



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.

Pre-flight Checklist: Is your site ready to go live?			
YES	NO	N/A	PROCESSES
Technical Issues			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all code and markup is valid and meets current standards. <ul style="list-style-type: none"> • Validate HTML • Validate CSS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify that any RSS feed if present is working correctly <ul style="list-style-type: none"> • Validate RSS feed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify that all external and internal links are working and that image source links are pointed to a properly uploaded image. <ul style="list-style-type: none"> • Validate Links
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check for cross-browser compatibility
Accessibility			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure pages comply with the Texas Administrative Code (TAC) §206, State Web Sites, TAC §213, Electronic and Information Resources, and applicable University policies. <ul style="list-style-type: none"> • Web Accessibility Initiative • Cynthia Says Portal • US Section 508 Tools • WebAIM WAVE Tool
Identity Guidelines			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify any custom styles do not overwrite university approved fonts, sizes or colors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update contact section with appropriate departmental information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all headings conform to university approved styles
Content			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify page has a unique title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify all information for timeliness and accuracy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check for spelling and grammatical errors and ensure proper use of punctuation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Register web site with the TTU IT Division
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify pages adhere to minimum standards set forth in the TTU IT security policies

Links to third-party tools are merely provided as a convenience or information resource. They do not imply nor represent an endorsement by TTU or its affiliates.