

# Create a Metadata Record with a Template

One way to start a metadata record is to use one of the specialized metadata templates available on the NC OneMap website for Buildings, Cadastral, Municipal Boundaries, School Attendance Districts, Street Centerlines, Address Points, and Ortho Imagery.

Open the template in WordPad or NotePad to work in text format (avoid Microsoft WORD or other word processing software that creates formatting errors in metadata).

See the “readme” file that goes along with the template. Go through FIND and REPLACE steps to save time on entering information. Then check and edit the details including dates, source files used, and process steps. Save with a new file name.

If you use ArcGIS, open ArcCatalog, select your dataset, and import the metadata (text) to reset the bounding coordinates and other geospatial references that were in the template. Enter a title for your file under the Citation tab. Open the Attributes tab and edit the attribute overview, attribute definitions and domains as needed. Go to Data Quality / Process Steps and delete the last process (import metadata). Finish any other editing and save and export as a text metadata file.

Open the USGS metadata validation tool online at <http://geo-nsdi.er.usgs.gov/validation/>

Browse to and open your metadata text file, then click the Validate button. If there are any errors, open the error report and note the problems. Fix the errors using ArcCatalog (and save and export again) or using WordPad or NotePad. Try the validation again to be sure you have it right.