

**GEORGIA DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION DATA**

**GEORGIA GIS CLEARINGHOUSE
CHEATSHEET DOCUMENT**

Prepared by:

Georgia Department of Transportation
Office of Transportation Data
5025 New Peachtree Road
Chamblee, Georgia 30341

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1. Overview

1.1 Introduction

The purpose of this document is to provide additional instructions for Georgia Department of Transportation (GDOT) customers to develop queries to locate commonly-requested data on the Georgia Geographic Information System (GIS) Clearinghouse website.

1.2 Georgia GIS Clearinghouse Website

Use the Georgia Geographic Information System (GIS) Clearinghouse website to query for and download various Countywide and Statewide data. Contributions to this website are provided from a variety of public and governmental agencies.

1.3 Fees For Downloading Data

Depending on who provided the data to the Geographic Information System (GIS) Clearinghouse website, downloading the data may be FREE or fee-based.

All data provided to the Georgia GIS Clearinghouse website by the Georgia Department of Transportation (GDOT) can be downloaded for **FREE**.

1.4 Disclaimer

This document is **not** a comprehensive document and does **not** contain instructions for developing all the queries for locating all the various data on the Georgia Geographic Information System (GIS) Clearinghouse website.

This document is **not** intended to replace the existing online help that is available on the Georgia Geographic Information System (GIS) Clearinghouse website.

The Georgia Department of Transportation (GDOT) makes no representation or warranties, implied or expressed, concerning the accuracy, completeness, reliability, or suitability for any particular purpose of this information and data contained in this document.

1.5 Acronyms and Abbreviations

Throughout this document, the below acronyms and abbreviations was used:

Acronym or Abbreviation	Description
DOT	Department of Transportation
GA	Georgia
GDOT	Georgia Department of Transportation
GIS	Geographic Information System
OTD	Office of Transportation Data

1.6 Version History

Date	Version Number	By	Description
09/03/2010	00.01	GDOT OTD	Initial Draft
09/20/2010	00.02	GDOT OTD	Incorporated review comments/suggestions.
9/28/2010	01.00	GDOT OTD	Incorporated review comments/suggestions and finalized document for release.

2. Using GA GIS Clearinghouse Website

2.1 Getting Started

1. Open the **Georgia Geographic Information System (GIS) Clearinghouse website**. Refer to Section 2.2 - [Opening Georgia GIS Clearinghouse Website](#).
2. **If you have already registered your e-mail address with the Georgia Geographic Information System (GIS) Clearinghouse website, go to Step 3.** Otherwise, refer to Section 2.3 - [Performing Registration for Access to Georgia GIS Clearinghouse Data](#).
3. **Log on to the Georgia Geographic Information System (GIS) Clearinghouse website**, refer to Section 2.4 - [Logging In to Georgia GIS Clearinghouse Website](#).
4. **Perform any of the following tasks:**
 - Section 2.5 - [Querying for Countywide Road Data](#)
 - Section 2.6 - [Querying For Countywide Aerial Imagery Data](#)
 - Section 2.7 - [Querying For Countywide GDOT Data](#)
 - Section 2.8 - [Querying For Statewide GDOT Data](#)

2.2 Opening Georgia GIS Clearinghouse Website

1. Do one of the following sub-steps:

1. On the Georgia DOT Maps page (www.dot.ga.gov/maps), select (click) the **Georgia GIS Clearinghouse** hyperlink.

- OR -

1. **Launch your internet browser application.**
2. In the address field, type the **web address of the Georgia GIS Clearinghouse website** (<https://Data.GeorgiaSpatial.org/login.asp>).
3. Press the **Enter** key on your keyboard.

Results: The Georgia GIS Clearinghouse Login page is displayed.



Georgia GIS Clearinghouse
Map Data & Aerial Photography

Hours of Operation: 8:00am - 5:00pm, Monday-Friday, Eastern
[E-mail questions/comments](#) | [Georgia Clearinghouse Home](#)

Login To The Georgia GIS Clearinghouse

We are currently implementing some website changes that will require user information updates. Please take a moment to create a new Clearinghouse User Account. Thank you for your cooperation and patience.

If you have not registered, you must do so in order to bypass this Login page and access the Clearinghouse Data Search Page. Please click [here](#) to register.

Email Address:

Password:

[Trouble logging in? Click here...](#)

2.3 Performing Registration for Access to Georgia GIS Clearinghouse Data

1. Open the Georgia GIS Clearinghouse website. Refer to 2.2 - [Opening Georgia GIS Clearinghouse Website](#).
2. In the second paragraph of the Georgia GIS Clearinghouse Login page, select (click) the **here** hyperlink.

Results: The Georgia GIS Clearinghouse Registration Information page is displayed.



The screenshot shows the 'Georgia GIS Clearinghouse' logo at the top left, with the tagline 'Map Data & Aerial Photography' below it. The main heading is 'Registration Information' in bold. To the right of this heading is a 'Submit' button. Below the heading, there is a paragraph of text: 'To create a Clearinghouse User Account, enter a valid email address. A randomly generated password will be sent to this address. You may then use this email address and password to login to the Clearinghouse and continue with your Account Creation.' At the bottom, there is a label 'Email Address:' followed by a text input field.

3. In the Email Address field, type your valid **e-mail address**.
4. Select (click) the **Submit button**.

Results: A randomly generated password will be e-mailed to the e-mail address that you entered.

2.4 Logging In to Georgia GIS Clearinghouse Website

1. Open the Georgia GIS Clearinghouse website. Refer to Section 2.2 - [Opening GA GIS Clearinghouse Website](#).

Results: The Georgia GIS Clearinghouse Login page is displayed.

2. In the Email address field, type the **e-mail address** that you used to register with the Georgia GIS Clearinghouse.
3. In the Password field, type the **password** that the Georgia GIS Clearinghouse e-mailed you.
4. Select (click) the **Submit** button.

Results: The Georgia GIS Clearinghouse - Data Search By Query page is displayed.

2.5 Querying For Countywide Road Data

1. If the Search Results field contains any entries, select (click) the **Clear Search Form** button.

Results: The Georgia GIS Clearinghouse - Data Search By Query page is displayed.

2. In the Extent field, select (click) **County**.

Results:

- The County entry is highlighted (gray).
- The Georgia Counties field is added to the displayed Georgia GIS Clearinghouse - Data Search By Query page.

3. In the Georgia Counties field, **scroll** the field as required and select (click one county name or press the CTRL key while clicking multiple county names) one or more **county names** in which you want to view the corresponding county road data.

Results: The selected county name(s) is highlighted (gray).







4. In the Keyword(s) field, type **Road** or **road**.
5. In the Data Format field, select (click) **Any File Format**.

6. Select (click) the **Run Search** button.

Results: The first page of the entries that match the search criteria are added to Search Results field.

Search Results				
Records 1-9 of 9				
Click the Access icon to download data. To preview, click the Title.				
Access	Extent	Title	Year	Scale
FREE	Bartow	Airports - BaseMap (Shapefile)	1997	12,000
FREE	Bartow	Airports - DOT	1997	31,680
FREE	Bartow	Bridges - BaseMap (Shapefile)	1998	12,000
FREE	Bartow	Miscellaneous Transportation - Tiger	1995	100,000
FREE	Bartow	Railroads - BaseMap (Shapefile)	1997	12,000
FREE	Bartow	Railroads - DOT	1997	31,680
FREE	Bartow	Roads & Highways - Base Map	2008	12,000
FREE	Bartow	Roads & Highways - Tiger	2005	100,000
FREE	Bartow	Runways - BaseMap (Shapefile)	1998	12,000


Legend For Access Column:

	Data Set available from 5pm-12am EST		Data Set available from an external web site
	Data Set available for purchase		Downloadable Data available for purchase
	Maps available for View or Download		Tabular Data Sets available

7. In the Search Results field, **scroll** the field as required until you see the title of the hyperlink in which you want to open.
8. **If the Search Results field does not contain the title of the hyperlink in which you are searching for**, one or more of the following may be the reason:
- Your query for data resulted in multiple pages of hyperlinked data. Open the next page(s) of the Search Results field and **go back to Step 7**.
 - The data in which you are searching for is not available on the Georgia GIS Clearinghouse website. Stop your query, you are done performing this procedure.
 - You have selected the wrong parameters on the fields of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
 - You have mistyped an entry in the Keyword(s) field of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.

9. Select (click) the **Roads & Highways - Base Map** hyperlink.

Results: The Data Preview page is displayed for the corresponding data.



Georgia GIS Clearinghouse
Map Data & Aerial Photography

[Message Regarding Funding](#)

Data Search

- By Query
- Web Services
 - USGS Update metadata 11/2/07
 - Web Services How-to
 - Disclaimer

Map Sites

- GOOT Maps
- National Hydrography Dataset
- The National Map
- USGS Topo Maps
- Georgia 2000
- Clayton Co. Historical Aerials
- Henry Co. Historical Aerials

Resources

- Georgia Spatial Data Infrastructure Home
- County Clearinghouse Lookup
- PAG
- Site Requirements
- Contact
- LISAT International Video

My Account

- Manage Profile
- Shopping Cart
- Logout

Hours of Operation:
8:00am - 5:00pm Monday-Friday
Eastern Standard Time

Data Preview

Title
Roads & Highways - Base Map

Location
Barlow

Scale
1:12,000

File Format
ESRI Personal Geodatabase

Projection
UTM Zone 18, NAD83

Originator
Georgia Department of Transportation

Index

Published
2006

Updated
9/26/2007


Abstract
Tr_roads: This layer contains road segments that represent a section of road providing an open way for the passage of vehicles. Tr_routes: This is a polyline M route layer that has aggregated the road segments based on RC link value from GOOT's RC file and calibrated these routes with the RC file. RC_Road_Names: This table contains the latest road name collected by GOOT. It contains measure values for each road name that can be event mapped with the Tr_routes layer to produce a spatial representation of the extents of these road names.

Purpose
This dataset contains Georgia's most up-to-date GIS Road information in an ESRI Personal Geodatabase format. The attribute updates contained in this file are the result of the GA DOT's DLO-F/RD Reconciliation project. All of the counties posted on the Clearinghouse have a minimum of 85% of the records present in the RC File represented in the GIS data. While efforts have been made to ensure that information represented in this file is as accurate as possible, this file represents the best available spatial data as of the 2005 reconciliation. For additional information or access to the written records, please contact the Office of Transportation Data at (770) 836-1490 or by email at OTDCustomer.Srv@dot.state.ga.us

For more information about this dataset please visit the Georgia Department of Transportation.

[View Metadata for this dataset](#) | [Download this dataset](#)

Preview Image



10. A summary of the metadata is displayed on the Data Preview page. **To view all the metadata for this dataset**, do the following sub-steps:

1. **Scroll** the Data Preview page as required and select (click) the **View Metadata For This Dataset** hyperlink.

Results: The County Roads Metadata page is displayed.

Bartow County Roads
Metadata also available as
Metadata:

- [Identification Information](#)
- [Data Quality Information](#)
- [Spatial Data Organization Information](#)
- [Spatial Reference Information](#)
- [Entity and Attribute Information](#)
- [Distribution Information](#)
- [Metadata Reference Information](#)

Identification Information:
Citation:
Citation Information:
Originator:
Georgia Department of Transportation & Information Technology Outreach Services - University of Georgia (comp)
Publication Date: Unpublished Material
Publication Time: Unknown
Title: Bartow County Roads
Geospatial Data Presentation Form: vector digital data
Online Linkage: <https://gis1.state.ga.us/download.asp?dataID=11458>
Larger Work Citation:
Citation Information:

2. **Scroll** the County Roads Metadata page as required to view the metadata.

11. To download the dataset, do the following sub-steps:

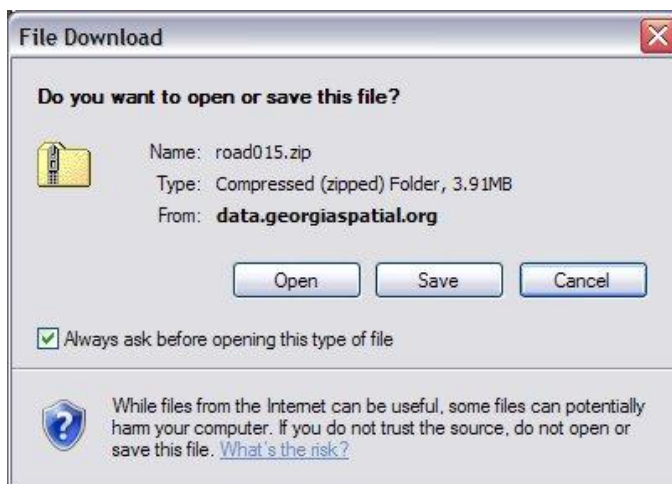
1. If the Data Preview page is not displayed, select (click) your internet browser's **Back** button.

Results: The Data Preview page is displayed for the corresponding data.

The screenshot shows the Georgia GIS Clearinghouse website. The left sidebar contains navigation links for Data Search, Map Sites, Resources, and My Account. The main content area is titled 'Data Preview' and displays metadata for the 'Roads & Highways - Base Map' dataset. The metadata includes the title, location (Barlow), scale (1:12,000), file format (ESRI Personal Geodatabase), projection (UTM Zone 18, NAD83), originator (Georgia Department of Transportation), and an abstract. A preview image of the road network is shown on the right. At the bottom, there are links to 'View Metadata for this dataset' and 'Download this dataset'.

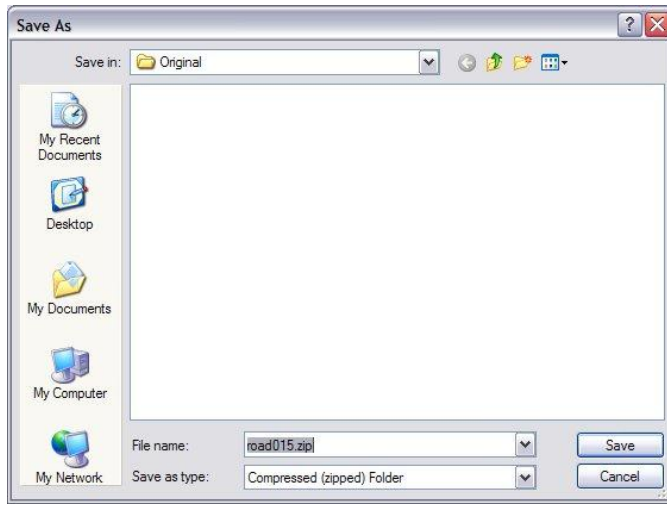
2. **Scroll** the Data Preview page as required and select (click) the **Download This Dataset** hyperlink.

Results: The standard File Download window is displayed.



3. Select (click) the **Save** button.

Results: The standard Save As window is displayed.



4. In the Save In field, select (click) the **folder in which you want to save the dataset file.**
5. In the File Name field, type the **name of the dataset file.**
6. Select (click) the **Save** button.

Results: The dataset file is saved in the selected folder.

2.6 Querying For Countywide Aerial Imagery Data

Aerial imagery provides a useful backdrop for many analyses. While the Georgia Department of Transportation (GDOT) does not upload aerial imagery data to the GA GIS Clearinghouse website for downloading by the users, there are a number of formats and sources available on the GA GIS Clearinghouse website.

1. If the Search Results field contains any entries, select (click) the **Clear Search Form** button.

Results: The Georgia GIS Clearinghouse - Data Search By Query page is displayed.

2. In the Layer field, **scroll** the field as required and select (click) **Imagery**.

Results: The Imagery entry is highlighted (gray).

3. In the Extent field, select (click) **County**.

Results:

- The County entry is highlighted (gray).
- The Georgia Counties field is added to the displayed Georgia GIS Clearinghouse - Data Search By Query page.

4. In the Georgia Counties field, **scroll** the field as required and select (click one county name or press the CTRL key while clicking multiple county names) one or more **county names** in which you want to view the corresponding county aerial imagery data.

Results: The selected county name(s) is highlighted (gray).

5. Select (click) the **Run Search** button.

Results: The first page of the entries that match the search criteria are added to Search Results field.

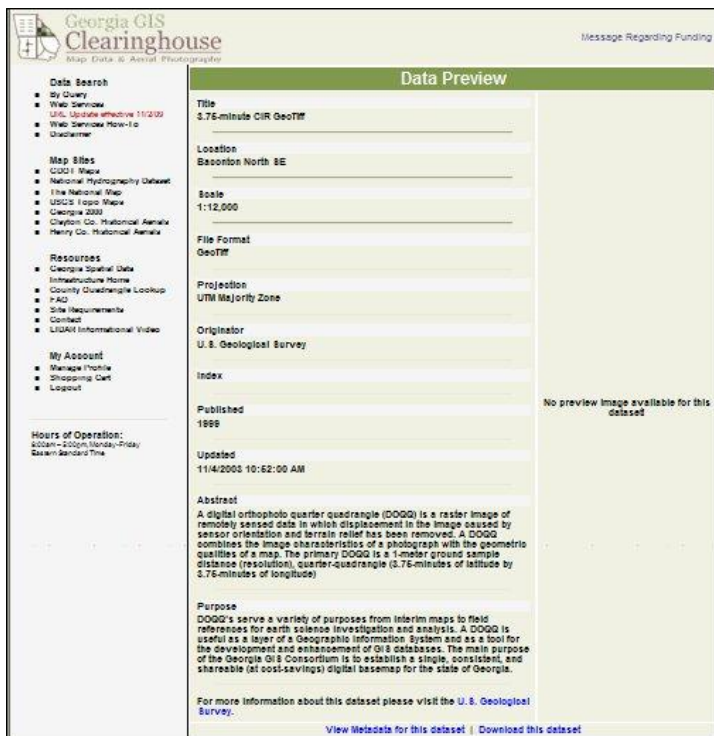
Search Results				
Records: 1-30 of 146				
1 2 3 next>>				
Click the Access icon to download data. To preview, click the Title.				
Access	Extent	Title	Year	Scale
FREE	Arlington NE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Arlington NE	3.75-minute CIR Mr SID	1999	12,000
FREE	Arlington NW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Arlington NW	3.75-minute CIR Mr SID	1999	12,000
FREE	Arlington Quad	7.5-minute CIR GeoTIFF	1999	12,000
FREE	Arlington Quad	7.5-minute CIR Mr SID	1999	12,000
FREE	Arlington SE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Arlington SE	3.75-minute CIR Mr SID	1999	12,000
FREE	Arlington SW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Arlington SW	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton North NE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton North NE	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton North NW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton North NW	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton North Quad	7.5-minute CIR GeoTIFF	1999	12,000
FREE	Baconton North Quad	7.5-minute CIR Mr SID	1999	12,000
FREE	Baconton North SE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton North SE	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton North SW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton North SW	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton South NE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton South NE	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton South NW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton South NW	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton South Quad	7.5-minute CIR GeoTIFF	1999	12,000
FREE	Baconton South Quad	7.5-minute CIR Mr SID	1999	12,000
FREE	Baconton South SE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton South SE	3.75-minute CIR Mr SID	1999	12,000
FREE	Baconton South SW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Baconton South SW	3.75-minute CIR Mr SID	1999	12,000
FREE	Calaver	County Set of 3.75-minute CIR GeoTIFF	1999	12,000
FREE	Calaver	County Set of 3.75-minute CIR Mr SID	1999	12,000
FREE	Calaver	National Agriculture Imagery Program (NAIP)	2009	12,000
FREE	Calaver	National Agriculture Imagery Program (NAIP)	2007	20,000
FREE	Calaver	National Agriculture Imagery Program (NAIP)	2005	40,000
FREE	Calaver	National Agriculture Imagery Program (NAIP)	2006	40,000
FREE	Carmuda NE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Carmuda NE	3.75-minute CIR Mr SID	1999	12,000
FREE	Carmuda NW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Carmuda NW	3.75-minute CIR Mr SID	1999	12,000
FREE	Carmuda Quad	7.5-minute CIR GeoTIFF	1999	12,000
FREE	Carmuda Quad	7.5-minute CIR Mr SID	1999	12,000
FREE	Carmuda SE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Carmuda SE	3.75-minute CIR Mr SID	1999	12,000
FREE	Carmuda SW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Carmuda SW	3.75-minute CIR Mr SID	1999	12,000
FREE	Cathary NE	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Cathary NE	3.75-minute CIR Mr SID	1999	12,000
FREE	Cathary NW	3.75-minute CIR GeoTIFF	1999	12,000
FREE	Cathary NW	3.75-minute CIR Mr SID	1999	12,000

Legend For Access Column:

-  Data Set available from 5pm-12am EST
-  Data Set available from an external web site
-  Data Set available for purchase
-  Downloadable Data available for purchase
-  Maps available for View or Download
-  Tabular Data Sets available

6. In the Search Results field, **scroll** the field as required until you see the title of the hyperlink in which you want to open.
7. **If the Search Results field does not contain the title of the hyperlink in which you are searching for**, one or more of the following may be the reason:
 - Your query for data resulted in multiple pages of hyperlinked data. Open the next page(s) of the Search Results field and **go back to Step 6**.
 - The data in which you are searching for is not available on the Georgia GIS Clearinghouse website. Stop your query, you are done performing this procedure.
 - You have selected the wrong parameters on the fields of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
 - You have mistyped an entry in the Keyword(s) field of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
8. Select (click) the **title of the hyperlink of the imagery** in which you want to view.

Results: The Data Preview page is displayed with the corresponding data.

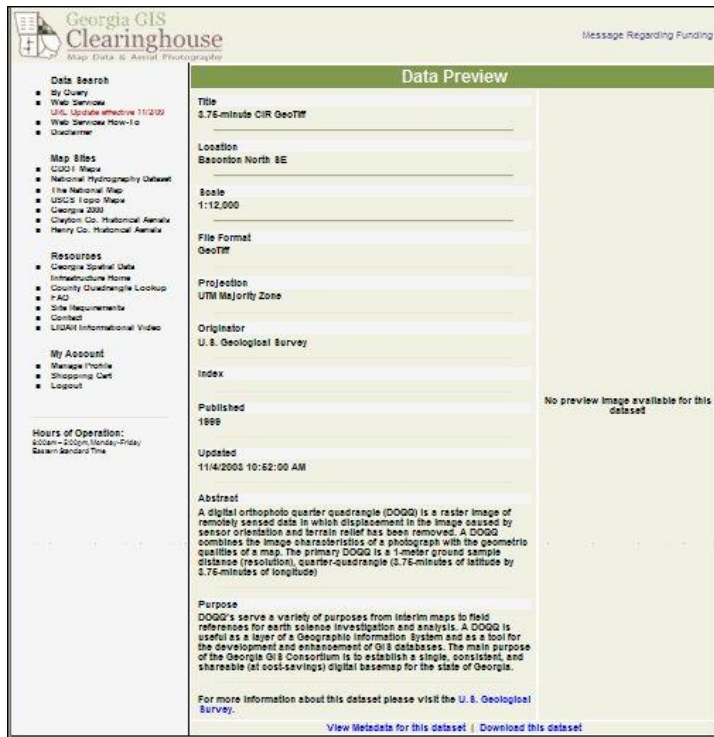


9. A summary of the metadata is displayed on the Data Preview page. **To view all the metadata for this dataset**, do the following sub-steps:
 1. **Scroll** the Data Preview page as required and select (click) the **View Metadata For This Dataset** hyperlink.
Results: The Metadata page is displayed.
 2. **Scroll** the Metadata page as required to view the metadata.

10. To download the dataset, do the following sub-steps:

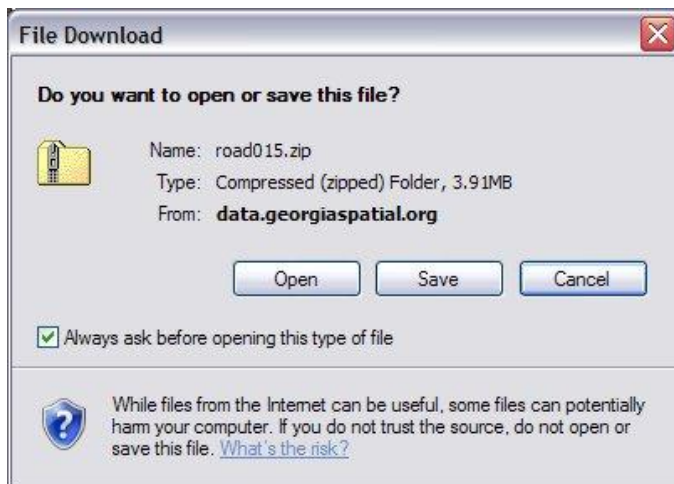
1. If the Data Preview page is not displayed, select (click) your internet browser's **Back** button.

Results: The Data Preview page is displayed for the corresponding data.



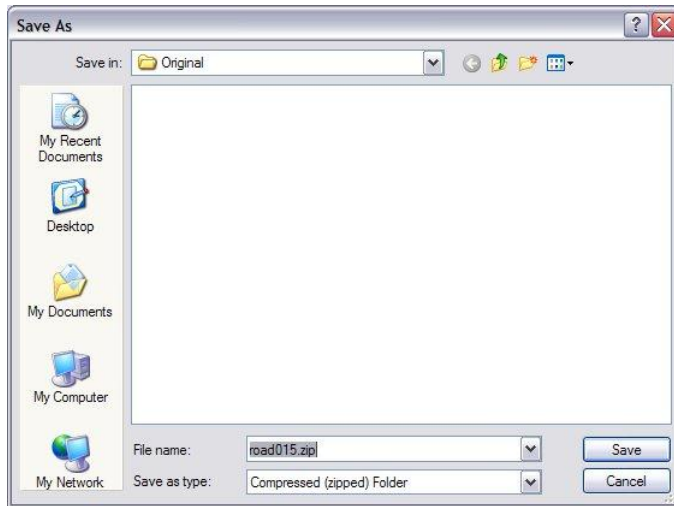
2. **Scroll** the Data Preview page as required and select (click) the **Download This Dataset** hyperlink.

Results: The standard File Download window is displayed.



3. Select (click) the **Save** button.

Results: The standard Save As window is displayed.



4. In the Save In field, select (click) the **folder in which you want to save the dataset file.**
5. In the File Name field, type the **name of the dataset file.**
6. Select (click) the **Save** button.

Results: The dataset file is saved in the selected folder.

2.7 Querying For Countywide GDOT Data

1. If the Search Results field contains any entries, select (click) the **Clear Search Form** button.

Results: The Georgia GIS Clearinghouse - Data Search By Query page is displayed.

2. In the Extent field, select (click) **County**.

Results:

- The County entry is highlighted (gray).
- The Georgia Counties field is added to the displayed Georgia GIS Clearinghouse - Data Search By Query page.

3. In the Georgia Counties field, **scroll** the field as required and select (click one county name or press the CTRL key while clicking multiple county names) one or more **county names** in which you want to view the corresponding county road data.

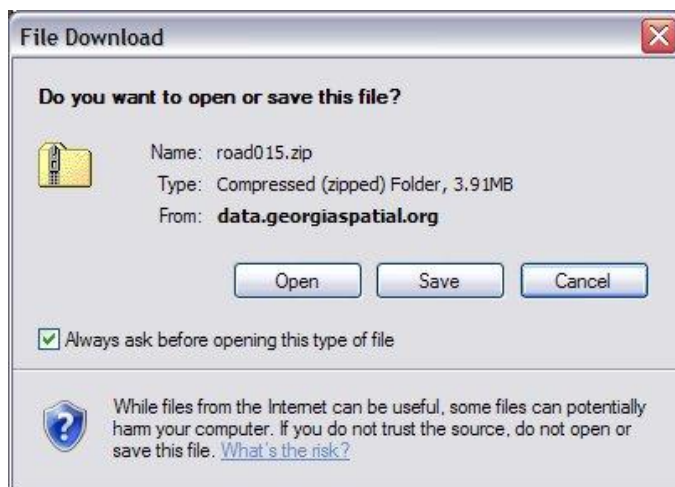
Results: The selected county name(s) is highlighted (gray).

4. In the Originator field, **scroll** the field as required and select (click) **Georgia Department of Transportation**.
5. In the Data Format field, select (click) **Any File Format**.
6. Select (click) the **Run Search** button.

Results: The first page of the entries that match the search criteria are added to Search Results field.

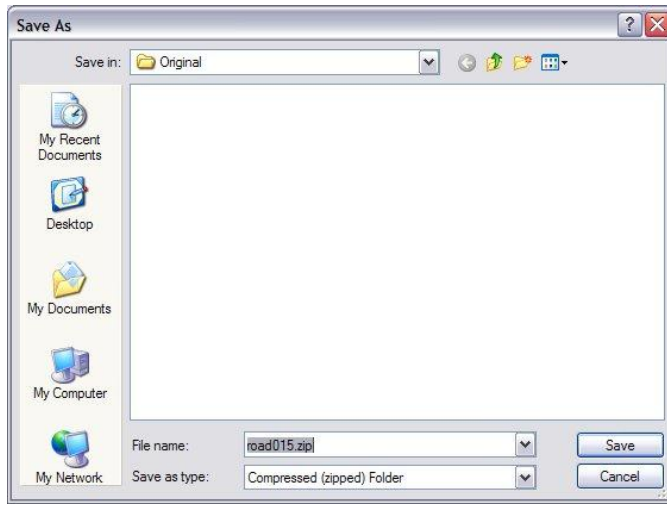
7. In the Search Results field, **scroll** the field as required until you see the title of the hyperlink in which you want to open.

8. **If the Search Results field does not contain the title of the hyperlink in which you are searching for**, one or more of the following may be the reason:
- Your query for data resulted in multiple pages of hyperlinked data. Open the next page(s) of the Search Results field and **go back to Step 7**.
 - The data in which you are searching for is not available on the Georgia GIS Clearinghouse website. Stop your query, you are done performing this procedure.
 - You have selected the wrong parameters on the fields of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
 - You have mistyped an entry in the Keyword(s) field of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
9. Select (click) the **title of the hyperlink** in which you want to open.
- Results: The Data Preview page is displayed for the corresponding data.
10. A summary of the metadata is displayed on the Data Preview page. **To view all the metadata for this dataset**, do the following sub-steps:
1. **Scroll** the Data Preview page as required and select (click) the **View Metadata For This Dataset** hyperlink.
- Results: The Metadata page is displayed.
2. **Scroll** the Metadata page as required to view the metadata.
11. **To download the dataset**, do the following sub-steps:
1. If the Data Preview page is not displayed, select (click) your internet browser's **Back** button.
- Results: The Data Preview page is displayed for the corresponding data.
2. **Scroll** the Data Preview page as required and select (click) the **Download This Dataset** hyperlink.
- Results: The standard File Download window is displayed.



3. Select (click) the **Save** button.

Results: The standard Save As window is displayed.



4. In the Save In field, select (click) the **folder in which you want to save the dataset file.**
5. In the File Name field, type the **name of the dataset file.**
6. Select (click) the **Save** button.

Results: The dataset file is saved in the selected folder.

2.8 Querying For Statewide GDOT Data

1. If the Search Results field contains any entries, select (click) the **Clear Search Form** button.

Results: The Georgia GIS Clearinghouse - Data Search By Query page is displayed.

2. In the Extent field, select (click) **Georgia**.

Results: The Georgia entry is highlighted (gray).

3. In the Originator field, **scroll** the field as required and select (click) **Georgia Department of Transportation**.
4. In the Data Format field, select (click) **Any File Format**.
5. Select (click) the **Run Search** button.

Results: The first page of the entries that match the search criteria are added to Search Results field.

6. In the Search Results field, **scroll** the field as required until you see the title of the hyperlink in which you want to open.
7. **If the Search Results field does not contain the title of the hyperlink in which you are searching for**, one or more of the following may be the reason:
 - Your query for data resulted in multiple pages of hyperlinked data. Open the next page(s) of the Search Results field and **go back to Step 6**.
 - The data in which you are searching for is not available on the Georgia GIS Clearinghouse website. Stop your query, you are done performing this procedure.
 - You have selected the wrong parameters on the fields of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
 - You have mistyped an entry in the Keyword(s) field of the Georgia GIS Clearinghouse - Data Search By Data page. **Go back to Step 1**.
8. Select (click) the **title of the hyperlink** in which you want to open.

Results: The Data Preview page is displayed for the corresponding data.

9. A summary of the metadata is displayed on the Data Preview page. **To view all the metadata for this dataset**, do the following sub-steps:

1. **Scroll** the Data Preview page as required and select (click) the **View Metadata For This Dataset** hyperlink.

Results: The Metadata page is displayed.

2. **Scroll** the Metadata page as required to view the metadata.

10. **To download the dataset**, do the following sub-steps:

1. If the Data Preview page is not displayed, select (click) your internet browser's **Back** button.

Results: The Data Preview page is displayed for the corresponding data.

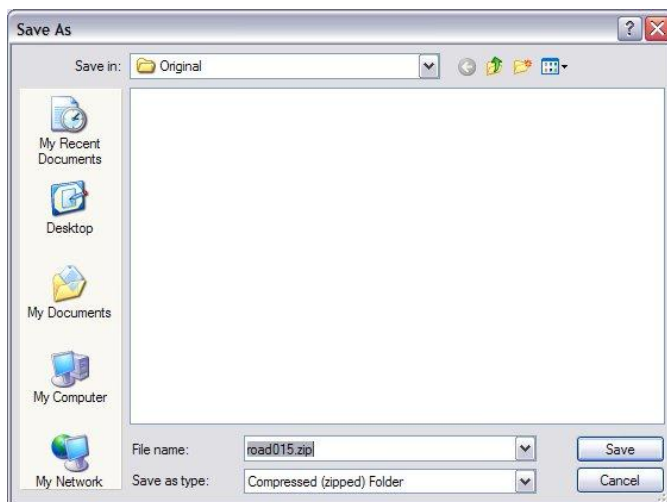
2. **Scroll** the Data Preview page as required and select (click) the **Download This Dataset** hyperlink.

Results: The standard File Download window is displayed.



3. Select (click) the **Save** button.

Results: The standard Save As window is displayed.



4. In the Save In field, select (click) the **folder in which you want to save the dataset file**.
5. In the File Name field, type the **name of the dataset file**.
6. Select (click) the **Save** button.

Results: The dataset file is saved in the selected folder.