

DAILY WORKFLOW - RadioBrief AI Assistant

This is your step-by-step guide to using your Colab + GPT + Drive setup every morning:

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DAILY ROUTINE

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- 1. Open Google Colab
  - Upload or open your notebook: RadioBrief\_Starter\_Notebook.ipynb

2. Run These Sections in Order:

SECTION 1 - Install OpenAI

Always run first (to make sure the right version is installed)

SECTION 2 - Mount Google Drive

Always run (authorize your Google account when asked)

SECTION 3 - Load API Key from Drive

Always run to connect your GPT account securely

SECTION 4 - Load Previous Summaries

Always run to load your existing CSV table

SECTION 5 - Define GPT Functions

Run once at the start of each session

## SECTION 6 - Paste a New Article

For each article you want to summarize, paste it here

## SECTION 7 - Generate Summary + Arabic Translation

GPT will summarize and translate your article

## SECTION 8 - Add the Results to the Table

This step appends your results to the master file

## SECTION 9 - Save to Google Drive

Save all entries to radio\_summaries.csv in your Drive

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REPEAT STEPS 6-9 FOR EACH ARTICLE YOU PROCESS THAT DAY  
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Your summaries are saved here:

MyDrive/RadioBrief/radio\_summaries.csv

Your GPT key is securely stored in:

MyDrive/RadioBrief/openai\_key.txt

You are now using a fully automated, AI-powered news assistant.