

Dictate Your Memoirs

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Why write your story?

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"When an elder dies, a library
burns to the ground"

African proverb.



For Yourself



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- Helps you make sense of your life journey,
- Connect the dots between experiences,
- And celebrate how much you've lived through.

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For Your Family



Your experiences, values, and hard-earned wisdom are irreplaceable gifts to future generations who didn't live through what you did.

For Others



Your story adds the human layer to history.
It might inspire someone who needs to hear exactly what you've learned.

You are the only one who can tell your story.

Important

- Today, we are talking about dictating content for a written book, not creating a recorded video.
- Both are good, and you may want to create short videos to accompany your book.
- You could mix the written work with audio or video clips and publish it as an eBook. Maybe a future workshop if there is interest.

The First Steps

- Create a chronology of your life.
- Find a starting point. It may be hard to know where to begin when you have a lifetime of interesting stories.
- Look for underlying themes and messages.
- Make notes about major events.
- Do research. While you may remember things, you might be fuzzy on the details. Gather old pictures and diaries, and interview people.

End on a High Note

- Your story doesn't have to have a fairy tale ending, but it should end with reflection and a message for your readers.
- Share the lessons you've learned and the reasons behind writing your book.
- Consider what your readers want to take away from your life story and tie everything together.

Begin with one story at a time,
like you're talking to a friend.

Why Dictate?

- Let your voice bring emotion to your stories.
- Capture your memories faster than typing.
- It speeds up the writing process, making it easier on your hands and eyes.
- It also avoids the distraction of trying to "make it pretty."
- No "tech genius" is needed—just a willingness to try.

Tips

- Choose a quiet space.
- Make a simple outline.
- Don't read from a script.
- Break stories into small parts.
- Start with short sessions (2–5 minutes).
- Revise later—dictation is just a first draft..

Dictation Tools

- Voice Memos: Quick story capture
- Notes: Short text entries
- Pages: Longer writing with formatting options

The apps work on all platforms, including iCloud.

Prompts to get you started!

1. What's a moment in your life that changed everything? (Could be big or small — a decision, a realization, a move).
2. What's the best advice you ever received — and who gave it to you? (And did you follow it?)
3. Describe a place that feels like "home" — and why. (It could be a house, a town, even a smell).
4. Tell a story about a challenge you overcame. (What got you through it?)
5. What were your parents or grandparents like? (What did you learn from them?)

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DEMO: Mac

1. Go to **System Settings > Keyboard > Dictation**.
2. Turn on Dictation.
3. Select a shortcut key.
4. Open a document, press shortcut to start
5. Start talking, then press shortcut again to stop.
6. Use Punctuation commands ("period," "new paragraph," etc.).

DEMO: iPad & iPhone

1. Open a document.
2. Tap where you want to start writing.
3. Tap the **microphone icon** on the keyboard.
4. Speak clearly—say punctuation out loud.
5. Tap the mic again when you're done.

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DEMO: Voice Memo

1. Open the Voice Memos app.
2. Start a new recording or play an existing one.
3. Tap the transcript button (looks like quotation marks) if available.
4. The transcription appears in real-time as the audio plays.

Voice Memo Transcription

1. Play your voice memo on a speaker.
2. Open Notes or another text app.
3. Tap the microphone icon on the keyboard.
4. Let it transcribe as the audio plays (works best with clear audio).

Next Steps

- Use Siri to open Notes or Voice Memos.
- Add titles and organize files in folders.
- Start with one short memory today.
- Practice with dictation daily.
- Save stories to iCloud and share with family.

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