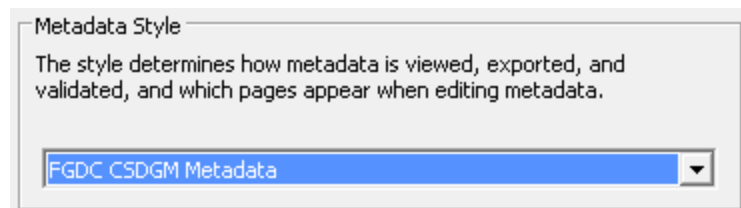# Creating FGDC-Compliant Metadata in ArcGIS 10.1

1. Start **ArcCatalog** . If you don't have a shortcut created for the application, it may be found in the ArcGIS program group.

2. Choose **Arc Catalog Options...** from the **Customize** menu.

> Metadata Style
>
> The style determines how metadata is viewed, exported, and validated, and which pages appear when editing metadata.
>
> FGDC CSDGM Metadata

3. Under **Metadata Style**, select and click **OK**.

4. In the **Catalog Tree**, browse to your layer's location and select it. If you don't see your layer's folder location listed in the tree, use the **Connect to Folder** tool to add it:

> **Connect To Folder**
>
> Connect to a folder or disk drive so you can work with its contents in the Catalog.
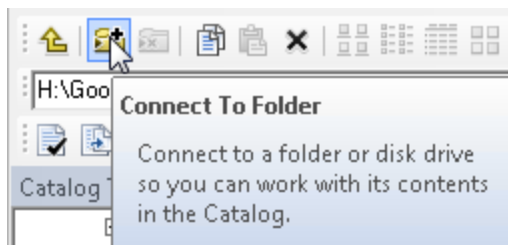
5. Select the **Description** tab and click the **Edit** button. Both are located at the top of the main portion of the **ArcCatalog** window.

> Contents | Preview | Description
>
> Print   Edit   Validate   Export   Import
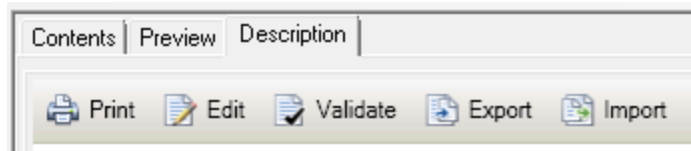
6. When in **Edit** mode the appearance of the **ArcCatalog** window will change. Any sections deemed complete will be shown with a check mark, and those with required but missing metadata elements will be shown with a red **X** in the **Overview** column. Fields needing an entry will be highlighted in red, and will be listed at the top of the window (in blue). Some entries are populated automatically (e.g., layer extent and database field types and names) but other items will need to be entered manually. It is suggested you work from top to bottom, section by section, in the Overview list.

7. Tip: you can add a *thumbnail* (picture) of your layer to the metadata file thusly: choose the **Preview** tab, then click the **Create Thumbnail** tool. It should be at the right end of the ArcCatalog toolbar. The thumbnail will be visible when you switch back to the metadata vie (**Description** tab).
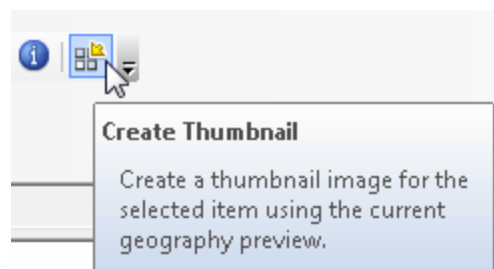

If you'd like to use a more detailed (more than one color) thumbnail image, you can attach any PNG, JPG, BMP, or GIF image of your data. Simply take a screenshot in ArcMap with the layer symbolized as you like it. You can attach the image to the metadata using the **Update...** icon found near the top of the **Item Description** section.

8. You can expand or collapse some metadata elements by using either [⌄] or [⌃]. Be aware that you may need to expand a section to add a required entry, e.g., **Citation** requires a publication date, but the **Dates** element is collapsed by default:

default:

expanded:
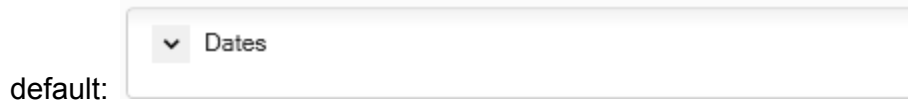
Just click the calendar icon to the right of **Published** to select a publication date.

9. After you are done entering the required information, be sure to Save it. You can later **Validate** your metadata, or **Export** it to an XML file.

More information can be found on the web and in several ArcGIS 10.1 help topics. See

Creating and managing FGDC metadata

Creating standard-compliant metadata

Illustrated guide to complete FGDC Metadata

The ArcGIS Metadata Format

FGDC Metadata Quick Guide

Ciesin's guide to FGDC-compliant metadata

FGDC Metadata

A graphical guide to FGDC Metadata