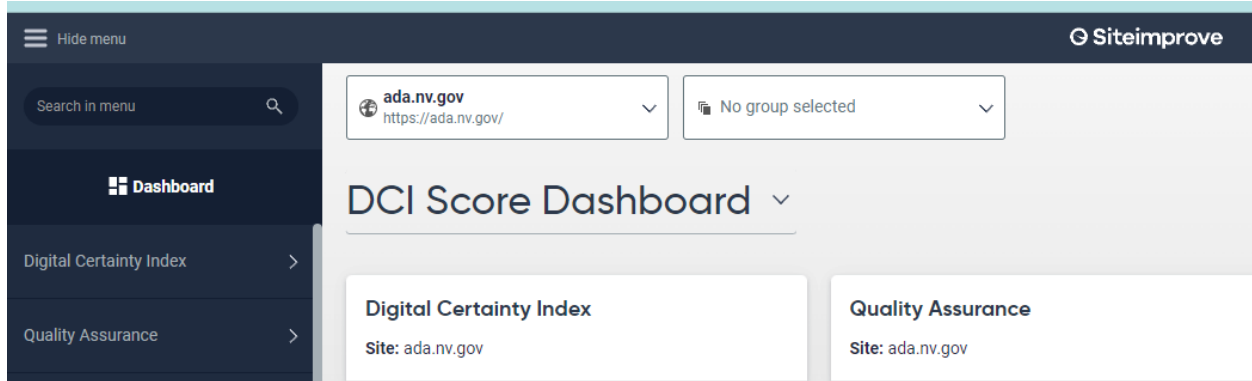


Siteimprove Walk through

Using Siteimprove

When you first log in you will always be on the DCI Score Dashboard. If at any time you ever want to get back to this dashboard as your going through the tool you can simply click on the Dashboard tab in the upper left corner just under the search menu.



Quality Assurance Tab

The key take aways from this tab are they spelling, Readability, and Inventory tabs. Please feel free to look in the other tabs, however these three sections will give you the information we have found that most if not all content editors are looking for.

Once you click Quality Assurance, then click Spelling you will get a new drop down that provides you tabs called Find Misspellings, and Decisions on Spellings. These two tabs give you the ability to tell Siteimprove that a spelling is correct, or revers a decision on the spelling of a word for your site. The good thing about this is that it will stop showing up on your score once a decision has been made, and if a mistake was made you can fix the mistake with out an admin getting involved.

Example of Find Misspellings. In here you have the option to approve or deny. Blue thumbs up approve. Red thumbs down the system are validated on the misspelling.

