

Importing a Message Bank Page Bundle in Snap: Quick Guide

Message Banking is the process in which an individual uses their own voice or a voice sounding similar to the individual's voice (i.e.: a family member's voice) to digitally record and store words, phrases, sentences, and sounds to capture their natural voice, inflection, and intonation.

The Message Bank provided through myTobiiDynavox is a joint project between Boston Children's Hospital Department of Otolaryngology and Tobii Dynavox with the goal of providing a free and open message bank for people at risk of losing their voice. The Message Bank allows you to upload, manage, and store your recordings until you are ready for a device.

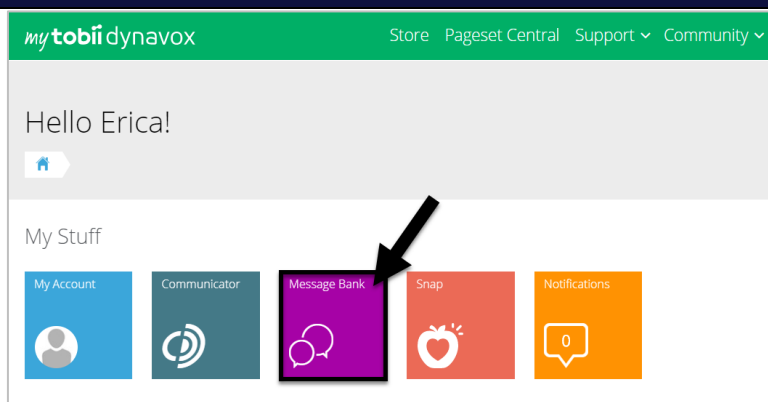
In this quick guide you will learn how to upload your recordings to the myTobiiDynavox Message Bank, manage and organize the recordings, create a Snap Bundle using your recorded messages and then import the Page Bundle into the Snap software utilizing any page set. Using this Page Bundle within Snap will allow you to activate buttons with a message output utilizing your voice.

Record Messages

1. Use a high-quality recorder that produces .wav files (i.e.: Zoom H1)
2. Carry your recorder with you everywhere
3. Record messages throughout your day to collect a variety of messages in a variety of settings

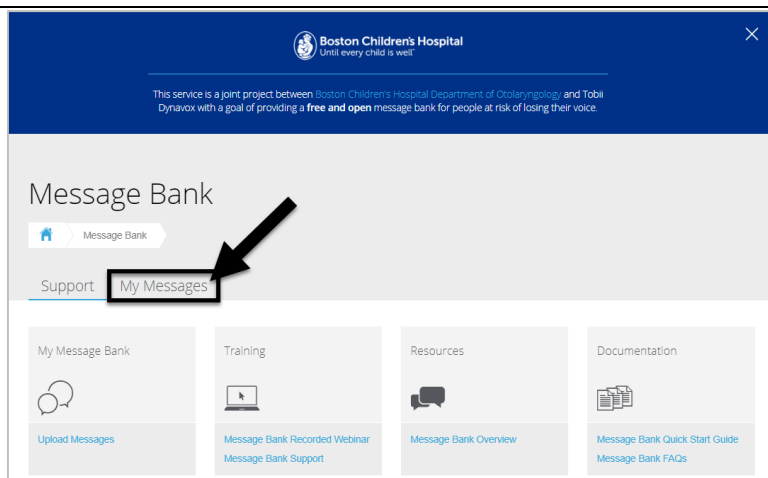
Upload Message Recordings (.wav files)

1. Plug your recorder into the USB port on your computer
2. Log in or create a mytobiidynavox account
3. Select **Message Bank** from My Stuff

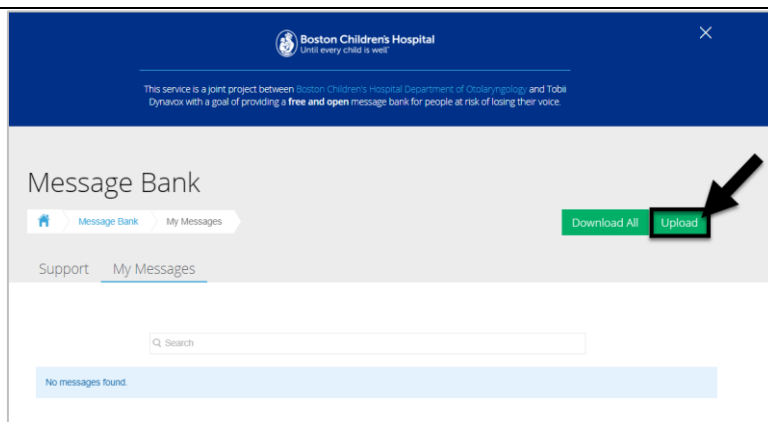


i Note: If you are new to myTobiiDynavox select Message Bank tile from **More Stuff** then select **Add to My Stuff**

4. Select the **My Messages** tab



5. Select **Upload**

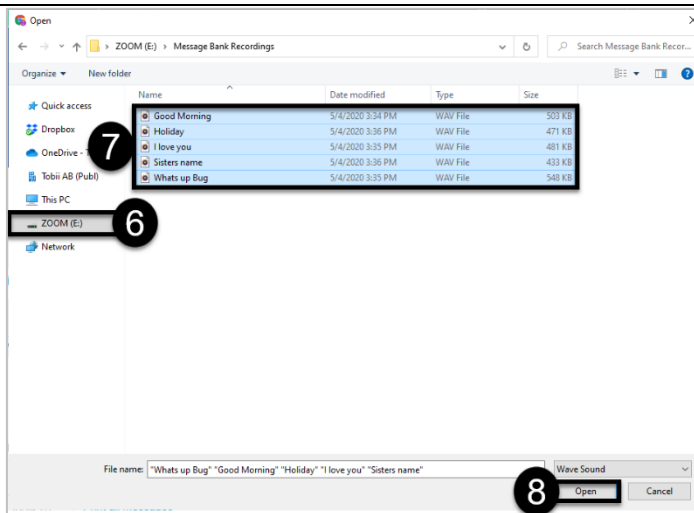


6. Locate your recorder (Removable Disk)

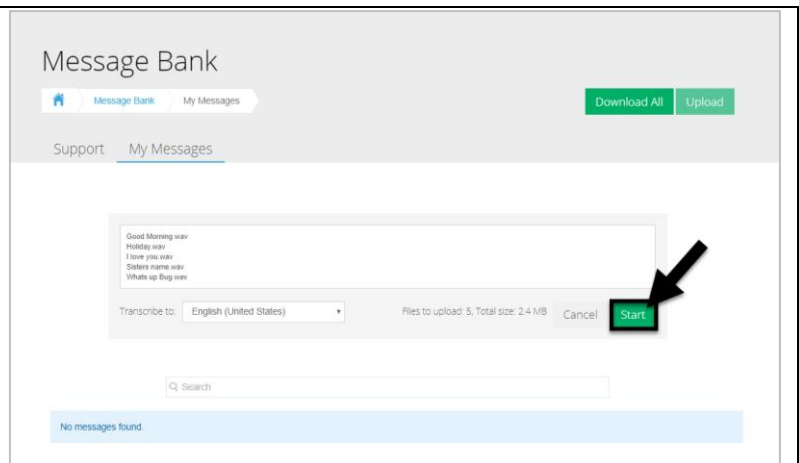
7. Select the desired files

Note: Select multiple message files and upload all at once to save time

8. Select **Open**



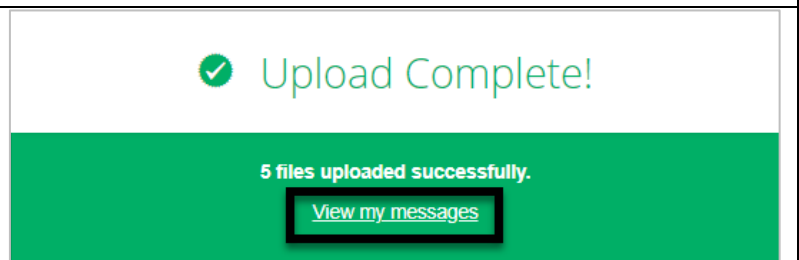
9. Select **Start**



The screenshot shows the 'Message Bank' interface. At the top, there are tabs for 'Message Bank' and 'My Messages', with 'My Messages' being the active tab. To the right of these tabs are 'Download All' and 'Upload' buttons. Below the tabs, there is a 'Support' link and the 'My Messages' tab. The main content area features a text input field containing a list of phrases: 'Good Morning waver', 'Holiday waver', 'I love you waver', 'Sister's name waver', and 'Whistle up Big waver'. Below this field is a 'Transcribe to:' dropdown menu set to 'English (United States)'. To the right of the dropdown, it says 'Files to upload: 5, Total size: 2.4 MB' and a 'Cancel' button. A green 'Start' button is highlighted with a black arrow. Below the main content area is a search bar with a magnifying glass icon and the text 'Search'. At the bottom, a blue bar indicates 'No messages found'.

10. Stay on this page until you see the following pop-up

11. Select **View my message**



The screenshot shows a green pop-up message. At the top, there is a green checkmark icon followed by the text 'Upload Complete!'. Below this, it says '5 files uploaded successfully.' and a green button with the text 'View my messages' is highlighted with a black box.

Manage & Organize Recorded Message Files

1. Listen to the recording of your message, be sure it matches the **Text** or auto translation
2. Click on the **Text** to edit the translation of the message if needed
3. Select the confidence rating icon and verify the recording
4. Create **Tags** for your recording

Note: Tags will become categories once imported into Snap, meaning the tags determine how the messages are grouped together

Note: Be sure the same tags are spelled **exactly the same** otherwise two separate groups will be created in Snap (i.e.: Family Name vs Family Names)

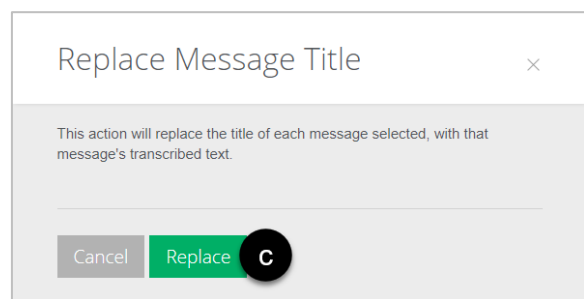
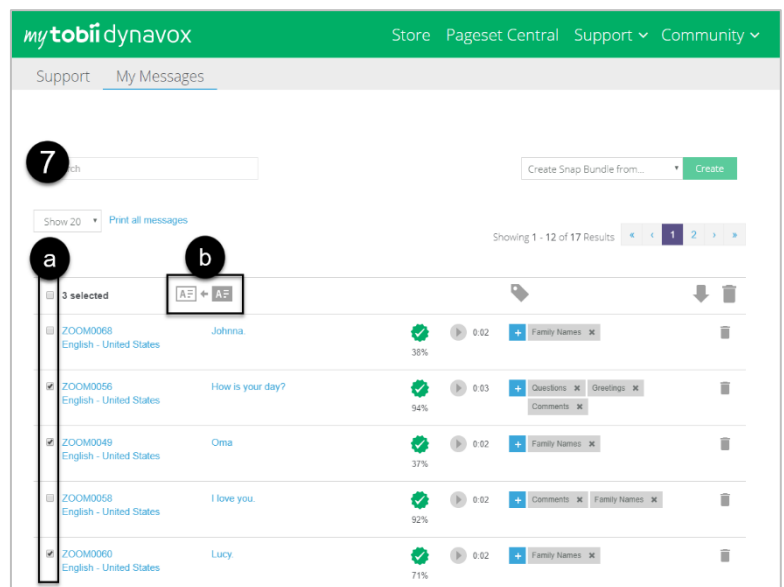
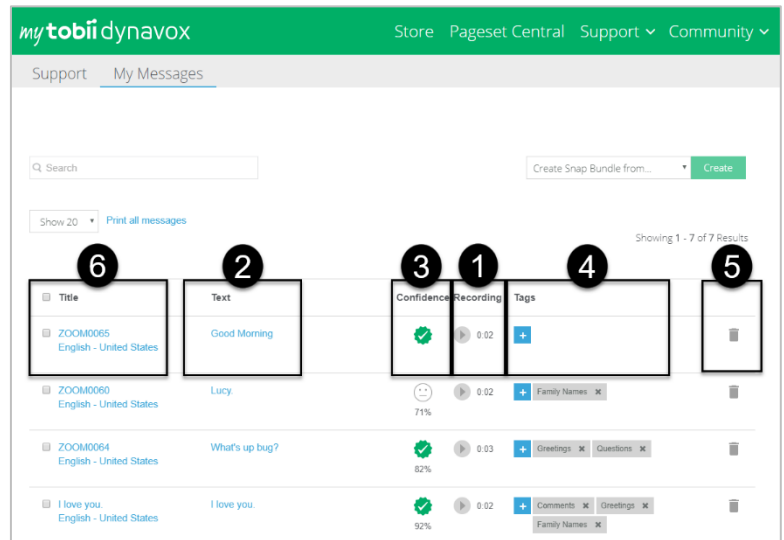
5. Delete the recording from the Message Bank. This will permanently delete the recording. Only do this if there is a problem with your recording

6. Once the recording is reviewed, edit the **Title** by clicking on the **Title**

Note: the title will be the label of your button once imported into Snap

7. If you want the label of the button to display the Text once imported, you can quickly replace the Title of a recording with the Text translation

- a. Select each message or select all
- b. Select the **Replace Selected Titles** icon
- c. Select **Replace**

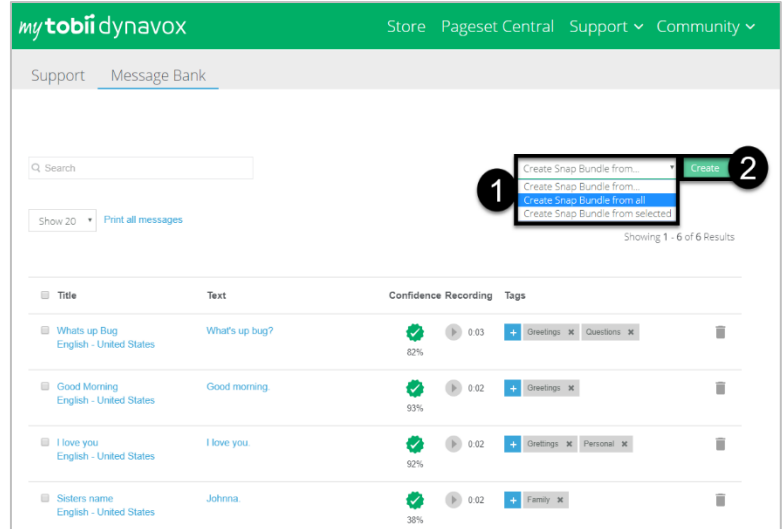


Create your Snap Bundle

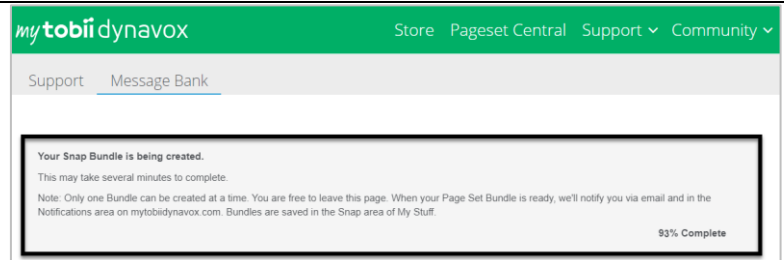
1. Use the drop-down menu and select an option
 1. **Create Snap Bundle from all**
 2. **Create Snap Bundle from select**

Note: be sure to select the desired message using the check box to the left of the Title

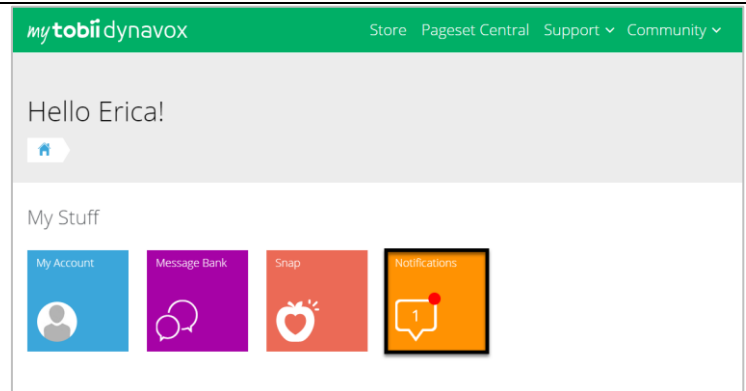
2. Select **Create**



3. You will see the following message. You may leave this page while your bundle is being created

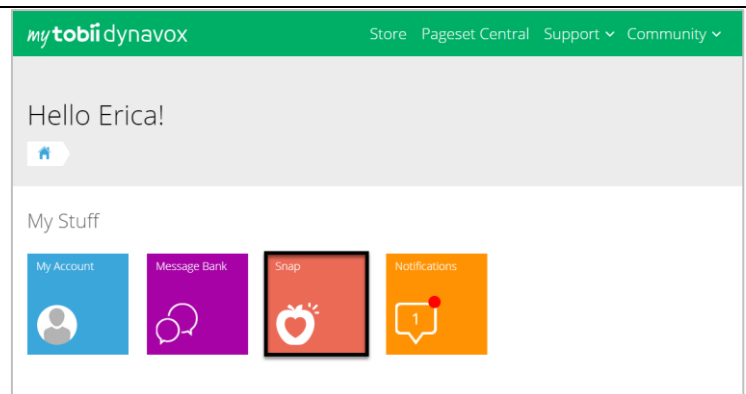


4. You will be notified via email when your bundle is ready
5. From your myTobiiDynavox homepage, you will also see a new message in your **Notifications** tile when your bundle is ready



6. Your Page Bundle is now available in the cloud and can be found within the Snap tile

Note: If you want to change the name of the page bundle, download the page bundle to an external drive, or share directly to another myTobiiDynavox member select the Snap tile



Import your Message Bank Page Bundle in Snap

1. Open Snap

Note: The process is the same no matter the page set you are utilizing within Snap

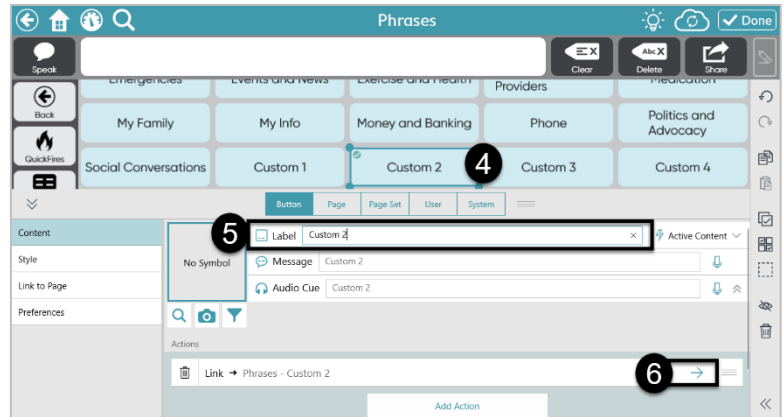
2. Navigate to the page you want to store your messages

3. Select **Edit** 

4. Select a Button

5. Change the Label of the button if you prefer (i.e.: My Messages or Recordings)

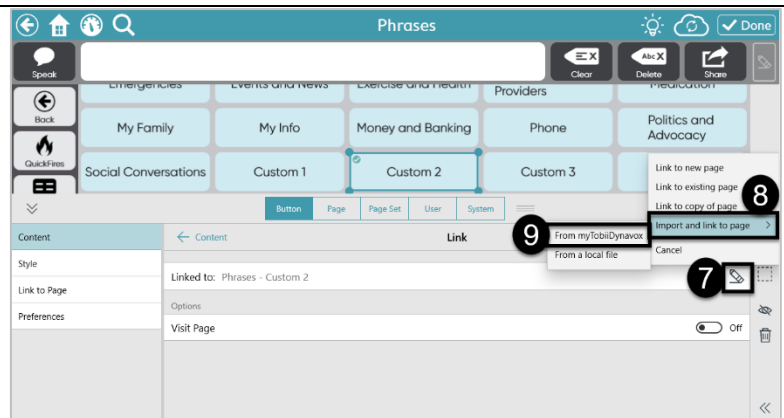
6. Under Actions, select the **blue arrow**



7. Select the **pencil** to edit the page linked

8. Select **Import and link to page**

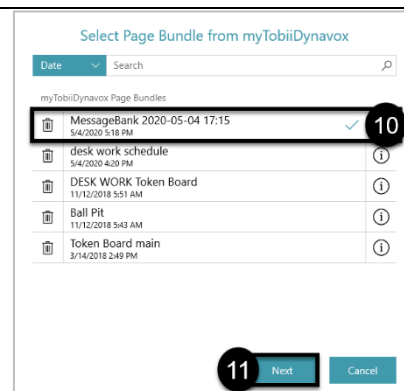
9. Select **From myTobiiDynavox**



10. Select the Page Bundle

Note: Default name is *MessageBank + Date + Time* the file was created

11. Select **Next**

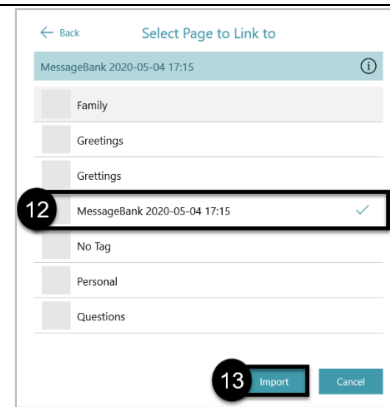


12. Select the Main Page

13. Select **Import**

14. Select **Done**

15. Select **Done** to exit edit mode




16. Select your button in Snap

17. You will now see a page containing the **Tags** you created in myTobiiDynavox

18. Select a button from the Message Bank Page

19. You will now see the group of recorded messages with the **Title** created in myTobiiDynavox displayed

20. Use the edit  tools to make changes to button labels, resize, or reorganize your messages as needed

