



The Irish Message Banking Toolkit



List of Documents

Introduction to the Irish Message Banking Toolkit

General background to the development and purpose of the toolkit

Where to Start Flowchart for Banking Your Speech

A 'pathway' of questions to ask when considering doing message and/or voice banking

Information and How-To Documents

- i**₁ **Using Technology for Communication**
An overview of how technology can help support communication
- i**₂ **Overview of Message and Voice Banking**
A summary of message banking and voice banking to help decision making
- i**₃ **My Key information for Message and Voice Banking**
A form to note important information about recordings of message/voice banking
- i**₄ **The Message Banking Process**
More detailed information about message banking
- i**₅ **Generating Messages for Message Banking**
A summary about ways to generate messages for message banking
 - i**_{5a} **Communication Diary for Message Banking**
A form to record possible messages as you go about your day
 - i**_{5b} **Themed Questions for Message Banking**
Questions to spark ideas when generating messages
 - i**_{5c} **Legacy Messages for Message Banking**
Information on recording legacy messages and apps to assist the process
- i**₆ **Recording Messages for Message Banking**
Information about what to consider to make high quality recordings
 - g**_{6a} **H1 Setting Up the Zoom H1 Recorder for Message Banking**
Getting this model of dictaphone ready to make phrase recordings
 - g**_{6a} **H1n Setting Up the Zoom H1n Recorder for Message Banking**
Getting this model of dictaphone ready to make phrase recordings
 - g**_{6b} **H1 Operating the Zoom H1 Recorder for Message Banking**
How to use this model of dictaphone for phrase recordings
 - g**_{6b} **H1n Operating the Zoom H1n Recorder for Message Banking**
How to use this model of dictaphone for phrase recordings
- i**₇ **Organising and Storing Messages for Message Banking**
The process of organising and storing messages for message banking
 - g**_{7a} **H1 Transferring Banked Messages from the Zoom H1 Recorder to a Computer**
How to get recordings off this model of dictaphone onto a computer
 - g**_{7a} **H1n Transferring Banked Messages from the Zoom H1n Recorder to a Computer**
How to get recordings off this model of dictaphone onto a computer
 - g**_{7b} **Re-Labeling Banked Messages on a Computer**
The process of re-labelling your sound files for message banking
 - g**_{7c} **Grouping and Organising Banked Messages into folders on a Computer**
The process of creating folders of your sound files for message banking
- i**₈ **The Voice Banking Process**
More detailed information about voice banking



Glossary of acronyms used

AAC: Augmentative Alternative Communication

AT: Assistive Technology

CRC: Central Remedial Clinic

SLT: Speech & Language Therapist
Speech & Language Therapy

Glossary of some of the icons used



Information document + number



Technology for communication



'How-to' use equipment document + number



Themed questions



Message banking



Communication diary

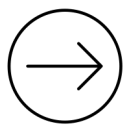


Voice banking



Legacy messages

Glossary of icons used in the 'How-to' Documents



Connect or disconnect a part from the recorder



Press a function button on the recorder



Use the left button of the computer mouse to click on a screen item



Use the left or right button of the computer mouse



Use the computer keyboard



Use the right button of the computer mouse to click on a screen item