KNOWLEDGE BASE ARTICLE

Link to Item vs. Link to Online Editor: Choosing the Target Link Type in Short URL Online

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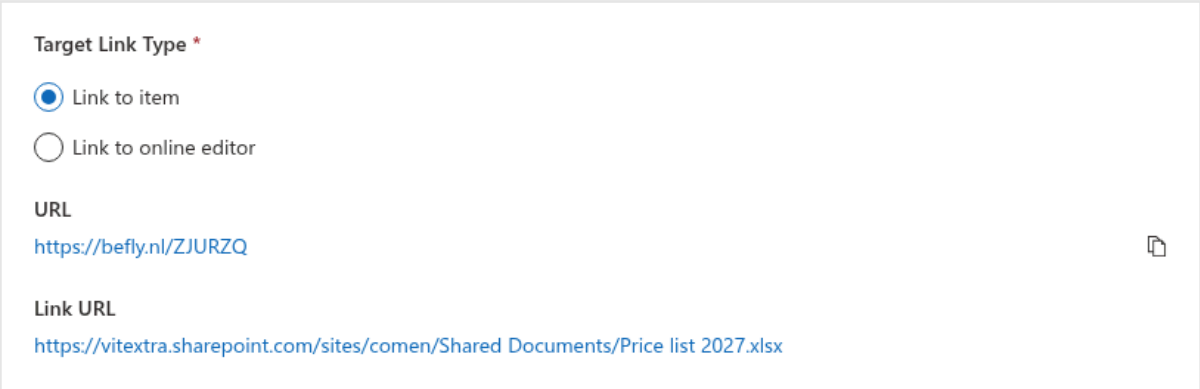
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Introduction

When you create a short link for a document or folder with the **Short URL** command, the dialog contains the **Target Link Type** option. It decides which address of the item the short link leads to. This article describes the two choices and how to pick the right one.

For the procedure of creating a short link, see KB10471. How to Create a Short Link for a Document or Folder in SharePoint Online.



The Target Link Type option

The two link types

Option	The short link leads to	Typical use
Link to item	The regular address of the document or folder in **SharePoint**. This is the default.	General sharing. The item opens the way SharePoint normally opens it.
Link to online editor	The address that SharePoint provides for opening the document in its online editor (the embed address of the item).	Sending a document that the recipient should **view** or edit in the browser.

When you switch between the options, the **Link URL** shown below the group changes to the address of the selected type, so you can see exactly where the short link will lead before you save.

How to change the link type

1 Select the item in the library and click **Short URL**.
2 In the **Target Link Type** group, select **Link to item** or **Link to online editor**.
3 Check the **Link URL**.
4 Click **Update**.

The next time you open the dialog for the same item, it shows the saved type.

When the option is unavailable

The **Target Link Type** group is disabled, and only **Link to item** can be used, when SharePoint does not provide an online-editor address for the selected item. The group is also disabled while the dialog is saving your changes.

Note

The online-editor address is supplied by SharePoint for each item. Vitextra Short URL Online does not create it, so the availability of **Link to online editor** depends on the item and on your SharePoint environment.

Access rights

A short link only redirects to the address of the item. It does not grant any permissions. A person who follows the link must have access to the document or folder in SharePoint, otherwise SharePoint will ask them to sign in or will show an access-denied message.

Warning

Before you send a short link to people outside your team, make sure the document is shared with them in SharePoint.

Tip

If you only need to shorten the address of a web page or an external resource, use the Short URL **web part** instead. See KB10475. How to Add the Short URL Web Part to a Page.

Terms

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.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.