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06/28/2018

[#1 \(/forum/english-forums/docuware-questions-about-usage-and-configuration/importing-documents-metadata\)](#)

Seth Jaco

Importing documents with metadata

Points: 124

We have a client that is exporting PDF files with a .CSV file that contains the metadata for the files exported. I am needing to get these files into DocuWare with the metadata that is tied to them. Which would be the best way of doing this? I have tried the Import with using metadata but there isn't a .CSV option or .XML option. Am I missing something?

Thanks

06/28/2018

[#2 \(/comment/5954#comment-5954\)](#)

Craig Williams

You are correct import works very well....

Points: 43

Importing the documents using IMPORT is a XML only thing,

It is pretty easy to restructure the CSV file to meet the xml standard.

Here is an example...See if that helps.

<http://www.commicrofilm.com/home/about/help/importingfilesusingthecontro...>
(<http://www.commicrofilm.com/home/about/help/importingfilesusingthecontrolfile-dwcontrol->)

by the way the importer is very touchy about upper and lower case they have to match 100%
I had a client who was output the files in pdf as "name of file.PDF:
in the data stream they had the file name insert like this

```
<InsertFile path='name of file.pdf'/>
```

Would not go in.....everything needs to match..and in the above example the single quotes are correct...

By the way if the client is creating the PDF can they PRINT them to the printer using eh control codes?

You can add a line at the top of the page and make the font SUPER small using the dwcontrol font and print the file straight to Docuware as well.

An example fo that is here:

<http://www.commicrofilm.com/home/about/help/usingdwcontrolfontwithdocuwa...>

Craig

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06/28/2018([Reply to #3 \(/forum/english-forums/docuware-questions-about-usage-and-configuration/importing-documents-metadata#comment-5954\)](#) [#3 \(/comment/5963#comment-5963\)](#))

Seth Jaco

Am I reading this correctly,

Points: 124

Am I reading this correctly, that I would need 1 xml file per pdf file that needs importing? Could I not use 1 xml file for several pdf files?

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Points: 56

yes, you need one XML for each Document. Please note that the file extension should be ".DWCONTROL" instead of ".XML".

Greetings from Germany,

Simon H. Hellmann

DocuWare System Consultant

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07/11/2018

[#5 \(/comment/6024#comment-6024\)](#)

[Tobias Getz](#)

Maybe Autoindex can also help

Hi Seth,

Points: 112

you might just want to try Import and Autoindex. Import the files just with the filename and use Autoindex afterwards for indexing the documents.

In this case 1 csv-file can be used for all documents. The only important part is, that you have the filename somewhere in the csv file.

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