

The Manual Capture Method

"Dictate. Read it back. Fix it. Then send."

This is how the Voice-DNA System is meant to be operated

Not a workaround, and not a technique for people who found the first attempt awkward. Dictation is the documented capture method for all four stages, and every other document in this set now points here for how to do it.

The reason is simple. Inside every AI app there are two voice modes that look alike, and only one of them lets you correct a word before the model sees it. This guide shows you how to find that mode, and how to run all four Voice-DNA stages on your own, at your own pace, with nobody else in the room.

Field	Detail
Version	V1.1
Published	12 September 2026
Status	The documented capture method for the Voice-DNA System. Live voice mode is an exception, not an alternative — see the note below.
Applies to	expertaiprompts.info/voiceonboardingtool/ — Build 2.2.0
Read with	The Operator's Field Instructions V2.2 (client sessions, data handling, retention) and the Local Model Setup Guide V1.0 (running the sensitive stages offline). Both are linked from the tool page.
Assistants covered	Claude, ChatGPT and Google Gemini. These are the three supported by the system, and this guide is why — an assistant without published dictation instructions cannot be operated safely, because you have no way to confirm you are in the right mode.
Next review	March 2027, or sooner if an assistant materially changes its voice interface.

If you do use live voice mode

It is acceptable for exploring on your own — talking through Stage 1 about your own background, with no client material and no artefact going to anyone else.

In a client session, if you use it at any point, the transcript must be read back and corrected in the Control Screen textarea before Save as Text File. That preserves the check by moving it one step later. What is not acceptable is using live voice mode and skipping the correction, because in live voice mode the correction is not merely skipped — it is unavailable.

1. Why The First Attempt Felt Awkward

Each AI app offers two listening approaches that appear similar but function differently.

Live Voice Mode

- You talk, it answers back straight away — like a phone call.
- Your words are sent the moment you stop speaking.
- No chance to fix a misheard word.
- Every "um" and false start is recorded as part of your answer.
- Fast, but unforgiving. Built for chatting, not for capturing.

Dictation Mode (use this one)

- You talk, and your words appear as text in the message box.
- Nothing is sent until you press Send yourself.
- You can tap into the text and correct anything.
- You delete the "ums" before the AI ever sees them.
- Slower by about a minute per answer. Far better output.

THE ONE-SECOND TEST

Say a few words, then stop and look at the screen.

Your words are sitting in the text box, waiting. You are in Dictation Mode. Correct — carry on.

The AI immediately starts talking back to you. You are in Live Voice Mode. Close it and switch, using Section 3.

WHY THIS MATTERS MORE THAN IT SOUNDS

The Voice-DNA System chains four stages together — Stage 1 feeds Stage 2, which feeds Stage 3, and so on. A business name misspelled in Stage 1 gets carried forward and repeated in every document built afterwards.

Fixing one word at the start saves rewriting four documents at the end.

2. Before You Start: Build Your Word List

This represents the single biggest fix for spelling mistakes, requiring five minutes. Voice recognition guesses at unfamiliar words. It has never encountered your company, your suburb, or your trade's jargon — so it substitutes something that sounds close. Provide the list up front and the guessing stops.

Open a notes app and write down anything an outsider would spell wrong:

Category	Write down every one of these
Your business	Legal name, trading name, and any abbreviation you say out loud
People	Your full name, business partners, key staff you'll mention by name

Category	Write down every one of these
Places	Towns, suburbs, regions, road names, site names, council areas
Clients	Named customers, contractors or agencies you plan to reference
Trade terms	Industry words, standards, equipment, certifications, acronyms
Numbers	Years in business, staff count, project values, percentages you'll quote

Then, at the very start of each session — before you paste the stage prompt — send this to the AI as plain typed text:

PASTE AND TYPE IN YOUR OWN WORDS

I am going to dictate my answers using voice, so some words may come through misspelled. Here is my correct spelling list. Please use these exact spellings in everything you write:

Business name: [type it exactly]

My name: [type it exactly]

Locations: [type them exactly]

Clients and partners: [type them exactly]

Industry terms: [type them exactly]

If you hear something close to one of these words, assume I meant the word on this list.

Type this one — don't dictate it. The whole point is to give the AI a correctly spelled reference.

The rest of your two-minute setup

- Use earbuds or a headset if you have any. A microphone 20 cm from your mouth transcribes dramatically better than a phone lying on a desk.
- Kill the background noise. Radio, air conditioner, ute idling, open window. Voice recognition degrades fast in noise.
- Charge your phone or sit near a charger. You will be at this for a little over an hour.
- Allow about ten minutes of talking for each of the four stages, plus about thirty minutes across the set for reading back and fixing — roughly seventy minutes in total. Stage 1, Who You Are, is the longest.
- Have the Control Screen open at expertaiprompts.info/voiceonboardingtool/ in a browser — that's where you copy prompts from and paste answers back into.

3. Finding The Right Microphone

This is the part no app tells you. Most AI apps put both microphones near each other, and the one that looks most inviting is usually the one you don't want. Use the table below, then confirm with the One-Second Test from Section 1.

App	Use this — Dictation	Avoid this — Live Voice
Google Gemini	The small microphone icon inside the message box, alongside where you type. Your speech appears as editable text, and you press the send arrow yourself.	The separate Gemini Live button — usually a waveform or animated circle set apart from the text box. It answers back instantly.
ChatGPT	The microphone icon in the composer bar. It transcribes into the text field and waits for you to review and send.	The Voice Mode control — a sound-wave circle or headphone icon, usually at the far right of the bar. It opens a full-screen talking session.
Claude	The microphone in the message input on the mobile app. Speech lands in the box as text you can edit before sending.	The dedicated voice conversation control, which takes over the screen and replies aloud.

Device dictation — the universal fallback

If you can't find the app's dictation button, or the browser version doesn't have one, use the dictation built into your device. It works in any text box, including the AI's message field, and it never sends anything by itself.

Device	How to start dictating
Windows PC	Tap into the text box, then press the Windows key + H. A small dictation bar appears. Press it again to stop.
Mac	Tap into the text box, then press the microphone key on the keyboard, or use Edit > Start Dictation. Turn it on first in System Settings > Keyboard > Dictation.
Android phone	Tap into the text box to bring up the keyboard, then tap the microphone key on the keyboard itself (top or bottom-right of Gboard).
iPhone / iPad	Tap into the text box, then tap the microphone key at the bottom-right of the on-screen keyboard.

IF YOU ONLY REMEMBER ONE THING

App layouts change every few months, so don't hunt for a specific icon shape. Hunt for the behaviour: after you stop talking, do your words sit still in the box waiting for you?
That's the right button, whatever it looks like this month.

4. The Four-Step Loop

Run this loop once for every question the AI asks you. It will feel slow for the first two or three answers, then it becomes automatic.

SPEAK — in short bursts, not long runs

- Talk in one thought at a time — roughly two or three sentences, then stop the microphone. Long unbroken monologues are where transcription accuracy collapses and where you drift off the question.
- Don't try to sound polished. Talk the way you'd explain it to a customer standing in front of you.
- Say your punctuation out loud where it helps: "full stop", "comma", "new paragraph".
- If you need to think, stop the microphone first. Silence is where "um" comes from.

READ — out loud, from the screen

Before touching anything, read what actually landed in the text box. Reading it aloud catches errors that your eye skims past. You are checking three things:

- Are all the names, places and numbers spelled and written correctly?
- Are there stray "ums", repeated words, or half-sentences you abandoned?
- Did the transcription mishear an entire phrase into something that doesn't make sense?

FIX — type over the top of it

Tap into the text and edit it like any other message. This is ordinary typing — no special technique.

- Correct every name and number by hand. These are the ones that cost you later.
- Delete "um", "ah", "you know", and any sentence you started then abandoned.
- Add anything you forgot. Nothing stops you typing a whole extra sentence in.
- Do not trim it down to a neat one-liner. Detail is the raw material — see the warning in Section 7.

SEND — only after the answer check

Run the three-question check in Section 5. If it passes, press Send. If it doesn't, keep editing — the AI is waiting and has infinite patience.

5. The Answer Check — Did You Actually Answer It?

Before you press Send, look back at the question the AI actually asked, and ask yourself three things:

#	Ask yourself	What to do if the answer is no
1	Did I answer the question it asked — or the one I wanted to answer?	Re-read the question. Add a sentence that answers it head-on, even if it feels blunt.
2	Is there a real number, name, date or example in here?	Add one. "We turn quotes around fast" is worthless. "We quote within 48 hours" builds a document.
3	Would a stranger understand this without me sitting next to them?	Spell out the thing you assumed everyone knows. The AI is the stranger.

6. Control Lines You Can Paste Straight In

These are typed, not spoken. Keep this page open beside you and copy the line you need.

A • SLOW THE INTERVIEW DOWN — paste this straight after each stage prompt

CONTROL LINE A

Please run this interview one question at a time. Ask me a single question, then wait for my answer before asking the next one. Do not ask multiple questions in one message. Do not summarise or produce the final document until I tell you I am finished. I am dictating by voice, so ignore any obvious typing or transcription errors and focus on what I mean.

B • CORRECT SOMETHING YOU ALREADY SENT

CONTROL LINE B

Correction: the word should be [correct word], not [what it wrote]. Please use the correct version from here on, including in the final summary.

Please disregard my previous answer entirely. Here is the corrected version: [type it].

C • GET THE AI BACK ON TRACK

CONTROL LINE C

Stop. Go back to your previous question — I haven't finished answering it yet.

That question isn't clear to me. Please rephrase it more simply and give me one example of the kind of answer you're looking for.

D • FINISH THE STAGE

CONTROL LINE D

That is all the information I have. Please generate the final summary document now, including the structured data block and any outstanding questions.

7. Clean The Transcript Before You Save It

You now have the AI's finished summary for the stage. One more step before you paste it into the Control Screen and hit Save as Text File.

Read the summary through and check the names, places, numbers and trade terms one final time. If anything is still wrong, don't fix it yourself — send this and let the AI rewrite it cleanly:

TRANSCRIPT CLEAN-UP REQUEST

Please rewrite that summary with these corrections applied:
[list each wrong word and its correct spelling, one per line]

Rules for the rewrite:

1. Keep all of my original detail, examples and numbers. Remove nothing.
2. Keep my own words and phrasing wherever possible - do not make it sound corporate.
3. Fix only spelling, obvious transcription errors and false starts.
4. Do not add any facts, claims or achievements I did not tell you.
5. Reproduce the structured data block in full with the corrections applied.

WARNING — DO NOT OVER-TRIM

The Control Screen shows a character count with a depth indicator. The most common mistake at this point is to see it and tidy a long, rambling, conversational answer into a short polished paragraph. That destroys the value.

The rambling detail is the valuable part. It is what lets the downstream tools write in your actual voice instead of generic marketing language. Leave it long.

The depth indicator is a guideline about how much was said. It is not a check on whether the content is right — that is what Sections 4 and 5 are for.

8. When Things Go Wrong

Problem	What to do
The transcript is full of "um" and "ah"	Stop the microphone while you think, not while you talk. Delete the strays during the Fix step — they take seconds to remove and they cost you nothing once they are gone.

Problem	What to do
It keeps spelling your business name wrong	Send the word list again mid-session, then use Control Line B to correct the specific word. Do not carry on hoping it will settle down.
The audio cuts off mid-sentence	Dictation usually stops after a pause in speech. Use shorter bursts and restart the microphone — you are not losing anything already in the box.
It keeps asking more questions and will not stop	Paste Control Line D. That is what it is for.
It asked three questions in one message	Answer only the first one, then paste Control Line A to restore the one-at-a-time pacing.
It produced the summary before you were finished	Reply that you have more to add, keep answering, then send Control Line D when you really are done and ask it to regenerate the summary.
It is not recognising your accent	Slow down slightly. Try your device dictation instead of the app's — it is often better tuned. For a word it keeps missing, spell it out letter by letter.
You closed the app or navigated away	Nothing is lost. The Control Screen saves in your browser. Reopen the same page and your transcripts are still there.
You are starting a new business or a new client	Press Clear All Data first, so the previous session cannot mix into this one.

9. Your Session Checklist

Allow about seventy minutes for the full set: roughly ten minutes of talking per stage, plus about thirty minutes across the four for reading back and fixing. Stage 1 is the longest and the last is the shortest.

Before you start — once per session

- Word list written down: business, people, places, clients, trade terms, numbers
- Quiet spot, earbuds or headset in, phone charged
- Control Screen open at expertaiprompts.info/voiceonboardingtool/
- Name, Company and Date Run filled in at the top of the Control Screen
- Clear All Data pressed, if this is a new business or client
- Dictation mode confirmed with the One-Second Test — words land in the box and wait

At the start of each of the four stages

- Word list pasted in and sent as typed text
- Stage prompt copied from the Control Screen and pasted in
- Control Line A pasted underneath it — one question at a time

For every single answer

- SPEAK — short bursts, mic off while thinking
- READ — out loud, from the screen
- FIX — names, numbers, "ums", abandoned sentences
- CHECK — answered the real question? a real number or example? clear to a stranger?
- SEND

At the end of each stage

- Control Line D sent to trigger the summary
- Summary read through — names, numbers and trade terms verified
- Clean-up request sent if anything is still wrong
- Full output copied, including the structured data block
- Pasted into the Control Screen — depth indicator checked, detail left long
- Save as Text File pressed — next stage opens automatically

All four stages complete

- Four text files downloaded: Who You Are, Your Customer, Your Value, Your Brand
- Files moved out of the Downloads folder into their own folder

10. Where This Fits In The Bigger Picture

This manual covers Step 1 of three. Steps 2 and 3 are typed input only — the voice work is all here.

Step	Tool	What it does
1	Voice Onboarding Tool expertaiprompts.info/voiceonboardingtool/	Four interviews produce four text files — Who You Are, Your Customer, Your Value, Your Brand — each holding your conversational answers plus a structured data block.
2	Tri-Backlog Resolver expertaiprompts.info/tri-backlog-resolver/	Fills the gaps, confirms the decisions you were unsure about, and exports a validated DNA file.
3	Super AI Prompt Creator expertaiprompts.info/super-ai-prompt-creator/	Turns the validated DNA into ready-to-deploy prompts — Business Model Canvas, Google Business Profile, LinkedIn profile, customer journey map, and 1,500+ more.

If you are running this for a client

This guide covers capture. Running a session for someone else adds obligations it does not cover — what stays out of a cloud assistant, which account tier to work under, where the files go afterwards and how long they are kept. That is in the Operator's Field Instructions V2.2, and where the material is too sensitive to abstract, the Local Model Setup Guide shows how to run Stages 2 and 3 entirely on your own machine. Both are linked from the tool page.

A last word on effort versus payoff

Every downstream document is built from what Step 1 captured. A misspelling here survives all the way through. A vague answer here produces a vague document there. Reading back and fixing is about thirty of the session's seventy minutes, and it is what stops that from happening. It is not overhead on the work — it is close to half of it.

A clean capture is the difference between documents you can send and documents you have to rewrite.

Once your four files are saved, go to Step 2: the Tri-Backlog Resolver.

Version note

V1.1, 12 September 2026. Session timings added and a contradiction removed: V1.0 said on page 3 that four stages take 30 to 45 minutes and on page 10 that the method adds ten minutes per stage, which could not both be true. Both now state the published figure of about seventy minutes. Cross-references updated to the Operator's Field Instructions V2.2 and to Build 2.2.0. The method itself is unchanged from V1.0.

This document describes how to capture an interview accurately. For data-handling obligations during a client session, see the Operator's Field Instructions V2.2.