

GeoNetwork opensource – User Training

Module II for Editors – Metadata and data publishing

Exercise 3

Assigning categories to a metadata

A local version of GeoNetwork has been installed for the training's exercises.

This tutorial leads you through the process of creating new metadata entries. You will use the template system, add thumbnails, upload data, link to services and set access privileges to metadata and data.

As a final step to entering metadata for a dataset, you should now assign categories for it. The assigned values will determine the categories the dataset will belong to, on the home page.

GeoNetwork provides by default a list of categories to group the data (see figure 1), which can be yet changed by the site administrator according to the type of resources stored in the database.



Figure 1

To assign categories for your data follow the steps below:

1. Click the **Categories** button at the top or bottom of the metadata form (Fig 2), the corresponding page will be opened.



Figure 2

2. **Check the tickmark** in correspondence of the category you choose (you can assign one or multiple categories) and click **Submit** to save any changes made in the Categories form (Fig. 3)

CATEGORIES	
Categories	Assigned
Maps & graphics	<input checked="" type="checkbox"/>
Datasets	<input checked="" type="checkbox"/>
Interactive resources	<input checked="" type="checkbox"/>
Applications	<input type="checkbox"/>
Case studies, best practices	<input type="checkbox"/>
Conference proceedings	<input type="checkbox"/>
Photo	<input type="checkbox"/>
Audio/Video	<input type="checkbox"/>
Directories	<input type="checkbox"/>
Other information resources	<input type="checkbox"/>

Figure 3