



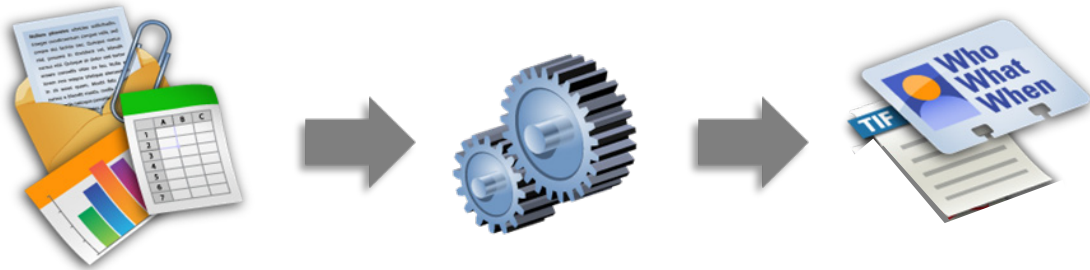
Getting Started with Breeze eDiscovery Suite

***Introduction to Breeze Workflow:
Converting Native Files to TIF with Bates Stamp***



Convert Native Files to TIF with Bates Stamp

Use these instructions to easily convert native files to TIF, then apply electronic Bates stamp and custom footers



Begin with Native Files

Process With Breeze

*End with Bates Stamped
TIFs with Load Files*

This workflow requires two Breeze options to complete. First, the user will process the Native files to TIF using the “**Convert Native Files to TIF**” option found under the EDD tab. Once the Native files are converted to TIF images in the output, the Breeze user will load the Breeze.mdb into the Image Manager “**Number & eStamp**” option to apply the Bates stamp on the output images.

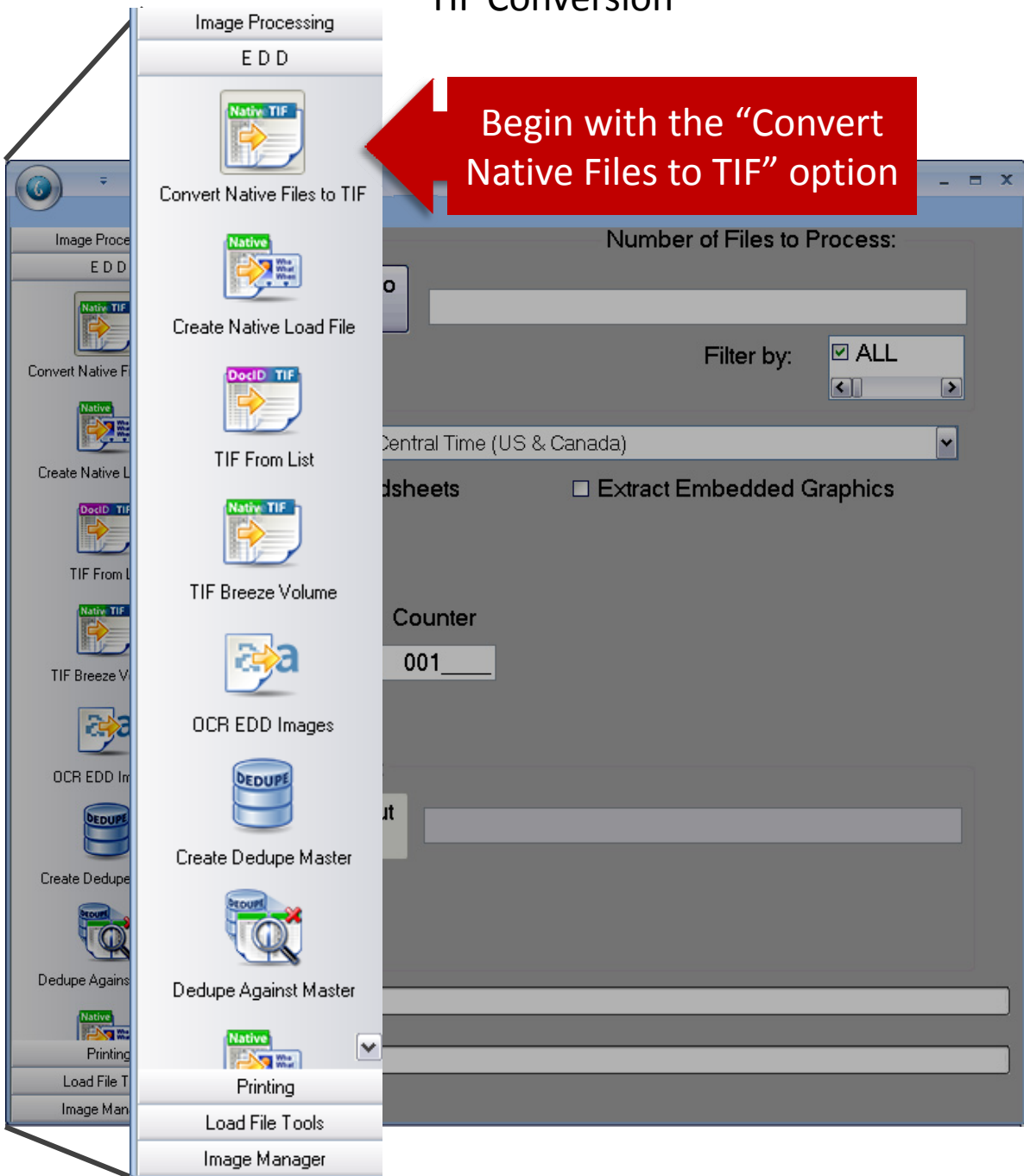
Below is a quick outline of this workflow:

1. Process Data Using the **Convert Native Files to TIF** Option – This process will perform the metadata extraction, TIF conversion and create the metadata eDII and DAT load files
2. Load the Breeze.mdb in the **Number & eStamp** option in the Image Manager – The Number & eStamp option allows the user to number the TIF files and apply the numbering scheme as an electronic Bates stamp in the output. Image load files are created in the output as well as optional metadata and native file inclusion in the output.

All of the steps required to complete each process are outlined in the Breeze eDiscovery Suite Users’ Guide

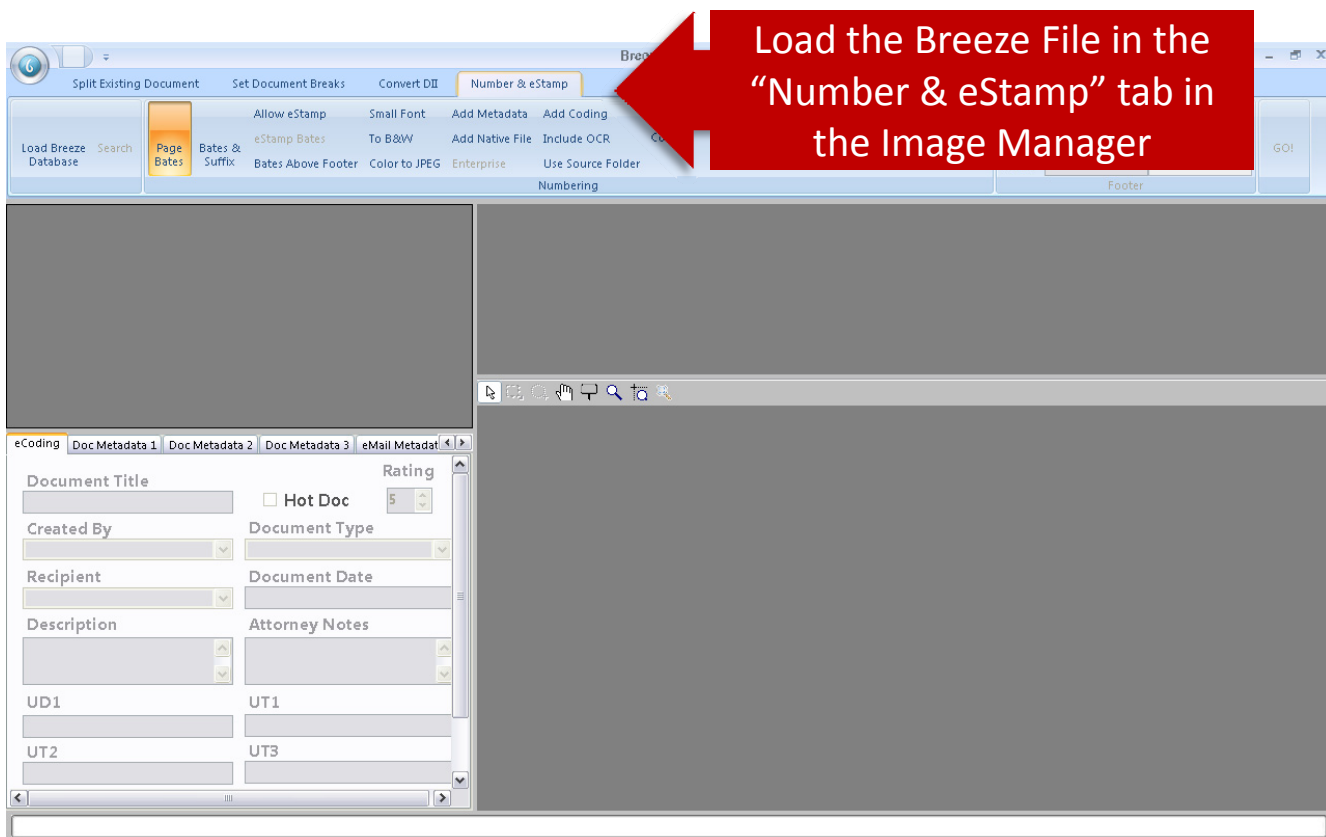
Convert Native Files to TIF with Bates Stamp

Step 1 – Convert Native Files to TIF Performs the TIF Conversion



Convert Native Files to TIF with Bates Stamp

Step 2 – Number & eStamp Applies Electronic Bates Stamp to Images



Breeze Technical Support Resources

*Check the many ways Breeze Lit can help you
Do It Yourself!*

- Call Support: 888-470-0621 ext. 11
- Email Support: support@BreezeLit.com
- Download the [Breeze eDiscovery Suite User Guide.pdf](#)
- Visit the [Breeze eDiscovery Suite Online Training Room](#) to learn at your own pace

Check out our DIY Blog
Focusing on Real World
Questions from Breeze Users

