

### **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

Vitextra Short URL 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?RootFolder=%2FShared%20Documents%2FSales%20Liter ature&FolderCTID=0x012000ECFC18C12C0E514D97CB9F8300A32525&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**:

Adela Tews	•
Shared with E 🏠 FOLLOW 🖋 EDIT [	Ŋ
Edit page site $ ho$	]
Add a page	
Add an app	
Site contents	
Change the look	
Site settings	
Getting started	
Create Short Url	
SharePoint Site Actions Menu	

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

New Short Url		×
New short URL has been	en created. You can change properties of the link if needed.	
Title *	Products for SharePoint On-Premise	
Expires		
Short URL *	99CS URL to share: https://portal.vitextra.com <sup>/</sup> 99CS	
URL *	https://portal.vitextra.com/SitePages/Products-SharePoint- OnPrem.aspx	
Owner	Enter a name or email address Share Save	Close
	SharePoint Site Actions Menu	

### 📝 Note

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.

### **Warning**

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

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.

### 🖓 Tip

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