

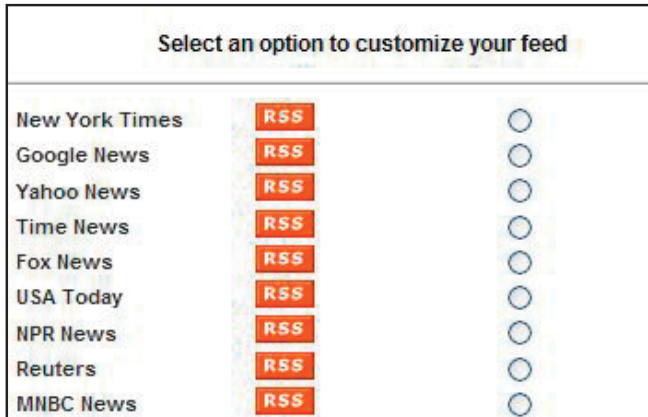


Your New Web Dashboard--IAOMS Direct

Quick and Easy Customization



1. Select the color scheme you prefer by clicking on one of the four color boxes to the right.
2. Click on "Customize News Feed" to choose:



3. Choose your view, Classic:



or Column:



Icons in Direct



Widgets

Each category in Direct is called a "widget." You can personalize widgets to make individual widgets smaller, add new content to a widget, or archive content in a widget that you don't want.

Minimize a widget

If there's a widget (or category) on Direct that you have little need to use, simply click on that widget's name and the widget box will shrink to simply the widget title.

Here's the widget "Quick Search Links" fully expanded:



And here is the widget after clicking on "Quick Search Links":



To expand the widget, simply click the title "Quick Search Links" again.

Continued on next page

Customizing a widget to your preferred links

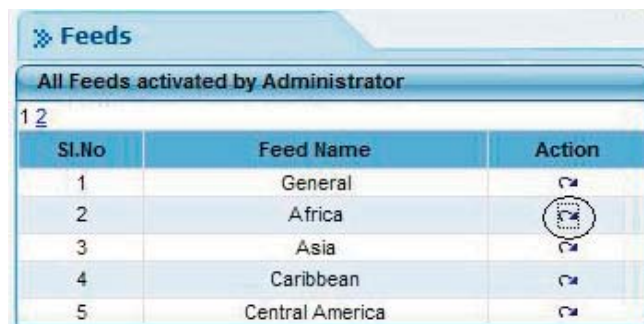
Each widget has been populated with several links, all of which are most likely not relevant to everyone. To include just the links you use, archive those links you don't use.

For instance, within the "Personal Links" page, Direct includes newspapers from around the world. To customize this widget to include just newspapers from your country,

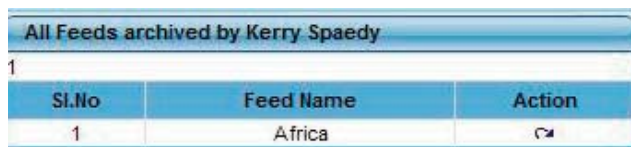
click on the edit icon (left) next to the title, "Daily News & Info."



If I'm a member from the US, I could archive all of the newspapers from Africa by simply clicking on the circular arrow as shown below:




If, at a later point, I want to read newspapers from Africa, I would simply go to the archived box next to the "All Feeds Activated by the Administrator" and click on the circular arrow as shown below:



Adding a link to your widgets

Now let's say you want to add a website that you use all of the time to one of the widgets. Let's say you wanted to add "Facebook" to your Miscellaneous widget box as a link.

First, click on the  box in the Miscellaneous widget. Next, scroll down to the bottom of the next page that comes up and you will see the "My Links" box.

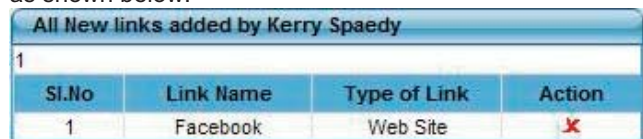


Click on the down arrow to select the type of link you want to add under "Miscellaneous," i.e. website, FTP site, or Email address. For the Facebook link, we will select "website."

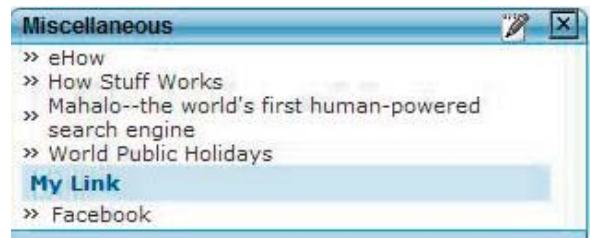
Next type in "Facebook" for "Name of Site", enter your Facebook web address and then click on "Add My Link."



Once you've done this, you'll see the link show up in the box to the right of "My Links"--"All New links added by..." as shown below:



Refresh your Direct page by clicking on "Personal Links" again and you'll see the new link in your "Miscellaneous" widgets (circled below):



You can now edit all of the widget boxes under "Personal Links" and "Professional Links" to suit your own preferences.

We hope you find IAOMS Direct to be a useful tool that enhances both your personal and your professional life! And please send us any links that you feel would enhance the Direct experience for all IAOMS members.