

# 1. ESRI Resources

# ArcCatalog Help File: Data Management Topics

The screenshot displays the ArcCatalog Help File interface. On the left, a table of contents lists various topics under 'Data management with ArcCatalog'. The 'About metadata' topic is selected and highlighted. On the right, the main content area displays the 'About metadata' page, which includes a sub-section for 'related topics' and a detailed explanation of what metadata is and how it is organized in ArcCatalog.

**Contents** | **Index** | **Favorites** | **Search**

- Data management with ArcCatalog**
  - An overview of ArcCatalog
  - About workspaces
  - Getting started with ArcCatalog
  - Building the Catalog
  - Managing the Catalog's contents
  - Exploring an item's geography
  - Searching for items
  - Working with metadata
    - About metadata**
    - Metadata standards and the ArcGIS metadata format
    - Exploring an item's metadata
    - Changing the default stylesheet
    - Printing metadata
    - Creating and updating metadata
    - Metadata synchronization
    - Writing metadata documentation
    - Importing and exporting metadata with ArcCatalog
    - Importing and exporting metadata
    - Editing metadata
    - Using the FGDC metadata editor
    - Using the ISO metadata editor
    - Managing enclosures
    - Requirements for publishing metadata to an ArcIMS Metadata Service
    - Adding information required by the ArcIMS Metadata Service
    - Publishing metadata to an ArcIMS Metadata Service
    - Managing published metadata documents
    - Changing a published document's properties
    - Adding custom places to a Gazetteer Metadata Service
    - Customizing metadata

## Data management with A

### About metadata

**related topics**

**Metadata** is critical for sharing tools, data, and maps and for searching to see if the resources you need already exist. Metadata describes geographic information system (GIS) resources in the same way a card in a library's card catalog describes a book. Once you've found a resource with a search, its metadata will help you decide whether it's suitable for your purposes. To make this decision, you may need to know how accurate or current the resource is and if there are any restrictions on how it can be used. Metadata can answer these questions.

Any item in ArcCatalog, including folders and file types such as Word documents, can have metadata. Once created, metadata is copied, moved, and deleted along with the item when it is managed with ArcCatalog or ArcInfo Workstation.

### How metadata is organized

In ArcCatalog, metadata is divided into properties and documentation. Properties, such as the extent of a shapefile's features, are derived from the item by ArcCatalog and added to the metadata. Documentation is descriptive information supplied by a person using a metadata editor, for example, a description of and legal information about using the

# ArcCatalog: More ways to organize your files

- See ArcCatalog Help (Desktop or Online) Workspace topics to organize files by theme or project:
  - **Workspace and dataset management with ArcCatalog**  
([http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Workspace and dataset management with ArcCatalog](http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Workspace+and+dataset+management+with+ArcCatalog))
  - **About workspaces**  
([http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?id=2495&pid=2493&topicname=About workspaces](http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?id=2495&pid=2493&topicname=About+workspaces))

# ArcCatalog: More on Templates and Geoprocessing Models

- Templates: Use ArcGIS Desktop or Online Help Topic:

Data Management with ArcCatalog | Working With Metadata | Writing Metadata Documentation

([http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?id=2543&pid=2535&topicname=Writing\\_metadata\\_documentation](http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?id=2543&pid=2535&topicname=Writing_metadata_documentation))

- Automating ArcCatalog Editor operations:

<http://support.esri.com/geoprocessing>

# ESRI Virtual Campus

- ESRI Training website:
  - <http://training.esri.com/gateway/index.cfm?fa=main.home>
- ESRI Online “Virtual Campus” courses:
  - Metadata: Tips and Tricks (free)  
[http://training.esri.com/acb2000/showdetl.cfm?DID=6&Product\\_ID=842](http://training.esri.com/acb2000/showdetl.cfm?DID=6&Product_ID=842)
  - Creating and Maintaining Metadata Using ArcGIS Desktop (\$78)  
[http://training.esri.com/acb2000/showdetl.cfm?DID=6&Product\\_ID=839](http://training.esri.com/acb2000/showdetl.cfm?DID=6&Product_ID=839)

## 2. FGDC Resources

# More on Geospatial One-Stop Harvesting

- Creating and Publishing in Support of Geospatial One-Stop and the National Spatial Data Infrastructure at <http://www.geodata.gov/gos/metadata/CreatePublishMetadata.pdf>

# Implementation Assistance Publications

- Metadata publications in general:  
<http://www.fgdc.gov/metadata/metadata-publications-list>
- Especially useful from this list:
  - Content Standard for Digital Geospatial Metadata Workbook
  - Creating and Publishing in Support of Geospatial One-Stop and the National Spatial Data Infrastructure
  - Geospatial Metadata Quick Guide
  - Top Ten Metadata Errors



# Key FGDC Standard Sections for Templates, etc.

- CSDGM Essential Metadata Elements:

[http://www.fgdc.gov/metadata/documents/CSDGMEssentialMeta\\_20080514.pdf](http://www.fgdc.gov/metadata/documents/CSDGMEssentialMeta_20080514.pdf)

- Geospatial Metadata Quick Guide:

<http://www.fgdc.gov/metadata/documents/MetadataQuickGuide.pdf>

# More Implementation Assistance

- FGDC supports metadata/standards implementation with training sessions, educational resource materials, grants, etc.
  - Training sessions posted on FGDC calendar:  
<http://www.fgdc.gov/calendar>
  - Training materials, lessons plans, etc:  
<http://www.fgdc.gov/training/training-materials>
  - Cooperative Agreements Program Grants:  
<http://www.fgdc.gov/grants>

# Publishing Your Metadata Catalog

- Publish your own: ArcIMS Metadata Services
- Participate in portals or clearinghouses
  - GOS – Geospatial One-Stop  
<http://www.geodata.gov>
  - CEIC <http://ceres.ca.gov>
  - Knowledge Network for Biocomplexity  
<http://knb.ecoinformatics.org/index.jsp>

# 3. More

# More on other Standards

- ISO 19115, NAP (information at FGDC)  
<http://www.fgdc.gov/metadata/geospatial-metadata-standards#isometadata>
- California Environmental Information Clearinghouse (uses FGDC standard) -  
<http://ceic.resources.ca.gov/index.html>
- Dublin Core -  
<http://dublincore.org/documents/dces/>
- Ecological Markup Language (EML) -  
<http://knb.ecoinformatics.org/software/eml/eml-2.0.1/index.html>

# ISO vocabulary Resources

- CEIC adds ISO Topic Category automatically to your metadata records during post-processing
- FGDC publications listing Topics and implementation guidance: “Geospatial Metadata Quick Guide”  
<http://www.fgdc.gov/metadata/documents/MetadataQuickGuide.pdf>
- Themes and descriptions posted on SF Commons:  
<http://northbaycommons.net/standards/thesauri/iso-themes>