MyCurator Documentation

The documentation is intended as a reference for the fields and values that are used to set up and operate the MyCurator content curation platform. Use the Table of Contents below to navigate through the documentation pages. This documentation will be kept up to date with each release of MyCurator. The training videos provide a broader overview of how the various aspects of MyCurator work together to provide a content curation platform.

Documentation – Getting Started

Installation

Using the WordPress Plugin Installer, Choose Add New and then Upload, choose the

zip file on your computer that you downloaded from the WordPress repository or the

Target Info site. After Uploading, choose Install and then Activate.

MyCurator Dashboard

After installing, you will see a new menu entry for MyCurator in your WordPress
Dashboard, in the section underneath the Settings entry. If you click on this entry or the
MyCurator Dashboard menu item under this entry, you will see the MyCurator
Dashboard. The dashboard is where you enter your API Key. It also has a convenient
Setup Wizard after you have entered your API key and validated your plan. After you
have used the Wizard to set up your Topics and Sources, the Dashboard displays when
MyCurator will look for articles next and gives a summary of articles and other activity
over the last 24 hours.

Enter your API Key

You need to have an API Key for MyCurator to be able to access the cloud services where much of the article processing is performed. Go to the Target Info website at www.target-info.com and click on the Pricing menu item. You can choose from one of 3 plans and receive an API Key via email. Copy the API Key and then go to the MyCurator Dashboard on your site and enter the API Key into the API Key field and Press Validate & Get Plan button.   The Plan you signed up for should be displayed and you are ready to begin.

Set Up MyCurator

Check and make sure that all of your system components are valid by looking for a message below your Plan information. If any components are not valid or not installed, then make sure they are upgraded/installed before continuing.

The Setup Wizard section has a few fields to enter to set up your first Topic. A Topic tells MyCurator what type of articles to look for. For example you may want to curate articles on Alternative Energy. You would enter the following into the Wizard fields:

Topic Name: **Alternative Energy**

Topic Search 1 Keywords: **alternative energy**

Topic Search 2 Keywords: **solar wind "fuel cell" battery "power wall"**

*Assign Curated Articles to Which WordPress Category? **Choose a category on your site which will be assigned to articles you curate.**

Use spaces between each keyword. Enclose a phrase in quotes where each word must be present together in that order. View our Quick Start Video for more information.

After you click the Create Topic button, the screen will refresh and the Processing Status section will display the time until MyCurator runs and gathers articles. After the background process has completed, go to the Training Posts menu item in your WordPress site Dashboard (usually below Comments) to find articles for curation.

MyCurator has set up a Topic and 2 Sources (Google and Bing News feeds). You can go to the Topics and Sources menu items in MyCurator to view/edit the new Topic and Sources.

Next Steps

Our Training Video MyCurator Quick Start should get you up and running in just a few minutes. You can also use the documentation and get started, just follow these pages:

1. Read the Sources page, get your Source It tool into the Bookmarks bar on your browser (See Source Itpages).
2. Go to your favorite blogs and news feeds and use Source It to capture them. Use Source It to add your Google Alerts
3. Drag the Get It tool (see Get It page) onto your bookmarks bar and save articles as you browse to your Training page.
4. Curate your first article from the Training Posts menu item by clicking [Make Live]!
5. Train articles in your Training Posts as Good (green thumbs up) or Bad (red thumbs down) so MyCurator can classify future articles as good, bad or not sure.
6. Read the Topics page and Edit your Topic or create more topics if you have the Pro or Business Plan.

Documentation – Dashboard

The MyCurator Dashboard provides an overview of the installation, setup and processing status of MyCurator's background process. Information on each of the sections is provided below.

Installation Status

The installation status section displays your plan information, including the type of plan and any limitations. **If you upgrade or change your plan**, click the Validate and Get Plan button to retrieve your new plan details from our cloud server. This will update any limits, for example moving from an individual plan to a Pro plan will allow you to add unlimited Sources.

The second section of the installation status shows a green thumbs up if your PHP and WordPress installation has all of the needed components to support MyCurator. If a component is missing then you will see a red thumbs down and a description of the missing component and what to do. Usually you will need to contact your host to fix the problem. If you have any questions you can use the [Contact Us](#) page on our site or email us at support at target-info.com.

Setup Checklist

This section verifies that you have created Sources and Topics and linked Sources to Topics by the Source Group. If ok, you will see a green thumbs up and a count of your current Topics and Sources. If some items are missing, they will be highlighted with a red thumbs down. You can go to the Sources and Topics menu items to add or change these items. The Topics menu item will also let you assign Source Groups to Topics.

Processing Status

The processing status shows when the MyCurator background process will run again. You can set the frequency of this process in the MyCurator Options menu item, Basic tab with the "Run MyCurator Every" radio buttons. After MyCurator background process runs, articles that are found and pass your keyword screens in your Topics will be placed in the Training Posts menu item (usually just below Comments on your WordPress site dashboard). If you have articles that have been requested from our cloud service you will also see an entry detailing when MyCurator will check to see if the articles have been processed.

MyCurator uses WordPress Cron to run in the background. If there are issues with WordPress Cron you will see error messages in this section with some descriptions of what to do to fix them. If you have a low-traffic site, Cron will not start because it requires visitors to your site to 'wake it up'. Press refresh or click on the MyCurator Dashboard menu item every half-minute or so for a few minutes to see if you can wake it up.

Items Processed by MyCurator in the last 24 hours

This section displays a count of Articles found, Errors and any outstanding Requests within the last 24 hours. Articles processed that meet your Topic keyword filters and criteria will be placed in your Training Posts menu item. If articles do not pass your Topic criteria, they will be found in the Logs menu item with a message for each outlining why the article was not accepted.

Errors denote problems with processing your feeds or specific articles and are displayed in the Logs menu item. You can click on the Errors link in this section or go to the Logs menu item and choose Error from the drop down named Article.

If any articles have been requested from our cloud service but have not been retrieved, they will show up under the Request line with a count. You can view the requested articles by clicking on the Request link in this section or go to the Logs menu item and choose Request from the drop down named Article.

To get a compilation of all of the articles and errors, by Topic and Source, for the last 14 days, go to our Performance menu item. This will tell you which Sources are providing the most articles and which have the most errors.

Documentation – Sources

To find articles for your curation efforts, MyCurator uses RSS (or Atom) feeds as Sources. Most websites, blogs and news sites have an RSS feed to distribute their articles. The Sources you use are displayed in the Sources menu item where you can add, delete and edit them. Our Setup Wizard creates two Sources, a Google News and a Bing News Source which you can see here.

Our [Source It](#) tool makes it easy to add a feed for MyCurator. After installing on your Browser's Bookmark bar, just click on the Source It bookmarklet to grab and save the feed from any blog or site. No need to hunt for the RSS symbol or find the feed address.

Source Groups

MyCurator relates Sources to the Topics you set up based on Source Groups. This allows you to add multiple feeds and then attach them as Sources to one or more Topics. In addition, you can add or remove a feed from a Source Group and it will/won't be processed by the Topics that use that Source Group – you don't have to go and update the topics directly. You may create Source Groups as you enter feeds with the Source It tool or the Sources menu item Add Sources link.

You may name Source Groups the same or similar to the topics you will be using with MyCurator, for example you could have Source Groups for Content Curation or Sports News or Fashion Blogs or anything else.

Source It Tool

The easiest way to enter sources is with the Source It tool. You can read about it in the [Source It](#)documentation or watch a [Training Video](#) on it.

Google News, Bing News or

Twitter Search

You can create a Google News feed, a Bing News feed or a Twitter search and have it automatically created and placed directly into your sources in the Links area. From the Sources menu item in the MyCurator menu, click on the link above the Sources list named: Click Here to Create a **Google News, Twitter Search or Bing Search** to your Sources. At the top of the page you use the radio button to choose whether you are creating a Google or Bing News feed based on keywords or a Twitter Search based on Keywords. Give your new Source a name, enter keywords that will be used to find articles, choose a Source Group or create a new one for this feed. When you click Create Feed, the feed will be created and entered into your Sources.

If you are using Twitter Searches or following a twitter account, you need to set up access to your twitter account by following the instructions in the [Twitter API documentation](#).

A twitter search will find all tweets that use the keywords you enter. It will then look for an embedded link that points to an article and attempt to retrieve and classify the article. A warning, many times you will end up with duplicate articles in your training page if you have a twitter search as well as other feeds such as Google alerts or news feeds as

sources for the same topic. This is because many articles have a special address when used in Twitter links and so can not be identified as the same article.

You can also follow a twitter account. Just like a twitter search, MyCurator will not post the actual tweets, it will search each tweet from the user account and look for an article link. If it finds one, it will attempt to capture the article and post it to your training page. To use this feature, In the "Feed Keywords" field, enter a single account you wish to follow, with the @ sign. For example you could enter @tgtinfo to follow our twitter feed.

Viewing or Editing Sources in the Sources Menu Item

To view or edit sources for MyCurator, go to the Sources menu in the MyCurator menus. Click on the title of any Source to Edit it. Click the checkbox next to a Source and click Delete Checked Sources to remove it. Click on the Click Here to Add New Sources link to manually add new RSS feeds with by copying their feed URL and pasting into the screen.

Documentation – Topics

MyCurator is based on a set of Topics that you choose to follow. Each Topic defines a filter of keywords that focus your search for articles and information on an area of interest you wish to follow. Each Topic also has one or more Sources where it will find the news, articles and posts relevant to your topic.

In addition to the filter of keywords, you can use the MyCurator Relevance engine to perform MyCurator Training to identify articles and information that you like, as well as those that you don't wish to see. This process of training, much like spam filtering for email, allows you to much more tightly target the information and articles you wish to view on a topic.

Creating and maintaining your Topics is done from the Topics item within the MyCurator menu. When you choose Topics you will see a list of all Topics that have been created. You can click on a topic name to edit the Topic. Click on the link: Click Here to Add a **New Topic**. Click on the link: Click Here to **Delete or Rename** a Topic.

Topic Keyword Guidelines

The following guidelines apply to all of the topic keyword fields – Topic Search 1, Topic Search 2 and Topic Excluded.

1. A keyword must be 2 or more characters long and can include numbers, and can be just a number, such as a year. You can enter them in upper or lower case, but all keywords and articles are evaluated without regard to case.
2. Keywords should be separated by spaces or commas.
3. You may enter a phrase, which is two or more keywords enclosed with either single or double quotes, but be consistent. A phrase will require that the keywords match exactly in the order of the phrase, with no other words between the keywords. For example the phrase "content curation" will not match the article text 'content creation or curation'. Phrases may include numbers and the keywords must be 2 characters or longer.

4. You may enter a base or stub of a word and various endings will also be matched. For example if you enter – manufact – the system will find any word that STARTS with that base such as: manufacturing, manufacture and manufacturer.
5. Do not use punctuation as part of your keywords, such as 99% or helpful; or ^test or #twitter. The punctuation is stripped from articles when they are read and will not match any punctuation you put in the keywords.

Topic Keyword Tips

If you want to have a lot of articles make it through the filter, use few or none Topic Search 1 keywords and either None or as many as possible Topic Search 2 keywords. Leaving both fields blank will result in no articles being excluded by these two filters (other filters such as Topic excluded, article length or skip domains will still work though). You can then use the training feature of MyCurator and have the AI Relevance engine do the work of classifying articles. This can result in more diversity and discovery of articles compared to tightly filtering based on your expectations.

Conversely, many Search 1 words and few Search 2 words will provide the most filtering of articles.

You may judge how much filtering is being performed by the Search 1 and Search 2 keywords by reviewing the Log activity in the Logs menu item. See the Logs section of this documentation for details.

Topic Field Descriptions

If you are creating a new Topic, the Topic Name is required. If you are changing a Topic, you can not change the name, you must Remove a Topic and then Create a Topic. Each of the items on the Topic page are described below.

1. **Topic Name** – Each Topic has a unique name. The name can be up to 200 characters and include spaces between words. Just letters, numbers, dashes, underscore and spaces are acceptable.

2. **Topic Search 1** – EACH of the words entered here MUST be found in the article, or the article will be skipped. You may leave this blank and it will match ALL articles. See the Keyword guidelines above for details on entering keywords.

3. **Topic Search 2** – AT LEAST ONE of the words entered here must be found in the article, or the article will be skipped. You may leave this blank and it will match ALL articles. See the Keyword guidelines above for details on entering keywords.

4. **Topic Excluded** – If ANY word entered here is found in the article, the article will be skipped. You may leave this blank and it will NOT exclude ANY articles. See the Keyword guidelines above for details on entering keywords.

5. **Minimum Article Length** (in words) – At LEAST this many UNIQUE words of at least 4 characters must be in the article. That means short words like is, if are not counted and duplicates of words are only counted once. An entry of 100 would typically return an article of around a half page on the screen or more. If you make this too long, you may not get any articles. You can look at the MyCurator Logs and you will see entries such as "Post too short 50". From the logs you can see how long many of the articles are in your feed and adjust this value to get some articles accepted.

6. **Exclude if No Image** – If checked, then any articles where MyCurator has NOT found an image will be excluded. The log for Activity will show a message of No Image Found. Make sure that you have chosen to set a featured image or insert an image in the post!

7. **Skip These Domains** – Any articles that are found on websites with a domain listed here will be skipped. Enter one domain per line. A domain is the part of the web address up to and including the .com or .net or other 'dot' ending. For example www.target-info.com is a domain. This is useful to skip domains that bring back articles you are not interested in such as job search listings. If you are following news on your industry, you will be able to skip monster.com, dice.com and other jobs domains that will have help wanted listings. Be careful with this, as you can enter just a single word or set of characters and if they match anywhere in the domain string, it will be excluded. For example you could enter jobs here and any domain with the letters jobs in it will be excluded such as jobsforme.com or mylocaljobs.com etc.

8. **Choose Type** – There are 3 types of Topics, Filter, Video and Relevance. A Topic of Type Relevance will use the MyCurator Relevance engine and will be available for MyCurator Training. This is the preferred option. Filter will return all articles that match the keyword, length and domain filters you set here. The MyCurator Relevance engine will **Not be used on Filter or Video Topics** and articles for these Topics will have no Relevance information in the Training page and no training tags will appear. When the Topic is Auto Post Good – Active, all articles that meet the filter criteria will be posted to the site.

9. *Video Topic – Because videos found on web pages normally have very little accompanying text, MyCurator's filter keywords tend to filter them out. By setting a Topic Type to Video, you can focus on*

Video web pages. Normally, you should use a Google Alert with a Result Type of Video as your Source for a Video topic. This will use Google's Search engine to return just web pages with embedded video. You should also use no Search 1 filter keywords (let the Google alert handle this) or at least very few. Similarly, use either no Search 2 Keywords or use a lot of them to have a better chance of matching the small amount of text on video pages. Finally, make sure you set the Minimum Article Length to 0 or set to a very small number. You can set the Option "Embed Video in Post for Video Topic?" in the Curation tab to have MyCurator place any video it finds directly into the post as an excerpt.

10. **Topic Status** – The Status can be Inactive, Manual Curation – Training or Auto Post Good – Active. Inactive status will tell MyCurator not to use the Topic or read its sources. No articles will be found or posted to the Training pages or the site. Manual Curation – Training status means all articles will be posted to the Training page. Auto Post Good – Active Status will mean that any articles that are found to be 'good' by the Relevance engine, or any Filter type Topic articles, will be posted to the main site in their respective Category and with the Tags you define below. Any 'bad' or 'not sure' articles will still be posted to the Training page.

11. **User for MyCurator Posts** – Choose a user name from the drop down and this user will be assigned to each article found by MyCurator for this Topic. If Not Set, then the default user in the Admin Options tab will be used for this Topic. If a user with an Author role is chosen, then they will only be able to manage training articles where they are the author when they are logged in.

12. **Assign to Category** – This is the Category the article will be assigned when it is posted to the main site by MyCurator, either automatically when a Topic is active, or when you choose [Make Live] from the training page.

13. **Or Create New Category** – If you wish to create a new Category on the main page where this topic's articles will be assigned, type it in here. This will over-ride any Category chosen in the field above. This entry is only available when you create a new topic.

14. **Use Search 2 Keywords as Tags?** – If this option is checked, the words in the Topic Search 2 list of words can become the set of tags for the article when it is posted to the main site. Each of the words will ONLY be used if it is found in the article, so at

least one of the words will become a tag for any article that is posted to the main site. This will create a variable set of tags based on the article contents, constrained by your choice of keywords in Topic Search 2.

15. **Or Assign to a single Tag** – This is the Tag the article will be assigned when it is posted to the main site by the MyCurator tool (unless over-ridden above).
16. **Topic Start Date (mm/dd/yy)** – Add a date here and this Topic will not be processed until this date. Leave blank and no starting date check will be performed. Must use mm/dd/yy format.
17. **Topic End Date (mm/dd/yy)** – Add a date here and this Topic will not be processed after this date. Leave blank and no ending date check will be performed. Must use mm/dd/yy format.

Custom Post Types

If you have custom post types defined for your installation and have chosen which ones are available for curation, you will see them listed here. Just click on the Radio button for the post type you wish this Topic to post to. If you have chosen a Taxonomy for the post type, you can choose a value that will be used for each post created. Choose Save Topic and from that point forward any Training Post that is Made Live or Auto Posted as Live will now be posted with the Custom Post Type and Taxonomy value you have chosen. Older posts will not be affected.

Select Sources for this Topic

Choose one or more of the Source Groups listed in this section by clicking on the check box. Remember, each Source Group may consist of one or more actual feeds in the Sources section.

Run MyCurator Background Manually

You can manually run the MyCurator background process to check for articles. Choose Topics from the MyCurator menu. You will see a checkbox for each Topic on the right and a check/uncheck all box in the header. You can choose which Topics you would like to run manually by checking them (default is all). Then just click the Run AI Process button in the Top Left.

Documentation – Manual Curation

Content curation with MyCurator is completely integrated into your WordPress editor. All of the posts found by all of the Topics go to the same Training Posts page which is a separate menu item in your WordPress dashboard, usually located below the Comments menu item. All of the articles that meet your Keyword selection criteria for each Topic will be listed here. You can curate any article, no matter what its Relevance type of good, bad or not sure.

As you hover the cursor over the title of each article a set of tags that show up. The [Make Live] tag moves the article to a regular WordPress Draft post and opens a new tab to let you edit it. The [Quick] tag allows you to make slight changes to the excerpt, add some notes and comments, and publish an article or save it to Draft. The [Multi] tag lets you curate several articles into 1 post – see the [Multi] Article Curation documentation for details.

The trash can tag deletes an article from your Training Posts and moves it to the Trash. The [Notebk] tag lets you move an article to one of your Notebooks. See the Notebooks documentation for more details.

If you have cleared the "Edit Post when Made Live" option, you will also see the [Make Draft] tag.

If the Topic Status is set to "Auto Post Good – Active" then only articles of type not sure or bad will be in the Training pages for manual curation while all good articles will be automatically posted to the live blog.

Options to Change Actions for Manual

Curation

By default, when you click the [Make Live] tag on any post on the Training Posts page, you will be taken to the standard WordPress post editor in a new tab. If you would like to just move articles to a Draft Post without immediate editing, go to the Options menu item in the MyCurator menu in the Dashboard. Under the Manual Curation heading, look for the Option "Edit Post when Made Live" and clear it. A new [Make Draft] tag will appear to move articles to regular Draft Posts. **The [Make Live] tag will now create a Published Post** that will immediately appear on your blog.

[Quick] Tag

The [Quick] tag displays a pop-up window where you can change the title, the excerpt, add some notes/comments and then Publish or make a Draft of the article. Below the buttons is the complete readable page of the article as captured from the website. You can easily cut and paste new quotes or sections into the excerpt field before you post the article. Its also a quick way to review the article since you don't have to open a new tab or window.

The Note/Comment field will be placed as a paragraph in front of the Excerpt field. The format of the Excerpt field will be based on whether you have set the Format Option "Do Not Use Blockquotes on Excerpt". The formatting of fields using the Quick popup is limited. The Notes and Excerpt fields can only be a single paragraph – line breaks, html and spacing will be stripped. If you need more formatting, post as a draft and use the WordPress editor to format the post before publishing.

Editing Curated Posts

Once you are in the WordPress editor, you will find the article snippet and the attribution link are pre-loaded into the editor window. Below the editor window, look for a meta box named "Saved Page" (see screen clip below). It may be below other meta boxes depending on the types of plugins you have loaded.

The Saved Page meta box contains the full article text as well as any images that could be extracted. At the top of the Meta Box is the title of the article as well as its attribution link. You can now review the article and use any of the text and images in your new curated post. When adding direct text from the article, it is best practice to use the Blockquote to highlight that this is from the original article.

Click Copy Feature

In the image below, you can see that when you roll your cursor through the Saved Page meta box, each paragraph, list and table will be highlighted in yellow. Just click while the element you want is highlighted and it will be immediately inserted into the post at the current cursor position. Make sure to position your cursor first, or even highlight a section of text in your post to be replaced, before clicking on highlighted text or images in the Saved Page meta box.

## Article 1

How 'The Slurve' Newsletter Changes The Game

Click on Highlighted Text or Image to Insert into Post at Cursor - Turn off Click-Copy ☐

Click here to view original web page at contently.com

Before most people have hit the "snooze" button on their alarm clocks, Michael Brendan Dougherty has surfed through nearly 3,000 pieces of content – articles, recaps, GIFs, memes, and blogs – to create his daily baseball newsletter, The Slurve.

Dougherty, a political journalist who has appeared in The American Conservative, The Atlantic, and Slate, shifted to baseball in late March, claiming that the move "was irresistible as an alternative [to politics]," as it gave him the freedom to write daily about something less contentious than most political writing.

Similarly, just click on an image and a dialog box will open up as shown below. If you choose Insert, the image will be inserted into the post at the current cursor position, with the alignment and size you've chosen. If you choose Featured, then the image will become the Featured Image for the post (alignment and size are ignored). In either case you can set the title/alt tag for SEO, with the post title as the default value.
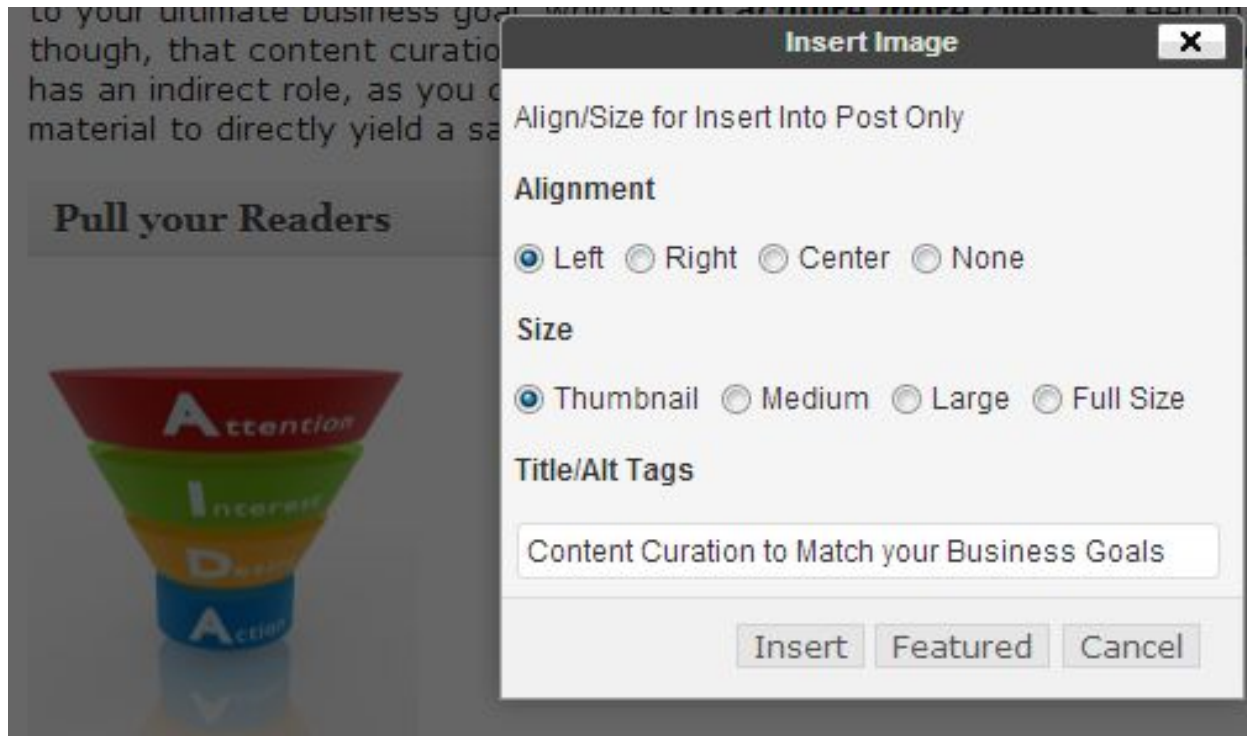
The click-copy feature is only available when in the Visual mode of the editor, it does not work when in text mode. You can also turn off the click-copy feature if you want to cut and paste smaller amounts of text than a full paragraph or if the highlighting doesn't capture an element the way you would like. Just click the check box on the upper right of the saved page.

Publishing your Curated Post

When MyCurator moves the Training post to the WordPress editor, it sets the post to Draft. You can continue to save the post as Draft until you are ready to post it live to your blog. Just click Publish and the post will be published to your live blog. You can still continue to edit the post and you will have the saved text and images available even after it is live.

Documentation – Training

MyCurator uses an AI based software learning technology we call the Relevance Engine to learn what types of articles you are looking for. Training the Relevance engine is as simple as clicking on the Green Thumbs Up or the Red Thumbs Down that show up at the end of the article, usually after the link to the readable page or original article.   See the Options documentation, Manual Curation section, for a description of what happens to the post after it is trained.

Navigating the Training Posts

All of the posts found by all of the Topics go to the same Training Posts page which is a separate menu item in your WordPress dashboard, usually located below the Comments menu item. All of the articles that meet your Keyword selection criteria for each Topic will be listed here.

As you hover the cursor over the title of each article a set of tags that show up. The green thumbs up is used to tell MyCurator that this article is good, or one you like to see more of. The red thumbs down is used to tell MyCurator that this article is bad and you don't want to see more of these.

After training a few articles, MyCurator will classify all of the articles is finds in the future as good, bad or not sure. You can filter to just good articles by selecting good from the Show All Relevance drop down. Since training is captured by Topic, you can also filter by Topic using the Show All Topics dropdown. Click the Filter button to perform the filtering.

Training Tips

- After a while, you will find that MyCurator is fairly accurate at classifying articles as good, bad and not sure. You should periodically review the bad and not sure articles though and see if any should be classified as good. Make sure you set the Option "Keep Training Posts for how many days?" to be at least the number of days that you periodically review the bad and not sure articles or they could be deleted before you get to them.
- You don't need to train every article, you can focus on those that seem particularly good or bad. Once the system is classifying your articles fairly well, you can cut back and just review them on a periodic basis as above.
- You can 'bias' the Relevance Engine towards finding more good or more bad articles by training more articles as good or bad. From the list of Topics, choose a Topic and at the bottom of the Topic page you will see **MyCurator Relevance Statistics.** This gives you a count of the articles that have been trained as good or bad for this topic.
- As what you are looking for changes, you can begin to train the system more and get it to follow your changing requirements. Similarly, if it is producing good articles that are just right, you can almost quit training and it will keep finding similar types of articles.

Automatically posting to Live site

As you train the system, future articles will post with a tag of good, bad or not sure by the Relevance Engine. You can train any of these however you see fit. Eventually, you may want the good articles to Auto Post to your main site. See the [Auto Post](#) documentation for more details.

You can still train the system with articles auto-posted to the main site by clicking on the Red Thumbs Down to tell the system that the article is not what you wanted, and it will be removed from the site as well. You should also periodically browse the Training page and click the Good Thumbs Up for articles you like or the Red Thumbs Down for articles that you don't want to see.

Documentation – Get It

Get It is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.

Use Get It to save articles to your training page as you are reading them in your browser or iPad! Now you can add all of the content you find while browsing the web, twitter and your social networks. The content you discover on your own can be posted right into the training page, as a Draft post or saved into Notebooks, along with the full text and images in the original web page.

How to use Get It

After installing the Get It bookmarklet, whenever you see an article or blog post you would like to curate to your site, just click or touch the Get It bookmark. The tabs in the window let you choose where to save the article.

POSTS – If you haven't set up any Topics yet, you will see the Posts tab. You can save the article as a draft post. It will have an excerpt and the attribution links and the full readable page will be available in the editor. You can follow into the WordPress editor and immediately work with the post if you click the Save Draft & Edit button.

TRAINING – This tab saves the article to your Training Page/Posts or as a Draft Post. Choose the Topic for this article and click Save. The article will be posted to your training page as "not sure" and you can use the new article to train MyCurator as well as curate it onto your live blog. Choose Save as Draft or Save Draft & Edit to save the article as a Draft Post. With the Edit option, you will follow into the WordPress editor to begin editing the post. Just resize the screen to make it easier.

Wherever the article is saved it will have an excerpt and the attribution links and the full readable page will be available in the editor.

NOTEBOOKS – Use this tab to save the article into one of your Notebooks. Just choose the Notebook from the Drop Down. You can enter a small note about this article, such as why it is important or how you plan to use it.

You may also enter a new Notebook name if this article belongs in a new Notebook (if you have not reached your Notebooks limit). If you enter a name the Notebook will be created and the article placed in the new Notebook (the drop down choice will be ignored).

If MyCurator cannot grab the full text, it will save the article with the title and a link to the original web page. You will not have the full text and images in the WordPress post editor.

You can choose to have the Get It bookmarklet always start in the Notebooks tab by setting the Option "Set Get It Default Tab to Notebooks" in the Basic tab.

Installing Get It

For all of the instructions below, you should first go to the Get It menu item in the MyCurator dashboard menu. All of the instructions here refer to the Bookmark code that shows up in the text box on your Get It page. We cannot reproduce the code here as it is specific to your installation.

PC or Mac Computers

If you have a Bookmarks bar displayed in your browser, just drag the Get It image onto your Book Mark bar in your browser.

If your bookmarks toolbar is hidden or your browser does not allow you to drag and drop the link then:

1. Highlight the Bookmark code in the box then Ctrl-c/Command-c to copy the code.
2. Open your Bookmarks/Favorites manager and create a new bookmark/favorite.
3. Edit the name to Get It and save.
4. Click Manage/Organize Bookmarks/Favorites and edit the Get It entry you just created.
5. Paste the code into the URL/Location/Address field using Ctrl-v/Command-v. Save the entry

iPhone and iPad

1. Touch the Bookmark code box once (keyboard appears) then touch and hold until the magnifier appears and choose Select All then Copy.
2. Add a Bookmark and set the title to Get It then save.
3. Now touch the bookmarks option again and choose Edit bookmarks from the top right. and select the Get It bookmark you just created.
4. Touch the location box then the x and remove the old location.
5. Now Touch and Paste your previous copy into the bookmark.
6. Press the Bookmarks button at the top to finish editing and then touch done in the upper right.

Android based phones and tablets

1. Touch the Bookmark code box until the Edit Text menu appears, choose Copy All. Touch the menu and choose Add Bookmark.
2. Edit the title to Get It then touch the Location box until the Edit Text menu appears.
3. Choose Paste then Done to save the bookmark
4.

Documentation – Source It

Source It is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.

Use Source It to grab a feed and load it into your Sources area when you are visiting a site that you want MyCurator to read each day. Source It can also easily grab a Google or Talkwalker Alerts feed too.

How to use Source It

After installing the Source It bookmarklet, whenever you see a site whose feed you want to save to your Sources, just click the Source It bookmark, change the title if you want, choose the Source Group for the feed or add a New Source Group, then click Save. The feed URL will be saved in your Sources page, with the Source Group you designated. MyCurator will now use this Source for any Topics that use the designatedSource Group of the feed.

If Source It cannot grab a feed from the site, you will see an error message. You can try to manually find the feed and add it by clicking the Add Source link in the Sources menu item.

Google and Talkwalker Alerts

After you create an alert, from the Google or Talkwalker Manage Alerts screen, you will see an RSS symbol on the right (left for Talkwalker), next to the word Feed. Click on the symbol or the Feed link and a page of computer-readable code will come up.   Now use the Source It tool to capture this feed – just give it a name and hit the Submit button.

Installing Source It

For all of the instructions below, you should first go to the Get It & Source It menu item in the MyCurator dashboard menu then click on the Source It tab. All of the instructions here refer to the Bookmark code that shows up in the text box on your Source It page. We cannot reproduce the code here as it is specific to your installation.

PC or Mac Computers

If you have a Bookmarks bar displayed in your browser, just drag the Source It image onto your Book Mark bar in your browser.

If your bookmarks toolbar is hidden or your browser does not allow you to drag and drop the link then:

1. Highlight the Bookmark code in the box then Ctrl-c/Command-c to copy the code.
2. Open your Bookmarks/Favorites manager and create a new bookmark/favorite.
3. Edit the name to Source It and save.
4. Click Manage/Organize Bookmarks/Favorites and edit the Source It entry you just created.
5. Paste the code into the URL/Location/Address field using Ctrl-v/Command-v. Save the entry

iPhone and iPad

1. Touch the Bookmark code box once (keyboard appears) then touch and hold until the magnifier appears and choose Select All then Copy.
2. Add a Bookmark and set the title to Source It then save.
3. Now touch the bookmarks option again and choose Edit bookmarks from the top right. and select the Source It bookmark you just created.
4. Touch the location box then the x and remove the old location.
5. Now Touch and Paste your previous copy into the bookmark.
6. Press the Bookmarks button at the top to finish editing and then touch done in the upper right.

Android based phones and tablets

1. Touch the Bookmark code box until the Edit Text menu appears, choose Copy All. Touch the menu and choose Add Bookmark.
2. Edit the title to Source It then touch the Location box until the Edit Text menu appears.
3. Choose Paste then Done to save the bookmark

Google Alerts

Google alerts are a great way to create a feed source for MyCurator – you will need a Google or Gmail account. Go to http://www.google.com/alerts to access Google Alerts.

After you create an alert, from the Manage Alerts screen, you will see an RSS symbol on the right, next to the word Feed. Click on the symbol or the Feed link and a page of computer-readable code will come up.   Now use the Source It tool to capture this feed – just give it a name and hit the Submit button.

Talkwalker Alerts

If you don't have a Google account, Talkwalker alerts are free and a great way to create a feed source for MyCurator – go to Talkwalker.com

When you create your first alert using the Create Alert button at the top of the page, you enter an email for delivery. This sets up your account. You will receive an email to confirm your account, and it contains your new password. After confirming, you can choose Settings from the drop down in the upper right (your email is shown) and change your password.

From the Manage Alerts screen, you will see an RSS symbol on the left, next to the check box. Click on that and you can use the Source It tool to capture this feed – just give it a name and choose a Source Group and hit the Submit button.

Finally, since you are reading your Talkwalker alerts through feeds to MyCurator, you can choose the "Turn off email delivery" button below your alerts list in the Manage Alerts page.

Documentation – Options

From the Dashboard, choose the Options menu item within the MyCurator menu. Each of the options are described below, with each heading corresponding to an Options tab. Press the Save Options button when done to save the option values. You can update options under multiple tabs, and the Save Options button will save all changes from all of the tabs.

Basic

1. **Turn on MyCurator –** Check this option to turn on the MyCurator background processing operation using the schedule chosen in the"Run MyCurator Every" option below. Clear this checkbox if you wish to stop MyCurator from processing in the background. You can use the Run AI Process button at the top of the Topics page to run MyCurator manually.
2. **Save first article picture as featured post thumbnail? –** WordPress has an ability to display an image as a featured post thumbnail for each post. MyCurator will set the first image that it finds that is large enough (at least 25×25 pixels) as this featured post image if this option is checked. It is up to your theme to display this image, and some themes do not support this or need some modifications to display them. See [this article](#) in the WordPress Codex for more information.
3. **Save First Image into Curated Post –** If this option is checked, MyCurator will save the first image it finds directly into the post. The image will be the very first item in the post content, followed by the excerpt. The image size and alignment are controlled by the next two options, but you can over-ride them in the post editor as needed for any individual post. **Warning:** If the option 'Save first article picture as featured post thumbnail?' in the Basic tab is also checked, you may end up displaying two pictures for each post. This will depend on how and where your theme displays the Featured Image. Normally you would clear the featured post thumbnail option if this option is checked.

4. **» Image Alignment –** Choose the alignment of the inserted image. Since the inserted image is the first item in the post, choosing Left or Right will allow the post text to float around the image.
5. **» Image Size –** Choose the size of the inserted image. If there is not a stored image with the size chosen here, WordPress will default to Full Size. Because of this, it is best to choose Thumbnail, which is most likely to have an image. You can over-ride the value for any individual post in the WordPress editor when you make the post live. The actual sizes of these values are defined in the Settings – Media menu item in the Dashboard.
6. **» Insert at Bottom of Pos**t – Check this option to have the inserted image placed at the bottom of the post rather than at the top.
7. **Use Post Title for Image Title & Alt Tag** – Check this option to use the Post Title as the title of the image in the media library and as the Alt text for the image on the page. This assures you have some text on the image for SEO purposes. You can still always edit the text in the Editor or the Media Gallery.
8. **Run MyCurator Every –** This controls how often MyCurator runs in the background, reading the source feeds and looking for articles. You can set this from every 3, 6 or 12 hours or once a day (every 24 hours). If you have a lot of feeds or each feed is very active, you should probably set this to 3 hours. Based on this setting new articles will show up in your training page (and the live site if your topic status is Auto Post Good) at the same schedule. MyCurator uses WordPress built in Cron, so it may not start exactly on time, it is dependent on activity at your site for it to wake up and check whether to run.
9. **Enable Non-English Language Processing?** – If your blog or website is not in English, you should check this option so that MyCurator processes all characters in UTF-8 format. This will enable MyCurator to process non-English language characters correctly. This will allow you to filter and train articles retrieved by MyCurator just as you would with English language blogs. If your blog is wholly in English and does not use any special characters, do not check this option as it will process more efficiently using ASCII format. See the International Documentation item for some more details.
10. **Set Get It Default Tab to Notebooks –** Check this tab to have the Notebooks tab selected when the Get It bookmarklet is opened.

Curation

1. **Keep good trainees on Training Page? –** This option describes what happens when you click the green Thumbs Up on the Training Page to tell MyCurator that an article is good. By default, the article will stay on the training page and wait for manual curation when you click [Make Live]. If you clear this option, articles will be posted to

your live site automatically or placed in the editor at this time and removed from the training page (see option 3 below).   This has no effect on articles posted automatically to the live site.

2. **Show original article link, not readable page? –** By default MyCurator places a link to the original web site where the page is located into the post it places in the Training page or live blog. This is recommended if you are curating articles for a public blog as it creates the attribution to the original author's site automatically. You may tell MyCurator to place a link to a readable page of text that it has extracted from the original web page into the post it places on the training page or live blog by clearing this option. For a private blog where only members have access, this may be acceptable. The text-only page can be easier to read, just like Instapaper or other tools that create a readable page from a web site. **WARNING**: Clearing this option means you are copying the full text of an article from another web site. This may violate copyright laws. Even though attribution links are shown, copying the full text may also be viewed as plagiarism by the original author.   You are responsible for any articles that you publish using this option.

3. **Edit post when made live? –** When you are on the training page and you click the [Make Live] tag MyCurator normally will take you directly to the Edit Post page with this post loaded and ready to edit. The full text of the article and its images will be available in a widget below the editor window so that you can easily cut and paste quotes and images into your curated post.moves the post to the live blog. The articles is also removed from the training page. If the option is cleared, the article will be published directly to the live site immediately and removed from the Training Page. If option 1 "Keep Good Trainees on Training Page" is cleared, then clicking the green thumbs up will behave just like clicking the [Make Live] tag.

4. **Show full Article Text in Single Post Page?** – If you check this option, MyCurator will replace the excerpt with the full article text that it saved as a readable page. **WARNING**: Choosing this option means you are copying the full text of an article from another web site. This may violate copyright laws. Even though attribution links are shown, copying the full text may also be viewed as plagiarism by the original author. You are responsible for any articles that you publish using this option.

5. **Do NOT show readable page in Training Popups** – Check this option to clear out the embedded, hidden readable pages in the Training page and the Training Posts admin page. The readable pages can cause format problems and by checking this option, you will clear them out and restore your Training page format. If this option is checked, you will not be able to see the extracted readable page when you click the [Quick] tag.

6. **Place attribution link above excerpt –** Check this option to have the attribution link for the article placed above the excerpt rather than its default location below the excerpt. This only applies to attribution links to the original article, not to a readable page.

7. **Make Post Date 'Immediately' when Made Live –** When this option is checked, the date and time of the post will be set to the current date/time when you [Make Live] from the Training page. If the option "Edit post when made live" is checked, the post will be made a Draft in the editor with the Publish date set to 'Immediately'. The

default, when the option is not checked, is that the published or draft post will have the date and time when it is first added to the training page.

8. **Remove Duplicate Titles Within Same Topic –** When this option is checked, articles with the same title within the same Topic will be ignored. This will help filter duplicate articles that appear on multiple websites or with slightly different URL's.

9. **Embed Video in Post for Video Topic? –** For Topics with a Topic Type of Video, you can have MyCurator embed the actual video it finds as an Iframe into the excerpt for the post by checking this option. No text excerpt will be added, just the video Iframe. If no video is found, MyCurator will try to create a text excerpt. Not all videos can be extracted, but youtube videos are usually extracted correctly. If no video is found, you can usually go to the original article and use the video share options to embed the video manually into your post. **Warning:** Some videos have an embedded Auto Play feature and will start playing when displayed on the page. MyCurator looks to disable obvious Auto Play tags, but is not always able to do so.

10. **»Size of Embed Iframe –** You can enter the Width and Height of the Iframe to be created in the post. Normally videos use a 4:3 (4 width for every 3 height) ratio, but HD videos use a 16:9 ratio. Setting a width and height that uses these ratios (400:300 or 200:150 etc) will normally format the video better.

11. **» Video Alignment** – Choose how to align the embedded video in your post. Using an alignment will also wrap text around the video. None will put the video in the top left of your post with text below it.

12. **Insert Description into Post for YouTube Videos?** – Check this option to grab the description of a YouTube video that has been embedded into the post. This only works with videos from YouTube.

13. **Do Not add link to embedded video** – Check this option to NOT insert a link back to the original site of the video. This option works best with the Insert Description chosen too, as the description frequently has links that are important to the video creator.

14. **Capture YouTube Thumbnail as Featured Image** – If you do not display the video on your blog or home page, you can check this option to save the video thumbnail as the featured image for the post. If the embedded video does show up on your home page, checking this option will most likely result in a duplicate image – the featured image and video embed thumbnail will be the same.

15. **Custom Post Types** – If you have any public custom post types created for your site, they will appear in this section. Just check the box for each custom type that you would like to post curated content to. Below each custom post type is displayed the Taxonomies that are available for that custom post type, if any. If you wish to use a Taxonomy with a custom type you have checked, just check the box next to it.

Format

Note: With version 1.2.2 of MyCurator, the Link to the Original Article or Saved Page is now covered by a tag for CSS selection and formatting. The complete link, including domain or title and the intro text, is surrounded by a paragraph tag. You can select the whole link with the #mct-ai-attriblink CSS selector and just the anchor text with a #mct-ai-attriblink a selector.

1. **Link to Original Page Text –** You can put in any wording you wish for an introduction to the link to the Original Page that MyCurator places in the post (if you are using the Original Article Link option). This is especially helpful for blogs in languages other than English.
2. **» Do Not Use this text as part of Link Anchor –** When checked, this option keeps the introduction wording in the preceding option from being a part of the anchor text for the link. If checked, Only the link URL or Title (depending on the Article Title option below) will be part of the link anchor text.
3. **Link to Saved Readable Page Text –** You can put in any wording you wish for the link to the Saved Readable Page that MyCurator places in the post (if the Original Article Link option is not set). This is especially helpful for blogs in languages other than English.
4. **Use Article Title Instead of Domain in Original Article Link –** When clicked, the article title will be used in the link to the original article, and not the URL domain. This option does not limit the title length, so you may need to edit long titles when posting to the live blog.
5. **Open Original Article Link in New Tab –** Checking this option will open the original article website in a new tab within the visitors browser, allowing your site to continue to stay open in the original tab. This only works if the "Show original article link" option is checked in the Curation Options tab.
6. **Do Not Use Blockquotes on Excerpt –** If checked, MyCurator will insert the excerpt of the article as a paragraph (html <p> tag). If unchecked, the default, MyCurator will insert the excerpt of the article as a block quote (html <blockquote> tag).
7. **Do Not Show Training Tags on Live Site for Admins** – Check this option to remove the training tags from the live site for Admins and Editors. Others cannot see the training tags at any time.
8. **Excerpt Length in words –** MyCurator creates an excerpt that it puts in block quotes for each article it posts. The length of this excerpt is set with this field, 0 means no excerpt will be created.
9. **Save Line Breaks in Excerpt?** – This option is available to store line breaks in the excerpt that MyCurator creates. Especially if you are using over 40 words for an

excerpt, this will make the excerpt much more readable. **Warning:** if you display the readable page on the Single Post page you need to Use Blockquotes on Excerpt. If you do not use Blockquotes on the excerpt and have this option set, you will see some of the excerpt after the full readable page.

10. **# of Articles shown on Training Page –** This option sets the number of articles that will be shown on the training page, with a default of 10.

Twitter

To use Twitter searches or to follow a Twitter user, you need a Twitter App. A Twitter App must be set up on your Twitter Account. Once the App is set up, you will copy the Consumer Key and Consumer Secret into the corresponding fields in this tab of the Options. You can get a detailed view of the steps to create a Twitter App in the Twitter API documentation.

If you need to change your Twitter App, you first need to clear out one or both of the Consumer fields on this tab and then Save Options. This will remove your old application from the database. Come back to this tab and copy in the new Twitter App Consumer Key and Consumer Secret. Then Save Options again.

1. **Twitter App Consumer Key** – Copy the corresponding Consumer Key field from your Twitter App to this field.
2. **Twitter App Consumer Secret** – Copy the corresponding Consumer Secret field from your Twitter App to this field.

Admin

1. **Do Not Save to Excerpt Field in Post –** Normally, MyCurator saves the article snippet (length set in option 8 above) into both the Post Content field and the Post Excerpt field. With some themes that display the excerpt on the main site, this causes problems when you edit the post but don't update the Post Excerpt field – your edits don't show up in the live site. To fix this, check this box and MyCurator will not place any text in the Post Excerpt field. This means that themes that use the excerpt to display will create an excerpt from your Post Content, which will include your edits.

2. **User for MyCurator Posts –** You can set which user, with roles of Editor or Administrator, that will be assigned to the posts MyCurator creates. If not set, it will default to the first Administrator it finds.

3. **Show Links Menu Page? –** The sources that MyCurator reads for articles are stored in the Links pages. This option when checked will display the Links menu item on the WordPress Dashboard menu. You can use the Links menu item to edit Sources as well as manage Source Groups – which are called Link Categories in the Links menu item.

4. **Remove Formatting Help** – Check this option to remove the highlighted link to the formatting help popup at the top of the Training page and Training Posts admin page.

5. **Keep Log for How Many Days? –** MyCurator keeps a log of the articles it processes and any errors which you can review in the Logs menu item. To keep the logs from growing too large, MyCurator will remove any entries older than the number of days set in this field. Normally, keeping 7 days worth of activity should be fine.

6. **Keep Training Posts for How Many Days? –** MyCurator posts articles it finds into your training page. As it gets better at classifying articles, you will find that you don't need to review articles scored as 'bad' or even 'not sure' as often. To keep them from piling up in your training page, MyCurator will remove any articles – good, bad or not sure – from your training page older than the number of days set in this entry. Set this to a number of days that you find comfortable for you to review good or not sure articles before they are deleted.

7. **Look back How Many Days for Articles?** – When MyCurator is initially installed it will begin looking for articles in your RSS feed sources. It will ignore articles older than the number of days set in this option. This value will also be used after you reset the logs on the Logs page. After reading through your sources the first time (or after a reset), this option will have no effect. MyCurator marks all articles in your RSS feeds as read, and will only process new articles at this point forward. The date checked is the date of the entry in the RSS feed, which may not be the actual date the article was published.

8. **Page Request Mode** – Check this option to turn on the faster and more efficient Page Request mode. With request processing on, the url's of articles in your sources are sent to the cloud process without waiting for them to be processed. MyCurator then checks back a bit later (within an hour) and collects all of the articles . This allows the background process to finish in seconds rather than up to several minutes for sites getting a lot of articles.

9. **Use Inline Site Processing** – Check this option to use this simpler and more reliable background process. This is required if you are on a host with very tight security.

10. **Hide MyCurator menu for non-Admins?** – This option will hide the MyCurator menu for any user who is not an Admin. The Get It bookmarklet will still be available and will be the only menu item that will show up for MyCurator if you are not an Admin. This option only works for installations who are using one of the paid plans such as the Pro or Business plan.

Documentation – Notebooks

Notebooks support you beyond simple curation of a single article into a single post. You can store articles throughout the week for a weekly roundup or maybe a point-counterpoint discussion of an issue. You can also use notebooks to research a topic, finding the best articles and ideas and storing them for reference. When you craft an original article you can easily use quotes and images from the Notebook articles as you write.

Using Notebooks in the Editor

Whenever you are in the WordPress Editor you can load in the articles in a Notebook into your Saved Page metabox. This is true for Draft as well as Scheduled or Published posts.

On the right of you Editor page, look for a Notebooks meta box, probably near the bottom. It will look like the one shown here:

Use the drop down to choose your Notebook. You will then need to Save Draft to have the Notebook articles added to your Saved Page meta box. If this is a Published or Scheduled post, you will need to click Update.

Go to the Saved Page meta box (where your curated article usually appears) and you will see tabs for each of your Notebook items. If there are more than 5 tabs, you will also see an index of articles.

Each of these tabs allow you to click-copy the highlighted paragraph or images into your post. This makes it easy to grab quotes from multiple articles, as well as the attribution link and some images.

The Notebook name will be saved with the post, so the next time you edit it, you will automatically see the article tabs. You can also change to a new notebook at anytime. Just choose it from the drop down and then click Save Draft or Update to have its pages appear as tabs.

Creating and Managing Notebooks

To create a new notebook, choose the Notebook menu item under MyCurator. You will see a list of your current Notebooks. At the top of the page, click the Add New Notebook link. In the pop-up, just enter a title for your Notebook. You can also enter a short description of what this Notebook is for, what type of content you want to save

here or maybe which post or article you are going to save notes for. Press Save and its created.

To view the Note pages and articles stored in a Notebook, just click its title.

From this same page, you can also manage your existing Notebooks. On the far right of each Notebook entry is a set of action tags. Click the [Edit] tag to change the Notebook title or description.

Click the [Delete] tag to delete a Notebook. All of the Notebook's pages and articles will also be deleted. A warning box will appear asking you to confirm by pressing the Delete button. You can move any notebook pages or articles to another Notebook before you delete it. See Managing Notebook Pages below.

Adding Articles to Notebooks

You can add articles to Notebooks from the Get It bookmarklet as well as any article that appears on your Training Posts admin page or Training Page.

Training Posts

From the Training Posts in the admin dashboard you will see a [NoteBk] tag for each article displayed. Just click this tag. A pop-up will display where you can choose the Notebook to save this article in from a Drop down (if more than one Notebook is available). You can also enter a short note about this article, maybe describing it or how you might use it in the future. Click Move to Notebook and the article will be moved to your Notebook and removed from the Training Posts.

You may also enter a new Notebook name if this article belongs in a new Notebook (if you have not reached your Notebooks limit). If you enter a name the Notebook will be

created and the article placed in the new Notebook (the drop down choice will be ignored).

Get It Bookmarklet

When you click on the Get It bookmarklet while viewing an article, you will see a tab titled Notebooks. In this tab, you can choose the Notebook to save this article in from a Drop down (if more than one Notebook is available). You can also enter a short note about this article, maybe describing it or how you might use it in the future. Click Save to Notebook and the article will be saved in your Notebook.

You may also enter a new Notebook name if this article belongs in a new Notebook (if you have not reached your Notebooks limit). If you enter a name the Notebook will be created and the article placed in the new Notebook (the drop down choice will be ignored).

You can set the Notebook tab as your preferred tab when Get It first starts up. In the Options menu item, in the Basic tab, just check the "Set Get It Default Tab to Notebooks" option.

Managing Notebook Pages

From the Notebooks menu item, click on the title of any Notebook and you will see a page of all the articles and notes stored in that Notebook. You can click on the title of any article and the readable page will be displayed in a popup. To get back to your list of Notebooks, you can click the Back to Notebooks link at the top.

Adding Idea Notes

You can also add a new note without saving an article. Like a 'sticky note' on your desk, its a great way to remind yourself of some idea that you may want to add to the post you eventually write using this Notebook. Just click the Add New Note Page link at the top, fill in a title and your note, then click save. Your new note won't have a 'linkable' title like article notes, but you can immediately see the notes you left and it will appear in the WordPress editor when you include this Notebook.

Note Page Actions

On the right of each Note Page entry, you will see the Note Page actions. You can edit a note page and change the Title or the description of the note. You can also delete a specific note by clicking its [Delete] tag.

Note Page Bulk Actions

Just like Posts or Training Posts, you can use the Bulk Actions drop down to work with many note pages at once. Just click on the check box next to the notes you which to work with. From the Bulk Actions drop down you can choose the following:

- Delete – This action will delete all of the Note Pages which have a check mark next to them
- Move to -> Notebook Name – This action will move all of the Note Pages that are checked to the Notebook selected in the drop down. Use this to save selected articles before you delete a Notebook. It is also a great way to restructure your Notebooks, maybe splitting the contents of one Notebook into 2 or more new Notebooks or combining into one.

Documentation – Bulk Curation

In your Dashboard, the Training Posts menu item will usually be located below Comments.   As you hover over the title of each item, the standard training tags appear. If you click on an image, or a "Click for Video" link a popup will appear with the full image or video. If you click the title of the article, a popup will appear with the readable page of text extracted from the web site.

You can sort and filter the training posts just like other admin list tables. You can also set how many posts appear by choosing the Screen Options in the upper right and setting the number of posts.

You can now do all of your curation from the Training Posts admin menu, giving you two options. Some may find the table format of the admin section better, others may like the training page with its 'blog format'.

Bulk Curation – Training Posts

menu

The Training Posts menu item also has an expanded capability for bulk curation. You can work with a group of posts and perform all of the standard options, such as training good or bad, moving them to trash, make live, make draft or set as Multi. Just like any of the admin list tables, just check the posts that you wish to work with. If you click the

checkbox in the header, all of the posts will be selected. Then just choose your operation from the Bulk Actions drop down and press Apply.

Some examples for bulk curation are:

1. Filter the list to just 'bad' items, click the header checkbox and Move to Trash – you've now removed all of the articles classified as bad. If you have a lot, you can set the screen options as noted above to a higher number to remove more at once.
2. As you read through your training posts, check those that you like. When you've worked through the page, choose Make Live or Make Draft to move them to the appropriate status on your live blog all at once.
3. Filter the list to a specific Topic and not sure, click on the items that should be classified as 'bad', then choose the train bad action and Apply. The selected posts will be used for training, then removed from the table.
4. Change the Author by clicking on one or more training posts, choosing Change Author then changing the Author drop down to the new Author and Save.
5.

Documentation – Custom Post Types

MyCurator can curate content to your custom post types allowing great flexibility in organization and display of content. Any Topic can be used to post curated articles to a custom post type instead of a standard post. When you Make Live a Training Post for the Topic, it will become a Draft of the Custom Post Type you've chosen for the Topic.

Choosing Custom Post Types

The first step in using custom post types is to choose those that can receive curated content. In the Options menu item under the Curation tab you will see a list of all custom post types available in your WordPress Installation. Just check the box for each custom type that you would like to post curated content to. Below each custom post type is displayed the Taxonomies that are available for that custom post type, if any. If you wish to use a Taxonomy with a custom type you have checked, just check the box next to it.

Using Custom Post Types for a

Topic

Once you have chosen which post types are available, you can now set up a Topic to post all of its curated content to a specific custom post type.

In the Topics entry page, near the bottom, you will see the custom post types and taxonomies that are available. Just click on the Radio button for the post type you wish this Topic to post to. If you have chosen a Taxonomy for the post type, you can choose a value that will be used for each post created. Choose Save Topic and from that point forward any Training Post that is Made Live or Auto Posted as Live will now be posted with the Custom Post Type and Taxonomy value you have chosen. Older posts will not be affected.

Documentation – [Multi] Curation

Curating round-up, best-of and weekly highlight type posts is now so easy with MyCurator. With the [Multi] tag on your Training Posts page you can flag and then curate multiple posts into one new curated post that goes live on your blog. Each Topic can have its own set of [Multi] tagged posts. When you [Make Live] any one of the [Multi] posts, all of the [Multi] posts for that Topic will be available in the WordPress editor.

Flagging Posts using the [Multi] tag

When you click on the [Multi] tag for a post on your Training Posts page, that post is given a Relevance of multi. You can flag as many posts as you like with the [Multi] flag. If you need to change a post back to another Relevance status and remove it from your[Multi] posts, choose the [Edit] button under the title, near the date. You can then change the Relevance tag back to 'good', 'bad' or 'not sure' using the widget to the right in the Training Post edit page.

Curating Multiple Training Posts into One New Live Post

To begin curating a round-up or highlight type post, choose your 'lead' article and click the [Make Live] tag. The lead article will be the initial title of the post, and the article snippet and attribution link will be placed into the editor screen just like when you curate

a single post. The difference is that all of the articles on your Training Post page within the same Topic that are flagged as Multi will also have their full text and images available in the Saved Page meta box below the editor window (see the screen snippet below for an example).

You will see a tab for each article that is flagged as [Multi] for this Topic. Article 1 is your lead article. You can click on a tab and it will reveal the full text and images of one of the [Multi] articles. The Title and attribution link are at the top.

The Click Copy feature is available in all of the article tabs. You can see that when you roll your cursor through the Saved Page meta box, each paragraph, list and table will be highlighted in yellow. Just click while the element you want is highlighted and it will be immediately inserted into the post at the current cursor.

Similarly, just click on an image and a dialog box will open up. If you choose Insert, the image will be inserted into the post at the current cursor position, with the alignment and size you've chosen. If you choose Featured, then the image will become the Featured Image for the post (alignment and size are ignored). In either case you can set the title/alt tag for SEO, with the post title as the default value.

Publishing your Curated Post

When MyCurator moves the lead article Training post to the WordPress editor, it sets the post to Draft. You can continue to save the post as Draft until you are ready to post it live to your blog. All of the [Multi] flagged articles will continue to be available, even if you leave the editor and do something else.

When you are ready, just click Publish and the post will be published to your live blog. At this point, MyCurator will 'trash' All of the [Multi] posts **for this Topic only**. If you were to edit the final post after it is published, you would only see the lead article full text and images. This cleanup means you don't have to manually delete old [Multi] training posts after you have used them.

Recovering used [Multi] Posts

After a [Multi] post has been published, all of the [Multi] tagged articles for that Topic on the Training Post page will be trashed (except the lead article, which is also gone as it became the new blog post). You can go to the Training Posts menu item in the Dashboard (usually under Comments) to see a list of all of your Training Posts. Choose the Trash link at the top left and you will filter to only the trashed posts. You can restore any Training posts that you would like to re-use for another [Multi] curation for that Topic.

Important: MyCurator automatically removes Training posts after a certain number of days that is set in your Options page. Make sure that you have the Option field "Keep Training Posts for How Many Days?" set to a number of days that gives you time to find, flag and curate multiple items. Especially if you want to re-use some Training Posts, you should extend this value even longer.

Documentation – Auto Post

MyCurator can be used to Auto Post good content to your live blog. Applications include curating content for a news category, local items of interest, industry or market trends and other topics where the items you post are topical and news oriented. Auto Post can be enabled on a Topic by Topic basis, so you may Auto Post a News Topic which shows up as an Industry News Category on your live blog, while leaving manual curation in place for other Topics. Items automatically posted will have the same format as those on the Training page: the original article title, a short excerpt and a link to the full article.

Higher Quality News Items than just an RSS feed

These applications can be especially useful to businesses and non-profits who don't have time to find and publish news items about their niche. By using MyCurator's AI relevance engine you can train MyCurator to weed out over 90% of the items that you would normally find in RSS feeds from Google alerts or news sites. This allows you to automatically publish a much higher-quality news stream to your blog automatically, saving time and boosting client engagement with your site.

Enabling Auto Post

When automatically posting items to your live blog, MyCurator will only post those items that have been classified as 'good' by the Relevance AI engine. This means you must

first spend some time training the Topic before you enable Auto Post. Typically, you should train items until you feel MyCurator is classifying most of the items as 'good' that you feel are relevant to your Auto Post Topic. Remember, you may not be checking your site every day and you need to be confident that MyCurator is weeding out off-topic and spam posts before you enable Auto Post.

To enable Auto Post, go to the Topics menu item within the MyCurator menu. Click on the Topic you wish to enable. In the Topic edit page, go down to the "Topic Status" field. Change the Drop Down to "Auto Post Good – Active". Click on Save Options and you have enabled Auto Posting for the Topic. The next time MyCurator processes, any good items found for the Topic will be automatically posted to the live blog, with the same format as you would have seen on the Training page (Title, short excerpt and link to full article).

Maintaining Auto Post Topics

Items that are automatically posted to your live blog may still be used for training MyCurator. Typically, you would tell MyCurator that an item on your live blog was not appropriate and click on the 👎 thumbs down. This will remove the item from the live blog as well as tell MyCurator that this is not the type of article you wish to see. You may also click the 🗑 Trash symbol to just remove an article from the live blog that has been automatically posted, without training MyCurator.

Just like a spam filter, you should periodically review the items in your Training page for a Topic set to Auto Post. All articles that are classified as 'not sure' or 'bad' will still be sent to the Training page. You can use these items to continue to train MyCurator. You can also choose [Make Live] to post an item to your live blog.

MyCurator periodically deletes items from the Training page after a number of days set by the Option field "Keep Training Posts for How Many Days?". You should make sure to set this to a number of days longer than your usual periodic review of the Training page.

Documentation – Logs

MyCurator keeps logs of what it does with each article found in your feed sources. It also tracks errors and processing steps (mainly to help with problems on your site). You can reach the logs by choosing the Logs menu item from the MyCurator menu in the Dashboard.

You can use the Logs and Performance report to fine tune your keywords for a topic. For example if most of your messages say an article was rejected because of not having a specific Search 1 keyword you could remove that keyword, or use a broader one to get more articles. Similarly if a lot of posts are too short, you might adjust the minimum article length for that Topic.

Article Log

When you first get to the Logs page, you will see the Article log. This log shows what happened to each article that was read in your feed sources. The log shows the date/time, Topic, a Message, the Source and the URL of the actual article that was processed. You can choose a specific Topic to filter the activity for just that Topic using the drop down in the upper left of the page and then clicking Select Filter Similarly you can filter by Source to see how well a Source is performing in providing good articles for your site. Some of the messages and their meaning that you might find are:

- New live/good/bad/not sure post – This means the article was classified as listed and posted to the Live site (New Live post) or the training page for all other types.
- Post too short – this will include the length of the actual article in words for your review, and means the article was not posted because it was too short.
- No Search 1 word – this will include the word that was not found. The article was not posted.
- No Search 2 words – none of the words listed in the Search 2 keywords for this topic were found so the article was not posted.

- Found excluded word – this will include the word found. No article was posted.
- No Image found – the article was excluded because MyCurator couldn't find an image or couldn't extract an image.

Error Log

The error log is found by choosing Error from the drop down (usually says Article) from the top left of the page and then clicking Select Filter. The error log shows the date/time, a Topic, a message, the Source and the URL of the feed or article that caused the error. You can filter errors for a specific Topic using the Topic drop down. Some of the error types and their meaning are below:

- Error Rendering Page – This is the most common error and means that MyCurator could not extract the text from the web page. This happens most often if the page is a PDF, but the technology we use – DiffBot, while highly accurate, does have problems with some web pages and certain types of pages. Sometimes, a web page is not able to be rendered the first time, but it is then captured correctly in subsequent processing. Because of that, MyCurator will keep trying to process the page until it drops out of the feed. This means you will see the same page show up in the error log many times. You can click on the URL to see the original web page (and try to guess why the software couldn't 'see' the text!).
- No rss link for feed – The entry in the Links page doesn't have a Feed URL entered. Using the URL entry in the log, you should update the Links entry for this feed.
- A feed could not be found or Invalid feed or some other feed error message – The Feed URL was not able to be processed. Check the Feed URL in the Links table by trying to Browse it and see if it looks like a feed (all the text thrown up on the screen). Maybe its the web page URL and not the Feed URL? Maybe it is actually a broken feed.

Process Log

The process log is found by choosing Process from the drop down (usually says Article) from the top left of the page and then clicking Select Filter. The process log shows

when MyCurator ran, which topics it processed and how long it took. The log is primarily used by Target Info support staff to help troubleshoot issues with MyCurator.

Performance

The performance report is found by choosing Performance from the MyCurator menu. The report displays the articles posted, not posted, errors and outstanding requests by Topic and Source. It is a great tool to find out which Sources are providing the most good articles.

Reset Log Button

After making significant changes to your MyCurator Topics or the Formatting or Curation Options, you may wish to have MyCurator review and re-post the articles it previously found. MyCurator will apply your new keywords or new formatting options as it reviews all articles. This is most helpful when you are initially setting up MyCurator and trying various Topic keywords and article formats.

To reset the log, choose Logs from the MyCurator menu. Click the Reset Logs button near the top of the page. You will be prompted to confirm that you wish to continue.

WARNING: This option will most likely create many duplicate entries in your training page if you have previous articles still in the page! It is best to clear out all of your Training posts before you choose this option to Reset Logs.

MyCurator looks backwards in time for articles in RSS feeds. The default is 7 days. You can change this look back period in the Admin Options tab. This option really only affects MyCurator when you first install it, or after you reset the logs. After that, previously read articles are marked and ignored, so only new articles in the RSS feed are reviewed by MyCurator as you move forward.

Documentation – Twitter API

To use the new Twitter API for content searches and to follow a user, you must first set up a Twitter API account. Once the account is set up, you will copy your consumer key and secret into the Twitter Options tab. The steps are detailed below.

Go to the Developers website: https://dev.twitter.com/apps. Sign in with your Twitter Account. Click "Create a new application" button on the upper right (as shown below).
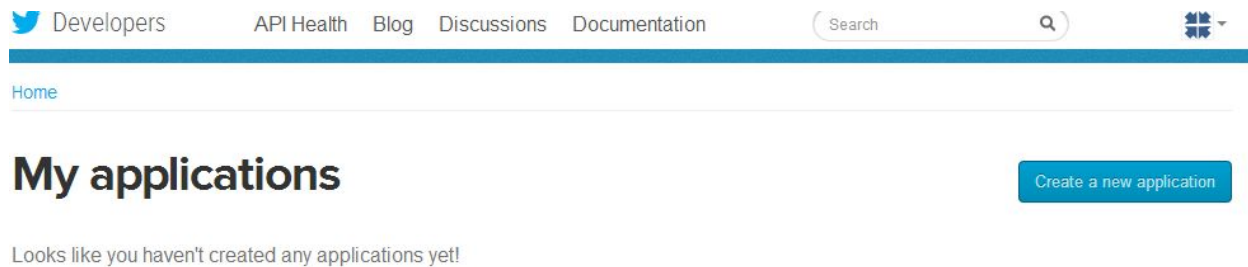
Fill in the Application Details page as shown below. You should use your own application names and descriptions. Scroll to the bottom of the page, click the Yes I agree checkbox and enter the Captcha information. Click the Create your Twitter Application button at the bottom.

Copy the Consumer Key and Consumer Secret highlighted in the screen below into the same fields in the Twitter tab of the MyCurator Options page. Click Save Options and you should be ready to process your Twitter searches and follows.

MyCurator API

| Details | Settings | OAuth tool | @Anywhere domains | Reset keys | Delete |

MyCurator Twitter API
http://www.target-info.com

Organization

Information about the organization or company associated with your application. This information is optional.

Organization	None
Organization website	None

OAuth settings

Your application's OAuth settings. Keep the "Consumer secret" a secret. This key should never be human-readable in your application.

Access level	Read-only About the application permission model
Consumer key	5W9W
Consumer secret	S1LTLk8VHxs1

Documentation – Formatting

Refreshing the Training Posts Admin

As you work through your training items, and they are removed from the page (deleted, bad, made live or draft) the number of items on your Training Posts table will shrink. No new items will be automatically added. When you are ready, just refresh your page and a new set of items will be added to whatever is left, up to the limit you set in your Screen Options (Training Post admin).

Page Formatting gets Messed Up

Once in a while you may find that the Training Posts table all of the sudden has a formatting problem. This is because we are saving the extracted web page text (but hidden) directly into the page for speed. Sometimes though there is some badly formed HTML in the extracted text, and this causes the page to lose its format.

Normally you can identify which post the formatting problem starts with. If the problem includes the title, the previous article is most likely the problem. If the bad format starts after the title, that article has the problem. You can make the article live or draft if you like it, or delete it. Refresh the page and your formatting should return.

If you can't identify the problem article, or you just want to turn off the use of the readable page popup, you can change an option to turn it off. Go to the Curation Options tab for MyCurator. Check the option "Do NOT show readable page in Training Popups". Now when you return to your Training Posts table, your formatting should be just fine. The Quick tag will not have the saved web page text any more. When you

click on a post title, you will get a new browser tab with the readable page extracted from the text rather than a popup.

You can turn off this message by checking the Option – "Remove Formatting Help" in the Admin tab in the MyCurator Options menu.

Documentation – International

MyCurator is designed to work with any language supported by WordPress and the UTF-8 standard. You may enter Topic Keywords using the non-English language characters available for your language. The software AI based Relevance engine will also process non-English language characters.

Enable International Language Processing

To enable non-English language processing, you must click the check box for the option "Enable Non-English Language Processing?" on the Options page of the MyCurator menu. This option is near the bottom in the International Settings part of the page. If this option is not checked, then only the standard English alphabet will be processed by MyCurator.

In addition, you can enter wording for the full article links that are inserted into each post created by MyCurator. These can include any languages available to WordPress. With these two options, MyCurator will present all posts and links to the original article in the native language of your site.

Entering Topic Keywords

When you create a new Topic, you may only use the standard English alphabetic characters and numbers for the name. You can enter your native language, including non-English characters, into the "Topic Search 1", "Topic Search 2" and "Topic Excluded" filter fields. See the documentation on Topics for more detail on these fields.