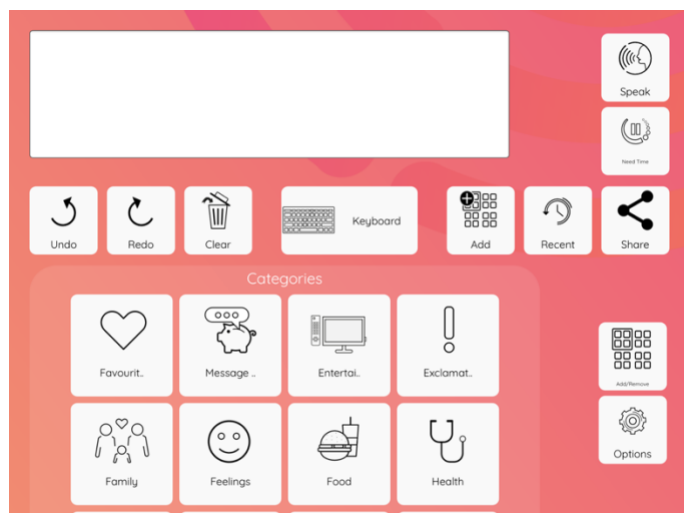


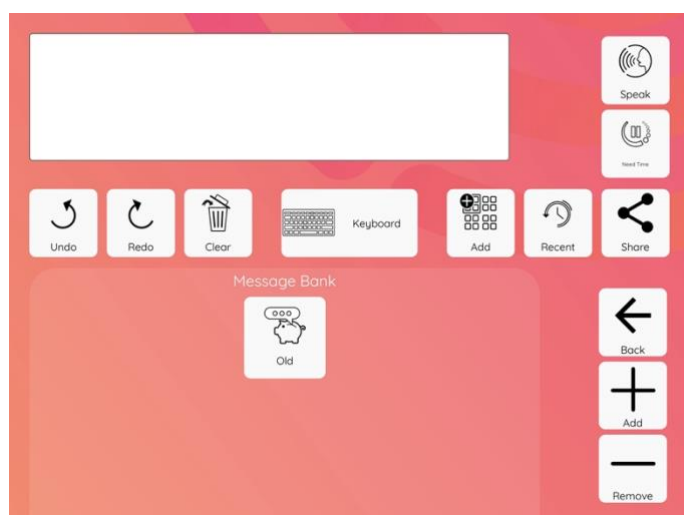
Message Banking

Message banking allows you to record specific messages in your own voice that can then be played back from within the app. People often choose to use message banking to record names of loved ones, special messages to people and common phrases.

Recording a message bank phrase



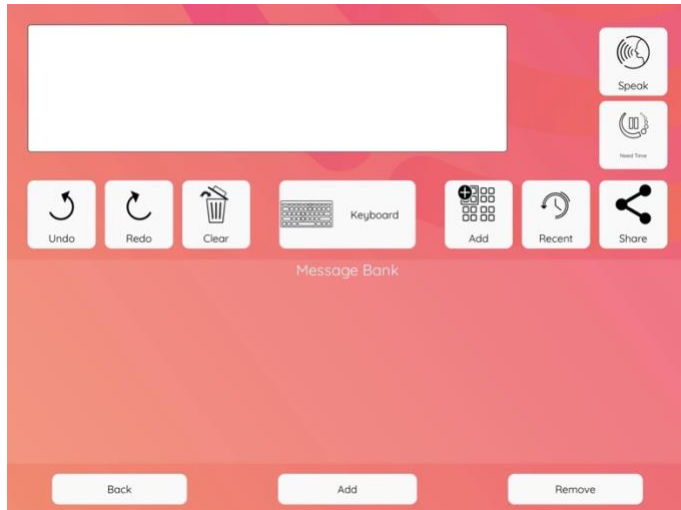
To record a new message, go to the **"Message Bank"** category.



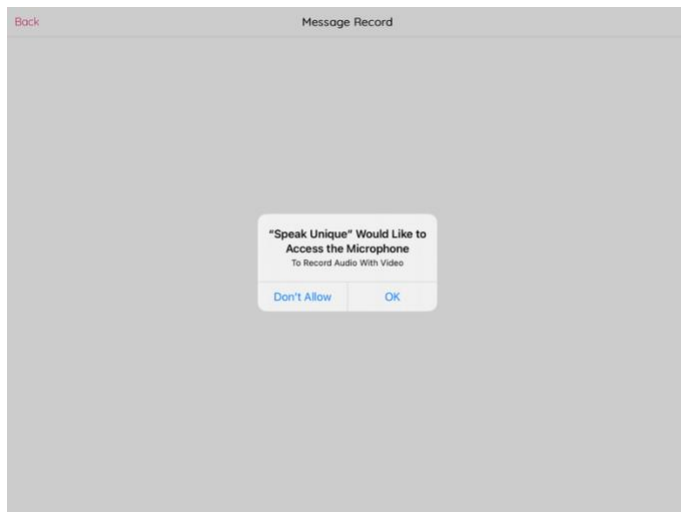
There will be a default category called **"Old"**.

To add new phrases to this category click **"Old"**.

To first add a new category, please skip to [this section](#).

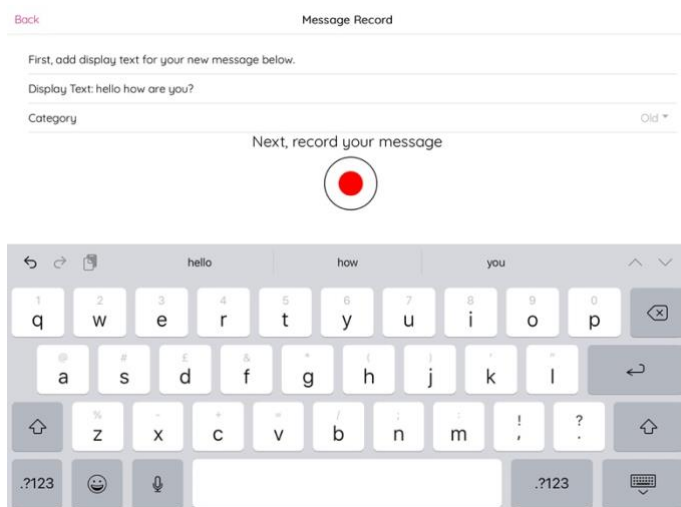


Click **“Add”** to add a new message.



The first time you record a message, a pop-up will appear to ask you to grant permission for the app to use your microphone.

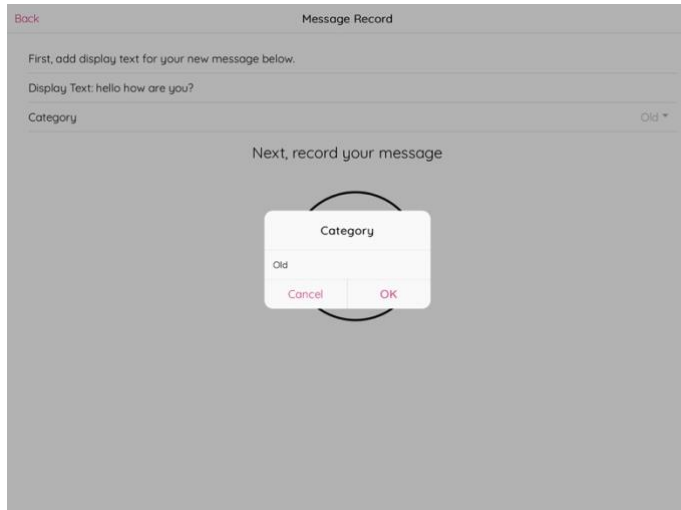
You must allow the app access to your microphone to be able to record your messages. Please click **“OK”**.



Click in the **“Display Text”** box to bring up the keyboard.

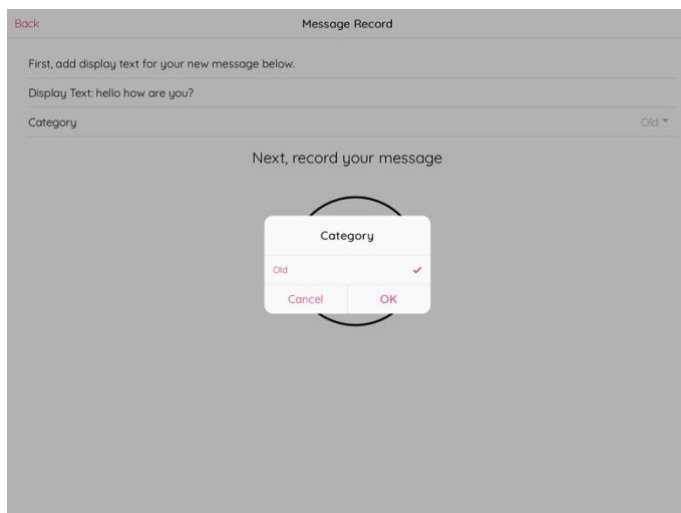
Add a name for the recording. This could be a direct transcript of the message or a title that you will associate with the recording.

In this example, we will store a message that says **“Hello, how are you?”**.



Click the **“Category”** box to select a category for your message bank to go into.

A list of categories will appear. If you have not created any new categories, the only option will be the default category **“Old”**.



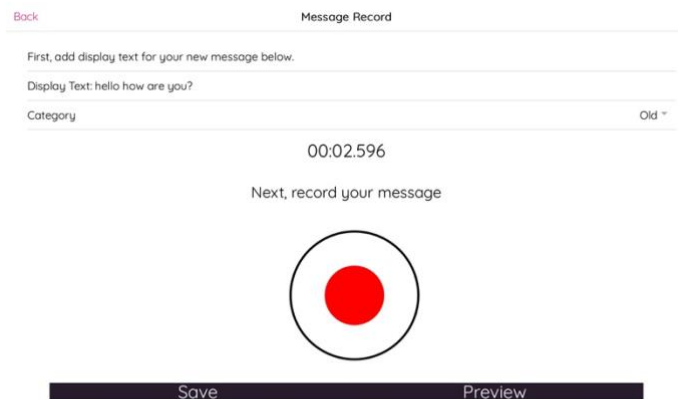
Select the category you would like to add the phrase to. The name of the selected category will turn pink and a tick will appear on the right hand side. Then click **“OK”**.

In this example the **“Old”** category has been selected.



When you are ready to record your message, press the red circle and speak your message out loud.

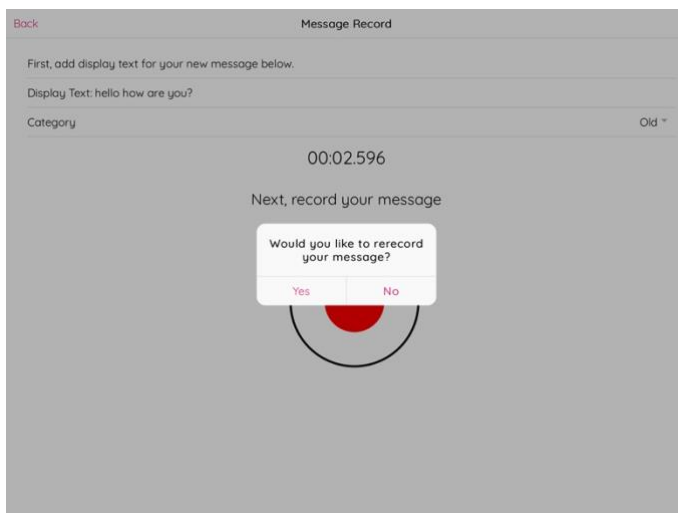
The red circle will change to a red square and a timer will start to indicate that the recording is in progress.



When you have finished recording your message press the red square to stop the recording.

A **"Save"** and **"Preview"** button will appear when you stop recording.

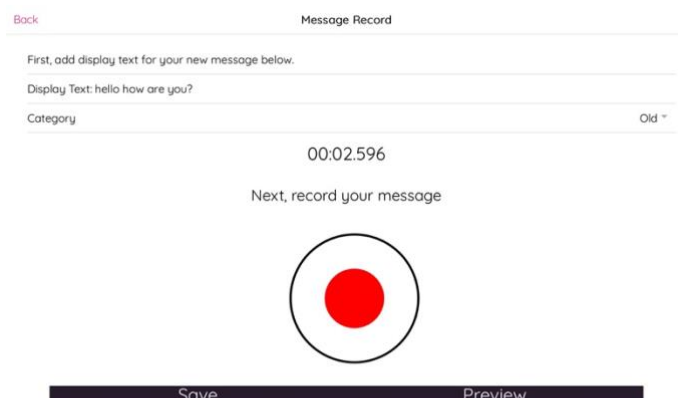
If you would like to listen back to the recording please press **"Preview"**.



If you would like to rerecord your message, click on the red circle again.

A message will appear asking you to confirm that you would like to rerecord your message.

If you choose to rerecord the message, the original file will be replaced.



When you are happy with the recording, click **"Save"**.

[Back](#)


Recording Saved!

First, add display text for your new message below.

Display Text:

Category Old ▾

Next, record your message



A confirmation message will appear to show that the recording has been saved.

[Back](#)


Recording Saved!

First, add display text for your new message below.

Display Text:

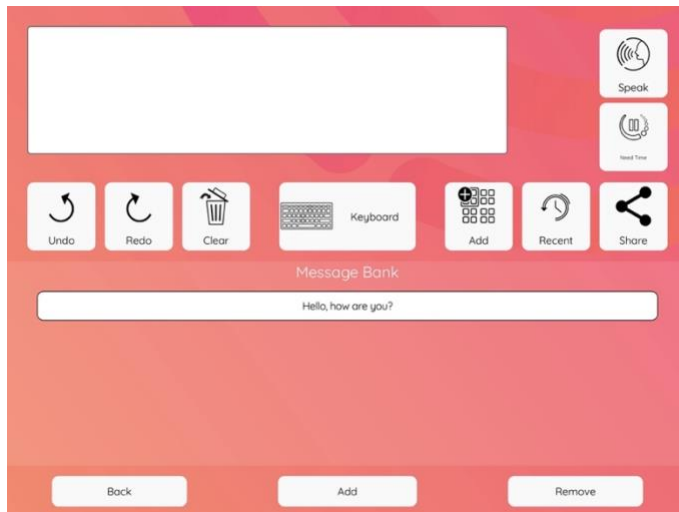
Category Old ▾

Next, record your message



You can continue to add more messages. When you are finished recording, press the “**Back**” button in the top left corner to return to the category page.

Removing a message bank phrase



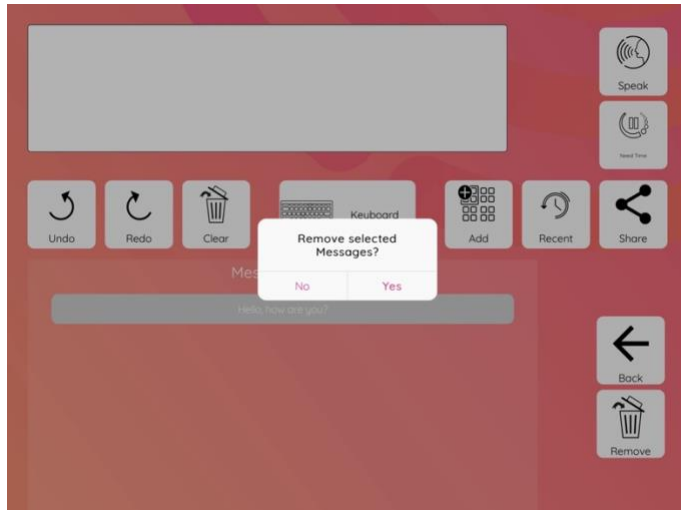
To remove a message bank phrase, click **"Remove"**.



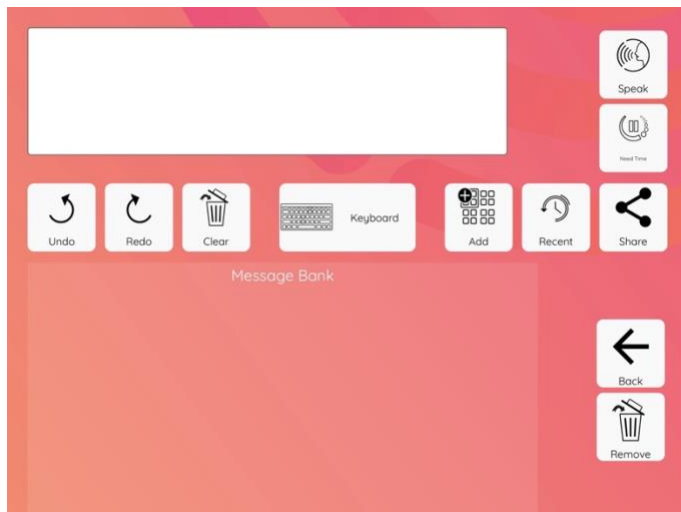
Select the phrase(s) that you would like to remove. Selected phrases will be highlighted in grey.



Click **"Remove"** to remove the phrase.

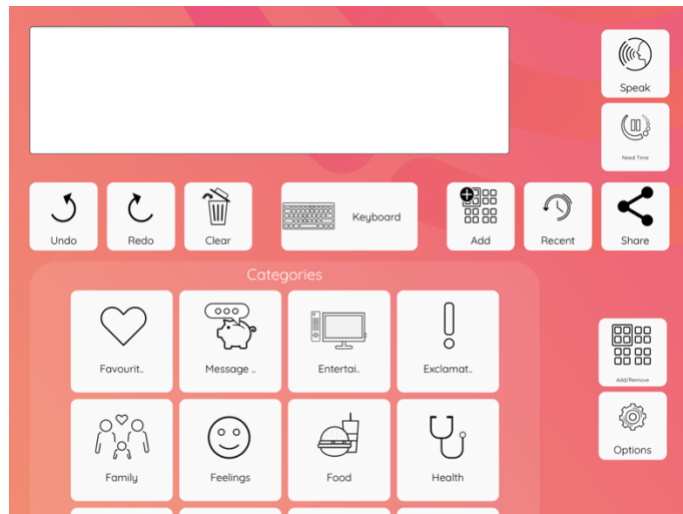


A message will appear asking you to confirm if you would like to remove the phrase. Click **“Yes”** to confirm you would like to delete the message bank phrase.

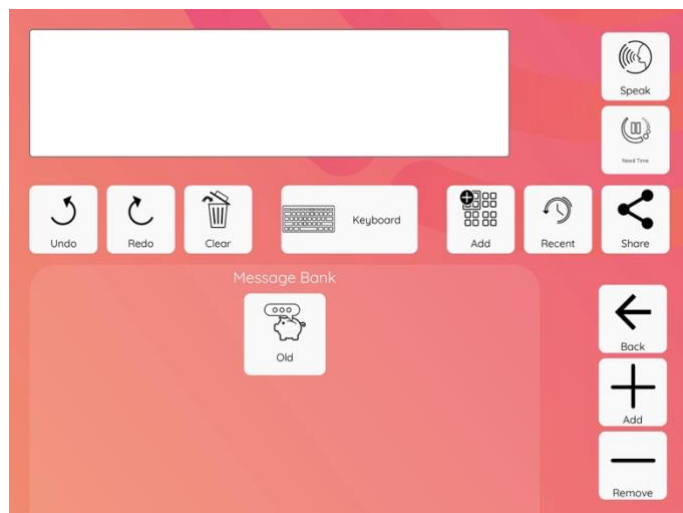


The phrase will be removed from the list. Click **“Back”** to return to message bank category.

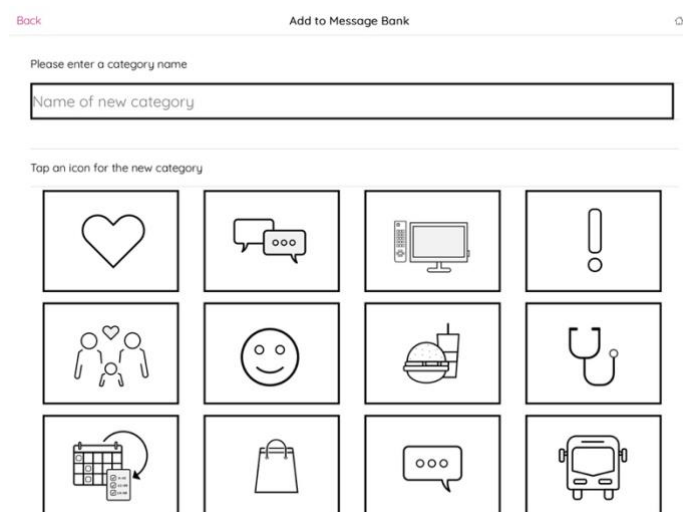
Add a new message bank category



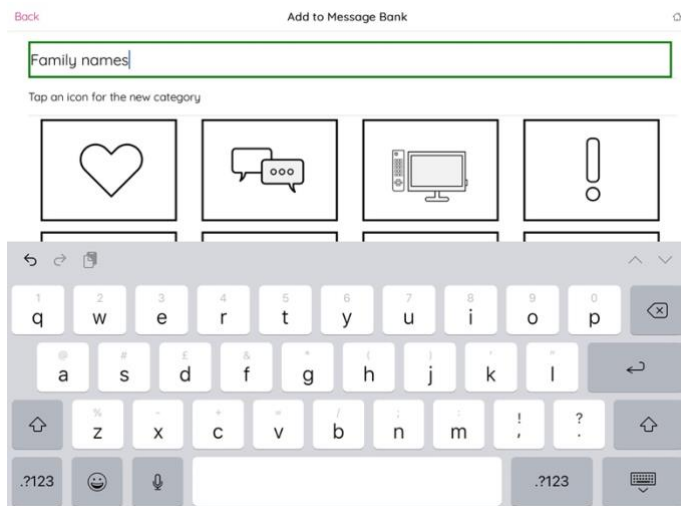
To add a new message bank category, open the category called “**Message Bank**”.



Click “Add” on the right hand side.

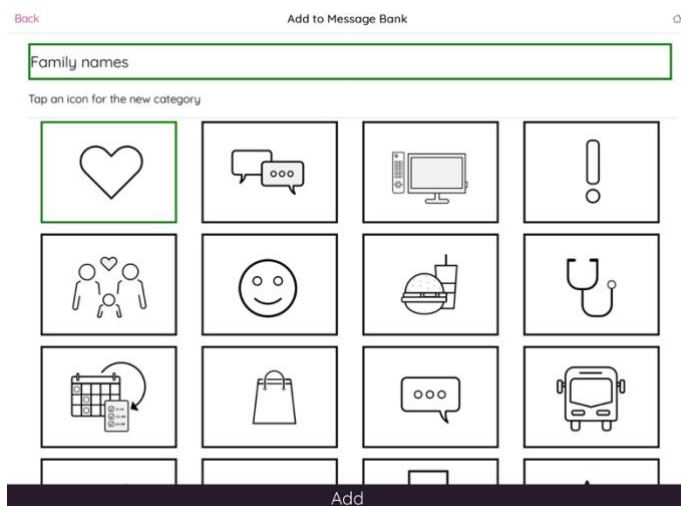


Click in the box “**Name of new category**” to pull up the keyboard.



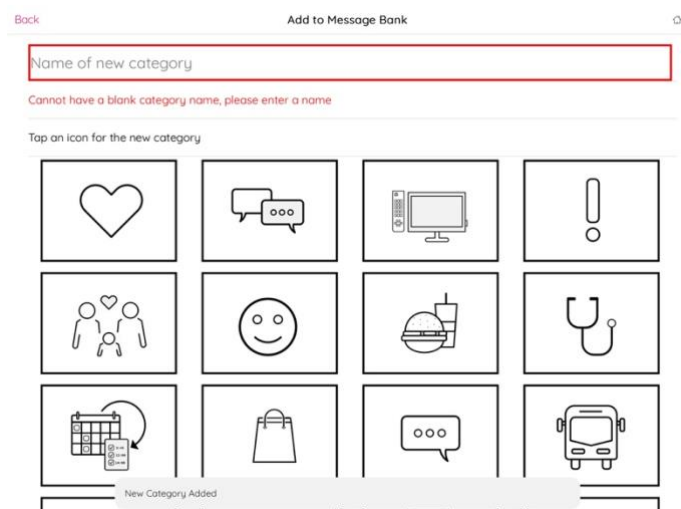
Enter the name of the category you would like to create.

In this example, a category called “Family Names” will be created.



Select an icon for your category. The selected icon will have a green box around it. Then click “**Add**”.

In this example, the icon of a love heart has been selected.



A confirmation message will then be displayed to show the new category has been added.

BackAdd to Message Bank

Name of new category

Cannot have a blank category name, please enter a name

Tap an icon for the new category

Heart

Speech bubbles

Computer monitor

Exclamation mark

Family

Smiley face

Stethoscope

Calendar

Shopping bag

Speech bubble

Bus

New Category Added

You can continue to add new categories or click “**Back**” to return to message bank category.

Speak

Read Time

Undo

Redo

Clear

Keyboard

Add

Recent

Share

Message Bank

Old

Family n.

Back

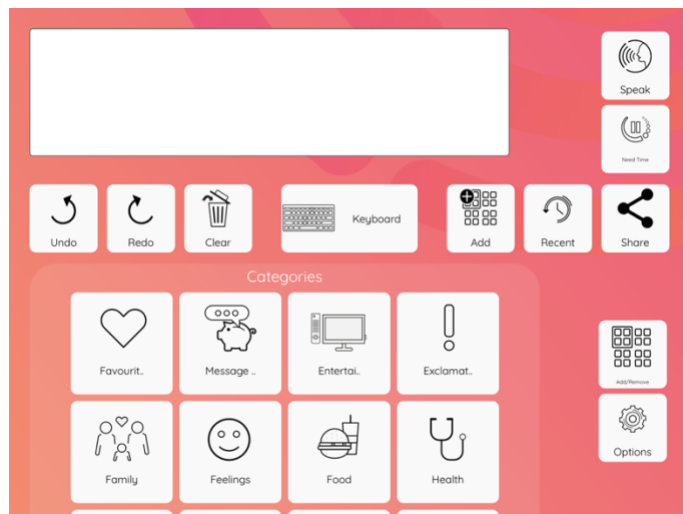
Add

Remove

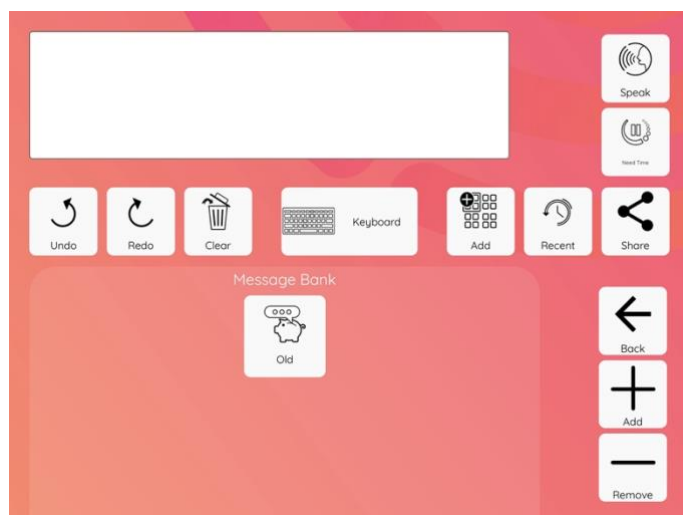
Your new category will now show within the “Message Bank” category on the app.

To add phrases to a new category, please follow the [steps above](#).

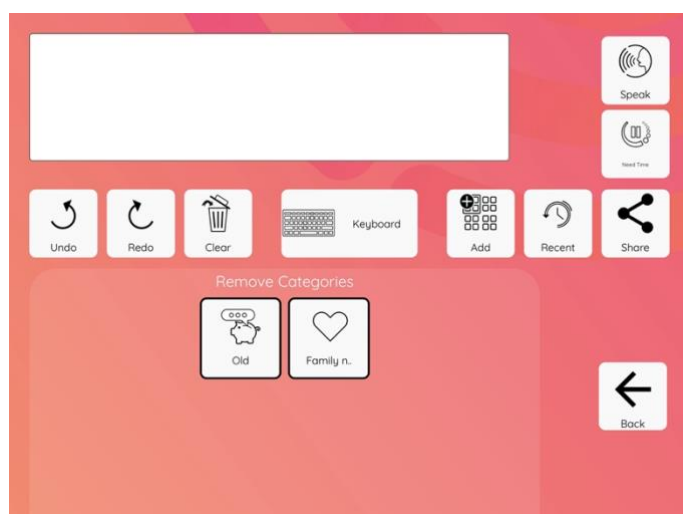
Removing a message bank category



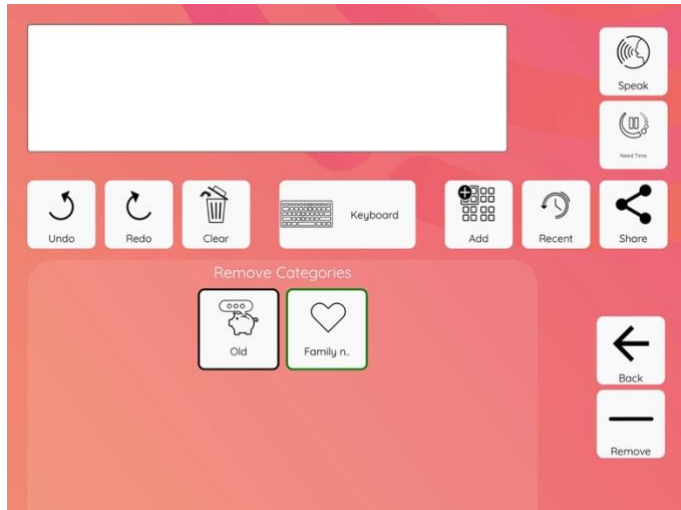
To remove a message bank category, open the category called “**Message Bank**”.



Click “**Remove**” on the right hand side.



Select which category you would like to remove.



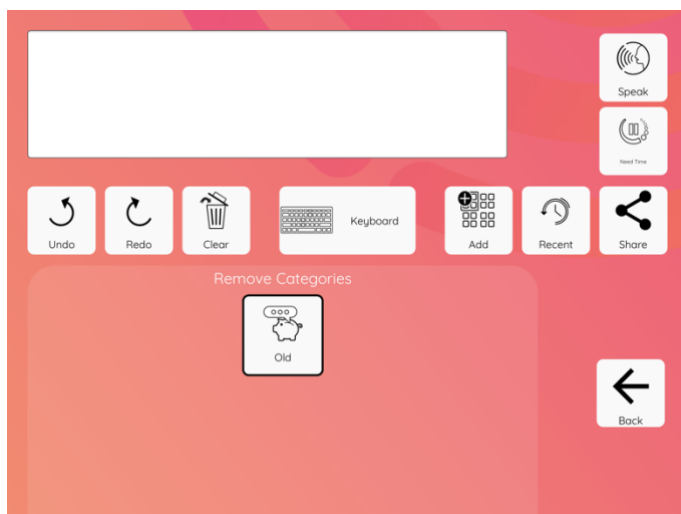
The selected category will be outlined in green.

Click **“Remove”** on the right hand side.



A message will appear asking you to confirm you would like to delete the category. Deleting a category will remove all phrases within the category and cannot be undone.

If you would definitely like to delete the category and all the phrases press **“Yes”**.



The category will be removed. Click **“Back”** to return to the message bank category.

Sync message bank phrases across your devices

You can sync your message bank phrases across multiple devices - for example, if you have recorded all your message bank messages on your tablet you can sync them, so they also appear on your phone.

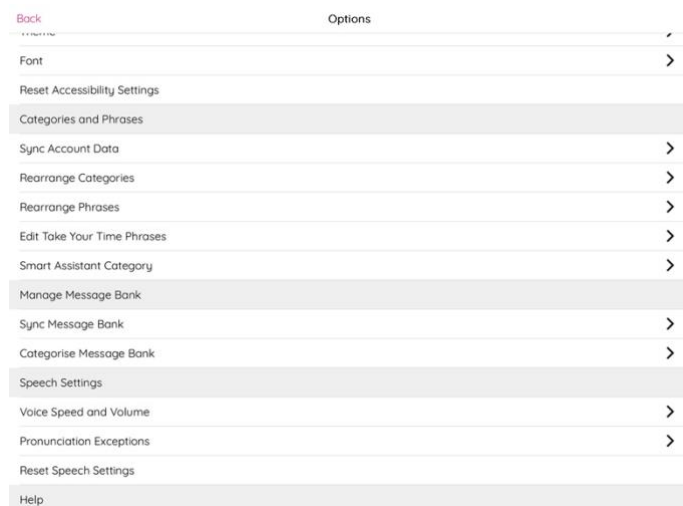
In this example, we will show messages that were recorded on a tablet (the first device), being copied over to a phone (the second device).

Uploading messages from your first device



Go to **“Options”**.

In this example the first device is a tablet.

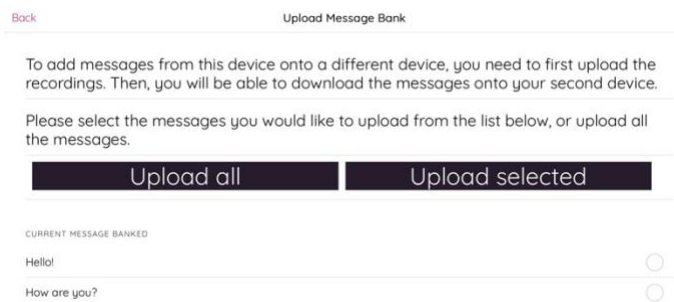


Select **“Sync Message Bank”**.



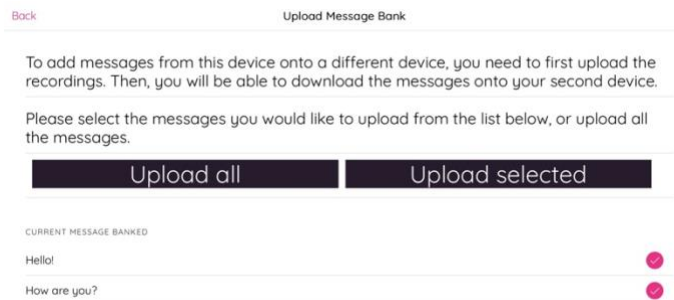
On the first device, click **“Upload”**.

In this example we are uploading messages from a tablet.

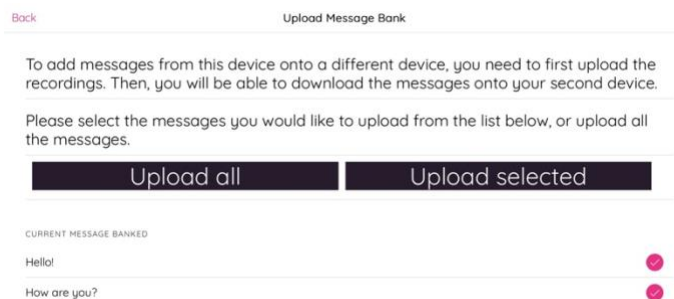


You can either upload all the messages or select specific messages to upload.

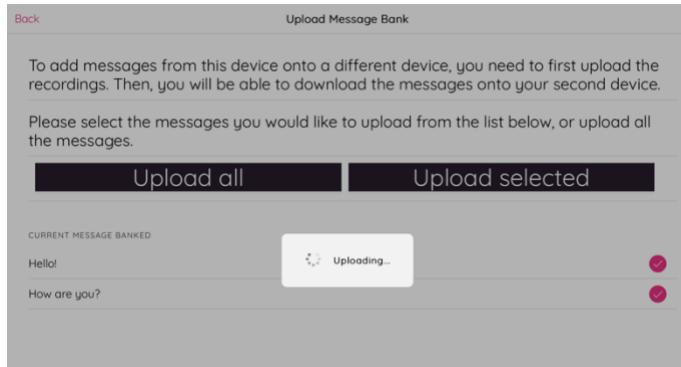
The current messages on the device will show under **“Current Message Bank”**



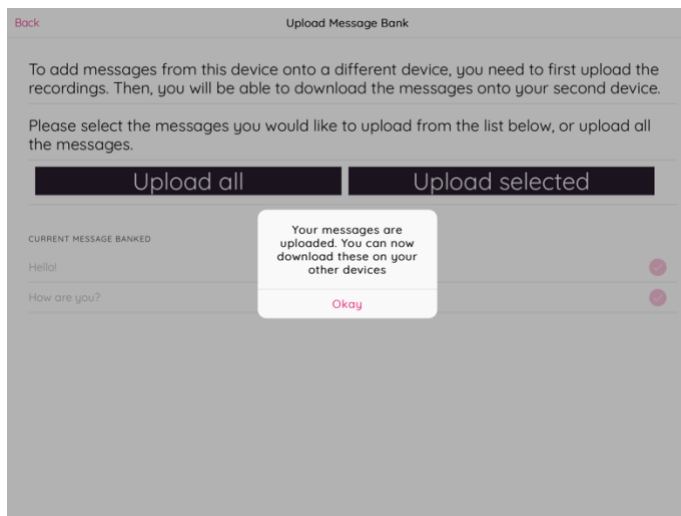
If you choose to select specific messages, click on each message to select them. Selected messages will show with a tick on the right side. In this example both **“Hello!”** and **“How are you?”** are selected.



Press **“Upload Selected”**.



A spinning circle timer will appear while the messages are being uploaded.



A confirmation message will appear to show that the messages have been uploaded. Press "**Okay**".

Downloading messages onto your second device

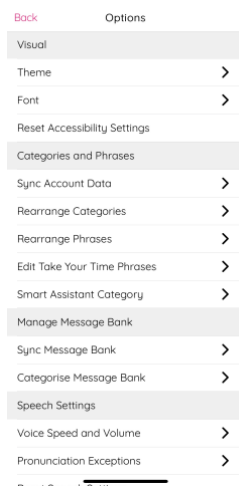
Once you have uploaded the messages from the first device, you can then download them onto your second device. In this example, we have uploaded the messages from a tablet, and we are now going to download the messages onto a phone.

Complete the following steps on your second device that you would like to download the messages onto:

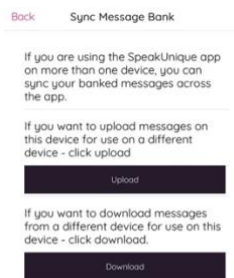


On your second device, open the app and go to **“Options”**.

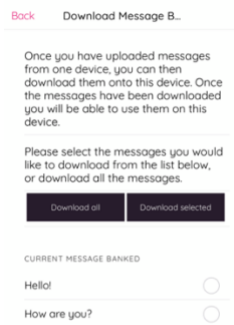
In this example, the second device is a phone.



Select **“Sync Message Bank”**.

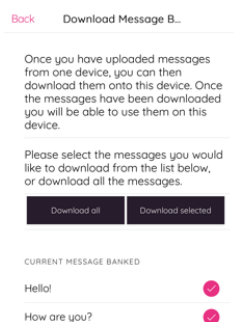


Select “**Download**”

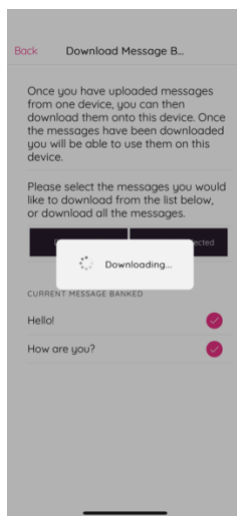


You can either use the “**Download All**” button to download all of the messages you uploaded, or you can download specific messages using the “**Download Selected**” button.

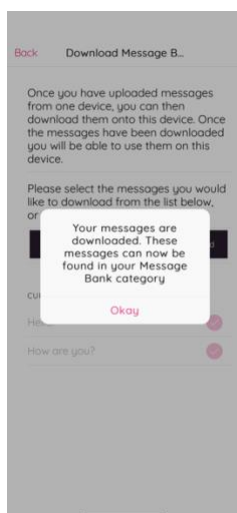
In this example, we will use the “**Download Selected**” button.



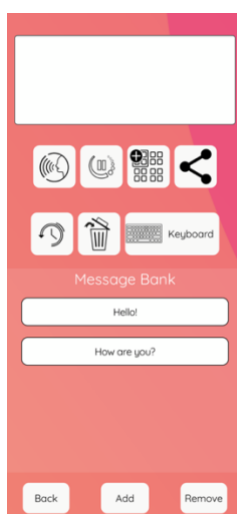
Select the messages you wish to download. Selected messages will show with a pink tick next to them. Once you have selected all the messages you would like to download, click “**Download selected**”.



A “Downloading” window will show as the banked messages are being downloaded.



You will receive a confirmation message once the banked messages have been downloaded successfully. Press “Okay”.



The messages will then show in the “Message Bank” category on your second device.