KNOWLEDGE BASE ARTICLE

How to Create a Short URL for a SharePoint Page with Short URL

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

Introduction

Vitextra Short URL lets you create and use shortened URLs for any content within SharePoint, as well as for external content.

For example, the following link to a folder in a SharePoint **document library**:

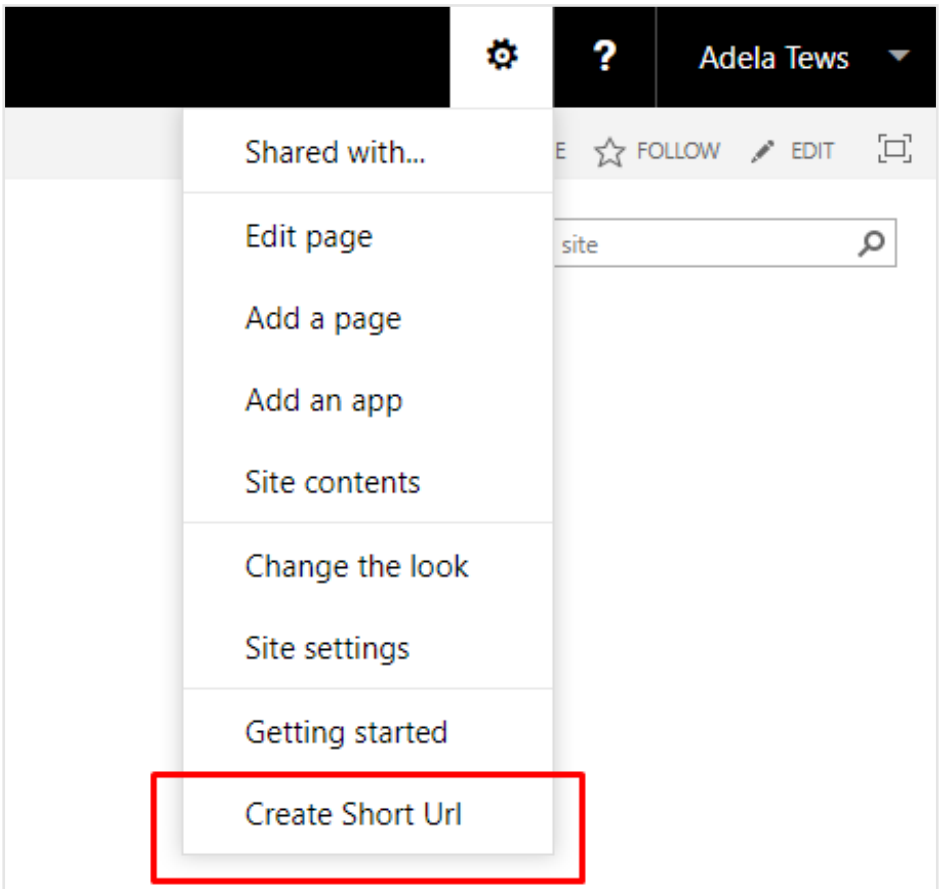
```
https://portal.vitextra.com/Products/OnPrem/Shared%20Document/AllItems.aspx?RootFolder=%2FShared%20Documents%2FSales%20Literature&FolderCTID=0x012000ECFC18C12C0E514D97CB9F8300A32525&View=%7BC25AA6EC-0806-4A71-86FB-2B9583C2A208%7D
```

can be shortened to:

```
https://portal.vitextra.com/salesdocs
```

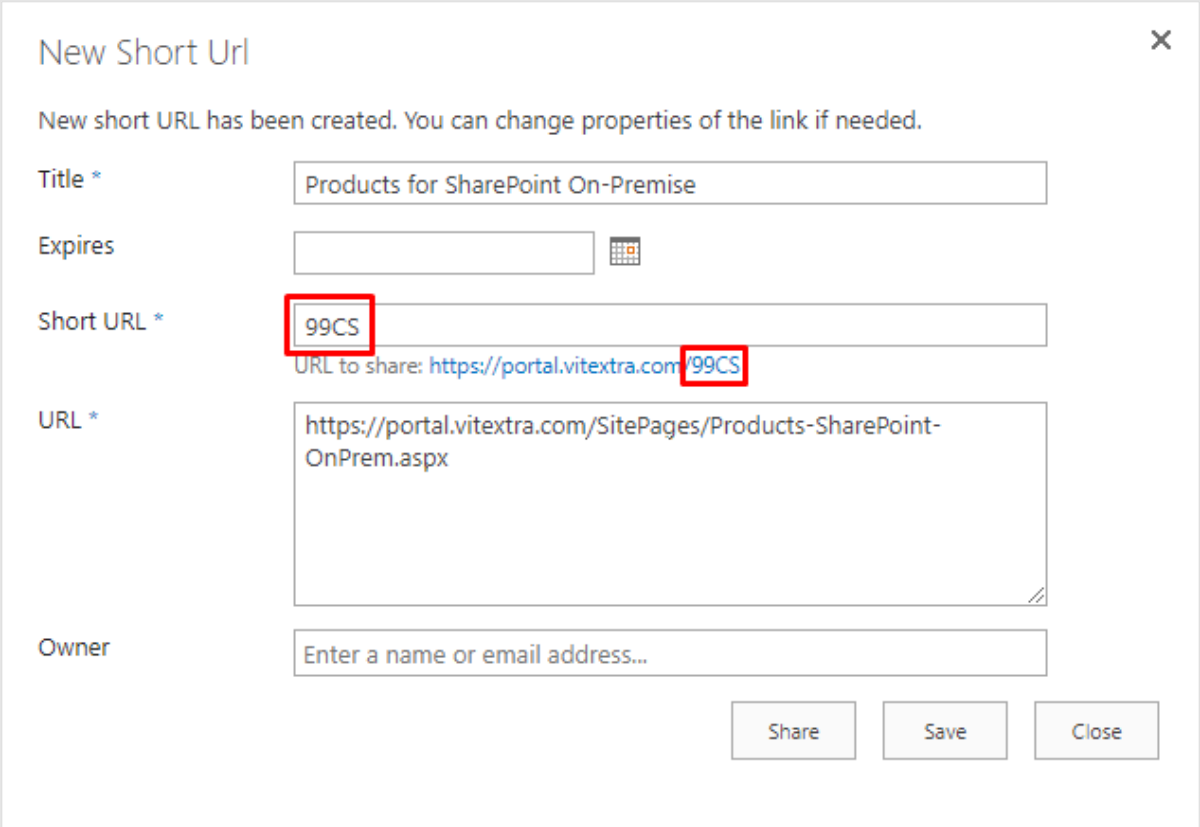
Create Short URL

To create a new short URL for the current page, go to **Actions** and click **Create Short URL**:



SharePoint Site Actions Menu

After you select **Create Short URL**, the Short URL dialog opens, where you can edit the URL's properties if needed.



New Short URL dialog

Note

Vitextra Short URL automatically creates a new shortened hyperlink if there isn't already an active one for the current page.

Change URL

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

Warning

The **Short URL** must not contain special characters such as **?**, **#**, **/**, or **&**.

For each short URL, you can configure the following settings:

- **Expires** - the date after which the URL stops working.
- **Owner** - the person who owns the URL and can be contacted for suggestions and feedback.

Tip

Leave the **Expires** field empty for a permanent short URL.

Terms

Document Library
A special type of list that stores files, folders, and information about them. Like a list, a document library can contain personal or shared views, item-level permissions, and so on.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.