

Website Checklist

Proper Structure

- Page title specified
 - Pages must have a title specified.
 - The title for each page might begin with the name of your site, then have the words from the top heading on your page. Title must accurately describe the page. Each page in your site should have a unique name.
- Proper use of HTML
 - Paragraphs are defined as paragraphs
 - Do not use the indent icon in Dreamweaver. This inserts blockquote HTML. If you want a paragraph indented use CSS.
 - Longer quotes should be defined as blockquotes. Short quotes within a paragraph do not need to be defines as a blockquote
 - Lists of items are defined as lists.(Note: Lists of links for navigation are lists.)
 - If order of items matters - ordered list is used
 - If order does not matter - unordered list is used
 - If a list of terms and definitions - definition list is used
 - Headings are defined as headings - Each page must have at least one unique heading to describe what is on that page this is in addition to a heading that identifies the site. Headings must be appropriately applied - think of the headings as an outline.
 - h1 is a main heading. It must be present before an h2 level is used.
 - h2 is a subheading of h1 heading and must be present before an h3 is used.
 - h3 is a subheading of h2 heading and must be present before an h4 is used.
 - h4 is a subheading of h3 heading and must be present before an h5 is used.
 - h5 is a subheading of h4 heading and must be present before an h6 is used.
 - h6 is a subheading of h5 heading - last level
 - This does not mean that each heading number in your web page is used sequentially. Do NOT have h1 as your first heading on

the page, then h2 as your second heading on the page then h3, then h4, then h5, then h6. Only use the next number if it is a subheading of the previous heading.

- Keeps styles & structure separate. Do not use left, right, center alignment as HTML coding
- Do not use any formatting in HTML that is a style choice. In HTML bold and italic should be used only to emphasize a particular word or set of words.
 - If you want all words in a heading or other element to be bold or italic do not use the HTML coding.
- Tables are used only to organize data, NEVER as a layout tool.
- Any other improper use of HTML.

Accessibility & Usability

CSS should add visual appeal, but not detract from accessibility and usability.

- CSS styles should be stored in an EXTERNAL style sheet which is linked to your TEMPLATE.
 - Styles that are used for one page only may be internal styles defined in the head section of the page they are used, but the majority of your styles will be in the external style sheet.
- Alternatives are available
 - Images have alternative text Image should be accurately described. One word is usually not enough!
 - Images with words should have the words as part of the alternative text.
 - Images used for decorative purposes only should have a space as the alternative text (do not leave blank!)
 - Images used to illustrate a point should have alternative text that details the illustration - may need a long description
 - Menus that drop down, slide out, or otherwise require fine motor movement, should have alternative means of accessing the same menu items.
 - Image maps should have an alternative text available with all the options on the image map
 - Recorded narrative should have a transcript and recorded video should have a long description and/or transcripts. (Optional for this class)

- Readability & accessibility
 - Text is spell checked (In Dreamweaver, use keys Shift-F7 or from menu Commands - Check spelling).
 - Proper grammar is used.
 - Text is legible High contrast between foreground & background (including any background images)
 - Background image does not interfere with readability
 - Font, styles and color choices should not interfere with readability. Italics, oblique, bold and decorative fonts are very difficult to read for entire paragraphs
 - Fixed pixel size for font should be avoided. If you feel it is necessary, explain to the instructor why in the comment box. To increase the size of headings - use percent or em.
 - Control the page width for wide screen monitors
 - Avoid anything else that interferes with readability of text.