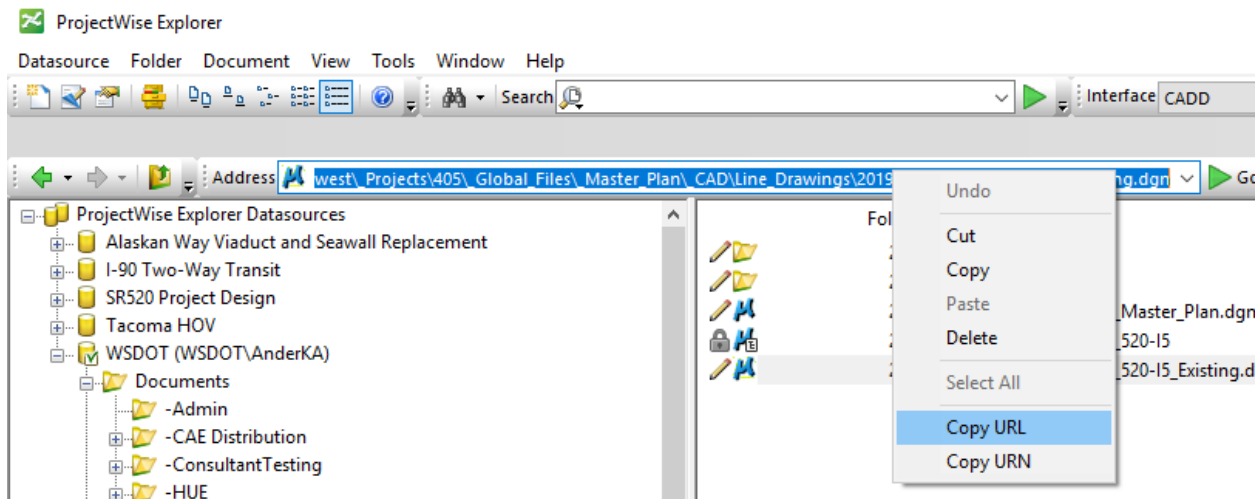


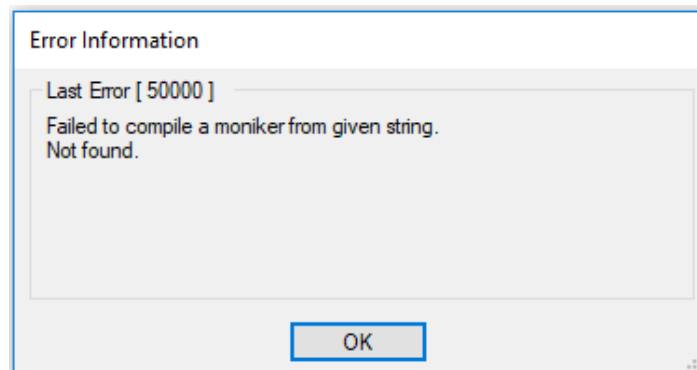
Links in ProjectWise & Moniker Errors

Overview

There are several ways to create links in ProjectWise. The most reliable method is to highlight the *Address* bar, Right Click, select *Copy URL*, and then paste into an email or document. Worst case, if the link does not function correctly, you can hover over the link and see the path to manually access the file. Note: *Copy URN* assigns a GUID # rather than a path. This allows moved files to be found more easily, but does not allow manual pathing if the link is (see below) non-functional.

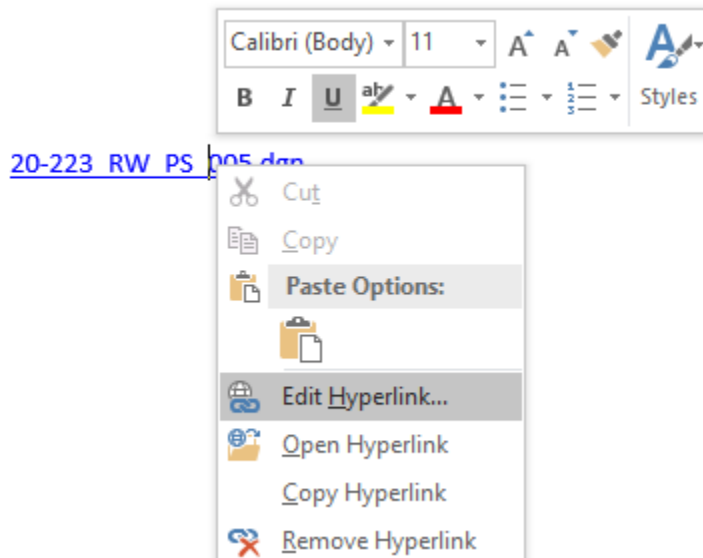


What do you do when testing your link or someone sends you a link that generates moniker errors?

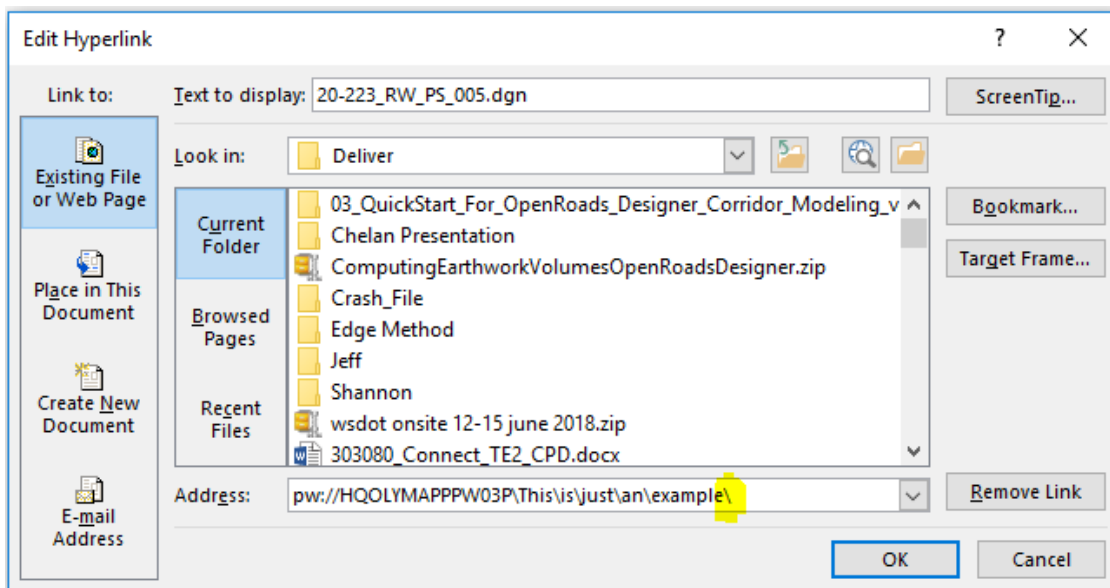


It may be some time before this issue can be fixed programmatically, so we are providing this guidance to fix any existing or new hyperlinks that have this issue.

- Right click on your hyperlink (in emails, it may be necessary to Forward or Reply to edit the link) and select *Edit Hyperlink...*



- Place a trailing forward or backward slash at the end of the address:



- *OK* on the Edit Hyperlink dialog and test the edited shortcut. It should now function correctly.

Note: Remember DO NOT use &,%,#,@, and other non-standard naming characters in folder and file names. Also understand there is a path length limitation in hyperlinks. DON'T use up all your characters with descriptive folder names.

[Microsoft Article on Naming Files, Paths and Namespaces](#)