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## Librex Newsletter - May 2014

Hi Marc-Andre,

Here's the May edition of our Librex Newsletter, which has the goal of keeping you informed about various Librex best practices and presenting you some of our new features.



### Import Your Documents By Virtual Printer

A quick and efficient way to import documents in Librex is by using its virtual printers. Indeed, Librex can simulate a local or network printer so that any application with a print option can send its documents. Librex offers virtual printers for your Windows network, and you can also install one on an IBM System i (AS/400).

Also, your documents will be automatically converted to PDF using the PostScript language, simplifying the metadata automatic extraction process and the long term archival of the document.

With this technique, you can even get rid of some of your physical printers. For example, if one of your applications prints periodic reports, you can simply reconfigure it to print in Librex instead of printing on the physical printer.

You will save on your printing costs while benefiting from a quicker access to your reports. You would like to keep an electronic copy of your reports but still need the paper copy? To achieve this, just print to Librex to keep the electronic version, and then create a transmission script to automatically transfer the document to the physical printer.

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## Validate Your Metadata

One of the goals when deploying an electronic document management system is to have better control over your enterprise content and to avoid any document loss or bad classification.

To reach this goal, it's essential that you link good metadata (properties) to your documents, as this metadata will then enable you to find them. To achieve this, Librex offers multiple tools to raise the quality of your metadata and to insure its integrity.

You could, for example, define a minimum and maximum number of characters for a property, or define which characters are allowed at which positions in a string. It's also possible to assign a regular expression (REGEX) that your property must respect, or to assign a validation script to your property.

We also recommend you to add cross-validation logic on the value of your properties. For instance, automatically extract a single property value on your documents, then use this value in a script to validate the existence of this record in your ERP system and import extra metadata from that system. Using this strategy, you simplify your data entry operations and validate the integrity of your metadata.

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Thank you for reading our Librex newsletter. We appreciate your interest in our solution and invite you to contact us for any question.

We also invite you to follow us on [Twitter](#) or like us on [Facebook](#) to get all the latest news on Corium and Librex.

To consult the complete Librex documentation, visit our [Librex Documentation Portal](#)



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