

How to Save any screen, to review the screen image now or later

<i>Device Type</i>	<i>Keyboard keys OR button combo</i>	<i>Screen image file is stored in folder</i>
Windows	Win+PRTSCR	Pictures/Screenshots
Macintosh	Shift+Command+3	Desktop
Android	Power+Volume Up	Internal storage/ DCIM/Screenshots
iOS	Home+Volume Down or Power+Volume Down	Photos

CUSTOM TEXT TONES FOR YOUR SMARTPHONE

A Presentation by
JOHN KROUT
For PATACS+OPCUG
Saturday, March 15, 2025

AGENDA

- Why a text tone is useful for you
- How to **record** custom text tones using your voice, or another
- How to **install** custom text tones
- How to **assign** an installed custom text tone to a text sender
- How to set a default text tone of Silent
- This presentation covers both iPhone and Android.

Why Text Tones are Useful

How does a text tone help you?

- When a text arrives, the Messages app plays a text tone identifying the text sender. You can record a text tone in which you speak the name of the text sender.
- When you hear an identifying text tone, you can decide whether or not you should immediately read the text *without getting out or unlocking your smartphone*.
- For lowest-priority senders, you can assign a **default** text tone named Silent (android) or None (iPhone), so that you are not disturbed by text messages from those senders.

Record Text Tones

Install Text Tones

Assign Text Tones

OTHER VOICES

- Not happy about recording your own voice?
Ask for help!
- A spouse, child, grandchild
- A user group member
- Make it a cooperative effort. Trade recordings with those you communicate with frequently. You record your name, they record theirs, then you trade*
- Your Windows or Mac computer has a good quality text-to-speech feature built-in.

Recording Overview

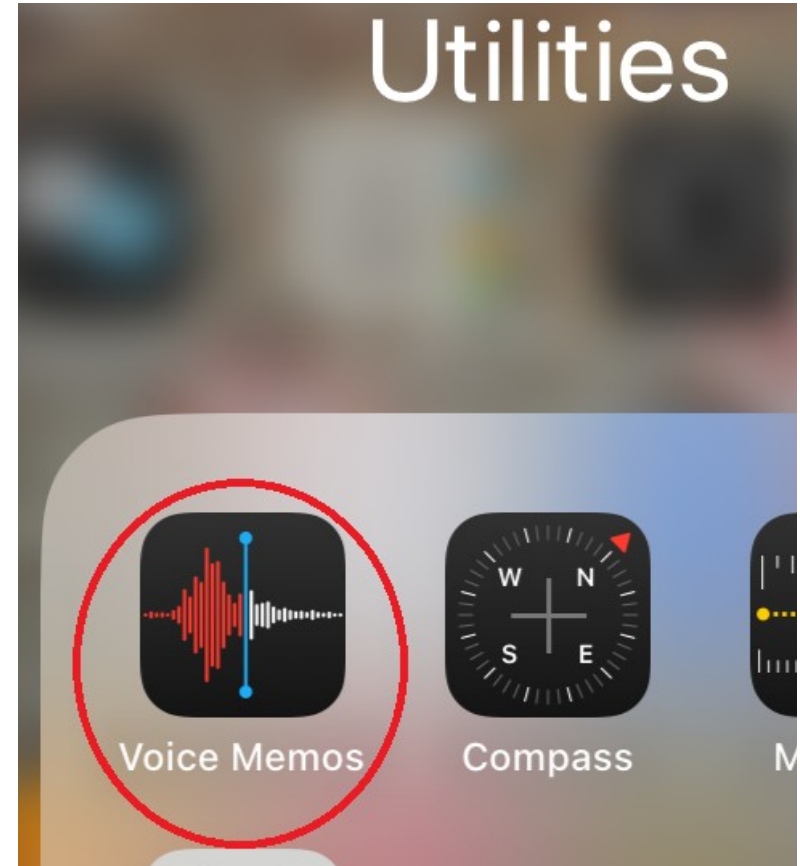
in two steps

- STEP 1: In your voice recording app, set the audio file type to the type used as a text tone by your smart phone.
- STEP 2: Record your voice saying the name of the text sender.
- **Android** uses audio file type **MP3**
- **iPhone** uses audio file type **M4R**, which is M4A with its final letter changed from A to R. The M4R extension tells iPhone that the audio file is a ringtone. iPhone treats M4R files as both ringtones and text tones.

iPhone Recording App

An iPhone app to Record text tones using your voice

- **iPhones:** use the **Voice Memos** app found in the iPhone **Utilities** folder.
- The Voice Memos app records in m4a format. Today you will learn how to change m4a to m4r.
- Google says the Voice Memos app has been included on iPhones since 2009.



An Android App to Create text tones using your voice

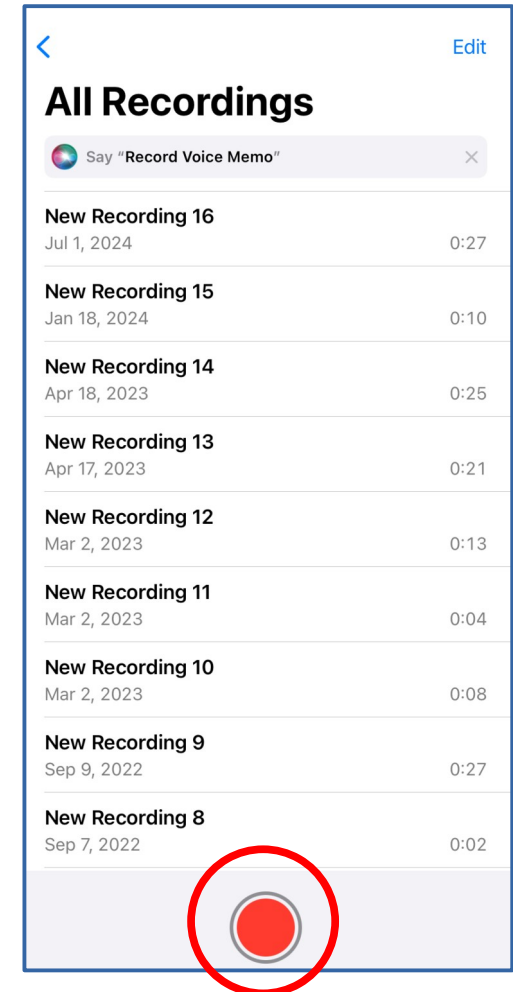
- I suggest the zero-cost **Voice Recorder & Voice memos app** (rating 4.8 based on 174,000+ reviews). Published by **Simple Design Ltd.**
- The app can be set to record in file type **MP3**, so no conversion or extension change is needed for Android smartphones.



Record Text Tones Using the iPhone Voice Memos app

iPhone Voice Memos app

- Standard app pre-installed in the Utilities folder of your iPhone
- The app main screen, shown here, displays a list of recorded audio files, if any, with the most recent at the top of the list.
- At the bottom, tap the **Big Round Red Button** (circled) to begin recording.



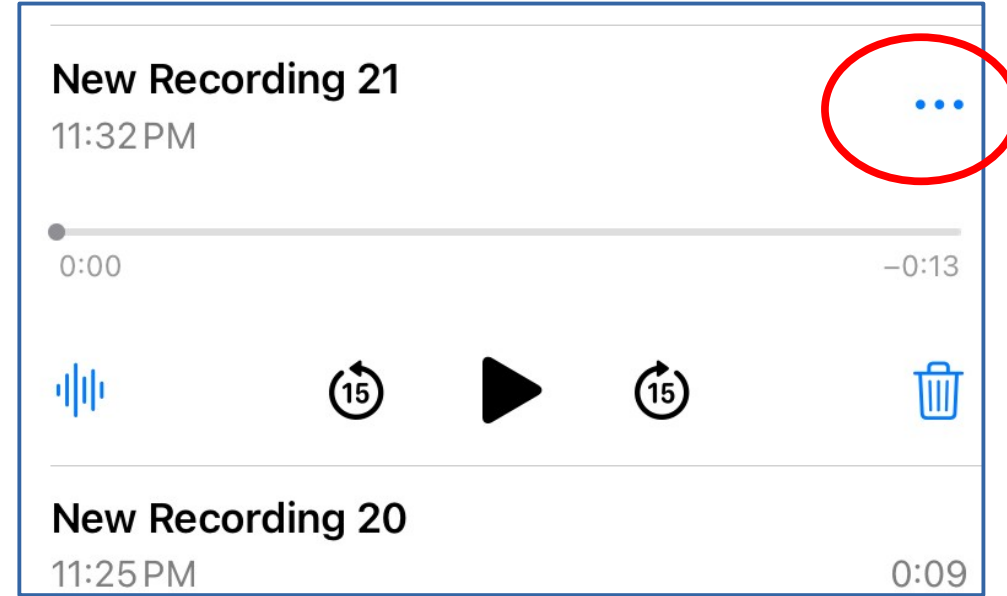
iPhone Voice Memos app

- Speak the name of a text sender.
- Tap the **square Stop button** (circled).
- The recording display closes.
- The audio file is named automatically and added to the top of your list of recorded files.



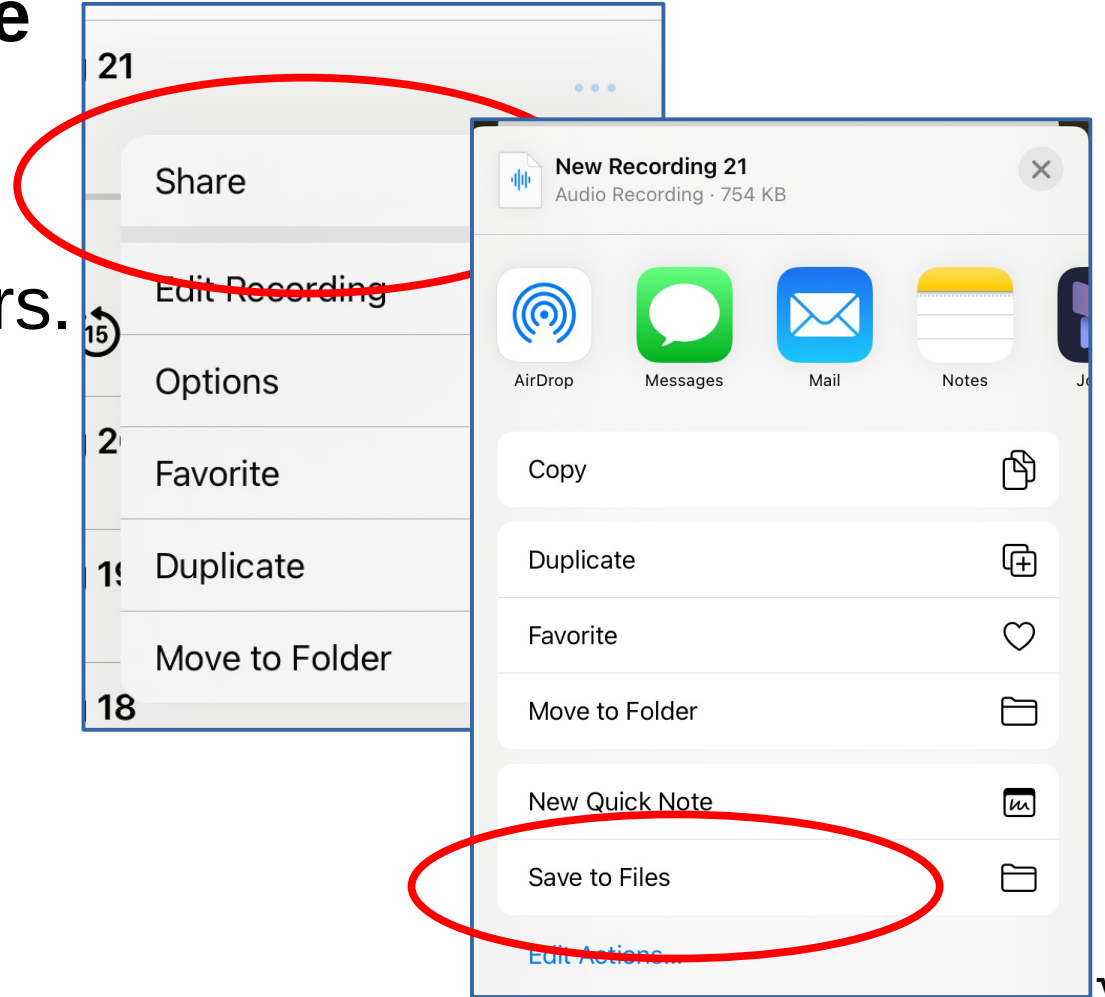
iPhone Voice Memos app

- The audio file appears in a mini-player.
- Tap the **triangle button** to play back the audio file if you wish.
- If you are happy with the audio file, then tap the **Ellipsis (...)** (circled) in the upper right corner of the mini-player.
- A menu appears (shown on the next slide).



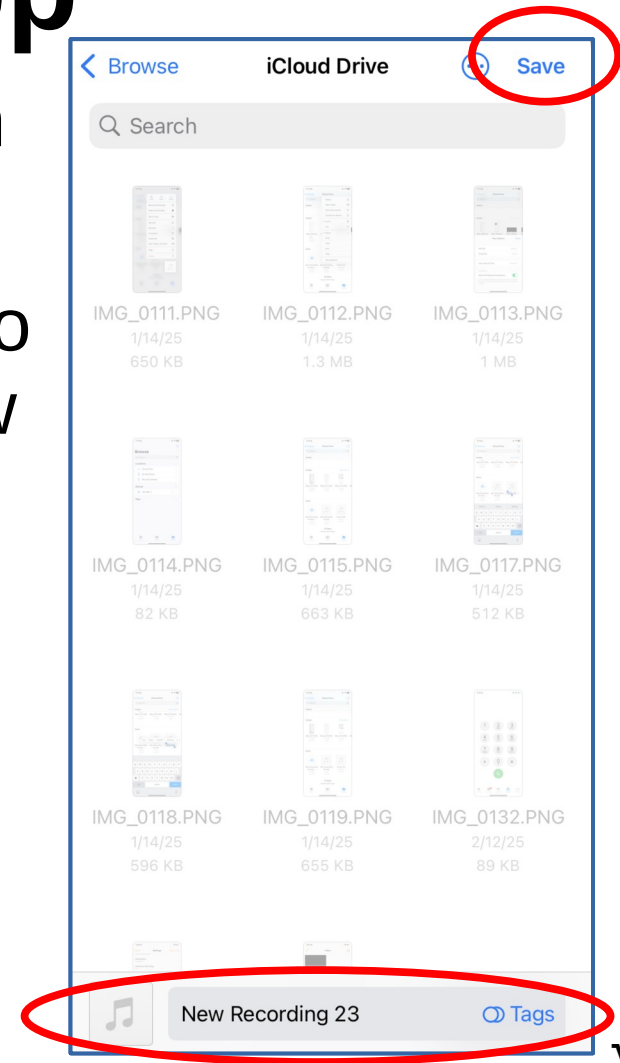
iPhone Voice Memos app

- In the menu, select **Share** (circled).
- The menu closes. A list of places to share appears.
- In that list, select **Save to Files** (circled).



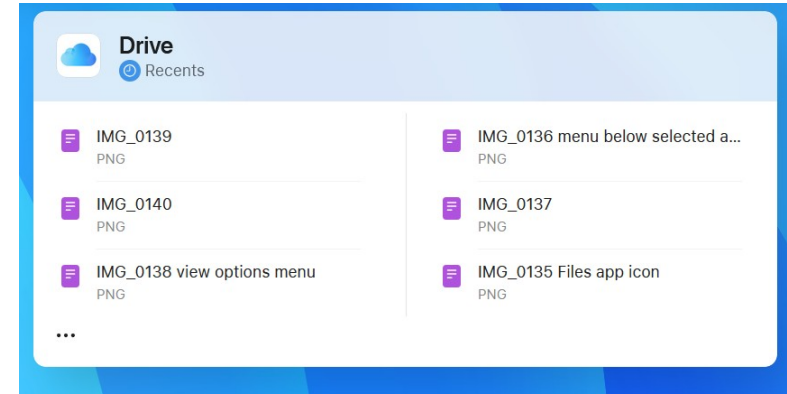
iPhone Voice Memos app

- Note the **audio file name**, at the screen bottom (circled).
- This screen allows you to save the audio file in iCloud. The screen does ***not*** allow you to change the audio file name.
- The field at the bottom adds tags.
- Tap the **Save button** in the upper right corner of the screen (circled).
- Later steps are done on your computer.



Change the file name and extension on your computer

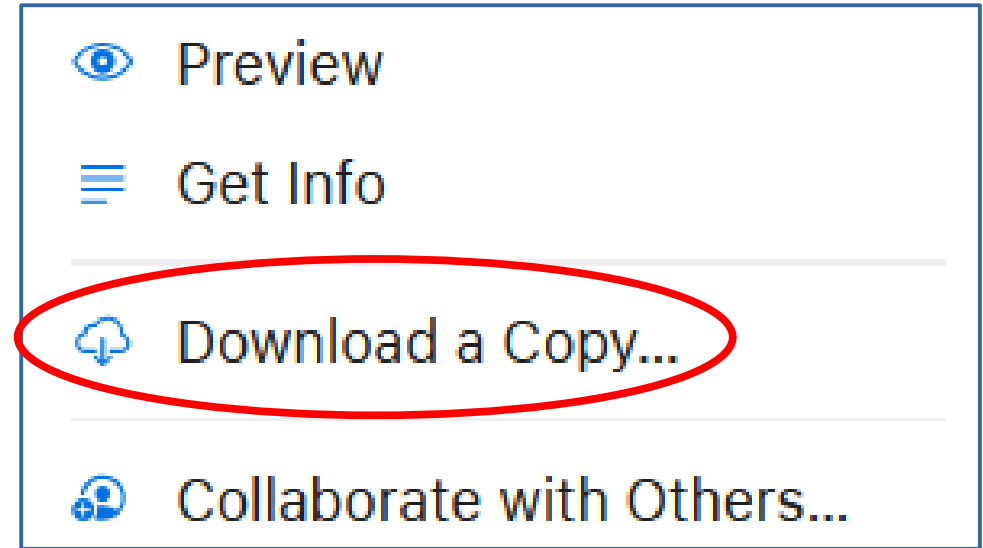
- On your computer, start a Web browser. Log into **iCloud.com** and click the blue top bar of the **Drive rectangle**.
- A list of recent Drive files appears.
- Find and click the audio file name in the list of recent iCloud Drive files. The row turns blue.



- On the right of the file name row, click the 3 dots in a circle. A menu appears.

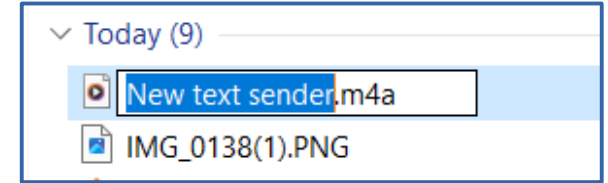
Change the file name and extension on your computer

- In the menu, select **Download a copy** (circled).
- The menu closes.
- Your selected audio file is copied to the Windows Downloads folder on your computer.



Change the file name and extension on your computer

- Using Windows File Explorer, browse to the Downloads folder and find the audio file name.
- Single-left-click the middle of the audio file name. The file name becomes editable.
- Rename the file to the text sender name, and change the last letter of the extension from A to R. Example: **Olivia.m4r**. Tap the Enter key to finish editing the name.
- I recommend you copy the audio file to the Desktop folder, so you can easily drag the audio file into iTunes.



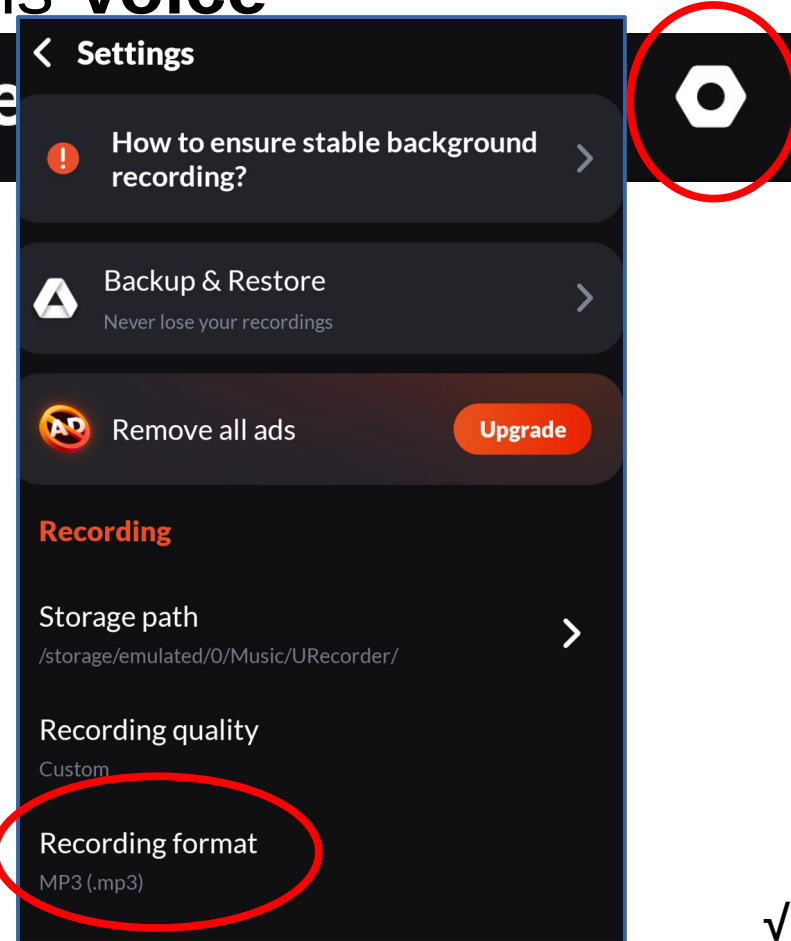
Android recording app

Android Voice Recorder app

- On my smartphone, the app name is **Voice Recorder – uRecorder**

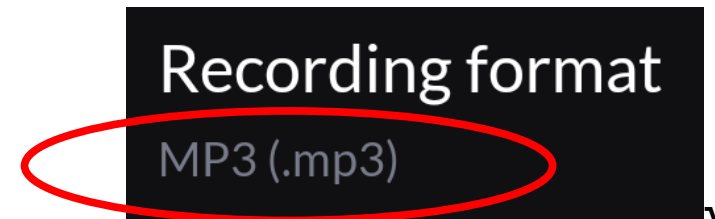
 **Recorder**

- Here you see the top of its main screen.
- To set recorded file type to **MP3**, tap the **Hex Nut icon** in the upper right corner (circled).
- The **Settings** screen opens.
- In the Settings screen, tap **Recording Format** (circled).

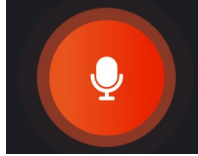


Android Voice Recorder app

- A Recording Format menu opens, listing three audio file format types: **WAV**, **AAC**, and **MP3**.
- **Tap the MP3 choice** (circled)
- Tap the **< Back button** (lower left corner) to close the menu.
- In the **Settings screen**, MP3 appears below **Recording format**.
- Tap the **< Back button** (lower left corner) to return to the main screen.

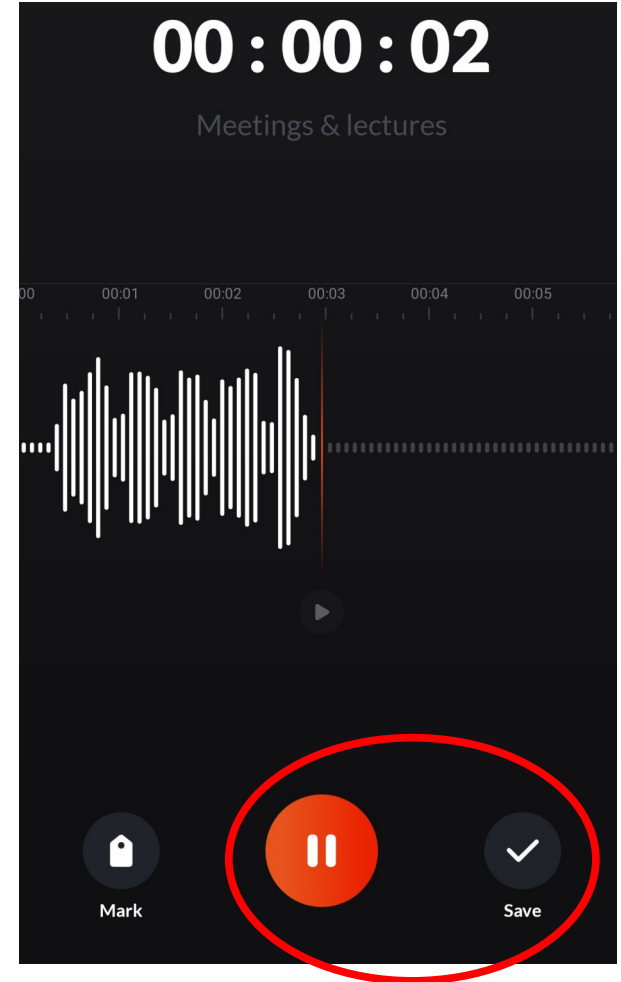


Android Voice Recorder app

- In the main screen, to begin recording, tap the **Big Round Red button**.
- The app may ask for permission to use the Microphone. Grant that permission.
- The app may ask for permission to access Music storage. Grant that permission.
- The app starts recording.

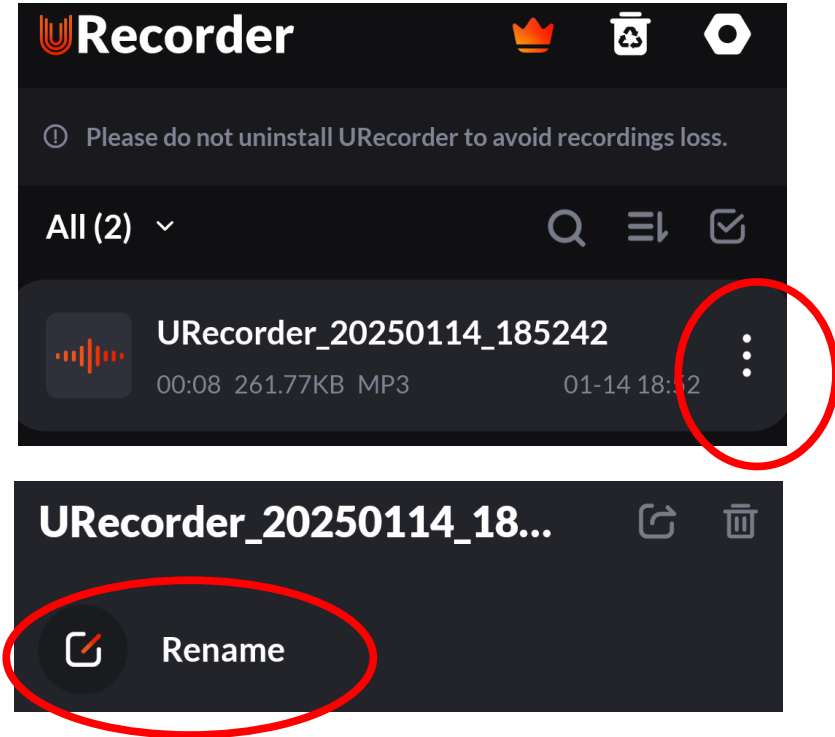
Android Voice Recorder app

- While recording, the app displays a screen including the recording duration, an oscilloscope graph of the audio being recorded, and two buttons: **Pause** and **Save** (both circled).
- Speak the text sender name, and tap the **Save** button on the right.
- Recording stops.



Android Voice Recorder app

- The app displays the saved file name on the screen. Tap the **3 vertical dots** (circled) to the right of the file name.
- Options appear, including **Rename** (circled).
- Tap the **Rename option**.
- To make the file easy to identify, rename the file to the name of the text sender you recorded. Example: **JOHN.mp3**



Record Text Tones

Install Text Tones

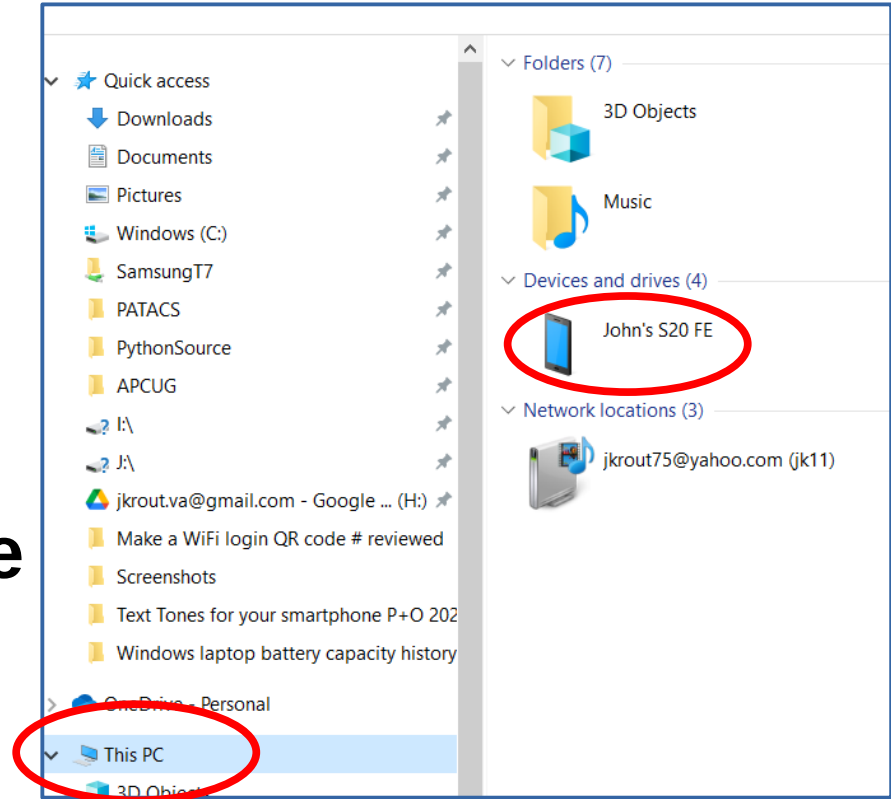
Assign Text Tones

Overview of Installation

- For your Android smartphone, copy the text sender audio file from one phone folder to another.
- For your iPhone, use **iTunes on your computer** to copy the text sender audio file with the **m4r** extension to your iPhone.

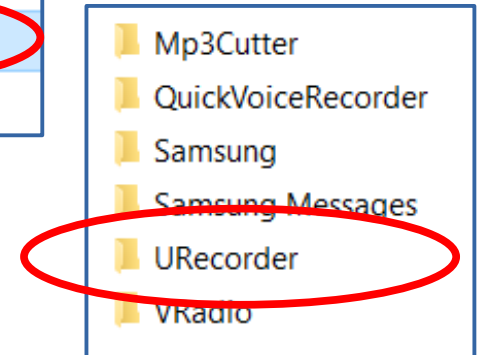
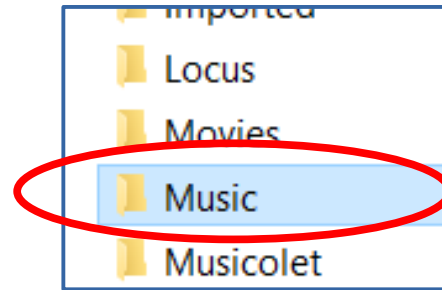
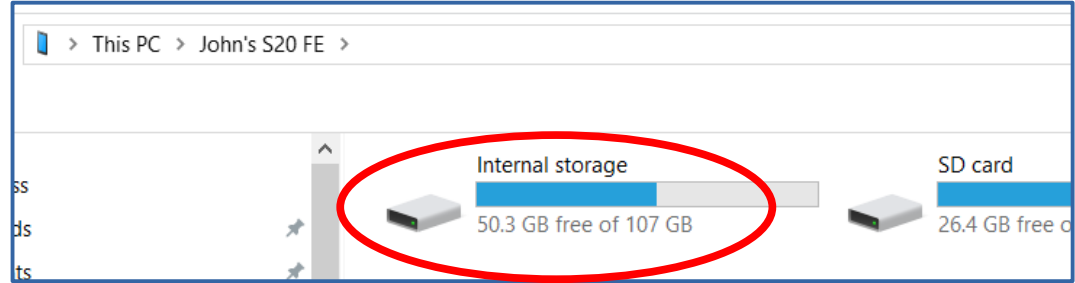
View Android folders & files with Windows File Explorer

- Connect your Android phone to your computer.
- Start **Windows File Explorer**.
- Click **This PC** in left pane (circled).
- Find and click your **smartphone name** in the right pane (see circled example).



View Android folders & files with Windows File Explorer

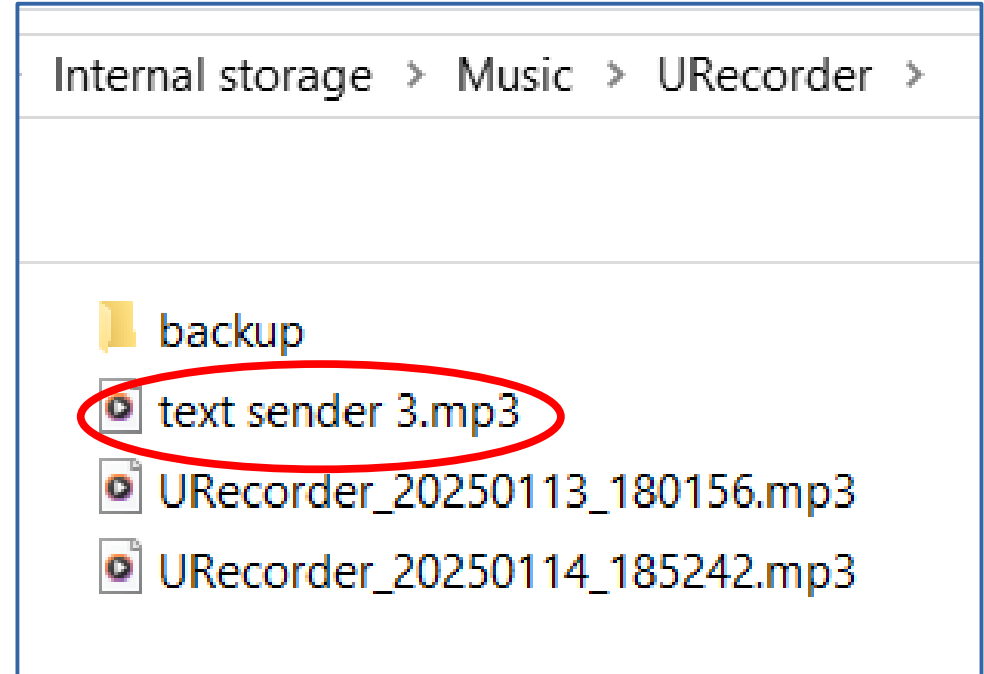
- The right pane shows the top-level folder(s) of your smartphone.
- Select **Internal storage**.
- Folders in **Internal Storage** appear. Select **Music**.
- Folders in **Music** appear. Select **URecorder**.



Click sequence: Internal Storage ► Music ► URecorder

View Android folders & files with Windows File Explorer

- Audio files recorded by the **Voice Memos app** appear.
- Find and **copy** the audio file named for your text sender. An example is circled.

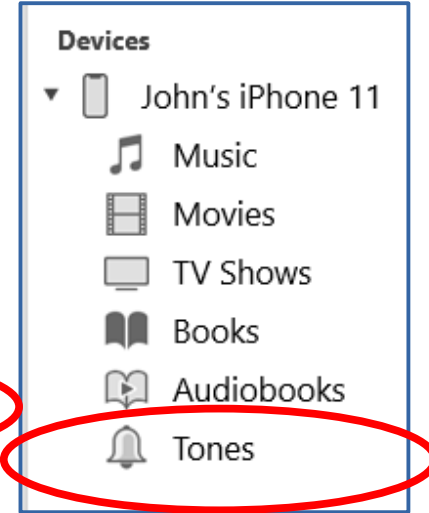
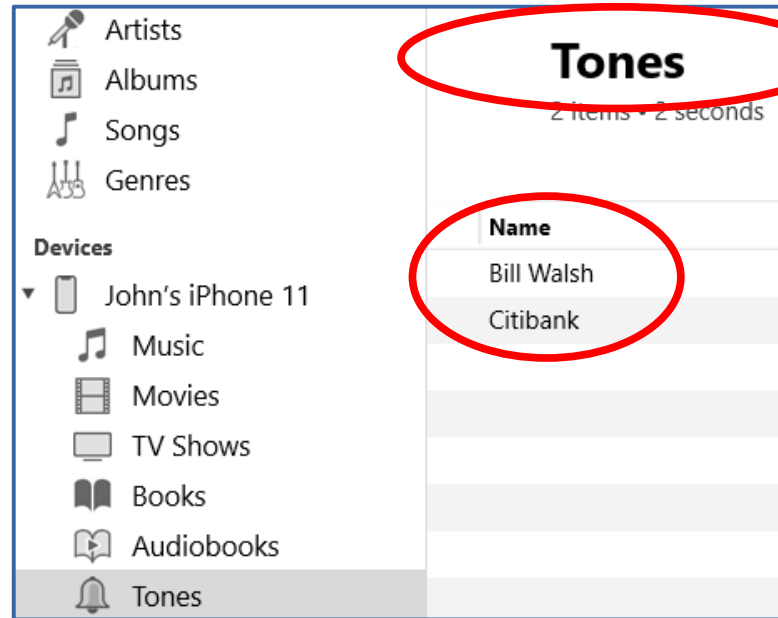


View Android folders & files with Windows File Explorer

- Navigate to **Internal Storage/Notifications**.
- Paste the copied file into that folder.
- Installation is done!
- You can instead use the zero-cost My Files app published by Samsung to copy and paste the audio file.

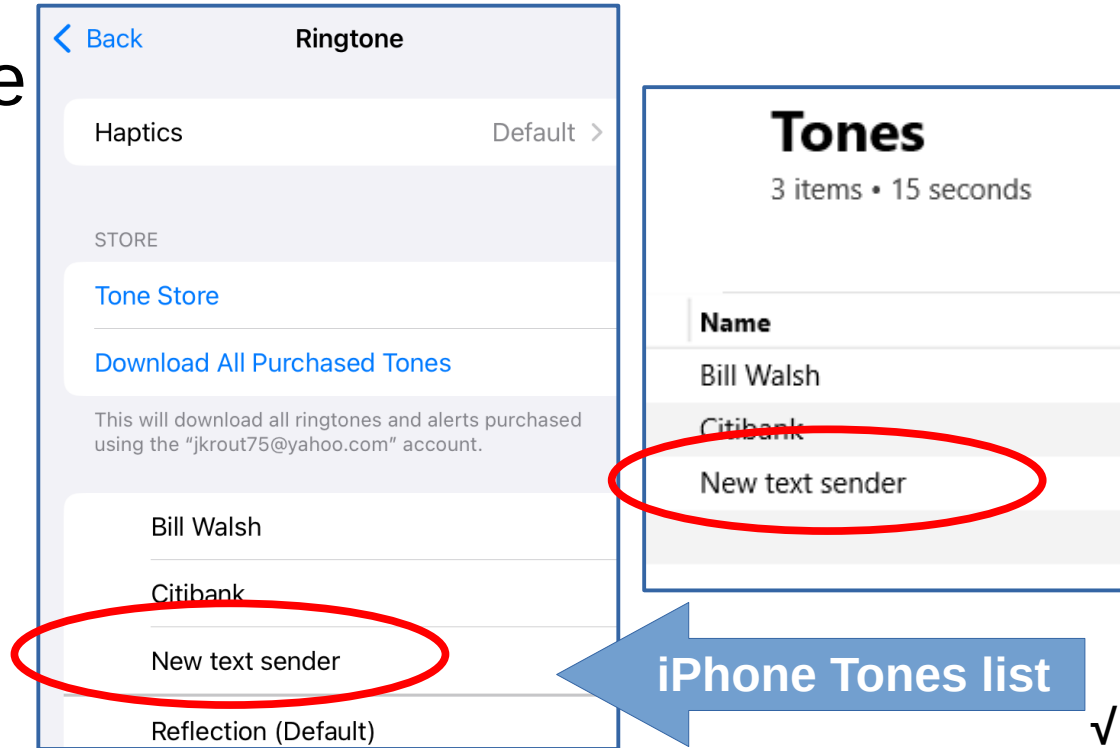
iPhone Installation using iTunes

- Click the iPhone name in that left pane.
- Below the iPhone name, media types appear.
- Click **Tones** (circled)
- The right pane shows the heading **Tones**.
- If any custom tones are already installed, then those are listed in the right pane.



iPhone Installation using iTunes

- Keep in mind that your iPhone uses Ringtones as Text Tones as well.
- The R in M4R identifies an audio file as a Ringtone.
- Drag & drop your audio file to the iTunes Tones pane.
- iTunes installs your audio file on your iPhone, and adds your audio file to the iTunes Tones list.
- Installation is done!



Record Text Tones


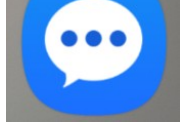


Install Text Tones

Assign Text Tones

Assignment Overview

- In **Android**, you assign an audio file to a text sender using the Messages app.
- Today, you will learn how to do that using two apps: **Google Messages** and **Samsung Messages**
- In **iPhone**, you assign an audio file to a text sender using the Contacts feature in your Phone app.

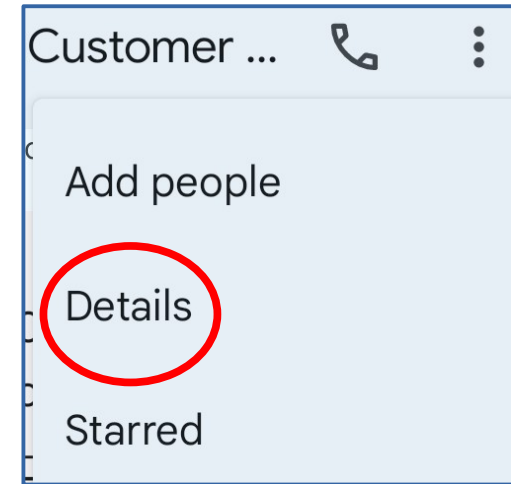
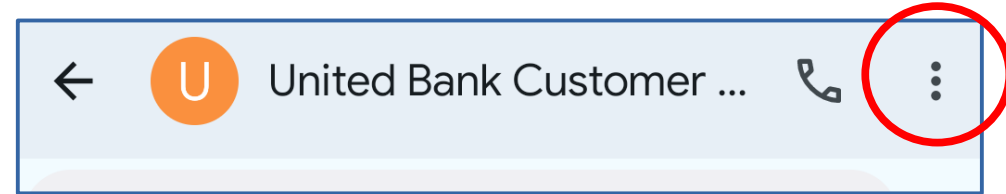
Which Android Messages app do you use?

- Samsung Messages icon  
- Google Messages icon  
- Google Messages rejects unwanted texts when you train the app to identify the unwanted texts.
- All the Android screens were captured on my Samsung Galaxy S20 FE smartphone running Android 13

Google Messages



- Open the Messages app. Select a text sender.
- In the upper right corner, tap the **3 vertical dots** (circled).
- A menu drops down. In the menu, select **Details** (circled).
- A screen opens (next slide)

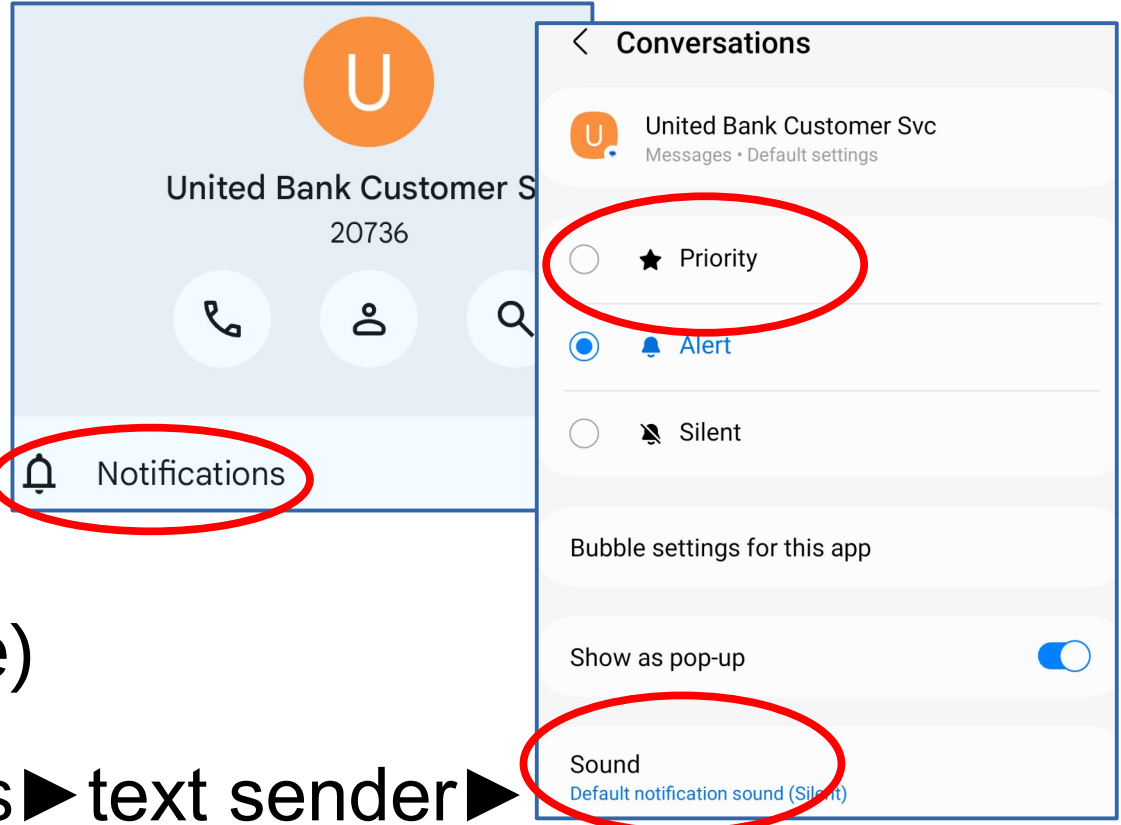


Tap sequence: Messages ► text sender ► 3 vertical dots ► Details ►

Google Messages



- In this screen, select **Notifications** (circled).
- Another screen opens. In that screen, select **Priority** (circled).
- Select **Sound** (circled).
- The **Sounds list** screen opens (next slide)

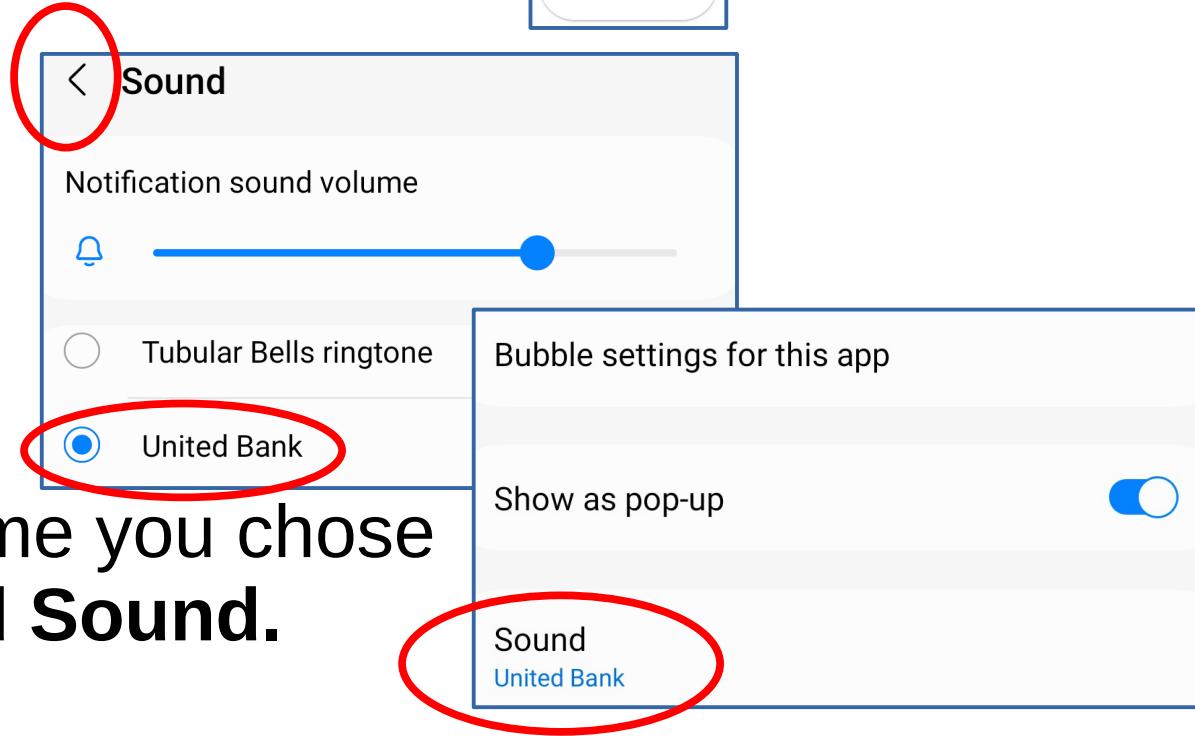


Tap sequence: Messages ► text sender ►
3 vertical dots ► Details ► Notifications ► Priority, Sound

Google Messages

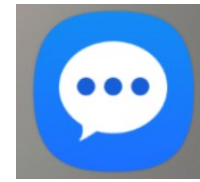


- Find and tap your text sender audio file name in the alphabetic list.
- Tap the **< Back button** in the upper left corner.
- Confirm that the file name you chose appears under the word **Sound**.
- **Done!**

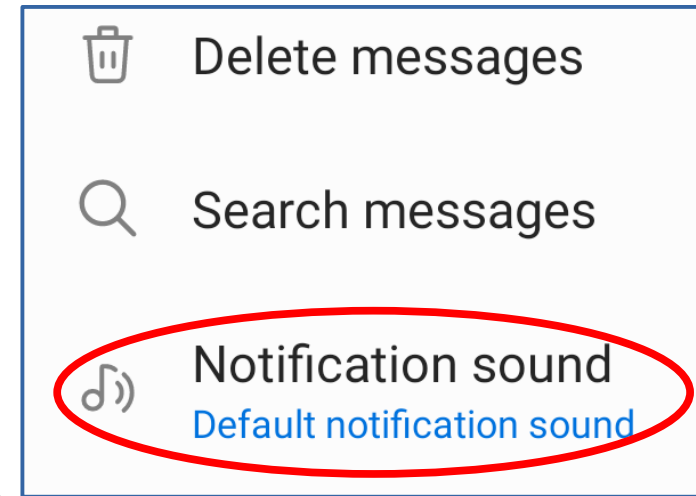
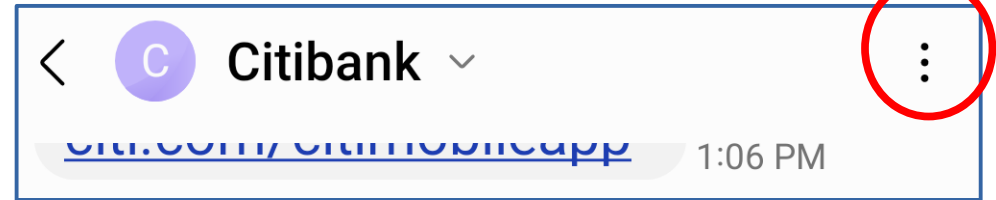


Tap sequence: Messages ► text sender ► 3 vertical dots ► Details ► Notifications ► Priority, Sound ► file name

Samsung Messages

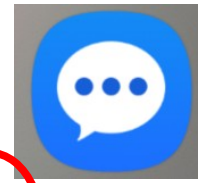


- Open the Messages app. Select a text sender.
- In the upper right corner, tap the **3 vertical dots** (circled).
- A menu appears.
- In that menu, tap **Notification Sound** (circled).

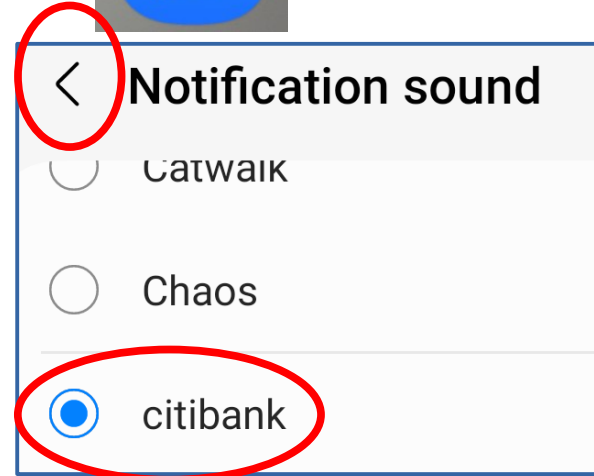


Tap sequence: Messages ► text sender ►
3 vertical dots ► Notification sound

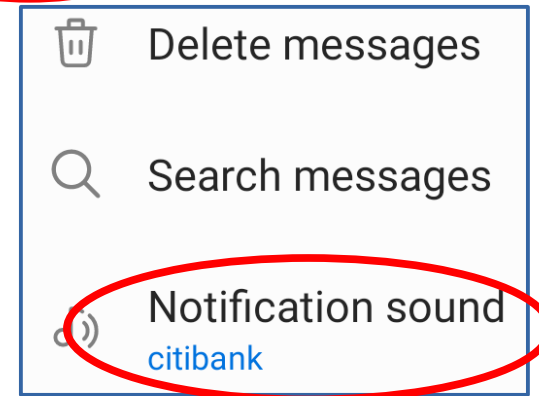
Samsung Messages



- The Notification Sound menu appears. Browse the alphabetic sounds list and **tap the audio file named for the text sender.**



- Tap the **< back arrow** in the top left corner, next to Notification Sound.
- In the menu, make sure the selected audio file name appears below the words **Notification Sound**. Done!



Tap sequence: Messages ► text sender ►

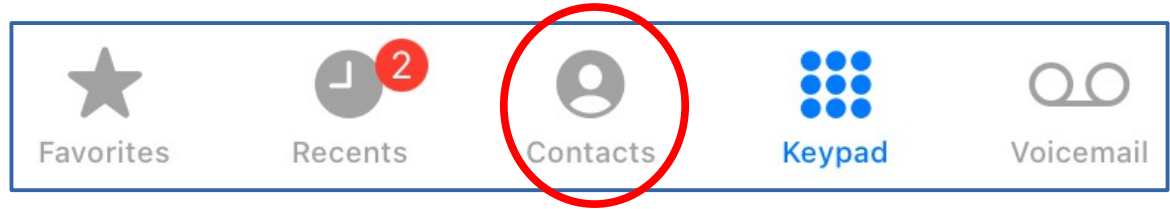
3 vertical dots ► Notification sound ► audio file name

iPhone method

- Screens captured from iPhone 11 running iOS 18.3.1

iPhone and Contacts

- Open the Phone app.
- In that app, at the bottom, select **Contacts** (circled).



- Your Contacts list appears.
- Select the Contact name matching your audio file name.
- Info for that Contact appears.

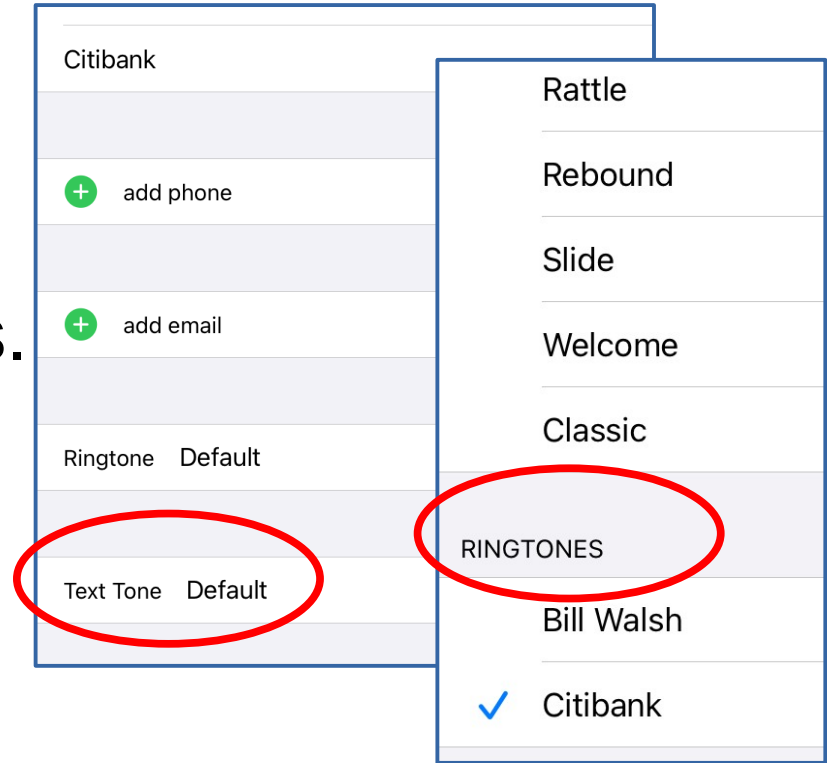


- In the upper left corner, tap the **Edit button** (circled).

Tap sequence: Phone app ► Contacts ► text sender ► Edit ►

iPhone and Contacts

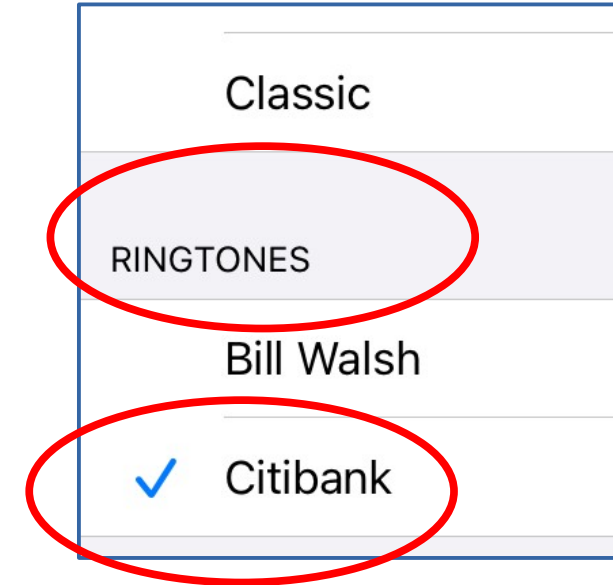
- All of the Contacts fields appear. This is the **Contact Edit** screen.
- Scroll down to find the **Text Tone** field (circled).
- Tap that field. A **tones list** appears. Alert tones are on top.
- Custom tones appear under the **Ringtones** heading (circled).



Tap sequence: Phone app ► Contacts ► text sender ►
Edit ► Text tone ►

iPhone and Contacts

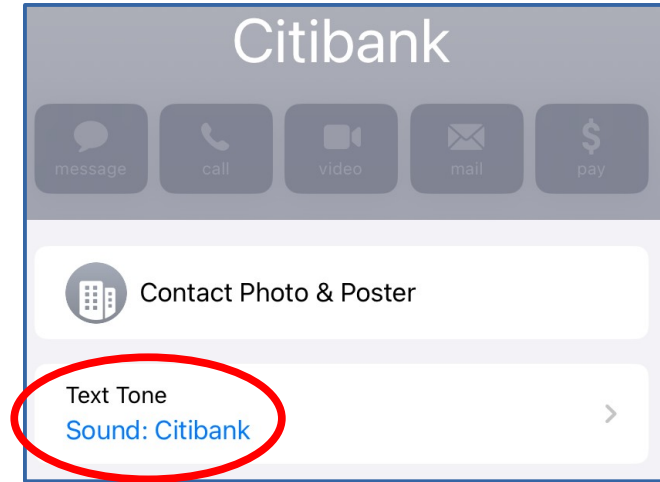
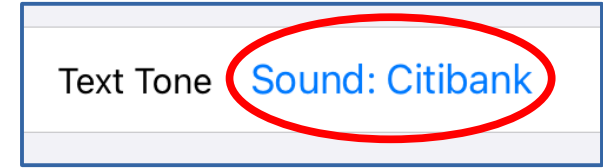
- In the Tones list, under the Ringtones heading, find and tap the text tone matching your Contact name.
- A check-mark appears by the selected text tone, and the tone plays.
- Tap the **Done button** at the top right right of the Tones list (not shown).
- The list closes, and you again see the Contact Edit screen.



Tap sequence: Phone app ► Contacts ► text sender ►
Edit ► Text tone ► Tone name ► Done button

iPhone and Contacts

- In the Contact Edit screen, the **Text Tone field shows the chosen tone name.**
- IMPORTANT STEP: Tap the **Done button** at the upper right corner of the Contact Edit screen. That screen closes.
- You will see the individual contact info screen again. This time, the text tone field is included. The tone you assigned to the text sender appears in that field.
- Done!

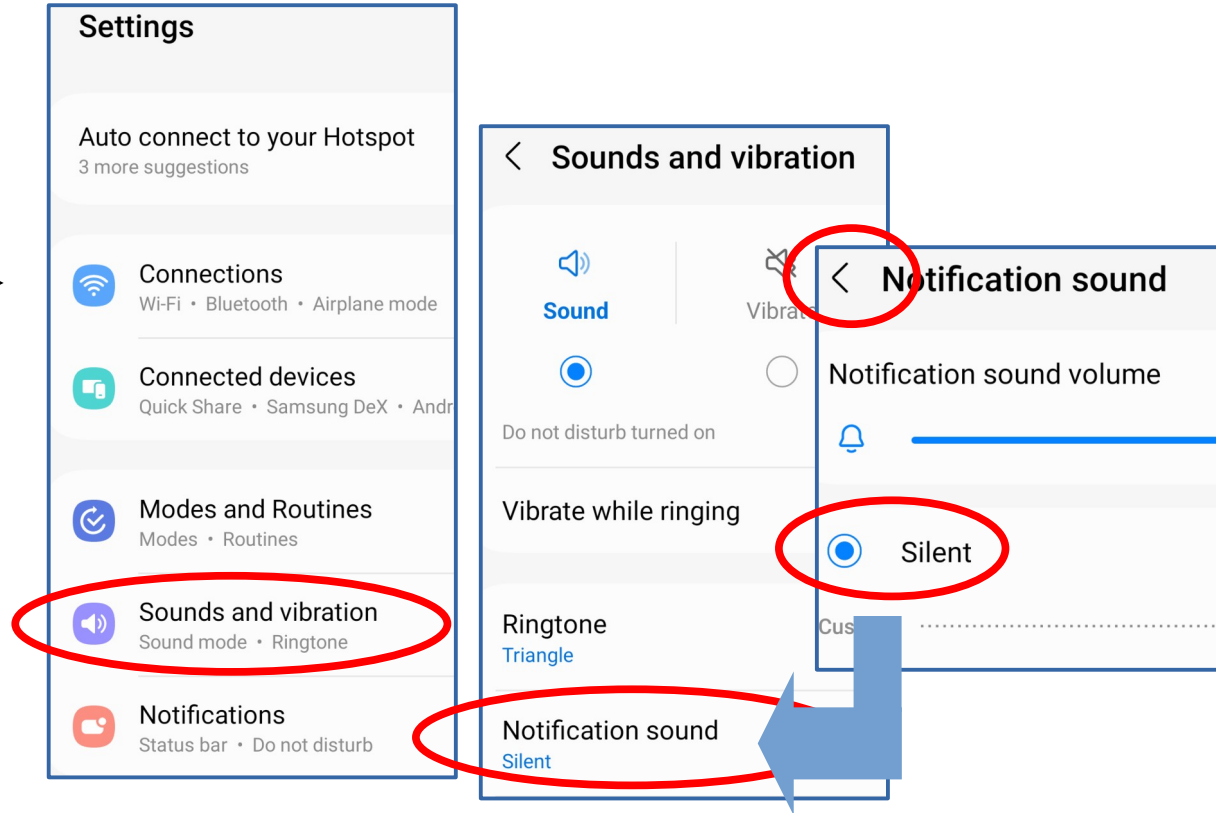


Tap sequence: Phone app ► Contacts ► text sender ► Edit ► Text tone ► Done button ► Done button

**Set the default text tone
to Silent (Android) or
None (iPhone)**

Set Android default text tone: Silent

- Samsung Galaxy 20 FE/Android 13: Settings ►
- Sounds and Vibration ►
- Notification Sound ►
- Tap the **Silent** radio button at the top of the Notification Sound screen.
- Tap < by Notification Sound (circled) at the top. The screen closes. Under Notification sound, Silent appears.



Set the Android default text tone to Silent

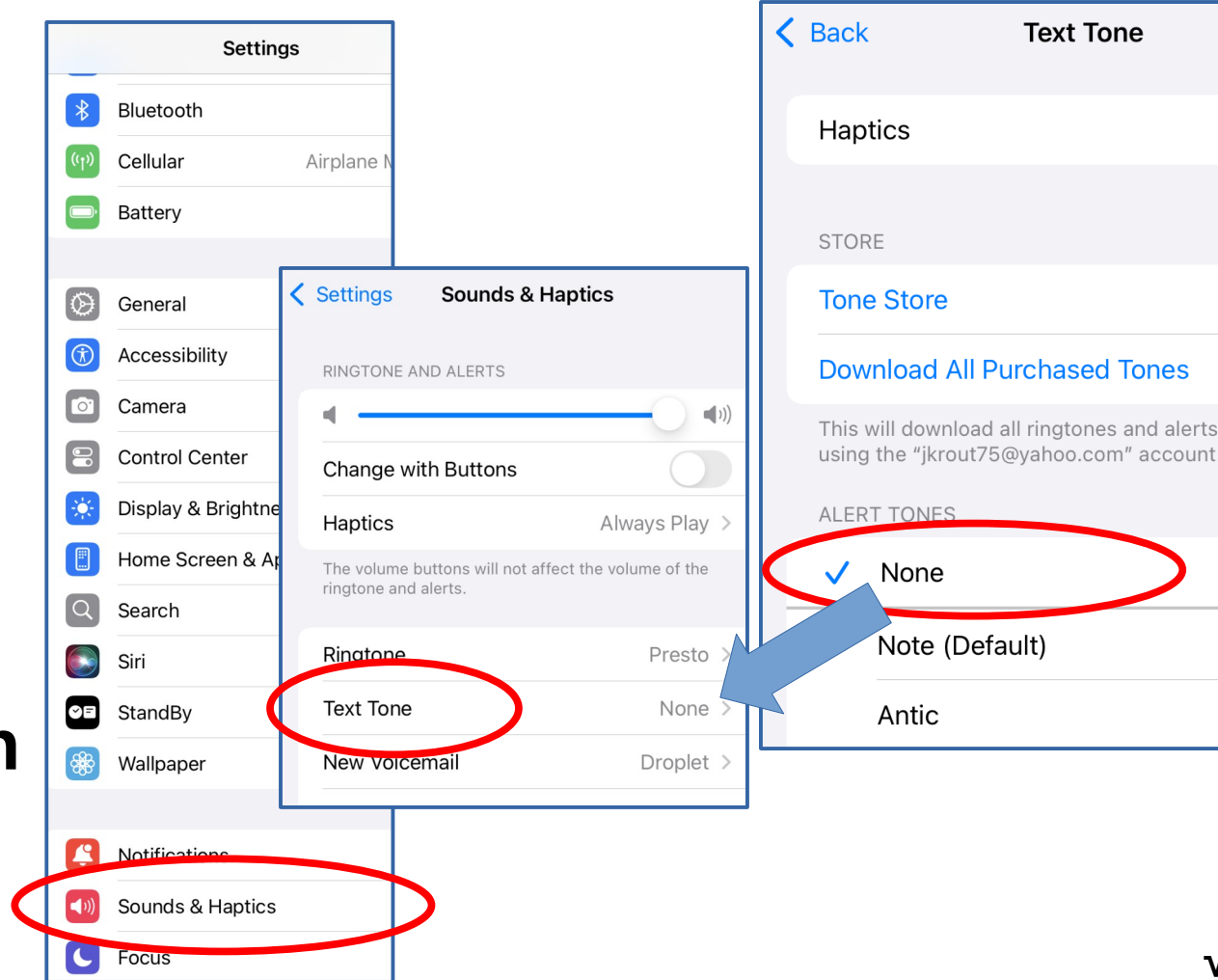
- **Samsung Galaxy 20 FE/Android 13:**
Settings ► Sounds and Vibration ► Notification Sound ► tap the **Silent** radio button at the top of the tones list
- **Galaxy S10/Android 12:** Same tap sequence
- **Galaxy S5/Android 6:**
Settings ► Sound and Notification ► Other Sounds ► Messages ► Notification Sound ► tap the **Silent** radio button at the top of the popup list

Do you need to know your Android OS version to make this work?

- Not really. Try the first method. If that does not work, then try the second.
- To find your Android version, try this:
Settings ► About phone ► Software information
- Works on Samsung Galaxy S20, Galaxy S10 and Galaxy S7

Set iPhone default text tone: None

- iPhone 11/iOS 18:
Settings ►
- Sound and
Haptics ►
- Text Tone ►
- Select **None**
at the top of the list
- Tap the **Back** button
at top left.



Set the iPhone default text tone to None

- **iPhone 11/iOS 18:** Settings ► Sound and Haptics ► Text Tone ► select **None** at the top of the list
- **iPhone 10/iOS 16:** same tap sequence
- **iPhone 5/iOS 10:** Settings ► Sounds ► Text Tone ► select **None** at the top of the list

Do you need to know your iOS version to make this work?

- Not really. Try one method. If that does not work, then try another.
- If you want to know the version of iOS on your smartphone, then try this tap sequence:
- Settings ► General ► About ►
- In iOS 10, the version of iOS appears to the right of the label **Version**.
- In later iOS versions, the words **iOS Version** identify the version number.

Android Apps Mentioned in this presentation

Voice Recorder & Voice Memos - URecorder

- A zero-cost Android app on the Play Store
- Published by Simple Design Ltd
- If you wish, use your Android phone to scan the QR code so you can download and install the app immediately.



My Files app

- A zero-cost file management app for Android smartphones and tablets, published by Samsung.
- Useful for copying an audio file from one Android folder to another.
- Download and install from the Google Play Store
- Scan the QR code if you wish to install the app now.



THE END