EMODnet Seabed Habitats

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EMODnet Phase III

Creating INSPIRE-Compliant Metadata using ArcGIS

Disclaimer[1]

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Document history

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[1] The disclaimer is needed when the document is published

Contents

# Creating INSPIRE-Compliant Metadata using ArcGIS

This document outlines the steps in creating an INSPIRE-compliant metadata record using an xml file as a template in ArcCatalog. It is available from the EMODnet Seabed Habitats Data Submission Process web page.

1 Importing metadata template

Import "Metadata_Template.xml" to shapefile that you wish to write metadata for in ArcCatalog. To do this, highlight the shapefile in the ArcCatalog tree. Then, click on the Description tab on the main panel and select the Import option. Select "Metadata_Template.xml" as the input file and click OK.
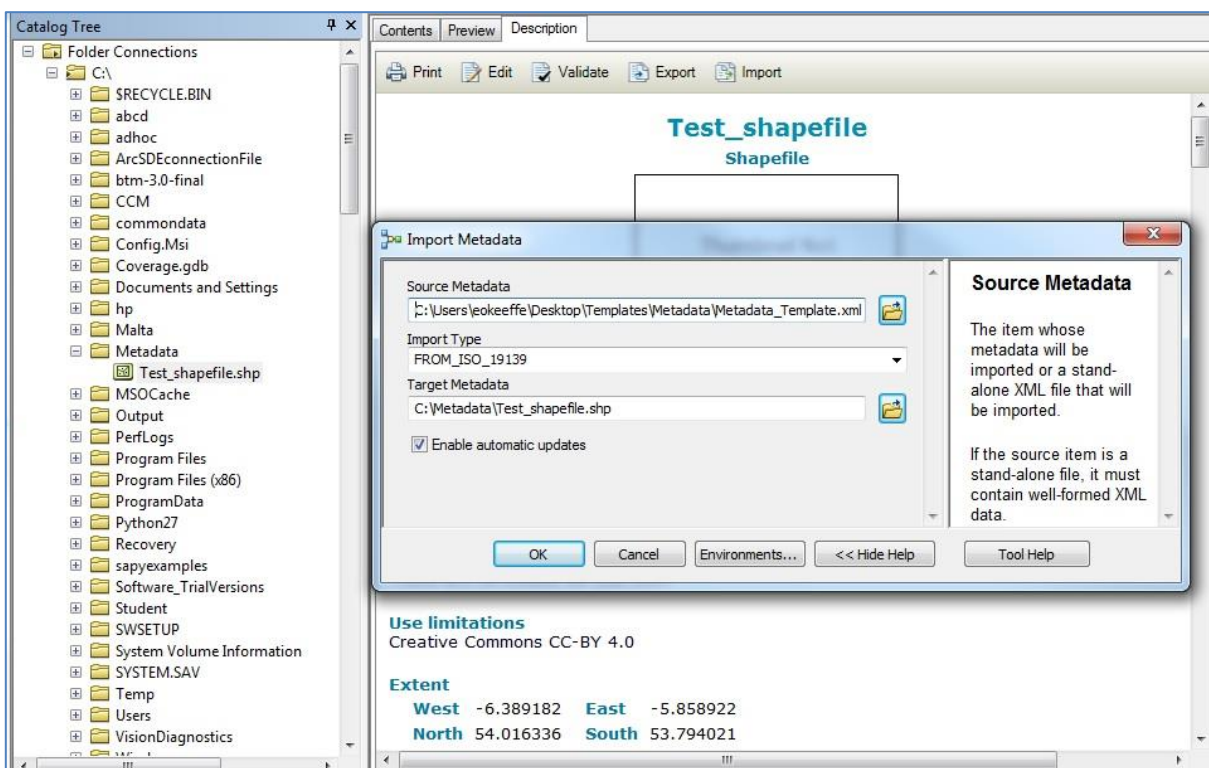

After a minute the import should be complete and a dialog box opens to confirm the import was successful.
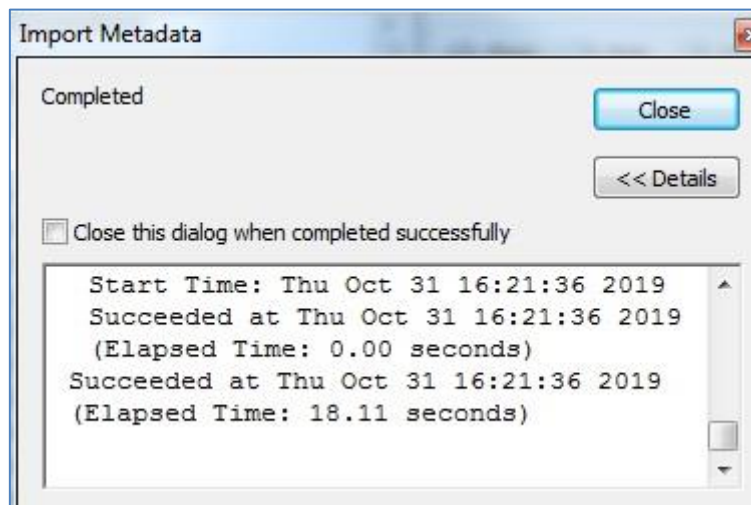
2 Editing unique metadata fields

Now that a metadata template has been added to the shapefile, additional metadata fields unique to each shapefile need to be input. Common fields including information on distribution licence, keywords, etc. are included in the template and automatically fill the required sections of the metadata file after import. Information on owner/point of contact, UUID and alternate titles are unique to every dataset and therefore have to be filled in manually after the import.

In order to fill in the additional metadata fields, click on the shapefile of interest (the one you just imported the metadata template to) and again click on the Description tab in the main panel. Then, select the **Edit** button. The fields highlighted all need data to be input.
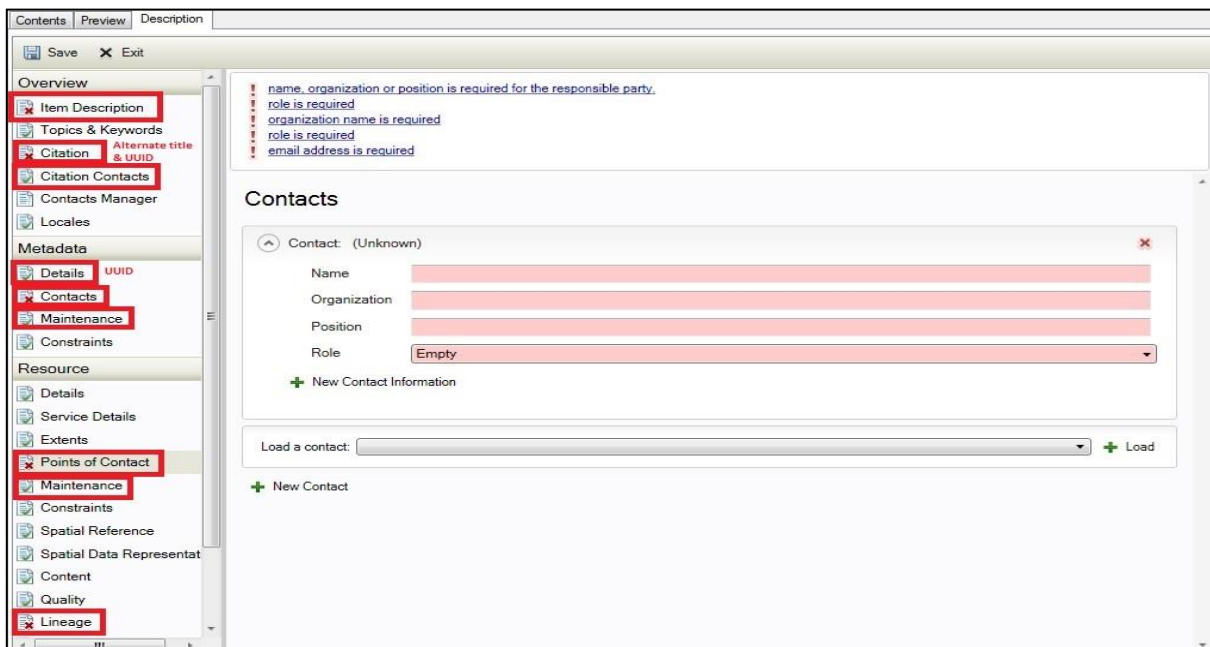
To summarise, the following data needs to be included for each section:

    Item description – title and abstract

Citation – title, alternate title and UUID (which can be created [on the Online UUID Generator website](#)).

Citation contacts – add new contact, include name, organisation and role.

Details – copy and [paste the UUID created in previous step.

Contacts - add new contact, include name, organisation and role.

Maintenance – select frequency of update from dropdown menu.

*Points of contact* - add new contact, include name, organisation and role.

Maintenance – select frequency of update from dropdown menu.

Lineage – brief history on the origins of the data.

When complete, click Save.

3 Exporting metadata

Finally, export the metadata from the shapefile into an .xml file. Highlight the shapefile in ArcCatalog, click on the Description tab on the main panel and then select **Export**. A dialogue box opens prompting you to provide a name for the output .xml file.
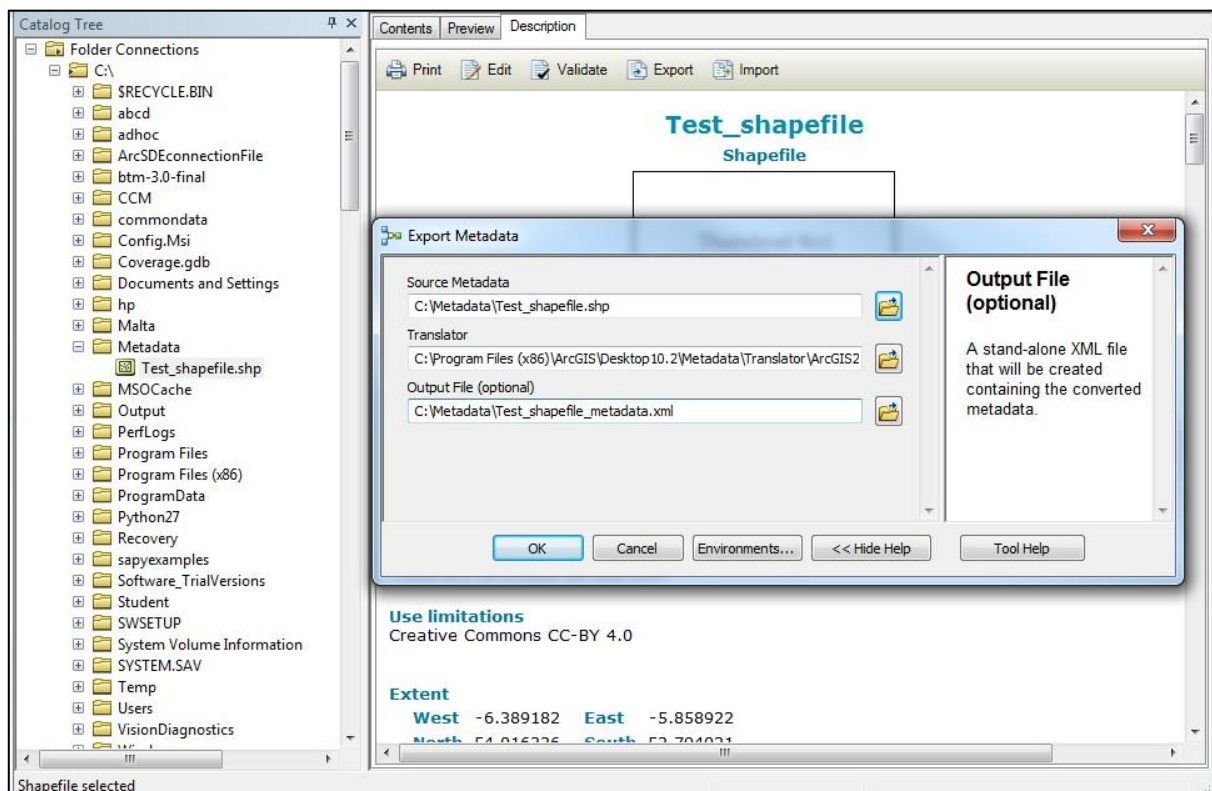
Select an output name for the .xml and click OK.

This .xml file is a fully INSPIRE-compliant metadata file and needs to be submitted along with all of the formatted shapefiles (DEFs) to EMODnet Seabed Habitats.