

Customize the Quick Launch menu

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 top link bar) by visiting our other tutorials. Note: You cannot customize the breadcrumb navigation at the top of a page.

What is the Quick Launch?

The Quick Launch menu is displayed on the homepage of a SharePoint site and contains links to featured lists and libraries on the site, sub-sites of the current site, and People and Groups.

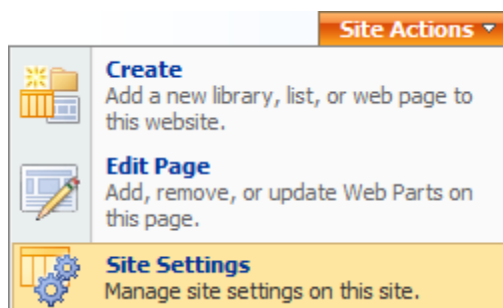
| |
|--------------------------|
| Documents |
| ▪ Shared Documents |
| Pictures |
| Lists |
| ▪ Calendar |
| ▪ Tasks |
| Discussions |
| ▪ Team Discussion |
| Surveys |
| Sites |
| ▪ Office Management |
| ▪ Convention Planning |
| ▪ Sales and Marketing |
| People and Groups |

By using settings pages for each list or library, you can choose which lists and libraries appear on the Quick Launch. You can also change the order of links, add or delete links without going to the list or library, and add or delete sections. You can even add links to pages outside of your SharePoint site.

Hide or show the Quick Launch

The Quick Launch appears by default when you first create a site. You can choose to hide or show the Quick Launch, according to the needs of your site. For example, you can show the Quick Launch on the top-level site and hide it on sub-sites.

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 **Tree view**.

Look and Feel

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

3. To hide the Quick Launch, deselect the **Enable Quick Launch** checkbox. To show the Quick Launch, select the **Enable Quick Launch** checkbox. Click **OK**.

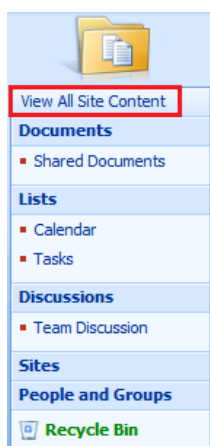
| | |
|---|---|
| Enable Quick Launch Specify whether the Quick Launch should be displayed to aid navigation. The Quick Launch displays site content in a logical manner. | <input checked="" type="checkbox"/> Enable Quick Launch |
| Enable Tree View Specify whether a tree view should be displayed to aid navigation. The tree view displays site content in a physical manner. | <input checked="" type="checkbox"/> Enable Tree View |

4. To return to the site, click on the name of the site.

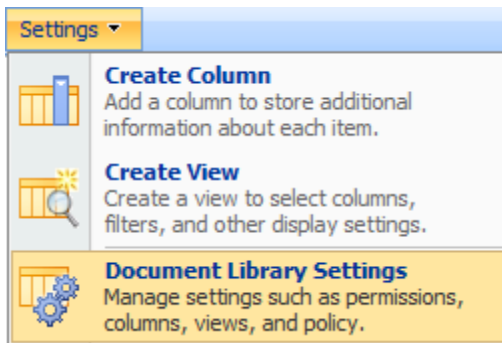
Add or remove a list or library from the Quick Launch

When you create a new list or library, a link to that item is automatically added to the Quick Launch by default. You can change the **Navigation** option when you are creating a new list or library so that the item does not appear on the Quick Launch. You can also edit the option later by following these steps:

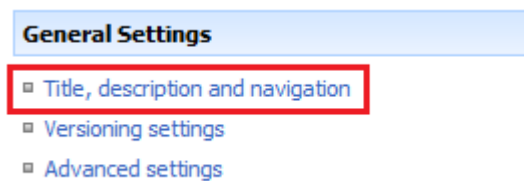
1. On the Quick Launch, click **View All Site Content**. Then click on the name of the list or library that you would like to edit.



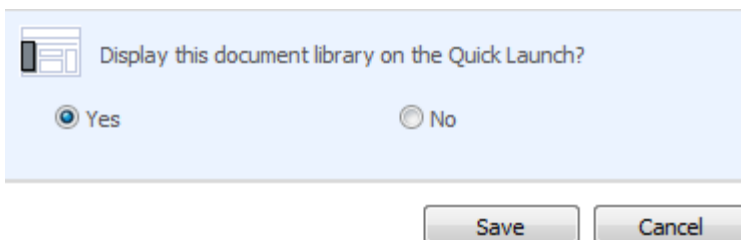
2. On the **Settings** menu, click **List Settings**. Or, click the settings for the type of library that you are opening (i.e. **Document Library Settings**).



3. In the **General Settings** column, click **Title, description and navigation**.



4. In the **Navigation** section, you can remove the item from the Quick Launch by selecting **No** or you can add the item to the Quick Launch by selecting **Yes**.

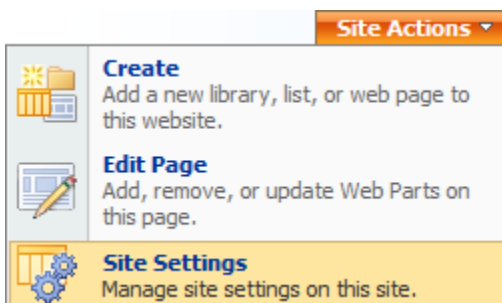


5. Click **Save**. To return to the site, click on the name of the site.

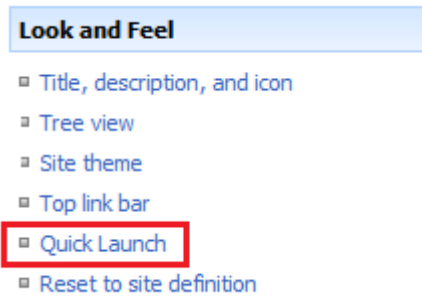
Change the order of items on the Quick Launch

You can change the order in which headings or links appear on the Quick Launch. You are limited, however, to only changing the order of the links under a given heading. If, for example, you want to move Calendar or Tasks to a different heading, you first need to edit the link and assign it to a different heading.

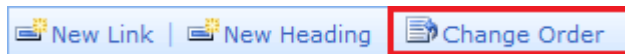
1. Navigate to your site's homepage. Click the **Site Actions** menu and then select **Site Settings**.



2. In the **Look and Feel** column, click **Quick Launch**.



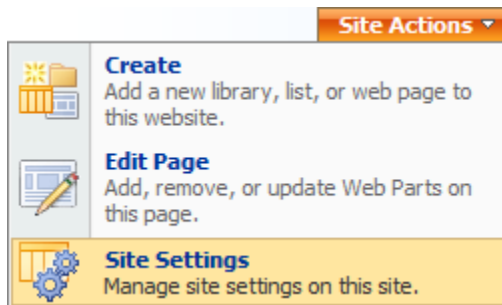
3. Click **Change Order**.



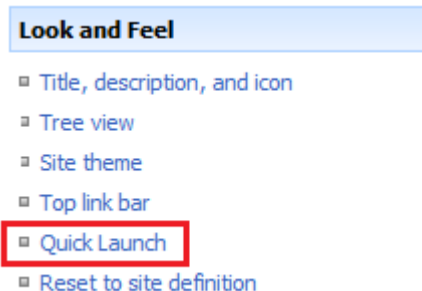
4. Click the options in the list to change the order in which the headings and links are displayed. When you are finished, click **OK**.


Add, edit, or delete a Quick Launch heading

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 **Quick Launch**.



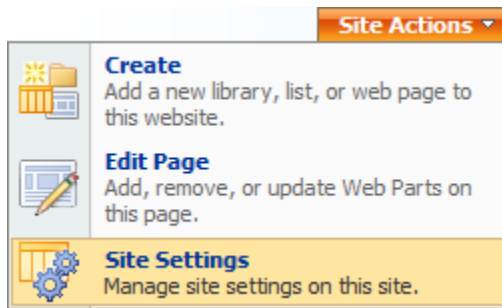
3. Do one of the following:
 - **Add:** To add a new heading, click **New Heading**. Type the URL (website address) of the landing page as well as a description for the heading. Click **OK**.
 - **Edit:** To edit a heading, click the **Edit** icon next to the heading.  Make the necessary changes and click **OK**.

- **Delete:** To delete a heading, click the **Edit** icon. Click **Delete**. Note that when you delete a heading from the Quick Launch, any links contained under that heading will also be deleted.

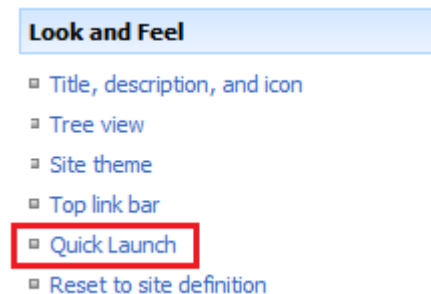
Add a Quick Launch link

In addition to including links to lists or libraries within your site, you can add custom links to the Quick Launch. For example, you can link to a document, calendar event, or even another site.

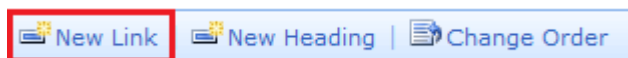
1. Navigate to your site's homepage. Click the **Site Actions** menu and then select **Site Settings**.



2. In the **Look and Feel** column, click **Quick Launch**.




3. To add a new link, click **New Link**.



Then type the URL (website address) of the page you want to link to. You can also enter a description.

In the **Heading** list, select the heading under which you want the link to appear. When you are finished, click **OK**.

4. To edit a link, click the **Edit** icon next to the link that you want to edit or delete.  Then do one of the following:
 - **Edit:** Make any necessary changes and then click **OK**.
 - **Move:** To move the link to a different location on the Quick Launch, select the new heading under the **Headings** list and click **OK**.
 - **Delete:** To delete the link, click **Delete**. Then click **OK**. Note that when you delete a link from the Quick Launch, any links contained under that link are also deleted.