DESIGN CHECKER

The Design Checker looks at the design elements and objects in a publication and helps find empty frames, improperly proportioned pictures, font problems, and other design problems. The Design Checker offers help when a potential design problem is identified.

- Open the Publication for which Design Checker is to be run.
- Click the File Tab to open Backstage View.
- Click the Info Tab.
- Click the Run Design Checker button (see illustration below).

The Design Checker Task Pane will appear (see illustration at right).

In the Design Checker Task Pane, select from the following options.

- **Run general design checks** – Select this option to look for design problems, such as empty text boxes, that may adversely affect the publication.
- **Run commercial printing checks** – This option should be selected to identify problems that may impact the printing of the publication at a commercial printer.
- **Run web site checks** – Use this option to check for problems that may adversely impact Web site publication.
- **Run email checks** – To check for problems, such as text that contains hyphenation, which may cause gaps in the message when it is viewed in certain email viewers, select this option.

When the Design Checker Task Pane is displayed, items with problems will appear under, **Select an item to fix**.

- Click any of the items.
- Click the arrow on the right side of the item.
- Choose one or more of the options from the list. These are:
  - **Go to this item** – To move to the item in the publication, click this option.
  - **Fix ____ (item name)** – Click this option to fix the item in the publication.
  - **Never run this check again** – This option is used when there is not an issue with the item in the publication.
  - **Explain** – When this option is selected, the Help window will display with an explanation of the problem.

- Click Close Design Checker to close the Design Checker Task Pane.
- To open the Options dialog box, click Design Checker Options.
- Click Help with Design Checker to obtain assistance with any of the Design Checker features.