

Customize the top link bar

SharePoint provides several ways in which you can customize the navigation of your site. This tutorial is intended for site owners and designers. You can also choose to customize other navigational aspects of your SharePoint site (i.e. the Quick Launch menu) by visiting our other tutorials. Note: You cannot customize the breadcrumb navigation at the top of a page.

What is the top link bar?

The top link bar provides a way for users of your site to quickly navigate to other sites in the site collection by displaying a row of tabs at the top of every page in the site.



When you create a new site, you can choose from three different top link bar configurations:

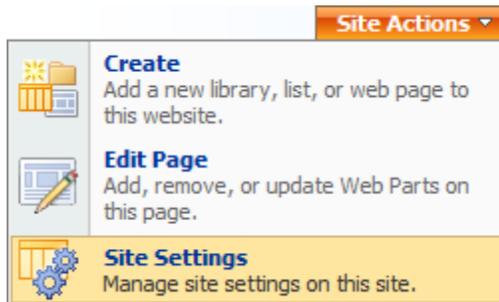
- **Inherited and included in parent:** The site is included as a tab on the top link bar of the parent site and uses the same top link bar as the parent site. The top link bar cannot be customized at this level without first breaking the inheritance from the parent site.
- **Inherited not included parent:**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

Note: If a site is renamed from the General Settings 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.

Configure the top link bar for a site

By default, when you create a new site, the site appears on the top link bar of the parent site, and the new site inherits the top link bar of the parent site. To stop using the top link bar from the parent site, you can change the setting at any time and use a customized top link bar for you sub-site.

1. Navigate to your site's homepage. Click the **Site Actions** menu and then select **Site Settings**.



2. In the **Look and Feel** column, click **Top link bar**.

Look and Feel

- Title, description, and icon
- Tree view
- Site theme
- **Top link bar**
- Quick Launch
- Reset to site definition

3. To create custom links for the site, click **Stop Inheriting Links**. To use the same links as the parent site, click **Use Links from Parent**.
 - **Add:** If you want to add a new link to the top link bar, click **New Link**. Type the URL (website address) and a description of the link. Click **OK**.
 - **Edit:** To edit a link, click the **Edit** icon.  Make the necessary changes and click **OK**.
 - **Delete:** To remove a link, click the **Edit** icon. Click **Delete**. Note that when you delete a link from the top link bar, any links contained under that link are also deleted.
 - **Reorder:** To rearrange the links, click **Change Order**. In the **Link Order** column, click on the options in the list to change the order in which the links appear. Click **OK**.