

Cataloger's Desktop Setting Preferences At-a-Glance

CATALOGER'S DESKTOP

One of the major new features of **Cataloger's Desktop 3** is the ability of users to access their chosen cataloging resources immediately after logging in.

At initial login of CD3, you were prompted to enter your **Email address/User name** as a "**user name**" and a password so that you could select general and specific preferences. As you use CD3, you may need to change these preferences. This instruction document will guide you through the process of changing your preferences. If you have not logged into CD3 previously, you should consult the '**Logging in for the First Time At-a-Glance**' instruction document at:

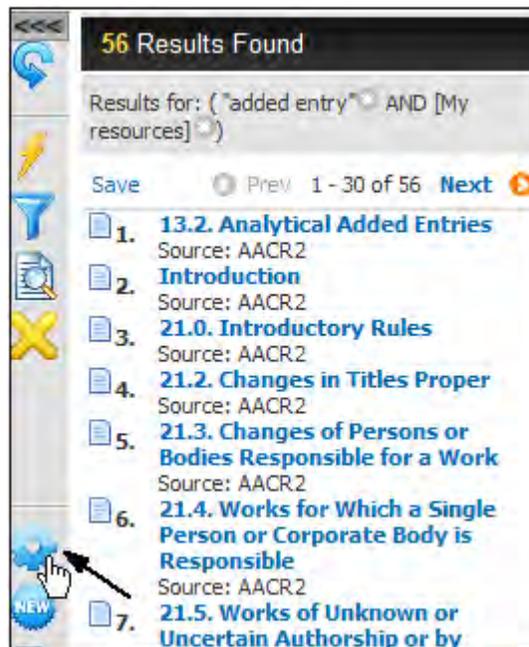
<http://www.loc.gov/cds/desktop/web-faqs.html> .

Changing General Preferences

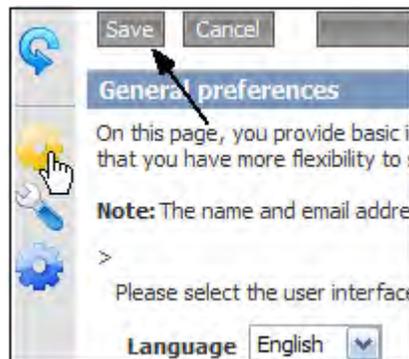
You may change your general preferences to include language, number of results per screen, layout compression and whether you would like to see tips automatically.

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



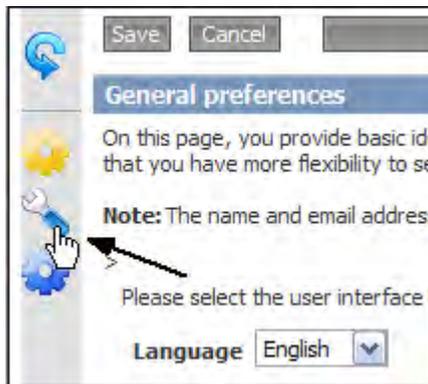
Changing your Desktop Configuration

You may change your **Desktop Configuration** either just after you changed your **General preferences** or without changing your General preferences.

Steps

1. Select the **WRENCH** icon.

Note: If you have just saved your **General preferences** the screen will refresh to the "**Your Desktop Configuration**" page.



2. You may now make the changes to your **Desktop Configuration** selections.
3. Click **Save**.



4. This action will change all of your selected preferred resources back to a general list based on your desktop configuration.
5. Click **Save**.



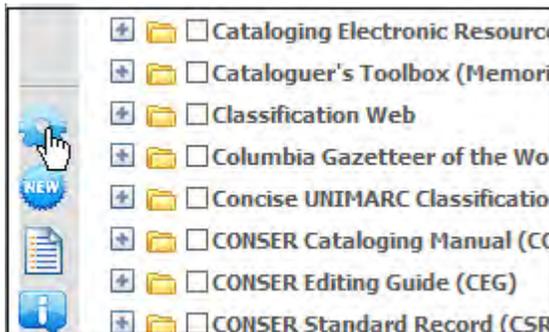
6. You will now display the screen to change your preferred list of resources. Make your selections.
7. Click **Save**.

Just Change Your “Table of Contents My Resources”

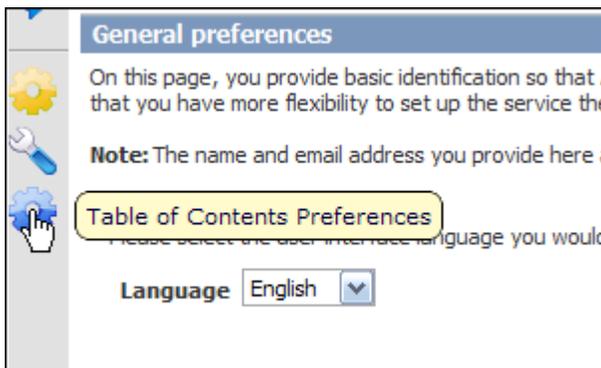
You do not have to change your **General preferences** and **Desktop configuration**, if all you want to edit is your **Table of Contents My Resources** selections. For example, you may want to add and/or delete some resources.

Steps:

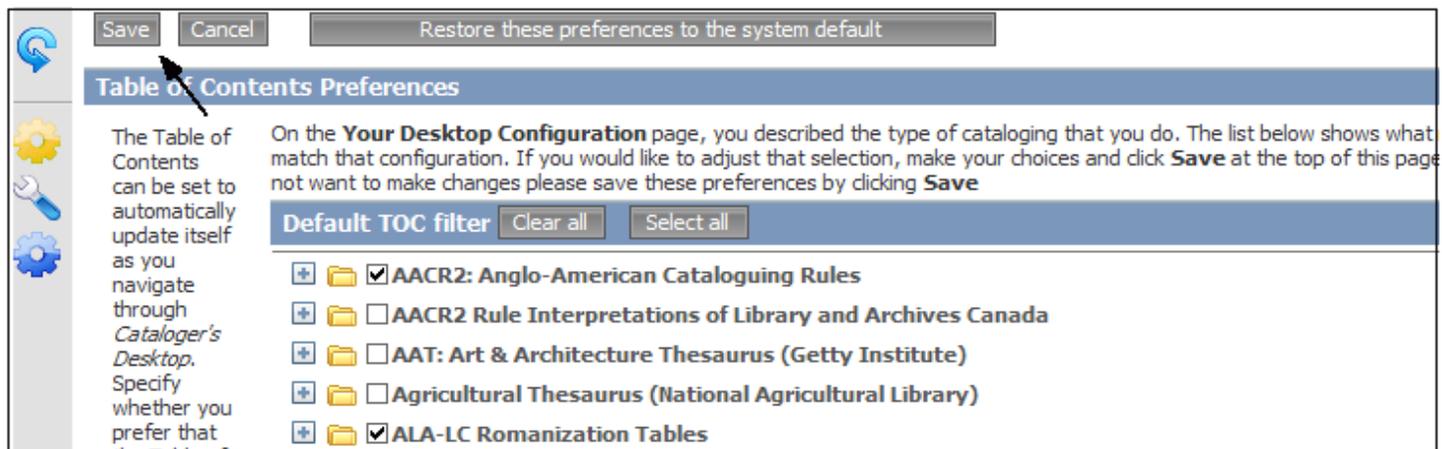
1. After initial login, click on the **COG** icon.



2. Select the **COG** icon under the **WRENCH** icon. This action will take you directly to the **Table of Contents Preferences** page to edit your resources.



3. Check the selections you want to change and select **Save**.



4. Your screen will refresh with your new **Table of Contents My Resources** pane.



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