

Metadata How-To Guide for Esri's ArcCatalog v. 10x

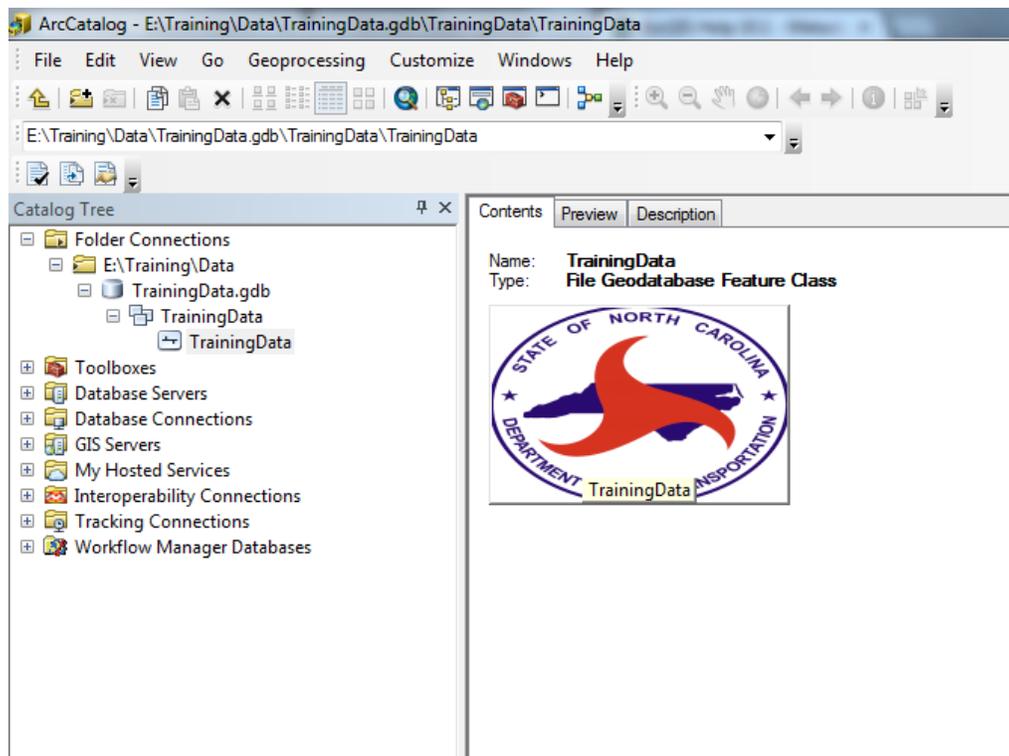
Implementing and Maintaining NC State and Local Government Metadata Profile Compliant Metadata

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Viewing metadata in ArcCatalog

Metadata can be viewed in ArcCatalog for most ArcGIS items. Metadata, once created, is copied, moved, and deleted along with the item to which it is tied, when managed with ArcGIS. To view an ArcGIS item's metadata:

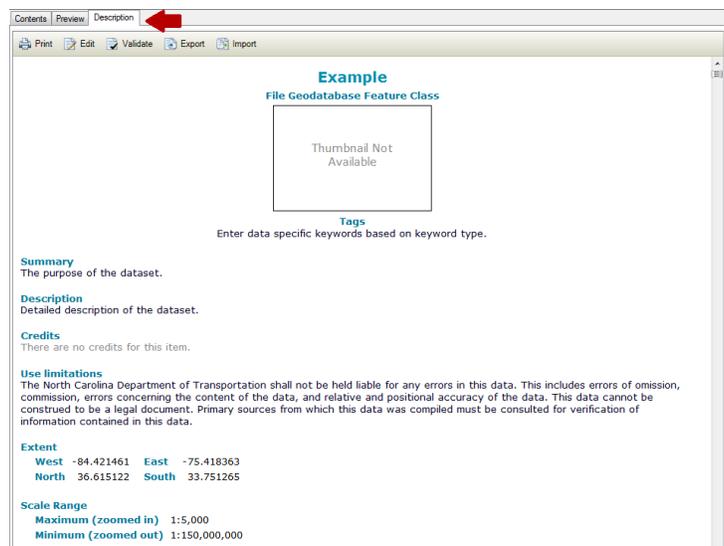
-Select the data or service whose metadata you wish to view, in the Catalog Tree.



-In the viewing window, select the description tab.

-Here, the metadata is displayed by default with a generic view of what information is available about the dataset or service. The view should be limited to title, thumbnail, summary, description, use limitation, extent and scale range.

-For a more detailed metadata view, select a style sheet for metadata according to the specific schema to which the data or service adheres. Examples of different schema include *ArcGIS Metadata* and *FGDC Metadata*.



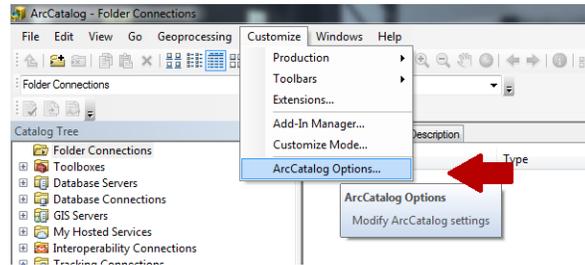
-To search within the metadata viewer, select inside the description tab window and use Ctrl+F to navigate

- In the ArcCatalog Options (Customize → ArcGIS Options), one can add Metadata entries that can be viewed in the Details View (Contents tab in ArcCatalog). Default columns include Organization, Title, Publication Date, Place, Theme, Projected CS (Coordinate System), Geographic CS (Coordinate System) and Number of Features, but others entries can be added through their XML schema.

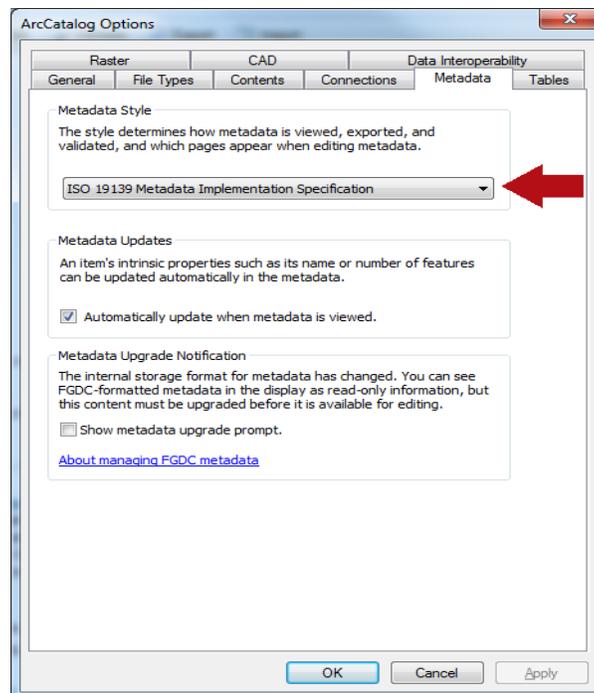
Select a style sheet for metadata

A style sheet sets parameters for the display of the metadata in ArcCatalog. *Setting a style sheet is a required prerequisite for editing and viewing metadata in Arc 10.1.*

-Under the Customize window in the menu bar and select “ArcCatalog Options...”.



-Under the Metadata tab, there is a drop box for the style of metadata.



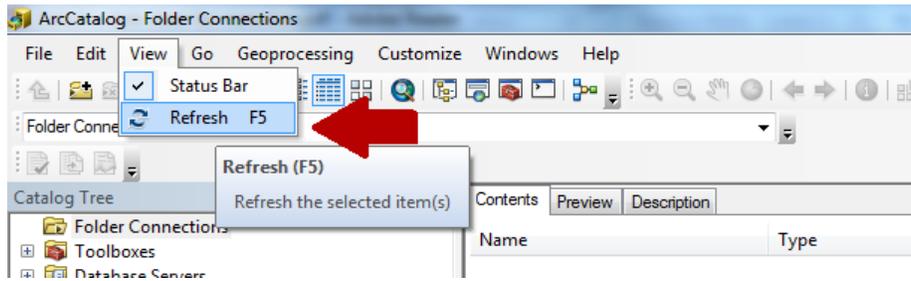
-In ArcGIS 10.1, the State and Local Government Geospatial Metadata Profile utilizes a metadata style that most closely resembles the ISO 19139 Metadata Style.

-Select the ISO 19139 style, In ArcGIS 10.2 this menu option reads *ISO 19139 Metadata Implementation Specification*. Click Apply.

-Click OK to exit the ArcCatalog Options window.

Sometimes, in order to see the changes, the Description window needs to refresh.

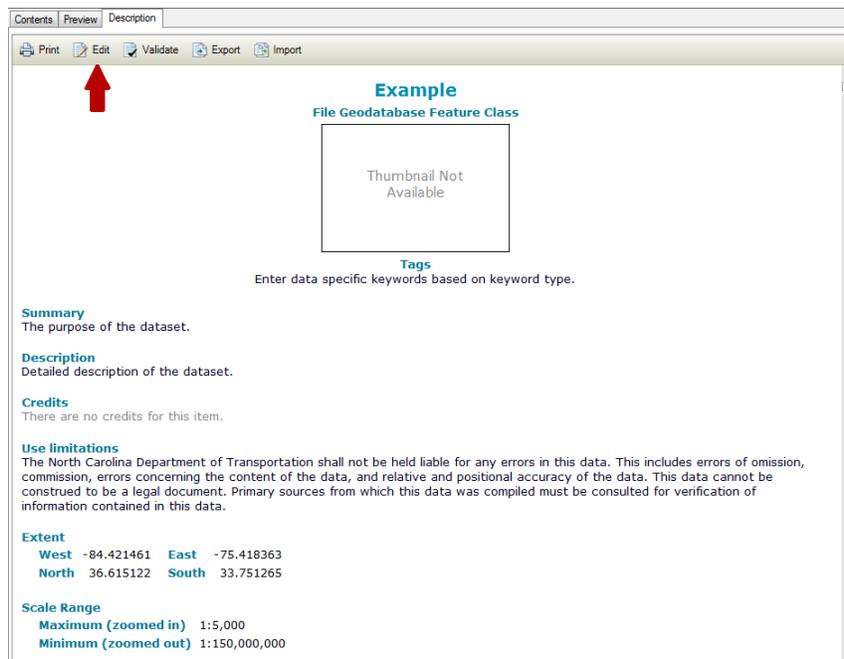
-In the menu bar, select View → Refresh. This can also be done by hitting <F5>.



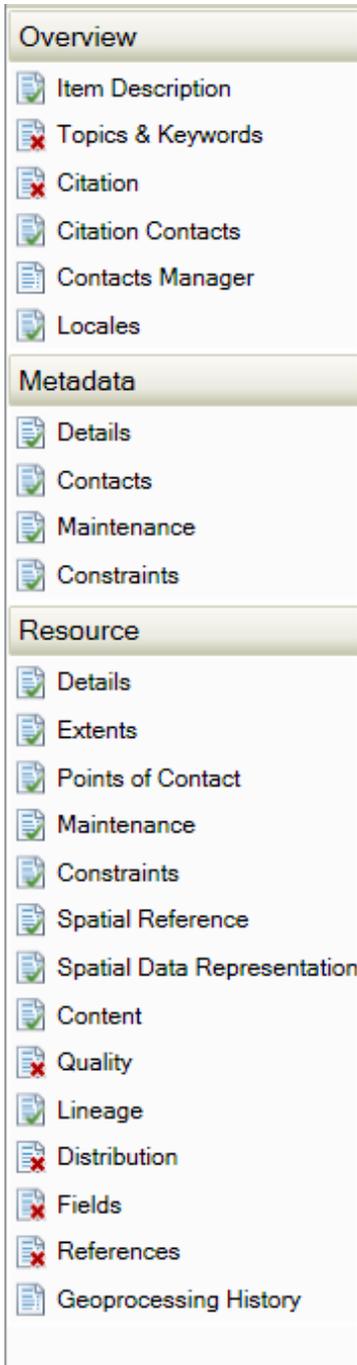
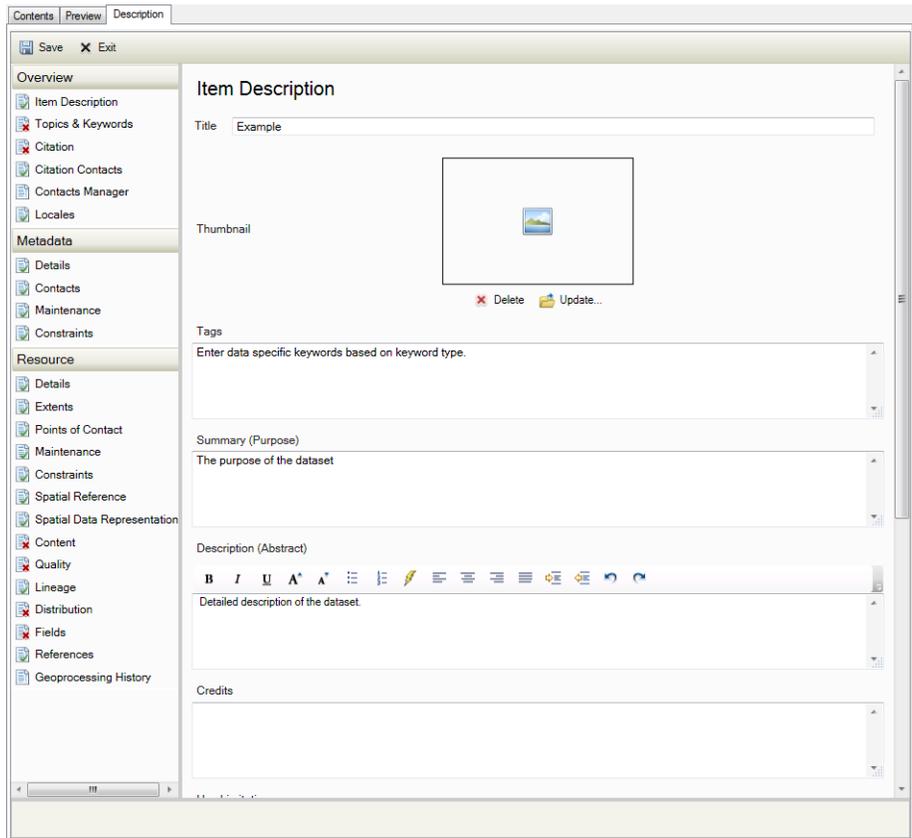
Editing metadata in ArcCatalog

Make sure that the file for which you are writing metadata is selected in the Catalog Tree.

-Click Edit in the toolbar in the main viewing window.

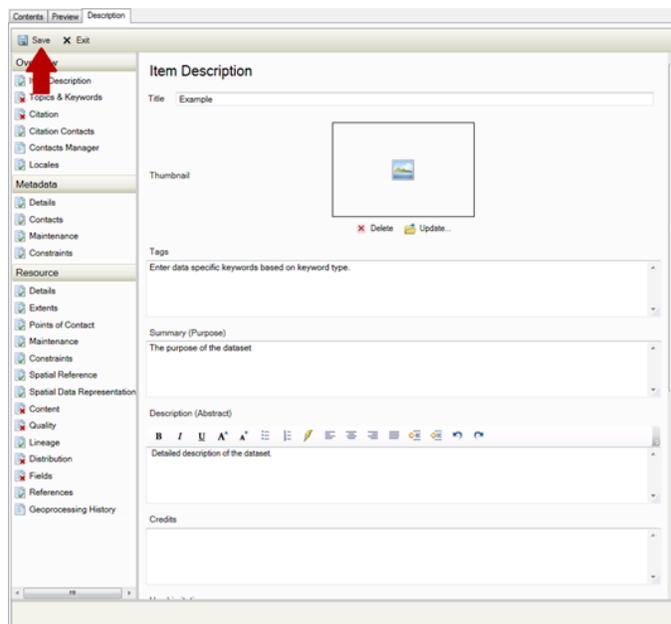


-The editing window will appear:



← ***The left hand window is a navigation menu. There are three headings that separate the menu items: **Overview**, **Metadata**, and **Resource**. These options will help in guiding the editing process.

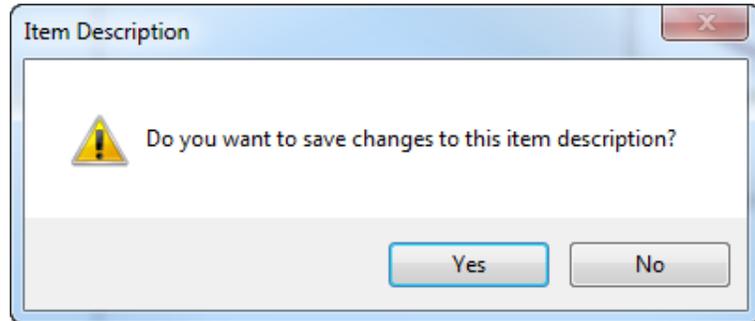
Perform edits to metadata according to the requirements and tips provided in the State and Local Government Geospatial Metadata Profile required elements tables.



Click Save. It is recommended that users save multiple times throughout the editing process. Saving will close the editing session and return to the Description (Metadata) tab in ArcCatalog. Always Save edits before ending a Metadata Editing session. ArcCatalog will not automatically save or prompt the user to save if you click Exit.

If the user tries to exit the metadata editor by selecting another file in the Catalog Tree in the middle of a metadata edit session, ArcCatalog prompts with this message:

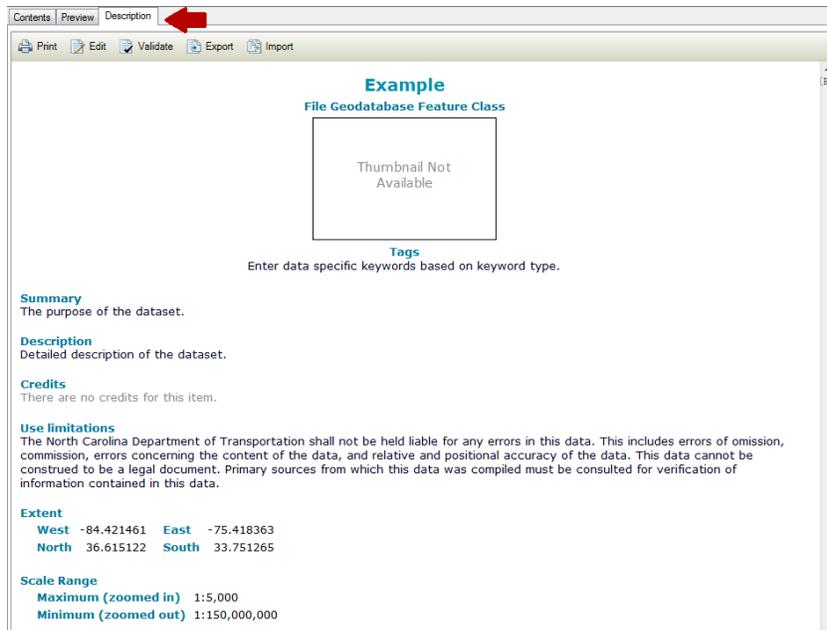
When the metadata editing session is over, review the metadata you have created thoroughly for errors.



over,

Import metadata XML to dataset

- In the Catalog Tree, navigate to your dataset or service and select it. You may have to connect to the folder where the dataset or service is contained.
- In the main window, there are three available tabs. Metadata is viewed under the Description tab.
- Open the Description tab.

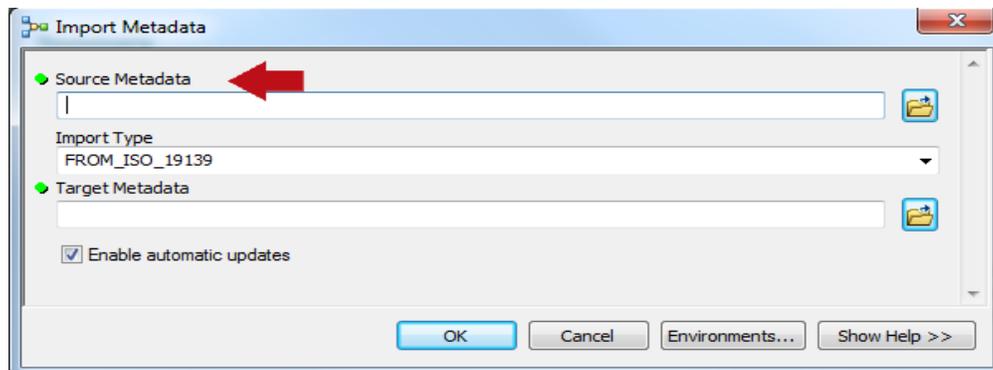


- This tab allows you to view the metadata for a dataset or service. The appearance of this information will change depending on the selected style sheet.
- Select Import from the toolbar in the main viewing window.

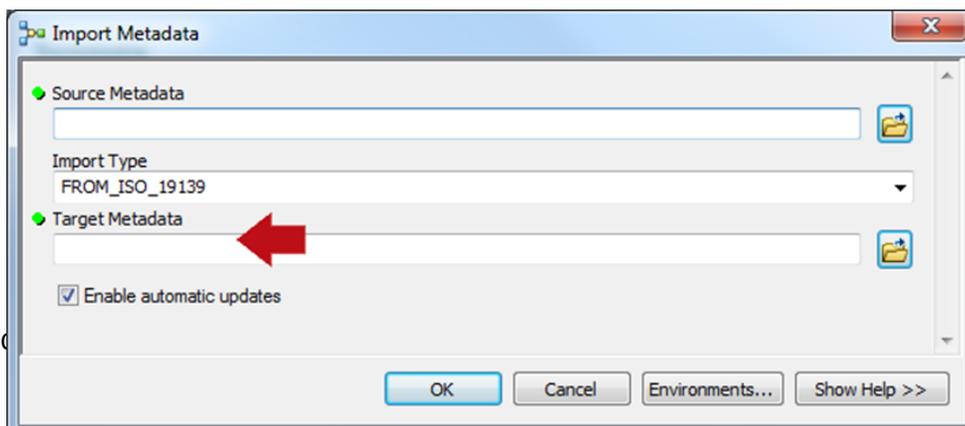


-The import window will appear. Fill the required fields:

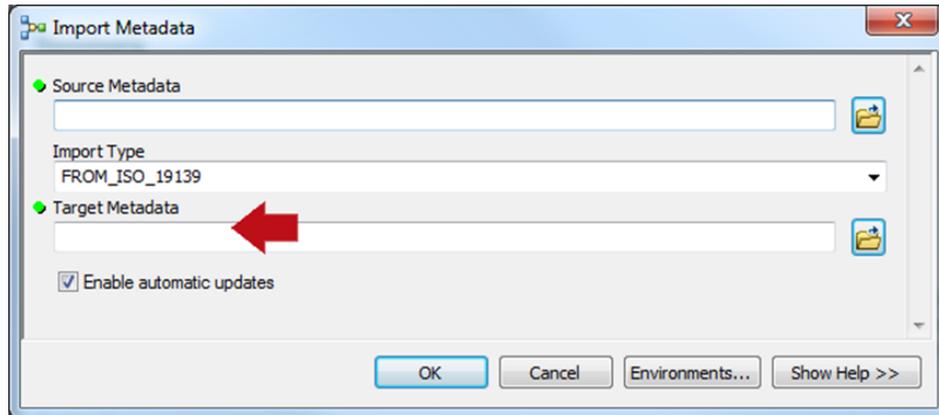
-Source metadata refers to the item being imported as the metadata for the dataset or service. Use the windows explorer shortcut  to navigate to the metadata XML file and select it for this field. If you wish to use the State and Local Government Geospatial Metadata Profile template, select that XML file.



-Import type refers to the format of the metadata being imported. The choices for import include: ISO_19139, FGDC, ESRIISO, ARCGIS. Select the appropriate type based on the xml file that serves as the source metadata. The appropriate type for the State and Local Government Geospatial Metadata Profile template is ISO_19139.



-Target metadata refers to the dataset or service you are writing metadata for. Use the windows explorer shortcut  to navigate to that file (for geodatabases, select the feature class).

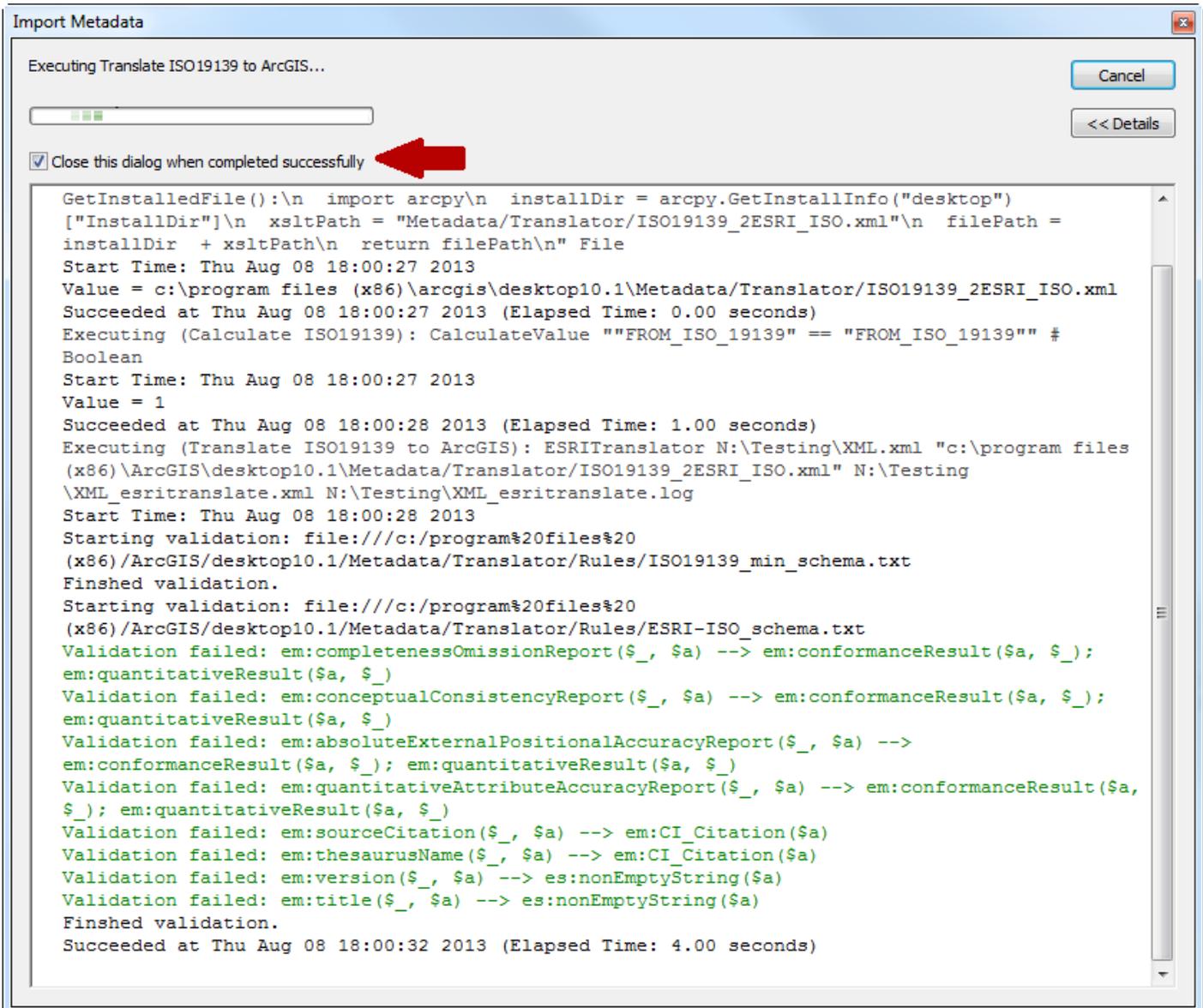


-Make sure Enable Automatic Updates is checked.

Enable automatic updates

-Click OK.

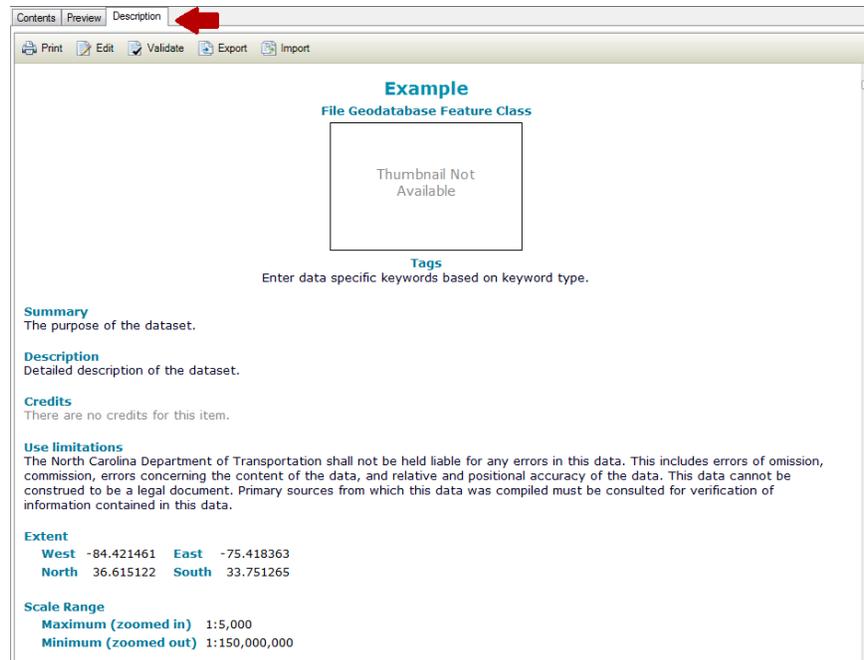
-This window will appear:



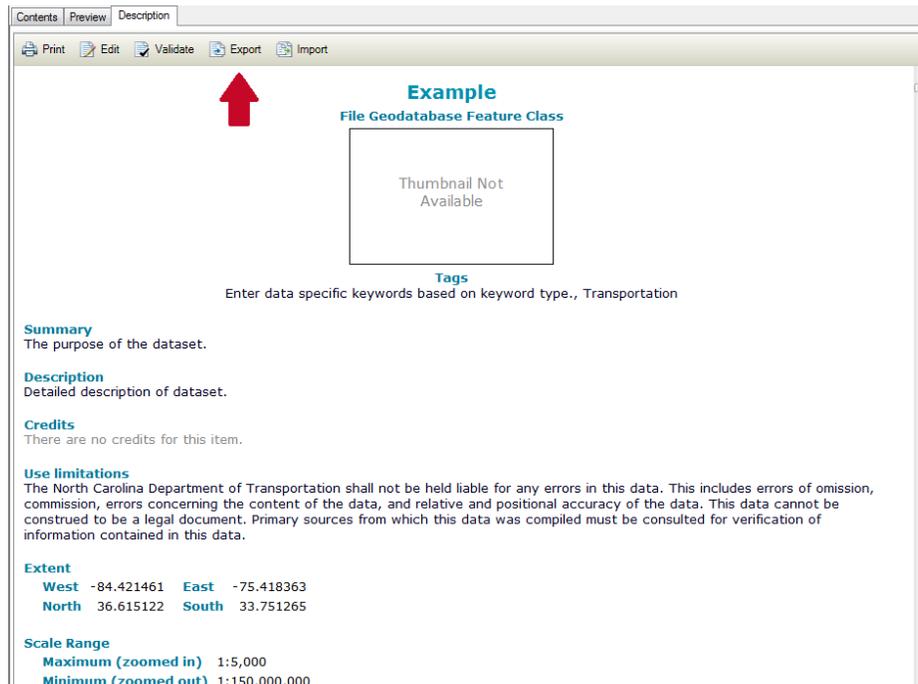
-If the checkbox indicated by the red arrow is checked, the window should close upon successful completion of the import process.

Export metadata from dataset to XML file

- In the Catalog Tree, navigate to your dataset or service and select it. You may have to connect to the folder where the dataset is contained.
- In the main window, there are three available tabs. Metadata is viewed under the Description tab.
- Open the Description tab.

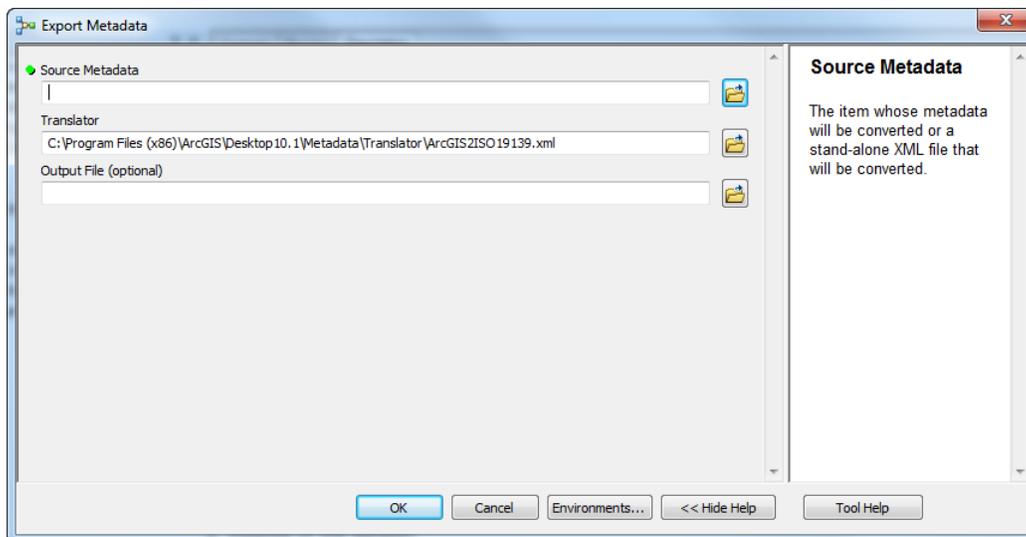


- This tab allows you to view the metadata for a dataset or service. The appearance of this information will change depending on the selected style sheet.
- Select Export from the toolbar in the main viewing window. It is necessary that you connect to data that is exportable. If an item has existing metadata content that is not in the ArcGIS metadata format, the current version of ArcGIS Desktop can't use that information. For example, the ArcGIS metadata editor and the **Export** and **Validate** buttons only work with content that is stored in the ArcGIS metadata format. When you use the **Import** button, the metadata content you are importing is converted to the ArcGIS metadata format.

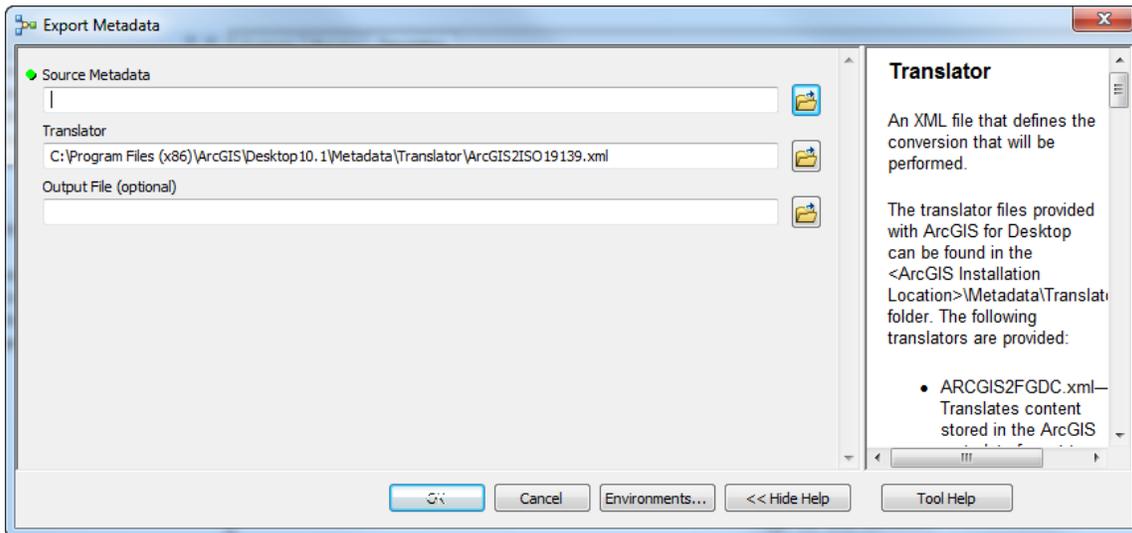


-The export window will appear. Fill the required fields:

-Source metadata refers to the item being exported as the metadata for the dataset. Use the windows explorer shortcut  to navigate to the metadata ArcGIS data item file and select it for this field.

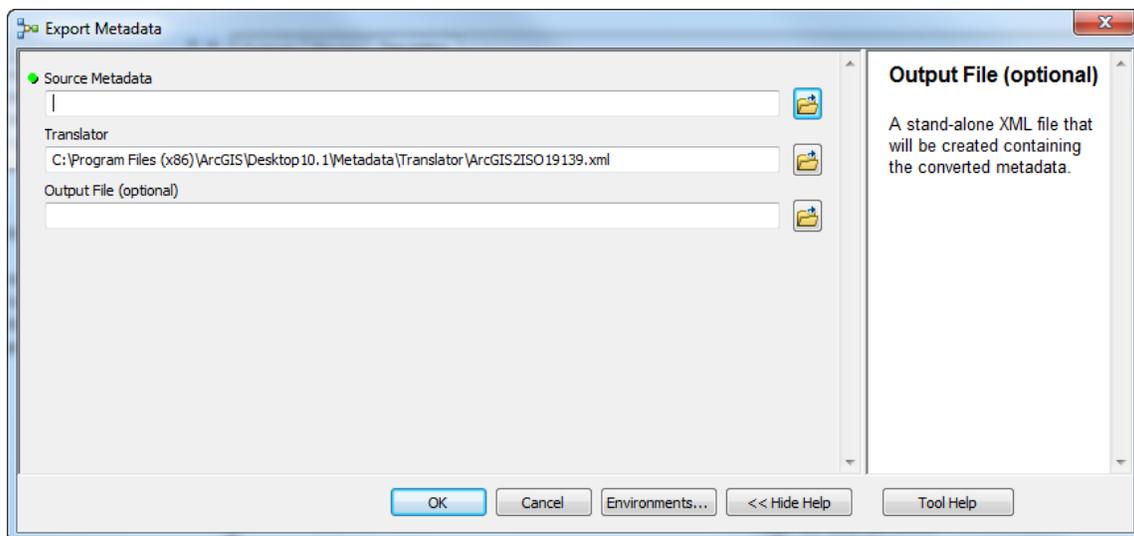


-Translator refers to the specific XML schema translator file that will be used to translate the metadata from the ArcCatalog native format into the standard defined XML document created at output. The choices for export include: ARCGIS2ISO19139.xml, ARCGIS2FGDC.xml, ESRI_ISO2ISO19139.xml, FGDC2ESRI_ISO.xml, FGDC2ISO19139.xml, and ISO19139_2ESRI_ISO . Select the appropriate type based on the xml file that serves as the source metadata. For users wishing to export their own customized template based off of the State and Local Government Geospatial Metadata Profile template, the appropriate translator is ARCGIS2ISO19139.xml



-The window to the right contains help information to assist you in deciding on the correct translator. This full text contains descriptions of each of the types of translators provided by ArcGIS for this purpose.

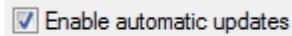
-Default in the path textbox for the translator is the location where the default XML translator is stored. This default is defined by the metadata style sheet chosen. All of these XML schema translators are stored in this location on machines with ArcGIS Desktop installed.



-Output file refers to the XML file that you are creating as you export metadata. Use the

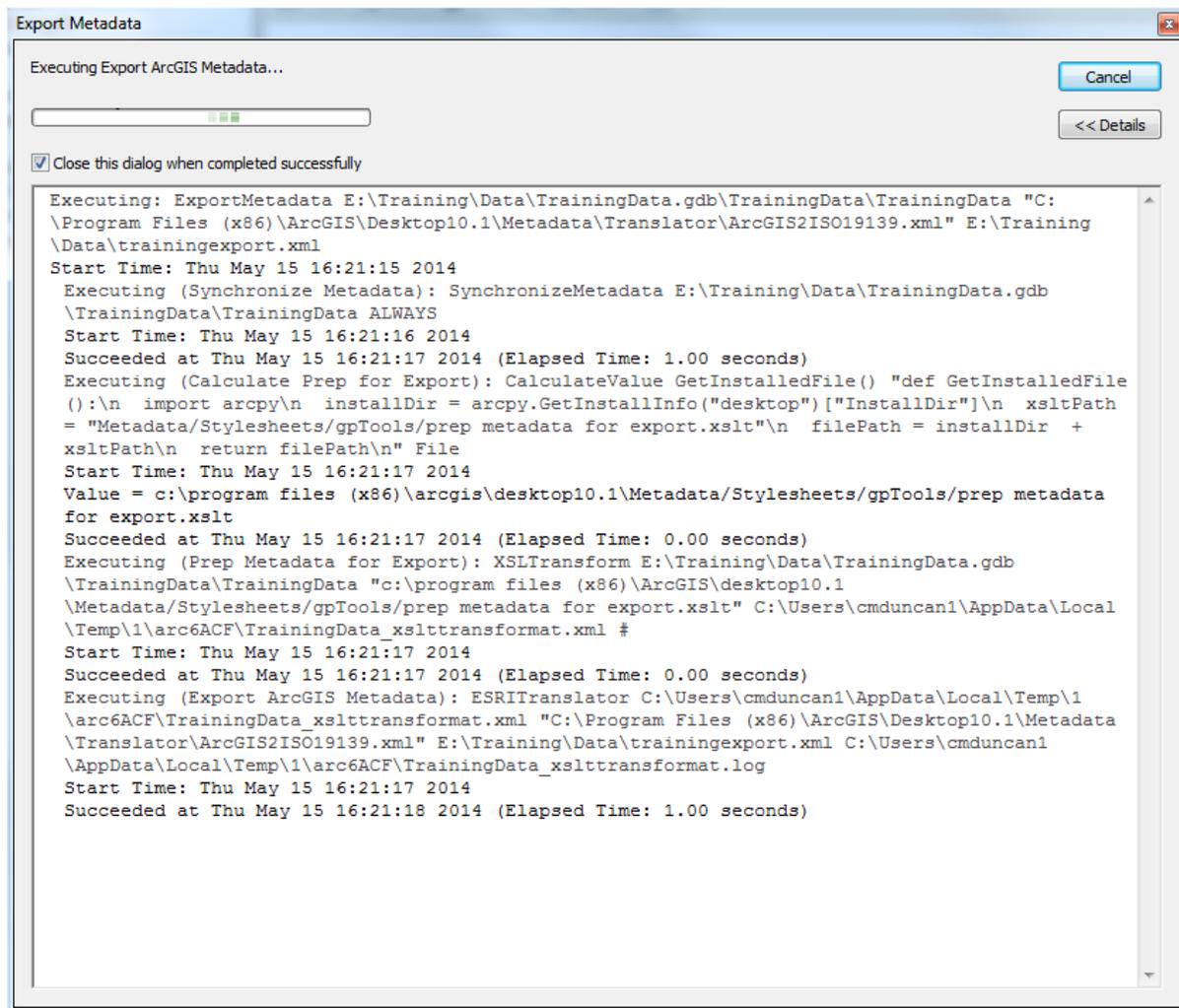
windows explorer shortcut  to navigate to the folder where you wish to store your XML file and save as filename.xml. For users wishing to export their own customized template based off of the State and Local Government Geospatial Metadata Profile template, this output XML file will serve as your new template for your agency's geospatial metadata needs. Import this customized XML file to begin each new metadata record.

-Make sure Enable Automatic Updates is checked.



-Click OK.

-This window will appear:



-If the checkbox indicated by the red arrow is checked, the window should close upon successful completion of the export process.

References

This document was compiled by the ad hoc Metadata Committee serving under the direction of the North Carolina Statewide Mapping Advisory Committee (SMAC) in conjunction with the North Carolina State and Local Government Metadata Profile as adopted by the North Carolina Geographic Information Coordinating Council (NCGICC).

North Carolina Metadata Standards Homepage

<http://149.168.87.13/DiscoverGetData/Metadata.aspx>

North Carolina State and Local Government Metadata Profile

http://149.168.87.13/Portals/7/documents/metadata_iso/slgmp.pdf

NCGICC

<http://www.ncgicc.com/>

SMAC

<http://www.ncgicc.com/Default.aspx?tabid=142>