

Multi-Page TIFF

The "Multi-Page TIFF" option converts any of the supported file types to multi-page tiff files with a load file.

To begin, Click on the [Multi-Page TIFF] 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 – 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

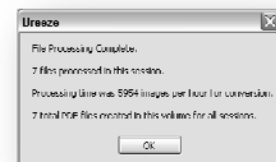


OCR

- (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

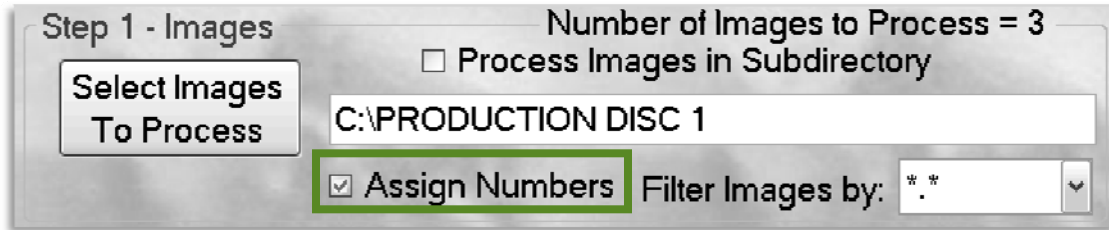
GO

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).



Assign Numbers

Check the "Assign Numbers" box to Bates Number and eStamp the documents you are converting to multi-page tiff.



Step 2 - Numbering

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

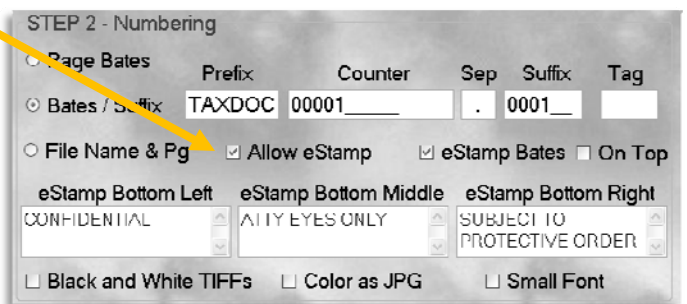
- (1) **Page Bates** – Bates numbering using prefix and counter fields; this numbering method is used for classic bates numbering schemes
- (2) **Bates / Suffix** – Numbering using prefix, counter, separator and suffix fields; this numbering method is used for documents that have incrementing prefix 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.
- (5)



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.



STEP 2 - Numbering

Page Bates Prefix Counter Sep Suffix Tag

Bates / Suffix TAXDOC 00001_____ . 0001__ _____

File Name & Pg Allow eStamp eStamp Bates On Top

eStamp Bottom Left eStamp Bottom Middle eStamp Bottom Right

CONFIDENTIAL ALL EYES ONLY SUBJECT TO PROTECTIVE ORDER

Black and White TIFFs Color as JPG Small 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.