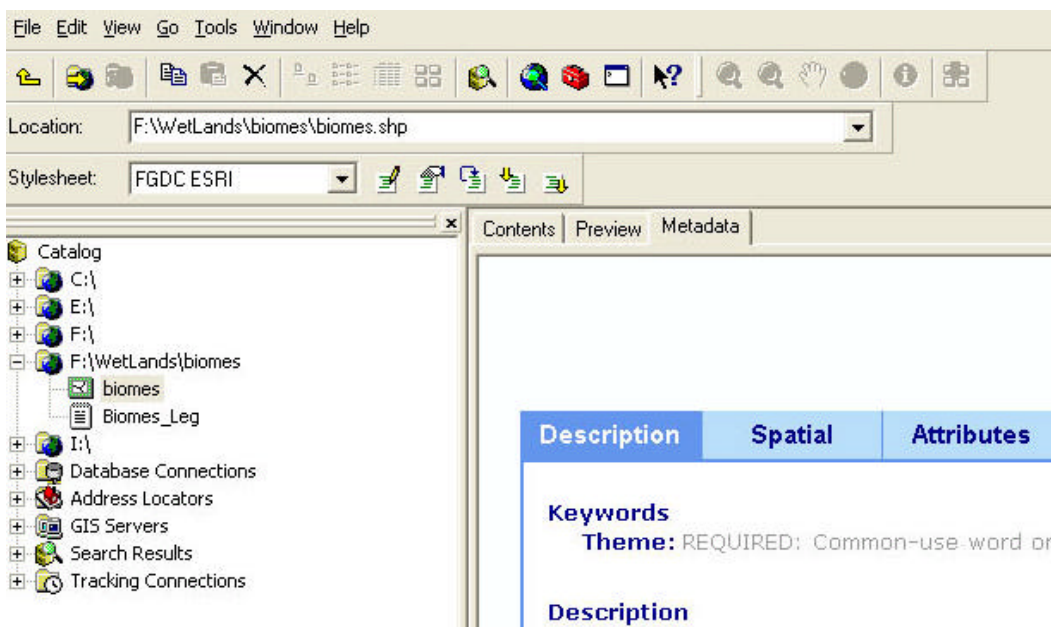
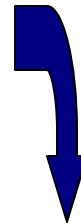
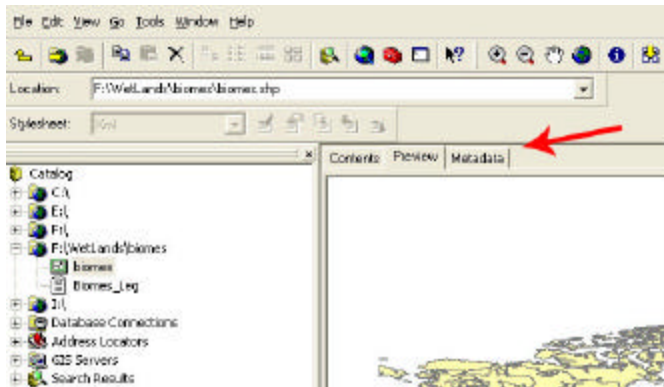
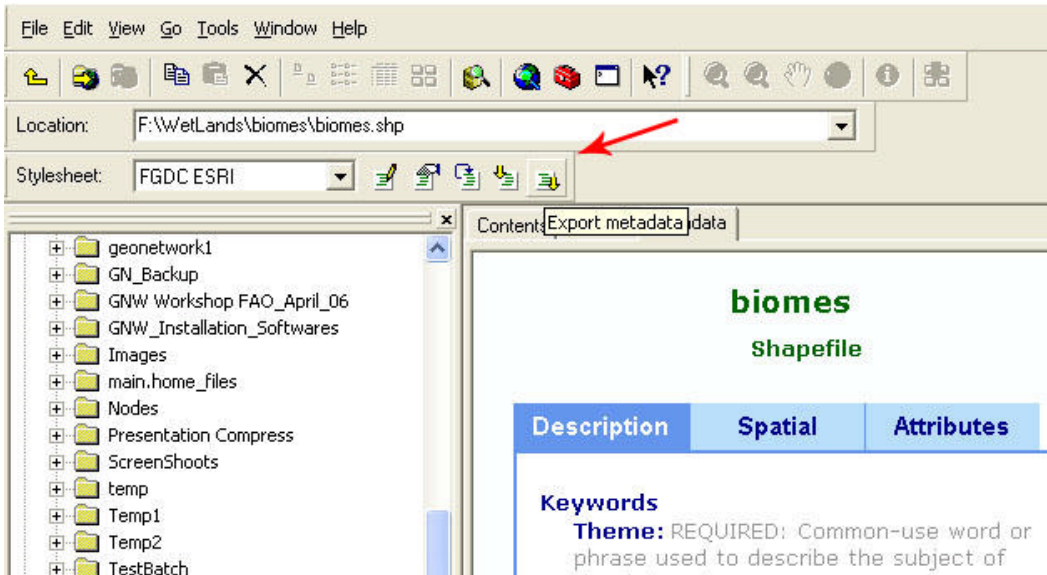


HOW TO EXPORT METADATA FILES FROM ArcCATALOG

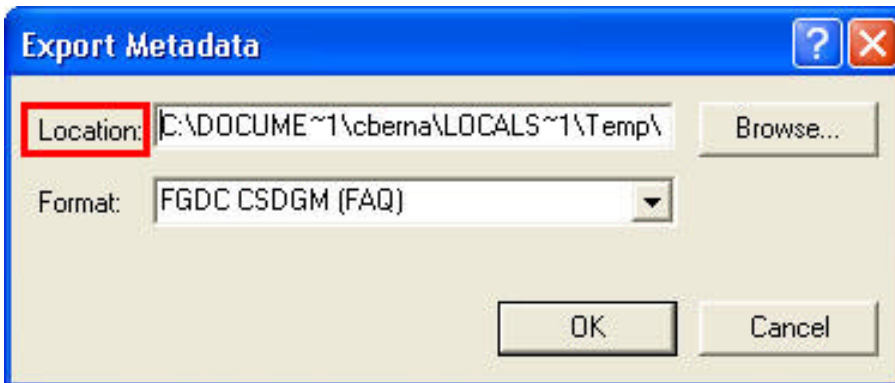
1. In ArcCatalog, there is three types of views; Contents, Preview and Metadata. To active the Metadata toolbar we need to Metadata view to be active. So Click on the Metadata tag.



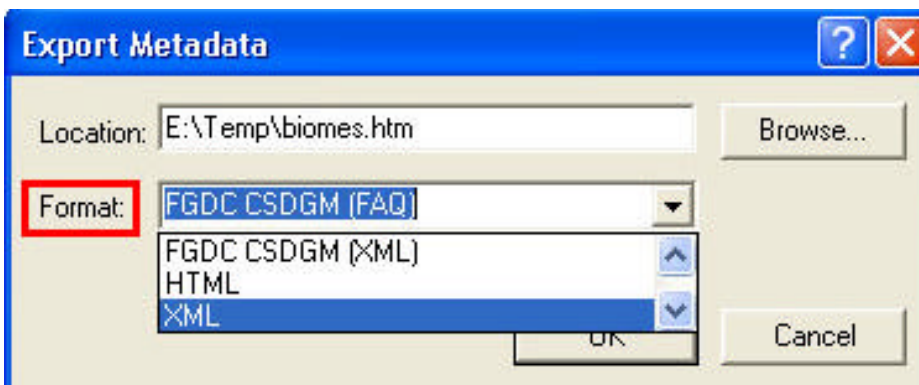
2. With the Metadata toolbar active, go to the “Export Metadata button”, which is the last button on the toolbar.



3. The Export Metadata window comes up. Select a specific location you wish to store the metadata file.



Select the format of the metadata (TXT, HTML, SGML, XML...). In this case, we select XML format





4. Now we have the Metadata in a XML file format in a specific folder. We proceed with the Batch Import.

Note: Remember that ArcCatalog use the FGDC protocol. So if your next step is to upload this metadata into GeoNetwork system, you will need to select the FGDC protocol in the Batch Import.

Should you needed a guideline on how to upload metadata files through Batch Import, please refer to *Batch Import Document* at the CGIAR-CSI GeoNetwork Support Center web page

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