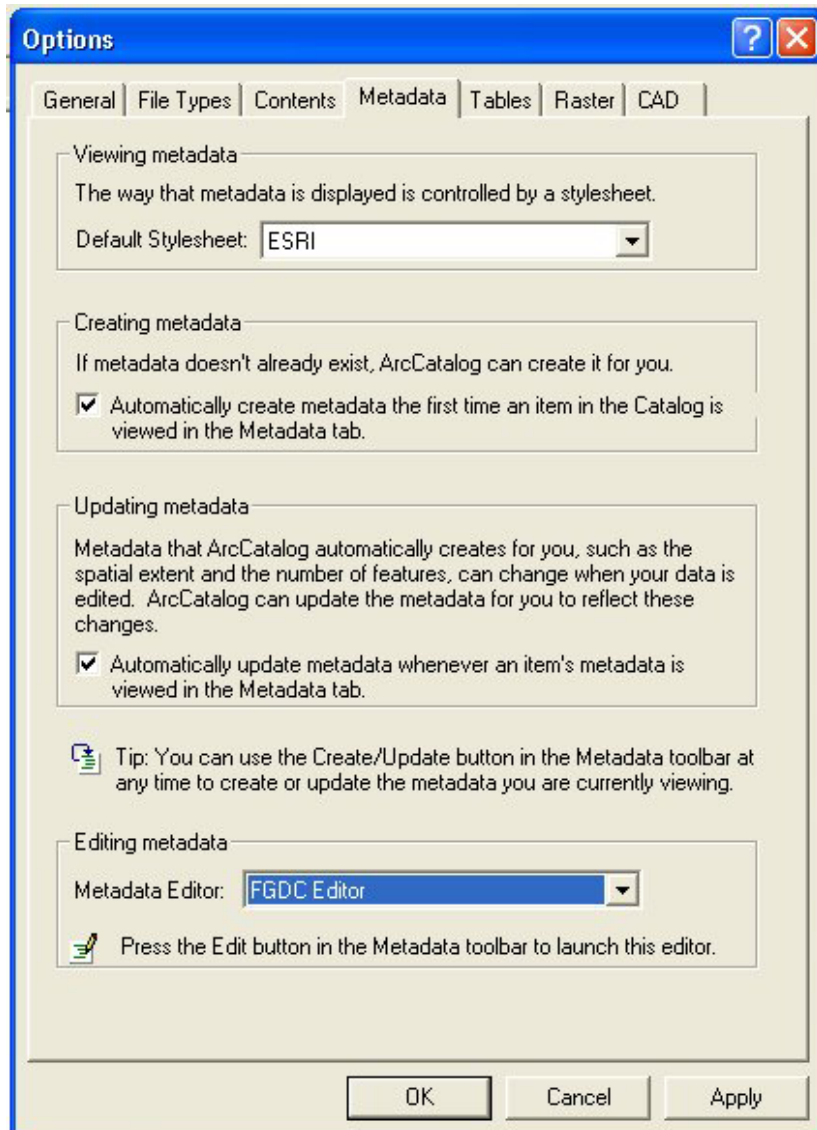


Creating Metadata using ArcCatalog (ACT)

1. Choosing a metadata editor in ArcCatalog



ArcCatalog comes with FGDC metadata editor, which create FGDC-compliant documentation. Metadata in ArcCatalog stored as XML files. Stylesheets are used to define how XML data is presented. Stylesheets are created using XSL. The ESRI stylesheet, FGDC stylesheet and XML stylesheet are available in ArcCatalog.

ESRI stylesheet selects a subset of the entire body of the metadata and presents it as if it was in a tabbed dialog.

FGDC stylesheet selects and presents only information defined by the FGDC standard.

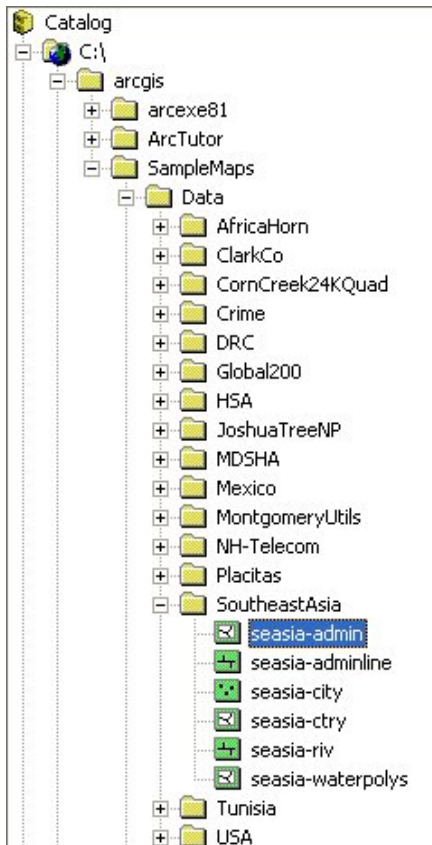
XML stylesheet presents the raw XML data - all the tag and values contained in the metadata.

These stylesheets used in ArcCatalog generate HTML pages from XML data. Therefore, it is easy to share the metadata to put these files in the share folder on the network.

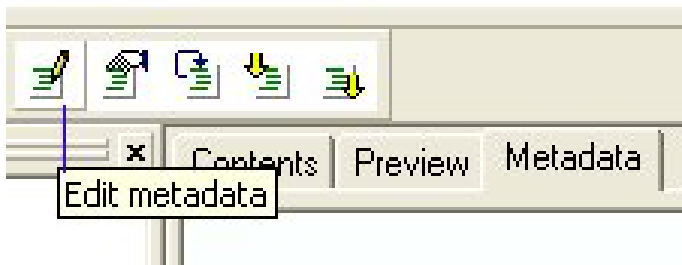
1. Run the ArcCatalog.
2. Click the Tools menu and click Options.
3. Click the Metadata tab.
4. Click the Metadata Editor dropdown list and select the editor you want to use.
5. Stylesheets can be selected from the dropdown list of Default Stylesheets.
6. Check the check box if you wish to create metadata the first time an item in the catalog is viewed in the Metadata tab.
7. Check the check box if you wish to update metadata whenever an item's metadata is viewed in the Metadata Tab.

2. Creating metadata with FGDC editor

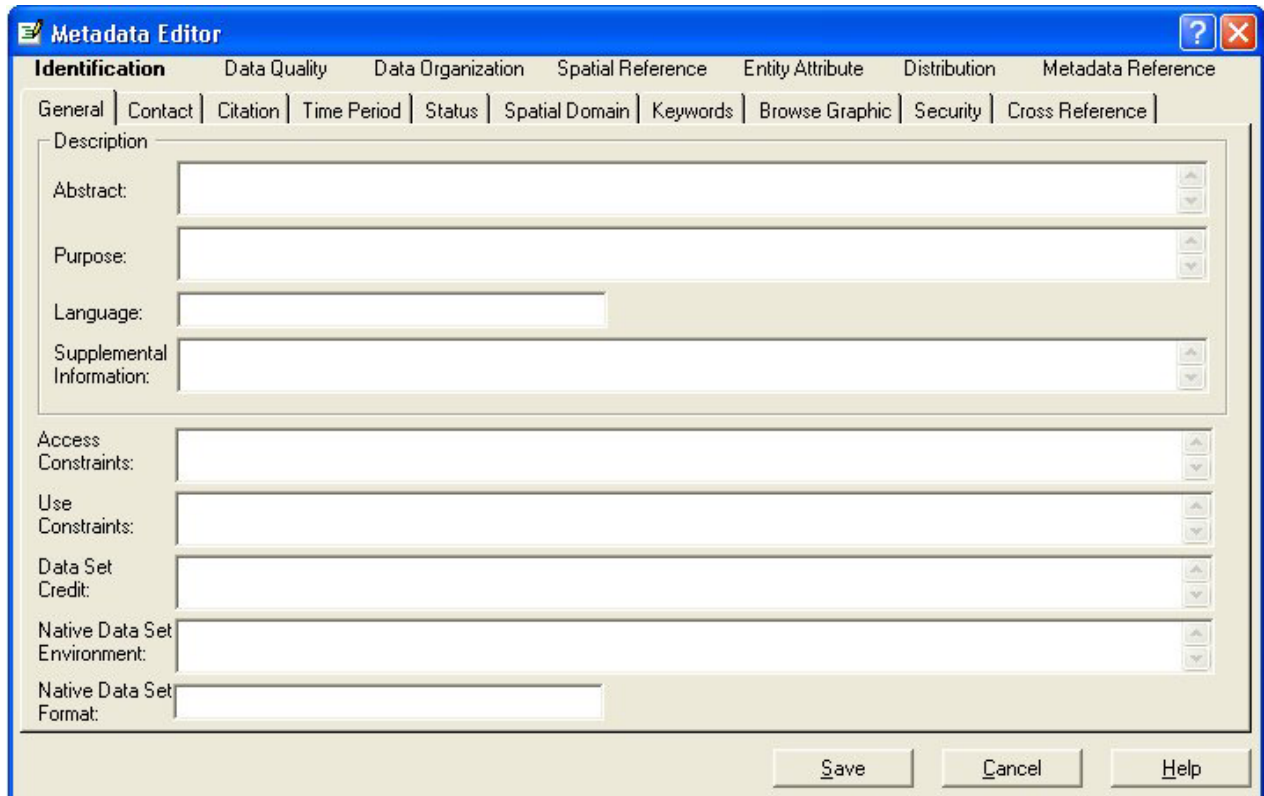
1. Select the FGDC metadata editor following the steps in choosing a metadata editor.
2. Select the item to create or edit metadata in the catalog tree.



3. Click the Metadata tab in the ArcCatalog window.
4. Click the Edit Metadata button on the Metadata Toolbar.



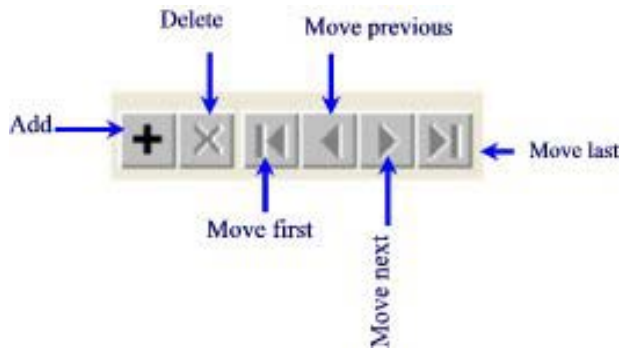
Metadata Graphical User Interface will appear.



There is seven main sections: Identification, Data Quality, Spatial Data Organization, Spatial Reference, Entity and Attribute, Distribution and Metadata Reference.

When you click a Section Title, several tabs appear. Each tab represents a subsection. Each piece of information in FGDC standard has a name, which are referred as metadata elements.

5. Click the appropriate section title for the elements you want to edit.
6. Click the tab containing the elements you want to edit or add. Some repeating elements has a toolbar to quickly add, delete and browse through the entries.



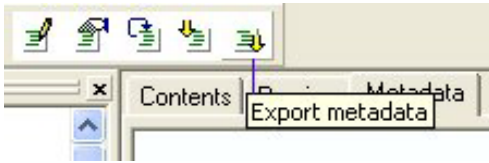
7. Click the textbox to edit the text or dropdown arrow to select the appropriate element in the value list.
8. Click OK or save button appropriately. Click Help button to see the help information for each section.

3. Importing metadata



1. In the Catalog tree, click the item for which you want to import metadata.
2. Click the Metadata tab.
3. Click the Import Metadata button on the Metadata toolbar.
4. Click the Format dropdown arrow and click the format of the metadata that you will be importing.
5. Click the Browse button. Navigate to and click the metadata file whose contents you want to import.
6. Click Open. If you don't want ArcCatalog to update the metadata with the current properties of the data, uncheck Enable automatic update of metadata. Click OK. The imported metadata appears in the Metadata tab.

4. Exporting metadata



1. In the Catalog tree, click the item for which you want to export metadata.
2. Click the Metadata tab.
3. Click the Export Metadata button on the Metadata toolbar.
4. Click the Browse button. Navigate to the folder in which the exported metadata should reside, type a name for the new metadata file, and then click save.
5. Click the Format dropdown arrow and click the format in which you want to export the metadata. Click OK. A new file containing a copy of the item's metadata is created in the appropriate format.