

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 each check can be turned on and off at various levels in the system, the available options described here may cover more options than are available for an institution's implementation. The four types of checks that comprise Page Check are:

- [Spell Check](#)
- [Link Check](#)
- [W3C Validation](#)
- [Accessibility Check](#)

Depending upon configuration, the Page Check can be initiated from **Review > Page Check** in the Pages list view, while viewing or editing a checked-out page, at the time of publish, or a combination of the above. Some or all of the four quality checks may be enabled to run automatically at the time of publish. This option is called Final Check. A user can also enable Page Check in their individual user settings if an administrator has given all users the ability to enable or disable Page Check for themselves.

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














At the administrator level, in addition to enabling and disabling each check, administrators can choose the accessibility standard that Accessibility Check uses to perform its check.

Running 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 Pages List View

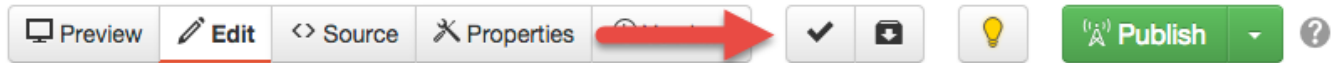
1. Navigate to **Content > Pages** and check out the desired page.
2. Hover over the page row and from the **Review** menu, choose **Page Check**.

<input type="checkbox"/>	<input type="checkbox"/>	Name ▾	Status	Modified	Options
<input type="checkbox"/>		index.pcf	2.7K 	11/18/2014 2:36 PM	 Edit ▾  Review ▾  Publish ▾
<input type="checkbox"/>		_properties.inc	969B 	11/18/2014 2:36 PM	 Preview
<input type="checkbox"/>		_leftnav.inc	91B 	11/18/2014 2:36 PM	<input checked="" type="checkbox"/> Page Check  Save Version
 Versions  Log					

Display rows per page

From the Page View

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

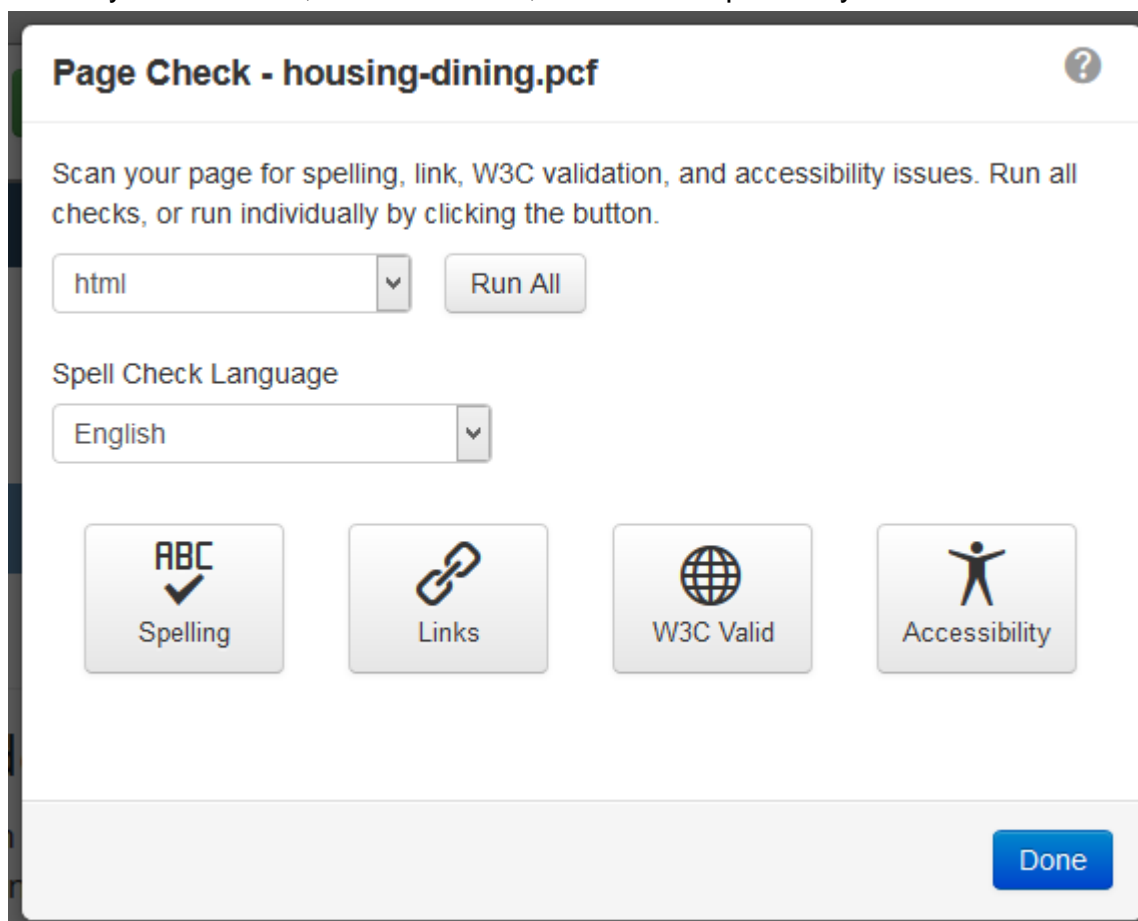


2. Click the **Page Check** button.



The **Page Check** modal will appear, where users can choose the output type they would like to check and which checks to run.

1. From the **Page Check** modal, 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 **Show Results** under the button. The item is shown in green if no errors are found.
6. Click

Done

when finished reviewing the results.

Final Check

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

Publish - library.pcf ?

Final Check
Schedule
Social Media

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

Run All

Spell Check Language

ABC
✓
Spelling

Show Results

4 errors

🔗

Links

Show Results

OK

🌐

W3C Valid

⌛

🧑

Accessibility

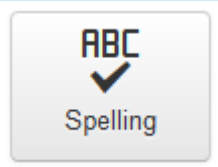
Version Description




0/256

Cancel
Publish

Page Check Options

The four types of checks available for Page Check can be enabled and disabled individually, as well as configured to run automatically upon page publish on an individual basis by an administrator.

Icon	Description
	<p>Spelling: Includes the ability to select from five languages that include English, Spanish, French, Italian, or Portuguese.</p>

Icon	Description
	<p>Links: Link Check checks the links for both internal and external links, identifies any broken links, and provides additional warnings.</p>
	<p>W3C Valid: W3C Validation identifies any W3C compliance issues (both errors and warnings) with a page.</p>
	<p>Accessibility: Accessibility Check identifies any issues that may be present relating to the type of accessibility standards configured by an administrator.</p>

Analyzing Results of the Error Reports

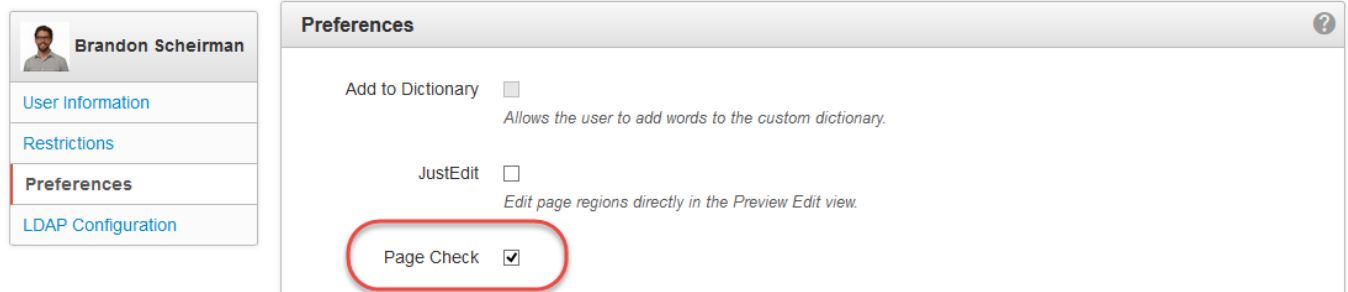
Each of the four types of checks provides reporting of the errors that were discovered. For details about the results of each of the four checks:

- [Spell Check](#)
- [Link Check](#)
- [W3C Validation](#)
- [Accessibility Check](#)

Enabling Page Check in User Settings

Administrators can choose whether Page Check is enabled or disabled for all users at once, or whether users can turn on Page Check themselves. When Page Check is set by users themselves, the currently logged in user can choose to enable Page Check from within their user settings.

1. Hover over the user name in the global navigation bar and choose **Settings** from the menu.
2. Choose **Preferences** from the menu.
3. Click the **Page Check** checkbox.



The screenshot shows a user profile for Brandon Scheirman with a sidebar menu containing 'User Information', 'Restrictions', 'Preferences', and 'LDAP Configuration'. The 'Preferences' window is open, showing three settings: 'Add to Dictionary' (unchecked), 'JustEdit' (unchecked), and 'Page Check' (checked). The 'Page Check' checkbox is circled in red.

4. Click **Save**.

The checks for Page Check that are enabled at the account level are now available for the user.