



## Kristie T's Website Proofing Checklist

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### Links

- Do they work? Go to correct page?
- Is the link text accurate
- Case sensitive?

### Meta tags

- Does the page title display correctly in the window
- Is there a title tag
- Is there a keywords tag
- Is there a description tag
- Are there alt tags on all the graphics

### Form atting

- Are headers all same size, color, and font?
- Are main text fonts all consistent size, color, and font?
- Is all text large enough to be legible?
- Are more than 3 typefaces being used?
- Are more than 3 sizes being used?
- Are more than 3 colors being used?
- Are all the graphics showing up on the page?
- Are any of the pages too wide?
- Is the most important information above the fold?
- When you print it is the copy breaking cleanly into natural page breaks?

### Content

- Spell check
- Grammar check
- Are the email addresses consistent and correct on web site?
- Is the privacy policy listed?
- Is the copyright listed?
- Is all pertinent content information listed?
- Is there a call to action and a clear focus on every page?

### Browser Check

- Internet Explorer
- Netscape Navigator
- Opera

### Screen resolution check

- 640 x 480
- 800 x 600
- 1024 x 768
- 1280 x 1024

### Construction

- Are download times reasonable? (8 seconds on a 56 K modem is standard)
- Images sizes optimized?
- HTML check
- Custom 404 error pages in place?