

Top Link Bar: Editing the Top Navigation

The top link bar helps users of your site navigate to other sites in the site collection by displaying a row of tabs at the top of pages in the site.



Example of the Top Link Bar

The top link bar is also referred to as global navigation, because it can be the same across all of the sites in a site collection. However, subsites can be configured to not display in the top link bar of the parent site.

Go to SharePoint site you'd like to edit the Top Link Bar.

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

Under **Look and Feel**, click on **Top link bar**.



Find instructions below to:

- [Configure Inheritance](#)
- [Add, Edit or Remove Links](#)
- [Change Order of Links](#)

Configure Inheritance:

When you create a new site in a site collection for which the publishing features are not enabled, you can choose whether to include the site on the top link bar of the parent site and whether to use the top link bar from the parent site. This provides you with three different configuration options for your site:

- **Inherited and included in parent:** The site is included as a tab on the top link bar of the parent site and uses the same top link bar as the parent site. The top link bar cannot be configured at this level without first breaking the inheritance from the parent site.
- **Inherited not included in parent:** The site uses the same top link bar as the parent site but is not included as a tab on the top link bar of the parent site.

The top link bar cannot be configured at this level without first breaking the inheritance from the parent site.

- **Unique:** The site is not included as a tab on the top link bar of the parent site and does not use the same top link bar as the parent site. The top link bar is configurable at this level and is completely separate from the parent site.

NOTE: If a site is renamed from the Title, Description, and Icon page, the site name is not updated on the top link bar. To change the name that appears on the top link bar, you must edit the top link bar.

When you create a subsite, it appears by default on the top link bar of the parent site and has a unique top link bar. You can change these setting at any time.

Configure the top link bar settings for a subsite:

To create custom links for the subsite, click **Stop Inheriting Links**.

The links from the top link bar of the parent site are not retained when you configure the subsite to stop inheriting links.

To use the same links as the parent site, click **Use Links from Parent**.

The links on the top link bar of the subsite will be deleted when you configure the subsite to use the same top link bar as the parent site.

Add, Edit or Remove Links:

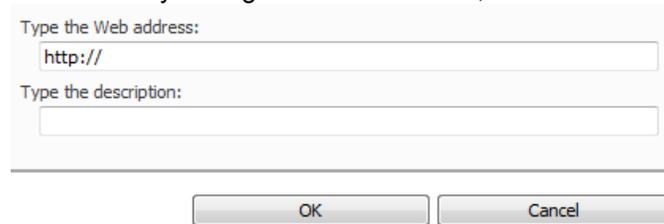
To add a new link:

Click **New Navigation Link**.

 [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.



Type the Web address:

Type the description:

OK Cancel

Click **OK**.

To edit:

Click the **Edit** () button beside the link you'd like to edit. Make any necessary changes and click **OK**.

To remove:

Click the **Edit** () button beside the link you'd like to delete. Click **Delete**, and then click **OK**.

Change Order:

Click **Change Order**.



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

Link Order	Link Name
1 ▼	Home
2 ▼	Language
3 ▼	Math
4 ▼	Reading
5 ▼	Science
6 ▼	Social Studies
7 ▼	Writing

Click **OK**.