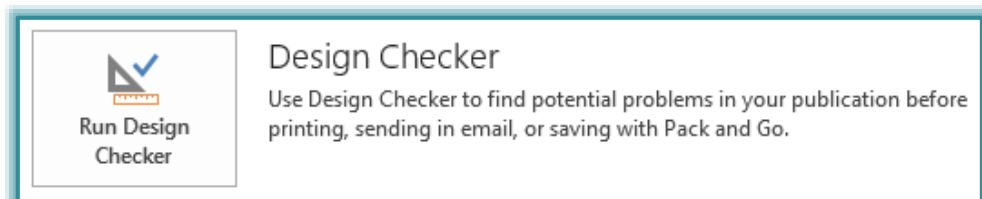


## DESIGN CHECKER

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.

