

SharePoint 2010 File and URL Administrative Notes

- Document URL Length

The maximum length of a URL for a file is 260 characters. This includes the folder structure above the file. Thus a folder name and a file name cannot be more than 128 characters. It should be noted that in SharePoint if a file or folder has a space – it will be shown with a %20 in the URL.

If a file is attempted to be uploaded that has a combined URL that is too long an error will be displayed:

“The specified file or folder name is too long. The URL path for all files and folders must be 260 characters or less (and no more 128 characters for any single file or folder name in the URL). Please type a shorter file or folder name.”

- Allowed Document Types

The following document types are commonly allowed to be added to a Document Library.

- Microsoft Word (.doc)
- Microsoft Excel (.xls)
- Microsoft PowerPoint (.ppt)
- Microsoft Project (.mmp)
- Microsoft Visio (.vsd)
- Adobe Acrobat (.pdf)
- Text (.txt)
- Rich-Text document (.rtf)

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- Images (.jpg, .gif, .bmp)
- HTML page (.htm, .html)
- URL

- Special Characters/Restricted Characters

The following characters cannot be used when naming folders or files (<document name>.extension).

- / - forward slash
- \ - back slash
- : - colon
- * - asterisks
- ? – question mark
- " – double quotes
- < - less than
- > - greater than
- | - pipe
- # - pound
- <TAB>
- { - left bracket
- } – right bracket
- % - percentage
- ~ - tilde
- & - ampersand