

Cataloger's Desktop Bookmarks At-a-Glance

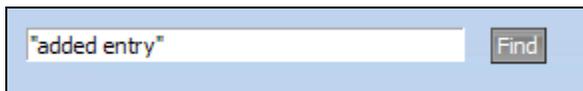
CATALOGER'S DESKTOP

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.

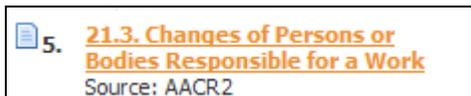
Setting Bookmarks

Steps

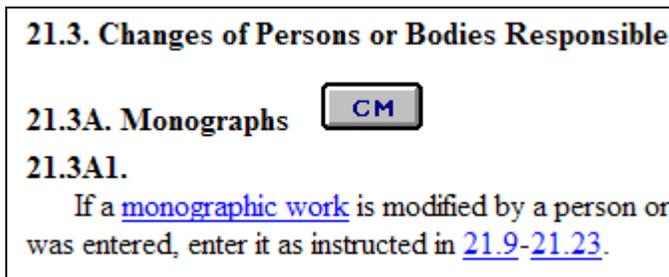
1. Enter a search. We have entered "added entry" and checked AACR2.



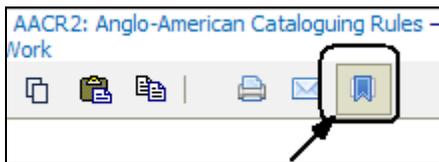
2. Select the hit you want to bookmark.



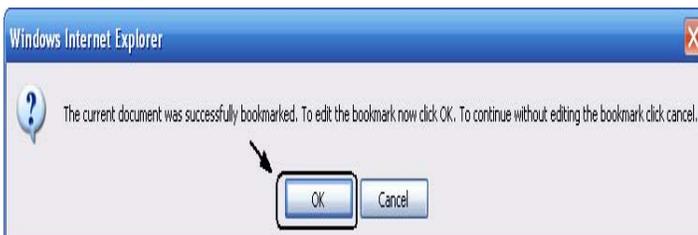
3. View the content to be bookmarked.



4. Select the **Bookmark** icon.

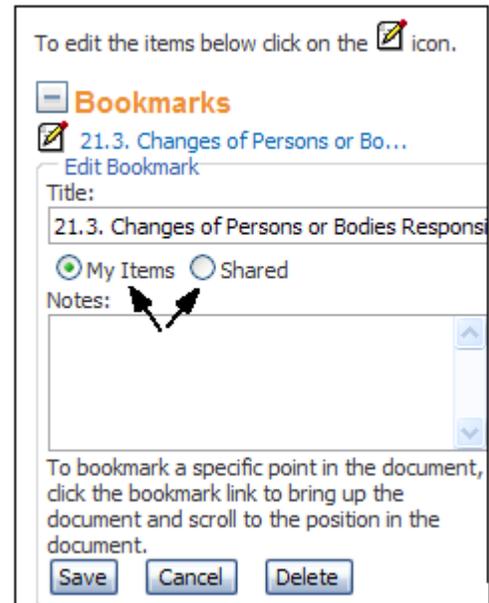


5. A window will open that give you the ability to click **Cancel** to accept the default bookmark setting or click **OK** to edit the bookmark. We will edit the bookmark.

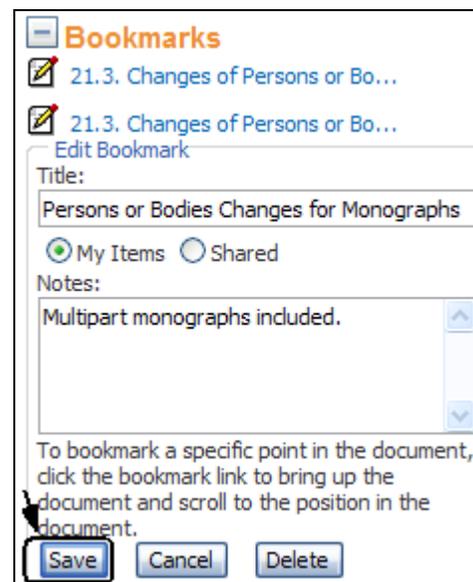


6. The bookmark dialog will appear in the left panel. You may change the title and/or add notes.

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.



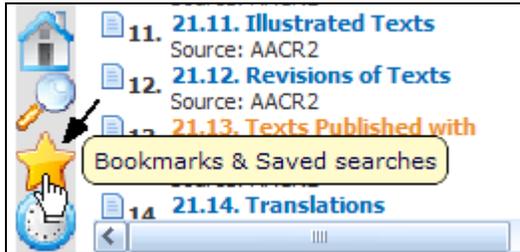
7. Select **Save** after you have made your changes.



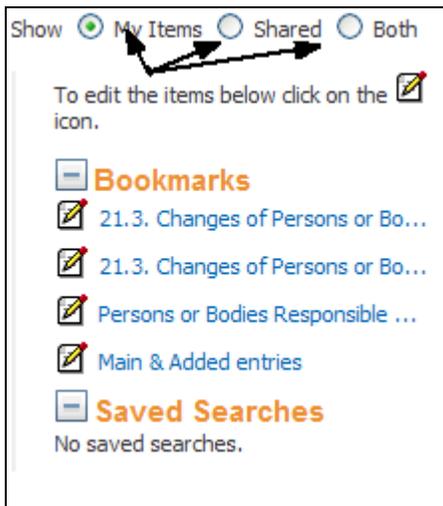
Retrieving Bookmarks

Steps:

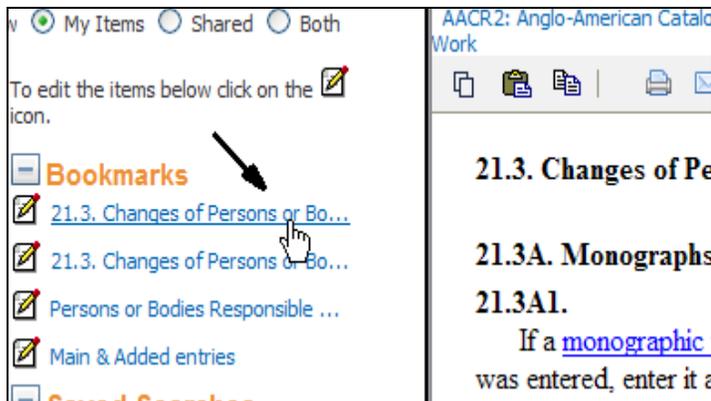
1. Select the **Bookmarks & Saved** searches icon in the rail.



2. Your bookmarks will display. You may switch to the shared bookmarks or see both.



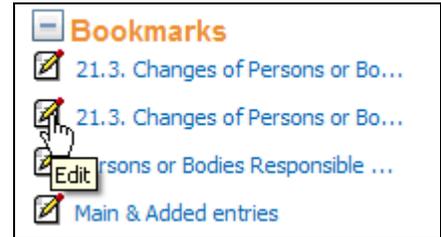
3. You may click on the link to display the text of the bookmarked document.



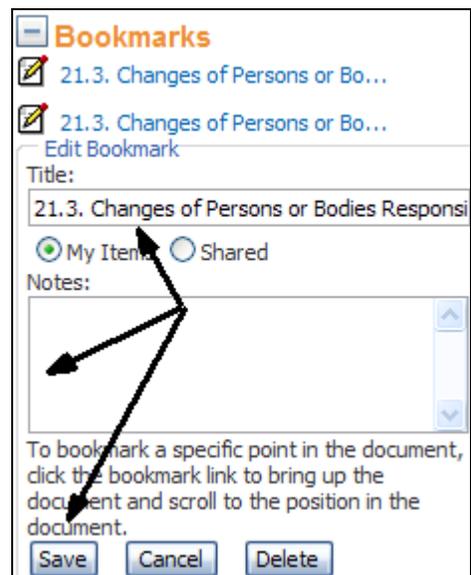
Editing Bookmarks

Steps:

1. Retrieve your bookmark and then select **Edit** icon before the bookmark you want to edit.



2. 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.



Deleting Bookmarks

Steps:

1. Select the **Edit** icon next to the Bookmark you want to delete.



2. Click on the **Delete** Button.

