EPA Metadata Editor v5.0

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Welcome

• Introducing the new metadata editor – EME 5.0!
• Purpose of the EME 5.0 is to make metadata editing easier and improve the quality of metadata records – as you create new metadata and edit old metadata use EME 5.0
  – No deadline for using the new tool
• Feedback welcome!
Introduction to EME 5.0

- EME 5.0 – What’s new?
- Getting Started with EME 5.0
- Validation Tips
- EME 5.0 - Demo
- EME 5.0 - Important URLs
EME v5.0 New Features:

- It is integrated with Esri ArcGIS 10.4 and ArcCatalog metadata Editing Tools
- Fully implements the ISO metadata standard
- Metadata Field entries meet all Data.gov compliance requirements
- EPA specific dropdowns provided for many fields
- Mandatory fields highlighted
EME v5.0: What’s New?

Benefits of using EME 5.0:

1. Integration of metadata with geospatial datasets
   - Bounding box coordinates
   - Spatial reference
   - Spatial data representation
   - Attributes
   - Geoprocessing history
2. Real-time validation
3. Best practices guidance included in tool
EME v5.0: Getting Started

Download EME 5.0:

1. Visit New EME Website!
2. Download Installation package
Installing EME 5.0:

1. Uninstall old versions of EME 5.0
2. Run the installation file
3. It is not necessary to uninstall versions of EME prior to 5.0

Note: You may receive a security notice when installing EME 5.0, this can be ignored. The install package was scanned and no risks were identified.
Enable New EME Tools:

1. Open ArcCatalog ➔ Customize menu ➔ ArcCatalog Options ➔ Metadata

2. Select EPA Metadata Specification NAP ISO 19115 2003 as your Metadata Style

3. Uncheck box “Show metadata upgrade prompt”
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EPA Metadata Toolbox:

- Appears in “My Toolboxes” folder in the Catalog Tree

- Contains 5 Tools:
  - EPA Cleanup ArcGIS Record
  - EPA Upgrade FGDC to ArcGIS
  - Export ArcGIS Metadata to ISO
  - Merge a selected metadata record with a saved template
  - Save record as metadata template
EPA Metadata Toolbox: *EPA Cleanup ArcGIS Record*

- For use when a metadata record has already been upgraded from FGDC CSDGM to ArcGIS format using the default Esri Upgrade Metadata tool.
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EPA Metadata Toolbox: *EPA Upgrade FGDC to ArcGIS*

- Used to upgrade all legacy FGDC CSDGM records to ArcGIS format.
- Aligns records with the EPA Metadata Technical Specification
- Ensures embedded UUIDs are recognized
- Removes legacy elements
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EPA Metadata Toolbox: Export ArcGIS Metadata to ISO

- Streamlines exporting ArcGIS metadata to compliant ISO 19115
- Equivalent to using the Export Metadata tool with ArcGIS2ISO19139 as the translator
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EPA Metadata Toolbox:

*Merge a selected metadata record with a saved template*

- Merges a selected metadata record with elements from a saved template
- Elements from the template record will overwrite their equivalents in the selected record
- Replaces only those elements that are common across many records

Note: caution is urged when using this tool
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EPA Metadata Toolbox: *Save record as metadata template*

- Saves a metadata record as a reusable template
- Excludes elements that are unique in every record
  - Examples:
    - Title
    - Abstract
    - UUID
- Keeps common elements
  - Examples:
    - Metadata Contact
    - Publisher
    - Distribution Contact
EME v5.0 Interface:

• To Edit Metadata using EME 5.0
  1. Navigate to an XML file or a GeoSpatial Dataset and click the Description Tab
• Allows viewing of metadata records in ArcGIS metadata format
EME 5.0 Interface:

- To Edit Metadata using EME 5.0
  2. Click the *Edit* button
- Opens EME 5.0
EME 5.0 Interface:

- Organized within ArcCatalog in a Table of Contents
- Clicking on a page in the table of contents displays a set of metadata fields in the Editing pane

Table of Contents containing pages to be edited
EME 5.0 Interface:

- Pages in the Table of Contents, symbolized with a Red X illustrate an error in the corresponding metadata fields.
- Help text is found at the top of the Editing pane indicating the fields in the selected page that do not meet minimum metadata requirements.
EME v5.0: Getting Started

EME 5.0 Interface:

- Errors may not be immediately visible and instead a section needs to be expanded to find the element error.

Dropdown arrow opens an expandable section.
EME v5.0: Getting Started

EME 5.0 Interface:

- Invalid text fields needing correction are shaded in pink or peach within the Editing pane.

Note: dropdown and date fields do not support this coloring.
EME 5.0 Interface:

- Mandatory metadata fields are shaded in light yellow.

Note: mandatory fields may not be visible at first glance, because it is possible they are found in an expandable section.
Contacts Manager:

- Provides a list of pre-populated EPA Contacts
- Lists any contacts that are included in the current metadata document
- Local Contacts file can be shared with Colleagues

Note: Contact Details cannot be edited in the Contacts Manager page
Contacts Manager – Editing Contacts:

1. Add contact to the metadata document in one of the following locations:
   - Citation Contacts
   - Metadata Contacts
   - Resource Points of Contact
2. Select the name of the metadata contact from the dropdown list and click Load.
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Contacts Manager – Editing Contacts:

3. When a contact is loaded, you can expand the section by clicking each down arrow
Contacts Manager – Editing Contacts:

4. New version of contact will appear at the bottom of the Contacts Manager Page
EME v5.0: Getting Started

Database Manager

- No longer an MS Access Database
- Standalone Application found in Start Menu
- Used to manage Keywords, System of Records, and Security Constraints fields
1. Click *Add Keyword* or *Add Constraint* (depending on tab) 

2. Add Keyword or Constraint in text box and click *Update*

3. New entry appears at the bottom of the defaults list
EME 5.0 Help:

- Mandatory fields link directly to their detailed guidance in the EPA Metadata Technical Specification.

- A link to the complete EPA Metadata Technical Specification can be found in the top right corner of the Editing pane.
EME v5.0: Getting Started

EME 5.0 Help:

- The 🔄 icon next to a field name links directly to that field’s detailed guidance in the EPA Geospatial Metadata Style Guide using EME 5.
Validation Tips:

- When edits are made EME 5.0 automatically updates the “Date Stamp” field.
- Do not use the “Validation” button when validating metadata (it happens in real time)
- Do not include “Tags” in the Item Description page. Include them in the Topics and Keywords page
- Make appropriate Program Code selection from the OMB list within the Topics and Keywords page.
- More Validation Tips can be found on the EME 5.0 wiki
DEMO
EME v5.0: Important URLs

Download EME 5.0 –


EME 5.0 Fact Sheet –

- [https://edg.epa.gov/data/Public/OEI/EMEv5Files/EME5_FactSheet_20170306.pdf](https://edg.epa.gov/data/Public/OEI/EMEv5Files/EME5_FactSheet_20170306.pdf)

EME 5.0 Installation Guide –


EME 5.0 Metadata Style Guide -


Questions/Help, email: [edg@epa.gov](mailto:edg@epa.gov)
Questions?

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