



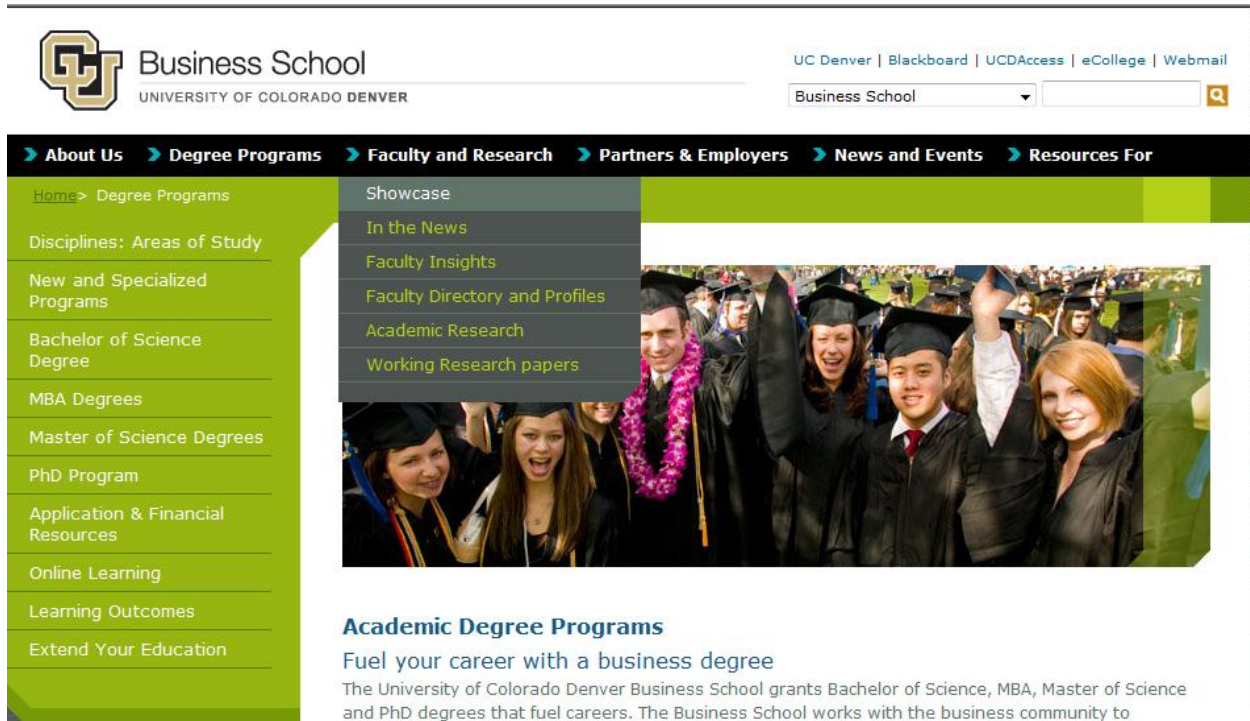
Working with navigation menus in SharePoint 2010

Global and Left Navigation

Contents

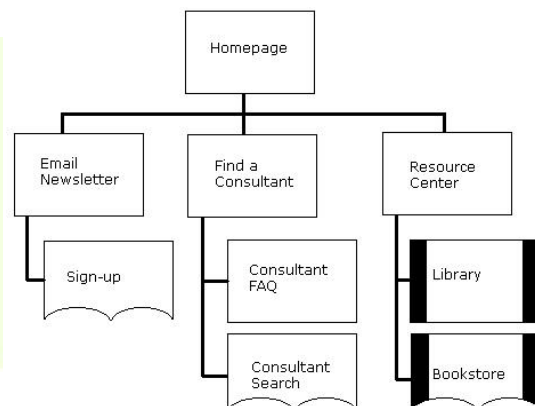
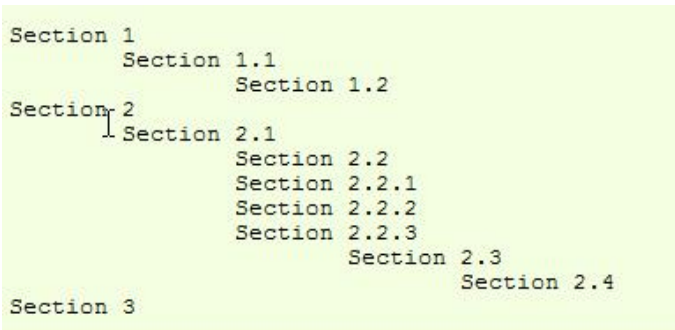
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The site navigation is the primary way that your site users navigate through your website content. In SharePoint 2010, the site navigation is generated dynamically by the sites, subsites and pages you create in your website.



Information Architecture

Information architecture is how you structure and organize your website information into a site hierarchy that most site users will understand.



Source: http://www.webmonkey.com/tutorial/Information_Architecture_Tutorial_-_Lesson_4

Working with Navigation Menus



Step 1: Analyze your audience needs, site goals and competitive analysis

Start with these questions:

- Who is your site audience? What are their needs?
- What are the short- and long-term goals for your site?
- What content and functionality is needed for the site to address your goals and audience needs?
- Complete a competitive analysis. Review competitor websites and evaluate what features, content, navigation, look and feel, page layout, and functionality they provide. Are these things your site should have?

Step 2: Generate a list of content and functionality for your site

Use your needs of your audience, site goals, and competitive analysis to generate a list of all content and functionality that should be included in your site. Start with a simple content outline that includes the functionality to start grouping and organizing the content.

- About Us
 - Mission Statement
 - Staff and Faculty
 - Location (Function: Google map link that shows location)
 - Contact Us (Function: contact us form to collect user information)
- Programs
 - How to Apply (Function: online application form)
 - Undergraduate
 - Graduate
- Events and Activities

After some fine tuning this list will become your information architecture blueprint for what content needs to be written and how to organize your website.

Step 3: Define the navigation and build out site.

Look at the main sections that you have listed in your content list, these could be ideal for the global navigation at the top of the site (example: Home, About Us, Programs, Events and

Working with Navigation Menus



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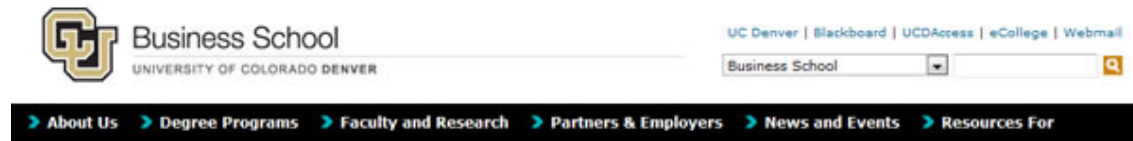
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Activities). The local navigation shows the supporting sites or content for the main global navigation sections (example: Mission Statement, Staff and Faculty, Location, Contact Us).

Build out your SharePoint 2010 sites, subsites and content based on the information architecture blueprint you created.

Global Navigation (the top menu bar)

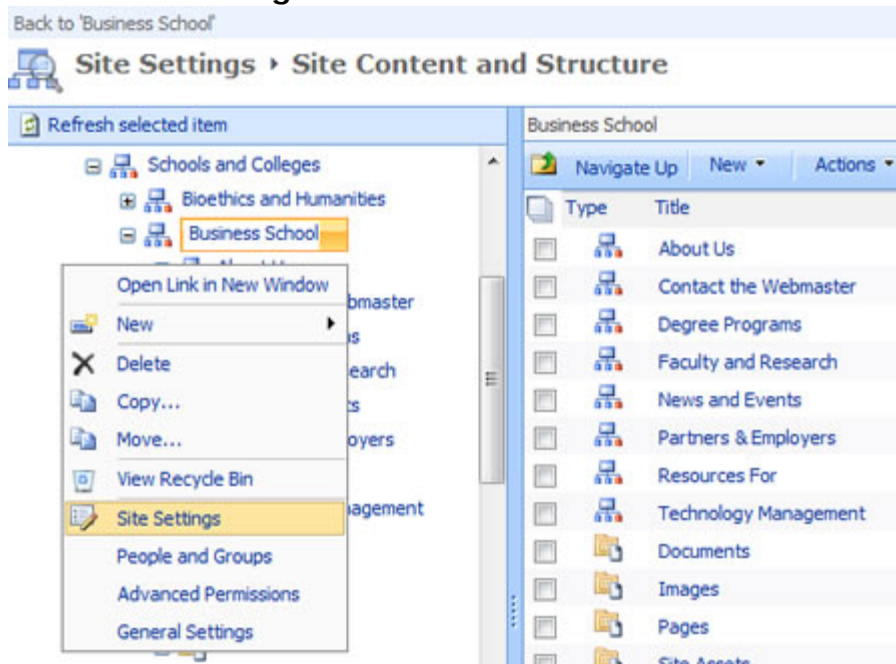
The global navigation is the top link bar in the navigation menu that typically links to the main sites located below the current site.



Sort Global Navigation Links

To sort the global navigation links in your site:

- a. Click Site Actions, and then click **Manage Content and Structure**
- b. Scroll over your site name in the left window pane and from the drop-down menu choose **Site Settings**



- c. In the **Site Settings** window select **Navigation** under the **Look and Feel** Section



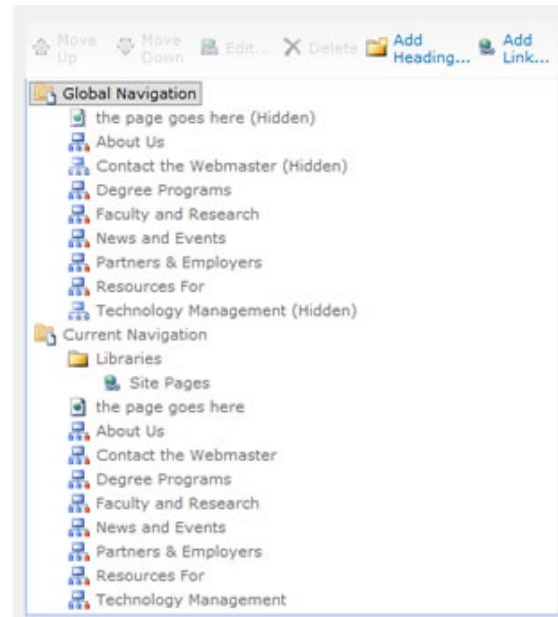
Working with Navigation Menus



- d. In the **Navigation Setting** window scroll down to the **Navigation Editing and Sorting** section to view your **Global and Current Navigation**.

Navigation Editing and Sorting

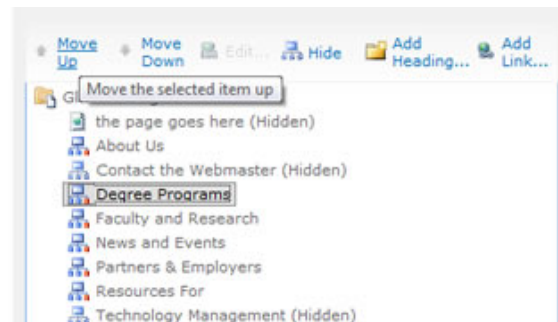
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



- e. To sort or change the order of a navigation link, select the link and select the **Move Up** or **Move Down** button until the link is in the appropriate order. As you do this you will see your navigation link move in the direction you are selecting.

Navigation Editing and Sorting

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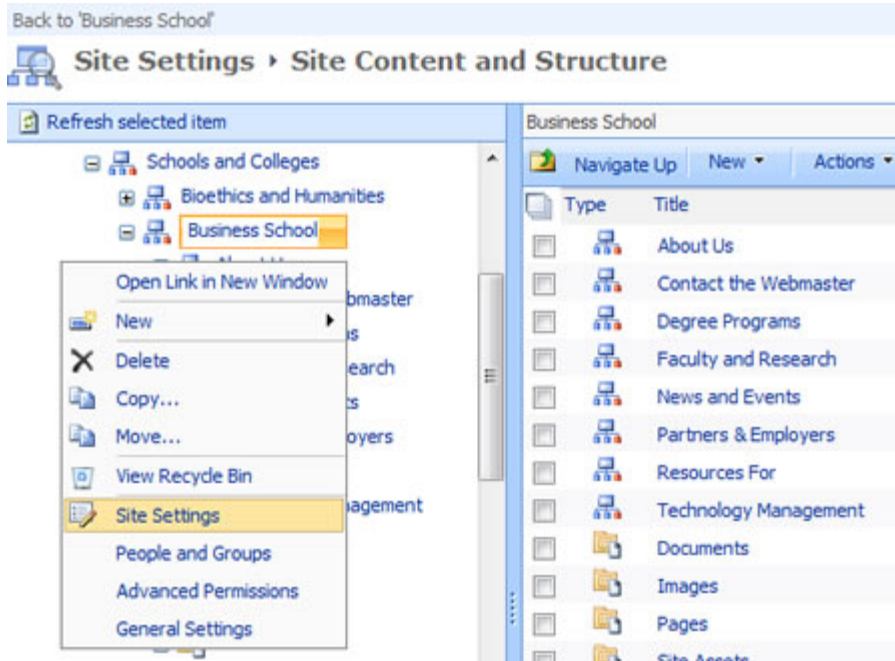


- f. Select **OK** when done with your sorting.

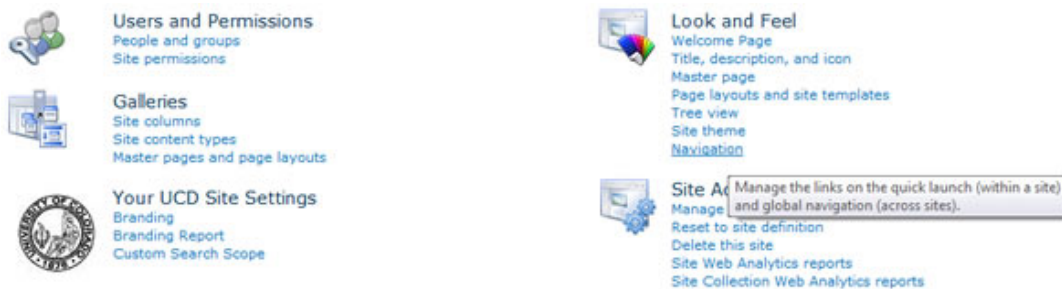
How to Show or Hide Global Nav Links

To show or hide specific global navigation links in your site:

1. Click Site Actions, and then click Manage Content and Structure
2. Scroll over your site name in the left window pane and from the drop-down menu choose Site Settings
- 3.



4. In the Site Settings window select Navigation under the Look and Feel Section



5. In the Navigation Setting window scroll down to the Navigation Editing and Sorting section to view your Global and Current Navigation

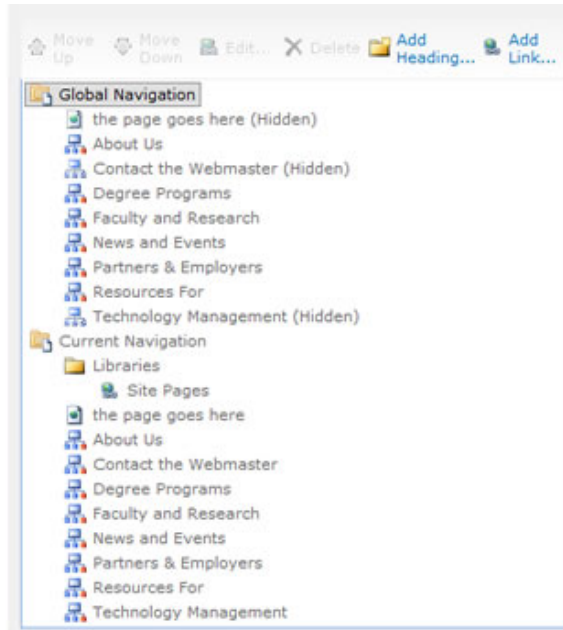


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Navigation Editing and Sorting

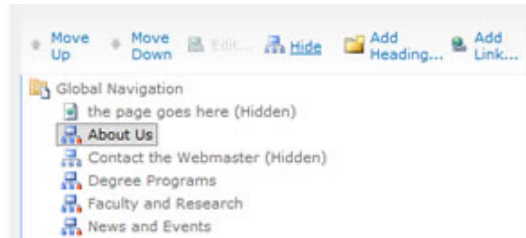
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6. To show or hide a navigation link, select the link and select the Show or Hide button. If you hide a navigation link the words (Hidden) will appear next to the link.

Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



7. Select OK when done showing or hiding navigation links.

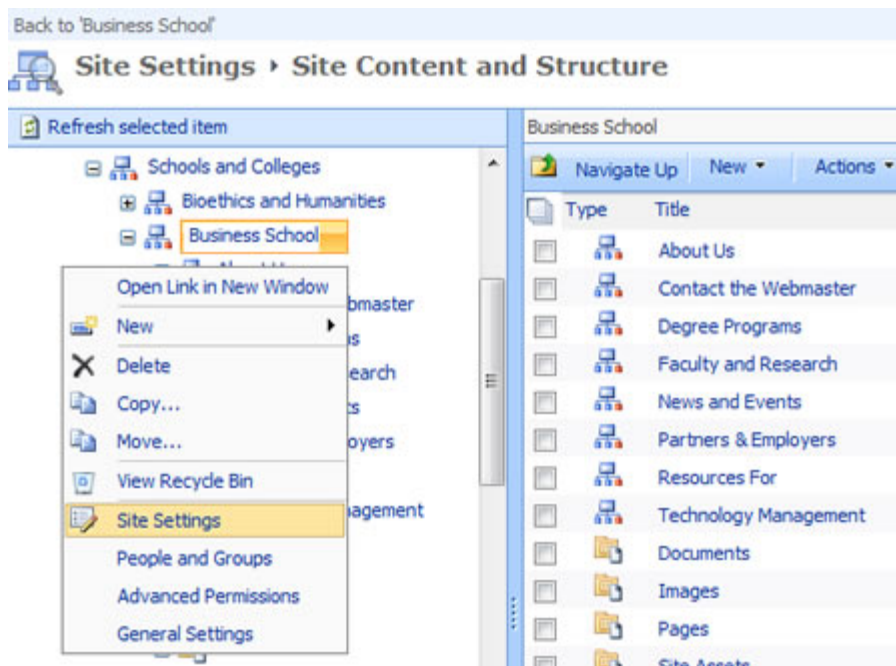
How to Add Custom Links to Global Navigation

Add Custom Links to Global Navigation

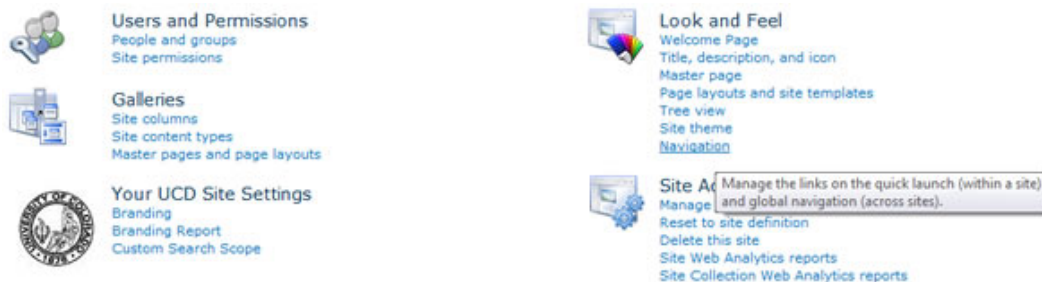
SharePoint 2010 allows you to customize your global navigation by adding custom links that are not in the typical site hierarchy. Use this feature with caution, because custom links have to be manually updated if a change is made to the URL of the custom link.

Add a Single Link to Global Navigation

1. To add a single link to your global navigation:
2. Click Site Actions, and then click Manage Content and Structure
3. Scroll over your site name in the left window pane and from the drop-down menu choose Site Settings



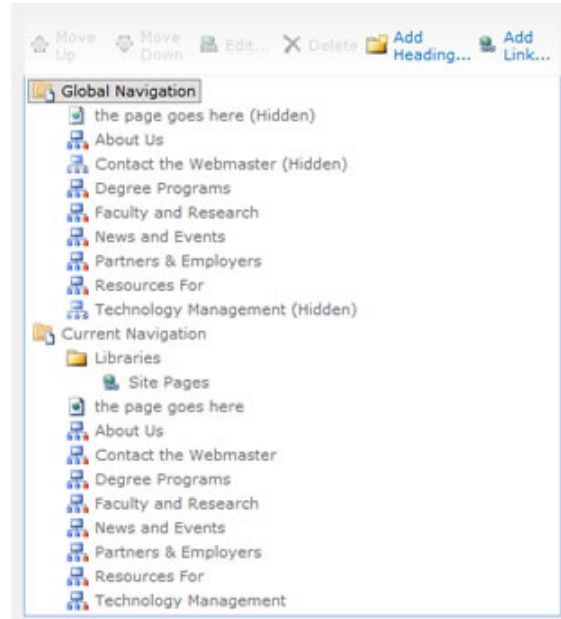
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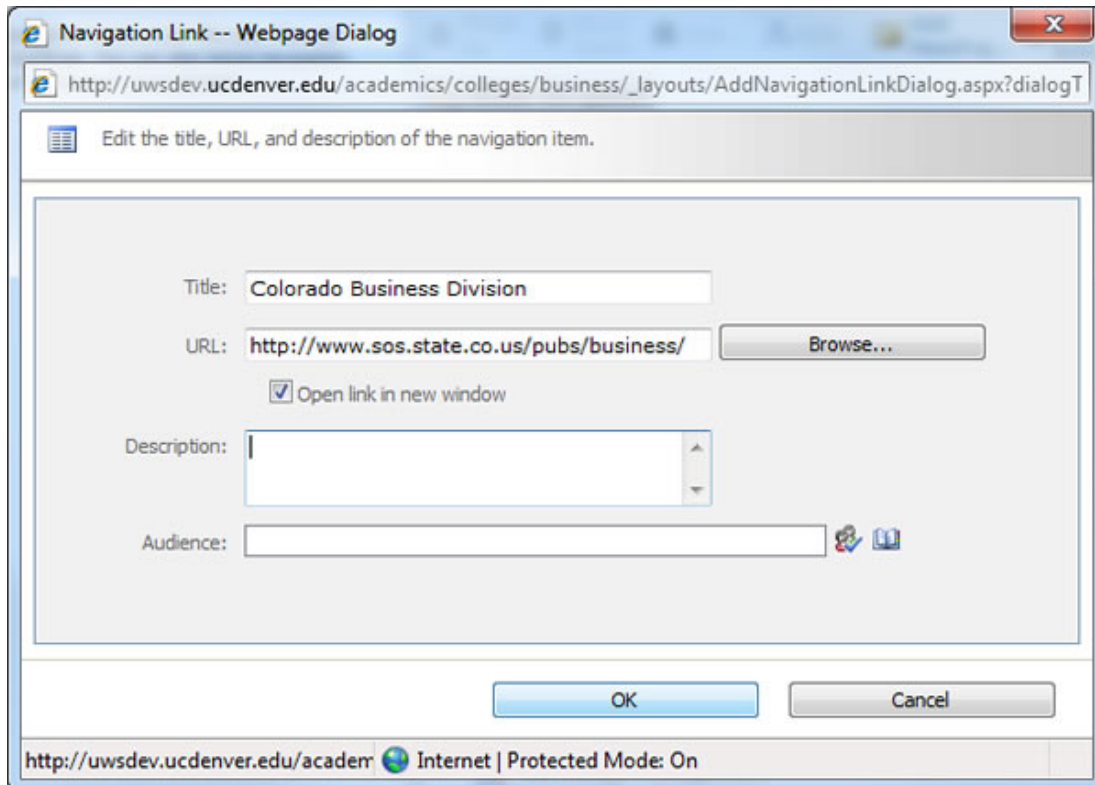
Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



6. Select the Global Navigation folder and then select the Add Link button.

7. Complete the fields in the Add Link window. The title will appear in the navigation. The URL will be the link to an external site or you can link to another page within your site. If linking to an external site (which we don't recommend in the global navigation) be sure to select the check box for Open Link in New Window. The description will appear when the mouse hovers over the link. It is recommended you leave the audience field blank so all site users can see the link. Select OK when done.



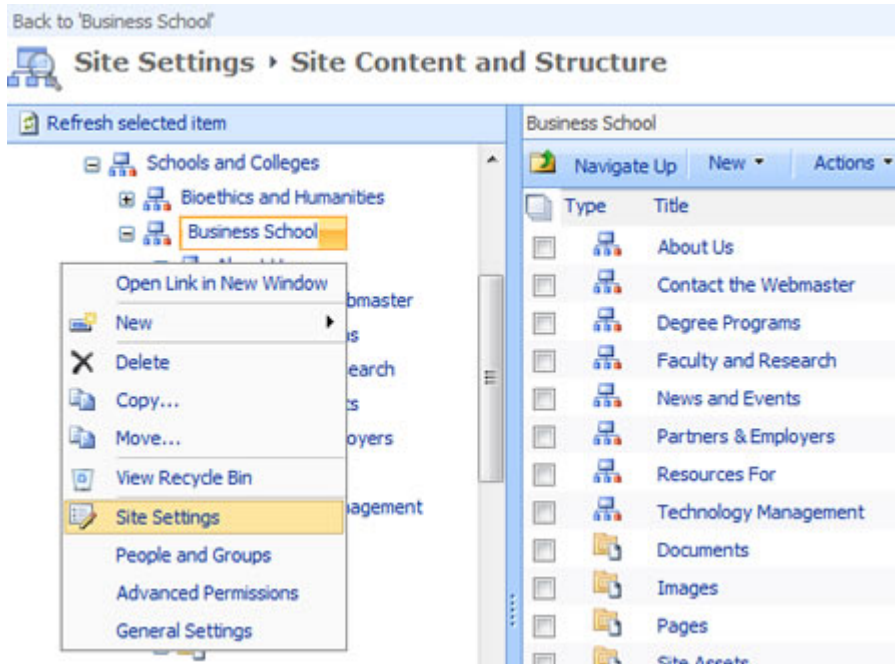
8. You should now see the new link in the list under Global Navigation. You can sort the link by using the Move Up or Move Down buttons to position it in the order you desire.

NOTE: If you need to delete this custom link, select the link name and select the Delete button. Select OK when done adding your link to your global navigation.

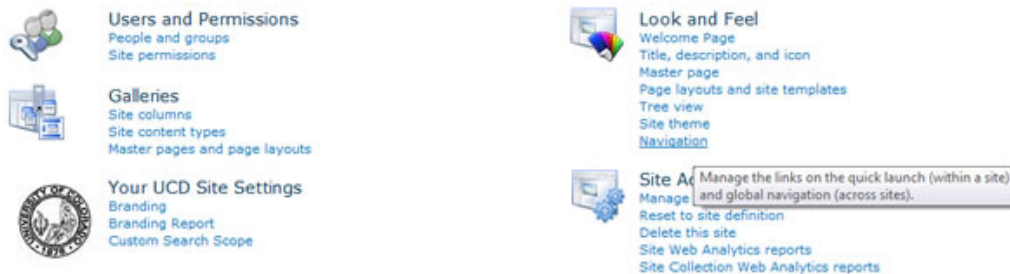
How to Add Multiple Links under Headings to Global Navigation

To add multiple links under a Heading to your global navigation:

1. Click **Site Actions**, and then click **Manage Content and Structure**
2. Scroll over your site name in the left window pane and from the drop-down menu choose **Site Settings**



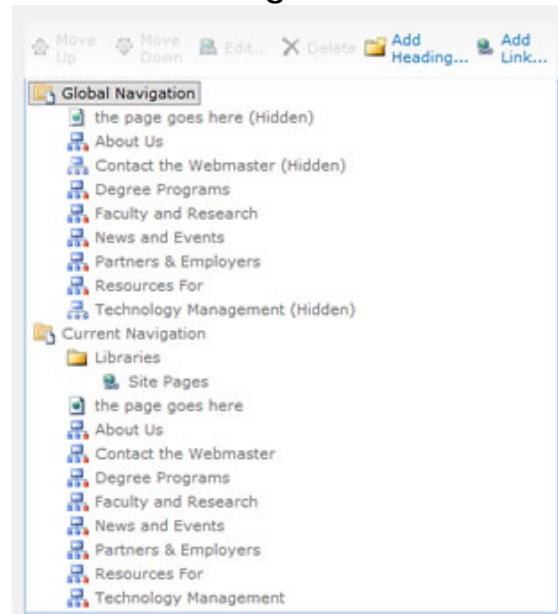
3. In the **Site Settings** window select **Navigation** under the **Look and Feel** Section



- In the **Navigation** Setting window scroll down to the **Navigation Editing and Sorting** section to view your **Global and Current Navigation**

Navigation Editing and Sorting

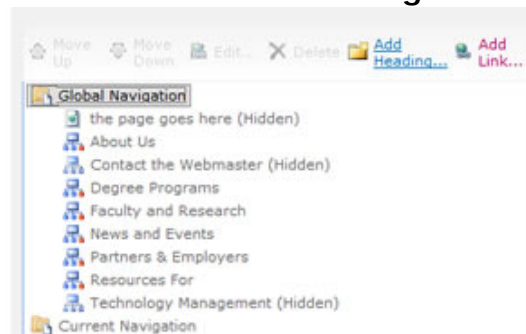
Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



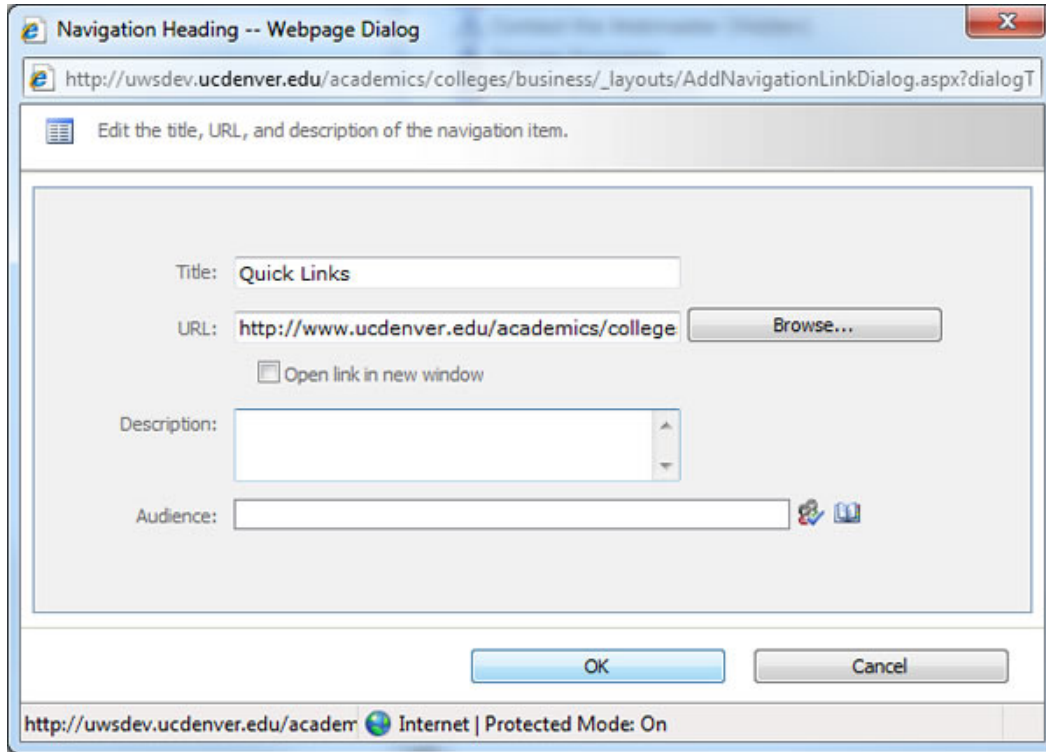
- Select the **Global Navigation** folder and then select the **Add Heading** button.

Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.



- Complete the fields in the **Navigation Heading** window. The title will appear in the navigation. The URL will be the link to an external site or you can link to another page within your site. If linking to an external site (which we don't recommend in the global navigation) be sure to select the check box for **Open Link in New Window**. The description will appear when the mouse hovers over the link. It is recommended you leave the audience field blank so all site users can see the link. Select **OK** when done.

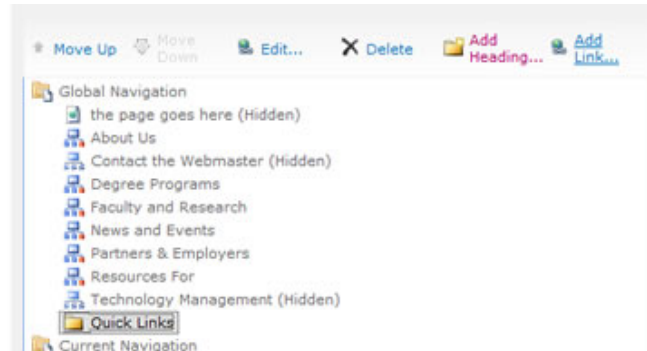


You should now see the new heading in the global navigation.

7. To add links under this heading, select the new heading name and select **Add Link** button.

Navigation Editing and Sorting

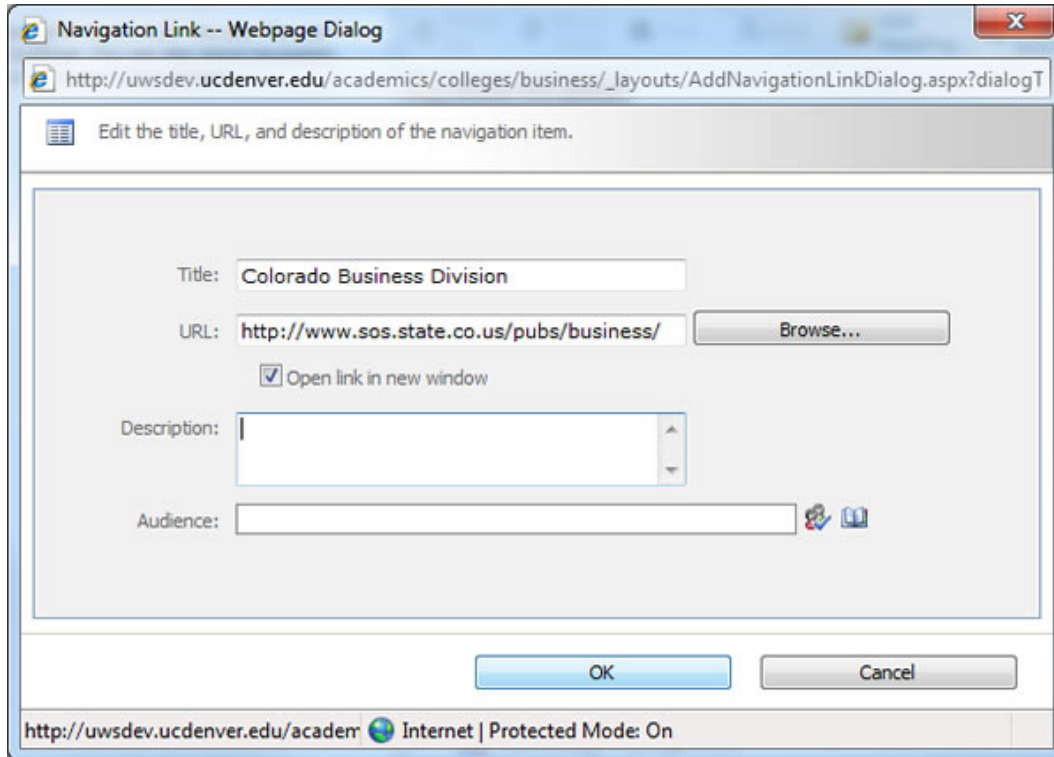
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8. Complete the fields in the **Add Link** window. The title will appear in the navigation. The URL will be the link to an external site or you can link to another page within your site. If linking to an external site (which we don't recommend in the global navigation) be sure to select the check box for **Open Link in New Window**. The description will appear when the mouse hovers over the link. It is recommended you leave the audience



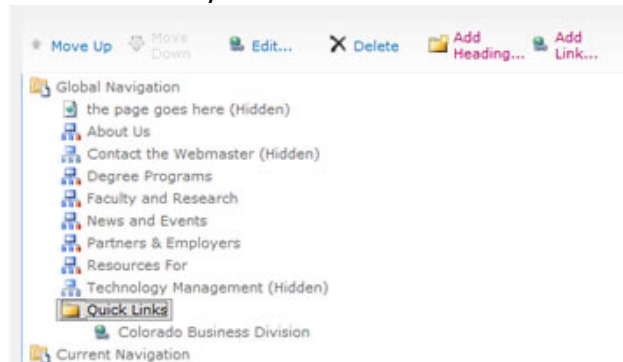
field blank so all site users can see the link. Select **OK** when done.



9. Repeat these steps to add more links under the Heading.
10. You should see the new link in the list under the new **Heading** under **Global Navigation**. You can sort the heading or links by using the **Move Up** or **Move Down** buttons to position the link in the order you desire.

Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites.




NOTE: If you need to delete this custom link or heading, select the link or heading name and select the Delete button.

11. Select **OK** when done adding multiple links under a **Heading** to your global navigation.

Current Navigation (The left menu)

The current navigation is the side navigation link bar that typically links to the current site pages and other sites on the same level.


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[Home](#) > [Degree Programs](#)

Disciplines: Areas of Study

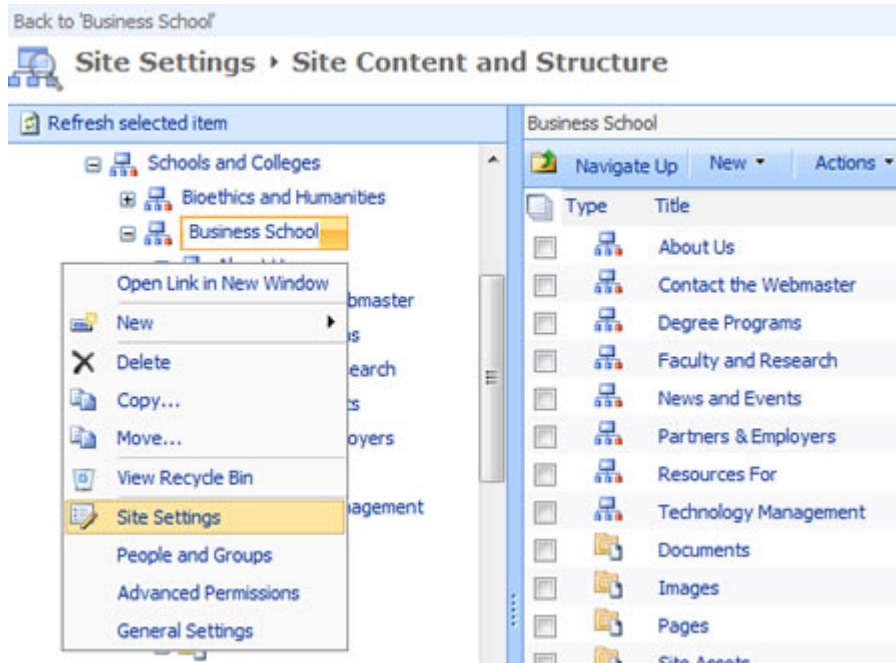
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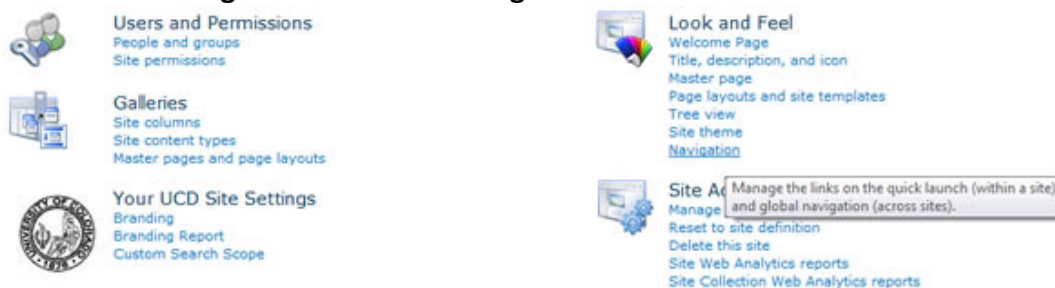
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How to Sort Current Navigation Links

1. To sort the current navigation links in your site:
2. Click **Site Actions**, and then click **Manage Content and Structure**.
3. Scroll over your site name in the left window pane and from the drop-down menu choose **Site Settings**



4. In the **Site Settings** window select **Navigation** under the **Look and Feel Section**



5. In the **Navigation Setting** window scroll down to the **Navigation Editing and Sorting** section to view your **Global and Current Navigation**

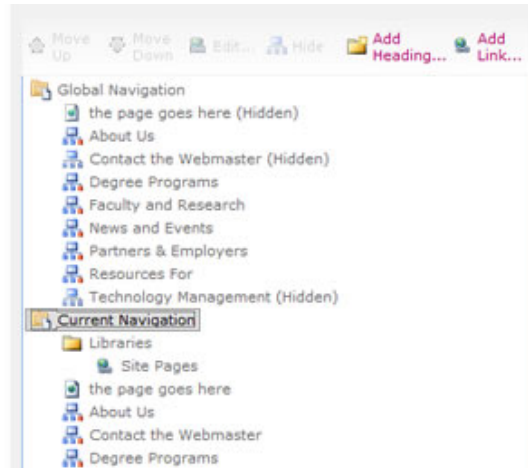


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Navigation Editing and Sorting

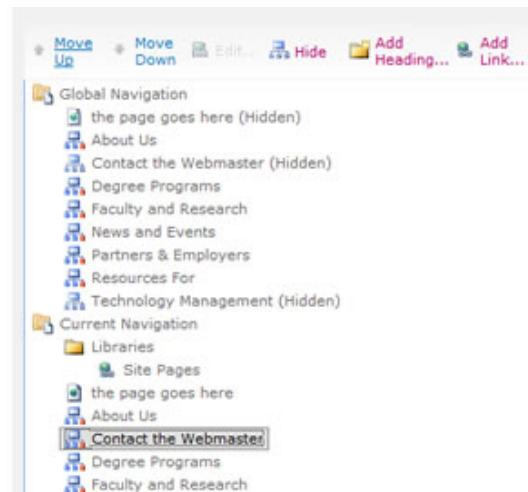
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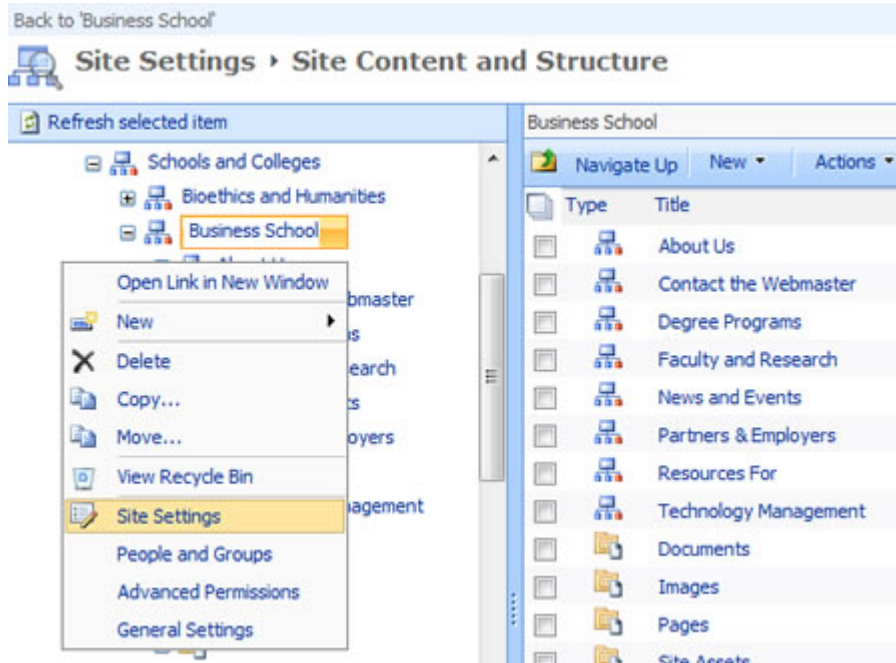


- Select **OK** when done with sorting.

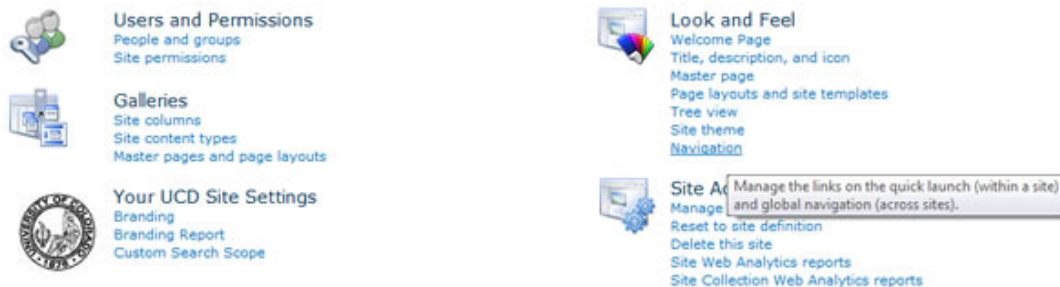
How to Show or Hide Current Navigation Links

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2. Mouse over your site name in the left window pane and from the drop-down menu choose **Site Settings**
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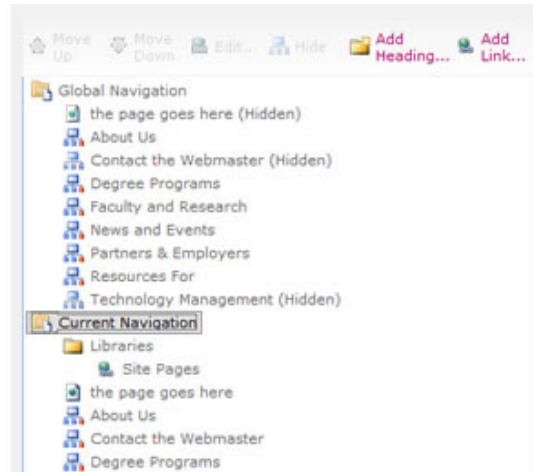
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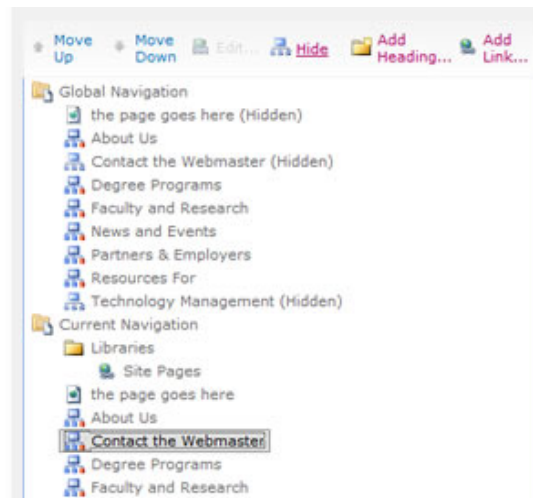


7.

- To show or hide a navigation link, select the link and select the **Show** or **Hide** button. If you hide a navigation link the words **(Hidden)** will appear next to the link.

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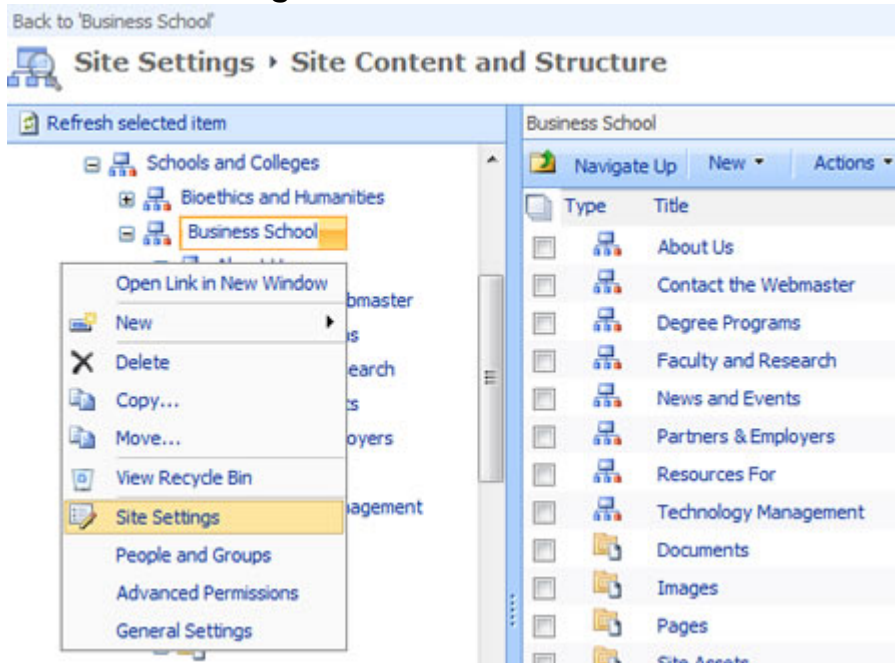
- Select **OK** when done showing or hiding navigation links.

How to Add Custom Links to Current Navigation

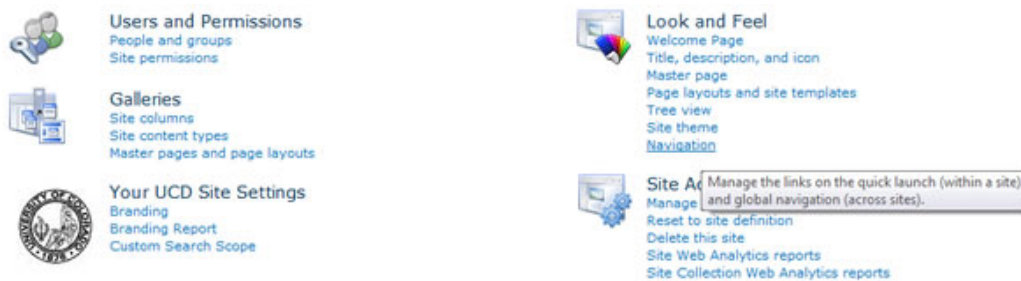
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Add a Single Link to Current Navigation

1. To add a single link to your current navigation:
2. Click **Site Actions**, and then click **Manage Content and Structure**
3. Scroll over your site name in the left window pane and from the drop-down menu choose **Site Settings**



4. In the **Site Settings** window select **Navigation** under the **Look and Feel** Section

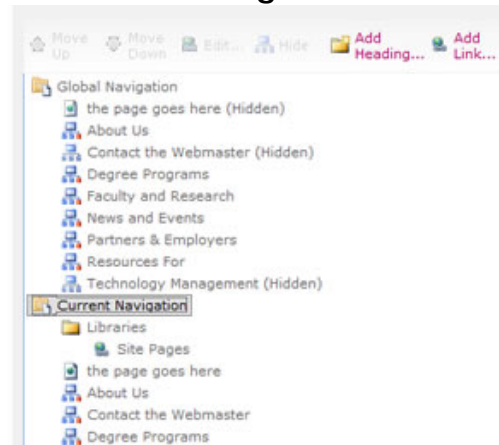




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Navigation Editing and Sorting

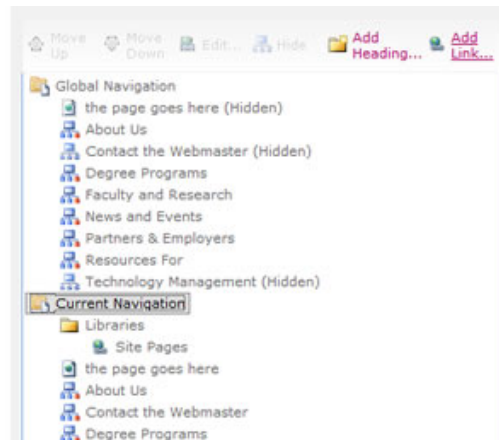
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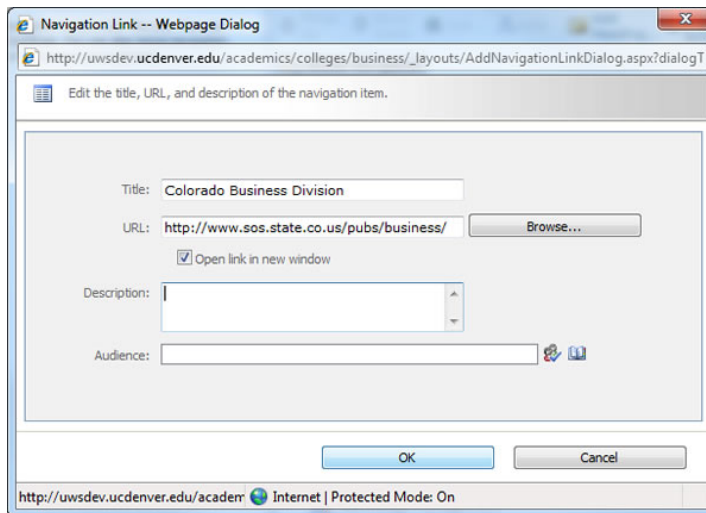
6. Select the **Current Navigation** folder and select the **Add Link** button.

Navigation Editing and Sorting

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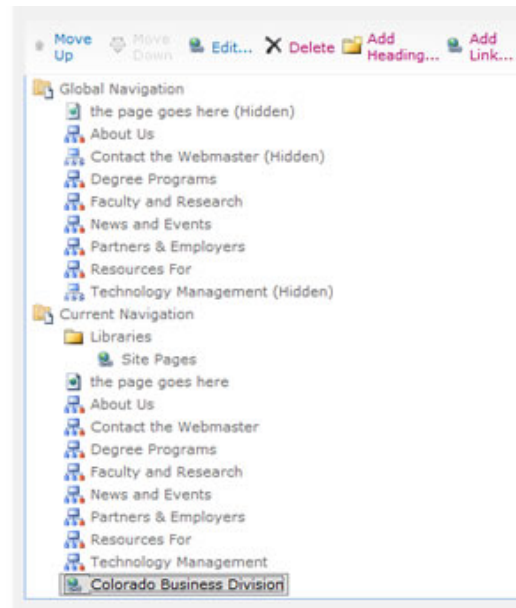
7. Complete the fields in the **Add Link** window. The title will appear in the navigation. The URL will be the link to an external site or you can link to another page within your site. If linking to an external site (which we don't recommend in the current navigation) be sure to select the check box for **Open Link in New Window**. The description will appear when the mouse hovers over the link. It is recommended you leave the audience field blank so all site users can see the link. Select **OK** when done.



- You should now see the new link in the list under **Current Navigation**. You can sort the link by using the **Move Up** or **Move Down** buttons to position it in the order you desire.

Navigation Editing and Sorting

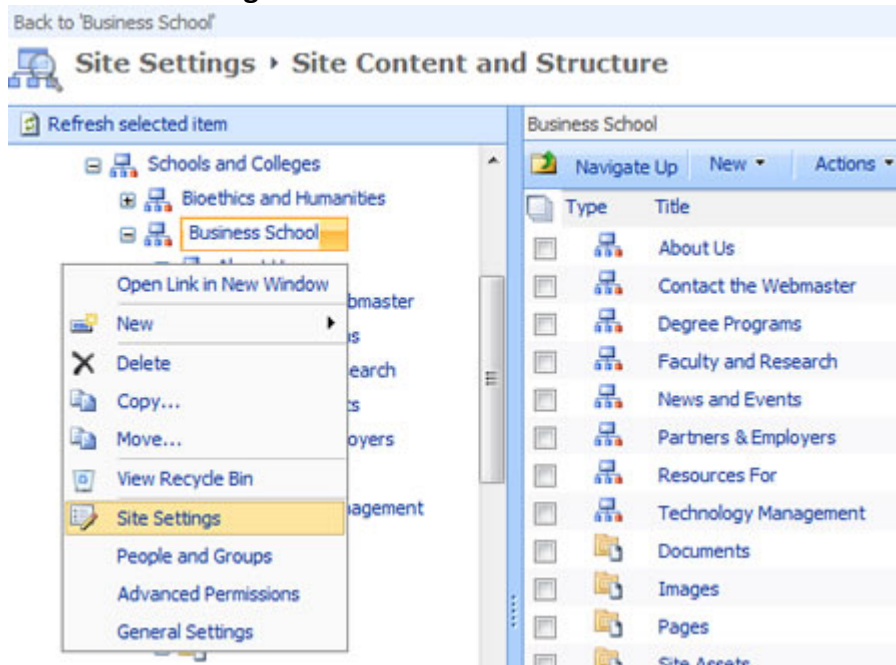
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- Note:** If you need to delete this custom link, select the link name and select the Delete button.
- Select **OK** when done adding your single link to your current navigation.

How to add multiple links under headings to current navigation

1. To add multiple links under a Heading to your current navigation:
2. Click **Site Actions**, and then click **Manage Content and Structure**
3. Scroll over your site name in the left window pane and from the drop-down menu choose **Site Settings**



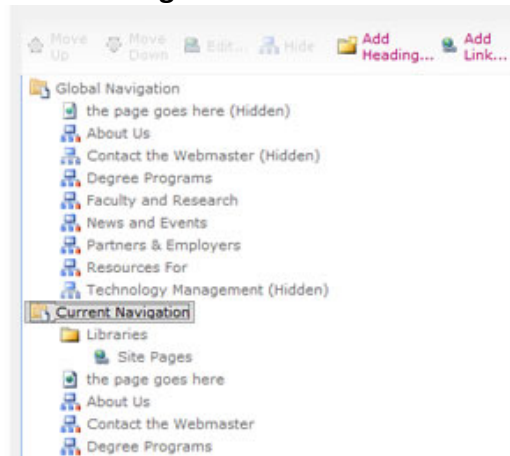
4. In the **Site Settings** window select **Navigation** under the **Look and Feel Section**



5. In the **Navigation Setting** window scroll down to the **Navigation Editing and Sorting** section to view your **Global and Current Navigation**.

Navigation Editing and Sorting

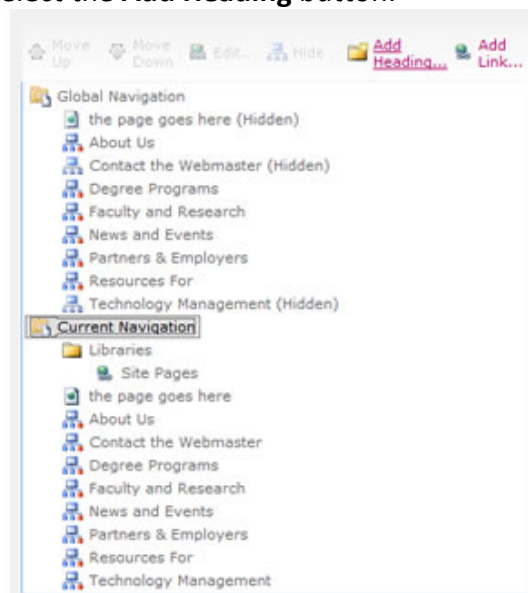
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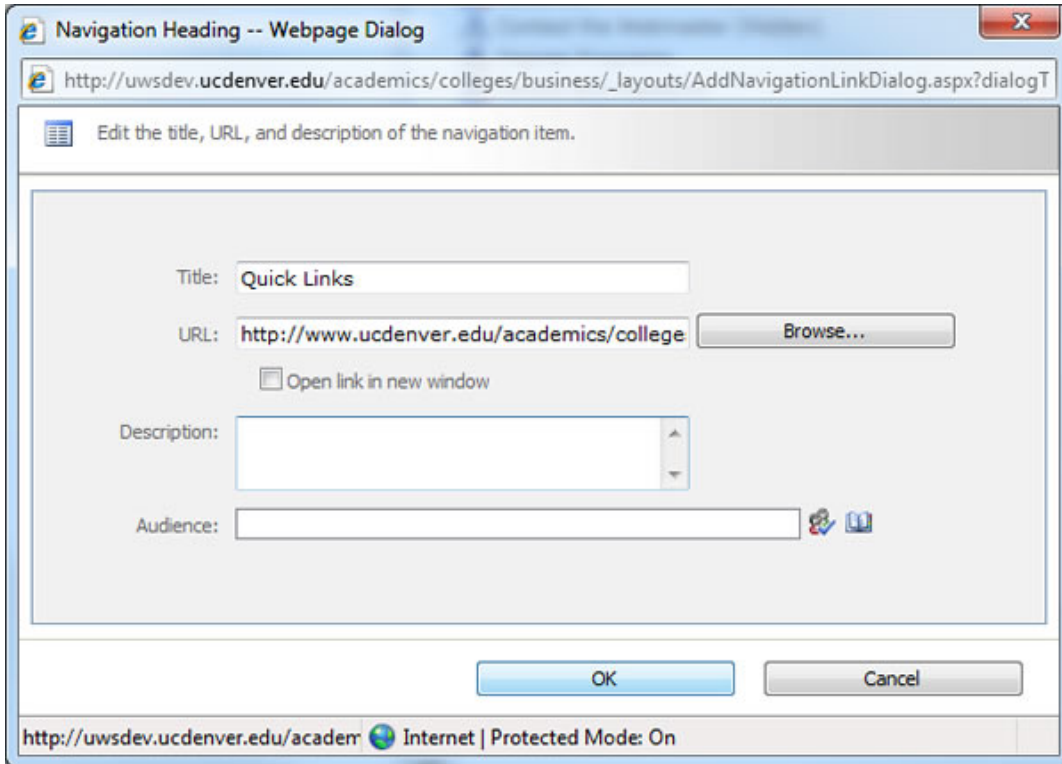
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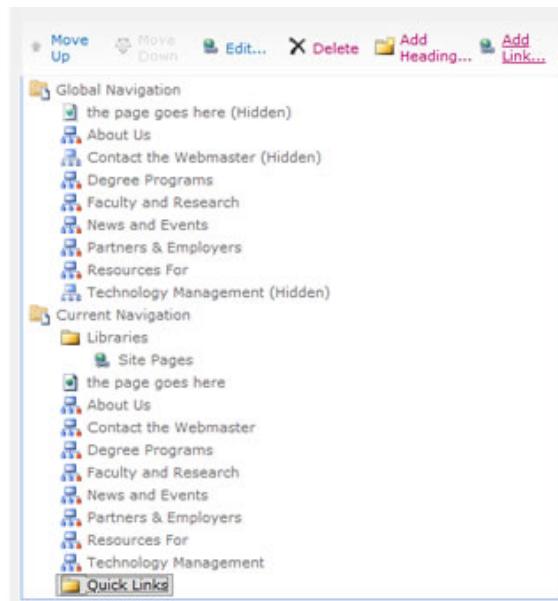
leave the audience field blank so all site users can see the link. Select **OK** when done.



8. **NOTE:** You should now see the new heading appear in the current navigation list.
9. To add links under this heading, select the new heading name and select **Add Link** button.

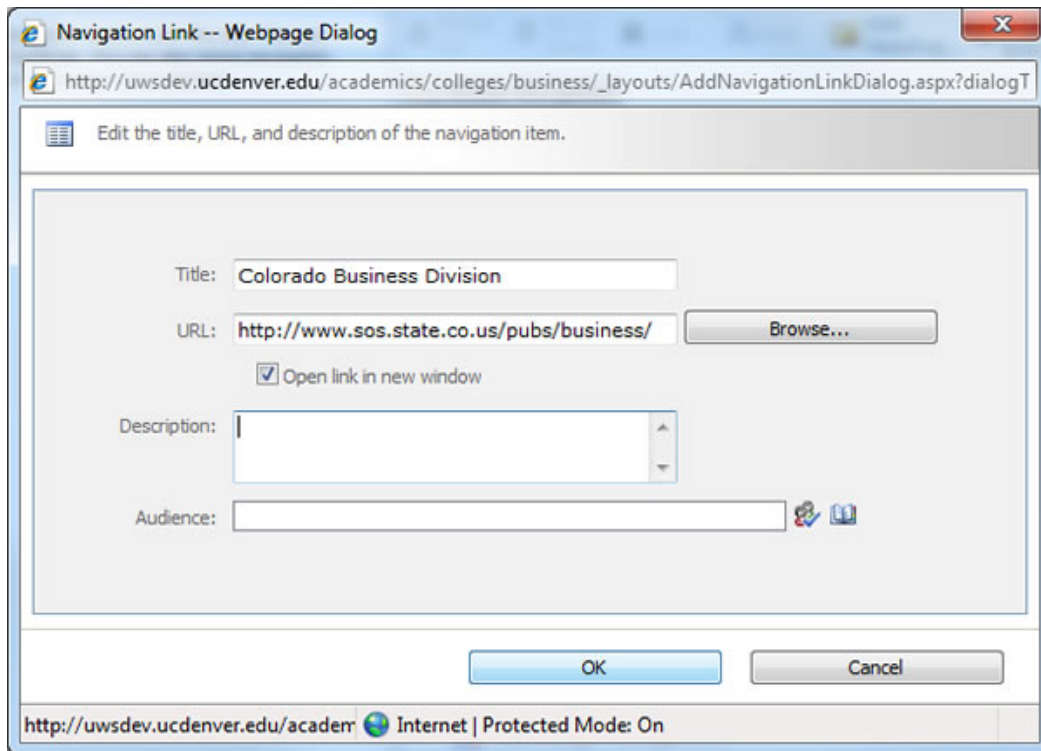
Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subites.





10. Complete the fields in the **Add Link** window. The title will appear in the navigation. The URL will be the link to an external site or you can link to another page within your site. If linking to an external site (which we don't recommend in the current navigation) be sure to select the check box for **Open Link in New Window**. The description will appear when the mouse hovers over the link. It is recommended you leave the audience field blank so all site users can see the link. Select **OK** when done.



11. Repeat these steps to add more links under the **Heading**.
12. You should now see the new link appear in the list under the new **Heading** under **Current Navigation**. You can sort the Heading or links by using the **Move Up** or **Move Down** buttons to position it in the order you desire.

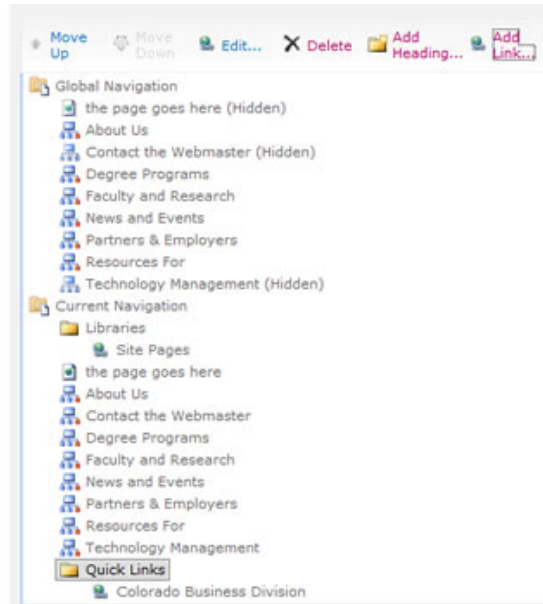


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NOTE: If you need to delete this custom link, select the link name and select the Delete button.

13. Select **OK** when done adding multiple links under a heading to your current navigation.



Active State on Menu Items

Active State

The active state in the global navigation is a new feature in SharePoint 2010. The active state is designed through your site's Cascading Style Sheet (CSS) to be visually different to highlight which section of the site you are located.

In the example below, you can see that the active state for the Faculty and Research global navigation item.

