

Cataloger's Desktop RDA Toolkit At-a-Glance

CATALOGER'S DESKTOP

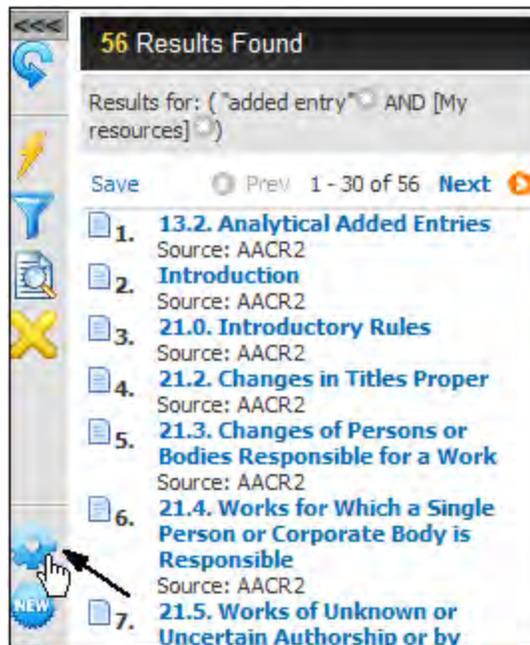
Cataloger's Desktop subscribers who also subscribe to **RDA Toolkit** are now able to access *Resource Description and Access (RDA)* as a part of their Cataloger's Desktop work environment. If you wish to use RDA and have not already obtained an RDA Toolkit login, subscribe to RDA at <http://www.rdatoolkit.org/openaccess> .

Setting General Preferences

Once you have an RDA Toolkit login, 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.

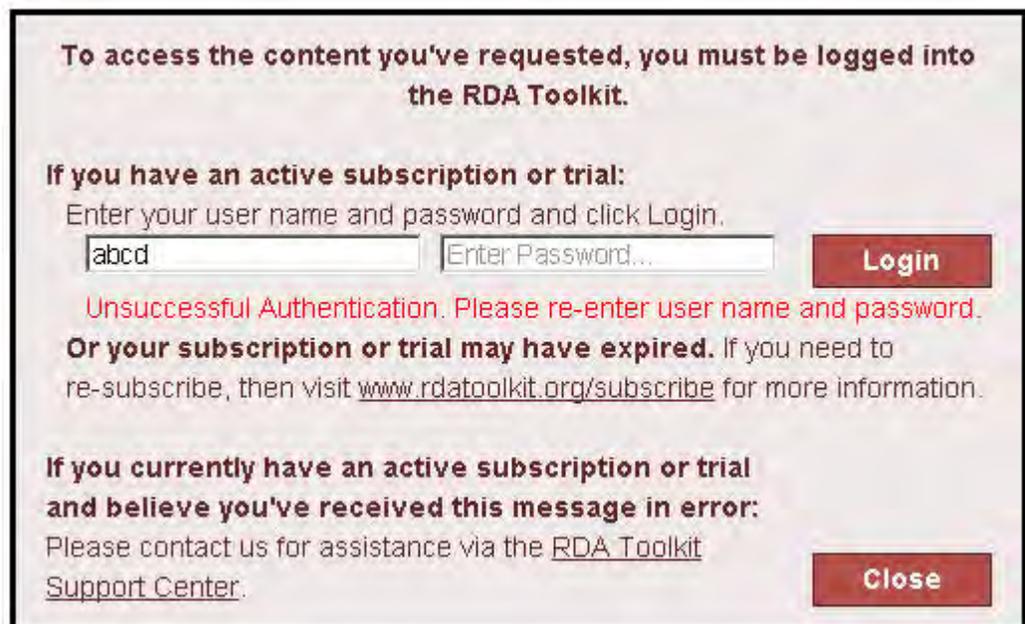


3. Scroll down to the bottom of the screen. Enter your RDA Toolkit Username and RDA Password in the appropriate boxes.



4. Select the radio button next to your choice of whether you want RDA to display within or 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:



If you see the dialog box above when trying to display RDA, you must select the **Open RDA outside of Cataloger's Desktop** option in Desktop's General preferences.

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

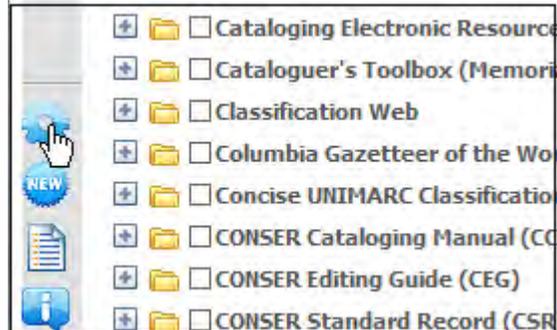


Adding RDA to your “Table of Contents My Resources”

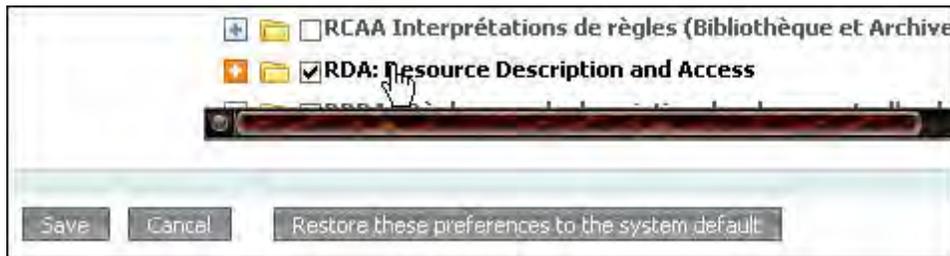
If you wish to routinely consult RDA, you will want to add it to your list of preferred resources.

Steps:

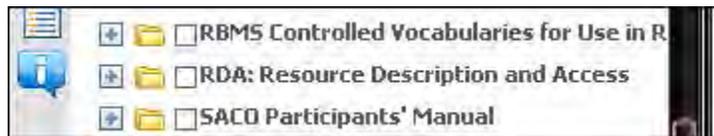
1. After initial login, click on the blue **COG** icon.



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>.