

Page Check

Page Check Overview

Page Check is an account-wide feature with several customization options that can be applied at the account, site, and even user level. Because of the flexibility of the implementation of the various quality assurance checks that can be run on a page, the available options described here may vary for an institution's implementation. The four basic types of checks available with Page Check are:

- Spell Check
- Link Check
- W3C Valid
- Accessibility Check

Depending upon configuration, the Page Check can be initiated while in preview or edit mode for a checked-out page, while editing a page, or at the time of publish. All of the four quality checks may be enabled to run or any combination of the available checks may be enabled to run. It can be forced to run automatically at the time of publish as Final Check. A user can also configure to enable Page Check in their individual user settings if this option was configured at the account level.

If Page Check was disabled, the item does not appear as an option on the Review menu nor is it available when the page is checked out.

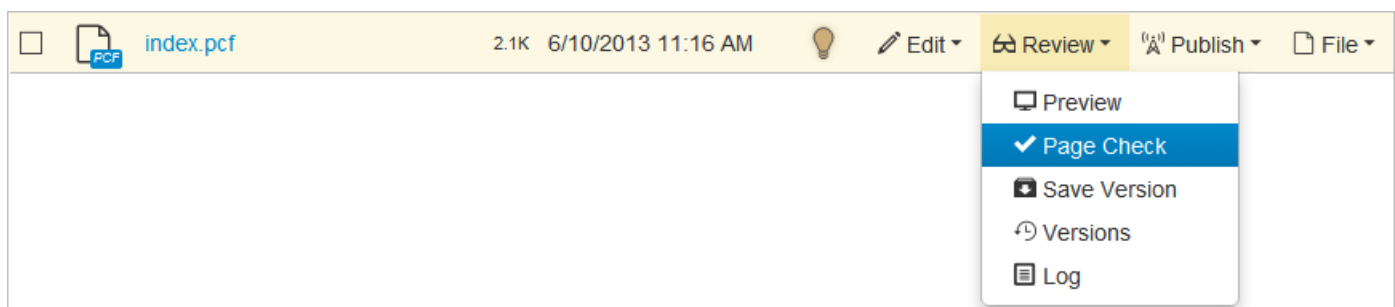
In addition to the options available for configuration of Page Check, the individual checks have their own options. For example, a language option is available for Spell Check and a choice of specification is available for Accessibility Check.

Initiating a Page Check

Keep in mind that identified errors for all four options can include issues that are in specific areas on a page that cannot be edited by the user. For instance, if the error is in the header, this is generally only editable by an administrator. In those cases, the user should pass on the identified error to an administrator to have it updated.

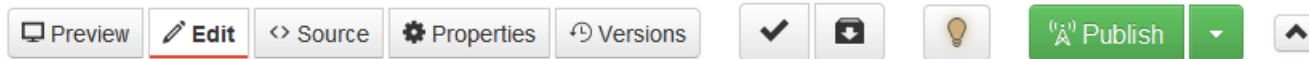
From the Folder Structure (Content > Pages)

1. Navigate to **Content > Pages** and check out the desired page.
2. Hover over the menu bar and **Review** menu, and choose **Page Check**.

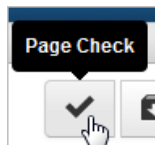


From Preview, Edit, or Editing

1. When the page is checked out, the **Page Check** icon is available in the page actions toolbar.

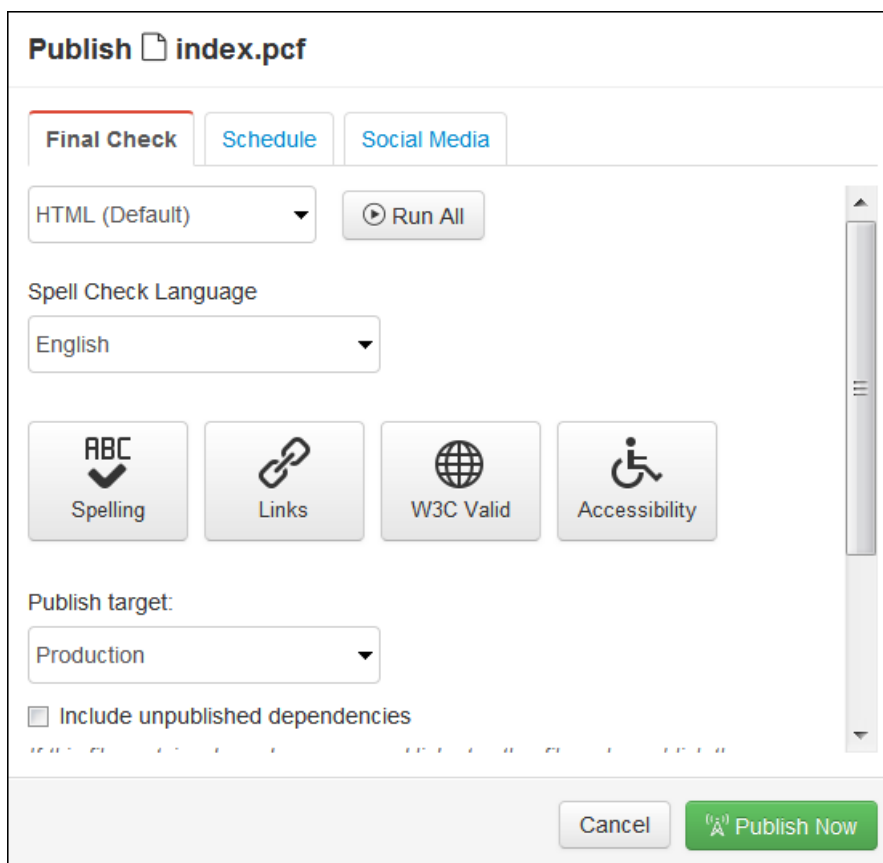


2. Click **Page Check** icon.



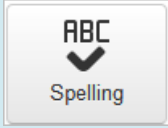



As Final Check

If in addition to Page Check, Final Check is enabled (and perhaps even required), then initiating a publish will either make the enabled page checks available, or run them automatically.

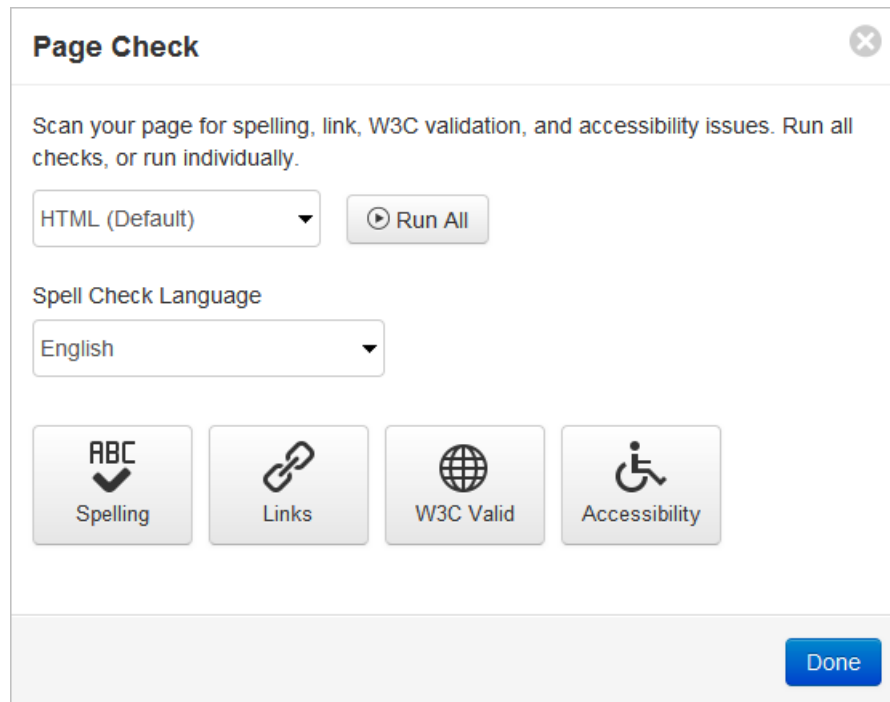


Choosing Various Options

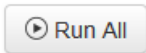
The four basic types of checks available for Page Check can be enabled on an option-by-option basis. All may be force enabled by an administrator to run by default when publishing a page. All may be available to run or any combination of checks may have been configured to be available.

| Icon | Description |
|---|---|
|  | Spelling: Includes the ability to select from five languages that include English, Spanish, French, Italian, or Portuguese. |
|  | Links: Link Check checks the links for both internal and external links, identifies any broken links, and provides additional warnings. |
|  | W3C Valid: W3C Valid identifies any W3C compliance issues (both errors and warnings) with a page. |
|  | Accessibility: Accessibility Check identifies any issues that may be present relating to the type of accessibility standards configured by an administrator. |

1. From the **Page Check** dialog, choose the output type to be checked from the drop-down. Only one option may be available, such as HTML, but other outputs may be checked.



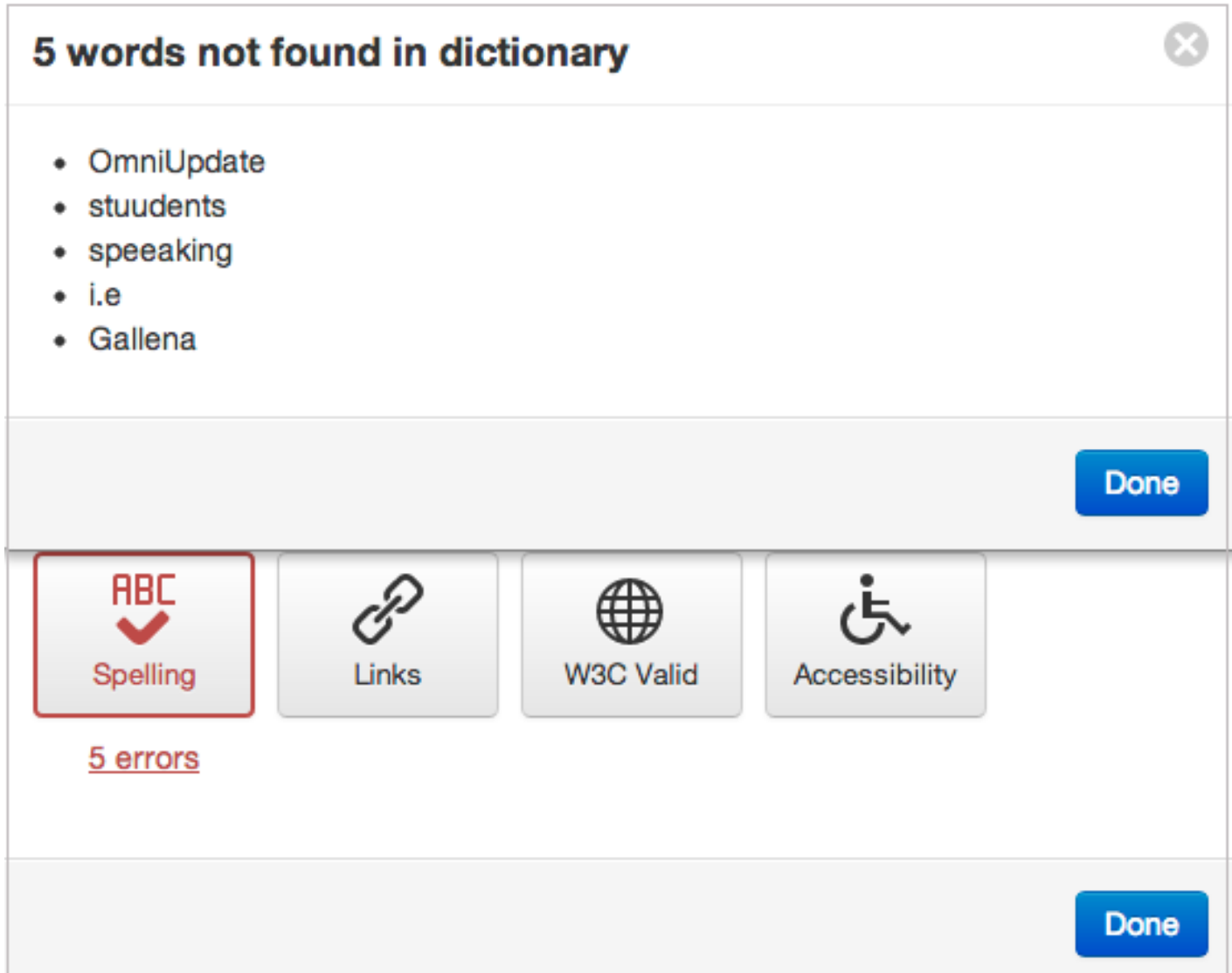
2. If necessary, choose the language for **Spell Check**.
3. To choose to run all of the checks, click the **Run All** button.

 Run All

4. To run each type of check separately, click each individual option to run.

5. After running each check, the item is shown in red if there were errors, warnings, or other issues in the results. The results can be viewed by clicking the link below the errored item. The item is shown in green if it passed the check.

Example of Page Check for Spelling with Errors



The screenshot shows a window titled "5 words not found in dictionary" with a close button in the top right. Below the title is a list of words: OmniUpdate, students, speaking, i.e, and Gallena. At the bottom right of this section is a blue "Done" button. Below the list is a row of four check buttons: "Spelling" (highlighted with a red border and showing "ABC" and a red checkmark), "Links" (with a link icon), "W3C Valid" (with a globe icon), and "Accessibility" (with a wheelchair icon). Below the "Spelling" button, the text "5 errors" is displayed in red. At the bottom right of the entire window is another blue "Done" button.

6. Click **Done** when finished reviewing the results.

Analyzing Results of the Error Reports

Each of the four types of checks provides reporting of the errors that were discovered. For details about the results of each of the four checks:

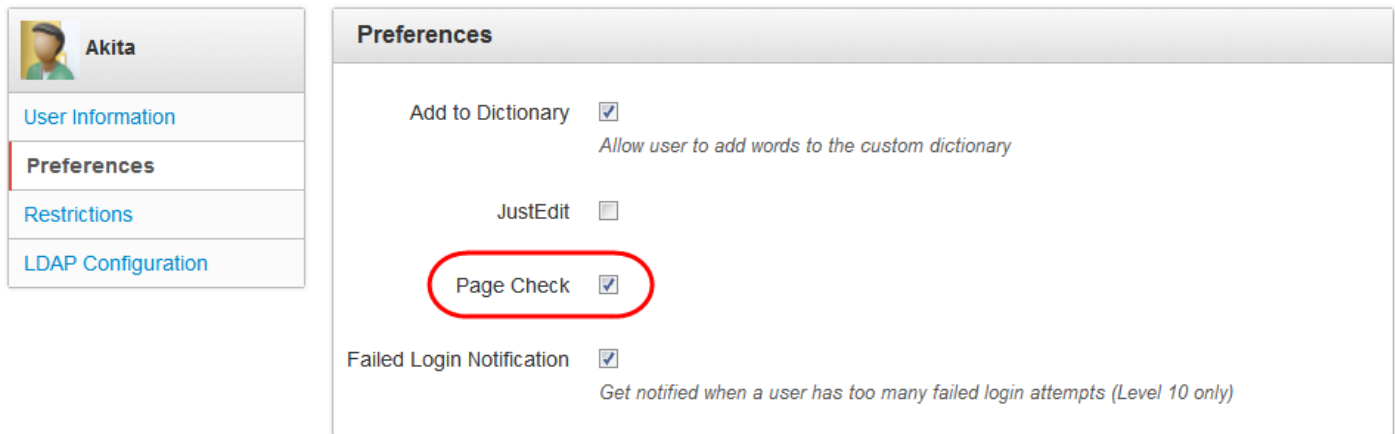
- [Spell Check](#)

- [Link Check](#)
- [W3C Valid](#)
- [Accessibility Check](#)

Enabling Page Check in User Settings

One of the configuration options available at the account level is for an administrator to enable Page Check to be user enabled. When Page Check is user enabled, the currently logged in user can choose to enable Page Check from within their user settings.

1. Hover over the user name on menu bar and choose **Settings** from the menu.
2. Choose **Preferences** from the menu.



The screenshot shows a user profile for 'Akita' with a sidebar menu containing 'User Information', 'Preferences', 'Restrictions', and 'LDAP Configuration'. The 'Preferences' section is active and contains the following settings:

- Add to Dictionary** *Allow user to add words to the custom dictionary*
- JustEdit**
- Page Check** (This option is circled in red in the original image)
- Failed Login Notification** *Get notified when a user has too many failed login attempts (Level 10 only)*

3. Click **Save**.

Any Page Check options enabled for the account are now available for the user.