

Setting Default Metadata

1. Create a new text file on your computer and name it default.metadata. Do not add any other file extension (.doc, .txt, etc.) to the filename. You do not need to put any content into the file.
2. Import the default.metadata file to your agency's TeamSite directory.
3. Check the box next to the default.metadata file and select the Tag option from the File menu.
4. In the metatagger, set your default keywords and FindOR subjects on the Subject Metadata tab.
5. Set your default originator level 1, level 2, level 3, and level 4 values on the Agency/ Dept. Info tab.
6. Click Save and Close. Your default metadata has been set.

The following field values are auto populated; they are not set by the user.

- originatorJurisdiction is set to "State of Oregon"
- govType is set to "State"
- Retention Period Date is set to 1 year from the creation date
- Date is set to the date the file was either imported or created in the TeamSite workarea
- dateofLastModification is set to the date the file was either imported or created in the TeamSite workarea

Overwriting the Default Tags

If a page needs metadata different from that which is set as the default or auto-generated, you can overwrite the default/suggested metadata in Metatagger.

To change default tags for a single page:

1. Start a workflow for a new (unpublished) page and process the workflow to the Input Metadata task.
2. Start the Metadata task. The default metadata will appear in the appropriate fields.
3. Type the desired metadata tags over the default tags.
4. Save and Close the Metatagger window and continue the workflow.

Important Notes

- Default metadata is set at the folder level. The default.metadata file you create only applies to content in the same folder.
- You can have multiple default.metadata files in your mini-site, but they all must be within different folders.

- The autotag function only runs the first time a file is tagged through the workflow. If default values have been set for a specific field, the system will not suggest potential field content as metatagger has in the past. The system will only suggest metadata if there is no default data assigned for a particular field.
- If a default value has been specified in the default.metadata file or is being auto-generated, Metatagger will not suggest content for that field. Fields without default values (title, description, etc.) will still offer suggested values.
- **DO NOT** publish the default.metadata file to the Web server. If you do, users can find through the search engine.