


# Content check tool

 This tool checks the properties of a file and lets you know whether it is missing keywords, title, etc.


1. Switch to Administration view in the CMS workplace
2. Click on Content Tools
3. Click on Content Check
4. Click on the big green plus button to select your site

Administration View > Content Tools > Content Check

## Content Check


 Up

### Select VFS resources for contentcheck

VFS path:  (Click on the "New" button on the right side to activate this element)



### Available content checks

Property check: 

Ok

Cancel

5. Use the yellow folder button to browse to the folder


Administration View > Content Tools > Content Check

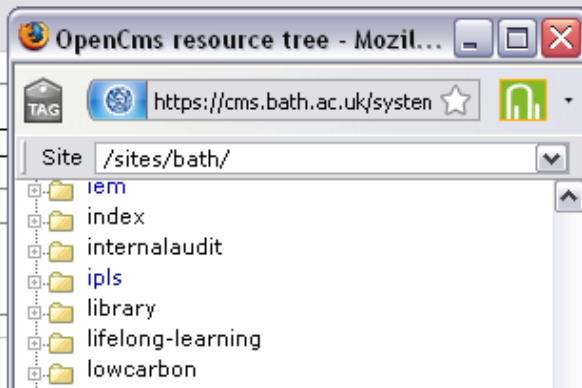
## Content Check

### Select VFS resources for contentcheck

VFS path:  /pharmacy/

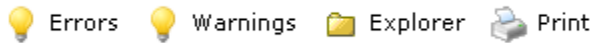
### Available content checks

Property check: 



6. The content check will now run; when it has completed, click OK.
7. You will now get a report entitled **Content resources with errors and warnings**

8. If you select Explorer view from the buttons on the right, you can do all the things that you can do with the file in Explorer mode, such as opening to edit, deleting, publishing, and changing the properties. If you select Errors, it will only display errors, and if you select Warnings, it will only display warnings (note that errors are more severe than warnings).



9. Click on the file icon to edit the properties

Administration View > Content Tools > Content Check > Results

## Results

	Path
	/pharmacy/undergraduates/ug_university_campus.html
	Lock
	Publish directly
	Edit page
	Copy
	Rename/Move
	Delete
	Undo changes
	Relations
	Permissions
	Change navigation
	Advanced
	History
	Properties
	/pharmacy/undergraduates/mpharm_specification.pdf

Unable to render (include) The included page could not be found.