



# Shifting to Metadata

Charles Lakes,  
*Creative Solution Architect*



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Workforce and  
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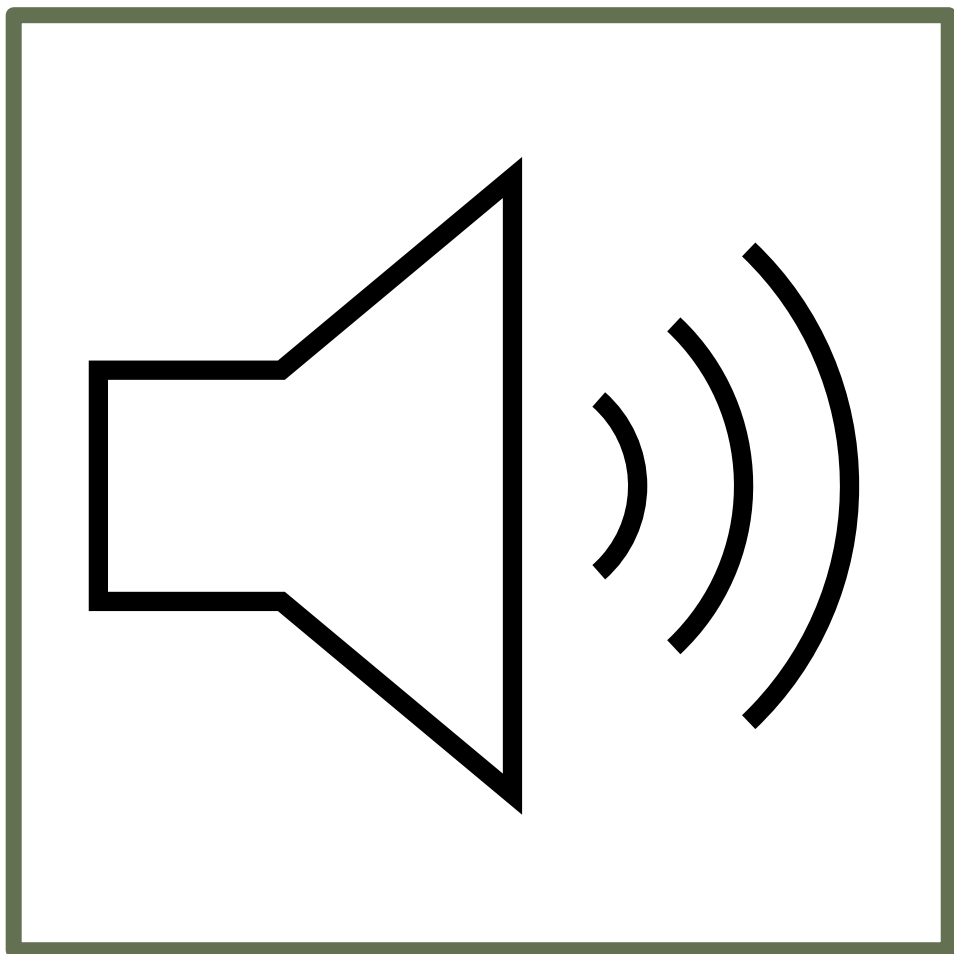
## Session Feedback



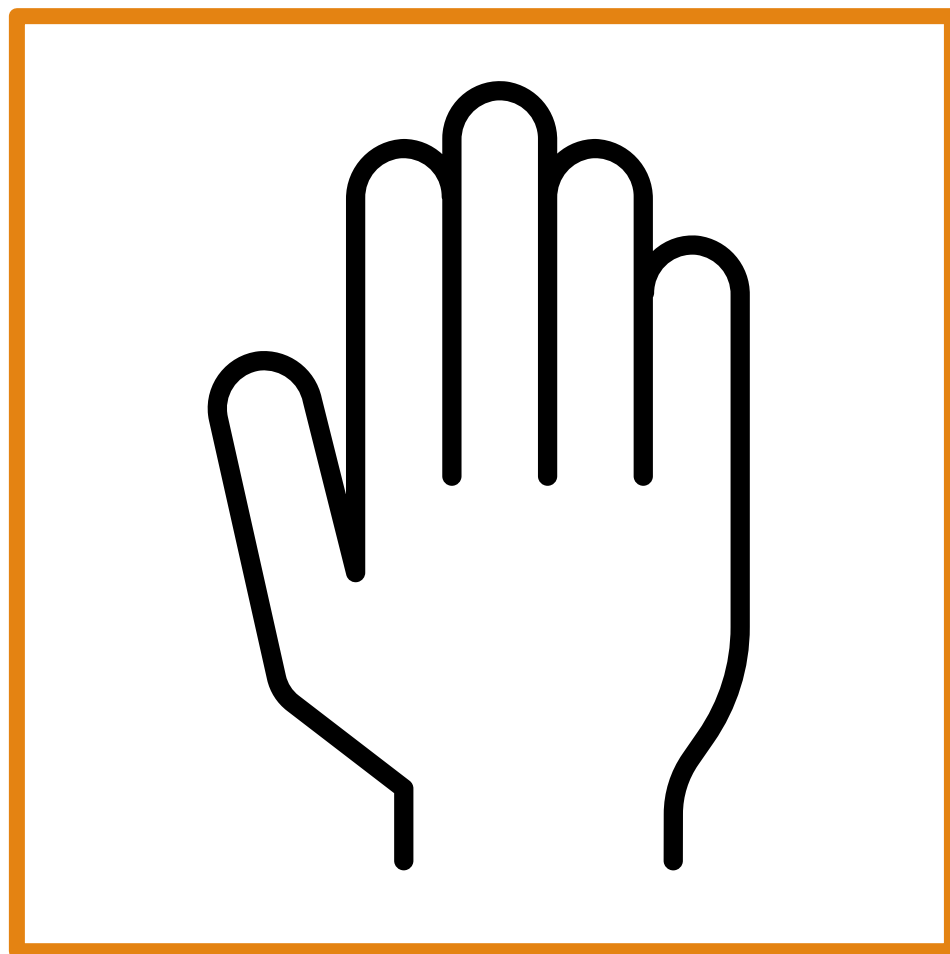
## After event meet up

### **ROUND 6 Brewery**

427 Whitecrest Drive, Maryville  
(Near Home Depot)



1



2

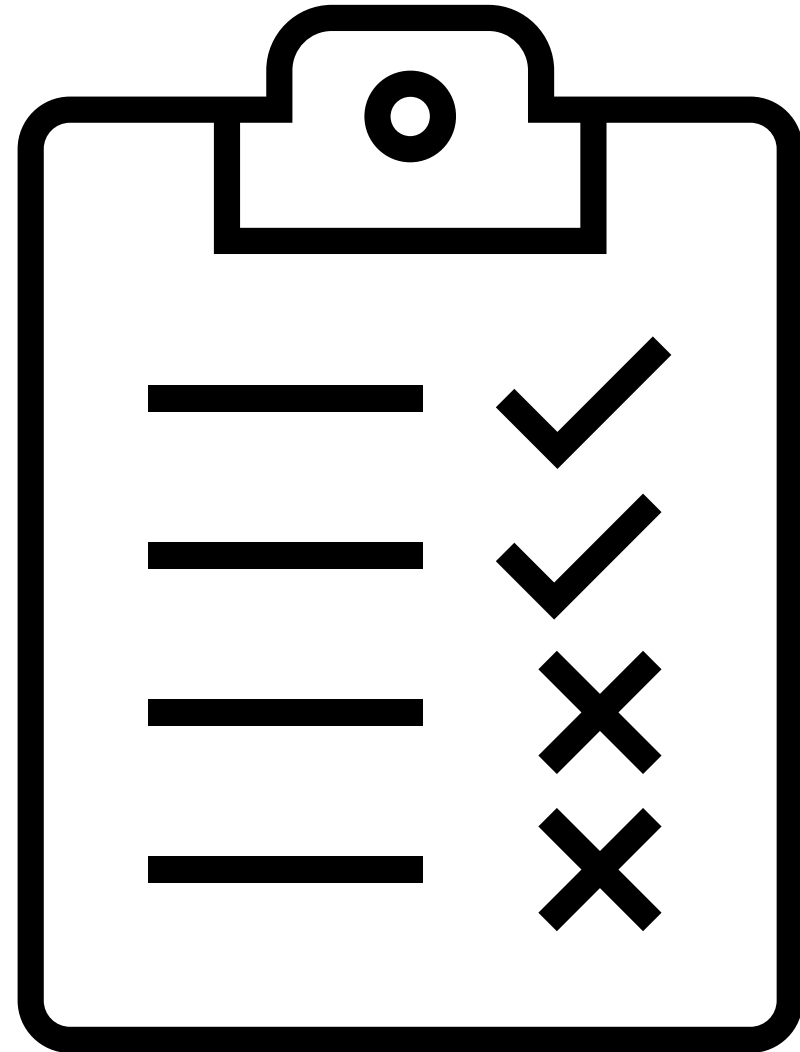
# About Me

- Blogger
- Speaker
- Developer
- Middle-child



# Objectives

- ❑ Understanding metadata.
  - ✓ The what
- ❑ Understanding usage today.
  - ✓ The who and where
- ❑ Understanding usage tomorrow.
  - ✓ The when, why and how



# What

- “a set of data that *describes* and *gives information* about other data.”



## Display



Type (icon linked to document)



Name (linked to document with edit menu)



Modified



Modified By



Deal Status



Deal Year



Type of Document



Created Year



Version



Deal Type



App Created By



App Modified By



Check In Comment



Checked Out To



Color Tag



Comment count

## Column Name

## Position from Left

1 ▾

2 ▾

3 ▾

4 ▾

5 ▾

6 ▾

7 ▾

8 ▾

9 ▾

10 ▾

11 ▾

12 ▾

13 ▾

14 ▾

15 ▾

16 ▾

# Who + Where

- ❑ Local Libraries
  - ✓ E.g., authors; themes; publisher; etc.
- ❑ Social Media
  - ✓ E.g., hashtags; mentions; location; etc.
- ❑ Streaming Services
  - ✓ E.g., genres; runtime; rating; etc.
- ❑ eCommerce
  - ✓ E.g., color; size; category; etc.



Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

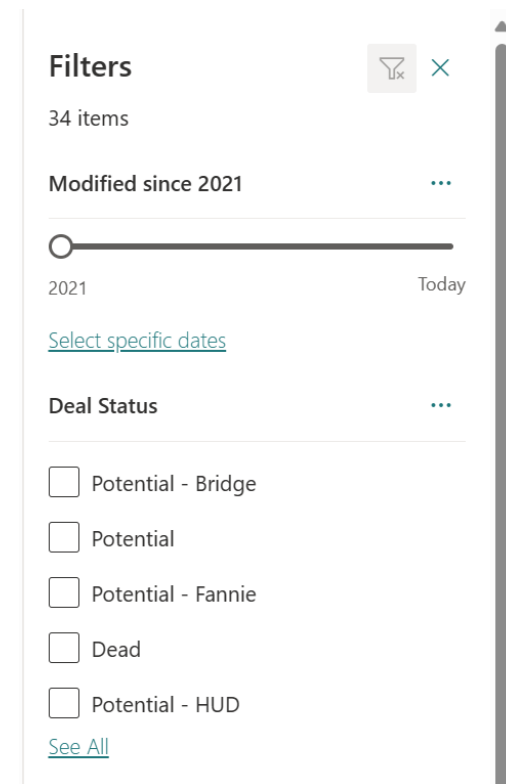
The type of information in this column is:

- ☒ Single line of text
- ☐ Multiple lines of text
- ☐ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time
- ☐ Lookup (information already on this site)
- ☐ Yes/No (check box)
- ☐ Person or Group
- ☐ Hyperlink or Picture
- ☐ Calculated (calculation based on other columns)
- ☐ Image
- ☐ Task Outcome
- ☐ External Data
- ☐ Managed Metadata



# When, Why, and How

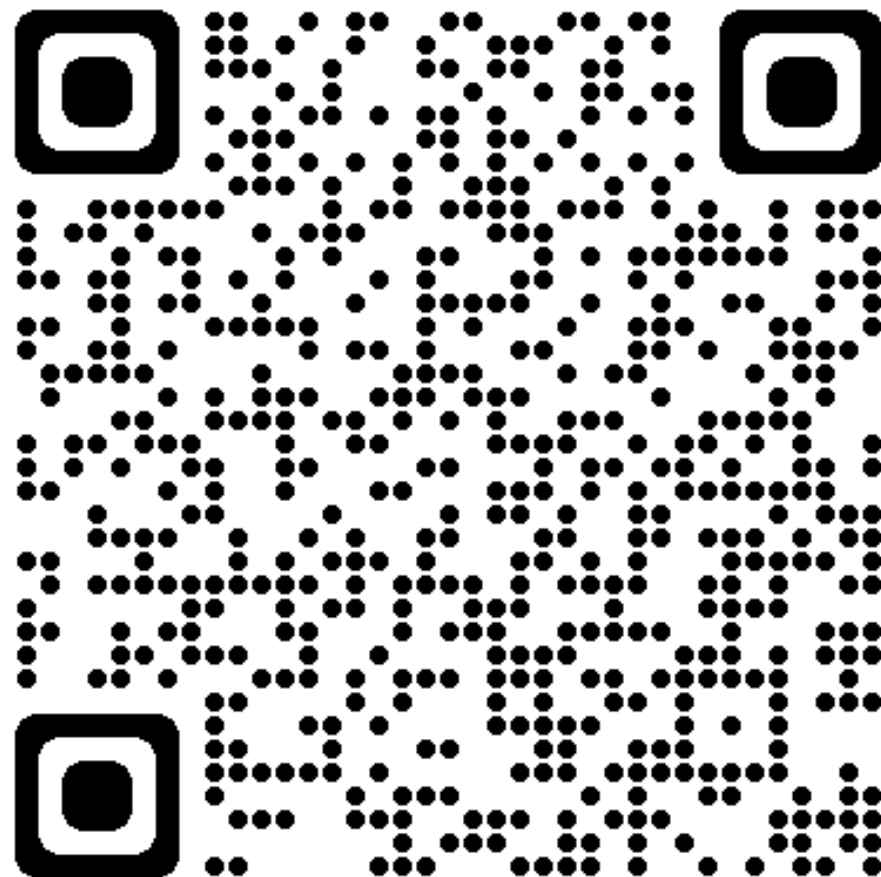
- ❑ Boost productivity.
  - ✓ E.g., context, search, organization
- ❑ Leverage SaaS solutions.
  - ✓ E.g., Power Automate, Copilot, Power BI
- ❑ Modernize data governance.
  - ✓ E.g., regulations, policies, labels





# Contact

CharlesLakes.com





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