

# MyTextDigest User Manual

## Core Functionalities of My Text Digest

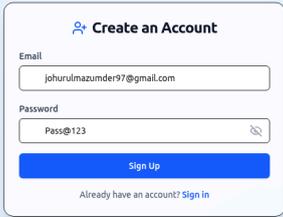
<ul style="list-style-type: none"><li>● <b>Document Ingestion:</b> Import TXT, PDF, or DOCX files with ease.</li></ul>
<ul style="list-style-type: none"><li>● <b>Automated Summarization:</b> Generate concise, AI-powered summaries for quick understanding.</li></ul>
<ul style="list-style-type: none"><li>● <b>Cloud Storage:</b> All files, summaries, and metadata are stored securely.</li></ul>
<ul style="list-style-type: none"><li>● <b>Project Management:</b> Organize multiple documents under projects.</li></ul>
<ul style="list-style-type: none"><li>● <b>Project-wise Chat:</b> Ask questions and have interactive conversations across all documents within a project.</li></ul>
<ul style="list-style-type: none"><li>● <b>Document-level Chat:</b> Engage in focused Q&amp;A with individual documents for precise insights.</li></ul>
<ul style="list-style-type: none"><li>● <b>Privacy:</b> Your data stays on the cloud—ensuring complete privacy and control.</li></ul>

# How to Use Nous Meeting?

## 1.0 Getting Started

To start using My Text Digest Web, you'll need to sign up to the platform.

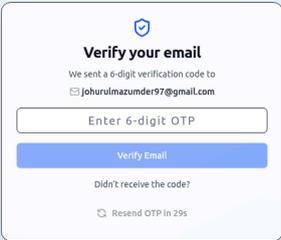
**Step 1: Sign Up** – Use this link to go to the platform and sign up  
“<https://my-text-digest-saas.vercel.app/auth/signup>”



The screenshot shows a 'Create an Account' form with the following fields and elements:

- Title:** Create an Account
- Email:** Input field containing 'johurulmazumder97@gmail.com'
- Password:** Input field containing 'Pass@123' with a visibility toggle icon.
- Button:** A blue 'Sign Up' button.
- Link:** A link that says 'Already have an account? Sign In'.

**Step 2: Verify Email** – You will receive an email after signing up to enter the 6-digit otp please the otp

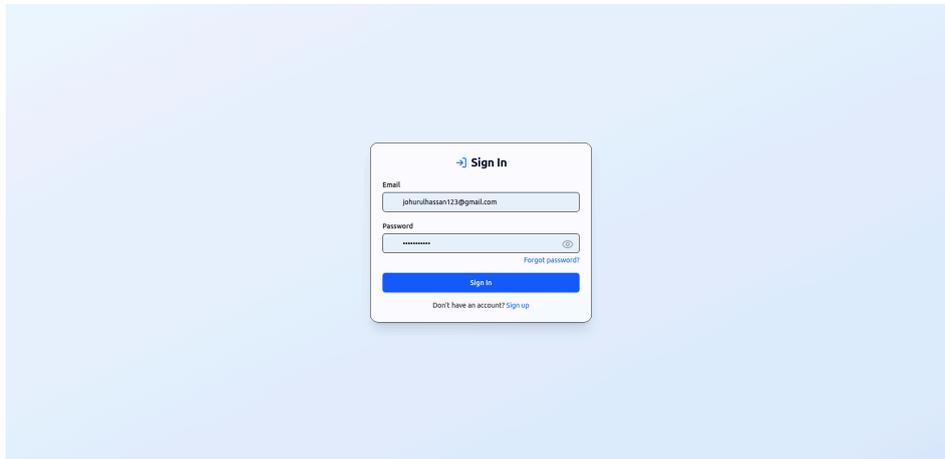


The screenshot shows a 'Verify your email' form with the following elements:

- Title:** Verify your email
- Message:** We sent a 6-digit verification code to johurulmazumder97@gmail.com
- Input:** A text input field labeled 'Enter 6-digit OTP'.
- Button:** A blue 'Verify Email' button.
- Text:** 'Didn't receive the code?' with a 'Resend OTP in 29s' link below it.

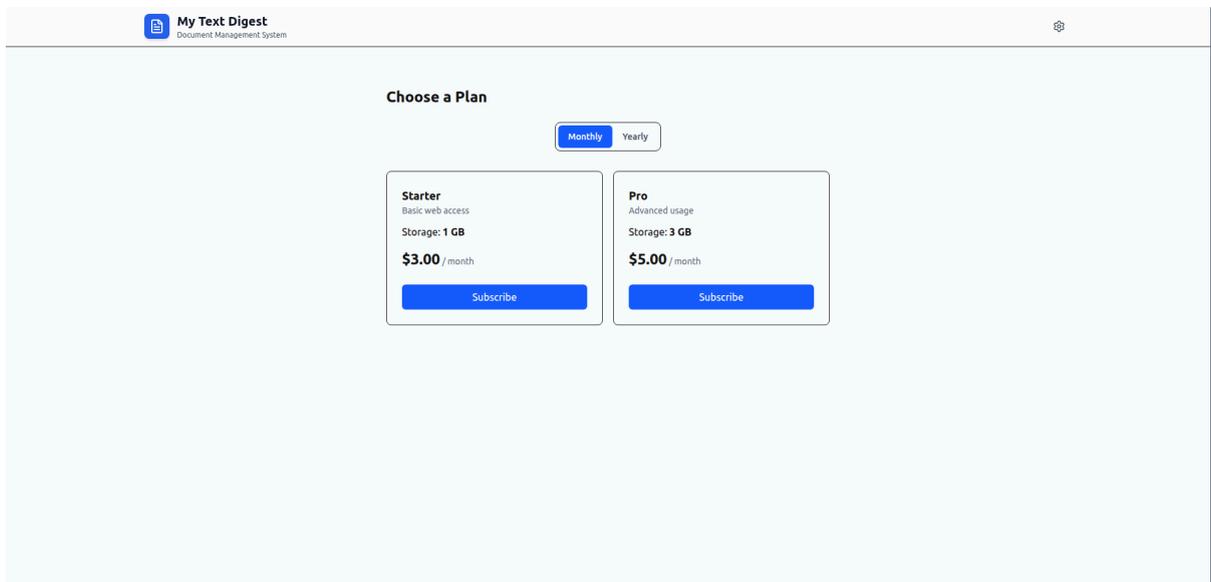
**Step 3: SignIn** – After successful verification, you will be redirected to the sign-in page.

Please signin using the credentials.

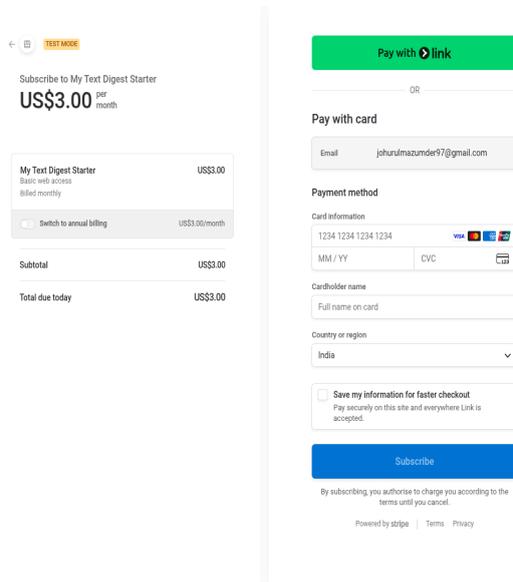


**Step 4: Select A Plan** – After signing in, you will be redirected to the Subscription page to subscribe.

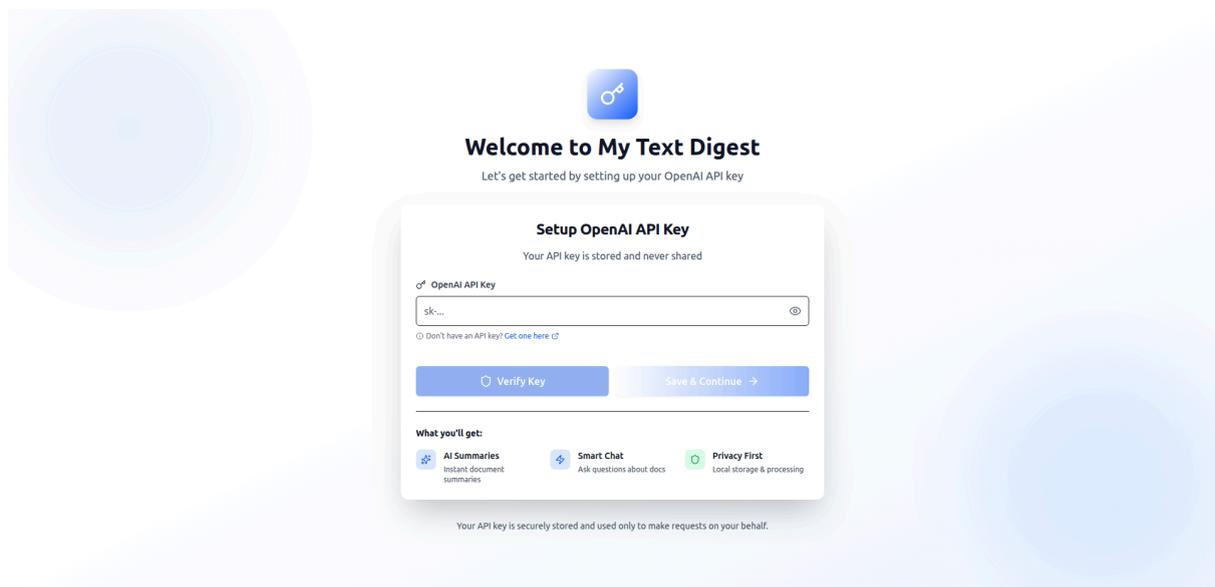
Select a plan and then click subscribe.



**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.



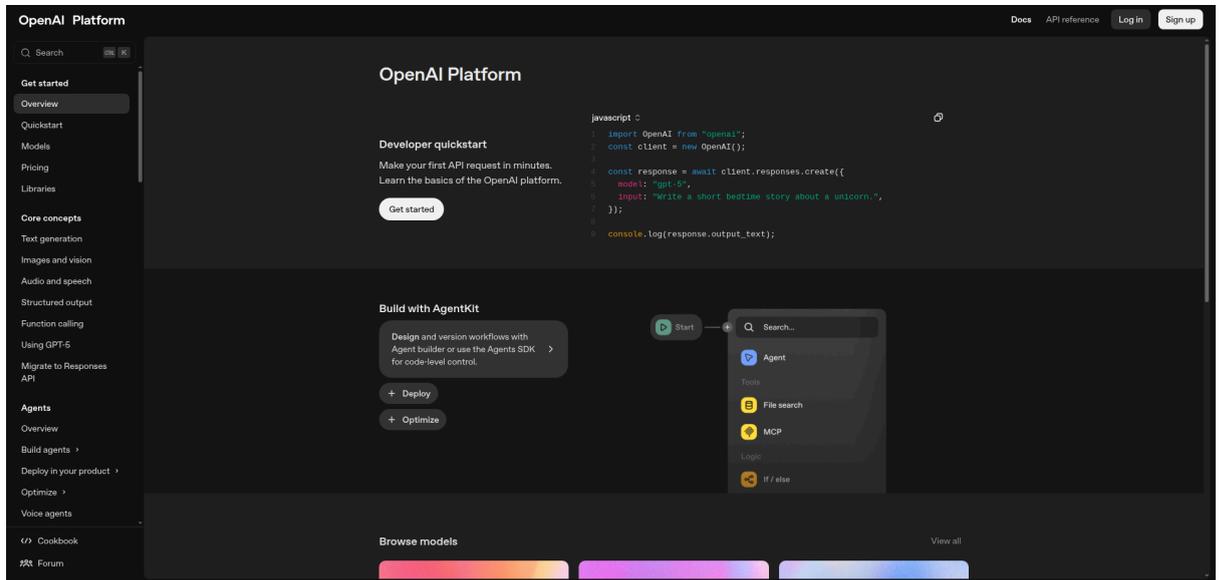
Refer to section 2.0 below to get Open AI API key.

## 2.0 Getting Started -API Key Setup

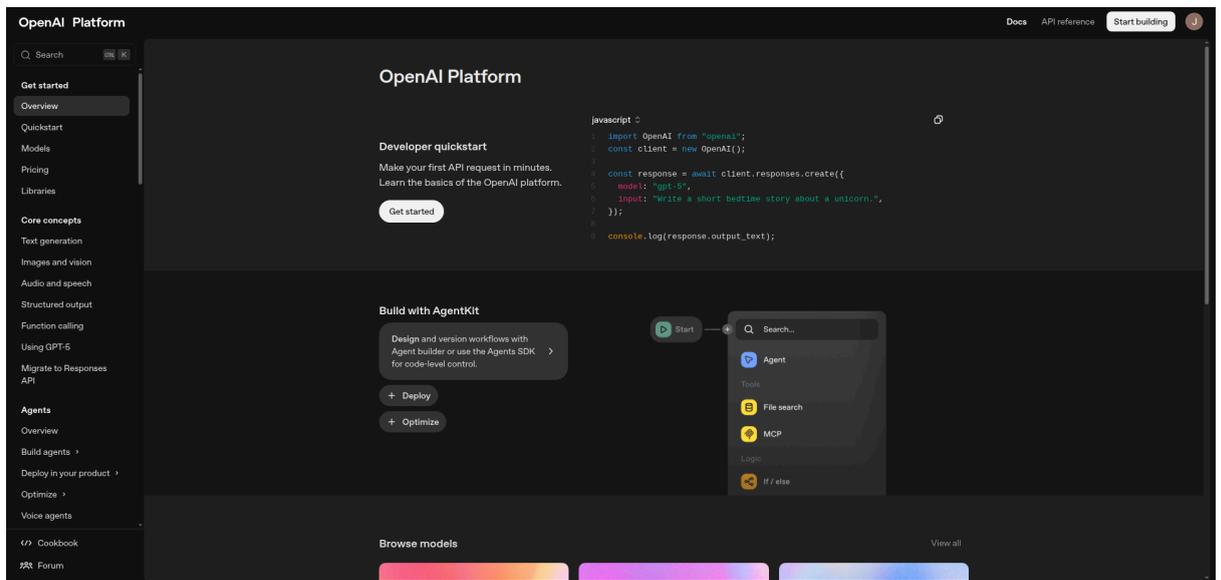
Before using MyTextDigest, you'll need to generate an API key from your OpenAI account. Follow the steps carefully below.

## Step 1: Create an OpenAI Account

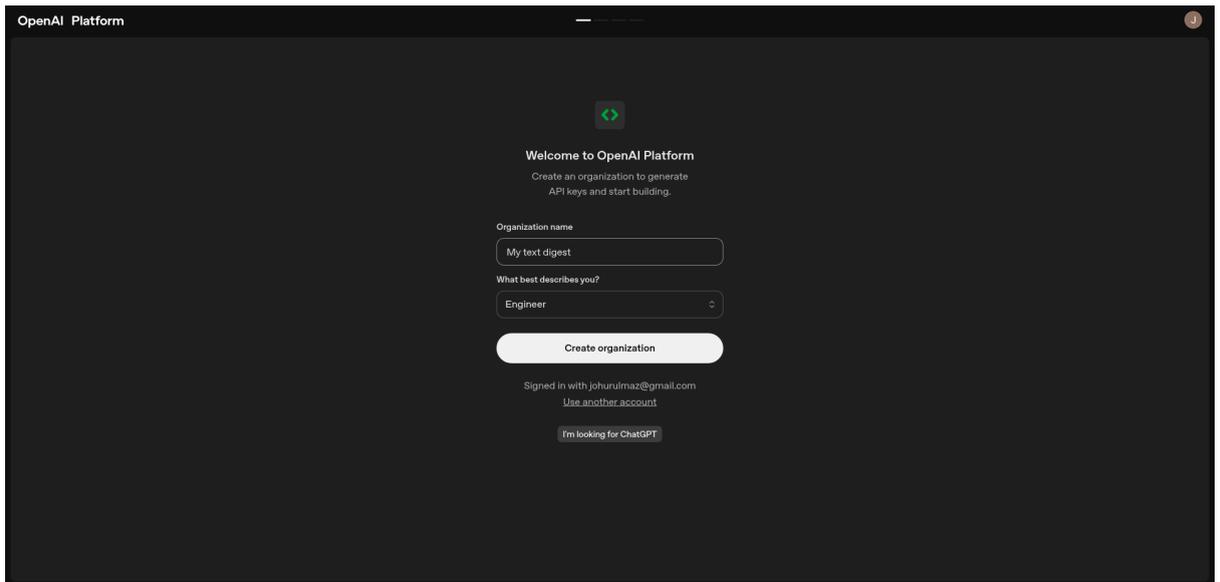
1. Visit <https://platform.openai.com/>.
2. Sign up using your Google account or email address.



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

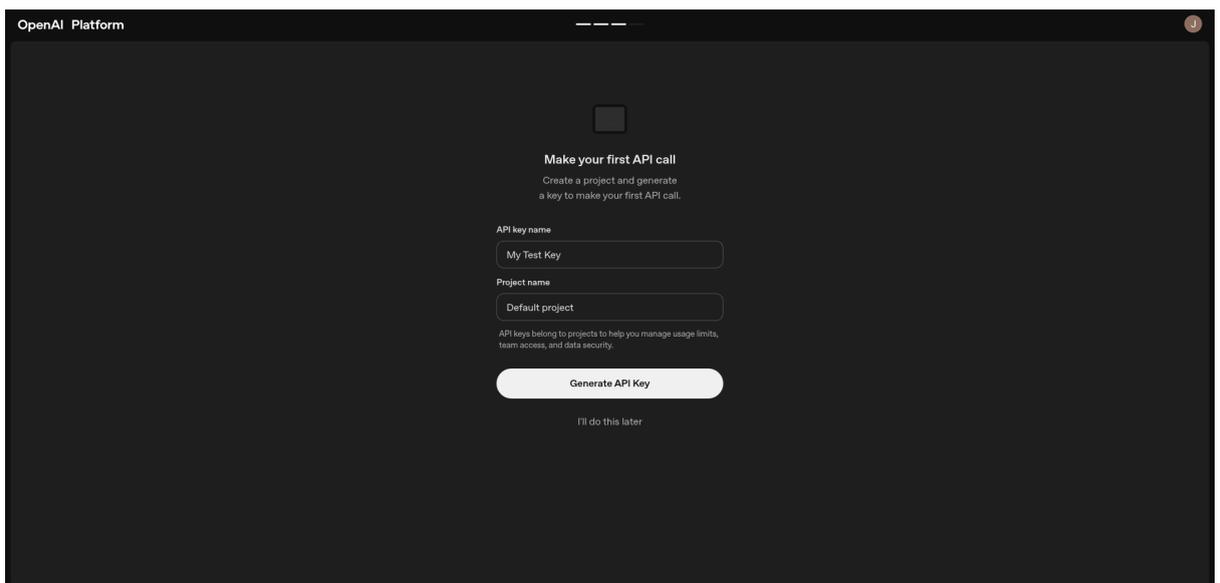


4. Create your organization when prompted.

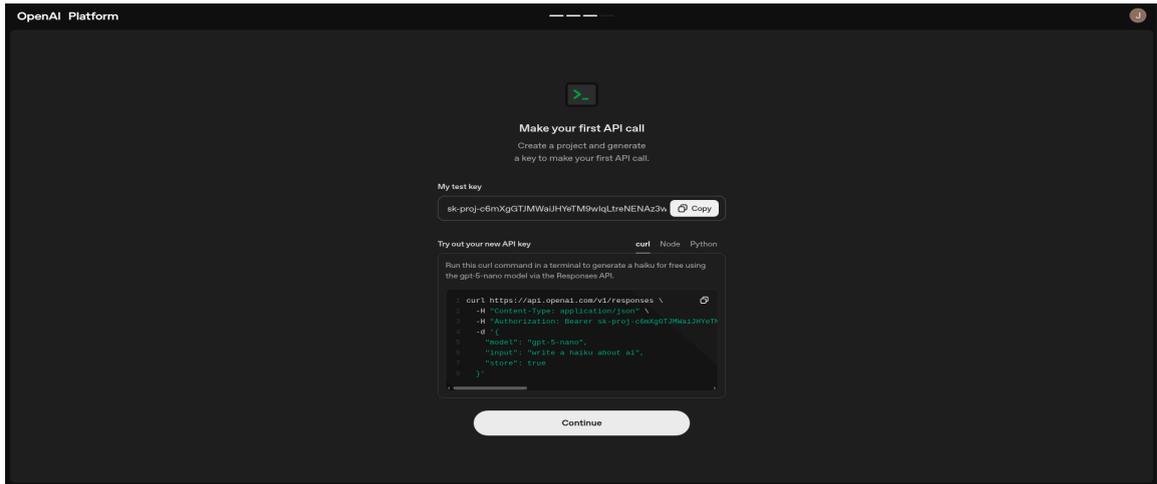


## Step 2: Generate Your API Key

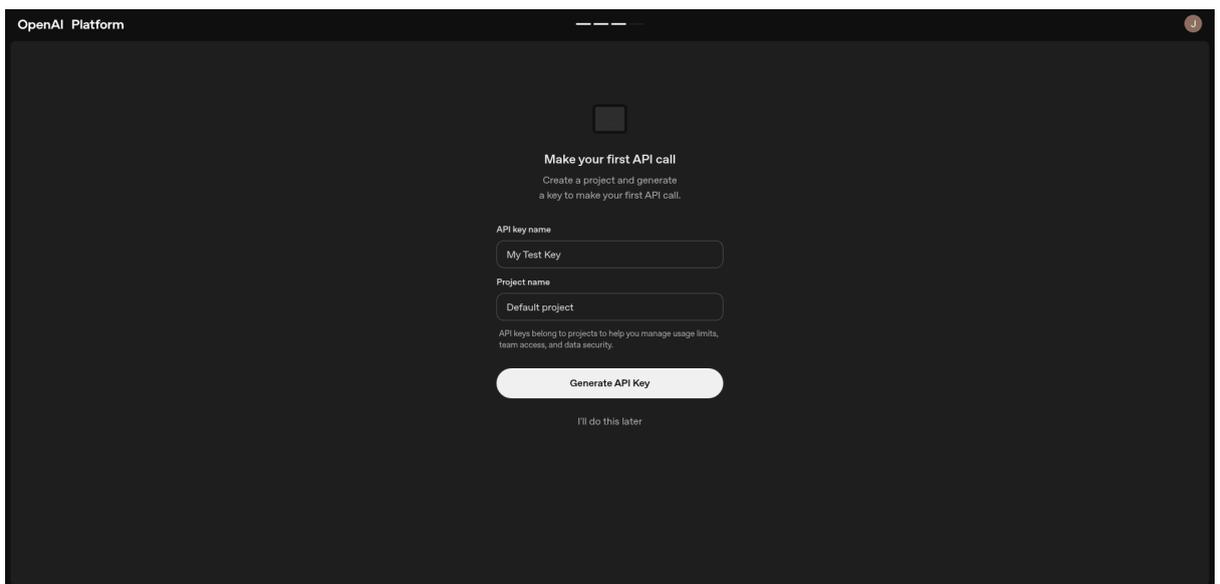
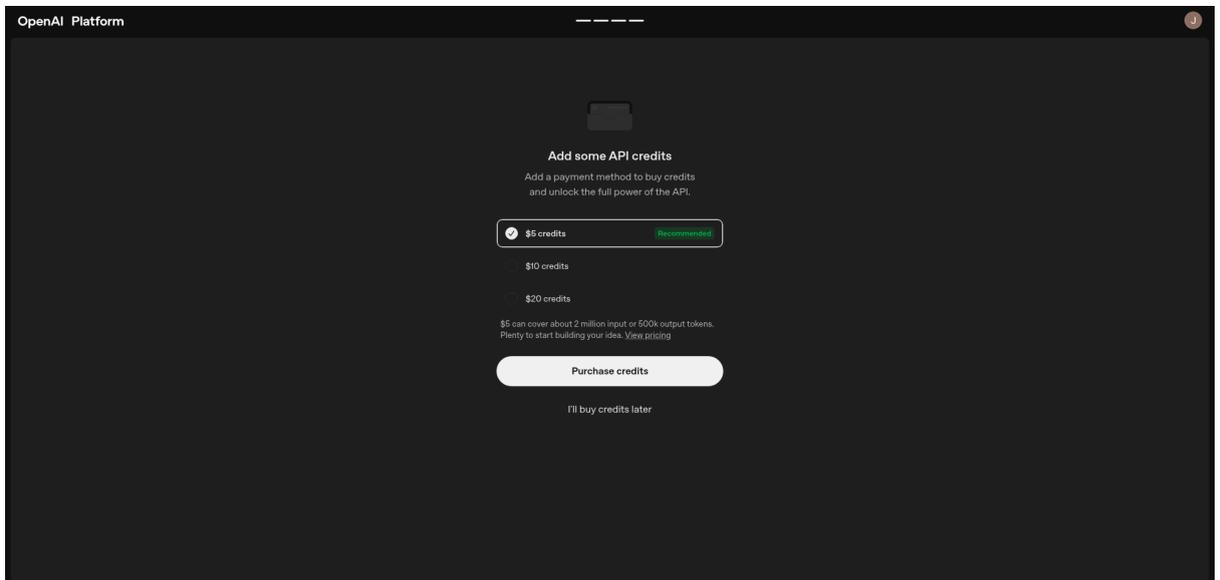
1. Navigate to **API Keys** → **Create new secret key**.



2. Copy the generated key and store it securely.



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

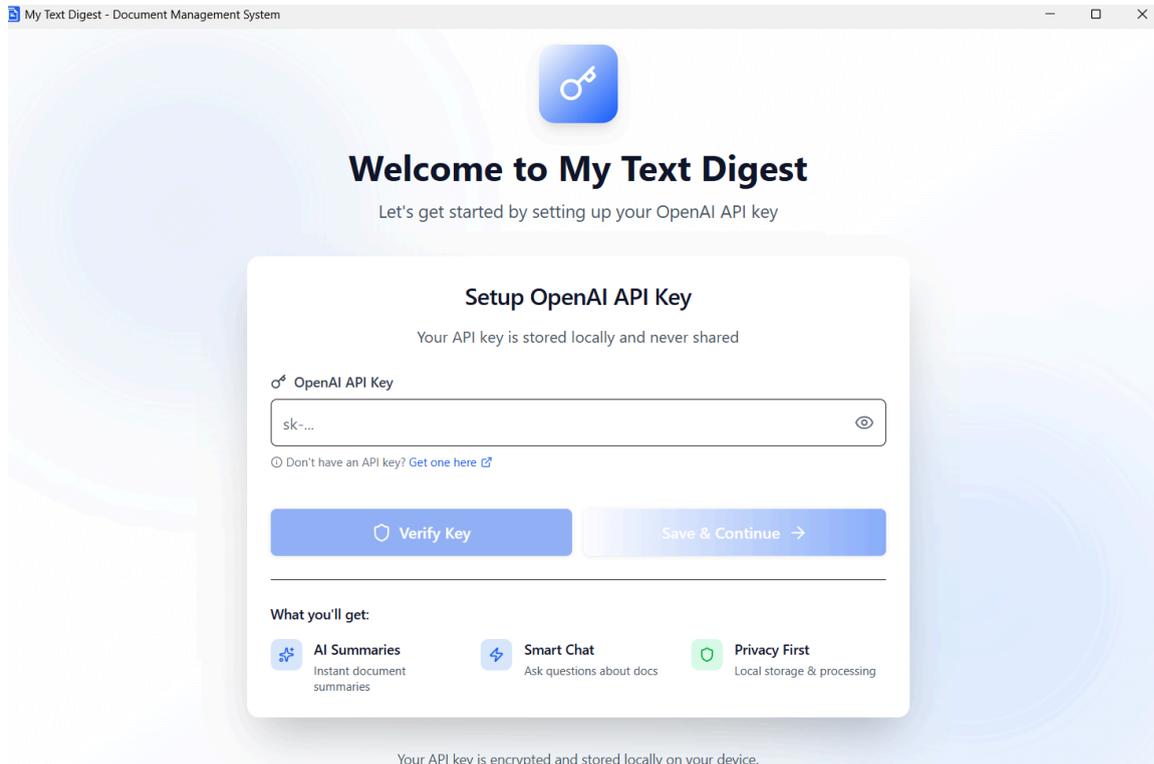


4. Keep this API key ready it's required to activate MyTextDigest.

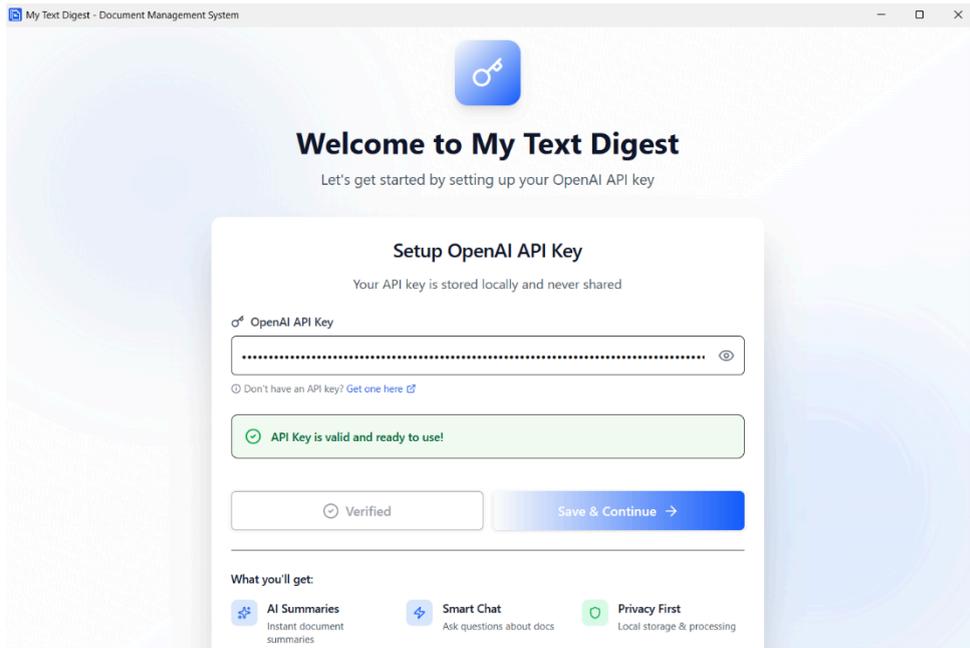
**Tip: Never share your API key publicly. Treat it like a password.**

### 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.

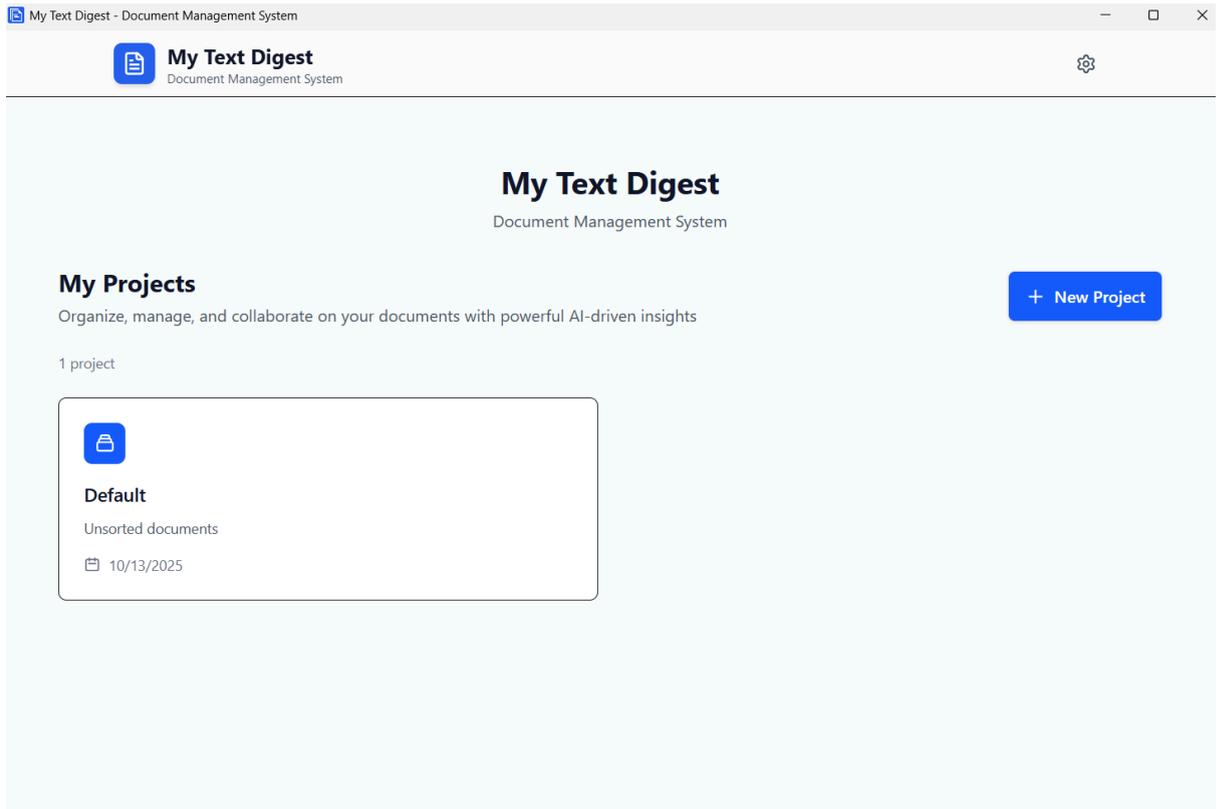
## 3.0 Navigating the MyTextDigest Interface

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.

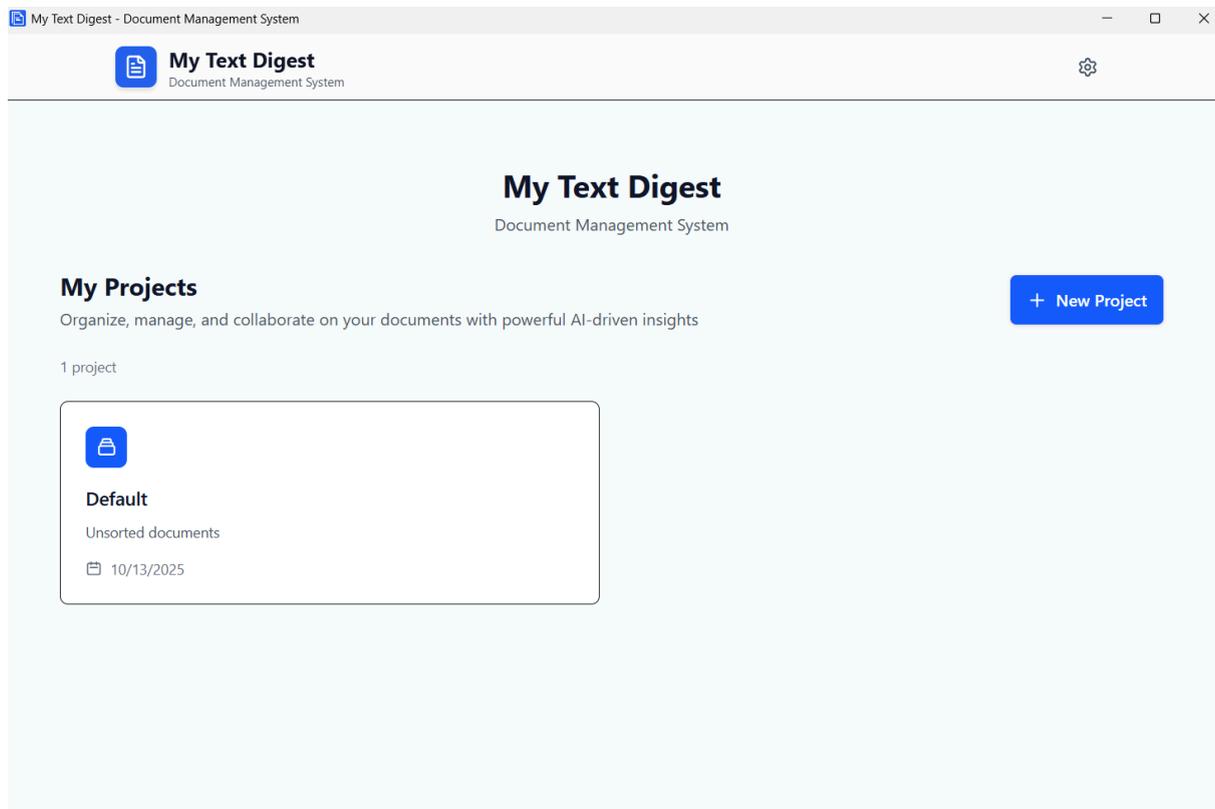
- A **default project** is already present
- You can open it to start uploading documents, or create a new project.



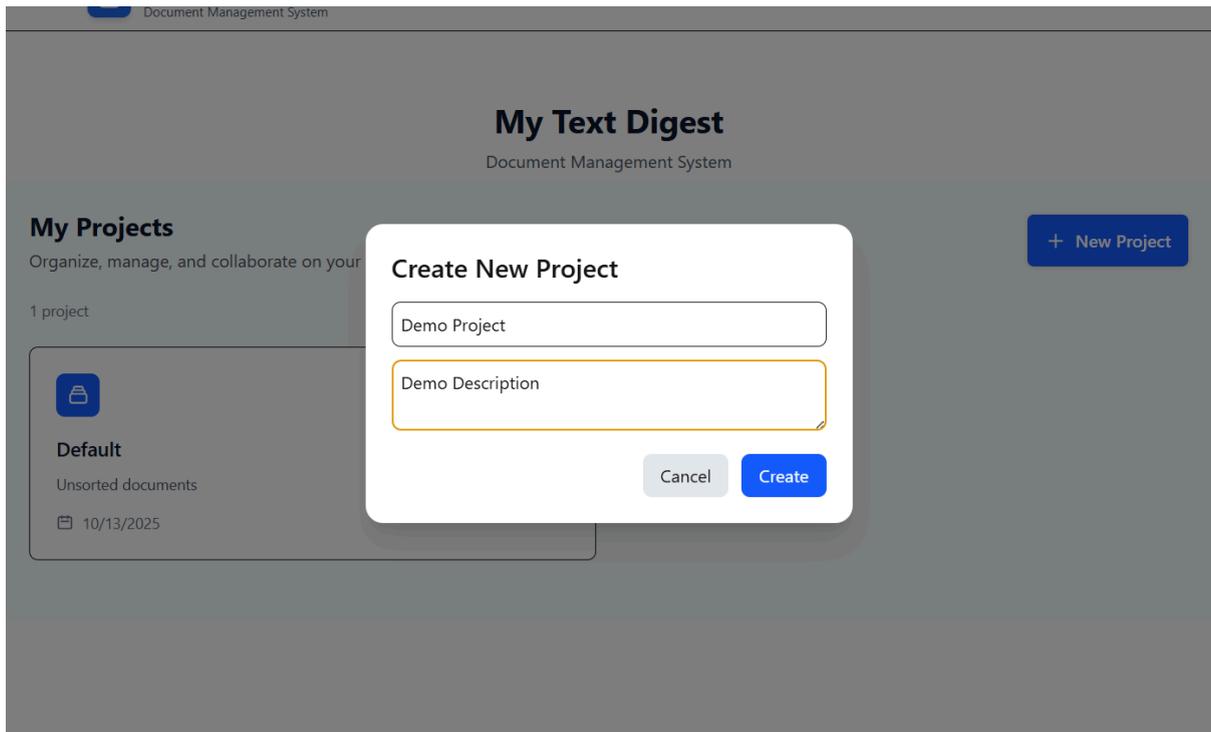
## 2.2 Creating and Opening Projects

To create a new project:

1. Click the “New Project” button.

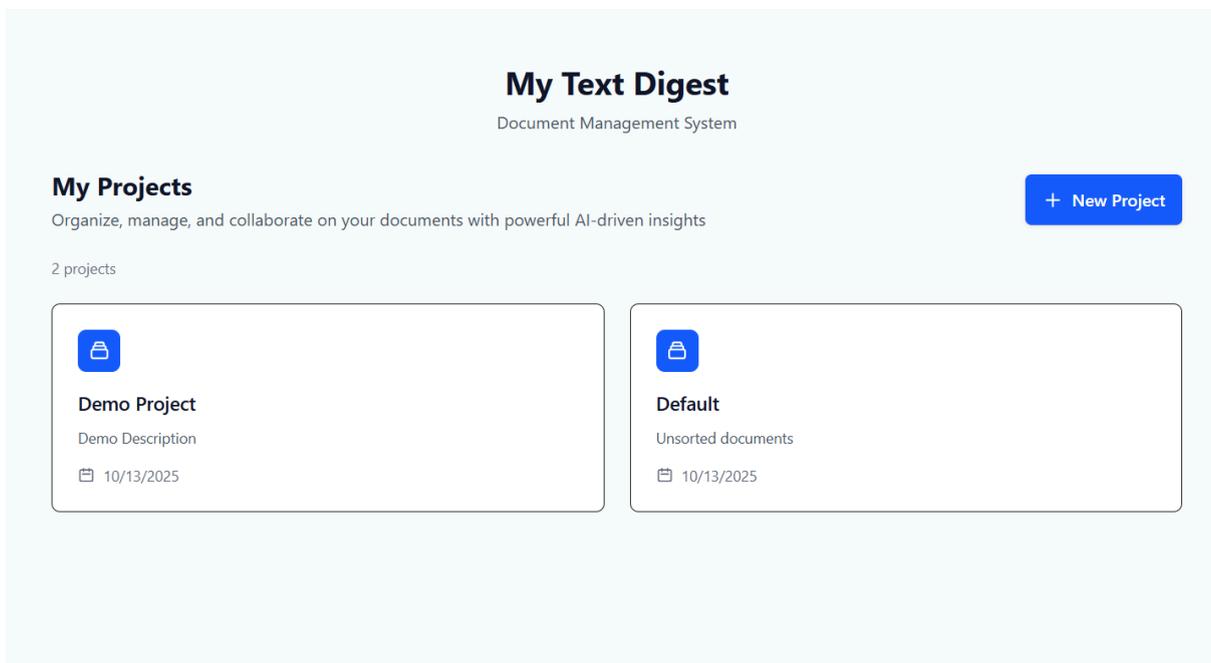


2. Enter a **Project Name** and **Description**.



3. Click **Create Project**.

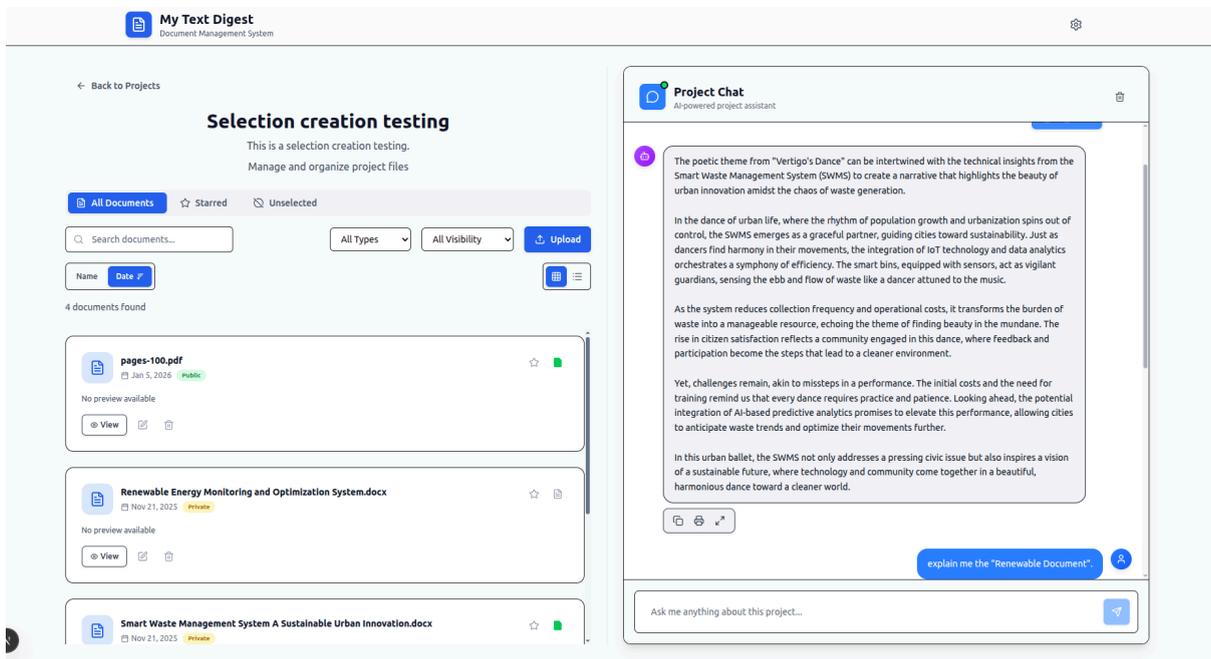
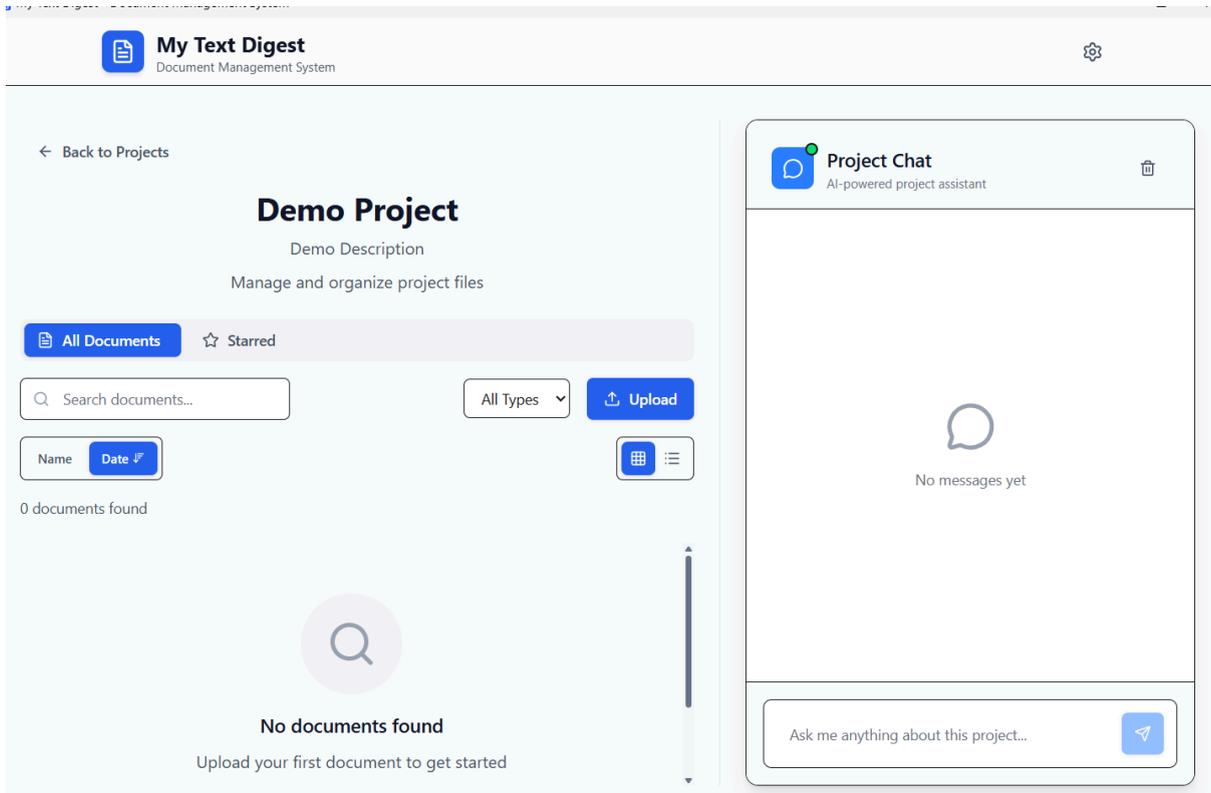
Once created, the project will appear on your landing page beside its name and description.

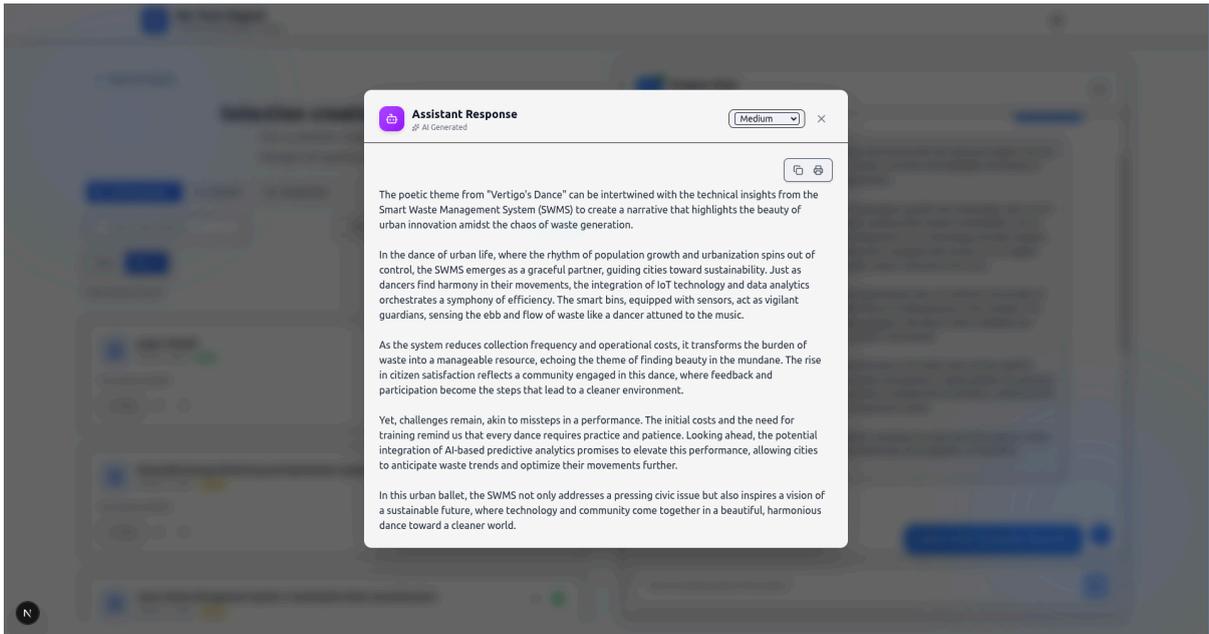


When you click on a project, the workspace will split into **two panels**:

- 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:

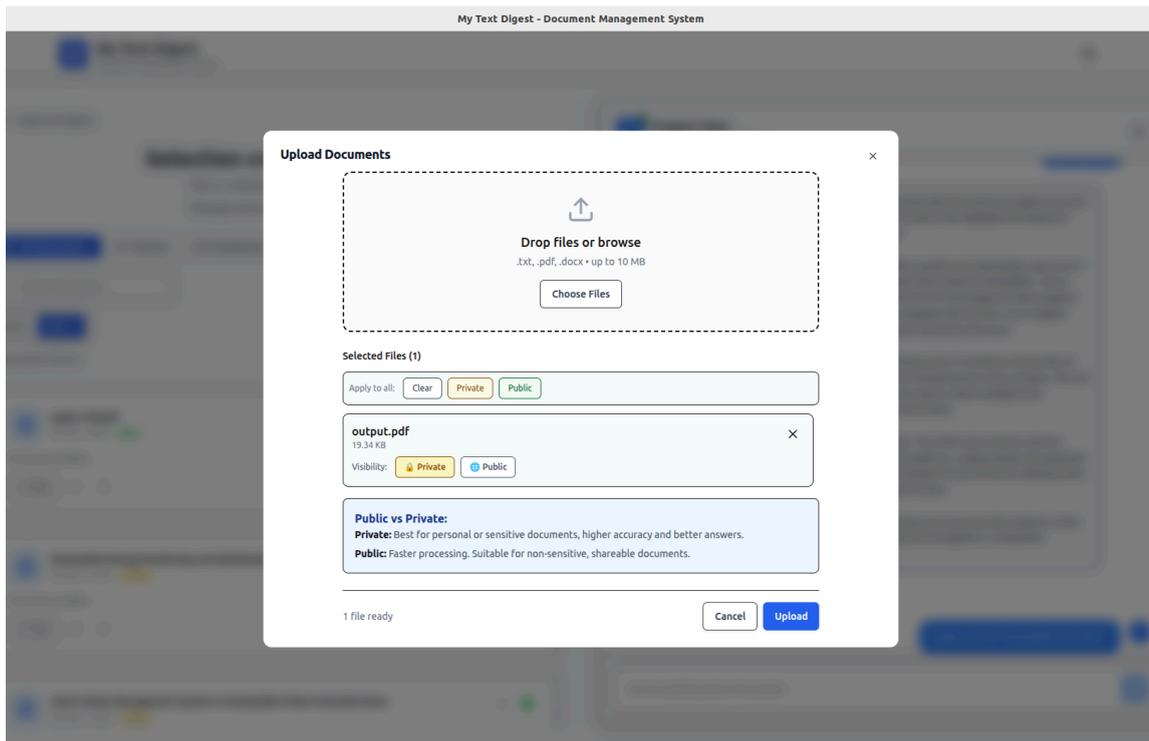
- Request summaries or insights across multiple documents.
- Ask general project-level questions.
- Continue conversations from previous sessions (chat history is saved until deleted).
- Copy messages, print and expand message view

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

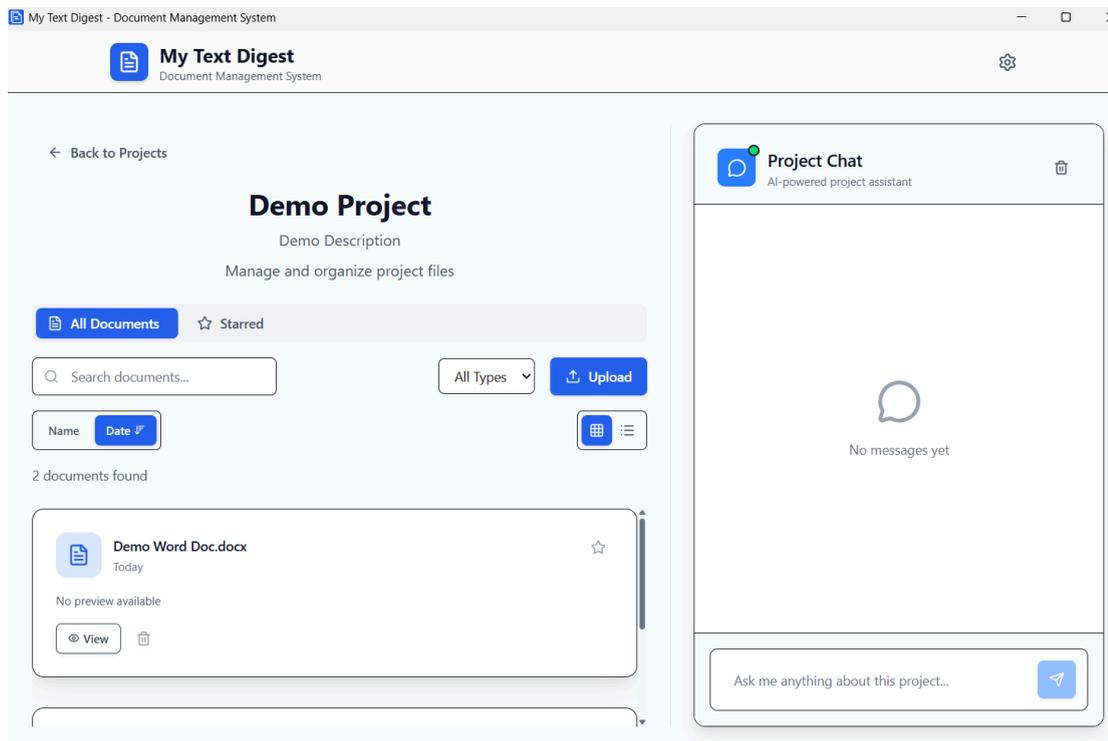
**Tip:** Think of the Project Chat as your workspace-level assistant that understands the context of *all* documents in the selected project.

## 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.

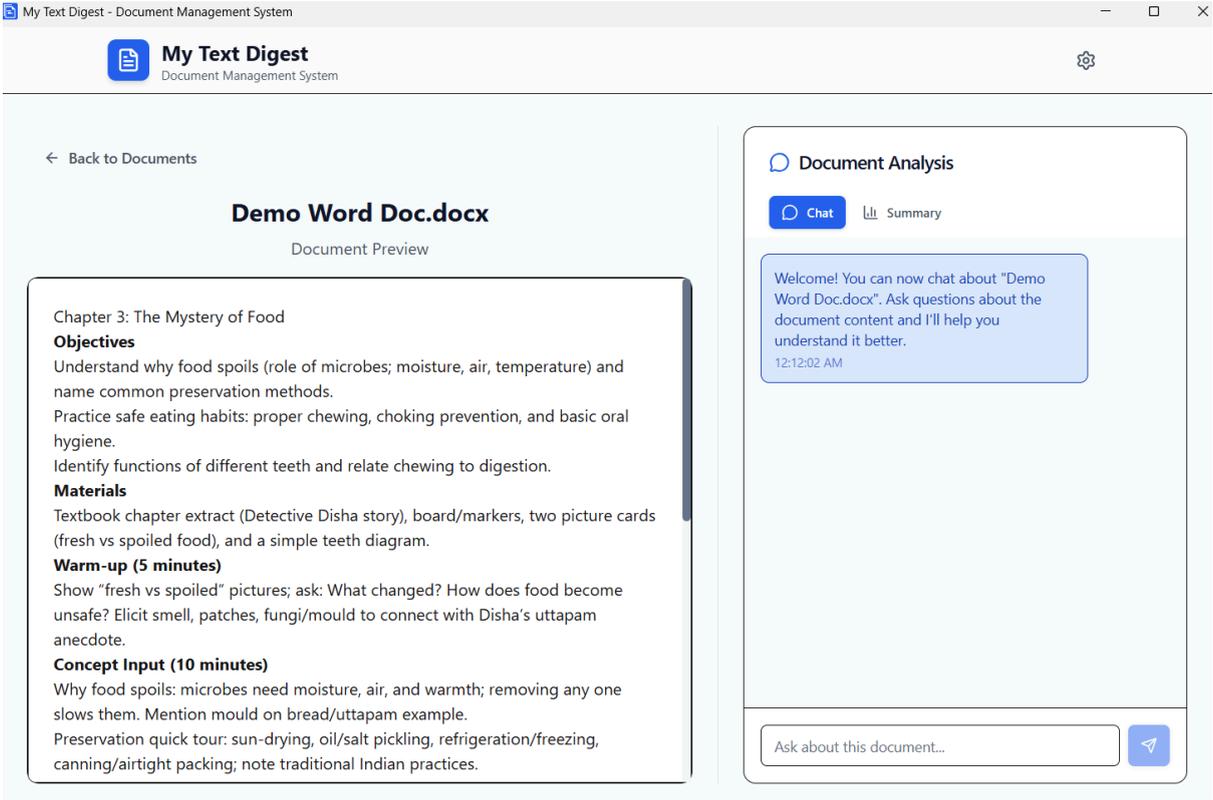


## 2.4 Viewing and Exploring Documents

When you click on a document from the project list:

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

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



The screenshot shows the My Text Digest interface. On the left, a document titled "Demo Word Doc.docx" is displayed in a preview mode. The document content includes:

Chapter 3: The Mystery of Food

**Objectives**  
Understand why food spoils (role of microbes; moisture, air, temperature) and name common preservation methods.  
Practice safe eating habits: proper chewing, choking prevention, and basic oral hygiene.  
Identify functions of different teeth and relate chewing to digestion.

**Materials**  
Textbook chapter extract (Detective Disha story), board/markers, two picture cards (fresh vs spoiled food), and a simple teeth diagram.

**Warm-up (5 minutes)**  
Show "fresh vs spoiled" pictures; ask: What changed? How does food become unsafe? Elicit smell, patches, fungi/mould to connect with Disha's uttapam anecdote.

**Concept Input (10 minutes)**  
Why food spoils: microbes need moisture, air, and warmth; removing any one slows them. Mention mould on bread/uttapam example.  
Preservation quick tour: sun-drying, oil/salt pickling, refrigeration/freezing, canning/airtight packing; note traditional Indian practices.

On the right, a "Document Analysis" chat panel is visible. It has tabs for "Chat" and "Summary". A welcome message from the chatbot reads: "Welcome! You can now chat about 'Demo Word Doc.docx'. Ask questions about the document content and I'll help you understand it better." The message is timestamped "12:12:02 AM". At the bottom of the chat panel, there is a text input field with the placeholder "Ask about this document..." and a blue send button.

Here, you can:

- Ask questions related to that document only.
- Copy, print and expand messages
- Generate summaries, key points, or detailed insights.

← Back to Documents

### Demo Word Doc.docx

Document Preview

Chapter 3: The Mystery of Food

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**Document Analysis**

Chat **Summary**

**Document Information**

Type: **DOCX**    Words: **249**

Read Time: **2 min**    Modified: **10/14/2025**

**Summary**

Chapter 3 explores the mystery of food, focusing on the causes of food spoilage and methods for preservation. It emphasizes the importance of safe eating habits and the role of teeth in digestion. The chapter includes practical activities and assessments to reinforce understanding of these concepts.

**Key Points**

- Food spoilage is caused by microbes, moisture, air, and temperature.

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.

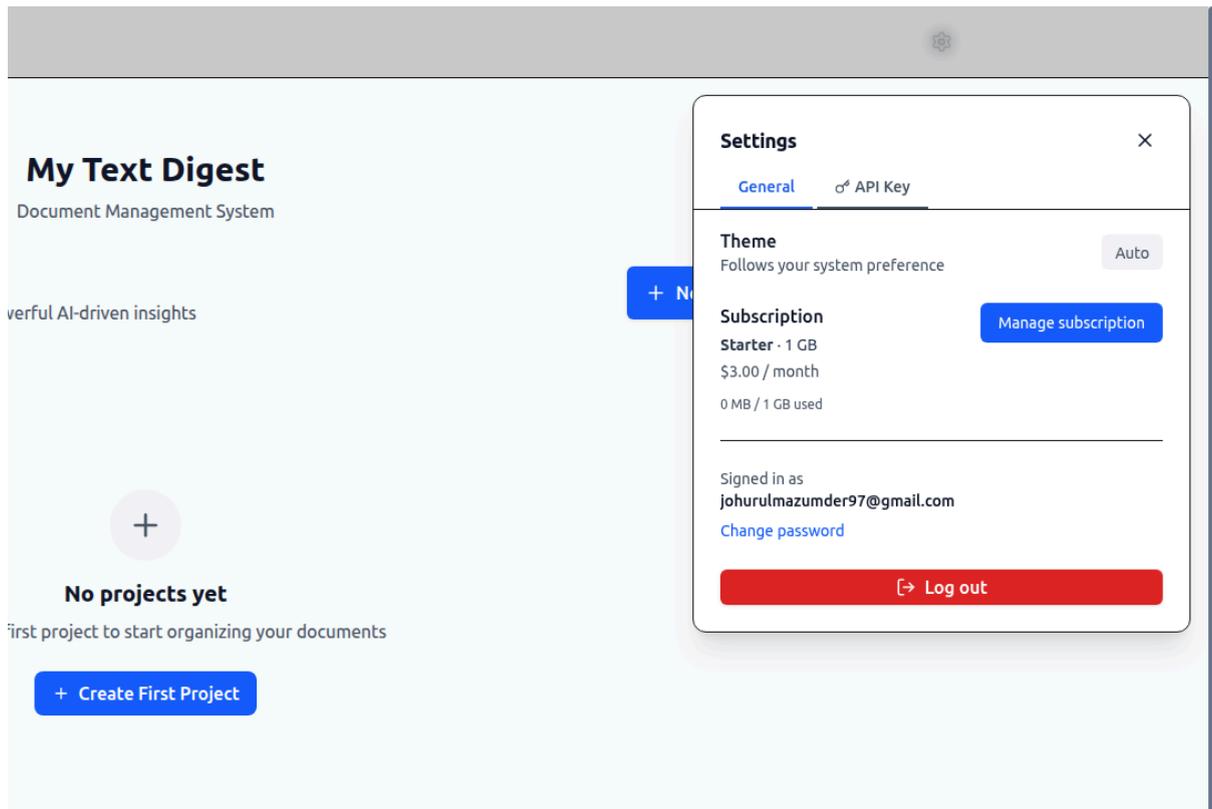
## 2.5 Summary of Key Functions

Feature	Purpose
<b>New Project</b>	Create and organize a new project
<b>Project Chat</b>	Interact with all documents collectively within a project
<b>Upload Document</b>	Add PDF, Word, or Text files (max 10 MB)
<b>View Document</b>	Read and summarize individual files

<b>Document Chat</b>	Chat with AI about a specific document
<b>Delete Chat</b>	Clear chat history manually
<b>Regenerate Summary</b>	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.



**CURRENT SUBSCRIPTION**

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

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**

Date	Amount	Status	Description
19 Jan 2026	US\$3.00	Paid	My Text Digest Starter

Upgrade subscription by clicking the Upgrade Subscription.



Billing > Subscriptions

**Update your subscription**

Monthly Yearly

Subscription Plan	Price	Status
My Text Digest Starter Basic web access	US\$3.00 per month	Select
My Text Digest Pro Advanced usage	US\$5.00 per month	Selected

Subtotal US\$5.00 per month

Continue

## 2.6 Best Practices

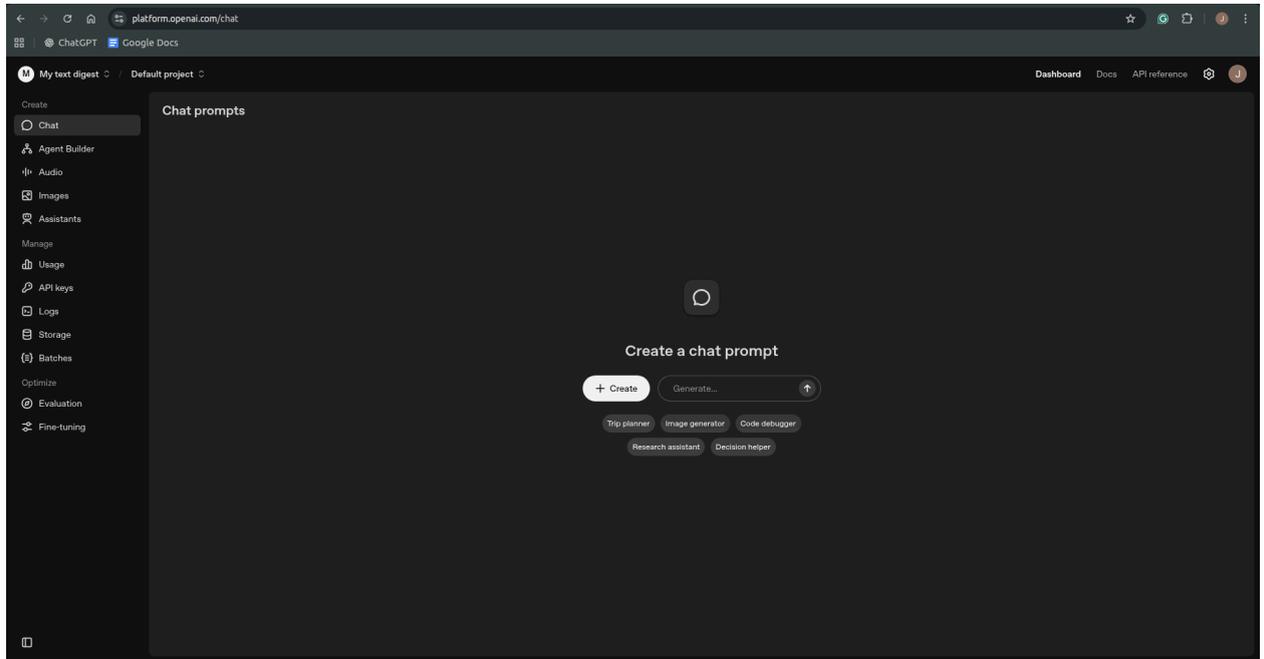
- Ensure a stable internet while uploading large documents.
- Keep document names clear and descriptive.
- Frequently clear old or unused chat histories.

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

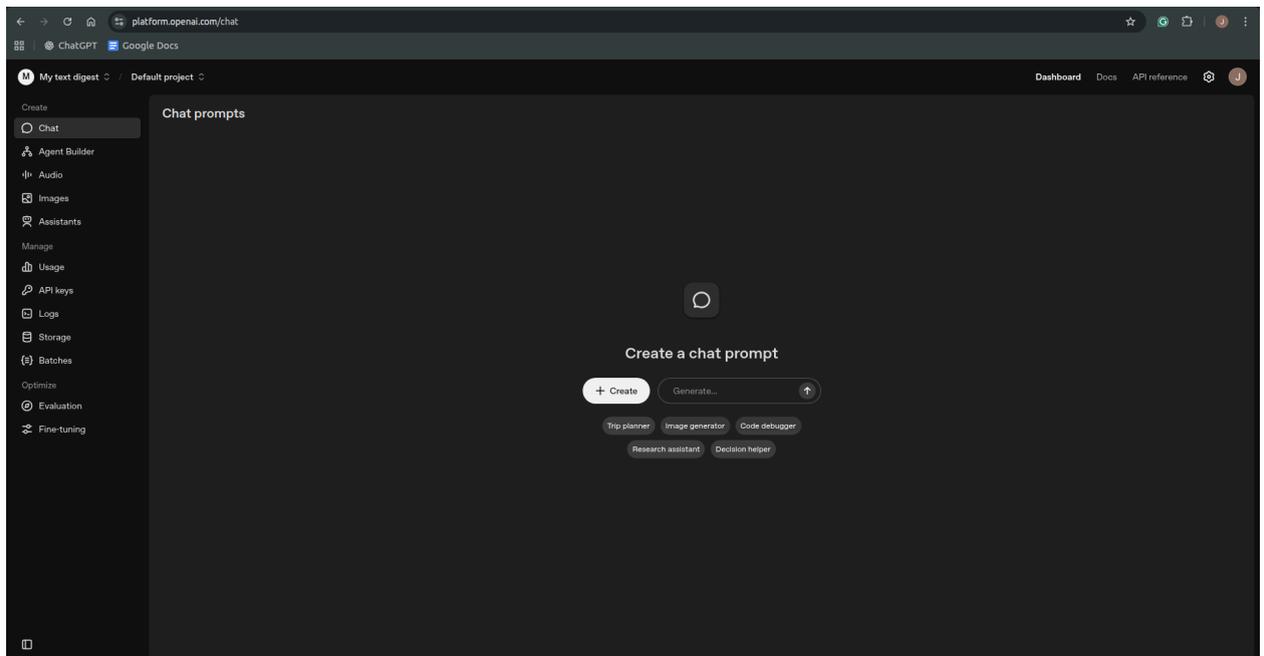
## NOTE: Managing Your API Key and Credits

To purchase more credits:

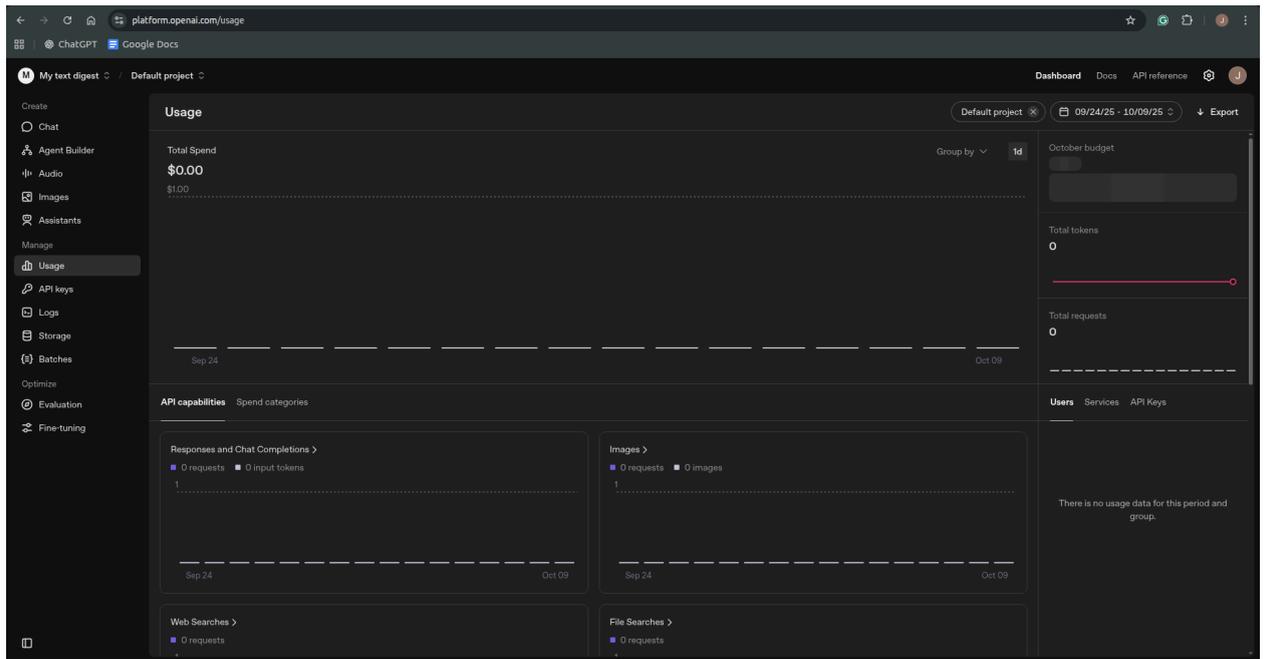
1. Go to <https://platform.openai.com/> and log in.
2. Open the **Dashboard**.



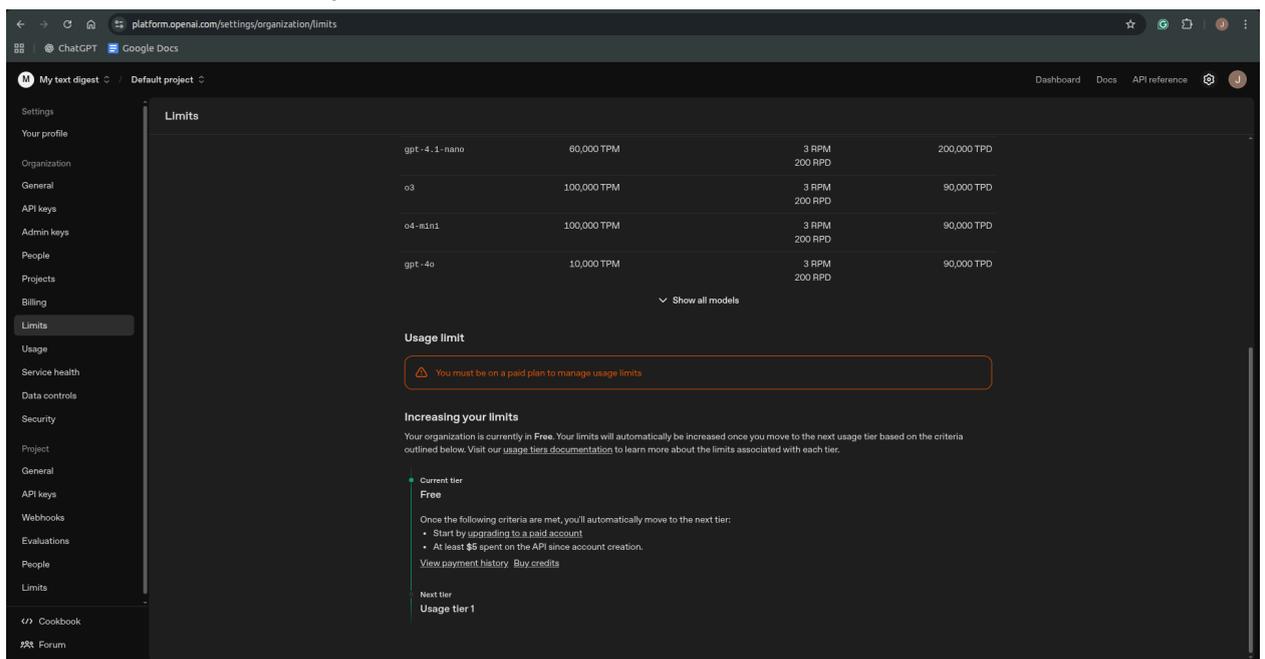
3. From the left sidebar, select **Usage**.



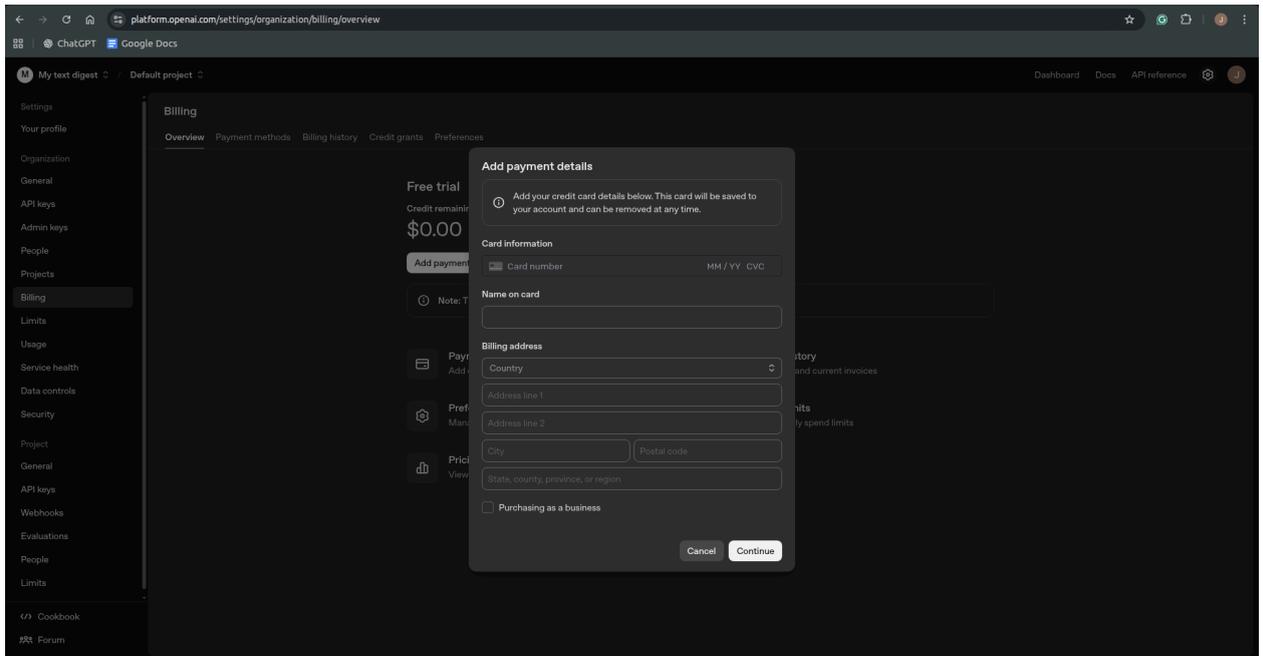
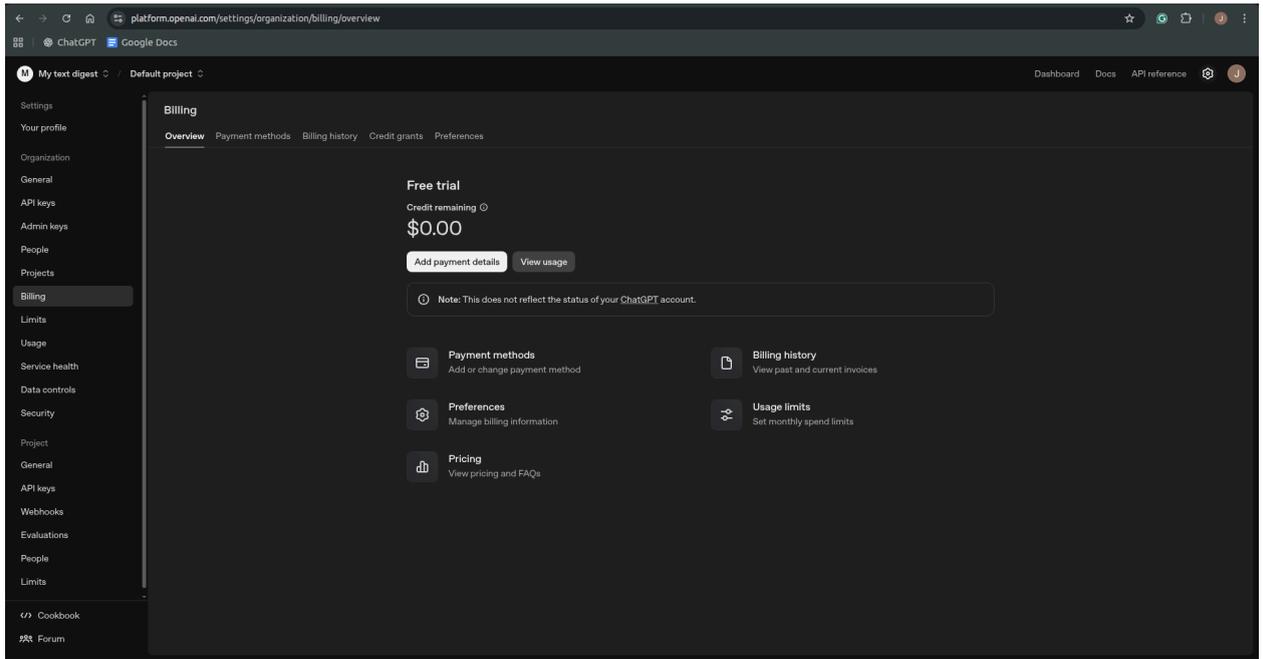
4. On the right side, click **Edit Budget**.



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

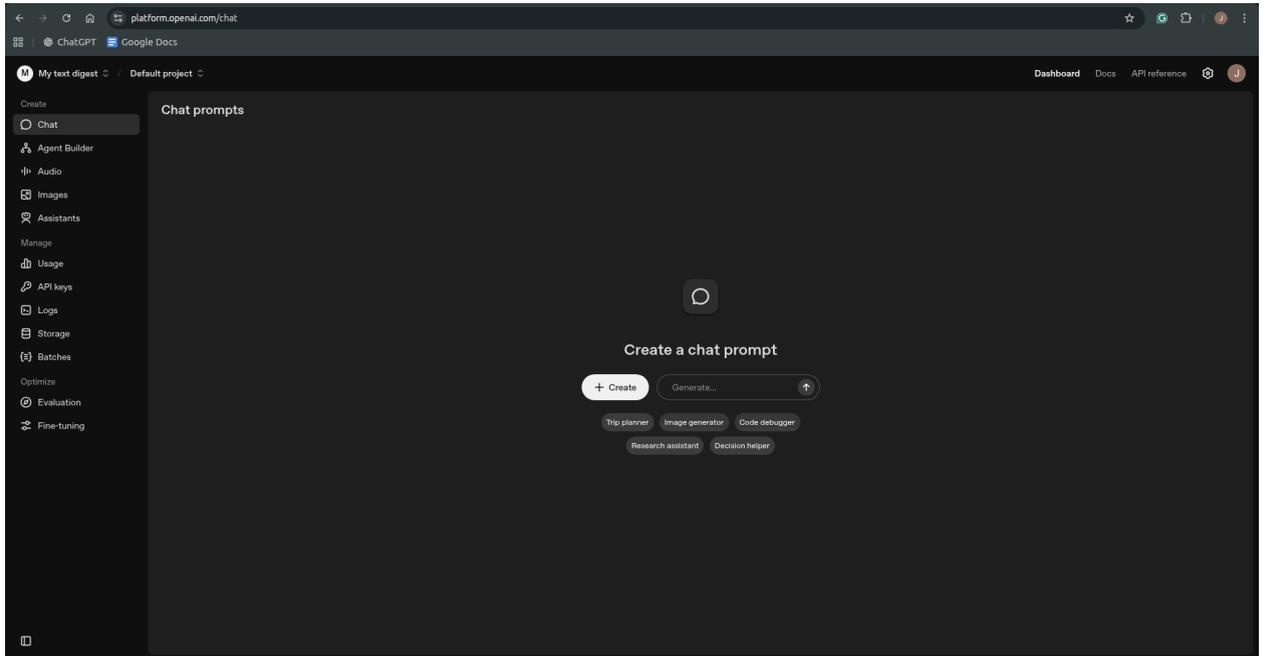


6. Enter your payment details to complete the purchase.

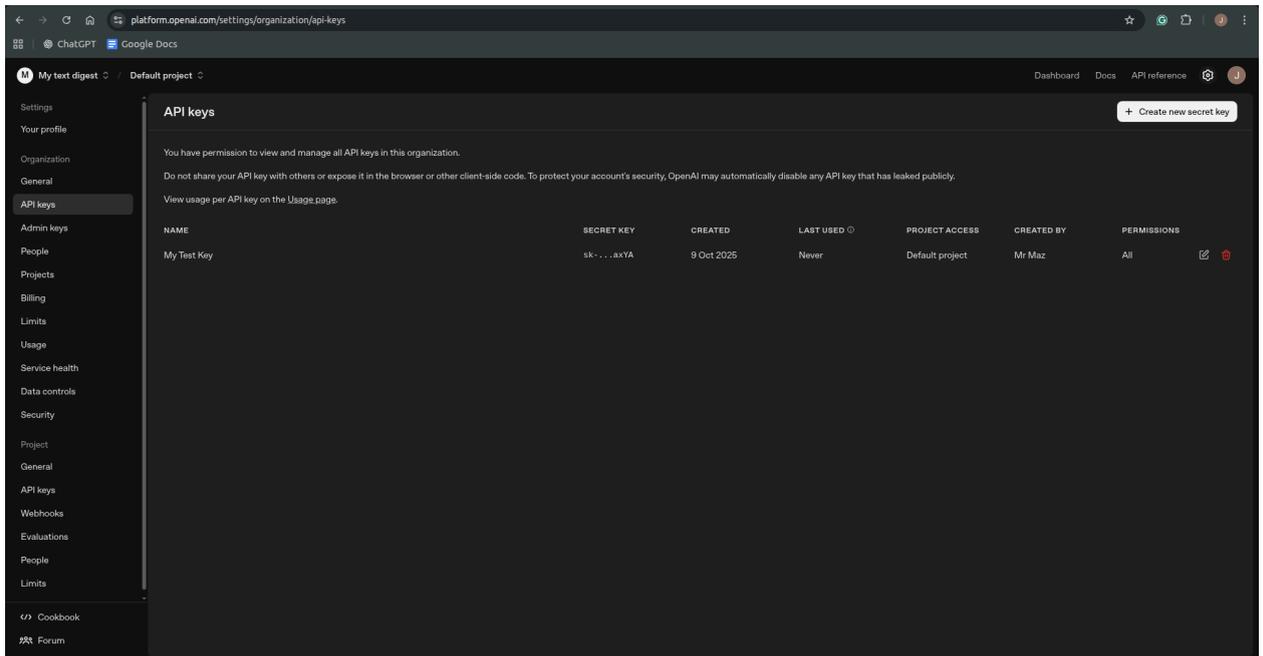


If you ever need a new API key:

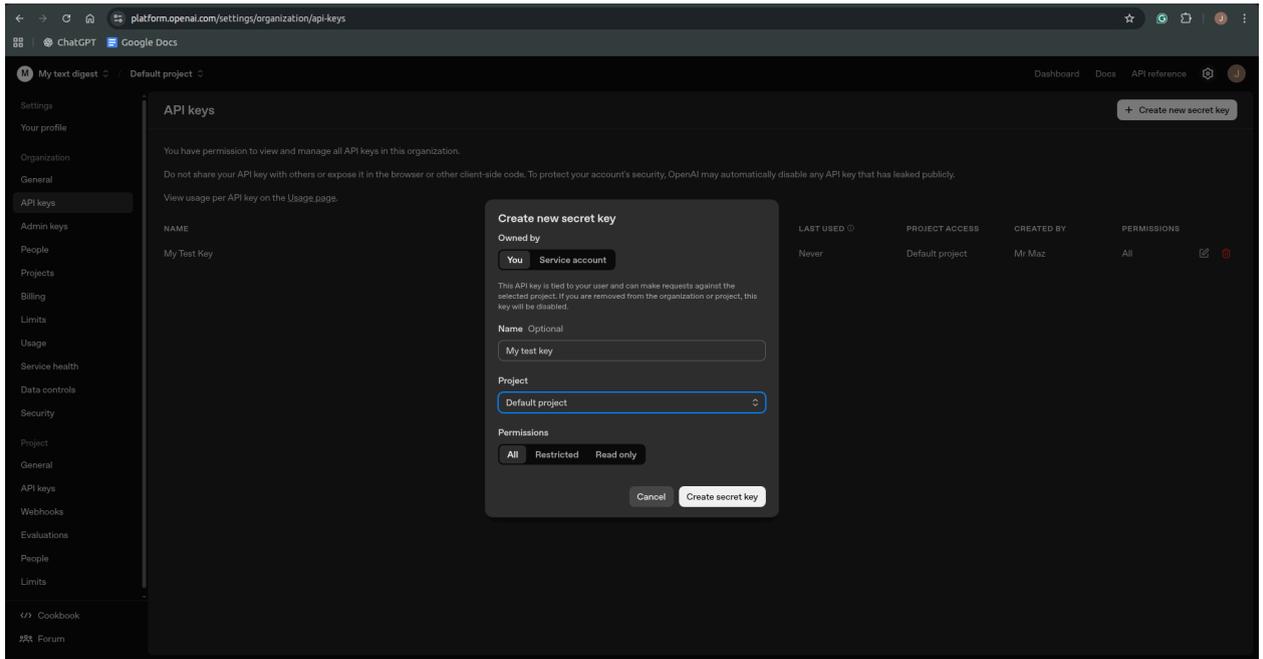
1. From the sidebar, select **API Keys**.



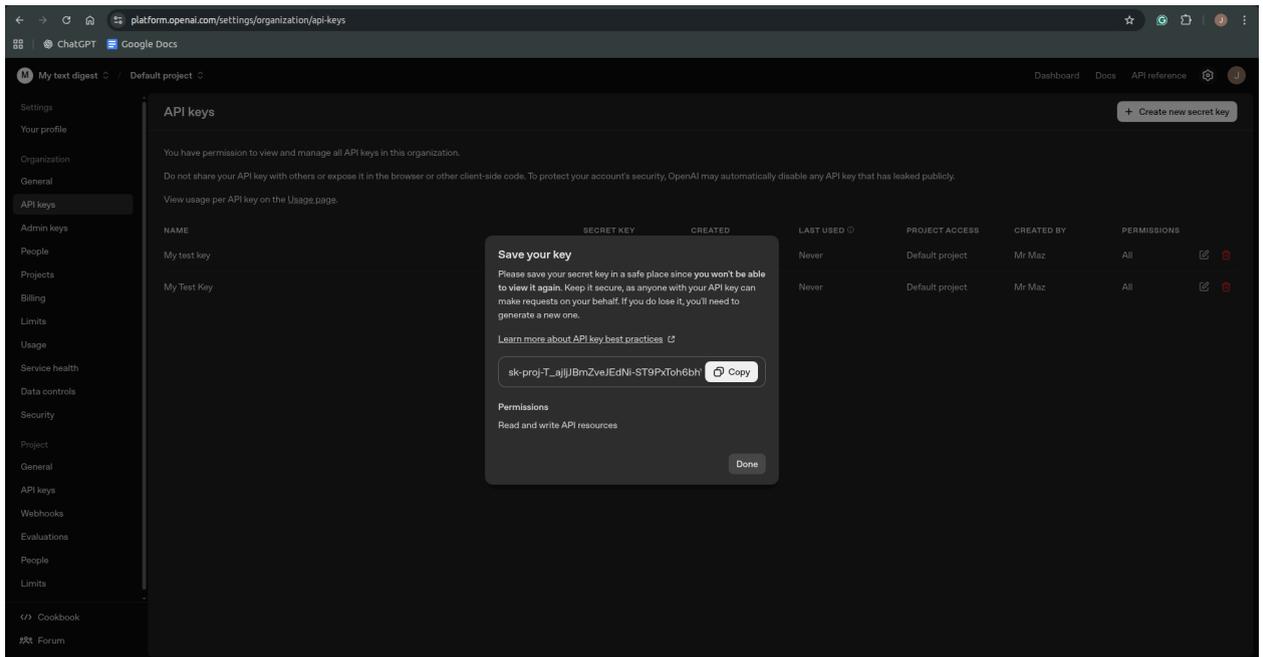
2. Click **Create new secret key**.



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



#### 4. Copy and replace the old key.



**Version 1.0**

**Date:** Jan 27, 2026