

Lesson 5-10: Using the Design Checker

Figure 5-20

The Design Checker task pane.

Figure 5-21

The Microsoft Office Publisher Help window.

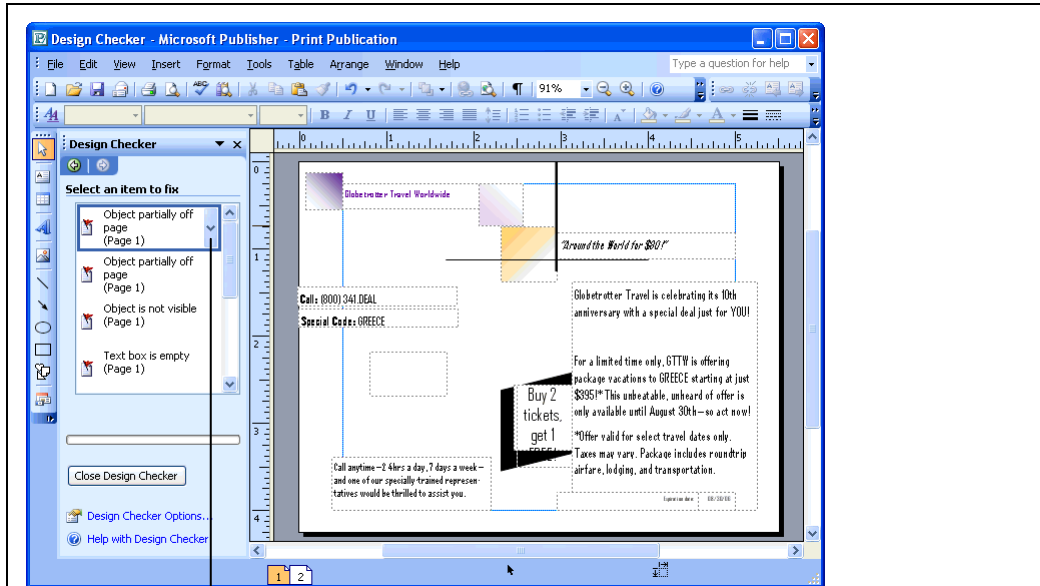


Figure 5-20

Click the list arrow to display a list of options.

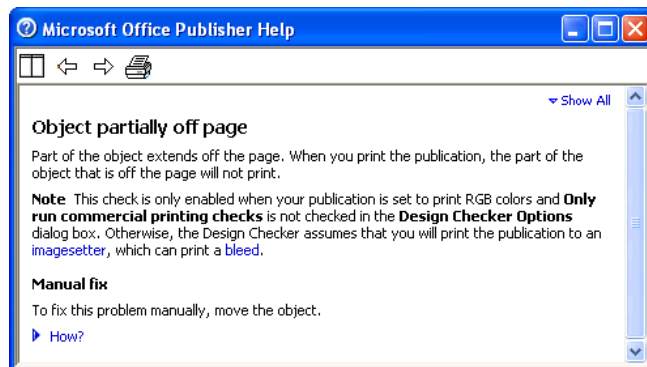


Figure 5-21

Because there are multiple design elements in most publications, it's easy to make mistakes. For example, objects that have been placed partially off the page, text overflow, and pictures that have been scaled disproportionately are prime examples of easy-to-overlook errors.

The *Design Checker* is a useful feature that identifies layout errors and inconsistencies that may cause problems when the publication is printed. In some cases, the Design Checker will give you the option of choosing an automatic fix for the problem. In other cases, however, you will have to fix the problem manually.

1. Navigate to your Practice folder and open the **Postcard** publication. Save the file as **Design Checker**.

If you don't know where your practice files are located, ask your instructor for help.

Let's run the Design Checker on this publication.

2. Select **Tools → **Design Checker** from the menu.**

The Design Checker task pane appears, as shown in Figure 5-20. The Design Checker task pane lists all of the design problems that have been detected in your publication, such as elements that are partially off the page, text overflow, or a picture that is scaled disproportionately.

3. In the **Select an item to fix section of the Design Checker task pane, click the first item in the list.**

An arrow button appears next to the item, as shown in Figure 5-20.

4. Click the **list arrow to the right of the item.**

A menu appears. There are four options listed here:

- **Go to this Item:** Click this option to select the item that needs to be fixed. From there you can make any necessary changes.
- **No Automatic Fix Available:** This means there is no automatic fix available for the item; you will have to correct it manually. If there *were* an automatic fix available, however, this option would be worded differently.
- **Never Run this Check Again:** Click this option if you want the Design Checker to ignore this item during all future design checks. For example, if you deliberately placed an item halfway off the page, select this option so that the Design Checker won't nag you about it ever again.
- **Explain:** Click this option to open a Help topic that explains the problem and offers suggestions on how to fix it.

5. Select **Explain from the menu.**

A Help window appears, as shown in Figure 5-21, offering suggestions on how to fix the "Object partially off page" error.

6. Click the Help window's **Close button.**

The Help window closes and you return to the publication. Let's take a look at another item the Design Checker found.

7. In the Design Checker task pane, right-click the **Text box is empty item and select **Fix: Add text** from the shortcut menu.**

NOTE: Think carefully about the best way to fix each error. There might be a better solution than the one offered by the Design Checker.

A blinking cursor appears inside the text box.

8. Click the **Font Size list arrow on the Formatting toolbar and select **9** from the list. Type *This postcard needs a lot of work!* in the text box.**

The "Text box is empty" item is removed from the Design Checker task pane.

It is important to note that the Design Checker will not catch every single error. For example, the "Buy 2 tickets, get 1 FREE!" attention-getter is partially hidden behind another text box and the word "FREE!" is hardly visible. Using your own judgement and common sense can work just as well as, if not better than, the Design Checker.

9. Close this file without saving changes, and close any other files you have open in Microsoft Publisher.

Congratulations – you've just finished another chapter on Microsoft Publisher!



Close button

 **Quick Reference**

To Run the Design Checker:

1. Select **Tools** → **Design Checker** from the menu.
2. Select the item you want to fix in the Design Checker task pane.
3. Click the down arrow and select an option from the menu.