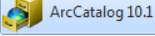
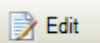
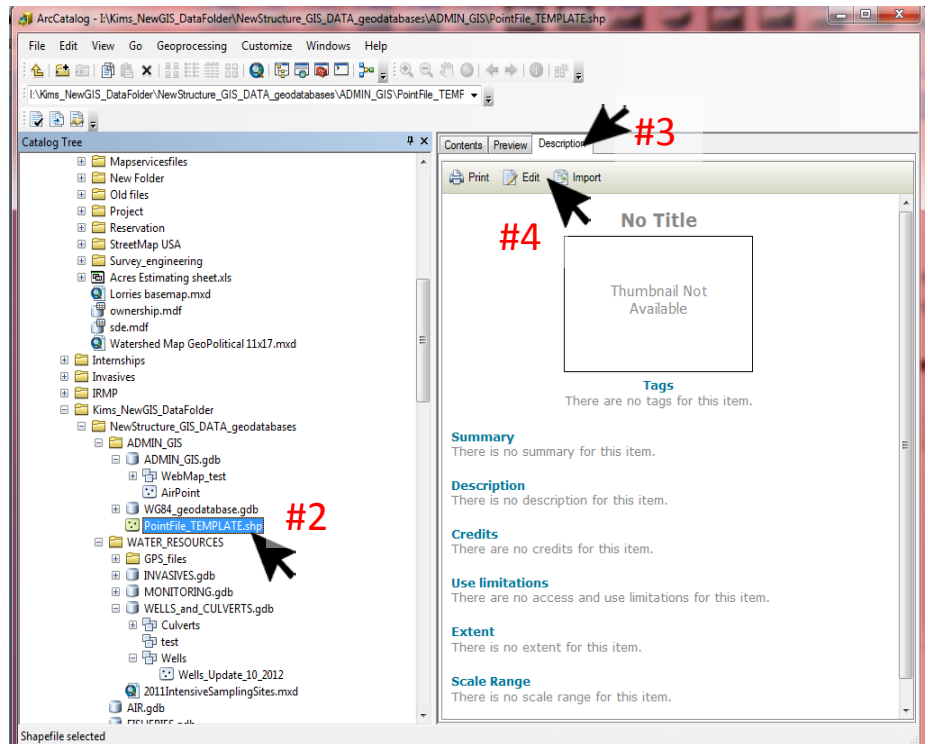


## How to Add/Edit Metadata for ArcGIS 10.1 *(updated 12/10/2012, K. Ness)*

1. Open ArcCatalog   
 Navigate to your new file (see #2). In my example, I went to my file named "PointFile\_TEMPLATE.shp". When you click on your file, it defaults to the "Preview" tab (see #3).
2. Go to the "Description" Tab (see #2). This view is showing the metadata TEMPLATE you will edit.
3. Under the Tab you just clicked, click the  Edit button (see #4). This will open another menu under the "Item Description." For each of the light pink boxes, you need to enter the following information for each section:



You will notice there are other sections, but you **DON'T** need to enter anything else other than what's listed below:

← **Title:** *this should populate automatically with what you named your file; Name your file using this convention: [DESCRIPTION OF FILE]\_[SOURCE OF DATA]\_[DATE DATA COLLECTED]*

(Example: WetlandInventory\_WDNR\_1975, where DESCRIPTION = Wetlands Inventory, SOURCE OF DATA = the WI DNR, and the DATE or YEAR DATA COLLECTED =1975).

← **Tags:** **ENTER YOUR FUNDING SOURCE and SEARCHABLE terms.** (Example: GLIFWC, "NRCS WHIP", wildlife, streams, reservation). The more terms you enter, the easier it will be in the future to search for this file.

← **Summary:** **In 2-3 sentences, describe what your data represent.** Please note the SOP or QAPP (if applicable) that the person who collected the data followed. (Example: Data display polygons of wild rice beds surveyed on Dec. 5<sup>th</sup>, 2012.)

← **Description:** DO NOT ENTER ANYTHING HERE. (unless you talk to Kim 1<sup>st</sup>.)

← **Credits:** **Enter the name of the person WHO COLLECTED the data. If there were several people, then enter their names.**

← **Hover over the pink boxes and you will get a description of what to enter at the bottom of the ArcCatalog**

4. Once you're finished entering this information, click  Save. And you're done. If you want to go back later and change things, just use these same steps.