**Virto URL Shortener
for Microsoft SharePoint
Release 3.0**

User and Installation Guide

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Virto URL Shortener
for Microsoft SharePoint

Overview

Every SharePoint user occasionally has to use URL to site pages, installed web parts and list items. For instance, when you need to send it to another user. The URL is usually too long and contains large amount of symbols.

Virto URL Shortener for Microsoft SharePoint automatically cuts large URLs by a single click to short links that can be used instantly by SharePoint users as for sending by-mail, twitting, and even spelling by phone.

Installation process is quick and simple. The component is ready to be used right after installation and doesn't need special adjustment.

System/Developer Requirements

Operating System
 Microsoft Windows Server 2003 and 2008

Server
SharePoint Release 2010:
- Microsoft Windows SharePoint Foundation 2010 or Microsoft Office SharePoint Server 2010;
- Microsoft .NET Framework 3.5;
- Microsoft Office SharePoint Designer 2010.

Note: *This product is not compatible with SPS 2003 and WSS v2.*

Browser
Microsoft Internet Explorer 7 or higher is required.

Installation and Activation

This section describes how to install, upgrade, uninstall, or contact Support for the Virto URL Shortener.
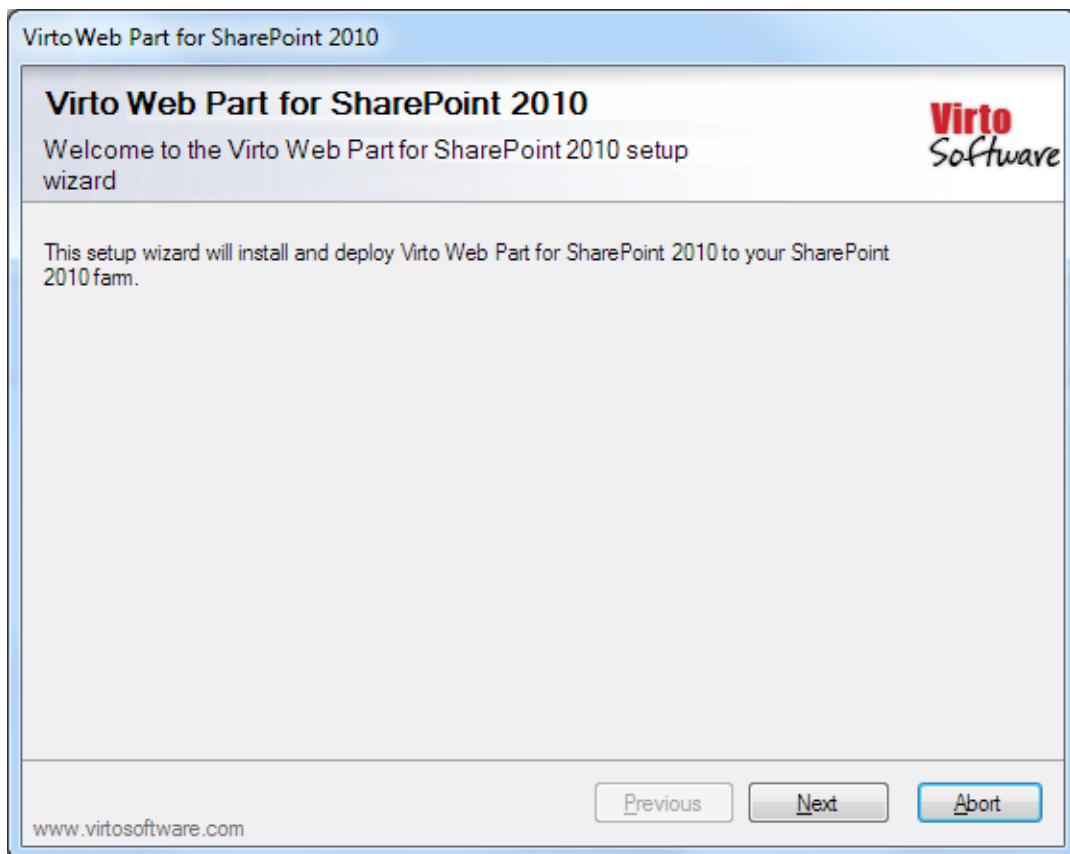
Installing Virto URL Shortener

Before you begin, you need to make sure you have access to the server and your account must have the appropriate administrative privileges to install applications.
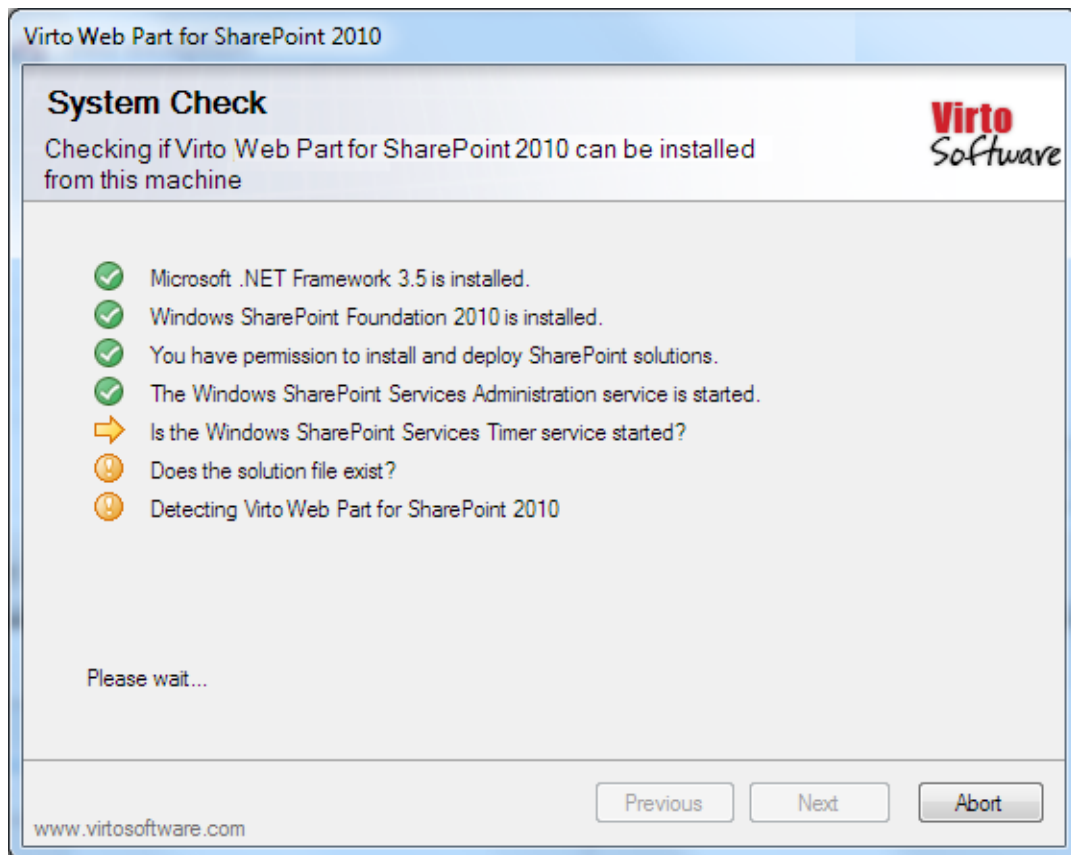
Virto URL Shortener for SharePoint setup program provides links to the various installation components for the calendar.

To access Virto URL Shortener Setup program download **Virto.UrlShortener.X.X.zip** file and unzip it. Run extracted **Setup.exe** file.
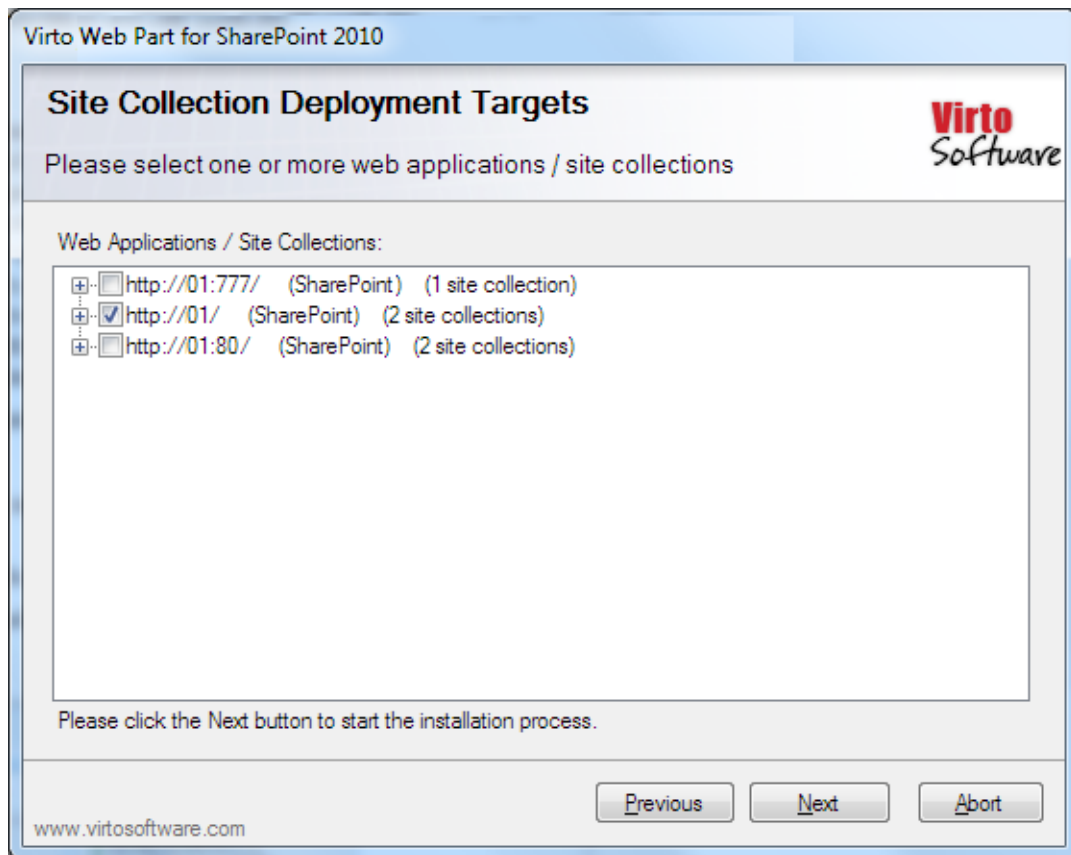
The setup wizard window will appear.

Virto URL Shortener wizard performs a system check prior to the installation. All the system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click "Next".
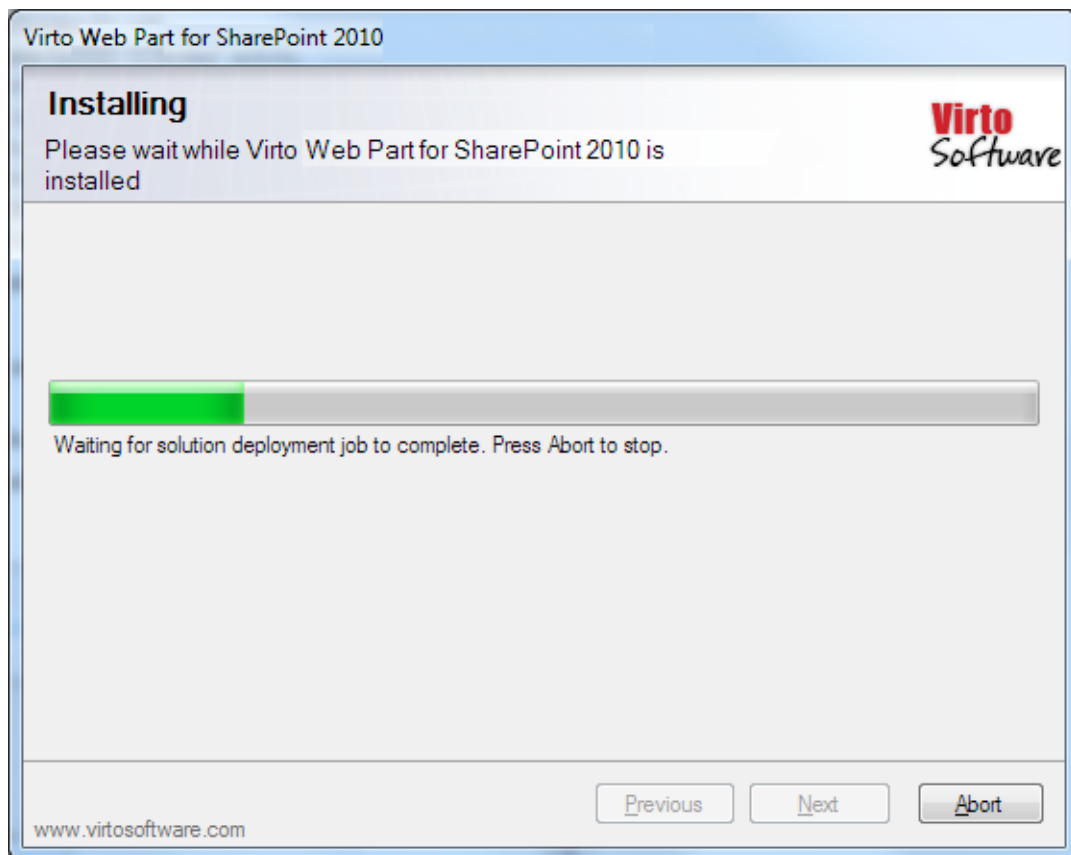
Check "I accept the terms in the License Agreement" and click "Next".

Select the web application(s) where you want to install the product.
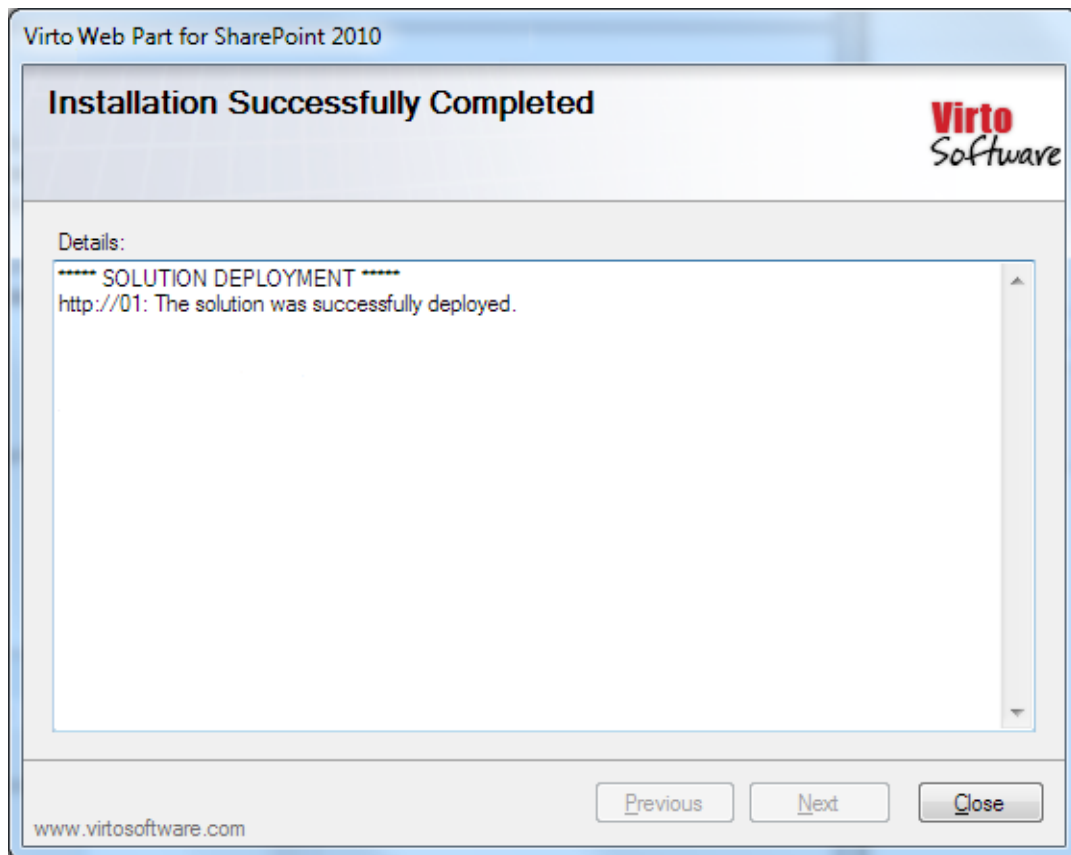
Warning: *You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature*.

Then click "Next".

Click "Close" to complete the installation.

License Activation

To see full instruction for successful activation of your component, please download "Virto License Manager" PDF instruction from Downloads section of our site or read it in Wiki.

Upgrading Virto URL Shortener

If you already use Virto URL Shortener and need to upgrade it to the latest version, download the.zip file from http://www.virtosoftware.com. Unzip the file and run setup.exe as it is described in the *Installing Virto URL Shortener* section.

On the step 3 check the box "Upgrade" and click "Next".

Note: *if you had activated the license while installing the previous Virto URL Shortener version, you do not need to activate it now.*

Uninstalling Virto URL Shortener

To uninstall the component:

1. Double click the Setup.exe extracted from downloaded **Virto.UrlShortener.X.X.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Repair or Remove the solution. Select Remove, and click "Next".
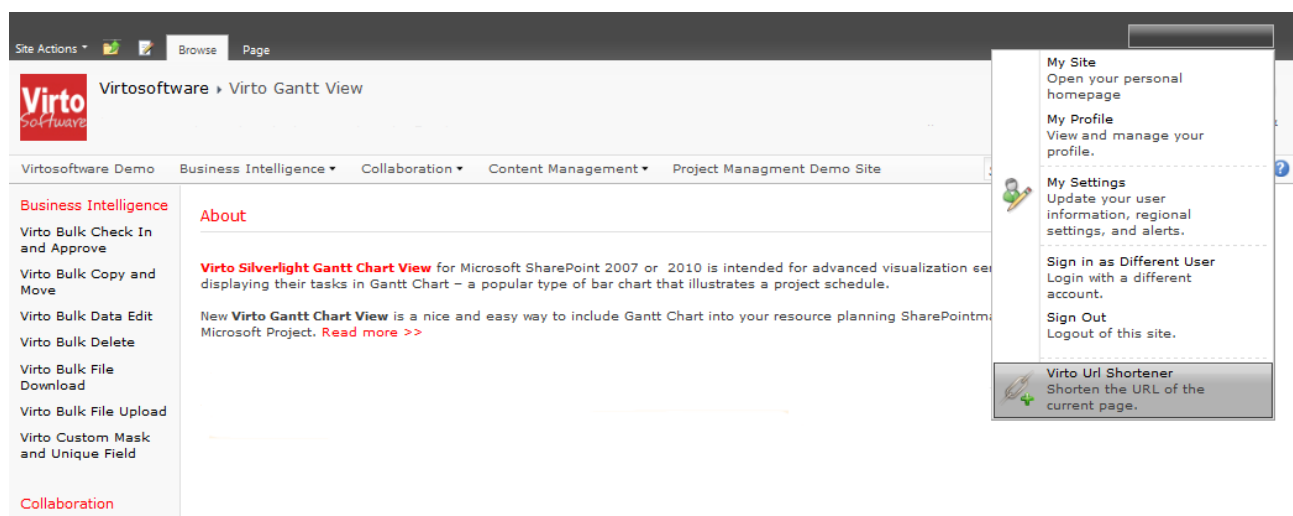
Administration and Usage

Virto URL Shortener Usage

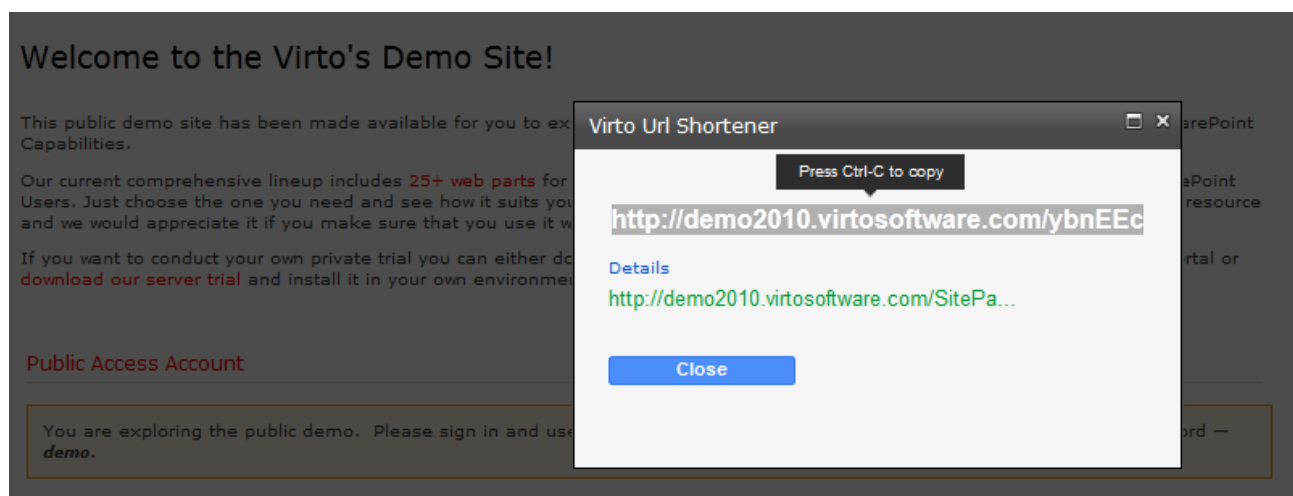When Virto URL Shortener is installed, you can start using it instantly without special adjustment.

Note: Virto URL Shortener is compatible to SharePoint 2010 only.

The component allows users to shorten URL to a SharePoint site page, document or SharePoint list item.
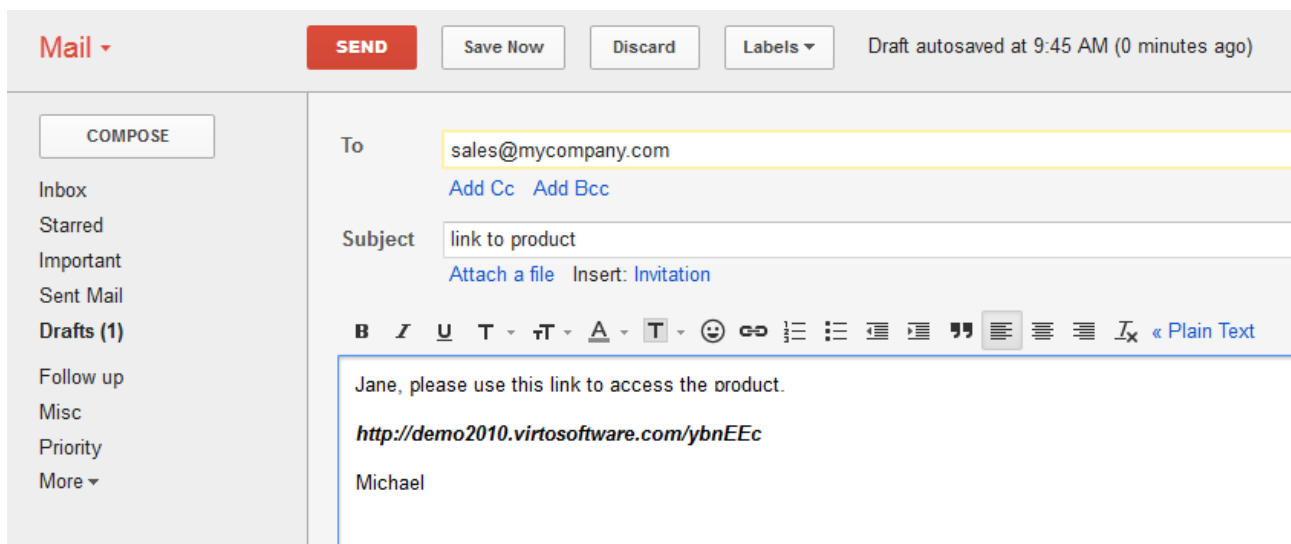
Go to required page and select "Virto URL Shortener" in the settings block.
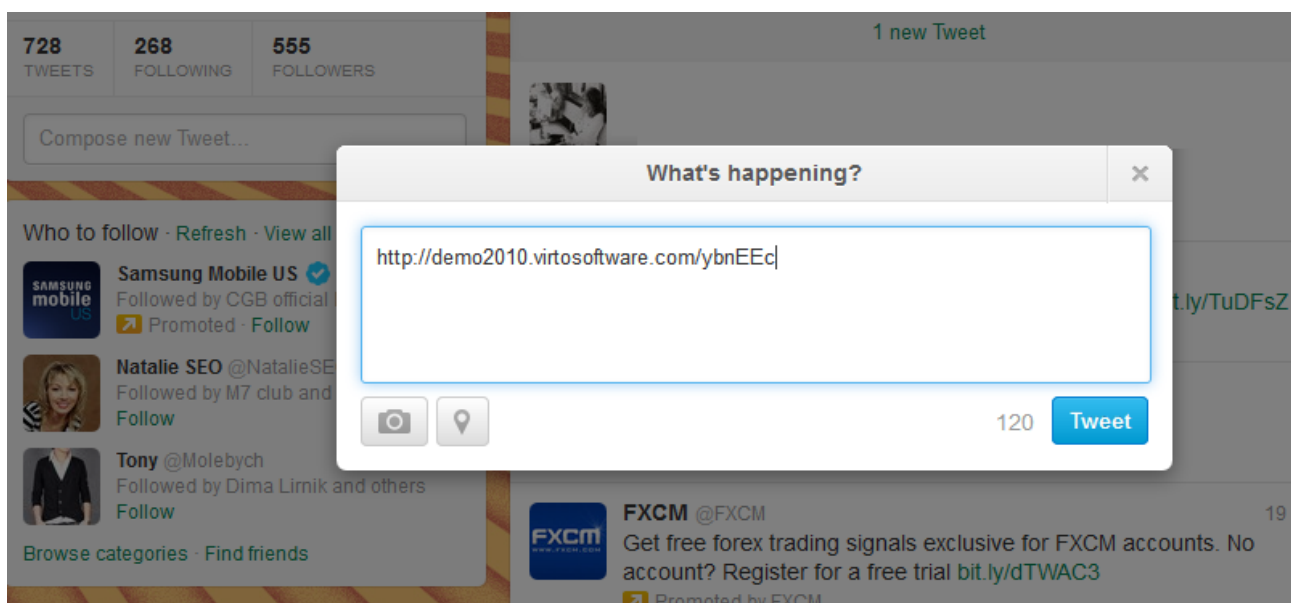

A pop-up window will appear where the shortened URL is generated automatically. Copy URL to the clipboard and click "Close".

The shortened URL will look as http://demo2010.virtosoftware.com/ybnEEc in this case. Use this URL as you need. For instance, send it via e-mail.

Or use URL in twitter where messages are initially set to 140-characters.

This way you can shorten links to SharePoint site pages, documents or list entries.

Version Release History

Release Date	Version	Description
08-04-2015	v. 3.0.0	Released free edition.
09-06-2013	v. 2.0.0	New license manager.
10-01-2012	v. 1.0.0	First public release.