

Cataloger's Desktop 6. Favorites At-a-Glance



Favorites

The **Favorites** feature gives you the ability to customize *Cataloger's Desktop* so that you will have quick access to information you use most frequently.

Favorites include:

- Folders**
- Bookmarks & Notes**
- Saved Searches**
- Session History**
- Shortcuts**

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.

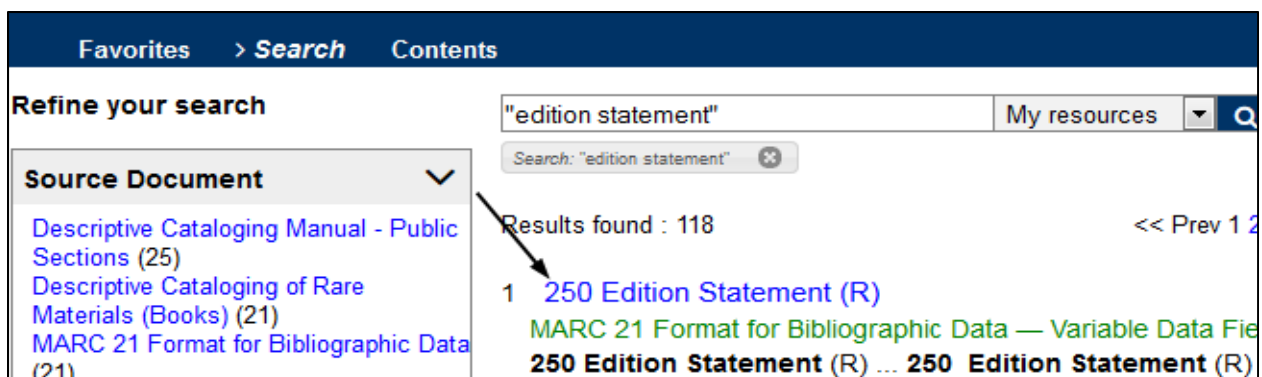
Note: If you set bookmarks in the previous *Cataloger's Desktop* version, they will carry over to the new version.

Steps:

1. Enter a search. We have entered “**edition statement**” in “My resources.”



2. Select the hit you want to bookmark.

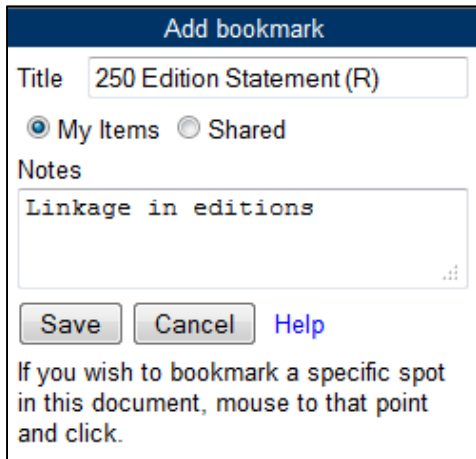


3. Display the content to be bookmarked and select the **Bookmark** icon.

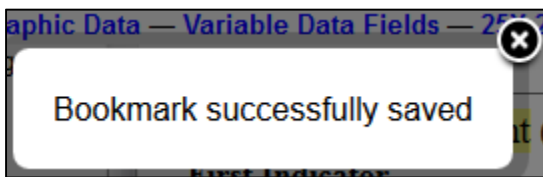


4. A panel will open that gives you the ability to edit the **Title** which can help you identify it more quickly in your list of bookmarks. **My Items** –your personal bookmarks is the default. You may select the radio button next to **Shared** to display your bookmarks to your colleagues and see their bookmarks.

You may want to add a note. **Notes** can include hyperlinks, perhaps to an example in a bib record, such as a permalink i.e. <http://lccn.loc.gov/2013008399>. Click **Save** when you are finished.



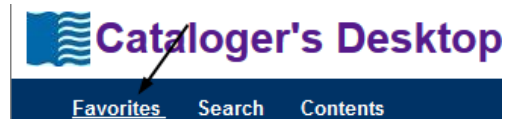
5. You will see your bookmark is successfully saved. Click the **X** to exit.



Retrieving Bookmarks

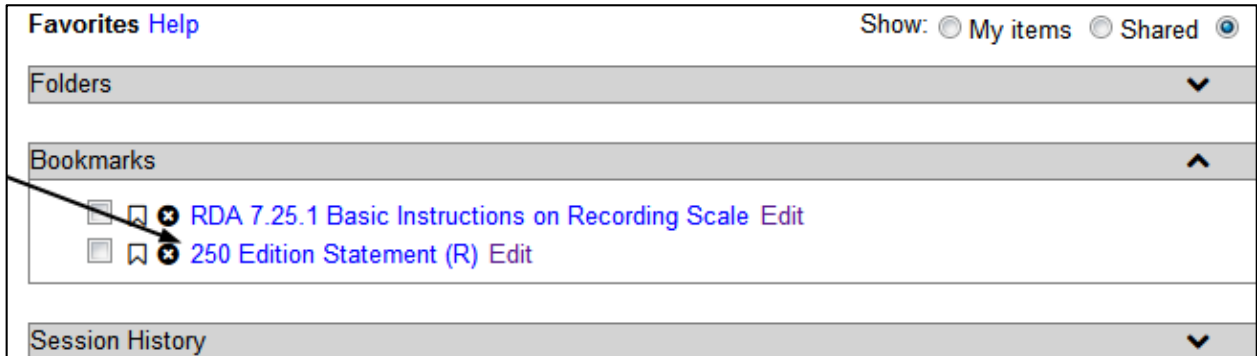
Steps:

1. Retrieve your bookmark by selecting the **Favorites** link on the blue ribbon.



- This will open **Favorites** where you can retrieve and edit your folder, bookmarks, session history, etc. Select **Bookmarks** to expand it. You may click the small **x** to delete the bookmark.

Alternatively, click the link to go to your bookmarked document. Click **Edit** to change your bookmark.

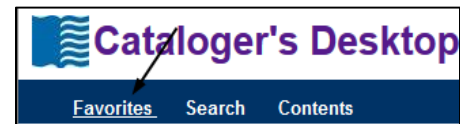


Session History

In Desktop, you can **save** your entire session. Perhaps you are doing training and want to have all the searches ready. Your searches are retained as you go along.

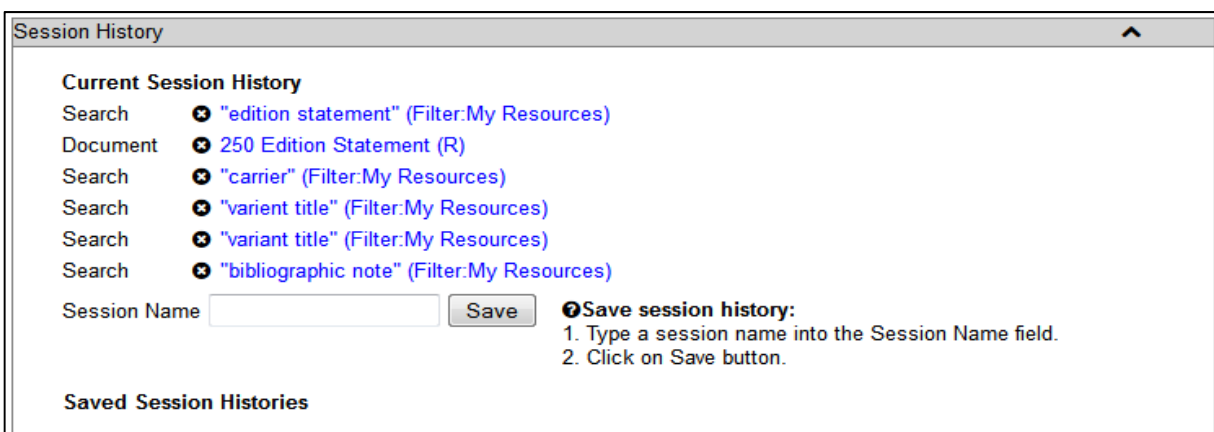
Steps:

- Access your **Session history** by clicking the **Favorites** link on the blue ribbon.



- This will open **Favorites** where you can access your session history. Select **Session History** to expand it. You may click the small **x** to delete searches that you may not need.

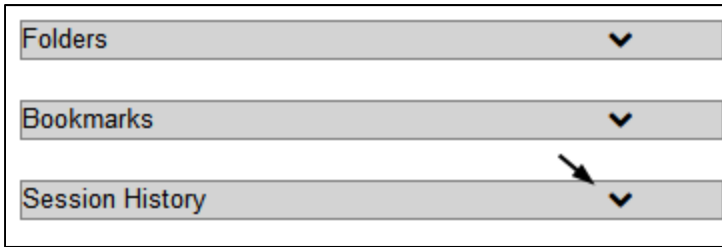
Enter a session name and click **Save**.



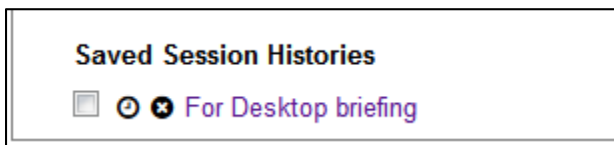
Retrieving Session Histories

Steps:

1. You may retrieve your session history from the **Favorites** link in the blue ribbon and then expand the **Session History** by clicking it.



2. Your **Saved Session Histories** will display. You can click on the small **x** to delete any that you no longer need. Click the link to display the session and re-run the searches.

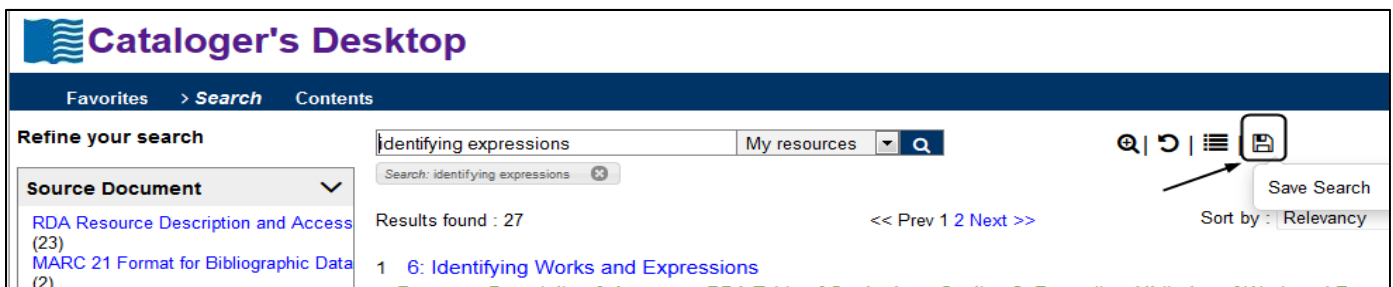


Saved Searches

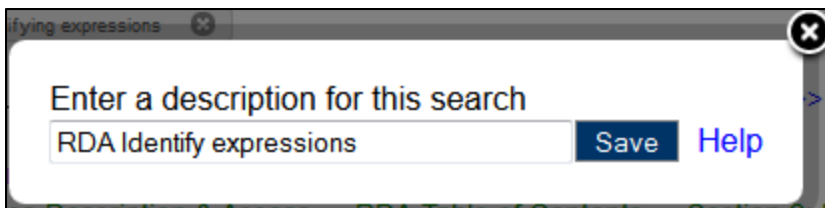
After you have done a search you may save the search for future use. Perhaps you have used a facet and located just the results you needed.

Steps:

1. After you have displayed your search results, click on the **Save** icon.



2. Enter a description for the search that is meaningful to you and click **Save**.

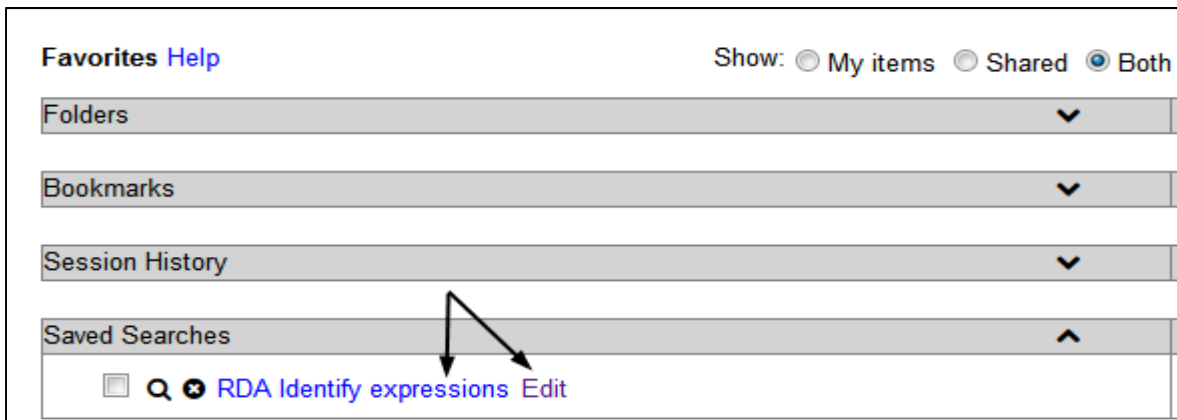


3. The dialog will indicate your search was saved. Close the dialog by clicking the **X**.

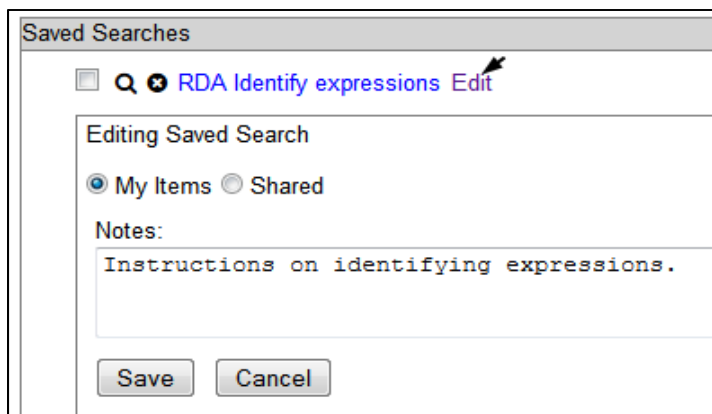
Retrieving and Editing a Saved Search

Steps:

1. Click **Favorites** in the blue ribbon and expand **Saved Searches**.



2. You can delete the search by clicking the **X**. If you click the link you will rerun the search. When you click **Edit** you will open a dialog where you can add a note.

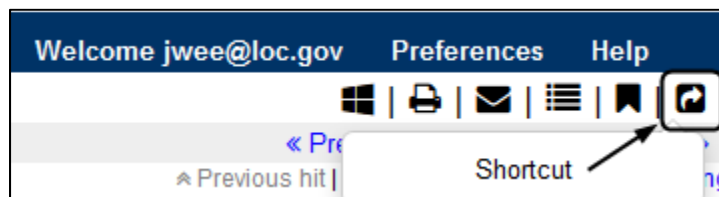


Shortcuts

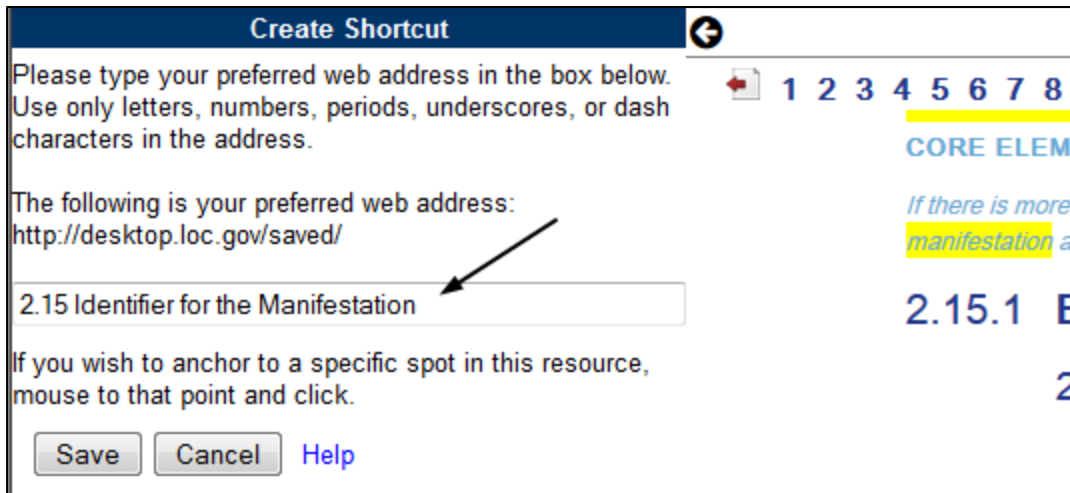
The **Shortcut** feature gives you the ability to create a unique address to a *Desktop* resource. The Uniform Resource Locator (URL) can be placed in a document or email and/or saved in *Cataloger's Desktop's Favorites*.

Steps:

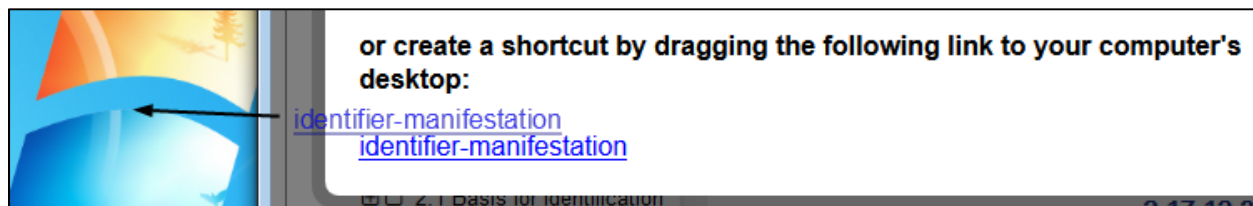
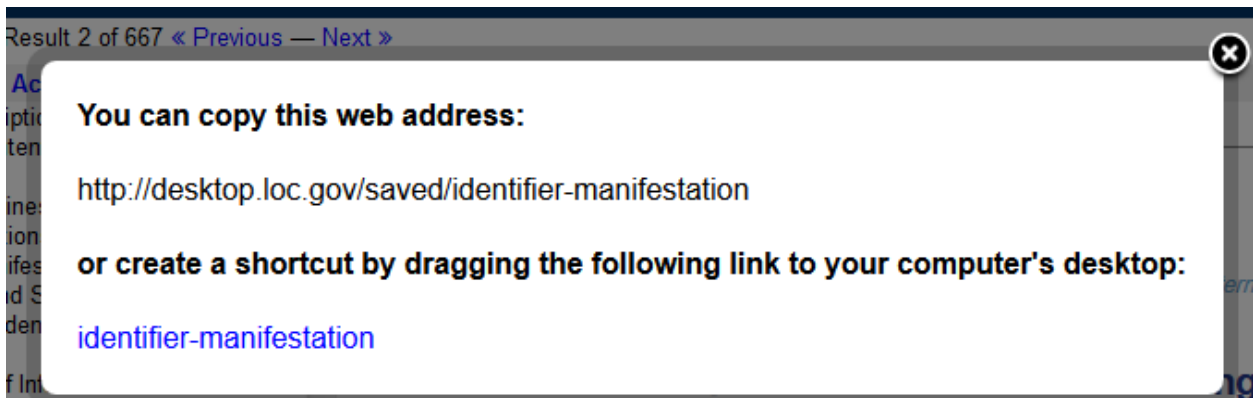
1. In a document where you would like to create a Shortcut, click the **Shortcut** icon.



2. A **Create Shortcut** dialog will open and you may change the last part of the URL to one that is meaningful to you. If you want the shortcut to go to a specific place in the document point and click in that part. Remember, do not include spaces or slashes. Save the Shortcut.



3. A window will open giving you the option to copy and paste the URL or to place the shortcut on your desktop. Close the X when you are finished.

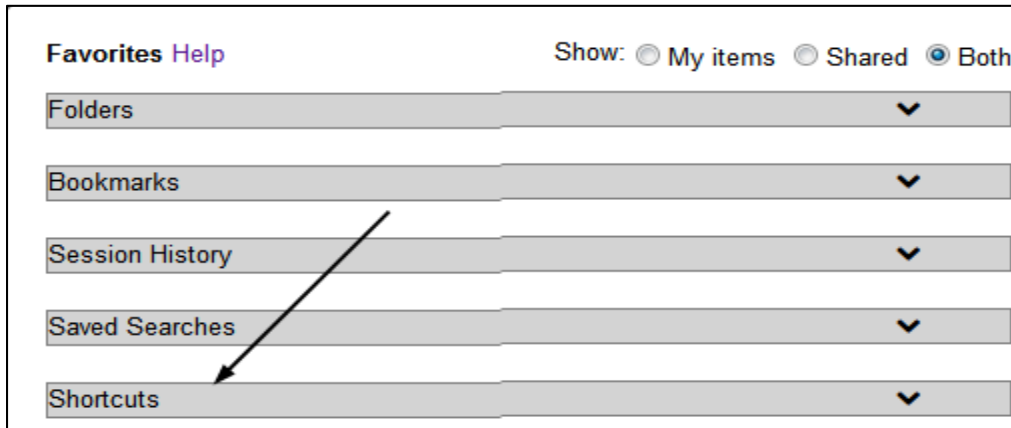


Retrieving Shortcuts

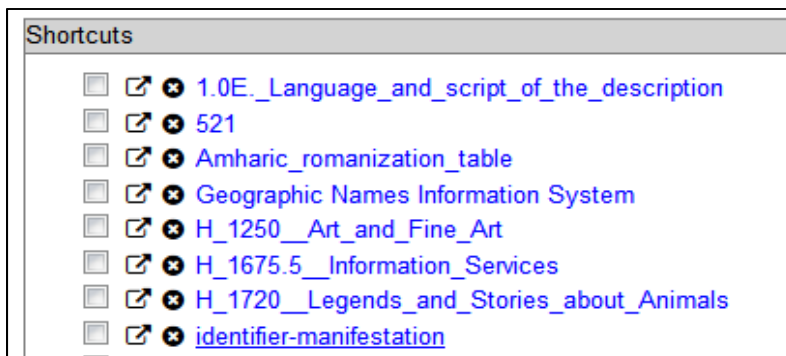
Steps:

1. You can retrieve a shortcut from **Favorites** on the blue ribbon.

2. Expand **Shortcuts**.



3. You can click the small **x** to delete the shortcut or click the link to go to the resource.

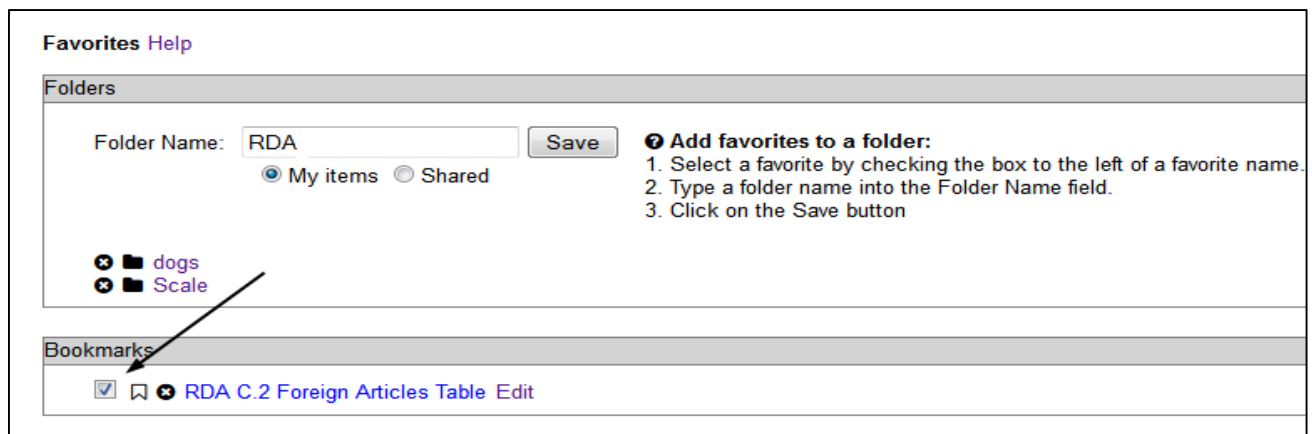


Managing Favorites in Folders

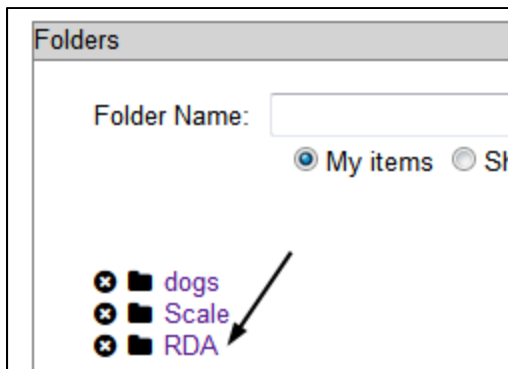
You can organize your bookmarks, saved searches, saved histories and/or shortcuts in folders with particular focuses.

Steps:

1. Check the box in front of the favorites and then click **Folders**. Type in a name for the folder.



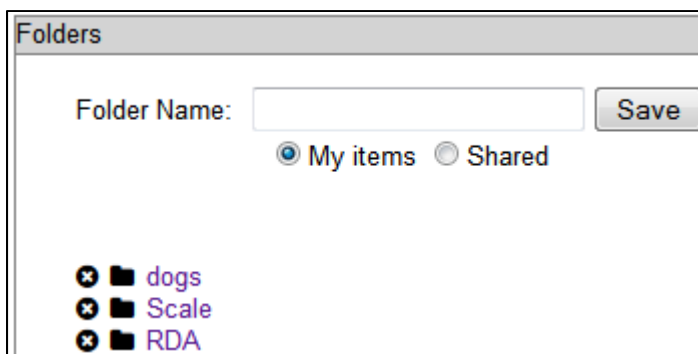
2. Click **Save** and you will see your folder. Click the folder link to open the folder and display its contents.



Retrieving Folders

Steps:

1. Click **Favorites** on the blue ribbon and then click **Folders**.



2. Delete any folder no longer needed by clicking the small **x**. You may make Folders to share or just for your personal use.