

Cataloger's Desktop Getting the Most out of Search At-a-Glance

CATALOGER'S DESKTOP

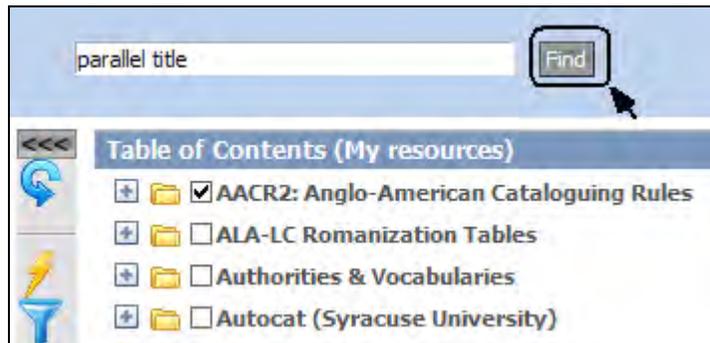
You may do simple keyword searches, browse searching, use limits and filters, as well as save searches in Cataloger's Desktop 3. After initial log in you are prompted to select your resources. Please see the At-a-Glance document on initial login at: <http://www.loc.gov/cds/desktop/web-faqs.html>, if you have not done this previously. Your opening screen will then display your selected resources.

Basic Searching

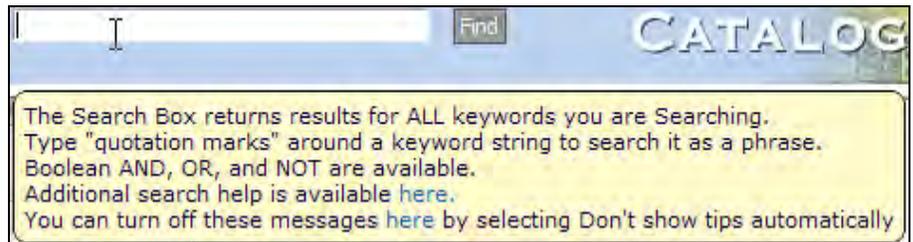
Steps

1. Enter keyword search terms. We have entered **parallel title** in the search box.

Note: This is an automatic **AND** search where both terms will be retrieved. Boolean searching using **AND, OR, NOT** is available. These are available in **English, French, German** and **Spanish**.

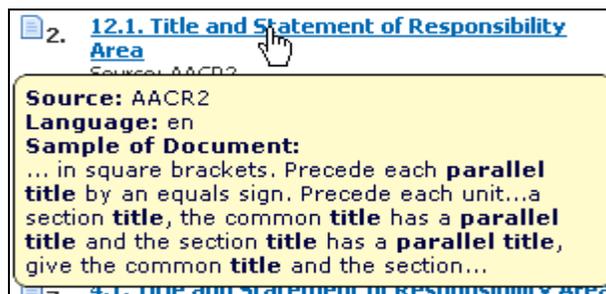


2. Select the resource you want to search. We have selected **AACR2** by putting a check mark before **AACR2** in the Table of Contents (TOC). **You may select several sources at a time.**

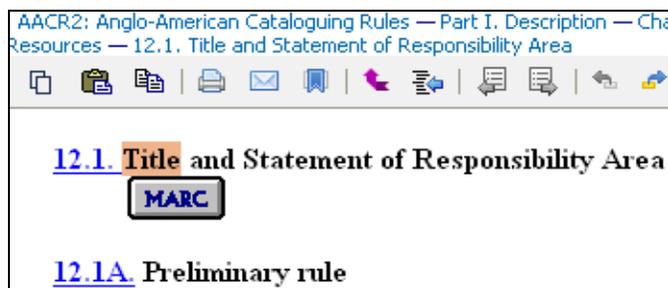


3. Click on Find.

4. You may roll your mouse over the **hits** in the left pane to view a short summary that will help you decide whether to view the full content.



5. When you click on the hit, the full document will display in the right pane.



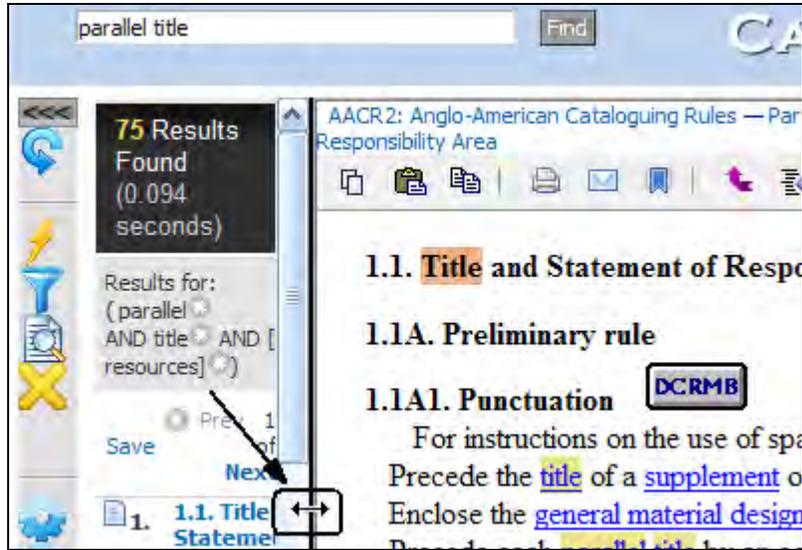
6. You may put quotes around your terms to search for phrases such as **“statement of responsibility.”**

Navigating Search Results

Steps

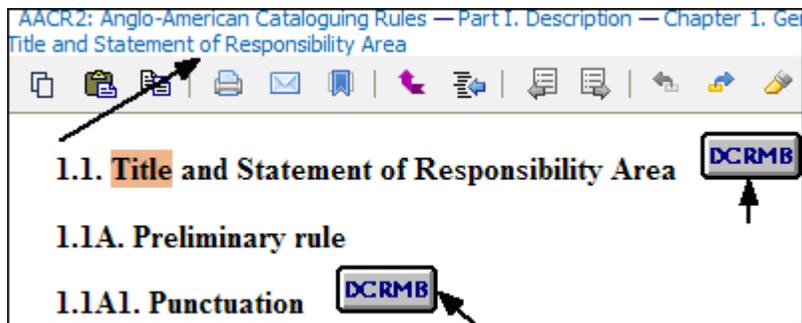
1. Your search results will display in the left pane and the content of the first hit will display in the right panel.

To see more text of the hit you can adjust the pane by dragging your mouse over the median until the cursor turns into a **double-tipped arrow**. You can then left click and drag your mouse over to the left or right to adjust the pane.

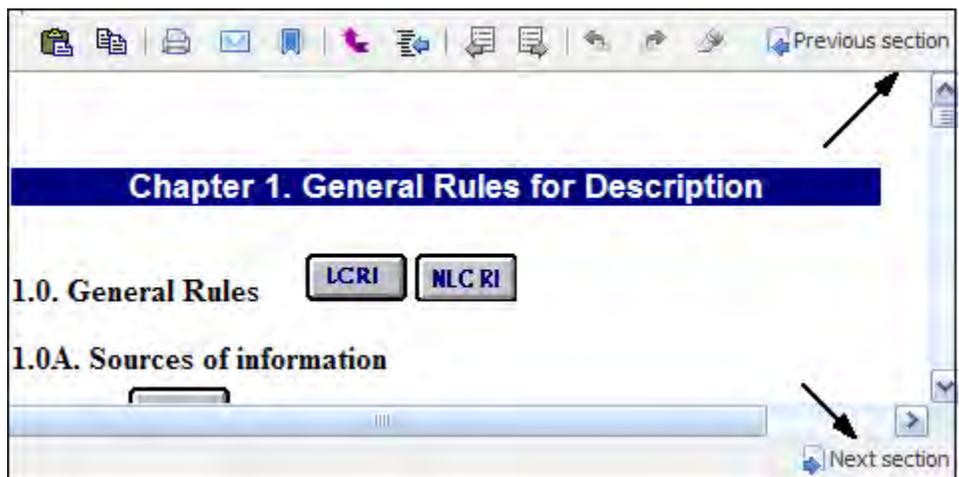


2. You can determine where you are in the resource by viewing the **bread crumb links** at the top of the document. You may click these links to jump to a particular section.

Additionally, as before in Cataloger's Desktop 2, you may click on the buttons to jump to another source to see the equivalent or similar discussion.

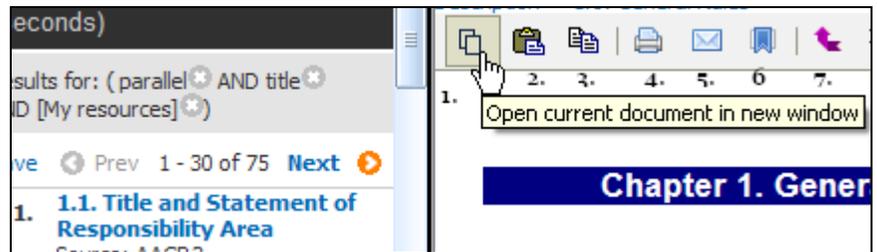


3. You can navigate to the **next or previous sections** by using the icons at the top and bottom of the displayed document.



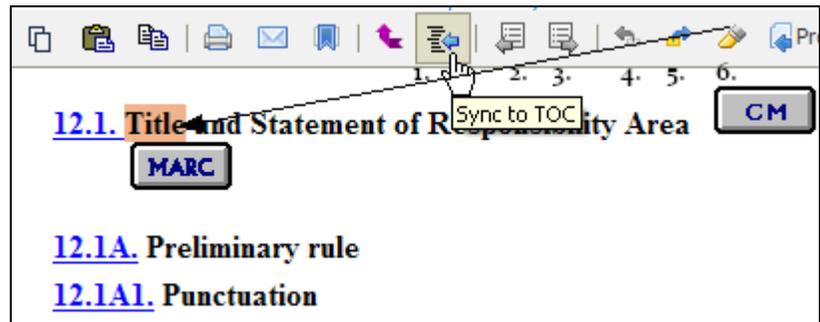
4. You may roll your mouse over the icons in the toolbar to see an explanation of their function. The following numbers correspond to the number under the icon in the picture:

1. Open the current document in a new browser window.
2. View the clipboard.
3. Copy to the clipboard.
4. Print the document.
5. Email the document.
6. Bookmark the document (see the separate At-a-Glance document on the training web page at: <http://www.loc.gov/cds/desktop/web-faqs.html>)
7. Go back to return to through the screens you have viewed.



5. The following numbers correspond to the number under the icon in the picture:

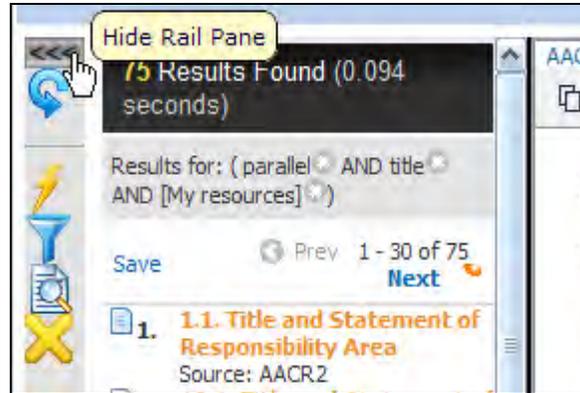
1. You can synchronize the document you are viewing with the Table of Contents (TOC).
2. You can view the previous result from your search.
3. You can view the next result from your search.
4. You can jump to the previous hit within the displayed document
5. You can jump to the next hit within the displayed document.
6. You can click the highlighter to have the hits highlighted or turn off highlighting.



Navigating the Rail in Searching

Steps

1. The rail at the edge of the left pane is a new feature with this version of CD3. You may use the <<< at the top to hide the **Rail Pane** to see the full screen view of your document as in the next image.

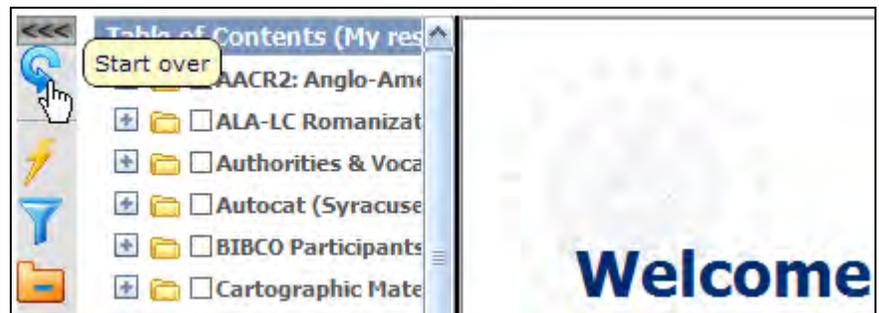


2. You may click the >>> after you have seen your document and display the Rail Pane again as is show in the above image.



3. The first icon in the rail is the **START OVER** button. This icon will clear everything from both the left and right panes.

Note: It will also erase your search history unless you have saved it per the instructions on page



4. The **LIGHTENING BOLT** icon opens a fly out menu of **Quick tasks** that give you the ability to jump to the specific resource that best meets your need. Some of the links in the area are still under development and your input and suggestions are most welcome.

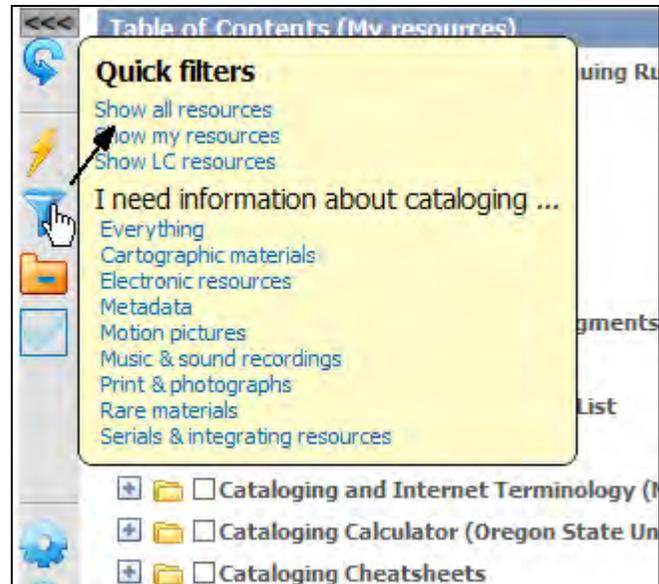


Navigating the Rail in Searching cont.

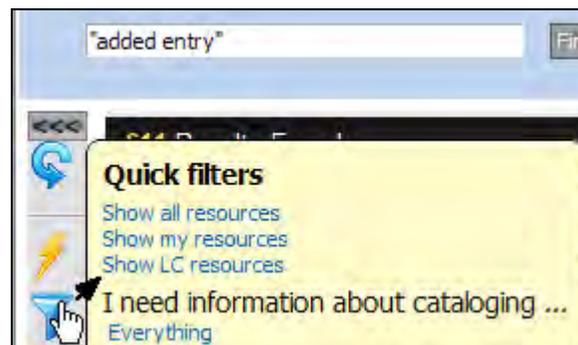
Steps

5. The **FUNNEL** icon provides **Quick filters** to toggle between your resources, all resources and just LC resources.
6. When you click on **Show all resources**, you may display the full list of CD3 resources and select perhaps one that isn't on your resource list for a specific search.

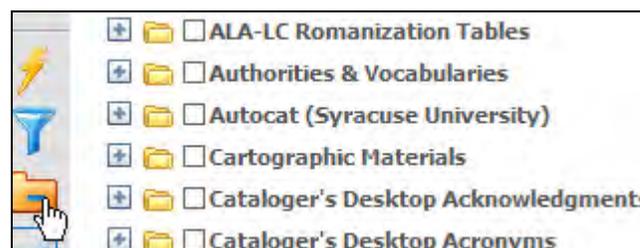
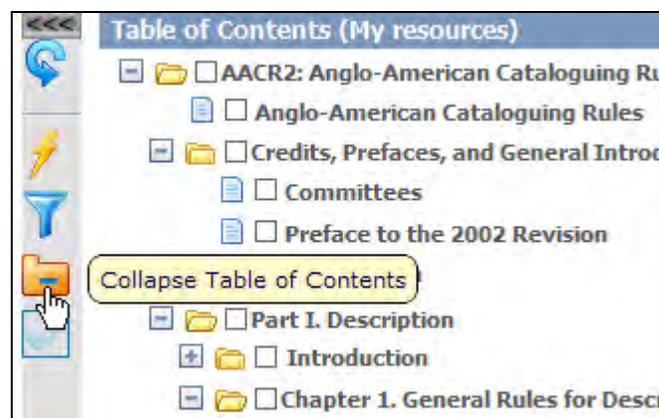
Note: You should left click on the funnel and drag your mouse over on to the fly out menu, and then click on the link you desire.



7. If you have an active search, for example in your resources, you can refine your search results to **LC resources** by clicking the link.



8. You may collapse the **Table of Contents (TOC)** using the **FOLDER** icon. This is very useful, if you have drilled down in a resource for a particular item.

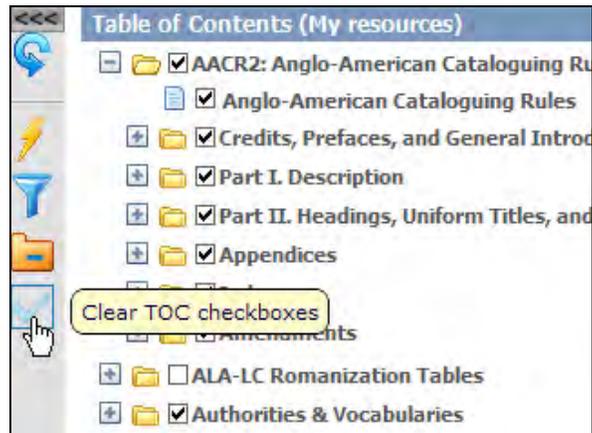


Navigating the Rail in Searching cont.

Steps

9. The **CHECK MARK** icon clears all of the check marks you have entered before the resource to be searched.

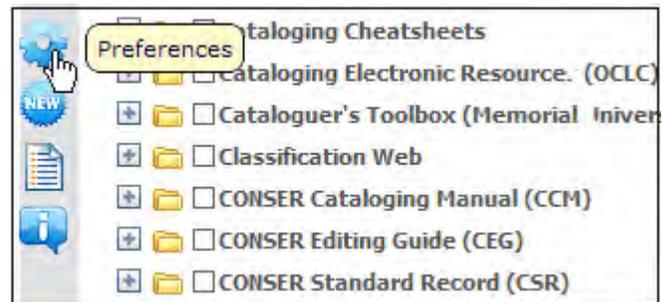
Note: You can focus your search to the specific resources you need by putting checks before the resources to bring highly relevant search results.



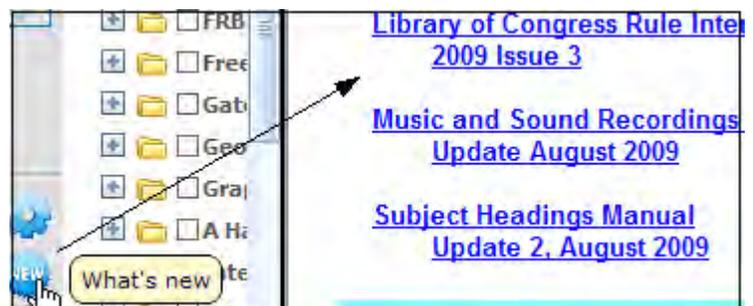
10. The **COG** icon gives you the opportunity to re-set your initial **login preferences** that you set when you logged into CD3 for the first time. You may want to do this if you need to change your initial settings.

Note: Please refer to the Initial Login At-a-Glance instruction document on the CDS website at:

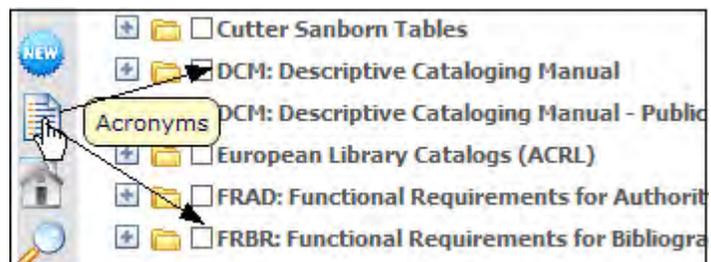
<http://www.loc.gov/cds/desktop/training/2-Login.pdf>



11. The **NEW** icon gives users a quick look at the latest additions and changes to Desktop.



12. The **SHEET OF PAPER** icon provides a quick reference to the acronyms that catalogers use to refer to CD resources. Acronyms are listed at the beginning of many resources in the TOC to help grouping and finding similar items.



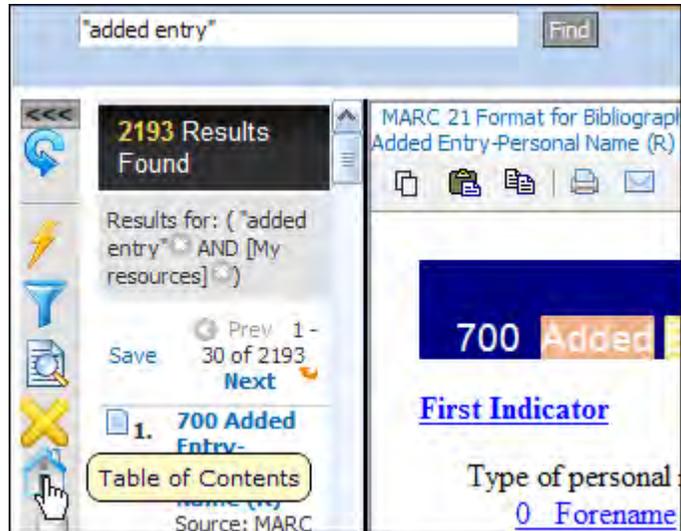
Navigating the Rail in Searching cont.

Steps

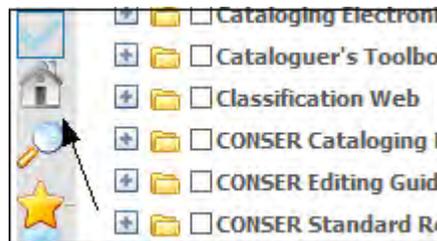
13. The **HELP** icon opens a new window to the Cataloger's Desktop Training resources and a FAQ.



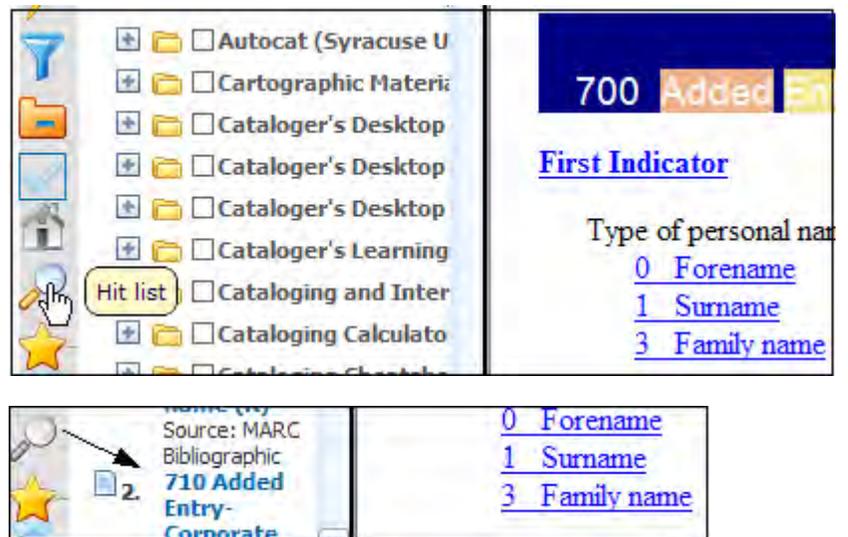
14. After you have done a search you may use the **HOUSE** icon to return to the resources in the TOC.



Note: Notice how the **HOUSE** icon has turned gray. This indicates that it is the selected icon. Your search terms are retained and you could quickly select another resource and search it rather than clearing your search.



15. The **MAGNIFYING GLASS** icon gives users a very quick way to return to the **hit list** after they have displayed a document in the right pane.



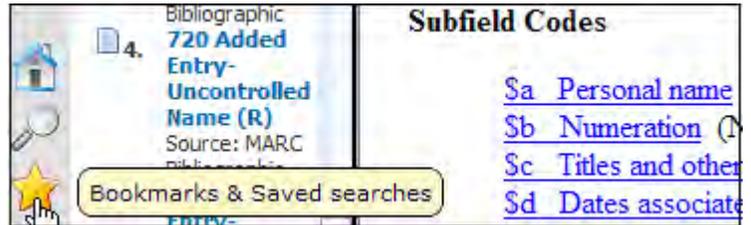
Navigating the Rail in Searching cont.

Steps

16. The **STAR** icon enables users to jump quickly to their **Bookmarks and Saved searches**.

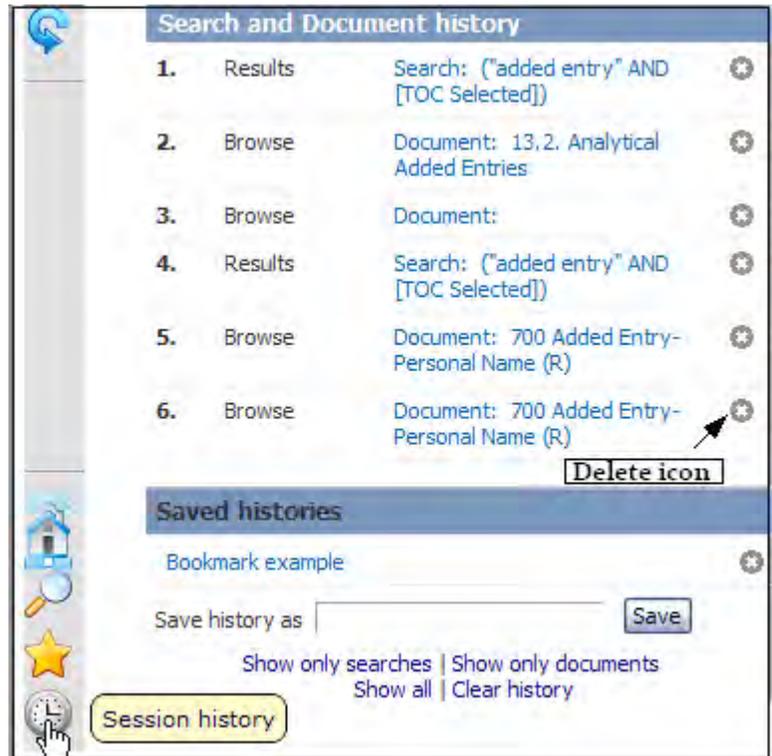
Note: Bookmarks and notes will not carry over from CD2. These will need to be recreated in CD3. Instructions are available in the Bookmarks At-a-Glance document at:

<http://www.loc.gov/cds/desktop/training/5-Bookmarks.pdf>



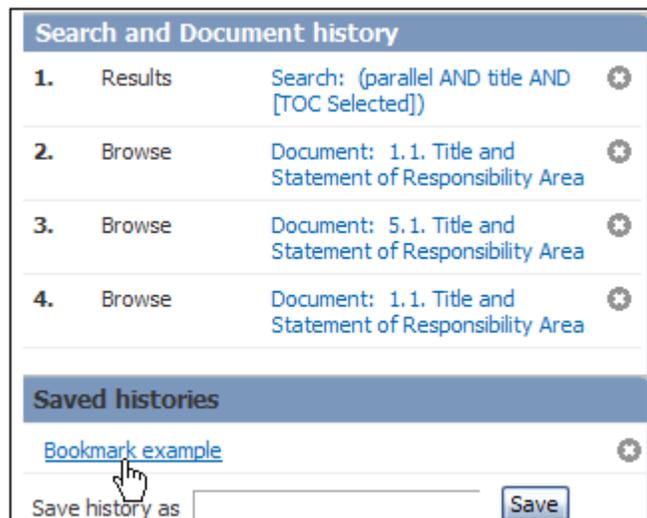
17. The **CLOCK** icon is very useful for quickly going to your session history. You can save your history with options to just save searches, only documents or all items.

Note: You can use the X to delete some of the results and then just save the session history you want.



18. You may click on the **Save histories** link to retrieve the session history you saved.

19. You may edit this session and then **Save** it again.

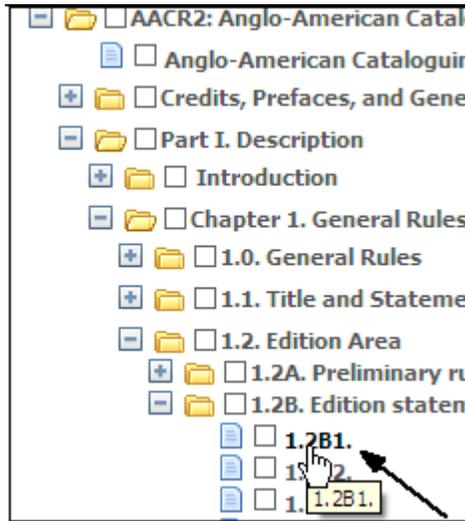


Additional Search Functions

Browsing in CD3

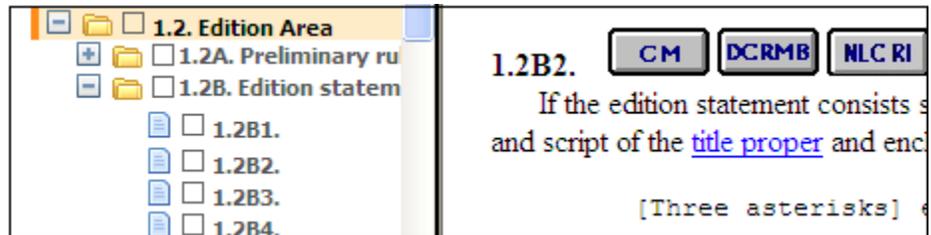
Steps

1. You may want to consult a particular resource and are familiar with the structure so you may click on the + sign and open the folders until you locate the links to the items you need



2. Click on the link and the item will display in the right pane.

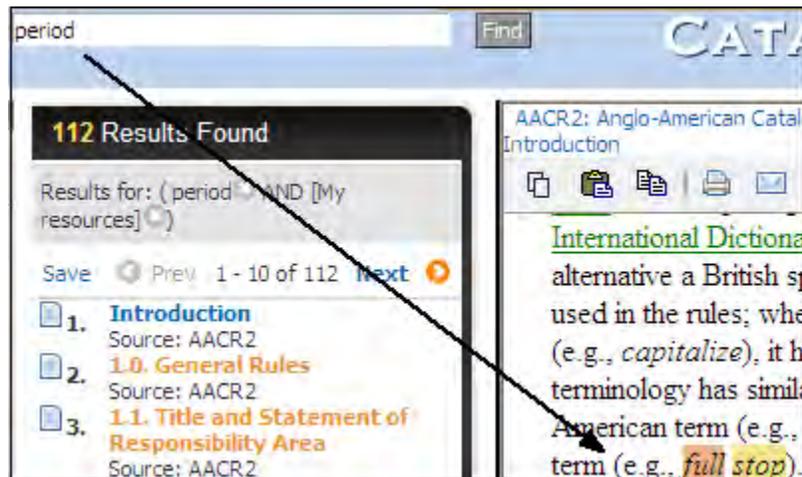
Note: The section for the documents is identified with an orange bar. Notice as you browse the right pane immediately displays the item you clicked.



Synonyms

Steps

1. Synonyms are retrieved in searches for the terms you entered in the search box. This helps with the normalization of British and American terms for concepts. Enter "period" in the search box and check "AACR2".
2. Click Find and notice that you have retrieved "full stop".

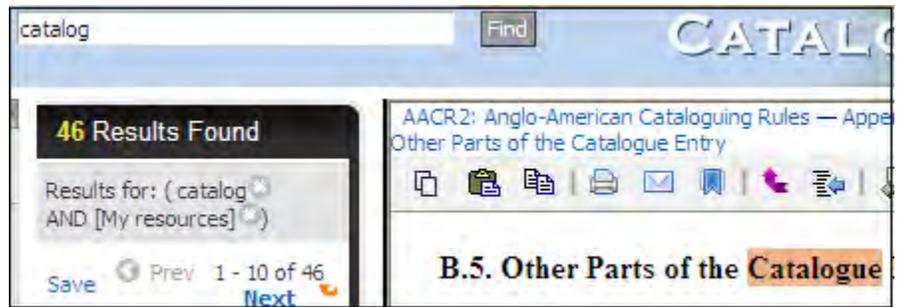


Additional Search Functions cont.

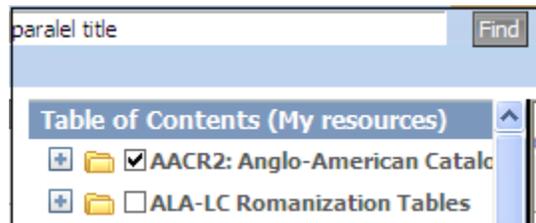
Equivalent spellings – Spelling correction

Steps

1. Desktop accounts for differences between British and American English spellings. Enter the term “**catalog**” in the **Search** box and select AACR2.
2. Click Find. Notice you have retrieved “catalogue.”

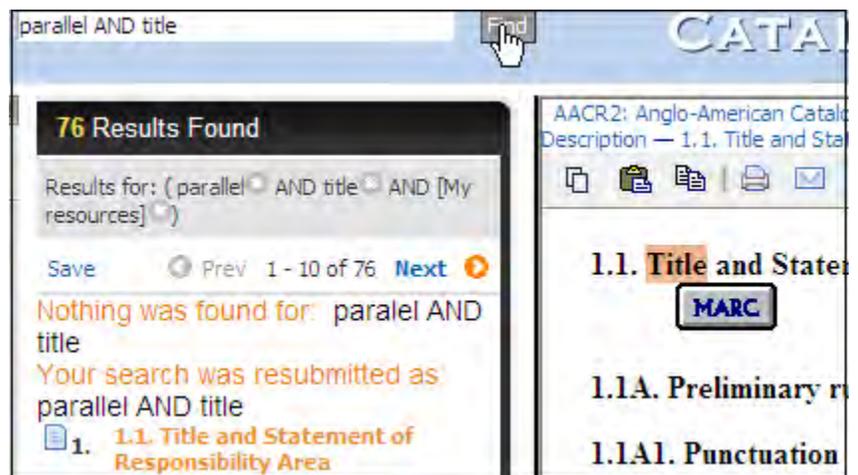


3. Enter “**paralel title**” for the phrase “**parallel title**” in the search box and select AACR2.



4. Click **Find**. Notice how your misspelling is corrected in the search box.

You have been advised that nothing was found for the misspelled word but the search was resubmitted with the correct spelling and retrieved your results.

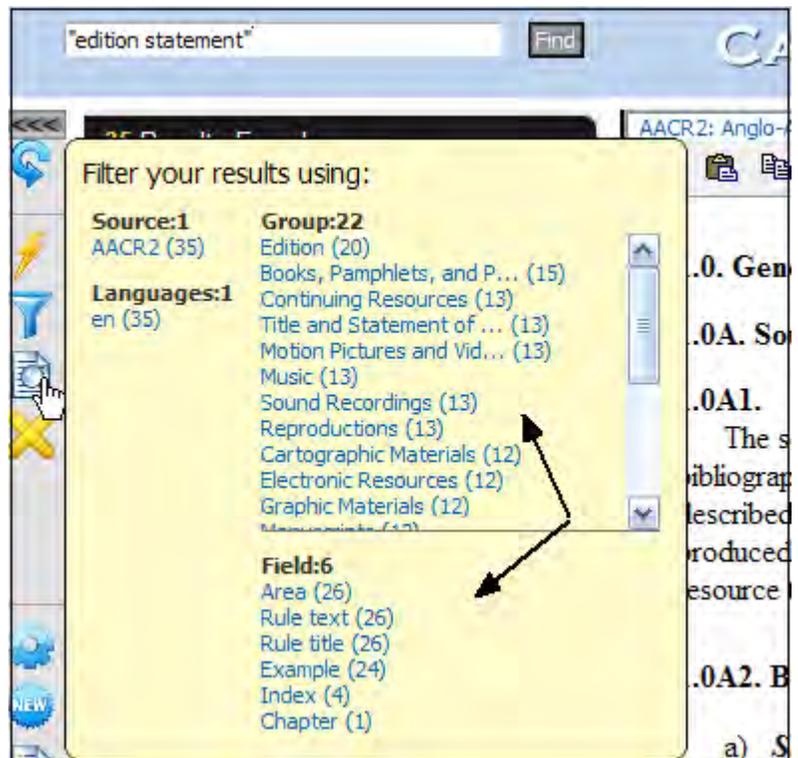


Additional Search Functions cont.

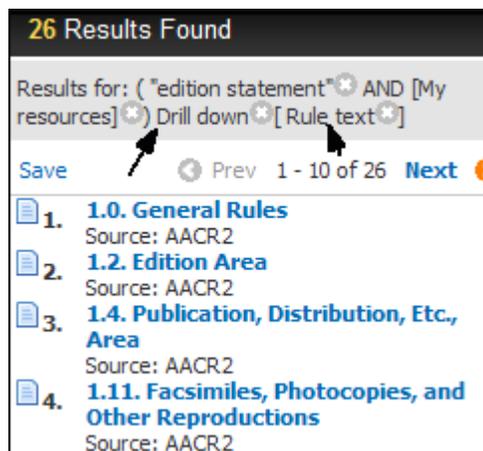
Drill-downs

Steps

1. You may refine your search from your search results by using the **MAGNIFYING GLASS** icon under the **FUNNEL** on your hits.
2. Enter "edition statement" and select AACR2 then click **Find**.
3. Select the **MAGNIFYING GLASS** icon and roll your mouse over to: **Source**, **Languages**, **Group** or **Field**.
4. Click a link under the category and your new result set will display.



5. We selected **Rule Text** under the **Field** category.



6. You may want to search in several sources and then just click a link under **Source** to see just the results from a particular resource.

Note: The numbers next to each link indicate the number of hits you will receive.

