

ST. PAUL'S PROCEDURE FOR SHORTENING WEBSITE URL

Shortened name provided by bitly.com with unique characters

1. You do not need to have a free login on the website for this action.
2. Enter - bitly.com in your internet search engine.
3. Copy and paste your original link into the box on the 1st screen of the bitly website

EX. www.newsobserver.com/living/food-drink/mouthful-blog/article10077170.html

4. New link will be provided.

EX. <http://bit.ly/2uQTjIB>

5. Copy the shortened URL to use in your documentation.

Shorten name that can be customized with 6 characters that you provide.

1. You will first need to sign up to create a free login to the website for this action.
2. On the page displayed you will need to select the orange Create Bitlink button
3. A window will appear on the right hand of the screen.
4. Paste your URL into the block for your original URL
5. The tiny screen on the right will go away and then return with the customized tiny URL provided by bitly

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6. You can replace the last characters after the '/' with something that might be more recognizable
 - a. Note: You might get a message saying that the customized link has already been used. Just keep trying different options until one is available
 - b. EX bit.ly/SPLOBSTER
7. Select the Orange Save button in the right screen.
8. Copy the customized link to your documentation.
9. Sign out of Bitly.