Texas Tech University
Pre-Flight Checklist for TTU Web Pages

In order to help ensure that all Texas Tech University web pages are created and maintained in accordance with the TTU Web Guidelines, the checklist below covers the critical steps to prepare a site to go live.

\<center\> Pre-flight Checklist: Is your site ready to go live?			
YES	**NO**	**N/A**	**PROCESSES**
			Technical Issues
☐	☐	☐	Ensure all code and markup is valid and meets current standards. • Validate HTML • Validate CSS
☐	☐	☐	Verify that any RSS feed if present is working correctly • Validate RSS feed
☐	☐	☐	Verify that all external and internal links are working and that image source links are pointed to a properly uploaded image. • Validate Links
☐	☐	☐	Check for cross-browser compatibility
			Accessibility
☐	☐	☐	Ensure pages comply with the Texas Administrative Code (TAC) §206, State Web Sites, TAC §213, Electronic and Information Resources, and applicable University policies. • Web Accessibility Initiative • Cynthia Says Portal • US Section 508 Tools • WebAIM WAVE Tool
			Identity Guidelines
☐	☐	☐	Include Official University Footer
☐	☐	☐	Link to centralized masthead/title image
☐	☐	☐	Link to centralized style sheet
			Content
☐	☐	☐	Verify page has a unique title
☐	☐	☐	Verify all information for timeliness and accuracy
☐	☐	☐	Check for spelling and grammatical errors and ensure proper use of punctuation
☐	☐	☐	Verify all graphics are saved at the web optimized resolution of 72dpi, sized for their intended display location and in the appropriate format for their content (JPG, GIF, PNG)
			Security/ Legal Issues
☐	☐	☐	Register web site with the TTU IT Division
☐	☐	☐	Verify content is free from illegal activities such as distributing copyrighted music, movies, or other material, lobbying for a specific politician/political party, or hosting a commercial site selling items for profit.
☐	☐	☐	Verify pages adhere to minimum standards set forth in the TTU IT security policies

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