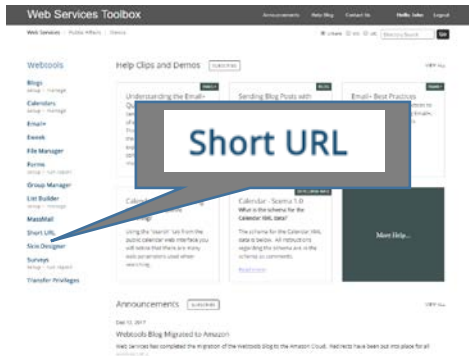


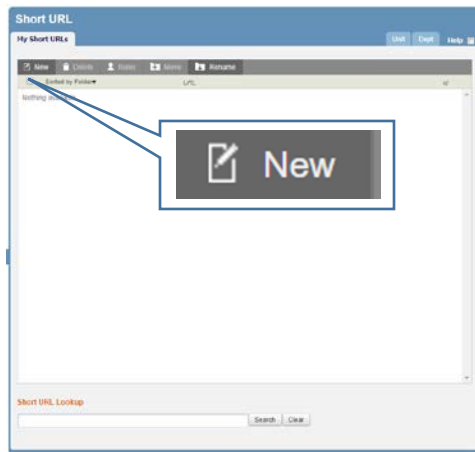
## How to create Short URLs

Description: WordPress does many things well, but naming media files is not necessarily one of them. Because WordPress does not use a traditional hierarchical folder structure, the URLs assigned to media files (documents, videos, images, etc.), can be quite long. In order to make a user-friendly URL to share with users, consider assigning a Short URL to the longer WordPress URL. Here's how:

1. Go to [webtools.illinois.edu](http://webtools.illinois.edu). Select the Urbana-Champaign campus and enter your NetID/password.
2. From the Toolbox Dashboard, select Short URL from the list of Webtools on the left-hand side.



3. If this is your first time using Webtools, you'll need to "Accept" the terms of use.
4. The Short URL interface contains the Short URLs you have created as well as any Short URLs you have permission to edit.
5. Click "New" to create a new Short URL.



6. Choose the domain for your Short URL. "go.library.illinois.edu" is the recommended choice for Library sites. This provides a definitive identity and it also avoids competition for the shorted, more-generic "go.illinois.edu."

### Short URL

Create

Save Cancel Back

#### Choose a Domain for your Short URL

- go.illinois.edu
- go.library.illinois.edu
- go.med.illinois.edu
- go.my.illinois.edu
- go.researchpark.illinois.edu
- go.studyabroad.illinois.edu
- go.uic.edu
- go.uif.ullinois.edu
- go.ullinois.edu
- go.uis.edu

Continue

7. Enter your preferred identifier in the “Short URL name” field. For instance, if you have a document titled “Researchers Guide to EBSCO Databases,” you might use “ebsco\_databases” as your URL or specify your unit with “ugl\_ebsco\_databases.”
8. Enter the existing URL WordPress assigned to the file in the “Long URL” field.
9. The “Description” field is optional and does not display to the end-user. However, it is a good place to put notes to any others who have permission to edit this record.
10. Click “Save.”

### General

Privileges Help

Save Cancel Back

#### General Information

**Short URL name:**  
Short URL is the shorter address that will forward to your webpage.

**Long URL**  
URL of your webpage.

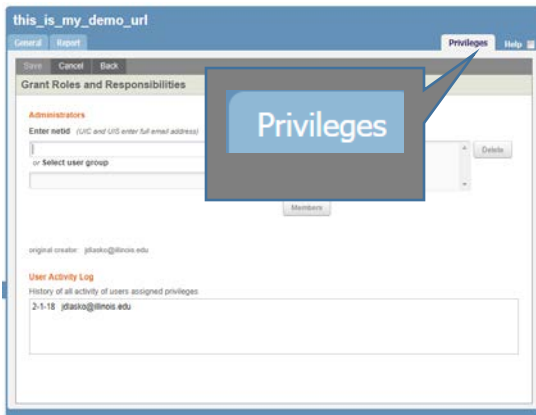
**Description**  
The description keeps track of what the short URL is being used for.

11. If your Short URL is available, you will see the following indication of success.

 Your Short URL has been saved

12. You will also be shown the full “URL to Publish” which is the URL you would provide users for direct access to your content. *Please note, you can use capitals in your “URL to Publish” if you feel it will be helpful for your users.*

13. It is always a good idea to review the “Privileges” tab in the upper right-hand corner of the screen.



14. Privileges allows you to assign multiple individuals or Active Directory groups permission to administer the Short URL just created. This is particularly beneficial if the Short URLs are being created by graduate assistants or other staff whose time at the Library might be limited. You can also select the group “Library IT Webtools Admins” which will give the web team permission should you ever need assistance in managing these records.

