

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. To use the Design Checker, follow these steps:

- ❖ Select **Tools** on the **Menu Bar**.
- ❖ Select **Design Checker** from the list of choices.
- ❖ 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.
- ❖ Click **OK** to exit the dialog box.

