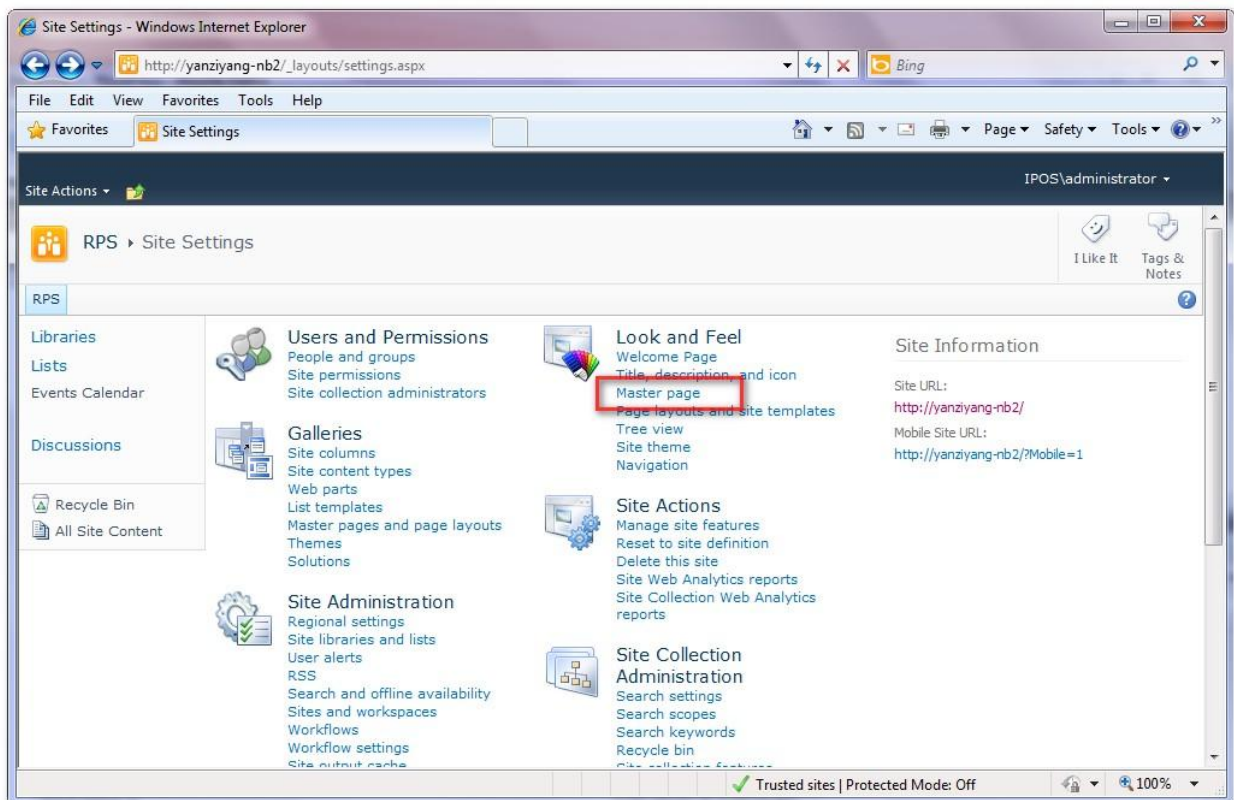


SHAREPOINT – HOW TO CREATE A CUSTOM SHAREPOINT MASTER PAGE

The first step in customizing your **SharePoint** site is to create a custom **master page**. The following steps will help you do just that (please note there are differences indicated between **SP 2007** and **SP 2010**).

1. Open **SharePoint Designer (SPD)** and connect to the root level of your site's site collection.
2. In SPD, open the "**_catalogs**" folder, then open the "**masterpage**" folder.
3. Identify the out-of-the-box (**OOTB**) most like your ultimate design.
 - (**SP 2007**) If your SharePoint's site design is to be **fixed-width** and centered on the page, select **BlueBand.master** and copy it.
 - (**SP 2007**) If your SharePoint's site design is to be a liquid layout that fills the page regardless of the user's screen resolution, select **default.master** and copy it.
 - (**SP 2010 beta**) You want **v4.master**.
4. In **SPD**, right-click on the master page you want to duplicate and select "**Copy**", then paste it back into the same folder.
5. Rename the new file something *project-specific*. For instance, if this master page is to be used on the sales portal, you might rename the new master page **SalesPortal.master**.
6. Publish and approve the new master page.
7. In your browser, navigate to your site's **Site Settings** page. Under the "**Look-and-Feel**" column click "**Master page**".
8. Select your new master page as the site master page (*the need to set the system master page will vary by project*). Save the settings change.



Your site is now using the new master page you created.

From here you modify the master page to your liking, including adding custom **CSS** and custom **JavaScript** and **jQuery**.