Editing and Importing Metadata

In this Chapter you will learn

- How to edit and import metadata using ArcCatalog

ISTC Topic:
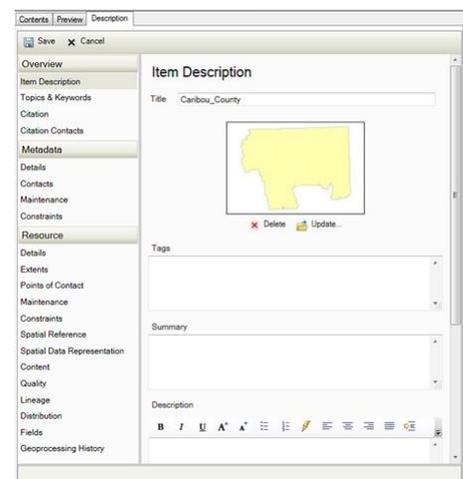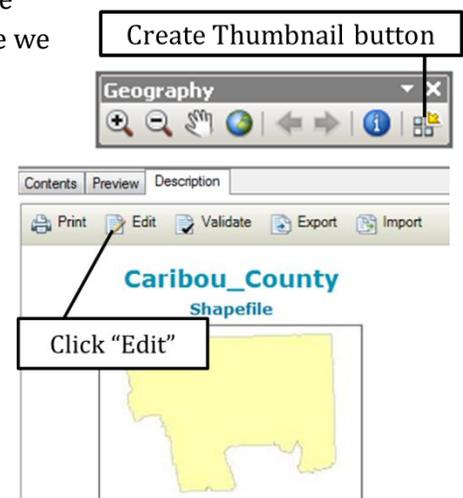
6.2

VIDEO

6.2: Editing Metadata

1. Creating and editing metadata

Exercise 1: Creating and editing metadata in ArcCatalog

1. Open ArcCatalog and browse to the Caribou_County shapefile in the Start folder. Click on this shapefile and go to the preview tab where we will create a thumbnail image that will appear in the metadata.

2. While on the preview tab click on the "Create Thumbnail" button.

3. Go to Customize > ArcCatalog Metadata tab and Go back to the Description tab and set the metadata style to ISO19139 Metadata Implementation specification.

4. Go to the Description tab and click on "Edit" as shown on the right.

Create Thumbnail button

Click "Edit"

5. Click on the various headings on the left. You can type metadata on the right hand side. For example, click on the Item Description heading and add the following information:

   a. Tags: Idaho, Caribou County

   b. Summary: Shapefile showing the outline of Caribou County

   c. Description: Shapefile showing the outline of Caribou County

6. Click "Save" near the top of the Description tab. Note that you can click on different headings such as "Topics and Keywords", "Citation", etc. to enter additional metadata information.

7. You edits will be visible when the Caribou_County layer is refreshed. The easiest way to do this is by clicking on a different shapefile in the table of contents, and then clicking on the Caribou_County Layer again. Notice that your edits have been added to the metadata.
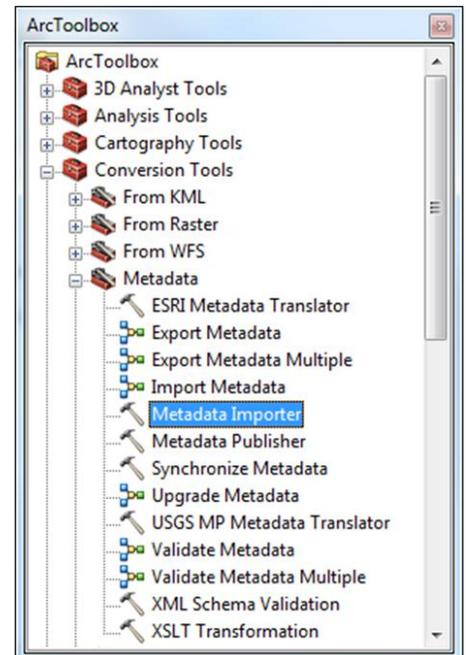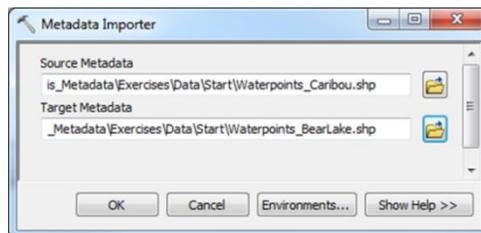
2. Importing metadata

Exercise 2: Importing metadata

1. Open ArcCatalog and browse to the Start folder. View the metadata for the Waterpoints_BearLake layer.

2. The Waterpoints_BearLake shapefile is derived from the National Hydrography Dataset (NHD). Click on the Waterpoints_Caribou shapefile which is also a subset of data from the NHD, and notice that this layer does not have metadata associated with it. Instead of manually editing the metadata for the water points in Bear Lake we can simply import that metadata from the Caribou layer.

3. Open ArcToolbox and go to Conversion Tools > Metadata > Metadata Importer. Complete dialog box as shown below. By setting the Waterpoints_Caribou as the source and Waterpoints_BearLake as the target.

4. Click OK to run the tool and then click on the Waterpoints_BearLake layer to confirm that the metadata has been updated.