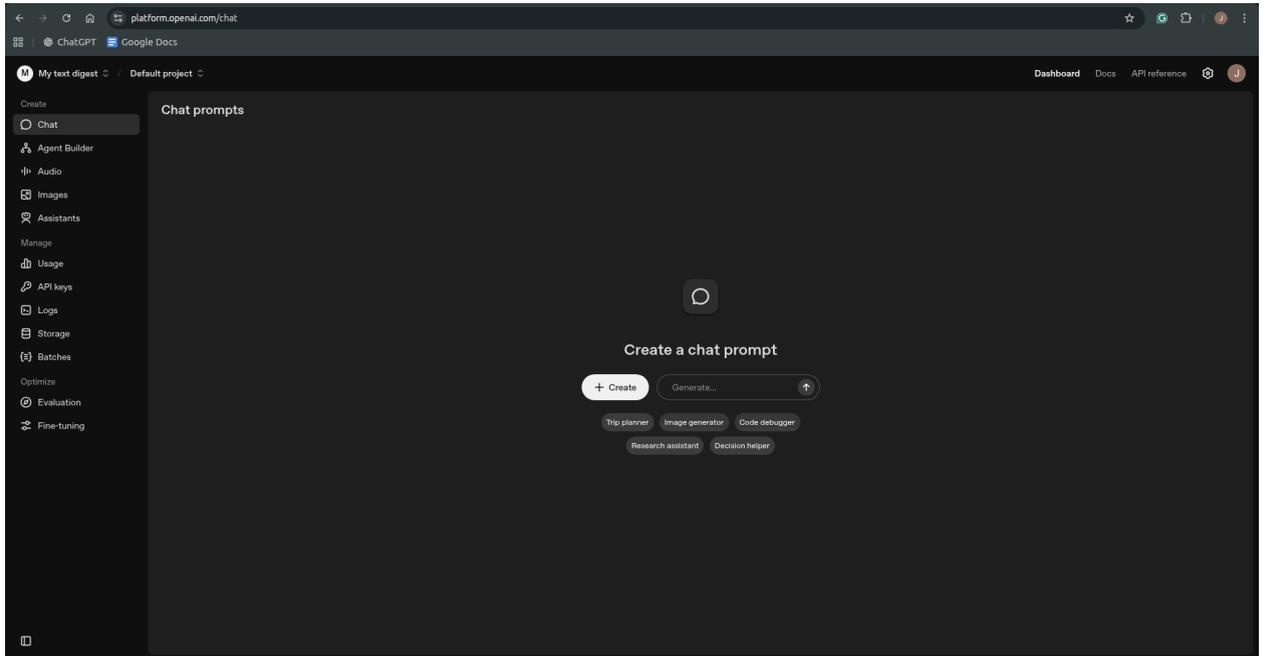6. Enter your payment details to complete the purchase.
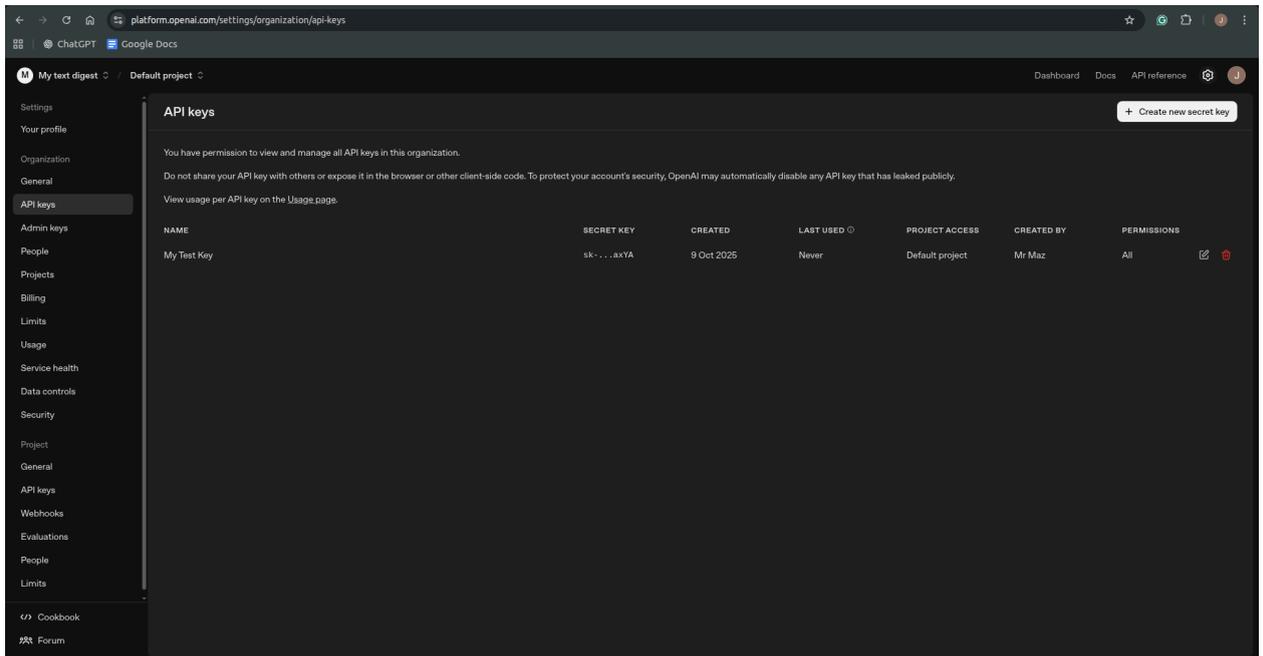
My Text Digest
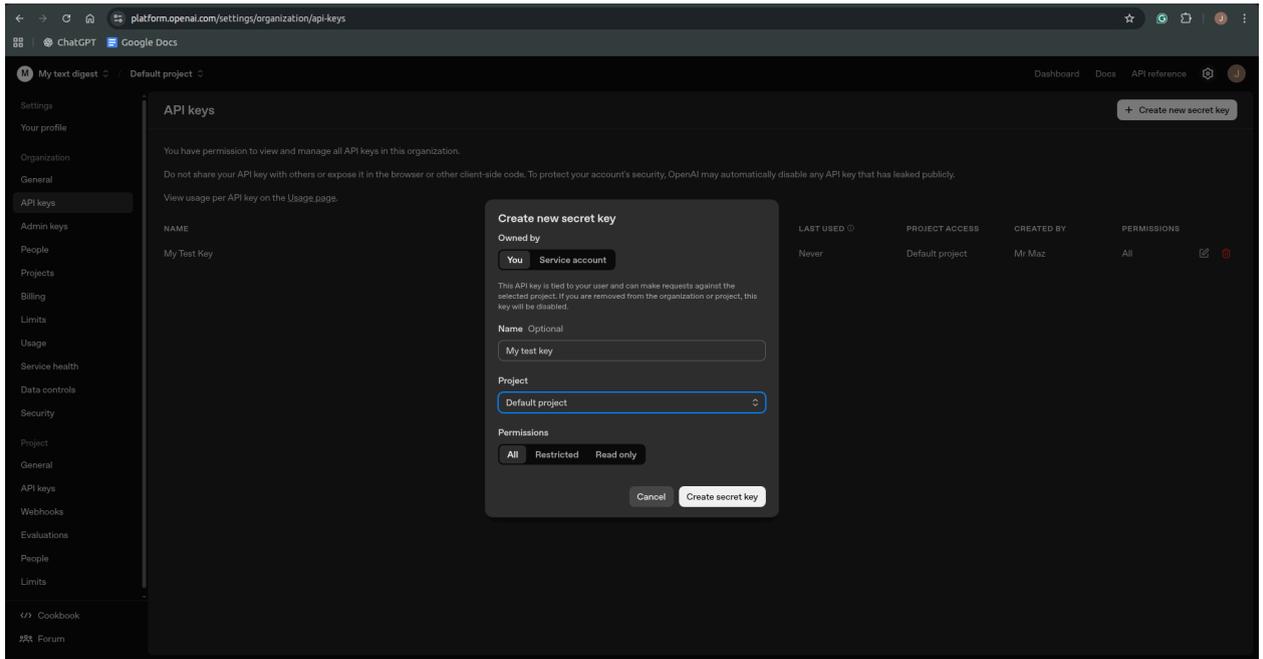Document Management System

If you ever need a new API key:

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

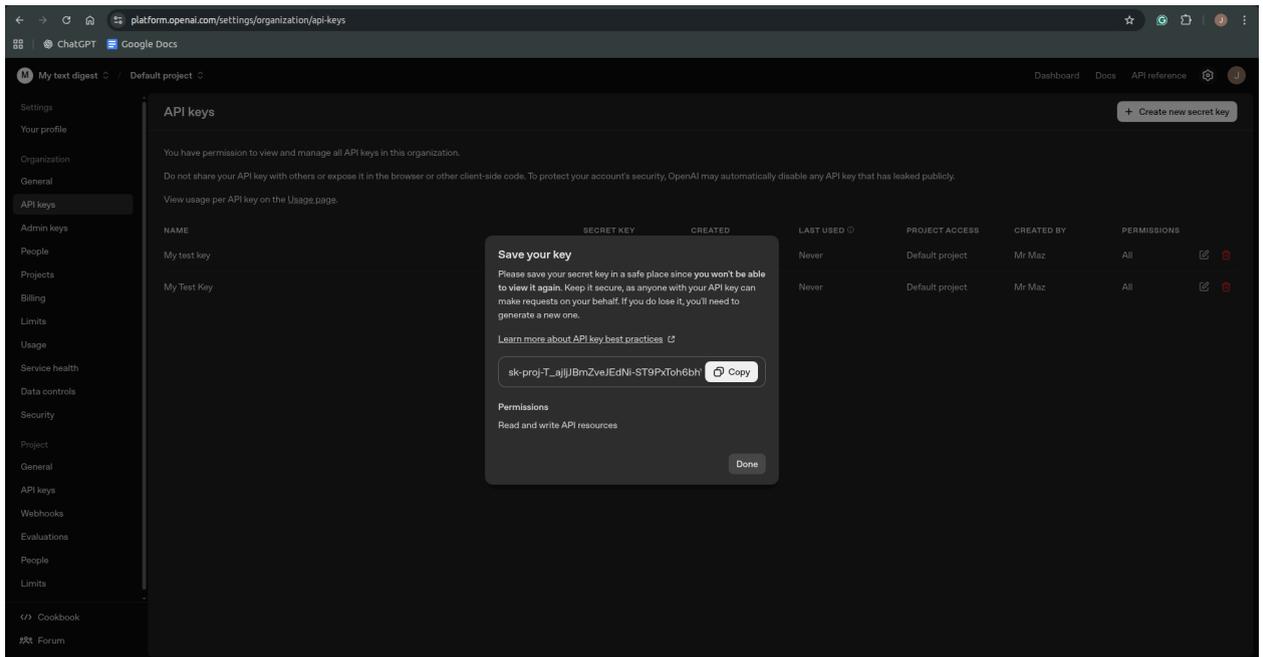2. Click **Create new secret key**.

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

4. Copy and replace the old key.

Version 1.0

Date: Jan 27, 2026