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.

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| 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**.
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| 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**.
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