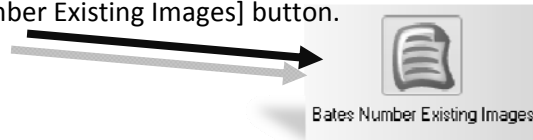


# Bates Number Existing Images

Bates number existing image files and save the results in an output location.

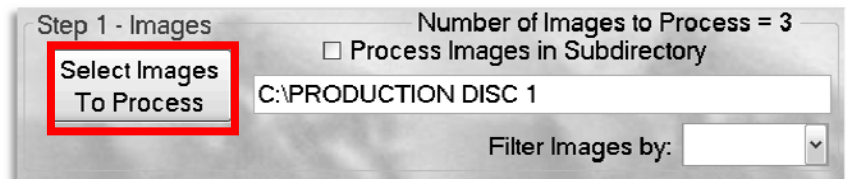
To begin, click on the [Bates Number Existing Images] button.



## Step 1 – Images

### Select Images to Process

- (1) Click on the [Select Images To Process] button
- (2) Browse to the volume of images files you wish to convert and click [OK]

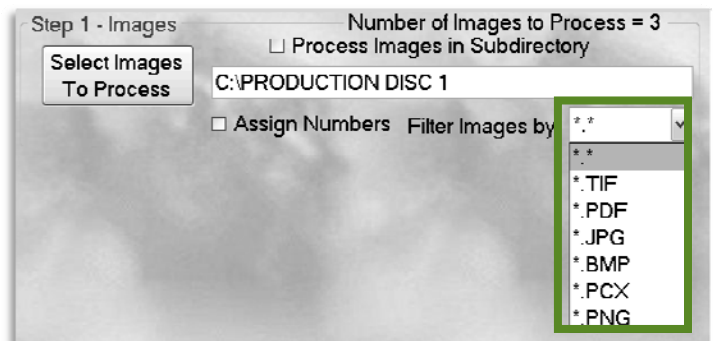


\*\*Make sure you check the box next to “Process Images in Subdirectory” if your image volume contains subfolders

### Filter Images By:

Use the “Filter Images by:” drop down list to filter the directory selected by file type. Breeze will only process the images designated by this filter.

(Please see *Supported Image Files List*)



## Step 2 – Numbering

Select your desired naming method by clicking on the radio button:

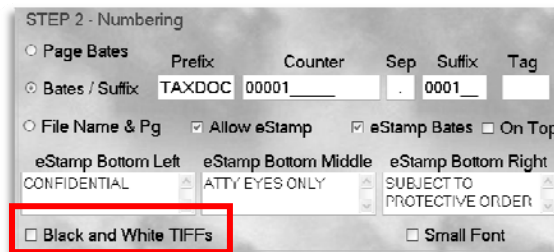
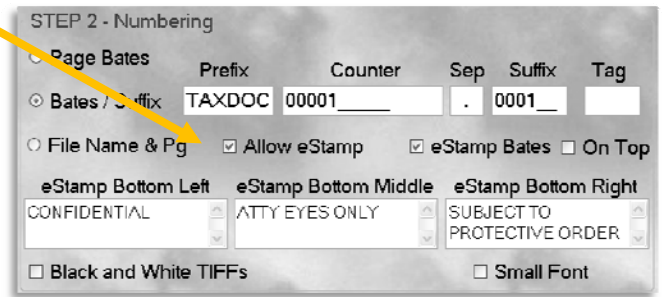
- (1) **Page Bates** – Bates numbering using prefix and counter fields; this numbering method is used for classic bates numbering schemes
- (2) **Bates / Suffix** – Numbering using prefix, counter, separator and suffix fields; this numbering method is used for documents that have incrementing prefix and pages, such as exhibit numbering
- (3) **File Name & PG** – Files named by original file name plus separator and suffix fields; this numbering method is used when the original document name should be the prefix of the file names with the addition of a counter
- (4) **Tag** – The Tag field allows the eStamp placed on the image to have a constant character at the end of the stamp. For example, a document translated to English might have a page id of “Bates1001”, but bates stamp of “Bates1001 E” to signify that this document was translated to English.



## eStamp

To create electronic bates stamps check mark *Allow eStamp*

- (1) **eStamp Bates** – This option will place the Page ID in the footer of the image.
- (2) **eStamp Regions** – This option allows the user to add a custom footer. Enter any message such as “Confidential” (as shown) and the message will appear in the footer of the image. You have the ability to place a custom eStamp in any of the three shown regions.  
\*\*\* To place a long eStamp message across the bottom of the page, use the bottom right region.
- (3) **On Top** – This button allows the user to change the position of the eStamp Bates to be above the eStamp Bottom Right message.
- (4) **Small Font** – By selecting this option, the user is able to create an eStamp with a smaller font.



## Color Conversion Options

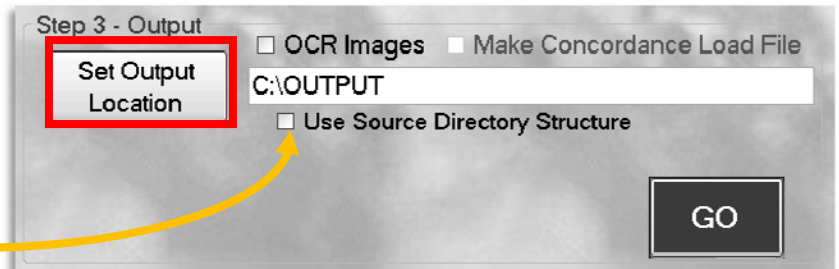
Options for processing color images

- (1) **Black and White Tiffs** – Selecting this box will save your color images as black & white tiffs.

## Step 3 – Output

### Output Location

- (1) **Set Output Location** – Click this button to browse to the output folder you wish to use. You are able to create a new folder in a directory by clicking [New Folder]; You are also able to type in the path if it is known
- (2) **Use Source Directory Structure** – Check mark this option to tell Breeze to recreate the original folder structure in the output and save the processed images as they were saved in the original folders



## OCR

- (1) **OCR Images** – Creates single page .txt files next to the images in the output directory and adds “@Fulltext Page” token to .DII file
- (2) **Make Concordance Load File** – Creates multi-page .txt files containing OCR as well as Concordance OCR load file

## GO

Once all of the required settings are set, the [GO] button will appear. Click the [GO] button to start the conversion. After the conversion is complete, you will receive a status box (as shown to the right).

