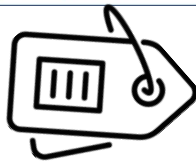




The Irish Message Banking Toolkit



Re-Labeling Banked Messages on a Computer



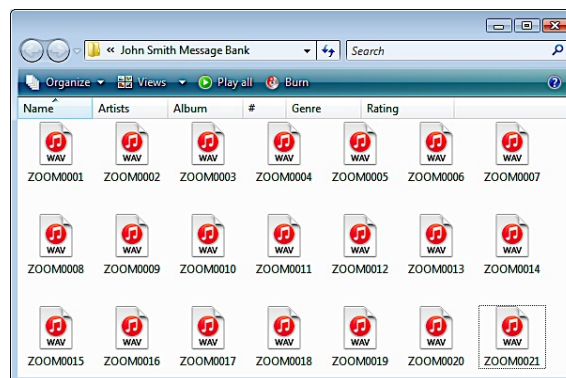
Your **screen layout and wording may vary** depending on the make and model of your computer so what you see on your screen may not match exactly the images used here.

Re-labelling your Message Bank Recording

When you have transferred your *message bank* recordings to a folder on your computer (e.g. *John Smith Message Bank*), it is a good idea to re-label them to a more meaningful name to help you to recognise their content.



Double click on your *message bank* folder on your computer to open it.



To **re-label a message bank recording** to reflect the spoken message:

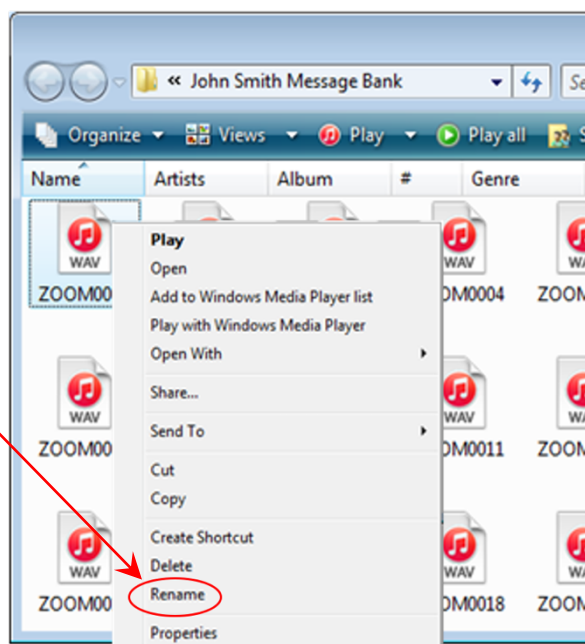


Click on the recording using the right button of your mouse.

A menu will appear.

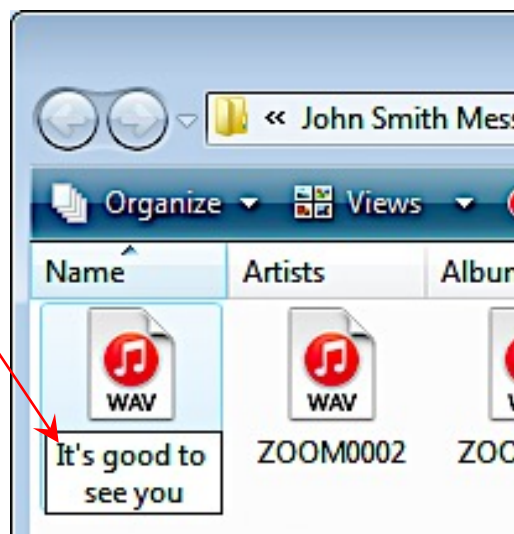


Click **Rename** on this menu.





Type in the new label you want to give the file based on its contents.



Listening to *message bank* recordings on your computer

To **listen to a message** to help you to know what to label it:



Double click on the recording to open and play it in the default media player of your computer.

Or

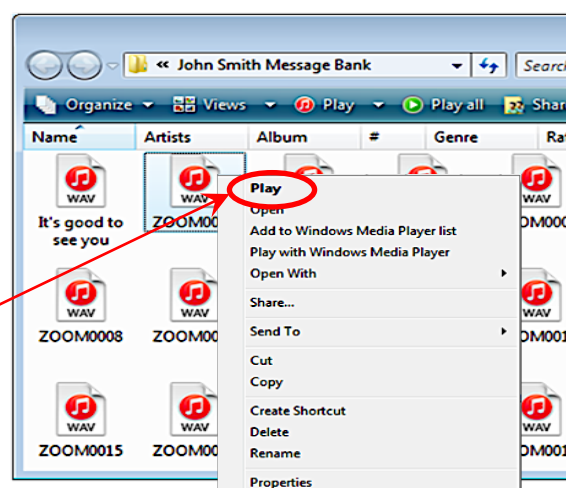


Use the right button of your mouse to click on the recording.

A menu will appear.



Click **Play** on this menu.



- Make sure each recording contains only **one phrase**.
- **Label messages** as soon as possible – try to label new messages as soon as you transfer them to your computer.
- Label the recording with the phrase (or a shortened version of it) that it contains (e.g. “It’s good to see you”). This will make your phrases easy to find and work with in the future.