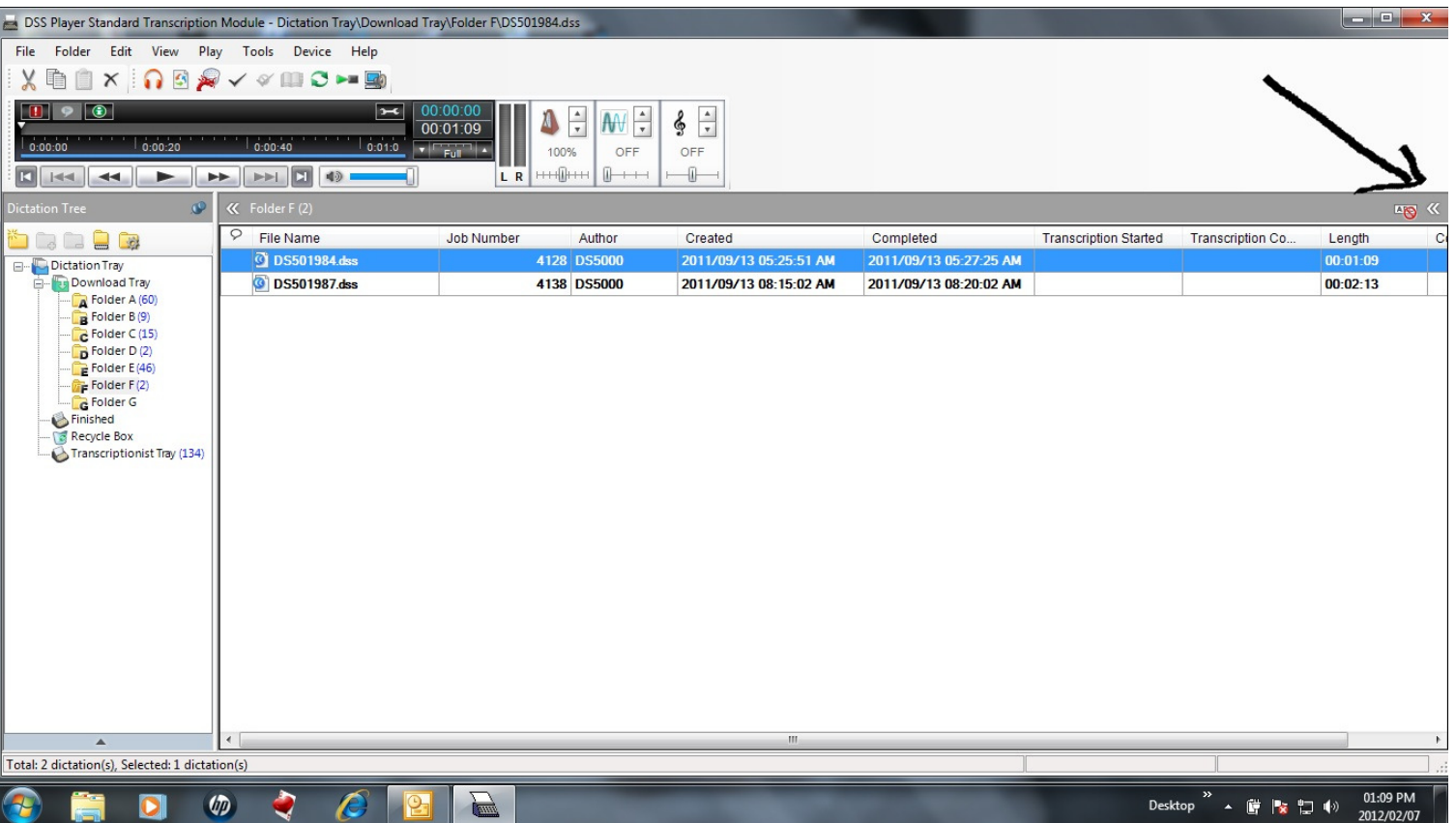


## How to change a file name

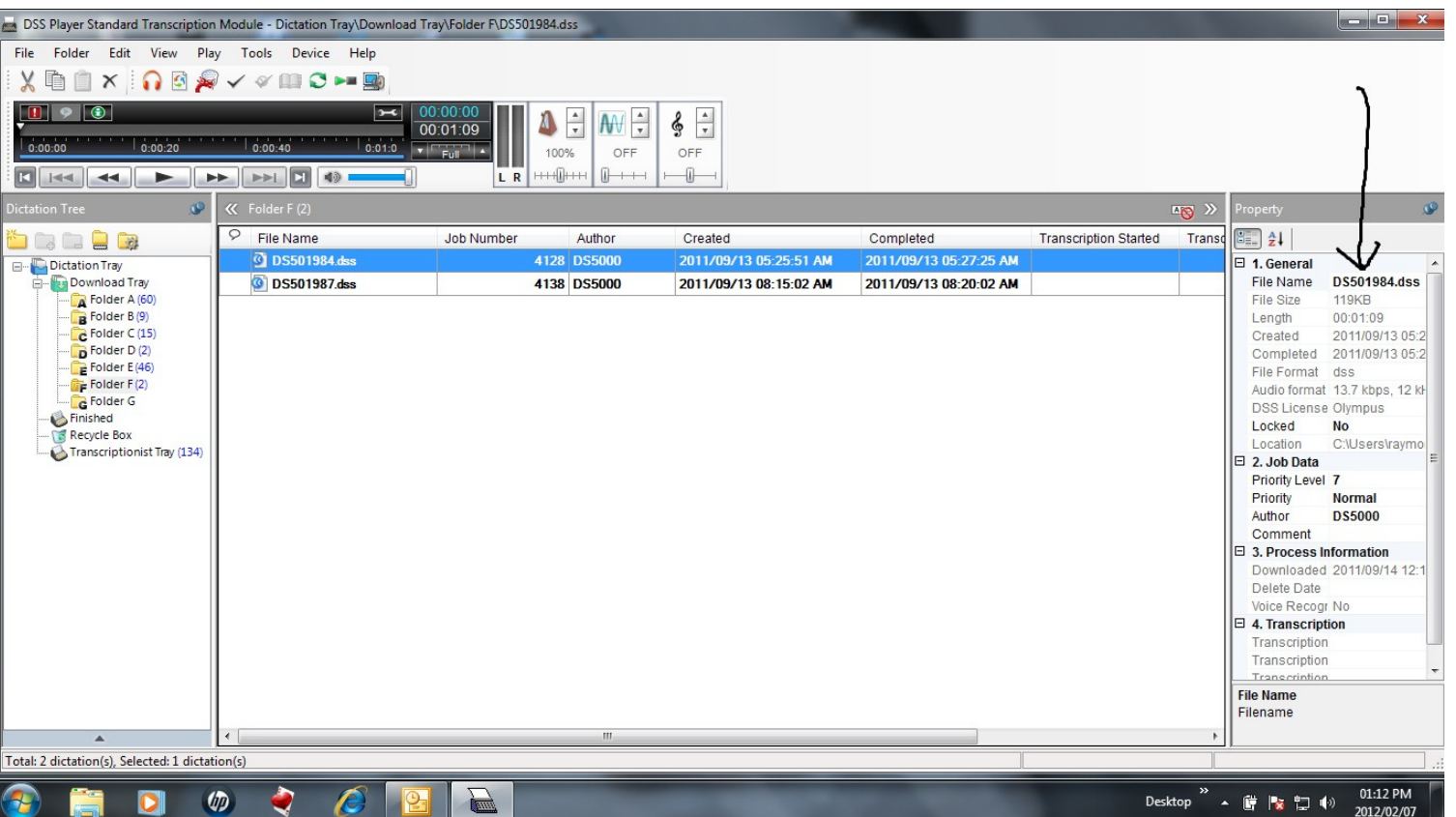
Open Transcription Module / Dictation Module

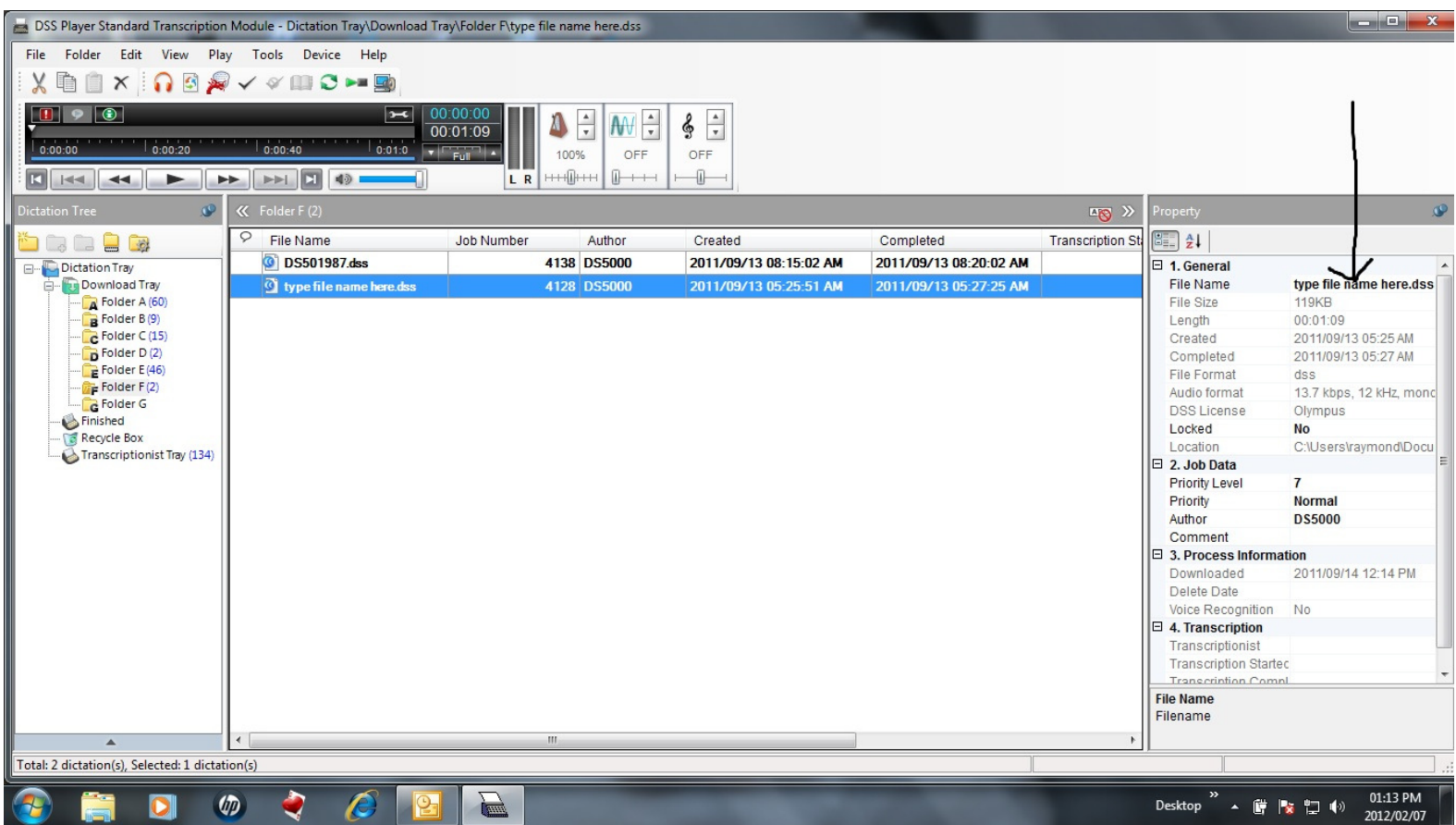
Click on left pointing double arrows (See screenshot below) to open File Property window



Select Dictation (Voice file) to be renamed

Type in new file name (See screenshots below)





Press **ENTER** – to store new file name

You can now click on Right Double pointing arrow to remove File property window