Find out how to set preferences in WebDewey.

Overview

You need to set WebDewey preferences if you subscribe to WebDewey or if you want to change default settings. Setting WebDewey preferences allows you to:

- Specify preferences for viewing selected elements in DDC records
- Specify whether to show existing user comments in displayed DDC records

Set options

Select **Show** or **Hide** for each of the following:

1. **Comment Options** *(Default setting: Show)*
   This setting determines whether associated comments appear within DDC records. If shown, comments follow the Notes area that contains notes included in the DDC record. If the DDC record has no Notes area, comments follow the hierarchy.
   a. Show user comments in DDC records
   b. Show institution comments in DDC records
2. **Segmentation Options** *(Default setting: Hide)*
   a. Show Segmentation Mark
   b. Show Segmentation Instruction
3. **Add Table Notation Options** *(Default setting: Hide)*
   a. Show add table notation in Browse results
4. **User Generated Records Options** *(Default setting: Show)*
   a. Show personal records
   b. Show institution records
5. **Record Options** *(Default setting: Hide)*
   a. Show unassigned records

Set up links to OPAC for automatic searching

Under OPAC Options, specify the URL required to perform a call number search in your local library catalog. Using this link, you can send a DDC number search to a local catalog from within WebDewey.
Note: WebDewey provides a default link for call number searches. When you click the Link to OPAC button from the Results screen, the system automatically performs a DDC number search in the Library of Congress online catalog. You cannot change this link; however, once you configure at least one other OPAC link, you can select that link as the default.

1. Select the OPAC radio button.
2. In the OPAC form field, enter the name for the web-accessible catalog you want to make the default.
3. In the http:// form field, enter the complete URL for searching the call number index in the web-accessible catalog you want to make the default for automatic searching.
4. (Optional) Click the Add button to specify an alternative catalog. You'll need to enter the OPAC name and complete URL for each additional alternative catalog.
5. Test each link from the Preferences screen. In the DDC # form field, enter a Dewey number. Use a number you expect to find in the target catalog.
6. Click Test.
   a. If the test search is successful, click Save to complete the setup.
   b. If the test fails, check the URL for errors. You may also need to consult your system administrator for assistance. Be sure to retest the URL each time you modify it, and to click Save when finished.

Once you establish a link to your OPAC:

- The Schedule record screen includes a button labeled Link to OPAC.
- Click the button to search for the DDC number in your local catalog.

**Reset screen layout**

Under Screen Layout, click Reset to restore the default screen layout (Standard search).

**Select opening screen layout**

Under Opening screen, select an opening screen layout from the following:

- Standard search (default)
- Advanced search
- Browse
- Updates

Note: If you change the opening screen layout default, you'll need to log off and log back in to WebDewey in order to view your new opening screen layout.

**Set defaults for the Updates screen**

Under Defaults for Updates screen, set the following default search criteria:
1. For Defaults for Updates screen, set the criteria for a default search. Click **Save**.
   - For Date, select a time period from the drop-down list or set a **custom date range** using date format YYYY-MM-DD.
     - Last login
     - Last 7 days
     - Last 30 days (default)
     - Last 12 months
     - All
   - For Notations, set a custom date range using date format YYYY-MM-DD.
     - Click the **Add notation range button** (✍️) to add an additional range.
     - Click the **Delete notation range button** (❌) to remove an additional range.
   - For View, select one of the following:
     - Classes (default)
     - Relocations
     - Discontinuations
     - Continuations
   - **(Optional) Select Use more criteria**
     - Select which Changes you want to view.
       - All (default)
       - Inserts
       - Updates
       - Deletes
     - Select which Class types you want to view.
       - All (default)
       - Tables
       - Schedules
       - Manuals
       - Internal Tables
     - Select which Levels you want to view.
       - All (default)
       - Caption
       - Notes
       - History
       - Relative Index
     - Select which Number types you want to view.
       - All (default)
       - Standard Dewey Numbers
- Built Numbers
- User Contributed Numbers