



User_Manual

This document describes how to use BlueBridge List2PDF for Microsoft SharePoint.

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1. User Manual

BlueBridge List2PDF for Microsoft SharePoint

User Manual

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This document describes how to use BlueBridge List2PDF for Microsoft SharePoint.

Download this guide as a PDF document:



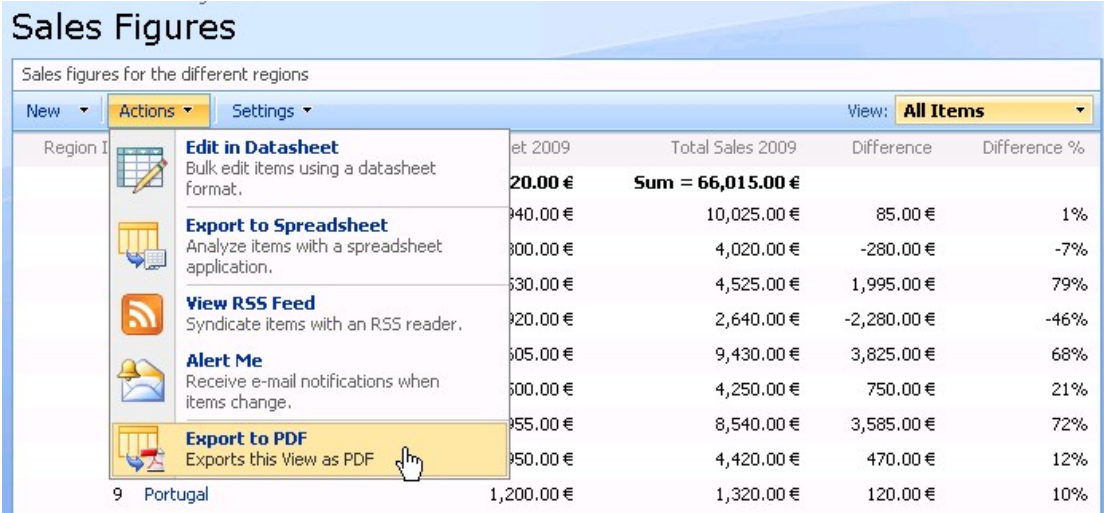
2. Basic Use

How to Use List2PDF

BlueBridgE List2PDF converts SharePoint lists into PDF format. Once it has been [installed and activated](#), you will be able to export content at the click of a button.

Simply navigate to the list, select the desired view and click:

Actions -> Export to PDF.



The screenshot shows a SharePoint list titled "Sales Figures" with the subtitle "Sales figures for the different regions". The list is displayed in a table format with columns for "Region", "et 2009", "Total Sales 2009", "Difference", and "Difference %". The "View" dropdown is set to "All Items". An "Actions" menu is open, showing options: "Edit in Datasheet", "Export to Spreadsheet", "View RSS Feed", "Alert Me", and "Export to PDF". The "Export to PDF" option is highlighted, and a mouse cursor is pointing at it. The table data is as follows:

Region	et 2009	Total Sales 2009	Difference	Difference %
	20.00 €	Sum = 66,015.00 €		
	40.00 €	10,025.00 €	85.00 €	1%
	800.00 €	4,020.00 €	-280.00 €	-7%
	330.00 €	4,525.00 €	1,995.00 €	79%
	920.00 €	2,640.00 €	-2,280.00 €	-46%
	305.00 €	9,430.00 €	3,825.00 €	68%
	300.00 €	4,250.00 €	750.00 €	21%
	955.00 €	8,540.00 €	3,585.00 €	72%
	950.00 €	4,420.00 €	470.00 €	12%
9 Portugal	1,200.00 €	1,320.00 €	120.00 €	10%

As you can see, the PDF file is generated in no time at all and can be opened directly or saved to another location.

For more information, see:

- [Export Options](#)
- [Working with views](#)

2.1 Supported Content

What you can Export

List2PDF allows you to export lists in the standard view. There is currently no support for datasheet views, Gantt charts or calendars.

All major column types are supported:

- Single line of text
- Multiple lines of text (embedded images are currently not supported)
- Choice
- Number
- Currency
- Date and Time
- Lookup
- Yes/No
- Person or Group
- Hyperlink or Picture
- Calculated

3. Export Options

Configuring the Export Options

The main focus of BlueBridge List2PDF is on ease of use, so we like to keep things nice and simple. While the user only has to worry about hitting the Export button, administrators can change one or two settings.

- Working with views
- Customising exports

3.1 Working with Views

How to Work with Views

In most cases, BlueBridge List2PDF exports the currently selected view. This is very practical, ensures that users can only export views that they are allowed to see and saves time by allowing one-click PDF generation.

If you do not want to export all of the content (e.g. if some of it is confidential), then you should create a new view in SharePoint, switch to this view and then hit the Export to PDF button.

Where it is not possible to export the current view (e.g. with calendars or other special views), the administrator can set the default view for exports. This is done in the List2PDF settings for that list.

Example:

A project calendar might contain appointments from many different departments. However, it is only ever necessary for the team to print off appointments within the next two weeks. In this case, the administrator would define a second view with a filter to contain only the appointments that take place within the next 14 days. This new view would then be set as the default view in the List2PDF Settings.

Users viewing the calendar would then click on Export to PDF and generate a PDF file showing only the appointments within the next two weeks.

Configure PDF Export : Calendar

Version: 2.1.0.0, Revision: 2.1.3104.33

License: **Full**

View

Choose the default view for exports

View

- Calendar
- (All Items)
- All Events
- Calendar
- Current Events
- Filtered
- Datasheet

Export Style

Enter the location of your XSL transformation file (XSL:FO). Use ~site for site-relative URLs or ~sitecollection for site collection links

URL

Location

Advanced Options

These options are for advanced users only

Export options for XSL transformation

Include all field data

Save

Cancel

3.2 Customising Exports

Personalising PDF files

There are two main ways of customising your exports.

Changing the Export Logo

The first is to change the logo that appears in the top-right corner of exported PDFs. This can only be done by a server administrator:

Navigate to C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\TEMPLATE\LAYOUTS\BlueBridge.Spex.ListPdf

Copy your logo into this folder and name it logo.png.

Make sure that its height does not exceed 27 pixels, otherwise it may cover some of your list's content.

XSL Transformations

The second method is to create a custom XSLT file. This transforms XML content (e.g. as given by SharePoint lists), allowing you to pre-define styles, borders and other formatting. Advanced knowledge of XSLT technology is required to programme these files, and is generally only recommended for larger organisations for whom a focus on Corporate Identity is of the highest importance.

If you are interested in us programming an XSLT file for you, please [get in contact with us](#).

4. Help & Support

Help and Support

If you have any questions, please do not hesitate to contact our team at info@bluebridge.de.

Please also visit our website www.bluebridge.de.

4.1 Glossary

Glossary

This list should help you understand some of the abbreviations we have used in this document.

WSS	Windows SharePoint Services
MOSS	Microsoft Office SharePoint Server
Webpart	Area of webpage that can be used to display certain types of information
URL	Uniform Resource Locator, or "web address"
SDK	Software Development Kit (documentation, examples and tools for development)
API	Application Programming Interface
SP	Service Pack
IIS	Internet Information Server
XSLT	XML Stylesheet Language - Transformation
XSL-FO	XMS Stylesheet Language - Formatting Objects
CSS	Cascading style sheets

