

# WEBSITE CHECKLIST

NAME

CLASS

FOLDER STRUCTURES	😊	😐	😞
All files in suitable folders			
Assets within the website folder			
No typographical/spelling mistakes			
No mixing of upper and lowercase			

FILES & FOLDER NAMES	😊	😐	😞
Consistent naming conventions: <ul style="list-style-type: none"> <li>▪ Underscores eg. <i>contact_us.html</i></li> <li>▪ No mixing of upper and lowercase</li> </ul>			
No typographical/spelling mistakes			
No very long file names			

WEBSITE ASSETS	😊	😐	😞
Suitable text			
Bullet-pointed lists			
Graphics			
Animations			
Embedded content eg. map/video			

NAVIGATION	😊	😐	😞
Navigation bar			
Navigation buttons			
Hyperlinks			
Hotspots			
Navigation logical <i>It should not be difficult for a user to find what they need</i>			
Navigation works			

SAVING & PUBLISHING	😊	😐	😞
Webpages saved as HTML files (.html/.htm)			
Homepage saved as either <b>index</b> or <b>default</b>			
Stay within maximum image file sizes: Small web graphics: 300 KB Large/backgrounds: 1MB			
All the content loads correctly			



WEBSITE MASTERPAGE & STYLE	😊	😐	😞
Master page created then copied/used again			
Consistent house style across the website			

BASIC TECHNIQUES	😊	😐	😞
Text			
Images			
Previewed in a browser			

ADVANCED TECHNIQUES	😊	😐	😞
Accessibility: <ul style="list-style-type: none"> <li>▪ Add ALT text</li> <li>▪ Choose appropriate colours</li> <li>▪ Use a different rollover colour</li> </ul>			
Form			
Rollovers (e.g. buttons)			
Configure Page Properties			
CSS Template			
Edit CSS Styles			

*This checklist is just a guide – you won't necessarily need all aspects completed and you may even go beyond it!*