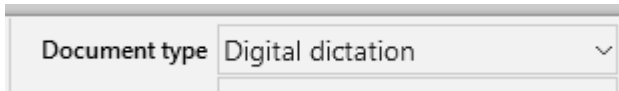

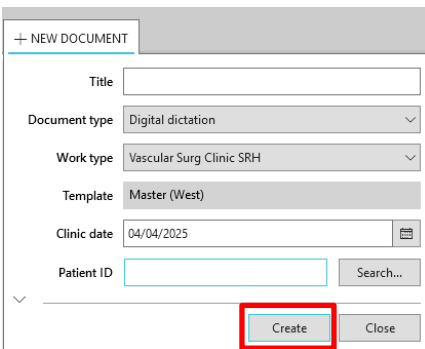

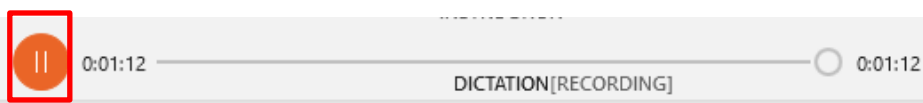


Start a Dictation	
<p>This option is for any Author who does not have a Speech Recognition Licence.</p> <p>Not every Author will automatically get a Speech Recognition licence as there are a limited supply in the Trust.</p>	
To start a Dictation file, your Document Type must be set to Digital Dictation in the document creation settings	
<p>If linking to an appointment double-click your patient row</p> <p>OR</p> <p>If starting this as an Non-clinic linked letter then click create</p>	 <p>OR</p> 
Click the Microphone Icon next to the Dictation playbar	
To stop your dictation recording click the Pause button that is next to the Dictation playbar	
Your dictation is then ready to be passed on to the next stage of the process once fully recorded.	