



The Irish Message Banking Toolkit



Organising and Storing Messages for Message Banking

When you have recorded messages in your own voice, the next step is to transfer them from the voice recorder to a computer.

For further information please refer to:

 **7a** *Transferring Banked Messages from the Zoom H1 Recorder to a Computer*

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You can then easily listen to your messages and think about the ones you want to keep and those you might want to record again. If you have experience using computers, it is a good idea to label your messages during this process and to begin to think about how they fit together and how you might use them in the future should the need arise.

Steps to guide you through the process

1. **Listen** to each of your recorded messages to make sure you are happy with how they sound. While you listen, check the quality of the recording (e.g. there may be background noise or long pauses, it may sound like the message is being read rather than spoken in a conversation). If you are satisfied with your speech quality, re-record the messages you are not happy with then transfer the new recordings to your computer.

For more information please refer to:

 **6** *Recording Messages for Message Banking*

2. **Delete** the recordings you are not happy with from your computer (e.g. those of poor quality, duplicates).
3. As you listen to your messages, **label** or re-name the sound file to reflect the message content (i.e. with the phrase or a shortened version of it).

For more information please refer to:

 **7b** *Re-labelling Banked Messages on a Computer*



Once you have labelled all your files, you will begin to see a pattern developing among the recordings (e.g. messages relating to greetings, eating out, a particular sport). Consider making **folders** that are labelled to reflect these topics and then move the messages into the relevant folder. You will probably find that some messages are relevant to more than one topic. If so, you can save multiple copies of the same message into a number of different folders. Moving your messages into topic folders that make sense to you is an important step as it will help you and your Speech & Language Therapist (SLT) to figure out how to group them together logically.

For more information please refer to:



7c *Grouping & Organising Banked Messages into Folders on a Computer*

4. Keep a **copy** of your sound files as well as the original written list. If you have saved them onto a computer, make a back-up copy on a USB key, external hard drive or in cloud storage. Also, it can be a good idea to give a copy to your SLT. If you do this, you may be asked to sign a form to show that you have given permission to keep a copy of your files.
5. **Return** the recorder to the service that loaned it to you.



If you do not have a computer or if you do not feel this is something you can easily do, link back with your SLT or Assistive Technology service who can do this step with you.