

Geospatial Metadata

Editing metadata in ArcCatalog

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Preparing ArcCatalog for Metadata editing

When the ArcCatalog Options are left on their default settings, there is very limited metadata functionality.

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To add meaningful metadata editing capacity to ArcCatalog, select:

Customize dropdown menu ->

ArcCatalog Options ->

Metadata Tab ->

Metadata Style

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From the Metadata Style menu, you can select either FGDC CSDGM or multiple ISO standards to guide the metadata editing process.

The style selected will determine 1) what and how many metadata sections are available and 2) which components are required for successful validation

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It may be useful to view the differences between the various standards to better understand just how similar they are to one another.

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Once a Metadata Style is selected, you can begin creating effective geospatial metadata.

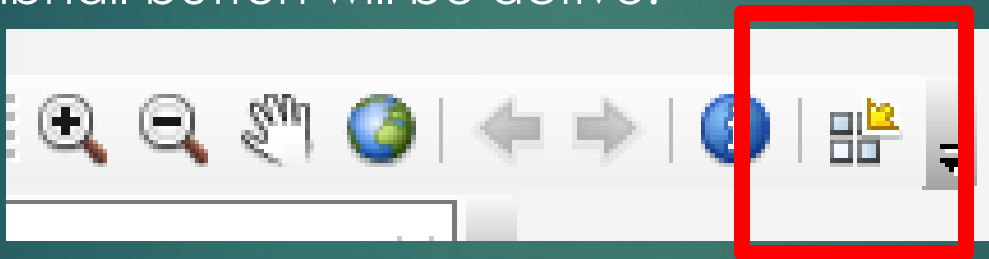
Select a dataset to write metadata for, then select:

Description Tab ->
Edit

Generating a Thumbnail

The dataset thumbnail is the one metadata field that cannot be completed from the Description Tab. Instead, select the Preview Tab.

When the Preview Tab is selected, the Create Thumbnail button will be active.



You can either use the Create Thumbnail button to generate a snapshot of the full extent of the data, or use the zoom tools to focus on a select group of features.

► Questions?