

KNOWLEDGE BASE ARTICLE

Creating Shortened URL for the Current Page

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This article describes how to create a shortened link to the SharePoint page with the Vitextra Short URL add-on.

Introduction

<u>Vitextra Short URL</u> allows the creating and use of shortened URL to any content within SharePoint as well as external content.

For example, the following hyperlink to a folder located in SharePoint Document Library:

https://portal.vitextra.com/Products/OnPrem/Shared%20Document/AllItems.aspx?R ootFolder=%2FShared%20Documents%2FSales%20Literature&FolderCTID=0x0120 00ECFC18C12C0E514D97CB9F8300A32525&View=%7BC25AA6EC-0806-4A71-86FB -2B9583C2A208%7D

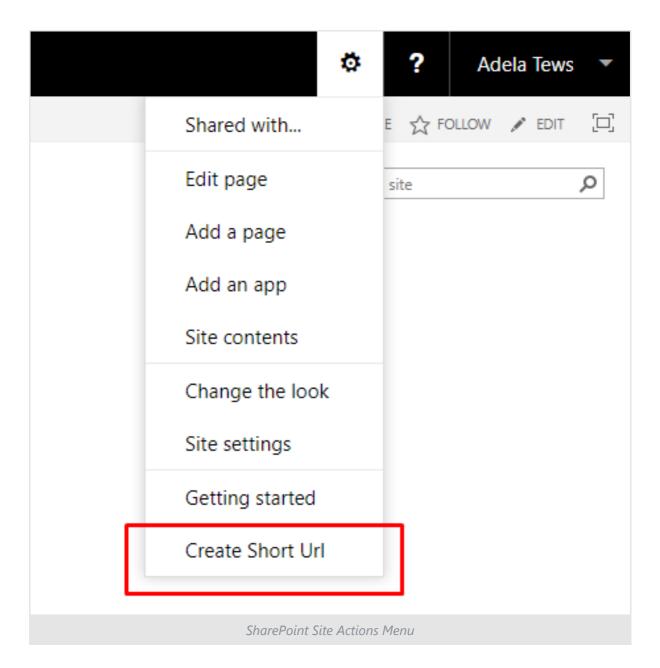
can be shortened to:

https://portal.vitextra.com/salesdocs

Create Short URL

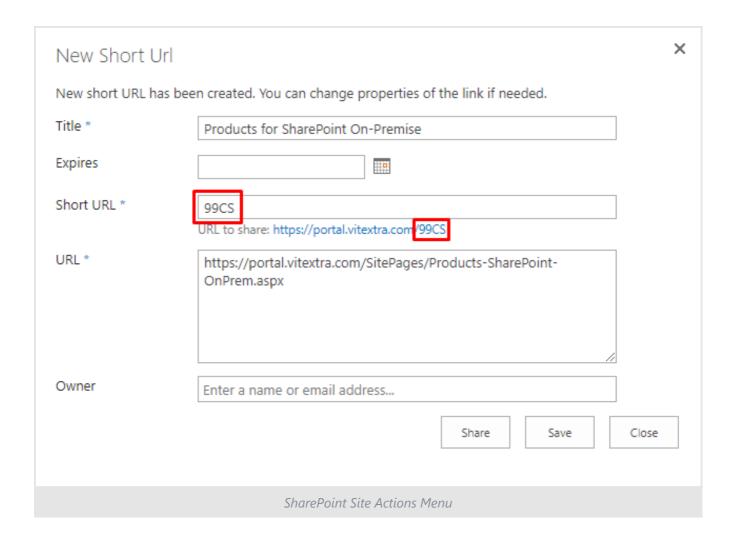
To create new short url to the current page go to **Site Actions** and click **Create Short URL**:

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When the **Create Short URL** item has been selected Short URL dialog opens and you can edit properties of the URL if needed.

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Vitextra Short URL creates a new shortened hyperlink automatically in case there is no active one for the current page.

Change URL

In the Short URL dialog, you can change the URL and other properties such as expiration date and owner.



Short URL must have no special characters such as ?, #, /, and &.

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For each Short URL you can set the following settings:

- **Expires**. Set the date after which the URL will stop working.
- **Owner**. Set the owner of the URL who can be contacted for suggestions and feedback.



Keep **Expires** field empty if you need a permanent Short URL.

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