Creating Metadata Using ArcCatalog 10.x
ESRI ArcGIS – ArcCatalog 10.x Metadata Editor

This document guides you through the process of creating CDFW compliant metadata using ArcCatalog.

1. Go to (Customize/ ArcCatalog Options/ Metadata) and set the Metadata Style to “FGDC CSDGM Metadata” click OK

2. Select the dataset in the Catalog Tree and then select the Description tab.
   - If prompted to upgrade the metadata select “Yes” and choose from the “Upgrade Type” dropdown menu. For FGDC metadata choose “FGDC_TO_ARCGIS”

3. Click the Edit button to edit the metadata
   You should see the following three metadata sections – Overview, Metadata, Resource

   Please follow the directions below to create the required Metadata.

   OVERVIEW
   Item Description
   Complete the following sections:
   Title - name for the dataset
   Tags - theme and place key words
   Summary (Purpose) - briefly describe why the data set was created
Description (Abstract) - briefly describe what the data set is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should know

Credits (If any)

Topics & Keywords

Complete the following sections:

- **Topic Categories** - select the Topic Categories related to the dataset
- **Theme Keywords** - these can be the same words entered in the Tags section of the Item Description
- **Place Keywords** - California and any other place keywords should be entered here
Citation

Select Dates and enter a date in the Published section.

Citation Contacts

Add two contacts:

Select New Contact and add the organization/entity/person responsible for the dataset. Then for Role select Originator.

Select New Contact and add the complete first and last name, organization/company, email and telephone number. Then for Role select Point of Contact.
METADATA

Contacts

Select New Contact and enter the contact person for the metadata. (Most of the time it’s the same person from the Citation Contacts section)

RESOURCE

Details

Complete the “Status” section (“Credit” and “Supplemental Information” sections are optional)
Extents
Complete any relevant sections like the “Temporal Period Extent”

Resource Extents

Maintenance
Update Frequency - choose from the “Update Frequency” drop down list

Constraints
Add constraints. If none put “None” in the General Constraints - Use Limitation section
**Distribution**

Distributor - add distributor (contact person) by selecting if the dataset will not be distributed by the Department of Fish and Wildlife.

**Digital Transfer Options** - select to add a download link or other relevant links

**Fields**

Select to list all attribute fields.

Make sure all field attribute definitions are populated.