

Instructions for Using the NH GRANIT Metadata Template

The metadata template is provided to prospective NH GRANIT data submitters as a tool to assist with writing metadata. It is assumed that data submitters have a basic understanding of metadata concepts and components. The following metadata templates/files are provided:

- GRANIT_metadata_template_raster_<revision date>.txt (template for raster data)
- GRANIT_metadata_template_vector_<revision date>.txt (template for vector data)
- workbook_0501_bmk.pdf (FGDC metadata workbook – for additional reference if needed)

The metadata template can either be imported into ArcCatalog and edited, or edited with a text editor such as WordPad (not recommended for those who have little or no experience with writing metadata). The template marks required fields and provides field-specific instructions. The sections that are identical for all NH GRANIT metadata records (i.e., Distribution Information) are completed.

ArcCatalog Instructions

Import the template:

1. Open ArcCatalog and navigate to the appropriate shapefile/feature class.
2. Select the shapefile/feature class, and click on the metadata tab.
3. From the metadata toolbar, click on the "Import metadata" button.
4. Browse to the metadata template, choose format "FGDC CSDGM (TXT)", and click "OK".

Edit the metadata:

1. From the metadata toolbar, click on the "Edit metadata" button.
2. A form will appear for editing metadata. The GRANIT template marks required fields with the text "REQUIRED", followed by field-specific instructions.
3. Click "Save" when finished editing metadata.

Export the metadata:

1. From the metadata toolbar, click on the "Export metadata" button.
2. Browse to an output location, choose format "FGDC CSDGM (TXT)", and click "OK".
3. Use a metadata parser to verify your metadata record against the FGDC standard. See the GRANIT Metadata Standards page for information regarding metadata parsers.
4. Submit your metadata to GRANIT in text (.txt) format.

Use ArcGIS Desktop Help for further instructions on editing metadata in ArcCatalog.

Important Notes:

When editing the metadata template in ArcCatalog, the text file should be referenced as it includes field-specific instructions that ArcCatalog may overwrite.

Fields that ArcCatalog will automatically update that will need to be changed:

- Title (*Identification Information section*)
- Process_Step: ArcCatalog will add a Process_Step "Metadata Imported". Please remove this Process_Step, and replace with appropriate process information. (*Data_Quality_Information*)

Fields that ArcCatalog will automatically update that should be correct:

- Geospatial_Data_Presentation_Form (*Identification Information section*)
 - Bounding_Coordinates (*Identification Information section*)
 - Native_Data_Set_Environment (*Identification Information section*)
 - Required fields in Spatial_Data_Organization_Information
 - Entity_Type_Label. ArcCatalog will add Attribute_Labels for each attribute in the data set, however the descriptive information will need to be added. Also, the final exported text file should be verified to ensure that attributes are listed in the same order as the shapefile/feature class. (*Entity_and_Attribute_Information*)
 - Metadata_Date (*Metadata_Reference_Information*)
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Text Editor Instructions (not recommended for those who have little or no experience with writing metadata)

1. Make a copy of the metadata template, and rename it to match the corresponding shape file/feature class, retaining the .txt extension.
 2. Open the copied template with a text editor, such as WordPad.
 3. Use the Find tool to search for the text "REQUIRED". Follow the field-specific instructions in each "REQUIRED" field. Be careful not to use any tabs in the metadata file. If an indent is needed, use spaces.
 4. When finished editing, use a metadata parser to verify your metadata record against the FGDC standard. See the GRANIT Metadata Standards page for information regarding metadata parsers.
 5. Submit your metadata to GRANIT in text (.txt) format.
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Questions? Contact GRANIT:

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