

**Preparing Your Documents to  
be Processed by Breeze**

Barcode Sheets

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**Breeze Barcode Sheets**

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**Question:**  
"I have hard copy documents. How do I get started using Breeze Barcode Sheets?"

**Answer:**  
Use the Breeze Barcode Sheets to "Prep" your hard copies. Then use your scanner or MFD to image the documents. Once the documents are imaged, Breeze them!

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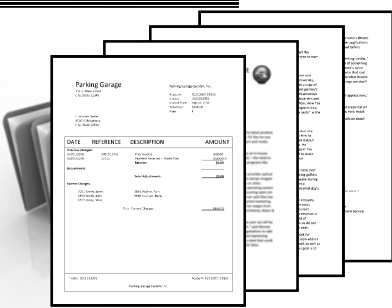
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**1** Gather the paper documents and sort the pages into a stack.



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2 Place a Document Break Sheet before the first page of each document.

**Tip:** Sometimes the beginning of a document can be determined by page number, paperclip or staple.

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3 After all of the Document breaks have been identified by Doc Break Sheets, you are then ready to scan your stack.

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### Scanning Tips

- Always begin a scan session with a Document Break sheet
- Use Attachment Sheets to capture Parent/Child relationships in your database
- Configure your capture setting to be between 200-300 Dots Per Inch (DPI)
- Configure your output file setting to be a Multi-Page image (PDF or TIF)

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**Breeze DIY Series**

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