Getting Started with Message Banking™

The Message Bank is a joint project between Boston Children's Hospital Department of Otolaryngology and Tobii Dynavox with a goal of providing a **free and open** message bank for people at risk of losing their voice.   This message bank system will guide people through the message banking process, help organize the messages, store the messages until they are needed, and provide ways to download the messages for use on any systems that can play back those messages. Use of the system is free to the user. Storage of the messages is free. Downloading stored messages for personal use is free.

In this tutorial, you will learn how to:
- Upload message recordings (.wav files)
- Manage and organize recordings
- Download record .zip file
- Import recordings into Communicator 5 software

Helpful Hint: Carry your recorder with you always to collect a variety of messages in a variety of settings. For message examples, please see Message Banking, Voice Banking, and Legacy Messages by John M. Costello, Boston Children's Hospital.

Step 1: Upload message recordings (.wav files)
1. Plug your high quality .wav recorder (e.g., Zoom H1) into the USB port on your computer.
2. Go to www.mytobiidynavox.com and log into your account. If you don't have an account, you can create one.
3. Select Message Bank from the My Stuff area.
4. Select **Upload**.
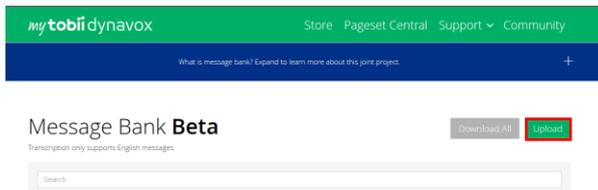
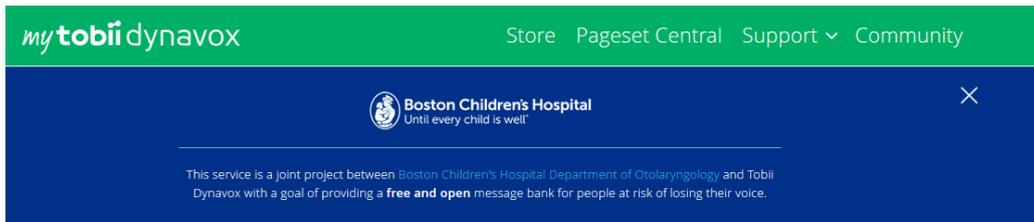5. Locate the recorder (Removable Disk).
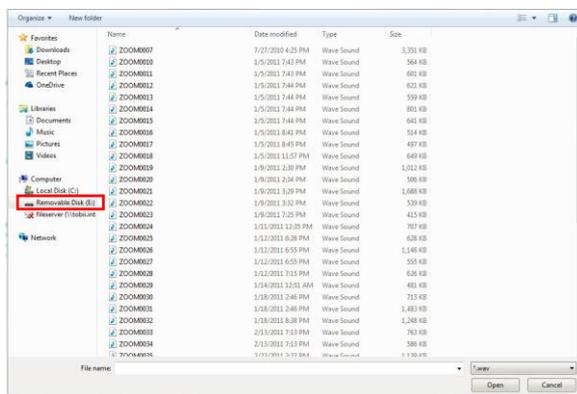
6. Select desired files.

💡 **Helpful Hint:** Save time by selecting multiple message files and upload them all at once.

7. Select **Open**.
8. Selected messages are queued. Select **Start**.

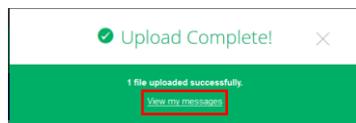💡 **Helpful Hint:** A task bar will keep you informed of the upload process.
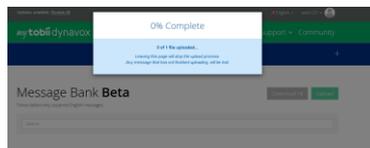
9. When the files have been successfully uploaded, select View my messages.

Step 2: Manage and organize message files.
Uploaded raw sound files are transcribed, auto labeled and presented in the Message Bank. You are now able to play back recordings, make edits to the text and tag them to specific categories.

| ☐ ZOOM0046 | good to talk to you | 😊 100% | ▶ 0:02 | + | | 🗑 |
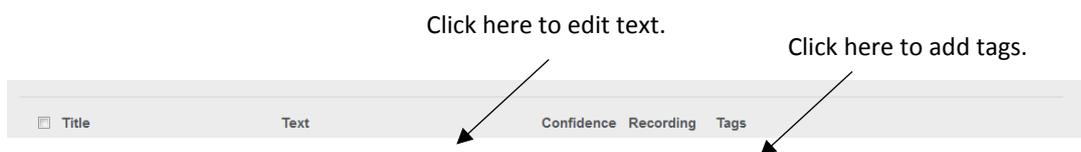
Click here to verify
Confidence score.

Click here to play
back recording.

Click here to delete recording.

💡 **Helpful Hint:** Adding tags to
your uploaded messages is a great way to organize them. Consider the following:
- Tags will be used to organize messages into categories on the AAC device.
- One message may fit into different contexts; therefore, you may need to add more than one tag (e.g., phone conversation, greeting, etc.
- Be mindful of the number of tags you create. A large number of tags may be difficult to manage and navigate on an AAC device.

Step 3: Download message files.
The Tobii Dynavox Message Bank will allow you to combine several files into a .zip file. This makes it easy to move a single file for use on any system that can play back those messages.

1. Click the checkbox next to the files that you wish to download.
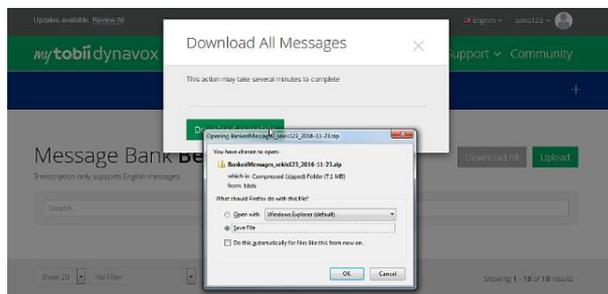
💡 **Helpful Hint:** To select all files, choose the checkbox next to "Title" at the top of the menu.

2. Select **Download All**.
3. Select **Download**.
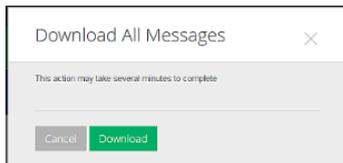
4. Select **OK** to save your downloaded .zip file.

Step 4: Importing your banked messages into Communicator 5 software.
While .wav files can be imported into many AAC devices, the Tobii Dynavox Communicator 5 software has been updated to include features that will make the process easier. If you are using Communicator 5 software or a Surface Pro, laptop computer or I-Series device, use the steps below to use your banked messages.
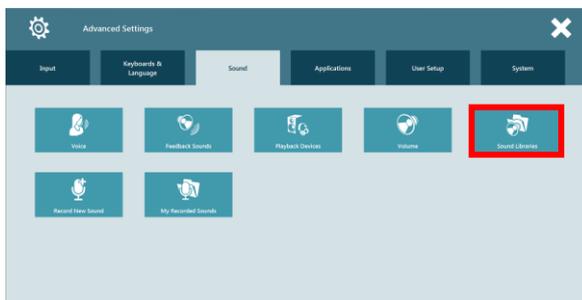
Helpful Hint: Make sure that you have upgraded your software to Communicator 5.3 to take advantage of the new Message Banking features.
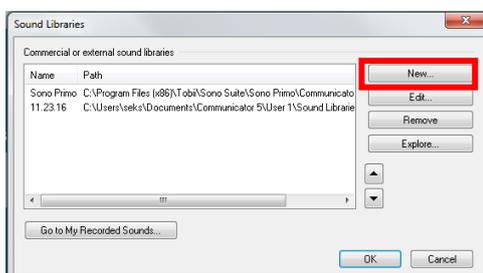
1. Launch the Communicator 5 software on your computer or I-Series device.
2. Open the Quick Menu.
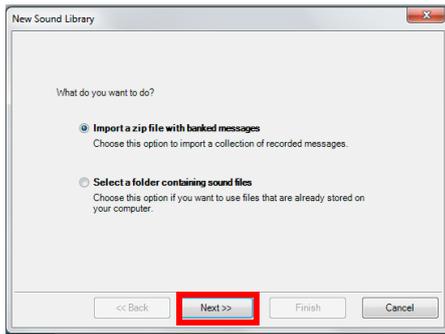3. Select **Advanced Settings**.
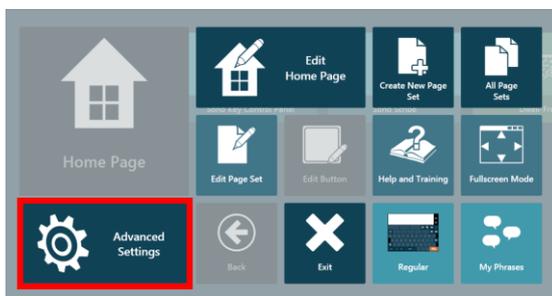
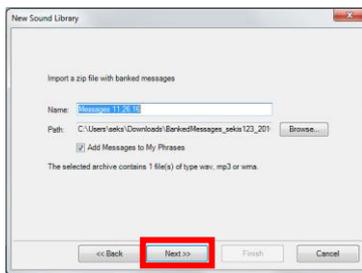4. Select the **Sound** tab.
5. Select **Sound Libraries**.

6. Select **New**.

7. Make sure that *Import a zip file with banked messages* is chosen and then select **Next**.
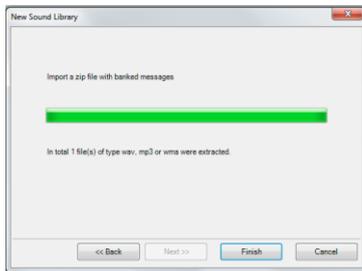
8. Name your new sound file, browse and locate the desired .zip file, and then select **Next**.

Helpful Hint: Make sure the *Add Message to My Phrases* checkbox is selected. This will automatically create categories (based on your tags), in My Phrases.

9. Once the extraction of the messages from the .zip file has completed, select **Finish**.
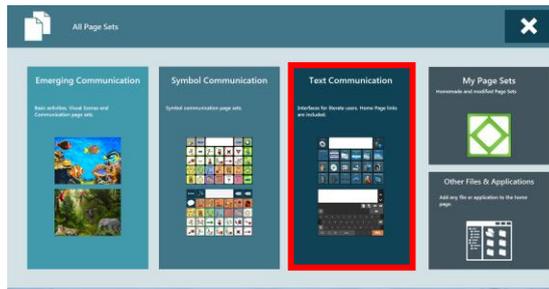

10. To use your recorded messages, it is recommended that you add the Speaking with Phrases 7 x 5 page set to your home page. Your recorded messages will be organized based on tags you set in Message Bank.
    a. Open the Quick Menu and select All Page Sets.

b. Select Text Communication.

c. On the Direct Communication tab, select **Speak with Phrases 7 x 5**.

d. Select **Add to Home Page**.

e. Select "X" to close the menu.

f. Your recorded messages will now be available to be viewed and spoken.