

## SharePoint Instruction Guide

### Manage Your Navigation

#### OVERVIEW

You want to first determine what navigation you would like. (Note this would be done during the planning of your site and any of the items included in your navigation, such as pages, would need built prior to setting up the navigation.)

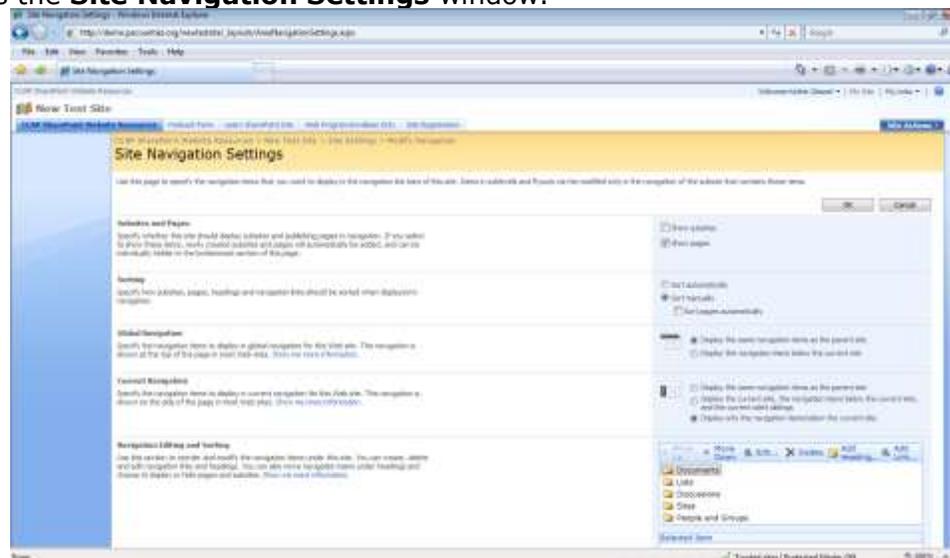
Some good practices of navigation include:

1. Keep it consistent and do not have your navigation constantly changing
2. Do not include every page on your site in the navigation
3. Group your navigation or create landing pages so to keep your navigation "clean"
4. Make sure it makes sense to you intended audience
5. The users of your site should not have to "scroll" to see items on your navigation

#### BUILDING NAVIGATION

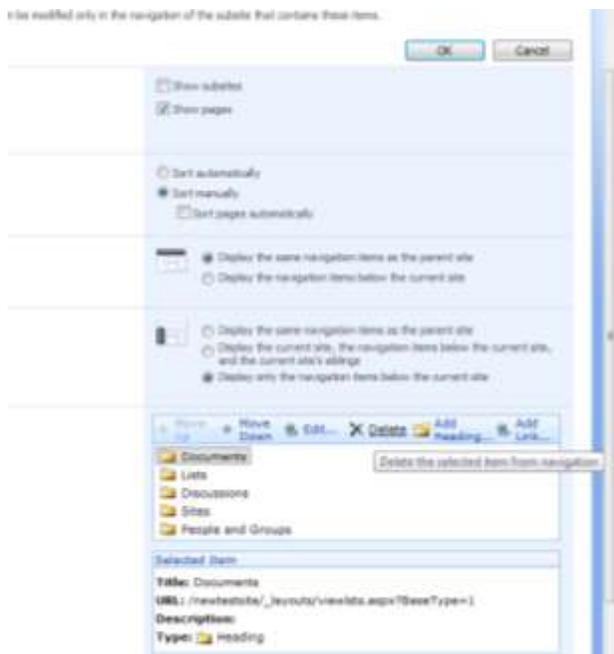
Note: you must have the appropriate access/roles to be able to perform the following actions.

1. Login to the site
2. Click on **Site Actions -> Site Settings -> Modify Navigation**
3. This opens the **Site Navigation Settings** window.

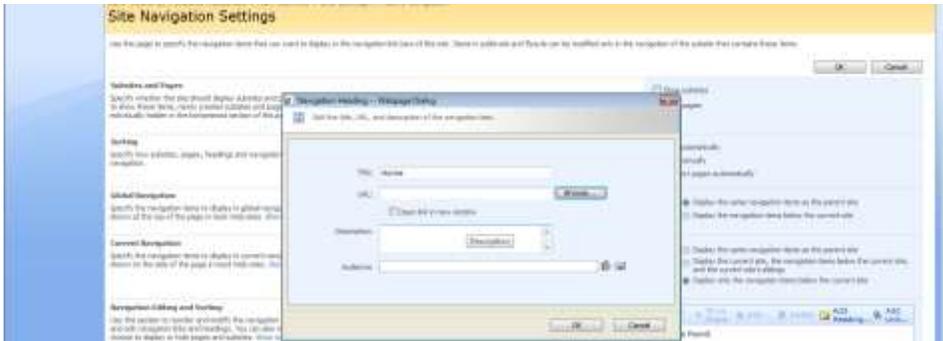


4. There are two options with navigation. You have both top and left navigation 'out of the box.'
  - a. The top is called **Global Navigation**

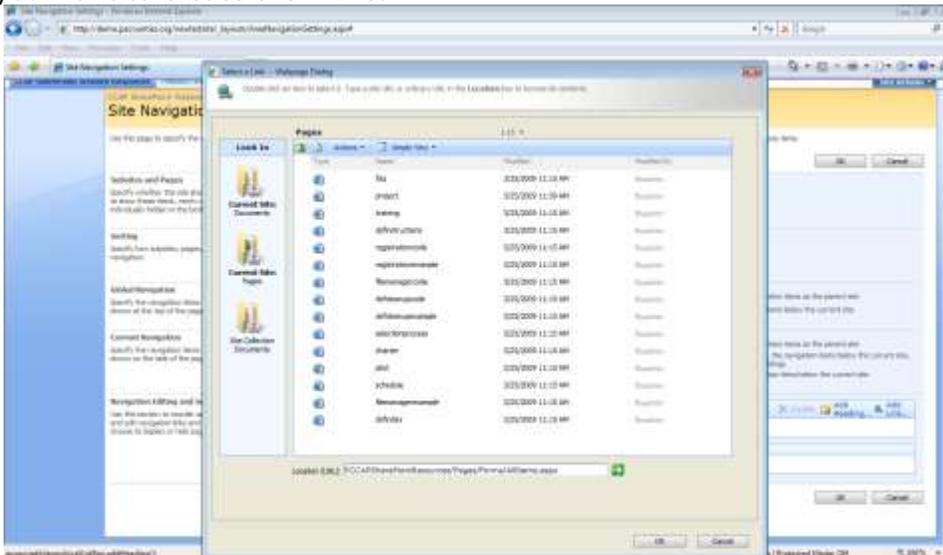
- b. The left is called the **Current Navigation** but will also be referred to as the **Quick launch**
- 5. You can select to have just top, or just left, or both.
- 6. You may inherit from the "site collection" (main site) or you may have your own if you are a subsite.
  - a. A best practice is if you are department/agency within a county that you "**Display the same navigation from the parent site**" selected.
  - b. If you have a lot of information, it may warrant you having your own left or "Current" navigation. If this is the case you would make sure that next to **Current Navigation** the "**Display only the navigation items below the current site**" is selected.
- 7. To add items (or edit or delete) to Navigation, you select Edit, Delete, Add Heading, or Add Link.
  - a. A Heading is a "main level" navigation item
  - b. A link would be within a heading and would be the item that drops down from the top or flies out from the left.
  - c. You do not need a URL for a heading, however, it is recommended to have landing pages as this works better for mobile device computing.
  - d. You may have a link just at the left or top navigation.



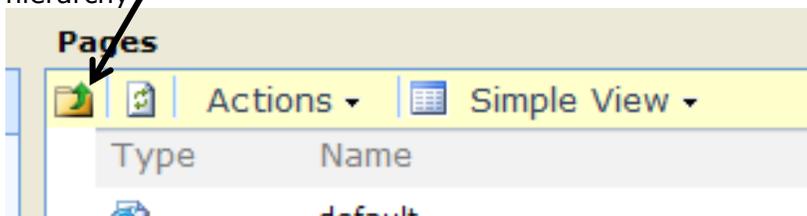
- e. If you are adding an item, you can have that link to a document, subsite, external site or list. If it is a Subsite or external link, you would just type the URL here.



- f. If you are linking to a Site document you would click **Browse** and find the file / page you want to create the link to.



- g. You may link to pages/documents in another site in the site collection. To do this you:
1. Click Add Link (or Heading)
  2. Click **Browse**
  3. On the above window you click on the icon that moves you up a level in the site hierarchy



4. Keep clicking that icon until you reach the level in the site hierarchy to where you can either select a site or subsite
  5. You have to click on the site you select to go to the documents or pages document libraries.
- h. Once you find the file / page, you click **OK**
- i. Once you are back on the **Site Navigation Settings** window you can move items up or down as needed by highlighting the item and clicking either move up or down.
- j. You may not have a heading within a heading but you may move entire groups.
- k. Once you are done making your changes you click OK to save your navigation.