

Page Design Checklist

- Have you avoided too much bold text or underlined text?
- Have you included easily identifiable links from all subsidiary pages back to the home page?
- Is there a link available for contact information (telephone, mailing address, e-mail address)?
- Have you used same-page links (known as anchors) to jump back and forth between various headers on the page in long Web pages (those over two screens in length)?
- Have your images been saved in the proper format (.gif or .jpeg) at a 72 dpi?
- Have descriptive names (<ALT> tags) been placed in all your HTML image tags?
- Have you placed a title in the browser header of each Web page?
- Does each Web page have a distinct page title?
- Have you included iGuide at the top of each page of your site?
- Are you using the correct "include" statement for the iGuide and filename extension (.shtml) in pages where you have included iGuide?
- Do your text colors contrast well with your background color(s)?
- Are your Web pages compatible with screen reading programs?
- Have the audio elements of your site been transcribed for the hearing impaired?
- Do you integrate text links with the rest of your text so they make sense when read out of context? (e.g. rather than writing "click here," write "view our design checklist" with "design checklist" being the link.)
- Can your links be navigated in a logical manner when using the "TAB" key?