



# SpeechMe

## User Guide

Turn life's biggest moments into speeches worth remembering.

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*This guide follows the user journey in the same order the app uses, so you can read it cover-to-cover or jump to any single screen.*

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**Note** — Speech creation is designed first for web or desktop. Installing the app is optional and mainly helps for rehearsal and live delivery on a phone.

# 1. Getting started — Welcome & Onboarding

*First-time setup before you can write a speech.*

## 1.1 The Welcome screen

When you open **app.speechme.app** for the first time you see a navy/blue splash with the SpeechMe logo.

1. Tap the gold **Create My Speech** button. This takes you to Onboarding.

**Note** — If you have completed onboarding before on this device, the Welcome screen skips automatically and takes you straight to the Home screen.

## 1.2 Onboarding — Step 1 of 3: Choose your region

1. Tap one of the three options: **UK & Ireland (en-GB)**, **USA & Canada (en-US)**, or **Australia & NZ (en-AU)**. The selected card turns gold with a tick.
2. Your region controls spelling, vocabulary, currency and which occasions are shown. You can change it later in Settings.
3. Tap the navy **Continue** button at the bottom.

## 1.3 Onboarding — Step 2 of 3: How it works

This screen explains the build in four stages, lists the extras included in every speech, and offers an **optional** install option suited to the device you are on. Installing is **not required** to use SpeechMe and you do not need to install anything to write your speech now — see the box below for when installing actually matters.

- **The build:** Outline → Draft → Punch-up → Delivery.
- **Also included:** Humaniser, Rehearse audio guide, Teleprompter.
- **Install as an app panel** (gold) — content adapts to your device:
  - **Android Chrome** — a navy **Install now** button triggers the native install prompt.
  - **iPhone Safari** — short **Share** → **Add to Home Screen** instructions.
  - **Desktop** — a **QR code** (with the URL **app.speechme.app/install** below it) so you can scan with your phone camera and install on the device you'll actually use on the day.

**Note — Where SpeechMe works best.** SpeechMe is designed primarily as a **desktop / laptop** experience for the writing stages — the larger screen makes the inputs, Builder and editing far more comfortable. The **installed phone app** is mainly there for **Rehearse** (listening to the practice audio anywhere) and the **Teleprompter** on the day. You *can* write the whole speech on a phone if that is all you have — it works — but it is not the recommended flow.

**Note — Recommended path:** write and refine on desktop → install on your phone → use phone for Rehearse and Teleprompter on the day. The QR code on this screen exists precisely so desktop users can hop the install over to their phone in one scan.

1. Read through the four build stages and the extras.
2. Decide whether to install now. If you are on a desktop and have your phone to hand, scanning the QR code now is the quickest way to get the phone app set up — but you can also skip this entirely and install later from your Account.
3. If you are on a phone, you can install here too (tap **Install now** on Android Chrome, or follow the Share-sheet steps on iPhone Safari) — useful if the phone is the device you'll write on as well.
4. Tap **Continue**. Skipping install does **not** block anything; the gold panel and QR code remain available on the Account page and the Install page at any time.

## 1.4 Onboarding — Step 3 of 3: Your name

1. Type your first name into the box. The Continue button updates to read “**Let's go, [your name]**”.
2. If you prefer not to share a name, leave it blank — the button reads “**Continue without a name**”.
3. Tap the button. SpeechMe creates an anonymous session in the background (a Cloudflare Turnstile check runs invisibly to keep bots out — you do not need to do anything).
4. You are taken to the Home screen.

**Note** — Your name is stored locally and used to personalise prompts (e.g. “Hi Sarah, what's the occasion?”). You can change it any time in Settings → Account & profile.

## 2. Installing SpeechMe on your phone (optional)

*SpeechMe runs entirely in a browser, so you do not have to install anything. The writing experience — Inputs, Builder, editing — is designed primarily for a **desktop or laptop browser**, where the larger screen makes everything more comfortable. The **phone install** exists mainly for two things: **Rehearse** (listening to your practice audio anywhere, even offline) and the **Teleprompter on the day**. You can write on a phone if you need to, and you can deliver from a browser if you must, but installed-on-phone is the recommended setup for rehearsal and live delivery.*

### 2.1 Do I actually need to install it?

- **Writing the speech** — no install needed. Use a desktop browser for the best experience; a phone browser also works.
- **Rehearsing** — install on your phone so the audio works offline (train, garden, walking the dog) and the screen does not lock.
- **Teleprompter on the day** — strongly recommended to install on your phone. Browser tabs can drop signal, time out, or show notifications mid-speech.

If in doubt: write on desktop, install on phone before the event, deliver from the installed phone app.

### 2.2 Why install (the panel at the top of the Install page)

- **Full-screen Teleprompter** — no address bar, no notifications.
- **Works with no signal** — your speech and rehearsal audio are cached.
- **Screen stays on** while you are mid-speech.
- **Installs in 30 seconds** — no App Store needed.
- **Always up to date** — updates automatically.

### 2.3 Installing on iPhone or iPad (Safari only)

1. Open [app.speechme.app/install](https://app.speechme.app/install) in Safari (Chrome, Edge and Firefox on iPhone do not support installation).
2. Tap the **Share** button at the bottom of Safari (the square with the up-arrow).
3. Scroll down the share sheet and tap **Add to Home Screen**.

4. Tap **Add** in the top right to confirm. SpeechMe appears as an icon on your home screen.

## 2.4 Installing on Android (Chrome, Edge, Brave, Opera)

1. Open **app.speechme.app/install**. If your browser supports direct install, a navy **Install SpeechMe** button appears — tap it and confirm.
2. Otherwise: tap the three-dot menu in the top right of the browser.
3. Tap **Add to Home screen** or **Install app** (wording varies).
4. Tap **Add** or **Install** to confirm.

## 2.5 Installing when you are on a desktop or laptop

PWAs install on the device that opens them. A desktop install on its own is fine for writing, but for **Rehearse** and the **Teleprompter on the day** you want SpeechMe on your **phone**. The QR code is what bridges the two devices — it does not install anything by itself; it simply opens the Install page on your phone, where the actual install button (Android) or Share-sheet steps (iPhone) live.

1. On the desktop, look at the **Install as an app** panel — either on Onboarding step 2 or on the Install page (Account → Install). Both show the same QR code and the URL **app.speechme.app/install**.
2. Open your phone's camera app and point it at the QR code. Tap the link that pops up.
3. Your phone now opens the Install page. Follow the iPhone steps in 2.3 or the Android steps in 2.4 — that is where the install action actually happens.

**Note** — If you do not have a camera-scanning phone to hand, just type **app.speechme.app/install** into your phone's browser instead — the QR code is only a shortcut.

## 2.6 Confirming the install

Once installed, the Install page shows a green “**SpeechMe is installed on this device**” banner. Open SpeechMe from your home screen rather than the browser to get the full Rehearse and Teleprompter experience.

## 3. The Home screen — choosing an occasion

*The Home screen is where every new speech begins. Layout differs slightly between desktop (sidebar) and mobile (tabs and menu).*

### 3.1 Header bar (top of the screen)

- **Menu icon** (mobile only) — taps open/close the sidebar.
- **Search box** — type any word to filter occasions by name or subtitle (e.g. “best man”, “retirement”).
- **Region chip** — shows your locale flag; tap to change region without leaving the page.
- **Library icon** (book) — opens My Library.
- **Account icon** (person) — opens your Account screen.

### 3.2 Sidebar / menu

- **Browse** — filter occasions by category. Tap **All occasions** to clear the filter, or any category dot to narrow the list.
- **Saved** → **My library** — opens the full speech list.
- **Recent speeches** — up to three of your most recent finished speeches, each with quick **Prompter** and **Rehearse** buttons.
- **Account** — opens Account.
- **Settings** — opens Settings.
- **Leave a review** — opens the Trustpilot review modal.
- **Share SpeechMe — earn 20% off** — opens the share modal.
- **+ New speech** button (sidebar footer) — clears any active category filter.

### 3.3 Choosing an occasion

1. Scroll the page. Occasions are grouped by category (Weddings & Partnership, Tributes & Memorial, Work & Professional, etc.).
2. Optionally use the search box or tap a category in the sidebar to narrow the list.

3. Tap an occasion card (e.g. **“Best Man Speech”**). This creates a new draft speech and takes you to the Inputs flow.

## 4. Speech Inputs — the questions

*The Inputs flow gathers everything the AI needs. It auto-saves after every screen, so you can leave and resume.*

### 4.1 Duration screen (only for longer speeches)

If you picked a Tier 2 or Tier 3 occasion, you are first asked how long the speech should be.

1. Tap one of the duration cards (e.g. “**Around 10 minutes — ~1,300–1,600 words**”). The selected card turns gold.
2. Tap the navy **Continue** button. Word-count targets for the AI are saved to your speech.

**Note** — If you skip without picking, the default (middle option) is used. You can always ask for a different length later by regenerating.

### 4.2 The input screens — common controls

Every input screen has the same chrome:

- **Back arrow** (top left) — returns to the previous screen, or to Home from screen 1.
- **Title bar** — shows your name and the occasion.
- **Save & exit** button (desktop only) — saves and goes Home.
- **Continue / Finish** button (top right) — saves the current screen and advances. Disabled until the screen has at least one valid entry, unless the screen is optional.
- **Step counter** and **gold progress bar** — “Step 3 of 8 — Stories” and a percentage.
- **Sidebar** (desktop) — shows every screen with a tick for completed steps. Tap a completed step to jump back.

### 4.3 The four input types

#### List entries (with optional sections)

1. Type a short note in the input box and press **Enter** (or tap the **+** button) to add it as a chip.
2. Tap the **x** on a chip to remove it.
3. Tap any italic e.g. “*...*” example below the box to add it as a starting point.
4. If the screen has multiple sections (e.g. Childhood, Friendship, Now), each section has its own list — add entries to whichever sections apply.

5. Tap the gold **“What makes a good entry?”** bar (when shown) to expand guidance with do's and don'ts.

### Multi-select chips

1. Tap any chip to select it (turns gold). Tap again to deselect.
2. You can pick as many as apply.

### Single-select chips

1. Tap the chip that best matches. Selecting a different one swaps the choice.

### Tone sliders

1. Drag **Formality**, **Warmth**, and (where shown) **Humour** to the position you want. Defaults are pre-set per occasion.
2. Sliders save automatically when you tap Continue.

### Text fields

1. Type into each field (e.g. *groom\_name*, *bride\_name*). The speaker name is pre-filled from your profile — change it if the speaker is different.
2. Empty fields are allowed unless explicitly required.

## 4.4 Sparse-input warning

On the last screen, if you picked the longest duration but filled in less than 40% of the available sections, a gold notice appears suggesting you either add more material or pick a shorter duration. Dismiss it with the **x** or act on it — it is not blocking.

## 4.5 Finishing inputs

1. On the final screen, the top-right button reads **“Finish”**.
2. Tap it. The speech status is set to *paywall* and you are taken to the Sharing screen.

## 5. Sharing for a discount (optional)

*Before payment you can earn up to 20% off by sharing SpeechMe — 10% per platform, two platforms maximum. This screen is skippable.*

### 5.1 What you see

- Heading with the offer.
- **Discount progress bar** (appears once you share) — shows 10% or 20%.
- **Share channels** — WhatsApp, Facebook, X, Instagram, SMS, Email, Copy app link.

### 5.2 How to share

1. Tap a channel button. The native share sheet (or new tab) opens for that platform.
2. Send the message — when you return to SpeechMe, the channel is marked with a gold tick and your discount updates after 1.5 seconds.
3. Repeat with a second channel to reach 20%.
4. Tap the navy **“Continue to payment — [discounted price]”** at the bottom to proceed.
5. Or tap **“Skip for now — pay [full price]”** to go straight to checkout.

**Note** — Discount is saved to your profile, so if you skip checkout and come back later the credit still applies. Once used (you complete a purchase) the credit clears.

## 6. Checkout — account creation and payment

*The Paywall is where you create your account (or sign in) and pay. SpeechMe uses email and password only — there is no Google, Apple or other social sign-in.*

### 6.1 What you see

- Headline with your speech name and the discounted price.
- **Email** and **Password** fields.
- “**I already have an account — sign in**” link below the fields.
- **Pay [price]** primary button (Paddle-hosted checkout opens in a sheet/overlay).
- Legal links — Terms, Privacy, Refunds — at the bottom.

### 6.2 Buying as a new user

1. Type your email and choose a password.
2. Tap **Pay [price]**. A consent record is written for compliance, then the Paddle checkout opens.
3. Enter your card or pay with the wallet of your choice (Apple Pay, Google Pay, PayPal where available).
4. Confirm payment. Paddle returns you to SpeechMe.
5. SpeechMe shows a 30-second confirmation spinner while it waits for the webhook. When it lands, the speech unlocks and the Builder opens automatically.

### 6.3 Buying when you already have an account

The Paywall opens in **Create account** mode by default. To pay using your existing account, switch the form to sign-in mode first — the purchase is then linked to that account so the speech appears in your existing Library.

1. On the Paywall, tap the “**Already have an account?**” link directly under the email/password fields. The form heading switches to **Sign in**.
2. Enter the email and password you used previously.
3. Tap the **Pay [price]** button — the rest of the flow is identical to 6.2 (consent record, Paddle checkout, confirmation spinner, Builder unlock).

**Note** — Do **not** use the “I already have an account — sign in” link inside the earlier **Save your progress** modal to start a purchase. That link routes to a general sign-in and bypasses the checkout. Always use the toggle on the Paywall itself.

#### 6.4 If the spinner times out

Refresh the page. The webhook usually arrives within a minute. If your speech still has not unlocked, see Section 15 — Troubleshooting.

## 7. The Builder — writing your speech

Once paid, the Builder is where the speech is written across four stages: Outline, Draft, Punch-up, Delivery. There is also an optional Humaniser pass between Punch-up and Delivery. You progress one stage at a time — each stage unlocks the next.

### 7.1 Builder layout

- **Header** (navy gradient) — back arrow to Home, occasion label in the centre, region chip on the right.
- **Stage tab bar** — Outline / Draft / Punch-up / Delivery. Locked stages are dimmed.
- **Stage title** (e.g. “Outline”).
- **Content area** — beats, sections or improvement suggestions depending on the stage.
- **Word count bar** (under content, once a draft exists) — shows current word count vs target with a colour status.
- **Action bar** at the bottom: History button, Rewrite button (with credits), and the primary CTA.

### 7.2 Stage 1 — Outline

1. On entering the Builder you land on the Outline tab. The page reads *“Tap the button below to map out your speech structure.”*
2. Tap the gold primary CTA **“Generate outline”**. A spinner runs (about 10–20 seconds) with the message *“Mapping out your speech...”*.
3. When complete, the page shows a list of beat cards — each with a short title, a description and an approximate duration in minutes.
4. Read the beats. If you are happy, tap the primary CTA, now labelled **“Looks good — write my draft”**. This advances to the Draft stage and starts generating.
5. If you want a different structure, tap the small refresh icon to the left of the primary CTA to regenerate the outline (the outline stage has unlimited regenerations).

### 7.3 Stage 2 — Draft

1. The Draft tab opens automatically and starts generating with the message *“Writing your first draft...”* (about 30–60 seconds).
2. When ready, the speech appears as a series of section cards, each colour-coded with its label (e.g. Opening, Story, Toast).

3. Read the draft. The word count bar at the bottom turns green if you are inside the target range.
4. To edit a section, tap the “**tap to edit**” link in the top right of the card (or click the section text). The card switches to a textarea — make changes and tap **Save**, or **Cancel** to discard.
5. To regenerate just one section, tap “**Regenerate (n/n)**” on that section card. This costs one section credit.
6. To regenerate the entire draft, tap the “**Rewrite (n/n)**” button to the left of the primary CTA. This costs one full-pass credit.
7. To compare past full rewrites, tap the small history icon next to Rewrite — see Section 8.3.
8. When happy with the draft, tap the primary CTA “**Looks good — improve it**”. This advances to Punch-up.

#### 7.4 Stage 3 — Punch-up

1. The Punch-up tab opens and starts analysing the draft. Loading message: “*Finding the moments to sharpen...*”.
2. The result shows your draft sections (read-only) followed by a list of “**Suggested improvements — tap to select**”.
3. Each improvement card shows the type (e.g. tighten, punchline, callback), the section it affects, a description, and the original snippet it targets.
4. Tap any card to select it (gold border, gold tick). Tap again to deselect.
5. When you have selected the improvements you want, tap the primary CTA “**Apply N improvements**”. The Punch-up regenerates with your chosen edits applied.
6. After Punch-up runs, a gold Humaniser panel appears at the bottom offering to “**Make it sound more human?**”

#### 7.5 Optional — Humaniser

1. On the Humaniser panel, tap “**Run Humaniser**” to remove AI stiffness and clichés. It does not change facts, names or dates. Loading message: “*Making it sound more like you...*”.
2. Or tap “**Skip**” to go straight to Delivery without humanising.

#### 7.6 Stage 4 — Delivery

1. The Delivery tab opens and generates your final, performance-ready speech. Loading message: “*Preparing your final speech...*”

2. When it appears, the bottom action bar adds three new buttons above the primary CTA: **Export**, **Rehearse**, **Prompter**.
3. In the background, SpeechMe also generates the audio narration so Rehearse is ready to play when you tap it.
4. Recommended next step: tap **Rehearse** (Section 9), then **Prompter** (Section 10), then **Export** if you want printed cue cards (Section 11).

## 8. Editing, regenerating and version history

### 8.1 Manual edits

Manual edits are unlimited. Every edit is automatically saved as a history entry on that section so you can restore an earlier version.

### 8.2 Regeneration credits

Each paid stage (Draft, Punch-up, Delivery) comes with a fixed number of credits, scaled to the speech length you bought:

- **Section regenerations** — small number per section, per stage. Shown as “(n/total)” on each section card.
- **Full-pass rewrites** — small number per stage. Shown as “Rewrite (n/total)” next to the primary CTA.

**Note** — If a regeneration fails for any reason (network drop, AI error), the credit is refunded automatically.

### 8.3 Version history (Compare & Combine)

1. In Draft, Punch-up or Delivery, tap the small history icon to the left of the Rewrite button.
2. A panel opens showing all previous full-pass rewrites in the left column.
3. Tap any version in the left column to load it.
4. The middle column shows the past version section by section. Tap **Copy** on any section to copy that section's text to your clipboard, ready to paste into the current version.
5. The right column shows your current version for comparison.
6. To revert wholesale to a past version, tap the navy “**Restore this version**” button at the top of the past column.
7. Tap **x** in the top right to close the panel.

### 8.4 Per-section history (in-card)

1. On any section card with prior versions, tap “**History (n)**” in the top right of the card.
2. Earlier versions appear below the section, each with a date, the type of change (manual edit / regenerated / restored) and a **Restore** button.

3. Tap **Restore** on any entry to swap that text back into the current section.

### 8.5 The history purge — first time you open Rehearse

The first time you open Rehearse on a paid speech, SpeechMe asks permission to permanently delete previous full-pass versions to keep your library tidy. You will see a modal with the count of versions to be removed.

1. Tap **Confirm** to purge — your current version is kept, only older alternates are deleted.
2. Tap **Cancel** to keep all history. You will be returned to the Builder so you can copy anything you still want before re-entering Rehearse.

## 9. Rehearse — practising with the audio guide

*Rehearse plays a natural-voice narration of your finished speech so you can hear the pacing and practise alongside it. Audio is generated automatically when Delivery finishes — most of the time it is ready instantly.*

### 9.1 Reaching Rehearse

- From the **Builder Delivery** stage — tap the **Rehearse** button in the bottom action bar.
- From **My Library** — tap the **Rehearse** button on any finished speech card.
- From **Home** (sidebar Recent speeches) — tap **Rehearse** under any recent speech.

### 9.2 Possible loading and error states

- **Generating audio** — gold spinner with “Generating your audio guide... This takes about 20 seconds.” Wait — it loads automatically.
- **Audio not available** — a fallback screen offers “**Use Teleprompter instead**” and a “**Try again**” link.
- **Install nudge** (mobile, first time) — a gold panel suggests installing SpeechMe so you can rehearse offline. Tap “**Install on my phone**” or “**Continue in browser**”.

### 9.3 The Rehearse player

- **Header** — back arrow (returns to Builder), title, Teleprompter shortcut button on the right.
- **Title block** — your role and occasion.
- **Progress bar** (gold) — drag the slider to scrub anywhere in the audio. Time elapsed and total are shown beneath.
- **Speed pills** — 0.75x, 1x, 1.25x, 1.5x. Tap one to change playback speed.
- **Skip back 10s** button (left of play).
- **Play / Pause** button (large navy circle).
- **Skip forward 10s** button (right of play).
- **Section list** — tap any section to jump straight to it. The currently playing section is highlighted with “**Now playing**”.

- **Continue to Teleprompter** button at the bottom.

#### 9.4 Recommended rehearsal flow

1. Play the speech end-to-end at 1x with your phone in front of you. Listen to the pacing.
2. On the second pass, play it at 0.75x and read along under your breath.
3. On the third pass, mute it and read aloud yourself, jumping to specific sections using the section list to drill the harder bits.
4. When ready, tap “**Continue to Teleprompter**” to switch to the live-delivery view.

# 10. Teleprompter — reading on the day

*The Teleprompter is built for live performance: large, scrollable text with no distractions. Use it on your phone (installed as an app for best results) at the event.*

## 10.1 Header buttons

- **A-** and **A+** — decrease / increase font size in 2-pixel steps (16–60px).
- **Settings** (cog) icon — opens the Reading preferences sheet (theme, line spacing, font size slider).
- **Occasion label** in the centre.
- **x** — exits Teleprompter back to the Builder.
- **Book icon** — opens My Library.

## 10.2 Reading preferences (cog icon)

1. Tap the cog. A bottom sheet slides up.
2. **Theme** — tap **Light** for normal mode or **High contrast** for white text on pure black (best for very bright stages or low vision).
3. **Line spacing** — tap **Normal**, **Wide**, or **Extra wide**.
4. **Font size slider** — drag for fine control between 16 and 60 pixels.
5. Preferences save automatically. Tap **x** or outside the sheet to close.

## 10.3 The PWA install nudge (first run only)

If you opened Teleprompter in a browser tab (not as an installed app), a panel at the top warns about timeouts and signal drops. Tap “**Install now**” to go to the Install page, or “**Later**” to dismiss it.

## 10.4 Manual scroll vs Auto-scroll

1. By default the prompter is in **Manual scroll** mode — swipe up and down to read at your own pace.
2. To enable hands-free reading, tap **Auto-scroll** at the bottom. The text begins scrolling automatically.
3. Adjust the **Speed** slider at the bottom (slower / faster).

4. Tap anywhere on the text area, or the **Pause** button, to pause auto-scroll. Tap **Resume** to continue.
5. To return to manual mode, tap **Manual scroll**.

### 10.5 Section jump strip

1. A horizontal strip of section labels sits at the very bottom.
2. Tap any label to scroll instantly to that section. The currently visible section is highlighted gold.

# 11. Export — PDFs, plain text, clipboard

Reach *Export* from the *Delivery* action bar in the *Builder*. The *Export* screen is for getting your speech out of *SpeechMe*.

## 11.1 The two toggles at the top

- **Section headings** — switch ON to include capitalised section labels (OPENING, STORY...) above each block in exports. Switch OFF for a continuous read.
- **Pause cues** — switch ON to insert (*pause*) markers wherever there is a paragraph break. Useful for cue cards.

## 11.2 The four export options

- **PDF cue cards (recommended)** — one section per page, large readable type. Tap to generate; the file downloads to your device as *SpeechMe-[role]-CueCards.pdf*.
- **Full script PDF** — flowing paragraphs with page numbers, A4 (or US Letter for en-US locale). Downloads as *SpeechMe-[role]-Script.pdf*.
- **Plain text (.txt)** — universal text file for pasting into Word, Pages or Notes.
- **Copy to clipboard** — instant copy with a green tick confirmation. Paste anywhere.

## 11.3 What happens on first export

After your first successful export, a *Share* modal appears suggesting you tell others about *SpeechMe*. Dismiss it with the ✕ — your file has already downloaded.

## 11.4 Header buttons

- **Back arrow** — returns to the *Builder*.
- **Monitor icon** — jumps straight to the *Teleprompter*.

## 12. My Library — managing your speeches

*Library lists every speech you have started. Reach it from the Home sidebar, the book icon in the header, or your Account screen.*

### 12.1 Reading the cards

- **Coloured left border** — category colour (e.g. weddings = gold).
- **Title** — the role label (e.g. “Best Man”).
- **Status pill** — *In progress* (still in inputs / outline / draft / punch-up), *Ready to pay* (awaiting checkout), *Ready* (Delivery generated), *Final*.
- **Subtitle** — occasion and last-modified time (e.g. “Wedding · 2h ago”).

### 12.2 Buttons on each card

- Tap the title or the chevron (›) to resume the speech where you left off (Inputs, Paywall, or Builder depending on status).
- Tap the **trash icon** to delete the speech. A confirmation dialog appears — tap **OK** to permanently delete, **Cancel** to keep it.
- On *Ready* or *Final* speeches, the bottom of the card has two extra buttons: **Teleprompter** and **Rehearse** for instant access.

## 13. Account — sign in, password, deletion

*The Account screen handles your email/password account. There is no Google or Apple sign-in — SpeechMe uses email and password only.*

### 13.1 If you do not yet have an account

You see a panel explaining that your speeches are saved on this device for 30 days, plus the following rows:

- **Create free account** — opens the sign-up sheet.
- **Sign in** — opens the sign-in sheet.
- **My speeches** — opens Library.
- **Install SpeechMe** — opens the Install page.
- **Leave a review** — opens the Trustpilot modal.
- **Share SpeechMe — earn 20% off** — opens the share modal.

### 13.2 Creating an account from Account

1. Tap **“Create free account”**. A bottom sheet slides up.
2. Enter your email and choose a password.
3. Tap **“Create account”**. Your in-progress speeches on this device are linked to the new account.
4. Tap **Cancel** or the backdrop to close without creating.

### 13.3 Signing in

1. Tap **“Sign in”**.
2. Enter your email and password and tap the navy primary button.
3. If you have forgotten your password, close the sheet and tap **“Reset password by email”** in the Security section (only visible when signed out flow is over — see 13.4).

### 13.4 Once you are signed in

The screen now shows your avatar (first letter of your name), your email, and these sections:

- **My speeches** — opens Library.

- **Security** → **Change password** — bottom sheet to set a new password directly.
- **Security** → **Reset password by email** — sends a reset link to your inbox.
- **Install SpeechMe** — Install page.
- **Leave a review / Share SpeechMe** — same modals as before.
- **Sign out** button (navy) — signs you out and returns to Home.
- **Danger zone** → **Delete account** — see 13.5.

### 13.5 Deleting your account

1. Tap “**Delete account**” in the red Danger zone.
2. A bottom sheet warns this is permanent. Type **DELETE** in capitals into the confirmation box.
3. Tap the red confirm button. Your account, profile, all speeches, all audio and all PDFs are permanently removed.
4. You are signed out and returned to Home.

## 14. Settings — region, accessibility, legal

### 14.1 Region

Tap the locale you want (UK & Ireland, USA & Canada, Australia & NZ). The selected row is gold with a tick. Region affects spelling, vocabulary, currency, and the occasion list.

### 14.2 Accessibility — High-contrast mode

Toggle the switch to enable high-contrast mode globally — darker text, stronger brand colours, larger focus rings, and reduced motion. Useful for low vision or bright sunlight.

### 14.3 Account & profile

Tap to open the Account screen (Section 13).

### 14.4 Admin (only visible to admins)

Opens the admin dashboard. Most users will not see this row.

### 14.5 Legal

- Privacy Policy
- Terms of Service
- Cookie Policy
- GDPR
- Refunds Policy

Each opens the relevant document in a new tab.

### 14.6 Back to home

The navy button at the bottom returns you to the Home screen. The version number sits just above it.

# 15. Troubleshooting

## Generation hangs or fails

If a stage shows an error notice, tap the refresh icon to retry. Failed regenerations do not cost a credit — the credit is refunded automatically.

## Audio fails on Rehearse

Tap “**Try again**” on the failure screen, or use “**Use Teleprompter instead**” as a fallback. Audio sometimes takes a moment to generate the first time you visit Rehearse.

## Payment didn't unlock my speech

After Paddle confirms payment, the Builder runs a 30-second confirmation poll. If it expires, refresh the page — the webhook usually arrives within a minute. If it persists, contact support with your Paddle order number.

## Lost my speech / signed out by mistake

Open **Account** → **Sign in** with your existing email and password. All your speeches reattach automatically.

## Teleprompter screen times out on the day

Use the installed app rather than a browser tab — installed PWAs get full-screen behaviour and avoid most timeouts. See Section 2.

— *End of guide* —