

# Introduction to SharePoint Designer 2013

## Create data sources (Creating Lists and Libraries)

### How to Create Lists and Libraries Using SharePoint Designer 2013

SharePoint Designer 2013 is the tool of choice for the development of SharePoint Applications. Using SharePoint Designer, you can rapidly create SharePoint solutions in response to business needs. Moreover, with SharePoint Designer 2013, you will see many changes that encompass a variety of new features, as well as a new user interface. In this article, I will show you how to create lists and libraries, custom views, custom forms (New, Display and Edit forms) directly from SharePoint Designer 2013.

Below are the steps for creating lists and libraries in SharePoint Designer 2013.

Open **SharePoint Designer 2013** and select the **Open Site** menu:



Type the site name into the **Open Site** dialog box, and click the **Open** button.

Go to the **Lists and Libraries** tab, you can either select a list to modify or click on the **SharePoint List** icon in the Ribbon to create a new list:

The screenshot shows the SharePoint 2013 Site - Lists and Libraries page. The ribbon at the top has 'FILE' and 'LISTS AND LIBRARIES' tabs. Under 'FILE', there are icons for Custom List, SharePoint List, Document Library, External List, List From Spreadsheet, List Settings, Edit Columns, Delete, Rename, Preview in Browser, Administration Web Page, Save Temp Manage. The 'LISTS AND LIBRARIES' tab is active. In the navigation pane on the left, 'SharePoint 2013 Site' is expanded, showing 'Lists and Libraries' (highlighted in yellow), 'Workflows', 'Site Pages', 'Site Assets', 'Content Types', 'Site Columns', 'External Content Types', 'Data Sources', 'Master Pages', 'Site Groups', 'Subsites', and 'All Files'. The main content area shows a table of lists and document libraries:

Name	Type	Items	Modified Date
306 items	Lists	306	8/15/2012 4:57 PM
Calendar	Lists	0	8/15/2012 3:03 PM
DB Old	Lists	202	8/15/2012 11:21 AM
DB Old list	Lists	202	8/15/2012 11:30 AM
MicroFeed	Lists	2	8/15/2012 9:45 AM
Tasks	Lists	0	8/15/2012 3:03 PM
Test SA75	Lists	0	8/15/2012 10:13 AM
Document Libraries			
Documents	Document ...	0	8/15/2012 9:45 AM
Form Templates	Document ...	0	8/15/2012 9:44 AM
Site Assets	Document ...	3	8/15/2012 3:07 PM
Site Pages	Document ...	2	8/15/2012 3:05 PM
Style Library	Document ...	5	8/15/2012 9:44 AM

Expand the **SharePoint List** icon. All the list types are shown with three parts:

- General Lists
- Surveys Lists
- Tracking Lists

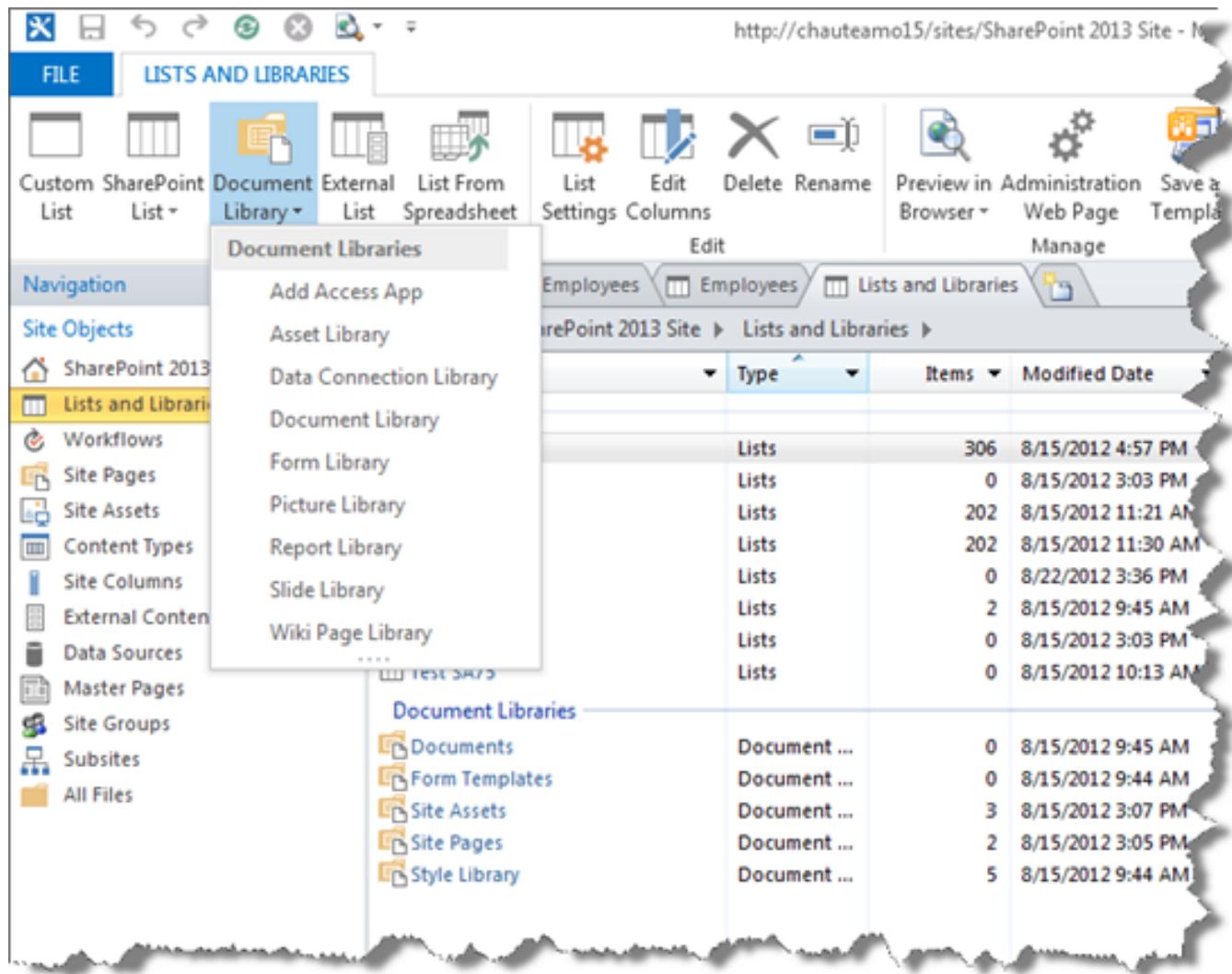
Select the list type you want to use:

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The screenshot shows the SharePoint 2013 ribbon interface. The 'FILE' tab is selected. The 'LISTS AND LIBRARIES' tab is active, indicated by a blue background. On the ribbon, there are several icons: Custom List, SharePoint List (selected), Document Library, External List, List From Spreadsheet, List Settings, Edit Columns, Delete, Rename, Preview in Browser, Administration Web Page, and Manage. Below the ribbon, a navigation pane on the left lists various site objects like Site Home, Lists, Workflows, Site Pages, Site Content, Site Assets, Site Links, Site Documents, Site Folders, and All Files. A dropdown menu under 'Lists' is open, showing categories: Generic Lists, Survey Lists, and Tracking Lists. Under 'Generic Lists', items like Announcements, Calendar, Contacts, Custom List, etc., are listed. Under 'Survey Lists', Survey is listed. Under 'Tracking Lists', Issue Tracking is listed. To the right of the ribbon, a list of items is displayed in a table format:

	Type	Items	Modified Date
s	Lists	306	8/15/2012 4:57:4
r	Lists	0	8/15/2012 3:03:0
ist	Lists	202	8/15/2012 11:21:4
es	Lists	202	8/15/2012 11:2
ed	Lists	0	8/22/2012 3:36 P
Links	Lists	2	8/15/2012 9:45
Tasks	Lists	0	8/15/2012 3:07
t Libraries	Lists	0	8/15/2012 10:13
nts	Document ...	0	8/15/2012 9:41
plates	Document ...	0	8/15/2012 9:40
its	Document ...	3	8/15/2012 3:07
es	Document ...	2	8/15/2012 3:05 P
ary	Document ...	5	8/15/2012 9:44

In addition, you can create a Document List or External List by clicking on the **Document Library** and **External List** icons in the Ribbon:

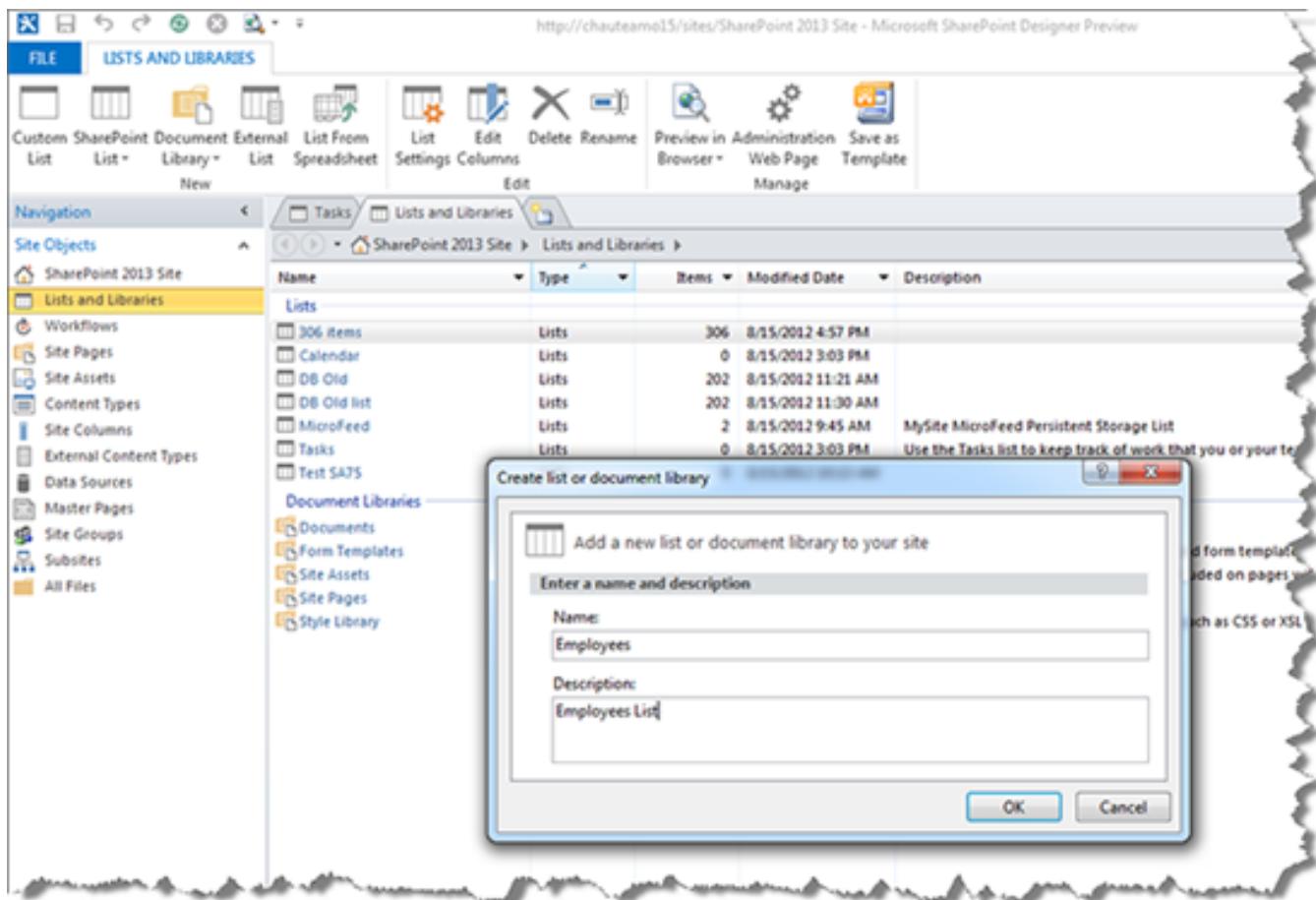


After selecting a list type that you want to use, the **Create lists or document libraries** dialog shows up.

In the **Name** textbox, type the list name you want to use.

In the **Description** textbox, type the description you want to show.

Click **OK**.



The list name you just created will be shown in the **Lists** pane:

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Name	Type	Items	Modified Date
<b>Lists</b>			
306 items	Lists	306	8/15/2012 4:57 PM
Calendar	Lists	0	8/15/2012 3:03 PM
DB Old	Lists	202	8/15/2012 11:21 AM
DB Old list	Lists	202	8/15/2012 11:30 AM
<b>Employees</b>	<b>Lists</b>	<b>0</b>	<b>8/22/2012 3:36 PM</b>
MicroFeed	Lists	2	8/15/2012 9:45 AM
Tasks	Lists	0	8/15/2012 3:03 PM
Test SA75	Lists	0	8/15/2012 10:13 AM
<b>Document Libraries</b>			
Documents	Document ...	0	8/15/2012 9:45 AM
Form Templates	Document ...	0	8/15/2012 9:44 AM
Site Assets	Document ...	3	8/15/2012 3:07 PM
Site Pages	Document ...	2	8/15/2012 3:05 PM
Style Library	Document ...	5	8/15/2012 9:44 AM

Go to the list. To modify the columns, click on the **Edit Columns** icon in the Ribbon:

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The screenshot shows the SharePoint 2013 Site - Microsoft SharePoint List Settings page for the 'Employees' list. The URL in the address bar is <http://chauteamo15/sites/SharePoint 2013 Site - Microsoft SharePoint>. The ribbon at the top has 'FILE' selected, followed by 'LIST SETTINGS'. The toolbar contains icons for List View, List Form, Workflow Action, New, Edit Columns (which is highlighted with a red box), Delete, Rename, Edit Document Template, Design Forms in InfoPath, Preview in Browser, Administration, Save as Web Page, Workflow Association, and Manage.

The left navigation pane shows 'Navigation' and 'Site Objects'. Under 'Site Objects', 'Lists and Libraries' is selected and highlighted with a yellow box. Other options include Workflows, Site Pages, Site Assets, Content Types, Site Columns, External Content Types, Data Sources, Master Pages, Site Groups, Subsites, and All Files. Below 'Lists and Libraries', there is a section for 'Lists and Libraries'.

The main content area displays the 'List Information' section with the following details:

Name:	Employees
Description:	Employees List
Web Address:	/sites/SharePoint 2013 Site/Lists/Employees/AllItems.aspx
List ID:	(C960CE0C-D2A5-4187-A25D-33813395E8F3)
Last Modified:	8/22/2012 3:36 PM
Items:	0

Below this is the 'Customization' section with the text 'Links to list customization tools.'

On the right side, there is a 'Views' section with a 'Name' dropdown set to 'All Items'.

Here, you can add any column you want to use. There are 12 different column types listed in the **Add New Column** drop-down:

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The screenshot shows the SharePoint 2013 Site interface. The 'Columns' ribbon tab is selected. A context menu is open over a column named 'Employees'. The menu lists various column types: Single Line of Text, Multi Lines of Text, Choice, Number, Currency, Date & Time, Yes/No (checkbox), Hyperlink or Picture, Lookup (Information Already on This Site), Calculated (calculation Based on Other Columns), Person or Group, Task Outcome, Subsites, and All Files. The URL in the address bar is <http://chauteamo15/sites/SharePoint 2013 Site - Microsoft SharePoint 2013 Site>.

You can directly edit Column Name, Type, Description, etc. in the form:

The screenshot shows the 'Editor' view for the 'Employees' list. The 'EmployeeID' column is selected. The table columns are Column Name, Type, Description, and Required. The data rows are:

Column Name	Type	Description	Required
Title	Single line of text		
Last Name	Single line of text		
First Name	Single line of text		
Birth Date	Date and Time		
EmployeeID	Number (1, 1.0, 100)		Yes

Click **Save** to complete:

The screenshot shows the SharePoint 2013 Site Settings page. On the left, the Navigation pane is open, showing 'Site Objects' under 'SharePoint 2013 Site'. The 'Data Sources' item is selected. The main content area displays a table titled 'Data Sources' with columns for 'Name', 'Type', and 'Description'. The table is divided into sections: 'Lists', 'Document Libraries', and 'Database Connections'. The 'Lists' section contains several items, including 'Employees' which is highlighted with a red box. The 'Employees' item has a tooltip: 'Employees List MySite MicroFeed Persistent Store. Use the Tasks list to keep track of tasks.' The 'Document Libraries' section contains 'Documents', 'Form Templates', 'Site Assets', 'Site Pages', and 'Style Library'. The 'Database Connections' section contains 'Employees on Northwind'. The top navigation bar includes links for 'Tasks', 'Employees', 'Employees', 'Employees \*', and 'Data Sources'.

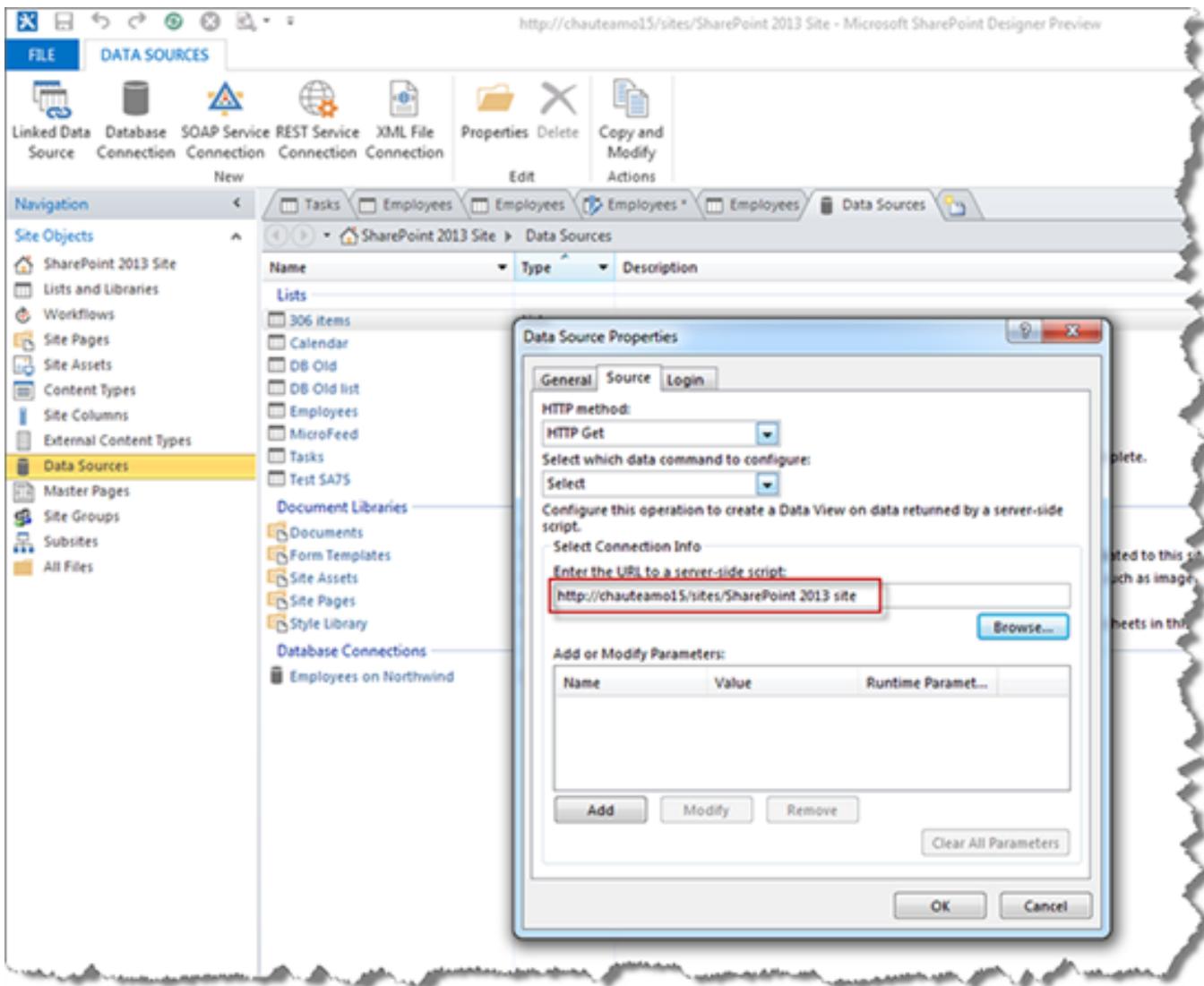
Name	Type	Description
306 items	Lists	
Calendar	Lists	
DB Old	Lists	
DB Old list	Lists	
<b>Employees</b>	Lists	Employees List MySite MicroFeed Persistent Store. Use the Tasks list to keep track of tasks.
MicroFeed	Lists	
Tasks	Lists	
Test SA75	Lists	
Document Libraries		
Documents	Document ...	
Form Templates	Document ...	This library contains administrative forms.
Site Assets	Document ...	Use this library to store files which are used across the site.
Site Pages	Document ...	
Style Library	Document ...	Use the style library to store styles.
Database Connections		
Employees on Northwind	Database ...	

Now that this list is shown on your site, go to the **Data Source** tab and select the **REST Service icon**, at which point the **Data Source Properties** dialog will show up.

In the **Source tab**, under **Select Connection Info**, enter the URL of your site.

Click **OK**.





The **Connection Info** is shown under **RSS REST Service Scripts**:

The screenshot shows the Microsoft SharePoint Designer interface with the title bar "http://chauteam015/sites/SharePoint 2013 Site - Microsoft SharePoint Designer Pro". The ribbon has the "FILE" tab selected. The "DATA SOURCES" tab is active, showing a toolbar with icons for Linked Data Source, Database Connection, SOAP Service Connection, REST Service Connection, XML File Connection, Properties, Delete, Copy and Modify, and Actions. Below the toolbar is a navigation bar with links for Tasks, Employees, and Data Sources. The main content area displays a table titled "Data Sources" with columns for Name, Type, and Description. The table lists several items:

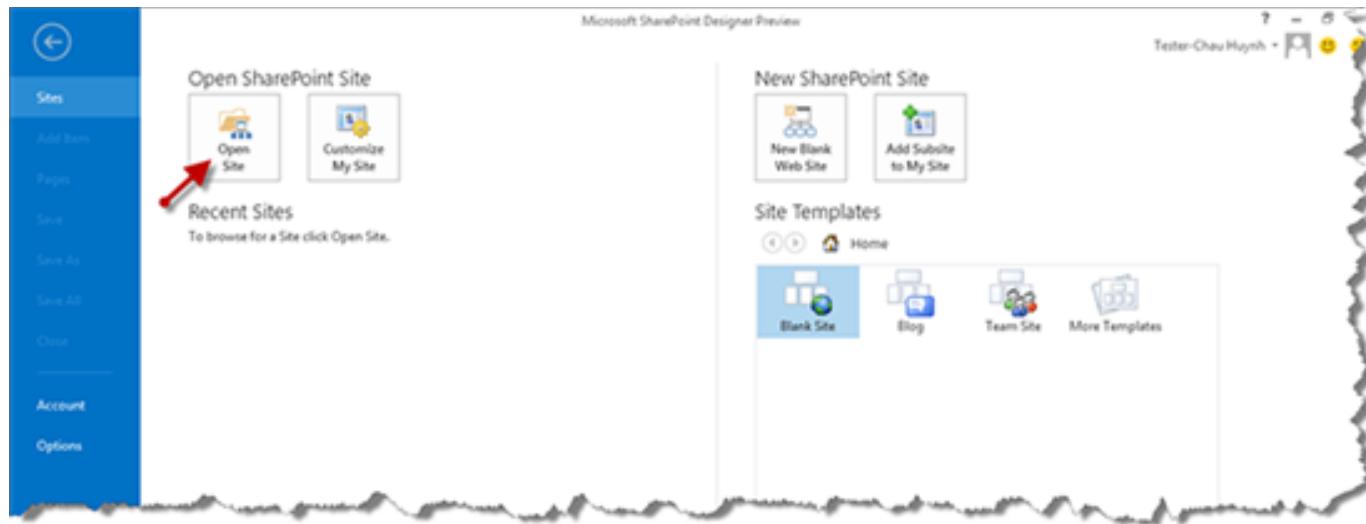
Name	Type	Description
Lists	Lists	
306 items	Lists	
Calendar	Lists	
DB Old	Lists	
DB Old list	Lists	
Employees	Lists	Employees List
MicroFeed	Lists	MySite MicroFeed Persistent Storage List
Tasks	Lists	Use the Tasks list to keep track of work that you or your team needs
Test SA75	Lists	
Document Libraries		
Documents	Document ...	
Form Templates	Document ...	This library contains administrator-approved form templates that we
Site Assets	Document ...	Use this library to store files which are included on pages within tb
Site Pages	Document ...	
Style Library	Document ...	Use the style library to store style sheets, such as CSS or XSL files. Th
Database Connections		
Employees on Northwind	Database ...	
RSS, REST, Server Scripts		
SharePoint 2013 site on chautea...	RSS, REST, ...	

Go to your site to enjoy the results of your efforts.

## Create custom views and forms

### How to Create Custom Views Using SharePoint Designer 2013

Open SharePoint Designer 2013 and select the **Open Site** menu:



Type the site name into the **Open Site dialog box**, and click the **Open** button.

Go to the **Lists and Libraries tab**.

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The screenshot shows the SharePoint 2013 Site - Lists and Libraries page. The navigation bar on the left includes options like SharePoint 2013 Site, Lists and Libraries, Workflows, Site Pages, Site Assets, Content Types, Site Columns, External Content Types, Data Sources, Master Pages, Site Groups, Subsites, and All Files. The main content area displays a table of lists and document libraries. The table has columns for Name, Type, Items, and Modified Date. The 'Lists' section contains 306 items, including Calendar, Chau, DB Old, DB Old list, Employees, MicroFeed, Tasks, and Test SA75. The 'Document Libraries' section contains 5 items, including Documents, Form Templates, Site Assets, Site Pages, and Style Library.

Name	Type	Items	Modified Date
306 items	Lists	306	8/15/2012 4:57 PM
Calendar	Lists	0	8/15/2012 3:03 PM
Chau	Lists	0	8/22/2012 3:58 PM
DB Old	Lists	202	8/15/2012 11:21 AM
DB Old list	Lists	202	8/15/2012 11:30 AM
Employees	Lists	0	8/22/2012 3:36 PM
MicroFeed	Lists	2	8/15/2012 9:45 AM
Tasks	Lists	0	8/15/2012 3:03 PM
Test SA75	Lists	0	8/15/2012 10:13 AM
Document Libraries			
Documents	Document ...	0	8/15/2012 9:45 AM
Form Templates	Document ...	0	8/15/2012 9:44 AM
Site Assets	Document ...	3	8/15/2012 3:07 PM
Site Pages	Document ...	2	8/15/2012 3:05 PM
Style Library	Document ...	5	8/15/2012 9:44 AM

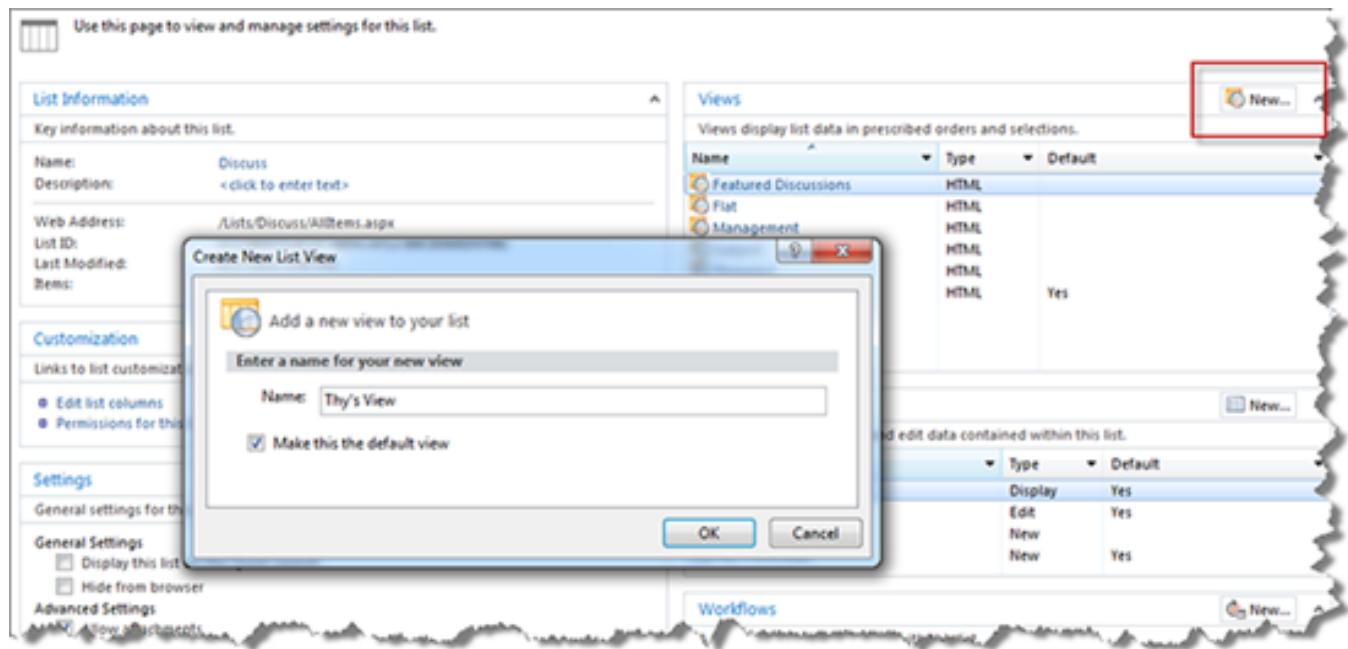
Select the list you want to modify:

The screenshot shows the SharePoint 2013 Site - Lists and Libraries page. The navigation bar on the left includes options like SharePoint 2013 Site, Lists and Libraries, Workflows, Site Pages, Site Assets, Content Types, Site Columns, External Content Types, Data Sources, Master Pages, Site Groups, Subsites, and All Files. The 'Lists and Libraries' option is selected. The main content area displays a table of lists and libraries. The table has columns for Name, Type, Items, and Modified Date. A red box highlights the 'Tasks' row, which is listed under the 'Lists' category. The table also includes a section for 'Document Libraries' with items like Documents, Form Templates, Site Assets, Site Pages, and Style Library.

Name	Type	Items	Modified Date
306 items	Lists	306	8/15/2012 4:57 PM
Calendar	Lists	0	8/15/2012 3:03 PM
Chau	Lists	0	8/22/2012 3:58 PM
DB Old	Lists	202	8/15/2012 11:21 AM
DB Old list	Lists	202	8/15/2012 11:30 AM
Employees	Lists	0	8/22/2012 3:36 PM
MicroFeed	Lists	2	8/15/2012 9:45 AM
Tasks	Lists	0	8/15/2012 3:03 PM
Test SA75	Lists	0	8/15/2012 10:13 AM
Document Libraries			
Documents	Document ...	0	8/15/2012 9:45 AM
Form Templates	Document ...	0	8/15/2012 9:44 AM
Site Assets	Document ...	3	8/15/2012 3:07 PM
Site Pages	Document ...	2	8/15/2012 3:05 PM
Style Library	Document ...	5	8/15/2012 9:44 AM

Go to the **Views** section; click the **New** button to create a view for the list:

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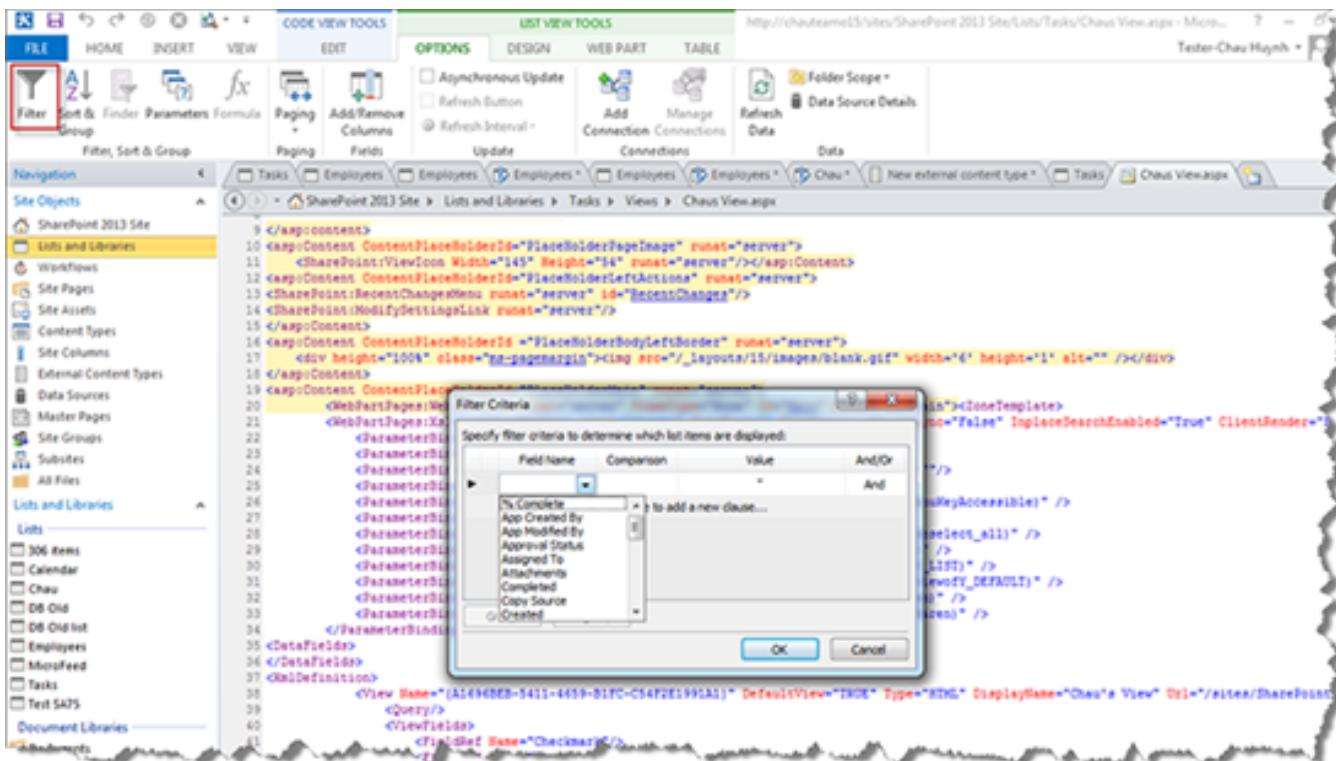


- In **Name** textbox, type the view name:

Views		
Views display list data in prescribed orders and selections.		
Name	Type	Default
Featured Discussions	HTML	
Flat	HTML	
Management	HTML	
Subject	HTML	
Threaded	HTML	
Thy's View	HTML	Yes

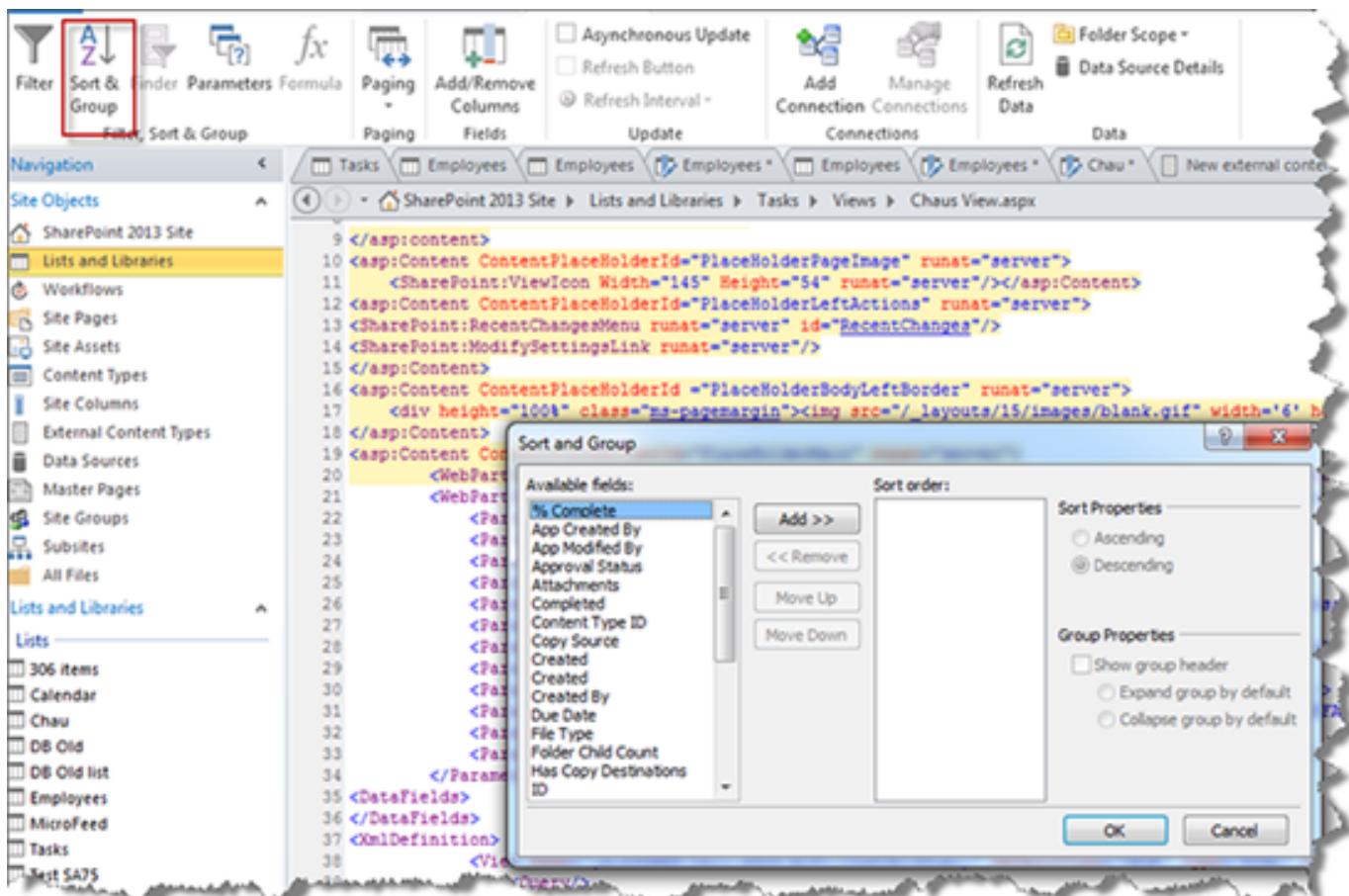
- Select the **Make this the default view** checkbox (if desired).
- Click the **OK** button.

Go to the new view that you just created; you can filter data by clicking on the **Filter** icon and select a column with filter conditions:



Sort/Group data by selecting the column name and Sort Properties/Group properties:

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Limit items by expanding the **Paging** drop-down list:

The screenshot shows the SharePoint 2013 ribbon with the 'Edit' tab selected. In the 'CODE VIEW TOOLS' section, the 'OPTIONS' tab is active. The 'Paging' dropdown menu is open, showing various display options. The XML code for the list view is visible on the right side of the interface.

Paging Options:

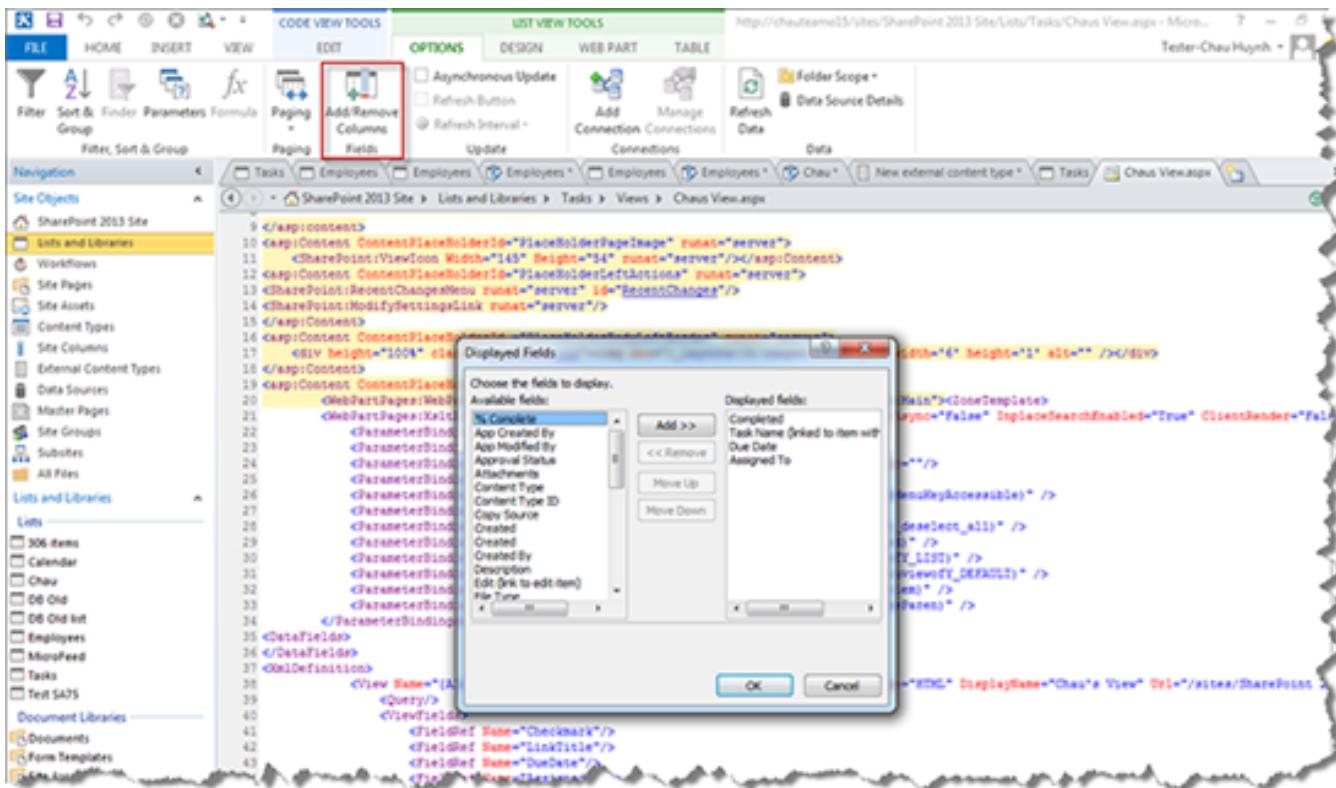
- Display All Items
- Display Sets of 1 Item
- Display Sets of 5 Items
- Display Sets of 10 Items
- Display Sets of 30 Items
- Limit to 1 Item
- Limit to 5 Items
- Limit to 10 Items
- Limit to 30 Items
- More Paging Options

XML Code (Partial):

```
holderId="PlaceHolderPageImage" width="145" Height="54" runat="server"/>
holderId="PlaceHolderLeftNavBar" menu runat="server" id="RecycleBinLink" runat="server"/>
holderId="PlaceHolderBodyLeft" class="ms-pagemargin">
```

You can also add or remove columns directly with the **Display Fields** dialog box:

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Click the **Save** button.

Go to your site to check out the results.

SharePoint

BROWSE ITEMS LIST

View Quick Edit Create View Modify View Current View: Chau's View

Create Column Navigate Up Default Chau's View

E-mail a Link RSS Feed Tags & Notes Sync to SharePoint Workspace

View Format Manage View Share & Track Tags and Notes

Home Newsfeed Documents Recent Chau Employees 306 items DB Old list DB Old Calendar Tasks Site Contents

R1.0 Discussion Board Plus Module  
By System Account |

R1.0 PMG Review Discussion Thread  
By System Account |

R1.0 Test Plan Discussion  
By System Account |

R1.0 Test and Build Discussion  
By System Account |

R1.0 Existing Discussion Board Upgrade  
By System Account |

1 - 5 ►

EDIT LINKS

The screenshot shows a SharePoint interface with a navigation bar at the top. The 'ITEMS' tab is selected. Below the navigation bar, there are several buttons: 'View', 'Quick Edit', 'Create View', 'Modify View' (with a dropdown menu showing 'Current View: Chau's View'), 'Create Column', 'Navigate Up', 'Default', 'Chau's View' (which is highlighted with a red box), and 'Public'. To the right of these are 'E-mail a Link', 'RSS Feed', 'Tags & Notes', and 'Sync to SharePoint Workspace'. Below the navigation bar, there is a 'View Format' section with 'Manage View' and 'Share & Track' buttons. The main content area displays a list of items with titles like 'R1.0 Discussion Board Plus Module', 'R1.0 PMG Review Discussion Thread', etc., each followed by a 'By System Account |' link. At the bottom of the list, there is a page navigation element '1 - 5 ►' which is also highlighted with a red box.

## How to Create Custom Forms Using SharePoint Designer 2013

Open SharePoint Designer 2013, and select the Open Site menu:



Type the site name into the Open Site dialog box, and click the Open button.

Go to the Lists and Libraries tab, and select any list that needs to be modified:



The screenshot shows the SharePoint 2013 Site - Lists and Libraries page. The ribbon at the top has the 'FILE' tab selected. Below the ribbon, there are buttons for Custom List, SharePoint List, Document Library, External List, List From Spreadsheet, List Settings, Edit Columns, Delete, Rename, Preview in Browser, Administration, and Save. The 'Edit' tab is selected. On the left, a navigation pane shows 'Site Objects' expanded, with 'Lists and Libraries' selected. Other options include Workflows, Site Pages, Site Assets, Content Types, Site Columns, External Content Types, Data Sources, Master Pages, Site Groups, Subsites, and All Files. The main content area displays a table of lists and document libraries. The table has columns for Name, Type, Items, and Modified Date. The 'Lists' section contains 306 items, including Calendar, Chau, DB Old, DB Old list, Employees, MicroFeed, Tasks, and Test SA75. The 'Document Libraries' section contains Documents, Form Templates, Site Assets, Site Pages, and Style Library.

Name	Type	Items	Modified Date
306 items	Lists	306	8/15/2012 4:57 PM
Calendar	Lists	0	8/15/2012 3:03 PM
Chau	Lists	0	8/22/2012 3:58 PM
DB Old	Lists	202	8/15/2012 11:21 AM
DB Old list	Lists	202	8/15/2012 11:30 AM
Employees	Lists	0	8/22/2012 3:36 PM
MicroFeed	Lists	2	8/15/2012 9:45 AM
Tasks	Lists	0	8/15/2012 3:03 PM
Test SA75	Lists	0	8/15/2012 10:13 AM
Documents	Document ...	0	8/15/2012 9:45 AM
Form Templates	Document ...	0	8/15/2012 9:44 AM
Site Assets	Document ...	3	8/15/2012 3:07 PM
Site Pages	Document ...	2	8/15/2012 3:05 PM
Style Library	Document ...	5	8/15/2012 9:44 AM

Go to the Forms section. You will see three default forms including:

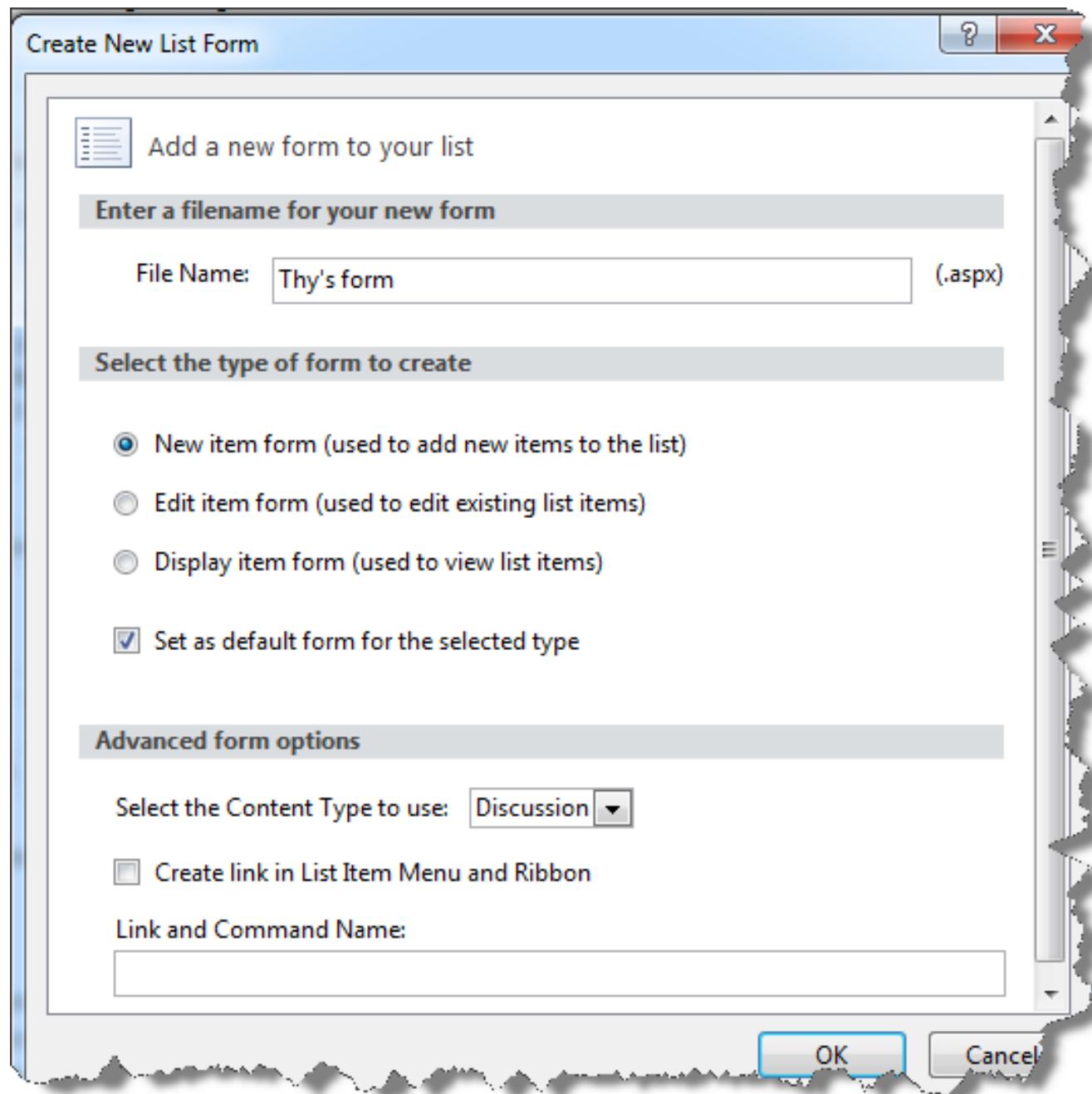
- DispForm.aspx: Display item form
- EditForm.aspx: Edit item form
- NewForm.aspx: New item form

Forms			New...
Forms are used to display and edit data contained within this list.			
File Name	Type	Default	
DispForm.aspx	Display	Yes	
EditForm.aspx	Edit	Yes	
NewForm.aspx	New	Yes	

Click on the **New** button at the top-right of the **Forms** section. A **Create New List Form** window will appear:

- In the **File Name** textbox, type the form name that you want to use.
- Under the **Select the type of form to create** section, select the type of form you want to create.
  - New item form: used to add new items to the list
  - Edit item form: used to edit existing list items
  - Display item form: used to view list items
  - Check on the Set as default form the selected type if you want

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Click the **OK** button.

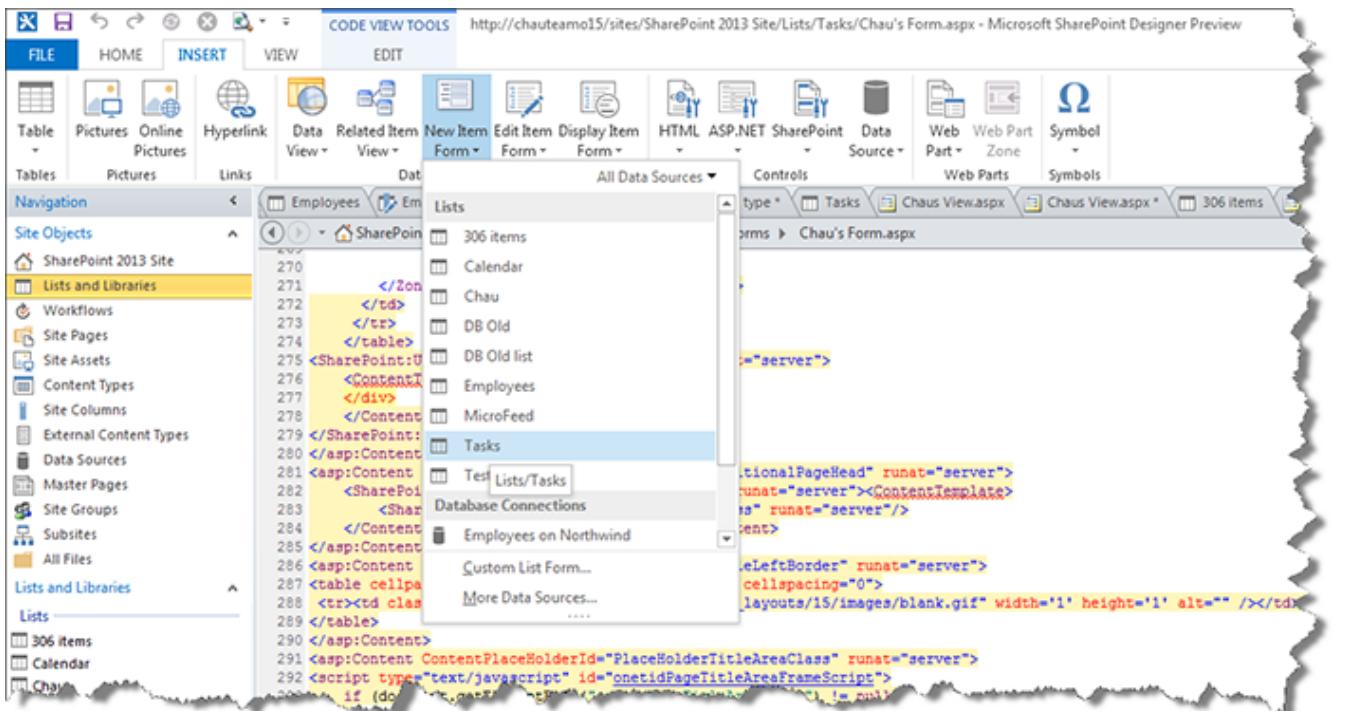
The new form will be shown in the Forms section:

**Forms**

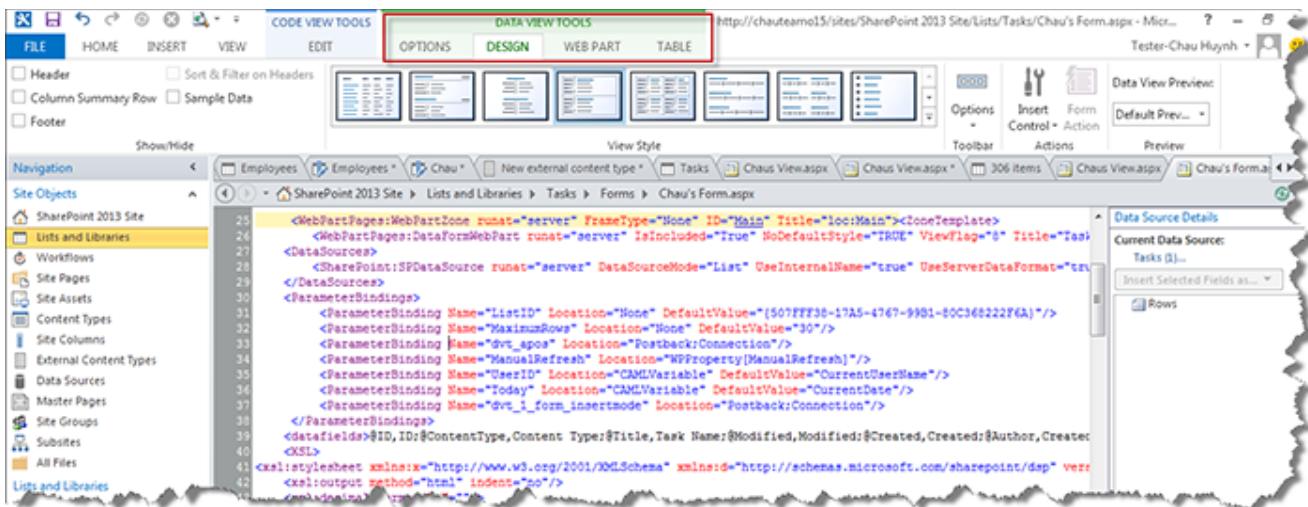
Forms are used to display and edit data contained within this list.

File Name	Type	Default
DispForm.aspx	Display	Yes
EditForm.aspx	Edit	Yes
NewForm.aspx	New	
Thy's form.aspx	New	Yes

Click on the New Form, expand the New Item, Edit Item, or Display item Form menu to select the list you need to modify:



In the Data View tool, select the Design tab and customize to your liking:



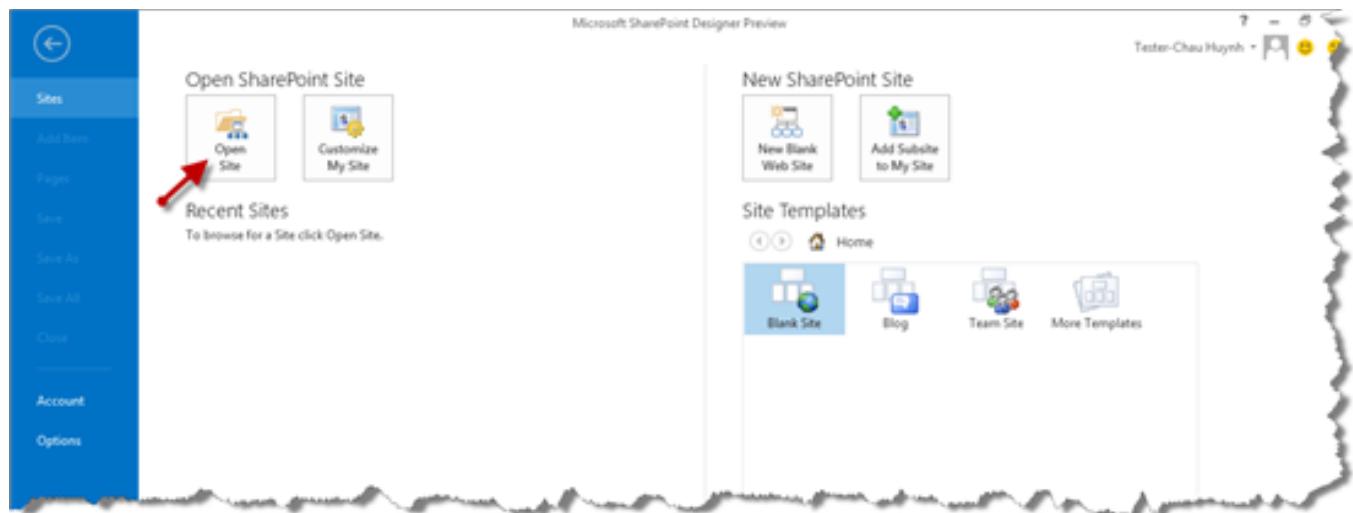
Click the **Save** button to complete.

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## Design and brand a site

### How to Design & Brand a Site Using SharePoint Designer 2013

Open SharePoint Designer 2013 program, and select the **Open Site** menu:



Type the site name into the **Open Site** dialog box, and click the **Open** button.

Go to the **Master Pages** tab and select **v4.master**:

A screenshot of the SharePoint Designer interface showing the 'Master Pages' tab selected in the navigation bar. The left sidebar has 'Master Pages' highlighted. The main area displays a list of master pages with columns for 'Name', 'Title', and 'Content Type'. The 'v4.master' file is highlighted with a red box. The list includes other files like 'Display Templates', 'Preview Images', 'AdvancedSearchLayout.aspx', 'belltown.master', 'DefaultLayout.aspx', 'minimal.master', 'NewsHomeLayout.aspx', 'overlay.master', 'PeopleSearchResults.aspx', 'ReportCenterLayout.aspx', 'SearchMain.aspx', 'SearchResults.aspx', 'TabViewPageLayout.aspx', 'v15.master', and 'welcomelayout2.aspx'. The 'v4.master' entry shows a title of '&lt;asp:ContentPlaceHolder...' and a content type of 'Master Page'.

Under the **Customization** section, select **Edit file**:



Use this page to view and manage settings for this file.

## File Information

Key information about this file.

File Name:	v4.master
Created By:	System Account
Last Modified By:	System Account
File Version:	2.0
Check-in/out Status:	Checked in
Customization Status:	This file has been customized from the site's definition.

## Customization

Links to file customization tools.

- [Edit file](#)
- [Manage all file properties in the browser](#)

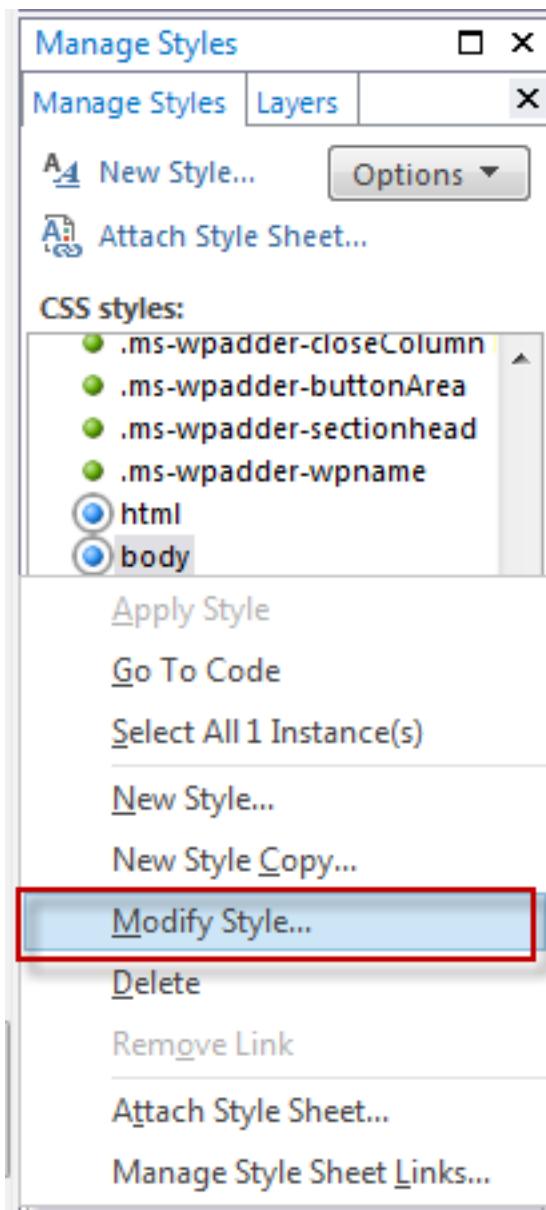
Go to the right pane, **CSS style** section:

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The screenshot shows the SharePoint 2013 Advanced Editor interface. The left pane displays the page's HTML code, and the right pane shows the 'Data Source Details' and 'CSS styles' panels. A red box highlights the 'body' style entry in the 'Selected style preview' list under the 'CSS styles' panel.

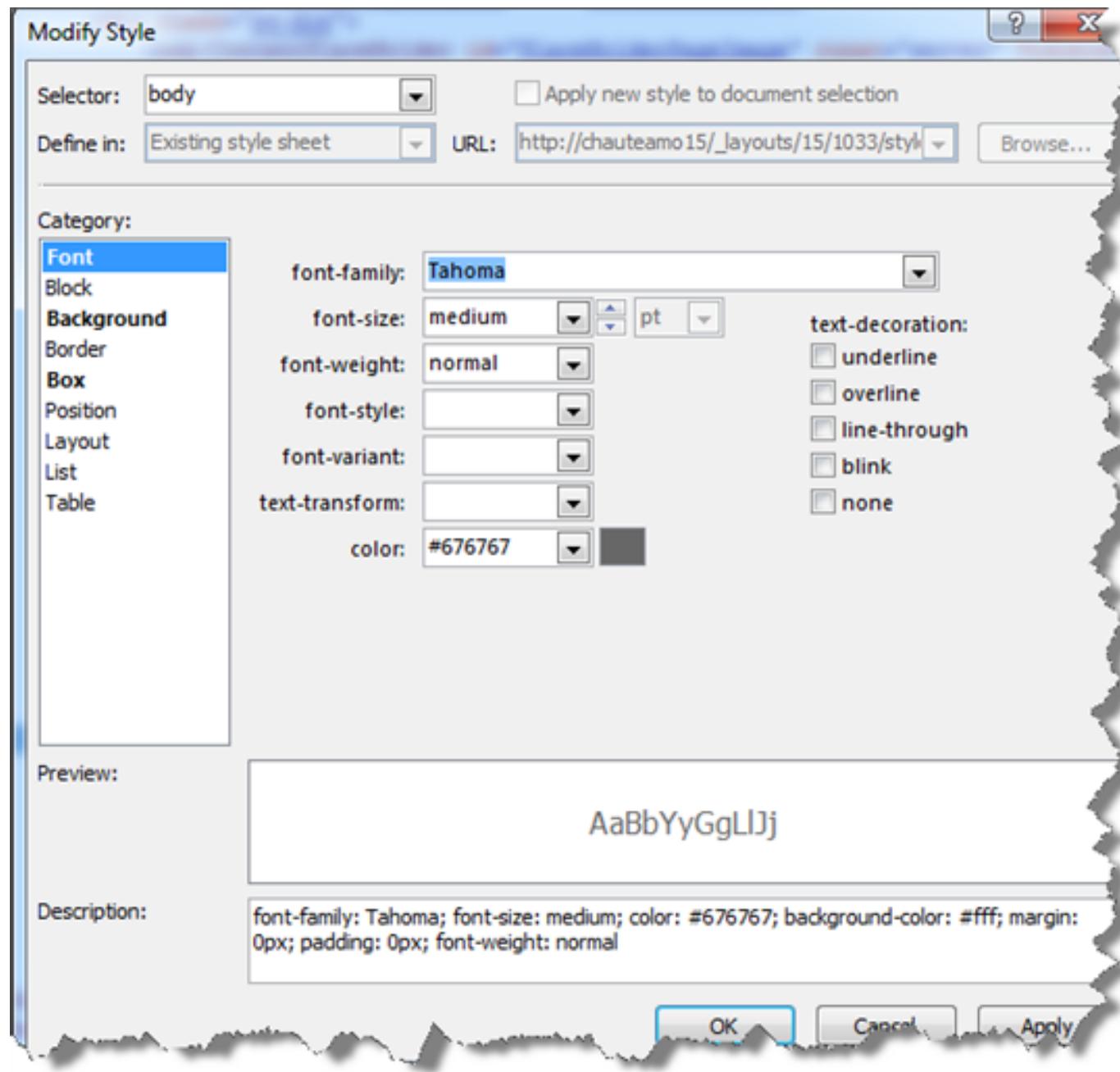
```
497     <div class="ms-cs ms-cs-dlgNoRibbon" id="MSO_ContentTable">
498         <div class="ms-die">
499             <asp:ContentPlaceHolder id="PlaceHolderPageImage" runat="server" Visible="false"/>
500             <asp:ContentPlaceHolder id="PlaceHolderTitleLeftBorder" runat="server" Visible="false">
501                 <div id="onetidPageTitleAreaFrame" class="ms-pagetitleareasframe ms-pagertitle"></div>
502             <asp:ContentPlaceHolder id="PlaceHolderMiniConsole" runat="server" Visible="false"/>
503             <span class="ms-die">
504                 <asp:ContentPlaceHolder id="PlaceHolderTitleRightMargin" runat="server" Visible="false"/>
505             </span>
506             <asp:ContentPlaceHolder id="PlaceHolderTitleAreaSeparator" runat="server" Visible="false"/>
507                 <asp:ContentPlaceHolder id="PlaceHolderSaveSpacer" runat="server" Visible="false"></asp:ContentPlaceHolder>
508             <asp:ContentPlaceHolder id="PlaceHolderLeftNavBarBorder" runat="server" Visible="false"/>
509             <asp:ContentPlaceHolder id="PlaceHolderBodyLeftBorder" runat="server" Visible="false"/>
510         </asp:ContentPlaceHolder>
511     </div>
512     <SharePoint:VersionedPlaceHolder UIVersion="3" ID="DesignModeConsoleV3" runat="server">
513         <asp:ContentPlaceHolder id="MSODesignConsole" runat="server">
514             <aspuc:DesignModeConsole id="IdDesignModeConsole" runat="server" />
515         </asp:ContentPlaceHolder>
516     </SharePoint:VersionedPlaceHolder>
517     <div class="j4-be"><div class="ms-bodyareasection">
518         <div id="MSO_ContentDiv" runat="server">
519             <a name="mainContent"></a>
520             <asp:ContentPlaceHolder id="PlaceHolderMain" runat="server">
521                 <div style="position: absolute; width: 100px; height: 100px; z-index: 1" id="layer1"></div>
522             </asp:ContentPlaceHolder>
523         </div>
524     </div>
525     <div class="ms-die">
526         <asp:ContentPlaceHolder id="PlaceHolderBodyRightMargin" runat="server">
527     </asp:ContentPlaceHolder>
528     </div>
529     </div>
530     </div>
531     </div>
532     </div>
533     <SharePoint:DeveloperDashboard runat="server"/>
534 </div>
535 </div>
536     <asp:ContentPlaceHolder id="PlaceHolderFormDigest" runat="server">
537         <SharePoint:FormDigest runat="server"/>
538     </asp:ContentPlaceHolder>
539     <input type="text" name="_spText1" title="text" style="display:none;" />
540     <input type="text" name="_spText2" title="text" style="display:none;" />
541 </form>
542     <asp:ContentPlaceHolder id="PlaceHolderUtilityContent" runat="server">
543         <SharePoint:WarnOnUnsupportedBrowsers runat="server"/>
544 </Body>
```

Right-click on **body**, and select the **Modify Style** menu:



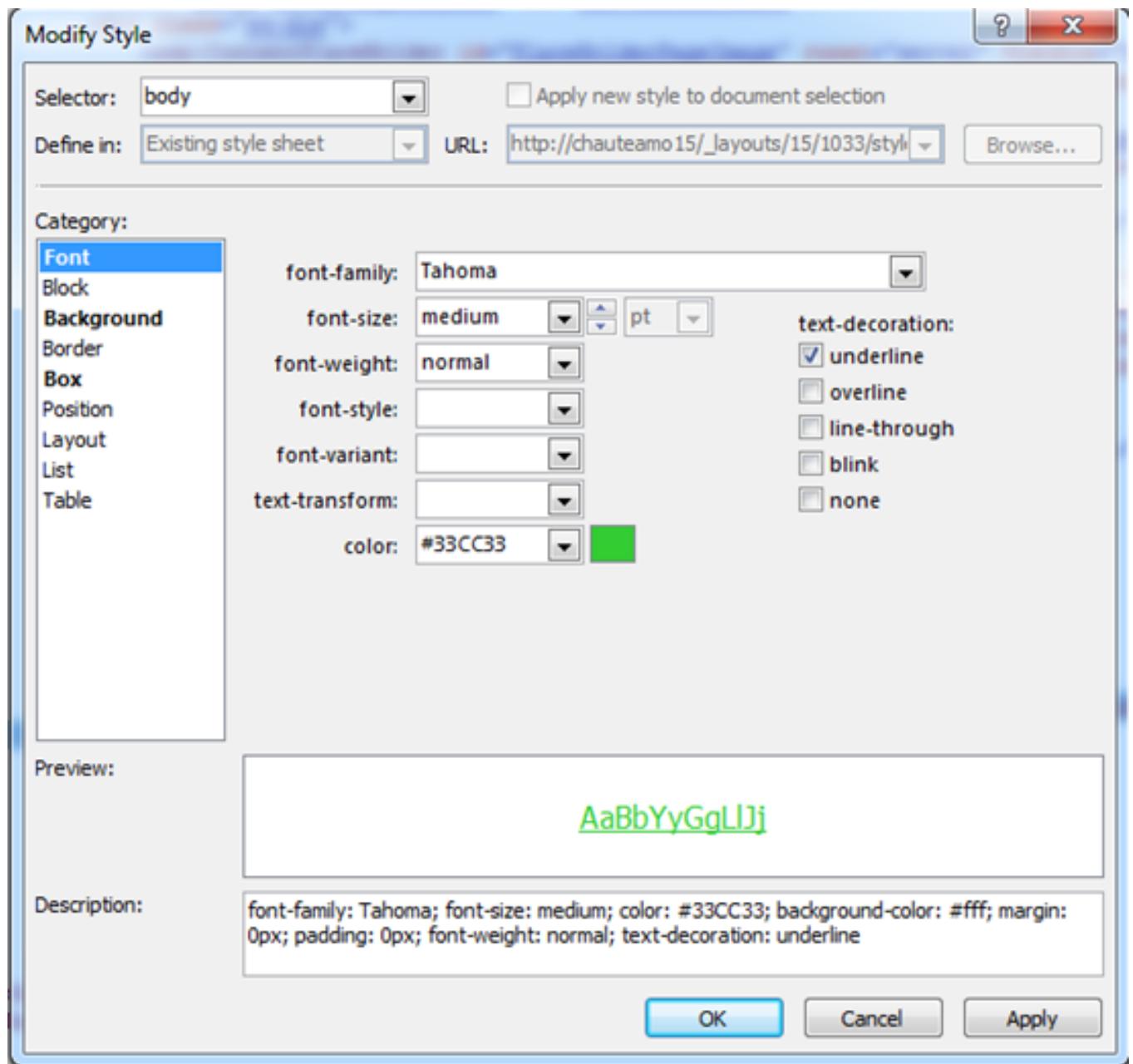
The **Modify Style** dialog will show up.

In the **Category** box, select any attribute that you need to change/modify:

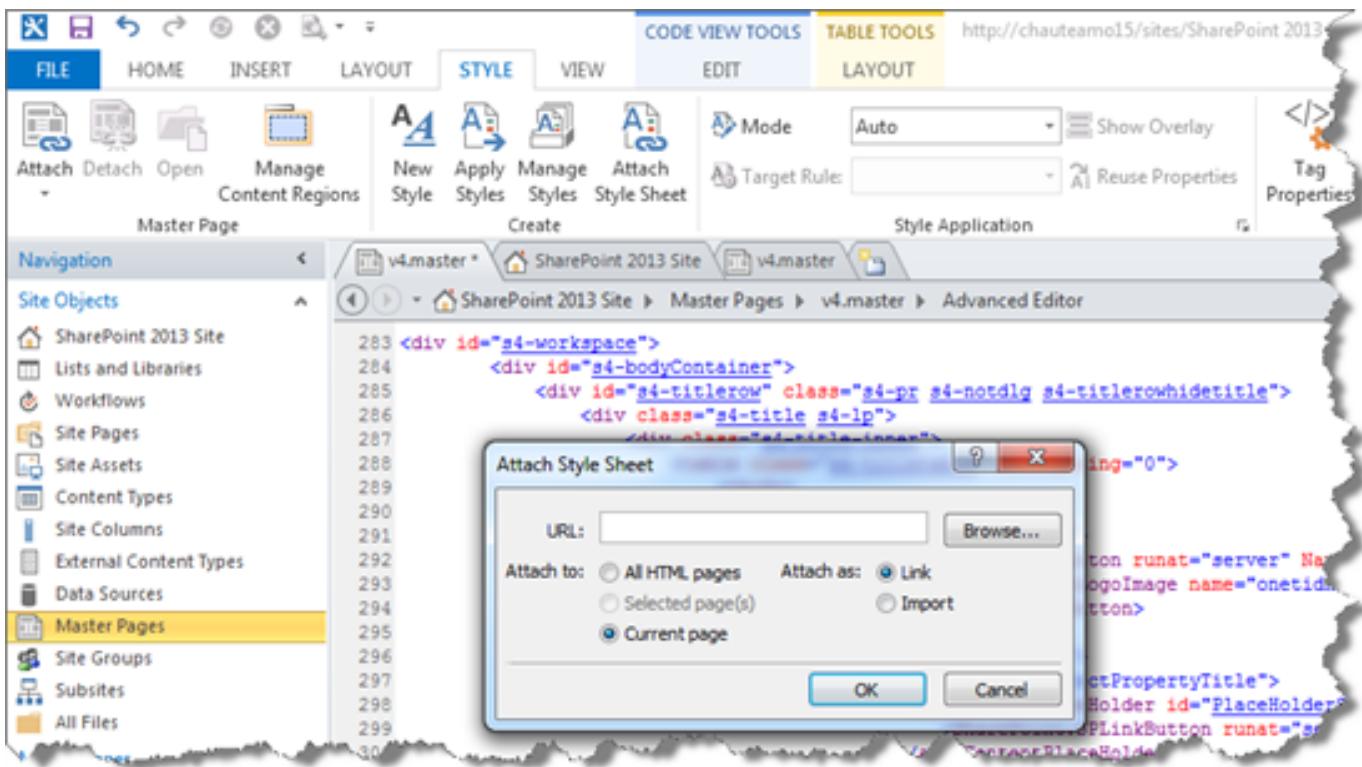


For example: selecting the **Font** attribute, I am able to change the font family, size, color, etc.

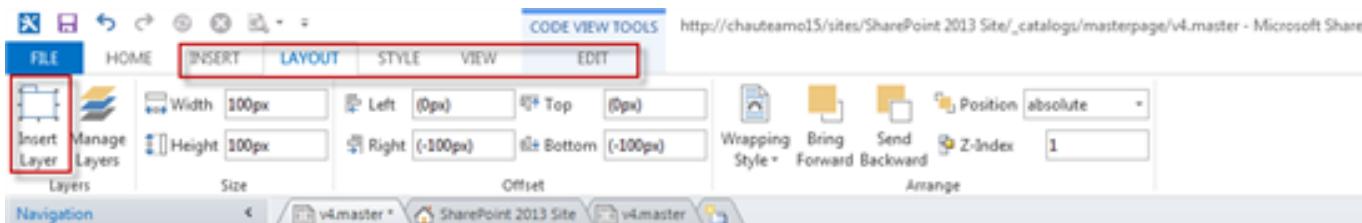
Click **Apply** then **OK**:



Moreover, you can attach a Style Sheet by clicking the **Browse** button:



In the **LAYOUT** tab, select **Insert Layer** icon:



You can then insert the layer you just created above:

CONSULTING

```
<div class="s4-ca s4-ca-dlgNoRibbon" id="MSO_ContentTable">
<div class="s4-die">
    <asp:ContentPlaceHolder id="PlaceHolderPageImage" runat="server" Visible="false"/>
    <asp:ContentPlaceHolder id="PlaceHolderTitleLeftBorder" runat="server" Visible="false">
    </asp:ContentPlaceHolder>
        <div id="onetidPageTitleAreaFrame" class="ms-pagetitleareaframe s4-pagetitle"></div>
    <asp:ContentPlaceHolder id="PlaceHolderMiniConsole" runat="server" Visible="false"/>
    <span class="s4-die">
        <asp:ContentPlaceHolder id="PlaceHolderTitleRightMargin" runat="server" Visible="false"/>
    </span>
    <asp:ContentPlaceHolder id="PlaceHolderTitleAreaSeparator" runat="server" Visible="false"/>
        <asp:ContentPlaceHolder id="PlaceHolderNavSpacer" runat="server" Visible="false"><img alt="Placeholder for navigation spacer" /></asp:ContentPlaceHolder>
    <asp:ContentPlaceHolder id="PlaceHolderLeftNavBarBorder" runat="server" Visible="false"/>
    <asp:ContentPlaceHolder id="PlaceHolderBodyLeftBorder" runat="server" Visible="false">
    </asp:ContentPlaceHolder>
</div>
<SharePoint:VersionedPlaceHolder UIVersion="3" ID="DesignModeConsoleV3" runat="server">
    <asp:ContentPlaceHolder id="WSSDesignConsole" runat="server">
        <wssuc:DesignModeConsole id="IdDesignModeConsole" runat="server" />
    </asp:ContentPlaceHolder>
</SharePoint:VersionedPlaceHolder>
<div class='s4-ba'><div class="ms-bodyareacell">
    <div id="MSO_ContentDiv" runat="server">
        <a name="mainContent"></a>
        <asp:ContentPlaceHolder id="PlaceHolderMain" runat="server">
            <div style="position: absolute; width: 100px; height: 100px; z-index: 1" id="layer1">
                <div style="position: absolute; width: 100px; height: 100px; z-index: 1" id="layer2">
                    </div>
                </div>
            </asp:ContentPlaceHolder>
        </div>
    </div></div>
<div class="s4-die">
    <asp:ContentPlaceHolder id="PlaceHolderBodyRightMargin" runat="server">
    </asp:ContentPlaceHolder>
</div>
</div>
```

Click the **Save** button.

Go to your SharePoint site and select the new custom master page to see the result.