


Convert Native Files to TIF

Create an Inventory of the Native Files, Extract Metadata, Identify Embedded Files and Objects and Convert the Native Files to TIF



Getting Started

Make Sure You Are Prepared:
Reference the Breeze User Guide for Guidance

1. Know what files you are going to process and where they are located;
2. Decide on a DocID naming scheme using abbreviations from (1) the case, (2) the custodian, or (3) the collection;
3. Have a processing folder/directory or drive available which is:
 - Outside the selected data (original files)
 - At least 3 times the size of the original data

Recommended Output Space

It is important that the output directory is at least 3 times the size of the original data population. It is not uncommon for the native file output to be much larger than the original data size. This is because all of the embedded objects and files are extracted during the inventory process. Also, you need to save room for TIF conversion.
