

## Help Crib Sheet 7 Customizing FSTA Direct for your organization

The new version of FSTA Direct has a number of facilities that enable you to customize the site for your organization:

- Add your logo to the top of each screen
- Customize the button that links to full text via your library Open URL system
- Include links to your own FSTA Help resources

These facilities can be set up by Local Administrators themselves on FSTA Direct.

### Add your logo to the top of each screen

First, prepare or obtain a copy of your organization logo as an image file: JPG and GIF files can be used and the dimensions should not exceed 150 x 60 pixels.

1. Navigate to the Home page of FSTA Direct
2. Sign in with your Local Administrator username and password
3. Click on the 'Admin' link at the top left of the screen
4. Click on 'My Organization'
5. Scroll down and click on the 'Organization logo' button
6. In the window that opens, click on Browse to locate the graphics file you wish to use
7. Click on 'Update logo' to upload and preview the image in this window
8. Set the 'Show on FSTA Direct' checkbox to confirm this action
9. Click on the Close button to exit and close this window



### Customize the OpenURL button

First, prepare or obtain a copy of your organization's OpenURL button as an image file: JPG and GIF files can be used and the dimensions are recommended to be 70 x 30 pixels.

1. Navigate to the Home page of FSTA Direct
2. Sign in with your Local Administrator username and password
3. Click on the 'Admin' link at the top left of the screen
4. Click on 'My Organization'
5. Scroll down and click on the 'Full text linking' button
6. In the window that opens, click on 'Select button image'
7. Click on Browse to locate the graphics file from your PC
8. Click on Default to restore the standard button
9. Click on Close when the file is uploaded
10. Click on 'Save details' to confirm the change(s)
11. Click on 'Close' to exit

### **Include links to your own FSTA Help resources**

FSTA Direct can display on its Home page three links (using URLs) to Help resources you may host at your organization. The first of these links will also appear on all screens in the light-blue menu bar, to the left of the 'Dictionary' link.

1. Navigate to the Home page of FSTA Direct
2. Sign in with your Local Administrator username and password
3. Click on the 'Admin' link at the top left of the screen
4. Click on 'My Organization'
5. Scroll down and click on the 'Organization links' button
6. In the window that opens, for each link enter the name of the link (e.g. Library Helpdesk) first and the associated full URL or hyperlink second
7. Click on 'Save changes' to confirm your choices
8. Click on 'Close' to exit