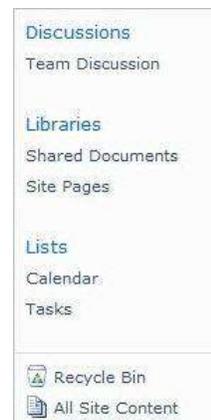


## Quick Launch: Editing the Left Navigation

You can edit the Quick Launch by adding, deleting, or changing the order of links. You can also show or hide links to subsites and pages on the Quick Launch or add links to pages outside of the site. The Quick Launch is displayed to the side of most pages of a site.

The Quick Launch is also referred to as current navigation, because you primarily use it to navigate between the features of the current site.

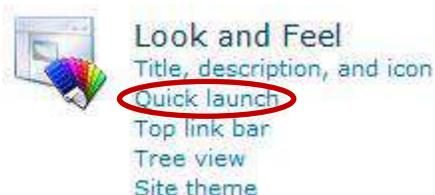


Example of the Quick Launch

Go to SharePoint site you'd like to edit the Quick Launch.

In the top left, click on **Site Actions** and select **Site Settings**.

Under **Look and Feel**, click on **Quick Launch**.



Find instructions below to:

[Add New Heading](#)

[Add New Navigation Link](#)

[Edit or Delete Heading or Navigation Link](#)

[Change Order of Headings or Navigation Links](#)

### Add New Heading:

Click **New Heading**.



Type the **URL** and a **description** for the heading, and then click **OK**.

NOTE: The URL can link to any valid path, such as a folder within this site, a share within your organization's intranet, or a link to a location on the internet. URL is optional for headings.

## Add New Navigation Link:

Click **New Navigation Link**.

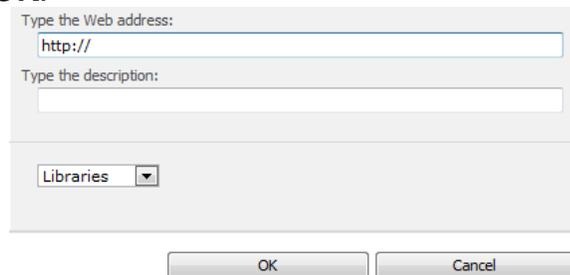


Type the **URL** and a **description** for the link.

NOTE: The URL can link to any valid path, such as a folder within this site, a share within your organization's intranet, or a link to a location on the internet.

Select which **Heading** you'd like the link to appear under.

Click **OK**.

A dialog box for adding a new navigation link. It has two text input fields: "Type the Web address:" with "http://" entered, and "Type the description:". Below the fields is a dropdown menu labeled "Libraries". At the bottom are "OK" and "Cancel" buttons.

## Edit or Delete Heading or Navigation Link:

To edit...

Click the **Edit** (✎) button beside the Heading or Navigation Link you'd like to edit. Make any necessary changes and click **OK**.

To delete...

Click the **Edit** (✎) button beside the Heading or Navigation Link you'd like to delete. Click **Delete**, and then click **OK**.

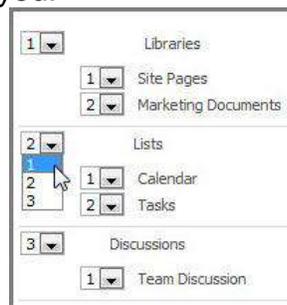
NOTE: Any navigation links contained under a heading will also be deleted.

## Change Order:

Click **Change Order**.



Click the options to change the order in which the headings and links are displayed.

A dialog box for changing the order of headings and links. It has three sections: "Libraries" with "Site Pages" (order 1) and "Marketing Documents" (order 2); "Lists" with "Calendar" (order 1) and "Tasks" (order 2); and "Discussions" with "Team Discussion" (order 1). A mouse cursor is pointing at the order dropdown for "Calendar".

Click **OK**.