

## Message and Voice Banking Simultaneously

Acapela Group has made it possible to use messages that you have recorded for Message Banking to create your own synthesized voice. **Message Banking** is a process of recording messages in your voice (e.g. Hi, how are you? How are the kids? What a good dog!), that can later be uploaded into a **Speech Generating Device (SGD)**, if you ever require one. Banked Messages can provide a more personal communication experience for you and for those you love. A simple way to Message Bank is to use your iPhone. To do this you will need a recording app that records in .wav file format (e.g. Voice Recorder HD app \$2.99).

If you record 550 messages or more you can upload them to Acapela's website <https://mov.acapela-group.com> to create a **synthesized voice** which will speak any message composed on a speech generating device. There is no cost to upload your messages and hear how your synthesized voice sounds. If you ever want to use your own synthesized voice on an SGD, you can request Acapela send it to you for a fee of \$99.00 per year. The cost may be slightly higher for voices that play on devices other than Windows computers and SGDs.

If you use Banked Messages in your SGD you will be able to express a set of your common phrases in your exact voice with your cadence, rhythm and style. If you made a synthesized voice too, then any other messages you enter into the SGD will be spoken with a synthesized voice created from your voice that is identifiable as you though it won't have your exact intonation. Having both can be ideal.

If you run out of steam before you have recorded the 550 messages required to create a synthesized voice through Acapela, you will still have your Banked Messages to use in a speech generating device and your effort will be very worthwhile. A speech therapist can help guide you in the process but here are basic instructions.

## Steps for Message Banking

### STEP 1 Record Messages



1. On your iPhone, download The **Voice Recorder HD** app from the iPhone App Store for \$2.99.
2. In a quiet environment begin recording phrases. Your speech therapist may have a list of message ideas to inspire your own. There is also a list at AmyandpALS.com under Handouts.
3. Record 5 messages and then tap Voice Memos at the bottom of the Voice Recorder screen. Listen to your recordings and check for any clicks, breath sounds, or environmental sounds. You may need to make corrections in positioning (e.g. hold phone closer or further away), in environment (e.g. turn off fan) or in other factors in order to produce clean recordings. If you are getting an occasional click sound at the beginning of recordings, Voice Recorder HD has a Trimming Tool you can purchase for .99 to edit recordings.
4. Once the recordings sound clean, record more. Try not to record for more than 10 minutes at a time as vocal fatigue will reduce the quality of your recordings. For some this may mean just a few clear recordings a day.
5. If you are able to record 550 or more recordings you can submit your recordings to Acapela Group to create a synthesized version of your voice. If not, the Banked Messages alone are a great achievement.

## STEP 2 Create a Message Banking Folder on Your Desktop



1. On your computer desktop create a folder and title it "Message Banking".
  - a. To create a desktop folder in Windows right click on the desktop, select New from the dropdown and then right click on Folder. Name the folder "Message Banking".
  - b. To create a desktop folder on a Mac, click on your desktop. Open the File dropdown and select New Folder. Click on the new folder to name it "Message Banking".

## STEP 3 Move Messages to your Computer



iTunes

1. Download **iTunes** onto your Windows or Apple computer if you don't have it already.
2. Use your charging cable to connect your iPhone to your computer's USB jack.
3. Open iTunes.
4. Select the icon that looks like your phone in the upper left corner of iTunes.



5. Select **File Sharing** then select the Voice Recorder HD Icon



6. You will now see all of your recordings. Place your cursor in the list of recordings and Select All under the Edit tab. Drag the recordings to the Message Banking folder you created on your desktop in STEP 2. You may need to reduce  your iTunes screen to see your desktop folder.

## STEP 4 Labeling Messages

Recordings must be labeled with their exact message in order to be used for Message Banking or to create a synthesized voice. There is a free program called MyMessageBanking.com that will label all your messages in just moments.



TobiiDynaVox  
Message Bank

1. Go to the website MyMessageBanking.com and create an account.
2. Select Upload. Locate your desktop and select all the files in your Message Banking folder.
3. Select Start.



4. Once the upload is done, select View Messages. You can review all the messages and make sure they translated properly. Edit the translations if they are incorrect.

Text	Confidence	Recording	Tags
that was a rookie move	 85%	0:03	Humor
could you help me fold the laundry	 96%	0:04	Needs-Household
I need an appointment later in the week		0:04	Phone Chat

5. Optional: You may also want to "Tag" some or all of the message with the topic area the message falls under like "Greetings", "Goodbyes", "Affection" "Needs-General", "Needs-Medical", "Comfort and Positioning", "About Me". "Phone Chat", "Entertainment", etc. Later your messages will organize under these topics so they can be more easily located in your SGD.
6. After you have reviewed and corrected your message text (and added tags if you wish), select Download All. This will put a file called "BankedMessages\_ your email address" into your Downloads folder. Move it to your Desktop so it is easy to find in the future.

## Steps for Voice Banking

### Submit Your BankedMessages\_... Folder to Acapela to Create Your Synthesized Voice

If you have banked at least 550 messages, submit them to Acapela. Submitting over 550 is fine but does not improve voice quality.



1. Go to the Acapela website <https://mov.acapela-group.com>
2. Select "Start Now" and fill in the Contact Us form. In the My Message area request the "creation of an account and credential" from Acapela. You will receive an email with an account login.
3. Once you receive an account login, go to <https://mov.acapela-group.com/> and login.
4. Select Message Banking → Add New File → Select the language (e.g.: English (US)) and Choose Files.
5. Navigate to your Desktop and select your zipped "BankedMessages\_ *your email address*" file.
6. After about 48 hours you will receive a link to a website where you can listen to your voice. Login and select Listen at the top of the page. Type messages in the text box to listen to your voice.
7. At this point you can select to purchase your voice. Use the Contact Us Form on the Acapela website <https://mov.acapela-group.com> to request the purchase. If you are not yet in need of a synthesized voice you can purchase it at a later date by again using the Contact Us form.

Other Instruction Sheets Available at [AmyandpALS.com](http://AmyandpALS.com):

- How to Install Your Acapela Voice in Your Grid 3 Speech Device
- How to Upload Your Banked Messages into Your Grid Speech Device or iPad App
- List of Messages for Message Banking