



The Irish Message Banking Toolkit



Grouping and Organising Banked Messages into Folders on a Computer

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Your **screen layout and wording may vary** depending on the make and model of your computer so what you see on your screen may not match exactly the images used here.

1. Grouping Phrases

To use a phrase in conversation on an electronic communication device, it is important to be able to find it as fast as possible.

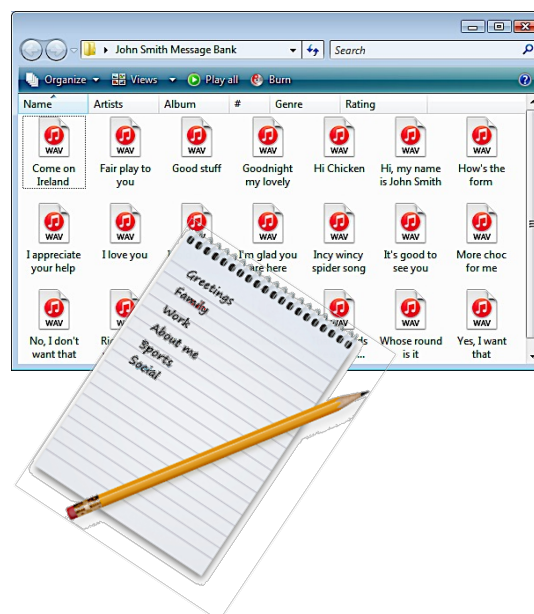
It takes time to scroll down through all your phrases to find the one you want if they are all in one long list. Therefore, it is a good idea to think about your phrases and how you might group them into categories by topic. For example 'How's the form today?', 'Hello, my name is John Smith', could be grouped into a category called 'Greetings' or 'Chitchat'.

It does not matter what you call your categories but it works best if **you** name them yourself as the way they are organised will need to be intuitive to you so that you can find your phrases easily and quickly.



Open your *message bank* folder.

- **Read** through your labelled sound files. Do any of them immediately seem related?
- **Write** down the names of possible categories
- **Think** about how you would use your phrases in conversation:
 - Are the categories you have listed useful?
 - Do these categories make sense to you?





2. Creating Sub-Folders

To create a category sub-folder inside your *message bank* folder:

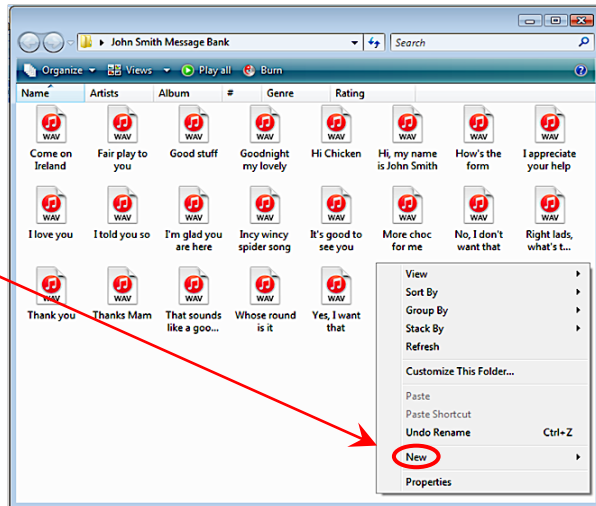


Use the right button of your mouse to click in a white area of your open *message bank* folder.

A menu will appear.



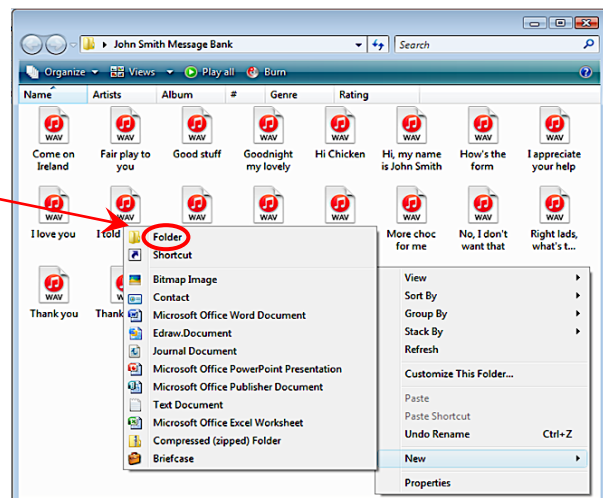
Click **New** on this menu.



A second menu will appear.



Click **Folder** at the top of this menu.





3. Re-Labelling Sub-Folders

You can re-label your folder immediately or return to it after creating it.

To label your folder just after you create it:



Type a category label (e.g. Greetings) while the **New Folder** is highlighted.

To **exit** the label:

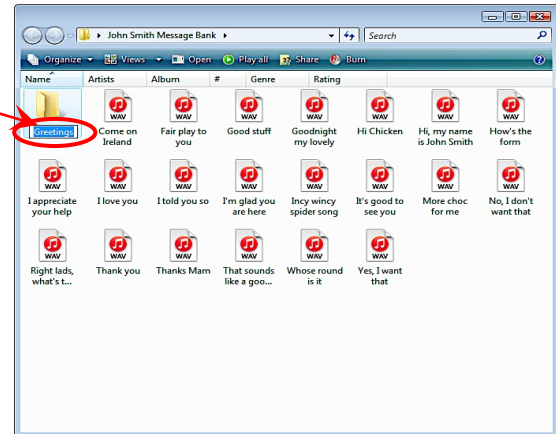


Press the *Enter* key on your keyboard.

or



Click on the screen outside the label box.



Or

To re-label a folder you created earlier:

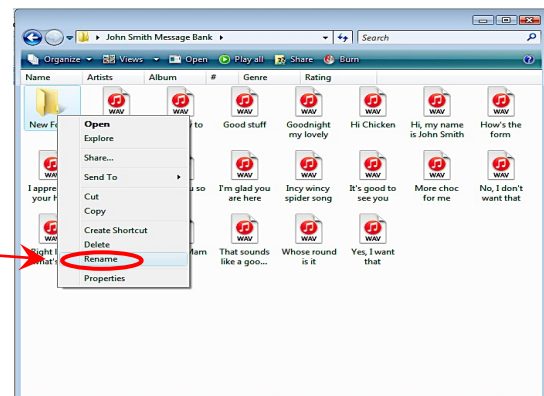


Use the right button of your mouse to click on the folder called **New Folder**.

A menu will appear.



Click **Rename** on this menu.



Type the new label for your folder (e.g. Greetings) when the cursor appears over the folder name.

To **exit** the label:

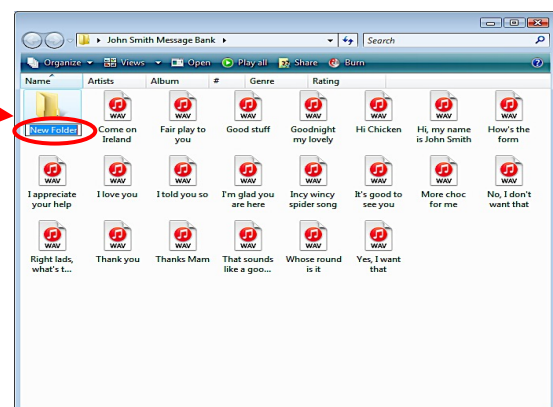


Press the *Enter* key on your keyboard.

or



Click on the screen outside the label box.






Repeat this process for all of the sub-folders you want to create.

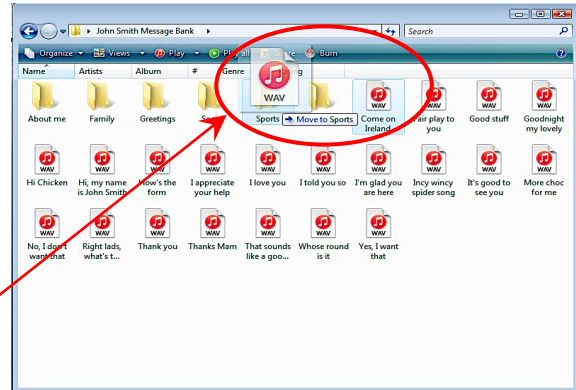


4. Moving Phrase Recordings into Category Sub-Folders

You can move a sound file by either: ⇒ Dragging and dropping it into a sub-folder **or**
⇒ Cutting and pasting it into an open sub-folder


To **drag and drop** a sound file:

-  Use the right or left button of your mouse to click over the sound file you want to move.
-  Keep the mouse button pressed down as you drag the sound file icon over the category sub-folder icon.
-  When a message appears on the screen saying **Move to X**, release the mouse button.





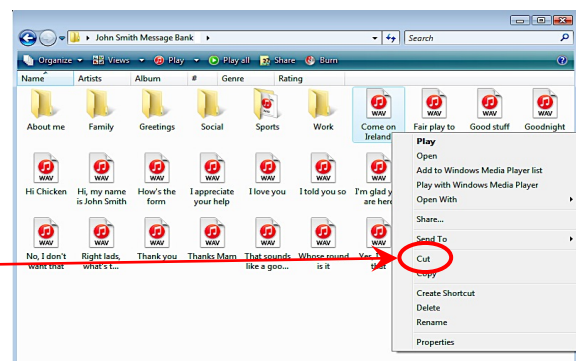
Your sound file will now be saved within the target sub-folder.

To **cut and paste** a sound file:

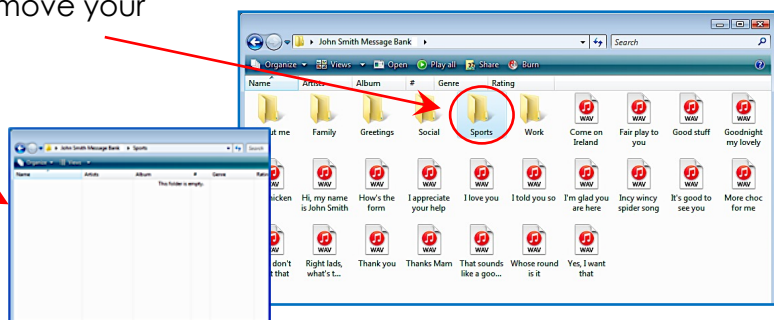
-  Use the right button of your mouse to click on the sound file you want to move.


A menu will appear.

-  Click **Cut** on this menu.
-  Double click on the icon of the sub-folder that you want to move your sound file into.



The sub-folder will open.

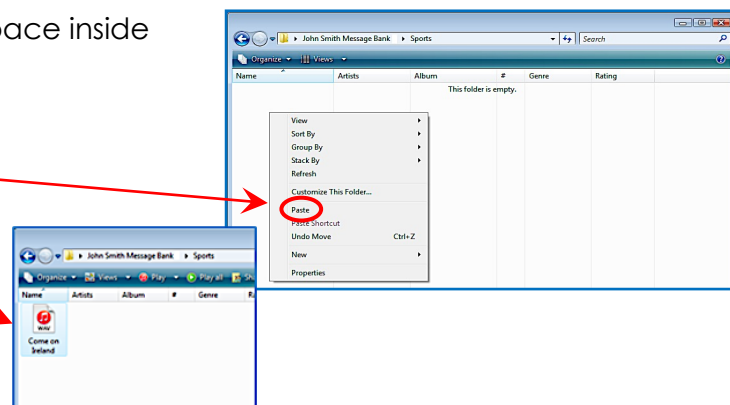


-  Right click on the white space inside the sub-folder.

A menu will appear.

-  Click **Paste** on this menu.

Your sound file will appear inside the sub-folder.





When moving sound files into category sub-folders, you can...

- Repeat the 'drag and drop' or 'cut and paste' process to move all of your sound files into category sub-folders.
- Categorise as you label any new files.
- Decide if you want to put the same phrase into a second category sub-folder. If so, repeat this procedure from the current sub-folder but select **Copy** instead of *Cut* and when you click *Paste* in the second folder, there will be a copy of the sound file in 2 different categories.

5. Saving a Message Bank Back-up onto a USB Key

Your messages are valuable so saving them to your computer is important. Transfer new recordings from the recorder to your computer **regularly**.

Make a back-up

Save another copy of your *Message Bank folder* onto a storage device such as a USB key. It is a good idea to update this back-up **regularly** during your recording phase (e.g. every week).


Making a back-up means that if something happens to the computer, you still have a copy of your recordings.



To Copy Your Message Bank Folder to a USB Key:



Insert a USB key into your computer.

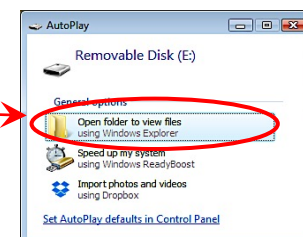
The USB connection point on a computer is usually marked with a symbol like this 



An AutoPlay window should open.



Click **Open folder** to view files.

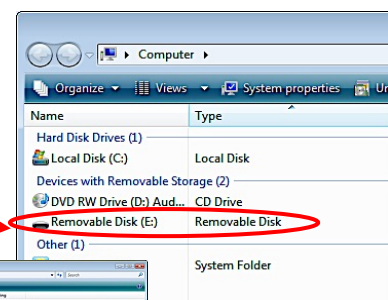


If the AutoPlay window does not automatically open when you insert the USB key ...

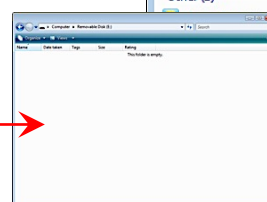
... open your *Computer* folder.



Double click on **Removable Disk**.



A **Removable Disk** window will open whether you use the *AutoPlay* window or your *Computer* folder.





Grouping & Organising Banked Messages into Folders on a Computer cont./...

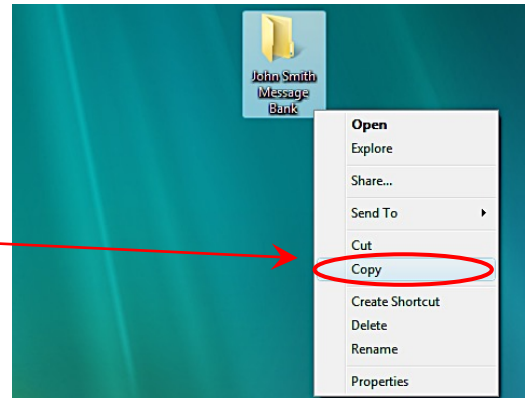


Use the right button of your mouse to click over your *Message Bank* folder on your computer.

A menu will appear



Click **Copy** on this menu.

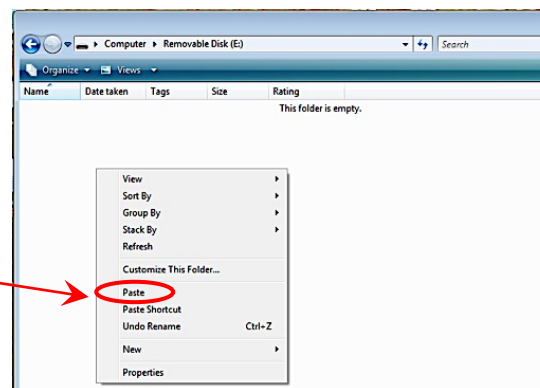


Use the right button of your mouse to click over the white space in your *USB Removable Disk* folder.

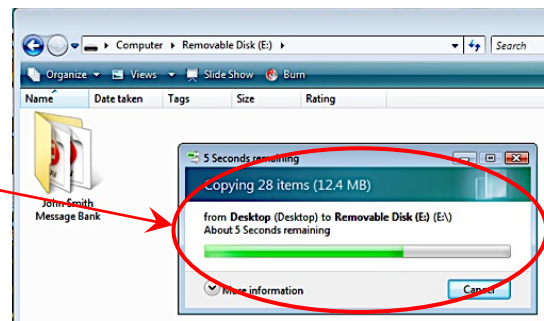
A menu will appear.



Click **Paste** on this menu.



A message window will appear.
This shows your *Message Bank* folder and your recordings being **copied** onto the *USB Removable Disk* folder.



When all of your files have been copied, the message window closes automatically and your *Message Bank* folder will be duplicated.



... **update** this back-up at **regular intervals** (e.g. weekly) during the recording phase.



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