

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

Introduction:

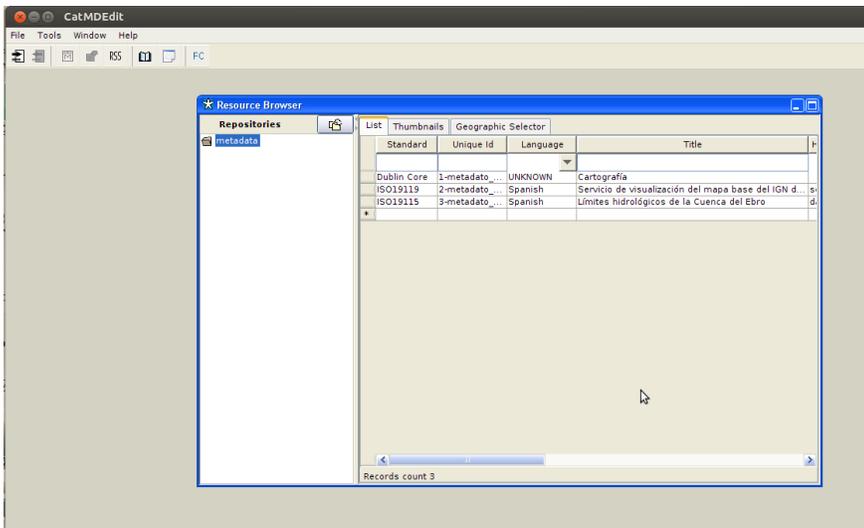
CatMDEdit, <http://catmdedit.sourceforge.net>, is a Java-based open source (LGPL) program for creating and editing spatial metadata in CSDGM or ISO 19115 formats. The program is cross platform and can be used on Microsoft Windows, Apple OSX, and Linux operating systems, as long as Java is installed.

CatMDEdit can be installed without administrative access for the computer, and all of the data is stored as XML files in the installation directory.

Getting Started:

Once CatMDEdit is installed, you will want to copy the NC template to the templates directory. If you installed CatMDEdit to C:\CatMDEdit, then the template directory is C:\CatMDEdit\repository\templates.

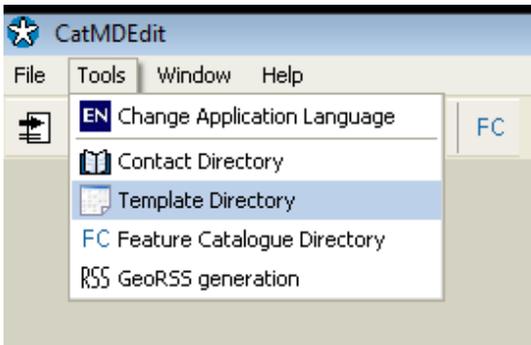
You can then start CatMDEdit (on windows) by going to **Start-->All Programs-->CatMDEdit**. You will then see the following screen:



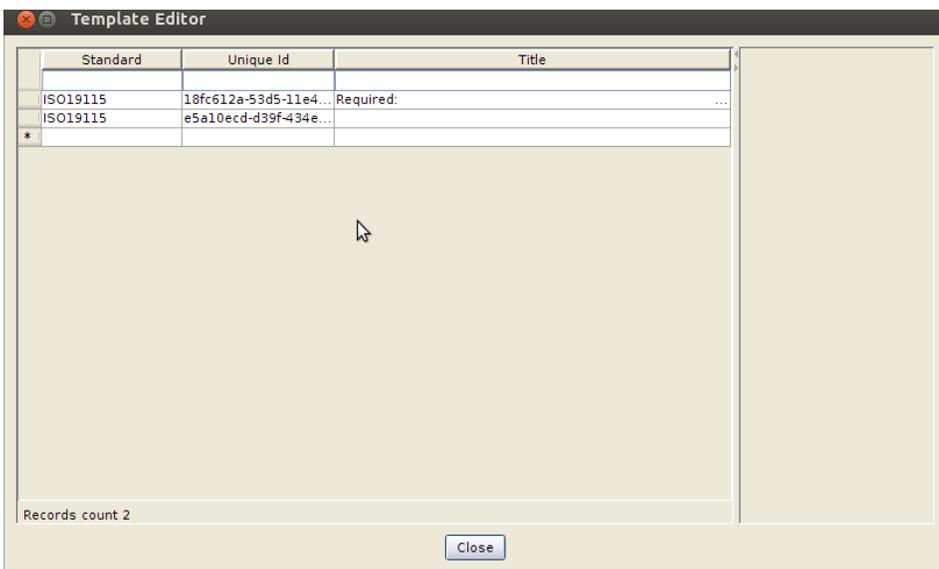
You will see a listing of three sample metadata files and a blank line. The first thing we need to do is set up the North Carolina template. In the upper left hand corner, select **Tools > Template Directory**.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



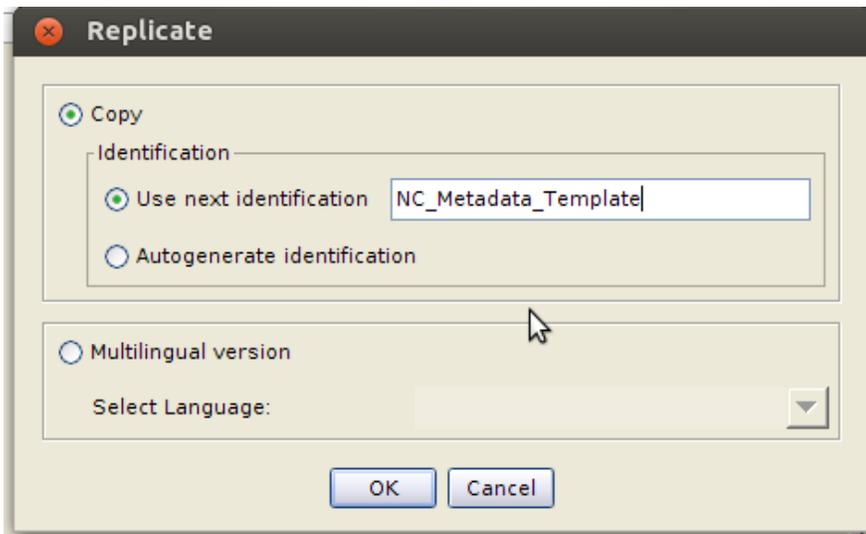
The **Template** editor menu will open with 2 entries. Select the one with **Required** as the **Title** by left clicking on the entry. It will change color when selected. CatMDEdit has assigned a random Unique ID to the XML file you copied into the templates directory. We need to create a new template with a recognizable name.



Right click on the selected entry and pick the **Replicate** option. When this menu comes up:

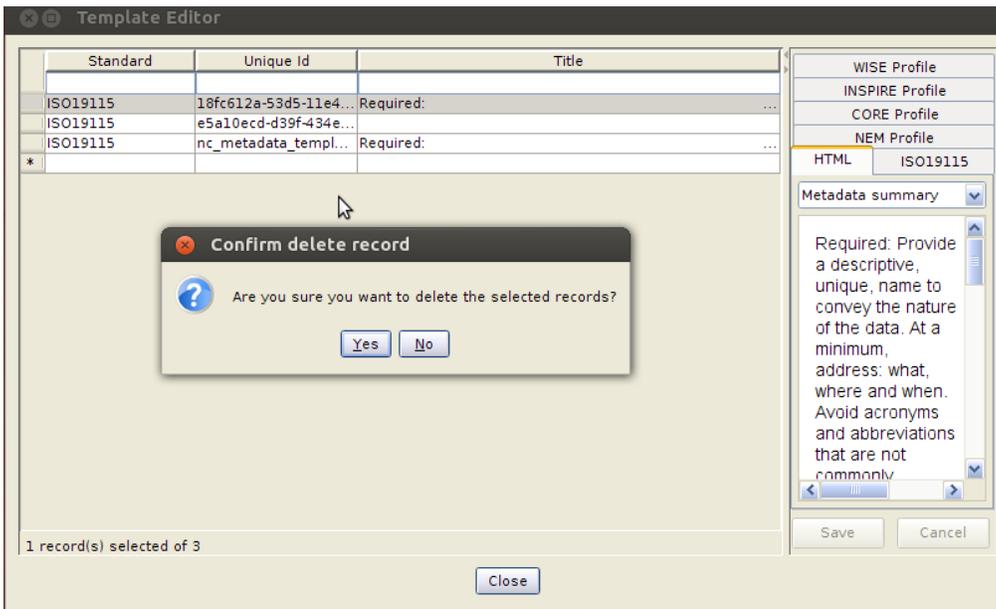
Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



Click on the radio button for **Use Next Identification** and enter “NC_Metadata_Template” (no quotes) in the text box. Then click **OK**.

Select the original template and right-click and select **Delete**.

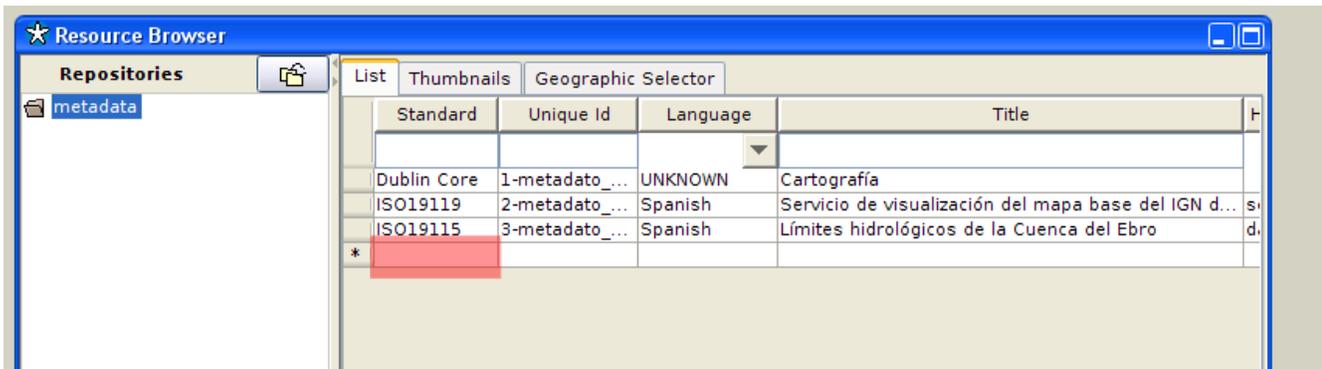


You should see the old record selected and a confirmation message (The nc_metadata template record is now selected). Click yes and then close the window.

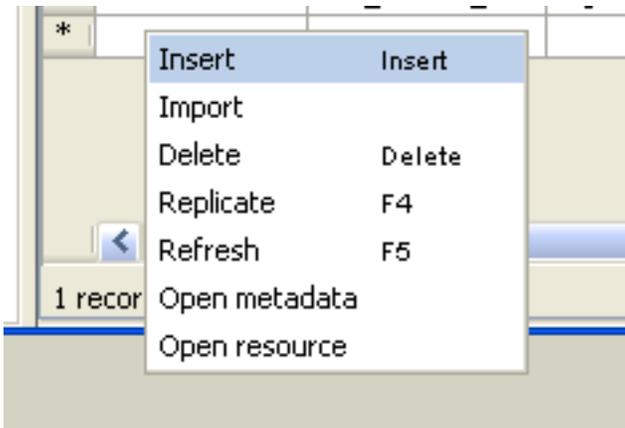
Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

You will now see a window titled **Resource Browser** with listing of three sample metadata files (in Spanish) and a blank line. Right click on the left-most blank cell (highlighted in red).



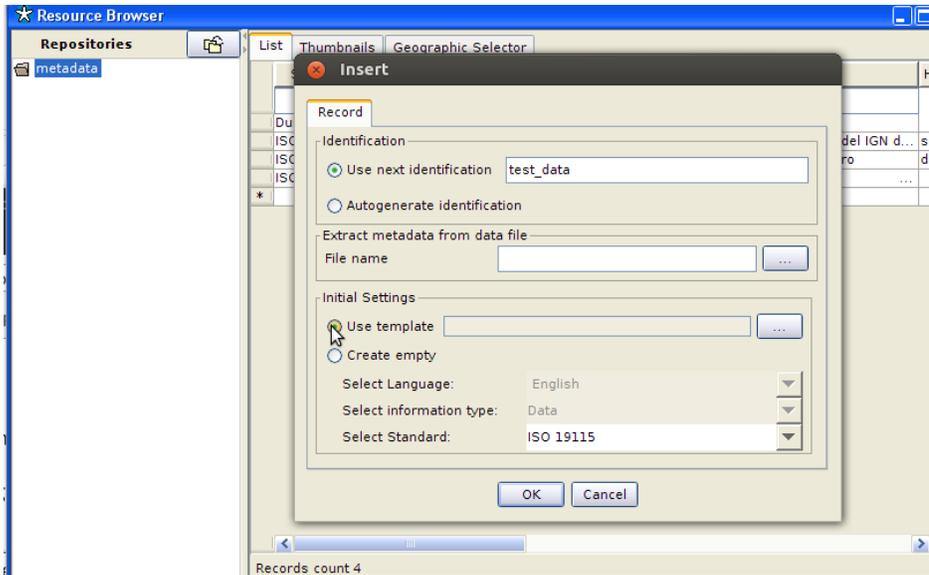
You will see the following menu:



Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

Select the **Insert** option, and the following menu will come up:

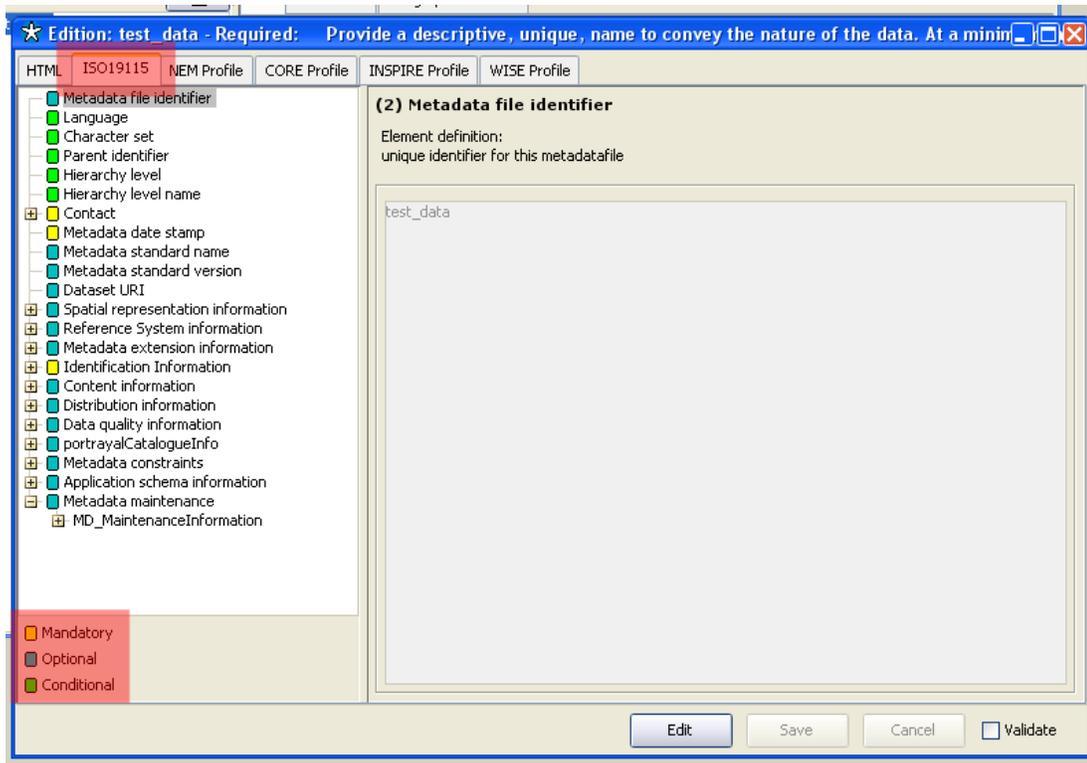


Click the **Use Next Identification** radio button and type the name of the file you want to create the metadata for in the text box next to it. Then click on the **Use Template** radio button and click on the file browser button to the right. This will bring up the list of templates and you can select the `nc_metadata_template` option that you added above.

Once you click **OK** in the insert menu, your new metadata file (`test_data`) is created and added to the list in the **Resource Browser** window. Double click on the `test_data` entry to open the editing window (see below):

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



First, make sure the **ISO19115 tab** is selected (Red box at top, see above) to show the metadata in the format for the ISO19115 standard.

The interface can be intimidating at first glance, but the template has filled in the essentials for things that will not change from the guidance document, and has placeholders for the areas that need to be completed.

The rest of this document will walk through what is needed to minimally meet the NC Metadata standard.

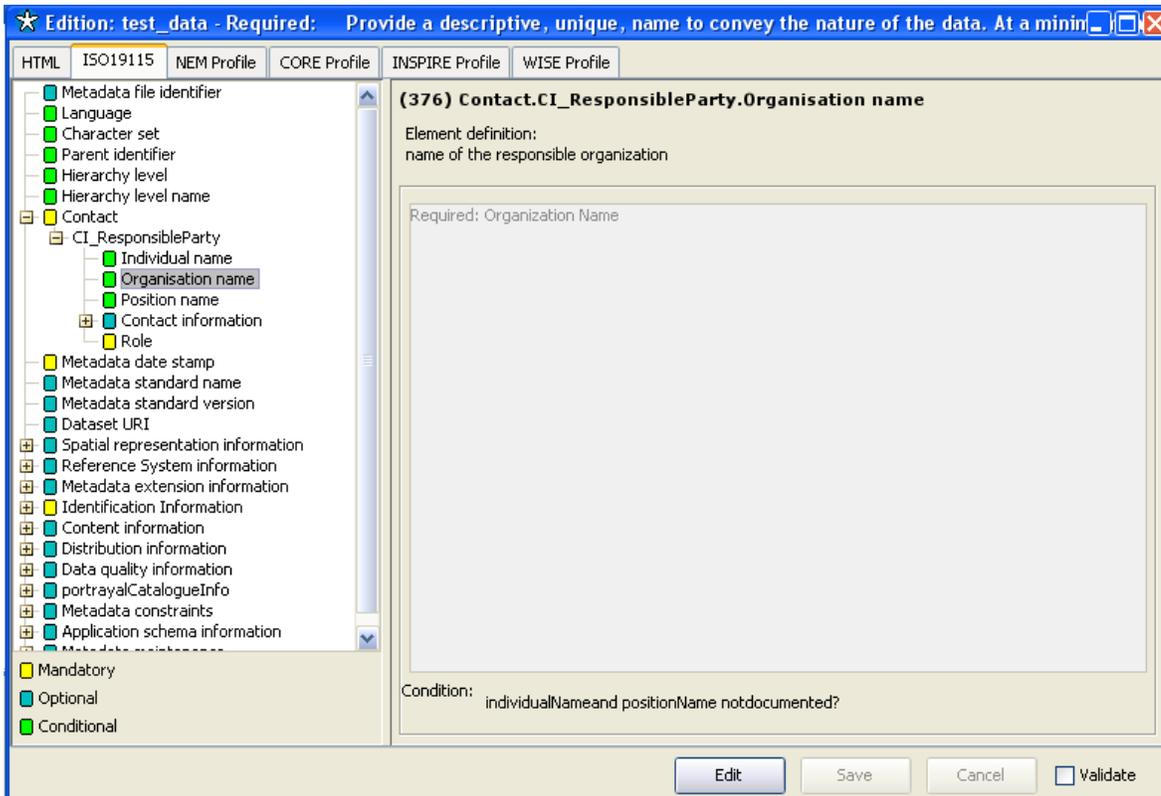
Filling in the NC Mandatory Elements:

It should be noted that many of the entries in the following section will not change between datasets for many organizations. Editing the template to fill in the sections that do not change for your organization (organization name, projection, etc.) can save a considerable amount of time.

The first section to work on is the Contact information. Click on the plus sign to the left of the Contact box to expand the Contact section. You will see **CI_ResponsibleParty** with a plus sign to the left. Click on the **Plus sign** to expand the **CI_Responsible Party** section. At this point, your screen will look like this:

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

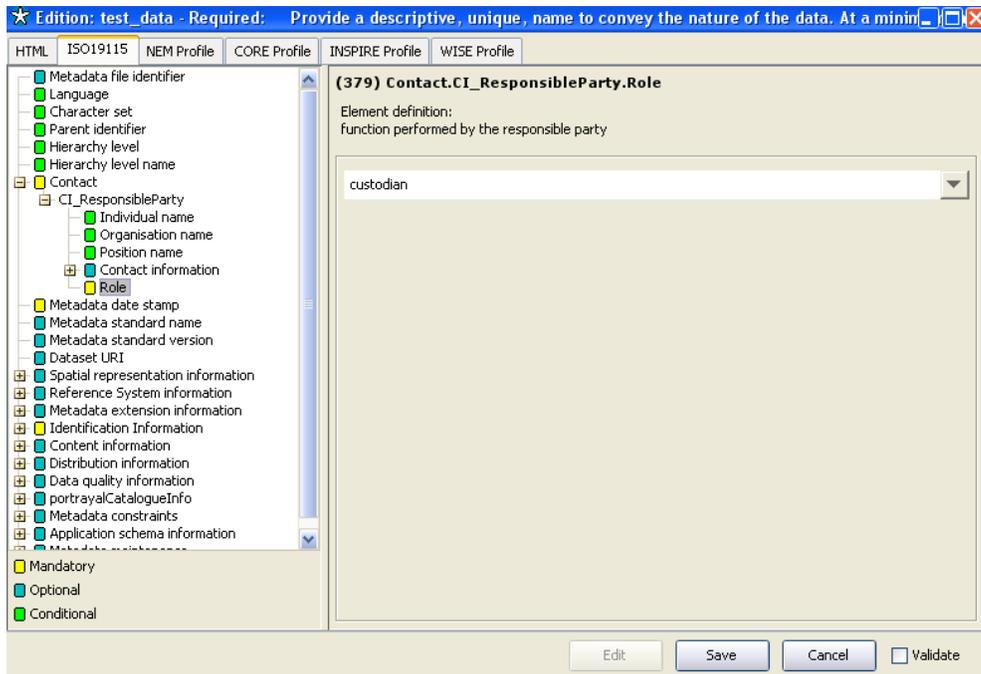


Under the **CI_ResponsibleParty** section, you will see entries for **Individual Name**, **Organization Name**, **Contact Information**, and **Role**. Click on **Organization Name** and the content of the **Organization Name** entry appears in the right panel. Click on the **Edit** button at the bottom and click in the text window to start editing to replace **Required: Organization Name** with the name of your organization.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

Next, click on the **Role** entry.

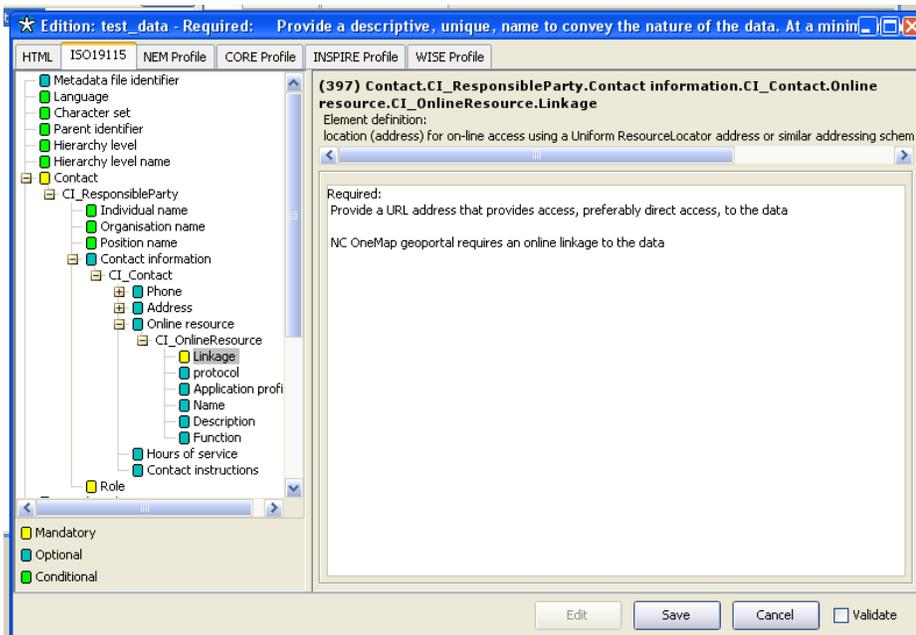


In the right panel, you will see a drop-down menu that defaults to **Custodian**. Consult the documentation to see if that is the right role for your organization.

Next, click on the **plus sign** next to the **Contact Information** entry above **Role** then click on the **plus sign** next to **CI_Contact**, then next to **Online Resource**, then next to **CI_OnlineResource** and click on the **Linkage Entry**. The Edit window should look like this:

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

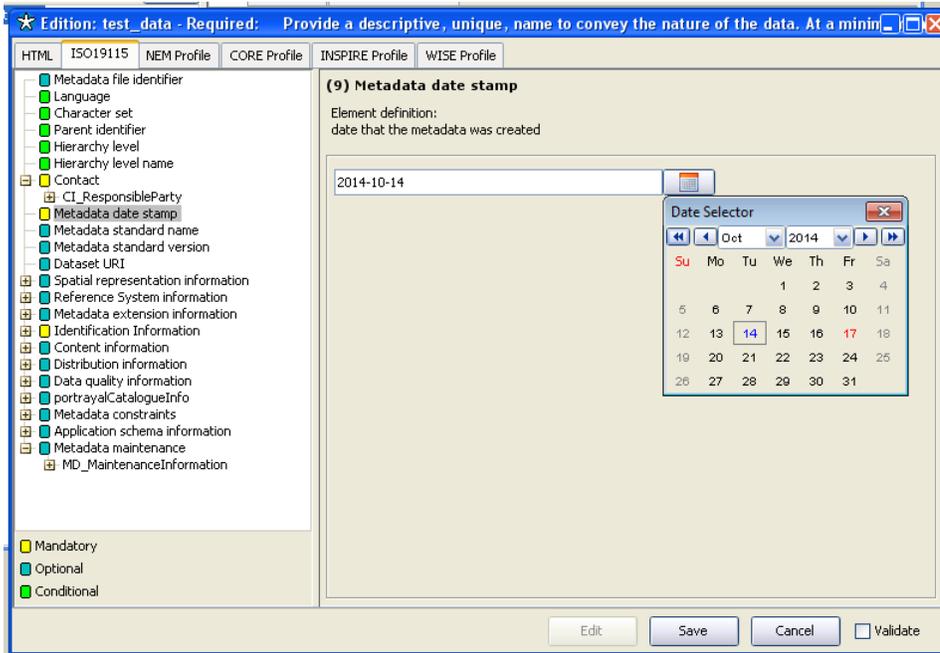


Type in the URL where the data set can be found. At this point click on the Save button on the bottom of the window. You will notice that most of the categories have collapsed to the top level entry. This occurs every time you save your edits.

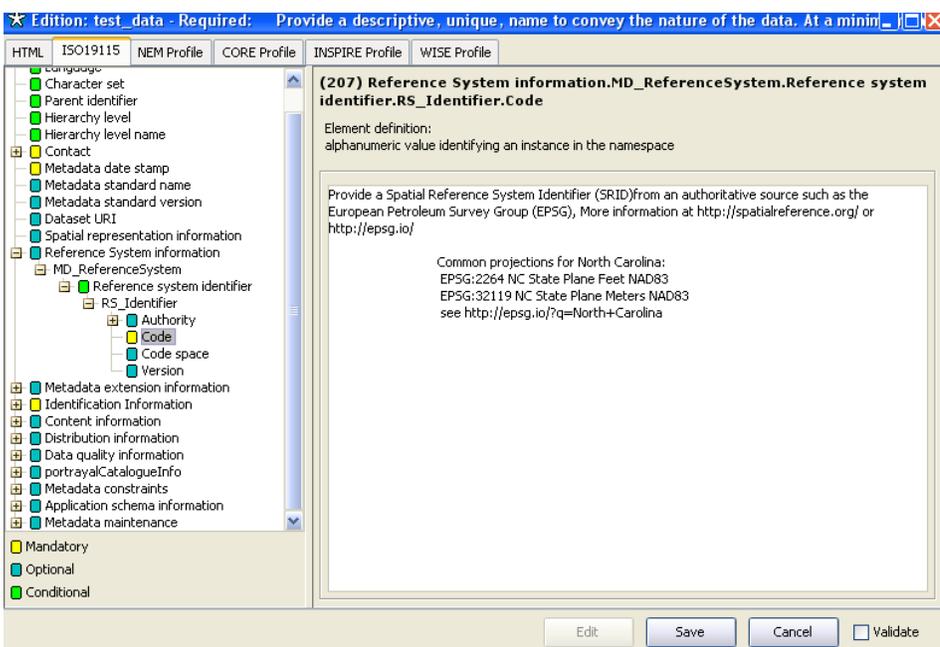
Next, click on the **Metadata** date stamp entry. Click on the Edit button at the bottom to go back into edit mode. You can then edit the date in the text window in the YYYY-MM-DD format manually, or click on the date selector box to the right of the text box to use the GUI tool to select the date. See below:

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



The next section is the **Reference System Information** entry. This is the information about the projection and datum for the data. Click on the plus sign next to the **Reference System Information**, the plus sign next to **MD_Reference System**, the plus sign next to **Reference System Identifier**, and the plus sign next to **RS_Identifier**. Click on the **Code** entry.

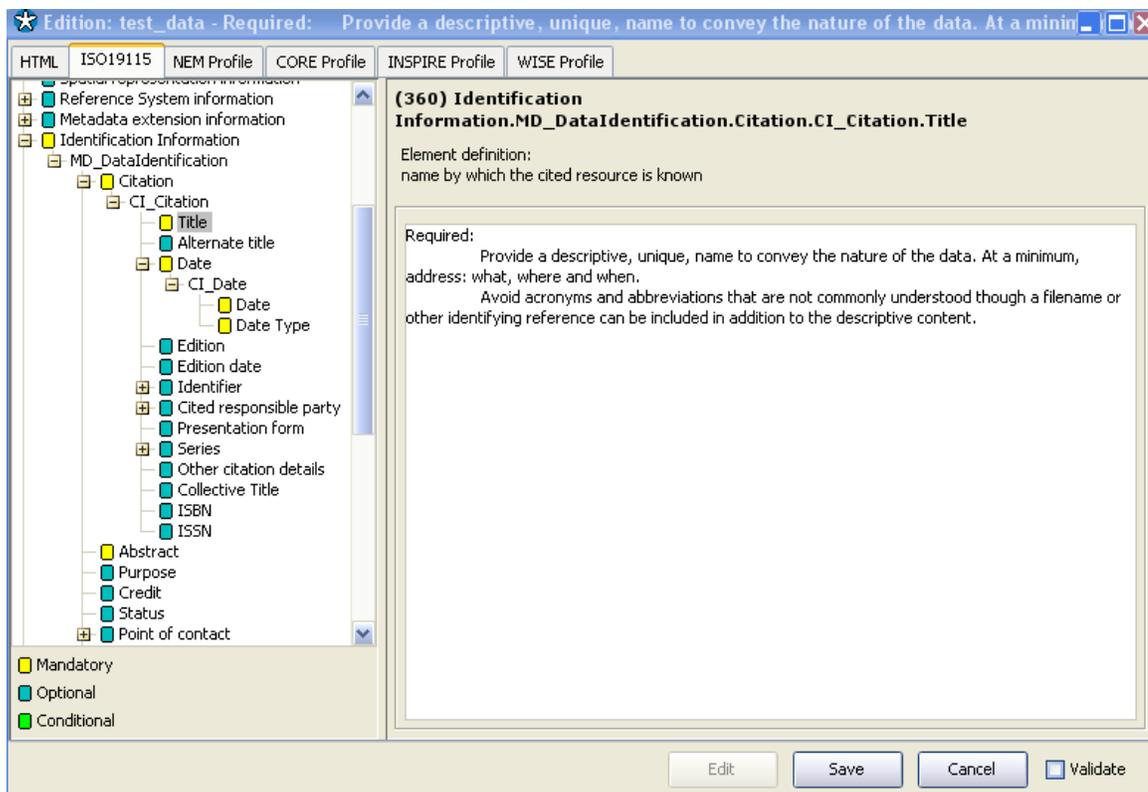


Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

The numeric code for the International European Petroleum Survey Group Standard is what is expected here. You can search for the right code at <http://spatialreference.org> or <http://epsg.io>. If all of your data is in the same projection, do this once in the template. Don't forget to save your edits periodically.

Click on the plus sign next to **Identification Information**, then **MD_DataIdentification**, then **Citation**, **CI_Citation**, then **Date**, then **CI_Date**. Your window should look like this:



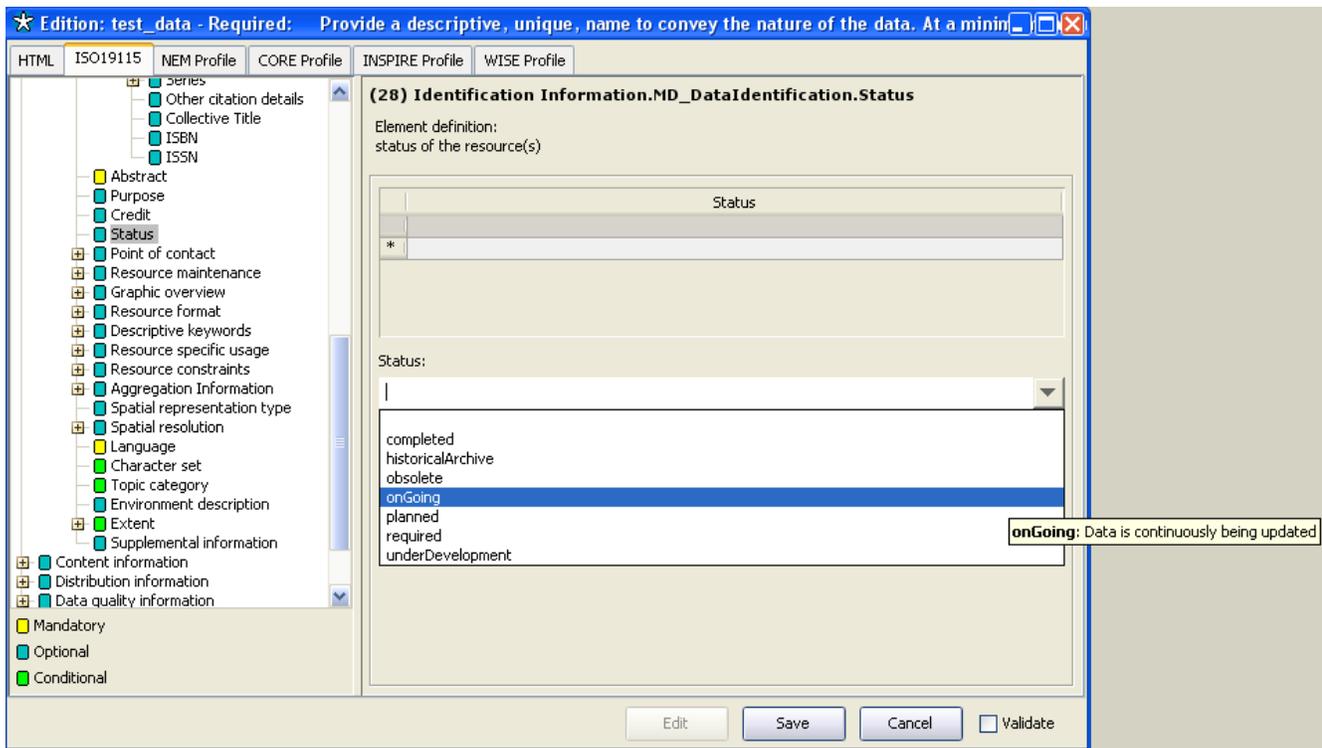
Click on the **Title Entry** and replace the text with the title of the dataset. Then click on the **Date** entry under **CI_Date** and set the entry of the **Publication** date. The **DateType** is already set in the template.

Next, click on the **Abstract** entry and replace the text there with a description of the data set, following the guidance in the NC Spatial Metadata Standard.

The next entry is the **Status** of the dataset. The default in the template is **Ongoing**, but it can be changed using the dropdown menu.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

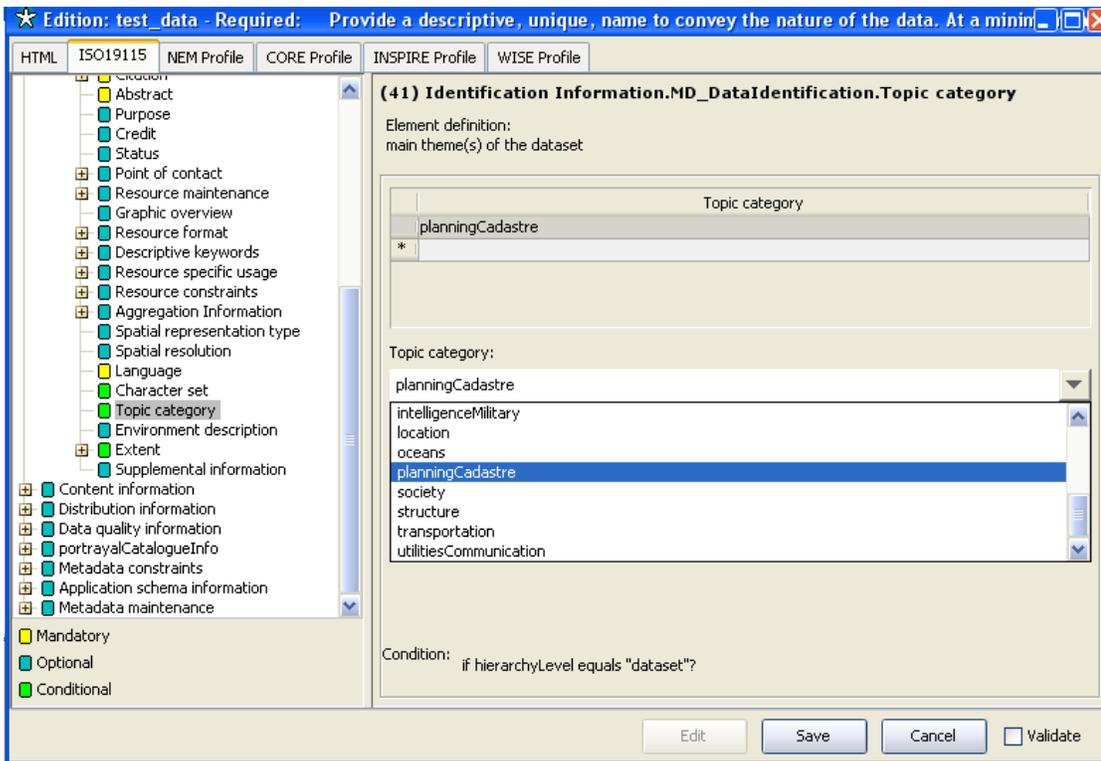


Follow the guidance from the NC Metadata Standards document for the correct value.

Next, click on the **Topic Category Section** and use the drop-down menu to select the correct topic category for your data set. The default value for this template is **planningCadastre**.

Metadata How-To Guide for CatMDEdit v. 4.6.6

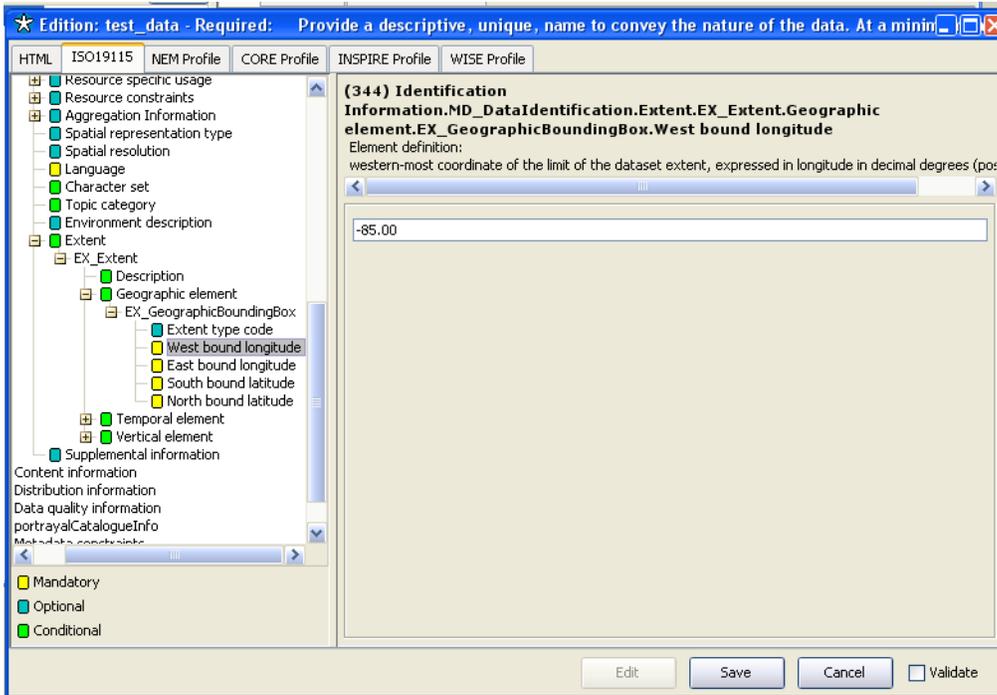
Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



Next, click on the plus sign next to **Extent**, then **EX_Extent**, **Geographic** element, and **EX_GeographicBoundingBox**.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

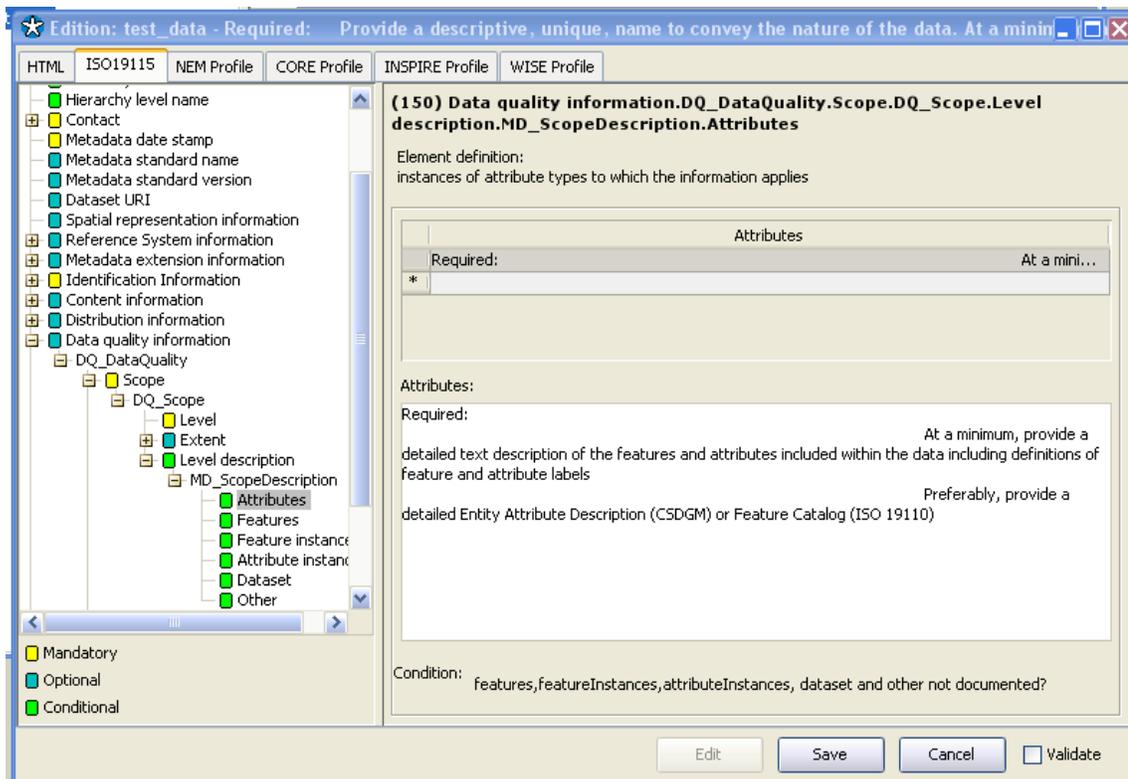


You can then enter the bounding box coordinates in **Decimal Degrees** or **Longitude and Latitude** (remember that for North Carolina, Longitudes are negative numbers).

Next, click on the plus sign next to Data quality information, then **DQ_DataQuality**, **Scope**, **DQ_Scope**, **Level Description**, and **MD_ScopeDescription**. Select Attributes.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

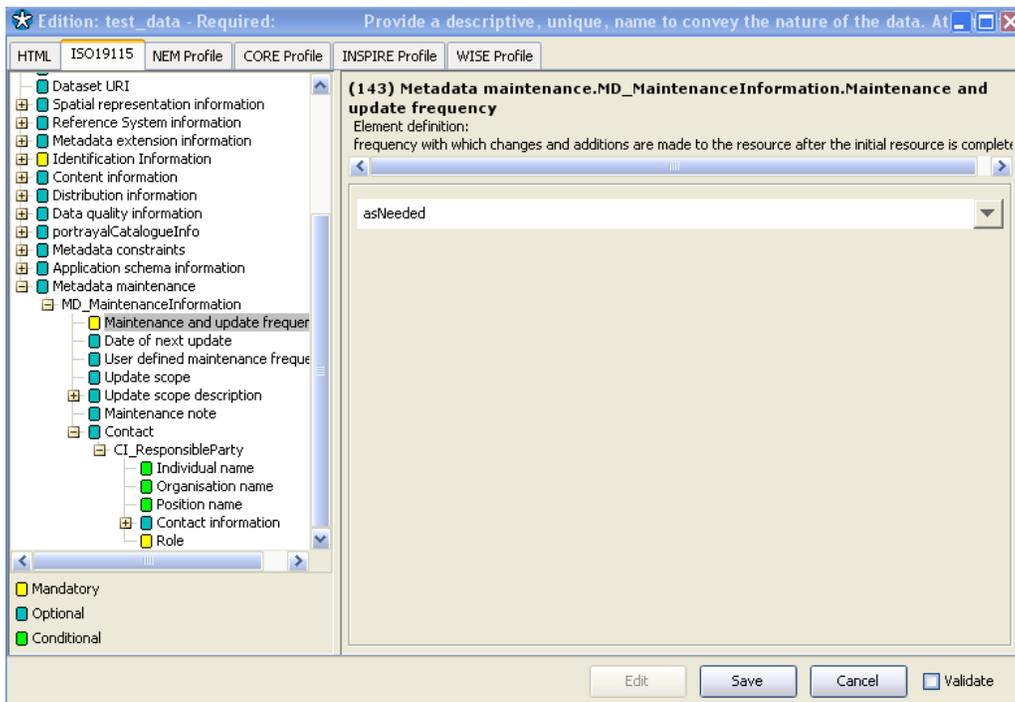


For each attribute, list the attribute type (**Text**, **Integer**, **Floating Point**) and a brief description of what the values represent. If using **Codes** or **Classes**, please write a short description of each **Code/Class** value.

The final section to edit is the Metadata maintenance section. Click on the plus sign next to **Metadata maintenance**, then **MD_MaintenanceInformation**, then **Contact**, then **CI_ResponsibleParty**.

Metadata How-To Guide for CatMDEdit v. 4.6.6

Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata



First, Click on **Maintenance and Update Frequency**. The default is **asNeeded**, but you can select the correct value from the drop-down menu.

The final item to be edited is the **Individual Name** entry under **Contact**. Enter the **Organization Name**.