

ArcCatalog Interface

Exercise 1 – Changing the ArcCatalog Interface

In this exercise you will use several techniques to change the look of the ArcCatalog interface

1. **Open ArcCatalog – Go to the Start Menu, select programs, GIS Software, ArcGIS, ArcCatalog**
2. **Go to View>Toolbars> and click on each item which is turned on (has a check) to turn it off, EXCEPT for the Main menu Toolbar and the Standard Toolbar. NOTE: you won't be able to turn the Main menu toolbar off anyway**
3. **Right click in the area to the right of the Help menu. In the context menu, select each of the toolbars to return them to the interface.**
4. **Click on the right edge of a toolbar and drag to move it. Drag it around the ArcCatalog window to see some of the places that you can dock it. Note that if you take it out of the ArcCatalog Window it becomes a free floating window.**
5. **Click on the “x” in the upper right corner of the catalog to remove it from the interface.**
6. **Click on View>Catalog Tree to restore the Catalog tree.**
7. **Drag the Catalog tree to the right side of the ArcCatalog window**
8. **Click and drag on the bar between the Contents window and the Catalog to make the Catalog larger.**
9. **Rearrange the interface items to your liking.**

Exercise 2 – Customizing the Catalog

In this exercise you will learn how to alter the catalog so that it meets your needs. This can be done by adding or removing folder connections and other top-level entries and by adding some visual cues.

1. **In ArcCatalog, click on File>Connect Folder**
2. **To connect to a remote folder, in the Connect to Folder Dialog type in or navigate to J:\isis\data\gis**
3. **Click OK**
4. **Double click on J:\isis\data\gis in the catalog and navigate to tutorial>ArcGIS>SampleMaps**
5. **Click and Drag the SampleMaps folder to the Catalog Icon in the Catalog. When you release, a new folder connection to J:\isis\data\gis\tutorial\arcgis\SampleMaps should be added to the Catalog**
6. **Click on Tools>Options**
7. **In the top of the General Tab of the Options Dialog click to turn off everything but “Folder Connections” and “Search Results”. This will clean up your catalog by removing some items we won't be using for now.**

8. **Make sure the bottom item “Use a special icon...” is turned ON. When this is on, ArcCatalog will display any folder containing spatial data with the special icon.**

Exercise 3 – Customizing the Contents Window

This exercise is similar to the last, and in fact many (but not all) of the changes to the contents window will have similar effects on the Catalog

1. **In ArcCatalog, click on the folder connection for J:\isis\data\gis\tutorial\arcgis\SampleMaps**
2. **Make sure the Contents Tab is selected.**
3. **In the Standard Toolbar, take a moment to click on the Large Icons, List, Details, and Thumbnails buttons. Notice how each button affects the way that the items are displayed in the Contents tab.**
4. **Click on the Details button again**
5. **Go to Tools>Options**
6. **In the General Tab, notice that the second set of items allows you to choose what to include in the Catalog (both the catalog window and the Contents window). If you only wanted to work with Shapefiles for example, you could deselect everything but shapefiles. This would make navigation much more efficient.**
7. **Click on the File Types tab. In this part of the options dialog you could define a file type that isn't already available in ArcCatalog so that that file type will be displayed as well.**
8. **Click on the Contents Tab. Here you can choose what information you would like to have stored in the details view of the Contents. Note the items in the top window are standard file info that ArcCatalog retrieves from the operating system. This information is available for all files. The items in the bottom lower window are queried from the metadata. Thus, if a file has no metadata, or it is incomplete, all of the items may not always be displayed.**
9. **Select the items that you would like to have displayed and click OK.**

Exercise 4 – Creating and Editing Metadata

In this exercise you will copy a dataset to a local drive, create metadata for the dataset, and create a thumbnail for the dataset.

1. **In ArcCatalog, create a connection to:**
J:\isis\data\gis\tutorial\esri_tutor\ARCVIEW\qstart
2. **Copy everything from J:\isis\data\gis\tutorial\esri_tutor\ARCVIEW\qstart to d:**
3. **Click on ATTRACT.shp and click on the metadata tab. Notice that there is no metadata available for this dataset**
4. **Click on the create/update metadata button. Notice that metadata appears in the metadata window. Also notice that there is no thumbnail in the metadata. This is because one has not been created yet.**

- 5. Click on the contents tab and click on d:\ in the catalog.**
- 6. Click on the Thumbnail button on the Standard toolbar to display the thumbnails for all items in d:\.**
Notice that all of the items are represented by icons. This is because no Thumbnail has been generated.
- 7. Click on the Preview tab. Make sure that ATTRACT.shp is selected in the catalog.**
- 8. Click the Create Thumbnail button on the Geography toolbar to create a thumbnail for ATTRACT.shp**
- 9. Click on the Metadata tab and notice that the thumbnail has been added to the top of the metadata**
- 10. Click on the Contents tab and notice that the thumbnail now displays here as well.**