

Getting started with RDA Toolkit in Cataloger's Desktop

CATALOGER'S DESKTOP

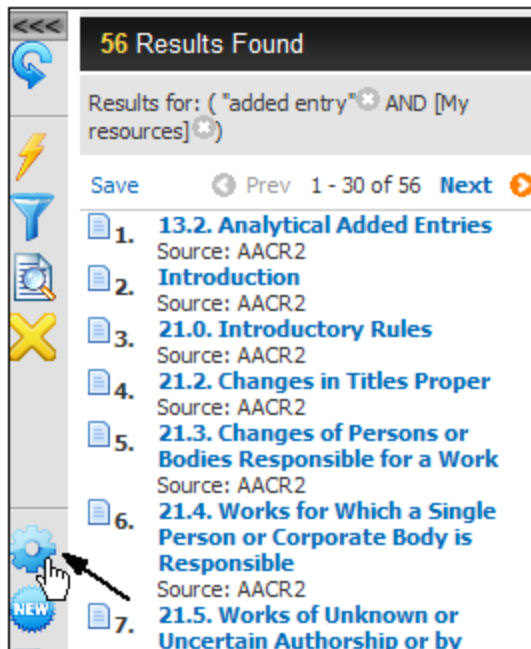
Cataloger's Desktop subscribers who also subscribe to RDA Toolkit are able to access *Resource Description and Access (RDA)* as a part of their Cataloger's Desktop work environment. If you wish to use RDA within Cataloger's Desktop, you must first subscribe to RDA at <http://www.rdatoolkit.org/subscribe>.

Setting General Preferences

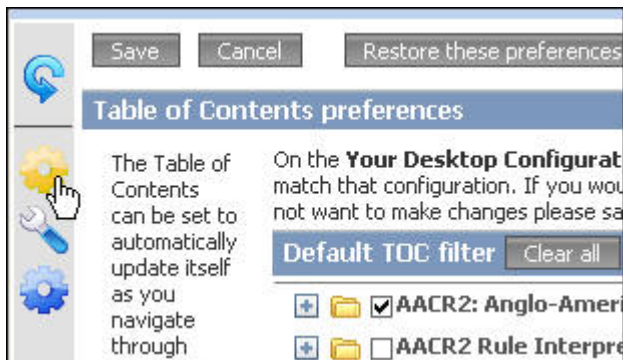
Once you have an RDA Toolkit logon, you will need to set your Cataloger's Desktop Preferences to allow you to use RDA seamlessly within Cataloger's Desktop.

Steps:

1. After you have logged in and displayed your resources and/or searched, click on the Preferences **COG** icon.



2. The rail will change and you will see a **yellow COG** icon that is displaying the General preferences page.



3. Scroll down to the bottom of the screen. Enter your RDA Toolkit Username and RDA Password in the appropriate boxes.

RDA: Enter your RDA Username and Password in order to access the RDA resources.
 If you do not have an RDA login, click [HERE](#) to sign up for RDA

RDA Username

RDA Password

Open RDA within Cataloger's Desktop Open RDA outside of Cataloger's Desktop

NOTE: Some libraries' computer security suppress third-party cookies. (This is the case at the Library of Congress.) If third-party cookies are suppressed, you will see the following when trying to display RDA within Cataloger's Desktop:

4. Select the radio button next to your choice of whether you want RDA to display within or outside of Cataloger's Desktop.

To access the content you've requested, you must be logged into the RDA Toolkit.

If you have an active subscription or trial:
 Enter your user name and password and click Login.

Unsuccessful Authentication. Please re-enter user name and password.

Or your subscription or trial may have expired. If you need to re-subscribe, then visit www.rdatoolkit.org/subscribe for more information.

If you currently have an active subscription or trial and believe you've received this message in error:
 Please contact us for assistance via the [RDA Toolkit Support Center](#).

If you see the dialog box above when trying to display RDA, follow the instructions on **Processing RDA Toolkit Cookies** on page 4 of this document.

5. Make your changes and select **Save** at the top or bottom of the screen.

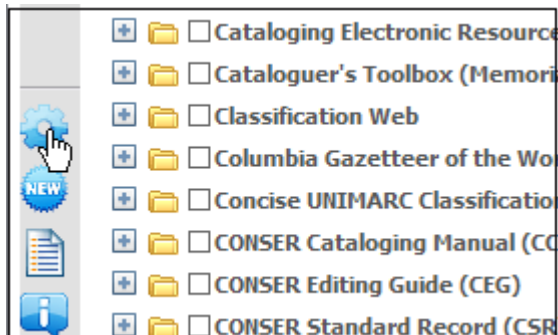
Open RDA within

Adding RDA to your “Table of Contents My Resources”

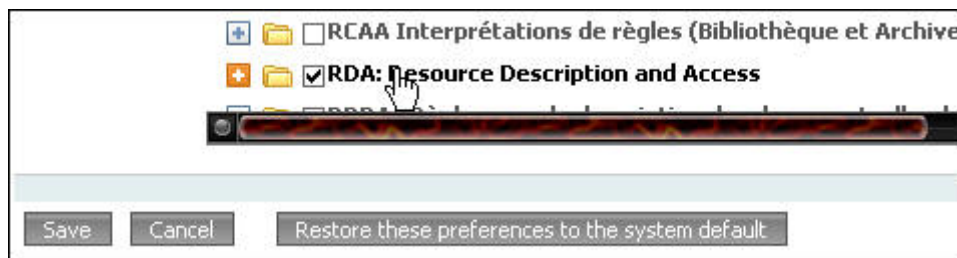
If you wish to routinely consult RDA, you will want to add it to your list of preferred resources.

Steps:

1. After initial login, click on the blue **COG** icon.



2. Scroll down to **RDA: Resource Description and Access** and click the checkbox next to RDA. Now select **Save**.



3. Your screen will refresh will your new **Table of Content My Resources** pane.



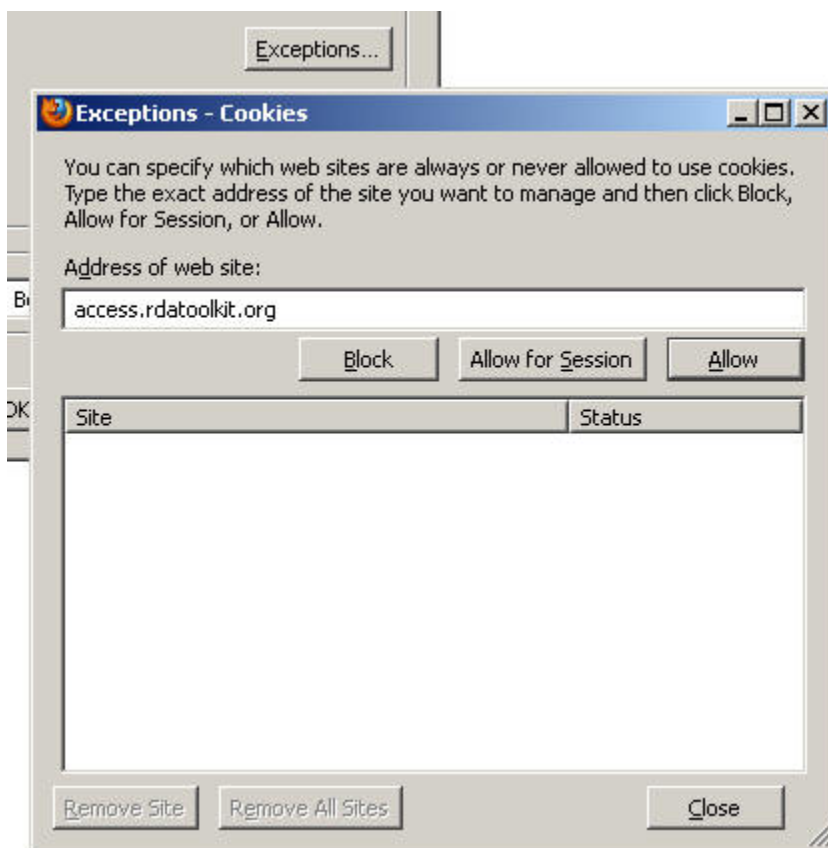
4. Please see the other At-a-Glance guides for help on using CD3 at: <http://www.loc.gov/cds/desktop/web-faqs.html> .

Processing RDA Toolkit Cookies

If you followed instructions 1-4 on pages 1-2 of this document and nevertheless received an extraneous *RDA Toolkit* login request as seen in the middle of page 2, follow either Procedure A (for Firefox) or Procedure B (for Internet Explorer) below.

Procedure A (for the current release of Firefox)

1. Select the **T**ools pull-down menu and choose **O**ptions.
2. Across the top of the Options dialog box are a number of categories: General – Tabs – Content – etc. Select **P**rivacy.
3. Under **P**ermanent Private Browsing mode is a check-box selection: **A**ccept cookies from sites. Click the **E**xceptions... button next to this category.
4. Type the following into **A**ddress of web site: access.rdatoolkit.org



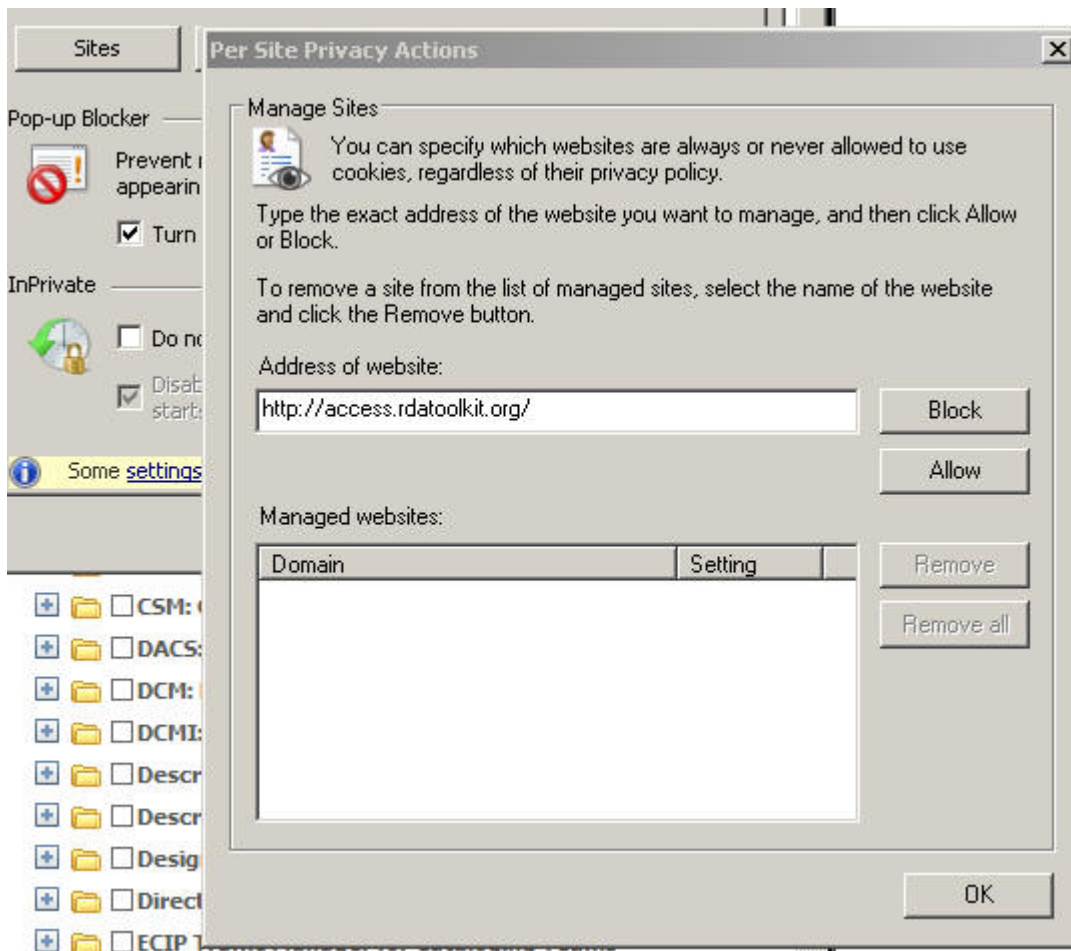
5. Click the **A**llow button immediately below the **A**ddress of web site: box. Now click **C**lose .
6. Click the **O**K button on the Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.

Processing RDA Toolkit Cookies

Procedure B (for the current release of Internet Explorer)

1. Select the **Tools** pull-down menu and choose **Internet Options**.
2. Across the top of the Internet Options dialog box are a number of categories: General – Security – Privacy – etc. Select **Privacy**.
3. Click the **Sites** button in the middle of the dialog box.
4. Type the following into **Address of website:** <http://access.rdatoolkit.org>



5. Click the **Allow** button to the right of the **Address of website:** box. Now click **OK**.
6. Click the **OK** button on the Internet Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.