


Bates Number Existing Images

Instantly Apply an Electronic Bates Stamp to Volumes of Existing Image Files



Getting Started

Make Sure You Are Prepared:
Reference the Breeze Process Plan for Guidance

1. Know what files you are going to process and where they are located;
2. Decide on a naming scheme, or know your next Bates/file number;
3. Do these images need a Custom Footer such as "CONFIDENTIAL"

Quick Tips

The four settings required before the [GO] button is available are:

- Select Images to Process
- Assign a Numbering Scheme by Clicking the Radio Button and Entering the Corresponding Values
- Check Mark "Allow eStamp" *and* Check Mark "eStamp Bates"
- Select or Create an Output Directory

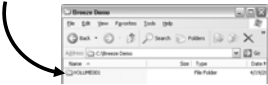
Quick Tips

Save Documents to a New Folder Instead of Saving to the Folder Containing the Originals.

Breeze will name the output files the same as the original file, so make sure there are no duplicate name

Breeze will not convert these image files, only Bates stamp them. If you need these files converted, use one of the image file conversion options

If you need to move or burn these images to a CD/DVD, copy the output folder (and all of the contents) to the destination or root of the disc.



Breeze DIY Series

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