Catalogers Desktop
Workshop

Anna M. Ferris

University Libraries
University of Colorado at Boulder
Norlin Library, Cataloging Dept.
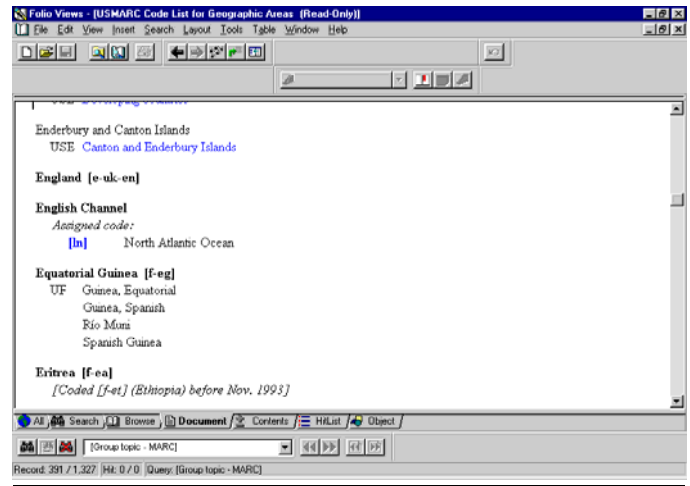
Catalogers's Desktop

2. The Different Views

A.   Document
This view displays the entire body of the document on the screen.
(Make sure to have this view selected when exiting Cataloger's Desktop otherwise the Welcome screen will not appear the next time you open the program.)
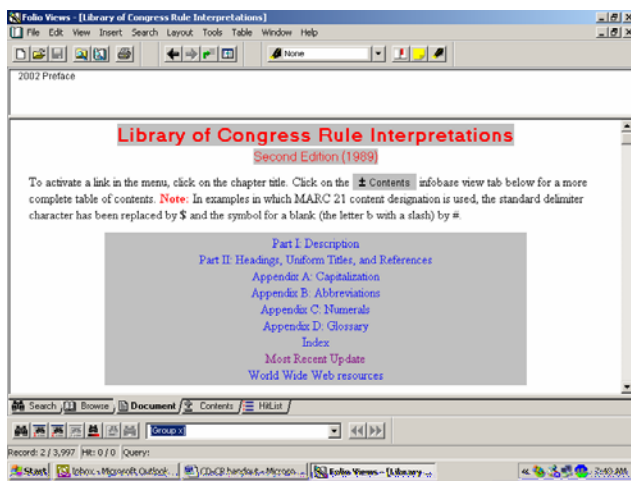
*(Click on the **Document** tab at base of screen.)*

AACR2

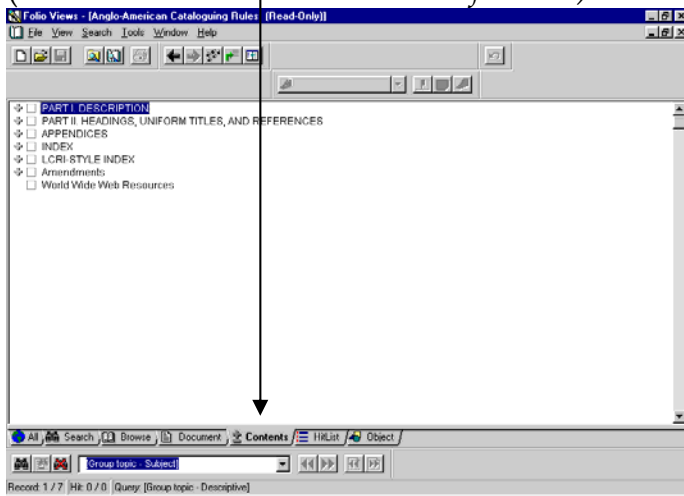

MARC 21 format
(Geographic codes)

LC Rule Interpretations

LC Subject Headings
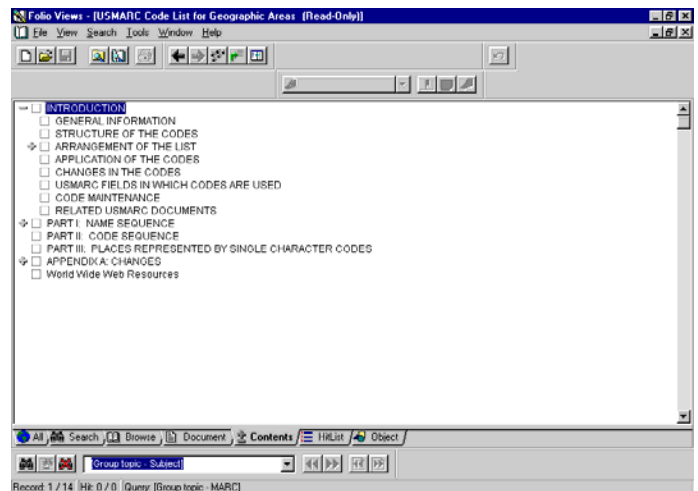
(CDhandout-amf Rev: 1/2003)

B. | Contents |

This view displays a dynamic Table of Contents for each infobase.
Clicking on the plus sign (+) leads to a more detailed level in the headings.
The minus sign (-) will close that section of the headings. Double-click any
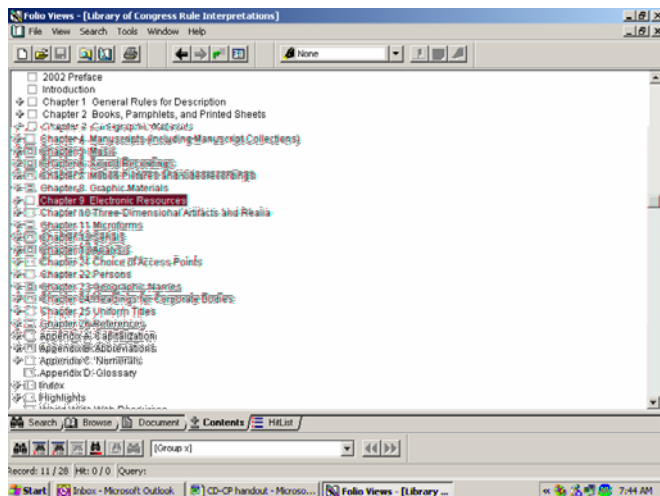heading to see it in the **Document** view.

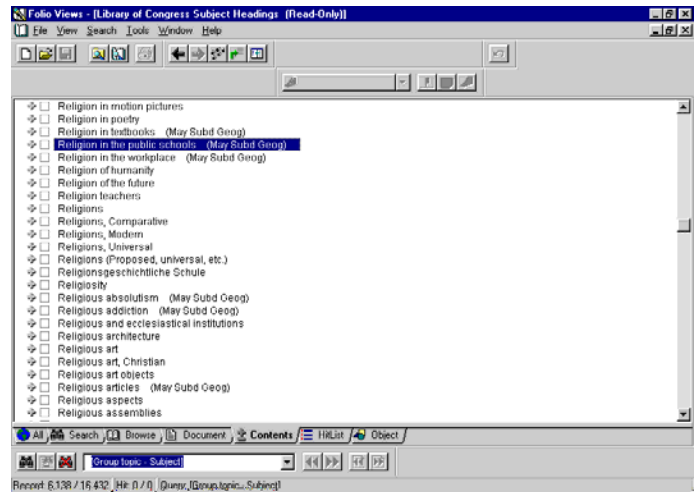*(Click on the **Contents** tab at base of screen.)*

AACR2

MARC 21 format
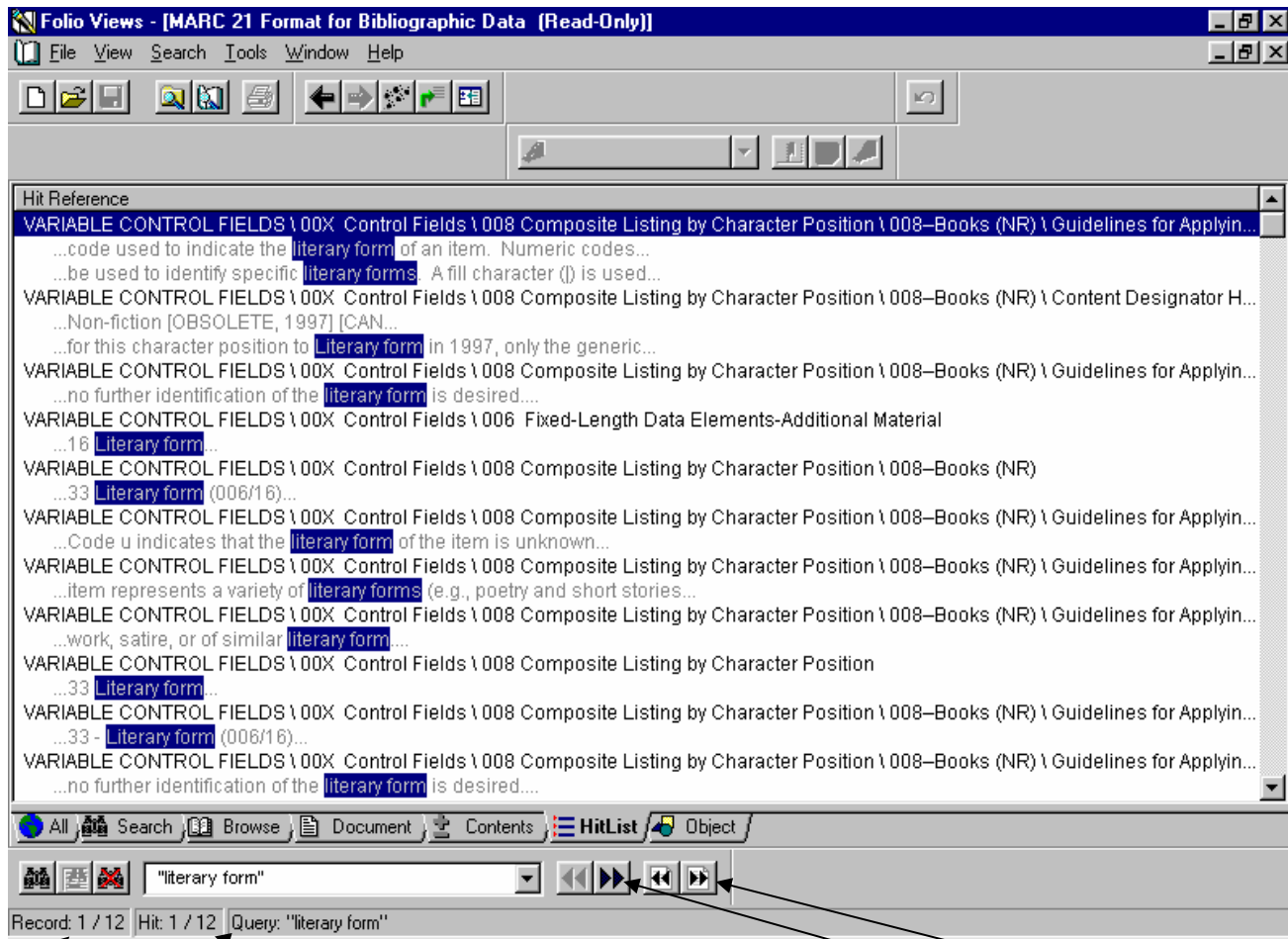(Geographic codes)

LC Rule Interpretations

LC Subject Headings

C.   Hit List

This view displays the list of references which appear after performing a search. Clicking on the hit will bring up the link in the **Document** view.

(Below are the **Hits** resulting from a search of the phrase "literary form" in the MARC 21 infobase.)

(*Specific record highlighted*)   (*Total number of **Hits***)   (*Arrows for **Next Hit** by Word; by Document**)

(*Note: Certain keys and buttons will vary depending on which Windows operating system is used.)

(CDhandout-amf Rev: 1/2003)

D. $\boxed{\textbf{Browse}}$

This view displays 3 panes which include the **Contents** view, the **Document** view and a "reference window" which is always connected to the top of the **Document** view. It helps orient you with your search results.

(Contents pane)

(Reference window)
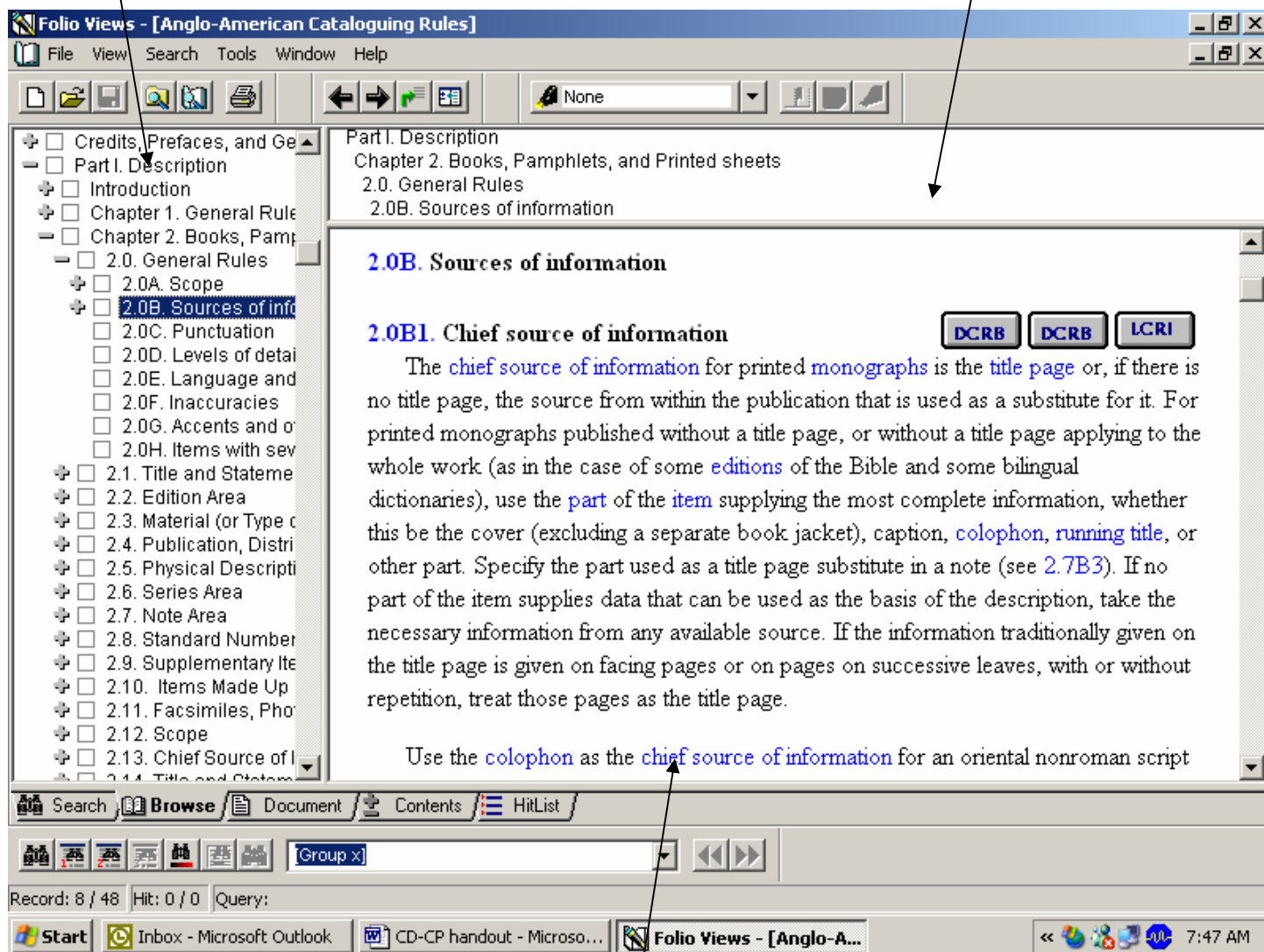
(Document pane)

E.   **Search**

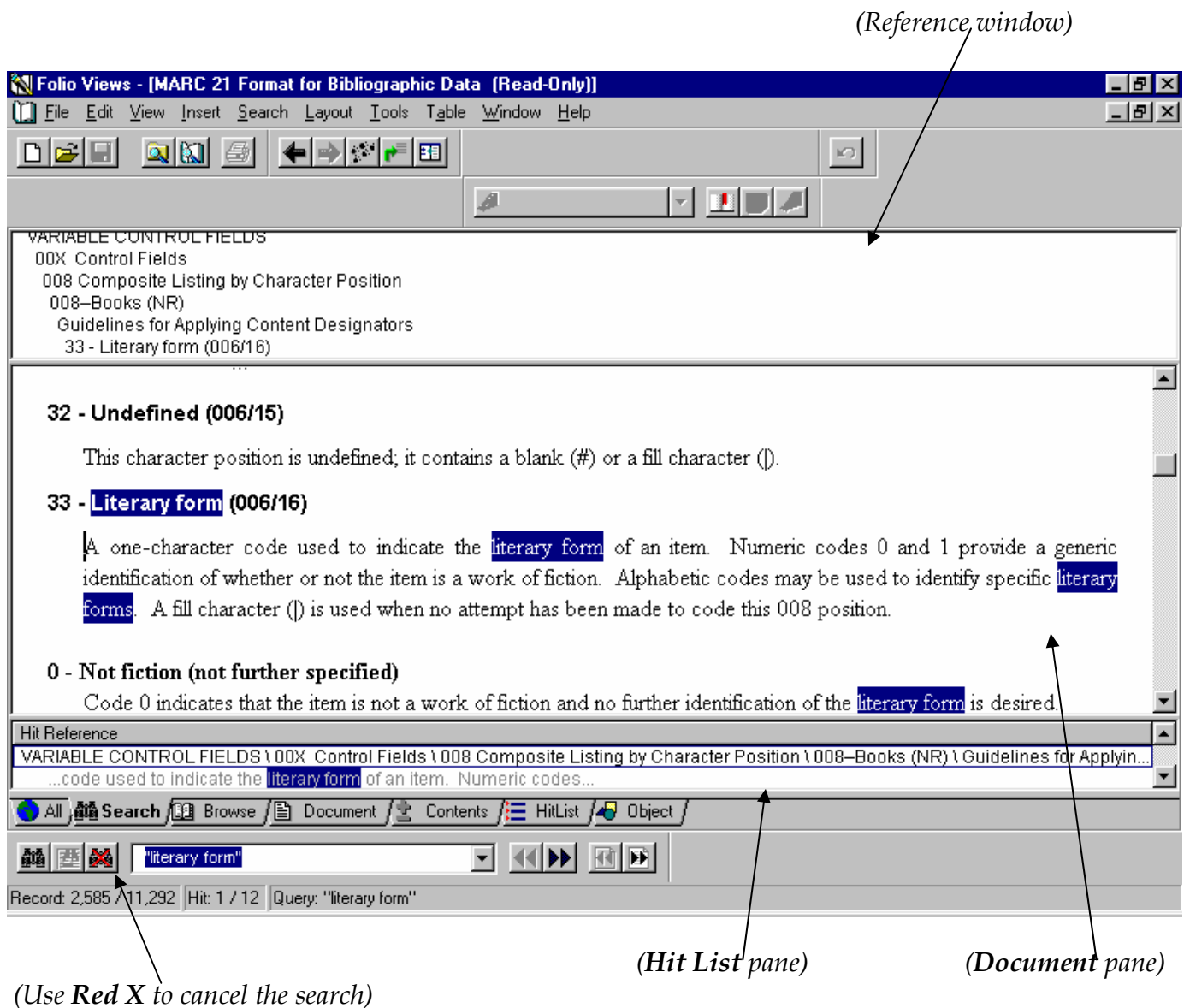This view displays 3 panes which include the **Document** view, its corresponding "reference window" and the **Hit List** view. Each of these panes can be adjusted to allow more space for the view you prefer.

(Reference window)

Folio Views - [MARC 21 Format for Bibliographic Data (Read-Only)]

File   Edit   View   Insert   Search   Layout   Tools   Table   Window   Help

VARIABLE CONTROL FIELDS
  00X Control Fields
   008 Composite Listing by Character Position
    008–Books (NR)
     Guidelines for Applying Content Designators
      33 - Literary form (006/16)

32 - Undefined (006/15)

This character position is undefined; it contains a blank (#) or a fill character (|).

33 - Literary form (006/16)

A one-character code used to indicate the literary form of an item. Numeric codes 0 and 1 provide a generic identification of whether or not the item is a work of fiction. Alphabetic codes may be used to identify specific literary forms. A fill character (|) is used when no attempt has been made to code this 008 position.

0 - Not fiction (not further specified)
Code 0 indicates that the item is not a work of fiction and no further identification of the literary form is desired.

Hit Reference
VARIABLE CONTROL FIELDS \ 00X Control Fields \ 008 Composite Listing by Character Position \ 008–Books (NR) \ Guidelines for Applyin...
   ...code used to indicate the literary form of an item. Numeric codes...

All   Search   Browse   Document   Contents   HitList   Object

"literary form"

Record: 2,585 / 11,292   Hit: 1 / 12   Query: "literary form"

(Hit List pane)   *(Document pane)*

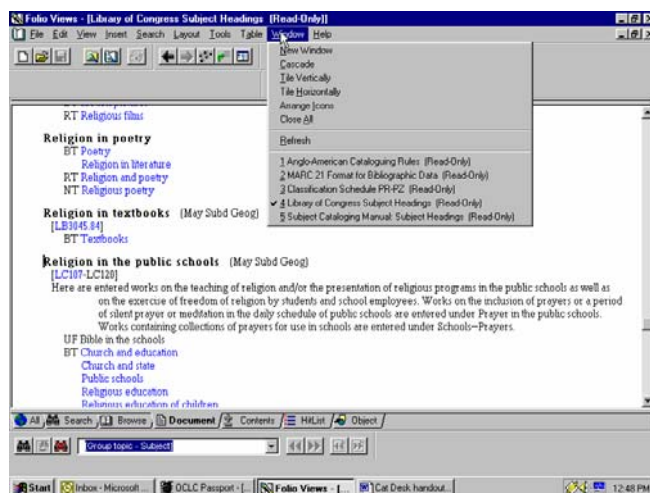*(Use **Red X** to cancel the search)*
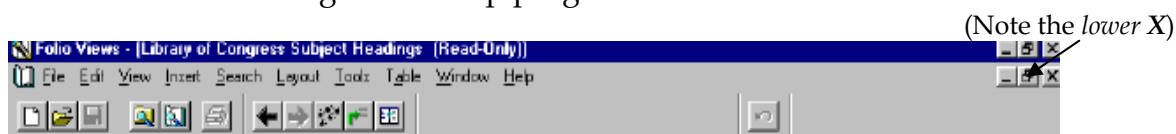
3. <u>Navigating the Infobases</u>

A. **Opening New Infobases:** If you already have one infobase opened (e.g., AACR2) and you want to view another one (e.g., MARC 21), the easiest way to get back to the Welcome Screen is to click on "Welcome.sdw" from the pull down menu under **File**.

A list of the open infobases, will appear at the base of the **Window** menu.

B. **Closing Each Infobase:** Depending on how many terminals are licensed to access Catalogers Desktop, you may be required to close an infobase when you do not plan to use it. Click at the lower "X" (in the gray area) to close the infobase. The upper "X" is used to close the Catalogers Desktop program.

(Note the *lower X*)

Navigating (Cont'd.)

C. **"Go To" feature:** The quickest way to get to the data you want within an infobase is to hit **Control + G**, type the term/number/heading you need and then click the "Go to" box up in the corner:
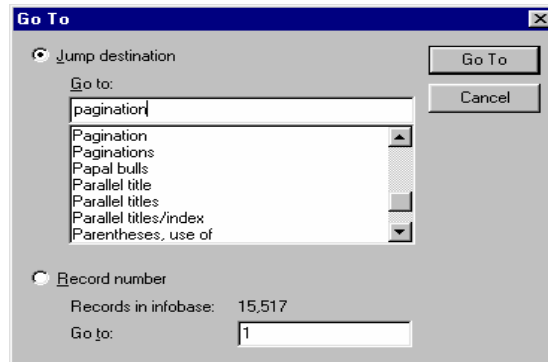
D. **Buttons & links:** There are several ways to navigate between the infobases. The more obvious features are:

- *hyperlinks* (words in blue)
- gray tabs:
- Previous/Next screen arrows

E. **Toggling:** the **Control + Tab** keys allow you to jump from one open infobase to another.

F. **Vertical Tiles:** It is possible to have two windows open simultaneously to view corresponding infobases. Choose that option from the **Window** menu.
To undo the vertical tiles, click the maximize button () on one of the windows.

(Tile vertically)
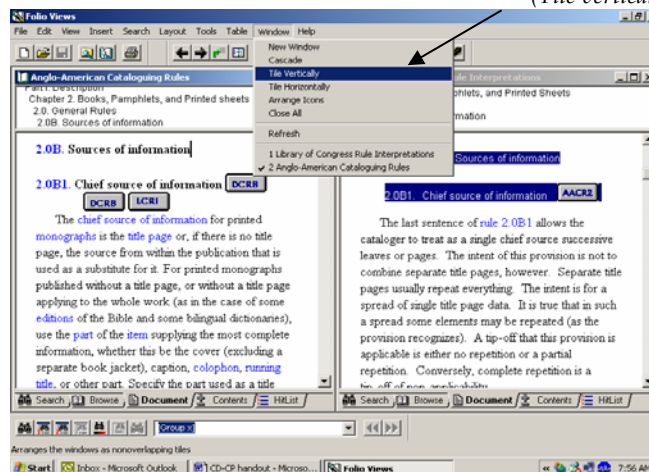
(AACR2)   (*LC Rule Interpretations*)

4. Searching

There are many ways to search the infobases and the method you choose will depend upon how broad you want the search to be and how much control you want over it.

*(**Important:** Before performing any search, you must know which infobase covers the information you need, i.e., a search for a MARC fixed field will not be successful if you are looking in the AACR2 infobase.)*

Query (F3*)

Query: This is the simplest search option since it allows you to use natural language terms. The results are ranked in order of relevance in the **Hit List** pane.

AACR2 Query Workform

Query Templates: Each infobase has its own query template (dialog box) designed to access specific features. The templates are found at the base of the **Search** menu.

Advanced Query (F2*)
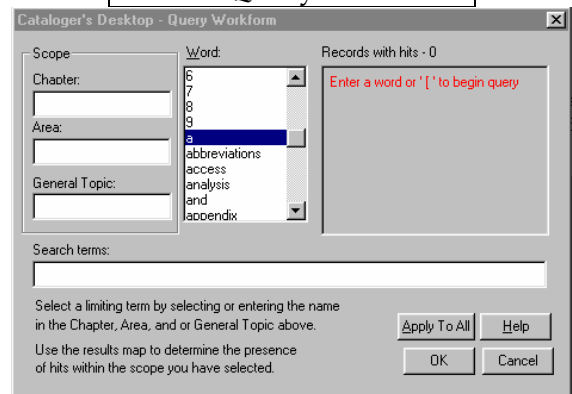
Advanced Query: This search provides the most control.
- All terms must be entered exactly the way they appear in the infobase in order to count as a **Hit**.
- Boolean operators may be used.
- Double quotes (**" "**) should be used for exact phrase searches.
- "Checked branches" corresponds to the boxes shown in the **Contents** list:

✛ ☑ Chapter 1. General Rules for Description

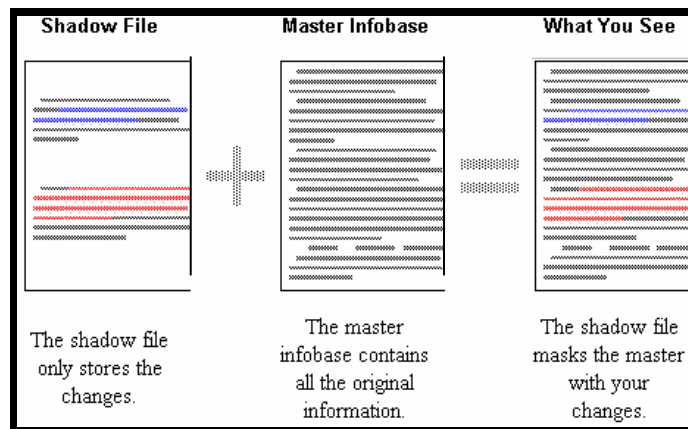Only those sections checked will be searched.
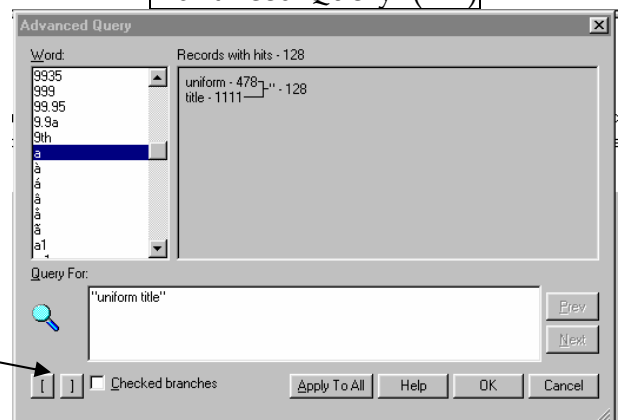
(*Note: Certain keys and buttons will vary depending on which Windows operating system is used.)
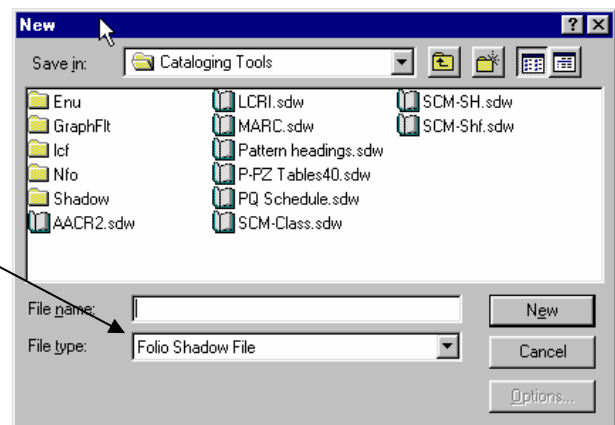
5. Shadow Files

Folio Views allows you to personalize your own "copy" of Catalogers Desktop by adding bookmarks, notes and colored highlights to sections you refer to repeatedly. By creating a shadow file, you create a transparent overlay for an infobase which permits you to annotate the file without affecting the master infobase.

Shadow File	Master Infobase	What You See
The shadow file only stores the changes.	The master infobase contains all the original information.	The shadow file masks the master with your changes.

A. **To Create a Shadow File:** *(You must first be in the infobase you want to personalize.)*

- Click on **File**, then **New** or ☐;
- Make sure the **File Type** is "Folio Shadow File;"
- Type in the **File Name** for the infobase you are using;
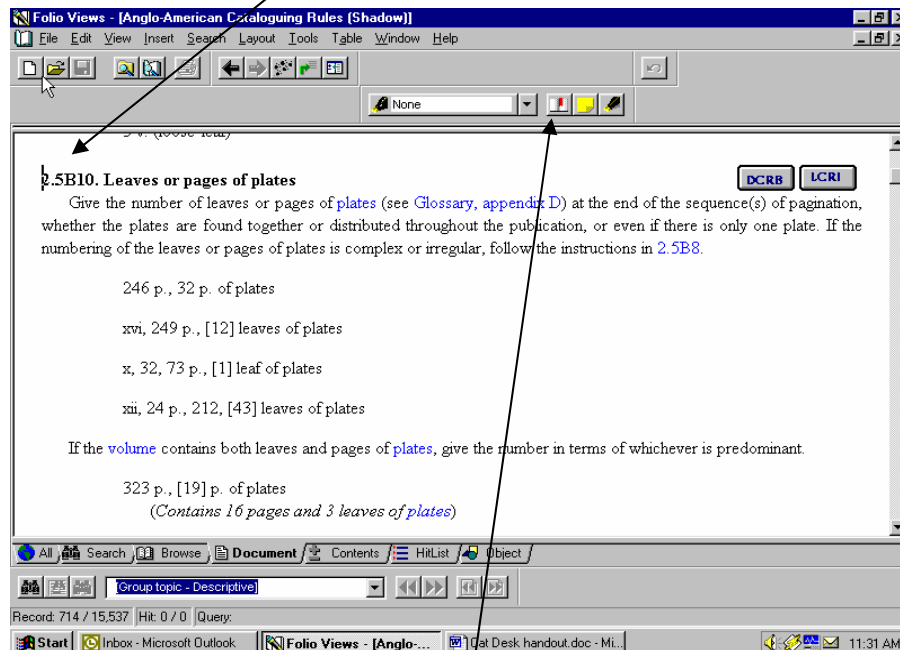- Click the **New** button to save the file in the Shadow directory.

B. **To Open a Shadow File:**
You can either click on the **open folder** on the toolbar or choose **Open** from the **File** menu and then select from the existing shadow files.
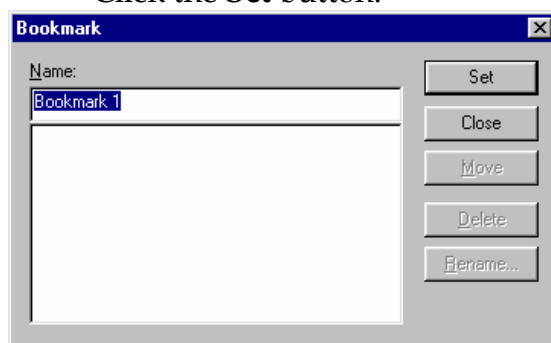
Shadow Files (Cont'd.)

C. **Bookmarks:** Place the cursor where you want to set the bookmark;

- Click on the **Bookmark** icon;
- Type in a name for your bookmark in the dialog box;
  (*Bookmark names may be up to 39 characters long.*)
- Click the **Set** button.

To view an existing bookmark:
- click on the **Bookmark** icon (or choose it from the **Tools** menu);
- select a bookmark from those listed in the dialog box;
- click the "Go To" button.

To remove an existing bookmark:
- Select the bookmark in the dialog box;
- click the "Delete" button.

Shadow Files (Cont'd.)

D. **Notes:** Apply the same steps as for **Bookmarks** but select the yellow **Note** icon
When the note window appears, type in your comments and click on the "X" to close.
When you are prompted to save the changes, click "Yes."
A yellow **Note** icon will then appear in the margin of the text you have annotated.

To delete a note:
- Place the cursor on the line where the note is located;
- Choose **Remove Note** from the **Tools** menu.

E. **Highlighting:** Like the preceding steps, choose the appropriate icon in order to apply colored highlights. You must first select the phrase or paragraph to be highlighted and then click on the icon;
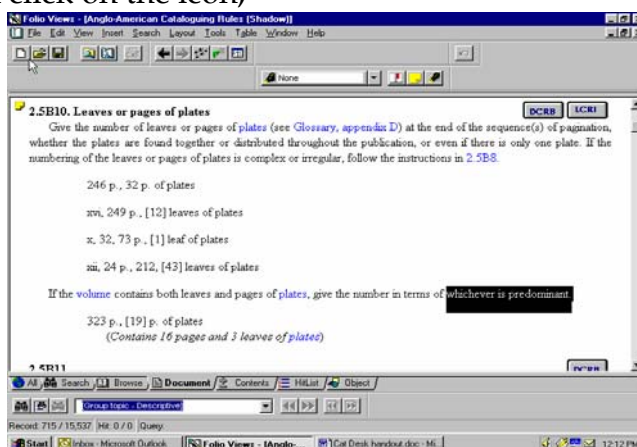
Choose a **color** from the dialog box and then click on **Apply**.