



Tutorial - Designing a List Form

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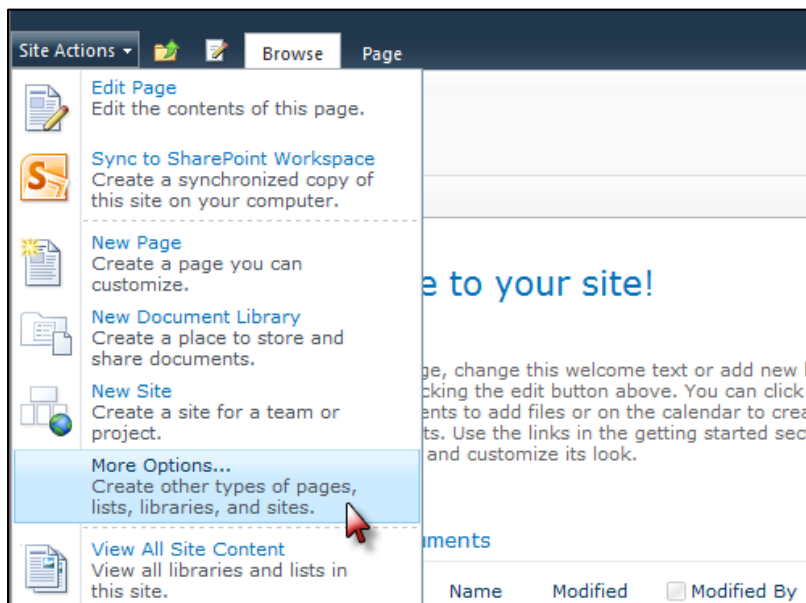
Introduction

This tutorial will demonstrate how to edit the standard SharePoint List form and make some basic changes to it using Nintex Forms 2010.

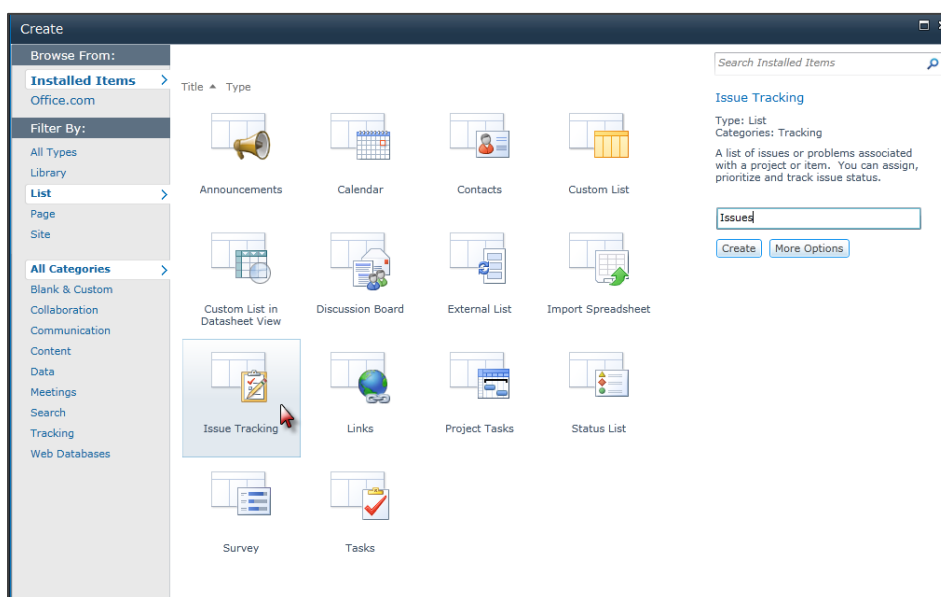
Creating a new SharePoint list

Create a new List in a SharePoint Team Site. For this tutorial, we will create a list that can be used to track issues in a team site.

1. Navigate to a SharePoint Team Site.
2. Click **Site Actions** > **More Options....**



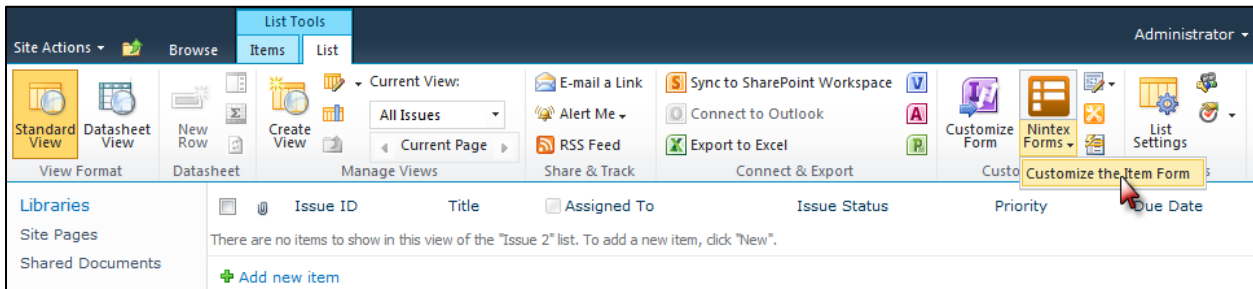
3. In the **Filter By**, select **List**.
4. Select **Issue Tracking** and enter “Issues” as the name of the list.



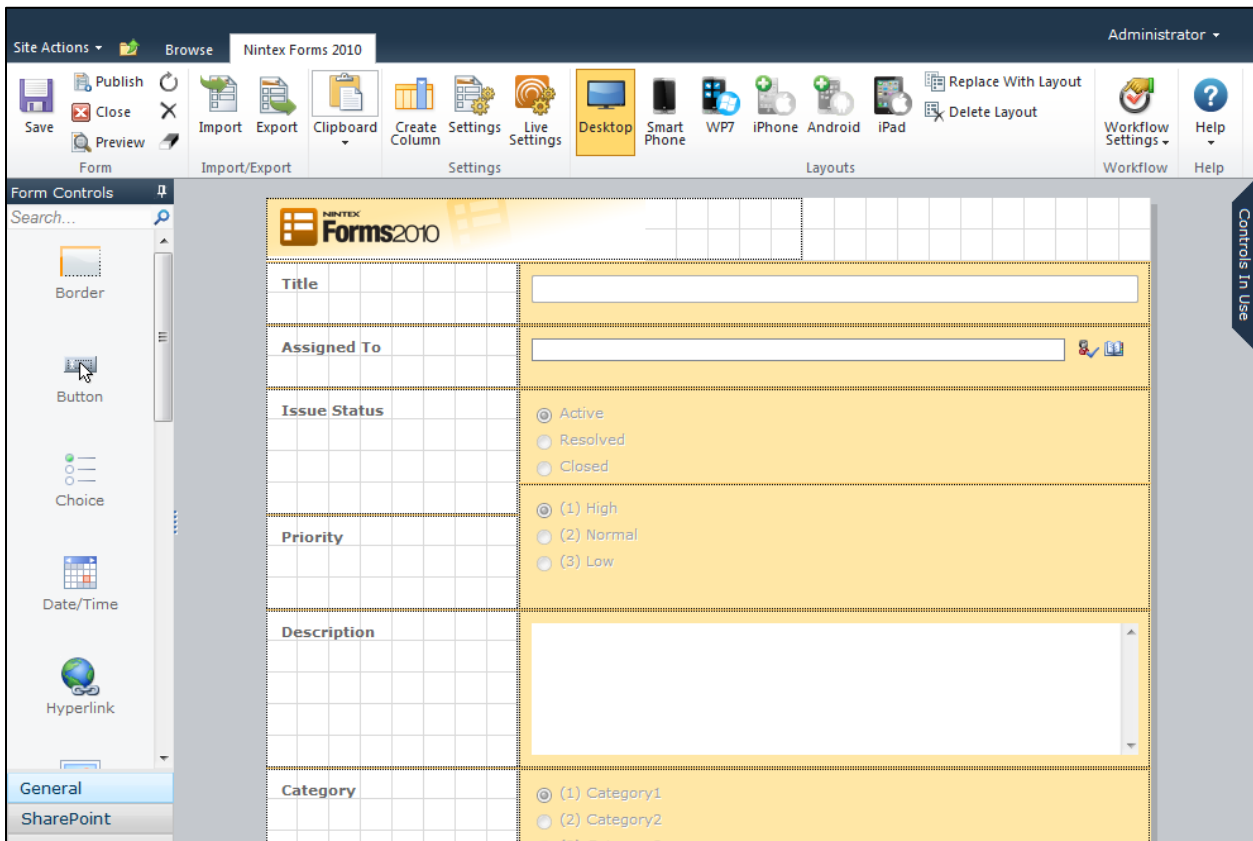
5. Click **Create**.

Customizing the SharePoint list form using Nintex Forms

1. Locate the created **Issues** list in the **Quick Launch** menu.
2. Select the **List** tab in the **List Tools** Ribbon.
3. Click on **Nintex Forms** in the Ribbon.



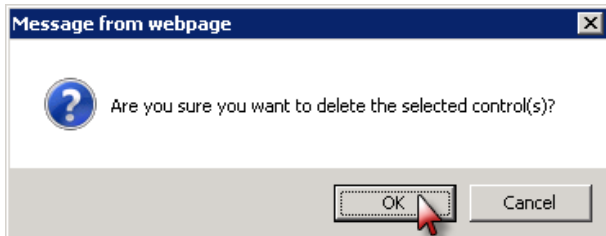
4. The columns that are used in the Issues List will automatically populate the form as it is auto-generated.



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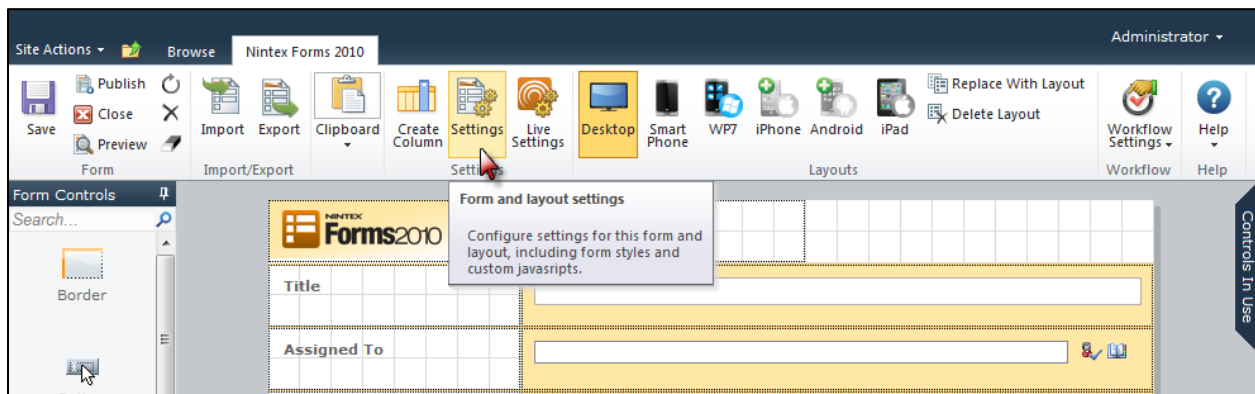
Delete the Cancel button.

5. To delete the Cancel button, click to select the button and press the Delete key or right-click on the button and select Delete.
6. In the warning dialog, click **OK**.



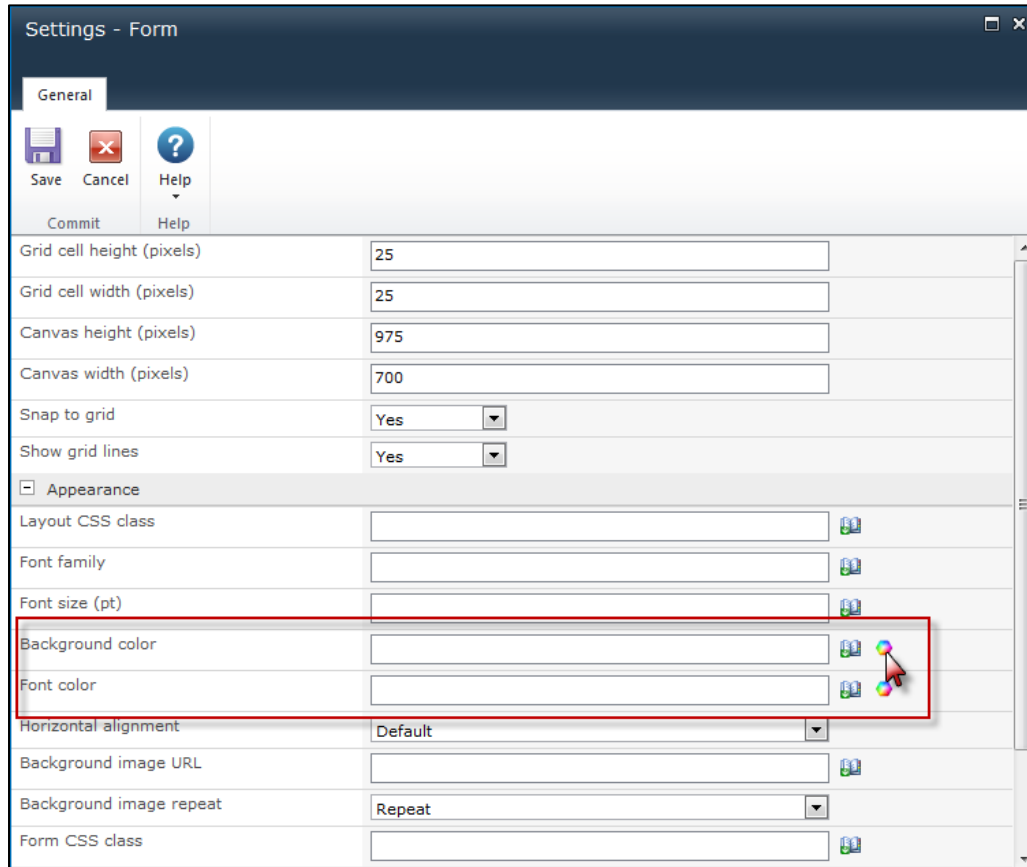
Change the default background color and the text color on the current form layout.

7. Select the **Nintex Forms 2010** Ribbon. Click the **Settings** button.



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8. In the **Appearance** section:
 - a. Change the **Background color**. Click on the **picker** control and select desired color.
 - b. Change the **Font color**. Click on the **picker** control and select desired color.



The screenshot shows the 'Settings - Form' dialog box with the 'Appearance' section expanded. The 'Background color' and 'Font color' fields are highlighted with a red box. A mouse cursor is clicking on the color picker icon for the 'Background color' field.

General	
Grid cell height (pixels)	25
Grid cell width (pixels)	25
Canvas height (pixels)	975
Canvas width (pixels)	700
Snap to grid	Yes
Show grid lines	Yes
Appearance	
Layout CSS class	
Font family	
Font size (pt)	
Background color	
Font color	
Horizontal alignment	Default
Background image URL	
Background image repeat	Repeat
Form CSS class	

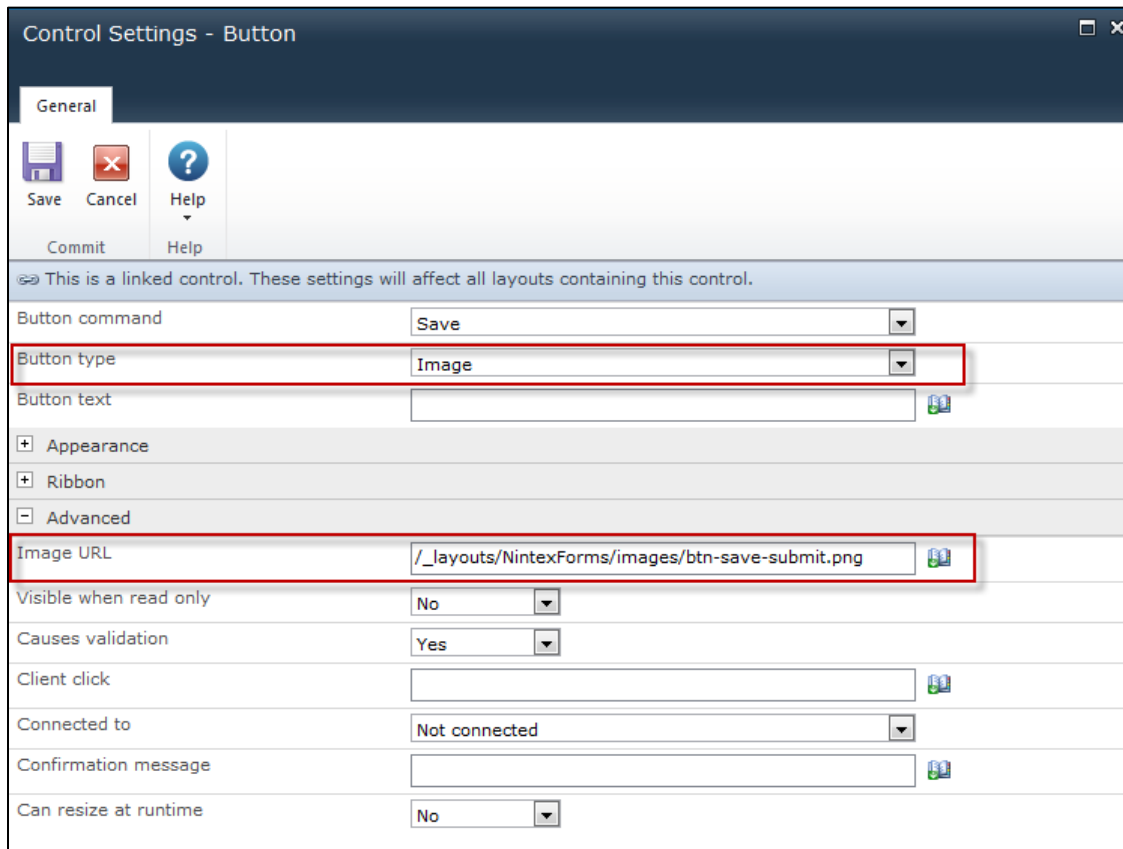
9. Click **Save**.

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Reposition and change the standard “Save” button on the Nintex Form to use an image instead.

10. Double-click on the **Save** button to open the **Settings** dialog.
11. In the **General** section, select **Image** in the **Button type** drop-down.
12. Find the **Image URL** box in the **Advanced** section. Enter: “/_layouts/NintexForms/images/btn-save-submit.png”

Note: The provided image URL references a standard button image that is installed with Nintex Forms 2010.

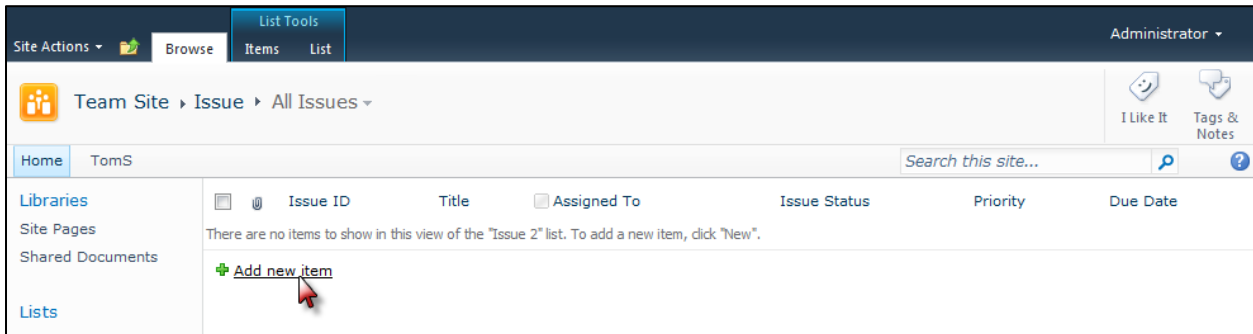


13. Click **Save**.
14. Resize the **Save & Submit** button control to fit across 6 grids.
15. Make any other changes to the form as required.
16. Click **Save** and then **Publish** in the **Nintex Forms 2010** Ribbon.
17. Click **OK** in the Publish completed dialog.

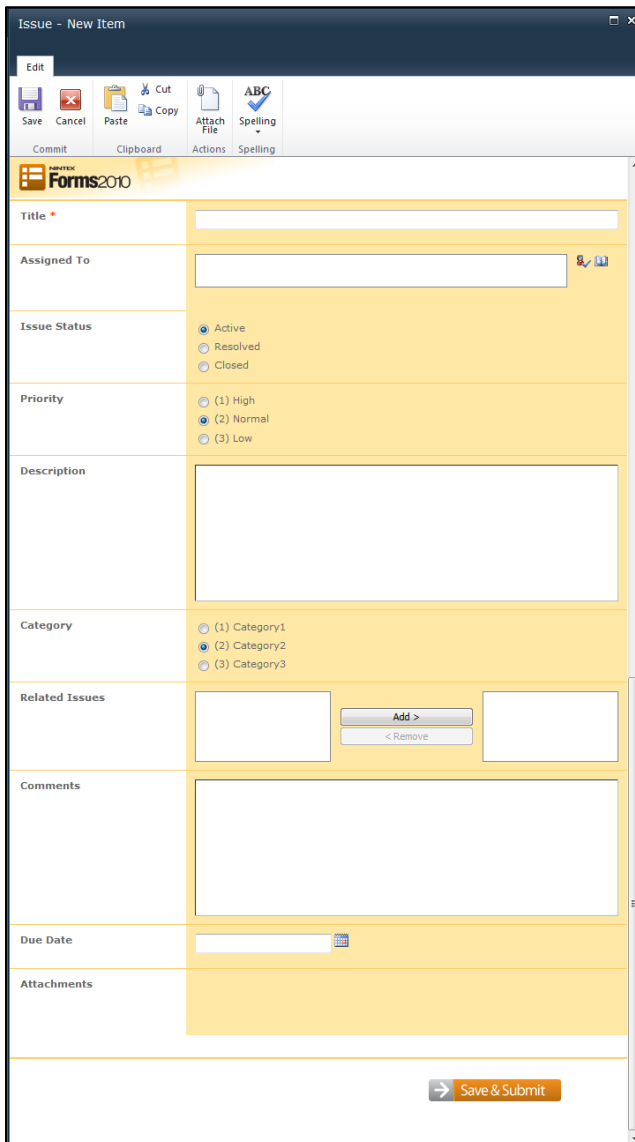
The form is now ready for use. The new form will appear when a user adds an item into the Issues List.

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18. Navigate to the Site where the Issues list was created. In the Quick Launch menu, select **Issues** list.
19. Click on **Add new item**.



20. The new form is displayed.



The screenshot shows the 'Issue - New Item' form. It has a standard Windows-style title bar and menu bar. The form fields are as follows:

- Title ***: A text input field.
- Assigned To**: A text input field with a user selection icon.
- Issue Status**: Radio buttons for 'Active' (selected), 'Resolved', and 'Closed'.
- Priority**: Radio buttons for '(1) High', '(2) Normal' (selected), and '(3) Low'.
- Description**: A large text area.
- Category**: Radio buttons for '(1) Category1', '(2) Category2' (selected), and '(3) Category3'.
- Related Issues**: Two text input fields with 'Add >' and '< Remove' buttons between them.
- Comments**: A large text area.
- Due Date**: A date picker field.
- Attachments**: A section for adding files.

At the bottom right of the form is a 'Save & Submit' button.