Tips for Publishing ArcGIS Desktop Map Documents on ArcGIS Server:

Metadata

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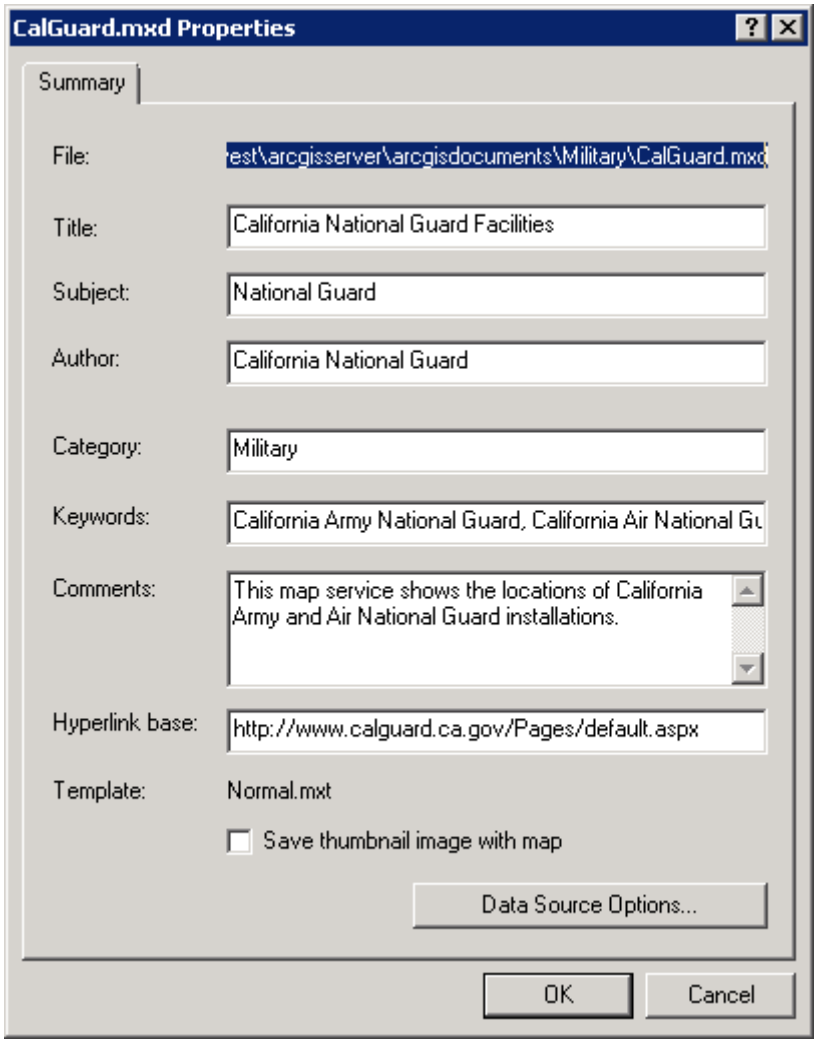
This document has tips for setting up your ArcGIS Desktop map document so that when published, the map service has metadata in it that ArcGIS Server will recognize and publish. This makes it much easier for people when they are trying to understand what your map document is all about.

Fill Out Document Properties

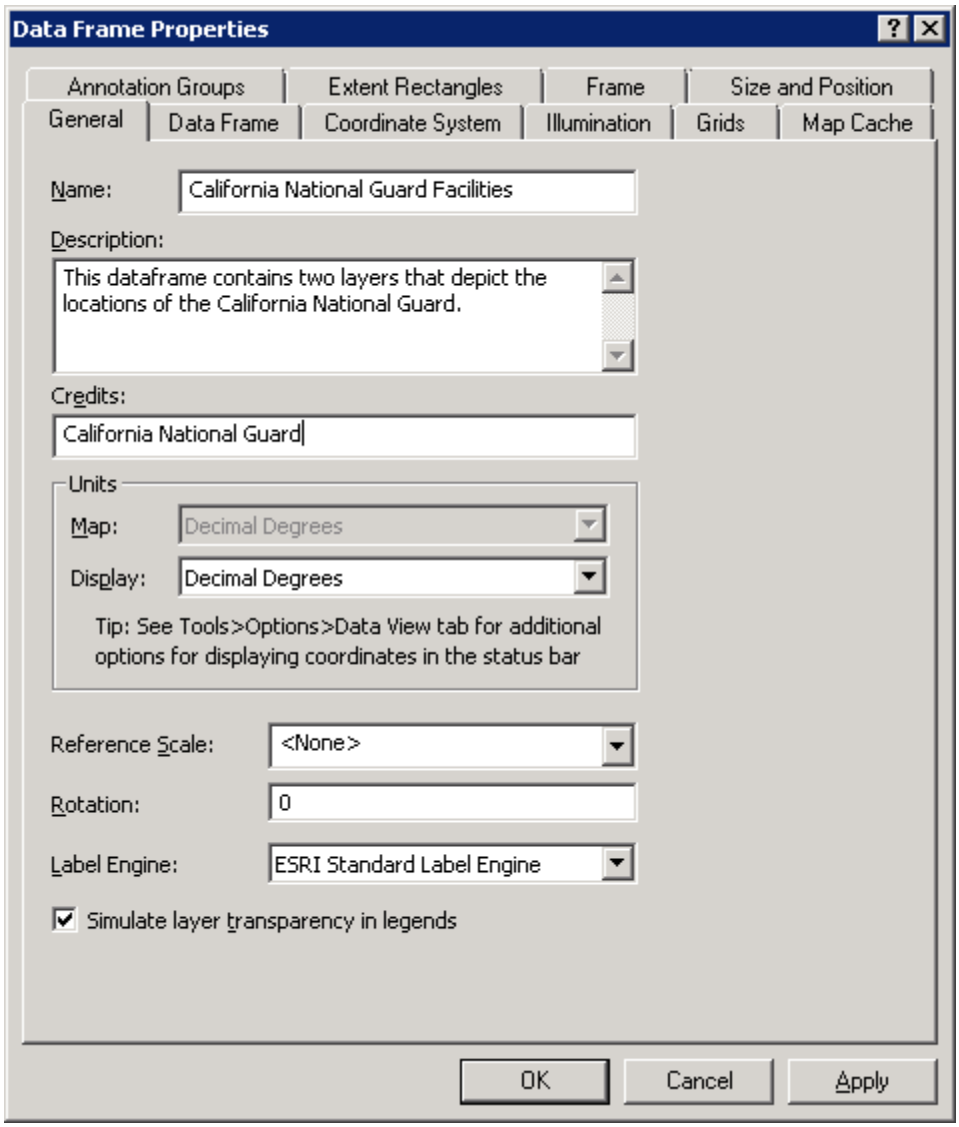
The first thing you want to do is fill in the information in the "Document Properties" dialog box. Open this by choosing File→Document Properties from the ArcDesktop menu.



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

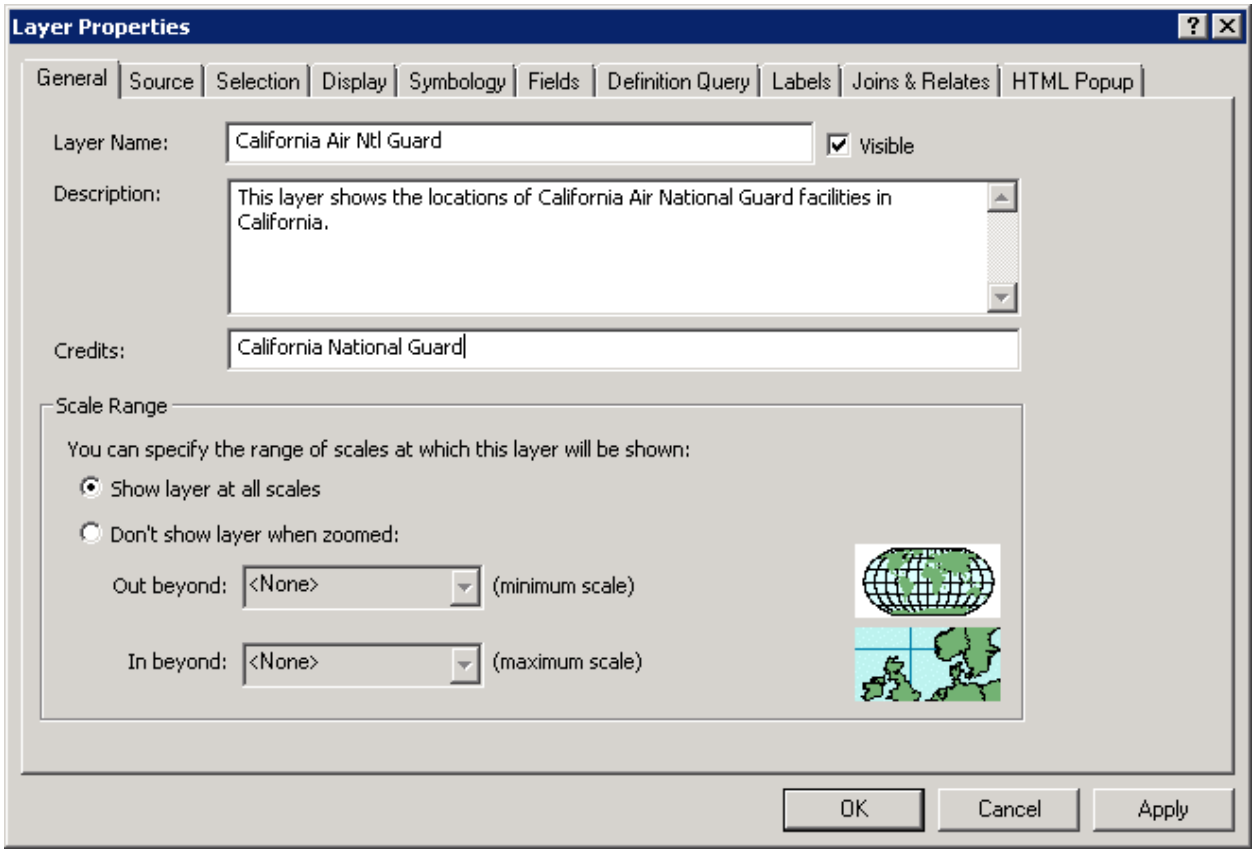
Next, right mouse click on the "data frame" in the table of contents in your map document. The default name for the data frame is "Layers." You may have named this something different.



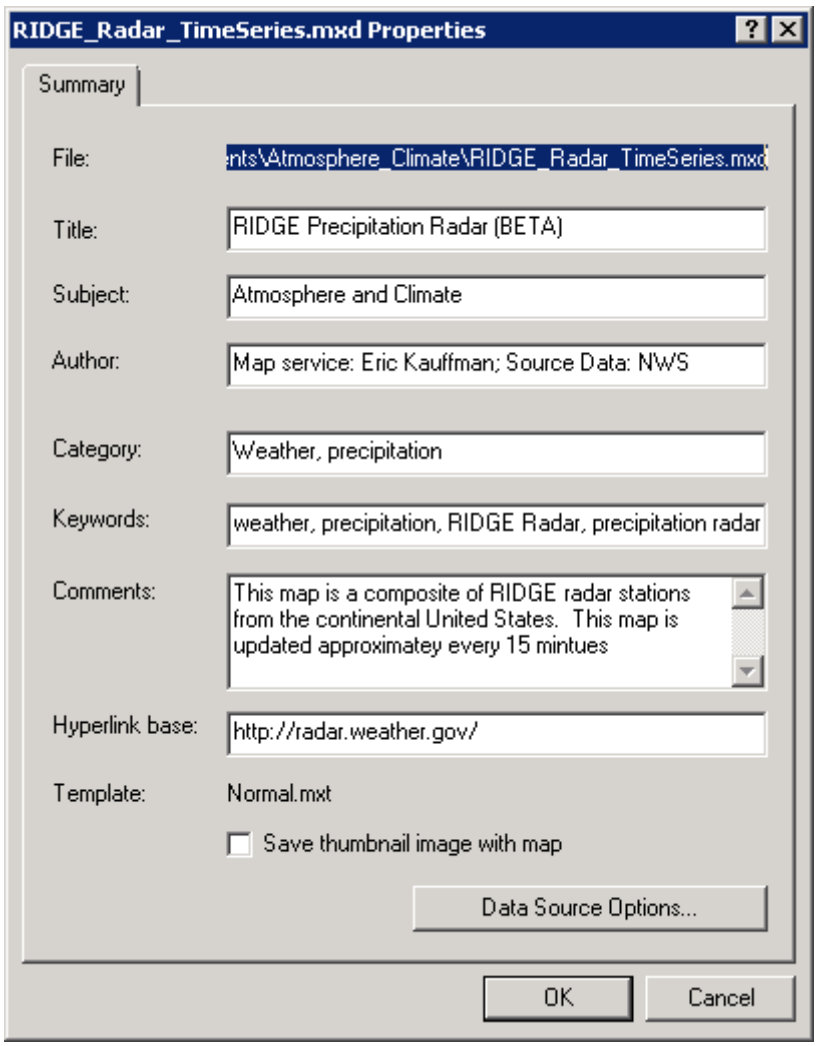
Enter information here that generally describes the actual layers in this map document. You can put overall credits here for constructing the map, or, credit the source(s) here. Your choice.

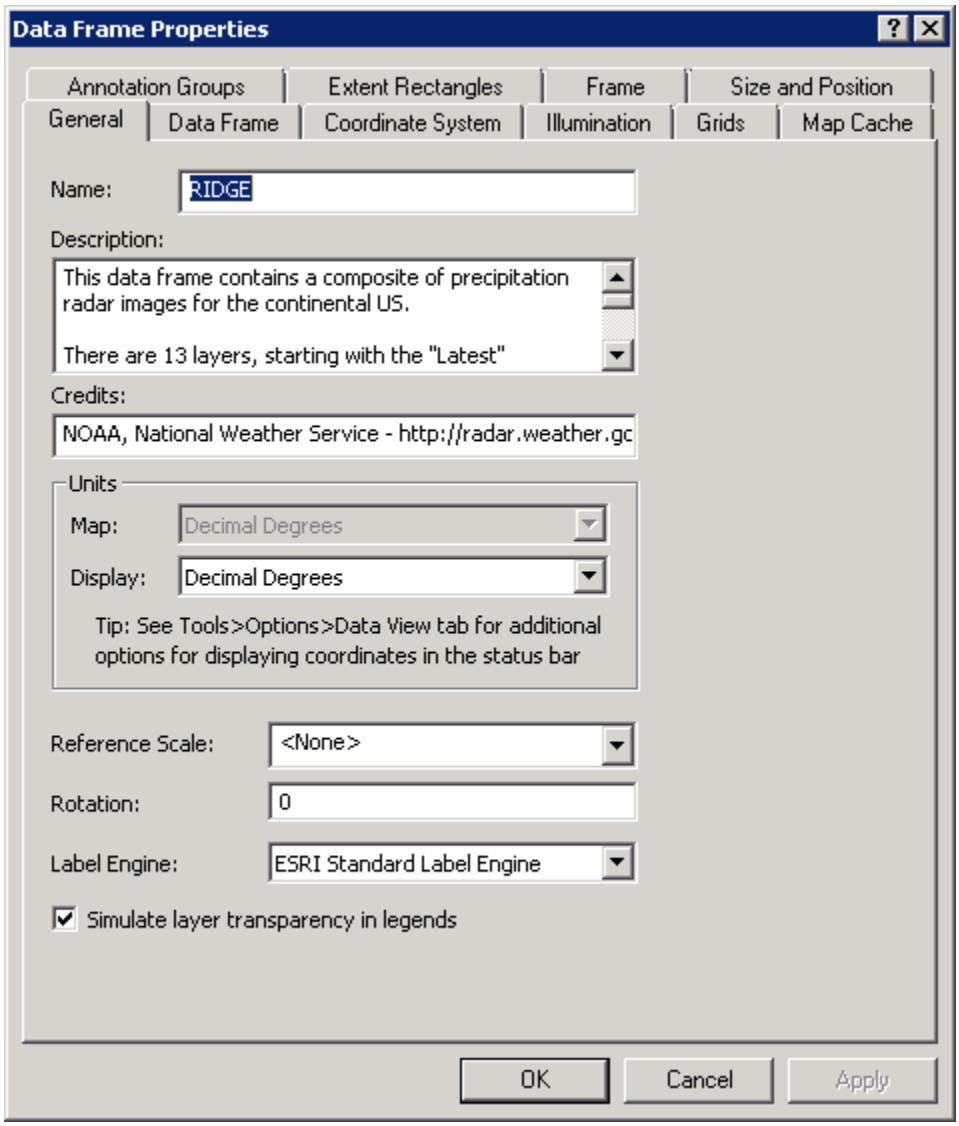
Layer Properties

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.

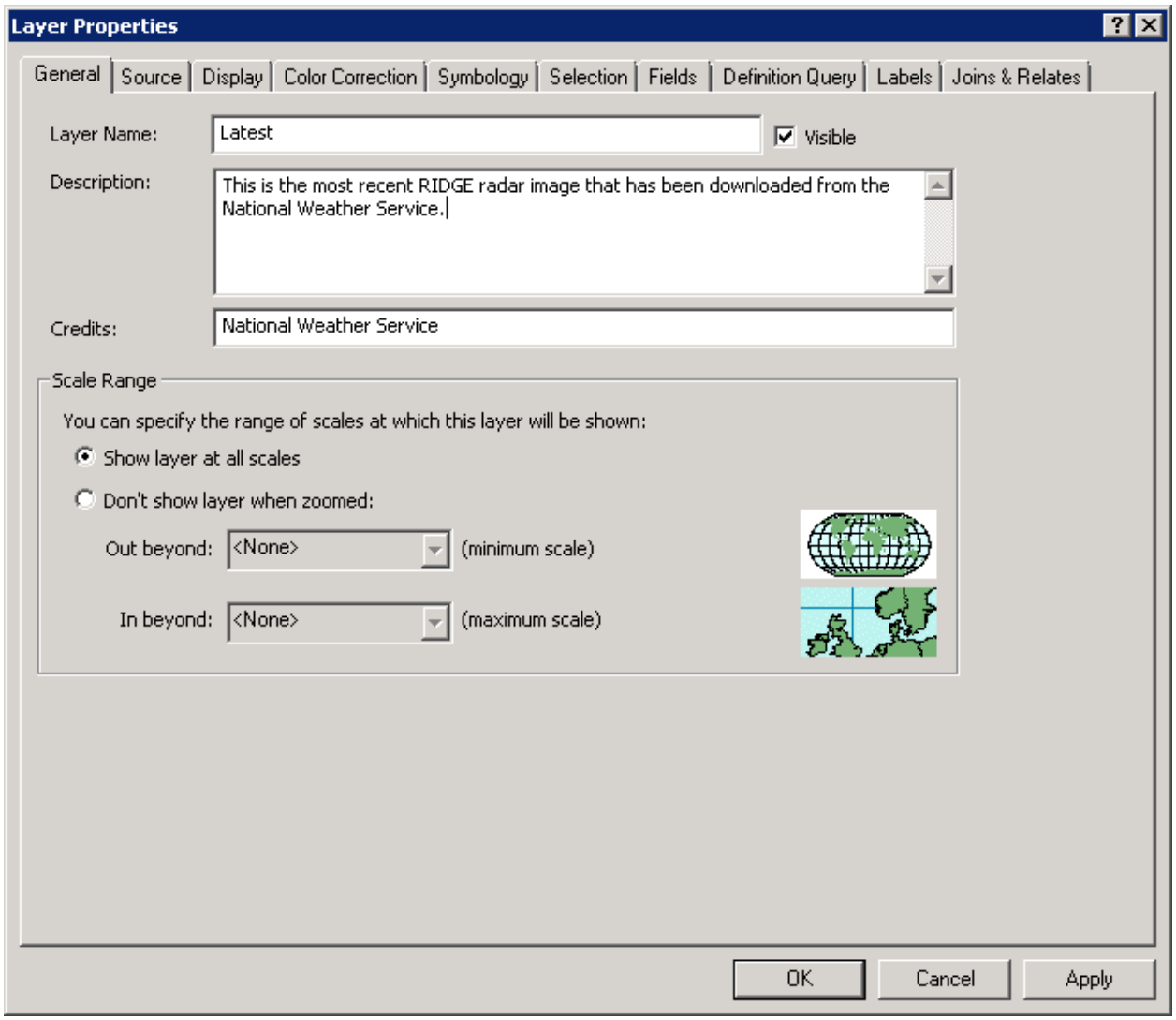


The next few pages show other examples of how this was done.


RIDGE_Radar_TimeSeries.mxd Properties
Summary
File:
nts\Atmosphere_Climate\RIDGE_Radar_TimeSeries.mxd
Title:
RIDGE Precipitation Radar (BETA)
Subject:
Atmosphere and Climate
Author:
Map service: Eric Kauffman; Source Data: NWS
Category:
Weather, precipitation
Keywords:
weather, precipitation, RIDGE Radar, precipitation radar
Comments:
This map is a composite of RIDGE radar stations from the continental United States. This map is updated approximatey every 15 mintues
Hyperlink base:
http://radar.weather.gov/
Template:
Normal.mxt
Save thumbnail image with map
Data Source Options...
OK
Cancel



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
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