

Tips for Publishing ArcGIS Desktop Map Documents on ArcGIS Server: Metadata

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This document has tips for setting up your ArcGIS Desktop map document so that when published, the map service has metadata in it that ArcGIS Server will recognize and publish. This makes it much easier for people when they are trying to understand what your map document is all about.

Fill Out Document Properties

The first thing you want to do is fill in the information in the “Document Properties” dialog box. Open this by choosing File→Document Properties from the ArcDesktop menu.

CalGuard.mxd Properties

Summary

File: rest\arcgisserver\arcgisdocuments\Military\CalGuard.mxd

Title: California National Guard Facilities

Subject: National Guard

Author: California National Guard

Category: Military

Keywords: California Army National Guard, California Air National Gu

Comments: This map service shows the locations of California Army and Air National Guard installations.

Hyperlink base: http://www.calguard.ca.gov/Pages/default.aspx

Template: Normal.mxd

Save thumbnail image with map

Data Source Options...

OK Cancel

For HyperLink base, put a URL to your web site—you might even have a web page that has more detailed information about this map service.

Data Frame Properties

Next, right mouse click on the “data frame” in the table of contents in your map document. The default name for the data frame is “Layers.” You may have named this something different.

Data Frame Properties

Annotation Groups | Extent Rectangles | Frame | Size and Position

General | **Data Frame** | Coordinate System | Illumination | Grids | Map Cache

Name: California National Guard Facilities

Description:
This dataframe contains two layers that depict the locations of the California National Guard.

Credits:
California National Guard

Units
Map: Decimal Degrees
Display: Decimal Degrees
Tip: See Tools>Options>Data View tab for additional options for displaying coordinates in the status bar

Reference Scale: <None>

Rotation: 0

Label Engine: ESRI Standard Label Engine

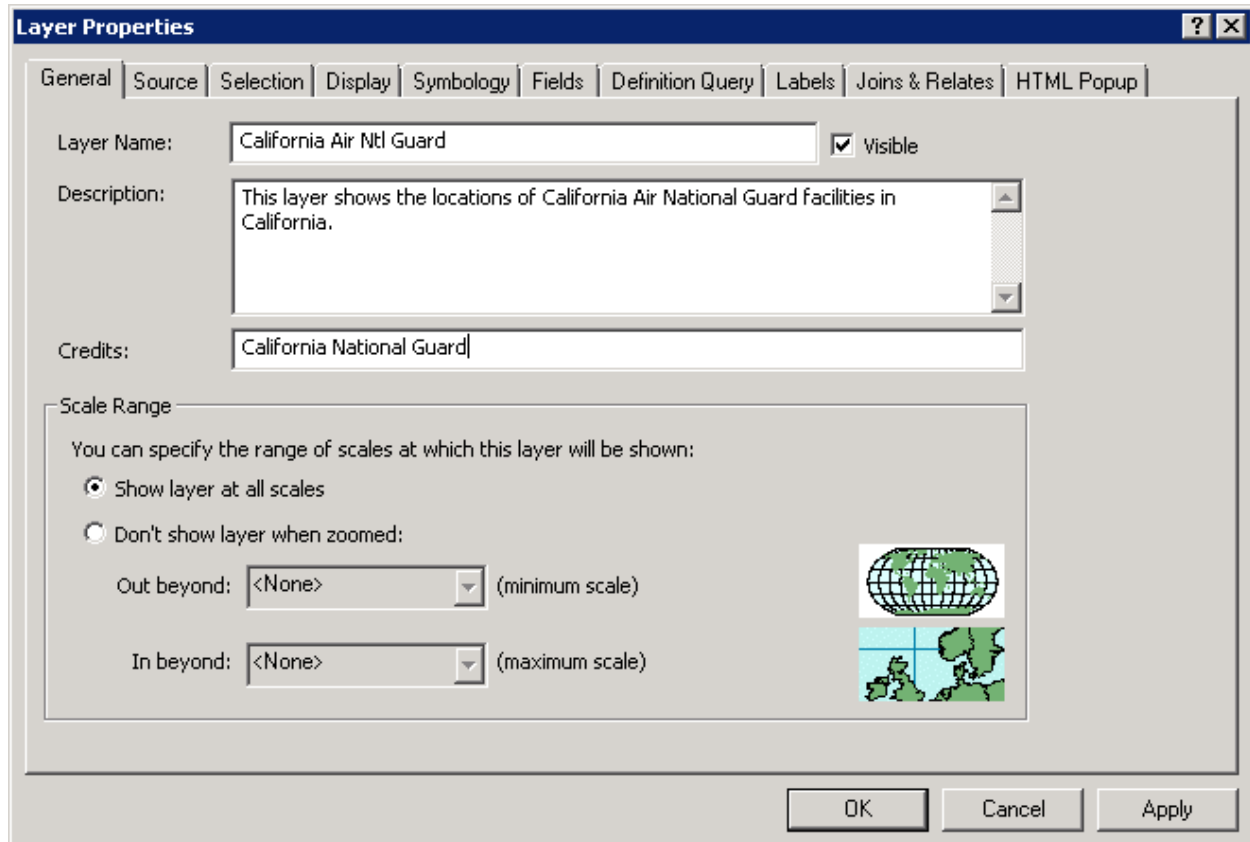
Simulate layer transparency in legends

OK Cancel Apply

Enter information here that generally describes the actual layers in this map document. You can put overall credits here for constructing the map, or, credit the source(s) here. Your choice.

Layer Properties

Lastly, for each layer it is helpful if you put some description so people know what the layer is about. Right click on each layer and enter in information.



The next few pages show other examples of how this was done.

RIDGE_Radar_TimeSeries.mxd Properties [?] [X]

Summary

File: [nts\Atmosphere_Climate\RIDGE_Radar_TimeSeries.mxd](#)

Title:

Subject:

Author:

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal.mxt

Save thumbnail image with map

Data Frame Properties [?] [X]

Annotation Groups Extent Rectangles Frame Size and Position

General **Data Frame** Coordinate System Illumination Grids Map Cache

Name:

Description:

This data frame contains a composite of precipitation radar images for the continental US.

There are 13 layers, starting with the "Latest"

Credits:

NOAA, National Weather Service - <http://radar.weather.gc>

Units

Map:

Display:

Tip: See Tools>Options>Data View tab for additional options for displaying coordinates in the status bar

Reference Scale:

Rotation:

Label Engine:

Simulate layer transparency in legends

OK Cancel Apply

Note: As far as I know, there is no limit to how much text you can put in the description field. More information the better for your users!

Layer Properties [?] [X]

General | Source | Display | Color Correction | Symbology | Selection | Fields | Definition Query | Labels | Joins & Relates

Layer Name: Latest Visible

Description: This is the most recent RIDGE radar image that has been downloaded from the National Weather Service.

Credits: National Weather Service

Scale Range



You can specify the range of scales at which this layer will be shown:

Show layer at all scales

Don't show layer when zoomed:

Out beyond: <None> (minimum scale)

In beyond: <None> (maximum scale)



OK Cancel Apply