

User Manual ReadSpeaker speechMaker

Introduction

You have decided to create voice-overs using ReadSpeaker speechMaker. ReadSpeaker speechMaker uses text-to-speech technology so you will no longer need expensive studio recording time to create your voice-overs.

Creating a voice-over with ReadSpeaker speechMaker starts in the same way as when you use voice actors: the developer of the e-learning module writes an audio script. The better the script, the better the end result. We suggest you read your scripts out loud. This will help you realize in which ways they can still be improved. It is important to include punctuation in your script, to reflect where pauses should be heard in the final voice-over. When confronted with long sentences without punctuation, a voice actor will decide where to pause and/or breathe so the sentence sounds natural and can be properly understood. The algorithms in ReadSpeaker speechMaker attempt to do the same, but for an optimal result it is important to start with a good script with correct and sufficient punctuation marks (commas, periods, exclamation marks, question marks, etc.). This manual describes how to produce audio files from the files with the script.

The speech produced by ReadSpeaker speechMaker can be used for adding audio to e-learning modules, instructional videos, animations, serious gaming, etc. The possibilities are infinite!

Credits

To generate audio you need speechMaker credits. When your credits are almost depleted, you can purchase additional credits through your Account Manager if you are a direct sales customer (you purchased speechMaker through an Account Manager) or you can purchase additional credits online from the tab Credits in speechMaker if you are an online customer (you purchased speechMaker online). You can always check your balance in speechMaker.

Languages

You have a license for your speechMaker account for one or multiple languages and for one or more voices per language. Click [here](#) to see all available languages.

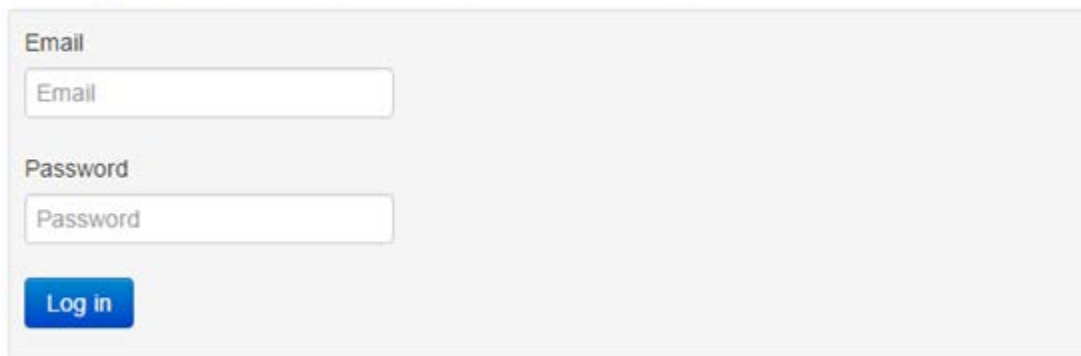
Contents

Introduction	1
Contents	2
Logging in	3
Producing individual files	4
Producing Multiple Files (Batch)	5
Using the Dictionary	9
Using Pause tags and SSML	10
Managing your credits	12
Viewing usage	13
Multiple users for a speechMaker account	13

Logging in

1. Go to <https://ws.readspeaker.com/a/wasp/app>.
2. Enter your user name (email address).
3. Enter your password.

Log in to use the service



The screenshot shows a login form with the following elements:

- An "Email" label above a text input field containing the placeholder "Email".
- A "Password" label above a text input field containing the placeholder "Password".
- A blue button labeled "Log in" positioned below the password field.

Producing individual files

There are two ways to produce audio files with ReadSpeaker speechMaker. The first and quickest way, which is recommended if you only need to produce a few audio files, is to produce the files one by one and is described in this chapter. You can also produce a large number of audio files at once. This is explained in the next chapter.

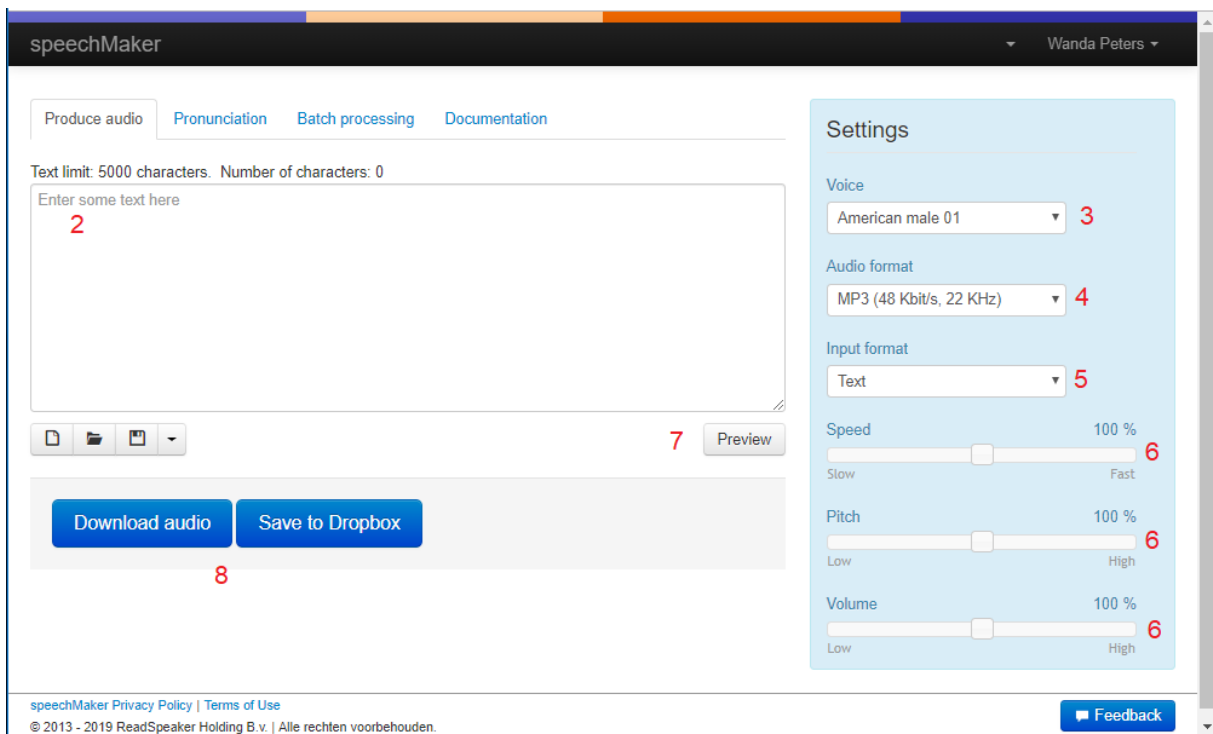
How to produce an individual audio file:

1. Log into ReadSpeaker speechMaker (see previous chapter).
2. Enter the text/the script for the audio file.
3. Choose the voice you would like to use.
4. Choose the format for the audio file.
5. Choose the input format, text or SSML.

6. Change the speaking rate (speed), pitch, and/or the speech volume if you want.
7. Click **Preview** to listen to the audio. If you do not like the quality of the audio, you can make changes to the input text to get a better result and listen again using the Preview button. You can also select a part of the input text and click **Preview** to listen to the audio for that part of the text.

Note: Listening to the audio with the Preview button does not cost credits. Only when you download or save the audio in the next step, credits will be deducted from the credits balance of your account.

8. Click **Download audio** or **Save to Dropbox** to save the audio in a file on your device or in your Dropbox. An audio file is saved and the credits are deducted from your balance.



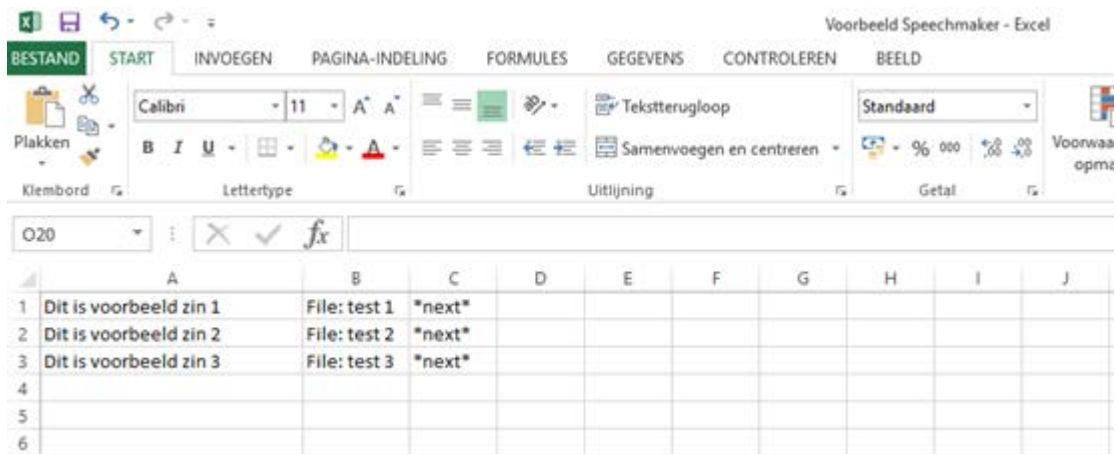
Producing Multiple Files (Batch)

With ReadSpeaker speechMaker you can produce multiple audio files in one go.

NOTE: this feature has to be activated for your account. If it is not, you will not see the option **Batch processing** in your user menu in speechmaker (click on your name in the top righthand corner to check). If you want the feature to be activated, please contact your Account Manager.

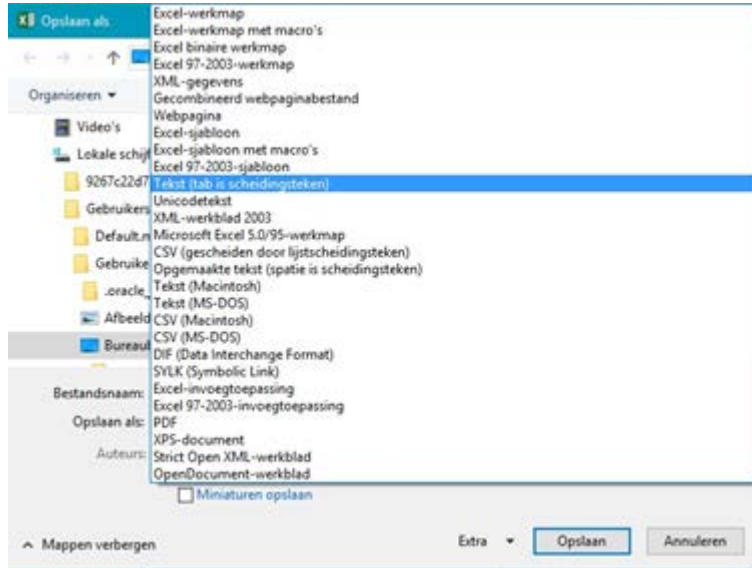
How to produce a batch of audio files:

1. Make a script in MS Excel:
 - a. Enter the text/ script for the first audio file in row 1, column A.
 - b. In row 1, column B enter "File: " followed by the file name for the first audio file.
 - c. Enter the separator "*next*" in row 1, column C.
 - d. Repeat steps a through c for all the audio files you wish to produce in the rows 2, 3 etc.

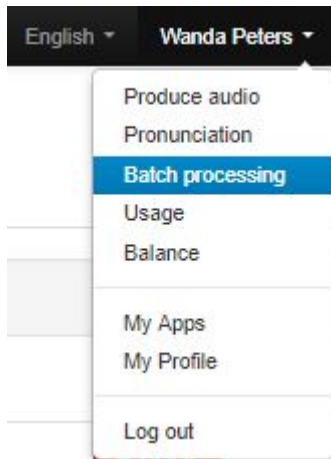


2. Save the Excel file as a .txt file:
 - a. choose menu **File > Save As**.
 - b. Select the desired folder on your device.
 - c. In the field "Save as type", choose the value **Text (Tab delimited)**.

d. Click **Save**.



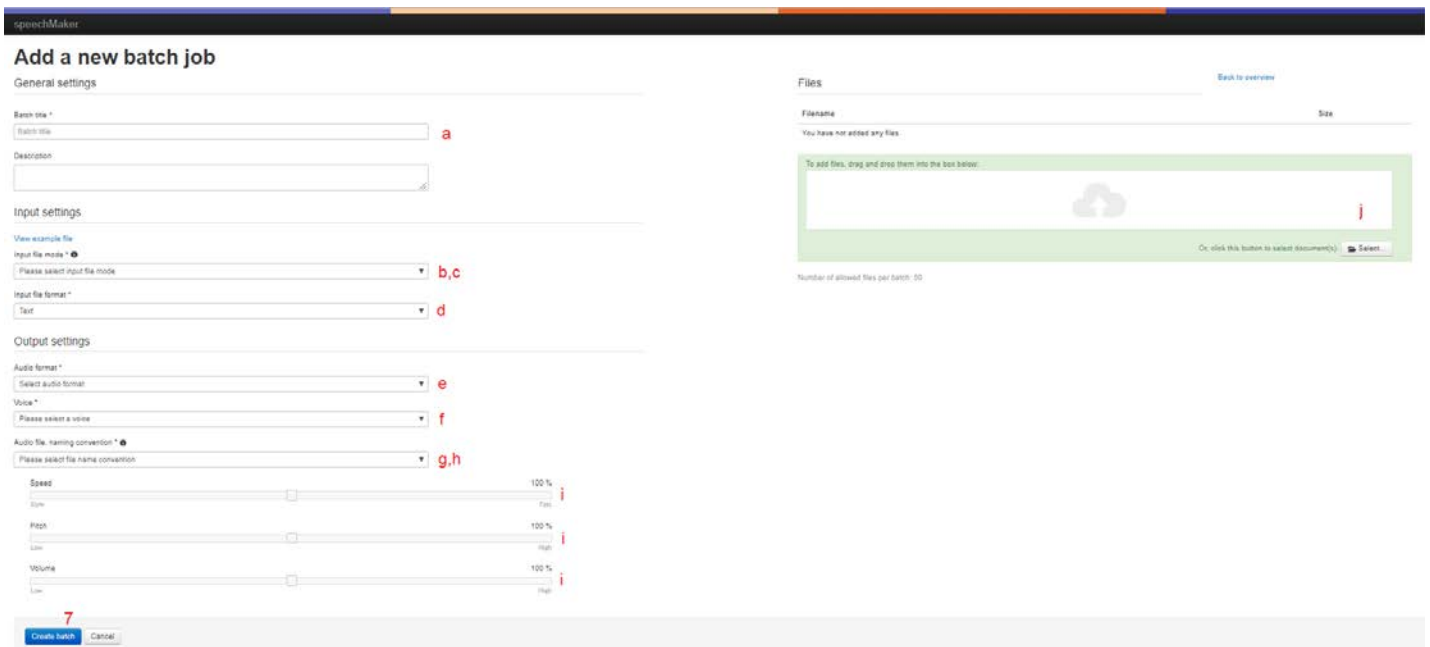
3. Log into ReadSpeaker speechMaker.
4. Click on your name in the top righthand corner and choose **Batch processing** (or click on the tab Batch processing).



5. Click **New batch job**.

6. In the screen shown in the figure below:

- a. Enter the name for the batch job.
- b. In the field “Input file mode”, select the value **file with separator**. A field appears.
- c. In the field, enter ***next***.
- d. Choose the input format, text or SSML.
- e. Choose the desired format for the audio files.
- f. Choose the desired voice.
- g. In the field “Audio file, naming convention”, select the value **file name in text file**. A field appears.
- h. In the field, enter **File:**.
- i. Change the speaking rate (speed), pitch, and/or the speech volume if you want.
- j. Upload the .txt file from your device.



7. Click **Create batch**.
8. Click **Run batch job**.
9. Click **Yes, start the production**. When the files have been created, you will see the message “The audio was successfully created”.

10. Click the download button to download the audio files to your download folder in a zip file.

Using the Dictionary

Sometimes certain words or names are not pronounced correctly. You can write these out phonetically. If for instance the name 'iPhone' is mispronounced, you could write it phonetically as 'eye phone' and the pronunciation will be correct.

If a word that is mispronounced occurs only once, you can apply the phonetic correction in your script. If the word occurs multiple times, you can choose to add it to the dictionary. Once you have added a word to the dictionary, it will be pronounced as the dictionary determines.

If you fail to get the desired pronunciation, you can always ask our linguistics team to define more complex pronunciation changes. This is done using the so-called 'Pronunciation sheet', which you can request via your account manager.

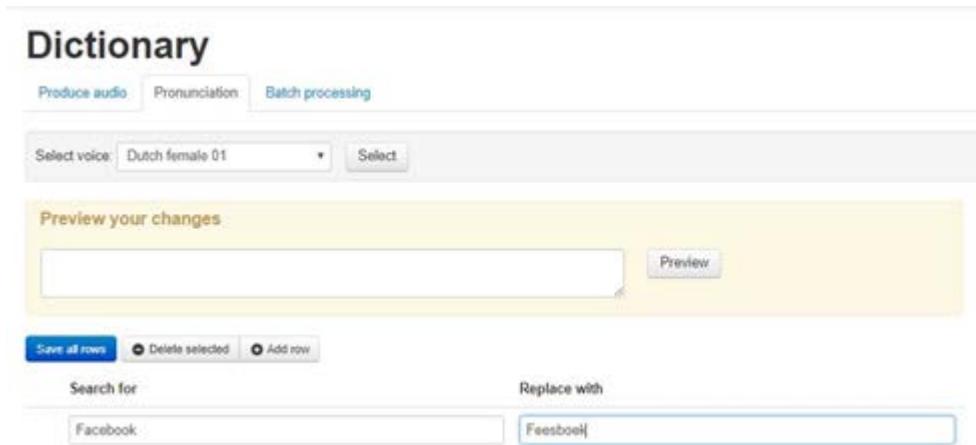
How to add a word to the dictionary:

1. Log into ReadSpeaker speechMaker.
2. Click on your name and select **Pronunciation**. You go to the Dictionary tab.



3. In the field "Select voice", select the voice that mispronounces the word.
4. Click **Add row**.

5. Enter the word which is mispronounced under "Search for" and enter the phonetic spelling under "Replace with".
6. Click **Save all rows**.



The screenshot shows a web interface titled "Dictionary". It has three tabs: "Produce audio", "Pronunciation", and "Batch processing". Below the tabs is a "Select voice" dropdown menu set to "Dutch female 01" with a "Select" button. A yellow box labeled "Preview your changes" contains a text input field and a "Preview" button. Below this are three buttons: "Save all rows" (highlighted in blue), "Delete selected", and "Add row". At the bottom, there are two input fields: "Search for" containing "Facebook" and "Replace with" containing "Feesboel".

Using Pause tags and SSML

Sometimes you might find the pauses in some places in the audio output too short. Punctuation marks, such as a comma or a period of course result in a pause in the audio output. If you want to make the pause longer, you can add so-called pause tags to the text/ script. These are explained below.

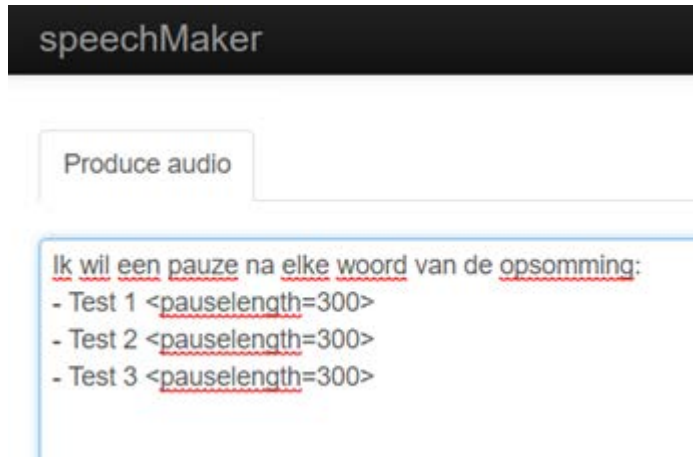
Pausetag for x milliseconds is: `<pauselength=x>` (include "<" and ">")

Examples:

1 seconde pauze : `<pauselength=1000>`

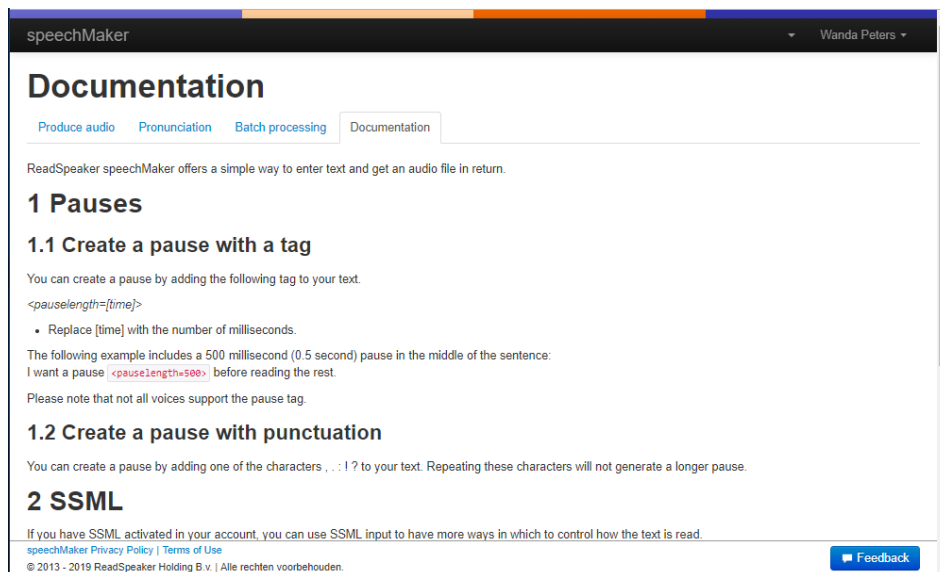
300 milliseconds pauze: `<pauselength=300>`

In the example below pause tags have been added to the script. After each item in the list, a pause of 300 milliseconds will be produced. Of course the text "pauselength=300" is not pronounced.



You can also choose to use SSML format in your input text. SSML stands for Speech Synthesis Markup Language. With SSML, the user has more control over how the text is read, specifically the prosody of the speech. SSML can be used to insert pauses/breaks of a certain length, insert phonetic transcriptions and switch voices and languages in the same text.. SSML support is not activated by default. ReadSpeaker can activate it for you in your account upon request.

You will find extensive explanation on and examples of using pause tags and SSML on the tab Documentation in speechMaker:



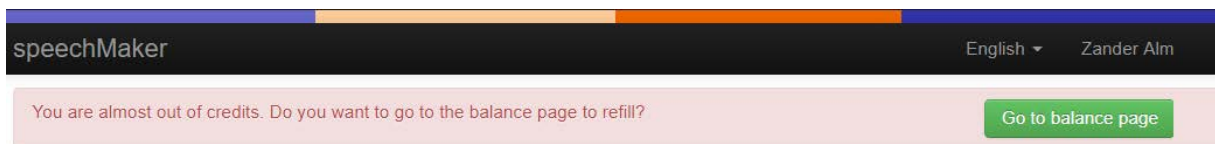
Managing your credits

To see your remaining credits:

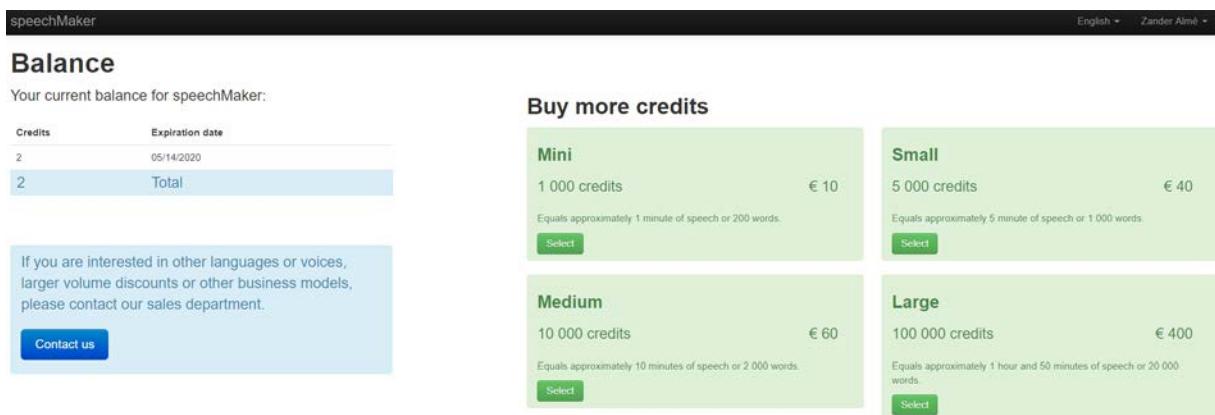
1. Log into ReadSpeaker speechMaker.
2. Click on your name and select **Balance**. You go to the Balance tab.

You see how many credits you have left. The number of credits is the number of characters (excluding spaces) that you can convert to audio.

Buying credits: when your credits are almost depleted, you will see a warning message:



If you are an online customer, you will find options on the Balance tab for buying more credits (see image below). Direct sales customers must contact their Account Manager to buy more credits.



Viewing usage

To see how much speechMaker has been used in a given period, per licensed language:

1. Log into ReadSpeaker speechMaker.
2. Click on your name and select **Usage**. You go to the tab Usage.
3. Select a year in the year-field and a month or the value 'whole year' in the month-field. If there are multiple users (see below) and you are the coordinator, you can also select which user you want to see the usage of or select all users.

You see how many words and characters have been converted to speech per language/voice and in total in the selected period and possibly for the selected user(s).

Multiple users for a speechMaker account

You can create multiple users, each with their own login credentials in your speechMaker account.

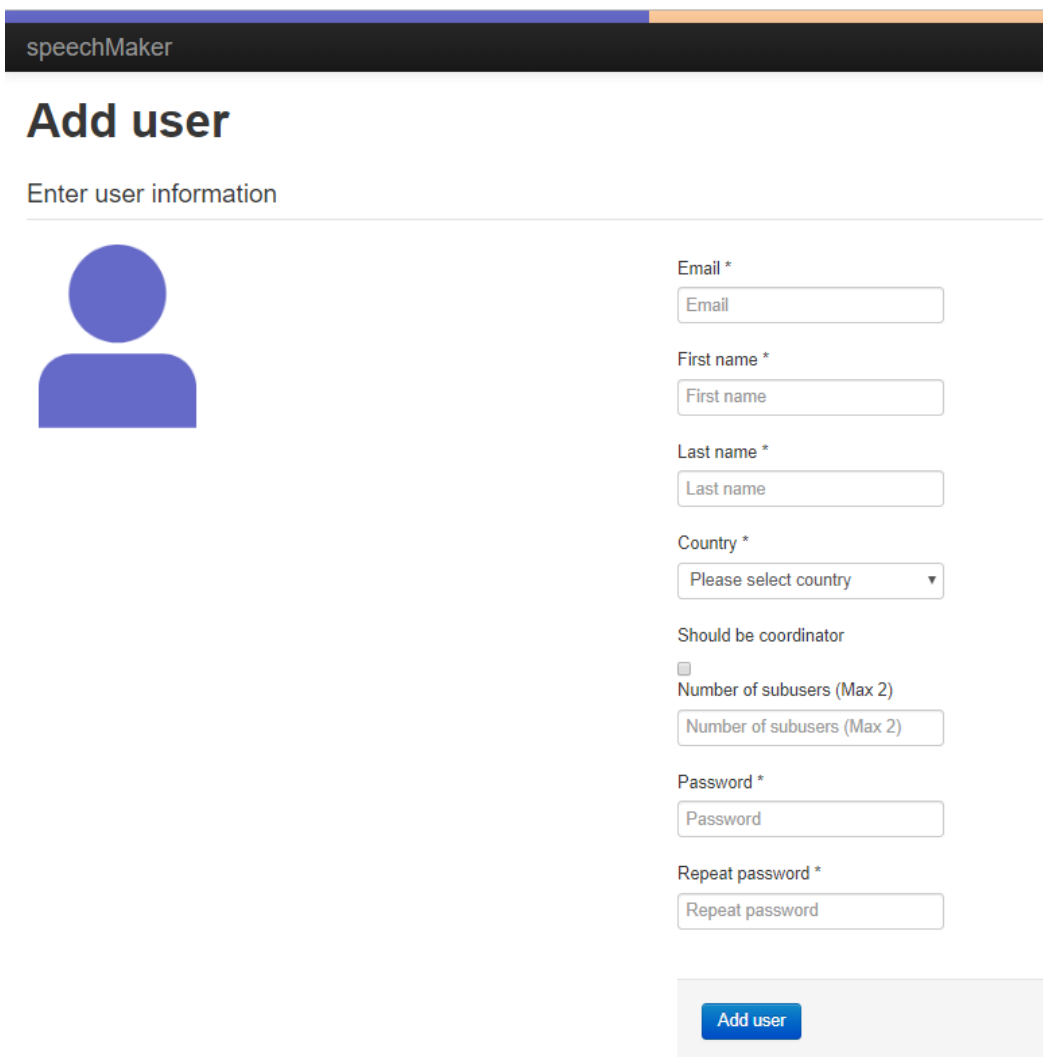
NOTE: this feature has to be activated for your account. It is available only for direct sales customers, not for customers who have purchased speechMaker online. If you want the feature to be activated, please contact your Account Manager.

The main user is the coordinator, who has admin rights. There is an extra option in the menu for the coordinator: Manage users. There can be only one coordinator.

The speechMaker coordinator can add new users and must provide those users their login credentials.

To add a user:

1. Log into ReadSpeaker speechMaker.
2. Click on your name and select **Manage users**. You go to the tab Manager users.
3. Click **Add user**.
4. Fill out the fields (see below) and click **Add user**.



The screenshot shows the 'Add user' form in the speechMaker application. At the top, there is a header bar with the 'speechMaker' logo. Below the header, the title 'Add user' is displayed in a large, bold font. Underneath the title, the instruction 'Enter user information' is shown. On the left side of the form, there is a blue silhouette icon of a person. To the right of the icon, there are several input fields and a dropdown menu, each with a label and an asterisk indicating it is required. The fields are: 'Email *' (text input), 'First name *' (text input), 'Last name *' (text input), 'Country *' (dropdown menu with 'Please select country' as the selected option), 'Should be coordinator' (checkbox), 'Number of subusers (Max 2)' (text input), 'Password *' (text input), and 'Repeat password *' (text input). At the bottom right of the form, there is a blue button labeled 'Add user'.