

Cataloger's Desktop Setting Preferences At-a-Glance



The first time you log into Cataloger's Desktop you will need to set your preferences. As you use Desktop, you may want to change these preferences. This instruction document will guide you through the process of changing your preferences. If you have not logged into the new Desktop interface, you should consult the **'Logging in for the First Time At-a-Glance'** instruction document at: <http://www.loc.gov/cds/desktop/training/>.

Changing Preferences

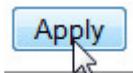
You may change your preferences at any time.

Steps:

1. After you have logged in, click **Preferences** on the ribbon.



2. Make your changes and click the **Apply** button.



Changing Your "My Resources" Selections

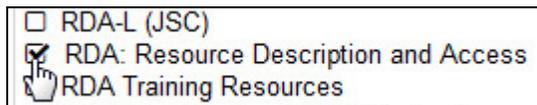
If you just want to edit your **Contents My Resources** selections, follow the following steps:

Steps:

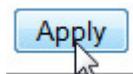
1. After you have logged in, click **Preferences** on the ribbon.



2. Click the **Table of Contents preferences** and check the selections you want to change. Now select **Apply**.



3. Click the **Apply** button.



4. Please see the other At-a-Glance guides at: <http://www.loc.gov/cds/desktop/training/>.