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# Getting Started with Message Banking™

**Boston Children's Hospital**
Until every child is well™

Message banking 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 guides people through the message banking process, helps organize the messages, stores the messages until they are needed, and provides 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 messages is free. Downloading stored messages for personal use is free.

Carry your recorder with you always to collect a variety of messages in a variety of settings. For message examples and tips, see Message Banking, Voice Banking, and Legacy Messages by John M. Costello, Boston Children's Hospital.
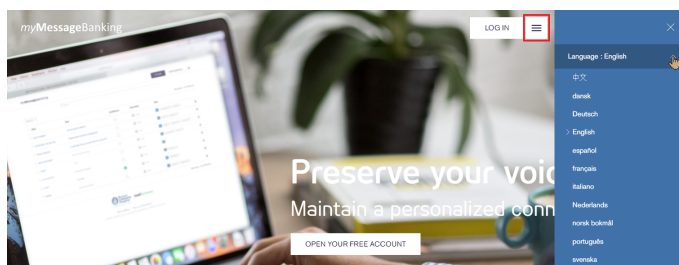
## Step 1: Upload Message Recordings

1. Plug your high quality .wav recorder (such as Zoom H1n) into the USB port on your computer.
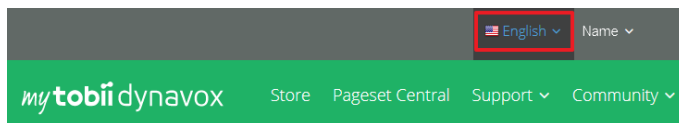2. Open a web browser and navigate to myMessageBanking.com or myTobiiDynavox.com/messagebank

    Both websites are localized to multiple languages.
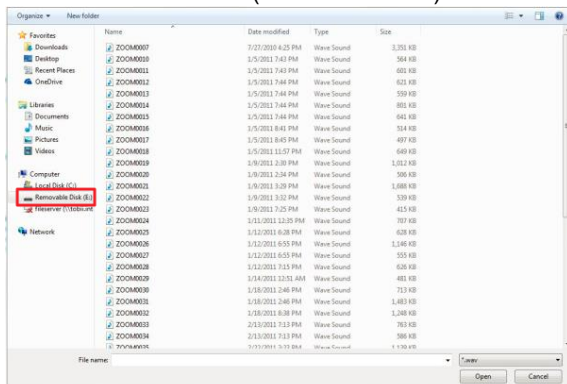
    To choose your language on myMessageBanking.com

    To choose your language on myTobiiDynavox.com/ messagebank

3. Sign in using your myTobiiDynavox login credentials or create a new account (it is free).
4. Select the **Upload** button.

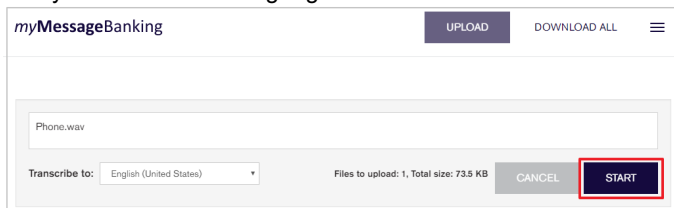    *my***Message**Banking    UPLOAD    DOWNLOAD ALL

5. Browse to the recorder (Removable Disk) or wherever you have your sound recording .wav files stored.

6. Select the files(s) you would like to upload, then select **Open**.

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Save time by selecting multiple files and uploading them all at once.

7.  Verify that the correct language is selected in the **Transcribe to** menu, then select **Start**.



ℹ️ Message banking transcription works with 20+ languages. Just choose the language of the speaker from the transcription menu. If your language is not yet available, choose "Do not transcribe" then manually transcribe them yourself after upload.

8.  A notification window shows the status of your upload. When your upload is complete, select **View my messages**.

## Step 2: Manage and Organize Message Files

The sound files that you upload are transcribed, automatically labeled, and presented in the Message Bank. Once uploaded, you can play back recordings, make edits to the text, and add tags.

Adding tags to your messages is a great way to organize them. When you start using an AAC device, you'll find your messages by category (e.g., phone conversation, greetings, meals, etc). Think about the contexts in which a message may be used and add the relevant tags (each message may have multiple tags) but be mindful of how many tags you create, as an excessive number of tags will become difficult to manage and navigate.



### Edit Individual Files

- Select the **Play** button 🔘 to listen to the recording.
- If you need to change the text, click on the text in the text column.
- Select the **Add Tag** button ➕ to add a new tag.
- The confidence score represents the estimated accuracy of the transcription. Listen to the recordings, especially for messages with a low confidence score, and correct the transcribed text if necessary. If the transcription was accurate and required no correction, select the face icon and then select **Verify**.



### Edit Multiple Files (Bulk Operations)

- You can perform actions on multiple messages at once by ticking the boxes beside the messages. To select all messages, tick the box beside the column header Title.
- Select **Replace Titles** 📄 ← 📄 to replace the title of each message selected with that message's transcribed text.

  ℹ️ The Replace Titles tool is very useful if your message files have titles comprised of random numbers and letters assigned by your voice recorder!

- Use **Tag Selected** 🏷️ to add a tag to all of the selected messages.

- Select **Download Selected** to download just the selected messages.

- Select **Delete Selected** to delete the selected messages.

## Step 3: Download Message Files

Messages that you download are saved in a single .zip file for easy import into your speaking software.

1. *To download all messages*: Select **Download All** at the top of the page.
   *To download specific messages*: Tick the check box next to the files that you wish to download, then select

   **Download**

2. In the pop up window that appears, select **Download**.
3. Select **OK** to save your .zip file.

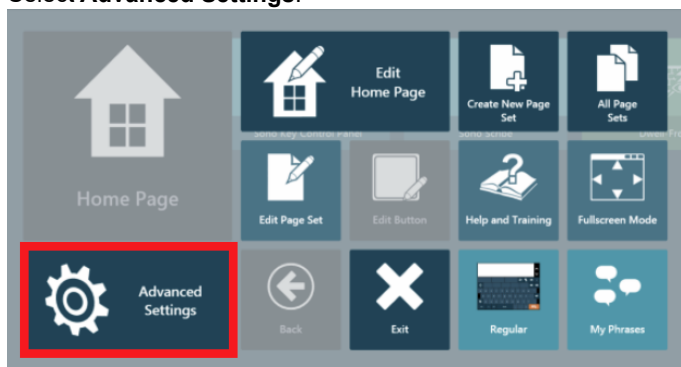## Step 4: Import Messages into Communicator 5

While .wav files can be imported into many AAC devices, the Tobii Dynavox Communicator 5 software has been optimized with features that make the process easier. If you are using Communicator 5 software on a Tobii Dynavox speech generating device, Surface Pro, or laptop computer, follow the steps below to import and use your banked messages.
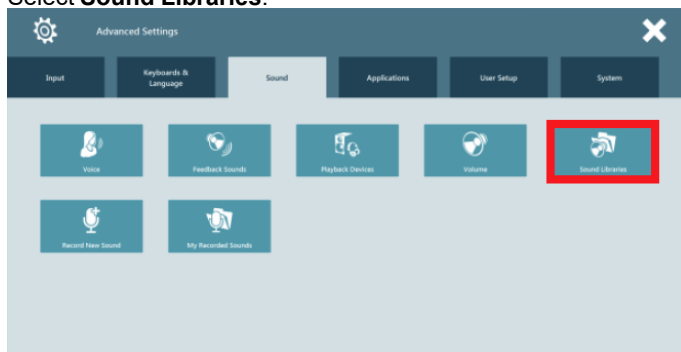
Make sure that you have updated your Communicator 5 software to the most recent version.
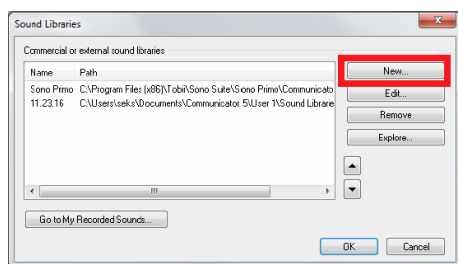
### Import Messages

1. Launch Communicator 5, then open the **Quick Menu**.
2. Select **Advanced Settings**.

3. Select the **Sound** tab.
4. Select **Sound Libraries**.

5. Select **New**.

6. Verify that *Import a zip file with banked messages* is selected, then select **Next**.
7. Type a name for your sound file import.

> ℹ️ Verify that *Add Messages to My Phrases* is enabled. This will automatically create categories in My Phrases based on your tags.
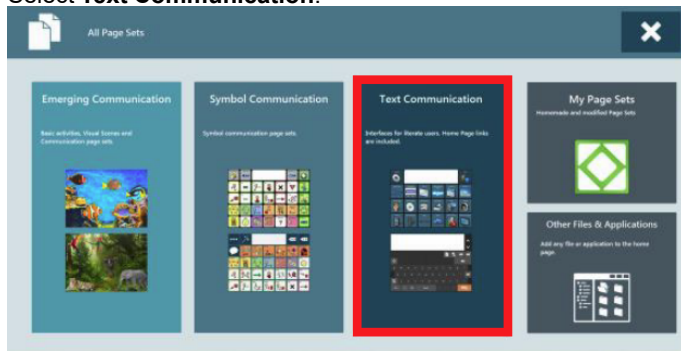
8. Select **Browse**, then navigate to and select the .zip file for import.
9. Select **Next** to import the messages in the .zip file.
10. When the files have been extracted, select **Finish**.

### Use Your Messages

1. Open the Quick Menu and select **All Page Sets**.



2. Select **Text Communication**.



3. On the Direct Communication Tab, select **Speaking with Phrases 7 x 5**.

4. Select **Add to Home Page**.
5. Select **X** to close the menu.
6. Your recorded messages are now available through your Home page, organized based on the tags you set on myMessageBanking.com.