Navigation Commands

Navigate to the site, then follow these quick steps to modify the Quick Launch area. If a command is grayed out on the ribbon, you may not have the permissions to use it.

|  |  |
| --- | --- |
| Add or Remove a List or Library | Add Heading or Link |
| 1. Navigate to list or library. 2. **LIST** or **LIBRARY** tab > **List Settings** or **Library Settings** > **List name, description and navigation**. 3. **Yes** to add or **No** to remove. 4. **Save**. | 1. **Settings** gear > **Site settings** > **Navigation**. 2. **Sort manually** in **Structural Navigation: Sorting**. 3. In **Structural Navigation: Editing and Sorting**, click heading to position insert point. 4. **Add Heading** or **Add Link**. 5. Enter text for heading or link. 6. Enter URL – or – browse to and **Insert** URL. 7. **OK** > **OK**. |
| Delete Heading or Link | Edit Heading or Link |
| 1. **Settings** gear > **Site settings** > **Navigation**. 2. **Sort manually** in **Structural Navigation: Sorting**. 3. In **Structural Navigation: Editing and Sorting**, click heading or link. 4. **Delete** > **OK**. | 1. **Settings** gear > **Site settings** > **Navigation**. 2. **Sort manually** in **Structural Navigation: Sorting**. 3. In **Structural Navigation: Editing and Sorting**, click heading or link. 4. **Edit** > Make changes > **OK** > **OK**. |
| Rearrange |  |
| 1. **Settings** gear > **Site settings** > **Navigation**. 2. **Sort manually** in **Structural Navigation: Sorting**. 3. In **Structural Navigation: Editing and Sorting**, click heading or link. 4. **Move Up** or **Move Down** > **OK** > **OK**. |  |