## **Think**

Organize ideas in your head.



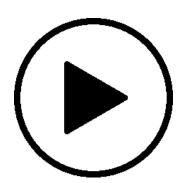
## Speak

Use a clear voice and speak in complete thoughts.



## Review

Play back your dictation and listen carefully.



## Edit

Correct any mistakes made by you or the computer.

