**Purpose:**

This document describes one way to create a metadata record to be later stored on the GeoNetwork server, using the java application jNAP. Other possible editing tools are listed in the document “Common Metadata Editing Tools” (330-F01 ).

Creating metadata outside GeoNetwork is useful if many metadata records of a somewhat similar type or series are to be created, because all such records with their associated data files, links and thumbnails can be loaded in one later step.

Some of the jNAP features are:

* Machine independent (java application)
* Graphical interface
* Bilingual – English, French
* creates metadata compliant with the North American profile (but using gml, not gml/3.2)
* extensive help appears during hover over field label
* built-in thesauri for theme (GCMD v6 and Gov of Canada keywords) and place (Canada locations)
* automatically builds a contact list (contact.xml) that can be moved to other application installations, reducing manual data entry
* performs metadata record generation for dataset or service applications
* graphics overview links and data online links can be added within jNAP.

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| 1 | Download (if necessary) and open jNAP | <ftp://ftp.dfo-mpo.gc.ca/BIOWebmaster/jMW2/> |
| 2 | Complete the red and starred fields in:   * Metadata Record Information * Identification Information * Distribution Information * Data Quality Information * Reference system Information | * The Reference system section becomes available when one chooses “edit-preference-expert” * New uuid record identifiers are generated by clicking the File Identifier button. * Theme and place keywords should follow the ICAN recommendations (305-F02) if it is desired to connect to the ICAN network. |
| 3 | Complete in IdentificationInformation/DataIdentification:   * Supplemental Info * Extent * Topic |  |
| 4 | Complete in IdentificationInformation:   * Keywords/GoC * Keywords/GCMD * Contact |  |
| 5 | Thumbnails are optional but desirable. Two approaches:   1. Best to do this after record loaded into GeoNetwork 2. Alternatively:  * Complete the graphics overview section * File name and type are obvious | A large and small thumbnail can be provided. The images **can** be different, but most often they are the same. The small image is displayed with the search results.  File description can be labelled anything; a suggestion is ‘large\_thumbnail’ for large, and ‘thumbnail’ for small |
| 6 | Data transfer option section is optional but desirable. Best to do this after loading into GeoNetwork. As protocols, use:  WWW:LINK-1.0-http—link  for web address  WWW:DOWNLOAD-1.0-http—download  for File for download  OGC:WMS-1.1.1-http-get-map  for OGC Web Map Service (ver 1.1.1) | There are many other protocols. These three options are very common:   * Use an external web hyperlink to provide more information, or to link to a data provider site for added acknowledgement * Use the download link to provide dataset(s) * Use the map protocol for local map display of data features and for Google Map display |
| 7 | Validate the completed record  Choose “Edit-Validate\_xml” | * If not valid, fix the errors/omissions |
| 8 | Save the record and exit | * Otherwise metadata will be lost |