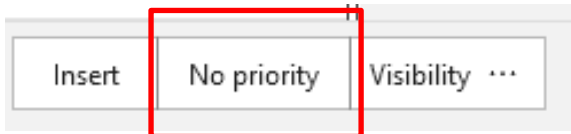| Changing Priority | |
|---|---|
| To change Priority, in the Dictation view click the 'No Priority' button in the bottom left. |  |
| Only Authors can change Priority and it can only be done in the first letter stage – Dictation. | |
| If you click this by mistake or need to remove the high priority marker, click the button again to return it to 'No Priority'. |  |
| High Priority dictations will be marked in red for the rest of their journey through the other letter stages |  |