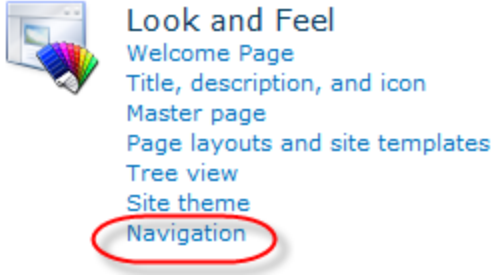
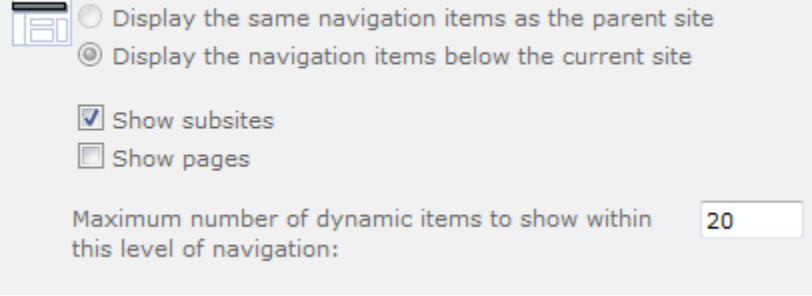


## SharePoint 2010 Navigation Items

Navigation is of vital importance to the sites that one creates in SharePoint – in SharePoint 2010 several customization items are available. The navigation available is different depending if the site is created via a published or non-published site template.

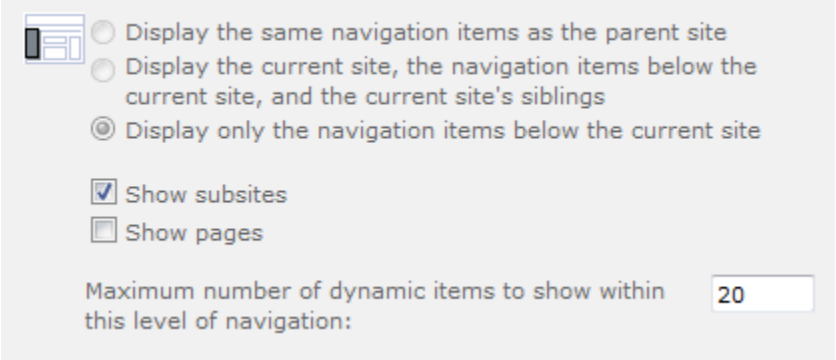
<p>1. If the site was created as a published site, to add a new tab or link go to Site Actions -&gt; Site Settings -&gt; under Look and Feel click Navigation.</p>	 <p>The screenshot shows the 'Look and Feel' section of the 'Navigation' settings. The 'Navigation' link is circled in red. The list of items includes: Welcome Page, Title, description, and icon, Master page, Page layouts and site templates, Tree view, Site theme, and Navigation.</p>
<p>2. Global navigation if where a user sets how the top level navigation should appear. The global navigation bar appears on every page of the site across the top. Thus, in this case the 'Display the same navigation items as the parent site' displays the navigation items the same as the root site. Thus, this indicates the default setting for</p>	 <p>The screenshot shows the 'Global navigation' settings. The 'Display the same navigation items as the parent site' radio button is selected. Other options include 'Show subsites' (checked) and 'Show pages' (unchecked). A text box shows 'Maximum number of dynamic items to show within this level of navigation: 20'.</p>

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sites that are not top-level sites.

This indicates that the site should use (inherit) the global navigation items that the parent site uses. The 'Display the navigation items below the current site' displays the navigation items that appear from the site one is on downward. Thus, it indicates that the site's global navigation items should be populated by items below the site. The 'Show subsites' and 'Show pages' are the checkbox options so one has the option of turning them both on and off. The maximum number of dynamic items to

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<p>show within this level of navigation is essentially how many items will be displayed in the navigation.</p>	
<p>3. Current Navigation is the navigation that is essentially on the current site one has accessed. Thus as with global navigation the 'Display the same navigation items as the parent site' displays the navigation items the same as the root site.</p> <p>It specifies that the current navigation does not inherit parent site navigation by default.</p> <p>For a given site, selecting this option usually causes the data source to start</p>	 <p>The screenshot shows a configuration panel for navigation. It features a small icon of a navigation menu on the left. To the right are three radio button options: 'Display the same navigation items as the parent site', 'Display the current site, the navigation items below the current site, and the current site's siblings', and 'Display only the navigation items below the current site'. Below these are two checked checkboxes: 'Show subsites' and 'Show pages'. At the bottom, there is a label 'Maximum number of dynamic items to show within this level of navigation:' followed by a text input field containing the number '20'.</p>

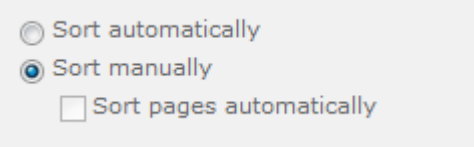
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with the current site's immediate parent site, or one level up in the site hierarchy.

The 'Display the current site, the navigation items below the current site, and the current site's siblings' displays those items by indicating that the data source starts with the current site's immediate parent site, or exactly one level up in the site hierarchy. It includes the current site and the site's siblings, but trims out children of the sibling nodes.

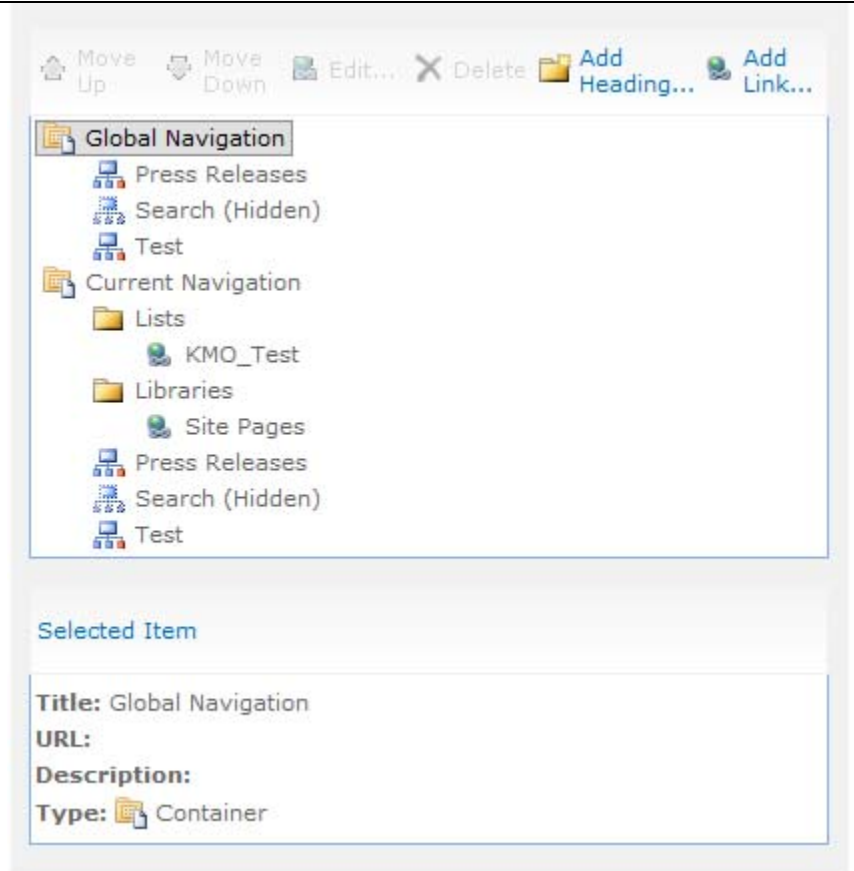
The 'Display the navigation items below the current site' displays the navigation items that appear from

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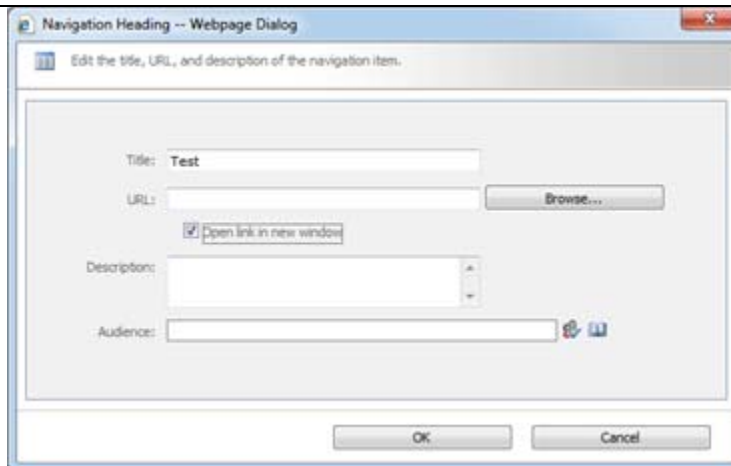
<p>the site one is on downward. The 'Show subsites' and 'Show pages' are the checkbox options so one has the option of turning them both on and off. The maximum number of dynamic items to show within this level of navigation is essentially how many items will be displayed in the navigation.</p>	
<p>4. Sorting - has several options.</p>	

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5. Navigation Editing and Sorting – in this area one can configure how they want their navigation to display.

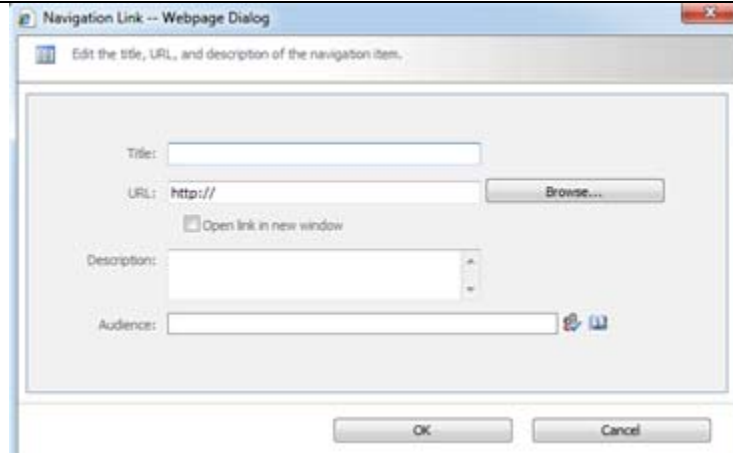


6. Clicking Add Heading allows one to enter in a desired information piece, URL, description and audience to target the heading to.

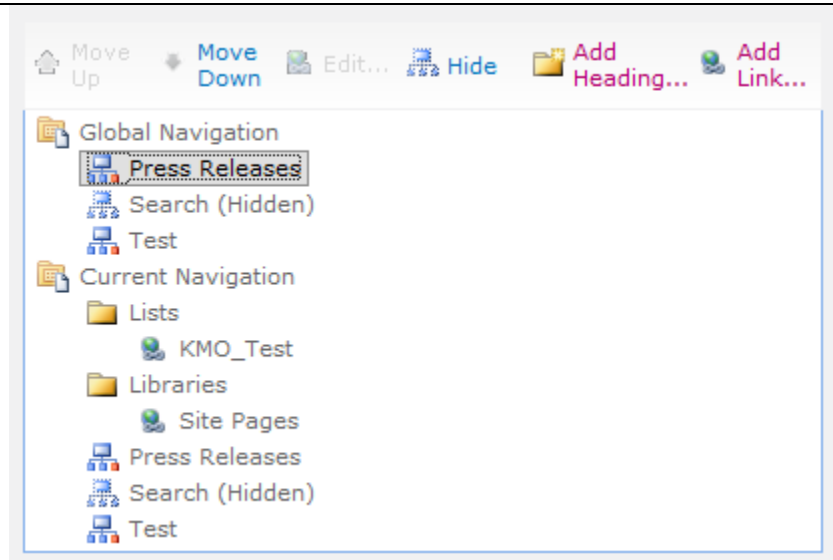


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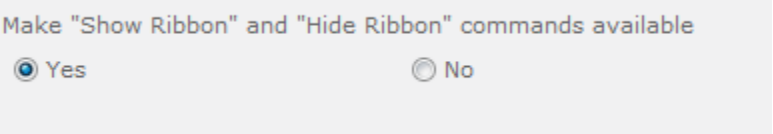
7. Clicking Add Link allows one to enter in a desired information piece, URL, description and audience to target the link to. Typically Links appear under desired headings.



8. Selecting an item allows one to select Move Down so the item appears down in the navigation – or clicking Hide – hides that information heading/link.



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<p>9. To unhide an item that was previously hidden select it and choose Show. Additionally the item can be moved by selecting the Move Up or Move Down actions.</p>	 <p>The screenshot shows the SharePoint ribbon navigation pane. At the top, there are buttons for 'Move Up', 'Move Down', 'Edit...', 'Show', 'Add Heading...', and 'Add Link...'. Below these, the navigation pane is organized into sections: 'Global Navigation' containing 'Press Releases', 'Search (Hidden)', and 'Test'; 'Current Navigation' containing 'Lists', 'KMO_Test', and 'Libraries'; and 'Site Pages' containing 'Press Releases', 'Search (Hidden)', and 'Test'. The 'Search (Hidden)' item is highlighted with a blue border.</p>
<p>10. Show and Hide Ribbon – this essentially turns off and on the feature set of the ribbon.</p>	 <p>The screenshot shows a dialog box with the text 'Make "Show Ribbon" and "Hide Ribbon" commands available'. There are two radio buttons: 'Yes' (which is selected) and 'No'.</p>
<p>11. Note the Show and Hide Ribbon only works when the publishing feature is activated – this can be verified by going to Site Actions -&gt; Site Settings -&gt; under Site Actions -&gt; Manage Site Features -&gt; SharePoint Server Publishing is</p>	



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Active.	
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