

Getting started with message banking

GET TO KNOW: RECORDING A NEW MESSAGE

- 1.0 Message banking is simply recording important phrases or personally meaningful sounds using one's natural voice, inflection and intonation. It is typically useful for someone with a diagnosis which means that their speech may deteriorate in the future. For best results it is important to make the recordings as soon as possible.

You can record or 'bank' messages at any time, right from within a grid set. Don't worry about getting it right the first time, you can re-record as many as times as you like. For best results make sure that you are close to the microphone and in a quiet environment - the quality of the played back sound will only be as good as the original recording.



Tick once complete

TASK: RECORDING A NEW MESSAGE

- 1.1
1. Open the Text Talker grid set
 2. Navigate to the Message Banking grid by following the link from Quick Phrases. (It will be blank to start with as you have not made any recordings yet.)
 3. Select the **Record New Message** cell
 4. Type the phrase you are going to record, eg "how are you", and select **Next**
 5. Select the **Record** cell, speak the phrase, and select **Record** again to stop
 6. Listen to the preview of your recording. If you are not happy with it, select **Record Again**, otherwise select **Save** and finish
 7. You will now see your phrase under **Banked Messages**. Select it and you will hear the recording
 8. Go back to the home page, type the same phrase using the keyboard and select **Speak**



PRACTICE: RECORDING A NEW MESSAGE

- 1.2 Record some more useful phrases. You don't have to return to the Message Banking grid each time - select 'Save and record new phrase' to move on to the next one.



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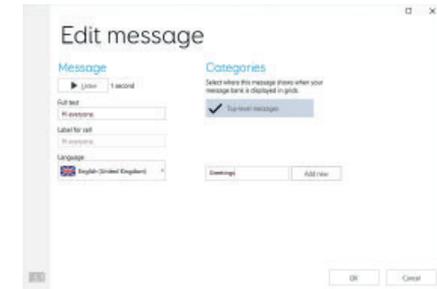
GET TO KNOW: MESSAGE ORGANISATION

- 2.0 To make it quicker to navigate directly to the message you want, and speak it in a timely way, you may wish to organize your banked messages into categories.



TASK: ORGANISING YOUR MESSAGES

- 2.1
1. Go to **Menu/ Settings/ Voice/ Message Banking**
 2. Select one of your messages, then **Edit**
 3. Create a new category by typing its name, then **Add New**
 4. Click **OK**



PRACTICE: ORGANISING YOUR MESSAGES

- 2.2 Go through the rest of the messages you recorded earlier, putting them into appropriate categories.

Note that you can also edit the label of the cell – eg if it is a long message but you want a shorter label on the cell itself.

TIP: Each message can appear in more than one category.



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GET TO KNOW: CREATING A USER BACKUP

- 3.0 This creates a backup copy of all the users grid sets, settings and includes their banked messages.



TASK: CREATE A USER BACKUP

- 3.1
1. Go to **Menu/ Settings** and choose the top item on the left hand side (the name of the user)
 2. Select **Backup User** and choose where you want to save it (usually to a memory stick or external drive)
 3. If you need to restore the backup later, go to **Grid Explorer/ Menu/ Users** and then **Restore Backup**

