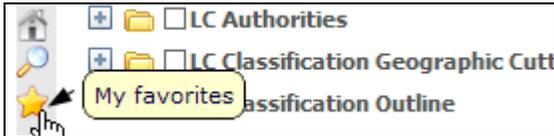


# Cataloger's Desktop Favorites At-a-Glance

## CATALOGER'S DESKTOP

One of the major new features of **Cataloger's Desktop 3** is the ability of users to personalize bookmarks, notes, shortcuts, saved searches and session histories in the **My Favorites** area. In addition, users will be able to organize these items into folders.

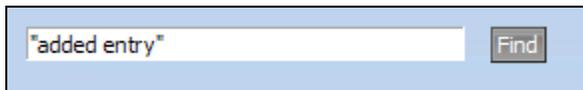


### Setting Bookmarks

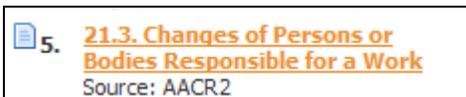
After you retrieve a document from your search results, you can set a **Bookmark** to save repetitive searching and speed up future retrieval for the same document.

#### Steps

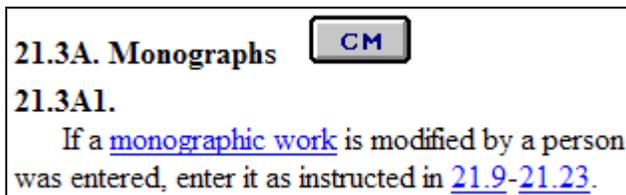
1. Enter a search. We have entered "added entry" and checked AACR2.



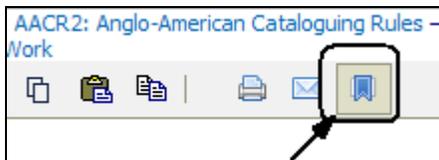
2. Select the hit you want to bookmark.



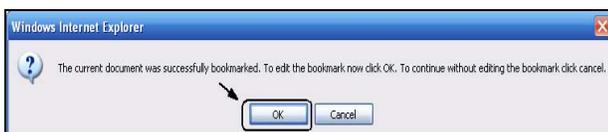
3. Display the content to be bookmarked.



4. Select the **Bookmark** icon.

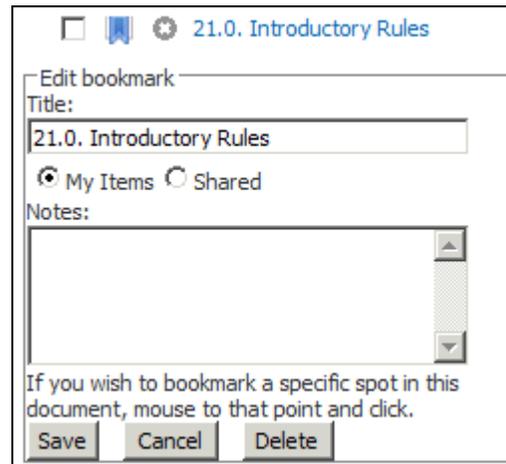


5. A window will open that gives you the ability to click **Cancel** to accept the default bookmark setting or click **OK** to edit the bookmark. We will edit the bookmark. Click **OK**.

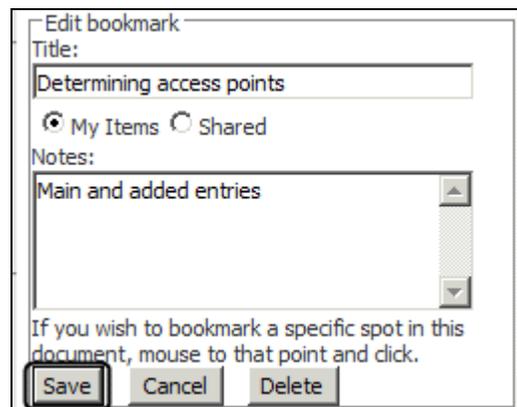


6. The bookmark dialog will appear in the left panel. You may change the **title** and/or **add notes**.

**Notice:** the default is **My Items** --your personal bookmark. You may select the radio button next to **Shared** to display your bookmarks to your colleagues and see their bookmarks.



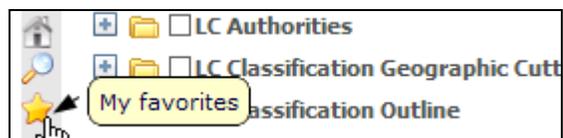
7. Select **Save** after you have made your changes.



### Retrieving and Editing Bookmarks

#### Steps:

1. Retrieve your bookmark by selecting the **My favorites** icon.



- This will open the **My favorites** panel where you can retrieve and edit your bookmarks, saved searches, shortcuts, saved session histories and folders. Select the Bookmark icon to edit your bookmark.



- The selected bookmark will open with the form to change the title and/or note. As soon as you press **Save** your bookmark will contain your edits.
- To retrieve your bookmark just click on the link. If you have added a note you will see it as you roll your mouse over the link.



## Deleting Bookmarks

### Steps:

- Select the **X** icon next to the Bookmark you want to delete.



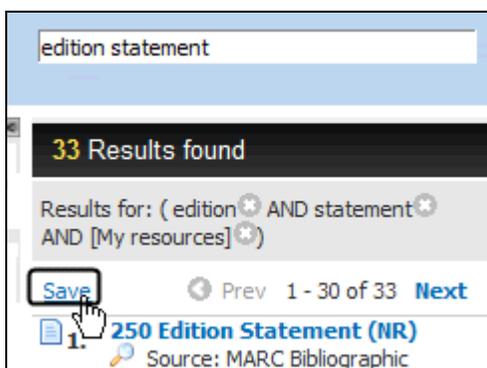
- Your bookmark will be deleted instantly.

## Saving Searches

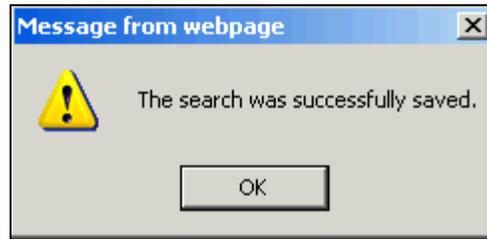
After you have done a search you may save the search for future use.

### Steps:

- After you have displayed your search results, click on the **Save** link.



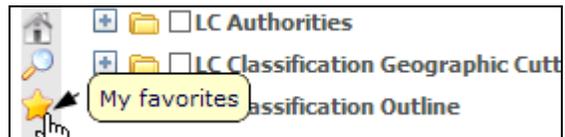
- Click OK to accept the saved search.



## Retrieving and Editing Saved Searches

### Steps:

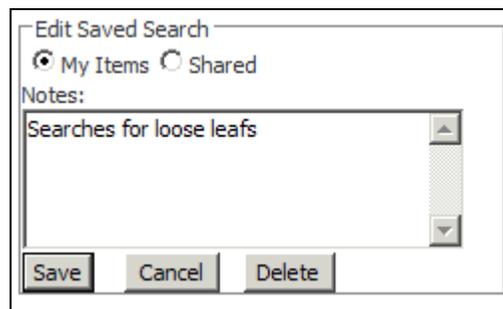
- Retrieve your saved search by selecting the **My favorites** icon.



- Navigate to the **Saved searches** section and select the Edit saved search icon (magnifying glass).



- You may add a note that may indicate why you saved the search. This will display when you roll your mouse over the link in the **Saved searches** list.



## Deleting Saved Searches

### Steps:

- Select the **X** icon next to the **Saved search** you want to delete.



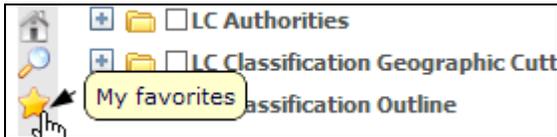
- Your **Saved search** will be deleted instantly.

## Saving Session History

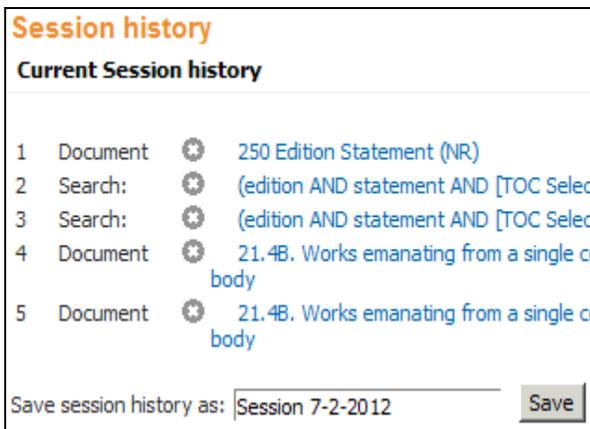
In addition to saving an individual search, you can also **save** your entire session. Perhaps you are doing some training and want to have all the searches ready. Your searches are being retained as you go along.

### Steps:

1. Retrieve your **Session history** by selecting the **My favorites** icon.



2. Navigate to the **Session history** section of the panel.

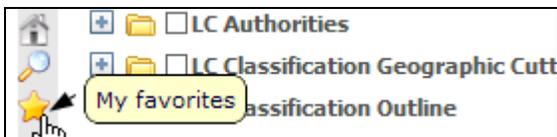


3. Enter the name for the session and click **Save**.

## Retrieving Session Histories

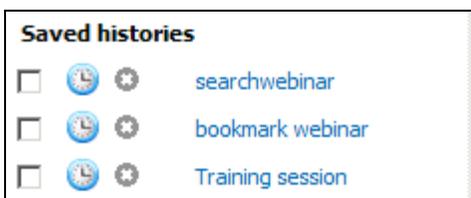
### Steps:

1. Retrieve your **Session History** by selecting the **My favorites** icon.



2. Navigate to the **Saved histories** area and click the link next to the session you want to display. It will become your **Current session history**.

**Note:** If you have a **Current session history**, it will be lost unless you save it before opening a Saved history.



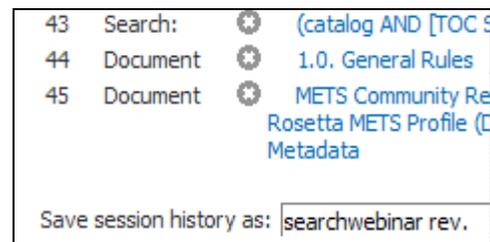
## Editing Session Histories

### Steps:

1. You can do further searches and these will be added to the **Current Session history**.
2. You can delete searches by clicking the **X** next to the item.



3. You can select a new name for the changed **Current Session history** and **Save** it, or click on another Session history and it will become the Current session history.

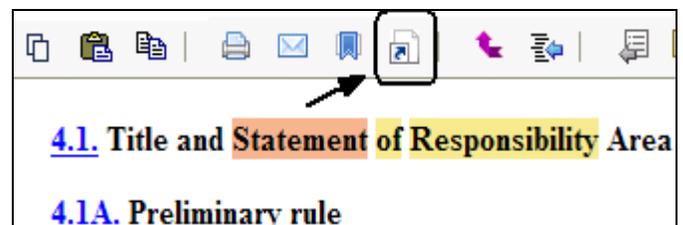


## Creating Shortcuts

The **Shortcut** icon give you the ability to create shortcuts on your computer desktop, add the Uniform Resource Location (URL) to a document or email and/or save it within Cataloger's Desktop in the **My favorites** area.

### Steps:

1. In an area where you would like to create a Shortcut, click on the **Shortcut** icon.



2. You will be able to mark the spot in the resource where you want to the shortcut to take you.

- In the screen below you will see that a URL has been created with a pre-selected file name. You may change this name to one of your own as well as mark a spot in your document and then click **Save address**. You will see the screen below after you save the address or if you click **[Select]** under the URL.

**Create Shortcut**

The following web addresses have already been created for this resource. You may use one of them or create your own below. Click the link to see the position in the document or click Select to use the web address.

- [http://desktop.loc.gov/saved/RDA\\_Edition](http://desktop.loc.gov/saved/RDA_Edition) [Select] ←

Please type your preferred web address in the box below. Use only letters, numbers, periods, underscores, or dash characters in the address.

The following is your preferred web address:  
<http://desktop.loc.gov/saved/>  
 ←

If you wish to anchor to a specific spot in this resource, mouse to that point and click.

←

- You will see the screen has three options to work with your shortcut:

**You can copy this web address into a document or shortcut:**

<http://desktop.loc.gov/saved/Editioncore>

**You can also create a shortcut by dragging the following link to your computer's desktop:**

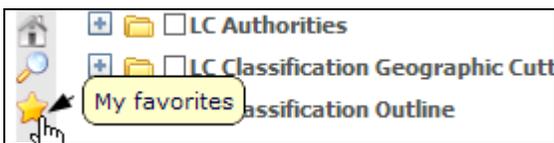
[Editioncore](#)

 [Save as a bookmark](#)

### Retrieving Shortcuts

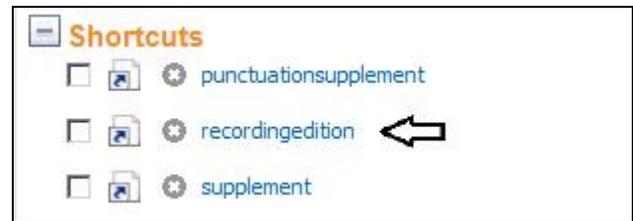
#### Steps:

- Retrieve your **Shortcuts** by selecting the **My favorites** icon.



The screenshot shows a navigation bar with several icons. A yellow box highlights the 'My favorites' icon, which is a star. Other icons include a home icon, a folder icon, and a magnifying glass icon. Text labels for 'LC Authorities', 'LC Classification Geographic C...', and 'Classification Outline' are visible.

- Navigate to the **Shortcuts** area and click the link next to the shortcut you want to display. It will display in the right panel.



The screenshot shows a panel titled 'Shortcuts'. It contains three items, each with a checkbox, a document icon, and a circular refresh icon. The items are 'punctuationsupplement', 'recordingedition' (with a black arrow pointing to its refresh icon), and 'supplement'.

- If you want to delete the shortcut, click the X icon next to the shortcut. You cannot edit the shortcut further.

### Managing Favorites in Folders

A new feature has been added to Cataloger's Desktop 3 that gives you the ability to organize and group your favorites into folders.

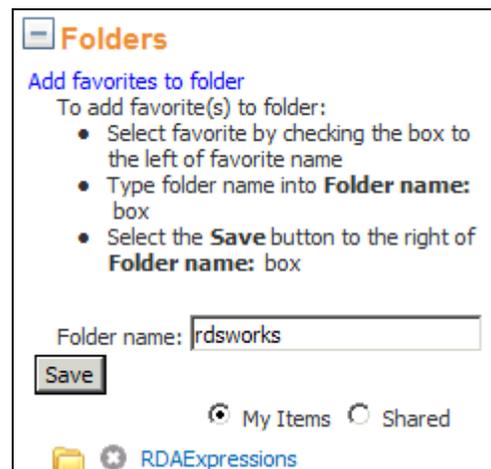
#### Steps:

- Put a check mark in the box before the favorite you want to put in the folder. You can include bookmarks, saved searches, saved histories and shortcuts in the same folder or in different folders.



The screenshot shows a panel with a 'Works by Different Persons or ...' item and a 'Saved searches' item. The 'Saved searches' item has a checkbox checked and a magnifying glass icon. Below it is a search term '"edition statement"'. There are also icons for a folder, a bookmark, and a refresh icon.

- Navigate to the top of the Favorites panel and enter a folder name and click **Save**. Click the folder to open it and then work with your favorites.



The screenshot shows a panel titled 'Folders'. It contains instructions: 'Add favorites to folder' and 'To add favorite(s) to folder:'. The instructions list three steps: 1. Select favorite by checking the box to the left of favorite name. 2. Type folder name into **Folder name:** box. 3. Select the **Save** button to the right of **Folder name:** box. Below the instructions is a text input field with 'rdsworks' and a 'Save' button. At the bottom, there are radio buttons for 'My Items' (selected) and 'Shared', and a folder icon with the text 'RDAExpressions'.