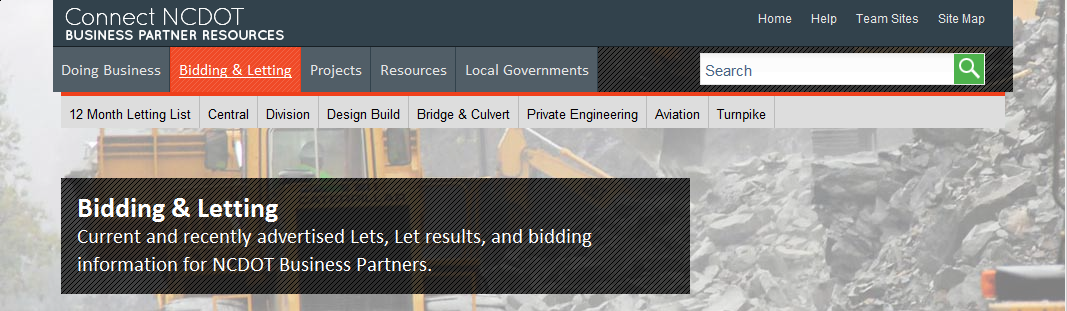
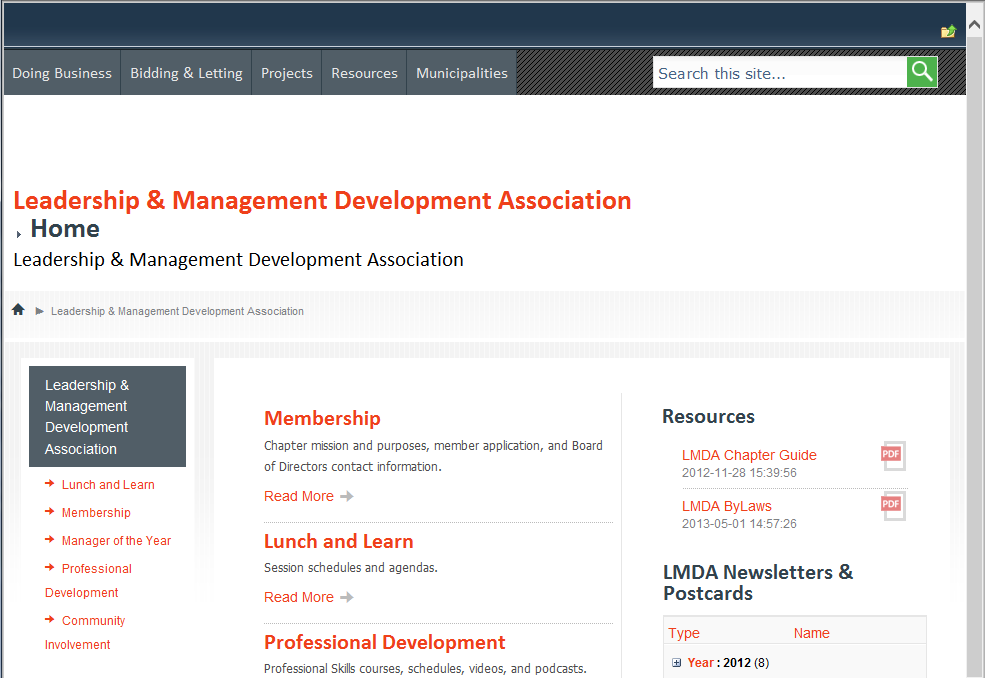
Edit and Sort Quick Launch – Connect NCDOT

Because Connect NCDOT is a public-facing site, options to customize Quick Launch are more restricted than on Inside NCDOT.

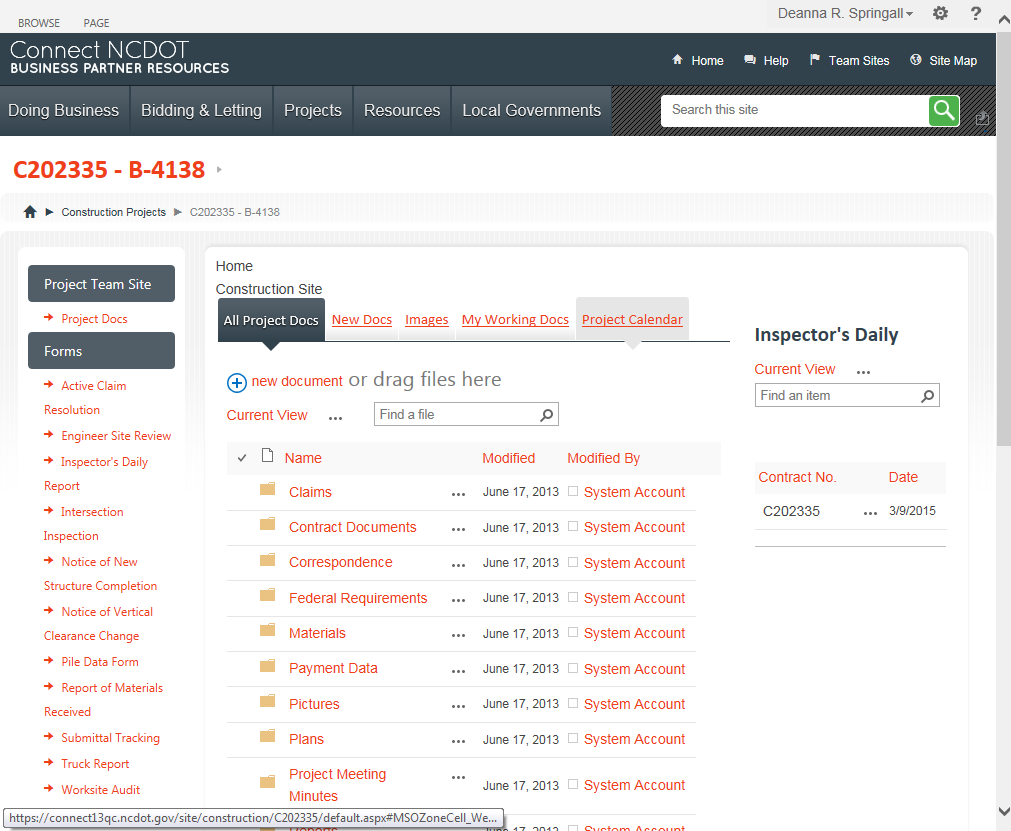
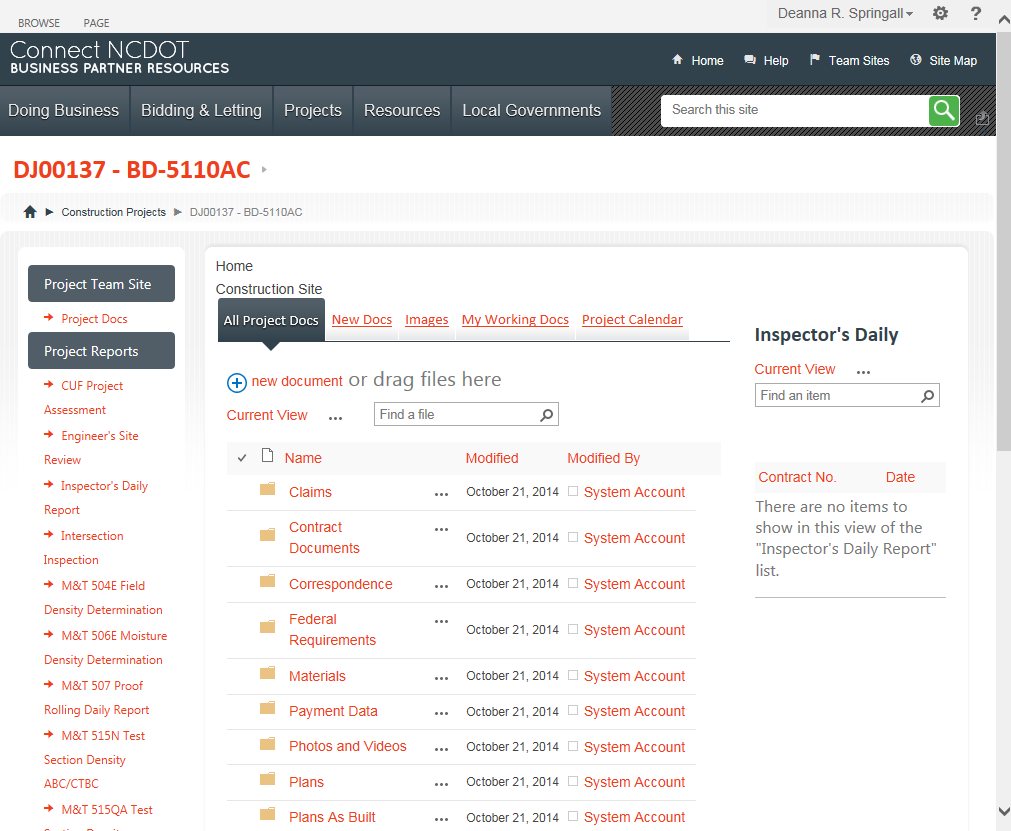
In the unauthenticated (public) area of Inside NCDOT, Quick Launch appears below the top navigation and cannot be customized.



In the authenticated area of Connect NCDOT, where a log in is required for team and project sites, Quick Launch can be customized. Here is an example.



However, some types of team and project sites in Connect NCDOT are more controlled.

* Quick Launch for PMO sites contains a standard Quick Launch. This is an example.  
  
* Quick Launch for Construction sites uses a few different standards. Here are two examples.  
    
  

## Contents

[Open Quick Launch Navigation](#_Toc421179706)

[Rearrange Quick Launch](#_Toc421179707)

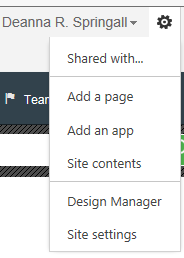
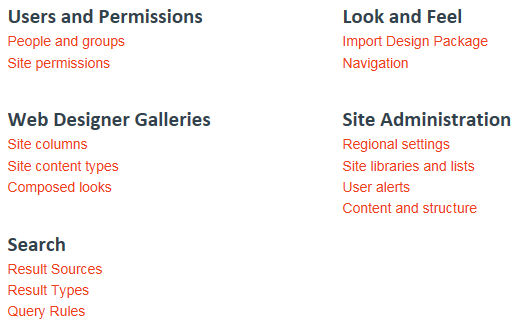
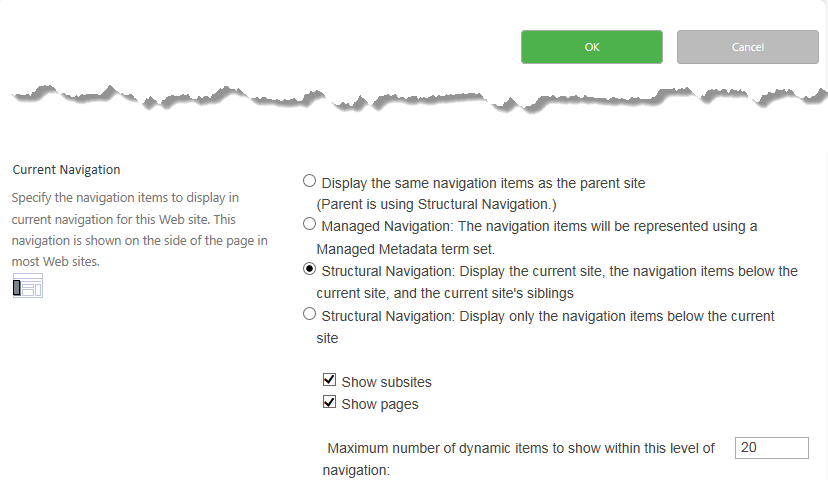
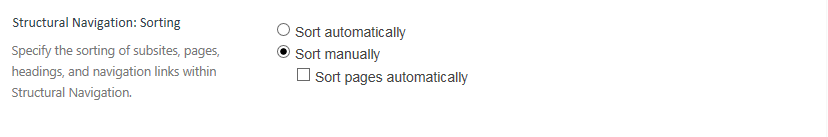
[Edit Heading](#_Toc421179708)

[Delete Heading](#_Toc421179709)

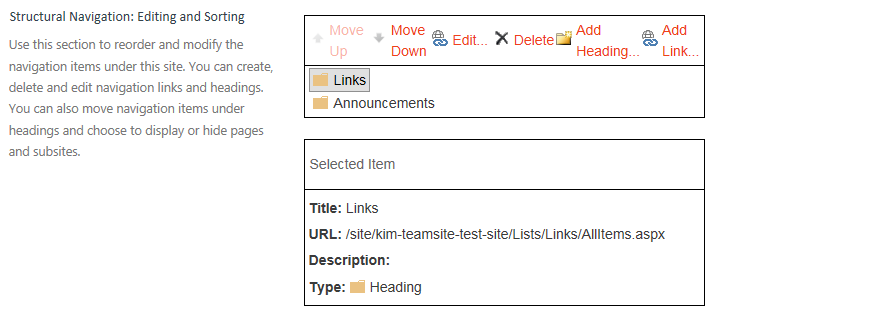
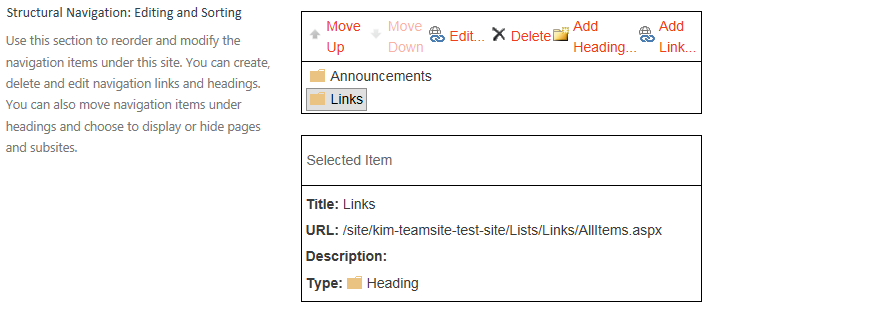
[Add Heading](#_Toc421179710)

## Open Quick Launch Navigation

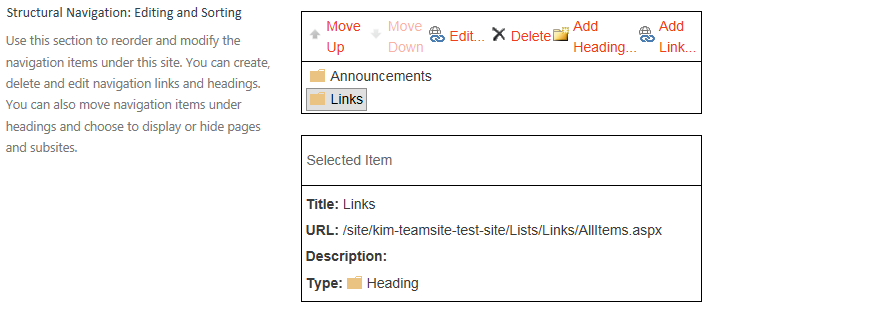
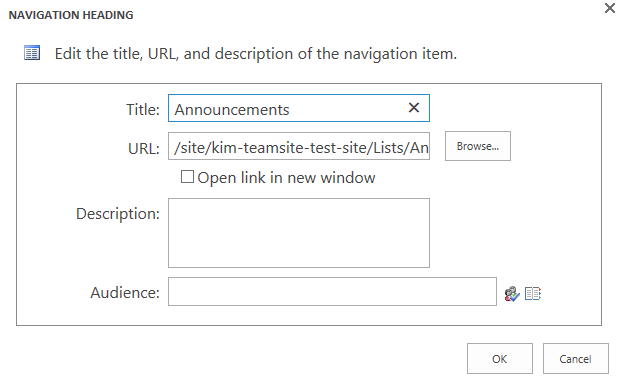
Note: Quick Launch on Inside NCDOT lets you configure both headings and links. Quick Launch on Connect NCDOT only lets you configure headings but displays them as links.

1. Click the **Settings** gear, and click **Site settings**.  
   
2. In the **Look and Feel** group, click **Navigation**.   
   
3. In the **Navigation Settings** page, the **Current Navigation** hierarchy is equivalent to Quick Launch and is located in the left column. Leave the Structural Navigation configured as shown here.  
   
4. Scroll down to **Structural Navigation: Sorting** and click **Sort manually**.  
   The next sections describe how to modify Quick Launch using Structural Navigation.

## Rearrange Quick Launch

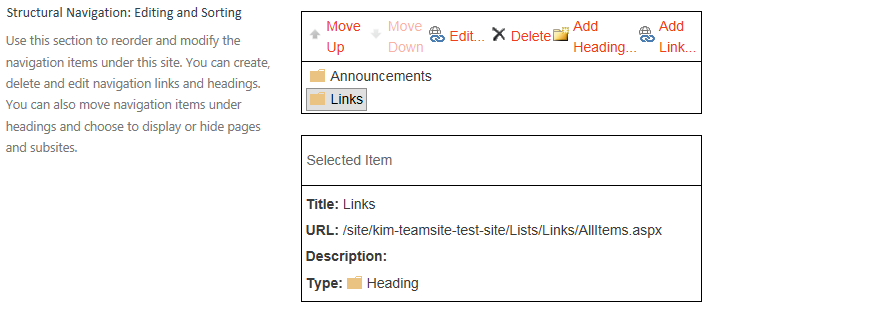
1. Scroll down to **Structural Navigation: Editing and Sorting**. To rearrange Quick Launch, click the heading (denoted by a folder), then click **Move Up** or **Move Down**.  
   
2. This example moves the Announcements heading above the Links heading.  
   
3. Click **OK** to save your changes.

## Edit Heading

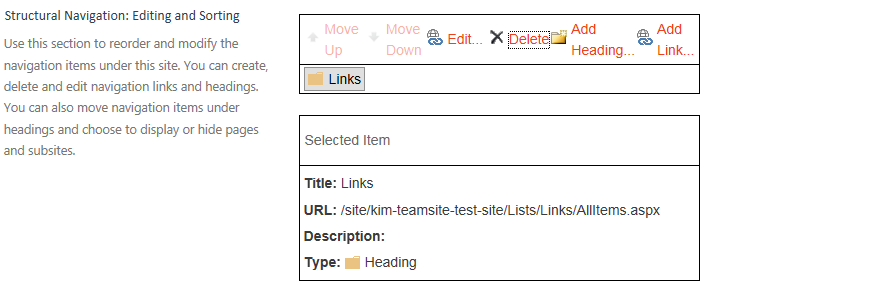
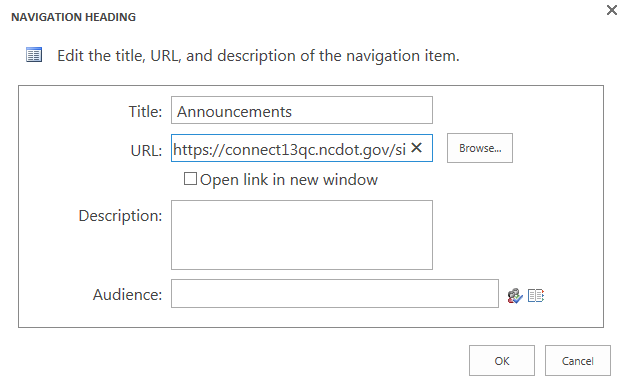
1. Scroll down to **Structural Navigation: Editing and Sorting**. To edit a heading (denoted by a folder), click the heading, and click **Edit** to change its properties.  
   
2. These are the properties that you can modify. Click **OK** to save your changes.  
   

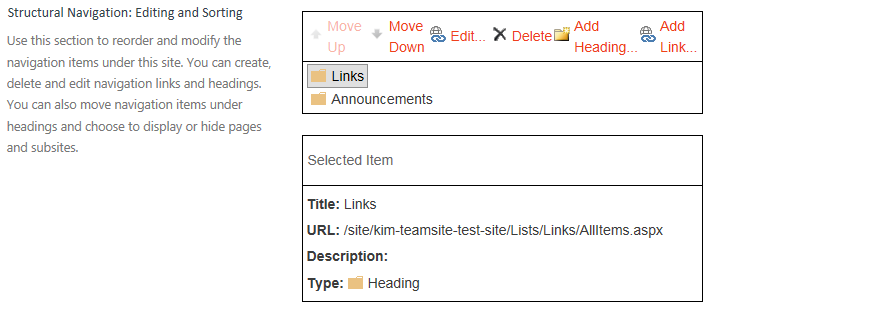
## Delete Heading

Deletions are immediate, with no warning! You cannot cancel out of Navigation Settings to restore the deletion.

1. Scroll down to **Structural Navigation: Editing and Sorting**. To delete a heading (denoted by a folder), click the heading, and click **Delete**.   
   

## Add Heading

1. Scroll down to **Structural Navigation: Editing and Sorting**. To add a heading (denoted by a folder), click an existing heading and click **Add Heading** to create a new heading on the same level.   
   
2. Enter the text you want to appear in Quick Launch, then enter the URL for that heading. You can enter the address directly or browse to the URL.   
   
3. If you choose to browse, click the list or library from the left column and click **Insert**.

Here’s an example of the **Navigation Settings** once the new heading is added. 

1. Click **OK** to save your changes.