

GeoNetwork opensource – User Training

Module II for Editors – Metadata and data publishing

Exercise 1 - session D

Linking data for download

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 the metadata and data.

In this session of the exercise, you will learn how to prepare the dataset for the publication and uploading it on the web.

The dataset, whatever the format, can be easily linked to the metadata published on GeoNetwork to allow users to download it and use it. The schema below illustrates the data formats suggested for data exchanging:

Vector	<ul style="list-style-type: none"> -Shapefile (shp) -Arc Info Coverage -Arc Info Interchange Format (e00) -ArcSDE feature class
Raster	<ul style="list-style-type: none"> -Arc Info Grid -Arc Info Interchange Format (e00) -ArcSDE raster
Remotely sensed data	-GeoTiff-Windisp data: bna/ascii

It is recommended to distribute GIS layers (Shape/Coverage/Grid/GeoTIFF) in a compressed (ZIP) file in which might be useful to include the legend, DOC or PDF files, images, reports and any documentation that can help the right interpretation of the dataset and its correct utilization. A detailed image (high resolution image) to provide a preliminary graphic overview of the data content is also suggested in the distribution file.

Tips:

- ✓ *Use whatever character (letter, digit, underscore, bracket, dash, etc.) to name the dataset except slash and back-slash.*
- ✓ *Use of the same name for the GIS dataset, the image and the distribution file when possible.*
- ✓ *Use the most common formats for the GIS legend (Avl and Lyr).*
- ✓ *Use the most common formats for the high resolution image (JPEG/PNG/GIF)*
- ✓ *Make sure that the total size of the compressed file is reasonable (less than 40 MB).*
- ✓ *Create several smaller files when appropriate and upload them sequentially.*
- ✓ *Add the size of the full distribution file in the metadata, in correspondence to the Distribution info - description element.*

Uploading a dataset

In order to link the dataset to the corresponding metadata record, as you did for uploading the thumbnails, you will have to apply first the following logical steps:

1. [Log in](#) through username and password, to allow GeoNetwork to identify you and determine if you have the required permissions to edit the metadata;
2. [Search the metadata](#) to which you want to upload the dataset;
3. Click on Edit to open the metadata in [editing mode](#);
4. Go to the [Distribution info – On-line resource](#) section (Fig. 1).

The screenshot shows the 'OnLine resource' form in GeoNetwork. It has a left sidebar with tabs: 'URL', 'Protocol', 'File', and 'Description'. The 'URL' tab is active. The form contains the following fields and buttons:

- URL**: A text input field (labeled 1).
- Protocol**: A dropdown menu (labeled 2).
- File**: A text input field (labeled 3) with a 'Browse...' button next to it.
- Description**: A text input field (labeled 4).
- Upload**: A button (labeled 5).

Red lines connect the numbers 1 through 5 to their respective fields or buttons in the form.

Figure 1

1. The **URL** field can be left empty when uploading the file. The system will automatically fill out this field;
2. Select the correct **protocol** to be used; If you do not see the buttons to browse and upload when **File for download** is selected, **Save** the metadata and return to the upload section. Both buttons should now appear;
3. Click on Browse and navigate to the folder where the file to be released is stored. Decide if you want to upload multiple files as one unique zip file or as multiple separate downloads. It is a good idea to add additional documentation to the datasets to provide the user with information related to the data described. Remind: the size of a single file to upload can't exceed 40 M bytes;
4. Provide a short **description** of the data;
5. Click **Upload** and then **Save** the metadata.

With the session D you have completed all the process of creating a new metadata entry, uploading the graphic overviews (thumbnails) and linking the dataset to its description through the GeoNetwork on-line editor.

The new metadata record that you have created is stored now in the GeoNetwork's database and it will remain accessible only to you, as metadata author, and to the users who belong to your same group. In order to publish the new information also on the Internet and make it available to the whole users community, you will have to change the default security settings for this record.

The following exercise (Exercise 2 – Setting privileges), will show you how to publish the new metadata record and define what access should be granted and to which groups.