



A List of Exercises and Handouts

Topic 1: What's Metadata?

- Introductory exercise — no paperwork needed

Topic 3: What Does Good Metadata Look Like?

- Reading a Metadata File* — exercise
- Sample Metadata Files* — handouts with exercise

Topic 4: Why Share Your Metadata?

- Examples of Spatial Data or Metadata Clearinghouses* — handout
- Searching for Metadata* — exercise

Topic 5: Why Have a Standard?

- Sample Template* — handout

Topic 6: All About the Green Book

- Looking at the Green Book* — exercise
- A Guide to the Data Elements* — handout and exercise

Topic 7: How Do You Write Good Metadata?

- A Guide to Writing Clearly* — handout
- Guess the Acronym* — exercise
- Giving Metadata Files a Title* — Two-part exercise
- Use Key Words Wisely* — exercise
- Reviewing Your Metadata* — handout (could be used as an exercise)
- The Top Ten Errors Made When Writing Metadata* — handout (could be used as an exercise)

Topic 8: Tools to Help You

- Other Resources* — handout
- Sample Review of Metadata Tools* — handout

Topic 9: Using the Clearinghouse

- Correcting Metadata Records* — an exercise that you develop

**Don't Duck
Metadata**

