Edit and Sort Quick Launch – Inside NCDOT

On Inside NCDOT, Quick Launch always contains these five elements in the left column.



You can add headings and links in Quick Launch above these five standard elements. This is an example of a heading with four links.



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## Open Quick Launch Navigation

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 a heading (denoted by a folder) or a link (denoted by a globe), then click **Move Up** or **Move Down**.


This example rearranges the headings in Quick Launch alphabetically.


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

## Edit Heading or Link

1. Scroll down to **Structural Navigation: Editing and Sorting**. To edit a heading (denoted by a folder) or a link (denoted by a globe), click the heading or link, and click **Edit** to change its properties.

2. These are the properties that you can modify. Click **OK** to save your changes.


## Delete Heading or Link

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) or a link (denoted by a globe), click the heading or link, 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.

## Add Link

1. Scroll down to **Structural Navigation: Editing and Sorting**. To add a link (denoted by a globe with a link), click an existing heading and click **Add Link** to create a new link under that heading.

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

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

## Example

This navigational structure:



creates this Quick Launch:

