

# Vitextra Short URL



## Quick Start Guide

New to Vitextra Short URL for SharePoint®? Use this guide to learn the basics.

### Context Menu

Select a document or list item and choose **Create Short Url** on the ribbon to create new shortened URL.

### Selected Item

Select a document or list item and choose **Create Short Url** on the ribbon to create new shortened URL.

### Current Page

Select **Settings - Create Short Url** to create shortened URL for the current page.

The screenshot displays the SharePoint interface with the following elements:

- Ribbon:** The 'Share & Track' group contains the 'Create Short Url' button.
- Document List:** A table of documents is shown, with 'Document Auto Title, Technical Overview' selected.
- Context Menu:** A menu is open over the selected document, with 'Create Short Url' highlighted.
- Dialog Box:** A 'New Short Url' dialog box is open, showing the following fields:
  - Title: Document Auto Title, Technical Overview.pdf
  - Expires: [calendar icon]
  - Short URL: tech-view
  - URL: https://portal.vitextra.com/shared%20documents/document%20auto%20title%20technical%20overview.pdf
  - Owner: Enter a name or email address...
- Buttons:** 'Share', 'Save', and 'Close' buttons are visible at the bottom of the dialog box.

### Configure

Update properties of the existing shortened URL

### Share

Select **Share** button to share existing shortened URL